



केन्द्रीय विद्यालय संगठन(मु.)
Kendriya Vidyalaya Sangathan (HQ)
18, संस्थागत क्षेत्र, शहीद जीत सिंह मार्ग,
18, Institutional Area, SJS Marg
नई दिल्ली/New Delhi- 110016
फोन नंबर 011-26528351
फैक्स नंबर 011-26514179

F. No .110116/2014-15/AA(iii)/KVS/Accounts. / 970

Dated 13.12.2016

The Deputy Commissioner/Director
Kendriya Vidyalaya Sangathan
All Regional offices/ZIETs

Most Urgent
E-mail/speed post

Subject: Creation/deletion/amendments of Ledgers in Tally Software- Reg.

Madam/Sir,

This has the reference to this office letter of even no. dated 23.1.2015 vide which instructions regarding installation of data folders in Tally Software were circulated to all the Deputy Commissioners/Directors of the Regional offices/ZIETs for installation of the same in Tally software in order to standardize the nomenclature of ledger in the books of accounts of all units of KVS. However from the financial year 2015-16 Ministry of Human Resource Development introduced the revised format of Accounts which necessitated KVS (HQ) to amend some existing account heads. Accordingly, KVS (HQ) took action and submitted its Accounts for the year 2015-16 in the new format of Accounts. Since the Data folders circulated to all the units in the year 2015 for the installation of the same in the Tally Software are having the ledger heads which were prepared on the basis of the old format of Accounts, some Ledgers need to be amended/deleted /created in the Tally Software in order to have similarity of ledgers in Tally Software in all Units of KVS.

2) In this regard, KVS (HQ), identified the Ledger heads required to be amended/created/deleted are now depicted in the enclosed Annexures as per the details given below:-

Sl no	Name of Fund for which ledger/company has already been created and circulated.	Name of company created in Tally Software.	Name of Unit for which Company/ledgers were created.	Annexure no. having the details of ledgers which are to be amended/deleted /created.
1	School Fund -Project KV	SF Project KV	Project KV	Annexure-1
2	School Fund- Govt. KV	SF Govt. KV	Govt. KV	Annexure-2
3	Main Fund (including RO Unit)	SF RO Main Fund	Regional office /ZIET	Annexure-3
4	Vidyalaya Vikas Nidhi	Vidyalaya Vikas Nidhi	Govt. and Project KV.	Annexure-4

Contd - ..

3) Current year (2016-17) Accounts should be prepared through Tally Accounting Software. Tally net subscription has also been renewed by KVS(HQ) in order to facilitate on line viewing of accounts and for its consolidation.

4) It is presumed that data folders already circulated by this office letter of even no. dated 23.01.2015 have been got installed in each unit of KVS under the jurisdiction of the Regional Offices/ZIETs. In view of the above, it is requested that necessary instructions for the creation/amendment/deletion of the ledgers may be issued to all the concerned units immediately. For convenience, the procedure for creation/amendment /deletion of ledgers and change of Group etc. is also explained in detail in the enclosed Annexure - A. Accordingly each unit of KVS under the jurisdiction of the Regional Offices/ZIETs may be instructed to update their data folder as per the instructions contained in this letter.

5) In case of any further clarification mail can be forwarded to jcfinkvs-mhrd@gov.in and kvsbudget@gmail.com or whatsapp message can be forwarded to 9971954420, 9953094734 and 9868637352

Compliance Report may be submitted to this office by 21st December, 2016 positively.

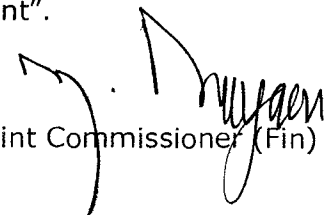
Encl: -As above

Yours faithfully,

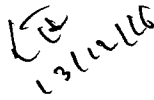
(M. Arumugam)
Joint Commissioner (Fin)

Copy to:

- 1) PS to Commissioner, KVS for kind information.
- ✓ 2) Deputy Commissioner (Acad.)/EDP Section with a request to get this letter along with Annexures uploaded under the menu" announcement".


Joint Commissioner (Fin)





Annexure-1

Books of Accounts-		School Fund ----Project KV	
New Account heads to be created		Account Heads to be amended	
Group/Sub Group	Account Head	Accounts Head to be deleted	Account Heads to be amended
			Old
			New
Loans and Advances	Capital advance (for non recurring expenditure)	Plan Fund	General Fund
Loans and Advances	Advance to Suppliers (for recurring expenditure)		Funds Received - Computerization of KVS
Loans and Advances	Accumulated Dep-- Computer software etc.	Specific Plan Fund	Funds Received--P & A From RO
Fixed Assets	Computer software etc.	Admn. & General Expenses Payable	Funds Received--Other Specific Grants
Fixed Assets	Computer software etc.	Repairs & Maintenance Exp Payable. ##	Unutilized Fund--Other Specific Grant
Depreciation--Current Year/Indirect Expenses	Dep-- Computer Software etc.	Administrative Overhead Charges - Teaching Staff	Unutilized Fund Remitted- Computerization
Current liabilities	Unutilized Grants		Unutilized Fund to HQ- Computerization

Direct Income	Prior Period Income	Unutilized Fund Remitted-P & Allow.	Unutilized Fund to RO
Direct Expenses	Prior Period Expenses		

The amount may be shown under the head "Liability Towards Creditors for Goods & Service"

Books of Accounts-		School Fund ----Govt. KV		Annexure -2	
New Account heads to be created	Account Head	Accounts Head to be deleted	Account Heads to be amended	Group to be changed	
Group/Sub Group	Account Head		Old	New	New Group
Loans and Advances	Capital advance(for non recurring expenditure)	Plan Fund	General Fund	Corpus/Capital Fund	From Fixed Assets to Loans and Advances
Loans and Advances	Advance to Suppliers (for recurring expenditure)	Specific Plan Fund	Funds Received-Computerization of KVS	Funds from KVS HQ-Computerization	From Fixed Assets to Loans and Advances
Funds received/Direct Income	Funds from RO-Other		Funds Received--Construction Work	Funds from KVS HQ--Construction Work	

Fixed Assets	Accumulated Dep--Computer software etc.	Academic Expenses Payable	Funds Received-Furniture & Fixture for New KV	Funds from KVS HQ-Furniture & Fixture for New KV		
	Capital Work in progress	# # Admn. & General Expenses Payable	Funds Received -M & R From KVS HQ	Funds from KVS HQ-M & R		
Fixed Assets	Computer software etc.	Repairs & Maintenance Exp Payable. # #	Funds Received -P & A Through UBI	Funds from KVS HQ-Pay and allowances through UBI		
Fixed Assets	Dep-- Computer Software etc.		Funds Received-- Other Specific Grants	Funds from KVS HQ- Other specific grants (AEP etc)		
Depreciation- Current Year/Indirect Expenses	Unutilized Funds Remitted To RO/HQ/Indirect Expenses		Funds Received-M & R From RO	Funds from RO- M & R		
Unutilized Funds Remitted To RO/HQ/Indirect Expenses	Unutilized Fund to RO-Other		Funds Received--P & A From RO	Funds from RO- Pay & Allowances		
Current liabilities	Unutilized Grants		Unutilized Fund- Other Specific Grant	Unutilized Fund to HQ-Other Specific Grant		

Direct Income	Prior Period Income		Unutilized Fund Remitted- Computerization	Unutilized Fund to HQ- Computerization		
	Prior Period Expenses		Unutilized Fund Remitted- Construction Work	Unutilized Fund to HQ-Construction Work		
Direct Expenses			Unutilized Fund Remitted-Furniture & Fixture for New KV	Unutilized Fund to HQ-Furniture & Fixture for New KV		
			Unutilized Fund Remitted-M&R Work	Unutilized Fund to HQ-M&R Work		
			Unutilized Fund Remitted-P & Allow.	Unutilized Fund to RO-Pay & Allowances.		

The amount may be shown under the head "Liability Towards Creditors for Goods & Service"

Books of Accounts-		Main Fund (including RO Unit)			
New Account heads to be created	Accounts Head to be deleted	Account Heads to be amended		Group to be changed	
		Old	New		
Group/Sub Group	Account Head	General Fund	Corpus/Capital Fund	Account head	New Group
Loans and Advances	Capital advance(for non recurring expenditure)			Deposit with Construction Agencies-For Construction work	From Fixed Assets to Loans and Advances
Loans and Advances	Advance to Suppliers (for recurring expenditure)	Specific Plan Fund		Unspent Balance- Construction work	From Fixed Assets to Loans and Advances
Fixed Assets	Accumulated Dep-- Computer software etc.	Academic Expenses Payable ##			
Fixed Assets	Capital Work in progress	Admn. & General Expenses Payable ##			
Fixed Assets	Computer software etc.	Repairs & Maintenance Exp Payable. ##			

Depreciation-Current Year/Indirect Expenses	Dep-- Computer Software etc.	Funds Received - M & R From KVS HQ						
Current liabilities	Unutilized Grants	Vehicle Running & Maintenance						
Direct Income	Prior Period Income							
Direct Expenses	Prior Period Expenses							
Fund received/Direct Income	Funds from HQ-- Pension/DCRG etc.							
Unutilized funds remitted to RO/HQ /Indirect Expenses	Unutilized Fund to HQ- Construction Work							
Loans and Advances	Funds receivable from project authorities							
Administrative and General Expenses /Direct Expenses	Vehicles(owned by institution)- Running exp.							
Administrative and General Expenses /Direct Expenses	Vehicles(owned by institution)- Repair and Maintenance exp.							
Administrative and General Expenses /Direct Expenses	Vehicles(owned by institution)- Insurance							
Administrative and General Expenses /Direct Expenses	Vehicles(taken on lease)- Rent/Lease Exp.							
Administrative and General Expenses /Direct Expenses	Vehicles(taken on lease)- Rent/Lease Exp.							

