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Directorate General NCC
Ministry of Defence
West Block-IV ,RK-Puram
New Delhi - 110066

3352/Policy/DGNCC/Fin/Funds-1

31 Mar 08

All NCC Dtes and
Trg Estts

POLICY INSTRUCTIONS - REGIMENTAL FUND

1. Reference this HQ letters of even number dated 09 May 2002 and 12 Dec 03.
2. The financial powers of various authorities in NCC Organisation, competent to incur expenditure out of Regimental Fund, were last revised vide this HQ letters under reference based on the feedback received by NCC HQ, a necessity has been felt to enhance the existing financial powers. Consequently, with the approval of the Director General, the financial powers of various authorities competent to incur expenditure out of Regimental fund have been enhanced as under ; -
 - (a) UNIT COMMANDER can incur expenditure up to 35 % of annual income or Rs 20,000/- which ever is less, for each CONSUMER DURABLE item and 35 % of annual income or Rs 15,000/- per annum which ever is less for each EXPENDABLE ITEM subject to a overall ceiling limit of 70% of annual income or Rs. 1,50,000/- per annum which ever is less .Expenditure beyond Rs. 1,50,000/- per annum but below 70% of annual income can be sanctioned by the Gp Cdr.
 - (b) GOUP COMMANDERR can incur expenditure up to 35% of annual income or Rs 60,000/- which ever is less for each CONSUMER DURABLE item and 35 % of annual income or Rs. 45,000/- which ever is less for each EXPENDABLE ITEM subject to overall ceiling limit of 70% of annual income or Rs.3,00,000/- per annum which ever is less . Expenditue beyond Rs. 3,00,000/- per annum but below 70% of annual income can be sanctioned by the DDG concerned.
 - (c) DDG/ Comdt can incur expenditure up to Rs.1,50,000/- per item, whether durable or expendable , subject to overall ceiling limit of Rs 6,00,000/-.

- (d) In the absence of DDG, Director of State NCC Dte/Dy Comdt kof OTA can sanction expenditure up to Rs 25,000/- per item. However, overall ceiling limit in respect of expenditure incurred both by the DDG and the Director will be Rs 6,00,000/.

Sd/-

(SK Singh)

Offg Dy Dir Gen (P&F)

For Dir Gen NCC

Copy to :-

DDG (MS)

:

The financial power to incur expenditure by Addl DG out of HQ NCC Regimental Fund are enhanced to 3,00,000/- per transaction subject to over all annual ceiling of Rs. 10 lakhs.

SO to DG

SO to ADG (A)

SO to ADG (B)

REGIMENTAL FUND

General

1. All cases pertaining to formulation of policy on Regimental Fund are handled by P&F Dte.
2. Regimental Funds of NCC are welfare funds of the NCC Organisation which are raised through contribution by serving personnel, civilian staff, cadets and canteen profits. These funds are not financed from public funds. The mixing of public and non-public funds is prohibited. These funds are used for various welfare activities for which either no fund is allotted by the Govt or a very meager amount is provided.
3. General instructions on maintenance of Regt Fund in NCC have been issued vide SNCCO/1/S/75. These instructions have undergone various changes over a period of time. The changes have been incorporated in the succeeding paragraphs for guidance.
4. NCC Regimental Fund account is maintained by the following :-
 - (b) Director General NCC
 - (c) State NCC Directorates
 - (d) NCC Gp HQs
 - (e) NCC Units
5. Source of receipt
 - a) CSD profits
 - b) Annual subscription (at following rates):-

(i) Brig / eqvt & above	- Rs 40
(ii) Col / Lt Col & eqvt	- Rs 30
(iii) Major/Capt & NCC officers	- Rs 25
(iv) JCO/OR and eqvt	- Rs 20
(v) ANOs	- Rs 20
(vi) Cadets	- Rs 4
6. Civilian officers & staff in HQ NCC & NCC Dtes are to contribute at the rates applicable to their counterparts in services.
7. Distribution of subscription

