

PREAMBLE

1. The Logistics Directorate provides logistics support in terms of provision of clothing, vehicles, and equipment including arms and ammunition besides infrastructural facilities for accommodation and camping. The Logistics Directorate also plays a vital role in the conduct of Annual Republic Day camp.

2. To facilitate smooth logistics management at the level of State Directorates and units of NCC, large number of instructions pertaining to different aspects of Logistics management have been issued by the DGNCC (Lgs) & MOD. This manual further amplifies the above instructions and in no way supersedes them. However, it has been observed that some of these instructions have either not been disseminated down to lower levels or have been lost/misplaced over a period of time. Non-adherence of these instructions by the State Directorates have resulted in major procedural lapses leading to avoidable wastage of time and resources. In certain instances because of ignorance of these instructions, the State Directorates have not been able to project their demands for allocation of funds meant for them.

3. To obviate the above problems, a Logistics Manual of all important policy instructions pertaining to logistics management has been compiled by Logistics Directorate. This will serve as a ready reckoner to the Commanders and Logistics staff in the State Directorates and units and thus needs to be disseminated down to lowest level. The approach to tenets contained in Logistics Manual will at all times be governed by the following factors :-

- (a) Total Transparency.
- (b) Total Accountability.
- (c) Explicit compliance of procedural/Codal formalities.
- (d) Instituting Mechanism to monitor dependency/response time by concerned agencies/vendors.
- (e) No repeat No compromise on quality.
- (f) Standardisation of all equipment, accoutrements, clothing etc at all levels starting HQ NCC downwards.

New Delhi
20 Jun 05

(Rakesh Mehta)
Brig DDG (Lgs)

SALIENT ASPECTS OF LOGISTICS MANAGEMENT

1. NCC is a premier youth organisation which functions directly under Ministry of Defence. Logistics requirement of the organisation are thus projected to Ministry of Defence directly and their sanctions obtained. The procedure for sanction is simpler and less time consuming as compared to three services who have a relatively more complex system due to a long chain of command. The principles of Logistics management followed in NCC are similar to Army/Navy/Air Force. However, the logistics management procedures are based on instructions/policy guidelines issued by Ministry of Defence or HQ DGNCC.

2. The other salient features of Logistics management in NCC which differ from services are as follows :-

(a) Provisioning of clothing, equipment, arms and ammunition in NCC is done on forecast of strength for enrollment and not on the basis of expenditure, wastage as in the case of services.

(b) No wastage reserve catered for in NCC.

(c) No store holding depots structured in the NCC organisation. The stores are procured and distributed from Store Holding and Distribution Centre (SHDC) located at State Dte level.

Air and Naval Aspects

(d) The procurement of Air eqpt with life more than 7 years is done through Defence Procurement Cell.

(e) Gliders held with NCC Air units are maintained through Air Force.

(f) Microlite are maintained under aegis of NCC.

(g) Principle of procurement for Naval equipment will follow service guidelines. The management of equipment will follow guidelines issued by DG NCC.

(h) Arms initially provided by Air force/Navy for Air and Naval units respectively as one time provision. Subsequent management, provisioning and disposal will follow the guidelines issued by DGNCC.

(i) Disposal of gliders will be through Air Force and microlite under NCC.

(j) Hanger charges. Hangers for parking of NCC Air Craft/gliders are provided by Airport Authority of India. Hangerage charges for the same are to be provided by State Govt.

Vehicle and Equipment(eqpt)

(k) Non service pattern eqpt is to be maintained locally ex trade except for Arms/Radio sets.

(l) Downgradation of eqpt will be carried out under authority of respective State DDGs. Boards so ordered will include EME representatives.

(m) Medical Units. NCC Medical units are responsible for training cadets on medical matters. Medical officers posted with these units are authorised as Authorised Medical Attendant(AMA) for all personnel in Non-Military stations where military medical facilities are not available. OC Medical Coy NCC will be designated as AMAs by the SEMOs of the nearest Military Station. The AMAs so designated will be permitted to carry out AME of the troops located in their station and process medical reimbursement bills in terms of AO 32/81.

(n) R&V Units. Principles of management in R&V units is akin to services. However, provisioning, accounting and disposal will be under the aegis of NCC. All losses/accretions will be reported to NCC and NOT to Stn units/HQs.

(o) Works The works in NCC are carried out by MES/CPWD/PWD on book debit. Works upto Rs. 25 lakhs are sanctioned by DG and beyond Rs. 25 lakh by the Ministry of Defence. Disposal of replaced items is the responsibility of NCC and not MES/PWD unless cost of the same is incl in contract.

(p) Postal Services in NCC Dte NER Due to current security scenario in the North Eastern States, a lot of problems were faced by the NCC units located in NER in postal communication through Civil Post Offices. Therefore, the proposal for provision of postal cover to NCC Units in NER through the Army field post offices (FPO) has been accepted on temporary basis. The details of NCC Units who come under this provision are given at **Appendix 'A'**.

(q) Purchase of Equipment/Vehicles/Stores/Clothing All purchases by DGNCC(Lgs) are made by Purchase Cell. DD Purchase Cell will issue instructions for management of warranty period. State Directorates will be required to submit monthly serviceability state in respect of each category of store/equipment till completion of warranty period.

(r) Scales of Ration for Cadets : RDC Camp. The authority to revise the laid down scales of ration for cadets attending RDC is DG NCC.

(s) Purchase of Specialist Eqpt not authorised in PET. On number of occasions, there is a requirement to purchase specialist equipment for adventure activities, signal communication etc. which is not authorised in PET. For purchase of this kind of equipment the following procedure will be adhered to :-

- (i) Acceptance of necessity to be taken by the concerned Dte from DG NCC.
- (ii) Sanction obtained from MOD for purchase of said equipment and DGL issued accordingly.
- (iii) Purchase of said eqpt to be carried out by purchase cell as per procedure with DG NCC Camp as consignee.
- (iv) Eqpt to be taken on charge by DG NCC Camp and issued to user on proper document.
- (v) Eqpt to be maintained by the consignee. Suitable funds to be allotted for maintenance from relevant heads.

Financial Planning & Monitoring

(t) The NCC Dte will conform to the following code heads:

A STORES		
S.No.	Head Account	Code Head
1.	L/P Clothing	1/543/01
2.	C/P Clothing	1/543/02
3.	L/P Equipment	1/544/01
4.	C/P Equipment	1/544/02
5.	L/P MT	1/545/01
6.	C/P MT	1/545/02
7.	L/P Other Stores	1/546/01
8.	C/P Other Stores	1/546/02
9.	Excise/Custom Duty	1/547/00

B REVENUE WORKS 1/549/01

C INFORMATION TECHNOLOGY

S.No. Head Account Code Head

Hardware

1. Central Purchase 1/552/02

Software

2. Central Purchase 1/543/02

CAPITAL WORK

S.No. Head Account Code Head

1. Carry Over Work 1/907/44

2. New Work 1/907/45

(u) NCC Dtes may incur expenditure up to 1/6th of the allocation of the previous Financial Year during Apr to May of the current year. The allocation for the year will normally be disseminated by the HQ DGNCC by first week of Jun each year. The following expenditure parameters will be observed:

- (i) 40% of the budget allocation to be completed by 30 Sep each year.
- (ii) Expenditure upto 67% will be ensured by 31 Dec each year .
- (iii) Not more then 33% of budget allocation is permitted to be expended in the last quarter.

(Auth: MOD (Fin) ID No. 1/2004 dated 04 Sep 04)

(iv) Reports of budgetary expenditure must be submitted to Lgs Dte by 10 Oct and 10 Jan in respect of Qtr ending Sep and Dec respectively. All unutilised funds will be withdrawn and redistributed by this HQ.

Appendix 'A'
(Refer to para 2 (q))

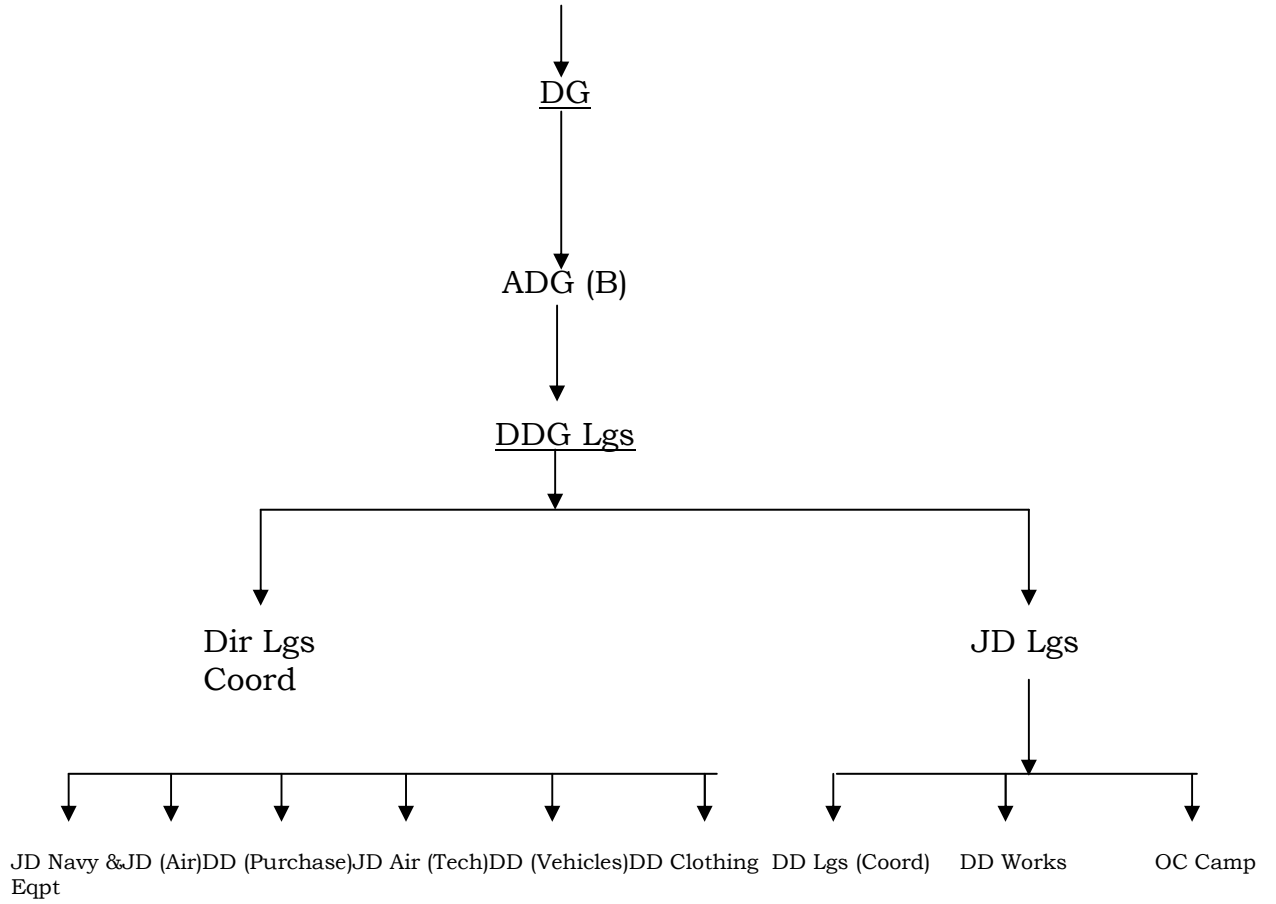
DETAILS OF POSTAL DEPENDENCY OF NCC UNITS IN NER

S. No. (a)	LOC of NCC GP HQs/Units (b)	LOC of Nearest FPOs (c)	Dependency Recommended (d)	Remarks (e)
1.	25 Nagaland (I) Coy NCC, Mokokchung	815, 16 AR Mokukchung, Nagaland	815 FPO	
2.	NCC Gp HQ, Imphal 14 Manipur Bn NCC, Imphal 65 Manipur Girls (I) Imphal 1 Manipur Air Sqn NCC (Flg), Imphal	816 HQ MP Rg, Imphal, Manipur	816 FPO	
3.	NCC Gp HQ Kohima 24 Nagaland (I) Coy NCC, Kohima 66 Nagaland Girl (I) Coy NCC, Kohima	817 HQ NLR (S), Kohima, Nagaland	817 FPO	
4.	13 Tripura Bn NCC Agartala 15 Tripura (I) Coy NCC, Agartala 71 Tripura Girls (I) Coy NCC, Agartala	818 HQ Tripura Rg Agartala, Tripura	818 FPO	
5.	20 Mizoram (I) Coy NCC, Aizawl 1 Mizoram Bn	821 HQ Mizoram Rg. Aizawl, Mizoram	821 FPO	
6.	NCC Gp HQ Silchar 3 Assam Bn NCC Silchar 4 Assam Bn NCC Karimganj 64 Assam Girls Bn NCC, Silchar	FPO Masimpur	FPO Masimpur	

(a)	(b)	(c)	(d)	(e)
7.	NCC Gp HQ Tezpur 5 Assam Bn NCC, Tezpur 8 Assam Bn NCC Nagaon 72 Assam Girls (I) Coy, NCC North Lakhimapur 73 Assam Girls (I) Coy NCC, Tezpur 22 AP (I) Coy NCC, Pasighat 1 AP Bn NCC Itanagar	FPO Tezpur	FPO Tezpur	
8.	NCC Gp HQ Dibrugarh 10 Assam Bn NCC, Dibrugarh 26 Assam (I) coy NCC, Digboi 49 Assam Naval Unit NCC, Sibsagar 46 Assam Med Coy NCC, Dibrugarh 11 Assam Girls (I) Coy NCC Sibsagar	FPO Dibrugarh/ Dinjan	FPO Dinjan	
9.	NCC Gp HQ Jorhat 9 Assam Bn NCC Jorhat 12 Assam (I) Coy NCC Golaghat 33 Assam Comp (T) Regt NCC, Jorhat 64 Assam Girls Bn NCC Jorhat 74 Assam Girls (I) Coy NCC, Golaghat 51 Assam Air Sqn NCC Jorhat	FPO Jorhat	FPO Jorhat	

ORGANISATION
LOGISTICS DTE: DGNCC
LOGISTICS CELL : STATE DTES

LGS DTE
ORGANISATION CHART



CHARTER OF DUTIES**DDG (Lgs)**

1. Administration of all NCC Units (including Naval/Air Units) with regard to aspects of accommodation, clothing, vehicles, equipment and stores.
2. Contracts of furniture, catering etc. for RDC.
3. Co-ordination of Budget.
4. Sanction and progressing works, allotment of funds to Dtes, Quartering policy, military and non-military stations.
5. Regularisation of losses.
6. KLP of NCC units.
7. Administration of RD Camp and DGNCC pool of vehicles.
8. Procurement of clothing items, vehicles, ammunition, Army, Air & Naval equipment.
9. Administration of NCC run CSD Canteen.
10. Handling of Audit objections.

Dir (Lgs)

11. Forecast, provisioning and procurement of clothing and equipment required for NCC.
12. Prepare and present Annual requirement of clothing stores/equipment to the Ministry of Defence.
13. Budget control, forecast and planning and monitoring expenditure of stores/equipment.
14. Process introduction of new equipment with Ministry of Defence.
15. Prepare date sheet and brief for Tender Purchase Committee and assist the Committee in finalisation of the procurement proposals.
16. Progress minutes of the Lgs Conference and equipment related points of all conferences.
17. Monitoring the progress of materialization of stores/equipment from the Trade/Ordnance/Ordnance Factories.
18. Regular interaction with DGQA for quality assurance and inspection of clothing, equipment, vehicles, controlled stores and accessories.
19. Responsible for timely publication of tender notice and its opening?
20. Responsible for timely publication of tender notice and its opening?
21. Responsible for fixing TPC and other meeting with Ministry of Defence? related with procurement of stores and equipment.
22. Oversee the functions of DDs Adm (Clothing) and Vehicles and controlled stores & supplies, Air, Navy and Purchase.
23. Registration of vendors for RDC and floating of tenders and monitoring of supply of items.
24. Assist the DDG (Lgs) in establishment and running of the Republic Day Camp with respect to :-
 - (a) Attachment/administration of vehicles for duties during Republic Day Camp from neighbouring State Dtes.
 - (b) Associated functions as per Red Book
25. In addition to his own duties to officiate as DDG (Lgs) in his absence. With that in view Dir (Lgs) will keep himself abreast with functioning of JD (Coord).

Jt Dir Lgs (Coord)

26. Control over contracts of furniture and catering in respect of Republic Day Camp .
27. Progress on DG, ADG's & DDG's Tour Notes on points pertaining to Lgs.
28. Preparation and compilation of Adm Lgs points for conference.
29. Issue and monitor progress on minutes of all conferences presided over by DDG (Lgs).
30. Issue minutes of the Lgs conf.
31. Co-ordination of Lgs Dte.
32. Arrangement and co-ordination of accommodation of visiting Officers during conference.
33. Control over processing of cases of Major Financial Accounting Irregularities in NCC Dtes.
34. Regularisation of losses in NCC stores.
35. Oversee the functions of DD Coord, OC Camp, MTO and DD (Wks& Qrs) and perform the duties of OC Troops of DGNCC Camp.
36. All aspects of works and quartering in the NCC.
37. To function as Project Monitoring Officer (PMO) for all civil works projects in DGNCC Camp.
- 38 Assist DDG Lgs in setting up and co-ordination of RDC Camp which includes purchase of stores, employment of labour and oversee functions of Quartermaster and MTO.
39. Complete Logistics co-ordination of PM's Rally.

Jt Dir Lgs (Air)

40. Provisioning of gliders and winches to NCC Air Sqn.
41. Follow up action with Air HQ, HAL & repair agencies for repair/servicing and maintenance of gliders.
42. Repair & maintenance of microlites.
43. Progress cases of NCC PET of Air units.
44. Progress stocking and ammunition expenditure in Air Sqns.
45. Monitor cases of audit objection pertaining to Air Eqpt.

Jt Dir Lgs Air (Tech)

46. Specialist officer posted to oversee the technical aspects related to microlites, aircraft and other air eqpt.
47. Training of maintenance staff of microlites.
48. Monitor proper repair of microlites.
49. Act as adviser to DDG Lgs and all Air Sqns on all technical aspects relating to microlites and gliders.

Jt Dir Lgs (Navy)

50. Arms and Ammunition
 - (a) Policy on storage and safe custody of arms/amn.
 - (b) Processing of stock and expenditure return of ammunition from all 59 Naval Units for further follow-up action with Naval Headquarters.
51. Naval Eqpt. All matters including returns of naval eqpt held with Naval Units.
52. PET. Progress cases of NCC Naval Units.
53. Boats. Progress cases of NCC Naval Units.

DD Lgs (Coord)

54. Co-ordination of various activities in Lgs dte.
55. Processing and Regularisation of losses pertaining to stores of NCC Dtes, processing cases of Major financial irregularities and settlement of audit objections.
56. Rail reservation of contingents/cadets (RD Camp).
57. Processing minutes of Conferences of DG, Dy Dirs Gen, JSR & D and CAC meeting.
58. Progress on DG's/ADG (B)'s and DDG's Tour notes.
59. Security duties - opening /closing of Wing No. 3.
60. Contract for furniture and catering RDC and ensuring execution of contract.
61. Loan issue of tentage, ordanance stores, utensils for RD Camp.
62. Procurement and management of trophies/medals & presentation items.
63. Administration of NCC run CSD Canteens.
64. Acquisition of permits for sugar, rice and wheat for RD Camp.

DD Clothing

65. Control, maintenance and monitoring of all NCC Clothing & necessaries including expenditure. Store Holding i.e. surplus/deficiencies with Dtes taking into account annual stock/wastage returns.
66. To lay down policy on procurement of clothing and necessaries including life cycle and wastage policy.
67. To lay down policy on NCC Pool tentage and obtain govt. sanction to regularise cases pertaining to late return of tentage.
68. All other aspects related to clothing.

DD Veh & Eqpt

69. Maintain and monitor the holding, surplus and deficiency of A&B vehs including specialist vehs.
70. Maintain liaison with MISO and E&M/WE Dtes for release of vehs of Army origin (Budget Sub Head D-3).
71. Issuing policy on quality control, repairs, inspection, revising and updating of PET of Dtes, Gp HQ and Units.
72. Projection of cases to MOD for approval of Provision review and procurement of Vehs. (Budget Sub Head D-3).
73. Maintain and monitor budget allocation and its expenditure for procurement, repairs and spares/accessories for vehs. (Budget Sub Head D-3).
74. Issue instructions for attachment of vehs for various centralised functions/events.
75. Issue Road move sanction and extra meterage sanction.
76. Arrange for A&B vehs and other accessories for RDC.
77. Disposal of obsolete B vehs and Discard Policy of B vehs.
78. Monitor and obtain various reports and returns from Dtes/Units on holdings serviceability and budgeting. (Budget Sub Head D-3).

79. Arms and Ammunition

- (a) Policy on storage and safe custody of arms/amm.
- (b) Processing of stock and expenditure return of ammunition from all NCC Units for further follow-up action.

MTO

- 80. Report to Jt Dir Lgs (Coord) for efficient functioning of MT.
- 81. Proper and timely documentation.
- 82. Obtain prior sanction for repair to NCC vehs and ensure submission of MT repair bills to CDA HQ on fortnightly basis.
- 83. Obtain prior approval of ADG(B) before hiring tpt for impromptu indentors and also for conferences.
- 84. Timely conditioning of tubes/ tyres/ btys/ tarpaulines/ VKL items.
- 85. Implement provision of MVR.
- 86. Vetting and preparation of MVR.
- 87. FOL provisioning, demanding, storing and Budget management.
- 88. Organise dry day and ensure preventive maint of vehs.
- 89. Plan training of drivers and area familiarisation.
- 90. Ensure medical check up of drivers for colour blindness.
- 91. Prog audit objections relating to MT.
- 92. Prog backloading of vehs/accessories.
- 93. Organise periodic servicing of vehs.
- 94. Monitor yearly kilo-meterage as laid down.
- 95. Organise URO for first ech/running repairs.
- 96. Maint close liaison with AHQ static workshop.

DD Lgs (Wks& Qtr)

97. Responsible to JD Lgs (Coord) and in his absence perform his duties.
98. Progress Policy on works.
99. Forecast and project anticipated Budget for Works for ensuing year.
100. Budget management with regard to capital works and Revenue works and monitor progress of works.
101. Release funds for works at Non-Mil Stn where land has been obtained and Adm approval has been accorded by CFA.
102. Process and progress of works with state PWD and MES.
103. All cases relating to transfer of cost free land/ defence land.
104. Provide effective works services to NCC RD and ensure timely repair and maint.
105. KLP of NCC/OTM accn for HQ NCC and State Dtes.
106. Lease deed.
107. Policy – SFA, CILQ and quartering.
108. Imprest advance for payment of electricity/water charges.
109. Hiring of Dtes office building, Offrs Messes and married accommodation.
110. Release funds for purchase of ready built flats.
111. Release funds for construction of firing ranges.
112. Ensure standby power for RDC.
113. Progress works cases with QMG/MOD/DEO.
114. Evolve methodology with JD Lgs (Coord) for effective implementation of camp works.
115. Formulate standardised briefing for all conferences / seminars/workshops.
116. Maint and updating of “MIS” on regular basis.

OC Camp

117. Administration of DGNCC Camp.
118. To perform duties of Security Officer of Camp.
119. Custodian of all RDC stores.
120. To ensure maintenance and serviceability of all RDC stores.
121. To look after all horticulture assets of Camp.
122. To ensure that NCC auditorium is maintained at all times and utilised properly by agencies to which it is allotted.
123. To ensure hygiene & sanitation of camp.
124. To ensure that all building and accessories are maintained properly.

DD Purchase

125. To purchase all clothing and equipment items for NCC.
126. Floating of tender enquiry as per prescribed procedure.
127. Sale of Tenders.
128. Issue of supply orders after approval of minutes / CFA approval and monitoring of supplies.
129. To ensure items purchased are delivered to the users as per schedule.
130. To report to the Director Logistics on all matters related to purchase.
131. To attend legal cases including audit objections relating to purchase.
132. To ensure that warranty clause is adhered to by the supplier.

LOGISTICS CELL AT STATE NCC DIRECTORATES

Introduction

1. Over a period of time the Logistics support in NCC has increased both in volume and dimension. While the Logistics functions at HQ DG NCC are performed by Logistics Directorate, it extremely difficult for one HQ to monitor Logistics management of the ever growing NCC. Thus, a requirement was felt for creation of an intermediatory body at state Directorate level which could monitor proper implementation of Logistics policy guide lines emanating from HQs so that overall Logistics management of NCC could be made more efficient and transparent. With this aim in mind the Logistics Cell were created at state directorate level.

2. DDGs of NCC Directorates are overall responsible for smooth functioning of Logistics Cell at their HQs to optimise Logistics management in the Dte. DDGs will ensure that financial powers delegated to them are fully utilised for betterment of the system and policy guidelines on logistics matters issued by Lgs Dte of HQ DGNCC are followed by gps and units of their Dtes in letter and spirit.

Role

3. The role of the Logistics Cell at each State Directorate level is to monitor and implement policy guidelines of HQ DGNCC Lgs Dte on Procurement, Provisioning, Accounting, Issue and Disposal in respect of all eqpt, stores clothing and vehs to units under their command and provide necessary feedback to further improve the Logistics support system of NCC.

Composition

4. The Logistics Cell at State Dte level is to be created out of existing staff posted within the State Dte. There may be a requirement to attach minimum number of PI staff and posting other resources from within the Dte for smooth functioning of the cell. The suggested composition of the cell is as follows:-

Ser. No.	Officer/Staff	
(a)	OIC	- Director of the State Dte
(b)	Lgs Staff officers	- JD Adm/DD Adm
(c)	Clerical staff	- Clerks from within the Dte.
(d)	JCO IC SHDC	- JCOs (PI Staff preferably from Ord/EME trade. A Dte may employ separate JCOs for clo/eqpt/amn as per their requirement).
(e)	Store Keepers	- SKTs as on required basis

Functions

5. The important functions of Lgs Cell at State Dte level will be as under :-

- (a) Be the nodal agency for all logistics management at State Dte level.
- (b) Project demand of clothing, eqpt, stores, vehs etc to HQ DGNCC Lgs Dte as per policy guidelines, so that it can be procured during central provisioning.
- (c) To forward stock details and wastage details showing position as on 31 Aug in Sep for central provisioning.
- (d) To keep the size role of cadet on yearly basis and take on charge clothing based on sizes.
- (e) To forward demands based on size role maintained at State Dte to HQ DG NCC in the month of Sep alongwith Annual Stock Return and wastage report.
- (f) Receive consignments of stores, clothing, eqpt, vehs etc indented from State Dte, carry out bulk breaking, accounting and raise discrepancy with Railways if any shortage is found and raise defect report of item found defective.
- (g) Take items on charge, stocking and preservation till items are issued.
- (h) Issue stores as per demand of groups and units.
- (j) Project demand for local purchase of stores beyond delegated powers of State DDsG.
- (k) Demand fund as auth from HQ DGNCC and State govt for FOL, repair of vehs etc.
- (l) Carry out checks and inspections within the State Dte.
- (m) Ensure serviceability of Air and Naval eqpt and demand funds for repair and maint from HQ DGNCC.
- (n) Disposal of condemned and obsolete items.
- (o) Project requirement of funds for execution of civil work projects and maint of accn to HQ DGNCC and ensure execution of these projects properly.
- (p) Monitor cases of hiring of accn and acquisition of land.
- (q) Speedily progress cases of losses and audit objections to ensure their early settlement.
- (r) Progress legal cases pertaining to logistics matter at State level.
- (s) Management of transport within the Dte.
- (t) Ensure accountability, transparency and responsibility parameters laid for each level of execution.
- (u) Ensure proper budgetary control of all allocations made by DGNCC. It will be ensured that 40% budget is expended by Sep, 67% of budget expended by Dec each year. NOT repeat NOT more than 33 % of budget allocation will be expended in the last quarter of financial year. OIC Lgs Cell is responsible to forward Budget expenditure status to DDG (Lgs) by 10 Oct and 10 Jan for quarter ending September and December respectively.

(v) Director and DD Adm will assist DDGs of State Dtes in procurement of Stores locally and to process the documents for signature of DDG.

Charter of Duties

6. The suggested duties of various appointments of logistics cell are given in succeeding paras.

7. **Director** The duties will be as under :-

- (a) The OIC of Lgs Cell at State Dte level.
- (b) Budget Control, forecast, planning and monitoring of expenditure.
- (c) Administration of all NCC units (including Naval and Air units) with regard to accommodation, clothing, vehicles, equipment and stores.
- (d) To ensure issue of clothing to cadets, both life cycle and retention items to the cadets enrolled.
- (e) To ensure timely submission of Annual Stock Return and Annual Wastage Return alongwith size roll to HQ DG NCC by 1st week of Sep showing position as on 31st Aug each year.
- (f) To ensure correct preparation of all local purchase documents and submission to DDG's State Dte for signature being the CFA.
- (g) To order condemnation board and auction board for disposal of unserviceable clothing and auction used items of clothing on Biannual or Annual basis.

8. **JD/DD Adm** The duties will be as under :-

- (a) Forecast and planning of clothing and equipment and monitor progress till materialisation.
- (b) Assist Director in management of SHDC.
- (c) Provisioning and planning of control stores, vehicles and equipment and preparation of four monthly returns. To check that all cadets enrolled are issued with 100% retention and life cycle clothing items and no recycled or old clothing is being issued to any cadet.
- (d) To monitor deficiency of clothing and to ensure timely purchase of stores.
- (e) To prepare annual stock return, wastage return, size roll in respect of the State Dtes and forward these in the 1st week of Sep showing position as on 31 Aug each year.
- (f) Disposal of obsolete equipment.
- (g) Raising of defect report of defective equipment/clothing item.
- (h) Raising of discrepancy report with Railways in case of short receipt within 14 days of receipt of consignment.
- (j) To depute as OIC Logistics Cell when director is away on leave/TD.
- (k) Logistics function in preparation of RDC contingent and other State Dte level camps.
- (l) Management of CHTs.

9. **JCO IC SHDC** The duties will be as under :-
- (a) Receive stores including clothing, equipment, Amn issued to Dte and take them on ledger.
 - (b) Carry out checking of stocks received and inform DD Adm to raise discrepancy in case of short receipt to Railways within 14 days.
 - (c) Stock stores and preserve them till issue to groups/units.
 - (d) Issue stores to NCC Bn based on their demands.
 - (e) To carry out necessary posting in the respective ledgers.
 - (f) To prepare the CIV/CRV accordingly for issue and receipt of stores.
 - (g) Compile Annual Stock Report, Annual Wastage Report and size roll for State Dtes.
 - (h) To open one page for each size for clothing items.
 - (j) To ensure that Issue Vouchers (all the six copies) are correctly prepared and distributed as per directions given in the logistic instructions.(Clothing Sec)
10. **SKT.** The duties will be as under :-
- (a) Maintenance and preservation of store in SHDC.
 - (b) Maintenance of ledgers and Bin cards.
 - (c) Assist JCO IC to issue stores to Groups/ units.
 - (d) Keep DD Adm informed about stock position of various items so that deficient/critical items can be locally purchased.
 - (e) Ensure stock taking of stores is done periodically and losses reported for regularisation.

Conclusion

11. The functioning of Logistic cell at State Dte level will make Logistics management more efficient and transparent in the State Dtes. It is recommended that necessary staff and resources are provided to the cell to derive maximum benefit.

PURCHASE CELL

Introduction

1. The purchases were decentralized by the Govt and the work pertaining to the purchases was transferred from DGS&D to the respective Government Departments along with the staff in May 92. Pursuant to that, two officers (1 Dy Director and 1 Asst. Director) and 5 staff members were transferred to DGNCC to look after their procurement activities. The Purchase Cell is headed by Dy Dir (Purchase) from DGS&D.

Functions of Purchase Cell

2. Functions of Purchase Cell are as under: -
- (a) Issue of Tender Enquiry
 - (b) Opening and processing of tenders
 - (c) Preparation of Briefs for the Tender Purchase Committee (TPC) meetings
 - (d) Preparation of Minutes of the Tender Purchase Committee (TPC) meetings and approval of the same
 - (e) Award of Contracts
 - (f) Monitoring of supplies
 - (g) Monitoring of quality of stores
 - (h) Post contract management
 - (k) Handling of Litigation, Arbitration and Court matters pertaining to Purchase Cell.
 - (l) Maintenance of record of purchase activities

System of Procurement

3. The purchase powers were delegated by Ministry of Defence to DGNCC vide Notification dated 28 Apr 93. As per the financial delegation, all purchases are decided in the Tender Purchase Committee at the level of Addl Director General, NCC, Director General, NCC and Joint Secretary (Trg) & CAO depending upon the value of purchase.

4. Officers of MOD/ MOD (Fin) are associated in all the Tender Purchase Committees.

5. The purchase is being made by Open Tender System. However, some of the items such as vehicles, Shoes, Jersey, Socks, and Computers etc. are available on DGS&D Rate Contract. DGNCC being a Direct Demanding Officer have been procuring such items against DGS&D Rate Contracts as per the Govt guidelines. The items are being purchased as per Defence specifications and representative of DGQA inspects the stores.

MANAGEMENT OF CLOTHING STORES

1. References:-
 - (a) Govt of India Min of Def letter No 7873/NCC/Plg/1322-C/D (GS-VI) dt 24 May 1966 annexures 2 to 9 as amended from time to time.
 - (b) Govt. of India Min of Defence letter No 0065/DGNCC/Adm (B)/2469/A/D(GS-VI) dated 11 Nov 82.
 - (c) Govt. of India Min of Defence letter No 19016/A/DGNCC/Adm (B)/2493/B/D (GS-VI) dated 13 Nov 84.
 - (d) Govt. of India Min of Defence letter No 19017/DGNCC/Adm (B-1)/1807/D(GS-VI) dated 13 Dec 91.
 - (e) HQ DG NCC letter No 19017/DGNCC/Lgs (B-1) dated 25 Apr 97.
 - (f) HQ DG NCC letter No. 1202/PR Policy/HQ NCC/Lgs (B-1) dated 19 Apr 2001.

Introduction

2. Clothing and necessaries are essential and expensive items required to equip the cadets of NCC, consuming the lion's share of NCC budget. There is, therefore, a need to preserve these items in public interest with due consideration to the turn out of NCC cadets and their image in society. The Line drawing on procedure to be followed for issue and receipt of clothing is given at **Appendix 'A'**. With the advancement in socio-economic conditions even NCC has issued terricot uniforms to cadets. The life cycle concept in respect of clothing earlier introduced in Army has also been introduced in NCC with some modification. (Refer **Appendix 'B'**).

3. Annual liabilities of clothing items are calculated on the basis of authorised strength as per scales laid down in Peace Equipment Table (PET) of NCC 1966. In the case of personal issue items, the authorised strength of JD/JW cadets is divided by 2 i.e, the length of their tenure in years and is multiplied by the scale applicable. If the prescribed life of items is in fraction of an year and complete authorisation also results in a fractional value of an year (for example the life of Socks NTP Black is 15 months it means that in terms of years its life is 1.25 years which is a fractional value), these would be converted into nearest and lower whole number. If any item's authorisation is greater than one quantity, complete authorisation will be issued concurrently to allow concurrent use of the items. This is imperative since only **concurrent issue** will ensure that other pair/other piece is maintained, cared and prepared for next day's use when one is being used in the present moment. Requirements for Senior Div/Wing cadets are similarly calculated except that their authorised strength is divided by 3, ie, the length of their tenure in years. Provisioning in respect of the other items (ie 52 items – 28 items(retention clothing) = 24 items (23 life cycle clothing and one condemnation item) are calculated on the basis of their enrolled strength.

4. Immediately after enrolment into Junior Div/Wing and Senior Div/Wing the cadets are issued clothing items as per authorisation. As the new system of retention of personal clothing items commences **from 31 Mar 2001**, cadets entering first year of training in Junior Div/Wing and Senior Div/Wing every year will be issued personal clothing retention items as per the quantities indicated in **Appendix 'C'**. The quantities indicated against each item in personal issue would meet their requirements as per authorisation for the

period of their tenure as applicable. The rest of the Life Cycle clothing items mentioned in **Appendix 'D'** are handed over to the cadets on loan and are withdrawn at the end of the Training period for re-issue to the cadets in the subsequent years. The life of the item is given vide DG NCC letter No1202/PR Policy/HQ NCC/Lgs(Clothing) dated 27 Aug. 2005.(Copy attached) as **Appendix 'E'**.

5. The new system of retention of clothing by NCC cadets brings them at par with the members of the Armed Forces in so far as personal issue is concerned. Institutions concerned will be prevailed upon to issue School leaving certificate to an NCC cadet only after obtaining Clearance/No Demand certificate from the ANO of the institution to avoid loss to the Govt for non return of NCC clothing Stores.

Provision Review

6. Provision Review of all the requirements of clothing & necessaries of the NCC Dtes is being carried out centrally by the Directorate General NCC annually.

7. The liabilities of the various NCC State Dtes are computed on the basis of their Annual Stock Return (ASR).

Basis of Provisioning

8. The Provision Review of all the items required annually is being done at the level of HQ DG NCC Dte. The liabilities are calculated based on the annual scales auth to a cadet and the authorised enrolment at each state Dte level. Assets are calculated based on the stock held at State Dte after issue to the newly enrolled cadets plus keeping stocks segregated for the ensuing year's anticipated enrolment planned showing position as on 31 Aug each year. Annual Provision review will be a continuous cycle starting with obtaining the stock details as on 31 Aug each year. This is done with an aim that after issuing clothing to all enrolled cadets surpluses if any (as per format at **Appendix 'F'**) are to be taken as asset for the next likely enrolment planned during May, June, July and Aug in the current year, this is deducted from the requirement to be projected for the next year. During the month of Dec an APR meeting is held to confirm the requirement for the next to next financial year. Based on this approach and approval obtained for APR during Dec, previous year individual cases are approved by holding TPC item wise w.e.f May onwards. Once item is finally approved in the TPC, the Govt sanction is received and supply orders are placed by the Purchase Cell at HQ DG NCC in Jun, Jul and Aug. The stores for these supply orders (SOs) keep on arriving w.e.f. Sep-Oct onward till next year 31 Mar. Hence, during the first year, APR meeting is held in Dec to confirm requirement for next to next year. In the second year Tenders/TPCs are held w.e.f. Apr, May, Jun and July. Stores are received in the third year w.e.f. Sep onwards. For example, cycle starts for items required in 2006 with APR meeting held in Dec 2004 (1st year). In the second year, the tenders action and requirement of stores is progressed during Apr, May, Jun, Jul 2005 and stores will be received from Sep 2005 till 31 Mar 2006. Therefore, the requirement of provisioning of clothing projected in Dec 2004 will be issued to cadets being enrolled from 01Apr 2006 onwards. Hence, this is a continuous cycle of procurement. Therefore, the stock position as on 31 Aug of State Dtes is an important figure in calculation of our assets and

secondly, number of cadets to be enrolled is important for taking on as liability for the next provision cycle. In order to have correct provisioning and to avoid deficiency/ surpluses, the stock position should be correctly reported in Aug each year. The enrolment of cadets must be as per the authorised strength or else there will be under or over provisioning.

9. Therefore, the provision review of an item is done centrally at HQ DGNCC based on the following input received from State Dte/Gp HQ/Unit/Educational institute:-

(a) Liabilities

- (i) Retention items. All retention items issued to new cadets in the new training cycle. $\frac{1}{3}$ rd for SD/SW and $\frac{1}{2}$ for JD/JW.
- (ii) Life cycle items. Actual stock
Fair life of an item
- (iii) Non-life/Condemnation item. Average wastage reported due to condemnation in a year item-wise.

(b) Assets. Stock holding of all the three categories of items after issue to the newly enrolled cadets as on 31 Aug each year plus setting aside the stock for ensuing year for the auth enrolment for the next year. Stocks held over and above this requirement, are to be considered as an asset.

(c) Actual requirement in APR. The following formula is applied:-

Liabilities (-) Anticipated Assets.

9(a) 9(b)

Retention of items of clothing by NCC cadets

10. Life cycle concept was conceived in NCC in 1991 on the basis of similar concept in vogue in Army since 1983. The concept was implemented in practice from financial year 1998-99. Over the years, the concept of retention of clothing items by NCC cadets was deliberated at various forums and meetings. However, till year 2000 no definite progress was made in this regard. In Central Advisory Committee Meeting held on 01 Nov 2000, a deliberate decision was taken by MoD to allow 7 categories of items (21 items in all) to be retained by NCC cadets on expiry of cadetship with the NCC. Now with the inclusion of 7 more clothing items as retention item, the total number of clothing items to be retained by an NCC Cadet as on date has become 28.

11. A recommendation relating to retention of personal clothing items issued to NCC cadets was first made in the Evaluation Committee Report, 1988. Successive Hon'ble Raksha Mantris, having been impressed by the selfless social service and relief work rendered by the NCC cadets, had appreciated the need to bring about certain changes in usage pattern of clothing items of NCC cadets. From hygiene point of view it was appreciated that there was a dire need to allow clothing items coming in direct touch with the body to be retained by NCC cadets on expiry of their tenure with NCC. The system of reissue of 7 categories of clothing items to other cadets (since these do not complete prescribed life by use by individual cadets) was to be done away with. The proposal was discussed in detail and approved in CAC Meeting held on 01 Nov

2000. These items will not be now deposited in salvage sec of Ordnance depots.

12. In essence, these seven categories of items represent total of 28 clothing items which will be retained by the NCC cadets on the expiry of their cadetship. These are :-

- (a) **RETENTION CLOTHING ITEMS**
- (i) SHIRT PWPC KHAKI
 - (ii) SHORT PWPC KHAKI
 - (iii) TROUSER PWPC KHAKI
 - (iv) SHIRT PWPC KHAKI (G)
 - (v) TROUSER PWPC KHAKI (G)
 - (vi) SHIRT PWPC WHITE
 - (vii) SHORT PWPC WHITE
 - (viii) TROUSER PWPC WHITE
 - (ix) SHIRT PWPC NAVY BLUE
 - (x) SHORT PWPC NAVY BLUE
 - (xi) SHIRT PWPC WHITE (G)
 - (xii) TROUSER PWPC WHITE (G)
 - (xiii) SHIRT PWPC LBG
 - (xiv) SHORT PWPC LBG
 - (xv) TROUSER PWPC LBG
 - (xvi) SHIRT PWPC LBG (G)
 - (xvii) TROUSER PWPC LBG (G)
 - (xviii) SALWAR WHITE
 - (xix) KAMIZ WHITE
 - (xx) BERET RIFLE GREEN
 - (xxi) PAGREE RIFLE GREEN
 - (xxii) SOCKS NTP WHITE
 - (xxiii) SOCKS NTP BLACK
 - (xxiv) SHOE LEATHER BLACK DMS
 - (xxv) BOOT ANKLE DVS
 - (xxvi) SHOE CANVAS BROWN
 - (xxvii) SHOE CANVAS WHITE
 - (xxviii) VEST WOOLLEN

13. In this connection, a copy of Govt of India, Ministry of Defence letter No. 1202/PR Policy/HQ NCC/Lgs (B-1)/57/D(GS-VI) dated 12 Feb 2001 is enclosed as **Appendix 'G'** to this logistics instruction vide which this approval has been accorded by the Government.

14. (a) **Scales and percentage of auth of clothing.** Based on area, climatic conditions and feedback received from all 16 NCC Dtes, it has been decided to have the percentage auth of clothing. However, till the time the present holding of clothing is wasted out previous percentages as given vide our letter No.1202/PR Policy/HQ NCC/Lgs(B-1) dated 19 Apr 2001 will continue to hold.

(b) **Maintenance of Size Roll And Ledger Accounting.** In provisioning of clothing, it is very important to ensure that size roll is maintained at State Dte (SHDC) and in NCC Unit detachments on the following lines for each type of clothing to ensure that data of physical profile of cadets, is maintained and **all demands to HQ NCC Dte are projected on sizes and not as overall demand for an item without breaking into different sizes.(Demand will not be accepted in case it is not projected size wise at HQ DG NCC, Lgs Dte).** In order to ensure that these demands are projected correctly each unit will have **Cadet Size Roll as per sample format attached. (Sample format is an example).**

NCC Unit **Total number of Cadets auth-**
RETENTION ITEM

S.No.	Item (28 Items)	Size of the Cadets	Remarks
1.	Shirt PWPC Khaki	Size - 4 = 400 Size - 5 = 200 Size - 6 = 400 Total = 1000	

LIFE CYCLE ITEMS

S.No.	Item (23 Items)	Size of the Cadets	Remarks
1.	Shirt Angola	Size - 4 = 400 Size - 5 = 200 Size - 6 = 400 Total = 1000	

The above format will be forwarded to the State Dte and State Dte will also have its size roll as given below :-

STATE NCC DTE - **Total auth of Cadets in the Dte-**
RETENTION ITEMS

S.No.	Item/Nomenclature (28 Items)	Size of the Cadets	Remarks
1.	Shirt PWPC Khaki	Size - 4 = 200 Size - 5 = 200 Size - 6 = 400 Total = 800	

LIFE CYCLE ITEMS

S.No.	Item/Nomenclature (23 Items)	Size of the Cadets	Remarks
1.	Shirt Angola	Size - 4 = 200 Size - 5 = 200 Size - 6 = 400 Total = 800	

(c) Accordingly, SHDC and NCC Units will maintain a single ledger

page for a particular size and no item having different sizes will be taken on charge under one ledger heading. Hence, each State Dte and NCC unit will maintain **408** number of ledger pages to account for the complete inventory as per size, these 408 ledger headings would be needed in case a State Dte holds all items in all sizes else the ledger heading will be based on the size actually held. Total number of clothing items with complete range of sizes is attached as **Appendix 'H'** to this manual. State Dtes are required to open ledger pages depending on the sizes they have demanded and vet the figure against size roll maintained. This will become the basis of provisioning and is an important document in demanding stores based on sizes. Accordingly State Dte will forward the size roll of cadet of the Dte with the Annual Stock Return also giving out the break up of holding in sizes. Hence, Annual stocks Return will be sent with following documents showing position as on 31 Aug:-

- (a) Size roll of the State Dte.
- (b) Wastage report of each item in size.

15. The salient features of the policy on retention of personal clothing by cadets are discussed here in as under:-

(a) The life and scales of authorisation in respect of 52 items of clothing and necessaries included in the inventory of NCC are given in **Appendix 'B'**. Out of these 52 items, 7 categories of items (28 items in all) will be retained by the cadets on expiry of their cadetship with NCC. The details of items of personal clothing to be retained by NCC cadets on completion of their respective tenures, i.e. 2 years in the case of Junior Div/Wing and 2/3 years in the case of Senior Div/Wing cadets are at **Appendix 'C'**. The Life Cycle items are to be withdrawn from the cadets at the end of the academic year and reissued to cadets till they either complete their prescribed life, or unfair wear and tear has rendered these unserviceable for which loss is to be borne by the Cadet by paying the amount.

(b) In case of loss of uniform(s) by any cadet, the item(s) lost will be issued again after recovering their book value from the cadet for the balance period for which the clothing in question would have remained with the cadet.

(c) In case of drop out, the cadet will return the book value of the retention/life cycle items issued to him as personal clothing items identified above. The cost to be recovered will be based on the following formula :-

	Retention Items	Life Cycle items
Monthly value = Rate of the item of the	Central purchase Rate 36 months (SD/SW cadets)	Central purchase divided by Life item in months.
	24 months (JD/JW cadets)	

Value to be recovered items = (Monthly value of the item) X (balance | Retention and life cycle items. | Life of the item in terms of month).

RETENTION ITEM ISSUED ONCE WILL NOT BE WITHDRAWN OR TAKEN BACK FROM THE CADET.

(d) Individual Clothing Card (ICC) will be prepared for every cadet on normal sheet of paper. The format will be as per **Appendix 'J'**. ICC will be prepared for both type of issue i.e. Retention and Life Cycle items. However, items issued as retention items are to be written off from ledger charge by means of a certified issue voucher (CIV), (IAFZ-2096). However, record must exist cadet-wise for having received the retention items. For life cycle item ICC are to be maintained till the life of the item has expired. Three copies of ICCs will be prepared. One will be with the individual, second copy will be with ANO of the concerned educational institution and third copy will be with concerned unit. ICC will be an auditable document.

16. **The documents to be maintained at each echelons are as follows -**

(a) **StateDte level (SHD Cell)**

- (i) All stores consigned from the supplying agency to be received at the SHDC, based on the consignment instructions issued by (Lgs Dte) at HQ NCC.
- (ii) To be taken on charge in the following ledgers :-(Size-wise)
 - (aa) Retention clothing item ledger
 - (ab) Life Cycle clothing item ledger
 - (ac) Condemnation item clothing ledger
 - (ad) Unserviceable clothing ledger (For U/S item)
- (iii) Following items are to be taken on charge in Retention Clothing Ledger:-

Retention Items

- (aa) SHIRT PWPC KHAKI
- (ab) SHORT PWPC KHAKI
- (ac) TROUSER PWPC KHAKI
- (ad) SHIRT PWPC KHAKI (G)
- (ae) TROUSER PWPC KHAKI (G)
- (af) SHIRT PWPC WHITE
- (ag) SHORT PWPC WHITE
- (ah) TROUSER PWPC WHITE
- (aj) SHIRT PWPC NAVY BLUE
- (ak) SHORT PWPC NAVY BLUE
- (al) SHIRT PWPC WHITE (G)
- (am) TROUSER PWPC WHITE (G)
- (an) SHIRT PWPC LBG
- (ao) SHORT PWPC LBG
- (ap) TROUSER PWPC LBG

- (aq) SHIRT PWPC LBG (G)
 - (ar) TROUSER PWPC LBG (G)
 - (as) SALWAR WHITE
 - (at) KAMIZ WHITE
 - (au) BERET RIFLE GREEN
 - (av) PAGREE RIFLE GREEN
 - (aw) SOCKS NTP WHITE
 - (ax) SOCKS NTP BLACK
 - (ay) SHOE LEATHER BLACK DMS
 - (az) BOOT ANKLE DVS
 - (aaa) SHOE CANVAS BROWN
 - (aab) SHOE CANVAS WHITE
 - (aac) VEST WOOLLEN
- Total= 28

- (iv) Following items are to be taken on charge in Life Cycle Clothing ledger:- (Size-wise)

Life Cycle Items

- (aa) BELT WAIST WEB
 - (ab) BAG KIT UNIVERSAL
 - (ac) BLANKET BARRACK
 - (ad) CAP FS DISRUPTIVE
 - (ae) DURRIES IT
 - (af) COAT COMBAT
 - (ag) GROUND SHEET
 - (ah) WATER BOTTLE
 - (aj) ANKLET WEB
 - (ak) CAPE WATER PROOF
 - (al) OVERALL COMBINATION
 - (am) NET MOSQUITO
 - (an) BOOT RUBBER KNEE
 - (ao) JERSEY P/O WOOLLEN KHAKI
 - (ap) JERSEY P/O WOOLLEN BLACK
 - (aq) JERSEY P/O WOOLLEN GREY
 - (ar) SHIRT ANGOLA DRAB
 - (as) TROUSER SERGE KHAKI
 - (at) TROUSER SERGE BLACK
 - (au) TROUSER SERGE LBG
 - (av) OVERALL FLYING
 - (aw) BOOT FLYING
 - (ax) GLOVES FLYING
- Total = 23

- (vi) Following items are to be taken on charge in Condemnation item ledger:-

Condemnation Items

(aa) STEEL HELMET

(ab) All items held with NCC procured as one time requirement.

