

Through Official Web Site

Tel: 0471-2721278

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

5934/F2-Fin/Obsn/2018/NCC

10 Dec 2019

The Group Commanders

(NCC Group Headquarters - Thiruvananthapuram/Kollam/
Kottayam/Ernakulam & Kozhicode)

The Officer Commanding - All NCC Units/
SS Coy NCC Kazhakuttom

**SUBMISSION OF REQUIRMENT OF FUNDS TOWARDS
REFRESHMENT/HONORARIUM/WASHING ALLOWANCE/
OUT FIT MAINTANENCE ALLOWANCE ETC UNDER
34 OC (NON PLAN) FOR THE F/Y 2019-2020:**

1. Reference this Directorate letter No.2253/F2-Fin/Obsn/2018/NCC dated 22 Aug 2019.

2. In spite of repeated request/reminders, Units are not turned up for timely submission of TR-59(C) demands for Refreshment/Honorarium/Washing Allowances of NCC Cadets/ANO's. Late submission of demand towards the end of Financial Year may leads rush up in Treasury and will not be able to encash in time. To avoid such situation the following schedule for bill submission to be strictly adhered to:-

- | | | |
|--|---|----------------------------------|
| (a) Bills for Jun,Jul and August | - | By 10 th of September |
| (b) Bills for Sep,Oct and November | - | By 10 th of December |
| (c) Bills for Dec and January | - | By 10 th of February |
| (d) Any pending bills (in extreme emergency) | - | By 25 th February |

3. CCB's for 50% of ANO's Honorarium from State Share fund are to be demanded in two installments along with Central share demands (Up to Jun and up to Dec of every financial year). Such claims for First Installment should reach this Directorate on or before 31 Jul and second Installment should reach on or before 20th Jan so as to enable the allotment of fund. It is observed that most of the Units are reluctant to collate the demands of Honorarium on a half yearly basis and still forwarding demands at random. The demands for second installment of 50% state share of Honorarium for the current year (2019-2020) from 01 Jul 2019 to 31 Dec 2019 should reach this Directorate on or before **20 Jan 2020** so as to enable the allotment of fund.

Contd...2/-

4. All DDO's at Unit level are once again requested to ensure the correctness of the demands forwarded, such as cross checking of the amount noted in receipts attached along with claims for Refreshment and Washing Allowances. If any calculation error has found noticed in the above documents, the same will be returned to you without taking any action for rectification and resubmission.

5. All Officers Commanding are to initiate appropriate steps for executing above requirements and lapses in this regard will not be entertained.


(Anilkumar K)
Administrative Officer
For Addl Director General NCC