



Speed Post

केन्द्रीय विद्यालय संगठन (मु.)
Kendriya Vidyalaya Sangathan (HQ)
18, संस्थागत क्षेत्र, शहीद जगत सिंह मार्ग,
18, Institutional Area, SJS Marg
नई दिल्ली/ New Delhi - 110016
फोन नंबर 011-26528351
फैक्स नंबर 011-26514179
E-mail:- kvsicfin@gmail.com

No.1-189/2015-KVS(HQ)(JC Fin.)

27.05.2015

The Dy. Commissioner
Kendriya Vidyalaya Sangathan
All Regional Offices.

Sub: Cash Book Entries in respect of Fee Collection.

Sir/Madam,


During the checking of Annual Accounts of various Regional Offices it is observed that the Cash Book entries made towards the Fee collection was not properly shown in the books of accounts. Most of the Kendriya Vidyalayas while preparing the receipt and payment account have shown only the net fees collected towards the VVN in the Cash Book.

This resulted in under statement of income of the Kendriya Vidyalayas and the accounts are not exhibiting the true and fair view of the financial position of the Kendriya Vidyalayas. In this connection, all the Kendriya Vidyalayas while preparing the Cash Book have to follow the procedure suggested below:-

- i) All the Kendriya Vidyalayas should show only the total VVN fees collected in the receipt side of the VVN Cash Book.
- ii) The amount remitted to the Regional Office for VVN deposit account, Regional Sports Control Board Contribution, National Sports Control Board Contribution and remittance to the K.V.S. (HQ) on the payment side of the Cash Book.
- iii) The detailed illustration regarding the fee collections are projected on overleaf.

You are requested to issue necessary instructions to all the Kendriya Vidyalayas under your jurisdiction for making proper entries of VVN fee in the Cash Book for the financial year 2014-15 and 2015-16.

Yours faithfully,


(M. Arumugam)
Joint Commissioner (Fin.)

CASH BOOK

RECEIPT SIDE			PAYMENT SIDE		
Date	PARTICULARS	Amount	Date	PARTICULARS	Amount
23.01.2015	"Vidyalaya Vikas Nidhi" (Being the amount of VVN fee collected by Bank for the period....)	2,00,000/-	23.01.2015	"Contribution to Regional Sports Control Board 3%" (Being the amount of RSCB contribution @ 3% directly remitted by the bank to the Regional Office)	6,000/-
				"Contribution to National Sports Control Board 2%" (Being the amount of NSCB contribution @ 2% directly remitted by the bank to KVS HQs)	4,000/-
				"Contribution to RO VVN Deposit Account (5%)" (Being the amount of VVN contribution @5% transferred to the Regional Office)	10,000/-
				"Contribution to KVS HQ (20%)" (Being the amount of VVN contribution @20% transferred to KVS HQs through the Regional Office)	40,000/-