<table>
<thead>
<tr>
<th>S No</th>
<th>EST</th>
<th>LIABILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>HQ DG NCC</td>
<td>CENTRAL GOVT</td>
</tr>
<tr>
<td>2.</td>
<td>STATE DTES</td>
<td>CENTRAL GOVT</td>
</tr>
<tr>
<td></td>
<td>(a) OFFICES &amp; STORES</td>
<td>CENTRAL GOVT</td>
</tr>
<tr>
<td></td>
<td>(b) RESIDENTIAL ACCN SERVICE PERS</td>
<td>CENTRAL GOVT</td>
</tr>
<tr>
<td>3.</td>
<td>GP HQ/ UNITS</td>
<td>STATE GOVT</td>
</tr>
<tr>
<td></td>
<td>(a) OFFICE, STORES, GARAGE.</td>
<td>CENTRAL GOVT</td>
</tr>
<tr>
<td></td>
<td>(b) RESIDENTIAL ACCN SERVICE PERS.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>CAMPING GRND / INSTITUTIONAL TRG FACILITIES.</td>
<td>STATE GOVT</td>
</tr>
<tr>
<td>5.</td>
<td>STATION NCC OFFICERS’MESS</td>
<td>CENTRAL GOVT</td>
</tr>
<tr>
<td>6.</td>
<td>HIRING OF ACCN FOR LIVING ACCN AND DTE OFFICE PREMISES</td>
<td>DEO</td>
</tr>
<tr>
<td>7.</td>
<td>ELEC, WATER TARIFF &amp; TAXES</td>
<td>DGNCC FOR LIVING ACCN, OFFRS MESS, PI STAFF MESS, DTE OFFICE ACCN</td>
</tr>
</tbody>
</table>
POLICY: ACCN

CENTRAL GOVT

- ACCN FOR OFFICE, STORE & MT FOR HQ DG NCC & DTEs.
- RESI ACCN FOR OFFRs & PI STAFF.
- CK HOUSES & DINING HALL FOR PI STAFF.
- OFFRs MESS WHEREVER AUTH (@ 5 OFFR MIN).

STATE GOVT

- OFFICE ACCN INCL STORES TO GP HQ & UNITS.
- TRG FACILITIES.
- CAMPING GRND.

AUTH : QMGs Br 50102/Q3W(Policy) dt 05 Apr 82

MIL STN

- ACCN BY STN HQ.
- HRA CAN BE CLAIMED.

NON MIL STN (eg GHAZIABAD & SAHARANPUR)

- HRA ONLY FOR POSTED STN ON NAC.
- HRA & SPR NOT AUTH.
- HRA FOR SINGLE ACCN NOT AUTH.

HARD NON MIL STN (eg BALLIA & SOLAPUR)

- ACCN AUTH AT SPR.
- HRA FOR SPR AUTH.

( AO - 10/S/86)
POLICY: ACCN

- NO LAND HOLDING BY ANY NCC UNIT/HQ
- A-1 DEF LAND FOR NCC
  - STN HQ-SUB A/AREA-COMD HQ-DGNCC-QMG BR
  - CONVERSION OF B-4 LAND TO A-1 TO BE DONE CONCURRENTLY
  - INCLUSION IN KLP MATRIX
- LAND OFFERED BY STATE GOVT
  - DEO TO TAKE OVER
  - FORMAL GOVT SANCTION TO BE PROCESSED
  - CONVERSION TO A-1 DEF LAND
  - PROJECT TO COMMENCE EARLIEST

AUTH : QMGs Br 50102/Q3W(Policy) dt 05 Apr 82 AND MoD Letter.
LAND ACQUISITION OFFERED BY STATE GOVTS

CHANNEL:  NCC UNIT / GP HQ  ➔  NCC DTE.  ➔  
       HQ DGNCC  ➔  DGDE  ➔  MIN OF DEF.

➢ IDEALLY COST FREE LAND ON PERMANENT BASIS.

