

**NATIONAL DEFENCE ACADEMY ALUMNI
ASSOCIATION (NDAAA) OFFICE**

**STANDARD OPERATING PROCEDURE: NATIONAL DEFENCE
ACADEMY ALUMNI ASSOCIATION (NDAAA)**

1. Ref Para 12 (a) (i) of SOP on NDAAA promulgated vide this office letter of even No dt 17 Nov 15.
2. The following amendment may please be made:-

For

(i) Any Ex-NDA who has qualified and passed out of NDA and is a serving officer, or has retired / been released / discharged under normal course may apply in writing to the Secretary, to be a life member of the Association, giving full details of his service in the NDA and in the Armed Forces, the rank held by him, his branch and service number and the date and manner of his retirement / discharge.

Read

(i) Cadets of NDA who have successfully completed their training at this Academy are eligible for membership of the NDAAA. They may apply in writing to the Secretary NDAAA to be a life member of the Association, giving following details:-

- (aa) No and Rank
- (ab) Name in Full (Capital Letters)
- (ac) Date of Birth
- (ad) Date of passing out of NDA
- (ae) Course Details
- (af) Service Details (If any)
- (ag) Permanent Address

3. Rest no change.

Sd/- x x x x
(SV Dosi)
Gp Capt
Secy, NDAAA
For President

All Concerned

**NATIONAL DEFENCE ACADEMY ALUMNI
ASSOCIATION (NDAAA) OFFICE**

**STANDING OPERATING PROCEDURE: NATIONAL DEFENCE
ACADEMY ALUMNI ASSOCIATION (NDAAA)**

GENERAL

1. NDA has the unique distinction of being the first institution in the world to impart joint training to officer cadets of the three services. It has had the privilege of having trained over 30,000 cadets, including 700 Foreign Cadets. Three of the Alumni have been honoured with PVC and ten with Ashok Chakra. Many have risen to become Chiefs of their respective services besides two alumni becoming Union Ministers, one of them also a Minister of Defence, Finance and External Affairs and many others have achieved the highest positions in their respective Corps, Branches and other chosen fields.

2. Keeping in view the stature of the Academy, the need for forming an Alumni Association was felt. After relentless efforts, an NDA Alumni Association (NDAAA) was formed in May 2008 and is officially registered. The NDAAA provides an opportunity to all Alumni to meet, bond, network while furthering the cause of the Alma Mater.

AIM

3. The aim of this SOP is to lay down the guidelines for operation and maintenance of the NDAAA Fund and office.

SCOPE

4. This SOP lays down basic guidelines and is directive in nature and may be amended from time to time if the necessity is felt by gen body with the approval of the patron.

REGISTRATION

5. NDAAA is registered with the Charity Commissioner in Pune under the Societies Act 1860.

6. Registration No is 041830 Dated 21 May 2008.

7. It was registered under section 12 A (a) of the IT Act 1961 & 80 G for IT Exemption on 06 Oct 2008.

OBJECTIVES

8. The National Defence Academy Alumni Association (hereafter referred to as "NDAAA"), shall be a secular and non-political body which shall not be affiliated directly or indirectly with any political organisation or institution. The salient points wrt the association are given below:-

- (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 relationship between themselves and the Academy.
- (b) To provide good and frequent interaction and sporting activities between the Cadets, staff of NDA & 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 the NDA by installing artifacts, constructing facilities for the Cadets/residents, developments of parks etc, after due deliberations at an AGM
- (f) **Corpus fund.** Membership fee is collected from volunteer Officers with an aim to make the corpus more than Rs. 1 Crore.
- (g) To carry out charitable, social, philanthropic, cultural, educational and other activities for the benefit and welfare of the NDA fraternity and their families.
- (h) To print and publish or cause to print and publish 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.
- (j) To promote interest in defense studies and in particular in the field of national security, Land, Sea and Air Power and allied subjects.
- (k) To create amongst the public, interest in the Defence Services.
- (l) To create trust and or other similar institutions to award scholarship, stipends, loans, financial assistance for promotion of studies and research, including cadets of NDA from economically weaker sections.
- (m) 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.
- (n) To create awareness amongst the public about NDA, its values, traditions and history.
- (o) To place at the disposal of the Government, the services of the Association or any of its branches, to be utilised in the event of wars, calamities, natural or otherwise, whether locally or at the national level. For this, the NDAAA is to interact with all Govt agencies concerned as felt necessary.