(b) **Gp HQ-** In case Gp HQ is holding clothing item as a special case all ledgers maintained in Para 16(a) are needed to be maintained. **FOR HOLDING ANY CLOTHING AT GP HQ LEVEL PERMISSION IS REQUIRED TO BE SOUGHT FROM LGS DTE AT HQ NCC, GIVING OUT REASONS FOR SUCH DEVIATION.**

(c) **Unit level**

(i) At unit level all four types of clothing ledgers are required to be maintained.

(ii) In addition at unit/educational institutional level, ICC are required to be maintained individually for each cadet reflecting the issue of both retention clothing as well as life cycle clothing items.

17. Cases of unfair wear and tear will also be dealt with as suggested in Para 16 (c) above , to prevent negligence or misuse of clothing items by NCC cadets.

Life Cycle Clothing Items

18. Items of personal clothing & necessities(Life Cycle) will be issued to cadets by their respective ANO's (Associated NCC Officers) at the commencement of each academic year. The same will be returned by the cadets at the end of the academic session. All the issues made to the cadets would be on signatures. The articles will be inspected periodically at the discretion of OC unit for serviceability. If any of them are lost or rendered unserviceable due to negligence of the cadet, the damage and amount to be recovered will be determined by the Officer Commanding of the unit, on the merits of each case, taking into consideration, the cost of replacement and residual life of the item at the time of loss/damage(Ref para- 15 (c) for calculating the loss). On the discharge of a cadet from the corps, all items of clothing & necessities would be withdrawn and accounted for. A cadet should be issued transfer certificate by the educational institution only after recovering cost of NCC clothing items lost/not deposited by the cadet and after clearance from NCC is obtained. The list of the Life Cycle clothing item as given in para 16.

Holding Of Condemnation Boards

19. **Articles where life cycle not prescribed.** All articles of clothing **except retention clothing items** if found unserviceable will be brought before a condemnation board once a year, (in the month of May). Only those articles found unserviceable due to fair, wear and tear would be condemned. If they are found fit for further use after repair, they will be repaired at the expense of the Central Government (Major Head 2076, Minor Head 113-

NCC) and issued to Cadets again. In case due to some requirement the condemnation board can be held twice in a year.

20. **Articles where life cycle prescribed.** Articles of clothing as indicated in Appendix - 'D' where life has been laid will be disposed off as per the life cycle and will be auctioned on completion of life as per the procedure laid down in para 22-23.

Composition of Condemnation Board

21. The condemnation Board for Boys' and Girls' Wings will be composed as follows:-

- | | | | |
|-----|-------------------|---|---|
| (a) | Boys' Wing | | |
| | Presiding Officer | : | Officer Commanding |
| | Members | : | (i) Associate NCC Officer |
| | | : | (ii) One JCO/GPO/Warrant Officer 0 or Equivalent rank |
| | In Attendance | : | Ordnance representative |
| (b) | Girls ' Wing | | |
| | Presiding Officer | : | Officer Commanding |
| | Members | : | (i) Associate NCC Officer |
| | | : | (ii) Girl Cadet' Instructor/JCO |
| | In attendance | : | Ordnance representative |

Composition Of Board Of Officers For Conducting Auction Of Condemned Items

22. The Board of Officers for conducting auction of condemned items of clothing and necessaries will be composed as under:-

- | | | |
|--------------------------|---|---|
| Presiding Officer | : | An officer of the rank of Lt Col
or
Equivalent detailed by Dte concerned. |
| Members | : | (i) One officer detailed by Gp HQ Concerned.
(ii) JCO or equivalent detailed by Gp HQ concerned. |

Auction/Condemnation Board Proceedings

23. The proceedings of the Auction/Condemnation Board will be countersigned by the concerned Directors NCC and will be kept on record. These are subject to audit inspection by the Local Audit Officer.

Wastage On Life Cycle Concept

24. Since life cycle clothing items are retrieved at the end of each academic year from the cadets, a detailed system of issue and marking of clothing items has been evolved as follows:-

(a) Commencement of Life. The stipulated life of an item of clothing under the life cycle concept shall commence from the month & year it is issued to the Institution (School/College/Squadron/Division) by a unit or NCC Battalion.

(b) Marking of Item. In order to keep a track of the life spent by an item, the NCC unit will enface the month and year of issue of each individual item issued to the institution using printer's ink or the ink used for cyclostyling prominently on the inner side of the waist flap of trousers and shorts. Similarly, marking will be done in wool and leather items. The month and year of first issue may be reprinted every year where required so that it does not get wiped out during washing/ repairs. Care should be taken to ensure that repair/refitting of uniforms does not erase/eliminate the month/year.

(c) Institution concerned will note the month and year of first issue in the ICC and will prepare a Certified Issue Voucher (CIV) (IAFZ-2096) to write off the same from the (Life Cycle Clothing Ledger charge). When the item is withdrawn from the cadet at the end of the year those will be once again taken on charge by means of (Certified Receipt Voucher, IAFZ-2096) and again issued based on the next year requirement as per enrolled cadets, again a CIV will be made. This shall continue till the life expires, only cadet name will be changed on ICC. At the time of return of the clothing items i.e. month and year of initial issue, will be renewed to ensure monitoring of life cycle of the item. The institution will take back these items by means of Certificate Receipt Voucher (CRV) (IAFZ-2096) and accounted for in the life cycle clothing ledger.

(d) Calculation of Wastages.

(i) Life cycle items - Whenever an item completes its stipulated life under the life cycle concept, the item should be withdrawn from the cadet by the institution and returned to the unit at the end of academic session. The unit will send a return accordingly to their SHDC (i.e. State Directorate). The State Directorate will compile all such returns and will subtract the total quantity thus wasted out from their total stock while compiling return and Annual Stock Return for submission to DGNCC as on 31 Aug every year. Annual stock return showing position of stocks held at SHDC after issued to enrolled cadets as on 31 Aug each year during the current training cycle.

(ii) Retention items - Whenever an item of retention nature is issued this needs to be written off from ledger charge by means of (IAFZ – 2096) (CIV). As this is a confirmed wastage for that training year this must be intimated to SHDC (State Dte for recording wastage). Hence, State Dte will be intimated by unit & Gp HQ for the wastage of life cycle item & retention item every year once issue of clothing items is completed to all the newly enrolled cadets.

(iii) State Dte will monitor that wastages are commensurating with the enrolment of Cadets each year in case the wastage is less than enrolment that would indicate that Cadets are not being issued with auth scale of clothing.

Disposal Of Unserviceable/Life Expire Items

25. Unserviceable items condemned by the condemnation boards and items on life cycle concept whose prescribed life has expired will be pooled under the orders of GP HQ. These will be auctioned publicly by a board of officers mentioned in para 23 above in the best interest of the state. Auction will be planned yearly in the month of Jun/Jul. Sale proceeds will be deposited in the Govt treasury by means of MROs under Major Head 2076 Minor Head 113-NCC. Since NCC is a self accounting organisation, hence the unserviceable items will not be deposited into the salvage section of ordnance depot henceforth but to be auctioned out and money deposited through MRO.

Size Rolls

26. In order to reduce the impact of repair/ refitting on uniform & necessaries, there is an urgent need to maintain size rolls of SD, SW, JD and JW cadets, wing-wise, by NCC State Dtes. The size-wise requirements of deficient items should invariably be submitted to DGNCC along with annual stock return on the format prescribed (**Copy attached as Appendix 'H'**). The Dtes would indicate size-wise requirement strictly according to the sizes mentioned in relevant specifications.

27. Logistics Procedure

(a) Unit Level (Retention Clothing)

(i) Maintaining current stock of Retention, Life Cycle, Condemnation clothing ledger on IAFZ-2286A-(Ref **Appendix 'K'**)

(ii) Retention items. Issue retention items to the cadets and record the detail item-wise in ICC. At the end of the month prepare a consolidated CIV(Appx 'L')(IAFZ 2096) and write off the items from ledger account by means of this CIV as finally being issued/ wasted.

(iii) Maintain record of the issue of retention items to the cadet thro ICC only.

(iv) Send wastage report to Gp HQ/Dte on the format as given in **Appendix 'F'**.

(v) In case of any cadet incurs loss or leaves prematurely, units must follow procedure as given in para 15(c) to recover cost.

(vi) **Retention clothing once issued will not be taken back from cadet as it will not serve the purpose for which it was issued.**

(b) Unit Level – Life Cycle Clothing.

(i) Maintain Life Cycle Clothing Ledger as per procedure.

(ii) Issue clothing to the cadets and record the same in ICC in the respective column and fill up the due date.

(iii) Write off the clothing issued by means of CIV IAFZ- 2096

(iv) Withdraw the same clothing at the end of trg year from the cadets. Carry out necessary change of enfacement through ink marking on the clothing.

(v) Take all the clothing received on charge by means of CRV (IAFZ -2096).

(vi) Carry out necessary amendment in the clothing card for having received the items from the cadets.

(vii) Issue the same clothing once again and follow the above procedure again.

(viii) Once the complete life of clothing has been over, retain the clothing and report this for auction through Board of Officers (Refer Para-22).

(c) Non-Life items/Loan items.

(i) Issue the same to the concerned individual on ICC/loan voucher.

(ii) Show distribution of items on the back of ledger page for whom it has been issued.

(iii) Produce the same for condemnation board for declaring U/S. Once declared U/S to be written off from ledger charge by means of a CIV.

(iv) To be auctioned in normal manner like life cycle clothing.

28. Receipt – Unit level

(a) All type of clothing items would be received Ex-SHDC depending on the demand Submitted to the Dte State (SHDC). Depending on the type of clothing these would be taken on charge by means of a CRV in respective ledger. Items to be demanded and received in size from

SHDC and to be taken on charge in the respective size-wise in the respective ledger page.

(b) Unserviceable items declared by condemnation board are to be taken on charge in U/S clothing items ledger and once despatched for auction or auctioned be written off by a CIV only after the MRO for the same is deposited in Govt treasury.

29. Dte level – Receipts.

(a) All items in the Dte are received in SHDC on the consignment instructions issued by HQ DG NCC (Logistic Dte).

(b) On receipt of stores in the Dte following action will be taken to take stores on charge :-

(i) A Board of Officers to check the item is correct in qty and quality,

(ii) Items to be counted and taken on charge in the respective ledgers.(Size-wise)

(iii) Bin cards are filled for receipt of stores.

(c) In case any item is received short, discrepancy report be raised within 14 days with the consignee. Inspection notes to be cleared after enfacing the qty or condition discrepancy on the inspection note.

(d) In case quality is not upto the mark defect report be raised.

(e) Intimation of (c) & (d) above be communicated to the Logistic Dte besides the consignee.

(f) The stores received are based on the annual requirement projected to HQ DG NCC through Annual Stock Return, hence there is no requirement of reserve being maintained at SHDC (Dte State). All these items are required to be issued out to the units once received. NO RESERVE of 20% NEED TO BE KEPT. Reserve of 20% is not catered in Annual Provision Review at HQ DG NCC level.

30. Dte level - Issues

(a) Based on the demand received from a unit, item will be issued on a regular Issue voucher IAFO-2672. (6 copies to be prepared).

(i) First copy is advance copy for being issued to the NCC Bn/Unit through post.

(ii) Second copy is to be given along with stores to the NCC Bn /unit.

(iii) Third copy is State Dte(LAO) copy.

(iv) Fourth copy is accounting copy to be used for posting of ledger.

(v) Fifth copy is the LAO copy of the NCC Bn/Unit (LAO).

(vi) Sixth copy to be filled along with despatch details and to obtain signatures of the rep of NCC Bn/Unit of having collected the stores. No.2 copy (duly received from Unit) and No.6 copy to be filled together in State Dte.

(b) No.2 copy of Issue Voucher (IVr) will become the posting copy of NCC Bn/Unit level and they will write down the RV No on the No.2 copy of (IVr) and send it back to State Dte after having taken the stores on charge.

(c) Respective ledger will be posted with the issue voucher of having issued the stores to a unit/NCC Bn from IVR No.4 copy being account copy.

(d) In case the stores are received from the NCC Bn/unit as U/S for auction these will be accounted for in the U/S ledger through a CRV(IAFZ-2096). Once auctioned out these will be written off by means of a CIV (IAFZ-2096).

(e) No 2 copy of the IVr now received from the unit with CRV No will be filed with No.6 copy of the Issue Voucher held at State Dte level separately in pads of 100 each.

31. Group HQ level. However, Gp HQ is not designed to hold any SHDC/stores in case they are holding any store and issuing it to NCC unit/Educational institute directly. They will have to follow the procedure for issue/receipt as laid out for NCC unit/Dte level. In case any Gp HQ is holding stores they will maintain all the four ledgers authorised to NCC unit. **Gp HQ has to take explicit permission from Logistics Dte to hold clothing stores.**

Local Purchase

32. Purchases can be made in following cases to meet their minimum essential requirements of clothing and necessities:-

(a) Badges of rank and chevrons which are peculiar to NCC (Accoutrement items).

(b) Sarees and blouses for Lady ANOs/GCIs.

(c) Cloth required for stitching of uniforms for oversized/undersized NCC cadets and Junior Division Officers for which no central procurement purchase coverage has been initiated (including payment of stitching charges).

(d) Such other items, as notified by Dte Gen NCC from time to time, for which no provision for central purchase has been made as the total value of their order happens to be less than Rs. 50,000/-.

- (e) Normal items of clothing and necessaries which are considered urgent and inescapable but never been supplied by the supplying agencies to meet the exigencies despite repeated requests.

REVISED STANDARD OPERATING PROCEDURE FOR LOCAL PURCHASE OF CLOTHING AND OTHER STORES BY NCC UNITS/ESTTS

33. Consequent to the delegation of financial powers for local purchase of clothing and other stores to the Director General NCC and Dy Directors General of NCC Directorates as a permanent measure, it has become necessary to lay down detailed procedures for the guidance of all functionaries in NCC Units/Establishments. The instructions contained here under will be read in conjunction with the financial accounting parameters laid down in Financial Regulations and other government Orders/Instructions on the subject.

34. It is the primary responsibility of the officers delegated with financial powers to ensure that urgent requirement of clothing & other stores in respect of units in their jurisdictions are promptly met and the payment of supplier's bills effected without any delay.

FINANCIAL POWERS

35. Financial powers for the local purchase of clothing and necessaries for NCC Cadets, repair/refitting of uniform items and shoes etc, are contained in Ser No.17 of Annexure to Government of India, Ministry of Defence letter No.0106/DG NCC/Pers(P&F)/335/A/D(GS-VI) dated 11th April, 1990 which have been subsequently amended vide Government of India, Ministry of Defence letter No.0106/DGNCC/BUD/2435/D(GS-VI)/2001 dated 31 Oct 2001. These are as shown below :-

- | | | |
|-----|--|------------------------------|
| (a) | For local purchase of clothing and necessaries | |
| | DG NCC | - Rs.1,00,000/- in each case |
| | Dy DG NCC | - Rs. 20,000/- in each case |
| (b) | For Repair/Refitting of uniform items and shoes etc. | |
| | DG NCC | - Full powers |
| | Dy DG NCC Dte | - 40,000/- per annum |

Local purchase of Sarees, Blouses and petticoats at authorised scales, as laid down in Government of India, Ministry of Defence letter No.5030/84/DG NCC/GD/221/B/D(GS-VI) dated 02 February, 1984 is also permissible provided they fall within the financial powers for local purchase as mentioned above.

**GENERAL PRINCIPLES TO BE OBSERVED IN THE EXERCISE OF
FINANCIAL POWERS**

36. The following general principles will apply to the financial powers detailed vide Government of India, Ministry of Defence letter dated 11th April 1990 as mentioned in para 36 above:-

(a) The financial powers are personal and can not be further delegated. This means that financial powers are personal that all papers and documents starting from tendering to final signing of bills is the responsibility of DDG's State Dte and no other officer i.e. a Gp cdr or NCC Bn Cdr can perform these functions on behalf of DDG State Dte.(Ref letter No.6593/P/DGNCC/Lgs(Clothing) dated 20 May 2005).

(b) The extent of an officer's financial powers is upto the monetary limit specified in the Government of India, Ministry of Defence letter mentioned at para 35 above. As an aid to the officer concerned, the term 'similar articles' used in connection with local purchase powers will be interpreted as under:-

(i) Articles of different sizes or specifications will be treated as different articles provided they do not serve the same purpose.

(ii) Articles of different make and pattern serving the same purpose should be treated as similar articles.

(c) A purchase should not be split up into convenient amounts to bring it within the limits of the purchasing officer's financial powers but must be referred to the authority competent to sanction the particular purchase.

(d) Definition of similar or inter connected items is that the stores should generally belong to the same group and be obtainable from the same source of supply. This implies that the stores which are to be classified as similar items should satisfy the following conditions:-

(i) They should belong to the same trade/group.

(ii) They should be obtainable from the same sources of supply.

37. It is not sufficient if the stores satisfy only one of the conditions. The intention underlying such a definition is that the stores should be capable of being included in the same invitation of tender. In the case of leather and leather products, a single invitation of tender will not be issued for hides, raw and tanned, canvas shoes, rubber shoes, leather shoes, leather products eg. suit case, tanning materials etc. Therefore, items included in separate tenders as explained above are not similar items.

LIMITATIONS ON THE EXERCISE OF LOCAL PURCHASE POWERS

38. (a) The guiding principles for according local purchase sanction is continued non-availability of stores through central supply sources or through Inter Dte, Inter-Gp or Inter-Units transfer required for training and other inescapable requirements.

(b) Local purchase will be confined to the following :-

(i) Requirements that are of such an urgent nature that supplies is through normal channels cannot be awaited.

(ii) Where there is an all India shortage of stores and the same is identified by Dte Gen NCC, Lgs Dte of DG NCC will identify these items, which are (or are not) to be procured locally, after considering all relevant factors such as stock position, due in, availability of funds etc.

39. Only State Dte under the CFA powers of DDG State Dte is empowered to carry out local purchase of stores. No Gp HQ/NCC Unit is authorised to carry out local purchase on behalf of DDG State Dte, as it is personal power of DDG State and cannot be delegated. Therefore all purchases are to be dealt at State Dte level and are to be personally monitored and controlled by DDG State Dte. Gp HQ/NCC unit can send their requirement based on their deficiency and no documentation of any kind be undertaken by Gp HQ or NCC State Dte can register dealers across the State and can procure items from a registered firm within the State. DDG State Dte will first ensure that the stores are not available in SHDC(Store Holding and Distribution Cell) in State Dte before resorting to local purchase of that item. Complete processing of the documents is the responsibility of DDG and cannot be handled by any other officer in Gp HQ or NCC Bn. DDG State Dte can obtain the help of DD(Adm) or Dir of State Dte to perform the above functions. However all documents are to be signed by the DDG being the competent financial authority (CFA).

Allotment Of Funds

40. HQ DG NCC will allot funds for local purchase of clothing and other stores to NCC Dtes every year around June/July. Out of total allocation available for local purchase, after an assessment of the probable requirement of local purchase with reference to existing/likely deficiencies.

Records

41. DDG State Dtes are responsible for all actions connected with the purchase of stores, maintenance of records and documents. Coordination of all activities connected with the purchase of stores will be carried out by the Dtes.

42. DDGs at State Dte level will maintain a register of approved contractors of the Store and of firms which have successfully supplied the requisite stores during the preceding three years or those, which in DDG stores DC have the capacity to supply the stores without DDG state Dte. fail. Registration of firms be carried out every year afresh by a Board of Officers to weed out suppliers whose performance has been poor. Moreover, Dtes must encourage healthy competition and do vendor rating. Board of officers for registration of firm is carried out at State Dte level only and not at Gp HQ or NCC Bn level.

Tender Action

43. After the necessity for local purchase of an item has been felt at the State Dte level and the requisite sanction obtained from the CFA, the purchase will be affected by limited tender system only. In all other cases procurement will be through open tenders only. Normally at least three quotations will be obtained for each contract. (Purchase may be made direct from the dealers in cases of stores which are of proprietary nature).

Registration Of Suppliers

44. A list of suppliers will be maintained and revised periodically and kept updated. Before registration it should be ensured that the suppliers are registered with ST/CST authorities. Provision is also to be made in Dtes as regards the number of quotations that should be invited in terms of instructions contained in Government of India, Ministry of Defence letter No. F-5(3)/79/D-1 dated 26 July, 1980. Performance of suppliers will be the guiding factor for registration of his firm during the Board of officers for registration. Therefore, the performance of each supplier (record) to be maintained at State Dte level by the respective DDG's. However, registration of supplies has been now carried out at HQDGNCC. Hence this practice is no more applicable. List of registired suppliers for complete NCC (All 16 DTES) will now be carried out centrally at HQ DGNCC through advertisement on all india basis. List will be FWD to each state DTE. State DTE to tender only these registered suppliers hence-forth.

PREPARATION OF COMPARATIVE STATEMENT OF TENDERS

45. Tenders will be opened at the appointed time and venue in the presence of reps of firms, if present. After opening the tenders, a comparative statement of tenders will be prepared in duplicate. While preparing comparative statement, it will be ensured that the rates quoted by the suppliers/contractors are indicated both in words and figures. The rates in words will be shown in brackets below the rates indicated in figures. This

will be submitted to DDG for approval and acceptance or retendering may be resorted to when the rates quoted are found to be too high. DDG's will approve the rates and the firm on the comparative statement by either accepting or rejecting the offers or may order retendering.

Acceptance Of Tenders

46. The successful tenderer will be intimated through the medium of a supply order.

Issue Of Supply Order To The Successful Tenderer

47. Supply Order will be prepared in quintuplicate. It will be ensured that details such as approved rates, specifications of items, DP, guarantee clause as also percentage of penalty/liquidated damages in case of non/supply by DP/extended DP etc., are included in the supply order. Budget Head to which the expenditure is debitible will be clearly indicated.

48. Copies of the supply order will be distributed as under :-

- (a) Original and duplicate to the supplier.
- (b) Triplicate to the provision branch of the NCC Dte.
- (c) Quadruplicate to the CDA concerned.
- (d) Quintuplicate will be retained in the LP case file.

49. The supply orders placed during a financial year will be serially numbered. In addition to the copy of the supply order vide para 49 above, a certificate as indicated below will be rendered monthly to the CDA concerned indicating separately the total Nos of supply orders placed under each category :-

“Certified that supply orders bearing Nos from _____ to _____ were issued during the month _____. These certificates should reach the CDA by the 10th of every month”. Nil certificates are also required to be sent.

Inspection Of Stores

50. Inspection of stores locally purchased will be carried out by CFA himself or by Board of Officers appointed by him for the task. Wherever recently supplied items through central purchase are available the locally procured items should be compared with them before acceptance. The items supplied should be in conformity with sample supplied, where samples were required to be given. In other cases the inspection should be carried out to the satisfaction of CFA/Board of Officers with reference to the specifications indicated in the supply order. CFA still holds the responsibility for receipt of correct Qty and condition of the store, despite check by a Board of officer.

Disposal Of Inspection Notes

51. Inspection notes will be prepared in quadruplicate and RV Nos will be duly endorsed on them. No.1 copy of Inspection Note will be passed on to contractor to enable him to submit the bill. No.2 copy will be registered in

the Inspection Note progress register. Copy No.3 will be kept in LP File. Copy No.4 will be sent to the SHDC.

Issue Of Stores

(a) The stores will be taken on charge by means of CRV and issued against distribution vouchers as per the normal issue procedures (Ref para 30). A certified copy of CRV will be attached to the Contingent Bills sent to CDA for payment.

Payment Of The Supplier's Bill

(b) Immediately after acceptance of full stores, the supplier will be asked to submit his bill along with the original copy of supply order. Copy of the Inspection Note and the bill for the items supplied. It will be ensured that supplier's bill is paid expeditiously. Necessary progress/hastening action will be taken at the appropriate level. Payment of the bills will be made by the respective Regional Controllers Organisation after pre-audit subject to availability of funds under budget allotment.

Submission Of Bill To CDA

52. After LP action is completed by the Dtes, the following documents will be forwarded to CDA concerned for payment action :-
- (a) Contingent Bill, duly counter-signed by the DDG NCC State Dte.
 - (b) Original copy of the CRV.
 - (c) Copy of the Inspection Note.
 - (d) Receipted bill duly stamped where the amount is in excess of Rs.500/-.
 - (e) Original copies of the quotations.
 - (f) Original copy of the supply order.
 - (g) Comparative Statement of Tenders.
 - (h) Proprietor Article Certificate wherever applicable.

Store Holding And Distribution Cells

53. All items of clothing and necessaries meant for the NCC Dtes are sent directly to their store holding and distribution cells (SH&DCs) by all the suppliers. The SH&DCs are further responsible to receive and distribute the same to NCC units.

54. The SH&DCs will be responsible for the following:-

- (a) Progressing the supplies from the supplying agencies right from the date of demand/allocations to the NCC Dte through our consignment instructions, till they are physically received by them and taken on their ledger charge.
- (b) Return of receipted copies of issue documents (contractor by inspection note DGQA) to the consigners.
- (c) Report discrepancies and raise claims against consignors/carrying agencies as the case may be.
- (d) Inform all concerned of the supplies received ex-trade, etc.

- (e) Issue items to Gp HQ/Units as per sub-allotment made by NCC Dtes.
- (f) Carry out adjustments/transfers of surplus items between Gp HQ/Unit as ordered by NCC Dte or based on their demands.
- (g) Carry out Inter-Dte transfers as ordered by DGNCC.
- (h) Store preservation, accounting on Bin Card.

Stocks

55. Follow the procedure for issue and receipt of stores as given from para 27 to 31 above.

Despatch Of Stores By Means Other Than Shortest Route Or Cheapest Mode Of Conveyance

56. Where considered necessary the Dy DGs are also empowered to incur extra expenditure to the extent of Rs.2,500/- on despatch of stores by supplying agencies by means other than cheapest routes and modes of carriage in terms of Govt of India, Ministry of Defence letter No.6387/70/DGNCC/Adm(B)/3105-D(GS-II) dated 05 Sep 70 as amended from time to time. For further expenditure upto Rs.5,000/- the sanction of the DG is necessary.

Storage And Accounting

57. It should be ensured that clothing items are stored properly item-wise and stock labels showing the nomenclature of the items are displayed. The stores should be kept on dunnage at least 3 feet away from the wall. Bin cards to be filled up during issue and receipt of stores in the store house.

58. Naphthalene balls should be used for preservation of woollen clothing.

59. Tentage items, if any held, should not be stacked wet. The stacks of tentage items should be turned over periodically and dried in the sun to remove moisture and to avoid spontaneous combustion.

60. All items will be turned over properly to issue old items first and conserve the new stocks.

61. Detailed instructions regarding storage and preservation are given in clothing regulations.

Accounting And Audit

62. The accounting of clothing items is based on the maintenance of following documents:-

- (a) Stock Ledger | IAFZ-2286A

- (b) Receipt of issue | IAFO-2672
Voucher
- (c) ICC(Individual Clothing Card) | IAFC - 871
- (d) Demand form (IAFO-2708) (for demanding stores from State Dte by NCC Units)
- (e) Bin cards
- (f) Turnover Register
- (g) Register of Loss Statement
- (h) Register of Audit Objections
- (j) Record of Inspection
- (k) Record of Verification

63. The above documents are subject to audit by LAO.

Stock Verification

64. The stock takings/verifications will be carried out as under :-

- (a) Annual Stock Verification. This will be carried out physically by the OC Unit once in a year preferably at the end of the academic session by 31 Mar every year. It will be ensured that all items of kit issued to cadets are returned before commencement of this verification.
- (b) Surprise Checks. In order to have a vigorous drive to cut down losses, all state DDGs and Gp Commanders will carry out surprise checks of clothing and necessaries during their visits and records maintained to that effect. Such records may be inspected by the Director General/Addl DGs NCC during their visits.
- (c) As ordered by Dy DG (State)/Gp/Unit Cdrs. Dy DG (State), Gp Cdr/Unit Cdr may order stock taking/verification at their discretion.

Condemnation

65. Govt sanction exists for holding two condemnation boards every year during Apr/May and Nov/Dec respectively. However, for practical reasons, the NCC Dtes have been directed to hold only one condemnation Board in one year.

Utilisation Of Garments Rendered Undersized

66. In accordance with the existing policy of such garments which become undersized due to frequent alterations are required to be repaired and refitted for issue to the Junior Division cadets as far as possible.

Retention Of Clothing Items Beyond Their Fair Life

67. Clothing items shall not be retained beyond their fair life in Stores Holding and Distribution Cells of NCC State Dtes as reserve. No reserves is auth to NCC for provisioning purposes. These will be disposed off as given in para 25 above.

Procedure For Demands By Units

68. In order to avoid bottle-necks, NCC units will submit their demands for their requirement to SHDC and surplus/deficiencies will be adjusted accordingly by SHDC of the Dte State concerned.

Stock Certificate

69. All DDGs of State NCC Dtes are to render the following certificate alongwith Annual Stock Return and Annual Wastage Return showing position as on 31 Aug.

“I hereby certify that the physical stock shown as on 31 Aug has been verified by the Board of officers and stock have been duly sealed being surpluses to the requirement of State NCC Dte for current financial year ending on 31 Mar(Next year). It is certified that these surpluses will be utilised w.e.f. 01 Apr of the ensuing year for the cadet to be enrolled next year. It is also certified that all freshly enrolled cadets have been issued 100% authorised scale of clothing in respect of Retention and Life Cycle items and no Local Purchase is being carried out for the item available in stock shown as surplus”.

**SUBMISSION OF LOSS STATEMENTS TO DGNCC
FOR REGULARISATION – IMPORTANT CHECKS**

70. During the course of scrutiny of loss statement cases submitted by various Directorates to this Dte General, it has been observed that required attention is not being paid towards the aspect of completion of documents. The submission of loss cases without having the documents completed in all respects leads to a delay in the regularisation of the amount by the CFA.

71. To facilitate state dtes to ensure the completion of documents, a check-list on the above subject is appended below;

72. You are requested to instruct your concerned staff to ensure that the documents of loss cases are complete in all respects as per guidelines given in the check-list, before submission/resubmission of the same to this Dte General.

Check List For Scrutiny Of Loss Case

73. The following are the salient points to be checked to ensure that a loss case is forwarded complete in all respect for sanction of CFA :-

- (a) Three sets of the case (including original) are sent to Dte Gen.
- (b) Each set contains the following documents :-
 - (i) Loss statement
 - (ii) Proceeding of Court of Inquiry
 - (iii) Statement of the case
 - (iv) Delay report
 - (v) Audit Report from CDA concerned

74. The above said documents are to be subjected to scrutiny to ensure that they are appropriate and complete as per following guidelines:-

- (a) Loss statement
 - (i) On the discovery of loss a provisional loss statement (PLS) should be prepared and priced as per the price list.
 - (ii) Loss statement should be prepared on IAFA-498.
 - (iii) Pricing of the loss statement should be checked by the LAO/CDA.
 - (iv) A certificate on page of the loss statement should be got completed by the authority concerned in token of his having recovered the amount from the individual responsible for the loss. In case amount is deposited in Bank/Treasury, No. and date of treasury receipt as well as the No. and date of acknowledgement obtained from CDA concerned should be quoted in the certificate.
 - (v) Recommendation/remarks of OC, Unit Gp Commander NCC Gp HQ's and Dy DG NCC State Dte should be recorded on page II of the loss statement.

- (b) Court of Inquiry proceedings
- (i) On discovery of the loss a C of I should be convened for investigating the circumstances of loss and pin point the responsibility for the same. Rule 156 FR Pt-I Vol-I (1983 Edition) refers.
 - (ii) On completion of the proceedings of the C of I endorsement of the affiliated formation Commander should be obtained.
 - (iii) Proceedings of the C of I which require reference to Dte Gen should be endorsed with remarks of the Dy DG NCC.
 - (iv) As soon as remarks of the Formation Commander on Court of Inquiry have been endorsed, action should be initiated with regard to pecuniary liability/disciplinary aspect and remedial measures adopted.
- (c) Statement of case
- (i) Relevant details alongwith the history of the case should be incorporated in the statement of the case.
 - (ii) Statement of the case should be prepared strictly in terms of AO 315/73 stating full facts of case, indicating disciplinary action taken against the individual(s) held responsible for the loss and remedial measures taken to avoid recurrence of the loss together with a copy of instructions issued.
 - (iii) The statement of the case duly completed should be signed/countersigned by Dy DGNCC himself.
 - (iv) In event of theft, the matter should always be reported to police. A copy of the final report indicating the result of the investigation carried out by the police should be attached.
 - (v) In the event of loss in transit, claims for compensation against the Railway should be preferred promptly on occurrence, definitely within a period of six months from the date of booking by the consigner.
- (d) Delay report: Three copies of updated delay report prepared in chronological order should be sent.
- (e) Audit report : Losses are not to be written off without specific sanction of the competent authority. Instructions in this regard are given in rule 37, 158, 159 & 160 of the Financial Regulations Pt-1 (1983) Vol-I.

75. After having being priced the loss statement will be submitted to CFA. A copy of the sanctioned loss statement is to be fwd to CDA for record.

76. The loss statement with the supporting documents such as court of Inquiry, statement of the case, Delay report etc. should be submitted to the LAO/CDA for his audit and onward transmission to appropriate CFA.

77. The power to write off losses is vested in various CFA;s as laid down in Govt of India, Min of Defence letter No 0106/DGNCC/Pers/(P&F)/335/A/D/GS-iv) dated 11.4.90 and further

amended vide GOI, M/oD letter No.0106/DGNCC/BUD/2435/D (GS-VI)/2001 dated 31 Oct 2001.

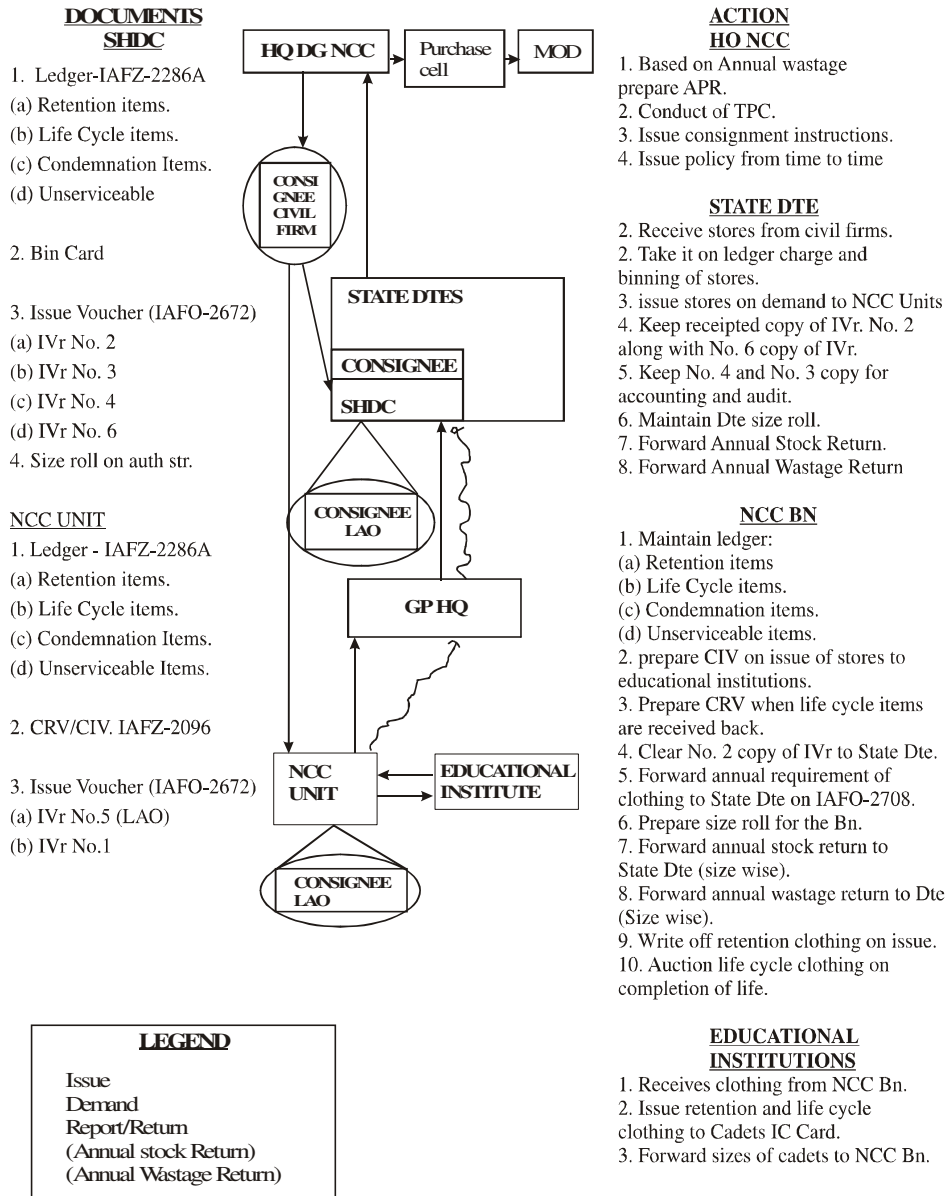
Losses Due to theft, Fraud or Neglect

Loss due to other causes

(a)	DGNCC	Rs.10,000/-	Rs. 40,000/-
(b)	Dy DGNCC States/ Comdt Trg Estt.	Rs. 4,000/-	Rs. 20,000/-

78. The losses exceeding the above limits require sanction of Govt of India.

LINE DRAWING ON PROCEDURE OF CLOTHING



Appendix 'B'
(Refers to Para 2)

No. 19017/A/DGNCC/Adm (B)/ph 93/
B/D(GS-VI)
Government of India,
Ministry of Defence,
New Delhi, the 13 December, 1991

To

The Director General,
National Cadet Corps,
New Delhi - 110066.

Subject : Fixation of Life Span of NCC uniforms

Sir,

I am directed to convey the sanction of the President to fixation of fair life span of NCC Uniforms and accessories listed below :-

S.No. Items of Clothes	Fair life in months
1. Shirts Plain Weave Polyester and Cotton.	72
2. Trousers Plain Weave Polyester and Cotton.	72
3. Shorts Plain Weave Polyester and Cotton.	72
4. Short/Shirt Drill	43
5. Jersy Pullover Wollen	60
6. Beret Knitted	72
7. Boot Ankle complete with laces leather	54
8. Shoes leather Black (DMS Solo) Derby with Toe Cap	30
9. Shoes Canvas Brown & White Rubber Sole	12
10. Stocking/Socks woollen/ Nylon Terripile.	15

2. Detailed instructions on the introduction of new uniforms in the NCC and new system of replacement of life cycle concept will be issued in due course. However, pending issue of the same, instructions containing in AI 22/83 (on uniforms in the Army) will be followed as a guide line.

3. This issues with the concurrence of Min of Def/Fin vido their u.o. No. 2799/GS/91 dated 3/12/91.

Your Faithfully,
Sd/ xxx
(J.C. Sharma)

Under Secretary to Govt. of India

Copy to :-

Controller General Defence Accounts, New Delhi
Director General Accounts Defencs Services, New Delhi
CS, Western Commend, CDA Central Command, CDA, Souther Command,
SDA Patna. CDA Norhern Command, CDA Madra,
Min of Fin (Def/Si) - CDA Gauhati, CDA Bangalore.
Min of Def/G (G-I)
List 'A'

Details of Retention Items

S.No.	Item	Scale of Authorisation				Remarks
		SD	JD	SW	JW	
ARMY BOYS						
1.	SHIRT PWPC KHAKI	2	2	-	-	
2.	SHORT PWPC KHAKI	1	2	-	-	
3.	TROUSER PWPC KHAKI	2	-	-	-	
ARMY GIRLS						
4.	SHIRT PWPC KHAKI	-	-	2	2	
5.	TROUSER PWPC KHAKI	-	-	2	2	
NAVY BOYS						
6.	SHIRT PWPC WHITE	2	2	-	-	
7.	SHORT PWPC WHITE	-	3	-	-	
8.	TROUSER PWPC WHITE	2	-	-	-	
9.	SHIRT PWPC NAVY BLUE	1	1	-	-	
10.	SHORT PWPC NAVY BLUE	1	1	-	-	
NAVY GIRLS						
11.	SHIRT PWPC WHITE	-	-	2	2	
12.	TROUSER PWPE WHITE	-	-	2	2	
AIR FORCE BOYS						
13.	SHIRT PWPC LBG	2	2	-	-	
14.	SHORT PWPC LBG	1	2	-	-	
15.	TROUSER PWPC LBG	2	-	-	-	
AIR FORCE GIRLS						
16.	SHIRT PWPC LBG	-	-	2	2	
17.	TROUSER PWPC LBG	-	-	2	2	
COMMON ITEMS						
18.	SALWAR WHITE	-	-	2	2	
19.	KAMIZ WHITE	-	-	2	2	
20.	BERET RIFLE GREEN	1 (a)	1(a)	1	1	(a) For all cadets less Sikh.

Scale of Authorisation						
S.No.	Item	SD	JD	SW	JW	Remarks
21.	PAGREE RIFLE GREEN					For Sikh cadets only.
22.	SOCKS NTP WHITE	2x3* =6 (Navy)	2x2* =4 (Navy)	2x3* =6 (Navy)	2x2* =4 (Navy)	* Tenure
23.	SOCKS NTP BLACK	2x3* =6 (Army, Air)	2x2* =4 (Army, Air)	2x3* =6 (Army, Air)	2x2* =4 (Army, Air)	* Tenure
24.	SHOE LEATHER BLACK	1 (Air)	1 (Less Army kin J&K and NER)	1	1	
25.	BOOT ANKLE DVS	1 (Army and Navy)	1 (Army kin J&K & NER)	-	-	
26.	SHOE CANVAS BROWN	1 (For all less Navy)	1 (For all Navy) less	-	-	
27.	SHOE CANVAS WHITE	1 (Navy)	1 (Navy)	1	1	
28.	VEST WOOLLEN	-	1 (Army J&K and NER)	-	-	

DETAILS OF LIFE CYCLE ITEMS

S.No. Authorisation		Item	Accessed Scale	of
(a)	(b)	fair life in Army (in months)	(c)	(d)
1.	Bag Kit Universal	120	(a) Army SD & Army JD (b) 15% of Cadets strength	
2.	Blanket Barrack	120	At 10% of auth strength of SD & JD in code regions & 3% in hot regions.	
3.	Cap FS Disruptive	72	Army SD and JD minus Sikh cadets @ 10%	
4.	Durries IT	120	Army SD, JD, SW & JW @ 9%	
5.	Coat Combat	168	Army SD & JD @ 2%	
6.	Ground Sheet	120	Army SD JD SW & JW @ 6%	
7.	Water Bottle	60	All wings @ 15% of cadet strength	
8.	Anklet Web	240	Army SD @ 10% of cadet strength	
9.	Belt Waist Web	168	Army wing SD and JD, SW (Army & Air). JW and Air wing (SD & JD) @ 100%	
10.	Cape Water proof	240	Army SD and JD @ 20% for Units located in J&K adn NER and @ 5% for the rest.	
11.	Overall Combination	36	Army SD (Army, Arty, Engrs, Signs & EME) @ 100% of cadet strength.	
12.	Net Mosquito	60	Army wingh @ 15% of total cadet	AP, Bihar, Gujarat, Karnataka, Kerala, Mah, Orissa, Tamil Nadu and West Bengal @ 10% of authorized str. Delhi, MP, Punjab, Raj and UP @ 25% of auth str. J&K and NER @ 80% of auth str.
13.	Jersey P/O Woollen Khaki	60	SD Army and JD Army SW (Army) & JW (Army)	
14.	Jersey P/O Woollen Black	60	SD Navy and JD Navy	
15.	Jersey P/O Woollen Grey	60	SD Air and JD Air	

(a)	(b)	(c)	(d)
16.	Shirt Angola Drab	60	SD Army and JD Army, SW and JW
17.	Trouser Serge Khaki	60	SD Army and JD Army, SW and JW
18.	Trouser Serge Black	60	SD Navy and JD Navy
19.	Trouser Serge LBG	60	SD Air and JD Air

AP, Bihar, Gujarat, Karnataka, Kerala, Mah, Orissa, Tamil Nadu and West Bengal @ 15% of authorized str.

Delhi, MP, Punjab, Raj and UP@100% of auth str.

AIR CLOTHING

20.	Overall flying	36	50% of the auth str of SD and SW Air wing Cadets in the Air Sqn on lon basis @ scale 01.
21.	Boot flying	36	50% of the auth str of SD and SW Air wing Cadets in the Air Sqn on lon basis @ scale 01.
22.	Gloves flying	36	50% of the auth str of SD and SW Air wing Cadets in the Air Sqn on lon basis @ scale 01.
23.	Boot Rubber Knee	24	For NER and Kerala @ 20% of auth str and for Karnataka, AP, Orissa and West Bengal @ 10% auth str.

Appendix 'E'
(Refers to Para 4)

Tele : 26195671

Directorate General NCC
Ministry of Defence
West Block-IV, R.K. Puram
New Delhi - 110066.

No. 1202/PR Policy/HQ NCC/Lgs (Clothing) 27 Aug. 2005.

List 'A'

FIXATION OF LIFE - LIFE CYCLE ITEMS

1. This HQ letter No. 1202/PR Policy/HQ NCC/Lgs (Clothing) dated 05 May 05 may please be treated as cancelled.
2. The life of the life cycle clothing items used by NCC is as under :-

Sr. No.	Item	Life in months
(a)	Jacket Combat	24
(b)	Trouser Combat	24
(c)	Shirt AD	60
(d)	Jersey P/O Khaki	60
(e)	Jersey P/O Black	60
(f)	Jersey P/O Grey	60
(g)	Bag Kit Universal	120
(h)	Coat Combat	168
(j)	Cap FS Disp	72
(k)	Anklet Web OG	240
(l)	Trouser Serge Khaki	60
(m)	Trouser Serge Black	60
(n)	Trouser Serge LBG	60
(o)	Cape Water Proof	240
(p)	Overall Combination	36
(q)	Net Mosquito	60
(r)	Blanket BK	120
(s)	Ground Sheet	120
(t)	Durrie IT	120
(u)	Belt Waist	168
(v)	Water Bottle	60
(w)	Overall Flying	36
(x)	Boot Flying	36
(y)	Gloves Flying	36
(z)	Boot Rubber KNee	24

3. Wherever applicable the same amendment may be carried out in the manual.

(RK Verma)

Col

Dir (Lgs) For DG NCC

Appendix 'F'
(refers to Para u)

ANNUAL WASTAGE RETURN - LIFE CYCLE ITEMS

RETENTION ITEMS (28 ITEMS)

Ser	Item	Qty wasted out due to Issue of retention clothing
1	2	3

LIFE CYCLE ITEMS (23 ITEMS)

Ser	Item	Qty wasted out due to completion of life
1	2	3

Note

1. Wastage in Retention items means items issued to the cadets enrolled in the current year. This qty to be charged off from ledger finally. (NOT TO BE TAKEN ON CHARGE EVER).
2. Wastage in life cycle items means, total items which have completed the life this year and to be finally written off from ledger charge. These items are to be auctioned and money deposited in Govt. treasury.

ANNUAL STOCK RETURN: CLOTHING AND NECESSARIES
AS ON 31 AUG 200__

Name of the Dte:

Total Auth:

Str	SD	SW	TO	JD	JW	TO
			TAL			TAL
Ar	N	A	Navi	A	Ar	N
my	avy	ir	rmy	Air	ir	my
					ayv	ir
					A	Ar
					my	avy
						N

Auth

Enrol
ment

RETENTION ITEMS (28 ITEMS)

Ser	Item	Total authorized strength in the current year	Total stock held as on 31 Aug (Size wise for each item)
1	2	3	4

LIFE CYCLE ITEMS (23 ITEMS)

Ser	Item	Total authorized strength in the current	Total stock held as on 31 Aug (Size wise for each

		year	item)
1	2	3	4

Appendix 'G'
(Refer to Para 14)

No.1202/PR Policy/HQNCC/Lgs
(B-1)/57/D(GS-VI)
Government of India,
Ministry of Defence,
New Delhi, the 12th Feb, 2001

To

The Director General,
National Cadet Corps,
West Block-IV, RK Puram
New Delhi - 110066.

Subject : INTRODUCTION OF THE SYSTEM OF RETENTION OF
CLOTHING ITEMS BY NCC CADETS ON COMPLETION
OF TENURES

Sir,

I am directed to convey the sanction of the President to authorising retention of the following 7 categories of clothing items by NCC Cadets after the completion of their tenures which is 2 years in the case of Junior Division/Wing and on completion of 2/3 years in the case of Senior Division/Wing:-

Sl.No. Category of Item

- | | |
|-----|--|
| (A) | Shirt/Short/Trouser Plain Weave Polyester and Cotton |
| (B) | Socks Nylon |
| (C) | Socks Woollen |
| (D) | Stocking Woollen |
| (E) | Beret |
| (F) | Vest Woollen |
| (G) | Salwar/Kamiz long cloth white/slacks |

2. Management of clothing items based on the new system of retention by the NCC Cadets will commence from the financial year 2001-02. Therefore, Cadets leaving NCC, on completion of their tenure on or after 01 Apr 2001 will be permitted to retain those clothing items by themselves. These items, thereafter, shall not be returned to salvage depot of ordance.
3. Detailed instructions on the introduction of new system of issue of uniforms and their accounting in the National Cadet Corps will be issued in due course.
4. This issues with the concurrence of Min of Def/Fin vide their ID No. 202/OS/2001 dated of 05 February 2001.

Your Faith fully,
Sd/xxx
(Rajat Datta)

Under Secretary to the Govt. of India

No. 1202/PR Policy/DG
NCC/Lgs
(B-1)/1416/D (GS-VI)
Government of India,
Ministry of Defence,
New Delhi, the 12th Feb,
2001

CORRIGENDUM

1. The following amendment is made in para 1 (e) of this Ministry's letter No. 1202/PR Policy/HQ NCC/Lgs (B-1)/57/D (GS-VI) dated 12 Feb 2001 on introduction of the system of retention of clothing items by NCC cadets on completion of tenures :-

For Beret Read Beret/Pagree

2. This issues with the concurrence of M/Defence (GS/Fin) vide their U.O. No. 1017/GS/03 dated 17-06-2003.

Sd/xxx
(RL Kapoor)
Under Secretary to the Govt. of India

To,

The Director General
National Cadet Corps
New Delhi - 110066.

