

IMPORTANT ASPECTS
LGS DTE

DETAILS OF CODE HEAD, SUB-HEAD AND CODE HEAD

1. **Local purchase of clothing/accoutrements** items including repair/refitment/maintenance of clothing/ accoutrements authorized as per PET held by NCC units of Army/Navy/Air Force under Major **head 2076, Minor Head 113/NCC, Sub Head D Store-I, Code Head 01/543/01.**
2. **Central purchase of clothing/accoutrements** items authorized as per PET on book debit of Ord stores held by NCC units of Army/Navy/Air Force under **Major head 2076, Minor Head 113/NCC, Sub Head D Store-II, Code Head 01/543/02.**
3. **Local purchase (Repair/Maintenance) of equipment** held by NCC units of Army/Navy/Air Force including expenditure on repaid of Boats through trade is debitale on book debit under **Major head 2076, Minor Head 113/NCC, Sub Head D-2, Code Head 01/544/01.**
4. **Central purchase of stores** including Ammunition and book debit of Ord stores excluding stores of Ord origin and Ammunition is to be adjusted on book debit under **Major Head 2076, Minor Head 113/NCC, Sub Head D-2 Store-II, Code Head 01/544/02.**
5. **Local purchase (Repair/Maintenance)** of all service pattern/non-service pattern vehicles held by NCC Units in both military as well as non-military stations under **Major head 2076, Minor Head 113/NCC, Sub Head D-3, Code Head 01/545/01.**
6. **Fund for book debit by EME for MT and Eqpt** repair is to be adjusted under **Major head 2076, Minor Head 113/NCC, Sub Head D-3, Code Head 01/545/02.**
7. **Funds allotted for FOL** under **Major head 2076, Minor Head 113/NCC, Sub Head D-3, Code Head 01/545/02** will be used for drawing FOL from ASC on Book Debit and purchase of FOL from civil agencies in case of Non-availability under exceptional circumstances duly approved by Competent Financial authority i.e. DG NCC.
8. **Local purchase of other expendable stores** authorized of NCC units of Army/Navy/Air Force other than clothing and vehicles under **Major head 2076, Minor Head 113/NCC, Sub Head D-4, Code Head 01/546/01** may be utilized for purchase of items (authorized in PET) of expendable nature not available with Ordnance Depot. This also includes funds for procurement of medicines for horses of R & V Sqns.
9. **Central purchase of other expendable stores** authorized of NCC units of Army/Navy/Air Force other than clothing and vehicles under **Major head 2076, Minor Head 113/NCC, Sub Head D-4, Code Head 01/546/02** may be utilized for purchase of items (authorised in PET) of expendable nature on book debit with Ordnance Depot.
10. **Funds allotted for Excise duty** payment by NCC units of Army/Navy/Air Force other than under **Major Head 2076, Minor Head 113/NCC, Sub Head D-Store, Code Head 01/547/00** may be utilized for payment of road entry tax/excise duty levied by State Governments.

11. The following expenditure parameters will be observed:
- (i) 40% of the budgeted allocation to be completed by 30 Sep each year.
 - (ii) Expenditure upto 67% will be ensured by 31 Dec each year.
 - (iii) Not more than 33% of budgeted allocation is permitted to be expended in the last quarter.
 - (iv) Report of budgetary expenditure must be submitted to Lgs Dte by 10 Oct and 10 Jan in respect of Qtr ending Sep and Dec respectively. All unutilised funds will be withdrawn and redistributed by this HQ.

CFA SANCTION: COMMON OBSERVATIONS

1. SANCTIONS FOR ITEMS NOT AUTHORISED / GIVEN IN PET IS BEING SOUGHT.
2. MIXING UP OF PURCHASES UNDER DIFFERENT CODE HEADS.
3. ITEMS BEING PURCHASED LOCALLY ALSO BEING DEMANDED FROM ORD DEPOTS.
4. QTY BEING PURCHASED IN EXCESS OF AUTHORISED QTY.
5. NAME OF THE ITEMS BEING PROCURED NOT AS PER THE NOMENCLATURE OF THE ITEM IN THE PET.
6. SPECIFICATIONS OF ITEMS ARE VAGUE/NOT GIVEN WHILE ASKING FOR QUOTATION.
7. RATE QUOTED IS QUITE IN EXCESS OF DG S&D / ORD DEPOT RATES.
8. FRACTIONAL DIFFERENCE IN PRICES BEING QUOTED BY THE FIRMS.
9. SANCTIONS BEING SOUGHT AFTER ITEMS HAVE BEEN PROCURED.
10. PAYMENTS BEING ASKED ON UNIT'S NAME FROM CDAS WHICH HAS BEEN OBJECTED TO BY CDAS DURING AUDIT. THIRD PARTY PAYMENT ONLY ACCEPTED BY CDAS.
11. FUND AVAILABILITY STATE WITH UNIT/DTE NOT FORWARDED.
12. STATEMENT OF CASE NOT ENCLOSED WITH THE DOCUMENTS ASKING FOR CFA SANCTION.
13. COMPARATIVE STATEMENT NOT FOUND ENCLOSED OR ENCLOSED WITHOUT SIGNATURES OF THE BOARD.
14. ORIGINAL DOCUMENTS ESPECIALLY QUOTATIONS FROM DEALER NOT FOUND ENCLOSED.
15. COMPOSITION OF THE BOARD OF OFFICERS IMPROPER.
16. NA CERTIFICATE FROM ORD DEPOT NOT BEING ENCLOSED.
17. DOCUMENTS BEING SENT THROUGH UNAUTHORISED PERSONS FOR SANCTIONS.
18. BULK PURCHASE BEING CARRIED OUT TOWARDS END OF THE FY BY DTES.

