



केन्द्रीय विद्यालय संगठन(मु0)
18 सांस्थागत क्षेत्र, शहीद जीत सिंह मार्ग, नई दिल्ली-110016
KENDRIYA VIDYALAYA SANGATHAN (HQ)
18, Institutional Area, S.J. Marg, New Delhi-110016.
Email: lekhakvshq@gmail.com

Email only

Most urgent
Personal Attention

F.110116/2015-16/AA(ii)/KVSHQ/Accounts

Date: 29th March. 2016

**The Deputy Commissioner/ Director
Kendriya Vidyalaya Sangathan,
All Regional Offices/ZIET**

**Sub: - Preparation and submission of Annual Accounts for the year 2015-16,
regarding.**

Madam/Sir,

I am directed to refer to the subject cited above and to state that as per the time schedule prescribed by the Ministry of HRD, it is for the Kendriya Vidyalaya Sangathan to ensure that the consolidation of Annual Accounts is completed and further adopted by the Board of Governors of the Sangathan for submission to the Director General of Audit (Central Expenditure), New Delhi for its audit latest by 30th June of the following year. The audited statement of Accounts along with audit report is required to be laid down in both the Houses of Parliament before December 2016.

2) As per the prescribed time schedule all Regional Offices have to prepare and submit their Regional Consolidated Accounts duly completed in all respect along with all supporting schedules and annexures as per the annexed Time Schedule to KVS (HQ) positively. These dates are to be adhered strictly as non-furnishing of Accounts statements by a single unit may lead to delay in compilation of the Consolidated Accounts of the Sangathan. This year also your cooperation is required for timely submission of Accounts as per the annexed Time Schedule.

3) The Ministry of Human Resource Development vide their letter no. F. No. -9/2012-UT-2 dated 27th April 2015 and 18th May 2015 directed the KVS to implement the revised Format of Accounts (hereinafter called as New Format) for preparation and presentation of the Accounts from the year 2015-16 onwards. Accordingly, KVS examined the said Format forwarded by the MHRD, and accordingly devised the New Format of Accounts for KVS (HQ), Regional Offices/ZIETs and Kendriya Vidyalayas. The basic Accounting principles, policies remain similar to one as was followed in the previous year except few changes. The New Format of Annual Accounts has already been circulated to all Regional Offices and ZIETs along with salient features of the New Format vide this office letter no. F. No. 110116/2014-15/AA(i)/KVS/Acctts dated 22.12.2015.

4) While consolidating the Annual Accounts for the year 2013-14 and 2014-15 at KVS HQ it has been observed that the Annual Accounts of some of the Regional Offices were consolidated by the Kendriya Vidyalaya staff

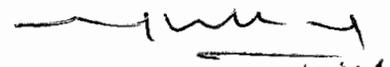
temporarily attached to the Regional Office just before the last date of submission of Annual Accounts to KVS HQ. It is also noticed that those temporarily attached staff members were not having adequate knowledge or the subject and also not familiar with the instructions issued by KVS HQ from time to time on the subject of preparation of Accounts. In some Regional Offices the Dealing Persons reported to this office with incomplete consolidation statements. It shows that the work of preparation of accounts was dealt with in a very casual manner. It is, therefore, stated that the work of preparation of Annual Accounts should be done by the staff of the Regional Offices. However, in case, any assistance of the Kendriya Vidyalaya staff is required by the Regional Office who are well versed with the process of consolidating the Annual Accounts, then the official may be called for to Regional Office well before the target date so that he/she may study and refer the instructions issued by this office. The staff members so deputed must do the work under the supervision of the Officer/Official of the Regional Office. Further the entire exercise for preparation and submission of Annual Accounts should be periodically monitored at your level in Regional Office and Vidyalaya so as to ensure timely submission of Annual Accounts to Kendriya Vidyalaya Sangathan HQ with utmost accuracy. Statements of Accounts must be submitted to KVS HQ in person by the officer concerned/ Dealing hand who prepared the Accounts (only two Persons).

