

Telephone : 2721278

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

6465/F1-Fin/2013-14/NCC

12 Aug 2013

All NCC Group Headquarters  
All NCC Units  
SS Coy NCC, Kazhakuttom

**DATA FOR SUBMISSION OF BUDGET ESTIMATES TO GOVERNMENT FOR  
THE FINANCIAL YEAR 2014-2015: Regarding**

1. Budget Estimates (Non Plan) for the financial year 2014-2015 is required to be submitted to the Government on or before 30 Sep 2013. Certain informations are required for preparation of budget estimates. Hence, two formats as Appendix 'A' & 'B' are enclosed to this letter.
2. It is therefore, requested that all NCC offices are to furnish data in the above formats and the same be submitted to this office positively by 31<sup>st</sup> August 2013 through email ID as given below :-

**[nccdirf1finance@gmail.com](mailto:nccdirf1finance@gmail.com)**



(PG Krishna)  
Colonel  
Director NCC

**Enclosure** : Appx A&B

**Internal Copy to** :

State Wing (A5-Est) – For necessary action as mentioned above.

**Appendix 'A'**

**DATA REQUIRED FOR BUDGET ESTIMATES 2014-2015**

1.	Name of Office	
2.	Class of City	
3.	Present Address	
4.	Telephone Numbers:	
	Office	
	Residence	
5.	Whether occupied Rented or Govt. Building ?	
6.	Rate of current monthly rent (if occupied Rented Building) with G.O number and date	
7.	If occupied Govt. Building, cost of land and office building	
8.	Nature of Electricity Tarriff	
9.	Number of ACs fitted	

10. Details of Computer & Accessories and others:

S.No.	Nomenclature	Qty purchased from state fund	Present cost (Approx)
(a)	Computers		
(b)	Printers :		
	(i) Dot Matrix		
	(ii) Lazer		
	(iii) On line Printers		
(c)	Photo Copying Machine		

11. Details of Educational Institutions where NCC is affiliated to :

S.No.	Name and Address of Institutions	No. of ANOs with Rank	Strength of Cadets			
			JD	SD	JW	SW

12. Details of vehicles held :

S.No.	Category of vehicle held	Nature of fuel used (Petrol or Diesel)

**Appendix 'B'**

**DATA REQUIRED FOR BUDGET ESTIMATES 2014-2015**

<b>S.No.</b>	<b>*Name of Post  (As per authorized strength)</b>	<b>Scale of Pay</b>	<b>Number of persons at each stage of pay</b>	<b>Present Basic Pay</b>	<b>Pay will be drawn on Ist April next year</b>	<b>HRA per head per month</b>	<b>CCA per head per month</b>

**\*Note:** Post wise details be given i.e Manager/JS/Head Clerk/UDC/LDC/LDT/UDT/SGT/Sel GT/SMM/SMSK/AMISK/SSM/AMH/ Boat Keeper/Driver Sr.Grade/Driver Hr.Gr.I&II/Peon/Chowkidar/Lascar (HG)/Lascar Gr.I &II/Masalchi/Cook/Saddler/Farrier/FTS/ PTS etc.