

KENDRIYA VIDYALAYA SANGATHAN  
**Regional Office, Jawaharnagar, Khanapara, Guwahati-22**  
Phone No. 2360105 (AO)/2360106 (EO)/2360107 (FAX)/2360108(AC).

No. F. 38-3/2005/KVS (GR)/

**BY E.MAIL**  
Date : 07.10.2009.  
**URGENT**  
**TIME BOUND**

To,

The Principal,  
All Kendriya Vidyalyas.  
Guwahati Region.

**Sub:- Allotment of Employee Code – regarding.**

Sir/Madam,

I am to refer to the subject cited above and to inform you that the Commissioner, KVS vide letter No. 110240(10)/2009-10/KVS (Budget) dated 06-10-2009 has informed that KVS has been finding it extremely difficult to compute actual strength of employees in different cadres in KVS which is leading to serious embarrassment.

In view of the above, the Commissioner has decided that the salary of employees shall be disbursed only after employee code has been allotted by the KVS (HQ) from the month of October, 2009 onwards.

To facilitate the allotment of Employee code in a time bound manner, a simple format comprising a fewer details is being enclosed herewith. The format can be used to fill up the details in respect of all employees (Group 'D' employee to Principal) irrespective of whether the employee code is allotted or not and sent to this office latest by 10<sup>th</sup> of this month through E.Mail positively.

It may please be noted that while preparing the list of employees, the employee who has already been allotted employee code should be listed first (and thereafter the details of those employees for allotment of employee code).

As it is time bound work you are requested to bestow your personal attention in this regard and ensure that the required information is submitted to this office within the stipulated date.

Yours faithfully,



(A.K.VAJPAYEE).  
ASSISTANT COMMISSIONER

Encls: as above.