Administrative and General Expenses /Direct Expenses	Vehicle (Taxi) Hiring Expenses					
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The amount may be shown under the head "Liability Towards Creditors for Goods & Service"

Annexure-4

Books of Accounts-		Vidyalaya Vikas Nidhi	
New Account heads to be created	Accounts Head to be deleted	Account Heads to be amended	Group to be changed
Group/Sub Group	Account Head	Old	New
Loans and Advances	Advance to Suppliers (for recurring expenditure)	Advance--Supplies/Procurement	Capital Advance (for non recurring expenditure)
	Capital Work in progress	VVN- From KVS HQ Deposit A/c	Funds from KVS HQ- Computerization /Lab etc.
Fixed Assets		# #	Admn. & General Expenses Payable # #
	Computer software etc.	Repairs & Maintenance Exp Payable, # #	VVN- From RO Deposit A/c
Fixed Assets			Funds from RO-- Construction Work
Direct Income	Prior Period Income		
Direct	Prior Period		
			These accounts heads were created under "Group" inadvertently while forwarding the Data Folder. For these Accounts heads "Ledgers need to be created in the same
			From Fixed Assets to Loans and Advances
			RTE-Stationery Exp.
			RTE-Transportation Exp.
			RTE-Uniform Exp.

Expenses	Expenses				nomenclature under the Group "Academic Expenses"/"Direct Expenses".	
Academic Expenses/Direct Expenses	RTE Books					
Funds received/Direct Income	Funds from KVS HQ-Construction Work					
Funds received/Direct Income	Funds from RO-M & R					
Funds received/Direct Income	Funds from RO-Other					
Funds received/Direct Income	Funds from KVS HQ-M & R					
Unutilized Funds Remitted To RO/HQ/Indirect Expenses	Unutilized Fund to HQ-Computerization/Lab etc.					
Unutilized Funds Remitted To RO/HQ/Indirect Expenses	Unutilized Fund to HQ-Construction Work					
Unutilized Funds Remitted To RO/HQ/Indirect Expenses	Unutilized Fund to HQ-M&R Work					

Unutilized Funds Remitted To RO/HQ/Indirect Expenses	Unutilized Fund to RO-Construction Work						
Unutilized Funds Remitted To RO/HQ/Indirect Expenses	Unutilized Fund to RO-M&R Work						
Unutilized Funds Remitted To RO/HQ/Indirect Expenses	Unutilized Fund to RO-Other						

The amount may be shown under the head "Liability Towards Creditors for Goods & Service"

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ANNEXURE-A

1.Procedure for alteration of already created ledger in Tally.

1. Please ensure that Tally is properly installed and is in working condition (**It should be a licensed version and not in educational mode**).
2. Open the concerned company for which ledger is to be created and click on "Accounts info" as indicated in given below screen shot.

Current Period
1-4-2015 to 31-3-2016

Current Date
Wednesday, 1 Apr, 2015

List of Selected Companies

Name of Company	Date of Last Entry
KVS Deposit A/C	No Vouchers Entered

Gateway of Tally

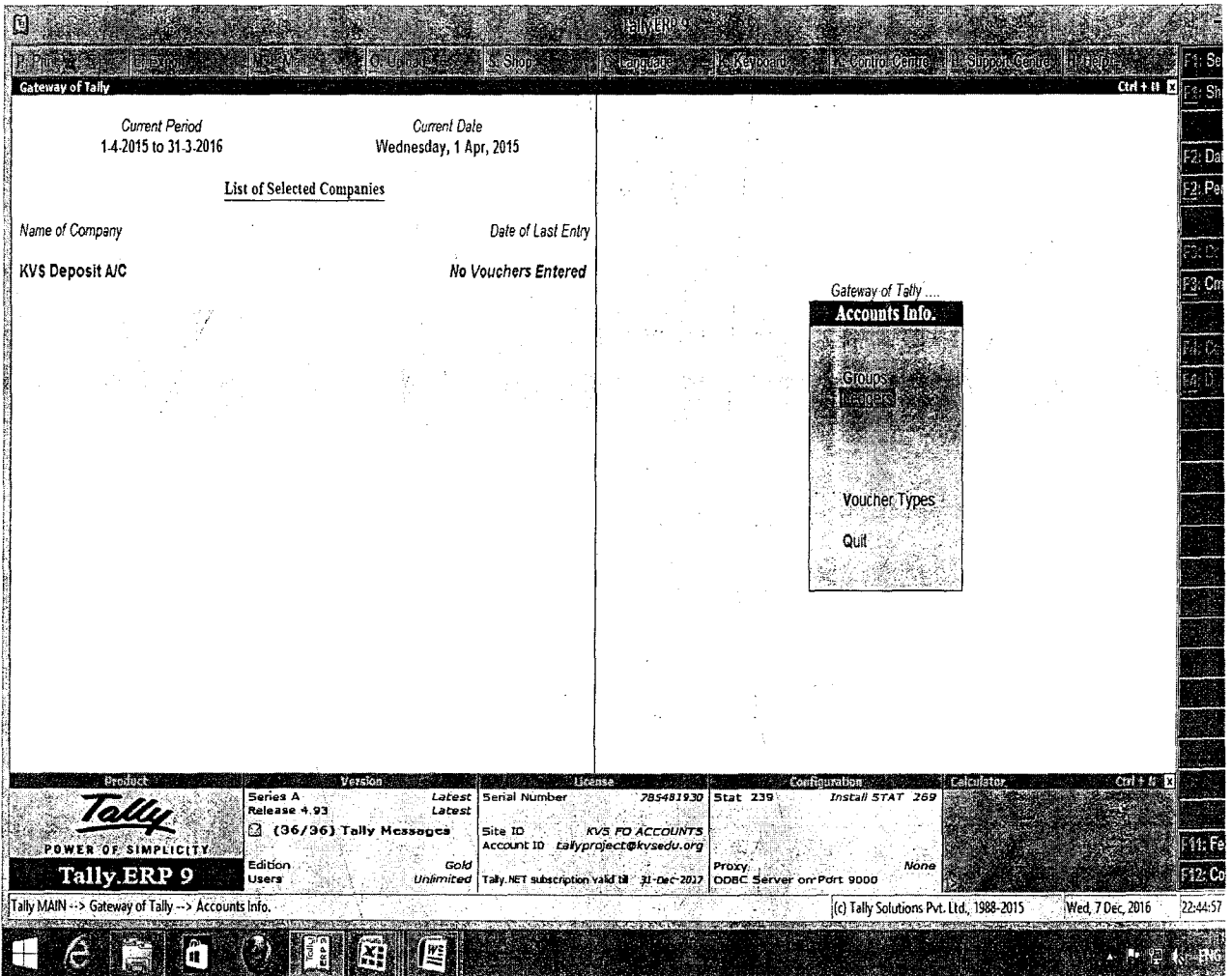
- Masters**
 - Accounts Info
 - Quick Setup
- Transactions**
 - Accounting Vouchers
- Utilities**
 - ImpOrt of Data
 - Banking
- Reports**
 - Balance Sheet
 - Profit & Loss A/c
 - Ratio Analysis
 - Display
 - Multi Account Printing
- Quit

Product: Tally ERP 9
Version: Series A Release 4.93 (36/36) Tally Messages
License: Serial Number 785481930, Site ID KVS FO ACCOUNTS, Account ID tallyproject@kvsedu.org
Configuration: Stat: 239, Install STAT: 269, Proxy: None, ODBC Server on Port 9000
Calculator: Ctrl

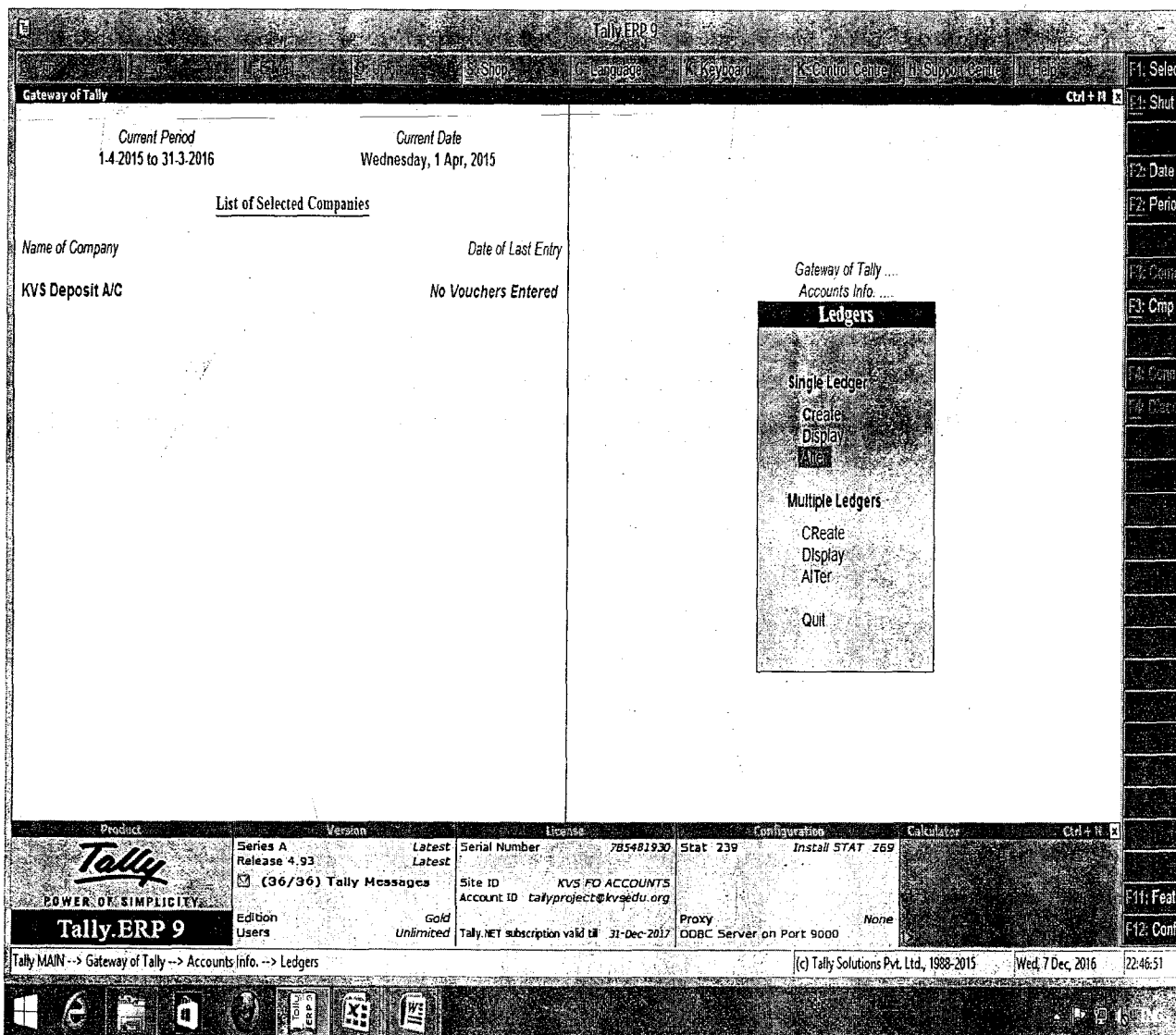
Tally MAIN --> Gateway of Tally (c) Tally Solutions Pvt. Ltd, 1988-2015 Wed, 7 Dec, 20

