F. No .110116/2014-15/AA(iii)/KVS/Accounts. /1125   Dated 21.04.2017

The Deputy Commissioner/Director   **Most Urgent**
Kendriya Vidyalaya Sangathan   E-mail/speed post
All Regional offices/ZIETs

Subject: Maintenance of Books of Accounts in Tally Software- Reg.

Madam/Sir,

     With reference to the subject cited above, it is stated that recently a meeting was held with Joint Secretary, MHRD in KVS (HQ) and during the discussion of financial matters in the said meeting, Joint Secretary desired to know the amount of closing balance available in all units of KVS immediately on real time basis. In this regard it is stated that KVS (HQ) has already issued the instructions to all the units of KVS to maintain the Books of Accounts in Tally software. However, it is observed that in a good number of cases the Books of Accounts are not kept updated in the Tally Software. Now, it has been decided that KVS (HQ) will view online the books of Accounts of the Regional Offices/ZIETs in KVS (HQ) through Tally Software itself. In this connection following line of action may be ensured by the Deputy Commissioner/Director of all the Regional Offices/ZIETs.

1) On completion of each financial transaction in the Tally Software, Voucher should be printed immediately in order to keep the books of accounts updated/completed.

2) Daily Data backup on Pen Drive/External Hard Disk should be taken by the each dealing person at the close of the day in order to store the data. In case data is lost due to any reason, data can be retrieved from the Pen Drive/External Hard Disk.

3) The Desktop, in which Tally Software is installed, should be kept in "on position" during the office hours. Tally Software should also be kept opened during the entire working hours for viewing the books of accounts through Tally Software in KVS (HQ).

4) The system **"On Cloud Data Backup Portal"** is put up for viewing the books of Accounts of each unit at KVS (HQ). Each unit has to upload the data file (Zip File) in the **"On Cloud Data Backup Portal" by using their Login ID and Password. It may be noted that the data file should contain the updated data at least up to previous month and it should be uploaded by 15th of**

P-T-O

the following month positively. In this regard "Standard Operating Procedure and Guidelines" are enclosed at <u>Annexure 1.</u>

5) **In order to sort out the Technical queries, the system "Tallyhelpdesk.org "is in place. All units of KVS are compulsorily required to do the registration on this portal in order to resolve the queries by Tally Officials at the earliest. In this regard, procedure for registration and login is enclosed at <u>Annexure-2</u>. For any assistance you may contact the Tally helpdesk on the following contact details:**

a)   **Email : tallyhelpdesk@kvsedu.org**

b)   **Helpdesk contact nos = +91-9873418106,+91-9873418107,+91-9711788891,+91-9711788892**

c)   **Online Support request may be sought through –www.tallyhelpdesk.org**

d)   **Tally Helpdesk is operational from 10:00 am to 6:00 pm on all working days**

This may be treated as most urgent.

Yours faithfully,

(M. Arumugam)
Joint Commissioner (Fin)

<u>Copy to:</u>

1) Deputy Commissioner (Acad.)/EDP Section with a request to get this letter along with Annexures uploaded under the menu" announcement".

2) Deputy Commissioner (Fin.) for information & necessary action.

3) Finance Officer of all the Regional Offices to ensure the compliance without fail.

Joint Commissioner (Fin)

