

Govt. of West Bengal  
Directorate of School Education  
Bikash Bhaban, 7th floor, Salt Lake  
Kolkata- 700091

Memo. No. 185<sup>m</sup>0

Dated Kolkata, the 6<sup>th</sup> November, 2013

From : The Commissioner , School Education  
Govt. of West Bengal

To : The District Inspector of School (S.E.)  
(All Districts)

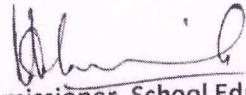
Sub: Collection of data through U-DISE DCF.

In continuation to this office Memo. No1667(41)-Sc/P dt. 20-09-2013.(copy attached) the undersigned has to reiterate once again that at the time of collection of data through U-DISE all the Secondary and Higher Secondary Schools having IX X & XI XII should be included. No school should be left out. The DCF should be filled up strictly following the guidelines issued by PBSSM in this regard.

The Schools which have been declared as Govt. Sponsored School by School Education Department (list enclosed) must fill up the DCF Column No.18 (Managed by (School Management) as 1 (i.e. Deptt. of Education). It must be ensured that DCF(s) are collected from all recognized schools and information in respect of U-DISE Code, management etc are correctly filled up. All the administrative functionaries at District /Block/CLRC/CRC level must verify the 100% correctness of data.

It may be noted that Head of the Institutions are required to fill up the DCF properly and provide accurate information asked in the prescribed proforma. No grant, even monthly salary may not be released to the school having incorrect information in the U-DISE.

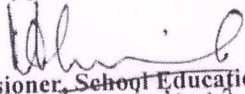
Heads of the Institution will be solely responsible for collection and submission of U-DISE DCF and necessary steps will be taken against them for non compliance of the order in time. Further, they will be personally responsible and liable for the correctness of data supplied under U-DISE. In case, it is detected later that wrong inputs have been provided by the Head of the Institutions concerned, action may be initiated against them. In this regard Press Release issued by the Secretary, School Education Deptt. may please be referred to . It is once again reminded that any school which does not submit DCF would not be considered for any financial assistance of State Govt./Govt. of India.

  
Commissioner, School Education  
West Bengal  
6.11.13

Memo. No. 185<sup>m</sup>0/1(3).sc/P  
Copy forwarded for information to the :

Dated Kolkata, the 6<sup>th</sup> November, 2013

1. Secretary, School Education Department ,Govt. of West Bengal, BikashBhaban,6<sup>th</sup>floor, SaltLake,Kolkata-91
2. State Project Director, PBSSM, Bikash Bhaban 2<sup>nd</sup> floor, Kolkata -91
3. District Project Officer, SSM all district.

  
Commissioner, School Education  
West Bengal  
6.11.13