



Kendriya Vidyalaya Sangathan
18, Institutional Area,

Shaheed Jeet Singh Marg
New Delhi - 110 602

F. No.110116/UBI/KVS (HQ)/Budget

Dated: 23.02.2016

The Deputy Commissioner/Director
All Regional Offices/all ZIETs

Most Important

Subject:- Deletion of dummy employee Code from Salary Pay Bill and UBI Web Portal-reg.

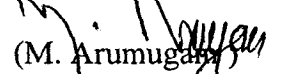
Madam/Sir,

Please refer to this office letter of even no. dated 29.01.2016 and 15.02.2016 vide which instructions regarding replacement of Dummy Employee Code with the correct employee code on UBI Salary Web Portal, were issued to all Regional Offices/ZIETs with a further request to complete the process by 18th February, 2016. However, it is observed that work of replacement of dummy Employee Code is still in process and in some cases KVS (HQ) has to allot the employee code.

In view of the above, it is intimated that Salary Bill for the month of February 2016, may be uploaded on UBI Web Portal by 24th of Feb. 2016 in any case. In partial modification to the instructions already communicated, it is intimated that Salary for the month of Feb. 2016 may be uploaded against the dummy code also only in respect of those employees who are actually on the strength of the Vidyalaya. This aspect must be ensured by the Principal concerned personally before uploading the pay bill.

It is further requested that work of replacement of dummy employee code may be completed by 15th March 2016 under intimation to this office through e-mail only (kvsbudget@gmail.com and lekhakvshq@gmail.com)

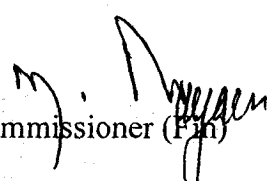
Yours faithfully,


(M. Arumugam)

Joint Commissioner (Fin)

Copy to:

1. Dy. Commissioner (Acad.) with the request for uploading this circular on the website of KVS under "Announcement" and to promptly issue the employee Code as per the request made by the Regional Offices/ZIETs.
2. Manager, Saket, Branch, Union Bank of India, New Delhi with a request to assist the officials of KVs/ROs in connection with the replacement of dummy Employee Code and also to allow the Regional Offices to update the staff details through their Login IDs in case of Inter Region Transfer as already requested by this office.


Joint Commissioner (Fin)