• ON OUTRIGHT SALE AT REASONABLE RATE.
• 99 YEARS LEASE BASIS: FREE / AT NOMINAL RENTALS.
• CASE FOR 33 YEARS LEASE FOR LAND OFFERED BY KERALA STATE GOVT TAKEN UP WITH DGDE. 33 YRS LEASE WITH ONE/TWO RENEWALS ACCEPTABLE WITH SANCTION OF MOD.

LAND ACQUISITION OFFERED BY STATE GOVTS

➢ FOLLOWING DOCUMENTS NEEDED FOR OBTAINING GOVT. OF INDIA SANCTION :-

• STATEMENT OF CASE FOR NECESSITY OF TAKING OVER THE LAND.
• OFFER LETTER DULY SIGNED BY AUTH REP OF STATE GOVT.
• NO OBJECTION CERTIFICATE FOR CONSTRUCTION.
• SITE PLAN OF PROPOSED LAND.
• DRAFT LEASE DEED.
• NO ENCROACHMENT CERTIFICATE.
KLP MATRIX AND ZONAL PLANS

INCL OF DETAILS IN KLP MATRIX & ZONAL PLANS

- INSTRS ISSUED BY SD-4 TO INCL FOLLOWING IN KLP MATRIX.
  - NCC DTE. OFFICE, STORES, MT
  - RESIDENTIAL ACCN OF ALL UNITS INCLUDING OFFRS’ MESSES, PI STAFF MESSES.

- ALL HQ AND UNITS SHOULD ENSURE THAT NCC UNITS LOC IN MIL STN ARE INCLUDED IN ZONAL PLAN AT STN LEVEL AND FWD TO RESPECTIVE COMD HQ.

- DETAILS SHOULD BE FWD TO STN/SUBAREA/AREA/COMD HQ AND NOT TO DGNCC.

PROCEDURE FOR HIRING OF ACCN

- GOVT. OF INDIA SANCTION REQD PRIOR TO HIRING BLDGS FOR DTE OFFICES AND OFFRS’ MESSES

  CHANNEL: NCC UNIT / GP HQ ➔ NCC DTE. ➔

  HQ DGNCC ➔ DGDE ➔ MIN OF DEF.

  • STATEMENT OF CASE.
  • WILLINGNESS CERTIFICATE OF OWNER
  • BOARD PROCEEDINGS.
  • FAIR RENT CERTIFICATE.

NOTE: THE PAYMENT FOR HIRING IS DONE BY DGDE AFTER OBTAINING SANCTION FROM MOD.
CLASSIFICATION OF WORKS

ORIGINAL WORKS

MINOR WORKS
(COST <= Rs. 1.00 lakh) (1/549/01)

MAJOR WORKS
(COST > Rs. 1.00 lakh) (1/549/01)

REPAIRS
(1/549/01)

ORIDINARY REPAIRS
(COST <= Rs. 50,000)

SPECIAL REPAIRS
(COST > Rs. 50,000)

REVENUE WORKS
(COST Rs. 1.00 – 2.00 Lakh) (1/549/01)

CAPITAL WORKS
(COST > Rs. 2.00 Lakh)

CARRY OVER WKS
(1/907/44)

NEW WKS
(1/907/45)
PRE ADM APPROVAL STAGE

- DEMAND INITIATION : USER DTE
- PREP ROUGH COST : MES/EXECUTING AGENCY (STATE PWD/CPWD)
- ACCEPTANCE OF NECESSITY : CFA. DG/MOD
- SITING BOARD : USER DTE
- PREPARATION OF AEs : MES/EXECUTING AGENCY
- ADM APPROVAL : CFA. DG/MOD

POST ADM APPROVAL STAGE

- FUND APPROPRIATION : HQ DGNCC
- TECH SANCTION & TENDER : MES
- PHYSICAL EXEC. / FUND ALLOTMENT : MES / USERS
- COMPLETION REPORT : MES / USERS
### TIMELINE FOR PROCESSING OF WORKS

