



केन्द्रीय विद्यालय संगठन / *Kendriya Vidyalaya Sangathan*  
अधीनस्थ मानव ससाधन विकास मंत्रालय, भारत सरकार / *Under Ministry of HRD, Govt of India*  
क्षेत्रीय कार्यालय, जम्मू / *Regional Office (Jammu),*  
राजकीय चिकित्सालय मार्ग, / *Govt Hospital Road,*  
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Dated : 13-04-2017

E-mail

The Principal  
All Kendriya Vidyalayas  
in Jammu Region

Subject : Maintenance of Cash Book .

Sir/Madam,

All of you are aware that KVS has implemented the Tally Accounting Package in all Kendriya Vidyalayas of this Region.

Now KVS (HQ) New Delhi has issued instructions vide letter No.F. F.1-1/2017/KVS(JC.Fin) dated 12-04-2017 to discontinue the manual cash book from 01-04-2017 onwards.

Accordingly, all offices of KVS should take the print out of the Cash book on daily basis from Tally Accounting software and copy of the same should be pasted in Cash Book.

In this connection, all the Principals are requested to instruct their dealing hands i.e. ASO/SSA/JSA to adopt the above practice from 01-04-2017 onwards without fail and action taken report may be sent to this office by return of post.

Yours faithfully,

(S. Sambanna )  
Deputy Commissioner

Copy to:

1. The Joint Commissioner (Fin) KVS (HQ) New Delhi for information please.
2. The Administrative Officer, KVS RO Jammu with the request to upload this letter on the KVS RO Jammu Web site.
3. All Dealing Hands maintaining the Accounts of KVS RO Jammu for compliance.

Deputy Commissioner