

CHARTER OF DUTIES: TRAINING OFFR

1. Ensure timely submission of reports/returns.
2. PRCN/Ref Course WOTS/Naval/Air/Tech.
3. Para Trg Courses.
4. Civil Defence Courses.
5. Range & Range classification of NCC cadets.
6. Army Drill Courses.
7. Parade Attendance Return.
8. ATC/CATC
9. PM's Rolling Trophy (Air)
10. PRE/VSC And Air Wing Matters
11. Teakwondo etc.
12. Independence Day Camp.
13. Inter Group Competition.
14. List of reports returns
15. Republic Day Camp-All Correspondence.
16. Pre RDC-All Correspondence
17. Best Cadets.
18. NIC/RCTC .ALC's
19. Indo Canada Youth Exchange Programme.
20. Directorate Selection Camp.
21. NCC Day Camp.
22. Para Sailing/Skking Course.
23. Shooting Competition Course
24. Correspondence with State Govt for funds and various allowances.
25. Briefing for DG/DY DG/Others-Trg Branch.
26. Social Service Activities.
27. Commissioning of NCC Cadets & PSTC
28. PRCN/Ref Courses- NCC OTS.
29. Pre TSC Boys/Girls/TSC (Boys & Girls).
30. Trophies/Incentives-RDC.
31. Pre Nau Sainik Camp/Nau Sainik Camp & PM Rolling Trophy.
32. Attachment of NCC Cadets with Regular Army Units/MH/Air Force
STN/Naval Ships.
33. Cadet Hand Book.
34. Internal Correspondence/Conferences-Trg Branch.

35. Tour Notes-TRG Branch Matters.
36. Materiel for NCC Day Brochures. - TRG Branch.
37. Monthly Dinghy/Whaller return (Navy)/Ship Modeling and Sea Training.
38. Motivation Training.
39. Inter Dte General Proficiency and Achievement Competition
40. Trekking
41. Adventure Activities- Motor Cycle/cycle Expedition
42. Certificate Examination all matters/all wings incl'C' Certificates
43. Training Directive and training syllabus
44. Officers Training (Dte and DG Organised).
45. Maps and Training Films.
46. NCC Games & Sports.

FUNCTION OF JD LG's (ADM-1)

State Govt

1. Hiring/Dehiring of office accn for Gp/Units.
2. Process/Monitor availability and allotment of land for constr of office accn with state Govt.
3. Process rent/allied charges for office building.
4. Process Expdr/Demand for purchase from Camp incidental funds.

Central Govt

5. Veh/Eqpt/Cont stores demand and process.
6. Arms and amn, demand process and issue.
7. Air and Naval Eqpt, process and repair.
8. Allotment of funds for
 - a) MT Repair/Hiring of CHT
 - b) Maint of accn for PI Staff
 - c) Refitting/Washing of Clo items
 - d) Repair of Eqpt Army, AF and Navy
9. Process/Progress loss cases

FUNCTIONS OF DD LG's (ADM-II)

10. Repair/issue clo items/para sails
11. Monitors dues in of clo
12. Process loan application for tentage
13. Conduct CB/SURVEY Board
14. Process/purchase of non Expendable stores.
15. Kitting of Cdts, TSC, VSC, NSC & RDC
16. Budget prep for Mufti/Others
17. Submission of AWR/ASR
18. IT Maint/Hardware/Sty
19. Launching of rdc Contingent (Clo & Stores)
20. Issue of Clo to Gp'S by hiring CHT.

CHARTER OF DUTIES OF ADDL DIRECTOR (COORDINATION)

1. Publicity and information/arranging publicity of NCC events with News-paper correspondents, PROs and State Information Authorities.
2. Demand and distribution of Training Films.
3. Internal coordination within the Dte.
4. Tours officers-Scutinizing tour programmes of all officers under this Dte, authorities their moves and transport arrangements.
5. Tours Notes-VIPs/ Visiting Officers/Dry DG and Staff- Disposal and Discussion.
6. Collection of materials for NCC day Brochure: its printing/distribution to all NCC Units/Institutions and state Govt Departments.
7. Collecting materials from NCC Units, scrutinizing it and submitting for publication in the The Cadets/Journal published by HQ DG NCC.
8. Reports & Returns (Coora and intern branches/sections)- Fixoing the number of reports and returns to be submitted by Gp/Units, their periodical revision and compilation of some general reports for submission to HQ DG NCC and State Govt.
9. Ceremonial parades-Organisation and administrative arrangements connected with ceremonial parades.