(p) To hold periodical conferences, meetings, seminars, lectures, exhibitions, film shows on matters of interest to the Armed Forces or the ex-NDA personnel and their families.

(q) To do all such other lawful things as may be incidental to or conducive to the attainment of the above objectives.

(r) To provide financial assistance to Alumni on a case to case basis after approval of the Governing Council Meeting.

(s) Money is to be gainfully spent. In case it is not spent by December every year, it may be utilized for infrastructure development at the academy and requirement to be put up to the Governing Council for approval by mid January and cleared by 15 February.

GOVERNING COUNCIL (CENTRAL) AND ELECTION PROCESS

9 The Governing Council (Central) shall consist of:-

- | | | |
|---|---|-----------|
| (i) President, Commandant, NDA | } | Permanent |
| (ii) Chairman NDAAA, Pune | | |
| (iii) Vice President, Dy Commandant, NDA | | |
| (iv) Presidents of three other Chapters in India in rotation as agreed at the Governing Council Meeting. These Chapters would rotate every three years. | | |
| (v) Secretary – Bn Cdr/Col – Posted Staff. | | |
| (vi) Executive Treasurer and Nodal Officer - Nominated by President, NDAAA | | |
| (vii) Two members nominated for a term of three years each by the General Body (To be from the services other than that of the Senior Vice President). | | |

EXECUTIVE COMMITTEE

10. The Executive Committee (Central) shall consist of the following service members:-

- | | | |
|--|---|-------------------------------|
| (i) President | - | Commandant, NDA |
| (ii) Senior Vice President | - | Chairman Pune Chapter |
| (iii) Vice President, | | Dy Commandant, NDA |
| (iv) Secretary | - | Bn Cdr/Col – Posted Staff. |
| (v) Executive Treasurer | - | Nominated by President, NDAAA |
| (vi) Nodal Offr | - | Nominated by President, NDAAA |
| (vii) Plus Two members from services other than from the Senior Vice President, from Pune Chapter. | | |

CHARTER OF DUTIES (EXECUTIVE COMMITTEE)

11. (a) **Executive Committee**

(i) To deal with all matters relating to finance, administration, membership, publicity etc and to make recommendations to the Governing Council as may be considered desirable.

(ii) To carry out any task and assume responsibilities specifically assigned to it by the Governing Council from time to time.

(iii) To examine and make recommendations on the budget, the annual report, the annual accounts and balance sheet, any proposals for amendments to the memorandum of Association or the rules and regulations or Bye-laws and any other matters required to be submitted to the Governing Council (Central) or any meeting of the General Body.

(iv) To appoint such categories of staff or workers, as may be authorized by the Governing Council (Central) from time to time and to promote, suspend or remove them from the service.

(v) Subject to the approval of the Governing Council (Central) , fill any vacancy that may occur in any of the Committee / Sub-Committee other than any vacancies on the Executive Committee (Central).

(vi) To take decisions or actions on any matter not specifically provided in the clauses above, where such decision or action required is of urgent nature and cannot wait until next Governing Council Meeting provided that all such decisions and actions shall be reported to the Governing Council (Central) for ratifications at its next meeting.

(vii) The Executive Committee (Central) shall be responsible to the Governing Council for its actions and decisions and the Governing Council in turn shall be responsible to the General Body for all their actions and decisions.

(b) **President**

(i) He shall preside over all General Body Meetings, Conventions, Governing Council (Central) Meeting and Executive Committee (Central) Meetings. His ruling on points of procedure and as to the result of voting at the meeting shall be final.

