

## **STANDARD OPERATING PROCEDURE: 01 / 2008**

### **PROVISIONING AND PROCUREMENT OF SPARES AND REPAIR OF MICROLITES BELONGING TO NCC**

#### **References:**

- (a) Standard Operating Procedure 2006
- (b) IAP 1501

#### **INTRODUCTION**

1. National Cadet Corps (NCC) is the single largest organization in India for development of discipline, brotherhood, camaraderie and patriotism amongst youth in Schools and Colleges.
2. This also prepares the youth to be responsible citizens when they join Indian Armed Forces or their civil counterparts.
3. To achieve this, NCC units of all the three arms of the Indian Armed Forces i.e. Army, Navy and the Air Force (comprising of Boys and Girls) have been created and certain equipment has been authorized by the Government of India. Accordingly, each Air NCC Sqn (unit) for flying was authorized for four Gliders. These were manufactured by HAL and supplied by the Indian Air Force.
4. Over a period of time HAL has closed the production of Gliders and the available Gliders having lived their useful life are on the verge of extinction from NCC. Hence, the Gliders are gradually being replaced with Micro lights (MLs).
5. An SOP was issued in the year 2006 for procurement of spares and repair of these Micro lights. However, it is felt that the SOP needs to be revised for the following reasons:-
  - (a) No provisioning element was indicated in the SOP of 2006.
  - (b) Delay in provisioning. Hence, leading to improper 25 Hours, 50, Hours, 100 Hrs, etc. servicing.

- (c) Working on Pull System i.e. Demand being initiated by the user Squadrons rather than planned provisioning and procurement action in advance as in Push System.
- (d) Non availability of spares.
- (e) High %age of **Aircraft on Ground (AOG)** i.e. un-serviceability, of Micro lights (MLs).

### AIM

6. The aim of this revised SOP is to ensure :-
  - (a) Timely availability of spares for periodic servicing to enhance life of the MLs.
  - (b) Flight Safety.
  - (c) Optimum availability of MLs.
  - (d) Enhance effectiveness of Training and optimum utilization of the assets.
7. **Provisioning of Spares.** The recurring requirement of spares, servicing kits, etc., would be worked out by JD Lgs (Air) on the basis of past wastage pattern / OEM manual. In addition to the above the non-recurring requirements projected by the user units would also be consolidated. The process of procurement of these items is outlined in succeeding paragraphs.
8. **Procurement of Spares.**
  - (a) In order to significantly utilize the collated data and to provision the recurring requirements, the procurement / servicing / repairs would be regulated on a Centralised Local Purchase basis. Delhi Dte is designated as the central LP agency for this purpose wherein One commissioned Officer would be detailed as the **Purchase Officer** for all such purchases and associated documentation / aspects. The particulars and specimen signatures of the designated Officer would be forwarded to CDA and all concerned.
  - (b) Requirement of spares giving Part No. (indicating the part pertains to Airframe or Engine) will be projected by Units on Lgs Dte (Lgs / Air Section)

at HQ DG NCC as per format attached as **Appendix `A`**. The demands at each Air NCC Sqn would be serially numbered for proper linking and follow up.

(c) Lgs (Air) Section at HQ DG NCC will examine and compile non-recurring demands received from various Air NCC Sqns. Quotations from the OEM / supplier for items or / and services not in the annual price catalogue of the firm would be called for. The format for calling of quotations is attached as **Appendix `B`**. The price called for / submitted by the firm would be on F.O.R. basis for direct supply to the demanding unit and installation, in situ (if required). The quotations / price list would be called for only from the OEM or their authorized supplier on PAC basis. The list of these firms is given at **Appendix `C`**. In case of dealing with firms other than OEM / authorized supplier quotations from at least three firms would be invited and only L-1 (lowest) would be accepted until valid reasons for accepting quotations other than L-1 are endorsed by the CFA. The procedure for recurring requirements worked out by Lgs (Air) would also be the same as for demands received from user units.

(d) Sanction of CFA would be obtained for the finalized price (including Taxes, Charges, installation, commissioning, etc., if any) from **`Angle of Necessity (AON)`**.

