



KENDRIYA VIDYALAYA SANGATHAN (HQ)
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SPEED POST/E-mail

Dated: 13.05.2014

F.No.110237/1/2013/KVS(Budget)

The Deputy Commissioner,
Kendriya Vidyalaya Sangathan,
All Regional Offices

Sub: Submission of Consolidated Annual Accounts for the financial year 2013-14.

Madam/Sir,

I am to invite a reference to this office letter of even no dated 05.05.2014 on the subject cited above vide which a time schedule for submission of Consolidated Annual Accounts of Regional office was circulated to all the Regional Offices for strict adherence. However it has come to the notice that some Regional offices are facing a lot of practical problems in preparation/compilation of Annual Accounts due to non availability of Finance officer/expert staff. It is, therefore, stated that such Regional Offices where the post of Finance Officer is lying vacant may seek guidance from the neighboring Finance Officers/Expert staff whose names are mentioned in the attached list. Further if required, the concerned officer/official of the needy region may be deputed to the concerned regional office in consultation of the officer/official concerned of that Regional office.

Further it is reiterated that adherence of time schedule may require extra attention and the issue may be tackled in the following manner:-

- a) The task of preparing and submission of Annual Accounts should be given top priority and in any case, the date of submission of KVS Account cannot be postponed.
- b) The services of staff who are well-versed with the technique of preparation of Annual Accounts may be utilized within Region for timely submission of accounts to KVS (HQ).
- c) Staff from the Region requiring help in compilation of Accounts may be allowed to contact/proceed to the nearby Regions where FO/SO/good dealing Assistants are available.
- d) For removal of doubts, if any, the following Officers/official of KVS HQ may be contacted on their Mobile Nos./Phone Nos.

- 1) Sh. S. Muthusivam -9953094734/011-26523070
- 2) Sh. Govind Kumar -9818363977
- 3) Sh. Sanjay Kumar -9868637352
- 4) Sh. Vijay kumar -9311145603

It is pertinent to mention here that in any case the responsibility of submission of Consolidated Annual Accounts to KVS (Hq) within the prescribed time limit lies with the Deputy commissioner of the concerned Regional office and the officer/official whose name is mentioned in the list is also required to extend full co-operation. In view of the above it requested that submission of Consolidated Annual Accounts to KVS (Hq) as per the given time schedule may be ensured personally by the Deputy commissioner of the Regional office so that the Final Accounts of KVS may be placed before the Finance Committee/BOG within the prescribed time limit for necessary approval.

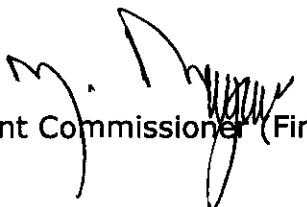
Yours faithfully,


(M. Arumugam)

Joint Commissioner(Fin.)

Copy to:-

- 1)P.S. to Commissioner, KVS for information.
- 2)P.S. to Additional Commissioner, KVS for information.
- 3)Directors all ZIETs, of KVS.
- 4)Sh. N. Goel, Deputy Commissioner(Acad.)KVS(HQRS.) with the request to get it uploaded on the website of KVS under the Caption – Announcement.
- ✓ 5) A.C.(Finance),(M), FO (G), KVS(HQRS.)
- 6) Concerned officer/official as per attached list for information and necessary action.


Joint Commissioner (Fin.)

S.No	Name of Regional Office	Name of the Officer/Official
1	Ahmedabad	Sh.M.Rawtani, Finance Officer, KVS, RO, Bhopal
2	Bangalore	Sh.Asheesh, FO, KVS,RO, Mumbai
3	Bhubaneshwar	Sh.M.P.Singh, Finance Officer, Varanasi
4	Guwahati	Sh.Singha, Asstt, , KVS, RO, Silchar
5	Jammu	Sh.G.P.Vishwanath, Finance officer, KVS, RO, Chandigarh
6	Patna	Sh.A.K.Srivastava, Finance Officer, Lucknow
7	Raipur	Sh.Durgesh, UDC, KV.BHU
8	Ranchi	Sh.Durgesh, UDC, KV.BHU
9	Tinsukia Duliajan	Sh.P.K.Pahwa, FO, KVS, RO, Dehradun