-/-

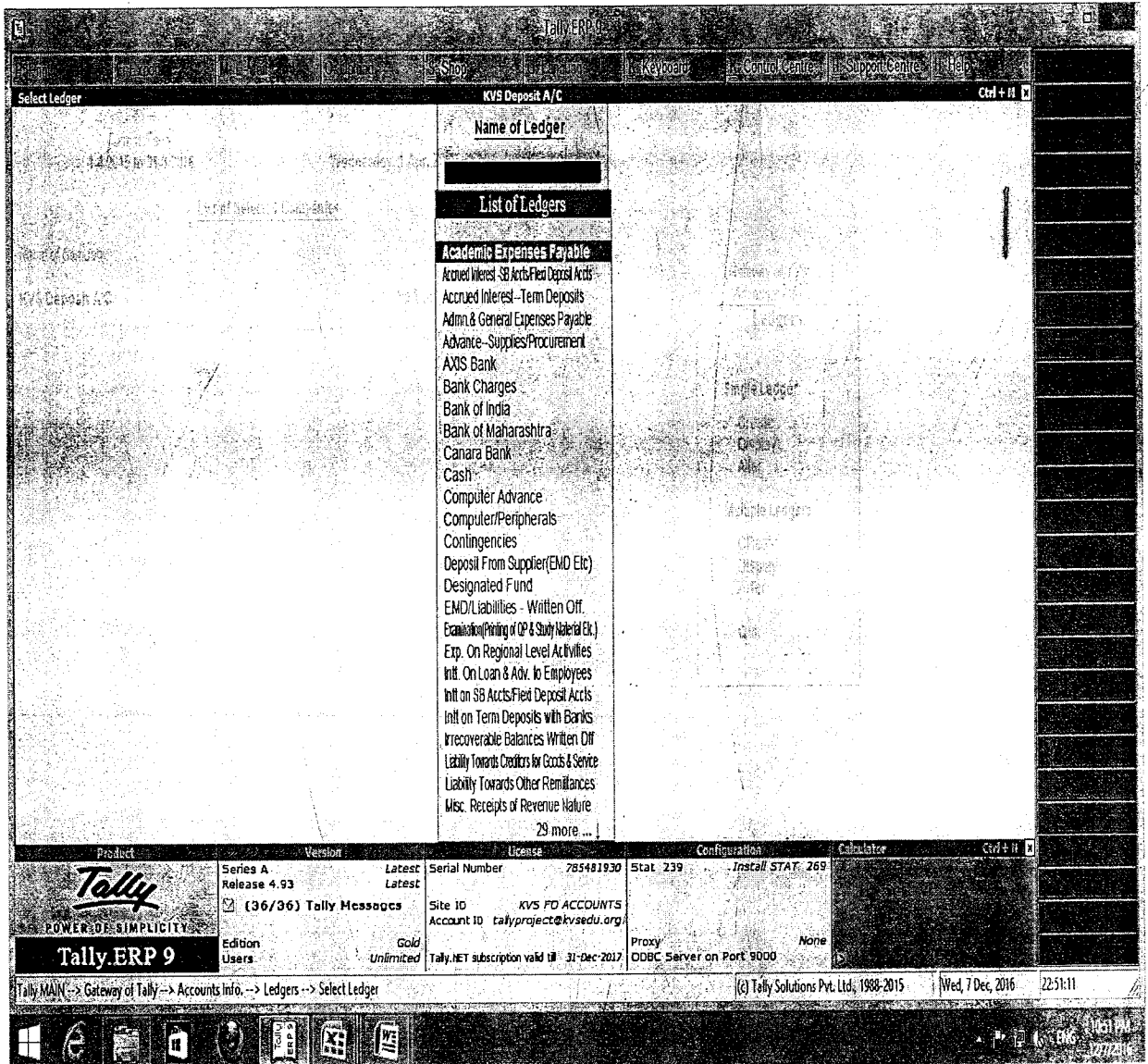
3. Click on "ledgers" as indicated in the given below screen shot.



4. Click on "Alter" as shown in given below screen shot.



5. On click on "Alter", following screen will be displayed. Now select the required ledger which is to be changed. For example ledger "Bank Charges" is to be amended, then select the ledger "Bank Charges" by moving the cursor and click on it. On click, the screen as shown in next screen shot will be displayed.



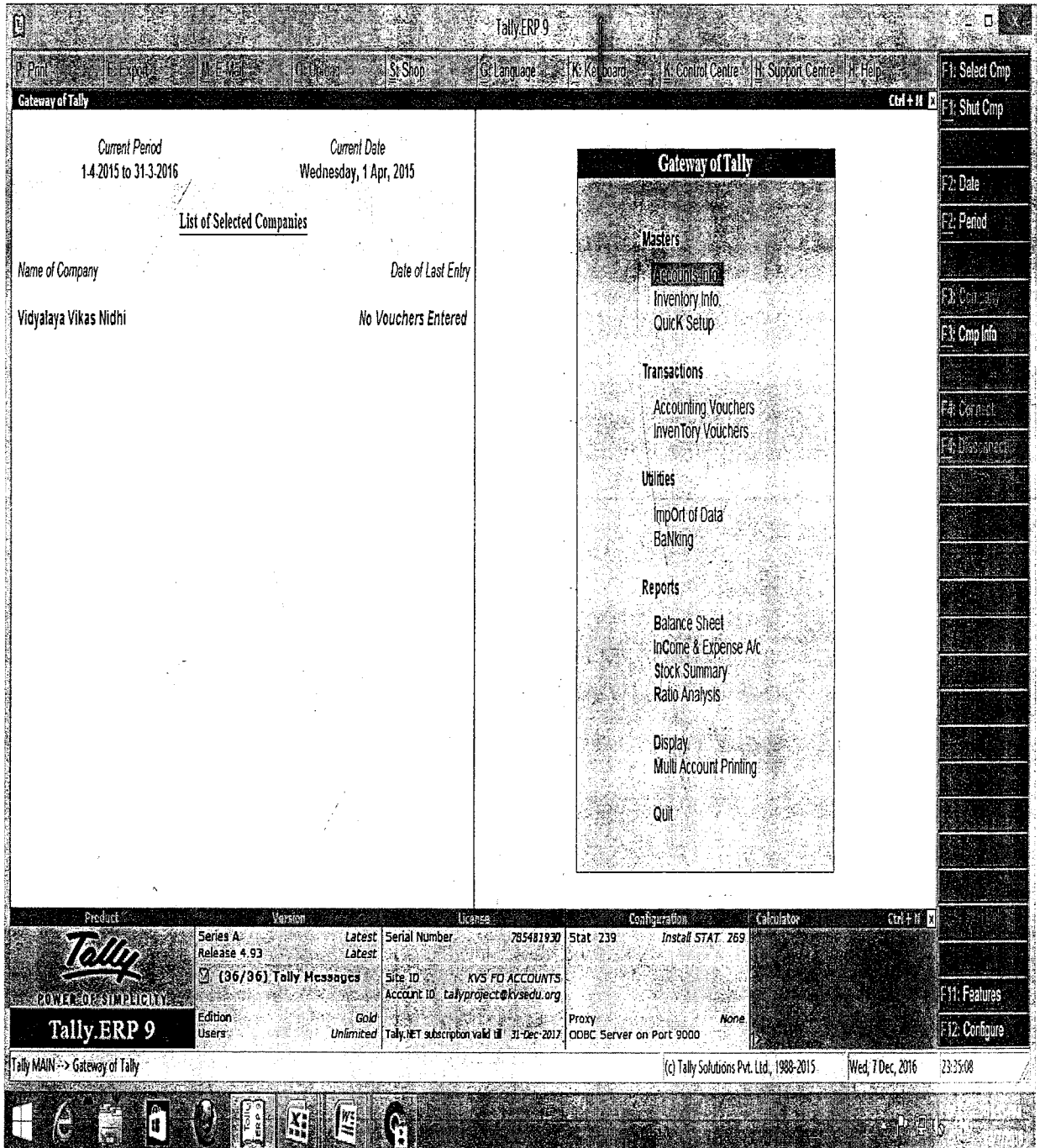
- On click on "ledger" "Bank Charges", following screen will be displayed. Now you can amend/edit the existing ledger and by pressing "enter" the process of amendment of ledger can be completed.

Ledger Alteration		KVS Deposit A/C		Total Op. Bal.
Name: Bank Charges (alias)				
Under	Administrative and General Expenses (Direct Expenses)	Mailing Details		
		Name		
		Address		
		State		
		PIN Code		
		Provide Bank Details	: No	
		Tax Information		
		PAN / IT No.		
		Sales Tax No.		
		CST No.		
Position Index in Reports		: 1,000		
Opening Balance (on 1.Apr.2015) :				
<input type="button" value="Ctrl"/> <input type="button" value="Enter"/> <input type="button" value="Alt"/> <input type="button" value="Delete"/>				
Tally MAIN --> Gateway of Tally --> Accounts Info. --> Ledgers --> Ledger Alteration				
			(c) Tally Solutions Pvt. Ltd., 1988-2015	Wed, 7 Dec, 2016
23:06:05				