(e) HQ DG NCC (Lgs Dte) will allot funds for centralized local purchase / repairs under code head 1/544/01 **on earmarked basis** for Air assets.

(f) The Purchase Officer would, on the basis of total financial affect obtain CFA sanction and place Supply Order as per **Appendix `D`** and forward copy of the same to all concerned. Requisite funds would be earmarked for the Supply Order.

(g) The firm, after dispatch of item (with certification), will prepare the bill and submit along with a copy of the Purchase Order and requisite documents. The Purchase Officer will process the bill and submit to CDA Tigris Road.

(h) CDA Tigris Road after receipt of duly certified and countersigned bill (with requisite documents) will make payment directly to the firm.

(j) On receipt of stores the consignee Air NCC Sqn will immediately issue **`Acceptance Certificate`** with RV No. to the firm for preferring bill. A copy of the same would be faxed to Lgs (Air) Section at HQ DG NCC and the Purchase Officer followed by ink signed copy by Speed Post. In case installation / commissioning is mentioned in the Supply Order, the **`Acceptance Certificate`** would only be issued after satisfactory completion of installation / commissioning by the firm for claiming the payment as well as installation /

commissioning charges, if any. Format for 'Acceptance Certificate' is attached as **Appendix 'E'**.

9. **Repair of Microlites.**

(a) Units will project details of repair / servicing required along with spares required giving Cat Part No. (indicating whether the part pertains to Airframe or Engine) to Lgs Dte (Air Section) at HQ DG NCC. The format of Defect Report is attached as **Appendix 'F'**.

(b) Lgs (Air) Section at HQ DG NCC will examine the feasibility of repair / servicing within the expertise available at the unit. In case of the required facility / expertise not being available at unit level, would advise nature of defect to the firm. The firm would furnish quote for complete repairs (at site) inclusive of items required to be replaced.

(c) Sanction of CFA would be obtained for the finalized price (including Taxes, Charges, installation, commissioning, etc., if any) from '**Angle of Necessity (AON)**'.

(d) The Purchase Officer would, on the basis of total financial affect obtain CFA sanction and place Work / Repair Order as per **Appendix 'D'** and forward copy of the same to all concerned. Requisite funds would be earmarked for the Work / Repair Order.

(e) The firm would carry out the repairs / servicing, certify the repairs having been carried out and offer the Microlite (after repair) for Ground and Air Test to the Commanding Officer of the user unit. If the user is satisfied (after the Air Test) then Certificate of fitness and acceptance (**Appendix 'E'**) is to be signed by the user unit and handover two copies to the firm's Technician. A copy of the same would be Faxed to Lgs (Air) Section at HQ DG NCC and Purchase Officer at Delhi Dte and an ink signed copy would also be sent by speed post to Lgs (Air) Section at HQ DG NCC and Purchase Officer.

(f) The firm will prepare the bill and submit along with a copy of the Repair Order and **Certificate of fitness and Acceptance** (received from the unit) to the Purchase Officer for claiming payment. The Purchase Officer will process the bill and submit along with requisite documents to CDA Tigris Road Delhi.

(g) CDA Tigris Road after receipt of duly certified and countersigned bill will make payment directly to the firm under intimation to Lgs (Air) Section at HQ DG NCC, Purchase Officer and the recipient unit.

10. OEMs are to submit Annual Price List and particulars of their authorized signatory along with their specimen signatures to the Purchase Officer and Lgs (Air) Section at HQ DG NCC. The Purchase Officer would forward a copy of the same to CDA for their records. In case of non-availability / non-submission of Price List by any firm, the procedure for calling of quotations would be resorted to on as required basis.

11. All certificates / CRVs (certificate receipt vouchers) issued by the user / receiving unit are to be signed by the Commanding Officer only.

12. The Purchase Officer is to :-

- (a) Place Supply / Repair / Work Order only for items / repairs / servicing on firm.
- (b) Earmark funds for those purchases / Repairs / servicing.
- (c) Obtain sanction of CFA.
- (d) Progress Invoices for payment.

