

**For Official Use Only**

# **DEFENCE SERVICES REGULATIONS**

The information given in the book is not to be communicated, either directly or indirectly, to the Press or to any person not holding an official position in the service of the Government of India.



## **REGULATIONS FOR THE AIR FORCE**

**REPRINTED EDITION 2000**

**( Orders issued upto 31st March, 2000 have been  
incorporated in these Regulations )**

# INSTRUCTIONS

(Please read these instructions before using the CD)

## 1. System Requirements.

### (a) Hardware.

Processor	- Pentium-x
Memory	- 16 MB (minimum)
Display	- VGA (minimum, SVGA recommended)
Resolution	- 640 X 480 (minimum, 800 X 600 recommended)

### (b) Software.

Operating System	- Win 95/ Win 98/ Win NT with Internet Explorer- 4x or Internet Explorer- 5x duly installed.
Windows Dir	- Windows software must be available in <i>C:\Windows</i> directory.

2. Operating tips. On inserting the CD, the AF Regulations screen will be displayed. Here three options/ buttons are available. First one is to **INSTALL** the program on your PC, second one is to **RUN** the program directly from CD and the third is to **EXIT** the program / CD .

3. If you choose to **RUN** the CD, the screen will display two portions vertically split. The right hand side has the Regulations title and the left side has three options i.e. Contents, Index and Search.

(a) Contents. On clicking this box, the contents of the AF Regulations book appears showing only the Chapters. Closed purple color book indicates that the chapter has Sections/ Paras. On clicking required chapter, the contents show Sections available in that chapter. On clicking the Sections, Para numbers along with the title of the paras are listed. One may click desired Para to see the paragraph on the right hand side. At the end of each page, the green color arrow allows you to go to next Para by clicking on it.

(b) **Index.** On clicking the Index box, one gets the index of all important words available in the AF Regulations manual. These are arranged in alphabetical order and on clicking required word, the right side shows all paragraphs where these words appear. The selected word will appear highlighted against navy blue background color. The page can be rolled up, through vertical scroll bar (on right side) to view the paragraph till end.

(c) **Search.** On clicking this box, the cursor will go to the space where you can type the required word. Thereafter, click List Topics button that shows all paras containing this word. Then select the required topic and click Display button.

4. If you choose to **INSTALL** the package, please ensure that minimum hardware and software requirements as specified above are available on your PC. Then go ahead. The install program will install the program in AF REG folder/dir and an icon named '**AF Regulations**' will be put on your Desktop from where the package can be run directly.

5. For installation, it is mandatory to have VB Runtime files which comes along with Windows 98. If these are not available the CD has these files in '/Vbruntimes' directory. Unzip and run setup to install these files.

#### 6. **Known Errors.** .

(a) **MSVBVM60.DLL not found.** Copy the file from "your CD drive\PACAKAGE\SUPPORT" to your 'windows\system' directory.

(b) **Unable to Run the Regulations.** Check for the file HH.EXE in your windows directory. If not present install Internet Explorer Version 5.0. from your win 98 CD.

(c) **Unable to run through shortcuts on Windows Desktop.** . Follow the shortcut creation method (right button click on desktop) to create a shortcut to "c:\windows\ help\AFREGULATIONS.CHM"

#### **Care and Handling of CD.**

7. This CD is to be given same care as given to other AF publication and Regulations for the AF (1964) revised edition be issued to authorised personnel

only.

8. The program is to be loaded in PCs on required basis at formation/ Unit. The PCs authorised for loading this program must be clearly designated in writing by the Commanding Officer.

9. In case of unserviceability or corruption in the CD, the same is to be returned to AIR HQ (AOA Computer Centre, Room No 132.) for suitable replacement.

10. All efforts have been made to incorporate latest amendments in the CD Version of Regulations for the Air Force. In case of any discrepancies, same may be intimated for incorporating in the master copy and subsequent communication to all the agencies. Any mistakes or deficiencies noticed may be brought to the notice for carrying out necessary rectification, like wise suggestions to improve the effectiveness of the package may also be forwarded.

## **PREFACE**

These regulations for the Air Force are issued under the authority of the Government of India and supersede the "Regulations for the Royal Indian Air Force- (Rules) - Reprint 1942" and "Regulations for the Indian Air Force - Instructions by His Excellency the Commander-in-Chief in India, Reprint 1945". Air and other Officers Commanding are responsible to ensure that these regulations are strictly observed and that local instructions or orders that may be issued from time to time are in no way inconsistent, with these regulations.

Questions for which these regulations do not provide for precisely or sufficiently shall be dealt with in conformity with their spirit and intention.

These regulations do not supersede or cancel any administrative and departmental regulations, orders and instructions which are currently in force and which govern certain special categories of officers and men or else contain special provisions of a purely administrative nature and are therefore not repugnant to the spirit of these regulations. Such orders and instructions are supplementary to and in amplification of these regulations.

Officers are expected to interpret and apply these regulations reasonably and with due regard to the interest of the services, bearing in mind that no attempt has been made to provide for necessary and self evident exceptions, nor for such matters as would be dealt with by local authorities.

Should questions arise regarding the correct interpretation of these regulations, the final decision in the matter shall rest with the Government of India.

Departmental and other regulations are based on, and take their authority from these regulations. Should any variance arise between such regulations and the Regulations for the Air Force, the authority of the latter is paramount.

V. SHANKAR  
*Secretary to the Government of India,  
Ministry of Defence.*

NEW DELHI ;

03rd January, 1968



# **EXPLANATION OF TERMS**

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The terms below when used in these regulations will be taken to mean :-

**Air Officer:** An officer of the rank of air commodore or above.

**Air Officer Commanding-in-Chief:** An air or other officer who is appointed to command an air force command and includes an officer who is in command for the time being during the absence of the officer posted for that duty.

**Air or other Officer Commanding:** The officer who is appointed to command an air force group or formation. It applies also to an officer who is in command of such air force group or formation during the absence of the officer posted for that duty.

**Airman or Airmen :** A generic term which includes a master warrant officer, Warrant officer, a non-commissioned officer, an aircraftman, an apprentice unless any rank of airmen is expressly excluded in the context of the regulations or unless the context is clearly repugnant to such interpretation.

**Appointment :** When used in relation to rank, it applies only to the grant of acting rank, whether paid or unpaid.

**Defaulter:** An airman undergoing the punishment of confinement to camp.

**Establishment :** A statement of the number of officers, airmen, civilians, temporary personnel, aircraft, marine craft and mechanical transport authorised to be employed for its approved task, and indicated in detail :-

- (a) the task of the unit (policy) and the internal organisation by sections;
- (b) numbers by ranks, branch, and appointment of officers;
- (c) numbers by ranks and trades or aircrew categories of airmen, allocated to appropriate sections;
- (d) numbers by grades and trades of civilians allocated to appropriate sections;
- (e) numbers by types of aircraft;
- (f) numbers by types of mechanical transport vehicles and marine craft.

**Forced Landing :** Any obligatory or precautionary landing on or off a recognised aerodrome or landing ground, not premeditated when the flight commenced. Examples of obligatory landings are those made because the pilot can no longer remain in the air owing to airframe or engine failure or impossible weather conditions; precautionary landings include those made to ascertain location or on account of unfavourable weather conditions.

**Formation :** A formation consists of one or more units grouped under a headquarters unit e.g. a wing is a formation and consists of a wing headquarters and one or more squadrons.

**Invalided :** When used in relation to an airman, will held to mean "discharged as medically unfit for further service". When used in relation to an officer, it will be held to mean "retired or gazetted out of the service as medically unfit for further service".

**Mechanical Transport :** Where the term " Mechanical Transport" is used, it shall be held to include both vehicles and marine craft belonging to the air force. Where the term "Mechanical Transport Vehicles" is used, it should be held to include only road vehicles belonging to the air force.

**Mustering :** The term used to denote the rank, group and trade in which an airman is placed on first joining the air force or ( for an apprentice ) on passing out of the apprentice training establishments/ schools.

**Non-Commissioned Officer :** An airman of the rank of Flight Sergeant, Sergeant, or corporal and includes corresponding airman aircrew.

**Non-public Funds :** Comprise all funds, maintained by a unit other than public funds, as defined herein.

**Non-public Funds Accounts for :** An account recording the financial activities of any formation, station or unit organisation such as a mess, an institute, a club, a sport, benevolent association etc.

**Promotion :** The term is used to denote a rise in substantive rank. It therefore, does not apply to an aircraftman, leading aircraftman (see classification).

**Public Claim :** Shall be held to mean any public debt or disallowance including any over issue made through an error as to the facts, or a deficiency or irregular expenditure of public money or stores of which, after due investigation, no explanation satisfactory to the President is given by the person responsible for the same.

**Public Funds :** Includes all funds which are financed entirely from public money, the unexpended balance of which is refundable to Government in the event of its not being devoted to the objects for which granted, and also



- (a) unissued pay and allowances;**
- (b) the estates of the deceased men and deserters.**

**Public Money : The term includes, in addition to cash proper :-**

- (a) irrecoverable personal advances made to individuals no longer in Government service;**
- (b) overpayments of pay and allowances made to individuals no longer in Government service;**
- (c) all other irrecoverable cash claims including the value of issues on payment to units or individuals the recovery of which would entail considerable hardship or present special difficulty;**
- (d) losses due to expenditure on freight in respect of stores despatched in error;**
- (e) losses resulting from the despatch of stores by other than the authorised procedure;**
- (f) irrecoverable debts of units disbanded in accordance with demobilisation orders;**
- (g) value of stores issued to contractors, which, for any cause, has not been recovered and the recovery of which would present special difficulty;**
- (h) irrecoverable losses due to thefts and fraudulent use of railway warrants, credit notes or railway concession vouchers.**

**Reclassification : Ther term used to denote any transition, either upwards or downwards, between the classes (aircraftman or leading aircraftman) of aircraftmen.**

**Reduction : The term used to denote the compulsory placing of a substantive warrant officer or NCO in a lower substantive rank, or in the ranks, by sentence of court martial or by other competent authority.**

**Remustering : The term used to denote a change in the trade of an airman.**

**Reversion : The term used to denote the return of a warrant officer or acting warrant officer or NCO or acting NCO to a lower rank, or class in the ranks, compulsorily, automatically or voluntarily. Reversion may be from substantive, temporary or acting rank.**

**Service Transport : The term shall be held to include both road vehicles and marine craft**

**belonging to air force.**

**Service MT Vehicles :** The term shall be held to include only road vehicles belonging to the air force.

**Strength :** The Strength of a unit at any particular time is the number of officers, airmen, civilians and temporary personnel who are actually borne on its muster roll at the time, exclusive of any attached. Strength is subdivided into :-

- (a) effective strength ;
- (b) non-effective strength;

The effective strength of a unit at any moment is the number of officers, airmen and civilians on its strength who are actually serving, with the unit (including those on ordinary leave) and available for duty at the moment. The non-effective strength at any moment is the number of officers, airmen and civilians on the strength of the unit who, are not available for duty for any of the following reasons:--

- (a) in hospital or station sick quarters;
- (b) absent without leave;
- (c) under arrest or detention or in prison ;
- (d) detached;
- (e) sick leave

Officers and airmen attached to a unit are not part of its establishments nor on its strength. They remain on the establishment and strength of the unit from which they are detached.

**Unit : Includes :-**

- (a) a command headquarters.
- (b) a group headquarters.
- (c) a wing or station headquarters.
- (d) an air force college/school, a selection board, a depot.
- (e) a squadron.
- (f) a flight under the direct administration of air headquarters,

**Warrant Officer . Used in its generic sense includes an airman of the rank of master warrant officer, and master signaller, master flight engineer, warrant signaller and warrant flight engineer.**

# **DEFENSE SERVICE REGULATIONS**

## **REGULATIONS FOR AIR FORCE**

### **CHAPTER I**

#### **INTRODUCTION**



## **CH I : Introduction**

### **1. Applicability of Regulations.**

These regulations apply to all personnel subject to the Air Force Act.



## **CH I : Introduction**

### **2. Use of Regulations**

An officer or airman in applying these regulations should be careful to ensure by means of the index and cross references provided in the text, that he has acquainted himself with all the necessary details relating to the matter upon which he requires to be informed.



## **CH I : Introduction**

### **3. Gazette of India-Notifications in**

All appointments to commissions, promotions, resignations, retirements, removals, dismissals and transfer to the reserve in respect of officers are published in the Gazette of India under the authority of the Government. Notifications so published will be official for all air force purposes.

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## **CH II - ORGANISATION**

### **6. Composition of the Air Force.**

The air force consists of commissioned and enlisted personnel who have undertaken a definite liability for service and comprises :-

- (a) the Regular Air Force;
- (b) the Regular Air Force Reserve;
- (c) the Auxiliary Air Force.





## **CH II : ORGANISATION**

### **7. Control**

- (a) The supreme command of the armed forces (of which the air force is a component), is vested in the President of India.
- (b) The Chief of the Air Staff is responsible to the President through the Central Government for the administration and organisation of air force.



## **CH II : ORGANISATION**

### **8. Air Headquarters**

(a) Air Headquarters comprises the Chief of the Air Staff and his principal staff officers, namely, the Vice Chief of the Air Staff, the Deputy Chief of the Air Staff, the Air Officer i/c Administration and the Air Officer i/c Maintenance.

(b) The staff at Air Headquarters consists of three branches, the Air Staff Branch, the Administration Branch and the Maintenance Branch, each branch being organised into directorates. The detailed organisations and functions of these branches are laid down in the directory of duties issued by the Chief of the Air Staff.



## **CH II : ORGANISATION**

### **9. Commands.**

The air force is organised into commands which are functionally and administratively controlled by Air Headquarters. Each command is placed under the command of an Air Officer Commanding in-Chief. The command is organised into lower formations.



## **CH II : ORGANISATION**

### **10. Lower Formations**

- (a) The lower formations consist of wings, stations or units placed normally under the functional and administrative control of commands. Some specialist units are, however, placed under the direct control of Air Headquarters.
  
- (b) At a station where more than one unit is located, the station commander will act as the co-ordinating authority. The responsibility for exercising functional and administrative control over such units and for providing administrative services to them will be as laid down in the formation orders issued in respect of each unit by Air Headquarters.



## **CH II : ORGANISATION**

### **11. Distribution.**

The distribution of the air forces is as laid down in the list of units issued by Air Headquarters from time to time.



## **CH II : ORGANISATION**

### **12. Establishment.**

The establishments of various air force units are issued by the Government of India from time to time in the form of Government letters.

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## CH III - COMMAND, RELATIVE RANK AND PRECEDENCE (CS no 5/VII/69)

### Section I - Command

#### 16. Exercise of Command

##### (a) *General*

- (i) The officer posted as the commanding officer of any unit or formation will assume the command of such unit of formation.
- (ii) A medical unit may be commanded by a medical officer only; a dental unit by a dental officer only.
- (iii) An officer will not be eligible for command whilst undergoing a course of instruction or attached for temporary duty.
- (iv) Honorary rank or an honorary commission carries with it no executive command.
- (v) Retired officers and officers of the reserve will exercise command only when they are called up for air force duties.

##### (b) *Temporary Change of Command*

- (i) Change of command will be effected when the officer in command of a formation or a unit as under sub para (a) is absent from his formation/unit for a period exceeding 24 hours on account of leave, sickness, temporary duty or attachment.
- (ii) When a command or group is normally commanded by an officer of the G.D. Branch, the next senior officer of that branch serving in the command or group will, irrespective of the unit to which he belongs, assume command in the absence of the officer posted for that duty.
- (iii) When a command or group is normally commanded by an officer of a branch other than general duties branch, the command, in his absence, will devolve upon the next senior officer of G.D., technical, equipment, A & S.D., accounts or education branch, regardless of the branch to which the officer normally in command belongs.
- (iv) When a station or wing or unit is normally commanded by an officer of the G.D. Branch, the next senior of that branch in the station or wing including those serving in the lodger units, or unit, will assume officiating command of the station or wing or unit.
- (v) When a station or wing or unit, established mainly for a purpose other than flying is normally commanded by an officer of G.D. branch, or when a station or with or unit is normally commanded by an officer other than an officer of G.D. branch, the command, in

his absence, will devolve upon the next senior officer of the G.D., technical, equipment, A. & S.D., accounts or education branch, regardless of the branch to which the officer normally in command belongs.

(vi) Changes of command will be published in appropriate orders.

(vii) The powers and privileges of an officer in temporary command of a formation/ unit will be same as those of the permanent incumbent subject to the restrictions imposed by Air Force Act and other rules made thereunder.

(viii) If any situation arises which is not expressly covered by the above provisions, the circumstances will be reported to the next higher formation for orders.

(ix) Notwithstanding anything laid down under these provisions the Chief of the Air Staff, in the case of command head quarters, or A.O.A. in the case of units directly under the administrative control of Air Headquarters or the A.O.C-in-C of a command in the case of formations /units under him, may, if he considers it necessary or desirable, nominate any officer to assume temporary command of a formation/ unit.

(c) ***Determination of Seniority for the purpose of exercising Temporary Command*** . The relative seniority of an officer will be determined in accordance with para 25 below. However, when two officers are holding the same higher rank and the same substantive rank with effect from the same date, the A.O.A. (in respect of units directly under Air Headquarters) and A.O.C-in-C. (in respect of units under his command) will decide as to who is to be deemed senior for assuming temporary command.





## **CH III : COMMAND, RELATIVE RANK AND PRECEDENCE**

### **Section I - Command**

#### **17. Officer in Temporary Command .**

An officer in temporary command of a station or unit will not issue any standing orders nor alter those which are at the time in force, nor authorise, without reference either to the permanent commanding officer or superior authority, the application of funds to any purpose other than the ordinary current expenditure. On the other hand, any officer absent from and not in the exercise of his command, cannot issue orders relating to such command.



## **CH III : COMMAND, RELATIVE RANK AND PRECEDENCE**

### **Section I - Command**

#### **18. Unit or Detachment Quartered away from its Station.**

When any unit or detachment is quartered at a station other than at which it is normally located, it will automatically come under the station commander for purposes within the competence of that officer.



## **CH III : COMMAND, RELATIVE RANK AND PRECEDENCE**

### **Section I - Command**

#### **19. Staff Appointments.**

Staff officers will be posted to fill established posts/ appointments in air/command/ group headquarters. In the absence of a senior staff officer on temporary duty leave the most senior staff officer of that section/directorate/ branch will normally be detailed to assume responsibilities.

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## **CH III : COMMAND, RELATIVE RANK AND PRECEDENCE**

### **Section 2-Relative Ranks and Precedence**

#### **25. Relative Seniority of Regular Officers**

(a) Officers holding substantive ranks will be senior to officers holding corresponding acting ranks.

(b) Relative seniority of officers holding the same substantive rank (without any higher acting rank) will be determined by the respective dates of appointment or promotion to that rank. Where two officers of the same rank have been gazetted to such rank with effect from the same date, their relative seniority will be determined by the order in which their names appear in the current air force list. (CS No 6/VII/69)

**NOTE** - Forfeiture of seniority, if any, will be taken into consideration in determining relative seniority.

(c) Relative seniority of officers holding the same higher acting rank but different substantive ranks will be determined by the substantive ranks held.

(d) Relative seniority of officers holding same higher acting rank and same substantive rank will be determined by the date of promotion to the higher acting rank, where the date of appointment or promotion to the substantive rank is the same. Where the dates of appointment or promotion to the substantive rank are different, relative seniority will be determined by those dates.



## **CH III : COMMAND, RELATIVE RANK AND PRECEDENCE**

### **Section 2 - Relative Ranks and Precedence**

#### **26. Retired/ Released, Officers Re-employed**

(a) A retired/ released officer who is re-employed as an officer in the rank in which he was serving at the time of retirement/release will retain the seniority in the substantive rank which he held at the time of retirement/ release and will take command and precedence with other officers of the regular air force in accordance with that rank and seniority.

(b) A retired/ released officer who is re-employed in a substantive rank lower than that in which he was employed on the active list will take seniority from the date he held that rank substantively prior to retirement/release and will take command and precedence with other officers of the regular air force in accordance with that rank and seniority.



## **CH III : COMMAND, RELATIVE RANK AND PRECEDENCE**

### **Section 2 - Relative Ranks and Precedence**

#### **27. Reserve Officers**

- (a) Except as provided in sub-para (b) officers of the air force reserve (regular air force reserve and air defence reserve) will rank junior to all regular officers of the same rank.
- (b) When called up for service with the regular air force, officers of the air force reserve (regular air force reserve and air defence reserve) will take command and precedence with regular officers as if they had been appointed in the regular air force in the reserve rank from the date of their being called up; or, if they are promoted whilst called up, from the date of such promotion.



## **CH III : COMMAND, RELATIVE RANK AND PRECEDENCE**

### **Section 2 - Relative Ranks and Precedence**

#### **28. Auxiliary Air Force Officers**

- (a) Except as provided in sub-para (b) officers of the auxiliary air force are to rank as junior to officers of the regular air force of the same rank.
- (b) When any portion of the auxiliary air force has been called up for service under clause (c) of section 25 of the Reserve and Auxiliary Air Force Act, 1952, officers of that portion of the auxiliary air force will take command and precedence with officers of the regular air force with whom they are serving as if they had been appointed to the regular air force in their auxiliary air force rank from the date of their being called up for service, or, if they are promoted whilst called up for service, from the date of such promotion.
- (c) Officers other than those mentioned in sub para (b) will take command and precedence in the auxiliary air force according to the dates of their appointment in their respective ranks in the auxiliary air force. When officers are appointed to the same rank on the same date, their relative seniority will be determined by the order in which their names appear in the air force list.



## **CH III : COMMAND, RELATIVE RANK AND PRECEDENCE**

### **Section 2 - Relative Ranks and Precedence**

#### **29. Inter se Seniority-The Reserve and the Auxiliary Air Force. Officers.**

Officers of regular air force reserve, air defence reserve and auxiliary air force will take command and precedence among themselves in accordance with Rule 36 of the Reserve and Auxiliary Air Force Act Rules, 1953.





## **CH III : COMMAND, RELATIVE RANK AND PRECEDENCE**

### **Section 2 - Relative Ranks and Precedence**

#### **30. Prisoners of War**

When officers or airmen become prisoner of war, the ordinary air force relations of superior and subordinate, and the air force duty of obedience remain unaltered . Any such prisoner who is guilty of insubordination or other breach of discipline in respect of his superior will be required to answer for his conduct when recovered.



## CH III : COMMAND, RELATIVE RANK AND PRECEDENCE

### Section 2 - Relative Ranks and Precedence

#### 31. Relative Ranks with other Services.

The order of precedence and relative ranks in the air force, army and the navy are in the table below:-

<b>Air Force Ranks</b>	<b>Navy Ranks</b>	<b>Army Ranks</b>
Marshal of the Air Force	Admiral of the Fleet	Field Marshal
Air Chief Marshal	Admiral	General
Air Marshal	Vice Admiral	Lieutenant General
Air Vice Marshal	Rear Admiral	Major General
Air Commodore	Commodore	Brigadier
Group Captain	Captain	Colone
Wing Commander	Commander	Lieutenant Colonel
Squadron Leader	Lieutenant Commander	Major
Flight Lieutenant	Lieutenant	Captain
Flying Officer	Sub Lieutenant	Lieutenant
Pilot Officer	Acting Sub Lieutenant ,Senior Commissioned Officer	Second Lieutenant
No equivalent	Commissioned Officer (Branch list) Midshipman	No equivalent

**NOTE** - The rank of Field Marshal in the Indian Army, Admiral of the Fleet in the Indian Navy and Marshal of the Air Force in the Indian Air Force do not at present exist.

<b>Air Force Ranks</b>	<b>Navy Ranks</b>	<b>Army Ranks</b>
Master Warrant officer	No equivalent	(a) (i) Risaldar Major (ii)Subedar Major (iii)Subedar Major Clerk  (b) (i) Risaldar (ii) Risaldar Clerk (iii)Risaldar Class I RVC (iv)Subedar

		(v) Subedar Class I AMC (SMS-CC)
		(vi) Subedar Clerk
		(c)
		(i) Risaldar Class II RVC
		(ii) Subedar Class II AMC (SMS-CC)
		(d)
		(i) Naik Subedar
		(ii) Naik Subedar Clerk
		(iii) Naik Subedar Bandmaster
Warrant Officer	No equivalent	No equivalent
Flight sergeant	Chief Petty Officer	Warrant Officer Class II
Sergeant	Petty Officer	(a) Dafadar/ Havildar
		(i) Regimental Dafadar Major
		(ii) Regimental Havildar Major
		(iii) Havildar Major Armament Artificer
		(iv) Regimental Q.M. Dafadar
		(v) Regimental Q. M. Dafadar Mechanical
		(vi) Regimental Q.M. Havildar
		(vii) Battalion Havildar Major
		(viii) Battalion Q.M. Havildar
		(ix) Farrier Dafadar Major
		(x) Squadron Dafadar Major
		(xi) Squadron QM Dafadar
		(xii) Battery Havildar major
		(xiii) Battery Havildar major (Fitter Gun)
		(b)
		(i) Battery Q.M. Havildar
		(ii) Company Havildar Major
		(iii) Company Q.M Havildar
		(iv) Q.M. Dafadar
		(c)
		(i) Dafadar
		(ii) Dafadar Mechanist
		(iii) Dafadar Clerk
		(iv) Artificer Havildar
		(v) Gunner Havildar
		(vi) Havildar
		(vii) Havildar Clerk
		(viii) Armourer Havildar

		(ix) Band Havildar
		(x) Dafadar Dresser
		(xi) Dafadar Rider
Corporal	Leading Seaman	(i) Lance Dafadar/Naik and equivalent
		(ii) Lance Dafadar ratings (but junior
		(iii) Lance Havildar to army ranks)
		(iv) Lance Dafadar Rider (RIVC)
		(v) Lance Dafadar Dresser (RVC)
		(vi) Naik
		(vii) Artificer Naik
		(viii) Gunner Naik
		(ix) Naik Clerk
		(x) Band Naik
		(xi) Farrier Lance Dafadar
Leading Aircraftman	Able Seaman	(i) Acting Lance Dafadar
		(ii) Lance Naik
Aircraftman 1st Class }	Ordinary Seaman	(i) Sowar
Aircraftmen 2nd Class }		(ii) Gunner
		(iii) Driver
		(iv) Sapper
		(v) Signaller
		(vi) Sepoy or Rifleman
		(vii) Sepoy Clerk
		(viii) Armourer
		(ix) Trumpeter
		(x) Bugler
		(xi) Piper
		(xii) Drummer
		(xiii) Bandsman
		(xiv) Signaller
		(xv) Rider RVC
		(xvi) Dresser RVC
		(xvii) Farrier
		(xviii) Craftman

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## **CH IV : GENERAL INSTRUCTIONS TO OFFICERS**

### **Section 1 : Instructions for Air Officers Commanding-in-Chief**

#### **36. General Responsibility**

- (a) An air or other officer commanding-in-chief is responsible for the command, discipline, training and efficiency of the units in his command, subject to any limitations which may, from time to time, be imposed by Air Headquarters or by the regulations.
- (b) He is responsible for all matters relating to the administration of his command.
- (c) He is responsible for ensuring that schemes of mobilisation for all units stationed in his command are kept up to date; that all ranks in his command are acquainted with their duties on mobilisation and in connection with any local defence scheme applicable; and that those concerned have such access to the scheme as is necessary for the proper performance of the duties required of them.



## **CH IV : GENERAL INSTRUCTIONS TO OFFICERS**

### **Section 1 : Instructions for Air Officers Commanding-in-Chief**

#### **37. Delegation of Responsibilities.**

He may delegate his responsibilities to such officers under his command and to such an extent as he may consider desirable, subject to any limitations, which are, in any matter, prescribed by regulations, and bearing in mind that the ultimate responsibility devolves on him.



## **CH IV : GENERAL INSTRUCTIONS TO OFFICERS**

### **Section 1 : Instructions for Air Officers Commanding-in-Chief**

**38. Standing Orders.** He will ensure that :-

- (a) Any standing orders issued by his headquarters to the units are limited to matters concerning his command.
- (b) Station Standing Orders of the units under his command are compiled in accordance with the provisions of para 60.
- (c) All Station Standing Orders are reviewed annually.





## **CH IV : GENERAL INSTRUCTIONS TO OFFICERS**

### **Section 1 : Instructions for Air Officers Commanding-in-Chief**

#### **39. Absence from his Command.**

He will inform Air Headquarters when he proposes to proceed on leave reporting at the same time the rank and name of the officer upon whom his command will devolve, subject to the approval by Air Headquarters.



## **CH IV : GENERAL INSTRUCTIONS TO OFFICERS**

### **Section 1 : Instructions for Air Officers Commanding-in-Chief**

#### **40. Responsibility for Public Equipment, Supplies and Stores**

- (a) He is responsible for the supervision of all transactions concerning public equipment, supplies and stores which occur in his command.
- (b) He is responsible for immediate investigation and taking suitable action with regard to any irregularity or defect which may be disclosed as the result of any inspection or of a report received. He is also responsible for taking remedial action at once to obviate a recurrence of the irregularity or defect disclosed.
- (c) He is responsible that any special reserves stored in his command are complete and maintained in readiness in accordance with the regulations for immediate issue in the event of an emergency.
- (d) He will ensure that the authorised establishments for the issue of I.A.F. equipment and supplies are not exceeded except as may be specially approved by the authorities concerned.
- (e) He is responsible for the issue of suitable standing orders.



## **CH IV : GENERAL INSTRUCTIONS TO OFFICERS**

### **Section 1 : Instructions for Air Officers Commanding-in-Chief**

#### **41. Responsibility for Public Funds.**

He is responsible for exercising effective supervision over cash accounting work within his command. He is to give directions to ensure that public funds are obtained, applied, safeguarded and accounted for, in conformity with the regulations.



## **CH IV : GENERAL INSTRUCTIONS TO OFFICERS**

### **Section 1 : Instructions for Air Officers Commanding-in-Chief**

#### **42. Health of Air Force Personnel.**

He will pay particular attention to the health of all ranks under his command.



## **CH IV : GENERAL INSTRUCTIONS TO OFFICERS**

### **Section 1 : Instructions for Air Officers Commanding-in-Chief**

#### **43. Handing over Command.**

When handing over his command, to his successor, he will bring to his notice any orders which may have been received and which have not been fully executed. He will also draw his attention to any matter to which he attaches special importance.



## **CH IV : GENERAL INSTRUCTIONS TO OFFICERS**

### **Section 1 : Instructions for Air Officers Commanding-in-Chief**

**44. Annual Reports.** Air officers commanding-in-chief will furnish to Air Headquarters two separate annual reports :-

(a) An annual report indicating the general state of readiness for emergency of their commands. This report should refer to the command as a whole though reference may be made in it to any individual subordinate formation or unit, should this be considered necessary. The report should also include reference to any factors adversely affecting operational efficiency or the standard of discipline and administration.

(b) An annual training report relating to training matters affecting the command as a whole; mention of subordinate formations or units should only be made for the purpose of illustrating a specific point, or for drawing special attention of Air Headquarters. To facilitate study at Air Headquarters, the items dealt with in the report should, as far as possible, be arranged in the following order :-

- (i) Training policy for the ensuing year with particular reference to the task laid down by Air Headquarters.
- (ii) Factors affecting training in the ensuing year.
- (iii) Flying training.
- (iv) Navigation training.
- (v) Gunnery training,
- (vi) Bombing reconnaissance and intelligence training.
- (vii) Photographic training.
- (viii) Signals training.
- (ix) Air organisation and control.
- (x) Ground defence against air attack.
- (xi) Current tactical problems for investigation.
- (xii) Tactical problems no longer requiring investigation.

(xiii) Air force and inter-service exercises or any other matter of general interest to the air force.

**NOTE :**

1. Reports will indicate the steps which have been taken, and the orders which have been given, to remedy any state of Affairs which is considered unsatisfactory. Any points on which it is desired to make specific recommendations must be dealt with by separate letters which should contain reference to the relevant report.
2. General question affecting the air force as a whole should be touched upon only as far as they affect the efficiency of the particular command with regard to which the report in question is furnished.
3. Questions of importance which require immediate consideration should not be held over for these reports, but should be dealt with as they arise.
4. Reports made by subordinates and tables of statistics are not to accompany these reports.



## **CH IV : GENERAL INSTRUCTIONS TO OFFICERS**

### **Section 1 : Instructions for Air Officers Commanding-in-Chief**

#### **45. Reports on Important Training Exercises**

- (a) An Air officer commanding-in-chief will furnish to the Air Headquarters a report on any important exercise conducted in his command as soon as possible after its termination.
- (b) The report will deal with the following points, as far as possible in the order given:-
  - (i) The orders and arrangements for the exercise.
  - (ii) A narrative of events.
  - (iii) The conclusions arrived at and lessons learnt.
  - (iv) A brief reference to any action which he has taken or is, about to take and any recommendations which he proposes, to make as the result of the exercise for the improvement of training, organisation, equipment or any matters which affect the operational efficiency of his command. The reports of subordinate formations will not be forwarded.

**NOTE :** The reports will be as concise as possible and will omit minor matters. Any special recommendations arising out of the exercise must be dealt with by separate letters referring to the main report. Recommendations, which have already been submitted before the exercise, must not be repeated or referred to in the report, unless fresh considerations have arisen or they require special emphasis. Where necessary, further letters should be sent indicating the result of any action which the Air Officer Commanding-in-Chief has taken in regard to matters arising, out of the exercise which are within his competence.





## **CH IV : GENERAL INSTRUCTIONS TO OFFICERS**

### **Section 1 : Instructions for Air Officers Commanding-in-Chief**

#### **46. Despatches and Reports on Active Operations.**

Whenever air operations are undertaken reports will be submitted by the air office commanding-in-chief to the Air Headquarters in accordance with the instructions issued from time to time.



## CH IV : GENERAL INSTRUCTIONS TO OFFICERS

### Section 1 : Instructions for Air Officers Commanding-in-Chief

#### 47. Inspection of Stations and Units

(a) The general scheme upon which annual inspections in their commands are carried out should be decided upon by the air officers commanding-in-chief subject to the reservation that at least one formal inspection of every unit under their command will be carried out by air officer commanding-in-chief.

(b) Some of the main points to which attention should be directed, with a view to ensuring that the regulations are being complied with are listed in the schedule below :-

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#### Schedule referred to in sub para (b)

SL No..	Item	Details
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#### 1 . General

- (a) The maintenance of records and documents of officers and airmen.
- (b) The keeping of logs and history sheets.
- (c) The preparation of unit mobilisation schemes.
- (d) The custody, mustering etc. of secret and confidential publications, including secret signal books, codes, ciphers and operation orders.
- (e) The maintenance of map account.
- (f) The custody and issue of railway warrants, concession vouchers, and other forms representing monetary values.
- (g) The conduct of official correspondence.
- (h) The publication of orders and the amendment of all publications, regulations and equipment schedules.
- (J) Typewriters and other office machines - condition and number in relation to requirements.
- (k) Custody, issues and consumption of stationery.

## 2. Cash Services

- (a) The maintenance of pay accounting documents of officers, airmen and civilians, Maintenance of public fund cash accounts and subsidiary accounting registers. Arrangements for safe custody of public funds with units and arrangements for safeguarding of public funds whilst in transit from bank/treasury.
- (b) The administration and maintenance of non-public funds and audit thereof.

## 3. Equipment Administration & Accounting

- (a) The custody of, and accounting for all air force equipment.
- (b) Position of current stock taking in the main store and in flights and sections.
- (c) Clothing-Public and personal.
- (d) Comparison of stock with establishment and survey and clearance of surplus stores.

## 4. Medical

- (a) Medical services.
- (b) Hygiene and sanitation.
- (c) Medical records and statistics.
- (d) The custody of, and accounting for medical stores.

## 5. Personnel

- (a) The conduct of the messes, service institute and Canteens.
- (b) The welfare of personnel.
- (c) The employment of airmen in their correct trades.
- (d) The assessment of character and ability and the award and restoration of good conduct badges.
- (e) Compliance with policy letters.
- (f) The award and execution of summary punishments.
- (g) Instructions regarding uniform.

(h) The instruction of young officers in air force law.

(j) The education of airmen.

(k) Ground training and flying training of personnel.

#### 6. Technical Services

(a) Fire precautions.

(b) The use of service transport.

(c) The storage of aircraft and motor vehicles.

(d) The general efficiency of the signal organisation, apparatus and personnel of the unit.

(e) Condition of workshops and workshop equipment

(f) Repairs of equipment within the station.

(g) Safe custody of arms and accoutrements, armament ammunition and explosives.

#### 7. Works Services

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(c) It is not intended that all points listed in the above schedule should be dealt with at every inspection, since they should be continually under the supervision of the staff officers of the and, where such exist, of the commander and staff of subordinate formations, who should make every endeavour to visit units as frequently as possible, with a view to giving direction and guidance.

(d) An air officer commanding-in-chief will look into the grievances of any officer and airman.

(e) An air officer commanding-in-chief will give such direction as he may consider necessary, regarding the making of inspection by air or other officer commanding. Any inspections which he may order will be additional to the inspections which he is required to make himself.

(f) After inspecting a station or unit, the air officer commanding-in-chief will forward a copy of his report to Air Headquarters.

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## **CH IV : GENERAL INSTRUCTIONS TO OFFICERS**

### **Section 2-Instructions for Air or other Officers Commanding**

#### **50. General Responsibility .**

An air or other officer commanding will be guided in the conduct of his general duties by the foregoing instructions.



## **CH IV : GENERAL INSTRUCTIONS TO OFFICERS**

### **Section 3-Instructions for Commanding Officers**

#### **51. General Responsibility**

(a) A commanding officer is responsible to the air officer commanding-in-chief through the air or other officer commanding, if any, for the command, discipline, training, efficiency and proper administration of the station and/or unit or units under his command.

(b) It will be his duty to keep himself informed in detail of the organisation and administrative arrangements in the units comprised within his command, and to render to his junior officers such advice and assistance as lie within his power.



## **CH IV : GENERAL INSTRUCTIONS TO OFFICERS**

### **Section 3-Instructions for Commanding Officers**

#### **52. Personal Responsibility of a Commanding Officer and Delegation of Duties**

(a) In the interest of efficiency a commanding officer must remain ultimately responsible for the whole of the organisation and administration of his station or unit, but the distribution of work between himself and his subordinates is left substantially to his discretion. Broadly speaking, he should allocate to responsible officers, who are his immediate subordinates, all matters of routine and minor administration, retaining for himself questions of general organisation, important matters requiring his personal attention and decision, and the general control and supervision of the various duties which he has allocated to others. As a general rule, regulations are not framed so as to distinguish between duties which a commanding officer must discharge personally and duties for which he is responsible but may entrust to others. A commanding officer should not however, regard himself as bound to carry out a duty personally, unless the regulation expressly requires him to do so or it is of such importance that it cannot be delegated.

(b) Subject to such general directions as may be given in regulations, the extent and manner of delegation is left to the discretion of the commanding officer to be decided in accordance with the size and nature of the unit, the character and experience of the subordinate personnel and the varying circumstances of the moment. Notwithstanding any delegation authorised in the following regulations, the commanding officer will retain general responsibility and keep in touch with the details of the daily life of his station or unit by occasionally scrutinising and carrying out a check of the documents in question.



## **CH IV : GENERAL INSTRUCTIONS TO OFFICERS**

### **Section 3-Instructions for Commanding Officers**

#### **53. Responsibility and Functions of a Station Commander**

(a) At stations where an establishment for station headquarters, exists and where two or more units are located an officer will be appointed as station commander but where an establishment does not exist, the senior commander will assume the duties of a station commander. Where only one unit is located at a station the commanding officer of the unit will assume responsibility and exercise the function of a station commander.

(b) A station commander will be responsible for all matters concerning policy, the issue of training programmes, the preparation of mobilisation scheme, all dealings with the local military engineering services connected with the maintenance of the airfield, buildings, etc., and liaison with the army, civil authorities and the air force.

(c) The senior equipment officer and the senior accountant officer at the station will be directly responsible to the station commander for the equipment and accounting functions of the station.

(d) A station commander will not undertake responsibility for the preparation of personnel occurrence reports of units located at the station; responsibility for this will rest with the commanding officer of the unit.

(e) At certain stations where units belonging to more than one group or command are located, the command of the units, including training, administration and discipline will be exercised through the station commander by the command or group to which the unit belongs. An air officer commanding-in-chief may, however, subject to Air Headquarters' approval, relieve the station commander of the responsibility for training except so far as is necessary for the purpose of administration, discipline and general supervision. As regards general administration of the station as a whole and those services which are organised on a station basis (i.e. works, medical, rations, equipment etc.) the station commander will be responsible to the air officer commanding-in-chief.

(f) At stations where there are mobile units or units which may have to assume an independent existence at some future date, the station commander will so arrange the administration of that they may be in a position to move from the station without delay.





## **CH IV : GENERAL INSTRUCTIONS TO OFFICERS**

### **Section 3-Instructions for Commanding Officers**

#### **54. Promotion of Good Feeling and Order.**

A commanding officer will, by advice and timely intervention, endeavour to promote a good understanding and to prevent disputes. He will discourage any tendency in his officers to gamble or overspend.



## **CH IV : GENERAL INSTRUCTIONS TO OFFICERS**

### **Section 3-Instructions for Commanding Officers**

#### **55. Supervision of Duties.**

A commanding officer will supervise and control all duties performed by officers and others under his command.



## **CH IV : GENERAL INSTRUCTIONS TO OFFICERS**

### **Section 3-Instructions for Commanding Officers**

#### **56. Maintenance of Equipment.**

The commanding officer will be responsible for ensuring that, so far as the regulations and the capacity of the station or unit allow, all air force equipment on charge is maintained in proper condition. Also refer to para 81.



## **CH IV : GENERAL INSTRUCTIONS TO OFFICERS**

### **Section 3-Instructions for Commanding Officers**

#### **57. Responsibility for Public and Non-Public Funds.**

Refer to Chapter XXVIII-Accounts and Funds.



## **CH IV : GENERAL INSTRUCTIONS TO OFFICERS**

### **Section 3-Instructions for Commanding Officers**

#### **58. Health of Air Force Personnel**

(a) The station commander will pay particular attention to the preservation of the health of the air force personnel. Upon him will rest the responsibility for the sanitary condition of his station. He will incur grave responsibility if he neglects to act upon the advice given to him by the medical officer on any medical or sanitary matter, or if he neglects to secure for the medical officer such facilities and co-operation on the part of the air force as that officer may reasonably require for the proper performance of his duties.

(b) The unit commanders will fully co-operate with station commanders in the maintenance of health, and will be responsible to that officer for taking measures to ensure observance of proper personal hygiene by personnel under their command.



## **CH IV : GENERAL INSTRUCTIONS TO OFFICERS**

### **Section 3-Instructions for Commanding Officers**

#### **59. Promulgation of Orders**

- (a) A station commander will ensure that all officers of his station are supplied with copies of all instructions, orders, letters and publications affecting their departments and the performance of their duties.
- (b) He will ensure that all orders affecting officers and airmen, whether in the performance of their duties or in the conditions of their service, are given such publicity as will enable them to study and become acquainted with their contents.
- (c) He will take steps to see that all publications held on the station are amended and kept up-to-date.
- (d) He will ensure that office copies of official publications are regularly amended and kept up-to-date.



## **CH IV : GENERAL INSTRUCTIONS TO OFFICERS**

### **Section 3-Instructions for Commanding Officers**

#### **60. Standing Orders**

(a) The station commander will issue standing orders (to be known as "Station Standing Orders") relating to his station. Where two or more units are located at a station the station standing orders will not contain instructions which may encroach upon matters over which unit commanders have individual responsibilities direct to higher authority.

(b) The commanding officer of a unit within a station comprising two or more units will issue standing orders (known as "Unit Standing Orders") to implement the role and task of his unit. These orders will be supplementary to station standing orders and will not contravene any of them.

(c) Station or unit standing orders will not reproduce extracts from regulations or other orders or instructions issued by the Government of India, but will be limited to matters peculiar to the station or unit, e.g., bounds, local flying instructions, station duties, etc. The head note of standing orders issued under this para will read as follows :-

"Published under para 60 of Regulations for the Air Force".

(d) All station and unit standing orders will be reviewed annually.



## **CH IV : GENERAL INSTRUCTIONS TO OFFICERS**

### **Section 3-Instructions for Commanding Officers**

#### **61. Efficiency, etc. of Officers to be Reported.**

It is the duty of a commanding officer to bring specially to the notice of an inspecting officer any officers distinguished for proficiency in their duties. He is also to bring to notice those who, from incapacity or apathy, are deficient in the knowledge of their duties, or who do not afford him that support which he has a right to expect or who conduct themselves in a manner detrimental to the efficiency or credit of the air force.





## **CH IV : GENERAL INSTRUCTIONS TO OFFICERS**

### **Section 3-Instructions for Commanding Officers**

#### **62. Courts of Inquiry and Courts-Martial-Instruction in Procedure.**

A commanding officer will take steps to educate the officers under his command in courts of inquiry and courts-martial procedure. To this end he will arrange for officers, as he may consider desirable, to attend any court of inquiry or court-martial which may be held at his station.



## **CH IV : GENERAL INSTRUCTIONS TO OFFICERS**

### **Section 3-Instructions for Commanding Officers**

#### **63. Instruction**

(a) A commanding officer is responsible for the systematic and efficient instruction of officers and airmen under his command in all their professional duties, and will provide such facilities as are possible with the resources available, for their preparation for promotion examination.

(b) He will encourage officers and airmen, by every means at his disposal, to avail themselves of the opportunities provided for improving their general education.

(c) He will encourage officers to fit themselves for all administrative duties and will afford them facilities accordingly.



## **CH IV : GENERAL INSTRUCTIONS TO OFFICERS**

### **Section 3-Instructions for Commanding Officers**

#### **64. Flying Practice.**

A commanding officer of a flying unit will set a good example by keeping himself in constant flying practice, and by frequently flying every type of aircraft with which the unit is equipped, so as to maintain amongst the pilots a high standard of morale. He will afford such facilities as are possible to enable officers of the General Duties Branch employed on ground duties to keep themselves in constant flying practice.



## **CH IV : GENERAL INSTRUCTIONS TO OFFICERS**

### **Section 3-Instructions for Commanding Officers**

#### **65. Courtesy to all ranks of society.**

A commanding officer should impress upon all persons under his command the propriety of courtesy in intercourse with all ranks and classes of society, and should particularly caution them to pay deference and respect to civil authorities..



## **CH IV : GENERAL INSTRUCTIONS TO OFFICERS**

### **Section 3-Instructions for Commanding Officers**

#### **66. Handing over and Taking over certificates on change of command.**

(a) When the commanding officer of a station or unit is relieved permanently by another officer, handing over and taking over certificates as shown in Appendix 'A' will be completed. In case of a temporary change the certificates need not be rendered. In event of a commanding officer leaving the station temporarily he will be responsible for giving his relief full instructions to ensure proper accounting and safeguarding of cash and confidential books, and ensuring on his return that these are in order. While away from station temporarily, the commanding officer will continue to remain responsible for-cash, etc., except for any loss or irregularity which can be shown to be due directly to incorrect action on the part of his relief during his absence.

(b) In the event of the permanent commanding officer not returning for any reason, his relief will be responsible for taking over in detail and rendering the relevant certificates as soon as possible.

(c) In cases where it is known that the outgoing commanding officer is not returning, but the relief will only command for a short period pending the arrival of a permanent commanding officer, full handing over certificates must be rendered on both occasions on change of command.

(d) Handing over and taking over certificates will be completed in quadruplicate, two copies being forwarded through the normal channels to the air officer commanding-in-chief concerned or the Air Officer-in-Charge Administration, Air Headquarters, in the case of units under the direct control of Air Headquarters, as the case may be, and one copy being retained by each of the officers concerned.

(c) These instructions cover a change of command in normal circumstances. Changes occurring in abnormal circumstances may justify a modification of the prescribed procedure to meet a particular case.

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## **CH IV : GENERAL INSTRUCTIONS TO OFFICERS**

### **Section 4 - Instructions for Officers in General**

#### **81. Responsibility for Materials.**

(a) Every officer placed in charge of materials is responsible for its safe custody. He should ensure that all articles are used in a proper manner and solely in the public service.

(b) He will make a report forthwith to his commanding officer of any loss or damage that occurs in respect of the material in his charge.

(c) He will issue orders to his subordinates to ensure that the utmost economy is exercised in the consumption of material.

**NOTE :** The word "Material" used in this regulation is a term covering all equipment as defined in Air Publication 830.

**C.S. No. 54/I/72 :** In the note **for** the words and figure "Air Publication 830" **read** as "Air Publication 1501"



## **CH IV : GENERAL INSTRUCTIONS TO OFFICERS**

### **Section 4 - Instructions for Officers in General**

#### **82. Responsibility for Public and Non-public Funds.**

Refer to Chapter XXVIII-Accounts and Funds.





## **CH IV : GENERAL INSTRUCTIONS TO OFFICERS**

### **Section 4 - Instructions for Officers in General**

#### **83. To Supervise and Assist Juniors.**

An officer will make himself acquainted with the professional abilities and acquirements of all ranks placed under his supervision. He will render them every encouragement and assistance within his power in their efforts to improve their professional knowledge and efficiency.



## **CH IV : GENERAL INSTRUCTIONS TO OFFICERS**

### **Section 4 - Instructions for Officers in General**

#### **84. The Adjutant-General Duties.**

The general duty of the adjutant is to assist his commanding officer, and to see that his instructions and wishes are carried out by all ranks. He should attend to all purest routine matters with a view to giving his commanding officer more time to, study the general efficiency of the unit or station. He is responsible for, and must generally supervise office routine, and co-ordinate the work of all branches. It is his duty to report to his commanding officer any irregularities which come to his notice either officially or otherwise. He must bear in mind that as the confidential staff officer of the commanding officer it is his duty to avoid friction and to ensure that the general routine of the station works smoothly and efficiently, and, in order to do this, he must exercise considerable tact in his relations with the senior officers on the station. He is responsible for ensuring that the attention of the commanding officer is drawn to all orders that affect the unit or station.

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## **CH IV : GENERAL INSTRUCTIONS TO OFFICERS**

### **Section 5-Instructions for Officers of Particular Branches**

#### **86. Responsibility.**

Officers appointed in the various branches of the air force are responsible to their commanding officer that their duties are carried out in accordance with the manuals and other publications pertaining to their particular duties as may be issued from time to time by the Government or Air Headquarters.

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## **CH V : OFFICERS**

### **Section 1-Appointment to Commission**

#### **91. Types of Commission.**

The following types of commission will be granted in the various branches of the regular Air Force under the regulations approved by the Government and announced in A.F.Is / A.F.Os. from time to time:-

- (a) Short service commission;
- (b) Permanent commission;
- (c) Temporary commission.



## CH V : OFFICERS

### Section 1 - Appointment to Commission

#### 92. Short Service Commission.

A short service commission may be granted to a candidate from civil life or a serving airman in G.D, Technical and Met. Branches of the air force for the periods indicated below:-

- (a) **G. D. Branch.** For a period of 4 - 5 years extendable to 10 years on successful completion of training.
- (b) **Technical Branch.** From the date of commencement of training at the Technical Training College up to the date of expiry of the probationary period subsequent to successful completion of training.
- (c) **Met. Branch.** From the date of commencement of the specialised met. training up to the date of expiry of the probationary period subsequent to the successful completion of training.



## **CH IV : GENERAL INSTRUCTIONS TO OFFICERS**

### **Section 5-Instructions for Officers of Particular Branches**

#### **93. Permanent Commission.**

A permanent commission may be granted in any of the branches of the air force, other than medical and dental, to:-

- (a) a candidate from civil life or a serving airman on successful completion of training.
- (b) to an officer holding short service commission.



## **CH V : OFFICERS**

### **Section 1- Appointment to Commission**

#### **94. Temporary Commission.**

A temporary commission may be granted to an officer of the Army Medical Corps/Army Dental Corps on secondment to the air force for the period of secondment. This commission will be superimposed on the commission in Army Medical Corps/Army Dental Corps.



## **CH V : OFFICERS**

### **Section 1-Appointment to Commission**

#### **95. Date of Commission.**

- (a) The effective date of commissioning will be the date promulgated in the Gazette of India.
- (b) Officers granted permanent commission in the technical branch will be granted an ante date of two years counted backwards from the date of successful completion of training for the purposes of seniority, pay and promotion provided they possess the requisite technical qualifications prescribed for the purpose, or, in the case of airmen, had rendered before commissioning six years in the air force as airman.





## **CH V : OFFICERS**

### **Section 1-Appointment to Commission**

#### **96. Probation and Confirmation.**

The initial appointment to commission except in the technical and meteorological branches will be in the rank of Flying officer on probation and will be confirmed after line prescribed period of satisfactory service with retrospective effect.

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## **CH V : OFFICERS**

### **Section 2 - Transfer between Branches**

#### **101. Transfer from one Ground Duties Branch to another Ground Duties Branch.**

Transfer from one ground duties branch to another ground duties branch will not be allowed except on grounds of public interest. Each case as it arises will be considered by the government adhoc on merits.



## **CH V : OFFICERS**

### **Section 2 - Transfer between Branches**

#### **102. Transfer from Ground Duties Branches to the General Duties Branch.**

Transfer from a ground duties branch to the general duties branch will not be allowed except on grounds of public interest. Each such case as it arises will be considered by the Government adhoc on merits.



## CH V : OFFICERS

### Section 2 - Transfer between Branches

#### 103. Transfer from General Duties Branch to Ground Duties Branch.

Retention in the flying branch or transfer to ground duty branches of flying branch of flying branch. Officers whose medical category falls permanently below A3, unfit for flying duties, due to causes attributable/ non-attributable to conditions of service and beyond their control will be governed by the following rules :-

(a) Substantive Sqn Ldrs and below :-

(i) Officers whose medical category falls permanently below A3 i.e. unfit for flying duties due to causes attributable to conditions of service and beyond their control, will be transferred to any of the Ground Duty Branches for which they are medically fit, suitable and qualified.

(ii) Officers whose medical category falls permanently below A3 due to causes non-attributable to conditions of service will be transferred to any of the Ground Duty Branches, if on *ad hoc* consideration, Govt. considers them suitable for further retention in service.

(iii) Officers to be transferred to a Ground Duty Branch will be required to give their willingness for such transfer within 45 days from the date they are informed by the Unit about their proposed transfer, failing which they will either be retained in the Flying Branch or invalidated out of service, as Govt. may decide.

(iv) Transfer to these Ground Duty Branches will be subject to availability of vacancies within the sanctioned establishment of a particular Ground Duty Branch.

(b) Acting/ Substantive Wg Cdr and above : The officers will be retained in the Flying Branch provided their number does not exceed 10% of the staff appointments tenable by Flying Branch Officers in these ranks and Govt. on *ad hoc* consideration considers them suitable for further retention in service.

(c) Cases in respect of the IAF officers in low medical category will be decided in accordance with the preceding provisions unless the Govt. of India on *ad hoc* considerations in individual cases orders otherwise.

(d) Terms and conditions for retention in flying branch and transfer of flying branch officers to Ground Duty Branches will be as follows :-

(i) They will be transferred in the substantive rank held by them on the date they are

placed in permanent low medical category below A3.

(ii) Their seniority in the Ground Duty Branch will be re-fixed on the basis of their rank and total commissioned service as if they were originally commissioned in the Ground Duty Branch. Thereafter, further promotion will be governed by rules applicable to the Ground Duty Branch.

(iii) Acting ranks held by the officers on the date they are placed in permanent low medical category will be retained.

(iv) Basic pay of the rank on the date the officers are placed in permanent low medical category will be protected.

(v) The transfer to Ground Duty Branches of the officers will be subject to their successful completion of training, wherever prescribed for the particular Ground Duty Branch, and their retention in service will be subject to their record of service being satisfactory and approved by Government.

(e) The cases of flying branch officers who remain temporarily in a medical category below A3, i.e. unfit for flying duties beyond a period of two years will be reported to the Govt. alongwith an assessment of the medical authorities as to the likely period by which the officers are expected to be fit again. Such officers will continue to be in the Flying Branch unless Government decides otherwise on the basis of the reports.

(f) Acting/ Substantive promotion of officers retained in the Flying Branch or transferred to Ground Duty Branches under these provisions will be governed by the relevant rules/ instructions/ orders/ guidelines issued from time to time.

(g) All cases for transfer/ retention will be subject to the approval of Government of India.

***C.S. No. 96/IV/85***

***Case No. Air HQ/23967/93/PP&R-1/94/D(Air-III)***

***Min of Def (Fin) u.o.1981/pay/AF of 29.11.84***

**104 to 110. Blank.**



## **CH V : OFFICERS**

### **Section 3-Promotions-General Duties Branch**

#### **111. Pilot Officer to Flying Officer.**

A pilot officer will be eligible for promotion to the rank of flying officer provided he :-

- (a) has completed one year's commissioned service as a general duties officer;
- (b) has been recommended as in all respects suitable for advancement by his commanding officer; and
- (c) is medically fit for duties of his branch.



## **CH V : OFFICERS**

### **Section 3-Promotions-General Duties Branch**

#### **112. Flying Officer to Flight Lieutenant.**

A flying officer will be eligible for promotion to the rank of flight lieutenant provided he :-

- (a) has completed four years' service in the substantive rank of flying officer;
- (b) has been recommended as in all respects suitable for advancement by his commanding officer;
- (c) is medically fit for duties of his branch; and
- (d) has passed the prescribed promotion examination.



## **CH V : OFFICERS**

### **Section 3-Promotions-General Duties Branch**

#### **113. Flight Lieutenant to Squadron Leader.**

A flight lieutenant will be eligible for promotion to the rank of squadron leader provided be:-

- (a) has completed six years' service in the substantive rank of flight lieutenant as general duties officer;
- (b) has been recommended as in all respects suitable for advancement by his commanding officer;
- (c) is medically fit for duties of his branch, and
- (d) has passed the prescribed promotion examination of the Defence Services Staff College course.





