

6005/550/02/Accts

06 Feb 2018

All NCC Units

✓ 21(1) Bn NCC

**STREAMLINING OF CLAIMS ON ACCOUNT OF 50% CENTRAL SHARE OF  
HONORARIUM AND OUTFIT ALLOWANCE TO ANOs**

1. In order to streamline the claims of Honorarium and Outfit allowance the following instructions are issued.
2. It has already been instructed vide this Directorate letter No.6005/550/02/Accts dated 03 Jan 2018 that claims up to 31 Dec 2017 may be claimed before 20 Jan 2018. All claims submitted in the Financial Year 2017-18 may be restricted up to 31 Dec 2017 only. In case any Unit has claimed beyond that period in Financial Year 2017-18, the claim will be restricted up to 31 Dec 2017 by this Directorate.
3. From the Financial Year 2018-19, the claims may be submitted in the following two instalments:-
  - (a) 50% Honorarium for the period from 01 Jan 2018 to 30 Jun 2018 and all outfit allowance cases falling between these dates may be claimed in the month of Jul 2018 but before 20 Jul 2018.
  - (b) 50% Honorarium for the period from 01 Jul to 31 Dec 2018 and all outfit allowance cases falling between these dates may be claimed in the month of Jan 2019 but before 10 Jan 2019.
4. The periodicity of claims prescribed above may be strictly adhered to.
5. Please ensure that the claim for second half of the year will reach in this Directorate before 10 Jan 2019 otherwise CDA may reject the claims received at the fag end of the Financial Year.
6. The claim of a Unit may be submitted in a single batch consisting all ANOs of that Unit. Claim preferred in piecemeal manner will not be entertained. However claims of Honorarium and Outfit Allowance may be submitted separately.
7. Of late, it is observed that some of the Units are not enclosing Nominal Roll and Proforma as prescribed by this Directorate vide this Directorate letter No.0150/01/Funds/Pers (A) dated 16 May 2017. All Units are instructed to attach prescribed Proforma IN DUPLICATE with all claims.
8. The preparation of claims may be started well in advance so that the claims will reach in this Directorate before the due dates mentioned in Para 3 (a) & (b) above.
9. Delay in claiming the amount from CDA Chennai may be avoided to the maximum extent.
10. All Units are requested to strictly follow the above instructions.

  
(KS Mohanakumar)  
Sr Accounts Officer  
For ADG NCC

Copy to :-

All NCC Group HQs - for info and necessary action.