



केन्द्रीय विद्यालय संगठन / KENDRIYA VIDYALAYA SANGATHAN
क्षेत्रीय कार्यालय- हैदराबाद / Regional Office – Hyderabad
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F. 7-Gen/2009-10/KVS(HR)/A&A

Dated: 29.03.2010

To
The Principals
All the Kendriya Vidyalayas of
Hyderabad Region.

Sub: Consolidated monthly statement for the March, 2010 linked with Annual Accounts.

Sir/Madam,

In continuation of this office letter no. even, dated 17.03.2010, this is to inform you that the corrected Consolidated monthly statements for the period from April, 2009 to Feb., 2010 of School fund and VVN accounts are linked with Annual Accounts for the year 2009-10 respectively and forwarded herewith. All liabilities (like Income Tax, Prof. Tax and other remittances etc.) should be cleared and no liability should be outstanding as on 31.03.2010.

You are requested to fill up the consolidated monthly statement (middle column both receipt and payments side) for the month of March, 2010 without changing the cell reference.

While preparing / posting the figures in monthly statement for the month of March, 2010, the following points may be noted:

- While posting the figures in the monthly statement, please check whether the figures are posted in correct place or not.
- After completing the monthly statement, see the R&P account whether it is tallied both sides nor not and go to Balance sheet for confirmation of tally.
- In Schedule 9 col.. 4 Provision for Salary for March, 2010 may be made by entering the March salary gross amount.**
- After tallying the R&P and Balance Sheet, go to Annexures and fill the same with full details. If the outstanding liabilities are pertaining to previous years, you should trace the details and furnish with full justification in the space provided. Otherwise KVS(HQ) will view the matter very serious.
- If any corrections/adjustments have to be made pertains to previous years, the same may be made in the annual accounts under appropriate column. If it is not possible for you, please send the details in your covering letter, the same will be incorporated in this office.
- Similarly, in the case of depreciation on written off articles may also follow on similar lines.
- Details of expenditure under Common minimum programme may be filled in prescribed proforma which was already circulated and attach it to VVN Annual accounts.
- Pension liability may be filled in the School Fund balance sheet.
- Details of expenditure under Recurring and Non recurring incurred during March, 2010 should be enclosed alongwith annual accounts.

Now, when your Annual Accounts are ready, send by Email the Annual Accounts of School Fund and VVN and Expenditure on CMP immediately to this office on or before 02.04.2010, and simultaneously take print outs and three sets of Annual Accounts each may be sent by Speed post by 05.04.2010.

Please acknowledge the receipt of the same.

Yours faithfully,

(S. SELVARAJ)
ASSISTANT COMMISSIONER

Encl: As stated

