

Tele: 0471-2721278

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

3591/G6-Audit/DA/2014/NCC

06 Mar 2015

From

The Additional Director General NCC

To

The Principal Secretary to Government  
Finance (IAC-A) Department  
Govt of Kerala, Tvpm

Sub: NCC Establishment – Tentative Dates for Departmental Audit Programme for the Audit of Accounts and Registers / Camp Accounts, Registers and documents of NCC units – reg

Ref: (a) Govt Circular No 96/2003/Fin dated 19 Dec 2003  
(b) Govt Circular No 32/2005/Fin dated 10 Jun 2005

1. With reference to the Government Circular cited, I hereby furnish the tentative dates of Departmental Audit Programme for the audit of accounts and registers / Camp Accounts, Registers and documents in respect of the following NCC establishment under the supervision of Accounts Officer by the team mentioned below:-

Mar 2015

Sl No	Name of Establishment	Period of Audit	Team
1	32 (K) Bn NCC, Payyannur	16, 17 & 18 Mar 15	Sri Sudheendran B, Sr Supdt Sri Sabu Jacob, Jr Supdt Sri Humayun PA, Sr Clk Sri Sulaiman Pillai Y, Sr Clk Sri Santhoshkumar MP, Sr Clk Sri Surendran Nair R, Sr Clk
2	31 (K) Bn NCC, Kannur	19, 20 & 21 Mar 15	
3	1 (K) Arty Bty NCC Thalassery	23 & 24 Mar 15	
4	SS Coy NCC, Kazhakuttom	26 Mar 15	

2. The Accounts Officer will conduct the Audit Review on succeeding month.

Sd/xxx  
(Sanalkumar N)  
Brigadier  
Offg Additional Director General NCC

Copy to: Official Website

Approved for issue



Accounts Officer

RECORDS TO BE KEPT READY ON THE SCHEDULED DATE OF  
COMMENCEMENT OF AUDIT

1. Cash Book (including subsidiary cash book, if any)
2. Passbooks, cheque books, counterfoils of used cheques, stock register of cheque books and bank reconciliation statement in respect of bank/treasury accounts
3. Acquittance rolls
4. Chalan receipts and register of chalans
5. Contingent register
6. Treasury Bill Book
7. Pay bill register with abstract of pay bills
8. Special advance register (KFC form 5)
9. Loan register and file
10. Stamp account register and dispatch register
11. Log book of vehicles and register of replaced spare parts
12. Register of incumbents
13. Service books and register of service books
14. Register of furniture and other office stores (KFC form 18)
15. Auction register (KFC form 20)
16. Stock register of books and periodicals (KFC form 19)
17. Register of valuable documents (KFC Art 333(v))
18. Register of permanent advances
19. Register of undisbursed pay (KTC Rule 119)
20. Register of Inspection Reports and outstanding IRs
21. Register of audit objections (KFC form 4)
22. Countersigned contingent bills
23. Parade diaries
24. Certificate of physical verification of stock, stores etc together with relevant stock resister.
25. Any other register/documents for auditing