



केन्द्रीय विद्यालय संगठन (मु.)
Kendriya Vidyalaya Sangathan (HQ)
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Date: 02/02/2016

The Deputy Commissioner/Director
Kendriya Vidyalaya Sangathan,
All Regional Offices/ZIETs.

Speed Post

Sub: Checking of Pay Bill Register.

Madam/Sir,


The internal Audit teams while checking the Pay Bill Register has to verify the following aspects carefully to avoid erroneous payments.

1. The Audit Party should download the monthly Pay Bills of the vidyalaya from the UBI Web portal.
2. The downloaded copies should be checked alongwith the manual Register. It should be ensured that the Pay Bill total should tally with the Pay Bill uploaded in the UBI Web portal.
3. The Audit Party should ensure that the names appearing in the uploaded bill should tally with the names appearing the permanent employees attendance Register.
4. The Audit Party should also ensure that the employee with dummy code should not be disbursed salary through the UBI Web portal.
5. The Audit team should also verify the pay mentioned in the Pay Bill tally with the pay fixation mentioned in the Service Book.
6. The Audit Team should also ensure that names of retired, deceased and transferred employees are deactivated in the UBI Web portal.
7. While preparing the Audit Report, the team leader should mention in the Report that this aspects are taken care while checking the Pay Bill. Discrepancies if any should also be pointed out in the para for UBI Web portal salary disbursement.

Deputy Commissioner are requested to circulate these instructions to the Dealing Assistants who are dealing with the Internal Audit of the Vidyalayas.

Kindly Acknowledge the receipt of this circular.

Yours faithfully,


(M. ARUMUGAM)
Jt. Commissioner (Finance)

*llc upload on kvs website
as directed by J.C. (Finance)
on
2-2-16*