



## Commissioner for Khadi & Village Industries

Ministry of MSME, Govt. of India,

3, Irla Road, Vile Parle (West), Mumbai-400 056.

**No.DIT/SW-Gen./2011-12**

**Date :- 17<sup>th</sup> October, 2011**

### CIRCULAR

KVIC is having its offices at more than 75 locations comprising of Zonal/State/Divisional/Sub-offices, Multi Disiplinary Training Centres, Central Sliver Plants and Departmental Khadi Gramodog Bhavan across the country. Around 3000 employees including officers consisting of Regular and Trading establishment are engaged in implementing various schemes/programmes under Khadi Village Industries Sector. Presently the monthly salaries and other allowances are being prepared manually in all field offices which consume considerable time, efforts and more man-power.

In order to bring uniformity of payment process among the KVIC field offices and maintain the database of the KVIC employees, the in-house software team of Directorate of Information Technology, KVIC has designed and developed an on-line web based payroll software application for the benefit of KVIC offices. The said package will run on the centralized server placed in KVIC, Mumbai and can be accessed by all field offices through internet. The following are the salient features of the said application.

1. Field Offices including the trading establishment can generate their monthly payslips, recovery schedule, acquittance roll, consolidated statement for payments and recoveries, bank remittance statement etc.
2. Separate monthly reports for both officers and staff can be generated every month.
3. Dearness Allowance Arrears and Bonus bills can also be generated from time-to-time by using the package.
4. Database of the officials working under respective offices with their personal service details can be maintained.
5. The services of ministerial staff exclusively engaged for preparing the monthly salary bill in the respective offices can be diversified for other programmes/schemes.

6. Monthly credit status of GPF/CPF/NPF subscription of the individual employee can be viewed on-line.
7. Subsequently the Income-Tax Assessment and generating Form-16 under IT Act can be done through this application.

The user-name and password for accessing the package through Internet has been created and the same is being communicated separately by the Director (I.T.) along with user manual for better understanding of the functionality of the package. Field office in-charges may identify adequate no. of officials and get them trained with the help of Director (I.T.) enabling to operate the application smoothly. The monthly salary details in respect of the field offices may be entered from 01-03-2011 onwards facilitating to create the database from current financial year including the primary details of the employees.

All are hereby directed to make use of the said Payroll software application by updating the details of the employees from time-to-time and ensure that application is implemented successfully.

Sd/-

**[J.S. Mishra]**  
**Commissioner**

To

1. All Zonal Dy. Chief Executive Officers, KVIC
2. All Directorate/Sections in Central Office.
3. All State/ Divisional/ Sub-offices, Multi Disciplinary Training Centres, Central Sliver Plants and Departmental Khadi Gramodyog Bhavan.

Copy to :-

1. Director (Publicity), KVIC, Mumbai (in duplicate for publication in the ensuing issue of Jagriti and Media and PR Cell).
2. Hindi Officer, Hindi Cell, KVIC, Mumbai with a request to issue in Hindi version of this circular.
3. Information Cell (Adm-II)