## **CH V : OFFICERS**

### **Section 3-Promotions-General Duties Branch**

#### **114. Squadron Leader to Wing Commander (Time Scale)**

(a) A squadron leader who is not promoted as substantive wing commander (selective) will be eligible for promotion to the substantive rank of wing commander on a time scale basis provided he :-

- (i) has completed 24 years' commissioned service before attaining the age of 48;
- (ii) has been recommended as in all respects suitable for advancement by his commanding officer, and
- (iii) is medically fit for duties of his branch.

(b) Officers who are promoted as substantive wing commanders (time scale) will be borne on a separate list and will not be shown against the regular vacancies of wing commanders. If, however, such an officer was, on the date of such promotion, acting as wing commander he will continue to be held against an authorised appointment of wing commander.



## **CH V : OFFICERS**

### **Section 3-Promotions-General Duties Branch**

#### **115. Promotion by Selection.**

Substantive promotion to the rank of wing commander and above to fill the vacancies in the authorised establishment will be by selection subject to the following conditions

**(a) Squadron Leader to Wing Commander**

(i) has served for a minimum period of three years in the substantive rank of squadron leader;

(ii) has been recommended as in all respects suitable for advancement by his commanding officer; and

(iii) is medically fit for duties of his branch.

**(b) Wing Commander to Group Captain**

(i) has served a minimum of four years in the substantive rank of wing commander;

(ii) has been recommended in all respects suitable for advancement by his commanding officer; and

(iii) is medically fit for duties of his branch.

**(c) Group Captain to Air Commodore**

(i) has served a minimum of three years in the substantive rank of group captain.,

(ii) has been recommended as in all respects suitable for advancement by his air officer commanding-in-chief; and

(iii) is medically fit for duties of his branch.

**(d) Air Commodore to Air Vice Marshal**

(i) has served a minimum of three years in the substantive rank of air commodore;

(ii) has been recommended as in all respects suitable for advancement by his air officer commanding-in-chief; and

(iii) is medically fit for duties of his branch.

**116 to 120. Blank.**



## CH V : OFFICERS

### Section 4-Promotions : Ground Duties Branches other than Medical and Dental

~~121. Pilot. Officer to Flying Officer.~~ A pilot officer will be eligible for promotion to the rank of flying officer provided that he:-

~~(a) has completed two years commissioned service,~~

~~(b) has been recommended as in all respects suitable for advancement by his commanding officer; and~~

~~(c) is not placed in medical category Ap. Bp.~~

**Note : Deleted vide Special AFI No. 2/S/98 rank of Pilot Officer is abolished**



## **CH V : OFFICERS**

### **Section 4-Promotions : Ground Duties Branches other than Medical and Dental**

#### **122. Flying Officer to Flight Lieutenant.**

A flying officer will be promoted to the rank of flight lieutenant provided that he :-

- (a) has completed four years service in the rank of substantive flying officer or six years total commissioned service.,
- (b) has been recommended as in all respects suitable for advancement by his commanding officer;
- (c) is not placed in medical category Ap.Bp.; and
- (d) has passed the prescribed promotion examination.



## **CH V : OFFICERS**

### **Section 4-Promotions : Ground Duties Branches other than Medical and Dental**

#### **123. Flight Lieutenant to Squadron Leader.**

A flight lieutenant will be eligible for promotion to the rank of squadron leader provided that be:-

- (a) has completed seven years in the substantive rank of flight lieutenant or thirteen years' commissioned service.,
- (b) has been recommended as in all respects suitable for advancement by his commanding officer;
- (c) is not placed in medical category Ap.Bp..., and
- (d) has passed the prescribed promotion examination or staff college course.



## **CH V : OFFICERS**

### **Section 4-Promotions : Ground Duties Branches other than Medical and Dental**

#### **124. Squadron Leader to Wing Commander (Time Scale).**

Conditions are the same as in para 114.



## **CH V : OFFICERS**

### **Section 4-Promotions : Ground Duties Branches other than Medical and Dental**

**125. Promotion by Selection.** Substantive promotion to the rank of wing commander and above to fill vacancies in the authorised establishment will be by selection subject to the following conditions

(a) **Squadron Leader to Wing Commander**

- (i) has served a minimum of three years in substantive rank of squadron leader;
- (ii) be recommended as in all respects suitable for advancement by his commanding officer;
- (iii) be medically fit for all duties of his branch.

(b) **Wing Commander to Group Captain**

- (i) has served a minimum of four years in the substantive rank of wing commander;
- (ii) has been recommended as in all respects suitable for advancement by his commanding officer;
- be medically fit for all duties of his branch.

(c) **Group Captain to Air Commodore**

- (i) has served a minimum of three years in the substantive rank of group captain;
- (ii) be recommended for promotion by his air officer commanding-in-chief;
- (iii) be medically fit for all duties of his branch.

(d) **Air Commodore to Air Vice Marshal**

- (i) has served a minimum of three years in the substantive rank of air commodore;
- (ii) be recommended as in all respects suitable for advancement by his air officer commanding-in-chief; and
- (iii) be medically fit for duties of his branch.

**126 to 130. Blank.**





## **CH V : OFFICERS**

### **Section 5 - Promotion-General Provisions**

#### **131. Promotion Examination.**

An officer who fails to qualify in the promotion examination before completing the prescribed period of qualifying service will be deemed to have passed the promotion examination on the first day of the examination in which he qualifies and will be promoted from that date.



## **CH V : OFFICERS**

### **Section 5 - Promotion-General Provisions**

#### **132. Officers not recommended.**

A flying officer or flight lieutenant who does not qualify or is not recommended for time scale promotion to the next rank even after the completion of one year from the expiry of the prescribed qualifying period will be subjected to periodical review by the Chief of the Air Staff and is to be warned that failure to qualify within a year will involve the consideration of his retention in the service.



## **CH V : OFFICERS**

### **Section 5 - Promotion-General Provisions**

#### **133. Reckonable Service for Promotion**

- (a) For substantive promotion (by time scale) service will reckon from the date of an officer's permanent commission, or the date of seniority for promotion fixed on grant of that commission, including any ante date for seniority and promotion granted under the rules in force from time to time. Periods of service forfeited by sentence of court martial or by summary award under the air force act will not, however, reckon as service for promotion. The period of absence without leave will also not reckon for promotion.
- (b) The following periods are reckonable under sub para (a) above :-
- (i) Periods during which furlough rates of pay are drawn,
  - (ii) Periods of captivity at P.O.W. rates of pay.
- (c) Reckonable service as defined in sub paras (a) and (b) above is also applicable for qualifying limits for promotions to higher ranks.
- (d) An officer who has lost service qualifying for substantive promotion under the rules in consequence of his having been granted leave without pay, will, if otherwise qualified, be promoted to the next higher rank, but without the pay and allowances thereof with effect from the date on which he would have qualified by service if he had not been granted leave without pay. On completion of the prescribed period of qualifying service on full pay the officer will become entitled to the pay and allowances of his higher rank.



## **CH V : OFFICERS**

### **Section 5 - Promotion-General Provisions**

#### **134. Medical Fitness**

- (a) A general duties branch officer of the rank of squadron leader or below who is medically unfit or is in a lower medical category at the time he is due for substantive promotion, but is subsequently declared medically fit, will be promoted to the higher substantive rank from the actual date he became due for promotion and not from the date of attaining, the required medical standard.
- (b) Cases of officers due for promotion to the rank of wing commander and above, but who are in a lower medical category and are recommended for promotion, are to be referred to the medical authorities and their advice sought regarding their fitness to perform the duties in the rank to which they are being promoted.
- (c) If an officer referred to in sub para (b) is recommended by the medical authorities for the grant of a higher substantive rank and the other conditions laid down for promotion are fulfilled, he will be granted the substantive promotion from the due date and not from the date of attaining the requisite medical standard provided that he was filling on the date an appointment carrying the acting rank to which he is granted substantive promotion.
- (d) A ground duties branch officer of the rank of squadron leader and above whose medical category is lower than A4B may be considered for promotion provided that:-
- (i) such promotion is in the public interest;
  - (ii) the officer is, in the opinion of a medical board, capable of performing the normal active service duties of the rank to which he is being promoted;
  - (iii) any defect, disability or disease from which the officer is suffering is not likely to be aggravated by service conditions.

**135 to 140. Blank.**



## **CH V : OFFICERS**

### **Section 6-Promotion Examinations**

#### **141. General**

- (a) The aim of the promotion examination is three-fold
  - (i) To judge the suitability of an officer for promotion to the next higher rank.
  - (ii) To develop in officers the habit of study.
  - (iii) To find out the weakness in the knowledge of officers in order to take remedial action.
- (b) The following two examinations are held once a year., (CS no 82/IV/81)
  - (i) Examination 'B'-for substantive promotion from flying officer to flight lieutenant.
  - (ii) Examination 'C'-for substantive promotion from flight lieutenant to squadron leader.



## **CH V : OFFICERS**

### **Section 6-Promotion Examinations**

#### **142. Examination Board.**

**Deleted vide CS No 8/VII/70**



## **CH V : OFFICERS**

### **Section 6-Promotion Examinations**

#### **143. Subjects**

(a) Examination 'B' Candidates for this examination will take five written papers on the following subjects :-

- (i) Administration and Organisation;
- (ii) Air Force Law.
- (iii) General Service Knowledge, Current affairs (Indian).
- (iv) Social, Military and Management Studies.
- (v) Specialist paper appropriate to the branch.

(b) Examination 'C'-Candidates for this examination will take four written papers on the following subjects

- (i) Administration and Organisation and Current Affairs- India & International.
- (ii) Air Force Law.
- (iii) Social, Military and Management Studies.
- (iv) Specialist paper appropriate to the branch.

(c) Officers awaiting transfer of branch on medical or other grounds may take the specialist paper of their new branch, subject to a recommendation by the Directorate of Personal (O) that the officer is likely to be transferred to the new branch. This recommendation will be obtained by Air HQ (DDSD) based on an application, through proper channel, received from the officer concerned.

(d) Specialist papers 'Air Traffic Control' and 'Air Defence' in both examinations 'B' & 'C' are to be taken by Administration branch officers who are employed on Air Traffic Control and Fighter Control duties respectively.

*(CS no 83/IV/81)*



## **CH V : OFFICERS**

### **Section 6-Promotion Examinations**

#### **144. Syllabi and Examination Procedure.**

Syllabi for various subjects are issued in air force orders. Examination procedure will be laid down in the promotion examination circulars, issued by Air Headquarters from time to time.





## **CH V : OFFICERS**

### **Section 6-Promotion Examinations**

#### **145. Promotion Examination 'B'.**

**Examination Dates** - This will be held every year starting from the third Tuesday of September or the next working day if this is a holiday.

Candidates will be required to take only one paper per day. The date-sheet will be as follows :-

- (a) First Day - Administration and Organisation.
- (b) Second Day - Air Force Law.
- (c) Third Day - General service knowledge and Current Affairs-Indian.
- (d) Fourth Day - Social, Military and Management studies.
- (e) Fifth Day - Specialist paper appropriate to the branch.

**Promotion Examination 'C'** This will be held every year starting from the third Tuesday of April or the next working day if this is a holiday. Candidates will be required to take only one paper per day.

The date sheet will be as follows:-

- (a) First Day - Administration and Organisation and Current Affairs-Indian and International.
- (b) Second Day - Air Force Law.
- (c) Third Day - Social, Military and Management studies.
- (d) Fourth Day - Specialist paper appropriate to the branch.

After the date sheets for Promotion Examination 'B' and 'C' have been published by Air HQ, if an unscheduled holiday (s) / closed day (s) is / are declared, the examination(s) scheduled for that/those day (s) will be serially conducted on the working day (s) following the last paper.

*(CS No 84/IV/81)*



## **CH V : OFFICERS**

### **Section 6-Promotion Examinations**

#### **146. Question Papers - Despatch and Receipt.**

Question papers will be forwarded to SOA/ SAASO (as applicable) in case Comd HQ (U) is an examination centre and to the Commanding Officers of Wings/ Stations of the examination center about a month before the commencement of the examination. In case the question papers are not received 10 days before the commencement of the examination, this HQ is to be approached by Signal or telephone. . Instructions for safe custody and opening of the covers containing the question papers have been printed on the cover for guidance.

**(CS No 85/IV/81)**



## **CH V : OFFICERS**

### **Section 6-Promotion Examinations**

#### **147. Eligibility.**

The following officers except those of the Medical Branch will be eligible to take those examinations :-

(a) Examination 'B'-All flying officers ~~and such pilot officers as have completed qualifying service for promotion to the rank of flying officer, even if their promotion has not been gazetted.~~

(b) Examination 'C'-All officers who have passed Promotion Examination 'B'.

**Note : Deleted vide Special AFI No. 2/S/98 rank of Pilot Officer is abolished**

**(CS No 86/IV/81)**



## **CH V : OFFICERS**

### **Section 6-Promotion Examinations**

**148.**

Officers of the medical and meteorological branches are exempted from taking promotion examinations.

(CS No. 15/VII/70)



## **CH V : OFFICERS**

### **Section 6-Promotion Examinations**

#### **149. Submission of Names**

It is obligatory for all candidates to submit applications whenever they wish to appear in the promotion examinations. Detailed procedure for submission of names is given in AFO 24/80 or revised AFOs as issued from time to time.

**(CS No 87/IV/81)**



## **CH V : OFFICERS**

### **Section 6-Promotion Examinations**

#### **150. Transfer Between Branches.**

An officer who passes a promotion examination in one branch will not be required to take the again on transfer to another branch. If the officer has passed the specialist paper of his original branch, he will not be required to appear in the specialist paper of his new branch. He will however, have to appear for the specialist paper in his new branch if he has not passed the same in his erstwhile branch. In addition, the officer will have to appear in those common papers which he had not passed previously.

**(CS No 88/IV/81)**



## **CH V : OFFICERS**

### **Section 6-Promotion Examinations**

#### **151. Pass Standard.**

Each paper carried a total of 200 marks and the time allotted is three hours. Candidates must obtain 40% marks in each subject to pass the examination. Subjects may be passed individually or collectively and in any order desired by the candidates. Having passed in any subject (s), a candidate will not require to appear in the same again for the Promotion Examination. The date of appearing and passing all subjects finally will be the date on which the candidate will be deemed to have passed the promotion examination.

**(CS No 89/IV/81)**



## **CH V : OFFICERS**

### **Section 6-Promotion Examinations**

#### **152. Distinction.**

Distinguished pass will be given to an officer who obtains 70 per cent or more marks allotted to each subject and 75 per cent of the aggregate marks in the first attempt in examination 'B' or 'C'. A special note will be made in the personal record of such an officer.





## **CH V : OFFICERS**

### **Section 6-Promotion Examinations**

#### **153. Results.**

The examination results declared by Air Headquarters will be treated as final and no request for review will be entertained. Officers who had applied for appearing in the examination in full or compartment will be informed of the subject (s) in which they have been declared passed in the particular examination. The names of officers who pass in promotion examination will be published in Air HQ Routine Orders.

**(CS No 90/IV/81)**



## **CH V : OFFICERS**

### **Section 6-Promotion Examinations**

#### **154. Standard of Examinations.**

In case commanding officers of stations where the examinations are held receive any written complaint regarding the standard of any particular question paper, they are to forward the same immediately to the command headquarters with their remarks. Senior officers in-charge administration, commands, should send any such communication with their comments, so as to reach Air Headquarters within 2 weeks from the date of the examination in that subject. Communications received thereafter will not be actioned by Air Headquarters.

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## CH V : OFFICERS

### Section 7-Grant of Acting Ranks to Officers

#### 161. General

(a) The grant of acting promotions to officers except officers of the Medical Branch and wofficers of the Meteorological Department serving as commissioned officers in the Meteorological Branch will be regulated by the provisions of this section.

(b) Acting promotions will be granted to officers required to fill authorised vacancies carrying a rank higher than the substantive rank held by them provided they fulfil the conditions set out in the succeeding paras.

(c) Local unpaid rank *appropriate to he appointment held* may, however, be granted *to officers considered necessary in the interest of service* .

*(CS No 51/X/71)*



## CH V : OFFICERS

### Section 7-Grant of Acting Ranks to Officers

#### 162. Qualifying Service.

An officer will be required to complete the following periods of service to qualify for acting promotions to the ranks indicated below. These limits are subject to revision from time to time and are to be used merely as one of the criteria for picking out officers to be considered as falling within the zone of promotion. Acting promotions will not be granted automatically but will continue to be subject to recommendations, suitability, selection and other criteria.

**Table Showing the Qualifying Service for the Grant of Acting Promotion**

SI. No.	Acting Rank	Total minimum service as commissioned officer	
		General Duties Branch	Ground Duties Branches
(a)	(b)	(c)	
(i)	Flying Officer to Flight Lieutenant	2 years	3 years
(ii)	Flight Lieutenant to Squadron Leader	5 years	6 years
(iii)	Squadron Leader to Wing Commander	6 years (after service of 1 year in the rank of Sqn Ldr.	6.6 years (after service of 1 year in the rank of Sqn Ldr
(iv)	Wing Commander to Group Captain	8 years (after service of 1 year in the rank of Wg Cdr	8.6 years (after service of 2 years in the rank of Wg Cdr
(v)	Group Captain to Air Commodore	11 and 1/2 years(after service of 3 years in the ranks of Wg Cdr and Gp Capt	12 years(after service of 3 years in the rank of Wg Cdr and Gp Capt (applicable when post

			established)
(vi)	Air Commodore to Air Vice Marshal	15 years (after service of 5 years in the ranks of Wg Cdr, Gp Capt & Air Cmde	

**NOTE :** -Periods of antedate for promotion will count towards the service limits mentioned above.



## **CH V : OFFICERS**

### **Section 7-Grant of Acting Ranks to Officers**

#### **163. Authorised Vacancies.**

'Authorised vacancies' for the purpose of grant of acting ranks are those covered by the establishment for the air force in force from time to time. Normally acting rank will not be granted more than one step higher than substantive rank.

**NOTE** .- Where an appointment carries alternative ranks, acting promotion will be granted only in the lower rank.



## **CH V : OFFICERS**

### **Section 7-Grant of Acting Ranks to Officers**

#### **164. How Granted**

- (a) An officer granted acting promotion under this section will be granted the appropriate acting rank from the date he actually assumes and performs the duties of the appointment. Acting rank will become paid after 21 consecutive days of duty in the appointment, though the grant of pay will then be retrospective. Acting rank will not be converted into paid acting rank unless it is held by an officer on the 22nd day.
- (b) If an officer proceeds on leave or combined leave (annual and furlough) or on a course of instruction of less than 10 weeks' duration while holding an unpaid acting rank. the period spent on leave, other than furlough or on such course, will be considered as on duty for the purpose of conversion of unpaid acting rank into paid acting rank, provided he covers the same vacancy on the date he qualifies for such conversion.
- (c) When an officer is posted on return from combined leave (annual and furlough) to the same appointment or another appointment carrying equivalent rank, he will, for purpose of the grant of paid acting rank be governed by the provisions of sub para (a) above.
- (d) If an officer who is already filling the appointment of the higher rank but is holding the appointment in a lower substantive or paid acting rank appropriate to his length of minimum qualifying services, is on leave at the time of grant of acting rank, he will be promoted to higher acting rank unpaid from the date of actual grant of acting rank, provided he fulfills the condition regarding length of service appropriate to that rank. The unpaid acting rank will be converted into paid acting rank from the 22nd day provided the officer covers the same vacancy for the period of 22 days.



## **CH V : OFFICERS**

### **Section 7-Grant of Acting Ranks to Officers**

#### **165. Notification.**

The grant and relinquishment of acting promotion to the rank of group captain and above will be notified in the Gazette of India and that to the rank of wing commander and below in Air Headquarters Routine Orders.

#### **166 to 170. Blank.**





## **CH V : OFFICERS**

### **Section 8 - Retention and Relinquishment of Acting Ranks**

#### **171. General.**

The retention or relinquishment of acting rank in the circumstances mentioned in the succeeding paras of this section will be governed by the rules set out therein. Posting instructions are to indicate whether an officer retains/relinquishes any acting rank previously held together with the date of effect of such retention/relinquishment. The retention/relinquishment of acting rank is to be promulgated by the new unit in the 'Acting rank' section of personnel occurrence reports. In the absence of a clear indication in posting instructions that acting rank will be retained by an officer, immediate action is to be taken to promulgate the relinquishment of any acting rank held by him.



## **CH V : OFFICERS**

### **Section 8 - Retention and Relinquishment of Acting Ranks**

#### **172. Posting**

(a) Acting rank will be retained on posting to an appointment within the authorised establishment carrying a rank equivalent to or higher than the rank of that vacated.

(b) Acting rank will be relinquished:-

(i) if, for any reason, there ceases to be a vacancy in the establishment, e.g., owing to the posting to the unit of an officer of the appropriate substantive rank, a reduction in the unit establishment etc.

(ii) on posting to an appointment carrying a rank lower than that of the acting rank held.



## CH V : OFFICERS

### Section 8 - Retention and Relinquishment of Acting Ranks

#### 173. Courses of less than ten weeks' duration

(a) An officer ordered to attend a course of less than 10 weeks' duration will remain on the strength of his unit and, subject to the provisions set out in sub-paras (b) and (c) below, will not be required to relinquish any acting rank held at the commencement of the course.

(b) No acting promotion will be admissible to the officer performing the duties of an officer who has proceeded on a course; If, however, it becomes definitely known during the course that the officer will not return to his unit at the end of his course, he will be struck off the strength of his unit with effect from the date on which it becomes known that he will not return. In that event, he will relinquish any acting rank with effect from the date on which he is so struck off.

(c) An officer attending a course of less than 10 weeks duration may be transferred *pro forma* during the course to another in a vacant equivalent appointment. When such a transfer is carried out, the officer will continue to retain any acting rank which, from the date of transfer, will count against the strength of his new unit. Acting promotion in replacement in the original unit will be permissible from the date the officer is taken on the strength of the new unit.

(d) Acting rank will be retained:--

(i) during the journey period as well as any pre-course attachment or training i.e. from the date of being struck off duty to the date of commencement of the course;

(ii) For the duration of the course or any post-course attachment;

(iii) from the date of conclusion of the course or any post-course attachment to the date the officer reports back for duty or on completion of any leave (not exceeding 60 days) granted at the end of the course, or post course attachment, whichever is earlier. Thereafter, the retention of acting rank will be governed by the normal rules.

**NOTE** - The rules in sub paras (b), (c) and (d) above will apply in all cases of attendance, of courses of less than ten weeks, irrespective of the actual duration of absence from unit.



## **CH V : OFFICERS**

### **Section 8 - Retention and Relinquishment of Acting Ranks**

#### **174. Courses of duration of Ten Weeks or More**

(a) An officer who is ordered to attend an authorised course of instruction lasting ten weeks or more will be struck off the strength of his unit and held supernumerary to the establishment. He will retain acting rank in accordance with sub para (b) below. The officer, if any, posted against the post thus vacated also remains eligible for the simultaneous grant of acting rank under the normal rules. In cases not covered by the following sub paras acting rank will be relinquished with effect from the date of its grant to the successor.

(b) An officer who has held acting rank for an unbroken period of not less than 3 months at the time of proceeding on a course in or ex-India will retain such rank as under:-

(i) During the journey period as well as any pre-course attachment or training, i.e. from the date of being struck off duty to the date of commencement of the course;

(ii) For the duration of the course or any post-course attachment;

(iii) From the date of conclusion of the course or any post-course attachment to the date the officer reports back for duty or on completion of any casual leave, annual leave, combined leave or furlough, granted at the end of the course or post-course attachment. The retention of acting rank during the period of furlough or during that portion of combined leave which represents furlough will be governed under para 180 below. Therefore, the retention of acting rank will be governed under the normal rules.

**NOTE 1.-** An officer on return from furlough or combined leave to the same appointment or an equivalent appointment will be required to complete 21 consecutive days of duty in that appointment to be eligible for the grant of pay and allowances of the acting rank retrospectively vide para 164(a).

**NOTE 2 .-**An officer granted higher acting rank for a specified period in an officiating capacity or in an appointment sanctioned for a specified period, will not be eligible to retain that rank when detailed to attend a course of instruction. If, however, such an officer becomes eligible for promotion to that acting rank in the normal course by virtue of his seniority before proceeding on a course and would have continued to retain that rank if he had not proceeded on the course, he will not be required to relinquish that rank if he fulfils all other conditions for holding that acting rank during the course.

**NOTE :3 -**The period of annual leave granted to an officer before proceeding on the course will reckon towards the limit of 3 months mentioned in para 174(b) above.

**NOTE 4** -When an officer is granted annual leave before proceeding on the course or after termination thereof (if posted back to the original appointment from where he proceeded on the course) no journey period will be admissible in addition. When such an officer is granted casual leave in lieu of journey period before proceeding on the course, he will retain acting rank during such leave provided he has held the acting rank for an unbroken period of not less than 3 months before the commencement of such leave. The period of casual leave need not be restricted to the length of journey period for purposes of retention of acting rank during the period of leave.



## **CH V : OFFICERS**

### **Section 8 - Retention and Relinquishment of Acting Ranks**

#### **175. Courses of Instruction-General**

- (a) An officer who falls sick during a course will relinquish any acting rank held by him in accordance with para 179 but it may be restored to him with effect from the date of relinquishment if he subsequently returns and finishes the course. An officer who relinquishes acting rank under this sub para but recovers too late to finish the course, may, if he rejoins the course next following without returning to his duty will re-assume acting rank with effect from the date of beginning of the next course or the date of joining, whichever is the later.
- (b) An officer holding acting rank, who, on completion of a course falling under para 174 proceeds to attend a course falling under para 173 without having joined his unit will continue to retain his acting rank subject to the conditions in para 174 provided that the holder of acting rank will be allowed this concession only if he is re-absorbed in a post of equivalent or higher rank on his return to duty on completion of the first course.
- (c) An officer holding an acting rank, who, on completion of a course falling under para 173 proceeds to attend a course falling under para 174 without having joined his unit will continue to retain his acting rank in accordance with para 174. In this event the officer may be struck off the strength of his unit and the officer, if any, posted against this post will be eligible for the simultaneous grant of acting rank.
- (d) An officer holding an acting rank, who, on completion of a course failing under para 174 proceeds direct to attend another course failing under the same para will continue to retain his acting rank during the second course. On the completion of the second course, the relinquishment of acting rank will be governed by para 174.
- (e) An officer who falls sick immediately on termination of the course will be governed for the purposes of retention of acting rank under para 179 below.
- (f) Acting rank will be relinquished from the date of leaving the appointment by officers attending any course of Instruction which will subsequently involve a change of branch or aircrew category.
- (g) An officer who, at the end of the course in or ex-India, is posted to a station other than that from where he proceeded on the course will be entitled to retain acting rank during the period of joining time admissible under the provision of Chapter XXXIII 'Movements'-of these Regulations. When such an officer is granted annual leave immediately at the end of the course, he will still be entitled to joining time and will retain acting rank during the entire period.





## **CH V : OFFICERS**

### **Section 8 - Retention and Relinquishment of Acting Ranks**

#### **176. Officers posted Supernumerary Pending Taking over a New Appointment of equal or higher Status.**

Till the pay of new appointment becomes available, an officer posted supernumerary to an appointment pending his taking it over will be viewed as holding his previous appointment and may retain the acting rank already held by him, provided it is not higher than that of the new appointment he will take over. If, in the chain of arrangements, an officer is taking over an appointment the pay of which is not yet available but it is considered necessary that he should hold the acting higher rank attached to it he may be granted such rank but in a local (unpaid) capacity by the Air Headquarters.





## **CH V : OFFICERS**

### **Section 8 - Retention and Relinquishment of Acting Ranks**

#### **177. On Temporary Duty.**

An officer proceeding on temporary duty will not be required to relinquish his acting rank, if during such duty i.e. does not fill a vacancy in any other unit for which an authorised establishment exists. No acting promotion will be made in his place. If, however, the absence on temporary duty is expected to exceed or exceeds three months and a replacement is considered necessary, steps will be taken to authorise an appointment for the duty, with a rank commensurate with its responsibilities. Acting promotion will then be admissible in place of the absentee from the date the new appointment is created.



## **CH V : OFFICERS**

### **Section 8 - Retention and Relinquishment of Acting Ranks**

#### **178. On Annual Leave**

(a) An officer will remain on the strength of his unit for the period of 60 days annual leave (or the portion thereof if leave is taken in instalments) and retain his acting rank for the period of leave. No acting promotion will be admissible in his place for this period.

(b) An officer will be struck off the strength of his unit from the date following that of expiry of annual leave. He will relinquish his acting rank from the same date. Acting promotion will be admissible in his place from the date he is struck off the strength of his unit.



## **CH V : OFFICERS**

### **Section 8 - Retention and Relinquishment of Acting Ranks**

#### **179. Wounds, Injuries or Sickness.**

An officer who ceases to perform his duties on account of wounds, injuries or sickness attributable to air force service will retain his acting rank during the entire period of his leave including periods spent in hospital provided he would have held the acting rank had he not been so wounded, injured etc. Where the wound, injury or sickness is not attributable to the conditions of air force service, acting rank is to be retained for a period not exceeding 4 months of absence from the date of last performance of duty, or date of re-joining duty whichever is earlier. Acting rank may be granted to a relief in the duties with effect from the date of posting into the higher rank vacancy provided the Chief of the Air Staff is satisfied about the need to make such an arrangement and the officer is qualified to hold the acting higher rank.



## **CH V : OFFICERS**

### **Section 8 - Retention and Relinquishment of Acting Ranks**

#### **180. Furlough Leave**

(a) Officers granted furlough (in combination with annual leave or otherwise under Leave Rules for the Services Part (III) will retain the acting rank held by them at the time of proceeding on leave until the expiry of furlough.

(b) The period of acting rank held under the provisions of the above sub para

(i) will not be treated as service in that rank required to be put in under para 162 before acting promotion to the next higher rank can be granted, and

(ii) will not reckon for purposes of any additional pension admissible on the basis of acting rank.

**NOTE** .- The provision of this para will not be applicable to officers proceeding on combined leave pending retirement or resignation.



## **CH V : OFFICERS**

### **Section 8 - Retention and Relinquishment of Acting Ranks**

#### **181. Periods of Handing/Taking over and Deputation.**

Officers will retain their acting rank, if any, during the period of handing/taking over outside the authorised establishment. Acting rank will be retained by officers returning to air force duty after a period of deputation only when they were allowed to retain such rank while on deputation.



## **CH V : OFFICERS**

### **Section 8 - Retention and Relinquishment of Acting Ranks**

#### **182. Unsuitability.**

An officer will be required to relinquish an acting rank if in the opinion of the Chief of the Air Staff he is considered unsuitable to continue to hold that rank.



## **CH V : OFFICERS**

### **Section 8 - Retention and Relinquishment of Acting Ranks**

#### **183. Close Arrest Suspension from duty or Attached to another Unit for Disciplinary Purposes**

(a) An officer who ceases to carry out the duties of his appointment through being placed under open or close arrest, or by suspension from duty under Regulations for the Air Force or being attached to another unit for disciplinary purposes will vacate his appointment and relinquish any acting rank after 21 days.

(b) If the officer is subsequently acquitted or, for any reason, is not brought to trial, or his character is vindicated to the satisfaction of the appropriate authorities at Air Headquarters by such enquiry as is made under Regulations for the Air Force he may, at the discretion of Air Headquarters, be re-appointed to the post he has vacated with effect from the date of vacation, and his acting rank will then be deemed to have been held by him continuously.

(c) If such an officer is convicted and receives a sentence of less than dismissal, he may, at the discretion of the Chief of the Air Staff or the air officer commanding-in-chief, Command, be re-appointed from the date he returns to duty.

(d) The officer temporarily filling the appointment in place of the officer who is attached to another unit for disciplinary purposes or under arrest or suspension will, in the case of the conviction of the latter, be granted acting rank for the period when such rank was not held by the accused (i.e. from the twenty second day after the date on which the accused ceased to perform the duties of his appointment on being attached to in another unit placed under arrest or by suspension).

(e) These provisions will not affect the principle that two officers cannot draw pay for the same appointment at the same time and as the officer who is attached to another unit for disciplinary purposes or suspended or under arrest may be re-appointed under sub para (b) above, and may hold the appointment continuously, the promotion of the officer temporarily performing the duties of the appointment will not be published until the result of the trial etc. is known and the case of the officer for re-appointment under sub para (b) above is decided. If the former is not so re-appointed retrospectively, the appointment will be available for the latter from the date the former relinquished it.

(f) The record of service of an officer who is- being tried by court martial or dealt with under the Air Force Act 1950, section 86, must show clearly and accurately his substantive rank and also acting rank held by him, or held by him at the time of arrest but subsequently relinquished under these provisions.

**NOTE** .-Care must be taken when awarding a sentence of loss of seniority to ensure that the

sentence relates to a rank held by the accused at the date of the award, otherwise this part of the sentence will be inoperative.





## **CH V : OFFICERS**

### **Section 8 - Retention and Relinquishment of Acting Ranks**

#### **184. Prisoners of War etc.**

An officer who holds acting rank at the time of his becoming a prisoner of war or being interned will retain that rank.



## **CH V : OFFICERS**

### **Section 8 - Retention and Relinquishment of Acting Ranks**

#### **185. Miscellaneous .**

The continuance or otherwise of acting higher rank by officers who are missing, or are deserters will be regulated by specific orders dealing with such circumstances.

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#### **190. Blank.**



## **CH V : OFFICERS**

### **Section 9-Postings and Attachments**

#### **191. General1.**

##### **(a) General**

(i) Postings and attachments will be carried out under the orders of the Chief of the Air Staff. An air Officer commanding-in-Chief may authorise attachments of officers from one unit to another within his command. Period of attachment is not to exceed 89 days under any circumstances.

(ii) Postings are normally to be made only to fill vacancies in establishment and every officer on the strength of the unit is to be allocated to a definite place in the establishment except where an officer, is posted super-numerary to a unit for practical experience/operational requirements.

(iii) An officer on posting from one unit to another will normally be given one to two months' notice for the move and will normally proceed to his new appointment within the specified period, unless he is required to proceed to his new appointment forthwith under orders of Air Headquarters or when he is required to join his new appointment by a prescribed date of the posting, order specify that the officer will move on relief.

(iv) An officer attached from one unit to another will continue to be borne against the establishment of the unit to which he is posted.

(v) In order that it may be known to Air Headquarters which vacancies in the establishment are covered by the officers, it is necessary that they should be employed on the duties and filled against vacancies in the establishment for which they are posted. Each unit will render to Air Hqrs through the usual channels a quarterly return on form P.2 of all officers on its strength or attached to it, but excluding those undergoing training, whether, filling vacancies in the establishment or held supernumerary. Any change in details of the return occurring during the intervening period will be notified monthly by the unit as amendments to the quarterly return.

(vi) On joining the unit an officer is to report to his commanding officer through the adjutant. The officer is to report to his new unit on the date specified in the posting orders after availing joining time, if any, granted.

(vii) In special circumstances (e.g. when an officer is a material witness or otherwise involved in a case for which an application for court-martial is under consideration by Command/Air Headquarters), in which it is considered of urgent importance for a posting or

attachment to be delayed or cancelled, the despatching unit will forthwith refer the case for cancellation or deferment to the respective controlling Command Headquarters/Air headquarters in the case of units under their direct control) who will communicate immediately to Air Headquarters for orders giving full reasons for the delay or cancellation.

(viii) The date of departure and joining time, if any, granted on posting or attachment will invariably be notified to the receiving unit, controlling formation, commands concerned and Air Headquarters by the despatching unit. Cases in which there is a time lag of more than seven days between the date of departure expiry of joining time granted and arrival of the officer at his new unit will be investigated by the receiving unit and the result reported to the next higher formation for necessary action.

(b) *Permanent Transfer.* The effective date of posting will normally be the date on which an officer is struck off the strength of despatching unit subject to the following exception:-

(i) *Posting on Courses of a 10 Week Duration or Longer.* The date of posting will be the date of commencement of course when posted for training and the date of termination of training when posted out on permanent transfer on completion of training or the date of withdrawal from training if occurring before completion of training.

(ii) *Postings ex- India on Permanent Transfer/Courses of Instructions.* The date of posting will be the date of embarkation/ emplaning ex-India or disembarkation/de-planing at India.

(iii) *Posting between two countries abroad.* The date of posting will be the date of arrival at the latter country.

NOTES:- 1. Joining time will reckon from the date an officer is struck off the strength of despatching unit.

2. No joining time is admissible to officers proceeding for/ returning from courses of instructions and attachment/ cessation of attachment. The only exception is, when on completion of the course, an officer is posted to a unit other than the one from which he proceeded, provided he was POSTED either to the Training Institution itself (supernumerary) or to Air Force Station, New Delhi (P.H.S.) while undergoing the course. In such cases joining time is to commence from the effective date of posting. Officers who are posted back to then same unit from which they proceeded for the course, are entitled to the actual JOURNEY TIME commencing from the effective date of posting.

3. Joining time during permanent move between countries abroad will be granted as per note 1 above.

4. Posting orders will, where necessary, specify whether or not the officer will move on relief for the purpose of regulating grant of joining time.

(c) *Altachnwnt.* As announced in the instruction issued i.e. the date on which the officer is required to report to the unit to which attached; the period of attachment will, therefore, count from the date of arrival at, to the date of departure from, the unit to which attached.

(d) *Grant of Leave to Officers when under Posting.* Officer under orders of posting will not be granted any leave which has the effect of delaying the date of reporting to the new unit except with the concurrence of (lie receiving unit. If an officer is on leave when the order for his posting is received by his unit, the unit concerned will notify by signal the leave details to the receiving unit, the respective controlling formation and Air Headquarters in. respect of officers of the rank of Squadron Leader and below. On receipt of such intimation, the receiving unit will decide and notify the despatching unit if the officer is to be recalled from leave and despatched, or is to be despatched on return from leave. In respect of officers of the rank of Wing Commander and above, this decision will be given by Air Headquarters who should be intimated of the leave details by the despatching unit. Normally an officer on leave will not be recalled unless this is essential for operational or other unavoidable reasons.

*Officers detained in connection with Court of Inquiry.* Officers under orders of posting will not be detailed as members of courts-martial and courts of inquiry. Also, officers who are witnesses in disciplinary case; will be relieved immediately their statements are-recorded and will not be held up unnecessarily till finalisation of the proceedings.

**(CS No 43/IV/71)**



## **CH V : OFFICERS**

### **Section 9-Postings and Attachments**

#### **192. Disposal of an officer found unsuitable for the place in establishment to which posted**

- (a) The provisions of this para will normally apply to officers employed on instructional duties.
- (b) Should it be found that an officer's qualifications are unsuitable for the place in the establishment for which he is posted or should it be considered that he could be more advantageously employed on other duties, a report in narrative form covering the following points is to be submitted to Air Headquarters through normal channel:-
- (i) The way in which the officer is considered unsuitable for the present appointment.
  - (ii) Reasons [as to] why it is considered that he could be more advantageously employed on other duties.
  - (iii) Whether the officer has any special qualifications which would enable him to fill any other appointment with advantage.
  - (iv) Whether the officer is temperamentally unsuitable to fill the appointment in question.
  - (v) Whether the officer is recommended for re-allocation of duty at his present unit, and if so, the particular appointment he should be posted to.
- (c) A report on an officer of an adverse nature is not to be submitted under this para but is to be dealt with in accordance with para 203.



## **CH V : OFFICERS**

### **Section 9-Postings and Attachments**

#### **193. Applications for postings by individual officers.**

Applications by officers for posting to units or commands or for a particular kind of employment are not to be forwarded to Air Headquarters except in the following circumstances :--

- (a) Volunteers for special duty are called for by Air Headquarters.
- (b) Applications for posting on compassionate grounds, if approved by the air officer commanding-in-chief.



## CH V : OFFICERS

### Section 9-Postings and Attachments

#### 194. Non-effective officers

(a) Officers who are non-effective due to sickness, sick leave, absence without leave etc. are to be borne on the non-effective posting strength of the Personnel Holding Section, Air Force ~~Station~~, *Central Accounts Office*, New Delhi.

(b) Commanding officers are to report to Air Headquarters through normal channel whenever it appears likely that an officer will be unavailable for a period of 30 days or longer. When it is desired that an officer who has become non-effective through sickness should be replaced, the circumstances are to be reported to Air Headquarters by the command stating when the officer is likely to become effective.

#### C.S. No. 53/I/72

(No. AirHQ/24427/19/PP&R), ( Min of Def. U.O No. 4194/2/D (Air IV) 1971).

(c) The Personnel Holding Section, Air Force ~~Station~~, *Central Accounts Office*, New Delhi is to report direct to Air Headquarters wherever an officer joins for duty on conclusion of non-effective period.





## **CH V : OFFICERS**

### **Section 9-Postings and Attachments**

#### **195. Officers attending Courses.**

Normally an officer who is selected to undergo a short course of instruction away from his unit (less than 10 weeks' duration) is to be attached to the unit at which the course is held. He is not to be replaced in his unit to which he is to return on conclusion of course. An officer who is to undergo a long course of instruction (exceeding 10 weeks' duration) in an air force unit is to be posted supernumerary to the unit at which the course is held and an officer who is to undergo a long course in any other organisation other than air force units is to be posted supernumerary to the Personnel Holding Section, Air Force Central Accounts Office, New Delhi.



## **CH V : OFFICERS**

### **Section 9-Postings and Attachments**

#### **196. Movements Temporary Duty.**

Movements on temporary duty will be authorised by the competent authorities, prescribed in the Travel Regulations.

**197. Blank.**

**198. Blank.**

**199. Blank.**

**200. Blank.**



## **CH V : OFFICERS**

### **Section 10-Confidential Reports**

#### **201. General.**

- (a) A confidential report will be rendered to Air Headquarters on every officer on the occasions mentioned in para 202.
- (b) A confidential report will be raised on Form P. 57 (Revised) except that reports in respect of officers who are on deputation to civil departments and/or who are filling quasi-military appointments will be raised on form specially prescribed.
- (c) The commanding officer of the unit on whose strength a officer is borne is responsible for ensuring that reports are rendered at the appropriate time.
- (d) A confidential report is a privileged document and is not to be made public. It is not to be shown to the officer reported upon under any circumstances except as provided in para 204. In no circumstances are copies of confidential reports to be made except in cases of officers of the medical branch whose reports are required to be rendered in duplicate.
- (e) Officers are to be reported upon in the rank (including acting rank) in which they are serving on the date of the report. (CS No.44/IV/71)
- (f) Due weight will be given to a report, whether favourable or adverse, in considering an officer's fitness for his present posting or for other appointment or for further promotion.
- (g) A confidential report on Form P-57 (Revised) is not to be rendered when an officer's qualifications are found to be unsuitable for the place in the establishment for which he has been posted or when it is considered that he could be more advantageously employed on other duties. Such reports are to be submitted as laid down in air force orders issued from time to time and are not to await the submission of confidential reports.
- (h) Reports on Form P.57 (Revised) are not to be rendered in respect of officers undergoing courses of instruction.
- (j) Detailed instructions for preparing and submitting confidential reports are contained in air force orders.



## **CH V : OFFICERS**

### **Section 10-Confidential Reports**

#### **202. Occasions for Rendering Confidential Reports**

- (a) For officers of the rank of squadron leader and above (whether acting or substantive) :-
  - (i) On 1st October of each year (this will be the annual report); (Amended as per AFO 50/97)
  - (ii) On posting from one unit to another;
  - (iii) On the posting of an officer responsible for completion of part III of the report provided it takes place on or after 1st September. The report will be treated as annual and in this case report at (i) will not be raised;
- (b) For officers of the rank of flight lieutenant and below (whether acting or substantive) .-
  - (i) On 1st April of each year (this will be the annual report). (Amended as per AFO 50/97)
  - (ii) On posting from one unit to another.,
  - (iii) On the posting of an officer responsible for completion of part III of the report provided it takes place on or after 1st March. The report will be treated as annual and in this case report at (i) will not be raised;
- (c) Any time the reporting officer wishes to render adverse report,
- (d) When specially called for by Air Headquarters.

#### **NOTEs**

1 : On either of the occasions mentioned in sub paras (a) or (b) above, a report is not to be originated if this has been done during the preceding three months or if the officer has not served for 3 months under the reporting officer.

2 : A report on posting will be rendered only if the officer to be reported upon has served under the reporting officer for at least 5 months, and a report on him has not been submitted during the preceding 5 months.



## **CH V : OFFICERS**

### **Section 10-Confidential Reports**

#### **203. Adverse Remarks**

(a) In cases of "below average" assessments or where adverse remarks are made in paras 12 to 19 of the report, the reporting officer is to inform the officer reported upon in writing of the particular aspect of his failings and endorse a certificate to that effect in para 18 of the report. A copy of the communication addressed to the officer reported upon, duly signed by him, is to be attached to the report.

(b) As far as possible, the failings of an officer are to be brought to his notice in writing well before the report is due in order to give him a chance to improve himself. The warning so given are not required to be intimated to Air Headquarters. If at the time of rendition of the report it is felt that the warning have been of no avail, this fact is to be specifically mentioned and is to be treated as an adverse comment.



## **CH V : OFFICERS**

### **Section 10-Confidential Reports**

#### **204. Disposal of officers found unsuitable for retention in the Air Force**

(a) When an officer is considered unsuitable for retention in service for reasons other than medical, a special confidential report is to be rendered on him with necessary recommendations. The entire report is to be shown to the officer reported upon who must initial the report as having seen it.

(b) The officer reported upon may, if he so desires, make a statement. If, however, he does not wish to make a statement, he should make an endorsement to that effect while initiating the report. The report, together with the statement of the officer, is to be forwarded to Air Headquarters through proper channel without delay.

(c) If any remarks added by the superior officers are of a nature as to necessitate their being seen by the officer reported upon, an extract of such remark is to be forwarded to the officer separately, who may, if he so desires, make a further statement. This statement when received is to be sent to the Air Headquarters separately. The despatch of the original report is not to be delayed on this account.

(d) Unsuitability report under this para is to be marked in red ink on the front page as "UNSUITABILITY REPORT" and is to be despatched to Air Headquarters in a sealed cover marked for the attention of the Director of Personnel (Officers).

(e) If a commanding officer considers that the presence in the unit of an officer reported upon is undesirable, he may with prior approval of Air Headquarters grant him his entitlement for leave subject to recall.

(f) Final orders regarding the disposal of the officer will be issued by the Air Headquarters as expeditiously as possible.

(g) The provisions of this para are not applicable to cases in which members of aircrew forfeit the confidence of their commanding officer. Such cases will be dealt with in accordance with the procedure laid down by Air Headquarters.

**205 to 210. Blank.**



## **CH V : OFFICERS**

### **Section 11-Retirement/Resignation**

#### **211. Applicability.**

The provisions of this section relate to officers holding permanent commissions.



## CH V : OFFICERS

### Section 11-Retirement/Resignation

#### 212. Compulsory Retirement: -

Authy : MOD letter no. 2027/DIR(I) /1/98/ & No.14(3)/98-D(AG) dated 04 Sep 98.

#### **COMPULSORY RETIREMENT AGES IN RESPECT OF PERMANENT COMMISSIONED AND BRANCH COMMISSIONED OFFICER OF THE IAF**

The following shall be the revised ages of retirement in respect of Permanent/ Branch Commissioned officers.

##### **(a) Permanent Commissioned officers**

Substantive Rank	Flying Branch (Years)	Ground Duty Branches (other than Education, Meteorological, Medical and Dental)	Education Branch (Years)	Meteorological Branch (Years)
Air Marshal	60	60	--	--
Air Vice Marshal	57 ( Extendable to 58)	57 ( Extendable to 58)	57 ( Extendable to 58)	57 ( Extendable to 58)
Air Commodore	54( Extendable to 56)	57	57	57
Group Captain	52( Extendable to 54)	57	57	57
Wg Cdr (Selective)	52	54	54(See Note 1)	57
Other Wg Cdrs (time scale)	52	54	54 (See Note 1)	57



Sqn Ldr and Below including Sqn Ldr (Selection Pay Grade)	50	54	54 (See Note 1)	57

(b) Branch Commissioned officers - 57 years

**Note - 1** - In the Case of Education officers the retirement age of Wg Cdr and below can be raised to 57 years if they are fully qualified for the Branch and possess the following qualifications or higher qualifications.

(a) An honours degree of a recognised Indian or Foreign University and

(i) a degree or diploma in teaching from a registered university,

or

(ii) at least two years teaching experience in a recognised educational institution.

**OR**

(b) An Engineering degree of a recognised Indian or Foreign University or equivalent qualification recognised by the Govt of India and

(i) Specialised training in Aeronautical ,wireless or Mechanical Engineering

or

(ii) Drawing office/or workshop experience

**OR**

(c) M.A., M.SC., or M.ED.

This enhancement will also apply to Education officers who were recruited during the last war under AFI123/43 and possess the following qualifications;

(i) M.A/M.SC.

(ii) B.A./B.Sc., with a degree in teaching and to those education officers who were commissioned from ranks.

**Note - 2** - Medical and Dental officers will be governed by the rules applicable to AMC and ADC

respectively in the Army

**Note - 3 -** In the above table, wherever the age of compulsory retirement is extendable, such extension will not be granted automatically but will be subject to the fulfilling of requisite conditions to be determined by Min. of Defence in consultation with Min of Def(Fin), and Air HQrs.



## **CH V : OFFICERS**

### **Section 11-Retirement/Resignation**

#### **213. Tenure -**

The tenure of appointment in the ranks of Air Chief Marshal will be three years, or upto the prescribed age whichever is earlier. The tenure of appointment in the ranks of Air Marshal will be four years, or upto the age of 58, whichever is earlier. The tenures will reckon from the date the officer carrying the rank is granted substantive promotion to the rank.

(CS No. 94/I/82)



## **CH V : OFFICERS**

### **Section 11-Retirement/Resignation**

#### **214. Reserve Liability.**

Permanent commissioned officers are liable to serve in the regular air force reserve:-

- (a) for a period of 5 years (extendable in such manner and to such extent as provided in the Reserve and Auxiliary Air Force Act, 1952) from the date on which their service in the regular air force ends; or
- (b) up to the date on which the age prescribed under the Reserve and Auxiliary Air Force Act, 1952 has been attained by them, whichever is earlier.



## **CH V : OFFICERS**

### **Section 11-Retirement/Resignation**

#### **215. Voluntary Retirement/Resignation .**

Voluntary retirement will only be permitted subject to the interests of the service. An officer who has been refused permission to retire voluntarily may, at the discretion of the government, be permitted to resign his commission.



## **CH V : OFFICERS**

### **Section 11-Retirement/Resignation**

#### **216. Application for Retirement/Resignation**

(a) Applications of officers to retire from the service or to resign their commissions are to be forwarded through the authorised channels to Air Headquarters for the orders of the government. The applicant is to give a prospective date from which it is desired that the retirement or resignation should take effect and will, if possible, submit his application not less than three months before that date.

(b) An officer desirous of retiring or resigning on the expiration of leave to which he may be entitled under the rules in force is to submit his application to retire or resign together with his application for leave through the authorised channels to Air Headquarters.

(c) Application for retirement/resignation is to be accompanied by a written undertaking from the officer that he will not enter the service under a government outside India at any time after his retirement/resignation without first obtaining the permission of the government.

(d) In forwarding an application the commanding officer when it is the result of misconduct or anything affecting the honour of an officer or his character as a gentleman, is to state all the circumstances and particulars of the case. The authority responsible for forwarding the statement to the Air Headquarters is to ascertain that it gives a complete account of the case. The commanding officer is also to state whether all outstanding non- public claims have been paid and if there is any objection to the resignation/retirement being sanctioned.

(e) When an officer applies to retire or resign he is to state in his application whether there are any claims against him within his knowledge. The commanding officer in forwarding the application is to report whether

(i) all local claims against the officer have been paid,

(ii) there are any outstanding claims local or other.

As regards (ii) a statement of the accountant officer is to be attached giving particulars of any advances which may have been made but not notified to the Air Force Central Accounts Office or of public money still to be accounted for by the officer. Any advances subsequently made must be specifically notified to the Air Force Central Accounts Office on the date of payment.



## **CH V : OFFICERS**

### **Section 11-Retirement/Resignation**

#### **217. Compulsory Termination of Commission, Compulsory Retirement, Resignation, Transfer to the Reserve and Removal from the Service.**

- (a) An officer who is still on probation shall be liable to have his commission terminated at any time.
- (b) An officer shall be liable to be removed from the service at any time for misconduct. He may, however, if the government so decide, be called upon to resign his commission as an alternative to removal. In such a case, failure to submit a formal application to resign would involve removal.
- (c) An officer who has not been guilty of misconduct may, at any time, be called upon to retire or resign his commission on grounds of unsuitability including medical unfitness, incapacity, inefficiency or for any other reason should the circumstances, in the opinion of the government, require it. Alternatively, if the officer's commission carries with it a liability for reserve service, he may, if the government so decide, be called upon to apply for transfer to the reserve. If the officer fails to submit a formal application to retire, to resign or to be transferred to the reserve, his retirement, the relinquishment of his commission or his transfer to the reserve will be effected compulsorily without such an application.
- (d) An officer of the general duties branch who is at any time found permanently unfit for aircrew duties though fit for ground duties, will, if it is decided that he cannot suitably be retained in the service for ground duties, relinquish his commission.



## **CH V : OFFICERS**

### **Section 11-Retirement/Resignation**

#### **218. Action on Retirement/Resignation.**

When an officer proceeds or is about to proceed on leave pending retirement or resignation or leaves his unit or appointment on retirement or resignation his commanding officer will prepare a 'No Demand Certificate' (IAFA-450) completed in so far as public or non-public claims are concerned and clearly endorse as a final no demand certificate of demands outstanding. This form will be submitted to the Air Force Central Accounts Office who will check it and amend it where necessary after obtaining the requisite no demand certificate from the C.D.A. (AF)/D.C.D.A. (AF)/U.A. B.S.O. and U.A. C.A.O., Ministry of Defence. The Air Force Central Accounts Office will ensure that these certificates accompany last pay certificates, when the latter have to be issued. When the Air Force Central Accounts Office has reason to believe that a public demand is outstanding against an officer who is about to retire with gratuity he will report the matter to Air Headquarters immediately in order that a portion of the gratuity may be withheld to meet the demand.





## **CH V : OFFICERS**

### **Section 11-Retirement/Resignation**

#### **219. Rank on Retirement and Resignation**

- (a) A permanent commissioned officer on retirement from the air force with pensions or gratuity may be permitted to retain the rank held by him at the time of retirement.
- (b) Retention of rank will be dependent upon the officer's service having been satisfactory throughout his career and the Air Headquarters reserve the right to withhold this privilege at their discretion.
- (c) An officer who resigns his commission will not retain any air force rank except by permission of the Air Headquarters under such directions as the government may give.
- (d) Air Headquarters may, at their discretion, cancel any permission which may have been given to an officer to retain rank, should any misconduct on his part subsequent to leaving the service be brought to their notice.



## **CH V : OFFICERS**

### **Section 11-Retirement/Resignation**

#### **220. Acceptance of Employment by Retired Officers**

(a) An officer who is granted any pension, gratuity or other benefit in respect of his air force service will be required to obtain permission of the government before accepting an employment under a government outside India at any time after his air force service has ceased. For this purpose "employment under a government outside India" shall include employment under a local authority or corporation or any other institution or organisation which functions under the supervision or control by a government outside India.

(b) Acceptance of an employment under a foreign mission in India will not be permitted before the expiry of at least three years from the date an officer ceases to be in air force service.

(c) An officer of the rank of group captain or above whether substantive or not will be required to obtain the permission of the government prior to accepting employment before the expiry of two years from the date his air force service ceases in the following cases :-

(i) Commercial employment in private undertakings. For this purpose commercial employment shall mean employment in any capacity including that of an agent under a company, firm or individual engaged in trading, commercial, industrial, financial or professional business and shall include a directorship of such company and partnership of such firm.

(ii) Employment in a civil post under the central or a state government or an administration of the Union territory or in a post under a body corporate owned or controlled by government, if an officer has been allowed to retire prematurely at his own request. Such permission will not, however, be required if an officer has retired from air force service in normal course on completion of his standard service prescribed for his rank or if he has been invalidated from the air force service on grounds of ill health or physical disablement.

(d) No service or disability pension or other recurring benefit shall be payable to an officer who accepts an employment in contravention of the provisions of sub paras (a), (b) and (c) above in respect of any period for which he is so employed or such longer period as the government may direct. Gratuity where due, but not already paid, will also be liable to be forfeited in part or in full as may be decided by the government.

(e) An officer permitted by the government, before his air force service ceases, to take up a particular employment of any of the types specified in sub paras (a), (b) and (c) above shall not, however, be required to obtain subsequent permission for his continuance in that employment.



## **CH V : OFFICERS**

### **Section 11-Retirement/Resignation**

#### **221. Pension/Gratuity.**

The rates of pension/gratuity and the conditions for their award to officers who are retired will be found in part 1 of the Pension Regulations for the Air Force.

#### **222 to 230. Blank.**



## **CH VI : AIRMEN**

### **Section 1- Entry**

#### **231. Type of Entry.**

Entry into the ranks of the air force may either be directly as an airman or, in trades for which training is provided in the apprentice wing of the Air Force Technical College, as an apprentice.



## CH VI : AIRMEN

### Section 1- Entry

#### 232. Nationality

(a) A person to be eligible for entry must be

(i) a citizen of India, as defined in the constitution, or

(ii) a Gorkha, or

(iii) a person who migrated from Pakistan on or after the 19th July, 1948, with the intention of permanently settling down in India (even though he may have failed to register himself in the prescribed manner), or

(iv) a subject of Sikkim or of a *former* Portuguese or a former French possession in India.  
(CS No. 26/IV/71)

(b) If he comes under category (iii) or (iv), he should be a person in whose favour a certificate of eligibility has been given by the Government of India. Any candidate in whose case such certificate is necessary may, however, be admitted to an examination or interview conducted by any recruiting authority on his furnishing proof that he has applied for the certificate; he may also be provisionally appointed subject to the necessary certificate being eventually given to him by the government.



