



केन्द्रीय विद्यालय संगठन (मु.)

**Kendriya Vidyalaya Sangathan (HQ)**

18 संस्थागत क्षेत्र/18 Institutional Area

शहीद जीत सिंह मार्ग/Shahheed Jeet Singh Marg

नई दिल्ली - 110016/New Delhi - 110016

दूरभाष/Telephone No.: 011-26858570

Email- budget.section@kvs.gov.in

फा. सं. 110116/2025-26/VC(31)/केविसं(मु.)(लेखा)

Date: 08.04.2026

**Email only**

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

**Subject: Printing of Cheque through Tally software- regarding.**

Madam/Sir,

With reference to the subject cited above, all the Regional Offices/ZIETs are requested to ensure that the cheque printing is done through the Tally Software as the facility of printing of cheques has already been enabled in the software by the service provider with effect from 01.04.2026. However, for the first quarter (April to June, 2026), it has not been made mandatory. Further, a User Manual/guidelines is also enclosed for information, necessary action and for following the proper procedure in this regard. It is also stated that after 2 months, this will be reviewed and made mandatory from 2<sup>nd</sup> quarter of this year based on the inputs received from field offices.

The contents of this letter may be disseminated among all the units/KVs under your jurisdiction and comments/inputs, if any may also be submitted to this office by 15<sup>th</sup> May 2026.

This issues with the approval of competent authority.

Yours sincerely,

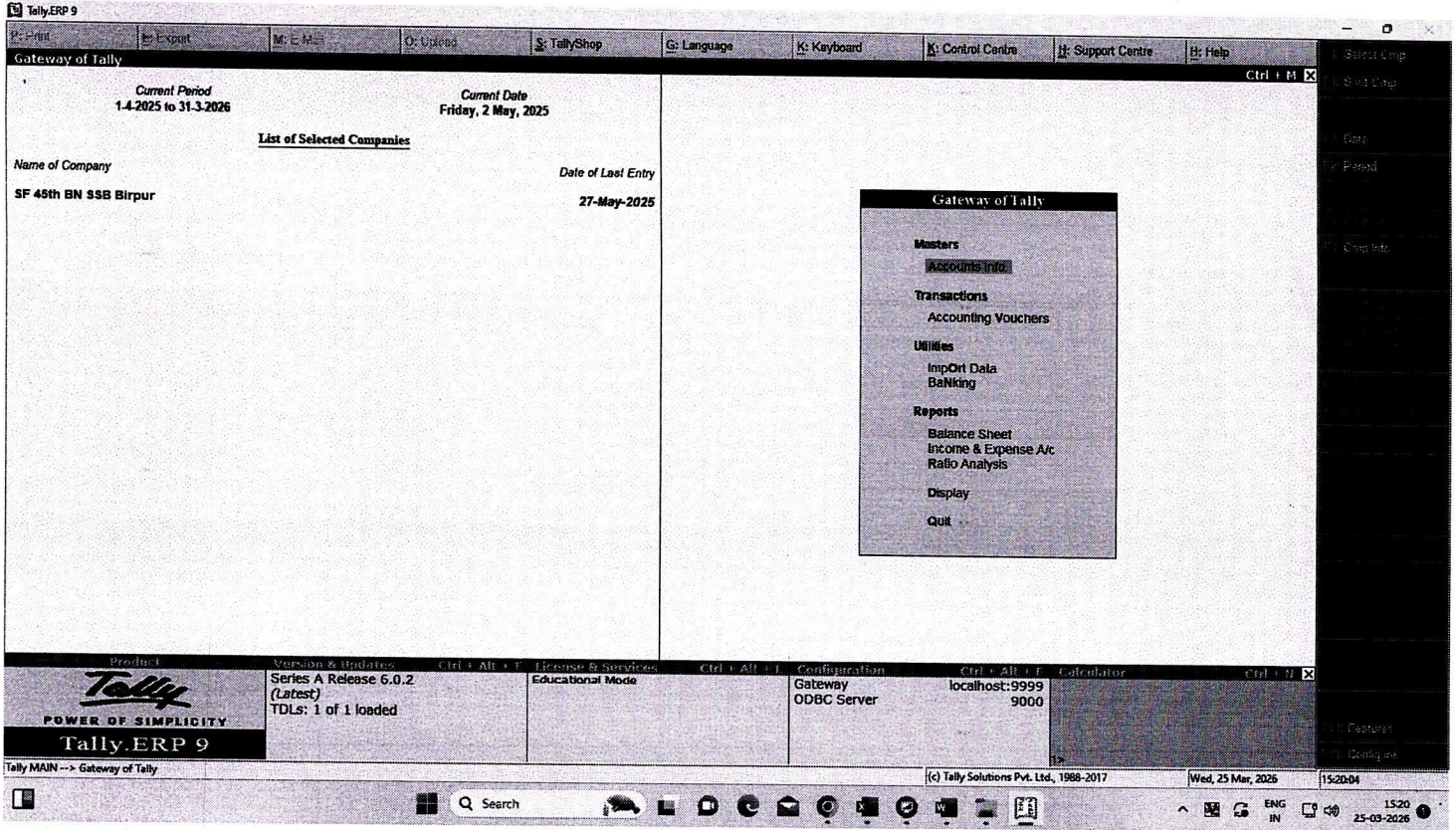
(Satya Narain Gulia)

