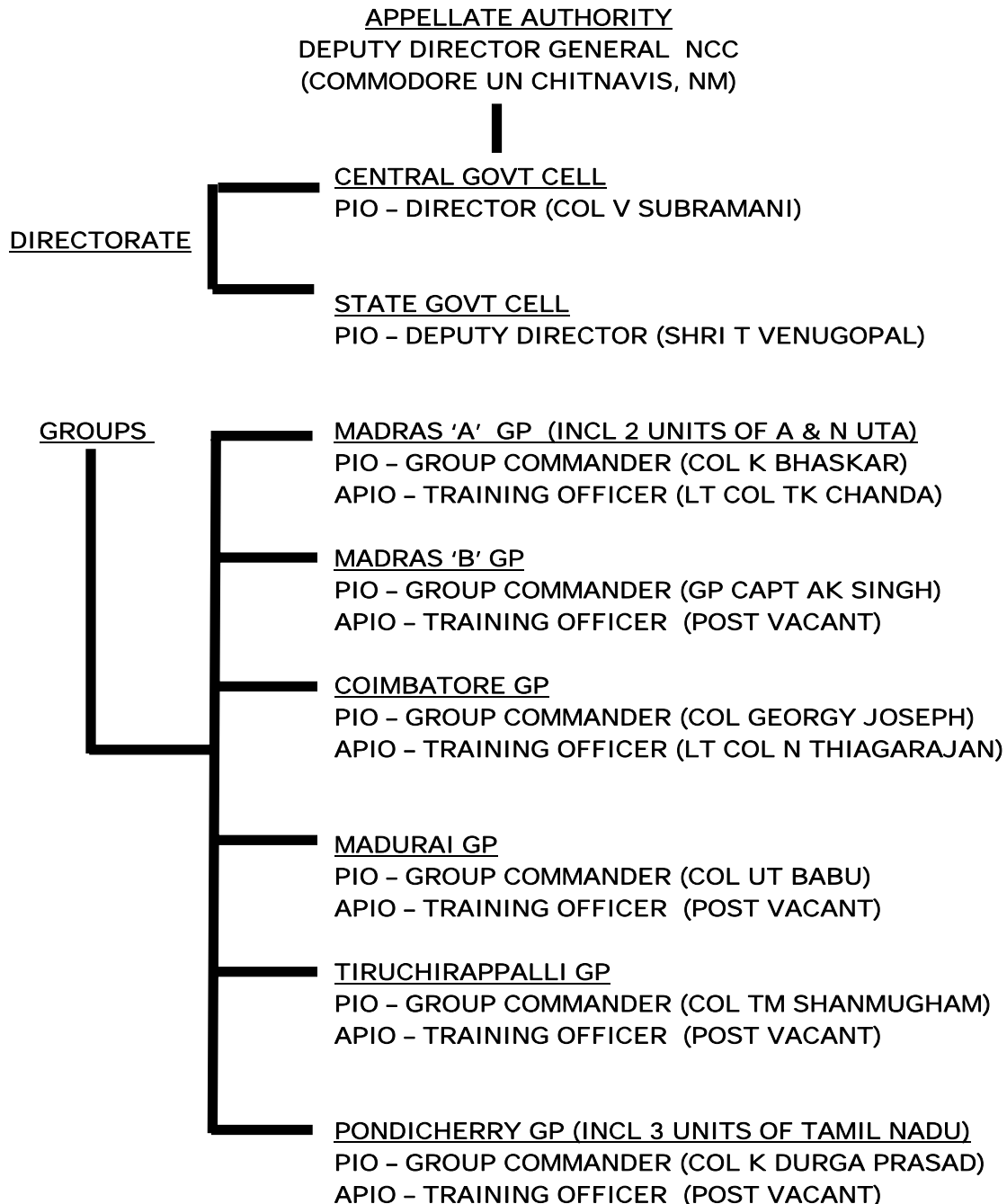


NATIONAL CADET CORPS DIRECTORATE
TAMIL NADU, PONDICHERRY & ANDAMAN NICOBAR
FORT SAINT GEORGE, CHENNAI - 600 009

MANUAL OF RIGHT TO INFORMATION ACT - 2005

PUBLIC INFORMATION OFFICERS OF NCC DIRECTORATE OF
TAMIL NADU, PONDICHERRY AND ANDAMAN NICOBAR



RIGHT TO INFORMATION ACT, 2005

MANUAL OF NCC DIRECTORATE (TN,P&AN)

1. The Manual of NCC Directorate Tamil Nadu, Pondicherry & Andaman Nicobar, Chennai-600 009, has been published with the intention of disseminating vital information about NCC to the public based on the **Right to Information Act, 2005**, published in the Gazette of India (Extraordinary - Part II - Section 1) No.25 dated Jun 21, 2005.

OBLIGATIONS OF PUBLIC AUTHORITY
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2. As per the Right to Information Act, 2005 of the Govt of India, National Cadet Corps Directorate (TN,P&AN) being a Governmental Organisation, publishes and disseminates the following information for the benefit of the public:-

PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES

3. Inception & Growth of NCC.

UC 1917

The NCC has its genesis in the **University Corps (UC)** which was created under the Indian Defence Act, 1917, with the object to make up the shortages of the Army.

UTC 1920

In 1920, when the Indian Territorial Act was passed, the University Corps was replaced by the **University Training Corps (UTC)**.

UOTC 1942

In 1942, the UTC was renamed as the **University Officers' Training Corps (UOTC)**.

NCC 1948 ONWARDS

The need to create a youth organisation at National level to train the young boys and girls to be better citizens and future leaders of our country in all walks

of life, including defence forces, was rightly realised by our leaders. A Committee under Pandit HN Kunzru was set up in 1946 at the behest of our first Prime Minister Pandit Jawaharlal Nehru. Recommendations of this Committee paved the way for the formation of NCC. Thus, the **National Cadet Corps (NCC)** came into existence on 15 July 1948 under the National Cadet Corps Act (No.XXXI of 1948) enacted by the Parliament. In nutshell, the NCC of Independent India was inaugurated on 15 July 1948. The enrolment was open to both school and college/university students. Initially, the Senior Division (Boys in College/University) and Junior Division (Boys in School) were raised.

In 1949, the **Girls Division** was raised in order to give equal opportunities to school and college going girls.

The NCC was given an **inter-service image** in 1950 when the **Air Wing** was added, followed by the **Naval Wing** in 1952. Same year, the NCC curriculum was extended to include **community development/social service activities** as a part of the NCC syllabus at the behest of Late Pandit Jawaharlal Nehru who took keen interest in the growth of the NCC.

Following the Chinese Aggression, to meet the requirement of the Nation, the **NCC training was made compulsory** in 1963.

However, on the resistance of students against compulsory NCC training and also on the suggestions of some Vice Chancellors in 1968, the **Corps was again made voluntary**.

The Corps which started in a small way with a Cadet strength of 1.67 lakhs has now grown to more than 13 lakhs. The network of 774 NCC units is spread all over the country through 4880 Colleges and 7783 Schools.

COMMITTEES

4. Central Advisory Committee. The NCC functions under the overall supervision of the Central Advisory Committee, constituted under the provisions of Section 12 of the NCC Act. The Minister of State in the Ministry of Defence [Raksha Rajya Mantri] (RRM) is the Chairman. The Committee generally advises the Govt of India on the matters concerning policy connected with the constitution and administration of NCC.

5. State Advisory Committee. State Advisory Committee functions under the Chairmanship of Hon'ble Minister looking after NCC of the concerned State. The State Advisory Committee makes recommendations and tender advice to the Central Government and to the State Government on important matters pertaining to NCC.

AIMS OF NCC

6. To develop character, comradeship, discipline, leadership, secular outlook, spirit of adventure and the ideals of selfless service amongst the youth of the country.

7. To create a human resource of organised, trained and motivated youth, to provide leadership in all walks of life and always available for the service of the nation.

8. To provide a suitable environment to motivate the youth to take up a career in the Armed Forces.

MOTTO

9. The motto of NCC is "**Unity and Discipline**". 'Unity' implies our basic oneness, the brotherhood of all the Indian people regardless of their caste, colour or creed. Likewise, 'Discipline' is the very bedrock on which any nation is founded. It is for these reasons that "Unity and Discipline" has been adopted as motto of the NCC.

FLAG

10. The inter-service character of the NCC is reflected in its flag. The NCC Flag was introduced in 1954. There are three colours in the flag, namely, Red, Navy Blue and Sky Blue, from left to right (when you are facing the flag). The Red colour is for the Army, Navy Blue for the Navy and Sky Blue for the Air

Wing. The letters "NCC" written in Golden Yellow colour in the crest are encircled by a blossomed lotus wreath. The two dots in the middle of the upper end of the wreath represent the two premier training institutes of the NCC, i.e., the Officers Training Academy at Kamptee, for training male Associate NCC Officers and Women Officers Training Academy at Gwalior, for training lady Associate NCC Officers and Instructors.

