

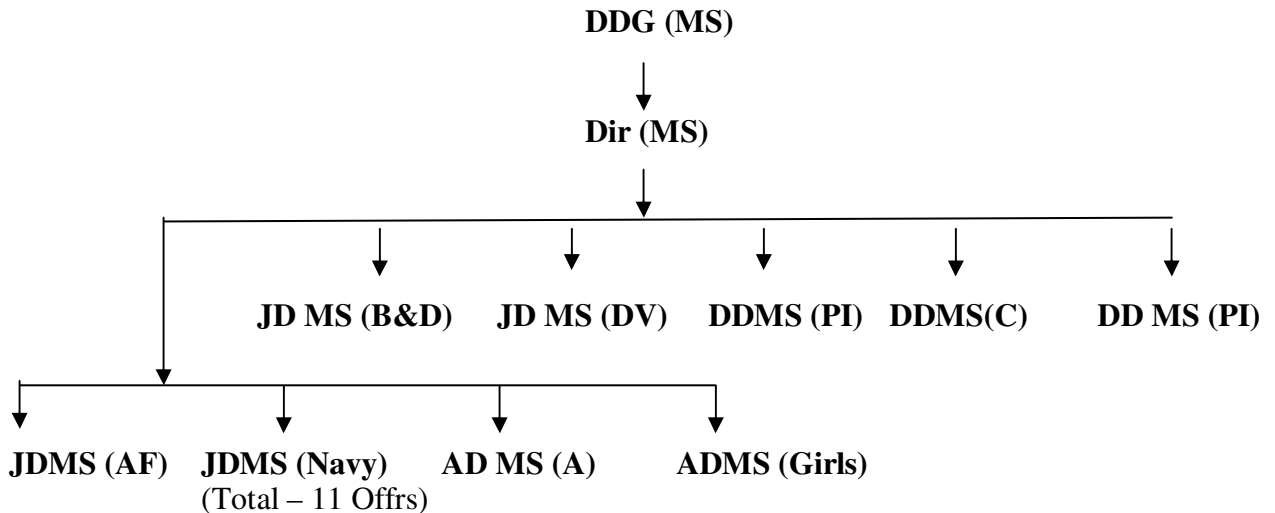
Military Secretary Directorate

General

1. The MS Directorate deals primarily with all MS matters which broadly cover the duties as appended below: -

- (a) MS matters pertaining to Regular Officers, Whole Time Lady Officers (WTLOs) and Associated NCC Officers (ANOs).
- (b) Honours and Awards.
- (c) Cadres for Career Counseling and Personality Development.
- (d) WTLOs
 - (i) Selection / Recruitment for commission.
 - (ii) Postings.
 - (iii) Retirement.
 - (iv) Pension.
 - (v) Service Gratuity.
 - (vi) Medical Facilities.
 - (vii) DSOP Fund.
- (e) Courses / Study Leave of Regular Officers.
- (f) Representations and Court Cases Arising out of MS Matters.
- (g) Processing of Statutory and Non Statutory Complaints Covering ACRs / Promotions / Postings.
- (h) Requests for Postings on Compassionate Grounds / Extension of Tenure.
- (j) Matters Pertaining to the ANOs as under:-
 - (i) Selection.
 - (ii) Promotion.
 - (iii) Relinquishment.
 - (iv) Extension of Service.
- (k) Management of Permanent Instructional staff (PI staff) posted in NCC.
- (l) Discipline and Vigilance Cases, Courts Of Inquiry and Court Cases.
- (m) OIC Competitions.
 - (i) Detailment of Officers for Conduct of Competitions during TSC and RDC.
 - (ii) Ensuring Fair and Just Competitions.
 - (iii) Monitor/ Progress of Competitions.
 - (iv) Compilation and Finalisation of Results (on approval of DG).
 - (v) Conduct/Selection of the Best Cadet (Republic Day Camp-RDC).