तत् त्वं पूषन् अपावृणु
केन्द्रीय विद्यालय संगठन

On-cloud Tally Data Backup Portal

Manual for First Time Logins

Office Head
(Principal/DC-RO/Director-Ziet)
First time Login Manual

Please follow the instructions given below :-

1. Open the KVS On-cloud Tally Data Backup Portal by typing 'www.tallydatabackup.org' on your desktop browser.
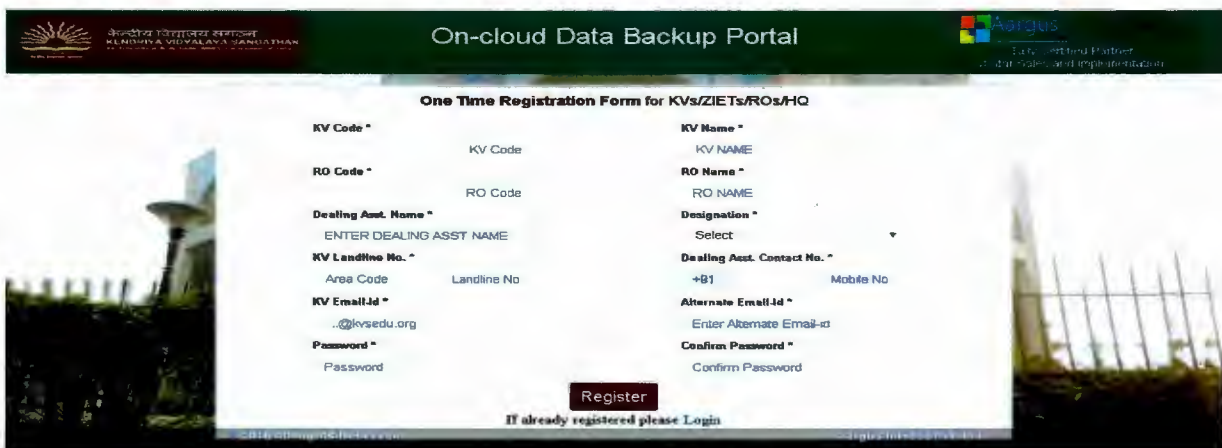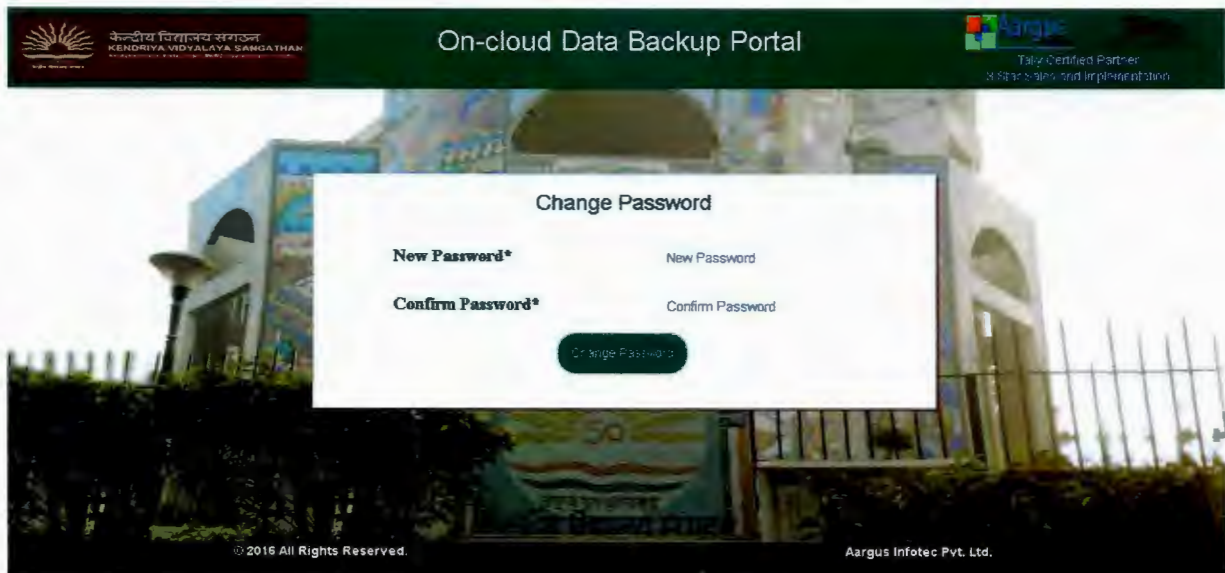