ADMINISTRATION

11. (a) The NCC is placed under the Ministry of Defence, Govt of India. Head of the Organisation at All India level is Director General NCC in the Rank of Lieutenant General.

(b) Deputy Director General NCC in the rank of Commodore is the Head of the Department in respect of State NCC Directorates.

12. Categories of Officers & Staff. Officers and Permanent Instructional Staff (PI Staff) are drawn from Army, Navy and Air Force including Central Govt Civilian Staff. Apart from these, Officers, Staff and Associate NCC Officers are drawn from State Govt/Union Territories.

13. NCC Organisational Set-Up.

(a) Headquarters : DG NCC
West Block - IV, R.K. Puram
New Delhi - 110 066
Phone : 011-26104797
Tele Fax : 011-26194435

(Director General NCC is of
Lieutenant General rank)

(b) State Level Offices: Totally 17 Directorates all over India at designated State Capitals/Union Territories are headed by Deputy Directors General in the rank of Brigadier/Commodore/Air Commodore

(c) State Level Office in Tamil Nadu : National Cadet Corps Directorate (Tamil Nadu, Pondicherry & Andaman Nicobar)

Fort Saint George, Chennai - 600 009

Phone : 044 -25670715/
25671373

Tele Fax : 044- 25671255

- (d) Regional Offices : There are six **NCC Group Headquarters** each headed by a Group Commander in the Rank of Colonel/equivalent, under the Directorate. Two Groups are located in Chennai and one each in Coimbatore, Madurai, Tiruchirappalli and Pondicherry.
- (e) District Level Offices: Totally **59 NCC Units** are functioning headed by Commanding Officer/Officer Commanding in the rank of Colonel/Lt Colonel/Major under this Directorate.

ENROLMENT OF NCC CADETS

14. The NCC is open to all regular students of Schools and Colleges on a voluntary basis. Boys/Girls studying in VIII and IX standards are admitted in Junior Division/Junior Wing. A Cadet must have attained the age of 13 years on the day of enrolment.

15. Boys/Girls studying I/II/III year degree course are enrolled in Senior Division/Senior Wing.

16. The Cadets have been divided into the following categories:

(a) The NCC in College/Polytechnic/University level is known as '**Company**'.

- (i) Senior Division - Boys
- (ii) Senior Wing - Girls

(b) The NCC in School level is known as '**Troop**'.

- (i) Junior Division - Boys
- (ii) Junior Wing - Girls

COMMISSIONING OF ASSOCIATE NCC OFFICERS

17. Associate NCC Officers (ANOs) who are selected out of Professors/ Lecturers/Teachers in Educational Institutions undergo NCC Military training at OTA/WOTA and form part of the training team in respect of NCC in their own Colleges/Schools. Senior Division/Wing Associate NCC Officers when in Uniform while attending the authorised course of instruction/parade/camp are entitled to the same courtesies as are admissible to Regular Defence Officers in the Army/Navy/Air Force. Junior Division/Wing Officers are treated at par with JCOs in the Army and equivalent ranks in Navy/Air Force. NCOs in the Army/Navy/Air Wing NCC would pay due compliments to the NCC Junior Division/Wing Associate NCC Officers when in uniform and on parades/camps.

18. Enrolled Strength of Cadets, Number of ANOs and Institutions Covered.

State/Union Territory	Cadet Strength					No. of ANOs	No. of Institutions		
	SD Boys	JD Boys	SW Girls	JW Girls	Total		No. of Schools	No. of Colleges	Total
Tamil Nadu	19089	61829	7737	7735	96390	918	748	327	1075
Pondicherry	850	2840	350	250	4290	107	32	18	50
Andaman & Nicobar	155	800	0	0	955	15	16	2	18
Total	20094	65469	8087	7985	101635	1040	796	347	1143

TRAINING ACTIVITIES & PERCENTAGE OF EACH TRAINING ACTIVITY

19. Institutional Training (50%). Military training is imparted to the NCC Cadets from the Educational Institutions (Colleges/Polytechnics/Schools) to achieve the aims of NCC.

20. Apart from normal training, the NCC cadets are exposed to the following traits :-

- (a) Personality Development
- (b) Bearing
- (c) Endurance
- (d) Courage
- (e) Decisiveness
- (f) Enthusiasm
- (g) Ability of Speech
- (h) Self Confidence

- (j) Loyalty
- (k) Tactfulness
- (l) Unselfishness
- (m) Public Speaking

21. Certificate Examinations. The cadets need to attend Annual Training Camps or other prescribed camps to make them eligible for appearing the Certificate Examination. The Junior Division/Wing Cadets appear for the Certificate 'A' Examination and the Senior Division / Wing Cadets appear for the Certificate 'B' / 'C' Examinations as per the eligibility conditions. The rules and regulations governing the conduct of Certificate Examinations are given in "Special NCC Order 3/S/94".

22. Camps. The following types of camps are conducted at different places in the country for a duration of 10 to 34 days:-

- (a) Thal Sainik Camps (TSC)
- (b) Advanced Leadership Camps (ALC)
- (c) Vayu Sainik Camps (VSC)
- (d) Nau Sainik Camps (NSC)
- (e) Advanced Leadership Camps with Naval Bias (ALC with Naval Bias)
- (f) National Integration Camps (NIC)
- (g) Mountaineering Camps
- (h) Parachute Jumping Training
- (j) Directorate General NCC level organised Treks
- (k) Attachment Camps with Defence Units/Establishments
- (l) Republic Day Camp at New Delhi (RDC)
- (m) Combined Annual Training Camps (CATC)

23. Competitions. For various types of competitions conducted during camps, the mandatory conditions and other important instructions have been clearly prescribed in the "**Standing Instructions for Republic Day Camp - Vol I & Vol II**".

24. Community Development/Social Service Activities (22%). All NCC Cadets are motivated to participate actively in the social service activities such as blood donation, tree plantation, eye donation, adult education, visiting Cheshire Homes/Orphanages, traffic control, anti-dowry pledge, anti-leprosy drive, anti-plastic rally, anti-tobacco drive, AIDS awareness programme, Cancer awareness programme, anti-Female infanticide campaign, anti-child labour campaign, etc. Each year, the strength of participants is increasing considerably.

25. Youth Exchange Programmes in Foreign Countries (8%). Every year, the cadets forming part of RDC are selected for the Youth Exchange Programme (YEP). They are selected through an interview by ADG/DG NCC. Under YEP, the cadets are sent to friendly foreign countries like Russia, Nepal, Bhutan, Australia, Singapore, United Kingdom, Bangladesh, Yangon, Sri Lanka, Vietnam, Foreign Naval Cruise and Foreign Coast Guard Cruise.

26. Adventure Training & Sports (20%). Besides general training, adventure oriented training is imparted to Cadets in wind surfing, para sailing, flying and gliding, ship modelling, aero modelling, cycle/motor cycle expedition, trekking, mountaineering, slithering, scuba diving, hot air ballooning, white water rafting and camel safari.

MAIN EVENTS

27. NCC Day. The NCC Day is celebrated on the **last Sunday of November** every year throughout the country, because on that day in 1949, the first NCC Unit was raised in Delhi, in a formal function presided over by Pandit Jawaharlal Nehru, then Prime Minister of India. During this occasion, the members of this premier youth organisation rededicate themselves to the cause of the Nation and aims of NCC in a befitting manner all over the Country. It is a day of excellent opportunities for the NCC fraternity and the public to mingle with each other for highlighting the NCC activities.

28. Republic Day Camp. The camp is held every year from 28 Dec to 30 January at Garrison Parade Ground, Delhi Cantonment. Totally, 1850 cadets of NCC 17 State Directorates of our country and some cadets from other friendly countries participate. During the camp, the cadets participate in the **Republic Day Parade** (on 26th January) and the **Prime Minister's Rally** (on 27th January). They also put up displays highlighting various NCC activities and cultural programmes bringing the sense of National Integration amongst the youth of our country. In addition, they also participate in various Inter-Directorate Competitions. The RDC Contingent has '**Tea**' with the Prime Minister and later attends an '**At Home**' function hosted by the President of India.

INCENTIVES AND ALLOWANCES TO NCC CADETS AND ANOs

Incentives to NCC Cadets

29. Vacancies Reserved for NCC.

(a) Indian Army.

