



## केन्द्रीय विद्यालय संगठन

KENDRIYA VIDYALAYA SANGATHAN

18-संस्थागत एरिया, शहीद जीत सिंह मार्ग

18-INSTITUTIONAL AREA,

SHAHEED JEET SINGH MARG,

नई दिल्ली / NEW DELHI -110016

### **SPEED POST/E-mail**

F.No.110124/126 (Gen)/2013-14 /KVS/ PF/13-14/

Dated: 24.04.2014

The Deputy Commissioner,  
Kendriya Vidyalaya Sangathan,  
All Regional Offices

Sub: Preparation of NPS,PF Annual Accounts and Broad Sheet etc. for the financial year 2013-14.

Madam/Sir,

I am to invite a reference on the subject cited above and to inform you that the matter regarding preparation of NPS, PF Annual Accounts and Broadsheet etc. for the Financial year 2013-14 has engaged the attention of Sangathan. It is, therefore, advised that such Regional Offices where the post of Finance Officer is lying vacant may seek guidance from the neighbouring ROs, where the Finance Officers are on roll by deputing the staff members well versed for preparing such document.

Further it is reiterated that adherence of time schedule may require extra attention and the issue may be temporarily tackled in the following manner:-

- a) The task of preparing and submission of final accounts in April 2014 may be given top priority.
- b) The services of staff well-versed in accounts may be availed within Region for timely submission of accounts to KVS (HQ).
- c) Staff from the Region requiring help in compilation of Accounts may be allowed to contact the nearby Regions where FO/SO/good dealing Assistants are available.
- d) Co-operation may be extended to other needy Regions.

- e) Resources like computers, printers, NET, STD, Data Card calculator, Pen drive and stationery may be provided to meet the target as per reasonable requirements (Computers can be borrowed from schools temporarily).
- f) For removing of doubts and taking assistance, the following Officers of KVS HQ may be contacted on their **Mobile Nos./Phone Nos.**

- 1) Sh. B.C.D. Kumar -9818729251/011-26561153
- 2) Sh. S. Muthushivam -9953094734/011-26523070
- 3) Sh. Govind Kumar -9818363977
- 4) Sh. Sanjay Kumar -9868637352
- 5) Sh. M. Babu, S.O.(PF)-011-26858570 Extn.271

E-Mail ID of PF - [kvshqepf@gmail.com](mailto:kvshqepf@gmail.com)  
E-Mail ID of NPS - [npskvshqrs@gmail.com](mailto:npskvshqrs@gmail.com)

You are hereby requested to extend your support to the concerned officials so that Accounts of NPS, PF and Broadsheets etc. may reach this office within stipulated time.

This issues with the approval of Commissioner, KVS.

Yours faithfully,



(Rajesh Yadav)

Deputy Commissioner (Fin.)

Copy to:-

- 1) P.S. to Commissioner, KVS.
- 2) Directors all ZIETs, of KVS.
- 3) Deputy Commissioner (Acad.)/EDP with the request to get it uploaded on the website of KVS under the Captioned – Announcement.
- 4) A.C. (E-I, E-II & E-III) KVS (HQRS.) for information.
- 5) A.C. (Finance),( M & K), FO (S & G), KVS(HQRS.)
- 6) Section Officers of all Sections of Finance, Wing, KVS (HQRS.).

Deputy Commissioner (Fin.)