Joint Commissioner (Finance)

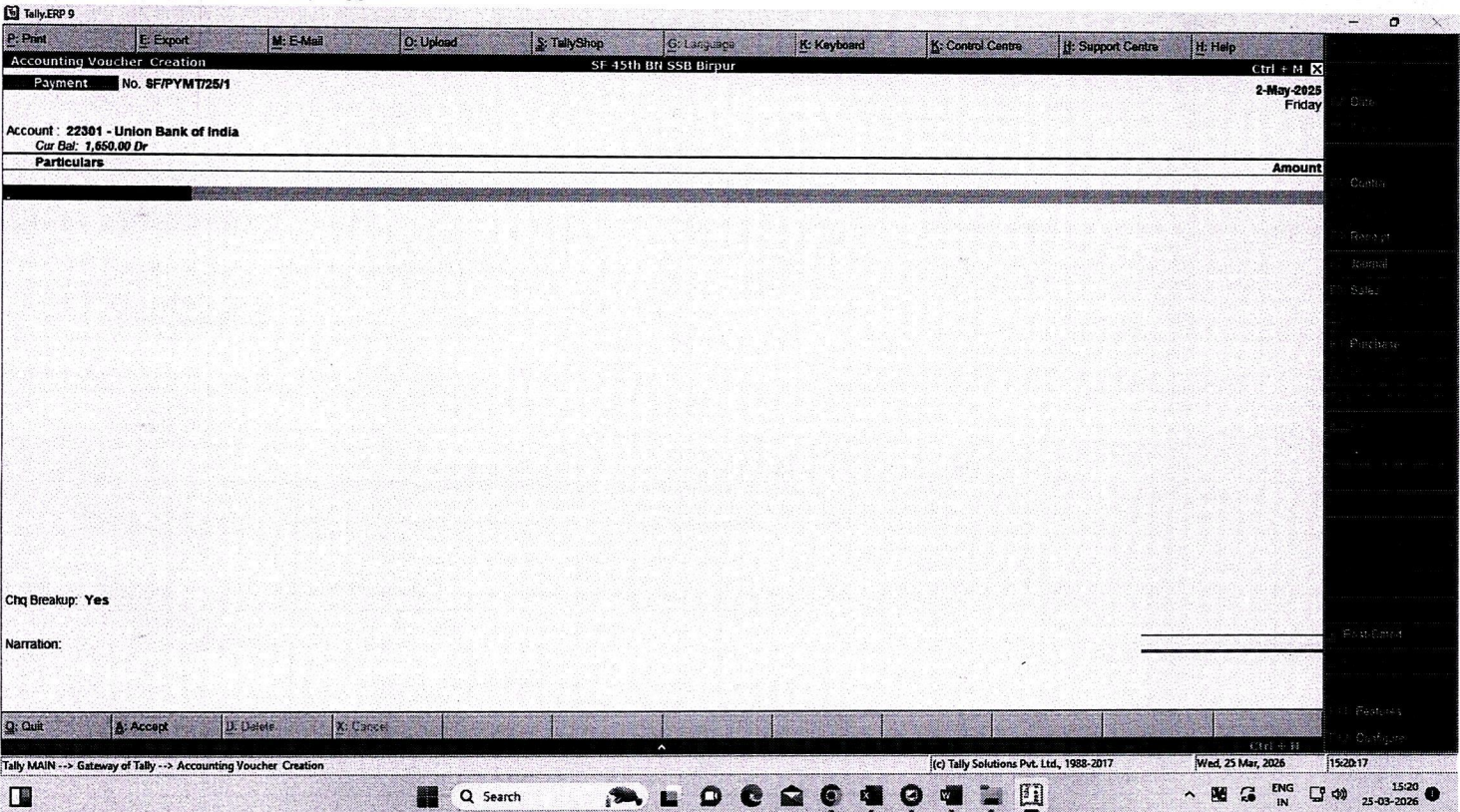
**Encl : As stated above**

