

**PAMPHLET ON INSTRUCTIONS ON PLANNING AND CONDUCT OF CAMPS**  
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## SECTION 1

### INTRODUCTION

#### General

1. Training camps in NCC are the culmination of Institutional training for cadets. These must be conceived, formulated, planned and conducted so as to achieve the training objectives in an optimum manner. Training camps are conducted in NCC at various levels. A multitude of agencies are involved in the planning and provision of resources for these camps and their conduct is affected by geographical location, support from the State Govt, availability of camping infrastructure, social and economic parameters, degree of liaison with civil authorities/ local military units/establishment and numerous other aspects. It is imperative that the conduct of the camps is executed in the most professional manner to achieve establish training objectives.

#### Aim

2. The aim of this pamphlet is to lay down guidelines for Planning and Conduct of NCC Camps.

#### Implementation

3 The guidelines given in the pamphlet will form the basis for conduct of camps at all levels. State Directorates, Group Headquarters and Units will ensure proper organization and conduct of camps in compliance with establish policies, norms and instructions issued at various levels. These guidelines can be suitably modified keeping in mind the peculiarities on ground, however, the basic tenets illustrated in these instructions will not be violated. Camp appointment will be responsible for compliance with the policy and daily scheduling, organization and conduct of training and administrative activity and routine during the Camp.

#### Types of Camps

4. The following types of camps are held in NCC :-

(a) **ATCs/CATCs.** These camps are conducted for SD, SW, JD and JW cadets over a duration of 10 days. **The aim of these camps is to introduce cadets to a regimented way of life.** During Camp training endeavor should be made to give cadets maximum exposure to Range Drill, firing and specialized training with emphasis on community living, discipline, character and confidence building and first-aid.

(b) **Centrally Organised Camps (COC).** COCs are planned at the HQ DGNCC level and these are of 12 days duration. **The aim of these Camps is to bring together all Cadets from various parts of the country and to enable them to live and know the culture of different states, which help in imbibing ‘esprit-de-corps’ as well as Unity & Discipline against a backdrop of national integration.** Cadets may also be exposed to IT training during all the COCs. Various types COCs are as under :-

(i) **Leadership Camps.** These camps are organised on an All India basis to **develop Leadership qualities in cadets.** These Camps are also utilized for providing SSB Training to the Senior Division and Senior Wing cadets for induction into Indian Armed Forces.

(ii) **Thal Sainik Camp.** The aim of this camp is **‘to give an exposure to salient aspects of Army Wing trg and generate healthy competitive spirit by conducting Army Wing competitions contributing towards Prime Minister Banner awarded during Republic Day Camp.** This Camp also helps in fostering a sense of discp, leadership, comradeship and national integration. It is conducted in the form of Inter Dte competitions. The details of the competitions and its conduct are elucidated in the ‘Red Book’.

(iii) **Vayu Sainik Camp.** Conducted as Inter Directorate competitions, with the aims as **‘to give an exposure to salient aspects of Air Wing trg and generate healthy competitive spirit by conducting Air Wing competitions contributing towards Prime Minister Banner awarded during Republic Day Camp.** This Camp also helps in fostering a sense of discipline, leadership, comradeship and national integration’. The details of the competitions and its conduct are elucidated in the ‘Red Book’.

(iv) **Nau Sainik Camp.** Conducted as Inter Directorate competitions, with the aim **‘to give an exposure to salient aspects of Naval Wing training and generate healthy competitive spirit by conducting Naval Wing competitions contributing towards Prime Minister Banner awarded during Republic Day Camp.** This Camp also helps in fostering a sense of discipline, leadership, comradeship and national integration’. The details of the competitions and its conduct are elucidated in the ‘Red Book’.

(v) **Rock Climbing Camp.** Rock Climbing camps are held to **expose the cadets to the basics of elementary rock climbing and to inculcate spirit of adventure, leadership qualities, team spirit, camaraderie as also physical fitness to include enhancing of stamina and endurance amongst the cadets.**

(vi) **National Integration Camps.** National Integration camps are conducted on all India basis with representation from each region and **help to integrate the diversity among various states of India.** In addition, Special National Integration Camps are held at remote and border areas to give an exposure to the difficulties faced by the citizens residing in these areas. The duration of the camp is 12 days for SD/SW and JD/JW.

(vii) **Republic Day Camp (RDC).** NCC Republic Day camp is the culmination of all NCC Training activities and is held at Garrison Parade Grounds, Delhi Cantt from 01 Jan to 29 Jan each year. Selected NCC cdt's from all the states and Union Territories attend the camp as per vacancies allotted by HQ DGNCC annually. The camp is inaugurated by the Hon'ble Vice President of India and culminates with the Prime Minister's Rally on 28 January. During the camp, visit of Hon'ble Raksha Mantri, Hon'ble Raksha Rajya Mantri, Hon'ble Chief Minister of Delhi and three service chiefs are also organized. During the RDC, various competitions are conducted amongst the 17 NCC Directorates to decide the Champion Directorate for award of Prime Minister's Banner. Competitions are keenly contested in various events such as National Integration Awareness, Line & Flag Area, Cultural, Best Cadet in each wing, ie Army, Navy and Air Force, Aero modeling, Ship modeling competitions are also conducted.

(viii) **SSB Screening Capsules.** SSB Screening Capsules for both SD boys and SW girls are conducted at Officers Training Academies and other Centrally Organised Camps. The aim is to orient and prepare cadets for selection for induction into Armed Forces .

(ix) **All India Treks.** These camps are conducted under the aegis DGNCC. These treks are conducted by designated State Directorates make the cadets aware of the uniqueness and rich cultural diversity of India. The duration of these camps is of 10 days. The aim of trekking camps is **'to develop spirit of adventure, leadership, stamina, endurance, self confidence, team spirit as well as spirit-de-corps' and also to imbibe environmental awareness and concern, inculcate respect for local customs, culture and history and lastly to promote national integration'** their conduct is covered by DGNCC "SOP:All India Treks" issued vide DGNCC letter No 17812/Trek/DGNCC/Trg(E) of 28 Nov 2013.

(c) **Military Attachment Camp.** These Camps are of 12 days duration and are for Senior Division boys and Senior Wing Girls. **Aim of these camps is to expose selected Senior Division Cadets to Armed Forces environments to give a feel of Military Training which would give them confidence and inspire them to join the Armed Forces.** Selected girl cadets are exposed to day to day functioning of a Military Hospitals, which would give **an exposure in**

**the field of Hygiene, Sanitation and patient management.** Attachment training is also given to SW and SD cadets at OTA and IMA, Air Force and Navy academies.

(d) **Attachment Training IMA/OTA.** These camps are conducted for a duration of 12 days for SD/ SW cadets. Detailed training schedule is prepared in with IMA/OTA. The aim of these training is **‘to expose the cadets to the training imparted at IMA/OTA and to motivate them to join the Armed Forces as Commissioned Officers’.**

## **SECTION II**

### **PLANNING**

#### **General**

5. The planning for conduct of NCC training camps is initiated at the level of the conducting Units/ Group Headquarters/ Directorates. The planning must be carried out in consultation with concerned military/ civil administration before the commencement of each training year. The support of local civil administration or military units/establishments, infrastructure available, weather and period of the year in relation to the schedule of NCC activities must be factored in. The coordination for the camps must be carried by the Headquarters one level higher for optimal utilization of the resources. Centrally Organised Camps are ordered by HQ DGNCC in consultation with conducting State NCC Directorates, who thereafter coordinate and conduct the specified camp. The camps should be planned in consultation with universities, colleges and schools during their vacations as far as possible.

#### **Preliminary Recce for Selection of Camp Sites**

6. Preliminary recce should be carried out about four months before a camp is due to start. This recce should be done by the Camp Commandant assisted by SM/ a senior JCO or equivalent rank of Navy/ Air Force. The following points require special attention whilst carrying out the recce :-

- (a) The camp area is accessible by road/ rail.
- (b) Camp site is away from population or other establishments which can cause disturbance to trg and hazards to the cdts.
- (c) The camp area should be a leveled ground preferably with built up accommodation for living and storage. Adequate open area suitable for conduct of various trg activities must be available.
- (d) There is adequate slope for water to drain out from the camp area.
- (e) Camp site should be away from lakes, rivers and canals (water hazards).
- (f) A camping ground should be obtained from civil administration/ Defence establishments.
- (g) There should be reasonable amount of shade around the camping site.
- (h) There is adequate water for drinking and bathing.
- (j) The area is not infested with snakes, scorpions, insects etc.

(k) The area is not infested with diseases in the epidemic form.

(l) Suitable training ground must be available with firing range in close proximity.

(m) The loc, layout and existing facilities must contribute towards security attributes of the selected campsite.

7. **Preliminary Camp Recce Report.** Format is attached as **Appendix A.**

8. **Camp Recce Report.** On completion of the recce, the Camp Commandant will submit a camp recce report to the State NCC Directorate/ NCC Group HQ for approval. Preliminary camp recce may be waived off in case suitable campsites are already available where camps have been conducted earlier and approved by higher HQs. In such case approval may be sought directly.

9. On receipt of the approval, the Camp Commandant will carry out the detailed recce of the camp area alongwith Sub Maj/ Sr JCO and Quarter Master and issue detailed administrative instructions. Suggested headings for the same are given at **Appendix B.**

### **SECTION III**

#### **FINANCE**

##### **General**

10. The funds required for conduct of the Camps are released to the NCC Dtes in advance by the Central and the State Govts at the commencement of each quarter of the financial year. Detailed instructions are contained in GOI MoD letter No. 0965/DGNCC/Budget/903/D(GS-VI)/06 dated 18 May 2006. The accounting procedures adopted must fulfill the stipulations and the procedures laid down by both the Centre and the States to prevent avoidable audit obsns. A very high standard of '**Financial Integrity and Probity**' is expected of everyone dealing with finances and the same should be ensured at all levels.

##### **Requisition of Advances**

11. After finalization of the schedule of camps to be conducted in the trg yr and the campsite, the Camp Commandant will submit the budget estimate (BE) for the scheduled camp to Group Headquarters, who in turn will consolidate and forward the same to State NCC Dte after scrutiny and countersignature. Care needs to be taken to ensure that the requisition is calculated correctly under various heads based on the current entitlements of various types of personnel/cadets attending the camp. NCC Dte will then arrange the release of funds in the name of Camp Comdt or OC Unit, as the case may be. Requisitions for advances should be sent as early as possible, but not later than two months before the commencement of a camp. In cases where the state govt fails/delays to release the state share of the camp fund, the camp may be rescheduled after obtaining sanction from respective State Dtes. Approx estimate of the expenditure to be prepared and forwarded to State NCC Dte and clearance to be obtained. A 10 percent increase or decrease in the expenditure to be acceptable.

##### **Accounts Officer**

12. The Deputy Camp Commandant will be nominated by the respective NCC Group HQ and assign the duties of Camp Account Offr in addition to other duties:-

- (a) Maintenance of all cash accounts in the camp.
- (b) Checking and maintenance of documents pertaining to messing accounts.
- (c) Checking and maintenance of documents concerned with expenditure on all hired and stores purchased out of incidental grants.
- (d) Day to day closure of all accounts.
- (e) Submission of completed accounts with all the relevant documents to the Camp Comdt soon after termination of the camp for audit.

(f) Ensure that contractor has remitted 5% of contract value of security deposit by cash in bank to the credit of Camp Comdt as per para 62 & 64 of Camp Accounting Instructions.

(g) A full audit of the accounts should be done at Gp HQ level and surprise check of expenditure should be done at State NCC Dte level. No handmade expenditure slips to be accepted. A surprise check and audit of camp accounts may also be done by DDG (P&F) at HQ DG NCC.

### **Maintenance of Camp Accounts**

13. Detailed instructions on maintenance of camp accounts contracts are contained in Chapter III of Accounting Jurisdiction for NCC Camps.

14. An expenditure report with accounts duly closed in all respects will be submitted to the NCC Directorate within 30 days of termination of the camp. Unspent portion of the camp fund must be remitted/ deposited to the NCC Dte/ state Govt through MRO/DD. Closing of the camp accounts at the earliest is imperative.

15. All the measures to enforce transparency in handling of camp funds must be adopted as elucidated in DGNCC letter No 4180/Transparency/DGNCC/Trg 'A' dt 26 Jul 2011.

### **Audit of Accounts**

16. The concerned Group HQ/ State Dte should convene a Bd of Offrs for carrying out pre-audit of the camp account within seven days of completion of the camp. Thereafter, the audit of the camp should be conducted by the AG of respective states at the earliest after the completion of the camp in accordance with the CAG of India letter No. 1684/Adm-I/665-61 dated 12 Jul 1967.

### **Settling of Bills**

17. All bills will be settled preferably by electronic transfer of funds. However, bills can be settled through issuance of cheques under compelling circumstances where the facility of electronic transfer is not available. No cash transaction will be undertaken for settling of bills. The bills produced should consist of TIN NO, telephone No, and complete address of vendor except for fresh vegetables and fruit items purchased from retail vendors. The bills obtained from retail vendors must include the mobile No, Adhar No and the address of the vendor to ensure transparency and accountability at all levels.

### **Bank Accounts**

18. Camp Comdt will personally open a current account in a Public Sector/Nationalized Bank or Govt Treasury which will be jointly operated by him and the Camp Account Offr. As far as possible minimum 'cash in hand' will be maintained by the Camp Comdt. An appropriate sum of money can be kept as cash in hand.

## **Procurement of Stores/Eqpt**

19. Endeavor must be made to procure all stores of supply and mtrl through ests/ agencies as existing in mil stns / civ sup depts of the civ adm where possible. it may be procured through contracts with Govt regd contractors where the same is not possible. Where the above is not possible, local purchase may be resorted to through Purchase Committees constituted vide CROs as per laid down procedures. Items thus procured must be taken on charge and accounted for thereafter. Also, whenever an item is purchased on credit basis, it should be supported by sup order /delivery chalan and credit bill should be of the same day of purchase.

20. **Contribution from Cadets.** Under no circumstances, contribution from cadets will be made.

21. **Maintenance of Records.** The following are some of the important records required to be maintained by every Camp Commandant:-

- (a) Cash Book
- (b) Daily messing expenditure statement
- (c) Camp Store Ledger
- (d) Loan Ledger
- (f) Register of Security Deposits
- (g) Attendance Register
- (h) Stock Book
- (j) Camp POL account including daily running report
- (k) Register of hired tpt
- (l) Telephone Call/rental register
- (m) Postage account
- (n) Muster roll of camp followers
- (p) Audit objn register
- (q) Printed columnar cash books as prescribed by Centre and State Government.

22 **Camp Accounts Completion Report.** A reputation for high financial integrity is not easily attained but is a product of a long term commitment to doing the right things and doing the things right.

23. Financial integrity is a key to any organisation's reputation and is also a key to both maintaining and enhancement of our organization's value.

24. An innovative format for its Units undergoing camp which is forwarded to the dte within ten days on termination of the camp. It ensures accurate, transparent and

timely reporting by the Units and the Gp HQs. The format is as under:-

01	Camp			
02	Venue			
03	Period			
04	Approved Strength of Camp	ANOs	Cadets	Total
	(a) Govt/Govt Aided			
	(b) Self Aided			
05	Actual Strength of Camp	ANOs	Cadets	Total
	(a) Govt/Govt Aided			
	(b) Self Aided			
06	Camp Fund sanctioned			
07	Addl Fund from other Receipt			
08	Total camp fund Sanctioned/Received			
09	Actual expenditure incurred			
10	Unspent balance surrendered to Govt/deposited back to central fund	I		
		II		
		Total		
11	Date of submission of Adj bill to PAO			
12	Date of completion of Camp Regt Audit			
13	Special remarks of the camp, if any			

### **CERTIFICATE**

**Certified that:-**

- (a) The particulars furnished above are correct.
- (b) The camp documentations are done perfectly and the camp officials have signed / authenticated wherever required.
- (c) The unspent balance has been surrendered to Govt within the stipulated period.
- (d) The arithmetic accuracy of the cash books, payment vouchers will correspond of receipt vouchers and other supporting documents are verified.
- (e) All the non expendable stores and the balance of expendable stores have been transferred to unit stores ledger.

\_\_\_\_\_  
(Name)  
Accountant

\_\_\_\_\_  
(Name)  
Superintendent

\_\_\_\_\_  
(Name)  
Camp Commandant

\_\_\_\_\_  
(Name)  
Regiment Audit Team

\_\_\_\_\_  
(Name)  
Asst Dir (NCC Gp Hq)

\_\_\_\_\_  
(Name)  
Asst (Gp HQ)

### **COUNTERSIGNED**

**Group Commander  
NCC Gp HQ**

## **SECTION IV**

### **MOVE TO CAMP AREA**

#### **Advance Party**

25. Advance party detailed in accordance with Administrative Instructions will move to the Camp site four days before the commencement of the Camp. The following duties will be carried out by the advance party:-

- (a) General cleanliness of the area.
- (b) Marking general layout of the camp including sign posting and route mkg.
- (c) Establishing of water points, bathing points.
- (d) Digging of latrines, where applicable.
- (e) Establishment of cook houses, offices, Quarter Guard, Kote, stores and MI room.
- (f) Laying of power.
- (g) Arrangements for reception of campers at the rail/road head.
- (h) Lighting arrangement and electrification of the camp area.
- (j) Final liaison with local civ / mil auth.

#### **Move of the Main Body**

26. Main body will move to the camp site as under :-

- (a) Main body including training, administrative and clerical staff should move one day prior to the start of Camp.
- (b) **Move of the Cadets.** The Cadets will move to the camp area from respective institutes/ participating Gp HQs/Dtes escorted by staffs (ANOs/PI Staff/GCIs). SW and JW Cadets will be invariably accompanied by GCI/ ANOs (ladies) so detailed. The cadets will report to the reception centre and affix the thumb impression for biometric attendance to ensure **transparency and accountability** at all levels.
- (c) Details of move by rail are given in **Appendix C.**
- (d) Details of move by road are given in **Appendix D.**
- (e) Instructions for the move of small parties are contained in **Appendix E.**

### **Priorities of Work**

27. The cadets will carry out the following tasks in priorities laid down by the Camp Comdt under supervision of regular staff:-

- (a) Familiarization of camp layout.
- (b) Pitching of living tents / cleanliness of habitat
- (b) Digging snake trenches & drains.
- (c) Establishment of fire points.
- (d) Area maint to ensure cleanliness of the camp area.

### **Pitching up living tents**

28. As laid down in Tentage Regulations where required.

### **Digging Snake Trenches**

29. All tents will have a snake trench of 18" deep and 18" wide with vertical sides.

### **Establishment of fire points**

30. There will be adequate fire point established with following stores:

- (a) Two buckets of loose sand.
- (b) Two buckets of water.
- (c) One pole with a hook.
- (d) Two shovel and one pick.
- (e) Requisite fire extinguishers ( functional).

### **Digging of drains**

31. Drains where required will be dug to prevent water logging.

### **Sign posting**

32. Sign posting must help in iden the camp layout and all important venues should be properly marked.

### **Improvement of existing roads and tracks**

33. All the existing roads/tracks within the camp location should be well marked with flags and stones and improved daily.

**Note:** In case the camp is being conducted in Armed Forces Unit / Est, SHO to be incorporated for inspection of the location for its suitability.

## **SECTION – V**

### **INTERIOR ECONOMY/ CAMP ADM**

#### **Camp Orders**

34. Camp Orders in the form of CRO must be published daily covering all the aspects for promulgation to all personnel and civ in the camp. Suggested heading for the CRO is att as **Appendix F**, which will be promulgated to all ranks participating in the camp. A copy of the CRO must be displayed in designated places viz. Officers' Mess, Information Room, and Coy Notice Boards and read out during Roll Call to the cdt and staffs. System must be incorporated to pass all such orders to civ and ack obtained.

#### **Reception Centre**

35. A Reception Centre and Guests Tent/Room will be est at Main Entrance. The reception centre apart from providing asst to the visitors must ensure security. Visit timing must be promulgated in such a manner as not to interfere with the trg and other camp activities. Visitors may be allowed to go round the camp after obtaining permission from the Camp Commandant/ Deputy Camp Commandant. Reception centre must be manned by pers of RP under the supervision of a PI Staff/ANO. A high std of courtesy and mil decorum must be maint by the staff and the cdt manning the Reception Centre. Visitors allowed to enter the camp will be accompanied / conducted by ANOs/Cadets detailed for the purpose. Telephone connection/ mobile Nos must be provided to facilitate the visitors to contact the concern staff/ cadet. The cadets will report to the reception centre and affix the thumb impression for biometric attendance to ensure **transparency and accountability** at all levels.

#### **Scale of Rations**

36. Scale of rations will be as per Logistic Manual (Green Book) 2005, issued by HQ DG NCC. As far as possible and preferably rations will be purchased from Govt controlled shops. A especially appointed Purchase Committee will purchase any items which cannot be procured from these sources.

#### **Purchase of Rations and Camp Necessities**

37. Wherever ASC Depots/Govt. agencies/Govt Controlled shops are located in the same place or near about the Camps, the rations will be purchased from them in exceptional cases, if it is cheaper than ASC/Govt. supply, ration may be purchased from open market, Such purchases will be made from a reputed shop/dealer who issues printed cash memos/bills, through the Purchase Committee after following the laid down "Nodal formalities/ from government run cooperative stores / The Purchase Committee will be promulgated in the CRO and composition as under:-

- (a) Regular Officer/Whole Time Lady officer - Presiding Officer.
- (b) One ANO - Member.

- (c) Two Seniors Cadets - Members.

38. Members of this Committee will be changed at least thrice during the 10 days camps and four times during the 12 days camp, however, senior cadets should be changed daily to avoid them missing out on training. The purchase committee will be responsible for making all purchases from local sources.

### **Number of Cook Houses**

39. Only one cookhouse will be established in the camp except in camps like All India trekking Camp where cooking will have to be done at more than one place. Cooking will be done centrally and there will be a common menu for all. However, a separate dining hall will be established for PI Staff and a separate dining hall for the civilian staff. Camp Officer's Mess will be established and food from the cookhouse will be served in the Officers Mess. The services of the Officers' Mess will be utilized by all regular officer officers and ANOs. During the camps, the GCIs may be permitted to dine in the officers' mess. Cookhouse(s) be est at max possible distance from the latrines.

### **Stores**

40. (a) As far as possible, the QM Stores should be housed in a permanent accommodation. Where permanent accommodation is not available, the same may be established in tentage, however, safety and security aspects must not be compromised.
- (b) It will be ensured that stores are properly stacked off the ground to avoid damage by white ants/ rodents and elements of weather.
- (c) The stores should be sited away from the cadets' lines and sentry should be posted round the clock.

### **Offices**

41. The Camp Office should be sited near the Quarter Guard and will be placed "Out of Bound" for all ranks and cadets.

### **Marking of Sports and Parade Ground**

42. If the camp area permits, adequate sports grounds should be made available during camp depending on the strength of the camp. The sports grounds should be properly marked with white lines. It is desirable to have a big open ground at least 300 yards by 300 yards for conduct of parades.

## **Water Points**

43. Water used in the camp must be from auth source and must be checked by local medical authority and certified as potable. If water from auth source is not available, water trucks/ bowzers must be hired for ferrying water from auth source. Chemical for water treatment should be procured depending on requirement. Sufficient number of water points should be arranged for boys and girls separately for drinking as well as washing. Emphasis be laid on the following:-

- (a) Cleanliness of water containers and the surrounding.
- (b) Proper drainage facilities/soakage pits to avoid stagnation of water.
- (c) Water points should be clearly marked with appropriate flags.
- (d) A member of the RP will be posted to ensure discipline at water points and avoid water wastage.
- (e) Proper security arrangements should be ensured of the water points. Wherever possible, provision of RO Plant should be ensured for drinking water.

## **Cook House**

44. **Food.** The quality of food in the camp should be of high standard and purchased from auth agencies or reputed dealers. It must be ensured by the Purchase Committee. The food items must be stored properly and the storage area should be free from insects and rodents. The food must be adequate and no wastage of food must be ensured. **All precautions should be taken to ensure that no case of food poisoning occur in the camps. A sample of food provided to cadets will be preserved for 36 hours after the meal is served.**

45. **Cooking and Serving of Food.** The following points need attention:-

- (a) All preliminaries such as cutting, peeling and washing of food items will be done in a separate room/ tent. Peelings and cuttings will never be done on the ground or on gunny bags. Proper preparation tables, cutting and chopping blocks will be used for the purpose.
- (b) The food must be properly cooked and cooking must be so timed that food is ready only a few minutes before the time of distribution. The food should be served hot except in the case of cold dishes, which are served cold.
- (c) The food should be served in an organised manner. Proper arrangements should be made to keep food for those on duty.
- (d) Regular inspection of the hygiene, sanitation and cleanliness of the cook house staff and utensils should be carried out.

- (e) Wastage of ration/cooked food is avoided by ensuring:-
- (i) Ration as per the feeding strength and the 'Bill of Fare' must be issued and cooked.
  - (ii) Avoid over peeling, use of excess oil, condiments, salt & sugar.
  - (iii) Food is cooked in time and served hot.
  - (iv) Cadets should be made responsible for serving under the control of the Messing Officer.
  - (v) No one except cadets will be served in the cadets' Mess.
  - (vi) Same food should be served to Officers, ANOs, GCIs, PI Staff, Civilians and cadets.

46. **Cook House-Notice Board** Every cook house will display a notice board with the following orders/statements:-

- (a) Sanitary rules.
- (b) Nominal roll of cooks and other servants working in cookhouses.
- (c) Duty roster of cooks.
- (d) Medical inspection of cooks (FFI record)
- (e) Inoculation/vaccination state of cooks.
- (f) Current bill of Fare.
- (g) Daily scale of rations fixed for the camp.
- (h) List of furniture and utensils in cook house.
- (j) Daily expenditure.

### **Soakage pits**

47. Each cookhouse will have a soakage pit 6' deep and 4 ½ ' wide. These pits will be fly proofed, filled with lime stone/brick and covered with a top layer of earth.

### **Cook House-Sanitation**

48. Cook Houses must be kept scrupulously clean at all times. Waste food will be buried/ burnt in refuse pits, which will be located away from the cookhouses. Each cookhouse will be provided with soap and water treated with potassium permanganate for washing hands. Sanitation rules for cook houses are given in **Appendix G**.

### **Mess for Regular Staff**

49. Separate messes for JCOS, NCOS, or equivalent ranks IN/IAF and civilian staff will be established. The messing charge equal to that of the ration allowance entitled to various categories of personnel should be recovered from them and credited in the overall messing charges.

### **Local Inhabitants**

50. (a) Cordial relations should be maintained with the local people. No cause should be given for any complaints regarding rude behaviour/damage to crops etc.
- (b) Local influential people should be invited to camp functions and shown round the camp.

### **Kitchen Staff and Camp Civ Employees/Servants**

51. (a) All servants employed in the camp will be in possession of a pass signed by the Camp Commandant.
- (b) Losses of these passes will be reported forthwith to the Camp Security Officer.
- (c) It is imperative that all the civ employed during the camp must be carefully selected. It must be ensured that they maintain a high standard of personal hygiene during the camp. All civilians employed in the camp will be medically inspected. No one suffering from any contagious disease will be engaged in the camp.

### **Cash/ Valuables**

52. (a) Cadets will be prohibited from bringing large amounts of cash and valuables to the camp. ANOs of respective institutes will ensure it before moving out from the institutes. The cadets will be warned that if they do so it will be at their own risk.
- (b) If due to unavoidable circumstances any cadet does bring large cash or other valuables, the same should be handed over to the Adjutant for safe custody during the camp. The Adjutant will give a receipt for the same.

### **Hawkers**

53. Hawkets will not be allowed access to the camp.

### **Deep Trench Latrines/Toilets**

54. Latrines will be smoked every morning. The wooden frame will also be washed twice a day and treated with lime. They will be inspected daily for cleanliness by the QM Hav and will be seen daily by Camp Medical Officer and Camp QM. Latrines will be provided at the scale of 10 seats per 100 cadets. Deep trench latrines of proper specifications i.e. 3' wide, 8' deep and length suitable to requirements will be constructed and covered by proper latrine frames. Partition screens will be erected for each latrine seat. Sweepers will be on duty to keep them clean. Night latrines will be earmarked and lighting provided.

### **Urinals**

55. Sufficient urinals should be provided within the camp area. These will be treated daily with creosote and lime quick.

**Note:** Separate latrines and urinals will be est for girl and boy cadets. Latrines meant to be used by girl cadets should be away from those meant for boy cadets and proper security should be ensured to avoid any untoward incident. The Camp Comdt/ Dy Comdt will be responsible for the security of the bathing, latrine and urinal area of the girls.

### **Leisure Activities**

56. (a) **Information and Recreation rooms.** Newspapers and magazines in english and in regional languages should be made available. Indoor games like Carrom, Chess, Table Tennis etc. should be arranged. A TV set along with Dish Antenna/ Cable Network and a PA system should be ensured.
- (b) **Games and Sports.** A Camp Sports Officer will be nominated. He will arrange evening sports and games. All cadets will take part in games daily.
- (c) **Cultural activities.** An entertainment officer will be detailed to coordinate all cultural activities like concerts, variety entertainment and cinemas. Such activities will finish much before the lights out. The type of plays and music including recorded music should be scrutinized properly to ensure that they are not obscure or vulgar.
- (d) **Audio Visual Eqpt.** TV with Projection System, a PA eqpt with a good music system will be quite useful both for recreation and trg activities.

### **Tuck Shop**

57. Camp Commandant should ensure establishment of a Tuck shop in the camp location for the cadets. The shop will function according to the timings notified in Camp Routine Orders. A price list will be displayed after approval by the Camp Line Committee. This list will be prominently displayed in the shop. It must be est by an auth person/agency. The hygiene and sanitation of the Tuck Shop should be ensured and all food handlers of the Tuck Shop should be medically examined.

### **Leave**

58. Leave during camps is normally not granted and will only be considered under very exceptional circumstances.

### **Private Mail**

59. Private mail will be collected by the Coy Sgt Major from the Camp Office and distributed to cadets. A post box will be kept near the Tuck Shop. Timings of collection of mail will be notified in the Camp Routine Orders. Postal covers and stamps will be sold in Tuck Shop. All efforts will be made to establish adequate STD telephone connections in the camp.

### **Office Procedure**

60. The location of the Camp Office and office timings will be notified in Camp Routine Orders.

(a) **Orderly Room**. Orderly room cases will be brought before the Camp Comdt at the time notified by the Camp Adjutant.

(b) **Publication of Part I and Part II Orders**. Camp routine orders will be published by 1700hrs every day. Orders will be read out at Roll Call.

## **SECTION-VI**

### **MECHANICAL TRANSPORT**

#### **General**

61. Mechanical transport detailed for the camp must be serviceable and dependable. All Commanding Officers whose unit vehicles are detailed for the camp must ensure the same, since repair of mechanical transport is not permitted from the camp budget. Maj expenditure incurred on MT repairs during the camp will be borne by the unit to which the veh belongs. All mechanical transport in the camp will be pooled under the MTO and used in the most economical manner.