10. Conference (including Staff)- Conferences at Dte Gen NCC, NCC Dte Lucknow and conferences with State Govt. Compiling of Agenda points, drafting address , recording minutes and disseminating decisions to all concerned.
11. Annual Insp Reports-approving annual inspection programmes scrutinizing inspection reports and their final disposal to Dte Gen/Gp HQ and Units.
12. Handing/taking over documents-units.
13. Mess-raising/forming NCC Officers Messes supervising their functioning and scrutinizing their maintenance allowance claims.
14. Move of Officers/JCOs on temp duty- Authorising all moves of officers/JCOs/NCOs and other ranks under this Dte and obtaining sanction from high HQs when necessary.
15. Hours of work and holidays and Gp HQ/units-Issuing policy and regulating.
16. Priced Pamphlets – demand and distribution.
17. Channel of Correspondence-Policy relating addressing by NCC units/GP HQ correspondence to higher civil and military authorities.
18. Any other cases not being dealt/cannot be dealt with by any other Branch.
19. Correspondence connected with elections
20. Liaison with State Govt, Sub Area & Stn HQ and Sahara up in matters concerning NCC.
21. Installation of telephones and issue of telephone Directory for all Units in the Directorate and keeping it up-to-date.

CHARTER OF DUTIES OF ADDL DIRECTOR

(PLANNING)

1. Planning the layout of NCC Gp HQs political district-wise and of units/sub-units institution-wise throughout the State for the ensuing year.
2. Conducting of separate planning for allocation of NCC units/Sub-units in Uttarkhand Division with reference to special conditions prevailing in the region.

3. Preparing budget estimates for new raisings and shifting of units as a result of reorganization.
4. Reorganization of NCC Units/sub-units for the current/ensuring year.
5. Periodical review as a result of implementation of reorganization plan which involves withdrawals and re-allotment.
6. Compilation, amendments, printing and distribution of location statement of all NCC Units/sub-units issued yearly.
7. Policy regarding enrolment and exemption of students from NCC Training Collection and maintenance of data on enrolment
8. Command and Control-Grouping/Regrouping of NCC, NCC Units Group HQ and their affiliation with Sub Areas/Stations HQs
9. Policy on old records-approval of Bd proceedings for destruction of documents for all units in the Dte.
10. Destruction of old documents in respect Gp HQ and Units.
11. Parliamentary question-Collection of data and disposal in respect of State Assembly/Parliamentary questions.
12. Statistical data-Collection and compilation of all data pertaining to NCC in the State and submission of the same to higher HQ.
13. NCC Act, Rules and Orders-Demand, provisioning, distribution review/revision.
14. Corps History.
15. Peace Establishment and Peace Equipment Tables of NCC Gp HQ and Units.
16. Forecasting of Budget estimate for five years plan of the State.
17. CSD Canteen-Issuing policy and regulating Opening of SD and Extn Counter Canteen facility for ex-serviceman.
18. Mixed Bn Concept.

CHARTER OF DUTIES: PERS (A) BRANCH

1. This Branch is know as personnel 'A' Branch.
2. This Branch is dealing with the establishment matters of all category and all ranks viz-a-viz Army, Navy and Air Force:
 - a) Posting/transfer of all officers and PBOR posted in this Directorate.
 - b) Promotion of all officers and PBOR posted in this Directorate.
 - c) Discipline of all officers and PBOR posted in this Directorate.

