

Ministry of Defence
West Block-IV,
R K Puram,
New Delhi-110066

MS (A)

5431/WTLO/Policy/DG NCC/MS (A)

18 May 2012

List 'A' & 'B'

POSTING POLICY: WHOLE TIME LADY OFFICERS (WTLOs)

General

1. There is a need for a comprehensive posting policy for WTLO's whose authorized strength has increased to 115 since completion of new raisings of Girls Bns in 2011.
2. As per the Terms & Conditions of the WTLOs, they have an All India Service Liability. Requests/representations of WTLOs against postings away from home Directorate's is in contravention to their Terms & Conditions and must not be encouraged. Any representation/ request must be thoroughly scrutinized and endorsed by the State Directorates, prior to forwarding the application to HQ DG NCC, MS Dte. An unwarranted tendency noticed amongst the Whole Time Lady Officers (WTLOs) is of approaching senior officers with respect to influencing their postings. This policy aims at curbing this tendency amongst the WTLOs.

Guidelines.

3. The policy and guidelines under which postings of WTLOs will be governed are enunciated in the succeeding paras.

General Guidelines

4. **Turnover of WTLO's - The Annual Turnover.** The annual turn-over of WTLOs will be ordered during March-April to be implemented during May/June and in July/August to be implemented by September/October each year. However, due to exigencies of service, postings may be ordered any time during the year. Efforts will be made to provide adequate time to move to new posting station.

5. Sector Profile: MS Dte, HQ DG NCC. Posting of WTLOs will be decided on the basis of the sector profile of the WTLOs:-

- | | | | |
|-------|---------------|---|-----------------------------------------------------------------------------|
| (i) | North | - | J. & E. P. H. P. & C. |
| (ii) | West | - | Raj. Guj. Mah. |
| (iii) | Central | - | UP, UK, MP & CG, B & J. |
| (iv) | East | - | WB & S, NER, Orissa. |
| (v) | South | - | AP, TNP&AN, Ker & L, Kar & Goa. |
| (vi) | Delhi Region- | - | Delhi, P&R, Rohtak, Meerut, Hissar, Aligarh, Agra. (within 50 km. of Delhi) |

6. Spouse Posting.

(a) In case of WTLOs who have their husband serving in the NCC, efforts will be made to post husband and wife in the same station for a minimum of one tenure subject to a maximum two tenures in their entire service.

(b) WTLOs married to Service Officers. Efforts to ensure posting of the WTLOs in consonance with the posting of the spouse will be made.

Appointments

7. WTLOs will be posted as AO of Girls Bn and to OTA, Gwalior. Posting of WTLO's as AO's in a mixed Bn will be under taken when WTLOs have adequate seniority.

8. Stations for Posting.

(a) Efforts will be made to give a WTLO two military stations after every tenure in a non military station. However, this cannot be claimed as a right.

(b) For the purpose of postings, all the stations where NCC Units are located have been divided into military and non military stations. The list of stations which have been declared as Non Military stations is given at Appx to SNCCO 1/S/81. Distribution of stations is as under:-

- | | | | |
|------|----------------------------|---|----|
| (i) | Military Stations | - | 78 |
| (ii) | Non Military Station (NMS) | - | 38 |

9. WTLOs posted in Military, Non Military and High Demand (HD) Station proceeding on Child Care Leave- WTLOs who ask for Maternity Leave or Child Care Leave from any of the stns, the following rules will apply:-

- (a) The station selected for Child Care Leave will be counted in overall sector profile.
- (b) The WTLO on Maternity Leave or Child Care Leave will be posted and taken on strength of the unit newly posted.
- (c) The tenure of the WTLO at the new duty station will commence only on physical reporting. The WTLO will be on supernummary strength in a vacant appointment.

Tenures of Posting

10. All posting will be for a tenure of two to three years. However, exigencies of service and organizational interest may lead to issue of postings anytime during the tenure. Tenures for posting will be as under:-

- | | | |
|----------------------|---|------------------------------|
| (a) Military Station | - | Two to Three years. |
| (b) Non Mil Station | - | Two years. |
| (c) Hard- Mil Stn | - | Two years. <u>(Appx 'A')</u> |

Posting to High Demand/Class A Cities.

11. (a) Posting of WTLOs to the high demand(HD) stns mentioned below will be considered only once in 6 yrs.

