

The Director
Directorate General NCC

Directorate General NCC
West Block - IV
RK Puram
New Delhi - 110068

18 Dec 2018

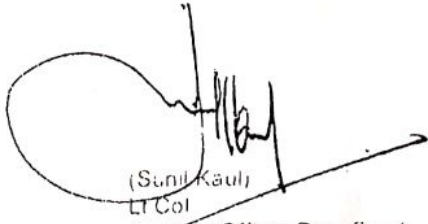
MEMORANDUM

NEC etc (B.S.)

At Home NCC, Delhi & D.T.s.

AMENDMENT OF FINANCIAL POWERS - REGT FUND

1. Reference is made to Para 4 of SOP for Maintenance of DGNCC Regimental Fund issued vide this HQs Case No 3352/DGNCC/SOP/MS dt 31 Jul 2011 and amendments (copies encl)
2. The revised fin powers of various CFAs in NCC is fwd herewith as per Appendices 'A' & 'B'
3. This has the approval of DG NCC.


(Sunil Kaul)
Lt Col
Account Officer Regt Fund
for DG NCC

Encis As above


DIRECTORATE GENERAL OF NCC
(MS DIRECTORATE)

AMENDMENT : SOP FOR MAINTENANCE OF DGNCC REGIMENTAL FUNDS

1. Reference is made to Para 6 of subject SOP issued vide this HQs Case No 3352/DGNCC/SOP/MS dt 31 Jul 2011.
2. Fresh rates of subscription for Regimental Fund from officers and staff of NCC will be as under. The revised rates will be implemented with effect from Aug 2018.

S No	Rank	Existing Rate (in Rs.)	Revised Rate (in Rs.)
(a)	Lt, Capt, Maj & Equivalent NCC Officers	30.00	80.00
(b)	Lt Col, Col & Equivalent	40.00	105.00
(c)	Brig & Equivalent	60.00	155.00
(d)	Maj Gen & Equivalent	70.00	180.00
(e)	Lt Gen & Equivalent	80.00	205.00
(f)	NK. Hav. Nb Sub. Sub. Sub Maj. ANOs & Equivalent	20.00	55.00
(g)	Civil Staff at HQ DG NCC . .	20.00	55.00

3. This has the approval of DG NCC.


 (Ajay Kumar)
 Brig
 Brig (MS)

Distr:-

 (All concerned)
 State NCC Dte,
 OTA Kamptee,
 WOTA Gwalior and NOM

PSC (Colonel)
 PSE (Colonel)
 Wg (Colonel)
 Trg (Colonel)
 MC (Colonel)

SOP FOR MAINTENANCE OF DGNCC
REGIMENTAL FUNDS

1. SOP for maintenance & operation of the DGNCC Regimental Fund is appended in succeeding paras

2. Introduction

(a) DGNCC Regimental Fund is a non-Public Account. The account is operated through Syndicate Bank, West Block - III, RK Puram, New Delhi. A/c No 90702010015484

(b) Authority DGNCC Regimental Fund is being operated in accordance with SNCCO 1/S/75 as amended from time to time and AO 9/2001/PS on the subject.

3. Maintenance The procedure for maintenance of accounts is laid down in SNCCO 1/S/75. However certain salient features are highlighted as under :-

(a) The account shall be supervised by DDG (MS) & Director (MS). A suitable clk will be emp to maint the accts. Every month the accounts shall be closed and submitted to DGNCC through proper channel by 15th of the succeeding month

(b) Cheques will be signed by any two officers out of the following four officers :-

- (a) DDG (MS).
- (b) Director (MS).
- (c) JD MS(A)
- (d) JD MS (Coord)

(c) Cheque books will be in the custody of the Director (MS).

4. Financial Powers to Sanction Expenditure. The limits of financial powers to be exercised for incurring expenditure from DGNCC Regimental Fund is as per Appendix 'A'. In the absence of the DDG (MS), the powers of DDG (MS) shall be exercised by Director (MS).

5. The main sources of income of DGNCC Regimental Fund are as under:-

- (a) **Subscriptions** from officers & staff of NCC organization.
- (b) DGNCC CSD Canteen profit.
- (c) Interest on fixed deposits.

- (d) CSD trade surplus.
- (e) Rebate from wet canteen in HQ NCC Camp.
- (f) Profit from PCO installed at HQ NCC Camp.
- (g) Contribution from YEP.
- (h) Subscription from NCC Cadets, ie Rs 4/- Per annum.

