

POLICY : APPOINTMENT OF CARE TAKER IN NCC

Ser No	Subject	Authority
<u>Who can appoint a caretaker?</u>		
1	Caretakers are appointed to look after the NCC activities in the absence of ANOs. They are preferably selected from those who have either served the NCC earlier or those who after the selection for appointment as ANO are awaiting for a clear vacancy or allotment of PRCN course.	Para 7 of DGNCC letter No.0162/Policy/DGNCC/MS(D) dt 10 Aug 92.
2	A retired ANO can also appointed as caretakers and exempted from training capsule	DGNCC letter No. 0162/POLICY/NCC HQ/MS(D) dated 01 Aug 2002.
<u>Terms & Conditions.</u>		
1.	Assist the unit staff for enrolment of cadet	DGNCC letter No. 0162/POLICY/NCC HQ/MS(D) dated 01 Aug 2002.
2.	Assist the unit permanent instructional (PI) staff in organizing instructional training for cadets	
3.	Ensure proper and adequate safety precautions are taking during Camp/routine training	
4.	Ensure maximum NCC cadets attend NCC parade and will maint the attendance register	
5.	Responsible to submit attendance parade to the unit through the PI staff	
<u>Training before the appt of caretaker.</u>		
1	Training for two weeks orientation training capsule under unit arrangements before taking over of Caretaker of the NCC unit	
<u>Appointment Period</u>		
1	One year and extendable to two years (Power to grant upto 2 nd year extension is delegated to State ADG/DDG).	Para 5 of DGNCC letter No.0162/Policy/NCC HQ/MS(ANO) dt 04 Oct 2018.
2	3 rd year extension in exceptional cases would continue to be forwarded to HQDGNCC.	
3	Minimum age – 21 years	
4	Maximum 60 years i.e more than the maximum age limit for ANO	
<u>Duties & Responsibilities.</u>		
1.	Assist PI staff for distribution of refreshment and washing allowance to the cadets after obtaining signature of cadets	DGNCC letter No.0162/POLICY/NCC HQ/MS(D) dated 01 Aug 2002.
2.	To obtain signatures from school or college authorities on bill for refreshment and submit the same to the unit	
3.	Responsible for collection of cadet subscriptions and its accounting	
4.	Any other duties prescribed by the unit	
<u>Caretaker Allowance.</u>		
1	Senior Division / Senior Wing - Rs.1500/- per month	Higher Edn (A) Dept GO Order No.364/2017/H.Edn dt 27 Feb 2017.
2	Junior Division / Junior Wing - Rs. 1200/- per month	

CHECK LIST : APPT OF CARETAKER

1	Board Proceedings (IAFD 931)
2	Application form duly affixed with a recent photograph duly recommended by Head of Institution, OC and Gp Cdr
3	Willingness Cert, Suitability Cert and Service Cert issued by Head of the Institution
4	Affidavit made in a stamp paper of Rs 50/-
5	Med Cert duly signed by the Govt Med Offr
6	Relevant page of SSLC Book for verifying date of birth
7	Educational Qualification Certificate
8	Appointment Order
9	NCC Certs, if applicable
10	Orientation trg cert.

CHECK LIST : EXTN OF CARETAKER

1	Application form duly affixed with a recent photograph duly recommended by Head of Institution, OC and Gp Cdr
2	Copy of Caretaker appt of authority letter
3	Willingness certificate, Suitability Cert, Service Cert and Duty assumption cert issued by Head of the Institution
4	Affidavit made in a stamp paper for Rs 50/-
5	Med Cert duly signed by the Govt Medical Officer
6	Relevant page of SSLC Book for verifying date of birth
7	Educational Qualification Certificates
8	Appointment Order
9	NCC Certs, if applicable

o/c

BOARD PROCEEDING

Proceeding of : ~~Bd of Offrs for selection of Non qualified ANO~~
 (Caretaker)

Assembled at : ~~24 Kerala Bn NCC, Thrissur~~

on : ~~14/02/2018~~

for the purpose : ~~Selection of Care Taker NCC Officer (Non Qualified)~~
~~for TPSHS Trikkur to perform the duty of ANO~~

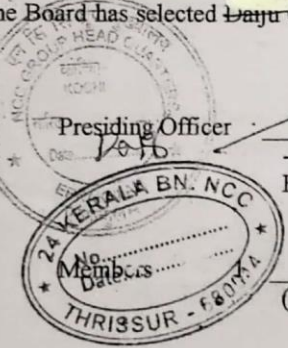
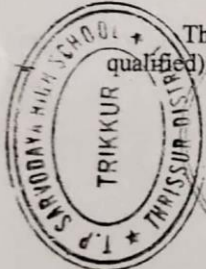
Presiding Officer : ~~Rayson T Lawrence~~, Gp Cdr,
~~NCC Group Headquarters, Ernakulam, Kochi-35~~

Member

1. Rayson T Lawrence CO, 24 (K) Bn NCC, Thrissur
2. Sri. VK Rajeevan, Headmaster TPSHS Trikkur, Thrissur

The Board having assembled pursuant to order proceeds to interview the candidate produced before the board.

The Board has selected ~~Danu C D~~ ^{Rayson T Lawrence} UPSA, for appointment of Care Taker NCC Officer (non-qualified)



Presiding Officer

~~V.K. Rajeevan~~
 (Sri. VK Rajeevan), Gp Cdr, NCC Gp HQ, Ernakulam)
 Offg Group Commander
 NCC Group HQ Ernakulam

Rayson T Lawrence
 Lt. Col.
 Officer Commanding
 24 (K) Bn NCC, Thrissur

2. (Sri. VK Rajeevan, Headmaster, TPSHS Trikkur, Thrissur)

APPROVED

V.K. RAJEEVAN
 HEADMASTER
 T.P.S.H.S. TRIKKUR

Station: Thiruvananthapuram

Date : 2018

APPLICATION FOR INITIAL APPOINTMENT OF CARETAKER OFFICER(1st Spell)

PART-I

1. Name of the candidate : P.V. SUBBARREDDY
2. College/School : MCH School(Main), Kadapa
3. NCC unit : 30(A)Bn NCC, Kadapa
4. Reasons justifying appointment as Caretaker : Old ANO is transferred to another School
5. Qualification : [REDACTED]
6. Date of Birth : [REDACTED]
7. Date from when Coy/Troop is Functioning without trained ANO : [REDACTED]
8. Whether the Candidate recommended for Appointment as Caretaker vide this Application fulfills the conditions to become full fledged ANO with the period of caretaker ship. : -YES-
9. If answer to col 8 above is negative what arrangement are being made to train a suitable candidate to become ANO : -
10. In case head of the institution is unable to sponsor any fresh candidate(in case caretaker is not fulfilling the conditions) with in the period of caretaker appointment, steps proposed to be taken by unit/Group

Place -
Date -

Signature of Candidate -

Certified that appointment of P.V. SUBBARREDDY (Name of the candidate) for a Period of one year as a Caretaker w.e.f. 06-11-06 (date) is recommended Institution undertakes to sponsor a suitable candidate for filling up the vacancy of an ANO.

Station :

Signature of the Head Master
with Seal

PART-II

Appointment of _____ as Caretaker for a period of one year from _____ to _____ is recommended.

Place
Date

Signature of OC with Seal

PART-III

RECOMMENDATION OF GROUP COMMANDER

Appointment of _____ as Caretaker for a period of one year from _____ to _____ is recommended / not recommended.

Place
Date

Signature of Gp Cdr with Seal

PART-IV

ORDER OF ADG NCC DIRECTORATE(K&L)

Appointment of _____ as Caretaker for a period of one year from _____ to _____ is approved / not approved.

Place
Date

Signature of ADG with Seal

C/O o/c

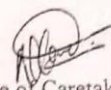
WILLINGNESS CERTIFICATE

1. I ASHOK K, Designation 11201010101 willing to carry out NCC Caretaker(ANO) duties in during this training year from 2018 onwards.

2. I am also ready to undergo Pre-Commission Course.

Place: Ottapalam

Date: 15/7/18


Signature of Caretaker

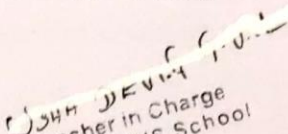
RECOMMENDATION BY THE HEAD OF INSTITUTION

Sri/Smt (Name and designation) ASHOK K 11201010101 is below the age of 42 years and is recommended for caretaker ANO duties from this training year 2018 onwards.

Place:

Date:




Teacher in Charge
NSSKPT VHS School
Ottapalam
(Signature of Head of institution)

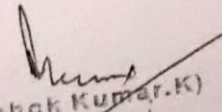
RECOMMENDATION OF THE COMMANDING OFFICER
28 KERALA BN NCC, OTTAPALAM

Sri/Smt (Name and designation) ASHOK K 11201010101 is willing to discharge the duties of Caretaker/ANO at (Name of institution) NSSKPT VHS School Ottapalam. He/She is fulfilling the required qualification and recommended for Caretaker/ANO for the existing mixed Coy/Troop.

Place:

Date: 01 Oct 2018

Scanned with CamScanner


(Ashok Kumar.K)
Lt.Col.
Offg Officer Commanding
28/10 Bn NCC, Ottapalam

SUITABILITY CERTIFICATE

1. Shri/Smt Mishra, C has been interviewed by me and found fit to discharge NCC caretaker duties.

2. He/She is below the age of 42 years and eligible for PRCN/ANO and is willing to undergo commission course.

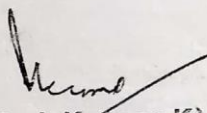
3. He/She is nominated in lieu of 10 UP. P. S. 1000000000 who is relinquished of his CC commission wef 01 JULY 2018 vide DG NCC letter No _____ dated _____.

