

POLICY : ACCN

S No	EST	LIABILITY
1.	HQ DG NCC	CENTRAL GOVT
2.	<u>STATE DTES</u> (a) OFFICES & STORES (b) RESIDENTIAL ACCN SERVICE PERS	CENTRAL GOVT CENTRAL GOVT
3.	<u>GP HQ/ UNITS</u> (a) OFFICE, STORES, GARAGE. (b) RESIDENTIAL ACCN SERVICE PERS.	STATE GOVT CENTRAL GOVT
4.	CAMPING GRND / INSTITUTIONAL TRG FACILITIES.	STATE GOVT
5.	STATION NCC OFFICERS'MESS	CENTRAL GOVT
6.	HIRING OF ACCN FOR LIVING ACCN AND DTE OFFICE PREMISES	DEO
7.	ELEC, WATER TARIFF & TAXES	DGNCC FOR LIVING ACCN, OFFRS MESS, PI STAFF MESS, DTE OFFICE ACCN

POLICY: ACCN

CENTRAL GOVT

- ACCN FOR OFFICE, STORE & MT FOR HQ DG NCC & DTEs.
- RESI ACCN FOR OFFRs & PI STAFF.
- CK HOUSES & DINING HALL FOR PI STAFF.
- OFFRs MESS WHEREVER AUTH (@ 5 OFFR MIN).

STATE GOVT

- OFFICE ACCN INCL STORES TO GP HQ & UNITS.
- TRG FACILITIES.
- CAMPING GRND.

AUTH : QMGs Br 50102/Q3W(Policy) dt 05 Apr 82

MIL STN

- ACCN BY STN HQ.
- HRA CAN BE CLAIMED.

NON MIL STN (eg GHAZIABAD & SAHARANPUR)

- HRA ONLY FOR POSTED STN ON NAC.
- HRA & SPR NOT AUTH.
- HRA FOR SINGLE ACCN NOT AUTH.

HARD NON MIL STN (eg BALLIA & SOLAPUR)

- ACCN AUTH AT SPR.
- HRA FOR SPR AUTH.

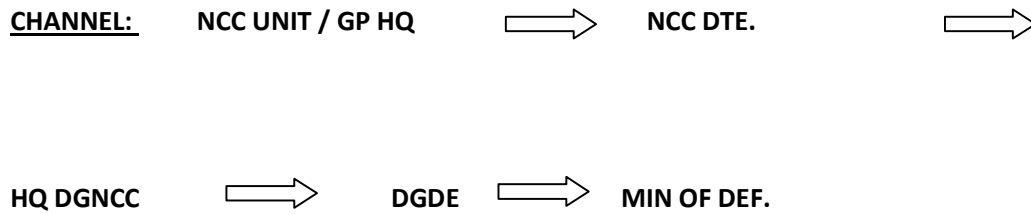
(AO - 10/S/86)

POLICY: ACCN

- **NO LAND HOLDING BY ANY NCC UNIT/HQ**
- **A-1 DEF LAND FOR NCC**
 - STN HQ-SUB A/AREA-COMD HQ-DGNCC-QMG BR
 - CONVERSION OF B-4 LAND TO A-1 TO BE DONE CONCURRENTLY
 - INCLUSION IN KLP MATRIX
- **LAND OFFERED BY STATE GOVT**
 - DEO TO TAKE OVER
 - FORMAL GOVT SANCTION TO BE PROCESSED
 - CONVERSION TO A-1 DEF LAND
 - PROJECT TO COMMENCE EARLIEST

AUTH : QMGs Br 50102/Q3W(Policy) dt 05 Apr 82 AND MoD Letter.

LAND ACQUISITION OFFERED BY STATE GOVTS



➤ IDEALLY COST FREE LAND ON PERMANENT BASIS.

- ON OUTRIGHT SALE AT REASONABLE RATE.
- 99 YEARS LEASE BASIS: FREE / AT NOMINAL RENTALS.
- CASE FOR 33 YEARS LEASE FOR LAND OFFERED BY KERALA STATE GOVT TAKEN UP WITH DGDE. 33 YRS LEASE WITH ONE/TWO RENEWALS ACCEPTABLE WITH SANCTION OF MOD.

