**ADMINISTRATIVE AND JOINING INSTRUCTIONS**

**ALL INDIA NCC GIRLS TREKKING EXPEDITION (AIGTE)**

**RAJASTHAN (AJMER) TREK-2022**

**FROM 05 NOV 2022 TO 12 NOV 2022**

1. **References**

 (a) Instructions on Planning and Conduct of Camps.

 (b) HQ DGNCC letter No.17812/Trek-95/DGNCC/Trg (E) dated 15 Feb 1995.

 (c) HQ DGNCC letter No.17812/Trek-95/DGNCC/Trg(E) dated 27 Sep 1995.

 (d) Chapter 58 of P & F Manual 2006.

(e) HQ DGNCC letter No.17812/Trek-2017/DGNCC/Trg (E) dated 06 Jul 2022. (f) Govt of India, Min of Def letter No.4/10/2017-D(GSD-VI)/ dt Apr 2022 on Financial Grant for conduct of Trekking Expedition 2022-19 by National Cadet Corps.

2. **Appendices**

 A. Allotment of vacancies and schedule.

 B. Programme of arrival and departure.

 C. Trekking Schedule.

 D. Batch wise Grouping of Directorates.

 E. Train Timing at Ajmer Railway Junction.

 F. List of Items to be brought by cadets.

 G. Performa for Nominal Roll of NCC Officers & Cadets.

 H. Performa for Medical Fitness Certificate for Trekkers.

 J. Performa for Willingness/Risk Certificate.

 K. Form of Indemnity for NCC Officers and Cadets.

 L. Drowning/Accident Certificate.

 M. TA/DA Expenditure Statement.

 N. Certificate from PI Staff and ANOS.

 O. Certificate of Bus/Train Fare.

 P. DO’S and DON’TS

**Introduction**

3. NCC Directorate Rajasthan is conducting a Trekking Expedition in the picturesque valley of one of the oldest hill ranges of the world-The Aravalis in Ajmer. One of the highest peak of the Arrivals is located at Ajmer ie. Taragarh (Garh Bithali) with height of 873 mtrs.

4. A bonus feature of this trek is the additional excursion to the holy city of Ajmer which is known for The Durgah, a shrine of the Sufi saint Khawaja Moinunddin Chishti and Pushkar, a lake supposed to have appeared miraculously, when a lotus flower fell from the hands of Lord Brahma and dropped over this place. The Brahma temple, the only temple of Brahma in the world, is situated at Pushkar.

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**AIM**

5. The aim of the All India Girls Trekking Expedition – AIGTE Rajasthan (Ajmer) Trek – 2022 is to inculcate a spirit of adventure, exploration, inquisitiveness, practical investigation, build endurance, and develop self confidence and spirit – de – corps amongst the participating NCC girl cadets.

**SCOPE**

 6. The scope of this All India Girls Trekking Expedition Rajasthan (Ajmer) Trek encompasses the following:-

 (a) Inculcate a spirit of adventure, exploration, inquisitiveness and practical

 investigation amongst NCC girl cadets.

(b) Develop stamina, endurance, self-confidence, team espirit and spirit-de-

corps.

 (c) Develop love for nature, flora and fauna.

 (d) Increase concern for preservation of forests, wildlife, ecology and

 Environmental cleanliness.

 (e) Inculcate respect for local customs and traditions.

(f) Afford an opportunity to visit a new area and to make cadets aware of

the vastness of our country and diversity of its culture.

 (g) Promote National Integration by enabling the cadets to live together and

 get accustomed to food habits of different regions/states.

**Allotment of Vacancies**

7. Trek of 510 NCC Girls Cadets (SW/JW) cadets and ANOs will participate in ‘**AJMER TREK’** ’. Vacancies for various Directorates have been allotted as given at **Appx ‘A’**. Programme of arrival and departure is given at **Appx ‘B’**. Arrival programme should be strictly adhered to so as to facilitate smooth induction of trekkers.

8. **Duration** The Ajmer Trek will be conducted from 05 Nov 2022 to 12 Nov 2022. The duration of Trek will be 08 days. Distribution of the allotted days is as under:-

 (a) Reception, documentation, Medical & Briefing. - 01 day

 (b) Opening Address, Endurance Practice & Kitting. - 01 day

 (c) Trekking, Visit Religious/Historical Places & Educational tour

 Cultural Pgme - 05 days

 (d) De-kitting, Distr of TA/DA, Certs, Closing Address & Dispersal- 01 day

  **TOTAL -** 08 Days

**Venue**

9. The Trekking Expedition will commence and terminate at Ajmer covering a distance of approximately 90 KM and touching heights of approx 2850 ft.

10. **Base Camp**. Base camp will be established at Kayad Vishram Sthal, Jaipur Road, Ajmer, located approximately 15 kms from Ajmer Rly Station.

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11. **Staging Camps**. Staging Camps will be set up in the existing built up accommodation at Kayad Vishram Sthal, Jaipur Road, Ajmer.

12. **Selection of Physically Fit Participants**. The participants for the above trek will be selected as per the guidelines given at Appendix ‘A’ to HQ DG NCC letter No.17812/Trek/95/DGNCC/Trg(E) dated 27 Sep 1995. Directorates are requested to ensure that only physically fit Cadets/ANOs are detailed for the trek. Cadets and ANOs suffering from Asthma/Hypertension will not be detailed. Special attention will be paid to the guidelines laid down for selection of cadets. Participants who are found medically unfit will be returned from the Base Camp.

13. **Trekking Schedule**. The trekking Expedition will be carried out as per HQ DGNCC letter No.17812/Trek-2022/DGNCC/Trg (E) dated ………… 2022. The time plan and trekking schedule are as given at **Appx ‘C’.**

14. **Strength.** A total number of 525 girl Cadets including ANOs will participate in the trek. Allotment of vacancies to various Directorates is as per HQ DG NCC policy. Details are as under:-

**(Trek wef 05 Nov 2022 to12 Nov 2022)**

|  |  |  |
| --- | --- | --- |
| **Ser No** | **Directorate**  | **Number Of Vacancies**  |
| **ANO** | **Cadet** | **Total** |
| **SW** | **JW** |
| (a) | Gurjat | 3 | 60 | 42 | 105 |
| (b) | J&K | 3 | 60 | 42 | 105 |
| (c) | PHHP & C | 3 | 60 | 42 | 105 |
| (d) | UK | 3 | 60 | 42 | 105 |
| (e) | Rajasthan | 3 | 60 | 42 | 105 |
|  | **Total** | **15** | **300** | **210** | **525** |

15. **Grouping.** For the ease of administrative convenience, trekkers have been grouped into one batch comprising of 525 ANO/cadets accompanying the contingent as given at **Appendix ‘D’.** The above grouping will be strictly adhered to during the conduct of the Trek. DIRECTORATES ARE REQUESTED TO DETAIL THEIR CADETS AS PER THE ABOVE GROUPING AND NOT TO DISPATCH THEM IN A SINGLE LOT AS IT WILL CREATE ADMINISTRATIVE PROBLEMS IN TERMS OF ACCOMMODATION

AND MESSING.

