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

1944/F1-Fin/2017/NCC

09 Mar 2017

All NCC Group Headquarters and Units

FINAL SURRENDER OF GOVERNMENT FUNDS IN THE FINANCIAL YEAR 2016-17

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 (K&L) through **e-mail ID** or by Fax as given below positively by **16 Mar 2017**. Failure to meet the deadline will be viewed seriously and assumed as **NIL** report.

financeallotment@gmail.com

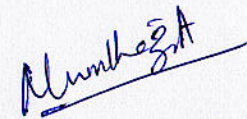
2. The savings should not held in reserve by the Sub Controlling or Disbursing Officer, no matter the justification. If there is no valid reason for non utilization of the funds, the sub Controlling Officer is held responsible for its demand and non utilization.

3. It is emphasized that surrender of savings from each NCC office are consolidated in head-wise and submitted to Government for resumption or to re-distribute to subordinate offices who are in need of funds.

4. In view of the above, all DDOs are requested to surrender the savings through e-mail ID ibid as per the following format:

Object Head	Name of Treasury to whom allotted	Amount of surrender as No Longer Required
01-Salary 4 -Med Re-imb		
02-Wages		
04-Travel Exp 1 - Tour TA		
2. Transfer TA		
05-Office Exp		
1 - Water Charges		
2 - Elec Charges		
3 - Tele Charges		
4 - Other items		
06 - RRT		
34/3 - OC (NP)		
45-POL		
99 IT		
34 - PLAN		

5. The data should be submitted to this Directorate latest by **16 Mar 2017**. Reason for unspent balance in each object head be answered for onward transmission to AG Audit for which Controlling Officer will be responsible.



(A Mumthas Beegom)
Administrative Officer
For Addl Director General NCC

Internal:- IT Cell- for publishing in Departmental Website