## **CH VI : AIRMEN**

### **Section 1- Entry**

#### **233. Personal Particulars**

- (a) A man or boy will be enrolled in the service without any regard to his religious creed. He will, however, be required to declare to what religious (if any) class or tribe, as applicable, he belongs.
- (b) A man or boy, to be eligible for entry, must be fit for general service in any part of India or outside, according to the medical standards laid down by the Air Headquarters from time to time.
- (c) A recruit will be required to state the date of his birth or age and to produce proof thereof, such proof should be acceptable in terms of para 239.
- (d) An applicant will be required to give full particulars of any previous service that he may have had in any of the armed forces, as described in the form of enrolment. He will be warned that if he withholds any such information or furnishes false information, he is to be punished and/or discharged.
- (e) A description of the person of every man or boy will be recorded at the time of enrolment, together with particulars of marriage, if applicable, next of kin, place of birth, civilian occupation (if any) and any distinguishing marks noted by the medical officer at the time of medical examination.



## **CH VI : AIRMEN**

### **Section 1- Entry**

#### **234. Documents.**

Candidates, who are below 18 years of age on the date of enrolment, will, in addition to the certificate regarding educational qualifications and age, be required to produce a certificate on the prescribed form (IAF Form (P) 59) signed by their parents or legal guardian giving their consent to the boy's joining the air force. The certificate must be attested by an officer of gazetted status, or by a commissioned officer of the army, navy or air force or by a J.C.O. of the army or by a master warrant officer of the air force, either on the active or retired list. Candidates will also be required to produce a certificate of good moral character signed by the Headmaster/Principal of the educational institution last attended by them provided they have left such institution within a year preceding the enrolment. Alternatively, they should produce a certificate of good moral character from any of the persons mentioned above, signed within six months preceding the enrolment.





## **CH VI : AIRMEN**

### **Section 1- Entry**

#### **235. Selection.**

Recruitment will be made subject to a candidate passing such tests as are laid down by the Air Headquarters from time to time, and will be restricted to selected applicants who satisfy the prescribed conditions of eligibility, against available vacancies. Trades will be allotted provisionally at the time of enrolment according to the suitability of the recruit and subject to the availability of vacancies.



## **CH VI : AIRMEN**

### **Section 1- Entry**

#### **236. Recruitment.**

Air force officers established for the purpose at various stations of the air force, or such other officers as are authorised by the Chief of the Air Staff from time to time will be responsible for recruitment to the air force.



## **CH VI : AIRMEN**

### **Section 1- Entry**

#### **237. Medical Examination.**

Selected candidates will be medically examined to the prescribed standard and, if found fit for service, will be considered for enrolment.



## **CH VI : AIRMEN**

### **Section 1- Entry**

#### **238. Enrolment.**

Enrolment of airmen and apprentices will be effected by completing the form of enrolment No. 1-Combatants - I.A.F Form (P)-5 in the prescribed manner.



## **CH VI : AIRMEN**

### **Section 1- Entry**

#### **239. Determination of Age on Enrolment**

(a) The date of birth to be recorded in the enrolment form of a person enrolled under the Air Force Act shall be in conformity with the date of birth given in the certificates mentioned below :-

(i) In the case of those who have passed the matriculation or its equivalent examination.-matriculation (or equivalent) certificate if it shows the date of birth or exact age on any particular date.

(ii) Where the date of birth or the exact age is not shown in the matriculation (or equivalent) certificate.-A certificate, in original, from the headmaster of the school from where the candidate matriculated or passed equivalent examination or which he first attended, showing the date of his birth or exact age as recorded in the school admission register, or school leaving or school transfer certificate, in original, if the date of birth or exact age on any particular date is shown in it,

(iii) In the case of those who have attended some school but have not passed the matriculation or equivalent examination .- Certificate mentioned in sub para (ii) above.

(iv) In the case of those who have not attended any school and have not passed the matriculation (or equivalent) examination.-A certified extract from the municipal or village birth register, or in the case of Christians, the original baptismal certificate.

(b) Subject to the provisions of sub para (a) (i). (ii) and (iii) above, in cases where a change in the date of birth as recorded in the matriculation (or equivalent) or school certificate has been duly accepted by a state government and a certificate to that effect has been issued by a competent authority appointed by the state government, the enrolling officer may accept such a certificate as the only proof of a recruit's age, subject to the following conditions :-

(i) The certificate should be accompanied by the matriculation (or equivalent) certificate or in the case of candidates who have not passed the matriculation (or equivalent) examination, the relevant school certificate.

(ii) The certificate will be accepted as proof of age only at the time of first enrolment. The age recorded at that time will be final and a candidate will not be allowed to apply for any change in his date of birth subsequently.

(c) The higher secondary school certificate if produced by any candidate, shall be accepted in lieu of the matriculation (or equivalent) certificate for the purpose of determining his correct date of birth.

(d) An affidavit or a horoscope will NOT be accepted as an evidence of age or date of birth.

(e) The date of birth recorded at the time of enrolment is final. Requests for change of dates of birth of airmen, shall not be entertained except in very special cases wherein there is over-whelming evidence to show that the date of birth recorded in the service records is incorrect and unless made within a period of three months from the commencement of service they shall not be considered. No requests for change in the date of birth at or about the time of superannuation shall be entertained. Where a change in date of birth is ordered, no retrospective adjustment of pay and allowances will be permitted.

### **239.A. Determination of age on re-enrolment.**

In assessing the age of an individual who presents himself for re-enrolment, enrolling officers will refer to the individual's discharge certificate (which is given to an individual on discharge) in order to ascertain the age assessed on original enrolment, before entering the apparent age on the enrolment form. His age, in years and days will invariably be calculated from his age assessed on his original enrolment form/sheet roll.



## **CH VI : AIRMEN**

### **Section 1- Entry**

#### **240. Verification of Character.**

The character and antecedents of all persons enrolled under the Air Force Act will be verified in accordance with the existing regulations. Verification rolls will be raised immediately after a person is enrolled. No person will be attested until verification is completed.



## CH VI : AIRMEN

### Section 1- Entry

#### 241. Direct Entry Airmen

(a) **Age Limits.** For entry as an airman in any of the trades except musician in group V, a candidate must have attained the age of 16 years on the date of enrolment, but must not have attained the age of 20 years on that date. The age limits for entry as a musician (group V) are 17 1/2 to 35 years.

(CS No. 28/IV/71)

#### (b) **Educational Qualifications**

(i) **Group 1 to IV.** A candidate must have passed the matriculation examination or its equivalent. Preference will be given to those who have, subsequent to their passing the examination, received some training in the trade prior to entry.

(ii) **Group V.** Candidates for group V trades must be able to answer simple questions on percentages, averages and areas and to speak and write English. Candidates who can only read and understand simple English may be recruited as musicians (group V) provided they are potential musicians.

(c) **Physical Standards.** Candidates must be of not less than the minimum physical standards prescribed for the trades for which they are selected. The standards will be as laid down by the Air Headquarters from time to time.

(d) **Rank on Entry.** Candidates will be enrolled in the rank of aircraftsman 2nd class U/T in the trade group in which they are considered most suitable. Entry into group I will be effected through remustering from allied trades in group II. For trades which have no counterpart in group II entry will be effected through direct enrolment in group I.

#### (e) **Mustering to a Trade.**

(i) On completion of training, provided he is considered to have attained the necessary standard of efficiency in his trade and is reported as educationally suitable, the airman under training will be given a trade test. If he passes this test he will be mustered to the classification on the basis of the number of marks obtained in accordance with trade Testing Regulations.

(ii) Airmen who fail to qualify as AC2 after the completion of the normal period of training laid down for the trade in which they received training may be discharged from service, but in exceptional cases, with the consent of the airman, the training period may be extended for



a further period at the discretion of the A.O.C.-in-C, Training Command. Such airmen will be re-examined on completion of their extended period of training. Further failure will render them liable for discharge, but if they are considered suitable, and vacancy exist, they may be considered for another trade in a lower group subject to the airmen's willingness.



## CH VI : AIRMEN

### Section 1- Entry

#### 242. Apprentices.

(a) **Age Limits.** A candidate must have attained the age of 15 years but must not have attained the age of 17+ years on the date of enrolment. Other things being equal, preference will be given to boys who are nearer the lower age limit.

(b) **Educational Qualification.** A candidate must have passed the Matriculation examination or its equivalent standard preferably with mathematics and science and will be required to produce proof of having passed such examination.

(c) **Physical Standard.** Candidates must be of not less than the minimum physical standard prescribed by Air Headquarters from time to time.

(d) **Probation Period.** During the first six months of training aircraft apprentices will be classified as probationer apprentices. Subject to satisfactory progress and passing the qualifying test at the end of this period and being medically fit, they will be confirmed as apprentices.

(e) **Initial Allotment of Trade.** The apprentices Will be enrolled in the following trades -

- Fitter Armourer
- Electrician I
- Fitter II Airframes
- Fitter II Engines
- Instrument Repairer
- Radar Mechanic
- Wireless Operator Mechanic I.

(f) **Final Allotment of Trades**

(i) At the end of six months probationary period, an apprentice will be allotted any of the trades mentioned in sub para (e) dependent on the results of the phase test, aptitude of the apprentices judged by the officer commanding, technical college who will take into consideration the wishes of the apprentice, subject to service requirements. The final decision will, however, rest with the commandant technical College.

(ii) On successful completion of training an aircraft apprentice will be granted, in group I, the classification of either aircraftman 1st class or aircraftman 2nd class in accordance with the results obtained in the trade test. An apprentice who obtained 80% or higher marks will be eligible for re-classification as leading aircraftman after he has rendered six months

service and is recommended by his commanding officer.

(g) **Disposal of Unfit Apprentices.** An apprentice is liable to discharge at any time :-

(i) for misconduct,

(ii) if he is medically unfit, or

(iii) if he is considered unlikely to become an efficient airman. If an apprentice fails in the periodical tests he may be discharged at the discretion of the commandant, technical College. The Air Officer Commanding-in-Chief, Training Command may, at his discretion, re-enrol the discharged apprentice as a direct entry airman in any trade/group, with or without any further training, provided he is considered suitable and is willing and vacancies exist in the particular trade of the group subject to the fulfillment of the conditions laid down for direct entry airmen

**243 to 250. Blank.**



## **CH VI : AIRMEN**

### **Section 2 - Mustering, Remustering and Reclassification**

#### **251 . Trade Groups.**

The trades in the air force are grouped under

##### **Group X**

AF Fit  
Elect Fit  
Eng Fit  
Inst Fit  
Rad Fit  
Rdo Fit  
Wpn Fit  
MS Fit (E)  
MS Fit (M)  
MS Fit (L)  
Carp Rig  
MT Fit  
Photo Fit  
W/S Fit (M)  
PMF (E)  
PMF (M)  
W/S Fit (B)  
W/S Fit (C)  
Edn Inst

##### **Group Y**

ADSO  
Carpenter II  
AFSO  
Met Asst  
SEW  
Machinist  
MT Tech  
Photo Tech  
Rdo Tech  
Crypto

Med Asst  
Clk PA  
Clk EA  
Clk GD  
IAF Police  
Eqpt Asst  
Telst RTO  
GTI (S)  
GTI  
Clk Accts  
ACH GD  
Cat Asst  
MTD

**Group Z**

Musician

*(Appendix C to Special Air Force Instruction 1/S/98)*

*(Based on GOI, Min of Def letter No.1(3)/97/D(Pay/Services) dated 21 Nov 1997,  
applicable w.e.f. 10 Oct 97)*



## **CH VI : AIRMEN**

### **Section 2 - Mustering, Remustering and Reclassification**

#### **252. Mustering**

(a) On completion of initial training, provided he is considered to have attained the necessary standard of efficiency in his trade and is reported as educationally suitable, the airman under training will be examined by the appropriate trade test board. If he passes this test he will be mustered in his trade.

(b) An airman under training who fails to qualify as aircraftman 2nd class after completion of the normal period of training laid down for the trade in which he received training, may be discharged from the service, but in exceptional cases, with the consent of the airman, the training period may be extended for a further period at the discretion of the officer commanding training establishment. Such airmen will be re-examined by the appropriate trade test board on completion of their extended period of training. Further failure will render them liable to discharge, but if they are considered suitable, and vacancies exist, they may be considered for another trade in a lower group, subject to their willingness.



## **CH VI : AIRMEN**

### **Section 2 - Mustering, Remustering and Reclassification**

#### **253. Reclassification**

- (a) Advancement from one classification to another will be subject to the airman's efficiency and good conduct and will depend for all trades except ACH GD (group V) on an airman's passing the appropriate trade test.
- (b) After 6 months service as aircraftman 2nd class, an airman will be eligible for reclassification to aircraftman 1st class and to leading aircraftman after 6 months service in the classification of aircraftman 1st class.
- (c) The procedure for reclassification is as laid down in air force orders.
- (d) An airman who fails in a trade test for reclassification will not be required to be re-examined with a view to ascertaining his suitability for retaining the classification/ trade held by him, but will remain in the same classification/ trade.



## **CH VI : AIRMEN**

### **Section 2 - Mustering, Remustering and Reclassification**

#### **254. Remustering - General.**

- (a) An airman may be remustered to another trade in the under-mentioned circumstances .--
- (i) To an allied trade in the same or a higher group in the normal course of career.
  - (ii) Voluntarily to another trade, normally of a higher group (other than aircrew category), if and when establishment vacancies exist.
  - (iii) Voluntarily to an aircrew category.
  - (iv) Voluntarily because of redundancy of the trade.
  - (v) Voluntarily because of medical unfitness for duties of his trade (as an alternative to discharge).
  - (vi) Because of inefficiency or general unsuitability for the duties of his trade.
- (b) The authority of the Air Headquarters is to be invariably obtained before an airman is remustered to another trade. The remustering is subject to the passing of the prescribed trade test.





## CH VI : AIRMEN

### Section 2 - Mustering, Remustering and Reclassification

#### 255. Remustering in the Normal Course of Career.

(a) Remustering to an allied trade in a higher or the same group in the normal course of career will be carried out on the successful completion of the prescribed conversion course. Airmen will be detailed for the course on the basis of seniority and suitability

(b) (i) The examination at the completion of a conversion course, if not involving change of trade group will be treated as a qualifying examination and the results thereof will be recorded on form IAFF(AT) 1378. Airmen who attain grade BI and above will be certified on form IAFF(AT)1378 as having attained the standard of leading aircraftman.

(ii) However, if a change of trade group is involved, the examination at the completion of a conversion course will be treated as classification examination for the remustered trade, and the results thereof will be recorded on form IAFF(T) 791. Successful airmen will be classified as AC2, AC1 or LAC in the re-mustered trade according to the marks obtained by them, as laid down in Air Force Orders and current Trade Testing Regulations.

C.S. No. 65/VII/72

(c) Those airmen who fail in the trade test will be given three successive chances to qualify without further training at the training school. If they still do not make the grade they will continue to be employed in their basic trade.

(d) Airmen detailed for conversion course will be required to sign an undertaking, in the form appended below, to the effect that they will continue to serve in the air force for a minimum period of six years on completion of their present term of engagement. The Form of undertaking, which will be signed by the airmen in the presence of their commanding officer or his representative, is to be completed in duplicate. one copy of which is to be forwarded to Air Headquarters (Directorate of Personnel (Airmen) ) and the other copy retained at the unit. Airmen unwilling to sign the undertaking will not be detailed to proceed for the course.

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#### FORM OF UNDERTAKING TO BE GIVEN BY AIRMEN

#### DETAILED FOR CONVERSION COURSE

On being selected to undergo conversion course to the trade of \_\_\_\_\_ I hereby undertake to

continue to serve in the air force, if required to do so, for a period of six years on completion of my present term of engagement.

For the purpose of carrying out the terms of this agreement, I shall, as and when necessary, or when called upon to do so, sign the appropriate certificate of variation for extension of my service so as to continue in the air force for a minimum period of six years, from the date of completion of my present engagement.

Date

Signature.....

Service No.,

Rank and Name

Signed in my presence

Signature.....

(Commanding Officer)

or his representative



## CH VI : AIRMEN

### Section 2 - Mustering, Remustering and Reclassification

#### 256. Voluntary Remustering to Another Trade.

(a) Airmen may volunteer for remustering from lower trade groups to higher trade groups, when vacancies exist. Applications for such remustering will be called for by *Air Force Record Office* from time to time. To be eligible for remustering under this para an airman should fulfil the following conditions(CS No.29/IV/71 ):-

(i) Be of the rank of corporal or below except for the trade of Education Instructor for which a sergeant may apply.

(ii) Should have completed two years service in his mustered or remustered trade.

(iii) Must be willing to extend his term of regular service for six years.

(iv) Should have passed matriculation or equivalent examination of a recognised university. A non-matriculate should have passed corporals' education test in class 'A' under scheme 'B' and be fit for remustering or should have passed the sergeants' education test.

(v) Should not have been assessed less than "SAT" for the preceding year.

(b) If an airman is found medically unfit or unsuitable for his mustered trade for disciplinary reasons, he may remuster to a trade in the same or lower group provided he is found medically fit for the new trade. In case the airman declines to accept the new trade, he will be discharged from the air force.



## **CH VI : AIRMEN**

### **Section 2 - Mustering, Remustering and Reclassification**

#### **257. Direct Remustering.**

(a) A recommendation for direct remustering should be made only when the commanding officer is satisfied on the advice of the appropriate specialist officer, warrant officer or senior N.C.O. that "the airman has a reasonable chance of passing the necessary examination". Authority to have the airman examined for direct remustering by the touring C.T.T.B. should be obtained from Air Headquarters.

(b) Units are to forward details of airmen recommended for direct remustering, to touring C.T.T.B. together with Forms (T) 790 in duplicate. The touring C.T.T.B. will notify the date and place of examination to the airman's unit.

(c) Airmen recommended for direct remustering will be trade tested in all parts simultaneously. The securing of 70 per cent marks in written paper for eligibility to appear for the remaining parts of the examination will not be applicable to these airmen.



## **CH VI : AIRMEN**

### **Section 2 - Mustering, Remustering and Reclassification**

#### **258. Remustering to Aircrew Category.**

(a) The following are aircrew categories approved for the Air Force:-

(i) Flight Engineers.

(ii) Signaller (Air).

(b) The conditions of entry etc. into the aircrew categories are as laid down in paras 259 and 260.



## **CH VI : AIRMEN**

### **Section 2 - Mustering, Remustering and Reclassification**

#### **259 Flight Engineers**

- (a) Entry to the trade of flight engineer will be open only to airmen holding the substantive rank of corporal in the trade F.II.E.
- (b) A candidate for selection as flight engineer must be between the ages 20 and 35 years. Other things being equal, preference will be given to candidates in lower age limits. Medical standard will be A3B.
- (c) Airmen under training will be known as "Flight engineers u/t." Training will consist of such prescribed courses of instruction as laid down by the Air Headquarters from time to time.
- (d) On successful completion of prescribed training, airmen will be remustered to the trade of flight engineer in the rank of Flight Engineer III and will be authorised to wear the aircrew badges of flight engineer. Flight engineers III will be posted against overall establishment vacancies of Flight Engineers and will be entitled to flying bounty.
- (e) For the first six months as flight engineers III airmen will be treated as on probation. At the end of the probationary period, those airmen who are found suitable and are desirous of continuing in the aircrew category, will be absorbed on a permanent basis and others will be reverted to their basic trades. Airmen reverted to their basic trades will be governed by the rules and regulations applicable to their ground trades.
- (f) Flight engineers declared permanently medically unfit for aircrew duties will either be discharged from the service or remustered to the ground trade to which they belonged prior to volunteering for aircrew duties in a rank for which they are found suitable.
- (g) Flight engineers reverted to ground trades due to medical unfitness will continue to draw the rate of pay of their substantive rank in the aircrew trade for the following periods or until their pay in the ground trade becomes more favourable, whichever is earlier.-
- (i) For a period of one year in the case of those who have served as aircrew for less than two years.
  - (ii) For a period of two years in the case of those who have served as aircrew for two years or more.
- (h) Flight engineers declared permanently medically unfit for aircrew duties as a result of flying accidents may, however, be retained in the aircrew trade at the discretion of the Air Headquarters provided:-

- (i) they are medically fit for ground duties.,
- (ii) vacancies for their suitable employment exist.



## **CH VI : AIRMEN**

### **Section 2 - Mustering, Remustering and Reclassification**

#### **260. Signaller (Air)**

(a) Entry to the trade of Signaller (Air) will be open only to airmen holding the rank of corporal in the trades of WOM 1 and Radar Mechanic (1).

(b) A candidate for selection as Signaller (Air) must be between the ages 20 and 35 years. Other things being equal, preference will be given to candidates in lower age limits. Medical standard will be A3B.

(c) Airmen under training will be known as "Signallers u/t". Training will consist of such prescribed courses of instruction as laid down by Air Headquarters from time to time.

(d) On successful completion of the prescribed training, airmen will be remustered to the trade of Signaller (Air) in the rank of Signaller III and will be authorised to wear the aircrew badge of Signallers (Air). Signallers III will be posted against overall Establishment vacancies of Signallers (Air) and will be entitled to Flying Bounty.

(e) For the first six months as Signallers III, airmen will be treated as on probation. At the end of the probationary period those airmen who are found suitable and are desirous of continuing in the aircrew category will be absorbed on a permanent basis and others will be reverted to their basic trade. Airmen reverted to their basic trades at the end of the probationary period will be governed by the rules and regulations applicable to their ground trade.

(f) Signallers (Air) declared permanently medically unfit for aircrew duties will either be discharged from the service with terminal benefits or remustered to the ground trade to which they belonged prior to volunteering for aircrew duties in a rank for which they are found suitable.

(g) Signallers (Air) reverted to ground trades due to medical unfitness will continue to draw the rate of pay of their substantive rank in the aircrew trade for the following periods or until their pay in the ground trade becomes more favourable, whichever is earlier :-

(i) For a period of one year in the case of those who have served as aircrew for less than two years.

(ii) For a period of two years in the case of those who have served as aircrew for two years or more.

(h) Signallers (Air) declared permanently medically unfit for aircrew duties as a result of flying accidents may, however, be retained in the aircrew trade at the discretion of Air Headquarters Provided:-



- (i) they are medically fit for ground duties;
- (ii) Vacancies for their suitable employment exist.



## **CH VI : AIRMEN**

### **Section 2 - Mustering, Remustering and Reclassification**

#### **262. Remustering of Airmen whose trade is declared redundant.**

Airmen whose trade is declared redundant and who there upon elect to be remustered to another trade whether direct or after training, will be interviewed and trade tested under arrangements made by Air Headquarters to decide the trade for which they are best fitted either for immediate remustering or for training.



## **CH VI : AIRMEN**

### **Section 2 - Mustering, Remustering and Reclassification**

#### **261. Disposal of Airmen found medically unfit to perform the duties of their Trades**

(a) When an airman is considered to be unfit for the duties of his trade, but fit for service in another trade, the medical officer will forward to the commanding officer the relevant form AFMS F-1 together with a report on form AFMSF 7, stating his opinion as to the airman's fitness and whether any disability, wound or injury from which he may be suffering is or is not attributable to service in the armed forces or whether it is due to his own misconduct. If the medical officer is of the opinion that the airman is unfit to perform the duties of his trade, the commanding officer will refer the case to Air Headquarters through normal channel for decision as to the action to be taken. The form AFMSF 7 will show the trades for which the airman is unfit.

(b) Airmen considered to be permanently unfit for duties will be brought before a medical board with a view to invaliding.



## **CH VI : AIRMEN**

### **Section 2 - Mustering, Remustering and Reclassification**

#### **263. Remustering for Inefficiency**

- (a) Air Headquarters may, with or without reduction or reclassification remuster any warrant officer, N.C.O. or other airman for inefficiency.
- (b) Before being remustered to another trade for inefficiency, an airman will be brought before the Central Trade Test Board to test his proficiency as provided in para 264.
- (c) An airman remustered to a lower trade group under this para resulting in a reduction in his rate of pay compared to that previously drawn by him has the option of claiming a discharge from the service.



## CH VI : AIRMEN

### Section 2 - Mustering, Remustering and Reclassification

#### 264. Airmen Found Inefficient In their rank, Classification or Trade

(a) When a commanding officer considers that an airman is inefficient in his trade or the duties of his rank in his trade he is to warn the airman accordingly and arrange for him to be examined by an L.T.T.B. under the normal procedure within a fortnight. When such action is taken, the commanding officer is to report the matter in writing to the air officer commanding-in-chief.

(b) If an airman fails to attain the required standard in the L.T.T.B. examination he is to be given six months time to become proficient and is to be warned by his commanding officer to this effect, immediately the L.T.T.B. result is declared. A certificate in duplicate in the following terms is to be obtained from the airman. One copy of the certificate is to be forwarded to the Touring C.T.T.B. and the other copy is to be filed with the airman's service documents.

"I (Number) \_\_\_\_\_ (Rank) \_\_\_\_\_ (Name) \_\_\_\_\_ (Trade) \_\_\_\_\_ have been examined by Local Trade Test Board for ascertaining suitability for retaining my present classification/rank/trade in which I have failed and as such have been recommended for retention of classification / rank trade test. After six months from today the \_\_\_\_\_ (Date) I shall present myself for re-examination by the Touring C.T.T.B."

(c) The period of six months referred to in sub para (b) will count from the date of warning given to the airman. In exceptional cases, when the commanding officer is satisfied about the individual's progress, re-examination may be held earlier, but, in any case, not earlier than three months from the date of warning.

(d) The commanding officer is to ensure that an airman recommended for re-examination under this para is brought before the appropriate Trade Test Board on due date.

(e) An airman who fails to attain the requisite standard applicable to aircraftman 2nd class, will be recommended by the Trade Test Board:-

(i) to be remustered to another trade in the same or lower group, or

(ii) to undergo a refresher course, or

(iii) to undergo a complete course of his trade.

(f) An N.C.O. trade tested under this para will be required to attain the standard of leading aircraftman in his trade.

(g) An airman who fails to attain the standard applicable to him existing classification will be reclassified to the lower classification for which he qualified.



## CH VI : AIRMEN

### Section 2 - Mustering, Remustering and Reclassification

#### 265. Retention of rank on remustering for reasons other than inefficiency, Misconduct or Medical Unfitness.

(a) Aircraftmen who qualify for remustering to another trade will be remustered in the classification for which they qualify leading aircraftmen who qualify for that classification in an allied trade in the same or a higher group, either immediately on remustering or subsequently, will not be placed at the bottom of the promotion roster of the new trade, but will be allowed to count towards promotion in that trade their service in the former trade, as follows:--

(i) Where remustering is to an allied trade in the same group-- the whole of their former service as leading aircraftman in that group.

(ii) Where remustering is to an allied trade in a higher group -- one half of their service as leading aircraftman in the former trade.

(b) Warrant officers and N.C.0s. who qualify for remustering to another trade will, if they attain leading aircraftman standard, be remustered to the new trade in their existing rank if fully qualified to assume the responsibilities of that rank and a vacancy exists in that rank in their new trade.

(c) Warrant officers and N.C.0s. who fail to attain leading aircraftman standard will be remustered to the new trade in the classification for which they qualify. On attaining leading aircraftman standard, they will be promoted to their former rank or to any intermediate rank when commanding officers are satisfied that they are qualified to assume the responsibilities of the rank provided vacancies exist in that rank in their new trade. Commanding officers are to notify to the *Air Force Record Office* , immediately personnel are regarded as so qualified and effect promotion from the date of notification to the *Air Force Record Office*.

(d) Airmen who have been remustered to their present trades on becoming redundant and who held in their former trades a rank higher than their existing rank may be considered forthwith for promotion to their former or any intermediate rank., provided they have attained leading aircraftman standard in the new trade and vacancies in that rank exist in the new trade. Those who have not yet attained leading aircraftman standard may be considered for such promotion immediately they qualify for these classifications. Commanding officers are to notify *Air Force Record Office* , immediately are regarded as so qualified and effect promotion from the date of notification to *Air Force Record Office* .

(e) Warrant officers and N.C.0s. who are remustered in their existing rank to an allied trade in the same or a higher group, or who qualify for the restoration of that rank after a period of service in

the new trade, will not be placed at the bottom of the promotion roster of that trade, but will be allowed to count towards promotion in that trade service in the former trade, follows :

- (i) Where remustering is to an allied trade in the same group -the whole of their service in the former trade in rank held at the date of remustering.
  - (ii) Where remustering is to an allied trade in a group--one half of their service in the former trade in the rank held at the date of remustering.
- (f) Airmen who are remustered to a trade in which they were formerly mustered may where applicable, count all of their service in that trade for the purpose of seniority.
- (g) Airmen, who are remustered to aircrafthand, group V, or to any of the non-substantive trades, in group V in which reclassification is effected, will retain their rank or classification and seniority, provided their commanding officer is satisfied that they are qualified to assume the responsibilities of their rank or classification and a vacancy in that rank exists. If he is not so satisfied, they will be remustered in the rank or classification considered appropriate by the commanding officer. Thereafter, they will be reclassified, or promoted to their former or to any intermediate rank, when commanding officers are satisfied that they are qualified to assume the responsibilities of that classification or rank. Commanding officers are to notify *Air Force Record Office* , immediately personnel are regarded as so qualified and effect reclassification or promotion from the date of notification to *Air Force Record Office*. Previous service will be allowed to count for reclassification to aircraftman, 1st class, group V.
- (h) Airmen who on remustering do not qualify to retain the rank or classification of their former trade will, for the purpose of wearing of badges of rank or classification, membership of senior N.C.Os. Mess etc. be permitted to retain any substantive rank or classification held by them in their former trade.
- (j) When an airman's rank in the new trade is lower than that formerly held, an armband is to be worn while he is actually performing the duties of the new trade, but not at other times. The armband is to be made up locally in khaki drill or blue, grey serge from unserviceable clothing, with superimposed rank chevrons or the propeller badge, according to the rank or classification held in the new trade. Airmen classified below leading aircraftman in the new trade are, if necessary, to wear a plain armband. The armband is to be worn on the outer garment, whether greatcoat, jacket or overall, in such a position that it covers the badge of the rank or classification held in the old trade.
- (k) Irrespective of the rank or classification held in the former trade, the posting and employment of airmen will be governed entirely by their rank or classification in the new trade, particulars of which are to be recorded on their documents in the following manner :-

**Leading aircraftman, (Aircraftman 1st class, Fitter II(A) Corporal (Leading aircraftman Fitter II(E) ), etc.**



the substantive rank or classification in the new trade (i.e. that shown in brackets) being amended as the airman progresses in the new trade. Normal entries are to be resumed when the airman attains the classification or rank formerly held. These entries are to be promulgated in personnel occurrence reports, and the current entry must always be clearly stated in the posting instructions, issued by Air Headquarters (Directorate of Personnel Airmen).

(1) Commanding officers should ensure that warrant officers and S.N.C.0s. who fail to attain leading aircraftman standard on remustering are given every opportunity to attain that standard with a view to restoration of the former rank as early as possible.

(CS No.30/IV/71)

**266 to 270. Blank**



## **CH VI : AIRMEN**

### **Section 3 - Trade Test**

#### **271. Occasions when Airmen are Trade Tested.**

Airmen are trade tested on the following occasions:-

- (a) For mustering after *ab initio* training as direct entry airman or apprentices.
- (b) For remustering to a new trade either directly or on conversion of courses of instructions.
- (c) For reclassification from aircraftman 2nd class to aircraftman 1st class (sub para 253 (b)) from aircraftman 1st class to leading aircraftman (sub para 253(b))
- (d) For qualifying for promotion to the rank of Junior Warrant Officer in all trades unless stated otherwise.

#### **C.S.69/VII/75**

- (e) Inefficiency or unsuitability in the rank, classification or trade.

Note - Any deviations from the above in respect of any particular trade will be specified separately.



## **CH VI : AIRMEN**

### **Section 3 - Trade Test**

#### **272. Standard.**

The standards required in each trade, rank and classification are laid down in A.P. 1112-Regulations for Trade Testing.



## **CH VI : AIRMEN**

### **Section 3 - Trade Test**

#### **273. Procedure .**

The procedure for trade testing is as set out in air force orders.

#### **274 to 280. Blank**





Flight Engineer III }  
Aircraftman }



## CH VI : AIRMEN

### Section 3 - Trade Test

#### 282. Promotion-Airmen other than Education Instructors and Aircrew Categories.

(a) **General.** Provided airmen are otherwise considered fit the normal periods of substantive promotions will be as under:-

(i) Promotion to Corporal will be confined to Leading Aircraftmen who have served in that classification for three years or who have completed 5 years' total service and have passed the appropriate tests.

(ii) Promotion to Sergeant will be made by selection within the authorised establishment and will be confined to Corporals who have served in that rank for four years or who have completed eight years' total service.

(iii) Promotion to JWO will be made by selection within the authorised establishment and will be confined to Sergeants who have served in that rank for four years or who have completed twelve years' total service.

#### **C.S.70/VII/75**

(iv) Promotion to Warrant Officer will be made by selection within the authorised establishment and will be confined to JWOs with two years' service as such.

(v) Promotion to Master Warrant Officer will be made by selection within the authorised establishment-from amongst substantive Warrant Officers with four years' service as such.

(b) **Qualifications.** To be eligible for promotion airmen are required to possess the following qualifications:-

(i) For promotion to Corporal-Passing of the Corporal's Education Test.

(ii) For promotion to Sergeant-Passing of the Education Test *and appropriate trade test (written & practical)* .

(iii) For promotion to JWO -Passing of the *appropriate trade test (written & practical)*.

(CS No. 70/VII/75)



## **CH VI : AIRMEN**

### **Section 3 - Trade Test**

#### **283. Promotion of Education Instructors.**

(a) A Sergeant Education Instructor on completion of four years' service will, if recommended, be eligible for promotion to the rank of Junior Warrant Officer. If not recommended after four years of service, half yearly special reports will be called for and promotions will be made from the date on which they are assessed as satisfactory.

(b) Promotion to Warrant Officer will be made by selection from amongst Junior Warrant Officers who have completed two years as Junior Warrant Officer.

(c) Promotion to Master Warrant Officer will be made by selection from amongst Warrant Officers.





## **CH VI : AIRMEN**

### **Section 3 - Trade Test**

#### **284. Acting (Paid) Promotion-General**

(a) Acting (paid) promotion will be authorised when establishment vacancies exist but individuals of requisite ranks are not available for substantive promotion.

(b) Acting rank will initially be unpaid and will become paid after 28 consecutive days of duty in the appointment carrying the higher rank from the date of its grant though the grant of pay will then become retrospective. Acting rank will not be converted into paid acting rank unless it is held by an airman on the 29th day.



## **CH VI : AIRMEN**

### **Section 3 - Trade Test**

#### **285. Acting (Paid) Promotion-Eligibility.**

Provided he is otherwise considered fit, the minimum qualifying service to be rendered by an airman in a rank in a substantive or acting paid capacity, to be eligible for consideration for the grant of acting (paid) promotion to the next higher rank will be as follows:-

(a) **Groups I, II (except Education Instructors) and Group III**

- (i) L. A. C. to Corporal : One year as LAC
- (ii) Cpl. to Sgt. : one year as corporal
- (iii) Sgt. to JWO. : one year as Sergeant
- (iv) JWO. to W.O. : One year as JWO
- (v) W. 0. to M. W. 0. : Two years as WO

(b) **Education Instructor (Group II)**

- (i) Sgt. to JWO. : 2 years as Sgt
- (ii) JWO. to W. 0. : 1 year as JWO
- (iii) W. 0. to M. W. 0. : Two years as WO

(c) **Groups IV and V**

- (i) L. A. C. to Cpl. :1.5 year as L. A. C.
- (ii) Cpl. to Sgt. :1.5 years as Cpl.
- (iii) Sgt. to JWO. :1 year as Sgt.
- (iv) JWO. to W. 0. :1 year as JWO.

(d) In exceptional cases, the periods referred to in sub para (a) or (c) may be relaxed at the discretion of Air Headquarters.

**Note : As per Special ASI No. 6/S/76 Rank of Flt Sgt redesignated as Junior Warrant Officer (JWO).**



## **CH VI : AIRMEN**

### **Section 3 - Trade Test**

#### **286. Acting (Paid) Promotion-Retention and Relinquishment**

(a) An airman who has been granted acting (paid) rank, will retain it during leave, sickness or temporary duty, unless it is found essential in the interest of the service to post another airman of that rank in his place in which case the absentee will relinquish his acting rank.

(b) An airman is to relinquish the acting (paid) rank if he is posted to a vacancy established in a lower rank. Except when an airman holding an acting paid rank is posted to another unit to fill a similar establishment vacancy at his new unit, in which case the draft note will be endorsed to state that the acting rank is retained, an airman shall on posting relinquish the acting rank. Grant of the rank of the new appointment will be subject to the conditions specified in para 284.

(c) In the case of absence due to sickness (excluding wounds and attributable injuries) which is not due to his own fault, an airman will retain his acting paid rank for a maximum period of two months as under:-

(i) Whilst in India against the unit establishment for the first 28 days and supernumerary to the establishment for the balance of two months.

(ii) Whilst on duty ex-India supernumerary to the establishment for the entire period of his sickness from the first day of absence from duty.

(d) If an airman ceases to perform his duties on account of wounds or injuries attributable to air force service he will retain, without counting against the establishment of his unit or formation, his acting paid rank from the date of first absence from duty for a period of four months or until reposted to duty, whichever is earlier.

(e) Airmen proceeding on a course of instruction of less than 10 weeks duration will remain on the strength of their limits and retain any acting rank held. No acting promotion will be made in their place. In cases where course of instruction exceed 10 weeks the airmen concerned will be carried supernumerary to the units authorised establishment with effect from the date of joining the course, and acting promotion in replacement ( except to the rank of MWO) will be permissible from the date. The paid acting rank held may be retained by such airmen for the duration of the course, provided that :-

(i) It has been held continuously for a period of one month immediately before the date of joining the course, and

(ii) The acting rank is not higher than the minimum rank for appointment for which

the course is designed as a preparation.

(f) Apart from the provisions contained in sub paras (a) to (e) an acting paid rank will be relinquished under the following circumstances :-

(i) If there ceases to be a vacancy in the establishment owing to the posting of his unit of an airman of the appropriate acting or substantive rank or to a reduction in the establishment of the unit.

(ii) If the Air Officer Commanding-in-Chief ( Air Officer in Charge Personnel at Air Headquarters in the case of those serving in Air Headquarters or Units directly under control of Air Headquarters) considers the airman to be unsuitable to continue to hold the acting rank.

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(iii) If the airmen ceases to perform the duties of the acting rank through being placed in open or close arrest (including being placed in custody by the civil power).

(v) When proceeding on a pre-commissioning course.

(g) When under the provisions of sub para (f) above an airman relinquishes his acting rank on ceasing to perform the duty of that rank, another airman who performs his duties during the period of arrest may be given acting rank appropriate to the post held by him subject, however, to fulfilment of conditions specified in para 284. In the event of the conviction of the former, the latter may continue in his paid acting rank from, the date he assumed his duties. If the airman who relinquishes an acting paid rank is subsequently acquitted, or for any reasons is not brought to trial he may be re-appointed to fill the establishment with effect from the date of acquittal and the airman who was granted the acting rank in the place of the former will relinquish the rank with effect from the same date.



## **CH VI : AIRMEN**

### **Section 3 - Trade Test**

#### **287. Appointment to Unpaid Rank.**

In addition to the authorised number in each rank laid down in peace establishments, commanding officers are permitted to appoint airmen to unpaid ranks at their discretion provided such appointments are considered essential in the interest of efficiency.



## CH VI : AIRMEN

### Section 3 - Trade Test

#### 288. Promotion-Aircrew Category -- Signaller (Air))

(a) **General.** All substantive promotions are subject to medical fitness. In addition to conditions laid down in sub paras (b) to (e) an airman must be considered suitable in all respects to hold the higher rank before he is promoted substantively.

(b) **From Signaller (Air) III to Signaller (Air) II.** Promotion to Signaller (Air) II will be against overall vacancies in the trade and will be confined to Signaller (Air) III who:--

(i) complete the period of probation and are selected for permanent absorption in the trade;

(ii) complete 8 years of total service;

(iii) pass the education tests and/or such other tests as are prescribed by the Chief of the Air Staff.

(c) **From Signaller (Air) II to Signaller (Air) 1.** Promotion to Signaller I will be irrespective of vacancies in the rank of Signaller I and will be confined to Signallers II who:-

(i) complete 12 years of total service or four years as substantive Signaller II whichever is later,

(ii) pass proficiency test as prescribed by the Chief of Air Staff.

(d) **From signaller (Air) I to Warrant Signaller (Air).** Promotion to Warrant Signaller will be by selection against vacancies in that rank and will be confined to Warrant Signallers I who:-

(i) complete two years of service as substantive Signaller I.

(ii) pass such proficiency test as prescribed by the Chief of the Air Staff.

(e) **From Warrant Signaller (Air) to Master Signaller (Air).** Promotion to Master Signaller will be by selection against vacancies in the rank and will be confined to Warrant Signallers I who :-

(i) complete two years of service as substantive Signaller I.

(ii) pass such proficiency test as prescribed by the Chief of the Air Staff

(e) **From Warrant Signaller (Air) to Master Signaller (Air).** Promotion to Master Signaller will be by selection against vacancies in that rank and will be confined to Warrant Signallers who complete four years of service as substantive Warrant Signallers.

(f) **Acting Paid Promodon.** Provided the airmen are otherwise fit, the minimum service required in each substantive rank for the grant of higher acting rank is given below:-

(i) From Sig III to Sig II : On successful completion of the probationary period.

(ii) From Sig. II to Sig. I : Three years.

(iii) From Sig. I to Warrant Signaller : One year

(iv) From Warrant Signaller to Master : Two years Signaller.





## CH VI : AIRMEN

### Section 3 - Trade Test

#### 289. Promotion--Aircraft Category- ( Flight Engineer)

(a) **General :** All substantive promotions will be subject to medical fitness. In addition to the conditions laid down in sub paragraphs (b) to (e) airmen must be considered suitable in all respects to hold the higher rank before they are promoted substantively.

(b) **From Flight Engineer III to Flight Engineer II.** Promotion to Flight Engineer II will be against overall vacancies in the trade and will be confined to Flight Engineers III, who:-

- (i) complete the period of probation and are selected for permanent absorption in the trade.
- (ii) complete eight years of total service,.
- (iii) pass the education tests and/or such other tests as prescribed by the Chief of the Air Staff.

(c) **From Flight Engineer II to Flight Engineer I.** Promotion to Flight Engineer I will be irrespective of vacancies in that rank and will be confined to Flight Engineers II who:-

- (i) complete twelve years of total service or four years as a substantive Flight Engineer II whichever is later.
- (ii) pass such proficiency test as prescribed by the Chief of Air Staff.

(d) **From Flight Engineer I to Warrant Flight Engineer.**

Promotion to Warrant Flight Engineer will be by selection against vacancies in that rank and will be confined to Flight Engineers I who :-

- (i) complete two years of service as substantive Flight Engineer I.
- (ii) pass such proficiency test as prescribed by the Chief Air Staff.

(c) **From Warrant Flight Engineer to Master Flight Engineer.** Promotion to Master Flight Engineer will be by selection against vacancies in that rank and will be confined to Warrant Flight Engineer who complete four years of service as substantive Warrant Flight Engineers.

(f) **Acting Paid Promotions.** Provided the airmen are otherwise fit, the minimum service required in each substantive rank for the grant of next higher acting rank is given below:

- (i) from Flight Engineer III to Flight Engineer II-- On successful completion of the probationary period,

(ii) from Flight Engineer II to Flight Engineer I-Three years.

(iii) from Flight Engineer I to Warrant Flight Engineer. -One year.

(iv) from Warrant Flight Engineer to Master Flight Engineer.  
-- Two years.



## CH VI : AIRMEN

### Section 3 - Trade Test

#### 290. Promotion-Recommendations for

(a) A return showing the names of every ~~Flight Sergeant~~, *JWO*, Sergeant and Corporal on the strength of units for a period of not less than three months as on 31st December and also those posted out during the three months immediately preceding that date will be completed by commanding officers and forwarded to Air ~~Headquarters (Directorate of Personnel-Airmen)~~ *Force Record Office* so as to reach by 15th January. The return will show whether airmen are recommended, specially recommended or not recommended for promotion.

(b) Commanding Officers are to interview airmen who are not recommended for promotion and inform them of the reasons for 'non-recommendation' in order that they may be afforded opportunity to improve. A certificate to this effect in the following terms duly signed by the airman concerned and the commanding officer is to be forwarded alongwith the return.

"Certified that the undermentioned airman has not been recommended for promotion in the annual recommendation return for the year \_\_\_\_\_ No \_\_\_\_\_ Rank \_\_\_\_\_  
Name \_\_\_\_\_

2. I have interviewed the airman and explained to him the reasons for non-recommendation with a view to enabling him to improve.

Signature of commanding officer

Unit

Date

The reasons for not recommending me for promotion have been explained to me by my commanding officer.

Date:-

Signature of Airman

(c) Once the recommendations are made they will be treated as final and may be changed only under very exceptional circumstances and in any case not later than three months after they were made. The commanding officer should explain the necessity for the change in detail while forwarding case for revision of assessments.



## **CH VI : AIRMEN**

### **Section 3 - Trade Test**

#### **291. Confidential Reports – Warrant Officers**

(a) Form P-12 (Revised) is to be originated in respect of Master Warrant Officers and Warrant Officers, either substantive or acting, on the following occasions:-

(i) On 31st December of each year which will be treated as annual report. No annual report is, however, required if a report has been rendered between 1st October and 31st December vide sub para (ii) below.

(ii) On posting from one unit to another (required only if the posting is effected on or after 1st October).

(iii) On the posting of an officer responsible for completion on Part II of the report, provided it takes place on or after 1st October. The report will be treated as annual and in this case the report at sub para (i) above will not be raised.

(iv) When specially called for by the Chief of the Air Staff.

(v) Any time the Reporting Officer/O.C. Unit wishes to render an adverse report.

(b) Under no circumstances is the confidential report to be shown to the person reported upon. Before, however, the failings are recorded in the report, the particular aspect of the failings leading to the adverse comments/assessments is to be brought to the notice of the person concerned in writing by the officer recording such failings. A copy of the same, duly signed by the person reported upon is to be attached to the I.A.F.F. (P) 12 (Revised). As far as possible the failings are to be brought to the notice of the individual concerned well before the report is due, in order to give him a chance to improve himself. If at the time of the rendition of the report it is felt that the warnings administered have been of no avail, this point is to be specially mentioned and is to be treated as an adverse comment on the performance of the Master Warrant Officer/Warrant Officer concerned.

(e) The following will be treated as failings of a Master Warrant Officer/Warrant Officer :--

(i) When assessed as 'Below Average' or 'Inferior' in any of the items mentioned in paras 11 to 14 of I.A.F.F. (P) 12 (Revised).

(ii) When asked as 'Unfit for promotion' in para 15 of the Form.

(iii) When the satisfactory assessments originally given by the Reporting Officer in various paras are downgraded by the Unit/Station Commander.

(iv) When the remarks in paras 17 to 19 of the Form are of adverse nature.

(d) Completed Form P-12 (Revised) are privileged documents which are strictly confidential. In no circumstances are copies or extracts therefrom to be made.



## **CH VI : AIRMEN**

### **Section 3 - Trade Test**

#### **292. Warrant.**

On the promotion of an airman to the rank of Warrant officer he will be granted a warrant by the President. No further warrant will be issued on promotion to the rank of Master Warrant Officer. A warrant will not be issued in the case of appointment to the acting rank of warrant officer.

(A specimen warrant is given in **Appendix "B"** ).



## **CH VI : AIRMEN**

### **Section 3 - Trade Test**

#### **293. Reduction in Rank of Airmen.**

##### **(a) Reduction by order under Section 20 of Air Force Act, 1950**

(i) An order for reduction under Section 20 of Air Force Act, 1950 shall state whether such reduction is for misconduct or inefficiency or unsuitability, or physical incapacity and when reduction is to the ranks, the class in the ranks to which the airman is reduced.

(ii) An airman reduced by an order under Section 20 of the Air Force Act shall not be reduced to a rank or classification actually or relatively lower than the rank or classification in which he was originally enrolled.

(iii) Reduction for inefficiency shall normally be to the rank or classification immediately below that held. In exceptional circumstances only, the competent authority may order the reduction of an airman on grounds of inefficiency to a rank or classification more than one step below that held.

(iv) An order for reduction issued under section 20 of the Air Force Act shall not be retrospective. The officer ordering the reduction may specify the date from which such reduction is to take effect, but if no such date is specified, the order shall take effect from the date on which it is duly authorised.

##### **(b) Reduction by Sentence of Court Martial.**

(i) A warrant officer or non-commissioned officer who is reduced to the rank by sentence of a court martial or who is deemed to be reduced to the ranks under section 79 of the Air Force Act, 1950 shall be reduced to the classification of Leading Aircraftman.

(ii) The reduction by or as a consequence of the sentence of a court-martial shall take effect from the date on which the original proceedings were signed by the presiding officer.





## CH VI : AIRMEN

### Section 3 - Trade Test

#### 294. Restoration of Rank or Classification reduced for inefficiency - Airmen

(a) An airman, who has been reduced in rank/classification for inefficiency, takes his position in the rank/classification to which he has been reduced *to the original seniority* of the promotion roster for that rank/classification on the date of his reduction.(Amendment by AFI-115/69)

(b) An airman, if reduced by one rank/classification, may be granted his original seniority in the ranks/classification to which he has been reduced, provided that:-

(i) he has served for a period of six months in the rank/ classification to which he has been reduced,

(ii) his commanding officer certifies that his proficiency justifies the restoration of seniority.

(c) An airman, if reduced by more than one rank/ classification, may obtain restoration to the previous rank/ classification held by him by successive steps only. He must serve at least six months in each rank/ classification before he is promoted.

(d) The commanding officer of a unit to which an airman is posted on reduction, will be informed of the position by *Air Force Record Office* and be requested to furnish a report as to the restoration of rank/ classification of the airman to *Air Force Record Office* , through the usual channels, not later than six months from the date of the airman's posting. If restoration of rank/ classification is not recommended at this stage, a further report may be submitted as to the commanding officer is satisfied and he certifies that the restoration is merited. On receipt of such a report recommending restoration of rank/ classification necessary instructions to that effect will be issued by *Air Force Record Office* . Restoration of rank/ classification will, however, be subject to the availability of the appropriate establishment vacancy.

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## **CH VI : AIRMEN**

### **Section 5 - Assessment of Character and Trade Proficiency**

#### **301. General.**

(a) The character and trade proficiency of all airmen (of the rank of Junior Warrant Officer and below including acting unpaid Warrant Officers) are to be assessed in the manner specified in this section. Assessments in respect of Master Warrant Officers, Warrant Officers including acting paid Warrant Officers are to be made only on the following occasions:-

- (i) Dismissal.
- (ii) Discharge.
- (iii) Transfer to Reserve.
- (iv) Transfer to Pension Establishment.
- (v) Death, if it occurs during the service.

(b) Commanding officers are to assess airmen impartially and accurately keeping in view that the assessments are entered in the permanent records of airmen and are referred to when suitability of airmen for promotion, extension of service, remustering, courses abroad, etc., is considered. If airmen are unfairly assessed or given better assessment than they deserve, wrong type of airmen may be selected for advancement and the efficiency of service will suffer. It is also to be noted that the assessment have a bearing on the quantum of pension or gratuity of an airman when he leaves the service.



## **CH VI : AIRMEN**

### **Section 5 - Assessment of Character and Trade Proficiency**

#### **302. Responsibility for making Assessments**

(a) The commanding officer will assess all airmen upto and including the rank of Junior Warrant Officer, who have been on the posted strength of the unit for a period of not less than three months and also those posted out during the three months immediately preceding the date of assessment. If an airman is on attachment for over three months, the commanding officer of the unit to which the airman is attached, shall forward the assessment to the parent unit of the airman for further action.

(b) Airmen on the non-effective strength of the Personnel Holding Section are not to be assessed at any time including the occasion when they become effective and are posted out. In such cases an annotation in the following terms will be made on the assessment sheet of the airman by the Personnel Holding Section "No assessment made as airman not actually held on strength".



## CH VI : AIRMEN

### Section 5 - Assessment of Character and Trade Proficiency

#### 303. Change in Assessments

(a) Assessments made by a commanding officer are treated as independent of previous assessments given to an airman. Appeals from the airmen to change the assessments on the plea that they had received higher assessments in the past will not be entertained. *Air Headquarters, however have the authority to review assessments and recommendations of airmen made on their discharge.* (CS No.31/IV/71)

(b) Once an assessment has been made, it should be regarded as final and should be changed only under very exceptional circumstances, and in any case, not later than three months after it was made. While submitting a case for change of assessment, the commanding officer should explain in detail the necessity for change. The service documents are not to be amended until such time as the change is accepted by Air Headquarters (Director of Personnel-Airmen). Any request for revision of original assessments should be forwarded to Air Headquarters (Director of Personnel-Airmen) through the respective Command Headquarters with their comments and in respect of units under Air Headquarters, direct to Air Headquarters (Director of Personnel Airmen).



## **CH VI : AIRMEN**

### **Section 5 - Assessment of Character and Trade Proficiency**

#### **304. Individual Record of Assessments.**

Individual record of assessments given to an airman in the course of his service career is entered on I.A.F.F. (P)-42, a copy of which is kept with his service documents. The assessments, date and occasion for assessment entered in I.A.F.F.(P)-42 must be true copies of entries made in I.A.F.F.(P)-8.



## **CH VI : AIRMEN**

### **Section 5 - Assessment of Character and Trade Proficiency**

#### **305. Occasions for Assessing the Character and Trade Proficiency.**

Assessments are to be made on the following occasions:-

- (a) Annually on the 31st December.
- (b) Any time the commanding officer wishes to award an adverse assessment or when required by Air Headquarters.
- (c) When awarded detention or imprisonment.
- (d) On being declared absent without leave.
- (e) On discharge from the service.
- (f) On transfer to the Reserve.
- (g) On dismissal.
- (h) On death.



## CH VI : AIRMEN

### Section 5 - Assessment of Character and Trade Proficiency

#### 306. Assessment of Character and General Behavior.

(a) Assessments of "Character and General Behavior" are to be made in the following terms:-

- (i) "Very Good" to be written "V.G."
- (ii) "Very Good\*" to be written "V.G\*."
- (iii) "Good" to be written "Good".
- (iv) "Fair" to be written "Fair".
- (v) "Indifferent" to be written "Indiff'.
- (vi) "Bad" to be written "Bad".

(b) Except as provided in sub para (e), a higher character assessment than "GOOD" will not be given to an airman if, during the period for which his character is being assessed, he has been sentenced to punishment in any of the following ways or is being discharged from the service as "Services no longer required/ unsuitable for retention in the I.A.F.":-

- (i) Reverted, reduced in rank or deprived of seniority for misconduct.
- (ii) Forfeiture of Good Conduct Badge.
- (iii) Sentenced to field punishment, detention or imprisonment (including imprisonment awarded by civil power) for periods up to but not exceeding twenty days in aggregate.

(c) A higher character assessment than "Fair" will not be given to an airman, if during the period for which his character is being assessed, he has been sentenced to field punishment, detention or imprisonment (including imprisonment awarded by civil power) for 21 days or more but not exceeding 60 days in aggregate.

(d) A higher character assessment than "Indifferent" will not be given to an airman, if during the period for which his character is being assessed, he has been sentenced to field punishment, detention or imprisonment (including imprisonment awarded by civil power) for a period of 61 days or more in aggregate.

(e) The commanding officer of an airman may assess an airman's character as "Very Good" once during his career, although he may have been punished and such punishment has rendered him ineligible for "very Good" under sub para (b) but not ineligible for "Good" under sub para (c).



This privilege is granted in order that an airman may not, by one slip, forfeit the rewards due to an otherwise unblemished record. It will be allowed only if the commanding officer is entirely satisfied with the behaviour, conduct and the work of the airman during the period for which the assessment is made apart from the offence in question, and the airman has not been assessed lower than "Very Good" on any previous occasion during his career. "Very Good\*" will be regarded as equivalent to "Very Good" for all purposes, the asterisk being placed against the award only to ensure that an airman does not receive this special consideration more than once during his service.

(f) The assessments provided in sub paras (b) to (e) are the highest that can be given to an airman for the type of entries in his conduct sheet during the period of report. A commanding officer may, at his discretion, give a lower assessment than the one specified in these rules except as provided in sub para (g).

(g) An airman holding the rank of Corporal or above will not be assessed as "Bad" on any occasion.



## **CH VI : AIRMEN**

### **Section 5 - Assessment of Character and Trade Proficiency**

#### **307. Assessment of Trade Proficiency.**

(a) Assessment of Trade Proficiency is to be made in the following terms -

- (i) Exceptional to be written "EX".
- (ii) Superior to be written as "SUPR".
- (iii) Satisfactory to be written as "SAT".
- (iv) Moderate to be written as "MOD".
- (v) Inferior to be written as "INF".

(b) The terms of Assessments given in sub para (a) above are amplified as follows:-

- (i) "Exceptional" An unmistakably outstanding airman both in natural capacity and efficiency in the performance of his duties. While there is no numerical limit on this assessment, it should be noted that indiscriminate award of this assessment will lower its value considerably.
- (ii) "Superior" An above average airman in the quality being assessed.
- (iii) "Satisfactory" An average airman who performs his routine duties satisfactorily.
- (iv) "Moderate" A below average airman.
- (v) "Inferior" An airman whose retention in the trade is questionable.

(c) In the case of aircraftmen, the assessment of trade proficiency should reflect skill as tradesmen. In the case of N.C.Os. their skill in trade is to be assumed as high in view of their having attained L.A.C. standard and their practical experience. In their case assessment should reflect their capability both professional and administrative, as N.C.Os.

