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**CHARTER OF DUTIES : MS DTE**

**DDG (MS)**

As head of the MS Directorate his duties will be follows :-

1. All MS Matters pertaining to Regular, Whole Time NCC Officers and Whole Time Lady Officers.
2. Management of ANOs.
3. Honours and Awards to personnel of NCC Cadre including Cadets
4. ACRS of Regular, Whole Time NCC Officers and Whole Time Lady Officers.
5. Complaints regarding ACRs/ Supersession.
6. Courses /Study leave of regular officers.
7. Grant of Hony ranks to Vice Chancellors and Ex ANOs.
8. Appointment of three service Chiefs as Colonel/Captain/Commodore Commandant of NCC.
9. Management of permanent Instructional (PI) Staff.
10. Processing all disciplinary cases in respect of Regular, Whole Time NCC Officers and Whole Time Lady Officers.
11. All matters relating to Vigilance and legal aspects.
12. Issue of move sanctions and attachments.
13. Conduct of all RD Banner Competitions.

**Director (MS)**

1. As head of MS(A) and MS(Coord) section his duties will be as follows :-
2. Induction of regular officers in conjunction with MS-3 Army HQ, and pers Branches of Naval and Air HQ as per laid down criteria.
3. All matters pertaining to posting of Regular Army, Navy and Air Force Officers, and Whole Time NCC Officers to maintain NCC Directorates, Groups and Units to the accepted strength, as laid down from time to time.
4. Policy matters regarding posting of regular officers in consultation with Army, Naval and Air HQs.
5. Promotion and efficiency bar of Whole Time NCC Officers, and Whole Time Lady officers including holding of Promotion Boards, obtaining Min of Def, Govt of India approval and promulgation.
6. Processing of cases of officers proceeding on premature retirement/ superannuation.
7. Processing of cases of officers for initial grant and extension of re-employment of all service officers.
8. Processing of cases of representations of regular officers against postings and other MS matters.
9. Any other MS or allied matters assigned by Dy DG MS from time to time.
10. Coord work of all sections of MS Dte, to include conferences, delegation of duties within the Dte, implementation of various orders and follow up action and Coord matters, including liaison with other Dtes/Orgns for provision of staff and materials for MS Dte.
11. To assist and understudy DDG (MS), and officiate in his absence.

### **Joint Director MS(A) & Coord**

He will head MS Coord section and will be responsible to Director (MS). His duties will be as follows :-

1. Coord work of sections of MS Dte which will include conferences, Delegation of duties within MS Dte and implementation of various orders and follow-up action as elucidated below :-
  - (a) Passage of info/directions to all sections of MS Dte.
  - (b) Passage of info with reference to conferences/meetings.
  - (c) Coord Leave plan.
  - (d) Coord Staffing.
  - (e) Coord indenting requirement of office stationary and overall accounting of funds released by P&F Dte.
  - (f) Coord indenting transport requirement of DDG (MS).
2. All MS/Pers matters pertaining to Air Force officers including induction, complaints, representation compassionate cases and matters pertaining to postings and assist Dir MS in similar duties for Army and Naval officers.
3. Attachments/Temporary duties and issue of Provisional move sanctions.
4. Premature retirements.
5. Re-employment.
6. Detailment of officers for various duties i.e BOO for conduct of competitions during TSC (Boys/Girls) and RDC.
7. Detailment of LOs/Ushers etc.
8. Honours and Awards to WTOs, WTLOs, ANOs GCIs and Cadets serving in NCC.
9. Assist Dy DG MS and Director MS in Coord and conduct of RDC Competitions.
10. Officiate as Dir (MS) in his absence. Maintenance of upto date Directorate wise staff lists and updating of all computerized data and record.
11. To look after the job of DD MS(A) in his absence.
12. Any other MS or allied matters assigned by DDG (MS)/Dir (MS) from time to time.

### **Dy Dir MS(A)**

1. He is responsible to Dir (MS) and his duties will be as follows :-
2. Maintenance of upto date Dte wise staff list and updating of computerized data and records.
3. All matters concerning postings, EB, Promotion, Court Cases of Whole Time NCC Officers and Whole Time Lady Officers.
4. All MS/Pers matters relating to Naval Officers including appointment and posting including request, complaints and representations and matters pertaining to postings.
5. Assist and understudy JD MS(Coord) and officiate in his place.
6. All computer related activities of MS Dte.
7. Ever see training of MS staff undergoing computer courses.

### **Joint Director MS(B&D)**

1. He is head of MS(B) and MS(D) section whose duties will be as follows :-
2. Resignation, retirement, voluntary retirement, death cases, pension and terminal benefits in respect of Whole Time NCC Officers and Whole Time NCC Lady Officers thereof.
3. Issue of retirement orders in respect of NCC Whole Time Officers and Whole Time Lady Officers.
4. Group Insurance claims and payment in respect of WTOs, and WTLOs and policies thereof.
5. Advances/Final withdrawal from DSOP in respect of WTOs/WTLOs and policies thereof.
6. Drafting, processing and progressing enactment of new NCC Act and Rules.

7. Court cases relating to aspect of retirement and pension in respect of WTOS and WTLOs.
8. Overview duties of DDMS(D)

**Dy Director MS (D)**

1. He head of the section. His duties will be as follows:-
2. Selection, Commission, promotion, relinquishment and extension of service of Associate NCC officers (ANOs) and Policies thereof.
3. Gazette notification of ANOs and strength of ANOs.
4. Grant of Honorary ranks to ANOs and policies thereof.
5. Extension of superannumery period of ANOs. Complaints and court cases of ANOs, pertaining to matters dealt by MS(D) section.
6. Appointment of three Services Chiefs as Colonel/Captain/Commodore of NCC and grant of Hony ranks of Col Commandant to Vice Chancellors of Universities and policies thereof.
7. Individual documentation and computerization pertaining to ANOs.
8. Understudy JDMS(B & D) and officiate for him in his absence.

**Dy Director MS (C)**

1. He is head of section MS (C) and is directly responsible to DDG (MS). His duties will be as follows:-
2. Processing of ACRs and Special NCC Reports of regular and NCC officers.
3. Processing of Statutory/Non-sStatutory complaints against ACRs/Supersession of regular officers.
4. Processing complaints against ACRs of NCC WTOs/WTLOs.
5. Processing of cases of Honours and Awards for regular service personnel and PI Staff.
6. Maintenance of CR dossiers of NCC WTOs and WTLOs.
7. Maintenance of medical documents of NCC WTOs/WTLOs and dispatch of medical documents for re-categorization board of NCC WTOs/WTLOs.
8. Processing for obtaining dates of Annual Medical Examination of Cols and above posted in DGNCC HQ.
9. Detailment of regular officers on courses and dissemination of results thereof.
10. Maintenance of Records of Service of regular officers posted in NCC and WTOs/WTLOs.
11. Processing of applications for final withdrawal from DSOP Fund by regular officers of Dte Gen NCC only.
12. Processing cases of regular officers for study leave.
13. Processing of application for visit abroad for regular officers posted in NCC.
14. Resettlement Training Courses.
15. Processing of appointment for deputation for regular officers posted in NCC.
16. Substantive promotion regular.
17. Processing of appointment for civil employment of regular officers posted in NCC.
18. All cases of misc type in respect of regular officers and except/Posting/transfer, premature retirement and re-employment.
19. Medical examination of regular officers posted in NCC.

**Joint Director MS(DV)**

He is head of MS(DV) section. Whose duties will be as follows:-

1. He will be responsible for all matters pertaining to discipline, vigilance, and legal cases. He will be the Vigilance Officer for NCC, and will be responsible to the DG through DDG(MS) and ADG (B) for all matters pertaining to vigilance. He will be assisted by DD/DV as considered appropriate by him.
2. Discipline : All matters pertaining to discipline as under:-
  - (a) Discipline cases of regular service officers WTOs/WTLOs.
  - (b) Anonymous/Pseudonymous complaints against service officers WTOs/WTLOs where gross impropriety, indiscipline and allied matters are involved.
  - (c) Progressing of disciplinary awards as a result of Court of Inquiries pertaining to disciplinary cases, where disciplinary action by the DG has been directed and then transferred to DV Dte for further processing of disciplinary awards.
  - (d) Vetting and compilation of monthly and quarterly discipline reports.
  - (e) Formulation and issue of policy letters on discipline.
  - (f) Interaction and liaison with DV Dte/equivalents of Army Navy and Air Forces for progressing of discipline cases.
  - (g) Statutory/Non-Statutory complaints/concerning regular officers and WTOs and WTLOs against disciplinary awards.
  - (h) Maintenance of register of important disciplinary/vigilance cases.
3. Vigilance : All matters pertaining to vigilance cases as enumerated below:-
  - (a) Liaison and interaction with D (Vig)/Vig/CVO Min of Def.
  - (b) Coordinate all cases/complaints received from CVO Min of Def and forward to concerned Dtes at DG NCC for processing and monitoring their progress.
  - (c) To examine in detail the existing organization and procedure with a view to eliminate or minimize factors which provide opportunities for corruption or malpractice's.
  - (d) Planning and enforcement of regular inspections, surprise visits for detecting failure in quality or procedures which would be indicative of existence or corruption or malpractice's.
  - (e) Location of sensitive spots, regular and surprises inspections of such spots and proper scrutiny of personnel who are posted in sensitive posts.
  - (f) To ensure prompt observance of conduct rules relating to integrity, covering statement of assets and acquisitions gifts, and relatives employed in private firms or doing private business.
  - (g) To ensure speedy processing of vigilance cases at all stages.
  - (h) To ensure that proper assistance to the CBI, where necessary in the investigation of vigilance cases entrusted to them or started by them on their sources of information.
  - (i) Rendition of vigilance returns to the CVO Min of Def.
  - (j) To review from time to time the existing arrangements for vigilance work in the Directorate General NCC.
- (4) JD – DV All matters pertaining to legal cases as under :-
  - (a) The primary responsibility of the Legal Cell will be to provide timely legal advice to all concerned to ensure effective defence of law suits filed in various courts concerning discipline and service matters pertaining to NCC.
  - (b) Specific duties will involve :-
    - (i) Watching and progressing all cases of MACT pending in the courts in consultation with Min of Def.
    - (ii) Providing prompt advice on all legal matters relating to efficient management and defence of suits on all service matters.

