



केन्द्रीय विद्यालय संगठन
KENDRIYA VIDYALAYA SANGATHAN
18-संस्थागत एरिया, शहीद जीत सिंह मार्ग
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F.No110239/51/2016/KVS(Budget)/१२३, Dated: 19/12/2016

Deputy Commissioner/Director
All Regional Offices/ZIETs

SUB:- Cashless mode for financial transactions - req.

Madam/Sir,

With reference to the subject cited above I am to inform you that the MHRD has intimated vide their letter no. F.No. C-300/01/2016-CDN dated 24th November, 2016 that for all payments to be made to any of the institutions associated with Kendriya Vidyalayas/Regional Offices/ZIETs, Draft and Pay Order should not be insisted upon till further orders. Instead, on line payments including RTGS and NEFT or Cheque with the valid ID of the person submitting the cheque should be accepted. It is further intimated by the MHRD that institutions should prepare a road map for transition to cashless mode for all financial transactions.

Accordingly, KVS(HQ) identified the details of few Cash transactions which take place in the Vidyalayas. The Competent Authority of KVS has decided to issue directions to all the Deputy Commissioners/Directors of the Regional Offices/ZIETS to instruct all the Principals/DDOs to go for Cashless transactions. Although most of major financial transactions in KVS/ROS/ZIETs/KVs are being done through Cashless mode yet some areas where some petty transactions are done through cash. An illustrative list of such transactions, along with the required action to be taken at Vidyalaya level is depicted at Annexure- A of this letter. It is further stated that students/parents need to be encouraged to use "Online Payment" mode by using ATM/ Debit card/ Net Banking

etc. while making fee payment through UBI Fee Web Portal System.

You are requested that the contents of this letter may be brought to the notice of all the Principals/DDOs under your jurisdiction for appropriate action at their end.

Yours faithfully,

(M Arumugam)

Joint Commissioner (Fin)

Copy to:

- 1/ PS to Commissioner, KVS for kind information.
- 2/ Deputy Commissioner (Acad.)/EDP Section with a request to get this letter along with Annexure uploaded under the menu" announcement".

Joint Commissioner (Fin)

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19/12

Illustrative details of Cash transactions take place in Vidyalayas and required course of action for cashless transaction.

A. Cash transactions by the students.

Sl. no.	Details of Cash transaction	Action to be taken.
1	CBSE registration fee	The students need to be encouraged for making the payment by using the digital payment methods such as Debit Card/Credit Card, e-Wallet, USSD and other digital payment methods. The students should be provided Vidyalaya's Bank Account number and IFSC in order to enable them to complete the transactions successfully. Proper records should also be maintained at Vidyalaya level.
2	Olympiad fees	
3	Nominal amount(Rs.10) for study material etc.	
4	Recovery of cost of printing of Identity card etc.	
5	Recovery of <i>pro-rata</i> expenditure incurred on excursions etc.	
6	Pre-primary fees.	
7	Recovery towards lost/damaged articles.	

B. Cash transactions by the teachers.

Sl. no.	Details of Cash transactions	Action to be taken.
1	Refund of un-utilized amount of advances/Settlement of advances etc.	The teachers need to be encouraged for making the payment by using the digital payment methods such as Debit Card/Credit Card, e- Wallet, USSD and other digital payment methods. The requisite details regarding Vidyalaya's Bank Account number and its IFSC should be provided to the teachers. It should be disseminated among the teachers that no cash payment will
2	Refund of TA/DA/LTC advance/ Other advances.etc	
3	Recovery towards lost/damaged articles	
4	Recovery of overpayment etc.	

		be accepted. DDO may be advised not to disburse the advance amount in cash to the teachers in any case. As far as possible petty expenses should not be done in cash at Vidyalaya level and Regional office level.
5	Honorarium to teachers for performing duties in examinations etc.	As already instructed from time to time, no amount of Honorarium should be disbursed in cash to the all staff members on such examination work. In this regard, Vidyalaya should also collect the details of bank accounts and IFSC in respect of the persons (including teachers) to be engaged for examination duty etc.

C. Cash transactions by the outside parties.

Sl. no.	Details of Cash transactions	Action to be taken.
1	Canteen Rent	DDOs may be instructed not to accept the payment in cash from the outside parties/Firms in any case. A clause should be inserted in the concerned agreement/MOU etc. Requisite particulars such as details of Bank Accounts, IFSC etc. should be provided to the parties to enable them to make the payment by using digital payment methods. Required records should also be kept in the concerned units.
2	Income from land and building (Room Rent etc.)	
3	Receipt towards hiring of Auditorium etc.	
4	Misc Income towards sale of tender form etc.	
5	Receipt towards sale of newspapers, periodicals etc.	
6	Recovery of capital nature etc.	
7	Amount received from outside agencies towards conduct of examination.	

D. **Cash transactions in School Canteens** etc.

- 1) Instructions should be issued to all KVs not to collect the canteen rent in cash. Suitable Cashless method is required to be adopted by the Canteen owner. The rent may be accepted through electronic modes such as NEFT etc.
- 2) The canteen owners need to be encouraged to accept the payment from the children through debit card/credit card, e-Wallet and other digital payment methods. To avoid the inconvenience, that is likely to be caused due to frequent payment in very petty amount, the canteen owner may be encouraged to permit the children for making the payment after a reasonable period i.e. monthly basis or quarterly basis or fortnightly basis. Canteen owner has to make the necessary arrangements in the canteen for accepting the payment through digital payment modes.