2. Select the office head (Principal/DC-RO/Director-Ziet) from the login panel given on the right hand side of the page.

3. Click on 'New Registration' Link to register yourself.

4. Fill this 'One Time Registration Form' with respective KV Details. Then, click on 'Register' button.

5. After registration, click on 'login' link as well as follow step no . 2.

6. Enter your Kv Code ,Kv email id and password and click on 'Sign In'.

7. Click on 'Upload your data' given on left side of the page.

8. Choose the file with '.rar/.zip extension' from your PC and click on 'Upload' button.

On-cloud Data Backup Portal

S No.	Upload Date	Upload Time	Download
1	28-02-2017	17:21:49	

9. To download backup file, click on 'Download your own data' menu given on left side of page .

DC-RO / FO-RO
First time Login Manual

Please follow the instructions given below :-

1. Open the KVS On-cloud Tally Data Backup Portal by typing 'www.tallydatabackup.org' on your desktop browser .
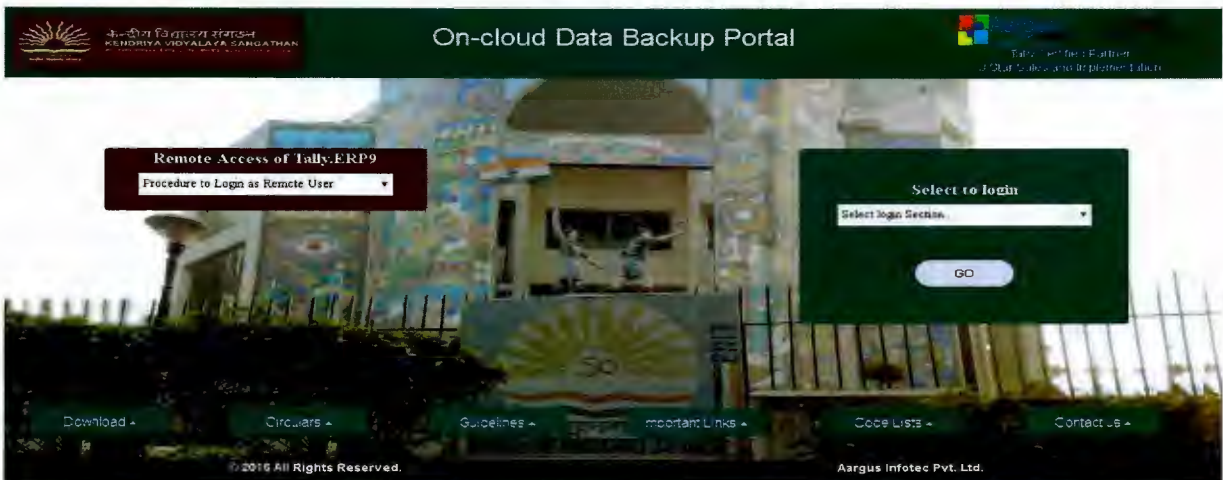
2. Select 'DC-RO/FO-RO' from the login panel given on the right hand side of the page.
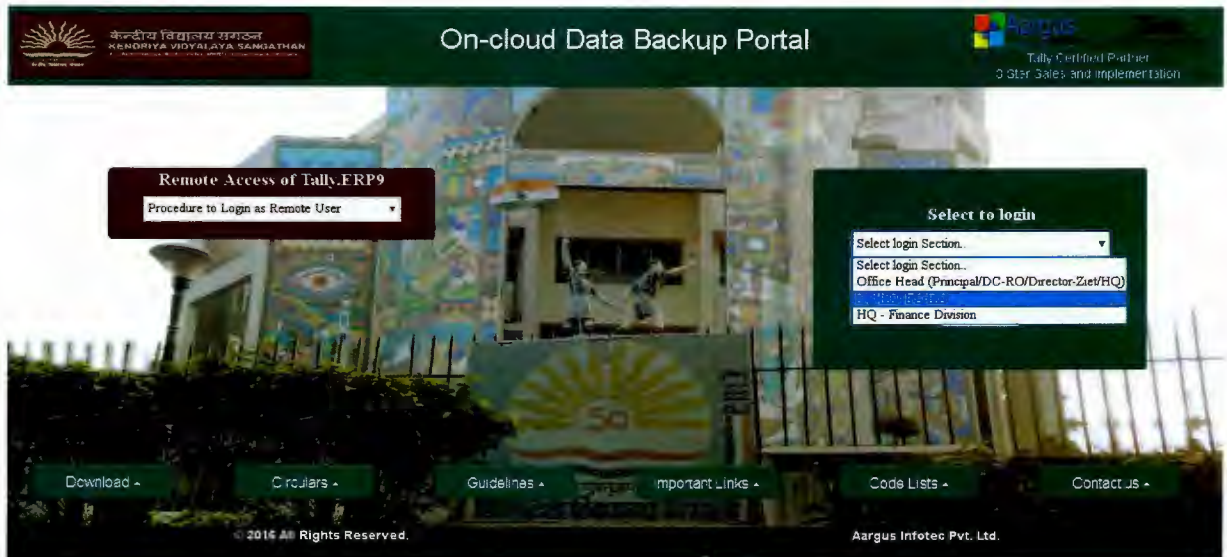
3. Enter your Kv Code , secured email id provided by the KVS and password given in your mail Id , and click on 'Sign In'.

