



केन्द्रीय विद्यालय संगठन (मु.)
Kendriya Vidyalaya Sangathan (HQ)
18, संस्थागत क्षेत्र, श्रीदत्त जीत सिंह मार्ग,
18, Institutional Area, SJS Marg
नई दिल्ली New Delhi - 110016
फोन नंबर 011-26528351
फैक्स नंबर 011-26514179
E-mail:- kvsjcfm@gmail.com

No.1-1/2014/KVS(JC-Fin.)

9.9.2014

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

Sub: Maintenance of Accounts in the New format prescribed by the
Ministry of HRD.

Sir/Madam,

As you are aware that the KVS has implemented the New Format of
Accounts prescribed by the Ministry of HRD during the financial year
2013-14.

As per the New Format of Accounts, all the Kendriya Vidyalayas,
Zonal Institute of Education & Training and Regional Offices have to
maintain their following books of Accounts.

- a) Journal
- b) Ledger Accounts
- c) Trial Balance
- d) Receipt and Payment Account
- e) Income and Expenditure statement.
- f) Balance sheet etc.

In this connection Tally Accounting software is being installed in all
the Kendriya Vidyalayas, Zonal Institute of Education & Training and
Regional Offices.

During the current year i.e. 2014-15 all the Kendriya Vidyalayas,
ZIETs and Regional Offices have to maintain the Accounts in the Tally
Accounting software.

Yours faithfully,

(M. Arumugam)
Joint Commissioner (Fin.)

ND
17/9
Copy to :

- 1) The Asstt. Commissioner (Finance)-M for its compliance in the
KVS(HQ).
- 2) Finance Officer (Cash) for its compliance in the KVS Cash
Section.
- 3) The Deputy Commissioner (Acad.)/ EDP Section is requested to
inform the Tally Solution Pvt. Ltd. to complete the installation
of the software before 30.9.2014 and to complete the Training
immediately.

M. Arumugam
Joint Commissioner (Fin.)