#### **Safety Precautions**

62. Drivers will be briefed by the MTO on the importance of observing utmost safety precautions whilst transporting cadets from one place to another or moving the vehicle out of camp location. Any untoward/grave incidents should be reported to all concerned within 24 hours of the occurrence of the incident by the fastest means of communication such as OP IMMEDIATE signal/fax/telephone message. The first report from the unit should be initiated as per format enclosed herewith as **Appendix H**.

#### **Orders for the Use of MT**

63. Detailed orders for the use of MT are at **Appendix J**.

## **SECTION - VII**

### **TRAINING**

- Ref :- (a) HQ NCC letter No 4295/DGNCC/Trg(A) dt 09Aug91 (**Attendance On Camps**).
- (b) HQ letter No 2301/DGNCC/TRG(A) dt 17 Dec 91 (**Camps in tents and Bivouacs**) .
- (c) HQ NCC letter No 17125/DGNCC/TRG(A)/3 dt 02 Mar 93. (**Cadet Appointments during Camps**)
- (d) HQ NCC letter No 17125/DGNCC/TRG(A) dt 27 Aug 93 (**Approved Cadet Appointments during Camps**).
- (e) HQ NCC letter No 2301/Policy/DGNCC/TRG(A) dt 27 Aug 93 (**Detailment of Cadets**).
- (f) HQ NCC letter No 4180/VSC/DGNCC/TRG(A) dt 18 Oct 93 (**Service Ethos**).
- (g) HQ NCC letter No 4145/DGNCC/TRG(A) dt 05 APR 91 (**Bayonet Training**)
- (h) HQ NCC letter No 2301/DGNCC/TRG(A) dt 01 Jan 94 (**Policy on NCC Camps**).
- (j) NCC letter No 4180/DGNCC/TRG(A) dt 01 97 (**Visit of Family Members to the Camp Site**).

### **Organisation for Training**

64. Training programmes will be prepared a month before commencement of the camp and will be issued to all concerned. Training programme will be based on Training Syllabi issued by the HQ DG NCC. **All cadets attending the Camps will be given an opportunity to deliver at least one lecturette of five minutes to an audience of minimum TWENTY cadets as part of Personality Development. Personality Development will form inherent part of all activities being undertaken in the camps and will not only be restricted to debates.** Training will be organised so as to have a stand for each subject and squads go round in rotation to each stand, each period. This will ensure uniformity in standard and economy in training stores.

### **Training Teams**

65. (a) **Composition**. Each camp will have a training team composed of the following:-
- (i) Training Officer – Dy Camp Comdt..
  - (ii) Assistant Training Officer – Nominated ANO.
  - (iii) Senior Training JCO or equivalent rank in IN/ IAF.

- (iv) Adequate Training JCOs/ NCOs
- (b) **Duties.** Training team will coordinate all training in camp and will carry out the following duties :-
  - (i) Maintain a check sheet to gauge progress of training.
  - (ii) Hold sufficient number of classes, both practical and theoretical, to cover the Training Syllabi. In addition to above, each unit will have its own training team to watch unit training and organize daily staff parades to brief all instructors on next day's work.
  - (iii) Conduct trg for the PI staff and the ANOs to ensure uniform std of trg.

### **Daily Training Schedule.**

66. A suggested daily routine for training as a guideline is given below. However, the same may be changed as per the geographical location of the camp and weather conditions:-

- |     |                |  |
|-----|----------------|--|
| (a) | PT             | :0630h – 0710h   |
| (b) | Breakfast      | :0715h – 0800h.  |
| (c) | Trg            | :0800h – 1240h (6 periods of 40 mins each incl tea break of 20 mins) |
| (d) | Lunch          | :1240h – 1340h   |
| (e) | Rest/OTW       | :1340h – 1500h.  |
| (f) | Trg            | :1500h – 1755h (3 periods of 40 mins each incl games)                |
| (g) | Bath & Change  | :1800h – 1900h   |
| (h) | Roll Call      | :1900h – 1930h.  |
| (j) | Dinner         | :1930h – 2030h.  |
| (k) | Trg (Cultural) | :2030h – 2110h (5 periods of 40 mins Optional).                      |
| (l) | Lights Out     | :2200h.  |

### **Training Syllabi.**

67. The suggested Block Syllabus for various training camps are given in the succeeding paragraphs.

### **68. Block Syllabus : ATC/CATC (Army Wing).**

#### **(a) Availability of Trg Periods.**

- |       |                       |   |                      |
|-------|-----------------------|---|----------------------|
| (i)   | Duration.             | : | 10 days              |
| (ii)  | No of Periods per Day | : | 11 periods (incl AN) |
| (iii) | Total                 | : | 110 periods.         |

(iv)	Adm prep, arr, dep, opening & closing address.	:	1.25 days
(v)	No of Trg days	:	8.75 days
(vi)	Total Effective Periods	:	96 Periods

(b) **Subject-wise Allotment of Periods.**

Ser No	Subject	Periods	Remarks
1	PT	08	
2	Drill	08	FD, AD & CD
3	WT	12	Incl firing
4	National Integration & Awareness	02	
5	Personality Devp & Ldrship	12	
6	Disaster Management	02	
7	SA & CD	04	
8	Health & Hyg	02	
9	Adventure activity	06	
10	MR	08	
11	FC/ BC	06	
12	MH	02	
13	Intro Inf Wpns	02	
14	Comn	02	
15	Games	09	
16	Cultural	09	
17	Spare	02	
Total		96	

69. **Block Syllabus : ALC.**

(a) **Availability of Trg Periods.**

(i)	Duration.	:	12 days
(ii)	Adm prep, arr, dep, opening & closing add	:	02 days
(iii)	No of Trg days	:	10 days
(iv)	No of Periods per Day	:	11 periods (incl AN)
(v)	<b>Total</b>	:	<b>110 periods.</b>

(b) **Allotment of Periods.**

Ser No	Subject	Periods	Remarks
1	PT & Yoga	08	
2	Drill	06	
3	Leadership & Man management	10	Theories
4	Armed Forces Awareness	06	
5	Personality & Comn Skill Devp	14	GD, Debates & Public Speaking

6	Gen Awareness	14	
7	Guest Lectures ( Prominent personalities)	06	
8	Sit Handling	12	Case studies
9	Group Tasks	12	
10	Motivation Movies	12	
11	Games	08	
12	Spare	02	
<b>Total</b>		<b>110</b>	

70. **Block Syllabus : NIC.**

(a)	<b><u>Availability of Trg Periods.</u></b>	<b><u>SD/SW</u></b>
(i)	Duration.	: 12 days
(ii)	Adm prep, arr, dep, opening & closing add	: 02 days
(iii)	No of Trg days	: 10 days
(iv)	No of Periods per Day	: 11 periods (incl AN)
(v)	<b>Total</b>	<b>: 110 periods</b>

(b) **Allotment of Periods.**

Ser No	Subject	Periods
1	PT & UAC	10
2	Drill	06
3	HIV/AIDS Awareness	06
4	GD/ Debate / Lectures/Extempore speech	12
5	National Integration Awareness	12
6	Social service Activities	16
7	Env't Awareness	06
8	Integration with Local Cultures & Economy	09
9	Vis : Places of historical Imp	12
10	Quiz competition	02
11	Competitions	06
12	Games	10
13	Spare	03
<b>Total</b>		<b>110</b>

71. **Block Syllabus : Army Attachment Training (Army Unit).**

(a)	<b><u>Availability of Trg Periods.</u></b>	
(i)	Duration.	: 12 days
(ii)	Adm prep, arr, dep, opening & closing add	: 02 days
(iii)	No of Trg days	: 10 days

- (iv) No of Periods per Day : 11 periods (incl AN)
- (v) **Total** : **110 periods.**

(b) **Subject wise Allotment of Periods.**

<b><u>S. No</u></b>	<b><u>Subject</u></b>	<b><u>Periods</u></b>	<b><u>Remarks</u></b>
1	Physical Training/Route March/Obstacle Course	10	
2	Drill /Ceremonial	05	
3	Awareness about Army (Know your Army)	08	
4	Daily Routine in an army Unit	05	
5	Org and Layout Army Unit	05	<b>(incl vis)</b>
6	Conduct of Trg in Army Unit	05	
7	Maint of Security in Army Unit	02	
8	HR Mgt & Adm in Army Unit	02	
9	Emp of QRT	04	
10	Fire Fighting & First Aid including practice	05	
11	FC/BC ( LDM & Prac)	10	
12	Org for Battle/Op in Army Unit	05	
13	MR incl Navig	10	
14	Motivation Trg	14	
15	Elementary Wpn Trg	05	
15	Games	10	
<b>Total</b>		<b>110</b>	

72. **Block Syllabus : Army Attachment Training (MH).**

(a) **Availability of Trg Periods.**

- (i) Duration. : 12 days
- (ii) Adm prep, arr, dep, opening & closing add : 02 days
- (iii) No of Trg days : 10 days
- (iv) No of Periods per Day : 11 periods (incl AN)
- (v) **Total** : **110 periods.**

(b) **Allotment of Periods.**

<b><u>S. No</u></b>	<b><u>Subject</u></b>	<b><u>Periods</u></b>	<b><u>Remarks</u></b>
1	Physical Training/Route March/Obstacle Course	10	
2	Drill /Ceremonial	05	
3	Awareness: Army Medical Corps( Org, Role & Employment)	05	
4	Health , Hygiene and Sanitation.	10	
5	Org , Layout and Daily Routine in an MH.	05	(incl vis)
6	Hospital Management and Administration.	05	
7	Patient Management in Hospital (OPD & Wards)	10	
8	Lecture Demo & Practice First Aid	05	
9	Lecture Demo & Practice Treating Burn Injuries	05	
10	On Job Training in Various Departments	05	
11	Medical Cover in Various Operations of War	05	
12	Medical Cover During Aid to civil Authority including Natural calamities and Disasters	05	
13	Causality Evacuation.	10	
14	Medical Cover for Adventure Training	05	
15	Medical Cover for Conduct of Camps	05	
16	Games	10	
	Spare	05	
<b>Total</b>			

73. **Block Syllabus : Army Attachment Training (IMA/OTA).**(a) **Availability of Trg Periods.**

(i)	Duration.	:	12 days
(ii)	Adm prep, arr, dep, opening & closing add	:	02 days
(iii)	No of Trg days	:	10 days
(iv)	No of Periods per Day	:	07 periods
(v)	<b>Total</b>	:	<b>70 periods.</b>

(b) **Allotment of Periods.**

<b><u>S. No</u></b>	<b><u>Subject</u></b>	<b><u>Periods</u></b>	<b><u>Remarks</u></b>
1	Physical Training/Route March/Obstacle Course	10	
2	Drill /Ceremonial	05	
3	Miscellaneous ( LDMs, Visits, Opening & Closing add)	18	
4	Map Reading	08	
5	Tactics	06	
6	Signals	01	
7	Adventure Training	07	
8	Leadership & Man Management	02	
9	WT & Firing	13	
<b>Total</b>		<b>70</b>	

74. **Block Syllabus : RCTC.**(a) **Availability of Training Periods.**

(i)	Duration.	:	12 days
(ii)	Adm prep, arr, dep, opening & closing add	:	02 days
(iii)	No of Trg days	:	10 days
(iv)	No of Periods per Day	:	11 periods (incl AN)
(v)	<b>Total</b>	:	<b>110 periods.</b>

(b) **Subject wise Allotment of Periods.**

<b><u>S. No</u></b>	<b><u>Subject</u></b>	<b><u>Periods</u></b>	<b><u>Remarks</u></b>
1	PT/Endurance Training	15	
2	Familiarization with Basics of Rock Climbing(LDM)	05	
3	Familiarization with and Use of Special RC Equipment	05	
4	First Aid	04	
5	Rock Climbing (Practical)	44	
6	Repelling	22	
7	Motivation	05	
8	Environmental Awareness (Preservation)	05	
9	Competitions	05	
<b>Total</b>		<b>110</b>	

75. **Checklist : Training Programme.** Checklist for all camps must be prepared to monitor the conduct and progress of training during camps.

**Naval Wing Training.**

76. Various camps conducted in Naval wing are given in succeeding paragraphs.

77. **Sea Attachment Of Cadets Of Naval Wing in Ships / Establishments.**

(a) **Aim.** The aim of the sea attachment is to inculcate a sense of initiative, and qualities of leadership including self confidence.

(b) **Organisation and Strength.** The strength of the cadets for Sea Attachment at Western Naval Command is 90 SDs and a nomination of 5 ANOs and 8 PI Staff. Similarly the strength of the cadets for Southern Naval Command is 60 SDs and 5 ANOs and 8 PI Staff. The Sea Attachment is of 12 days duration.

(c) **Documents.** Following documents in respect of Cadets/Officers are to be carried:-

(i) Photo Identity Card.

(ii) Risk Certificate

(iii) Willingness certificate with parents consent for the training and also to undertake tasks like clean-ship and other duties assigned to cadets on board ships.

(iv) Indemnity Bond

(v) Swimming Qualified Certificate

(vi) Drowning Certificate

(vii) Medical Fitness Certificate

(d) **Escort.** Dtes are responsible for safely escorting their cadets to and from designated base.

(e). **Selection of Cadets.** Dtes are required to ensure careful selection of motivated and suitable Senior Division cadets from Naval Units. The cadets so selected should have attended their training regularly, be in possession of 'B' Certificate, be medically fit and swimming qualified. They will also ensure that selected cadets are:-

(i) **In possession of complete set of clothing items, as per Appendix B.** The units concerned are required to ensure proper kitting up of cadets and provide them with proper uniform and other essential gear. It is to be ensured that the cadets are turned out properly.

(ii) In possession of one copy of Cadets Hand Book.

(iii) Comprehensively briefed with regard to all Dos and Don'ts, daily routine, marks of respect to be paid, customs and traditions of the service observed on board naval ships and safety precautions on board and in dockyard. Cadets are not to carry cameras (Photography is prohibited inside Naval Dockyard and onboard Naval Ships), jewelry, valuables, inflammables, drugs and other prohibited items. The cadets are expected to behave in an exemplary manner, especially as they are going to operate along with the naval personnel.

(vi) Protected against enteric groups of fevers.

(f) **Discipline**. During the period of Sea Training, the cadets will be subject to the disciplinary control of the Commanding Officer of the ship. To a limited extent, cadets will be subject to Naval Law, as persons ordered to be received on board Indian Naval ships, under the Regulations of the Navy. The Commanding Officer can place a person under restraint, if he commits an offence against good order and discipline of the service.

78. **Training Syllabus**. The training syllabus is as given below:-

(a) **Seamanship**

- Demonstration and practice of knots, bends, hitches and splices.
- Demonstration and practice coiling, cheesing.
- Mousing pins, hooks, use of stoppers.
- Practical boat pulling
- Practical hoisting and lowering of boats including orders for hoisting and lowering.
- Piping practice – carry on, general call, piping the side, pipe down.
- Ship's layout.
- Ships compass and reading the compass.
- Duties of quartermaster and helmsman.
- Anchor work
- Survival at Sea. Use of life Jacket / Boat/ RAS etc.

(b) **Navigation**

- Shapes and colours of buoys, navigational marking, light houses and chart symbols.
- Magnetic north and true north, variation and deviation, compass error.
- Methods employed to determine a ship's position at sea.
- Deck Log
- Use of radar in navigation.
- Introduction to the navigational aids.
- Introduction to Astro-navigation, sextant and introduction to tides and currents.
- Practical chart work.

**(c) Communication**

- Semaphore practical
- Reception / Transmission in Morse, practical (Flashing)
- Communication organisation of ship
- Flags, pennants.

**(d) Gunnery**

- Lay out of gunnery systems on board ship.
- Watch and quarter bill

**(e) Damages Control, Ships Safety and Fire Fighting**

- Practical demonstration of fire extinguishers
- NBCD markings, fire mains
- States of preparedness
- Buoyancy and water tight compartments of ship
- Degaussing
- Pre-wetting
- Citadel

**(f) General Service Lectures**

- Naval terms, customs and traditions
- Types of warships and their functions including helicopters and submarines.
- Armament of ships, submarines and naval aircrafts.
- Build up from cadet to admiral and badges of rank of officers
- Build up from a boy to MCPO and badges of rank of sailors
- Branches in the navy and their functions
- Equivalent ranks in three services.

**(g) First Aid**

- Structure and functions of human body, principal of first aid and use of first aid equipments.
- First aid treatment of a drowning case.
- Artificial respiration

**(h) Discipline**

- Discipline and duty
- Duties of a good citizen
- Customs of service
- Introduction of Navy Act and Regulations Indian Navy.

(j) **Ship's Husbandry**

- Importance of cleanliness in ships.
- Chipping and painting of ship side, practical works
- Practical deck work

(k) **General /Professional Lectures by Specialist Officers.** Professional topics related to various classes of ships and submarines may also be included as a part of sea attachment.

(l) **Sports & Games, including Boat Pulling/ Sailing** The cadets are allowed to participate in morning PT and evening games. Organized sports (Football / Basketball /Volley ball) with sailors of the ships/shore establishment can be conducted in the evenings. Boats pulling /sailing practices can also be undertaken during attachment.

(m) **Educational Visits.** Conducted tour to various types of ships/submarines, dockyard and shore.

79. **Attachment Training: Naval Academy Ezhimala.** Block syllabus for attachment training with Naval Academy Ezhimala is as under:-

<b><u>S. No</u></b>	<b><u>Subject</u></b>	<b><u>Periods</u></b>
(a)	Physical Training/Route March/Obstacle Course	15
(b)	Parade Training/Arms Drill/Divisions/Ceremonial	20
(c)	Weapon Training	04
(d)	Seamanship Assessment	04
(e)	First Aid	03
(f)	Service Lecture/Revision as a prelude to practical work	05
(g)	Communications including Boat Signals	05
(h)	Fire Fighting including practical	05
(j)	Practical Seamanship demonstration using equipment available ashore/on board ships	08
(k)	Visit ships and walk around all departments	05
(l)	Navigation including operation of equipment on board ship/ashore, echo sounder, radar, plotting table, steering wheel	06
(m)	Boat Pulling/games (in batches)	10
(n)	Sailing/Sports (in batches)	10
	<b>Total</b>	<b>100</b>

80. **Sea Training in Naval Ships and Submarines.**

(a) **Aim.** The aim of the sea training is to inculcate a sense of adventure, initiative, and qualities of leadership including develop stamina during various sea states and endurance.

(b) **Organization and Strength.** The strength of the cadets for Sea Training at Western Naval Command is 80 SDs and a nomination of 4 ANOs & 8 PI Staff. Similarly the strength of the cadets for Eastern Naval Command is 65 SDs and 5 ANOs and 8 PI staff. The Sea Training is of 12 days duration.

(c) **Training Syllabus.**

<b><u>Subject</u></b>	<b><u>Proposed Periods</u></b>
(i) Seamanship	22
(ii) Navigation	21
(iii) Communication	07
(iv) Gunnery	01
(v) Damages Control, Ships Safety and Fire Fighting	08
(vi) General Service Lectures	10
(vii) First Aid	05
(viii) Discipline	05
(ix) Ship Husbandry	10
(x) General lectures by Specialists	10
(xi) Instructional Visits	05
<b>Total</b>	<b>100</b>

81. **Naval ATC (SW).**

(a) **Organization and Strength:** The Naval ATC for SW Girl Cadets of Naval Wing NCC Units will be organized by GP HQs. The strength of the camp will be 170 SW girl cadets. Each NCC Dte will detail one Lady ANO or a GCI to accompany girl cadets. Dtes will depute their cadets under proper escort to reach camp site. The SW cadets detailed should be swimming qualified. **The allocation of the vacancies is based on the number of Naval Units in each Dte.** Any Dte which is unable to utilize the vacancies is to intimate details to HQ so as to redistribute vacancies to other Dtes. Suggested allocated vacancies are placed at Appendices A. Vacancies may be changed at the discretion of HQ DG NCC.

(b) **Suggested Allocation of Vacancies.**

<b><u>NCC Directorate</u></b>	<b><u>Vacancies</u></b>
Andhra Pradesh	19
Bihar & J	03
Delhi	06
Gujarat, Daman & Diu	08
J&K	03
Kar & G	16
Ker & L	14
MP & C	09
Maharashtra	14
NER	05
Orissa	11
PHHP&C	16
Rajasthan	08

TNP & AN	19
UP	08
UK	03
WB & S	05
<b>Total</b>	<b>170</b>

(c) **Suggested Syllabus.**

S. No	Subject	Periods
1	Physical Training/Route March/Obstacle Course	15
2	Parade Training/Arms Drill/Divisions/Ceremonial	20
3	Weapon Training	04
4	Seamanship Assessment	04
5	First Aid	03
6	Service Lecture/Revision as a prelude to practical work	05
7	Communications including Boat Signals	05
8	Fire Fighting including practical	05
9	Practical Seamanship demonstration using equipment available ashore/on board ships	08
10	Visit ships and walk around all departments	05
11	Navigation including operation of equipment on board ship/ashore, echo sounder, radar, plotting table, steering wheel	06
12	Boat Pulling/games (in batches)	10
13	Sailing/Sports (in batches)	10
	<b>Total</b>	<b>100</b>

**Air Wing Training.**

82. **ATC/CATC.** CATC/ATC for NCC Air Wing Girl cadets conducted by one unit or more than one unit of the Directorate/NCC GP HQs. The academic calendar is to be kept in mind while planning camps.

(a) **Training.** The training will be conducted as per the training programme and to be published in CRO day to day basis. The following competitions will be conducted:-

- (i) Drill Competition.
- (ii) Sports competition
- (iii) Essay writing Competition
- (iv) Debate Competition
- (v) Line area Competition
- (vi) Quiz Competition
- (vii) Painting Competition
- (viii) Culture Competition
- (ix) Guest Lecture on traffic, disaster, self defence, personality development, career counseling etc.

83. **IAF Attachment Training (ANOs & SD Cadets).**

(a) **Aim.** The aim of the Air Force attachment is to inculcate a sense of initiative, training, qualities of leadership, personality development including self confidence and to motivate the young cadets to join Air Force/ Armed Force.

(b) **Organisation and Strength.** The strength of 200 SD cadets and 16 ANOs for Air Force Attachment to IAF Estts/ Stns, are to be detailed annually for a period of 2 weeks. The training of ANOs and cadets will be conducted as per specified syllabus, which will be made available to concerned Air Force formation.

84. **Attachment Training: NCC Air Wing (SD/SW) at AFA.**

(a) **Aim.** The aim of the Air Force attachment is to inculcate a sense of initiative, training, qualities of leadership, personality development including self confidence and to motivate the young cadets to join Air Force/ Armed Force.

(b) **Location of Camp.** Air Force Academy, (AFA) is located at Dundigal in Hyderabad city of Andhra Pradesh. It was established in 1969 and started in 1971. It is about 25 km away from the twin cities Hyderabad and Secunderabad, spread over 7000 acres of land. The academy was set up to trained cadets from all streams at one location. It imparts training to the flying, technical and ground duty branches. As well as training to officers of the Army and the Navy. This is a home for the officers trainees who learn their specialization and are nurtured to become capable leaders.

(c). **Organisation.** The concerned organizing Dte is responsible to arrange for reception, transport, accommodation, and to liaison with AFA for adm and trg details of the cadets and the accompany/ escorting staff through NCC GP HQ Hyderabad. Detail one officer from air wing, 2 GTIs and one lady ANO/ GCI for duration of the training at AFA. The officer will be responsible for liaison, supervision and conduct of training at AFA in coordination with AFA. Since NCC Dte AP is located at Secunderabad/ Hyderabad, the responsibilities for AFA attachment should be given to AP Dte/ NCC GP HQs Hyderabad/ No. 1 AP Air Sqn NCC.

(d). **Strength.** The strength of the attachment will be 50 Air wing cadets (38 SD and 12 SW).

**Leadership Training**

85. Training in leadership, will be imparted in accordance with training note No. 1/1958 issued by the NCC Dte as per **Appendix K**.

**Reports of Annual Training Camp**

86. Camp Commandants will submit a report on Annual Training Camps to NCC Dte with a copy to the Gp HQ concerned on a form attached as **Appendix L**. The report should reach NCC Dte within ten days of the termination of the camp.

## **SECTION VIII**

### **SOCIAL AWARENESS AND COMMUNITY DEVELOPMENT**

#### **General**

87. Social Awareness and Community Development activities imbibe values like self-less service to the society, dignity of labour, protecting the environment and helping the weaker sections of the society. It is, therefore, of utmost importance that NCC cadets are given exposure to such activities either during the course of training camps or separate Community Development Camps specially held for this purpose as and when planned.

#### **Concept**

88. The Social Awareness and Community Development Programmes under taken by the NCC cadets during camps should be based on following principles:-

- (a) These programmes should focus on only do-ables.
- (b) Each activity will be with purpose and based on local requirements.
- (c) All activities, wherever possible, should be conducted in coordination with local administration/ NGOs.
- (d) Cadets should not undertake any menial task.
- (e) Cadets will not be asked to undertake any activity where their safety is at risk.

#### **Types of Community Development Activities**

89. Community Development can be performed by carrying out different types of activities. Few of such activities are given out as under (however more can be added, if felt appropriate):-

- (a) Anti Dowry.
- (b) Anti Leprosy.
- (c) Literacy drive to educate illiterate.
- (d) Visit to old age homes/Orphanage.
- (e) Tree Plantation.
- (f) Blood donation.
- (g) AIDS/Cancer / Drugs and Crime Awareness.
- (h) Assistance in Road /track constructions.
- (j) Assistance in Repair of wells and village tracks
- (k) Aid to Civil Authorities in Disaster Relief/ management.
- (l) Maintenance of Public Parks.
- (m) Medical programmes like Medical Camps, Pulse Polio Immunization etc.

### **Celebration of Important Days.**

90. All cadets attending the camps undertake celebration of following important days by carrying out common activities and activities as given in the Annual Social Awareness and Community Development Action Plan:-

(a)	Youth Day	-	12 Jan.
(b)	Republic Day	-	26 Jan.
(c)	World Water Day	-	22 Mar.
(d)	Independence Day	-	15 Aug.
(e)	NCC Day	-	Last Sunday of November.
(f)	Vijay Diwas	-	16 Dec.
(g)	Gandhi Jayanti	-	02 Oct.

### **Scope of Activities**

91. Community Development activity should be planned in consultation with local administration, quasi government organization or village panchayats as per the need of that particular area. Local populace, invariably, should be involved while undertaking these activities. Camp Commandant should also explore the possibility to engage various Non-Government Organizations (NGO's) in Community Development Activities.

92. Following assistance should be sought from the officials as mentioned above :-

- (a) Participation of the local population.
- (b) Provision of adequate number of tools, appliances etc.,
- (c) Other assistance like, water supply, raw material etc.,
- (d) Transport, if required.
- (e) Refreshment for the cadets.
- (f) Assurance that the work done by NCC will be followed up and maintenance continued.
- (g) Financial support.

### **Publicity**

93. Camp Commandant will make sure that extensive publicity is given to these activities through print & electronic media (both vernacular and National). Adequate copies/ video clips of the same should be sent to HQ DGNCC through respective NCC Group HQ and NCC Dte.

### **Feedback**

94. A feedback of the Community Development Work undertaken will be submitted along with the Camp Report in a tabulated format giving the following :-

- (a) Unit and Gp HQ
- (b) Loc of activity
- (c) Date of activity.
- (d) Type of activity (brief description of activity)..
- (e) Total str participated (offr, ANOS, cdt and PI Staff)
- (f) Type of asst from civ adm / local unit/fmn.

### **Follow up of work**

95. Camp Commandant will keep in touch with local officials to monitor the progress/ maintenance of the work done and keep the Group HQ informed. Appropriate plaque will be installed at the work site, giving name of the NCC unit etc.

### **Conclusion**

96. The Community Development activities will make the cadets responsible towards the society and a better citizens. Planning and execution of such activities frequently at all levels will go a long way in contributing socially aware youth to the society.

## **SECTION IX**

### **MEDICAL**

Ref:- HQ NCC letter No 2301/DGNCC/TRG(A) dt 09 Aug 94(Medical Aid to Cadets)

#### **Medical Cover**

97. Under the provisions of Govt. of India , Min of Defence Letter No 0210/63-64/NCC/ Pers(A)/1082-B/D(GS-IV) dated 19 Apr 1965, as amended vide Govt. of India, Min of Defence Letter No 0210/70/NCC/Pers(A)/1470/D/D(GS-II) dated 11 May 1970 NCC Officers and Cadets attending NCC Training camps, which are the responsibility of Central Govt. are authorized Medical Cover from Service Hospitals. Further it has been clarified by DG NCC vide their letter No 0210/DGNCC/(MS/D) dated 29 Oct 1990 that “Camps organized by Directorates are to be treated as DG NCC Centrally organized camps since NCC Directorate Organized Camps on behalf of DG NCC”.

98. The Camp commandant hence has to approach the concerned state Govt. to give adequate medical cover for all NCC camps other than centrally organized camps. However Army, Navy or Air Force authorities can be approached for such assistance, if civil Hospitals are unable to meet the requirements. The Camp Commandant will write to the State Health authorities giving detailed information regarding location of the camp, its duration and the number of cadets attending the camp when requesting for Medical cover. Similar information will be provided to the Army, Navy or Air Force authorities when such assistance is required from them. Services of Medical Officers Commanding the NCC Medical units will be fully utilized.

99. Camp Commandant will ensure services of an Ambulance/ a light vehicle is earmarked for ambulance duties. The State NCC Dte/ NCC GP/ NCC Unit will make arrangements for the Medical staff for the NCC Camps. For the camps attended by girl cadets, preferably the services of Lady Medical Officer will be catered for. When Lady Medical Officer is not available at least a Lady Nurse/ attendant should be arranged. **The Camp Commandant will ensure that all arrangements of evacuation in case of any emergency/ contingency are coordinated with concerned agency well in advance.**

#### **MI Room**

100. MI Room will be established in all the camps with adequate medicines and first aid stores. If Nursing Assistants are not available, Cadet Medical Attendants will be appointed. The Nursing Assistant/ Nursing Orderly should always know the where about of Medical Officer/ Camp Commandants to deal with any emergency. One light vehicle (Gypsy/Van/Car) in good mechanical condition will be earmarked as Ambulance. Asst of service/ Govt hosp will be sought for est the MI Rooms where AMC staff are not posted.

### **Placing the Indent**

101. The Camp Commandant should place indent for medicines for normal ailments well in time with the nearest Service/Govt Hospital. Prior to the placing the indent for medicine with the medical stores of the Service Hospital, the indent should be vetted by a Medical Officer and countersigned by Station Health Officer. Similarly, the Camp Commandant should place demand for Hygiene Chemicals with the Supply Depot, giving the details about the strength, location and duration of the camp. In most of the Non Mil Stns these have to be procured from the market.