Cop to :-

Controller General Defence Accounts
Director General Accounts Defence Services
CDA WC, CC, SC, Patna, Guwahati, Chennai, Jabalpur, Jammu and
Bangalore.
CGDA New Delhi, CDA HQ New Delhi
Min of Fin (Def/GS), Min of Def/GS-VI, MOD/AFA (GS)
List 'A'

Appendix 'H'*(Refer to Para 14)***Size Roll Clothing Items**

S.No.	Item	Size Range	Total
ARMY BOYS			
1.	Shirt PWPC Khaki	J1 to J4, Extra Small, 0, 01, 1 to 12	21
2.	Short PWPC Khaki	J1 to J4, Extra Small, Small, 1 to 14	21
3.	Trouser PWPC Khaki	J1 to J4, Extra Small, Small, 1 to 14	21
ARMY GIRLS			
4.	Shirt PWPC Khaki	J1 to J4, 1 to 12	16
5.	Trouser PWPC Khaki	J1 to J4, 1 to 12	16
NAVY BOYS			
6.	Shirt PWPC White	1 to 8	08
7.	Short PWPC White	1, 2, 3 (Cm)	03
8.	Touser PWPC White	1 to 10	10
9.	Shirt PWPC Navy Blue	1 to 8	08
10.	Short PWPC Navy Blue	1 to 3 (Cm)	03
NAVY GIRLS			
11.	Shirt PWPC White	J1 to J4, 1 to 12	16
12.	Trouser PWPC White	J1 to J4, 1 to 12	16
AIR FORCE : BOYS			
13.	Shirt PWPC LBG	1 to 8	08
14.	Short PWPC LBG	Extra Small, Small, 0, 01 , 1 to 12, J1 to J4	21
15.	Trouser PWPC LBG	J1 to J4, Extra Small, Small, 1 to 14	21
AIRFORCE: GIRLS			
16.	Shirt PWPC LBG	J1 to J4, 1 to 12	16
17.	Trouser PWPC LBG	J1 to J4, 1 to 12	16
COMMON ITEMS			
18.	Salwar White	J1, J2, 1 to 6	08
19.	Kamiz White	J1 to J4 1 to 12	16
20.	Beret Rifle Green	23.5, 24, 25, 25.5, 26, 26.5, 27.5, 28 & 28.5	09
21.	Pagree Rifle Green	4, 6 Mtr	01
22.	Socks NTP White	21, 23, 25, 27, 29	05
23.	Socks NTP Black	21, 23, 25, 27, 29	05
24.	Shoe Leather Black DMS	4 to 12	09
25.	Boot Ankle DVS	4 to 12	09
26.	Shoe Canvas Brown	4 to 12	09
27.	Shoe Canvas White	4 to 12	09
28.	Vest Woolen	-	-

Total = 318

LIST OF LIFE CYCLE ITEMS

S.No.	Item	Size Range	Total
1.	Belt Waist Web	01	
2.	Bag Kit Universal	01	
3.	Blanket Barrack	01	
4.	Cap FS Disruptive	01	
5.	Durries IT	01	
6.	Coat Combat	01 to 08	
7.	Ground Sheet	01	
8.	Water Bottle	01	
9.	Anklet Web	01	
10.	Cape Water Proof	01	
11.	Overall Combination	01	
12.	Net Mosquito	01	
AIR FORCE : CLOTHING			
13.	Overall Flying		
14.	Boot Flying		
15.	Gloves Flying		
16.	Jesey P/O Woollen Khaki	81 Cm, 86 Cm, 91 Cm, 97 Cm, 102 Cm	05
17.	Jersey P/O Woollen Black	81 Cm, 86 Cm, 91 Cm, 97 Cm, 102 Cm	05
18.	Jersey P/O Woollen	81 Cm, 86 Cm, 91 Cm, 97 Cm, 102 Cm	05
19.	Shirt Angola Drab	01 to 08	08
20.	Trouser Serge Khaki	01 to 16	16
21.	Trouser Serge Black	01 to 16	16
22.	Trouser Serge LBG	01 to 16	16
Grand Total			408

Appendix 'J'*(Refer to Para 15)*

**INDIVIDUAL CLOTHING CARD IN RESPECT OF JD/JW/
SD/SW/NO.
NAME
OF EDUCATIONAL INSTITUTION**

S.No.	Item	Qty Auth	Due Date	Quantity Issued	Date of Issue	Signature of ANO/Issuing	Signature of Individual	Remarks
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	Auth (i)

Appendix 'K'

(Refer to Para 27)

inuke
vuqHkkx

Designation

izkf/Ñr vuqikr

A.O.....

vk/kj lkexzh ftl ij izkf/Ñr vuqikr vk/kfjr gS

Data on which A.P. is based

vkMZusal HkaMkj 'kCnkoyh

V.O.S. Section

ys[kk ,dd

Acctg. Unit

izkf/dkj

Authority

.....

izkflr@	iz	f	c
fuxZe	klr	uxZe	kdh
okmpj	Re	l	B
la[;k	ceived	ssued	alance
vkSj rkjh[k			
R.V./I.V.			
No.			
and Date			

.....

izkflr@	iz	f	c
fuxZe	klr	uxZe	kdh
okmpj	Re	l	B
la[;k	ceived	ssued	alance
vkSj rkjh[k			
R.V./I.V.			
No.			
and Date			

Hkk-ls-iQk-tSM-&2286&, (cM+k)
I.A.F.Z.-2286-A (Large)

;wfuV esa forj.k

DISTRIBUTION WITHIN UNIT

uksV % 1- uhps ds [kkus ds 'kh"kZ ;wfuVksa }kjk Hkjs tk,aA

Notes : Headings of columns below to be completed by units.

2- ^tksM+* ds [kkus esa nh xbZ la[;k nwlls i""B ij ^;wfuV* ds izHkkj esa ds :i eas nh 'ks"k la[;k ls feyuh pkfg,A

"Total" columns should agree with balance shown on the opposite page as 'on charge of unit'.

D;w	tkSM
- ,e-	+
Hk.Mkj	Total
Q.M.	
Stores	

izekf.kr fd;k tkrk gS fd esjs (N) eSa lkeku LOKfjt dj fn;k x;k gS@tk;sxkA Certified off in any (g) Charged off in my (g) hvae been/will be gLrk{kj Signature inuke Designation LVs'ku Station rkjh[k Date	izekf.kr fd;k tkrk gS fd Certified that the articles have been	esjs (N) esa izekfjr fd;k tkrk gS izeklr fd;k gS vkSj (p) esa izekfjr fd;k tk,xk tke fd;k x;k gS brought on charge of my (g) received and will be brought on charge (f) collected gLrk{kj Signature inuke Designation LVs'ku Station rkjh[k Date
--	--	---

vU; foHkkxksa dks fn;s x;s lkeku ;k muds fy, dh xbZ lsokvksa ds ekeyksa esa uhps (t) esa nh xbZ izfo"V dks izfrgLrk{ djus okyk viQlj HkjsxkA

In the case of supplies made or service rendered to other departments the entries shown as (h) below should be filled in by the Counter-signing Officer.

fVlif.k;ka % (d) ftu oSdfYid izfo"V;ksa dh vko';drk ugha gS mUgsa dkV fn;k tkuk pkfg,A ([k] ;wfuV) foHkkx ,-vks-lh- LFkkiuk] ,-vks-lh- ;wfuV iSQDV²h vkfnA (x) ;fn izkf/dkj dksbZ fofu;e ;k dksbZ fuxZe ;k ,sil vU; vkns'k gks tks igys gh ml viQlj ds ikl gks ftls mlds ekax i=k ij lkeku Hkstk tk jgk gS rks dsoy iSjk vkSj [kaM ;k la[;k vkSj rkjh[k dk mYys[k djuk pkfg, vU;Fkk izkekf.kr izfr ij ewy izkf/dkj layXu fd;k tk,A (?k) ;fn oLrq,a ;qfuV vkSj foHkkx dks @n~okjk HkaMkj ls tkjh@esa okfil dh xbZ gks rks dsoy [kkuk 3 ls 9 Hkjs tk,axsA ;fn ijs"kd dk ys[kkdkj dkye 10]11 vkSj 12 dks vadksa vkSj 'kCnksa esa HkjsxkA (Ä) tc vkS"kf/&HkaMkj foHkkx bldk bLrseky djsa rks bl dkye esa oLrq dk fofu.k fn;k tk,xk vFkkZr~ LFkkuh; ;i ls [kjhnh x;h oLrqvksa ds fy, ^LFkk* vkSj vkS"kf/ HkaMkj foHkkx esa fofufeZr oLrqvksa ds fy, ^vks* fy[kk tk,xkA (p) vkMZusUl lkeku ds ekeys esa] fofHkÅ izdkj ds lkeku vuqHkkx ls lacaf/r oLrqvksa dks vyx okmpj ij fy[kuk pkfg, vkSj izR;sd okmpj ij vf/d ls vf/d 12 ensa fy[kh tkuh pkfg,A (N) fo'ks"k ys[kksa dk mYys[k fd;k tk,A (t) fo'ks"k ys[kksa dk C;kSjk fn;k tk,A (>) vU; foHkkx ds fn, x, lkeku ;k mlds fy, dh xbZ lsokvksa ds ekeys esa izfr gLrk{kj djus okys vf/dkfj;ksa ds }kjk izfo"V;ka Hkjh tkuh gSA (.k) dsoy ,-vks-lh- LFkkiuk ds fy, ykxw gksrk gS vkSj tc bldk bLrseky fd;k tk, rksA (xk) esa dksbZ izfo"V djuk vko';d ugha gSA

Note : (a) Alternative entries not required should be expunged. (b) Unit, Department, A.O.C. Establishment, A.O.C. Unit, Factory, etc. (c) When the authority is a regulation or an issue or other such officer the paragraph and volume or number and date need alone be quoted, otherwise the original authority on a certified copy must be attached. (d) Only columns 3 to 9 will be filled in when articles are issued from/returned into stores to by unit and department. In the case of units returning stores to a depot columns 7,8 and 9 will be left blank for completion by the A.O.C. Columns 10,11 and 12 will be completed where necessary by the Accountant of the consignor in figures and words. (e) When used by the Medical Stores Department this column will give the description of the articles, i.e., "L" for articles purchased locally and "M" for articles manufactured in the Medical Stores Depots. (f) In the case of ordinance Stores those of different vocabulary section should be shown on separate vouchers and the maximum number of items on each voucher should be limited to 12. (g) Particular accounts to be mentioned. (h) Entries to be filled in by the countersigning officer in the case of supplies made or services rendered to other departments. (j) Applicable only to A.O.C. Establishment and when used no entry at (g) is necessary.

1. izHkkj 'kh"kZ (eq[;] y?kq) C;kSjsokj 'kh"kZ] izkFkfed ;k lgk;d ;wfuV)
Head of charge (Major, minor, detailed head, Primary and secondary unit)
2. og eghuk vkSj o"kZ ftls izHkkj lecfU/r gSA
Months and year to which the charge relates
3. lek;kstu djus okys ys[kk viQlj dk inukeA
Designation of the Accounts Officer by whom adjustable
4. fdl jkT; ds uke Mkyk tkuk gS\
Name of the state to which debitable?.....

Appendix 'L'
(Refer to Para 27)

Hkk-ls-iQk-tSM-&2096 (cM+k)
I.A.F.Z.-2096-A (Large)

izkflr] fuxZe vkSj O;; okmpj (d)
RECEIPT, ISSUE AND EXPENSE VOUCHER (a)

tkjh djus okyk vf/dkjh Hkjs
To be completed by the Issuing Officer

izklr djus okyk vf/dkjh Hkjs
To be completed by the Receiving Officer

fuxZe@O;; (d) okmpj la];k -----

Receipt Voucher No

;wfuV@Unit

;wfuV@Unit

LFkku@Station

LFkku@Station

uhps fxukbZ xbZ oLrq,a ([k] -----
----- (d)

 tkjh
dh x;h gS
 izklr
us
dh gS
 fufeZr
ls
dh gS

vkSj (d) va'kr%@ijh rjg (x) -----
----- dk ikyu fd;k x;k gSA

The articles enumerated blow have been (a) issued to/received by/manufactured by (b)
in (a) part/full in compliance with (c)

auhps fn;s x;s lkeku dks (x) -----
----- ds izkf/dkj ls [kpZ fd;k x;k gSA

The articles enumerated below have been expended under the authority of (c)

[kkrk	LFk	o	i
vkfn	kuh;	Lrq,	Sdtk
LEDGE	lwp	a	sa
R ETC.	h@Hkkx	A	d
	;k	rticle	h
	lkeku	(la];k
	lwp	?k)	P
	h la-	(ack-
	LI/Par	d)	a
	t or	4	ge
	Catal		(
	ogue		Ä)
	No		(
	3		e)
			5

X
zqi ;k ~"
v B
uqHkk
X age
Gr
oup
or
Se
ction
1

t	(Mh-	t						
ksM	e	@D.	dkj	zf	-	S	-	S	
+		vkj	k	r		-		-	
otal	t	@R.	/S	t	s.		s.		
(X;	ih-		er					
?k)		@P.		1			3		
(MC		0		2		4	
d)		Y;w@w.							
6		8							

CHAPTER 3

EQUIPMENT

- **Equipment and Controlled Stores.**
- **Vehicles.**
- **Naval Logistics.**
- **Air Logistics.**

EQUIPMENT AND CONTROLLED STORES

Introduction

1. Equipment and controlled stores are supplied to NCC units as per the authorisation promulgated in Peace Establishment Table (PET). Controlled stores include all weapons/ammunition and A vehicles. Equipment in NCC includes Engineering and Signal equipment. The PE/PET was promulgated vide GOI/MOD letter 7873/NCC/Plg/1322-C/D(GS-IV) dated 24 May 1966.
2. While most of the equipment and controlled stores are of earlier version of equipment held by the army, certain equipment has been supplied centrally by HQ DGNCC after obtaining Govt sanctions. Most of these equipment were supplied on one time basis and adequate care is to be taken to maintain these. Controlled stores are supplied through nearest Ordnance Depots.

Accounting And Maintenance

3. COs are fully responsible to account and maintain the equipment. These are to be accounted as per 'Accounting Instructions for Army Stores' and regular muster including annual stock taking is to be carried out accordingly.

Upgradation Of Equipment

4. Due to changes in syllabi over the period, majority of the equipment held in NCC is under review and efforts are in hand to upgrade these with later versions.

Controlled Stores

5. Recently the policy for weapons and ammunition has been revised and new guidelines for weapons and ammunition authorisation have been promulgated vide this HQ letter No 19404/C S/DGNCC/Lgs(Navy & Equipment) dated 12 Apr 05. These guidelines have come in force since 01 Apr 05.
6. The major shift in policy has been a change over from authorisation based to consumption based provisioning. The ammunition requirement of all Army, Naval and Air units will be clubbed together and procured centrally. All categories of .303 rifles, 9 mm/.38 Pistols/Rif 7.62 BA/9 mm Carbine and 51 mm Mor and their ammunition have been de-scaled in NCC.

Report and Returns

7. The various reports/returns for Equipment and Controlled stores are as under:-

(a)	Equipment/Controlled Stores Return	Four Monthly	01 Jan, 01 May, 01 Sep
(b)	Forecast requirement of Amn	Yrly	01 Oct
(c)	Annual Stock & expenditure return of Amn	Yrly	01 Apr

Newly Introduced Equipments

8. The following items have been introduced recently: -

(a) Multi media Projection System

GOI, MOD has authorised 113x Multi media Projection System at scale of one each to NCC State Dtes (16), Gp HQs (95) and OTA Kamptee & Gwalior (02) vide their Sanction letter No. 19404/CONTROLLED STORES-DVC//DGNCC/LGS(B-2)/1825/D(GS-VI) dated 24 Sep 04.

(b) Authorisation Of Digital Video Camera

GOI, MOD has authorised 115 x Digital Video Camera (Sony Handy Cam) at a scale of one each to NCC State Dtes (16), Gp HQs (95) and two to OTA Kamptee and four to OTA Gwalior vide their Sanction letter No. 19404/CS-DVC//DGNCC/LGS(B-2)/1036/D(GS-VI) dated 11 Jun 04.

(c) Binoculars & Prismatic Compass

During 2002, 71 Compass Prismatic (non service pattern)@Rs. 208/- (Rupees two hundred and Eight only) each and 06 Binoculars (NSP) @ Rs 600/- (Six hundred only) each were procured and supplied to make good existing deficiencies of State Dtes. All future deficiencies will be met through local procurement under delegated powers.

REFERENCES

S. No.	Subject	Letter reference and date
1	Guidelines of weapons and	19404/CS/DGNCC/Lgs (Navy & ammunition Equipment) dated 12 Apr 05.
2.	Multi media Projection System	19404/CS-C//DGNCC/LGS (B-2)/185/D(GS-VI) dated 24 Sep 04.
3.	Authorisation for Digital Video Camera	19404/CS/DGNCC/LGS(B-2) 1036/D(GS-VI) dated 11 Jun 04.

LOGISTICS INSTRUCTIONS (VEHICLES)

General

1. Based on the demand generated by discarding the vehicles by units as per discard policy, the overall requirement of vehicles is compiled at HQ NCC and projected in the Annual Provisioning Review (APR) Committee. After finalisation of proposal by APR Committee, the approval of MOD /MOD(Finance) is obtained. Approved demand is then projected to the MOD for obtaining the sanction, for placing vehicle wise order to the firms alongwith consignees to supply the vehicles to units at their location duly inspected.

Authorisation of Vehicles

2. Vehicles have been authorised as per PE (1979) and various Govt of India, MOD letters. Unit wise authorisation of vehicles is attached as **Appendix 'A'**.

Compilation of Demand

3. All NCC Dtes are supposed to send Four Monthly Vehicle Returns (FMVR) showing position as on 31 Jan, 31 May and 30 Sep to this HQ on 15 Feb, 15 Jun and 15 Oct respectively. The demand of vehicles for the following financial year is compiled on the basis of deficiency shown in the Four Monthly Vehicle Return for the period ending 30 Sep. Compiled demand is projected to Annual Provision Review (APR) Committee for approval during December.

Projection in Annual Provision Review

4. The required number of vehicles and list of consignees for each type of vehicle is projected to APR Committee every year for approval. Requirement of vehicles along with financial aspects as approved by the APR Committee is submitted to MOD for sanction to procure vehicles. After obtaining sanction from MOD the consignees are informed about the vehicles being allotted to them and the list of consignees is forwarded to Purchase Cell of HQ NCC by Vehicle Section of Lgs Dte.

Action by Purchase Cell (Lgs Dte) of HQ NCC

5. Purchase Cell places the supply order after obtaining the approval of MOD/MOD(Fin) on firms for each type of vehicle. Supply Orders pertaining to various types of vehicles are forwarded to concerned firm along with consignees to supply the vehicles at their location after due inspection by DGQA. All the consignees are required to send the applicable octroi tax exemption certificate to the firm for direct delivery of vehicles.

Delivery of vehicles by the Firm

6. After inspection has been carried out and octroi tax exemption certificate where applicable have been received by the firm, the dealers nearest to the consignee unit are ordered to contact the unit and deliver the vehicle (veh).

Collection of Vehs

7. The unit is responsible to collect the veh from the dealer along with veh kit list as per the veh manual and is required to take the following actions:-

- (a) Intimate about the collection of vehicle to Gp HQ, Dte and HQ NCC (Lgs Dte).
- (b) Have the initial inspection done.
- (c) Paint the NCC formation sign and name of the unit on the vehicle.
- (d) Apply for BA No on the prescribed form (att as Appendix 'B') alongwith **PENCIL RUBBING** impression of **Engine and Chassis No** and the photograph of the vehicle in duplicate to this HQ under intimation to their Dte.
- (e) Get the servicing and oil changed as per the vehicle manual.

Repair and Maintenance of the Vehicles

8. Repair and maintenance (maint) of the vehicles is the responsibility of the unit. Presently repair and maint of vehs of NCC units are being carried out as per policy laid down in Army HQ letter No A/11355/Policy/EME (Ops 3) dated 25 Oct 94. Service pattern vehs are being repaired by EME on Payment Book Debit where such workshops (wksps) are located in the same stn or at a convenient distance and the remaining service pattern and all non service pattern vehs are being repaired in civil wksps.

9. It has been experienced that NCC units are not following a standard procedure for intimating their dependency to EME wksps and the book debit raised by the wksps is not being monitored carefully by NCC units/Gps/Dtes. Another major problem that was being faced by NCC units was the inspection (insp) of vehs and the conditioning of tyres/tubes and btys for such vehs which were not reflected in the dependency cert.

10. To overcome the above difficulties, the issue has been resolved with Dte Gen EME. A policy letter on the subject has accordingly been issued by Army HQ, MGO's Branch, Dte Gen EME vide letter No A/11355/Policy/EME (Ops 3) dated 25 Oct 94.

11. In order to ensure that all NCC Organisations (Orgs) follow a uniform policy, procedure as laid down in the succeeding paras will be adhered to.

12. **B' Vehs (Service Pattern)**

(a) **Stn where EME Wksps are Auth** – All service pattern vehs like Jeep/Jonga/1 Ton/Amb Car and RE/MC authorised (auth) to NCC Dte/Gps/Units will be sent to the local EME wksps for repair and maint. NCC units will reflect all such vehs in the Dependency Certificate (cert).

(b) **Stns where EME wksps are not Auth** – All service pattern vehs mentioned in para 12(a) above can be got repaired ex trade at stns where EME wksps are not located (Auth GoI, MOD letter No 3267/70/NCC Adm (C) 2253/D/D(GS-II) dated 07 Jul 1970.) However, if NCC units still wish to go to EME wksps for repair and maint if they are not located far away, they can do so. In such cases, they will fwd Dependency Cert of all such vehs in accordance with Army HQ letter quoted above with copy to this HQ for info. Payment Book Debit will be raised by EME wksps for such vehs in accordance with the ibid letter. The discretion to include (incl) some or all vehs in the dependency list rests with the OsC NCC units at such stns.

13. **B Vehs(Non Service Pattern)** : All non service pattern vehs like NE 118 Car/Maruti Van/Gypsy/DCM Toyota/Eicher Canter/Swaraj Mazda/Telco/Mini Bus/Hero Honda M/C auth to NCC units will be got repaired from civil wksps and will not be reflected in the dependency cert. However, these non service pattern vehs will be sent to the nearest EME wksps for the following support without raising Payment Book Debit in accordance with the Army HQ letter No A/11355/Policy/EME(Ops 3) dated 25 Oct 94:-

- (a) Conditioning of tyres/tubes/btys.
- (b) Final inspection (insp) when vehs are reqd to be backloaded.
- (c) Conditioning of VKL items & tarpaulins.
- (d) Charging of Bty etc.

14. **Annual Insp of B Vehs**

(a) All service pattern vehs authorised to NCC units which have been reflected in the dependency cert will be got inspected annually by the dependent EME wksp. This insp will be reflected in the annual insp report of the concerned NCC units/Gp/Dte.

(b) The service pattern vehs which have not been reflected in the dependency load cert and all non service pattern vehs of NCC units will be insp annually by an EME NCO (VM), (not below the rank of a NK), posted with NCC, under orders of NCC Dtes. This insp for different NCC units will be planned by concerned NCC Dtes/Gp HQ. The inspection report will be reflected in the annual inspection report of the NCC units/Gp/Dte.

15. **Recovery** Recovery cover to vehs mentioned in the dependency cert will be provided by EME wksp. However, recovery cover to the remaining vehs not mentioned in the dependency list can be provided by EME Wksp on payment as per rates applicable for recovery.

16. **Equipment other than B Vehs** For the repair and maint of eqpt such as Small Arms, Radio Sets, Instruments etc, NCC units will reflect all such eqpt auth to them in the dependency cert and Payment Book Debit in respect of such eqpt will be raised as per procedure by the concerned EME Wksp. The annual insp of such eqpt will be carried out as per the schedule given by the concerned Area/Sub Area/Stn HQ.

17. **Conditioning of Tyres/Tube/Btys** Conditioning of tyres, tubes and btys will be undertaken by EME wksp for all NCC vehs free of cost, whether or not the veh is mentioned in the dependency cert.

Financial Management

18. **'B' Vehs (Service Pattern) and Eqpt reflected in Dependency Cert**

(a) The NCC units, Gp HQ and State Dtes where EME Wksp are located will fwd dependency cert of all the service pattern 'B' vehs and eqpt auth as well as held with them (in quintuplicate) to the EME wksp for repair and maint, on 01 Feb each year, duly verified by their respective Gp HQ.

(b) It will be the responsibility of unit Cdrs to obtain the cost of Book Debit of Vehs, Small Arms, Telecom Eqpt and Instruments as reflected in the dependency cert for the ensuing financial year by 10 Feb from dependant wksp and fwd the same directly to the parent Gp HQ.

(c) The Gp Cdr will obtain the total cost of book debit from the units under his command by 15 Feb. He will scrutinize the same and forward (fwd) the estimate of funds reqd for payment by book debit by the Gp (unit wise) with details alongwith a book debit copy from EME wksp for each unit, to their respective NCC Dte by 25 Feb each year. The NCC Dte in turn will compile and project the same to Dte Gen NCC by 1 Mar every year.

(d) **Flow of Information from wksp to concerned LAO** : The dependent EME wksp will prepare a "Book Debit Cost Sheet" by 31 Mar for ensuing financial year. The dependency load cert received from the NCC units and the "Book Debit Cost Sheet" prepared by EME wksp duly enfacd with total expenditure will be sent by the EME wksp to the concerned LAO (in duplicate) by 30 Apr of the year, for vetting and onward submission to the concerned CDA for carrying out book debit against relevant Budget head ie.1/545/02 under intimation to the concerned NCC Unit to which it pertains and to their respective Gp HQ and NCC Dte. NCC Dte in turn will inform the Lgs Dte of this HQ.

(e) **Flow of info from LAO to concerned CDA** : The LAO will then fwd the Book Debit Cost Sheet duly audited to the concerned CDA after auditing by 31 May each year for carrying out book debit against the relevant head.

(f) **Action by Unit Commanders** : The OsC units will liaise with the EME wksp, LAO and CDA and ensure that the book debit cost sheet duly audited pertaining to their units reaches the concerned regional CDA in time. The concerned Gp HQ and Dte will closely monitor the cases of units under them and ensure that this book debit cost sheet reaches CDA well in time so that funds allocated by the Dte Gen NCC do not lapse.

(g) The State NCC Dtes will compile the Book Debit finally raised for the entire Dte and ensure by liaison with CDA that the Book Debit action is complete and there is no surrender of funds allotted to the Dte.

(h) The State NCC Dte will then forward a report on the subject alongwith the FMVR.

19. **'B' Vehicles (Service and non-service pattern) not reflected in Dependency Load Cert** : These 'B' vehs will be repaired in civil wksp and the cost of repair will be paid from the local purchase (Repair/Maint) fund, Sub Head D-3, Code Head 01/545/01 allocated to State Dte by Dte Gen NCC.

20. **Projection of requirement of Funds for MT Repair and Repair of other Eqpt under code Head 01/544/01 and 01/545/01** : NCC units will fwd their requirement for funds towards repair and maint for 'B' vehs and other eqpts to their respective Gp HQ by 01 Apr each year. Gp HQs will compile and fwd the details of funds required (reqd) by the complete Gp to their respective NCC Dte by 15 Apr. The NCC Dte in turn will compile and fwd requirement of funds for repair and maint under code head 01/544/01 and 01/545/01 for the whole Dte to the Dte Gen NCC by 30 Apr.

21. This policy letter supersedes all previous letters on the subject by this HQ.

22. This has the approval of EME (Ops & Plans) vide their note No A/11355/EME Ops 3 dated 28 Jan 99.

Inspection of the vehicle

23. Inspections of the vehicles in the units will be governed by SOP for Annual Inspection of vehicles and eqpts forwarded by this HQ letter No 19602/DGNCC/ Lgs (B-2) dated 11 Jul 2003. Salient features are given in succeeding paras.

24. Most of the vehicles being used in NCC are non-service pattern fuel-efficient vehicles which are generally got repaired ex-trade at stns where EME Wksp are not located. All service pattern vehicles also can be repaired ex-trade where EME cover is not available (Auth GOI MOD letter No. 3267/70/NCC Adm (C)/2253/D D/GS-II dt 07 Jul 1970). In the light of this some State Dtes have queried the policy regarding completion of E-10 form,

which is the summary of inspection of unit Veh & Eqpt. The policy is given out in the succeeding paras.

25. **Stns where EME Wksps are located.** Inspection of all vehicles and equipments will be carried out under the agreement of local EME Unit. As such EO-3 & E-10 forms will be filled in and processed by Inspecting officer i.e. EME wksps officer/OC Wksps who will forward the EO-3 and E-10 forms duly filled in to Gp Cdr of concerned Gp HQ

26. **Stns where EME Wksps are not located.**

(a) **Unit action.** Units will ensure that their vehicles; service pattern or non-service pattern are inspected annually. For this, State Dtes will detail an EME NCO not below the rank of NK (preferably a HMT) to inspect the vehicles, who will fill in the details on the EO-3 form and would sign the form after having inspected the vehicle. This form will be countersigned by the Adm officer of concerned Gp HQ. With regard to E-10 form important details and requirements will be filled in by the unit concerned and the inspecting officer's remarks will be endorsed by Adm Officer of the Gp HQ.

(b) **Action at Gp HQ**

(i) **Adm Offr of Gp HQ.** Group HQ Adm Officer will perform the duties of Inspecting Officer. He will be assisted by EME NCO detailed by State Dtes, who should not be below the rank of NK. EME NCO will fill in the details in EO-3 forms. Adm officer of the Gp HQ will sign the form as Inspecting Officer. Adm Officer of Gp HQ will also endorse his remarks in the E-10 form and sign the same.

(ii) **Gp Cdr.** E-10 forms of all the units under the Gp HQ will be put up to Gp Cdr, who will append his signatures at serial number 3 of the form. After signatures, E-10 form will be sent to the State Dte for the signatures of DDG of the state at serial 4.

(iii) **Action at State Dte.** All DDGs must satisfy that all the units have got their annual Inspection done. The consolidated report of the annual Inspection will be sent to HQ DG NCC, Lgs (B-2).

EME Cover

27. Since almost entire repair and maint is being carried out ex-trade, no vehicles should be shown as dependant on the Army workshops if the repair facilities of the workshops are not being utilised. If the vehicles are shown as dependant and not being repaired by wksp, the unit would be paying by Payment Book Debit (PBD) to the EME and also spending money for actual repairs ex-trade. Double spending would become objectionable by the audit authorities for which Dte/Unit would be responsible.

28. However, all EME workshops have been directed vide DGEME letter No. A/11355/Policy/EME Ops 3 dated 25 Oct 94 and A/11355/EME Ops dated 09 Jul 98 to provide the following cover free of cost even without showing dependency of the vehicle:-

- (a) Sentencing of tyres/tubes/bty.
- (b) Final inspection when vehs are required to be backloaded.

Downgradation of vehicles

29. The details of the classification of vehicles are to be intimated to Gp HQ, Dte and HQ NCC through FMVR for updating the records. Documents of Class V vehicles as per EME workshop are to be forwarded alongwith the FMVR for the procurement of new vehicles against them. The units are responsible to get the classification status of their vehicles done regularly as per the minimum vintage and mileage criteria as under:-

<u>Ser No.</u>	<u>Type of vehicle</u>	<u>Vintage</u>	<u>Mileage</u>	<u>Classification</u>
(a)	Motor Cycle	4 Yrs	34,000 Km	II
		7 Yrs	67,000 Km	III
(b)	Lt Vehs	4 Yrs	40,000 Km	II
		8 Yrs	80,000 Km	III
(c)	LCV/Mini Bus	4 Yrs	50,000 Km	II
		8 Yrs	1,00,000 Km	III

Reports and Returns

30. The following Reports and Returns be sent to the Lgs Dte of HQ NCC:-

- (a) Four Monthly Vehicle Return (FMVR) (Format att as Appx 'C') due as under:-

<u>For the period ending</u>	<u>Due date of submission(revised)</u>
31 Jan	15 Feb
31 May	15 Jun
30 Sep	15 Oct

- (b) Yearly reports of New Vehicles received with BA No
- (c) Yearly report of Class 'V' vehicles (Backloaded and Not Backloaded)
- (d) Yearly report of meterage done by each vehicle from 01 Apr to 31 Mar to reach by 15 Apr.
- (e) No repeat No other report will be sent to HQ NCC, Lgs Dte. Units be advised to discontinue sending MVCR to Army HQ(MISO) and this HQ.

Meterage Authorisation

31. All vehicles with Broad Arrow (BA) Nos have to follow the meterage restriction as laid down by the Govt of India, MOD letter No 1(2)/99/D(O-1) dated 13 Nov 03 forwarded vide this HQ letter No 19508/Dis Pol-B Veh/DGNCC/Lgs (B-2) dated 28 Jan 2004(copy att as **Appendix 'F'**). Extra FOL being issued by the State Govt is no authority to exceed the laid down meterage. The authorised annual meterage is as follows:-

(a) Motor Cycle	—	10,000 Km
(b) Lt Vehicles	—	11,000 Km
(c) Load Carrying Veh	—	13,600 Km

Extra Meterage Sanction

32. Extra meterage sanction can be taken from HQ NCC. Power to sanction extra meterage up to 50 % of the authorised meterage in a year, has been vested with DDG (Lgs) and beyond 50% with ADG (B). In this connection refer this HQ letter No 19675/MR/DGNCC/Lgs (B-2) dated 28 May 03 (**Appendix 'D'**).

Road Move Sanction

33. Move of vehicles within the jurisdiction of Dte can be authorised by the DDG of the State. However, for any move outside the State Dte, the sanction will be taken from the HQ NCC through Lgs Dte.

Transfer/Attachment

34. Transfer/attachment of vehicle within the Dte can be ordered by the DDG of the Dte vide this HQ letter No 19508/Policy/DGNCC/Lgs(B-2) dated 08 Feb 2002 (att as **Appendix 'E'**) Transfer/attachment of vehicle outside the Dte will be ordered by HQ NCC, Lgs Dte.

FOL For Vehicles

35. FOL for vehicles in the GP HQ and units will be provided by the State Govt of the NCC Dte. FOL for HQ NCC, Officer Trg Academies (OTA) and State Dtes will be provided through PBD by Army Service Corps (ASC) under Code Head 01/544/02 (FOL).

Civil Hired Transport

36. Under the provision of Govt of India, MOD letter No. 0106/DGNCC/BUD/2435/D(GS-VI)2001 dated 31 Oct 2001 CHT can be hired. The funds for the same are being controlled by Personnel and Finance (P&F) Dte of HQ NCC.

37. **Transport for Central NCC Activites.** The transport for central NCC activities like Youth Exchange Programme, Mountaineering/Adventure, and Sports etc. will be provided by the Logistics Dte. only when such activities are being held in HQ NCC Camp, Garison Parade Ground. The respective Dtes/ Team Leaders will be responsible to clear the bills for CHT as the funds for the same are made available to the Dtes for specific NCC activity.

Discard of Vehicles

38. The discard of vehicles is governed by the Govt of India, MOD letter No 1(2)/99/D(O-1) dated 13 Nov 03. The unit is responsible to get the vehicle downgraded to Cl V from dependant EME workshops or by ordering a Board of Officers by the concerned Dte. The unit will only be issued the vehicle once the proof of vehicle downgraded to Cl-V is received at HQ NCC, Lgs Dte. The photocopy of the EO-3 form signed by the OC Wksp/Board of Officers must be received at this HQ as proof of downgradation.

39. Having downgraded the vehicle to Cl-V, the unit is responsible to backload the vehicle to the dependent Salvage Depot. The procedure for backloading is being revamped and will be forwarded on finalisation.

Ledgers to be Maintained

40. The type of ledgers to be maintained by units are appended below:-

(a) Vehicle Ledger. Giving out complete details of the vehicles from inception to discard .

(b) FOL Ledger

(c) Repair Ledger . All repair items /spare parts fitted in the vehicle to be taken on charge along with CRV.

FORM FOR ALLOTMENT OF BA NUMBER

1. Catalogue Part No (as given by DGQA) :
2. Technical specifications literature provided by the manufacturer:
3. Standard Nomenclature (Military Class Type) :
4. Make :
5. Model :
6. Diesel/ Petrol :
7. Year of entry of Service :
8. Engine No and pencil rubbing of Engine Number:
9. Chassis No and pencil rubbing of Chassis Number:
10. Following info to be given as applicable:-
 - (a) Tonnage (carrying capacity). Or
 - (b) Towing capacity in case of Tractors/Prime Movers. Or
 - (c) Lift capacity in case of Recovery Veh/Crane, Or
 - (d) Type Nomenclature of Special Eqpt/Spl Role for which the veh will be used.
11. No of Wheels :
12. No of Axle :
13. Axle Wts :
14. Drive (eg 4X2, 4X4, 6X6, 8X8) :
15. Photograph of the Vehicle :
16. Sponsoring Dte. :
17. Spl Eqpt fitted, if any :

Unit :

Station:

Date :

(Signature of OC Unit
with round seal)

FORMAT FOR FOUR MONTHLY VEHICLE RETURN

PART – I HEAVY VEHICLES

S.No. Unit & Location Gp HQ Auth Held Def Sur EME BA No Make Km run
Remarks

Class

PART – II LIGHT VEHICLES

S.No. Unit & Location Gp HQ Auth Held Def Sur EME BA No Make Km run
Remarks

Class

PART – III MOTOR CYCLES

S.No. Unit & Location Gp HQ Auth Held Def Sur EME BA No Make Km run
Remarks

Class

PART – IV OTHER VEHICLES

S.No. Unit & Location Gp HQ Auth Held Def Sur EME BA No Make Km run
Remarks

Class

Signature
DD Adm

Unit :

Station:

Date:

Appendix 'D'
(Refer Para 32)

REGD

Tele : 26109658

Directorate General NCC
West Block -IV, RK Puram
New Delhi - 110066.

19675/MR/DGNCC/Lgs (B-2)

28 May 2003

List 'A' & 'B'

SANCTION OF EXTRA METERAGE FOR VEHS

1. The policy regarding meterage sanction for vehicles of NCC Dtes and Trg Estts had been issued vide this HQ letter No 19675/MR/DGNCC/Adm (c) dated 07 Jul 89.

2. As per policy before exceeding the meterage formal sanction must be obtained. However, it has been observed that directorates are forwarding ex-post-facto sanctions which is not as per norms/instructions laid in the policy letter under reference.

3. In view of the above, with immediate effect the application as per format alongwith statement of case duly recommended by DDG will be forwarded for according extra meterage sanction.

4. Please ack.

Sd/- x x x
(RB Singh)
Col
Dir (Lgs)
For DG NCC

Appendix 'E'
(Refers to Para 34)

Tele : 26109658

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

19508/Policy/DGNCC/Lgs(B-2)

8 Feb 2002

List 'A'

MOVEMENT OF VEHICLES WITHIN DTES

1. DDsG of the State Dtes are hereby authorized to order attachment/movement of vehicles as per the requirement within the Dte.
2. This has the approval of DG NCC.
3. Please ack receipt.

Sd/- xxx
(VR Godbole)
Brig
DDG (Lgs)
For DG NCC

Copy to:-

DGNCC/MT

Appendix 'F'
(Refers to Para 31)

REGD

Tele : 26109658

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

19508/Dis Pol-B Veh/DGNCC/Lgs(B-2)

28 Jan 2004

List 'A' & 'B'

DISCARD POLICY FOR NEW GENERATION 'B' VEHICLE

1. A photocopy of Discard Policy of new generation 'B' vehicles issued vide Govt of India, Min of Def letter No 1(2)/99/D(O-I) dated 13 Nov 2003 is enclosed for reference and necessary action.

2. The following will be applicable for vehicles held by NCC:

S.No.	Type of Vehicle	Discard Criteria	
		<u>Vintage in years</u> (Which ever is later)	<u>Meteragein Kms</u>
(a)	Motor Cycle 100 CC	10 (Ten)	1,00,000
(b)	Lt Veh (Maruti Gypsy/Van/ Esteem, 118 NE, Car Ambassador)	11 (Eleven)	1,20,000
(c)	LCV/Mini Bus (Swaraj Mazda/DCM Toyota Eicher Canter/Tata 407)	11 (Eleven)	1,50,000

3. Please acknowledge.

Sd/***
(RB Singh)
Col
Dir (Lgs)
for DG NCC

Encl : As above

Copy to:-

DGEME

MGO Branch, Army HQ

DGNCC(MT Section)

NAVAL LOGISTICS

General

1. The naval element in NCC comprises of 59 Naval units. The authorisation for manpower & eqpt is given by PE/PET. The PE/PET was promulgated vide GOI/MOD letter 7873/NCC/Plg/1322-C/D(GS-IV) dated 24 May 1966. All naval units are categorised as Senior Division namely 4 Senior Div (200 SD Cdts), 6 Senior Div(300 SD Cdts) and 8 Senior Div(400 SD Cdts). The (A&N) Naval unit NCC has one Div only. In addition, each naval Unit has No of JD Troops, each comprising of 100 Cdts. The summary of authorisation of boats & manpower is placed at **Appendix 'A'**. The Naval Logistics section at Lgs Dte of HQ DGNCC looks after provisioning, replacement, survey and disposal of NCC boats and stores purchased from central Govt funds only. DGNCC has taken over management of NCC boats and procurement of replacements vide Naval Headquarters Letter No NC/5037/NCC dated 22 Jul 2003. Consequently, N.O. 19/88 was cancelled and no further reference to N.O.19/88 is to be made.

2. **Rescue Boats** Qty 58 X 4.7 Mtr RIP Rescue Boats with Mercury OBM were procured during year 2000 against one time govt sanction. Each boat has been supplied with technical/ maintenance manual. Special care is required to be taken in keeping these OBMs in operational state and maintenance routines as recommended in manuals, supplied along with these rescue boats are to be undertaken regularly. Due to restricted exploitation of rescue boats, there is no automatic replacement of rubber collars and spares. Therefore, additional efforts and care is to be taken to maintain such eqpts.

3. **Replacement, Survey and Disposal of Whaler/Dinghies** The replacement of boats is arranged on the basis of the following :-

(a) The remaining life of a boat assessed from the boat history sheet, during the annual review of boats carried out in the month of Jun/Jul every year. (Boats are considered for replacement when the remaining life indicated is two years or less).

(b) The recommendations of the Court of Inquiry, in case of accidents.

(c) Survey report rendered by a board of officers as detailed in paragraph 8 below, in respect of boats becoming BER prior to the expiry of the normal expectancy of life.

4. **Reports** A report on the Performa given in Appendix 'B' to this letter, is to be rendered by the Officers' Commanding Naval NCC units to the Director General NCC, in triplicate for planning replacement. All BHS returns are to be scrutinised by DG NCC and technical clearance obtained from Directorate of Naval Architecture/NHQ for declaration of boats as BER. DG NCC accords the final approval and issuance of BER certificate. The occasions for rendering the report are as follows:-

(a) When a new boat is received.

(b) When the boats are received on completion of repairs/refit.

5. If no refit is carried out during the calendar year, the report is to be rendered on 01 Apr of the following year so as to reach the Director General NCC by 10 Apr. The units rendering this return are to make a suitable notation in section II of the boat log book for their own record.

6. A survey board comprising the members mentioned below appointed by the State DDG/Group Commander NCC is to assess the life of each boat at the time of rendering the return. Equivalent Army/Air Force Officers may be included but at least one of them should be a naval officer:-

(a) Lieutenant Commander or above- Presiding officer

(b) Lieutenant Commander/Lieutenant /Sub Lieutenant -Member

(c) Petty officer (preferably shipwright/seaman)- Member

7. When the Board constituted in accordance with paragraph 6 above, considers a boat to be BER (Beyond Economical Repair), the Group Commander is to request the State DDG to constitute another board with composition as mentioned in DGNCC Letter 6100/DGNCC/policy/Lgs(Navy) dated 16 Oct 2003 .

8. Written instructions to be given to the Board are as follows:-

(a) Carry out a survey of the boat concerned and report on the condition of the hull and fittings.

(b) Give an estimate of the cost of the repairs considered necessary.

(c) Recommendations should clearly bring out the following:-

(i) Boat is economically repairable or not. If considered repairable then indicate cost of repairs.

(ii) If the boat is not repairable, a brief assessment on scrap value of the boat is to be made.

(iii) Estimate of cost of transportation to nearest survey Depot for disposal.

(iv) Whether the boat to be disposed off as beyond economical repairs (BER).

(v) If the boat is declared BER and recommended for disposal, it should be clarified as either un-seaworthy or as fit only for firewood (Scrap value as NIL.)

(vi) Fittings/fixtures/eqpt/machinery which are considered usable with or without repairs.

9. The survey board, while making recommendations under paragraph 9 above, is to give reasons for their recommendations. The report of the survey board is to be forwarded in triplicate to the Director General NCC, through the concerned NCC Directorate.

Repair of boats

10. The following action is to be taken for the repair of boats, if so recommended by the Board:-

(a) NCC units which are at a distance from the Naval Store Depot should obtain estimates from local sources. If these are less than the cost of transporting, the boats are to be repaired locally after obtaining sanction from Naval Headquarters. When, however, repair facilities do not exist, the boats may be transported to the nearest Naval Store Depot, after obtaining approval of Naval HQs, through the Director General NCC.

(b) Where the cost of repairs is below Rs. 1000/-, sanction of the State DDG concerned is to be obtained under the financial powers vested in him vide Ministry of Defence letter No 6242/DGNCC/NAVY/2471/A/D(GS-VI) dated 28 Nov 83.

Disposal of boats Declared BER

11. Should the survey board recommend disposal of a boat and this is approved by Naval HQs, the following action is to be taken for its disposal :-

(a) The hull and fittings declared BER are to be returned either to the nearest Naval Store Depot or, if the unit is located far away from Navy Store Depot, then to the nearest Army Ordnance Depot, together with a copy of the report of the Survey Board countersigned by the State DDG. A copy of the report is to be endorsed to the CDA (Navy) Bombay. The boat log book is to be returned to the CWH, Bombay or the concerned NSD, along with information regarding disposal of the boat when it is returned to an Army Ordnance Depot. Alternatively, the boat may be disposed off locally with the prior approval of Director General NCC, if its transportation to the nearest Naval Store Depot or Army Ordnance Depot is not economical. For this purpose, the unit concerned is to forward its recommendations to Naval HQs, through the Director General NCC after having obtained recommendations of the connected audit authorities on such local disposal. Boat's log book and form IN-426 with local disposal recorded on it are to be forwarded to the concerned Naval Store Depot along with serviceable fittings and items accounted for separately.

(b) When the boat is disposed off locally by the NCC unit, it is to be done as follows:-

i) If un-seaworthy: The boat is not to be mutilated but sold on "as is where is" basis.

ii) If declared fit only for firewood: The boat should be mutilated/broken up before disposal. The arising viz. precious metal parts etc are to be salvaged, accounted for separately and returned to the concerned NSD.

(iii) Hull and unserviceable fittings are to be disposed of by the Naval Store Officer if the boat is sent to NS Depot for disposal.

Renumbering of Boats

12. When new boats are received, these will be allotted a registered number. The method of allocating registration No to the boat has been revised. Both systems (old and New) are explained here for better understanding since old regn Nos are to continue till old boats are disposed off.

(a) **Old System** The registered number allotted, is to bear a relationship with the registered number of the boat which is being replaced e.g. if boat number 425 is replaced, the replacement hull will be numbered 425A for the first replacement and 425B for the second and so on. The year of construction is also to be added and the number should read as 425A(74) where (74) is the year of construction.

(b) **New System** The registration Nos will be awarded by this HQ e.g. 2004-05/whaler/NCC/104 indicating year of purchase/category of boat/NCC/running serial no.

Unit Data Card

13. Unit Data Card is an important document where all details of unit holding are reflected. Timely submission of unit data card facilitates allotment/ re- allocation of resources. The correct format is placed at Appendix 'B' and 'C'. Boats/eqpt acquired through state Govt are to be clearly indicated when submitting the return.

Reports and Returns

14. The various reports/returns along with their frequency are appended below:-

<u>Ser No</u>	<u>Return/Report</u>	<u>Frequency</u>
(a)	Major Items of Training Eqpt	Quarterly
(b)	State of BER/ Life Expired Boats	-do-
(c)	State of Major/ minor repairs to Boats	Half Yearly
(d)	Construction of Jetties/ slips/ stowage and anchorage facilities	Yearly
(e)	Stock and expenditure of ammunition	-do-
(f)	Consumable stores from naval sources	-do-
(g)	Unit Data Card	-do-

Slipways/Jetties/Boat Sheds.

15. Slip ways/Jetties and boat sheds are the responsibility of State Govt as promulgated vide HQ DGNCC policy letter 6074/DGNCC/Adm(Navy) dated 15 Feb 1991. All efforts are required to be made with State Govts to create and maintain these resources.

List of important Policy letters

<u>Sl No</u>	<u>Subject</u>	<u>Letter No</u>
(a)	Slip ways/Jetties and boat sheds	HQDGNCC policy letter 6074/DGNCC/Adm(Navy) dated 15 Feb 1991
(b)		Survey and Disposal of NCC boats DGNCC Letter 6100/ DGNCC/
(c)	Disposal of Nil scrap value boats	DGNCC letter 6102/DGNCC/
(d)	Local Disposal of BER Boats	6100/DGNCC/policy/Lgs(Navy) dated 13 Apr 04
(e)	Retention /maint. of Rescue Boats	6100/DGNCC/policy/Lgs(Navy) dated 24 Aug 04

Appendix 'A'
(Refer to para 1)

AUTHORISATION OF BOATS-MANPOWER-NAVAL WING NCC

Type of Units	No. of Units	Whalers		Dinghies	
		Scale	Total	Scale	Total
8 Sr. Div	2	3	6	2	4
6 Sr. Div	5	3	15	2	10
*4 Sr. Div (47 +1)	48	2	96	1	48
4 Sr Div Tech	1	2	2	1	1
Med Naval Unit	1	1	1	-	-
DAS Naval Unit	1	3	3	2	2
JD Troops (Units)	505	1 for 3 Troop 168		Not entitled	
Total Authorisation	-	291		65	

Type of Units	Each 8 Sr Div	6 Sr. Div	4 Sr. Div	DAS	Each JD Troop (Unit)
No of Cadets	400	300	200	400	100

MANPOWER

MCPO/CPO	PO's/LDG's	Total
152	521	673

1. (A&N) Naval Unit NCC having 1 Div only.
2. Except for below mentioned Units all other Naval Units have 4 Sr. Div:

8 Sr Div

- 1 (Mah) Naval Unit NCC, Bombay
- 3 (Mah) Naval Unit NCC, Pune

6 Sr. Div

- 7 (A) Naval Unit NCC
- 5 (Ker) Naval Unit NCC, Kotta
- 9 (Ker) Naval Unit NCC, Calicut
- 1 (MP) Naval Unit NCC, Bhopal
- 3 (MP) Naval Unit NCC, Gwalior

- 17 ft e) Oar
 f) Kayak
 g) Rescue Boat
 h) OBM
 j) Cadet Class Dinghy
 k) Wind Surfer
 l) Boat Assault Universal Type

Note:- Re-check whether **Source of Supply** of training equipment at Sers. (f) to (l) is from Central or State source

2. Number of BER/Life –expired boats held with Regn.No.

<u>Class of Boat</u>	<u>Regn No</u>	<u>Whether Survey Board Completed</u>	<u>Whether Replacement Provided</u>	<u>Reason for not backloading</u>
(a)	(b)	(c) (Yes/No)	(d) (Yes/No)	(e)

<u>If Survey Board Approved</u>	<u>Remarks</u>
(f)	(g)

a) 27 ft
 DK Whaler
 (GRP
 Wooden)
 b) 14
 ft EC
 Dinghy
 c) Life
 Jacket Sea
 Boat
 type/Life
 Boat
 Inflatable
 d) Oar
 16 ft

e) Oar
 17 ft

f) Kayak

g)
 Rescue Boat

h) OBM

j) Cadet
 Class Dinghy

k) Wind
 Surfer

l) Boat
 Assault
 Universal Type

Note:- Re-check whether **Source of Supply** of training equipment at Sers. (f) to (l) is from Central or State source

AIR ASPECTS

AIR LOGISTICS

Introduction

1. NCC comprises of 47 Air Squadron (Sqns) and 11 technical Air Sqns under 15 NCC State directorates. Each Air Sqn is authorised four flying machines. Since inception the NCC was flying only wooden gliders, NCC has now planned to replace these wooden gliders with Microlights and Motorised gliders. At present NCC is holding Ardhra wooden gliders and Microlights. The maintenance procedure for the gliders and Microlights is given out in subsequent paragraphs.

