



Kendriya Vidyalaya Sangathan
18, Institutional Area,
Shaheed Jeet Singh Marg
New Delhi - 110 602

F. No.110116/UBI/KVS (HQ)/Budget /1445

Dated:27.4.2017

The Deputy Commissioner/Director
All Regional Offices/ ZIETs

Most Important

**Subject:- Deletion of dummy employee Code from Salary Pay Bill and UBI Salary
Web Portal-reg.**

Madam/Sir,

Please refer to this office letter of even number dated 29.01.2016, 15.02.2016 and 23.2.2016 vide which instructions regarding replacement of Dummy Employee Code with the correct employee code on UBI Salary Web Portal, were issued to all Regional Offices/ZIETs to complete the process within the stipulated period . However, it is observed that the work of replacement of dummy Employee Code is still pending in some cases. It is pertinent to mention here that employee code, being a crucial data can be used by KVS(HQ) for other purposes also.

In view of the above, it is once again intimated that the work of replacement of dummy employee code may be attended to on priority and completed by **15th May 2017** under intimation to this office through e-mail only (kvsbudget@gmail.com and lekhakvshq@gmail.com).

Yours faithfully

(S.Muthusivam)
Deputy Commissioner (Fin)

Copy to:

1. PS to Additional Commissioner(Admn) for kind information of ADC(Admn)KVS Head Quarter.
2. Dy. Commissioner (Acad.) KVS Head Quarter with the request to upload this circular on the website of KVS under "Announcement" and to promptly issue the employee Code as per the request made by the Regional Offices/ZIETs.
3. Manager, Saket, Branch, Union Bank of India, New Delhi with a request to assist the officials of KVs/ROs in connection with the replacement of dummy Employee Code and also to allow the Regional Offices to update the staff details through their Login IDs in case of Inter Region Transfer as already requested for by this office.

Deputy Commissioner (Fin) 27/4/17