



केन्द्रीय विद्यालय संगठन (मु०)
Kendriya Vidyalaya Sangathan (HQ)
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F. No. 110240/4/2014/KVS/ HQ/ Budget/PF-1

Date: - 16th December, 2014

To
The Deputy Commissioner/
Assistant Commissioner of Region (Nodal officer)
All Regional Offices.

Sub:- Fee collection through Bank (Union Bank of India) – Third Phase-Reg.

Madam/Sir,

The Pilot Project to collect fee from five KVs of Delhi Region for the quarter October- December, 2014 was successful. The second phase covering five KVs each of remaining twenty four Regions and five KVs of Delhi Region is under progress.

In the third phase, it is proposed to cover remaining KVs of twenty five Regions subject to their proximity to UBI Branch. In order to familiarize all officials of these KVs, a brief orientation program has been scheduled at Regional level (barring Silchar and Tinsukia, which will be held at Guhwati) to discuss salient features of the fee collection mechanism. Training will be imparted to all KV official of the Region irrespective of fact that fee collection is not to be taken up during third phase, as complete student data to be uploaded on UBI portal to generate MIS and despite not availability of UBI Branch, it provides leverage to Parents to deposit fee through online mode.

The various aspect of the fee collection right from generation of user ID, feeding of student data online, generation of Unique ID of student through system, generation of fee challan, fee related clarification and exemption issues, mode of deposit of fee and MIS will be discussed at length by the undersigned. The session will be completely interactive.

The venue of training should have capacity to accommodate all official from that Region in **one slot (approximate four hours)** and facility of projector along with internet. The venue to be decided and communicated by the respective Regional office to all officials of the Region to whom training is to be imparted. The date and timing of orientation program is annexed herewith for your reference.

Four official (per shift) from all of the KVs (one principal/Vice principal, two teachers including one PGT (Computer science)/or having computer knowledge and one non teaching staff) may be deputed to attend program barring officials from those KVs who had already undergone training for second phase. Further, to this Deputy Commissioner (Region), Assistant Commissioner (Nodal Officer), Finance Officer, official from second phase to be declared as Master trainer and any other official as deemed fit by Deputy Commissioner of Region is also requested to attend the orientation program.

For any query, please forward E-Mail at kvsdcfinance@gmail.com.

Yours faithfully,

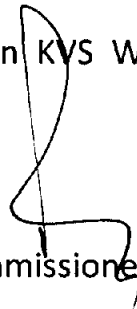


(Rajesh Yadav)

Deputy Commissioner (Fin.)

Copy to: -

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



Deputy Commissioner (Fin.)

Detail of Orientation Program

<u>Date</u>	<u>Name of the Region</u>	<u>Timing of program</u>
05.01.2015	Ernakulam	11:00 AM to 04:00 PM
06.01.2015	Bangalore	09:00 AM to 01:00 PM
07.01.2015	Hyderabad	09:00 AM to 01:00 PM
08.01.2015	Chennai	08:00 AM to 12:00 PM
09.01.2015	Mumbai	09:00 AM to 01:00 PM
10.01.2015	Ahmedabad	09:00 AM to 01:00 PM
14.01.2015	Bhopal	09:00 AM to 01:00 PM
15.01.2015	Agra (at Gwalior)	09:00 AM to 01:00 PM
19.01.2015	Raipur	10:00 AM to 02:00 PM
20.01.2015	Jabalpur	10:00 AM to 02:00 PM
22.01.2015	Gurgaon	10:00 AM to 02:00 PM
23.01.2015	Delhi	10:00 AM to 02:00 PM
27.01.2015	Ranchi	02:00 PM to 06:00 PM
28.01.2015	Patna	10:00 AM to 02:00 PM
29.01.2015	Varanasi	09:00 AM to 01:00 PM
30.01.2015	Lucknow	10:00 AM to 02:00 PM
31.01.2015	Jaipur	12:00 PM to 04:00 PM
02.02.2015	Tinsukia (at Guwahati)	02:30 PM to 06:30 PM
03.02.2015	Silchar (at Guwahati)	09:00 AM to 01:00 PM
03.02.2015	Guwahati	02:00 PM to 06:00 PM
05.02.2015	Kolkata	09:00 AM to 01:00 PM
06.02.2015	Bhubaneswar	10:00 AM to 02:00 PM
09.02.2015	Jammu	02:00 AM to 06:00 PM
11.02.2015	Chandigarh	10:00 AM to 02:00 PM
12.02.2015	Dehradun	10:00 AM to 02:00 PM


(Rajesh Yadav)
Deputy Commissioner (Finance)