4. Shri/Smt Mishra, C is recommended for selection of Care taker/ANO duties.

Place : Ottapalam

Date : 01 Jul 2018




(Ashok Kumar.K)
Lt.Col
Signature of Commanding Officer
25/10 EN NCC, Ottapalam

SERVICE CERTIFICATE

This is to certify that Sri. Rajiv R (Name) HSA Principal
(Appt) of N.N.M.H.S.S. CHELEMBRA (Institution) nominated as caretaker/ANCCO is
is a permanent teaching staff of this institution. wef _____ (dt)

Office seal

S. V.
16/06/18
HEAD MISTRESS
N.N.M.H.S.S. CHELEMBRA
673 634

(Signature of Head of institution with seal)

COUNTERSIGNED



R. R. Kotwal
Colonel
Officer Commanding
29 Kerala Bn NCC
Calicut University (PO)
Malappuram - 673635



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Name, F/o/W/o ... AFFIDAVIT

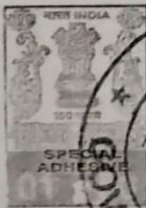
I [redacted] do hereby solemnly affirm and state as follows.

1. I am aware my responsibility and is willing to continue as NCC CARE TAKER if selected and will attend all course for which I am detailed.
 2. I will not resign from the appointment for a minimum period of 2 years.
- All these are true.

Deponent [Signature]

Literate deponent solemnly affirmed and signed before me in this affidavit on this day of 20th March 2019 at Attingal. And entered in my Notary Register as SI.No. [redacted] Page No. 309 Vol. V and affixed Notary Stamp worth Rs.50/- (Rs.Fifty only)

[Signature]
20.3.2019



120.50

No. 9004
20.3.19

[Signature]

M. SHAMUJODIN
ADVOCATE & NOTARY
ATTINGAL

5/2/19

27/08/19

18000/19

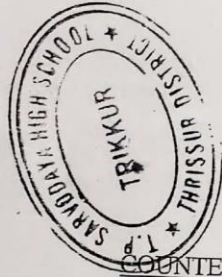
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TO BE COMPLETED BY MEDICAL OFFICER

I have examined Smt. ~~Prisha A NISA~~ of TPSHS Trikkur on Date ~~12~~ ¹³ Oct 2018 and consider his "Fit/Unfit" for employment as an officer in the National Cadet Corps.

Station: TRIKKUR

Date: 13 Oct 2018



(Signature of Medical Officer)

Name: [Signature]
Designation: [Signature]

COUNTERSIGNED BY OC UNIT



[Signature]
~~Rayson T Lawrence~~
C.O.
Officer Commanding
24 (K) BN NCC, Thriassur



1. Name of Candidate... PRIYA
 (In English, in block capitals, initials after the Name)
 (a) Expansion of initials, if any... Prithika
 (b) Name in Regional Language... പ്രിയ

2. Sex (Male or Female)... Female

3. Religion... Hindu 4. Caste... Other

5. Place of Birth... Thiruvananthapuram
 (a) Panchayat or Town... Thiruvananthapuram (b) Country... India

6. Nationality... Indian

7. Date of Birth (in figures)... 25-3-95
 (in words) Twenty fifth March Ninety five

8. Name of Father... Mohanan A

9. Name of Mother... Prithika

10. Name of Guardian... Mohanan
 (as given in the admission register)

11. Relationship of the Guardian with the Pupil... Father

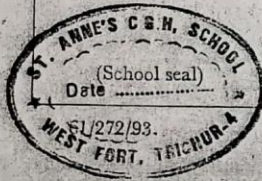
12. Occupation of the Parent/Guardian... Govt. Servant

13. Parent's or Guardian's Postal Address... Thiruvananthapuram

14. Mode of Presentation... Regular

15. Personal Marks of Identification
 (i) Small scar on the left hand
 (ii) Another on the right hand

I certify that the entries in this page are accurate as per relevant school records.

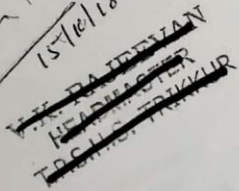


edmeia
25-3-95
 Name and Signature of Head of School with date
 Designation

Headmistress
 ST. ANNE'S C.G.H. SCHOOL
 W. F. TRICHUR - 4



True copy attached
 15/10/18



Rayson Lawrence
 Lt. Col.
 Officer Commanding
 24 (K) Bn NCC, Thrissur



FACULTY OF LANGUAGE AND LITERATURE

Whereas it has been certified by duly appointed Examiners that

is qualified to receive the Degree of Bachelor of Arts, he/she having passed and been placed in... ~~Second~~... Class in Part I - English, in... ~~First~~... Class in Part II - Second Language (..... ~~Sanskrit~~) and in... ~~First~~... Class in Part III - Optional Subjects (Pattern I/H..... ~~Sanskrit~~ Language and Literature Main and... ~~History of Sanskrit literature and Comparative Philology Cultural Heritage of India~~ Subsidiary/Subsidiaries, in... ~~April 1999~~ ~~April 1999~~ & ~~April 2000~~ respectively

Reg. No. and Year Part I	883001	April	1999
Reg. No. and Year Part II	883001	April	1999
Reg. No. and Year Part III	883001	April	2000

The Senate of the University of Calicut hereby confers on him/her the Degree of

Bachelor of Arts

with all the Rights, Privileges and Honours thereunto appertaining.

Given under the seal of the University



CALICUT UNIVERSITY
673 635

Date: 1.3.2001...

True copy
15/10/14

UNIVERSITY OF CALICUT
TRIPUNITHURAY
TRIPUNITHURAY

VICE-CHANCELLOR



Rayson V. Lawrence
Lt. Col.
Officer Commanding
24 (K) Bn NCC, Thrissur

FACULTY OF EDUCATION

Whereas it has been certified by duly appointed Examiners that

..... *Priya S*
is qualified to receive the Degree of Bachelor of Education (B. Ed.), he/she having been placed in *First* Class in Part I - Written Examination with Optional Subject Methods of Teaching *Curriculum* and in Part II - Practical Tests at the Examination held in *April 2003* (Reg. No. *501*)

The Senate of the University of Calicut hereby confers on him/her the Degree of

Bachelor of Education

with all the Rights, Privileges and Honours thereunto appertaining.

Given under the seal of the University.



CALICUT UNIVERSITY

673 635

Date *15.3.2003*

True copy
A. J. I. S. T. W. K.
~~VICE-CHANCELLOR~~
~~HEADMASTER~~
~~TRIPUNITHUR~~

[Signature]
VICE-CHANCELLOR



[Signature]
Rayson T. Lawrence
Lt. Col.
Officer Commanding
24 (K) Bn NCC, Thrissur

APPOINTMENT ORDER

Station : THRIKKUR.

Date : 28.09.2007

Sri. P. S. H. S. THRIKKUR

(Name and address of teacher)

is appointed as a permanent / probationary / acting () teacher under this management on a

pay of Rs. 8390 per mensem in the scale

of Rs. 2200-1270 and is posted as Teacher (Designation)

the (Name of School) T.P.S.H.S. THRIKKUR

from 28.09.2007 RN

in the Vacancy of Permanent HSA

who has 21.09.2007

This appointment is subject to the provisions of Kerala Education Act and the Rules there under and such other rules or orders issued from time to time by the Government or other competent authority.

Certified that there is no qualified teacher existing in service under this Educational Agency who is eligible for promotion to the vacancy for which the above appointment is made.



[Handwritten Signature]
Signature of Manager
MANAGER
T. P. S. H. S. THRIKKUR
Secretary
Thrikkur

No. B3/9246/07/5015 dated 12.11.07

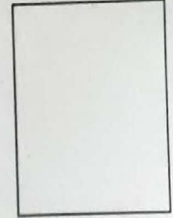
The appointment is approved as HSA (Samshakti) from 28.9.2007

Certified that the above appointment has been made after satisfying that no qualified person retrenched (From any of the aided high schools in the Education District or aided primary schools in the Education sub District) "after putting and drawing in 2 years of service 2 vacation salaries is available for absorption to the post in the school"

[Handwritten note:] on wards on the strength of declaration of the Manager

[Handwritten signature:] V.K. RAJEEVAN
District Educational Officer
Thrikkur
Signature and Designation of Educational Officer
T.P.S.H.S. THRIKKUR

APPLICATION FOR EXTENSION OF CARETAKER (2nd spell)



PART-I

1. Name of the Candidate :
2. College/School & NCC Tr/PI :
3. NCC Unit :
4. Qualification :
5. Date of Birth :
6. Date from when Coy/Troop is Functioning without trained ANO :
7. Reason of vacancy in Tp/PI :
8. Period for which the teacher has been Appointed as Caretaker :
9. Period for which the extension as Caretaker sought. :
10. Reason for seeking above extension :
11. Whether the teacher is earmarked for Pre-Commission training.

Signature of Candidate

Palce:

Date :

Certified that extension of _____ (Name of the Candidate) for a period of one year as a Caretaker wef _____ to _____ is recommended Institution undertakes to sponsor a suitable candidate for filling up the vacancy of an ANO.

