

Tele: 0471-2721278

NCC Directorate (K&L)
State Wing
Thiruvananthapuram - 10

3591/G6-Audit/DA/2016/NCC

08 Apr 2016

From

The Deputy Director General NCC

To

The Principal Secretary to Government
Finance (IAC-A) Department
Govt of Kerala, Thiruvananthapuram

Sub: NCC Establishment – Tentative Dates for Departmental Audit Programme for the Audit of Accounts and Registers / Camp Accounts, Registers and documents of NCC units – reg

Ref: (a) Govt Circular No 96/2003/Fin dated 19 Dec 2003
(b) Govt Circular No 32/2005/Fin dated 10 Jun 2005

1. With reference to the Government Circular cited, I hereby furnish the tentative dates of Departmental Audit Programme for the audit of accounts and registers / Camp Accounts, Registers and documents in respect of the following NCC establishment under the supervision of Accounts Officer will be audited by the team mentioned below:-

Apr 2016

Sl No	Name of Establishment	Tentative date of audit	Team
1	21 (K) Bn NCC, Ernakulam	13, 15, 16 Apr 16	Sri Sudheendran B, Sr Supdt
2	7 (K) NU NCC, Ernakulam	18, 19, 20 Apr 16	Sri Ajayakumar B, Jr Supdt
3	9 (K) Bn NCC, Kottarakara	21, 22, 23 Apr 16	Sri Humayun PA, Sr Clk
4.	1 (K) Air Sqn NCC, Tvpm	25, 26, 27 Apr 16	Sri Sulaiman Pillai Y, Sr Clk Sri Santhoshkumar MP, Sr Clk

Jun 2016

Sl No	Name of Establishment	Tentative date of audit	Team
1	7 (K) Bn NCC, Kollam	13, 14 Jun 16	One Sr Supdt
2	3 (K) NU NCC, Kollam	15, 16 Jun 16	One Jr Supdt
3	3 (K) Girls Bn NCC, Kollam	17, 18 Jun 16	Sri Humayun PA, Sr Clk
4.	NCC Gp HQ, Kollam	20, 21 Jun 16	Sri Sulaiman Pillai Y, Sr Clk
5.	24 (K) Bn NCC, Thrissur	23, 24 Jun 16	Sri Santhoshkumar MP, Sr Clk

Jul 2016

Sl No	Name of Establishment	Tentative date of audit	Team
1	NCC Gp HQ, Ernakulam	11, 12 Jul 16	One Sr Supdt
2	5 (K) Girls Bn NCC, Changanassery	14, 15 Jul 16	One Jr Supdt
3	5 (K) NU NCC, Changanassery	16, 18 Jul 16	Sri Humayun PA, Sr Clk
4.	15 (K) Bn NCC, Thiruvalla	19, 20 Jul 16	Sri Sulaiman Pillai Y, Sr Clk
5.	14 (K) Bn NCC, Pathanamthitta	21, 22 Jul 16	Sri Santhoshkumar MP, Sr Clk

2. The Accounts Officer will conduct Audit Review on the succeeding month.

Sd/xxx
(Sanalkumar N)
Brigadier
Deputy Director General NCC

✓ Copy to: Official Website

Approved for issue



Accounts Officer / Sr Supdt Fin

RECORDS TO BE KEPT READY ON THE SCHEDULED DATE OF
COMMENCEMENT OF AUDIT

1. Cash Book (including subsidiary cash book, if any)
2. Passbooks, cheque books, counterfoils of used cheques, stock register of cheque books and bank reconciliation statement in respect of bank/treasury accounts
3. Acquittance rolls
4. Chalan receipts and register of chalans
5. Contingent register
6. Treasury Bill Book
7. Pay bill register with abstract of pay bills
8. Special advance register (KFC form 5)
9. Loan register and file
10. Stamp account register and dispatch register
11. Log book of vehicles and register of replaced spare parts
12. Register of incumbents
13. Service books and register of service books
14. Register of furniture and other office stores (KFC form 18)
15. Auction register (KFC form 20)
16. Stock register of books and periodicals (KFC form 19)
17. Register of valuable documents (KFC Art 333(v))
18. Register of permanent advances
19. Register of undisbursed pay (KTC Rule 119)
20. Register of Inspection Reports and outstanding IRs
21. Register of audit objections (KFC form 4)
22. Countersigned contingent bills
23. Parade diaries
24. Certificate of physical verification of stock, stores etc together with relevant stock resister.
25. Any other register/documents for auditing