

## POLICY LETTER

Tele : 6195681

NCC Headquarters  
West Block IV  
RK Puram  
New Delhi - 66

0162/Policy/NCC HQ/MS(D)

○ 1 Aug 2002

NCC Dte

1/P 8/11C

### POLICY : APPOINTMENT OF CARETAKER IN NCC

1. Further to our policy letter No 0162/Policy/DGNCC MS (D) dated 10 Aug 92 and 12 Oct 93.
2. The important policy aspects covering appointment, training, duties of caretakers and extension are given in succeeding para. This supersedes para '7' of policy letter under reference.

#### (a) Training

- (i) He will assist the unit staff for enrolment of cadet.
- (ii) He will assist the unit Permanent Instructional (PI) staff in organizing institutional training for cadets to the extent possible.
- (iii) He will ensure that proper and adequate safety precautions are taken during training/camps.
- (iv) He will ensure that maximum No. of cadets attend NCC parade and will maintain the attendance register.
- (v) He will be responsible to submit attendance parade regularly to the unit through the PI staff.

(b) Training of Caretaker . A caretaker will be required to undergo a training capsule of two weeks duration under arrangements of his unit before he is appointed as a caretaker. A retired ANO, who is appointed as a caretaker will be exempted from this training capsule.

(c) Policy on Appointment and Grant of Extension of Caretaker

There will be no change to present policy of appointing a caretaker for one year by the respective DDsG and grant of extension of tenure by one year by the DGNCC.

(d) Age Profile and Recommended Age for Appointment of Caretaker.

Minimum age of a caretaker should be the same as of an ANO i.e. 21 years of age and no relaxations in minimum age is permitted. The upper age limit, of a caretaker is 60 years i.e. two years more than the maximum age limit for an ANO.

उप महा निदेशक  
Dy DG  
निदेशक  
Director  
उप निदेशक  
Dy Director  
कार्यालय उप निदेशक, वीरगंज  
Office Supd./...

(i) He will assist the unit staff in distribution of refreshment and washing allowance to the cadets. The acquittance rolls for the same will be signed by each cadet and the caretaker.

(ii) He will be responsible to get all the bills for refreshment countersigned by the principal of the institute and submit the same to the unit/HQ.

(iii) He will be responsible to collect subscriptions from the cadet, account for these subscription and hand over to the unit.

(iv) He will carry out any other duties given to him by the unit.

3. The above guidelines will be strictly adhered to and enforced. No deviations will be made without written approval from this Headquarters.

(GK Sharma)

Major

DDMS(D)

For DDGMS

Copy

पंजीकरण अनुभाग

पंजीकरण अनुभाग

9 AUG 2002

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उप महा निदेशक Dy DG	17/8
निदेशक Director	13/8
उप निदेशक Dy Director	14/8

कार्यालय का. वीरगंज



POLICY LETTER : TO BE HANDED OVER ON RELIEF

Telephone : 47291

NCC Directorate (UP)  
Ashoka Marg,  
LUCKNOW - 226 001

574/PP/Pers(B)

08 May 84

All Group Commanders (FOR PERSONAL ATTENTION  
OF GROUP COMMANDER)

SUBMISSION OF CASES : PART TIME NCC OFFICERS

1. I have, in recent months, had occasion to examine cases of a number of Part-time Officers in connection with their appointment, promotion to higher ranks, discharge, etc. I was shocked to notice that in many cases the Group HQ had referred the cases to this Office several years after the events had taken place. Such inordinate delay in initiating cases for appointment, promotion and discharge have a highly demoralising affect on Part-time Officers.

2. Further, this Dte had called for the particulars of all Part-time Officers as far back as Mar 83. Many Group HQ took considerable time to furnish this information. Even in the case of Groups who had furnished the information, it was found to be incomplete, in that, information in respect of all Part-time officers had not been received from a number of Group HQ. It was also noticed that in several cases Part-time Officers who had left the organisation several years back still continue to be borne on our rolls mainly because of the fact that Group HQ/Units have not cared to initiate cases for the formal discharge.

3. I further understand that in many cases the Group HQ and Units themselves do not have the complete records of their Officers. All this speaks very poorly of the attention paid to this important subject by the Group HQ and Units.

4. I have also been meeting Part-time Officers during my visit to Group HQ/Units and have been receiving complaints from them about delays in processing their cases. It appears to me that all Officers and Staff in this Organisation right from the Unit upwards in the chain of command display a lackadaisical approach and handle these cases in a very casual and impersonal manner unmindful of the enormous damage which such an attitude does, not only to the Part-time Officers themselves, but also to the NCC Organisation as a whole.

5. As you are no doubt aware, Part-time Officers form an important link between the NCC Cadets and this Organisation. This Organisation cannot function efficiently, effectively and in a disciplined manner unless we have the whole-hearted co-operation and support of all Part-time Officers. This cannot be ensured if we do not look after our Part-time Officers and their problems smoothly and promptly. As it is, Part-time Officers get a very small amount as honorarium and even on promotion from one rank to another, they get nominal raise of Rs. 5/- only. It is thus not the monetary consideration which motivates them to join NCC. On the other hand the satisfaction which they get by the privilege and pride of wearing the uniform and appropriate badges of rank is the main motivating factor. It is, therefore, of utmost importance that we look after them and their frugal points in these matters with sympathy and attend to them with promptitude.