2. Organisation of MS Dte. Org of MS Dte is as under:-



Legend

D V : Discipline & Vigilance`
 PI : Permanent Instructors

Organisation & Responsibilities of MS Dte

3. The MS Directorate is organised into six sections with respective subjects as under:-

- | | | | |
|-----|---------|---|---|
| (a) | MS (A) | - | Management of Regular Offrs, Serving Whole Time Lady Offrs (WTLOs), Honours & Awards, Conduct of Cadet Development Cadres and MS Coord. |
| (b) | MS (B) | - | Mgmt.of Retirement of NCC WTLOs/WTOs & Court cases |
| (c) | MS (C) | - | ACRs and Complaints Regarding ACRs, Study Leave and Misc Aspects of all Offrs. |
| (d) | MS (D) | - | Management of ANOs to incl Commission and Relinquishment etc. |
| (e) | MS (DV) | - | DV Matters in Respect of Officers and Staff Posted in NCC. |
| (f) | MS (PI) | - | Management of Permanent Instructional (PI) Staff Posted at NCC. |

MS (A)

General

4. MS (A) deals with all aspects (except discipline) of service officers and service matters relating to WTLOs.

Staff

5. MS (A) is headed by Director MS, presently, Col SJ David. He is assisted by one Air Force Offr, one Naval Offr, two Army Offrs, one SO and Six clerks.

Charter of Duties

6. The charter of duties of MS (A) is as under:-

- (a) Induction of regular officers into NCC, on selection by DG.
- (b) Process cases of MS matters of regular officers and WTLOs.
- (c) Postings of WTLOs.
- (d) Progress of court cases pertaining to MS matters.
- (e) Attachment & temp duty of officers.
- (f) Honours and awards of NCC WTLOs, ANOs and cadets.
- (g) Premature retirement of officers.
- (h) Re-emp of officers.
- (j) Conducts various competitions held for award of PM's Banner.
- (k) Conduct of cadres for Cdt Personality Development.

Functions in Detail

7. **Regular Officers.**

- (a) Induction of Officers by Selection. The induction of Offrs is coordinated with respective service HQs. The DG personally visits MS Branch, Army HQ, Personnel Branches at Naval and Air HQs for the selection of Army/Naval/Air Force officers, generally once in every two months.
- (b) Postings. Postings are carried out by MS (Army) / Personnel Branches of service HQs from the approved panel of officers. However, MS (A) is responsible for:-
 - (i) Monitoring the move of Offrs.
 - (ii) Interaction with service HQs to enhance satisfaction levels of manning in the NCC.
 - (iii) Identify critical deficiencies and ensure occupancy.
- (c) Process cases of posting on compassionate grounds.
- (d) Process applications for extension of tenure, premature retirement and re-emp.
- (e) Dissemination of policies received from Service HQs / MOD.
- (f) Posting Policy. The posting policy for WTLOs is as under:
 - (i) The country is divided into four posting zones viz North, South, East and West.
 - (ii) There are essentially two kinds of stations HARD & SOFT. The Offrs as far as possible are posted to two soft stations followed by a hard station in rotation. The tenure at hard station is for two years and at a soft station for three years.

8. Attachment of Officers. DGNCC has got powers for attachment of officers to various NCC units and to the Dte Gen. the powers of DG have been delegated to the ADG (B) and are exercised through MS (A). Provisional move sanction on temp duty is accorded by MS (A) after approval by ADG (B). All atts to HQ DGNCC are approved by the DG. The DG is also kept informed of the move of DDsG and above. Respective DDsG can attach officers within their jurisdiction.

9. Honours and Awards. Every year, awards of national importance are given to NCC WTLOs, ANOs and cadets for exemplary acts of bravery, outstanding work done in the field of social service or for dedication for the enhancement of the image of NCC. The detailed process is given below:-

(a) Screening Committee. The Screening Committee meets at HQ DG NCC for consideration of the awards and comprises of the following officers:-

- (i) ADG(B) - Chairman.
- (ii) DDG(MS) - Member.
- (iii) JDMS(DV) - Member.
- (iv) Dir (MS) - Secretary.

(b) Schedule of Work.

