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नवोदय विद्यालय समिति

मानव संसाधन विकास मंत्रालय, शिक्षा विभाग,

भारत सरकार का स्वायत्त संगठन)

**Email :- [sofinance@nvsrolko.org](mailto:sofinance@nvsrolko.org)**

**F.No.2-11/Salary/F&A/NVS(LR)/2017-18**



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**Navodaya Vidyalaya Samit**

(An Autonomous Organization of Ministry of  
(human Resource Development, Govt. of India)

**Website – [nvsrolko.org](http://nvsrolko.org)**

**Dated: 24.08.2017**

To,

The Principal

All the JNVs

Under Lucknow Region

**Most Important**

**&**

**Immediate**

**Sub.: Verification of salary payment to NVS employees through the web portal-reg.**

**Ref.:** 01. NVS Hqr. Noida letter no. F.1-65/2015/NVS(F&A) dated 08.02.2016.

02. NVS Hqr. Noida letter no. F.6-49/2012-13/NVS/F&A/(IA)/139 dated  
25.02.2016.

03. NVS Hqr. Noida letter no. F.1-65/2017-NVS(F&A)/180 dated 19.07.2017.

Madam/Sir,

Reference is made in the subject cited above and in continuation to NVS Hqr. letters referred above regarding guidelines for verification of salary payment to NVS employees through the web portal by all the DDO's of the respective units and further counter verification by regional office on every month then to release the salary. In order to avoid any irregular/excess/duplicity in the payment of salary through UBI portal, the following guidelines and action plan is implemented for all the units' with immediate effect and to be implemented while releasing the salary from August 2017 and onward.

- 1) Before uploading the salary on web portal of every month the concern office staff will prepare the pay bill in accordance to the guidelines and in accordance to the absentee statement.
- 2) The pay bill will be submitted to DDO of the JNV every month along with a office note who has prepared salary statement then through senior office staff of the JNV for approval and signature on the pay bill.

Lekhraj Panna, 3<sup>rd</sup> Floor, Sector-2, Vikas Nagar, Lucknow-226022

लेखराज पन्ना, तृतीय तल, सेक्टर-2, विकास नगर, लखनऊ

C:\Users\Rishab\Desktop\SALARY Portal LKO 2017-18\Guidelines letter 24.08.2017.docx



- 3) The DDO of the unit will thoroughly check the pay bill on the following points and ensure that everything is in order, regular and no excess payment is being released:-
- A) The name & employee code of the employee's has been checked.
  - B) The pay of the employees working on the role has been checked.
  - C) All other allowances has been checked.
  - D) Absentee's statement has been checked.
  - E) No. of post sanctioned & staff in position has been checked.
  - F) The deduction of all the employees in all the sub head has been checked.
  - G) The bank account number and their IFSC code has been checked.
  - H) All the entries of salary/ payment in respect of the concern month has been checked and matched with the concern month pay bill register/pay bill.
- 4) After getting the approval and signature on the pay bill, the concern office staff will upload the salary on the web portal by using their password in accordance to the pay bill already passed by DDO.
- 5) After uploading of salary by the concern office staff, they will put up a office note through salary processing file to the DDO that salary for the concern month has been uploaded in accordance with the passed pay bill and submitted for further verification of the uploaded salary by the DDO.
- 6) The DDO will not transfer their password for verification to the other staff and based on the note along with hardcopy of the pay bill personally verify all the entries of the salary payment loaded in the web portal and check that the same is matched in pay bill, then use the password as ok Salary. He will also give his remark on the salary processing file after verification of salary.
- 7) The salary uploading work along with all documentation work has to be completed latest by 23<sup>rd</sup> of every month by 5.00 p.m.



8) Immediately after uploading of the salary duly verified by the DDO of the Vidyalaya a certificate as per enclosed Performa (without any modification) duly signed by the DDO and a copy of pay bill of the months duly signed by the DDO and both the documents as scan copy will be sent to Regional Office, Lucknow along with a forwarding letter be sent and same is to be reached through mail id of Vidyalaya to R.O. mail-id ([aonvsrolko@gmail.com](mailto:aonvsrolko@gmail.com)) latest by 24<sup>th</sup> of every month at 10.00 a.m. and after mailing it, a confirmation will be obtained over Office Telephone from the following employee of NVS, R.O as per allotted JNV's. A list of JNV's enclosed for allocation of official Incharge.

