



केन्द्रीय विद्यालय संगठन (मु.)  
Kendriya Vidyalaya Sangathan (HQ)  
18, संस्थागत क्षेत्र, शहीद जीत सिंह मार्ग,  
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**VERY IMPORTANT**  
**Personal Attention**  
**Last date 24<sup>th</sup> March, 2014**

F. No.110222-3/2009/KVS (HQ)/Accounts | 87

Dated: 27.02.14

To

The Dy. Commissioner  
All Regional Offices and ZIETs

**Subject: - Deletion of dummy employee code from salary pay bill through UBI web portal.**

Madam/Sir,

In continuation to this office letter of even No. dated 03.02.14 & 25.02.2014 on the subject matter of stream lining of various financial aspects related to disbursement of salary. It has come to notice that at Regional/School level, dummy employee code has been generated and salary is disbursed through these dummy employee codes. As allowing dummy code may lead to embezzlement/siphoning of Government money at any stage and accordingly check and balance has been placed in UBI portal for not accepting the dummy employee code.

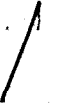
The salary for the month of March, 2014(to be paid in April, 2014) will be disbursed on the basis of employee code allotted by the KVS Hqrs. For ready reference, employee code allotted to all employees by KVS Hqr has been forwarded to respective Regional offices in soft copy for cross verification by respective authorities as well as staff.

It is therefore requested that dummy employee code may please be replaced with correct employee code and in case of non allotment of employee code, a request may be made to EDP cell, KVS Hqrs along with all related modules duly filled up immediately.

All the DDOs have been given the responsibility to ensure utmost accuracy to avoid future complications. It may please be noted that SALARY WILL NOT BE DISBURSED TO AN EMPLOYEE HAVING DUMMY EMPLOYEE CODE AFTER 31.03.2014.

This may kindly be circulated to all the Vidyalayas under your jurisdiction with the remark that acknowledgement may please be obtained from all the staff members. Compliance report in this regard may be sent by 24<sup>th</sup> March`14 through E-mail at "[kvsdcfinance@gmail.com](mailto:kvsdcfinance@gmail.com)".

Yours faithfully



(Rajesh Yadav)  
Deputy Commissioner (Fin.)

Copy to: -

1. PS to Commissioner, KVS for information.
2. PS to Additional Commissioner (Admn.), KVS for information.
3. PA to Joint Commissioner (Fin), KVS for information.
4. Deputy Commissioner (Acad.) (NG) with the request for uploading this circular on the website of KVS under the head "**Announcement**" and promptly look into the request made by employees for allotment of employee code.
5. All the officers at KVS (HQ) for information.



Deputy Commissioner (Fin.)