### **Sick Parade**

102. Sick Parade will be held half an hour before the commencement of the first parade in the camp. Sick parade will be fall- in by the Cadet Orderly Officer before it is marched to the MI Room. All those reporting sick will be given one of the following remarks by the Medical Officer:-

- (a) "M&D" – Note required to report sick again and will carry out all duties.
- (b) "Attend A" – To attend all parades after receiving the treatment.
- (c) "Attend B" – To undertake light duties after getting Medicines.
- (d) "Attend C" – Complete rest in bed with medicine.

### **Special Diet**

103. When a special diet is recommended by the Medical Officer, the same will be arranged by the Quarter Master and a separate indent countersigned by the Medical Officer made out for such diets.

### **Medical Examination**

104. (a) **Cadets** . Cadets should normally be medically examined under unit arrangements prior to proceeding for the camp. Those cadets who could not be examined earlier will be inspected by Medical Officer on the first day of their arrival at the camp.
- (b) **Cooks and Water Carriers**. All Cooks and Water Carriers should be medically examined by the Medical Officer as soon as they are employed. Water should be tested daily.

### **Sanitary Squads**

105. A Sanitary Squad consisting of a PI staff, one Sergeant and three cadets will be appointed. They will work under the orders of the Deputy Camp Commandant and the Camp Senior JCO/equivalent Rank of Navy/ Air Force. They will carry-out following duties:-

- (a) They will ensure that all drinking water is chlorinated under the instructions of the Medical Officer.
- (b) They will ensure that latrines and urinals are kept clean.
- (c) They will spray Hygiene Chemical in the camp areas as directed and under supervision of the Medical Officer.
- (d) They will ensure that all refuse from the cook houses is removed by the sweeper every morning and evening.
- (e) Liaison with local SHO/ Civ auth for procurement /regular spray of hygiene chemicals

### **Sanitary Diary**

106. The Medical Officer will write a Sanitary Diary every morning after taking a round of the camp area. The same will be put up to the Camp Commandant before 1200 hours daily to enable him to take appropriate actions as recommended by the Medical Officer. In case there is no Medical Officer in the Camp, the Deputy Camp Commandant will carry out the sanitary round.

### **Precaution against Preventable Diseases**

107. Following precautions will be taken against preventable diseases:-

- (a) **Malaria**
  - (i) Use of Chloroquine where so directed by Medical Officer.
  - (ii) Wearing of long sleeved shirts and pants from half an hour before retreat to reveille.
  - (iii) Use of Mosquito nets.
  - (iv) Stagnant pools of water in the camp area will be sprayed with hygiene chemical and oil under the instructions of the Medical Officer.
  - (v) Use of Mosquito repellent oils by sentries at night and by cadets during night training.

(b) **Enteric Diseases**

- (i) Water for drinking will be properly chlorinated and carefully stored.
- (ii) All vegetables and fruits will be washed in permanganate solution. All cooking utensils will be properly washed and dried after the meal.
- (ii) Cadets will be instructed to wash their hands, plates and spoons before and after taking food.
- (iii) Over ripe fruits should not be issued.
- (iv) Food will be served hot and cold food will be kept properly covered.
- (v) There should be no flies in the cook houses and dining areas.
- (vi) Cut fruits, local made cold drinks and eatables should not be sold in the camp area.

108. **Heat Stroke** Heat stroke occurs when the body is unable to regulate its temperature. The body's temperature rises rapidly, the sweating mechanism fails, and the body is unable to cool down. Body temperature may rise to 106°F or higher within 10 to 15 minutes. Heat stroke can cause death or permanent disability if emergency treatment is not provided.

(a) **Symptoms of Heat Stroke** . Warning signs of heat stroke vary but may include the following:

- (i) An extremely high body temperature (above 103°F, orally)
- (ii) Red, hot, and dry skin (no sweating)
- (iii) Rapid, strong pulse.
- (iv) Throbbing headache.
- (v) Dizziness.
- (vi) Nausea.
- (vii) Confusion.
- (viii) Unconsciousness.

(b) **Prevention of Heat Stroke:**

- (i) Limit your outdoor activity to morning and evening hours.
- (ii) Stay indoors during midday and early afternoon.

- (iii) Cut down on outdoor exercise. If must exercise, drink two to four glasses of cool, fluids each hour.
- (iv) Drink more fluids, regardless of your activity level. (To replace salt and minerals)
- (v) Don't drink liquids that contain alcohol or large amounts of sugar—these actually cause you to lose more body fluid. Also, avoid very cold drinks, because they can cause stomach cramps.
- (vi) Wear lightweight, light-colored, loose-fitting clothing.
- (vii) Persons who are physically ill, having heart disease or high blood pressure must avoid outdoor activities.
- (viii) Try to rest often in shady areas.
- (ix) Make use of Cool Room on first sign of exhaustion.
- (x) Report to MI Room immediately on first symptoms of heat stroke.

109. **Prevention from snake bites.** Most snake bites occur between April and October. You can avoid snakebites by taking the following steps:

- (a) Avoid places where snakes may live. These places include tall grass or brush, rocky areas, fallen logs, bluffs, swamps, marshes, and deep holes in the ground.
- (b) When moving through tall grass or weeds, poke at the ground in front of you with a long stick to scare away snakes.
- (c) Watch where you step and where you sit when outdoors.
- (d) Wear loose, long pants and high, thick leather or rubber boots.
- (e) Shine a flashlight on your path when walking outside at night.
- (f) Never handle a snake, even if you think it is dead. Recently killed snakes may still bite by reflex.
- (g) Use anklets or putties while walking in jungle/bushy area.
- (h) Ensure snake pits have been dug properly while sleeping in tent.
- (j) Use snake repellent oil if available.

110. **First Aid in case of snake bites.**

- (a) Stay calm.
- (b) If you see the snake, try to remember what it looks like. Do NOT approach the snake; don't try to catch it or to kill it.
- (c) Take off any jewelry or tight clothing near the bite quickly, before swelling starts.
- (d) Lift a bitten arm or leg so it is level with your heart.
- (e) Clean the bite wound. Be sure to wipe in the direction *away* from the wound. Use flowing water if available.
- (f) If you think the bite was from a poisonous snake, get to a hospital as soon as you can.
- (g) If medical help is more than 30 minutes away, tie an elastic wrap two inches above the bite. The wrap should be loose enough to slip a finger underneath it.
- (h) Do NOT bleed the wound.
- (j) Do NOT try to suck the venom out of the wound.
- (k) Do NOT put ice on the bite.

111. **Scrub Typhus.** Scrub typhus is a mite-borne infectious disease caused by *Orientia tsutsugamushi* (previously called *Rickettsia tsutsugamushi*). The name derives from the type of vegetation (ie, terrain between woods and clearings) that harbors the vector.

112. **Signs and Symptoms.** Elements brought out in the history may include the following:-

- (a) Travel to an area where scrub typhus is endemic.
- (b) Chigger bite (often painless and unnoticed).
- (c) Incubation period of 6-20 days (average, 10 days).
- (d) Headaches, shaking chills, lymphadenopathy, conjunctival injection, fever, anorexia, and general apathy.
- (e) Rash; a small, painless, gradually enlarging papule, which leads to an area of central necrosis and is followed by Escher formation.

113. Preventive measures in endemic areas include the following:-

- (a) Protective clothing.
- (b) Insect repellents.
- (c) Short-term vector reduction using environmental insecticides and vegetation control.

114. Chemoprophylaxis regimens have included the following:-

- (a) A single dose of Doxycycline given weekly, started before exposure and continued for 6 weeks after exposure.
- (b) A single oral dose of Chloramphenicol or tetracycline given every 5 days for a total of 35 days, with 5-day non-treatment intervals.

## **SECTION X**

### **DISCIPLINE**

#### **General**

115. The type of training imparted to the cadets should play a vital part in fostering discipline. Discipline demands self-control and faithful obedience to orders. Smartness, good carriage, alertness of mind, punctuality and courteous behavior are outward manifestations of a disciplined leader. Discipline also involves control over one's needs, desires reasoned and methodical approach to all the problems confronted. Duty to a disciplined cadet comes before self and personal comforts. Efficient performance of his duty elevates the cadets mentally and enables him to devote himself to higher causes. Devotion to duty also demands toughness in its performance, which is acquired through day-to-day training in the camps.

#### **Standing Orders**

116. All ranks will study the Camp Standing Orders and such other orders as may be promulgated and will comply with them strictly.

#### **Out of Bound Areas**

117. Out of bound areas will be verified on the ground either by the Camp Commandant or by the Deputy Camp Commandant and the Sentry Points marked at required places for posting static sentries. These Out of bound Areas will be notified in the CRO and read out to all concerned on three successive roll calls. All neighboring villages, all water bodies like lakes, ponds, rivers and canals in the vicinity of the camp will be placed out of bounds to cadets. The Camp authorities should not hesitate to mete out punishments for breach of out of bound restrictions particularly which involves risk to human life.

118. Camp Commandant should also promulgate orders and ensure that no male cadet or any of civilian/camp staff enters Girls living accommodation/ bathroom area without permission from Camp Commandant. When any camp staff/other male member is required to visit/inspect the Girls accommodation, it will be ensured that a Lady ANO/GCI/Lady attendant is present/ accompanies the team.

#### **Carriage and Consumption of Liquor**

119. No liquor will be consumed during the camp by all ranks. Strict check will be instituted by camp commandant to check that these orders are not violated by any Civilian, PI Staff, Associated NCC Officers and Cadets. The Camp Commandant will publish the orders to this effect in the Camp Routine Orders and these orders must be read out in all roll calls. Strict disciplinary action will be initiated by the camp commandant if person violates these orders.

### **Accident and Incident**

120. All actions as per SAO 6/S/2000 will be initiated in case of any grave incident during the camp. In case of a fatal or serious incident or an act of discipline, the NCC Gp HQ concerned will convene a Court of Inquiry immediately. All such Court of Inquiry will be completed expeditiously but definitely before dispersal of the camp. The Court will record all available evidence and also bring out as to what safety precautions were taken by the unit or camp staff. Proceedings of the Court of Inquiry duly completed will be submitted to the State NCC Directorate concerned with the remarks of the Group Commander. The State NCC Directorate will consider its submission to DGNCC depending on the severity of the case. Procedure to be followed in such cases is given at **Appendix M**.

### **Out Passes**

121. No cadet will be allowed to leave the camp unless he is in possession of an Out Pass Signed by the Camp Adjutant. Issue of out passes will be properly regulated under orders of the Camp Commandant.

### **Lights Out**

122. All lights will be put off when the 'lights out' is sounded. There will be no noise in the camps between the lights out and reveille. No pers will be allowed to move out of camp after lights out without express permission from Camp Adjutant.

### **Suggested Preventive Measures**

123. Certain suggested measures to prevent acts of indiscipline are mentioned below :-

- (a) Camp Commandant/Camp Staff must be in constant touch with the cadets through training events / roll calls/ informal talks.
- (b) Camp staff should keep a discreet eye on the few individuals who could be potential trouble makers.
- (c) The baggage of all cadets should be checked by the camp staff for objects like knives/big pairs of scissors/other such articles which could be used harmfully.
- (d) No one will consume liquor in the camp or enter the camp after consuming liquor from out side.
- (e) Camp Commandant, Deputy Camp Commandant, ANOs, PI Staff detailed for the camp will sleep in the camp location during night.

- (f) During day, Camp Comdt or Dy Camp Comdt will be present in the camp loc for the entire duration of the Camp.

### **Court of Inquiry**

124. Immediately after a fatal or serious accident or an act of indiscipline, a court of inquiry will be convened. Group Commander will be competent to order the C of I. It is essential that such enquiries are complete before the camp disperses. The Court will record all available evidence and also bring out what safety precautions were taken by the Unit or the camp staff. Complete proceedings of the Court of Inquiry will be submitted to the Group Commander and State NCC Dte. Procedure to be followed in such cases is given at **Appendix M**.

### **Demonstrations**

125. NCC Cadets are not expected to participate in any form of demonstrations (including peaceful), which are considered contrary to good citizenship. They will also not take part in any religious & political processions.

126. It should be impressed on the cadets that they are members of a big family – The NCC. As such they should at no time harbor petty jealousies or show animosity towards other members. Camp competitions should not create unhealthy rivalry. Some has to win and there should be no cause for any animosity. There should be no cause for acts of indiscipline over such matter.

### **National Anthem and NCC Song**

127. The National Anthem and NCC song will be sung after roll call daily in the evening in addition to other appropriate occasions.

## **SECTION XI**

### **CAMP OFFICIALS AND THEIR DUTIES**

#### **Appointments**

128. The following appointments will be detailed in a camp: -

- (a) Camp Commandant
- (b) Deputy Commandant and Accounts Officer.
- (c) Training Officer (ANO).
- (d) Camp Adjutant (ANO),
- (e) Camp QM (ANO).
- (f) Cultural Coordinator (ANO).
- (g) Master of Ceremony IC (ANO)
- (h) Camp Purchase Committee (ANO)
- (j) Camp JCO QM
- (k) Camp JCO Adjutant.
- (l) Camp Orderly Officer (ANO).
- (m) Camp Orderly JCO (to be changed daily).
- (n) Camp Orderly Sergeant.
- (o) Camp Cadet Quarter Master Sergeant (CQMS)
- (p) Camp Senior Under Officer (SUO)
- (q) Camp Cadet Adjutant.
- (r) Cadet IC Messing.
- (s) Camp Cadet Sergeant Major (CSM).
- (t) Camp Regimental Police Sergeant (RP Sergeant).
- (u) Cadet IC Quarter Guard.

\* In Naval and Air Force Camps appointments are to be made in accordance with Naval and Air Force regulations and customs.

\* **Notwithstanding the appointments given above, employment of ANOs will be optimised and kept at barest essential during the Camps.**

The duties of these camp appointments are given below: -

#### **Camp Commandant**

129. (a) He is responsible for overall command, administration and training of the regular staff, ANOs and cadets in the camp.
- (b) He will maintain close liaison with the civil officials/dignitaries in the area and invite them to the opening and closing functions.
- (c) He will ensure that the highest standard of discipline and security is maintained in the camp.
- (d) He will keep a close watch on the maintenance of camp accounts.

(e) The camp documents enumerated below to be signed by the Camp Comdt :-

- (i) Cash book entries from first day to closure of the camp.
- (ii) Complete payment vouchers of TA/ DA to officers, Cadets , ANOs and staff , FOL and other expenses incurred during camp
- (iii ) Complete Camp Account Register and Camp routine order
- (iv) Complete ADM and TRG Documents

### **Deputy Camp Commandant**

130. (a) He will function as the Second-in-Command of the camp and will personally maintain all camp accounts under the directions of the Camp Commandant.

(b) He will act as Camp Security Officer.

(c) He will assist the Camp Commandant in execution of his tasks.

### **Camp Adjutant (ANO)**

131. Camp Adjutant will be nominated by Camp Commandant from/among the ANOs attending the camps. Camp Adjutant will receive orders/instructions from under mentioned officers/ camp appointments:-

- (a) Camp Commandant
- (b) Dy Camp Commandant
- (c) Training Officer

132. Camp Adjutant through under mentioned Camp Cadet Appointments will get the orders and instruction executed:-

- (a) Camp Cadet Adjutant.
- (b) Camp Cadet Sergeant Major.
- (c) Camp Regtl Police Havildar.
- (d) Cadet in charge Quarter Guard.
- (e) Cadet Platoon Commander.

### **133. Duties of Camp Adjutant are as follows**

(a) Take central fall-in report from various appointments and take report from Senior Under Officer.

- (b) Ensure all the ANOS (except QM ANO) are present at the central fall-in at correct time and dress (PT/ Uniform/ Civil dress).
- (c) Take points for the next day from Camp Comdt, deputy Camp Comdt and Trg Officer for passing the orders at the Roll call.
- (d) Discuss points or difficulties raised by the cadets with Camp Comdt after the Roll call.
- (e) Issue Out Pass to the deserving cadets after taking concurrence of Camp Comdt.
- (f) Ensure training of various squads is carried out as per training programme.
- (g) Ensure other than permitted cadet, no other cadet misses the training or other Camp activity.
- (h) Carry out surprise visit of the cadets living accommodation.
- (j) Inspect the line area, bathrooms and latrines on daily basis and prior to any visit.
- (k) Ensure cadets detailed for Quarter Guard, practices the drill procedure a day prior to mounting and are ready prior to any visit.
- (l) Ensure and supervise that all Camp ANO's and Cadet appointments do their duties as per their charter of duties.
- (m) Ensure no one leaves the camp premises without proper authorization.
- (n) Ensure no visitor allowed during parade hours.
- (o) Supervise daily sick report.
- (p) Get daily camp purchasing committee assembled.
- (q) Ensure all sweepers clean the areas including Cookhouse, Bathroom and Latrines.
- (r) Ensure no cadet litter the camp area.
- (s) Ensure each ANO is familiar with the training programme and the syllabus to be taught during allotted period.

- (t) Report to Training Officer immediately, if any detailed staff or ANO has not reached the respective squad for lecture / class.
- (u) Ensure cadets detailed for various cultural activities carry out their practice and assemble all cadets in time for cultural activities.
- (v) Ensure instruction on Security and Discipline are implemented by all cadets and inform Camp Comdt of any breach.
- (w) Ensure all cadets take their meals in time and make use of the dustbin to throw waste.
- (x) During Roll Call get institution in charges report to Camp Adjutant if any cadet is taking meals for any reason. `
- (y) **Ensure girl Cadets move as buddies only.**
- (z) Ensure all cadets are properly dressed .
- (aa) Ensure no unauthorized vendors neither come into the camp nor park their cycles or vehicles outside the gates.
- (ab) Collect Duty forms from ANO and discuss points if any, with Camp Comdt.
- (ac) Pass orders to Camp Regtl Police Sergeant and other camp appointments.
- (ad) Get daily Day and Night Duties roasters checked and put up to Camp Comdt.
- (ae) Check and supervise daily practice by QG and help IC Quarter guard in mounting of guard.
- (af) Ensure stick orderly is properly dressed up.
- (ag) Ensure QRT detailed for the day has carried out practice and sleeps next to quarter Guard.
- (ah) Ensure that disinfection squad and water/light on/off committee do their job daily.
- (aj) Get regular feedback from Regimental Police Sergeant regarding the well being of Junior Wing/Div Cadets.
- (ak) Carry out surprise check of sentries.

- (al) Monitor duty ANO has done his/ her duty. Ensure Duty ANO is dressed in PT dress or appropriate civil dress during night to enable them to rush out at night in case of emergency.
- (am) Ensure lights are switched on/off at prescribed time.
- (an) Ensure and check tuck shop is not charging cadets more than approved rates.
- (ao) Supervise, monitor and report about security or discipline breach taking place.
- (ap) Bring to Camp Comdt notice anything and everything, which requires immediate attention.

### **Camp Quartermaster (ANO)**

134. Camp QM (ANO) will be nominated by Camp Commandant from / among the ANOS attending the camp. Camp QM ANO will receive orders / instructions from Camp Commandant or Dy Camp Commandant. Duties of Camp QM (ANO) through Camp Cadet Quarter Master Sergeant (CQMS), Cadet in-charge Messing, Camp Purchase Committee and Cooks will ensure the following: -

- (a) All rations (Dry and Fresh) are received in cookhouse and are as per payment receipts. The rations received must be based on vegetarian and non vegetarian choice given by the cadets.
- (b) All rations (Dry and Fresh) are stored neatly and properly in the ration store.
- (c) Ensure cleanliness of Cookhouse, Ration Store, Drainage, Washing point and food serving places.
- (d) Ensure meals are prepared as per approved menu.
- (e) Ensure meals are prepared hygienically.
- (f) Provide requisite rations to Cooks through CQMS.
- (g) Get next day's ration requirement from CQMS by 0900hrs, check availability of items in the ration stores and prepare demand for purchases to be made by purchase committee.

(h) Prepare separate check list for discussion with Camp Comdt along with the menu for his final approval: -

(i) **STATE OF RATIONS IN STORES AS ON.....**

Ser No.	Item	Qty Required	Qty held in store	To be procured
1.	Sugar	40 kg	10 kg	30 kg
2.	Ghee tins	4 tins	2 tins	2 tins

(ii) **LIST OF ITEMS TO BE PROCURED BY PURCHASE COMMITTEE**

Ser No.	Item	Qty	Remarks (mention alternative veg with qty if veg in the list not available)
1.	Brinjal	40 Kg	If not available, Lauki, 20 Kg

Camp Commandant\_\_\_\_\_

- (j) Ensure correct demand placed with camp purchase committee.
- (k) Ensure and check all items demanded have been correctly purchased and brought by camp purchasing committee as per payment receipt.
- (l) Ensure items of daily supply like milk, and fresh veg/fruits reach in time for cooking.
- (m) Ensure demand is as per scale to avoid shortfall or major leftover.
- (n) Ensure items demanded are as per menu requirement.
- (o) Ensure camp purchasing committee knows what all is required and by what time it should reach cookhouse.
- (p) Issue rations to cook house through CQMS as per scale and requirement.
- (q) Ensure food is cooked and served at correct time.
- (r) Ensure there are no shortages of any item being served in the meal.
- (s) Ensure there are no major left over.
- (t) Ensure enough distribution points and distribution staff is available for serving.

- (u) Ensure a separate distribution point is opened for cadets having second helping.
- (v) Ensure cadets do not waste food.
- (w) Ensure cadets throw left over in dustbin.
- (X) Ensure safe water is available for washing of utensils, cooking and drinking.
- (y) Ensure Cookhouse and store are free from flies.
- (z) Ensure no stray dog or cattle move near cookhouse and food serving areas.
- (aa) Ensure sweepers have cleaned all dustbins.
- (ab) Ensure no unauthorized person enter cookhouse or ration stores.
- (ac) Ensure all cooking staff takes bath twice a day.
- (ad) Ensure partially used oil tins are covered properly.
- (ae) Ensure milk is boiled properly and kept covered.
- (af) Ensure perishable items like vegetables, milk, eggs, fruit and chicken are stored properly and are cooked well in time before they get spoiled.
- (ag) In case of any difficulty, approach Camp Comdt or Dy Camp Comdt for advise immediately.
- (ah) Ensure disinfection squad and cleanliness team do their job daily.
- (aj) Check in presence of purchasing committee, items are correct per the list and bill.
- (ak) Ensure camp purchase committee gets vehicle and leaves for purchases in time.
- (al) Ensure all utensils are washed and dried up properly.
- (am) Ensure all cooked items are kept covered.
- (an) Ensure all knives, grinding stone and other equipment is always in a working condition and clean.

### **Cultural Coordinator (ANO)**

135. Camp cultural in charge will be nominated by Camp Commandant from/ among the ANOs attending the camp. Camp Cultural in charge will receive orders/ instructions from under mentioned Officers or Camp appointments: -

- (a) Camp Commandant
- (b) Dy Camp Commandant
- (c) Training Officer

136. **Duties of Cultural Coordinator are:** -

- (a) Cultural Coordinator ANO through Senior Under Officer will get the cultural programme organized.
- (b) ANO will nominate the following cadets for assistance: -
  - (i) Cadet Cultural in charge
  - (ii) Cadet Cultural Guide 1
  - (iii) Cadet Cultural Guide 2
- (c) Cultural Coordinator along with Camp Adjutant will ensure that songs (Regional/Hindi) played during the rest period in Public Address System are not vulgar. Preference to be given to instrumental music.
- (d) Cultural Coordinator will ensure that max SD/SW cadets attend the first day of cultural get together for identifying talents.
- (e) Cultural Coordinator will take a fall in of the JD/JW cadets on third day of the camp at 1700h for identifying talents.
- (f) Cultural Coordinator has to ensure that the entire musical instrument available in camp are kept on stage every evening for the interested cadets to play along with the events.
- (g) Ensure announcements regarding the programme of cultural are carried out during breakfast time, tea break and lunch time from the control centre at regular intervals.
- (h) Ensure that the cultural programme starts on time given by Camp Commandant or in the trg programme.
- (J) Ensure discipline at the cultural venue before Camp Comdt arrives through camp cadet appointments.

### **Master of Ceremony In Charge (ANO)**

137. ANO in charge of Master of Ceremony will be detailed by Camp Commandant. ANO will receive orders / instructions from under mentioned Officers or Camp appointments: -

- (a) Camp Commandant
- (b) Dy Camp Commandant
- (c) Training Officer.

138. **Duties Master of Ceremony In Charge (ANO)**. Duties of Master of Ceremony In charge are :-

- (a) Identify cadets of first/second year to act as Master of Ceremony.
- (b) RD camp probable cadets could be chosen.
- (c) MC in charge should take down names of all cadets interested in MC on first day of cultural.
- (d) MCs should be adequately prepared to introduce themselves (Name & College Name) followed by giving the first / back ground of the programme to be presented.

For Example: -

“ ..... That was indeed a foot tapping performance given by cadet Aruna and party. I am Cdt Madhavi (Name of MC) from SRR & CVR College, Vijayawada. Let me take you to our next programme. Now we have Bharatnatyam presented by Cdt Shalini of Maris Stella College, Vijayawada. She will be depicting the Bhakti of Gopikas, the devotees of Lord Krishna in her dance. So come let us share these wonderful feelings with her.”

- (e) **The MCs should speak strictly in English/ Hindi from day one of the cultural programme.**
- (f) MC in charge ANO will liaise with cultural coordinator to take the list of programme at 1600h every day and give the names of MCs to Cultural Coordinator by 1730 hrs to enable ANO to complete programme list.
- (g) Master of ceremony in charge ensures that the cadet taking part in MC is smartly dressed and speaks clearly and audibly.
- (h) MC in charge will ensure that cadets doing MC role are well prepared and ready at cultural time.

### 139. **Prize Distribution**

- (a) ANO in charge of MC will be in charge of prize distribution ceremony on the final day.
- (b) ANO will obtain the prize that from the Camp Commandant / Training Officer and will identify the individual and Group Prizes.
- (c) ANO will also take over the prizes to be given to cadets one day prior to final cultural day.
- (d) ANO will inform cadet who will be receiving the Group Prizes on behalf of others.
- (e) ANO will ensure that prize winners sit in a separate line to avoid any chaos or delay during prize distribution.
- (f) ANO will nominate 06 cadet (may be from SW/SD with the help of Camp Adjutant) to assist in prize distribution.
- (g) The duties of these cadets are as under :-

SI No.	Particulars	Wing	Dress	Nature of duty
01	MC Prize Distribution	SW/SD	Civil	Announcing the prize list
02	Pilot -1	SW/SD	Ceremonial uniform with sash	Escort chief guest to dais and stand behind either side of chief guest
03	Pilot-2	SW/SD	Ceremonial uniform with sash	
04	Cadet-1	SW	Ceremonial uniform	Will hand over the prize to chief guest in a tray alternatively.
05	Cadet-2	SW	Ceremonial uniform	
06	Cadet-3	SW/SD	Civil	Will assist cadet -1, cadet-2 to place the prize on the tray according to prize list

- Note:-** (i) The Turnout of cadets at SI.No. 2,3,4, 5 should be of a very high standard.
- (ii) The cadets at SI.No. 1,4,5,6 will be involved in the arrangement of prizes according to the MC. (cadet SI No 3 & 6 are to assist MC and ANO in charge prize distribution respectively).

- (h) ANO in Charge prize distribution should ensure that three copies of the prizes are made. List one for the MC, one for the cadet at SI NO 3 & SI.No 6 and one for ANO in charge, CI)
- (j) Two rehearsals of prizes distribution to be carried out prior to the final day.

### **Purchase Committee ANO**

140. ANO in charge of Purchase Committee will be detailed as per detailment in CRO. Purchase committee ANO will receive instruction from Quarter Master ANO. His duties are as follows: -

- (a) Purchase Committee ANO in charge will make a team of three SD Boy and two SW Girls for that day's Purchase Committee.
- (b) Purchase Committee ANO will take the list of items to be procured from Camp QM (ANO) with proper briefing in case items not available in the market.
- (c) In case any decision has to be made during purchases, the Purchase Committee ANO to take approval from Camp Commandant on Telephone.
- (d) The purchase committee ANO should ensure that weighing of the items is done accurately.
- (e) A proper receipt should be obtained from the shopkeepers / vendor in front of cadets. The purchase committee members will sign on the backside of the bill which will be countersigned by the account officer.
- (f) Purchase Committee ANO will obtain prices prevailing in the market for vegetables for future reference or purchases. The format will be as follows: -

### **Price List as on 21 August 2017**

<b>SNo.</b>	<b>Veg/Eggs/Fruits</b>	<b>Rate</b>

- (g) He/she will report to Camp Commandant with the list mentioned above immediately after purchase carried out of the day. ANO may advice Camp Commandant about the availability of veg, which can be incorporated in the menu.
- (h) Purchase committee ANO to ensure that unloading of the stores from the vehicles is done after ANO reports to Camp Commandant and gets his signature on bills before submitting to clerical staff.

- (i) Purchase Committee ANO will get the stores unloaded personally in his/her presence and obtain the signature of QM ,JCO / QM ANO on the items list.
- (ii) Finally, Purchase committee ANO will deposit the balance amount along with the receipts and item lists to Accounts section of the camp.

#### **Camp JCO Quartermaster**

141. (a) He will assist the Quarter Master in looking after the QM Stores and issuing of rations to the Cook house.
- (b) He will ensure that the stores are properly guarded both during the day and night.
- (c) He will carry out any other duties assigned to him by the Quarter Master.

#### **Camp Senior JCO (SM)**

142. (a) He will carry out the duties of Sub Maj in relation to the regular staff in the camp.
- (b) He will be in charge of the Treasury Chest.
- (c) He will assist the Camp Commandant in maintaining the highest standard of discipline in the camp and keep him informed of any untoward incidents.

#### **Camp JCO Adjutant**

143. (a) He will assist the Camp Adjutant in maintaining overall discipline in the camp and in detailing guards and duties. He will prepare Daily Parade States and submit the same to the Adjutant.
- (b) He will keep a record of daily out passes issued to the cadets.
- (c) He will help the Adjutant in matters of training and any other task assigned to him.

#### **Camp Orderly Officer (ANO)**

144. (a) The Camp Orderly Officer will be detailed in camp orders.
- (b) His tenure of duty will commence from reveille of the day he is appointed till reveille of the following day.

- (c) He will exercise general supervision over the JCO of the day.
- (d) He will report to the Camp Adjutant as soon as possible after commencement of his duty. He will collect the orderly officers report form and will obtain special instructions regarding fire-fighting practices etc. He will hand over the completed form by 1000hrs on the day when he hands over charge.
- (e) He will turnout the Quarter Guard once by day and once by night.
- (f) He will mount the Guard daily by the time specified in Camp orders and will ensure that they are conversant with their duties. Quarter Guard once mounted cannot be changed before their normal 24 hours duty without the permission of the Camp Adjutant.
- (g) He will check the pickets in sub unit areas at night.
- (h) During his tenure of duty he will visit the following:-
  - (i) The QM's Stores at the time of issue of rations.
  - (ii) Cadet mess at meal times.
  - (iii) The Tuck Shop, Information and Recreation rooms at the time of their functioning.
  - (iv) The cookhouse, dining halls, Latrines and urinals.
- (j) He will attend the roll call parades.
- (k) He will visit Kotes and carryout a surprise check of arms and ammunition.
- (l) He will see that lights out at the time specified in the Camp Orders.
- (m) He will not leave the camp area without permission of the Adjutant.

