



Kendriya Vidyalaya Sangathan  
18, Institutional Area,

Shaheed Jeet Singh Marg  
**New Delhi - 110 602**

F. No.110116/UBI/KVS (HQ)/Budget

Dated: 29.01.2016

**Personal Attention**

The Deputy Commissioner/Director  
All Regional Offices/all ZIETs

**Most Important**

**Subject:- Deletion of dummy employee Code from Salary Pay Bill and UBI Web Portal-reg.**

Madam/Sir,

In continuation to this office letter no. F. No.110222-3/2009/KVS (HQ)/Accounts dated 27.02.2014 and 21.03.2014 on the subject matter of deletion of dummy employee code and disbursement of salary to the staff, following line of action may be taken at your end immediately.

1. Hence forth all the dummy employee Code available in the UBI Web Portal System should be replaced with the correct & valid employee code allotted by KVS ( Hq). In case of non availability of correct and valid employee code, a request, along with all required particulars, may be made to the EDP, Cell, KVS (Hq.) immediately for the allotment of employee Code. In this connection letter may be addressed to DC (Acad), EDP Section, KVS (Hq).
2. On joining of a fresh employee, a request as stated above may be made immediately to EDP, Cell, KVS (Hq) for the allotment of valid employee Code. However, if the employee could not get the valid employee Code from KVS (Hq) due to some valid reason(s), salary may be disbursed to such employees manually through NEFT/Crossed cheques till the allotment of valid employee Code by KVS (Hq).
3. On retirement or resignation of an employee, the employee Code of such **employees must be deactivated immediately by the Verify User ( DDO) on the UBI Web Portal System** so that the salary may not be uploaded/ disbursed against the employee Code of such employees. In case of the retiring Principal, the concerned Regional Office should ensure that the employee code of the retiring Principal has been deactivated. While creating the new Login IDs and password for **“Entry User”** and **“Verify User”** by the Regional Office, it should be ensured that old ~~one~~ IDs pertaining to the retiring person(s) have been deactivated in the System.
4. In case of Intra/ Inter Region Transfer, staff details in the UBI Web Portal System will be updated by the Regional Offices only based on the valid particulars submitted by the concerned KV. In any case, dummy employee code should not be created for the employees who have joined on transfer.

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5. It may be noted that all the DDOs are expected to verify the Pay Bill with utmost care as the responsibility for the accuracy of the pay bill lies on DDO. DDO should personally verify all the details before uploading the salary. He should cross check the names of the employees along with the Attendance Register of the permanent employees. In case of the lapse responsibility will be fixed on the erring DDO. It is therefore, advised that the Login ID and password given for “Verify User” should not be shared with other persons. The contents of this letter may be circulated to all the units under the jurisdiction of a Regional Office. It is further stated that process of replacing of dummy employee Code with the correct employee Code should be completed by 18<sup>th</sup> February, 2016 without fail. It may be ensured that the Pay Bill for the month of Feb. 2016, to be uploaded on UBI Web Portal, **should contain only valid employee Code allotted by KVS (HQ).**

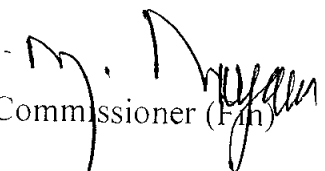
This may be treated as most urgent. Compliance in this regard may be submitted to this office by 21<sup>st</sup> February, 2016 through e-mail [lekhakvshq@gmail.com](mailto:lekhakvshq@gmail.com) and [kvsbudget@gmail.com](mailto:kvsbudget@gmail.com) .

Yours faithfully,  
^  
(M. Arumugam )

Joint Commissioner (Fin)

Copy to:

1. PS to Commissioner for information.
2. PS to Addl. Commissioner (Admn.) for information.
- ✓3. Dy. Commissioner (Acad.) with the request for uploading this circular on the website of KVS under the head “**Announcement**” and to promptly issue employee Code as and when the request made by employees for allotment of employee code.
4. Manager, Saket, Branch, Union Bank of India, New Delhi with a request to assist the officials of KVs/ROs in connection with the replacement of dummy Code and also to allow the Regional Offices to update the staff details through their Login IDs in case of Inter Region Transfer.

  
Joint Commissioner (Fin)