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PL/0105/GEN/SoC

05 Jun 2017

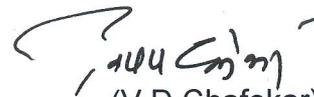
The Coast Guard Commander
Western Seaboard
Mumbai (MH)

The Coast Guard Commander
Eastern Seaboard
Vizag (AP)

The Commander
Coast Guard Region (A&N)
Port Blair

STANDARD 'SoC' TEMPLATE FOR SEEKING UNIT SANCTION

1. The statement of case (SoC) is the core document which forms a basis on which sanction for setting up of any new unit is obtained. Thus, a comprehensive and self contained SoC is the prerequisite for processing proposals for the accord of unit sanction.
2. While processing various cases for unit sanction, MOD /MOD(Fin) on occasions have recommended inclusion of certain additional information , viz. financial implications for Land, Infrastructure, manpower ,transport ,equipment etc in the proposal so as to enable CFA have a holistic view of case. As per prevalent norms, the information ibid is not provided in the most of the SoCs submitted by the formations, causing avoidable delays.
3. Therefore, it is essential, that SoC submitted for seeking any new unit sanction should contain the requisite information. A standard Template of 'SoC for seeking unit sanction' in a user friendly format providing the broad guidelines and framework is enclosed for ready reference.
4. It is requested that the Template be disseminated to units under command. The same is also being hosted on CG website for ready reference.


(V D Chafekar)
Inspector General
DDG (Plans & Policy)

Encl: As above

Copy to:

The Commander
Coast Guard Region (West), Mumbai

The Commander
Coast Guard Region (North-East), Kolkata

The Commander
Coast Guard Region (East), Chennai

The Commander
Coast Guard Region (North-West), Gandhinagar

INTERNAL

CGA/DGICG

SO/ADG

DDG(M&M)

DDG(HRD)

DDG(OPS&CS)

PD(INFRA & ICGAP)

PD(AV)

PD(MS)

STATEMENT OF CASE FOR UNIT SANCTION FOR
SETTING UP XXXX
AT XXXX

Background.

1. *(Shall include)*
- (a) Historic background of case ,if any
 - (b) Brief general introduction of ICG role vis a vis case
 - (c) Present organizational setup vis a vis new proposal

Proposal.

- (Should be concise and crisp)*
2. It is proposed to establish XXXX at XXXX. This proposal is part of CGDP XXXX (XXXX Plan) which has been approved by Gol.
(Extract of relevant CGDP/CGPP be enclosed)

Justification .

3. *(Should give detailed justification for need to setup the unit quoting relevant correspondence/CCS approval etc)*
(Should justify why the tasks envisaged could not be done by existing units, if any)

Roles and Responsibility of XXXX .

4. *(Role and responsibilities expected out of new unit with emphasis on CG charter of duties)*
(Including command and control organization/hierarchy)

Manpower .

5. *(Should provide detailed justification for manpower as catered in respective CGDP/CGPP)*
6. In order to ensure XXXX a dedicated manpower is required to be positioned at XXXXX. The proposed manpower for XXXX as follows:-

<u>Sl</u>	<u>Post</u>	<u>Rank</u>	<u>No.</u>	<u>Brief justification</u>

7. The detailed justification for each of these posts for rank as well as number of vacancies is as follows:-
- (a) Post XX
 - (b) Post YY and so on.

Financial Implications for Manpower.

8. *(Total financial implications towards manpower to be worked out separately for officers/EPs and civilians)*
9. The total manpower required for the new proposed Unit is XXXX personnel as reflected in CGDP XXXX. The proposal for manpower for XXXX unit will be progressed separately as per laid down procedure.

<u>Sl.</u>	<u>Name of Post</u>	<u>No. of Posts</u>	<u>PAY Level</u>	<u>*F.I. per Annum</u>
(a).	XXXX	A		A x pay x 12
(b).	YYYY	B		B x pay x 12
Total				

Land.

10. *(Firm requirement of land along with availability, if any, to be projected)
(Any proposal for acquisition of land for the project, to be mentioned along with RIC)*
11. *Required land vis a vis present land holding to be clearly mentioned.
(Land requirements to be worked out in accordance with Gol letter 12026/41/84/D(Lands) dated 19 Feb 1991 based upon the projected manpower for the unit in relevant CGDP/CGPP)*

Infrastructure.