### **Camp Orderly JCO**

- 145. (a) The Camp orderly JCO will be detailed in Camp orders.
- (b) His tenure of duty will be from reveille on the day when appointed till reveille of the following day. During this period he will remain in Uniform.
- (c) He will assist the Camp Orderly Officer of the day.

- (d) He will report to the Camp Orderly Officer as soon as possible after commencement of his duty and will obtain the time for turning out the Guard.
- (e) He will mount the Guard at the time specified in Camp orders.
- (f) He will turn out the Quarter Guard once during a day and once during the night. He will also carry-out a physical check of the arms and ammunition in any particular Kote and will sign the Kote Register.
- (g) He will check the security measures in the camp. .
- (h) He will inspect sick report prior to its marching in the MI Room.
- (J) He will check fire appliances in the camp area.
- (k) He will ensure that lights are out at the specified time.
- (l) He will not leave the camp area without permission of the Camp Adjutant.
- (m) He will report any unusual occurrences in the camp area to the Camp Orderly Officer and the Sub Maj.

### **Camp Orderly Sergeant**

- 146. (a) His tenure of duty will be from reveille to reveille of the next day.
- (b) He will report to the Camp Orderly Officer as soon as possible after 'Reveille'.
- (c) He will accompany the Camp Orderly Officer on his visit to the cadets mess at meal time.
- (d) He will assist the orderly officer at Guard Mounting.
- (e) He will assist the Camp Orderly Officer at Guard Mounting.
- (f) He will parade at the Commanding Officers orders.
- (g) He will see that all lights are out in the Coy lines after 'Lights Out' has been sounded.
- (h) He will not move out of the camp during his tenure of duty.
- (j) He will visit the Tuck Shop to see that good order prevails and that it is clean.

- (k) He will submit a written report to the orderly room that the above duties have been carried out.
- (l) He will fall in the sick parade and will take them to MI Room
- (m) He will prepare the sick report form for MO's remarks and will produce the book to the Adjutant.

### **Camp Cadet Quarter Master Sergeant (CQMS)**

147. Cadet CQMS will be nominated by Camp Commandant from/among the Senior Cadets attending the camp. CQMS will receive orders/instructions from under mentioned officers:-

- (a) Camp Commandant.
- (b) Dy Camp Commandant
- (c) Training Officer
- (d) Camp Adjutant (ANO)
- (e) Camp Quarter Master (ANO)

148. Duties of CQMS, through Cadet in charge Messing, Camp Purchase committee and cooks will ensure the following:-

- (a) All Dry and Fresh ration, on receipt in cookhouse are as per payment receipts.
- (b) All Dry and Fresh ration are stored neatly and properly in the Ration store.
- (c) Ensure cleanliness of Cookhouse; Ration store, Drainage, Washing point and Food serving places.
- (d) Ensure meals are prepared as per Menu.
- (e) Provide requisite rations to Cooks through cadet in charge messing.
- (f) Get next days ration requirement from cadet in charge messing by 0800h. Check available items in store, prepare demand for purchases to be made by purchase committee and give it to Camp Quarter Master.
- (g) Ensure correct demand placed with Camp purchase committee.
- (h) Ensure and check all items demanded have been correctly purchased and brought by purchasing committee as per payment receipt.

- (j) Issue rations to cook house through cadet in charge messing as per requirement.
- (k) Ensure food is cooked and served at correct time.
- (l) Ensure safe water is available for washing of utensils, cooking and drinking.
- (m) Ensure Cookhouse and ration store is free from flies.
- (n) Ensure no stray dog or cattle move near cookhouse and food serving areas.
- (o) Ensure sweepers have cleaned all dustbins.
- (p) Ensure no unauthorised person enters cookhouse or ration store.
- (q) Ensure all cooking staff takes bath twice a day.
- (r) Ensure used oil tins are covered properly.
- (s) Ensure milk is boiled properly and kept covered.
- (t) Ensure perishable items like vegetables, milk, eggs and chicken are stored properly and are cooked well in time before they get spoiled.
- (u) Ensure that disinfection squad and cleanliness team do their job daily.
- (v) In case of any difficulty, approach Camp Quarter Master or Camp Comdt for advice.

#### **Camp Cadet Senior Under Officer( SUO)**

149. Cadet SUO will be nominated by Camp Commandant from/among the senior cadets attending the camp. SUO will receive orders/ instructions from under mentioned Officers:-

- (a) Camp Commandant.
- (b) Dy Camp Commandant
- (c) Training Officer
- (d) Camp Adjutant (ANO)
- (e) Camp Quarter Master (ANO)

150. SUO through under mentioned camp cadet appointments or directly will get the orders/ instructions executed: -

- (a) Camp Cadet Adjutant
- (b) Camp Cadet Quarter Master Sergeant.
- (c) Camp Cadet Sergeant Major.
- (d) Camp Regimental Police Sergeant.

151. **Duties of SUO are:-**

- (a) Conduct/organize all central fall ins including Roll Call Parade, take report from various appointments and give report to Camp Adjutant or to any ANO nominated by Camp Adjutant.
- (b) Ensure other than permitted cadet, no one misses the training or other camp activity.
- (c) Ensure all cadet appointments do their duties as per their charter of duties.
- (d) Ensure no one leaves the camp premises without proper authority.
- (e) Ensure no visitor is allowed during parade hours.
- (f) Supervise daily sick report.
- (g) Get daily purchasing committee assembled.
- (h) Ensure sweeper clean the areas including Cookhouse, Bathroom and Latrines.
- (j) Ensure no one throws waste items outside the dustbins.
- (k) Ensure instruction on Security and Discipline are implemented by all cadets and inform Camp Adjutant of any breach.
- (l) Ensure all cadets take their meals in time and do not throw waste food in the camp area and use dustbins for the same.
- (m) Get any other order issued executed.
- (n) **Ensure girls cadets move as Buddies only.**
- (o) Ensure through Camp Cadet Adjutant, no unauthorized vendors neither come into the camp nor park their cycles or vehicles outside the camp gates.

- (p) Take a conference of all cadet appointments once in a day and review their tasks.
- (q) In case of any difficulty, seek advise from Camp Adjutant or Camp Comdt.
- (r) Ensure PA eqpt, chairs and other items are placed well in time before the commencement of event.
- (s) Will ensure that under mentioned teams/squads do their job daily:-
  - (i) Water and lights on/off committee.
  - (ii) Disinfection squad.

### **Camp Cadet Adjutant (CCA)**

152. Camp Cadet Adjutant (CCA) will be nominated by Camp Comdt from among the senior cadets attending the camp. CCA will receive orders/instructions from under mentioned officers or camp appointment:-

- (a) Camp Commandant.
- (b) Dy Camp Commandant.
- (c) Training Officer.
- (d) Camp Adjutant (ANO).
- (e) Camp Quarter Master (ANO).
- (f) Camp Cadet Senior Under Officer.

153. Camp Cadet Adjutant will pass all orders and instructions directly to cadets or execute the same through the under mentioned cadet camp appointment:-

- (a) Camp Cadet Sergeant Major.
- (b) Camp Regt Police Sergeant.
- (c) Cadet in charge Quarter Guard.
- (d) Cadet Platoon Commander.

### **154. Duties of CCA**

- (a) Be understudy to Camp Adjutant.
- (b) Take central fall in report from various appointments and give report to Officer.
- (c) Ensure training of various squads is carried out as per training programme.

- (d) Ensure other than permitted cadet no one misses the training or other Camp activity.
- (e) Ensure that all cadet appointments do their duties as per their charter of duties.
- (f) Ensure no one leaves the camp premises without proper authorization.
- (g) Ensure no visitor is allowed during parade hours.
- (h) Supervise daily sick report.
- (j) Get daily purchasing committee assembled (only cadets).
- (k) Ensure all sweepers clean the areas including Cookhouse, Bathroom and latrines.
- (l) Ensure no one throws waste items outside the dustbins.
- (m) Ensure cadets detailed for various MC or cultural activities carry out their practice and assemble all cadets in time for cultural activities.
- (n) Ensure instruction on Security and Discipline are implemented by all and inform Camp Adjutant of any breach.
- (o) Ensure all cadets take their meals in time and use dustbin to throw waste.
- (p) **Ensure girl cadets move as Buddies only.**
- (q) Ensure all cadets are properly dressed.
- (r) Ensure that no unauthorized vendors neither come into the camp nor park their vehicles outside the camp gates.
- (s) Pass orders to Camp Regtl Police Sergeant and other camp appointments.
- (t) Get daily Day and Night duty roasters checked and put to camp Adjutant.
- (u) Check and supervise daily practice by Quarter Guard and help IC Quarter Guard in mounting of guard.
- (v) Ensure stick orderly is properly dressed.

- (w) Ensure that disinfection squad and water and light on/off committee do their job daily
- (x) Get night duty sentries fall in and check the following before duties start:-
  - (i) Sentries are in pairs.
  - (ii) Check duty roaster.
  - (iii) Sentries know their job / task.
  - (iv) Sentries know what to do in case of any incident.
  - (v) Sentries have a lathi and a torch.
  - (vi) Sentries have got whistles.

### **Cadet In Charge Messing**

155. Cadet in charge messing (IC Messing) will be nominated by Camp Commandant among the senior cadets attending the camps. Cadet in Charge Messing will receive orders / instructions from under mentioned Officers or Camp appointments:-

- (a) Camp Commandant.
- (b) Dy Camp Commandant.
- (c) Training Officer.
- (d) Camp Adjutant (ANO).
- (e) Camp Quarter Master (ANO).
- (f) Camp Quarter Master Sergeant (CQMS)

### **156. Duties of Cadet In Charge Messing**

- (a) Cadet IC Messing will ensure all meals are cooked and served in time.
- (b) All meals are cooked as per menu.
- (c) There are no shortages of any item being served during the meal.
- (d) There is no major left over.
- (e) Meals are prepared hygienically.
- (f) Cookhouse, washing point, drainage area are always kept neat and clean and free from flies.
- (g) Cooking party takes bath daily and remains clean.
- (h) Ensure if any staff of cooking party is unwell, the individual is not permitted to remain on the premises.
- (j) Enough distribution points and distribution staff is available for serving.

- (k) A separate distribution point is opened for cadets having second helping.
- (l) Ensure left over by cadets is thrown in dustbin only.
- (m) Ensure all dustbins are cleaned twice daily.
- (n) Ensure enough water is available for cooking and drinking.
- (o) Ensure items of daily supply like milk and fresh reach in time for cooking.
- (p) Ensure enough supply of filled LPG cylinder is held in cookhouse for two to three days of cooking.

### **Camp Cadet Sergeant Major (CCSM)**

157. Camp Cadet Sergeant Major will be nominated by Camp Commandant from among the senior cadets attending the camps. CCSM will receive orders / instructions from following Officers or Camp appointments: -

- (a) Camp Commandant.
- (b) Dy Camp Commandant.
- (c) Training Officer.
- (d) Camp Adjutant (ANO).
- (e) Camp Quarter Master (ANO).

### **158. Camp CSM Duties**

- (a) Be under study to Camp Adjutant.
- (b) Take central fall-in report from various appointments and give report to Officer.
- (c) Ensure training of various squads is carried out as per training programme.
- (d) Ensure other than permitted cadet, no one misses the Training or other camp activity.
- (e) Ensure all cadet appointments do their duties as per their charter of duties.
- (f) Ensure no one leaves the camp premises without proper authorization.
- (g) Ensure no visitor allowed during parade hours.

- (h) Supervise daily sick report.
- (j) Get daily purchasing committee assembled.
- (k) Ensure all sweepers clean the areas including cookhouse, Bathroom and Latrines.
- (l) Ensure no one throws waste items outside the dustbins.
- (m) Ensure cadets detailed for various MC or cultural activities, carry out their practice and assemble all cadets in time for cultural activities.
- (n) Ensure instructions on Security and Discipline are implemented by all cadets and inform camp Adjutant of any breach.
- (o) Ensure all cadets take their meals in time and throw waste food only into dustbin.
- (p) Get any other order issued executed.
- (q) **Ensure girl cadets move as Buddies only.**
- (r) Ensure all cadets are properly dressed up.
- (s) Pass orders to Camp Regt Police Sergeant and other camp appointments.
- (t) Get daily Day and Night duty rosters checked and put up to camp Adjutant.
- (u) Check and supervise daily practice by Quarter Guard and help IC guard.
- (v) Ensure stick orderly is properly dressed up.
- (w) Ensure that disinfection squad and water and light on/off committee do their job daily.
- (x) Get night duty sentries fall in and check the following before duties start:-
  - (i) Sentries are in pairs.
  - (ii) Check duty roster.
  - (iii) Sentries know their job / task.
  - (iv) Sentries know what to do in case of any incident.
  - (v) Sentries have a lathi & a torch.
  - (vi) Sentries got whistles.

- (y) Be understudy to Camp Cadet Adjutant.
- (z) Officiate as Camp Cadet Adjutant in case of his/her absence.
- (aa) Will get the cadets detailed for Quarter Guard assemble everyday at 1630hrs and ensure they practice various drills of Quarter Guard.
- (ab) Will check that the dress of cadets detailed for Quarter Guard is proper and authorized items of the uniform are worn in proper manner.
- (ac) CCSM along with IC Quarter Guard will give a demonstration to all cadet of the camp about Guard Mounting and various duties.
- (ad) Will pass order to all PI Cdrs and get feedback and report from them.
- (ae) On order of CSUO, CCA get any team, squad organised and assembled.
- (af) Ensure purchasing committee assembles and leaves for purchases in time.
- (ag) Detail Night duty check squad.
- (ah) Check Night duty roaster prepared by R P Sergeant.
- (aj) Brief and debrief all Day and Night sentries.
- (ak) In case of any difficulty, approach Camp Adjutant, Trg Offr or Camp Commandant.
- (al) Get Night duty sentries fall in, check duties, ensure sentries are in pair and also know their job.

### **Camp Regimental Police Sergeant (RP Sergeant)**

159. Camp Regimental Police Sergeant will be nominated by Camp Commandant from/ among the senior cadets attending the camps. CRPS will receive orders/ instructions from under mentioned Officers or Camp appointments:-

- (a) Camp Commandant
- (b) Dy Camp Commandant
- (c) Training Officer
- (d) Camp Adjutant (ANO)
- (e) Camp Quarter Master (ANO)

160. **Duties Camp Regimental Police Sergeant:**

- (a) Is directly responsible to Camp Commandant. For breach of Security or Discipline by anyone in the camp. He will be with a dedicated team of two cadets.
- (b) RP Sergeant will ensure the following: -
  - (i) No unauthorized person enters the camp premises without permission at any time.
  - (ii) All day and night duty sentries know their job and do not permit any cadet to leave the camp nor allow any unauthorized person including any vendor in and around the camp premises without permission.
  - (iii) Work out the requirement of Day and Night duty sentries and get them detailed squad wise through Camp Cadet Adjutant.
  - (iv) Make out duty roasters for Night sentries.
  - (v) Detail night duty check team.
  - (vi) Brief each Day and Night sentry about their job / task / duties
  - (vii) Carry out surprise check of sentries to find out if they know their job.
  - (viii) Ensure day and Night duty sentries do not allow dogs or animal in the camp complex.
  - (ix) Ensure lights are switched on/off at prescribed time.
  - (x) Ensure and check canteen contractor is not charging cadets more than approved rates.
  - (xi) Supervise, monitor and report if any security or discipline breach is taking place or has taken place.

**Cadet In Charge Quarter Guard (ICQG)**

161. Cadet In-charge Quarter Guard will be nominated by Camp Commandant from senior cadets attending the camps. ICQG will receive orders from following Officers or Camp appointments: -

- (a) Camp Commandant.
- (b) Dy Camp Commandant.

- (c) Training Officer.
- (d) Camp Adjutant (ANO).
- (e) Camp Quarter Master (ANO).

162. **Cadet In Charge Quarter Guard (ICQG) Duties**

- (a) Will be responsible for mounting or dismounting of quarter guard.
- (b) Will ensure guard practices all drills a day prior of mounting.
- (c) Will ensure dress of guard is proper and ironed.
- (d) Will ensure area of Quarter Guard is properly cleaned and maintained at all the times.
- (e) Will make duty roaster of guard.
- (f) Will ensure all weapons and ammunition are properly locked and are secure.
- (g) Will ensure flag of the quarter guard is hoisted and lowered at prescribed time.
- (h) Will give demonstration to the whole camp on mounting and dismounting drill of quarter guard.
- (j) Will be responsible for safety and security of Quarter Guard.
- (k) Will ensure no unauthorized person enters the Quarter Guard.
- (l) Will conduct practice of stick orderly daily.
- (m) Will check and ensure uniform of stick orderly is proper and neat.

163. **The Officers and staff attending the camp will stay with the cadets in camp area. In no case will any staff not officially detailed for the camp will stay or participate in any activity involving the cadets.**

**Check List for Camp Commandant**

164. A check list: for camp commandant is enclosed as **Appendix N** as guideline.

## **SECTION XII**

### **SAFETY & SECURITY**

165. Safety and Security of Personnel, Equipment and Stores is of paramount importance and it is the responsibility of entire staff present in any kind of training activity to ensure the same. However, few incidents in the recent past indicate that due attention is not being paid towards this sensitive and very important issue. Any negligence on part of any staff member results in loss of life and damage to property. Thus there is a need to adopt a zero tolerance attitude towards incidents leading to injuries, loss of life or damage to property. In view of the foregoing, a need is felt to promulgate detailed Instructions regarding safety and security of the NCC Cadets attending various organized training activities within or outside the state. The salient aspects of safety and security as related to conduct of camps are highlighted in this section.

166. Camps are an important and integral aspect of NCC activities. The camps also mark the culmination of institutionalized training being imparted to the cadets in their respective educational institutions. Camps provide exposure to the cadets to a near military like condition of living and group activity which they would not see normally. These activities are conducted to meet the overall aim of NCC to bring out leadership qualities, develop strength and stamina and build esprit-de-corps amongst the cadets. The camps are conducted outdoors and the activities are rigorous in nature. It is therefore important to ensure that proper safety measures are incorporated in various camps. Certain broad guidelines related to safety of the cadets during conduct of these camps are as follows:-

- (a) All ATCs/CATCs will be organised under the supervision of the Group HQs and will be attended by at least Three Officers.
- (b) Reconnaissance and planning of all locations of camps that the cadets are required to visit or halt will be carried out well in advance and approved by the Group HQs.
- (c) Camp site and location of various training areas should specifically be seen through the prism of security of cadets keeping the essential requirement for conduct of camps in mind.
- (d) On arrival in the camp cadets will be distributed into convenient squads preferably of 12-15 cadets each and a squad leader will be nominated. The squad leader will be responsible for the safety and conduct of the squad. The squad must be encouraged to carry out all activities together. This will not only ensure security but also help cadets imbibe lessons of leadership and team spirit. Two to three squads will be grouped to form a team under a PI Staff/GCI (in case of girl cadets). These teams will report to the Deputy Camp Commandant regarding safety of cadets.

- (e) Security Instructions as laid down in the Camp routine orders will be strictly be implemented. Roll Call will be conducted every evening.
- (f) Kit check-up at the commencement of camp and surprise checks will be carried out to ensure that cadets are not in possession of any weapon or sharp object like blades, knives, razors etc.
- (g) No Camps or trek routes will be in or close proximity of railway lines/ highways.
- (h) Camps to be held in Army/ Naval/ Air Force premises as far as possible for obvious advantages where permissible.
- (j) No activity which is likely to endanger the life of a cadet will be undertaken.
- (k) All safety precautions will be taken and cadets briefed by an officer before each event.
- (l) An officer will be present along with medical officer at all places where high risk training activities are conducted.
- (m) Maximum care will be taken against mishaps during Camps. All safety precautions pertaining to **fire risks, drowning, electrocution** and so on will be ensured.
- (n) **Buddy system will be strictly implemented in the camp.**
- (o) Mahila police will **ALWAYS** be present in girl cadets camps or wherever girl cadets are present.
- (p) An MI Room with NA having sufficient medicines will be established in the Camp. Liaison with local civil Hospital for emergencies will also be carried out.

#### **Precaution against Inclement Weather.**

167. Safety instructions regarding adverse weather conditions (cold weather or hot season) will be implemented and listed out in the Administration and Joining Instructions.

#### **Precaution Peculiar to Terrain.**

168. Safety measures with regard to terrain like mountains, jungle, desert etc will be specifically mentioned in the Adm and Joining Instructions which will be followed strictly.

### **Security Officer**

169. Camps may be held in Army/ Naval/ Air Force premises as far as possible for obvious advantages. Security of the camp will be organized centrally under Deputy Camp Commandant who will also perform the duties of the Chief Security Officer. He will perform the following duties-

- (a) He will, in consultation with the Camp Adjutant ensure that the camp is adequately guarded during both day and night to prevent any untoward incident. He will decide upon the number of guards required during both day and night to safe guard security of the camp
- (b) He will continuously monitor the training activity through his subordinate channel to ensure an incident and accident free conduct of camp.
- (c) He will issue passes to all civilian employees like cooks, safaiwalas, and civilian staff working in the camp for the duration of the camp.
- (d) He will ensure that all visitors to the camp are verified and allowed access into the camp area only after their identity has been established.
- (e) He will report and brief the Camp Commandant regarding security of the camp on a daily basis.
- (f) He will ensure security of the Camp area including Camp office area, kotes, cook houses etc along with the PI staff available in the camp. Further security be augmented with the assistance of local police, PMF and local army units if feasible.
- (g) He will review all places that the cadets are to visit and ensure proper guards /PI Staff are positioned where the need is felt. If any signposting is required the same shall be done before the arrival of cadets and in the language that the cadets understand.
- (h) He will ensure that adequate number of fire points exist in the camp. He will hold fire alarm practices in consultation with the Adjutant.
- (j) He will ensure that no subversive literature goes into the hands of the cadets.
- (k) He will ensure security of the camp office.

## **Guards and Duties**

170. Deputy Camp Commandant will decide upon the number of guards required both during day and night to safe guard security of the camp. Security of camp will be centrally organised under Deputy Camp Commandant, adequate number of guards will be detailed.

## **Camp Quarter Guard**

171. The Quarter Guard, though ceremonial during the day, will be tactical at night. Order for the Quarter Guard are attached as **Appendix O**. The quarter guard will particularly ensure safety of the treasury chest, which will be guarded by a sentry all times. The Quarter Guard will remain alert both during day and night to give immediate warning of an outbreak of fire anywhere in the camp or in its vicinity. It is also responsible for the safety of arms and ammunition inside the Guard Tent.

## **QRT**

172. A Quick Reaction Team (QRT) will be detailed from within the PI Staff depending upon the threat perception and intelligence provided to Camp Commandant by local administration. Details of QRT will be published in Camp Routine Order, which shall specify the exact quantum of arms, ammunition, vehicle and means of communication. QRT should be rehearsed under the supervision of Deputy Camp Commandant to improve their reaction. QRT should sleep centrally at a nominated place. **No cadet will form part of the QRT.**

## **Security of Control Stores**

173. Security of all types of control stores is of paramount importance. The Camp Commandant /Deputy Camp Commandant will ensure its proper safe custody. The Kote will preferably be located in a central area adjoining the Quarter Guard. All arms and ammunition will be deposited in the Kotes. Chains will secure rifles, LMGs and other small arms. Other controlled stores will be kept in locked boxes. Live ammunition, blank rounds and empty cases will be stored in separate boxes. Kotes would be established in Camp premises. DP weapons will be kept in camp Kotes.

## **Kotes**

174. Kotes would be established in camp premises depending upon the caliber of weapons being brought to the camp. In case of high caliber weapons are being brought to the camp, local police authorities will be consulted and weapons should be kept in their armoury. DP weapons can be kept in camp kotes for ease of administration but only after taking proper clearance from local police authorities.

### **Kote Orders**

175. Kote Orders are attached at **Appendix 'P'**.

### **Regimental Police**

176. Regimental Police will consist of one Sergeant and six cadets. They will work directly under orders of Adjutant. The RP Sergeant will also liaise with the Deputy Camp Commandant at 0800hrs daily to apprise him of any laxity in the security of the Camp, Following duties will be carried out by the Regimental Police :-

- (a) To maintain Visitors` Book at the Main Gate which should record particulars of all visitors. their purpose of visit and time of arrival and departure from the camp.
- (b) An RP Sentry will be mounted at each of the following places:-
  - (i) One Sentry at the Main Gate
  - (ii) One Sentry at the Water Point.
  - (iii) Sentries as detailed will move round the camp to keep away unauthorised persons, stray cattle and dogs.
- (c) The RP Sentry at the Main Gate will ensure that cadets do not leave the camp without an out pass signed by the Adjutant.

### **Life Saving Squads**

177. Bathing is only permitted at the authorised bathing points. In case the bathing point is located on the banks of a tank or a nullah, Life Saving Squad consisting one NCO of the regular Armed Forces and 3 cadets who are good at swimming and conversant with life saving will be detailed. Cadets will not be allowed to bathe in water, which is more than knee deep. Following are the duties of a life saving squad:-

- (a) To prevent cadets from bathing away from the bathing points
- (b) To keep a constant watch on the bathing point so as to prevent cadets from entering into deep water.
- (c) To render timely help in the case of any drown.

### **Provision of Electricity**

178. Electricity for the camp will be taken from authorized source after necessary consultation with the local electricity department. The electrical point in the camp will be established and maintained only by authorized personnel and under no circumstances any cadet will be involved in the same.

## **Fire Fighting**

179. It is essential to maintain good fire discipline in the camp to prevent any losses due to out- break of fire. Strict fire precautionary measures will be adopted as enumerated in the Fire Control Orders.

## **Fire Fighting Officer**

180. An Officer, preferably the Deputy Camp Commandant will be nominated as the Camp Fire Fighting Officer. He will ensure that the Fire Alarm Practices are held frequently without notifying the time before hand. Inter coy competitions in turning out promptly on a Fire Alarm Practice may be encouraged.

## **Fire Orders**

181. Fire Orders are attached as **Appendix Q**.

## **Fire Alarm Practices**

182. Fire Alarm Practices will be held frequently without notifying the time before hand. Inter Coy competitions in turning out promptly on a Fire Alarm Practice may be encouraged.

## **Safety And Security While On Move**

183. Security of personnel, weapons and equipment will be ensured while moving to and from camp. All precautions will be ensured while travelling in trains, buses or any government transport. As a rule, all cadets will move in a group under the supervision of ANOs/GCI/PI Staff with proper reservation. All Cadets and Staff will move together. Separate accommodation will be arranged for Boys and Girl cadets. Onward and return journey rail reservation will be ensured well in advance. The following directions will be strictly observed by the coordinating/ conducting unit:-

- (a) All movements to be in groups under an In-charge.
- (b) An ANO/JCO will be overall in-charge of the party with a senior NCO responsible for SD /JD cadets and a GCI for SW/JW cadets.
- (c) The party will be briefed prior to departure. They should be given a list of DO's and Don'ts. The following additional aspects should also be borne in mind:-
  - (i) **No move except in buddy pairs, even to toilets at night.**
  - (ii) Cadets will not stand next to open doors or lean outside while travelling in Buses and trains.

(iii) No acts of indiscipline should be tolerated. In case a cadet does not obey the orders of the staff, the JCO in-charge will report the matter to the Camp Commandant on arrival and the cadets will be returned.

(iv) No tea/eatable or water will be consumed from unauthorized sources.

(d) Assistance of MCO and local police may be obtained during boarding wherever required.

(e) In case there is a requirement to change trains, the party will detrain together and will move as a group. No cadet will move alone.

### **On Arrival at Destination Station**

184. (a) Reception at designated place will be coordinated by conducting Group HQ. An OIC will be nominated who will receive all contingents. He will brief cadets on move to Camp and ensure that they move in groups.

(b) Assistance of RPF, local police and MCO may be obtained wherever necessary.

(c) All contingent will dismount, fall in and carry out proper head count. Head count before and after every move is a must & should be made part of the Camp routine.

### **Move Of Cadets to Camping Ground.**

185. Move of all cadets especially JD cadets, girl cadets and cadets hailing from remote areas to Camping Ground and back should be accompanied by respective ANOs/ GCIs/ PI Staff.

### **Safety Precaution During Firing.**

186. Conduct of firing at unit level forms essential and integral part of training imparted to cadets. Firing is also conducted during the camps. The cadets attending the camps may not have prior exposure to firing and related aspects. Hence there is a need to lay greater emphasis on safety so as to obviate the possibility of occurrence of range incidents/ accidents.

### **Pre Firing Activities .**

187. The following will be ensured / carried out as part of pre firing activities:-

- (a) OIC firing to be detailed by name. SOP and Range Standing Orders for the range is received, read and the contents passed to all concerned.
- (b) Proper allotment of range from appropriate authority such as Station HQ / Police/ Civ Adm Auth/ CAPFs.
- (c) Adequate notice is given to civil police for the presence of police representative during firing.
- (d) Adequate notice is given to the ANOs/Cadets/Institutions so as to ensure their presence at the appointed place and time.
- (e) All the weapons including spare are cleaned properly and pre firing inspection carried out by armourer /WT qualified PI Staff.
- (f) Publish CRO giving out the responsibilities assigned to various PI Staff such as Butt point I/C, Firing point I/C, Ammunition I/C, OIC firing etc.
- (g) Placement of sentries at designated places as given out in the Range Standing Order.
- (h) Sentries so placed are suitably kitted with red jackets, helmets, whistles etc.
- (j) Cadets are trained on musketry and various drills to be followed while on a firing range.
- (k) Adequate dry rehearsals are carried out so that all the cadets understand the implications of each word of command in totality. Under no circumstances should a cadet who displays disregard / lack of understanding of laid down instructions be permitted to fire.
- (l) Ensure the presence of an ambulance/ light vehicle to cater for medical emergencies if any.
- (m) Ensure the presence of a Nursing Assistant with first aid box filled with contents having adequate shelf life.
- (n) Ensure all appointments as specified in the CRO are present in the range.

- (o) Ammunition will be under the constant care of PI Staff. At no stage should the ammunition be left solely under the supervision of ANOs/ Civ Staff/ Cadets.
- (p) Ensure that the targets are placed in accordance with the SOP.
- (q) Ensure that the cadets are divided into adequate number of details and briefed accordingly.
- (r) Detail helpers from among the cadets and further brief them regarding their duties.
- (s) No firing should take place unless all red flags are hoisted and look out men are posted as per the Range Standing Orders. One flag will always be on the butt and shall serve as a warning that the range is in use.

### **Safety During Firing**

188. All firing practices will be conducted under the supervision of the OIC Firing who will be an Officer nominated in the CRO. The following is the normal procedure on the firing points:-

- (a) The party to fire is brought within about 100 yds of the firing point.
- (b) The practices to be fired are explained.
- (c) Firers are given target and target numbers.
- (d) The coach, ammunition party, helpers and look out men take up their positions.
- (e) The first two details only form up behind the targets.
- (f) Ensure that the helpers are in position prior to commencing fire. The firing will start only after getting orders from the OIC.
- (g) Ensure minimum two PI staff are present with firers at the firing point always.
- (h) On completion of fire, the firers must raise their right hand up, keeping the elbow on ground.
- (j) Proper procedure and accounting of empty cartridges will be done on "Khali Kar".

