



केन्द्रीय विद्यालय संगठन(मुख्यालय)
Kendriya Vidyalaya Sangathan (HQ)
18, संस्थागत क्षेत्र, शहीद जीत सिंह मार्ग,
18, Institutional Area, Shaheed Jeet Singh Marg
नई दिल्ली/New Delhi -110016
फोन न. / Phone No. : 26858570
फैक्स@ FAX: 26514179
वेब/Website: www.kvsangathan.nic.in
ईमेल/Email: kvshqepf@gmail.com

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Date: 3 .07.2014

The Deputy Commissioner/Director,
Kendriya Vidyalaya Sangathan,
All Regional Offices/ZIETs.

Sir/Madam,

Sub: Instruction regarding maintenance of Provident Fund Accounts – Reg.

With reference to the captioned subject, I am to inform you as under:

1. It is seen from the records that the monthly summary of recoveries effected towards PF is being sent to this office. Since the PF accounts of the staff are being maintained at your end, its summary may not be sent henceforth to KVS(HQ). However the amount recovered from the staff of Project Vidyalayas and staff on deputation may be remitted immediately to this office to reach by 10th of successive month along with its schedule.
2. It is also seen from the records that the monthly Receipt and Payment Account of PF is not being sent regularly by the Regional Office/ZIETs and hence its consolidation is held up in this office. Hence all Regional Offices/ZIETs are requested to send the monthly statement of Account in the prescribed format (copy enclosed for ready reference) to the Section Officer (PF) so as to reach this office by 10th of successive month in order to enable the Finance Division to discuss the matter in the Monthly Review meeting.
3. Kindly acknowledge receipt.

Yours faithfully,

(M Arumugam)
Joint Commissioner (FIN)

Encl: as stated.

Copy to: The Deputy Commissioner (Acad), EDP cell, KVS (HQ)- with the request to up load this circular in KVS website under 'Announcement'

KENDRIYA VIDYALAYA SANGATHAN REGIONAL OFFICE /ZIET
Receipt and Payment Account of GPF for the Month of

S No	RECEIPTS	Amount (₹)			S No	PAYMENTS	Amount (₹)		
		Upto the End Of the Month	Receipt during the month	Progressive Total			Upto the End Of the Month	Payment during the month	Progressive Total
1	Opening Balance				1	Amount paid to Staff:			
	i. Cash at Bank					i. Advance / Withdrawal/Final Payment			
	ii. Amount in Transit								
2	Amount Received				2	Amount remitted to KVS(HQ)			
	i. From KVS(HQ)					i. Project KVs			
	ii. From Project KVs					ii. Deputationists			
	iii. From Deputationists				3	Contingent charges			
3	Bank Interest				4	Other Direct Payments			
4	Other Direct Receipts				5	Closing Balance			
						i. Cash at Bank			
						ii. Amount in Transit			
	Total					Total			

FINANCE OFFICER

DEPUTY COMMISSIONER