



☎ 2360105, 2360106, 2360107, 2360108 Fax
KENDRIYA VIDYALAYA SANGATHAN
(GUWAHATI REGION)
(Min. of HRD, Deptt. of Education, Govt. of India)
JAWAHAR NAGAR, KHANAPARA,
GUWAHATI - 781022

NO.F.20222 (26)/2010-KVS (GR)/AA/UBI/

Dated, 20.12.2010

The Principal,
All Govt. financed Kendriya Vidyalayas,
Guwahati Region.

THROUGH E-MAIL/UPLOADED IN WEBSITE

Subject: - Uploading the pay bill on the web portal of Union Bank of India (online solution for salary upload & MIS) - regarding.

Madam/Sir,

In continuation to this office letter No.F.45/Cir/2009/KVS/GR/AA dated, 14th December 2010 on the subject cited above, you are once again directed to upload and verify the pay bill **on or before 22nd of the month** from December 2010 Salary and onwards, based on which the exact fund (**net salary**) will be transferred to KVS Fund A/C RO Guwahati opened with UBI, Maidamgaon Branch, Beltola, Guwahati for the said purpose only. So, correctness and timely uploading and verification of the pay bill is must in order to receive the exact fund (net salary) for all the govt. financed KVs of the region. Again strict vigilance is also necessary in order to ascertain as to whether the exact net salary has been credited into the individual (s) Account or not (**Total of net salary of all the staff of a KV as per uploaded pay bill should be equal to the amount credited to individual accounts of that KV which must be tallied**) You are, therefore, directed to issue pay slip to the individuals concerned prior to the last working day of the month and direct them to intimate **error, discrepancy, overpayment, under payment**, if any, **by 1st OR 2nd of succeeding month** and report **such cases** in the following format **by 3rd positively** through e-mail/fax followed by hard copy so that fund credited/debited in the UBI SB Account of this office could be reconciled/confirmed to KVS (Hqrs).

Staff Code	Name & Designation	Individual A/C No.	Bank Branch & its IFSC Code	Amount of net salary for the month	Remarks (specify clearly the error, discrepancy, overpayment, under payment whatsoever)

THE MATTER MAY PLEASE BE GIVEN PERSONAL ATTENTION & TOP PRIORITY.

Yours faithfully,

(A.K. VAJPAYEE.)
ASSISTANT COMMISSIONER.