13. The procurement / repair of commonly available items / low value items / non-proprietary items viz. Batteries, Araldite, measuring cans, chamois leather, etc., are to be procured / repaired locally by respective Air NCC Sqns from the funds allotted to each Directorate under related code head so as to obviate the air assets being on ground / unserviceable for trivial items and avoidable procedural delays through central provisioning. The bills for these purchases would be cleared through respective CsDA. Similarly the requirement of items pertaining to other code heads would be procured under the respective code head from the funds allotted to the state Dtes or a Statement of Case would be forwarded through concerned Dte to respective section at HQ DG NCC for consideration.

14. The duties and responsibility of all agencies are listed at **Appendix `G`**.

15. This SOP is applicable with immediate effect. All SOPs / instructions issued earlier on the subject stand cancelled.

16. Any deviation to this procedure will be under the instructions of undersigned only.

17. This has the approval of DG NCC.

Sd/---  
(R Vinayak)  
Brig  
DDG (lgs)  
For DG NCC

Date: 02 Sep 2008

Distribution:

CDA Tigris Road, Delhi

M/S AASAA, Bangalore

M/S Greaves Cotton Ltd., New Delhi

M/S Murthal Industries Ltd., New Delhi

M/S Raj Hamsa Ultra lights Pvt. Ltd., Bangalore

All NCC Dtes

All Air NCC Sqns

Internal Copy to:

All DDGs of HQ DG NCC

**FORMAT FOR DEMAND OF ITEM**

**Demand Control No:** DCN-0001/2008/ML or GL/AOG or URGENT/1 (RAJ)/---- (date)

| SI No.                              | Part No. | Description | Denom of Qty | Qty Reqd | A/C No. | Airframe / Engine | Remarks (Justification / reason, etc) |
|-------------------------------------|----------|-------------|--------------|----------|---------|-------------------|---------------------------------------|
| <b>PART A (ZEN – AIR MICROLITE)</b> |          |             |              |          |         |                   |                                       |
|                                     |          |             |              |          |         |                   |                                       |
|                                     |          |             |              |          |         |                   |                                       |
|                                     |          |             |              |          |         |                   |                                       |
|                                     |          |             |              |          |         |                   |                                       |
| <b>PART B (X – AIR MICROLITE)</b>   |          |             |              |          |         |                   |                                       |
|                                     |          |             |              |          |         |                   |                                       |
|                                     |          |             |              |          |         |                   |                                       |
|                                     |          |             |              |          |         |                   |                                       |
|                                     |          |             |              |          |         |                   |                                       |

- Note:**
1. Separate form to be raised for AOG / Urgent demands.
  2. All demands to be signed by CO.

**Appendix `B' refers to para 8 (b) of SOP 01/2008**

**FORMAT FOR CALLING OF QUOTATION**

Telefax: 011- 2610 3976

HQ DG NCC  
Ministry of Defence  
West Block – IV  
RK Puram  
New Delhi – 110 066

17653/1/T/DGNCC/Lgs (Air)

10 July 2008

M/S------(Attn: Mr-----)

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**REQUEST FOR QUOTE:-----**

Dear Sir,

1. No. 1 (TN) Chennai Air NCC Sqn requires items listed in the `Schedule of Requirement' attached for their Microlite aircraft No.----- make Zen-Air / X-Air.
2. A budgetary quote specifying all elements in terms of percentage as well as financial value individually and total (as per the format), if provided, would enable us to process the case in totality on a fast track.
3. It may be appreciated that NCC being under Government of India (MoD) has to abide to certain laid down rules / procedures. Therefore, prior sanction of the Competent Financial Authority is required. The case can be processed only if all elements pertaining to the purchase e.g. warranty, lead time, price, taxes, other charges (if any), etc. are clearly spelt out rather than merely mentioning `Extra' or `As applicable'.
4. An early reply by return FAX would be highly appreciated.

(Ashok Kohli)  
Gp Capt  
JD Lgs (Air)  
For DG NCC

Copy to:

NCC Dte Delhi (For Purchase Officer): For info, please.  
Concerned NCC Dte controlling demanding unit.  
No. 1 (TN) Air NCC Sqn: For info, please.