LAND ACQUISITION OFFERED BY STATE GOVTS

➤ FOLLOWING DOCUMENTS NEEDED FOR OBTAINING GOVT. OF INDIA SANCTION :-

- STATEMENT OF CASE FOR NECESSITY OF TAKING OVER THE LAND.
- OFFER LETTER DULY SIGNED BY AUTH REP OF STATE GOVT.
- NO OBJECTION CERTIFICATE FOR CONSTRUCTION.
- SITE PLAN OF PROPOSED LAND.
- DRAFT LEASE DEED.
- NO ENCROACHMENT CERTIFICATE.

KLP MATRIX AND ZONAL PLANS

INCL OF DETAILS IN KLP MATRIX & ZONAL PLANS

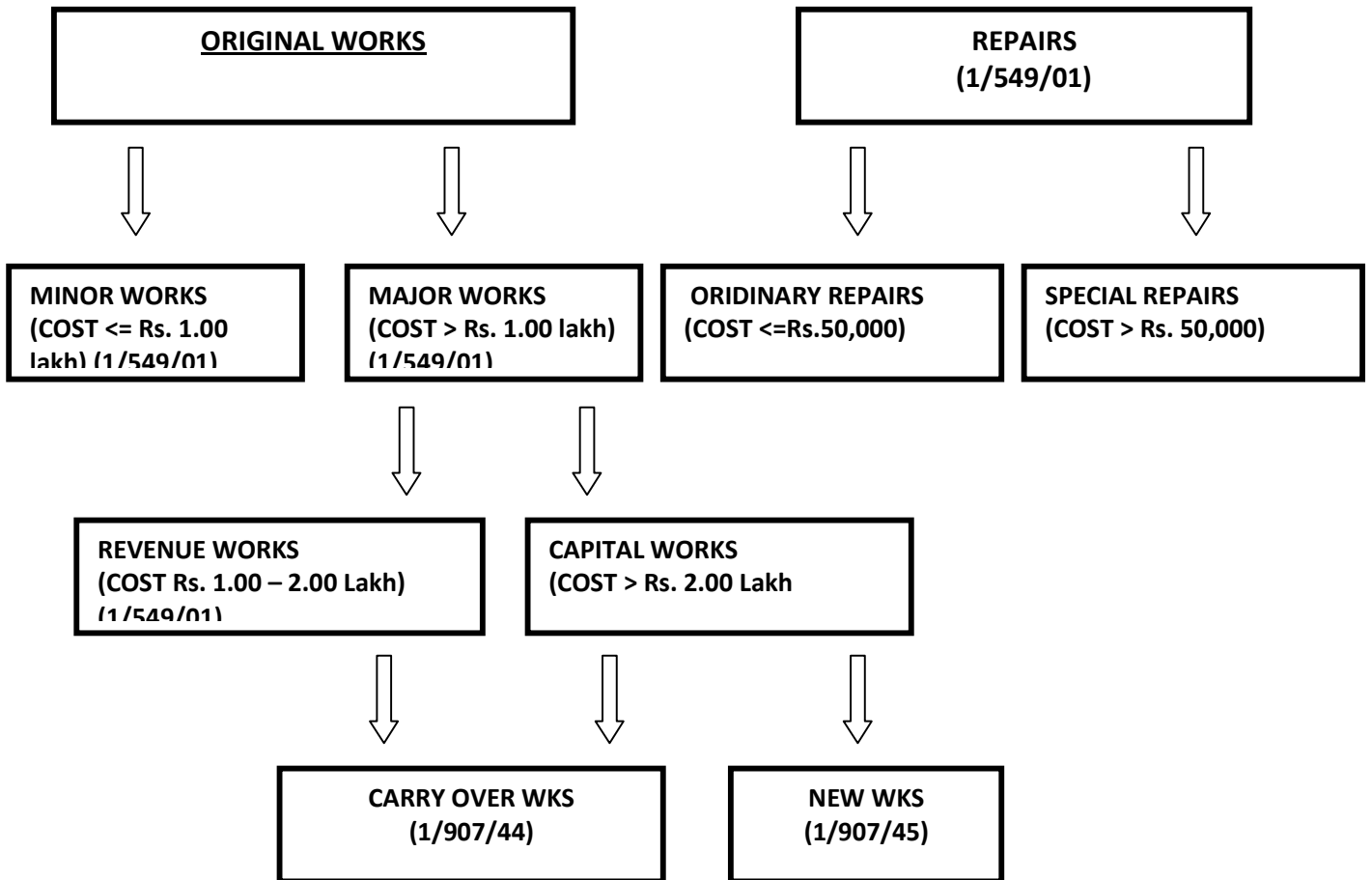
- INSTRS ISSUED BY SD-4 TO INCL FOLLOWING IN KLP MATRIX.
 - NCC DTE. - OFFICE, STORES, MT
 - RESIDENTIAL ACCN OF ALL UNITS INCLUDING OFFRS' MESSES, PI STAFF MESSES.
- ALL HQ AND UNITS SHOULD ENSURE THAT NCC UNITS LOC IN MIL STN ARE INCLUDED IN ZONAL PLAN AT STN LEVEL AND FWD TO RESPECTIVE COMD HQ.
- DETAILS SHOULD BE FWD TO STN/SUBAREA/AREA/COMD HQ AND NOT TO DGNCC.