(d) Airmen undergoing courses for which they are posted to a training school are not to be assessed in trade proficiency.

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## **CH VI : AIRMEN**

### **Section 6 - Good Conduct Badges**

#### **311. General.**

Good conduct badges for approved service are awarded to airmen up to and including the rank of Flight Sergeant. The maximum number of badges that may be awarded is three. These badges carry pay to the extent laid down in Pay and Allowance Regulations.



## **CH VI : AIRMEN**

### **Section 6 - Good Conduct Badges**

#### **312. Qualifications for award**

(a) An airman must have completed the following period of approved service.

For one badge 4 years.

For two badges 8 years.

For three badges 12 years.

(b) Service will commence from the date of enrolment or in case where preliminary service as an apprentice is demanded, from the date of classification as aircraftman and will cease on discharge or during absence without leave.

(c) Assessment of character and general behaviour during the two years of reckonable service immediately preceding the award must have been assessed not less than "very good" in the airman's conduct sheet.

**Note** :--For the two years preceding 1st January 1947, the assessment of character as 'GOOD' may be regarded as equivalent to 'VERY GOOD'.

(d) There must not be more than one red ink entry in the airman's conduct sheet and he must not have been convicted by Court Martial or undergone imprisonment or detention during the two years preceding the award.



## CH VI : AIRMEN

### Section 6 - Good Conduct Badges

#### 313. Award

(a) ~~Air Headquarters (Directorate of Personnel-Airmen)~~ *Air Force Record Office* will issue orders to the officer commanding concerned sanctioning initial award of each good conduct badge as and when due to an individual entitled for the award. Every case of restoration of one or more badges forfeited will likewise be sanctioned by specific orders of ~~Air Headquarters~~ *Air Force Record Office* addressed to the officer commanding concerned.

(b) If when considering the award of a badge, the commanding officer decides that the airman has failed to maintain the necessary standard of conduct he may direct the airman to appear before him again after a period of not less than three and not more than six months without breaking the continuity of assessment of character less than "very good". Should the commanding officer decide, at the end of the period of deferment, that the airman's conduct during the two years preceding that date has reached the qualifying standard, the badge will be awarded from the date of such final decision. On the other hand, should the commanding officer consider that the airman's conduct is still below the required standard the continuity of assessment of character and general behaviour of "very good" will be regarded as broken and the effective date will then be the commencement of the period of probation.

(c) When the award of a badge is delayed, either under sub para (b) above or because of break in the assessment of character "very good", the notation on the service certificate will be underlined in order to indicate that the award has been advisedly delayed.

(d) A second or third badge will not be awarded unless the man has, in addition to the qualification in 2(c) above been in continuous possession of the preceding badge during the two years qualifying period. Two or more badges, however, may be awarded together or at intervals shorter than two years at the discretion of the Chief of the Air Staff.

Note: -An airman who has received one or more minor punishments during the preceding two years may nevertheless be deemed worthy of a badge if his general conduct and bearing are of the requisite standard. Conversely, a man who has not been punished may, in certain circumstances, be regarded as below the standard in the event of his having not conducted himself with sobriety, activity and attention.

(e) Non-combatants (Tech) personnel who have accepted combatization may be awarded one badge on completion of two years' service as combatants provided they complete four years total qualifying service including previous N.C.S. service, subject, of course, to the fulfillment of the conditions laid down in sub paras 312 (c) and (d) above. The grant of subsequent badges will be regulated by rules applicable to regular airmen.

**(CS No. 30/IV/71)**



## **CH VI : AIRMEN**

### **Section 6 - Good Conduct Badges**

#### **314. Qualifying continuous Service in the Air Force.**

The whole of an airman's service in the Air Force will be considered as qualifying service with the following exceptions:-

- (a) Period served as an apprentice or before attaining the age of 17 years.
- (b) Service rendered for which the assessment of character and behaviour was "Fair".
- (c) Service rendered prior to desertion or fraudulent enrolment.
- (d) Service rendered prior to absence from the service for 5 years or more except in the case of men invalided or unless forfeiture is remitted by the Chief of the Air Staff in a particular case.
- (e) Service rendered for which pay is not allowed under Rule 256, Pay and Allowance Regulations for the Air Force.



## CH VI : AIRMEN

### Section 6 - Good Conduct Badges

#### 315. Counting of former Air Force Service.

An ex-airman re-enrolling shall, from the date of enrolment, be allowed to count towards badge pay his previous combatant service (excluding any period of service rendered in the Air Force prior to attaining the age of 17 years), subject to the following provisions:-

(a) The individual was discharged from his former service in the following circumstances, viz.:-

(i) on transfer to pension establishment;

(ii) on invalidation;

(iii) on public grounds.,

**Note :** 'Public grounds" means not at his own request nor for misconduct or any other similar reason but special circumstances which require the discharge for reasons of state policy e.g., reduction of establishment.

(iv) on having been found inefficient in his rank or trade and being unwilling to accept reduction or remustering; '

(v) on account of service being no longer required (except on discipline grounds);

(b) The individual declares his former service and cause of discharge at the time of re-enrolment, and

(c) The period elapsed since his discharge from the air force does not exceed 5 years.





## **CH VI : AIRMEN**

### **Section 6 - Good Conduct Badges**

#### **316. Airmen discharged on conviction by Civil Court.**

In a deserving case and subject to the conditions prescribed in para 5 above, an ex- airman re-enroling after being discharged from his previous engagement on account of conviction by a civil court, will be permitted to count his former service in full or in part as may be decided by the Chief of the Air Staff. The commanding officer will consider each case on its merits and submit his recommendation to the Chief of the Air Staff through proper channel.



## CH VI : AIRMEN

### Section 6 - Good Conduct Badges

#### 317. Former Army/Navy Service

(a) Ex-army personnel and ex-sailors enrolled for service in the air force shall be permitted to count their previous reckonable service in the army/ navy towards the award of badges and badge pay in the air force subject to the following conditions:-

- (i) At the time of enrolment in the air force ex-soldier or an ex-sailor declared his former service and the cause of his discharge;
- (ii) The period elapsed since one's discharge from the army or navy does not exceed 5 years,
- (iii) The airman has completed 2 years' service in the air force within which his character has been assessed not less than "very good".

**Note** :- For the two years in the air force preceding 1st January, 1947, assessment of character on an individual's conduct sheet as "GOOD" is to be regarded as equivalent to "VERY GOOD".

- (iv) Any service in the army or navy below the age of 17 will not count.



## **CH VI : AIRMEN**

### **Section 6 - Good Conduct Badges**

#### **318. Refund of Gratuity/Bonus to count former Service.**

In the case of an airman, soldier, or sailor who has received a gratuity or bonus in respect of his service in the air force, army or navy, the individual shall be given the option of either retaining it and not counting his previous air force, army or navy service towards Good Conduct Badge and pay or of refunding the same and counting his previous air force, army or navy service for these purposes. The bonus or gratuity will be refunded in not more than 36 installments from the airman's pay commencing from the date of re-enrolment.



## CH VI : AIRMEN

### Section 6 - Good Conduct Badges

#### 319. Deprivation.

An airman shall be deprived of badges as under :-

(a) **One or more badges.** By specific award of the commanding officer under Section 82 of the Air Force Act, 1950.

(b) **All badges.** Conviction by court martial for any offence under Sections 46(a), (b), (c), 52(a), (b), (c), (d), (f), 54(a), 57(a), (b), (c), (d), (e), 58(a), 60, 62 (c) of the Air Force Act, 1950 or by the civil power for a corresponding offence.



## CH VI : AIRMEN

### Section 6 - Good Conduct Badges

#### 320. Restoration

(a) One badge lost may be regained by six months' satisfactory conduct. and additional badges by further periods of six months, reckoned, in each case, from the date of preceding restoration. If, however, a man has been sentenced to deprivation a second time within three years of actual service, the qualification is 12 months for the first restoration and six months for each subsequent restoration.

(b) Service which does not count for purposes of award will not be reckoned towards restoration of badges.

(c) When service which has been forfeited for any cause is restored, any badge or badges forfeited in consequence of such forfeiture of service and any further badges for which the man may be eligible under ordinary rules may be granted from the date of the order for restoration of forfeited service. Air Headquarters while ordering restoration of good conduct badge pay will indicate in the letter of authority in specific terms whether the benefit of forfeited service will reckon towards badge pay from the date on which orders for remission of forfeiture of pay and allowances in respect of that service have been passed or from the date (to be indicated in the letter of sanction) of restoration of the forfeited service.

**Note** :-In reckoning service towards badges, care will be taken that the same period or time forfeited is not deducted more than once, e.g., under detention and loss of character, for the service entry and detention etc.

(d) Restoration will be made when it becomes due whether the man prefer his claim or not.

**321 to 330. Blank.**



## **CH VI : AIRMEN**

### **Section 7 - Postings and Attachments**

#### **331. Compassionate Postings.**

Compassionate postings will be authorised by Air Headquarters in extreme cases. Detailed orders concerning initiation of compassionate posting cases by units are issued by Air Headquarters from time to time.



## **CH VI : AIRMEN**

### **Section 7 - Postings and Attachments**

#### **332. Supernumerary Postings.**

In cases where the number of airmen in a trade is surplus to the total authorised establishment, the Officer i/c Air Force Records may post the extra airmen supernumerary to the establishment of any unit or units. Air Headquarters may post airmen supernumerary to certain units to meet service exigencies in exceptional cases even if there is no surplus in a trade.



## **CH VI : AIRMEN**

### **Section 7 - Postings and Attachments**

#### **333. Warrant Officers or N.C.Os. Reduced to the Ranks.**

A warrant officer or N.C.O., reduced to the ranks, will be relieved of his deities and posted immediately to another unit.





## **CH VI : AIRMEN**

### **Section 7 - Postings and Attachments**

#### **334. Misemployment of Airmen.**

Misemployment of airmen on duties of trades other than their own will not be permitted except in an emergency and that only for a very limited period. Airmen posted to a unit for training will not be employed for other purposes to the detriment of their training.



## **CH VI : AIRMEN**

### **Section 7 - Postings and Attachments**

#### **335. Recording of Postings and Attachments.**

(a) Whenever an airman is posted or attached to a unit, the fact will be recorded in the Personnel Occurrence Report of the unit from which he is posted or attached. A similar entry notifying his arrival at the unit to which he is posted or attached will be made in the Personnel Occurrence Reports of that unit.

(b) Every posting in respect of an airman will be recorded in his service documents from the information supplied in the Personnel Occurrence Reports. An entry will be similarly made in the airman's permanent records kept by Air Headquarters/ Officer i/c Air Force Records.



## **CH VI : AIRMEN**

### **Section 7 - Postings and Attachments**

#### **336. *Posting abroad.***

*On receipt of intimation of provisional selection for posting abroad to the office of an air adviser/ attache, an airman will be required to furnish an undertaking in the form at "BB" or "CC" , as the case may be. The undertaking will be forwarded to the Air Force Record Office.*

(CS No. 32/IV/71)

**337 to 340. Blank.**



## **CH VI : AIRMEN**

### **Section 8 - Commissioning**

#### **341. General.**

Airmen are eligible for consideration for the grant of commission in the various branches of the air force in accordance with the terms and conditions laid down in the air force instructions.



## CH VI : AIRMEN

### Section 8 - Commissioning

#### 342. Eligibility.

The conditions of eligibility of airmen for the grant commissions in the various branches of the air force are as under

(a) **General Duties Branch.** Airmen of all trades are eligible provided they-

(i) are between 17-1/2 and 21 years of age on the date of commencement of the course,

(ii) and have passed matriculation examination or its equivalent and have reached a standard in written and spoken English compatible with the requirements of the aircrew for which they are recommended.

(b) **Ground Duty Branches (Technical and Non-Technical).** Serving airmen of and above the rank of sergeant who are below 40 years of age on the date of commencement of the course and have passed matriculation or any other equivalent examination will be eligible to apply for commission (subject to special provisions vide sub paras (c) and (d) below as regards eligibility for grant of commission in Education and Meteorological branches) but airmen possessing higher educational qualifications will be given preference. The branch for which an airman is eligible will be laid down by Air Headquarters from time to time. Airmen below the rank of sergeant may also be considered provided they fulfil the conditions applicable to direct entry civilian candidates *except that the upper age limits for them will be four years over and above those prescribed for civilian candidates*.

(CS No. 34/IV/71)

(c) **Education Branch.** Subject to sub para (b) above the minimum educational qualifications of airmen of the trade of Education Instructors for a grant of commission in the education branch will, however, be as under:-

(i) A post graduate or honours degree of a recognised university.

or

(ii) A degree of a recognised university and a degree/ Diploma in education from a recognised university/ institution.

or

(iii) A degree of a recognised university and five years teaching experience in either

recognised civil institutions or in the education branch of the air force.

(d) **Meteorological Branch.** Subject to sub para (b) above, airmen (Met. Assts) for grant of commissions in the meteorological branch must qualify in the Met course specified for forecasters by the India Met. Department. They will be exempted from the Met, training at the India Met. Dept. Office at Poona prescribed for direct entry cadets.

*Note :- Marriage will be no bar but those who are married will not be provided with married accommodation or allowed to live with the families under training. Those who are unmarried will not be allowed to marry during the period of training.*



## **CH VI : AIRMEN**

### **Section 8 - Commissioning**

#### **343. Procedure.**

The procedure for calling for applications from airmen and their selection for different commissioning courses is laid down in air force orders issued from time to time.



## **CH VI : AIRMEN**

### **Section 8 - Commissioning**

#### **344. Honorary Commissions to Serving Airmen.**

- (a) Honorary commissions may be granted to serving master warrant officers/ warrant officers who have rendered specially distinguished service. The honorary commission will be granted in the rank of honorary flying officer. An honorary flying officer will be eligible for promotion to the rank of honorary flight lieutenant on recommendation and selection.
- (b) Nomination for the grant of commissions as honorary officers and for promotion to honorary flight lieutenants of honorary flying officers will be made by the Chief of Air Staff. The awards may be announced twice a year i.e. on the Independence Day and the Republic Day. Recommendations will be submitted by the commanding officer direct to Air Headquarters.
- (c) The total number of honorary officers on the active list will not exceed the number authorised by the Government from time to time.
- (d) Honorary commissioned officers irrespective of their rank will be placed in the order of their master warrant officer, warrant officer rank below regular commissioned officers but above master warrant officers. The grant of honorary commission does not confer any additional power of command.
- (e) Honorary commissioned officers will be held against the establishment of master warrant officers/ warrant officers of their own trades, while in service. No promotion to or in the cadre of master warrant officer/ warrant officer will be made in the place of a master warrant officer, warrant officer granted honorary commission.





## **CH VI : AIRMEN**

### **Section 8 - Commissioning**

#### **345. Honorary Ranks on the Retirement.**

In very exceptional cases warrant officers who have served with special distinction and who have attained the rank of master warrant officer or have held the appointment of ADC or have been awarded a Vir Chakra may be granted the honorary rank of flying officer on retirement if recommended for that honour. Nomination for the grant of such honorary rank will be made by the Chief of the Air Staff.

#### **346 to 350. Blank.**



## CH VI : AIRMEN

### Section 9 - Discharge

#### 351. General.

(a) Discharge will be carried out with all convenient speed in accordance with the terms of Rule 13, Air Force Rules 1969.

*(b) If at the time an airman becomes entitled to be discharged, a state of war exists between India and foreign power, or in the opinion of the Central Government a war is imminent, or a state of emergency has been declared or if the strength of the trade in which he is mustered is 10% below the authorised establishment, he may be retained in the air force service for such further period of periods as the Chief of the Air Staff may order. (CS No. 35/IV/71)*



## **CH VI : AIRMEN**

### **Section 9 - Discharge**

#### **352. Discharge on Compassionate Grounds.**

(a) Airmen are permitted, in exceptional cases, to obtain their discharge on compassionate grounds i.e. in cases in which it is clear that undoubted material hardship to the airman or his dependents is involved by his retention in the service. Discharge cannot, however be claimed as a right, and nothing in these Regulations shall interfere with the powers of the Chief of the Air Staff to suspend discharge on compassionate grounds or to refuse it in a particular case.

(b) Commanding officers are to examine carefully all applications for discharge on compassionate grounds received from airmen. Deserving cases will be referred for investigation and report to the deputy commissioner/ collector of the district to which the airman belongs. On receipt of the investigation report, the applications for discharge, if recommended, will be forwarded by the commanding officers with their recommendations to the Chief of the Air Staff through command headquarters concerned, where applicable or direct in the case of units under the administrative control of Air Headquarters. The recommendations are to be accompanied by the investigation report. At command headquarters all recommendations for discharge of airmen are to be signed personally by the air officers commanding-in-chief or the staff officer i/c administration.

(c) Applications for discharge submitted by relatives of airmen or any other individual known to them will not be entertained.



## **CH VI : AIRMEN**

### **Section 9 - Discharge**

#### **353. Discharge Certificate.**

All airmen who are discharged or dismissed will be given a discharge certificate I.A.F.F. (P) 53. Duplicate discharge certificates will not be issued. Should the discharge certificate be lost, ~~Directorate of Personnel (Airmen), Air Headquarters~~ . Air Force Record Office may, if they are satisfied as to the cause, issue another discharge certificate in lieu.

Amended vide CS no 30/10/71



## **CH VI : AIRMEN**

### **Section 9 - Discharge**

#### **354. Recommendation for Civil Employment.**

On discharge or transfer to the reserve, together with his discharge certificate an airman will be given a recommendation for civil employment (I.A.F.Y. 1962) subject to the conditions in **Appendix "C"** . A copy of IAFY 1962 may be given to the airman once only when the commanding officer is satisfied that the original was lost through circumstances beyond the airman's control.

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**DEFENSE SERVICES REGULATIONS**

**REGULATIONS FOR THE AIR FORCE**

**CHAPTER VII**

**LEAVE OF ABSENCE**



## **CH - 7 : Leave of Absence**

### **361. General.**

The following paragraphs contain the general principles regarding grant of leave to officers and airmen. Detailed rules in of admissibility, amount of leave, etc., are laid down in the Leave Rules for the Service Vol III(Air Force).

*Note:- The Term Airman/Airmen used in this chapter will include those holding honorary rank as commissioned officers.*

(Amended vide CS No.30/10/75).



## **CH - 7 : Leave of Absence**

### **Para.362 : Leave a Privilege**

Leave, a Privilege. Leave of absence is a privilege, and may be withheld, granted, curtailed or cancelled as the exigencies of the service may render expedient.





## **CH - 7 : Leave of Absence**

### **363. Leave period and numbers allowed to proceed**

Leave period and numbers allowed to proceed

( a)The period during which leave and furlough will be opened and the total number of officers who may be absent at any one time will be at the discretion of the Chief of the Air Staff.

(b)The period during which leave will be open and the total number of airmen who may be absent at any one time will be at the discretion of the commanding officer.



## **CH - 7 : Leave of Absence**

### **Para : 364 Application for leave**

(a) Applications for leave are to be submitted by officers on Form IAFF(P) 1.

(b) An airman before proceeding on leave is to be in possession of Form IAFF(P)-3 which is invariably to state the period of leave granted and the hour and date of expiry. Form IAFF(P)-3 is to be signed by the commanding officer or by an officer delegated by him and must always be stamped with the office stamp before issue. Airmen while on leave must always carry with them their Form IAFF(P)-3 which must be produced on demand by air force, military or civil police on duty. Form IAFF(P)-3 is also to be used for flight cadets, recruits and apprentices.



## **CH - 7 : Leave of Absence**

### **Para :365 Officers Under Report**

Officers under special or adverse reports will be granted leave only in special circumstances. In the case of special report, leave will be granted only after a reference has been made to the authority who ordered the special report to be made. A commanding officer who has reported adversely on one of his officers will not recommend him for leave until he hears the decision given on the report.



## **CH - 7 : Leave of Absence**

### **Para: 366 Address while on Leave.**

Before proceeding on leave in India, an Officer or airman will furnish an address at which communications, if telegraphed., will reach him within 48 hours. Should an officer or airman change his address whilst on leave he must notify the new address to his unit, in order that this regulation may be complied with.



## CH - 7 : Leave of Absence

### Para : 367 Sickness during Leave

*(a) An officer/ airman falling sick while on leave is to report himself sick to a medical officer of the armed forces or to military naval or air force hospital for medical aid if one exists at the station. In the absence of service medical facilities at the station he will report to the Civil hospital/dispensary if there is one at the station, for treatment. If neither service or civil medical facilities available at the station, he should report to the armed forces hospital/Medical Establishment at the nearest station. in case of severe illness and when it is impracticable for him to report to the nearest service medical officer or armed forces/civil hospital/dispensary, he will obtain a certificate from the Government Civil Surgeon stating that owing to the severity of his illness it was impracticable for him to undertake the journey to such hospital. If a Civil Surgeon is not available in the station he may obtain such a certificate from the village headman. in either case the individual concerned is himself responsible for ensuring that the certificate is immediately sent to the authority which granted him leave. if Commanding Officer has any reason to believe that an airman has been admitted to the Civil Hospital he will take necessary action to get it verified from the doctor concerned.*

*(b) A medical certificate from a Civil government medical officer or a private medical practitioner will by itself not be accepted as entitling him to the grant of an extension of leave except in very exceptional cases when (I) it was impossible for the individual to follow the procedure mentioned above owing to severe illness and the non-existence of service/Civil facilities nearby, and (ii) the leave sanctioning authority is satisfied with the bonafides of the case.*

*(c) If view of the peculiar circumstances obtaining in Nepal and certain hill districts e.g. Kumaon, and other remote localities, the above procedure will have to be applied with discrimination at the discretion of the leave sanctioning authority.*

(CS No. 48/X/71)



## CH - 7 : Leave of Absence

### Para 368 : Leave Ex-India

*(a) Officers and airmen desirous of proceeding on leave to a foreign country are to obtain prior approval of Air Headquarters and for this purpose, are to submit applications in quadruplicate, on the prescribed forms so as to reach Directorate of Personnel (Officers/Airmen) at least two months in advance. Leave will be sanctioned by the authorities specified in the Leave rules for the Service Vol. III (Air Force).*

(CS No. 49/X/71)

(b) The personnel authorised to proceed abroad on leave should apprise the Indian Mission concerned of their address in that country either personally or by post soon after their arrival and also call at the mission as soon as possible.

(c) Passports are to be obtained by the individuals concerned from the local passport issuing authorities and visas from the consular representative of the foreign country to be visited.



## **CH - 7 : Leave of Absence**

### **369. Leave to the Area of Operations.**

An officer or airman may be granted leave to a place forming the base of active operations or to a station or place garrisoned by troops belonging to a Field force, during the progress of operation or during the period of preparation for which operations only at the discretion of the theatre commander.



## CH - 7 : Leave of Absence

### 370 . *Civil Employment while on Leave .*

#### *(a) Officers*

*(i) No serving officer will accept any private/civil Government employment while on leave, except during the period of leave preparatory to retirement or release for which prior permission as indicated in the table below will be necessary before accepting any foreign/commercial/civil Government employment:-*

Type of employment		Authority competent in grant sanction.
(1) Employment under foreign government	All ranks	Govt. of India (MOD)
(2) Commercial employment	(a) Upto Wg Cdr	Chief of the Air Staff
	(b) Gp Capt and	Govt. of India (MOD)
(3) Civil Government employment including a body corporate, owned or controlled by the Government.	(a) Normal retirement all ranks	Chief of the Air Staff
	(b) Premature retirement	
	(i) Gp Capt & above	Govt. of India (MOD)
	(ii) Wg Cdr & below	Chief of the Air Staff.

Note: Permission will not be given to any officer for accepting employment with a foreign mission in India.

(ii) Applications for obtaining permission for accepting employment mentioned above will be forwarded to Air Headquarters (director of Personnel(Officers))/(PO 2) Giving full particulars in respect of the employment in question.

#### *(b) Airmen*



*(i) No serving airmen will accept any private/civil Government employment while on leave except during the period of leave preparatory to retirement or release for which prior permission of the officer commanding, air force record office will be necessary before accepting any foreign/commercial/civil Govt. employment. Formation will not be given to any airmen for accepting employment with a foreign mission in India.*

*(ii) Applications for obtaining permission for accepting employment mentioned above will be forwarded to air force record office giving full particulars in respect of the employment in question.*

*(CS No. 50/X/71)*

**P 371 to 380 Blank.**



## **CH VIII : Absence Without Leave**

### **381. Reporting of**

(a) The desertion or absence without leave of

a person subject to the Air Force Act, except those dealt Within sub para (d) will be reported on Form IAFF(P) 4 immediately by the fastest available mail by the commanding officer to:-

- (i) The nearest air force provost officer.
- (ii) Air Headquarters (Provost Marshal).
- (iii) The command headquarters in which the deserter's/ absentee's unit is located.
- (iv) Air Force Record Office.
- (v) Air Force Central Accounts Office.
- (vi) Unit Accountant Officer.
- (vii) Personnel Holding Section, Air Force Station, New Delhi.
- (viii) Officer commanding of the local Corps of Military Police.
- (ix) The local railway police.
- (x) The local police.
- (xi) The superintendent of police and the collector/ deputy commissioner of the district to which the deserter/ absentee belongs (within Indian Union only).
- (xii) The D.I.G. (C.I.D.) of the state in which the desertion occurred (within Indian Union only).

provided that in cases of overstayal of leave the reports may be delayed upto seven days.

(b) If any special information which may lead to an early apprehension of the deserter/ absentee (other than those dealt with in sub para (d) is available, the local or the nearest air force provost officer or the officer commanding of local Corps of military police may be intimated by phone giving any additional details required for the identification of the person.

(c) In the case of newly enrolled recruits failing to join within 48 hours of receipt of their 'Rahdari' certificate, a report will be made to the recruiting officer responsible for the enrolment.

(d) In the case of a person subject to the Air Force Act deserting to Pakistan or Nepal territory the reports referred to in sub para (a) will be made to Air Headquarters only. No correspondence will be

entered into with any officials or other authorities in Pakistan or Nepal.

(e) In the case of overstayal of leave in Nepal by a Gorkha of Nepalese domicile, the report referred to in sub para (a) will be made to Air Headquarters only. Under no circumstance will any correspondence or report be made to any official or other authority in Nepal.

(f) In the case of a Gorkha of Nepalese domicile deserting to any part of the Indian Union, i.e., exclusive of Pakistan and Nepal, the reports will be submitted as required in sub paras (a) and (b) provided that the superintendent of police/ deputy commissioner/ collector of the district(s), or the D.I.G. (C.I.D.) of the State(s) where the deserter is apprehended to be, will be contacted instead of the officers specified in items (xi) and (xii) of sub para (a).

(g) To prevent leakage of information regarding location, etc., the units, the reports by units in operational areas should be classified "SECRET" and all others shall be classified "CONFIDENTIAL".

(h) The report made to the civil (including railway) police will contain a specific request that on apprehension/ surrender of the deserter a completed copy of the apprehension/ surrender certificate (in the form shown in para 384) be handed over to the unit (to be specified in the report) to which the deserter/ absentee is handed over.

(j) In all cases of desertion, the next of kin will be intimated by the commanding officer of the desertion and date.



## **CH VIII : Absence Without Leave**

### **382. Apprehension and Custody of Deserters/Absentees**

(a) The civil or service police will not arrest any person subject to the Air Force Act, in respect of whom a desertion report has been made to them, at a railway station apparently on his way back to rejoin his unit, who is in possession of railway warrant and leave pass, unless such leave pass shows that he has overstayed his leave at least by ten days, nor will they take away his railway warrant.

(b) Deserters who surrender to, or are apprehended by, the civil police will not be detained in civil jails but will be despatched to the nearest air force unit specified by the deserter's unit, advance information regarding the surrender/ apprehension being given telegraphically to the unit.

(c) Any expenditure incurred by the State Governments in escorting the deserters to air force units will be reimbursed from the defence services estimates on raising, by the civil accounts officers concerned, of necessary debit supported by an audit certificate of admission of the charges under the rules against the C.D.A. concerned.



## **CH VIII : Absence Without Leave**

### **383. Despatch of Deserters**

- (a) The parent unit will collect the deserter and relevant documents from the unit to which the deserter was handed over by the civil police.
- (b) Units when despatching escorts to take over deserters will ensure that sufficient clothing, blankets and other necessaries for the escorts and the deserters are issued to the escort for use during the journey according to the area the deserters are recovered from. This will obviate the necessity for vouchering over or returning by rail any clothing and other necessaries on loan to the deserters' escorts from local sources. It will also be ensured that all members of the escort and the absentee/ deserter have sufficient ration money with them for any expenditure which they may have to incur *en route*.
- (c) The number of escorts will be kept to the minimum required. Normally an escort of two consisting of one N.C.O. and all aircraftman will be adequate to collect one man.



## CH VIII : Absence Without Leave

### 384. Apprehension/ Surrender Certificate

(a) The civil police are responsible for the preparation of the apprehension/ surrender certificate and no unit will accept any deserter/ absentee without getting this form completed unless the unit identifies the man to be a person subject to the Air Force Act. But the units are not to refuse to accept the deserter merely on the ground that the original copy of the desertion certificate is not reproduced.

(b) The following is a specimen apprehension/ surrender certificate :-

#### **Certificate of Apprehension/ Surrender or Deserter/ Absentee**

I \_\_\_\_\_ certify that No. \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_ Unit \_\_\_\_\_  
surrendered himself to/ was apprehended by \_\_\_\_\_ at \_\_\_\_\_ on the \_\_\_\_\_ day  
of \_\_\_\_\_ month \_\_\_\_\_ year \_\_\_\_\_ as a deserter or absentee without leave. He was wearing  
civilians clothes/air force uniform.

Date :

Signature



## **CH VIII : Absence Without Leave**

### **385. Convening of Court of Inquiry.**

The commanding officer will, after thirty clear days' absence of a person subject to the Air Force Act, if not apprehended earlier, convene a court of inquiry in accordance with Section 107 of the Air Force Act, 1950, and Rule 155 of the Air Force Rules, 1969 for necessary investigation and deliberations before declaring him a deserter. The proceedings of the court of inquiry shall be recorded in form given below:-

"Record of the declaration of court of inquiry assembled at\_\_\_\_\_ on the \_\_\_\_ day of \_\_\_\_\_ 20\_\_ for the purpose of investigating and recording the absence without leave from his duty, and deficiency, if any, in the arms, ammunition, equipment, instruments, tools, or clothing of No\_\_\_\_\_ or in any Government property issued to him for his use or entrusted to his care for air force purposes.

#### **Declaration**

The court declare

Ranks, Names, Service Numbers and Units of Presiding officer and members.

Presiding Officer

Members (1)

(2)

Signature of commanding officer making the original entry

(Name in block letters)

(C.T.C.)

Signature of officer  
having custody of  
original record.

Rank, names, service numbers and units of service witnesses, and names and particulars of civilian witnesses.

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## **CH VIII : Absence Without Leave**

### **386. Notification of Termination of Desertion.**

The commanding officer of the unit will, on a deserter ceasing to be liable to apprehension, or on his surrender, apprehension, or fraudulent re-enrolment, immediately notify the fact to all addressees to whom the desertion report has been rendered. This notification will include:-

- (a) Number and date of desertion report.
- (b) Service number, name and rank of deserter.
- (c) Home address (including nearest police station).
- (d) Date of return of deserter to unit.



## **CH VIII : Absence Without Leave**

### **387. Disposal of Deserters**

(a) The name of a deserter will be kept on the deserters' roll maintained by Air Headquarters (Provost Marshal), Air Force Record Office, and Personnel Holding Section c/o Air Force Station, New Delhi, for a period of three years, unless surrendered or apprehended in the meantime.

(b) On the expiry of three years' time, the name of a deserter who has not been recovered or apprehended will be struck off the deserters' roll, and such deserter will, thereafter, cease to be liable to apprehension for the offence of desertion or unauthorised absence. This will not, however, be applicable to those who have deserted with arms and ammunition or after committing any serious offence.

(c) A person subject to the Air Force Act, who is declared absent under Section 107 of the Act, does not thereby cease to belong to the air force in which he is enrolled, though no longer shown in the returns of his unit and can, if subsequently arrested, be tried by court-martial for desertion. When arrested he will be shown in return as rejoined from desertion.



## **CH VIII : Absence Without Leave**

### **388. Pay and Allowances**

- (a) The pay and allowances of a deserter will be forfeited for the period of desertion.
- (b) The commanding officer will draw pay and allowances due to the deserter for any period prior to desertion and will secure all his moveable property in camp or quarters. Out of them, all the amounts etc. due by the deserter will be met and the rest, if any, will be disposed of in accordance with Section 3 of the Army and Air Force (Disposal of Private Property) Act, 1950.

**Note** :-For the purpose of these regulations the commanding officer of a deserter's/ absentee's unit means---

- (i) in the case of a person subject to the Air Force Act, who is already on the strength of a unit, the commanding officer of that unit.
- (ii) in the case of a person subject to the Air Force Act, on posting/ under posting, the commanding officer of the unit to which he is posted.
- (iii) in the case of a new recruit, the commanding officer of the training unit to which the recruit is ordered to report.

**389 to 400. Blank.**



## **CH IX : Uniform**

### **401. Authorised Pattern**

(a) The introduction of any unauthorised patterns of dress, badges or accoutrements or the alteration in or deviation from the approved patterns of uniforms is forbidden.

(b) An airman will be liable to make good at his own expense any restoration to pattern or replacement of any garment issued to him which is subsequently improperly altered. A commanding officer is to bring this regulation periodically to the notice of all airmen serving under him.



## **CH IX : Uniform**

### **402. Provision of Kit.**

An officer on first appointment to a commission is required to provide himself with the compulsory articles as laid down in the dress regulations. He is required to maintain his kit in good order and to the scale laid down at his own expense and to equip himself with any additional articles ordered to be worn. Flying clothing and other equipment classed as service issues are not required to be maintained at personal expense.



## **CH IX : Uniform**

### **403 . Wearing of Emblems with Uniform.**

No unauthorised ornament or emblem is to be worn with uniform. Officers when not on parade may wear the flag or emblem of the Flag Day which, when worn, is to be of reasonable dimensions and are to be fixed over right breast pocket of the shirt/ tunic (or in the lapel of the great coat or rain coat).



## **CH IX : Uniform**

### **404. Scarves.**

Except when in flying clothing or when specially authorised by commanding officer, scarves are not to be worn with uniform.



## **CH IX : Uniform**

### **405. Gloves.**

Gloves are not to be worn with service uniform on Parade.





## **CH IX : Uniform**

### **407. Gliding Wing.**

Gliding wing is not to be worn on service uniform.



## **CH IX : Uniform**

### **408. Squadron Crests.**

Wearing of squadron crests on service uniform is forbidden. Cloth embroidered or metal squadron crests may however be worn with flying overalls and sports blazers.



## **CH IX : Uniform**

### **409. Canes.**

Canes or sticks of any description will not be carried when in uniform.



## **CH IX : Uniform**

### **410. Uniform to be worn while on duty**

(a) Uniform is to be worn by officers and airmen while on duty except when authority to the contrary is given by the air or other officer commanding, or as provided in para 412.

(b) Officers are to wear uniform when attending functions held in senior N.C.Os. messes, station institutes or any all ranks' functions which may be held at the station.



## **CH IX : Uniform**

### **411. Wearing uniform when forbidden**

(a) An officer or airman is forbidden to wear uniform of any pattern or date:-

(i) at functions where fancy dress is worn;

(ii) when dancing in restaurants, hotels or other public places except when attending official functions at such places.,

(iii) when attending race meetings except for meeting associated with the defence service.

(b) Wearing of uniform is to be discouraged when walking out or going out shopping.



## **CH IX : Uniform**

### **412. Wearing of Plain Clothes**

(a) Plain clothes may be worn

(i) by officers and airmen when not on duty;

(ii) by officers when attending offices in the afternoon if permitted by the air or other officer commanding;

(iii) by officers and airmen while going to or coming back from organised games and other recreational activities, whether as participants or spectators,

(iv) by officers when travelling on duty in any public or private conveyance except when doing courier or escort duties or conducting parties of airmen;

(v) by officers when travelling on leave in a class lower than that entitled for travelling on duty.

(b) The wearing of plain clothes is subject to anti-malarial precautions being observed.



## **CH IX : Uniform**

### **413. Wearing of Uniform in Foreign Countries.**

Wearing of uniform when visiting or passing through foreign countries is forbidden. Officers and airmen posted to or attending courses in foreign countries may wear uniform subject to local restrictions.



## **CH IX : Uniform**

### **414. Public Clothing.**

Flying or other public clothing is not to be worn except when authorised on duty.





## **CH IX : Uniform**

### **415. Distinguishing Badges**

(a) General . Distinguishing badges will be worn by entitled officers and airmen on uniforms in the manner laid down hereunder. The badgtes will not be worn on protective clothing (e.g. great coat, rain coat, etc) but will be worn on flying overalls.

(b) AirCrew Badge

(i) An aircrew badge is not to be worn until authority for the same has been granted.

(ii) Officers who had originally qualified for the award of the observer's badge (new obsolete) may continue to wear the badge

(iii) An aircrew badge is to be worn with all air force uniform.

(iv) Personnel awarded an aircrew badge who subsequently change their category, will wear the badge appropriate to their category. If for any reason, an officer or airman is transferred to a branch /trade where he would not be required to perform the duties signified by the badge to which he has hitherto been entitled or ceases to be employed as aircrew, he will continue to wear the badge unless authority to twear the badge is specifically withdrawn.

(v) An aircew badge, being a qualification badge, is not to be regarded as either a decoration or the equivalent of a regimental badge and is not to be worn except as authorised by these or other regulations.

(c) Parachute Jumping Instructor's Badge and Paratrooper's Badges. Officers of the ground duties branch who have satisfactorily completed the respective courses of training are eligible for the award of the parachute training instructor's and parachutist's hadges and may continue to wear the badge on reversion to their normal employment.

(d) Collar Badges. The collar badges will be worn by the medical officers., dental officers, medical assistants, dental hygienists, dental technicians and D.O.R.As." (A.F.O. 127/67)



## **CH IX : Uniform**

### **416. Dress to be worn in courts.**

The following dress will be worn while attending courts : -

- (a) As an accused  
As witness  
Plain clothes
- (b) Personnel officially detained to  
watch the interests of the accused or  
otherwise on duty. Normal working Dress
- (c) An officer or airman under arresting civil power is to wear plain clothes



## **CH IX : Uniform**

### **417. Wearing Removal of Head Dress**

(a) In a civil court an officer or airman is to remove his head dress while the judge or magistrate is present except when on duty under arms as an escort inside the court.

(b) At a court-martial.

(i) Officers and airmen are to wear head-dress whether the court is declared open. The presiding officer will thereafter give instructions as to when head-dress is to be removed and replaced.

(ii) A service witness entering the court room is to wear head-dress which is to be removed for the administration of the oath/ affirmation. After taking his seat a witness may remove his head-dress at the discretion of the presiding officer.

(iii) An accused person is not to wear head-dress throughout the proceedings.



## **CH IX : Uniform**

### **418. Wearing of Uniform by Air Force Officers on Deputation.**

Air force officers are not to wear uniform while on deputation for civil employment except on special occasions when the wearing of uniform would appear appropriate.



## **CH IX : Uniform**

### **419. Wearing of Uniform by Seconded Officers.**

An officer of the army or navy is required to provide himself with and to wear air force uniform while seconded to the air force.



## **CH IX : Uniform**

### **420. Wearing of Uniform by Auxiliary Air Force Personnel**

(a) Officers and airmen of the auxiliary air force are to wear uniform when called up:-

(i) for training and for medical examination

(ii) for service in aid of civil power;

(iii) for air force service in India or abroad.

(b) The uniform and badges are to be of the pattern as laid down for officers of the regular air force with the addition of distinguishing badges as laid down in the dress regulations.



## **CH IX : Uniform**

### **421. Wearing of Uniform while on Reserve List.**

Officers and airmen of the reserve list, except while on probation, may, in usual circumstances, be required to wear the uniform of the rank and branch when carrying out their periodical training and when employed on an official duty which would necessitate the wearing of uniform by an officer or airman on active list if he were similarly engaged. Reserve officers and airmen who remain in civil employment are not permitted while so employed to wear uniform without special sanction of the Air Headquarters.



## **CH IX : Uniform**

### **422. Wearing of Uniform by Retired Officers and Airmen**

(a) All permanent commissioned officers retired from service may wear service uniform on special occasions when attending ceremonials and functions of a military nature and on other occasions when the wearing of uniform would appear appropriate. Badges of rank will be of the substantive rank held before retirement. Badges *of acting rank may be worn provided the acting rank was held for period of two years before retirement.*

*(AFO 236/62 amended by Corr 36/65)*

(b) Officers and airmen dismissed or removed on disciplinary grounds from service are not entitled to wear uniform under any circumstances.

*(c) On resignation, irrespective of circumstances, viz. compulsory or voluntary, and officer is not entitled to wear uniform.*

*(AFO 101/65, Para 5(b))*

(CS No. 19/VII/70)





## **CH IX : Uniform**

### **423. Wearing of Uniform by officers holding honorary commission.**

Officers holding honorary commission are permitted to wear uniform on the following occasions:-

- (a) Official parties at Rashtrapati Bhavan/ Raj Bhavan.
- (b) When invited to any official function by any embassy, legation or high commission.
- (c) At all armed forces functions including ex-servicemen's rallies or re-unions.
- (d) When attending a function in honour of national day.
- (e) When appearing in courts.
- (f) When called up for aid to civil power.
- (g) When visiting an armed force headquarters/ formation on duty.
- (h) When calling on or meeting senior service officers and local heads of the civil administration, of and above the rank of collector/ deputy commissioner.
- (j) When serving on the personal staff of the President or a governor.



## **CH IX : Uniform**

### **424. Unauthorised Decorations, etc.**

An officer or airman is forbidden to wear orders, decorations and medals, or their miniatures or ribbons, for the wearing of which authority has not been given.



## **CH IX : Uniform**

### **425. Growth of Hair etc. by Air Force Personnel**

**(a) Except as in sub para (b), the hair of the head will be kept neatly cut and trimmed. *The hair of airman under detention/sentence will be cut no shorter than is customary/ throughout the service except on medical advice and except where on an application made by the airman he has been permitted to keep long hair.* Face will be clean shaven. Whiskers and moustaches, if worn will be moderate length.**

**(b) Personnel whose religion prohibits the cutting of the hair or shaving of the face of its members will be permitted to grow hair or retain beard. However, such hair and/ or beards will be kept clean, properly dressed and will not be removed except on medical grounds *or on application duly approved* .**

**(c) In the case of women serving in the air force, hair will be neatly kept. Make up, if used, will be inconspicuous. Highly coloured nail polish will not be used.**

**(CS No. 21/VII/70)**

**(Air HQ/23406/24/PS dated 21 Mar 68)**



## **CH IX : Uniform**

### **426. Mourning.**

Black arm bands are not to be worn by air force personnel on uniform, except when serving with Indian Missions abroad where the wearing of the arm band will be in conformity with the practice prevailing in the countries where they are stationed and in cases of personal bereavement if such practice is a religious or customary requirement.

### **427. to 430. Blank.**



**DEFENSE SERVICES REGULATIONS**

**REGULATIONS FOR THE AIR FORCE**

**CHAPTER X**

**DECORATIONS AND MEDALS**



# **CH - X :DECORATIONS AND MEDALS**

## **Sections - 1 Awards**

### **431. Param Vir Chakra.**

This decoration, instituted vide Gazette of India Notification No. 1-Pres/50, dated 26th January, 1950, is awardable for most conspicuous bravery, or some daring or pre-eminent act of valour or self-sacrifice in the presence of enemy, whether on land, at sea or in the air. Persons eligible for the decoration are :-

(a) All ranks of the air force and of any other lawfully constituted armed forces

(b) Matrons, sisters, nurses and the staff of the nursing services and other services pertaining to hospitals and nursing and civilians of either sex serving regularly or temporarily under the orders, directions or supervision of any of the above-mentioned forces.



# **CH - X : DECORATIONS AND MEDALS**

## **Sections - 1 Awards**

### **432. Maha Vir Chakra.**

This decoration, instituted vide Gazette of India Notification No. 1-Prsl5O, dated 26th January, 1950, is awardable for acts of gallantry in the presence of the enemy whether on land, at sea, or in the air. Categories of persons eligible for this decoration are the same as for Param Vir Chakra shown in para 431 above.



## **CH - X :**

### **Sections - 1 Awards**

#### **433. Vir Chakra.**

This decoration, instituted vide Gazette of India Notification No. 1-Pres 50, dated 26th January, 1950 is awardable for acts of gallantry in the presence of the enemy. whether on land, at sea, or in the air.

Categories of persons eligible for this decoration are the same as for Param Vir Chakra shown in para 431 above.





## **CH - X :**

### **Sections - 1 Awards**

#### **434. Ashoka Chakra.**

This decoration, instituted vide Gazette of India Notification No. 1-Pres/52. dated 4th January, 1952, is awardable for acts of gallantry other than in the face of the enemy, on land, at sea or in the air. It has three classes namely, Class I, Class II, Class III . Class I is awarded for most conspicuous bravery or some daring or pre-eminent valour or self-sacrifice, Class II for conspicuous gallantry and Class III for gallantry. Chakras of different classes may also be awarded to the same person for different acts of gallantry. Persons eligible for the decoration are :-

- (a) Officers and men and women of all ranks of the air force, and of any other lawfully constituted armed forces.
- (b) Members of the nursing services of the armed forces
- (c) Civilian citizens of either sex in all walks of life other than members of police forces and of recognised fire services.



## **CH - X :**

### **Sections - 1 Awards**

#### **435. Vishisht Seva Medal.**

This decoration, instituted vide Gazette of India Notification No. 19-Pres/60, dated 26th January, 1960 is awardable for distinguished service. It has three classes, namely Class I, Class II and Class III. Class I is awarded for distinguished service of the most exceptional order, Class II for distinguished service of an exceptional order and Class III for distinguished service of high order. Officers and airmen of the regular air force, and officers and airmen of the auxiliary air force, air defence reserve and regular reserve when called up under Section 25 of the Reserve and Auxiliary Air Force Act, 1952 are eligible for this award.



## **CH - X :**

### **Sections - 1 Awards**

#### **436. Vayu Sena Medal.**

This decoration, instituted vide Gazette of India Notification No. 18-Pres 60, dated 26th January, 1960, is awardable for such individual acts of exceptional devotion to duty or courage performed on or after 15th August, 1947 as have special significance for the air force officers and airmen of the regular air force, and officers and airmen of the auxiliary air force, air defence reserve and regular reserve when called up under Section 25 of the Reserve and Auxiliary Air Force Act, 1952 are eligible for this award.



## **CH - X :**

### **Sections - 1 Awards**

#### **437. Award of Bar.**

A subsequent award of any of the decorations mentioned in paras 431 to 436 will take the form of a bar to the particular decoration.



## **CH - X :**

### **Sections - 1 Awards**

#### **438. Posthumous Award.**

The awards mentioned in paras 431 to 436 may be made posthumously.



## **CH - X :**

### **Sections - 1 Awards**

#### **439. Monetary Allowance.**

Monetary allowances payable to the awardee of decorations are laid down in the Pay and Allowance Regulations.



## **CH - X :**

### **Sections - 1 Awards**

#### **440. Recommendations.**

Recommendations for gallantry awards are to be submitted in the form at **Appendix 'D'** to Air Headquarters (Directorate of Personal Services) through proper channels. In no case is any indication to be given to the individual concerned or to a person not directly concerned in an official capacity that a recommendation for the award has been made to a higher authority.



## **CH - X :**

### **Sections - 1 Awards**

#### **441. Publication of Awards.**

The names of persons upon or on account of whom decorations are conferred by the President are published in the Gazette of India together with full citations in respect of Param Vir Chakra and Ashoka Chakra, Class I and brief citations in respect of the remaining awards. These awards are thereupon notified through air force orders and station routine orders.





## **CH - X :**

### **Sections - 1 Awards**

#### **442. Effective Date of Awards**

- (a) Where the specific operation in which the act of gallantry is performed extends to a single day or two days, the effective date is that single day or the first of the two days.
- (b) Where the citation quotes several acts occurring on separate dates at intervals, the effective date is to be taken as the first day of the series of acts i.e., the final act which caused the recommendation to be submitted.
- (c) Awards to Prisoners of War:
- (i) When the act or acts relate to a period prior to capture, the principle in (a) or (b) above, whichever is appropriate applies.
  - (ii) When the award has been made for an escape the effective date is to be the date of joining the nearest service unit.
- (d) Doubtful Cases. Cases will be decided by the Director of Personal Services, Air Headquarters, to whom the matter is to be referred.



## **CH - X :**

### **Sections - 1 Awards**

#### **443. Presentation of Decorations**

(a) The presentation of Param Vir Chakra and Ashoka Chakra (Class I) to the recipient or the next of kin for posthumous award by the President will take place immediately before the Republic Day on the 26th January each year. The decoration will be accompanied by a scroll, signed by the President setting out the deed of valour in consideration of which the award is made. Other decorations, namely the Maha Vir Chakra, the Ashoka Chakra Class II, the Vir Chakra, the Ashoka Chakra Class III will be presented by the President at formal investitures annually, on such day as the Government may prescribe.

(b) When a recipient/next of kin is unable to attend the President's investiture the presentation will be made by the Governor of the state concerned at a formal ceremony to be arranged under his orders.



## **CH - X :**

### **Sections - 1 Awards**

#### **444. Abbreviations**

(a) Recipients may use only the following abbreviations after their names P.V.C. for the Param Vir Chakra . M.V.C. for the Maha Vir Chakra

(b) No abbreviations will be used for any other awards unless prescribed by the Government.



## **CH - X :**

### **Sections - 1 Awards**

#### **445. Mention in Despatches**

(a) Mention in Despatches has been instituted vide Gazette of India Notification No. 15-Pres/50, dated 25th November, 1950 to recognise distinguished and meritorious service in operational areas and acts of gallantry which are not of a sufficiently high order to warrant the grant of gallantry awards. All air force personnel including personnel of the reserve forces and other lawfully constituted armed forces, members of the nursing services and civilians working under or with the armed forces are eligible for Mention in Despatches.

(b) Mention in Despatches may be made more than once and also posthumously.

(c) The form of recommendation for Mention in Despatches is the same as for gallantry awards (**Appendix "D"** ).



## **CH - X :**

### **Sections - 1 Awards**

#### **446. Sainya Seva Medal (Services Medal) with Clasp**

(a) This medal is in recognition of non-operational service under difficult and trying conditions. It will have clasps, Jammu & Kashmir, N.E.F.A. and Himalaya

(b) Officers and airmen of the regular air force, officers and airmen of the auxiliary air force, air defence reserve and regular reserve when called up under Section 25 of the Reserve and Auxiliary Air Force Act, 1952 are eligible for the award.

(c) A person who is awarded a gallantry decoration in the course of his service in any of the area specified in sub paras (f), (g) and (h) below or during the course of a flight to or from such an area for the performance of service in that area will be eligible for the award appropriate to the area irrespective of the time limit or the prescribed minimum number or sorties or flying hours

(d) A person who dies on service or is evacuated as a result of wounds or other disabilities attributable to service in any of the areas specified in sub paras (f), (g) or (h) below will be eligible for the award appropriate to the area irrespective of the time limit or the prescribed minimum number of sorties or flying hours.

(e) A person who dies or sustains wounds or other disabilities during the course of a flight to or from any of the areas mentioned in sub paras (f), (g) and (h) below for the performance of service in that area will be eligible for the award appropriate to the area irrespective of the time limit or the prescribed number of sorties or flying hours.

(f) Clasp Jammu and Kashmir (i) A person who has completed an aggregate of one year commencing from 27th October, 1947 or thereafter on the effective strength of a unit/formation located within the geographical limits of the State of Jammu and Kashmir. (ii) A person who has carried out a minimum of 10 sorties or 40 hours of flying commencing from 27th October, 1947, or thereafter on reconnaissance or tactical/transport support roles in the geographical limits of the State of Jammu and Kashmir. (iii) A person who has earned clasp Jammu and Kashmir to the General Service Medal 1947 will not count his service or his flying hours/sorties carried out in that area prior to 11, January 1949 for the purpose of this award.

(g) Clasp NEFA

(i) A person who has completed an aggregate of one year on the effective strength of a unit/formation located within the geographical limits of NEFA between the period 7 October, 1952 and 15th November, 1958 and was employed on road/airfield construction.

(ii) A person who has been seconded to the Assam Rifles and has completed an aggregate service of one year in the geographical limits of the NEFA, commencing from 15th August, 1947 or thereafter.

(iii) A person who has carried out a minimum of 10 sorties or 40 hours of flying on reconnaissance or tactical/transport support roles in the geographical limits of NEFA commencing from 7th October, 1952 or thereafter.

(h) Clasp Himalaya

(i) A person who has been detailed for duties connected with the defence of the northern borders and who has completed an aggregate of one year on the effective strength of a unit, formation in the areas which will be specified from time to time by the government.

(ii) A person who has carried out a minimum of 10 sorties or 40 hours of flying on reconnaissance or tactical/transport support roles in the areas which will be specified from time to time by the Government.

(j) A person qualifying for the medal for the first time shall be awarded the medal together with a clasp. On subsequent occasions when the award is made, only a clasp indicating the place where the service was rendered will be awarded.



## **CH - X :**

### **Sections - 1 Awards**

#### **447. Videsh Seva Medal (Overseas Medal) with Clasp**

- (a) This medal is in recognition of service rendered outside the territories of the Union of India.
- (b) Officers and airmen of the regular air force and officers and airmen of the Auxiliary Air Force, Air Defence Reserve and regular reserve when called up under section 25 of the Reserve and Auxiliary Air Force Act, 1952 are eligible for the award.
- (c) A person who is awarded a gallantry decoration in the course of his service in the countries specified in sub paras below will be eligible for the award appropriate to the area irrespective the time limit or the prescribed minimum number of sorties or flying hours
- (d) A person who dies on service or is evacuated as result of wounds or other disabilities attributable to service in the countries specified in sub paras (g), (h), (j), (k), (l), (m), (n), (o) and (p) below will be eligible for the award appropriate to the area irrespective of the time limit or the prescribed minimum number of sorties of flying hours.
- (e) A person on the regular staff of a diplomatic mission in the countries specified below does not fall within the purview of these provisions.
- (f) The qualifying period for the award of the medal shall not exceed the period of assignment. If the period of assignment is one year or more the qualifying period shall be six months or six sorties or 24 hours of flying. If the period of assignment is less than one year the qualifying period shall be three months or three sorties or 12 hours of flying. In special cases the period or minimum number of sorties or flying hours required for eligibility may be relaxed by the Government.
- (g) Clup Egypt
- .(i) A person who has served for not less than 90 days continuously on the effective strength of the United Nations Emergency Force commencing from 2nd November, 1956 or thereafter.
- (ii) A person on loan to the Government of Egypt/U.A.R. and who has served for not less than 180 days continuously in those countries commencing from 21st February, 1956 or thereafter.

(h) Clasp Ghana. A person on loan to the Government of Ghana for not less than 180 days commencing from 23rd March 1959 or thereafter.

(j) Clasp Indo-China

(i) A person who has served for not less than 90 days continuously on the staff of the International Commission for Supervision and Control commencing from 7th August 1954 or thereafter.

(ii) A person who has carried out 3 sorties or 12 hours of flying in tactical/transport support roles to Indo-China in connection with U.N. Operations commencing from 7th August 1954 or thereafter provided that at least 2 sorties or 8 hours of flying were carried out within Indo-China territory.

(k) Clasp Indonesia. A person on loan to the Government of Indonesia for not less than 180 days commencing from 28th November 1955 or thereafter.

(l) Clasp Iraq. A person on loan to the Government of Iraq for not less than 180 days commencing from 10th November 1959 or thereafter

(m) Clasp Korea. A person who has served for not less than 90 days continuously on the effective strength of the Neutral Nations-Repatriation Commission and the Custodian Force India between 22nd November 1950 and 17th March 1954. A person who has received clasp 'Overseas Korea 1950-53' to the General Service Medal 1947 will not be eligible for this award

(n) Clasp Lebanon. A person who has served for not less than 90 days on the effective strength of the United Nations Observer Group in Lebanon between 19th June 1958 and 12th December 1958

(o) Clasp Nepal



(i) A person who has served for not less than 180 days continuously on the effective strength of a unit or formation employed on the construction of Tribhuvan Rajpath and airfields in Nepal between 15th April 1952 and 15th April 1958.

(ii) A person who has served for not less than 90 days continuously and was employed on the provision of signal communication for the Government of Nepal, in Nepal between 26th November 1958 and 3rd May 1959.

(iii) A person who has served for not less than 180 days on the effective strength of the Indian Military Training Mission or the Indian Military Training Advisory Group in Nepal, commencing from 1st August 1952 or thereafter.

(iv) A person who has carried out 3 sorties or 12 flying hours on reconnaissance or tactical/transport support roles over Nepal commencing from 28th January, 1952 or thereafter.

(p) clasp Congo

(i) Air force medical personnel/other air force personnel who have served for not less than 180/90 days respectively on the effective strength of the United Nations forces in Congo commencing from 2nd August 1960 or thereafter.

(ii) A person who has carried out three sorties or 12 hours of flying on reconnaissance or tactical/transport support roles over Congo commencing from 2nd August 1960 or thereafter.

(q) A person qualifying for the medal for the first time shall be awarded the medal together with a clasp. On subsequent occasions when the award is made only a clasp indicating the place where the service was rendered will be awarded.



## **CH - X :**

### **Sections - 1 Awards**

#### **448. Meritorious Service Medal**

(a) Meritorious Service Medal has been instituted vide Gazette of India Notification No. 19-Pres/57, dated 26th February, 1957 and is awardable to selected airmen of the ranks of warrant officer, flight sergeant and sergeant who have completed 18 years combatant or non-combatant service (reckoned up to and including the 14th August of the year in which the recommendations are submitted) provided that the service counts for pension or gratuity and is free from conviction by a court-martial and that an individual has not had more than five "red ink" entries in his conduct sheet within five years preceding the date of recommendation.

