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NCC Directorate (K&L)
State Wing (Finance)
Cotton Hill Bungalow
Vazhuthacaud
Thiruvananthapuram – 10

No. 7704 (AR) /E3-Fin/2014/NCC

28 Oct 2014

The Group Commanders :-

NCC Group Headquarters – Thiruvananthapuram / Kollam /
Kottayam/Ernakulam & Kozhikode

The Commanding Officers :-

All NCC Units / SS Coy NCC, Kazhakuttom

Subject : **Expenditure for conducting Certificate Examinations and Range classification – Guidelines for Issuance of Financial sanction – regarding**

With immediate effect, the following guidelines be strictly adhered to in conducting Certificate Examinations :-

(a) **'A' Certificate Examination.**

Venue be fixed in the Educational Institutions for cadets directly associated to that institution.

(b) **'B' & 'C' Certificate Examinations.**

To be co-ordinated by NCC Group Headquarters concerned for all NCC Units/Educational Institutions associated to that Group Headquarters. If the space of NCC Unit/Group Headquarters is anticipated as inadequate or insufficient to conduct examinations for a huge strength of cadets , efforts should be made to seek permission from the nearest Government School for the purpose without interrupting their academic affairs.

2. Financial Sanction will be issued for the above purposes as follows :-

(a) **Actual Expenditure on Printing Charges** towards Question Papers from Government Press of the area concerned or from other Firm as authorised by the Government.

(b) **TA for SD/JD ANOs** – Actual expenses on Road/Train journey by First class or in IInd AC, if First Class accommodation is not attached as the case may be.

(c) **TA for NCC Cadets** – Actual expenses on Road/Train journey by second sleeper class.

Contd...2/-

3. Budget Estimate seeking Financial Sanction for the above purposes must be accompanied by following documents :-

(a) Nominal Roll of ANOs supervised / Cadets attended examinations or attended Range classification duly authenticated by Head of the Institution and Group Commander concerned.

(b) Split up breakdown for TA showing distance in Kms and name of places To & Fro.

(b) Copy of Bill for Printing Charges towards question papers , if any.

4. Financial sanction for expenditures apart from the above will not be considered for the subject purposes.

Sd/-
(**B.Chakaravarty**)
Major General
Additional Director General NCC

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Approved for Issue



Accounts Officer