

Clocking and Claiming Probation criteria matters



1. Probationary Requirement
2. Types of Activities.
 - I. NUS NPCC
 - II. NPCC HQ
 - III. Unit / Area
 - IV. CIP
3. Sample of Claim form
4. Sample of Clock form
5. Clocking and Claiming Policy
6. **Rates of Claims**
7. Rules to Comply in the Claim forms
8. Correction of Errors
9. Clocking Form
10. FAQ

Probationary Requirements



- For newly appointed Honorary Officer (ie. Officer of rank P/H/INSP(NPCC)), the minimum number of hours to fulfill will be as follows:
 - NUS NPCC / HQ 16 hours
 - i. At least one major activity held at NPCC HQ level.
 - AND**
 - ii. At least one major activity held at the Home Unit level
 - Attached Unit / Area 24 hours
 - CIP Min 6 hours
 - Community Involvement Projects shall be determined by the Executive Committee.

Type of NUS NPCC activities



- Committee Meetings
- Annual General Meeting
- Police Week Carnival Duty
- Matriculation Fair Duty
- Welcome Tea
- HOs Night
- NUS NTU Unit Game Day
- Other adhoc planning event. Eg ARSC
- Other initiatives by Sub-committees

Type of HQ activities



- Leadership and Mentoring Skills course
- Cadet Inspectors' Basic Training Course
- Officers' Basic Training Course
- 0.22 Revolver Shooting Competition* (Duty)
- 0.38 Revolver Shooting Competition* (Duty)
- NPCC Day Parade
- Police Day Parade
- SYFOC Parade
- National Camp

Notes: * Involvement in participation does not count into clearing of the Probation. Only Official Duty are considered.

Type of Unit & Area activities



- Weekly Training and Parade
- Orientation Activities
- Swearing In Ceremony
- Unit Camp
- Unit event. Eg Hiking.
- Accompanying Officer Duty
- Sec 2/3 Adventure Training Camp
- Area event. Eg Area Passing Out Parade

Type of CIP



- CSSP Exhibition during Matriculation Fair*

Note: * Any other CIP activities stipulated by NUS NPCC EXCO

Points to take note



- The list provided earlier is not exhaustive
- There might be more adhoc events throughout the year

Sample of Claim Form



NATIONAL POLICE CADET CORPS

DUTY ALLOWANCE CLAIM

LIST OF DUTIES PERFORMED BY HONORARY OFFICER/INSTRUCTOR/CADET INSPECTOR
FOR THE MONTH OF _____ TO _____ 2006

RANK & NAME : _____
(Name must be the same as in bank A/C)

NRIC No: _____ Bank A/C No: _____

Home Address: _____

Contact No: _____ Email: _____

Date of 1st Appointment: _____

Unit attached to: _____

Sample of Claim Form



Sr No	Date (DD/MM/YY)	Duties Performed	Time In	Time Out	Hour Clock	Amount	Claimed \$
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
* Denotes Camping		(Must Exceed \$10.00)	→		Total Amt Claimed: \$		

Page 1

Sample of Claim Form



			*Total No of Current year(2005) Claimed						
I certify the above claims are correct			Jan-Feb		No of Hours		Rate(\$)		
			Mar-May			CI	H/Instr	P/H/Insp	H/Insp
			Jun-Aug		>2 hrs<6 hrs	2	3	4	5
Signature of claimant		Date	Sep-Nov		>6 hrs	2	3	8	10
			Dec		Overnight Camping	2	5	10	12

Sample of Claim Form



Name & Signature		Date	Name & Signature		Date	School Stamp		
Checking Officer			Certifying Officer					
Adjutant/Unit Officer			OC NPCC Unit					

Sample of Clock Form



NPCC DUTY ALLOWANCE CLAIM (NUS OPEN UNIT)											
LIST OF DUTIES PERFORMED BY HONORARY OFFICER/INSTRUCTOR/CADET INSPECTOR											
FOR THE MONTH OF XXX TO XXX 2005											
RANK & NAME:		XXX									
(Name must be the same as in bank A/C)											
NRIC No:		XXX		Bank A/C No:		XXX					
Home Address:		XXX									
Contact No:		XXX		Email:		XXX					
Date of 1st Appointment:		XXX									
Unit attached to:		XXX									