- a) DTE GEN NCC - 30 %
 b) NCC DTE - 15 %
 c) GP HQ - 15 %
 d) UNIT - 40 %

8. Financial powers to incur expenditure from Regt Fund in NCC Dtes, OTAs, Gp HQ & Units

	Durable item	Expendable item	Annual ceiling
UNIT CDR	Rs 15,000/- per transaction or 35% of annual income whichever is less	Rs 9,000/- per transaction or 35% of annual income whichever is less	Rs 60,000/- or 70% of annual income whichever is less
GP CDR	Rs 45,000/- per transaction or 35% of annual income whichever is less	Rs 30,000/- per transaction or 35% of annual income whichever is less	Rs 1,20,000/- or 70% of annual income whichever is less
DIR Dy DG	Rs 10,000/- per item* Rs 60,000/- per item whether durable or expendable*, *Ceiling limit of both the Dir & DDG put together is Rs 3,50,000/-		

Note :- In the event of a Unit Commander/Gp Cdr having exercised the financial powers upto the financial limits, next higher authority can sanction additional expenditure but upto 70% of the annual income of the concerned Unit/Gp HQ.

9. Financial powers in HQ NCC

- a) DIR (MS) – Rs 1,000/- per transaction subject to annual ceiling of Rs 60,000/-
 b) DDG (MS) – Rs 10,000/- per transaction subject to annual ceiling of

- Rs 2,00,000/-
- c) ADG (B) – Rs 40,000/- per transaction subject to annual limit of
Rs 6,00,000/-
- d) DG – Full powers.

SOP

REGIMENTAL FUND ACCOUNT NCC DIRECTORATE (UP)

Ref :-

- a) Defence Services Regulation
- b) SNCCO dated 1/5/75 as amended by DGNCC, New Delhi letter no. 3352/DGNCC/Fin/Funds-I dated 13 Mar 2003, letter no. 3352/Policy/DGNCC/Fin/Funds-I dated 31 Mar 08 and letter no. 3352/DGNCC/Policy/MS dated 25 Mar 2010.

Aim

1. The purpose of this SOP is to bring together in a concise form rules laid down in books quoted in references for easy references and assistance of Officers responsible for maintaining NCC Directorate (UP) Regimental fund Account.

Definition of Fund

2. NCC Dte Regimental Fund is raised through the following:-
 - a) 15% share of subscription by all officers, all other ranks and cadet, received from Group Headquarters and is not financed in any way from public money.
 - b) CSD canteen profit.

Source of Income

3. The fund is built up by following sources
 - a) Regimental subscription from officers, Staff and cadets are as follows:-

(i)	Brig or equivalent	-	Rs. 40/-
(ii)	Col or Lt Col	-	Rs. 30/-
(iii)	Maj/Capt or ANO	-	Rs. 25/-
(iv)	JCO/OR	-	Rs. 20/-
(v)	Cadets	-	Rs. 04/-
(vi)	15% share of Gps/Units		

(Above rates as per DGNCC, New Delhi letter no. 3352/Policy/DGNCC/Fin/Funds-I dated 09 May 2002)

- b) Share of Canteen Profit
- c) Interest capitalized maturity of FDI/SB A/C

The subscription collected at the rates as mentioned above will be distributed as under:

DGNCC	NCC DTE	NCC GP HQ	NCC UNIT
30%	15%	15%	40%

(Above As per DGNCC, New Delhi letter no. 3352/DGNCC/Funds-I dated 22 Feb 94)

Auth Items of expenditure

4. List of items have been withdrawn vide DGNCC, New Delhi Letter No. 3352/DGNCC/Fin/Funds-I dated 10 May 2001 and classified under Durable and Expendable items. While incurring expenditure on any item, the competent authority will ensure that the expenditure incurred is directly related with the bonafied welfare measures. The competent authority will be held responsible for any wasteful expenditure if found during the inspection of the Regimental Fund.

5. Financial Limits

(a) ADG can incur maximum of Rs. 1,50,000/- per item. whether durable or expendable, subject to an over all ceiling limit of Rs. 700000/-per annum (As per DGNCC, New Delhi letter no. 3352/DGNCC/Policy/MS dated 25 Mar 2010)

The following powers have also been delegated by the ADGNCC (UP) to Director and Regimental Fund Account Officer:

DDG	-	Rs. 10,000/- per month
Director	-	Rs. 5,000/-per month
RAO	-	Rs. 2,000/-per item

(As approved by ADG NCC (UP) vide minute sheet no. 944/PF/Pers (B&F) dated 03 Apr 2012)

(b) Total expenditure during financial year not to exceed.

