

3591/G6-Audit/DA/2018/NCC

09 Jan 2019

From : The Additional Director General NCC

To : All NCC Group Headquarters, Units
And SS Coy NCC
(Through Official Website)

Sir,

Sub : NCC Dept- Audit- Rescheduling of Tentative Dates for Departmental Audit Programme for the Audit of Accounts and Registers /Camp Accounts, Registers and documents of NCC GP HQs/units – Regarding

Ref : This Directorate letter of even number dated 10 Aug 2018.

Inviting attention to the reference cited. I am to inform you that the Departmental Audit program scheduled as per letter cited has been rescheduled to conduct as given below:-

Ser No	Name of Establishment	Period of Audit	Audit Team
JANUARY 2019			
01	5 (K) Girls Bn NCC, Changanassery	14,15 Jan 19	Sri.Gopinathan P, Sr. Supdt Sri.Aneesh Ajayan J, Jr.Supdt Sri.Sanil Kumar S, Sr.Clerk Sri.Suresh Kumar S, Sr.Clerk Sri.Mohanakrishnan P, Sr.Clerk
02	5 (K) NU NCC, Changanassery	16,17 Jan 19	
03	NCC Group HQ's, Kottayam	18,19 Jan 19	
04	16 (K) Bn NCC, Kottayam	21, 22 Jan 19	
05	17 (K) Bn NCC, Pala	24, 25 Jan 19	
06	33 (K) Bn NCC, Nedumkandom	28-29 Jan 19	
07	NCC GP HQ's, Tvpm	30-31 Jan 19	
FEBRUARY 2019			
08	28 (K) Bn NCC, Ottapalam	07,08 Feb 19	Sri.Gopinathan P, Sr. Supdt Sri.Aneesh Ajayan J, Jr.Supdt Sri.Sanil Kumar S, Sr.Clerk Sri.Suresh Kumar S, Sr.Clerk Sri.Mohanakrishnan P, Sr.Clerk
09	1 (K) Girls (I) Coy NCC, Cherthala	11,12 Feb 19	
10	11 (K) Bn NCC, Alappuzha	13,14 Feb 19	
11	4 (K) BN NCC, Neyyattinkara	15,16 Feb 19	
12	1 (K) NU NCC, Aakulam	18,19 Feb 19	
13	3 (K) Bn NCC, Tvpm	20,21 Feb 19	
14	SS Coy NCC, Kazhakootam	22 Feb 19	
15	NCC Directorate (K&L)	25,26 Feb 19	

.....2/-

2. You are requested to Keep the following documents ready for the conduct of Audit:-

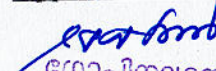
- a. Website Register
- b. TA/DA Register
- c. Attendance Register and Abstract of Attendance register
- d. CL Register
- e. Service Books
- f. Service Book Register
- g. Cash Book
- h. TR-5 Stock Register
- i. Chalan Folder
- j. Increment Register
- k. Treasury Bill Books
- l. Payment Vouchers (EB, CB & MISC Bills)
- m. Pay Bill Register
- n. CB Register
- o. CCB with Cadet Attendance register and Training Diary
- p. Quotations from Vendors for refreshments
- q. Washing allowance receipt from cadets
- r. Disbursement certificate from Head of the Institution
- s. FBS Broad sheet with reconciliation statement certified by Treasury.
- t. Stamp Account register
- u. Car Diaries
- v. **Rent/ Electricity/ Water Charges Register**
- w. **Camp Documents**
 - (i) Cadets Arrival/Departure Report
 - (ii) Camp Documents
 - (iii) Cadets/Civ Staff/Camp inmates Attendance Register
 - (iv) Summary of Cadets
 - (v) CRO
 - (vi) Medical report of Cooks
 - (vii) Nerrik Rate obtained from Revenue authorities
 - (viii) Camp Cash Book, PV's, RV's, Bank Statement, Actual expenditure Statement
 - (ix) Final Financial Sanction Proceedings.
 - (x) Stock Book, Expendable/Non Expendable Register, Issue to Cook House etc
 - (xi) Car Diaries, POL Register, Daily Messing Expenditure Statement etc
 - (xii) Sale Proceeds
 - (xiii) IV/RV



Copy to : Official Website

Sd/xxx
(BG Gilganchi)
Major General
Additional Director General NCC

Approved for issue


ശോപിനാഥൻ. പി
സീനിയർ സൂപ്രണ്ട്
എൻ.സി.സി. ഡയറക്ടറേറ്റ് (കെ&എൽ)
തിരുവനന്തപുരം