Sample of Clock Form



FOR NUS NPCC USE ONLY (For participation in NUS NPCC & HQ activities, NON-claimable hours only)

Sr No	Date (DD/MM/YY)	Duties Performed	Time In	Time Out	Hour Clocked
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
* Denotes Camping				Total Hours:	0

Clocking and Claiming Policy



- All NUS HOs are required to submit their claim/clock forms through NUSNPCC every quarter:
- All claim forms will be submitted to the Deployment Officer by the following deadlines:
 - Dec – Feb 28 Feb
 - Mar – May 1 Jun
 - Jun – Aug 1 Sep
 - Sep – Nov 1 Dec
- Please note that the dates are subjected to changes by the Deployment Officer
- You may submit the forms through the NUSNPCC Pigeon hole at Yusof Ishak House
- Please submit the original copy of the claim form (No duplication is required)

Rates of Claims



Rank	Half Day	Full Day	Camp
	> 2 hrs	> 6 hrs	Overnight
P/H/Insp	\$4.00	\$8.00	\$10.00
H/Insp	\$5.00	\$10.00	\$12.00
H/ASP	\$6.00	\$12.00	\$14.00
H/DSP	\$7.00	\$14.00	\$16.00

1. Officers shall carry out their duties in the required attire/uniform;
2. Put up claims at least \$10 and above

General Rules to Comply in the Claim forms



1. All HOs are strongly encouraged to update their claim forms directly from the MS Excel file provided.
2. The ruling of a maximum of 52 claims per calendar year by an officer (excluding attending NPCC courses) MUST be complied with.
3. You are only allowed to claim for one activity per day
4. Tours/Excursions conducted in Singapore or overseas are not eligible for duty allowance.
5. Claimants (Cadet Inspectors and Honorary Officers) must sign the claim form themselves.
6. All claims should be sorted to chronological order

General Rules to Comply in the Claim forms



7. All claims for any particular quarter must be more than \$10. However, if your claims for a quarter is less than \$10, you are allow to carry the claim over to the next quarter. (Max of \$10 from the previous quarter is allowed only.)
8. Please note that **LATE SUBMISSION** and **OLD CLAIM FORM** **WILL NOT BE ACCEPTED.** Submission of claims by post is discouraged as it may not reach HTCC HQ before the deadline.

Rules to Comply in the Claim forms (For Overnights Camp)



1. For the LAST day of camping, officers should not claim overnight camping rate. It should be either a full day or half-day depending on the time of departure. (The Timing starts from 0001 hrs to the time of departure)
2. Record the camp as 1 event under the "Total No. of Current year Claimed"
3. For overnight Camp, Please asterisks(*) against dates to represent claims for overnight camping

15*	11/08/06	Area 4 ATC (11th - 13th August)	0730	2359	Overnight	10.00
16*	12/08/06	Area 4 ATC (11th - 13th August)	0000	2359	Overnight	10.00
17*	13/08/06	Area 4 ATC (11th - 13th August)	0000	1300	53 1/2	8.00

Correction of Errors



- Do NOT use correcting fluid when making amendments. Please cancel the error, rewrite the correct amount and endorse the amendment by signing against it. Use a fresh claim form if there are too many amendments.



Example ~~1800~~ 1900

Clocking Form



- All activities that are not eligible for claims can be recorded under the Clocking Form.
- Although it is not compulsory, all HOs are strongly encouraged to record all other NPCC activities into the Clocking Form.

Qn: More than 20 claims per quarter?



Since the claim form has only 20 rows for you to fill in your claims,

1. From the 21st claim onwards, record on a new piece of claim form.
2. Write down the page number on every claim form to avoid confusion.
3. Write down the total amount claimed only on the last page of your claim form.

Note:

Your Checking Officer & Certifying Officer has to endorse every page of the claim form. The School Stamp has to be present on every page of the claim form.