6. Maint of Cash Book (Authority SNCCG/1S/75)

(a) All accounts will be maintained in double entry system, ie all receipts on one page and payments on the opposite page.

(b) When the fund is operated by a duly authorized commissioned officer of the unit. OC Unit will inspect accounts at least once a month and record his findings. in the cash book itself and countersigned.

(c) Cash book will be maintained by an officer. If entries in the cash book are written by a duly authorized subordinate, Officer responsible for the cash book will personally check all entries and initial against each entry.

(d) Monthly receipt/ expenditure will be calculated/reflected as on the last day of the month and balance recorded. Balance is to be carried forward to the next month. Grand total should also be shown immediately below the balance column wise.

- (e) Particular attention will be paid to avoid incorrect entries. Should these occur, they should be crossed by drawing a horizontal line and initialed by the officer in charge of the accounts.
- (f) Overwriting and erasures are not permissible.
- (g) All entries in the cash book, both receipt and payment should be supported by proper vouchers. Receipt and payment vouchers should be tied separately and serially numbered, and these numbers should be cited against the relevant entries in the Cash book. The officer maintaining the accounts will endorse on each payment voucher, the amount he has paid in figures as well as in words and sign the same showing the date of transaction.
- (h) Cash balance on the last working day of each month will be verified by the Officer in charge of fund personally and a certificate to this effect will be endorsed in the Cash book.

7. Bank Accounts

In order to avoid risk of loss from treasury chests the funds may be banked in the following manner:-

- (a) The amount may be invested in recognized securities or deposited with any branch of the Reserve Bank of India or the State bank of India or with any Nationalized bank or with any bank of banking firm of good standing in accordance with para 821 of "Defence Service Regulations – Regulations for the Army".
- (b) All bank transactions and transactions relating to other investment and deposits must appear in the Cash Account: separate accounts being opened for each class of deposit and investments etc.

8. Cheques

- (a) All cheque books will be kept by an officer under lock and key in order to safeguard against any loss. Cheques and treasury receipts received uncrossed would be immediately crossed in favour of appropriate account on receipt and credited in the bank account. A cheque should not be made payable to self. Cheques in payment of dues to private parties should invariably be crossed.
- (b) Deposit, payment and transfer cheques may be titled in by a clerk for the signature of the officer concerned who will be held responsible for the correctness of all entries therein. Alterations in cheques should be attested by signature in full.

9. Balance Sheet

Balance sheet should always be prepared monthly showing the assets and liabilities.

10. **Bank Reconciliation Statement**

Monthly reconciliation statement should be regularly prepared on receipt of Bank statement and recorded in the Cash Book.

11. **Production of Accounts for Audit/Surprise Check**

It is duty of Officer in Charge of the fund to produce the accounts for audit by the Quarterly Audit Boards and Surprise Checks.

12. **Audit of Accounts – NCC Directorates and Training Establishments**

Every quarter accounts are required to be audited by a Board of Officers detailed by Est Branch. One copy of the Board Proceedings on the accounts is required to be submitted to Director for countersignature.

13. **Handing /Taking Over**

Whenever account is handed over by one officer to another, the last monthly balance and all subsequent entries will be verified and the account will be balanced, dated and signed by both officers. In the event of such procedure being prevented by sickness or other emergency, the senior officer on the spot will act as provided in para 809 of “ Defence Services Regulations – Regulations for the Army”, read in conjunction with Rules 31 and 32 of F.R. Part-1 (1963 Edition)

14. **Officer Responsible for the Maintenance of Accounts**

NCC Regimental fund will be maintained by an officer detailed by the ADG NCC. This duty will not in any case be entrusted to non-gazetted subordinates. It will be ensured that one accounts handled by one officer as far as possible.

15. **Inspection of Accounts**

Accounts will be inspected and countersigned by the Director every month and perused by ADG once in Quarter.