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Directorate General NCC
Ministry of Defence
West Block-IV
RK Puram, New Delhi-66

No. 8088/Policy/NCC HQ/Plg

Apr 2011

List 'A'

**DELEGATION OF POWERS FOR PLACING AND REVOKING
SUSPENSION, WITHDRAWAL/RE-ALLOTMENT OF
COMPANIES/TROOPS**

1. It has been decided to delegate the powers for placing and revoking suspension, withdrawal/re-allotment of companies/troops for institution to ADG/DDG of the respective State Directorates, however powers for 'Out of Turn Allotment' of NCC will be with DG NCC with immediate effect.

2. While dealing with such cases, the following will be ensured:-

- (a) Reasons for withdrawal should be obtained from the Gp/unit and should be justifiable.
- (b) Funds to be committed by the State Govt/private institution.
- (c) Correct re-organisation plan.
- (d) In case re-allotment proposal for institution junior in 'Waiting List', State ADGs/DDGs certificate for 'Out of Turn Allotment' is mandatory and the same will be forwarded to this HQ for sanction.
- (e) ANO to be appointed.
- (f) The correct affiliation of NCC Unit.

3. It is once again reiterated that utmost care is to be taken while dealing with the subject and State Directorates will ensure that there are no procedural lapse while dealing with various institutions as regards the issue of withdrawal re-allotment. The issue will be dealt strictly as per the policy enumerate in the succeeding paragraphs:-

- (a) **Placing Institution on Suspended Animation** Detailed instruction giving step by step procedure to be followed for putting an Institution on Suspended Animation is given at Appx 'A'.

(b) **Procedure of withdrawal/Re-allotment of NCC** It is reiterated that once the two mandatory notices are given by the Dte to the defaulter institution and no improvement is forthcoming, then the NCC can be immediately withdrawn without asking for NOC from the institution. However, there are certain institutions which do not want NCC due to some reason, in such cases, NOC is taken and re-allotment made. Procedure of Withdrawal/Re-allotment/Raising of NCC along with checklist is given at Appx 'B'.

(c) **Out of Turn Allotment.** There are instances wherein certain exceptionally efficient institutions are desirous of having NCC but they may be on waiting list. In such cases, NCC may be granted to such institution by DG NCC after examining the "OUT OF TURN ALLOTMENT CERTIFICATE" issued by the concerned ADG/DDG of the Dte. Needless to say this provision should be used very judiciously. Instructions/guidelines for giving out of turn allotment are given at Appx 'C'.

(d) **Documentation for Annual Adm Inspection** All cases of withdrawal and re-allotment to be put up for inspection during the Annual Adm Inspection of the respective State Dte.

4. As and when a case is approved for withdrawal and re-allotment, a copy of the re-organisation plan will be forwarded by the respective State Directorate to this HQ for information, with following documents enclosed:-

- (a) Reasons for withdrawal.
- (b) Funding commitment by the State Government.
- (c) NOC from the institution unwilling to continue with NCC.
- (d) Checklist indicating position on waiting list.

5. This letter supersedes the following letters issued by this HQ:-

- (a) Letter No 8018/NCCHQ/Plg dated 12 Apr 2005.
- (b) Letter No 8088/NCCHQ/Plg dated 17 Apr 2008.
- (c) Letter No 8088/NCCHQ/Plg dated 09 May 2008.
- (d) Letter No 8088/NCCHQ/Plg dated 30 Aug 2010

(Ashok Natarajan)
Cmde
DDG (P&C)
For DG NCC

Encls: Appx A, B & C

APPENDIX 'A'

(Refers to Para 3(a) of NCC HQ letter No.8088/NCC HQ/Plg dated 21 Apr 2011)

GUIDELINES FOR PLACING AN INSTITUTION ON SUSPENDED ANIMATION

1. Many a times it has been noticed that NCC activities do not run efficiently in certain institution. There may be number of valid reasons necessitating placement of such institution under Suspended Animation and stop NCC activities. These conditions are:-