6. The necessity for promptly initiating recommendations in such cases was emphasised vide this Dte letter No 355/01/Pers(B) of 16 Oct 82 and No 574/FF/Pers(B) of 27 Apr 83 respectively. It was also stipulated therein that cases which are initiated after a lapse of three months or more should be accompanied by 'Delay report' with the personal recommendations of the Group Commander and pinpointing responsibility for the lapse. I am afraid, these instructions are still not being complied with. Probably they have been just filed away by the Group HQ/Units and lost sight of. I am utterly dissatisfied with this state of affairs and I am not prepared to allow their recurrence in future. Some of the irregularities and lapses noticed are indicated in Appendix 'A'. In order to prevent this, I direct that the following orders be strictly adhered to by all concerned in the Chain of command:-

(a) Cases for appointment/promotion and re-absorption on or before expiry of the supernumerary list period should reach this Dte within a maximum period of 40 days from the relevant date of occurrence of the casualty. Cases initiated after this stipulated period must be accompanied by a proper delay report personally signed by the Group Commander NCC. In no case Group Adm Officer should sign these delay reports unless he is officiating as Group Commander. These delay reports should inter-alia contain names of persons responsible for the lapse and the action taken against them. Their written explanations should also be forwarded subsequently to this Dte so that, if need be, I may reflect their shortcomings/errors in their ACRs. Simultaneously, Group Commander NCC concerned should also indicate the corrective measures taken by him to avoid recurrence of such irregularities/lapses in their Group HQ.

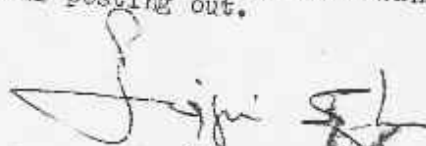
(b) All Group HQ/Units must maintain a proper record of service for Part-time Officers as per format/suggestions forwarded vide our letter No 572/07/Coord (Offrs)NCC dated 18 March 83.

(c) Under no circumstances replies to letters signed by my Deputy Director/Joint Director will be sent under the signature of Group Adm Officer except when the Group Commander is away and they are officiating in his place. In that case, they should indicate reasons for non-compliance of this orders and whether or not reply is being sent with the prior approval of Group Commander NCC.

7. All Unit Commanders will be suitably instructed by you in the matter so that suitable measures are initiated by all of them and my above orders are implemented.

8. This letter will be specifically included in your handing/taking over notes at the time of your posting out.

9. Please acknowledge.



(Jagjit Singh)  
Brigadier  
Director NCC



COMMON IRREGULARITIES/LAPSES NOTICED WHILE PROCESSING  
CASES PERTAINING TO PART TIME NCC OFFICERS

1. Timely Action.- Unit Commanders do not take timely action to initiate recommendations for appointment/promotion/grant of extension of service/re-absorption of officers (before the expiry of the supernumerary list period)/discharge/relinquishment.
2. Filling up of various proformas.- The details required in the various Proformas are often either left blank or are incorrectly filled in. Proformas are not properly endorsed and signed by the appropriate officers as required under existing orders.
3. Prompt action on queries/clarifications.- Queries/clarifications sought for by this Dte are not replied to promptly; at times even after issue of a number of expeditors. Quite often the replies furnished are vague and inaccurate necessitating further infructuous correspondence.
4. Delay reports.- Delay reports are very vague, sketchy and recommendations/comments of the Group Commander NCC do not clarify as to whether or not reasons for delay as forwarded by lower formations/Units are genuine and what steps have been taken to avoid such lapses in future. Action taken or proposed to be taken against the defaulters for lapses are indicated in vague terms like "the lapse was due to oversight and is regretted" or "persons concerned have been warned for the lapse" without divulging name or identity of defaulting personnel. Copies of warning letters/performance counselling purported to have been issued to defaulting persons are not enclosed for my perusal as required.
5. Processing of cases.- NCC Group HQ should not function merely as post offices in so far as cases of Part-time officers are concerned since it is mostly noticed that recommendations received from lower formations/Units are just passed on to us for a decision/disposal without offering any remarks/comments on what lower formations/Units have stated and/or without cross checking the correctness or otherwise of the particulars mentioned in the documents with record of service maintained at their level. This, in most of the cases, results in our writing back to the Groups for additional details/informations/clarifications which is, in turn, sought by the Groups from the units/instructions through their Units. This exchange of correspondence further delays finalisation of cases and results in avoidable paper work at all levels. In the event of any lower formation found not taking timely action, the Group HQ should take initiative in calling for the requisite papers rather than allowing things to take their own course and let cases "hang fire" indefinitely due to inaction on the part of lower formations/Units.

6. Maintenance of Record of Service/Policy Letters.  
Infructuous correspondence is exchanged at all levels on minor and frivolous details/queries. If proper and up-to-date records of service are maintained at each level, then it should be possible to furnish most of the information/details required without loss of time. This type of functioning at the Group level is neither conducive nor desirable to the efficiency of the Corps. (In this connection reference is made to our letter No 355/PT/Pers(B) of 27 Dec 83 where a confirmation regarding the availability or otherwise of important policy letters was asked for but the response has been very poor).