19. CFA POWERS OF VARIOUS AUTHORITIES IN THE CHAIN NOT BEING EXERCISED AND SANCTIONS BEING SOUGHT FROM HQ DGNCC FOR PETTY PURCHASES.
20. SAME TYPE OF ITEMS BEING BOUGHT UNDER DIFFERENT CODE HEADS.
21. ASC SUPPLY ITEMS BEING PROCURED UNDER CODEHEAD 01/546/01. ONLY EXPENDABLE STORES OF ORDNANCE ORIGIN BE BOUGHT.
22. DETAILS/ADDRESS OF REGIONAL CDA TO WHOM COPY OF CFA REQUIRED TO BE SENT/NOT MENTIONED.
23. TIN/CST NO NOT QUOTED IN INVOICES/ BILLS.

LP DOC REQD FOR CFA SANCTION

- REQUISTION.
- RATE OF ITEM SHOULD NOT EXCEED RC RATE
- URGENCY AND NA CERT FROM UNIT/GP.
- COMPARATIVE STATEMENT.
- CONVENING ORDER AND B.O.O.
- QUOTATIONS RECEIVED IN ORIGINAL DULY SIGNED BY COMPLETE B.O.O.
- COPY OF INVITATION OF TENDER.

LIST OF DOCUMENTS REQUIRED FOR CFA SANCTION UNDER CODE HEAD 544/01 TO 546/01

List of documents required to be submitted along with CFA sanction is:-

- (a) Statement of Case along with recommendations of DDG of concerned Dte.
- (b) Letter calling for quotation or Tender enquiries giving out approx requirement of each item intended to be purchased.
- (c) At least three quotations from three different dealers.
- (d) Comparative Statement (showing Qty x Rate + Tax=Total cost) signed with date by three officers with letter for detailment of BOO.
- (e) NA Certificate from Ord Depot or Conditioning Certificate from EME wksp in case of Tyres & Tubes.
- (f) MRP from authorized dealers. In case of authorized dealer, comparative statement is not required.
- (g) Ledger Folio No of item to be purchased be indicated on bill.

LIST OF APPROVED RETENTION CLOTHING ITEMS ON RATE CONTRACT

1. Shirt PWPC Khaki
2. Shirt PWPC White
3. Shirt PWPC LBG
4. Shirt PWPC Light Blue
5. Shirt PWPC Khaki (Girls)
6. Shorts PWPC Khaki
7. Shorts PWPC White
8. Shorts PWPC LBG
9. Shorts PWPC Navy Blue
10. Trouser PWPC Khaki
11. Trouser PWPC Khaki (Girls)
12. Trouser PWPC White
13. Trouser PWPC LBG
14. Salwar White
15. Kamiz White
16. Socks Nylon Terry pile White
17. Socks Nylone Terry pile Black

- The Rate Contracts are valid for a period of 03 years from the date of their conclusion.
- Sanctions date of their conclusion for placement of supply orders have been sought from MOD/MOD (Fin) for all items except, Socks Nylon T/P White for which there was no demand.
- Sanctions have been granted in 16 cases and the Dtes are being advised to placed supply orders. Sanctions in the remaining cases are likely to be received shortly.

LIST OF CLOTHING ITEMS UNDER PROCESS

1. Beret Rifle Green (CAP) - Rate contract will be concluded shortly.
2. Shirt PWPC White (Girls) - Tenders have been opened and are being processed.
3. Shirt PWPC LBG (Girls)
4. Trouser PWPC White (Girls)
5. Trouser PWPC LBG (Girls)
6. Top Veil/Dopatta White

FORM FOR ALLOTMENT OF BA NUMBERS

1.	Catalogue Part No (as given in DGQA)	
2.	Technical Specifications literature provided by the manufacturer	
3.	Standard Nomenclature (Military Class Type)	
4.	Make	
5.	Model Code	
6.	Diesel/Petrol	
7.	Year of entry in service	
8.	Engine No and pencil rubbing of Engine No. (Please paste pencil rubbing of Engine No on separate A-4 Sheet)	
9.	Chassis No and pencil rubbing of Chassis No. (Please paste pencil rubbing of Chassis No on separate A-4 Sheet)	
10.	Following info to be given as applicable:-	
	(a) Tonnage (carrying capacity) or	
	(b) Towing capacity in case of tractors/Prime movers or	
	(c) Lift capacity in case of recovery Veh/crane of	
	(d) Type/nomenclature of spl eqpt/spl role for which the veh used.	
11.	No of wheels	
12.	No of Axles	
13.	Axle wts	
14.	Drive 9 (e.g. 4x2, 4x4, 6x6, 8x8)	
15.	Photograph of the vehicle	
16.	Sponsoring Dte	LGS DTE (B-2), HQ DGNCC
17.	Spl Eqpt fitted, if any	
18.	Unit: Station: Date:	(Signature of CO/OC unit with round seal)

Note: 1. It is required to be printed on A-4 size/full scape paper.