Overall Responsibility Of Air Assets

2. (i) COs and technical personnel of Air Sqns are fully responsible to maintain the flying machines in highest order. Problems beyond the unit level are to be projected to HQ NCC through Directorates and also to Zonal technical officers for necessary advice.

(ii) Hanger charges. Hangers for parking of NCC Air Crafts /Gliders are provided by Air Port Auth of India. Hangerage charges for the same are to be provided by the State Govt. as per QMG's Branch letter No. 5002/Q3W(policy) dt 05 Apr 1982.

Gliders

3. NCC Air Sqn is flying wooden gliders since inception. Presently only Ardhra gliders are available in NCC. These gliders were manufactured by HAL (TAD) Kanpur and procured by IAF for training of NCC cadets. The NCC Air Sqns are carrying out first and second line servicing of the gliders through AF personnel posted to NCC Air Sqns. Expenditure for first and second line servicing is met by the State Govt concerned. Affiliated Air formations are to undertake supervision and render assistance when necessary and ensure that the maintenance problems do not entail suspension or curtailment of glider training. Third line servicing will be carried out by Air Force Repair and Salvage units. Fourth line servicing will be carried out by M/S HAL, Kanpur on instructions from Air HQs.

4. Cat B gliders will be repaired by M/S HAL (Kanpur division) at site. Servicing instructions, special technical instructions and modifications as and when required will be promulgated by Air HQ. The defects in respect of gliders/components are to be reported on Form -1022 vide AFO/75/78. Whenever any NCC Sqn becomes deficient of any tradesmen for the maintenance of the glider, affiliated Air Force Station/Wing concerned will make necessary arrangement. Overall responsibilities of maintenance of gliders is lying with Air Force through proper channel.

Microlites

5. NCC is presently holding 45 Zen Air Microlites (ML) and six X-Air Microlites. The MLs have been directly procured by DG NCC. The supplier of Zen Air Microlites and X-Air Microlites are M/S AASAA (Agni Aero Sports Adventure Academy), Bangalore and M/S Rajhansa Bangalore respectively.

As the MLs have been procured directly by the DG NCC, the overall responsibility of maintenance of these MLs rests with NCC. The various aspects of maintenance of MLs are narrated in subsequent paragraphs.

CSDO Servicing Schedules

6. Servicing schedules for Zen Air MLs have been prepared by CSDO, Air Force and have been issued to all Air Sqns. The Air Sqn technicians are carrying out periodic servicing as per these servicing schedules. Servicing schedules are for 25 hrs, 50 hrs and 100 hrs servicing. For X-Air MLs CSDO has not issued servicing schedules so far. The servicing is carried out as per as supplier maintenance schedules. However CSDO has been approached to prepare and issue servicing schedules for X-Air MLs also vide letter No. 17653/1/T/DGNCC/Lgs (Air) Tech dated 13 Sep 04. Now Air HQ has been approached to forward the latest status vide letter No. 17653/1/T/DGNCC/Lgs (Air) Tech dated 21 Apr 05.

7. **First And Second Line Servicing.** By trained personnel of the Air Sqns.

8. **Third And Fourth Line Servicing.** As per AMC or as per arrangements organized under aegis of DGNCC.

9. The provisions contained in Air HQ letter No. 64218/06/Eng BT(4T) dated 09 Dec 03 will be followed in respect of spares of Microclites. The details are as under:-

(a) **Engine Spares** Through M/S Dee Greaves Ltd, New Delhi.

(b) **AC Battery** Indigenous resources Exide Power Safe 17 Amp Battery is a suitable substitute.

10. In addition to the above mentioned items, spares such as brake cables, nose wheel, suspension cable, spark plug suppressors/ connectors, filters ignition coil, and similar consumable items tables will be procured off the shelf from commercial producers available in India. Where required, tensile strength testing (destruction tests, if required) can be done on commercially available items and cleared by CEO of dependent AF Stations (for limited use i.e. smaller number of hours/landings) as compared to original one. Life may be increased progressively based on results achieved.

11. **Air Frame** HAL Kanpur is being asked to provide service and product support for Airframe. In the interim, the current arrangements i.e. deploying the services of R & S Unit, AF will however continue.

Training

12. During induction of Zen Air ML, the initial training to technical personnel was imparted by supplier i.e. M/S AASAA, Bangalore. M/S DEE Greaves, New Delhi also conducted one course on engine. Presently No.2 (Kar) Air Sqn (T) NCC with the assistance of No.1 (Kar) Air Sqn NCC under the control of Dte (Kar & Goa) is imparting training to the technical personnel. The courses are planned by HQ DG NCC by liasioning with NCC Dte (Kar & Goa). As far as X-Air MLs are concerned, there are only 6 X-Air MLs available with NCC. Generally training is given by previously trained technicians through On the Job Training(OJT). However at times, technical course are planned at M/S Dee Greaves, New Delhi on requirement basis.

Spares Procurement

13. Procurement of spares is decentralised as funds are available to each State Dte. The spares procurement will be done directly under supervision of OIC Lgs Cell of State Dte. For engine spares requirement M/S Dee Greaves is to be approached.

Flight Safety Aspects

14. Flight safety aspects, accident, incidents on MLs are dealt through Air Force authorities under the control of Directorate of flight safety, Air HQs.

OJT / Continuity

15. Technicians after undergoing technical course on MLs are to do OJT under the supervision of Senior NCOs and CO of the Air Sqns. Zonal technical officers are also to satisfy with the performance of technicians before independently working on MLs. Further continuity classes for all technicians are also to be conducted by Air Sqns at least fortnightly. These records are to be maintained properly in register.

Trouble Shooting / SNAG Data Bank

16. All Air Sqns are to maintain the record of troubleshooting / snag data bank in registers. These snags are to be covered time to time during continuity classes. Further quarterly return on these snags is to be forwarded to HQ DG NCC for analysis and compilation for all Air Sqns for handling trouble shooting.

Zonal Technical Officer Responsibilities

17. The technical officers of NCC (COs of tech Air Sqns) have been given Zone wise responsibilities to monitor the technical activities of the Air Sqns. There should be constant liaison between respective Air Sqns and Zonal technical officers. Charter of duties for these officers also have been issued by HQ DG NCC.

Technical Bulletins Instructions/ Policies

18. All Air Sqns are to ensure the availability of all technical instructions, policies, servicing bulletin, service instructions. All these should be compiled time to time and compendium should be available for easy reference.

Reports

19. Air Sqns are to forward the following Reports & Returns regularly to this HQ:-

- (a) Serviceability state.
- (b) Quarterly projection of spares.
- (c) Quarterly return of flying.
- (d) Quarterly return on snag analysis.

Actions at Various Stages

20. The following actions are required at various stages.

(a) Air Sqns: - The OC Air Sqns are responsible for following actions:-

- (i) Assessment of requirement of spares.
- (ii) Projection of funds requirement.
- (iii) Contractual obligations with vendors.
- (iv) Maintenance as per laid down procedure.
- (v) Training of technical personnel.
- (vi) Raising of Defect Reports.

(b) O I C Lgs Cell at Directorate level

- (i) Co-ordinating of funds
- (ii) Co-ordinating of contractual obligations of Air Sqns with vendors.
- (iii) Co-ordinating of repair / maintenance of Air equipments.
- (iv) Co-ordinating training of technical personnel.
- (vi) Co-ordinating raising of defect report by Air Sqns and further progress with relevant agency.

(c) DGNCC - Monitoring and controlling all the activities of Air Sqns through respective NCC State Directorates.

Defect Report

21. On occurrence of any unusual defect, the defect report is to be raised by the unit and forwarded to this HQ through directorate. If considered necessary the OEM will be approached for necessary defect investigation and to forward the report within three months.

22. References

S. No.	HQ Maint Instr No.	Subject	Letter Reference and Date
a	01/02	Maintenance of Zen Air MLs	17653/1/T/DGNCC/Lgs (Air) dt 08 Jul 02
b	02/03	Servicing of Zen Air Microlight	17653/1/T/DGNCC/Lgs (Air) dt 28 Jul 03
c	03/03	Authorisation for D1 / Servicing / Supervision of Zen Air ML	17653/1/T/DGNCC/Lgs (Air)dt 29 Jul 03
d.	04/03	Region wise responsibilities of technical officers to monitor maintenance activities of Air Sqns NCC	17653/1/T/DGNCC/Lgs (Air) dt 04 Sep 03.
e.	05/03	Maintenance support: Glider and Microloght Air Sqns NCC and Air HQ Adv Cell	17653/1/T/DGNCC/Lgs (Air) Teah dt 12 Nov. 03
f	01/04	Standard Perfoma for serviceability state of Zen Air ML/X Air ML/ Ardhra Glider	17653/1/T/DGNCC/Lgs (Air) Teah dt 16 Feb 04
g	02/04	Replacement of winch accelerator cable	17653/1/T/DGNCC/Lgs (Air) Teah dt 03 Mar 04
h	04/04	Instructions for carrying out additional check during 600 Hrs servicing	17653/1/T/DGNCC/Lgs (Air) Teah dt 16 Mar 04
j	05/04	Ardhra Glider: additional check on split pin of shackle pin of air Brake Linkage	17653/1/T/DGNCC/Lgs (Air) Teah dt 16 Mar 04
k	07/04	Quarterly projection of requirement of Spares/Rotables for Zen Air ML	17653/1/T/DGNCC/Lgs (Air) Teah dt 22 Apr 04
l	08/04	Data Bank for Snag/Trouble shooting Zen Air ML	17653/1/T/DGNCC /Maint /inst/Lgs (Air) Teah dt 23 Apr 04
m	10/04	Data Bank for Snag/Trouble Shooting Zen Air ML	17653/1/T/ Maint Ins DGNCC//Lgs (Air) Teah dt 09 Sep 04.
n	11/04	Calibration of Zen Air ML Instruments	17653/1/T/ Maint Inst DGNCC/Lgs (Air) Teah dt 17 Sep 04.

o	12/04	Training on Ardhra Gliders	17653/1/T/ Maint Inst DGNCC//Lgs (Air) Teah dt 20 Sep 04
p	13/04	Incident on X-Air ML	17653/1/T/ Maint Inst DGNCC//Lgs (Air) Teah dt 20 Sep 04.
q	01/05	Charter of duties for Zonal Technical Officer	17653/1/T/ Maint Inst DGNCC//Lgs (Air) Teah dt 17 Feb 05
r	02/05	Quarterly inspection of Air Sqns	17653/1/T/ Maint Inst DGNCC//Lgs (Air) Teah dt 10 Feb 05
s	03/05	Procedure for inhibiting Rotax 912 A2 Engine	17653/1/T/DGNCC/Lgs (Air) Teah dt 04 Mar 05

CHAPTER 4

- **Works and Quartering**
- **Losses and Audits**

WORKS & QUARTERING

1. The works section of this HQ deals with the following: -
 - (i) Accommodation/quartering.
 - (ii) Land Acquisition /Hiring/rehiring/dehiring of buildings.
 - (iii) Works.
 - (iv) Monitoring of court cases regarding land acquisition, hiring and works.

Accommodation / Quartering

2. One of the important functions of the NCC HQ is to provide suitable accommodation (accn) to all concerned in the NCC. There are generally three main categories of accn to be provided in the NCC i.e. office, married and Officers Institute. The responsibility is divided between Central and State govt. Details are as under;-

Central Govt.

- (a) Accommodation for office, store, and MT for State Dtes and HQ NCC.
- (b) Married accommodation for Offrs and PI staff of entire NCC.
- (c) Cook Houses and Dining Hall for PI Staff (JCOs & OR).
- (d) Officers' Institutes where authorised.

State Govt.

- (a) Administrative accn to Group (Gp) HQs & NCC Units.
- (b) Accommodation for stores, MT, Kote etc.
- (c) Training Area and training facilities.

3. **Residential Accn (Central Govt subject).** The responsibility to provide married accn to service personnel posted to NCC at Military/Non-Military Stations is that of the Central govt:-

(a) **Military Stations.** Service Officers (including Whole time NCC offrs), JCOs, NCOs & OR (and their equivalent in the Navy & Air Force) posted to NCC Dte/Gp HQ/Units will be treated as part of the local garrison. Single and married accn at Mil stations (Stns) will be provided as follows:-

(i) **Single Accn.**

(aa) Officers. Single accn where available will be provided to single offrs and offrs staying without their families by attaching them to the nearest Officers' Mess in the stns.

(ab) JCOs, NCOs & ORs (Equivalent in AF/Navy). Single accn where available will be provided to single JCOs, NCOs and ORs and to JCOs, NCOs & ORs staying without their families by attaching them to the nearest regular unit in the stn.

(ii) **Married Accn** Officers, JCOs, NCOs and OR posted to NCC Dtes/HQ/Units will be allotted regular Govt. married accommodation from the station pool. In case of non-availability of regular Govt. married accommodation, they are permitted to stay on rent reimbursement basis. Allotment of hired accn to the officers, JCOs, NCOs and OR posted to NCC units will in no way debar them from being allotted regular Govt married accommodation from the station pool in their own turn. All such allotment will be made strictly as per the seniority roster maintained in the station allowing them the ante date where due.

(b) **Non-Military Stations.** In case no regular Govt. accommodation is available, suitable hired accommodation will be provided to the officers, JCOs , NCOs & OR posted to NCC GP HQ/ Units as per provisions contained in Govt. of India, Ministry of Defence letter No. 6731/Gen/DGNCC/ADM(A)/495/D(GS-VI) dated 05 Mar 82. At non-military stns due to non availability of suitable hired accn, there is a proposal to construct NCC Complexes at Gp level which will be known as NCC Nagars. These will comprise of offices, married as well as Other than married (OTM) accn and officer Mess. Since defence lands is required to construct these complexes, all NCC directorates and NCC Group Commander are requested to make concerted efforts to secure maximum land free of cost from State govt. in as many Non-Mil stns as possible for construction of these complexes in future.

4. **Officers' Mess (Central Govt. subject)** NCC Officers Messes can be authorised to NCC Group HQ in those stations where the strength of the officers posted to NCC is five or above and only if these officers cannot conveniently be attached to any other officers Mess at the station. In this connection please refer to Govt. of India, Min of Def letter No. 3261/NCC/Coord (B)/1715/C/D (GS-VI) dated 09 Jul 65.

5. **Transfer/Acquisiton of land**

(a) The office of the DGDE (land) vide its letter No26/817/PUNE/ACQ/SC/DE dt 26 Apr 2005 has now clarified that cost free land of the state can be taken over by DEO/ADEO of the state who in turn will inform MoD for taking up the issue for official conversion into A-1 defence land.

(b) A large number of Hard Non-Mil Stns where composite NCC Nagar Complex needs have not been possible due to non-availability of A-1 defence land, it should be the endeavour of all Gp Commander and DDsG of concerned state dtes to acquire maximum cost free land

in their location so that composite NCC Nagar Complexes could come up.

(c) **Land Acquisition/Hiring/Rehiring/Dehiring of bldgs** It is essential to get the land first converted into defence land and then to process the case for its transfer to NCC.

The following documents are necessary to be fwd to HQ DG NCC for taking Govt. sanction for taking over the land from state govt/private donor: -

- (i) Statement of Case.
- (ii) Layout / Sketch of land.
- (iii) Draft Lease Deed.
- (iv) No Encroachment Certificate.
- (v) No Objection Certificate.
- (vi) Recommendations of Gp Cdr/DDGs of that Dte.

6. The correct channel of processing the case is **NCC Unit—→ Gp HQ—> NCC Dte—→ HQ NCC—→ Ministry of Defence/D(Land through DGDE (DDG (Land).**

7. **Hiring/Re-hiring/De-hiring of Buildings.** In Non-Military Stations, where there is no Govt. accn, the private buildings can be hired. The hiring should be done for 3 to 5 years for which Govt sanction is required. It is advised that the case for rehiring of the bldg must be fwd six months prior to the expiry of its lease deed/hiring sanction.

Works

8. **Classification of Works Services:** For purpose of adm & technical control, works are divided into two categories: -

- (a) Original Works
- (b) Repairs

9. **Original Works.** They include the following:-

- (a) The construction of buildings and the internal fixtures together with the necessary services such as roads, E/M services, water supply, furniture, drainage, ranges as well as purchase of stores for construction and additions / alterations.
- (b) Reconstruction of buildings and roads, widening of roads and works required to bring into use buildings rendered unusable due to extra ordinary causes like fire, earthquake etc.

10. For purposes of administrative control, the original works are divided into following categories:-

- (a) **Minor Works.** Works costing up to Rs. one lakh.
- (b) **Major Works.** Works costing more than Rs. one lakh.

11. **Classification of Major Works.** Major Works are further divided into the following categories, depending on the cost of work: -

- (a) **Revenue Works.** Works costing **between Rs.1 to 2 Lakhs.**
- (b) **Low Budgeted Works.** Works costing **between Rs.2 to 10 Lakhs.**
- (c) **Budgeted Works.** Works costing **more than Rs. 10 Lakhs.**

12. **Carry Over Work.** The capital work which could not finish during previous financial year will be carried forward. The report on preliminary rough estimate will also include the balance money required for carry over work. However, it should be the endeavour of the directorate(dte) and executing agency to finish the work within the defined PDC.

13. **Repairs.** Repairs comprise all maintenance and periodical services (Painting, white washing, distemper etc), renewals and replacements as well as additions/alterations necessitated due to engineering or technical reasons. Repairs are further classified as Ordinary or Special depending on the cost involved. The details are as under:-

- (a) **Ordinary Repairs.** These comprise of repairs to a building or group of buildings costing Rs.50,000/- or less. In case of military station the Garrison engineer(GE) is the competent authority for grouping of buildings to ascertain the cost of repairs while in case of non- mil stations the Executive Engineer of PWD is the competent authority.
- (b) **Special Repairs.** Repairs (replacement and renewals) to a building or group of buildings costing more than Rs.50,000/- are termed as Special Repairs. There is no maximum limit of cost for Special Repairs.

Procedure For Original Works

14. **Major Works.** The main stages in the project for an original work are as follows -

- (a) Identification of land.
- (b) Initiation of demand.
- (c) Acceptance of Necessity
- (c) According of Adm Approval
- (d) Appropriation/allotment of funds.
- (e) Release of work and giving job No.
- (f) Execution stage.

15. **Identification of Land.** Once an original work is conceived, the first requirement is that defence land should be available. A suitable piece of land should be identified in consultation with the station authorities and its status confirmed. In case defence land is not available, action should be immediately initiated to identify suitable govt land which may be acquired/ taken over/ purchased from state govt. Thereafter, the case should be taken up with the respective state govt.under intimation to this HQ. It may be

noted the works cannot be sanctioned till suitable defence land exists for construction.

16. **Initiation of Demand.** At this stage the user unit/Gp HQ/Dte should obtain the rough cost of works from the executing authority i.e. MES for mil station and PWD for non-mil station and initiate a statement of case justifying the necessity for the work. The statement of case should be forwarded to the appropriate CFA for according the approval of necessity. The target date for completion of works must be mentioned in the statement of case.

17. **Acceptance of Necessity.** This means the concurrence of the competent financial authority (CFA) to the expenditure proposed.

18. **According of Adm Approval.** According of adm approval for any original work is done by the CFA. The financial power of DG NCC in respect to approval of work is Rs. 25 lakhs. Projects costing beyond Rs. 25 Lakhs are required to be forwarded to the Ministry of Defence for according necessary sanction. (Authority govt of India letter No. 10558/ DEL - POWERS/DGNCC/Lgs A-2 dt 21 Mar 2002). Once the necessity for the work is accepted, the major stages to be gone through are given below:-

(a) Based on the rough cost of works , the user should approach HQ DGNCC to convene a board of officers . The suggested composition of the board of officers is as under: -

- (i) **Presiding Officer** - Major (For works costing upto Rs .15 Lakhs).
(From user Unit) Lt Col (For works costing Rs. 25 Lakhs).
Col (For works costing above Rs. 25 Lakhs).
- (ii) **Members** - Officer from user unit.
- Rep of CE/CWE/GE (Depending on cost of works)
- Rep of Stn HQ.
- Medical rep (In case of married accn).

(b) The completed board proceedings should be submitted to the CFA immediately after completion of board. The board proceedings must be prepared in triplicate and should comprise of following documents :

- (i) Convening Order.
- (ii) Board proceeding duly signed by the Presiding officer & members.
- (iii) AE Part I & II duly signed by GE/Exec Engr.
- (iv) Statement of case.

(The board proceedings should be forwarded to the Lgs A-2 Sec at this HQ.)

(c) Adm approval will be accorded by CFA for the execution of the works, including special items, if any, as per the cost shown in the AEs.

19. **Release Of Work.** Once the adm approval is accorded, the work would be released and funds allotted thereto by this HQ. The advance payment for works can be made to CPWD/PWD/executing agency after

approval by the CFA as per para 1(f) of Govt. of India, Min of Def letter No. 10520/PC-1/DGNCC/Adm(A)/28/B/D(GS-VI) dt 02 Jan 1985.

20. **Execution Stage.** Once this HQ releases the work, the construction agency is empowered to undertake contract action. The users should then pursue the construction agency for expediting the tender action and consequently early commencement and completion of the work. Any delay on the part of construction agency must be immediately brought to the notice of Jt Dir (Wks) at this HQ. It must be ensured that the quality of work is maintained and correct qty of works executed. On physical completion of the work, the construction agency must submit the completion report in respect of the work. Execution of works at RK Puram through CPWD will be the responsibility of P&F Directorate. Projection of works, obtaining the estimates from CPWD and forwarding the same to Lgs Dte for release of funds will be the responsibility of P&F Dte. The Lgs Dte will release necessary funds after obtaining the Adm approval of the DG NCC. Execution of works and monitoring the progress will be the responsibility of P&F Dte. Execution of works at DG NCC Camp will be sole responsibility of Lgs Dte.

21. **Procedure For Minor Works.** In case of minor works, there is no need to convene a board of officers. Once the work is conceived by the users, the local engineer authorities i.e. MES/PWD should be approached for costing of the work. The minor work Performa shall than be prepared and forwarded to this HQ for sanction. Once the adm approval is accorded, the funds shall be allotted by this HQ. The following must be ensured by user in respect of the minor works:-

(a) All minor works, other than additions / alterations to married accommodation, shall be sanctioned by this HQ. However, in case of Officers Training Academy (OTAs), the Commandants of the institutions are authorized to sanction minor works in respect of their institution costing upto Rs.5 Lakhs (Rupees Five Lakhs) only.

(b) Minor works must be completed in all respect within the same financial year. The work cannot be carried over to the next financial year under any circumstances.

22. **Procedure For Repairs.** No adm approval is necessary for repairs falling in the category of "Ordinary Repairs". The allotment of funds for the purpose implies adm approval to that extent. No expenditure will be incurred in excess of the allotment made. At the same time it must be ensured that the funds are not under utilized. Repairs falling under the category of Special Repairs are treated as original works and the procedure outlined in paragraphs 9 -15 above shall be followed.

23. The following procedure shall be adopted for ordinary repairs:-

(a) Each dte shall order a station wise board of officers, separately for each station under its jurisdiction, in the month of Jan each year to identify the requirement of maintenance (maint) works to be executed at the station during the ensuing financial year.

The board shall ensure that MES assets/assets created by NCC/assets under exclusive use of NCC excluding hired buildings only are considered for execution of maintenance work. Under no circumstances shall hired/leased/reimbursed building be considered for maintenance. In case of such buildings, the annual maintenance/repairs are the responsibility of the house owner. The suggested composition of the board of officers is as under :-

- | | |
|-----------------------|------------------------------|
| (i) Presiding Officer | - Maj/Lt. Col from NCC unit. |
| (ii) Members | - Offr/JCO from NCC unit. |
| | - B/R rep of MES/PWD |
| | - E/M rep of MES/PWD. |

(b) The board shall assess the requirement of repairs and the costing will be done by the local engineer authorities. The board proceedings shall then be scrutinized at the dte level and finally submitted to Lgs A-2 section at this HQ latest by the end of Feb. The board shall also take into consideration the requirement of funds for payment of electric/water tariff and taxes etc. The board should also ensure that the payment of tariff in respect of married accommodation for officers' is not taken into consideration.

(c) The funds shall be allotted by this HQ to the state Dte for further distribution to the stations under its jurisdiction based on the maintenance boards.

24. **Maint of Hired/Leased Bldgs.** In case of hired/leased buildings, the annual repairs/maintenance is the responsibility of the house owner. The list of repairs required to be executed must be submitted to the house owner through the DEO authorities. In case of failure (within a reasonable time frame) on the part of the house owner, the DEO must be intimated about the same so that the repairs can be got executed by the DEO authorities at the risk and cost of the house owner and bills debited to his rental account.

25. **Reappropriated Buildings.** Reappropriated buildings are those buildings that are being used for purposes other than the ones for which they were originally constructed. Married accommodation reappropriated for use as officers' mess is one prime example. Since most of the buildings are reappropriated on a temporary basis with no cost effect and for a certain period only, it is essential that before undertaking any addition/alteration in such buildings, no objection/Clearance is obtained from the concerned station HQ. This is required because such a building may be required to be reverted back to its original use or may be allotted to some other user or may not be allotted to NCC at all after the reappropriated period gets over.

26. **Budgetary Control.** In order to exercise strict budgetary control, the following procedure shall be adopted:-

(a) The demand of funds in respect of all works/maintenance shall be forwarded to this HQ as per the following schedule :-

- | | | |
|-------|------------------------|---|
| (i) | Forecast Estimates | - 05 Aug of the preceding year for the next Financial year. |
| (ii) | Preliminary Estimates | - 05 Oct |
| (iii) | Revised Estimates | - 05 Dec |
| (iv) | Modified Appropriation | - 05 Mar |

(b) The demanded funds must be routed through the engineer channels and should be on the following format:-

Ser No	Job No.	Name of Work	Adm Approval Amount	Funds allotted till date	Funds now reqd.	Sign of GE EE PWD.
---------------	----------------	---------------------	----------------------------	---------------------------------	------------------------	---------------------------

(c) During the course of execution of work , if some modification is required in TS/Contract agreement , the same can be done by competent authority as modified TS, if the cost escalation is within 10 % of the adm approval amount. If it is beyond 10 % of the adm approval amount , then revised estimates alongwith modified TS will be fwd to this HQ for further sanction by DGNCC.

Demand for Maintenance Funds

27. Norms for maintenance are given in **Appendix 'A'** attached.

28. The requirement of maintenance funds as per norms will be forwarded Stationwise by NCC Dte so as to reach this HQ by 28 Feb every year for the next financial year.

Nomination of AAOBSO by CDA.

29. The OC unit shall approach the CDA concerned to nominate a AAOBSO for preparation of license fee bills and rent & allied charges bills in r/o officers/PI staff posted to NCC and occupying Govt. accn for residential purposes. In case of several units being located in a stn, this aspect shall be taken care of by the Gp HQ concerned. The term Govt residential accn includes the following:-

- (a) Married/single accn provided to Offrs & other PI staff in NCC Nagar/Complex.
- (b) Married/single accn provided by University/College/State authorities.
- (c) Buildings hired from private sources for use as PI staff messes.
- (d) Buildings hired from private sources for use as PI staff single/married accn.

30. **Authorisation.** Electric & Water tariff is auth only in respect of the following:-

- (i) Residential accn of PI staff.
- (ii) PI Staff messes.
- (iii) OTM accn of HQ DGNCC
- (iv) OTM accn of Dte/GP HQs/Units.

31. **Ceilings.** The ceiling of consumption of electricity & water in terms of No. of units in r/o each category listed in Para 20 above is required to be fixed separately for each Stn by the Stn Cdr based on the proceedings of a board (bd) of offrs convened for the purpose. The bd shall consider the local climatic conditions, type of buildings (eg permanent/semi-permanent/temp), Nos. of electric points in the buildings etc before recommending the ceiling to be fixed. The requirement of electricity for running of ACs & coolers shall, however, be based on the auth as given below:-

(a) **ACs.** Auth only for the offices of offrs of the rank of Maj Gen & above and equivalent.

(b) **Desert Coolers.** Auth only in offices of offrs of the rank of Lt Col & Above and equivalents @ one cooler per offr and @ one cooler per two offrs in case of Majors & below and equivalents.

32. The following documents shall be enclosed with the demand of funds for payment of electric & water tariff:-

(a) Ceiling limit of consumption fixed by the stn cdr in r/o each station for which funds were demanded.

(b) Certificate that the funds have been demanded only for residential accn of PI staff/ PI staff Messes/OTM accn of the Dte.

(c) Photocopies of the electric bills in r/o Non-mil stns.

33. **Allotment of Funds.** The funds shall be allotted by this HQ to the concerned Dte for further distributing them judiciously to the units under their command.

34. **Replenishment of Funds.** The replenishment of funds in the imprest account shall be done from the CDA by means of a contingent bill duly supported by photocopies of the paid bills of rent and allied charges of water, electricity and tax paid out of Regimental fund.

35. **Regularisation of Excess Consumption.**

(a) In case of excess consumption over and above the ceilings fixed by the Stn Cdr the OC unit will submit a statement of excess consumption to the AAO BSO nominated for the purpose by the CDA.

(b) The bills for the excess consumption will be prepared by the AAOBSO concerned and fwd to PAO (OR)/CDA concerned for affecting recoveries from the salary of JCOs/ORs.

36. **Formation of Project Monitoring Group.** In order to monitor the major projects of worked undertaken by MES/CPWD/PWD in State Dtes

and HQ at Dte NCC Camp and HQ DGNCC, a "Project Monitoring Group" is required to be constituted as per the composition given below:-

- | | | | |
|-----|-----------------|---|-------------|
| (a) | Project Officer | - | Col |
| (b) | Members | - | 1. Lt Col |
| | | | 2. Lt Col |
| | | | 3. Major/SO |

37. The responsibility of the 'Project Monitoring Group' is to ensure that work is executed as per technical sanction and as per contract agreement. It will also be ensured that the Projects meets the user requirements in totality. At any stage, if any anomaly/difference is observed as per user requirement, technical sanction will be amended accordingly upto a maximum limit of 10% increase of adm approval amount under delegated powers of DGNCC. If the variation in user requirement is more than 10%, a fresh technical sanction will be obtained if considered necessary and work will be executed under revised adm approval and modified technical sanction under powers of CFA/CTA(Competent technical authority).

38. Project Monitoring Group will ensure/ check that critical technical requirements as per norms are met at every stage of execution. The next stage of work will start after due approval of Project Monitoring Group of previous stage.

39. The Project Monitoring Group would also take over the project from Executing Agency after its completion.

40. **Retrieved Material.** It is also the responsibility of the project monitoring group to take on charge the retrieved material of the buildings being modified. If the retrieved material is to be handed over to contractor, the appropriate cost as per market rate be deducted from the estimate of cost to be paid to the contractor.

Misc

41. **Court Cases.** Though, a legal officer is authorised in MS Dte, HQ DGNCC to look into the court cases of the various Dte/Gp HQs/Units of NCC yet all court cases pertaining to works/hiring/Quartering are also required to be forwarded to Lgs A-2 section of this HQ.

42. The payment of fees to standing counsels will be done by P&F Dte after vetting from legal cell of MS dte of this HQ. The copy of all Court hearing Half Yearly progress report on court cases, progress and disposal should be forwarded to this section immediatly on occurrence.

43. **Service Charges/Property Tax.** These are to be paid by the Central/State govt. in the ratio of 67:33 authorised vide Govt.of India letter No. 4(7)-P/65 dated 29 Mar 1967 amended vide Corrigendum No. 11025/26/94-OC1) dated 26 Apr 1994.

Appendix 'A'
(Refer to para 27)

(A) PROPOSED MAINT PROGRAMME - XYZ STATION : 200-200

Ser No	Unit	Loc/Bldg	Description of Work	Priority	Capital Cost of Assets
1	2	3	4	5	6
Maint grant auth	Repair Cost	Date of Commencement	Date of Completion	Remarks	
7	8	9	10	11	

(B) EXPENDITURE NORMS : MAINT OF GOVT. BLDGS (PER SQ METER) (200-200)

SerNo	Category Charges (Rs)	Service Repairs (Rs)	Annual (Rs)	Elect (Rs)	Total
1	2	3	4	5	6
RESIDENTIAL BLDGS					
1.	RES ACCN - JCOs/OR	17.20	14.30	11.00	43.10
2.	RES ACCN - OFFRS	17.20	17.00	11.60	45.80
3.	JCOs/ORs MESS	22.35	18.60	18.90	59.85
4.	OFFRS MESS/GOC RES	26.75	22.55	18.90	68.20

Notes

- Expenditure on conservancy charges not included.
- Expenditure on running of AC/LIFTS/PUMPS/SUB STNS not included.
- Replacement cost of bulbs & FTLs not included.
- Rates increased by 10% for hilly areas (Alt >5000Ft)

Conted/...

(aa) EXPENDITURE NORMS : MAINT OF GOVT BLDGS (Per Sq Meter) (200-200)

Ser No	Category	Service	Annual	Elect
Total		Charges	(Rs)	(Rs)
1	2	(Rs)	5	6
		3	4	

NON-RESIDENTIAL BLDGS

1.	OFFICE BLDG ANY TYPE LESS ADM BLOCK, WKSPS, STORES, GARAGES & TECH ACCN	19.60	16.40	16.50	52.50
2.	OFFICE -ADM BLOCK	26.75	22.55	18.90	68.20
3.	JCOS/ORS MESS	26.75	22.55	18.90	59.85
4.	MI ROOMS & HOSP	49.00	41.10	37.80	127.90

(D) EXPENDITURE NORMS : MAINT OF GOVT. BLDGS (200 -200)

Ser No	Category	Service	Annual	Total
		Charges (Rs)	Repairs (Rs)	(Rs)
1	2	3	4	6
1.	INTERNAL ROADS	-	5.95	-
2.	EXTERNAL ROADS	-	5.95 to 6.40	7.75to 8.35
3.	FURNITURE			
	A). PRIOR TO 01 APR 46	-	0.5% OF BOOK VALUE	
	B) ON/AFTER 01 APR 46	-	6.5% OF BOOK VALUE	
	C) CHARPOY GI PIPE	-	1.5% OF BOOK VALUE	

(E) EXPENDITURE NORMS : MAINT OF GOVT BLDGS

Ser No	Category	Replacement	Rate Per
		Per Year	Replacement
1	2	3	4
1.	BULBS	02 PER POINT	10.50
2.	FTL 4'	02 PER POINT	48.00
3.	FTL 2'	02 PER POINT	30.00
4.	SVL/MVL	02 PER POINT	300.00

LOSSES & AUDIT

LOSSES AND AUDIT

Introduction

1. Losses do occur to Public Property/Stores or Money on account of various reasons. These losses have to be regularised as per the laid down procedures. Rules provide that every case involving loss due to theft, fraud, negligence or other reasons should be brought to the notice of superior authority as soon as possible, and necessary actions taken to recover the loss or regularise as the case may be. Loss cases pertaining to NCC are regularized by the different CFAs i.e. DDG of State NCC Dtes, DG NCC and Min of Defence as per Govt of India, Min of Defence under Schedule VI, Appendix II Part -I of FR (1983 End) or Govt of India, Min of Defence letter No. 0106/DGNCC/Pers(B&F)/335/A/D(GS-VI) dated 11 Apr 1990 as amended vide MoD letter No. 0106/DGNCC/BUD/2435/D(GS.VI)/2001 dated 31 Oct 2001.

Nature Of Losses

2. In the NCC units /establishments generally the losses occur on account of the following :-

- (a) Due to MT accident.
- (b) Store loss in transit by Rail.
- (c) Loss detected during periodical checking/vetting by LAOs.
- (d) Loss of Railway warrants/concession forms.
- (e) Loss of stores/property due to natural calamity ie flood, rain or fire.
- (f) Loss of property due to theft, insurgency or terrorist activities.
- (g) Other reasons like dampness of eqpt, public strike etc.

Financial Powers

3. The powers to write off losses are vested in various CFAs as laid down in Govt of India, Min of Defence letter dated 11 Apr 1990 and amended vide letter dated 31 Oct 2001. As per the revised powers the CFA is authorised to regularize loss cases pertaining to NCC as under :-

(Para 16 of MoD letter No. 0106/DGNCC/BUD/2435/D(GS.VI)/2001 dated 31 Oct 2001)

Power to Write off irrecoverable losses of stores	DG NCC	Upto Rs. 10,000.00 for losses due to theft, fraud or negligence and Rs. 40,000.00 in other case Not due to theft fraud or negligence
	DY DG NCC DTES/ COMDTS TRG ESTTS	Rs. 40,000.00 for losses due to theft, fraud or negligence. Rs. 20,000.00 in other cases.

4. The losses exceeding the above limits, therefore, require sanction of the Govt of India, Ministry of Defence. The cases which are beyond the laid down financial powers of DDG of State Dtes are required to be forwarded to HQ NCC for regularization by DG NCC and MoD as per the amount of loss and delegated financial powers. Before forwarding the cases to this HQ, it may be ensured that the required documents are complete and countersigned by the DDG of State Dte. The following documents are to be sent :-

- (a) **Loss Statement** as per IAFA- 498 duly vetted by LAO/ CDA concerned.
- (b) Proceeding of **Court of Inquiry and follow up action** of Co I.
- (c) **Statement of Case** as per AO 315/73 mentioning complete history of the case.
- (d) **Final audit report from CDA**
- (e) **Delay report** in chronological order

All these formalities should normally be completed within three months from the date of loss.

Action

5. As per Rule 155 of the Financial Regulation Part –I, dealing with cases of losses prompt and timely action is of paramount importance. Every cases of loss should be pursued vigorously to finality so that adequate action, both remedial and disciplinary can be taken as early as possible and delinquents do not escape punishment by mere lapse of time. In case of MT accident/theft of stores, FIR should be lodged in the Police Station. Final report indicating the results of the investigation carried out by the police should be obtained. Damage/loss of Vehicle should be assessed / inspected /classified by EME Wksp. On discovery of loss, following action should be taken :-

(a) Loss Statement. The loss statement should be prepared and priced by LAO/CDA concerned. The remarks and recommendation of Officers in chain should be incorporated thereon. If some recovery is involved in the case, a certificate should be enclosed from the pay authority concerned in token of his having recovered the amount from the individual held responsible for the loss. In case of the amount is deposited in Bank/Treasury, the Number and date of Treasury Receipt as well as the No. and date of acknowledgement obtained from the CDA concerned, should be quoted in the certificate.

(b) Court of Inquiry Simultaneously, a Court of Inquiry should be convened for investigating the circumstances under which loss occurred and pinpointing the responsibilities for the same. In case of delay, reason for delay in convening the court of inquiry should be

intimated or request for condonation for delay in convening of Court of Inquiry (CoI) has also to be mentioned in the Statement of Case (SOC). On completion of the proceedings of the C of I, endorsement of the affiliated Formation Commander/DDG NCC Dte should be obtained. Follow up action should be initiated with regard to pecuniary liability/disciplinary aspect and remedial measures adopted. In case of MACT case, a case should be taken up expeditiously for recovery of loss from the defaulter/insurance company and copy of verdict/decision of Hon'ble court on MACT be placed in the case folders.

(c) Statement of Case. Relevant details along with full facts / history of case should be incorporated in terms of AO 315/73 in the Statement of Case to be submitted in support of the Loss Statement. Disciplinary action taken against the individuals held responsible for loss and remedial measures be taken to avoid recurrence of the loss together with a copy of instruction issued. The Statement of Case duly completed in all respect should be signed/countersigned by the DDG NCC Dte.

(d) Audit Report. Thereafter documents viz C of I, SoC, loss statement, and delay reports etc should be submitted to the CDA concerned for rendering final audit reports. After obtaining the final audit report the cases is to be regularised by the CFA as per laid down financial powers.

(e) Delay Report. A Delay report should be prepared in chronological order of events, correspondence and movement of file.

6. In case of loss of stores occurred in transit by rail If Board of Officers finds that the consignment received in short as per list/railway receipt, the matter should be immediately reported to the consignor and railway authority as applicable. If railway authority admits their liability then a claim should be made against Railway authority within six months for compensation. The compensation received should be clearly reflected in the SoC and endorsed along with other documents

7. In case of loss of Railway warrants/MC Note/Rly concession forms in transit by rail In the event of loss of any of the forms, the issuing authority will immediately notify all railway administrations in the area with request to publish a notice about the loss in the Railway Gazette. The loss will also be reported to the CDA (Fys) and CDAs as the case may be. Since the notification in the railway gazette of the loss of the forms tends to minimise the chances of their misuse it must be ensured that there is no undue delay in issuing the notification.

Audit Objections

8. The audit objections and Major Financial Accounting Irregularities (MFAI) are raised by the audit authorities during their inspection to units/establishment of the NCC. It is the responsibility of the organization

to give satisfactory reply, take remedial measures to settle these cases of audit objections and MAFIs at their end.

9. However, the Logistic Dte monitors and comes across the number of cases pending in the Dtes through the periodical reports say – Quarterly returns received from the Dtes. The outstanding cases pertaining to Major Financial Irregularities are referred by the respective CDA's to this HQ.

10. It is needless to emphasis that these cases are to be settled at the earliest. It is observed from the periodical reports/ returns received at this HQ that in some Dtes the number of pending cases are quite large. It should be the endeavour of the units/est to settle their cases within time bound framework.

CHECK LIST FOR SCRUTINY OF LOSS CASE

11. The following are the salient points to be checked to ensure that a loss case is completed in all respect for sanction of CFA :-

- (a) Three sets of the case (including original) are to be sent to HQ DGNCC if the case is to be sanctioned either by DGNCC or MOD.
- (b) Each set should contain the following documents:-
 - (i) Loss Statement
 - (ii) Proceeding of Court of Inquiry
 - (iii) Statement of case
 - (iv) Delay Report
 - (v) Audit Report from CDA concerned

All these documents must be countersigned by the DDG of the respective Dte.

12. The above said documents are subjected to be scrutiny to ensure that they are appropriate and complete as per following guidelines :-

(a) **Loss Statement**

- (i) On the discovery of loss a provisional loss statement should be prepared and priced as per the price list.
- (ii) Loss Statement should prepared on IAFA-498
- (iii) Pricing of the loss statement should be checked by the LAO/CDA.
- (iv) A certificate on page I of the loss statement should be get completed by the authority concerned in token of his having recovered the amount from the individual responsible for the loss if applicable. In case the amount is deposited in Bank/Treasury, No. and date of treasury receipt as well as the No. and date of acknowledgement obtained from CDA concerned should be quoted in the certificate.
- (v) Recommendation/remarks of OC, Unit Commander, NCC Gp HQ's and Dy DGNCC should the recorded on Page II of the loss statement.

(b) **Court of Inquiry(C of I) Proceedings**

(i) On discovery of the loss a C of I should be convened for investigating the circumstances of loss and pin-point the responsibility for the same.

(Rule 156 FR Pt-I Vol-1 (1983 Edition) refers)

(ii) On completion of the proceedings of the C of I endorsement of the affiliated formation Commander should be obtained.

(iii) Proceedings of the Court of Inquiry which require reference to Dte Gen should be endorsed with remarks of the Dy DGNCC.

(iv) As soon as remarks of the Formation Commander on Court of Inquiry have been endorsed, action should be initiated with regard to pecuniary liability/disciplinary aspect and remedial measures be adopted.

(c) **Statement of Case**

(i) Relevant details alongwith the history of the case should be incorporated in the statement of the case.

(ii) Statement of the case should be prepared strictly in terms of AO 315/73 stating full fact of case, indicating disciplinary action taken against the individual(s) held responsible for the loss and remedial measure taken to avoid recurrence of the loss together with a copy of instructions issued.

(iii) The statement of the case duly completed should be signed/countersigned by Dy DGNCC himself.

(iv) In the event of theft, the matter should always be reported to police. A copy of the final report indicating the result of the investigation carried out by the police should be attached.

(v) In the event of loss in transit, claims for compensation against the Railways should be preferred promptly on occurrence definitely within a period of six months from the date of booking by the consigner.

(vi) In case of MT Accident, if applicable, MACT Case be filed and pursued. If any compensation is granted the same may be mentioned with documentary proof.

(d) **Delay Report** Three copies of updated delay report prepared in chronological order should be sent.

(e) **Audit Report** Losses are not to be written off without specific sanction of the competent authority. Instructions in this regard are given in rule 37, 158, 159 & 160 of the Financial Regulations Pt-1 (1983) Vol-I to CFA for regularization.

13. The loss statement with the supporting documents such as court of Inquiry, Statement of the case, Delay report etc should be submitted to the LAO/CDA for his audit and onward transmission to appropriate CFA.

14. The following powers to write off losses are vested in various CFA's as laid down in Govt of India, Min of Defence letter No. 0106/DGNCC/Pers/(P&F)/335/A/D(GS-iv) dated 11.04.90 and further amended vide GOI, MoD letter No. 0106/DGNCC/BUD/2435/D(GS-VI)/2001 dated 31 Oct 2001 :

	Losses due to theft, fraud or neglect	Losses due to other causes
(a) DGNCC	Rs. 10,000/-	Rs. 40,000/-
(b) Dy DGNCC/ States/Comdt Trg Estt	Rs. 4,000/-	Rs. 20,000/-

15. The losses exceeding the above limits require sanction of Govt of India/Min of Def.

(Note : The check list has already been circulated vide this HQ letter No. 11031/C Staff/DGNCC/Gen/Lgs(Coord) dt 05 Aug 99 and it may be updated wherever applicable).

CHAPTER 5

- **DG NCC Camp Security**
- Auditorium
- Conduct Of Camps Other Than RDC

SOP ON DG NCC CAMP SECURITY

Introduction

1. Security being a state of mind is an important facet of the military effort. It safeguards information, personnel, equipment and installations against undesirable activities, which may be in the form of espionage, sabotage, subversion, thefts, etc. All military establishments therefore are required to take adequate measures to ensure foolproof security in all its manifestations.

2. Security of DGNCC Camp is a collective responsibility of all Officers, JCOs, PI Staff and civilian staff staying in the camp. Proactive security encompasses aspects of access control, vigilance, alertness and drills / procedures to obtain a secure environment.

3. **Differences Between RDC Period and Non RDC Period** . The routine in NCC Camp can be categorized into two distinct periods, ie, RDC period and Non RDC period. The RDC period encompasses period of December and January, while non RDC period comprises of period between February and November. Both periods have salient peculiarities and warrant separate security instructions.

4. **RDC Period**. The peculiarities of this period are as under :-

(a) The 45-acre estate is fully occupied by approx 3000 persons including 1800 NCC Cadets and approximately 100 Foreign cadets. The camp is visited by VVIPs almost everyday and any lapse of security can draw media attention and can have serious repercussions.

(b) A formalized security apparatus comprising of Camp Comdt, Security Officer and manpower detailed from various NCC Directorates is detailed to take care of security of the Camp. During RDC, Delhi police guards are also located in Camp for protection.

(c) The weapons brought by RDC contingents are required to be kept in the Camp.

(d) The fire tender and large quantity of fire fighting equipment is located in the Camp for taking action in case of any such eventuality.

5. **Non - RDC Period**. The peculiarities of this period are as follows:-

(a) The 45 acre Camp is more or less empty with only about 150 persons occupying the Camp. These persons include attached staff for administration duties, MT Drivers, sahayaks and loose mix of civilians.

(b) The Camp is used for short periods by Delhi Directorate to hold Annual Training Camps and for other centralized camps of short duration organised by HQ DG NCC. The NCC Auditorium within the Camp has become a venue of monthly Army ladies Club meet and other Station Seminars and conferences.

- (c) The security of the Camp is to be ensured by OC Camp with the help of limited persons available to him.
 - (d) No weapons and ammunition are held by the Camp during non-RDC period.
 - (e) The fire fighting resources available in the camp are inadequate.
6. Due to peculiarities of RDC and non - RDC period given in paras above, separate SOPs are required for both periods. The SOP is laid out in two parts as follows :
- (a) Part I – Security Instructions for non-RDC Period.
 - (b) Part II – Security Instructions for RDC Period.

Aim

7. To lay down detailed instructions in the form of a SOP for foolproof security of DGNCC Camp both during RDC and Non - RDC period.

Threat Perception

8. **General.** There is an increased threat of subversive terrorist activities at prime locations in the national Capital. The terrorists may strike at soft vulnerable targets to gain maximum media mileage and embarrass the security forces and the government.
9. The terrorist activity is largely associated with the following :-
- (a) Use of explosives and weapons to cause casualty to persons staying in camp or destruction of material.
 - (b) Covertly cause fire to Stores & FOL dump etc.
 - (c) Infiltrate into the organization through weak individuals by offering monetary benefits, exploiting weaknesses and subsequent blackmailing.
 - (d) Obtaining information of security value by physical involvement and through other clandestine means.
 - (e) Carry out thefts of stores, MES fitments and personal belongings

Specific Threat To DG NCC Camp

10. Layout Att at Appendix P

11. The DG NCC camp is the venue for annual RDC camp and other NCC activities and is a premier institution for organising of youth development activities in the country. The camps are attended not only by youth from all over the country but also from many friendly foreign countries. It is visited by VVIPs which include Prime Minister, Vice President of India, Chief Minister of Delhi, Chiefs of Staff and many other such dignitaries. Any terrorist strike intending to cause harm to VVIPs and cadet activities during these camps will invite immediate media attention, and cause embarrassment to military establishment.

12. During the non RDC period the camp which is spread over 45 acres estate houses approximately 150 persons of Adm staff, MT Drivers, Officers' Mess Staff, Civilians, large number of stores and assets of DG NCC are also stored in the camp. The strength of combatants is grossly inadequate, Moreover these persons are attached for period of three to six months only and get turned over after this. The civilians staying and working in the camp are more or less semi permanent and work in various setups inside the camp. They are fully conversant with the entire layout of the camp. The threat of subverting the minds of these persons is quite real and thus surveillance needs to be kept on them.

13. The camp is also visited by large number of civilians on daily basis. These include MES staff labourers engaged in construction and maintenance of MES works and casual labourers employed for maintenance of camp. During camps of Delhi Directorate, other NCC activities conducted in camp and ladies club meetings, large number of civilians including caterers' function from the camp. There is a requirement to ascertain and record proper antecedents of these persons for security purpose.

14. The camp as such is located in the southern flank of Delhi cantonment and gets inherent security due to the presence of troops located inside Army Parade Ground on to its north and west. The Air Force station Palam is located on its west. The camp is however vulnerable from the south from the side of NH-8 (Road Delhi- Jaipur) and village Jhareda from where intruders can make entry into the camp.

15. There is a perimeter wall with iron grills around the camp but at number of places the grills have come out and it is possible for the intruder to enter or exit from such openings due to broken ground especially in the south .The height of boundary wall is inadequate and needs to be raised. There are four gates for entry into the camp. Gate number 1 is kept open round the clock and guarded and the other gates are kept locked.

16. The area of camp is divided into following Vulnerable Points (VPs) for purpose of security:

- (a) Boys area.
- (b) Girls area.
- (c) MT & FOL store.
- (d) Officers Mess.
- (e) YEP area.
- (f) RDC Stores.

