

ADMINISTRATION BRANCH

SOP ON CONDUCT OF REUNIONS OF NDA COURSES

1. SOP dt 20 Feb 2017 on conduct of Reunions of NDA Courses is fwd herewith for info of all concerned pl.
2. **IT & CC only**. You are requested to remove previous SOP on the subject and upload the revised SOP on the Website of NDA, under intimation to this Branch.

Sd/xxxxxx

(Kumar Ankur)

Col

Col 'A'

For Brig Adm

All Branches/ Section

Copy to:-

Comdt Sectt

Dy Comdt Sectt

SOP FOR CONDUCT OF REUNION OF NDA COURSES

INTRODUCTION

1. The Alumni of NDA celebrate their Silver Jubilee course reunion and Golden Jubilee course reunion to mark their passing out. This event brings back nostalgic memories of their NDA training days, and it gives them an opportunity of being together with their course-mates, their spouses and children at NDA. The schedule of Reunions during term breaks will be as under:-

- | | | | |
|-----|------------------------|---|---|
| (a) | Golden Jubilee Reunion | - | Three days and two nights (incl arrival and departure). For eg Arr 16 Jun (FN), departure 18 Jun (FN). |
| (b) | Silver Jubilee Reunion | - | One day (messing, transport and accommodation under own arrangements). |
| (c) | Other Reunion | - | In exceptional cases Comdt NDA may allow a reunion of any other course not exceeding one day. Rxn, tpt, accn & messing will be under course arng. Such reunions have to select one option as given in Appx 'A' |

2. This SOP has been revised based on past experience so as to ensure smooth conduct of the event. The guidelines in succeeding paras have been formulated keeping in view the coord of Golden Jubilee Reunion which will be accommodated within NDA.

AIM

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

SCOPE

4. The SOP lays down the broad guidelines for conduct of Golden Jubilee 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

5. During each Term break only the Golden Jubilee Course (50 years of passing out from NDA) will be conducted in NDA. Additional reunions may be organised for the respective courses of Comdt NDA and Dy Comdt NDA if required. Reunions will only be conducted within the first week of commencement of term break. An overall duration of one week will be earmarked during the term break for holding of the Course Reunions. The last date of receipt of proposal for the course reunion 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 **Appx 'B'**.

ORGANISATION STRUCTURE

6. The course desirous of organising a reunion will nominate an officer of their course as "Course Coordinator" for tying up all the arrangements with the Adm Branch/ Chief Coordinating Officer (CCO) at NDA. It is desirable that a Pune based officer is earmarked 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 Col 'A' AAG for finalisation of programme, with the Catering Officer,

MTO and the Secretary Officers Mess of NDA for the bill of fare and the expenditure likely to be incurred for the parties organised.

7. One of the Squadrons in rotation will be earmarked to host the event under the overall coordination of the Squadron Commander of the nominated/ host Squadron, designated as Chief Coordinating Officer (CCO). 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 (Sqn Cdr nominated by NDA).
- (b) OIC Reception/ dispersal.
- (c) Liaison Officer.
- (d) Additional supporting staff.

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

9. **Reception/ Dispersal Cell.** OIC reception/ dispersal cell will be responsible for setting up of reception cell at Pune Railway Station and at Pune Airport. Reception at railway station will be set up at the MCO. Reception will not 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 Course Coordinator 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.

10. **Control Room.** A control room will be established two days prior to the arrival of the guests in the host squadron under the aegis of the 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 **Appx 'C'**. This should include charges for messing, photographs and other services.

11. **Catering Arrangements.** Cadets' Mess will be responsible for providing food and refreshments for the guests within the Cadets' Mess 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 CCO in consultation with the catering officer and the Course Coordinator, 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 outsourced under the arrangements of Secretary, Officers' Mess based on availability of Offrs' Mess. Secretary Officers Mess will set up a bar for all meals in the Offrs' Mess. In the event of meals at Peacock Bay/ Golf Hut, the Bar will be established by Secretary Offrs' Mess in consultation with OIC NTT/Golf Captain under directions of CCO and Coord Offr of the Reunion Course. Catering Offr will inform the CCO about the breakages/ damages/ loss of crockery/ cutlery/ mess items which have occurred during the conduct of the reunion. CCO will ensure that necessary payment with respect to damages is paid on completion of the reunion.