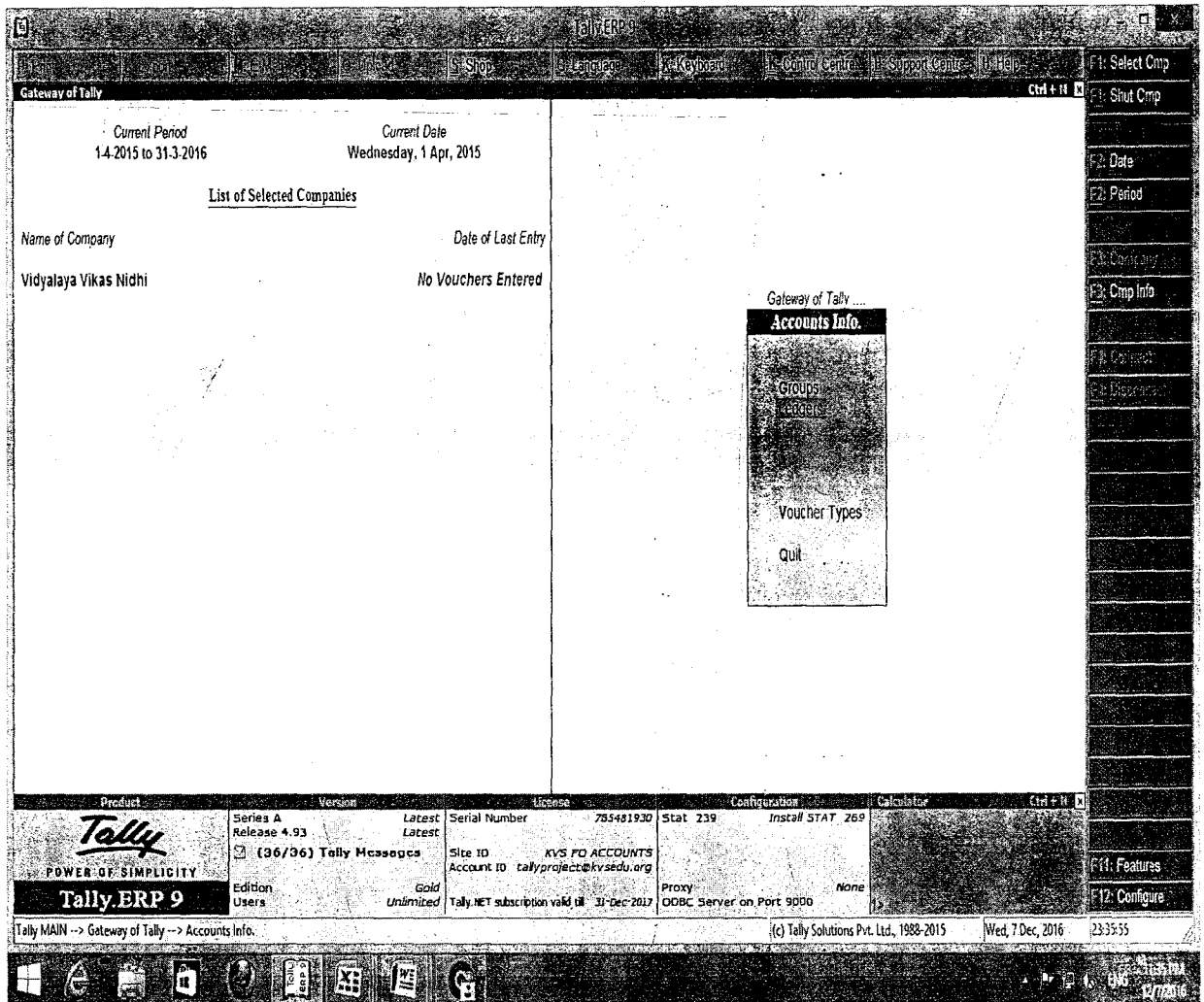
ANNEXURE-A

2.Procedure for creation of ledger in Tally.

1. Please ensure that Tally is properly installed and is in working condition (*It should be a licensed version and not in educational mode*).
2. Open the concerned company for which ledger is to be created and click on "Accounts info" as indicated in given below screen shot.

