



KENDRIYA VIDYALAYA SANGATHAN (HQ)
18, Institutional Area, S.J. Marg, New Delhi-110016.
Email: lekhakvshq@gmail.com

F. No. 110116/2014-15/AA(I)/KVS/Acctts/693

Dated 08.12.2015

Speed Post/E-mail

The Deputy Commissioner,
Kendriya Vidyalaya Sangathan,
All Regional Offices

Sub: Recovery and Remittance of EWS contribution In respect of Project KVs.

Madam/Sir,

I am to invite a reference to the subject cited above and to state that the matter regarding the recovery of EWS deduction in respect of Project KVs and the present accounting system hitherto followed in KVS have been reviewed and accordingly the following line of action may be taken at your end hereafter.

1. It has been decided that hence forth consolidated amount of EWS deduction in respect of project KVs has to be remitted to KVS (Hq.) by each Regional Office after receipt of the same from **each project KV on half yearly basis**. In Project KV's books of Accounts it will be treated as a current liability. Accordingly, soon after deduction, the amount has to be credited in the Account - "**EWS Remittance-Project KV**" and on remittance of the amount to Regional Office; it should be debited in the same Account i.e. "**EWS Remittance-Project KV**". It may be noted that at the close of the year no liability should be lying in this account towards unremitted amount. However, if the amount is not remitted to the concerned Regional Office due to unavoidable reasons, then the same may be reflected as a current liability in the schedule of "**Current Liabilities and Provisions**" of the Annual Accounts of the concerned project KV. In this regard all Project KVs may also be directed to create a ledger in the name of "**EWS Remittance-Project KV**" under the Sub Group "**Other Remittances**" (**Current Liabilities**) in Tally Software for making the accounting entries in the Books of Accounts. For creation of ledger in Tally Software, go through the enclosed Annexure-1.

P-T-0

2. Each Regional Office has to collect the half yearly amount from each project KV by 10th October and to remit the consolidated amount to KVS (Hq.) by RTGS/Draft etc. in favour of "**KVS EWS Fund Account**" by 15th October. Similarly, for second half of the year the amount should be collected by 10th March and consolidated amount should be remitted to KVS (Hq.) by 15th March. **In any case the liability must be cleared by each Project KV/Regional Office by 15th March of the financial year.** In Regional Office's books of Account, on receipt of the above amount it should be credited in the **Account - "Liabilities towards Other Remittances"** and on payment it should be debited in the same Account. At the close of the financial year, if any amount is lying in this account, the same should be shown as **a current liability** in the Schedule of "**Current Liabilities and Provisions**".
3. For the current financial year 2015-16, the consolidated amount up to the month of Nov, 2015 may be remitted to KVS (Hq.) by 25th December 2015 and for remaining part of the financial year, the consolidated amount must be remitted to KVS (Hq.) by **15th March 2016 without fail.**

This may be treated as urgent and suitable instructions issued accordingly to all Project KVs under your jurisdiction for strict compliance and remittance of EWS contribution to your office for timely remittance of the consolidated amount to KVS (Hq.) within the prescribed time limit as mentioned in this letter.

Yours faithfully,

(M. Arumugam)
Joint Commissioner (Fin.)

Copy to:-

- ✓ 1) The Deputy Commissioner (Acad.)/EDP, KVS, (Hq.) with the request to get this letter uploaded in KVS website under the menu - "Circular"- "Accounts."
- 2) The Director, all ZIETs of KVS for information.
- 3) The Assistant Commissioner (Fin) P&I, KVS,(Hq.) for information and necessary action.

