

PERSONAL ATTENTION OF GROUP COMMANDER/ OFFICER COMMANDING



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

1733/F1-Fin/2022/NCC

Feb 2023

From : The Additional Director General NCC
To : The Group Commanders
(NCC Group Headquarters Thiruvananthapuram/
Kollam/ Kottayam/ Ernakulum/Kozhikode)
The Officer Commanding
All NCC Units/SS Coy NCC

**Sub : Final Surrender of Government Funds Through BIMS & BAMS
During The Financial Year 2022-23**

Ref : NCC Dte (K&L) letter of even No dated 31 Jan 2023.

1. As per Budget Manual (Para 91), all Drawing and Disbursing Officers are requested to inspect the accounts of Government Funds held with **BiMS and BAMS** under their custody to ascertain the anticipation of savings in each Head of Account after the estimated cost of expenditure up to **31 Mar 2023** and the same should be surrendered through BiMS/BAMS and inform to this Directorate (K&L) through **e-mail ID (nccdtejsfin@gmail.com)** followed by hard copy as per the format given below positively by **20 FEB 2023**. Failure to meet the deadline will be viewed seriously and assumed as **NIL** report. It is also mandatory for approving authority to "**Approval for Surrender**" by DDO in BiMS and SCO in BAMS.
2. The savings should not be held in reserve by the Sub Controlling Officer (SCO) or Drawing and Disbursing Officer (DDO), no matter what the justification is. If there is no reason for non-utilization of the funds, the Sub Controlling Officer and Drawing and Disbursing Officer shall be held responsible for its demand and non-utilization and explanation to the same to be submitted to Govt also.
3. It is emphasized that surrender of savings from each NCC offices are consolidated head-wise and submitted to Government for resumption or for re-distribution to subordinate offices that are in need of funds.
4. In view of the above, all **SCOs & DDOs are requested to surrender the savings through BiMS and BAMS** and inform accordingly by e-mail ID **ibid** followed by ink signed copy as per the following format:-
(a)

Object Head	Amount Allotted	Amount Expended	Amount Surrendered with date
01-04 Med Re-Imb			
04-Travel Exp			
01-Tour TA			
02-Transfer TA			
04- LTC			

Contd.. 2/-

05-OE			
01-Water Charges			
02-Electricity			
03-Telephone			
04-Other Items			
45 - POL			
99 - IT			
06-RRT			
34-03 OC			
34-03 PLAN			

(b)

Object Head	Total Amount Allotted from 01 Apr 2022 to Mar 2023	Total Amount expended from 01 Apr 2022 to Mar 2023	Remarks
Salary Including Gazetted Officers			
01-Basic Pay			Total Basic Pay of all pay bill from 01 Apr 2022 to 31 Mar 2023 + Arrear Pay + TBHG
02-DA			All payments from 01 Apr 2022 to 31 Mar 2023 + Arrear
03-HRA			-do-
05-Other Allowance			-do-
DA Arrear			-do-
Pay Rev Arrear			-do-
02 - Wages			
01.Pay			All payments from 01 Apr 2022 to 31 Mar 2023
02. DA			-do-
03.HRA			-do-
05.Other Allowance			Including all daily wages payments
DA Arrear			-do-
Pay Rev Arrear			-do-



(Through Official Web Site)

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