PART-II

Extension of _____ as Caretaker for a period of one year from _____ to _____ is recommended.

Place
Date

Signature of OC with Seal

PART-III

RECOMMENDATION OF GROUP COMMANDER

Extension of _____ as Caretaker for a period of one year from _____ to _____ is recommended / not recommended.

Place
Date

Signature of Gp Cdr with Seal

PART-IV

ORDER OF ADG NCC DIRECTORATE(K&L)

Extension of _____ as Caretaker for a period of one year from _____ to _____ is approved / not approved.

Place
Date

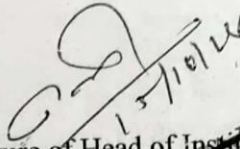
Signature of ADG with Seal

DUTY ASSUMPTION CERTIFICATE

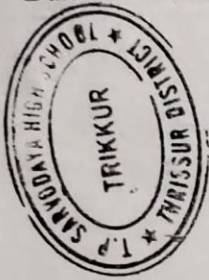
Certified that ~~Smt. P. A. USA, TPOHS, Thrissur~~, has joined duty as Care Taker of NCC Coy of the institution (Under 24 Kerala Bn NCC, Thrissur) with effect from ~~05~~ 15 Oct 2018. _____ (cgo appt dt)

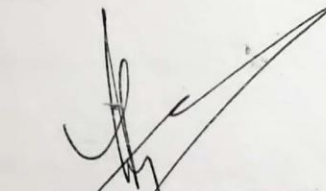
Place : Thrissur

Date : 15 Oct 2018


15/10/18
(Signature of Head of Institution)
~~V.K. [unclear]
HEAD OF INSTITUTION
T.P. Sankhya High School, Thrissur~~

COUNTERSIGNED




~~Rayson Lawrence
Maj. Gen.
Officer Commanding
24 Kerala Bn NCC, Thrissur~~

APPOINTMENT OF ANO

1	A permanent member of teaching staff including Principal/Headmaster, PTI, PET, Sports Officer, Demonstrator and Librarians.	DGNCC letter No.0162/Policy/NCC HQ/MS(ANO) dt 03 Jul 2019
2	A non permanent member of the teaching staff even if his/her service is less than 3 years by furnishing a certificate from the head of institute	
3	<u>Appointment of Lady ANO in SD/JD boys in mixed unit concept.</u> Lady ANO may be appointed in lieu of Male ANO (who is not available in that School/College) and not in addition to the Male ANO.	DGNCC letter No.0162/Policy/NCC HQ/MS(D) dt 22 Sep 2005.
4	<u>Continuation of JD ANO.</u> Junior Division ANO can be remain with JD even he got promotion to Higher Secondary stream in the same School provided there is no SD ANO vacancy and also that he will no claim for SD vacancy later on.	HQ DGNCC letter No.2586/NCC HQ/MS(D) dt 28 Feb 2018.
5	<u>'C' & 'B' Certs holder.</u> 'C' cert holders are granted Direct Commission in respective Senior Division/Senior Wing and 'B' & 'C' Cert holders are granted Direct Commission in respective Junior Division/Junior Wing	Para 3(j) of HQ DGNCC letter No.0162/Policy/NCC HQ/MS(D) dt 18 Feb 16.

SELECTION BOARD

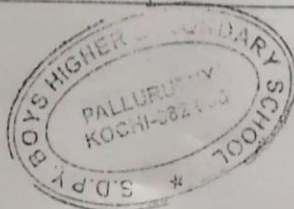
<u>DOCUMENTATION</u>		
1.	The original ink signed application for II/III duly affixed with a recent photograph duly recommended by the chain of command	HQ DGNCC letter No.0162/Policy/NCC HQ/MS(ANO) dt 13 Mar 2019.
2.	Signature and stamp of the presiding officer of the selection board should be appended on application form II/III	
3.	Last date of receipt of the application should be mentioned in the application form II/III	
4.	Wing/Division in which commission is to be granted should be written the application form II/III	
5.	Official stamps of the BOO and signature with date to be affixed on board proceedings (IAFD 931)	
6.	Summary of selection to be enclosed alongwith board proceedings	
7.	Documents must consist Notification and Convening Order	
8.	Overage & underage candidates (i.e beyond 45 yrs and under 21 years to be selected	
9.	Waiver of age relaxation from 45 yrs to 48 yrs to be taken in advance from DG NCC	Para 2(a)(iii) of HQ DGNCC letter No.0162/Policy/NCC HQ/MS(ANO) dt 04 Apr 2019.
10	PTI, PET, Sports Officer & Demonstrator are selected for grant of commission as an ANO in the male division by the board of officers, a certificate to the effect that the selected category of personnel is considered to be a member of the teaching staff by the concerned principal of College/School must be attached alongwith the proceedings of the selection Bd sent for approval of DGNCC.	DGNCC letter No.0162/Del/NCC HQ/MS(D) dt 20 Sep 2000
11	Over Weight Trainees. Grossly Over Weight candidates are not selected during the screening/selection.	HQ DGNCC letter No.2586/Policy/NCC HQ/MS(D) dt 23 Oct 2003.

CHECK LIST

1.	Application form II/III duly affixed with a recent photograph duly recommended by Head of the Institution, OC and Gp Cdr	
2.	Permanent Employee Certificate issued by Head of the Institution and countersigned by OC	
3.	Apolitical Certificate issued by Head of the Institution and countersigned by OC	
4.	Certificate (Refer to HQ DG NCC letter No 0162/Del/NCC HQ/MS(D) dt 20 Sep 2000)	
5.	Suitability report	
6	Duty Assumption Certificate	
7.	Authority letter of Caretaker Appt/Extn	
8.	Affidavit made in a stamp paper	
9.	Medical /Fitness certificate duly signed by the Govt Medical Officer and countersigned by OC	
10.	Attested copy of SSLC Certificate for verifying date of birth	
11.	Attested copies of Educational Qualification Certificates	
12.	Attested copy of appointment order	
13.	Attested copies of NCC Certs, if applicable	

QUESTIONS TO BE ANSWERED BY THE PRINCIPAL OF THE INSTITUTION TO WHOM AN APPLICATION IS MADE

1. How long have you known the applicant ?	2 YEARS
2. (i) Is the applicant a permanent member of your teaching staff	NO
(ii) Since how long has he been on your teaching staff?	3 YEARS
3. What is his present job in the College/School?	PHYSICAL EDUCATION TEACHER
4. Has he ever served in the University Officers Training Corps or the National Cadet Corps. (a) As a Cadet (b) As an Officer (c) If in the National Cadet Corps State Certificate obtained whilst as a cadet?	
5. What games does he play and what is his proficiency at them?	CRICKET - UNIVERSITY PLAYER FOOTBALL, BADMINTON, HANS-KHO VOLLEYBALL, ATHLETICS
6. Has he the requisite physical qualifications?	NO
7. Do you recommend him for commission in the National Cadet Corps (i) If so, in whose place the Officer Cadet has been selected (give name of the predecessor) (ii) Has the predecessor been relinquished If so, indicate the DG NCC letter number	NO



Signature of Principal
S.R. SREEDHAR
Headmaster

DECLARATION

I solemnly declare that the answers I have given to the questions in this form are true and that no part of them is false, and that I am willing to fulfill the engagement made.

I undertake that in case after having been commissioned in the Corps, I desire to leave the College/School, in which is located the unit to which I am posted under Rule 23, I shall give 6 months/3 months notice in writing to the Principal of my College/Headmaster of my school of any intention to leave the College/School.

I understand I have no service liability.

Nid
Signature of applicant.

Certified that the applicant understands and agree to the conditions of appointment.

Signature of President of Selection Board

Date of Signature

Date: 30 May 2019

TO BE COMPLETED BY MEDICAL OFFICER

I have examined (Name).....
on (date).....and consider his "fit/unfit" for employment as an Officer in the National Cadet Corps.

Signature: *Dr. Shibu Varghese*
Designation: *Port Engineer*
(Medical Officer) *TA Pellanthy*

Dr. Shibu Varghese, MBBS, DLO.
Assistant Surgeon
Reg. No. 151

(Delete word inapplicable)



PART I

RECOMMENDATION OF C.O.

Certified that I have interviewed Sri NILASH NP
at 21 May 2019 connection with selection for appointment as
Associate NCC Officer.



Date: 13 May 2019

Recommended/Not Recommended

~~(Name)~~
~~Cod I~~
~~Commanding Officer~~
~~21/5/19, Ernakulam~~

Signature of C.O.

PART II

RECOMMENDATION OF GROUP COMMANDER NCC GROUP HQ, ERNAKULAM

Recommended/Not Recommended

Place:

Date: 16 May 19



R.R. Ayyar
(R.R. Ayyar)
Commodore
Commander
(Signature of Group Commander)
NCC Group HQ Ernakulam



WILLINGNESS CERTIFICATE

I (Name)..... [Redacted] (Designation) PHYSICAL EDUCATION TEACHER
is permanent staff and completed 3 years of service in (Institution and Address) S.D.P.Y.B.H.S.S.
PALLURUTHYand declare that, I am willing to look after the charge of JD
Troops/SD Coy/PI of this Institution and willing to attend the pre-commission/refresher course training within one year
after selection at OTA, Kamptee. I further certify that I am ready to attend the camps wherever deployed by the unit.