- | | | |
|-------------------------------|---------------|-----------------|
| (i) Delhi | (ii) Mumbai | (iii) Chennai |
| (iv) Kolkata | (v) Bangalore | (vi) Chandigarh |
| (vii) Ahmedabad | (viii) Pune | (ix) Lucknow |
| (x) Meerut | (xi) Jammu | (xii) Gwalior |
| (xiii) Hyderabad/Secunderabad | | |

(b) The posting to High Demand Station will be for two to three years. Compassionate Grounds (CG) posting to these stations will be for 2 yrs and no extension will be granted.

12. Incentive Posting - NER and J & K (Valley). Choice posting will be given to WTLOs after tenure in Hard Military Station given at Appendix 'A'.

Addl Pts for Posting Management

(a) Interactive Postings.

(i) HQ DG NCC will indicate the sector and type of station (Military, Non-Military, High Demand) that the officer is due for.

(ii) Any request by the WTLO not conforming to para 12 (a) (i) will not be considered.

(iii) The choices of station for postings may be forwarded directly by the WTLO to the MS Dte, HQ DG NCC. The interactive choices need not be forwarded through chain of command.

(iv) Choices must be received at MS Dte within six weeks of receipt of the interactive from MS Dte, HQ DG NCC.

(b) It will be an endeavour to provide following posting to WTLOs in a 12-14 years cycle:-

(i)	Two Mil Stn	-	4-6 Yrs
(ii)	One Non Mil Stn	-	2-3 Yrs
(iii)	One HD Stn	-	2 Yrs
(iv)	One posting to Hard Military Station -	-	2 Yrs

Compassionate Ground Posting

14. Tenure. Compassionate postings, irrespective of the station, would be for two years only.

15. A second CG posting will be considered only after completion of three postings on completion of the first CG posting.

16. Grounds for Compassionate Posting.

(a) Medical. Compassionate request on grounds of sickness in the family will be restricted to immediate members of the family viz self, husband, children and parents in that order of priority. Such request must be accompanied by a medical certificate from a Medical Officer (Specialist) of a Service Hospital and connected medical documents. Format for Compassionate Posting application is at Appx 'B'.

posting due to children's education put up by a WTLO is considered for a maximum of two children studying in Class 10th and 12th only. Details of classes in which children are studying will be indicated in the application while compassionate posting is sought along with a certificate from the Principal of the school in which the child is studying.

17. A board will be constituted at the HQ DG NCC to consider the merits of a CG posting (Format for Compassionate Grounds posting is at Appx 'B'). The composition of the board will be as under:-

- | | | | |
|-----|----------|---|-----------------------------------|
| (a) | Chairman | - | ADG (A) |
| (b) | Member-1 | - | DDG (MS) |
| (c) | Member-2 | - | A Dir rk offr detailed by DG NCC. |
| (d) | Secy | - | Dir (MS) |

18. Requests for CG posting will not be considered on following grounds:-

- (a) Attending Court Cases.
- (b) Looking after landed property/property dispute.
- (c) Construction of house.
- (d) Looking after aged parents.
- (e) Appearing for an exam/improving edn qualifications of the WTLO.

19. **Compassionate Posting.** There are numerous requests for postings to selected/Home stations even on routine grounds. There is, therefore, a need to educate WTLOs in this respect and to discourage them from putting up applications for compassionate postings on routine grounds. There is a tendency amongst some WTLOs to approach this Dte Gen directly for preferential posting through outside agencies. Such request, if received, will not be accepted and it will be endorsed in WTLO's dossier. A record of such requests will be kept in the record of service of the officer concerned.

20. In case CG posting request is rejected by the Board, next CG Posting application can only be fwd after six months.

(a) Applications for postings on compassionate grounds be thoroughly scrutinized and forwarded to HQ DG NCC and recommended by IO & RO. However advance copy may be sent to HQ DG NCC after recommendation of IO.

(b) All applications for compassionate ground postings be sent to MS Dte, HQ DG NCC a min of three months prior to completion of tenure.

22. The Sector profile will be mainr in order to provide equal opportunity to all WTLOs.

(a) Posting/choice of station within the same Dte that the WTLO is currently posted will not be accepted.

(b) Request for postings from any other source on behalf of the WTLO will be endorsed in the dossier of WTLO for future reference.

(c) Compassionate postings will be indicated in the posting order and also endorsed in the dossier of the WTLO.


Compliance of Posting Order.

23. Posting order issued will be complied with by the specified date. No extension of date will be accepted.

24. In case a WTLO fails to join her new unit by due date without the concurrence of Dte Gen NCCC or for some valid reasons, the unit will immediately inform HQ DG NCC. Further disciplinary/administrative action will be taken by HQ DG NCC on receipt of detailed report from Dte concerned. This report must reach the HQ DG NCC within one week of date specified for compliance of posting.