17. These VPs will require foolproof physical security to prevent any misfortune in the camp.

Implications of Threat Perception

18. The implications of threat perception to DG NCC Camp are given as under:-

- (a) During RDC due to its national importance security of the camp needs to be beefed up to guard against disruption by possible terrorist strike
- (b) During Non-RDC period, large number of assets are stored in the camp with inadequate strength, thus measures need to be taken to safeguard them.
- (c) There is a heterogeneous mix of civilians staying and working in the camp conversant with its layout. Measures need to be taken to monitor their activities.
- (d) The southern flank of camp is vulnerable and additional measures need to be taken to guard entry/exit from this direction.
- (a) The perimeter wall around the camp need to be patrolled to guard any entry from the place where wall is low or grills are broken
- (b) As a long term measure the height of the wall has to be raised and grills repaired accordingly.
- (g) There must be strict control on the access.
- (h) For its internal security, VPs have been identified in the camp. All of these VPs need to be secured properly.
- (j) Proper security measures need to be instituted for security of YEP/Mountaineering/Sports delegations, which are attached with the camp intermittently.

PART 1 : SECURITY INSTRUCTIONS
FOR NON RDC PERIOD

Camp Security Organisation

19. Deputy Director General (Logistics) will be overall responsible for security of the Garrison. The security organization for HQ NCC Camp will be as under:-

- | | | | |
|-----|----------------------------------|---|-------------------------------------|
| (a) | DDG (Lgs) | : | Overall Responsibility for Security |
| (b) | Joint Director (Logistics) | : | Chief Security Officer/OC Troops |
| (c) | OC Camp | : | Security Officer |
| (d) | Subedar Major | : | Assistant Security Officer |
| (e) | Mess Secretary | : | Member |
| (f) | DD YEP | : | Member |
| (g) | 01/C Girls Area/ Camp Commandant | : | Member (Whenever present) |

20. In addition to above, all officers of DGNCC and Delhi Directorate, JCOs and NCOs staying in the camp will be detailed to carry out duties relating to security of the Garrison. The names of Duty Officer, Duty JCO and Duty NCO will be published in the Camp Routine Order published every Saturday. A copy of the same will be made available to all internal Directorates. Duty Officer will be detailed by DDG (Lgs).

21. **Duties of Various Appointments in the Security Organisation.** The duties of various appointments as given in paragraph 19 above are as under.

- (a) **Chief Security Officer.** The duties of Chief Security Officer are as mentioned in **Appendix 'A'**
- (b) **Security Officer.** The duties of Security Officer are as mentioned in **Appendix 'B'**.
- (c) **Assistant Security Officer (ASO).** The duties of Assistant Security Officer (ASO) are as mentioned in **Appendix 'C'**.
- (d) **Duty Officer.** The duties of Duty Officer are given in **Appendix 'D'**.
- (e) **Duty JCO.** The duties of Duty JCO are as mentioned in **Appendix 'E'**.
- (f) **Duty NCO.** The duties of Duty NCO are as mentioned in **Appendix 'F'**.

22. **Surprise Check Committee**

- (a) A Surprise Check Committee is directly responsible to the DDG(Lgs) will function during the RDC and non-RDC period.
- (b) The Committee will comprise all members spelt out in the Camp Security Organisation.

(c) The strength of the Camp Security Organisation will be further beefed up with the Security Officer and his staff during the RDC period.

(d) The Committee will report to DDG (Lgs) every day at the given time and take necessary directions.

(e) The committee will be responsible for carrying out surprise check as and when ordered by DDG (Lgs)

(f) A RP section consisting of all the store men of the State Directorate stores will function directly under the OC Camp.

23. **Weekly Security Conference.** A weekly security conf will be held on date, time and venue to be laid down by DDG (Lgs). The security arrangements will be discussed and reviewed during this conference. All members of the Security Organisation will attend. Salient issues requiring DG's attention will be brought to notice of ADG (B).

Access Control

24. The DGNCC Camp has a perimeter wall all around it and has four gates for entry into the camp .

25. During the Non-RDC period the following category of personnel are authorised to stay in the camp :-

(a) Officers of HQ DG NCC and Delhi Directorate.

(b) JCOs and NCOs (PI Staff) of NCC Units attached with DGNCC camp for administrative and MT Duties under orders of MS Directorate of HQ DG NCC.

(c) Sahayaks of Officers posted with HQ DG NCC and officers staying in officers Mess.

(d) Civilians employed in DG NCC Camp which include the civilian employees of officers mess, wet canteen, barber, tailor, washer man and EBR Shops with approval of DDG(Lgs).

(e) Officers and other associated staff (both combatant and civilians) of NCC Units/Groups/Directorates who visit Delhi on temporary duty for short period on official work.

(f) NCC Cadets for camps, YEP, mountaineering expedition, sports or any other NCC Activities based on order of Training Directorate of HQ DG NCC.

(g) Any other combatant/civilian after sanction of DG NCC.

6. In order to ensure, that no unauthorised persons enter the camp, the measures covered in succeeding paras need to be taken to ensure security of the camp.

27. **Perimeter Protection.** Following measures will be taken :-

- (a) Perimeter patrol will be detailed which will carry out patrolling of internal perimeter once a day and external perimeter on Saturday/Sunday at timings given by security officer. They will remove any temporary brick walls or any mound near the wall which may assist intruder to jump across the wall.
- (b) They will report any breakage of grill/security light if not functional or any untoward incident to the security officer promptly.
- (c) The stretch of security wall behind the Quarter Master block, Peer Baba monument in MT area, stretch on both sides of Gate Number 4, stretch from Gate Number 3 to girls area complex and area behind YEP block where it is possible to jump the wall due to inadequate height of the wall and damage to grills, will be further strengthened by increasing the height of the wall and putting grills/barbed wire/glasses over the wall. Repairs will be carried out where possible.
- (d) Any person caught jumping the wall will be punished.

Gates

28. There are four gates/entry points into HQ DGNCC Camp. The Gate Number 1 will be open round the clock and will be manned by regular troops. The other gates will be opened on as required basis. The other Gates as and when opened will be manned to control access of unwanted elements.

29. **Procedure for Manning of Gate No 1.**

- (a) A Guard of 4 NCOs/OR will be detailed for manning the gate.
- (b) The Gate Number 1 will have a barrier to restrict free entry of vehicles into the Camp.
- (c) The Guard will be without weapons and have necessary items like Whistle, Danda and Torch at night. An internal telephone and walkie talkie set will be provided to the guard.
- (d) All personnel, vehicles and stores entering/exiting from the camp will be stopped and checked by the sentry/guard.
- (e) The Sentry will maintain following documents to control entry and exit into/from the camp :-
 - (i) **Service Personnel Visitors Register.**
 - (ii) **Civilian Visitors Register.**
 - (iii) **Veh In/Out Register.**
 - (iv) **Out Pass Register. .**

(v) **Visitors Slip.**

(vi) **Gate Pass for Stores.**

(f) All registers will be put up to the OC Camp every day and DDG(Lgs) once every week and to ADG(B) once a fortnight.

(g) **Entry Procedure**

(i) **Service Personnel.** Entry to the service personnel not attached with the camp will be permitted after verifying the antecedents from the identity card. A record of his entry will be maintained in the Service Personnel Visitors Register.

(ii) **Civilians.** All civilians employed and staying in the camp will be issued with security passes. Other Civilians visiting the camp will be issued with visitors pass at Gate Number 1. The visitor will obtain signature of the person visited on the visitors slip and deposit the same at Gate Number 1 at the time of exit from the camp.

(iii) **Casual Labourers.** A large number of casual labourers are employed in the camp. This also includes casual labourers employed by Delhi Directorate during their annual training camps as also labour employed by civil contractors executing new MES works/maintenance in the camp. The agency employing these labourers will forward the details of people being employed by them. The representative of the agency will be there to identify the casual labourers. A token shall be issued to them at the gate at the time of their entry and details endorsed in the register. The labourers are to return the token at the gate on exit from the camp. The labourers will not be allowed to stay in the camp in the night under any circumstances.

(iv) **Vehicles.** Procedure for entry of vehicles will be as follows :-

(aa) **Service Vehicles of HQ DG NCC** : These vehicles will be issued with a token bearing the BA Number of vehicle which will be deposited with the security guard at Gate Number 1 at the time of their exit from the camp. The same will be collected at the time of entry.

(ab) **Private Vehicles of Personnel Staying/Working in the Camp.** All personnel in possession of private vehicles and staying in the camp will be issued with security stickers for their vehicles which will be checked at the time of entry/exit.

(ac) **Other Vehicles of Visitors.** These vehicles will be checked and details entered in the vehicles in/out register.

(ad) **Vehicle Carrying Stores.** These vehicles will be checked at the time of entry/exit from the camp. Gate pass for carriage of stores outside the camp will be issued by the store holder and countersigned by the OC Camp which will be checked by the sentry and counterfoil retained by him. These counterfoils will be deposited in the camp office by 0900h on the next day.

(ae) **Bicycles.** A record of persons staying in the camp and in possession of bicycles will be maintained at the camp office, a copy of which will be kept at Gate Number 1. The visitors visiting the camp with bicycles will be issued with a Green coloured token which will be returned at the time of exit.

30. **Gate No 2** : Gate No 2 is the designated gate for entry of the VIPs into the camp. This gate will be opened only for the entry of DG and designated VIPs. The gate will be kept locked and the keys will be held by the Assistant Security Officer. The requirement for opening of the gate should be projected to HQ NCC Camp minimum 48 hours in advance so that liaison could be carried out with Rashtriya Rifles Dte for opening of associated gates of Army Parade Ground along with Gate Number 2.

31. **Gate Nos 3 and 4.** The Gate Nos 3 and 4 will be kept locked and the keys will be held by the Assistant Security Officer. Gate will only be opened on order of Security Officer if required. A Similar security apparatus as on Gate Number 1 will be put in place, in case these gates are required to be kept open for longer periods.

Security Lights

32. There are a large number of security lights close to perimeter wall. They will be used to illuminate the wall during the night.

33. The lights will be switched on at 1930h and switched off at 0600 h every day under the supervision of MES JCO/NCO of the camp. Change in timing will be published in Camp Routine Order.

34. The report of non-functional lights should be forwarded to GE (Electricity) promptly by the MES NCO in writing so that they are repaired at the earliest.

35. The requirement of additional security lights has already been identified in area of MT and behind logistics block and demand for the same has been placed on GE (Electricity) for provisioning the same.

36. **Hooter.** A hooter has been installed at the camp exchange and will be used for all central fall in and mustering personnel in emergency.

Guards and Duties

37. Guards and Sentries will be detailed by day and night .

SECURITY OF VPs

38. The VPs of the camp has been identified and given at para 16 above. The security instructions for each of these above areas are given in succeeding paras:-

Boys Living Area

39. **Description.** The Boys' area comprises of 11 blocks for living of boy cadets including one administrative block and the six cookhouses for boys messing. The area is open and each building has to be secured independently.

40. **Utilisation.** During the non-RDC period the boys area is utilized for the following purposes :-

- (a) Block Nos 4 and 8 are used for living of PI Staff and Civil staff attached with the camp.
- (b) Block Nos 3 and 11 are used for storage of RDC Stores which include mattresses, chairs, tables and horses stores.
- (c) Block No 9 is used as Administrative block.
- (d) Tradesmen shop are located at the ground floor of block No 11.
- (e) The remaining blocks are used for accommodation of cadets and PI staff during centrally organized and Delhi Directorate camps as and when held during the year.
- (f) Cook House No 6 is being used as wet canteen.

41. **Security of the Area When No Camps are in Progress.** The following measures will be taken to ensure security of the area :-

- (a) All entry points of the blocks in which no personnel are staying will be locked and sealed and keys deposited with Assistant Security Officer.
- (b) Inventory of all MES fitments will be displayed in each barrack.
- (c) The blocks should be checked fortnightly for serviceability and maintenance of items kept inside the building. Since the area is termite infested, all wooden fitments will be checked and treated with anti termite treatment if required.
- (d) The blocks which are occupied by personnel will have one entry point and remaining doors of the building will be locked and sealed. Each room in such block will have a room in-charge who would be responsible for accounting for stores and fitments inside the rooms.

42. **Security of Boys Area When Camps Are in Progress.** The boys area is temporarily occupied for short period by cadets taking part in centrally organized events and camps which include mountaineering expedition and sports teams. The following measures will be taken to ensure security of the area :-

- (a) The blocks will be handed over to the officer in-charge responsible for conduct of such events.
- (b) OIC of the camp will be responsible for overall security of the area.
- (c) The Rajpath will be blocked with the help of barriers and no vehicular movement will be permitted except loading/unloading of heavy stores at commencement/termination of camp.
- (d) The boys living accommodation will be out of bounds for girl cadets.
- (e) Office of the Logistics Coord which is opposite cook house number 6 will function as visitors room for guests of cadets.
- (f) The Thal Sainik Camp is a major camp held every year in the month of October. Approximately 650 cadets and 100 Officers and staff attend the camp.
- (g) The security instructions for the camp will be issued by the Camp Commandant after approval by DDG (Lgs).

Girls Living Area

43. **Layout and Description.** The layout of girls living area is given at Appendix 'P'. Area comprises of 24 barracks for girl cadets, 3 cook houses, 16 rooms for GCIs, recreation room and toilets. The area has a boundary wall of 9 feet height with one single entry. The complex has officers mess in the north and Air Force officers married accommodation in the south.

44. **Utilisation.** During the non-RDC period the girls area is utilized for the following purposes :-

- (a) Two barracks are used for storage of personal baggage of officers posted to HQ DG NCC and Delhi Dte officers staying in the officers mess. One block is allotted for storage of officers mess and motivation hall stores.
- (b) The remaining blocks are used for accommodation of girl cadets and GCIs during centrally organized and Delhi Dte camps as and when held during the year.

45. **Security of the Area When No Camps are in Progress.** The following measures will be taken to ensure security of the area :-

- (a) All barracks will be locked and sealed and keys deposited with the Assistant Security Officer.

- (b) The keys of the main gate will be with girls area NCO in-charge.
- (c) Inventory of all MES fitments will be displayed in each barrack.
- (d) The blocks will be checked fortnightly for serviceability and maintenance of items kept inside the building. Since the area is termite infested, all wooden fitments will be checked and treated with anti termite treatment if required.
- (e) All trees near the wall and any other material assisting in crossing the wall will be cut/pruned and removed once in a month.

46. **Security of the Girls Area When Camps are in Progress.** The girls area is temporarily occupied for short periods by cadets taking part in centrally organized events and camps which include mountaineering expedition and sports teams. The following measures will be taken to ensure security of the area :-

- (a) The blocks will be handed over to the officer in-charge responsible for conduct of such events.
- (b) OI/C of the camp will be responsible for overall security of the area.
- (c) The main gate in the girls area will be locked and no vehicular movement will be permitted except loading/unloading of heavy stores at commencement/termination of camp.
- (d) The officer in-charge of the team/camp will stay in the camp for the duration of the camp/stay of girl cadets.
- (e) The girl area complex will have a guard at the main entrance of the complex from among the PI staff attending the camp.
- (f) The boys recreation room during the RDC will be used as visitors room for girl cadets for all camps conducted during non-RDC period.
- (g) The Thal Sainik Camp is a major camp held every year in the month of October. Approximately 650 cadets and 100 Officers and staff attend the camp.
- (h) The girls living area will be out of bounds for all boy cadets.
- (j) The security instructions for the camp will be issued by the Camp Commandant after approval by DDG (Lgs).

MT Park and FOL Dump

47. **Layout and Description.** The MT area is enclosed by outer perimeter wall of the camp of height varying from 6 to 7 feet with spiked grills. NH 8 and village Jhareda lie to the south-east and AF station Palam is on the west and south-west. The Gate No 4 of the camp is located in MT and opens towards vill Jhareda and horse show area. In addition to this there are two internal gates for entry of vehicles and personnel from within the camp.

48. **Utilisation.** During the non-RDC period the MT park is utilized for the following purposes :-

- (a) Used as parking space for all vehicles of HQ DGNCC including attached vehicles.
- (b) FOL Store is located inside the MT complex.
- (c) Inter Directorate obstacle course competition is held during Thal Sainik Camp on the obstacle course located in MT.

49. **Security of the Area When No Camps Are in Progress.** The following measures will be taken to ensure security of the area :-

- (a) All the vehicles of HQ DG NCC camp MT will be properly locked individually when parked in MT and keys deposited with MT JCO. Parking of vehicles in any other area other than the authorised parking areas will not be permitted.
- (b) Vehicle In/Out register will be kept with the NCO/JCO on telephone duty. All drivers moving out/in with vehicles will enter the requisite details in the register at the time of drawing/depositing keys of the vehicle.
- (c) Timings for issue of FOL will be laid down in the camp routine order and will be strictly adhered to.
- (d) The FOL Stocks will be checked once a week by MT JCO and fortnightly by MTO to ensure its proper accounting. Pilferage, if any will be reported promptly to security officer.
- (e) All MT documents should be maintained properly and kept in safe custody under MT JCO.
- (f) No unauthorized vehicle will be permitted in MT area.
- (g) The Gate Number 4 will be kept locked and sealed and will not be opened without permission of the Security Officer.
- (h) The jumping of the perimeter wall in MT area is strictly prohibited.
- (j) A separate fire point with adequate fire fighting equipment for vehicles as well as FOL dump will be established in MT area.
- (k) All vehicles must return to MT latest by 2200h.
- (l) The daily all OK report will be given to JD(Lgs) and MTO between 2000h and 2030h by MT JCO.
- (m) Vehicles will be used for authorised duties only. The user will fill up and sign the car diary. The car diaries will be put up to the MTO once a week.
- (n) A security guard comprising of one NCO and 3 OR will be placed at night.

50. **Security of Area When Camp is in Progress** : The following additional security measures will be ensured :-

(a) The vehicles attached for camps and other NCC activities will be parked separately. The details of drivers of attached vehicles will be forwarded to the camp office within 24 hours of their arrival.

(b) No FOL will be issued to the attached vehicles from the MT FOL dump. Drawal and issue of FOL to these vehicles will be organized by their respective OI/Cs. Separate space for storage of FOL in the existing FOL dump will be allotted to them.

(c) All security instructions contained in para 49 above will also be applicable to attached vehicles also.

51. **FOL Store.** The following measures will be ensured :-

(a) The store will always be locked when not in use. The door will have double lock. The store will jointly be opened/closed by MT JCO and POL NCO.

(b) There will be no light points in the POL store to prevent short circuit.

(c) Smoking is prohibited in the premises of the FOL Store. A 'NO SMOKING' board will be displayed outside the FOL store and instruction be enforced strictly.

(d) No inflammable items will be kept in the store.

(e) The FOL store will have a sentry during day in MT who will keep a watch on the FOL store.

(f) MT will have night picket of 3 NCOs/ORs for security of MT and FOL Dump.

(g) A fire point will be established close to the FOL store. The fire point must have adequate number of fire extinguishers and, fire beaters and buckets.

(h) A Proper accounting of FOL will be carried out to prevent pilferage.

(j) Surprise checks will be ordered once a week by DDG(Lgs) to check correctness in accounting.

Officers' Mess

52. **Description.** The officers mess is located in the central portion of the camp and includes officers mess, VIP guest rooms, single officers accommodation and married officers temporary accommodation. The area is enclosed by a perimeter wall with girl cadets area to the south-west and boys living area in the north-east. The Mess has one main entry gate for entry of vehicles and two small gates for entry of personnel. The mess staff comprises of the PI Staff and civilians.

53. **Utilisation** : The mess will function under arrangements of MS Directorate, however the Logistics Directorate will be responsible for its security. During the non-RDC period the officers mess is utilised for following :-

- (a) Provision of accommodation and messing to officers and families of HQ DG NCC and Delhi Directorate.
- (b) Provision of accommodation of officers and guests visiting HQ DG NCC on temporary duty.
- (c) Hosting of all social functions of DGNCC.
- (d) Private parties of officers after approval of PMC.
- (e) Provide messing facilities to YEP cadets proceeding on foreign missions.

54. **Security of the Officers Mess** : The following points will be strictly adhered to:-

- (a) All gates will be locked everyday at 2200h and will not be opened before 0500h. The keys of the gate will be kept with the mess duty NCO for the night for opening of gate in case required for entry/exit of officers staying inside the mess. Only one waiter will be permitted to stay in the mess during the night. The duty NCO and the waiter will sleep between the officers mess building and officers accommodation.
- (b) A guard of 1 NCO and 3 ORs will be placed outside the mess premises during night.
- (c) The mess secretary will ensure that the security instructions are read by all concerned.
- (d) Copy of the officers mess security instructions will be displayed in all rooms.
- (e) The staircase from the mess staff accommodation side leading to the terrace will be blocked and will not be used for climbing on the roof except during organized functions on the roof.
- (f) All the officers staying in the mess complex will be responsible for safe custody of all cash and valuables kept with them. They should be advised to keep their rooms latched from inside while they are in the room and locked from outside when they move out.

- (g) Mess timings will be strictly adhered to.
- (h) No sahayaks/unauthorized persons will be permitted to enter officers accommodation after 1900h till 0500h the next day.
- (j) No officer will be permitted to install private Air Conditioner or any other gadgets jeopardizing the security of the rooms. Necessary barrack damage including rent for the electricity consumed will be levied on the defaulters.
- (k) All trees assisting crossing of wall will be pruned periodically.

YEP Block and Motivation Hall

55. **Description** The YEP block and Motivation Hall are located on the north-west portion of the camp. A five feet outer perimeter wall of camp passes to the rear of YEP Block. There is a wall on the remaining three sides of YEP Block also separating it from VIP Guest Rooms and Motivation Hall. There is one main entry into YEP Block from Guard of Honour Area. There are three more entry gates, one opening towards DG's Office, another towards VIP Guest Room and the third towards the shopping complex established during RDC. The YEP Block comprises of two blocks for living accommodation of YEP cadets, a cook house, an Ante Room and a Dining Hall.

56. **Utilisation.** The YEP Block and Motivation Hall is utilised as follows :-

- (a) Provision of accommodation to select YEP Cadets going on foreign missions.
- (b) Provision of accommodation to girl cadets selected for mountaineering expeditions/sports, games after clearance from Training Directorate.
- (c) Provision of accommodation to officers who are visiting this HQ on events being centrally organized by HQ DG NCC. Accommodation to such officers will be allotted after clearance of Training Directorate.
- (d) Motivation Hall displays large amount of material to motivate cadets. This is visited by VIPs on their visit to camp.

57. **Security of Area When Not in Use.** Following measures will be taken :-

- (a) One NCO each would be detailed by OC Camp for YEP Block and Motivation Hall who would be responsible for security and accounting of stores of these blocks.
- (b) All the rooms of the buildings will be locked and keys deposited to Assistant Security Officer.

(c) All entries/exits should be from main entry gate during day. The remaining gates should be locked and sealed.

(d) The inventory of MES fitments and other items kept inside would be hung in each room. All rooms must be checked for serviceability and against termite infestation once a month and maintained accordingly. No civilians including MES must be allowed into the block without escort.

58. **Security When Area is Occupied.** The following measures will be taken :-

(a) A guard will be placed during day and night at main gate of YEP Block when it is occupied by cadets.

(b) No visitors will be allowed inside the YEP Block. A visitor room will be made in the existing ante room where the visitors will be entertained.

(c) All gates will be locked at 2200h and will not be open without prior permission of Security Officer/Assistant Security Officer before 0530h of the next day. The keys after locking the gates will be deposited with OI/C YEP delegation/mountaineering expedition.

(d) The grill gate in the first floor of the old YEP Block earmarked for girl cadets will be locked from outside by 2200h and keys will be deposited with OI/C /GCI on duty.

RDC Stores

59. **Description.** RDC Stores comprises of signal stores, mountaineering stores and other miscellaneous stores required for RD Camp and purchased out of RDC fund. The RD Store is located near Gate Number 1. Each store building is a separate entity by itself.

60. **Security, Accounting and Maintenance.** The following measure will be ensured:-

(a) Store holders will be detailed and their names published in camp routine orders.

(b) The stores will be sealed and keys deposited to SM by 1900h every day.

(c) Any tampering of seal/any losses will be promptly reported to the CSO/ASO.

(d) Proper Fire Fighting arrangements will be catered for, to deal with any fire accident.

(e) Surprise random checks will be carried out to check ledger and ground holding.

- (f) Movement of stores in and out of the Camp will be permitted only through gate passes signed by the Security Officer. Gate passes will be serially numbered.
- (g) Details of stores being carried on gate passes will be recorded in a register maintained by Camp Office and a similar register will be maintained by Sentry at Gate No 1.
- (h) The gate pass will be retained by Sentry at Gate No 1 and deposited to camp office the next day.
- (j) The guard at Gate No 1 will also keep a watch on the RDC Stores.
- (k) All stores will be periodically checked to maintain them in a serviceable state. Necessary precautions will be taken to guard against termite infestation.
- (l) Issue of RDC Stores for functions other than RDC will be made only after prior approval of ADG(B).

61. **Security of Arms and Ammunition.** No arms and ammunition are held with the camp during non-RDC period. However, there have been occasions in the past, wherein persons coming on temporary duty to the camp bring arms and ammunition with them. These arms and ammunition will be deposited in the kote of nearest unit. Under no circumstances any individual will be allowed to keep Arms/ Ammunition inside the barracks.

62. **Security of the CSD Canteen (Extension Counter):** An extension counter of HQ DG NCC CSD Canteen, RK Puram is functioning at camp. The extension counter will function under the supervision of OIC CSD canteen RK Puram and all rules and instructions pertaining to accounting of stores and management of CSD canteen RK Puram will be applicable for the extension counter also. The security of canteen stores at DG NCC camp extension counter will however rest on OC camp. OC camp will ensure that canteen functions as per laid down timings, the canteen stores are safe from theft and fire and unauthorised personnel should not be permitted access to the canteen.

Security Of Personnel

63. A heterogeneous mix of PI Staff of various Directorates and civilians are staying and working in the NCC Camp. It is important to institute necessary security measures so that the camp can be administered smoothly. JD(Lgs) and OC Camp will be responsible for the security and discipline of all personnel.

Management of Service Personnel

64. Only entitled service personnel as given in para 25 will be permitted to stay in the DG NCC Camp.
65. Proper documentation of the personnel as per existing service norms will be carried out and maintained in the camp office.
66. All PI Staff attached with HQ NCC Camp for administrative and security duties will stay in block No 4 in the boys living area.
67. Persons coming on temporary duty to HQ DG NCC will be accommodated in block No 8.
68. The ANOs accommodation for the duration of RDC is temporarily allotted to families of PI Staff from 15 Feb to 15 Nov. The allotment of accommodation is made on receipt of personal application from the individual on approval by DDG(Lgs). The details of family members will be intimated to OC Camp within 24 hours of arrival of family and security passes will be issued to them.
69. No personnel will be permitted to accommodate any visitors overnight without prior approval of Security Officer.
70. **Identity Card.** Proper record of identity cards of Officers/JCO/ OR will be maintained. Loss of Identity Card will be brought to the notice of OC Camp immediately.
71. **Issue of Liquor.** Issue of liquor will be strictly controlled. No liquor will be consumed in the living area. Issue of liquor will be carried out thrice a week under supervision of Adm JCO in the PI Staff dining hall. The persons detailed for guard duties in the night will not be issued with liquor in the evening. They could however be issued with their authorised quota of liquor on termination of duty the next day.
72. **Leave and Outpass.** Leave and outpass will be granted with sanction of OC Camp. The personnel will proceed on leave and outpass with proper documents and ensure proper military discipline during period of journey and leave. They should rejoin duty on due date.
73. **Pay and Allowances.** Instructions as contained in SAO 32/S/80 will be strictly adhered to. Payment in excess to entitlement will not be made and the list of debit cases will be maintained in the camp office.

Management of Civilian Staff

- 74 The Management of civilian employees in the camp will be carried out in the following manner :-
- (a) All civilians employed will be issued with security passes after police verification.

(b) All civilian employees will be accommodated in block No 8 in boys area.

(c) No unauthorised civilians will be permitted to stay in the camp without prior sanction of Security Officer/Assistant Security Officer.

(d) A record of antecedents of all civilian employees employed in the camp including finger prints will be maintained at camp office.

(e) Civilian employees will be permitted to proceed on leave/outpass with proper documents signed by OC Camp. No liquor will be issued to the civilians. Any civilian employee found consuming liquor from unauthorized source will be severely dealt with.

75. **Out Sourcing.** In order to ensure that civilians with proper verification are employed for security and conservancy duties, out sourcing from registered civil agencies may be resorted to. However, economics of out sourcing will be worked out prior to their employment in consultation with P & F Dte and approval taken from DG. The expenditure so incurred will be borne out of OCG .

Miscellaneous Points

76. Social evils like gambling in lines are prohibited.

77. No individuals will use unauthorised electrical appliances like heaters, immersion rods, etc.

78. **OK Report.** Security Officer will detail JCO/NCO/Civilians living in various areas inside the Camp who would be responsible for his respective areas. They would be accountable for their own areas and in turn, they will give all correct report to ASO every day by 2000h indicating breach of security if any. ASO will further give report to CSO and SO by 2030h every day.

79. **Head Count.** A detailed head count of all personnel staying in the camp will be carried out by respective commanders at various institutions like Officers Mess, YEP Block, Girls area, Families of PI Staff, Civil Staff and various tradesmen shops. The check will be carried out daily and report given to the camp Subedar Major everyday by 2000h who in turn will report the same up the channel (OC Camp & JD Lgs). The personnel in charge of these institutions will make an entry of the report in the register every day at 1930h which will be kept with the Camp Subedar Major.

80. **Surprise check.** Surprise check by the duty officer will be carried out at least once a week to ascertain this aspect. The surprise check day will be intimated by DDG(Lgs).

81. **Roll Call and Guard Mounting Parade.** On the sounding of siren all persons present in the camp will fall in for roll call and guard mounting parade at 0745h every day. Orders for the day and briefing of guards and duties will be carried out under supervision of duty officer/duty JCO.

Security of Information

82. **Telephone.** Duty Clerk and runner will take due caution while conversing on telephone. Telephone directory will be kept under lock and key.

83. **Carriage of Mail.** Mail will be carried by authorised persons only. The name of DR will be published in the Camp Routine Order. Classified mail will be carried in a sealed box.

84. **Publication and Exhibition of Military Information.** No person in the unit is permitted to send any articles to the press without concurrence of ADG(B). No person will interact with the media without prior permission.

85. **Photo.** No one is permitted to take photos of any material or persons in the camp. On special occasions, authorised photographers may be permitted by the OC camp to cover the events.

86. **Photocopying.** Photocopier will be under the personal charge of OC Camp and a proper record of all the photocopying done will be maintained.

87. **Computers.** Computers have become an integral part of the office now-a-days. Though they have increased efficiency manifold, it is very important to educate all ranks about the perils involved. No classified data will be stored on hard disc. Data will be stored on floppy discs and compact discs and these will be kept in safe custody under the personal charge of the officer in charge and treated as classified document. Physical access to all the computers whether standalone or networked will be restricted. Every computer will have a logbook and will be on charge of an individual and record maintained to this effect. All computers will have a Basic Input and Output System (BIOS) password and the same will be changed by the user as frequently as possible. SOPs and security instructions should be displayed prominently in the computer rooms. All computers connected to the internet will be kept in a separate cubicle and no classified official work will be done on it.

Response Against Adverse Security Situation

88. While all preventive actions will be taken to avoid any untoward incident from taking place, it's occurrence cannot be ruled out. The security set up in the Camp should be well prepared to respond to such threat so that they are suitably thwarted.

89. **QRT.** A Quick Reaction Team (QRT) comprising of 1 JCO and 4 ORs with two ORs as reserve will be detailed out of available manpower attached with the camp for a period of one week. Their names will be published in camp routine order. Duty vehicle and walkie talkie set will be provided for communication. They will function under Assistant Security Officer and should be rehearsed periodically to react promptly in case of any unforeseen eventuality.

90. **Immediate Response.** The immediate response will be as follows :-
- (a) The occupants of the area where adverse security situation has occurred will take necessary action against the threat. Security Officer/Assistant Security Officer will be simultaneously informed.
 - (b) Security Officer/Assistant Security Officer will immediately alert all guards on duty. JD(Lgs) and DDG(Lgs) will be informed accordingly.
 - (c) The camp exchange will be informed to blow emergency call on the hooter to muster all available person inside the camp.
 - (d) The QRT will be moved to the site of incident. The Assistant Security Officer will direct all available person to quickly move and cordon the area.
 - (e) The search if required will be carried out and action taken accordingly.
 - (f) The PCR vehicle of Delhi Police, and all neighboring units i.e., units at Army Parade Ground and AF Station Palam will be informed.
 - (g) In case of fire, Fire fighting will be carried out. Fire tenders from Delhi Cantt Board and AF Station Palam will be immediately requisitioned.
 - (h) Any available evidence will not be tampered with.
91. **Graduated Response.** Graduated Response will be as follows :-
- (a) ADG and DG will be briefed about the incident, assessment and action taken.
 - (b) FIR will be lodged in Sadar Police Station and Police will be asked to investigate the case expeditiously.
 - (c) Search of all suspected person will be carried out and tracker dogs will be requisition from AF Station Palam/NSG and investigated accordingly. As a guideline the suspects are defined to include the following :-
 - (i) Individuals living beyond their means.
 - (ii) Individuals indulging in excessive drinking and gambling.
 - (iii) Persons seen moving suspiciously in the camp.
 - (iv) Individuals seeking frequent outpases.
 - (v) Individuals giving a shoddy appearance
 - (d) Investigations should be brought to logical conclusion. A detailed report of the incident should be prepared and sent to all concerned. The security set up should be reviewed in the light of any incident and necessary changes be made.

Fire Fighting

92. Fire is a major security hazard as it causes considerable loss to the lives and property. Carelessness and non-adherence to security instructions has been the primary cause of fire in most cases. All precautions must be taken to prevent fire in the camp. The vulnerable areas where fire hazard is more are as follows :-

- (a) FOL Dump
- (b) Cook House
- (c) Officers Mess
- (d) Auditorium
- (e) Family quarters
- (f) Living barracks
- (g) Wet Canteen

93. The fire fighting operating procedure for DGNCC Camp will be as follows :-

- (a) The overall responsibility for control of fire in the Camp will be of JD(Lgs) and OC Camp.
- (b) The Duty officer for the week will be OI/C fire fighting.
- (c) Liaison will be carried out with Delhi Cantonment Board, Delhi Fire Service and AF Station Palam for necessary help in case of fire.
- (d) Serviceability and maintenance of fire points will be ensured at all times by the OC Camp.
- (e) Fire fighting practice will be carried out under arrangements of the duty officer once a fortnight, every month.
- (f) The following precautionary measures will be ensured :-
 - (i) No naked light will be permitted inside the tent/barrack.
 - (ii) All lights will be put off at the lights out time.
 - (iii) No one is permitted to smoke while attending a function/training activity inside a tent or near a vehicle or inflammable material like the aircraft fuel, which should be well marked, with signboards as "No Smoking Zone".
 - (iv) All electrical wiring will be checked once a month for short circuit hazard. Such wiring would be expeditiously repaired.
- (g) Detailed instructions for Fire Fighting giving out task and strength of various parties will be promulgated by OC Camp in Camp Routine Order published every week.

Communication and Alarm

94. **Communication Arrangements.** Necessary coordination and communication arrangements will be ensured among various key appointments within the camp and also with neighbouring units in Army Parade Ground. The important telephone Numbers within the camp are as under :-

(a)	OC Camp	:	2569 2619 – Extn
(b)	SM	:	229
(c)	MT	:	2569 2603 and 222
(d)	Officers' Mess	:	231
(e)	BHM	:	238

95. The telephone number of other officers of HQ DGNCC concerned with Security of Camp are as under :-

(a)	DDG Lgs	:	2619 7593 (O)
(b)	JD Lgs	:	2619 5672 (O)
(c)	OI/C YEP	:	2619 5680
(d)	Mess Secretary	:	231

96. The telephone Nos of outside agencies required to be contacted/alerted are as under.

(a)	HQ Delhi Area (Duty Officer)	:	6154
(b)	Fire Station Delhi Cantt.	:	2569 2311/2569 2281
(c)	Police Station Delhi Cantt	:	2569 2377
(d)	Base Hospital	:	8524

97. **Radio Communication.** The walkie talkie sets held with the camp stores will be used for internal communication. Communication channels of the sets will be changed weekly under arrangements of security officer.

Rehearsals

98. It will be ensured that Security Instructions are disseminated to all ranks coming on attachment to HQ NCC Camp. The security instructions will be read out during three consecutive Roll Calls, thereafter on first and third Monday of every month.

99. Rehearsals of Fire Fighting and alerting of Guards will be carried out once a fortnight or on as required basis.

Conclusion

100. It should be remembered by all ranks that orders on security cannot be conclusive. The above instructions are mere guidelines. It is a collective responsibility and should be understood as such by all. The main line of defence against breach of security is to develop individual's sense of responsibility towards security. The above instructions will continue to be revised and upgraded on need basis from time to time.

DUTIES OF CHIEF SECURITY OFFICER

1. The main duties of Chief Security Officer are as under :-
 - (a) To frame and keep up-to-date the security standing orders of the Camp and to draft such supplementary orders and instructions as are necessary from time to time. For eg., special security orders for essential moves and so on.
 - (b) To ensure that all security orders and instructions are fully understood, efficiently applied and strictly enforced.
 - (c) To keep himself fully conversant with all development in security warning to ensure that training programmes are made accordingly.
 - (d) To assist, the Security Officer and Assistant Security Officer to implement the security training and security education programme.
 - (e) To encourage all ranks to bring to his notice at once, all suspicious incidents and to be accessible to them either directly or indirectly, for this purpose.
 - (f) To represent the Camp in the local formation security organization and undertake responsibility for the security interests of the camp in all external matters.
 - (g) Liaison where necessary, depending upon local orders with fire Service personnel and any civil agency responsible for intelligence and security duties.
 - (h) To investigate in conjunction with the appropriate authorities, any matters arising outside the Camp which may endanger the security of information, personnel or material in the camp.
-

DUTIES OF SECURITY OFFICER

1. The duties of Security Officer are as given below :-
 - (a) Co-ordinate security arrangements with in the camp.
 - (b) Ensure serviceability of Security lights in the camp in liaison with MES.
 - (c) Ensure implementation of SOP on security.
 - (d) De-brief security guards and patrol and take remedial measure on points given by them.
 - (e) To organize all security trainings, ensure its inclusion in the normal training programmes and demonstrations on important subjects centrally.
 - (f) To encourage all ranks to bring to his notice at once all suspicious incidents and to be accessible to them either directly or indirectly, for this purpose.
 - (g) To investigate in conjunction with the appropriate authorities, any matters arising out side the unit which may endanger the security of information, personnel and material in the unit.
 - (h) Organise the camp security organization, select persons and train them for the organisation.
 - (j) To carry out surprise check as and when ordered by DDG (Lgs).

DUTIES OF ASSISTANT SECURITY OFFICER (ASO)

1. The duties of ASO for security of the camp will be as follows :-
 - (a) To ensure that the SOP on security is implemented in letter and spirit.
 - (b) Brief and de-brief all guards and Patrol every day.
 - (c) Obtain all OK Report from I/Cs various institutions in the camp in writing as well as on phone every day by 2000 hrs.
 - (d) Forward all OK Report to CSO and SO every day by 2030 h.
 - (e) Regulate movement of all troops/civilians in the camp.
 - (f) Educate troops on matters related to security.
 - (g) Keep a record of all entries and exits in the camp.
 - (h) To assist the SO in matters related to the security of the camp.
 - (j) Carry out surprise head count of all persons in the camp as and when ordered by CSO/SO.
 - (k) To keep keys of all important stores in his safe custody.

DUTIES OF DUTY OFFICER

1. The duties of duty officer for the week will be as under :-
 - (a) To attend roll call at least once during the week and educate troop on matters related to security.
 - (b) To carry out surprise check once during the duty period on the day nominated by DDG (Lgs).
 - (c) To carry out check of guards at night and least once during the week.
 - (d) Submit duty officer form duly filled on termination of duty by Monday 0930 hrs, to OC camp.
 - (e) Assist the Security Officer in matters related to security Officer in matters related to security of the Camp.

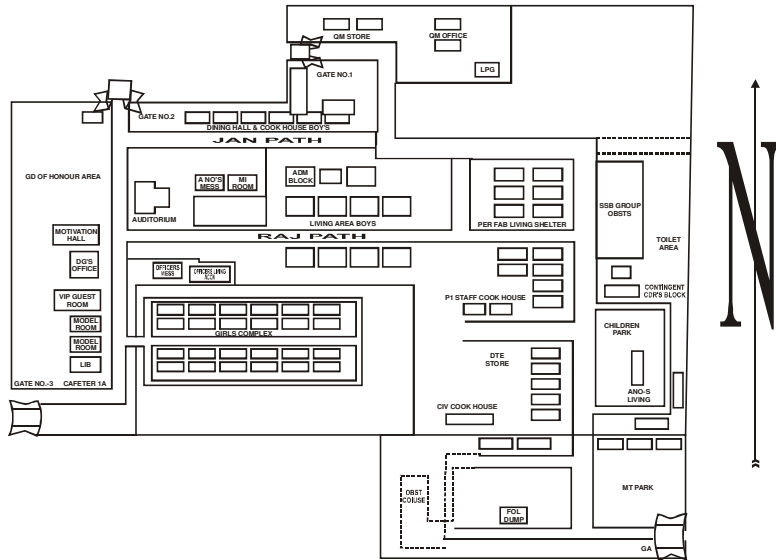
DUTIES OF DUTY JCO

1. The duties of the duty JCO will be as under :-
 - (a) Take report of the guard mounting and roll call parade every day at 1945 hrs.
 - (b) Educate and brief all ranks on matter related to security.
 - (c) Check the guard duties at night at a time given by the OC Camp.
 - (d) Check the issue of fresh rations and meat and endorse the report in the duty JCO form.
 - (e) Carry out check of cleanliness in various institutions like Cook House, Wet Canteen and Tradesmen shops.
 - (f) Check security passes of civilians and casual laborers employed in the Camp.
 - (g) Carry out a check of the security lights and perimeter wall and endorse the report in the duty JCO form.
 - (h) Carry out check of all stores for their correct sealing by 1900 h everyday.
 - (j) Assist Camp SM in matters related to security.
 - (k) Assist in carrying out fire fighting practice as and when carried out by the duty officer.

DUTIES OF DUTY NCO

1. The duties of the Duty NCO will be as under:-
 - (a) Take report of the guard mounting every day at 1945 hrs and give report to the duty JCO.
 - (b) Educate and brief all ranks on matter related to security.
 - (c) Check the guard duties at night at a time given by the OC Camp.
 - (d) Carry out check of cleanliness in various institutions like Cook House, Wet Canteen and Tradesmen shops.
 - (e) Check security passes of civilians and casual labourers employed in the camp.
 - (f) Carry out check of the security lights and perimeter wall and endorse the report in the duty JCO form.
 - (g) Assist the duty JCO and Camp SM in matters related to security.
 - (h) Assist in carrying out fire fighting practice as and when carried out by the duty officer.

LAYOUT HQ DG NCC CAMP



NOT TO SCALE

SOP FOR NCC AUDITORIUM

Introduction

1. The HQ NCC Camp at Garrison Parade Ground, Delhi Cantt is having an air cooled auditorium with state of the art light and sound system. The auditorium is primarily meant for organisation of functions of NCC in general and all cultural shows organised by NCC Cadets during Republic Day Camp (RDC) in particular. However, the auditorium is also allotted to other service organisation to hold their functions like Ladies Meet of AWWA etc.

Aim

2. The aim of the SOP is to formulate guide lines for the use of the auditorium by NCC and outside agencies.

Use Of Auditorium

3. The auditorium will be primarily used to hold all functions of HQ DGNCC like meetings, conferences, lectures, NCC Day Celebration and all functions during the Republic Day Camp of NCC. However, when the auditorium is not engaged by NCC, the same will be considered for allotment to other service organisations like three service HQs, AWWA etc.

4. It will be ensured that during Republic Day Camp of NCC and NCC Day the auditorium would not be allotted to any outside agency from 20 Nov to 05 Feb as the same would be engaged at all times.

5. It will also be ensured that ordinarily the auditorium will not be allotted to other organisations or persons to hold private functions.

Assets/Fitting

6. At present the auditorium is having the following assets :

- (i) Air cooling system
- (ii) PA Eqpt
- (iii) Computer
- (iv) Projection system
- (v) Stage lighting system
- (vi) Stand by generator arrangements
- (vii) Seating for 1500 persons on sofa's and plastic chairs
- (viii) Change rooms for ladies and gents separately Ladies and gents toilet.
- (ix) Lawns of either side

Care Taker

7. The Kalpataru will be on the charge of OC DGNCC Camp who will function under the guidelines of DDG Lgs and responsible for its day to day maintenance(maint) including maint of area around Kalpataru and functionality of all its system. He will be assisted by NCO I/C Kalpataru stores and NCO IC PA Equipment (Eqpt).

ACTIONS WHEN ALLOTTED FOR FUNCTIONS OF NCC

8. The following action will be taken by the user Dte while organising any function in the Kalpataru :-

(a) Advance information of the function/event will be given to the OC Camp with specific details as under :

(i) Date and time of the event

(ii) Type of facilities required like sitting arrangement, PA Eqpt, generator etc.

(b) An officer rep of the user Dte must be associated with OC Camp to ensure availability/arrangements in the Kalpataru as per requirement.

(c) Arrangement of internal decorations, making of seating plan, refreshments will be the responsibility of user Dte. In doing the above, it will be ensured that facilities in the Kalpataru including wall is not tampered with. The sofas and other items are handled properly so that there is no damage.

(d) The OC Camp will ensure the following :

(i) The available store in Kalpataru are made available in service condition including (incl)PA Eqpt and lights

(ii) Make air cooling system operative if necessary.

(iii) Ensure that Stand By Generator is ready in case of any electrical breakdown

(iv) Ensure cleanliness and orderliness of area around Kalpataru.

(v) Ensure arrangement have been made for Traffic management, Car parking incl VIP car park, other sign postings and opening of VIPs gate.

(e) At the end of the function, the OC Camp will ensure that all items displayed in the Kalpataru are shifted back to the place where they are stored with due care and safety. The sofa covers and curtains in case of requirements will be given to a washerman for washing and pressing before their storage. Damages of any kind to any assets in the Kalpataru will be brought to the notice of DDG Lgs within 48 hours of completion of the event and action will be taken to get them repaired at the earliest.

ACTIONS AND RESPONSIBILITIES WHEN ALLOTTED TO OUTSIDE AGENCIES

9. The Kalpataru will be allotted only to limited outside agencies like three service HQs, AWWA etc. The same also will be done after obtaining approval of DGNCC. In case of allotment to above mentioned agencies, the following action will have to be taken:-

(a) The User organization will apply for allotment of the Kalpataru in writing indicating, date, time duration and purpose of requirement of Kalpataru. This application should be forward minimum 10 day in advance for approval of DG NCC.

(b) The Representative (Rep) (Officer) of User organization will liaise with OC Camp and coordinate the following aspects :

(i) **Requirement of Kalpataru** The date wise requirement of the Kalpataru including its various facilities will be coordinated with OC Camp so that the same can be made available to the user.

(ii) **Taking over the assets** The Kalpataru will only be allotted for a limited period of two to three days for the function. The user should plan accordingly to have rehearsals and the final event during this period. For the said period, the furniture items and other assets lying in the main Kalpataru will be handed over to the user so that they can lay out the same as per their requirement. The functionality of lights, Fans, PA Eqpt and projection system will also be shown to the user, however the services of the same will be provided to the user as per his requirement by the NCO I/C Kalpataru so that they are not damaged. After taking over of the assets the user organization will be responsible for its safety and serviceability.

(iii) **Handing over of assets not on charge of Kalpataru** It has been experienced that user organization have bid for certain other stores held with the camp but not on charge of the Kalpataru i.e dining tables, kanats, flower pots etc. Minimum qty of such stores will be made available to the user unit and sanction of DDG Lgs will be obtained prior to issue of such stores. sanction of DDG Lgs will be obtained prior to issue of such stores.

(iv) **Cleanliness** The OC Camp will ensure that area of Kalpataru is clean and orderly at all times. However after the same is handed over to the user org, the user org will make arrangement for cleaning the area inside and outside of the Kalpataru prior to organization of the event and also after completion of the same.

(v) **Adm Arrangement prior to function** The user will ensure the following adm arrangements prior to their function/event:

(aa) Liaison with HQ Delhi Area for opening of the gate and stand by generator

(ab) Provost cover for the function including establishment of car park and traffic management.

(ac) Internal decoration inside the Kalpataru without disturbing the existing structure/fittings.

(ad) Sitting arrangements as per requirement The user org will inspect the sofa covers and curtains and intimate if the same are required to be washed and pressed before the event. In case the same is required, the OC Camp will get them washed and pressed. The expenditure incurred due to same will be borne by the user.

(ae) Cooking and catering The user org will make complete arrangements for cooking and catering of refreshment incase they are planned to be served during the event. The OC Camp will hand over cook house to the user org for preparation of the same and will ensure that Kalpataru and its lawns is not spoiled during consumption of these eatable. Suitable number of bins must be placed and area cleaned by the user org after the consumption of refreshment.

(vi) While making arrangements for the function the user will further ensure that :-

(aa) No plants/flower pots are taken inside the Kalpataru

(ab) Screen fitted in stage is not tampered/damaged.

(ac) PA eqpt and projection system is operated only by NCO I/C projection system and PA Eqpt and by no unauthorized person. The above mentioned NCOs would ensure the services of PA Eqpt and projection system are provided to the user as per his requirement to the extent possible.

(ad) No computers and accessories will be taken into the Kalpataru. Only the CDs and floppies may be taken for use in the computer already existing inside the Kalpataru

(ae) Ensure that light and sound system fitted in the Kalpataru is not tampered/fiddled.

(af) No nails are fitted in the walls and doors of the Kalpataru.

(c) **Responsibility of the OC Camp**

(i) OC Camp will ensure that the existing facilities are extended to the user after approval of the DG.

(ii) Ensure provisioning of lights, PA Eqpt and standby generator during the function.

(iii) Handover the stores to the user and ensure that the stores are not damaged during the function/event.

(iv) Ensure that the stores are returned in serviceable condition. In this case also the actions as enumerated in para 8 (e) will be carried out.

(v) Carry out similar action as per para 8(e).

Rent And Security

10. While allotting the Kalpataru to outside agencies Rs 5,000/- will be charges as security fee and Rs 5,000/- will be charged as rent. Only Rs 750/- will be charged from the AWWA for their functions as an exception. The security fee charged from outside agencies will be returned to them on completion of the event, however the charges of damages, if any will be deducted from the above amount.

Conclusion.

11. The SOP provides necessary guidelines for smooth functioning during various function in the Kalpataru. The SOP will be circulated to all concern for their information and compliance. The same will be shown to the users while they approach HQ DG NCC for holding any function in the Kalpataru.

CONDUCT OF CAMPS OTHER THAN RDC

Introduction

1. During the Non-RDC period, a large No of camps like that Sainik Camp. NICs and Annual Trg Camps of Delhi Dte are held at DGNCC Camp. In addn YEP delegations, Mountaineering and sports team also stay in the camp. Though all possible assistance will be provided by Lgs Dte, the overall responsibility for the conduct of camp will be that of the respective Camp Comdts and Training Dte of HQ DGNCC.

Security.

2. Security of men and material is a very important aspect of the camp and needs to be deliberated upon in great details down to the grass root level. A SOP for security at DGNCC Camp has been prepared and issued to all concerned. The Camp Comdt will ensure that the SOP is implemented in letter and spirit. The Camp Comdts of various Camps and OICs of YEP, Mountaineering expeditions, sports will personally meet the DDG (Lgs) at HQ NCC for briefing on all matters related to the security and management of the camp before the arrival of cadets.

Facilities.