12. **Accommodation Arrangements.** One of the Squadrons will be earmarked for accommodating the officers, their families and guests for the reunion. In the event of

oversubscribing of accommodation in the host squadron, one more squadron will be made available for the guests. All officers and their guests will be accommodated in the nominated squadron only. The CCO is to ensure that the stay is comfortable for the guests. All the bathrooms 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 **Appx 'D'**. These items will be collected from QM stores three days in advance. Any additional requirements such as toiletry items will be made available on payment at the reception counter. It is desirable that the officers and their families of the reunion course stay at the host squadron itself. The reunion shall be restricted only to the ex NDA and his wife. One companion may be allowed for widow of ex NDA as well as to ex NDA who requires support due to his physical disability. Course rep shall info the NDA of such cases well in advance.

13. **Information Folder.** Information Folder as per **Appx 'E'** will be prepared and placed in each cabin of the host squadron. The services of the Methods Section will be utilised for the same. The JD (Coord) will ensure printing of Info Folders and NDA Brochures well in time with name of Course Reunion printed on the Info Folder cover.

14. **Liaison Officer (LO).** Service officers will be detailed as LOs to conduct the event. They will be assisted by JCOs/ NCOs and equivalent. The detailed LOs must be familiar with the organisation and layout of NDA and also acquaint themselves with the programme. The LOs would ensure that the feedback forms kept in information folder are collected, duly filled by the guests at the end of the reunion and the same is submitted to the Administration Branch.

DETAILMENT OF STAFF

15. **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 being organised. The orderlies will report to OIC Reception/ dispersal for further briefing. It is to be ensured that orderlies are properly attired with clean clothes and footwear. This is to be coordinated by the CCO. Requirement of additional combatant Sahayaks along with other administrative requirements will be projected by Col 'A' to HQ Southern Command and the HQ Dakshin Maharashtra Sub Area for senior serving officers attending the course reunions.

16. **Washermen.** QM will make necessary arrangements for providing the required washermen. The washermen detailed will be present in the Laundry Room established at the Host Squadron along with Iron and Ironing Board for the entire duration.

17. **Safaiwala.** QM will provide three additional safaiwalas for the event including two female safaiwala. He will provide additional hygiene and sanitation material like naphthalene balls, odonil, to the Host Squadron CQMH. QM will also provide two safaiwalas to the host sqn seven days prior to the course reunion.

OTHER ARRANGEMENTS

18. **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 and the CCO. 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 services 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.

19. **MES Related Works.** The host squadron will be handed over to the MES for rectification of defects (if any) two days after the completion of debugging.

20. **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 depending on availability:-

- (i) 01 Light Vehicle/ Staff Car. (For use by the conducting staff).
- (ii) 01 Minibus.
- (iii) 02 x 50 seater bus.
- (iv) 2 x 2.5/ 7 Tons (For transportation of Stores).

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

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

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

21. **Extension Counter CSD Canteen.** An extension counter of the CSD canteen will be set up in one of the ground floor cabins of the host squadron for the period of the reunion. The squadron will 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 **Appx 'F'**. The extension counter is to be manned throughout the period of the reunion from 0700-2200 h. All items in the display cupboard will have prices prominently displayed and in addition a price list will be displayed outside the counter.

22. **Soft Drink and Juice.** A refrigerator will be placed at the Ground Floor Central Lobby stocked with all types of soft drinks and fruit juices. These will be available on payment.

23. **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 Rxn Cell and the same will be charged as actuals from the reunion course. Newspapers and latest issues of Magazines will be provided by the OIC Rxn Cell as under :-

- | | | | |
|-----|----------------|---|---|
| (a) | Times of India | - | One copy for each participant (to be placed in respective cabin). |
| (b) | India Today | } | - Two copies each to be placed at GFCL of the Host Squadron. |
| (c) | Outlook | | |
| (d) | The Week | | |

24. **Telephone.** Two telephone connections with 'zero dialing' facility will be provided at the Control Room in the Host Squadron by the JD (IT). Facility for STD connections is will also be made available with virtual calling card facility. Southern Command Signal Regt 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.

