

URGENT – TIME LIMIT



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NCC Directorate (K&L)
State Wing (Finance)
Cotton Hill Bunglow
Vazhuthacaud
Thiruvananthapuram .10

No.2990/E3-Fin/CATC/16(K) Bn /18-19/NCC

12 Oct 2018

The Group Commander

NCC Group Headquarters - Thiruvananthapuram /
Kollam / Ernakulam & Kozhikode
(Except Kottayam Group HQs)

**PENDING TA/DA FOR DRIVERS DETAILED FOR IGC SHOOTING CAMP
DUTIES HELD AT ERATTAYAR (IDUKKI) FROM 08 MAY TO 14 MAY 2018 :
CO-ORDINATED BY 16 (K) BN NCC, KOTTAYAM : .REGARDING**

1. Reference this Directorate letter No.3001/F1-Fin/2018/NCC dated 26 Jul 2018 to 16 (K) Bn NCC Kottayam with copy to NCC Group HQs, Thiruvananthapuram & Kottayam.
2. Pending payment of TA/DA claim in respect of Drivers detailed for the IGC Shooting Competition Camp duties from the Units under your command may be reported to **16 (K) Bn NCC, Kottayam with a copy to this Directorate by 16 Oct 2018** as per the Format appended below :-

Ser No	Name and Gde of Driver	Unit	Duty performed		Entitled TA/DA amount	If already Paid, details	Remark's
			From	To			

3. Subject report is urgently required for the information of **Offg Addl Director General NCC**.
4. If there is no case of pending claim, "NIL" report be submitted without fail.
5. Please expedite."

Sd/-x-x-x-
(**Srikanth L Joshi**)
Brigadier
Offg Addl Director General NCC

Copy to :-

- 1) NCC Group Headquarters, Kottayam
- 2) 16 (K) Bn NCC, Kottayam

Please ensure that, all Driver's TA/DA claim is include in the Actual Expenditure Statement & Re-submit the same by 25 Oct 2018.
For strict compliane.

Approved for Issue

S. ASHOKAN
Accounts Officer
NCC Directorate (K & L)
State Wing
Thiruvananthapuram -10