**Nearest Railway Station (NRS)**

16. Base Camp for Ajmer Trek 2022 will be established at Kayad Vishram Sthal, Jaipur Road, Ajmer and **NRS is Ajmer Jn**.

17. Ajmer is an important rail junction of the North Western Railways, and is well connected to all parts of India. Timings of arrival and departure of trains at/from Ajmer Jn are given at **Appendix ‘E’.** (However, latest Railway Timings may please be taken into consideration).

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**Reception**

18. A Reception Centre will be established at Ajmer Junction. The Reception Centre will function from 05 Nov 2022 (0600) onwards. Groups coming before 0600hrs on

05 Nov 2022 will make their own arrangements for messing. However accommodation will be provided in the camp.

19. **ETA** ETA of the batches must be INTIMATED TO NCC GROUP HQ Udaipur well in advance, CLEARLY INDICATING THE TRAIN by which THE GROUP IS ARRIVING latest by  **OCT 2022** at the following Tele Nos :-

 **(a) Tele No -0294- 2418100**

 **(b) Fax No -0294- 2418100**

 **(c) E-mail -** **nccgpudp@yahoo.co.in**

|  |  |  |
| --- | --- | --- |
|

|  |
| --- |
|  **(d) E-mail - rajasthanartybty2@gmail.com** |

 |  |

**Arrival**

20. All contingents will ensure that they reach Ajmer railway station in accordance with the dates given at **Appendix ‘D’**. BATCHES ARRIVING EARLIER WILL HAVE TO MAKE THEIR OWN ARRANGEMENTS FOR MESSING. SINCE SUFFICIENT ACCOMMODATION IS NOT AVAILABLE AT THE BASE CAMP, PARTICIPATING DIRECTORATES ARE REQUESTED TO ENSURE THAT BATCHES ARRIVE ONLY ON THE DATES MENTIONED IN APPENDIX ‘B’ and ‘E’ to these instructions.

**Railway Reservation**

21. Responsibility of rail reservation for onward and return journeys will be that of participating Directorates. As heavy rush is anticipated due to approaching winter season, Directorates are requested to make the rail reservation well in advance.

**Escorts**

22. Lady ANOs and PI Staff/GCI as mentioned in HQ DG NCC letters under reference will be detailed. They will escort the cadets during the journey and participate in all the trekking activities. Therefore, **PI STAFF WHO ARE LMC, WILL NOT BE DETAILED UNDER ANY CIRCUMSTANCES.** PI Staff detailed with the cadets will be allowed to return to units only after completion of trek. ANOs DETAILED SHOULD NOT SUFFER FROM ANY AILMENT WHICH MAY RESTRICT THEIR PARTICIPATION IN TREKKING ACTIVITIES. No leave will be granted during the Trek. PI Staff and ANOs should be briefed accordingly prior to their dispatch.

**Note:-** FAMILY MEMBERS AND UNAUTHORIZED ESCORTS (INCLUDING CHILDREN OF ANOs, GCIs, and PI Staff) WILL NOT BE PERMITTED TO ACCOMPANY THEM DURING TREKKING AND WILL NOT BE PERMITTED TO STAY AT THE CAMP LOCATION. NO ANO, GCI OR PI STAFF WILL BE PERMITTED TO STAY OUTSIDE UNDER OWN ARRANGEMENTS UNDER ANY CIRCUMSTANCES.

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**Clothing and Equipment**

23. Kitting of cadets for the trek before their departure from units is very important as the cadets will have to walk the entire distance of the treks on foot over an average altitude of 1550 ft. **Kitting for the trek is the responsibility of the participating** **Directorates. List of items which are required to be brought by the participants are given at Appendix ‘F’**. Participating Directorates may issue suitable instructions to the units to carryout thorough check of correct kitting especially JERSEYS/TREKKING SHOES/BLANKETS/SLEEPING BAGS and RUCKSACKS. It has been experienced in the past that certain Directorates do not equip the trekkers with said items. Such instances will be brought to the notice of HQ DG NCC and participants will be returned to their parent units under intimation to HQ DG NCC, Parent Dte and Group HQs.

24. ANOs/PI Staff/GCI of each Dte will report to the Camp Adm Officer and shall return with their respective batches after clearing all dues. They will be responsible for the following:-

(a) Collect rucksacks, jungle shoes, blankets, sleeping bags and other trek equipment required by the cadets from the parent Directorate for their own use during trek.

(b) Also draw and issue trek stores from Trek Base Camp and account for these stores and return the same on completion of the trek.

(c) When the last batch of their Directorate completes the trek, they will withdraw all the stores and equipment including those items issued at Base Camp from their cadets and return to respective units with their cadets after depositing the stores drawn from Base Camp.

(d) They will give the ‘Final All Correct Report’ to the Camp Adm Officer in writing and collect clearance certificate and movement order before departure.

**Documents**

25. The participating Directorates will forward the following documents through party-in-charge. The documents will be deposited on arrival at the Base Camp:-

 (a) Nominal Roll of participants (six copies) as per format at **Appx ‘G’.**

 (b) Medical Fitness Certificate as per the format at **Appx ‘H’. Cdts will also carry Covid vaccination certificate and RTPCR test report not later than 72 hrs.**

 (c) Willingness/Risk Certificate as per format at **Appx ‘J’**.

 (d) Indemnity Bond as per format at **Appx ‘K’.**

 (e) Drowning/Accident Certificate as per format at **Appx ‘L’**.

 (f) Expenditure Statement as per the format at **Appx ‘M’.**

 (g) Certificate from PI Staff and ANOs as per format at **Appx ‘N’.**

 (h) Certificate of Bus/Train fare from OC Unit as per format at **Appx ‘O’.** **(Blank Certificate signed by OC Unit and filling of amount at the payment point will not be accepted.)**

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**Feeding Arrangements during the Trek**

26. Cooking detachments will be located at Staging Camp. Breakfast will be served hot/packed depending upon the starting time from Staging Camp. Cadets will be served hot lunch or tea with snacks depending upon whether they are issued with packed breakfast or packed lunch. A cup of tea will be arranged enroute during each trek.

27. Participating Directorates are requested to explain to their cadets that one of the aims of the All India Trek is to promote National Integration for which it is essential that cadets should learn to appreciate and get used to food of other region/state.

**Funds**

28. Trek Budget will be utilized to meet the following:-

1. Messing at Rs. 150/- per day per cadet/ANO.
2. Incidental at Rs. 18/- per day per cadet/ANO.
3. POL @ 3Ltr + 6% Lubricant.