12. *(Specifically mention whether existing infrastructure should suffice for new unit, else include proposed infrastructure along with financial implications based on RIC)*
13. The infrastructure required for XXXX along with the estimated financial implication is as under:-

<u>Sl</u>	<u>Item</u>	<u>Cost</u>
(i)	Construction of other than married accommodation	
(ii)	Construction of married accommodation	
	Total	

Transport .

14. *(Brief Justification alongwith Number / Type and Financial Implication in Tabular Format as given below)*
15. As per MT norms, the MT vehicle requirement for XXXX along with its financial implication is as follows: -

<u>Sl</u>	<u>Type/vehicle</u>	<u>Total No. of Vehicles</u>	<u>Basic Cost (As per DGS&D Rate Contract)</u>	<u>Total Cost</u>

16. The firm proposal for MT vehicles for this new XXXX will be taken up separately.

Warrant of Stores .

17. The initial and recurring expenditure on Naval Stores/Firefighting stores and Office equipment is placed at **Annexure-XX** as given below:-

<u>SI</u>	<u>Expenditure Item</u>	<u>Cost</u>
(i)	<u>Revenue – Initial Expenditure</u> Naval Stores/Firefighting equipment/ Office equipment	
(ii)	<u>Revenue Expenditure per annum</u> Naval Stores/Firefighting equipment/ Office equipment	
	Total	

18. The case for Warrant of Stores will be taken up separately with respective CFAs.

Arms and Ammunition .

19. *(As per Warrant of Armament Stores)*

20. The list of arms and ammunition that are required to be supplied on setting up of a new XXXX is placed at **Annexure-XX**. The estimated expenditure will be XXXX (Revenue-initial) and XXXX (Revenue - per annum).

21. The case for Arms and Ammunition (Warrant of Armament Stores) will be taken up separately with respective CFAs.

Medical Stores / Equipment.

22. *(as per DGAFMS authorized scale of medical equipments)*

23. The medical stores / equipment to be supplied to the new XXXX are as per authorized scale of medical equipment prescribed by DGAFMS for XXX with Medical Officer/Without Medical Officer placed at **Annexure XX**. The estimated expenditure will be ` XXXX (Revenue-initial) and ` XXXX (Revenue - per annum).

24. The case for Medical Stores/Equipment will be taken up separately with respective CFAs.

Financial Implication.

25. The indicative financial implication for setting up of XXXX at XX is as follows:-

26. *(Total financial implications to be worked out for revenue and capital heads)*

Capital

<u>Sl</u>	<u>Item</u>	<u>Cost</u>
	Land	
	Development of Infrastructure	
	Total	

Revenue - Initial

<u>Sl.</u>	<u>Item</u>	<u>Cost</u>
(a)	Manpower	
(b)	Procurement of Vehicles	
(c)	Arms	
(d)	Naval/Victualling/Clothing Stores/ Firefighting Equipment	
(e)	Medical Stores/Equipment	
	Total	

Revenue - Expenditure per Annum

<u>Sl.</u>	<u>Item</u>	<u>Cost</u>
(a)	Manpower	
(b)	Naval/Victualling/Clothing Stores/ Firefighting Equipment	
(c)	Ammunition	
(d)	Medical Stores/Equipments	
	Total	

27. The estimated expenditure for setting up of XXXX will be ' XXXX' Capital cost and one time Revenue (Initial Procurement) expenditure of ` XXXX with ` XXXX recurring (Revenue) expenditure per annum.

Conclusion.

28. *(To sum up the case and final justification in brief)*

Recommendations.

29. *(Final recommendation for the case)*

Approvals Solicited.

(Approvals required)

30. In view of the foregoing, Approval in Principle is solicited for the following:-
- (a) Establishment of XXX at XXXX as per financial implication highlighted at Para 26.
 - (b) To progress cases for obtaining Government sanction for Manpower, Warrant of Stores, Warrant of Armament Stores, Medical Stores, Transport and Infrastructure development *(as applicable)* for XXXX at XXXX separately as per prevailing norms.