25. **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.

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

27. **Squadron Flags.** Security 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.
28. **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.
29. **Electricity.** GE Khadakwasla will arrange for stand by power supply/ generator at the Host Squadron and other places as per the scheduled programme.
30. **MES Cell at Squadron Premises.** A MES Cell consisting of B/R and E/M representatives will be available in the host squadron from 0700 h till 2200 h on all days of the reunion.
31. **Photo Cover.** M/s Anand Digital Photo Studio will provide photo cover and digital photo cover (if requisitioned by the reunion course) for the reunion. Their representatives will contact the CCO for briefing. The photos will be made available on payment at the Host Squadron itself. Charges for photo cover will be as per rates fixed by NDA. 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.
32. **Additional Administrative Support.** It is advised that for the course reunion of senior serving officers of the rank of VCOAS/ Army Commanders and other senior courses, necessary assistance in terms of transport, accommodation, additional man power for security, orderlies and LOs be obtained from Southern Command and CCO to coord the same in consultation with Adm Branch.
33. **Bathrooms.** Bathrooms will be separately earmarked for 'LADIES' and 'GENTS'. All bathrooms will have bathroom curtains. It will be ensured that bathrooms are kept very clean with good and functional fitments.
34. **Invitations by the Course.** The Reunion Course may extend invitations for one Lunch/ Dinner to the Comdt, Dy Comdt, PSOs, CCO, Catering Offr, Secy Offrs' Mess and all other NDA officers working for 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 prior to the screening of 'NDA Revealed' at Habibullah Hall on D+1.
36. **Press Coverage.** PRO will organise press coverage for the event such as 'Release of First Day Cover' or any other special event organised by the Reunion Course after due approval of the Dy Comdt.

MISCELLANEOUS

37. **NDA Alumni Association (NDAAA).** The Course Coordinator and CCO will ensure that all participants of the reunion are either already members of NDAAA or become members prior to commencement of the reunion. The membership forms will be obtained from Secretary NDAAA by the CCO and mailed/ e-mailed to the Course Coordinator. The Course Coordinator will be responsible to have the membership forms filled and forward them alongwith the requisite photographs, documents and remittance to the CCO minimum 30 days in advance, in order to enable preparation and handing over of NDAAA membership cards to all concerned on arrival for the reunion.
38. **Contribution by Reunion Courses to Corpus/ Fund.** Reunions Courses are often desirous for contributing to their alma matter in the form of trophy or mementos as memories of their course. Though it is welcome, NDA is not in a position to maintain the same due to constraints of security and adequate display space. Keeping in mind the sentiments of the Course, it is suggested that the Reunion Courses instead provide Corpus Fund wherein the amount could be optimally utilised as per the charter drawn for NDAAA,

which is enumerated below. The final decision on the utilisation however would rest with the NDAAA (Central):-

- (a) To provide facilities for all those who have passed out from the NDA (to be known as Alumni) so that they can maintain contact and fraternal affiliation between themselves and the Academy.
- (b) To provide robust and frequent interaction and sporting activities between the cadets currently at NDA and the alumni.
- (c) To preserve the memory of and to honour those who have died whilst in the service or after having passed out of NDA.
- (d) To acquire, preserve and display artifacts of historical and educational value concerning the Armed Forces.
- (e) Develop NDA by installing artifacts, constructing facilities for the cadets/ residents, developments of parks etc, after due deliberations at an AGM.
- (f) To carry out charitable, social, philanthropic, cultural, educational and other activities for the benefit and welfare of the NDA fraternity and their families.
- (g) To print and publish or cause to be printed and published books, periodicals, pamphlets, newspapers or any other publications and to undertake production of or assist in the productions of films, scripts, dramas, cultural shows etc. as may be considered necessary for the promotion of the objects of the association.
- (h) To promote interest in defence studies and in particular in the field of national security, land, sea and Air Power and allied subjects.
- (j) To create amongst the public, interest in the Defence Services.
- (k) To create trusts and or other similar institutions to award scholarships, stipends, loans, financial assistance for promotion of studies and research, including cadets of NDA from economically weaker sections.
- (l) To subscribe to or to become members of or otherwise cooperate with any other academy/ Academies in India or abroad whose objectives are similar to, or in part similar to the objects of this Association as permitted by Govt rules.
- (m) To create awareness amongst the public about NDA, its values, traditions and history.

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

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

41. **Manning of Facilities**. The various facilities of the Academy viz Peacock Bay, Golf Club, Equitation Lines will be geared up for utilisation in accordance with the programme promulgated.

42. **Accidental Losses/ Damages**. The host squadron will ensure the security and care of items issued to them. Towards this end the orderlies allocated to the cabins will be made responsible for the inventory. An inventory list will be prominently displayed in each cabin. The loss of any item will be reported to the CCO. To make up for the deficiencies a nominal charge of Rs 300/- will be collected from each officer attending the reunion under "Incidental" head.

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

- (a) Col 'A'
- (b) Bn Cdr of concerned Bn
- (c) GE Khadakwasla
- (d) Adjt
- (e) AAG
- (f) Adm Offr
- (g) JD (Coord)
- (h) Security Offr
- (j) Sqn Cdr of concerned Sqn (ie CCO)
- (k) OsIC NTT, AFTT, ETT, Golf, Museum, Para Sailing
- (l) Quartermaster
- (m) Secy, Officers' Mess
- (n) Catering Offr
- (o) All Div Offrs of concerned Sqn
- (p) AQ of concerned Bn
- (q) OIC Reception & Dispersal
- (r) Estate Offr
- (s) All LOs
- (t) Bosun Offr, Peacock Bay
- (u) MTO
- (v) Rep of MH, Khadakwasla

44. **ED Pay.** Extra Duty Pay @ Rs 600/- will be charged from each offr for the duration of the reunion. The same will be used for remuneration to Cadet Orderlies, Waiters, Cooks, Washermen, Drivers and Safaiwalas.

45. **Expenditure.** The likely expenditure for the reunion for each individual is expected to be Rs 10000/- and Rs 12000/- per couple. **Children and grand children of alumni are not permitted to attend the Reunions.** This expenditure will include meals at the Cadet's Mess and Offrs' Mess as per standard menu and ED pay to supporting staff. The breakdown of the expenditure is placed at **Appx 'G'**. 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.

46. **Settlement of Bills/ Expenditure.**

(a) **Opening of Bank Accts.** The Course Coordinator is required to open an account in SBI, NDA for easy clearance of bills. All bills will be cleared by the Course Coord by Cash/ Cheque.

(b) **Clearing of Bills.** The procedure for clearing of expenditure bills will be as under:-

(i) The Course Coord will make efforts to clear expenditure bills immediately on production of the same and ensure that all bills are cleared latest by 72 hrs of termination of the course reunion.

(iii) The Course Coord will forward details of expenditure and balance sheet on noting to the Adm Branch duly vetted by the concerned CCO.

(iv) Adm Branch will process the same for approval of the Dy Comdt and the Comdt and obtain directions.

(v) As per the directions obtained, the CCO will thereafter declare the balance sheet to the Course Coordinator.

(vi) Balance amount, if any, will be paid by the Course Coordinator immediately. Surplus amount, if any, may be utilised by the Course as per Para 37.

CONCLUSION

47. The singular aim of 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 CCO to tie up each and every administrative aspect with Administration Branch prior to the arrival of the course. Any requirement projected by the course coordinator will be provided in advance. Last minute changes though acceptable will be subject to feasibility due to the fact that the Academy would be closed and a number of officers/ personnel would be on leave. The entire event, if addressed with a positive mind and a spirit of cooperation, 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.

236005/RU/SOP/ADM
Headquarters
National Defence Academy
PO NDA Khadakwasla
Pune – 411 023

Sd/xxxxxxx
(Kumar Ankur)
Col
Col 'A'
For Commandant

20 Feb 2017

Appx 'A'(Ref Para 1 (C) of SOP for Reunion dt 20 **Feb 2017**)**PGME : COURSE REUNION (OPTION-I)**

<u>Ser No</u>	<u>Date and Time</u>	<u>Event</u>	<u>Venue</u>	<u>Remarks</u>
Day 1				
1.	1930/2000 to 2230/2300 h	Dinner	Offrs' Institute	<u>Dress</u> : Lounge Suit/Combination
Day 2				
2.	0915-0930 h	Arr NDA		
3.	Up to 1000 h	Wreath Laying	Hut of Remembrance	(i) Adj to org. (ii) <u>Dress</u> : Lounge Suit/Combination / Shirt & Tie (iii) Summer / Winter Ceremonial for serving Offrs
4.	1000-1100 h	Tea / Course / Sqn Photo	Salaria Square / Sudan Block	-do-
5.	1100-1145 h	Screening of NDA Revealed	Habibullah Hall	-do-
6.	1145-1215 h	Vis of Sqn		-do-
7.	1230-1500 h	Lunch	Peacock Bay / Golf Course	<u>Dress</u> : Appropriate

PGME : COURSE REUNION (OPTION-II)

<u>Ser No</u>	<u>Date and Time</u>	<u>Event</u>	<u>Venue</u>	<u>Remarks</u>
<u>Day 1</u>				
1.	0915-0930 h	Arr NDA		
2.	Up to 1000 h	Wreath Laying	Hut of Remembrance	(i) Adj to org. (ii) <u>Dress</u> : Lounge Suit/Combination / Shirt & Tie (iii) Summer / Winter Ceremonial for serving Offrs
3.	1000-1100 h	Tea / Course / Sqn Photo	Salaria Square / Sudan Block	-do-
4.	1100-1145 h	Screening of NDA Revealed	Habibullah Hall	-do-
5.	1145-1215 h	Vis of Sqn		-do-
6.	1230-1500 h	Lunch	Peacock Bay / Golf Course	<u>Dress</u> : Appropriate
7.	1600-1800 h	NDA Darshan / Golf / Riding		
8.	1930/2000 to 2230/2300 h	Dinner	Offrs' Institute	<u>Dress</u> : Lounge Suit/Combination

Appx 'B'(Ref Para 5 of SOP for
Reunion dt 20 Feb 2017)**PGME : COURSE REUNION**

Ser No	Date and Time	Event	Venue	Remarks
<u>D Day</u>				
1.	FN/AN	Arrival, Pick up at Rly Stn & Airport	Rly Stn/ Airport	OIC Reception to org.
2.	-do-	Reception & NDAAA Registrations	Host Sqn	OIC Reception to org. NDAAA Rep.
3.	0900-1000 h	Breakfast	Cadet Mess	Catering Officer to org for Officers arriving early. (As per Menu) <u>Dress</u> : Formals
4.	1330-1430 h	Lunch	Cadet Mess	Catering Officer to org. (As per menu) <u>Dress</u> : Formals
5.	1500 h	Games/NDA Darshan	PTT/Golf Course/ETT	PTO, Golf Secy and ETO to org. Liaison Officer to coord. <u>Dress</u> : As Appropriate
6.	1700-1800 h	Tea	Host Sqn	Catering Officer to org. (As per Menu)
7.	1930 h Onwards	Dinner	Officers' Mess	Secy Officer's Mess to org. (As per Menu) <u>Dress</u> : Lounge Suit/Combination
<u>D + 1</u>				
8.	0600 h	Tea	Host Sqn	Catering Officer to org. (As per Menu) Bugler & Piper for reveille
9.	0700-0800 h	Tennis/Squash/ Golf/ Riding	Tennis Courts / Squash Courts / Golf Course/ ETT	(a) PTO, Secy Golf and ETO to org. (b) Liaison Officer to coord. <u>Dress</u> : As Appropriate
10.	0830-0915 h	Breakfast	Cadet Mess	Catering Officer to org. (As per Menu) <u>Dress</u> : Formals
11.	0930-0950 h	Wreath Laying	Hut of Remembrance	Adjt to org.(04 Wreaths) Liaison Officer to coord. <u>Dress</u> : Lounge Suit/Combination
12.	0955-1030 h	Group Photograph	Sudan Block	Chief Coord Officer to org. <u>Dress</u> : Lounge Suit/Combination
13.	1030-1100 h	High Tea	Salaria Square	Catering Officer to org. (As per Menu) <u>Dress</u> : Lounge Suit/Combination

Ser No	Date and Time	Event	Venue	Remarks
14.	1100-1300 h	(a) Release of First Day Cover * (b) Make Your stamp * (c) Commandant's Address (d) Screening of 'NDA Revealed' (e) Vis Museum	Habibullah Hall	(a) JD Coord to org. (b) Museum Curator to org. * Under own arngs Dress: Lounge Suit/Combination
15.	1330-1500 h	Lunch	Peacock Bay	Outsourced (Course to coord) Shamianas & seating by QM, Bar from Offr Mess Dress: As Convenient
16.	1530 h Onwards	(a) Golf Session (NDA v/s ___ Course) (b) Tennis/Squash/Riding	(a) Golf Course (b) Tennis Courts / Squash Courts / ETT	(a) Golf Secy to org. (b) PTO and ETO to org. (c) Catering Officer to org Tea. Dress: As Appropriate
17.	1700-1800 h	Tea	Host Sqn	Catering Officer to org. (As per Menu)
18.	1930 h Onwards	Reunion Dinner	Cadet Mess	Catering Officer to org. (As per Menu) Dress: Lounge Suit/Combination
<u>D + 2</u>				
19.	0600 h	Tea	Host Sqn	Catering Officer to org. (As per Menu) Bugler & Piper for reveille
20.	0830-0930 h	Breakfast	Cadet Mess	Catering Officer to org. (As per Menu) Dress: Formals
21.	1000 h Onwards	Departures (Packed Lunch)	Host Sqn	Catering Officer to org packed Lunch and CCO

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 to bring their own golf sets, as only limited sets are available in the NDA golf club.
3. Offrs are requested to bring sportswear kits & walking shoes.

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. 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 phone may be placed if possible.

Appx 'D'
 (Ref Para 12 of SOP for
 Reunion dt 20 **Feb 2017**)

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

INFORMATION FOLDER

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

Appx 'F'
 (Ref Para 21 of SOP for
 Reunion dt 20 **Feb 2017**)

CANTEEN 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 Salt & Pepper Set	
4.	NDA Crested Cup & Saucer (Set of 06)	
5.	NDA Tie	
6.	NDA Caps (Plain/1*/2**/3***)	
<u>CSD Items</u>		
7.	Toilet Soaps	
8.	Tooth Brush	
9.	Tooth Paste	
10.	Hair Oil	
11.	Razor / Blades	
12.	Biscuits	
13.	Perfumes / Deo	
14.	Towels	
15.	After Shave Lotion	
16.	Shaving Cream	

Appx 'G'
(Ref Para 45 of SOP for
Reunion dt 20 Feb 2017)

ED PAY FOR ONE DAY TO SUPPORTING STAFF

Ser No	Item	No of Pers for a str of 125 guests	Rate Per Day Per Pers (Rs)	Amount (Rs) Per Day (Approx)
1	Orderlies	20	200/-	4000/-
2	Waiters Cadets Mess	14	300/-	4200/-
3	Waiter Offr Mess	12	300/-	3600/-
4	Cooks Cadets Mess	08	300/-	2400/-
5	Cooks Offrs Mess	04	300/-	1200/-
6	Safaiman	06	300/-	1800/-
7	Drivers	04	300/-	1200/-
8	Washermen	04	200/-	800/-
9	Masalchi	06	300/-	1800/-
	Total			21,000/-
Total amount of Rs 21,000/- per day will be the ED pay for all categories. Total ED pay may be scaled down or upwards according to the str of guests falling below 75 or increasing more than 175.				

DETAILS OF EXPENDITURE PER HEAD FOR REUNION

Ser No	Item	Amount (Rs) (Approx)
1.	Messing (Menu placed at Annexure-1)	2,500/-
2.	Soft Drinks	250/-
3.	Addl charges on outsourcing meals to caterers	1200/-
5.	ED Pay to Staff	600/-
6.	<u>Incidental Expenditure to incl :-</u> (a) Breakages/loss of mess items. (b) Preparation of banners. (c) Lighting and floral decoration. (d) Stationery & Periodicals. (e) Misc. } (As per actuals)	500/- or (As per actuals)
	Total	5,050/-

- This does not include the remittance amount for NDAAA membership for non members and **expenditure incurred on liquor**.
- ED Pay to be paid in cash by CCO to indl staff on completion of each event on payment roll signed by the staff.
- All unused amount will be returned on completion by CCO to the Course Coordinator of the respective course.

OUTSOURCED

<u>Ser No</u>	<u>Item</u>	<u>Remarks</u>
1.	One Lunch/ Dinner at Peacock Bay	-
2.	High Tea, if required anywhere	Only Caterers within NDA
3.	Video/ Filming requirement	In coord with Anand Digital Photo Studio
4.	DJ/ requirement of music	Under own arrangements.

Annexure II to Appx 'G'**MENU FOR REUNION**

Ser No	Event	Venue	Menu	Cost per Head (Rs) (Approx)	Remarks/ Responsibility
1. <u>D Day</u>					
	Welcome Tea	Sqns	Tea/ Nimbu Pani/ Biscuits	30.00	
(a)	Lunch	Cadets Mess	Veg Biryani, Chicker Biryani, Shorba, Dahi Raita, Missi Roti, Kachumer Salad, Pickel, Papd, Jaljira	225.00	Cadets' Mess
(b)	Evening tea (1830-1900 h)	Sqn	Tea & Muffins	20.00	
(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	300.00	Officers' Mess
2. <u>D + 1 Day</u>					
(a)	Morning Tea	Sqn	Tea & Ginger Biscuit from NDA Bakery	20.00	
(b)	Breakfast (0845-0930 h)	Cadets' Mess	Eggs to order, Veg Cutlets, Rajma, Toast, Butter, Jam, Ham, Bacon, Coffee/Tea & Fruits, Cold Coffee	150.00	Cadets' Mess
(c)	High Tea (1030 h)	Habi-bullah Hall	Veg Sandwich, Dhokla, Cookies, Samosa, Tea/ Coffee, Lemon Water	75.00	
(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	300.00	Offrs' Mess
(e)	Evening Tea	Sqn	Hot Tea/ Coffee, Cookies	20.00	
(f)	Re-union Dinner	Cadet Mess	Fish Finger, Paneer Tikka, Masala Peanut, Wafers, Cream of Tomato Soup, Chicken Grilled, Butter tossed veg Paneer Steaks, Russian Salad, Assorted breads Topsy Pudding	450.00	Cadets' Mess

Ser No	Event	Venue	Menu	Cost per Head (Rs) (Approx)	Remarks/ Responsibility
3. <u>D + 2</u>					
(a)	Morning Tea	Sqn	Tea & Biscuits (02 Nos)	20.00	
(b)	Hot/Pack Breakfast (0800 h)	Golf Hut Cadets Mess	(i) <u>Hot Breakfast.</u> Idli, Uttappam, Dosa, Sambar, Coconut Chutney, Tea/ Coffee and Fruit, (ii) <u>Packed Breakfast.</u> Veg Sandwich, Muffins, French fries, Tomato Sauce and Fruit Juice	150.00	Offrs Mess/ outsourced
(c)	Lunch/	Cadets Mess	(i) <u>Hot Lunch.</u> Cholla Bhatura, Egg curry, Kachumbar Salad Curd, Palak roti, salted lassi, fruit (ii) <u>Packed Lunch.</u> Puri, Chole, Egg curry, Kachumbar Salad Curd, Palak roti, salted lassi, fruit	200.00	Cadets' Mess
<u>TOTAL :</u>				<u>1960.00</u>	

Note :-

Messing per head for Cadets Mess

-

Rs 1960.00