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(AN AUTONOMOUS ORGANISATION OF MINISTRY OF HRD,
DEPARTMENT OF SCHOOL EDUCATION & LITERACY),
B-15, INSTITUTIONAL AREA, SECTOR-62,
NOIDA-201307, DISTT.G.B. NAGAR (UP)

F.No.1-65/2017/NVS (F&A)

Dated: 23.3.2018

To

1. The Deputy Commissioner, Navodaya Vidyalaya Samiti, All Regional Offices.
2. The Director/In-charge, Navodaya Leadership Institute, All NLI's.
3. The Principal, Jawahar Navodaya Vidyalaya, All JNVs.

Subject: Remittance of Salary to the employees of NVS for the month(s) from March, 2018 to February, 2019 through the Web Portal of Union Bank of India-regarding

Sir/Madam,

Please refer to this Office letter of even number dated 23.03.2017 regarding disbursement of the net salary to all the employees of NVS through the Web Portal of Union Bank of India.


2. In this regard, it is to intimate that the net salary to all the employees of NVS (including the staff appointed on contract basis against the sanctioned posts and whose salary is met with the budgetary provisions under the Head Staff Payments) for the month(s) from March, 2018 to February, 2019 of the financial year 2018-19 shall be disbursed through the Web Portal of Union Bank of India. All the field units of NVS (viz. JNVs/ROs/NLI's/Hqrs.' Office) are, therefore, requested to ensure that the required details of net salary payable to the concerned staff of your unit for the month concerned is uploaded on the Web Portal of UBI **at the latest by 25th of the month concerned.** Here, it may please be noted that after uploading the salary bill on the Web Portal of UBI by the JNVs, the same must be verified by the Deputy commissioner(s) of concerned Regional office in accordance to earlier instructions issued by this office vide even letter on dated 08.02.2016.

3. Since the amount of net salary payable to the concerned employees of NVS for the month(s) from March, 2018 to February, 2019 of the financial year 2018-19 is being paid by NVS Hqrs. through UBI directly to their bank account, the equivalent amount thereof must be accounted for in the unit's account by making the following entries, as detailed below:

- Funds received from NVS Hqrs. (Credit) and
- Staff Payments – Salaries paid to the staff for the month concerned (Debit)


In this context, the unit wise details for the amount actually remitted by UBI for the month concerned can be ascertained through the web portal of UBI. Here, the entries towards payment of net salary in paise, if any, be rounded off to the nearest rupee.

Yours faithfully,


(Dr. Honnareddy N.)
Joint Commissioner (Admn)

Copy to:

1. DDO (Hqr account), NVS Hqrs., Noida-for similar action in respect of NVS Hqrs.' Office staff.
2. The Chief Manager, Union Bank of India, Kailash Colony Branch, New Delhi-for information and further necessary action in the matter.
3. DDO(Main Account), NVS Hqrs., Noida – for making necessary entries in the record towards disbursement of the net salary for the month(s) from March, 2018 to February,2019 by UBI directly to the Bank Account of NVS employees, out of the balance available in NVS Main Account, after ascertaining the unit wise details thereof from UBI.
4. Assistant Commissioner (E-1/FS)-for uploading of this letter at NVS Hqrs.' Website.


(Dr. Honnareddy N.)
Joint Commissioner (Admn)