- (i) Non-availability of ANO/Care Taker.
- (ii) Lack of accommodation, funds and civilian staff, which adversely affect the administration of unit/sub unit/troop.
- (iii) Lack of proper facilities for Gliding/Flying/Naval activities adequate space for conduct of parades, i.e., drill, lectures, office, store etc which adversely affects the training of cadets.
- (iv) Enrolment below 50 % of authorized Strength.
- (v) The percentage of parade attendance of cadets remaining below 50 % of the enrolled Strength of unit/sub unit/troop for a period of one month or more.
- (vi) Any other reason that effects proper funding of NCC.

2. OC of the NCC Unit should take feedback from the PI staff and also verify the facts on ground and when satisfied will inform the Head of Institution in writing for improving the situation. At the same time, Unit informs GP HQ & Dte giving out the justification for the action being taken.

3. State NCC Directorate will appraise the head of the institution and State Government, through a registered letter, the specific reasons for the inefficient functioning of the sub units/troops. Copy of this letter will also be forwarded to DGNCC for information. In case of non-availability of ANO, which is generally the main cause of inefficient functioning of the subunit/troop, the head of the institution shall provide a caretaker from the teaching staff and nominated a suitable ANO, as per NCC Act and Rules 1948, within 45 days. A total of three months will be given to the head of the institution to improve the situation.

4. In case the situation does not improve within the first 45 days, State ADG/DDG may place sub units/troops under Suspended Animation for a period of another 45 days, under intimation to DGNCC. State Government will also be apprised accordingly.
5. If situation does not improve in this total period of three months, sub units/troops under suspended animation will be withdrawn and re-allotted to the institutions on the waiting list, by the State ADG/DDG. “No objection Certificate” will not be required in such case.
6. A sub unit/troop may be withdrawn immediately, if the head of the institution is unwilling to have NCC and gives a “No Objection Certificate”.
7. Unit/Gp HQ should simultaneously update their waiting list and prepare the institution senior most to be ready to commence NCC activities once second notice is given and chances of improvement are remote.
8. Endeavour must be made to complete the procedure of suspended animation with in 90-100 days to commence re-allotment/stare NCC before the start of Training Year i.e. 01 Apr every year.
9. At any time during the above mentioned suspended animation period, in case situation improves then the decision can be revoked.
10. In case of **enrolment below 50% of authorized strength** when NCC is withdrawn from the institution; keeping in mind the interest of cadets, the Directorate should endeavour to keep the cadets enrolled by way of open enrollment system. However, new enrolment be avoided.

APPENDIX 'B'

(Refers to Para 3 (b) of NCC HQ
letter No.8088/NCC HQ/Plg dated
21 Apr 2011)

GUIDELINES FOR PROPOSALS OF NEW RAISING/WITHDRAWAL/RE-ALLOTMENT

1. All general reorganization proposals will be prepared by the State Directorate in consultation with the concerned State Government by 15 Mar each year so that they are processed by the time the new academic session starts. The following documents will be prepared along with the proposal:-

(a) A Certificate from the head of the Institution from where the sub unit/troop is to be withdrawn, expressing his inability to provide ANO/Care Taker/Cadets/accommodation etc, due to which sub unit/troop is being withdrawn. Request for the above certificate will be made through a registered letter to the Head of the Institution. If the required certificate or reply is not received from the Head of the Institution with-in a reasonable time, the matter will be brought to the notice of the State Government in writing by the State NCC Directorate to obviate the necessity of "No Objection Certificate" from the Head of the Institution. In such cases, all actions as given in Appx "A" should be taken.

(b) State Government concurrence in writing.

(c) Application along with required declaration/certificate from the Head of the Institution to whom the withdrawn sub-unit/troop is to be re-allotted with recommendations of Unit Cdr, Gp Cdr and Dte.