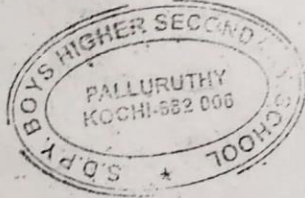
Place: PALLURUTHY

Date: (3/05)19

N/A
(Signature of applicant)

Name and Designation
[Redacted]
TEACHER

COUNTERSIGNED BY HEAD OF INSTITUTION



[Signature]
S.R. SREEDEVI
Headmistress
S.D.P.Y.B.H.S.
Palluruthy, Kochi-6

APPROVAL OF C.O. UNIT



[Signature]
(Gopi Kumar)
Col
Commanding Officer
21 (K) Bn NCC, Ernakulam

S.D.P.Y.B.H.S.
Sree Narayana Nagar
Palluruthy, Kochi-682 006
Phone : 0484 2231462

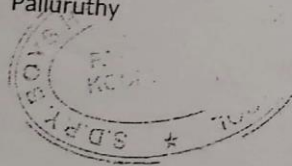


Date : 13/05/19

Permanent Employee Certificate

This is to certify that Sri. [REDACTED], working as physical Education Teacher in S.D.P.Y.B.H.S.S Palluruthy, is a permanent employee of this institution.

Place: Palluruthy



Signature of Head of Institution

[Handwritten signature]
[REDACTED]



[Handwritten signature]
[REDACTED]
Commanding Officer
21 (W) BN WCO, Ernakulam

APOLITICAL CERTIFICATE

This is to certify that Sri. **M. MURUGANATHAN**, Assistant Professor of Physics of PSMO College Tirurangadi (Institution) nominated ANCCO is apolitical and is not a member of any banned political/communal party.



Office seal

Musthafa K
(Signature of Head of institution with seal) charge
Associate Professor
PSMO College
Tirurangadi-676 306

COUNTERSIGNED

(N. Parvathi)


7 May 19

SUITABILITY REPORT

It is certified that I have interviewed Sri [REDACTED] Pazhanimala of SDPY BHSS, Palluruthy, in connection with his application for appointment as part time Associate NCC Officer and found him suitable for carrying out NCC activities in the institution.

Place: Ernakulam

Date: 13 May 2019


[REDACTED]
Co- [REDACTED]
[REDACTED] Officer
21(K) B. [REDACTED]

DUTY ASSUMPTION CERTIFICATE

I certify that MR. S.D.P.Y.B.H.S.S Palluruthy under the sub unit of 21 (K) Bn NCC, Ernakulam has assigned the duties of caretaker of NCC activities with effect from 15 10
[Authority :- NCC A/E letter No. _____ dt- _____]

Place: palluruthy

Date: 13/05/19



Signature of Head of Institution

S.R. Sreedevi
S.R. SREEDHEVI
Headmistress
S.D.P.Y.B.H.S.S.
Palluruthy, Kochi-6



Gopin Kumar
(Gopin Kumar)
Col
Commanding Officer
21 (K) Bn NCC, Ernakulam



കേരളം കേരള KERALA

BY 133737

AFFIDAVIT

I, **JAYESH GEORGE** S/o George P J, aged 37 years, residing at Pallippadan House, Kolakkad P O, Pin 670 673, Iritty Taluk, Kannur district, Kerala state, India, do hereby solemnly affirm and state as follows:-

I swear that I am aware of my responsibilities and I am willing to continue as ANO if selected. I will attend all courses for which I am detailed as well as I will not resign from the appointment for a minimum period of 10 years.

I swear that the facts stated above are true and correct.

JAYESH GEORGE
DEPONENT

Literate deponent solemnly affirmed and signed before me today this the 18th day of July, 2018 at Kuthuparamba



SUNNY KUNNASSERIL
ADVOCATE & NOTARY
KUTHUPARAMBA, KANNUR DIST.
KERALA STATE, INDIA-670 645
9447 549625

15231.
10.7.2018
Handwritten signature and date

Sl. No. 283
Page No. 57
Date 18/7/18



CERTIFICATE OF PHYSICAL FITNESS

I do here by certify that I have examined 522492001 a candidate for employment in Police Department and could not discover that he/she any disease constitutional affection or bodily infirmly except Nil I do not consider this as a disqualification for employment in the office of 522492001 his/her age is according to his/own statement is 32 years and by appearance about 32 years.

Personal marks for Identification :-

1. 10 black mole on right fore arm
2. 10 black mole on left fore arm

Station : Pelluruthy

Date : 13/5/15

Name : ~~Dr. Shibu Varghese~~

Rank : ~~Assistant Surgeon~~

Designation : ~~Pelluruthy~~

Dr. Shibu Varghese, M.B.S., D.O.
Assistant Surgeon
Reg. No. 19



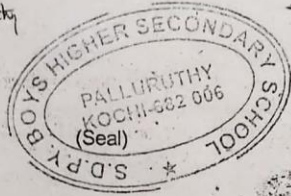
[Signature]
Certifying Officer
Police Station, Pelluruthy

NON WITHDRAWAL CERTIFICATE

This is to certify that if a NCC Coy/Troop is allotted to this institution, I hereby undertake that the NCC Coy/Troop will be maintained properly and will not ask to withdraw the Coy/Troop for the next ten years.

Place: Palluruthy

Date: 13/05/19



(Signature of Head of Institution)

[Handwritten Signature]

(Name in Block letters)

S.D.P.Y. BOYS HIGHER SECONDARY SCHOOL
Palluruthy, Kochi-4

COUNTERSIGNED

(Commanding Officer)



[Handwritten Signature]

(Gopi Kumar)
Col
Commanding Officer
21 (K) Bn NCC, Ernakulam

Appendix
(Refers NCC Headquarters letter
0162/De/NCC HQ/MS(D) dated 20 Sep 2000)

(Certificate to be rendered by Head of the Institution/Education Deptt in respect of Temporary/On Probation/Ad-hoc members of the teaching staff in the categories of PTI/PET/DPEs/Sports officers & Demonstrators)

This is to certify that Shri/Smt Srinivas
is Temporary/On Probation/Ad-hoc members of the teaching staff in GVHSS Arimbra
of this School/College /Institution but is likely to be made permanent/retained in service for a
period of three years(Strike out whichever is applicable)

SEAL OF THE OFFICE



[Signature] HEADMASTER
GVHSS Arimbra
Arimbra (Po)-673 638
(
Signature of Head of the Institution/Education
Dept/School Management

Name Srinivas

Appointment Physical Education Teacher

Name of the Institution GVHSS

Arimbra

Place Arimbra

NCC Tp 70

NCC Unit 2nd Unit (B/D) NCC Mangalore

Note: In case of unpaid private schools, the certificate is to be signed by the Head of the Management Committee

NCC COMMISSION OF ANO

<u>DIRECT COMMISSIONED ANOs</u>		
1	Documents for grant of commission to Direct Commissioned ANOs an allotment of commission be forwarded the following documents to HQ DGNCC prior to derailment of PRCN course:- (a) Selection Bd Appl Form(Appl signed by President of the Selection Bd). (b) Attested copy of NCC certs. (c) Duty assumption cert. (d) Attested copy of DOB cert. (e) Authentication Sheet	Para 4 (a) of HQ DGNCC letter No.0162/Policy/NCC HQ/MS(ANO) dt 04 Oct 2018
<u>NORMAL ANOs</u>		
1	Detailing ANOs for PRCN course, ANOs are in possession of fwg prescribed docus for grant of commission:- (a) Selection Bd Appl Form (Appl signed by Presidnet of the Selection Bd) duly completed and affixed with recent passport size photograph. (b) Authentication Sheet. (c) Attested copy of matriculation cert in support of date of birth.	Para 4 of DGNCC letter No.0162/Policy/NCC HQ/MS(ANO) dt 09 Apr 2019.
2	ANOs will undergo medical test at OTA and declared fit/unfit by the authorized doctor.	
3	Documents of new ANOs will be verified by the BOO. Board proceedings will be prepared by respective OTA, signed by the presiding officer and all board members and a copy thereof will be handed over by respective OTA to HQ DGNCC rep for allotment of NCC Commission Numbers at HQ DGNCC.	
4	After allotment of NCC Commission Numbers, details of ANOs will be forwarded to concerned NCC DTEs.	