29. **Payment of Rank Pay to ANOs**. DG NCC has sanctioned rank pay for ANOs attending the TREK as under:-

|  |  |
| --- | --- |
| **SW** | **JW** |
| Lt | Rs. 16000/-pm | Third Offr | Rs. 6500/- pm |
| Capt | Rs. 18600/- pm | Second Offr | Rs. 8800/- pm |
| Maj | Rs. 22600/- pm | First Offr | Rs. 10800/- pm |
|  |  | Chief Offr | Rs. 13200/- pm |

**Note**: - Rank Pay for ANOs attending the Trek will be paid for 08 days only.

**Bus Ticket**

30. TA/DA for cadets and ANOs will be claimed and paid by their respective Dte as per the approval by their ADGs/DDGs in accordance with Govt. of India, Min of Def letter No 0950/2019-20DG/NCC/Budget/San/HQ dated 12 Mar 2021 and DGNCC letter No 17812/Trek/-2021/DGNCC/Trg (E) dated 15 Mar 2021. **NO TA/DA WILL BE PAID BY THE CONDUCTING UNIT/Dte.**

**Depositing of Messing Money**

31. Regular/Whole Time Officers, PI Staff and Girl Cadet Instructors are required to pay for their messing at the rate of Rs. 150/- per day per head for the actual duration of stay at each camp to the Camp Commandant.

**Heavy Luggage**

32. Participating units will ensure that cadets do not carry heavy steel boxes for this trekking camp. No box bigger than 2 ft x 1 ft x 1ft will be allowed to be carried as it will create storage and transportation problems. Trekkers including officers should only bring light suit cases/ruck-sacks/Pack 08/haver-sack or light handbags, which they can carry themselves.

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33. Beyond the Base Camp, trekkers will only carry rucksacks/haversacks/Pack 08. Remaining luggage will be deposited at the Base Camp, prominently marked/numbered and locked.

**Valuables**

34. ANOs/Cadets will not carry too much cash, valuables and jewellery. Trek Manager/staging Camp Commandant will NOT be responsible for losses, if any, occurring during the camp. Responsibility of keeping mobile phones securely will be that of the cadet & concerned ANO/PI Staff/GCI.

**Medical Cover**

35. Medical cover will be provided as under:-

 (a) Base Camp - One Medical Officer and Nursing Assistant.

 (b) During Move - Nursing Assistant with first aid kit and medicines will

 move with the cadets.

36. Ambulance/light vehicle will be positioned at road head/SP/Staging Camp when a trekking batch is out. Serious casualty, if any, will be evacuated to Jawahar Lal Nehru Hospital, Ajmer/Military Hospital, Nasirabad.

37. All ANOs/ GCIs /PI Staff/Cadets detailed to participate in the actual trek will be medically examined and inoculated against Cholera and Typhoid and will obtain a Medical Fitness Certificate from Military/Civil Medical Officer prior to commencement of their journey as per the format given at **Appx ‘H’**. All ANOs/GCI/ PI staff /Cadets will carry their **COVID -19 VACCINATION CERTIFICATES.** All participants must be in possession of **RTPCR** test report not more than 72 hours old at the time of reporting to Base Camp.The same will be deposited at the Base Camp by all participants on arrival.

**Advance for Barrack Damage**

38. Each Group is required to deposit Rs.1500/-(Rupee One Thousand Five Hundred only) with Camp Comdt, on arrival at Base Camp as caution money towards barrack damages. This caution money will be returned to them before departure, after deducting the cost of barrack damage/damage of trek stores (if any).

**Discipline**

39. Participating Directorates will take appropriate steps to ensure discipline during the journey and the trek. Following measures will be taken:-

 (a) Specific responsibilities will be assigned to each ANO/PI Staff/GCI accompanying various parties.

 (b) Cadet appointment will be nominated and assigned specific responsibilities. However, they will not be made responsible for cash or heavy stores.

 (c) Entry of unauthorized personnel into Base Camp or their mixing with the trekking parties during the trek is strictly forbidden.

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(d) ANOs of the batch will be responsible for the discipline and welfare of all the participating cadets in their batch at all times.

(e) **All cadets will travel in uniform and do the trekking in uniform.**

(f) Correct entraining/detraining drills will be observed and ANOs/PI staff accompanying cadets will ensure strict discipline during journey.

(g) Strict water discipline will be observed for the duration of journey, trek and stay in the camp. Water will not be consumed from any unauthorized source.

(h) No arms, ammunition and knives will be possessed by the cadets.

(j) Cadets will be subjected to strict Military discipline during the camp.

(k) **Disciplinary cases will be returned to their units and will not be allowed to complete the trek. No certificates will be issued to such cases.**

(l) All rivers, canals, wells, villages and towns are placed ‘Out of Bounds’ for trek participants.

(m) Accompanying ANOs/PI Staff will exercise strict control on move of cadets and maintain strict discipline while passing through any village/town/built up area.

(n) Bathing will be undertaken only at selected places as earmarked by Camp Commandant at Base Camp.

**Do’s and Don’ts**

40. Do’s and Don’ts for the trek are given at **Appendix ‘P’** for strict compliance.

**Issue of Certificates**

41. Trek certificates will be issued to the trekkers on successful completion of trek.

**Feedback**

42. ANOs and cadets (Appointment holders) will render a ‘Feedback Report’ in quintuplicate to the Trek Manager on their return from each trek and before final departure from the Base Camp. Movement Order will be issued only after submission of the “Feedback Report”.

**Dispersal**

43. Participants will be dispersed to their respective units on termination of the Trekking Expedition as per the dates shown at Appendix ‘E’ & ‘F’. Batch-in-Charge will obtain a clearance certificate from the Base Camp Commandant before collecting the movement Order.

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**Communication**

44. **Postal Address**.

 (a) **Up to 04 Nov 2022**

 Group Commander

 C/O NCC Group HQ, Udaipur

 Saheli Marg, Udaipur - 313004

 Telephone No: 0294-2418100

 Fax No: 0294-2418100

 Email – nccgpudp@yahoo.in

 (b) **From 05 Nov 2022 to 12 Nov 2022**

 The Trek Manager

 The NCC Ajmer Trek- 2022

 C/O 2 Rajasthan Artillery Battery NCC

 Beawar Road, Ajmer – 305 001

 Telephone No: 0145-2461823

 Email – **rajasthanartybty2@gmail.com**

45. **Dress during Conduct of Trek**. It will be ensured that all service personnel, cadets, ANOs and GCIs taking part in trekking Expedition will wear their respective authorized uniforms/combat dress during the entire duration of the trek.

46. The participating Directorates, Group Headquarters and Units are requested to go through these instructions carefully and ensure that all actions outlined herein are completed well in time. ANOs and GCIs accompanying the cadets are advised to go through these instructions and ensure their implementation.

47. Success of the trek depends on judicious selection of cadets, proper adherence to the prescribed physical standards of participants, correct documentation and above all, total involvement by all the participants. Towards this end, all participants are requested to co-operate and ensure successful conduct of the trek.

48. **Telephone.** Arrangements are being made to install a temporary telephone at Base Camp at Ajmer. Efforts will also be made to provide telephone booth facility at Base Camp so that it facilitates the cadets to communicate to their homes on payment basis. Telephone number will be intimated to all concerned after installation. However, permanent contact telephone numbers are given below:-

|  |  |  |
| --- | --- | --- |
| **S. No.** | **Appointment** | **Telephone Number** |
| (a) | Joint Director (Trg), NCC Dte Rajasthan, Jaipur | 0141-2200710 |
| (b) | Group Commander, NCC Group HQ, Udaipur | 0294-2418100 |
| (c) | Adm Officer,NCC Group HQ, Udaipur | 0294-2418100 |
| (d) | Trg Officer, NCC Group HQ, Udaipur | 0294-2418100 |
| (e) | Commanding Officer, 2 Raj Arty Bty NCC Ajmer | 0145-2461823 |

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49. **Cultural Programme**. A cultural programme will be organized on 11 Nov 2022 for Trek-. The cultural programme is expected to be witnessed by state dignitaries and VIPs. Endeavour should be made to project state specific programmes projecting culture & customs of the state. Dtes are required to prepare three programmes each and be kitted as per the traditional costumes. To imbibe a sense of rich cultural heritage & legacy amongst the cadets, efforts should be made through this cultural programme to show case various traditions and customs in vibrant colours of the country.

