



केन्द्रीय विद्यालय संगठन (मु0)
Kendriya Vidyalaya Sangathan (HQ)
18, संस्थागत क्षेत्र, शहीद जीत सिंह मार्ग,
18, Institutional Area, SJS Marg
नई दिल्ली/ New Delhi - 110016

फोन नंबर 26523070-011 फ़ैक्स नंबर 26514179-011

E-mail:- kvsdcfinance@gmail.com

F. No. 110240/4/2014/KVS/ HQ/ Budget/PF-1

Dated: 24th June, 2016

Most Important

The Deputy Commissioner, KVS
All Regional Offices

Sub: - Fee Collection for the 2nd Quarter of 2016-17 through UBI Web Portal-Reg.

Madam/Sir,

This is regarding fee collection through **UBI Fee Collection Web Portal system** for the 2nd quarter of 2016-17. In this regard, following line of action may be ensured to achieve the target of cent percent fee collection through the system.

- i. For existing **Students**, data verification at both levels i.e. teachers level **and Principal level must be completed by 30th June 2016 up to 8.00 A.M without fail.** It may be noted that once the data is frozen on UBI Fee Web Portal System, **fee will not be collected through the system in any case. It is further stated that students data of 12th Class which are lying in dummy Section are to be deactivated at KV level and need NOT be verified at any level.**
- ii. For 11th class admission, the last date for data verification is 28th June, 2016 -6.00 P.M. It is further stated that while doing new admission, data entries has to be made under the menu- "New Admission" in UBI Fee Web Portal System. However, from the telephonic calls, it is observed that in a good number of cases, data entries are made by the class teachers under the menu -"Existing Students" instead of "New Admission Menu" which caused lot many problems in the system. As such, the Principals under your jurisdiction may be instructed to ensure that the Data entries are being done by the Class Teachers as per the prescribed procedure as explained supra.

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2) It is pertinent to mention here that the detailed instructions regarding verification of student data etc. **have already been displayed in UBI Fee Collection Web Portal system itself for necessary information and compliance by all the Principals and Teachers.** It is, therefore, reiterated that the contents of this letter may be brought to the notice of the Principals and all other stakeholders under your jurisdiction for necessary compliance at their end. It may also be noted that **non verification of student data within the prescribed time schedule will be viewed seriously by the competent authority of KVS.**

Yours faithfully,

(S. Muthusivam)

Deputy Commissioner (Fin)

Copy to:-

- ✓ 1. The Deputy Commissioner (Acad.)/EDP with a request to upload it on KVS Website under the link "Announcement".


24/6/16
Deputy Commissioner (Fin)