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td>Projection of works by the user</td>
<td>By 30 Oct</td>
</tr>
<tr>
<td>(b)</td>
<td>Acceptance from necessity angle</td>
<td>By 30 Dec</td>
</tr>
<tr>
<td>(c)</td>
<td>Finalisation of approved list of works</td>
<td>By 30 Jan</td>
</tr>
<tr>
<td>(d)</td>
<td>Forwarding of BPs and necessary documents by user</td>
<td>By 28 Feb</td>
</tr>
<tr>
<td>(e)</td>
<td>According sanction for 30% of works (Out of VOA allotment)</td>
<td>By 30 Mar</td>
</tr>
<tr>
<td>(f)</td>
<td>Projection of additional works if any,</td>
<td>By 30 May</td>
</tr>
<tr>
<td>(g)</td>
<td>Sanction and allotment (including carry over works) for balance work</td>
<td>By 30 Jul</td>
</tr>
<tr>
<td>(h)</td>
<td>The BPs for maintenance programme</td>
<td>By 31 Mar</td>
</tr>
<tr>
<td>(j)</td>
<td>Utilisation of funds (expenditure, request for surrender, likely carry over load) in r/o sanctioned works and allotment thereto must be intimated by Dtes without fail</td>
<td>By 15 Feb</td>
</tr>
<tr>
<td>(k)</td>
<td>State of booking of funds to be obtained from the PCDA</td>
<td>By 15 Feb</td>
</tr>
</tbody>
</table>

- The Ser No in the list will indicating the priority.
- Correct documents as per DWP.
- Detailment of PMG (Project Management Group) and constant monitoring of progress of works by the PMG.
- Interaction with executing agency (MES/CPWD/State PWD) to ascertain progress, monitoring of utilisation of funds and booking states.
- Request for revision of PDC before expiry of existing PDC, if any.
- The PDC given in AEs must be realistic.
DOCU REQD FOR CASES PERTAINING TO WKS/ HIRING/ ALLIED CHARGES

(a) **For MES Wks.**
   
   (i) To be prep as per instructions laid down in DWP.
   
   (ii) BPs alongwith S of C, AE-I and AE-II incl Engr Appre.
   
   (iii) Recommendations upto ADG Dte.
   
   (iv) Cert from DEO that the bldgs are on A-1 Def Land & permanent estt of NCC.
   
   (v) Cert that no spl repair has been carried out in last five yrs (in case of spl repairs).

(b) **For Maint Wks.**

   (i) BPs alongwith S of C and maint pgme.

   (ii) Calculation to incl plinth area and auth duly vetted by executing agency.

   (iii) Previous yr’s allotment and utilisation.

(c) **For Carry Over Wk.**

   (i) Cert from executing agency (GE/CWE).

   (ii) Letter ref of intimation regarding surrender/non-utilisation of fund if any in the FY in which wk was sanctioned.

   (iii) Justification for delay in utilisation of funds/booking of funds.

(d) **For Hiring/Rentals.**

   (i) Cert from DEO alongwith sanction letter of CFA

   (Fund alloc will be done generally through DGDA).

   (ii) Copy of board proceedings.

   (iii) Receipts of payments made.

   (iv) Copy of agreement signed highlighting terms & condns.

(e) **For Electricity/Water Charges.**

   (i) Yearly Bd, fixing auth of units and rates.

   (ii) BPs giving details of bills, auth, consumption.

A detailed checklist will be att on top of each case as a ready-recknor.
BUDGET HEADS (NCC WKS)

- **CAPITAL HEAD:**
  - MAJOR HEAD 4076.
  - MINOR HEAD 01 – ARMY.
  - SUB HEAD 113 NCC.
  - CAPITAL WKS CODE HEAD 1/907/45.
  - CARRY OVER CAPITAL WKS CODE HEAD 1/907/44.