PROCEDURE FOR HIRING OF ACCN

- GOVT. OF INDIA SANCTION REQD PRIOR TO HIRING BLDGS FOR DTE OFFICES AND OFFRS' MESSES
- **CHANNEL:** **NCC UNIT / GP HQ** ⇒ **NCC DTE.** ⇒
HQ DGNCC ⇒ **DGDE** ⇒ **MIN OF DEF.**
- STATEMENT OF CASE.
- WILLINGNESS CERTIFICATE OF OWNER
- BOARD PROCEEDINGS.
- FAIR RENT CERTIFICATE.

NOTE : THE PAYMENT FOR HIRING IS DONE BY DGDE AFTER OBTAINING SANCTION FROM MOD.

CLASSIFICATION OF WORKS



PRE ADM APPROVAL STAGE

- ➔ DEMAND INITIATION : USER DTE

- ➔ PREP ROUGH COST : MES/EXECUTING AGENCY(STATE
PWD/CPWD)

- ➔ ACCEPTANCE OF NECESSITY : CFA. DG/MOD

- ➔ SITING BOARD : USER DTE

- ➔ PREPARATION OF AEs : MES/EXECUTING AGENCY

- ➔ ADM APPROVAL : CFA. DG/MOD

POST ADM APPROVAL STAGE

- FUND APPROPRIATION : HQ DGNCC

- TECH SANCTION & TENDER : MES

- PHYSICAL EXEC. / FUND ALLOTMENT : MES / USERS

- COMPLETION REPORT : MES / USERS

TIMELINE FOR PROCESSING OF WORKS

(a)	Projection of works by the user	By 30 Oct
(b)	Acceptance from necessity angle	By 30 Dec
(c)	Finalisation of approved list of works	By 30 Jan
(d)	Forwarding of BPs and necessary documents by user	By 28 Feb
(e)	According sanction for 30% of works (Out of VOA allotment)	By 30 Mar
(f)	Projection of additional works if any,	By 30 May
(g)	Sanction and allotment (including carry over works) for balance work	By 30 Jul
(h)	The BPs for maintenance programme	By 31 Mar
(j)	Utilisation of funds (expenditure, request for surrender, likely carry over load) in r/o sanctioned works and allotment thereto must be intimated by Dtes without fail	By 15 Feb
(k)	State of booking of funds to be obtained from the PCDA	By 15 Feb

- The Ser No in the list will indicating the priority.
- Correct documents as per DWP.
- Detailment of PMG (Project Management Group) and constant monitoring of progress of works by the PMG.
- Interaction with executing agency (MES/CPWD/State PWD) to ascertain progress, monitoring of utilisation of funds and booking states.
- Request for revision of PDC before expiry of existing PDC, if any.
- The PDC given in AEs must be realistic.

