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

No.4356/B1-Est/2020/NCC

01 Oct 2020

Sub : Circular – NCC Dept - Office Procedure – regarding

1. It has been observed that while submitting documents to NCC Directorate by Group Headquarters and Units in respect of reports and returns, application of TBHG, declaration of probation etc, the covering letter is being signed by Managers/JS of respective Group Headquarters and Units.
2. HOD directed that hence forth, the following procedures will be adopted by all Group Headquarters and Units :-
 - (a) All letters initiated by Group Headquarters to Higher Headquarters/Civil Authorities to be signed by Group Commander/Deputy Group Commander/ Training Officer.
 - (b) Letters pertaining to all matters to be signed by CO/AO at Unit level and TO/DGC/Gp Cdr at Gp HQ level. The manager should ensure that the content of all the incoming letters is seen by Head of Office. (CO for Unit level and Group Commander for Gp HQ level).
 - (c) All letters initiated by Units to Higher Headquarters or civil authorities to be signed by Commanding Officer/Administrative Officer.
 - (d) In the absence of above signing authorities, the Manager can sign documents with sanctioned authorization. At the unit level, Junior Supdt can sign the documents, subject to order of higher authority. The documents thus signed will be put up for perusal of permanent authority on his return.
 - (e) The attendance register be kept in the custody of Junior Superintendent/Manager but should put up to AO/CO incase of Unit and DGC & CAO/Gp Cdr for Gp HQ together with daily abstract register every day.


Contd...2/-

(f) All Proceedings should be signed by the Head of Office before submitting it to the Treasury. In this connection, policy guidelines issued vide this office letter No 671/A1-Est/2017/NCC dated 25 May 2018 to be complied with.

(g) Service Book of NGO must be maintained by Head of Office. Every step in an employees official life must be recorded in Service Book and each entry must be attested as follows :-

Unit - Commanding Officer
Group Headquarters - DGC & CAO/Manager (All the Service Books need to be verified by the Group Commander as half yearly basis. And necessary endorsement to this effect be made in a Register which be checked during Adm Inspection).




(Mandip Singh Gill)
Major General
Additional Director General NCC

Distribution :-

All NCC Group Headquarters and Units - Through website
Internal :- All sections