<u>Ser No</u>	<u>Action</u>	<u>Date</u>
(i)	Dtes Are Reminded To Forward The Citations	First Week Of Jul
(ii)	Last Date Of Receipt Of Citations	01 Sep
(iii)	Award Committee Meeting	Third Week Of Sep
(iv)	Put Up To MOD	Second Week Of Oct

(c) The complete case is forwarded to Min of Def for their approval and for obtaining signatures of the Defence Secretary and the Raksha Mantri. Details of awards authorised / awarded in last four yrs are as follows: -

<u>Ser No</u>	<u>Award</u>	<u>Auth</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>
(i)	Raksha Mantri's Padak	1	1	1	1	1
(ii)	Raksha Mantri's CC	3	3	1	3	3
(iii)	Defence Secy's CC	10	10	7	10	10
(iv)	DG's NCC CC	No Limit	40	39	85	114

(d) These awards are announced on NCC Day, which is celebrated on the **last Sunday of November** every year. However, RM's Padak is presented to the recipient during RDC on the day of RM's visit.

10. RDC Competitions. DDG MS is the OIC Competitions. MS (A) is responsible for the conduct of various competitions held for the PM's RD Banner Championship. It is responsible for the following:-

- (a) Detailing Board of Officers/Judges for various competitions.
- (b) Compilation of results of all competitions.
- (c) Getting the results approved from the DG before their declaration through Secy, RDC.

New Initiatives for Cadet Development.

11. Following new initiatives on cadet development have been initiated by MS Dte:-
- (a). Career Counseling Cadre.
 - (b). Communication and Articulation Cadre.
 - (c) SSB Trg to NCC Cadets.

MS (B)

General

12. MS (B) section deals primarily with post retirement cases of the NCC WTOs/WTLOs.

Charter of Duties

13. MS (B) section deals with resignation, retirement/voluntary retirement, death cases, pensioner's terminal benefits in respect of NCC WTOs and WTLOs. The Section is in particular responsible for:-

- (a) Issue Retirement Orders.
- (b) Group Insurance Claims/Payments.
- (c) Advance/ Final Withdrawal from DSOP Fund.
- (d) Court Cases Relating to the aspects of Pension and Retirement of WTOs/WTLOs.
- (e) Drafting, Processing and Progressing Enactment of NCC Act and Rules.

MS (C)

General

14. MS(C) deals with all matters concerning Officer's ACRs, Complaints, Honours and Awards, Resettlement Training courses, DSOP Fund etc.

Charter of Duties

15. The charter of duties of MS (C) is as under:-
- (a) Confidential Reports of Regular Offrs.
 - (b) Statutory and Non Statutory Complaints of Regular Officers on ACRs and Supersession.
 - (c) Honours and Awards to Regular Officers and PI Staff.
 - (d) Record of Service of Regular Offrs & WTLOs.
 - (e) Study Leave of Officers.
 - (f) Resettlement Trg Courses.
 - (g) Visits Abroad.
 - (h) Condonation of delay in AME and PME.
 - (j) DSOP Fund of Regular Offrs posted in HQ DG NCC and Dy DGs States.
 - (k) Deputation of Offrs.
 - (l) CR Dossiers Library of WTLOs.
 - (m) Miscellaneous Subjects Pertaining to Regular Offrs.

Functions in Detail

16. **Confidential Reports.**

(a) CRs of all regular Offrs and NCC WTLOs are processed by this Section after endorsement of ACRs by Dy DGs in states. All ACR's are received by this office and none fwd by the state Dtes directly to the service HQ. After scrutiny and processing, the ACRs- in accordance with the laid down orders on the subject, are forwarded to MS/ Pers branch of respective service HQs. However, in the case of NCC WTLOs, this Section maintains the dossier library and their CRs are filed in respective dossiers.

(b) ACRs in respect of Brigs and equivalent are initiated by respective ADGs and reviewed by the DG NCC. Thereafter, if required, these are sent to Defence Secretary for reviewing as SRO. In case of Maj Gens and equivalents, the RO is the Defence Secretary and SRO is the RRM.