(iii) Rendering legal advice on all disciplinary cases and all important questions relating to Military Law in conjunction with Ministry of Defence, JAG, AG's Branch of Army, Navy and Air HQ.

(iv) Maintaining regular liaison with Govt standing counsel and registrars of the various High Courts through respective State Dtes, to obtain first hand information writ petitions and civil suits filed by servicemen/Ex-servicemen and civilians employed in NCC, wherever the DGNCC is respondent.

(v) Render advice on preparation of the Counter Affidavits to writ petitions and other claims.

DD MS (DV)

1. He is responsible to JDMS (DV). His duties will be as follows :-
2. He will assist JDMS (DV) in all matters pertaining to Discipline and Vigilance, DD will be specifically responsible for the following besides being understudy to JD.
3. Maintenance of registers pertaining to complaints, Court of Inquiry, discipline, MACT cases and other Court cases arising out of discipline.
4. Security officer, Dte Gen NCC (Vig aspect).
5. Issue of clearance certificate.
6. Progress of Court cases of all nature and progress of Court of Inquiries.
7. General Administration of the section.
8. Compilation of Reports and returns.

Dy Director MS (PI Staff)

1. He is head of MS (PI Staff) section. His duties will be as follows :-
2. He will be responsible for management of Permanent Instructional Staff (PI Staff) under the supervision and direction of Dy DG (MS).
3. Policy, Planning and provisioning of PI Staff.
4. Rationalisation of ERE vacancies of PI Staff in NCC formations and Units in conjunction with service HQs.
5. Grant of extension of ERE tenure.
6. Attachment of compassionate cases of Arms/Services with various NCC Dtes/Units.
7. Formulation and promulgation of qualitative requirements of PI Staff.
8. Sanction and monitoring of moves of JCOs/NCOs on temporary duties.
9. Premature reversion of unsuitable PI Staff.
10. Posting and transfer of PI Staff on compassionate grounds.
11. Regularisation of irregularities pertaining to Pay and Allowances.
12. Detailment of posted PI Staff for security of RDC Camp, PM's Rally and other central NCC activities.
13. Honours and Awards.
14. Any other responsibilities pertaining to administration and management of PI Staff assigned by the DDG (MS) from time to time.
15. Detailment of instructional staff to JD refresher courses at Air Force Admin College.
16. Maintenance trade wise statistics of PI Staff.

**MILITARY SECRETARY'S BRANCH**  
**MS 3 C**

**INTERACTIVE POSTINGS GUIDELINES : OFFRS IN NCC**

1. It has been experienced that offrs in the NCC are fwd their requests for posting through various channels, some of which are unauthorised, inappropriate and sometimes untimely.
2. There is thus a reqmt to streamline the sys of comn with MS Branch (MS 3C).
3. Requests for postings should be fwd by offrs to MS Branch (MS 3C) through proper channel in the following manner:-
  - (a) After completion of two yrs in a stn (one yr for offrs on compassionate postings), all offrs should fwd their request for next posting.
  - (b) Offrs must fwd their request considering their Sect Profile in various sects. Division of sects for working out the Sect Profile is given at appx "A".
  - (c) The offrs will normally be considered for posting to a Mil Stn (Peace) if he is exiting from a NMS/HNMS and vice-versa, to a sect in which he has min service. They can be considered for posting to other stns/sect also taking into consideration the overall sector profile, fd/peace profile and in org interest.
  - (d) Posting within the same sect for second successive tenure may be considered if the offr has genuine reasons/less service in the same sector. The reasons meriting consideration should be elaborated upon. Postings within the same NCC Dte will not be entertained.
  - (e) In case an offr feels, he has genuine compassion which merits posting to a particular stn, he should fwd the application for posting on compassionate grnds according to the existing procedure.
4. Format for interactive posting is given at Appx "B".

(Rustam Patnaik)  
Col  
Col MS 3

HQ DGNCC }  
All NCC Dte } for wide dissemination and implementation please.  
NCC OTA, Kamptee  
NCC WOTA, Gwalior

**Appx "A"**

(Refers to ms 3C letter No  
A/13050/MS3C dt Jul 2005)

**DIVISION OF SECT**

1. For calculating the sect profile, following division of sector will be adopted:-
  - (a) Northern Sector - J & K and North HP>
  - (b) Western Sector - Punjab, Haryana, North Rajasthan upto line Bikaner-Karnal and Balance of HP.
  - (c) Central Sector - UP, Uttaranchal, MP, Bihar, Jharkhand Chattisgarh and Orissa.
  - (d) Eastern Sector - West Bangal and NE Region.
  - (e) Southern Sector - Gujarat, Balance of Rajasthan, AP, Kerala, Karnataka, Maharashtra, TN, Goa and Pondicherry.
  - (f) Delhi Region - Delhi, Ghaziabad, Rohtak, Meerut, Aligarh and Agra Gps.
2. National Capital Region incl Delhi and adjoining stns has a special status due to long waiting list and would be governed separately. Those offrs who have not been provided with an opportunity to serve in Delhi or, in the neighboring stns earlier will get preference over the others who have already had a posting in this region.
3. Posting to other Metro/High pressure stns will also be decided as per Para 2 above.

**Appx 'B'**  
**Refers to MS-3C letter No.**  
**A/13050/MS-3C dt. Jul 2005**

1. I, IC \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_ Regt have served in the following stns in the past since commissioning :-

Stns	State	From	To	Peace/Fd/Mod Fd	Duration in Months	Separation with the Family

2. I am due for a Mil Stn/ Non Mil Stn in \_\_\_\_\_ and \_\_\_\_\_ sectors (indicate only first two sects) and my choice stns (min three) in each of these sectors are :-

Sector	Sector

3. My family is staying at \_\_\_\_\_ in SF/ with me/under me/under own arngs since \_\_\_\_\_ and I intend to shift not to shift them to \_\_\_\_\_. The details of my family are as under :-

Name	Relationship	Age	Profession (indicate class in case of student)	Remarks

4. I wish to be considered for a posting to stns in \_\_\_\_\_ sect, which is/ is not in consonance with my sector profile, for the following reasons (LLP can be indicated here) :-

- (a)
- (b)
- (c)

5. I fully understand that this exercise of choices by me is only for better managemnt/satisfaction of the offr and does not debar the MS Branch from posting me to any other stn in organization interest. Hence, I do not claim is to be a right to be posted as per options given above.

6. Above details are true I will be liable for a discp/adm action in case if any of the above info is found to be incorrect.

Name  
Rank  
Appt

Stn : \_\_\_\_\_

Date : \_\_\_\_\_

**List 'A' & 'B'**

**MS : POLICY**

1. There are a No of letters which have been issued from this HQ, from time to time, regarding MS policy matters concerning posting of NCC offrs. There is no consolidated policy letter on MS matters.
2. In succeeding paras most of the letters, which have been already issued over a period of time, have been compiled and reiterated.
3. Tenure in NCC.
  - (a) The tenure in NCC is for two to three yrs (two yrs for request posting). No extension will be granted beyond the stipulated tenure.
  - (b) The tenure of NCC offrs posted in J&K is for two yrs (w.e.f. Jan 2002).
  - (c) Army offrs may serve two tenures in NCC, the third tenure will be given to the offr only on recommendations of DGNCC. Fourth tenure will not be given to any offr in the NCC.
4. Premature Mov of Offr Due To Poor Performance. Reporting offrs requesting premature mov of offrs due to poor performance should endorse it in the offrs' ACR accordingly.
5. Last Leg Posting (LLP) As per ruling of Army HQ, in all cases of LLP and compassionate posting, mention will be made in the posting order to the effect that, the posting is for one year initially, extendable thereafter for a full tenure provided no unsatisfactory report on the performances of the officer is received from DDG, NCC Dte. However, if within the period of the first yr or any time thereafter, any unsatisfactory report supported by adequate performance counselling is received in MS , the offr could be posted out to any other stn which may not be/or near the choice stn.

6. Channel of Corres for Extn of Tenure/Choice Stn Posting. Only permt incumbents will give recommendations on offr's application for extn of tenure or seeking posting of choice stns, officiating incumbent will not endorse his recommendations.
7. Posting in Same Dte. After completion of one tenure, the offr will be moved out to a different Dte. Offrs will not be posted to the same Dte.
8. Comd of Girls Bn. It is preferable that only md offrs comd girls bn. Offrs staying single in the stn or having marital discord problems will not comd girls bn.
9. Processing of Applications for Posting.
  - (a) Timely Submission of Applications. Application should be fwd at least three to four months before the offr is to complete his tenure.

(b) Format. Application should be as per format duly recommended by the IO, RO and SRO in chain.

(c) Posting on Med Grnds. Offrs requesting for posting on med grnds should att supporting med docu.

(d) Study Lve. Offrs who have applied for study lve should not ask for cancellation once it has been sanctioned.

10. It is requested that contents of this letter be widely disseminated.

(Jatinder Singh)  
Brig  
DDG MS  
for DGNCC

Copy to :-

**Army HQ/MS 3C**

Tele : 26194426

Directorate General NCC  
West Block - IV  
RK Puram,  
New Delhi - 110011

No. 5431/WTLO/Policy/DGNCC/MS(A)

Sep 2004

List 'A' & 'B'

**POSTING POLICY : WHOLE TIME LADY OFFICERS (WTLOs)**

**General**

1. There is a requirement of a comprehensive policy regarding posting of NCC WTLOs whose strength will increase to 110 by 2005.
2. NCC WTLOs have an all India liability for service and hence all requests or representations against postings away from their home states must be thoroughly scrutinised by State Dtes before forwarding to this HQ. Tendency of approaching DGNCC through unauth channel must be curbed.