(d) The Re-Organisation plan, giving out the name of institution, strength allotted, controlling unit and Gp HQ as per the format. Checklist as enclosed should be completed in all respect before approving the proposal

2. In cases of new raising where fresh cadet strength is allotted by the DGNCC, without the consent of the State Government. Certificate of concurrence as given at para 16 of the "**Application Form**" must accompany all proposals to confirm that additional finances have been arranged for the new raising. For the withdrawal/re-allotment cases, the State Government is required to be consulted, however, if no reply is received within 30 days of the letter to the State Government, it is to be presumed that State Govt has no objection on the proposal.

3. A sub unit/troop will not be recommended for withdrawal from one Institution and re-allotted to another in an arbitrary manner. Every possible opportunity should be given to the Institution to improve its functioning within the stipulated time frame. Therefore, the first step should be of placing sub unit/troop under suspended animation.

APPENDIX 'C'

(Refers to Para 3 (c) of NCC HQ
letter No.8088/NCC HQ/Plg dated
21 Apr 2011)

**INSTRUCTIONS/GUIDELINES FOR ISSUING OUT OF TURN
ALLOTMENT CERTIFICATE**

1. The respective Directorates should satisfy itself before issuing an 'Out of Turn' allotment Certificate that the wait-listed Institutions above the one which is being issued 'Out of Turn' allotment Certificate are not being superseded without valid reasons.
2. The reason for not allotting NCC to a wait-listed Institution can be as under:-
 - (a) Institution is not in a position to enroll itself with NCC, in such cases, NOC will have to be taken from the Institution.
 - (b) The required infrastructure does not exist.
 - (c) ANO/Caretaker not appointed by the Institution.
 - (d) Any other reason that effects proper funding of NCC.
3. The institutions on waitlist to be given a notice of two months to fulfill conditions for allotment of NCC before being superceded.

**CHECK LIST FOR SCRUTINY OF APPLICATION FORM FOR NEW RAISING
OR WITHDRAWAL/RE ALLOTMENT CASES**

(To be filled up specifically in blank column and Tick wherever applicable)

- | | | | |
|-----|---|-----------------------|---|
| 1. | (a) NAME OF INSTT
_____ | - | |
| | (b) NAME OF UNIT & GP HQ
_____/_____ | - | |
| 2. | WAITING LIST POSITION
(If junior, Out of turn Cert from DDG) | -
- | JUNIOR/SENIOR (No.-____)
(Attached / Not Attached) |
| 3. | NOC OR SA
(Name of withdrawing Instt)

(In case of utilizing cdt strength of S.A. instt, initial
date of S.A. period with Name of Instt) | -
-
- | (Attached /Not Attached) |
| 4. | STATE GOVT/SPONSOR
CONCURRENCE

(a) PARA 16 FILLED UP
(b) CONCURRENCE ENCL
SEPARATELY
(c) In case of With/Re-allot case,
Date of Communication to State Govt /UTA) | -
-
-
-
- | Yes / No
Yes / No
(____/____/____) |
| 5. | PROPER RE ORG PLAN
(Completely filled up) | - | (Attached / Not Attached) |
| 6. | FUNDING PATTERN
Govt/Self Fin) | - | (Central Govt/State |
| 7. | NAME OF ANO | - | (_____) |
| 8. | STUDENT STR SUFFICIENT
(In the desired sub-unit) | - | (_____) |
| 9. | RECOMMENDATIONS COMPLETE
(Para 12, 13,14,15 & 16) | - | Yes / No |
| 10. | PROPOER FORMAT USED | - | Yes / No |
| 11. | UNDERTAKING MENTIONED (Para 9(f))
(In case of KV OR Self Financing) | - | |
| 12. | DESIRED STRENGTH | - | (_____ Cadets)
(JD/JW/SD/SW)
(Army/Navy/Air) |

Countersigned