**SCHEDULE OF REQUIREMENT FOR CALLING OF QUOTATION :**

**MICROLITE NO.----- ZEN-AIR / X-AIR**

**No. 1 (TN) Air NCC Sqn : LTR REF 17653/1/T/DGNCC/Lgs (Air) 10 July 2008**

| Sl No | Part No. | Description | Quantity     |          | Unit / Basic Price<br>in Indian Rupees | ED   |        |
|-------|----------|-------------|--------------|----------|--|------|--------|
|       |          |             | Denomination | Required |  | In % | In Rs. |
| (a)   | (b)      | ©           | (d)          | (e)      | (f)                                    | (g)  | (h)    |
|       |          |             |              |          |  |      |        |
|       |          |             |              |          |  |      |        |
|       |          |             |              |          |  |      |        |

| Sales Tax |        | VAT  |        | SC/MST--- |        | Any other Taxes |        | Any other charges<br>(specify) |        | Total Amount<br>In Indian Rupees |
|-----------|--------|------|--------|-----------|--------|-----------------|--------|--------------------------------|--------|----------------------------------|
| In %      | In Rs. | In % | In Rs. | In %      | In Rs. | In %            | In Rs. | In %                           | In Rs. |                                  |
| (j)       | (k)    | (i)  | (m)    | (n)       | (o)    | (p)             | (q)    | ©                              | (s)    | (t)                              |
|           |        |      |        |           |        |                 |        |                                |        |                                  |
|           |        |      |        |           |        |                 |        |                                |        |                                  |
|           |        |      |        |           |        |                 |        |                                |        |                                  |

- Note:**
- All Taxes/charges/levies like ED, ST, SC, CST should be mentioned in % as well as in Indian Rupees.
  - Total amount be mentioned in figures as well as words.
  - Delivery of items would at No.1 (TN) Air NCC Sqn, Chennai. Hence, quotation should on F.O.R. basis.
  - Charges for Installation / commissioning, if requested or opined by your firm (and accepted), be specified in the quotation.
  - No charges other than specifically mentioned in the quotation and accepted in the Supply Order would be admissible.
  - Lead time after placement of order -----.

**Signature of JD Lgs (Air) HQ DG NCC  
Stamp & Date**

**Signature of Authorised signatory of the firm  
Stamp & Date**

**LIST OF AUTHORISED FIRMS FOR PROCUREMENT OF  
SPARES / REPAIRS : MICROLITES**

| <b>Sl No.</b> | <b>Type of Microlite</b> | <b>Airframe / Engine &amp; Type</b> | <b>Firm</b>  |
|---------------|--------------------------|-------------------------------------|--|
| 1             | ZEN AIR                  | AIRFRAME                            | M/S AASAA (Agni Aero Sprts Adventure Academy (P) Ltd., Hangar # 2, Jakkur Aerodrome, 12 <sup>th</sup> KM, Bellary Road, BANGALORE-560 064<br>Tele: 080-28565574<br>080-28560060<br>FAX:080-28569152<br>e-mail:agniaviators@yahoo.com   |
| 2             | ZEN AIR                  | ENGINE (ROTAX 912A)                 | M/S GREAVES COTTON LTD.<br>Express Building Annexe,<br>9 – 10, Bahadur Shah Zafar Marg,<br>New Delhi – 110 001<br>Tele:011-23311501<br>011-23730554<br>FAX:011-23702129<br>011-23359782<br>e-mail:anilkumar@greavesmail.com  |
| 3             | X – AIR                  | AIRFRAME & ENGINE (JABIRU2200)      | M/S MURTHAL IND LTD.<br>B-13, G.F, Dayanand Colony, Lajpat Nagar-IV,<br>New Delhi-110024<br>TeleFax:011-41324249<br>Mob:9810665198<br>9810237410<br>e-mail:murthal@hotmail.com<br><hr/> M/S RAJHAMSA ULTRALIGHTS PVT LTD.<br># 40 Goshala Road, P.O. Mahadevpura,<br>Bangalore-560048<br>Tele:080-28516937<br>080-65965835<br>FAX:080-28518485<br>e-mail:rajhamsa@X-air.in |