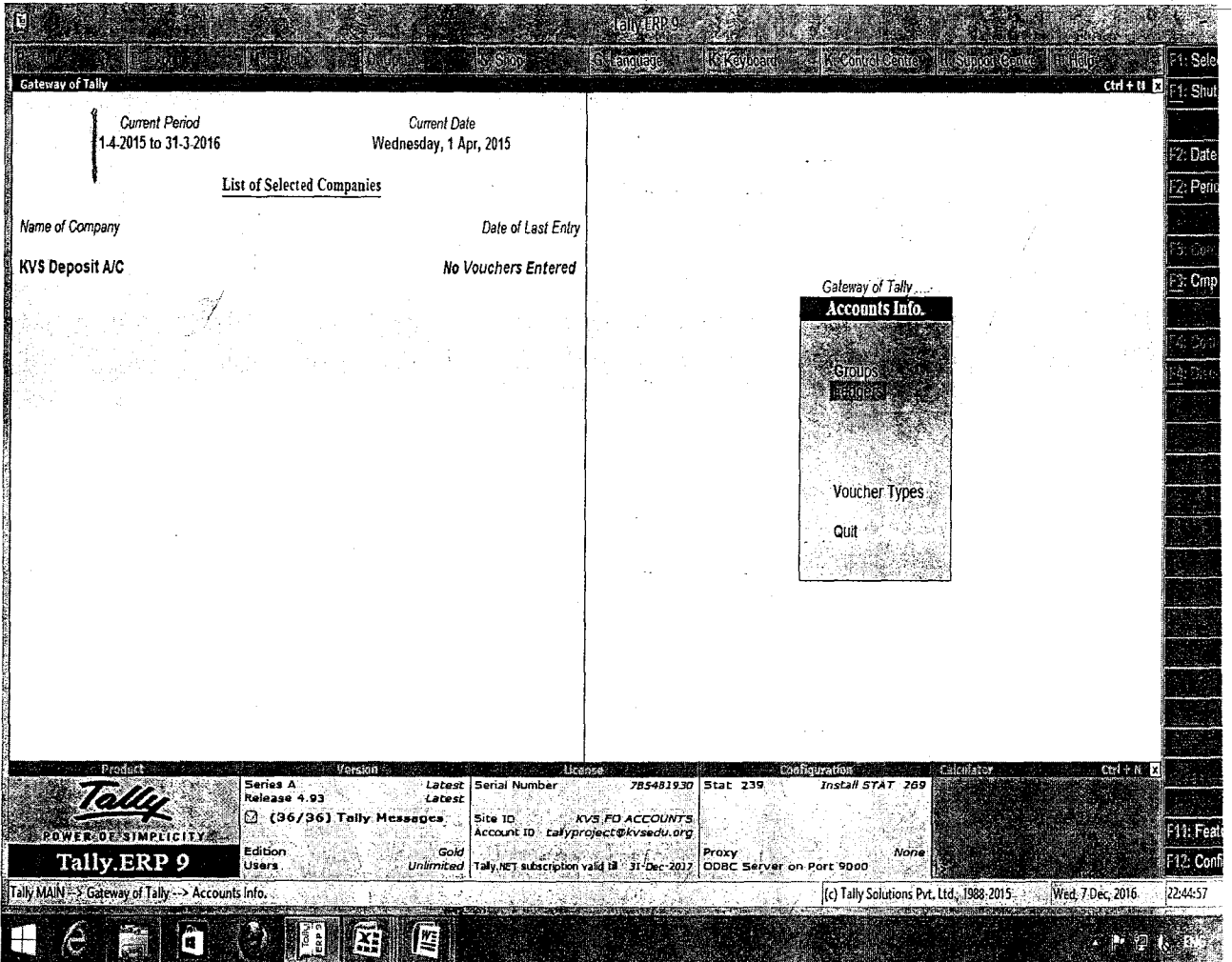


3. Click on "ledgers" as indicated in the given below screen shot.



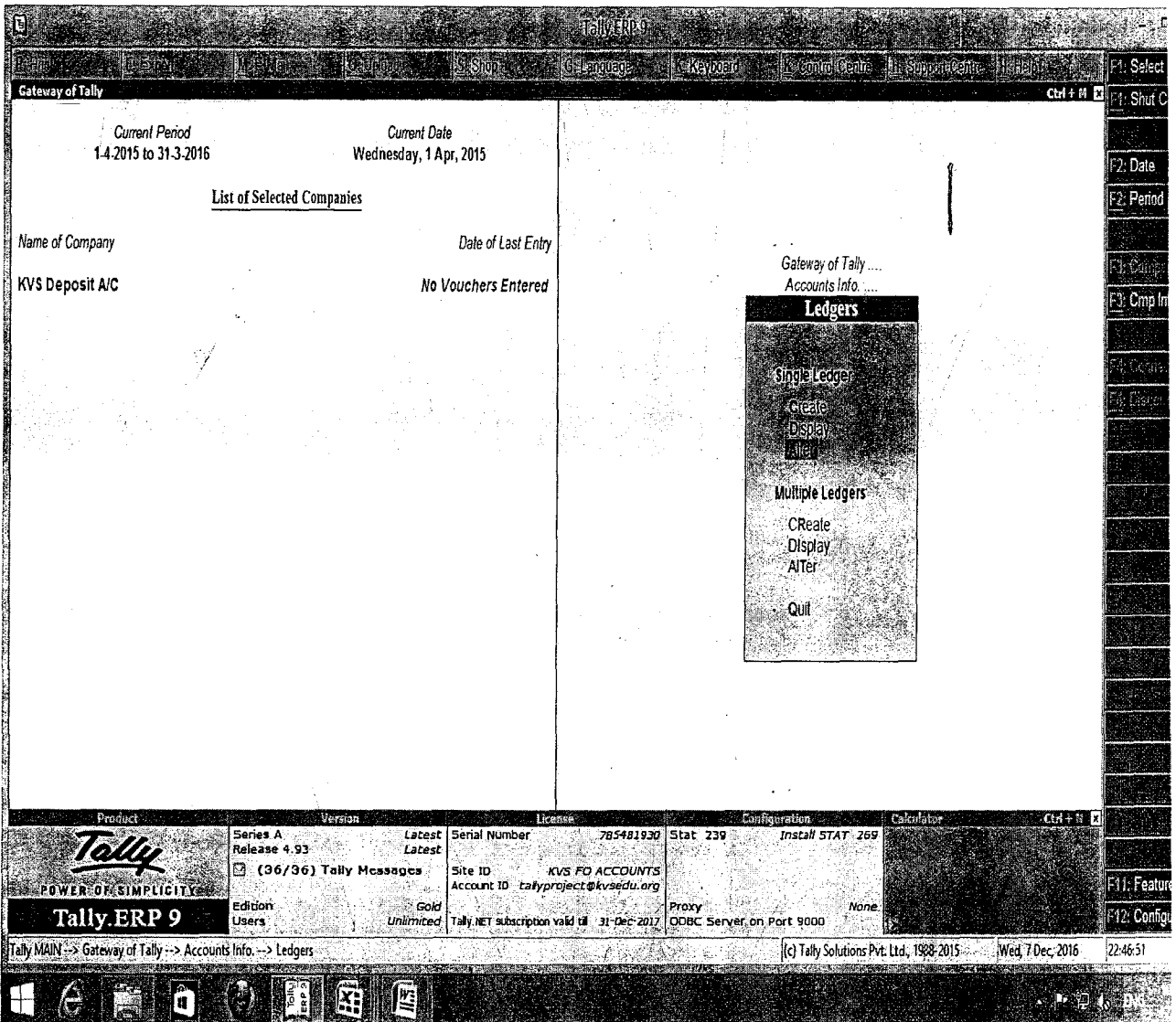
- 7 -

4. Click on "ledgers" as indicated in the given below screen shot.



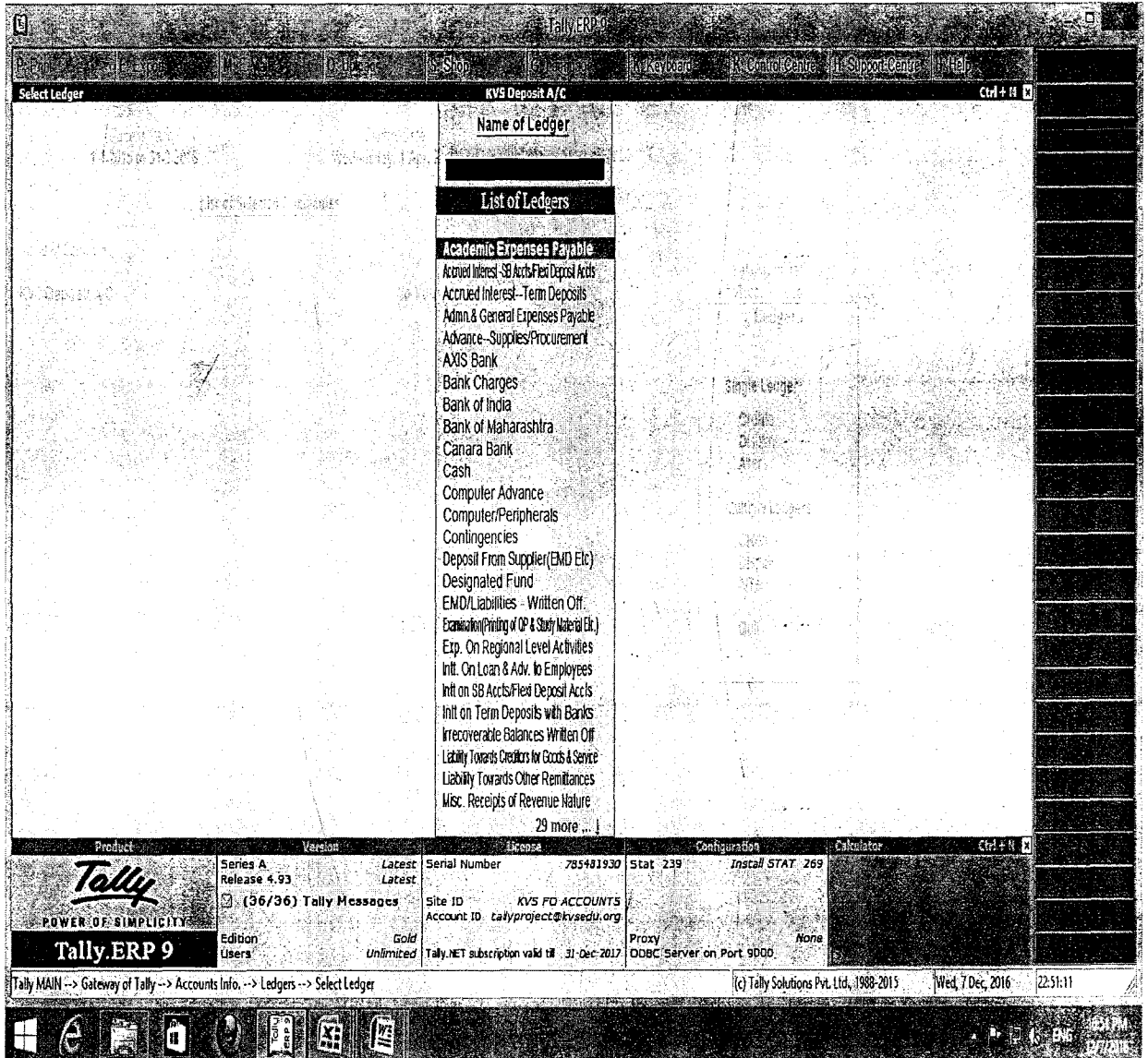
- 8 -

5. Click on "Alter" as shown in given below screen shot.



-9-

6. On click on "Alter", following screen will be displayed. Now select the required ledger which is to be changed. For example ledger "Bank Charges" is to be amended, then select the ledger "Bank Charges" by moving the cursor and click on it. On click, the screen as shown in next screen shot will be displayed.



7. On click on "ledger" "Bank Charges", following screen will be displayed. Now you can amend/edit the existing ledger and by pressing "enter" the process of amendment of ledger can be completed.

Tally.ERP

Ledger Alteration KVS Deposit A/C Ctrl + H

Name : Bank Charges <small>(alias)</small>	Total Op. Bal.
Under : Administrative and General Expenses (Direct Expenses)	
Mailing Details	
Name	
Address	
State	
PIN Code	
Provide Bank Details : No	
Tax Information	
PAN / IT No.	
Sales Tax No.	
CST No.	
Position Index in Reports : 1,000	
Opening Balance (on 1-Apr-2015)	

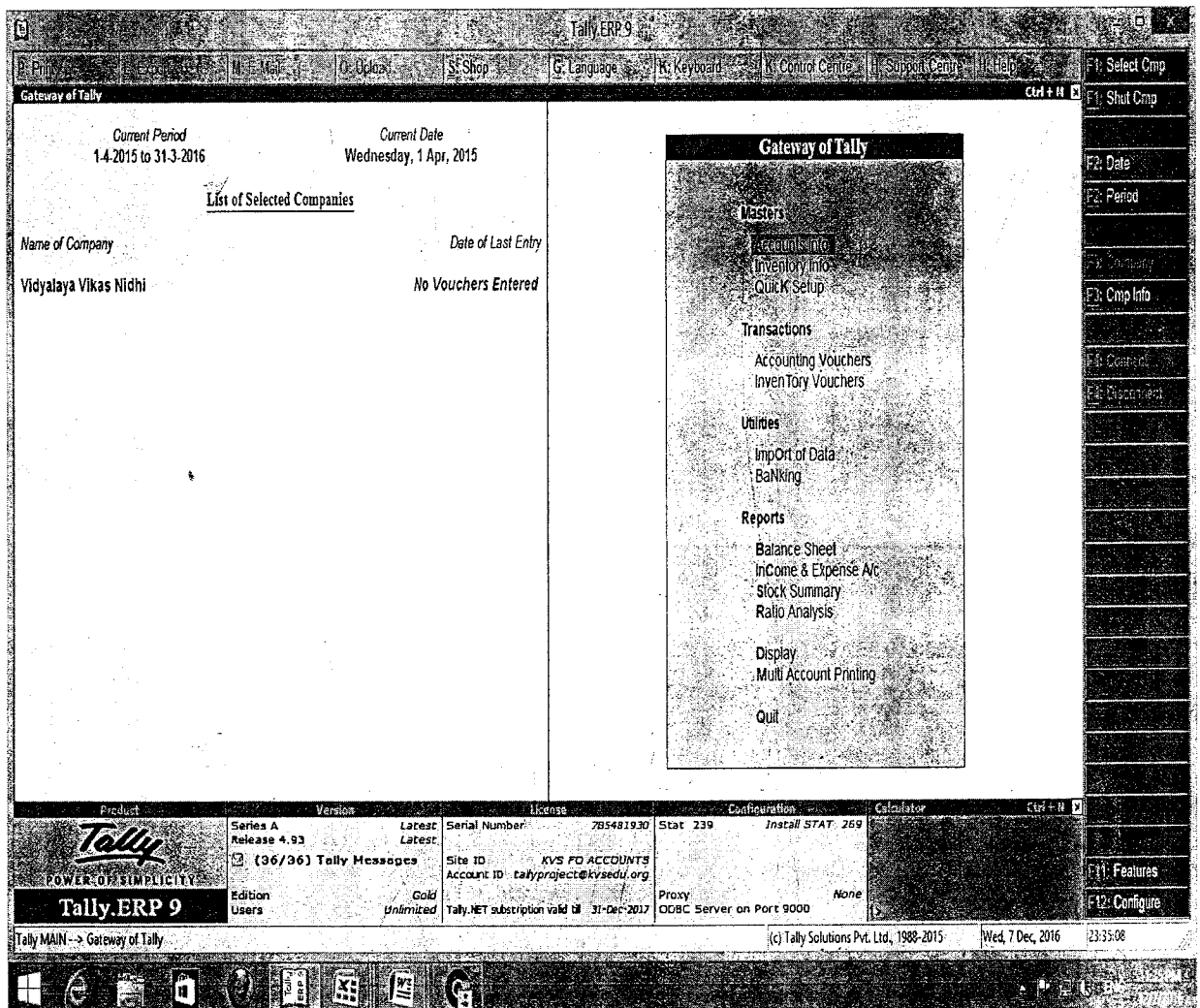
Q: Quit A: Action D: Delete Ctrl + H

Tally MAIN --> Gateway of Tally --> Accounts Info. --> Ledgers --> Ledger Alteration (c) Tally Solutions Pvt. Ltd., 1988-2015 Wed, 7 Dec, 2016 23:06:05