25. These instructions will come into effect with immediate effect.

26. Posting policy vide letter number 5431/WTLO/Policy/DGNCC/MS(A) dt 10 Sep 04, 15 Feb 05 & 26 Dec 05 is hereby superseded:


(Jagmohan Verma)
Brig
DDG (MS)

(Ref para 10 (c) of the
5431/WTLC Policy I & II
dt May 2012.

CLASSIFICATION OF STATIONS

1. Hard Mil Stns as specified in Para 10 (c) are as follows:-

(a) NEE Dte

- (i) AO, 63 Ass Girls Bn NCC, Dibrugarh
- (ii) OC, 11 Ass Girls (I) Coy NCC, Sibsagar
- (iii) AO, 60 Ass Girls Bn NCC, Guwahati
- (iv) AO, 64 Ass Girls Bn NCC, Jorhat
- (v) OC, 74 Ass Girls (I) Coy, Golaghat
- (vi) AO, 61 Meg Girls Bn NCC, Shillong
- (vii) AO, 62 Ass Girls Bn NCC, Silchar
- (viii) OC, 71 Ass Girls (I) Coy NCC, Agartala
- (ix) OC, 72 Ass Girls (I) Coy NCC, N Lakhimpur
- (x) OC, 73 Ass Girls (I) Coy NCC, Tezpur
- (xi) OC, 62 Ass Girls (I) Coy NCC, Imphal
- (xii) AO, 4 Naga Girls Bn NCC, Kohima

(b) J & K Dte

- (i) 1 J & K Girls Bn NCC, Srinagar

(Ref para 16 of letter number
5431/WTLO/Policy/DGNOC/M
S (A) dt 18 May 2012.

APPLICATION FOR POSTING ON COMPASSIONATE GROUNDS

1. Particular of the Offr.

- (a) PC No. _____ Rank _____ Name _____
- (b) Present Unit/Dte _____ Appt _____
- (c) Dates of TOS _____ Birth _____ Commission _____
Seniority _____ Retirement _____
- (d) Med Cat _____ (Encl copy of latest med bd proceedings)

2. Details of Family Members incl Dependents & Blood Relations :

(a) Family Members (incl dependents and Parents).

<u>Name</u>	<u>Age</u>	<u>Relationship</u>	<u>Loc</u>	<u>Occupation</u>	<u>Ability to Asst in Managing Compassion</u>

(b) Blood Relation (Brothers/Sisters-Not Dependents).

<u>Name</u>	<u>Age</u>	<u>Relationship</u>	<u>Loc</u>	<u>Occupation</u>	<u>Ability to Asst in Managing Compassion</u>

3. Details of Service during last five years.

<u>Ser No</u>	<u>Unit/Dte</u>	<u>Appt</u>	<u>Loc(Place)</u>	<u>Period (From - To)</u>	<u>Reasons if family not accompanied</u>

4. Details of previous request for posting (whether compassionate or otherwise).

5. Previous application on the same grounds and the outcome (if applicable) :

(b) Specific Request :

(b) Time frame :

(c) Choice stns (In order to priority.) :

7. Mgt of Circumstances leading to present request.

(a) Since when do the circumstances leading to the present request exist?

(b) How was it managed since occurrence?

(c) How long is the requirement anticipated?

(d) How will be proposed CG posting help in tiding over the problem?

Details of Separation from family. (Give full details of loc of family with reasons where family did not accompany or live with the officer when permitted. Fd areas where families are permitted should also be included).

9. Any addl info which will assist in examining the case at MS Dte, the applicant may like to give.

(Signature of officer with appt)

Station- :

Date :

RECOMMENDATION OF IO

Station :

Date :

RECOMMENDATION OF RO

Station :

Date :

1. I hereby certify that :-

(a) I have volunteered/requested for posting to _____

(b) I have requested for compassionate posting to _____

(c) I have requested for continued retention/extension of tenure in _____ appointment, which am holding since _____.

(Delete whichever is not applicable)

2. I also certify that I will not withdraw my application/willingness to join the aforesaid appointment if selected/approved, and will not seek for extension of tenure, if posted.

3. I undertake to abide by the decision on the MS Dte.

(Signature of officer with appt)

COUNTERSIGNED

(Immediate Superior Officer)

IC No.-

Rank-

Name-

Notes :- All med docus from Army/Civ Hosp incl latest med prescription related to the case must be encl.