# Cheque Printing Manual

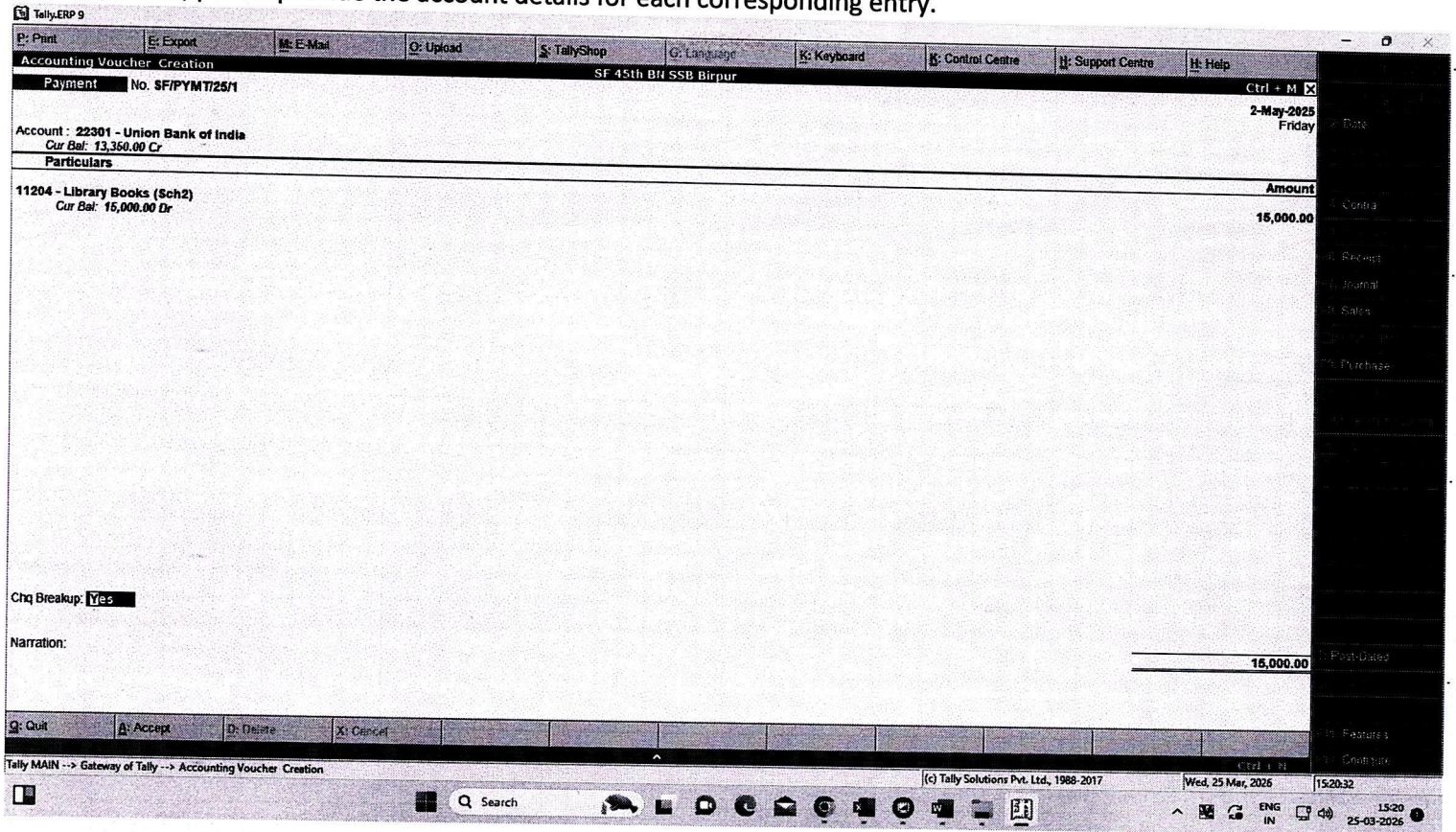
## 1. Go to Tally Gateway.