(i) Indian Military Academy (IMA), Dehradun - 64

- | | | | |
|------|---|---|--|
| (ii) | Officers Training Academy
(OTA), Chennai
(For Short Service Commission) | - | 100 |
| (b) | <u>Indian Naval Academy (Naval).</u> | - | 6 per course |
| (c) | <u>Indian Air Force Academy (AFA)</u> | - | 10% in all courses
including Flying
training courses |
30. Other Incentives.
- | | | | |
|-----|--|---|---|
| (a) | For OR/Sailors/Airmen | - | Bonus Marks/
Weightage/
preference given in
recruitment |
| (b) | Para Military Forces : BSF/CISF/
ITBP/Coast Guard | - | -do- |
| (c) | Ministry of Communications Dept.
of Telecommunication | - | -do- |
| (d) | CRPF | - | NCC 'B'/'C' Certificate
holders are
considered eligible for
recruitment to
gazetted posts |
| (e) | NCC | - | NCC 'C' Certificate
holders are given
preference in the
recruitment of Civilian
Gliding Instructors/
Girl Cadet Instructors/
NCC Whole Time Lady
Officers and Aero/ Ship
Modelling Instructors. |
| (f) | State Governments | - | Preference given to
NCC Cadets in State
Government Services
including Police. |

- (g) Industries - Sahara India and many other top Industries pick up NCC Cadets possessing 'C' Certificate for various jobs in their Companies.

31. Scholarships by the Chiefs of Services to Best Cadets @ Rs.6000/- p.a.

- (a) Chief of the Army Staff - Senior Division Army
Senior Wing Girls
Army
- (b) Chief of the Naval Staff - Senior Division Navy
- (c) Chief of the Air Staff - Senior Division Air

32. DG NCC Scholarships for All India Best Cadets in RDC.

(a) Senior Division and Senior Wing (Army/Navy/Air)

<u>Position</u>	<u>Amount (Rs.)</u>
(i) I	- 5000/-
(ii) II	- 3000/-
(iii) III	- 1000/-

(b) Junior Division and Junior Wing (Army/Navy/Air)

<u>Position</u>	<u>Amount (Rs.)</u>
(i) I	- 3000/-
(ii) II	- 1000/-
(iii) III	- 500/-

33. DDG's Cash Award for TSC, NSC, VSC & RDC.

<u>To Each Individual Medal Winner</u>	<u>Amount (Rs)</u>
(i) I (Gold Medal)	- 1500/-
(ii) II (Silver Medal)	- 1000/-
(iii) III (Bronze Medal)	- 750/-

(b) To Each Participant of Team Event Winners

(i)	I	-	Rs. 100/-
(ii)	II	-	Rs. 75/-
(iii)	III	-	Rs. 50/-

34. Contributions by Cadet Welfare Society (CWS)(a) Financial Assistance.

Category	High Risk Activities (Rs.)	Normal Activities (Rs.)
For death cases	2,50,000/-	2,00,000/-
For Permanent disability cases	Upto 2,50,000/-	Upto 2,00,000/-
For temporary disability cases	Upto 1,50,000/-	Upto 1,50,000/-

(b) Scholarships.

The Society awards 500 Scholarships as one time payment of Rs.5,000/- each to meritorious NCC Cadets in academics, every year.

(c) Best Cadet Awards.

Rs.3,000/- each to four Best Cadets and Rs.2,000/- for four second Best Cadets in each Group have been instituted by DG NCC.

35. Incentives to NCC Cadets provided by Govt. of Tamil Nadu.(a) Scholarships.

Scholarships to 80 SD/SW Cadets @ Rs.1,200/-p.a. and to 90 JD/JW Cadets @ Rs.600/-p.a. (Total amount : Rs.1,50,000/-)

(b) Cash Incentive.

Rs.3.17 lakhs (Approximately) p.a. for participation in Republic Day Camp and Republic Day oriented camps.

(c) Marks in Recruitment/Appointment.

$\frac{1}{2}$ a mark is allotted for NCC activities, in the oral test conducted for the recruitment/appointment of B.T. and P.G. Assistants.

(d) Employment Field.

Tamil Nadu Public Service Commission while selecting candidates to the post in civil services which are under its purview takes into consideration, the NCC Certificates possessed by the candidates.

36. Sahara Scholarship. The Sahara Group of Companies, as a voluntary gesture awards Annual Sahara Scholarships amounting to Rupees One Crore for high achievers and meritorious Cadets in NCC, as mentioned below:-

	<u>Cadets</u>	<u>Amount (Rs.)</u>	<u>Remarks</u>
(a)	Junior Division	6,000/- each	3 per NCC Group.
(b)	Junior Wing	6,000/- each	3 per NCC Group.
(c)	Senior Division	12,000/- each	2 per NCC Group.
(d)	Senior Wing	12,000/- each	2 per NCC Group.
(e)	Higher Studies	30,000/- each	5 Cadets of NCC Directorate (TN, P&AN)

Allowances to NCC Cadets and Associate NCC Officers

37. The Govt. of Tamil Nadu is providing the following allowances to NCC Cadets and Associate NCC Officers/Care Takers :-

(a) Daily Allowance During Journey for Attending Camps and Courses.

(i)	ANOs	-	Rs.35/- per day per head
(ii)	Cadets	-	Rs.30/- per day per head

(b) Washing and Polishing Allowance- Rs.60/- per annum per cadet(c) Petrol, Oil and Lubricants.

(i)	Annual Training Camp	-	Rs.55/- per ANO/cadet per camp
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(ii)	Centrally Organised Camp-		Rs.80/- per ANO/cadet per camp
(iii)	Lubricants	-	6% of quantum Petrol/Diesel
(d)	<u>Messing Allowance during Pre Commission Training/ Refresher Courses for ANO</u>	-	Rs.65/- per day per head
(e)	<u>Rank Pay.</u>		<u>Rank</u> <u>Rs.</u>
(i)	Senior Division/ Wing Officer	-	Lt/Eqvt. 8,000/- Capt/Eqvt. 9,300/- Major/Eqvt. 11,300/-
(ii)	Junior Division/ Wing Officer	-	T/O/Eqvt. 3,250/- S/O/Eqvt. 4,400/- F/O/Eqvt. 5,400/- C/O/Eqvt. 6,600/-
(f)	<u>Refreshment Allowance.</u>	-	Rs.3/- per cadet per hour
(g)	<u>Incidental Allowance.</u>	-	Rs.8/- per day per cadet
(h)	<u>Messing Allowance.</u>		<u>Per Day Per Head (Rs.)</u>
(i)	ANO (Camps/Sail/Cycle Expdn)	-	45/-
(ii)	Cadet (Camps/Sail/Cycle Expdn)	-	40/-
(j)	<u>Honorarium.</u>		<u>Rank</u> <u>Rs.</u>
(i)	Senior Division/Wing ANO-		Lt/Eqvt. 900/- Capt/Eqvt. 1,000/- Major/Eqvt. 1,100/-
(ii)	Junior Division/Wing ANO-		T/O/Eqvt. 700/- S/O/Eqvt. 750/- F/O/Eqvt. 800/- C/O/Eqvt. 850/-
(k)	<u>Caretaker Allowance.</u>		<u>Per Month (Rs.)</u>
(i)	Senior Division/Wing	-	500/- per mensem
(ii)	Junior Division/Wing	-	400/- per mensem

- (l) Outfit Allowance for ANO on Commission - Rs.900/-
- (m) Annual Outfit Maintenance Allowance for ANO - Rs.360/- p.a.

38. Items Provided to NCC Cadets by Govt of India.

(a) Govt of India provides the following clothing items to the cadets on free of cost basis :

(i) Retention Items. All retention (body contact) items issued to new cadets in the new training cycle. 1/3rd for SD/SW and 1/2 for JD/JW. There are 28 retention items as listed in (b) below.

(ii) Life Cycle Items. Based on fair life of an item issued to a cadet. There are 23 life cycle items as listed in (c) & (d) below.

(iii) Condemnation Item. Average wastage reported due to condemnation in a year item-wise.