6. Subscription from officers & staff is as under -

- (a) Lt Gen - Rs 80/- per month.
- (b) Maj Gen & Equivalent - Rs 70/- per month.
- (c) Brig & Equivalent & above - Rs. 60/- per month
- (d) Col & Lt Col & Eqvt - Rs. 40/- per month
- (e) Maj, Capt & Equivalent NCC Officers - Rs. 30/- per month
- (f) JCO/ ANOs - Rs. 20/- per month
- (g) NCOs/OR - Rs 20/- per month
- (h) Civil Staff at HQ DG NCC - Rs 20/- per month

7. The distribution of the above fund shall be as under :-

- (a) NCC Units - 40%.
- (b) NCC Gp HQ - 15%.
- (c) NCC Dte - 15%.
- (d) HQ DG NCC - 30%

8. Expenditure

(a) Any purchase of an item costing upto Rs. 50,000/- or less can be made without calling for quotation etc.

(b) For purchase of an item costing between Rs. 50,001/- to Rs 2,00,000/-, limited tender system shall be followed. A minimum of three quotations must be obtained. Quotations must be opened by a Board of Officers which will also prepare the comparative statement of quotations & recommend the lowest rates. In case higher rates are recommended, the reasons must be recorded.

(c) For purchase of an item costing Rs. 2,00,001/- & above, an open tender system will be followed, i.e. tenders should be called through advertisement in National Newspapers. No payment/ advance payment shall be made to any supplier for purchase of item or work done without prior sanction from the DGNCC.

(d) Each Directorate of NCC HQ shall maintain a separate stock Register of Property of Non expendable item purchased out of DGNCC Regimental Fund. Immediately after purchase of a store items, the same shall be taken on ledger charge. A CRV shall be prepared in triplicate, and one copy shall be retained by the respective section of the HQ NCC, and remaining two copies shall be forwarded to MS Dte along with the bill, quotations & comparative statements where ever required.

(e) Internal Directorates of DG NCC should put up minute sheet, through concerned channel, for expenditure from Regimental Fund to MS Directorate. Submission of bills alongwith CRV shall be done by the respective sections of the Directorate within 10 days of the advance made.

(f) At the end of each financial year, an annual stock taking board shall be carried out by the respective sections of this HQ and a copy of board proceedings alongwith list of items will be forwarded to Director (MS) by 15 April, positively.

9. The expenditure as mentioned in Appendix 'B' can be met from the Regimental Fund.

10. Checking of Bills. After the bills are received in MS Directorate, it will be ensured that:-

(a) The pay order is duly sanctioned by the CFA.

(b) All bills are pre-receipted and affixed with a revenue stamp (in case of amount of bill exceeds Rs. 5000.00)

(c) The bill is verified by the purchasing officer.

(d) CRV is enclosed where ever necessary.

(e) Quotations & comparative statement is enclosed where the cost of an item purchased exceeds Rs. 50,000.00.

(f) Bills are on a printed form and are numbered and not on a pad slip or ordinary slips or computer generated slips.

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11. Miscellaneous

- (a) The Accounts shall always be operated by **two officers**.
- (b) **Handling of cash** should be minimum. As far as possible, maximum payments shall be made by cheques.
- (c) All **cheque books & pass books** should be in the personal custody of the officer operating the Accounts.
- (d) A "**Cheques issue register**" to control the issue of cheques should be maintained where in details of cheques number, purpose, and to whom issued and the amount should be indicated. The cheque should be signed after the relevant details have been entered in the register. The register should be initialed by both the operating officers only after signing the cheque.
- (e) Entries in the cash book should be made on a daily basis. The officer operating the account must initial each entry after satisfying himself with the sanction & relevant supporting documents.

12. **Cash Book must be closed** at the end of the month and balances made. **Bank Statements** should be obtained from the bankers at the end of every month and **bank reconciliation statement** pasted in the cash book every month.

13. **Accounts must be signed by the officer operating the accounts** and a certificate regarding agreement of cash with cash balance in the cash book should also be recorded in the cash book.

14. The accounts must be submitted to DGNCC through proper channel every month for perusal. It must be ensured that the quarterly Audit Boards are detailed on quarterly basis regularly. Audit by the Chartered Accountant should be carried out once a year and Audit Report should be submitted to DG for his perusal.

15. Fixed Deposit. Fixed Deposits should be made only in Public Sector Banks and Post Office schemes. No money will be put in sick Public Sector enterprises. **FDRs /Pass books** will remain in the custody of **Director (MS)**; Photocopy of FDRs will be pasted/kept in an envelope with Regt Fund acct book.

16. Loan & Advances . All out efforts will be made to liquidate the loans and advances paid from the Regimental Fund

17. Expenditure from Public Funds. All training related expenditure, office contingency expenditure, IT related expenditure, RDC and TSC related expenditure will be met from the Public Fund.

Conclusion

18. All efforts should be made to make judicious use of expenditure from the Regimental Fund. Endeavour should be made to conserve this fund and use it as last resort that too only in emergency.
19. This SOP superceeds all such SOPs issued in the past with regard to DG NCC Regimental Fund.
20. This has the approval of DG NCC.

Case No 3352/DGNCC/SOP/MS

HQ DG NCC
West Block No IV
RK Puram
New Delhi-110066


(Jagmohan Verma)
Brig
DDG (MS)

31 Jul 2011

Distr.