## 2. Create a payment voucher type

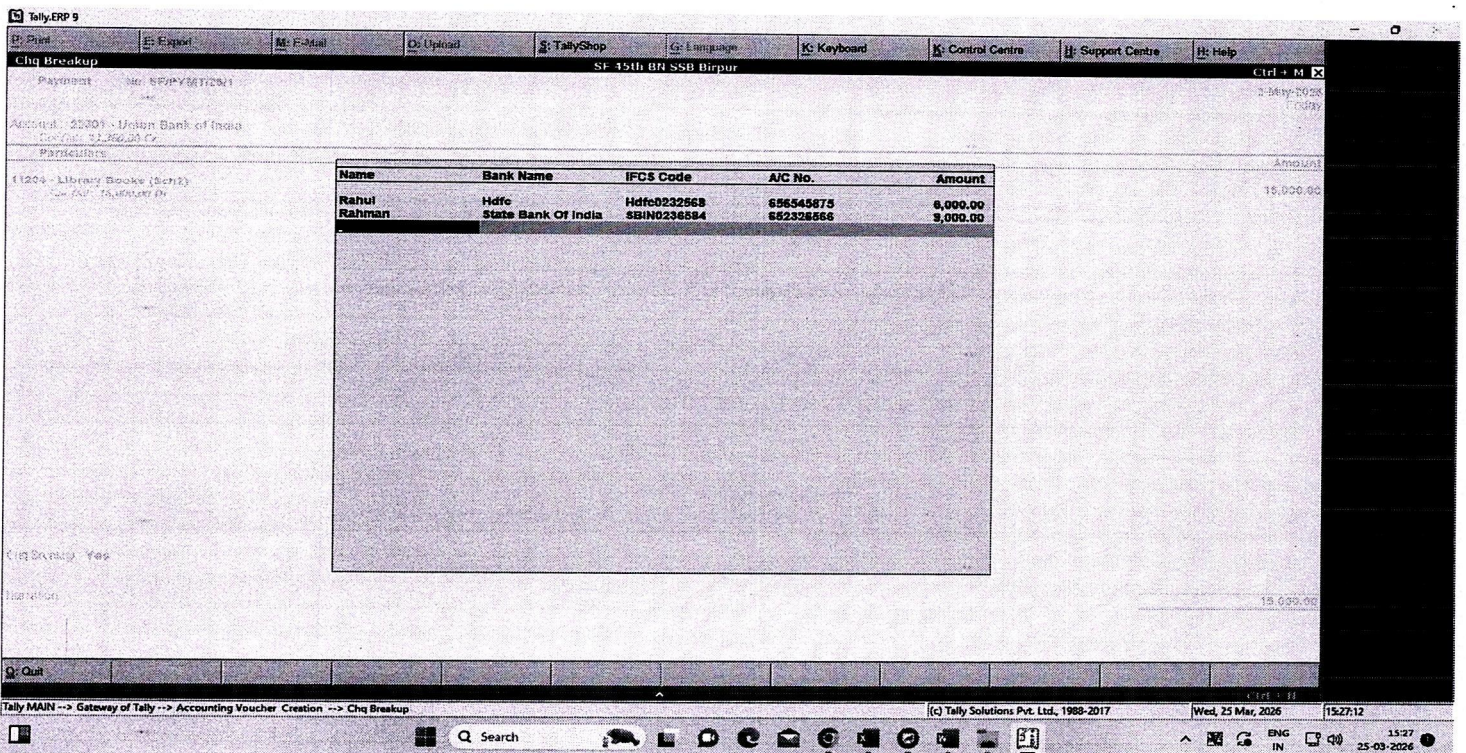


3. Cheque Break is enabled by default. For a single cheque, enter the details as usual. If a single cheque covers multiple payments, please provide the account details for each corresponding entry.



4. Enter party-wise details, including:

- Party Name
- Bank Name
- Account Number
- IFSC Code



5. In the "Favouring Name" field, enter the name that should appear on the cheque.

Tally.ERP 9

Bank Allocations SF 45th BN SSB Birpur

Payment No. SF/PYMT/20/1

Account : 22301 - Union Bank of India  
Cur Bal: 13,350.00 Cr

Particulars

11204 - Library Books (Sch2)  
Cur Bal: 15,000.00 Dr

Bank Allocations for : 22301 - Union Bank of India  
For: 15,000.00

Transaction Type	Amount
Cheque	15,000.00
Cheque range : Not Applicable	
Date	2 May 2025
Favouring name	Kendriya Vidyalaya Sangathan

