



केन्द्रीय विद्यालय संगठन/ Kendriya Vidyalaya Sangathan
18, संस्थानिक क्षेत्र/ 18, Institutional Area
शहीद जीत सिंह मार्ग/ Shaheed Jeet Singh Marg
नई दिल्ली-16/ New Delhi - 16
Phone No. 011-26523070

F.No. 110238/2/2013/KVS (HQ)/Budget

Dated: 27.12.2013

To

The Deputy Comissioner/ Director
Kendriya Vidyalaya Sangathan
All Regional Offices/ ZIETs

Subject: Requirement of funds for contingent liabilities and
Pentionery benefits reg.

Madam/Sir,

Please refer to this office letter of even number dated 11.12.2012 vide which you were requested to submit the requirement of funds latest by the 5th of the succeeding month. However, it is noticed that various Regional Offices/ ZIETs continue to send requirements for contingent liabilities for the particular month without reference to the given time schedule. As a result the Vidyalayas are reported to have experienced difficulties in clearing their monthly liabilities including statutory liabilities as well as the salaries of contractual staff.

2) In this context, it is once again suggested that the requirement of funds for contingent liabilities for all Kendriya Vidyalayas under your Region including Regional Offices/ZIET may be got consolidated after due scrutiny and furnished to KVS (HQ) through e-mail on or before 5th of the succeeding month positively so that funds could be transferred well in time in the month itself. It is also observed that at the time of compilation of Annual Accounts of ROs & ZIETs in March 2013 a huge amount of balances found available in the accounts of Kendriya Vidyalayas and Regional Offices that put us in an embarrassing position at the time of submission of Budget and Quarterly requirement of funds to Governement.

3) It may be stated further that the current financial year is coming to an end within the span of another three months. As such, it is requested that while forwarding the requisition of funds, the balances available with the vidyalayas may be scrutinized and accordingly, project the minimum demand from KVS HQ. It may

also be ensured, that at the end of the financial year 2013-14, no KV should keep a closing balance of more than Rs.5000 into their account. Similarly no RO/ZIET should keep a closing balance of more than one lakh into their account. As regards to the recovery of Administrative Overhead Charges (AOC) it may be ensured that the same is collected from Project Authorities well in time and treat it as internal receipt under Non- plan.

Lastly, it is informed that the requirement of funds towards contingencies may be furnished headwise hereafter in the format given below on or before 5th of the following month:

| S.No. | Particulars | Amount |
|-------|--|--------|
| 1. | Salary payment to regular teachers, fund for TDS payment, Professional Tax | |
| 2. | Medical reimbursement/CEA | |
| 3. | TA | |
| 4. | LTC | |
| 5. | Payment of contractual teachers | |
| 6. | Other contingency expenses | |

You may also please issue necessary instructions to all the Vidyalayas under your jurisdiction for strict compliance.

Yours faithfully,

(S. Muthusivam)
Asstt. Commissioner (Fin)

Copy to:

1. PS to Joint Commissioner (Fin.), KVS (Hq.).
2. PA to Deputy Commissioner (Fin.) KVS (Hq.).
- ✓ 3. The Deputy Commissioner (EDP), KVS with the request to upload this letter on the KVS Website.
4. Finance Officer Budget/Cash KVS (Hq.).
5. Section Officer (Budget) with the request to collect the data and consolidate it in the same manner and place it on the file while submitting the proposal for release of funds to various units.


27/1/15
Asstt. Commissioner (Fin)