



केन्द्रीय विद्यालय संगठन (मु0)  
Kendriya Vidyalaya Sangathan (HQ)  
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F. No. 110240/4/2014/KVS/ HQ/ Budget/PF-1 / 1102-1127

Dated: 26<sup>th</sup> December, 2016  
Most Important

The Deputy Commissioner, KVS  
All Regional Offices

**Sub: - Fee Collection for the 4th 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 4<sup>th</sup> 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 UBI Fee Collection System.**

- i. As you are aware that without doing the students' data verification in the system, fee collection through the System is not possible. As such it is requested that for existing **Students**, data verification at both levels i.e. **Teacher and Principal level must be completed by 29<sup>th</sup> December 2016 up to 6.00 P.M without fail.** It may be noted that once the data is frozen on UBI Fee Web Portal System, students' data verification will not be possible at any level and **fee will not be collected through the system in any case.**
- ii. **In the past it was observed that in some cases while doing new admission, data entries had been made under the menu-"Existing Students" in UBI Fee Web Portal System 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 suggested by this office from time to time.
- iii. **It is observed that in some cases while issuing TC "Student Data" was not deactivated in the Fee Portal System.** Consequently, parents deposited fee against **old UID** and in some cases parents deposited fees

against **old as well as new UID** of the Student. Such practice created hurdle in smooth functioning of the system. As such, it is once again requested that after issuing of the TC, **it must be ensured at the level of the Principal/Teacher that concerned UID (against which TC has been issued) has been deactivated in the system.**

- iv. It may be noted that although the instructions are issued by HQ/ROs for doing data verification within prescribed time limit, yet it should be ensured by the principal and teachers that Data verification is to be done only in respect of the students for whom the fee is to be collected in the ensuing quarter(s). The students from whom the fee is not to be collected in the coming quarter, the UID of the said student should be kept in "deactivated form" in the system. However, where there is a possibility that a particular student may seek re-admission later on in next quarter(s), in such cases, the student data should be verified but the UID of the said student should be kept in "deactivated form" till the student is re-admitted. In other words, on re-admission of the student, the UID of such students may be activated in order to collect the arrear fee for left out quarter(s).
- v. **Reconciliation should be ensured at Regional Office level for each quarter and proper accounting entries, as suggested by this office, should be made in the books of Accounts by the Kendriya Vidyalayas.** In case of discrepancies the matter should be taken up with the UBI. Vidyalayas should maintain CS-54 without fail. In case of difference between CS-54 and the actual amount collected by bank, the matter should be reported to RO/HQ for necessary action. In case of any query related to Reconciliation such as, non credit of excess deducted amount of fees, fee defaulter students etc, the Saket Branch of Union of India should be approached through e-mail [saket@unionbankofindia.com](mailto:saket@unionbankofindia.com) and copy should be endorsed to this office on [kvsdcfinance@gmail.com](mailto:kvsdcfinance@gmail.com).
- vi. It should be ensured by the Deputy Commissioner of the Regional Office that all the KVs under the jurisdiction of the Regional office are collecting fees through "**Union Bank of India Fee Collection System**". In case of left out KV(s) or newly opened KV(s), this office should be contacted immediately and an e-mail should be sent on ibid e- mail of KVS (HQ) for further action in the matter by KVS (HQ).
- vii. In case of change of fee structure in a **Project KV** due to court case or otherwise, this office should be intimated immediately by the Regional Office through the aforesaid e-mail ID for necessary action at this end.



viii. Although the fee can be deposited by online mode or offline mode( through Challan in nearby Branch of UBI), yet the students should be encouraged to pay fee **through online mode** by using ATM/Debit Card, Net Banking etc.

2) The detailed instructions displayed on the "**UBI Fee Collection Web Portal**" from time to time should be referred to **for necessary information and compliance by all the Principals, Teachers and other stake holders**. It is, therefore, requested that the contents of this letter may be brought to the notice of the all Principals and other stakeholders under your jurisdiction for necessary compliance at their end. It may be noted that **non verification of student data in respect of eligible students, within the prescribed time schedule will be viewed seriously by the competent authority of KVS.**

Correctness of the fee collection should be ensured by the Vidyalaya and the Regional Office.

Yours faithfully,

(M. Arumugam)  
Joint Commissioner (Fin)

Copy to:-

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

Joint Commissioner (Fin) 26/12/16