



केन्द्रीय विद्यालय संगठन
KENDRIYA VIDYALAYA SANGATHAN
18-संस्थागत एरिया, शहीद जीत सिंह मार्ग 18-
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SPEED POST (TIME BOUND)

F.No.11012494)125/3-13/KVS/br.Sheet/EPF/13-14

Dated: 09.04.2014

**The Deputy Commissioner
Kendriya Vidyalaya Sangathan,
All Regional Offices/ZIETs.**

Sub: - Regarding PF Annual Accounts and Broad Sheets for the Financial Year 2013-14.

Madam/Sir,

Kindly refer to this office letter of even no dated 7,10/02/2014 on the subject cited above wherein it was stated that the Annual Accounts of PF along with PF broadsheets are to be received by this office by 15th April, 2014. Adherence to time schedule is very important.

Before preparing the Annual Accounts the following aspects may be taken care of and it may be ensured that all the records relating to the PF account are updated.

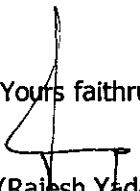
1. Records of PF deductions/recoveries made including management share from the pay bills of the financial year 2013-14.
2. Completion of Cash books and ledgers with bank reconciliation statement.
3. Transfer in/out details for the year 2013-14 of the PF amount of subscribers who have transferred from one Region to another Region.

Besides the information as requested in the ~~id~~ letter 7,10/2/2014 at para-5 (reproduced below) may invariably be sent to this office by **10th April, 2014** through e-mail followed by hard copy:-

Opening Balance as on 01.04.13	Fund received from KVS (Hqrs) in respect of GPF &CPF during 2013-14.	Other receipts	Total funds available (Col 1+2+3)	Amount utilized during the year	Other payments	Total funds utilized (5+6)	Closing balance as on 31.03.14 (4-7)
1.	2.	3.	4.	5.	6.	7.	8.

The exercise for preparing PF Annual Accounts and preparation of PF broadsheets may kindly be done at war footing and be furnished to this office by 15th April-2014 by E.mail. However the dealing hand who has compiled it may be deputed at the time of submission of the Final Annual Accounts for its detailed check.

This may kindly be accorded Top priority.

Yours faithfully

(Rajesh Yadav)
Dy.Commissioner (Fin)