PRCN COURSES

Pre Commission Course Duration	Normal ANOs	Direct Entry ANO	Waiver
SD/SW ANOs (90 days).	Within 2 yrs of Selection Bd by MS(ANO)	Within 1 yr of ratification of Selection Bd by MS(ANO)	Waiver of only 06 months may be provided in exceptional cases.
JD/JW ANOs (60 days)	-do-	-do-	-do-
OTA Kamptee for Male ANOs			
OTA Gwalior for Lady ANOs			

PROMOTION CUM REFRESHER COURSES FOR ANOs

1	Refresher Course duration - 30 days		
2	Course QR		
	SD/SW ANOs	DG NCC letter No.0162/Sel/NCC HQ/MS(ANO) dt 16 Jul 2019.	
	Courses		
	Normal/Direct Entry ANOs		
	Ref 1		Within 2-4 yrs of NCC Commission (To be qualified in PRCN)
	Ref 2		Within 10-15 yrs of NCC Commission (To be qualified in Ref 1)
	JD/JW ANOs		
	Ref 1		Within 2-4 yrs of NCC Commission (To be qualified in PRCN)
	Ref 2		Within 6-8 yrs of NCC Commission (To be qualified in Ref 1)
	Ref 3	Within 10-13 yrs of NCC Commission (To be qualified in Ref 2)	
3	ANO RTU Policy		
	(a)	If he/she is not meeting QR	HQ DGNCC letter No.11341/OTA- G/DGNCC/Trg(B) dt 26 Sep 2018.
	(b)	Late Arrival	
	(c)	Absence During Course. The period of absence allowed is 10% of the duration of course as candidate may be allowed 10% of absence. Beyond which the candidate will be RTU.	
	(d)	Trainees who are weak and likely to pass will be warned by the Comdt in mid-term interview or whenever the progress is found to be unsatisfactory. Such individuals will be given special attention and every help during the training to make up.	
	(e)	In the case of pre-commission courses, candidates who eventually fail will not be allowed to take part in passing out parades. They will be returned a day or two prior to the passing out parade by which time their final result will have been decided.	
	(f)	Medical & Disciplinary grounds.	
	(f)	Medical & Disciplinary grounds.	
4	ANO failure in course. Fwg policy is promulgated:-		
	(a)	An individual will be given one addl chance in any course to improve if grades FAILED earlier.	
	(b)	If an indl fails PRCN on second attempt also, a case for relinquishment of his/her commission will be initiated by State Dte.	
	(c)	A candidate who fails in PRCN may apply again as fresh candidate for grant of commission as an ANO, if all QR are met.	

PROMOTION

DOCUMENTATION

1.	Authentication certificate duly signed by the CO/OC of the unit should be submitted	Para 3(c) of HQ DGNCC letter No.0162/Policy/NCC HQ/MS(ANO) dt 13 Mar 19.
2.	The date from which promotion is to be granted be clearly mentioned	
3.	The proposal for promotion should be recommended by the chain of command	
4.	Attested copy of the relevant Refresher Course Report (Part -1/II/III) should be submitted	
5.	The documents for promotion in respect of the following categories of non-eligible ANOs need not be submitted:-	
	(a) Who have obtained "E" grading in the promotion examination	
	(b) Who have attained the age of superannuation (Male & Female ANOs-56 yr)	
6.	Ensure that the data of grant of commission of the ANOs is incorrectly recorded on the promotion papers/Refresher course report/authentication shet.	
7.	The details and authority for the SL period should be quoted in authentication sheet and application form	
8.	Cases, delayed by more than six months should accompany delay report duly recommended by DDG/ADG State	

CHECK LIST

1.	Application form having the following details and duly recommended by the OC and the Gp Cdr:-	
	(a) No, Rank and Name of the ANO	
	(b) Date of Birth and Date of Commission	
	(c) Rank for which promotion is recommended	
	(d) Date from which due for promotion	
	(e) Rank and promotion of ANOs:-	
	(i) SD/SW	On being first Commissioned – Lt
		After 8 years commissioned service – Capt
		After 15 years commissioned service - Maj
	(ii) JD/JW	On being first commissioned – T/O
		After 3 years commissioned service – S/O
		After 8 years commissioned service – F/O
		After 15 years commissioned service – C/O
2.	Authentication sheet duly signed by the OC	
3.	Attested copies of the relevant Refresher Course Report	
4.	Duty assumption Certificate showing the date of assumption of duty on completion of Refresher Course duly signed by the Head of the Institution	
5.	Cases delayed by more than six months should accompany delay report duly recommended by DDG/ADG State	

RECOMMENDATION FOR PROMOTION ANOs : SENIOR DIVISION

PART I

- | | | | |
|-----|-------------------------------------------------------------------------------|---|-------------------------------------|
| 1. | Personal Number & Rank | : | NCC/07110097, lieutenant |
| 2. | Name | : | D. ABLE P, |
| 3. | Unit | : | 28 Kerala BU NCC, Chappalund |
| 4. | Date of Birth | : | 26.05.1968 |
| 5. | Institution | : | SNGS College Tattambi |
| 6. | Date of commission [auth letter No. & Dt] | : | 13.10.2018, _____ |
| 7. | Has the officer been on supernumery strength at any time, if so, state period | : | NA |
| 8. | Rank recommended on promotion | : | Capt Capt |
| 9. | Date on which promotion due | : | 13.10.2018 _____ |
| 10. | Date recommended for promotion | : | 13.10.2018 |

(If any difference from serial 9 state reason) :

ANO had attended and qualified the refresher Cum Promotion Course SD/PT-1/121 held at OTA Kamptee from 30.03.2015 to 28.04.2015 and assumed the NCC duties at the institution with effect from 02.05.2015

PART II

1. Recommended for promotion to the rank of Capt wef 13.10.2018

2. I hereby certify that :-

(a) The ANO is in the active roll of NCC

(b) The ANO is considered professionally fit to hold the next higher rank

(c) A vacancy exists in the unit.

(d) The course report has been seen and the individual has been found qualified for promotion wef 13.Oct.2018.

(e) He has attended and qualified the SD/PT-1/121 course from 30.03.2018 TO 28.04.2018 in grading ' B'.

Signature of Applicant

Cont'.....2/-



(c) He has attended and qualified the following refresher courses with dates shown against each:-

- | | | |
|------|-------------|-------------------------------|
| (i) | PRCN/SD-146 | From 12.07.2010 to 09.10.2010 |
| (ii) | SD/PT-I/121 | From 30.03.2015 to 28.04.2015 |



(Signature)
~~(Ashok Kumar N)~~
~~Lt Col~~
~~Offg Commanding Officer~~

PART-III

RECOMMENDATION OF GROUP COMMANDER, NCC GROUP HEADQUARTERS
KOZHIKODE

Station : Kozhikode
Date *31 Oct 2018*

Recommended

(Signature)

PART-IV

RECOMMENDATION OF OFFG ADDL DIR GENERAL, NCC(K&L)

Recommended / Not Recommended

Station : Thiruvananthapuram

Date : *13 Nov 2018*



(Signature)

एस एल जोशी
SL Joshi
ब्रिगेडियर / Brigadier
स्थानापन्न अपर महानिदेशक
Offg Addl Director General
रा के को निदेशालय (के व ल)
NCC Directorate (K & L)
त्रिवेन्द्रम / Trivandrum-695010

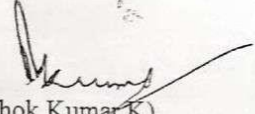
Appendix 'H' to Dte Gen NCC letter
No. 0162/Policy/NCCHQ/MS(D) dated
19 Jun 2000

AUTHENTICATION SHEET FOR PROMOTION : ANOs
(Male ANOs rule 27 of NCC Rules 1948)

NCC Directorate (K&L) Thiruvananthapuram

Ser No	NCC No, Rank and Name of ANO	Date of Birth	Date of commission	Period SL if any	Detail of Refresher course	Proposed rank on Promotion	Date from which promoted	Remarks
1	NCC/07110097 lieutenant Dr. Abdu P	26.05.1968	13.10.2010	-	SD/PT- 1/121 from 30.03.2015 to 28.04.2015	Capt	13.10.2018	




(Ashok Kumar K)
Lt Col
Offg Commanding Officer

प्रतिबंधित / RESTRICTED



05/11/17

24

पाठ्यक्रम पुनश्चर्या रिपोर्ट
REFRESHER COURSE REPORT

पाठ्यक्रम संख्या Course S. No	REF/SD/PT-I-129	से From	09 OCT 2017	तक To	07 NOV 2017
व्यक्तिगत सं Personal No.	NCC/07110095	चेस्ट नं Chest No			
रैंक Rank	LT	नाम पुरा Name(In Full)	XXXXXXXXXX		
जन्म तिथी Date of Birth	31/05/1973	युनिट तथा स्थान Unit & Location	117 BDNCC, KOLLAM		
ग्रुप मुख्यालय Group HQ	KOLLAM	राज्य / निदेशालय State/Directorate	XXXXXXXXXX		

प्रशिक्षण में प्राप्तिस्तर / STANDARD OF TRAINING ACHIEVED

क्र सं S. No.	विषय Subjects	अधिकतम अंक Total Maximum Marks	प्राप्त अंक Total Marks Obtained
1.	ड्रिल / Drill	100	69 ✓
2.	शारीरिक प्रशिक्षण / Physical Training	50	50 ✓
3.	शस्त्र प्रशिक्षण तथा फ़ायरिंग / Weapon Training and Firing	100	73 ✓
4.	मानचित्र पठन / Map Reading	50	36 ✓
5.	क्षेत्र कौशल तथा युद्ध कौशल / Field Craft & Battle Craft	25	17 ✓
6.	लिखित परीक्षा / Written Test	200	104 ✓
7.	प्रशिक्षणात्मक योग्यता / Instructional Ability	75	48 ✓
8.	कुल अंक / G. Total	600	388 ✓

प्रशिक्षुओं की कुल संख्या
9. No. of Trainees on Course

प्राप्त स्थान
10. Position

73

52

प्राप्तांको का प्रतिशत
Award Percentage

श्रेणी
Grading

64.67

B

प्रतिहस्ताक्षरित/Countersigned

मेजर/ले कर्नल
Maj/ Lt Col
कोर्स अफसर
OIC Course

पृष्ठांकित/Endorsed

Scanned with CamScanner

(Srikrishna V)

मेजर जनरल

NCC OFFICERS TRAINING ACADEMY
राष्ट्रीय कैडेट कोर अफसर प्रशिक्षण अकादमी



KAMPTEE
कामठी
REFRESHER COURSE CERTIFICATE
पाठ्यक्रम पुनश्चर्या प्रमाणपत्र

This is to certify that No. 07110097 Rank Lieutenant
प्रमाणित किया जाता है कि नं पद

Name [Redacted] Date of Commission 12/11/2010
नाम कमिशन की तिथि

NCC UNIT [Redacted] has attended NCC Refresher Course
एन सी सी यूनिट ने राष्ट्रीय कैडेट कोर के पाठ्यक्रम पुनश्चर्या कोर्स

Serial No. [Redacted] Duration : From 02/11/14 to 28 April 15
के संख्या क अवधि : से तक

at NCC Officers Training Academy, Kamptee and successfully completed the course with
एन सी सी अफसर प्रशिक्षण अकादमी, कामठी में भाग लिया और उसे सफलतापूर्वक

B

grading.