Q: Quit

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation --> Bank Allocations

(c) Tally Solutions Pvt. Ltd., 1988-2017

Wed, 25 Mar, 2026 15:29:11

6. Save the voucher

Tally.ERP 9

Accounting Voucher Creation SF 45th BN SSB Birpur

Payment No. SF/PYMT/25/1

Account : 22301 - Union Bank of India  
Cur Bal: 13,350.00 Cr

Particulars

11204 - Library Books (Sch2)  
Cur Bal: 15,000.00 Dr

Chq Backup: Yes

Narration:

Accept ?  
Yes or No

Q: Quit A: Accept D: Delete X: Cancel

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation

(c) Tally Solutions Pvt. Ltd., 1988-2017

Wed, 25 Mar, 2026 15:30:03

7. After saving the voucher, three print options will be available:

1. Voucher print

**Voucher Printing**

Printer : Universal Printer (T3UniversalPrinter)  
 Number of copies : 1  
 Print language : English  
 Print format : Neat Mode  
 Ranges of pages to print : All

Paper type : A4  
 Paper size : (Printing dimensions)  
 : (8.27" x 11.69") or (210 mm x 297 mm)  
 Print area : (8.27" x 11.69") or (210 mm x 297 mm)

**Report Titles**

**Payment Voucher**

*Without company address, Without company website*

Print Payment Advice ? No  
 Payment Advice Date : 25-Mar-2026  
 Start fresh page for each bank allocation ? No  
 Include Bill Details ? No  
 Print Party's Contact Details ? No  
 Show Transferred to ? No  
 Print Instrument Date ? Yes  
 Print Due Date ? Yes  
 Print Company's PANIT Number ? Yes