(b) Details of Retention Items

(i) <u>Army Boys</u>	<u>SD</u>	<u>JD</u>	<u>SW</u>	<u>JW</u>
(aa) Shirt PWPC Khaki	2	2	-	-
(ab) Short PWPC Khaki	1	2	-	-
(ac) Trouser PWPC Khaki	2	-	-	-
 (ii) <u>Army Girls</u>				
(ad) Shirt PWPC Khaki	-	-	2	2
(ae) Trouser PWPC Khaki	-	-	2	2
 (iii) <u>Navy Boys</u>				
(af) Shirt PWPC White	2	2	-	-
(ag) Short PWPC White	-	3	-	-
(ah) Trouser PWPC White	2	-	-	-
(aj) Shirt PWPC Navy Blue	1	1	-	-
(ak) Short PWPC Navy Blue	1	1	-	-

(iv) Navy Girls

(al)	Shirt PWPC White	-	-	2	2
(am)	Trouser PWPE White	-	-	2	2

(v) Air Force Boys

(an)	Shirt PWPC LBG	2	2	-	-
(ap)	Short PWPC LBG	1	2	-	-
(aq)	Trouser PWPC LBG	2	-	-	-

(vi) Air Force Girls

(ar)	Shirt PWPC LBG	-	-	2	2
(as)	Trouser PWPC LBG	-	-	2	2

(vii) COMMON ITEMS

(at)	Salwar White	-	-	2	2
(au)	Kamiz White	-	-	2	2
(av)	Beret Rifle Green	1	1	1	1
		<u>SD</u>	<u>JD</u>	<u>SW</u>	<u>JW</u>
(aw)	Pagree Rifle Green	For Sikh cadets only			
(ax)	Socks NTP White	6	4	6	4
(ay)	Socks NTP Black	6	4	6	4
(az)	Shoe Leather Black	1	1	1	1
(ba)	Boot Ankle DVS	1	1	-	-
(bb)	Shoe Canvas Brown	1	1	-	-
(bc)	Shoe Canvas White	1	1	1	1
(bd)	Vest Woollen	-	1	-	-

(c) Details of Life Cycle Items

	<u>Item</u>	<u>Fair Life (in months)</u>
(i)	Bag Kit Universal	120
(ii)	Blanket Barrack	120
(iii)	Cap FS Disruptive	72
(iv)	Durries IT	120
(v)	Coat Combat	168
(vi)	Ground Sheet	120
(vii)	Water Bottle	60

(viii)	Anklet Web	240
(ix)	Belt Waist Web	168
(x)	Cape Water proof	240
(xi)	Overall Combination	36
(xii)	Net Mosquito	60
(xiii)	Jersey P/O Woollen Khaki	60
(xiv)	Jersey P/O Woollen Black	60
(xv)	Jersey P/O Woollen Grey	60
(xvi)	Shirt Angola Drab	60
(xvii)	Trouser Serge Khaki	60
(xviii)	Trouser Serge Black	60
(xix)	Trouser Serge LBG	60

(d) Air Clothing.

(i)	Overall flying	36
(ii)	Boot flying	36
(iii)	Gloves flying	36
(iv)	Boot Rubber Knee	24

Note : The above items are provided on free of cost basis to the cadets of self-financing Institutions also.

LEADS THE WAY

39. The NCC in Tamil Nadu, Pondicherry & Andaman Nicobar is in the forefront of NCC activities in the Country. The achievements in the ages past have been recorded for posterity by being presented the **All India Inter Directorate Championship Banner** for a **record twelve times**. The students here are proud to be an NCC Cadet and we are proud of them and their contributions.

40. CHRONOLOGICAL MILESTONES IN NCC

Year	Events
1917	University Corps raised
1920	University Training Corps
1942	University Officers Training Corps
1948	National Cadet Corps raised
1949	First Central Advisory Committee Meeting
1949	First Provincial Representatives Conference
1949	First Girls Division raised
1949	First NCC Units raised in Delhi and formal functions as "NCC Day" was presided over by the Prime Minister Jawaharlal Nehru

1950	Inter Service character of NCC
1950	First Air Force Wing introduced
1950	"The NCC Journal" was started
1950	First meeting of NCC Circle Commanders Conference held
1951	Introduction of Hindi words of Command
1951	Affiliation/Attachment of Senior Division Army Wing Cadets with Regular Army Units for training
1951	First Combined Camp for all NCC units of Junior Division held at Kamptee
1951	Camp for all units of Senior Division/Girls Division held at Jabalpur
1951	NCC Contingent first participated in Republic Day Parade
1951	First NCC Cadre Camp
1952	First Naval Wing introduced
1952	Banner for the Best Circle Contingent was introduced
1952	Social Service introduced in NCC
1953	First time, foreign cadets (UK & Australia) were invited to the RDC
1953	First NCC Rally/PM's Rally
1954	Inter-service Flag with the NCC crest placed inside a floral wreath
1955	The NCC Journal was renamed as "The Cadet"
1957	"Unity and Discipline" was adopted as Motto of NCC
1963	Compulsory NCC Training was launched in Delhi by Nehru
1965	First Remount and Veterinary Squadron introduced at the Hyderabad Veterinary College
1965	A separate Training College for Women was opened at Gwalior (WOTS)
1968	NCC was made voluntary for all students
1968	NCC training was suspended in Tamil Nadu owing to a controversy over the use of Hindi words of Command
1969	NCC Training recommenced in Tamil Nadu
1973	NCC Silver Jubilee Commemorative Stamp was released in Delhi on 25 Nov 1973
1973	"NCC Diary 1973" was published
1974	The symbol of four faces of the cadets (a girl cadet in the center with an Army Wing boy cadet on the right, an Air Wing boy cadet on the left and a Naval Wing boy cadet lower down in front - the new symbol adopted by the NCC)
1976	Polo was introduced in NCC
1979	NCC song - "Hum Sab Hindi Hain" was approved
1979	Youth Exchange Programme with Canada and the World Youth Organisation was organised

Year	Events
1979	13 retired NCC Part Time Officers were granted the Honorary Rank of Major
1979	Defence Secretary and DG NCC Commendation Cards introduced and presented
1980	The first line of the NCC song was altered as "Hum Sab Bharatiya Hain" and sung in the RDC on 26 Jan 1980
1997	NCC games held in Jawaharlal Nehru Stadium, Delhi
1997	NCC Golden Jubilee year was celebrated and the first day cover was released on 23 Nov 1997
2001	A reference book on Disaster Management was released
2002	NCC OTS and NCC WOTS were renamed as NCC OTA and NCC WOTA respectively
2004	Second Lieutenant/equivalent ranks in NCC were abolished with effect from 12 Jan 2004

FUNCTIONING OF NCC

41. Head of the Department (HoD). The Deputy Director General NCC is the Head of the Department (HoD) in respect of NCC matters pertaining to Tamil Nadu, Pondicherry and Andaman Nicobar.

42. Central Govt Staff. With a view to impart basic military training to the cadets and for the effective administration of the NCC Units and its activities, Govt of India has authorised a number of Defence Service Officers, Civilian Officers and staff paid out of Defence budget. Their details are as follows :-

CENTRAL GOVT STAFF

Category	Nomenclature	Authorised	Held	Deficiency
<i>Officers (Defence)</i>	Army	92	61	31
	Navy	14	9	5
	Air	11	9	2
JCOs	Army	166	162	4
	Navy	7	3	4
	Air	29	17	12
NCOs	Army	423	416	7
	Navy	54	44	10
	Air	71	67	4
Civilian Officer/ Staff	Officer	2	1	1
	Group 'C'	26	25	1*
	JHT	1	0	1
	Group 'D'	19	18	1
	Drivers	4	3	1
	Total	919	835	84

*Surplus : 1 Assistant.

43. Formation of State Cell. The Govt of Tamil Nadu/UT Administration of Pondicherry & Andaman Nicobar have authorised at various stages, a number of Officers and Staff for NCC Directorate/Groups/Units in their State/Union Territories to deal with the matters connected with the State Govt Personnel and the funds sanctioned for NCC in their budget. This branch is identified as "**STATE CELL**".

(a) **STATE GOVT / UTA STAFF**

Category	Authorised	Held	Deficiency
Deputy Director	1	1	-
Assistant Director	1	-	1
Superintendents	67	67	-
Assistants	224	136	88
Junior Assistants	113	59	54

Category	Authorised	Held	Deficiency
Steno-Typists	6	6	-
Aero Modeling Instructor-Cum-Store Keeper	4	3	1
Ship Modeling Instructor-Cum-Store Keeper	5	4	1
Record Clerk / Record Assistant	4	4	-
Drivers	133	70	63
Store Attendants	393	212	181
Office Assistants	66	45	21
Boat Lascar	1	1	-
Boat Keepers	10	8	2
Chowkidars	41	33	8
Sweepers [Full Time & Consolidated Basis)	58	50	8
TOTAL	1127	699	428

(b) **Staff of Union Territory of Puducherry**

Category	Authorised	Held	Deficiency
Supdt	1	1	-
Steno	1	1	-
AMI	1	1	-
SMI	1	1	-
Asst	2	2	-
Clerks	27	23	4
Drivers	11	11	-
Boat Keeper	3	3	-
Group 'D'	46	42	4

(c) **Staff of Union Territory of Andaman & Nicobar**

Category	Authorised	Held	Deficiency
Group 'C'	12	10	2
Drivers	5	2	3
Group 'D'	25	21	4
SMI	1	1	-
SM SK	1	-	1
Boat Keeper	2	1	1

44. Expenditure Borne By Govt of India.

- (a) Office accommodation and furniture for NCC Directorate.
- (b) Pay and allowances of Service Officers and Defence personnel posted to NCC.
- (c) Pay and allowances of Defence civilian staff serving in the NCC Directorate.
- (d) Mess facilities and living accommodation for Service Officers and Personnel.
- (e) Provision of vehicles, arms, ammunition, clothing and necessaries and all the technical equipment.
- (f) 75% of the camp expenditure for Cadets/ANOs.