Appendix `D' refers to para 8 (g) of SOP 01/2008

FORMAT FOR SUPPLY ORDER

Tele: 011-

Fax:011-

NCC Delhi Dte  
Old Sectt Building  
Civil Lines  
Delhi – 110 054

3003/-----

09 May 2008

M/S----- (Attn: Mr-----)

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PURCHASE ORDER / ACCEPTANCE OF TENDER No. ----- / 2008

Dear Sir,

1. It is hereby communicated that your quotation vide letter No. ----- dated ----- / as per your price catalogue has been accepted for items as per the attached Appendix, with standard terms and conditions mentioned herein.
2. **Specification:** As per OEM / certified by DGCA or equivalent authority.
3. **Inspection Authority:** CO receiving unit duly supported by firm's certification.
4. **Place of Inspection:** At Consignee's premises.
5. **Identification & Packing Instruction:** The stores shall be securely packed to avoid loss or damage during transit and for storage without any additional cost to the Government.
6. **Mode of Despatch:** The stores shall be dispatched to the Consignee by the supplier on his own arrangement.
7. **Terms of Delivery:** F. O. R. Destination:----- Air NCC Sqn, ----- (place).
8. **Delivery Schedule: (The essence of the contract):** Immediate / In month from the date of this Supply Order (as the case may be).
9. **Failure & Termination:** If the Contractor fails to deliver the stores or any installment thereof within the fixed for such delivery or any time repudiates the

contract before the expiry of such period , the purchaser may without prejudice to the right of the purchaser to recover damages for breach of the contract

10. **Option Clause:** The purchaser reserves the right to increase or decrease the contracted quantity upto 50% that may be ordered at the same rates and on same terms & conditions at any time during the currency of the contract.

11. **Paying Officer:** Controller of Defence Accounts (CDA), Tigris Road, -Delhi.

12. **Code Head:** Major Head -

Minor Head –

13. **Warranty / Guarantee:** The contractor / seller hereby will submit a certificate declaring that the articles / services sold / supplied / rendered to the purchaser under this contract shall be of the best quality and workmanship and new in all respects and shall be strictly in accordance with the specification and particulars contained / mentioned in contract. The contractor / seller hereby guarantees that the said goods / stores / articles would continue to the description and quality aforesaid for a period of thirteen months, from the date of delivery of the said goods / stores / articles to the purchaser, and will rectify any defect or defects free of cost during aforesaid warranty period.

14. **Terms of Payment:** Within 30 days of dispatch of materials / completion of installation / repairs on submission of following documents:-

- (a) Contractors bill
- (b) Original Supply Order
- (c)

15. **Arbitration:** All disputes, differences or questions between the parties prior to touching the subject

16. **Jurisdiction of Courts:** The courts of the place from where the acceptance of tender has been issued shall alone have the jurisdiction to decide any dispute arising out of or in respect of the contract.

17. This has the concurrence of ----- (Designation) as the Competent Financial Authority (CFA) vide ----- dated ----- and funds for this commitment have been booked under the relevant code head at Sl No. ----- of Budgetary Control Register.

Encl: Appendix to Purchase Order

**Signature of Purchase Officer**

**APPENDIX TO PURCHASE ORDER No. ----- / 2008**

**DATED ----- May 2008**

**MICROLITE NO.----- ZEN-AIR / X-AIR**

**No. 1 (TN) Air NCC Sqn : LTR REF 3003/----- 09 May 2008**

| Sl No | Part No. | Description | Quantity     |          | Unit / Basic Price<br>in Indian Rupees | ED   |        |
|-------|----------|-------------|--------------|----------|--|------|--------|
|       |          |             | Denomination | Required |  | In % | In Rs. |
| (a)   | (b)      | ©           | (d)          | (e)      | (f)                                    | (g)  | (h)    |
|       |          |             |              |          |  |      |        |
|       |          |             |              |          |  |      |        |
|       |          |             |              |          |  |      |        |
|       |          |             |              |          |  |      |        |