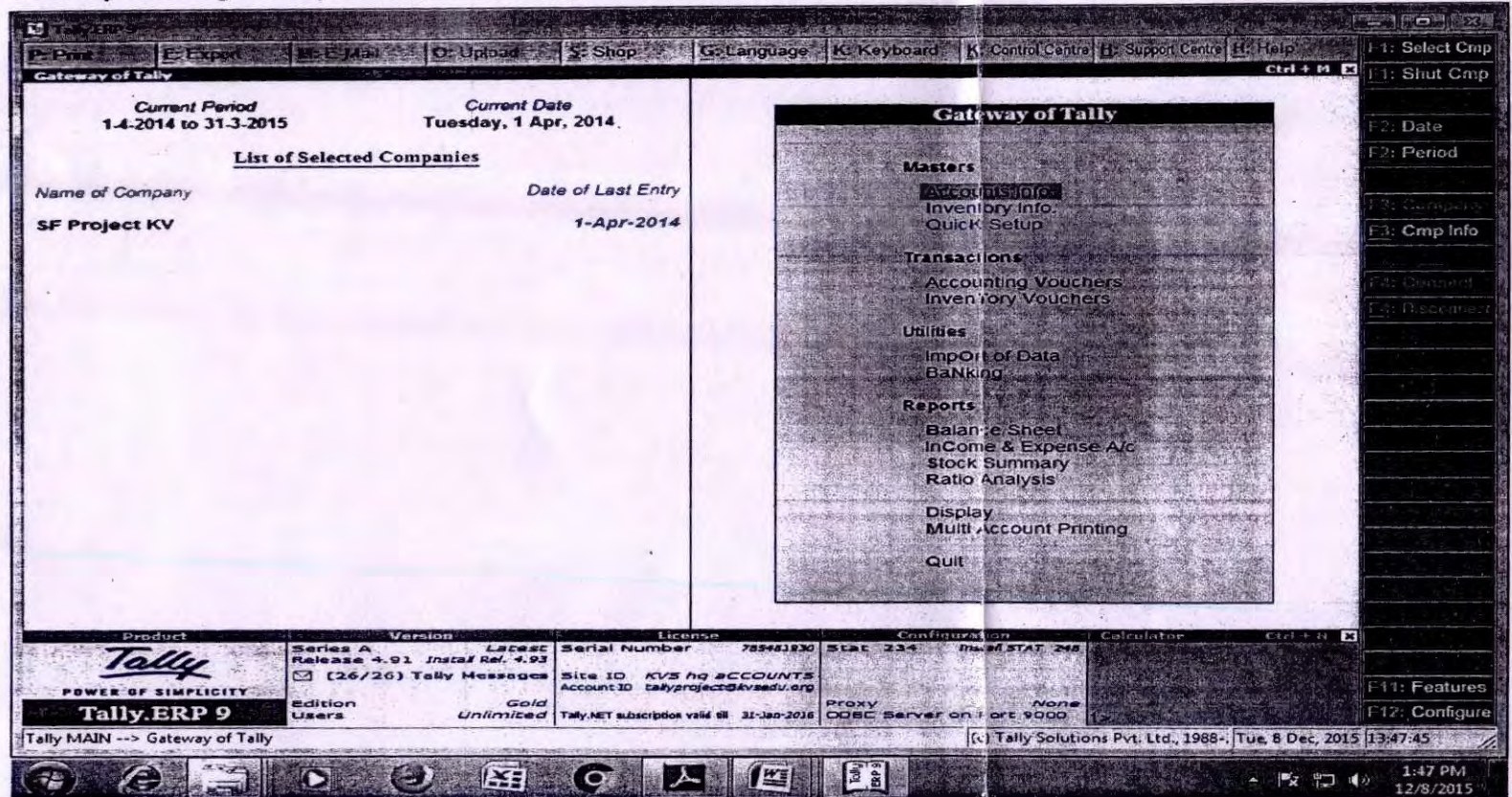
Joint Commissioner (Fin.) 9/12/15

So [Signature] [Signature]