- d) Welfare of all officers and PBOR posted IN THIS Directorate.
- e) Extension of ERP tenure officers and PBOR posted in this Dte.
- f) Statutory/Non statutory complaints of officers and PBOR posted in this Dte.
- g) Honours/Awards of officers and PBOR for RDC and various centralized camps.
- h) Court of Inquiry of all ranks
- i) Part-II Order Gp Cdrs/Offg Gp Cdrs
- j) PME Officers and PBOR for RDC and various centralized camps.
- k) Court of Inquiry of all ranks
- l) Part-II Order Gp Cdrs/ and Offg. Gp Cdrs
- m) Attachment of officers and PBOR with DGNCC for various occasion.
- n) Re-employment officers and Officers
- o) Complaints against officers and PBOR
- p) Record of service officers posted in this Dte
- q) Visit leave officers
- r) Retirement/premature retirement officers and PBOR posted in this Dte.
- s) Study leave officers
- t) Allotment of NSP weapon officers and JCOs.
- u) All service matters pertaining to WTLOs.
- v) Pay and allces PBOR with PAO(OR)

DUTIES OF DEPUTY DIRECTOR PER 'B' BRANCH

1. Selection of ANOs
2. Correspondence on Selection Board Proceedings of Degree College
3. Course Reports of ANOs/GCIs
4. Grant of Commission & Re-grant of Commission
5. Extension on Validity of Selection
6. Deal with complaint on Selection of ANOs
7. Promotion: ANOs
8. Care Taker Initial & Extension appointment
9. Extension of service: ANOs
10. ACR: ANOs/GCIs

11. Best ANO Award Akllowan
12. Offg Command Allowance
13. Correspondence on Court Cases: ANOs/GCIs
14. Court Case Reports & Returns: ANOs
15. Processing of legal fees bills submitted by the Govt counsel!
16. Complaints/Discipline cases against ANOs & GCIs
17. Honorary Rank to VCs/Ex-ANOs
18. Placing ANOs on Supermumerary List
19. Relinquishment of Commission: ANOs
20. Pay & Allowances of ANOs/Care Takers
21. Dress Regulations of ANOs & GCIs.
22. Half yearly Strength Reports and Return (ANOs)
23. Best Cadet Awards/ Cash Incentives to Cadets
24. Concessions in Employment & Education Areas
25. Death/Injuries: Cadets
26. Terms & Condition: GCIs
27. HBA/Motor Cycle/Scooter/Motor Car Advance: GCIs
28. AFPP Fund: GCIs
29. Promotion: GCIs
30. Identity Card: ANOs/GCIs
31. Posting/Transfer: GCIs/ANOs
32. Provisional & Formal Move Sanction of GCIs
33. Honours & Awards to all NCC Personnel
34. Scholarships to NCC Cadetes from CWS Fund
35. Sahara Annual Scholarship: Professional/Non-professional to NCC Cadets
36. Scholarships to NCC Cadets from Chief Minister's Fund
37. Pension: GCIs
38. 07/12 Years Long Service Medals to ANOs
39. Correspondence on Ex UOIs/SMIs
40. Other Misc Subject pertaining to Branch

CHARTER OF DUTIES-ADDITIONAL DIRECTOR, FINANCE} AND ACCOUNTS

1. Finance and Accounts Branch Broadly deal with the State Budget.
Following are the salient tasks of the Additional Director, Finance and

Account in keeping with the provisions of Uttar Pradesh Govt Order No S- 8097/X-300 (14)/ 84 dated 02 Jan 1975 and other orders by the Government from time to time: -

