केन्द्रीय विद्यालय संगठन

F. No. 110240/4/2014/KVS/ HQ/ Budget/PF-1)350   Dated:-21st March, 2017
                                                          Most Important

The Deputy Commissioner,
All Regional Offices

Sub: - Fee Collection through bank for the 1st Quarter of 2017-18 through UBI Web Portal System-Reg.

Madam/Sir,

This is regarding collection of fee through **UBI Fee Collection Web Portal System. In respect of the collection of fee for the 1st quarter of 2017-18, following line of action may be taken at your end in order to achieve the target of cent percent fee collection through the system.**

1. During the earlier quarters it had come to the notice that some of the Teachers and Principals did not complete the mandatory verification process at their level in spite of the repeated instructions issued by this office. This created an obstacle in the process of fee Collection through the F**ee Collection Web Portal System.** It is once again emphasized, that for the 1st quarter of 2017-18, **verification process for Regular Students, at both levels, must be completed by 30th March, 2017 up to 6.00 P.M without fail. It may be noted that once the data is frozen on UBI Web Portal, fee will not be collected through the system and in such a situation responsibility will be fixed by the Competent Authority for such lapses against the delinquent officials.**

2.   As you are aware that the result for the current academic year will be declared on **27th March, 2017.** In this regard, **it is stated that before freezing the Data on UBI Web Portal, the process of promotion/demotion of students must be completed by Class Teachers/Principals before the cutoff date i.e. 30th March, 2017 up**

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to 6.00 P.M. As such, it is essential on the part of the Deputy Commissioner of the Regional Offices to ensure that all the KVs under the jurisdiction of the Regional office have completed the **mandatory verification before the cutoff date.**

3.   It may be noted that the "Data of Newly Admitted Students in Class One" **should not be mixed up with the "Data of Existing Class One"**. Similarly Class 11th data should not be mixed up with the student's data of **class 12th while promoting the class 11th**. The detailed procedure for promotion/demotion/verification etc. is already available on the "home page" of **"Kendriya Vidyalaya Fee Collection System"** which may be seen at the time of login itself. It is also important to note that before doing the Data entry in the system in respect of newly admitted students in Class one for the session 2017-18, firstly the "Existing Class one" will be vacated by following the proper procedure as mentioned on the **Kendriya Vidyalaya Fee Collection System** and given below:

A. <u>**Verify the existing students from the teachers login- ID and Principal Log-In ID and promote the existing students of Class 10th in unused (dummy section) Section of class 11th if the KV is having classes up to 12th. In case the KV is having classes only up to 10th, then Promote the existing students of class 10th in unused (dummy Section) Section of class 10th**</u> .

B. Verify and promote the existing students of class 12th in unused Section (Dummy Section) of class 12th. <u>**After transfer the data in Dummy Section   do not verify the data of Dummy Section**</u>.

C. <u>**Do not**</u> verify the students of Dummy Section of 11th class (those promoted from 10th as mentioned in the above point A). Similarly <u>do not</u> verify the students of Dummy Section of 10th class (those promoted from 10th as mentioned in the above point A).

D. After declaration of 10th Class result, separate menu will be provided in the system for verification of unverified records available in 11th Class Dummy Section.

E. After doing the needful as stated above, promote the upper class first and then lower class. For example after transfer of existing 10th class data in Dummy Section as suggested above ,class 9th will be promoted to class 10th and then class 8th will be promoted to class 9th and so on.

F.   For promotion of students following procedure may be adopted.

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I. **Verify the students from Class Teacher Log-In ID**
II. **Verify the students from Principal Log-In ID.**
III. **Promote the students from the menu option MISC >> Menu >> Promotion/Demotion available in the Principal Log-In ID.**
IV. **After Promotion/Demotion the data of students will be available in new class teacher Log-In ID in the Entry status/stage.**
V. **Verify again the promoted /demoted students data in new class at both level, which may facilitate the Vidyalayas to collect the fees through the system.**
VI. **After the result, demote the failed students to previous class and verify them at both the levels.**

4. In few cases, it is noticed that students have got the **"Transfer Certificate" and took admission in new KV but the** parents deposited the fee against the UID" of that KV from where the Student has got the **"Transfer Certificate".** It is reiterated that once the Transfer Certificate is issued, the UID of such students should be deactivated in the system immediately so that the system may not accept the fee against the old **'UID".**

5. Some parents reported that copy of the Challan is not being provided by the KVs. In this connection, it is informed that copy of "Challan" may be provided by the Class Teacher wherever it is desired by the students.

These instructions may be brought to the notice of the Principals and all other stakeholders under your jurisdiction for necessary compliance at their end.

Yours faithfully,

(S. Muthusivam)
Deputy Commissioner (Fin)

Distribution:-
1. PS to Additional Commissioner (Admn.) for information.
2. PA to Joint Commissioner (Fin.) for information
3. The Deputy Commissioner (Acad.)/EDP with a request to upload it on KVS Website under the link "Announcement".

Deputy Commissioner (Fin)