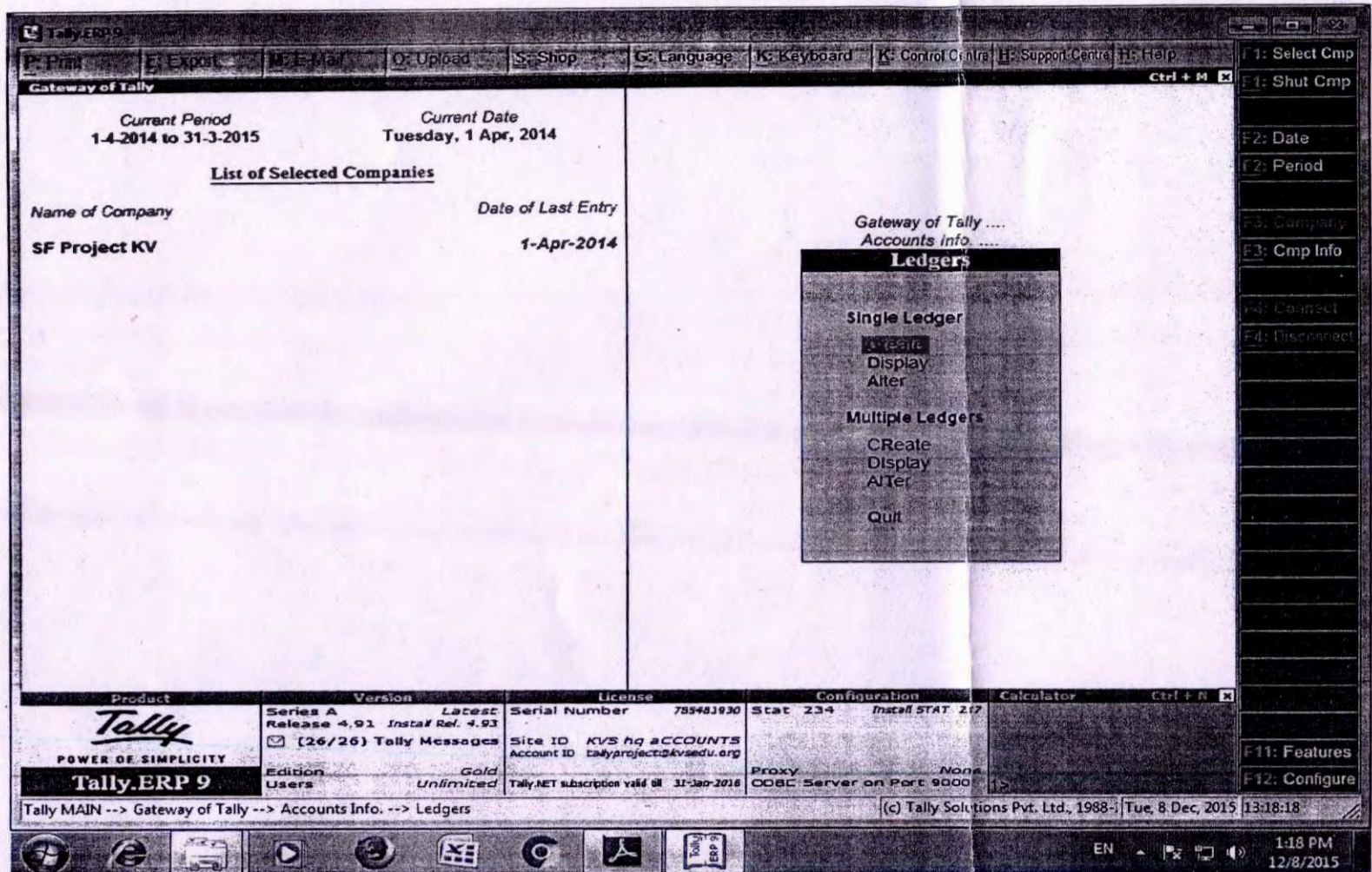
Annexure-1:
(Page no.1 to 5)

Procedure for creation of Ledger in Tally Software.