(b) The scale of award is one for every 900 airmen of the authorised establishment provided that the total number of awardees at a time does not exceed the figure fixed from time to time.

(c) The Meritorious Service Medal carries an annuity of Rs. 100.

(d) Awards are to be made only against vacancies arising within the fixed quota as a result of cessation of entitlement of an annuitant due to promotion to the commissioned rank including the rank of master warrant officer, reduction, death, discharge, dismissal, removal or forfeiture of the medal. The grant of honorary rank of master warrant officer/warrant officer does not entail forfeiture of the annuity, if otherwise admissible.



## **CH - X :**

### **Sections - 1 Awards**

#### **449. Long Service and Good Conduct Medal**

(a) The Long Service and Good Conduct Medal has been instituted vide Gazette of India Notification No. 20 ' /Pres/57, dated 26th February, 1957 and is awardable to selected airmen of the ranks of corporal and below who have completed 18 years of combatant or noncombatant service (reckoned up to and including 14th August of the year in which the recommendations are submitted) provided that the service counts for pension or gratuity and is free from conviction by a court-martial and that an individual has not had more than five "red ink" entries in his conduct sheet and no red ink entry within three years preceding the date of recommendation. However, a corporal who has been tried by a court-martial and reduced to the ranks for an offence which would not necessarily have involved trial as an aircraftman may be recommended for the medal if his conduct sheet shows five years' continuous good service since reduction.

(b) The scale of award is two for every 900 airmen of the authorised establishment per annum provided that the total number of awardees at a time does not exceed the figure fixed from time to time.

(c) The Long Service and Good Conduct Medal carries a gratuity of Rs. 100. The medal may be awarded without gratuity to these selected airmen of the ranks of corporal and below who are eligible for the award with gratuity but have not received it and are under transfer to the pension establishment or have been transferred thereto since the last issue. The scale for the award of Long Service and Good Conduct Medal without gratuity will be one for every 900 airmen of the authorised establishment per annum provided that the number of awardees at a time does not exceed the figure fixed from time to time.



## **CH - X :**

### **Sections - 1 Awards**

#### **450. Awarding Procedure-Meritorious Service Medal and Long Service and Good Conduct Medal**

- (a) Commanding officers are to initiate and submit recommendations to command headquarters on the prescribed form (**Appendix 'E'** and **Appendix 'F'**) on 15th August of each year in respect of all eligible airmen except those referred to in sub para (b). Command Headquarters are to endorse their recommendations on the forms and submit them to Air Headquarters (Directorate of Personnel-airmen) by 30th September.
- (b) Air Headquarters (Directorate of Personnel-Airmen) will initiate recommendation in respect of airmen who are borne on the strength of the Personnel Holding Section and also those airmen who are eligible for the award of Long Service and Good Conduct Medal without gratuity
- (c) Individuals who distinguish themselves in the operational area after committing an offence which has rendered them ineligible for the award of the medals, may be recommended for the awards if otherwise qualified, at the discretion of the officer commanding.
- (d) Selection for the award will be made by Air Headquarters and the names of awardees will be published in air force orders
- (e) The medals will normally be presented to the recipients on parade.



## **CH - X :**

### **Sections - 1 Awards**

#### **451. Campaign and Commemorative Medals/Clasps**

(a) Campaign and commemorative medals/clasps are instituted by the Government to recognise, service rendered in operational areas. The air force instruction notifying the institution of a medal of clasp will specify the nature and extent of operations to which it applies.

(b) The government may withhold the grant of medal/clasp to, any person who in its opinion has not rendered approved service during the campaign for which the medal is granted. Any person who has deserted or who suffers death by sentence of a courtmartial or who is cashiered, dismissed, or removed from the service for misconduct occurring during an operation for which the medal is granted, may be deemed not to have rendered approved service.



## **CH - X :**

### **Sections - 1 Awards**

#### **452. Foreign and Commonwealth Awards**

(a) Titles. No member of the air force is to accept any title or any honour to which a title is attached from a Commonwealth or a foreign country.

(b) Honours and Decorations which do not amount to titles. Prior permission of the Government is to be obtained for the acceptance of any honour or decoration from a Commonwealth or foreign country. The Government would not normally grant permission for such awards, except in rare cases. Acceptance of awards by the Vatican or awards for brave conduct or social service to which no political significance is attached, may be permitted by the government, but in these cases prior permission is to be obtained.

(c) Applications. Applications seeking permission for the acceptance of foreign awards are to be submitted to Air Headquarters (Directorate of Personal Services) through normal channels.



## **CH - X :**

### **Sections - 1 Awards**

#### **453. Order of Precedence of Awards.**

The order of precedence of various awards is as follows:- Bharat Ratna Param Vir Chakra Ashoka Chakra Class I Padam Vibhushan Padam Bhushan Vishisht Seva Medal Class I Maha Vir Chakra Ashoka Chakra Class II Padma Shri Vishisht Seva Medal Class II Vir Chakra Ashoka Chakra Class III The President's Police & Fire Services Medal for Gallantry Sena/Nao Sena/Vayu Sena Medal Vishisht Seva Medal Class III The Police Medal for Gallantry The General Service Medal, 1947 Sainya Seva Medal Videsh Seva Medal The President's Police & Fire Services Medals for Distinguished Service The Meritorious Service Medal The Long Service and Good Conduct Medal The Police Medal for Meritorious Service The Territorial Army Decoration The Territorial Army Medal The Indian Independence Medal, 1947 The Independence Medal, 1950 Commonwealth Awards Other awards.



## **CH - X :**

### **Sections - 1 Awards**

#### **454. Method of Wearing.**

Instructions regarding the method of wearing of ribbons and medals are contained in air force orders.

#### **Para 455 to 460. Blank.**





# **CH - X : DECORATIONS AND MEDALS**

## **Section 2 - Medals and Ribbons: Issue, Grant and Custody of**

### **461. Grant and Issue of Medals and Ribbons**

(a) The institution of medals and decorations will be published in the Gazette of India, air force orders and air force instructions. Medals and ribbons for medals are to be obtained free on demand from the Ministry of Defence (Medals Section), but such demands are not to be made until the publication of necessary authority in the Gazette of India, air force orders and air force instructions.

(b) Instructions for issue and disposal of medals for gallantry awards will be contained in the air force orders/air force instructions. Claims in respect of personnel on active service will be initiated by Air Headquarters only after they are posted to peace stations.

(c) Medals and decoration prescribed by the Government to be presented by high dignitaries to the awardees will not be issued.



# **CH - X : DECORATIONS AND MEDALS**

## **Section 2 - Medals and Ribbons: Issue, Grant and Custody of**

### **462. Permission to wear Medal Ribbons**

When the grant of a medal has been notified and the medal rolls submitted to the Medal Section of the Ministry of Defence, officer commanding may authorise all ranks whose names are entered in the rolls to wear the ribbon. Initial free issue of two inches of ribbons to each awardee is to be obtained by the unit concerned from the nearest Equipment Depot on which the unit is dependent for other ordnance items.



# **CH - X : DECORATIONS AND MEDALS**

## **Section 2 - Medals and Ribbons: Issue, Grant and Custody of**

### **463. Engraving of Medals.**

All medals will be duly engraved before issue by the Medals Section of the Ministry of Defence.



# **CH - X : DECORATIONS AND MEDALS**

## **Section 2 - Medals and Ribbons: Issue, Grant and Custody of**

### **464. Safe Custody of Medals**

(a) An officer receiving medals for issue is to arrange for their custody. He is to maintain a proper account of receipt and disposal of all medals in accordance with Ministry of Defence Memo No. 2(4)/58/659/Med(S&A) dated 4th June, 1959.

(b) When medals are presented to individuals, receipts are to be obtained from the recipients and such receipts as are required to be returned to the Medal Section, Ministry of Defence, will be sent to that section.



# **CH - X : DECORATIONS AND MEDALS**

## **Section 2 - Medals and Ribbons: Issue, Grant and Custody of**

### **465. Safe Custody of Medals on board Transports.**

On board transports when airmen are proceeding to, or returning from abroad, all medals are to be handed over to the officer in charge of the party for safe custody during voyage.



# **CH - X : DECORATIONS AND MEDALS**

## **Section 2 - Medals and Ribbons: Issue, Grant and Custody of**

### **466. Storage of Medals.**

Medals are not to be placed in store attached to uniform.



# **CH - X : DECORATIONS AND MEDALS**

## **Section 2 - Medals and Ribbons: Issue, Grant and Custody of**

### **467. Disposal of Medals**

(a) Individuals Illegally Absent. Medals left behind by an individual who absents himself without leave and is declared by a court of inquiry to be illegally absent are to be forwarded to Air Headquarters (Directorate of Personnel (Airmen) ). Such Medals are to be reclaimed should the absentee rejoin from absence.

(b) Transfer of Awardees. Medals received for individuals who have been transferred to other units are to be transmitted to the officer commanding units concerned

(c) Persons of Unsound Mind. Medals of persons who become insane and are subsequently removed from active list or discharged from service, are to be made over to the claimants/heirs along with the individuals other personal effects. If there is no such claimant/heir traceable, the provisions of sub para (f) are to apply

(d) Ex-Servicemen. Gold and silver medals of ex-servicemen are to be sent to them by registered and insured post and other medals by registered post, through District Soldiers' Sailors' and Airmen's Boards or civil authorities and receipts obtained from the persons to whom they are sent.

(e) Deceased Personnel. Medals of deceased personnel whose next of kin are not traceable, will remain in the custody of the Medal Section, Ministry of Defence. Such medals may however be disposed of in accordance with the provisions of sub para (f).

(f) Death in Service. If there is a will, the medals are to be sent to the person who, in the opinion of the Committee of Adjustment/officer commanding unit, is named in the will as being intended to receive them or any articles that would, in their opinion, include them, or as being a general or residuary legatee of the estate. In default of and subject to any such testamentary disposition, the medals are to be sent to the widow/widower or next of kin in the following order of relationship, eldest surviving son or grand son, eldest surviving daughter or daughter's son, father, mother, eldest surviving brother or sister, in the case of universal or residuary bequest to more than one person either in common or jointly, or when medals cannot be disposed of as above, they may be sent to any relative or other interested party e.g., unit/station, municipality/village committee of the deceased who in the opinion of the Committee of Adjustment/Air Headquarters (Directorate of Personnel (Airmen) ), will preserve them with due care as a memorial to the deceased.

(g) Unclaimed and Undistributed Medals. In the case of unclaimed and undistributed medals, the appropriate ribbon, six inches in length is to be returned to the Medal Section alongwith each medal. If this is not done or if the ribbons are sent in small cut-pieces, the persons responsible may be called upon to make good the loss to the necessary extent. In the case of loss of such ribbons, it will be regularised by Air Headquarters by writing it off under the orders of competent financial authority in the normal manner. A copy of the loss statement and the orders of the competent financial authority are to be forwarded to the Medal Section, Ministry of Defence alongwith the consignment of returned medals to which the loss relates, for record purposes.

(h) Time limit for disposal of Unclaimed/Undistributed Medals. The time limits for the final disposal of medals reckoned from their initial receipt from the Medal Section, Ministry of Defence will be as follows:-

(i) Campaign stars/medals, 1939-45 war, Indian Independence Medal 1947, General Service Medal 1947, with clasp J & K 1947-48".

(ii) Gold and Silver Medals -- Two months

(iii) Other Medals -- One year





# CH - X : DECORATIONS AND MEDALS

## Section 2 - Medals and Ribbons: Issue, Grant and Custody of

### 468. Replacement of Medals

(a) Medals accidentally lost may be replaced on payment. The sanction of the Ministry of Defence will be necessary when it is proposed to replace them at the expense of the state. If in the opinion of the competent authority a medal has been made away with wilfully, the individual concerned is to be dealt with under the Air Force Act.

(b) Free replacement of a medal will be made if it is established that the awardee has not received initial issue of the medal and the medal is not in the possession of Air Headquarters or other forwarding agency. In all such cases the awardee is to furnish a statutory declaration in the following form duly attested by the officer commanding unit in the case of serving personnel and a magistrate in the case of non-effective personnel

#### **Statutory Declaration for Non-Receipt of Medals to which claimant is Entitled**

I, (No.) \_\_\_\_\_ (Rank) \_\_\_\_\_ (Name) \_\_\_\_\_ (unit) \_\_\_\_\_ do hereby solemnly affirm that I have NOT yet received from any source the following medal(s) to which I am entitled for having served \_\_\_\_\_ (give details of operations during which service was rendered). Name of Medal(s) ..... signature of airman) Declared before me this \_\_\_\_\_ day of \_\_\_\_\_ Two thousand and \_\_\_\_\_ at \_\_\_\_\_

(Signature of officer commanding  
unit/magistrate)  
Designation



## **CH - X : DECORATIONS AND MEDALS**

### **Section 2 - Medals and Ribbons: Issue, Grant and Custody of**

#### **469. Recording of Grant, Forfeiture and Restoration of Medals.**

The grant, forfeiture and restoration of medals are to be recorded in the record of service in the case of officers and in sheet rolls in the case of airmen. When medals are issued to an individual after he has left the service a record of the grant is to be kept by Air Headquarters.



# **CH - X : DECORATIONS AND MEDALS**

## **Section 2 - Medals and Ribbons: Issue, Grant and Custody of**

### **470. Maintenance of Accounts.**

Proper account of medals/ribbons will be kept by Air Headquarters on form IAFZ 2286, in respect of receipts and issues of medals. In this connection the following procedure is to be followed :-

- (a) The Medal Section will forward two copies of the memorandum forwarding medals, serially numbered to the Local Audit Office, Red Fort, Delhi.
- (b) Similarly, in respect of undistributed medals/stars, returned by Air Headquarters to the Medals Section two copies of the memorandum, returning the medals will be forwarded by Air Headquarters to the Local Audit Office concerned.
- (c) Apart from the ledger to account for the receipts and issue of medals, Air Headquarters will also maintain a subsidiary record, in the form of a register showing the actual issues of medals to the recipients. Both the ledger and the subsidiary register will be subject to audit. The form of the register is appended to this regulation. Separate pages will be allotted for each type of medal corresponding to the ledger folios. First three columns of the form will be completed simultaneously with the entries in the ledger.
- (d) Papers connected with receipts and disposal of medals ribbons / decorations will be treated as permanent record.



# CH - X : DECORATIONS AND MEDALS

## Section 2 - Medals and Ribbons: Issue, Grant and Custody of

### 471. Re-issue of Medals,/Decorations.

Requests for the re-issue of medals which have already been returned to Medal Section being undistributed/unclaimed will be made once a month only, i.e. during the last week of each month, on the form given below. Piece-meal requests will not be entertained by the Medal Section of the Ministry of Defence.

#### **FORM FOR REQUEST FOR THE RE-ISSUE OF RETURNED MEDALS/DECORATIONS**

No. ....  
.....

Date

To  
The Director of Military  
Regulations and Forms,  
Medal Section, Ministry of  
Defence,  
Government of India, Old  
Secretariat,  
Delhi-6.

Subject: **RE-ISSUE OF MEDALS/DECORATIONS**

The following consolidated statement of requests for the re-issue of medals/decorations returned to the Medal Section by this Record Office is submitted herewith for favour of compliance:-

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-----  
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Particulars of the awardee

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Sl No	No.	Rank	Name	Unit where awards were earned	Medals to be re-issued	Record Office reference	returning these medals
-------	-----	------	------	-------------------------------	------------------------	-------------------------	------------------------

2. Certified that the above medals/decorations were actually returned to the Medal Section as these could not previously be delivered to the awardees.

Signature



# **CH - X : DECORATIONS AND MEDALS**

## **Section 2 - Medals and Ribbons: Issue, Grant and Custody of**

### **472. Supply of Medals/Decorations to private Collectors' Institutions and Foreign Governments**

(a) Private collectors and quasi-official institutions will not normally be supplied with specimens of medals and decorations except in very exceptional circumstances. In the exceptional cases in which it is decided to supply a specimen, this will ordinarily be on payment.

(b) Official institutions duly supported by a foreign Govt. and foreign governments, may be supplied specimens of medals, etc., normally on payment, and in exceptional cases specially where reciprocity is involved, gratis.

(c) All requests falling under sub-para (a) and (b) above will be referred to the Government of India for approval. Air HQ and lower formations receiving such requests will forward them to the Medal Section, Ministry of Defence for further necessary action.

**Para 473. to 474. Blank**



# **CH - X : DECORATIONS AND MEDALS**

## **Section 2 - Medals and Ribbons: Issue, Grant and Custody of**

### **475.Monetary allowances to recipients of Gallantry decorations.**

Monetary allowances are also attached to Gallantry decorations of the Vir Chakra series and the Ashoka Chakra series. The rates of monetary allowance and conditions governing them are given in Rules 406, 407, 408 and 411 of Pay and Allowance Regulations

Amended vide **C.S.No68/I/75**

**Para 476. to Para 480 . Blank**



# **CH - X : DECORATIONS AND MEDALS**

## **SECTION 3-FORFEITURE AND RESTORATION**

### **481. Forfeiture**

#### **(a) Gallantry Awards.**

Any person who has been convicted of an offence of treason, sedition, mutiny, cowardice, desertion during hostilities, murder, dacoity, rape or any unnatural offence shall be liable at the discretion of the President to forfeit all the gallantry decorations which may have been awarded to him together with any pension/allowance appertaining thereto, not already paid. The cancellation and annulment of the awards will be notified in the Gazette of India. Forfeiture of awards also entail surrender of the decorations.

#### **(b) Meritoriom Service Medal and Long Service and Good Conduct Medal.**

Any person who has been convicted of any of the offences specified in sub-para (a) or suffers death or imprisonment for a period exceeding 3 years by sentence of court-martial or is dismissed or removed from service or is convicted by the civil power, such conviction being followed by dismissal or discharge from the air force, shall be liable, at the discretion of the Government of India, to forfeit any medal awarded for meritorious service except one awarded for gallantry, or for long service and good conduct together with any annuity or gratuity appertaining thereto not already paid.

#### **(c) Campaign and Commemorative Medals/Clasps.**

Any person who has been convicted of any of the offences specified in subpara (a) above or desertion, or who is convicted by a criminal court or who is cashiered, dismissed or removed from the service shall be liable at the discretion of the President to forfeit any campaign or commemorative medals/clasps.

#### **(d) Recommendations for forfeiture.**

All individual cases with recommendations for forfeiture or otherwise of the decorations medals and together with relevant documents, are to be forwarded through normal channels, within three months of the event necessitating the forfeiture, to the Air Headquarters (Directorate of Personal Services) for obtaining the orders of the President through the Ministry of Defence.





# CH - X : DECORATIONS AND MEDALS

## SECTION 3-FORFEITURE AND RESTORATION

### 482. Restoration

(a) **Gallantry Awards.** The awards may be restored at the discretion of the President. Upon the restoration having been approved by the President it will be notified in the Gazette of India. Any allowance/pension attached with the awards restored shall also be consequently restored as from the date of restoration.

(b) **Meritorious Service Medal and/or Long Service and Good Conduct Medal.** The awards together with any annuity or gratuity, which may be payable may be restored at the discretion of the Government.

(c) **Campaign and Commemorative Medals/Clasps.** These may be restored at the discretion of the Government of India in the following circumstances :-

(i) Where a minimum of three years' service (including approved service involving periodic training) has been rendered subsequent to release from imprisonment (or if not applicable subsequent to the date of conviction) provided that no offence has been committed during such service as would normally disqualify the individual from the award of an "exemplary" character on discharge or transfer to the reserve.

(ii) In cases of desertion during a state of hostilities no awards instituted for service during the period of hostilities in which desertion took place will be restored unless the individual subsequently rendered approved service in the armed forces from which he deserted before the termination of the particular period of hostilities for which the award was instituted. In this respect approved service is deemed to be paid service of one day or more after release from imprisonment and before the termination of the appropriate period of hostilities.

(iii) Where the required three years' requalifying service has not been completed owing to death, discharge, or release, wounds or sickness not due to misconduct, provided that no offence has been committed during the period between release from imprisonment (or, if not applicable, subsequent to the date of conviction) up to the date of termination of service, as would normally disqualify the individual from the award of "exemplary" character on discharge or transfer to the reserve.

(iv) When the individual is permitted to re-engage for pension, after completion of the first period of service or mobilised from the reserve, or promoted to higher rank.

(v) In recognition of meritorious service not necessarily resulting in decoration or when otherwise specially recommended.

(d) **Recommendation for Restoration.** All individual cases for restoration of the medals and decorations standing forfeited and cancelled, together with relevant documents will be submitted to the Air Headquarters through proper channels for obtaining the orders of the competent authority, through the Ministry of Defence.

**Para 483. to Para 490. Blank**



## CHAPTER XI - CEREMONIALS

### Section 1 - Compliments to be Paid

#### 491. Honours and Salutes on Parade.

The honours and salutes to be given by air force on parades are as follows:-

- (a) **To the President.** National Salute; Present arms; colours to be lowered; the band to play the full score of the National Anthem.
- (b) **To Governors and Sadar-i-Riyasat of Jammu & Kashmir State within their jurisdiction.** National Salute; Present arm, colours to be lowered; the band to play the full score of the National Anthem.
- (c) **To the National Flag.** National Salute; Present arms; colours to be lowered; the band to play the full score of the National Anthem on the Republic Day and the Independence Day and the short score on all other occasions.
- (d) **To Heads of States and Prime Ministers of Foreign and Commonwealth Countries.** As for the President except that the foreign National Anthem of the country concerned followed by the Indian National Anthem is to be played.
- (e) **To the Vice-President, the Prime Minister, the Defence Minister, Deputy Defence Minister and other VIPs.** General Salute; Present arms, the band to play the first eight bars of slow march or when no band is available, the trumpets or bugles to sound the salute or the drums to beat a ruffle.
- (f) **To Air, Flag and General Officers and to Inspecting Officers below Air or equivalents.** The same as in sub-para (e).



## **CHAPTER XI - CEREMONIALS**

### **Section 1 - Compliments to be Paid**

#### **492. National Anthem**

- (a) When the National Anthem is played for a National Salute during a ceremonial parade, all ranks in uniform not under the orders of the officer commanding the parade are to stand to attention and officers are to salute. Officers in attendance on the personage receiving the salute are not to salute.
- (b) When the National Anthem is played when there is no parade or on occasions which are not of an air force nature, all ranks in uniform are to stand to attention facing the band and officers, if wearing head dress are to salute. If in a theatre or building, all ranks are to stand to attention.
- (c) The full score of the National Anthem consisting of 27 bars is to be played-
- (i) on all occasions when the President is present in person;
  - (ii) on the Republic and the Independence Day Parades, when the National Flag is broken, irrespective of the rank of the person taking the salute.
- (d) The short score of the National Anthem consisting of 6 bars is to be played-
- (i) when giving National Salute to Governors and Sadar-i-Riyasat of J & K State;
  - (ii) when drinking toast to the President, except when the President is present in person;
  - (iii) when the National Flag is brought on parade for attestation ceremony.



## **CHAPTER XI - CEREMONIALS**

### **Section 1 - Compliments to be Paid**

#### **493. Officers holding civil offices.**

Officers acting in any civil office are entitled during their tenure to all the honours and salute appertaining to such office provided the entitlement to honours and salute in respect of the civil office is higher than that of the air force rank.



## **CHAPTER XI - CEREMONIALS**

### **Section 1 - Compliments to be Paid**

#### **494. Foreign Officers.**

The compliments directed in these Regulations are to be paid to officers in the service of any foreign power formally recognised by the Govt. of India, according to their respective ranks.



## **CHAPTER XI - CEREMONIALS**

### **Section 1 - Compliments to be Paid**

#### **495. Air Force Salutes**

- (a) Airmen *and* NCs(E) are to salute commissioned officers whom they know to be such whether in uniform or not.**
- (b) Cadets are to salute all officers in uniform, and the officers of their academy/ college whether in uniform or not.**
- (c) Junior officers i.e., Flight Lieutenant and below are to salute senior officers i.e. Squadron Leader and above. Senior officers are to salute their superiors in rank. All officers are to salute their seniors before addressing them on duty or on parade.**
- (d) Warrant Officers are to salute Master Warrant Officers and Airmen upto the rank of Junior Warrant officers and NCs(E) are to salute Master Warrant Officers and Warrant Officers whom they know to be such, whether in uniform or not.***
- (e) Salutes will be given with the right hand. Where from physical incapacity a right hand salute is impossible the salute is to be given with the left hand.**

**Amended vide Air HQ/24427/102/4/PP&R**



## **CHAPTER XI - CEREMONIALS**

### **Section 1 - Compliments to be Paid**

#### **497. Salutes by armed parties.**

Armed parties while marching at ease, in paying compliments on march are to be called to attention, and the command "Eyes Right (or Left)" is to be given. An officer/ airman in charge of an armed or an unarmed party is to return the salute as he gives the command "Eyes Right (or Left)".





## **CHAPTER XI - CEREMONIALS**

### **Section 1 - Compliments to be Paid**

#### **498. Martyrs' Day.**

Two minutes silence is to be observed at 1100 hours on 30th January every year in memory of those who laid down their lives in the struggle for freedom of the country. The procedure for observance will be notified by Air Headquarters. Commemoration of any other particular day/ event will be observed only under orders of the Government and in the manner prescribed in such orders.



## **CHAPTER XI - CEREMONIALS**

### **Section 1 - Compliments to be Paid**

#### **499. Saluting Funerals.**

Officers and airmen passing a funeral party are to salute the body.



## CHAPTER XI - CEREMONIALS

### Section 1 - Compliments to be Paid

#### 500. Guards of Honour

(a) Personages for whom guards of honour are mounted, occasions when mounted, the composition, the entitlement to honour etc. are shown at **Appendix 'G'** to these regulations.

(b) Inter-service guards of honour referred to in **Appendix 'G'** consist of an equal proportion of army, navy and air force personnel. An inter-service guard of honour may be commanded by an officer of any service.

(c) When local circumstances preclude the provision of a guard of honour of the required strength, the number may be reduced but any diminution in number will not affect the honours to which the personage is entitled.



## **CHAPTER XI - CEREMONIALS**

### **Section 1 - Compliments to be Paid**

#### **501. Courtesy Calls**

(a) Personages on whom courtesy calls are to be made by air force officers and the occasions for making such calls are shown in **Appendix 'H'** to these regulations.

(b) No call, official or social, is to be paid by any air force personnel on the heads of foreign missions or their staff. If, however, the latter takes the initiative and formally call on any airforce officer the call should be returned with Permission of superior authority. (The term 'superior authority' 'in this context will mean D.C.A.S. through Directorate of Intelligence for all personnel serving at Air Headquarters and units directly under administrative control of Air Headquarters and A.O.C-in-C for others).

(c) Personal calls should be returned in person and calls made by despatch of cards should be returned in the same manner.

(d) Exchange of calls by service officers will be governed by the following rules:-

(i) The junior will first visit the senior.

(ii) Where the officers are of equal seniority, the officer last arriving at the station will pay the first visit irrespective of his seniority.

(iii) Return visits will be paid within 24 hours either in person or by a representative as may be appropriate.

**502. to 510. Blank.**



# CHAPTER XI - CEREMONIALS

## Section 2-The National Flag

### 511. Flying of National Flag at Air Force Formations/ Units

(a) The national flag (size 6'x 4') (Section/Ref. No. 304-B/121) is to be flown at Air Headquarters and other air force formations and units except at units on a care and maintenance basis.

(b) At Air Headquarters the flag will be flown at the top of the building and will be hoisted daily at sunrise and lowered at sunset. At other places it is to be flown at the head of the flag mast in place of the distinguishing rank flag of the formation/ unit commander, as laid down below:-

(i) **Visit of Indian Dignitaries.** On the occasion of a visit to air force establishments by the President, Vice-President, Prime Minister or Governors of States within their respective states only.

(ii) **During visits of Foreign Dignitaries.** When a foreign dignitary who is entitled to national salute reviews a ceremonial parade/ guard of honour, the Indian national flag and the national flag of the foreign country concerned are to be flown on masts of equal height placed in line with the front edge of the dais the former to the right and the latter to the left of the dignitary. The flags will be hoisted before the arrival of the dignitary and will be lowered after departure.



## CHAPTER XI - CEREMONIALS

### Section 2-The National Flag

#### 512. Display of National Flag on Aircraft

(a) The privilege of flying the flag on service aircraft will be restricted to the following dignitaries. The size of the flag will be 3'x 2' (Section/Ref. No. 304B/127).

(i) Vice President } The flag will be flown on service air craft while  
                              } visiting foreign countries. The flag will not be

(ii) Prime Minister } flown while on tour in India.

**NOTE.** The President flies his own special standard on his aircraft while travelling in India and abroad. The President's standard is to be flown on the side by which the President would embark the aircraft or disembark from it in order that the standard may be seen by the people assembled to receive him.

(b) The national flag will be flown on the left side of the aircraft while carrying Indian dignitaries (See Note under sub-para (a) above, as regards the President). In the case of foreign dignitaries the national flag/ personal standard of the foreign dignitary will be flown on the left side of the aircraft and the national flag on the right.

(c) While carrying the Vice-President and the Prime Minister on official visits to foreign countries, the flag of the country visited is to be flown on the right side of the aircraft and national flag on the left. When the aircraft lands in countries en route, the national flags of the countries visited are also to be flown as a gesture of courtesy and goodwill. In the case of the President, his standard will be flown as stated in note under sub-para (a) above and the national flag of the countries visited, on the other side.



## **CHAPTER XI - CEREMONIALS**

### **Section 2-The National Flag**

#### **513. State and Service Funerals.**

On occasions of state and service funerals the flag shall be draped over the bier or coffin with the saffron towards the heads of the bier or coffin. The flag shall not be lowered into the grave or burnt in the pyre.



## **CHAPTER XI - CEREMONIALS**

### **Section 2-The National Flag**

#### **514. Display of National Days or on Special Occasions of National Rejoicing.**

The display of the national flag shall be unrestricted on the following occasions :-

- (a) Republic Day -During the period from the commencement to the close of the celebrations.
- (b) National Week -6th April to 13th April -- in memory of the martyrs of Jallianwala Bagh.
- (c) Independence Day
- (d) Mahatma Gandhi's Birthday.
- (e) Any other particular day of national rejoicing.

**NOTE.** Even on such occasions, the normal provisions regarding the display of national flag on motor cars shall not be relaxed.

**515 to 520. Blank.**





## **CHAPTER XI - CEREMONIALS**

### **Section 3 - Air Force Ensign**

#### **521. General**

(a) The air force ensign is to be flown at air force formations and units and at inter-services installations where the flags of the three services are flown. It will not be flown at a unit situated within the perimeter of a station or a care and maintenance unit.

(b) The ensign is to be flown daily and is to be hoisted in the morning and lowered in the evening at hours laid down in local orders and may coincide with the morning working parade and guard mounting parade.



## **CHAPTER XI - CEREMONIALS**

### **Section 3 - Air Force Ensign**

#### **522. Size of Ensigns.**

The size of the air force ensign to be flown will be as follows:-

(a) Air Headquarters.

(i) At the CAS's office -(Size 9x6' Sec. & Ref. No. 304B/103).

(ii) In front of the building. (Size 6x3' Sec. & Ref. No. 304B/104).

(b) Air Force Formations, Stations and Wings -(Size 6'x3' Sec. & Ref. No. 304B/104).

(c) Inter Service Organisations where the flags of the three services are flown.-(Size 6'x3' Sec. & Ref.304B/104)

(d) Units near a station/ wing but situated outside the perimeter of a station/ wing. (Size 4x2' Sec & Ref No 304B/105).



## **CHAPTER XI - CEREMONIALS**

### **Section 3 - Air Force Ensign**

#### **523. Half-masting of Air Force Ensign**

(a) On occasion of mourning, the ensign is to be flown at half-mast position i.e. midway between the peak and the base of the mast. The ensign is to be first raised to the peak and then lowered to half-mast. If it is already at the peak, it is to be lowered directly to the half-mast position. When lowering for the day, the half-masted ensign is to be first raised to the peak and then lowered.

(b) The occasions for half-masting are:-

(i) When ordered by Air/ Command Headquarters.

(ii) When requested by a state government in the event of death of a high dignitary of the state in which the air force formation/ unit is located.

(iii) When an announcement to the effect that flags will be flown at half-mast on Government buildings is broadcast by All India Radio.

**524 to 530. Blank.**



# CHAPTER XI - CEREMONIALS

## Section 4-Distinguishing Flags And Plates

### 531. Distinguishing Rank Flags of Formation Commander

(a) Officers of the rank of Wing Commander and above commanding a formation/ station/ unit (not detachments) are entitled to fly a distinguishing flag, which will measure 2' in the hoist and 3' in the fly, conforming to one of the following as appropriate:-

(i) Rank Flag - Air Marshal Sec/Ref. No. 204B/106.

(ii) Rank Flag - Air Vice Marshal 304B/107

(iii) Rank Flag - Air Commodore 304B/108

(iv) Rank Flag - Group Captain 304B/109

(v) Rank Flag - Wing Commander 304B/110

(b) The flag is to be flown at the head of the flag mast of the formation/ station/ unit (not detachment) and is not to be hoisted and lowered daily or flown at half-mast. The flag will be flown at all times except when replaced by the national flag on occasions prescribed under Section 2, Chapter XI.

(a) At formation/ station where more than one unit is located only the station commander is entitled to fly the flag.

(b) At Air Headquarters and command headquarters the only distinguishing flag flown to be that of the Chief of the Air Staff or the air officer commanding-in-chief, respectively. Officers commanding, headquarters units, are not entitled to fly flags.

(c) The flag is to be flown only when the entitled officer is actually present in the headquarters station.

(d) When the Chief of the Air Staff/ Air officer commanding-in-chief/ Air officer commanding visits a station, the distinguishing rank flag of the station commander will continue to be flown and not the rank flag of the inspecting officer.



## **CHAPTER XI - CEREMONIALS**

### **Section 4-Distinguishing Flags And Plates**

#### **532. Miniature Size Distinguishing Flag.**

Miniature size distinguishing flag (6 inches in hoist and 9 inches in the fly) (description of flag given in **Appendix 'J'** ) will be flown on a service vehicle (not private car) when the entitled officer travels on official duty on occasions laid down in **Appendix 'K'** . The flag is to be flown on a staff 12 inches high fixed in the centre of the vehicle at its forward end. When the officer is not actually present in the vehicle, the flag is to be effectively covered or removed.



## **CHAPTER XI - CEREMONIALS**

### **Section 4-Distinguishing Flags And Plates**

#### **533. Distinguishing Star Plates**

- (a) In addition to the miniature size distinguishing rank flags, officers of the rank of air commodore and above when travelling on duty in a service car are entitled to display a distinguishing metal plate of rectangular size, 18" long and 4.5" wide. with a five pointed raised metal star of bright silver colour permanently fixed on azure blue background, the stars being arranged in a horizontal line-one star (Sec/Ref. 304B / 120) for air commodore, two (Sec/Ref 304/119) for air vice marshal and three (Sec/Ref 304/118) for Air Marshal.
- (b) The plates are to be mounted horizontally between the slotted brackets fitted to the front and rear bumpers. The brackets are to be so designed that the plates may be readily fixed and detached.
- (c) When the entitled officer is not present in the car, the plates are either to be effectively concealed with canvas or detached from the car.
- (d) The star plates are not to be displayed on private cars.



## CHAPTER XI - CEREMONIALS

### Section 4-Distinguishing Flags And Plates

#### 534. Residence Flags

(a) The Chief of the Air Staff and the air-officer commanding in chief are entitled to fly flags as indicated below, at their permanent official residence:

Chief of the Air Staff. -	Air Force Ensign (Size 6'x3') (Sec./Ref., No. 204B/104).
A.Os. C-in-C/ AOC Command --	A flag of azure blue colour 3' in the hoist and 6' in the fly with air force crest superimposed. (Residence Flag Sec./Ref. No. 304B/111).

(b) The residence flag is to be hoisted daily at sunrise and lowered at sunset and is not to be flown at temporary residence or while the entitled officers are away on tour, leave etc.

**535. to 560. Blank.**



## **CHAPTER XII - DISCIPLINE**

### **Section 1- General**

#### **561. Acquittance with Regulations etc.**

(a) Every officer will make himself acquainted with, obey, and so far as he is able, enforce the Air Force Act 1950, the Regulations for the Air Force, and other regulations, instructions and orders, which may, from time to time be issued. He will also conform to the established customs and practices of the service.

(b) Every airman will be held personally responsible for making himself acquainted with:-

(i) Regulations for the Air Force,

(ii) Such station and other local orders and instructions appertaining to his service employment, as are necessary for the due performance of the duties, and

(iii) Such orders, and details of duties as are posted in barracks. He will further be required to conform to the established customs of the service.

(c) A copy of the Regulations for the Air Force will be kept in the station reference library or such other place as the commanding officer may decide. Commanding officer will be responsible that the copy is amended and kept up-to-date, and that airmen are notified by means of a notice on the notice board or otherwise as to where the copy is kept.

(d) Ignorance of duly published regulations or orders, will not be admitted as an excuse for their non observance.





## **CHAPTER XII - DISCIPLINE**

### **Section 1- General**

#### **562. Air Force Act, 1950: Acquaintance with.**

A commanding officer is responsible that all ranks are acquainted with the purport of sections 18 to 26, 28 to 32, and 34 to 71 of the Air Force Act, 1950. The provisions of these sections will be explained to airmen at parades at least once in every three months. They will also be read to recruits and apprentices on first joining, so as to preclude the possibility of ignorance on their part, of the additional offences and punishments to which an airman renders himself liable by becoming subject to Air Force Law.



## **CHAPTER XII - DISCIPLINE**

### **Section 1- General**

#### **563. Conduct to be observed.**

Every person in the air force is to conduct himself with the utmost respect to his superior officers and with strict obedience to his orders; he is at all times to discharge every part of his duty with zeal and alacrity, and, so far as circumstances admit, to assist all officers in the duties they have to perform. He should on all occasions strive to promote the welfare of the air force service and by the good order and regularity of his conduct set an example to those who may be subject to his command.



## **CHAPTER XII - DISCIPLINE**

### **Section 1- General**

#### **564. Conduct to be avoided.**

Every person in the air force is to discountenance and endeavour to repress all cursing, swearing, drunkenness and dissolute conduct in the air force; he is to abstain from gambling, rioting, quarrelling and from abusive or irritating language, especially to subordinates, is at all times to exert his influence against all that tends to the disparagement of religion and encouragement of vice and immorality.



## **CHAPTER XII - DISCIPLINE**

### **Section 1- General**

#### **565. Responsibility of officers in general**

(a) An officer will be responsible at all times for the maintenance of good order and discipline. An officer will exercise his authority in the maintenance of discipline by virtue of his commission and rank in circumstances independent of the special functions of his branch.

(b) An officer will afford the utmost aid and support to his commanding officer. It is his duty to notice, repress, and instantly report, any negligence or impropriety of conduct on the part of airmen, whether on or off duty, and whether the offenders do or do not belong to his particular unit.



## **CHAPTER XII - DISCIPLINE**

### **Section 1- General**

#### **566. Treatment of Subordinates**

- (a) An officer of any rank will adopt towards his subordinates such method of command and treatment as will not only ensure respect for authority, but also foster the feelings of self-respect and personal honour which are essential to efficiency.
- (b) An officer will not reprove a Warrant Officer or N.C.O. in the presence or hearing of other airmen unless it is necessary for the benefit of example that the reproof be public.
- (c) Warrant Officers and N.C.Os will be guided by the foregoing principles in dealing with each other and with other airmen. They will avoid intemperate language or an offensive manner.



## **CHAPTER XII - DISCIPLINE**

### **Section 1- General**

#### **567. Treatment of Apprentices and other personnel under training.**

An officer, Warrant Officer or N.C.O. entrusted with the duty of educating and training apprentices and other personnel under training will endeavour to inculcate such a sense of honour, responsibility and esprit de corps as will cause misbehaviour to be regarded as a breach of trust and disgrace to the culprit's barrack room and section. Discipline will be taught and maintained on its true basis and not on that of fear of punishment.



## **CHAPTER XII - DISCIPLINE**

### **Section 1- General**

#### **568. Conflicting orders.**

If an officer or airman should receive from his superior an order which he deems to be at variance with his obedience to any para of these Regulations or with any particular order that may have been issued by the Chief of the Air Staff or by another superior officer, he will represent orally (or in writing if it does not require immediate obedience) such contrariety to the person from whom he receives it; and if, after such representation, that person shall still direct him to obey the order, he will do so.



## **CHAPTER XII - DISCIPLINE**

### **Section 1- General**

#### **569. Remarks or Criticisms of Superiors**

Except as specifically permitted by these regulations, no officer or other person shall make remarks or pass criticisms on the conduct or orders of his superiors which may tend to bring them into contempt; and no officer shall say or do anything which, if heard or seen by or reported to those under him, might discourage them or render them dissatisfied with their condition or with the service on which they are or may be employed.





## **CHAPTER XII - DISCIPLINE**

### **Section 1- General**

#### **570. Officer's character impugned.**

An officer whose character or conduct as an officer and gentleman has been impugned must submit the case within a reasonable time to his commanding officer for investigation. Pending the investigation an officer may be suspended from duty, when he will be placed under the same restrictions as an officer in open arrest, but he will be shown as effective on the strength return and may be permitted to wear plain clothes.



## **CHAPTER XII - DISCIPLINE**

### **Section 1- General**

#### **571. Observance of Religious Customs.**

Religious customs and sentiments will be respected. Officers will take special care that none of their acts, or of their subordinates, violates the sanctity of any place held sacred.



## **CHAPTER XII - DISCIPLINE**

### **Section 1- General**

#### **572. Smoking**

- (a) An officer or airman will not smoke when engaged on any duty unless sanction has been given by superior authority.
- (b) Permission may be given for apprentices and recruits above the age of 18 to smoke off duty under such conditions as the A.O.C.-in-C may consider advisable.
- (c) A driver of a M.T. vehicle will not smoke when on duty with or in his vehicle.
- (d) Smoking in aircraft is forbidden.



## **CHAPTER XII - DISCIPLINE**

### **Section 1- General**

#### **573. Intoxicants.**

The introduction of wines, spirits and other intoxicants into barrack rooms and such other places, as may, for the time being be specified in standing orders, is forbidden.



## **CHAPTER XII - DISCIPLINE**

### **Section 1- General**

#### **574. Gambling**

- (a) All gambling in stations, camps and barracks is forbidden. This includes book-making or acting as an agent for a bookmaker.
- (b) An order to the above effect will be promulgated in daily Routine Orders at intervals not exceeding three months.



## **CHAPTER XII - DISCIPLINE**

### **Section 1- General**

#### **575. Airman 'running amuck'**

(a) When an armed airman has broken loose in the manner commonly known as 'running amuck' and is at large threatening to kill all or any one in particular it is the duty of all officers and airmen to take steps to effect his capture and to prevent him from carrying out his threats.

(b) In doing this, an officer or airman is entitled to use such force as may be necessary in the circumstances of the case, and may take the life of the offender if there be no other reasonable mean of preventing him from carrying out his threat. If, however, it appears from the offender's action e.g. the laying down of his arms, that he intends to surrender, he should be arrested in the ordinary way and dealt with in the due course. It is not necessary for an officer or airman, before using force, to go up to the man who is running amuck and demand his surrender if, in so doing, he would incur imminent risk of losing his own life. An order to shoot down the offender in such cases given by an officer, warrant officer or non-commissioned officer is a lawful command and will be obeyed.



## **CHAPTER XII - DISCIPLINE**

### **Section 1- General**

#### **576. Contraction of venereal disease.**

The following principles will be observed in dealing with persons subject to the Air Force Act including reservists, who contract venereal disease:-

(a) The actual contraction of venereal disease is not an air force offence and cannot be punished as such. Nor must the failure of a person to attend a prophylactic treatment room for treatment, within a specified period after exposing himself to venereal infection, be treated as an offence against discipline. It is, however, perfectly legitimate to debar persons suffering from venereal disease from sharing privileges granted to other personnel, such as short leave of absence, and the like, while they may be called upon to take part in extra parades solely for the purpose of restoring their physical fitness or their efficiency, if either has suffered through their absence from duty.

(b) Personnel who are undergoing treatment for venereal disease will not ordinarily be granted leave until the treatment is complete. If not completed, furlough or leave will be granted only after reference to the medical authorities in consultation with whom the period of furlough or leave should be fixed, due regard being paid to the date on which patients may be required for resumption of treatment.

(c) In all cases of admission to hospital on account of venereal disease the stoppage under Pay and Allowance Regulations for the air force will be enforced.

(d) A warrant officer or N.C.O. cannot be reduced to any lower rank, or to the ranks solely on account of having contracted venereal disease. If, however, he is absent from duty on account of venereal disease for a total period of four months, whether continuous or not, he is to be brought before a trade test board to decide whether any reduction in rank for inefficiency is necessary.

(e) An airman excluding a warrant officer or N.C.O. is not to be discharged from the service solely on account of his having contracted venereal disease. If, however, he has been absent from duty on account of venereal disease for a total period of four months, whether continuous or not, his case will be brought to the notice of the authority empowered to order his discharge from the service, for consideration as to whether he should be discharged from the service under rule 15 of the Air Force Rules.

(f) Notwithstanding the instructions contained in sub-para (e) above, an airman suffering from soft chancre, gonorrhoea, or syphilis must not be discharged from the service until he has been declared non-infective and shows no active signs of the disease. In the case of syphilis he should, where practicable, be further retained in the service until he has completed the entire course of treatment laid down for his case.

(g) These regulations also apply in the case of an airman who is found to be suffering from venereal disease on the completion of his regular service. Such an airman will not be transferred to the reserve or discharged from the service until he has been declared non-infective and shows no active signs of the disease. The extra time for which he is retained in regular service, when applicable will be deducted from his period of service with the reserve.

(h) In the event of an airman suffering from venereal disease refusing to undergo such curative treatment as may properly be classed a surgical operation, for example, urethrovesical irrigation, prostatic massage etc. his discharge may be ordered forthwith.





## **CHAPTER XII - DISCIPLINE**

### **Section 1- General**

#### **577. Concealment of venereal disease**

(a) In every unit there will be a standing order directing that a person subject to the Air Force Act, who is suffering from a venereal disease will report himself sick without delay.

(b) The above order will be read to the unit on parade at intervals not exceeding three months, care being taken that it is especially brought to the notice of all recruits on joining. Concealment of venereal disease will be dealt with under section 42(e) of the Air Force Act and not under section 46(b) or section 65.



## **CHAPTER XII - DISCIPLINE**

### **Section 1- General**

#### **578. Plural Marriage by persons in whose case it is prohibited by law**

(a) Hindus, Buddhists, Jains and Sikhs and also other persons who are governed by Hindu Law are forbidden under the Hindu Marriage Act, 1955 to contract another marriage if either of the party has a living spouse.

(b) Christians, Parsis and Jews are also forbidden under their respective personal laws to contract another marriage if either of the party has a living spouse.

(c) A marriage cannot legally be Performed or registered under the Special Marriage Act, 1954, if either of the party has a living spouse.

(d) Any plural marriage contracted by persons specified in subparas (a), (b) and (c) above or performed or registered under the Special Marriage Act. 1954 is illegal. Such marriage does not bestow on the parties the status of husband and wife nor do the parties acquire any rights against one another. The children from such marriage will be illegitimate. An individual contracting such plural marriage will be liable to punishment under either section 494, I.P.C., i.e., marrying again during life time of husband or wife, or/and section 495, I.P.C. i.e., concealment of former marriage from a person with whom subsequent marriage is contracted.

(e) An application from an individual to contract such plural marriage will not be entertained, nor can ex-post-facto sanction be given to such plural marriage.

(f) When it is found that any person in whose case it is prohibited by law has contracted plural marriage, no disciplinary actions by way of his trial by court martial or under Section 82 or 86 of the Air Force Act, will be taken but only administrative action to terminate his service under Section 19 or 20 of the Air Force Act will be taken.

(g) When a case of plural marriage has been brought before a criminal or civil court, the commanding officer will not initiate, administrative action till after the matter has been finally disposed of by the court. When a person is charged for contracting plural marriage before a criminal court, he will not be claimed for trial by court-martial. Such person will inform his commanding officer immediately a complaint is made against him in a court of law, and the commanding officer will then report the case to Air Headquarters (Directorate of Personal Services) through normal channel.

(h) When a person has been convicted under section 494 or 495 of the Indian Penal Code, or his plural marriage has been dissolved, he will inform his commanding officer of his conviction and punishment or of the dissolution of plural marriage, and the commanding officer will then report

the matter to Air Headquarters (Directorate of Personal Services) through normal channel. Thereafter the commanding officer will initiate administrative action to terminate his service under section 19 or 20 of the Air Force Act.

(j) The failure on the part of a person to notify his officer of the filing of a suit or a complaint against him in at court for contracting plural marriage or of his conviction under section 494 or/ and section 495 of the Indian Penal code or of the dissolution of his plural marriage will render him liable to be proceeded against under section 42(e) of the Air Force Act.

(k) All cases where administrative action is required to be taken will be initiated by the commanding officer and submitted through channel to Air Headquarters (Directorate of Personal Services).



## **CHAPTER XII - DISCIPLINE**

### **Section 1- General**

#### **579. Plural Marriage by persons in whose case it is permitted by law**

(a) A Muslim or other person, except Gorkha personnel of Nepalese domicile, whose personal law permits plural marriage, will not marry again without the prior sanction of the Central Government. If such person wishes to contract plural marriage he may apply for sanction to marry again on one or more of the following grounds only:-

- (i) His wife has deserted him and there is sufficient proof of such desertion;
- (ii) His wife has been medically declared as insane;
- (iii) Infidelity of the wife has been proved before a court of law;

(b) Applications for such marriages will state the law under which the subsisting marriage was performed and will include the following details where applicable :-

- (i) Has the present wife or wives consented to the marriage applied for?
- (ii) Will the present wife or wives live with applicant after marriage?
- (iii) Amount of maintenance to be paid to each wife.
- (iv) Name, age and sex of each child by previous marriage and custody of each child/or children after the proposed marriage.
- (v) Amount of maintenance to be paid to each child if he is to live separately.
- (vi) The law under which the proposed marriage will be performed.
- (vii) The law or custom according to which the applicant claims the right of plural marriage.

(c) In all cases, the applicant will attach with his application a certificate, witnessed by two persons of his unit, to the effect that he is not a Christian, Parsi or Jew, that the Hindu Marriage Act, 1955 does not apply to him and that he has not performed or registered the subsisting marriage under the Special Marriage Act, 1954.

(d) After it is established that the reasons given for the proposed Marriage are fully supported by adequate evidence the application will be forwarded through normal channel to Air Headquarters (Directorate of Personnel). Every Commanding Officer and intermediate commander will consider the case and make his specific recommendation about the proposed marriage with reasons.

(e) A person whose marriage is alleged to have been dissolved under any customary law and not by a court of law will still be required to obtain sanction for contracting another marriage. In such cases, the application will show the circumstances which led to the dissolution of the marriage together with the requisite proof of the existence of the customary Law.

(f) An application not recommended by a formation subordinate to the command will nevertheless be submitted to the command for disposal. It will, however, be forwarded to Air Headquarters only if it is recommended for approval by the A.O.C.-in-C.

(g) When it is found after due investigation that a person has contracted plural marriage without the previous sanction of the Central Government, no disciplinary action by way of his trial by court-martial or under section 82 or 86 of the Air Force Act will be initiated. If the person has committed another offence connected with the act of contracting plural marriage, disciplinary action will be taken only in respect of the connected offence. His commanding officer will report his case through normal channel to Air Headquarters (Directorate of Personal Services) with recommendation as to whether ex-post-facto sanction should be granted by Air Headquarters or administrative action should be initiated. When forwarding such cases to Air Headquarters, every commanding officer and intermediate commander will make specific recommendation giving reasons for the proposed action.



## **CHAPTER XII - DISCIPLINE**

### **Section 1- General**

#### **580. Dealings with contractors**

(a) Officers, airmen and others in air force employ must at all times guard against being placed in such a position as may lay them open to the suspicion of being influenced, in the discharge of their duty, by other than purely public considerations. They will be scrupulously careful in their relations and, except with the permission of the Air Headquarters, will have no private dealings with contractors, their agents or employees, whether on an honorary basis or otherwise. Purchases from or transactions with contractors or their agents which are of a purely normal character and made in the ordinary course of trade are permissible, but care must be exercised that no favour or preference, whether as regards price, date of delivery or otherwise, is accepted which is not also open to members of the general public or to the service as a whole. Except for local purchases, no inquiries as to the cost of stores likely to be required will be addressed to the trade, otherwise than through the Air Headquarters.

(b) Private testimonials will not be given, either formally or informally, to contractors as to the use of their 'wares in the service. Officers should on this account be extremely careful in any correspondence which they may have with contractors.

(c) No information regarding the employment or qualities of their products is to be furnished to contractors from service sources and commanding officers are to ensure that all such information is withheld from contractors or their representatives, if necessary, contractors may be referred to Air Headquarters.

(d) The disclosure to members of contracting firms of any information in regard to the processes of other firms, or of inventors, is forbidden.



## **CHAPTER XII - DISCIPLINE**

### **Section 1- General**

#### **581. Recommendations.**

An officer is forbidden to forward testimonials relating to his services or character with any application he may make to the Air Headquarters. In the event of an officer wishing that the opinion of officers under whom he has served should be brought to notice, he will submit their names so that, if necessary, they may be referred to.



## **CHAPTER XII - DISCIPLINE**

### **Section 1- General**

#### **582. Responsibility for disclosing business interests .**

It is the duty of all air force personnel, if they have occasion to come into official contact with any matter concerning a business organisation in which they have an interest, to disclose that interest to their commanding officer, and to request that some one else may deal with the case.





## **CHAPTER XII - DISCIPLINE**

### **Section 1- General**

#### **583. Bankruptcy.**

If an officer by serious financial embarrassment, bankruptcy, liquidation or other legal proceedings finds himself unable to meet his engagements he will at once notify the fact to his commanding officer. The latter will report the circumstances for the information of Air Headquarters who will decide as to what further action is necessary.



## **CHAPTER XII - DISCIPLINE**

### **Section 1- General**

#### **584. Obligation to bring dishonesty to notice.**

It is the duty of every person in the Air Force employ to bring at once to the notice of his immediate superior any case of dishonesty, fraud or infringement of orders that may come to his knowledge.



## **CHAPTER XII - DISCIPLINE**

### **Section 1- General**

#### **585. Unnecessary expense, fraud, etc.**

Every officer is strictly enjoined to avoid all unnecessary public expense, and, so far as may depend upon him, to prevent it in others; every officer is to report to his commanding officer or through the proper channel to the Air Headquarters, as circumstances may require, any neglect, collusion, or fraud, which he may discover or know of in any contractor, agent or person concerned in supplying any air force unit with stores or provisions, or in executing any air force works.



## **CHAPTER XII - DISCIPLINE**

### **Section 1- General**

#### **586. Employment of Government servants or property for private purposes.**

The employment of any Government servant, vehicle or stores for private purposes is prohibited except where such employment is specifically authorised.



## **CHAPTER XII - DISCIPLINE**

### **Section 1- General**

#### **587. Trading, Borrowing and Lending money.**

No officer or airman will engage in trade or will lend to, or borrow money from, any person belonging to the forces, nor will he engage in any transaction whereby he will become in private capacity a debtor or creditor to any person belonging to the forces.



## **CHAPTER XII - DISCIPLINE**

### **Section 1- General**

#### **588. Acceptance of Gifts/ Presents.**

**(a) Air force personnel are forbidden to accept directly or indirectly any gifts, gratuity or reward in respect of any act performed in their official capacity without the consent of the Government. The acceptance of gifts, gratuities, rewards in anticipation of or an inducement to official acts of favour or disfavour is also forbidden.**

**(b) Air force personnel are responsible for ensuring that their families do not accept gifts which may be given to influence them in the discharge of their official duties. Gifts, even from relatives, which are given to have the same influence, must be refused.**

**(c) Gifts of trifling value may be accepted by air force personnel with the prior sanction of the A.O.C-in-C Command concerned, when attending a public reception or on transfer on retirement. While seeking such permission complete details of the gifts including its cost and the source of funds for purchasing it, should be given. A gift exceeding Rs. 20/- in value shall be regarded as not of trifling value.**

**(d) When visiting foreign countries as guests, air force personnel may be offered by those countries cash gifts by way of "expense money" in addition to being paid for transport, hotel and similar bills. Such gifts will not be accepted. When gifts in kind are offered to a visitors, the person offering the gifts should be requested politely to refer the matter to the Indian Mission in that country.**

**(e) Circumstances may arise when presents/ gifts have to be accepted from foreign dignitaries without prior sanction of the competent authority either for want of time or for other good reasons. In such cases the following procedure will be adopted :-**

**(i) Where an individual is unable to decline the gift and accepts it without being able to obtain the prior concurrence of the Government, it is obligatory on his part to snake prompt report irrespective of the value of the gift, to his commanding officer or appropriate superior officer in respect of each and every gift which he has received. The recipient will indicate in this report whether he wishes to retain any or all of the gifts received. While sending such reports as complete a description as possible about each gift should be given alongwith his own assessment of the value if it is within Rs. 450 /-,**

**(ii) Pending a decision regarding retention of the gift, it should be deposited by the recipient for safe custody with his commanding officer or appropriate superior officer.**

**(iii) On receipt of the report mentioned above, the commanding officer or other superior**

officer should arrange to get the value of the gifts assessed if the value declared is not more than Rs. 450 /- unless value declared appears to be unsatisfactory. In the case of personnel in Delhi area the assessment will be made by the Toshakhana of the Ministry of External Affairs and in the case of others stationed within India by the nearest local customs officer. When a gift is received lay air force personnel posted abroad the assessment of value will be made by the Head of the Mission concerned or by a suitable agency under his orders.