श्रेणी में उत्तीर्ण किया ।

Kamptee
कामठी
Date 28 Apr 2015
दिनांक

[Signature]
Brigadier
By Comdt & CI
ब्रिगेडियर
उप समादेशक व प्रमुख अनुदेशक

[Signature]
Maj General
Commandant
(NS Rao)
मेजर जनरल
कमांडेंट



DUTY ASSUMPTION CERTIFICATE

This is to certify that No.NCC/07110097 (Rank): Lieutenant (Name): **Dr. Abdu P.**, Associate NCC Officer of SNGS College Pattambi has assumed the charge and started discharging the NCC duties with effect from 02/05/2015 (FN) after attending the refresher cum promotion course Serial No.SD/PT-1/121 from 30 March to 28 April 2015 at NCC Officers Training Academy, Kamptee.

Place: Pattambi

Signature of Head of Institution with seal

Date: 12/10/2018

PRINCIPAL
(Special Grade)
Sree Neelakanta Govt. Sanskrit College,
Pattambi, Palakkad Dt.
Mole Pattambi (P.O.), PIN-679 306

(Office Seal)



SUPERNUMERARY LIST OF ANO

DOCUMENTATION

1.	For one year – Rule 26(4aa) of NCC Rules provides the placing SL due to transfer from one institution to another one	DGNCC letter No.0162/Policy/DGNCC/PERS(A) dt 09 Jun 87.
2.	For two years –Rule 26 (4a) of NCC Rules provide the placing of SL due to proceeding on study leave or posted away to perform some other duties	
3.	On being rendering surplus – If not absorbed within two years of SL, the ANO will submit his relinquishment of their commission	

CHECK LIST

1.	Application form having the following details and duly recommended by the OC and the Gp Cdr:-
	(a) No, Rank and name of the officer
	(b) Date of Birth
	(c) Reasons for placing in Supernumerary List
	(d) Date from which recommended to be placed in the SL
2.	Personal Application
3.	Handing/Taking over cert and Non liability cert issued by the Head of Institution
4.	On transfer – att copy of Transfer Order and Relieving Order
5.	Proceeding on Study Leave – att connected documents

**PARTICULARS OF PART TIME NCC OFFICERS WHO ARE REQUIRED
TO BE PLACED IN SUPERNUMERARY LIST**

1. NCC No : NCC/JD/0721005

Name : S/O BINDESWAR A

3. Unit & Group : 27 Kerala Bn, NCC, P. 1, 1st Lt
Group Headquarters, Kozhikode

4. Date of birth : 25-02-1983

5. Date of Commission : 10-11-2007

6. Reasons for placing in Supernumerary list

(a) Has he/she been transferred : ~~Yes, On promotion transfer~~

(b) If transferred:-

(i) Name of the Institution transferred to : ~~CGHS, Mangal~~

(ii) Whether NCC Coy / Tp is functioning in new institution : No

(iii) If answer is yes, name of present Part time NCC Officer : ---

(c) Is he proceeding on study leave : No

(d) If proceeding on study leave : No

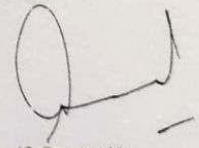
(i) Name of institution he is proceeding to for higher studies: ---

(ii) Period of study leave : ---

(e) Any other reason for being placed under supernumerary list : ---

(f) Date from which recommended to be placed in the supernumerary list : ~~01 Jun 2018~~

Signature of applicant
Head of Institution



(S. K. Nishu)
C/O
Officer Commanding



(cont)

REQ. FOR PLACING IN THE SUPERNUMERARY LIST

om,

S/O Bir
ANO
GB F

To,

The Officer Commanding
27 Kerala Bn NCC
Palakkad

Sir,

This is to inform you that I am posted as HM of CG HSS, Manjeri and relieved of my duties as Associate NCC Officer in the afternoon of 31 May 2018.

Therefore, I request you to place my name in the Supernumerary List of ANOs with effect from 01 June 2018.

Thanking you,

Yours faithfully,

Remeswari

~~(O/O Binduwar P.A.)~~
~~ANO~~

Place : Chittur

Dated : May 2018



Remeswari
REMESWARI, P
HEADMISTRES
Govt. High School, Chittur
Chittur College P.O., Palakkad-678 104.




S. Ramesh

S. Ramesh
Col
Officer Commanding

Handing / Taking over Certificate


I handed over all the documents and the other items in connection with NCC to ~~Dr. Kabeer KT~~ Poolakkal, the care taker ANO of this institution on 20/06/2017 AN in the presence of the Principal, NMSM Govt. College, Kalpetta, Wayanad.

Kalpetta,
20/06/2017

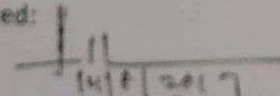

~~Dr. Kabeer KT~~
~~ANO, NCC NMSM Kalpetta~~

I took over the charge of ANO of NMSM Govt. College, Kalpetta from Lt. Kabeer. KT, ANO of this institution on 20/06/2017 AN in the presence of the Principal of NMSM Govt. College, Kalpetta, Wayanad.

Kalpetta,
20/06/2017


~~Dr. Kabeer KT~~

Countersigned:


20/06/2017
PRINCIPAL
NMSM GOVT. COLLEGE
KALPETTA



COUNTERSIGNED BY DC

നോൺ മാതൃഭാഷ'

പൊതുവിദ്യാഭ്യാസ'

'ട്രേനിംഗിലെ അഡീഷണൽ ഡയറക്ടറുടെ (ജനറൽ) നടപടിക്രമ ഉത്തരവ്

വിഷയം: പൊതു വിദ്യാഭ്യാസം - റീവനം - ഹെഡ്മാസ്റ്റർ/ഉപജില്ലാ വിദ്യാഭ്യാസ ഓഫീസർ സമാന തസ്തികയിലെ സ്ഥാനക്കയറ്റം- സംബന്ധിച്ച്.

- വായന:- 1) ഈ ഓഫീസിലെ 28.05.2018 ലെ ഇതേ നമ്പർ ഉത്തരവ്
2) ഈ ഓഫീസിലെ 22.02.2018 ലെ ഡി5/72301/2017/ഡി.പി.ഐ നമ്പർ വിജ്ഞാപനം

ഉത്തരവ് നമ്പർ ഡി5/7000/2018/ഡി.പി.ഐ.തീയതി 30/05/2018

സ്ഥാനക്കയറ്റം

29.01.2018 ൽ കൂടിയ വകുപ്പ്തല സ്ഥാനക്കയറ്റ കമ്മിറ്റി (ലോവർ) അംഗീകരിച്ച വായന (2) പ്രകാരമുള്ള സെലക്ട് ലിസ്റ്റിൽ ഉൾപ്പെട്ട താഴെപ്പറയുന്ന അധ്യാപകരെ സ്ഥാനക്കയറ്റം നൽകി സർക്കാർ ഹൈസ്കൂൾ ഹെഡ്മാസ്റ്റർ/ഉപജില്ലാ വിദ്യാഭ്യാസ ഓഫീസർ/റ്റി.റ്റി.ഐ പ്രിൻസിപ്പാൾ സമാന തസ്തികകളിലേക്ക് 39500-83000/- ശമ്പള നിരക്കിൽ ഉടൻ പ്രാബല്യത്തിൽ നിയമിച്ചുകൊണ്ട് ഇതിനാൽ ഉത്തരവാകുന്നു.

