

Tele: 0471-2721278

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

8878/G6-Audit/DA/2019/NCC

23 Dec 2020

From

The Additional Director General NCC

To

The Principal Secretary  
Finance (IAC-B) Department  
Government Of Kerala

Sir,

Sub : NCC Dept- Audit- Departmental Audit Programme for the Audit of Establishments, Accounts and Registers-- Regarding.

Ref : Government Circular No.79/2019/Fin dated 19 Sep 2019.

With reference to the Government Circular cited, I hereby furnish the Departmental programme for the Audit of Accounts and Registers including Camp Documents in respect of the following NCC Establishments under the supervision of Accounts Officer by the team mentioned below :

**Dec 2020**

SI No	Name of Establishment	Dates of Audit	Audit Team
01	1 (K) BnNCC, Varkala	28-30 Dec 2020	Sri.Aji CK, SS Sri.AneeshAjayan J, JS Sri.Suresh Kumar S, Sr.Clerk Sri.Rajendran. K, Sr.Clerk Smt.Gayathri.S, Sr.Clerk

**Jan 2021**

SI No	Name of Establishment	Dates of Audit	Audit Team
01	16(K) Bn NCC, Kottayam	11-12 Jan 2021	Sri.Aji CK, SS Sri.AneeshAjayan J, JS Sri.Suresh Kumar S, Sr.Clerk Sri.Rajendran. K, Sr.Clerk Smt.Gayathri.S, Sr.Clerk
02	NCC Gp HQs, Kottayam	13 Jan 2021	
03	33(K) Bn NCC, Nedumkandam	15-18Jan 2021	
04	3(K) BnNCC,Poojappura	21-22 Jan 2021	


**Feb- 2021**

SI No	Name of Establishment	Dates of Audit	Audit Team
01	27(K) Bn NCC, Palakkad	15-16 Feb 2021	Sri.Aji CK, SS Sri.AneeshAjayan J, JS Sri.Suresh Kumar S, Sr.Clerk Sri.Rajendran. K, Sr.Clerk Smt.Gayathri.S, Sr.Clerk
02	28(K) Bn NCC, Ottapalam	17-18 Feb 2021	
03	NCC Directorate	23-24 Feb 2021	

**Mar 2021**

<b>SI No</b>	<b>Name of Establishment</b>	<b>Dates of Audit</b>	<b>Audit Team</b>
01	8 (K) Bn NCC, Mavelikkara	01-02 Mar 2021	Sri.Aji CK, SS Sri.AneeshAjayan J, JS Sri.Suresh Kumar S, Sr.Clerk Sri.Rajendran. K, Sr.Clerk Smt.Gayathri.S, Sr.Clerk
02	11(K)Bn NCC , Alappuzha	03-04 Mar 2021	
03	1 (K) Girl IndCoy, Cherthala	05 Mar 2021	
04	4(K)Bn NCC , Neyyattinkara	08-09 Mar 2021	

Yours faithfully,



(N.Rajkumar)

Brigadier

Offg Additional Director General NCC

Through Official Website

Tele: 0471-2721278

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

8878 /G6-Audit/DA/2019/NCC

05 Jan 2021

From

The Additional Director General NCC

To

NCC GP HQs Kottayam & NCC Units Concerned

Sir,

Sub : NCC Dept- Audit- Departmental Audit Programme for the Audit of Establishments, Accounts and Registers- Regarding.

Ref : This Directorate letter No of even No dated 23 Dec 2020.

1. Departmental Audit Programme has been scheduled as per the letter cited above.

2. The following Documents are to be produced for Departmental Audit verification programme.

(a) List of Documents which are to be kept ready for the audit of Establishment Accounts and Registers :-

- (i) Website Register
- (ii) TA/DA Register
- (iii) Attendance Register and Abstract of Attendance register
- (iv) CL Register
- (v) Service Books
- (vi) Service Book Register
- (vii) Cash Book
- (viii) TR-5 and TR-5 Stock Register
- (ix) Challan Folder
- (x) Increment Register
- (xi) Treasury Bill Books
- (xii) Payment Vouchers (EB, CB & MISC Bills)
- (xiii) Pay Bill Register
- (xiv) CB Register
- (xv) CCB with Cadet Attendance register and Training Diary
- (xvi) Quotations from Vendors for refreshments
- (xvii) Washing allowance receipt from cadets
- (xviii) Disbursement certificate from Head of the Institution
- (xix) FBS Broad sheet with reconciliation statement certified by Treasury.
- (xx) Stamp Account register
- (xxi) Car Diaries

(xxii) Rent/ Electricity/ Water Charges Register

- (b) List of documents which are to be kept ready for the Audit of Camp Accounts :-
- (i) Cadets Arrival/Departure Report
  - (ii) Camp Documents
  - (iii) Cadets/Civ Staff/Camp inmates Attendance Register
  - (iv) Summary of Cadets
  - (v) CRO
  - (vi) Medical report of Cooks
  - (vii) Nerrik Rate obtained from Revenue authorities
  - (viii) Camp Cash Book, PV's, RV's, Copy of Actual Expenditure Statement
  - (ix) Initial/Final Financial Sanction Proceedings.
  - (x) Stock Book, Expendable/Non Expendable Register, Issue to Cook House etc.
  - (xi) Car Diaries, POL Register, Daily Messing Expenditure Statement etc.
  - (xii) Auction /Sale proceedings of unconsumed Ration ,packing materials Expendable stores purchased out of Incidental charges,etc.
  - (xiii) IV/RV
  - (xiv) All Institutional Cadet's Attendance Register
  - (xvii) **Bank statements of all Camp Accounts transaction.**
3. Necessary assistance be given to the audit team for the smooth conduct of audit.
4. Acknowledge receipt.

  
(Aij C K)  
Accounts Officer  
For ADG/NCC