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Directorate General NCC
West Block -IV
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Apr 2005

List 'A'

FWD OF GUIDELINES/SOP FOR PLACING INSTITUTION ON SUSPENDED ANIMATION, PROCEDURE FOR WITHDRAWAL REALLOTMENT OF NCC AND APPLICABILITY OF NOC AND OUT OF TURN ALLOTMENT OF NCC

1. Please refer DG's Directions given during the DDsG Conference held during 22-23 Mar 2005. Certain issues pertaining to above mentioned subject were raised during the conference and it was seen that there is a requirement to clarify this issues so that there are no procedural errors while dealing with various institutions as regards various NCC related activities.
2. **Placing institution on Suspended Animation** Detailed instruction giving step by step procedure to be followed for putting an institution on Suspended Animation are given at Appx 'A'.
3. **Procedure of withdrawal/Re-allotment of NCC** Procedure of withdrawal /Re-allotment /Raising of NCC alongwith checklist is given at Appx 'B'.
4. **NOC's Applicability** It is reiterated that once the two mandatory notices are given by the Dte to the defaulter institution and no improvement is forthcoming, then the NCC can be immediately withdrawn without asking for NOC from the institution. However there are certain institutions which do not want NCC due to some reason, in such cases, NOC is taken and re-allotment done.
5. **Out of Turn Allotment** There are instances wherein certain exceptionally efficient institutions are desirous of having NCC but they may be on waiting list. In such cases the NCC may be granted to such an institution subject to fulfillment of all other requirement by giving "OUT OF TURN ALLOTMENT CERTIFICATE" by the concerned DDG of the Dte. Needless to say this provision should be used very judiciously.

(SPS Malhotra)
Lt Col
JD (Plg)
For DGNCC

Encl: Appx A & B

APPENDIX 'A'

(Refers to Para 2 of NCC HQ letter
No.

8018/NCC HQ/Plg dated 12 Apr
2005)

GUIDELINES FOR PLACING AN INSTITUTION ON SUSPENDED ANIMATION

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

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

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

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

4. In case the situation does not improve within the first 45 days, DDG may place sub units/troops under Suspended Animation for a period of another 45 days, under intimation to DGNCC. State Government will also be apprised accordingly.
5. If situation does not improve in a period of three months, sub units/troops under suspended animation will be withdrawn and re-allotted to the institutions on the waiting list, after obtaining approval of DGNCC. "No objection Certificate" will not be required in such case.
6. A sub unit/troop may be withdrawn immediately, if the head of the institution is unwilling to have NCC and gives a "No Objection Certificate".
7. Unit/Gp HQ should simultaneously update their waiting list and prepare the institution senior most to be ready to commence NCC activities once second notice is given and chances of improvement are remote.
8. Endeavour must be made to complete procedure of suspended animation with in 90-100 days to commence re-allotment/stare NCC before the start of Training Year i.e. 01 Apr every year.
9. At any time during the above mentioned suspended animation period, in case situation improves then the decision can be revoked.

APPENDIX 'B'

(Refers to Para 3 of NCC HQ letter No. 8018/NCC HQ/Plg dated 12 Apr 2005)

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

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

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

(b) State Government concurrence in writing.

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

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

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

proposal and such proposal can be submitted to this HQ without written concurrence of the State Govt.

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

4. Withdrawal/re-allotment will be carried out only after issue of formal orders by the Directorate General NCC.

5. All the proposals requiring withdrawal of sub-units from non-performing institutions or placed on suspended animation or which have given NOC and re-allotting the same to the "Wail Listed institutions" should be forwarded to this HQ by 15 Mar of each year. Adherence to this dateline will ensure timely commencement of NCC in the Institution being provided NCC. However individual proposals, where sub units have not been functioning properly, may be sent any time during the training year, with all procedures completed for their withdrawal/re-allotment.