All Concerned

Appx 'A'
 Ref Para 2 of HQ DGNCC letter No
 3352/DGNCC/SOP/MS dt/8 Dec 2018

REVISED FINANCIAL POWERS FOR HQ DGNCC APPTS: REGT FUND DG NCC

S No	Appt	Revised Power for Expenditure per Transaction (in Rs)		Annual Limit@ (Rs)	Sanctioning Auth Beyond Limits (Rs)
		Consumer Durables	Expendable Items		
1	DGNCC (Lt Gen)				
2	ADG (B) or equivalent		NO LIMITS		
3	Brig MS or equivalent	40,000/-		6,00,000/-	DGNCC
4	Col MS or equivalent	20,000/-		4,00,000/-	
		10,000/-		2,00,000/-	Brig MS

Note

@ - The sanctioning of pay and allowances to Regimental employees will not contribute towards the Annual Limit restrictions.

Appx A
 (Ref Para 4 of Regtl Fund SOP No
 3352/DGNCC/SOP/MS dt 21 Jul 11)

FINANCIAL POWER : REGT FUND DG NCC

Ser No	Appt	Per Transaction (Rs)		Annual Limit (Rs)	Beyond Limit (Rs)
		Consumer Durables	Expendable items		
1.	DG NCC				
2.	ADG (B)				
3.	DDG MS				
4.	Dir MS				
5.	DDG/Comdt				
6.	Dir of State Dtes (in absence of DDG) & Dy Comdt of OTA				
7.	Gp Cdr				
8.	Unit Cdr				

No Limit

35% of annual income or Rs 60,000/- whichever is less (for each item) (not per transaction)

35% of annual income or Rs 45,000/- whichever is less (for each item) (not per transaction)

35% of annual income or Rs 20,000/- whichever is less (for each item) (not per transaction)

70% of annual income or Rs 3,00,000/- whichever is less

70% of annual income or Rs 1,50,000/- whichever is less

Expenditure beyond Rs 3,00,000/- but below 70% of annual income can be sanctioned by DDG

Expenditure beyond Rs 1,50,000/- but below 70% of annual income can be sanctioned by Gp Cdr

Appendix 'B'
 (Refer to Para 9 of DGNCC letter No
 3352/DGNCC/SOP/MS dt 3/ Jul 11)

**LIST OF ITEMS ON WHICH EXPENDITURE MAY BE INCURRED
 OUT OF REGIMENTAL FUND**

1. NCC Day celebration and other similar functions, including Ceremonial parades like 15 Aug. and 26 Jan.
2. Prizes for cadets and staff. @
3. Trophies. @
4. Books and Periodicals. @
5. Photographs and Albums. @
6. Brochures, certificates and Souvenirs. @
7. Greeting cards and invitation cards.
 (Note : @ Only for items /expenses which cannot be met out of Public funds.)
8. Indoor and Outdoor games.
9. Utensils, crockery and cutlery for officers, PI staff and cadets Messes.
10. Camp furniture for Officers Mess, PI Staff Mess and cadets Recreation Rooms.
11. Expenditure on tea/light refreshments to important visitors/Govt officials and NCC officers who visit NCC HQ (upto level of Directors).
12. Expenditure on Welfare schemes for welfare of NCC Staff & cadets.
13. Ex-gratia grant to genuine cases of part time/Whole time NCC officers, civilians, PI Staff re-employed exclusively for service in NCC and NCC cadets. Such grants will be admissible in cases of death/disability attributed to NCC duties or while in NCC camps, or training under orders of DG.
14. Expenditure on welfare of PI Staff could include items such as TVs, coolers, curtains, fans, improvement in the barracks /JCOs club etc.
15. Ex-gratia grant to next of kin of PI Staff in case of death attributable to NCC activities.
16. MT repairs to the tune of Rs 10,000/- at a time subject to annual ceiling of Rs. 1, 00,000/-.

17. Stationery items/printing Rs. 5,000/- at a time subject to the annual ceiling of Rs. 50,000/-.
18. Repairs /maintenance of Regimental property subject to an annual ceiling of Rs. 50,000/-.
19. Flowers/Wreaths/Gifts/ Mementos/conveyance charges for Regt duties and petty items - Rs. 2,000/- at a time, subject to annual ceiling of Rs. 20,000/-.
20. Expr on send off/ reception to NCC cadets participating in Inter-dte competitions/adventure activities, subject to a maximum of Rs. 50/- per cadet.
21. Gifts to retiring Civilian Staff.
22. Farewell party to retiring Civilian Staff.
- ✓ 23. Temp duty expenditure in r/o JCOs/NCOs attached at HQ DG NCC.
24. ~~Any other item ONLY WITH THE PRIOR APPROVAL OF DGNCC~~
- ✓ 25. Payment of Mobile Phone expenditure.
26. Centralized functions of offrs Mess at the directions of DG NCC.