Sl No	Rank No	Name Of Teacher	Address	DDB	Institution in which posted as HM/AEO	Remarks
1						Referred by the committee for the completion of necessary formalities
2						"
3						"
4						"
5						"

20	310	BINDESWAR.P.A	GHSS Chittur, Palakkad	30-02-1966	GGHSS MANJERI MALAPPURAM
21	314	RADHIKA.C	GHSS Kottayi, Palakkad	29-05-1968	GHSS & VHSS KALAMASSERY ERANAKULAM
22	320	BINDU.K.I	GGHSS Cottonhill	30-05-1968	G.H.S.S. KIZHAKKUPURAM PATHANAMTHITTA
23	323	JAYA GETRUDE GEORGE.P	GHSS Balla East, Kasaragod	21-08-1964	GHSS PERIYA, KASARAGOD
24	325	SAJINI,BEGUM.P.A	SSA, Kottayam	03-04-1965	G.H.S.S.CHENGALAM KOTTAYAM
25	326	JAYASREE.P.N	GHS Anakkara	20-07-1964	G.T.H.S.S.CHAKKUPAL LAM IDUKKI
26	330	VASANTHAKUMARI AMMA.C.S	GHSS Kilimanoor	26-05-1964	G.H.S.S., KOMBUKUTHY KOTTAYAM
27	343	KALA JOHN.	GHSS Kanjiramkulam	05-07-1963	G.H.S.S., ALAPPUZHA ALAPPUZHA
28	344	DALI.C.S	GHS Ponganad	27-07-1963	G.H.S.S., KISSIMUM PATHANAMTHITTA
29	345	SALAJA DEVI.S	GHS Avanavancherry	24-05-1967	G.H.S.S., VECHOORCHIRA COLONY PATHANAMTHITTA
30	348 A	LALI S KHAN	GBHSS Pettah	31-05-1966	G.V.H.S.S., PURAMATTON PATHANAMTHITTA
31	354	GOVINDAN KUNIYIL THRICHAMMARATH	GHSS Kuttamath	27-05-1968	GHS CHALIYAPPURAM MALAPPURAM
32	355	MAHIJABI.K.K	GBHSS Thalassery	29-05-1967	GHS ALIPARAMBA MALAPPURAM
33	360	SHOLY.M.SEBASTIAN	GHSS Attenganam, Kasaragod	30-05-1968	GHSS HEROOR MEEPRY KASARAGOD

NO /23/2018-2019

RELIEVING ORDER

Sub; General Education-Establishment-Promotion and posting Headmaster/AEO

Relieving Order Reg:-

Ref:-

1.D6/72301/2017/DPI/Dt.22/02/2018 of the Director of Public Instruction,
Thiruvananthapuram

2. ORDER NO.45/7000/2018/ Dt.30/05/2018.Of the Director of Public
Instruction Thiruvananthapuram

Under reference cited above Smt. ~~XXXXXXXXXX~~ H.S.A (MATHS) of

This school is under orders of promotion and transferred to ~~XXXXXX~~

~~XXXXXXXXXX~~

He has requested to relive her on the FNAN/ of 01/06/2018.

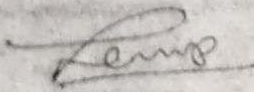
In these circumstances Sri ~~XXXXXXXXXX~~ is relieved on

The FNAN/ of 01/06 /2018 with direction to report for duty in the new station

Forth with.

He was availed nil days of casual leave during the calendar year -2018




HEADMISTRESS
Govt. HIGH SCHOOL
Chittur, Chittur College, P. O
Palakkad - 676104.

<u>ANNUAL CONFIDENTIAL REPORT:</u>		
1.	Initiating officer (IO) – OC NCC unit	Only in case of SD/Wing ANOs
2.	Reviewing officer(RO) – Group Commander	
3.	Senior Reviewing Officer(SRO) - ADG	
<u>HOLDING OF ACR</u>		
1.	SD/SW WING – Respective state directorate	DG NCC 0612/CR/DNCC/MS(D) dt 04 Apr 1996
2.	JD/JW Wing – Respective Group HQ	
3.	Minimum qualifying service for initiating ACR – 90 days for IO, SRO- no specific days.	
4.	Pd of reporting – Jan to Dec	
5.	Adverse remarks given by IO/RO – the extract be shown to ANO and expunged by the next higher officer.	
6.	ANO can seek redress by making a representation	
NOTE – Initiated by Feb every year.		

<u>REGRANT OF COMMISSION</u>	
Exemption	
1.	Appearing of selection board within one year with effect from the date of relinquishment of first commission.
2.	No PRCN course.
3.	Seniority, promotion and other benefits are applicable in case of relinquishment of commission under except NCC Rule 28(2).
4.	In case of re grant of commission, application of the candidates who have been selected by a Board should be forwarded alongwith the following documents:-
	(a) Date of first commission with personal number
	(b) Date of relinquishment of commission of first commission
	(c) Date of re grant of commission
5.	In case of candidates who are recommended by DDG/ADG state for re grant of commission within one year with effect from the date of relinquishment of first commission , the ANOs will not be required to appear before the selection board
6.	These candidates who have crossed 45 years of age should not be considered/selected for re grant of commission

GROUND FOR DISCHARGE OF ANO FROM PERFORMING DUTIES

1.	Rule 26 of NCC Rules 1949 (GD) and Rule 28 of NCC Act Rules 1948.
2.	SRO 12 & 13 (a) The ANO, despite having been afforded two opportunities by the DG NCC,he/she fail to attend without sufficient cause or fails two times the refresher cum promotion course and a National Cadet Corps Training Camp.

RELAXATION OF ENROLMENT AGE OF ANOs UNDER NCC ACT AND RULES 1948 AND 1949

1.	Age limit i.e above 21 to 42 years extendable upto 45 years	HQ DG NCC letter No 0162/POLICY/NCC HQ/MS (ANO) dt 04 Oct 2018
2.	SOC for waiver of age relaxation in respect of candidates above 42 years forwarded to DG NCC two months advance duly recommended by chain of command	
3.	Documents for grant of commission to direct commission ANOs and allotment of commission be forwarded alongwith board proceedings	

	to DG NCC	
4.	Authority of extension for 3 rd year of CTO is with DG NCC based on recommendation of ADG	
<u>PERIOD OF RETIREMENT UNDER NCC RULES 1948 AND 1949 (GD)</u> <u>(PERIOD OF RETIREMENT)</u>		
1.	Existing age for retirement is 56 years	HQ DG NCC letter No 0162/POLICY/NCC HQ/MS(ANO) dt 04 Apr 2019
2.	Provision of extension of service beyond 56 years of age and upto 60 years will be as under:-	
	(a) First spell of 56-58 years will be approved by ADG, State	
	(b) Second and final spell of 58-60 years will be on approval of DG NCC	
<u>CHECK LIST : RELINQUISHMENT OF NCC COMMISSION</u>		
1.	Application form having the following details and duly recommended by the OC and the Gp Cdr:- (a) No, Rank and name of the officer (b) Date of Birth (c) Reasons for relinquishment of commission (d) Accurate and relevant rules (e) Date of relinquishment	
2.	Authentication sheet duly signed by the OC.	
3.	Application form and Authentication sheet should tally.	
4.	Handing/Taking over cert and Non liability cert issued by Head of the Institution.	
5.	Identity Card Destruction Cert and Canteen Card Surrender Cert duly signed by the OC.	
6.	Appx A (On Superannuation) Vide DGNCC letter No.0162/Policy/NCC HQ MS(D) dt 19 Jun 2002	
7.	Appx B(On Supernumerary List) Vide DGNCC letter No.0162/Policy/NCC HQ MS(D) dt 19 Jun 2002	
8.	The original resignation letter or an attested copy of the same(On resignation grounds and Medical grounds).	
9.	The original medical cert issued by CMO (On medical grounds).	
10	On disciplinary grounds:- (a) Copies of show cause notice/warning letters issued to ANO, if any. (b) Copies of reply of ANO, if any. (c) Copies of docum amplifying that two opportunities have been given to the ANO to defend himself/herself. (d) SOC duly recommended by DDG/ADG state.	
11	If fails to attend without sufficient cause or fails two times the refresher-cum-promotion course:- (a) Copies of correspondence regarding detailment of refresher course should be submitted. (b) Copies of denial letter from ANOs for not attending the refresher course. (c) Copies of show notice/warning letters issued to ANO, if any. (d) Copies of reply of ANO, if any. (e) SOC duly recommended by DDG/ADG state.	
12	Cases, which are delayed by more than six months, the delay report duly recommended by the DDG/ADG state.	

GRANT OF HONORARY RANK AT THE TIME OF RETIREMENT

1.	Minimum service of 15 years, including service rendered in Armed Forces.	
2.	Citizen of India or a subject of Nepal.	
3.	Not involved in disciplinary cases and not convicted for any cases.	
4.	ACRs (last five years), three outstanding/above average. Out of other two, minimum one high average and No ACR below average. These are to be forwarded in original with documents	
5.	Submission – one year from the date of relinquishment of commission.	
6.	Last date of receipt of names is 31 Aug every year	
<u>CHECK LIST</u>		
1.	Application form and Statement of Case duly recommended by Chain of Command. (Should have served for minimum 15 yrs in NCC and reach HQ DG NCC by the month of Aug every yr)	
2.	Last five years ACRs (in original) (Three outstanding/above average. Out of other two minimum one high average and no ACRs below average)	
3.	Copy of relinquishment order (case has to be initiated within one year of relinquishment)	

PROFORMA FOR RECOMMENDATION TO GRANT OF HONORARY RANK
TO EX-NCC PART-TIME OFFICERS (SENIOR/JUNIOR DIVISION) UNDER
THE PROVISIONS OF RULE 45 OF NCC ACT AND RULES -1948

PART-I

1. Personal No : NCC/ICE/10107
2. Rank : Chief Officer
3. Name : Saramma Devi I
4. Date of birth : 13/01/1966
5. Academic qualifications : BSc, BEd in Mathematics
6. Name of institution where served prior to discharge and appointment held : St George HSS, Velamoodu
7. Date of relinquishment of commission from NCC : 13/01/2018
8. Permanent address : Parakkandathil House,
Malkava (Post),
Calicut
Kerala
9. Date of commission in the NCC with antedate of seniority : 17/01/2007
10. Previous service in NCC rendered (where applicable) : Nil.
11. Total reckonable service rendered in the NCC : ~~25 Months~~ 44 Months
12. Rank held in NCC at the time of discharge with date of substantive rank : Chief Officer
17/01/2007
13. Period of supernumerary list, if any : Nil.
14. Honorary rank recommended on retirement : Chief Officer
15. Periods of whole time service rendered in the NCC, if any with exact dates : Nil.

