

Tele: 0471-2721278

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

3591/G6-Audit/DA/2016/NCC

03 Nov 2016

From

The Additional 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:-

Nov 2016

Sl No	Name of Establishment	Period of Audit	Team
1	8 (K) Bn NCC, Mavelikara	10, 11 Nov 16	Sri Sabu Jacob, Sr Supdt
2	10 (K) Bn NCC, Chengannur	14, 15 Nov 16	Sri Sri Jayakumar AS, H/Clk
3	3 (K) Bn NCC, Tvpm	26, 28 Nov 16	Sri Humayun PA, Sr Clk
4	1 (K) Bn NCC, Varkala	29, 30 Nov 16	Sri Sulaiman Pillai Y, Sr Clk Sri Santhoshkumar MP, Sr Clk

Dec 2016

Sl No	Name of Establishment	Period of Audit	Team
1	1 (K) NU NCC Thiruvananthapuram	14, 15 Dec 16	Sri Sabu Jacob, Sr Supdt
2	3 (K) NU NCC, Kollam	16, 17 Dec 16	Sri Sri Jayakumar AS, H/Clk
3	11 (K) Bn NCC, Alappuzha	27, 28 Dec 16	Sri Humayun PA, Sr Clk
4.	3 (K) Air Sqn NCC, Ernakulam	29, 30 Nov 16	Sri Sulaiman Pillai Y, Sr Clk Sri Santhoshkumar MP, Sr Clk

Cont'd....2/-



Jan 2017

Sl No	Name of Establishment	Period of Audit	Team
1	1 (K) Girls Bn NCC, Tvpm	12, 13 Jan 17	Sri Sabu Jacob, Sr Supdt
2	1 (K) Girls (I) Coy NCC Cherthala	18, 19 Jan 17	Sri Sri Jayakumar AS, H/Clk
3	22 (K) Bn NCC, Aluva	20, 21 Jan 17	Sri Humayun PA, Sr Clk
4	16 (K) Bn NCC, Kottayam	27, 28 Jan 17	Sri Sulaiman Pillai Y, Sr Clk
5	NCC Gp HQ Kottayam	30, 31 Jan 17	Sri Santhoshkumar MP, Sr Clk

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

Sd/xxx  
**(RS Malave)**  
Major General  
Additional Director General NCC

Copy to: Official Website ✓

Approved for Issue

  
**S. ASHOKAN**  
Accounts Officer  
NCC Directorate (K & L)  
State Wing  
Thiruvananthapuram -10  
Accts Officer / Senior Supdt

**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