| Sales Tax |        | VAT  |        | SC/MST--- |        | Any other Taxes |        | Any other charges<br>(specify) |        | Total Amount<br>In Indian Rupees |
|-----------|--------|------|--------|-----------|--------|-----------------|--------|--------------------------------|--------|----------------------------------|
| In %      | In Rs. | In % | In Rs. | In %      | In Rs. | In %            | In Rs. | In %                           | In Rs. |                                  |
| (j)       | (k)    | (i)  | (m)    | (n)       | (o)    | (p)             | (q)    | ©                              | (s)    | (t)                              |
|           |        |      |        |           |        |                 |        |                                |        |                                  |
|           |        |      |        |           |        |                 |        |                                |        |                                  |
|           |        |      |        |           |        |                 |        |                                |        |                                  |
|           |        |      |        |           |        |                 |        |                                |        |                                  |

- Note:**
- Total Amount indicated above is all inclusive.
  - Delivery of items would at No.----- (consignee unit's name & place)
  - Installation / commissioning is to be / not to be undertaken by the firm at site. Charges included above. (to be deleted by Purchase Officer, whichever not applicable).
  - No charges other than specifically mentioned in the quotation and accepted in this Supply Order would be admissible.
  - Delivery / Installation is to be completed by -----.

**Signature of Purchase Officer with Stamp & Date**

**Appendix `E' refers to para 8 (k) of SOP 01/2008**

**FORMAT FOR ACCEPTANCE CERTIFICATE**

**ACCEPTANCE CERTIFICATE**

1. This is to certify that the following items / quantity ordered vide Delhi Dte **Supply Order** No.----- vide 3003/----- dated ----- have been supplied by M/S ----- . The items is/are new and serviceable. The same is/are accepted and have been brought on charge vide RV No.-- ----- dated -----.

| Sl No | Part No. | Description | Qty Ordered | Qty Supplied | Remarks |
|-------|----------|-------------|-------------|--------------|---------|
|       |          |             |             |              |         |
|       |          |             |             |              |         |

2. This is to certify that the following items / quantity ordered for **supply and installation** vide Delhi Dte Supply / Work Order No. ----- vide 3003/----- -- dated ----- have been supplied and installed by M/S ----- satisfactorily. The same is/are accepted and have been brought on charge vide RV No.----- dated -----.

| Sl No | Part No. | Description | Qty Ordered | Qty Installed | Remarks |
|-------|----------|-------------|-------------|---------------|---------|
|       |          |             |             |               |         |
|       |          |             |             |               |         |

3. This is to certify that the following repairs ordered vide Delhi Dte Repair Order No.----- vide 3003/----- dated ----- have been satisfactorily completed by M/S -----.

| Sl No | Part No./ ML No. | Description of Defect | Rectification done by | Remarks |
|-------|------------------|-----------------------|-----------------------|---------|
|       |                  |                       |                       |         |
|       |                  |                       |                       |         |

**Sign with particulars of**

**Collected by**

**Firm's Technician**

**Commanding Officer**

Appendix `F` refers to para 9 (a) of SOP 01/2008

**FORMAT FOR DEFECT REPORT FOR REPAIR REQUISITION**

**DEFECT / SURVEY REPORT**

**MICROLTE ZEN-AIR / X-AIR NO. ----- UNIT -----**

**DEMAND NO. -----**

| Sl No | Exact Fault / Defect | Suggested Repair work to rectify the fault | Items that need to be replaced | Remarks |
|-------|----------------------|--|--------------------------------|---------|
|       |                      |  |                                |         |
|       |                      |  |                                |         |
|       |                      |  |                                |         |
|       |                      |  |                                |         |
|       |                      |  |                                |         |

Details of survey carried out with cost estimation, name and address of the firm (separate for engine and Airframe).