(ii) He will have full Administrative & Financial powers to ensure smooth running of the Head Office & the Chapters towards attaining aims / objects of the Association.

(iii) He will render advice to the office bearers towards :-

(aa) Fund raising to achieve aims and objects of the Association.

(ab) Initiate steps for enhancing / building of the image of the Association.

(ac) Any other relevant issue considered necessary by him.

(iv) He or in his absence the Officiating Comdt may when necessary make a decision or take action on any urgent matter and when this is done the decision made or action taken shall be submitted to the Governing Council (Central) / Executive Committee (Central) for ratification at its next meetings.

(c) **Senior Vice President and Vice President**

(i) The President may assign any specific duties to the Senior Vice President and Vice President.

(ii) The Vice President shall assist the Senior Vice President in his various duties, such as:-

(aa) Efficient running of the Head Office and chapters

(ab) Fund Raising

(ac) Image building measures, welfare projects etc.

(ad) Control the functions of the Secretary.

(d) **Secretary**

(i) The duties and responsibilities of the Secretary shall be :-

(aa) To manage NDAAA Headquarters office and its staff.

(ab) To record or cause to be recorded minutes of all meetings conferences and conventions of the association, the Governing Council (Central), the Executive Committee (Central) or other Committees, Sub Committees and to attend some of them as may be practicable.

(ac) To ensure that proper record of all decisions given / resolutions passed at the above meetings are maintained and appropriate action taken for their implementation.

(ad) To advice on all matters concerning administration and make policy of the Association.

(ae) To maintain proper record of names and address of all members and office bearers of the Association and others present at the meetings of the Association.

(af) To maintain proper registers and record of all employees of the Association, who shall be under his Administrative control.

(ag) To conduct correspondence on behalf of the Association.

(ah) To have the custody of all books and record of the Association.

(ai) To maintain necessary information on the working of various chapters of the Association and other relevant record / events.

(ak) To maintain the Register of members, membership cards and membership Badges.

(al) Registration of the Alumni Association with the Registrar.

- (am) To be in charge of all the property of the Association.
- (an) To issue membership cards, record and maintain details of all alumni.
- (ao) To have custody of all the common seals of the association.
- (ap) To maintain liaison with the Treasurer and to ensure that all cheques' and negotiable documents issued by the Headquarters of the Association are duly signed by the persons authorized.
- (aq) To carry out such other duties as are assigned to him by the General Body, Governing Council (Central) or the Executive Committee (Central)
- (ar) Issue of News letter every term.

(d) **Executive Treasures**. The Treasurer will be responsible to see that all subscriptions are duly collected and that the accounts of the Association are properly maintained. He shall take all proper and due precautions for the safe custody of the cash, cheque books, seals and securities of the Association. He will operate the accounts of the Association. He shall supply to the Governing Council (Central) and Executive Committee (Central) such information as to the accounts and finances of the Association that they may require. He shall also perform such other functions pertaining to finances of the Association as may be required of him by the President, the Governing Council (Central) or the Executive Committee (Central). He will be responsible for issuing IT Certificate to donors and members for the amount paid to the NDAAA.

(e) **Nodal officer**.

- (i) Liaison with members.
- (ii) Processing of loan and financial assistance cases of Cadets as directed by the Secretary NDAAA.
- (iii) Management of NDAAA fund.
- (iv) Conduct of Course get together and other alumni functions.

TYPE OF MEMBERS

12. NDAAA Shall consists of three kinds of members namely:-

(a) **Life Members**. A life member shall have the right to attend all General Body Meetings of the Association and to vote there at. The following are eligible to be life members of NDAAA:-

- (i) Any Ex-NDA who has qualified and passed out of NDA and is a serving officer, or has retired / been released / discharged under normal course may apply in writing to the Secretary, to be a life member of the Association, giving full details of his service in the NDA and in the Armed Forces, the rank held by him, his branch and service number and the date and manner of his retirement / discharge.
- (ii) The widow of the deceased Ex-NDA is automatically entitled to become a life member without payment of any annual subscription if her husband has been a member. She will, however have no voting rights.

