

REMINDER - 1

Tel: 0471-2721278

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

5934/F2-Fin/Obsn/2018/NCC

24 Feb 2020

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 FY 2019-2020:ISSUE OF
DIRECTIVES:REGARDING**

1. Pl refer this Dte letter of even No dated 10 Dec 2019.
2. All Gp HQ's are requested to direct their units to submit their bills towards the aforesaid subject to this Dte by **27-Feb- 2020** for the further allotment / finalization of the surrender of the saving amount to Govt.
3. Those units which are not received the bills from institution are to prepare the summary for the balance requirement of funds duly signed by DDO and countersigned by OC with the recommendation of the GP Cdr in the format mentioned below:-

Name of Institution	Amount of claim	Period of claim	Nature of claim	Remarks

4. This is for your strict compliance pl.



Anil Kumar K

(Anil Kumar K)
Administrative Officer
For Offg Addl Director General NCC