- (k) It will be ensured that there is no cadet ahead of the firers line during any activity of firing be it during “Rok” “ khali kar” or during weapon inspection.
- (l) The details are changed by word of command and the new detail which has been waiting comes up while another detail forms up behind.
- (m) Before the firers leave the range, they will have weapon inspection. Each firer will be checked for verifying that the ammunition issued has been fired and quantity of fired cartridges and misfired cartridge tallies with the ammunition taken to the firing point.

### **Action in case of Misfire / Misfeed / Faulty Ejection.**

189. The following procedure will be adopted:-

- (a) In case of the above, the firer will raise his/her right hand and report the fault. The weapon will continue to be pointed towards the target.
- (b) The coach/ PI Staff will initiate appropriate action after the remaining detail has finished firing. The weapon will be changed if required and the cadet afforded full opportunity to complete firing.

### **Safety After Firing.**

190. The following activities should be carried out after firing:-

- (a) Ensure that all weapons, ammunition and any other controlled stores are physically checked and “All OK” taken from various appointment holders.
- (b) Ensure that all records of firers including results are tabulated.
- (c) Ensure that range is restored to pre firing condition.
- (d) Obtain signature of police representatives as clearance certificates.
- (e) Ensure that all the weapons are cleared, oiled and deposited back in the kotes.

### **Safety Guidelines for Treks**

191. Treks are conducted by NCC Dte in all types of terrain. Since treks involve movement of cadets in difficult areas it becomes imperative that necessary security instructions be put in place in order to prevent any mishap. Cadets from other states participate in these treks hence, it becomes the responsibility of respective ADGs/ DDGs to ensure its smooth and safe conduct. Enumerated below are certain planning

parameters as guidelines for safe conduct of treks:-

- (a) Trek routes should be planned and selected well in advance keeping all aspects of security in mind. This is the responsibility of the Conducting Dte.
- (b) Existing or available trails/ track/ routes should be reviewed and changed or altered if the situation so demands. Search for alternate sites which offers a better and safer trekking area/route must be a continuous process.
- (c) Camping and Staging Areas must be planned keeping in view availability of adequate space for camping, accessibility from main road for provisioning of water, food supply, ease of evacuation etc.
- (d) The activities planned for the duration of the trek should be as per the guidelines given in the SOP or Instructions issued from time to time.
- (e) The trek route selected should be commensurate with the skill and fitness level of the participating cadets.
- (f) There should be dedicated supervisory staff detailed for each trek that will be responsible for briefing, conduct, supervision, safety, administration and for discipline of the cadets for their respective routes.
- (g) Vulnerable areas along each trek route should be identified, necessary precautionary measures instituted and necessary life-saving expedients and emergency medical services be catered for.
- (h) Water bodies will be avoided for establishment of camping sites/ trekking routes/ halts. All water bodies will be placed 'Out of Bound' for all participating in the treks.
- (j) Avoid steep climbs/cliffs and treacherous routes and plan detours which are not dangerous.
- (k) Avoid river beds, canals, nullahs etc. Many rivers and nullahs have steep banks and shores due to erosion which can give way suddenly.
- (l) Avoid highways, railway tracks etc and when a road has to be used ensure road safety.
- (m) Avoid activity at night. Arrival at destination must be planned 2-3 hours before last light in all cases to prevent stragglers getting lost in hours of darkness. Start early and finish daily routes well before dark.
- (n) Treks must be conducted in fair weather to avoid periods of rain or snow. Climatic conditions can suddenly turn adverse even if planned well, therefore proper precautions against adverse weather conditions must be taken.

- (o) Avoid areas having altitude of more than 2500m without proper acclimatization and professional supervision.
- (p) Carry out a study of the flora and fauna of the region and take suitable precautions against animal attack, insects and poisonous undergrowth.
- (q) Maps of trekking routes should be made and displayed prominently for all cadets to see. Proper briefing of routes should be carried out on the first day and dangerous areas to be avoided be informed.
- (r) All assistance of local administration should be sought to ensure that adequate medical facilities are provide for the cadets in the camps.
- (s) Assistance of local Army Units CAPF in terms of resources which contribute towards safe and smooth conduct of the treks should be taken.

192. A detailed hand book on security instructions on Treks has already been forwarded vide letter No 17812/ Trek-2013/DG NCC/Trg E dated 24 Jun 2013 and the same should be followed in letter and spirit.

### **Safety During Obstacle Course Training**

193. Obstacle Course forms an important aspect of training in NCC to build confidence and team spirit amongst the cadets. Obstacle training must be conducted under the supervision of an officer-in-charge and adequate No of PI staff to supervise as well as ensure safety at each obstacle. The following safety guidelines will be adopted while conducting the training:-

- (a) The cadets should be sent in pairs to do the obstacles course.
- (b) The staff should be positioned at Start Point, Wall and at Finish Point.
- (c) One PI staff will man each obstacle. They should see that the cadets cross each obstacle correctly and safely.
- (d) The next pair may start after the earlier pair has crossed the 6ft wall, to close the time. However, ideally the next pair should start only after the earlier pair has crossed finish line.
- (e) The OIC conducting the obstacle course should remain vigilant and observe the entire activity. He must also ensure that all aspects pertaining to safety mentioned in the instructions are met before commencement of training on the course especially the Dos' and Don'ts.
- (f) A Nursing Assistant with first aid kit and a vehicle (preferably an ambulance) must be available at the training area while conducting obstacle training.

- (g) Not more than 40 cadets should be undergoing training at one time.

194. The following will be avoided:-

- (a) Obstacle training when the area is wet because the mud gets stuck to shoes which makes the obstacle slippery and thus can lead to injury/ accident.
- (b) Training in peak cold/ hot weather conditions and/or when humidity levels are high as it leads to dehydration and early tiredness.
- (c) Training without adequate supervisory staff and medical cover.
- (d) Force unwilling cadets to do the obstacle course.
- (e) Allow jumblng/ crowding up at any obstacle.

### **Safety During Rock Climbing Training**

195. Rock Climbing, as the name suggests, involves climbing a rocky feature using one's own hands and feet. This style of climbing is referred to as bouldering, since the relevant routes are usually found on boulders no more than 10 to 15 feet tall. As routes get higher off the ground, the increased risk of life-threatening injuries necessitates additional safety measures. A variety of specialized climbing techniques and climbing equipment exists to provide that safety. Climbers usually work in pairs and utilize a system of ropes and anchors designed to catch falls. Ropes and anchors can be configured differently to suit many styles of climbing. Generally speaking, beginners will start with top roping and/ or easy bouldering and work their way up to lead climbing and beyond.

196. The following safety precautions are required to be observed during the RCTC:-

- (a) Rock climbing should always be done only after having received proper training.
- (b) Warm up before beginning a climb is necessary. This will help prevent sprains.
- (c) Wearing of safety equipment properly is important. It should not be too loose or tight.
- (d) Always check harnesses after having geared up. There should be no loose carabineer.
- (e) Always check knots before climbing: always double check the tie-in knot (usually a Figure-8 follow-through).

- (f) Always check that the rope is properly threaded through the belay device.
- (g) Always ensure that climbing rope is long enough to reach the anchors.
- (h) A climbing helmet is essential. Always wear one when climbing or belaying. Helmets too protect the head from falling rocks and from the impact of falling.
- (j) Always maintain a 'three point contact' while climbing, i.e. either both feet and one hand or both hands and one foot should always be in contact with the rock surface.
- (k) While climbing, make sure your foot holds and hand holds are secure before using them.
- (l) Always ensure that the carabineer gate faces opposite direction of travel, otherwise the rope can come unclipped. Always use locking carabineers on important placements.
- (m) Always make sure that the rope is over the leg rather than between or behind them.
- (n) Always use at least two anchors. Three is better. Redundancy keeps you alive.
- (o) While climbing, if one begins to slip or slide, keep calm and relax. Try not to panic. Simply grab onto the safety cord and slowly begin to slide down the mountain.
- (p) Always pay attention to the leader above when belaying since he's the one who is taking the risk of a fall. Never take the leader off belay unless absolutely certain he is tied in and safe.
- (q) While rappelling, keep loose clothing, hair and straps away from the rappel device and keep brake hand (right hand) on the rope at all times.
- (r) While Rappelling, keep upper body upright or perpendicular to the climbing wall to decrease the likelihood of loose clothing or hair getting trapped.

**Dos and Don'ts**

197. Certain essential Do's and Don'ts which are required to be observed while Rock Climbing are enumerated below: -

**(a) Do's**

- (i) Do stay alert at all times, i.e. before, during and after climbing.
- (ii) Do practice how to maintain balance. When climbing, one will have to balance on adequate handholds and footholds and move to the next point without losing balance.
- (iii) Do build up your hand and feet muscles as they are the ones that will actually move you from one point to another.
- (iv) Do stretching exercises before and after to keep the muscles flexible and eliminate cramps.
- (v) Do check the equipment thoroughly before climbing.
- (vi) Do wear proper fitting helmet, harness and shoes. They should neither be too tight nor too loose.
- (vii) Do drink lots of water to replenish the lost electrolytes in the body after the climb.
- (viii) Do follow the commands given by the instructor.
- (ix) Do make it a habit to use complete and appropriate verbal commands like 'climbing' and 'off-belay' to maintain uniformity for easy understanding.
- (x) Do inform the instructor of any illness which one may be suffering from. Even a small injury in one finger can lead to a major problem while climbing.
- (xi) Do tape the fingers and use chalk to prevent blisters.

**(b) Don'ts**

- (i) Don't neglect to stretch before and after not only to avoid injuries but also make the muscles flexible.
- (ii) Don't try to climb if feeling sick, uncomfortable or if you are suffering from an injury.

- (iii) Don't avoid practice sessions; one never knows when they will come handy.
- (iv) Don't neglect to drink water before, during and after climbing, even when not feeling thirsty.
- (v) Don't climb a mountain too steep. Lest one get scared and fall off.
- (vi) Don't try to be 'cool' or impress people and try doing some dare devil act and follow the instructions as given by your instructor.
- (vii) Don't throw loose rocks at people.
- (viii) Don't ignore the instructions passed by the instructor.
- (ix) Don't keep the ropes between the legs while climbing.
- (x) Don't step on the climbing ropes with dirty shoes.

### **Conduct of Training near Water bodies/ Rivers/Lakes**

198. All conducting units will ensure that all water bodies are placed 'Out of Bound' for cadets. Whenever any activities are undertaken in proximity to such location rigid measures are ensured so that NO REPEAT NO cadet enters the water. All personnel involved including Officers / JCOs / NCOs or ANOs/ WTLOs/ GCIs must be specifically tasked by name to ensure safety measures. All barrages, dams, rivers, ponds, lakes, canals and the sea will be out of bounds for all cadets, except during organized training activity (sailing, yachting, Kayaking etc.) for which the Group Cdr shall be responsible.

### **Safety During Sea Attachment/ Sea Training.**

199. The following orders are for strict compliance by all personnel during the sea attachment and sea training:-

- (a) No personnel shall embark on any ship without the direct orders from the Commanding Officer/Ship's staff.
- (b) During the sailing personnel embarking the ship should be in possession of life jacket. No cadets will be permitted to come on upper deck without wearing half inflated life Jackets.
- (c) The PI staff and ANO in charge of each ship are to ensure that all items as per check list are onboard prior to cast off and completion report is made.
- (d) All cadets and staff are to follow the instruction passed by ship's staff during cast off of the ship/ coming alongside. During the casting off/ coming alongside no unnecessary movement on upper deck.

- (e) During the visit, personnel embarking onboard should walk in pair whether it is off working hours or during working hours.
- (f) No cadets will be permitted to go on upper decks during night.
- (g) Do's and Don'ts to be followed as directed by the ship's staff.
- (h) Cadets are not to be allowed to lean on guard rail.
- (j) Personnel embarking the ship should follow the routine and instruction passed by the ship's staff.
- (k) No extra baggage to be carried by the cadets/personnel embarking the ship.
- (l) No valuable items should be carried by the individual.
- (m) Personnel embarking the ship should be proficient in swimming. Non swimmer will not be permitted for the sea training/attachment.
- (n) Ear-mark specific training area and ensure that only authorized personnel are within the training area.
- (p) All cadets must be educated and made thoroughly aware of the danger of water.
- (q) In case of getting into difficulty in water, cadets must be trained to:-
  - (i) Keep calm, do not panic, conserve energy and breathe normally.
  - (ii) Try to tread water or float on back
  - (iii) Shout for help.

### **Safety & Security : Girl Cadets**

**200. The safety and security of the girl cadets will be given special emphasis. In addition to the safety security for the camp elucidated in the above paragraphs the following guidelines will be adhered to during camps:-**

- (a) Cadets will move as a group and escorted by ANOs (Lady)/ GCI while moving from institutes/Units to camps location and back.**
- (b) While moving by rail / road, confirm reservation will be ensured and all cadets should preferably be accommodated in the same bogie.**
- (c) During move proper discipline will be followed to prevent any untoward incidents. Senior cadets will be assigned various responsibilities.**
- (d) Administrative arrangement in the camps will be separate for girls and boys viz. accommodation, bathrooms & toilets, water points, dining**

halls, tuck shops, kote and rest areas in the training area. Privacy and security must be ensured.

(e) Where the training facilities are limited, separate timings will be allotted for girls and boys e.g. obstacle course, firing range.

(f) ANOs (lady)/ GCIs will stay with the cadets in the camps and if possible in the same barrack.

(g) ANOs (lady)/GCI will be present for all training, administration and routine activities during the camp. The location of ANOs (lady)/GCIs will be where the girl cadets are.

(h) MI room will cater to the special requirements of the girl cadets. ANOs (lady)/ GCI / lady attendant must be present during the sick report where Lady doctors are not available.

(j) Orientation classes for PI Staff and ANOs (male) in dealing with the girl cadets while imparting training need to be conducted under the supervision of the Camp Commandant.

(k) During training No male staff will establish any form of physical contacts with girl cadets e.g correction of turn out or body postures. These will be done by the ANOs(lady)/ GCI present on the spot.

(l) ANOs(Male) and PI staff have to refrain from the tendency of gender bias.

201. Checklist for conduct of camp is placed at **Appendix R.**

## **SECTION XIII**

### **CEREMONIALS AND PUBLICITY**

#### **General**

202. Ceremonial is a part of drill and rehearsals for it should be conducted during the periods allotted for drill. The procedure for such Ceremonial Parades is laid down in **Appendix S**. Ceremonial Parades provide a good opportunity to give wide publicity to the organisation. Besides the Ceremonial Parades, every opportunity should be taken to give publicity to various important activities carried out during the camp such as good demonstrations arranged by the cadets, cultural programmes, mass PT displays etc.

203. The following may be invited to the camp for publicity purposes:-

- (a) All Local Press Reporters.
- (b) AIR representatives if a function takes place in a big town.
- (c) Representatives of the State Information Bureau.
- (d) News reel division of the Information and Broadcasting Department, wherever possible.
- (e) Local TV Channel may also be invited and maximum coverage of training events, Community Development Project should be planned.

#### **Camp Publicity Officer.**

204. An ANO with a flair for journalism will be appointed Camp Publicity Officer. He should prepare write-ups for the press through-out the camp and get them approved by the Camp Comdt. He will keep in close touch with the print and electronic media.

#### **Special Enclosures for Press/ Media**

205. On all big occasions such as Ceremonial Parades, Opening and Closing Functions, special enclosures will be reserved for the Press/ Media. Members of the Press/ Media will interact with the Publicity Officer. The media must be provided every facility to take pictures and interact with the cadets for the purpose of obtaining inputs for publicity. Discrete caution to prevent any anti national or anti social outcomes must be exercised due to immaturity on part of the cadets or staff.

206. Wherever possible the assistance of the Defence PRO must be availed for optimal benefits of the media.

#### **Feed back**

207. A detailed feedback on the press coverage of the camps should be forwarded to the JD(Pub) at HQ DG NCC with the video clipping of News Reports covered in electronic media and news paper clippings by the fastest means possible.

## **SECTION XIV**

### **DISPERSAL**

#### **General**

208. A high degree of planning and coordination are required for executing a smooth closing down of a Camp and dispersal of cadets to prevent confusion and disorganization at the closing stages which is likely to reflect adversely on the NCC. The responsibility for the closing of a camp is that of the Camp Comdt assisted by various Camp staff. He is also responsible for making arrangements and providing facilities for moving out of the cadets.

#### **Move**

209. (a) All cadets will leave the camp on the last day of the camp.
- (b) Cadet will only move out of camp in groups accompanied by detailed ANOs/GCI/PI Staff as the case may be. In no case the cadets will be allowed to move out individually.
- (c) Detailed move instructions will be issued to all sub-units at least 72 hours in advance.
- (d) Necessary rail reservation for journeys to and from will be obtained by the unit commanders well in advance.
- (e) The transport will be provided as required for the move of cadets and luggage to rly stns / bus stops, the demands for which should be placed to the Camp Adjutant well in advance.
- (f) Cadets will be given packed meal before the move.

#### **Reports**

210. (a) Before actually moving out, the accompanying staff will give a report to the Camp Commandant as to whether their stores, equipment, arms and ammunition are correct and in good condition and discrepancy, if any, will be brought to his notice.
- (b) They will ensure that all cadets, who reported to the camp are available for return journey.

### **Payments**

211. (a) Payment to all, in respect of their return journey, will be made by the Camp Comdt before departure.
- (b) Cash receipts/ vouchers for the same will be dispatched to Camp Comdt by the staff immediately on arrival at the destination.
- (c) The payment of TA /DA to cadets should be made only on production of original bus / train tickets.
- (d) Payments of TA /DA to cadets on production of TRIP Sheet should not be encouraged. If the payment is being made on trip sheet, the following documents should be made available:-
- (i) Original Trip Sheet duly affixed with a stamp containing driver's name, address, badge no etc
  - (ii) Receipt duly signed by driver with proper address and mobile number etc
  - (iii) The payment based on trip sheets should be restricted to actual cost of Bus/ train fare only.

### **Cleanliness of Camp Area**

212. (a) The staff members are responsible to see that the Camp Area occupied by them is left absolutely clean while moving out.
- (b) The tents will be struck off and handed over to the camp QM along with all other stores they have received for the camp.
- (c) All latrines, Soakage pits, drains and other pits dug by them will be properly filled.
- (d) All refuse and litter will be checked and burnt or buried.
- (e) Latrine seats will be removed and scrubbed with Cresol and deposited in the QM Stores along with latrine screens.
- (f) All Choolas, bricks, ballies will be dismantled and stacked near QM Stores.

### **Rear Parties**

213. (a) **Composition.** A rear party composed as under will be detailed at least three days prior to the closing of the camp:-

- (i) Camp QM
- (ii) 2 JCOs
- (iii) 3NCOs & 2 Laskars

(b) **Duties.** The rear party will be responsible to:-

- (i) Hand over the Camp area, buildings if any back to the owners in a clean, hygienic state and obtain receipts from them to that effect. They will ensure that all deep trench latrines, soakage pits, drains etc have been filled in properly. Any damages to the permanent accommodation and facilities must be repaired and restored before moving out. The payment of electricity charges to institutions will be made as per the tariff as fixed by state electricity board authorities and receipt obtained.
- (ii) Ensure that all tents are removed, dried and properly packed in the presence of a board.
- (iii) All tentage and other stores will be marked and addressed for return to the Ordnance Depot concerned.
- (iv) Return all furniture and other loan items to the respective places.
- (v) Dispatch all loan Ordnance stores to Ordnance Depots on Military Credit Notes on Wagons or any other means already arranged for by the Camp Comdt.
- (vi) Ensure that any surplus ration left over is returned to the Contractor or disposed off by a board at the rates they were purchased. If this is not possible rations will be sold at the prevailing market rates.
- (vii) The rear party will finish its work within 3 days and report back to the HQ.
- (viii) An all correct report will be submitted to the Camp Comdt on return.

### **Closing of Camp Accounts**

214. (a) Immediately after the camp the accounts will be finalized and prepared for audit. After audit they will be forwarded to the authorities concerned within 10 days.

(b) Any unspent amount be surrendered to the Government/ NCC Dte as per orders.

(c) All stores purchased for the camp be taken on ledger charges and stored carefully in unit stores.

(d) Any stores of non lasting value will be auctioned and the proceeds credited to the camp account.

215. No Objection Certificate will be obtained from the concern auth who had provided the camp site. All dues required to be paid for accn, water, elect/ any other charges will be cleared and receipts obtained.

**Appendix A**  
(Refer to para 7 of the Pamphlet)

**RECCE REPORT FOR A CAMP SITE**

1. Exact location with grid reference of the proposed camp area with –
  - (a) Name of the place .....
  - (b) District .....
2. The distance of the camp area from:
  - (a) Railway Station.
  - (b) Road Head.
3. Are there good road communications to the camp area from :
  - (a) Railway Station.
  - (b) Road Head.
4. Availability of Telecommunications;-
  - (a) Landline.
  - (b) Landline with STD.
  - (c) Mobile phone.
5. Sources of Water Supply:-.
  - (a) Availability of drinking water.
  - (b) Water for bathing and cleaning etc.
6. The distance of the camp area from the nearest ASC supply point.
7. Are there good local resources for the purchase of fresh and dry rations?
8. Availability of Govt sources for purchase of rice/ atta/ other supplies.
9. Availability of covered accommodation.
  - (a) The maximum number of cadets that could be accommodated in the camp area.
  - (b) Availability of covered accommodations for storage, office, dining halls and cookhouses.
  - (c) Requirement of tentage.
10. The distance of the local/ service hospital from the camp area.
11. Can the boy and girl cadet be accommodated separately in the same camp area?
12. Are there any large buildings available for camping purposes in the camp area?
13. Is the camp site away from rivers, lakes, streams and soon?
14. That the camp site is not infested with snakes, scorpions etc.
15. Is there electricity supply available in the Camp Area.
16. General remarks.

Date :

Place:

Signature of the Officer

**Appendix B**

(Refer to para 9 of the Pamphlet)

**SUGGESTED HEADINGS FOR CAMP ADMINISTRATIVE INSTRUCTIONS**

1. **Aim**
2. **Location of camp**
3. **Duration**
4. **Strength**
  - (a) Number of NCC cadets and ANOs attending the camp.
  - (b) Number of regular staff.
  - (c) Number of clerks and laskars.
  - (d) Number of cooks and water carriers required to be employed.
5. **Details of advanced party**
  - (a) Composition.
  - (b) Date of move.
6. **Move plan.**
  - (a) By rail
  - (b) By road
7. **Rations - Mode of supply**
  - (a) Fresh
  - (b) dry
8. **Tenders.** Arrange for calling of tenders for ration article if these are not available through the ASC sources or Govt. supply sources.
9. **Water**
  - (a) Arrangements of water supply
  - (b) Testing of water
10. **Vehicles**
  - (a) Number of vehicles to be moved to camp.
  - (b) Mode of conveyance, i.e. road or rail.
11. **Tentage**
  - (a) Number and size of tents required.
  - (b) Demand for the same from ordinance.
12. **Terms**
  - (a) Number of latrine seats required.
  - (b) Provision for the same.
13. **Lighting arrangements**
  - (a) Whether electricity available.
  - (b) Requirement of stand by arrangements like generator etc.

14. **Medical**

- (a) Are Medical facilities available near the camp area?
- (b) Obtain medical cover from the Civil Hospital.
- (c) Arrangement for evacuation of casualties.

15. **Buying rations from supply depot**

- (a) Rations must be bought from sources, which is most economical to the state.
- (b) Tender will be called when purchased from open market.

16. **Finance.** The amount required for conduct of camp and initial allotment required to be sent to NCC Dte/State Govt through concerned NCC Gp HQ at least six weeks in advance.

17. **Communication**

- (a) Postal address
- (b) Telephone/mobile phone

**Appendix C**

( Refer to para 26 (c ) of the Pamphlet)

**MOVE BY RAIL****General**

1. Detailed planning for move by rail should be made well in advance to avoid last minute confusion.

**Planning**

2. The following information should be collected immediately after Administrative Instructions for the camp have been issued :
  - (a) Strength of regular officers, JCOs and other ranks.
  - (b) Strength of ANOs and cadets.
  - (c) Weight of stores.
  - (d) Route to be taken.

**Reservation**

3. Rail reservations will be made well in advance and necessary goods wagons arranged for heavy baggage. In addition, rail reservations of ANOs and cadets attending the camps should be made well in advance for onward and return journey. The responsibility for the same will be of the unit detailing the ANOs and cadets for the camp.

**Baggage Officer**

4. A Baggage Officer will be appointed who would be in-charge of loading and unloading of heavy baggage.

**Railway Concession**

5.
  - (a) Applications for the concessions will be forwarded to the railway authorities well in advance to obtain the same for ANOS and cadets.
  - (b) Separate concessions forms will be obtained for the return journey.
  - (c) The following particulars will be provided to the railway authorities for obtaining concession forms.
    - (i) A list of ANOS and cadets proceeding to the camp.
    - (ii) Names of starting station and destination.
    - (iii) Probable date of starting journey.

**Arrangement of Food and Water Enroute**

6. Arrangements for the provision of food and water enroute will be made well before the journey commences. Name of stations and timings will be given to all concerned where meals and water will be served. The number of meals required enroute will be intimated to the railway authorities in writing before commencement of the journey. A water bucket/plastic jerrican should be provided for each compartment to enable cadets to draw water from the authorised water points for distribution to the cadets in the compartment. Only in the case of small parties should they be allowed to alight from the train to fetch water in their water bottles.

### **Transportation of Heavy Baggage**

7. (a) Transport required for heavy baggage should report at Unit HQ six hours before departure of the train.
- (b) Working parties for loading of heavy baggage should be made available at Unit HQ When the transport arrives.

### **Medical**

8. Arrangements should be made for a medical officer to accompany the cadets where the number exceeds 300. In case of small parties, units should carry first-aid boxes prepared under unit arrangements.

### **Entertaining**

9. (a) On arrival at the railway station, cadets will stack their personal kit sub-unit wise under supervision of their CQMS.
- (b) Cadets will then fall in with their arms for a roll call.
- (c) After roll call the cadets will be ordered to rest at a suitable place on the platform and no one will be allowed to loiter around.
- (d) Immediately after the roll call, the OC Unit/Sub-Unit will impress upon the cadets the necessity of maintaining a high standard of discipline and turn out throughout the journey. It should be brought home to the cadets that the honour and good name of the NCC depends on the way they would conduct themselves during the Journey.
- (e) Rail accommodation reserved will be allotted to the cadets and compartments marked accordingly.
- (f) Actual entraining will be done in single file in a quiet and orderly manner, every cadet carrying his own personal kit.
- (g) Doors of compartments will be closed and bolted as soon as entraining is complete and a sentry is posted inside each compartment.

### **Appointments for Train Journey**

10. The following appointments will be made from amongst the cadets in respect of each compartment:
  - (a) **Under Officer in charge compartment.** He will be responsible for maintaining overall command and control over the cadets in his compartment responsible to the Coy Cdr.
  - (b) **Compartment Sgt Major.** He will assist the Under Officer in maintaining discipline en route. He will call the roll at the appointed time, detail cadets for various duties and promulgate all orders.
  - (c) **Compartment QM Sgt.** He will look after feeding arrangements enroute and will ensure that water is supplied to the cadets from authorised water points only. He will also ensure that cadets keep the compartment clean and do not damage it in anyway.
  - (d) **Compartment RP Sgt.** He will ensure that cadets do not detrain without permission and that they do not buy any food etc. from unauthorised sources.

(e) **Guards.** A guard of 1 NCO and 3 cadets will be detailed for each compartment. This guard is mainly for the security of the compartment to ensure that no unauthorised person gets into the compartment and to guard against any possible outbreak of fire or theft. The strength of the sentries will be doubled during the night so that there are two cadets on duty at any one time.

### **Discipline En route**

11. (a) A responsible Officer/ JCO/ NCO/ Senior Cadet will be put in charge of cadets in each compartment and will be responsible for the discipline and safety of the cadets in his compartment.
- (b) The cadets will be warned against the misuse of alarm chains and penalty attached thereto. The alarm chain is meant to be pulled only in an emergency.
- (c) Opening of doors when the train is in motion will be strictly prohibited.
- (d) Strict water discipline will be enforced during the journey. Water bottles will be filled on commencement of the journey and refilled at stations notified in the orders.
- (e) No food will be purchased from unauthorised sources.
- (f) Cadets will be dressed properly at all times and will not loiter around on the platform in a shabby manner.
- (g) Cadets will be allowed to remove their caps and belts while resting in their own compartments but they should wear the same when they are ordered to detrain at any station enroute for purposes of meals etc.
- (h) The Under Officer in charge of the compartment will report any unusual occurrence to his superior as soon as the train halts at the next station.
- (j) If necessary, the Unit Cdr may detail a JCO or NCO to travel with the cadet.
- (k) ANO's must visit their cadets at all Railway stations enroute during the day.
12. (a) All personnel will be ready to detrain 15 minutes before the train is due to arrive at the destination. On reaching the station, the OC Unit along with the Adjutant and Quartermaster will make a quick recce of the area where the cadets will be marched after detraining.
- (b) A pre-arranged bugle call or signal by whistle will be given to the cadets for detraining.
- (c) The Under Officers in charge compartment will order the cadets to detrain on hearing the signal.

- (d) All cadets will detrain with their personal kit, which should be stacked immediately in front of the compartment in an orderly manner. A sentry will be mounted to guard the same.
- (e) The cadets will then be marched to the area earmarked for their assembly.
- (f) Working parties, as required, will be sent from the Assembly area to help them unloading the heavy baggage.
- (g) Under Officers In charge Compartments will report completion to the Unit Commanders after detraining and unloading has been carried out.

### **Embussing and Marching for the Camp**

13. If transport is provided to carry the cadets from the railway station to the camp, the cadets will collect their personal kit and embus in the trucks allotted to their sub units under orders of their superiors. In case they have to march to the camp, they will collect their personal kit and be led to their Unit guides who should be available at the railway station under arrangements of the OC, Advance Party.

### **Action in case of rail accident**

- 14. (a) Contingent IC will inform the parent Group HQ by fastest means of comn.
- (b) Injured cadet(s) will be evacuated to the nearest hosp by other cadets.
- (c) Parents of injured cadets be informed by Gp HQ/Unit.
- (d) Fit cadets to proceed to the camp.
- (e) Adequate escorts to be left with injured cadet(s) with sufficient money (if admitted in hosp) till recovered and sent home.
- (f) Detailed report be sent to the Gp HQ after the contingent reaches the destination.

**Appendix D**

(Refer to para 26(d) of the Pamphlet)

**MOVE BY ROAD****Planning**

I. After Administrative Instructions for the camp have been issued, the following information will be compiled :-

- (a) Strength of Regular Officers, JCOs and other ranks proceeding to the camp.
- (b) Strength of ANOs and cadets.
- (c) tonnage of stores.
- (d) Route to be taken.

