

PERSONAL ATTENTION OF GROUP COMMANDER/ OFFICER COMMANDING

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

196/F1-Fin/2020/NCC

24 Jan 2020

The Group Commanders
(NCC Group Headquarters Thiruvananthapuram/
Kollam/Kottayam/Ernakulam/Kozhikode)

The Officers Commanding
All NCC Units/SS Coy NCC

**FINAL SURRENDER OF GOVERNMENT FUNDS THROUGH BiMS & BAMS
DURING THE FINANCIAL YEAR 2019-20**


1. All Drawing and Disbursing Officers are requested to inspect the accounts of Government Funds held with BiMS and BAMS under their custody to ascertain the anticipation of savings in each Head of Account after estimated the coast of expenditure up to 31 Mar 2020 and the same should be surrendered through BiMS/BAMS and inform to this Directorate (K&L) through **e-mail ID** followed by hard copy as per the format given below positively by **15 FEB 2020**. Failure to meet the deadline will be viewed seriously and assumed as **NIL** report. It is also mandatory for approving authority to "**Approval for Surrender**" by DDO in BiMS and SCO in BAMS. (nccdtejsfin@gmail.com)
2. The savings should not be held in reserve by the Sub Controlling Officer or Disbursing Officer, no matter the justification. If there is no reason for non-utilization of the funds, the Sub Controlling Officer and Drawing and Disbursing Officer shall be held responsible for its demand and non-utilization and explanation to the same to be submitted to Govt also.
3. It is emphasized that surrender of savings from each NCC office are consolidated head-wise and submitted to Government for resumption or to re-distribute to subordinate offices that are in need of funds.
4. In view of the above, all **DDOs are requested to surrender the savings through BiMS and BAMS** and inform accordingly by e-mail ID ibid followed by ink signed copy as per the following format :-

(a)

Object Head	Amount Allotted	Amount Expended	Amount of Surrender as no longer required
04-Travel Exp			
1-Tour TA			
2-Transfer TA			
4- LTC			
05-OE			
1-Water Charges			
2-Electricity			
3-Telephone			
4-Other Items			
45 - POL			
99 - IT			
06-RRT			

(b)

Object Head	Total Amount Allotted from 01 Apr 2019 to Mar 2020	Total Amount expended from 01 Apr 19 to Mar 2020	Remarks
01- Salary Incl Gazetted Officers			
1-Pay			Total Pay of all pay bill from 01 Apr 19 to 31 Mar 2020+ Arrear Pay + TBHG
2-DA			All payments from 01 Apr 19 to 31 Mar 2020 + Arrear
3-HRA			-do-
4-Med Reimbursement			-do-
5-Other Allowance			-do-
6-DA Arrear			-do-
7-Pay Rev Arrear			-do-
02 - Wages			
1.Pay			All payments from 01 Apr 19 to 31 Mar 2020
2. DA			-do-
3.HRA			-do-
5.Other Allowance			Incl all daily wages payments
6. DA Arrear			-do-
7. Pay Rev Arrear			-do-


(Anil Kumar.K)
Administrative Officer
for Offg ADG NCC

(Through Official Web Site)