45. Expenditure Borne By the State Govt/Union Territories.

- (a) Pay and allowances of all the State Govt/Union Territory Civilian Staff employed in the NCC Group HQ/ Units and the skeleton Officer / Staff serving in the NCC Directorate.
- (b) Honorarium for the NCC Senior and Junior Division/Wing Associate NCC Officers and Care Taker Allowance for Care Takers.
- (c) Refreshment, washing and polishing allowances for the NCC Cadets.
- (d) Contingencies (Office accommodation for NCC Group Headquarters/ Units), furniture, telephones, postage and unit office equipment.
- (e) Other expenditures (TA/DA for Pre-Commission/Refresher Training of Associate NCC Officers, POL charges, training grants and other adventure activities).
- (f) 25% of the camp expenditure for cadets/ANOs.

46. Camp Expenditure. From Jul 2006, camp expenditure is shared in the ratio of 75:25 by the Central and the State Govt. / Union Territory Administrations respectively.

47. Expenditure of Govt & Govt Aided /Self-Financed Institutions. For the cadets of **Govt and Govt-Aided Institutions**, the expenditure is borne by the Central Govt and the State Govt / Union Territory Administrations on agreed basis. In respect of **Self-financed Institutions**, the State share of expenditure is borne by the concerned Institution as per the Model Budget and NCC Act and Rules, 1948.

48. Accommodation. The responsibility of provision of Office accommodation to all NCC Group HQ and Units in the State/Union Territories rests with the State Govt. Most of the accommodation for this purpose is hired from civil sources on annual rental agreement basis.

49. Appointments. The appointing authority for the posts of Junior Assistant, Ship Modelling Instructor, Aero Modelling Instructor, Boat Keeper, Boat Lascar, Store Attendant, Driver, Office Assistant, Sweeper and Chowkidar is the Head of Office, viz., Group Commander or the Commanding Officer/Officer Commanding of the Group/Unit concerned. The appointment of Junior Assistants is however made through the Tamil Nadu Public Service Commission only.

50. Promotions.

(a) The posts of Deputy Director from Assistant Director and Assistant Director from Superintendent are ordered by the Govt of Tamil Nadu.

(b) Promotions from the post of Junior Assistant to Assistant, Assistant to Superintendent and Office Assistant/Chowkidar to Store Attendant are ordered by the Deputy Director General NCC.

51. Postings and Transfers. The State/UTs are treated as one Unit for the purpose of appointments, promotions, postings and transfers. Postings and transfers are ordered by the Deputy Director General NCC. To avoid any irregularities in appointments, central control is exercised by this Directorate. In that, all the appointments are approved by this Directorate. This has become essential due to the past experience and to ensure strict compliance of rules and regulations laid down by Govt of Tamil Nadu and the Union Territories of Pondicherry and Andaman Nicobar for this purpose.

52. Maintenance of Seniority A State-wide seniority of the State Govt staff in each category is maintained at this Directorate.

53. Disciplinary Powers. The Commander, NCC Group HQ and the Commanding Officers / Officers Commanding of Units are the competent authority to impose upto major punishment on the staff to the post to which they are the appointing authority. The Commanders, NCC Group HQ and the Commanding Officers/Officers Commanding Units concerned may impose only minor punishments to the staff who are promoted and appointed by this Directorate; in these cases major punishments are imposed by the Deputy Director General NCC who is the **Appellate Authority** on all matters of discipline of Civilian Staff. The next appellate authority is the Secretary to the Govt, Youth Welfare and Sports Development Department for Govt of Tamil Nadu and the Education Secretaries to UT Administrations of Puducherry and Andaman Nicobar. To put it in nutshell, Deputy Director General NCC has been vested with full disciplinary powers over the State Govt employees.

54. Office Timing & Holidays.

(a) The Office timings are as follows :-

NCC Dte (Central Govt Staff)	:	0830 to 1700 hrs
NCC Dte (State Govt Staff)	:	1000 to 1745 hrs
Puducherry	:	0845 to 1745 hrs
Andaman Nicobar	:	0800 to 1700 hrs

(f) Saturdays and Sundays are closed holidays for all the above Offices.

(c) The NCC Directorate (Less Central Govt Staff), NCC Group HQ and Units observe holidays declared by the State Govt/UTAs.

55. Submission of Proposals to Govt. The NCC Directorate submits proposals to the State Govt/UT Administrations for sanctioning of funds for camps, courses, accommodation, rent and sanction for staff as and when required. The proposals are scrutinised in-depth by various departments like Youth Welfare and Sports Development, PWD, Finance, Personnel & Administrative, Planning & Development, Information & Public Relations, Higher Education, School Education, etc., as per the requirements and orders are passed.

56. **Chief Minister's Banner.**

Similar to the presenting of Prime Minister's Banner at National level in New Delhi for the best NCC Directorate, Chief Minister's Banner is presented to the best NCC Group Headquarters at State level and the details are as follows:-

Year	CM's Banner awarded to
2000	NCC Group HQ, Madras 'A', Chennai
2001	NCC Group HQ, Madurai
2002	NCC Group HQ, Coimbatore
2003	NCC Group HQ, Coimbatore
2004	NCC Group HQ, Tiruchirappalli
2005	NCC Group HQ, Madras 'A', Chennai
2006	NCC Group HQ, Tiruchirappalli
2007	NCC Group HQ, Madras 'A', Chennai

57. **Powers & Duties of Officers & Employees.**

(a) Officers and Employees of Govt of India/Union Territories perform duties as per the Acts, Rules and Regulations prescribed by Govt of India/UT Administrations .

(b) The Officers and employees of Govt of Tamil Nadu perform duties as per the Acts, Rules and Regulations prescribed by Govt of Tamil Nadu.

58. **Decision Making Process Including Channels of Supervision & Accountability.** The Head of the Department / Head of Office takes decisions on policy and important matters. The subordinates guide them as per the Rules in force and all are accountable for the jobs entrusted to them.

59. **Norms for Discharge of Functions.** All the functions in NCC are discharged by the Officers and Employees as per the Acts, Rules and Regulations prescribed by Govt of India/Union Territories and Govt of Tamil Nadu from time to time.

60. **Rules, Regulations Instructions, Manuals & Records Held & Used by Employees for Discharging Functions.** Most of the Rules, Regulations, Instructions, Manuals and Records prescribed by Govt of India/Union Territories and Govt of Tamil Nadu are held and used in NCC Offices for discharging functions.

Categories of Documents Held in NCC Office

61. Documents of Govt of India/Union Territory Administration.

- (a) CCS Conduct Rules (Disciplinary Rules)
- (b) Hand Book on Office Procedures
- (c) CCS Leave Rules
- (d) CCS Pension Rules
- (e) Financial Rules /Service Rules
- (f) Allotment of Office Contingency Grant - Policies on Procurement/Disposal and Maintenance of Office Eqpts
- (g) Allotment of Information Technology Grant - Policies on Procurement/Disposal and Maintenance-Computers & Hardware
- (h) Policies on Appointment/Promotion/Transfer/Pay Fixation of Civilian Staff of Dte
- (j) Special NCC Order 1/S/94 - Instructions on Conduct of NCC Republic Day Camp and Other PM's Banner Related Competitions/ Camps
- (k) Special NCC Order 3/S/94 - Instructions on Conduct of NCC Certificate Examinations
- (l) Instructions on Conduct of Camps (COCs/CATCs)/Camp Accounting
- (m) Policy on Conduct of National Integration Camps/ Adventure Activities/Trekking Expeditions /Trg Programmes/Youth Exchange Programmes
- (n) Policy on Other Training Events/ NCC Syllabus/Cadet Hand Books/Incentives/Aero and Ship Model Grants
- (p) Peace Establishment Authorisation
- (q) Policy on Officers' ACR
- (r) Policy on Cadet Enrolment
- (s) Army Instructions
- (t) Policy on Court Cases/Station Duties/Honours & Awards
- (u) Policy on PI Staff Detailments/Welfare Measures
- (v) Policy on Allotment/Utilisation of Amenity/Training Grant
- (w) Policy on Appointment/Promotion/Relinquishment/Grant/Re-grant of Commission of Associate NCC Officers
- (x) Policy on Detailment of ANOs for Pre Commission/ Refresher Courses
- (y) Policy on Caretaker Appointment
- (z) Policy on Cadet Welfare Society - Scholarships/Financial Assistance