50. It will not be out of place to mention that the importance of keeping the environment clean must be impressed upon to all participants.

51. Please acknowledge receipt.

 Sd/-xxxxxx

No.225/Trg/Trek/NCC (Bhaskar Chakraverty)

NCC Group Headquarters Colonel

Saheli Marg, Group Commander

Udaipur-313004 NCC Group Headquarters

Udaipur

Dated : Sep 2022

**APPENDIX ‘A’**

 **(Refers to Para 7)**

**ALLOTMENT OF VACANCIES FOR AJMER TREK – 2022**

**WEF 05 NOV 2022 TO 12 NOV 2022**

|  |  |  |
| --- | --- | --- |
| **Ser No** | **Directorate**  | **Number Of Vacancies**  |
| **ANO** | **Cadet** | **Total** |
| **SW** | **JW** |
| (a) | Gurjat | 3 | 60 | 42 | 105 |
| (b) | J&K | 3 | 60 | 42 | 105 |
| (c) | PHHP & C | 3 | 60 | 42 | 105 |
| (d) | UK | 3 | 60 | 42 | 105 |
| (e) | Rajasthan\* | 3 | 60 | 42 | 105 |
|  | **Total** | **15** | **300** | **210** | **525** |

|  |  |  |
| --- | --- | --- |
| **Ser No** | **Raj Directorate \*** | **Number Of Vacancies**  |
| **ANO** | **Cadet** | **Total** |
| **SW** | **JW** |
| (a) | Jaipur Group | 1 | 15 | 10 | 26 |
| (b) | Jodhpur Gp | 1 | 15 | 10 | 26 |
| (c) | Udaipur Gp | 1 | 15 | 11 | 27 |
| (d) | Kota Gp | - | 15 | 11 | 26 |
|  | **Total** | **03** | **60** | **42** | **105** |

 **APPENDIX ‘B”**

 **(Refers to Para 7)**

**AJMER TREK**

**ARRIVAL AND DEPARTURE (PERIOD - 08 DAYS)**

**WEF 05 NOV 2022 TO 12 NOV 2022**

|  |  |  |
| --- | --- | --- |
| **S. No.** | **Date of Arrival** | **Date of Departure** |
|  | 05 Nov 2022 | 12 Nov 2022 |

 **APPENDIX ‘C’**

 **(Refers Para 13)**

**TREKKING SCHEDULE**

**TREK 05 NOV 2022 TO 12 NOV 2022**

|  |  |  |
| --- | --- | --- |
| **LOC** | **DATE** | **EVENTS** |
| AJ |  05/11/2022 | Arrival  |
| BC |  05/11/2022 | Arrival, Documentation, Medical and Settling Down |
|  06/11/2022 | Camp Comdt’s Address, Endurance March, Checking of Kit, Issue of Stores |
| T & SS |  07/11/2022 | Trekking & Visit of Religious/Historical Palace |
|  08/11/2022 | Trekking & Visit of Religious/Historical Palace |
| 09/11/2022 | Trekking & Visit of Religious/Historical Palace |
| 10/11/2022 | Trekking & Visit of Religious/Historical Palace |
| 11/11/2022 | Trekking & Visit of Religious/Historical Palace |
| BC | 12/11/2022 | Closing Address, Depositing of Stores, Payment of TA/DA, Issue of Certificate & Dispersal |

**Legend: AJ - AJMER RAILWAY JUNCTION/BUS STAND**

**BC - BASE CAMP (VISHRAM STHALI)**

 **T&SS - TREKKING & SITE SEEING**

**NOTE :-**

1. A Rally will be organized on 11 Nov 2022, followed by Visit of Religious/Historical Places.
2. Cultural Pgme will be organized on 11 Nov 2022, proceeded by trek.

 **APPENDIX ‘D’**

 **(Refers to Para 15)**

**BATCHWISE GROUPING OF DIRECTORATES**

**AJMER TREK**

**WEF 05 NOV 2022 TO 12 NOV 2022**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S. No.** | **BATCH** | **NCC DTE** | **ANO** | **CADETS** | **TOTAL** | **DATE OF ARRIVAL** | **DATE OF DEPARTURE** |
| **SW**  | **JW** |
| 1 | **FIRST BATCH** | Gurjat | 3 | 60 | 42 | 105 | 05 -Nov-2022 |  12 -Nov-2022 |
| J&K | 3 | 60 | 42 | 105 |
| PHHP & C | 3 | 60 | 42 | 105 |
| UK | 3 | 60 | 42 | 105 |
| Rajasthan | 3 | 60 | 42 | 105 |
| **TOTAL** | **15** | **300** | **210** | **525** |

 **APPENDIX ’E’** **(Refers to Para 17)**

**TRAIN TIMINGS AJMER RAILWAY JUNCTION**

|  |  |  |  |
| --- | --- | --- | --- |
| **TRAIN NO.** | **TRAIN NAME**  | **DEP**  | **DAYS FOR AJMER**  |
| 16209 | Ajmer-Mysore Exp | 05.35 | Friday, Sunday  |
| 16531 | Ajmer-Yashwantpur Exp | 05.35 | Monday  |
| 54806 | Ajmer-Ahmedabad Passenger  | 10.10 | Daily  |
| 54802 | Ajmer-Jodhpur Pass | 14.30 | Daily |
| 12990 | Ajmer-Dadra T SUPER FAST  | 19.20 | Wed, Fri & Sun |
| 19601 | Ajmer-NJP Exp | 06.30 | Saturday  |
| 12978 | Ajmer-Ernakulam Exp | 07.40 | Friday  |
| 15716 | Ajmer-Kishanganj Exp | 11.05 | Mon, Tuesday , Thursday  |
| 09622 | Ajmer-Jaipur Intercity  | 11.45 | Daily |
| 12988 | Ajmer-Siyaldaha Exp | 12.50 | Daily |
| 12413 | Ajmer-Jammu Tawi Exp | 14.05 | Daily |
| 12196 | Ajmer-Agra Fort Exp | 15.00 | Daily |
| 54807 | Ajmer-Jaipur Passenger | 18.15 | Daily |
| 18632 | Ajmer-Ranchi Exp | 19.30 | Saturday |
| 12396 | Ajmer-PATANA JIYARAT EX  | 23.55 | Thursday |
| 59603 | Ajmer-Udaipur Passenger  | 08.00 | Daily |
| 19654 | Ajmer-Ratlam Exp | 13.00 | Daily |
| 12992 | Ajmer-Udaipur Exp | 16.10 | Daily |
| 12719 | Ajmer-Hyderabad  | 17.40 | Wed, Fri |
| 22996 | Ajmer- Bandra Exp | 20.30 | Tue, Thu & Sat |
| 12957 | Ahmedabad-New Delhi Rajdhani | 00.55 | Daily |
| 12548 | Ahmedabad- Agra Fort Exp | 02.10 | Tues,Thur, Sunday |
| 19565 | Okha - Dehradun Exp | 01.40 | Saturday  |
| 12270 | Ahmedabad -Mujaffarpur Exp | 01.30 | Monday |
| 12915 | Ahmedabad-Delhi Exp | 02.30 | Daily |
| 12216 | Bandra-Delhi Exp | 05.00 | Mon, Wed, Thur & Saturday  |
| 14312 | New Bhuj Bareli (Ahmedabad) Exp | 06.10 | Mon, Tues, Fri & Sunday |
| 14322 | New Bhuj Bareli (Bhilari Exp) | 06.10 | Wed, Thur & Saturday |