DOCU REQD FOR CASES PERTAINING TO WKS/ HIRING/ ALLIED CHARGES

(a) **For MES Wks.**

- (i) To be prep as per instructions laid down in DWP.
- (ii) BPs alongwith S of C, AE-I and AE-II incl Engr Appre.
- (iii) Recommendations upto ADG Dte.
- (iv) Cert from DEO that the bldgs are on A-1 Def Land & permanent estt of NCC.
- (v) Cert that no spl repair has been carried out in last five yrs (in case of spl repairs).

(b) **For Maint Wks.**

- (i) BPs alongwith S of C and maint pgme.
- (ii) Calculation to incl plinth area and auth duly vetted by executing agency.
- (iii) Previous yr's allotment and utilisation.

(c) **For Carry Over Wk.**

- (i) Cert from executing agency (GE/CWE).
- (ii) Letter ref of intimation regarding surrender/non-utilisation of fund if any in the FY in which wk was sanctioned.
- (iii) Justification for delay in utilisation of funds/booking of funds.

(d) **For Hiring/Rentals.**

- (i) Cert from DEO alongwith sanction letter of CFA
(Fund alloc will be done generally through DGDA).
- (ii) Copy of board proceedings.
- (iii) Receipts of payments made.
- (iv) Copy of agreement signed highlighting terms & condns.

(e) **For Electricity/Water Charges.**

- (i) Yearly Bd, fixing auth of units and rates.
- (ii) BPs giving details of bills, auth, consumption.

A detailed checklist will be att on top of each case as a ready-recknor.

BUDGET HEADS (NCC WKS)

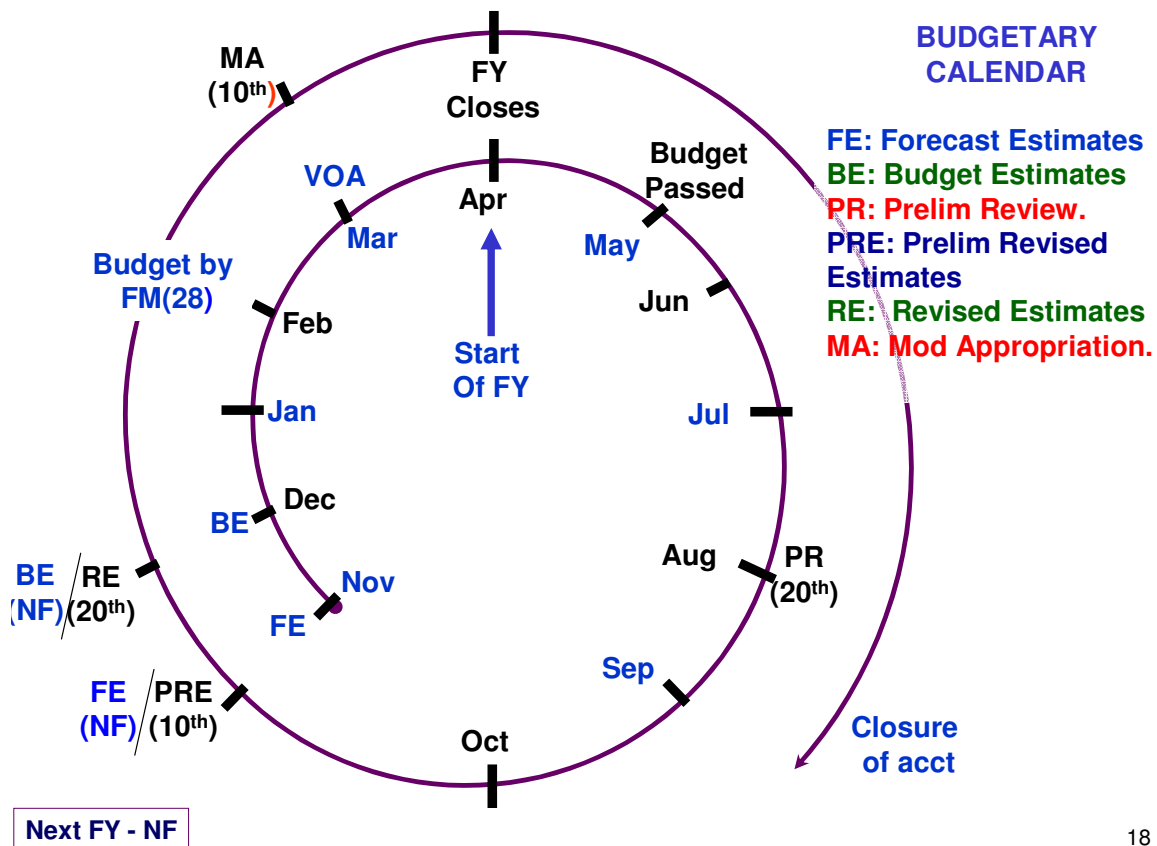
➤ CAPITAL HEAD :

