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NCC Directorate (K&L)  
State Wing ( Finance )  
Cotton Hill Bunglow  
Vazhuthacaud  
Thiruvananthapuram - 10

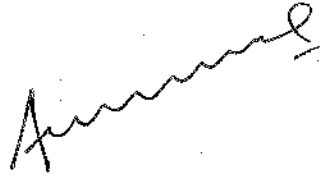
4910/F1-Fin/2020/NCC

06 Oct 2020

NCC Group Headquarters  
Thiruvananthapuram/Kollam/  
Kottayam/Ernakulum/Kozhikode/  
All NCC Units/SS Coy NCC.

**MONTHLY EXPENDITURE STATEMENT AND RECONCILIATION STATEMENT**

1. Please ref para 74 of Kerala Budget Manual.
2. Accountant General (A&E), Kerala vide their Letter No.DAE-4/AAO/Recon/2020-21 dated 19/09/2020 has directed to submit monthly reconciliation report of this Department for the current Financial Year onwards in order to finalize the actual expenditure..
3. All NCC Group HQs/Units are requested to fwd **monthly reconciliation report along with monthly expenditure statement** to this Directorate latest by 05<sup>th</sup> of every month through email ([nccdtejsfin@gmail.com](mailto:nccdtejsfin@gmail.com)) followed by ink signed hard copy.
4. A consolidated reconciliation report up to Sep 2020 (Apr 2020 to Sep 2020) is required to fwd this Directorate by return mail.
5. It is also requested to make necessary data entry in the Keltron software (sncc.keltron) system which followed earlier by this Department.
6. Treat matter **MOST URGENT**.

  
(K. Anil Kumar)  
Administrative Officer  
for Additional Director General NCC

(Through Official website)