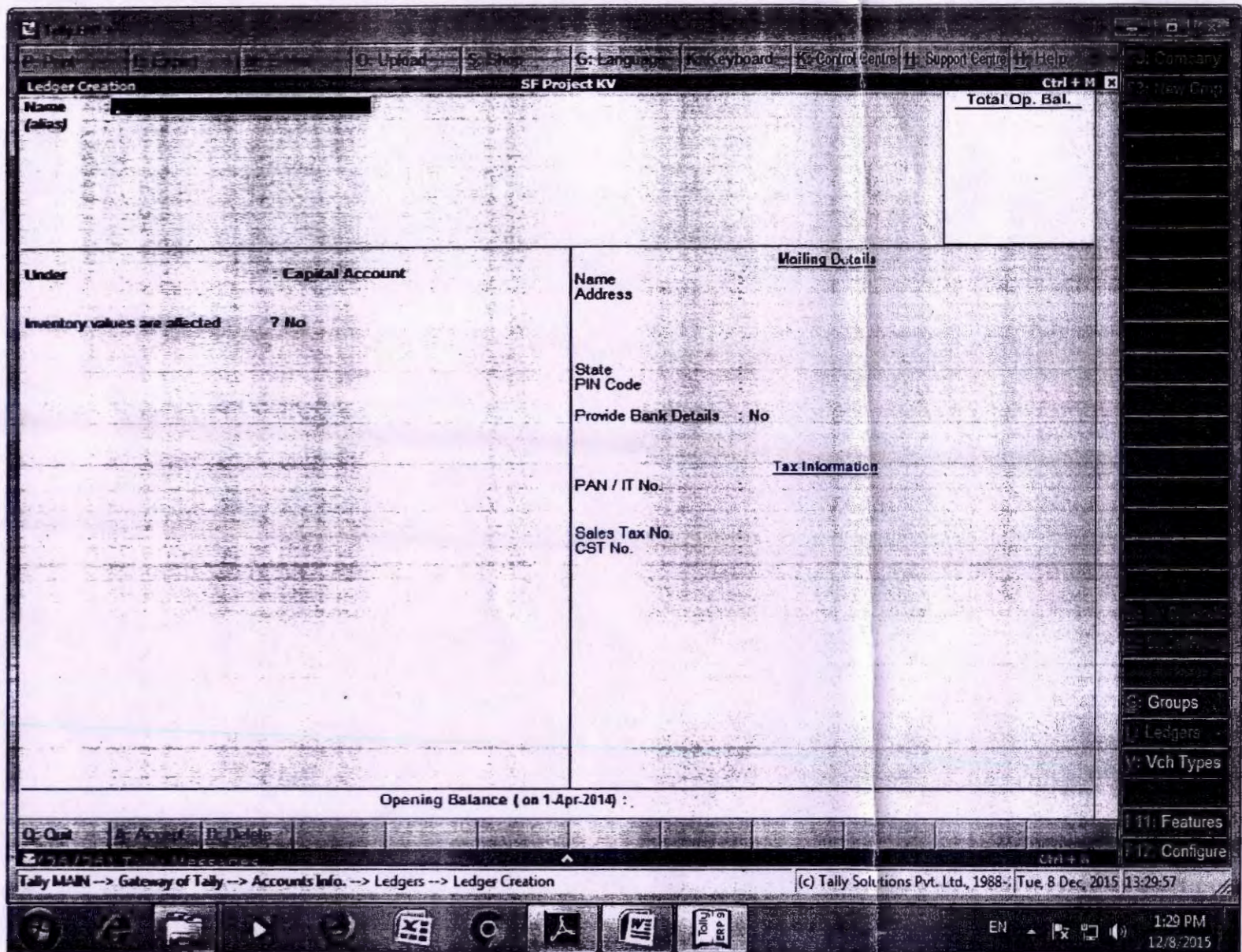
1. Open the Tally Software and then select the company which has already been created for "Project KV School Fund Account".
2. Then open the gateway of tally. Following screen will be displayed.