**Arrangement for Vehicles**

- 2. (a) The number of vehicles required will be hired well in advance.
- (b) Arrangements should be made so that the vehicles may report at the starting point at least an hour before the starting time.

**Embussing**

- 3. (a) **Assembling of cadets.** All cadets with their personal kit should fall in at the starting point one hours before the convoy is due to depart.
- (b) **Briefing by Unit Commanders.** Unit Commanders will explain the move table to the ANOs, regular staff and senior cadets bringing out the following points :
  - (i) Starting points.
  - (ii) Starting time.
  - (iii) Speed.
  - (iv) Destination and route.
  - (v) Halts enroute.
  - (vi) Arrangements for meals and water enroute.

(c) **Allotment of Vehicles.** Vehicles will be allotted by Quartermaster. Vehicle Commanders will be shown the vehicles so detailed and on a given signal start embussing in single file. Personal kit of the cadets will be carried in the same vehicle in which they are travelling.

(d) **Unit heavy baggage.** Unit's heavy baggage will be loaded in separate trucks and guarded by regular staff enroute.

### **Medical**

4. It will be ensured that the driver of the vehicle carries a first aid box. If not, he should be supplied with one before marching off.

### **Halts En route**

5. Cadets will be allowed to de-bus during two halts enroute. This should be done in an orderly manner without any noise or undue hurry. On embussing again, the senior officer or cadet traveling in the vehicle will report that all the cadets are present in the vehicle.

### **Discipline En route**

6. (a) Cadets will not be permitted to lean outside the windows or to stand in the Vehicle during move.

(b) No one will be allowed to smoke in a vehicle.

### **Debussing at the Destination**

7. Debussing at the destination will be carried out in the same manner as detraining in the case of rail move.

**Appendix E**

( Refer to para 26(e) of the Pamphlet)

**MOVE IN SMALL PARTIES****General**

1. The Unit Commander will be responsible for arranging the move of cadets singly or in small parties to camps outside the NCC Unit/NCC Group/ NCC Dte.

**Reservation**

2. (a) Necessary accommodation will be reserved for the cadet/cadets in the appropriate trains well in advance.
- (b) Concessions will be obtained and tickets purchased under arrangements of the Units and issued to the cadets before commencement of the journey for both onwads and return journey.
- (c) In case of cadets traveling from home stations to places of camps, they will travel under their own arrangements. They will obtain cash receipts from the railway/ bus agency and produce the same to the Camp Commandant through ANOs for payment.

**Instructions to Cadets**

3. The senior cadet will be detailed as the Party Cdr and he will be responsible for mov of cadets and a daily feedback will be given to the Unit Cdr by the cadet. The contact No of all cadets will be obtained by the Unit Cdr to take feedback on their mov. The return reservation will be obtained by the Unit to prevent cadets from travelling without reservation during the return journey. Detailed instructions on the following points will be issued to the cadets by the OC Unit:-

- (a) Place of camp.
- (b) Route.
- (c) Date and time of departure.
- (d) Details of connecting trains.
- (e) Reception arrangements at destination.
- (f) Kit/ equipment to be carried.
- (g) Date/ time/ place to report for onward despatch.

**Movement Order**

4. Movement Order will be issued to the cadets by the Unit in the same manner, as in the Services. It should be ensured that the cadets understand the Movement Order thoroughly.

**Entraining.**

5. The process of entraining will be as given below:-

- (a) The cadets will report at the starting station half an hour before the departure of the train.
- (b) The unit concerned will detail Adm Officer or a JCO to ensure that the cadets catch the right train.
- (c) Tickets for the onward journey will be handed over to the cadets before the commencement of the journey.
- (d) Instructions regarding return journey will be issued to the cadets in writing.
- (e) ETA of the party will be communicated by signal/ telephone to the receiving unit.

**Appendix F**

( Refer to para 34 of the Pamphlet)

**HEADINGS FOR CAMP ORDERS****GENERAL****Camp Organisation****Administration.**

- (a) Pitching of the Tents.
- (b) Drainage.
- (c) Lighting.
- (d) Arms & Ammunition
- (e) Fire Fighting Orders.
- (f) Guards and Duties.
- (g) Telephone/ Contact No.
- (h) Postal.
- (j) Camp Routine.
- (k) Messing Committee.
- (l) Menu.
- (m) Officers Mess.
- (n) Ration Scales.
- (o) Location of water and Bathing points

**Training.**

- (a) Training Programme.
- (b) Training area

**Discipline.**

- (a) Out of Bound Areas.
- (b) Damage to Property
- (c) Dress.

**Security/ Safety..**

- (a) Security of Personnel
- (b) Safety Instructions.
- (c) Security of property.
- (d) Security of Information

**Medical.**

- (a) Sick Parade
- (b) MI Room
- (c) Protection against preventable Diseases
  - (i) Malaria
  - (ii) Diarrhea

- (iii) Heat Stroke
- (iv) First Aid for Snake Bites
- (d) Personal Hygiene

**Recreation**

- (a) Information Room
- (b) Tuck shop-opening hours
- (c) Cultural activities
- (d) Availability and timings of STD booth
- (e) TV timings

**Orders for Dispersal**

**Appendix G**

(Refer to para 48 of the Pamphlet)

**SANITARY RULES FOR COOK HOUSES AND OFFICERS' MESS**

1. No person will be employed in any capacity in cookhouse for handling the food of troops and cadets who is a carrier of typhoid, fever or para typhoid fever or who is suffering from dysentery or diarrhea or from venereal disease in an active state. Before men are so employed they and their medical history sheets will be inspected by a Medical Officer who will certify that they are fit or otherwise for the purpose.
2. A nominal roll of all such men will be hung up in the cookhouse. This roll of all such men will contain columns regarding the date on which the men were taken on or struck off the duties and a column for the initials of the medical officer who passes the men as fit for the duties.
3. A basin and clean water, soap, a nail brush and a clean towel will be provided in each cookhouse. All men employed as cooks and for handling of food will keep their nails trimmed and will invariably wash their hands before they handle food.
4. No personal clothing, necessities or private property of men employed in the cookhouse will be kept there nor will men perform their toilet activities or wash and dry their underclothing in the cookhouse.
5. Smoking in the cookhouse is strictly forbidden.
6. The messing officer will be responsible that there is always sufficient supply of clean cloth available for washing and drying dishes and cooking utensils. The cloth used for handling hot and sooty vessels will be separate and distinct. After the last meal cloths will be boiled in water containing washing soda and hung to dry.
7. All pots and pans will be freed from grease, cleaned, and dried after the last meal and stored on shelves or in a well ventilated room or cupboard set aside for the purpose. No red mud will be used in the external surface of the vessel.
8. The cookhouse sinks, tables, chopping blocks, cutting boards, pastry slabs, mincing machines, knives, forks and spoons and all other utensils will be kept as clean as possible when in use and will be thoroughly cleaned after the last meal. All utensils when not in use will be kept in the places allocated for them and will be available for inspection at any time.
9. Only food which is to be used during the current day will be kept in the cookhouse. When not in process of cooking or when in preparation for cooking, it will be protected from flies in fly proof food safes.
10. Food scraps, vegetable peelings and such like refuse will not be thrown on the floor but deposited in covered refuse bins provided for the purpose.
11. All cutting of pastry will be done on the cutting boards and pastry slabs provided for the purpose. Peeling and washing will never be done on the ground or gunny bags.

12. The Bill of Fare for the week will be hung up to be made available for reference in the cookhouse.
13. A notice board will be displayed in the cookhouse.
14. Adequate arrangements will be made for the washing, rinsing and sterilizing of eating and drinking utensils. In the absence of more satisfactory arrangements these processes will be carried out in three drums placed over a kettle trench. The first (washing) drum will contain hot water and soap; the second (rinsing) will contain hot water and soda while the third (sterilizing) will contain water kept constantly boiling during the period it is being used. The drums will be clearly marked WASH-RINSE-STERILISING.
15. Daily inspection of the cook house will be carried out by Med Offr/ rep and remarks endorsed in the register which is to be put up to Camp Comdt daily immediately after the inspection. In addition, Camp Comdt will also inspect the cook house daily.
16. Any defect in the cooking apparatus or in the utensils will be reported at once by the cook house in charge to the Quarter Master/ President Mess Committee.
17. All excess water will be dried up after scrubbing. In camps cookhouse floors will be kept as clean and as dry as possible.
18. Cooking fuel other than those for immediate use will be kept in a separate store.
19. A notice board will be displayed with following.
  - (a) Scale of ration entitled to cadet.
  - (b) Bill of Fare.
  - (c) FFI record of the cook house staff.

**Appendix H**

(Refer to Para 62 of the Pamphlet)

**DETAILS TO BE INCLUDED IN FIRST REPORT ON GRAVE INCIDENTS**

1. No. :
2. Rank :
3. Name :
4. Unit :
5. Group/Dte/Comd :
6. Time/Date of occurrence :
7. Place of incident :
8. Brief Description of the incident :
9. Known cause of the incident :
10. Details and full address of NOK  
(Where applicable) :
11. Whether NOK has been informed :
12. Brief description of immediate action  
taken by the unit/ GP HQ. :
13. Any other relevant details :

Camp  
Commandant

Copy to:-

NCC Gp HQ

NCC State Dte

**Appendix J**

(Refer to Para 63 of Pamphlet)

**ORDERS FOR THE MT**

1. MT in the camp will be controlled by QM/ MTO who will be detailed in camp standing orders. He will be assisted by a MT Course qualified NCO (wherever possible). All transport will report to MTO on arrival in the camp.
2. No vehicle will leave the MT Park unless the driver is in possession of the following documents:-
  - (a) Identity Card.
  - (b) Driving licences (Civil and Military).
  - (c) Duty Slip/Car Diary.
  - (d) Accident Report Form (3 copies).
  - (e) Vehical Log Book.
  - (t) Road Etiquette MT Drivers (AO 265/52 as amended from time to time).

**Speed Limits**

3. The following speed limits will be observed at all times:-
  - (a) Light Vehicles - 60 kmph.
  - (b) Load Carrying Vehicles - 40 kmph.
  - (c) Motor Cycle - 50 kmph.

**NOTE:** Speed limits of all vehicles inside the camp and approach roads to the camp will be 20 KMPH only.

**Accidents**

4. (a) All drivers and riders of vehicles involved in an accident of any kind will without fail:-
  - (i) STOP IMMEDIATELY AFTER THE ACCIDENT.
  - (ii) Attend the injured person, if any, either by means of First Aid or by evacuating to the nearest hospital (Military or civil).
  - (iii) Complete the Accident Report Form and hand over the necessary portion 'K' duly completed to the injured party.
  - (iv) Report the accident to the nearest Civil Police Station.
  - (v) Report the accident to the MTO.
- (b) Instructions given in "Accident Report Form-AFA- 3076" will be complied with.

**Lights**

5. (a) No vehicle will be allowed on the road without proper lights during the night.
- (b) Drivers while approaching another vehicle will invariably dip the head light of their vehicles.
- (c) Driving a vehicle with one headlight or sidelight is strictly prohibited.

**Passengers**

6. (a) Not more than two persons, including the driver will travel in the front seat of a vehicle. It is the responsibility of the driver or the senior person travelling in the vehicle to ensure that this order is adhered to.
- (b) Not more than twenty one persons will travel in the rear of 3 ton lorry.
- (c) Sitting on the tailboard or sides of a vehicle is forbidden.
- (d) No unauthorised person will be carried in a vehicle without written permission from the camp comdt.
- (e) No occupant of a vehicle will stand when the vehicle is in motion.

**Duty Slip**

7. (a) Duty slip will remain in the custody of MT NCO whilst vehicle is in the MT Park and will only be issued to the driver immediately prior to departure on an authorized journey. On return from such journeys the driver will immediately return the duty slip duly completed and signed by the user.
- (b) Duty slip will be signed by the MTO before the vehicle leaves the MT Park.
- (c) Every journey will be entered in detail. The route to be followed and every place of duty to be visited will be shown. This is the responsibility of the driver to ensure that all journeys are correctly entered.
- (d) For one trip one duty slip will be used.
- (e) MTO will also maintain a separate VDRA for each vehicle in camp.

**Misuse of Transport**

8. Disciplinary action will be initiated for any misuse of transport.

**Daily Task**

9. Maintenance and daily tasks will be carried out for all vehicles as laid down in "Notes on Driving and Maintenance of Mechanically propelled vehicles".

### **Tyre Pressure and Maintenance**

10. Tyre pressures of all vehicles will be checked before the vehicles leave the MT Park. As tyre pressures increase considerably due to road friction and heat, all drivers proceeding on journeys of 200 km or over during the day time will check the tyre pressure at frequent intervals.

### **Repairs**

11. (a) Defects will be immediately reported to the MTO who will in turn inspect the vehicle and take further action as necessary.
- (b) The vehicles will be sent to the nearest Workshops, if any, on a Defect Report made out and signed by the MTO.

### **Motor Cycles**

12. (a) Motor cycles will not be ridden abreast.
- (b) No one will ride outside the garage on a Motor Cycle or on the pillion of a Motor Cycle without a crash helmet. (The only exceptions to this order are Sikh dispatch riders and Sikh pillion passengers who Will Wear crash helmets only if they so desire).

### **Protection Against Theft**

13. (a) Articles of equipment are not to be removed from vehicles for safe custody. Locks will be put on petrol tanks of vehicles and after the issue of petrol to vehicles the driver will keep the key. MTO will ensure that an NCO is present during issue of POL, who will satisfy himself that the demanded POL has actually been supplied. Dip sticks and speedometer readings will be checked before and after the issue of POL.
- (b) VDRA for all vehicles will be maintained properly.

### **Discipline**

14. (a) **General**
- (i) Compliments need not be paid when an individual or party is riding on a motor cycle or in vehicle.
- (ii) Driving with only one hand on the steering wheel is strictly forbidden.
- (iii) Driving with arm elbow resting on the door of a vehicle is strictly forbidden.
- (iv) Lolling in the driving seat is forbidden.
- (v) Drivers will at all times give due consideration to other users of the road.

(vi) Drivers will always give ample warning of their intentions by the use of the correct hand signal and light signals.

(vii) Drivers will not leave vehicles.

(viii) Drivers will ensure that tail-boards are securely fastened before moving out.

(ix) Drivers will not reverse vehicles unless they are satisfied that the way is clear and that they can see behind.

(x) Drivers will ensure that "Pass" sign plates on the tail-boards of their vehicles are securely fastened when their vehicles are stationary on the side of the road with the "Pass Signs" displayed.

(xi) Surprise checks will be made by the MTO and disciplinary action will be taken against offenders, contravening the above rules.

(b) **Smoking**

(i) Smoking is strictly forbidden inside vehicles while running or stationary.

(ii) Smoking whilst on or within the immediate vicinity of a motor cycle is forbidden.

(iii) Smoking is forbidden when maintaining, repairing or inspecting any vehicle.

**POL**

15. The existing instructions for purchase, storage and accounting of POL will be followed.

**Appendix K**

( Refer to para 85 of the Pamphlet)

**LEADERSHIP****Introduction**

1. Leadership viewed from cadets' angle can be summarised under the following main headings: -

- (a) Character.
- (b) Discipline.
- (c) Setting an example.
- (d) Ability to Command.
- (e) Team Spirit and Camaraderie.

**Character**

2. (a) **General.** The most important quality of a leader is that of possession of a good character. The general training imparted in the NCC aims at achieving this. Attributes such as honesty, truthfulness, loyalty and comradeship, which are the foundations of character, are acquired by faithful adherence to the rules of the Organization.

(b) **Courage.** Both moral and physical courage are the other important requisites of strong character. Moral courage should be displayed in all one's dealings by being straight-forward and abiding by one's principles. Physical courage is essential to be able to command and lead others in the face of hardship and against heavy odds, since, only such leaders can command a following. Training in the NCC provides scope for the development of this quality.

(c) **Confidence.** Confidence is another important factor in building of character. This is gained by mastering one's job thoroughly and being able to impart the knowledge so gained to others efficiently. Confidence in one's own ability inspires confidence in those being led thus developing one's personality and a sense of self-respect. Confidence is also acquired by wisely delegating and shouldering responsibility in the performance of one's duties.

## **Discipline**

3. (a) **General.** Drill, physical training, weapons training, etc, play a vital part in fostering discipline. Discipline demands self-control and faithful obedience of Smartness, good carriage, alertness of mind, punctuality and courtesy are outward manifestations of a disciplined leader. Discipline also involves control over ones needs and desires and a reasoned and methodical approach to all problems confronted.
- (b) **Devotion to duty.** Duty to a disciplined leader comes before self and personal comforts. Efficient performance of ones duty in this manner elevates a leader mentally and enables him to devote himself to higher causes. Devotion to duty also demands thoroughness in its performance, which is acquired through the day to day training in the NCC.
- (c) **Determination.** A leader must learn to take quick and judicious decisions and then carry them out without being let astray by distractions and temptations. He has to be firm and resolute by displaying disciplined will power and boldness.
- (d) **Self Discipline.** As a leader it should be incumbent on each cadet to display sense of self discipline. It should be the endeavour to impress upon the cadets the value of self discipline and ensure that same is adhered to. The cadets while attending camps should be encouraged to inculcate the virtue of self discipline and same should be explained in detail by the instructors.

## **Setting An Example**

4. (a) **General.** A leader should be able to set an example before those whom he leads. It is rightly said that example is better than precept. It need no emphasis person who by his character, knowledge, bearing and discipline can set an example before others is sure to command prompt obedience, gain respect and willing co operation from them. With his academic background, broad vision and training a good cadet should be able to lay an example before other cadets not only from the military angle but also in the other spheres of leadership explained above.
- (b) **Enthusiasm.** Enthusiasm is infectious and more so if an example is set before the cadets who are young and full of life. Enthusiasm in the organization can be kept alive by sound planning and vigorous execution of training on the parade ground and in camps. This along with the exploitation of inherent adventurous spirit amongst the cadets can ever keep enthusiasm aglow.
- (c) **On Energetic Approach.** Lack of energetic approach to task conveys lack of interest leading to indifferent results. A leader should never allow this whether in the training camp, parade ground or at a social function. Whatever work is undertaken should be carried out with vigor to fully utilize the abundant energy of the youthful cadets. A good leader by his personal example in this

direction will encourage others to display and develop the attributes of service and sacrifice.

### **Ability to Command**

5. (a) **General Ability to Command.** Cadets are trained to command those placed under them. In order to be able to command efficiently it is necessary that a leader is trained in the duties of command and knows his job well. Not only should he be able to exercise command on the parade ground but should be able to attend to several other important aspects of his command covered under "Man Management."
- (b) **Man Management.** The following points need to be borne in mind as far as Man Management is concerned:-
  - (i) Inspect the cadets before and after every exercise parade to ensure that they are alert, correctly dressed and carry required equipment.
  - (ii) See to the physical fitness and comfort of the cadets.
  - (iii) Ensure that the cadets get their meals at the time laid down and that the meals are cooked well.
  - (iv) Be fair and impartial in the distribution of duties and working parties.
  - (v) Look after the recreation of the cadets.
  - (vi) Keep them alert and up to the standard in turn out and smartness at all times.
- (c) **Orders.** It is important that a Commander understands the importance of an order. When you give one, give it as an ORDER clear, definite and authoritative and see that the recipient carries it out. A leader should be able to command obedience by the application of attributes given above which should be reflected in his personality. A leader should also display power of understanding, tact, boldness and initiative in the handling of those under his command.
- (d) **Communication Skills.** It is important for the Commanders to understand the value of communication skills. To this end it should be endeavoured that all cadets are given an opportunity to hone this skill by way of Public Speaking which should be conducted during the camp. A cadet should be able to speak on any topic for five minutes preferably in English.
- (e) **Team Spirit and Camaraderie.** Team Spirit and Camaraderie is an essential ingredient for building a team. The responsibility of building the same lies with the Leader. Team building exercise should be formulated and undertaken during the camp to ensure that the cadets understand the nuances of Team Spirit and Camaraderie. These can be undertaken as case studies

from day to day activities which should bring out the role of leader in team building culminating in Team Spirit and Camaraderie.

### **Conclusion**

6. The NCC has in it a good raw material for our future Leaders and Commanders. The duty of training Cadet on the lines suggested above and in keeping with the aims of the organization devolves on Regular Officers as well as ANO's. Sincere and serious efforts needs to be put in by all concerned to make success of "Leadership" Training.

**Appendix L**

(Refer to Para 86 of the Pamphlet)

**REPORT ON CAMP**

(To be submitted in duplicate within 10 days of termination of camp)

1. **Location of Camp.**

- (a) Nearest Railway Station or town.
- (b) Name of NCC Dte.

2. **Duration / dates.**3. **Camp HQ. Staff**

- (a) Camp Commandant (Rank, Name and Unit)
- (b) Accounts Officer (Rank, Name and Unit) i
- (c) Camp RMO (Rank, Name and Unit)
- (d) Any other Regular Officer present (Rank, Name and Unit)

## 4. Who opened the camp ? Name of VIPs and their impressions?

## 5. Attendance.

Number Planned		Number Attended	
ANOs	Cadets	ANOs	Cadets

## 6. Were the arrival and departure reports of these cadets/ ANOs with strengths, the time and dates of arrival and departure published in your Camp Routine Orders.

## 7. Details of Regular Army Staff employed as Instructional Staff

- (a) Rank
- (b) Name
- (c) NCC Unit to which he belongs.
- (d) Arm or service.

**PART - II**8. **Financial Management.**

- (a) What was the total budget allocated for the Camp?
- (b) Give breakdown of expenditure incurred during the Camp.

## 9. How are the rations procured.

- (a) Dry Govt controlled shop/direct purchases?
- (b) Fresh Govt controlled shop/direct purchases?

## 10. (a) Did you appoint the purchase committee?

(b) Names of members

- (i) Rank
- (ii) Name
- (iii) Unit

(c) Was its constitution published in Routine Orders?

(d) Did they sign all receipts as to correctness of quality, weight and in the case of local purchase, price?

11. (a) Have your camp accounts been audited? If so, by whom?  
 (b) If audited by a Regimental Board then what are the objections?  
 (c) Are all the accounts and papers relating to them sealed ?

12. Who presided over the closing function? Name of VIP and his impressions?

13. Brief report of the camp. Camp Commandant's assessment of the achievements of and interest evinced by cadets: (copy of Training Programme and routine of the camp to be attached) Sufficiency of quantum of work will be commented upon.

14. Any useful suggestion based on experience during the camp for improvement of camp standard.

\*Strike out which is not applicable.

**Appendix M**

( Refer to Para 120 &amp; 124 of the Pamphlet)

**INQUIRY INTO CAUSES OF INJURY OR DEATH :  
NCC PERSONNEL/ REGULAR****Personal**

1, Cases have occurred during normal training and other camps where ANOs and cadets have sustained serious injuries or died due to accidents or other causes. Questions have also been asked in the Parliament about some of these cases and it has not always been possible for this HQ to supply all the information required for answering such questions. It has been observed that on more than one occasion, complete inquiries were not carried out on the spot, immediately after the occurrence and that all concerned were not informed in time of the incident.

2. In future, the following procedure for reporting and holding inquiries will be adopted by officers concerned when any incident which results in injury or loss of life occurs :-

(a) **Reporting.** In cases where loss of life or serious injury occurs, an immediate report by the fastest means ( should be communicated even on a Sunday or public holiday)will be made to :-

- (i) Group HQ.
- (ii) NCC Dte and HQ DGNCC .
- (iii) Head of the institution to which the NCC Officer or cadet belongs.
- (iv) Parents/ guardians or next of kin of the officer or cadet.
- (v) Nearest Civil Police Officer.

(b) The contents of the initial report will be as under:-

- (i) Number, Rank and Name of the Cadet.
- (ii) Unit/Gp and name of the School/college.
- (iii) Address of NOK.
- (iv) Time and date of incident and circumstances leading to same.
- (v) Whether Court of Inquiry ordered.
- (vi) Any other relevant information.

(c) The above first report will be followed immediately by a further report giving briefing the main details of the incident.

(d) **Inquiry.**

(i) Immediately after the incident has occurred, a formal Court of Inquiry will be convened, if possible, at the site of the occurrence by the Group HQ concerned.

(ii) A responsible official from the Local Police should also be co-opted as a member of the Court of Inquiry, if required.

(iii) The Court should record evidence on the safeguards which has been taken by the unit / Camp staff concerned to prevent such accidents and also of the standing orders laying down the procedure to be adopted in case of serious accident.

3. Complete proceeding of the Court of Inquiry will be submitted to the Group HQ which in turn will forward the same to the State NCC Dte concerned with the remarks of the Group Commander.

4. It is also notice that most of the drowning cases were caused by cadets swimming in places which were placed "Out of Bounds" by the Camp authorities. In future steps will be taken to ensure that sentries are posted at such spots to prevent any unauthorised entry.

**Appendix N**

(Refer to Para 164 of the Pamphlet)

**CHECK LIST FOR CAMP COMMANDANT****General**

1. NCC Camps are the culmination of Institutional Training and are also the launching pad for various competitions. It is thus imperative that the camps are organized and conducted in a manner that would yield fruitful results and achieve the aim for which the camp is conducted.

**References**

2. These check list should be read in conjunction with:-
- (a) Standing Instructions for Republic Day Camps Vol - I and II.
  - (b) NCC Training syllabus for camps.
  - (c) Camp Accounting Instructions (Chapter 58 of P&F Manual issued by HQ DGNCC)
  - (d) SOP for conduct of camps issued by Gp HQ/ State NCC Dte.

**List of Appendices**

- |    |                                       |   |            |
|----|---------------------------------------|---|------------|
| 3. | (a) Camp Budget                       | - | Annx I.    |
|    | (c) Camp Documents                    | - | Annx II.   |
|    | (b) Scale of Labour                   | - | Annx III.  |
|    | (d) Camp Stores                       | - | Annx IV.   |
|    | (e) Camp Stores ( Officers Mess)      | - | Annx V.    |
|    | (k) Briefing by Camp Appointments     | - | Annx VI.   |
|    | (1) Summary of Attendance             | - | Annx VII.  |
|    | (m) Useful hints for Camp Commandants | - | Annx VIII. |

**CHECK LIST FOR CAMP COMMANDANTS****PART - 1****General**

1. This check list endeavors to assist each Camp Commandants to take appropriate actions regarding his impending camp at the right time irrespective of the period of Warning Order given to him.

## **Planning Stage**

2. Various stages of planning and related actions are enumerated starting from D Minus 90 day as under:-

### **D Minus 90**

- Receipt of Warning Order. (This could be even earlier)
- Drawing and preparation of plan to include:-
  - Assessment of availability of resources.
  - Preparation of Budget Proposal (Refer Annx 1 for calculations)

## **Execution Stage**

### 3. **D Minus 60**

- Forward Budget Proposal to Gp HQ.
- Forward requirement of additional staff, veh and special eqpt to Gp HQ.

### **D Minus 45**

- Issue of General Instructions to all Institutions and Units participating giving complete details of duration, man power and veh attached from the units for the camp and the number of cadets detailed to attend.

### **D Minus 30**

- Issue of letters to:-
  - Offr in charge in whose area camp is to be held for permission to occupy camping ground and requesting utilization of allied facilities like built up area, shed etc.
  - Offr in charge of Guest Room/ Rest Houses near Camp area for booking of Guest rooms required.
  - District Officials/ Mandal revenue Officer (MRO) of the circle where camp area is located for nerrick rates for various civilians that would be employed for the camp. (Refer Annx 2 for Scales of Auth of various categories of Civilian Labour).
  - Gas agency nearest to the camp site.
  - Dept of Tele Comn (DOT) for installation of temp telephone at camp site (if not already installed) or mobile connection if available.
  - Check availability of your own ANOs for the camp and decide who will attend the camp.

### **D Minus 20**

- (a) Issue letters to:-
  - Dist Supply authority for sanctioning following commodities at Govt rates.
    - (i) Rice.
    - (ii) Sugar.
    - (iii) Wheat.

- (iv) Cooking Oil.
  - Municipal Commissioner in whose jurisdiction the camp area falls, for water supply to the camp and allocating sweepers to the camp.
  - District Medical and Health Officer of the district where camp is to be held and to the Civil Hospital nearest to the camp site for providing medical cover to the camp.
  - Supdt of Police of that District for provision of Kote Guard and Female constables in case it is Girls/ composite camp where girl cadets are also attending.
  - Various dignitaries, requesting them to visit camp for Guest Lectures. (Suggested Topics to be mentioned in the letter).
- (b) Other actions:-
- Start liaison with Gp HQ/State Govt/Dist Treasury Offr for Budget allotment.
  - Start preparing Camp Documents.(Refer Annx II).
  - Actions for contacting the cooking contractor for the camp.
  - Inspections and maintenance of vehicles.
  - Checking of the camp stores.
  - Liaison with other units for any stores required to make for the short - fall.
  - Hold coordinating conference of own ANOs, PI staff and Civilian staff and make following camp appointments/teams.
- (i) ANO Camp Adjnt
  - (ii) ANO Camp QM
  - (iii) Staff for QM Store and Cook house (PI Staff, Laskars etc.)
  - (iv) Staff for Officers Mess (Mess Hav, Laskar etc).
  - (v) Staff for Office Complex (Clerk, Laskar etc).
  - (vi) Kote NCO. I
  - (vii) Trg Team.
- With the help of Camp Adjnt prepare the following:-
    - Camp Org Chart.
    - Block Syllabus.
    - Tentative Daily Trg Programme.
    - Despatch the tentative daily trg pgme to instructors for preparation of lesson plans.
    - Tentative list of Camp Appointments for cadets.
    - Tentative Menu for the duration of the camp (Camp QM to prepare).

### **D Minus 10**

- Send a JCO to camp loc for:-
  - Liaison with all those local auths to whom letters have been sent.
  - Contracting the civilian labour at the scale as given in Annx III, required over and above the municipal sweepers.
  - If already a camp is in progress in the camping area, liaise with camp Sub Maj for various details like items to be taken over from them etc.

- If Budget amount is not received, forewarn Gp HQ and place demand of 50% of camp budget as advance amount.
- On receipt of sanction for temporary gas connection, letter to Dist Supply officer for issue of auth/ licence for storing more than 7 LPG Cylinders of 14.2 kgs and also permission to take refills on cash and carry basis.
- If feasible, Camp QM (ANO) also visit the camp site to check availability of fresh vegetables, fruits, eggs, chicken, milk etc and the prevailing rates.

#### **D Minus 8**

- In case budget not received, intimate Gp HQ and obtain 50% of budget amount as loan from Gp HQ.
- Forming of the Purchase Committee for purchase of camp stores and rations.
- Detail unit rear party and issue instructions for functioning of rear party.
- Collection of stores from other units for which liaison has already been done.

#### **D Minus 6**

- Collection of tentage in case not already held at camp location.
- Start checking with other units who have to provide manpower and tpt with regards to date and place of reporting.
- Carry out market survey and make comparative statement of prevailing market rates of various commodities.
- Fwd comparative statement to Gp HQ for approval of rates.