17. This Section is also responsible for maintaining liaison with service HQs in connection with latest policy instructions on rendition of ACRs, to disseminate policy directions to the environment and to provide all clarifications as regards the technicality and entitlement criterion.

18. **Complaints.**

(a) Regular Offrs' Statutory and Non-Statutory complaints on ACRs and Supersession are processed in accordance with SAO MS/45/2001. This Section is responsible for obtaining comments/remarks from the ROs in the chain of reporting as also to prepare draft comments for the ADG's and DG this HQ.

(b) **WTLOs.** Petitions addressed to Ministry of Defence and DG NCC regarding ACRs are processed by this Section.

19. **Honours and Awards.** This Section processes recommendations for honours and awards to Army/Navy/Air Force personnel. All citations after recommendation of the DG are fwd to the service HQs as per laid down schedule.

20. **Record of Service.** This Section maintains the Records of Service of all Officers and WTLO's posted in the NCC.

21. **Resettlement Training Course.** All applications for resettlement training courses are processed and forwarded to MS Branch for further action.

MS (D)

General

22. This Section deals with all aspects pertaining to the Associate NCC Officers (ANOs), which includes their commissioning, promotions, relinquishment and extension of services.

ANOs

23. 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 honorariums have been revised and are as under:-

<u>Ser No.</u>	<u>Rank</u>	<u>Rank Pay</u> (Rs)	<u>Honorarium</u> (Rs)
(a)	Major	11,300	1,100
(b)	Capt	9,300	1,000
(c)	Lt	8,300	900
(d)	Chief Offr	6,600	850
(e)	First Offr	5,100	800
(f)	Second Offr	4,100	750
(g)	Third Officer	3,250	700

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

MS (PI STAFF)

General

25. MS (PI) Section of HQ DGNCC deals with provisioning of PI Staff to the NCC Units/Establishments from the various Army Records, Air Force Record Office and Bureau of Sailors of the Indian Navy. It also deals with general administrative policies (ACR, Discipline,

etc), monitoring of relief, temporary duty move sanctions as well as attachment of PI Staff from one Unit/Est to another, when ordered by HQ DGNCC or when such move is to a place out of the area of jurisdiction of the NCC Dte executing it.

Permanent Instructional Staff

26. Tenure. The PI Staff comprises of JCOs and NCOs from the regular Army, Navy and Air Force who are inducted in the NCC on tenure basis. All ranks from Army and Navy- except Sub Majors/Ris Majors are posted into NCC for tenure of two years, extendable up to one year. Sub Majors are posted to NCC to complete their balance of service in the rank. Air Force personnel are posted for three years. All ranks are governed by the terms & conditions of service as are applicable to them while serving in their parent service.

27. Qualitative Requirements. PI Staff posted into NCC should have basic qualification of the parent service/trade to which posted. LMC personnel can be posted in NCC except those suffering from heart ailments, hypertension, varicose veins and amputees. Personnel, who have been punished for moral turpitude or are habitual offenders as per their service record, are not acceptable.

28. Extension of Tenure. Tenure of PI Staff in NCC can be extended by one year in two spells of six months each by the OIC of the respective regimental records. The respective parent Dtes at the Army HQ can give further extension of one more year. Similarly, the Air Force Records Office and CABS may grant extension of one year to deserving cases for Navy and Air Force personnel.

29. Extension of Tenure to PBORs for Adventure Trg. The approval of Integrated HQ of MoD (Army) has been obtained for extension of the tenure to specially selected PBORs related with certain adventure sports activities, after approval of DG NCC.

30. Premature Reversions. Reversions from the NCC units can be done on the grounds of unsuitability, inefficiency or for special reasons like promotion of JCO to next rank. For unsuitability or inefficiency, the report to the Records is to be initiated within eight weeks of the date of arrival on posting. Reversion cannot normally be done for an act of indiscipline while in the NCC unit. Disciplinary action against such an offender is to be completed by the NCC unit and then, in case the disciplinary attributes of the individual are not considered worthy of his continuation in the NCC, the concerned Records are required to be asked for his reversion and provision of suitable relief. For unsuitability or indiscipline, however, if the DDG State is satisfied that such reversion is essential in the interests of service and in keeping with the sensitivity of the Organization, he may order the immediate reversion without prior approval of the records/parent Dte.