**Guidelines**

3. Policy and guidelines governing postings of NCC WTLOs are given in succeeding paras.
4. The general guidelines for formulation/ordering of the postings of the WTLOs are as under :-
  - (a) The annual turn-over of WTLOs will be ordered during Mar-Apr each year and will be implemented during May-Jun. However, due to exigencies of service some postings may be ordered any time during the year.
  - (b) WTLOs who are involved in disciplinary cases or have not performed their duties satisfactorily are liable to be posted out even before completion of their normal tenure at any time.
  - (c) In case of WTLOs who have their husband serving in the NCC, efforts will be made to post husband and wife in the same station for a minimum of one tenure subject to a maximum of two tenures in their entire service.
  - (d) Efforts will be made to give a WTLO two military stations after every tenure in a non military station. However, this cannot be claimed as a right.
  - (e) No request for posting on the ground of it being last posting prior to retirement will be accepted. There are large numbers of WTLOs hailing from Northern region as compared to the number of vacancies available. It will therefore not be possible to accommodate all requests.
  - (f) Initially WTLOs will be posted as AO of Girls Bn and OTA Gwalior. Later as AO in a mixed Bn.

**Stations of Posting**

5. For the purpose of postings, all the stations where NCC Units are located have been divided into military and non military stations. The list of stations which have been declared as Non Military stations is given at Appx to SNCCO 1/S/81. This list, however, is now under revision and changes if any would be intimated in due course. Distribution of stations is as under: -

(a) Military stations	-	165
(b) Non Military stations	-	210

**Tenure**

6. WTLOs tenure at each station will be as under :-
  - (a) Non Military station - Two years.

(b) Military station - Three years.

7. Tenure for compassionate postings, irrespective of the station, would be two years extendable, on exceptional grounds, to three years provided there is no other WTLO on the waiting list for that station. Extension of tenure beyond three years will not be allowed. However, each case would be viewed on its merits.

8. Requests for posting to some selected stations is very large and it will not be possible to accommodate all WTLOs requests. In order to accommodate maximum number of WTLOs at these sought after stations, the tenure of posting to the following stations will be for two years only. Only in exceptional cases an extension by six months may be given. This would be only one time. Nothing beyond. This tenure may be increased upto maximum of three years if there are no other WTLOs on the waiting list seeking posting to these stations :-

(a) Delhi. (b) Mumbai. (c) Chennai. (d) Kolkata. (e)  
Bangalore. (f) Chandigarh. (g) Jullundur. (h) Pune.  
(j) Lucknow. (k) Meerut. (l) Jammu. (m) Gwalior.  
(n) Ahmedabad. (o) Hyderabad/Secunderabad.

9. Further, during a WTLOs entire service, she will generally be allowed only one posting to any of the stations in para 8 above.

**Compassionate Posting**

10. There are far too many requests for postings to selected/Home stations even on flimsy grounds. There is, therefore, a need to educate WTLOs in this respect and to discourage them from putting up applications for compassionate postings on routine grounds. There is a tendency amongst some WTLOs to approach this Dte Gen directly for preferential posting through outside agencies. Such request, if received, will not be accepted and it will be endorsed in WTLO's dossier. A record of such requests will be kept in the record of service of the officer concerned.

11. Applications for posting on compassionate grounds will be thoroughly scrutinized at each level. Only genuine cases will be forwarded to this HQ for DG's consideration and should reach latest by 31 Dec each year. Applications received after 31 Dec will not be considered. Names of WTLOs whose applications have been rejected by Dtes must be forwarded to this HQ by 31 Dec for record.

12. It should be made very clear to all WTLOs that their choices are being ascertained in order to help them out and it should not be taken as a matter of right or any sort of commitment on the part of Directorate General in this regard. Even if 10 to 20% of WTLOs can be posted to stations of their choice, it would be of considerable help to them. This percentage can be increased significantly in case the officers adhere strictly to the policy laid down in this letter. Keeping in view the vacancies available in a particular year, the sector-profile and record of military and non military stations, in case a WTLO can be adjusted in a station of her choice, she will be considered for posting to it.

13. Compassionate postings will only be considered on following grounds :-

(a) Medical: Compassionate requests on grounds of sickness in the family will be restricted to immediate members of the family viz self, husband, children and parents in that order of priority. Such a request must be accompanied by a medical certificate from a Medical Officer (Specialist) of a Service Hospital and connected medical documents.

(b) Education of Children: Request for compassionate posting due to children's education problem put up by a WTLO shall be considered for a maximum of two children studying in Class 10th and 12th only. Details of classes in which children are studying will be indicated in the application where compassionate posting is sought on these grounds together with a certificate from the Principal of the school in which the child is studying.

14. Requests for compassionate postings on following grounds will not be given any weightage :-

(a) Attending Court Cases.  
(b) Looking after landed property.  
(c) Construction of House.

15. A WTLO will ordinarily be given only one posting on compassionate grounds. A second request, if made, shall be given low priority as compared to those applying for the first time. A request for posting on compassionate grounds for the third time shall be rejected outright irrespective of the merits of the case. Based on applications for posting to a particular station, any posting ordered to a station in the close vicinity/affording similar facilities as asked for by the officer will be considered as a compassionate posting. Postings ordered on requests from any other source on behalf of the WTLO

will be considered as a compassionate posting. Compassionate posting will be indicated as such in the posting order.

16. No application on any ground will be considered after the postings have been issued and the WTLO will move on posting as ordered by this HQ.

17. WTLOs record of service ie stations and period of posting/will be attached alongwith all applications for postings to selected stations. Applications of WTLOs requesting for a Mil station even after two Military Station tenures must be thoroughly scrutinized by the Directorates before recommending the same to this HQ.

**Compliance of Posting Order**

18. Posting order issued will be complied with by the specified date. No extension of date will be accepted.

19. In case a WTLO fails to join her new unit by due date without the concurrence of Dte Gen NCC or for some valid reasons, the unit will immediately inform HQ DGNCC. Further disciplinary/administrative action will be taken by HQ DGNCC on receipt of detailed report from Dte concerned. This report must reach the HQ DGNCC within one week of date specified for compliance of posting. These instructions will come into force with immediate effect.

(Jatinder Singh)  
Brig  
DDG (MS)  
for DG NCC

### CHARTER OF DUTIES : WTLOs

1. The duties assigned to these officers will be same as for Armed Forces Officers, posted in NCC Units/Formations as given in NCCO 23/71. These officers will be junior to the Regular Service Officers but senior to all Part Time Officers of the same rank irrespective of the length of service. (Auth : GOI, MOD letter No. 5431/WTLO/DGNCC/PC/TCS/MS(A)/(C)/D(GS-VI) dated 12 Mar 1997).
2. While assigning the duties to WTLOs certain constraints should be kept in mind. These are:-
  - (a) Management of spouse and their posting location.
  - (b) Pregnancy and child care related issues.
  - (c) Limited employability in independent assignments particularly in Hard Non Military isolated stations.
3. Additional duties that can be performed by the WTLOs are listed below :-
  - (a) Conduct range classification and firing of cadets.
  - (b) Attend various types of outdoor camps and adventure activities when detailed by the Directorate/group/unit.
  - (c) Enrollment of ANOs and girls cadets in NCC units.
  - (d) Organisation and conduct of social services activities like blood donation, tree plantation, cancer awareness programmes, etc.
  - (e) Attend central duties at Republic Day Camp in New Delhi.
  - (f) Perform the duties of Liaison Officer to VIPs and head of delegation during Republic Day Camp and similar duties in state directorates.

Contd...2/-

-2-

- (g) Liaison with state Govt. officials, local Army Field formations, Area, Sub Area and Station HQ to sort out unit administrative matters.
- (h) Perform various duties in the Officers Mess.
- (k) Look after the CSD as canteen officer.
- (l) Attend and monitor court cases.
- (m) Distribution of pay to Permanent Instructor Staff.
- (n) Groom Cadets for SSB and YEP.
- (o) Be part of mountaineering expedition, trekking and all adventure activities.
- (p) Perform Instr job in OTA .

- (q) Perform duties of staff offrs in HQ DGNCC.
- (r) Be duty officer in the unit or during camp and exercise location.
- (s) Initiate ACR of GCI and lady ANOs.
- (t) Take care of girl cadets and GCIs with respect to their welfare, security, health and hygiene.
- (u) Impart instructions to girl cadets and GCIs where physical contact may be necessary and unavoidable.
- (v) Ensure proper food and accommodation arrangements for girl cadets and GCIs during transit, training, camps and other activities.

4. Above duties are not exhaustive. They will perform any task, duties or responsibilities assigned to them by the OC of the unit, group commander and the state DDG.

## CHARTER OF DUTIES : WTLO

1. She is the A & Q staff office to the Officer Commanding and will assist him on all matters of day to day administration, maintenance and upkeep of stores including MT and also help him in the planning and conduct of training in the unit. She is authorised to sign and issue Routine Orders Part I on behalf of the Officer commanding after his approval.

### Training

2. Will maintain training stores and training manuals/pamphlets.
3. Will be responsible to maintain training areas and parade grounds. She will issue training aids to all the Coys before the commencement of training.
4. Will be responsible for arrangements of ceremonial parades including marking of the ground, provision of saluting base, seating arrangements, issue of invitations and receptions of guests.
5. Will assist the Officer Commanding in organising training sports and social service activity.

### Administration

6. Is responsible for correct maintenance of stores, accounts and ledgers of the unit.
7. Will organise periodical condemnation boards and will be responsible for the disposal of condemned articles and their replacement by placing demands.
8. Is responsible for maintenance of all stores including tallying ground balances with ledger balances, maintenance of bin cards and keeping stores ready for periodical inspection.
9. Is responsible for opening of incoming consignments in his presence and ensuring that contents are checked and accounted for immediately by a board and discrepancies, if any, noted and reported.
10. Will maintain outstanding demand register of ordnance stores.