- **REVENUE HEAD:**
  - MAJOR HEAD 2076.
  - MINOR HEAD 113.
  - SUB HEAD (E) NCC.
  - REPAIRS, SPL REPAIRS, MINOR WKS &
  - REVENUE WKS CODE HEAD 1/549/01.
HNMS

- 246 NMS DESIGNATED AS HNMS.
  - 165 IN 1991.
  - 03 IN 1995.
  - 81 IN 2001.
  - 03 DELETED IN 2012.
  - CASE TAKEN UP FOR 83 MORE STNS FOR HNMS.
<table>
<thead>
<tr>
<th>S No</th>
<th>NCC DTE</th>
<th>AS PER 22 OCT 91 LIST INCL IN HNMS</th>
<th>AS PER 05 DEC 2001 LIST INCL IN HNMS</th>
<th>23 HNMS STN ALREADY PROPOSED FOR APPROVAL BY MOD</th>
<th>ADDL STNS PROPOSE FOR INCL IN HNMS</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>AP</td>
<td>TIRUPATI NIZAMABAD ELURU KURNOOL MACHILIPATNAM</td>
<td>NELLOR EWARNGAL GUNTUR KAKINADA</td>
<td>NALGONDA, ADILABAD SANGAREDDY ONGOLE CHITTOOR ANANTPUR</td>
<td>KADAPA</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>B &amp; J</td>
<td>MUNGER SAHARSA PURNEA ARRAH AURANGABADBI HAR SHARIF SASARAM MUZAFFARPURC HAPRA SAMASTIPUR MOTIHARI MADHUBANI DHANBAD MESRA DALTONGANJ</td>
<td>BUXAR DARBANGA HAZARIBAGHBHA GALPUR</td>
<td>NIL</td>
<td>DUMKA KODERMA GUMLA</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>DELHI</td>
<td>NIL</td>
<td>NIL</td>
<td>NIL</td>
<td>NIL</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>GUJARAT</td>
<td>SURENDRANAGAR VISHNAGAR NADIAD GODHRA TALOD NAVSARI RAJPIPLA</td>
<td>MEHSANA RAJKOT BHAVNagar JUNAGARH VV NAGAR NADIAD SURAT HIMATNAGAR</td>
<td>NIL</td>
<td>PALANPURAMRELI DAHOD PORBANDER PATAN</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
</tr>
<tr>
<td>5.</td>
<td>J&amp;K</td>
<td>NIL</td>
<td>NIL</td>
<td>NIL</td>
<td>BHADEWAHMA</td>
<td>NSAR SAMBA</td>
</tr>
<tr>
<td>6.</td>
<td>KAR &amp; GOA</td>
<td>TUMKUR KOLAR MADIKERI UDUPI SURATHKAL KARWAR DAVANGER DAVANGERE BAGALKOT GADAG GULBARGA MANIPAL SHIMOGA BELLARY BIJAPUR RAICHUR DHARWAR HUBLI HASSAN</td>
<td>NIL</td>
<td>MANGALORE HAVERI CHITRADURGA KO KOU UTTAR KANNADA RAMNAGAR CHIKKABALLAPUR MANDYA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>K &amp; L</td>
<td>VARKALA NEYYATTINKARA MAVELIKARA CHENGANUR ALLEPPY PATHANAMTHITTA THIRUVALLA PALA MUVATTUPUZHA CHANGANACHERRY CHERTHALAI PALGHAT OTTAPPALAMCANNA NORE TELLICHERY KOTTKARAKARA PAYANNUR KOTTAIYAM ALUVA CALICUT MANNUTHY</td>
<td>THENHIPALAM</td>
<td>NEDUKANDAMW AYANAD LAKSHDWEEP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>MAH</td>
<td>SOLAPUR SANGLI KARAD RATNAGIRI AKOLA KHANGAON JALGAON JEETMAL DHULIA AMALNER LATUR</td>