(iv) In all cases the valuation report and the request of the recipient for permission to retain some or all of the gifts, should be sent to Air Headquarters (Directorate of Personal Services) who will then obtain orders of the competent authority and communicate them to the recipient.

(v) Where a particular gift is not allowed to be retained by the recipient, the same should be despatched to/ deposited in the Toshakhana of the Ministry of External Affairs at State expense. The recipient can, if he so desires, purchase the article deposited by him in accordance with the Toshakhana Rules.

(vi) In the case of officers posted abroad the gifts if not retained/ purchased by the recipients should be kept at the residence of the Head of Mission/Post as an exhibit piece or as an object d' art.

(f) The wives and the dependent children of air force personnel should also try to decline gifts offered by foreign dignitaries. If, in any case, a gift cannot be refused, the instructions applicable to air force personnel will apply to them also.

(g) Where a value of gifts received from a foreign dignitary at one time exceeds Rs. 450 /- the recipient if permitted to retain them will be required to pay the difference between Rs. 450 /- and the assessed value of the gift, plus the customs duty payable thereon. Permission will not, however, be given as a rule and each case will be decided on its merits. While applying, for sanction to retain gifts valued at over Rs. 450 /- the applicant will also state whether he is willing to pay the difference between Rs. 450 /- and assessed value of the article plus the customs duty.

(h) If an Air Adviser/ Attache receives from his colleagues in the Diplomatic Corps any souvenir gifts such as a silver or a cigarette box bearing the signatures of his colleagues on the termination of his assignment in a particular country, he may be allowed to retain after obtaining necessary sanction for retention such souvenir gifts without any payment even though the value of such gifts may exceed Rs. 450 /-.

(j) Gifts from foreigners stationed in India are not to be accepted and should invariably be politely declined explaining that regulations preclude them from accepting such gifts.

(CS No.22/VII/70)





## **CHAPTER XII - DISCIPLINE**

### **Section 1- General**

#### **589. Acceptance of Gifts by units/ formations.**

Gifts/ presents offered to a unit/ formation by a foreign national irrespective of whether or not the donor has served with the Indian armed forces or a unit/formation will not be accepted without prior approval of Air Headquarters.



## **CHAPTER XII - DISCIPLINE**

### **Section 1- General**

#### **590. Eradication of Bribery and Corruption.**

In cases of fraud, misappropriation, bribery, corruption and other malpractices involving air force personnel, services of the Special Police Establishment may be sought with a view to the investigation of the cases. Such requests should be made only in cases where it is apparent that the case requires expert police investigation. Once a case is referred to and accepted by the Special Police Establishment or they commence inquiry/ investigation on their own initiative subject to the instructions issued in this connection from time to time, full co-operation at all levels will be given to them.



## **CHAPTER XII - DISCIPLINE**

### **Section 1- General**

#### **591. Publicity of cases resulting in conviction/Departmental action**

(a) Fullest possible publicity through air force orders in the case of air force personnel will be given in all cases of bribery, Corruption, fraud, misappropriation and other malpractices in which there has been a conviction either by a civil court or a court martial. In cases of investigation by Special Police Establishment two copies of the air force orders will be sent to the Inspector General, Special Police Establishment, Ministry of Home Affairs.

(b) On the recommendation of Inspector General, Special Police Establishment, the names of dishonest and corrupt contractors may be black listed.



## CHAPTER XII - DISCIPLINE

### Section 1- General

#### 592. Public receptions in honour of members of the Air Force.

Circumstances may arise when a senior officer of the air force is invited to accept a public reception. Before accepting such a reception the officer concerned will ensure that:-

- (a) the reception is not in any way connected with or organised by any political or communal body,
- (b) no form of personal present is received by him except articles of trifling value;
- (c) ~~the prior sanction of the next superior officer not below the rank of A.O.C.-in-C or, where necessary, the sanction of Government Air HQ~~ is obtained. When attending such reception, the officer concerned in his reply, if any, will confine himself to an expression of thanks on his own behalf and on behalf of the forces he commands and an appreciation of the co-operation received from the local civil authorities. *AF Personnel will not accept invitations to declare open buildings etc, lay the foundation stone, or allow roads, bridges, parks or public institutions to be named after him.*

(CS No.23/VII/70)



## CHAPTER XII - DISCIPLINE

### Section 1- General

#### 593. Business appointment -serving personnel.

- (a) No officer or airman is permitted, without the sanction the Central Government, to accept a directorship (except as nominee of the Government) in any public, industrial or other company or firm or to assist or advise any such company or firm in question relating to their plant, processes or products. They are also forbidden to act directly or indirectly as agents for any company, firm or person or to engage in trade.
- (b) Except as hereinafter stated, no contract, whether for the purchase or sale by the Ministry of Defence, of goods or services, will be entered into with an officer, or airman or any partnership of which such officer or airman is a member (apart from a corporation in which he is a shareholder), or any company of which he is a director (except as a nominee of the Government), unless permission has been obtained from the Central Government for the purchase or sale to proceed.
- (c) In no circumstances may an officer or airman who in his private capacity is a principal or shareholder in a firm or company deal in his official capacity with any negotiation or arbitration in any matter affecting a contract with, purchase from ,or sale to, that firm or company.
- (d) No officer or airman will be permitted to purchase at Government auction sales, nor will any officer or airman be permitted to tender for Government stores or in any way make purchases, from or sales to, any Government department, except :-
- (i) transactions occurring in the ordinary course of public business, e.g. the purchase of Government priced publications, National Savings Certificates, postage stamps, money orders, etc. ;
  - (ii) purchase from Ministry of Defence sources of provision clothing etc., in accordance with air force regulations;
  - (iii) purchase of old Government stores, etc., at fixed price (available to the public);
  - (iv) in exceptional circumstances, the authority of the Central Government being necessary in each case. The fact that the stores are required for personal requirements and not for commercial purposes will not be regarded as justification for any such exemption;
  - (v) on behalf of a recognised air force organisation where the stores are definitely for service institute or unit requirements and not for individual or commercial purposes;
  - (vi) within the limits authorised by the Central Government from time to time for the sale of goods and performances of services by air force vocational training centres, hobby clubs,

schools, training establishments and similar establishments.

(e) Sub-para (b) and (d) above do not apply to contracts for the purchase, sale, letting or hiring of lands, or of buildings in site whether such contracts are made at public auction or otherwise.



## **CHAPTER XII - DISCIPLINE**

### **Section 1- General**

#### **594. Employment of sons/ daughters/ dependents of officers in private firms enjoying Government patronage**

(a) Whenever the son/daughter/other person wholly dependent on an officer wishes to accept employment on a starting salary of Rs. 300.00 or above with a private firm with which the officer has had official dealings during the last three years, the officer concerned will obtain through normal staff channels prior sanction of the authority given below for such employment:-

(i) In the case of officers of the rank of Group Captain and above-- Central Government.

(ii) In the case of Wing Commander and below--The Chief of the Air Staff.

(b) Where, however, the acceptance of such employment cannot await prior permission from the competent authority, or the matter is otherwise extremely urgent the officer will report the matter to Air Headquarters (Directorate of Personal Services) through proper channels and allow the son/ daughter/ dependent to accept the employment provisionally subject to the approval of the competent authority.

(c) If the competent authority's reply/ order on the applications seeking permission does not reach the officer within three months of his application, he may presume permission of such authority,



## **CHAPTER XII - DISCIPLINE**

### **Section 1- General**

#### **595. Communication and Interview with Officials**

(a) An officer is forbidden to write private letters to officials at Air Headquarters on official personal matters such as promotion, postings etc.

(b) Attempts by officers and airmen to obtain favourable consideration of any application by the use of outside influence are forbidden, and, if resorted to, will be regarded as an admission on the part of the applicant that his case is not good on its merits, and it will be dealt with accordingly.

(c) When an interview is asked for, or a letter is written on behalf of an officer by any person other than himself, such communication will be deemed to have been made at his suggestion unless he can show to the satisfaction of the authorities that he has no knowledge of it directly or indirectly.

(d) An airman is forbidden to visit the Air Headquarters for the purpose of obtaining an interview, unless he brings with him written permission from his commanding officer; such permission will not be given in connection with the redress of wrong and grievances which will be dealt with as laid down in para. 621. It will be granted only in very special circumstances when it is evident that an official application would not answer the Purpose.





## **CHAPTER XII - DISCIPLINE**

### **Section 1- General**

#### **596. Communication with other Services etc.**

No person in the airforce is to enter into direct communication with any service or department of a State or Central Government or with any subordinate officer of such service or department, on subjects connected with the air force service or with his particular duties or present or future employment, unless duly authorised to do so by the regulations of the service or superior authority; but all communications on such subjects are to be made through the proper channels to Air Headquarters in order that such steps may be taken thereon as may be necessary.



## **CHAPTER XII - DISCIPLINE**

### **Section 1- General**

#### **597. Security.**

An air or other officer commanding is responsible for ensuring that all persons under his command are acquainted and comply with the provisions of the Indian Official Secrets Act, 1923 together with the paras of these regulations bearing on the same subject and with the instructions issued by the Government or Air Headquarters for the security of air force establishments, offices and official documents, and for regulating admission to national defence and other prohibited places, as required by the said act and regulations.



## **CHAPTER XII - DISCIPLINE**

### **Section 1- General**

#### **598. Disclosure of Information, etc.**

- (a) The orders governing communications to the press, lectures, and addresses by persons subject to the Air Force Act are contained in Rule 21 of the Air Force Rules, 1969.
- (b) An officer or airman will be held responsible for all statements contained in communication to his relative or friends on any service information or his views on any service subject which may subsequently be published in the press or otherwise; he will not prejudge questions which are under the consideration of superior authority, by the publication, anonymously or otherwise, of his opinions; and he will not take part in public in a discussion relating to orders, regulations or instructions issued by his superiors.
- (c) Any information of a professional or technical nature which an officer or airman may acquire in the performance of his duty or in the course of his duties will be regarded as the property of the Government, and will not be published, or communicated either orally or in writing to any person not directly employed in the service of the air force, without the previous sanction of the Air Headquarters.
- (d) Information acquired in official capacity by an officer seconded for service under any Government department will not be disclosed without the express permission of the department concerned.
- (e) In dealing with commercial firms performing work for the air force, care will be taken to ensure that particular trends of development on any given matter which should be kept secret are not made known to the firms.
- (f) When permission is sought under sub-para (a) the matter intended to be published or the material of the lecture or broadcast will be either typewritten or in proof form and will be submitted in triplicate through the usual channels to the Air Headquarters (Directorate of Personal Services) in the first instance, accompanied by a statement from the authority under whom the applicant is immediately serving, to the effect that there is no objection to permission being applied for. If the officer or airman has made use of Government copyright matter (published or unpublished) either by the inclusion of extracts from official documents or by the use of official documents as a basis for his work, full particulars will be stated by him in his application. The material submitted must reach the Air Headquarters (Directorate of Personal Services) at least 30 days before approval is required. A copy each of the documents submitted will be retained at the Air Headquarters (Directorate of Personal Services) for reference. Permission to publish lecture or broadcast will apply only to the text as submitted and no alterations therein will be made

subsequently without the authority of the Chief of the Air Staff. The permission, if given, will not convey endorsement of the contents of the document and no statement tending to imply official endorsement or approval will be included in any part of the published book or article or the lecture or broadcast, nor will any reference be made therein to the fact of the Chief of the Air Staff sanction having been obtained. The officer or airman concerned will take particular care that no information of the nature referred to in sub-paras (b) or (c) is communicated to the publishing, broadcasting or other authority until Air Headquarters permission has been granted.

(g) Official reports or correspondence, or copies thereof, will not be furnished without the special sanction of the air officer commanding-in-chief to any person not officially entitled to receive them.



## **CHAPTER XII - DISCIPLINE**

### **Section 1- General**

#### **600. Unauthorised Communications/ Publication of Official Documents.**

Official reports, correspondence and documents of whatever description, whether classified or not, are the property of the Government, and are not to be disclosed without special authority, to any person not officially entitled to receive them. The publication of the official documents or communicating their contents verbally or in writing or their use for any private purpose without due authority will be treated as a breach of the Indian Official Secrets Act, 1923.



## CHAPTER XII - DISCIPLINE

### Section 1- General

#### 601. Production of Official Documents or giving oral evidence as to their contents

(a) A government servant summoned by a court to produce an official document is bound to produce it personally or to cause it to be produced by one of his subordinates, unless-

(i) the document is not in his custody ; or

(ii) the document is of a privileged class.

(b) All official records are normally to be regarded as in the custody of the head of the department or the head of the office, as the case may be. In special circumstances, however, an official document may be in the custody of a government servant other than the head of the department or, as the case may be, the head of the office.

(c) If the document required to be produced in the court is not in the custody of the government servant who has been summoned, he should inform the court or in the case of a high court or the supreme court, the Registrar of the court, accordingly by an official letter in the form appended below and also send a copy each of that letter to both the parties to the proceedings in which the production has been required, and also to the person in whose custody the document is.

#### SPECIMEN OFFICIAL LETTER

From

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-----

To,

The Court of \_\_\_\_\_,

\_\_\_\_\_, or

The Registrar, High Court of (at)

Supreme Court

Sir,

1. A summons bearing No \_\_\_\_\_ dated \_\_\_\_\_ in Suit (or other proceeding) No. \_\_\_\_\_ of 196\_\_\_\_\_ between \*(AB) \*(C D) has been served on me on \_\_\_\_\_ requiring production

in the said Court on 196 of the documents therein specified.

2. With reference to the above, I have the honour to intimate that the documents specified in the said summons (or the documents specified below out of those mentioned in the said summons) are not in my custody and, therefore, I am unable to cause their production in court. The said documents are in the custody of \_\_\_\_\_ as the head of the department/head of the office.

\*\*3. I am accordingly to request that this letter may be placed before the Hon'ble Judges for orders.

Yours faithfully,

Signature

\*Insert names. If there are numerous parties, give first name and add 'and other(s)'

\*\*To be inserted only in cases in which the summons has been issued by a High Court or the Supreme Court.

(d) Where the summons has been served on a Government servant who has the custody of the document in any special circumstances, it should be determined, first, whether the document is of a privileged class under section 123 or 124 of the Evidence Act. A document would be privileged if-

- (i) it is an unpublished official record relating to any affair of State; or
- (ii) it contains any communication made to a public officer in official confidence;

and that in either case the disclosure of the document would cause injury to the public interest.

(e) If the Government servant summoned is of the opinion that the document belongs to a privileged class, or has any doubt in the matter, he shall refer the question to his superior officer/ next higher formation unless the document falls under (ii) in sub-para (d) is addressed to the Government servant himself, in the latter case, the Government servant has himself to take a decision whether the public interest would suffer by the disclosure of the document. If he decides that injury to the public interest would be caused by the disclosure of the document, he should claim privilege under section 124 of the Evidence Act in the manner stated in sub-para (j). If the Government servant has any doubt, he may seek the advice of his superior officer/ next higher formation.

(f) If the Government servant having the custody of the document(s) required to be produced finds that within the time allowed in the summons for the production of the document(s) in court, it is not possible to produce them after considering the question as to whether the document is privileged under section 123 or 124, of the Evidence Act and whether such privilege should be claimed, and that the court should be requested to grant further time, it will not be appropriate to

make the request by a letter addressed to the court, but the officer concerned should instruct the Government Pleader and authorise him by proper Vakalatnama, if necessary, to appear in the court on the date fixed for production of the document(s) and apply either orally or in writing (if required) for grant of further time for compliance with the summons making claim of privilege. In the meanwhile, the Government servant who has received the summons should proceed to consider the question of privilege or seek instructions regarding thereto.

(g) Where the document required to be produced has emanated from some other authority, e.g., a State Government or a foreign Government, or is one respecting which there has been correspondence with a State Government or a foreign Government, Air Headquarters should invariably be consulted before the production of the document, unless it is intended for publication not yet published, or is of a purely routine or formal nature. Air Headquarters will consider the desirability of obtaining the consent of the Central or the State Government or of the concerned authority to the production of the document.

(h) The privilege recognised by section 123 Evidence Act extends not only to production of the document but also to the giving of any other evidence as to their contents or as to the facts derived therefrom. No person whether a government servant or not may give such evidence.

(j) Detailed instructions regarding the consideration that should govern the claiming of privilege under section 123 and 124 of Evidence Act and the manner of claiming are contained in the policy letters issued by Air Headquarters.





## **CHAPTER XII - DISCIPLINE**

### **Section 1- General**

#### **602. Appearance as Expert Witnesses in private Law Suits**

(a) An officer or airman is forbidden to accept invitations to appear as an expert witness in private law suits for the purpose of giving evidence on matters of which he has acquired knowledge in the course of, and in connection with, his official duties.

(b) Any officer or airman who receives an invitation should reply that he is precluded by regulations from giving such evidence. If, however, after replying in these terms he is summoned to appear as an expert witness, he should report the matter to his commanding officer who will refer it through the usual channels to the Central Government, when instructions will be issued as to the further action to be taken.



## **CHAPTER XII - DISCIPLINE**

### **Section 1- General**

#### **603. Aliens in Air Force quarters or establishments.**

No alien will live in any air force quarter or establishment during peace time unless the approval of the Chief of the Air Staff has been obtained. This restriction applies to houses, etc., owned, hired, leased, or appropriated by Government for use by officers, airmen or civilian personnel paid from Defence Services Estimates, and to buildings owned, hired, or appropriated by Government and used as defence works or for storage, repair, or manufacture of military, naval or air force material. Application for approval will be submitted through the usual channel.



## **CHAPTER XII - DISCIPLINE**

### **Section 1- General**

#### **604. Political meetings, meetings etc. in Air Force Camps.**

Political meetings or speeches are not to be allowed in any air force camp and no parliamentary candidates or canvassers or political agents are to be allowed to visit air force establishments. Any form of political activity in air force establishments is prohibited.



## **CHAPTER XII - DISCIPLINE**

### **Section 1- General**

#### **605. Assistance to Civil Authorities in Criminal Cases.**

(a) A commanding officer will afford the civil authorities every assistance in his power, in the execution of criminal proceeding against any person under his command.

(b) At the time of surrendering any air force personnel the civil authorities are to be requested to release him on bail, if the offence in question is bailable and also not to subject him to any undue hardship so long as he is an under trial prisoner. The commanding officer of the accused is to take steps to keep himself informed of the movements of the accused and of the periodical progress of the case. He is to ensure that there is speedy disposal of the case. If there is any undue delay on the part of the civil authorities concerned in disposing of the case, the commanding officer is to submit detailed report to the next superior authority.

(c) The attention of officers commanding is drawn to the provisions of para 685, section 3, chapter XIII, of these regulations, which provides for the defence of airmen when charged with criminal offences and prosecuted by civil authorities.



## **CHAPTER XII - DISCIPLINE**

### **Section 1- General**

#### **606. Escort for Officers/ Airmen in Civil Custody**

- (a) A commanding officer will comply immediately with an application from the civil authorities for an escort for an officer/airmen in civil custody.
- (b) The strength of an escort will be decided by the officer who despatches it, and will depend on the number, offences and characteristics of the prisoners and the duration of the journey.



## **CHAPTER XII - DISCIPLINE**

### **Section 1- General**

#### **607. Injury to civilians.**

When an airman seriously injures a civilian, the commanding officer will immediately report the matter to the station commander and the district magistrate, and commence a thorough investigation in order to ascertain the facts while the incident is fresh. If the civil authorities investigate the case, the commanding officer will give them every assistance. The medical officer who first attends an injured person will report forthwith to the civil and air force authorities concerned the nature and extent of the injuries and his opinion as to the probable results.



## **CHAPTER XII - DISCIPLINE**

### **Section 1- General**

#### **608. Responsibilities of Commanding Officer to prevent Crime.**

A commanding officer will use every effort to prevent crime and to suppress any tendency to screen its existence. For first offences, not of an aggravated character, admonition is the most suitable treatment. Other punishments should be resorted to only when admonition has failed to have effect.

#### **609. to 620. Blank.**



## CHAPTER XII - DISCIPLINE

### Section 2-Redress Of Grievances

#### 621. Remedy for Aggrieved Airmen

*(a) The manner in which an airman should proceed to obtain redress for any grievance which he considers himself to be suffering from is prescribed in Section 26 of the Air Force Act. This para lays down the procedure.*

*(b) Every officer receiving any such complaint shall make as complete an investigation into it as may be possible for giving full redress to the complaint, or when necessary, refer the complaint to superior authority.*

*(c) Every such complaint shall be preferred in such a manner as may from time to time be specified by the proper authority.*

*(d) the Central government may revise any decision by the Chief of the Air staff under this rule but subject thereto, the decision of the Chief of the Air Staff shall be final.*

*(e) Scope of complaints, complaints purporting to be made under Section 26 of the Air Force Act, 1950 must show that a service wrong has been done to the complaint in that he has been deprived of a service right or privilege. An airman may make a complaint on matters not arising from the service, but such complaints will not be deemed to have been made under Section 26 of the Air Force Act.*

*(f) Joint/Collective/Anonymous Petitions. Joint or Collective or Anonymous petitions of any kind are forbidden. Collective petitions or representations include separate petitions or representations prepared by separate airmen in consultation with each other.*

*(g) Representations by Airmen direct to C.A.S., or other government authorities. Any application for redress, be it for service wrong or on personal matters affecting morale and welfare, must in the first instance, be addressed by an airman to his commanding officer and be submitted through proper channels as mentioned in sub para (j). The practise of by-passing the normal service channels and making direct representations to higher authorities except as provided in these rules is prohibited. Airmen will render themselves liable to severe disciplinary/administrative action for any violation of these regulations.*

*(h) Representations by Relatives of Airmen. No notice will be taken of a representation on service matters submitted by relatives of airmen.*

*(j) Proper Channels. An airman's application for redress of grievance will be submitted through proper channels as given below and, except as provided in sub para (l) will always*



*be submitted to his section commander in the first instance. Advance copies of the application will not be sent to any higher authority.*

*(i) Section Commander*

*(ii) Unit/Detachment Commander*

*(iii) Station Commander*

*(iv) Group Headquarters, where applicable*

*(v) Command Headquarters*

*(vi) Air Headquarters*

*(k) Procedure for progressing Petition. On receipt of the application, the section commander will investigate the case, and if possible, redress the grievance of the airman. If however, he is unable to do so, the application together with a report from him on the points raised in the application will be forwarded to the Unit/Detachment commander, and the airman concerned informed of the fact in writing. The application will continue to be forwarded to the next higher authority in the chain mentioned in sub para (j) in a similar manner, until such time as the grievance of the airman is redressed or a final decision on the case is given by Air Headquarters.*

*(l) Exemption to Rules about Proper Channel. Complaints/ Applications for redress of grievances may be addressed direct to next higher authorities only when the commanding officer or next higher authority refuses to give legitimate redress asked for or unnecessarily delays the forwarding of the complaints to higher authorities. Under such circumstances the complainant will inform the intermediate authority of his action.*

*(m) Interview with Commanding Officers/Inspecting Officers. If an aggrieved airman feels that his application has not received due consideration in a reasonable period of time, he may seek an interview with the station commander or with an inspecting officer, i.e., the Chief of the Air Staff or A.O.C-in-C. When it is desired to seek an interview with an inspecting officer, the following action will be taken:-*

*(i) The airman will make a request to his commanding officer through his section commander for such an interview.*

*(ii) If the time permits, full details of the case will be forwarded to the inspecting officer in advance.*

*(iii) If, however, the notice for the inspection is short, the commanding officer will apprise the inspecting officer of the facts of the case before interview.*

*(n) It is entirely at the discretion of the inspecting officer to grant or refuse the interview.*

*(o) Period of Permissible Delay. It is of utmost importance that application for redress of grievances by airmen are dealt with expeditiously so as to reach the authority competent to redress the grievance not later than 4 days from its date of submission by the aggrieved person. No intermediate authority will hold up the application for more than 10 days. In the event of any longer delay a report indicating the reasons will be made to the next higher authority.*

*(p) Any method other than those specified in these regulations for seeking a remedy of grievance by airman, is not possible.*

(CS No. 24/VII/70)



## CHAPTER XII - DISCIPLINE

### Section 2- Redress of Grievances

#### 622. Remedy for Aggrieved Officers

(a) The manner in which an officer should proceed to obtain redress for any grievance which he conceives himself to be suffering from is prescribed in section 27 of the Air Force Act. This para lays down the procedure to be followed.

(b) *Scope of Complaints.* Complaints made under section 27 of the Air Force Act, 1950 must show that a service wrong has been done to the complainant in that he has been deprived of a service right or privilege. An officer may make a complaint on matters not arising from the service, but such complaints will not be deemed to have been made under section 27 of the Air Force Act.

(c) *Criticism of Superiors.* In applications for redress of grievances criticism of superiors should be scrupulously avoided. *In this connection, attention of all concerned is drawn to para 569 of these regulations.*

(d) *Joint/Collective/Anonymous Petitions.* Joint or collective or anonymous petitions of any kind are forbidden. Collective petitions or representations include separate petitions or representations prepared by separate officers in combination with each other.

(e) *Representation by officers to C.A.S. or other government Authorities.* An officer's application for redress, *be it for service wrongs or on personal matters affecting morale and welfare, must in the first instance be submitted by a service officer to his commanding officer. The practice of bypassing the normal service channels and making direct representations to higher authorities except as provided in sub para (k) is prohibited. Officers will render themselves liable to severe disciplinary/ administrative action for any violation of these regulations.* ~~of grievance is to be addressed to his commanding officer. On receipt of the application the commanding officer will investigate the case and, if possible, redress the grievance of the officer locally. If however, he is not in a position to do so, the application, together with a report from the commanding officer on the points raised in the application, will be forwarded/to the next higher formation in the chain of command, and the officer concerned informed of this fact in writing.~~

~~(f) If an officer is aggrieved by his commanding officer, his application for redress of grievance will nevertheless be addressed to the commanding officer, who will take action as laid down in sub para (c) above. If the commanding officer redresses the grievance, he will inform the applicant and obtain from him in writing a statement to the effect that his grievance has been redressed.~~

~~(g) On receipt of the application at higher formation similar, action as at sub-para (c) will be taken and the application will continue to be forwarded to higher authority until it reaches Air~~

~~headquarters unless the grievance is redressed at an intervening stage. At each stage, if the grievance is not redressed, the applicant is to be informed that his application has been forwarded to the next higher authority.~~

~~(h) After due consideration at Air Headquarters the officer will be informed through the normal channels as to what action has been taken on his grievance. If the officer is not satisfied with the redress granted by Air Headquarters, his application will be forwarded to the Central Government for a decision.~~

~~(j) If an aggrieved officer feels that his application has not received due consideration in a reasonable period of time, he may seek an interview with an inspecting officer, i.e., the Chief of the Air Staff or A.O.C.-in-C. When it is desired to seek an interview with the inspecting officer, the following action will be taken: -~~

~~(i) The officer will make a request to his commanding officer for such an interview.~~

~~(ii) If time permits, full details of the case will be forwarded to the inspecting officer in advance.~~

~~(iii) If, however, the notice for the inspection is short, the commanding officer will apprise the inspecting officer of the facts of the case before the interview.~~

~~(k) It is entirely at the discretion of the inspecting officer to grant or refuse the interview.~~

~~(l) It is of utmost importance that applications for redress of grievance by officers are dealt with expeditiously at all levels.~~

~~(m) Any method other than those specified in this para for seeking a remedy of grievance by officers is not permissible.~~

~~(f) *Representation by Relatives of Officers.* No notice will be taken of a representation on service matters submitted by relatives of officers.~~

~~(g) *Proper channel and Procedure for Progressing Petitions.* An officer's application except as stated in sub para (k) is to be addressed to his commanding officer and copies of the application are not to be forwarded to higher authorities. On receipt of the application, the commanding officer will investigate the case, and if possible, redress the grievance of the officer locally. if the commanding officer redresses the grievance, he will inform the applicant and obtain from him in writing a statement to the effect that his grievance has been redressed. if however, the commanding officer is not in a position to redress the grievance locally, the application together with a report from the command officer will be forwarded to the next higher formation in the chain of command, and the officer concerned informed of this fact in writing.~~

~~(h) On receipt of the application at higher formation similar action as at sub para (g) will be taken and the application will continue to be forwarded to higher authority until it reaches Air~~

**Headquarters, unless the grievance is redressed. The applicant is to be informed of the fact that his application has been forwarded to the next higher authority.**

**(j) After due consideration at Air Headquarters, the officer will be informed through the normal channels, as to what action has been taken on his grievance. If the officer is not satisfied with the redress granted by Air Headquarters, his application will be forwarded to the Central Government for a decision.**

**(k) *Exemption to rules About Proper Channel.* Complaints/ applications for redress of grievance may be addressed to next higher authorities only when the commanding officer or the intermediate authority refuses to give a legitimate redress asked for or unnecessarily delays forwarding of the complaints to higher authorities. Under such circumstances, the complaint will inform the intermediate authority of his action.**

**(l) *Interview with Inspecting officers.* If an aggrieved officer feels that his application has not received due consideration in a reasonable period of time, he may seek an interview with an inspecting officer, i.e., the chief of Air staff, A.O.C-in-C or A.O.C., as the case may be. When it is desired to seek an interview with the inspecting officer, the following action will be taken.**

**(i) The officer will make a request to his commanding officer in writing for such an interview.**

**(ii) If the time permits, full details of the case will be forwarded to the inspecting officer in advance.**

**(iii) If, however, the notice for the inspection is short, the commanding officer will apprise the inspecting officer of the facts of the case before interview.**

**(m) It is entirely at the discretion of the inspecting officer to grant or refuse an interview.**

**(n) *Period of permissible Delays.* It is of utmost importance that applications for redress of grievance by officers are dealt with expeditiously so as to reach the authority competent to redress the grievance not later than 45 days from its date of submission by the aggrieved person. No intermediate authority will hold up the application for more than 10 days. in the event of such a delay a report indicating the reasons for the delay will be made to the next higher authority.**

**(o) Any method other than those specified in this rule for seeking a remedy of grievances by officers is not permissible.**

**(CS No. 25/VII/70)**

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## **CHAPTER XII - DISCIPLINE**

### **Section 3-Appeals And Petitions**

#### **631. Petitions or appeals in respect of court-martial.**

Petitions and appeals in respect of any order, finding or sentence of a court-martial are dealt with under section 161 of the Air Force Act.



## **CHAPTER XII - DISCIPLINE**

### **Section 3-Appeals And Petitions**

#### **632. Appeals against audit**

(a) An appeal against the decision of an audit officer other than a local audit officer will be made in writing through proper channel to the C.D.A., (Air Force) who will, if he is unable to reverse the decision, record his opinion thereon and forward it to Air Headquarters or command as applicable, who, if they are unable to concur in the audit objection will refer the matter for the decision of higher authority.

(b) If a commanding officer disagrees with the decision of a local audit officer he will refer the case direct to the C.D.A. (Air Force).





## CHAPTER XII - DISCIPLINE

### Section 3-Appeals And Petitions

#### 633. Petitions submitted to Formations

- (a) Petitions, especially those submitted by ex-airmen or their relatives will be replied to in clear and sympathetic language. In cases where a petitioner's request cannot be granted the reasons for rejection should be sympathetically explained. Paragraphs of regulations or instructions etc., will not be referred to, as, in the majority of cases, they convey no meaning to these petitioner.
- (b) The procedure to be observed for the submission of petitions by persons who have been, but are no longer, in air force employ (including reservists) or their relatives, on matters relating to their air force service is as under :-
- (i) The person who wishes to submit a petition will, in the first instance, address the petition to the commanding officer of the petitioner's last unit. Petitions should in no case, be sent direct to the Air Headquarters. Petitions so addressed involve further delay in examining the petitioner's request as it is invariably necessary to refer to the commanding officer of the petitioner's unit before any reply can be given.
- (ii) Commanding officers will, only after careful consideration, refer to higher authority petitions which they are unable to dispose of themselves or on which it is desirable that the order of higher authority should be passed. Any petition so referred will be accompanied by full particulars and, where possible, a definite recommendation.
- (iii) Petitions which contain a request for grant of land will not be forwarded to the civil authorities.
- (iv) Commanding officers will ensure that the provisions of this para are understood by all persons in. air force employ at the time of their transfer to the reserve or discharge.



## **CHAPTER XII - DISCIPLINE**

### **Section 3-Appeals And Petitions**

#### **634. Petitions to Civil authorities**

**(a) Petitions addressed to civil authorities from airmen, which are forwarded through the unit will be forwarded by the commanding officer of the unit who will satisfy himself that the petition does not contain a request for land or concern:-**

**(i) the grievances of any one except the petitioner, his wife, or minor children or any near relative who is unable suitably to represent his or her own case.**

**(ii) a case pending before a civil or criminal court, except a request for its expedition.**

**(iii) the re-opening of a case already decided by a civil or criminal court.**

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635. to 638. Blank.



## Chapter XII : Discipline

### SECTION 4 - WIRELESS SETS

#### 639. Wireless Sets

(a) Licence for Wireless Sets.

(i) Sets which have to be maintained by units as part of their normal authorised equipment do not require a licence. Sets shall only be operated on such radio frequencies and parameters which are duly authorised by the Department of communication (W.P.C. Wing).

(ii) Reception sets, which are intended for broadcast reception only and which are the property of officers and airmen (including those holding rank as honorary commissioned officers) must be licensed by the Director General of Posts and Telegraphs. Licences for this purpose are issued by civil/army post offices. Individuals desiring licences for this Crepe of sets will first obtain the, permission of their commanding officer.

(iii) The application for licence to establish, maintain or work wireless apparatus does not justify the establishment of such apparatus before the licence is received.

*Note* :- The term 'set' includes wireless, telegraphy and telephony, whether for reception only or for reception and transmission.

(iv) Licences are necessary for all amenity wireless reception sets whether issued free by a higher formation or purchased by the units/ formations out of non-public funds/ A.C.E.S. grant. A unit area cannot be considered as a house for the purpose of covering with one licence the use of any number of wireless receiving sets by the licence at that address. Each licence can, of course, cover any number of separate loudspeakers or other means of reproduction in the common rooms of the different barracks of the same unit in the same premises.

(b) *Amateur W/T Stations.* Officers and airmen (including those holding honorary -rank of commissioned officers) and civilian employees of the air force are prohibited from establishing and operating amateur wireless stations in the camp area or outside. Dependants/ relatives/ friends of such personnel residing with them in service accommodation are also not to be allowed to establish such amateur wireless stations within the premises of such residences.

(c) *Official work on Wireless Sets,* Air Force sets, namely those not requiring licences, are permitted to transmit/receive official government correspondence authorised by competent authority.

(d) Private Wireless Sets in Military Building.

- (i) Applications received for the installation of private wireless sets in service building will be submitted by the commanding officer to the station commander for approval through the garrison engineer concerned.
- (ii) Any wireless set employing an outside aerial will have an efficient earth with means provided for connecting the aerial direct to earth, outside the building, when the set is not in use.
- (iii) As soon as the wireless set is installed the station commander will satisfy himself that the individual is in possession of a wireless licence.
- (iv) The cost of installation and any necessary repairs after dismantling will be borne by the individual in whose name the wireless set is licensed.
- (v) No occupant of service building is entitled to a free supply of electric energy for private sets or gramophones.

***(CS No. 42/IV/71)***

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## **CHAPTER XIII - INVESTIGATION AND DISPOSAL OF CHARGES**

### **Section 1- ARREST AND CUSTODY**

#### **641. Air Force Custody**

(a) Under section 4(v) of the Air Force Act, 'Air Force Custody' means the arrest or confinement of a person according to the usages of the service and includes military or naval custody.

(b) Arrest is either close or open arrest. When arrest is not described as open arrest, it means close arrest.



## **CHAPTER XIII - INVESTIGATION AND DISPOSAL OF CHARGES**

### **Section 1- ARREST AND CUSTODY**

#### **642. Power to Arrest or Place in Custody**

(a) Any person subject to the Air Force Act, 1950 who is charged with an offence may be taken into Air Force custody.

(i) Any such person may be ordered into air force custody by any Superior Officer

(ii) Any officer may order into air force custody an officer engaged in a quarrel, affray or disorder even though the latter may be of a higher rank.



## **CHAPTER XIII - INVESTIGATION AND DISPOSAL OF CHARGES**

### **Section 1- ARREST AND CUSTODY**

#### **643. Officer-When to be placed in Arrest.**

An officer may be placed in arrest by a competent authority without previous investigation when circumstances so require, but a commanding officer on receiving a complaint, or Learning of circumstances tending to incriminate an officer, will not ordinarily place him in arrest, until he has satisfied himself by inquiry that it will be necessary to proceed with the case and to report it to superior authority. He will invariably place in arrest an officer against whom he prefers a charge.



## CHAPTER XIII - INVESTIGATION AND DISPOSAL OF CHARGES

### Section 1- ARREST AND CUSTODY

#### 644. Officers/Warrant officers under Arrest

- (a) When an officer or warrant officer is placed under arrest the commanding officer, unless he dismisses the case, will report the matter without delay to the next superior authority under whose command the unit may be.
- (b) When an officer is placed under arrest a report shall be made by the fastest means to Air Headquarters. Subsequently, reports regarding the progress of investigation shall be submitted in the manner laid down by the controlling station, group, command and Air Headquarters through normal staff channels.
- (c) An officer or warrant officer under close arrest will be placed under the charge of an escort consisting of another officer or warrant officer of the same or senior rank, if possible, and will not leave his quarters or tent except to take such exercise under supervision as the medical officer considers necessary. Notwithstanding the inherent responsibility of the escorts towards the safe custody and welfare of the person in their charge, so far as applicable written orders will be issued to the escorts embodying among others the points detailed at **Appendix 'L'** . An officer or warrant officer may, however, if circumstances so require, be placed for custody under the charge of a guard, piquet, patrol, sentry or member of the service police.
- (d) An officer or warrant officer under open arrest may take exercise at stated periods and within stated limits, which will usually be the precincts of the barracks or camp of his unit; these limits may be enlarged at the discretion of the officer commanding of the station. He will not appear in any place of amusement or entertainment, or at public assemblies. He will not appear outside his quarters or tent dressed otherwise than in uniform. An officer or warrant officer in open arrest may, under strict orders as to his conduct, be directed to proceed from one station to another, or be permitted to leave the station for a particular purpose.
- (e) An offender in close arrest will not be required to perform any duty, other than such duties as may be necessary to relieve him from the charge of any cash, equipment, stores, accounts, or office of which he may have charge, or for which he is responsible. If by error, or in emergency, he has been ordered to perform any duty, he is not thereby absolved from liability to be proceeded against for the offence for which he is under arrest. On active service, however, an offender may be ordered to bear arms, attend parades and perform all his ordinary duties, provided that care is taken to ensure that he is called upon to perform no duties in addition to those performed by airmen who are not in arrest or undergoing punishment. An offender, while in open arrest, may be ordered by his commanding officer to carry out such flying or other duties as may be necessary in the course of his training, or such part of his ordinary duties as his commanding officer may



consider advisable that he should perform.

(f) An offender, when in close arrest, is not to bear arms except by order of his commanding officer in an emergency or as provided in sub-para (e) above.



## CHAPTER XIII - INVESTIGATION AND DISPOSAL OF CHARGES

### Section 1- ARREST AND CUSTODY

#### 645. Airman When to be Placed in Arrest

- (a) A warrant officer or N.C.O. charged with a serious offence will be placed in arrest forthwith but if the offence alleged does not appear to be serious, it may be investigated and disposed of without previous arrest.
- (b) An airman other than a warrant officer or N.C.O. or apprentice charged with a serious offence will be placed in arrest on the commission or discovery of the offence, but if the offence alleged appears not to be serious it may be investigated and disposed of without previous arrest. He will not be placed in close arrest for offences unaccompanied by intoxication, violence or insubordination, unless confinement is necessary to ensure his safe custody or for the maintenance of discipline.
- (c) An airman or apprentice, who disobeys an order distinctly given or resists the authority of a warrant officer, or N.C.O. will be placed in close arrest without altercation and the fact immediately reported to his subordinate commander or to the adjutant. When a warrant officer or N.C.O. has to place an airman or apprentice in close arrest, he will obtain the assistance of one or more airmen to conduct the offender to the guard room and will himself avoid coming in contact with him.
- (d) When an airman makes confession of desertion or of having committed an offence in relation to enrolment, and the investigation cannot immediately be completed, he need not be placed in arrest pending inquiry. But if at the time of confession or subsequently, he is charged with any other offence, he may be placed in arrest and the investigation and trial may proceed for that offence independently of the confession.
- (e) When an airman has been placed in close arrest for more than two days the fact will be notified in P.O.Rs forthwith. In such cases release from close arrest, will also be promulgated in P.O.R.s irrespective of any notification under sub-para (f) below. The cause of release (e.g. dealt with by commanding officer, charge dismissed, charge not proceeded with, etc.) should be stated.
- (f) When an airman is convicted, either by court-martial or by a civil court, or by his commanding officer of an offence, for which he has been placed in close arrest, and deduction of all pay and allowances under rule 256 of Pay & Allowances Regulations for the Air Force (1955) is involved as a result of such conviction, the notification in P.O.Rs. of the conviction should also state the period in custody in order that the airman may forfeit pay and allowances accordingly.





## CHAPTER XIII - INVESTIGATION AND DISPOSAL OF CHARGES

### Section 1- ARREST AND CUSTODY

#### 646. N.C.Os and Aircraftmen under Arrest

(a) N.C.O.

(i) When an N.C.O. is placed under close arrest an N.C.O. of the same or senior rank will be detailed as an escort. Written orders on the same lines as given in **Appendix 'L'** to these Regulations are to be given to the escort.

(ii) An N.C.O. under close arrest will not leave his quarters or tent except to take such exercise under supervision as the medical officer considers necessary. If he is residing in a dormitory, he shall be shifted therefrom and put in a separate room or tent when he is put in close arrest.

(iii) An N.C.O. in close arrest will not be required to perform any duty, other than such duties as may be necessary to relieve him from the charge of any cash, equipment, stores, accounts, or office of which he may have charge, or for which he is responsible. If by error, or in emergency he has been ordered to perform any duties, he is not thereby absolved from liability to be proceeded against for the offence for which he is under arrest. On active service, however, an N.C.O. may be ordered to bear arms, attend parades, and perform all his ordinary duties provided that care is taken to ensure that he is called upon to perform no duties in addition to those performed by airmen who are not in arrest or undergoing punishment. An N.C.O. while in open arrest, may be ordered by his C.O. to carry out such flying or other duties as may be necessary in the course of his training, or such part of his ordinary duties as his C.O. may consider advisable that he should perform.

(iv) An N.C.O., when in close or open arrest, will not bear arms except by order of his commanding officer in an emergency or as provided in sub-para (iii).

(v) An N.C.O. under close/open arrest will not consume any alcoholic drinks or other intoxicants.

(vi) He shall have all his meals in his room where he is kept in custody. He shall not use his own or any other mess premises whatsoever. He shall not appear in any place of amusement or entertainment or at public assemblies, and he is never to appear outside his tent or quarter dressed otherwise than in uniform.

(vii) A S.N.C.O. under open arrest may be allowed to have his meals in the S.N.C.Os. Mess if he is a member of the same.

(viii) When in open arrest, an N.C.O. may take exercise at stated periods within defined limits, which will usually be the precincts of his barracks or camp of his unit. These limits may be enlarged at the discretion of the C.O. of the station.

(ix) An N.C.O. in open arrest may, under strict orders as to his conduct, be directed to proceed from one station to another or be permitted to leave the station for a particular purpose.

**(b) Aircraftmen and Apprentices**

(i) An aircraftman or apprentice on being placed in close arrest will be placed in confinement under charge of a picquet, patrol, sentry or member of the service police and will be searched and deprived of knives, other weapons and any article that can be used as missile during the investigation and the trial. A receipt containing the list of articles recovered will be given to him.

(ii) An aircraftman/apprentice in close arrest will be allowed his bedding and will take sufficient exercise for the preservation of his health.

(iii) An aircraftman/apprentice in close arrest will not bear arms except by order of his C.O. in an emergency or as provided in sub-para (a) (iii) above.

(iv) An aircraftman/apprentice in close/open arrest will not consume any alcoholic drinks or other intoxicants.

(v) An aircraftman/apprentice in open arrest will not quit barracks until his case has been disposed of, but he will attend parades. He may, however, be ordered by his C.O. to carry out such duties as may be necessary in the course of his training, or such part of his ordinary duties as his C.O. may consider advisable that he should perform.



## **CHAPTER XIII - INVESTIGATION AND DISPOSAL OF CHARGES**

### **Section 1- ARREST AND CUSTODY**

#### **647. Release from Arrest**

(a) It is not desirable, except when it appears that the arrest has been made through error, that an officer should be released from arrest by the officer who ordered his arrest without the sanction of Air Headquarters.

(b) Whenever possible, the sanction of the highest authority to whom the case may have been referred should be obtained before an officer or warrant officer is released from arrest. An officer or airman has no right to claim trial by court-martial, except in the circumstances mentioned in Section 86 of Air Force Act, or to claim a court of inquiry, or after he has been released by proper authority, to persist in considering himself under the restraint of arrest or to refuse to return to duty.

(c) Where an officer is released from arrest without being dealt with summarily or tried by court-martial a report of the circumstances will be sent to the Chief of the Air Staff by the officer who orders the release.

An air or other officer who awards a summary punishment will report the matter to the Chief of the Air Staff forwarding a copy of the charge sheet and summary of evidence and giving particulars of the punishment awarded. Care will also be taken that an appropriate entry is made on the accused's record of service.



## **CHAPTER XIII - INVESTIGATION AND DISPOSAL OF CHARGES**

### **Section 1- ARREST AND CUSTODY**

#### **648. Treatment in Cases of Intoxication**

- (a) An airman suspected of being intoxicated will not be put through any drill or tested for the purpose of ascertaining his condition.
- (b) An airman charged with intoxication will not be brought before an officer for investigation of the charge until he is perfectly sober; for this purpose 24 hours should usually be allowed to elapse before the investigation.
- (c) An airman, other than a warrant officer or N.C.O. who is intoxicated will be placed in close arrest, alone, if possible, in a guard/detention room. He may be deprived of his boots except when the weather is cold and he is likely to suffer in consequence. He will be visited and his condition ascertained at least every two hours by an N.C.O. of the guard and an escort. Should any symptoms of serious illness be observed a medical officer will forthwith be sent for.



## **CHAPTER XIII - INVESTIGATION AND DISPOSAL OF CHARGES**

### **Section 1- ARREST AND CUSTODY**

#### **649. Offender Taken into Custody Away from his Unit.**

When an officer or airman is taken into custody by the naval, military or civil authorities, the latter will require the commanding officer of any air force unit to remove the offender. The commanding officer so notified will, if the offender belongs to his unit, despatch an escort to take him over. If the offender does not belong to his unit, he will report the details to the commanding officer of the unit concerned, informing the naval, military or civil authorities of the action taken and the commanding officer of the offender's unit will send an escort without delay to take him over.





## **CHAPTER XIII - INVESTIGATION AND DISPOSAL OF CHARGES**

### **Section 1- ARREST AND CUSTODY**

#### **650. Offender in Custody-Disposal of Case**

(a) It is of the utmost importance that, when an officer or airman is in custody, his case should be investigated and that he should be brought to trial (if necessary) at the earliest possible moment. (See section 103 of the Air Force Act, 1950).

(b) Under Section 50(a) of the Air Force Act, 1950, serious liability is incurred by any person subject to the Act who causes an officer or airman to be detained in custody for an unnecessarily long period without bringing him to trial or taking steps to bring his case before the proper authority for investigation.

**651 to 660. Blank.**



## **CHAPTER XIII - INVESTIGATION AND DISPOSAL OF CHARGES**

### **SECTION 2 - INVESTIGATION AND DISPOSAL OF CHARGES**

#### **661. General Rules for Investigation**

- (a) Every charge against an officer or airman will be investigated in his presence without delay and in accordance with the Air Force Rules.
- (b) An officer, who does not dismiss or summarily dispose of a charge which he investigates, will be careful to avoid expressing any opinion as to the guilt or innocence of the person charged.
- (c) The charge against an officer or airman in arrest will be disposed of daily (Sundays and holidays excepted) and when practicable, in the morning.
- (d) Every charge against an airman will be investigated in the first instance by the subordinate commander at such hour as will allow an airman remanded for disposal by the commanding officer to be ready to go before him at the appointed time.



## **CHAPTER XIII - INVESTIGATION AND DISPOSAL OF CHARGES**

### **SECTION 2 - INVESTIGATION AND DISPOSAL OF CHARGES**

#### **662. Offender in Custody-Delivery of Charge**

(a) Attention is directed to section 50(b) of the Air Force Act, under which it is the duty of an officer, warrant officer or N.C.O, who commits any person into custody, to deliver at the time, or as soon as practicable and always within 48 hours, an account in writing, signed by himself, of the offence with which the person so committed is charged.

(b) If the account in writing referred to in sub-para (a) (the charge report Form IAFF(P) 13) is not delivered at the time, an oral report giving the nature of the charge will be made. If the charge report is not received within 48 hours, the commander of the guard will either take steps to procure it or report that he has not received it to the officer to whom his guard report is furnished who, if the charge report or other evidence sufficient to justify the continued arrest is not forthcoming, will at the expiration of 48 hours from the time of committal, order the release of the person in custody. In order to comply with the provisions of section 50(a) of the Air Force Act, the name and offence of every person committed to his charge and the rank and name of the officer or other person by whom he is charged will be entered by the commander of the guard in his guard report, and the original charge report or a copy thereof will be forwarded to the commanding officer of the person in custody.

(c) The commander of a guard shall upon the request of any person received into custody, declare to him the rank and name of the person preferring charges against him or ordering his arrest, and give to him a copy of the charge report as soon as he receives it.

(d) A commander taking over a guard will check over the airmen confined under the custody of the guard with the names of those entered in the guard report.



## **CHAPTER XIII - INVESTIGATION AND DISPOSAL OF CHARGES**

### **SECTION 2 - INVESTIGATION AND DISPOSAL OF CHARGES**

#### **663. Entry of Charges and Awards**

- (a) For offences of airmen in close arrest, the charge will be made out on guard police report (IAFF(PS) 1651) by the commander of the guard, or where there is no guard by the N.C.O. responsible for the custody of the airman in close arrest. When the case is disposed of on the guard report, the manner in which it is so disposed of and the punishments (if any) awarded, will be entered in the appropriate column of the form in the handwriting of the officer who deals with it.
- (b) The charge will be disposed of by officer commanding unit/ squadron/wing/station to which the offender is posted or attached, or subordinate commander whenever he is authorised by station commander to do so.
- (c) When O.C./subordinate commander proposes to dispose of an offence, he will obtain the minor offence report (IAFF (P) 24) from the unit orderly room. After the entries in respect of each charge have been completed, he will return IAFF(P) 24 to the orderly room (where it should normally be retained for the week) in order that particulars may be available for inclusion in P.O.Rs., if necessary. On each Saturday the unit commander will sign the minor offence report whether blank or otherwise and forward it to station headquarters where it will be attached to the guard report for that day. If a charge for which an N.C.O, aircraftman or apprentice has been in close arrest is disposed of, the entry disposed of will be made in the punishment column of the guard report.
- (d) At stations where one or more units/squadrons are located the station commander may issue instructions to the unit/squadron commanders to put up to the station commander cases of offences of serious nature occurring within their respective units or squadrons.
- (c) Before a case is put by O.C. unit/squadron to the station commander for disposal, it will be ensured by the former that the offender is attached or posted to the station.



## **CHAPTER XIII - INVESTIGATION AND DISPOSAL OF CHARGES**

### **SECTION 2 - INVESTIGATION AND DISPOSAL OF CHARGES**

#### **664. Accused Person Remanded to Station Commander**

(a) When a subordinate commander remands a case for disposal by the station commander, he will submit an IAFF(P) 13 to that officer for entry in the guard report of the unit, before the hour fixed for the disposal of offenders by the station commander.

(b) A subordinate commander who has reserved a charge for the decision of the station commander will attend the trial of the airman, if instructions to that effect are issued in the station standing orders. While attending, he will have with him the airman's sheet roll. The disposal of the offence will be entered by the station commander in the guard report, and IAFF (P)13 will be duly completed. This form will be returned to the subordinate commander who will then complete his minor offence report (IAFF(P) 24) and the conduct sheet, which are contained in the sheet rolls in his possession. The IAFF(P) 13 may then be destroyed.

(c) Charges initiated by naval, military, air force or other public authorities in respect of offences committed by airmen away from their units/stations, will, after investigation, be remanded to the station commander for disposal.

(d) If an airman is remanded for further enquiry the charges against him will be brought forward daily and the order for remand will be entered daily in the guard report or minor offence report by the investigating officer.

(c) Guard report will be posted daily in a guard book and will be kept for one year.



## **CHAPTER XIII - INVESTIGATION AND DISPOSAL OF CHARGES**

### **SECTION 2 - INVESTIGATION AND DISPOSAL OF CHARGES**

#### **665. Accused Person Remanded.**

When an accused person is remanded for further investigation, or for trial by court-martial, it is a matter for the discretion of the C.O., and it is always his duty to consider whether, having regard to all the circumstances, the accused should or should not be released from close or open arrest (as appropriate) and either placed in open arrest or released without prejudice until further orders. If, on the investigation of a charge, sufficient evidence is not forthcoming, as to whether the accused has, or has not, committed the offence, and there is no opportunity of carrying the investigation further at the time, the accused, if the offence charged is not of a serious nature, may be released from arrest without prejudice to his re-arrest and ordered to do duty till further evidence is forthcoming and the matter can be further inquired into.



## **CHAPTER XIII - INVESTIGATION AND DISPOSAL OF CHARGES**

### **SECTION 2 - INVESTIGATION AND DISPOSAL OF CHARGES**

#### **666. Disposal by Commanding Officer and Sending Before a Court Martial.**

(a) A C.O. should consider each case on its merits. He should not summarily dispose of a case which obviously warrants a more severe punishment than he is empowered to award. In respect of offences mentioned in Section 83 of the Air Force Act, 1950, a C.O. may after hearing the charge and the evidence produced before him, acquit the offender, but he cannot award any punishment except with the previous sanction in writing of an officer having power to convene a district court-martial.

(b) Before proceeding with a case, it is the duty of the commanding officer to see that the offender is liable to be proceeded against, having regard to section 121 of the Air Force Act, 1950.

(c) Except where it is important that the guilt or innocence of the accused should be definitely decided, it is undesirable to send a case before a court-martial when it appears doubtful whether the evidence will lead to a conviction. In such a case the charge should ordinarily be dismissed under the provisions of the Air Force Act Rules.

When an airman or apprentice under the age of 21 years is remanded for trial

by court Martial on a serious charge, his commanding officer will interview him and impress upon him the desirability of keeping his next of kin informed. When any such person is awaiting trial on a serious charge by a civil court, similar action will be taken by the commanding officer.

(c) When an apprentice is remanded for trial by court-martial, his commanding officer will inform his parents or legal guardians of the fact at the earliest moment, stating the nature of the charge preferred against him.

(f) If, when an airman is charged with one offence, another offence comes to light and the investigation cannot be completed immediately or proceeded with, the investigation and trial in respect of the original offence may proceed independently and the charge for the second offence may be dealt with as Prescribed in para 665.

(g) When a person already under sentence of court martial is charged with an offence for which it is necessary to arraign him before a court-martial the trial should take place at once.



## **CHAPTER XIII - INVESTIGATION AND DISPOSAL OF CHARGES**

### **SECTION 2 - INVESTIGATION AND DISPOSAL OF CHARGES**

#### **667. Disposal of Charges for Offences of Serious Nature**

(a) Charges under Section 44 of Air Force Act, 1950 (False Answers on Enrolment) are normally of a serious nature which call for deterrent punishment. Such charges against airmen will not be summarily disposed of without obtaining the prior approval of Air Headquarters/command headquarters, as the case may be.

(b) Charges for offences involving moral turpitude, fraud, dishonesty and culpable negligence causing financial losses require to be seriously dealt with. Where it appears that an offence of the above nature has been committed, the commanding officers should, as a rule not dispose of the case summarily, but initiate action to bring the offender to trial by court-martial.

(c) IAFF(P) 24 together with guard report, will be used for weekly check of entries in conduct sheets. It will also be used on all occasions when a return of offences and punishments is required. It will be filed with the guard report at the end of each week and retained for one year.





## **CHAPTER XIII - INVESTIGATION AND DISPOSAL OF CHARGES**

### **SECTION 2 - INVESTIGATION AND DISPOSAL OF CHARGES**

#### **668. Absence without Leave**

(a) In dealing with a charge of absence without leave, a commanding officer will have regard to the place of the airman's surrender or apprehension, the circumstances of his absence and the period passed in custody. Absence without leave will ordinarily be reckoned as terminating on the day when the airman is taken into custody. In awarding punishment, the commanding officer should make allowance for any unusual delay in the disposal.

(b) If an airman is found guilty of absence without leave the commanding officer will not make an award of deduction of pay and allowances, but (in addition to any punishment which he may think fit to award) will inform the airman of the number of days' ordinary pay and allowances which he forfeits under rule 256 of Pay & Allowances Regulations for the Air Force (1955).



## **CHAPTER XIII - INVESTIGATION AND DISPOSAL OF CHARGES**

### **SECTION 2 - INVESTIGATION AND DISPOSAL OF CHARGES**

#### **669. Disobedience to Authority other than a Superior Air Force Authority.**

Disobedience of the instructions of a person who, though holding a position of authority, is not an officer, warrant officer, N.C.O. or an acting N.C.O. does not constitute an offence under section 41 of the Air Force Act. Such cases will, however, generally fall within the terms of section 65 of the Air Force Act, and can, if so be disposed of under that section.