### MT.

11. Inspection of all vehicles ones in a month and submission of report to the Officer Commanding regarding their state and repair condition.
12. Ensuring proper control over the issue and consumption of POL.
13. Ensuring that drivers carry out daily, weekly and monthly maintenance and record these in the vehicle log book.
14. Ensuring that vehicle drivers are in possession of all required documents before leaving unit lines for duty.
15. Taking timely action to make up deficiencies of vehicle kits.
16. Maintaining all documents pertaining to MT at all times.
17. Ensuring that MT accident procedure is known to all concerned.
18. Maintaining liaison with dependent workshops to facilitate early repairs of vehicles and equipment.

### Arms and Equipment

19. Is responsible for holding of arms, ammunition and equipment according to the authorised scales.
20. Is responsible for maintenance and preservation of arms, ammunition and equipment held on charge of the unit.
21. Will prepare the demand for arms, equipment and stores.
22. Will carry out inspection and physical check of arms and ammunition once in a week.

### Miscellaneous

23. Will report all types of losses and damage to stores to the Officer Commanding for further action.
24. Will progress audit objections pertaining to stores.

25. Will hold make-and-mend parades and ensure that sufficient material is made available for this purpose.
26. Will ensure that the staff working under her are fully conversant with orders and instructions regarding maintenance accounting, demand and disposal of stores.
27. Will obtain Nerrick rates and quotations for all local purchases as and when required.
28. Will be responsible for the maintenance and upkeep of unit building and furniture therein.
29. Will maintain an up-to-date policy compendium and also ensure amendments to AIs and AOs and other official documents, as and when necessary.
30. Will be responsible for the safe custody of classified documents, railway warrants and maps.
31. Will maintain charts and statistical data in unit Headquarters showing locations of sub-units, names of colleges from which cadets are enrolled, strength of sub-units, names of colleges from which cadets are enrolled, strength of sub-units, progress of certificate examination, schedule of inspections by various persons and such other matters which would help in giving up-to-date information about the work of the unit in general.
32. Will be responsible for the discipline and efficiency of civilian and other regular staff working in unit Headquarters.
33. Will ensure maintenance of the following registers in respect of unit personnel including civilians:-
  - (a) Leave Register.
  - (b) Part time NCC Officer register for grant/re-grant/relinquishment of commission, details of officers on supernumerary list and details of refresher courses attended by them.
  - (c) Long roll in respect of cadets held on the strength of the unit including those who have left the NCC.
34. Will be the unit security officer and carry out these duties as directed by the Officer Commanding.
35. Will be responsible to the Officer Commanding for rendering all periodical Reports and Returns in time.
36. Will be responsible for up-to-date documentation in respect of all PI staff and civilians.
37. Will ensure periodical medical examination of PI staff and cadets.
38. Conduct range classification and firing of cadets.
39. Attend various types of outdoor camps and adventure activities when detailed by the Directorate/group/unit.
40. Enrollment of ANOs and girls cadets in NCC units.
41. Organisation and conduct of social services activities like blood donation, tree plantation, cancer awareness programmes, etc.
42. Attend central duties at Republic Day Camp in New Delhi.
43. Perform the duties of Liaison Officer to VIPs and head of delegation during Republic Day Camp and similar duties in state directorates.
44. Liaison with state Govt. officials, local Army Field formations, Area, Sub Area and Station HQ to sort out unit administrative matters.
45. Perform various duties in the Officers Mess.
46. Look after the CSD as canteen officer.
47. Attend and monitor court cases.

48. Distribution of pay to Permanent Instructor Staff.
49. Groom Cadets for SSB and YEP.
50. Be part of mountaineering expedition, trekking and all adventure activities.
51. Perform Instr job in OTA .
52. Perform duties of staff offrs in HQ DGNCC.
53. Be duty officer in the unit or during camp and exercise location.
54. Initiate ACR of GCI and lady ANOs.
55. Take care of girl cadets and GCIs with respect to their welfare, security, health and hygiene.
56. Impart instructions to girl cadets and GCIs where physical contact may be necessary and unavoidable.
57. Ensure proper food and accommodation arrangements for girl cadets and GCIs during transit, training, camps and other activities.
58. In addition to above duties, the WTLOs will perform any task, duties or responsibilities assigned to them by the OC of the unit, group commander and the state DDG.

To

Office of the JS (Trg) & CAO  
CAO(Mov)  
E-Block, New Delhi-11

**Sub:TA for Election Duty held in Dec 2003**

Sir

With due respect, I have to state that I performed the Election Duty held in Dec 2003 and submitted the bill in the same month. I was transferred to Bombay in Income-Tax Department in the next month (January 04). So I was unable to draw the cash payment i.e. Rs 504, which was sanctioned by you. (MRO Copy attached). Now I have returned to this office and re-submitting a Contingent Bill.

Therefore, I request you to take the proper action and pay the bill.

Date : 17 Feb 2005

(Sanjay Kumar Mishra)  
UDC  
DGNCC/MS(A)

Tele : 26194426

Dte General NCC  
West Block - IV  
RK Puram  
New Delhi - 66

9624/Policy/NCC HQ/MS(A)

Aug 04

**List 'A' & 'B'**

**POLICY : MOVE OF OFFICERS ON POSTING**

1. Reference this HQ DO letter No. 9624/P/NCC HQ/MS (A) dated 19 Jun 99 and letter of even No. dated 23 Sep 99.
2. As a matter of policy, all posting orders issued by Army HQ/MS Branch will be implemented as per the instructions contained in the posting orders. The officers will move without waiting for relief by due date if no instructions to the contrary have been received, however in certain circumstances as specified below, HQ DGNCC will be referred within 48 hours of issue/receipt of posting orders :-
  - (a) Postings of DDG and Gp Cdrs.
  - (b) Postings of Air Force and Naval officers posted in NCC.
  - (c) Postings of COs/AOs of units wherein only one offr is posted against the auth of two.
3. This HQ after examining case-to-case basis, depending on merit, will give disposal orders for para 2(a) to (c) above. All out efforts will be made so that all DDGs and Gp Cdrs move on relief.

(Jatinder Singh)  
Brig  
DDG MS  
for DGNCC

TERMS AND CONDITIONS OF SERVICE OF NCC WHOLE TIME LADY OFFICERS GRANTED PERMANENT  
COMMISSION UNDER SRO 171 DATED 12 JUL 1995

GENERAL

1. NCC WTLOs is a General Central Service (Group 'A', Gazetted, Non-Ministrial) carries the pay scale of Rs.8000-9800 (Revised). The cadre has an authorized strength of 110 posts in the ranks of Lieutenant, Captain, Major and Lt Colonel. The Recruitment Rules were promulgated vide SRO 171 of 12 Jul 1995.
2. 20 percent of the total authorized strength will be recruited through departmental promotion and remaining 80 percent through UPSC. The service conditions such as Leave, Uniforms, Travelling Concessions, Medical Treatment, Provident Fund, Pay & Allowances, Age of Superannuation, Discipline & Service liability etc. of WTLO will be governed by the terms and conditions as contained in Appendix 'A' to Govt of India, Min of Def letter No. 5431/WTLO/DGNCC/PC/TCS/MS(A)/7/(C)/D(GS-VI), dated 12 Mar 1997, (Apx'A') as amended from time to time. For the purpose of grant of pension etc., WTLO will be governed by the CCS(Pension) Rules, 1972, as amended from time to time. In addition, WTLO will be governed by all such rules & regulations applicable to the cadre of NCC WTLOs that may be promulgated by the Government from time to time.

TERMS OF ENROLMENT

Age

3. The age limit for the candidates is between 21 to 25 years as specified in Col 6 of the RR. The upper age limit is relaxable for Scheduled Castes/Scheduled Tribes candidates and Government Servants by 5 years and for Other Backward Classes by 3 years as per the instructions/orders issued by the Government from time to time.
4. The provision of age limit is not applicable to the promotees.
5. The period of probation is two years.

Qualifications

6. The existing provisions of essential Qualifications as mentioned under Col. 8 of the RRs are as follows :-
  - (a) Degree of a recognized University or equivalent.
  - (b) Must be medically fit for active service.
  - (c) Must fulfill the following physical standards :-
    - (i) Height – 145 cms.  
(Relaxation in height standard shall be admissible in following cases to the extent given therein)
      - (aa) Gorkha/Garhwalis/Kumaoni/Dogras and Marathas – 02 cm
      - (ab) Adhivasis-03 cm
    - (ii) Weight – According to height but not less than 42 Kgs.
    - (iii) Should not have knock knee or flat feet.
    - (iv) Eye Sight (with or without glasses):-
      - (aa) Distant Vision – 6/6 in one eye and 6/9 in other eye.
      - (ab) Near Vision – 0.6 in one eye and 0.8 in other eye.
7. The existing provisions of desirable qualification under Col. 8 of the RR are as follows:-
  - (a) 2 years experience as Associate NCC Officer or Girl Cadet Instructor in NCC or equivalent rank in Police Force.
  - (b) NCC "C" Certificate.