**Print ?**  
 Yes or No

**Print** 1 sheet of paper

Destination: HP ColorJet Pro M501-N

Paper: A4

Copies: 1

Make settings

**Print** Cancel

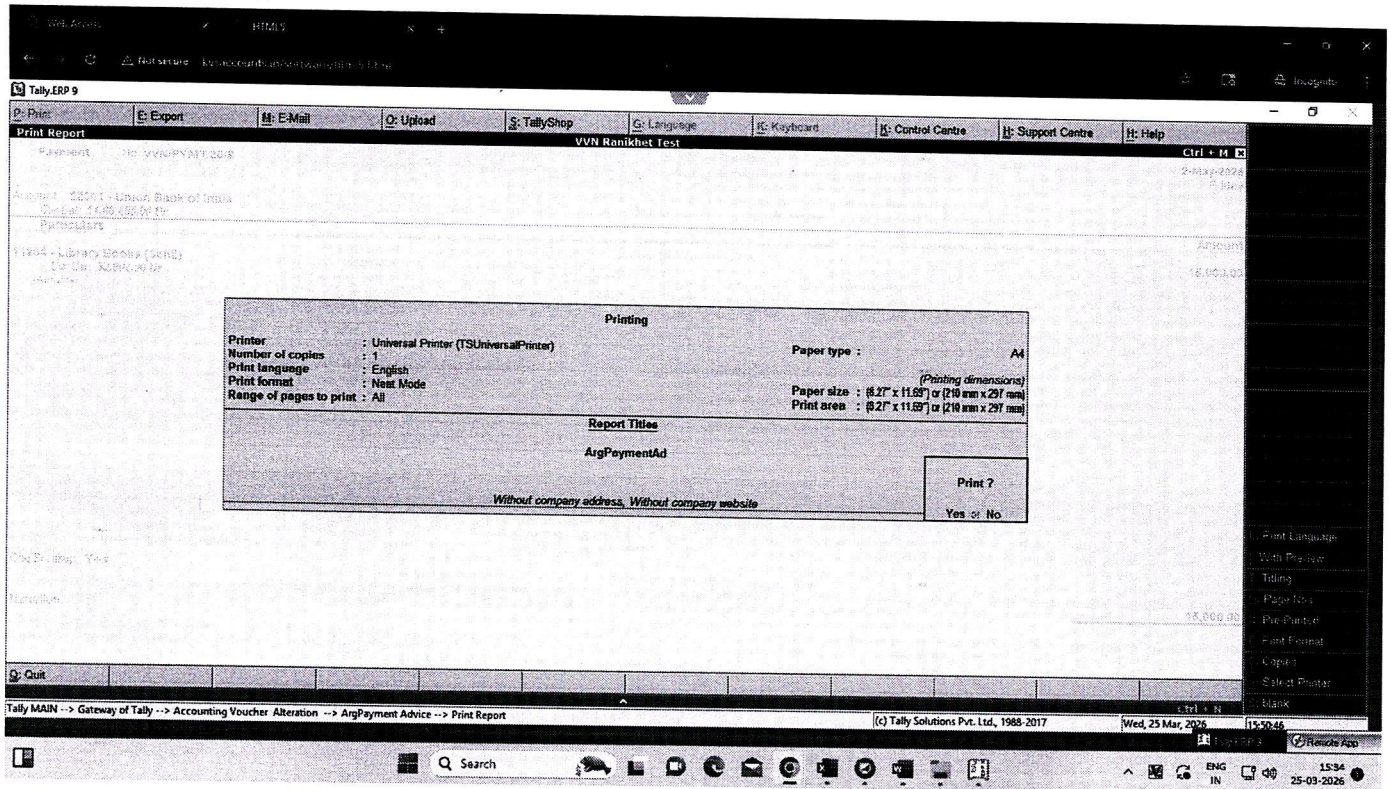
**Payment Voucher**

No: VVMPMT0306 Date: 25-Mar-2026

Particulars	Amount
11204 - Library Books (5000)	19,000.00
<b>Through:</b> 22201 - Union Bank of India Amount (Rs. in words): Nineteen Thousand Only	<b>₹ 19,000.00</b>

Resolver's Signature: \_\_\_\_\_ Authorized Signatory: \_\_\_\_\_

## 2. Payment advice Print



The screenshot shows the Tally ERP 9 interface with the 'Print Report' dialog box open. The dialog box contains the following information:

**Printing**

Printer	: Universal Printer (TSUniversalPrinter)	Paper type	: A4
Number of copies	: 1	Paper size	: (Printing dimensions) 8.27" x 11.69" or (216 mm x 297 mm)
Print language	: English	Print area	: (8.27" x 11.69" or (216 mm x 297 mm))
Print format	: Next Mode		
Range of pages to print	: All		

