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(AN AUTONOMOUS ORGANISATION OF MINISTRY OF HRD,  
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F.No.1-65/2017-NVS(F&A)/180

Dated: 19.07.2017

To

1. The Deputy Commissioner, NVS, All Regional Offices.
2. The Director/In-charge, Navodaya Leadership Institute (All NLIs)
3. The Principal, Jawahar Navodaya Vidyalaya, All JNVs

Sub: Verification while uploading of salary payment to NVS employees through web portal.

Sir/Madam,

In continuation to this office letter even no. Dated on 08.02.2016 under subject mentioned above, the following instructions are once again being conveyed for strict compliance at your level.

1. The Principal/DDO, before uploading the salary on NVS salary UBI web portal must ensure 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 unit. All DDOs shall be personally responsible for any irregular/excess payment (found later, if any).
2. The Deputy Commissioner of the concerned region will verify the above salary in respect of all field units on NVS salary web portal of UBI regularly on monthly basis and ensure that there is no irregularities/duplicity in payment. The salaries to NVS employees (uploaded by the field units) shall only be released by the UBI after verification by the regional office concerned.
3. 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 employees whose salary is uploaded, are actually working in the respective field units. The allotment of employees code to new employee and verification of particulars of employee transferred from other units will be allowed with the prior permission of the regional office concerned.
4. Further at the end of each financial year total amount of salary payment as recorded in the annual accounts must be verified with reference to the PBRs of each field unit by the regional office concerned and necessary certificate to this effect be enclosed with the annual account invariably.
5. Deviation from above instructions (if any) shall attract serious action on all official/officers involved.

Yours faithfully,

(A.N.Ramchandra)  
Joint Commissioner (Admn.)

Copy to:

1. The Chief Manager, Union Bank of India, Kailash Colony Branch, New Delhi-With request not to disburse salary of any employee of NVS unless and until it is verified by the region concerned. It is further requested that salary verification code of NVS regional offices (if required by any regional office) may be updated immediately by UBI.
2. A.C. (Admn.), NVS Hqrs. Noida - to ensure similar action in respect of NVS, Hqrs. Office.
3. A.C (Audit) NVS, Hqrs'. Office -To issue suitable audit instructions for Regional Office/Concerned to ensure accurately disbursement of salary while conducting internal audit of all field units (if not issued earlier).
4. A.C (I.T)/Web Master - for uploading this letter on website.

(A.N.Ramchandra)  
Joint Commissioner (Admn.)