

**URGENT**

Through Dept website

Tel: 0471-2721278  
[financeallotment@gmail.com](mailto:financeallotment@gmail.com)

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

9013/F2-Fin/2016/NCC

15 Feb 2018

The Group Commanders:-  
(NCC Group Headquarters Thiruvananthapuram/  
Kollam/Kottayam/Ernakulam/Kozhikode)

The Commanding Officers  
All NCC Units  
The Officer commanding  
SS Coy NCC Kazhakuttom

**FINAL SURRENDER OF GOVERNMENT FUNDS**  
**FINANCIAL YEAR 2017-18**

1. All Drawing and Disbursing Officers are requested to inspect the accounts of Government Funds held under your custody to ascertain the anticipation of savings in each Head of Account and the same should be surrendered to this Directorate (K&L) through **e-mail ID** as per the format given below positively by **17 Mar 2018**. Failure to meet the deadline will be viewed seriously and assumed **NIL** report.

**[nccdteisfin@gmail.com](mailto:nccdteisfin@gmail.com) or [financeallotment@gmail.com](mailto:financeallotment@gmail.com)**

2. The savings should not held in reserve by the Sub Controlling or Disbursing Officer, no matter the justification. If there is no reason for non utilization of the funds, the Sub Controlling Officer is held responsible for its demand and non utilization.

3. It is emphasized that surrender of savings from each NCC office are consolidated in head-wise and submitted to Government for resumption or to re-distribute to subordinate offices who are in need of funds.

4. In view of the above, all DDOs are requested to surrender the savings through e-mail ID **ibid** as per the following format :-

(a)

<b>Object Head</b>	<b>Amount Allotted</b>	<b>Amount of Surrender as no longer required</b>
<b>01/4 – Med Re-imburement</b>		
<b>04-Travel Exp</b>		
1-Tour TA		
2-Transfer TA		
4- LTC		
<b>05-OE</b>		
1-Water Charges		
2-Electricity		
3-Telephone		
4-Other Items		
<b>45 - POL</b>		
<b>99 - IT</b>		
<b>06-RRT</b>		

(b)

Object Head	Total Amount expended from Apr 2017 to Mar 2018
<b>01- Salary Incl Gazetted Officers</b>	
1-Pay	
2-DA	
3-HRA	
4-Med Reimbursement	
5-Other Allowance	
6-DA Arrear	
7-Pay Rev Arrear	
<b>02 - Wages</b>	
1.Pay	
2. DA	
3.HRA	
4.Med Reimburse	
5.Other Allowance	
6. DA Arrear	
7. Pay Rev Arrear	



(S Ashokan)  
Accounts Officer  
For Additional Director General