2. Please ensure that the rubbing impressions of Engine No & Chassis No be clear.

METERAGE RESTRICTION 'B' VEHICLES

Meterage Authorisation

1. The annual meterage authorized to 'B' vehicles with immediate effect is as under:-

<u>Type of Vehicles</u>	<u>Meterage Auth per Annum(in KM)</u>
(a) Staff Cars (all types)	- 18,000
(b) Gypsy/Jeep/Jonga	- 18,000
(c) 2.5 Ton to 10 Ton Vehs/Bus	- 18,000
(d) Specialist Vehicles	- 9,000
(e) Tractors (All types)	- 7,500

Authority for Sanction of Additional Meterage

2. The authority to sanction additional meterage is as under :-

- (a) Upto 25% extra meterage over and above the basic meterage is sanctioned by the DDsG of the State Dtes.
- (b) Upto 50% extra meterage over and above basic meterage is sanctioned by DDG Logistics at HQ DG NCC.
- (c) Extra meterage beyond 50% of the basic meterage may be sanctioned by the ADG/DG NCC at HQ DG NCC.

3. With enhanced meterage laid down, there should be no requirement of extra meterage. Unit Cdrs are required to exercise strict control on utilization of 'B' Vehicles so that the twin conditions of discard i.e. vintage and kilometerage are achieved concurrently. It may please be noted that enhancement of annual kilometerage will not have any effect on enhancement of vintage.

4. All request for extra meterage sanction beyond 25% of the basic meterage laid down have to be justified and supported with the following documents:-

- (a) Statement of case countersigned by DDG of State.
- (b) Photocopies of Car Diaries.
- (c) Comments of DDG state for corrective action instituted to curb the requests for extra meterage.

5. Notwithstanding the above, a prior permission from this Dte Gen NCC need to be obtained much before crossing the restriction limits as laid down in Para 3 above as Provisional Extra Meterage Sanction alongwith the statement of case justifying the extra meterage.
6. The report showing meterage position of vehicles as on 31 Mar every year will also be forwarded to reach this HQ by 25 Apr.

DISCARD POLICY FOR NEW GENERATION 'B' VEHICLES

S. No.	Type of Vehicles	Discard Criteria	
		Vintage in year	Meterage in Kms
		(Whichever is later)	
(a)	Motor Cycle 100 CC	10 (Ten)	1,00,000
(b)	Lt Veh (Maruti Gypsy/Van/Esteem, 188 NE, Car Ambassador)	11 (Eleven)	1,20,000
(c)	LCV/Mini Bus (Swaraj Mazda/DCM Toyota Eicher Canter/Tata 407)	11 (Eleven)	1,50,000

GUIDELINES FOR ROAD MOVE SANCTION

- (a) Request for provisional road move sanction should reach 15 days in advance of the proposed dates of move.
- (b) Request for formal/provisional road move sanction are not being forwarded as per the format laid down.
- (c) Request being sent on fax should be as per format.
- (d) No ex-post-facto road move sanction will be accorded. In exceptional circumstances as ex-post-facto road move sanction will only be considered based on a statement of case specifically recommended by DDG (State).

Appendix 'A'

PROFORMA FOR PROVISIONAL ROAD MOVE SANCTION

Sr. No.	Veh proposed to be used	Proposed date		Place		Approx KMS	Connected by Road/Rail	Purpose/Brief justification
		From	To	From	To			
								(As to why the journey can not be undertaken by rail/bus)

Certified that:-

- (a) The veh will be used strictly for the purpose for which road move sanction has been asked for.
- (b) Sufficient funds are available for FOL for the to and fro move of the veh and no additional funds are received.

SIGNATURE/NAME UNIT
DDG
OF USER

RECOMMENDATION OF GP CDR

RECOMMENDATION OF

SANCTIONED/NOT SANCTIONED

DDG (LOGISTICS)
DG NCC NEW DELHI

Dated:

Appendix 'B'

PROFORMA FOR FORMAL ROAD MOVE SANCTION

Sr. No.	Veh proposed to be used	Proposed date		Place		Approx KMS	Connected by Road/Rail	Purpose/Brief justification
		From	To	From	To			
								(As to why the journey can not be undertaken by rail/bus)

Certified that:-

- (a) The veh will be used strictly for the purpose for which road move sanction has been asked for.
- (b) Sufficient funds are available for FOL for the to and fro move of the veh and no additional funds are received.

SIGNATURE/NAME UNIT
DDG
OF USER

RECOMMENDATION OF GP CDR

RECOMMENDATION OF

SANCTIONED/NOT SANCTIONED

DDG (LOGISTICS)
DG NCC NEW DELHI

Dated: