

SOP FOR REUNION

INTRODUCTION

1. Alumni of NDA celebrate reunion of their courses as Silver/Golden Jubilees or otherwise to mark their passing out. This event brings back nostalgic memories of their NDA training days, as it gives them an opportunity of being together, with their spouses and children at NDA besides their course mates. Course Reunions are therefore scheduled for about three days during the term breaks at NDA. The programme for reunion would comprise of wreath laying at Hut of Remembrance, planting of trees, sight-seeing, golf and other sports, reunion dinner at cadets' mess etc. This SOP has been revised based on past experience so as to ensure smooth conduct of the event.

AIM

2. The aim of this SOP is to lay down comprehensive guidelines for the planning, preparation and execution of the course reunions at NDA.

SCOPE

3. The SOP lays down the broad guidelines for conduct of reunions. It also suggests an organisational structure for planning and execution. Detailed planning will be undertaken once the committees as spelt out in the SOP are operational and interaction with the course nominee commences. This planning however does not form a part of the SOP.

CONDUCT

4. It is mandatory that the Course Reunions are scheduled only during the term break to ensure smooth conduct of the event. Under no circumstances, will more than one course reunion be conducted in a term break. Reunions will be conducted within 10 days of commencement of term break and are not to be planned after the second week of the same. A duration of one week will be earmarked preferably in the 2nd week of the term break for holding of the Course Reunions. Priority would be given to the courses celebrating the Golden Jubilee and courses of senior serving officers of the rank of VCOAS/Army Commanders, on first come first serve basis. The last date of receipt of proposal for the course re-union would be 15th Jan for the Spring Term and 15th Jul for the Autumn Term. The date of intimation of acceptance would be conveyed 90 days prior to the commencement of the reunion schedule. No request would be entertained after these dates. A suggested programme of events is placed at **Appendix 'A'**.

ORGANISATION STRUCTURE

5. The course desirous of organising a reunion will nominate an officer from their course as coordinating officer for tying up all the arrangements with the Adm Branch NDA. It is desirable that the earmarked officer is based at Pune for ease of coordination. It is mandatory that the nominated officer meets the Deputy Commandant before finalisation of all the requirements. The nominated officer is also required to liaise with AA & QMG (B)/AAG for finalisation of programme, and with the Catering Officer and the Officers Mess Secretary of NDA for the bill of fare and the expenditure likely to be incurred for the parties organized at these venues.

6. One of the Squadrons in rotation will be earmarked to host the event under the overall coordination of the Squadron Commander of the nominated Squadron. The concerned Battalion Commander would be responsible to supervise all aspects to ensure that the event is organised as per military finesse and élan. The Coordination Committee under his Chairmanship will comprise of the following : -

- (a) Chief Coordinating Officer (CCO).
- (b) OIC Reception/ dispersal.
- (c) Liaison Officer.
- (d) Additional supporting staff.

7. **Chief Coordinating Officer (CCO).** The Squadron Commander of the host squadron will be designated as the CCO. The overall responsibility for successful conduct of the event will devolve on him. Various organising committees will assist him in this venture. It is preferable that the officers of the committees be from the same Battalion. Since the reunions are attended by the senior serving/retired officers, CCO will make certain that the dealing staff is briefed to be polite and courteous with the guests under all circumstances.

8. **Reception/Dispersal Cell.** OIC reception/dispersal cell will be responsible for setting up of reception cell at Pune Railway Station and at the Pune Airport. Reception at railway station will be set up at the MCO. No reception will be established at the Pune Bus Terminal. Officers arriving by Bus would need to make their own arrangements to reach the Academy or report at the reception cell at the Railway station. Officers may have to wait for up to an hour or so to cover trains/flights arriving within an hour of each other. OIC Reception will establish liaison with the 'Officer Representative' of the Reunion Course for the itinerary of the guests and communicate the same to his supporting staff. He will also coordinate the dispersal of the guests as per schedule. The reception cell will be manned round the clock.

9. **Control Room.** A control room will be established two days prior to the arrival of the guests in the earmarked squadron under the aegis of CCO. A nominated officer will perform the duties of OIC reception cell. The OIC will have details of the guests and their allotment of accommodation. A detailed accommodation chart of the guests will also be displayed at the control room. Details of various charges and other services being provided would be prominently displayed on the notice board. The facilities to be available in the Reception are laid down in **Appendix 'B'**. This should include charges for messing, photographs and services.

10. **Catering Arrangements.** Cadets' Mess will be responsible for providing food and refreshments for the guests during their stay in NDA. Sufficient uniformed waiters in rotation are to be detailed by Cadets' Mess to serve tea and refreshments round the clock in the squadron reception apart from the morning and evening tea. Adequate crockery will be issued to the Sqns by the Catering Offr well in advance to cater for serving of tea/snacks at central areas outside the cabin. The bill of fare for each meal of the reunion period will be worked out by the OIC reunion in consultation with the catering officer and the course representative, although the expenditure on meals has been worked out on a standard menu. In addition, tea/coffee vending machine will be arranged in the squadron by the CCO. The catering for functions planned in various places other than the Cadets' Mess will be under the arrangements of Secretary, Officers Mess. Secretary Officers Mess is to set up a bar both at the Officers Mess and Cadets' Mess for all meals.

11. **Accommodation Arrangements.** The Squadron nominated as the parent squadron will be earmarked for accommodating the officers, their families and guests. In the event of oversubscribing of accommodation in the host squadron, one more parent squadron will be made available for the guests. All officers and their guests are to be accommodated in the parents' squadron only. OIC Accommodation is to ensure that the stay is made comfortable for the guests. All the B/Rs in the Sqn will have shower curtains and curtains for all the windows. Besides necessary arrangements, other essential items required to be kept in each cabin are placed at **Appendix 'C'**. These items are to be collected from QM stores three days in advance. Any additional requirements such as toiletry items will be made available on payment at the counter of reception. It is desirable that the officers and their families of the reunion course stay at the parent squadron itself. Limited guest rooms have also been earmarked at Officers' Mess NDA and Command Mess, Pune for the reunion. However, the stay at these guest rooms would stretch the resources such as support staff and transport as the Academy is closed during the period. The allotment of accommodation would be on the basis of seniority of rank.

12. **Information Folder.** Information Folder as per **Appendix 'D'** is to be prepared and placed in each cabin of the host squadron. The services of the Methods Section are to be utilised for the same. *The GSO-2(Coord) will ensure printing of Info Folders and NDA Brochures well in time with name of Course Reunion printed on the Info Folder cover. Methods Section will also print addl requirement, if any, by the Reunion Course, ie Cash Coupons, Feedback/Activity forms etc.*

13. **Liaison Officer (LO).** A service officer will be detailed as LO to conduct the event. He will be assisted by JCO's/NCOs and equivalent. The detailed LOs must be familiar with the organisation and layout of NDA and also acquaint themselves with the programme. The LO would ensure that the feedback forms kept in information folder are collected duly filled by the guests at the end of the get together and the same is submitted to the Administration Branch.

Detailment of Staff

14. **Orderlies.** A total of 15 cadet orderlies will normally be detailed from the squadrons of the host battalion and six cadet orderlies from the Bn where reunion is not held. The detailed orderlies will report to OIC Reception/dispersal for further briefing. It is to be ensured that orderlies are properly dressed with clean clothes and footwear. This is to be coordinated by the CCO. Requirement of additional combatant orderlies along with other administrative requirements is to be projected by AA & QMG (B) to HQ Southern Command and the HQ Pune Sub Area for senior serving officers attending the course reunions.

15. **Washermen.** QM will make necessary arrangements for providing the required washermen. The washermen detailed will be present in the Dhobi Room of the Parent Squadron along with Iron and Iron Board for the entire duration of the event.

16. **Safaiwala.** QM will provide three additional safaiwalas for the event including two ladies. He will provide additional hygiene and sanitation material like naphthalene balls, odonil, etc to the Parent Squadron CQMH. QM will provide two safaiwalas to the host sqn 07 days prior to the course reunion.

Other Arrangements

17. **De-bugging.** Fumigation of the Squadron premises, cabins and furniture will be completed at least seven days prior to the commencement of the reunion, by the pest control contractor in consultation with the QM & Chief Coordinating Officer. A notice stating that the Squadron was fumigated on ____ (date) will be prominently displayed. Debugging service cell will also be made available at the host Squadron. The service of debugging cell can be availed by the reunion course Officers round the clock as and when required. The contractor will use Velcro arrangement for sealing of cabins to avoid spoiling the paint and white wash work.

18. **MES Related Works** - The host squadron is to be handed over to the MES for rectification of the defects two days after the completion of debugging.

19. **Transport.** The requirement of transport is to be coordinated by the OIC reception cell in consultation with the MTO. The details of vehicles for the course reunion is as follows :-

(a) **Commuting Of Guests.** The under mentioned vehicles will be provided for the movement of guests from Pune to NDA and within NDA premises:-

- (i) 01 Light Vehicle/Staff Car
- (ii) 01 Minibus
- (iii) 02 x 50 seater bus
- (iv) 2 x 2.5/7 Tons (For transportation of Band/Jazz Band/
Variety Entertainments Troupe)

(b) **Journey beyond 25 Kms.** The NDA Regimental vehicles will be made available to the reunion course for the purpose. The charges for the vehicles will be same as those for Officers posted at the NDA. MTO is to ensure that these vehicles are not booked during the duration of the course reunion for any other purpose.

(c) **Logistic Activities.** A three ton vehicle is to be made available to the host squadron three days prior to the commencement of the reunion for collection of stores. The same vehicle is to be made available to the squadron for returning the same one day after completion of the reunion.

(e) **Miscellaneous Requirement.** Transportation of band/ Jazz Band/ Variety Entertainment troupe will also be catered by MTO.

20. **Canteen Extension Counter.** An extension counter of the unit canteen will be set up in the ground floor cabin of the host squadron for the period of the reunion. The squadron is to provide 01 table, 02 lockable steel cupboards and one lockable display cupboard (glass front) for setting up the counter. The minimum items to be sold by the counter are placed at **Appendix 'E'**. The extension counter is to be manned throughout the period of the reunion from 0700 – 2000 hrs. All items in the display cupboard will have price prominently displayed and in addition a price list is to be displayed outside the counter. Items from Ladies Welfare Association will also be stocked for sale.

21. **Soft Drink and Juice.** A fridge will be placed at Ground Floor Central Lobby stocked with all kinds of soft drink and fruit juices. These will be available on payment at the current market rate.

22. **Newspapers and Magazines.** OIC reception cell will arrange for newspapers/periodicals for the guests during their stay in NDA. Ten Newspapers each of two English Dailies and two sets of various magazines will be kept at the ground floor central lobby of the Squadron. The Newspapers and Magazines will be provided by the OIC Library.

23. **Telephone.** **Two** telephone connections with 'zero dialing' facility will be provided at the Control Room in the host squadron by GSO-1 (Trg). Facility for STD connections is also to be made available in consultation with STD Shop, Gole Market. Telephones with virtual calling card facility are already available in the squadrons. These could also be utilised. Signal Regt Southern Command will be responsible to install a separate Army telephone with necessary facility as per the authorisation for the senior serving Officers in the cabins/place of stay.

24. **Fountains.** All fountains will be activated during the period by the Estate Officer. Estate Officer will also provide flowerpots with flower plants as per the demand received from the CCO.

25. **Maintenance of Adjacent Areas.** The Estate Officer will be responsible for providing man power and necessary tools for maintaining the area adjacent to the host squadron. The CCO is to liaise with the Estate Officer for the same.

26. **Squadron Flags.** Administrative Officer and Catering Officer will arrange to have the Squadron Flags hoisted at Pashan Gate, Gole Market and Cadets' Mess respectively as per the programme.

27. **Trishul Marg Boards and Banners.** Security Officer will arrange to have Boards and Banners fixed at Trishul Marg before the events commence till the departure of the guests.

28. **Electricity.** GE Khadakwasla will arrange for stand by power supply/generator at the host squadron and other places as per the scheduled programme.

29. **MES Cell at Squadron Premises.** A MES unit consisting of B/R and E/M representatives will be available in the host squadron from 0700 h till 2200 h.

30. **Photo Cover.** M/s Goyal Studios and M/s Memorabilia will provide photo cover and digital photo cover (if required by the reunion course) for the reunion. Their representatives will contact OIC Reception cell for briefing. The photos will be made available on payment at the host squadron itself. Charges for photo cover are as per rates fixed by NDA and there is no scope for deviation. The rate list for the various sizes of photo cover will be displayed at the control room. The photographer will be at the reception for orders and collection of money. The developed photos will be dispatched to the concerned officer under the aegis of the CCO.

31. **Additional Administrative Support.** It is recommended that for the courses reunion of senior serving Officers of the rank of VCOAS/Army Commanders and next senior courses, the necessary assistance in terms of transport, accommodation, additional man power for security, orderlies and LO be obtained from Southern Command.

32. **Bathrooms.** Bathrooms will be separately earmarked for 'LADIES' & 'GENTS'. All bathrooms will have bathroom curtains. It will be ensured that bathrooms are kept very clean and with good and functional fitments.

33. **Heating Arngs.** CCO will ensure adequate heating arngs for the Reunions during Autumn Term breaks and fans for reunions during Spring Term breaks. QM will provide required number of 'Shegdis'/Fans.

34. **Invitations by the Course.** The Reunion Course may extend invitations for one Lunch/Dinner to the Comdt, Dy Comdt and all other officers of the NDA working towards conduct of Reunion.

35. **Address by the Comdt.** As per norms, the Reunion Course may plan welcome address by the Comdt to the Reunion Course at the beginning of screening of 'Standard Bearers' at Hbibullah Hall on D+1.

36. **Press Coverage.** PRO will org press coverage for the event such as 'Release of First Day Cover' or any other spl event org by the Reunion Course.

Miscellaneous

37. **NDA Darshan.** This will be organised as per programme. CCO is to earmark LOs with microphones and speakers to conduct the tour.

38. **Medical Cover.** One Nursing Assistant with complete first aid kit will be detailed to stay in Parents Squadron premises during the period of reunion. In addition, an ambulance is to be kept ready in a high state of readiness at the MH for immediate response round the clock for the entire duration of the reunion. **The comn with Ambulance Veh will be based on mobile phone under arngs of MH.**

39. **Manning of Facilities.** The various facilities of the Academy viz Peacock Bay, Golf Club, Equitation Lines are to be geared up for utilistion in accordance with the programme promulgated.

40. **Cellular Phones.** GSO-1 (Trg) will provide three cell phones to the OIC Reception and Dispersal cell for the smooth conduct of reception and dispersal. The cell phone numbers are to be handed over to the Course Coordinator for onward transmission to the Officers of the reunion Course.

41. **Accidental Losses /Damages.** The host squadron is to ensure the security and care of items issued to them. Towards this end the orderlies allocated to the cabins are to be made responsible for the inventory. An inventory list is to be prominently displayed in each cabin. The loss of any item is to be reported to the CCO. To make up for the deficiencies a nominal charge of Rs 100/- is to be collected from each officer attending the reunion under "Incidental" head.

42. **Coordinating Conference.** Col IC Adm will hold a Coordinating Conference at his convenience to tie up all details. The following will attend the conference:-

- (a) OCs of concerned Bns
- (b) OC of concerned Sqn (ie CCO)
- (c) A/Qs of concerned Bn.
- (d) All Div Offrs of concerned Sqn
- (e) Quartermaster
- (f) AA & QMG (B)
- (g) OIC Reception & Dispersal
- (h) OIC Tpt
- (j) All LOs
- (k) OsIC NTT, AFTT, ETT, Golf, Museum, Para Sailing
- (l) Secy, Officers' Mess
- (m) Catering Offr
- (n) GE Khadakwasla
- (o) Security Offr
- (p) GSO-2 (Coord)
- (q) Adjt
- (r) Estate Offr
- (s) Adm Offr
- (t) OIC Peacock Bay
- (u) MTO
- (v) Rep pf MH, Khadakwasla

43. **ED Pay.** An ED Pay @ Rs 200/- for cadet orderlies, washermen, Drivers and safaiwalas will be charged from each individual for the duration of the reunion.

44. **Expenditure.** The expenditure for the reunion during the stay in NDA for each officer is expected to be Rs 1500/- and for the couple Rs 3000/-. This expenditure includes food in the Cadet's Mess with standard menu and ED pay to supporting staff. The breakdown of the expenditure is placed at **Appendix 'F'**. It may increase due to inflation and special menu if any. It is reiterated that the expenditure does not include the liquor consumed during the functions, mementoes, photographs and requirement of additional transport.

45. **Payment of Bills.** All bills pertaining to food, tea, snacks, drinks, hiring of regimental transport and any other transport, booking for reservations and nominal extra duty pay to the cadet orderlies, washer men and safaiwalas must be cleared in cash directly by the Course Coordinating Officer in consultation with the host squadron prior to the departure of the course. The collection of money from the officers of the course will be the responsibility of the Coordinating Officer of the course.

46. **Opening of Bank Accts.** The Course Coordinating Officer of the Reunion course would need to open a bank account at the SBI Khadakwasla for deposition of cheques/bank drafts received from the course mates and to meet the expenses of the course reunion. This should be done two months in advance of the date of Course Reunion.

Conclusion

47. The aim of the NDA is to conduct a memorable event, which revives nostalgic memories amongst the participants. The success of a course reunion is directly dependent on the interest taken by the course coordinating officer to tie up each and every administrative aspect with the Administration Branch at NDA prior to arrival of the other course members. Any requirements projected by the course coordinator will be met provided it is made well in advance. Last minute changes though acceptable will be subjected to administrative delays due to the fact that the Academy would be closed and a number of personnel on leave. Therefore, if the entire event is addressed in a positive mind and a spirit of cooperation, the course reunion will be a resounding success.

48. The guidelines above have been formulated so as to streamline and standardise the procedure for the smooth conduct of the Course Reunions in the Academy. Any suggestions/recommendations should be forwarded through the feedback performa to the Administration Branch for incorporation and further refining this SOP.

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Mukhyalaya
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(SCW Ghatpande)
Colonel
Colonel IC Administration
for Commandant

Jan 2007

Appendix 'A'(Ref Para 4 of SOP for Reunion)
dated)**PGME : COURSE REUNION**

<u>Ser No</u>	<u>Date and Time</u>	<u>Event</u>	<u>Venue</u>	<u>Remarks</u>
<u>D Day</u>				
1.	FN/AN	Arrival, Pick up at Rly Stn/ Airport	Rly Stn/ Airport	OIC Reception to org.
2.	-do-	Reception at Nominated Squadron	Nominated Squadron	OIC Reception to org.
3.	1500 h onwards	Golf/Riding/ Sailing/Tennis/ Squash/ Swimming	Golf Course/ETT/ Peacock Bay/ Tennis Courts/ Squash Courts/ Swimming Pool	(a) Golf Secy/OsIC NTT/ ETO/PTO to org. (b) Los to coord.
4.	1530 h	NDA Darshan	Nominated Squadron	Chief Coord Offr to org.
5.	1700 h	Tea	Nominated Squadron	OIC Nominated Squadron to org.
6.	1930 h	Bar	Officers' Mess Lounge	Secy Officers' Mess to org.
7.	2030 h	Dinner	Officers' Mess	Secy Officers' Mess to org.
<u>D+ 1</u>				
8	0600 h	Tea	Nominated Squadron	OIC Nominated Squadron to org.
9	0645-0745 h	Riding/Tennis/ Squash/Golf	ETT/Tennis Courts /Squash Courts/Golf Course	(a) ETO, PTO and Secy Golf to org. (b) Los to coord.
10.	0830-0915 h	Breakfast	Cadets' Mess	Catering Offr to org.
11.	0930-0950 h	Wreath Laying	Hut of Remembrance	Adjt to org.
12.	0955-1010 h	Tree Plantation	In front of Rakesh Sharma Block	Estate Offr to org.
13.	1020-1030 h	Group Photograph	Sudan Block	Chief Coord Offr to org.
14.	1030-1100 h	Tea at Habibullah Hall	Habibullah Hall	Catering Offr to org.

<u>Ser No</u>	<u>Date and Time</u>	<u>Event</u>	<u>Venue</u>	<u>Remarks</u>
15.	1100-1140 h	Screening of "Standard Bearers"	Habibullah Hall	Trg Branch to org.
16.	1145-1245 h	Visit Museum		OIC Museum/Trg Branch to org.
17.	1255-1330 h	Boating/ Sailing	Peacock Bay	OIC NTT to org.
18.	1330 h onwards	Lunch/Dinner Lunch in Autumn Term. Dinner in Spring Term.	Peacock Bay/ Cadets' Mess	(a) Secy Officers' Mess to org. (b) QM to provide adm support.
19.	1500 h onwards	Golf/Riding/ Sailing/ Para Sailing/ Tennis/ Squash/ Swimming	Golf Course/ ETT/Peacock Bay/AFTT/ Tennis Courts/ Squash Courts/ Swimming Pool	(a) Golf Secy/OIC NTT/ ETO/OIC Para Sailing/ PTO to org. (b) LOs to coord.
20.	1530 h	NDA Darshan		Chief Coord Offr to org.
21.	1700-1815 h	Tea	Nominated Squadron	OIC Nominated Squadron to org.
22.	2000 h	Reunion Dinner	Cadets' Mess	Catering Offr to org.
<u>D + 2</u>				
23.	0600 h	Morning Tea	Nominated Squadron	OIC Nominated Squadron to org.
24.	0600 h	Riding/Golf/ Tennis/ Squash	ETT/Golf Course/ Tennis Courts/ Squash Courts	(a) ETO/Golf Secy/ PTO to org. (b) LOs to coord.
25.	0830-0930 h	Breakfast/ Packed Breakfast	Cadets' Mess	Catering Offr to org.
26.	0930 h onwards	Own Time		
27.	1200-1400 h	Lunch/ Packed Lunch	Cadets' Mess	Catering Offr to org.
28.	1400 h	Departure	Nominated Squadron	As per pgme.

Note:

1. Packed Breakfast and/or lunch will be available on request. Please intimate your requirement on arrival at the reception counter in the host squadron.

2. Golfers are requested bring their own golf sets, as only limited sets are available in the NDA golf club.

3. Offrs are requested to bring playing kits & walking shoes.

Appendix 'B'

(Ref Para 09 of SOP for Reunion dated)

FACILITIES AT RECEPTION AT CENTRAL LOBBY

1. Reception Counter.
2. Sofas.
3. Television with cable.
4. Magazines/Newspapers.
4. Two parallel Cordless Telephones with '0' dialing facility one for the reception desk and one for the guests next to the sofa.
5. White board with marker for flash messages.
6. Display boards with following info (Methods section to provide necessary assistance for printing of all charts):-
 - (a) Programme of events with time, dress and venue (Ladies should be requested not to wear high heel footwear for Hut of Remembrance events)
 - (b) Seating plan for various events
 - (c) Layout of NDA
 - (d) Train/flight timings
 - (e) Course photographs of the passing out cadets of that battalion
 - (f) Details of charges for food
 - (g) Details of charges for photographs
 - (h) Notice stating "Squadron Fumigated on _____".
 - (j) Gift to orderlies in form of liquor is not permitted. Sweets may be handed over.
7. Following registers to be maintained at the reception:-
 - (a) Check in register for recording arrival/departure details, meal choice, cabin allocation, requirement of packed breakfast and lunch on departure
 - (b) Complaint Register (MES)
 - (c) Course address, and personnel details and feedback register.
 - (d) **Activity Data Sheet.**
8. Soft drink/coffee vending machine
9. Drinking water **facility with Aqua Guards with disposable glasses.**
10. **Mineral water on payment.**
11. **Hot & cold water dispensers.**
12. **STD facility with ITC cards may be placed if possible.**

Appendix 'C'(Ref Para 11 of SOP for Reunion
dt)**ITEMS TO BE PLACED IN CABINS**

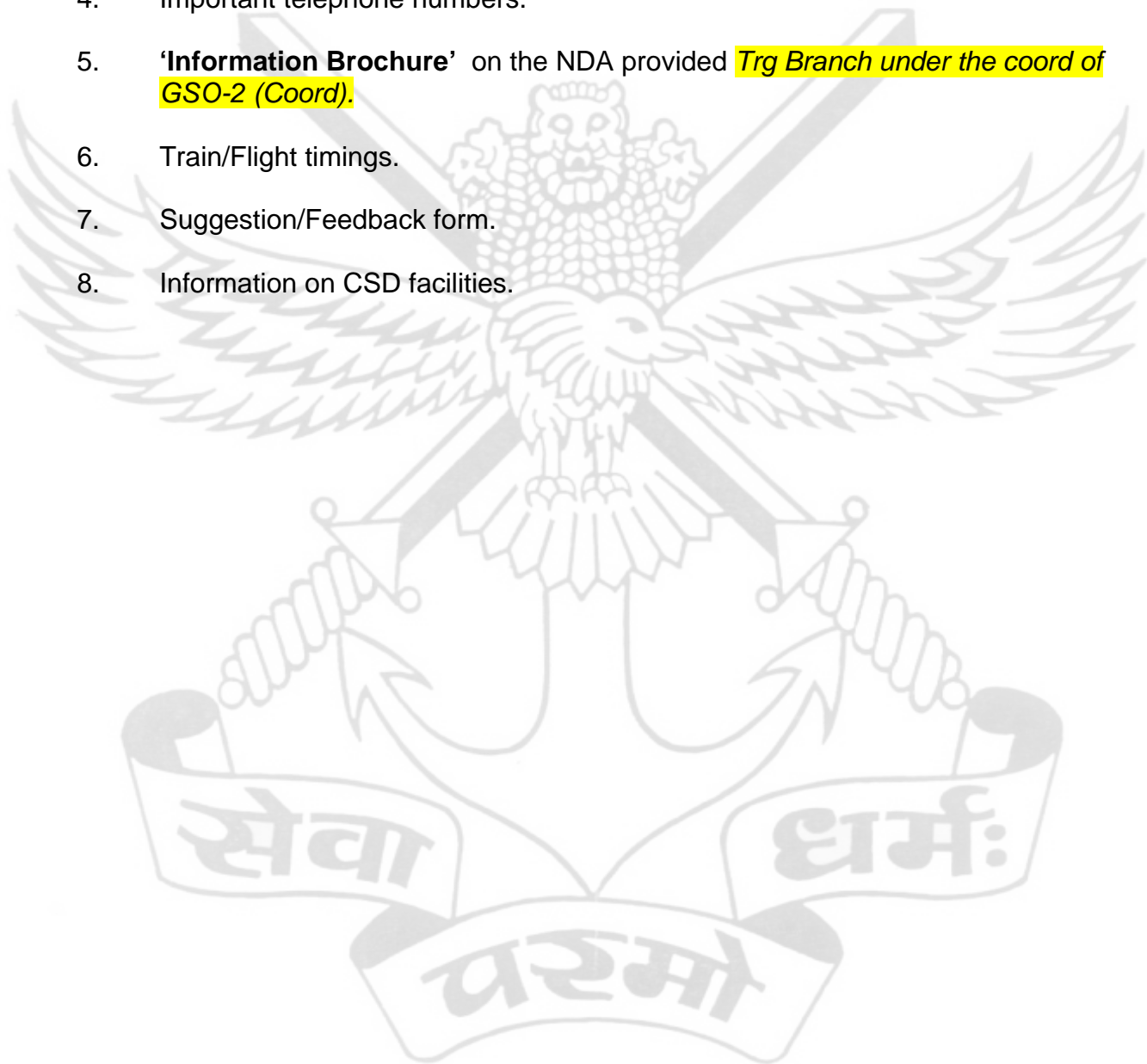
1.	Beds	-	02
2.	Mattresses, Pillows and Bed sheets	-	02 each
3.	Study table with book rack	-	01 each
4.	Maroon table cloth with NDA crest	-	01
5.	Easy chair	-	01
6.	Cupboard/Steel Almirah	-	01
7.	Teapoy	-	01
8.	Glasses, cups & saucers	-	02
9.	Water jug	-	01
10.	Vacuum flask	-	01
11.	Cigarette ash tray	-	01
12.	Candle, candle stand and match box	-	01
13.	Blankets (Autumn Term*)	-	02
14.	Information folder	-	01
15.	NDA Brochure	-	01
16.	Good night machine with adequate mats	-	01
17.	Towels with NDA Crest	-	02
18.	Bath soap (medium size) with soap case	-	02
19.	Boot polish (Black and Red) (Available with Orderlies)	-	02
20.	Hangers	-	04
21.	One lock + 2 keys	-	01

Appendix 'D'

(Ref Para 12 of SOP for Reunion dated)

INFORMATION FOLDER

1. Welcome note.
2. Programme of events.
3. Layout of NDA.
4. Important telephone numbers.
5. **'Information Brochure'** on the NDA provided **Trg Branch under the coord of GSO-2 (Coord).**
6. Train/Flight timings.
7. Suggestion/Feedback form.
8. Information on CSD facilities.



Appendix 'E'(Ref Para 20 of SOP for Reunion
dated)**CENTEEN EXTENSION COUNTER AT HOST SQN**
(ITEMS TO BE SOLD)

<u>Ser No</u>	<u>Nomenclature</u>	<u>Remarks</u>
<u>NON CSD ITEMS</u>		
1.	NDA Crested Coffee Mug (Set of 06)	
2.	NDA Crested Milk Mug (Set of 02)	
3.	NDA Crested Flower Vase Oval	
4.	NDA Crested Flower Vase Round	
5.	NDA Crested Salt & Pepper Set	
6.	NDA Crested Cup & Saucer (Set of 06)	
7.	NDA Tie	
8.	NDA Caps (Plain/1*/2**/3***)	
9.	NDA White Hand Towel	
10.	NDA Mementos	
11.	NDA Bags	
12.	NDA 'T' Shirt	
13.	NDA Crest Gold Plated	
<u>CSD ITEMS</u>		
14.	Toilet Soaps	
15.	Tooth Brush	
16.	Tooth Paste	
17.	Hair Oil	
18.	Razor/Blades	
19.	Biscuits	
20.	Perfumes/Deo	
21.	Towels	
22.	After Shave Lotion	
23.	Shaving Cream	

Appendix 'F'

(Ref Para 39 of SOP for Reunion dated)

DETAILS OF EXPENDITURE

1. Messing (Menu placed at Annexure-1)	-	Rs	1000.00
Misc Expenditure (ED Pay to Staff)	-	Rs	200.00
Incidental Expenditure	-	Rs	300.00
<u>TOTAL :</u>	-	Rs	1500.00

(For couple – Rs 3,000.00)**ED PAY TO STAFF**

(a) 15 Orderlies	Rs 6000 (Rs 400 per orderly for three days)
(b) 06 Orderlies	Rs 2400 (Es 400 per orderly for three days)
(c) 08 Safaiwala	Rs 3200 (Rs 400 per safaiwala for three days)
(d) 04 drivers	Rs 1600 (Rs 400 per driver for three days)
(e) Mess staff	Rs 8000 (waiter, cook of cadets mess and Offrs' Mess)
(f) Washerman	Rs 2000

Total - Rs 23200

- Incidental expenditure money will be utilised to make up for the breakages/ losses, provision of newspapers/magazines and misc expdr i.e. tele, tpt, rxn etc.
- Need to cater for approx Rs 3000/- per couple.

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Annexure I to Appendix 'F'MENU FOR REUNION

<u>Ser No</u>	<u>Event</u>	<u>Venue</u>	<u>Menu</u>	<u>Cost per Head (Rs)</u>	<u>Remarks/ Responsibility</u>
1. D Day					
(a)	Lunch	Cadets Mess	Matar Paneer, Veg Sukha, Dal Maharani, Boondi Raita, Jeera Pulao, Plain Roti, Salad, Fruits	90.00	Cadets' Mess
(b)	Evening tea (1830-1900 h)	Sqn	Tea & Samosa	8.00	
(c)	Dinner	Offrs' Mess	Peanut Fried, Wafers, Chicken Korma, Shahi Paneer, Mix Veg, Dal Makhani, Cucumber Raita, Kachumar Salad, Peas Pulao, Tandoori Roti, Ice Cream	180.00	Officers' Mess
2. D + 1					
(a)	Morning Tea	Sqn	Tea & Ginger Biscuit from NDA Bakery	5.00	
(b)	Breakfast (0845-0930 h)	Cadets' Mess	Corn Flakes, Eggs to order, Paneer Bhujia, Rajma, Toast, Butter Jam, Ham, Bacon, Coffee/Tea & Fruits	50.00	Cadets' Mess
(c)	High Tea (1030 h)	Habi-bullah Hall	Chutney Sandwich, Dhokla, Macroni, Pineapple Pastry, Tea/Coffee, Lemon Water	50.00	
(d)	Lunch	Peacock Bay	Harabhara Kabab, Chicken Tikka, Wafers, Butter Chicken, Peas Mushroom, Veg Jalfrezi, Rajma, Boondi Raita, Veg Pulao, Green Salad, Rumali Roti, Malai Kulfi	175.00	Offrs' Mess
(e)	Evening Tea	Sqn	Hot Tea/Coffee, Fruit Cake	10.00	
(f)	Re-union Dinner	Cadet Mess	Fish Finger, Paneer Tikka, Garlic Peanut, Wafers, Cream of Tomato Soup, Chicken Grilled, Fish Mayonnaise, Paneer Steaks, Veg Cheese Macaroni, Honey Glazed Gobi, Russian Salad, Dinner Roll, Topsy Pudding	175.00	Cadets' Mess

<u>Ser No</u>	<u>Event</u>	<u>Venue</u>	<u>Menu</u>	<u>Cost per Head (Rs)</u>	<u>Remarks</u>
3. D + 2					
(a)	Morning Tea	Sqn	Tea & Biscuits (02 Nos)	7.00	
(b)	Hot/Pack Breakfast (0800 h)	Cadets Mess	Idli, Uttappam, Dosa, Sambar, Coconut Chutney, Tea/Coffee and Fruit, Veg Sandwich, N/V Sandwich and Fruit	50.00	Cadets' Mess
(c)	Lunch/ Pack Lunch	Cadets Mess	Chicken Biryani, Veg Biryani, Kachumber Salad, Veg Raita, Fresh Fruit	50.00	Cadets' Mess
<u>TOTAL :</u>				<u>850.00</u>	

Note :-

- (a) Messing per head for Cadets Mess - Rs 850.00
 (b) OT for Cadet Mess Staff - Rs 6,000.00