Prepared by

Sign of MWO/WO/JWO i/c

Recommendation of Commanding Officer

**Appendix `G' refers to para 14 of SOP 01/2008**

**DUTIES AND RESPONSIBILITIES**

**RESPONSIBILITIES OF AIR NCC SQN**

1. To forward demand for spares / repair / servicing requirement of ML with part No. / Reference No. as per catalogue pertaining to Airframe / engine etc. and / or details of defects for repair to DG NCC Lgs (Air) as per **Appendices `A' and `F'**.
2. **In case of Supply of item**, to issue Acceptance certificate signed by the commanding Officer (as per **Appendix `E'**) on receipt of store to the firm for claiming balance 5 % payment. An ink signed copy is to be faxed immediately to JD Lgs (Air) at HQ DG NCC and to Purchase Officer at Delhi Dte.
3. **In case of Supply and / or installation / commissioning** as mentioned in the supply order, the Acceptance Certificate (**Appendix `E'**) would only be issued by the unit to the firm after satisfactory completion of installation / commissioning for claiming balance 5% of the payment as well as installation / commissioning charges.
4. **In case of repair**, to issue Acceptance certificate signed by the commanding Officer (as per **Appendix `E'**) on receipt of store to the firm on satisfactory completion of repairs for claiming balance 100 % payment. An ink signed copy is to be faxed immediately to JD Lgs (Air) at HQ DG NCC and to Purchase Officer at Delhi Dte.
5. To resort to LP / repair of commonly available items / low value items / non-proprietary items by inviting quotations as per LP procedure.
6. To clear the bills of LP at unit level from the funds allotted to their respective Dte and ensure payment through respective CsDA.
7. To BOC and account for all the items received / purchased / repaired and ensure proper storage till their utilization.

## **RESPONSIBILITIES OF NCC DTEs**

1. To accord sanction to Air NCC Sqns under their Dte for LP / repair of commonly available items / low value items / non-proprietary items viz. Batteries, Araldite, measuring cans, chamois leather, etc. so as to obviate the air assets being on ground / unserviceable for trivial items and avoidable procedural delays through central provisioning. The bills for these purchases would be cleared through respective CsDA
2. To allotment of funds to Air NCC Sqns under their Dte for LP / repair of commonly available items / low value items / non-proprietary items.
3. To monitor clearance of bills pertaining to LP resorted to by Air NCC Sqns under their Dte.
4. To monitor expeditious issue of Acceptance Certificate by Air NCC Sqns under their Dte for items received / Repair / servicing completed against centralized LP Order placed by Delhi Dte.

## RESPONSIBILITIES OF LGS (AIR) AT HQ DG NCC

1. To collate recurring requirements as per consumption pattern / advice by OEM or supplier as well as examine demands received from various Air NCC Sqns.
2. To call for quotation from the OEM / supplier for repair / demanded items on approved format (**as per Appendix `B`**). The price called for / submitted by the firm will be on FOR for direct supply to the demanding unit and installation in situ (if required). In case the required item is listed in the Annual Price List of the firm calling of quotation would be dispensed with.
3. To hold negotiation, if considered necessary, through a BOO.
4. To obtain approval of DDG (Lgs) for the finalized price (including taxes, charges, installation, commissioning etc. if any) and forwarded to Delhi Dte with a request for placement of work order / supply order in a standard format (**as per Appendix `D`**).
5. Lgs (Air) will carry out follow up action with Lgs B-2 for fund allotment on earmarked basis to Delhi Dte under code head 01/544/01 for air assets.
6. Lgs (Air) at HQ DG NCC will aid the Delhi Dte Purchase Officer to get the bill counter signed by Dir (Lgs) at HQ DG NCC for clearance of same to CDA (by Delhi Dte) for expeditious payment.

## **RESPONSIBILITIES OF NCC DTE DELHI**

1. To nominate a commissioned officer as Purchase Officer.
2. To place appropriate supply / work / repair order on the concerned firm / OEM for procurement / taking up rectification for which quotation has been already received from the firm and as advised by HQ DG NCC (Lgs Air Dte).
3. To monitor the fund allotted under code head 01/544/01 and forecast further demand of funds.
4. To: obtain CFA sanction for all purchase / repair / work prior to placement of order.
5. To process the bill for payment to the firm from CDA.