



Kendriya Vidyalaya Sangathan
18, Institutional Area,

Shaheed Jeet Singh Marg
New Delhi - 110 602

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

Dated: 15.02.2016

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,

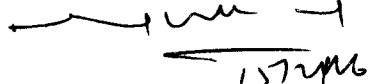
Please refer to this office letter of even no. dated 29.01.2016 and letter no. F. 1-1/2015/KVS(JC-Fin.) dated 02-02-2016 vide which instructions regarding replacement of Dummy Employee Code with the correct employee code on UBI Salary Web Portal, were issued to all Regional Offices/ZIETs. **In partial modification to the instructions contained in serial no.6 of the letter dated 02.02.2016, it is intimated that in case of transfer of the employee from one unit to other unit of KVS, the employee Code of such employee is not required to be deactivated by the Verify User (DDO) on the UBI Salary Web Portal.** Other contents shall remain unchanged.

Yours faithfully,

(S. Muthusivam)
Assistant Commissioner (Fin)

Copy to:

- ✓ 1. Dy. Commissioner (Acad.) with the request for uploading this circular on the website of KVS and to promptly issue the employee Code as and when the request is made by the Regional Offices/ZIETs for allotment of employee code.
2. 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 Employee Code and also to allow the Regional Offices to update the staff details through their Login IDs in case of Inter Region Transfer.


Assistant Commissioner (Fin)