- (aa) Policy on Grant of Honorary Rank to Vice Chancellors
- (ab) Policy/Instructions on Collection/Issue/Accounting of Controlled Stores (arms & ammunition)
- (ac) Policy on Issue/Allotment/Drawal of POL for Military Vehicles
- (ad) Policy/Instructions on Collection/Issue/Accounting of Clothing and Necessaries (Accoutrements)
- (ae) Policy on Issue of Ration to Service Personnel
- (af) Policy on Repair and Maintenance of Military Transport
- (ag) Policy on Training Equipment Collection/Maintenance-Gliders/Naval boats, etc
- (ah) Financial Rules
- (aj) Policy on Pay & Allowances of Civilian employees
- (ak) Policy on Advances to Civilian employees
- (al) Policy on Retirement Benefits to Civilian Employees
- (am) SOP on Regimental Fund
- (an) Policy on Financial Powers
- (ap) Policy on TA/DA/LTC/Medical Reimbursements
- (aq) Ammunition Register
- (ar) Butt Register
- (as) Clothing Registers
- (at) Vehicle Log Books
- (au) Parade State Register
- (av) Long Roll of ANOs
- (aw) Long Roll of Cadets
- (ax) Unit Standing Orders
- (ay) Security Standing Orders
- (az) Kote Standing Orders
- (ba) Fire Standing Orders
- (bb) Equipment Register
- (bc) Camp Routine Orders
- (bd) Classified Document Register
- (be) Attendance Register for Cadets
- (bf) Blood Donation Register
- (bg) Columnar Cash Accounts Book
- (bh) Visitors Book
- (bj) Cadets Enrolment Form
- (bk) Cadets Nomination Form
- (bl) Discharge Certificate
- (bm) NCC Act & Rules 1948

62. **Documents of Govt of Tamil Nadu**

- (a) Register for Closed Files
- (b) Roster Register for Temporary Appointment - JA/Steno
- (c) Roster Register - Store Attendant
- (d) Roster Register - Boat Keeper / Boat Lascar
- (e) Roster Register - AMI/SMI
- (f) Roster Register - Junior Assistant/ Steno Typist
- (g) Roster Register - Office Assistant
- (h) Roster Register - Sweeper
- (j) Roster Register - Driver
- (k) Roster Register - Chowkidar
- (l) Register for Government Servants Retired Voluntarily
- (m) Temporary Establishment Register
- (n) Register for Compassionate Appointment
- (p) Register for Arrear Claims of Pay and Allowances Sanctioned
- (q) Register for Office Assistant Appointed (TASMAC & SURVEY)
- (r) Register for Non-Citizens of India
- (s) Details of Sanction Accorded for Various Appointments
- (t) Register for Compulsory Retirement Review under FR 56 (2)
- (u) Register for Compulsory Retirement Review Details
- (v) Register for Marriage Advance
- (w) Motor Conveyance Advance Sanction Register
- (x) Register for Request Transfers
- (y) Motor Conveyance Advance Documents and Insurance Watch Register
- (z) Register for House Building Advance
- (aa) Register Showing the Details of Letters Received from MPs /MLAs
- (ab) Register of letters received from CM's Cell / CM's Office and Disposal
- (ac) Watch Register for Service Register
- (ad) Register showing the Details of Grant Sanctioned Under Tamil Nadu Government Employees Health Fund Scheme - 1991
- (ae) Disciplinary Cases Register
- (af) Register for Civil Service Training to Junior Assistants
- (ag) Watch Register for Pension Proposal
- (ah) Training Register of Civil Service Training to Junior Assistants
- (aj) Register for Transfer Application to a post in another Department or Govt of India
- (ak) Register for issue of No Objection Certificate to Passport
- (al) Register for Department Test Result

- (am) Register for Court Cases.
- (an) Consolidated Statement of Expenditure Register
- (ap) Register Showing the Details of Allotment/Additional Allotment of Funds to Groups and Units including NCC Directorate
- (aq) Register of Accountant General's Audit Objections/Observations
- (ar) Register of Review Report
- (as) Watch Register for 50% Reimbursement of Camp expenditure
- (at) Watch Register for 50% Reimbursement claims sent to AG
- (au) Camp Programme Register
- (av) Appropriation Register for 54 Expenses on Conducted Tours
- (aw) Undisbursed Pay Register
- (ax) Main Cash Book
- (ay) Permanent Advance
- (az) Subsidiary Cash Book
- (ba) Appropriation Register
- (ab) Outside Deduction Register
- (bc) Loan Sanction Register
- (bd) Duplicate Key Register
- (be) Increment Register
- (bf) Attendance Register
- (bg) Leave Register
- (bh) Rent Register
- (bj) Liveries Register
- (bk) Books and Forms
- (bl) RV & IV Expendable & Non-expendable Register
- (bm) Stationery Register
- (bn) Personal Registers
- (bp) 72 Training Appropriation Register
- (bq) Financial Sanction Register
- (br) Washing & Polishing of Cadets Register
- (bs) Refreshment Allowance Register

63. Arrangement for Consultation with or Representation By Members of Public in Formulation of Policy or Implementation Thereof. Having implemented "The Right to Information Act, 2005", the members of public may seek information from any of the Public Information Officers of NCC (refer Para 76 and 77 of this Manual) who have been designated exclusively for this purpose. **Deputy Director General NCC** is the **Appellate Authority** in respect of NCC Directorate TN, P & AN pertaining to Right to Information Act. Regarding complaints, the public may address to or contact the PIO/APIO concerned.

64. Boards, Councils, Committees & Other Bodies Meetings Open to Public or Minutes Accessible to Public. The Agenda / Minutes of the Central Advisory Committee State Advisory Committee will be accessible to the public once the meeting is scheduled or completed as the case may be.

65. Directory of Officers & Employees.

Rank, Name, Designation & Office Address	Office Phone No.	Residential Phone No.	Fax
Commodore UN Chitnavis, NM Deputy Director General NCC NCC Directorate (TN,P&AN) Fort Saint George, Chennai - 600 009	044- 25670715 25671255	044- 25390709 25368867	044- 25671255
Colonel V Subramani Director NCC Directorate (TN,P&AN) Fort Saint George, Chennai - 600 009	044- 25670082 25674697	044- 22315625 22317141	044- 25671255

For the details about other important Officers, please see the List of Public Information Officers mentioned in Sl. No.16.

Monthly Remuneration of Officers & Employees.

66. Govt of India/UT Administration Personnel.

Designation	Scale of pay (Rs.)	Compensation
OFFICERS		As applicable to Govt of India/UT Administration Officers and Employees
Deputy Director General NCC	16700-450-18050	-- do --
Director/Group Commanders	15100-450-17350	-- do --
Joint Director/Commanding Officers	13500-400-17100	-- do --
Deputy Directors/OCs/AOs	11600-325-14850	-- do --
Accounts Officer (Civilian)	6500 -200-10500	-- do --
STAFF		
Office Supdt	5500-175-9000	-- do --
Asst/Steno-II	5000 -150-8000	-- do --
UDC/Steno-III	4000-100-6000	-- do --
LDC/Civ Motor Driver	3050-75-3950-80-4590	-- do --
Daftry/Gest/Operator	2650-65-3300-70-4000	-- do --
Sweeper/Chowkidar/Peons/ Syce	2550-55-2660-60- 3200	-- do --

67. Govt of Tamil Nadu Personnel.

Designation	Scale of pay (Rs.)	Compensation
Deputy Director	10000 - 325 - 15200	As applicable to Tamil Nadu Govt Officers and Employees
Assistant Director	8000 - 275 - 13500	-- do --
Superintendent	5700 - 175 - 9200	-- do --
Assistants	4000 - 100 - 6000	-- do --
Junior Assistants	3200 - 85 - 4900	-- do --
Steno-Typists Grade I Grade II	5300 - 150 - 8300 5000 - 150 - 8000	-- do --
Aero Modelling Instructor-Cum-Store Keeper	5300 - 150 - 8300	-- do --
Ship Modelling Instructor- Cum-Store Keeper	5300 - 150 - 8300	-- do --
Record Assistant	3200 - 85 - 4900	-- do --
Drivers	3200 - 85 - 4900	-- do --
Record Clerk	2610 - 60 - 3150 - 65 - 3540	-- do --
Store Attendants	2610 - 60 - 3150 - 65 - 3540	-- do --
Boat Lascar	2610 - 60 - 3150 - 65 - 3540	-- do --
Office Assistants	2550 - 55 - 2660 - 60 - 3200	-- do --
Boat Keepers	2550 - 55 - 2660 - 60 - 3200	-- do --
Chowkidars	2550 - 55 - 2660 - 60 - 3200	-- do --
Sweepers [Full Time]	2550 - 55 - 2660 - 60 - 3200	-- do --