4. When you click on 'Sign in', you need to change the password and it is mandatory.

On-cloud Data Backup Portal

Change Password

New Password*   New Password

Confirm Password*   Confirm Password

Change Password

5. After reset password, follow step no. 3.
6. To download backup file of respective **RO** click on 'Download your own data' menu given on left side of page .

On-cloud Data Backup Portal

HOME   Change Password   Logout

Display your own data

S No.	Upload Date	Upload Time	Download
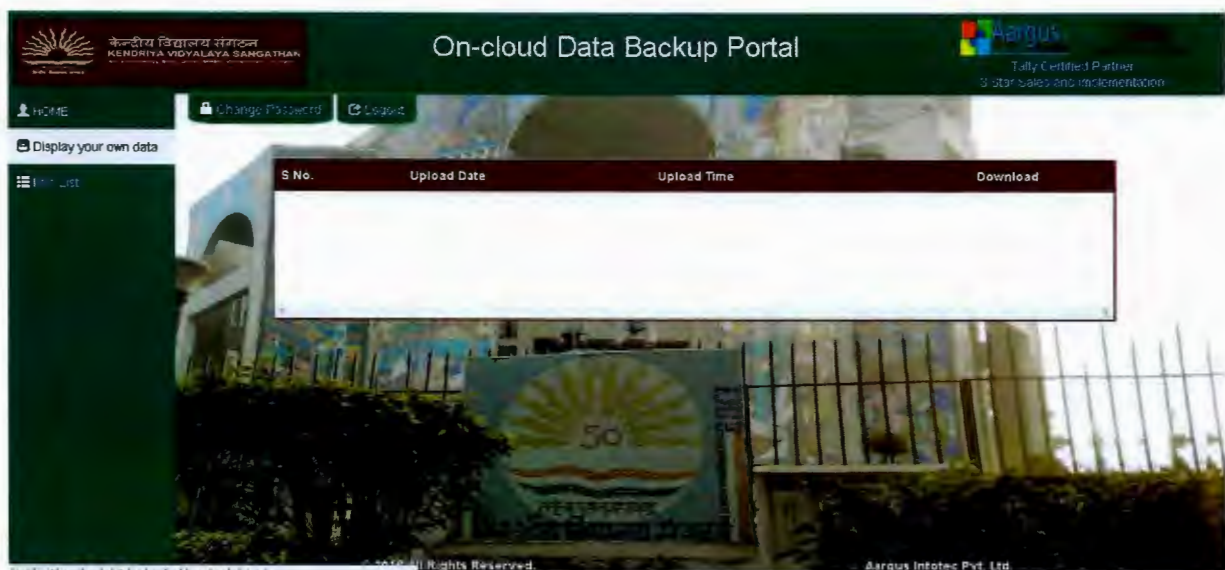
7. Click on 'KVs list' to view respective KVs list and KV-wise data backup of tally.

S No.	Station Name	KV Name	KV Code	View Data
1	DELHI	AGCR COLONY	1403	👁
2	DELHI	ANDREWS GANJ	1404	👁
3	BABU GARH	BABU GARH CANT.	1400	👁
4	DELHI	BADARPUR NTPC	1406	👁
5	CHANDI NAGAR	BAGPAT AFS (CHANDI NAGAR)	1357	👁
6	BULANDSHAHAR	BULANDSHAHAR	1721	👁
7	DADRI	DADRI NTPC	1402	👁

Tally helpdesk Portal

Manual for First Time Login

KVs/ZIETs/ROs Login

Please follow the following steps of this manual to operate this application smoothly .

1. Open the recommended browser on your system (Chrome / mozila / Internet explorer)

2. Type www.tallyhelpdesk.org in URL

Or

click the link on tallydatabackup portal (http://tallydatabackup.org/)

Or

Link on kvsangathan portal (http://kvsangathan.nic.in/) .

