



केन्द्रीय विद्यालय संगठन (मु.)/
Kendriya Vidyalaya Sangathan (HQ)
18 संस्थागत क्षेत्र/ 18 Institutional Area,
शहीद जीत सिंह मार्ग/Shahed Jeet Singh Marg,
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F.No.110242/KVS(HQ)/Budget/UBI Fees/2025-2026

Date: 17.10.2025

All Deputy Commissioners / Directors
KVS Regional Offices/ZIETs

Subject: - Sensitization regarding Non-sharing of user ID, Password, DSCs, Login Credentials etc.

Madam/Sir,

It has come to the notice of this office that a serious instance of foul play and misuse of official credentials has occurred in one of the Kendriya Vidyalaya. In said case, the User ID and Password of the Fee Collection Portal were shared with a contractual employee by the Principal and class teachers of the Vidyalaya, leading to unauthorized activities and irregularities.

The above incident reflects a serious breach of responsibility and basic cyber security protocols. All officers and staff are hereby again sensitized that sharing of official User IDs, Passwords, Digital Signature Certificates (DSCs), Login Credentials or any other authentication details with any unauthorized person, including contractual, outsourced, or subordinate staff, is totally undesirable under all circumstances.

It is reiterated that any action or misuse carried out by the unauthorized person using a set of credentials shall naturally be deemed to have been done by the official to whom the credentials were issued. Liability for any irregularity or unauthorized activity will rest solely with the concerned official/functionary, and appropriate disciplinary and legal action may be initiated against such individuals for negligence or misconduct.

All Deputy Commissioners / Directors are requested to immediately disseminate this important information to all Principals and staff under their jurisdiction and ensure strict adherence. Principals must personally ensure that all credentials related to Vidyalaya operations, portals, and financial transactions remain secure and accessible only to authorized personnel.

This issues with the approval of the competent authority.

Yours Sincerely

(Satya Narain Gulia)
Joint Commissioner (Finance)

Copy to: -

1. PS to Commissioner, KVS for Information.
2. PS to Additional Commissioner (Admn), KVS for Information.
3. AC(IT), KVS (HQ) for necessary action as deemed fit.

Joint Commissioner (Finance)