

No. 6841/A1-Est/2013/NCC

NCC Directorate(K&L)  
State Wing  
Thiruvananthapuram-10

24 Jan 2014

Circular No. 1/14

**Sub : NCC Estt – Disciplinary action as per KCS & CCA Rules  
1960 – Guidelines - reg.**

It has come to notice that Memo of Charge as per KCS & CCA Rules 1960, is being issued to the employees from certain units without due authority and in contravention to relevant provisions in the statutory rules. Disciplinary action vide KCS & CCA Rules 1960 is initiated against an employee with the issuance of MOC & 'Statement of Allegations' by the **disciplinary authority after having been convinced** of prima-facie grounds for such an action. The Officer Commanding as the Head of Institution is only competent to issue Memos calling for explanation with regard to any alleged misbehaviour, serious lapses, dereliction of duty etc. Commanding Officers are free to issue warning memos to employees, against repeating acts. On repetition of the same and if it is found ripe for further action, such cases can be taken up with the Directorate duly recommended and substantiated with documentary evidences and list of witnesses for initiating disciplinary action as per KCS & CCA Rule 1960. Disciplinary action initiated as per statutes should have to be finalized within a time frame and non settlement of the same will affect the promotion and release of pensionary benefits.

In the above circumstances, disciplinary action seen to have been initiated erroneously by serving 'Memo of Charges' at the level of Commanding Officers are contrary to rules and hereby withdrawn. If warranted, Commanding Officers can initiate de-novo action and take up the matter with the Directorate in accordance with above procedure for further action.

Sd/-  
(B Chakravarty)  
Major General  
Additional Director General NCC

To

All Group Commanders

All Commanding Officers

Approved for issue