Then following web page opens :-
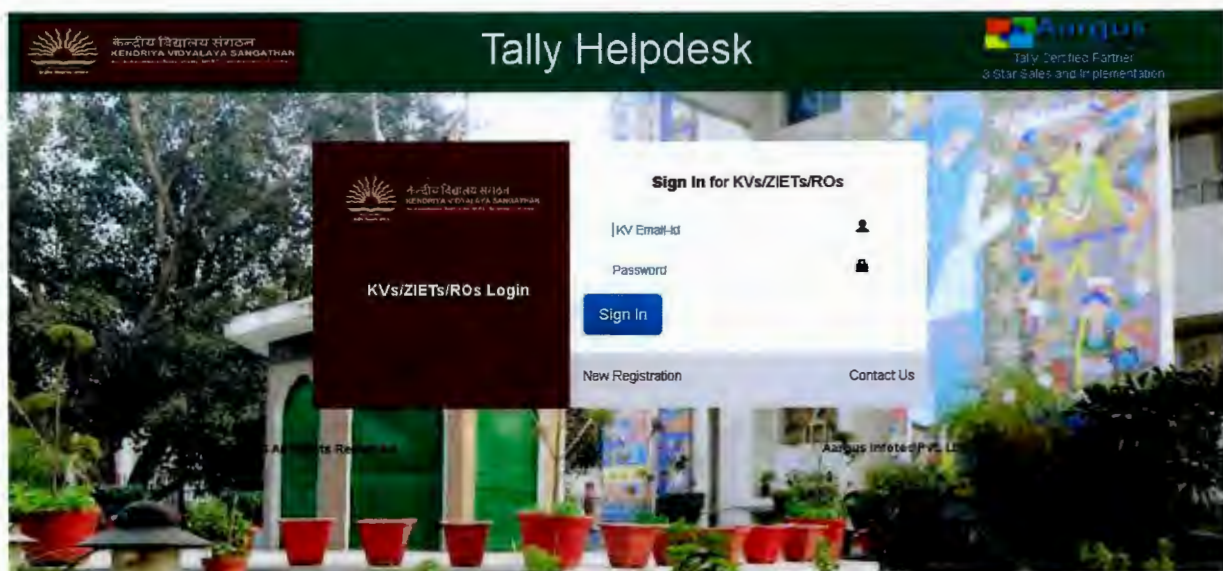
3. If you are not registered, click on "New registration". Please fill details of registration form which appears on your browser screen.

