

**Most Urgent**



केन्द्रीय विद्यालय संगठन  
KENDRIYA VIDYALAYA SANGATHAN  
18-संस्थागत एरिया, शहीद जीत सिंह मार्ग  
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F.No110239/51/2017/KVS (Budget)

Dated: 03.07.2017

Deputy Commissioner/Director  
All Regional Offices/ZIETs

**Sub:-Implementation of Digital Payment System in Kendriya Vidyalaya Sangathan.**

Madam/Sir,

I am to refer to letter No. 11-35/2017-RMSA-III dated 9<sup>th</sup> June, 2017, received from Director (RMSA-III), Ministry of Human Resource Development, Department of School Education & Literacy, New Delhi wherein it is stated that Government of India has accorded highest priority for promotion of digital payments.

2) It is further stated in Para 3 of said letter that an Action Plan is to be prepared by Kendriya Vidyalaya Sangathan so that all financial transactions in Kendriya Vidyalayas may take place through digital modes. In this connection, Monthly Report on the number of digital transactions undertaken during the month is also to be submitted to the Ministry of Human Resource Development (MHRD) by 5<sup>th</sup> of every month. The first Report is to be submitted to MHRD by this office on or before 5<sup>th</sup> July, 2017. This Report will contain the details of number of transactions undertaken during the period from April, 2017 to June, 2017.

3) In view of the above, it is requested that required information for the period from April, 2017 to June, 2017 may be submitted to this office immediately through email- ([kvsbudget@gmail.com](mailto:kvsbudget@gmail.com)) in the format given overleaf.

It is clarified that salary transactions and fee related transactions which are done through UBI Portal are not required to be mentioned in the Report as the same have since been obtained by this office from the Portal itself. It is further stated that each Regional Office /ZIET has to submit the Monthly **Report to this office on or before 3<sup>rd</sup> of the Month** for the digital transactions undertaken during the preceding month.

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 uploaded under the menu" announcement".
3. Assistant Commissioner (Fin)(A)/(R), KVS (HQ) for similar action in respect of the transactions of KVS (HQ).

Joint Commissioner (Fin)

P.T.O

**Format:-**

Name of the Regional Office.....

Report in respect of digital transactions undertaken during the period April-June, 2017

Sl. No.	Transactions related to Cash Book	Transactions done by	Total number of digital transactions made during April-June, 2017**
1	Main Fund Account	Regional Office	
2	Pension Account	Regional Office	
3	Petty Cash Book	Regional Office	
4	Regional Sports Control Board Account	Regional Office	
5	Bharat Scout and Guides	Regional Office	
6	KVS Deposit Account (VVN-5%)	Regional Office	
7	EPF Account	Regional Office	
8	NPS Account	Regional Office	
9	EWS Account	Regional Office	
10	School Fund Account	Kendriya Vidyalaya	
11	VVN Account	Kendriya Vidyalaya	
12	Petty Cash Book	Kendriya Vidyalaya	
13	Auditorium Account(Delhi Cantt. no. 2)	Kendriya Vidyalaya	
14	Other transactions	Kendriya Vidyalaya	
i	CBSE registration fee	Kendriya Vidyalaya	
ii	Olympiad fees	Kendriya Vidyalaya	
iii	Nominal amount(Rs.10) for study material etc.	Kendriya Vidyalaya	
iv	Recovery of cost of printing of Identity card etc.	Kendriya Vidyalaya	
v	Recovery of <i>pro-rata</i> expenditure incurred on excursions etc.	Kendriya Vidyalaya	
vi	Honorarium to teachers for performing duties in examinations etc.	Kendriya Vidyalaya	
vii	Amount received from outside agencies towards conduct of examination		
viii	Cash transactions in <i>Canteen</i> .	Regional Office /Kendriya Vidyalaya	

\*\* While submitting the Monthly Statement for the month of July, 2017(which is to be submitted by 3rd August, 2017), total number of digital transactions made during the month of July, 2017 are to be mentioned.