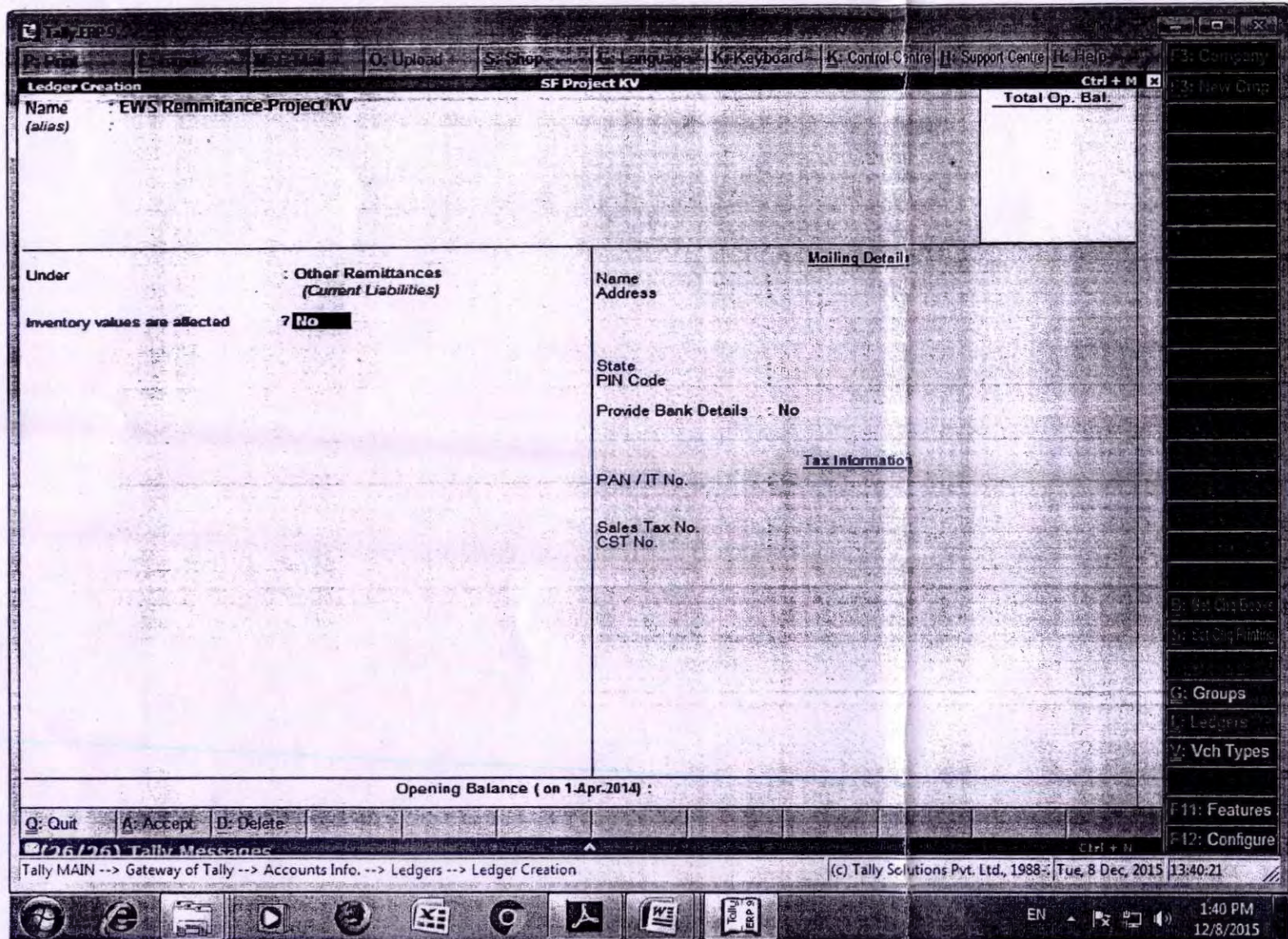
3. Press Enter on "Accounts Info" following screen will be displayed.



