

P.L.O. 1.2 (w)

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HIMALAYAN MOUNTAINEERING INSTITUTE, DARJEELING  
CHARTER OF DUTIES AND ADMINISTRATIONS  
OF MILITARY PERSONS

Introduction

1. Military personnel are being posted to Himalayan Mountaineering on deputation for a period of three years from different Arms/Services. The details of Arms/Services vacancies are as under:-

- (a) **Principal** - Colonel or equivalent from Army/Navy/Air Force who fulfills the laid down QR issued by D (HMI) (MoD).
- (b) **Vice Principal** - Lt Colonel or equivalent from Army/Navy/Air Force who fulfills the laid down QR issued by D (HMI) (MoD).
- (c) **RMO** - Capt/Maj from Army Medical Corps.
- (d) **OS** - Sub Maj/Clk from the Infantry Regt on selection basis through IHQ of MoD (Army) (Inf-6).
- (e) **CS** - Sub/JE (Civil) from Bengal Engr Gp on selection basis through E-In-C Branch, IHQ of MoD (Army).
- (f) **Eqpt JCO** - Nb Sub/Sub (SKT) from Army Ord Corps on selection basis through OS-8, IHQ of MoD (Army).
- (g) **QM JCO** - Nb Sub/Sub (Instr) from Infantry Regt on selection basis from IHQ of MoD (Army) Inf-5.
- (h) **Instr** - 03 x Instrs from Infantry Regt on selection basis from IHQ of MoD (Army) Inf-6.
- (j) **Clk** - Hav/Clk from the Infantry Regt on selection basis through IHQ of MoD (Army) Inf-6.
- (k) **NA** - Nursing Asst from Army Medical Corps directly posted from AMC Records.

Aim

2. The Aim is to laid down guide lines and responsibilities for adm of mil pers.

3. Duties of Deputation Staff.

(a) **Principal.** Head of the Institute. He is responsible for all activities of institute including administrations and training.

(b) **Vice Principal.** He is responsible to assist the principal and overall incharge of trg/courses being run by this Institute. He is to assist the Principal for general administration and smooth conduct of training.

(c) **Medical Officer.** He is responsible for the following :-

- (i) To provide medical cover to the trainees at HMI as well as out station.
- (ii) Maintenance and upkeep of MI Room.

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- (iii) Local Liaison with civil and military hospital.
- (iv) Conduct of routine food inspection, hygiene and sanitary inspection of the institute.
- (v) Officiate as Vice Principal as and when Vice Principal is away on leave/temp duty etc.
- (v) He will act as HM Welfare Officer.
- (d) Office Supdt. He will work under the control of the Principal and Vice Principal and shall be responsible for the organization and functioning of the training office and supervising the working of the staff working under him. He will also facilitate as directed by Principal. He is also Section incharge of Procurement Section.
- (e) Campus Supdt. He is responsible for Upkeeping and maintenance of all buildings, vehicles, maintenance of guest house, look after for water supply and electrical supply being provided by Govt of West Bengal. He is to ensure timely procure, repair and maint supply and all works of repair and maint related. He will also supervise house keeping staff for their detailment and smooth functioning of the institute campus.
- (f) Eqpt JCO. He is the incharge of eqpt section of the institute. He is responsible for procurement, maintenance, manufacturing, issue, receipt, acctg of mg eqpts. He is also supervisor of laundry plant of the eqpt wing.
- (g) QM JCO. He is responsible for demand/issue of ration to the trainees who are undergoing various courses, accommodate them in trainee hostel. He is responsible to procure and maintenance of hostel clo, cooking eqpt/utensil. He is also responsible to provide tpl to the trainees while trainees are being proceeding for fd trg.
- (h) Instrs. Instrs are responsible to give trg to the trainees in the various courses detailed by the Vice Principal. In addn to the above they will assist the OS in the institute activities as and when reqd when they are not away on course.
- (i) Clk. He is responsible for all types of documentation, pay and alia of all deputation staff. He is responsible for maint of the Lib, procurement/maint of Office Eqpt. In addition, he will assist to the OS in all official work of the institute.
- (k) Nursing Asst. He is responsible to assist the RMO for providing med cover to the trainees. He is also responsible for procurement/issue of medicines as per dirms of the RMO.
4. Security. All mil pers posted with the institute will adhere to the security of the institute as well as personnel security as per laid down instrs.
5. Discipline. Discipline will be followed very strictly as per Armed Forces/Instrs OS is fully responsible for the discp of mil pers.
6. Physical Check of Iden Card. All the persons are personally responsible for safe custody of their identity cards. OS will check identity card physically once in a month. Indt and OS will sign in a register being maint by OS Section.
7. Wearing of Helmet. Helmet is compulsory while driving hvc vehicles for the rider and pillion rider. He should have proper driving licence. He will also adhere to the traffic rules.

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8. Collection of CSD items. The pers detailed to collect liquor/grocery items will take a nominal roll for liquor from OS alongwith Canteen Smart Card from all the persons who desires to collect liquor. The vehicle will be provided by the CS on request and availability of the veh.

9. Personal Hygiene & Sanitation. All the pers will maint pers hygiene and sanitation.

Unit : HMI Darjeeling (WB)

File : HMI/SOP Adm of Mil Pers/OS

Dated : 13 Apr 2019



(Jai Kishan)  
Gp Capt  
Principal