

PERSONAL ATTENTION OF GROUP COMMANDER/ OFFICER COMMANDING

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

1733/F1-Fin/2021/NCC

07 Jan 2022

All NCC Group HQs/
All NCC Units/SS Coy

ACTUAL REQUIREMENT OF GOVT FUNDS ON EACH HEAD OF ACCOUNT
EXCEPT 34 OTHER CHARGES FROM 01 FEB 2022 TO 31 MAR 2022
DATA CALLED FOR

1. As per Budget Manual (Para 91), all anticipated savings should be surrendered to the Finance Department through the Administrative Department before 15 Feb every year without waiting till the end of the Financial Year.
2. In view of the above, following instructions should be strictly adhered while demanding fund requirements during the month of Jan-Mar 2022: -
 - (a) Fund requirements for the remaining period of current financial year is to be calculated so as to meet the **actual need**. It should not be for accumulation and to remain **unspent at the end of the Financial Year**.
 - (b) 'Savings' means unspent balance in each object head as on **31 Mar 2022** for any amount in excess of **Rs 500/-** and to be answered by each NCC Group HQ/Unit for onward submission to AG (Audit)/Govt for which DDOs/SCOs will be responsible for the same.
 - (c) The 'Savings' should not be held in reserve by the DDOs/SCOs no matter the justification. The provisions to surrender funds found to be excess of requirement is not meant to absolve the Estimating Officer from the charge of over budgeting. If there is no valid reason for non-utilization of the appropriation, the Estimating Officer will be held responsible for inflation of the estimate.
 - (d) All Heads of Educational Intuitions and ANOs should be directed well in advance to prefer their dues like Honorarium, Refreshment and Washing Allowances to submit for payment latest by **01 Feb 2022** to this office. Time barred claims will not be entertained for CFA sanction as it is the responsibility of NCC Offices to clear dues within the current financial year.
 - (e) All Sub Controlling Officers(SCO)[Group Commander/Officer Commanding] & DDOs (Managers, Junior Superintendents and Head Clerks) are requested to ensure personal verification in Demanding fund requirements on each object head and also to ensure that the demand is for **need to incur basis only**.



(Sumi Sandipika G Masterley)
Administrative Officer
for Additional Director General NCC

(Through Official Web Site)