संतोष कुमार मल्ल, भा.प्र.से.
आयुक्त
Santosh Kumar Mall, I.A.S
Commissioner

F. No. 110240/4/2014/KVS/ HQ/ Budget/PF-1   Date: - 18th May, 2015

To,
The Deputy Commissioner,
Kendriya Vidyalaya Sangathan,
All Regional Offices.

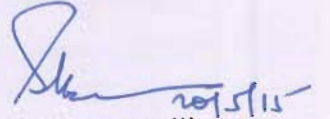**Sub: - Fee collection through bank – Third phase-Reg.**

Madam/Sir,

I would like to congratulate all of my officials for successful execution of 3rd phase of fee collection. In third phase, total number of students enrolled with UBI portal was 10,11,549 and student exempted from fee was 89575. Thus, fee was to be collected from 9,21,974 students. Against this, 879344 students have deposited fee through UBI Portal amounting to Rs 163 crores approx till 30th April, 2015 for quarter April-June, 2015, success rate works out to tune of 95 %.

Fourth and final phase of fee collection is to commence from 1st July, 2015 vide which total enrollment of students (including class 1 and X1) is expected to be around 12 lacs and total fee to be collected to Rs 200 crores approx from 11 lacs students presuming that around 1 lacs students are exempted from fee payment.

In order to facilitate KV officials, a guideline on day to day affairs of operational aspect of UBI portal is annexed. In order to streamline ongoing system of fee collection mechanism and to make system more robust, suggestions have been invited from officials of Regional office and Kendriya Vidyalayas.

I request you to provide your valuable suggestion in Annexure-A to Deputy Commissioner (Finance), KVS (Hqrs). Further, Kendriya Vidyalayas under your jurisdiction may also be asked for their valuable suggestion, if any, in Annexure-B to Dy. Comm. (Finance), KVS (Hqrs) on Email kvsdcfinance@gmail.com latest by end of May, 2015.

Sincerely

(Santosh Kumar Mall)

Commissioner

Distribution:-

1. Additional Commissioner (Admn/Acad) for information.
2. Deputy Commissioner (Acad.)/EDP with a request to upload on KVS Website under the head "Announcement".

KVS HQRS

Finance Division

Guidelines on day to day affairs of operational aspect of UBI portal for fee collection:-

1. All Quarterly fee of KVS students is to be collected through UBI Portal **barring** admission of students and re admission cases.
2. The UBI will collect quarterly fee during complete month April, July, October and January in each Academic session.
3. In Readmission cases, quarterly fee to be collected from students along with amount of fine due till end of fee collection month and Rs 100/- towards re admission charges.
4. If quarterly fee challan of student is generated through UBI Portal, and one month fee is chargeable from student on account of seeking TC by student or for any other reason, then parent has to initially deposit quarterly fee in UBI and thereafter refund of two month fee as the case may to be made by concerned Kv to parents by cheque.
5. First & second verification is required to be carried out in each quarter for every student failing which fee will not be uploaded and accepted by Union bank of India.(Reason-First and second verification ensures accuracy of fee as well uploads data automatically on UBI Portal).
6. Entries in books of Accounts to be made as and when funds are transferred by Union bank of India to Kv and other stakeholders(Hqr.,RO, RSCB & NSCB)
7. If complete fund due to KV(SF and VVN) and to RO,RSCB, Hqr and NSCB has not been remitted by Union bank of India, then matter may please be taken up with Nodal officer of UBI(to be declared shortly).
8. The Class XI student has to deposit two quarters fee in quarter July-Sep quarter(April- June and July – Sep).
9. Funds collected manually from first time admission and re admission cases are required to be deposited in UBI SF and UBI VVN account and share of Hqr, RO, RSCB and NSCB is required to be transferred on quarterly basis.

10. Result announcement has been proposed to be scheduled on 25th March of each Academic session and concerned Kv has to complete promotion of class, demotion of failure student and transfer of student to other section latest by 28th March.

11. All new admission of class-1 and other classes, student data entry is required to be completed by concerned Kv on UBI Portal from 1st May/Aug/Nov/1st Feb as the case may but before commencement of next quarter, so that next quarter fee may be collected through UBI.

12. In case any mistake has happened in filling up of student data on UBI Portal, then student data can be edited/corrected by respective class teacher. Discrepancy if any, suppose prevails in computation of fee of student and fee challan has already been generated, then refund or collection to be settled manually during that quarter and thereafter student data to be edited on UBI Portal so that correct fee may be displayed by system for subsequent quarters.

