



कार्यालय रक्षा लेखा प्रमाण नियंत्रक (सेना), करियाप्पा मार्ग लखनऊ छावनी-226002
Office of the Principal Controller of Defence Accounts (Army) Cariappa
Road, Lucknow Cantt. -226002
कार्यालय दूरभाष सं. 0522-2451547 कार्यालय फैक्स सं. 0522-2451993
Office Phone NO. 0522-2451547 Office Fax NO. 0522-2451993



IA/I/1264/Audit of Camp Accounts/NCC

Date:- 29/02/2024

To,

All RAO/LAOs/ALAOs
Under PCDA (Army)

Sub:- SOP on Audit of Camp Accounts of NCC

Ref:- (i) HQr office letter no. AT/VII/7279/NCC/E-5313 dated 23.02.2024 and no. even dated 23.01.2024
(ii) This office letter No. even dated 29.01.2024.

HQr office vide their letter cited above has issued a comprehensive SOP on the subject matter which are as under:

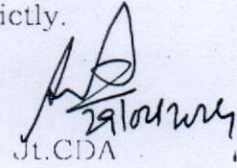
(A) AUDIT OF CAMP EXPENDITURE

- i. DDsG of NCC will liaise with the concerned PCDA/CDA to conduct the audit of the camps within four weeks of completion of each camp.
- ii. On completion of Camp the Camp Commandant will ensure that the camp accounts are immediately closed and audited by the LAO concerned in whose audit jurisdiction the NCC units falls within a period of four weeks. The LAO will prepare an 'Audit Certificate' showing the respective shares of Central and State Government in the combined camp expenditure.

(B) SETTLEMENT OF ADVANCE:

- i. A copy of the Audit Certificate will be sent by the LAO to the CDA/PCDA from whom the advances is drawn for his acceptance and settlement of advance with a copy to NCC Dte and NCC unit concerned. Such certificate will indicate the details of advance against which the audit certificate has been issued.
 - ii. PCDA/CDA will link up the settlement of Camp Expenditure and Audit Certificate issued by the LAO to the settle the Advance by the NCC Dte.
2. Further it has also directed by the HQr office that audit of Camp Accounts and issue of 'Audit Certificate' thereof for the period from 01.04.2024 to 31.12.2023 may be completed by 30.06.2024.
 3. It is therefore, directed all concerned to complete the audit of Camp Accounts by 30.06.2024 and furnish the completion report to this office latest by 03.07.2024 without fail for onward submission to HQr office.

4. Further in this context point no. 4 (Audit of Camp Accounts) & 6 (Arrears of Audit) of LAO's/RAO/ALAO's conference which was held on 20th Feb 24 and minutes circulated on 26th Feb also needs to adhered to strictly.


JL.CDA

Copy to:

1. The Oi/C
Area Accounts Office (CC)
Prayagraj-211001
2. The Oi/C
Area Accounts Office (CC)
10 Cantt, Wheeler Barrack Marg
Kanpur-208004
3. The Oi/C
Bill Section (Local)
4. The Oi/C
OA Cell

for upload to web-site.

— Sd —
Sr.AO. (IA)