68. Budget Allocated to NCC by Govt of Tamil Nadu.

Year	Amount (Rs. in crores)
1994-1995	7.03
1995-1996	8.37
1996-1997	9.29
1997-1998	10.64
1998-1999	12.71
1999-2000	13.25
2000-2001	13.77
2001-2002	13.57
2002-2003	13.11
2003-2004	13.37
2004-2005	13.46
2005-2006	15.39
2006-2007	15.98

69. Budget Allocated to NCC by Govt of Puducherry.

Year	Amount (Rs. in crores)
2006-07	1.4

70. Budget Allocated to NCC by Govt of Andaman Nicobar.

Year	Amount (Rs. in lakhs)
2006-07	55.11

ACHIEVEMENTS

71. Achievements. In the Republic Day Competitions held in Jan 2007, at Delhi, the Tamil Nadu, Pondicherry & Andaman Nicobar Directorate stood Third among 17 State Directorates.

72. Subsidy Programmes. No subsidy programmes exist in NCC.

73. Recipients of Concessions, Permits or Grants. Nil.

74. Availability of Information on Electronic Form. Under preparation.

75. Facilities Available to Citizens for Obtaining Information. No dedicated library is maintained for public use in NCC Offices. However, public can obtain information from any of the Public Information Officers/Assistant Public Information Officers of NCC mentioned at Para 76 and 77 located in various Districts of Tamil Nadu, Puducherry and Andaman Nicobar.

76. Designation & Particulars of the Public Information Officers.

Designation & Office Address	Office Phone No.	Residential Phone No.	Fax
Director NCC (Central Cell) NCC Directorate (TN, P &AN) Fort St George, Chennai - 600 009	044-25670082 25674697	044- 22315625 22317141	044- 25671255
Deputy Director (State Cell) NCC Directorate (TN, P &AN) Fort St George, Chennai - 600 009	044 - 25671373	--	044 - 25671255
Group Commander NCC Group Headquarters, Madras 'A' Sethu House Annex 28, Dr. Alagappa Road Chennai-600 084	044 - 26424938	044 - 25360148	044 - 26616035
Commanding Officer 1 (TN) Bn NCC 32, Gengu Road, Egmore Chennai - 600 008	044 - 28193135	--	--
Officer Commanding 1 (TN) Sig Coy NCC 26, MES Road, East Tambaram, Chennai-600 059	044 - 22399593	044 - 22450912	--
Commanding Officer 1 (TN) Girls Bn NCC Sethu House Annex 28, Dr. Alagappa Road Chennai-600 084	044 - 26411736	--	--
Officer Commanding 1 (TN) Bty NCC Sethu House Annex 28, Dr. Alagappa Road Chennai-600 084	044 - 26616035	044- 25389776	--
Officer Commanding 1 (TN) Armd Sqn NCC Sethu House Annex 28, Dr. Alagappa Road Chennai- 600 084	044 - 26423154	--	--

Designation & Office Address	Office Phone No.	Residential Phone No.	Fax
Commanding Officer 1 (TN) Medical Unit NCC Madras Medical College Campus Park Town, Chennai - 600 003	044 - 25363505	044 - 25385085	--
Officer Commanding 1 (TN) R&V Sqn NCC Madras Veterinary College Campus Vepery, Chennai - 600 007	044 - 25382088	044 - 25366125	--
Commanding Officer 10 (TN) Bn NCC 10, 1 st East Main Road Gandhi Nagar, Vellore - 632 006	0416 - 2243386	--	--
Officer Commanding 1 (AN) Indep Inf Coy NCC Goal Ghar, Port Blair - 744 103	03192 - 232465	03192- 234758	--
Officer Commanding 1 (AN) Naval Unit NCC Lamba Line, PO Junglighat Port Blair - 744 103	03192 - 232543	03192 - 246163	--
Group Commander NCC Group Headquarters, Madras 'B' 161, Periyar EVR High Road Kilpauk, Chennai - 600 010	044 - 28255171	044 - 25388103	--
Commanding Officer 13 (TN) Bn NCC 161, Periyar EVR High Road Kilpauk, Chennai - 600 010	044 - 28255013	044 - 22520951	--
Officer Commanding 1 (TN) Comp Tech Coy NCC College of Engineering Anna University Campus, Guindy, Chennai - 600 025	044 - 22351655	044 - 24353570	
Commanding Officer 1 (TN) Naval Unit NCC 818, Periyar EVR High Road Kilpauk, Chennai - 600 010	044 - 26413414	044 - 25364009	--
Commanding Officer 4 (TN) Naval Tech Coy NCC College of Engineering Anna University Campus Guindy, Chennai - 600 025	044 - 22350800	--	--

Designation & Office Address	Office Phone No.	Residential Phone No.	Fax
Commanding Officer 1 (TN) Air Sqn NCC 27, Agastiar Street East Tambaram Chennai - 600 059	044 - 22392195	--	--
Commanding Officer 4 (TN) Air Sqn Tech NCC IIT Campus, Guindy, Chennai - 600 025	044 - 22578761	044 - 24357181	--
Commanding Officer 3 (TN) Bn NCC Pachaiyappa's College Kancheepuram - 631 501	044 - 272688790	--	--
Group Commander NCC Group Headquarters, Madurai 86, PT Rajan Road Madurai - 625 002	0452 - 2532640	0452 - 2524502	0452 - 2528916
Officer Commanding 2 (TN) Medical Coy NCC Madurai Medical College Campus Madurai - 625 020	0452 - 2525997	--	--
Commanding Officer 7 (TN) Bn NCC D/4/6/1, Alamelu Nagar Extension Pasupathi Nagar West Madurai - 625 017	0452 - 2649410	--	0452- 2649410
Commanding Officer 2 (TN) Naval Unit NCC D/4/6/1, Alamelu Nagar Extension Pasupathi Nagar West Madurai - 625 017	0452 - 2649450	--	--
Commanding Officer 2 (TN) Girls Bn NCC 28, Visalakshampuram AR Lines Post, Madurai - 625 014	0452 - 2531683	--	--
Officer Commanding 4 (TN) Engr Coy NCC Plot No.633, East 1 st Street KK Nagar, Madurai - 623 020	0452 - 2581480	0452 - 2681899	--

Designation & Office Address	Office Phone No.	Residential Phone No.	Fax
Commanding Officer 5 (TN) Bn NCC 17-A, High Grounds Road Palayamkottai, Tirunelveli - 627 002	0462 - 2572118	--	--
Commanding Officer 3 (TN) Girls Bn NCC A-18, Municipal Staff Colony Maharaja Nagar PO Tirunelveli - 627 009	0462 - 2573208	--	--
Officer Commanding 9 (TN) Sig Coy NCC 4/938, Rahnath Nagar Maharaja Nagar PO Tirunelveli - 627 011	0462 - 2541568	0462- 6360863	--
Commanding Officer 11 (TN) Bn NCC 49/4, Vallalar Colony Nagarcoil - 629 001	04652 - 236585	--	04652- 236585
Commanding Officer 28 (TN) Bn NCC 6, College Road Virudhunagar - 626 001	04562 - 280185	04562- 640331	--
Officer Commanding 5 (TN) Sig Coy NCC 53-A, PSK Nagar Rajapalayam - 626 108	04563 - 222524	--	--
Commanding Officer 3 (TN) Naval Unit NCC 1, A-5, Sundravelpuram Tuticorin - 628 002	0461 - 2321595	--	--
Officer Commanding 29 (TN) Indep Coy NCC 16, 9 th Street, Toovipuram Tuticorin - 628 003	0461 - 2321436	--	--
Group Commander NCC Group Headquarters Tiruchirappalli 16, Williams Road Tiruchirappalli - 620 001	0431 - 2400218	0431 - 2419829	0431 - 2400218