3. The following facilities will be extended to the Camps held at DGNCC Camp:-

- (a) Provision of Residential Accn.
- (b) Provision of electricity and water.
- (c) Provision of toilets.
- (d) CSD facility
- (e) NCC Auditorium as on required basis.
- (f) MI Room.
- (g) STD/PCO booth.
- (h) Utensils for cooking.
- (j) Messing facilities.

Important Points.

4. The important Lgs points to be borne in mind by concerned appts for Camps and other activities in HQ NCC Camp are given an succeeding paras:-

5. Thal Sainik Camp/NIC Camp.

(i) Preparatory Period.

- (a) Cleanliness of barracks and cook houses.
- (b) MES Repairs in living accn ensuring serviceability of lights/fans.
- (c) Cleanliness of toilets.

- (d) Handing over of accn to conducting Dte by reps of State Dtes.
- (e) Issue of stores to conducting Dte.
- (f) Issue of letter to MES for additional supply of water for the duration of camp.
- (g) Deposit of Rs. 5000/- on account of security deposit which is refundable.
- (h) Handover one copy of budget allotment for the camp to Lgs Dte and ensure expenditure is made as per the budget allotment.

(ii) **Conduct.**

- (aa) Responsibility of the conducting Dte, Camp Comdt and Trg Dte.
- (ab) Organising training activities as per schedule.
- (ac) Liaise with OC Camp for utilization of NCC auditorium and opening of gates as and when required.
- (ad) Ensure proper discipline and hygiene and sanitation in the Camp.

(iii) **Actions on Termination of Camp.**

- (aa) Arrange proper disposal of cadets.
- (ab) Return all store after proper cleaning.
- (ac) Cleaning of all barracks, cook houses, toilets, NCC Auditorium and general area.
- (ad) Arrange disposal of waste after carrying out liaison with Delhi Cantonment.
- (ae) Clear all outstanding dues with the camp like barrack damage/losses/damages.
- (af) Deposit 25 % of the incidental money to OC Camp which will be utilised for the maintenance of the Camp.

(iv) **Messing.**

- (aa) Cooking utensils will be issued by the OC Camp.
- (ab) Procurement of dry rations, fresh rations and hiring of cooking services will be the responsibility of the Camp Comdt. However the details of the civilian staff hired for cooking, catering & conservancy duties will be intimated to OC Camp and persons will be employed after security clearance.
- (ac) Dining tables and chairs will be issued by the OC Camp.

(v) **MT.**

(aa) Vehicles for routine administration of the Camp will be attached under arrangements of DD Veh & Eqpt.

(ab) FOL budget allotment for these vehicles will be made by the respective State Dtes/P&F Dte. No FOL will be issued to Vehicles attached for Camp from DGNCC – MT.

(ac) Repair cover to vehicles will be outsourced under arrangements of Camp Comdts.

(ad) Proper move sanction will be obtained prior to movement of Vehicles. No Vehicles will be accomodated in the camp without move sanction.

(vi) **Med Cover.**

(aa) MI Room facilites exist at NCC Camp.

(ab) Med Cover for the duration of Camp will be arranged under arrangements of the Camp Comdt.

(ac) Cadets requiring specialized medical treatment will be sent to the Base Hospital, Delhi Cantt.

6. **Sports Teams/Mountaineering Expeditions .**(a) **Accn.**

(aa) Accn in fully serviceable condition will be handed over to the Team JCO/NCO rep prior to the arrival of cadets preferably in block No. 10.

(ab) Mattress if reqd will be issued from RDC store.

(ac) ANOs and JCOs will be accommodated in Contingent Cdr's block.

(ad) Officers will be provided accn in the officers Mess.

(b) **Detailment of Vehicles.**

(aa) Vehicles for routine adm duties and conduct of the event will be attached under arrangements of DD Vehs & Eqpt.

(ab) FOL budget allotment will be made by Trg Dte/CWS and same will be intimated to Lgs Dte.

(ac) Repair and recovery will be outsourced and bills will be cleared by OIC Team.

(ad) In case the vehs from other state Dtes are not attached, CHTs, will hired under arrangement of Lgs Dte and bills cleared by OI/C Team.

(c) **Messing.**

(aa) Messing arrangements for the teams will be made under arrangement of the Camp.

(ab) Messing charges in respect of the cadets at the approved rates as per budget allotment will be deposited with OC Camp along with a copy of budget allotment.

(ac) Requirement for supplementary rations if any will be projected to the Quarter master of the Camp one day in advance.

(ad) Messing arrangements for the YEP Cadets will be made in ANOs Mess and for other cadets in boys dining hall.

(d) **Security.**

(aa) OIC team will ensure proper security of men and material of the team and will adhere to the laid down instructions on the subject as specified in SOP on security.

(ab) All valuables will be withdrawn and kept under safe custody of the OI/C team.

7. **YEP.**(i) **Accn.**

(aa) Separate accn is earmarked for YEP cadets at DGNCC Camp.

(ab) Maintenance of the accn is responsibility of the Lgs Dte.

(ac) Furnishing and upkeep of the accn is the responsibility of JD YEP.

(ad) One NCO and One lascar is detailed to look after the accn for YEP cadets.

(ae) Accn for officers will be provided in the Officer Mess.

(ii) **Messing.**

(aa) The messing facilities for the YEP Offrs and cadets will be provided under arrangements of Lgs Dte in the ANO's Mess. Cooks if required will be hired by OC Camp.

(ab) Messing charges at the approved rates will be deposited with OC Camp.

(iii) **Transport.**

(aa) Transport for conveyance of YEP cadets and Offrs will be provided under arrangement of MTO.

(ab) Funds for FOL/hiring of CHT's will be provided for as charted in instructions for each delegation in Govt of India Orders/ instructions issued by Trg Dte.

(ac) Bills for the hiring of CHT/FOL consumed will be cleared by OIC YEP delegation/DD YEP.

CHAPTER 6

- **Adm Instructions : RDC**
- **Security : RDC**
- **SOP on QM**
- **SOP on MTO**
- **Signal Instructions**

ADM INSTRUCTION : RDC

1. Ref SNCCO No. 1/S/94.
2. These instructions are issued to facilitate setting up and running of the Republic Day Camp at Garrison Parade Ground, Delhi Cantt. These instructions in no way supersede the policy directive referred to in Para 1 above and are to be read in conjunction with it. The instructions are laid down in the following parts:
 - (a) Part I - Organisational structure for Administration and Security.
 - (b) Part II - Actions Prior to arrival of Camp Comdt.
 - (c) Part III - Actions on Arrival of Camp Comdt/Camp Appts during RDC.
 - (d) Part IV - Coordinating instructions for the RD Camp.
 - (e) Part V - Action by State Dtes.

Part I**Organisation Tree for Administration and Security**

3. The DDG Lgs will be overall in-charge of the administrations and security of the Republic Day Camp. The Camp Comdt will execute all administrative functions and be responsible for the security of the camp. The org tree for administration and security is given at Appendix P.
4. The brief duties of Camp Appts is given below:.

BRIEF DUTIES : RDC APPOINTMENTS

<u>S.No. Appts</u>	<u>Duties</u>
(a) DDG (Lgs)	Over all administration of the Republic Day Camp
(b) DIR (Lgs)	Procurement of stores incl. Registration of vendor, Tendering and monitoring of supply of stores.
(c) JD Lgs (Coord)	Assist DDG Lgs in administration, setting up of the camp, utilisation/accounting of labour, handling of incidental expenditure, overall supervision/coordination of PI Staff Mess & MT
(d) DD Lgs (Coord)	Logistic arrangements for RDC like finalisation of contracts for furniture, medals & trophies etc, RDC budget, fire tender, conservancy services, permits etc, liaison with P&F Dte for clearance of bills

- (e) Camp Comdt Overall execution of administrative arrangements for RDC, security, discipline, coordination of training activities/competition, arrangement for visit of VIPs, overall supervision of Messes, health & hygiene etc.
- (f) JD Lgs Navy (QM Sec in-Charge) Planning/provisioning of ration, accounting and clearance of bills, liaison with P&F Dte.
- (g) OC Camp Over all in charge of RD Stores, purchase of stores, repair maintenance of stores, in charge of PI Staff Messes, auditing of documents. (PI staff, mess rations and conditioning of RDC stores)
- (h) OIC Civilian Mess To run the civil mess, account for the subsidies from Regimental Fund of state Dtes.
- (j) DD Lgs Veh (MT) Over all in charge of MT, provision of vehicles from HQ Delhi Area, attachment of vehicles from state Dtes, hiring of CHT. Detailment of vehicle, accounting of mileage, auditing of documents.
- (k) DD Lgs (Works) Coordination and execution of civil works, maintenance of barracks & buildings, provision of water & electricity etc.
- (l) Dy Camp Comdt Security of the Camp, fire fighting arrangements, management of gates, parking etc.
- (m) QM Provision & issue of ration, accounting of messing, processing of bills, preparation of menu.
- (n) QM (Furniture) Execution of the contracts for hiring of furniture for Main Camp, PM's Rally and Horse Show, distribution of furniture for camp offices and various functions.
- (o). Adjt Execution of adm arrangements, discipline/mustering of cadets, arrangements for visit of VIPs and other occasions like Horse Show, PM's Rally etc.
- (p) Asst QM Collection and accounting of tentage, assist QM in provision of rations stocks, accounting and clearance of bills.

- | | | |
|------|---------------------------|---|
| (q) | Catering Officer | Preparation and execution of menu, supervision of cook houses and dining halls |
| (r) | OIC Messes Boys and Girls | To run the messes, supervise preparation and distribution of foods to cadets, accounting of daily messing. |
| (s) | Asst Adjt | To assist Adjt in administrative arrangements of the Camp, mustering of cadets, demand of labours and their employment. |
| (t) | CTO | Coordination/conduct of Trg Activities of Cadets |
| (u) | Signal Officer | Establishment of communication system, Broadcasting, PA Eqpt etc in Camp including Auditorium. |
| (v) | MO IC Boys | In charge of MI Room, Attend sick Cadets, Arrange Blood Donation, examination of food items being offered to VIPs and cadets. |
| (w) | MO IC Girls | In Charge MI Room Girls Area |
| (x) | Hyg & San Officer | Cleaning of Camp Area, Conservancy, Maintenance of Convenience of Cadets. |
| (y) | OIC RVC | Trg of Cadets and Arrangement for Horse Show, medical examination of chicken |
| (z) | OIC Girls Area | Adm arrangement, Discipline, Security of Girl Cadets |
| (aa) | Contingent Cdrs | Discipline Security of Cadets, Misc duties |
| (ab) | Auditorium Officer | Co ordination of functions, arrangement of seats, light, PA System etc. |

PART II

Actions Prior to Arrival of Camp Comdts.

5. Keeping in view the Logistic requirements for setting up and administration of the Republic Day Camp actions to be taken on the basis of the following :

- (a) Sequence of actions as per Red Book.
- (b) Feed back from the previous RDC.
- (c) Recommendation of the Boards on completion of the previous RDC.

6. **Registration of Vendors.** A board of offrs will be convened in the month of August every year to identify suitable vendors to whom the contract for various RDC requirements can be given. The Presiding Officer for these boards will be Dir (Lgs) with one member each from internal Dtes and OC

Camp .The vendors shortlisted after due scrutiny by the board of officers will be registered with DG NCC. Only the registered vendors would be permitted to bid for tenders for various jobs during RDC. The vendors for catering services, fresh rations , dry rations chicken , milk , bakery items, cafeteria services , furniture for offices / horse show / PM's Rally , accoutrements and any other work as deemed necessary by the Board of Officers will be registered. Couplete monitoring from Registration to tendering and supply of stress is to be done under the ageis of DIR (Lgs)

7. Various actions have to be taken by the officers of Lgs Dte as per the details given below :

<u>S.No.</u>	<u>Actions</u>	<u>Officer</u>
(i)	Assessment of Condemned stores	JD Lgs Coord
(ii)	Assessment of Repairable stores.	-do-
(iii)	Assessment of new stores to be purchased.	-do-
(iv)	Demand of Tentage & Ordnance Stores incl stores.	-do- Fire Fighting
(v)	Assessment of furniture items to be hired.	JD Lgs coord
(vi)	Provision of Fire Fighting arrangement.	-do-
(vii)	Arrangement of Conservancy Services	-do-
(viii)	Arrangement of Gas (LPG)	-do-
(ix)	Assessment of Barrack damages	DD Works
(x)	Maintenance schedule for Barracks, sewerage, cook houses, toilet, bathrooms etc.	-do-
(xi)	Proposal for New Works including Electrical works.	-do-
(xii)	Projection for PM's Rally.	-do-
(xiii)	Execution of Maint Work by 15 Nov.	-do-
(xiv)	Completion of Proposed New Works by 30 Nov.	-do-
(xv)	Detailment of Vehicles, Arms to the Dte & also Camp HQ Delhi Area.	MTO / OC
(xvi).	Detailment of controlled stores for RDC.	JD Eqpt.
(xvii).	The generators to be maintained and made functional	OC Camp.

Reporting of Camp Appts.

7. The following Camp appointments will report to DDG Lgs as per the dates mentioned against each :

<u>S.No.</u>	<u>Camp Apptt.</u>	<u>Date</u>
(a)	Quarter master	15 Nov
(b)	Asst. QM(Ration)	15 Nov
(c)	Asst QM(Furniture & Ord Stores)	15 Nov
(d)	MTO	01 Dec

Setting up of the RD Camp.

8. The NCC Republic Day Camp at the Garrison Parade Ground will commence functioning on 20 Nov. OC of the DG NCC Camp will function as Camp Comdt till the arrival of the Camp Comdt designate for RDC. The OC Camp will ensure the following actions :

- (a) Cleaning of the Camp Area.
- (b) Arboriculture and make-up of lawns.
- (c) Preparation of auditorium.
- (d) Serviceability of cook houses and kitchen eqpt.

9. Provision of Computer and photocopiers. The computers and photocopiers will be provided to Camp as per the following details :-

<u>(a) Computers.</u>			
(i)	P&F Dte	Camp	2
(ii)	Lgs Dte	QM	2
(iii)	MS Dte	MT & Camp	2
(iv)	Trg	R&V and YEP	2

(b) Photocopiers. Lgs Dte – 1

10 Employment of Labour. 1800 man days are available for setting and winding up of camp. The labour will be judiciously employed wef 20 Nov under supervision of JD Lgs Coord. Proper documentation of their employment will be maint for timely payment to labour.

Actions by QM

11. The following actions will be taken by the QM :-
- (a) Briefing of the task by DDG Lgs & DDG P&F.
 - (b) Preparation of document for accounting of Ration/Tentage/Furniture.
 - (c) Liaison with OD Shakurbasti, Supply Depot, Delhi Cantt & Delhi Cantonment Board.
 - (d) Preparation of Board Proceedings for the following contracts :
 - (e) Purchase of fresh/dry Ration.
 - (f) Purchase of milk/cheese/butter/eggs.
 - (g) Purchase of Bakery products.
 - (h) Collection of tentage & Fire fighting Eqpt from OD Shakurbasti.
 - (i) Briefing the contractors for furniture items, cooking services, supply of chicken etc.

Action by MTO.

12. The actions to be taken by MTO are enumerated as under:
- (a) Plan to receive the vehicles from State Dtes and allotment of duties.
 - (b) Liaison with HQ Delhi Area/Stn HQ in respect of vehicles detailed by QMG Branch.
 - (c) Plan and execute initial inspection of vehicles reporting to RD Camp.
 - (d) Co-ordinate and ensure repair of vehicles.
 - (e) Co-ordination in respect of availability and utilisation of water bowsers.

PART - III**Liaison with Dtes in HQNCC**

13. On arrival the Camp appointments will undertake the following/preliminary tasks under the leadership and guidance of the Camp Comdt:-

- (a) Liaison with the internal Dtes in HQ NCC for briefing.
- (b) Set up their offices.
- (c) Peruse the documents of the previous RDC.
- (d) Assess the requirement/availability of stores associated with their functioning during RDC.

- (e) Liaise with JD Lgs Coord/OC Camp and place the demand of stores/repair of stores.
- (f) Take charge of the PI staff/Civ staff detailed for their officers and start functioning.
- (g) Assess the requirement/utilize the casual labours for setting up of the Camp.
- (h) Pitching of tents collected from OD Shakurbasti as per the lay out of the Camp as approved by the DDG Lgs.
- (j) Fixing of Flag poles and Flags all around the Camp.
- (k) Cleaning of the Camp area.

PART - IV

Coordinating Instructions for the RD Camp

Financial Powers

14. The financial powers of DDG Lgs is Rs. 50,000/- per transaction in respect of dry/fresh ration as per para 10 of Appx 'S' of Red Book Vol I. DDG Lgs will sanction purchase of fresh/dry ration as per the above power and the same will be treated as an adm approval and bills will be processed through P&F thereafter.

Daily Orders.

15. On arrival the Camp Comdt will continue issue of Daily Part – I orders which will be binding on all present in the camp irrespective of rank/appointment.

Security of the Camp.

16. DDG Lgs will be overall in charge of the security of the camp. The Camp Comdt will be the security officer and he will issue a comprehensive security instruction by 15 Dec after get the same approved by DDG Lgs.

17. MTO will ensure running of ferry services between RD Camp and the Railway stations to receive the advance parties who would be arriving from various stations by train. The services will run at timings which will be promulgated in Camp Routine Order.

Reception

18. MTO will run ferry services between RD Camp and the Railway stations to receive the advance parties who will be arriving from various locations by train. If necessary, OIC advance parties can contact the duty clerk at HQ NCC Camp on telephones 25692619/25692603 for assistance.

19. Personnel holding key posts will arrive well in time to tie up the reception arrangements and receive their respective Directorate Contingents.

Accommodation

20. During RDC, bulk of officers will be accommodated in the built up accommodation at the scale of two per room with attached bathroom and toilet facilities. Some of the officers may be housed in modified barracks depending on the existing facilities in the Camp. JCOs, ORs, and civilian staff will be housed in the tents/prefabricated shelters. The accommodation to cadets of respective Dtes will be made as per allotment norms.

Furniture

21. Each room/tent will be furnished with the following items of furniture:

(a) Officers

(i)	Charpoy	-1
(ii)	Table	-1
(iii)	Chair	-1
(iv)	Bucket & Mug	-1each
(v)	Steel Almirah	-1

(b) Others

(vi)	Charpoy	-1
------	---------	----

22. Light Points Camp Comdt will make provision for minimum two light points per tent. The officer's accommodation already has necessary electrical fittings. Officers occupying accommodation will ensure adequate fire precautions.

23. Room Heaters No room heaters/warming arrangements will be used in the tents.

Messing Officers

24. The Officers Institute will accommodate officers arriving on TD for RDC by 05 Dec.

Messing for PI Staff

25. A separate Mess will be opened by 05 Dec 2003 and would be functional so as to meet the catering requirements of PI staff. The PI staff detailed for the camp should bring their own LRC and also certificate duly signed by their Dtes that no claim would be preferred by them for drawl of ration during their attachment for RDC – 2005. The PI staff will be attached with 6 Delhi Bn NCC for drawl of ration.

Messing for Civilian Staff

26. Another Mess for Civilian staff will operate from 05 Dec to 05 Feb. The approximate messing charges will be Rs.35/-per employee per day, out of which the employees will pay Rs.25/-perday and the balance Rs.10/- is to be borne by the respective state Dtes.

BEAUTY PARLOUR

27. Beauty Parlour in Girls living area will be established under aegis of Lgs dte. Respective State Dtes will make necessary arrangements for carrying out make up of their cadets.

Detailment of PI Staff & SKTs

28. Camp Comdt will ensure that adequate supervisory staff is detailed for Officers Institute, PI staff Mess, Cadet Messes and Civilian Mess.

29. Families Families are not permitted to stay in the Camp.

30. Leave No leave will be granted to any person for the duration of the Camp except in extraordinary circumstances.

31. Valuables All officers and other personnel coming to the Camp will be responsible for the security of their belongings. It is advised that no one should bring valuables such as jewellery, costly cameras and electronic gadgets to the Camp. The respective Contingent Commanders will ensure that valuable articles brought by the Cadets are declared by them and they will ensure their safe custody. However, in case of any theft, the complaint should be lodged immediately to the Camp Comdt.

32. Banking Facilities P & F Dte will set up an extension counter of Syndicate Bank which will become functional wef 01 Jan 2005. The facility should be used to the maximum so that handling of cash in person is reduced.

33. Reception Centre Reception centres under arrangement of Camp, will be established at New Delhi, Delhi Junction and Nizamuddin Railway stations. ETA of the officers and others will be available with the reception. The reception centres will be organised as follows:-

(a) The reception centre will be manned by one JCO and one NCO in day time and one NCO at night.

(b) All personnel arriving as per schedule will approach the OIC reception centre who will inform Camp Comdt for coordination of other arrangements as per the ferry service schedule.

(c) Any individual arriving out of schedule will make his/her own arrangements from railway station to the RD Camp. However, he/ she should contact the reception centre at the station for necessary assistance.

Purchase & Repair

32. **Purchase of stores out of store budget**

(a) The store as given at **Appendix 'A' to Appendix 'E'** will be procured by a board of offrs in the first week of Dec. The same will be taken of charge in the RDC ledger by OC Camp and then issued to users.

(b) The stores intended to be procured by all internal Dte of HQ NCC will be procured similarly after obtaining Adm Approval of ADG(B). The copy of Adm approval will be forwarded to the Lgs Dte for maintaining the overall stock of stores and for taking items on charge in the central ledger.

33. **Purchase of stores out of Incidental budget** The Incidental expenditure is authorized to NCC Camp. During the RD Camp the Incidental Fund provided by State Directorate at sanctioned rates will be utilised to cater for contingencies/requirement as may emerge during the conduct of the Camp. The management of the Incidental Fund will be done under aegis of Chairman of RD Camp i.e ADG(B) and executed through DDG (Lgs) with input from DDG(P&F) factored in.

34. **Repair of stores.** The stores as given at **Appendix 'F'** will be checked for serviceability and repaired if necessary under supervision of JD Lgs (Coord). A consolidated Adm Approval for all the repairs will be obtained from CFA prior to repair. Any addl repairs will be carried out after necessary Adm Approval and Lgs Dte will be kept informed about the same.

PART-V

Action by State NCC Dtes

35. **Medical Examination of the cadets.** Each Dte will ensure that the cadets are medically checked before sending them for the RD Camp. Precautionary vaccination is to be completed prior to their despatch for the camp and special attention is to be paid to see that no cadet is exposed to the infectious disease like chicken-pox.

36. **Clothing and Bedding** The winter in Delhi is quite severe during the months of Dec & Jan. All officers, JCOs, ORs, and civilians will bring adequate winter clothing and bedding to protect themselves from cold.

37. **Containers for Hot Water** All state contingents should bring sufficient containers for hot water to be positioned in the cook houses and living areas in the Boys and Girls Barracks.

38. **Arms & Ammunition** No person will bring any private arms or ammunition to the Camp. All service weapons and ammunition will be deposited in the Camp Quarter Guard with proper documentation.

39. **Reservation for Return Journey** Return journey rail reservations for cadets is to be confirmed to Lgs Dte on due date. In this connection your attention is invited to our letter No. 12024/Gen RDC/HQ NCC/Lgs Coord dated 01 Sep 04.

40. **Advance Party** A small detachment of minimum one JCO and one NCO will be sent in advance in between 05 Dec to 07 Dec to take over the barracks and coordinate the reception of main party. The ETA of this detachment will be sent to OC Camp/Camp Comdt well in advance.

41. **Rear Party** The same advance parties who take over the possession of the Camp accommodation should also hand over the accommodation after clearing all dues before departure.

42. **Arrival Details of Main Party** All Dtes will send their advance party details of train, railway station, date and time by which the Dte Contingents would be arriving at Delhi to Camp Comdt RDC with copies to Lgs Dte, HQ DG NCC.

43. **Barrack Damages**

_____ (a) It has been observed that various state contingents are not taking proper care of the accommodation allotted to them for the duration of RD Camp. This aspect also covers central buildings like auditorium, which are utilized for certain events. By past experience it has been observed that careless use of buildings and furniture has resulted in a number of fittings/fixtures/furniture items missing. Brass bib cocks, WCs, Wash hand basins, fan regulators etc are some of the items which get damaged/lost.

(b) The accommodation required for use by various Dtes i.e. living accommodation, cook houses & dining halls, toilet blocks and washrooms will be handed over to the reps of the respective Dtes by the MES JCO of the Camp. The reps of the Dtes should satisfy themselves fully regarding the qty and serviceability of the various fittings and fixtures while taking over the assets. No representation in this regard shall be entertained at a later stage.

(c) A sum of Rs.5000/- shall be deposited by each Dte with the OC Camp as security deposit before taking over the accommodation. In case any damage is observed while taking back the accommodation from the state Dte on culmination of the RD Camp, the cost of damage shall be recovered from the security deposit and balance refunded to the Dte. In case of no damages/deficiencies, the entire amount of security deposit shall be refunded. A Board of Officers will be detailed for the purpose of assessing the cost of damages/deficiencies.

REQMT : SIGNAL STORES RDC

<u>Ser No.</u>	<u>Items.</u>	<u>Qty Reqd</u>
1.	Flexible wire	1500 mtrs
2.	Tape Insulation	50 Rolls
3.	G I Wire	05 kg
4.	Wiring Clip	05 Pkts
5.	Power board large	10 Nos
6.	Power board small	06 Nos
7.	3 Pin plug 15 Amps	15 Nos
8.	Rozzete box for tele set	50 Nos
9.	Telephone lead	20 Nos
10.	Dura Cell 9 Volt	125 Nos
11.	Pencil Cell	20 Nos
12.	Button Cell	15 Nos
13.	Electric Tester	04 Nos
14.	Cutting Pliers	04 Nos
15.	Power Cable	05 Roll
16.	Soldering soft wire	01 Roll
17.	Screw driver Set	04 Sets
18.	Letro Gun Punch Machine	01 Nos
19.	Letro Gun Tape	02 Roll
20.	Mike lead	02 Roll
21.	3 Pin Socket	10 Nos
22.	Cello Tape	04 Nos
23.	Dettol liquid.	02 Bottles
24.	Medium Cell	30 Nos
25.	Torch	06 Nos
26.	Plastic Gitty.	01 Pkt
27.	Marker Pen	02Nos
28.	Yellow Cloth	05Nos
29.	Fevi quick	2Bottles

30.	Nails	1.5Kg
31.	XLR Plug	15/15
32.	Wind Sheet (Muf) Red/Blue	20/20
33.	Line Tester with clip	04 Nos
34.	Fuse 5 Amp	10 Nos
35.	Radio Set PR-710 Bty NI-CD	10 Nos
36.	Cassette Tape (Blank)	04 Nos

Appendix ' B'**REQMT : STORES NCC AUDITORIUM**

<u>Ser No</u>	<u>Items</u>	<u>Qty</u>	<u>Qty Reqd</u>	<u>Remarks</u>
1.	Carpet 7 'X 5'	02 Nos		
2.	Brass Letter Set	02 Sets		
3.	Small Towel	24 Nos		
4.	Emergency Light	03 Nos		
5.	Bucket Plastic	02 Nos		
6.	Pad Lock	02 Nos		
7.	Fancy Light	02 Nos		
8.	Dust Bin	02 Nos		
9.	Halogen Light	02 Nos		
10.	Acid	10 Bottle		
11.	Phenyl	10 Bottle		
12.	Jharu with Stick	05 Nos		
13.	Washing Powder	10 Pkt		
14.	Bath Shop	12 nos		
15.	Pocha Cloth	20 Nos		
16.	Wiper Floor	05 Nos		
17.	Room Freshener	02 Nos		
18.	Liquid Soap Dettol	02 Nos		
19.	Brasso	06 Bottles		
20.	Toilet Brush	02 Nos		
21.	Bisllery Bottle	24 Nos		
22.	Toffees	06 Pkts		
23.	Towels Full Size	06 Pkts		
24.	Coster Set	02 Sets		
25.	Face Tissue Paper	12 Pkts		
26.	Tissue Paper Role	12 Roles		
27.	Body Spray	2 Nos		
28.	Colins	04 Nos		
29.	Harpic	04 Nos		
30.	Odonil	06 Nos		
31.	Good Night Mats	06 Pkts		

Appendix ' C'**REQMT OF UTENSILS AND KITCHEN STORES FOR RDC**

<u>Ser No</u>	<u>Items</u>	<u>Qty</u>	<u>Qty Reqd</u>	<u>Remarks</u>
1.	Tea Thermos 25 ltrs	05 Nos		
2.	Tea Thermos 15 ltrs	05 Nos		
3.	Tea Thermos 5 Ltrs	03 Nos		
4.	Tea Thermos Small	02 Nos		
5.	Karchi Large	10 Nos		
6.	Casserole	05 Nos		
7.	Rice Palta	10 Nos		
8.	Jharna Large (Iron)	05 Nos		
9.	Dust Bin Small (Plastic)	15 Nos		
10.	Tray Large (S/S)	06 Nos		
11.	Jug (S/S)	06 Nos		
12.	Full Plate (S/S)	20 Nos		
13.	Bucket Plastic	20 Ltrs	10 Nos	
14.	Basket Chapati	10 Nos		
15.	White Cloth	100 Mtr		
16.	Axes	03 Nos		
17.	Karchi Large (Iron)	02 Nos		
18.	Palta Iron	10 Nos		
19.	Water Filter	04 Nos		
20.	Serving Spoon	12 Nos		
21.	Table Spoon	50 Nos		

Appendix ' D'**REQMT OF PAINTS AND ASSORTED ITEMS FOR RDC**

<u>Ser No</u>	<u>Items</u>	<u>Qty Reqd</u>	<u>Remarks</u>
1.	Paint White	75 Ltrs	
2.	Paint Black	50 Ltrs	
3.	Paint Red	20 Ltrs	
4.	Paint Yellow	05 Ltrs	
5.	Paint Green	15 Ltrs	
6.	Paint Blue (NE)	05 Ltrs	
7.	Paint OX Blue	10 Ltrs	
8.	Paint Silver	02Ltrs	
9.	Paint Golden	02 Ltrs	
10.	Thinner	75 Ltrs	
11.	Painting Brush Medium	10 Nos	
12.	Painting Brush Large	10 Nos	
13.	Dust Cloth	20 Mtr	
14.	Varnish Wooden	2 Ltrs	

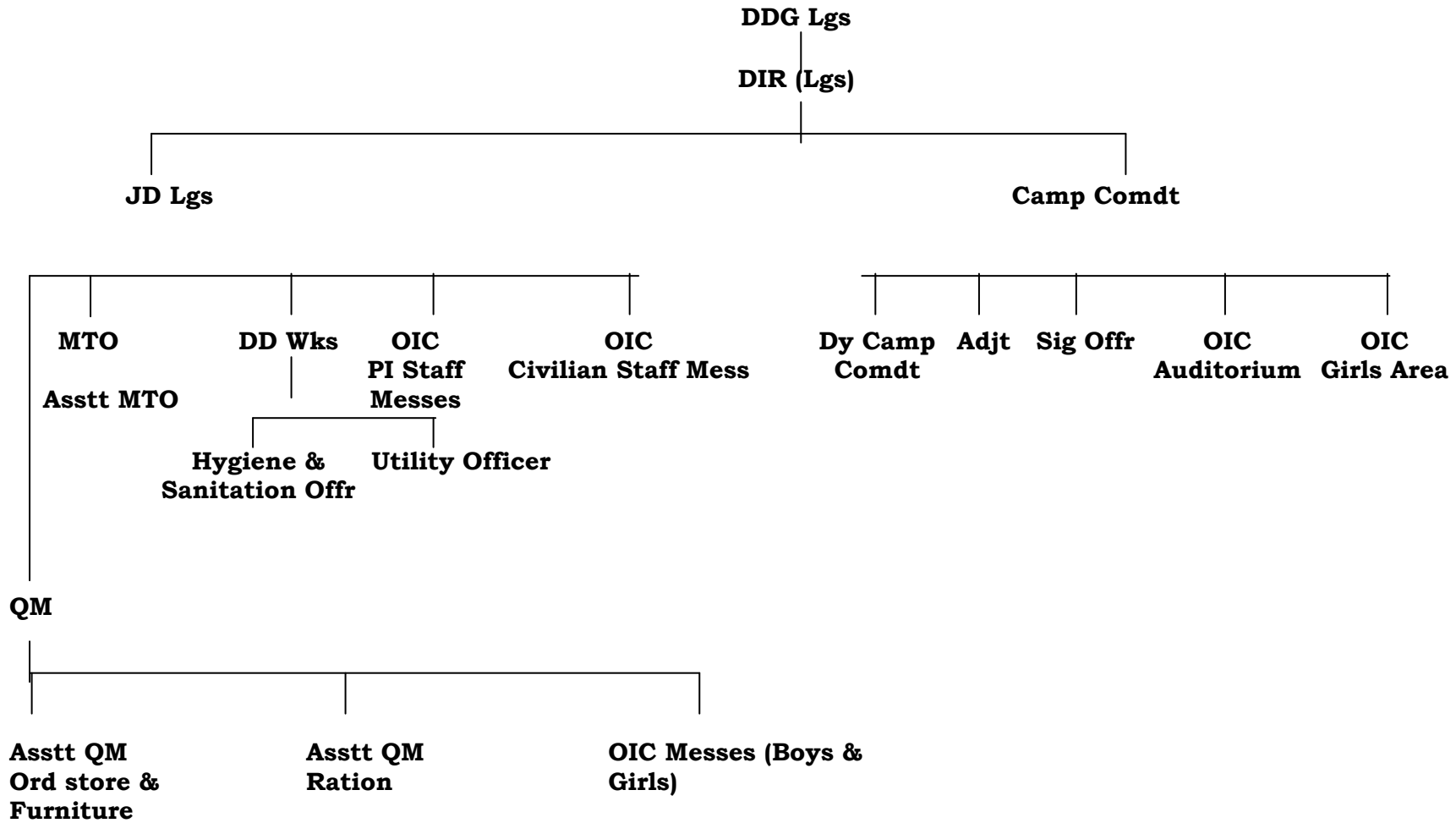
REQMT OF CLEANING STORES FOR RDC

<u>Ser No</u>	<u>Items</u>	<u>Qty Reqd</u>	<u>Remarks</u>
1.	Acid	250 Ltr	
2.	Phenyl	250 Ltr	
3.	Phool Jharu	100 Nos	
4.	Bamboo Jharu	50 Nos	
5.	Seekh Jharu	50 Nos	
6.	Washing powder	250 Kg	
7.	Vim powder	150 Kg	
8.	Bath Soap	100 Nos	
9.	Pocha Cloth	200 Nos	
10.	Naphthalene Ball	10 Pkts	
11.	Scrubber Iron	100 Nos	
12.	Wiper Floor	50 Nos	
13.	Room Freshener	08 Nos	
14.	Liquid Soap Dettol	10 Nos	
15.	Towel Hand Large	12 Nos	
16.	Towel Hand Small	12 nos	
17.	Geru	05 Bags	
18.	Chunna	10 Bags	
19.	Pilli Mitti	05 Bags	
20.	Brasso	10 Bottle	
21	Toilet Brush	30 Nos	
22.	Battery Cell Large	25 Nos	Misc
23.	Nails Mix	02Kg	
24	Kuchhi (White wash)	20 Nos	

Appendix 'F'**REPAIR & MAINT**

S.No.	Item	Approx Cost	Remarks
1.	Steam Cooking System & accessories.	Rs. 30,000/-	
2.	Gas appliances	Rs. 5000/-	
3.	Aqua guard	Rs. 8000/-	
4.	Horse Show Jumps	Rs. 35,000/-	
5.	<u>Auditorium</u>		
	(a) Projection System	Rs. 10,000/-	
	(b) Interior Decoration	Rs. 30,000/-	
	(c) Grass Cutlery Machines	Rs. 10,000/-	
	(d) Stage lights & other elect fittings.	Rs. 10,000/-	
	(e) Main Stage-Curtain operating System.	Rs. 2000/-	
	(f) Furniture incl Rostrum.	Rs. 5000/-	
	(g) Stair Case, ceiling fibre sheets and misc.	Rs. 15,000/-	
	(h) Dry Cleaning of sofa.	Rs. 10,000/-.	
6.	<u>Repair to furniture.</u>		
	(a) Lockers	Rs.10,000/-	
	(b) Beds(both hard bed & charpoys)	Rs. 15,000/-.	
	(c) Dining Tables	Rs. 15,000/-	
	(d) Chairs	Rs. 5000/-	
7.	<u>RDC Stores.</u>		
	(a) Cooking utensils	Rs. 5,000/-	
	(b) Signal stores.	Rs. 15,000/-	
	(c) Electrical	Rs. 10,000/-	
	Buffing of Brass items and Other Guard of Honour stores.	Rs. 15,000/-	
	(e) Washing & Pressing linen.	Rs.10,000/-	
	(f) Misc	Rs. 10,000/-	
8.	<u>PM's Rally.</u>		
	(a) Dais	Rs. 10,000/-	
	(b) Buffing	Rs. 10,000/-	
9.	<u>Generator Cable</u>	Rs. 40,000/-.	

ORG TREE : RDC ADMINISTRATION



**NATIONAL CADET CORPS REPUBLIC DAY CAMP SOP FOR RD CAMP
SECURITY**

General

1. Security of information, personnel, equipment and installations against undesirable activities, which may be in the form of espionage, sabotage, subversion, thefts, etc. is an important aspect for the smooth conduct of NCC RDC as scheduled. It is even more important considering the menace of terrorism in various parts of the country and existing law and order problem. It is essential that adequate measures be taken to ensure requisite security for efficient conduct of RDC.

Peculiarities of RDC Period

2. These are as under :-

(a) NCC RDC is accommodated in 45 acre estate housing approx 3000 persons including 1800 NCC Cadets and approx 100 Foreign Cadets. VIPs almost everyday visit the camp and any lapse of security can draw media attention and will have serious repercussions.

(b) It includes approx 150 persons of Adm staff, MT Drivers, Officers' Mess Staff and Civilians. A large number of stores and assets of DG NCC are also stored in the camp. The strength of combatants is grossly inadequate who keep on getting turned over after a period of every 3-6 months being on attachment from other units. The civilians staying and working in the camp are more or less semi-permanent and work in various setups inside the camp. They are fully conversant with the entire layout of the camp. The threat of subverting the minds of these persons is quite real and thus surveillance needs to be kept on them.

(c) A formalized security apparatus comprising of Camp officers and manpower detailed from various NCC Directorates is organized to take care of security of the Camp.

(d) Delhi Police provides security cover during some of the VIP's visits and deploy their reps at selected time and places.

(e) Half platoon of DSC is deployed for camp protection.

(f) The weapons brought by RDC contingents are kept in Kote established in the Camp.

(g) The fire tender requisitioned from Delhi Fire Services and large quantity of fire fighting equipment is located in the camp for taking action in case of any such eventuality.

(h) Many temporary Shamianas/Tents are erected to establish Offices, QM stores, Furniture stores, Horses stables, Cafeteria,

Reception centre and Waiting areas next to Auditorium for cadets awaiting their turn for cultural event participation.

Threat Perception

3. There is an increase in subversive terrorist activities in the national Capital. The terrorists may strike at soft vulnerable targets to gain maximum media mileage and embarrass the security forces and the government. The terrorist activity is largely associate with the following:-

- (a) Use of explosives and weapons to cause casualty to persons staying in camp or destruction of material/Installation.
- (b) Covertly cause fire to Stores & FOL dump etc.
- (c) Infiltrate into the organization through weak individuals by offering monetary benefits, exploiting weaknesses and subsequent blackmailing.
- (d) Obtain information of security value by physical involvement and through other clandestine means.
- (e) Carry out thefts of stores, MES fitments and personal belongings.

Specific Threat to NCC RDC

4. (a) The camp is visited by large number of civilians on daily basis. These include MES staff, labourers engaged in construction and maintenance of MES works and casual labourers employed for maintenance of camp. During ladies meet, a large number of civilians include caterers.
- (b) The camp as such is located in the southern flank of Delhi cantonment and gets inherent security due to the presence of troops located inside Army Parade Ground on to its north and west. The Air Force Station Palam is located on its west. The camp is however vulnerable from the south from side of NH-8 (Road Delhi – Jaipur) and village Jhareda from where intruders can make entry into the camp.
- (c) There is a perimeter wall with iron grills around the camp. It is possible for the intruder to enter or exit from some places due to broken ground especially in the south. The height of boundary wall is inadequate. There are four gates for entry into the camp. Gate No 1 is kept open round the clock and guarded while the other gates are kept locked and opened only for specific events.

Implications of threat perception

5. The implications of threat perception to NCC RDC are given as under :-
- (a) Security needs to be beefed up to guard against disruption by possible terrorist strike.

- (b) Requirement to guard large number of assets stored in the camp with available strength.
- (c) Requirement to monitor activities of a heterogeneous mix of civilians staying and working in the camp who are conversant with its layout.
- (d) Guard entry/exit from southern flank of RDC which is vulnerable.
- (e) Patrolling of the Perimeter Wall around the camp to guard any entry from the place where wall is low or grills are broken/under repair.
- (f) There must be strict control on the access.
- (g) For its internal security, Vulnerable Areas (VA's) have been identified in the camp. All of these VAs need to be secured properly.

Vulnerable Areas

6. The area of camp is divided into following Vulnerable Areas (VAs) which would require sentries to guard the same constantly:-

- (a) Boys area.
- (b) Girls area.
- (c) MT & FOL store.
- (d) Officers mess.
- (e) YEP area incl DG Complex.
- (f) RDC stores including Kote.

7. These VAs will require foolproof physical security to prevent any misfortune in the camp.

8. Temporary structures erected to establish cafeteria, extension of auditorium to create waiting area of cadets and tentage for living of civilian drivers/other persons are prone to fire hazard. Adequate fire points needs to be established to meet fire prevention requirement.

9. **Handing/taking over security.** Security of camp will be handed over to Camp Comdt by OC Camp on 20 Dec.

Camp Security Organisation

10. The personnel in the camp are required to be constantly vigilant and if any breach of security is noticed (even insignificant), is to be immediately brought to the notice of the Camp Comdt. It is a collective responsibility of all Officers, JCOs, PI Staff and civilian staff staying in the RDC. Proactive security encompasses aspects of access control, vigilance, alertness, placing of sentries, execution of requisite drills and following well established procedures to keep the environment of the camp secure.

11. Camp Commandant will be overall responsible for security of the RDC who will function under DDG (Lgs), DG NCC. The security organization for the NCC RDC will be as under :-

- (a) DDG Lgs : Director Security Management
- (b) Camp Comdt : Chief Security Officer
- (c) Dy Comdt : Dy Security Officer
- (d) Adjt : Asst Security Officer – I
- (e) Asst Adjt : Asst Security Officer - II
- (f) MTO : Member
- (g) QM : Member
- (h) Mess Secretary : Member
- (j) DD Yep : Member
- (k) OIC Girls Area : Member
- (l) Sub Major ADM : Member
- (m) Sub Major CMP : Member
- (n) DSC PI Cdr : Member
- (o) Security Cell JCO : Member

SECURITY PERSONNEL

12. **Possession of Identity Cards.** All service personnel on joining the camp will show their Identity Cards to Adjt who will ensure that their particulars are entered in Identity Card Register. They will carry their Identity Cards on their person while in the camp. Loss of Identity Cards will be reported to the Adjt as soon as it is discovered. The Identity Cards will be shown for checks on every Monday as under :-

- (a) Officers - Adjt
- (b) Others - Asst Adjt

11. Temp Identity Cards/Passes for Service Personnel and Civilian Employees/Tradesman

(a) All personnel will be issued temporary Identity Cards/Passes valid for the duration of the camp by Dy Comdt/Asstt Adjt to be returned on termination of camp as under :-

<u>S No.</u>	<u>Category Pers</u>	<u>Type of Identity Card/ Pass</u>	<u>Issued by</u>
(i)	Officers incl WTLOs & ANOs	Red Strip I Card	Dy Camp Comdt

(ii)	JCOs,ORs & GCIs	Yellow Strip I Card	-do-
(iii)	Civ's	Lt Blue	-do-
(iv)	Casual Labour	*Consolidated Security Pass to Labor I/C	Asst Adjt Labour

(b) Each pass will have a passport size photograph of the person to whom it is issued. In case if the original pass is lost, a payment of a sum of Rs.25/- will be made for issue of new pass.

(c) A JCO and a NCO from the security cell will be responsible to keep records of casual labour employed. The security cell will monitor their activities and report their feedback to Dy Comdt and Asst Adjt every day.

Entry into the Camp Premises

12. All persons entering the camp will show their pass to the Gate Security Staff. Entry will be permitted only when the security staff is satisfied that the person is a genuine pass holder. In case of doubt, Asstt Security Offrs will be contacted immediately on tele.

Checking of Luggage/I Cards : Cadets

13. Luggage of Cadets will be thoroughly checked Contingent wise by Board of Officers immediately on their arrival. Any dangerous/Lethal weapons/articles will be confiscated and retained with the Adjutant. Similarly another check will be made at the time of their departure.

14. All cadets will be in possession of the Identity Cards issued by their Dtes and these will be shown whenever demanded.

Visitors

15. Visitors may be permitted to meet their wards only between 1600h to 1830h or at such time as fixed by the Camp Comdt/Camp authorities as published in Camp Routine Orders. They will be received at Gate No 3 and escorted to the Reception Centre provided for the purpose. Visitors will not be permitted to go beyond the Reception Centre/Cafeteria. The following procedure will be adopted :-

(a) The time of arrival and departure of visitor will be recorded at Gate No.3.

(b) Visitors will be issued with a Gate pass to enter the camp area only up to the Reception Centre. It will be withdrawn by the gate security on their return.

(c) Announcement will be made on the PA system for information of the ward to report at the reception centre to meet /his /her guest.

(d) Two ANOs to incl a Lady ANO will be detailed to man the Reception Centre in rotation to keep an eye over visitors and cadets.

- (e) Visitors for service personnel and civilian staff will be permitted inside the camp once their identity is established.

Suspicious and Undesirable Characters

16. Suspicious and undesirable characters seen loitering in the vicinity of the camp are to be apprehended and produced before the duty officer for investigation. If a suspected person is unable to give a satisfactory answer for his presence near the camp, he is to be brought before the Adjutant. The Adjutant will report the matter to the Camp Comdt for further instructions.

Rumour and Loose Talk

17. Spreading of rumors and indulging in loose talk is an offence. All must endeavour to check a rumour and stop its spreading any further.

Communication to Press

18. Subjects, which could lead to any administrative embarrassment or cause friction among various agencies, must never be communicated to the press. All releases given to the press will be vetted and approved by the Dte Gen NCC.

19. No individuals will use unauthorized electrical appliances like heaters, immersion rods, etc.

SECURITY OF INFORMATION/DOCUMENTS

Custody of official Documents

20. All papers pertaining to the camp and the NCC are to be retained in secure places. Classified materials when not attended to must always be under lock and key. Classified waste papers will be burnt under the supervision of the respective heads of sections.
21. **Telephone.** Duty clerk and runner will take due caution while conversing on Telephone. Directory will be kept under lock and key.
22. **Carriage of Mail.** Only authorized persons will carry mail. The name of DR will be published in the Camp Routine Order. Classified mail will be carried in a sealed box.
23. **Publication and Exhibition of Military Information.** No person located in camp is permitted to send any articles to the press without concurrence of ADG(B). No person will interact with the media without prior permission.
24. **Photo/Video Coverage.** No one is permitted to take photo/video coverage of VIPs/persons/eqpt/material in the camp. On special occasions, authorised photographers/Press personnel duly cleared by Media Offr may be permitted by the Camp Commandant to cover the events.
25. **Autographs.** Cadets will not mob VIPs for autographs or request them to pose for photo with them.
26. **Photocopying.** Photocopier will be under the personal charge of office Superintendent/Officer where ever it is located and a proper record of all the photocopying done will be maintained.
27. **Computers.** No classified data will be stored on hard disc. Data will be stored on floppy discs and compact discs and these will be kept in safe custody under the personal charge of the officer in charge and treated as classified document. Physical access to all the computers whether stand alone or networked will be restricted. Every computer will have a log book and will be on charge of an individual and record maintained to this effect. All computers will have a Basic Input and Output System(BIOS) password and the same will be changed by the user as frequently as possible.
28. **Internet Computer.** It will be under the charge of DD YEP.
29. **Computer SOP.** SOP for use of computers will be displayed prominently in the computer rooms.
30. **Documents.** All officers/branch/sections Superintendent/Senior clerks will maintain a master ledger of Files/Documents held by them.

SECURITY OF EQUIPMENT/MATERIAL

31. **Kote Ammunition.** All arms and ammunition will be stored in the Kote established in the barrack near Gate No.1 Deposit and drawl of arms shall be in accordance with Camp Kote Standing Orders. Name of Kote JCO will be published in Camp Routine Orders.

32. **RDC Stores.** RDC stores comprises of signal stores and other miscellaneous stores required for RDC. It is located near Gate No1. DGNCC staff functioning under OC Camp looks after these stores. These are issued by camp store JCO to concerned RDC staff for various events to be held during RDC as and when required. Following will be borne in mind :-

(a) The stores will be sealed and keys will remain with camp stores JCO. Store JCO will be available for RDC requirement to Camp Comdt.

(b) Any tampering of seal/any losses will be promptly reported to the Camp Comdt.

(c) Proper Fire Fighting arrangements will be catered for, to deal with any fire accident.

(d) OIC RDC Stores will undertake stock taking of stores after RDC is over.

33. **QM Stores.** These include ration, tentage, furniture, LPG and coal dump. These will be guarded to avoid pilferage/theft. The following actions will be undertaken to ensure their security:-

(a) Name of the store JCOs and NCOs will be published in Camp Routine Orders. There will always be a Guard of 1+3 NCOs at QM stores area.

(b) Movement of stores in and out of the Camp will be permitted only through gate passes signed by the QM/Security Officer. Gate passes will be serially numbered.

(c) Details of store being carried on gate passes will be recorded in a register maintained by Camp office and similar register will be maintained by Sentry at Gate No 1.

(d) The gate pass will be retained by sentry at Gate Number 1 and deposited to camp office the next day.

(e) All stores will be periodically checked to maintain them in a serviceable state. Necessary precautions will be taken to guard against termite infestation.

34. **Dte Stores.** Respective Dte's Contingent Cdr will be responsible for security of their own Dte's stores and will detail guard from thier contingent's PI staff.

35. **Valuables and Cash of cadets.** All valuables and cash by cadets will be kept by contingent Cdrs in safe custody. They will give report in writing to Adjt to this effect.

SECURITY OF INSTALLATION

36. **Night Guard/Picket (2200h – 0600h)** The composition and Loc of night guards will be as under :-

<u>Sl.No.</u>	<u>Picket</u>	<u>Guard</u>
(a)	Gate No.1	1 + 3
(b)	QM Store	1 + 3
(c)	Office Complex	1 + 3
(d)	DG Office incl foreign Cadets Mess	1 + 3
(e)	Girls Gate incl shopping complex	1 + 3
(f)	FOL dump and MT	1 + 3
(g)	Horse Show Area (Once est)	1 + 3
(h)	Gate No.2 (whenever made Operational)	1 + 3
(j)	Gate No4 (-do -)	1 + 3

37. **Perimeter Patrolling**. Perimeter Patrol consisting of 3 NCOs under a JCO will patrol the perimeter of NCC Camp as per timings issued by Adjutant.

(a) It will carry out patrolling of internal perimeter once a day and external perimeter on every day during Day/Night at timings given by security officer. They will remove any temporary brick walls or any mound near the wall which may assist intruder to jump the wall.