ANNEXURE-A

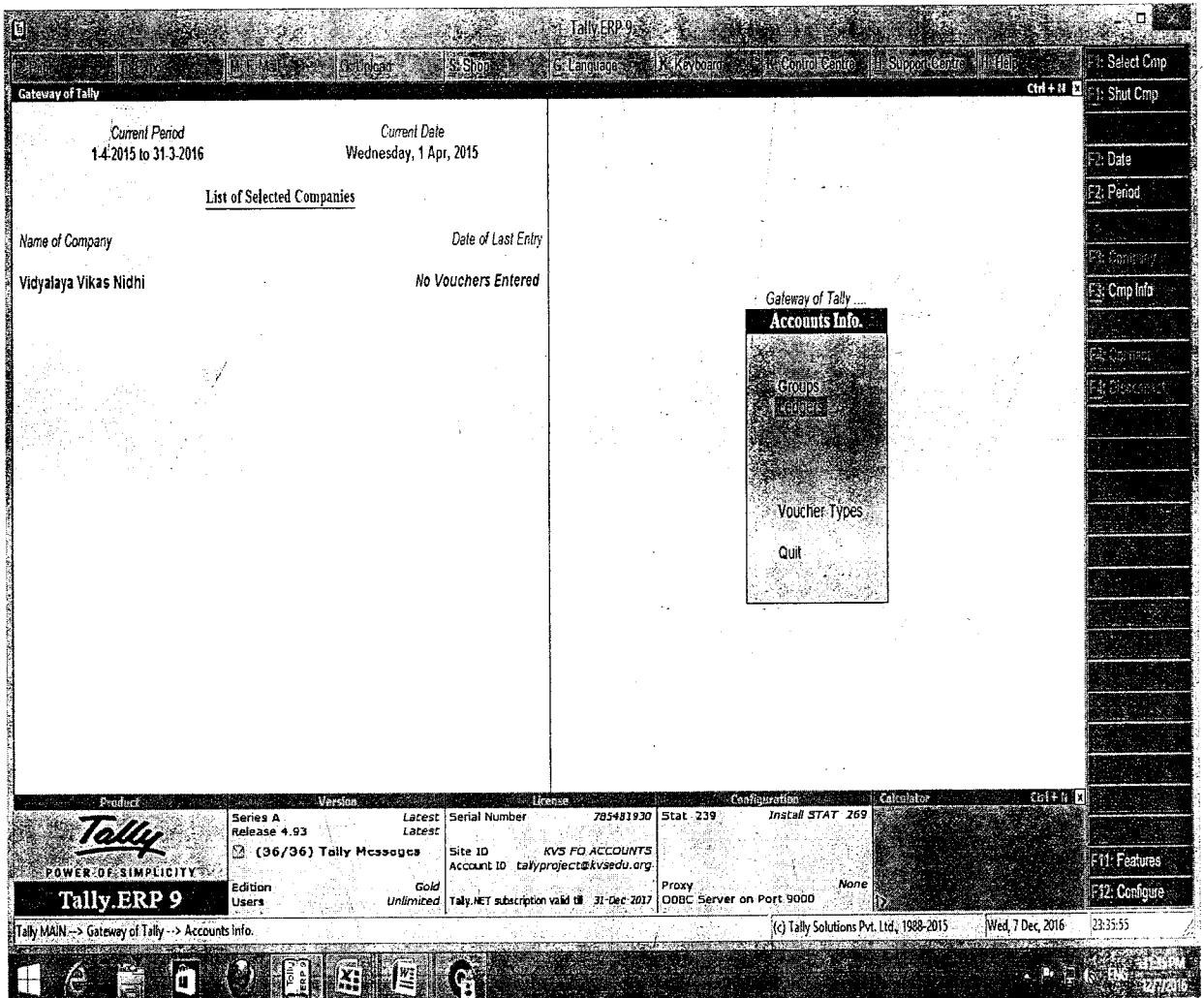
3.Procedure for deletion of ledger in Tally.

1. Please ensure that Tally is properly installed and is in working condition (***It should be a licensed version and not in educational mode.***)
2. Open the concerned company for which ledger is to be created and click on "Accounts info "as indicated in given below screen shot.