## **CHAPTER XIII - INVESTIGATION AND DISPOSAL OF CHARGES**

### **SECTION 2 - INVESTIGATION AND DISPOSAL OF CHARGES**

#### **670. Identification of Offenders.**

When circumstances render the identification of an alleged offender necessary, the identification should, as a rule, be carried out in the presence of an officer. The procedure for an identification parade is given in **Appendix 'M'** to these Regulations for guidance.



## **CHAPTER XIII - INVESTIGATION AND DISPOSAL OF CHARGES**

### **SECTION 2 - INVESTIGATION AND DISPOSAL OF CHARGES**

#### **671. Persons Not Subject to the Air Force Act.**

Civilians in Defence Services, when not subject to the Air Force Law shall be dealt with in accordance with the Civilians in Defence Services (Classification Control and Appeal) Rules, 1952 in the matter of discipline.

**672 to 680. Blank.**



## **CHAPTER XIII - INVESTIGATION AND DISPOSAL OF CHARGES**

### **SECTION 3-CHARGES BY CIVIL POWER**

#### **681. Receipt of Summons by Airmen.**

When an airman receives, otherwise than through his commanding officer, a summon issued by a civil court, he will at once report the matter to his unit commander in order that arrangements may be made for his attendance before the magistrate. The standing orders of every unit will contain an order to the above effect.



## **CHAPTER XIII - INVESTIGATION AND DISPOSAL OF CHARGES**

### **SECTION 3-CHARGES BY CIVIL POWER**

#### **682. Action to be taken when an Airman is charged before a Civil Court.**

(a) When an airman is charged with an offence before a civil court near the station where his unit is quartered, an officer will be detailed from the unit to attend the court. An officer having personal knowledge of the accused will be detailed for this duty if any such officer is available. If the prosecution takes place at a distance, the case will be submitted to the controlling command headquarters, who will decide whether it is advisable for an officer to be present, and, if so, whether the officer shall be detailed from the accused's unit or from some other unit near the place of trial. In the latter case, the commanding officer of the accused's unit will arrange with the commanding officer of the unit from which the officer is to proceed, forwarding all necessary information and documents for the use of the officer attending the court.

(b) The officer attending the court will, if required by the court, give all information in his possession as to the accused's character, and full particulars of any previous conviction by a civil court, or by a court-martial of an offence under section 52, 69 or 70 of the Air Force Act, but not of minor offences of a purely military character unless specially required by the court to do so, as the nature of these offences is apt to be misunderstood to the prejudice of the accused. He should furnish all the information with regard to general character that is within his personal knowledge or has been communicated to him by commanding officer of the accused's unit. He should be prepared to state the rate of pay to which the offender is entitled, together with any compulsory stoppages or deductions to which it is subject, and will inform the court accordingly in cases in which the Magistrate signifies his intention of imposing a fine.

(c) The Court may, in the case of less grave offences, desire to know whether the accused is likely to be discharged from the Air Force should the court decide to bind him over for good behaviour. In such a case the officer attending the court may state to the court that the appropriate officer authorised in discharge will not be anticipated.

(d) If a fine is imposed by a criminal court on an airman who whilst driving a Government M.T. vehicle on duty is involved in a traffic accident, the command headquarters may sanction an advance in a lump sum to the accused airman to pay the fine, provided it considers the retention of the airman's service in the air force in the interest of the State. If, however, the fine imposed is such that in the ordinary course recovery could not be effected from the accused airman's account within a period of six months, or if he is due for discharge before the fine can be recovered, no such advance should be granted. Particulars regarding the amount of advance and the method of recovery are contained in Rule 473, P. & A. Regs. I.A.F. (1955).



## CHAPTER XIII - INVESTIGATION AND DISPOSAL OF CHARGES

### SECTION 3-CHARGES BY CIVIL POWER

#### 683. Procedure in Cases of Civil Offences Committed by Persons Subject to the Air Force Law

- (a) All civil offences except those specified in Section 72 of the Air Force Act, 1950, can be tried either by court-martial or by a criminal court.
- (b) Similarly, some of the offences in Chapter VI of the Air Force Act, 1950, are triable both by court-martial and criminal court.
- (c) Criminal proceedings against persons subject to the Air Force Law may be initiated by:-
  - (i) The police on the complaint of a private individual or on arrest by them for a cognizable offence.
  - (ii) The air force authorities on a report to the police, or to a magistrate that a civil offence has been committed.
  - (iii) A magistrate taking cognizance suo moto or on the complaint of a private individual.
- (d) In cases (c) (i) and (c) (iii) the air force authorities may decline to interfere with the course of the criminal law, may claim the accused for trial or if the offender is already in air force custody order trial by court-martial, if the accused is legally liable thereto. In a case falling under (c) (ii) the air force authorities will not take any further action unless in their opinion the complaint is wrongly dismissed or the accused is wrongly discharged by the criminal court; or the accused is acquitted by the criminal court but is liable on the same alleged facts to be tried for a purely air force offence for which he could not have been tried by the criminal court. In any of these cases it will be open to air force authorities to bring the accused to trial before court martial.
- (e) Whenever there is concurrent jurisdiction and the appropriate air force authorities decide to claim the offender for trial by court martial the provisions of sections 124 and 125 of the Air Force Act 1950, and the Criminal Courts and Court-Martial (Adjustment of Jurisdiction) Rules, 1952 as amended from time to time and reproduced as **Appendix "N"** will be adhered to.
- (f) In those cases falling under section 71 of the Air Force Act, 1950, in which death has resulted, the decision as to whether the offender is to be tried by criminal court or court-martial will rest with the Chief of the Air Staff.
- (g) If the case is one that must or should be tried by criminal court, the offender should be handed over to the civil power at the earliest possible stage.





## **CHAPTER XIII - INVESTIGATION AND DISPOSAL OF CHARGES**

### **SECTION 3-CHARGES BY CIVIL POWER**

#### **684. Duties While Released on Bail.**

An airman released on bail and awaiting trial by the civil power will, during the period he remains on bail, perform all air force duties without prejudice to his trial by the civil power when required to surrender for the same.



## **CHAPTER XIII - INVESTIGATION AND DISPOSAL OF CHARGES**

### **SECTION 3-CHARGES BY CIVIL POWER**

#### **685. Defence of Airmen Charged with Criminal Offences.**

Following are the rules for the defence of airmen charged with criminal offences and prosecuted by Government in civil courts :-

(a) When airmen are to be tried by a civil court upon any criminal charge, the station commander should consult the district magistrate and arrange with him for the selection and remuneration of a pleader, advocate or barrister, as the importance and necessities of the case may require.

(b) Except in cases in which the Central Government are interested the maximum amount that may be paid to the pleader or barrister is Rs. 100/- for each day that he appears in the case, on behalf of one or more accused, before a high court, a judicial commissioner's court or sessions court, or Rs. 50/- for each day that he appears in the case on behalf of one or more accused, before any other court. These amounts include expenses of every description which counsel may incur. These fees are maxima and should not be paid in every case, but terms arrived at for the whole case, omitting, for instance, days on which counsel appears merely to ask for an adjournment. In a joint trial, when the station commander is satisfied that the accused require different lines of defence he may authorise the separate payment of fees for each accused so defended.

(c)

(i) The station commander is the only person competent to appoint a pleader, advocate or barrister in cases where he thinks it desirable. The amount to be paid to counsel will be definitely settled, before hand, subject to the maximum laid down in sub-para (b). If suitable counsel cannot be obtained for the remuneration admissible under these rules, the case will be reported to superior authority and the orders of Government obtained.

(ii) In High Courts in which counsel may not plead unless instructed by a solicitor, a solicitor may be employed and his bill of costs, which should include counsel's fees [subject to the restrictions laid down in sub-para (b)], and all other expenses incurred in the case, should be submitted to the Legal Remembrancer of the State Government concerned and his certificate obtained that the amount of the bill is reasonable, before it is submitted for the orders of Government.

(d) When counsel is provided for the defence of an airman at the first trial in a civil court, counsel can also be provided when considered necessary on appeal, subject to the limitations laid down in sub-paras (b) and (c) (i).

(e) The term airman in sub-para (a) includes all combatant personnel when at duty and reservists called up for training or called out for service. It does not include combatant personnel when on

leave and other classes not mentioned above.

(f) Any special case not specified may be reported to the superior authority and the orders of the Central Government obtained.



## **CHAPTER XIII - INVESTIGATION AND DISPOSAL OF CHARGES**

### **SECTION 3-CHARGES BY CIVIL POWER**

#### **686. Delay in Civil Proceedings.**

Officer commanding unit will report to superior authority whenever the trial of an airman in a criminal/civil court is inordinately delayed.



## **CHAPTER XIII - INVESTIGATION AND DISPOSAL OF CHARGES**

### **SECTION 3-CHARGES BY CIVIL POWER**

#### **687. Conviction of Officers and Airmen by the Civil Power.**

The conviction of an officer by the civil power will be reported to the Central Government and that of warrant officer to Air Headquarters for such action as these authorities see fit to take. The conviction of a N.C.O. or aircraftsman will be reported to the A.O.C.-in-C. command under whom he is serving who will decide whether dismissal., discharge or reduction is desirable.



## **CHAPTER XIII - INVESTIGATION AND DISPOSAL OF CHARGES**

### **SECTION 3-CHARGES BY CIVIL POWER**

#### **688. Copies of Judgments.**

Copies of judgements with translation of vernacular judgements, are supplied free of charge on application by the head of the unit or department concerned.

#### **689 and 690. Blank.**



## **CHAPTER XIII - INVESTIGATION AND DISPOSAL OF CHARGES**

### **SECTION 4- SUMMARY OF EVIDENCE AND CHARGES**

#### **691. Summary of Evidence to be taken.**

(a) As soon as it appears probable that it will be necessary for an accused person to be remanded for trial by court-martial, the commanding officer will proceed to have the evidence for and against the accused reduced to writing in accordance with the Air Force Rules. If the commanding officer does not himself conduct the proceedings he will be careful to ensure that the officer whom he details for the duty is one who is unlikely to be called as a witness.

(b) After considering the summary of evidence, a commanding officer may, if he thinks that the trial of the accused by court martial is not, justified, rehear the case and dispose of it summarily, provided it is within his competence to do so.





## **CHAPTER XIII - INVESTIGATION AND DISPOSAL OF CHARGES**

### **SECTION 4- SUMMARY OF EVIDENCE AND CHARGES**

#### **692. Accused to be given Summary of Evidence and Charge Sheet.**

A copy of the summary of evidence and of the charge sheet must be given to an accused person, and, if necessary, explained to him, not less than 24 hours previous to his arraignment before a court-martial.



## **CHAPTER XIII - INVESTIGATION AND DISPOSAL OF CHARGES**

### **SECTION 4- SUMMARY OF EVIDENCE AND CHARGES**

#### **693. White Flag.**

An officer or airman who, when in the presence of the enemy, displays a white flag or other symbol, in anticipation or in token of surrender will be tried by general court-martial. When the evidence is not sufficient to justify a charge under Sections 34 or 35 of the Air Force Act, 1950, the charge will be laid under section 65.



## **CHAPTER XIII - INVESTIGATION AND DISPOSAL OF CHARGES**

### **SECTION 4- SUMMARY OF EVIDENCE AND CHARGES**

#### **694. Crime of Theft.**

Theft from a comrade should, unless there are peculiarly complicated circumstances, be dealt with by court-martial in preference to trial by the civil power; the charge will be framed under section 52 of the Air Force Act, 1950; when there is no evidence of theft and an airman is charged with improper possession of a comrade's property, the charge will be laid under section 65.



## **CHAPTER XIII - INVESTIGATION AND DISPOSAL OF CHARGES**

### **SECTION 4- SUMMARY OF EVIDENCE AND CHARGES**

#### **695. Deficiency in Money-Fraud or Negligence.**

When an officer or airman is unable to account satisfactorily for public money entrusted to him and it is proposed to try him by court-martial for an offence involving fraud, under section 52 of the Air Force Act, 1950, then, if there is any reasonable ground for believing that the deficiency may have been the result of negligence only, an alternative charge under section 65 should be added to the charge sheet, the particulars of which should contain the allegation that he so negligently performed his duties as to cause a loss to the public of the sum unaccounted for.



## **CHAPTER XIII - INVESTIGATION AND DISPOSAL OF CHARGES**

### **SECTION 4- SUMMARY OF EVIDENCE AND CHARGES**

#### **696. Minor Offences may be Dropped**

When an airman is to be arraigned on a serious charge, and charges for minor offences are pending against him, or the circumstances of the serious offence disclose minor offences, the convening officer may use his discretion in striking out any minor offence and directing that it shall not be proceeded with. As a rule, a charge should not be brought to trial in addition to a serious charge if it would not otherwise have been tried by court-martial.



## **CHAPTER XIII - INVESTIGATION AND DISPOSAL OF CHARGES**

### **SECTION 4- SUMMARY OF EVIDENCE AND CHARGES**

#### **697. Charges under Section 54, Air Force Act, 1950**

(a) In framing charges under section 54 of the Air Force Act, 1950, if there is no evidence of some positive act of pawning or selling arms, equipment, clothing, etc. a charge of 'making away with' should not be preferred; the offence in such circumstances should be charged as one of 'losing by neglect' under sub-section (b) of that section.

(b) The value of any article of public property (e.g, arms, accoutrements, public clothing, etc.) in respect of which it is desired to sentence the offender to deduction of pay and allowances should be recorded in the "particulars" and proved in evidence as directed in para 699 below.

(c) It is unnecessary (under peace conditions) to set forth the values of necessaries and personal clothing being the property of the airman, the specification of which is required only to acquaint the airman with the particular article he is charged with making away with, or losing by neglect, and to enable him to answer to the charge. Any deficiencies of necessaries and personal clothing will be made good by the airman as a matter of account between him and his commanding officer (subject to his right of complaint under section 26 of the Air Force Act. 1950).



## **CHAPTER XIII - INVESTIGATION AND DISPOSAL OF CHARGES**

### **SECTION 4- SUMMARY OF EVIDENCE AND CHARGES**

#### **Para 698. : Fraudulent Enrolment.**

(a) When an airman is to be tried by court-martial for offence under section 43 of the Air Force Act, 1950, and the evidence appears to disclose that by committing such offence he has obtained a free kit of necessaries to which he was not entitled, the words "thereby obtaining a free kit of necessaries value....." should be added to particulars of the charge, the value being assessed under the provisions of para 699, sub-para (b). If the airman is convicted of the offence, the court, after satisfying themselves that compensation for such free kit is due to the public, should invariably award a sentence of stoppages for the value thereof as stated in the charge.

(b) If it is desired to place an airman, who has fraudulently enrolled, under stoppages in respect of a deficiency in his public clothing, or his equipment, a charge must be laid under section 54(b) of the Air Force Act, 1950 (see paras 697 and 699). If he is not tried for fraudulent enrolment a charge under Section 54(b) may nevertheless be laid against him, and disposed of by his commanding officer. The value of the public clothing or his equipment, of which he is deficient, will be reckoned in accordance with the provisions of A.P. 150.



## **CHAPTER XIII - INVESTIGATION AND DISPOSAL OF CHARGES**

### **SECTION 4- SUMMARY OF EVIDENCE AND CHARGES**

#### **699. Recording Values in Charges.**

(a) When a charge is being laid in respect of any offence which has occasioned any expense, loss, damage or destruction, for which it is expedient to award the payment of compensation under section 91 (d) or 92 (g) of the Air Force Act 1950, the following points will be observed .-

(i) Where it is intended to prove any facts in respect of which the payment of compensation can be awarded as a consequence of the offence charged, the "particulars" should state those facts, and evidence must be given by the prosecution to show the amount which ought to be deducted from the pay and allowances of the accused.

(ii) There must be added at the end of the "particulars" a statement of any expense, loss, or damage in respect of which the court will be asked to award the payment of compensation.

(b) For the purpose of the trial values will be assessed and evidence taken as follows:-

(i) When an article which has an official value has been lost or rendered unserviceable a witness is required who can prove the value of the article at the date of loss, upon a basis of its age and/or condition and by reference to the regulations for fixing the value of the article at that age or in that condition. This value will be included in the particulars of the charge.

(ii) When an article has not an official value, competent evidence is required to prove the approximate value, which will be included in the particulars.

(iii) When an article has been damaged but not rendered unserviceable, competent evidence is required to prove the pecuniary amount of the damage, which will be either the cost of repairing it, if it can be repaired, or the loss of value caused by the act of the accused, if it cannot be repaired, or the cost of repair plus any ultimate loss of value due to the act of the accused.

(iv) In the case of absence or desertion, the deficiencies to be alleged in a charge before a court-martial under section 54(b) of the Air Force Act, 1950, are those ascertained when the airman rejoins, not necessarily those found on the commencement of the absence or by court of inquiry.

**700 to 710. Blank.**





## **CHAPTER XIII - INVESTIGATION AND DISPOSAL OF CHARGES**

### **Section 5-Summary And Minor Punishments**

#### **711. Revision of Summary-Punishments awarded to a person subject to the Air Force Act.**

(a) If any punishment awarded by commanding officer appears to a "superior air force authority", as hereinafter defined, to be wholly illegal, then, the "superior air force authority" shall direct that the award be cancelled and the entry in the records of the accused be expunged.

(b) If such punishment appears to a "superior air force authority" as hereinafter defined, to be in excess of the punishment authorised by law for the offence, then, the "superior air force authority" may vary the punishment awarded so that it shall not be in excess of the punishment authorised by law, and the entry in the record of the accused be varied accordingly.

(c) If such punishment appears to a "superior air force authority", as hereinafter defined, to be too severe having regard to all the circumstances of the case, then the "Superior air force authority" may remit the whole or part of the punishment awarded and such remission shall be entered in the record of the accused, provided that such power of remission shall be exercised by a "superior air force authority" within a period of two years from the date of the award.

(d) The expression "superior air force authority" means, in the Case of punishments awarded by a commanding officer, any officer superior in command to such commanding officer.



## **CHAPTER XIII - INVESTIGATION AND DISPOSAL OF CHARGES**

### **Section 5-Summary And Minor Punishments**

#### **712. Reproof of Officers and Warrant Officers.**

(a) A commanding officer or any superior air force officer may reprove an officer or warrant officer under his command for an offence which, in his opinion, is not of such a serious nature as to merit disciplinary action under the Air Force Act, 1950. The reproof of an officer or warrant officer is not a recognised punishment under the Act, and will not be entered in the officer's or warrant officer's record though it may be referred to, if necessary, in a confidential report on the officer or warrant officer concerned. In order to avoid any confusion with a 'reprimand' under the Act, it is not to be referred to by any terms other than 'reprove' or 'reproof'.

(b) Great care will be taken that the procedure in sub para (a) is not adopted when superior authority is at all likely to consider that the offence calls for disciplinary action under the Air Force Act, 1950, as the reproof might, in certain circumstances, be held to amount to a condonation of the offence barring disciplinary action under the Act.



## **CHAPTER XIII - INVESTIGATION AND DISPOSAL OF CHARGES**

### **Section 5-Summary And Minor Punishments**

#### **713. Persons not subject to the Air Force Act.**

The relevant rules, regarding penalties/ punishments to be awarded to the civilians employed in the air force are contained in the Civilians in Defence Services (Classification, Control and Appeal) Rules, 1952 and the Central Civil Service (Conduct) Rules, 1955 as amended from time to time.

#### **714. to 720. Blank.**



## **CHAPTER XIV-COURTS-MARTIAL**

### **Section I-General**

#### **721. Officers to be guided by the Air Force Act and Rules.**

In matters relating to courts-martial an officer will be guided by the Air Force Act, 1950, and the rules made thereunder and every care will be taken to comply with the Act and Rules and these regulations with a view to avoiding the possibility of an offender escaping the consequences of his crime through the quashing of a conviction on points of law or through irregular procedure. If an officer is in any doubt on any particular point, he should not hesitate to refer the matter to a higher authority before taking any step which might invalidate the proceedings.



## **CHAPTER XIV-COURTS-MARTIAL**

### **Section I-General**

#### **722. Officers to attend trials for instructions.**

An officer will be required on first appointment to a commission to attend for instruction such courts-martial as his commanding officer may direct at least for two years. An officer will not be nominated as a member of a court-martial even if qualified to sit until his A.O.C.-in-C deems him competent to perform the duties of a member of a court-martial.



## **CHAPTER XIV-COURTS-MARTIAL**

### **Section I-General**

#### **723. Action by superior officer when a charge is referred to him.**

(a) A superior officer to whom a charge is referred may deal with it as follows:-

(i) He may refer the charge to a superior officer; or

(ii) He may, where such a procedure is admissible, direct the disposal of the case summarily ; or

(iii) If he has power to convene a district court-martial and if the accused is an airman below the rank of warrant officer, he may convene a district court-martial to try him; or

(iv) If he has power to convene a general court-martial, he may convene a general or district court-martial, as appropriate ; or

(v) When the accused is an officer, or warrant officer he may dispose of the charge summarily under the provisions of Section 86 of the Air Force Act, 1950 if competent to do so.

(b) When the superior officer is the commanding officer of the accused or an officer who has investigated the charge, he shall not, except on board a ship, adopt the courses referred to in sub-paras (ii), (iii), (iv) and (V) of sub-para. (a).

(c) When, however, an officer having power to award a summary punishment under Section 86 of the Air Force Act 1950, has taken steps to try summarily any charge for the trial of which he could have convened a court martial, he may, at any time before he has arrived at a finding in such summary trial, give directions on any such charge or charges.



## **CHAPTER XIV-COURTS-MARTIAL**

### **Section I-General**

#### **724. Offences against superior officers.**

For offences against a superior officer, an offence having relation to the office held by the superior officer will be considered to be of greater gravity than an offence against the individual, apart from the duties of his office, and especially in the less serious classes of this offence, the lower the rank of the superior officer against whom the offence is committed, the less will usually be the gravity of the offence.





## **CHAPTER XIV-COURTS-MARTIAL**

### **Section I-General**

#### **725. Exemplary service.**

For the purpose of exemption from trial under section 121 of the Air Force Act 1950, an airman will be considered as having served in an exemplary manner, if at any time during his service subsequent to the commission of the offence, he has not had any red ink entry in his conduct sheet for a continuous period of three years.



## **CHAPTER XIV-COURTS-MARTIAL**

### **Section I-General**

#### **726. Court-Martial proceedings where evidence is of a secret nature.**

- (a) If any evidence against a person subject to the Air Force Act, 1950, remanded for trial by court martial is of a secret nature, the commanding officer will ensure that summary of evidence is treated as a secret document, that no more copies than necessary are taken of it and that all are collected after trial from the individuals to whom they have been issued. This includes copies of any exhibits produced at the trial which contain secret matter. If after trial the accused applies for his copy in order that he may petition, it may be reissued to him on a temporary basis.
- (b) The proceedings of all courts-martial which contain any matter involving security will be passed under secret cover.
- (c) In all cases where an officer or airman is charged with an offence which relates to communicating or attempting to communicate secret information to an unauthorised person a copy of the summary of evidence will be sent for information to Air Headquarters (Directorate of Intelligence) as early as possible after recording the summary of evidence.



## **CHAPTER XIV-COURTS-MARTIAL**

### **Section I-General**

#### **727. Examination for insanity**

In cases where personnel are arraigned before court-martial for offences punishable with death and insanity is pleaded on their behalf, the accused shall be examined by two specialists on mental diseases, one of whom may be a civilian, or an officer of the A.M.C. in civil employment. If it appears during the investigation of such cases that a defence of insanity is likely to be raised, the examination will be carried out before trial.

#### **728 to 730. Blank.**



## **CHAPTER XIV-COURTS-MARTIAL**

### **Section 2-Convening of Court-martial**

#### **731. Court-Martial - Application for**

- (a) When making an application for the trial of an accused by a court-martial the commanding officer will forward to the convening authority the documents listed in the Table subjoined to this para.
- (b) Applications for trial by court-martial will be made in Form 116, on which the commanding officer will assess in his own handwriting the character of the accused, if he is an airman, without reference to any contemplated charge. The commanding officer will also, in Form 116, suggest the name of an officer under his command as prosecutor. The information required as to officers who have investigated the case, or sat on a court of inquiry, must be given with great care. The application will be signed by the officer in command of the accused's unit, and completed on the reverse by the medical officer.
- (c) The charge sheet will be signed by the officer in command of the unit to which the accused person is posted or attached and will state the place and date of signature.
- (d) A written statement will be obtained from the accused as to whether wishes to have an officer assigned to assist him at the trial. If so, a suitable officer will be made available to the accused. If a particular officer from another command is applied for, signalled application for his services will be made to Air Headquarters.
- (e) All particulars of service, date etc. which will alter before the date of trial are to be entered on the Form 1655 in pencil. When required to be handed into the court the form will be corrected and completed in ink with the accused's correct history as on the first day of trial and be dated and signed by the officer in charge of documents.
- (f) The covering letter forwarding the documents listed in should always state-
  - (i) Any reason which is not self-evident, why a general court-martial is considered necessary (when applicable) ;
  - (ii) Any particular points on which doubts or difficulties are being experienced., and
  - (iii) An explanation of any technical local or inside information which is not clear from the summary of evidence.
- (g) As soon as practicable after an accused has been remanded for trial by court-martial he will be supplied with a copy of summary of evidence, charge sheet and list of witnesses. Should any of these documents subsequently be amended, revised copies are to be handed to the accused.

**TABLE**

(Referred to in para 731)

Item	Document	Number of copies		Remarks
		(a) G.C.M	(b) D.C.M	
1	2	3	4	5
1	Form 116-Application for Court-martial	1 (Original)	1 (Original)	
2	Charge Sheet	Original and 6 Copies	Original and 6 Copies	(a) See specimen charge sheet at second Appendix to I.A.F. Rules 1932.  (b) Sufficient space should be left at the foot of the charge sheet for the orders of the convening officer to be entered
3.	Summary of Evidence	Original and 6 copies	Original and 4 Copies	
4	Documentary exhibits mentioned in the summary of evidence except for bank notes or valuable securities unless specially called for	original	original	Exhibits other than documentary exhibits will not ordinarily be forwarded, but will be retained in safe custody at the accused's station
5.	Copies of, or relevant extracts from, all documentary exhibits.	6	4	

6.	Court of Inquiry proceedings, where applicable	5	5
7.	Statement whether accused has applied to be defended by counsel or defending officer of wishes to conduct his own defence	Original and 1 copy	Original and 1 copy
8.	List of witnesses for prosecution and defence showing present units.	Original and 1 copy	Original and 1 copy
9.	Unit copy of the sheet roll	Original	Original
10.	Statement as to character and particulars of service (I.A.F.F. (PS) 1655) in the case of airmen and in the case of officers	Original	Original
11.	Covering letter with correspondence, if any, which helps towards a clear understanding of the case.	2	2



## **CHAPTER XIV-COURTS-MARTIAL**

### **Section 2-Convening of Court-martial**

#### **732. Examination of charges and evidence.**

Every charge against an officer or airman, and the circumstances on which it is founded, will be carefully examined by the convening officer who will satisfy himself that-

- (a) the charge alleges an offence under the Air Force Act, 1950;
- (b) the charge is properly framed in accordance with the Air Force Rules, 1969 and these regulations.,
- (c) the accused is liable to be tried --
  - (i) being a person subject to the Air Force Act, 1950 and
  - (ii) not being exempt from liability to be tried by reason of any limitation of time prescribed under Section 121 of the Air Force Act, 1950;
- (d) the evidence is sufficient to justify trial.



## **CHAPTER XIV-COURTS-MARTIAL**

### **Section 2-Convening of Court-martial**

#### **733. Offence by Airmen already under sentence.**

When an airman already under sentence of court-martial is charged with another offence for which it is necessary to arraign him before a court-martial, the trial should take place at once.





## **CHAPTER XIV-COURTS-MARTIAL**

### **Section 2-Convening of Court-martial**

#### **734. Reference to the Legal department before trial.**

In all cases for trial by general or district court-martial the charge sheet and the summary of evidence, and all the exhibits will be referred by the convening officer to the Command Judge Advocate or in the case of units under the direct administrative control of Air Headquarters to Judge Advocate General (Air) before the trial is ordered.



## **CHAPTER XIV-COURTS-MARTIAL**

### **Section 2-Convening of Court-martial**

#### **735. Description of the Court**

In deciding the description of court before which a charge shall be tried, the convening officer will bear in mind that there are few offences which cannot effectively be dealt with by a district court-martial. In cases, however, of very aggravated offences. when the state of discipline in a unit or command a serious example expedient, or when the offender bears a bad character, a general court-martial may be assembled.



## **CHAPTER XIV-COURTS-MARTIAL**

### **Section 2-Convening of Court-martial**

#### **736. Place of trial**

If, in the opinion of the convening officer a court-martial could more conveniently be held at a place other than that where the accused is, he may cause the court to be convened at such other place within his command. If it is desired to hold the trial in any place beyond his command, application will be made to Air Headquarters, with an explanation of the reasons for this course. A saving of expense in transit of witnesses or members would be a sufficient reason but no change of place will be made when it appears that the accused is likely to be prejudiced in his defence by the change. When the case is to be tried in another command, the court will be convened under the orders, and on the responsibility, of the A.O.C.-in-C command to whose command the accused is removed.



## **CHAPTER XIV-COURTS-MARTIAL**

### **Section 2-Convening of Court-martial**

#### **737. Composition of Courts-martial**

In addition to the restrictions in the rank of the officers, appointed to serve on courts-martial which are prescribed by the Air Force Act, 1950 and Air Force Rules, 1969, the following rules will be observed:-

- (a) Whenever a Group Captain or above is available to sit as presiding officer of a general court-martial, an officer of lower rank will not be appointed.
- (b) The presiding officer of a district court-martial shall not be of a rank lower than a Squadron Leader.
- (c) When a trial is likely to be prolonged it will usually be expedient to form the court of a larger number than the minimum prescribed under the Air Force Act, 1950 and two or four additional members should be detailed. Waiting members should also be detailed to meet reduction by challenge. For a general court-martial the minimum will ordinarily be sufficient; but if necessary, the larger number may be detailed. For the trial of doubtful or complicated cases, a district court-martial should, when possible, consist of five officers.
- (d) In a general court-martial, the members of the court should, wherever possible, be at least one substantive rank higher than the accused. In a district court-martial, the members of the court will not be below the rank of flight lieutenant.



## **CHAPTER XIV-COURTS-MARTIAL**

### **Section 2-Convening of Court-martial**

#### **738. Choice of Prosecutor**

In a difficult case the convening officer will select a specifically qualified officer to act as prosecutor. If such an officer is not available, he would apply as soon as possible to superior authority for the services of one. In commands, if no such officer is available locally, application should be made in Air Headquarters.

#### **738A. Appointment of a Judge-Advocate.**

When an officer of the J.A.G.'s department is not available and the case presents no legal difficulties the convening officer may appoint any suitable officer, on the advice of J.A.G(Air) or his deputy/assistant to act as Judge-advocate at a court-martial.



## **CHAPTER XIV-COURTS-MARTIAL**

### **Section 2-Convening of Court-martial**

#### **739. Convening Orders**

(a) The presiding officer of a court-martial must be named in the convening order for the assembly of the court. The members and waiting members will be mentioned by name or the number and ranks and the units from which they are drawn will alone be named. Where members are detailed not by name but by rank and unit an officer detailed from the named unit must be of the rank specified.

(b) There shall be no alteration or erasure in the portion of the convening order relating to the officers named and detailed to constitute the court. Where alterations in the constitution of the court are necessary at any time after the order has been prepared, the order shall be replaced by a new order. This procedure is not necessary when a waiting member is directed to serve on a court-martial.



## **CHAPTER XIV-COURTS-MARTIAL**

### **Section 2-Convening of Court-martial**

#### **740. Action before trial.**

Before trial, the commanding officer will ensure that the following requirements are complied with:-

- (a) The accused must be informed by an officer, of every charge on which he is to be tried.
- (b) If he so desires, the accused must be informed of the rank, name and unit of the officer, who are to form the court, as well as the waiting members.
- (c) The accused must be informed that on his giving the names of ally of the witnesses for the defence, reasonable steps will be taken to procure their attendance.
- (d) The accused must be afforded proper opportunity for pre-paring his defence.
- (e) The accused person for trial will be examined in respect of fitness for trial by a medical officer on the morning of each day the court is ordered to sit for his trial. A commanding officer is responsible that no accused person is brought before a court-martial if, in the opinion of the medical officer, he is unfit to undergo trial.
- (f) The requirements under sub-paras (a), (b), (c) and (d) will be complied with 96 hours before a trial and if the accused is on active service, 24 hours before trial.



## **CHAPTER XIV-COURTS-MARTIAL**

### **Section 2-Convening of Court-martial**

#### **741. Securing attendance of witnesses**

(a) If a witness before a court-martial is required from the navy, army or air force, his attendance may be procured by the issue of a summons through the commanding officer of the witness in the form prescribed in the third Appendix to the Air Force Act Rules, 1912, or by an application to the commanding officer of the witness stating the time, date and place of the assembly of the court-martial or, where the witness is under the command of the convening officer, by an order to the witness to attend.

(b) In the case of a civilian required to attend a court martial, the summons will be served in accordance with section 134(3) of the Air Force Act. 1950.





## **CHAPTER XIV-COURTS-MARTIAL**

### **Section 2-Convening of Court-martial**

#### **742. Witnesses not to leave station**

When an application, has been made for a court-martial no service witness will be allowed to leave the station without the station of the authority, to whom application for trial has been made. After trial, witnesses will not leave without the previous sanction of the convening authority.

#### **743 to 750. Blank.**



## **CHAPTER XIV-COURTS-MARTIAL**

### **Section 3-Trial**

#### **751. Custody of accused during trial**

An accused person brought before a court-martial will, if he is an officer, a warrant officer or N.C.O. be escorted by an officer, a Warrant Officer or N.C.O. having him in custody, or, if of a lower rank, by an escort of a superior, or equal rank as that of the accused. The escort will be responsible for the safe conduct of the accused, but will obey the directions of the court while the accused is in court. An accused person will not be handcuffed, unless this is absolutely necessary for the purpose of preventing his escape or rescue, or of restraining his violent conduct.



## **CHAPTER XIV-COURTS-MARTIAL**

### **Section 3-Trial**

#### **752. Duty of prosecutor**

It is the duty of a prosecutor to bring all the facts of a case fully before a court in evidence, and to take care, especially when the accused is not assisted in his defence, that no material fact in connection with the offence charged is omitted which would, if given in evidence, tell in favour of the accused.



## **CHAPTER XIV-COURTS-MARTIAL**

### **Section 3-Trial**

#### **753. Documents produced at trial**

(a) When an original document is produced in evidence before a court martial, it will usually be annexed to the proceedings. If however, an original document is urgently required for other purposes, the presiding officer or where a judge advocate has been appointed for the court, the judge advocate will confirm this fact from the party which produces the documents and will compare the copy or extract with original, certify it as correct, attach it to proceedings and arrange for the original to be returned to its proper custodian. Documents the actual appearance of which is material to the case (e.g. alleged forgeries) will always be attached in original.

(b) When after promulgation, original documents which have been annexed to the proceedings are required for other purposes, an application for their return will be made to the Judge Advocate General (Air). In no circumstances will units/formations detach from the proceedings any original exhibits.

(c) When an original document has not been returned within a reasonable time the proper custodian of that document will be responsible for its recovery.



## CHAPTER XIV-COURTS-MARTIAL

### Section 3-Trial

#### 754. Consideration of sentences by court

- (a) When passing a sentence, a court martial will have regard not only to the nature and degree of offence and the previous character of the accused, as provided by evidence, but also to the nature and amount of any consequences, which under regulations, are involved in their finding or entailed by their sentence, in addition to the punishment it awards. The court will also consider if any circumstances have been disclosed by the evidence in extenuation, or aggravation of the offence.
- (b) Where it is proved after conviction that attention has been called in local orders to the usual prevalence of the offence of which the accused has been found guilty, the court will pay regard to the fact that such warning has been issued.
- (c) Sentences must necessarily vary according to the requirements of discipline but in ordinary circumstances, and for a first offence, a sentence should be light.
- (d) Care must be taken to discriminate between offences due to youth, temper, sudden temptation, or unaccustomed surroundings, and those due to premeditated misconduct.
- (e) If an accused airman, being of the rank of warrant officer, has elected to be tried by court-martial instead of submitting to the jurisdiction of an officer having power to convene and confirm general courts-martial, his punishment should not on that ground be increased. In ordinary circumstances court should not award a heavier sentence than that which the officer referred to above has power to award.
- (f) In awarding imprisonment or detention the court will keep in view the locality and climate in which the accused will have to undergo his sentence.
- (g) An airman who is convicted by a court-martial of an offence under section 46 (a), 52 or 67 of the Air Force Act 1950, ought, unless in the opinion of the court there are special reasons to the contrary, to be sentenced to imprisonment.
- (h) When an offender is convicted on two or more charges, the sentence should be that which is considered adequate for the gravest of the offences, with some addition for each of the other charges.



## **CHAPTER XIV-COURTS-MARTIAL**

### **Section 3-Trial**

#### **755. Imprisonment and detention---how awarded.**

A court-martial, in framing sentences of imprisonment or detention will observe the following rules :-

- (a) Terms of imprisonment or detention not amounting to one month, will be awarded in days. A month means a calendar month.
- (b) Terms of imprisonment or detention, of one year or more years, will be awarded in years.
- (c) Other terms of imprisonment or detention will be awarded in months, or, if required in months and days.



## **CHAPTER XIV-COURTS-MARTIAL**

### **Section 3-Trial**

#### **756. Penal deductions**

(a) A court-martial dealing with charges involving loss of public or service money or goods will be careful, when passing sentence, to take into consideration the provisions of section 91 or 92 of the Air Force Act, 1950, in regard to penal deductions even in sentences of dismissal or discharge as there are often due to offenders so sentenced, pay and allowances which could be forfeited by sentence of the court.

(b) A court-martial, in passing sentence, will not award stoppages in respect of articles of an airman's personal clothing and necessaries, except :-

(i) As provided in para 698, Section 4 --Summary of Evidence and Charges, of Chapter XIII; and

(ii) for an offence under sections 52 to 55 of the Air Force Act, 1950.



## **CHAPTER XIV-COURTS-MARTIAL**

### **Section 3-Trial**

#### **757. Court-Martial Proceedings**

(a) On conclusion of a trial the proceedings of court martial (original and two copies) will be submitted by the judge advocate or the presiding officer when there is no judge advocate, to the authority specified in this behalf in the convening order. where there is more than one accused one additional copy of court martial proceedings will be prepared for each additional accused person. The confirming officer will seek the advice of the JAG (Air)/ CJA as applicable before confirmation.

(b) After confirmation, the findings and sentence of court martial as confirmed will be promulgated to the accused; thereafter command headquarters will despatch the proceedings (original and copies ) to Air Headquarters (Directorate of Personal Services). The Proceedings will finally be deposited with the J.A.G.(Air) for retention.

**758. to 760. Blank.**





## **CHAPTER XIV-COURTS-MARTIAL**

### **Section 4-Confirmation and Promulgation**

#### **761. Confidential nature of reports**

The reports by officers of the Judge Advocate General's department will be treated as confidential and will not be communicated directly or indirectly to any authority lower than the authority to whom they are addressed. When proceedings are forwarded to lower formations or to units, such reports will be removed.



## **CHAPTER XIV-COURTS-MARTIAL**

### **Section 4-Confirmation and Promulgation**

#### **762. Commanding officer not to confirm proceedings.**

A commanding officer who has investigated a case in his capacity as commanding officer will not, except on board a ship, subsequently confirm the proceedings of a court-martial arising out of the same matter. If he purports so to act in any other case the proceedings are not void but must be confirmed by a properly qualified authority.



## **CHAPTER XIV-COURTS-MARTIAL**

### **Section 4-Confirmation and Promulgation**

#### **763. Facts requiring investigation**

(a) When statements made by an accused in mitigation of punishment reveal facts which might influence confirming officers in determining the proper sentence, or contain matter which might call for disciplinary action, investigation into the truth or other-wise of such statements should be made by the confirming officer, if practicable, prior to confirmation.

(b) If inquiry is likely to cause substantial delay in confirmation, confirming officers may confirm the proceedings forthwith, and make investigation with a view to subsequent consideration. They will use their discretion whether they will retain the proceedings or will forward them at once to the J.A.G.(Air). In the latter case the outcome of the investigation will be communicated to the J.A.G. (Air) subsequently.



## **CHAPTER XIV-COURTS-MARTIAL**

### **Section 4-Confirmation and Promulgation**

#### **764. Illegal Awards.**

The reduction of an airman from an acting rank or an appointment is not a legal sentence. If such a sentence is inadvertently passed and the sentence contains no further legal award it is a nullity and the court can be reassembled to pass a valid sentence. If, however, the sentence is partly legal and partly illegal confirmation of the illegal part may be withheld if the court reassembled to revise its sentence.



## **CHAPTER XIV-COURTS-MARTIAL**

### **Section 4-Confirmation and Promulgation**

#### **765. Remission, Mitigation and Commutation of Sentence.**

(a) The powers conferred by section 177 of the Air Force Act, 1950 will not be exercised by an officer holding a command inferior to that of the authority confirming the sentence, unless such officer is authorised by such confirming authority or other superior air force authority to exercise such power. In cases where an order has already been passed by a competent authority under Section 177 of the Air Force Act, 1950, an officer inferior in command will not exercise any powers under that section without prior approval of such authority. Similarly, in cases where a person undergoing sentence of imprisonment has been moved outside the command in which he was convicted, the authorities in whose command the prison or other place in which he is undergoing the sentence is situated will not exercise any powers under Section 177 of the Air Force Act, 1950, in respect of such person without reference to the air or other officer commanding of the command in which such person was convicted.

(b) When remission, mitigation or commutation of a court martial sentence is ordered under section 177 of the Air Force Act, 1950, the order will be recorded in writing. The written order will be sent to the unit of the person for promulgation to him and completion of his service records. After completion of his records the order will be sent through the same channels as the original proceedings of the court-martial for attachment to them.

(c) In every case in which a sentence of imprisonment which a person is undergoing is mitigated under section 177 of the Air Force Act, 1950 such authority will be responsible for immediately forwarding direct to the officer in charge prison in which that person is undergoing sentence formal notice of such mitigation, commutation or remission for promulgation to offender.



## **CHAPTER XIV-COURTS-MARTIAL**

### **Section 4-Confirmation and Promulgation**

#### **766. Mode of Promulgation.**

(a) The proceedings of a court-martial including the charges, findings, sentence, recommendation to mercy (if any) and confirmation or non-confirmation, will be promulgated by communication to the accused. Promulgation by reading out of the particulars detailed above on parade will be done only when the confirming authority specially directs that the promulgation shall take place in that manner. The date of promulgation. will be re-corded on the proceedings.

(b) The result of every court-martial, will be published as follows

(i) In the unit/ wing/ station routine orders of the concerned unit/ wing/ station.

(ii) In the personnel occurrence reports by the concerned unit/ wing/ station.

(iii) In Air Headquarters Routine Orders Part I.

(c) If, subsequent to conviction but before promulgation can be effected, an accused absents himself and a declaration by a court of inquiry under Section 107 of Air Force Act, 1950 is made in respect thereof, or in the case of air officer if the commanding officer furnishes a certificate (to be annexed to - the court-martial proceedings) that the accused has been absent with-out leave for a period of 30 clear days, the proceedings of the court-martial may be promulgated in accordance with sub-para (b). They will, however, be communicated forthwith to the accused on his apprehension (if liable for further service) or surrender.



## **CHAPTER XIV-COURTS-MARTIAL**

### **Section 4-Confirmation and Promulgation**

#### **767. Comments of confirming authority.**

When the confirming authority finds it necessary to comment on the proceedings of a court-martial whether original or revised, his remarks will be separate from, and form no part of the, proceedings. They will be communicated in a separate minute to the members of the court, or in exceptional cases, where, in the interests of discipline, a more public instruction is required, they will be made known in the orders of the command. Great care will however be taken not to interfere with the discretion with which the courts are vested in the exercise of their judicial functions.



## **CHAPTER XIV-COURTS-MARTIAL**

### **Section 4-Confirmation and Promulgation**

#### **768. Disposal of Courts-martial proceedings**

The original proceedings of all courts-martial will, after confirmation or non-confirmation, be sent to the officer commanding the unit for promulgation in accordance with para 766. The promulgation minute will be recorded on the proceedings below the confirmation minute and the necessary extracts will be taken for service records.





## **CHAPTER XIV-COURTS-MARTIAL**

### **Section 4-Confirmation and Promulgation**

#### **769. Annulment of illegal proceedings after promulgation**

(a) The proceedings of a court-martial may be annulled by the Chief of the Air Staff, or, on the advice of the judge advocate general or his deputy, by the confirming officer. The authority thus annulling a finding and sentence will direct that the record of the conviction be removed and that the accused be relieved from the consequence of his trial.

(b) Where the finding and sentence have been confirmed, and it afterwards appears to the confirming officer that the proceedings of the court-martial were illegal, or that circumstances have arisen which show that substantial injustice has been done, the confirming officer may order the release of the person under sentence pending reference to the judge advocate general or his deputy and the annulment of the proceedings.

#### **770. Blank.**



## **CHAPTER XIV-COURTS-MARTIAL**

### **Section 5 - Execution of sentence**

#### **771. Imprisonment in air force custody**

Imprisonment may be carried out in the cells of an air force unit in the station in accordance with section 166 of the Air Force Act. 1950. In such cases all prisoners will be visited daily by the duty officer and medical officer. A non-commissioned officer with such assistance as may be necessary will be detailed to superintend hard labor and punishment drill.



## **CHAPTER XIV-COURTS-MARTIAL**

### **Section 5 - Execution of sentence**

#### **772. Imprisonment - How imposed**

(a) Airmen undergoing imprisonment in air force custody in accordance with para 771 will be confined separately in air force cells, if available, and not in the guard room. Two prisoners will never be confined together. The cells will always be under the observation of a sentry. If a prisoner is admitted to hospital a sentry will, if necessary, be posted over him.

(b) Prisoners will be employed on hard labour tasks such as spade work and working parties but no task will exceed two hours consecutively. They will also undergo punishment drill for not less than two hours daily. Hard labour and punishment drill together will be for six hours daily from mid-March to mid-October and seven hours from mid-October to mid-March, the respective periods of labour and drill being apportioned by the officer commanding unit. In the hot season the hard labour should be performed under cover.

**773. to 780. Blank.**



## **CHAPTER XV-COURT OF INQUIRY**

### **781. General**

The general rules on courts of inquiry are contained in the Air Force Rules 154 to 157.



## **CHAPTER XV-COURT OF INQUIRY**

### **782. Assembling Authority.**

A Court of Inquiry may be assembled by the officer in command of any unit or portion of the air force.



## CHAPTER XV-COURT OF INQUIRY

### 783. Composition of a Court of Inquiry

- (a) If an officer, requiring to assemble a court of inquiry, is unable to provide for the constitution of the court in accordance with this para, he will refer the matter to higher authority.
- (b) The assembling authority will detail an officer by name to act as presiding officer and one or more officers junior to him, or warrant officers [see sub-para (h)] as members.
- (c) The rank of the presiding officer should not normally be below that of Flight Lieutenant, and where the court is directed to express an opinion which may bear upon the conduct, character, or professional reputation of an officer, the presiding officer must not be junior in rank *and* seniority to that officer. Where, however, a court is assembled to investigate a fatal flying accident or where the forecasts of the loss in a flying accident is expected to exceed Rupees ten lakhs, the rank of the presiding officer will not be less than that of a Wing Commander provided the services of an officer of that rank can be made available without undue delay. (CS No.62/VII/72)

#### **Authy : AFO 67/70**

- (d) The personnel detailed to constitute the court should have no direct or indirect interest in the subject matter of the investigation, and where the investigation may involve technical or professional knowledge or skill of any description e.g., equipment and accounts, etc., at least one officer or warrant officer having appropriate qualifications will be included on the court either as a, member or in attendance.
- (e) In the case of fires, except where the outbreak is small and insignificant, the court will consist of members drawn from unit, other than that at which the outbreak occurred, and a representative of the M.E.S. will be invited to be present at the inquiry. Where the outbreak occurs during or immediately following accumulator charging, and the outbreak is believed to be due to accumulators or the charging thereof, a signals officer of another unit will be detailed as a member of the court.
- (f) In the case of explosion, arrangements shall be made, whenever possible, for an Ordnance Officer or an officer of the A.S.C. as appropriate to be present at the court, and assist in investigating the cause of the accident.
- (g) If a court is to investigate losses, deficiencies or damage connected with medical, surgical or dental stores, or foodstuff or barrack equipment on the charge of a medical officer, a medical officer should be detailed as one of the members of the court.
- (h) The assembling authority will exercise his discretion as to when a warrant officer can with

advantage be detailed to act as a member of a court. A warrant officer will not be appointed on a court the main business of which is to report on the conduct, character, or professional reputation of a commissioned officer, nor will he be detailed as a member of a court of inquiry assembled to deal with a returned prisoner of war.

(j) Where the subject to be investigated is likely to involve criticism of the station commander, the circumstances calling for inquiry will be reported to higher authority who will convene an independent court.



## **CHAPTER XV-COURT OF INQUIRY**

### **784. Terms of Reference.**

In order that a court of inquiry can properly inquire into any matter, it is essential that assembling authority provides the court with suitable and precise terms of reference pointing out the exact aspect of the case on which the court's findings and recommendations, if any, are required. The terms of reference should also clearly state if the evidence is required to be taken on oath.





## **CHAPTER XV-COURT OF INQUIRY**

### **785. Assembly of a Court of Inquiry.**

- (a) The date, time and place of assembly of a court of inquiry will be notified to all persons concerned or directed to be in attendance. Notice to persons who are not subject to the Air Force Act will be given in writing, and a copy of the notice will be annexed to the proceedings.
- (b) The assembly of a court will be arranged so as to interfere as little as possible with the ordinary duties of officers and airmen.
- (c) A court may adjourn from time to time and from place to place as may be found convenient due notice of the date, time and place of re-assembly being given to those concerned.



## **CHAPTER XV-COURT OF INQUIRY**

### **Para 786 : Attendance of Witnesses**

- (a) The presiding officer of a court of inquiry will, as far as possible, obtain beforehand details of the witnesses whose evidence appears to be necessary. The court shall also record the evidence of any other witness whose statement may be material to the investigation.
- (b) A court of inquiry cannot compel the attendance of civilian witnesses; if, after being invited to attend, a civilian witness declines to do so, the court will invite him to make a statement in writing.
- (c) Applications for attendance of witnesses other than those serving the station where the court of inquiry has been convened will be made as follows, in writing, stating the date, time and place where the witnesses will be required:-
- (i) For witnesses belonging to any branch of the armed forces-To the Headquarters of the command, formation or department concerned.
  - (ii) For civilian police witnesses-To the officer-in-charge of the local police station or the superintendent of police of the civil district to which the witness belongs.
  - (iii) For other civilian witnesses-To the witness personally and, if considered/advisable, to his employer also; if there is, difficulty in tracing the address of such a witness, the assistance of the local civil police may be requested.



## **CHAPTER XV-COURT OF INQUIRY**

### **787. Collection of and Admissibility of Evidence.**

(a) A court of inquiry is not a judicial tribunal. It may, therefore, receive such evidence as it may think fit, whether written or oral, the sole test being that it should be relevant to the issue. A court of inquiry is NOT bound to exclude evidence which would be inadmissible in a court of law.

(b) A court will ask such questions of any witness as it may think necessary, but a witness cannot be compelled to answer a question where the answer might incriminate him.

(c) It is the duty of a court to secure evidence, if necessary by visiting the scene of occurrence, and to examine it carefully with view to-

(i) finding out exactly what happened so that action may be taken, if necessary, to prevent a similar occurrence in future ;

(ii) bringing out facts indicating negligence or lack of discipline.

(d) The evidence given at a court of inquiry will be treated as confidential and will not be divulged by or to any person except as may be required by higher authorities.



## **CHAPTER XV-COURT OF INQUIRY**

### **788. Proceedings of a Court of Inquiry and recording of Evidence**

- (a) A court of inquiry is not a public court and should normally sit in private. Except as provided in para 790 below, a witness will be excluded from the sittings of a court unless he himself is under examination or cross-examination.
- (b) As far as possible, evidence should be recorded in chronological order. Each witness should be given a serial number and his statement should begin with brief details of his service particulars if he is a service witness, or his name, address, etc., if he is a civilian witness, followed by a brief description of his duties or his position.
- (c) The evidence of witnesses in examination and cross-examination should be recorded in first person narrative form and not in the form of questions and answers unless the court thinks fit to record any particular question or answer as such.
- (d) Each witness should sign his evidence on every page on the original copy of the proceedings. Corrections, if any, on original copy should be initialled by the witness. When witness is illiterate, his statement should be read out to him, if necessary through an interpreter. The witness should then put down his thumb impression at the end of each page of his evidence, the thumb impression being attested by a member of the court.



## **CHAPTER XV-COURT OF INQUIRY**

### **789. Evidence on oath or Affirmation**

When a court of inquiry is held on prisoners of war and in any other case in which assembling authority so directs, the evidence shall be taken on oath or affirmation. The court shall administer the same oath/affirmation to witness as if it were a court-martial. However, the members of the court shall not themselves be sworn or affirmed.



## CHAPTER XV-COURT OF INQUIRY

### 790. Action when Character, etc. of persons is affected

(a) As soon as it appears to the court that the character or professional reputation of an officer or airman is affected by the evidence recorded, or that he is to blame, the affected person is to be so informed by the court. All the evidence recorded up to that stage is to be read over to the affected person, and the court is to explain to the person, if so required by him, how, in its opinion, it appears that the officer's or airman's character or professional reputation is adversely affected, or how he appears to be to blame.

(b) From the time an officer or airman is so informed, in accordance with sub-para (a) above he has the right to be present during all the ensuing proceedings, except when the court is deliberating privately. The fact that an officer or airman to whom this para applies is or is not present will be recorded in the proceedings.

(c) The affected officer or airman may, if he so desires, cross-examine any witness whose evidence was recorded prior to the action taken under sub-para (a) above. He may, likewise, cross-examine subsequent witnesses after their statements have been recorded. He may also request the court to record the evidence of any witness in his defence. The officer or airman may make any statement in his defence.

(d) In case the officer or airman affected cannot, for any reason be present to exercise his privilege under sub-paras (a), (b) and (c) above, the court is to inform him by letter (or otherwise as may be convenient) of the reasons why, in the opinion of the court, his character or professional reputation appears to be affected, or he appears to be to blame. The affected person may make a statement in writing in denial, exculpation, or explanation. This statement is to be attached to the proceedings, and the court is to endeavour, by examining or recalling witnesses, to accord, to the affected person, such protection as is intended in sub paras (a), (b) and (c) above.

(e) If, after recording all the evidence, and after taking such action under sub-paras (a) to (d) above as may be called for in the circumstances the court is of the opinion that an officer or airman is to blame, or that his character or professional reputation, is affected, the entire proceedings are to be shown to the affected person, and he is to be asked whether he desires any further statement to make. Any such statement is to be recorded, and fresh points are to be fully investigated by the court.

(f) The findings, and recommendations, if called for, of the court may then be made in accordance with the terms of reference.

(g) An officer or airman to whom sub-para (a), (b), (c) or (d) applies does not have the right to demand that the evidence be taken on oath or affirmation, or, except so far as the assembling

authority or the court may permit, to be represented by a solicitor or other agent.

(h) If the assembling authority attributes blame to an officer or, an airman other than the officer or airman held to blame by the court, or attributes blame in a way substantially different from that of the court, the proceedings will be returned to the presiding officer of the court (without any endorsement on the proceedings) by the assembling authority together with a statement from the assembling authority as to why that authority considers that blame should be attributed to such officer or airman or in a way substantially different from that of the court. This statement will form part of the court of inquiry proceedings. The court of inquiry will be reconvened and the court will show to the affected person the entire proceedings and statement of the assembling authority. The court will then obtain from the person any statement that he may wish to make and record the evidence of any witnesses he may wish to call in cross-examination or of any fresh witnesses. When complete, the proceedings will be forwarded to the assembling authority together with any additional findings and or recommendations that the court may wish to record. The assembling authority will endorse its remarks on the proceedings only after completion of action under this para.

(j) If blame is attributed by any authority higher than the assembling authority to an officer or airman other than the officer or airman held to blame by the court or the assembling authority, the proceedings will be returned to the assembling authority together with such authority's statement for action as per sub para (h). The concerned higher authority will endorse its remarks on the proceedings, only after the proceedings are received back from the assembling authority after completion of action. When forwarding the proceedings to higher authority after taking action under this para, the assembling authority or any other intermediary authority may append remarks on any additional findings recommendations made.

(k) The same court which originally investigated the particular occurrence will, as far as possible, be reconvened for purposes of sub-paras (h) and (j). A fresh court is to be assembled only in exceptional circumstances.



## CHAPTER XV-COURT OF INQUIRY

### 791. Findings

- (a) The court will, in every case where it is so required, record its findings on the proceedings, and will be careful to ensure that such findings are supported by evidence and cover the points upon which it is required by the terms of reference, or by regulation, to report. It will note any particular point on which it is unable to record a complete finding and the reasons for the same.
- (b) Courts of Inquiry should endeavour in their findings to differentiate between incidents caused by error of judgement not involving disregard of orders, etc., and incidents due to disregard of orders or other causes directly within the control of the personnel involved. The court should not regard itself as debarred from making the required differentiation even if it is impossible, on account of the death of the personnel involved or from other cause to obtain evidence or a statement in defence.
- (c) In determining the degree of responsibility of any persons for a loss, damage, etc., the court will endeavour to determine :-
- (i) Whether the person was directly or indirectly to blame,
  - (ii) Whether the loss, damage, etc., was due to culpable negligence or to negligence or to irregularity on the part of that person.
- (d) The court will draw attention to any irregularity disclosed in the course of the investigation even though, in its opinion, it was not a contributing factor to the incident under investigation and is outside its terms of reference.
- (e) When the court is of opinion that compensation should be paid by any person or persons deemed to be responsible, it will state the amount that it considers should be paid by such persons, but any recommendation made by it will be considered as being made without prejudice to any action that may be taken by higher authority.
- (f) The findings will be signed by the presiding officer and all the members of the court, but any member of the court may, if he thinks that he should do so, sign subject to any reservations which he desires to make, or may express his dissent from any findings of fact or recommendation arrived at by the other members.





