



केन्द्रीय विद्यालय संगठन(मु.)
Kendriya Vidyalaya Sangathan (HQ)
18, संस्थागत क्षेत्र, शहीद जीत सिंह मार्ग,
18, Institutional Area, SJS Marg
नई दिल्ली/New Delhi- 110016
फोन नंबर 011-26523070
फैक्स नंबर 011-26514179
E-mail:-acfinkvs@gmail.com

F. No .110116/2014-15/AA(iii)/KVS/Accounts. /68-72

Dated 24.11.2014

The Deputy Commissioner
Kendriya Vidyalaya Sangathan
All Regional offices/ZIETs

Subject: Implementation of Tally software- Reg.

Madam/Sir,

This is in continuation to this office letter of even no dated 17.10.2014, vide which instructions regarding creation of ledger Accounts along with Annexure -1 containing the detailed list of Groups and ledger Accounts pertaining to various funds were circulated to all the Deputy Commissioners/Directors of the Regional offices/ZIETs for necessary action at their end. Since the Books of Accounts for the year 2014-15 are to be prepared through Tally software, it is imperative to monitor the installation work and creation of Account Heads/Ledger in the Tally Software for timely preparation of Books of Accounts through Tally software. In order to ensure the effective monitoring on the work of installation of Tally Software and creation of Accounts Heads/Ledger in the software, the competent authority has decided to assign the work of supervision of installation/implementation and opening of Account Heads/Ledger, to the following Finance Officers as per the details given below:-

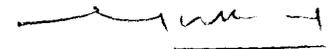
Sl no	Name of the Zone	Details of the Region under the Zone	Name of the Finance Officer
1	North Zone	Chandigarh	Sh. Sanjay Kumar
2	North Zone	Dehradun	Sh. Sanjay Kumar
3	North Zone	Delhi	Sh. Sanjay Kumar
4	North Zone	Jammu	Sh. Sanjay Kumar
5	North Zone	Lucknow	Sh. Sanjay Kumar
6	North Zone	Agra	Sh. Sanjay Kumar
7	North Zone	Gurgaon	Sh. Sanjay Kumar
8	North Zone	ZIET, Chandigarh	Sh. Sanjay Kumar
9	North Zone	ZIET, Gwalior	Sh. Sanjay Kumar
10	South Zone	Bangalore	Sh. A.K. Srivastava
11	South Zone	Bhopal	Sh. A.K. Srivastava
12	South Zone	Chennai	Sh. A.K. Srivastava
13	South Zone	Hyderabad	Sh. A.K. Srivastava
14	South Zone	Ernakulam	Sh. A.K. Srivastava
15	East Zone	Bhubneshwar	Sh. M.P.Singh

16	East Zone	Guwahati	Sh. M.P.Singh
17	East Zone	Kolkata	Sh. M.P.Singh
18	East Zone	Patna	Sh. M.P.Singh
19	East Zone	Silchar	Sh. M.P.Singh
20	East Zone	Ranchi	Sh. M.P.Singh
21	East Zone	Tinsukia	Sh. M.P.Singh
22	East Zone	Varanasi	Sh. M.P.Singh
23	East Zone	ZIET, Bubneshwar	Sh. M.P.Singh
24	West Zone	Ahmedabad	Sh. O.S. Sheoran
25	West Zone	Jabalpur	Sh. O.S. Sheoran
26	West Zone	Jaipur	Sh. O.S. Sheoran
27	West Zone	Mumbai	Sh.O.S. Sheoran
28	West Zone	Raipur	Sh. O.S. Sheoran
29	West Zone	ZIET, Mumbai	Sh. O.S. Sheoran
30	West Zone	ZIET, Mysore	Sh. O.S. Sheoran
31	KVS (HQ)	PF,NPS,Cash Section,EWS etc.	Sh. Govind Kumar
32	KVS (HQ)	Grants,VVN,National Sports Control Board, Bharat Scouts & Guides etc.	Sh. Sanjay Kumar

The above officers should report the monthly progress of implementation to the undersigned every month .It is their responsibility to ensure the preparation of Accounts for the financial year 2014-15 in the Tally software.

In view of the above, all the concerned units under your jurisdiction may be instructed that once the installation work is completed, the Books of Accounts may be prepared immediately through Tally software by creating/opening the Ledger Accounts in the software. In case of any doubt, Finance Officer of concerned Zone may be contacted for clarification/ guidance regarding creation of Accounts Heads etc.

Yours faithfully,



(S. Muthusamy)
Assistant Commissioner (Fin)

Copy to:

- 1) PS to Commissioner, KVS for information please.
- 2) Deputy Commissioner (Acad.)/EDP Section with a request to get the installation of tally software completed at the earliest and to complete the training immediately. *DC(EDP) is requested to upload the letter in KVS website announcement section,*
- 3) Finance Officers - Sh. Govind Kumar, Sh. Sanjay Kumar, Sh. A.K. Srivastava, Sh. O.S. Sheoran, Sh. M.P.Singh for necessary action and submission of Monthly Progress Report to AC(Fin)/Accounts, KVS HQ. as cited in the letter.



Assistant Commissioner (Fin)

MS
21/11
Anil/soed