31. Postings and Transfer of PI Staff. Inter and Intra Dte postings and transfer of PI Staff can be done on compassionate grounds. Based on the application of the individual, the case is taken up by the respective state dte with this HQ. After the recommendations of the DDG (MS), the same is forwarded to the respective Records Office, which issues the posting order. PBOR must complete a minimum of six months in the particular unit before applying for the transfer. Sub Majors can apply for transfer only on completion of two years service in a particular NCC unit.

32. Detailment of PI Staff. The PI Section details PBOR of various Dtes for attachment with HQ DGNCC Camp for its routine functioning (as the camp is not authorized any strength except one Sub Maj, one CHM and one CQMH). The Section also monitors timely relief of these

personnel by the Dtes. Detailment is also done for the RD Camp & PM's Rally as well as other central activities like TSC, NSC, VSC and adventure camps.

33. Move Sanction for Move on Temporary Duty. Intra- Dte move of PI Staff can be ordered by the DDG State. For temporary duties outside the jurisdiction of the State Dtes executing the move, provisional as well as formal sanction of DDG (MS) is processed and communicated by MS (PI) section.

Interaction with Army HQ

34. MS (PI) interacts with the AG's Branch sections dealing with manpower provisioning and issue of relevant policies/Army Orders/amendments thereto. It also deals with SD Dte, Inf-6 and all other Arms/Services Parent Dtes providing manpower to NCC units.

Interaction with Naval and Air HQ as well as Records

35. Interaction with Naval and Air HQ as well as respective Records is also carried out by MS (PI) for policies and changes concerning provision of personnel to NCC as also certain specific cases of discipline or other matters.

MS(DV)

General

36. MS (DV) is responsible for dealing with all aspects of Discipline & Vigilance in NCC. The present DV section has undergone various organisational changes. Earlier, this Section was an independent Dte, working directly under ADG (B). A CDM Study Team recommended that the DV Dte should work in close collaboration with MS dte, as it realised that most of its functions were derived directly from personnel whether regular service Offrs, WTOs or ANOs, which are managed by MS Directorate. It also felt that there is no cell which could render legal advice internally either to DG NCC or to various Dtes on various issues. After due deliberations on the report of the Study Team, the role of DV Dte was enlarged and it was merged with MS Dte to function directly under DDG(MS) wef 29 Apr 93.

Charter of Duties

37. Discipline

- (a) Discipline cases of regular service Offrs and NCC WTOs / WTLOs.
- (b) Anonymous /pseudonymous complaints against service officers and WTOs / WTLOs, where gross impropriety, indiscipline and allied matters are involved.
- (c) Progressing of disciplinary awards as a result of courts of inquiry pertaining to disciplinary cases, where disciplinary action by the DG has been directed.
- (d) Vetting and compilation of monthly and quarterly disciplinary reports.
- (e) Formulation and issue of policy letters on discipline.
- (f) Interaction and liaison with DV Dte (equivalents of Army, Navy and Air Force) for progressing of discipline cases.

(g) Statutory / non-statutory complaints concerning regular officers and WTOs / WTLOs against disciplinary awards.

38. **Vigilance.**

- (a) Liaison and interaction with D (Vig)/CAO Min of Def.
- (b) Co-ordinate all cases/complaints received from CVO Min of Def and forward to concerned Dtes at DGNCC for processing and monitoring their progress.
- (c) To examine in detail the existing organisation and procedures with a view to eliminate or minimise factors which provide opportunities for corruption or malpractices.
- (d) Planning and enforcement of regular inspection, surprise visits for detecting failure in quality or procedures, which would be indicative of existence of corruption or mal-practices.
- (e) Location of sensitive spots, regular and surprise inspection of such spot and proper scrutiny of personnel who are posted in sensitive post.
- (f) To ensure proper assistance to CBI, where ever necessary, in the investigation of vigilance cases entrusted to them or initiated by them on their own.
- (g) Rendition of vigilance returns to the CVO Ministry of Defence.
- (h) To periodically review the existing arrangements for vigilance work in the Directorate General NCC.