- MAJOR HEAD 4076.
- MINOR HEAD 01 – ARMY.
- SUB HEAD 113 NCC.
- CAPITAL WKS CODE HEAD 1/907/45.
- CARRY OVER CAPITAL WKS CODE HEAD 1/907/44.

➤ REVENUE HEAD :

- MAJOR HEAD 2076.
- MINOR HEAD 113.
- SUB HEAD (E) NCC.
- REPAIRS , SPL REPAIRS, MINOR WKS &

REVENUE WKS CODE HEAD 1/549/01.



HNMS

- 246 NMS DESIGNATED AS HNMS.
 - 165 IN 1991.
 - 03 IN 1995.
 - 81 IN 2001.
 - 03 DELETED IN 2012.
 - CASE TAKEN UP FOR 83 MORE STNS FOR HNMS.

CONVERSION OF SOFT NON MIL STNS INTO : HARD NON MIL STNS OF NCC

S NO	NCC DTE	AS PER 22 OCT 91 LIST INCL IN HNMS	AS PER 05 DEC 2001 LIST INCL IN HNMS	23 HNMS STN ALREADY PROPOSED FOR APROVAL BY MOD	ADDL STNS PROPOSE FOR INCL IN HNMS	REMARKS
1	2	3	4	5	6	7
1.	AP	TIRUPATI NIZAMABAD ELURU KURNOOL MACHILIPATNAM	NELLOR EWARNGAL GUNTUR KAKINADA	NALGONDA, ADILABAD SANGAREDDY ONGOLE CHITTOOR ANANTPUR	KADAPA	
2.	B & J	MUNGER SAHARSA PURNEA ARRAH AURANGABADBI HAR SHARIF SASARAM MUZAFFARPURC HAPRA SAMASTIPUR MOTIHARI MADHUBANI DHANBAD MESRA DALTONGANJ	BUXAR DARBANGA HAZARIBAGHBHA GALPUR	NIL	DUMKA KODERMA GUMLA	
3.	DELHI	NIL	NIL	NIL	NIL	
4.	GUJARAT	SURENDRA- NAGAR VISHNAGAR NADIAD GODHRA TALOD NAVSARI RAJPIPLA	MEHSANA RAJKOT BHAVNAGAR JUNAGARH VV NAGAR NADIAD SURAT HIMATNAGAR	NIL	PALANPURAMRE LI DAHOD PORBANDER PATAN	

1	2	3	4	5	6	7
5.	J&K	NIL	NIL	NIL	BHADERWAHMA NSAR SAMBA	
6.	KAR & GOA	TUMKUR KOLAR MADIKERI UDUPI SURATHKAL KARWAR DAVANGERE BAGALKOT GADAG GULBARGA	MANIPAL SHIMOGA BELLARY BIJAPUR RAICHUR DHARWAR HUBLI HASSAN	NIL	MANGALORE HAVERI CHITRADURGAKO PPAL UTTAR KANNADA RAMNAGAR CHIKKABALLAPUR MANDYA	
7.	K & L	VARKALA NEYYATTTINKARA MAVELIKARA CHENGANUR ALLEPPY PATHANAMTHITTA THIRUVALLA PALA MUVATTUPUZHA CHANGANACHERRY CHERTHALAI PALGHAT OTTAPPALAMCANNA NORE TELLICHERY KOTTARAKARA PAYANNUR	KOTTAYAM ALUVA CALICUT MANNUTHY	THENHIPALAM	NEDUKANDAMW AYANAD LAKSHDWEEP	
8.	MAH	SOLAPUR SANGLI KARAD RATNAGIRI AKOLA KHANGAON JALGAON JEETMAL DHULIA AMALNER LATUR	SATARA AMRAVATI NANDED WARDHA	NIL	WASHIM OROS (SINDHUDURG) SINDHUDURGP BHANI/ BULDHANA	