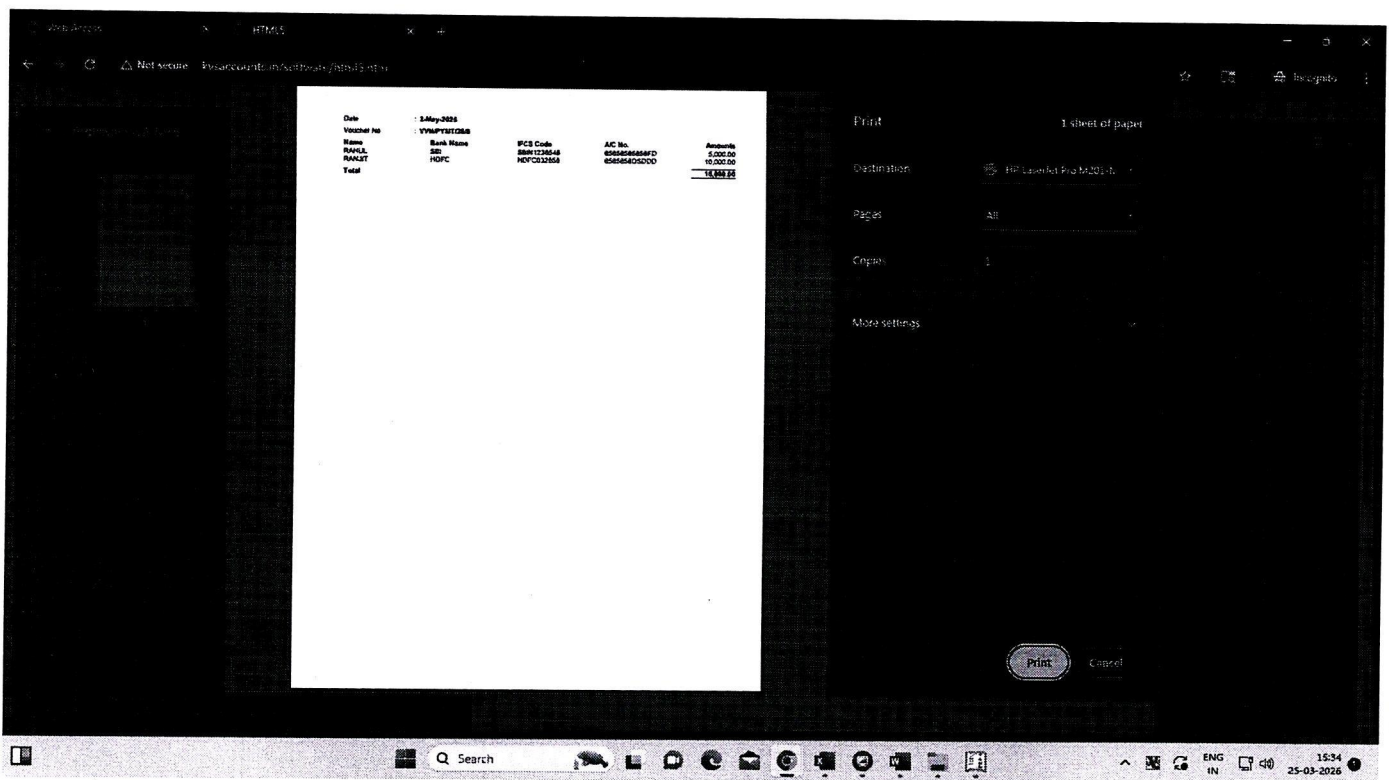
**Report Title**

ArgPaymentAd

Without company address, Without company website

**Print ?**  
Yes or No

The background shows a list of vouchers with columns for Date, Voucher No, Name, Bank, and Amount. The total amount is 10,000.00.



The screenshot shows the Tally ERP 9 interface with the 'Print Report' dialog box open, displaying the following voucher details:

Date	: 24-May-2026	Amounts	: 10,000.00
Voucher no	: VVNPST0268		
Name	: BANK		
RANK	: RANK		
RANKT	: RANKT		
Total			: 10,000.00