APPOINTMENT

8. Selected officers granted NCC permanent commission under SRO 171 dated 12<sup>th</sup> July, 1995 may be appointed anywhere in India in NCC Girls Units/NCC Group Headquarters/ NCC Directorates/ OTA Gwalior/ DGNCC and carry a liability to serve as may be directed from time to time by the DGNCC. The appointment of WTLOs would be subject to the following terms and conditions: -
  - (a) The appointment is temporary and will not confer any title to permanent employment.
  - (b) The appointment may be terminated at any time by a month's notice by either side viz, the Appointee or the Appointing Authority, without assigning any reason. The Appointing Authority however, reserves the right of terminating the services of the appointee forthwith or before the expiry of the stipulated period of notice by making payment to her a sum equivalent to the unexpired portion thereof;
  - (c) The Appointee will be on probation for two years from the date of her initial appointment in NCC, which period may be extended at the discretion of the Appointing Authority. During the period of probation WTLO may be required to undergo such training(s) or pass such test(s) as may be prescribed from time to time. Failure to complete the period of probation to the satisfaction of the Appointing authority will render her liable for removal from service.
  - (d) The WTLO will be subject to Field Service Liability Rules 1957.
  - (e) The appointment would be provisional and would be subject to the caste/tribe certificates being verified through proper channels and if the verification reveals that the claim to belong to Scheduled Caste (SC) or Scheduled Tribe (ST) or Other Backward Class (OBC), as the case may be, is false, the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificates.
  - (f) The WTLO will be required to take oath/affirmation in the following form :  
"I do swear and solemnly affirm that I will be faithful and bear allegiance to India and to the Constitution of India as by Law established and that I will uphold the Sovereignty and integrity of India and that I will carry out the duties of my Office loyally, honestly and with impartiality so help me God".
  - (g) If at the time of appointment the WTLO is an employee of Central Public Enterprise or an autonomous body wholly or substantially owned, finance/controlled by Central Government and has executed a bond, the terms of which have not expired, WTLO will have to execute a fresh bond to serve with NCC for the balance of the original bond period and in case WTLO fails to serve NCC or leave before the completion of the original bond period for a job, where the exemption from bond obligation is not available, the proportionate bond money shall be realized from her and refunded to the department/organization etc. with whom WTLO originally, had executed the bond.
  - (h) In accordance with the provisions contained in Rule 19(2)(a) & (b) of the CCS (Pension) Rules, 1972 read with Department of Pension & P.Ws OM No. 28/50/97-P&PW dated 31.5.1988 and OM No. 28/49/87-P&PW dated 26.2.1988, if a WTLO desires to take advantage of the retirements based on combined military and civil service, the WTLO shall exercise option for counting of past military service for civil pension, within a period of one year from the date of her re-employment in civil service or post.

9. If any declaration given or information furnished by the candidate proves to be false subsequently or if the candidate is found to have willfully suppressed any material information, WTLO will be liable to be removed from service and such other action, as Government may deem necessary.

10. The WTLO will not be entitled to any travelling allowance for joining the appointment. However, if the Appointee is already holding a substantive appointment under the Central Government in a temporary capacity, WTLO will be entitled for travelling allowance.

11. Initially the offer of appointment to the WTLO would be provisional and would be subject to the candidates producing their under mentioned original documents to the Appointing Authority:

- (a) Degree Certificate issued by a recognised University alongwith two attested copies.
- (b) A Certificate on the prescribed proforma issued by the Competent Authority in support of her claim of belonging to SC/ST/OBC category alongwith two attested copies, if applicable.

#### PROMOTIONS

12. Eligibility for Promotion - These officers will be eligible for promotion to higher ranks as stipulated in the schedule attached to SRO 171, dated 12<sup>th</sup> July, 1995. The existing promotion structure is as follows:-

Promotion to rank of Captain	-	Lieutenant with six years seniority in rank
Promotion to rank of Major	-	Captain with six years seniority in rank.
Promotion to Lt Col	-	Major with ten years seniority in rank

13. Medical Criterion for Promotion - Promotion to higher selective ranks up to Lt Colonel to Whole Time Lady Officers (PC) are governed by SRO 171, dated 12<sup>th</sup> July, 1995 and Government of India, Ministry of Defence letter No. 5431/Promotion/LC/ DGNCC/MS(B) dated 26 August 1985 (**Appx 'B'**).

#### DISCIPLINE

14. These officers will be governed by NCC Act 1948 and NCC Rules 1949, as amended from time to time.

#### DUTIES AND POWERS OF COMMAND

15. The duties assigned to these officers will be the same as for Armed Forces Officers, posted in NCC Units/Formations. These officers will exercise command and control as provided for under NCC Act and Rules, as amended from time to time. These officers will be junior to the Regular Service Officers but senior to all Part Time Officers of the same rank irrespective of the length of service.

#### AGE OF SUPERANNUATION

16. These officers, if otherwise not found unfit, will be eligible to serve till the age of 57 years. However, they will retire from service on the afternoon of the last day of the month in which they attain the age of 57 years. However, an officer whose date of birth is first of a month, shall retire

from service on the afternoon of the last day of the preceding month on attaining the age of 57 years. There shall be complete ban on extension in service beyond the age of superannuation i.e. 57 years.

(Auth : GOI, MOD letter No. 5431/WTLO/NCC HQ/PC/TCS/MS(A)/7(C)/672/ D(GS-VI) dt 30 May 98 (**Appx. 'C'**).

#### PAY AND ALLOWANCES

##### Pay Scale

17. These officers will be governed for the purpose of pay and allowances as stipulated in SRO 171, dated 12<sup>th</sup> Jul, 1995 and subsequent revisions issued by the Govt thereafter. The scale of pay is as under :

Rank	Scale of Pay	Rank Pay (Rs. per month)
Lt & Equivalent	8000-300-9800	NIL
Capt & Equivalent	9300-300-11,100	400
Major & Equivalent	11,300-325-14,550	1200
Lt Col & Equivalent	13,100-400-16,700	1600

(Auth : GOI MOD letter No. 15324/HQNCC/Coord/532/D(GS-VI)/98 dt 29 May, 1998 (**Appx. 'D'**)

##### 18. Initial/Renewal Outfit Allowance

(a) Grant of Rs. 3000/- will be admissible to these officers for purchase of authorised uniform on first commissioning and thereafter on completion of every seven years of effective service.

(b) Kit Maintenance Allowance will be admissible at the rate of Rs. 150/- per month.

(Auth : GOI, MOD letter No. 15324/HQ NCC/Coord/666/D(GS-VI) dated 17 Aug 2000 (**Appx. 'E'**)

##### Transport Allowance

19. The NCC WTLO are authorised the Transport Allowance at the following rates:- Rate of Transport Allowance per month (in Rs.)

<u>A-1 &amp; A Class Cities</u>	<u>Other Places</u>
Rs. 800/-	Rs. 400/-

(Auth : GOI, MOD letter No. 15324/HQNCC/Coord/1528/D(GS-VI) dated 09 Feb 99 (**Appx. 'F'**).

##### Grant of CCA ( City Compensatory Allowance)

20. The CCA to WTLO will be admissible as per the following rates:

<u>Class of Cities</u>	<u>CCA Rate (Rs. p.m.)</u>
A-1	300
A	240
B-1	180
B-2	120

(Auth : GOI, MOD letter No. 15324/HQ NCC/Coord/1164/D(GS-VI) dt. 5 Aug 98 (**Appx. 'G'**)

#### LEAVE

##### Authorisation of Leave

21. These officers will be entitled to leave as under: -

- (a) Annual leave. Annual leave upto a maximum of 30 days is permissible in a calendar year. This can be accumulated upto 300 days only.
- (b) Casual leave. The maximum amount of Casual leave that is admissible in a calendar

year is 20 days. Normally casual leave will not be granted for more than 10 days at a time. However, in exceptional cases, this period may be extended to 14 days at the discretion of the next superior officer as a special case. The Casual leave will not be accumulated.

The rules regarding prefixing and suffixing will be as follows :-

- (i) Officers will be permitted to prefix and suffix sundays and holidays as declared by the central government.
- (ii) Sundays and holidays falling during the period of leave will be counted as leave.
- (c) Sick leave. Sick leave will be admissible at the rate of 30 days in a calendar year. This can be accumulated upto a maximum of 180 days only. It will not include casual leave due. Sick leave concession will not be admissible. Sick leave will be sanctioned only by the Commandant of a Military Hospital or a Senior Civil Surgeon of the Distt, where MH is not located. Under no circumstances, sick leave or absence from duty on medical grounds will be permitted other than those, mentioned above.
- (d) Furlough Leave. No furlough or terminal leave will be admissible.
- (e) Maternity Leave. A lady officer may be granted maternity leave by an authority competent to grant leave for a period, which may extend upto the end of three months from the date of its commencement or to the end of six weeks from the date of confinement, whichever is earlier.

(Auth : GOI, MOD letter No. 5431/WTLO/DGNCC/PC/TCS/MS(A)/7/(C)/ D(GS-VI) dated 12 Mar 1997)

Encashment of leave

22. The NCC WTLO granted permanent commission are authorised to encash the leave as per the following conditions :-

- (a) Service of 15 years and above but below 17 years upto 240 days
- (b) Service of 17 years and above but below 22 years upto 270 days
- (c) Service of 22 years and above - upto 300 days

Accumulation of leave

23. The accumulated annual leave can be availed by an officer at any time in service subject to the exigencies of service.
24. The benefit of enhanced leave accumulation and encashment will be subject to the following condition:
- (a) Not more than 30 days will be allowed to be accumulated in a calendar year. Annual leave of the year of retirement will be encashed as follows :-
- (i) Those retiring on 31 Jan of the year – 15 days
- (ii) Those retiring on Feb and thereafter – 30 days

- (b) The total number of days of leave encashed including leave of the year of retirement shall not exceed 300 days.

(Auth : GOI, MOD Corrigendum No. 5431/WTLO/DGNCC/PC/TCS/MS(A)/1018/D(GS-VI)/99 dt. 13 Sep 99 (Appx. 'H').

TRAVEL CONCESSIONS

25. Leave Travel Concessions to these officers and their families will be admissible, as for the Regular Officers of the Armed Forces, as laid down in the respective Travel Regulations, provided the officer has six months more service to his credit on return from leave.

26. For all other moves, officers will be governed by the rules and orders, applicable to Regular Officers of the Armed Forces.

27. Amenity transport will be provided to these officers, as laid down in AI-928/45, read with AI 65/69 as amended from time to time.

28. On retirement, the travel concessions as applicable to Regular officers of Armed Forces, will be applicable.

(Auth : GOI, MOD letter No. 5431/WTLO/DGNCC/PC/TCS/MS(A)/7(C)/D(GS-VI) dated 12 Mar 1997).

MEDICAL TREATMENT

29. The officers and their families will be entitled to the same medical facilities as are admissible to Armed Forces Officers and their families under the existing medical attendance rules. Dental treatment facilities can be admitted, provided these can be accommodated within the existing resources available. The same facilities will also be provided to WTLO and their dependant family

members after retirement on the same lines as are admissible to Armed Forces Officers and their families.

(Auth : GOI, MOD letter No. 5431/NCC HQ/PC/TCS/MS(B)/99/D(Med) dated 2 Dec 1999 (Appx. 'J').