A) Shri Sita Ram Gupta, Audit Asstt.

B) Shri Alok Pandey, Audit Asstt.

C) Shri H.S Bhandari, Audit Asstt.

D) Shri Rishabh Jain, Audit Asstt.

Both the copies will be sent on the following mail id:- [aonvsrolko@gmail.com](mailto:aonvsrolko@gmail.com)

9) After receipt of certificate along with copy of pay bill the concern employee as mentioned above will further check and verify salary of all the units including R.O. based on documents and put up the note to the Dy. Commissioner of R.O., Lucknow for using their password for verification and release of salary to the concern unit. The complied note will be put up by Sh. H.S Bhandari, Audit Asstt. after getting the detail from other Audit Asstts.

10) The point no. 2 of the NVS, Hqr. guidelines as per referred letter is very clear that in case of any irregular/excess payment /duplicity in payment, if any found at later stage, the DDO of the concern unit will be personally responsible and amount will be recovered from him, therefore it is advised to all the DDO's to be more careful in verification of the salary and do not forward/ allow any body to use their password.

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11) It is further mentioned that as per NVS, Hqr. letter referred above under point no. 05 they will have to submit a certificate also (by all the DDOs) at the time of submission of the Annual A/C's every year.

The above guidelines for payment of salary, verification of salary is to be implemented strictly and to be followed by all the related officials and all the DDOs along with Regional Office staff and implementation of these guidelines along with counter checking of the salary and salary process is the part of internal audit direction and will be checked by the concern audit while conducting the audit.

Please acknowledge receipt of this letter by 31.08.2017.

Encl.: As above

Yours faithfully,

  
(Girish Chandra)

**Deputy Commissioner**

**Copy to:-**

01. **The DDO of NVS, RO, Lucknow Accounts** for similar action and submit the certificate with copy of pay bill every month as per enclosed allocation of verification.
02. **Accounts Officer, NVS, RO, Lucknow** for strict compliance of above guidelines and NVS Hqrs orders every month and put up the final verification of all JNVs latest by 27<sup>th</sup> of every month.
03. **Section Officer (Fin.), NVS, RO, Lucknow** in absence of Accounts Officer the file and case will be moved through him.
04. **Section Officer (Admn.), NVS, RO, Lucknow** for information and necessary action and in absence of Accounts Officer and Section Officer (Fin.) this will be dealt by him.
05. **All concerned Audit Assts., NVS, RO, Lucknow** for strict compliance.
06. **Sh. Ved Prakash, Computer Operator, NVS, RO, Lucknow** is directed to be associate with salary verification of every month with the above team and upload the above guidelines on the website of R.O.

# Undertaking

**Sub:** - Salary of NVS/JNV ..... for the month of .....

It is certified that pay bill of NVS/JNV ..... for the month of ..... has been checked personally by me as per the details given below.

- 01) The name of employees and employees' code has been checked and found correct.
- 02) The name of other employees, whose code is not given are either contract employee or part-time employee and working as per the agreement/ appointment.
- 03) The pay of the regular employees working on the roll has been checked and found correct as per pay fixation and as per pay notification rules.
- 04) All other allowance paid to regular employees in the pay bill has been checked and found correct.
- 05) Before preparation of pay bill, the absentee statement has been prepared and accordingly pay for the month of ..... has been prepared and the absentee statement is correct.
- 06) The number of post sanctioned and the number of staff in position has been checked and found correct. The deduction of all the employees in all the sub-heads has been checked and found correct.
- 07) The pay fixation statement and orders issued by R.O including penalty etc. which is affecting the pay of the individual employee has been checked, verified and implemented.
- 08) The bank accounts number and their IFSC code of individual employee has been checked and found correct.

The undersigned in the capacity of DDO has verified the uploaded salary and their all entries with the hard copy of pay bill, which is duly signed by me and match with the entries of pay bill of the entries of uploaded salary on web portal of UBI. If at later stage found any irregular/excess payment in the uploaded salary, I shall be personally responsible.

Encl: - Copy of Pay bill.

To, Name of DDO:.....

The Dy. Commissioner, NVS Designation: .....

RO, Lucknow JNV: ..... Distt. ....