- a) Submission of Budget Estimates to the Government
- b) Examination/vetting of Financial proposals of various Branches of the Directorate before these are submitted to the Director/Deputy Director General for approval and onward submission to the Government
- c) Submission of proposals for additional allocation of funds, if any, to the government through recasting of Budget, Supplementary demand or re-appropriation, as the case may be
- d) Demand funds from the Government and sanction House Building/ Repair/Extension/Motor Cycle/Scooter/Cycle advances to the State Government Employees
- e) Allotment of Funds to various Drawing and Disbursing Officers (NCC Gp HQ and Units). There are 43 DDOs in Uttar Pradesh and 10 DDOs in Uttar Pradesh and 10 DDOs in Uttar Pradesh and 10 DDOs in Uttaranchal
- f) Watching of progress of expenditure with a view to avoiding large savings or excesses
- g) Submission of appropriation and expenditure return to the Government, Accountant General, Uttar Pradesh and Uttaranchal and Director of education, as also verification and reconciliation of figures of expenditure maintained by the Directorate and those booked in the Office of the Accountant General, Uttar Pradesh and Uttaranchal
- h) To ensure proper maintenance of accounts of expenditure and receipt by the DDOs
- i) To see that expenditure for which no provision exists in the budget is incurred. Also no wasteful or avoidable expenditure is incurred.
- j) Scrutiny of tenders and quotations for purchase as well as of all documents. Contracts etc proposed to be executed for purchases and other dealings. If there is a purchase committee in the department, the Additional Director, Finance and Accounts should be included on it as member.
- k) Examination of cases of embezzlements, thefts, losses of State Government Property and cases of write off of losses before

submission to the Deputy Director General/State Governments by the various Branches of the Directorate

- l) Inspection of subordinate Office(s) and issue of inspection report(s) to the concerned office with a copy to the Finance Department of the Government.
- m) Internal Audit of expenditure/receipt of NCC Gp HQ, Units and PSTCs and watching the settlement of audit objections/ observations
- n) Scrutinize, pass and submit to Accountant Generals of Uttar Pradesh and Uttaranchal, the detailed contingent bills in adjustment of advances drawn for camp, course, FOI, etc after getting these countersigned by the Director on Behalf of the Deputy Director General.
- o) Raising of re-imbusement claims(80% of 50%, 20% of 50% or 50% direct, as the case may be) against the Government of India in respect of expenditure incurred on various types of camps through the respective Accountant Generals
- p) Pre-audit of time barred claims
- q) Scrutinize claims for payment of 90% Balance of GPF standing at the credit of retiring/deceased State Government Employees

CHARTER OF DUTY: ADDL DIRECTOR (EST)

1.	Office accn & furniture's
2.	Stationery
3.	OCG
4.	Revenae
5.	IT
6.	FOL
7.	MT Repair
8.	CHT
9.	Regimental Fund
10.	Telephone & Intercom
11.	AMC of all items
12.	Railway Warrants
13.	All matters pertaining to PI Staff
14.	MT requirement

15.	MES works, Office Accn & furniture's
16.	Audit objection of RAO
17.	Administration & Discipline PI Staff & Service Personnel Security of the Directorate Stn matters

CHARTER OF DUTY: ADM OFFICER (CIVILIAN)

1.	All matters of Central Govt Civilian Employees e.g. recruitment, posting/transfers, promotions, reservation, discipline, leave, publication of Daily Order Part II, Maintenance of Service Record, Initiation of ACRs, Crossing of Efficiency Bar, Court cases, retirement etc.
2.	Pay & Allowances, Advances, GP Fund, Pension of al Central Govt Civilian Employees
3.	Permanent and temporary duty moves of all civilian staff and TA/DA claims.
4.	Residential accn for civilian staff
5.	Audit of Services Books
6.	Represent the Dy DG NCC in Central Govt Servants Welfare Co-ordination Committee and responsible for all welfare measures of the civilian staff. He will initiate and implement various welfare measure with the approval of the Dy DG
7.	Maintenance of upto date statistics rules regulations, various orders and instructions issued periodically.
8.	Claiming/drawl of pay & allowances of Civ Staff and for their disbursement to them.
9.	Maintenance of Record Room
10.	Part II Orders-Offrs, Personal Files & all correspondence Offrs posted with NCC Dte except Move Order, Rly Warrant, Dy DG & Dir.
11.	To look after CR Branch
12.	Security passes & I. Card-civilian staff
13.	Directorate library
14.	Destination of all docus/records of all branches of the Directorate
15.	Audit objection of Service Books- Civ staff
16.	General administration & discipline civ staff
17.	All correspondence CGHS

