

Tele : 2721278

NCC Directorate (K&L)
State Wing
Thiruvananthapuram

No. 671/A1-Est/2017/NCC

25 May 2018

From

The Additional Director General NCC

To

The Drawing and Disbursing Officer

All NCC Group Headquarters/NCC Units
SS Coy NCC Unit, Kazhakuttam

Sir

**Sub : NCC Est - Officers designated as DDOs in NCC Department -
Guidelines issued - reg**

Ref : GO(P) No. 114/2016/Fin dated 09.08.2016

1. Government as per GO cited had authorized the JS/HCs of NCC units as Drawing and Disbursing Officers for the Administrative convenience of this Department by including them in Appendix 10 of Kerala Treasury Code Vol II, in accordance with Exception (1) to Rule 169(a) of KTC Vol-I.

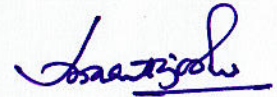
2. In the recent past certain financial improprieties and financial misappropriation by the DDOs with an intention to defraud has been noticed. In order to prevent/avoid such financial improprieties, following guidelines are issued for strict compliance :-

- (a) All cash Book entries are to be verified with Treasury Bill Book and entries are to be authenticated by the DDOs concerned
- (b) Contingent Bill Register with CBs should be put up to DGC & CAO/CO/Offg. CO for verification on every Saturday
- (c) TSB account pass book should be updated on the last working day of every month and put up to DGC & CAO/CO/Offg. CO for verification
- (d) All cheque books will be kept in the custody of the CO/Offg. CO. A cheque issue register should be maintained to monitor Treasury Savings Bank

transactions and put to DGC & CAO/CO/Offg. CO for verification when ever a cheque is issued.

- (e) A separate Register should be maintained in the State Accounts section to monitor the advances drawn from Regimental Fund and recouped from the state (**Performa attached as Appendix A**). This register will be prepared by 31 May 2018 by all Units/Gp HQs/Dte HQ and units will get their register inspected by Gp Cdrs as a onetime measure by 07 Jun 2018. Thereafter once every six months.
 - (f) A proper receipt from the Regimental Fund should be attached with CBs concerned for verification
 - (g) Bank details of retired employees be recorded in their service Books concerned for verification of payments made after retirement. A proper receipt for the payment made to the retired employees also to be obtained and attached with the Bills concerned
 - (h) A proper closing cash Book and accounts as per rule also be carried out.
 - (j) A quarterly TSB account statement be obtained from the Treasuries concerned and put up to Dy Gp Cdr/CO/Offg. CO for verification every six month.
 - (k) Any financial impropriety noticed at any point of time be brought to the notice of Gp Cdr/CO/Offg. CO concerned under intimation to the DDG at the Dte HQ.
 - (l) Proceedings issued from the Gp HQs/Units are to be signed by the Gp Cdr, COs, Offg. COs and Managers only. No Proceedings in the name of DDO be issued from the Units and submitted to Treasury along with Bills.
3. This letter to be maintained in Poilicy file. This will be put up to CO/Offg. CO & Gp Cdrs. This letter will form part of handing/taking over notes of DDOs, COs & Gp Cdrs.

4. Acknowledge receipt



(S L Joshi)
Brigadier

Deputy Director General NCC
for Additional Director General NCC

Encl : Performa

Copy to : All Gp HQs/NCC Units

Appendix A

(Ref para 2(e) of 671/A1-Est/2017/NCC dated ²⁵ May 2018)

REGIMENTAL FUND ADVANCE REGISTER

S.No.	Date	Purpose of advance	Amt of Advance from Regimental Fund	Date Amt claimed from the Sate	Bill details	Amt claimed	Receipt No. & Date, Amt recouped
1	2	3	4	5	6	7	8