<td>SATARA AMRAVATI NANTED WARDHA</td>
<td>NIL</td>
<td>WASHIM OROS (SINDHUDURG) SINDHUDURGPAR BHANI/ BULDHANA</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>---</td>
<td>-----</td>
<td>------------</td>
<td>------------</td>
<td>------------</td>
<td>------------</td>
<td>------------</td>
</tr>
<tr>
<td>9.</td>
<td>MP &amp;CG</td>
<td>HOSHANGABAD</td>
<td>BHING</td>
<td>SHIVPUR RATLAM NEEMUCH CHHINDWARA BALAGHAT SHADOL BILASPUR DURG REWA CHATARPUR GUNA</td>
<td>SATNA JAGDAIPURUJJAIN KHANDWA KANKOR RAIGARH BHILLAI</td>
<td>KATNI VIDISHA RAIPUR RAJNANDGAON KORBA MOHU SHEOPUR KOTMA DATIYA</td>
</tr>
<tr>
<td>10.</td>
<td>NER</td>
<td>JORHAT KARIMGANJ KALILASHAHAR DIBRUGARH AGARTALA</td>
<td>NIL</td>
<td>GOLAGHAT SIBSAGAR PASIGHAT MOKAKCHUNG KOHIMA DIGBOI N LAKHIMPUR ITANAGAR (NAHARIAGAN)</td>
<td>SHIVASAGARDHU BRI TEZU</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>ORISSA</td>
<td>CUTTACK DHENKANAL SAMBALPUR BHUBANESWAR</td>
<td>BHADRAK BERHAMPUR PURI JEYPORE BURLA</td>
<td>ROURKELA NABARANGPURR AYAGADA BHAWANIPATNA KEONJHAR KORAPUT JHARSUGUDA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>PHHP&amp;C</td>
<td>REWARI JIND NARNAUL MANDI RAMPUR UNA BILASPUR</td>
<td>ROHTAK BHIWANI HOSIARPUR BATALA PHAGWARA NABHA ROPAR KARNAL KURUKSHETRA YAMUNANAGAR SONEPAT HAMIRPUR KULLU</td>
<td>MOGA MALOUT PANIPAT SIRSA NOOH MAHENDARGARH</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>13.</td>
<td>RAJ</td>
<td>CHURU</td>
<td>SIKAR</td>
<td>BARMER</td>
<td>SIROHI</td>
<td>PILANI BHILWARA</td>
</tr>
<tr>
<td>14.</td>
<td>TN &amp; AN</td>
<td>KANSHEPURAM</td>
<td>KUMBAKONAM</td>
<td>KARAI</td>
<td>KUDI</td>
<td>PALAYAMKOTTAI</td>
</tr>
<tr>
<td>15.</td>
<td>UK</td>
<td>PAURI</td>
<td>GARHWAL</td>
<td>UTTARKASHI</td>
<td>GOPESHWAR</td>
<td>HARIDWAR</td>
</tr>
<tr>
<td>16.</td>
<td>UP</td>
<td>FIROZABAD</td>
<td>MAINPURI</td>
<td>HATHARAS</td>
<td>PARTAPGARH</td>
<td>DHAMPUR</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>---</td>
<td>----</td>
<td>-------</td>
<td>----------------------------------------</td>
<td>------------------------</td>
<td>------------</td>
<td>--------------</td>
</tr>
<tr>
<td>17</td>
<td>WB &amp; S</td>
<td>BELUR  BONGAON  KRSHNagar KALYANI KALNA  BURDWAN ASANSOL CHINSURAH BOLPUR  PURULIA SURI  MIDNAPORE CONTAI VISHNUPUR TAMLUK  BANKURA MALDA</td>
<td>Kharagpur  Jalpaiguri</td>
<td>Berhampur</td>
<td>PURULIA  BALURGHAT RAIGANJ NAMCHI</td>
<td></td>
</tr>
</tbody>
</table>