



केन्द्रीय विद्यालय संगठन

केन्द्रीय विद्यालय संगठन (मु0)  
**Kendriya Vidyalaya Sangathan (HQ)**  
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F. No. 110240/4/2014/KVS/ HQ/ Budget/PF-1

Dated:-17<sup>th</sup> March, 2016

Most Important

The Deputy Commissioner,  
All Regional Offices

**Sub: - Fee Collection through bank for the 1<sup>st</sup> Quarter of 2016-17 through UBI Web Portal-Reg.**

Madam/Sir,

This is regarding collection of fee through **UBI Fee Collection Web Portal System**. For the collection of fee for the 1<sup>st</sup> quarter of 2016-17, 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. For the 4<sup>th</sup> quarter (January 16 to March 16) of 2015-16 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. The competent authority had viewed it very seriously and conveyed the message to all the Deputy Commissioners and Principals to stick to the time schedule prescribed for Student Data Verification on **UBI Fee Collection Web Portal System**. It is once again emphasized, that for the 1<sup>st</sup> quarter of 2016-17, verification process for **Regular Students, at all levels, must be completed by 31<sup>st</sup> March 2016 up to 8.00 A.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 in any case.

2. In the previous quarter, it was brought to the notice that in some cases of "**New Admission**", Challan generated through the system was showing nil amount of fees. Consequently the fee was collected manually for such cases. For the ensuing quarter, while doing verification, it has to be ensured by the teacher concerned and Principal that due amount of fee is being shown in the system for such cases.

3. As you are aware that the result for the current academic year will be declared on **28<sup>th</sup> March, 2016**. In this regard, **it is stated that before**

freezing the Data on UBI Web Portal, the activities for promotion of students may also be completed by class teachers/Principals because after freezing the Data, the above said activities cannot be completed in the system. As such, it is essential on the part of the KV/RO that proper procedure is followed vis a vis "FAQ" issued by the KVS (HQ on the subject of Fee Collection, is referred to. 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 11<sup>th</sup> data should not be mixed up with the students data of class 12<sup>th</sup> while promoting the class 11<sup>th</sup>. Before admitting the students in class one, firstly, the "Existing Class one" will be vacated by following the proper procedure as suggested below.

- A. Promote the existing students of class 10<sup>th</sup> in unused (dummy section) section.
- B. Do not verify the students in the 11<sup>th</sup> class (Those promoted from 10<sup>th</sup> as mentioned in the above point A).
- C. New menu will be provided in the system for verification of unverified records available in 11<sup>th</sup> Class.
- D. New menu will be available in the system after declaration of the result of 10<sup>th</sup> Class.
- E. After doing the above, firstly, promote the upper class and then lower class. For example class 9<sup>th</sup> will be promoted to Class 10<sup>th</sup> and then class 8<sup>th</sup> will be promoted to class 9<sup>th</sup> and so on. It may be noted that while doing promotion, new data is not to be entered in the system.
- F. For promotion of students following procedure may be adopted.
  - a) Verify the students from Class Teacher Log-In ID
  - b) Verify the students from Principal Log-In ID.
  - c) Promote the students from the menu option MISC >> Menus >> Promotion/Demotion available in the Principal Log-In ID.
  - d) After Promotion/Demotion the data of students will be available in new class teacher Log-In ID in the Entry Status/stage.
  - e) Verify at both the level with the new class, and then only it will be available for payment of (APR-JUN of 2016-17) Session/quarter.
  - f) After the result, demote the failed students to previous class and verify them at both the levels.

4. In case of new admission the Challan validity is only for 5 days, this validity period of Challan may be brought to the notice of the parents clearly for timely deposit of fee into the Bank (in case of offline mode).

5. 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**". This has happened due to non deletion of student data in the system by the previous Vidyalaya. Once the Transfer Certificate is issued by the System or the data has been deleted from the system, the system will not accept the fee against the old 'UID". Hence it is once again stated that **proper procedure should be followed in this regard and "FAQ" may also be referred to.**

6. In some cases parents reported that KVs are insisting for submitting the hard copy of Fee Receipt. Some parents have reported that copy of the Challan is not being provided by the KVs. In this connection, it is submitted that copy of "Challan" may be provided by the class teacher wherever it is desired by the students. Similarly, class teacher should ask for the "Fee Receipt" only in respect of those cases where the fee paid by the students through online mode are not reflected in the "MIS" Report of that KV.

7. The Fee Collection Web Portal System has been modified. In case of any problem regarding login the system, the following link may be used to access the System <https://epay.unionbankofindia.co.in/kvsfcs/KVLogin.aspx>

8. For any query in this regard, please refer "**FAQ**" and the instructions issued by KVS (Hq) from time to time **first** .you may feel free to contact the following officers of KVS (Hq) for any problem/query, if any, over and above "**FAQ**".

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|---|--------------------|
| <b>1. Mr. Sanjay Kumar, FO, KVS (Hq.)</b> | <b>09868637352</b> |
| <b>2. Deputy Commissioner (Fin)</b>       | <b>09953094734</b> |

The above 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)**

So (EDP) Ans  
14-3-24