(b) **Honorary Members**

(i) Any person of eminence may be invited by the Governing Council to become an honorary member of the Association for any specified period or for life.

(ii) Honorary members will be allotted the membership numbers prefixed with 'H'.

(iii) An honorary members of the Society may be invited to any meetings of the General Body but shall have no right to vote.

(iv) Ex-Commandants and Ex-Deputy Commandants of NDA who have not passed out of NDA will be appointed as Honorary members.

(c) **Member Institutions**

(i) Admission to the member institution of the Association shall be at the discretion of the Governing Council. After the application has been approved by the Executive Committee, the name of the institution and the number of members to be admitted for membership of an institution shall on payment of the subscription which may be decided by the Governing Council be entered by the Hony Secretary in the register of member institutions.

(ii) A member & institution may be invited by the Executive Committee of the NDAAA to depute any office bearer or member of the member institution to attend any meeting or function of the Association as "Members-in-Attendance" , without the right to vote or comment on the proceedings of the Meeting.

(d) **Benefits.**(i) **Personalized Services.**

(aa) Personalized Log in ID & password for special Net Benefits.

(ab) Creation of Alumni Helpline Number and permanent office at Trishakti Gate.

(ac) Separate reception for alumni at the main entrance.

(ad) Specially designed Car Sticker given alongwith membership card.

(ae) Alumni corner in Museum to display donations of gallantry awards by Alumni.

(af) Special NDA enclosure to witness POP.

(ag) Receive greetings on special occasions.

(ii) **Alumni Communications and Events.**

(aa) Provision of access to NDA Website. Post / View suggestions.

(ab) Stay connected with Alumni Groups and Chapters.

(ac) Subscriptions to 'Trishakti' magazine at discounted rates.

(ad) Purchase of NDA Coffee Table Book and memorabilia at discounted rates.

(ae) Organize Golden and Diamond Jubilee Reunion Events.

(af) Special section in 'Trishakti' for NDAAA musings.

(iv) **On Campus Benefits.**

(aa) Utilization of sports and other on campus facilities during period of stay.

(ab) Participate in NDA Day celebrations on 16 Jan every year.

(v) **Volunteer service opportunities.**

(aa) Interact with their squadrons as part of term activities.

(ab) Participate in various sports events with cadets.

(ac) Provide services for improvements in the Alma matter.

(ad) Mentoring programs.

(ae) Distinguished Alumni Awards program.

13. **Controlling Authority.** The President (Comdt, NDA, Khadakwasla Pune) is the controlling authority of the NDAAA Fund.

14. **Sources of Income.** The sources of income are as given below:-

(a) **Regular Income.** Rs. 1000/- from all members as a lifetime subscription. Every Passing Out Course of NDA Cadets amount received from PAO Section.

(b) **Incidental Income.** Allocations made by the Academy towards the following:-

(i) Amount presented by Alumni during Reunion course

(ii) Interest amount received from Alumni's FD

15. **Authorized Expenditure.** The fund may be used for the following:-

(a) **Interest from Alumni Fund FD used for the followings:-**

(i) One time loan as financial sp to cadets. (Max limit Rs. 50,000/-)

- (ii) Per month pocket money (3,000/-) to cater for the day to day expenses of the Cadet restricted to a maximum 30 months
- (iii) Recovery of amount: Cdt will start repaying loan from third month after his commissioning in a maximum of twelve EMLs. The rate of Intt will be as per prevailing savings bank account interest rate of a nationalized bank at that time.
- (iv) For payment to vendor for preparation of Alumni Cards.
- (v) Payment to NDAAA Clks.
- (vi) For day to day expenditure for functioning of Alumni Office.
- (vii) Expenses incurred in connection with conduct of General Body Meeting, Governing Council Meeting, other meetings as called for from time to time by directions of the President.
- (viii) The interest generated to be used towards cadets suffering disability / death while training at NDA subject to following conditions:-
 - (aa) The total amount per case of death / 100% disability as decided by the GCM and reduced proportionality for disability less than 100%.
 - (ab) The remuneration will only be given to cases attributable to Military Training.
 - (ac) The remuneration will be given presently to only cases above 50% disability.

(b) **Interest from Course FD used for the following:-**

- (i) **42nd Course**. No direction received from the course as regards utilization of the Interest amount recd.
- (ii) **21st Course**. No direction received from the course as regards utilization of the Interest amount recd.
- (iii) **44th Course**. Financial assistance to Asha School.

Henceforth, contributions received from various courses will be merged with NDAAA Fund and will be utilized as deemed fit by the President as per his financial powers.

- (c) On the objects of the Association as stated memorandum of the Association.
- (d) Social Welfare and culture activities.
- (e) In case sufficient money is not to be spent by December every year, it is to be utilized for infrastructure development at the academy and requirement to be put up to the Governing Council for approval by December and cleared by January for expenditure within the financial year.

16. **Method of Operation of Fund**. The account will be operated by the Executive Treasurer, made on the day of transaction. The Executive Treasurer will countersign the account statement including the Bank Reconciliation Statement (BRS) at the end of each month.

17. **Books to be maintained**. The following books/documents are to be maintained:-

- (a) NDAAA Fund Account Book.
- (b) Bank Pass Book.
- (c) Bank Cheque Book.
- (d) Proposal/Project Register.

18. **Audit Requirements.** Audit of the account will be carried out every financial year.

19. **Limits of Cash/Bank Balances.** As a general rule, no cash in hand will be allowed. All amounts will be deposited in bank.

20. **Financial Powers.** Routine expenditure of recurring nature be sanctioned by the President, irrespective of the amount and cheques will be signed by designated officers. Any asset being created, the recommended financial powers will come in vogue and projects will be put up to the CFA for approval and sanction. In view of the above, the following will be the Financial Powers:-

Appointment	Financial Powers
President NDAAA	Rs. 5, 00,000.00 in indl capacity & No limits with the concurrence of the interim Governing Council
Vice President NDAAA	Rs. 1,00,000.00
Secy NDAAA	Rs. 20,000.00
Executive Treasurer	Rs. 10,000/-

21. The following events would be carried out:-

(a) **NDA Day Celebration.**

- (i) NDA Day will be celebrated on 16 Jan every year.
- (ii) An advertisement for inviting Alumnus on the occasion of NDA Day will be upload on NDAAA web page / published in local newspapers after approval by President. (Nodal Offr).
- (iii) Adm instructions will be promulgated by Adm Br. The following would be included :-
 - (aa) **LO.** Nominate a Liaison Officer as per norms.
 - (ab) **Tpt.** Detail a suitable tpt to and from the destination.
 - (ac) **Refreshment.** After the event refreshment will be organized after approved by President.

(b) **Sports Event.** Golf round, Squash and Tennis matches between Alumni and NDA Cadets will be held / organised each term at the respective sports areas. An Officer nominated by Senior Vice President (Chairman Pune Chapter) will be the overall coordinator. He is to liaise with Catering Offr, Offrs Mess Secy, MTO, Golf Sec, PT Sec, MH Khadakwasla, Signal Sec, QM Sec, Estate Sec and Security Sec for smooth conduct of event and is responsible for the following:-

- (i) To ensure that the list of NDAAA member arriving for the event alongwith veh registration number and appointment is intimate to security office minimum 24 hours in advance and also coord with Sports members of NDAAA (Pune Chapter).
- (ii) Assistance at Golf Course, Squash and Tennis Court as required.
- (iii) Collect Caps from Adm Br for gift.

(c) **Alumni Interaction**. Alumni Interaction (probable time for interaction will be 75 minutes) will be conducted each term at the Sqn level followed by cocktails. Overall coordinator would be detailed by Adm Br and necessary Adm instructions for the interaction would be issued. Payment for cocktails will be made out of Alumni Fund.