Designation & Office Address	Office Phone No.	Residential Phone No.	Fax
Officer Commanding 2 (TN) Armd Sqn NCC 16, Williams Road Tiruchirappalli - 620 001	0431 - 2460411	0431- 2410291	--
Officer Commanding 3 (TN) Comp Tech Coy NCC 16, Williams Road Tiruchirappalli - 620 001	0431 - 2460729	--	--
Commanding Officer 2 (TN) Bn NCC 13, Arockiasamy Pillai Street Crawford Colony Tiruchirappalli - 620 012	0431 - 2472227	--	--
Commanding Officer 4 (TN) Girls Bn NCC 14, Arockiasamy Pillai Street Crawford Colony Tiruchirappalli - 620 012	0431 - 2471807	--	--
Commanding Officer 3 (TN) Air Sqn Tech NCC 18, Arockiasamy Pillai Street Crawford Colony Tiruchirappalli - 620 012	0431 - 2471760	0431- 2418358	--
Commanding Officer 8 (TN) Bn NCC 78, 1 st Main Street, Srinagar Colony Kumbakonam - 612 001	0435 - 2411290	--	0435- 2410195
Commanding Officer 9 (TN) Bn NCC 4/130. College Road Alagappapuram Post Karaikudi - 630 003	04565 - 226522	--	--
Officer Commanding 34 (TN) Indep Coy NCC 168-C, Pudukottai Road Thanjavur - 613 007	04362 - 236734	--	--
Commanding Officer 14 (TN) Bn NCC 54, Anna Nagar, Dindigul - 624 005	0451 - 2427348	--	--

Designation & Office Address	Office Phone No.	Residential Phone No.	Fax
Group Commander NCC Group Headquarters, Coimbatore 6/13-A, Dr Narayanaswamy Naidu Street, Ramanathapuram Post Coimbatore - 641 045	0422 - 2314048	0422- 2217555	0422 - 2318096
Officer Commanding 2 (TN) Arty Bty NCC 6/1, Dr Narayanaswamy Naidu Street Ramanathapuram Post, Redfields Coimbatore - 641 045	0422 - 2319565	--	--
Commanding Officer 2 (TN) Comp Tech Coy NCC 6/80, Appusamy Naidu Street Ramanathapuram Post, Redfields Coimbatore - 641 045	0422 - 2310836	--	--
Commanding Officer 4 (TN) Bn NCC 3, Race Course Road, Thomas Park Coimbatore - 641 018	0422- 2222061	0422 - 2211272	--
Officer Commanding 6 (TN) Medical Coy NCC 112A, ATT Colony, Chintamani Complex Coimbatore - 641 018	0422 - 2215600	0422 - 2221595	--
Commanding Officer 5 (TN) Girls Bn NCC 112A, ATT Colony, Chintamani Complex Coimbatore - 641 018	0422 - 2215802	0422 - 2220156	--
Commanding Officer 2 (TN) Air Sqn NCC 112A, ATT Colony, Chintamani Complex Coimbatore - 641 018	0422 - 2210730	--	--
Officer Commanding 11 (TN) Sig Coy NCC 4/104, Convent Road, Fairlands Salem - 636 016	0427 - 2442368	0427- 2332885	--
Commanding Officer 12 (TN) Bn NCC 4/97, Convent Road, Fairlands Salem - 636 016	0427 - 2448106	0427- 2332666	--

Designation & Office Address	Office Phone No.	Residential Phone No.	Fax
Commanding Officer 5 (TN) Air Sqn Tech NCC Brindavan Road 3 rd Cross Fairlands, Salem - 636 106	0427 - 2447478	--	--
Commanding Officer 15 (TN) Bn NCC 2, Kandaiyan Thottam Veerappan Chatram Post Erode - 638 004	0424 - 2292601	--	0424 - 2292206
Commanding Officer 31 (TN) Indep Coy NCC Glamora, ELK Hill Udhagamandalam - 643 001	0423 - 2444130	--	--
Officer Commanding Sainik School Coy NCC (JD) Udumalpet Amaravathinagar - 642 102	04252 - 256267	04252 - 256227	04252 - 954252
Group Commander NCC Group Headquarters, Pondicherry Air Port Road, Lawspet Puducherry - 605 008	0413 - 2252761	0413 - 2251564	0413 - 2252764
Officer Commanding 1 (P) Indep Coy NCC NCC Complex, Air Port Road Lawspet Puducherry - 605 008	0413 - 2253448	0413- 2251942	--
Officer Commanding 1 (P) Girls Indep Coy NCC NCC Complex, Air Port Road Lawspet Puducherry - 605 008	0413 - 2254833	0413- 2254494	--
Commanding Officer 1 (P) Naval Unit NCC NCC Complex, Air Port Road Lawspet Puducherry - 605 008	0413 - 2253445	0413 - 2254492	--
Commanding Officer 1 (P) Air Sqn NCC NCC Complex, Air Port Road Lawspet Puducherry - 605 008	0413 - 2252863	0413 - 2257098	--

Designation & Office Address	Office Phone No.	Residential Phone No.	Fax
Officer Commanding 2 (P) Indep Coy NCC 70, Bharathiyar Road Thalatheru Post Karaikal - 609 605	04368 - 230505	04368 - 230104	--
Commanding Officer 6 (TN) Bn NCC Annamalai University Campus Chidambaram - 608 002	04144 - 238236	--	--
Officer Commanding 4 (TN) Comp Tech Coy NCC Annamalai University Campus Chidambaram - 608 002	04144 - 239850	04144- 239749	--
Commanding Officer 5 (TN) Naval Unit NCC 14, Logambal Koil Street Pudupalayam, Cuddalore - 607 001	04142 - 294640	--	--

77. Designation and particulars of Assistant Public Information Officers

Designation & Office Address	Office Phone No.	Residential Phone No.	Fax
Training Officer NCC Group Headquarters Madras 'A' Sethu House Annex 28, Dr. Alagappa Road Chennai - 600 084	044 - 26424938	--	--
Training Officer NCC Group Headquarters, Madras 'B' 161, Periyar EVR High Road Kilpauk, Chennai - 600 010	044 - 28255171	--	--
Training Officer NCC Group Headquarters, Coimbatore 6/13-A, Dr Narayanaswamy Naidu Street, Ramanathapuram Post Coimbatore - 641 045	0422 - 2314048	--	--
Training Officer NCC Group Headquarters Tiruchirappalli 16, Williams Road Tiruchirappalli - 620 001	0451 - 2400428	--	--

Designation & Office Address	Office Phone No.	Residential Phone No.	Fax
Training Officer NCC Group Headquarters, Madurai 86, PT Rajan Road Madurai - 625 002	0452 - 2532640	--	--
Training Officer NCC Group Headquarters, Pondicherry Air Port Road, Lawspet Puducherry - 605 008	0413 - 2252764	--	--

Other Information

78. Career in the Armed Forces. The under mentioned websites are available for obtaining detailed information:-

- (a) For Army : www.joinindianarmy.nic.in
 (b) For Navy : www.nausena_bharti.mil.in
 (c) For Air Force : www.careerairforce.nic.in

In addition, various posters are displayed in the NCC Directorate, Group HQs, Units and Cadet Motivation Centres/Halls.

79. Feedback & Suggestions for Improvement. The NCC Directorate (Tamil Nadu, Pondicherry & Andaman Nicobar) requests every citizen of India to offer valuable suggestions for improvements, if any, so as to enable this Directorate to fulfil the expectations of the public and the NCC cadets.

80. This Manual will be published once a year as per the Act.

81. Fee. (a) Every application for obtaining information under Tamil Nadu Right to Information (Fees) Rules, 2005, shall be accompanied by an application fee of rupees ten by cash or demand draft or bankers cheque payable in the head of account

"0075.00. Miscellaneous General Services - 800. Other receipts - BK. Collection of fees under Tamil Nadu Right to Information (Fees) Rules 2005"
 [DPC 0075 00 800 BK 0006].

(b) For providing the under Tamil Nadu Right to Information (Fees) Rules, 2005, a fee shall be charged by way of cash against proper receipt or by demand draft or banker's cheque payable in the above head of account at the following rates :-

- (i) rupees two for each page (in A-4 or A-3 size paper) created or copied;
- (ii) actual charge or cost price of a copy in larger size paper;
- (iii) actual cost or price for samples or models; and
- (iv) for inspection of records, no fee for the first hour, and a fee of rupees five for every one hour (or fraction thereof) thereafter.

(c) For providing the information under Tamil Nadu Right to Information (Fees) Rules, 2005, the fee shall be charged by way of cash against proper receipt or by demand draft or banker's cheque payable in the above head of account, at the following rates :-

- (i) for information provided in diskette or floppy rupees fifty per diskette or floppy; and
- (ii) for information provided in printed form at the price fixed for publication or rupees two per page of photocopy for exacts from the publication.