(b) They will report any breakage of grill/security light if not functional or any untoward incident to the security officer promptly.

(c) Any person caught jumping the wall will be punished.

38. **Checking of Guards**. The Duty Officer, Duty JCO and Duty NCO will check the guards and perimeter patrols and will give their feedback in writing to Adj as per Duty Offr /JCO /NCO form.

39. **Weekly Security Conference**. A weekly security conf will be held on date, time and venue to be laid down by DDG (Lgs). The security arrangements will be discussed and reviewed during this conference. All members of the Security Organisation will attend. Salient issues requiring DG's attention will be brought to notice of ADG (A).

40. There are four gates/entry points into HQ DGNCC Camp. The Gate No 1 will remain open round the clock and will be manned by DSC pers. The other gates will be opened on as required basis and manned accordingly to control access of unwanted elements.

41. **Procedure for Manning of Gate No 1**. The following will be adhered to:-

(a) A Guard of 4 NCOs/OR will be detailed for manning the gate.

(b) Barrier will be used to restrict free entry of vehicles into the Camp.

- (c) The Guard will be without weapons and have necessary items like Whistle, danda and Torch at night. An internal telephone and walkie-talkie set will be with the guard.
- (d) All personnel, vehicles and stores entering/exiting from the camp will be stopped and checked by the sentry/guard.
- (e) The sentry will maintain following documents as per format given in SOP on DGNCC camp security to control entry and exit into /from the camp :-
- (i) Service Personnel Visitor Register.
 - (ii) Civilian Visitors Register.
 - (iii) Veh In/Out Register.
 - (iv) Out Pass Register.
 - (v) Visitor Slip.
 - (vi) Gate Pass for Stores.
- (f) All Registers will be put up to the Camp Comdt every day and DDG (Lgs) once in every week and to ADG (A) once a fortnight.
- (g) **Entry Procedure**
- (i) Service Personnel. Entry to the service personnel not attached with the camp will be permitted after verifying the antecedents from the identity card. A record of his entry will be maintained in the Service Personnel Visitors Register.
 - (ii) Civilians. All civilians employed and staying in the camp will be issued with security passes. Other Civilians visiting the camp will be issued with visitors pass at Gate Number 1. The visitor will obtain signature of the Person visited on the visitors slip and deposit the same at Gate Number 1 at the time of exit from the camp.
 - (iii) Casual Labours.
 - (aa). The requirement of the casual labourers to be employed for the camp maintenance work will be projected by Dy Comdt/ Adjnt to JD Lgs every day who will get the labourers as required through verified agencies/ contractors.
 - (bb). The details of other casual labourers employed in the camp by civil contractors executing new MES works/ maintenance in the camp will be provided to Camp Comdt by OC Camp to enable requisite surveillance over them. The agency employing these labourers will forward the details of people being employed to OC Camp who will update Camp Comdt. The representative of the agency will be there to identify the casual labourers.

(cc). A token shall be issued to all kind of casual labourers at the gate at the time of their entry and details endorsed in the register. The labourers are to return the token at the gate on exit from the camp. The labourers will not be allowed to stay in the camp in the night under any circumstances.

(iv) Vehicles. Procedure for entry of vehicles will be as follows: -

(aa) Service Vehicles of HQ DGNCC: These vehicles will be issued with a token bearing the BA Number of vehicle, which will be deposited with the security guard at Gate Number 1 at the time of their exit from the camp. The same will be collected at the time of entry.

(ab) Private Vehicles of Personnel Staying/Working in the Camp. All personnel in possession of private vehicle and staying in the camp will be issued with security stickers for their vehicles, which will be checked at the time of entry/exit.

(ac) Other Vehicles of Visitors. These vehicles will be checked and details entered in the vehicle in/out Register.

(ad) Vehicle Carrying Stores. These vehicles will be checked at the time of entry/exit from the camp. Gate pass for carriage of stores outside the camp will be issued by the store holder and countersigned by the Adj/ QM Camp, which will be checked by the sentry and counterfoil retained by him. These counterfoils will be deposited in the camp 'A' office by 0900h on the next day.

(ae) Bicycles. A record of persons staying in the camp and in possession of bicycles is maintained at the DGNCC camp office. A copy of same will be kept at Gate No 1 and forwarded to Camp Comdt. The visitors visiting the camp with bicycles will be issued with a Green coloured token, which will be returned at the time of exit.

(af) Parking of Visitor's Private/Service Vehicles. These will be parked at the designated areas as indicated during RDC.

42. **Gate No 2 :** Gate No 2 is the designated gate for entry of the VIPs into the camp. This gate will be opened only for the entry of DG and designated VIPs. The gate will be kept locked and the keys will be held by the Dy Commandant/ Asst Security Offr-2. The requirement for opening of

the gate should be projected to Camp Commandant minimum 48 hours in advance so that liaison could be carried out with Rashtriya Rifles Dte for opening of associated gates of Army Parade Ground along with Gate No 2.

43. **Gate No 3 and 4.** The Gate No 3 and 4 will be kept locked and the keys will be held by the Dy Commandant/Assistant Security Officer. Gates will only be opened on orders of Security Officer if required. A similar security apparatus as on Gate No 1 will be put in place, in case any gate is required to be kept open for longer periods. During horse show practices, only RVC personnel will use Gate No.4 and day/ night guard will be positioned by RVC personnel. All other personnel will enter/ exit RDC through Gate No 1 only.

Security Lights.

44. There are a large number of security lights close to perimeter wall. They will be used to illuminate the wall during the night.

45. The lights will be switched on at 1930h and switched off at 0600h every day under the supervision of MES JCO/NCO of the camp. Change in timing will be published in Camp Routine Order.

46. The report of non-functional lights should be forwarded to GE (Electricity) promptly by the Utility Officer/ MES NCO in writing so that they are repaired at the earliest.

47. **PA Eqpt/ Hooter.** It will be used for all central fall-in and mustering personnel in emergency.

Security of VAs

48. The VAs of the camp has been identified. The security instructions for each of these above areas are given in succeeding paras: -

49. **Boys Living Area.** It comprises of 11 blocks for living of boy cadets including one administrative block and the six cook houses for boys messing. The same needs to be guarded. During the RDC it is utilized as under: -

- (a) Block No 1 to 8 are for Boys Cadets living (2 Dtes per block).
- (b) Block No 9 for Administrative block/ DGNCC offices.
- (c) Block No 10 accommodating Boys bands.
- (d) Block No 11 accommodates overflow of NCC cadets.
- (e) Cook House No 1-6 for cook house and dining hall purpose.
- (f) Camp Comdt office Complex to accommodate A & G offices to include daily conference room for Camp appt officers and Contingent commanders and requisite personnel in pre-fabricated huts/tentage near Offrs Institute.

50. **Security Measures.** The following steps will be undertaken to ensure security of the area: -

- (a) The blocks will be handed over to the Advance Party I/C of respective Dtes after draw of lot.
- (b) The Rajpath will be blocked with the help of barriers and no vehicular movement will be permitted except loading/unloading of heavy stores at commencement/ termination of camp.
- (c) Each Dte's Contingent will keep 2x SD cadets as line guard at all the times.
- (d) Night guard will be positioned in Offices complex.

51. **Girls Living Area.** It comprises of 24 living barracks for girl cadets, 3 cook houses, rooms for GCIs Lady ANOs, WTLOs and AMC's Lady doctor, MNS Staff, MI room Ante room barrack and toilets. The area has a boundary wall of 9 feet height with one single entry. The complex has Officers Mess in the north and Air Force officers married accommodation in the south. Certain stores of DGNCC are located in one of the living barrack.

52. **Security Measures.** The following steps will be taken to ensure security of the area: -

- (i) The keys of the main gate will be with OIC Girls.
- (ii) 1+3 Guard is positioned at the Gate superimposed with a CMP NCO/JCO
- (iii) Trees near the wall and any other material assisting in crossing the wall will be cut/pruned and removed once in a month.
- (iv) The main gate in the girls area will be locked and no vehicular movement will be permitted except loading/unloading of heavy stores during commencement/ termination of camp.
- (v) The girls living area will be out of bounds for boys cadets.
- (vi) Only Civilian cooks and sweepers are permitted to go inside to their work area at designated times. Only the Camp Comdt and Dy Camp Comdt can go inside to check the girls area whenever any need arises.

53. **MT Park and FOL Dump.** The area is enclosed by outer perimeter wall of the camp of height varying from 6 to 7 feet with spiked grills. NH8 and village Jahreda lie to the south-east and AF station Palam is on the west and south-west. The Gate number 4 of the camp is located in MT and opens towards vill Jahreda and horse show area. In addition to this, there are two internal gates for entry of vehicles and personnel from within the camp.

54. **Security Measures.** The following steps will be taken to ensure security of the area: -

- (a) All the vehicles of HQ DGNCC camp MT will be properly locked individually when parked in MT and keys deposited with MT JCO. Parking of vehicles in any other area other than the authorized parking areas will not be permitted.

- (b) Vehicle In/Out register will be kept with the NCO/JCO on telephone duty. All drivers moving out/in with vehicles will enter the requisite details in the register at the time of drawing/depositing keys of the vehicle.
- (c) Timing for issue of FOL will be laid down in the camp routine order and will be strictly adhered to.
- (d) The FOL stocks will be checked by MT JCO once a week and fortnightly by MTO to ensure its proper accounting. Pilferage, if any will be reported promptly to security officer.
- (e) All MT documents should be maintained properly and kept in safe custody under MT JCO.
- (f) No unauthorized vehicle will be permitted in MT area.
- (g) The Gate Number 4 will be kept locked and sealed and will not be opened without permission of the Security Officer.
- (h) The jumping of the perimeter wall in MT area is strictly prohibited.
- (j) A separate fire point with adequate fire fighting equipment for vehicles used well as FOL dump will be established in MT area.
- (k) All vehicles must return to MT latest by 2200h.
- (l) The daily all OK report will be given to MTO between 2000h and 2030h by MT JCO who in turn will report to camp commandant.
- (m) Vehicles will be used for authorized duties only. The user will fill up and sign the car diary. The car diaries will be put up to the MTO once a week.
- (n) A security guard comprising of 1+3 NCO will be placed at night.
- (o) The vehicles attached for RDC will be parked separately. The details of drivers of such attached vehicles will be forwarded to the camp office within 24 hours of their arrival.
- (p) No FOL will be issued to the attached vehicles from the DGNCC MT FOL dump. Drawl and issue of FOL to vehicles attached for RDC will be organized by MTO. A separate space for storage of FOL in the existing FOL dump will be allotted for this purpose.

55. **FOL Store.** The following measures will be ensured: -

- (a) The store will always be locked when not in use. The door will have double lock. The store will jointly be opened/closed by MT JCO and POL NCO.
- (b) There will be no light points in the POL store to prevent short circuit.

- (c) Smoking is prohibited in the premises of the FOL store. A 'NO SMOKING' board will be displayed outside the FOL store and instruction be enforced strictly.
- (d) No inflammable items will be kept in the store.
- (e) The FOL store will have a sentry during day in MT who will keep a watch on the FOL store.
- (f) MT will have night picket of 1+3 NCOs for security of MT and FOL Dump.
- (g) A fire point will be established close to the FOL store. The fire point must have adequate number of fire extinguishers and, fire beaters and buckets.
- (h) A proper accounting of FOL will be carried out to prevent pilferage.
- (j) Surprise checks will be ordered once a week by DDG (Lgs) to check correctness of account.

56. **Officers' Mess.** The officers' mess is located in the central portion of the camp and includes officers' mess, VIP guest rooms, single officers accommodation and married officers temporary accommodation. A perimeter wall encloses the area. The mess has one main entry gate for entry of vehicles and two small gates for entry of personnel. The mess staff comprises of the PI Staff and civilians. The mess functions under arrangements of MS Directorate, however the Logistics Directorate will be responsible for its security. It is utilized for the following: -

- (a) Provision of accommodation of officers and guests visiting HQ DGNCC/ RDC on temporary duty.
- (b) Hosting of all social functions of DGNCC/ RDC.

57. **Security of the Officers Mess.** The following points will be strictly adhered to: -

- (a) All gates will be locked everyday at 2230h and will not be opened before 0500h. The keys of the gate will be kept with the mess duty NCO for the night for opening of gate in case required for entry/exit of officers staying inside the mess. Only one waiter will be permitted to stay in the mess during the night. The duty NCO and the waiter will sleep between the officers mess building and officers accommodation.
- (b) A Guard of 1+3 NCO will be placed outside the mess premises during night.
- (c) The Mess Secretary will ensure that the security instructions are read by all concerned.
- (d) Copy of the officers' mess security instructions will be displayed in all rooms.

(e) The staircase from the mess staff accommodation side leading to the terrace will be blocked and will not be used for climbing on the roof except during organized functions on the roof.

(f) All the officers staying in the mess complex will be responsible for safe custody of all cash and valuables kept with them. They should be advised to keep their rooms latched from inside while they are in the room and locked from outside when they move out.

(g) Mess timings will be strictly adhered to.

(h) No sahayaks/unauthorized persons will be permitted to enter officers' accommodation after 1900h till 0500h the next day.

58. **YEP Block and Motivation Hall.** The YEP block and Motivation Hall are located on the north-west portion of the camp. A five feet outer perimeter wall of camp passes to the rear of YEP Block also separating it from VIP Guest Rooms and Motivation Hall. There is one main entry into YEP Block from Guard of Honour Area. There are three more entry gates, one opening towards DG's Office, another towards VIP Guest Room and the third towards the shopping complex established during RDC. The YEP Block comprises of two blocks for living accommodation of YEP cadets, a cookhouse, an Ante Room and a Dining Hall. The YEP Block and Motivation Hall are utilized as follows: -

(a) Accommodate foreign Cadets and officers.

(b) Motivation Hall displays large amount of material to motivate cadets. VIPs visit this on their visit to camp.

59. **Security measures.** The following measures will be taken :-

(a) A guard will be placed during day and night at main gate of YEP Block when it is occupied by cadets.

(b) No visitors will be allowed inside the YEP Block. A visitor room will be made in the existing ante room where the visitors will be entertained.

(c) All gates will be locked at 2230 h and will not be open without prior permission of security officer/Assistant Security Officer before 0500h of the next day. The keys after locking the gates will be deposited with OIC.

(d) The grill gate in the first floor of the old YEP Block earmarked for girl cadets will be locked from outside by 2200 h and keys will be deposited with OIC/GCI on duty.

60. **Leave and Outpass.** Leave and out pass will be granted with sanction of Camp Commandant. The personnel will proceed on leave and outpass with proper documents and ensure proper military discipline during period of journey and leave. They should rejoin duty on due date.

61. **OK Report.** Security Officer will detail JCO/NCO/Civilians living in various areas inside the Camp who would be responsible for his respective

areas. They would be accountable for their own areas and in turn, they will give all correct report to ASO-1 every day by 2100 h indicating breach of security if any. ASO-1 will further give report to DCSO and CSO by 2200h every day.

62. **Head Count.** A detailed head count of all personnel staying in the camp will be carried out by respective commanders at various institutions like Officers Mess, YEP Block, Girls area, Boys area, PI staff, Civil staff and various tradesmen shops. The check will be carried out daily and report given to the Camp Subedar Major (Adm) everyday by 2000h who in turn will report the same up the channel Adjutant, Dy Comdt and Camp Comdt. The personnel in charge of these institutions will make an entry of the report in the register every day at 1930 h which will be kept with the Camp Subedar Major.

63. **Surprise check.** Surprise check by the duty office will be carried out every day to ascertain security aspect.

64. **Roll Call.** On the sounding of siren all persons present in the camp will fall in for roll call at the designated areas. Orders for the day and briefing of guards for their duties will be carried out under supervision of duty officer/duty JCO. Evening Roll Call for cadets will be held regularly under Adjutant/Asst Adjutant at 1730 h/1800h.

65. **Misc**

(a) All civilian employees will be accommodated in pre-fabricated hut earmarked for them by Camp OC.

(b) No unauthorised civilians will be permitted to stay in the camp without prior sanction of Security Officer/Assistant Security Officer.

(c) A record of antecedents of all civilian employees employed in the camp including finger prints will be maintained in office of OC camp.

(d) Civilian employees will be permitted to proceed on leave/outpass with proper documents signed by Camp Comdt/OC Camp. No liquor will be issued to the civilians. Any civilian employee found consuming liquor from unauthorized source will be severely dealt with.

66. **Precautions against fire.** Fire is a major security hazard as it causes considerable loss to the lives and property. Carelessness and non-adherence to security instructions has been the primary cause of fire in most cases. All precautions must be taken to prevent fire in the camp. The vulnerable areas where fire hazard is more are as follows :-

- (a) FOL Dump.
- (b) Cook House
- (c) Officers Mess

- (d) Auditorium
- (e) Family quarters
- (f) Living barracks
- (g) Wet Canteen.

67. The fire fighting operating procedure for NCC RDC Camp will be as follows:-

- (a) The overall responsibility for control of fire in the Camp will be of Dy Camp Comdt and Adjt.
- (b) The Duty Officer for the week will be OI/C Fire fighting.
- (c) Liaison will be carried out with Delhi Cantonment Board, Delhi Fire Service and AF Station Palam for necessary help in case of fire.
- (d) Fire points will be established in the camp by QM at indicated locations as per details given IN SOP for security. Serviceability and maintenance of fire points will be ensured at all times by the QM.
- (e) Fire fighting practice will be carried out under arrangements of the duty officer once a fortnight, every month.
- (f) The following precautionary measures will be ensured :-
 - (i) No naked light will be permitted inside the tent/barrack/pre-fabricated huts.
 - (ii) All lights will be put off at the lights out time.
 - (iii) No one is permitted to smoke while attending function/training activity inside a tent or near a vehicle or inflammable material like the aircraft fuel, which should be well marked, with signboards as "No smoking Zone".
 - (iv) All electrical wiring will be checked once in a month for short circuit hazard. Such wiring would be expeditiously repaired.
- (g) Detailed instructions for Fire Fighting giving out task and strength of various parties will be promulgated by Camp Commandant in Camp Routine Order published every week.

Response Against Adverse Security Situation.

68. **QRT.** A Quick Reaction Team(QRT) comprising of 1 JCO and 4 Ors with two Ors as reserve will be detailed out of available manpower attached with the camp for a period of one week. Their names will be published in camp routine order. They will be located centrally near officer area under BHM. Duty vehicle and walkie talkie sets will be provided for communication.

They will function under assistant Security Officer -2 and should be rehearsed periodically to react promptly in case of any unforeseen eventuality.

69. **Immediate Response.** The immediate response will be as follows :-

- (a) The occupants of the area where adverse security situation has occurred will take necessary action against the threat. Chief security Officer/Deputy Security Officer Assistant Security Officer will be simultaneously informed.
- (b) Chief Security Officer/Deputy security officer/Assistant security Officer will immediately alert all guards on duty. JD (Lgs) and DDG (Lgs) will be informed accordingly.
- (c) The camp exchange will be informed to blow emergency call on the hooter to muster all available person inside the camp.
- (d) The QRT will be moved to the site of incident. The Assistant security Officer will direct all available person to quickly move and cordon the area.
- (e) The search if required will be carried out and action taken accordingly.
- (f) The PCR vehicle of Delhi Police, and all neighboring units i.e., units at Army Parade Ground and AF Station Palam will be informed.
- (g) In case of fire, Fire fighting will be carried out. Fire tenders from Delhi Cantt Board and AF Station Palam will be immediatly requisitioned.
- (h) Any available evidence of sabotage will not be tampered with.

70. **Graduated Response.** Graduated Response will be as follows :-

- (a) ADG and DG will be briefed about the incident, assessment and action taken.
- (b) FIR will be lodged in Sadar Police Station and Police will be asked to investigate the case expeditiously.
- (c) Search of all suspected person will be carried out and tracker dogs will be requisitioned from AF Station Palam/NSG and investigated accordingly. As a guideline the suspects are defined to include the following :-
 - (i) Individuals living beyond their means.
 - (ii) Individuals indulging in excessive drinking and gambling.
 - (iii) Persons seen moving suspiciously in the camp.
 - (iv) Individuals seeking frequent out passes.
 - (v) Individuals giving a shoddy appearance.

(d) Investigations should be brought to logical conclusion. A detailed report of the incident should be prepared and sent to all concerned. The security set up should be reviewed in the light of any incident and necessary changes be made.

71. **Communication Arrangement**. Necessary coordination and communication arrangements will be ensured among various key appointments within the camp and also with neighbouring units in Army Parade Ground. The important telephone Numbers within the camp are as under :-

(a)	Camp Commandant	-
(b)	Dy Commandant	-
(c)	Adjutant	-
(d)	QM	-
(e)	MTO	-
(f)	Sig Offr	-
(g)	SM	-
(h)	SA	-
(j)	BHM	-
(k)	OC Camp	2569 2619
(l)	Officers's Mess	231 (Extn)
(m)	Tele Exchange	-

72. The telephone number of other Officers of HQ DGNCC concerned with Security of Camp are as under :-

(a)	DDG (Lgs)	:	2619 7593(O)
[b]	DIR (Lgs)	:	26195671
(b)	JD (Lgs)	:	2619 5672(O)
(c)	OI/C YEP	:	2619 5680
(d)	Mess Secretary	:	231

73. The telephone numbers of outside agencies required to be contacted/alerted is as under:-

(a)	HQ Delhi Area Duty Offr	:	6154
(b)	Fire Station Delhi Cantt	:	2569 2311/2569 2281
(c)	Police Station Delhi Cantt	:	2569 2377
(d)	Base Hospital	:	8524

74. **Radio Communication**. The walkie talkie sets held with camp stores will be used for internal communication. Communication channels of the sets will be changed weekly under arrangements of security office.

Rehearsal

75. It will be ensured that Security Instructions are disseminated to all ranks coming on attachment to HQ NCC Camp. The security instructions will be read out during three consecutive Roll Calls, thereafter on first and third Monday of every month.

76. Rehearsals of fire fighting and alerting of guards will be carried out once a fortnight or as on required basis.

Conclusion

77. Security is a collective responsibility and a state of mind. Each individual must understand his own responsibility and needs to be responsive to security requirements. The above instructions will continue to be revised and upgraded on need basis from time to time.

SOP QM : RDC

Introduction

1. Quarter Master is an important Camp Appointment during the annual Republic Day Camp of NCC. He is responsible for the provisioning of tentage & other Ordnance stores, furniture items and ration for cadets.

Aim

2. To lay down the details of duties and minute observations of previous RDCs as guidance to carry out various functions associated with the jobs of the QM effectively and efficiently.

Organisation

3. The Quarter Master cell is organised as per the details given in the **Appendix 'A'**.

Duties

4. Duties of various Camp appointments associated with the Quarter Master are as follows:

- (a) Duties of the QM are mentioned at **Appendix 'B'**.
- (b) Duties of the Asst QM (Ration) are mentioned at **Appendix 'C'**.
- (c) Duties of the Asst QM (Ord/Furniture) are mentioned at **Appendix 'D'**.
- (d) Duties of the OI/C Messes are mentioned at **Appendix 'E'**.
- (e) Duties of the Cadet's Mess Committee are mentioned at **Appendix 'F'**.
- (f) Duties of the Duty Officer are mentioned at **Appendix 'G'**.

Functions

5. The QM along with the detailed staff will set up his office by first week of Nov. Required vehicles will be detailed for functioning of the QM.

6. Liaise with various agencies like OD Shakurbasti for collection of tentage & other Ordnance stores, ASC FOL Depot for Gas, Stn HQ, HQ Delhi Area for coal etc.

7. Liaise with the contractors whose contracts would have finalized viz cooking services and chicken.

8. Asst QM (Furniture) is to liaise with the contractors for supply of furniture items.
9. QM, Asst QM (Ration), SQM and JD Lgs Coord would form a committee to carry out market survey, call for tenders, opening of tenders, preparation of comparative statement, recommending note for selection of vendors and put up to DDG (Lgs).
10. The committee will shortlist the vendors and negotiate with them on price, schedule of delivery, time of delivery and penalties for unscheduled delivery of items.
11. Agreement by vendors to provide fridge, deep fridge for stocking of Milk, Paneer and Butter.
12. Preparation of ledgers, CRVs/CIVs, format for consumption reports and pay orders,.
13. Procurement and stocking of Dry ration for initial ten days based on previous years consumption reports and changes in the menu if any.
14. Preparation and process the files in respect of the following for approval of the DG/ADG(B):
 - (i) Procurement of Dry ration.
 - (ii) Procurement of fruits and vegetables
 - (iii) Cadet's Mess Menu from 28 Dec to 31 Jan. **(Appendix 'K')**
 - (iv) Procurement of Milk, Butter, Paneer, Eggs, Bread, Bakery items, packing material etc
 - (v) CSD items like Bournvita, Chocolate, Biscuits etc.
 - (vi) LPG, Soft Coke, Kerosene from ASC Depot and fire wood from vendors. As a guideline it will be remembered that 830 LPG cylinders were consumed for cooking and warming purposes and 20 tonnes of soft coke was consumed for providing hot water to the cadets during RDC 05.

Action In The First Week Of Dec

15. Asst QM (Ord/furniture) should arrive and liaise with Ord Depot Shakurbasti for collection of tentage and Ord stores. The Asst QM will be provided a JQM and required transport will be detailed as on required basis. Tentage and Ord Stores will be collected by 10 Dec and issued to various agencies.
16. Furniture items to be received as per the schedule in the contract and issued to the Contingents and Camp Offices.
17. Provision of Dry ration will be made and stored for at least ten days by 20 Dec. Supply order will be placed for fresh ration items, Milk & Bakery products by 20 Dec so that the delivery can be ensured by 28 Dec before arrival of the cadets. Efforts will be made to arrange fridges from the

suppliers so that the perishable items can be stored in advance for a short period.

18. It will be ensured that the delivery of items by the contractors/suppliers is made in the day light as per following schedule :-

- | | | |
|-----|------------------|-----------------------|
| (a) | Dry ration | 1400hrs |
| (b) | Fresh Vegetables | 1400 hrs |
| (c) | Chicken | 1000 hrs |
| (d) | Eggs | 1500 hrs |
| (e) | Bakery Items | As on required basis. |

19. At the time of delivery of chicken the same will be inspected by the doctor. The size of the eggs will be checked.

20. Daily conference should resolve correct demand, check supplies as per vendor's agreement, issue to OIC messes, obtain consumption report by next day conference alongwith deposit voucher of the saved ration of preceding day. Unused Dry rations should be returned to the store as saved , however, fresh ration should be consumed to avoid wastage.

21. Prepare consolidated consumption report and forward it to P&F Dte.

22. Prepare ledgers and CRV/CIV based on actual consumption.

23. Prepare pay order and forward it to P&F Dte alongwith bills, CRV, CIV/etc.

24. Ensure cooks are provided by the contractor as per the provisions in the contract. A supervisor of the contractor must stay with the cooks in the Camp.

25. OIC Messes will attend QM briefing conference and Coord Conference.

26. OIC Messes will place demand as per menu three days in advance. Demands should be vetted by the Asst QM (Ord /Furniture) and Asst QM (Ration) before placing demand on vendors as per schedule. No supplies should be accepted during night except Milk, Milk products and bakery items.

27. OIC Messes will collect dry/fresh ration as per demand, issue the same to cook houses as per requirement of one day and by the evening ensure that the unconsumed/saved ration are returned back to the QM store.

28. OIC Messes will prepare consumption report based on actual consumption and must submit it by next day duly checked and signed. OIC Messes will prepare ledgers and maintain balances of ration which would be checked by the duty officer detailed by Camp Comdt.

29. OIC Messes will collect the following items from RD Store/Contingents:

- (a) Cycle Rickshaw to carry ration items

- (b) Complete items for VIP table to test food
 - (c) 2X Tea Containers Steel each for storing warm water from all contingents.
 - (d) Fire fighting eqpt from the contingents.
30. OIC Messes will be responsible for coordination of VIP visits to cadet's messes and should be physically present in the mess at the time of the visit.
31. OIC Messes will organise proper distribution of food.
32. Contingent cdrs would be responsible for disclare of this contingents. They will be done in cadets mess and NOT in opps mess.
33. At the end of the Camp, the QM will close the accounts of Ration, Ord stores, furniture etc and finally close ledgers. Ensure clearance of all bills and obtain clearance from all vendors.
34. QM staff will stay till the clearance of all bills and completion of documents/ledgers. Final documents of accounts and ledgers will be handed over to JD Lgs Coord and remaining documents to OC Camp.

Sample Documents

35. The sample documents which are in use during RDC are given as under:
- (i) Copy of CRV & CIV are attached at Annex I & II respectively.
 - (ii) Entries of ledgers of CRV & CIV are given at Annex III
 - (iii) Demands of dry ration for initial ten days at Annex IV
 - (iv) Demand of fresh ration at Annex V
 - (v) Scale of ration dry and fresh at **Appendix 'H' & 'J'** respectively.

Conclusion

36. The SOP highlights the functioning of the QM and his team during RDC. Though efforts have been made to make the SOP comprehensive, there is still scope to add and alter taking into consideration the ground situation for better efficiency and management.

ORG CHART : QM OFFICE

QM

Asst QM (Ration)	Asst QM ord/furniture	OICs Boys and Girls Messes
	<u>SKT and (Ord/Furnitures)</u>	
SKT (ledger operation) SKT (preparation of Consumption Report) SKT demand/sup	<u>JCOs/NCOs</u> JQM (Ord) JQM (Furniture) NCOs (4)	Officer - 01 JCOs - 02 NCOs - 06 Clerks - 02 (State Cadre) Canter - 01 Veh OIC Girls Mess
Civil Clks	Subsequently Addl Duties	
OS (Office Superintendent) Preparation of reports/returns and MS (Excel) op Preparation of pay orders, dispatch/reception	Collection of LPG, coal and kerosene Assist in delivery of dry/fresh ration items Preparation of demand/supply of fresh/dry rations	Officer - 01 JCO - 01 NCOs - 03 Clerks - 02 (State Cadre) Canter - 01 vehicle
JCOs/NCOs SQM JQM JQM NCO Runners Two	One Fresh ration. Dry ration Four.	

Additional Duties

SQM would nominate a NCO to attend office telephone based on duty roster. OS would nominate a clerk to attend office telephone as duty clerk. Additional Staff

- (a) 2 x Canters dedicated for QM stores with drivers.
- (b) 1 x Canter each for OIC Boys Mess and one canter for OIC Girls Mess with drivers
- (c) 1 x Lt Veh dedicated for QM (RDC)
- (d) 1 x Safaiwala
- (e) 4 x labours

Duties of QM

- (i) Ensure market survey, Call for quotations, Convening of Board of Officers, opening of tenders, preparation of Comparative statements, obtain approval of CFA (DDG Lgs/ADG (B)/ DG NCC and place orders with schedule of delivery of items.
- (ii) Ensure stocking of dry & fresh ration, LPG Cylinders (qty- 400), Coal (soft coke) fire wood, Kerosene oil by 20 Dec.
- (iii) Ensure placement of fridge, deep refrigerator at QM Store to store milk and milk products by 27 Dec.
- (iv) Org briefing of QM Staff by 20 Dec covering aspects of prep ration of ledgers, placement of orders/demands three days in advance of requirement, making of CRV/CIVs, Consumption report generation by the OIC messes, procedure to deposit saved ration every day, correction of daily demands in QM Coord conf at 1500hrs daily depending upon change in Menu on commencement of the Camp.
- (v) Obtain arrival schedule of the contingents with strength of cadets and their preference of meal viz Veg, Non Veg & Egg.
- (vi) Provision of tea, snacks & warm water for receiving the contingents.
- (vii) To commence procurement as per demand, issue to the cook houses, process bill of the contractors and ensure payment.
- (viii) Ensure meals prepared as per menu.
- (ix) Ensure Daily consumption report submitted to P&F Dte by next forenoon after the consumption.
- (x) Ensure maintenance of ledgers for dry and fresh rations.
- (xi) Ensure all rations taken on CRV and issued to users on CIV.
- (xii) The Camp Medical Officer in the presence of QM/JD Lgs(Coord)/DDG Lgs will carry out the inspection of the fresh rations including meat before the same is issued to the Messes. ADG(B) and DG may inspect the quality of supplies at the time of delivery at their discretion.

Duties of Asstt QM (Ration)

- (i) Asstt QM (Ration) forms part of QM survey board, board of officers for tenders, opening of tenders, preparation of comparative statement_and selection of vendors for ration.
- (ii) Ensure stocking of dry/fresh ration.
- (iii) Supervise placement of demands and delivery of items by the vendors.
- (iv) Asstt in QM duties and carry out all the duties of QM in his absence.
- (v) Organise QM briefing at 1500hrs daily.
- (vi) Maint of ledgers.
- (vii) Prepration CRVs/CIVs, Consumption reports, and fwd to QM.
- (viii) Accounting of saved rations.
- (ix) Corry out correction in daily demands of items as per decision in the conferences.

Duties of Asst. QM (Ord Stores/Furniture)

- (i) Liaise with Ord Depot
- (ii) Ensure Asst QM (Furniture) to obtain Ord stores from Depot and organise collection, storing and distribution.
- (iii) Asst QM (Ord & Furniture) would collect Ord stores in second week of Dec and organise distribution of furniture items during third/fourth week of Dec.
- (iv) Assist QM (Ration) in procurement, distribution and accounting of ration items.
- (v) Asst QM (Ord/furniture) would have one SKT and required JCOs/NCOs to collect/distribute and ensure closing of accounting of Ord stores and furniture.
- (vi) Assist JD Works in up keep and maint of proper hygiene and sanitation.
- (vii) Assist JD Lgs Coord in preparation of impromptu boards which may be required during the Camp.

Duties of OIC MESSES

1. OIC messes will organise cdts mess staff.
2. Ensure proper accounting of ration.
3. Ensure placement of demands of fresh and dry rations three days prior to the day actually required to QM office.
4. Ensure distribution of ration and fresh articles based on menu to the cooking staff.
5. Ensure consumption report generated by end of the day and submitted to the QM Office.
6. Ensure remainder fresh and dry rations left over in each cook houses are returned to the main cdts mess ration store.
7. Ensure balance/unconsumed articles not required by the cdts mess are collected and returned back to QM main store as saved ration.
8. Ensure preparation of ledger and daily balances of ration.
9. Ensure attendance/participation in QM conference daily at 1500 hrs.
10. Ensure distribution of food during laid down meal timings and attend to VIPs visiting to taste food.
11. Ensure table for VIP to taste food is laid properly.
12. Ensure cleanliness of dining hall and cook houses.
13. Ensure cooks and other serving staff is medically examined and are properly dressed.

CDTS MESS COMMITTEE

1. There are six messes (Boys) and three messes for girls. Each contingent would nominate a PI Staff and two cdts as part of mess committee.
2. Cdts mess committee will perform following duties :-
 - (a) Food distribution as per Cdts mess menu.
 - (b) Tea-containers quantity two each to be provided by each contingent for stocking warm water & milk.
 - (c) Ensure distribution of food during laid down mess timings.
 - (d) Coord between mess staff of OIC cdts mess and cdts from respective contingents and resolve issues if any.
 - (e) Ensure proper distribution of tea, snacks, chocolates etc to respective contingents.
 - (f) Mess committee will remain present during meal timings.
2. Check preparation for food and taste food.
3. Check cleanliness of the cook houses.
4. Check suggestions book and interact with cdts.
5. Check that rep of cdts mess committee was nominated by the contingent and were present during distribution of food.
6. Check whether warm water was placed in tea-containers provided by the respective contingents.
7. Check waiters were dressed up neatly.
8. Check that meal timings are being followed properly.
9. Check up table for VIP is properly laid out by the cdts mess committee.
10. Check up quality of food.
11. Check up vegetable cutting and storage of fresh items.
12. Check that OIC Cdts mess has returned balance/unconsumed food articles not required by the Cdts mess to QM main store as saved ration.

Appendix 'G'*Refer to para 34(v)***DRY RATION****(SCALE)**

<u>S.No.</u>	<u>Item</u>	<u>Scale</u>	<u>Remarks</u>
1.	Atta	400 gm	Daily
2.	Rice	200 gm	-do-
3.	Oil Refined	100 gm	-do-
4.	Sugar	100 gm	-do-
5.	Tea/Cofee	06 gm	-do-
6.	Salt	20 gm	-do-
7.	Haldi Pdr	03 gm	-do-
8.	Mirchi Pdr	03 gm	-do-
9.	Dhaniya Pdr	04gm	-do-
10.	Rai	01 gm	-do-
11.	Zeera	½gm	-do-
12.	Badi Elaichi	½gm	-do-
13.	Match Box	01 No.	Per Cook House
14.	Dal Arhar	40 gm	
15.	Dal Urd Whole /Washed	40 gm	
16.	Mung whole	40 gm	
17.	Dal chana	40 gm	Max 80 gm/day/cdt
18.	Kala Masoor	40 gm	
19.	Kala Chana	40 gm	
20.	Rajama	40 gm	
21.	Pickle	10 gm	Per meal
22.	Pappad	10gm	-do-
23.	Semiah menu)	15 gm	PerMeal(As per
24.	Besan(karhi pakora)	40gm	-do-
25.	Bundi,Bonda & Pakora	10gm each	-do-
26.	Suji	25gm	-do-

27.	Chicken Masala	0.5gm	for chicken only.
28.	Tej Patta	0.25gm	per issue
29.	Sambhar Pdr	0.5gm	for Sambhar only.
30.	Imli	2 gm	-do-
31.	Mirchi Whole	0.5 gm	for Karhi/Sambhar
32.	Besan	10 gm	for Karhi
33.	Garam Masala	½ gm	
34.	LPG	150/200 gm	For Cooking/Boiled
			Water-daily
35.	Bournvita/Nutramul/Coco (Overall authorization per cdt per day)	20 gm	20 gm for all
36.	Atta/Bread	230 gm & Bread 170 gm	per day per cdt.
37.	Condiments	40 gm	per day per cdt.

Note :

- (a) Scale will marginally vary depending upon the menu.
- (b) Over all expenditure within available authorized funds will be controlled and scale would vary accordingly.

FRESH RATION SCALE

<u>S.No.</u>	<u>Item</u>	<u>Scale</u>
1.	Milk	150 ML per day for Tea.
2.	Milk	100 ML for Kheer/Halwa
3.	Garlic	05 gm per day/Cdt.
4.	Ginger	05 gm per day/Cdt.
5.	Vegetables for salad	70 gm for salad per day/Cdt
6.	Potato	110 gm per day(50 gm addl for Bonda/Cutlet/Puri etc)
7.	All vegetables	310 gm per day/Cdt
8.	Tomato	60 gm per day/Cdt
9.	Lemon	10 gm per day/Cdt Part of veg
10.	Green Chilli	05 gm per day Cdt 310 gm/
11.	Green Dhaniya/Podina	05 gm per day/Cdt day/Cdt
12.	Dahi	50 gm for Raita/100 gms for Karhi.
13.	Onion	110 gm per day/cdt
14.	Chicken	200 gm for non-veg/Cdt
15.	Paneer	100 gm for veg/100 gm for all veg day.
16.	Eggs	02 Pcs per day/Cdt for breakfast.
17.	Bread/Bun/Pao	150 gm /day/cdt.
18.	Butter	20 gm /Cdt.
19.	Jam	20 gm /Cdt.
20.	Biscuits	01 Pkt of 4 Biscuits.
21.	Coconut	As per requirement.
22.	Bournvita	10 gm per day/Cdt.

- Note :
- a) All types of vegetables - 310 gm per day/Cdt(Excl potato & Onion)
 - b) Citrus/Non-citrus fruits - 200/230 gm per day/Cdt.
 - c) Milk/Curd/Pudding - 250 ML for tea& Kheer/ Pudding/ per day/Cdt.
 - d) Curd - 50 gm for raita & 100 gm for Karhi per day/Cdt as per menu.
 - e) Milk for drinking - 200 ML for drinking per day/Cdt.
 - f) Over all expenditure within available authorized funds will be controlled and scale would vary accordingly.

MENU CADETS MESS
(28 DEC 200 TO 01 FEB 200)

Date	Bed	Break-fast Tea	Mid day Lunch Tea	Eve	Dinner Tea	
28 Dec	Tea & Biscuits	Puri, Aloo Gobi, Pickle, Tea	Tea Pakora	Sambhar, Aloo Matur, Jeera, Rice Chapati, Salad, Fruit	Tea, Cake	Dal Urad Sabut, Gobi Aloo, Rice Chapati, Kheer
29 Dec	Tea & Biscuits	Veg Roll/Egg Boiled, Bun, Jam Butter, Sauce Tea	Tea Bonda	Karhi Pakora, Cabbage, Aloo, Plain Rice, Chapati, Salad, Fruit	Tea Pakora	Palak Paner, Dal Arhar, Rice Plain, Chapati, Suji Halwa
30 Dec Cabbage Shahi	Tea & Biscuits	Puri, Kabuli Channa, Pickle, Tea	Tea Pakora	Dal, Beans-aloo, Jeera Rice, Chapati, Boondi Raita, Salad, Fruit	Tea Bonda	Sambhar, Aloo, Rice, Paneer, Palak Chapati, Sewian Kheer
31 Dec Curry (V),	Tea & Biscuits	Bread, Butter, Jam Boiled Eggs, Veg Roll, Sauce, Tea	Tea Bonda	Dal Mix, Mixed Veg, Onion Pulao Puri, Pickle, Salad, Fruit	Tea Patties	Chicken/Egg Muttar Paneer Dal, Jeera Rice, Chapati, Kheer
01 Jan	Tea & Biscuits	Puri, Aloo Gobi, Pickle, Tea	Tea Pakora	Sambhar, Aloo, Matur, Jeera Rice, Chapati, Salad, Fruit	Tea, Cake	Dal Urad Sabut, Gobi Aloo, Rice Chapati, Kheer
02 Jan Palak Gobi Plain Custard	Tea & Biscuits	Boiled Eggs, Vada Chatni(V) Buns, Butter, Jam Tea	Tea Bread Pakora	Dal Arhar, Matar Paneer, Cabbage Aloo, Onion Rice, Puri, Pickle Salad & Fruit	Cake & Tea	Chicken Curry/ Eggs Curry, Paneer(V), Aloo Dal Chana, Rice, Chapati, Salad, Fruit
03 Jan Masala/ Pulao,	Tea & Biscuits	Veg Cutlets(V) Egg Bhujia, Bread, Jam Butter, Tea	Bonda Tea	Pakora Karhi, Palak-Aloo, Rice, Chapati, Salad, Pickle, Fruits	Cake & Tea	Chicken Eggs Curry, Veg Paneer Mix, Dal Lobia, Onion

Date	Bed	Break-fast Tea	Mid day Lunch Tea	Eve Day	Dinner Tea	Chapati, Salad, Suji Halwa
04 Jan	Tea & Biscuits	Pau Bhaji, Butter, Milk(V)	Patties & Tea	Sambhar, Matar Aloo, Baigan	Bonda Tea	Veg Mixed, Caspicum
	Paneer, Veg Salad	Tea/Coffee		Bharta, Curd, Rice Chapati, Salad, Pickle, Papd & Fruit		Dal Panchratni, Pulao, Puri, & Kheer
05 Jan	Tea & Biscuits	Egg Bhujia, Cheese Cutlets(V), Bread, Butter, Jam Milk(V), Tea	Vada, Chatni & Tea	Chana Masala Nutri, Veg Kofta, Plain Rice, Puri, Salad, Pickle & Fruits	Cake & Tea	Chicken/Eggs Curry, Shahi Paneer(V), Dal Arhar, Aloo Rice Pulao, Salad, Sewian
	Gobi, Chapati, Kheer					
06 Jan	Tea & Aloo, Sambhar, Biscuits	Khasta Puri, Chana Masala, Halwa, Milk/ Tea	Bread Pakora Tea	Rajma Curry, Beans Aloo, Mix Veg, Jeera Rice, Chapati, Boondi Raita, Salad, Pickle, Fruit	Pastry Tea	Paneer Palak, Cabbage, Lemon, Rice, Chapati, Salad, Pickle, Fruit Custard
07 Jan	Tea & Piazza/ Biscuits	Upma, Vada Coconut Chutney, Milk(V), Tea	Bonda Tea	Dal Moong, Cabbage Masala, Aloo Palak, Rice Pulao, Chapati, Salad, Pickle, Fruit	Patties & Tea	Chicken Do Mattar Mix Veg, Chana Chapati, Salad, Sewian Kheer
08 Jan	Tea & Masala/ Biscuits	Egg Bhujia, Cheese Cutlets (V), Butter, Jam, Buns, Milk(V), Tea	Bread Pakora Tea	Dal Mix, Paneer Bhujia Aloo Gobi, Veg Pulao, Loki, Raita, Rice, Chapati, Salad, Pickle, Papad, Fruit	Cake & Tea	Chicken Eggs Curry, Paneer(V), Channa, Mix, Plain Rice, Salad, Suji
09 Jan	Tea &	Egg Boiled,	Patties,	Dal Arhar, Nutri	Veg	Chilly Chiken/

Mixed	Biscuits	Paneer Roll,	Tea	Mattar, Beans	Pakora	Scotch	Eggs,
Cutlets,		Bread, Butter,		Aloo, Onion Rice,	Tea	Veg,	Vet
and		Jam Milk(V), Tea		Chapati, Salad, Pickle, Fruit		Chilly Paneer(V) Bread, Butter	
10 Jan	Tea & Biscuits	Boiled Eggs, Veg, Cutlets(V) Bun, Bread,	Pastry, Tea	Pakora Karhi, Cabbage Aloo, Mix Veg, Rice	Vada, Chatni & Tea	Chicken/Eggs Curry, Paneer Palak(V),	Mix
Veg,		Butter, Jam		Plain, Chapati,		Dal	Masur
Sabut,		Milk(V), Tea		Salad, Pickle,		Rice	Pulao,
Chapati,				Fruit		Sewian Kheer	
Date	Bed	Break-fast Tea	Mid day Tea	Lunch	Eve Day	Dinner Tea	
11 Jan	Tea & Biscuits	Puri Halwa, Milk/Tea, Chana Masala	Bonda Tea	Dal Makhani, Beans Aloo, Kofta Curry, Plain Rice, Chapati, Dahi Plain, Salad, Fruit	Tea & Biscuits	Aloo Dal Mix, Veg Puri, Salad, Halwa	Gobi
Pulao, Gajar							
12 Jan	Tea & Masala/ Biscuits	Egg Boiled(NV) Cheese Cutlets, Butter, Jam Milk (V), Tea	Bread Pakora Tea	Dal Moong, Nuitri Mattar, Aloo Gobi, Rice Pulao, Loki Raita, Chapati, Salad, Pickle, Papad, Fruit	Cake Tea	Chicken Eggs Curry, Chana(V) Masala, Rice Chapati, Fruit Custard	
Kabuli Cauliflower Pulao,							
13 Jan	Tea & Reganjosh/ Biscuits	Powha, Boiled Eggs, Bhujia(NV) Bread, Butter, Jam, Tea	Cake, Tea	Sambhar, Kofta Curry, Veg Mix, Lemon Rice, Tomato Onion Raita, Chapati, Pickle, Salad, Fruit	Patties, Tea	Chicken Eggs Curry, Paneer(V), Aloo Palak, Dal Plain Rice, Salad, Swain	
Shahi Arhar, Chapati, Kheer							
14 Jan	Tea & Piazza/ Biscuits	Paneer Roll(V) Egg Bhujia(NV), Bread Butter,	Tea Biscuits	Chana, Palak Aloo, Veg Mix Veg, Rice, Chapati, Boondi	Veg Pakora Tea	Chicken Paneer Kofta(V), Bharta, Dal	Do
Mix,							

Chapati	Jam, Tea	Raita, Salad,	Rice	Plain,		
		Pickle, Papad, Fruit	Salad, Kheer			
15 Jan	Tea & Biscuits	Boiled Egg, Veg Cutlets(V) Buns Butter	Tea, Pastry	Dal Arhar, Veg Kofta Curry, Nutri Muttor, Jeera	Cake, Tea	Chicken/Eggs Curry, Palak Paneer(V),
Cabbage	Jam, Milk(V)	Rice, Chapati,	Aloo,	Dal		
Moong,		Tomato, Onion,	Rice	Plain,		
Chapati,		Raita, Papad, Pickle, Salad, Fruit	Salad, Kheer			
16 Jan	Tea & Chicken/ Shahi	Egg Bhujia, Paneer Cutlet, Bread Butter, Jam, Milk(V), Tea	Patties, Tea	Dal Mix, Nutri Muttor, Palak Rice Pulao, Chapati, Plain Dahi, Salad, Pickle, Fruit	Bonda, Tea	Butter Eggs Curry, Paneer, Gobi Dal Arhar, Rice Plain, Suji Halwa
Aloo, Chapati, Salad,						
17 Jan	Tea & Biscuits	Pav Bhaji, Pickle, Butter Milk(V), Tea	Cake Tea	Dal Chana, Aloo Dam, Carrot Muttor, Rice Chapati, Loki, Raita, Pickle, Papad Salad, Fruit	Fruit Juice	Chicken/Eggs Curry, Paneer Kofta(V) Dal Arhar, Veg Pulao, Salad, Swain Kheer
Bharha,						

Date	Bed	Break-fast Tea	Mid day Tea	Lunch Tea	Eve Day	Dinner Tea
18 Jan	Tea & Aloo	Puri, Kabuli	Tea,	Dal Moong, Beans	Cake,	Shahi Paneer,
	Biscuits	Channa, Pickle Tea, Coffee	Patties	Aloo, Nutri Muttor, Rice Plain, Chapati Pickle, Salad, Boondi Raita, Fruit	Coffee	Capsicun, Dal Makhani, Rice, Chapati Salad, Sweain Kheer
19 Jan	Tea & Masala/ Paneer	Boiled Eggs/ Veg Cutlets(V), Bread Butter Jam, Milk(V) Tea	Biscuits Tea	Kala Chana, Cabbage Masala Rice Pulao, Puri Onion Tomato Raita Pickle, Salad, Fruit	Bonda, Tea	Chicken Eggs Curry, Kofta Curry(V) Aloo Gobi, Veg Chapati, Salad, Fruit Custard
Pulao						

20 Jan	Tea & Chicken/Eggs Biscuits	Khasta Puri Aloo Tomato Curry, Pickle, Milk, Tea	Pastry, Tea	Pakora Karhi, Baigan Bharta, Aloo Palak, Veg Pulao Chapati, Salad, Pickle, Papad, Fruit	Bread Pakora, Tea	Butter Curry, Palak Paneer(V), Aloo Gobi, Dal Jeera Rice, Salad, Suji
	Makhani, Chapati Halwa					
21 Jan	Tea & Masala/Muttor Gobi,	Boiled Eggs, Paneer Pakora (V), Bread, Butter, Jam Tea/coffee	Vada Chutney Tea	Sambhar, Muttor, Gajar Aloo Gobi, Jeera Rice, Dahi Plain Chapati, Salad, Pickle, Fruit	Cake, Tea	Chicken Eggs Curry, Paneer(V) Aloo Dal Chana, Rice Chapati, Salad, Gajar Halwa
22 Jan	Tea & Biscuits Roganjosh/Eggs	Pav Bhaji, Pickle, Butter, Milk(Bornvita)	Cake, Tea	Rajma Curry, Veg Mix, Veg Paulao, Bondi Raita Puri, Papad, Salad, Pickle, Fruit	Bread Pakora, Tea	Chicken Curry, Shahi Paneer(V), Aloo Dal Mix, Rice, Chapati, Salad, Fruit Custard
23 Jan	Tea & Biscuits Cabbage, Jeera Salad	Egg Bhujia, Bread Roll(V), Bread, Jam, Butter, Milk(V), Tea	Patties, Tea	Dal Moong, Nutri Muttor, Beans, Aloo, Rice, Chapati, Romato Onion Raita, Salad, Pickle, Fruit	Veg Pakora Tea	Chicken/Eggs Curry, Paneer Masala(V), Dal Arhar, Rice, Chapati, Sewian Kheer
24 Jan	Tea & Fry/Sotch Biscuits Paneer Kofta(V)	Boiled Eggs, Veg Cutlets, Bread, Butter, Jam T/Sauce Milk(V), Tea	Pastry, Tea	Dal Mix, Capsicum Paneer, Aloo Gobi, Rice Pulao, Dahi Chapati, Salad, Pickle, Fruit	Veg Sandwich Coffee	Chicken Eggs, Mix Veg, Dal Makhani, Rice, Chapati, Salad, Kheer
Date	Bed	Break-fast	Mid day Lunch	Eve	Dinner	
		Tea	Tea	Day	Tea	
25 Jan	Tea & Mixed Rice,	Khasta Puri, Chana Masala,	Coffee, Cake	Dal Mix Cabbage Masala, Beans,	Tea Biscuits	Nutri Palak, Veg, Dal Mix,

		Halwa, Tea,		Aloo, Veg Pulao,		Chapati, Salad,
		Coffee		Chapati Loki Raita, Salad, Pickle, Fruit		Halwa
26 Jan	Tea & Masala,	Boiled Eggs,	Patties	Kadi Pakora	Coffee	Chicken
	Biscuits	Cheese Cutlets, (V) Bread, Butter	Tea	Baigan Bharta, Aloo Gobi, Rice,	Cake	Shahi Paneer(V) Dal Makhani
Mix		Jam Milk(V),		Pulao, Chapati		Veg, Jeera
Pulao,		Tea		Salad, Pickle, Fruit		Chapati, Salad, Gajar Halwa
27 Jan	Tea & Curry	Puri, Aloo	Tea	Sambhar,	Tea	Chicken/Eggs
	Biscuits	Sabzi, Milk, Tea	Pastry	Cabbage Masala, Beans Aloo, Rice,	Bonda	Palak Paneer(V), Mix Veg, Dal
Rajma,				Chapati Tomato,		Plain Rice,
Chapati,				Onion Raita, Salad		Salad, Gajar
Halwa				Papad, Pickle Fruit		
28 Jan	Tea & Piaza/ Paneer	Boiled Eggs,	Sweet	Lobia Curry, Veg	Veg	Chicken Do
	Biscuits	Veg Cutlets(V)	Buns,	Kofta Curry, Gobi	Pakora,	Eggs Curry,
Kabuli		Bread, Butter,	Tea	Masala, Plain Rice,	Tea	Capsicum(V)
Rice,		Jam, Milk(V)		Chapati, Salad,		Chana, Lemon
		Tea		Pickle Fruit		Chapati, Salad, Gajar Halwa
29 Jan	Tea & Masala, Shahi	Bhujia, Paneer	Tea,	Rajma Curry,	Tea &	Chicken
	Biscuits	Roll Bread,	Cake	Muttor Paneer,	Biscuits	Eggs Curry,
Makhani		Butter, Jam, Milk(V), Tea		Mix Veg, Onion Jeera Pulao,		Paneer(V), Aloo Gajar, Dal
Chapati				Chapati, Salad,		Rice, Pulao,
Custrd				Pickle, Fruit		Salad, Fruit,
30 Jan	Tea & Curry,	Veg Cutlets,	Tea,	Sambhar,	Tea	Dal, Eggs
	Biscuits	Bun, Butter, Jam, Milk(V), Tea	Cake	Seasonal Veg, Jeera Rice, Chapati, Salad, Boondi Raita, Pickle, Fruit	Banda	Palak Paneer(V), Aloo Gobi, Rice Pulao, Chapati, Salad, Kheer Sewain
31 Jan	Tea &	Khasta Puri,	Tea	Dal, Mix Veg,	Tea Veg	Dal, Chicken

Biscuits	Mix Veg, Tea,	Patties	Rice Pulao,	Pakora	Masala,
Capsicum	Egg Bhujia, Paneer		Chapatti, Tomato Onion		Paneer(V), Cabbage, Plain
Rice	Cutlet (V)		Raita, Salad, Pickle, Fruit		Chapati, Salad, Suji Halwa

SOP MTO : RDC

Introduction

1. Transport management is an important aspect for successful running of Republic Day Camp of NCC. A large number of vehicles are attached from various Dtes and vehicles are also provisioned through HQ Delhi Area. A number of Guests, VIP's visiting dignitaries and DDsG of the State visit RDC in the month of January. OC Camp in addition to his duties will perform the duty of MTO, however after from Lgs Dte can be polled in as a special case. He will be assisted by Asst MTO detailed by MS Dte for RDC duties.