(d) **POP passes**. Nodal offr is ensure that Content of advertisement to be placed on the NDA site for info members about availability of final POP passes for Alumni enclosures on confirmation of attendance.

(e) **Governing Council Meeting and General Body Meeting**. The Governing Council Meeting and the Annual General Body meeting of NDAAA is to be held once in a year. Nodal offr is the organize these meetings after approved by President

22. **Financial matters**. NDAAA fund exceeding the amount Rs, 5,00,000/- (Rupees Five Lakh only) (Cash in bank) would be converted into FD immediately. A maximum Rs. 50,000/- (Rupees Fifty Thousand only) may be kept in Saving Account and keeping running cash balance in Auto Sweep Fixed Deposit to earn higher rate of interest.

23. Formats of application and membership cards are attached as Appx 'A' & 'B'

LOAN TO CADETS FROM NDAAA FUND

24. Consequent to establishment of NDAAA and the associated fund, it has been decided that cadets whilst undergoing training at NDA and in need of financial assistance, will / maybe provided loans from the fund. Following paragraphs enumerate the mode / rules with regards to the loan. The disbursement of loan is entirely at the discretion of the Vice President / President of NDAAA.

Eligibility Criteria

25. All cadets undergoing training at NDA are eligible for the loan provided they fulfill the following criteria:

- (a) The cadet is a citizen of India.
- (b) No family income / family below the poverty line (proof of income to be provided by the cadet).
- (c) Recommended by Sqn Cdr and Bn Cdr (after ensuring / convincing themselves of the authenticity of the case).
- (d) Sudden requirements in the family (medical treatment of a family member, marriage of sister, higher education of siblings etc).
- (e) The cadet should not be on WWL on disciplinary grounds. In case the Cadet is placed on WWL after sanctioning of the loan, his instalments are to be stopped.

Mode of Disbursement

26. The loan will be disbursed in either of the following modes:

- (a) Fixed amount per month to cater for the day to day expenses of the cadet. The amount should not exceed Rs. 3,000/- per month for a maximum of 30 months
- (b) One time grant to meet financial exigency of the family. This loan should not exceed Rs. 50,000/-
- (c) In any case the total loan amount is not to exceed Rs. 1,40,000/- (Rupees One Lakh Fourty Thousand only).

Powers of Sanctioning the Loan

27. A board of three Offrs, presided over by the cadet's Sqn Cdr and his Divisional Offr being one of the members will be convened by the Bn Cdr to ascertain the genuineness of the case and finally justify the amount of loan to be given to the cadet. The duration of cadet's residual training at NDA will be instrumental in deciding the amount of the loan. It should be the endeavour of the Board to ensure that only the needy cadets receive this benefit. Only the Vice President NDAAA and the President NDAAA are authorised to sanction the loan.

28. On recommendation of the Bn Cdr of the cadet, the case will be forwarded to The Secretary, NDAAA to the Vice President and President, NDAAA.

Modes of Repayment

29. The cadet will start repaying the loan to NDAAA from the third month after his commissioning, in a maximum of twelve EMIs. The rate of interest will be prevailing savings bank account rate of interest being offered by nationalised banks. The Officer will ascertain the amount of EMI immediately after his commissioning from NDAAA. He can either send the cheques to NDAAA monthly or give standing instructions to his bank to credit the EMI in account of NDAAA.

30. **General Points.**

(a) The amount of loans disbursed should not exceed the interest that accrues from the deposits in the NDAAA fund.

(b) As far as possible there should be no withdrawal from the capital of the fund.

(c) Payment of loans to the cadets will be stopped if the financial status of the cadet / parents improves.

(d) It is the responsibility of the cadet to repay the loan within the stipulated time period. Disciplinary action should be initiated due to non repayment / delayed repayment.

(e) Any cadet not being able to return the Loan amount (in withdrawal cases) may be written off by the President, NDAAA on file with the concurrence of GCM Committee on a case to case basis. In case the cadet is on Withdrawal Warning List (WWL) on disciplinary grounds, he is to be warned and payment of further loan amounts is to be stopped.

