



केन्द्रीय विद्यालय संगठन/ Kendriya Vidyalaya Sangathan
18, संस्थानिक क्षेत्र/ 18, Institutional Area
शहीद जीत सिंह मार्ग/ Shaheed Jeet Singh Marg
नई दिल्ली-16/ New Delhi - 16
Phone No. 011-26523070

F.No.110238/2/2016/KVS (HQ)/Budget

Dated:18.11.2016

The Dy.Commissioner/Director,
Kendriya Vidyalaya Sangathan,
All Regional Offices/ZIETs

Sub: Salary advance for the month of November 2016 to be paid to Non-Gazetted employees of Central Government - reg.

Madam/Sir,

Please refer to this office letter No.F.1-1/2012/KVS(JC(Fin) dated 18.11.2016 vide which you were informed that all Non-Gazetted employees of Kendriya Vidyalaya Sangathan can take Salary advance amounting to Rs.10,000/- by 23rd November 2016 from the salary for the month of November 2016.

In this connection following line of action may be taken on priority:

1. The Vidyalaya under your jurisdiction may be directed to utilize the funds available in their School Fund Account. However, if adequate funds is not available in School Fund of the KV, then the requisite amount may be demanded from the Regional Office concerned. In case of shortage of funds in Regional Office "Main Fund Account," the RO concerned may submit the requisition for the same to KVS (Hq.) through email (kvsbudget@gmail.com) only for timely release of fund by KVS (HQ).
2. After disbursement of Salary Advance to the eligible staff members, the amount of Salary Advance may be shown as deduction in Pay Bill of Nov.16 under the head "Other Receipts", so that the net Salary after deduction of Advance Salary may be disbursed through UBI Web Portal.
3. The Pay bill of Nov.16 already uploaded in UBI Salary Portal till 18th Nov,16 has been rejected by KVS(Hq.). As such, the Pay bill of Nov.16 after deducting the amount of Salary advance is required to be re-

P.T.O

uploaded/uploaded by each unit by 25th November 2016 for disbursement of net salary by UBI through the Web Portal System.

Yours faithfully

(S.Muthusivam)
Deputy Commissioner (Fin.)

✓ Copy to : The Deputy Commissioner, EDP Cell, KVS(HQ) with the request to upload this letter on the KVS website under the " Announcements".


Deputy Commissioner (Fin.)