PROVISION OF ACCOMMODATION AND RENT RECOVERY

30. Provision of accommodation and allied services to these officers and recovery of quartering charges will be, as laid down in SAO 5/S/48, as modified by SAO 12/S/65, as amended from time to time, irrespective of the NCC Wing in which the officer is employed. The provisions of Army HQ QMG's Branch letter No. 50151/Q3(W i/ii) dated 20 Sep, 49 will also apply to these officers.

31. Provision of furniture and reimbursement of furniture hire charges to these officers will be, as laid down in AI 16/S/48, as amended from time to time.

(Auth : GOI, MOD letter No. 5431/WTLO/DGNCC/PC/TCS/MS(A)/7(C)/D(GS-VI) dated 12 Mar 1997).

SEPARATED FAMILY ACCOMMODATION(SFA)

32. The provision for allocation of SFA to the WTLO exists whilst posted to any of the Hard Non Mil Stns.

(Auth : GOI, MOD letter No. 6737/SFA/DGNCC/LQS/A-2/5272/D(Q&C) dated 05 Dec 2001 (Appx. 'K').

PROVIDENT FUND

33. These officers will contribute towards DSOP Fund after one year of continuous service. They will be entitled to draw loans/advances and final withdrawals from the DSOP Fund subject to the provisions of DSOP Fund Rules.

(Auth : GOI, MOD letter No. 5431/WTLO/DGNCC/PC/TCS/MS(A)/7(C)/D(GS-VI) dated 12 Mar 1997).

HOUSE BUILDING/MOTOR/MOTOR CYCLES ADVANCE

34. These officers will be entitled to draw advances for house building/purchase of house and construction site and for purchase of motor car/motor cycles, as per rules and regulations applicable to regular officers of the Armed Forces.

(Auth : GOI, MOD letter No. 5431/WTLO/DGNCC/PC/TCS/MS(A)/7(C)/D(GS-VI) dated 12 Mar 1997).

CENTRAL GOVERNMENT EMPLOYEES GROUP INSURANCE SCHEME

35. The Officers will be governed by Central Government Employees Group Insurance Scheme (CGEGIS) contained in Ministry of Finance (Department of Expenditure) OM Number F15 (3)/78-WIP dated 31 Oct 1980 and as amended from time to time.

(Auth : GOI, MOD letter No. 5431/WTLO/DGNCC/PC/TCS/MS(A)/7(C)/D(GS-VI) dated 12 Mar 1997).

RECORD OF SERVICE

36. Record of service will be maintained in Quadruplicate as follows :

- (a) Original copy will be kept at MS(C) at Dte Gen NCC.
- (b) One copy each will be retained by NCC Dte, NCC Gp HQ and the NCC Unit where the officer is serving.
- (c) The original copy of the Record of Service will be kept by Dte Gen NCC for a period of five years after the date of the officer becoming non effective.

PENSION, FAMILY PENSION, DEATH-CUM-RETIREMENT GRATUITY AND OTHER TERMINAL BENEFITS

37. These officers will be governed by the Central Civil Service(Pension) Rules, 1972, as amended from time to time.

(Auth : GOI, MOD letter No. 5431/WTLO/DGNCC/PC/TCS/MS(A)/7(C)/D(GS-VI) dated 12 Mar 1997).

### Associate NCC Officers (ANOs)

1. ANOs at College/School level are appointed from amongst teaching staff into Senior Division or Wing/Junior Division or Wing of NCC. Their rank pay and honorarium have been revised and are as under:-

<u>Sl.</u>	<u>Rank</u>	<u>Rank Pay</u> (Rs)	<u>Honorarium</u> (Rs)
(a)	Lt	8000	900
(b)	Capt	9300	1000
(c)	Major	11,300	1100
(d)	Third Officer	3250	700
(e)	Second Offr	4100	750
(f)	First Offr	5100	800
(g)	Chief Offr	6600	850

2. The male and the female Associate NCC Officer are governed by NCC Act and Rules 1948 and 1949(GD) respectively.

3. **Eligibility Conditions for Commission as ANOs.** The basic QRs are :-

(a) Should be a permanent member of teaching staff. In case of non-permanent member of teaching staff, the Head of Institutions are required to certify that the ANO will be retained in service for minimum three years and/ or will be made permanent.

(b) Should be minimum 21 years and maximum 42 years of age for NCC B&C certificate holders and female ANOs the age criteria is further relaxable to minimum 21 years and maximum 45 years. Upper age limit for appointment as AN has been relaxed upto 42 years (with further relaxations upto 45 years by DGNCC).

(c) Should be medically fit.

(d) Should complete successfully the laid down minimum duration of PRCN course. NCC certificate holders are entitled to direct commission without PRCN course. However they are required to undergo a short refresher course of four weeks duration.

(e) Should be Indian/Nepali subject.

4. **Eligibility Conditions for Promotion.**

(a) **T/O to S/O.** Minimum 3 years of service and should have successfully completed refresher course Part-I.

(b) **SO to F/O or Lt to Capt.** Minimum 8 years of service and should have successfully completed refresher course Part-II.

(c) **F/O to C/O or Capt to Major.** Minimum 15 years of service and should have successfully completed refresher course Part III.

5. **Placing of ANOs on Supernumerary List (SL).** In the capacity of a teacher, an ANO can be transferred by his Education Authorities to another institution/place. Also, as academician they occasionally proceed on long study period/deputations. To safeguard the service interest of NCC and to meet these eventualities certain provisions are laid down by which they can either be absorbed in the NCC or will relinquish their commission. An ANO can be placed on SL for one year on transfer and for two years while on long leave.

6. **Relinquishment/Discharge of Commission of ANO.** The ANOs are liable for discharge/relinquishment of their commission under following main circumstances:-

(a) Being medically unfit.

(b) Resignation by the ANO.

(c) Not attending requisite promotion courses/camps inspite of having given them two opportunities for attending the same.

(d) On disciplinary grounds.

(e) When the ANO ceases to be on the staff of the Institution to which he belongs.

7. **Extension of Service of ANOs.** The ANOs can at present serve upto 55 years of age ( extendable upto maximum 58 years on yearly basis). QR are as under:-

(a) A minimum of two Above Average, and not more than one Average grading in the last five ACRs.

(b) Should not have any adverse remarks in their last five ACRs.

- (c) Should have attended minimum of three camps in last five years.
- (d) Should be medically fit.
- (e) No disciplinary/financial case is pending/contemplated against the ANO.
- (f) Should not have been awarded any punishment in last five years.
- (g) Should be recommended by the Head of the Institution and officers in the NCC up the chain of command.

8. Institutions which do not have an ANO for any reasons are permitted to sponsor caretakers from amongst their teaching staff for maximum two years within which they must provide an ANO. Such caretakers look after the NCC activities but are not eligible to put on NCC uniform or any rank. The eligibility criteria is same except the age factor any they are authorized caretaker allowance of Rs 200/- (JD) and Rs 250/- (SD) per month.

9. **Powers to Grant and Relinquish Commission, Promotion and Extension of Service of ANOs.** The powers for these are vested with Ministry of Defence which have been delegated to the DG. At present these files are being approved by ADG (B).

10. **Litigation by ANOs.** A number of candidates/ANOs approach civil courts/CAT to plead their cases. These mainly pertain to their rejection by Selection Boards, non grant of extension and relinquishment of Commission. Most of these cases emanate from inept handling at functional level by taking arbitrary decision which result either from lack of knowledge of relevant provisions of NCC Act and Rules or a deliberate overlooking of these under local pressures.

11. **Appointment of three Service Chiefs as 'Colonel-in-Chief'/'Commodore-in-Chief'/'Captain-in-Chief.** At present the three Service Chiefs are appointed as 'Colonel-in-Chief', Commodore-in-Chief' and Captain-in-Chief' of the NCC.

**Grant of Honorary Ranks to ANOs After Relinquishment of Commission.**

12. Outstanding ANOs after relinquishment of their NCC Commission can be recommended for grant of Honorary Rank for their utmost devotion to NCC even after retirement. A Board of Officers headed by ADG(A) to Government of India. Once finally approved by Government of India, they are granted Honorary Ranks.

**Grant of Honorary Ranks Colonel Commandants to Vice Chancellors of University**

13. A person on taking over as Vice Chancellor of a University, If willing, is granted Honorary Rank of Colonel Commandant, NCC for the duration of his/her tenure as VC.

14. **Measures which have been taken to make up Deficiency of ANOs.**

- (a) PTI, Yoga teachers, DPEs etc have been made eligible for appt as ANO, if treated as members of teaching staff by respective states.
- (b) Upper age limit for appointment as ANO has been enhanced from 34 to 42 years with further discretion upto 45 years.
- (c) Superannuation age has been enhanced upto 55 years instead of 54 years with provision to extend upto 58 years.

15. **Authorisation and Holding of ANOs.** Summary authorization, holding and deficiency of ANOs is as under:-

	<b><u>Auth</u></b>	<b><u>Held</u></b>	<b><u>Def</u></b>	<b><u>%of Def</u></b>
Army	10385	8153	2232	21
Navy	817	670	149	18
Air Force	736	600	134	18
Girls Division	1971	1254	717	36
Total	13909	10677	3232	23

15. The deficiency level of Delhi, Guj, Orissa, Pnb, Raj WB&S, is above 22%. The deficiency of AP, Bihar & Jharkhand, & J&K is above 30%.

**Point of Interest**

16. **Abolition of 2<sup>nd</sup> Lt Rank** Rank of 2/Lt has been abolished wef 12 Jan 2004.
17. **Appointment of Lady ANO in JD/SD Boys Bn and Air/Naval Units.** As per new policies Lady ANOs, can be appointed in SD/JD Boys Bn and in Air & Naval Units if suitable male ANOs are not available
18. **Deficiency of ANOs/Non Availability of Teaching Staff as ANOs.** This as been a matter of concern for quite sometime. Though honorarium and rank pay has been revised as also some fiscal/non fiscal benefits are being given by states, yet it has not been possible to reduce the deficiency, which continue to fluctuate between 22% to 24%.