13. For allowing any type of fee concession to student as permitted by KVS Hqr under fee structure, requisite documents/certificate as prescribed from time to time should be kept in record, so that admissibility of exemption may be analyzed by Audit/RO.

14. Affidavit/Certificate as required to be collected on annual basis may please be collected from Parent before commencement of Academic year, so that correct fee may be computed by system on basis of information fed into UBI Portal.(Some parents have furnished Affidavit/certificate, subsequent to generation of fee challan during this quarter and as system does not permit editing subsequent to start of fee collection and late submission of requisite document by parents creates problem). To avoid such type of situation, requisite documents/ certificates may please be called from parents well in advance.

15. Principal has been empowered to re set class teacher password. Regional office is empowered to reset password of Principal.

16. In any change is required in fee structure of Kendriya Vidyalaya due to court verdict or change in fee structure by Project Authorities or for any

other reason, RO has been empowered to revise fee structure of Vidyalayas in their jurisdiction and same to be finally concurred by KVS Hqr.

17. It is suggested that password allotted to class teacher and Principal may be kept protected by respective officials and provision exists for change of password by them also.

18. The Regional Office should always be kept in loop for any type of issue/problem related to UBI Portal being faced by class teacher/Principal.

19. All stipulated records as prescribed in Account/Education Code may Please be maintained and computer generated reports in prescribed format can be pasted.

20. If no fee is payable on account of RTE/SG then student need not visit UBI Branch to get initial on Nil payment.

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Suggestion to improve fee collection through UBI Portal- Performa to be filled up by RO.

1. Please furnish your assessment about UBI Portal. Are you satisfied with ongoing fee collection system through UBI?

2. Whether reports available in domain of Regional office is adequate? Yes/No

3. In case reply to Q-2 is no, then any additional column required to be incorporated in existing report may please be suggested alongwith additional column to be added and under which report.

4. Whether any additional report is required by Regional office, then same may please be suggested along with format & content of table.

5. Any type of discrepancy noticed may please be brought to notice. Please furnish detail if any, to enable us to examine the issue and take remedial measures.

6. Please give your valuable suggestion for improvement of fee collection mechanism through UBI portal

Annexure-B

Suggestion to improve fee collection through UBI Portal- Performa to be filled up by KV

(To be filled up by Principal).

A1-Report available through MIS

1. Whether Principals are able to view reports generated through UBI Portal?
   Yes/No

2. Whether teaching and non teaching staff is able to access UBI portal?
   Yes/No

3. Whether report available in Principal User ID is adequate?
   Yes/No

4. In case reply to Q-3 is no, then any additional column required to be incorporated in existing report may please be suggested.

5. Whether any additional report required by Principal, then please suggest format of table and contents of table?

A2-General Aspects:

6. Whether link has been provided from your Kv site to UBI Portal?
Yes/No

7. Whether student/ parent are able to access 'UBI Student portal'.
Yes/No

8. If reply to q.no 7 is no, difficulty faced by Parents/student in operating UBI student portal may please be specified.

9. Whether parents in general are happy with proposed system of fee collection through UBI.
Yes/No

10. In case any type of problem in general being faced by parents. Please narrate the issue.

11. Suggestion , if any given by parents/students for improvement of system.

12. Whetherkvhelpdesk@unionbankofindia.com is replying to the queries of Parents/teacher?
Yes/No

13. Whether UBI helpline no 1800222244 as mentioned in fee challan is responding positively to parents?
Yes/No

14. Suggestion if any to improve system.

B1-Online feeding of student data by teacher.

1. Whether system is user friendly?
   Yes/No

2. If reply to q. no 1 is no, Pl suggest ways to make it user friendly.

3. Problem if any, faced by class teacher in online feeding of student data.

4. Whether any other additional student information is required to be entered(other than existing student data available on UBI Portal), which is purportedly required on day today basis by KV/RO.
   Yes/No

5. If yes, Pl suggest column to be inserted and its relevance.

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B2-Reports generated in domain of teacher:

1. Whether teacher are viewing reports as available in their USER ID?
   Yes/No

2. Whether reports as available on UBI Portal are adequate?
   Yes/No

3. In case reply to Q-2 is no, then any additional column required to be incorporated in existing report. Please suggest column to be added under which report.

4. Whether any additional report required by teacher, if Yes, then please suggest format of table and contents of table.

5. Suggestion , if any