**Note: In case a camp is already in progress at your camp loc site, QM party to be dispatched for handing/taking over two days prior to the termination of the camp.**

#### **D Minus 5**

- Purchase of Dry rations for 03 days (initially as the exact strength of cadets would not be known as this juncture) from Civil Supplies. In case the quality of rations is bad & there is not much difference in price index then rations could be purchased from open market on competitive price from the mills/wholesalers.
- Loading of Office & stores for camp.
- Mess Hav & PI Mess Cdr to take charge of their stores.

#### **D Minus 4**

- Move Advance Party under Camp Comdt to Camp loc with pack lunch.
- All attachments (Pers & vehs from other units) should marry up at camp loc. before forenoon.

- Camp setting up in following sequence in case not already set up:-(i)
  - (i) Cook House
  - (ii) Quarter Guard.
  - (iii) PI staff living.
- Opening of Bank account & depositing of budget money in bank.
- Camp electrification & opening of water connections.
- Liaise with local gas dealer who has been auth to issue gas to the camp by Dist Supply Officer & collect gas cylinders,
- Liaise with Municipal auths for Water supply & sweepers.
- Note down Meter Readings for water & electricity.

### **D Minus 3**

- Setting up of :-
  - (i) Camp Comdt Office
  - (ii) Main Office
  - (iii) MT area
- Installation of camp telephone & info the tele No to Gp HQ.
- Digging of DTLS (if required).

### **D Minus 2**

- Setting up of :-
  - (i) Control Center.
  - (ii) MI Room
  - (iii) Trg Areas
- Cleaning up of cadets' bathrooms & toilets.
- Digging of balance DTLS (if required)

### **D Minus 1**

- Setting up of :-
  - (i) Reception Center
  - (ii) Sign Postings
- Purchase of Fresh rations for two days (D day & D-1 day for approximate 1/3'd strength of the camp. This estimate of str will have to be assessed by the Camp Comdt)
- Collection of gas cylinders from local dealer.
- Nursing Assistant to liaise with medical authority for purchase of essential medicines.
- Dy Camp Comdt to join & takes over Adm & Accts from Camp Comdt. He is then to be briefed by Camp QM on existing str of camp, various dealers, tentative menu etc. The JCO QM to brief him on QM stores, Cook House & staff & various docu being maint.
- Dy Camp Comdt to finalizes the daily messing for the week after market survey for types of fresh available & checking the ration store, str of cadets etc.
- Dy Camp Comdt to take briefing from Camp Comdt regarding letters issued to various civil auths & liaise .
  - (ii) With medical auth for services of doctor, his availability and detailment of suitable tpt if required for the doctor.
  - (iii) With Municipal auth for sup of water (if not satisfactory) & provision of sweepers.

(iv) With various bulk suppliers of items like eggs, mutton, chicken for sup at competitive price.

- Dy Camp Comdt to org FFI medical inspection of cook house staff & ensure no one is suffering from any communicable disease & medical report to be displayed in cookhouse.

### **D Day**

- Reception Center to be activated. Reception parties & vehs to be kept ready to collect cadets from rly/ bus stand.
- On arrival cadets will be given a cup of tea at the Reception Centre.
- Cadets will hand over docu as mentioned in Annx II. The cadets thereafter be told their Coys & Pls. & area of living & be handed over their Mess Cards. According to the Timings of the day the cadets then be directed to cook house for the respective meals. Nominal rolls of the cadets to be prepared Coy/PL wise & one copy to handed over to Camp Adjnt, Camp QM and Main Office respectively.
- Camp Adjnt will check and confirm the identity of cadets. He will organize search of the cadet's personal belongings and confiscate item of the following nature:-
  - (a) Knives and any other form of wpns.
  - (b) Drugs.
  - (c) Medicines.
  - (d) Costly items.
- Cadets will be directed to their living areas and tents are pitched.
- As the str of cadets increase, parties of cadets to be employed in various areas for cleaning/ maintenance.
- Trg pgmes & camp Routine Order for the week to be issued to sub units.
- Issue pgme for detailment of Quarter Gd sentries, RPs & Stick Orderlies for Camp Comdt.
- Dy Camp Comdt to org the efficient functioning of cook house & Food Distribution Pts. He in consultation with Camp Comdt to allocate duties to ANOs, PI Staff & Cadet for supervision.

### **D+1Day**

- Camp routine starts with morning PT followed by breakfast & Ceremonial Drill.
- Opening Address by Camp Comdt (in case no JD Cadets coming for the camp)
- Purchase Committee to be formed for purchase of fresh rations for D+2/D+3 Day. For each Day's purchase a new purchase committee shall be formed comprising of Pitching up leftover tents.

**D+2 Day**

- Reception of JD cadets if allotted to the camp,
- Opening address by Camp Comdt (in case if JD cadets are part of the camp then Opening Address for the Camp shall be held on D+2 Day).
- Trg as per trg pgme.

**D+3 To D+9 Days**

- Various Adm & Trg activities continue as planned by Camp Comdt & Dy Camp Comdt including carrying out various checks & inspections.
- Lectures by Guest speakers.
- Various Competitions to be conducted.
- Conduct visiting officers & org briefings.
- Org two visits by Heads of Institutions & obtain feed back from them in writing which is required to be att with Camp proceedings.
- Accounts to be closed every day and signed by Camp Comdt and Dy Camp Comdt.
- Obtain regular feed back regarding food & other amenities in the camp from cadets.

**D+10**

- Closing Address in the afternoon.
- Cultural Pgme & Bara Khana in the evening.

**D+11**

- Issue of Camp Certificates to cadets.
- Disbursement of TA/DA to cadets, ANOs, & civil staff.
- Dispersal of cadets after lunch with packed dinner.
- Training will continue until lunchtime.
- Final payment to contractor & civilian labourers

**D+12 to D+15**

- Winding up of Camp/ Handing over of camp to another unit rep whose camp is to follow.
- Clearing of bill of various Dealers & depositing of PM e.g. gas cylinders & obtaining clearance from them.
- Taking items, bought during the camp, on ledger charge
- Closing of Bank account & balance amount left over, after all payments, to be deposited in Govt Treasury on Treasury Challan preferably the same day.
- Obtaining No Demand Certificate from auth in whose area camp was held.
- Dispersal of all att parties from other units.

- Move back to unit loc.
- Closing of Camp Account.

#### **D+16 to D+17**

- Audit of Camp accounts by Regimental Board of Officers detailed by the Gp HQs.
- Camp Digest to be completed, which will include the difficulties, faced during camp and suggested solutions.

#### **D+18**

- Submission of complete camp documents/ proceedings to Gp HQ & Accounts Officer.

### **PART II**

#### **Control Center**

1. A Control Center shall be est, which shall be centrally loc. This Control Center shall be the hub of all trg activities. The stores held by Control Center are given at Annx IV.
2. Any Visitor/Dignitary arriving at the camp shall be taken to Control Center where he /she shall be briefed by Camp Adjt (on trg aspects) & Camp QM (on Adm aspects). Miscellaneous points or any left over points will be covered by the Camp Commandant. Sample format is attached at Annx 11.
3. The Control Center shall be manned under supervision of the Camp SM. It shall also be a place for rest and discussion on trg aspects by all ANOs & PI staff, as also will serve a place for holding conferences by Camp Comdt & others.
4. Once a day Camp Comdt will hold at conference at Control Center in which all aspects of trg & adm will be discussed. It will also function as camp office of Camp Adjt & Camp QM.
5. All imp announcements shall be made from Control Center through PA eqpt.
6. Music shall be played through PA eqpt during breakfast, lunch, & dinner time.
7. All trg stores (except wpns) for the day shall be kept at Control Center, from where they shall be issued & received. Wpns shall be issued & received from the QG.
8. Camp Adjt will detail a duty ANO for duty after last light who will sleep in Control Center.
9. All emergencies shall be reported & routed through Control Center.

10. Control Center shall maintain log of all events of the Camp in chronological order.

11. Preferably a covered shed shall be earmarked for the Control Center. In case no covered shed is available then two EPIP tents shall be pitched in tandem for the Control Center.

### **Submission Of Camp Documents (D+16 To D+17 Days)**

12. Refer Para 251 of Accounting Instructions for NCC Camps. Following documents & Procedure Is followed.

(a) Camp Report along with Annexure-I & Surrender Certificate where applicable duly completed in all respect submitted to Accounts Officer (State)/NCC Directorate in triplicate following:-

- (i) Trg/Accounts Br, NCC Dte
- (ii) Accounts Branch, NCC Gp HQ
- (iii) Trg Branch NCC GP HQ

(b) Board Proceedings of Regt Audit of camp Accounts along with necessary Appendices Duly audited and signed by the Board members to be sent to Gp HQ for perusal & countersignature of the Gp Cdr.

### **Accounting Procedure**

13. Accounting procedure is given in details in Accounting procedure pamphlet 1986, however, certain salient points are highlighted as under:-

- (a) Joint account is to be opened in the bank, account holders being the Camp Commandant & Dy Camp Comdt.
- (b) Accounts to be closed in the columnar cash book everyday by last night.
- (c) Camp Commandant & Dy Camp Commandant to carry out surprise check of all stores, rations & items purchased at least twice during the camp.
- (d) Members of Purchase Committee to be changed as per details given in this pamphlet. Camp Commandant & Dy Camp Commandant will be the Presiding Officers on every alternate days. Two cadets will stay in the cook house, follow the ration accounting procedures, and by the end of the day will be shown entries of the concerned bills in the cash account book.
- (e) Before drawing cash from bank, a proper accounting & budgeting need to be done as to how much cash is required to be drawn from bank for the expenditure of the day so that at the end of the day cash remaining does not exceed the CML.

(f) 'P' register to be maintained by CHM on daily basis, containing 'P' of all ,offrs, PI staff, ANOs, civilian staff & cadets. This register shall be the basis of the complete accounting system. This register shall be put up to Dy Camp Commandant and Camp Commandant by the Senior JCO every day for perusal & signatures. Columns of Daily Summary of 'P' Register are at Annex 11.

**Appendix 'O'**

( Refer to Para 171 of the Pamphlate)

**ORDERS FOR THE CAMP QUARTER GUARD****General**

1. The Quarter Guard will consist of two Cadet NCOs and six Cadets, additional cadets will be detailed for night duty. Two Sentries during night will be outside the QG and one will remain inside Guard Room. Quarter Guard will be ceremonial by day and tactical by night.
2. The Quarter Guard will be armed with Rifles and will be mounted daily at a time to be notified in Camp Orders.
3. The Quarter Guard will turnout as under:-
  - (a) At Reveille and Retreat.
  - (b) To General Officer in Uniform between Reveille and Retreat.
  - (c) To the Camp Commander once by day.
  - (d) To Armed parties between Reveille and Retreat.
  - (e) To Officers on duty i.e. Adjutant, Orderly Officer and Orderly JCO when ordered.
  - (f) On outbreak of fire.
  - (g) When specially ordered for visiting officers or on any unusual occurrences.
4. The Guard will not be called upon to pay compliments between Retreat and Reveille. The Guard Commander will, however, pay compliments to the Orderly Officer and Orderly JCO when they turnout the Guard at night.
5. The Quarter Guard is responsible for the safe custody of the Regimental Treasure Chest and for arms and ammunition inside the Guard tent.

**Procedure**

6. The procedure for mounting, dismounting and turning out the Guard will be in accordance with the orders published from time to time in Army Orders.
7. No Officers under the rank of General Officer will be entitled to the Bugle Salute.
8. The Guard will not turnout for Officers not in uniform except for the President/ Governor/Lt Governors or Officers administering for department.
9. 'Present Arms' will only be given to Officers of Field Rank and above and to Armed parties. All other Officers and JCOs will be entitled to the Butt salute. Ministers and other dignitaries' will however, be entitled to a 'Present Arms'.

## **Security**

10. The Quarter Guard will be responsible for persons entering the camp by the main entrance between retreat and the reveille.
11. The Guardroom lights will be on during the period of darkness.
12. The Quarter Guard will be out of bounds to all ranks not on duty.
13. No NCO or Cadet on Quarter Duty will leave the premises of the Guard tent without the permission of the Guard Commander.
14. No NCO or Cadet on Quarter Guard Duty will converse with others outside the Quarter Guard without the permission of the Guard Commander.
15. A regular Army NCO to be detailed by the JCO assisting the Adjutant and will be responsible for supervising the Guard. He will sleep in the Guard tent at night.

## **Duties of Quarter Guard Commander**

16. The Guard Commander will post and relieve all sentries himself or will personally detail his 2IC to do so.
17. He will visit the sentries at least twice by day and twice by night.
18. He will not leave the Guard tent except to visit the sentries or the latrines. In such cases his 2IC will be present and will be informed as to how long he will be away.
19. No 2 sentry will be positioned near the door so that he is able to keep a watch all round in the absence of No 1 Sentry.
20. He will not allow any member of the Guard to leave the Guard tent without his permission and then only for a specific purpose.
21. He will inspect the Guard and be responsible for its correct turnout at all times.
22. In the event of fire or other alarm he will turnout the Guard and will not dismiss it until given permission to do so.
23. He will maintain the following registers :-
  - (a) Sentry duty and relief roster.
  - (b) Arms including private and amn register.
  - (c) Visitors' Book for Orderly Officer and JCO.
  - (d) Visitors' Book for VIPs.
  - (e) Quarter Guard property.

24. He will ensure that no member of the Guard removes any articles of clothing or equipment from the Guard tent.

25. He will sent an immediate report of any unusual occurrence on or near Quarter Guard to the Adjt, the Orderly Officer and the Orderly Sergeant.

### **Duties of Guard 2IC**

26. The Guard 2IC will post sentries when ordered to do so by the Guard Commander.

27. He will ensure that Bugle calls are sounded at the correct time.

28. He will maintain the sentries roster.

29. He will hoist the flag at reveille and retract it at retreat.

30. He will carryout the duties of Guard Commander during his absence.

31. He will not leave the Guard tent unless allowed to do so by the Guard Commander.

### **Duties of Sentry Number 1**

32. No. 1 Sentry will be responsible for the whole area of the beat assigned to him. He will march or stand at his post in a smart and soldierly manner.

33. He will not quit his post unless relieved by the Guard Commander, or in his absence by the Guard 2IC.

34. He will immediately inform the Guard Commander of any unusual occurrence taking place on or near his post.

35. He will turnout the Guard as specified in para 34 above.

36. He will challenge all persons approaching his post by night and if necessary turnout the Guard.

37. He will inform the Guard Commander when an Armed party or any Officer is approaching to turnout the Guard.

### **Duties of Sentry Number 2**

38. No 2 Sentry will remain inside the Guard tent at all times. He will ensure that the arms, ammunition and Treasure Chest are secure. He will warn No 1 Sentry to sound the gong according to the correct timings.

39. He will not allow the treasure chest to be opened except by the Sub Maj.

40. He will not leave his post unless relieved by the Guard Commander or the 2IC.

\* The procedure as in Navy/Air Force will be applicable for Naval/Air Wing camp.

**Appendix 'P'**

(Refer to para 175 of the Pamphlet)

**KOTE ORDERS****General**

1. The Kote will be located in a central area adjoining the Quarter Guard.
2. A Kote Guard consisting of one NCO and 3 Cadets will be mounted daily along with the Quarter Guard. This Guard will ensure that no unauthorized persons enter the Kotes. They will be supervised by one regular Armed Forces NCO per Kote who will assume overall responsibility for the arms in the Kote and will sleep in the Kote at night.
3. All arms (including private arms) and ammunition will be deposited in the Kotes. Rifles, LMGs and other small arms will be secured by chains, pistols and other control stores will be kept in locked boxes.
4. Live ammunition, blank ammunition and empty cases will be stored in separate boxes marked as such. Explosives will be kept in pits underground.
5. The Kotes will not be opened between retreat and reveille except with the permission of the Camp Adj. On such occasions the Orderly Officer will invariably be present.
6. Separate registers will be maintained for arms and ammunition and for private arms.
7. Private arms will be drawn only by their respective owners who will sign receipts for them and will be responsible for their security until returned to the Kotes.

**Checking**

8. The Orderly JCO/CPO/MWO of the day will carry out a physical check of all arms and ammunition in all the Kotes at a retreat and sign in the Kote register testifying correctness. In addition the Orderly Officer will also carry out physical check during his tour.
9. Sub Unit Commanders will carry out a physical check of arms and ammunition belonging to their units twice a week and sign the Kote Register accordingly.
10. The regular armed NCO in charge of the Kote is responsible for the correctness of all arms and ammunition on his charge at all times.

**Maintenance**

11. Maintenance of arms and ammunition is the responsibility of the Sub-Units concerned. Cadets will clean their own weapons and a high standard of maintenance will be aimed at.

12. The cleaning of arms will be done outside the Kotes. Supervision will be done by JCOs of the Sub-Unit.

### **Drawing and returning arms**

13. Arms and Ammunition will not be drawn from the Kotes by individuals. Parties will invariably be marched to the Kotes and issues will be made to the persons in charge of the party who will sign the issue register in token of receipt. No rank below the rank of NCO will be allowed to sign. The persons in charge of parties are responsible to see that all arms and ammunition are returned to the Kote on completion of duty. They will be held responsible for any loss or damage.

14. When the arms and ammunition have returned to the Kote an appropriate entry will be made in the issue register which will be signed both by the Kote NCO and by the person in charge of the party

### **Issue of Arms after Retreat**

15. Arms will not be issued after retreat unless so authorized by the Camp Commandant when both the Adjt and Orderly Officer will be present whilst the kote is opened and arms issued.

**Appendix 'Q'**

( Refer to para l81 of the Pamphlet)

**FIRE ORDERS****Fire Precautions**

1. With a view to reducing the chances of outbreak of fire in the camp, precautions as mentioned here under will be taken at all times-

- (a) No naked light will be permitted inside any tent, store room or Kote. No such lights will be allowed within 100 feet of petrol dumps.
- (b) Only lamps, petromax and lanterns and hurricane are permitted inside tents.
- (c) Smoking will not be permitted inside or near store rooms, vehicles and petrol dumps.
- (d) Lighted cigarettes and Cigarette ends and match sticks will be first extinguished and then deposited in receptacles. They will not be thrown in the open.
- (e) No lights will be permitted after lights out except in places permitted by Camp HQ.

**Fire Point**

2. Fire Points will be established as under :-

- (a) Quarter Guard.
- (b) QM Stores.
- (c) MT Park and POL Dump.
- (d) Office.
- (e) Cook Houses.
- (f) Recreation Rooms.
- (g) Officers' Residential Area.
- (h) Sub Unit Areas.

3. Each fire point will be equipped as under:-

- (a) Water - 2 Tins.
- (b) Sand - 2 Tins.
- (c) Bill Hooks - No 2 each.
- (d) Picks - No 2 each.
- (e) Shovels - No 2 each.

(f) Loose Earth

**NOTE:-**

(a) More extinguishers will be used in addition at the fire point near POL dump.

(b) All fire fighting equipment will be painted red.

4. In addition to the fire points mentioned above each tent will have a pile of loose earth on the left of the main entrance.

5. The Deputy Camp Commandant will be the Fire Officer. He will hold fire alarm practices as directed by the Camp Commandant.

**Fire Alarm**

6. The fire gong will be struck continuously with the shout of FIRE-FIRE

**ACTION TO BE TAKEN ON DISCOVERY OF FIRE**

**General**

7. Any person discovering a fire must:-

(a) Try to put it out.

(b) Shout for assistance

8. If the fire is a small one and is easily got under control there is no need to give general fire alarm, but however small, it must be reported immediately to the Camp Commandant.

9. If the fire is obviously beyond the control of the persons on the spot the person discovering the fire must double to the Quarter Guard and inform the NCO I/C Guard stating the location of the fire. He will carry out such orders as have been laid down.

**Procedure**

10. The following procedure will take effect on an outbreak of fire during office hours:-

(a) The person notifying it will run to the Quarter Guard and inform the Guard Commander to sound the Fire Alarm and bugle. He will be there and tell all personnel responding to the fire alarm about the location and scene of fire.

(b) The Officer present in the office will inform the Adjt giving him the details of the location and scene of the fire.

(c) All those present in the Office under command of the Senior JCO/CPO/MWO and other ranks will try to put out the fire within the help of the fire appliance available.

(d) In the absence of the Camp Commandant any officer present will immediately take charge of the fire fighting and direct the fire fighting squads.

(e) If the fire is too big to be dealt with by the local fire squads, the officer will ring up main fire station.

### **Fire Fighting Squad**

11. (a) One company will be detailed daily in Camp Orders to act as the fighting Coy.

(b) The Fire Fighting Coy will be divided into three parties:-

(i) Fire Fighting Party.

(ii) Bucket Chain Party

(iii) Fire Piquet Party.

12. On the alarm being raised:-

(a) **Party I.** Will double to the scene of fire taking whatever fire fighting Equipment (Spade, Sand Bucket, Axes, Fire Beaters) is available. They will work under the orders of the Officer in charge of the Fire Fighting Operation.

(b) **Party II.** Will double to the scene of fire with whatever bucket and water tins are available. They will form a bucket chain between the fire and nearest water point.

(c) **Party III.** Will double to the Kote, draw arms and ammunition and form a cordon round the fire. They will allow no unauthorized person to enter the area.

13, All personnel taking part in the Fire Fighting will wear boots and will move at the double in any dress.

### **Duty Clerk**

14. On instructions from the Orderly Officer, he will send a phone message to Main Fire Station to guide the Fire Engine Team to the scene of the fire.

### **Remainder of the Camp**

15. On the fire alarm being raised they will fall in outside their billets with any available fire fighting equipment and await further instructions from the Camp HQ.

### **Security**

16. No unauthorized person will be allowed to approach the scene of fire. This will be the responsibility of the Senior Rank present.

### **Stand Down**

17, Fire Fighting Squads will not disperse until the orders of the Officer or the Fire Fighting Commander are received.

**Appendix R**

(Refer to Para 201 of the Pamphlet)

**CHECKLIST FOR CONDUCT OF CAMPS**

<b>S No</b>	<b>Activity</b>	<b>Appointment</b>	
		<b>Execution by</b>	<b>Supervision by</b>
2.	<b><u>Lighting arrangement of the camp.</u></b>		
	Check all light pts for functionality incl insulation of wiring at the camp loc.	Camp Comdt	Gp Cdr
	Check no electric connection is taken from any unauth source/ means.	Nominated PI Staff	Camp QM
	Lay lines for provn of electrical connections keeping safety of cadets/staff.	Nominated PI Staff through Electrician	Camp QM
	Check insulation of electric wires to prevent electric shock/electrocution.	Camp Comdt	Gp Cdr
	Brief all incl PI Staff to have rubber slippers/shoes on while touching electrical appliances.	Camp Adjt	Dy Camp Comdt
3.	<b><u>Institute preventive measures &amp; check the spread of diseases.</u></b>		
	Ensure med cover is provided as per the latest med policy.	Camp Comdt	Gp Cdr
	Approach concerned State Govt to provide medical cover for all NCC camps.	Camp Comdt	Gp Cdr
	Write to State Health auth giving detailed info regarding loc of camp, its duration and No of cadets attending the camp when requesting for medical cover.	Camp Comdt	Gp Cdr
	Ensure Lady MO has been catered for camps attended by girl cadets.	Camp Comdt	Gp Cdr
	Est MI Room with adequate medicines and first aid stores in all the camps.	NA	Med Offr
	Earmark ambulance/ a light veh for ambulance duties.	Med Offr	Dy Camp Comdt
	Place indent for medicines with the nearest Service Hospital and demand for Hygiene & Chemicals with the Supply Depot, giving details of the str, loc and duration of camp.	NA	Med Offr
	Confirm from locals and local Govt medical auth about prevalence of any epidemic/ outbreak of any disease.	Dy Camp Comdt	Camp Comdt
	Liaise with local medical auth for emergencies.	Med Offr	Dy Camp Comdt
	Keep an eye for early signs of any outbreak of disease/epidemic.	Med Offr	Dy Camp Comdt
	Ensure arrangements for proper drainage facilities/soakage pits to avoid water logging/ stagnation of water.	Nominated PI Staff	Camp QM
	Ensure each cookhouse has a soakage pit 6' deep and 4 ½ ' wide which are fly proofed, filled with lime stone/ brick and covered with a top layer of earth.	Nominated PI Staff	Camp QM

S No	Activity	Appointment	
		Execution by	Supervision by
	Undertake disinfection to free the camp site of flies and mosquitoes.	NA	Med Offr
	Medically examine all cooks and water carriers and maint record.	Med Offr	Camp Comdt
	Ensure all cadets have been medically examined prior to commencement of the camp.	Med Offr	Camp Comdt
	Brief cadets about the precautions/ prophylactic measures to be adopted against common prevalent diseases during the camp.	Med Offr	Dy Camp Comdt
	Inspection of soakage pit.	Nominated PI Staff	Camp QM
	Ensure no stray dogs are present in the camp.	Camp Adjt	Dy Camp Comdt
	<b><u>Water Points.</u></b> Ensure water used in the camp is from auth source and has been checked and certified as potable by local medical auth.	Camp QM	Dy Camp Comdt
	Test water daily.	NA	Med Offr
	Mark water point clearly with appropriate flags.	Camp QM	Dy Camp Comdt
	Ensure all drinking water is chlorinated. Chemical for water treatment should be procured depending on reqmt.	Camp QM	Med Offr
	Ensure sufficient number of drinking water points have been arranged for boys and girls separately as also for washing.	Camp QM	Dy Camp Comdt
	Ensure RP is posted to ensure discipline at water points and avoid water wastage.	Camp QM	Dy Camp Comdt
	Appoint a Sanitary Squad consisting of one Sgt and three cadets.	Camp QM	Dy Camp Comdt
	Ensure that latrines and urinals are kept clean.	Nominated PI Staff	Camp QM
	Ensure all refuse from the cook house is removed by the sweeper every morning and evening.	Camp QM	Dy Camp Comdt
	Sanitary Diary is put up to the Camp Comdt before 1200 hours daily to enable him to take appropriate action as recommended by the Med Offr.	Med Offr	Camp Comdt
	Use of Mosquito nets.	Nominated PI Staff	Camp Adjt
	Use of Mosquito repellent oils by sentries at night and by cadets during night trg.	Gd Cdr	Camp Adjt
	Check that spread of any type of disease does not take place and preventive measures are taken.	Med Offr	Dy Camp Comdt
	Undertake all measures as given out in the Instr on Plg and Conduct of Camps for precaution against preventable diseases.	Camp Comdt	Gp Cdr

S No	Activity	Appointment	
		Execution by	Supervision by
4.	<b><u>Digging of DTLs, if applicable incl smoking and cleaning.</u></b>		
	DTLs are provided at the scale of 10 seats per 100 cadets.	Camp QM	Dy Camp Comdt
	DTLs of the specification 3' wide, 8' deep and length suitable to reqmt is constr and covered by proper latrine frames.	Nominated PI Staff through Safaiwala	Camp QM
	DTL pits are clearly marked and fenced.	Nominated PI Staff through Safaiwala.	Camp QM
	Partition screens have been erected for each latrine seat.	Nominated PI Staff through Safaiwala.	Camp QM
	DTLs are dug as per specification.	Camp QM	Dy Camp Comdt
	Night latrines have been earmarked and lighting provided.	Camp QM	Dy Camp Comdt
	Adequate lighting arrangements have been made along approach route and at the place DTLs.	Camp QM	Dy Camp Comdt
	Adequate facility of water and soap is made in proximity to the DTLs.	Camp QM	Dy Camp Comdt
	Ensure safaiwala are on duty to keep DTLs clean.	Camp QM	Dy Camp Comdt
	Ensure DTLs are smoked every morning.	Nominated Safaiwala	Camp QM
	Ensure the wooden frame is washed twice a day and treated with lime.	Nominated Safaiwala	Camp QM
	Ensure DTLs are inspected daily for cleanliness and hygiene.	NA	Med Offr
5.	<b><u>Overall safety and security.</u></b>		
	Ensure all ranks have read Camp Standing Orders, Instr on plg and conduct of camps, Safety Instr for trg activities and such other orders as have been promulgated for strict compliance.	Camp Comdt	Gp Cdr
	Preliminary recce for selection of camp sites is undertaken as given out in the Instr on Plg and Conduct of Camps.	Camp Comdt	Gp Cdr
	Check perimeter fence for efficacy during recce.	Camp Comdt	Gp Cdr
	Deficiencies in fencing to be made up before the commencement of the camp.	Camp Adjnt	Dy Camp Comdt
	Adequate protection of Camp Site against possible contingencies.	Dy Camp Comdt	Camp Comdt
	Plan the No of guards' reqd during day and night to ensure security of the camp.	Camp Adjnt	Dy Camp Comdt
	Ensure that the camp is adequately guarded during both the day and night to prevent any untoward incident.	Dy Camp Comdt	Camp Comdt
	Access control to the camp will be ensured by plugging any breaches and placement of sentries.	Camp Adjnt	Dy Camp Comdt
	Further security be augmented with the assistance of local police, PMF and local army units if feasible.	Dy Camp Comdt	Camp Comdt

S No	Activity	Appointment	
		Execution by	Supervision by
	Review all places that the cadets are to visit and ensure proper guards /PI Staff are positioned where the need is felt.	Camp Adjt	Dy Camp Comdt
	Detail QRT to be present in the camp at all times (Names to be pub in CRO incl PI staff).	Camp Adjt	Dy Camp Comdt
	Ensure day and night patrolling of the Camp site.	Camp Adjt	Dy Camp Comdt
	Camp Routine Orders to be published by 1700hrs every day. Orders will be read out at Roll Call.	Dy Camp Comdt	Camp Comdt
	<u>Issue passes to all civilian employees.</u> Maint of Passes Issue Record Register.	Dy Camp Comdt	Camp Comdt
	Ensure police verification of civ employees is carried out before issuing passes.	Dy Camp Comdt	Camp Comdt
	Ensure only auth civ employees have been issued passes.	Dy Camp Comdt	Camp Comdt
	Ensure bfg of sentries about access by valid pass holders to the camp.	Gd Cdr	Camp Adjt
	Ensure civ employees suffering from diseases are not permitted entry into the camp.	Gd Cdr	Camp Adjt
	Civ employees staying in the camp are inoculated and free from diseases.	NA	Dy Camp Comdt
	Inspection of Passes Issue Register.	Dy Camp Comdt	Camp Comdt
	Ensure and supervise that all Camp ANO's and Cadet appointments do their duties as per their charter of duties.	Camp Adjt	Dy Camp Comdt
	Ensure no one leaves the camp premises without proper authorization.	Camp Adjt	Dy Camp Comdt
	Ensure no visitor allowed during parade hours.	Camp Adjt	Dy Camp Comdt
	Bring to Camp Comdt's notice anything and everything, which requires immediate attention.	Camp Adjt	Dy Camp Comdt
	Ensure instruction on Security and Discipline are implemented by all cadets.	Camp Adjt	Dy Camp Comdt
	Ensure all cadets move as buddies only.	Camp Adjt	Dy Camp Comdt
	Ensure no unauthorized vendors neither come into the camp nor park their cycles or vehicles outside the gates.	Camp Adjt	Dy Camp Comdt
	Pass relevant orders to Camp Regtl Police Sergeant and other camp appointments and get regular feedback.	Camp Adjt	Dy Camp Comdt