1	2	3	4	5	6	7
9.	MP &CG	HOSHANGABAD BHIND SHIVPUR RATLAM NEEMUCH CHHINDWARA BALAGHAT SHADOL BILASPUR DURG REWA CHATARPUR GUNA	SATNA JAGDAIPURUJJAIN KHANDWA KANKOR RAIGARH BHILLAI	KATNI	VIDISHA RAIPUR RAJNANDGAON KORBA MOHU SHEOPUR KOTMA DATIYA	
10.	NER	JORHAT KARIMGANJ KALILASHAHAR DIBRUGARH AGARTALA	NIL	GOLAGHAT SIBSAGAR PASIGHAT MOKAKCHUNG KOHIMA DIGBOI N LAKHIMPUR ITANAGAR (NAHARIAGAN)	SHIVASAGARDHU BRI TEZU	
11.	ORISSA	CUTTACK DHENKANAL SAMBALPUR BHUBANESWAR	BHADRAK BERHAMPUR PURI JEYPORE BURLA	ROURKELA	NABARANGPURR AYAGADA BHAWANIPATNA KEONJHAR KORAPUT JHARSUGUDA	
12	PHHP&C	REWARI JIND NARNAUL MANDI RAMPUR UNA BILASPUR	ROHTAK BHIWANI HOSIARPUR BATALA PHAGWARA NABHA ROPAR KARNAL KURUKSHETRA YAMUNANAGAR SONEPAT HAMIRPUR KULLU	MOGA	MALOUT PANIPAT SIRSA NOOH MAHENDARGAR H	

1	2	3	4	5	6	7
13.	RAJ	CHURU SIKAR BARMER SIROHI	PILANI BHILWARA	NIL	NIL	
14.	TN & AN	KANSHEPURAM KUMBAKONAM\KARAI KUDI PALAYAMKOTTAI (TIRUNELVELLI) VIRUDHUNAGAR NAGERCOIL DINDIGDL TANIAVUR RAJAPALAYAM TUTICORIN KARAICAL ANNAMALAINAGAR OUDDALORE	VELLORE SALEM ERODE PONDICHERRY	OOTY MADURAI	KARAICAL	
15.	UK	PAURI GARHWAL UTTARKASHI GOPESHWAR	HARIDWAR	GHORAKHAL PANTNAGAR	BAGESHWAR	
16.	UP	FIROZABAD MAINPURI HATHARAS PARTAPGARH DHAMPUR BIJNOR KHURJA SIKANDRABAD ORAI FATEHPUR SHIKAHABAD ETAWAH LAKHIMPUR MAWANA BARUT MUZAFFARNAGAR SHAMLI BALLIA GHAZIPUR BASTI GONDA DEORIA PADRANUNA BALRAMPUR	ALIGARH MORADABAD RANIPUR MODI NAGAR BULANDSHAR HAPUR UNNAO RAI BARELY SITAPUR FAIZABAD MUGHALSARAI MIRZAPUR JAUNPUR	SAHARANPUR	GHAZIABAD JALAUN AMROHA KHALILABAD SHRAVASTI	

1	2	3	4	5	6	7
17	WB & S	BELUR BONGAON KRSHNAGAR KALYANI KALNA BURDWAN ASANSOL CHINSURAH BOLPUR PURULIA SURI MIDNAPORE CONTAI VISHNUPUR TAMLUK BANKURA MALDA	KHARAGPUR JALPAIGURI	BERHAMPUR	PURULIA BALURGHAT RAIGANJ NAMCHI	