Aim

2. To lay down the duties and functional aspects of RDC MTO.

Duration

3. The responsibility of RDC MTO starts in beginning of November and continues till mid Feb.

Duties

4. The duties of MT/Asst MTO are mentioned at **Appendix 'A'**.

Functions

5. (a) The MTO alongwith 50% of the detailed staff will set up his office by 05 Nov in the MT area. The balance MT staff should arrive for RDC by 15 Nov . The following staff is required for establishing, RDC MT office:-

- (i) Office Supdt and one civ clk.
- (ii) SKT(Hav).
- (iii) EME Det (1x JCO,2x NCO's)
- (iv) 2x MT JCO,3x NCO's
- (v) 2x Laskars
- (vi) 2xSafaiwalas

(b) MTO will liaise with various agencies like HQ Delhi Area, Station HQ , DDST Delhi Area,ASC FOL Depot and repair workshop.

(c) MTO will liaise with contractors contracted for CHTs by DDST's office for providing tpt for RDC.

(d) Liaise with the repair workshop for repair of vehicles. Workshop providing cover to the DGNCC MT will continue providing repair cover during the RDC. The repair element ex trade will be given a suitable area to establish round the clock repair facility in the camp.

(e) Procurement and stocking of FOL on weekly/fortnightly basis will be done. Extra packing material required will be procured from ASC.

(f) Demand of stationary required for MT will be put up to Establishment Branch through Lgs Coord by 31 Aug every year. Collection will be done on 05 Nov. List of registers to be maintained is given at **Appendix 'B'**. Computer is already installed in the MT Sec.

(g) In case permanent living accommodation does not come up for civilian drivers attached from various Dtes, tents with electricity connection need to be erected in MT Sec area before the arrival of drivers. Large garbage bins will be placed to keep the living area and MT area clean. Fire fighting arrangements will be catered for.

(h) The PA system will be installed and made functional before arrival of the attached vehs. One speaker will be in civilian driver living area, one in DG NCC MT driver area and one in the office area. This is required for passing orders and emergent detailment of drivers for duties.

(j) Complete MT area less R&V area, must be maintained through the labour provided by RDC Camp SM/Adj. t.

(k) Administration of HQ DG NCC MT drivers, civilian drivers and RDC MT staff is the prime responsibility of the MTO/Asstt MTO.

Attachment Of Vehicles

6. For the successful conduct of RDC Camp and PM's Rally vehicles are attached from various Dtes by HQ NCC. With experience, the attachment of vehicles has been reduced considerably. The suggested detailment of vehicles from Dtes is given at **Appendix 'C'**.

7. The MTO must liaise with HQ NCC Lgs Dte (JD Vehs) for the details of vehicles detailed from various Dtes and check that all vehicles have reported as per detailment. Any veh not conforming to the laid down standards may be returned and replacement asked for.

8. Suggested allotment of attached vehicles to various camp appts and staff of HQ NCC is given at **Appendix 'D'**.

HIRING OF TPT THROUGH QMG BRANCH

10. HQ NCC (DDG Lgs) places request for tpt to Army HQs, QMG Branch with copy to Delhi Area (Q) for RDC. MTO must go through this letter. MTO is required to do the following:-

(a) Liaise with DAQMG Delhi Area, concerned clerk and with officers and clerks of ST Branch Delhi Area alongwith the copy of QMG Branch attachment letter.

(b) Prepare indents for CHT and 3xTons (Att as Appx 'E') endorsing details as per desired requirement and forward to Delhi Area DAQMG 3-4 days in advance. (A suitable JCO/NCO be detailed for the task on permanent basis).

(c) A day prior to the requirement of tpt, confirm the detailment of vehs from ST Branch as per the indents forwarded 3-4 days in advance.

(d) Open a CHT hiring register having columns – Sr No, date, Type of veh, Regd No of Veh, Name of Dvr, Agency/Contractor, Car diary No (issued by ST Branch), Km in, Time in, Km Out, Time Out, Signature of Dvr, Signature of MT JCO and MTO. On arrival of CHT all these columns will be filled.

(e) Once the CHT is detailed, insist on LOs to accompany the veh to VIP. LO's are to be detailed by P&C Dte. MT is not geared up to provide manpower to perform LO duties.

(f) Keep in touch with the contractors nominated by DDST for fine tuning the requirement of tpt and the time of reporting at MT.

HIRING OF TPT THROUGH NCC BUDGET

11. In addition to CHTs provided through QMG Branch for RDC, there may be requirement to hire additional tpt for various purposes during RDC. The requirement for the same will be worked out by 31 Aug 05 and funds projected to P&F Dte by 05 Sep, so that they are included in projection of requirement of Funds for RDC to MOD. The CHTs out of these funds will be hired only after approval of DDG (Lgs).

FUEL OIL AND LUBRICANT

12. The FOL is being procured on Payment Book Debit (PBD) system from ASC. Immediately on arrival, the MTO must carryout liaison with the OC supply:-

- (a) Extra PM required be procured for stocking of FOL.
- (b) Earmark one JCO/NCO to control the issue of FOL alongwith one/two NCOs to help.
- (c) Laydown the timings for issue of FOL to vehicles.
- (d) Check the total issue of FOL daily.
- (e) The FOL dump will have two locks. Key of one lock will be with the FOL NCO and the other key with the MT JCO.
- (f) A separate account of FOL receipt and issue for RDC starting from 01 Dec be kept in a separate ledger.
- (g) After the completion of camp FOL ledger is audited by audit authorities.

DO's AND DON'T's

- (a) Do not exceed the laid down CHT allocation. Hence, keep a running total of each category of veh hired.
- (b) You must insist on good quality buses. For YEP, hire 25 seater buses (Mini Bus) as they are better than above 35 seater/52 seater buses.
- (c) Keep strict checks and measures on FOL issue and accounting. No FOL issue to be permitted after last light.
- (d) Drivers must not be permitted to keep filled FOL containers in their vehs.
- (e) Veh keys and token Nos be deposited in key box and locked at night.
- (f) Vehs be provided to users only after they submit REQUISITION giving relevant details.
- (g) In case any user does not fill the car diary and after use the lower position of requisition form, be strict and do not provide veh next time and inform JD Lgs as well as DDG Lgs.
- (h) All defective items removed from vehs are to be deposited in salvage after the camp.
- (j) You are required to brief all on commencement of the camp as well as on its termination.
- (k) Ensure that hired transport does not go out of the premises of Delhi. All CHT drivers and attached drivers will be briefed.

DUTIES OF MTO DURING RDC

1. MTO has to ensure the availability of vehicles for various tasks during the RDC, hence foresight and planning is very important. The following will be ensured by the MTO/Asstt MTO:-

- (a) Collection and later deposit of stores from QM section.
- (b) Collection and later deposit of misc stores.
- (c) Shifting of stores within camp.
- (d) Shifting of DG NCC offices from RK Puram to Camp location and on termination of RDC back to RK Puram
- (e) Transport for reception of Dte contingent from Rly Stn to Camp site and back.
- (f) Allocation of dedicated tpt to camp appts and DGNCC staff based on detailment by DDG (Lgs).
- (g) Providing need based tpt to contingent cdr's.
- (h) Hiring of tpt from HQ Delhi Area based on allocation by Army HQ (QMG Branch).
- (j) Tpt for foreign cadets from Rly Stn/Air Port and various connected events.
- (k) Organise hiring of buses through HQ Delhi Area 'Q' for following:-
 - (i) Visit to residence of all three service chiefs, PM and President
 - (ii) Delhi Darshan
 - (iii) Rajpath Practice
 - (iv) YEP Programmes
 - (v) Other connected RDC competitions
- (l) Detailment of tpt for various judges, commentators, air craft pilots and their crew etc.
- (m) Hiring of Cars. Cars are to be hired through Delhi Area 'Q' for visiting DDsG and VIPs invited for various functions including cultural programme, Horse Show etc.
- (n) 5xALS vehicles are to be provided through Delhi Area 'Q' by 01 Dec for Tableaus.
- (o) Provision of water Bowers to Hygiene and sanitation officer, Cadet Messes, CTO and Delhi Dte for PM Rally be planned,

2. As MTO, study the "Schedule of Major Events RDC" issued by Dir Trg 'B' and plan various detailments accordingly.

REGISTERS TO BE MAINTAINED

1. Arrival Details Register

- (a) **Manpower** : Should have columns such as Sr. No., Name of Indl, Trade, Date of arrival, Auth for move, Date reported to MT Sec, Dte/Unit, Details of I Card, Driving License and Signatures.
- (b) **Vehicles** : The columns required are, Date of reporting to MT Sec, Type of veh, BA No., Km Head Reading, POL in tank, Dte/Unit, Name of driver and his signature.

Register for Vehicles:

2. Following registers are required to be maintained in the MT Sec:-

- (a) **Vehicle Condition Register** : On arrival of vehicles this register should be filled. It should have Sr No, Type of Veh, BA No, Km Head Reading, Unit/Dte, Name of Driver, Conditioning of Engine, Bty & Tyres, Overall condition of the Veh, Signature of Veh Mech, EME JCO & MTO.
- (b) **Work Order Register** : The columns required are Sr No, Date, Work Order No, Veh No, Make & Type, Nature of Defect(s), Repairs/replacements carried out, Cost, Signature of Veh Mech, MT JCO (EME) & MTO. This register should be put up to JO Lgs (Coord) & DDG (Lgs) once a week through Camp Comdt.
- (c) **Daily Km Run Register:** This register is required to be put up daily to DDG (Lgs) through JD (Lgs) and is kind of a monitoring register. This register is updated from car diaries. Hence, please ensure the car diaries are updated and signed by concerned users at all times. The distances to be entered in can diaries must conform to the distances mentioned in Annexure I to Appendix B.
- (d) **FOL Accounting Register:** W.e.f. 01 Dec the RD Camp expenditure commences. Hence, a separate FOL Accounting Register be opened. This is auditable document.

3. **Car Diaries & Mileage Card:** Both these documents are auditable, these be maintained properly. Certain aspects to be ensured in car diaries are:-

- (a) Fresh car diaries are to be issued on arrival of vehicles. Separate car diaries are to be maintained wef 01 Dec upto de-induction of vehs (This is auditable).
- (b) The users be requested to fill the car diaries themselves. The user must fill the "Specific Nature of duty", and not something like "Conveyance of officer". The LAO has specified certain distance (copy

is attached as Annexure I to Appx 'B') with locations. If it fits in the distance and nature of duty, the duty may be modified and filled accordingly.

(c) Km head reading should be checked by the user and filled, as also the Km run. This is a very important aspect.

(d) The officer will sign and put his appointment and time the vehicle has been released in the remarks column of the car diary on completion of duty. (This is again a very important aspect). The vehicle cannot be misused by the driver once the km and time has been endorsed by the user.

(e) Mileage and card entry of each car diary must be completed in time.

4. **Token Register:** All vehicles are to be allotted tokens which will be deposited at the main gate when the vehicle proceed outside the campus for duty. This practice is enforced to keep track of the vehicles. The tokens are required to be made from Regimental Fund.

5. **Gate In/Out Register:** This register should have Sr No, Veh Type & BA No, Name of the Driver, Token No, Km out, Time Out, Time In and Km In with Signature of the driver and gate NCO. Please ensure same is maintained meticulously.

6. **Security Sticker Issue Register:** On commencement of the camp, all vehicles are required to have security stickers. The vehicle token and security stickers are to be made/printed under the aegis of JD (Lgs) by MTO.

7. **Station Order File:** Please ensure Station Order is published through Stn HQ for each vehicle which is attached. Validity of same will be upto 15 Feb.

**Annexure I to
Appendix 'B'**

(Refer to Para 2 of Appx B)

LOCATION - DISTANCE DETAILS

<u>Sl No</u>	<u>To (Bases)</u>	<u>Distance in Kms One way</u>
1	DGNCC	11 Kms
2	South Block	13 Kms
3	Red Fort	22 Kms
4	Kirti Nagar Group 'B'	08 Kms
5	Delhi Milk Scheme	12 Kms
6	Azadpur Sabji Mandi	22 Kms
7	Safdar Jang Air Port	14 Kms
8	Vijay Bhawan	12 Kms
9	Rastrapati Bhawan	11 Kms
10	PM Residence	10 Kms
11	Connaught Place	16 Kms
12	Hyderabad/Baroda House	14 Kms
13	Karol Bagh	12 Kms
15	Kota House Offrs Mess	14 Kms
16	Defence Service Institute	04 Kms
17	HQ Delhi Area	02 Kms
18	Palam Air Port	03 Kms
19	Air HQs	12 Kms
20	India Gate /AF Offrs Mess	13 Kms
21	NAFED	30 Kms
22	Shakur Basti & Ord Depot	30 Kms
23	NCC Dte, Delhi	29 Kms
24	Army HQs	24 Kms
25	Naval HQs	25 Kms
26	Air HQs	22 Kms
27	Super Bazar	15 Kms
28	Shahadra	30 Kms
29	J L Stadium	16 Kms
30	IG Stadium	17 Kms
31	New Delhi Rly Stn	20 Kms
32	Nizamuddin Rly Stn	21 Kms
33	Old Delhi Rly Stn	25 Kms
34	Station wksp	04 Kms
35	FOL Depot Delhi Cantt	08 Kms
36	Supply Depot Delhi Cantt	08 Kms
37	Delhi Cantt Rly Stn	08 Kms

Appendix 'C'
(Refer para 7 above)

DETAILMENT OF VEHS FOR NCC RD CAMP

Sl No	NCC Dte	Type of vehicles					Reporting Dates
		Staff	Maruti Car	LCV Gypsy	Motor	Mini Cycle	
1.	MP&C	-	7	2	2	-	05 Dec
2.	PHHP&CHD	-	5	2	3	1	22 Nov
		-	5	2	1	-	15 Dec
	Total	-	10	4	4	1	_____
3.	Raj	-	6	3	3	-	_____15 Dec
4.	UP&UC	-	6	2	4	1	01 Nov
		-	8	3	2	-	15 Nov
	Total	-	14	5	6	1	_____
	Total of NCC Dtes Vehs	-	37	14	15	2	
5.	DGNCC Vehs	14	8	4	4	2	_____
	Grand Total	14	45	18	19	4	

Note : In case of any Adm or personnel problem of a dur, there may be a requirement to change the driver of the vehs during the period. The Dtes will ensure that none of the above vehs remain w/o a driver at NCC RD Camp/ PM's Rally. It will be the responsibility of the Dte/Unit to ensure the presence of their personnel.

Appendix 'D'
(Refer para 9 above)

SUGGESTED DEDICATED ATTACHED VEHICLES

S.No	User	Type of Vehs		Duration			Remarks
		M/C	Lt Vehs	Canter	Buses	From	
HQ DGNCC							
1.	Trg Dte	01	02	—	—	28 Dec	31 Jan
2.	P&C Dte	02	02	—	—	28 Dec	31 Jan
3.	Lgs Dte	01	02	—	—	28 Dec	31 Jan
4.	MS Dte	01	01	—	—	28 Dec	31 Jan
5.	P&F Dte	01	02	01	—	28 Dec	31 Jan
	Total	06	09	01	—		
RD Camp							
1.	Camp Comdt/ Under Study	—	01	—	—	01 Dec	12 Feb
2.	Adjt Office	01	01	01	—	01 Dec	12 Feb
3.	QM Office	01	01	01	—	01 Dec	12 Feb
4.	MTO	01	01	—	—	01 Dec	12 Feb
5.	Utility/Hyg & Sanitation	—	01	01	—	15 Dec	05 Feb
6.	CTO	—	01	—	—	03 Jan	26 Jan
7.	QRT	—	02	—	—	28 Dec	31 Jan
8.	Parasailing	—	08	—	—	15 Jan	27 Jan
9.	PI Staff/Civil Staff Messes	—	—	02	—	05 Dec	05 Feb
10.	Offrs Mess	01	01	01	—	28 Dec	31 Jan
11.	R & V	—	01	—	—	28 Dec	31 Jan
	Total	04	18	06	—		
	Total Dedicated		10	27	07	—	
11.	MT Pool	05	10	06	02		
	Grand Total	15	37	14	02		

REQUISITION FOR CHT

Indent No _____

Dated _____

- 1. Unit/Formation :
- 2. Rank Name and Designation :
- 3. No and type of veh required :
- 4. Where the veh is requied :
- 5. Duration :
- 6. Nature of Duty :
- 7. Remarks :

Signature

Station : Delhi Cantt

Date :

SANCTIONED/NOT SANCTIONED BY HQ DELHI AREA

Requisition No :

Dated:

SIGNAL COMMUNICATION INSTRUCTIONS : RDC

Introduction.

1. The RD Camp held every year requires a considerable amount of signal communication effort as a number of functions during the RD Camp are witnessed by a large number of cadets, VIPs ,VVIPs, service officers, civilians and a number of foreign dignitaries. Keeping in mind the level of functions, it is imperative that a foolproof communication and PA system is installed as required for the functions.

Responsibility.

2. The signal officer detailed during the RDC with his attached staff is responsible for providing signal cover for the event. The composition of his team will be as under :-

(a)	Signal officer	-	01
(b)	JCO	-	01
(c)	NCO	-	14

3. Modalities:-

(a) Preparatory Stage :-

- (i) Concentration of Signal staff by 05 Dec.
- (ii) Maintenance/testing of signal equipment.
- (iii) Repair and maintenance of lines.
- (iv) Installation of PA system in the Camp and MT.
- (v) Project requirement of additional stores required to Lgs Coord.
- (vi) Check serviceability of PA eqpt at NCC auditorium.
- (vii) Project case for upgradation of exchange to enhance its existing capacity.
- (viii) Installation of warning hooter – to be operated by exchange operator.

(b) Conduct Stage :-

(i) DGNCC Camp :-

- (aa) Laying of lines.
- (ab) Manning of exchange.
- (ac) Repair and maintenance of lines in case of breakdown.
- (ad) Ensure serviceability of PA systems at all times.

(ii) NCC Auditorium :-

- (aa) Detail staff to take over and operate the PA Eqpt.
- (ab) Ensure fool proof serviceability of the PA eqpt.
- (ac) Ensure serviceability of the computer and projection system.
- (iii) Guard of Honour Area :-
 - (aa) Installation of PA system
 - (ab) Provision of mikes for the Visiting Officer and the cadet anchor.
- (iv) Horse Show:-
 - (aa) Installation of PA system
 - (ab) Provisioning of mikes for visiting officer, commentators, and referees.
 - (ac) Provision of telephone in horse show area.
- (v) PM's Rally :-
 - (aa) Provisioning of PA system for cadets participating in the function.
 - (ab) Liaise with 1 Army HQ Signals Regt. for communication & PA eqpt for PM's Rally.
 - (ac) Install local and civil STD connection in PM's Rest Room in consultation with P&F Dte.
- (vi) Radio communication :-
 - (aa) Drawal of Radio sets from RDC store.
 - (ab) Charging of batteries and management of frequencies channels.
 - (ac) Issue and distribution of Radio Sets.
- (c) Post RDC Actions :-
 - (i) Retrieval of stores.
 - (ii) Conditioning of UNSV stores.
 - (iii) Return of stores to RDC stores.
 - (iv) Prep detailed feed back.
 - (v) Hand over exchange duties to DGNCC Camp.

PM'S RALLY

Introduction.

1. The PM's Rally is a mega event held on 27 Jan every year which is presided over by the Prime Minister. The event is witnessed by a galaxy of VVIPs comprising of Ministers, Chief of Staff of all the three services, Defence Secretary and large number of Senior Armed forces officers, civilians and foreign dignitaries. A number of agencies are involved in preparation and conduct of the event. Therefore, there is a need to lay down the responsibility of each agency so that the event can be conducted smoothly and in a befitting manner.

2. P&C Directorate of HQ DGNCC is the overall co-ord Dte for various arrangements of PM's Rally and is responsible for security, invitation and ushering of guests. The conduct of the PM's Rally is the responsibility of NCC Directorate Delhi. P&F Dte is responsible for the Horticulture arrangements in the area of PM's dias. The Logistics Dte is responsible for the Logistic arrangements of the event which are made with the assistance of RD Camp Comdt and Camp Appointments. The responsibilities of Lgs Dte are contained in this SOP and must be strictly adhered to ensure smooth conduct of PM's Rally. Each Dte will issue detailed instructions with regard to their responsibilities. The broad responsibilities of the agencies involved in preparation and conduct are as given below :-

(a) **Delhi Dte** :-

- (i) Responsible for overall preparation and conduct of the event with assistance from HQ DGNCC.
- (ii) Preparation, painting and marking of Parade ground.
- (iii) Putting up of flags on Fort wall along march past route and kanats on either side of Fort wall and area in front of dias.
- (iv) Putting of State Dte boards required for decoration.
- (v) Commentary.
- (vi) Preparation and display of tableaux.
- (vii) Ensure maint and serviceability of all vehicles and equipment centrally provided to them for PM's Rally.

(b) **P & C Dte** :-

- (i) Preparation and despatch of Invitation Cards.
- (ii) Preparation and marking of seating plan.
- (iii) Co-ordination of security check.
- (iv) Ushering of guests.
- (v) Media arrangements.

(c) **Trg Dte** :-

- (i) Rehearsals as required for the event.

- (ii) Preparation, packing and marking of prizes.
- (iii) Prize distribution.
- (d) **P&F Dte:-**
 - (i) Provisioning of decorative flower pots.
 - (ii) Flower arrangement on dias, PM's rest room and VVIP toilet.
 - (iii) Provision of civil Telephone at VVIP Room and for NCC Dte Delhi.
 - (iv) Provision of Tea detachment at PM's Rest Room.
- (e) **HQ Delhi Area**
 - (i) Provision of provost cover for PM's rally.
 - (ii) Ensure all guards along the entry route are neutralized of the ammunition.
 - (iii) Issue necessary instructions to all security agencies for sanitisation of area and provision of medical cover.
 - (iv) Maintenance of area along the approach route.
 - (v) Removal of baggage from the basement. In case the same is not feasible, then render a certificate that baggage kept in the basement is free of explosive.
- (f) **MES.**
 - (a) Painting/white washing of the Garrison Parade Ground.
 - (b) Timely barricading.
 - (c) Painting of area around dias.
 - (d) Provision of electrical connections for metal detectors.
 - (e) Electrical fittings in PM's Rest room.
 - (f) Provision of Heaters in VIP seating gallery.
- (g) **1 Army HQ Sig Regt.**
 - (a) Provision and installation of the PA system for the Rally.
 - (b) Provision of Mike and stand for PM's dias.
 - (c) Provide mikes for the commentators.
 - (d) Provide two pilots in ceremonial dress for mike drill.
 - (e) Augment the existing PA system to meet the requirement of PM's rally.

Responsibilities of Logistics Dte

3. The Logistics Directorate is responsible for the Logistic arrangement for the event, which are made with the assistance of Camp Comdt of RD Camp and other Camp Appointments. The duties of Logistics Dte are as follows:-

- (a) **Provisioning of Furniture:** The Provision of Furniture for seating of guests and other spectators is done through a contract

which is done through a open tender and finalized by board of Officers. The Lgs Dte must ensure that contractor supplies furniture of good quality as per contract and places the same by 25 Jan. The seating arrangements however is the responsibility of P&C Dte. Lgs Dte will also ensure that view cutters are provided by the contractor and erected properly by 26 Jan. Furniture contract will also cater for shelter for Microlite Aircraft and wooden stage for seating of NCC Cadets for NCC Song.

(b) **Provisioning of Vehicles** : The vehicles are provided by Lgs Dte through various agencies. The details of these vehs are as follows :

(i) **Vehicles for Tableaus**: Five x ALS heavy vehs are provided to the NCC Dte Delhi wef 05 Dec for making Tableaus during PM's Rally. These vehs are provided through HQ Delhi Area and must be handed over to NCC Dte Delhi in road worthy condition. After taking over the vehs, Delhi Dte will be responsible for its upkeep and maint till PM's Rally.

(ii) **Gypsy for para sailing**: Eight vehs are provided to OIC Para Sailing from the pool of att vehs for RDC from DGNCC MT after necessary modifications. They will be handed over to OIC Para sailing by 15 Jan. The repair and maint of these vehs will be the responsibility of MTO.

(iii) **Waters Bowsers**: Two water bowsers are provided to NCC Dte Delhi from 16 to 27 Jan out of the hired vehs provided by HQ Delhi Area. NCC Dte Delhi must project demand min 72 hours in advance.

(iv) **Recovery and Ambulance Vehs**: Recovery and Ambulance vehs for the PM's Rally are provisioned through HQ Delhi Area by HQ DGNCC. Lgs Dte will Coord and ensure that these vehs are placed in the Garrison Parade Ground by 0700h on 25 Jan and 27 Jan every year.

(v) **CHT for Visiting dignitaries Commentators and LO's to VIPs**: CHT's will be provided to visiting dignitaries, Commentators and LO's to VVIPs as per demand received from P&C Dte. The demand for such vehs must be forwarded to MTO min 24 hours in advance.

(vi) **Provisioning of APCs, Guns, other Arms and Amn** 4x APCs, 1 troop guns and 2 x 106mm RCL gun and 3 x Tk Tptr and amn are demanded by Lgs Dte from HQ Western Command. Lgs Dte will ensure that these are handed over to NCC Dte Delhi .

(vii) **Construction and Furnishing of PM's Dias** : The construction and furnishing including placing of chairs for PM and other VVIPs is the responsibility of Lgs Dte. JD Lgs (Coord) and OC Camp will ensure that dias is completed by 24

Jan. Arrangements must be made to cover these items in night to protect them from dew, rain etc .

(viii) **Provision of Sig Support** PA Eqpt and other sig support for PM's Rally is the responsibility of 1 Army HQ Sig Regt. Lgs Dte will coord with 1 Army HQ Sig Regt and ensure that pers and eqpt from the Sig Regt are available in the Garrison Parade Ground for providing sig support for rehearsals and for the main event. PA Eqpt is also required to be installed for cultural show and NCC song by the NCC Cadets inside the ground. Preferably these arrangements should be done behind the PM's Rally dias for clarity. However, if the same arrangement is not feasible in that case Sig Officer of RD Camp will utilize signal resources held in RD Store and make necessary arrangements.

(ix) **Furnishing of Safe Room and Toilet for PM** The safe room will be est under arrangements of JD Lgs in the basement of Garrison Parade Ground. The toilet adjoining the room will be furnished appropriately and earmarked for use by VVIP. P&C Dte will ensure that no other stores are kept in the basement in vicinity of the safe room to ensure proper security of the room.

(x) **Barricading and other MES Works** Logistic Directorate will be responsible to ensure proper barricading of Garrison Parade Ground by 24 Dec 05. The MES will also carry out the following works in Garrison Parade Ground on instructions from Lgs Dte :-

- (i) Painting and upkeep of area around the PM's dias.
- (ii) Provision of electrical points for installation of metal detectors by police
- (iii) Ensure all security lights are functional inside the Garrison Parade Ground and on the peripheral roads during night 26 Jan/27 Jan.
- (iv) Repair and maintenance of all toilets.
- (v) White washing and provision of electricity to PM's Safe Room and toilet.
- (vi) Provision of generator in Garrison Parade Ground as back up.
- (vii) Provision of electrical heaters for VIPs seating gallery to be demanded by Logistic Directorate.

(c) **Misc Support** The Logistic Directorate will provide following additional support for PM's Rally :-

- (i) Erection of sand bag sentry posts for security of PM.

- (ii) Painting of boards required to guide spectators from car park to various enclosures for PM Rally.
- (iii) Provision of umbrella's for spectators in case of rain.

4. **Responsibility of Camp Comdt** The Camp Comdt is the Nodal Officer responsible to stage manage the requirement of various directorates including NCC Directorate Delhi for PM's Rally so that cadets are provided to them in time. His responsibilities are as follows :-

- (a) Cadets and RV Contingents report to Coord Officer of NCC Dte Delhi for rehearsals of PM,s Rally.
- (b) Ensure conservancy staff is provided to maintain Garrison Parade Ground including toilets.
- (c) Ensure cadets are provided to P&C and Training Directorates for ushering and prize distribution respectively.
- (d) Provide manpower to Logistic Directorate for construction of PM,s dias, establishment of PM's Safe Room and erecting sand bag sentry posts for police.
- (e) Putting of flags and buntings in the Parade Ground including the approach road from Gate No. 2 of Garrison Parade Ground.
- (f) Putting adequate sign posting of PM's Rally on the main roads leading to Parade Road.
- (g) Placing of sign posting from various car parking areas to seating gallery to guide the spectators.
- (h) Liaise with Camp Comdt of Army Republic Day Camp and ensure that all weapons in quarter guard are neutralized and certificate to this effect obtained from them.
- (j) Ensure proper arrangements are made for DGs Tea with commentators in Officers Mess Area.

Conclusion

5. The PM's Rally is the most important activity of NCC, thus it is necessary that all out efforts be made to ensure that it is conducted flawlessly by everyone

CHAPTER - 8

NCC UNIFORM ACCOUTREMENTS

ILLUSTRATIONS

PROCEDURE FOR PROCUREMENT OF
NCC UNIFORM ACCOUTREMENTS

1. The procedure for procurement of NCC uniform Accoutrements are given as follows :-

(a) HQ DGNCC (Lgs Dte Purchase cell) will carry out the approval of suppliers at All India level.

[b] The following exercise will be carried out for the enlistment of approved supplier :

(i) Applications for enlistment of approved suppliers will be invited in the prescribed proforma through advertisement.

(ii) The applications will be scrutinized/evaluated by Board of Officers and short-listed. Short-listed applicants will be asked to submit one No of sample of Accoutrement items, applied for as per specification/design/drawing within 21 days from the date of communication free of any charge failing which application will be rejected straightway.

(iii) The samples submitted by the short-listed suppliers will be evaluated by Board of officers and the items for which the sample (s) of a firm is found acceptable, that firm will be enlisted as approved supplier for that particular item(s).

(iv) Estimated rates will be asked in sealed cover giving 15 days time from those suppliers whose samples found to be acceptable. Sealed covers to be opened by Board of Officers in the presence of representatives of firms.

(c) The approved suppliers' list along with sample and guiding prices will be sent to all the State Dtes to procure these stores.

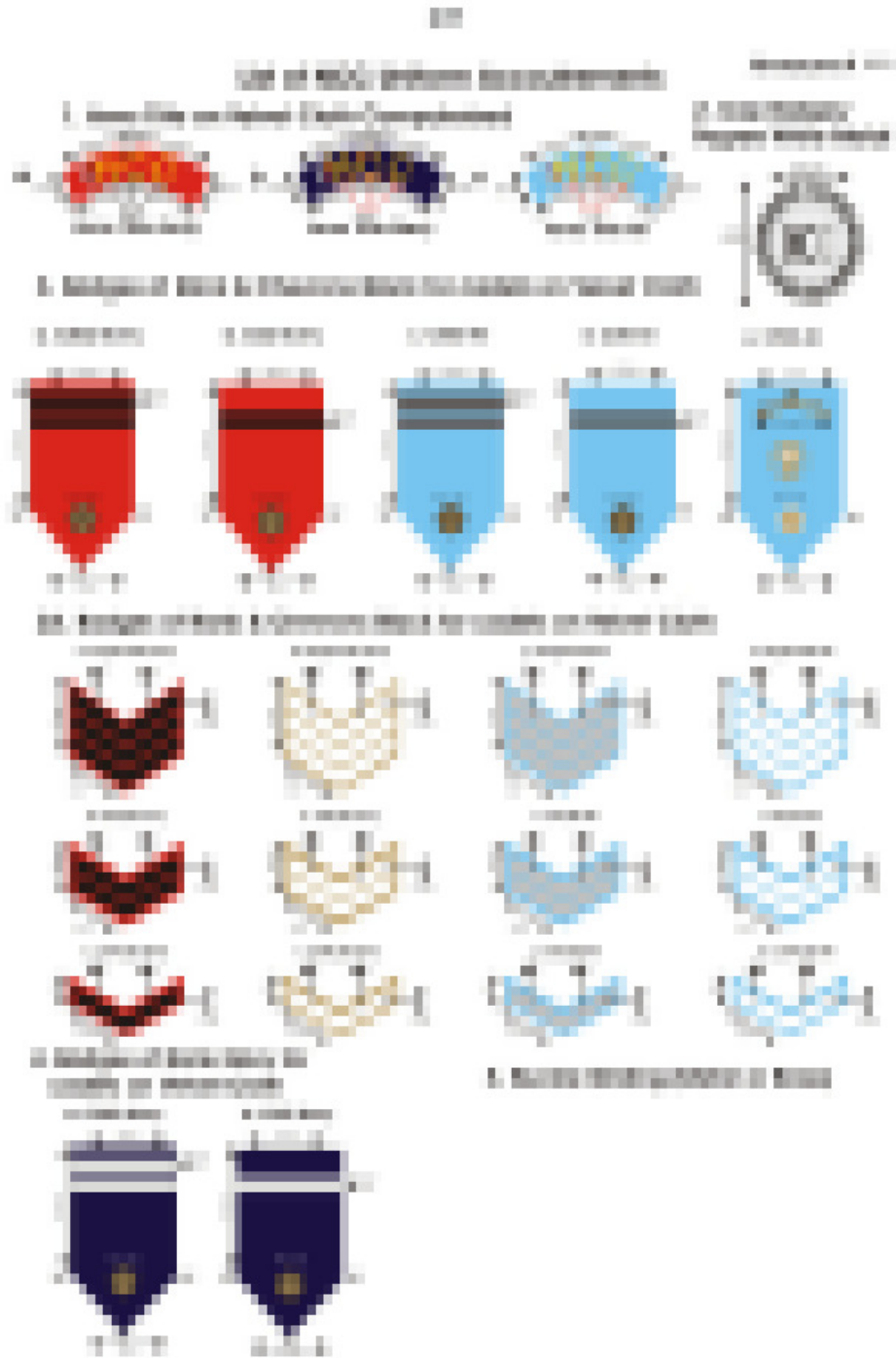
(d) DDG State Dte to procure these items under their financial powers as per SOP issued vide this HQ letter No 6593/P/DGNCC/Lgs (Clothing) dated 18 Mar 05 on local purchase of stores.

(e) No tendering or rate of runn ing contract be undertaken in respect of these items.

(f) No accoutrement items be procured from any supplier not included in the list of approved supplier provided by HQ DGNCC.

(g) For other clothing items procedure as in vogue to continue.

2. The Illustrations of Correct pattern Acccutrements items are shown in succeeding pages for benefit of state dtes.



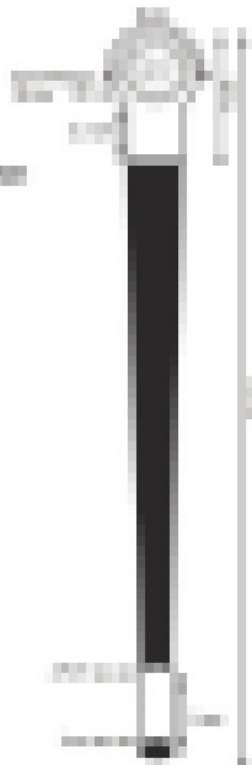
88



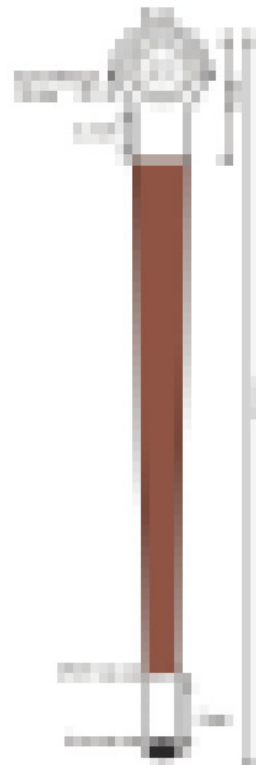
10. BASSO DI BASSO
BASSO



11. BASSO DI BASSO



12. BASSO DI BASSO



13. BASSO DI BASSO



201

18. Eagle with Spread Wings



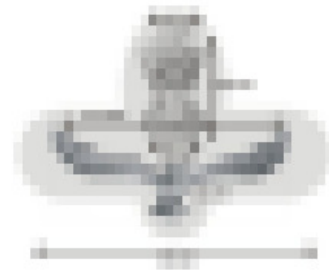
18A

18. Eagle with Spread Wings for Shield

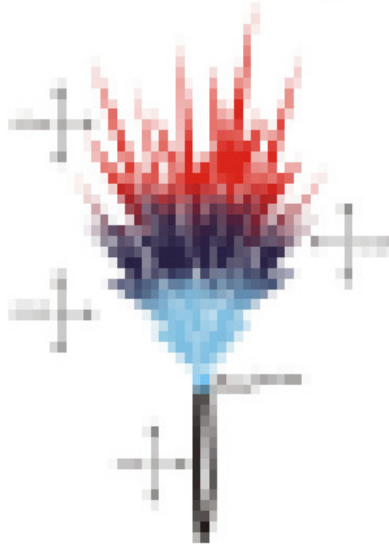


18B

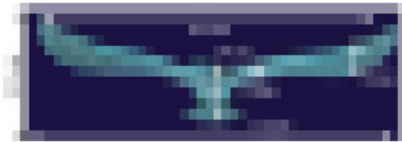
18. Eagle with Spread Wings for Shield (Blue)



18. Phoenix with Spread Wings

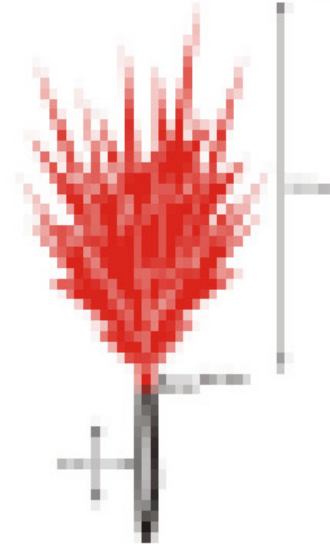


18C



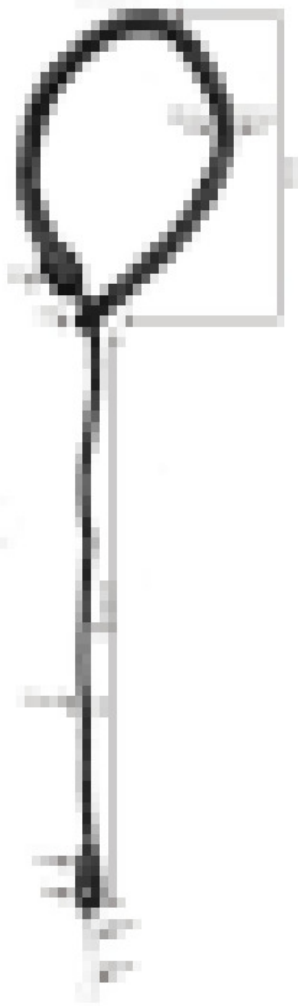
18D

18. Phoenix with Spread Wings

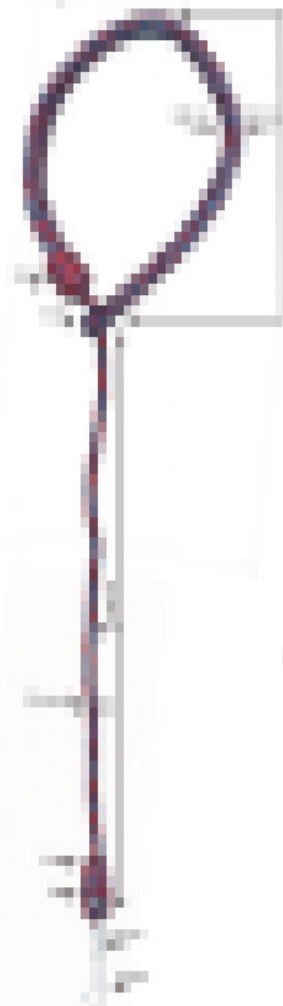




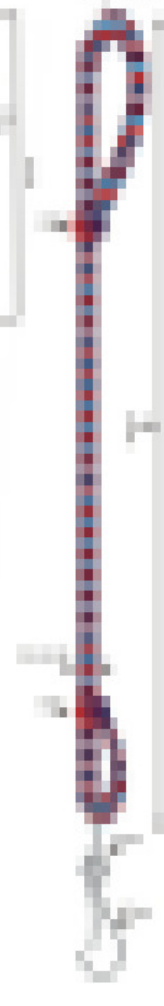
11. **Handwritten:** *[Illegible]*

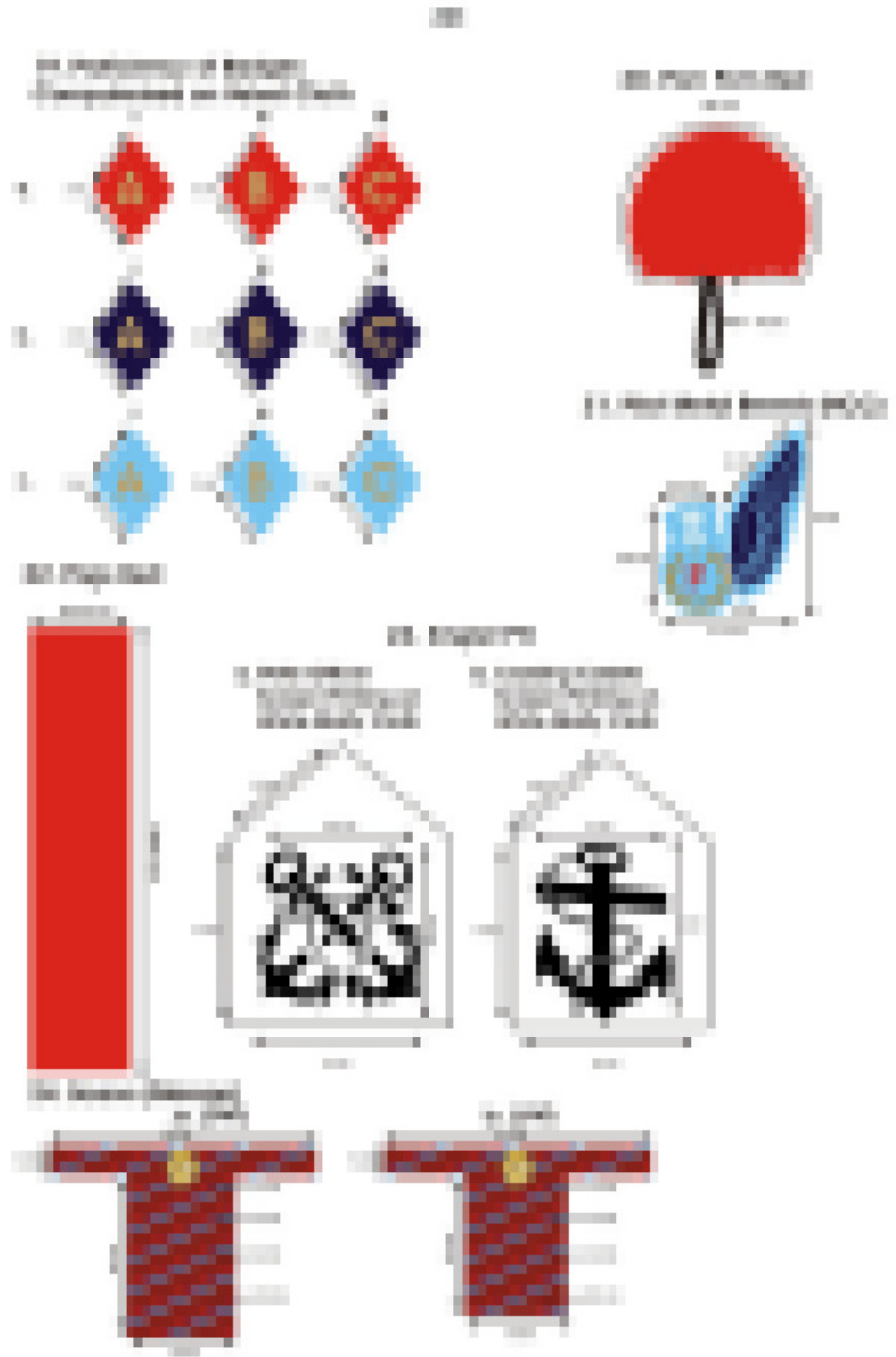


12. **Handwritten:** *[Illegible]*



13. **Handwritten:** *[Illegible]*





BASIC MATERIAL AND GARNITURE OF NCC UNIFORM ACCOUNTREMENTS

1. Colour
 - a. IS 5:2004 Shade No.: 537 Signal Red (Army) for Arm Title and Rank Badges
 - b. IS 5:2004 Shade No.: 105 Oxford Blue (Navy) for Arm Title and Rank Badges
 - c. IS 5:2004 Shade No.: 177 Satin Blue (Air) for Arm Title and Rank Badges
 - d. IS 5:2004 Shade No.: 489 Leaf Brown (for Cane)
 - e. IS 5:2004 Shade No.: 692 Smoke Grey
 - f. IS 5:2004 Shade No.: 541 Maroon (for Scarves)
 - g. IS 5:2004 Shade No.: 356 Golden Yellow (For Thread)

2. Cloth
 - a. Polyester Cloth 67/33 Centurary Cloth for Scarves
 - I. Ends 80
 - II. Picks 100
 - III. Weight 300gm (gsm)

 - b. Velvet Cloth
 - I. Ends 80
 - II. Picks 100
 - III. Weight 400 gm (gsm)
 - c. Satin Cloth
 - I. Ends 60
 - II. Pics 42
 - III. Weight 300 gm (gsm)

3. Titch Button
 - a. 555 no. Small Size

4. Fiber Sheet
 - I. Thickness 0.2-0.3 mm
 - II. Colour Transparent

5. Colour Strip - Nylon good quality

6. Metal (Thickness)
 - a. Brass 20 gauge

- b. White Metal 20 gauge
- c. Wire 20 gauge MS

7. Silk Cloth

- I. Ends 120
- II. Picks 60
- III. Weight 150 gsm (gsm)

8. Thread - Good quality Silk

9. Matty Cloth

- I. Ends 80
- II. Picks 40
- III. Weight 300 gm (gsm)

10. Velcro Colour 25 mm as per Wing Colour

Note- Item No. 5 Buckle Gliding (Metal or Brass) as per user's requirement

AMENDMENTS

Ser No

Amendment

Page/Para No

Auth

AMENDMENTS

Ser No

Amendment

Page/Para No

Auth

AMENDMENTS

Ser No

Amendment

Page/Para No

Auth

AMENDMENTS

Ser No

Amendment

Page/Para No

Auth

AMENDMENTS

Ser No

Amendment

Page/Para No

Auth

AMENDMENTS

Ser No

Amendment

Page/Para No

Auth

AMENDMENTS

Ser No	Amendment	Page/Para No	Auth
---------------	------------------	---------------------	-------------

AMENDMENTS

Ser No

Amendment

Page/Para No

Auth