

Tel: 0471-2721278

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

2253/F2-Fin/Obsn/2018/NCC

22 Aug 2019

The Group Commanders

(NCC Group Headquarters - Thiruvananthapuram/Kollam/
Kottayam/Ernakulam & Kozhicode)

The Officer Commanding - All NCC Units/
SS Coy NCC Kazhakuttom

**SUBMISSION OF REQUIRMENT OF FUNDS TOWARDS
REFRESHMENT/HONORARIUM/WASHING ALLOWANCE/
OUT FIT MAINTANENCE ALLOWANCE ETC
:CLARIFICATION:REGARDING**

1. Refer to this Directorate Letter of even number dated 15 Jul 2019.
2. Para 1 (a) & (d) of the letter referred above is hereby amended to read as "**All Units/Battalions to forward the TR-59(C) demands for Refreshment / Washing Allowances to respective Group Headquarters to verify and the same to be forwarded to this Directorate once in quarter except for the last quarter in which it will be on a monthly basis**".
3. CCB's for 50% of ANO's Honorarium from State fund are to be demanded in two installments along with Central share demands up to Jun and up to Dec of every financial year. Such claims for First Installment should reach this Directorate on or before 31 Jul and second Installment should reach on or before 31st Jan every year so as to enable the allotment of fund. In the case of Outfit Maintenance Allowance, fund is issued annually at the rate of 1800/- (for the period from Mar 2019 to Feb 2020).TR-59(C) demand may be forwarded at the last quarter of the Financial Year.
4. In addition to the points made in the ibid Directives, the following guide lines are issued to carry out duties and responsibilities at various levels (i.e. Institution, Unit and Group HQs) while preparing and submitting the subject claims:-
 - (a) ANO – Prepare and verify the TR-59 claim and put up to Head of Institution duly signed by the ANO's concerned.
 - (b) Head of Institution – Verify the claims and duly endorse the signature at appropriate places and forward the same to OC Unit.

Contd...2/-

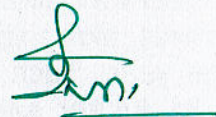
- (c) Section Clerk of Unit - - verify the claims with supporting documents like Training Diary, Cadets Attendance Register, Camp & Course report etc and make sure that all datas entered in the claims are correct in all respect.
- (d) Jr Supdt (DDO Unit) - Should verify the correctness of claim with allocation of fund from state/Central.
- (e) OC Unit - should countersigned the bills that these claims are valid for reimbursement and forward to Group Headquarters.
- (f) Section Clerk Of Gp HQ - Verify the data and arithmetical calculations are correct.
- (g) Manager of Gp HQs - Forward this claims duly recommended by Gp Cdr after ensuring all these claims are correct in all respect.
5. It is for your information and strict compliance.

Sd/xxxx
(Srikanth.L.Joshi)
Brigadier
Deputy Director General
for Addl Director General NCC

Copy to:-

NCC Gp HQs,Kollam – for information and necessary action Vide your letter No.702/GII
Dated 18 Jul 2019.

Approved for Issue



ASHOK KUMAR
PEN385270
Accounts Officer(StateWing)
NCC Directorate(K&L)