(f) In the unfortunate case of the death of a cadet the loan availed by the Cadet may be written off by the President, NDAAA on file.

31. **Reunions.** NDA would host only the Golden and Diamond Jubilee Functions. Other reunions of the alumni are to be held outside the NDA.

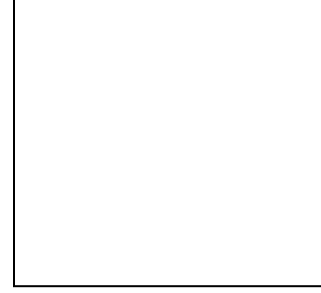
32. **Loss of Card.** In case the alumni card is lost by the alumni, a new card would be issued to the members. A copy of the FIR wrt loss of the card lodged at the Police Station would need to be attached and forward alongwith the application to NDAAA office. Cards are being manufactured at the Academy at a cost of approx Rs. 25/- (Rupees Twenty Five only) per card. The same would have to be borne by the individual. Additionally Postal charges for delivery of the card would also be borne by the concerned alumni.

All Concerned

Sd/- x x x x
(SV Dosi)
Gp Capt
Secy, NDAAA
For President

APPLICATION FOR NDA ALUMNI ASSOCIATION

The Secretary
NDA Alumni Association
Khadakwasla
Pune – 411 023



Dear Sir,

1. I would be honoured to be a life member of NDA Alumni Association for which, I am enclosing a Bank Draft / Cheque / Cash (DD / Cheque No _____) for a sum of Rs. 1000/- (Rupees One Thousand only) towards my life membership subscription in favour of "NDA Alumni Association Account" payable at SBI, NDA Khadakwasla, Pune. My particulars are given below:-

- (a) No and Rank :
- (b) Name in Full (Capital Letters) :
- (b) Date of Birth :
- (d) Date of Commission :
- (e) **Course Details.**
 - (i) Course Serial Number :
 - (ii) Sqn :
 - (iii) Cadet Number :
- (f) Unit / Corps / Ship / Sqn :
- (g) **Service Details.**
 - (i) Appointments :
 - (ii) Decoration :
 - (iii) Achievements :
 - (iv) Qualification :
- (h) **Address.**
 - (i) Permanent Address
 - (ii) Phone No :
 - (iii) E-Mail Identity :
 - (iv) Next of Kin Details :
 - (v) Address for Correspondence :

2. **In case of Retired Officers / Related Officers :-**

- (a) Date of Retirement / Release :
- (b) Present Occupation :

3. I certify that the above information is true and correct to the best of my knowledge and belief. I undertake to intimate any changes to the Secretary, NDA Alumni Association on occurrence.

Date : _____

(Signature)

Note : Two recent photographs (one passport size and one stamp size) to be enclosed for issue of membership card.

FOR OFFICE USE ONLY

1. Subscription received vide receipt No _____ Dt _____
2. Membership No allotted _____
3. Membership card issue and dispatched vide Regd letter No _____
_____ dated _____.
4. Particulars of Membership entered in the Master Roll on _____
_____.

<u>MEMBERSHIP CARD</u>	
<u>NATIONAL DEFENCE ACADEMY ALUMNI ASSOCIATION</u>	
<u>(CENTRAL)</u>	
Membership No _____	
Name _____	<u>PHOTOGRAPH</u>
Rank _____	
Course _____	
Squadron _____	<u>ROUND STAMP</u>
Card No _____	
Date _____	Secretary, NDAAA

<u>INSTRUCTIONS</u>
1. This card will be produced on all gates during entry / exit into NDA and on demand by the Security Staff.
2. The bearer of this card is permitted to attend any meeting / get together of NDAAA central or any chapter.
3. This is not to be used for entry into any other defence establishments.
4. In case of loss of this card, bearer is requested to inform 'Secretary NDAAA by letter immediately.
5. In event of any one finding this card, the finder is requested to post it immediately to Secretary NDAAA, National Defence Academy, Khadakwasla, Pune - 411023