Tally Helpdesk

One Time Registration Form for KVs/ZIETs/ROs

KV Code*	KV Name*
KV Code	KV NAME

RO Code*	RO Name*
RO Code	RO NAME

Dealing Asst. Name*	Designation*
ENTER DEALING ASST NAME	Select ▼

KV Landline No.*	Dealing Asst. Contact No.*
Area Code Landline No.	+91 Mobile No

KV Email-id*	Alternate Email-id*
@kvsedu org	Enter Alternate Email-id

Password*	Confirm Password*
Password	Confirm Password

Register

If already registered please Login

4. If you are registered, please enter your kv email id (....@kvsedu.org)
   and password to login.

Tally Helpdesk

KVs/ZIETs/ROs Login

Sign In for KVs/ZIETs/ROs

|KV Email-id 👤

Password 🔒

Sign In

New Registration   Contact Us

5. Once you login the portal with your login credentials, the following page will display on your browser screen.
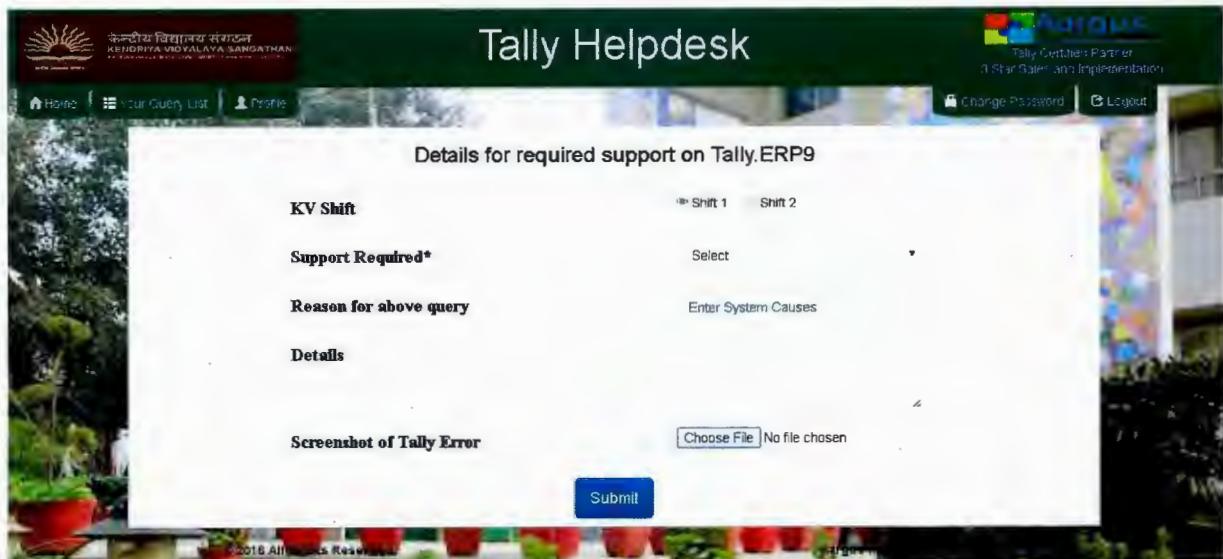
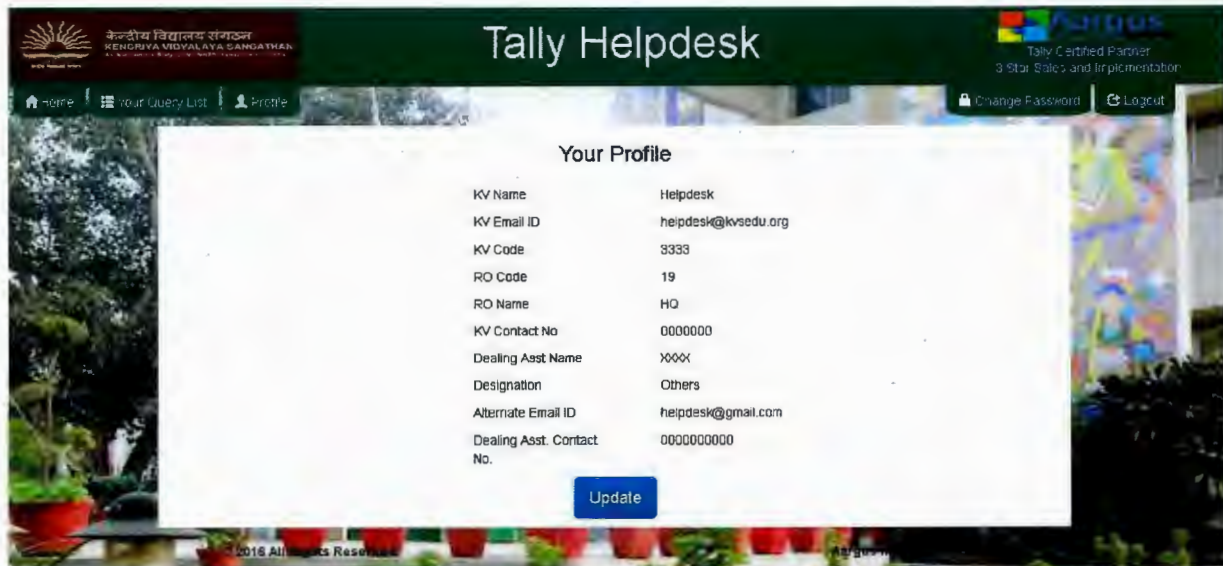6. Write about your problem regarding tally software support and click on "submit".
7. "Query Posted Successfully" will display on your browser screen.
8. To monitor your query status , click on your query list menu
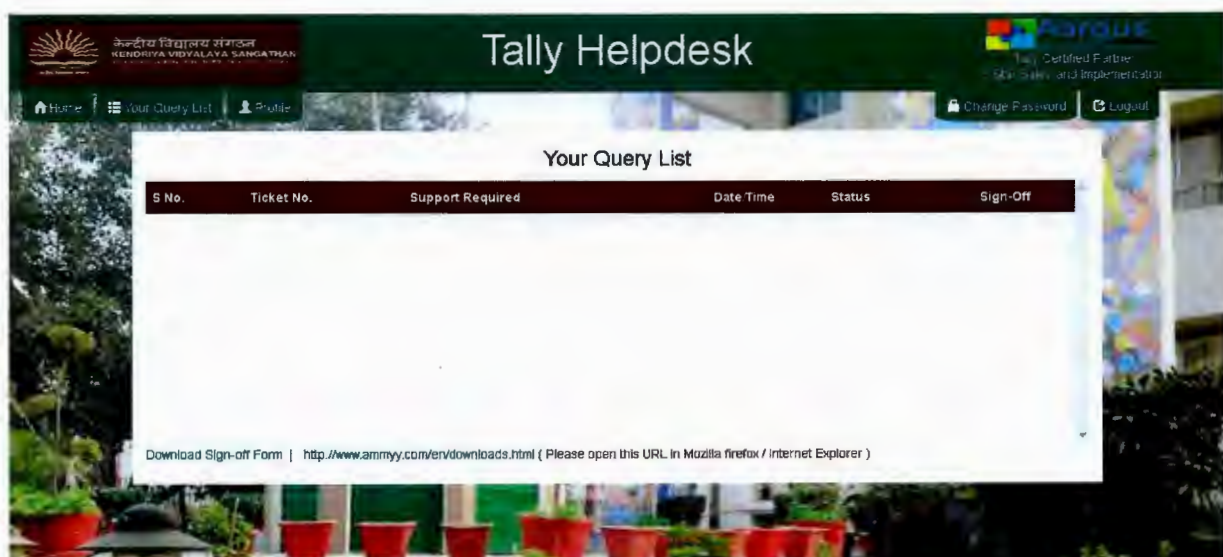
Resetting your profile & password