Telephone : 2690267

To be Handed over on Relief  
DIRECTORATE GENERAL NCC  
Ministry of Defence  
Government of India  
West Block-IV  
R K Puram, New Delhi 110022  
7 Nov 1981

5538/Policy/DGNCC/Adn (OR)

**ADMINISTRATIVE INSTRUCTION NO. 2/81**  
**PERMANENT INSTRUCTIONAL STAFF**

Reference : Army Order No 721 of 1973

Appendices : A-Qualitative requirements.  
B-Certificate to be furnished by the Army authorities at the time of posting of JCOs/NCOs on ERE to NCC.  
C-Details of PI Staff.  
D-Half Yearly Manpower Return.  
E-Regiment/Corps-wise PI Staff.  
F-Strength of PI Staff JD/JW(Army).  
G-Nominal Roll Sub/Ris Maj.

**INTRODUCTION**

**General**

1. In order to impart basic military training, to the cadets of the NCC, JCOs and NCOs of the various Arms and Services of the regular Army, have been posted to the NCC as Permanent Instructional Staff (PI Staff) on Extra Regimental Employment (ERE).
2. At present approximately 10,000 JCOs/NCOs are posted in NCC Units spread all over India. As they are always in close contact with the students, who are quite inquisitive by nature, it is essential to have the right type of PI Staff posted to the NCC.
3. NCC has come a long way in our Country since its inception in 1948. There has been a sea-change in social values. There is a qualitative difference in the boys and girls studying and colleges today as compared to students of the yeaster-years. With the advancement in communication, science, technology and change in social values, students today no longer accept anything that is taught as the 'Gospel truth' without reasoning. They have to be convinced about whatever they are taught, be it in the class or outside. That being so, the task of JCOs and NCOs posted to the NCC has become increasingly challenging over the years, i.e. the onerous task of character building in our youth. Today, it requires a lot of tact, diplomacy and above all qualities of leadership and professional competence on the part of PI Staff to instruct NCC Cadets with a view to achieve the goals of NCC, i.e. development of character, discipline and officer-like qualities.
4. There is a world of difference between imparting instructions/training to our raw recruits in the Regimental Training Centres in the Army and to young boys and girls in the NCC, possessing higher educational standards and inquisitive minds. It may be appreciated that today, NCC is no longer a dumping grounds of unwanted/third rate elements of the Army, nor is NCC a welfare organisation meant for posting of JCOs and NCOs to their home towns, to sort out their domestic problems. Though one may not expect the "CREAM" of the Army to be sent on ERE to the NCC, yet in case we do not get the right type of Permanent Instructional Staff in the NCC, the premier youth movement of the Nation, will suffer a setback and lose credibility in the eyes of the public. Therefore, there is a need to assess the suitability of JCOs and NCOs posted as PI Staff to NCC and to revert those JCOs/NCOs who are unsuitable for the NCC.

**AIM**

5. To lay down the policy regarding provisioning and administration of PI Staff in the NCC.

**PROVISIONING OF PI STAFF**

**Qualitative Requirements**

6. JCOs and NCOs posted to the NCC as PI Staff should be smart, possess a good military bearing, be able to express themselves well and should be capable of effectively imparting instructions on military subjects to the College/School students who form the Senior/Junior Division Cadets in the NCC. In addition, a JCOI/NCO posted to the NCC should have pleasing manners with cheerful disposition and set an example in discipline and gentlemanly behavior to the NCC Cadets.
7. With a view to induct the right type of JCOs/NCOs of various Arms and Services in the NCC, qualitative requirements have been laid down with the approval of the Army HQ, as per Appendix "A" to this Instruction.

OsC NCC Units should ensure that PI Staff posted to their units in fact possess the requisite qualitative requirements.

8. It is mandatory for all JCOs/NCOs posted as PI Staff to the NCC Units to bring along with their movement order a Certificate duly signed by their respective OC Unit confirming that the particular JCO/NCO possesses the requisite Qualitative Requirements for being posted to NCC. In this connection please refer to Appendix "B" of the Administrative Instruction.

#### **Posting Policy**

9. All PI Staff are posted to various NCC units by the Records Offices of various arms and services. Each NCC Directorate has been allotted vacancies of PI Staff from specific arms/services in consultation with AG;s Branch, Army HQ. This affiliation has been done after careful consideration of all factors and therefore cannot be changed.

10. The OsIC Records of respective arms/services normally carry out a careful selection of JCOs/NCOs posted to the NCC. They are responsible to ensure that the Qualitative Requirements laid down are always met.

11. No inter-unit posting of PI Staff will be ordered under any circumstances by the NCC Directorate/Group HQ. Whenever any Inter-Unit posting is desired to be carried out for any cogent reason, the matter will be taken up with the concerned Records Office to which the PI Staff belongs bearing in mind the affiliation plan in vogue. It will be ensured that the affiliation plan is not disturbed, for that would lead to unnecessary complications at all levels. However, where Record Offices approve the Inter-Unit posting, the NCC Directorate may issue the posting orders indicating the Record Office letter as na authofity for move.

12. Cases of those PI Staff seeking posting after completion of six months of service in NCC Unit, on extreme compassionate grounds, involving Inter-Directorate move, will be referred to DGNCC together with the recommendations of the Director NCCX. Such cases should be few and shall not be forwarded to the DGNCC as a matter of routine. Sub/Ris Majors can apply for transfer on extreme. compassionate grounds only on completion of two years service in a particular NCC Unit. This should be followed rigidly.

#### **Tenure**

13. The normal tenure of JCOs and NCOs posted to NCC is of two years except in the case of Sub/Ris Majors who come to the NCC for their full tenure of Sub/Ris Major.

14. It has been observed that a large number of JCOs, NCOs and OR posted as PI Staff in NCC Units are being granted extension of ERE Tenure for one reason or the other. It must be understood that granting of such extensions to JCOs, NCOs and OR is neither in the interest of the NCC nor in the overall interest of the Army. No doubt the provision for grant of extension of ERE Tenure exists in Army Order 721/73 but to curb the tendency of granting such extensions it has been decided that henceforth all cases of PI Staff seeking extension of their ERE tenure in NCC will be referred to this HQ.

15. All NCC Directors/Commandants NCC Trg Esgablishments are requested to forward only those cases to the Dte Gen NCC which genuinely merit granting of extension of ERE tenure. The following certificate duly signed by the Director NCC/Commandants NCC Trg Establishments will invariably accompany all such applications:-

"I am personally satisfied of the compelling circumstances of the JCO/NCO/OR and I strongly recommend the grant of extension of ERE tenure on extreme compassionate grounds".

#### **Reversion to Regimental Duty**

16. Officers who have daily/frequent contacts with the JCOs/NCOs are the best persons to judge the suitability of the newly posted PI Staff. The officers who come in contact daily are the Unit Commanders (Senior Majors/Lt Cols) and frequently are the Group Commanders (Senior selection grade Lt Cols). A final decision by these officers with regards to the retention/reversion of the PI Staff must be taken within the stipulated period of three months as per the provisions of gthe Army Order 721/73. However, it is recommended that a Board of Officers be held to decide the suitability of the PI Staff and recommend the retention/reversion.

17. JCOs/NCOs found unsuitable should be reverted to their parent Corps/Regiment within three months of their arrival. Reversion will be carried out only with the prior approval of the OIC Recordas concerned. Reliefs of personnel reverted will be provided by the Officer-in-Charge Records.

18. Procedure with regard to the premature reversion of JCOs/NCOs on grounds indiscipline, inefficiency and on other special grounds is contained in Para 5 (b), (c) and (d) of Army Order 721 of 1973. The said procedure will strictly, be followed in all such cases and no relaxation in the procedure will be allowed.

#### **Briefing of PI Staff**

19. Those PI Staff who have been retained will be given a detailed briefing regarding the aims of the NCC, their role, functions and duties the NCC. A list of Do's and Do's nots prepared by NCC Dtes, will be handed over to them for strict compliance. Suitable training of PI Staff may be organised at Gp HQ level to bring them upto the required standards. During the training of the NCC Cadets, frequent briefing/debriefing of the PI Staff regarding lesson plans will be carried out.

#### **ADMINISTRATION OF PERMANENT INSTRUCTIONAL STAFF**

##### **Personal Documentation**

20. Correct and prompt documentation of PI Staff is essential to improve their functions efficiency. The term documentation here improve their functional efficiency. The term documentation here implies notification and recording of personal occurrences affecting the individual's service, pay and allowances and records. Correct and timely documentation ensures admissibility of pay and allowances, grant of honours and awards, expeditious settlement of claims and the welfare of dependants of service personnel. In NCC, the main links in the chain of documentation are:-

(a) The individual is responsible for furnishing accurate information relating to all changes and occurrences concerning him and his family. He is also responsible for the safe custody, at all times, of such personal documents that are entrusted to him and reporting the loss thereof to OC Unit.

(b) The Unit is responsible to ensure that the responsibilities enumerated above are explained and understood by all JCOs/NCOs.

21. Prompt publication of Part II Orders notifying all personal occurrences affecting PI Staff is to be ensured. NCC Units will a personal diary for each of their PI Staff. All connected entries will be made therein and at the end of the month, the individual will be shown the personal diary and the senior JCO or the Sub Major will obtain the signature of the concerned JCO/NCO.

##### **Timely Publication of Casualties**

22. It is needless to emphasize that timely publication of all casualties with regard to PI Staff is of utmost important. Their non-publication, incorrect or belated publication results in representations from the PI Staff. This causes infructuous correspondence at all levels besides causing discontentment to the affected individual.

23. Elaborate instructions regarding form, content and frequency of Part II orders have been laid down vide SAO 31/S/64. These instructions should be read by all OsC /Adm officers of NCC units and ensure that the clerical staff under them is fully educated on the subject.

##### **Leave Policy**

24. In the beginning of each calendar year each NCC unit should make out the leave programme of the PI Staff. The leave programme should be so arranged, so that maximum PI Staff avail their annual leave during summer vacations of Educational Institutions. Normally for this purpose the period from March to July is quite appropriate.