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|  |  |  |  |
| --- | --- | --- | --- |
| **TRAIN NO.** | **TRAIN NAME**  | **DEP**  | **DAYS FOR AJMER**  |
| 12316 | Udaipur-Siyaladaha Exp | 06.30 | Monday |
| 12263 | Porbandar-Delhi Exp | 11.05 | Wed, Sunday |
| 19269 | Porbandar-Muzaffarnagar | 11.00 | Fri, Saturday |
| 19707 | Bandra-Jaipur Exp | 16.35 | Daily |
| 19105 | Ahmedabad-Haridwar Mail | 20.45 | Daily |
| 12982 | Udaipur-Delhi Chetak Exp | 22.45 | daily |
| 12958 | New Delhi-Ahmedabad Rajdhani | 02.29 | Daily  |
| 12547 | Agra Fort-Ahmedabad Express  | 04.50 | Mon. Wed. Saturday |
| 19566 | Dehradun-Okha Express  | 21.40 | Sunday |
| 15269 | Mujaffarpur-Ahmedabad Exp | 23.15 | Monday |
| 12916 | Ashram Exp | 22.50 | Daily |
| 12965 | Gwalior-Udaipur Exp | 00.50 | Daily |
| 12215 | Jaipur-Bandra Garib Rath Exp | 16.40 | Mon, Wed, Thur & Saturday  |
| 14311 | Bareli-New Bhuj (Ahmedabad) Exp | 20.15 | Mon, Tues, Fri & Sunday |
| 14321 | Bareli-New Bhuj (Bhilari Exp) | 20.15 | Wed, Thur & Saturday |
| 12315 | Siyaladaha-Udaipur Exp | 20.30 | Monday, Friday |
| 12264 | Delhi – Porbandar Exp | 16.55 | Wed, Sunday |
| 19270 | Muzaffarnagar-Porbandar Exp | 21.40 | Fri, Saturday |
| 19708 | Jaipur-Bandra Exp | 11.15 | Daily |
| 12981 | Delhi - Udaipur- Exp | 02.10 | daily |
| 16210 | Mysore- Ajmer Exp | 17.30 | Thur, Sat |
| 16532 | Yashwantpur-Ajmer Exp | 17.30 | Sunday |
| 54805 | Ahmedabad-Ajmer Passenger  | 18.15 | Daily  |
| 54801 | Jodhpur-Ajmer Pass. | 12.55 | Daily |
| 12989 | Dadra-Ajmer Exp | 08.15 | Tues, Fri & Sunday |
| 16210 | Mysore- Ajmer Exp | 17.30 | Thur, Sat |
| 16532 | Yashwantpur-Ajmer Exp | 17.30 | Sunday |
| 54805 | Ahmedabad-Ajmer Passenger  | 18.15 | Daily  |

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|  |  |  |  |
| --- | --- | --- | --- |
| **TRAIN NO.** | **TRAIN NAME**  | **ARR** | **DAYS FOR AJMER**  |
| 54801 | Jodhpur-Ajmer Pass. | 12.55 | Daily |
| 12989 | Dadra-Ajmer Exp | 08.15 | Tues, Fri & Sunday |
| 19602 | Kishanganj NJP -Ajmer Exp | 21.40 | Tuesday |
| 09756 | Jaipur-Ajmer Fast Pass. | 20.15 | Daily |
| 12977 | Ernakulam -Ajmer Exp | 17.20 | Tuesday |
| 15715 | Kishanganj -Ajmer Exp | 21.30 | Mon, Wed & Sat  |
| 09621 | Jaipur-Ajmer Intercity  | 16.10 | Daily |
| 12987 | Siyaldaha -Ajmer Exp | 02.55 | Daily |
| 12414 | Jammu Tawi-Ajmer Exp | 12.20 | Daily |
| 12195 | Agra Fort -Ajmer Exp | 11.50 | Daily |
| 12015 | New Delhi -Ajmer Shatabadi Exp | 12.45 | Daily |
| 54808 | Jaipur -Ajmer Passenger | 09.15 | Daily |
| 18631 | Ranchi-Ajmer Exp | 05.20 | Saturday |
| 12395 | Patna-Ajmer Exp | 15.10 | Thursday |
| 59604 | Udaipur-Ajmer Passenger  | 18.05 | Daily |
| 19653 | Ratlam-Ajmer Exp | 13.50 | Daily |
| 12991 | Udaipur-Ajmer Exp | 11.30 | Daily |
| 12720 | Hyderabad –Ajmer Exp | 03.05 | Wed, Fri |
| 19605 | Kolkata –Ajmer Exp | 08.55 | Monday |
| 22995 | Bandra-Ajmer Exp | 09.50 | Mon, Thu & Sat |
| 19404 | Sultan Pur Exp Ahmedabad | 14.10 | Thur |
| 19408 | Varansi Ahmedabad | 14.10 | Sunday |
| 19410 | Ghorkhpur – Ahmedabad | 03.50 | Monday |
| 19412 | Ajmer – Ahmedabad Exp | 06.25 | Daily |
| 19414 | Kolkta – Ahmedabad Exp | 09.30 | Monday |
| 19574 | Jaipur- Akhoa Exp  | 19.20 | Tues |