**Print** 1 sheet of paper

Destination: HP LaserJet Pro M209n

Pages: All

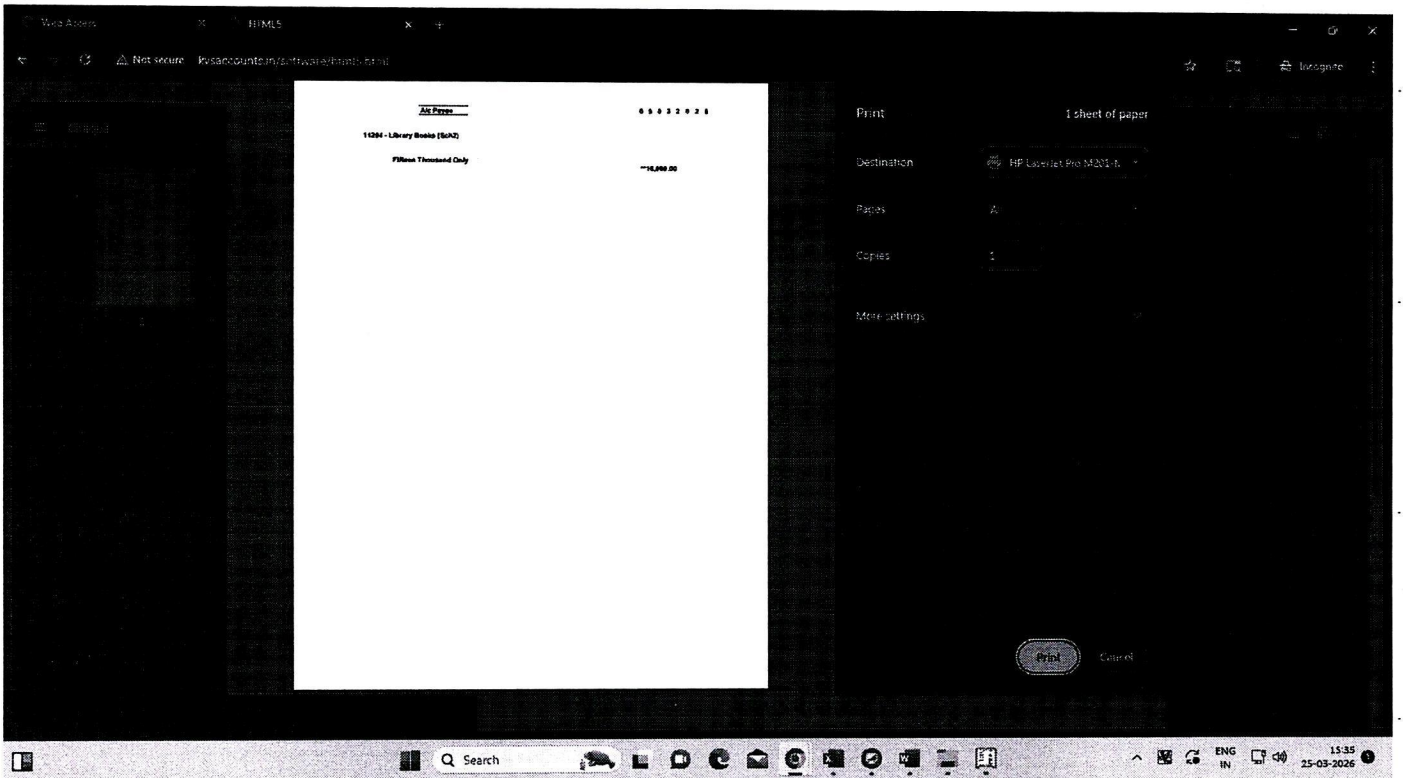
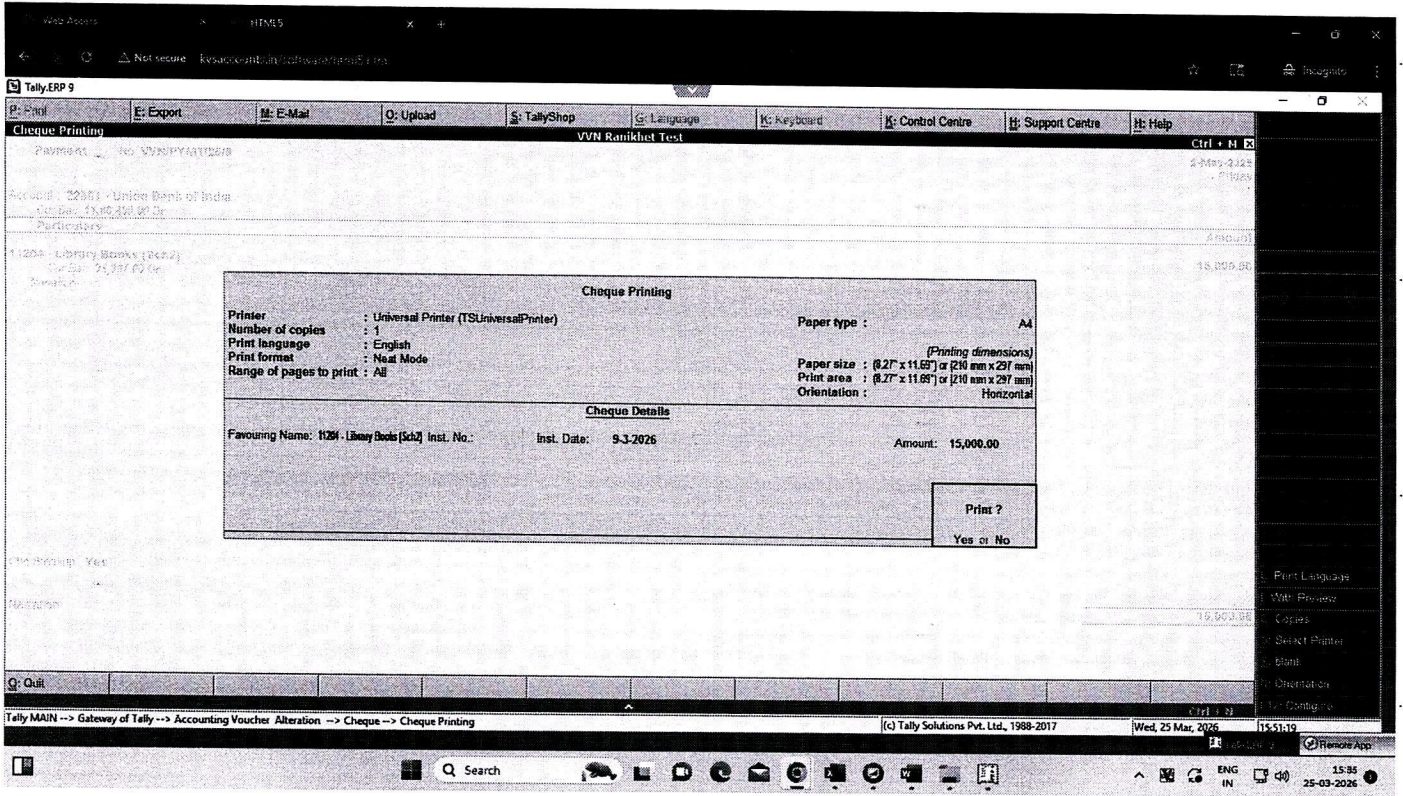
Copies: 1

More settings

**Print** Cancel

The aforementioned details will be forwarded to the bank for processing the payment.

### 3. Cheque Print



Cheque printing will be completed by following the steps outlined above.