CHARTER OF DUTY
PERS (B&F) BRANCH

REGIMENTAL FUND ACCOUNT

1. Maintenance of Cash book of Regimental fund and correspondence related there with.
2. Maintenance of Sundry Debtors Ledger and follow up action for early recoupment.
3. Collection of money from SBL, Ashok Marg for making payment to concerned parties branches.
4. Scrutiny of time barred cases.
5. Scrutiny of contingent bills and advances received from JNVs.
6. Rendition of following Quarterly reports to DGNCC, New Delhi:
 - a. Quarterly reports in respect of Regimental fund/CSD fund (by 15th of subsequent month of quarter)
 - b. Quarterly audit board proceedings in respect of group Headquarters (by the end of the subsequent month of quarter)
 - c. Jawahar Navodaya Vidyalaya expenditure report (by the end of the subsequent month of quarter)
 - d. Regimental fund expenditure reports (by 15th of subsequent month of quarter) in respect of Directorate
7. Scrutiny of bills in respect of Birla Vidya Mandir, Nainital for countersignature and submission to CDA.
8. Control of budget in respect of JNVs and Birla Vidya Mandir, Nainital.
9. Sanction for Opening of New imprest account and related correspondence.
10. Placing of requisition of fund from CDA for Para Training Course at Agra and watching of adjustment bills.
11. Remittance of amount in respect of Cadet Welfare Society and DG's Share of Regimental outing.
12. Submission of pay bills of lascars to CDA.
13. Audit para/Test audit objections.
14. Inter branch correspondence.
15. DG's Audit inspection and settlement of observations.
16. Quarterly audit of accounts (B&F) Branch.
17. Follow up notion for renewal of fixed deposits.

18. Circulation of all policy letters received from DGNCC to all NCC Group Headquarters.
19. Issue of sanction to regularize excess expenditure of Regimental fund.

CAMP ACCOUNTS

1. Scrutiny of TA/DA, LTC claims of Group Cdrs and their submission for countersignature.
2. Sanction for not availing warrant in respect of service Others. Scrutiny of Ration Money claim. Electricity, tuition fees, CEA claims of service Offrs .
3. Serutiny of Ration Money claim electricity, tuition frees.CEA claims of service offrs for countersignature.
4. Maintenance of cash Book of camp account and correspondence related therewith.
5. Preparation of hindi reports.
6. Remittance of fund NIC/SD/SW.
7. Placing of requisition of funds from PCDA for Hill Track Expedition Course.
8. Preparation of Bank Draft and collection of money relating to camp fund.
9. Scrutiny of time barred cases and related correspondence.

Public Fund Accounts

1. Rendition of Budget Estimates and Reports to DGNCC.
2. Control of contingency bills for expenditure debt able to office contingency and monitoring expenditure against allotment.
3. Prepation of regular pay bills including supplementary pay bills, festival advance etc and adjustment of DO Pt 2 orders respecting civilian staff of central Govt serving in the Dte.
4. Disbursement of Pay and Allowances to the Civilian staff.
5. Inspection of accounts maintained by Gp/Units under the administrative conyrol of Dte and settlement of objection on such accounts.
6. Scutiny of TA/DA/LTC claims of Gp Cdrs and civilian staff including officers of Dte.

7. Sanction for not avading Rly warrant in respect of service officers.
8. Scrutiny of bills relating to Mess Maintenance allces.
9. Scrutiny of time bar cases and correspondence relating thereto.
10. Scrutiny of bills of advances received from Jawahar Navodaya Vidyalayas regarding washing allowance, refreshment allowances, amenity grant etc.
11. Scrutiny of bills regarding Honorarium of NCC officers (Pt time) and Pay allowances of lascars.
12. Scrutiny of statement of cases requiring sanction of DG NCC for purchases made from regimental fund by the Gp HQs Units.
13. Preparation of contingent bills for Trekking allotment and remitting the money to concerned Gp HQs and monitoring the submission of adjustment bills.
14. Liaison with PCDA's office.