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|  |  |  |  |
| --- | --- | --- | --- |
| **TRAIN NO.** | **TRAIN NAME**  | **ARR** | **DAYS FOR AJMER**  |
| 19608 | Ajmer –Kolkatta Exp | 19.25 | Monday |
| 19610 | Haridwar –Ajmer Exp | 09.40 | Mon, Wed, Sat |
| 19712 | Bhopal -Jaipur Exp | 06.55 | Daily |
| 59307 | Indore –Jaipur Link Exp | 09.15 | Daily |
| 19666 | Udaipur Khajuraho  | 03.40 | Daily |
| 22452 | Chandigarh –Bandra | 16.40 | Wed, Sun |
| 59602 | Ajmer- Beawar Pass | 18.20 | Daily |
| 59608 | Pushkar - Ajmer Pass | 17.30 | Mon, Wed, Thu, Sat, Sun |
| 19403 | Ahmedabad -Sultanpur Exp | 16.05 | Tuesday |
| 19407 | Ahmedabad -Varansi Exp | 06.30 | Fri |
| 19573 | Okha- Jaipur Exp | 13.15 | Tuesday |
| 19607 | Kolkatta – Ajmer Exp | 05.30 | Sat |
| 19609 | Ajmer – Haridawer Exp | 19.50 | Mon, Thu, Sat |
| 19711 | Jaipur – Bhopal Exp | 21.05 | Daily |
| 19665 | Khujrahon- Udaipur Exp | 01.25 | Daily |
| 22451 | Bandra T-Chandigarh Exp | 05.00 | Tues, Fri |
| 22995 | Bandra T-Ajmer Exp | 09.50 | Mon, Thu, Fri |
| 59601 | Beawar- Ajmer Pass | 09.05 | Daily |
| 59607 | Ajmer –Pushkar pass | 09.15 | Mon, Wed, Thu, Fri |
| 12016 | Ajmer New Delhi Shatabdi | 15.45 | Daily |
| 12984 | Chandigarh –Ajmer Garib Rath  | 09.40 | Tues, Fri, Sun |
| 13424 | Ajmer – Bhagalpur  | 05.55 | Sat |
| 15270 | Ahmedabad – Mujaffarpur Jan Shatabdi | 01.40 | Mon |
| 17020 | Hyderabad - Ajmer Exp  | 03.05 | Mon |
| 18010 | Ajmer – Shatra Gami Exp | 19.25 | Sun |
| 18208 | Ajmer -Durg Exp | 19.30 | Tuesday |
| 19030 | Delhi Sarairohila –Bandra Exp | 23.15 | Thu |
| 19264 | Delhi –Porbandar | 16.00 | Mon, Thu |
| 12983 | Ajmer Chhattisgarh Garib Rqath Ex | 17.55 | Tue, Fri, Sun |
| 13423 | Bhagalpur Ajmer Ex | 23.55 | Fri |

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| --- | --- | --- | --- |
| **TRAIN NO.** | **TRAIN NAME**  | **ARR** | **DAYS FOR AJMER**  |
| 14311 | Bareilly New Bhuj Alahahajrat | 20.15 | Tue,Thu,Fri,Sat |
| 14321 | Bareilly Palanpur | 20.15 | Mon, Wen, Sun |
| 16209 | Ajmer Mysor Ex | 05.30 | Fri, Sun |
| 16531 | Ajmer Yashwantpu Ex | 05.30 | Mon |
| 17019 | Ajmer Hyderabad Ex | 17.40 | Tue |
| 18009 | Satragami Ajmer Ex | 05.30 | Sun |
| 18207 | Durang Ajmer Ex | 18.15 | Tue |
| 18631 | Ranchi-Ajmer Garib Nawaj Exp | 05.20 | Sat |
| 19029 | Bandra T-Delhi Sarairola  | 06.30 | Thu |
| 19105 | Ahmedabad - Haridawer | 20.25 | Daily  |
| 19263 | Porbandar- Delhi Sarairola | 11.05 | Sun, Wed |
| 19269 | Porbandar -Mujaffarpur | 11.05 | Fri, Sat |
| 19772 | Amritsar Via Bhatinda - Ajmer  | 9.55 | Wed, Fri |
| 09721 | Jaipur-udaipur Super-fast | 08.25 | Daily |
| 09722 | Udaipur –Jaipur Super-fast  | 20.05 | Daily  |
| 12065 | Nizamudin Jan Shatabdi Exp | 05.45 | Fri, Sun |
| 12066 | Nizamudin Jan Shatabdi | 22.05 | Fri, Sun |
| 15013 | Ranikhet Exp | 12.10 | Daily |
| 15014 | Ranikhet Exp | 14.40 | Daily |
| 18421 | Puri All Bi Weekly (Ending) | 21.10 | Wed, Sat |
| 18422 | Puri All Bi Weekly (Starting) | 16.00 | Tue, Fri |
| 19031 | Yoga Exp | 20.50 | Daily |
| 19032 | Yoga Exp | 06.50 | Daily |
| 19401 | Ahmedabad Lucknow Exp | 21.10 | Mon |
| 19402 | Ahmedabad Lucknow Exp | 17.10 | Wed |
| 19409 | Ahmedabad Lucknow Exp | 21.10 | Thu, Fri |
| 19413 | Ahmedabad Lucknow Exp | 16.40 | Wed |
| 19416 | Ahmedabad Lucknow Exp | 05.25 | Mon |
| 19416 | Ahmedabad Lucknow Exp | 14.10 | Wed |
| 19579 | Bhawa Nagar Rajkot Delhi Link Exp | 01.40 | Fri |

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|  |  |  |  |
| --- | --- | --- | --- |
| **TRAIN NO.** | **TRAIN NAME**  | **ARR** | **DAYS FOR AJMER**  |
| 19580 | Delhi-Bhawa Nagar Rajkot Delhi Link Exp | 21.40 | Fri |
| 19611 | Ajmer ASR Exp | 17.55 | Thu, Sat |
| 19612 | ASR Ajmer | 10.00 | Wed, Fri |
| 19613 | Ajmer ASR Ex | 17.55 | Mon, Wed |
| 19614 | ASR Ahmedabad Exp | 10.00 | Sat, Mon |
| 09627 | Ahmedabad Delhi SF Exp | 05.45 | Mon, Wed, Sat |
| 09628 | Delhi Ahmedabad SF Exp | 22.05 | Mon, Wed, Sat |

**Note:-** Latest train time table may please be obtained from concerned railway authorities.

**APPENDIX’F**’

 **(Refer Para 23)**

**LIST OF ITEMS TO BE BROUGHT BY CADETS**

**PART I**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No** | **ITEMS** | **QTY** | **REMARKS** |
|  1. | Trekking shoes (Hunter shoes (Bata)/ Jungle Shoes) | 1 Prs | \*Preferably used and well fitting shoes and not brand new ones. |
| 2. | Woollen/Nylon Socks | 3 Prs | \* |
| 3. | Shoe laces | 2 Prs |  |
| 4. | Personal Clothing | 3 Nos | Jeans/Pant and T Shirt/Salwar Kameez/Track Suits |
| 5. | Uniform | 2 Prs | \* |
| 6. | Shoes leather black | 1 Nos | Trekking shoe may be worn with uniform while trekking. |
| 7. | Beret with badge | 1 Nos |   |
| 8. | Web belt | 1 Nos |  |
| 9. | Pullover/Sweater/Wind-cheater | 1 Nos | \* |
| 10. | Undergarments | As required |  |
| 11. | Towels (Bath & Hand) | 2 Nos | One each |
| 12. | Sanitary Napkins | As required |  |
| 13. | Scarf | 1 Nos | Optional |
| 14. | Headgear/Cap | 1 Nos | Optional |
| 15. | Sunglasses | 1 Nos | Optional |
| 16. | Rain cape/Umbrella | 1 Nos | \* |
| 17. | Water bottle with strap | 1 Nos | \* |
| 18. | Housewife | 1 Nos | Needle, thread, buttons, safety pins. |
| 19. | Mug | 2 Nos | One each for tea and toilet. |
| 20. | Steel Plate | 1 Nos | For meals. |
| 21. | Spoon | 1 Nos | For meals. |
| 22. | Katori | 1 Nos | For meals. |
| 23. | Small Tiffin Box | 1 Nos | For general use. |
| 24. | Small Knife & First Aid Kit | 1 Nos | With ANO only. |
| 25. | Toilet/Dressing items | As required | Cold cream/Vaseline be carried. |
| 26. | Torch | 1 Nos | \*With spare cells. |
| 27. | Candles with match box | 1 Pkt |  |
| 28. | Writing material & Postage | As required |  |
| 29. | Diary | 01 |  |
| 30. | Items for cultural pgmes | As required  | Optional |
| 31. | Blankets/Sleeping Bag | 1 Nos | \* (min 2 blankets/Cdt or 1xsleeping bag & 1xblanket |
| 32. | Ruck-sack/Pack 08 | 1 Nos |  |
| 33. | Slipers/Chappals | 1 Pr | For use at staging Camp |
| 34. | Ground sheet/Durrie | 1 Nos | \* |
| 35. | Line Bedding | 1 Nos |  |
| 36. | Band Aid | 2 Nos | For use when reqd. |
| 37. | Camera | 1 Nos | (Optional). Security rests with the owner. |
| 38. | Binocular | 1 Nos | (Optional). Security rests with the owner. |