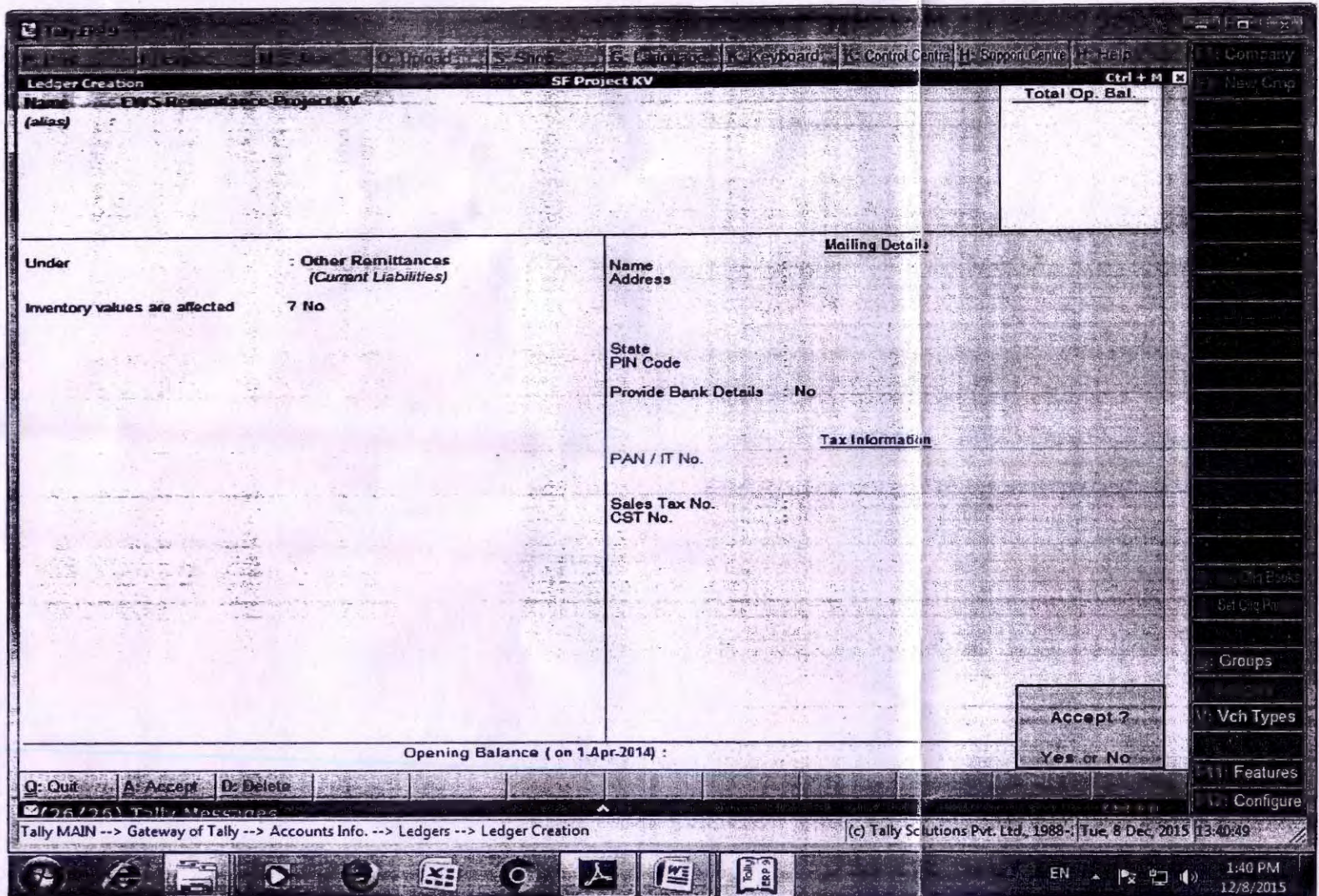
4 Now select "Create" and press enter. Following screen will be displayed.



5. in ledger creation , type EWS Remittance-Project KV and select "Other Remittance" as shown in the following screen shot.



6. Now press "enter" or click on "Yes" as shown in the following screen shot. After accepting by system, now the ledger has been created by the system.



7. Alternatively, from the voucher creation menu while making the entry, by pressing "ALT+C" directly we may reach at "Ledger creation" menu as shown in the screen shot below the point no. 4 above. Now follow the steps as mentioned under serial no.4 to 6.