39. **Legal Cell.**

- (a) The primary responsibility of the Legal Cell is 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 involve:-
 - (i) Watching and progressing all cases of MACT pending in the courts in consultation with Min of Defence.
 - (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 on all important questions relating to military law in conjunction with Min of Defence, JAG, AG's Branches of Army, Navy and Air Force.
 - (iv) Maintaining regular liaison with govt standing counsel and registrars of the various high courts through respective state Dtes, to obtain first hand information of writ petitions and civil suits filed by servicemen/ ex-servicemen and civilians employed in NCC; wherever the DG NCC is respondent.
 - (v) Rendering advice on preparation of counter affidavits or writ petitions and other claims.

Functions in Detail

40. (a) **Regular Service Officers.** Due to inherent problems neither DG NCC nor ADGs have been provided with disciplinary powers to deal with regular service Offrs. DDGs states have been provided with powers of bde cdrs under Army Act Section 83 only. However, the initial cognizance of offences is taken by the DG NCC. For progress of discp aspects, cases are required to be referred to the local station fmns. DGNCC is now vested with powers to take administration action against Offrs/JCOs.

(b) **WTOs / WTLOs.** The discipline of WTOs / WTLOs is dealt purely by MS DV in accordance with NCC Acts & Rules. Though the Acts and Rules provide for punishments, they do not spell out the procedures to be followed to deal with disciplinary cases pertaining to WTOs. Procedures given in the Civil Services Rules are being followed unofficially and it has now taken the form of convention and the procedures are being accepted by Min of Defence.

41 **Disciplinary Awards.**

(a) Prior to 04 Dec 86, DG NCC was not holding any disciplinary powers in regard to WTOs/ WTLOs. On 04 Dec 86, vide SRO 354, DG NCC has been given the powers to award following disciplinary power in respect of WTLO as per SRO-106

- (i) Severe Reprimand
- (ii) Reprimand
- (iii) Fine not exceeding rupees five hundred.

(b) Thereafter, on 09 Jun 94, vide SRO 105, the DG NCC has been given the following additional powers to award:-

- (i) Forfeiture of seniority or service for purpose of promotion for a period not exceeding 12 months.
- (ii) In a case where an officer has been punished with dismissal, forfeiture of arrears of pay and allowances and other public money due to him at the time of such dismissal.
- (iii) Stoppages of pay and allowances until any proved loss or damage occasioned by the offence, of which the offender is charged, is made good.

(c) The power to award 'Dismissal' from the Corps and 'reduction to lower rank' is still held with Defence Secretary, Ministry of Defence.

42. **Complaints.** One of the important functions of the DV Section is to process the complaints against officers which are related to indiscipline and impropriety. Though the Army Order is out side the purview of NCC, yet taking strength from it, the complaints received are processed and if there is some substance, inquired into. The complaints are generally of following nature:-

- (a) Anonymous and unsigned.

(b) Pseudonymous, which though signed, do not give the proper identity or address of the complainant or on investigation are found to be pseudonymous.

(c) Signed complaints indicating the identity of the complainant/petitioner.

43. MACT Cases. In MACT cases, the DV Section advises on the modalities of contesting the case, vetting the affidavit / counter affidavit required to be filed in the court, in consultation with Govt Standing Counsel of the respective court and Min of Def. In case the court gives the award in favour of the complainant, the DV Section further advises whether the award is to be contested or not in consultation with Govt counsel of the respective court and Min of Defence. Once the final judgment for compensation is received at DV Section, the same is processed with Min of Def for release/payment of amount to the complainant, and thereafter, the same is communicated to Dte concerned for payment.