25. While granting leave to the PI Staff, their correct entitlement of annual leave may be ascertained from the personal documents of the individual. Entries of annual leave/accumulated annual leave or excess leave availed by the individual should be made in their personal documents after notifying them in Part-II orders.

##### **Grant of Honorary Commission/Ranks**

26. Honorary Commission/Ranks are conferred upon the JCOs/ NCOs on the occasion of Republic Day and Independence Day each year. It is for the concerned Records Office to forward a nominal roll of the eligible PI Staff to the OC unit. The OC unit will take prompt actions as per the instructions laid down in AO 1'74/74 as amended from time to time.

##### **Accommodation for PI Staff**

27. OsC units/Gps will be responsible to provide suitable entitled accommodation to their PI Staff. Detailed instructions regarding provisioning of accommodation for PI Staff are contained in Administrative Instructions No. 1/81 issued separately.

##### **Reports and Returns**

28. The following reports/returns are to be submitted by NCC Directorates to the DG NCC :-

(a) Details of PI Staff – This is an annual return and will be submitted by NCC Dts as per Appendix 'C' attached. The return will reach DGNCC by 15 Nov showing position as on 1 Oct each year. In this connection please refer to DGNCC letter No. 5538/81/DGNCC/Adm (OR) dated 14 Oct 81.

(b) Half yearly Manpower Return, - This is a half yearly return and will be submitted by NCC Dtes as per Appendix 'D' attached. Returns showing position as on 30 Jun and 31 Dec will be submitted so as to reach DGNCC by 30 Jul and 31 Jan each year respectively.

(c) Regiment/Corps wise PI Staff – This return will be submitted as per the proforma at Appendix 'E' twice a year. Return showing position as on 30 Jun and 31 Dec will be submitted by NCC Dtes so as to reach DGNCC on or before 31 Jul and 31 Jan each year respectively.

(d) Strength of PI Staff JD/JW (Army) – This is also a half yearly return and will be submitted by NCC Dtes on the proforma at Appendix 'F'. Returns showing position as on 30 Jun and 31 Dec should reach DGNCC by 31 Jul and 31 Jan each year respectively.

(e) Nominal Roll Ris/Sub Majors – This nominal roll will be submitted twice a year by the NCC Dtes on the proforma at Appendix 'G' Nominal Roll showing position as on 30 Jun and 31 Dec should reach DGNCC by 31 Jul and 31 Jan each year respectively.

#### **CONCLUSION**

29. PI Staff have a vital role to play in the NCC, a premier youth organization of our country. It is, therefore, imperative to have a board of officers to decide the suitability of the newly posted PI Staff. Only those found suitable for NCC should be retained and remainder reverted back to parent units. A detailed briefing /training of the PI Staff is important. It is also important to look after the welfare of the PI Staff to enable them to discharge their duties whole-heartedly.

30 In order to achieve the desired results it is essential to comply with the instructions laid down in the Administrative Instruction. Please issue suitable detailed instructions to NCC Gp HQ/Units under your command for strict compliance. This instruction supersedes all previous instructions on the subject issued by the Dte Gen NCC.

(RK KHANNA)

Col

Director Administration  
For Director General NCC

Distribution  
Lists 'A' & 'B'

**ARMY ORDER 25/2001/MP**  
**EXTRA REGIMENTAL EMPLOYMENT : JCOs &OR**

**GENERAL**

1. Due care and discretion should be exercised while selecting personnel to fill up various appointments on ERC. Personnel not amenable to discipline, while employed on ERE, reflect adversely on the reputation of the Regt/Corsp to which they belong and the Army as a whole. Therefore, if the right type of personnel are posted on ERE, it will avoid premature reversion on account of indiscipline or inefficiency. As far as possible, OR having a minimum of five years service (including recruit training period) only be posted on ERE.
2. The personnel posted on ERE to units/formation Headquarters /Establishments in peace areas should be turned over during May/June, subject to exigencies of service. Personnel being posted on such appointments must be given sufficient advance warning of not less than two months. Necessary extensions/reversions to regimental duties, before completion of the tenure, may be granted in accordance with para 10 to 13 below.
3. Personnel provided to unit/formation Headquarters /Establishments on ERE must be relieved of their duties within a period four days, (seven days in case of store holders) from handing/taking over.
4. Personnel, holding ranks lower than those authorized for the ERE vacancies, will not be posted. This may, however be relaxed at the discretion of the concerned Officer-in-Charge Records, except where promotion to the rank of Nb Ris/Sub is involved.
5. Personnel will not be posted for two successive ERE tenures, without the specific permission of Director MP-1, this HQ which will be granted only in exceptional circumstances.
6. The provisions of this order are not applicable to the following :-
  - (a) Remount and Veterinary Corps.
  - (b) Personnel employed with Military Advisory/Attaches for Indian High Commission Embassies abroad.

**AIM**

7. The aim of this Army order is to lay down the instructions, to include the tenure of duty, for extra regimental employment of JCOs and other ranks.

**LAYOUT**

8. This Army order comprises the following :-
  - (a) Tenure
  - (b) Extension of Tenure
  - (c) Premature Reversion to Regimental Duty.
  - (d) Provision of Personnel.

**Tenure**

9. The normal tenure of duty of JCOs, NCOs and Other Ranks employed on Extra Regimental Employment will be as follows :-

(a) Within and outside the Regular Army unless otherwise specified	2 to 3 years
(b) Combatant Clerks with NCC and at Army Headquarters	3 years
(c) Personnel serving in snow bound/ High Altitude areas.	2 to 2 years

**Extension of Tenure**

10. No extension of tenure is permitted other than in exceptional circumstances. Such extension can be granted by the parent Directorate at Army Headquarters and Officer-in Charge Records concerned, as specified below :-
  - (a) Officer-in-Charge Records - Up to a maximum period of one year can be granted personally by the Officer-in-Charge in two spells i.e for not more than six months at a time. No extension beyond a total period of one year will be granted.
  - (b) Army Headquarters (Parent Directorate) - Extension required extension already granted by Officer-in Charge Records concerned.

11. Ris Maj/Sub Maj, when posted on ERE will be allowed to complete the balance of their tenure in the rank, except in the case of Recruiting organization, where they will be reverted to regimental duties immediately on completion of two years.

12. In case the request for extension of tenure originates from other than the employing authority, the concurrence of the latter will be obtained before grant of extension. Requests for extension of tenure requiring sanction of Army Headquarters (Parent Directorate) will invariably be submitted, through the Officer-in-Charge/Personnel Directorates, at least three months prior to the date the individual completes his tenure.

#### **Premature Reversion to Regimental Duty**

13. Premature reversion to regimental duty, before completion of normal tenure, on ERE, may be ordered on the following grounds :-

(a) **Unsuitability** - An individual will initially be placed on probation for a period of three months on a specific appointment. If no report to the contrary is initiated, to Officer-in-Charge Records, requesting for premature reversion on completion of 8 (eight) weeks of posting, the individual will be deemed to be considered suitable. This however, will be apply to cases where, due to the sensitive nature of appointment like Recruiting Organizations, immediate reversion is considered essential in the interest of service. Such immediate reversion may be done by an officer, not below the rank of a Brigadier, under intimation to the Officer-in-Charge Records and his own superior Officer/formation Headquarters.

(b) **Disciplinary Grounds** - Units/formation Headquarters/Establishments, employing personnel on ERE, will not revert individuals to regimental duties on disciplinary grounds. They will take appropriate disciplinary action against such individuals. Except in very rare cases of major indiscipline, premature reversion on disciplinary grounds will not be ordered. In all such cases, where premature reversion is required, prior approval of the parent Directorate at Army Headquarters will be obtained after suitable disciplinary action has been taken. In case of personnel serving on ERE with the NCC, Recruiting Organization or any other sensitive organization is satisfied that the immediate reversion of a person is necessary on grounds of indiscipline of a severe nature, premature reversion can be resorted to without prior approval of the parent Directorate, after taking suitable action against the individuals.

(c) **Inefficiency**- Personal found inefficient in the performance of duties will be adversely reported upon by the ERE unit/formation Headquarters/Establishment in the form of a special report or interim report to be recorded with the CR/Character Roll within a period of 8 (eight) weeks. In all such cases, a specific recommendations regarding fitness for retention in service will also be made in the report.

(d) **Special Grounds**- Officer-in-charge Records may revert an individual prematurely, within six months of completion of tenure, for reasons in sub paras (a) to (c) above or if the individual is due for promotion in the unit. Such reversion will be carried out in consultation with the ERE unit/formation Headquarters/Establishment and the Personnel Directorates at this Headquarters.

#### **Provision of Personnel**

14. Personnel who are due for promotion in their own Regt/Corps or for release/discharge (except in case of Risaldar Major/subedar Major) during the next two years of service, will no be sent on ERE.

15. **Low Medical category**- Personnel in low medical category may be posted to unit/formation headquarters/Establishments in peace and field areas in accordance with the employment restrictions laid down by medical authority. In this regard ref to AO 3/2001. Prior to posting personnel in low medical category personnel to NCC units, it will be ensured that they are capable of performing normal duties, especially during the training camps where they are required to undergo a greater physical stress and strain than in normal peace locations. Individuals suffering from heart ailments, hypertension and varicose veins or amputees will not be posted, as their disability is likely to be aggravated due to the type of work they are to undertake in NCC units.

16. Personnel posted to Service Selection Boards are required to perform duties like digging, erection and maintenance of obstacles and handling of heavy equipment and stores. It will be ensured that only those, capable of performing such duties and withstanding the physical strain involved, are posted to Selection Centers.

17. All documents especially the conduct sheets in respect of the JDCs/NCOs being posted to various ERE appointments, should be dispatched at least one month prior to the move of the individual to ensure that only desirable personnel get posted in in case of any undesirable individual, the return is expedited.

#### **CANCELLATION**

18. This supersedes AOs 721/73, 68-81, 20/90 and 9/98.