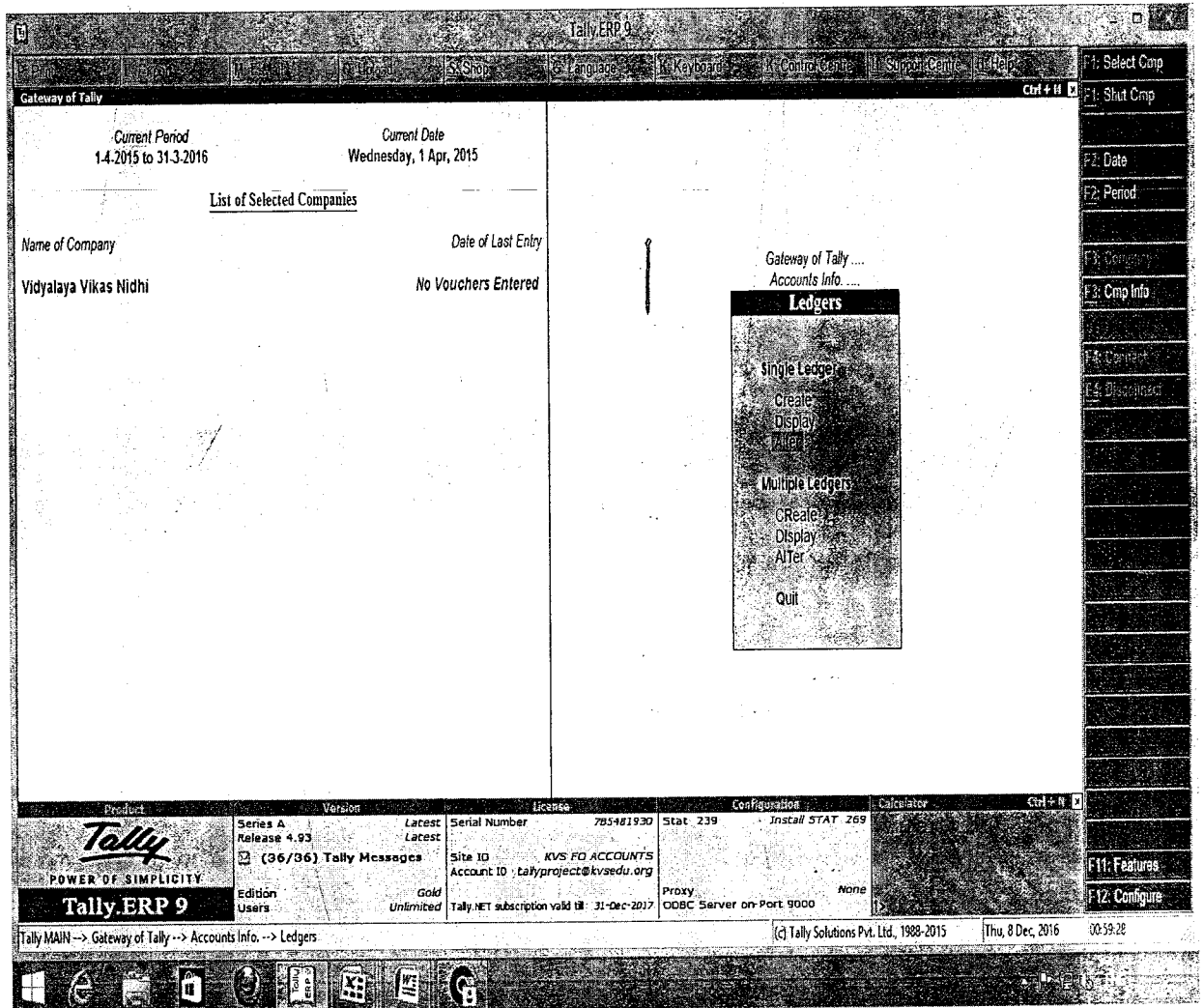
12

3. Click on "ledgers" as indicated in the given below screen shot.



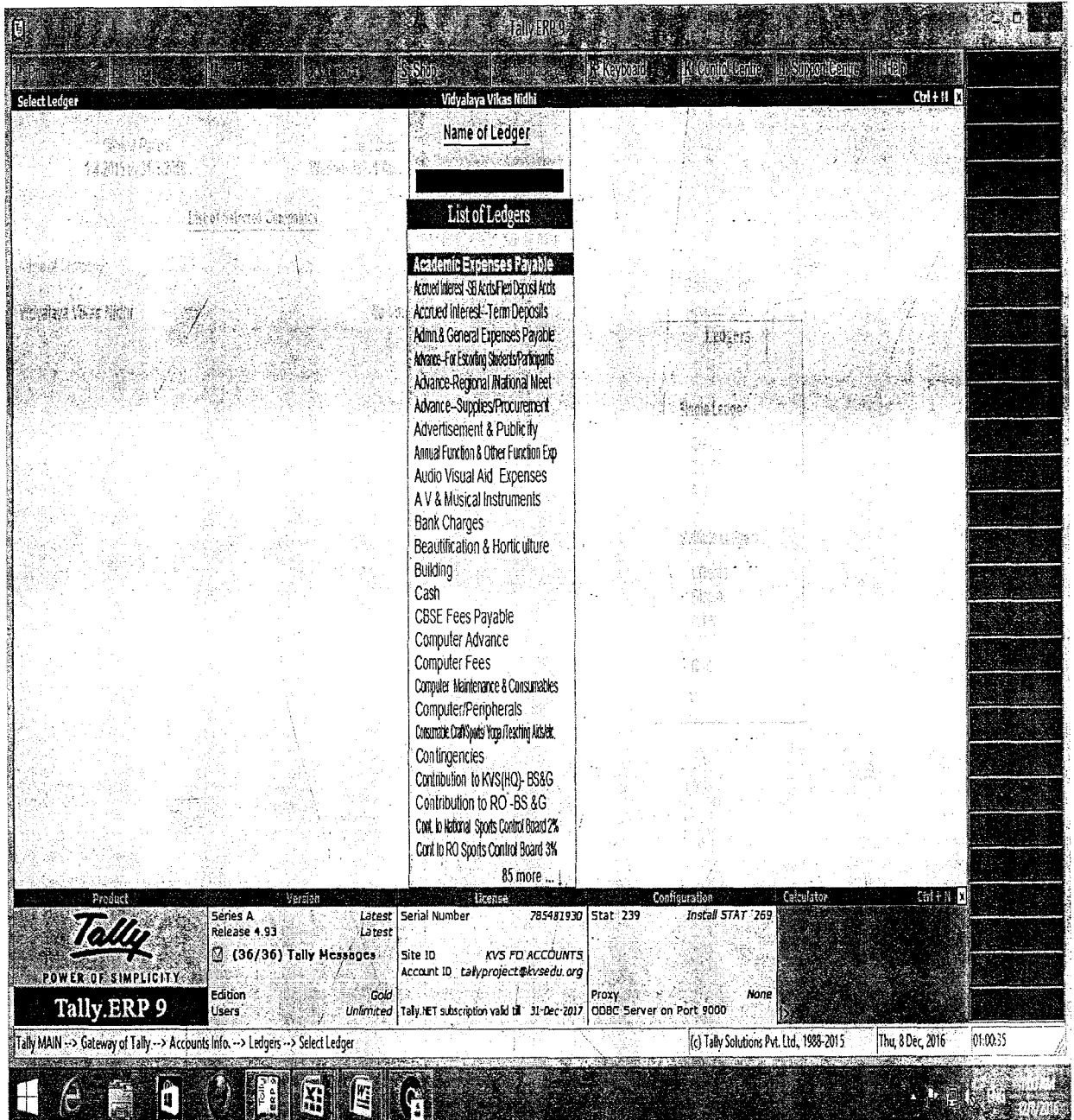
-13-
- 49 -

4. Click on "Alter" as shown in given below screen shot.



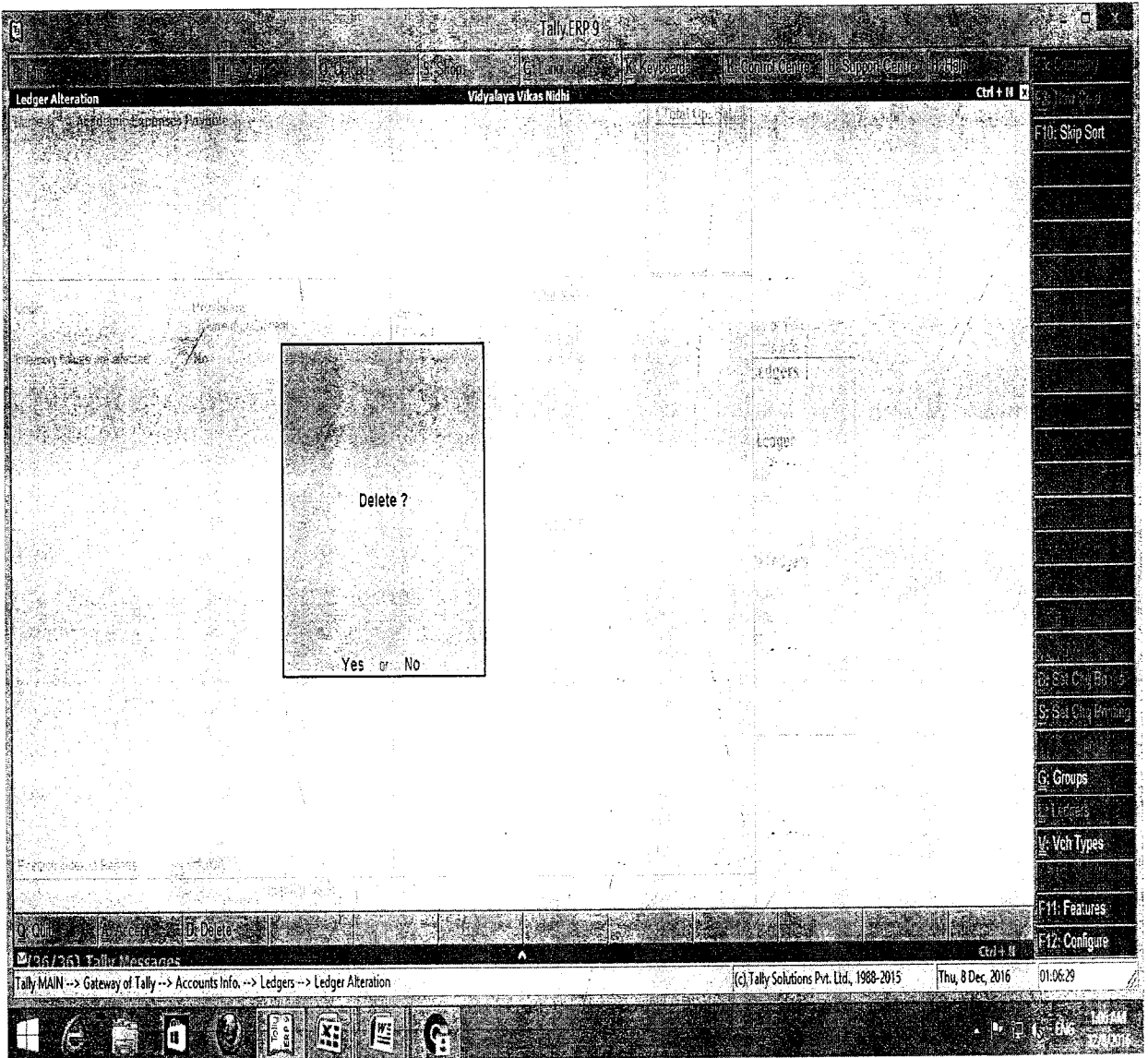
-14-
-20-

5. On click on "Alter", following screen will be displayed. Now select the name of the ledger which is to be deleted. For example ledger "Academic Expenses Payable." is to be deleted, then select the ledger "Academic Expenses Payable".



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6. After selecting the ledger which is to be deleted, press "ALT+D" or click on the "D Delete", now the system will ask for deletion of ledger as shown in the following screen Shot. Finally press "enter", the ledger will be deleted by the system.

