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

3591/G6-Audit/DA/2016/NCC

11 Aug 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 by the team mentioned below:-

Aug 2016

Sl No	Name of Establishment	Period of Audit	Team
1	27 (K) Bn NCC, Palakkad	16, 17 Aug 16	Sri TM Surendran, Sr Supdt
2	28 (K) Bn NCC, Ottappalam	18, 19 Aug 16	Sri Jayakumar AS, H/Clk
3	30 (K) Bn NCC, Kozhikode	23, 25 Aug 16	Sri Humayun PA, Sr Clk
4.	9 (K) NU NCC, Kozhikode	26, 27 Aug 16	Sri Sulaiman Pillai Y, Sr Clk
5.	9 (K) Girls Bn NCC, Kozhikode	29, 30 Aug 16	Sri Santhoshkumar MP, Sr Clk

Sep 2016

Sl No	Name of Establishment	Period of Audit	Team
1	3 (K) NU NCC, Kollam	05 th and subsequent days of Sep 16	Sri TM Surendran, Sr Supdt
2	7 (K) Bn NCC, Kollam	19, 20 Sep 16	Sri Jayakumar AS, H/Clk
3	3 (K) Girls Bn NCC, Kollam	22, 23 Sep 16	Sri Humayun PA, Sr Clk
4.	NCC Gp HQ, Kollam	24, 26 Sep 16	Sri Sulaiman Pillai Y, Sr Clk
5.	24 (K) Bn NCC, Thrissur	28, 29 Sep 16	Sri Santhoshkumar MP, Sr Clk

(Note – It was proposed to conduct departmental audit at the five units mentioned above during the month of Jun 2016 vide letter of even number dated 08 Apr 2016, but could not be carried out due to administrative reasons)

Cont'd...2/-

Oct 2016


SI No	Name of Establishment	Period of Audit	Team
1	18 (K) Bn NCC, Muvattupuzha	17, 18 Oct 16	Sri TM Surendran, Sr Supdt
2	17 (K) Bn NCC, Pala	19, 20 Oct 16	Sri Jayakumar AS, H/Clk
3	NCC Gp HQ, Thiruvananthapuram	22, 24 Oct 16	Sri Humayun PA, Sr Clk
4.	4 (K) Bn NCC, Neyyattinkara	25, 26 Oct 16	Sri Sulaiman Pillai Y, Sr Clk
5.	2 (K) Bn NCC, Tvpm	27, 28 Oct 16	Sri Santhoshkumar MP, Sr Clk

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

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

Copy to: Official Website ✓

Approved for issue


T.M. SURENDRAN
Senior Superintendent
Finance
NCC Directorate (K & L)
Sr Supdt (Finance) 695010

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

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