

URGENT

FOR PERSONAL INDULGENCE OF DRAWING AND DISBURSING OFFICERS

Tele : 2545182

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

2951/F1-Fin/2013-14/NCC

18 Feb 2014

All NCC Group Commanders
All Commanding Officers
Officer Commanding Officer, SS Coy NCC, Kazhakuttom

SURRENDER OF SAVINGS

1. All Drawing and Disbursing Officers are requested to inspect the accounts of Government Funds held under their custody to ascertain the anticipation of 'Savings' in each head of account and the same should be surrendered to this Directorate positively by 15 March 2014.
2. The savings should not be held in reserve by the Sub Controlling or Disbursing Officer, no matter the justification. **If there is no valid reason for non-utilisation of the funds, the Sub Controlling Officer is responsible to submit explanation for it's demands and non utilization.**
3. It is emphasized that Surrender of Savings from each NCC Offices are to put in consolidation for head wise total and in turn, this Directorate will submit to the Government for resumption-the act of formal acceptance by the Finance Department in which the Chief Controlling Office would be saved from Audit Objection by the Accountant General.
4. In view of the above, all DDOs are requested to submit their 'Savings' as per the format given below **latest by 15 March 2014 :-**

Head of Account	Name of Treasury to whom allotted	Amount of surrender as Savings	Reason for surrender
01-Salary			
4.Medical Re-imb			
02-Wages			
04-Travel Expenses			
1.Tour TA			
2.Transfer TA			
4.LTC			
05-Office Expenses			
1.Water Charges			
2.Electricity Charges			
3.Telephone Charge			
4.Other items			
06-RRT			
34-Other Charges			
45-POL			

S/d xxxxx
(PG Krishna)
Colonel
Director NCC

Internal copy to:-
A5-Est/Stock File
IT Cell for publication in Departmental website

Approved for issue

Accounts Officer (SW)