S No	Activity	Appointment	
		Execution by	Supervision by
	Carry out surprise check of sentries to find out if they know their job.	Camp Adjt	Dy Camp Comdt
	Supervise, monitor and report about security or discipline breach taking place.	Camp Adjt	Dy Camp Comdt
	Sentries will be placed on all important loc and must be given in the CRO. At night, sentries will be doubled.	Camp Adjt	Dy Camp Comdt
	SW sentries to be only deployed in Girls living area in mixed camps.	Camp Adjt	Dy Camp Comdt
	Carryout surprise check of sentries by the patrolling party of PI staff.	Camp Adjt	Dy Camp Comdt
	Log of sentry duty to be maint daily.	Gd Cdr	Camp Adjt
	Lights are out at the specified time.	Camp Adjt	Dy Camp Comdt
	No indl be allowed to move out of camp after lights out without express permission from Camp Adjt.	Camp Adjt	Dy Camp Comdt
	Baggage of all cadets be checked by the camp staff for objects like knives/big pairs of scissors/other such articles which could be used harmfully.	Camp Adjt	Dy Camp Comdt
	Physical check of arms and amn in the Kote be carried out daily and Kote Register be signed.	Dy Camp Comdt	Camp Comdt
	Check security measures in the camp.	Dy Camp Comdt	Camp Comdt
	Ensure checking of fire appliances in the camp area for serviceability.	Camp QM	Dy Camp Comdt
	Check the following before duties start:- (i) Sentries are in pairs. (ii) Check duty roster. (iii) Gd Cdr and sentries know their job. (iv) Gd Cdr and sentries are aware of action to be taken for various contingencies. (v) Sentries have a lathi and a torch. (vi) Sentries have got whistles.	Camp Adjt	Dy Camp Comdt
	<b><u>Out of Bound Areas</u></b>  Out of bound areas will be verified on ground either by the Camp Comdt or by the Dy Camp Comdt and Sentry Points marked at obvious places.	Dy Camp Comdt	Camp Comdt
	These out of bound areas will be notified in CRO and read out to all concerned on three successive roll calls.	Dy Camp Comdt	Camp Comdt
	All neighbouring villages, all water bodies like lakes, ponds, rivers and canals in the vicinity of the camp will be placed out of bounds to cadets.	Dy Camp Comdt	Camp Comdt
	<b><u>Consumption of Liquor.</u></b> No liquor will be consumed during the camp.	Dy Camp Comdt	Camp Comdt

S No	Activity	Appointment	
		Execution by	Supervision by
	Strict check will be instituted by camp commandant to check that these orders are not violated by any Civilian, PI Staff, ANOs and Cadets.	Dy Camp Comdt	Camp Comdt
	<b><u>Camp Security &amp; Fire Fighting Officer</u></b>	Dy Camp Comdt	Camp Comdt
	Camp fire fighting orders will be published in the CRO daily.	Dy Camp Comdt	Camp Comdt
	All the parties will be nominated. Cdts will be briefed of their duties and FF practice will be organised regularly.	Dy Camp Comdt	Camp Comdt
	All FF eqpt will be checked for serviceability and certificate to the effect rendered.	Camp QM	Dy Camp Comdt
	FF eqpt will be placed at nominated place centrally for easy accessibility. All pers of the camp will be made aware of its loc.	Camp QM	Dy Camp Comdt
	Lec demo on type and use of FF eqpt will be org at the beginning of the camp.	Trg Offr	Dy Camp Comdt
	<u>Out pass.</u> Record of out passes issued to the cadets will be maintained and strictly monitored as to their return back to the camp.	Camp Adjnt	Dy Camp Comdt
	Out passes will be issued to the cdts only after interview with the camp Comdt on case to case basis on extreme compassionate/emergency only.	Camp Adjnt	Dy Camp Comdt
	Safety and security of the Camp area including Camp office area, kotes, cook houses etc to be carried out.	Camp Adjnt	Dy Camp Comdt
	No subversive literature falls into the hands of the cadets.	Camp Adjnt	Dy Camp Comdt
	Meet visitors to the Camp and not allow them access into the camp area unless their identity has established.	Camp Adjnt	Dy Camp Comdt
	Ensure detailment of Regimental Police consisting of one Sgt and six cadets.	Camp Adjnt	Dy Camp Comdt
	Ensure detailment of Life Saving squad of an NCO of the regular Armed Forces and 3 cadets who are good at swimming and conversant with life saving techniques.	Camp Adjnt	Dy Camp Comdt

S No	Activity	Appointment	
		Execution by	Supervision by
	<b><u>Ensure safety and security of the Camp area incl wpn, amn, docus and eqpt.</u></b>		
	Physical check of all arms, amn and controlled stores is done daily.	Dy Camp Comdt	Camp Comdt
	Controlled access to the Camp to incl proper perimeter fencing/boundary wall.	Camp Adjt	Dy Camp Comdt
	Est Kotes for wpns and issue Kote instrs to all.	Camp Adjt	Dy Camp Comdt
	Ensure correct implementation of Kote orders as specified in Instrs on Plg and Conduct of Camps.	Camp Adjt	Dy Camp Comdt
	Est quarter guard and ensure safety of the treasury chest.	Camp Adjt	Dy Camp Comdt
	Ensure treasury chest is guarded at all times.	Camp Adjt	Dy Camp Comdt
	Briefing of sentries about personnel auth entry into the Camp.	Camp Adjt	Dy Camp Comdt
	Publication of Duty Roster in CRO.	Camp Adjt	Dy Camp Comdt
	Drivers will be briefed by MTO on the importance of observing utmost safety precaution while transporting cadets from one place to another or moving the vehicle out of camp location.	Camp Adjt	Dy Camp Comdt
6.	<b><u>Gen cleanliness of the camp site area.</u></b>		
	Cookhouse, washing point, drainage area are always kept neat and clean and free from flies.	Camp QM	Camp SM
	Adequate No of safaiwalas are present to clean the latrines and bathrooms.	Camp QM	Camp SM
	There is regular supply of water in the bathroom, cook house and Latrines.	Camp QM	Camp SM
	The bathrooms and latrines are vis by camp appts to check for cleanliness and hygiene.	Camp QM	Camp SM
	Cook Houses must be kept scrupulously clean at all times.	Camp QM	Camp SM
	Waste food will be buried/ burnt in refuse pits, which will be located away from the cookhouses.	Camp QM	Camp SM
	Each cookhouse will be provided with soap and water treated with potassium permanganate for washing hands.	Camp QM	Camp SM
	All servants employed in the camp will be in possession of a pass signed by the Camp Commandant.	Camp Adjt	Dy Camp Comdt
	Losses of these passes will be reported forthwith to the Camp Security Officer.	Camp Adjt	Dy Camp Comdt
	It must be ensured that civil staff maint a high standard of personal hygiene during the camp.	NA	Med Offr
	All civilians employed in the camp will be medically inspected.	Med Offr	Camp Comdt

S No	Activity	Appointment	
		Execution by	Supervision by
	No one suffering from any contagious disease will be engaged in the camp.	NA	Med Offr
	Cooking party takes bath daily and remains clean.	Camp QM	Camp SM
	Any cooking staff not keeping well is not permitted to remain in camp premises.	Camp QM	Camp SM
	Ensure left over by cadets is thrown in dustbin only.	Camp QM	Camp SM
	Ensure all dustbins are cleaned twice a day.	Camp QM	Camp SM
	Enough water is available for cooking and drinking.	Camp QM	Camp SM
	No stray dog or animals enter cookhouse or meals distribution area.	Gd Cdr	Camp SM
	Ensure all utensils are washed and dried up properly.	Camp QM	Camp SM
	Ensure there are no flies in cookhouse.	Camp QM	Camp SM
	All cooked items to be kept covered (by cloth or cover).	Camp QM	Camp SM
	Ensure all knives, grinding stone and other equipment is always in a working condition and clean.	Camp QM	Camp SM
	No person will be employed in any capacity in cookhouse in handling the food of troops who is carrier of typhoid fever or para typhoid fever or dysentery or diarrhea or from venereal disease in an active state.	NA	Med Offr
	Ensure no smoking takes place in Camp.	Camp Adjnt	Dy Camp Comdt
	All cutting of meat and pastry be done on cutting boards & pastry slabs provided for the purpose. Peeling and washing will not be done on the ground or gunny bags.	Camp QM	Camp SM
	Ensure no cadet is employed in cook house.	Camp QM	Camp SM
	Daily insp of cook house be carried out by med offr/ rep and remarks endorsed in the register.	Med Offr	Dy Camp Comdt
	Fly proofing of living area, cook house, dining hall etc. will be done.	Camp QM	Camp SM
	Electric Flycatcher will be kept in the dining hall.	Camp QM	Camp SM

S No	Activity	Appointment	
		Execution by	Supervision by
7.	<b><u>Continuously monitor the training.</u></b>		
	Issue trg pgme as per new trg curriculum by D-20 and ensure all come prepared to take part in the trg.	Trg Offr	Dy Camp Comdt
	Ensure the safety instrs for trg activities 2013 has been read by all and trg is carried out in accordance.	Camp Adjt	Trg Offr
	Involve ANOs right from the preparation stage. (Give them specific adm and trg responsibilities).	Camp Adjt	Trg Offr
	Ensure adequate trg area and squad posts are available for trg.	Trg Offr	Dy Camp Comdt
	Drinking water is available during trg close to the venue.	Camp Adjt	Trg Offr
	Ensure trg of girl cadets takes place separately.	Camp Adjt	Trg Offr
	Record of trg is maintained.	Trg Offr	Camp Comdt
8.	<b><u>Publication in Camp Routine Orders</u></b>  Fwg orders will be published in the CRO:-  Camp appts by name and designation. Quarter Gaurd duties incl names of all Cdrs, Names of duty appts. Sentries and duration of duties. Kote orders. Fire Fighting orders. Camp Security Orders to incl Instrs for cdrs and sentries. Camp Trg Instrs. Out of bound Areas. Out pass instrs. QRT Instrs and detailment orders. Retreat and Reveille timings. Any spl instrs.	Camp Comdt	Gp Cdr

S No	Activity	Appointment	
		Execution by	Supervision by
9.	<p><b><u>All necessary clearances pertaining to safety &amp; security for conduct of camp</u></b></p> <p>Following clearances will be taken for the camp:-</p> <p>Permission of civ adm for conduct of camp.  Local clearance for use of buildings of school/college.  Clearance and safety cert from local electricity deptt for use of electricity.  Water connection cert for use of water resources.  Emp of local civ police/mahila police.  Traffic police for regulation of vehs.  Range clearance in case of firing.  Use of trg areas for trg activities.  No damage/clearance cert after camp.  Any other clearance reqd.</p>	Camp Comdt	Gp Cdr

**Certificates to be rendered.**

1. Individuals responsible for various activities listed above will render a certificate to the effect that they have completed their tasks to the next higher appointment.
2. Prior to the commencement/ conduct of the Camp, a certificate will be fwd by the Camp Comdt to the Gp HQ that detailed checking by various appts has been done and all safety and security instructions have been complied with.
3. A similar certificate will be fwd by the Gp Cdr to ADG/DDG of the State Dte.

**Appendix 'S'**

( Refer to para 202 of the Pamphlet)

**INSTRUCTIONS FOR NCC CEREMONIAL PARADE****Aim**

1. These instructions are intended to guide NCC Dtes in arranging ceremonial parade for VIPs.

**Duration**

2. Normally such parades will last from 45 minutes to an hour including an address to the cadets by the VIP.

3. On arrival, the VIP will be received by the senior officer serving with the NCC and conducted to the saluting dais.

**Compliments**

4. After the VIP has positioned himself on the saluting dais, parade will give appropriate compliments as under :-

(a)	President of India	-	National Salute.
(b)	Governors (within their States)	-	National Salute.
(c)	Vice-President, Prime Minister	-	General Salute.
(d)	Raksha Mantri, Rajya Raksha Mantri	-	General Salute
(e)	Officer of the rank of Maj Gen and above	-	General Salute.
(f)	All other VIPs	-	Present arms (Salami Shashtra)

**Reporting**

5. After compliments have been paid, the parade will order arms and the Parade Commander will report to the VIP that the parade is ready for his inspection.

**Inspection**

6. The VIP will be escorted by the senior officer serving with the NCC and the Parade Commander during the inspection of the parade. Two stick orderlies will precede the VIP during the inspection. Normally inspection will be carried out on foot, but in the case of large parades, an inspection jeep may be arranged.

### **March Past**

7. The parade will march-past the saluting dais in column of route/column of three after permission has been obtained from the VIP by the Parade Commander. After march past the parade will re-form on the inspection line in their original position.

### **Advance in review order**

8. Only if the parade is adequately practiced will it carry out 'Advance in review order'. Otherwise it will remain on the inspection line. At this stage, NCC activities as indicated in para 15 (a) (ii) may be carried out. Whilst this is in progress, the parade may be allowed to sit down, after obtaining permission from the VIP.

### **Closing in front of the Dais**

9. The parade will be ordered to close in front of the dais by the Parade commander if the the VIP so desires. Platoons will be marched independently to the dais by their own Commanders. This should be carried out in an orderly manner. The platoons will sit down in front of the dais in the following order :

- (a) Junior Division.
- (b) Junior Wing.
- (c) Senior Division.
- (d) Senior Wing.

### **Three 'Jais'**

10. The VIP will be applauded after he has finished his speech. The Parade Commander will then call three 'Jais' of "Bharath Mata Ki Jai". The parade will be called to 'Savdhan' while sitting and they will remain seated till the VIP has departed. After the departure of the VIP, the parade will march back independently to the inspection line, from where it will be dismissed by the Parade Commander after permission of the Senior Officer present.

### **Introduction of Officers**

11. The officers will be introduced to the VIP before departure. Officer of the Services on the permanent instructional staff will fall in on the right of the ANOs or in the front rank, in the case of their being more than one rank of officers to be introduced. The senior officer will call all the other officers to SAVDHAN. Other officers will salute when they are introduced to the VIP. After the introduction is over, the officer will salute again. He will turn to his right and fall out independently when VIP has gone to the officer on his left.

### **Carrying of Arms**

12. Only Senior Division cadets will parade with rifles. Girls of the Senior Wing will parade without rifles. Before the Senior Division Cadets close at the dais, rifles may be grounded on the inspection line and two sentries posted by platoon to guard the weapons.

### **Word of Command**

13. Hindi words of command will be used.

### **Autograph**

14. The VIP will not be held up to give autographs after the Parade.

### **Action by the Group Commander**

15. On receipt of information that a VIP is visiting a particular unit, the Group Commander will take actions as under:-

(a) Chalk out programme on the following lines:-

- |       |   |                     |
|-------|---|---------------------|
| (i)   | Training (to include Girls Cadets)  | up to 30 Minutes    |
| (ii)  | NCC activities eg. Aero Modelling,<br>Mass PT, Crew Drill, Gun Drill, Stretcher Drill,<br>Signaling and so on | up to 15 Minutes.   |
| (iii) | Address by the VIP  | up to 10-15 Minutes |
| (iv)  | Tea may be arranged whilst NCC Activities are going on as in (ii) above to save time.                         |                     |

(b) Group Commander will see the rehearsals of the training to ensure that a satisfactory standard has been reached.

(c) Invitations should be issued after the date and time of the arrival of VIP has been confirmed as large gathering as possible should be arranged befitting the occasion.

(d) Liaise with local military units and police for security arrangements,

(e) Obtain the services of bands from the Army/Police, wherever possible, for the Parade.

(f) On conclusion of the parade, submit a report to the dte giving Information regarding the remarks on general standard of the parade by the VIP and any other points of interest.

### **Details of the Function**

16. Details of the function will be submitted to this Directorate General within 02 days of receipt of the information regarding VIPs visit under the following headings :-

- (a) Name of the Parade Commander.
- (b) No of Cadets participating, by divisions/ Wings.
- (c) Parade programme as per para 15(a). This will also be sent by signal in advance.
- (d) A brief on the NCC Organisation in the State in general and the town concerned in particular. This should not cover more than half a page.
- (e) Number of guests expected.

### **Guard Of Honour**

17. Guard of Honour will be provided by National Cadet Corps units only to the dignitaries mentioned below. Other dignitaries specially invited as guests of honour to visit units in camps may on special occasions be given Guards of Honour. Guards of Honour should be provided with the prior concurrence of the ADG, NCC of the State concerned.

### **Senior Division**

18. Senior Division units may provide Guards of Honour only to the following:-

- (a) The President.
- (b) The Vice President.
- (c) The Prime Minister.
- (d) The Governors of States.
- (e) The Lt Governors of Union territories.
- (f) The Raksha Mantri/ Rajya Raksha Mantri.
- (g) The Chief Minister of the State.
- (h) The Chief of the Army/Naval/Air Staff.
- (j) The Defence Secretary.
- (k) The General Officer-Commanding-in-Chief of the Command and equivalent from other service in which the unit is located.
- (l) The dignitary addressing the convocation of a university
- (m) Chancellor of a university (Where Governor of a state is not the Chancellor)

(n) Pro-Chancellor/Vice-Chancellor of a University when attending important university functions as a chief guest in their own University

(o) Director General National Cadet Corps

19. The strength of the Guard of Honour will be as follows:-

(a) 150 rank and file for the President.

(b) 100 rank and file for the Vice President and the Prime Minister.

(c) 50 rank and file for all others.

(d) A band may be provided in addition.

NOTE - The President and the Governors/ (within their jurisdictions) will only receive the 'National Salute'; all others will receive 'General Salute'.

### **Junior Division**

20. Junior Division units may provide Guards of Honour to the person enumerated in paragraph 18 above and, in addition to the following :-

(a) State Ministers when attending NCC functions in their own States as Chief Guests.

(b) The General Officer Commanding the Area in which the unit is located.

21. The strength of the Guard of Honour in all cases will be 50 rank and file.

### **Girls Division**

22. Guard of Honour may be presented by the NCC Girls Troops to VIPs when they visit their institutions and camps only, as under :-

Type of Girls Troop	Person to whom Guard of Honour to Be presented	Strength
(a) Senior Wing	Same as Senior Division units as detailed in para 18 above	50 rank and file in all cases.
(b) Junior Wing	Same as Junior Division units as detailed in para 20 above.	50 rank and file in all cases.

23. The strength of the Guard of Honour may be reduced if it is not practical to provide the strength specified in paragraph 19 and 21 above. This may be done by the Officer Commanding, unit in consultation with the ADG, NCC within whose jurisdiction the unit is located.

**CAMP BUDGET**

1. Camp Budget Is broadly divided under following Heads:-
    - (a) TA/DA Civs ANOs & Cadets & Rank Pay ANOs
    - (b) Messing ANOs & Cadets
    - (c) POL
    - (d) Incidentals
  2. **TA/DA**
    - (a) ANOs            –        As approved by Central/ State Govt.
    - (b) Cadets        --        --do –
    - (c) **Rank Pay ANOs.**    As approved by Central/ State Govt.
  3. **Messing**
    - (a) ANOs            -        As per approved rates by Central/ State Govt.
    - (b) Cadets        -        -do-
  4. **POL.** As per approved rates by Central/ State Govt.
- Incidental.** As per approved rates by Central/ State Govt.

**SCALES OF LABOUR****Scales of Mess Servants**

- |                   |                   |
|-------------------|-------------------|
| 1. Cook           | One per 45 cadets |
| 2. Water carriers | One per 45 cadets |
| 3. Server         | One per 45 cadets |

**Other Civilian Employed**

- |              |   |
|--------------|---|
| 1. Washerman | One per 75 cadets                                     |
| 2. Barbers   | One per 100 cadets                                    |
| 3. Safaiwala | One per 75 cadets (Incase of DTLS, One per 50 cadets) |

**Annexure III****CAMP DOCUMENTS****References to be Carried**

1. Camp Accounting Instruction (chapter 58 of P&F Manual used by HQ DGNCC)
2. NCC Act & Rules 1977.
3. Standing Instructions for Republic Day Camp Vol I & Vol II (Red Book Vol I & II).
4. Cadets Hand Book Army Wing (SD & JD).
5. Precis Officers Training School Kamptee.
6. Field Engineering Pamphlet No 2 (Field Defences & Obstacles 1965)
7. Manual of Hygiene for Regimental Officers 1980
8. Staff Duties in the Field (Annexure A—Military Symbols 1991)
9. Army Wing (Boys) NCC Trg Syllabus 1994
10. Senior Division Basic Ncc Trg Syllabus 1975
11. Group SOP on Camps.

**Optional**

12. Dogra Precis.
13. NRAI Match Book 1991
14. **Docu to be Maintained In camp**
  - (a) Daily Messing Statements
  - (b) Receipt/Issue Vouchers & TA/DA Forms
    - TA/TJRA Officers
    - TA/TJRA Cadets
    - Messing Officers
    - Messing Cadets
    - TA/DA Civilians
    - Rank Pay Officers
    - POL
  - (c) Car Diaries for all vehs
  - (d) Stock Book
  - (e) Expendable Ledger

- (f) Non-Expendable Ledger
- (g) Movement Order Forms
- (h) Detention Certificates
- (j) Cash receipts
- (k) Cadets Mess Cards
- (l) Camp certificates
- (m) Columnar Cash Book
- (n) Camp Routine Orders
- (o) Attendance Registers of :-
  - Civilian Staff
  - PI Staff
  - Cooks, Servers/Helpers & Water Carriers
  - Cadets of all participating units

15. Arrival/Departure reports.

Due to be submitted by cadets on arrival to the camp at reception centre.

- (a) Movement Order
- (b) Nominal Roll
- (c) Risk Certificate
- (d) Indemnity Bond
- (e) Medical Fitness Certificate
- (f) Drowning certificate

**Annexure IV****CAMP STORES****Cook House**

Cooking Utensils	-	Str of 750 Cadets
Utensils for serving	-	-do-
Food Distr Platforms @ 1/150 cadets	-	O4 (min)
Syntax Tks (1000 ltrs)	-	02
Gas stoves with 5 burners	-	18 cylinders (to start with)
Grinder wet	-	01
Cloth Cotton 1x1 mtr @ 1/2cooks		
Water pipe flexible	-	O5 mtrs

**QM Store**

Containers for Rations	-	as required
Rations (Dry)	-	O3 Days (Initially)
Condiments	-	-do-
Rations (Fresh)	-	O2 Days (At a time)
Ledgers	-	Property (Fixed Assets) receipt/issue - 01 Property (Expendable) receipt/issue - 01 Hygiene/Sanitation receipt/issue - 01 Dry Ration Stock receipt/issue - 01 Fresh Rations Stock receipt/issue - 01 P Register
Boards		Menu of the day Camp Standing Orders Nominal Roll of Cook House Staff Details of FFI of Cook House Staff Fire Fighting Orders Security Orders
Furniture		Table - 01 Chairs - 02 Charpoy folding - 02 Steel Box For keeping docmnents - 01
Petromaxs		06 (incl for distr pts)
Sign Post		01

Plastic Buckets 1 Ltr (Latrines)	-	30
<b><u>Staff</u></b>		
QM (JCO)	-	01
PI Staff	-	01
Lascar	-	01
Sweeper	-	01
Cook House staff	-	On contract basis

### **Office Complex**

#### **Camp Comdt's & Dy Camp Comdt's Office**

Office table with table cloth	-	02
Chairs	-	06
Pedestal fans	-	02
Side Tables	-	02
Pen Stands	-	02 (with pen, pencils, rubber, scale each)
Sign Post	-	02 (1 each for Comdt & Dy Comdt)

### **Main Office**

Office Tables (long)	-	04(01 for dinning)
Table for Dispatcher	-	01
Chairs	-	10(4 for dinning)
Typewriters	-	04(1 Spare)
Duplicator	-	01
Pedestal Fans		02
Steel Boxes with locking facility		03
Stationery	-	As required basis
References/Docus	-	Refer to Annexure 4
Folding Charpoy	-	For Duty Clk
Petromax	-	02
Sign Post	-	01
Computer	-	02

**Quarter Guard**

Rifle Rack	-	01
Treasury Chest (with chain & lock)-		01
Pedestal Mirror	-	01
Quarter Guard Chain with stand	-	01
Flag Pole	-	01
Flag Pole Base Stand	-	01
Flags NCC	-	01
National Flag	-	01
Quarter Guard Bell	-	01
Benches	-	02
Sign Post	-	01
Bugle	-	02 (where bugler available)
Whistles	-	02
File Covers	-	Kote standing orders Camp Routine Orders

**MI Room**

Table	-	01
Chair	-	01
Torch with cell	-	01
Pad for prescription	-	01
Basin steel with stand	-	01
Water jug	-	01
Soap Case with Soap	-	01
Hand towel	-	02
Charpoy folding	-	01
Durrie	-	01
Blankets	-	02
Bedsheets	-	02
Sign Posting	-	01
Petromax	-	01

**Control Center**

PA eqpt	-	02 set complete
Music System	-	01 set
TV	-	01
Lecture Stand	-	01

**Board & Charts**

Layout of the camp	-	01
Organization of the camp	-	01
Trg Pgme	-	01
Camp Routine Orders	-	01
Duty Rooster	-	01 (incl QG)
<ul style="list-style-type: none"> <li>• Nominal Roll RPS</li> <li>• Nominal Roll Stick Orderly</li> <li>• Nominal Roll QG guard</li> <li>• Details of Camp Duty Veh &amp; Name of dvr &amp; C0 dvr</li> <li>• Details of Sick Report/Hospital admissions</li> <li>• Details of pers on Out Pass.</li> </ul>		

**Furniture**

Tables	-	03
Chairs	-	12

**Trg Stores**

1. Aiming Post.
2. Target and Repair Materials.
3. Training Charts
  - Map Reading
  - Drill
  - WT
  - Health and Hygiene
4. Generators - As required.

**First Aid Box.**

1.	Camp Area (Boys	-	02
2.	Camp Area	-	02
3.	Trg Area	-	02
4.	Quarter Guard	-	01
5.	Control Centre	-	01

**Annexure V****CAMP STORES : OFFICERS' MESS****OFFICERS LIVING****Rooms**

Folding Cots	01 per offr
Water jug with one glass	02 sets
Candles with match box	01 pkt each
Hangers	04
Good Knight Coils	02 pkt/room
Dust bins	01 per room

**Bathrooms**

Drum for storing water	01 per bathroom
Bucket l /1 set	01 per bathroom
Mugs	01 per bathroom
Water pipe 2mtrs	01 per bathroom
Nylon rope 3mtrs for hanging clothes	01 per bathroom

**Officers Mess**

Dinning Tables	02
Chairs	15
Peg tables	06

**Utensils****Officers' Mess**

Full Plates	24
Spoons dinner	24
Spoons Serving	04
Rice Spoon	01
Fork	24
Tea Spoons	24
Katori	24
Saunf/Misri Container	01
Donga!Casorol	04
Water Glasses	24
Cup Saucers	24
Hand Washing Stand	01
Soap Case	01
Soap for washing	as required
Soap for mess staff	as required
Soap for cleaning utensils	as required
Utensils for warming food	04
Buckets steel for washing	02

**Annexure VI****BRIEFING BY CAMP APPOINTMENTS****1. By Camp Comdt**

- (a) Camp layout
- (b) Composition of the Camp. (Str of Cadets and Staff)
- (c) Aims of the Camp.
- (d) Details about Group and Dte responsibilities.

**2. By Adjutant**

- (a) Training planned.
- (b) Training of the day.
- (c) Community development planned / carried out.
- (d) Adventure trg planned / carried out.
- (e) Leadership Trg.
- (d) Guest Speakers.

**3. By Dy Commandant**

- (a) Accounts.
  - (i) Budget.
  - (ii) Plan of expenditure of various funds.
  - (iii) Account books.
- (b) Facilities provided.
- (c) Water.
- (d) Hygiene and Sanitation.
- (e) Security.

**4. Camp Commandant. Any other special aspects and clarifications.**

**Annexure VII**

**SAMPLE**  
**SUMMARY OF DAILY ATTENDANCE**

	14 Jun 2005	15 Jun 2005	16 Jun 2005	17 Jun 2005
Cadets	682	691		
ANOs	<u>12</u>	12		
Total	<u>694</u>	<u>703</u>		
<u>Offrs</u>	3	3		
PI Staff	23	23		
Civilian Staff	<u>18</u>	<u>18</u>		
Total	<u>44</u>	<u>42</u>		
Grand Total	738	<u>745</u>		
Camp CHM	-----	-----		
Sub Maj	-----	-----		
Dy        Camp	-----	-----		
Comdt	-----	-----		
Camp Comdt				

**Annexure VIII****HINTS TO THE CAMP COMMANDANT IN ORGANISING CAMP TRAINING**

1. **ANOs** Involve ANOs right from the preparation stage. (Give them specific adm and trg responsibilities . Issue them trg pgme by D-20 and ensure they come prepared to take part in the trg.
2. On the first day ensure all boy cadets have hair cut. It is worth hiring a barber for first 3 days.
3. Ensure cadets are able to wash their uniforms and arrange for ironing of the uniforms. Arrange Dhobi for processing in the camp location.
4. Take a ceremonial drill sub unit vise on the second day of the camp to judge the drill standard they have achieved as part of Institutional training. The affiliated instructor and the ANO should be present.
5. Cater for minimum four to six Cadet Instructors as part of the Camp.
6. Conduct Training Coordinating conference once a day before Roll Call chaired by the Adjt.
7. Arrange for minimum 2/3 Guest Speakers by D-20 with suggested topics.
8. Finalise Community Development Projects by D-5.
9. Finalise route for trekking by D+I as part of adventure training.
10. Organise the following competitions:-
  - (a) Line Area Competition, including cleanliness of Lavatories and surroundings.
  - (a) Discipline Competitions Inter Coy/Troop.
  - (b) Firing Competitions Inter Coy/Troop.
  - (c) Cultural Competitions Inter Coy/Troop.
  - (d) Drill Competitions Inter Coy/troop.
  - (e) Best Cadet Competitions SD and JD.
  - (f) Flag Area Competition.
  - (g) Cadet appointment competition:-
    - (i) Camp Cadet Captain - SD and JD
    - (ii) Camp Cadet QM - SD and JD
    - (iii) Camp Cadet Adjutant - SD and JD
  - (j) Best PI Staff Instructor JCO and NCO.

(k) Special achiever for Civilian Staff.

11. The following recorded tunes will be played as per schedule of timings given below: -

- (a) Reveille and Retreat.
- (b) Marshal Music tuned . 30 minutes before the first parade.
- (c) Marshal Music tuned . 30 minutes before the Roll Call.
- (d) NCC Song at Roll Call. Cadets to sing along.

12. Organise all Cadets to recite the Cadets' Commandments as issued by HQ DG NCC.

13. Ensure availability of drinking water during training close to the venues.

14. Ensure cleanliness of utensils at all times.

15. Arrange media for publicity of Camp Activities.

16. Arrange media for publicity of camp activities.

17. Action photographs of the camp.