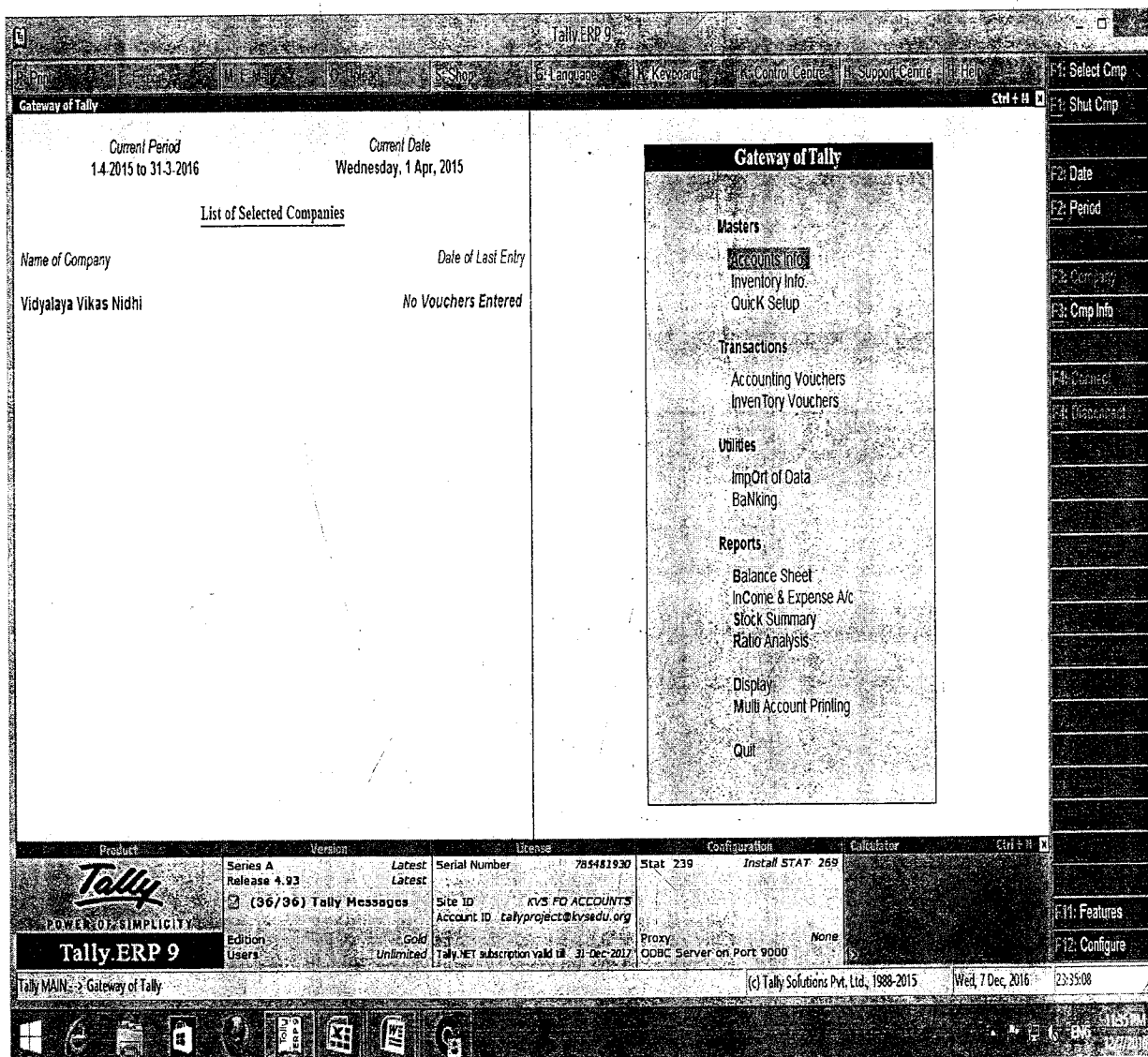


-16-
~~16~~

ANNEXURE-A

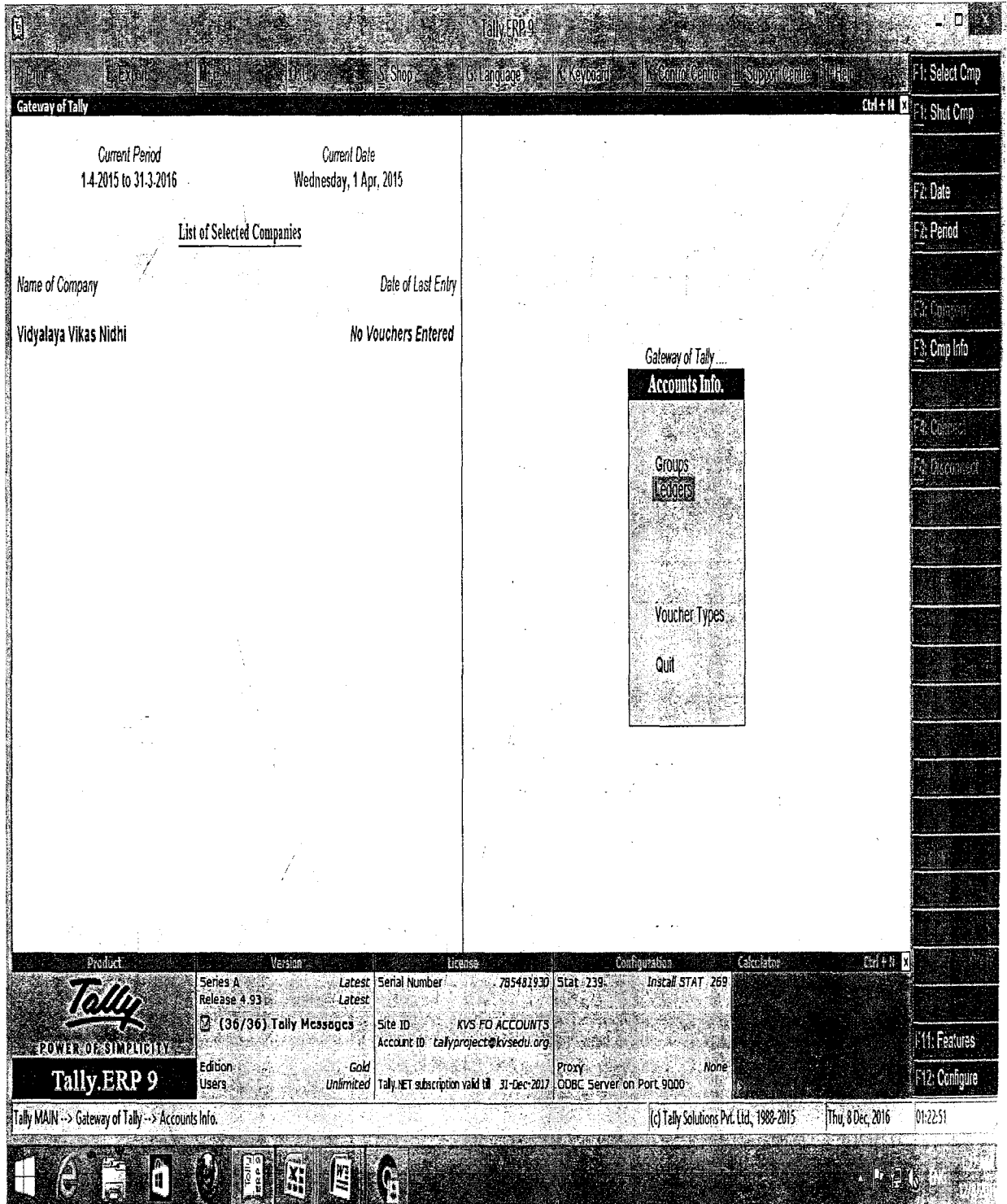
4.Procedure for alteration of Group in Tally.

1. Please ensure that Tally is properly installed and is in working condition (***It should be a licensed version and not in educational mode***).
2. Open the concerned company for which ledger is to be created and click on "**Accounts info**" as indicated in given below screen shot.



-17-
- 2016 -

3. Click on "ledgers" as indicated in the given below screen shot.



4 Click on "Alter" as shown in given below screen shot.

The screenshot shows the Tally ERP 9 Gateway of Tally interface. At the top, the title bar reads 'Tally ERP 9'. Below it, a menu bar contains options: 'Exit', 'Stop', 'Language', 'Keyboard', 'Control Centre', 'Support Centre', and 'Help'. The main window displays the 'Gateway of Tally' screen with the following information:

- Current Period:** 1.4.2015 to 31.3.2016
- Current Date:** Wednesday, 1 Apr, 2015
- List of Selected Companies:**

Name of Company	Date of Last Entry
Vidyalaya Vikas Nidhi	No Vouchers Entered

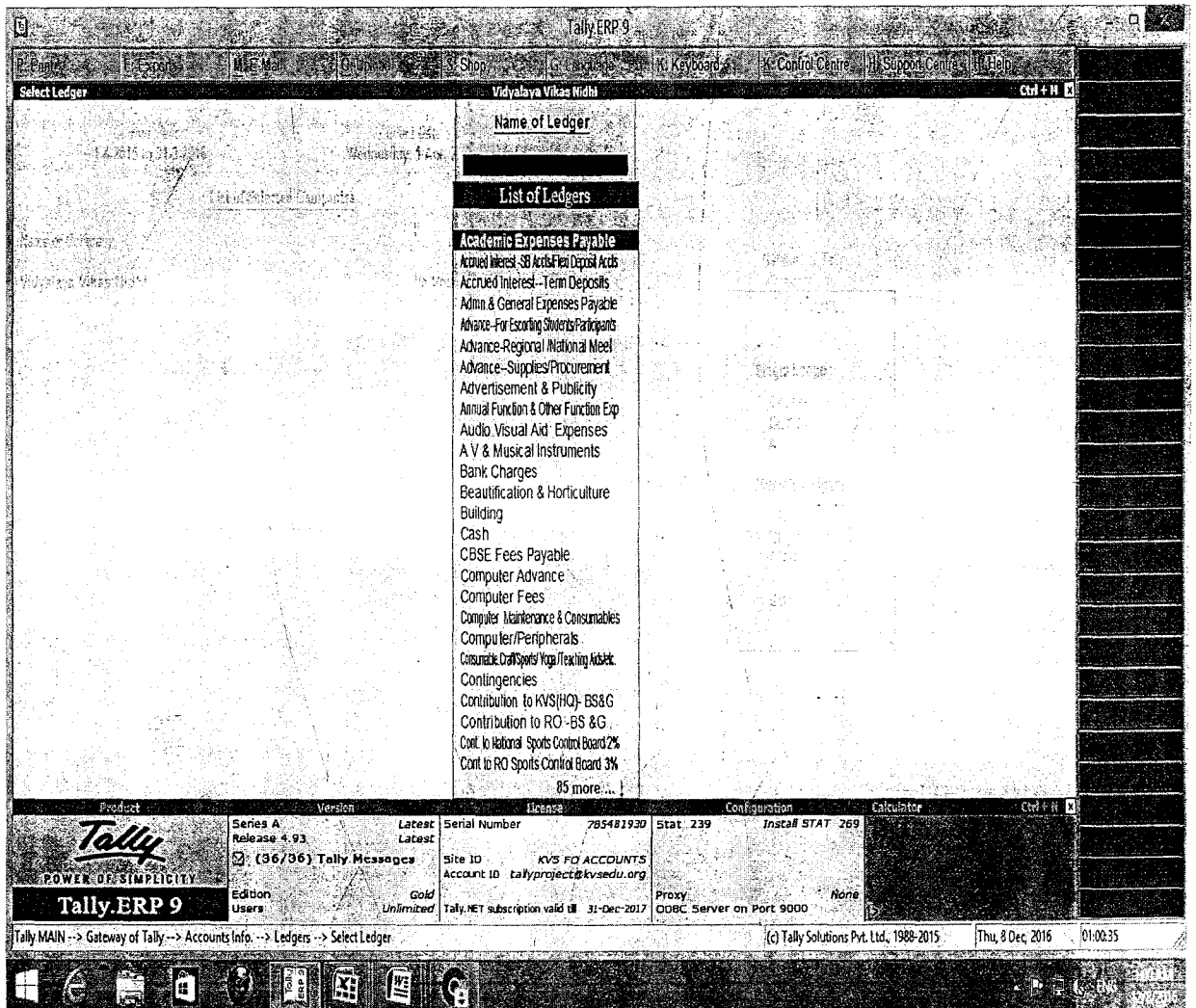
A context menu is open over the 'Ledgers' option, showing the following options:

- Single Ledger
 - Create
 - Display
 - Alter**
- Multiple Ledgers
 - Create
 - Display
 - Alter
- Quit

The bottom status bar contains the following information:

- Product:** Tally ERP 9
- Version:** Series A Release 4.93
- License:** Serial Number 785481930, Stat 239, Install STAT 269
- Configuration:** Site ID KVS FO ACCOUNTS, Account ID tallyproject@kvsedu.org
- Calculator:** Ctrl + N
- Footer:** Tally MAIN -> Gateway of Tally -> Accounts Info. -> Ledgers | (c) Tally Solutions Pvt. Ltd., 1988-2015 | Thu, 8 Dec, 2016 | 00:59:28

5. On click on "Alter", following screen will be displayed. Now select the name of the Ledger for which group is to be changed/amended/alterred. For example the group/Sub Group of ledger "Deposit with construction agency -Construction work ." is to be Changed/modified from the group " Fixed Assets" to "Loans & Advances (Assets)", then select the ledger "Deposit with construction agency -Construction work ." and press "enter".



6. After selecting the required ledger and pressing "enter", the following screen will be displayed.

Tally.ERP 9

Ledger Alteration **Vidyalaya Vikas Indhi** **Ctrl + F1**

Name (alias): Deport with Const. Expenses - Construction Work	Total Op. Bal.
Opening Balance (on 1-Apr-2015)	

Under : Fixed Assets	Name	Mailing Details
Inventory values are affected ? No	Address	
	State	
	Pin Code	
	Provide Bank Details : No	
	Tax Information	
	PAN / IT No.	
	Sales Tax No.	
	CST No.	

Position Index in Reports : - 1,000

Opening Balance (on 1-Apr-2015)

Tally MAN → Gateway of Tally → Accounts Info → Ledgers → Ledger Alteration

(c) Tally Solutions Pvt. Ltd. 1988-2015 Thu, 8 Dec 2016 01:26:19

12:25 AM
12/8/2016

-21-
~~22~~

- Now press "enter" and reach the option "Under". Select the required group from the available list in the system. Continuing to our example, now select the required group "Loans & Advances (Assets)" and press "enter" till the option "Accept? Yes or No" is shown by the system as indicated in the given below screen shot. Finally press the "enter" for accepting the changes/amendment by the system.

Tally ERP 9

Ledger Alteration Vidyalaya Vikas Nidhi Ctrl + F1

Name (alias) : Deposit with Const. Agencies - Construction Work	Total Op. Bal.
Under : Loans & Advances (Asset) (Current Assets)	Mailing Details Name : Deposit with Const. Agencies - Construction Work Address :
Inventory values are affected ? No	State : Not Applicable PIN Code : Provide Bank Details : No
Position Index in Reports : 1,000	Tax Information PAN / IT No. : Sales Tax No. : CST No. :
Opening Balance (on 1-Apr-2015) :	
Accept ? Yes or No	

(English) Tally Messages

Tally MAIN -> Gateway of Tally -> Accounts Info. -> Ledgers -> Ledger Alteration
 (c) Tally Solutions Pvt. Ltd., 1988-2015 Thu, 8 Dec, 2016 01:42:39

12/08/2016

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[Handwritten signature]