



NAVODAYA VIDYALAYA SAMITI
(AN AUTONOMOUS ORGANISATION OF MINISTRY OF HRD,
DEPARTMENT OF SCHOOL EDUCATION & LITERACY),
A-28, KAILASH COLONY,
NEW DELHI - 110 048.

F.No.1-65/2011/NVS (F&A)

Dated: 20.10.2011

To

1. The Deputy Commissioner, NVS, All Regional Offices.
2. The Director/Incharge, Navodaya Leadership Institute, All NLIs.

Subject: Remittance of Salary to the employees of NVS for the month of October, 2011 through the Web Portal of Union Bank of India-regarding

Sir/Madam,

Kindly refer to this Office letter of even number dated 23.9.2011 regarding disbursement of the net salary for the month of September, 2011 to all the employees of NVS through the Web Portal of Union Bank of India.

2. In this regard, the undersigned is directed to intimate that the net salary to all the employees of NVS (including the staff appointed on contract basis against the sanctioned posts and whose salary is met with the budgetary provisions under the Head Staff Payments) for the month of October, 2011 shall also be disbursed through the Web Portal of Union Bank of India. All the field units of NVS (viz. JNVs/ROs/NLIs/Hqrs.' Office) are, therefore, requested to ensure that the required details of net salary payable to the concerned staff of your unit for the month of October, 2011 is uploaded on the Web Portal of UBI at the latest by 25.10.2011, so as to enable UBI to remit the salary directly into the bank account of individual employee within the last two working days of the month. In cases where the field units find it difficult to upload the pay bill till 25.10.2011 on the Web Portal of UBI due to unavoidable circumstances, the salary to the employees of such units shall continue to be paid by the unit concerned. However, specific reasons for not uploading the pay bill must be furnished to this Office so as to appraise the factual position in this regard to Commissioner, NVS.
3. While uploading the required details of net salary payable to NVS employees for the month of October, 2011, the equivalent amount thereof must also be remitted to UBI through its IFSC Code No.(UBIN0535575)and Remittance Account No. (as per region wise details mentioned in the enclosed letter of UBI dated 13.10.2011 at Annexure-I), for remittance of the net salary to the bank account of concerned employees. The required funds on this account have already been released to the field units by NVS Hqrs. to meet the requisite expenditure for the month of September & October, 2011. While uploading the details of employees, the depiction of correct Account No. & IFSC code of the Bank branch, wherein the account of employees is being maintained, must be ensured by the unit concerned and the amount of net salary in paise be rounded off to the nearest rupee.
4. In connection with the disbursement of net salary for the month of September, 2011, it is to intimate that the equivalent amount of net salary already paid by NVS Hqrs. directly to the concerned employees through UBI needs to be accounted for by making the following entries in the unit's account, as detailed below:
-Funds received from NVS Hqrs.(Credit) and
-Staff Payments - Salaries paid to the staff for the month of September, 2011(Debit)
In this context, the unit wise details for the amount actually remitted by UBI for the month of September, 2011 is also enclosed at Annexure-II, for your information and making necessary entries in the Accounts. Here, the entries towards payment of net salary made in paise be rounded off to the nearest rupee.
5. A list containing details of Nodal officers of Union Bank of India located at various parts of the country is also being sent herewith (Annexure III) for your reference. If any clarification/support is required, they can also be contacted.
6. This issues with the approval of Commissioner, NVS.

Yours faithfully,

(K.K. Sharma)

Dy. Commissioner (Finance)

Encl: As above.