5) For removal of doubts, if any, the following Officers/Officials of KVS HQ may be contacted on their mobile phone no./Landline

i. Sh. S. Muthusivam -DY. Commissioner	01126523070
ii Sh. Sanjay Kumar-Finance Officer	09868637352
iii Vijay kumar Assistant	09311145603

6) In view of the above it is once again requested that the submission of Annual Accounts to KVS HQ within the prescribed time limit may be ensured personally by the Deputy Commissioner of the concerned Regional Offices for timely consolidation by KVS HQ.

Yours faithfully,



(S.Muthusivam) 29/3/16

Dy. Commissioner (Finance)

Encl: As above

Copy to:-

1. PS to Additional Commissioner (Admn) KVS HQ for information.
2. PS to Additional Commissioner (Acad.) KVS HQ for information.
3. PA to Joint Commissioner (Finance) KVS HQ for information.
4. Finance Officer, all Regional Offices and KVS HQ for necessary action.
5. Principal Kendriya Vidyalaya Kathmandu, Moscow and Tehran for necessary action.
6. Section Officer (Acad. Section, Provident Fund Section, Pension Section, Cash Section and Accounts Section KVS HQ) for necessary action.



Dy. Commissioner (Finance) 29/3/16

TIME SCHEDULE FOR SUBMISSION OF ANNUAL ACCOUNTS FOR THE YEAR 2015-16		
SN	NAME OF RO/UNIT	DATE year 2015-16
1	KVS(HQ)	<i>Upto 10th April 2016</i>
2	ZIET BHUBNESWAR	<i>Upto 10th April 2016</i>
3	ZIET CHANDIGARH	<i>Upto 10th April 2016</i>
4	ZIET GWALIOR	<i>Upto 10th April 2016</i>
5	ZIET MYSORE	<i>Upto 11th April 2016</i>
6	ZIET MUMBAI	<i>Upto 11th April 2016</i>
7	KATHMANDU	<i>Upto 11th April 2016</i>
8	MOSCOW	<i>Upto 11th April 2016</i>
9	TEHRAN	<i>Upto 11th April 2016</i>
10	KVS HQ VVN	<i>Upto 11th April 2016</i>
11	KVS HQ MAIN ACCOUNT	<i>Upto 11th April 2016</i>
12	KVS NSCB	<i>Upto 11th April 2016</i>
13	KVS BSG	<i>Upto 11th April 2016</i>
14	KVS NFTW	<i>Upto 11th April 2016</i>
15	KVS HQ GIS	<i>Upto 11th April 2016</i>
16	KVS HQ NPS	<i>Upto 11th April 2016</i>
17	KVS HQ EPF	<i>Upto 30th april-2016</i>
18	AGRA	<i>Upto 25th April-2016</i>
19	AHMEDABAD	<i>Upto 25th April-2016</i>
20	BHOPAL	<i>Upto 25th April-2016</i>
21	VARANASI	<i>Upto 25th April-2016</i>
22	MUMBAI	<i>Upto 25th April-2016</i>
23	CHANDIGARH	<i>Upto 28th April-2016</i>
24	DELHI	<i>Upto 28th April-2016</i>
25	GURGAON	<i>Upto 28th April-2016</i>
26	HYDERABAD	<i>Upto 28th April-2016</i>
27	JAIPUR	<i>Upto 28th April-2016</i>
28	SILCHAR	<i>Upto 28th April-2016</i>
29	GUWAHATI	<i>Upto 3rd May-2016</i>
30	JABALPUR	<i>Upto 3rd May-2016</i>
31	BANGALORE	<i>Upto 3rd May-2016</i>
32	CHENNAI	<i>Upto 3rd May-2016</i>
33	EARNAKULAM	<i>Upto 3rd May-2016</i>
34	KOLKATA	<i>Upto 3rd May-2016</i>
35	LUCKNOW	<i>Upto 5th May-2016</i>
36	RANCHI	<i>Upto 5th May-2016</i>
37	RAIPUR	<i>Upto 5th May-2016</i>
38	DEHRADUN	<i>Upto 5th May-2016</i>
39	TINSUKIA	<i>Upto 9th May-2016</i>
40	BUBENESWAR	<i>Upto 9th May-2016</i>
41	PATNA	<i>Upto 9th May-2016</i>
42	JAMMU	<i>Upto 9th May-2016</i>
	Final Consolidation	24th May 2016