**Note**:- Items with \* must be carried by all cadets.

**Appx ‘F’ (Contd)**

**PART II – Carriage of Items**

39. The following items will be carried during the actual trekking:-

 (a) Water bottle with strap

 (b) Tiffin box when required.

 (c) Rain cape/umbrella when required.

 (d) Diary and pencil

 (e) Camera/Binocular (optional)

 (f) First Aid kit

 (g) Jacket/Wind cheater (optional)

40 The following items will be Packed in Rucksack/Pack 08:-

 (a) Extra clothing

 (b) Toilet items

 (c) Towels and napkins

 (d) Plates, spoons, mug and katori

 (e) Housewife kit

 (f) Extra laces

 (g) Torch, candles and matchbox

 (h) Extra stationery and postage

 (j) Blankets/Sleeping bag

 (k) Ground sheet

 (l) Line Bedding

41. Musical instruments including other items for cultural programme will be transported in vehicles, if required.

42. **Items to be left at Base Camp** All other items brought by the trekkers will be left behind at the Base Camp, including costly items which will be deposited with the Trek Adjt and receipt obtained before the trek commences.

 **APPENDIX ‘G’**

 **(Refer Para 25 (a))**

**PROFORMA FOR NOMINAL ROLL OF NCC OFFICERS AND CADETS**

Unit ………………………………………………. NCC Group HQ ………………………………………………. NCC Directorate ………………………….………………

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S.No.** | **Regt No.** | **Rank & Name** | **Institution** | **Name of Unit** | **Name of Father/Guardian with home address and Tele No.** | **Date of Birth** | **Date of Enrolment** | **No of Camps attended** | **Vegetarian/ Non Vegetarian** | **Whether attended Trekking Expedition, Earlier** | **Weight in KGs** | **Remarks** |
| **IN** | **OUT** |
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (j) | (k) | (l) | (m) | (n) | (o) |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Place:\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_ Signature of OC/CO Unit**

  **APPENDIX ‘H’**

 **(Refer Para 25 (b)**

**PROFORMA FOR MEDICAL FITNESS CERTIFICATE FOR NCC CADETS**

Certified that I have examined No. …………………………………… Rank ……………

Name …………………………………………………………………………………………………………………

of ……………………………………………………………………………………………… College /School

in accordance with the standards laid down in NCC for Senior / Junior Wing / Cadets (Army/Navy/Air force.)

1. **Physical Standards**

 (a) Height (cms) ……………………. (b) Weight (kgs) ….……………….

 (c) Chest (cms) Un Expanded ………………… Expanded …………..………

2. **Clinical Standards**

 (a) **CVS:** (i) Pulse ……………. (ii) BP ……………. (iii) Heart...................

 (b) **Resp System :** …………………………………………………………….

 (c) **Abdomen** (i) Liver………….… (ii) Spleen ……………

 (iii) Hernia ………… (iv) Hydrocel ………...

 (d) **ENT** Hearing (cms ) Rt ……….. Lt ……………

 Tympanic Rt ……….. Lt ……………

 Membrane

 (e) **EYE** near Vision Rt ……….. Lt …………… Distant Vision Rt ……….. Lt …………… with glasses Rt ……….. Lt …………… without glasses Rt ……….. Lt …………… (f) **Extremities** Upper limbs ……………………………

 Lower limbs ……………………………

 (g) **Teeth & Gums** No of Teeth State

 of

 Gums ……………..

3. **Investigations**

 (a) Blood HB …………… TLC………. DLC…………

 (b) Urine SP Gravity ……… … Sugar …… Albumen …………

 (c) Report of specialized investigation (as considered necessary by Medical Officer)

4. **Immunization**

(a) TT ……………………. (Date) (b) TAB ……………..………...

5. Remarks

 (a) Fit/Unfit ……………………………………………………...

 (b) Reasons for declaring unfit ……………………………………………………...

Place :

Date : SIGNATURE OF MO (Name in capitals), Stamp

 **APPENDIX ‘J’**

 **Refer Para 25 (c)**

**PROFORMA FOR WILLINGNESS/RISK CERTIFICATE**

 This is to certify that I, No………………………………… Rank …….........…………………

Name …………………………………………………, am volunteer to undergo Ajmer Trekking Expedition at Ajmer, Rajasthan from ………………………………………………………… to ……………………………………….at my own risk.

Place :

Date : Signature of Officer/Cadet

**COUNTERSIGNATURE OF PARENT / GUARDIAN**

 I hereby permit No. ………………….........…..…………Rank …………………………

Name ………………………………………………………., my daughter /ward to undergo surgery of any nature in emergency during the trek, if the Medical authorities consider it essential and I will not claim any compensation at a later date. I hereby authorise the Trek Manager/Staging Camp Commandant to sign the permission papers for surgery on my behalf.

Place :

Date : Signature ………………………….

 (Name in BLOCK LETTERS)

 Address ………………..……………

 ………………………...…..…………..

