



NAVODAYA VIDYALAYA SAMITI
(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.1-65/2014/NVS (F&A)

Dated: 23.3.2017

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, 2017 to February, 2018 through the Web Portal of Union Bank of India-regarding

Sir/Madam,

Please refer to this Office letter of even number dated 31.03.2016 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, the undersigned is directed 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, 2017 to February, 2018 of the financial year 2017-18 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 the latest instructions issued by this office vide even letter on dated 08.02.2016(copy enclosed).

3. Since the amount of net salary payable to the concerned employees of NVS for the month(s) from March, 2017 to February, 2018 of the financial year 2017-18 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.

4. This issues with the approval of Commissioner, NVS.

Yours faithfully,

(Ramjit)

Assistant Commissioner (Fin.)

Copy to:

1. Dy. Commissioner (Admn.), 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 w.r.t his letter dated 09.03.2017 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, 2017 to February,2018 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.

(Ramjit)

Assistant Commissioner (Fin.)



Fax: 120-2405182

NAVODAYA VIDYALAYA SAMITI
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B-15, INSTITUTIONAL AREA, SECTOR-62,
NOIDA-201307, DISTT.G.B. NAGAR (UP)

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F.No.1-65/2015/NVS (F&A)

Dated: 08.02.2016

To

The Deputy Commissioner, Navodaya Vidyalaya Samiti, All Regional Offices.
The Director/ Incharge, Navodaya Leadership Institute, All NLIs.
The Principal, Jawarah Navodaya Vidyalaya, All JNVs.

Subject: Verification of Salary payment to NVS employees through the Web Portal -regarding.

Sir/Madam,

In order to avoid any irregular/excess salary payment through UBI portal, I am directed to convey the following points for necessary compliance at your level invariably.

2. The Principal/DDO, before uploading the salary on Web portal, must ensured that all entries of Salary payment in respect of office staff for the month be matched with the "Pay Bill Register" of the concerned Unit and employees mentioned in PBR are actually working in that units. All DDOs shall be personally responsible for any irregular /excess payment (found later if any).
3. The Deputy Commissioner of the concerned Region will verify the up-loaded salary (w.r.t the records available in the office) in respect of all field units on Web Portal of UBI regularly on monthly basis and ensure there is no irregularity /or duplicity in payment. The salaries to NVS employees (uploaded by field units) shall only be released by UBI after verification by Regional Office concerned.
4. The Deputy Commissioner will also ensure that Staff code mentioned by the DDOs on UBI Portal for disbursement of Staff salary of Region are correct and employee uploaded for salary are actually working in the respective field units. The allotment of **employee code** to new employees and verification of **particulars of employees** transferred from other Units will be allowed with the prior permission of Regional office concerned.
5. Further, at the end of each financial year total amount of salary payment as recorded in the annual account must be verified w.r.t. PBRs of each filed units by the Regional office concerned and necessary certificate to this effect be enclosed with the Annual Account invariably.
6. This issues with the approval of Competent Authority.

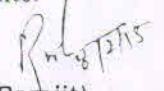
Yours faithfully,


(Ramjit)

Assistant Commissioner (Fin.)

Copy to:

1. PA to commissioner, NVS for information please.
2. Deputy Commissioner (Admn.)-with request to ensure similar action in respect of NVS Hqrs. office.
3. The Assistant Commissioner (Audit), NVS Hqrs. Office-with request to issue suitable Audit instructions for Regional Offices/concerned to ensure accurately disbursement of salary while conducting Internal Audit of all field units.
4. The Chief Manager, Union Bank of India, Kailash Colony Branch, New Delhi- for information and necessary action in the matter.
5. Assistant Commissioner (Admn.)/Web Master- for uploading of this letter at NVS Hqrs. Website.


(Ramjit)

Assistant Commissioner (Fin.)