Signature of applicant with date



PART-IIRECOMMENDATION OF THE OC UNIT

1. Certified that :-

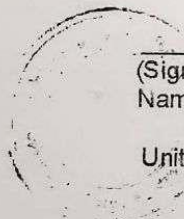
- (a) The Officer had completed 20 years and 09 months reckonable service at the time of his discharge (Minimum service limit is 15 Years).
- (b) The officer had an unblemished record of service in the NCC.
- (c) The Officer satisfies the qualifications laid down in Rule 16 (a) and 16 (aa) and Rule 45 of the NCC Act and Rules -1948 and is not disqualified under Rule 16 (e), 16 (f) 16 (g) and para 1 of Schedule III, thereof.

2. The Officer is recommended for the grant of honorary rank of Lieutenant Commander.

3. Statement of case in support of the grant of honorary rank to the officer is attached in triplicate.

Place : Kozhikode

Date : 13 Jul 2018



(Signature of Officer Commanding)
 Name & Rank Colonel
Commanding Officer
9 (K) Girls Bn NCC
West Hill, Kozhikode-5
 (Stamp)

PART-IIIRECOMMENDATION OF GROUP COMMANDER

Place : Kozhikode

Date : 14 Aug 2018



(Signature of Group Commander)
 Name & Rank CHARAN BIE SINGH
BRIGADIER
 NCC Group HQ KOZHICODE
 (Stamp)

PART-IVRECOMMENDATION OF ADDL DIRECTOR GENERAL, NCC DTE

1. It is certified that :-

- (a) the officer had rendered meritorious service in the NCC for a period of 20 years, including service rendered in Armed Forces, where applicable;

- (b) the officer is of good character – Rule 16 (e), NCC Act and Rules, 1948;
- (c) She is citizen of India or subject of Nepal – Rule 16.(aa) of NCC Act and Rules, 1948;
- (d) She has not at any time been convicted for an offence involving moral turpitude and sentenced – Rule 45 and 16 (e) of NCC Act and Rules, 1948;
- (e) She had not been dismissed from the NCC or the Indian Armed Forces- Rule 45 and 16 (f) of NCC Act and Rules, 1948;
- (f) She is not a member of any communal organization, or a political organisation or an organization believing in violence or communal disharmony – Rule 45, 16 (g) and para 1 of Schedule III of NCC Act and Rules, 1948;
- (g) the officer has been recommended for honorary rank by the Commanding Officer of the Unit where served and the Group Commander.

2. I, therefore, recommend Ex C/O Saramma Daniel for the grant of Honorary Rank of C/O in the NCC on her retirement.

Place : Trivandrum

Date : 15 Feb 2018

(Signature of Addl Director General NCC DTE)
 Name and Rank / Maj Gen
 NCC Dir (State)
 Addl Director General
 रा के को निदेशालय (के व त)
 NCC Directorate (K&L) (Stamp)
 तिरुवनंतपुरम / Thiruvananthapuram - 695 010

Note :-

The statement is to, inter-alia, cover the following points :-

- (a) The officer had an unblemished record of service in the NCC, With commendatory remarks, in his ACRs (gist of remarks to be Fumished).
- (b) Commendatory work done during service.
- (c) The Officer continued to take active interest in the furtherance Of NCC activities, after relinquishment of his commission, where applicable.
- (d) The present academic/social status of the officer with full details/ Particulars.

STATEMENT OF CASE FOR GRANTING HONORARY COMMISSION OF
CHIEF OFFICER TO SMT SARAMMA DANIEL EX ANO OF
ST GEORGE HSS, VELAMCODE

INTRODUCTION

1. NCC/J/GD/19107 Chief Officer Saramma Daniel served as Associated NCC Officer of St George HSS, Velamcode, affiliated to this Battalion from 17 Jan 1994 to 13 Jan 2018. As per Rule 45 of the NCC Act and Rules – 1948, Honorary ranks can be awarded to deserving ex- NCC part time officers provided they have rendered unblemished record of service in the NCC and continued to take active interest in the furtherance of NCC activities after their relinquishment of commission.

PROPOSAL

2. It is proposed that Smt. Saramma Daniel ANO of St George HSS, Velamcode with more than twenty years of unblemished record of service in the NCC be granted Honorary rank of Chief officer in the NCC.

JUSTIFICATION

3. Smt Saramma Daniel of St George HSS, Velamcode was an ANO with effect from 17 Jan 1994 and continued as ANO till her relinquishment. On successful completion of three refresher courses, she was promoted to the rank of Chief Officer, the highest rank any JW ANO, can rise upto. The Officer relinquished the commission on 13 Jan 2018 on her retirement on superannuation.

4. Various camps attended by the ANO in state:-

Ser No.	Name of Camps	Period	
		From	To
01.	CATC	16/09/1994	25/09/1994
02.	CATC	02/05/1996	11/05/1996
03.	CATC	17/06/1997	26/07/1997
04.	CATC	24/09/1998	05/10/1998
05.	CATC	24/06/1999	06/07/1999
06.	CATC	17/05/2003	26/05/2003
07.	CATC	11/09/2005	20/09/2005
08.	CATC	19/06/2006	28/06/2006
09.	CATC	12/09/2007	21/09/2007
10.	CATC	10/08/2009	19/08/2009
11.	CATC	15/06/2010	24/06/2010
12.	Pre TSC III	29/09/2010	08/10/2010
13.	Pre TSC IV	11/10/2010	20/10/2010



14	CATC	21/08/2011	30/08/2011
15	RDC IGC	10/10/2012	18/10/2012
16	CATC	23/07/2013	01/08/2013
17	CATC	25/06/2014	04/07/2014
18	CATC	25/06/2015	04/07/2015
19	Pre TSC III	07/09/2015	16/09/2015

5. Various centrally organized camps attended by the ANO:-

Ser No.	Name of Camps	Period	
		From	To
01.	RDC	03/01/1995	30/01/1995
02.	Sikkim Trek	16/09/1995	30/09/1995
03.	NIC Delhi	03/10/1997	12/10/1997
04.	NIC Ahammedabad	03/10/1999	18/10/1999
05.	NIC Amritsar	30/09/2000	09/10/2000
06.	RCTC Gwalior	22/10/2002	02/11/2002
07.	NIC Bough Gaya	16/11/2006	27/11/2006
08.	Army Attachment Bangalore	14/12/2007	02/01/2008
09.	Mavlankar Shooting	07/08/2008	16/08/2008
10.	NIC Bharatpur	03/11/2008	14/11/2008
11.	NIC Rohtak	16/11/2009	27/11/2009
12.	TSC Delhi	23/10/2010	03/11/2010
13.	Nilgiri Trek	03/05/2012	10/05/2012
14.	SNIC Kakkinaada	09/10/2014	20/10/2014
15.	TSC Delhi	18/09/2017	29/09/2015
16.	SNIC Sri Nagar	22/05/2016	07/11/2016
17.	Ajmeer Trek	07/11/2016	15/11/2016
18.	SNIC Leh	12/08/2017	23/08/2017

6. Major achievements of the ANO are as follows:-

- Best ANO in NIC-II at Bodh Gaya Nov 2006.
- Best ANO in NIC Rohtak Nov 2009.
- Appreciation by various Commanding Officers of 9(K) Girls Bn NCC
- Appreciation by Group Commander, NCC GPHQ, Calicut.
- Appreciation by ADG of Kamataka & Goa.
- Appreciation by Deputy Inspector General of Police.
- Appreciation by MLA, MP, Minister.
- Appreciation by Deputy Director of Education, District Education Officer, Kozhikode.

7. C/O Saramma Daniel attended more than 30 camps during her tenure as ANO. She has also conducted various social service activities including, Visit to old age home, Tree plantation drives and anti tobacco/drug campaigns and rally.

Contribution to the NCC after relinquishment.

9. Smt Saramma Daniel is still in touch with C/T and cadets of the institution so that she can contribute positively to the NCC even after retirement.

FINANCIAL IMPLICATION

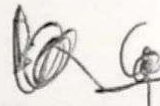
9. Since no honorarium is paid to the Honorary Commissioned Officer in NCC, no financial implication is envisaged.

CONCLUSION

10. Considering the unblemished record of service rendered by the Ex-ANO, and the active participation in furthering the cause of NCC in Kerala, it is strongly recommended that Smt Saramma Daniel be granted the Honorary rank of Chief Officer.

Place : Kozhikode

Date : 1 Sep 2018


(CB Chhetry)
Colonel
Commanding Office

RECOMMENDATION OF GROUP COMMANDER

Recommended

Place : Kozhikode


Date: 03 Nov 2018

RECOMMENDATION OF ADG(K&L), THIRUVANANTHAPURAM

~~Recommended / Not Recommended~~

Station : Thiruvananthapuram

Dated : 15 Feb 2019


बी जी गिलगंजी
BG Gliganchi
मेजर जनरल / Maj Gen
अपर वाइसचैफ़
Additional Director General
ए अ डी जी (अ) (क ए ल)
NCC Directorate (K&L)
Thiruvananthapuram - 695 002