 **APPENDIX ‘ K ‘**

 **(Refer Para 25 (d)**

**FORM OF INDEMNITY FOR NCC OFFICERS AND CADETS**

 In consideration of my being nominated either by NCC authorities or at my own request to undergo all types of training and also participating in any Camp/Course/Adventure training activities in/outside NCC and while travelling, I undertake and agree neither I nor my executor nor administrator will make any claim against the Government of India or against any Officers, JCO/OR of Armed Forces, Civilian MT Drivers or against any loss or injury to the property or person (including injuries resulting in death) which I may suffer while or in consequence of my being in training/participation of any Camp/Course/Adventure training activities in/outside NCC and while travelling and I understand that No compensation will be paid by the Government of India or any Officers, JCO/OR, Armed Forces/Civilian MT Drivers or against any person in the service of the Government of India and in respect of any such loss or injury (including injury resulting in death) and I agree so as to bind myself executors and administrators to Indemnify the Government of India, or any Officer JCO/OR, Armed forces/Civilian MT Drivers or against any person in the service of the Government of India against any claim which may be made by any third party against them or any of them arising out of any act of default on my part during or in connection with the said training/course/camp/adventure training or journey by road/sea, river and flight.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Signature of applicant,

 Address and designation)

 Date : \_\_\_\_\_\_\_\_\_\_\_\_

In the Presence of

Witnesses :- Signature of Parent/Guardian

1. Signature …………………….

 (with date)

 Name in BLOCK LETTERS

 Address ………………………………. ……………………………

 …………………………………………… (Name in BLOCK LETTERS)

2. Signature ……………………. Date : …………………….

 (with date)

 Name in BLOCK LETTERS

 Address…………………………………… Counter signature of Head of the Institution

 ……………………………………………. (Seal)

 Date :…………………….

**COUNTERSIGNED**

CO/OC Unit

 **APPENDIX ‘ L ‘**

  **(Refer Para 25 (e)**

**DROWNING/ACCIDENT CERTIFICATE**

 I know that there may be deep water near the campsite, enroute and in the area of the Trek, Water is OUT OF BOUNDS. If I go there, I shall do so at my own risk.

 I have been explained the orders regarding the precautions to be taken against drowning /accident and have understood them. I have been told not to go near deep water in the vicinity by the In-charge. If I go to any one of these out of bound areas, I shall do so at my own risk.

Name of Unit : ………………………………….

Name of Gp HQ : …………………………………

Name of NCC Dte : …………………………………

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No.** | **Regtl No** | **Rank** | **Name** | **Signature** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

 Certified that I have explained the orders regarding precautions to be taken against drowning / accidents.

Station: ………………………….

Signature of OC Unit

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Office seal)

**ATTESTED BY PRINCIPAL/HEADMASTER OF THE INSTITUTION**

 Certified that the above named Officer/Cadets are on the roll of the College/School and can be spared for the All India Girls Trekking Expedition (Ajmer Trek)-2017.

Signature with seal

 **APPENDIX ‘M’**

 **(Refer Para 25 (f)**

**ALL INDIA TREKKING EXPENDITION (AJMER TREK)-2022**

**TA/DA EXPENDITURE STATEMENT TA/DA**

1. Name of Contingent Commander: ………………………………………………………………

2. Strength of Contingent : Officers………………....… Cadets …………………

3. Full Postal address:-

 (a) Unit : ……………………………………………………………………………

 (b) Gp HQ :…………………………………………………………………………….

(c) DTE : ……………………………………………………………………………

4. Move details:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **JOURNEY** | **JOURNEY** | **MODE OF TRAVEL** | **TRAIN/ BUS FARE** | **TICKET NUMBER** |
| **COMMENCED** | **CONCLUDED** |
| **DATE** | **TIME** | **DATE** | **TIME** | **FROM** | **TO** |
|  |  |  |  |  |  |  |  |  |

5. DA admissible for Officer @Rs. 130/-p.d for ………..…………. days Rs ………….…

6. DA admissible for cadets @ Rs. 125/-p.d. for ……… cadets **Rs** …………….

 for …………. Days ……………………...

 **Total Rs.**

RECEIVED a sum of Rs …………………… (Rupees ……………………………………………..………

……………………………………………………………………………… ).

CERTIFIED a sum of Rs ……………………… (Rupees …………………………………………………

……………………………………………………………………………….).

CERTIFIED that - (a) I/We have actually performed the journey as per the details given above (b) Actual Expenditure incurred by me/us is not less than the amount claimed in this bill (c) Particulars, furnished above by me/us are correct (d) Incase, if any excess amount paid at the trek and found later date, will be refunded by me/us as ordered.

Date: …………………..

 Signature of the Contingent Commander/

Senior Cadet

No …………………… Rank ……………

Name …………………………………….

ACCEPTED AND PASSED FOR PAYMENT PAID BY ME ON ……………….

Rs…………………. (Rupees ……………….. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

……………………………………………….. (Signature of authority making payment)

 **APPENDIX ‘N’**

 **(Refer para 25 (g)**

**CERTIFICATE FROM PI STAFF AND ANOs**

1. I, No \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rank \_\_\_\_\_\_\_\_\_\_ Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Unit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ certify that I am willing to take part in All India Trekking Expedition Ajmer 2017 and willing to complete the trek.

2. I do not have any request whatsoever for leave of any kind and I have been fully briefed about the trekking requirements of Cadets and myself.

Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: Signature of PI Staff/ANO

**COUNTERSIGNATURE**

Place:

Date: (Office Seal)

 **APPENDIX ‘O ‘**

 **(Refer Para 25(h)**

**CERTIFICATE OF BUS FARE/TRAIN FARE**

 Certified that the under mentioned ANOs/Cadets who have been detailed for Ajmer-2017 Trek have reported at Bn HQ from their Institution/residence and the actual bus fare/rail fare from institution to Bn HQ is as given against each:-

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No** | **Name of Offr/ Cadet and Institution** | **Bus fare/Rail fare** | **Amount of fare for one way** | **Remarks** |
| **From** | **To** |
|  |  |  |  |  |  |

Date:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place: Signature of ANO

COUNTERSIGNATURE

(CO/OC)

 **APPENDIX ‘P’**

 **(Refer Para 40)**

**DO’S AND DON’TS**

**DO’S**

1. Ensure medical examination of cadets before detailment.

2. Ensure cadets are trained to walk with jungle boots for about a week prior to move for trek to avoid blisters.

3. Ensure that the cadets are in possession of NCC jersey pull-over in addition to private woolen jerseys with adequate civil dress.

4. Ensure cadets are in possession of rucksacks and jungle boots.

5. Ensure onward and return journey reservation for contingent is done under the arrangements of respective Group/Units from where cadets are detailed for the trek.

6. Ensure cadets strictly follow the batch-wise schedule of reporting for the trek.

7. Ensure cadets are properly briefed about the trek.

8. Ensure the cadets are in possession of all documents required for the trek.

9. Ensure that the cadets are having adequate cash for their daily Expenditure/ pocket money.

**DON’TS**

1. Do not detail cadets will high BP, URIT, Asthma or other contingencies

diseases.

2. Do not enter river, ponds and water resources (All water bodies are strictly out

of bounds).

3. Do not detrain without the orders of Batch in-charge during the journey.

4. Do not send cadets with low/high blood pressure/breathing problems.

5. Do not carry heavy luggage, excess cash and jewelry.

6. Do not carry lethal weapons.

7. Do not take lift from strangers during the trek.

8. Do not divert from the original trek route.

9. Do not over eat/waste food.

10. Do not drink water from unauthorized sources.

11. Do not enter civilian living areas.

12. Do not throw litter around.

13. Do not drink or take eatables from unknown person during the journey period/trek duration.

14. Cadets less than 14 yrs of age will not be detailed.

15. Do not detail cadets who have already attend the trek earlier.

**IMPORTANT:** **FOLLOW BUDDY SYSTEM AND DO NOT LEAVE YOUR**

**BATCH THROUGH OUT THE TREK**