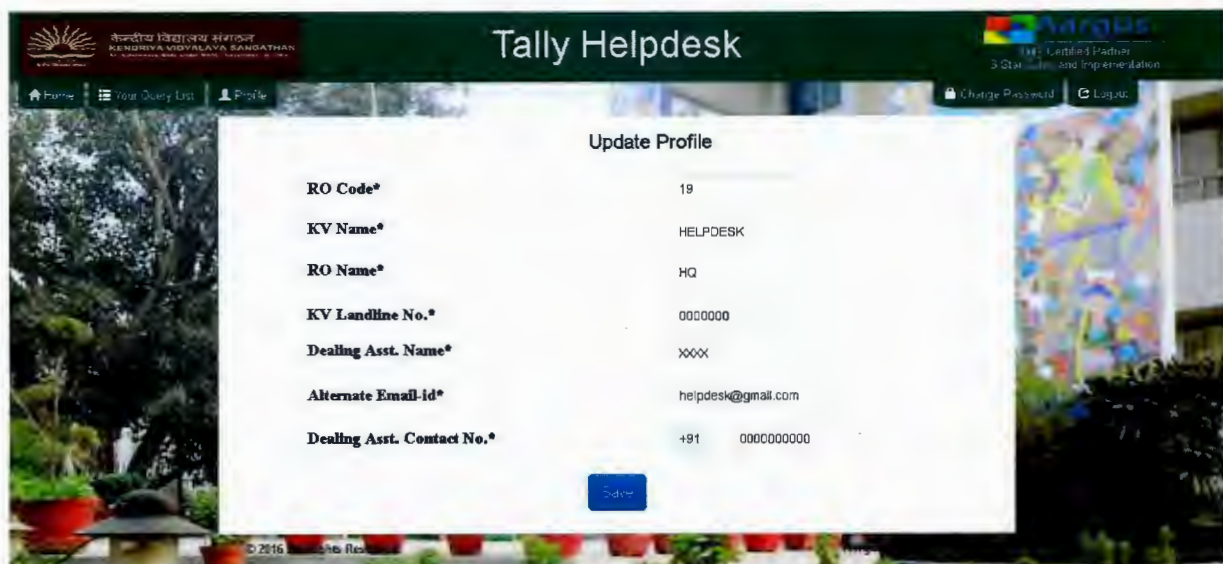1. Click on profile in menu to show your registration information

2. If you want to edit your profile click on "update" button .

3. Make the required changes and click on save .

4. Click on "change password" menu to reset your existing password.