

Frequently Asked Questions regarding Filling up of FORM-VI By privately managed schools

Question: We are not able to submit online form-VI. Our school was opened w.e.f 11.04.2016 .So we have no any previous-year detail to submit which is given in Form -6 .

Answer: You need to enter "Not Applicable" in the columns which are not relevant to your and complete form. No column should be left blank.

Question: We have filled the complete five parts of Form VI but in preview many parts are shown still empty. We tried to edit them again but no updation is going on. We haven't finalised the Data still.

Answer: You need to ensure that no column of any part is incomplete. In the instant case Part "C" was not fully completed by the School concerned.

Question: We are facing a problem in uploading form VI for session 2016-17 as Part B is neither being updated nor saved. We have tried 15 times. Please look into the matter and help as soon as possible

Answer: Such error occurs when you try to copy and paste the text from word files. While doing so it may be kept in mind that maximum characters are not more than 1500 per column. However, if still the problem persists, call us at 01725206666 on helpline numbers between 9 to 5.30 on all working days.

Question: Data is not saved or Form is hanged

Answer: First remove the cache memory from your browser history and then login into the form again.

Question: I logged the Account, did some other work for half an hour. Again I tried to continue filling up the form online. I filled up the form and try to submit it. A message appeared that "Please Login again"

Answer:- Since you account remained non-operated for a long period. Your time has been expired. You need to login your account again and fill the Form.

Question: I filled the Form and submitted finally. I tried to edit the same. A message appeared that "Form cannot be edited/updated"

Answer:- Form VI once submitted cannot be edited. Before submission it finally you need to review all information filled in it and ensure that correct information is filled up. Hence review carefully before submission.

Question: There is Problem after filling the Part A. Please Guide us how to Move ahead after filling the Part B.

Answer Click on Part B option under Form VI.

Question: We have facing problem while we typing list of apparatus and save it, after that when we go to see print preview, it cannot show any list, only show undefined.

Answer: You are advised not to “Copy and Paste” any information from the work file. Add teh same in the text box only.

Question: We have submitted our Form 6 online but there is a problem after submission in Date of recognition of school i.e. We have entered the date 20.03.2015 but in final printout it shows 01/01/1801. Kindly help us to solve the problem.

Answer: This happens, if you do not select any date. In such case the system shows 01/01/1801 by default. You can edit (if not submitted finally) the date and resubmit the same.

Question: We are facing a number of problems in submitting form-VI. We are attaching scanned copies of Form-VI for necessary action.

Answer: It is mandatory to submit Form-VI online. No hard copies are acceptable. In case of any problem you can contact helpdesk at 01725206666.

Question: We have filled the complete five parts of Form VI but in preview many parts are shown still empty. We tried to edit them again but no updation is going on. We haven't finalise the Data still. The screenshot showing error are attached.

Answer: Due to slow speed of internet data filled might not be retrieving. You are advised to wait for a while, the data will appear if it had actually uploaded. In case of any error please contact helpdesk at 01725206666.