## **CHAPTER XV-COURT OF INQUIRY**

### **792. Preparation and Transmission of Proceedings**

- (a) The proceedings of a court of inquiry other than those which relate to a flying accident will be recorded on IAFF(P) 28, and those of a court of inquiry on flying accidents on IAFF(A0) 1243.
- (b) The proceedings of a court of inquiry should provide a logical account, normally in chronological order of the matter investigated, intelligible to a person unacquainted with the subject matter or with local conditions which may be common knowledge to the convening authority or to the court. For this purpose, it may be advisable to attach to the proceedings means of identifying places and things.
- (c) The court will attach to the original proceedings all relevant document produced before the court, including exhibits, maps, plans, sketches, copies of any standing orders shown to have been material, and correspondence relating to the investigation, and police or other reports, copies of such exhibits will be provided for each copy of the proceedings.
- (d) The proceedings will be treated as confidential. Depending upon the merits of the case, such proceedings may also be given a security grading higher than confidential.
- (e) The proceedings will be submitted to the assembling authority, who, as may be required, will transmit them to higher authority.
- (f) Each transmitting authority will scrutinize the proceedings and record thereon an opinion upon the matter investigated. Proceedings submitted to Air Headquarters will be in triplicate. The commanding officer of the station at which the court is held will be responsible that sufficient copies are made to provide one for each line in the chain of command.



## CHAPTER XV-COURT OF INQUIRY

### 793. Separate Courts when required

(a) When a court of inquiry is assembled to investigate any given occurrence, a separate court need not be held to investigate any other matter which itself, by regulation, requires a court of inquiry arising out of that occurrence (e.g. an individual injured in a flying accident). Where, however, the assembling authority considers that the two subjects cannot be conveniently dealt with by the same court, he will convene two courts. If only one court is held, the assembling authority will be careful to give directions for both matters to be investigated.

(b) A court of inquiry, however, on the illegal absence of one or more airmen will deal with the question of illegal absence and deficiencies (if any), and a court of inquiry on the recovery of one or more prisoners of war will deal only with the circumstances the recovery of each such person as may be brought before it.



## **CHAPTER XV-COURT OF INQUIRY**

### **794. Re-assembly of a Court of Inquiry.**

A court of inquiry may be reassembled as often as the officer who assembled the court may direct for the purpose of examining additional witnesses, for further examining any witness or for recording further evidence.



## **CHAPTER XV-COURT OF INQUIRY**

### **795. Court cannot admit Liability**

A court of inquiry, or any member thereof, must not make any admission of liability in respect of any matter being investigated by it, or give any undertaking to satisfy any claim, or to initiate or defend any legal proceedings, or negotiate or accept any settlement of any claim made by or on behalf of, or against the air forces or any unit or member thereof.



## CHAPTER XV-COURT OF INQUIRY

### 796. Investigation of personal injuries and accidental deaths.

- (a) When an officer, airman, or flight cadet, whether on or off duty, is killed or injured (except by wounds received in action), the following procedure will be followed.
- (b) A court of inquiry will invariably be assembled
  - (i) If suicide or attempted suicide or wilful maiming is suspected.
  - (ii) If, in the opinion of the commanding officer, doubt exists as to the cause of the accident.
  - (iii) If, in the opinion of the commanding officer, doubt exists as to whether the officer/airman/ flight cadet was on or off duty at the time of the accident.
  - (iv) If the death or injury was sustained in flying accident [also see paras 793(a) and 799].
  - (v) If the circumstances of the accident are such that it appears that some third party might be held liable therefor and the cause of the accident cannot be established by investigation under sub-para (c).
  - (vi) If for any reason the cause of the accident or its attendant circumstances require, in the opinion of the commanding officer, to be investigated but cannot be adequately established by an investigation under sub-para (c).
- (c) In the following circumstances, subject always to sub-para (b) and the holding of a court inquiry as requisite under the provisions of that sub-para, an investigation by one officer will take the place of a court of inquiry:-
  - (i) If death occurs as the result of an accident or misadventure of any description.
  - (ii) If the injury is, in the opinion of the medical officer, serious or of such a nature that it might be the exciting cause of disability later. (This investigation will be dispensed with, if the commanding officer is satisfied that it would add nothing, to the report on IAFF(P) 23. IAFF(P) 23 will be endorsed to this effect).
  - (iii) If, for any reason the cause of an accident or its attendant circumstances require, in the opinion of the commanding officer, to be investigated and can be adequately established without the holding of a court of inquiry.
  - (iv) If the circumstances of the accident are such that it appears that some third party might be held liable therefor.

(d) The commanding officer will detail an officer to investigate, obtain statements from witnesses, witness their signatures and report on the circumstances as laid down in sub-paras (g) and (h). The officer will record all available details of the accident and make a complete report, which, together with the opinion of the commanding officer will take the place of the findings and recommendations of a court of inquiry. Paras 786(a) and 792(f) will be complied with so far as their provisions are applicable.

(e) A commanding officer may detail a warrant officer to carry out the investigation as laid down in this sub-para where an airman below the rank of warrant officer is concerned unless the death or injury arises from a road or transport accident when the investigation will invariably be carried out by a commissioned officer.

(f) If under para 793(a), personal injuries are dealt with by a court of inquiry convened to investigate other matters as well as injuries, the court will comply with sub-paras (g) and (h) below.

(g) A court of inquiry or an investigating officer dealing with injuries will obtain evidence to show whether or not the injured person was on or off duty at the time he received the injury, and whether he was to blame, and will record an opinion on these points. Where, however, no evidence beyond that of the injured person himself is forthcoming, the fact will be stated in the proceedings and the court or investigating officer will not express, such an opinion; but in transmitting the proceedings the commanding officer will do so.

(h) When an officer/ airman/ flight cadet is injured in any way by or through the fault of, some other person or persons, it will be recorded in the proceedings of the court of inquiry whether the officer/ airman/ cadet intends to claim or has claimed compensation from such other person or persons. If the officer or airman does not propose to prefer a claim against the third party it would be open to the air officer commanding-in-chief command to quest him to do so, and his reasons for not preferring a claim should therefore be recorded. Corresponding information so as it is available, will be recorded if the injury is fatal.

(j) After the opinion of all higher authorities, including A.O.C.-in-C Command, has been recorded on the proceedings the court of inquiry/ formal investigation, a copy of the proceedings will be sent to Air Headquarters for attachment to the service documents of the officer /airman/ flight cadet concerned.



## **CHAPTER XV-COURT OF INQUIRY**

### **797. Court of Inquest**

(a) In accordance with the provisions of section 174, Criminal Procedure Code, the responsibility for holding an inquest in cases of unnatural deaths, that is, death due to suicide, violence, accident or under suspicious circumstances devolves on the local civil authorities. Information regarding such cases of death of persons subject to the Air Force Act or any deaths within unit lines will, therefore, be given immediately on occurrence, in writing and conveyed by hand of an officer to the senior local civil police officer.

(b) If the civil police authorities do NOT intend sending the dead body for a post mortem examination and decide NOT to hold an inquest, the air force officer conveying the information of death will obtain a declaration in writing to that effect. A service court of inquest consisting of three officers, of which one must be a medical officer will then be convened under the orders of the station commander or alternatively the immediate formation commander. In case of death of service personnel occurring at a place outside India, not including the state of Jammu and Kashmir, unless the local law requires otherwise, it is not necessary to inform the local civil police authorities and the inquest may be held by the officer commanding the unit to which the deceased belonged. The cremation/funeral will take place only after concurrence of the presiding officer and the medical member of the court of inquest has been obtained.

(c) Service courts of inquest will follow the procedure laid down in Rules 154 and 155 of the Indian Air Force Rules, 1969.

(d) A copy of the court of inquest proceedings will be forwarded to Air Headquarters through proper channels.



## **CHAPTER XV-COURT OF INQUIRY**

### **798. Unnatural death/ death under suspicious circumstances.**

Report of death of service personnel to next of kin should be in the following phraseology :-

- (a) When the death is due to natural causes, e.g. sickness-the person should be reported to have "died".
- (b) When the death is due to "accident" or "enemy action" the term "killed" should be used.
- (c) When the death is due to drowning, the phrase "died of drowning" should be used.
- (d) When the cause of death is doubtful, the term "died" should be used with an indication that the cause of death is being investigated. This includes cases of "suspected suicide".





## CHAPTER XV-COURT OF INQUIRY

### 799. Flying Accidents.

(a) Flying accidents shall, as regards courts of inquiry be deemed to include all accidents arising from causes (other than enemy action) connected with flying, and shall include not only those arising in flight, but also those arising in starting the aircraft for its flights, including air crew accidents.

(b) Subject to sub-para (d), a court of inquiry will be held to inquire into accidents, other than those occurring in the field, as follows :-

(i) All flying accidents in which an occupant of an aircraft or other person, is injured fatally or to such an extent as is likely in opinion of medical officer to occasion such person's absence from duty in hospital for a period of at least 5 days, independently of whether the cause of the accident is or is not free from doubt.

(ii) All other flying accidents involving personal injuries of a less serious nature, or resulting in damage of any description to an aircraft, or other property, unless the commanding officer/higher formation is satisfied that the cause of the accident is free from doubt, or that the holding of an inquiry would serve no useful purpose.

(iii) Whenever there is evidence of negligence or default, connected with the loss of, or damage to, an aircraft.

(c) Subject to sub-para (d), a court of inquiry will be held to inquire into all flying accidents in the field involving any injury to persons or damage to property (including aircraft) unless the commanding officer/ higher formation is satisfied that the cause of the accident is free from doubt, or that the holding of court of inquiry would serve no useful purpose.

(d) A court of inquiry will not be held into a flying accident to an aircraft not belonging to or exclusively employed in the air force, which occurs in the course of training of an Officer or airman of the Auxiliary Air force, unless specially ordered by Chief of the Air Staff.

If personal injuries to an officer or airman or to a civilian have resulted from the accident, the instructions contained in para 796 or 801 as appropriate will be followed.

(f) Whenever such inquiry is relevant to the case under consideration, the court will particularly inquire and record its opinion whether the unit aircraft maintenance orders and flying orders have been complied with, and if not, who was responsible, and will forward with the proceedings such extracts from the orders as may be necessary. The court will also record whether any relevant modifications/ STIs have not been embodied, and if so, the reasons for its omission.

(g) The proceedings of court of inquiry held under these regulations will be recorded on IAFF(AO) 1243 and will be disposed of in accordance with para 792.



## **CHAPTER XV-COURT OF INQUIRY**

### **800. Aircraft Deterioration**

When an aircraft is found to have deteriorated owing to service or climatic conditions to an extent beyond the capacity of the unit concerned to repair it, and there is presumptive evidence of contributory negligence or of other culpable default, a court of inquiry will be convened to investigate the circumstances.



## **CHAPTER XV-COURT OF INQUIRY**

### **801. Damage to Civilian property and injury to Civilians**

(a) When any loss or damage occurs, or is believed to have been occasioned, by an officer or airman on duty, to any property belonging to another government department, municipal body or company, or to any person, and it appears probable that such loss or damage will lead to a claim for compensation against the public, the station commander of the officer or airman concerned will at once, whether it is decided to apply for the assembly of the court-martial or not, convene a court of inquiry to investigate the matter, unless he is satisfied that the information required by sub-para (c) is or can be made available without a court. In the event of a civilian being injured a court of inquiry will always be convened irrespective of the extent of the injuries or the probability of receipt of a claim.

(b) When the estimated damage is in excess of Rs. 650/-, the court will usually be composed of personnel who do not belong to the same unit as the officer or airman concerned..

(c) The court will inquire generally into the circumstances of the loss, damage or injury, and will report on

(i) The amount of loss or damage.

(ii) Whether the officer or airman was on duty when the loss, damage or injury is alleged to have been occasioned.

(iii) Whether the loss, damage, or injury was occasioned by any wrongful act or negligence on the part of an officer or airman.

(iv) Whether any wrongful act or negligence on the part of the person, municipal body or company, or on the part of any person in the employ thereof or acting as agent therefor, contributed to the loss, damage or injury.

(v) Whether the person, municipal body or company, or any person in the employ thereof or acting as agent therefor, might, by the exercise of due diligence and care, have avoided the consequence of the negligence or wrongful act of the officer or airman.



## CHAPTER XV-COURT OF INQUIRY

### 802. M.T. Accidents

- (a) A court of inquiry or investigation into a M.T. accident must be held :-
- (i) When the amount of the loss exceeds Rs. 200/- (in accordance with para 73-A of the Financial Regulations Part I, it is mandatory to hold a court of inquiry in all those cases of loss to service property due to theft, fraud or neglect where the amount of the loss exceeds Rs. 200/-).
  - (ii) When the officer commanding of the unit is satisfied that a court of inquiry or investigation is the only means of ascertaining the true facts; or
  - (iii) When there is any suggestion or evidence of unauthorised or improper use of an air force vehicle, including deviation from the authorised route, or the carriage of unauthorised passengers, or the driving of the vehicle by any person other than the driver authorised by name.
  - (iv) When damage is caused to civil/service property.
  - (v) When it is suspected that the accident was due to a mechanical defect of the air force vehicle.
  - (vi) When death or injury has been caused to civilian/service personnel and a court of inquiry or investigation is required to be held in accordance with regulations.
  - (vii) When death or injury has been caused to an air force employee; or
  - (viii) When ordered by a superior authority.
- (b) Driver of a service vehicle when detailed to drive such vehicle shall invariably be in possession of his driving licence, IAFF(T) 970 (accident report) and IAFF(T) 901 (authority for the run).
- (c) It is the statutory duty of a driver to observe the "Rule of the Road" and to report immediately to the nearest civil police station, in case an accident occurs involving injuries to persons or damage to property.
- (d) The following documents are required to be forwarded alongwith a court of inquiry proceedings relating to M.T. accident:-
- (i) IAFF(T) 970.
  - (ii) IAFF(T) 901..

- (iii) Certified true copy of driving licence of the driver.
- (iv) A sketch of the scene of occurrence.
- (v) Copy of the report lodged with the police.
- (vi) IAFF(Q) 406 (in triplicate) if any "write off" is involved and Form E.O3 raised by appropriate second line servicing section workshops.
- (vii) A statement of injuries (if any) caused to service or civilian personnel.
- (viii) Estimate of damage (if any) caused to Government or civilian property.
- (ix) Post mortem reports in case of death.



## CHAPTER XV-COURT OF INQUIRY

### 803. Fires

- (a) Whenever a fire, explosion or a similar occurrence, whether involving the destruction of any property or not, takes place at any air force establishment, a brief report will be sent by signal/ telegram/ telephone to Air Headquarters and the command headquarters as soon as possible after the occurrence and ~~a copy of the full written report as specified from time to time~~ a report on Form IAFF (O) 315 will be forwarded within 48 hours of the occurrence to Air Headquarters and the command headquarters.
- (b) A court of inquiry must be convened as soon as possible after the outbreak of fire in the following circumstances:-
- (i) If the fire has resulted in a loss.
  - (ii) If in the opinion of the commanding officer there are other reasons to warrant a court of inquiry even if there is, no loss, i.e. neglect on the part of certain individuals, use of unauthorised appliances etc.
- (c) In case a court of inquiry is not considered useful, Air Headquarters permission must be obtained to dispense with it. Proceedings of the court of inquiry must reach command headquarters within 3 weeks of the accident.
- (d) The court of inquiry will enquire into the circumstances under which a fire broke out with special reference to the following and any other requirements relevant to each particular case of occurrence
- (i) **Origin of Fire.** Location of fire; by whom discovered and action taken by that person or persons; time of discovery (to the nearest minute). extent of fire at the time of discovery; to whom the fire was first reported by the person (a) making the discovery; the length of time between the discovery of the fire and the sounding of the alarm; the time when the message was passed to the fire section and by whom.
  - (ii) **Fire Fighting Action.** Brief description of fire fighting action, when was the message received at fire section; when did the fire fighting personnel arrive at the scene; appliances and equipment in attendance; the length of time after the alarm and before the appliances were at work and the first jet was playing on the fire; whether the station personnel (other than the fire party) turned out in sufficient number and with promptitude; whether there was any failure as regards water supply hydrants or in the working of the fire appliances generally, action taken to warn the local fire brigade or other service fire brigades; the length of time between the warning of the local brigades and their arrival; time fire brought under control; time fire extinguished.

- (iii) Damage caused. Details of salvaging operations, extent of damage to personal effects and/or stores and equipment; extent of damage the buildings, and other property (to be shown separately); in the case of I.A.F. property, whether or not it is damaged beyond economical repair (approximate cost to be given).
- (iv) **Injuries.** Nature and extent of injuries caused to any person(s) and whether the injuries might be the exciting cause of disability; whether or not the person(s) injured to blame.
- (v) **Cause of Fire.** Cause or likely cause of fire -- (in the absence of direct evidence suggesting the cause, available evidence is to be carefully sifted to ascertain the probable cause); the responsibility for the outbreak; statements as to whether or not unit fire orders were up-to-date, correctly drawn up, published and complied with; whether or not reporting action was taken on Form IAFF(O) 315 (Old Form 2887).
- (e) The court will submit recommendations with regard to remedial measure and other matters, if any.
- (f) A rough sketch plan showing the building(s)/ structure involved, disposition of adjoining building(s) at risk, the location of nearest hand appliances, water supplies (static tanks or hydrants), the manner in which the contents were placed and the area and presumed point of origin of the fire should be appended to the proceedings along with a copy of report on form IAFF(Q) 315 (old form 2887).
- (g) An estimate of the cost of structural repairs will be prepared on form IAFA 498. Estimate of the value of any air force equipment, foodstuffs, other stores destroyed or damaged, or cost of replacing service clothing, assessed according to the instructions applicable to the particular type of article concerned, will be prepared on form IAFF(Q) 406. These estimates will be attached to the proceedings. The proceedings will be finalised at command headquarters. Only those proceedings will be forwarded to Air Headquarters for finalisation where the loss as a result of the fire is beyond the financial powers of the Air Officer commanding-in-chief command or where, for some special reasons (e.g. suspected sabotage) the air officer commanding-in-chief command considers that the case merits finalisation at Air Headquarters. The proceedings forwarded to Air Headquarters in such cases, must be in triplicate. In case of proceedings finalised at command level one copy of the finalised proceedings of the court of inquiry will be sent to Air Headquarters (Fire Services).





## **CHAPTER XV-COURT OF INQUIRY**

### **804. Loss of Air Force Equipment and Foodstuffs.**

(a) When foodstuffs or air force equipment of any description belonging to the public are found to be deficient, lost, stolen, damaged or destroyed, other than by fire, or when a deficiency is discovered in any equipment or foodstuffs account the commanding officer will at once cause the facts to be fully investigated.

(b) A loss which is supposed to be due to theft will be reported at once to the civil police, when the circumstances warrant the course of action. In any court of inquiry which may subsequently be held, evidence will be taken to show the date on which the loss was so reported.

(c) If the officer commanding is unable to dispose of the case under his own powers, vide IAP 1501, he will not himself assemble a court of inquiry but will report the matter to the Chief of the Air Staff who will decide whether a court of inquiry is to be held.

(d) A court of inquiry will be convened under the orders of the Chief of the Air Staff to investigate all losses due to theft, fraud or neglect or from other causes when the circumstances appear, in any way, to demand special investigation. The court will, if possible, consist of officers not belonging to the station concerned.

(e) The commanding officer in reporting a loss, etc., of air force equipment or foodstuffs to higher authority as in sub-para (c) will attach to the report Form IAFF(Q) 406 (in duplicate) prepared in accordance with IAP 1501. The value of deficiencies in an account will be the sum total of the values of the deficiencies under each heading of the account without any abatement in respect of articles which may be surplus under any other headings of the account.

(f) When the findings of the court of inquiry have been approved, action will be taken either to charge the individual or individuals concerned or to write off the loss as a charge against the public, in accordance with IAP 1501.



## **CHAPTER XV-COURT OF INQUIRY**

### **805. Loss of Public Money**

- (a) Whenever any public money is lost or found deficient the officer commanding unit will investigate the cause of the loss and the amount involved and report immediately the result of his investigation to command/Air Headquarters, as the case may be, expressing his opinion whether any person or persons are responsible for the loss.
- (b) On receipt of the above, report, command/ Air Headquarters shall invariably assemble a court of inquiry, if the loss is suspected to be due to theft, fraud or negligence irrespective of the fact whether or not a summary of evidence is ordered in connection with the case. The court of inquiry, if possible, will consist of officers not belonging to the station concerned and if the investigation is of a complex nature and assistance of expert audit personnel is needed to unravel it a written request is to be sent to the CDA(AF) by name, who will provide the services of an investigating staff.
- (c) When the findings of the court of inquiry have been approved action will be taken either to charge the individual or individuals, concerned or to "write off" the loss as a charge against the public in accordance with Part I Financial Regulations.
- (d) A person concerned in any loss or irregularity which is the subject of an inquiry is not inadvertently allowed to be retired on pension, released or otherwise discharged from service while the inquiry is in progress. When, therefore, a person is concerned in any irregularity or loss, the authority investigating the case should immediately inform the authorities competent to sanction pension/gratuity, release or discharge, who, in turn, will see that the pension, gratuity, release or discharge benefits are not sanctioned before either a conclusion is arrived at as regards the individual's culpability, or it has been decided by the sanctioning authority that the result of the investigation need not be awaited.



## **CHAPTER XV-COURT OF INQUIRY**

### **806. Losses affecting Messes and Non-Public Funds**

(a) When any deficiency in money or articles belonging to mess or to any other non-public fund is discovered, the commanding officer of the station will exercise his discretion as to whether he shall at once assemble a court of inquiry or report the matter to higher authority.

(b) When a reference is made to command/ Air Headquarters as in sub-para (a) above, the procedure to be adopted will be the same as in the case of loss of public funds.



## **CHAPTER XV-COURT OF INQUIRY**

### **807. Loss Etc., of Accounts.**

When an account, or part of any account, in which public funds or stores are held on charge, is lost, destroyed or mutilated beyond legibility, and

- (a) if such account cannot be reconstructed from the vouchers or other subsidiary documents, or
- (b) if it appears that an offence under section 52, Air Force Act may have been committed.

a report will be made to the Chief of the Air Staff / A.O.C-in-C Command, who will order a court of inquiry to be assembled if he considers it necessary.



## **CHAPTER XV-COURT OF INQUIRY**

### **808. Loss of Secret Documents**

As soon as possible after the loss of a ~~serially numbered~~ top secret, secret or confidential document is brought to his notice, the commanding officer who issued, or is responsible for the issue of, the document will convene a court of inquiry to investigate the matter and to recommend what further action should be taken. Any individual subject to the air force law who is implicated in any way in the loss of the document, forming the subject of the court of inquiry, will be afforded full opportunity of being present throughout the inquiry in accordance with I.A.F. Act Rules 136(f) and para 790 of these regulations. The court will sit in camera, and every witness will be cautioned that any disclosure by him of any matter forming part of the proceedings of court may be treated as an offence under the Official Secrets Act, 1923.

(CS No. 64/VII/72)



## CHAPTER XV-COURT OF INQUIRY

### 809. Prisoners of War

- (a) Whenever persons subject to the Air Force Act are taken prisoners by an enemy, a court of inquiry under the A.F. Rules 156 will be assembled under local arrangements to enquire into their conduct and the circumstances of their capture.
- (b) The court of inquiry will be held as soon as possible after the return of the prisoner or prisoners.
- (c) In the case of an officer taken prisoner of war, if there is a reason to believe that he has deserted to the enemy, or while in enemy hands, to have served with or under the orders of the enemy or in any manner to have aided the enemy, or to have allowed himself to be taken prisoner by the enemy through want of due precaution or through disobedience of orders or wilful neglect of duty or having been taken prisoner by the enemy, to have failed to rejoin his service when it was possible to do so, a report will be made at the earliest moment to the Chief of the Air Staff for his consideration whether his conduct and the circumstances of his capture are to be investigated for the purpose of giving effect to the provision of the Air Force Act Section 91(h).
- (d) The proceedings will be forwarded by the officer who assembled the court to the Chief of the Air Staff or to the officer commanding the air forces in the field, who will, unless full remission of the forfeiture of pay and allowances incurred by a prisoner of war has already been made, issue such orders as he may think fit regarding the remission of such forfeiture (See Indian Air Force Rules 164). A commissioned officer will not forfeit pay and allowances while a prisoner of war except in the circumstances specified in clause (h) of section 91 of the Air Force Act.
- (e) A court of inquiry under the I.A.F. Act Rule 156 on the conduct of a prisoner of war who is still absent may be assembled as and when necessary, and in particular to assist the authority empowered to remit the forfeiture of pay and allowances incurred by such prisoner of war in deciding what remission, if any, should be made in order that provision may be made for the dependents of the prisoner of war (See Air Force Act, Section 99).
- (f) A court of inquiry respecting a prisoner of war still absent and not known to have died in captivity will be provisional.



## **CHAPTER XV-COURT OF INQUIRY**

### **810. Action when a Penal Deduction is Recommended**

(a) Where a recommendation has been made on the findings of a court that compensation should be made under Sections 91 and 92 of the Air Force Act, if the loss to the public will be fully covered thereby :-

(i) A charge against an airman, other than a warrant officer will be investigated and disposed of summarily by the commanding officer under Section 82 of the Air Force Act. The provisions of para. 790 above must have been complied with by the court.

(ii) Otherwise the commanding officer will refer the matter to higher authority.

(iii) Proceedings will be disposed of as laid down in para. 792(e).

(b) If the charge will not fully cover the loss to the public, the proceedings must be submitted to higher authority, who will decide whether the offender is to be brought to trial by court martial or dealt with summarily by his commanding officer.

**811. to 820. Blank.**



## CHAPTER XVI -CIVIL PROCEEDINGS

### 821. Service of summons

(a) **Officers.** A summons in a civil suit against an officer must be served directly by the court. The commanding officer has no legal authority to receive or serve such summons.

(b) **Airmen.** Where the defendant is an airman, the court will send the summons for service to his commanding officer together, with a copy to be retained by the defendant under order 5 rule 28 of the Civil Procedure Code. The commanding officer will serve the copy of summons on the defendant and after obtaining the written acknowledgement thereon will return it to the court under his own signature. If the defendant authorises any person to act for him (see para 823), such authority will be attached to the copy of the summons returned to the court with an explanation. If the summons cannot be served it will be returned to the court with a full statement of such cause and of the steps taken to procure service.





## **CHAPTER XVI - CIVIL PROCEEDINGS**

### **822. Attachment of Pay**

- (a) The pay and allowances of all persons subject to the Air Force Act are exempt from attachment.
- (b) In the event of an order of attachment being issued by a civil court, the officer receiving the order will at once take steps in the name and on behalf of the person concerned, to have the attachment set aside by applying to the proper Government Law Officer to the State Government concerned or other officer he is entitled to consult on matters of civil law (see para 828) for such legal assistance as he may require. In the event of the court upholding the attachment an application for a revision of the court's order shall be made.



## CHAPTER XVI - CIVIL PROCEEDINGS

### 823. Appointment of an attorney.

Where any officer or airman actually serving the Government in an air force capacity is a party to a suit and cannot obtain leave of absence for the purpose of prosecuting, or defending the suit in person, he may authorise any person to sue or defend in his stead (Code of Civil Procedure, First Schedule, Order XXVIII, Rule I). An authority in the following form will be sent to the court in which the case is to be heard: -

Whereas I \_\_\_\_\_(name) inhabitant of village \_\_\_\_\_ Pergunnah \_\_\_\_\_ in the district of \_\_\_\_\_ son of \_\_\_\_\_ of the caste of \_\_\_\_\_ at present of \_\_\_\_\_ in \_\_\_\_\_ stationed at \_\_\_\_\_ having occasion to institute (or defend) an action for (nature and object of suit and name of adverse party), do hereby nominate and appoint (name, residence, caste and relationship, if any) to be my attorney and I bind myself to abide by whatever he, the said attorney, may do on my behalf in the prosecution (or defence) of the said suit. The said attorney will either prosecute (or defend) the same under the instructions of the said attorney, as he may think proper. In the event of an appeal being preferred from the judgement passed in the suit, the said attorney is hereby empowered to act for me in the appeal in a like manner as in the original suit.

Signature.....

Signed in my presence.....

(Commanding Officer)



## **CHAPTER XVI -CIVIL PROCEEDINGS**

### **824. Power of attorney exempt from court fees.**

A power of attorney to institute or defend a suit executed by an officer or airman in air force employ is not chargeable with any court fee (Act VII of 1870, section 19, clause .1).



## **CHAPTER XVI - CIVIL PROCEEDINGS**

### **825. Disposal of officers/airmen's suit**

Civil courts have been enjoined to dispose of all suits for the prosecution or defence of which officers, airmen, or reservists have obtained leave of absence, irrespective of the order in which they stand on the register, as speedily as is consistent with the administration of justice. Any complaint as to the non-observance of this rule will be submitted to the State Government concerned.



## **CHAPTER XVI -CIVIL PROCEEDINGS**

### **826. Civil officer may extend leave.**

When a person subject to the Air Force Act obtains or applies for leave of absence for the purpose of prosecuting or defending a civil suit, he will be provided by his commanding officer with a certificate to enable him to obtain priority of hearing (IAFD 902). The certificate will be presented in person to the court. If the case cannot be disposed of within the period of leave granted, the civil officer concerned may grant leave for such period as will admit of the receipt of a reply to an application to the commanding officer for necessary extension of leave. The civil officer will report to the commanding officer any grant of leave sanctioned by him.



## CHAPTER XVI -CIVIL PROCEEDINGS

### 827. Institution/ Defence of Civil suits

(a) No legal proceedings shall be undertaken on behalf of the Government without the sanction of the air officer commanding-in-chief Command/ Air Officer in charge Administration, Air Headquarters, for units under their control, who may, on the advice of the proper Government law officer, sanction the institution or defence of civil suits or appeals. The conduct of the case will rest with the Government law officer, if available; the payment of his fees and other expenses in connection with the counsel and of witnesses being sanctioned by the air officer commanding-in-chief Command/ Air Officer-in-charge administration, Air Headquarters for units under their control, in accordance with the High Court Rules at the rates and under the conditions obtaining in the locality under the civil rules of the State concerned. Otherwise, the employment of a selected private practitioner may be sanctioned by the air officer commanding-in-chief command/ Air Officer-in-charge Administration, Air Headquarters, for units under their control, who may fix the fees in consultation with the Government law officer, subject to such restrictions regarding the maximum amounts payable to counsel as are laid down by the Central Government from time to time. Claims for expenses in connection with counsel and witnesses will be accompanied by a certificate from the legal remembrancer that they are reasonable. No suit by or against the Central Government, in respect of contracts relating to lands shall be filed or defended without the prior sanction of the Central Government.

(b) A list of Government law officers who may be consulted is given in para 828. The procedure with regard to consulting these officers is governed by the rules on the subject framed by the State Government in whose jurisdiction the area of the command concerned is included. In the case of the area of the command which is situated within the jurisdiction of more than one State, the law officer of the State in which the case originated should be consulted (see also para 828).

(c) When an officer receives intimation that a civil suit has been, or is likely to be instituted against the Government or a public servant in his official capacity, he will report the circumstances to the air officer commanding-in-chief Command/ Air Officer-in-charge Administration, Air Headquarters, for units under their control, in order to avoid *ex parte* decree being made against Government. In this connection it should be remembered that the Code of Civil Procedure, Section 80, requires two month's notice of such a suit to be given before a valid suit can be instituted.

(d) To enable the air officer commanding-in-chief command/ Air Officer-in-charge Administration, Air Headquarters, for units under their control, to decide on the advisability of instituting legal proceedings, the officer immediately concerned will prepare a memorandum explaining the necessity for the suit and including a statement of the claim showing the subject of the claim, its amount, when it accrued, steps taken to obtain satisfaction, pleas urged by the

defence and answers to such pleas. Copies of all important documents (with translations, where necessary) will accompany the memorandum.

(e) If it is desired to institute a civil suit for the recovery of monies due to Government, the officer immediately concerned will ascertain from the civil officer of the district in which the defendant lives whether the sum could be paid by the latter. If the civil officer reports that the defendant is in a position to satisfy a decree for the amount claimed, an application for the sanction will be made to the air officer commanding-in-chief commanding/Air Officer in charge Administration, Air Headquarters, for units under their control.

(f) When sanction is accorded to the defence or prosecution of a civil suit in which a public servant in his official capacity is implicated, the fee of one counsel will be allowed.

(g) Rules regarding the procedure in connection with suits by or against airmen are contained in the first schedule to the Code of Civil Procedure, 1908, Order V, Rules 28 and 29 and Order XXVIII, Rules 1 to 3



## **CHAPTER XVI -CIVIL PROCEEDINGS**

### **828. List of Government (Civil) Law Officers who may be consulted by Air Force Commanders on matters of Civil Law.**

The rules relating to legal business, made by the State Government concerned, must be strictly complied with in respect of the channels through which the advice of their law officers is to be sought and of the particular adviser, where more than one is mentioned in respect of matters arising in the same area, who is to be consulted in each particular case. These rules may be obtained from the State Government concerned. A list of the civil law officers is given below :-

- (a)
- (a)

#### **In respect of matters arising in Designation of the civil law officers**

##### **ANDHRA PRADESH**

Secretary to Government of Andhra Pradesh, Law Department, Hyderabad.

##### **ASSAM**

Secretary to Government of Assam, Law Department, Shillong.

##### **BIHAR, Patna.**

Secretary to Government of Bihar, Law Department,

##### **MAHARASHTRA**

Remembrancer of Legal Affairs, Bombay, Solicitor to Central Government at Bombay.

##### **DELHI**

Ministry of Law, New Delhi.

##### **GUJARAT**

Secretary to government of Gujarat, Legal Department, Ahmedabad.

##### **JAMMU & KASHMIR**

Law Secretary to Jammu & Kashmir Government.

##### **HIMACHAL PRADESH**

Secretary and Assistant Secretaries(Judicial), Himachal Pradesh, Simla.

##### **KERALA**

Law Secretary to Government of Kerala.



## MADHYA PRADESH

Legal Remembrancer, Madhya Pradesh.

## MADRAS

Legal Remembrancer, Madras.

## MYSORE

Law Secretary to Mysore Government.

## ORISSA

Legal Remembrancer, Orissa.

## PUNJAB

Legal Remembrancer and Secretary to Government of Punjab.

## RAJASTHAN

Legal Remembrancer and Secretary to Government of Rajasthan.

## UTTAR PRADESH

Legal Remembrancer, Uttar Pradesh.

## WEST BENGAL

Legal Remembrancer, West Bengal. Central Government Solicitor (Defence Ministry Group).

## MANIPUR

Government Advocate, Manipur, Imphal.

## TRIPURA

Government Advocate, Tripura, Agartala.



## CHAPTER XVI -CIVIL PROCEEDINGS

### 829. List of Government Pleaders appointed to conduct suits by or against the Government or against Public officers in their official capacity.

In exercise of the powers conferred by clause (a) of Rule 8-B of Order XXVII of the First Schedule to the Code of Civil Procedure, 1908 (Act V of 1908) the Central Government has appointed the officers specified in the schedule annexed hereto as Government Pleaders for the purposes of the said order in relation to any suit by or against the Central Government or against any public officer in the service of the central government in any court specified in the said schedule:-

#### SCHEDULE

Sl.No.	State	Court	Officers
1	2	3	4
1.	Andhra Pradesh	(a) High Court	(i) Government Pleader, High court. (ii) Additional Government Pleader, High Court.
		(b) City Civil Courts, Civil Courts of Secunderabad and Courts of Small causes.	Government Pleaders of courts the concerned.
		(c) Other Courts District Government Pleaders.	
2.	Assam	(a) High Court	(i) Senior Government Advocate. (ii) Junior Government Advocates.
		(b) Other Courts	District Government Pleaders
3.	Bihar	All Courts	Government Pleaders.
4.	Gujarat	(a) High Court	(i) Government Pleader, High Court, Ahmedabad. (ii) Assistant Government Pleader, High Court, Ahmedabad.

		(b) Other Courts	(i) District Government Pleaders. (ii) Additional District Government Pleaders. (iii) Assistant Government Pleaders. (iv) Sub-Government pleaders.
5.	Kerala	(a) High Court	Central Government Pleader High Court.
		(b) Other Courts .	District Government Pleaders
6.	Madhya Pradesh	(a) High Court, Jabalpur.	(i) Advocate General, Madhya Pradesh (ii) Additional Government Advocates. (iii) Deputy Government Advocate.
		(b) High Court, Indore Bench.	(i) Government Advocate. (ii) Deputy Government Advocates.
		(c) High Court, Gwalior Bench.	(i) Government Advocate.(ii) Additional Government Advocate. (iii) Deputy Government Advocate.
		(d) Other Courts -	District Government Pleaders
7.	Maharashtra	(a) High Court (Appellate Side)	(i) Government Pleader, High Court (ii) Assistant Government Pleader, High Court. (iii) Special Government Pleader, High Court, Nagpur. (iv) Assistant Special Government Pleader, High Court, Nagpur..
		(b) High Court (Original side)	(i) Deputy Legal Adviser to the Govt. of India (performing the

			duties of the Solicitor to the Central Government at Bombay  (ii) Deputy Legal Adviser to the Govt of India (performing the duties of Solicitor to the Central Govt Income Tax Dept, at Bombay)
		(c) City Civil Court } (d) Court of small causes }	Advocate/ Govt Solicitors named by the Govt from time to time.
		(e) Other Courts	(i) District Govt Pleaders (ii) Additional District Govt Pleaders (iii) Assistant Govt Pleaders (iv) Sub-Govt Pleaders
8.	Madras	(a) High Court	Govt Pleader High Court
		(b) City Civil Court and Presidency Court of small Court Causes.	(i) Govt Pleaders, High (ii) Govt Pleader of the Court concerned
		(c) Other Courts	District Govt Pleaders
9.	Mysore	(a) High Court	Central Govt Pleader, High court
		(b) Other Courts	District Govt pleaders
10.	Orissa	(a) High Court	(i) Govt Advocate, High Court
		(b) Other Courts	District Govt Pleaders
11.	Punjab	(a) High Court at Chandigarh	(i) Advocate General, Punjab. (ii) Govt Pleaders, Punjab
		(b) Circuit Bench of the High Court, Delhi	Central Govt Counsel named by the Govt from time to time.
		(c) Courts in Simla only.	Government Advocate. Mahasu
		(d) Other Courts	District Government Pleader

12	Rajasthan	(a) High Court, Jodhpur	(i) Government Advocate. (ii) Deputy Government Advocate. (iii) Assistant Govt Advocate.
		(b) Other Courts	District Govt Pleaders.
13	Uttar Pradesh	(a) High Court Allahabad.	(i) Senior Standing Counsel, High Court (ii) Junior Standing Counsel, High Court
		(b) High Court,Lucknow Bench	(i) Senior Standing Counsel, High Court Lucknow Bench.  (ii) Junior Standing Counsel, High Court Lucknow Bench.
		(c) Other Courts.	(i) District Government Counsel. (ii) Additional District Govt Counsel. (iii) Assistant District Govt Counsel. (iv) Sub District Govt Counsel.
14	14 West Bengal	(a) High Court	(a) In respect of cases arising without the local limits of the ordinary original Jurisdiction of the High Court. (i) Government Pleader. High Court, Calcutta. (ii) Additional Govt Pleader, High Court Calcutta.
			(b) In respect of cases arising within the ordinary original jurisdiction of the High Court-Central Govt Solicitor named by the Government from time to time.
		(b) Courts in Calcutta other than the High Court and the City Civil Court.	Central Govt Solicitors named by the Govt from time to time.

		(c) City Civil Court, Calcutta	Central Govt Pleaders. named by the Govt from time to time.
		(d) Other Courts	District Govt Pleaders.
15	Delhi	(a) Circuit Bench of the Punjab High Court	(i) Central Govt Counsel, Delhi. (ii) Additional Central Govt Counsel named by the Government from time to time.
		(b) Other Courts.	(i) Standing Government (ii) Additional Standing Government Counsel. (iii) Deputy Standing Govt Counsel named by the Govt from time to time.



## **CHAPTER XVI -CIVIL PROCEEDINGS**

### **830. Officers authorised to sign and verify plaints or written Elements.**

Under rule 1 of Order XXVII in the First Schedule to the Code of Civil Procedure, 1908 (5 of 1908), the Government of India have appointed so far as the air force is concerned, the officers specified below as persons by whom plaints and written statements in suits in any court of civil jurisdiction by or against the Central Government shall be signed; and those of the said officers who are acquainted with the facts of the case as persons by whom such plaints and written statements shall be verified:

Chief of the Air Staff.

Vice Chief of the Air Staff.

Deputy Chief of the Air Staff.

Air Officer-in-Charge Administration

Air Officer-in-Charge Personnel

Air Officer-in-Charge Maintenance

Air Officer Commanding-in-Chief, Commands

Directors at Air Headquarters

Joint Directors at Air Headquarters

Officer Commanding, Wings

Officer Commanding, Stations

Officer Commanding, Squadron or other units.

*Amended vide F16(3)/18 J dt 14 Feb 90*



## CHAPTER XVI -CIVIL PROCEEDINGS

### 831. Initiation of criminal proceedings in civil courts

- (a) Criminal proceedings against persons subject to air force law may be initiated by :-
  - (i) The police on the complaint of a private individual or on arrest by them for a cognizable offence.
  - (ii) The air force authorities on a report to the police, or to a Magistrate that a civil offence has been committed.
  - (iii) A magistrate taking cognizance *suo motu*, or on the complaint of a private individual.
- (b) In cases falling under (a) (i) and (iii) the air force authorities may decline to interfere with the course of the civil law, may claim the accused for trial; or, if the offender is already in the air force custody, order trial, by court martial, if the accused is legally liable thereto.
- (c) In cases falling under (a) (ii) it will be open to the air force authorities to bring the accused before a court martial if the complaint is wrongly discussed or the accused is wrongly discharged by the civil court and if such dismissal or discharge does not amount to an acquittal or the accused is acquitted by the civil court but is liable on the same alleged facts to be tried for a purely air force offence for which he could not have been tried by the civil court.
- (d) During the investigation stage, the air force authorities may intervene with the concurrence of the police and magistrate, and claim the accused for trial by court martial as per the Criminal Courts and Court Martial (Adjustment of Jurisdiction) Rule, 1952 and Government of India, Ministry of Home Affairs Notification S.R.O. No. 709, dated 17th April, 1952 as amended from time to time.
- (e) If the case is one that must or should be tried by civil court, it should be handed over to the civil power at the earliest possible stage.
- (f) Criminal proceedings against persons not subject to air force law must be initiated in accordance with the provisions of the Code of Criminal Procedure, 1898, by a report to the police or a complaint to a magistrate.
- (g) This regulation must not be interpreted as forbidding or discouraging close and personal co-operation between air force and civil officials, which is essential in matters involving the discipline and welfare of the air force.





## **CHAPTER XVI - CIVIL PROCEEDINGS**

### **832. Legal Advice and Engagement of Counsel for the prosecution**

(a) A list of civil law officers who may be consulted by air force officers is given in para 828.

(b) When the air force is directly interested, financially or other-wise, in the prosecution of an offender in a civil court, whether subject to air force law or not, the procedure laid down in para 827 above will be followed. In such cases, the prosecution will ordinarily be conducted by the public prosecutor, government pleader or other law officer of the State Government concerned, and the expenses of the prosecution will be defrayed by the civil power in the ordinary course. When, however, the employment of a government pleader or other law officer of the State Government is not feasible owing to the nature of the case, or for other reasons, and the Government law officer who is consulted advises, the engagement of a special counsel may be sanctioned in accordance with the instructions issued by the Ministry of Law referred in para 827 (a), (b) and (c) above. The instructions regarding "High Fees" shall also apply.

(c) This regulation applies, as far as possible to trials before a court martial where, in the interests of justice or on account of the special nature of the case, it is necessary to employ counsel for the prosecution.



## **CHAPTER XVI - CIVIL PROCEEDINGS**

### **833. Procedure to be adopted in dealing with criminal prosecutions in which the Government are concerned**

(a) When the Government is interested in any criminal prosecution, either the State Law Officer referred to in para 828 should be consulted where the accused is prosecuted or when the prosecution is directly controlled from Air Headquarters, the Ministry of Law (Department of Legal Affairs) may be approached for advice.

(b) No prosecution shall be instituted without adequate legal advice being taken in writing, and no prosecutions shall be instituted or withdrawn in any manner contrary to such legal advice without reference to the Central Government.



## CHAPTER XVI - CIVIL PROCEEDINGS

### 834. Defence of M.T. drivers

- (a) The defence of all officers or airmen against whom claims under civil law are preferred in respect of damage to person or property arising out of accidents in which they may be involved when driving M.T. vehicles on duty will be undertaken by the local air force authorities. That course will be followed whether the accident is deemed to have been due to the negligence of the officer or airman concerned or not.
- (b) When an airman meets with an accident while driving a government M.T. vehicle not on duty, but when driving it with the permission of competent authority, the local air force authorities will undertake his defence as a matter of course only when the circumstances are such that, but for sovereign immunity, a claim would have lain against the Government as the employer of the driver. Where doubt exists as to whether such a claim would lie, the case will be considered specially and will be referred for that purpose to the station commander concerned, who will obtain the advice of his civil law officer (see para 828). In the event of the civil law officer advising that no such claim would lie against the Government the defence of the driver will not be undertaken by the local air force authorities.
- (c) If an officer meets with an accident driving a government M.T. vehicle not on duty, but with permission. he will be left to undertake his own defence, save in the most exceptional circumstances, when the case will be reported to the Chief of the Air Staff for the orders of the Central Government to be obtained.
- (d) In cases where the vehicle was being driven without authority defence of the driver will not be undertaken.
- (e) The utmost discretion should be used by officers empowered to give permission for the use of vehicles not on duty, as they will be held responsible, if permission is granted improperly.
- (f) Nothing in these regulations should be construed as an indication that an officer or airman whose defence is being undertaken is thereby absolved from his liability to disciplinary action or stoppages of pay, either by sentence of court martial of an airman, by his commanding officer in respect of damage to public or private property or injury to persons; or, when the damage is to public property and the driver is an officer, an order for stoppages of pay under section 91(g) of the Air Force Act.
- (g) These regulations are limited to claims under civil law and do not extend to defence against criminal proceedings, the procedure for which is laid down in para 685 of section 3, Chapter XIII.





## **CHAPTER XVI -CIVIL PROCEEDINGS**

### **835. Payment of fines awarded by civil (criminal) courts against M.T. Drivers**

When a M.T. driver driving a Government M.T. vehicle on duty is involved in a traffic accident and is subsequently fined by a civil (criminal) court, the station commander will sanction an advance to the driver to pay the fine, provided he considers that the retention of the driver's services is in the interests of the service. Particulars regarding the amount of advance and method of recovery are contained in rule 473, P. & A. Regulations.

**836. to 840. Blank.**



## **CHAPTER XVII-GENERAL DUTIES AND MISCELLANEOUS PROVISIONS**

### **Section 1 - Daily Duties**

#### **841. General**

(a) Duty officers are to be detailed under the orders of the commanding officer of the station as follows:-

(i) Station duty officer

(ii) Orderly officer at all stations.

(iii) Duty air traffic control officer at flying stations.

(iv) Duty medical officer at stations where there is more than one medical officer.

(b) The commanding officer of the station is to draw up standing orders for each of the duty officers referred to in sub-para (a) and is to arrange the details of the tours of duties. He is to ensure that the officers relieving takes over correctly from the officer he relieves and is to call for such reports from the duty officers on the conclusion of their tours of duty as he may consider necessary.

(c) The commanding officer is to cause a duty roster to be kept of the officers available for duty and is to ensure that officers are not detailed for duties out of their turn, unless such a course is in the interest of the service.

(d) An officer who has been detailed for duty is not to exchange this duty with another officer without the consent of the commanding officer or of the adjutant acting on his behalf.



# **CHAPTER XVII-GENERAL DUTIES AND MISCELLANEOUS PROVISIONS**

## **Section 1 - Daily Duties**

### **842. The Station Duty Officer**

The station duty officer is normally to be a commanding officer of a unit or a subordinate commander but is never to be an officer below the rank of flight lieutenant. His tour of duty is to cover only periods outside normal working hours of the station. He is to receive all reports which would normally be referred to the commanding officer, in the absence of the latter and if the matter is urgent, is to take the necessary action, reporting such action to the commanding officer at the earliest opportunity.



## **CHAPTER XVII-GENERAL DUTIES AND MISCELLANEOUS PROVISIONS**

### **Section 1 - Daily Duties**

#### **843. The Orderly Officer**

(a) At stations where the strength of officers available for orderly officers duty is insufficient to permit a reasonable rotation of such duties, the commanding officer of the station may, at his discretion, approve the employment of warrant officers, to perform the orderly officer's duties.

(b) The commanding officer is responsible for ensuring that all junior officers are fully capable of performing the duties of an orderly officer. With this object in view they are to be attached to officers performing these duties for such numbers of instructional tours of duties as the commanding officer considers necessary. An officer is not to be put on orderly officer duties until he is competent to perform such duties.

(c) The orderly officer is to be responsible for the following duties and such other duties as the commanding officer may order:--

(i) Supervision of the guard.

(ii) Such duties in connection with parades as the commanding officer may direct.

(iii) The inspection of rations on their arrival at the ration store and attendance when issues are made to messes and individuals.

(iv) Inspection of airmen's mess at meal times to receive investigate and report any complaints.

(v) Inspection of armoury.

(vi) Inspection of detention rooms and visiting the occupants.

(vii) Reception of new arrivals on the station.

(viii) Safety of buildings and sheds outside normal working hours.

(ix) Inspection of all secret and confidential books and documents issued to and retained in the W/T office.

(x) Maintenance of order and discipline on the station out-side normal working hours and for reporting immediately any major breaches to the station duty officer or other senior officer available.

(xi) Ensuring that 'lights out' is observed.



(xii) Attendance at fires at the station.



# **CHAPTER XVII-GENERAL DUTIES AND MISCELLANEOUS PROVISIONS**

## **Section 1 - Daily Duties**

### **844. The Duty Medical Officer**

The duty medical officer is to be nominated by the senior medical officer of the station. His orders are to be prepared by the senior medical officer and approved by the commanding officer of the station.



## **CHAPTER XVII-GENERAL DUTIES AND MISCELLANEOUS PROVISIONS**

### **Section 1 - Daily Duties**

#### **845. The Duty Air Traffic Control Officer**

- (a) The tour of duty of the duty air traffic control officer will be as per the duty roster laid down by the senior air traffic control officer.
- (b) The duty air traffic control officer is to be responsible for the supervision of all air traffic control personnel and efficient functioning of the air traffic control service, during his tour of duty.
- (c) He is to familiarise himself with all standing orders and instructions applicable to his duties.
- (d) He is to satisfy himself that communications, equipment, maps, charts and instruments are in order.
- (e) He is to maintain close liaison with the meteorological officer at the aerodrome regarding weather conditions which are likely to occur during his tour of duty.
- (f) He is not to leave the precincts of control tower during his tour of duty, unless properly relieved. Where there is only one air traffic control officer in the station, he may leave the control tower when no flying is in progress or when relieved by a duty pilot detailed by the commanding officer.
- (g) He is to ensure that R/T transmission is cut down to the minimum and only standard R/T communications are made.
- (h) He is to ensure that the latest information on airfield serviceability and meteorological details is displayed in his office.
- (i) He is to provide air traffic clearance to aircraft in consultation with appropriate air traffic control agency during his tour of duty.
- (j) He is responsible for taking action in respect of overdue aircraft and providing diversions within his scope in consultation with the appropriate air traffic control centre.



# **CHAPTER XVII-GENERAL DUTIES AND MISCELLANEOUS PROVISIONS**

## **Section 1 - Daily Duties**

### **846. Duty Pilot.**

When due to shortage of qualified air traffic control officers a duty pilot is employed on air traffic control duties, his duties will be as laid down by the commanding officer.



# CHAPTER XVII-GENERAL DUTIES AND MISCELLANEOUS PROVISIONS

## Section 1 - Daily Duties

### 847. The Look-Out

(a) When work is being carried out within the safety limits of the runway in use and it is not possible to stop flying, a senior N.C.O. is to be detailed with a working party as a look-out. He is to be equipped with a very pistol and a field telephone connecting him with the runway controller or the control tower.

(b) The look out is responsible for the safety of the working party and may override the decision of the runway controller when the direct safety of the working party is involved.

(c) The airman detailed as look out is to apprise the runway controller of the approximate duration and location of stay of the working party and likely changes so as to ensure coordination of their relative functions and safety of aircraft.



## **CHAPTER XVII-GENERAL DUTIES AND MISCELLANEOUS PROVISIONS**

### **Section 1 - Daily Duties**

#### **848. Duty Crew**

- (a) The duty crew will be detailed under duty engineering officer at every flying station.
- (b) The duty crew are to keep in constant touch with the duty air traffic control officer and remain under his control and orders during their tour of duty.
- (c) The duty crew are responsible for: -
  - (i) Marshalling of all visiting aircraft.
  - (ii) Supervision of refueling.
  - (iii) Correct and safe picketing of aircraft.
  - (iv) Servicing of aircraft as detailed.
- (d) The duty crew are to be in possession of necessary tools and accessories to perform their duties.



# CHAPTER XVII-GENERAL DUTIES AND MISCELLANEOUS PROVISIONS

## Section 1 - Daily Duties

### 849. Guards

- (a) **Definition of Terms.** The terms used in, or related to the subject matter of this paragraph are defined as follows: -
- (i) **Guard.** A guard is a body of airmen detailed to safeguard personnel or property.
  - (ii) **Guard Room.** A guard room is the headquarters of a guard and the place where a guard is accommodated.
  - (iii) **Sentry.** A sentry is a member of a guard stationed at a particular place to safeguard specific personnel or property. (Double sentries, comprising two sentries posted together are provided when there is a danger of single sentries being attacked and overpowered).
  - (iv) **Sentry Post.** A sentry post is the place where sentry is located when not moving along his beat.
  - (v) **Sentry Beat.** A sentry beat is an appointed route along which a sentry will move when not standing at his post. A sentry should be able to see from any point on his beat the personnel or property which he is responsible for safeguarding, and should be able to challenge from any point on his beat any persons approaching such personnel or property.
  - (vi) **Patrol.** A patrol comprises one or more members of a guard detailed to safeguard personnel or property in a given area, but not confined to a specific beat or post.
  - (vii) **To Post a Sentry.** To post a sentry is to instruct a sentry in his duties and responsibilities and appoint him at his place of duty.
  - (viii) **To Mount a Patrol.** To mount a patrol is to instruct the personnel of a patrol in their duties and responsibilities, and to order them to proceed.
  - (ix) **Turning out the Guard.** To turn out the guard is to call from the guard room such of the guards as are not performing duties as sentries or patrols.
  - (x) **Relieving a Sentry or Patrol.** To relieve a sentry or patrol is to replace him by another sentry or patrol.
- (b) **The Composition of Guards.** The composition of a guard is to be at the discretion of the commanding officer of a station who is responsible for ensuring that the number of personnel detailed for guards is kept to the minimum compatible with security. Day guards are, as far as

possible, to be dispensed with. All combatant personnel, with the exception of fire service personnel, are to be available for guard duties.

(c) **Armed Guards.** Armed guards are to be armed with offensive weapons (e.g., rifles and bayonets, or machine carbine) and the appropriate ammunition. Airmen employed on police duties may, however, be defensively armed with pistols. An airman is not to be detailed as a member of an armed guard unless he has been adequately trained in the use of the weapon with which he is to be armed.

(d) **Ammunition.** Ammunition is to be issued to an armed guard in the presence of an officer/senior N.C.O. before it is mounted. When the guard is dismounted, the ammunition is to be collected in the presence of an officer/senior N.C.O. and returned to the armoury. Any expenditure or deficiency is to be reported in writing by the guard commander on guard report (Form I.A.F.F. (P.S.) 1651).

(e) **Tour of Duty.** An airman is not to be employed on sentry or patrol duty continuously for a period exceeding two hours, which is the normal tour of duty. After completing a tour of duty, an airman is not to be so employed again until after four hours have elapsed. A commanding officer of a station may, at his discretion, reduce the tour of duty and proportionately reduce the minimum period of off-duty time.

(f) **Orders-General.** A commanding officer of a station is to arrange for the compilation of the following orders: -

- (i) Orders to the guard (see sub-para (r) ).
- (ii) Orders to the guard commander (see sub-para (s) )
- (iii) Orders to each sentry (see sub-para (t) )
- (iv) Orders to each patrol (see sub-para (t) )

One set of these orders is to be kept in the guard room.

(g) **Promulgation of Orders.** The orders to the guard are to be read and explained to the guard before the first sentries and patrols are posted. Orders to sentries and patrols are to be read and explained to sentries and patrols when they are mounted, and a copy of the orders is to be left in the custody of each sentry and patrol.

(h) **Posting, Inspection and Visits**

- (i) The guard commander is responsible that either he or his assistant posts and relieves all sentries and mounts and relieves all patrols. On such occasions, he or his assistant is to inspect the arms of airman concerned to ensure that orders relating to loading, charging of magazines and unloading are carried out.



- (ii) The guard commander is to visit sentries and patrols at least once during their tour of duty.
- (j) **Inspection by the Orderly Officer.** The orderly officer is to visit the guard and all sentries and patrols at least twice by day and once by night at unspecified times between 2300 hours and dawn. He is to sign the guard report and enter therein the time of his visits.
- (k) **Guard Mounting.** Guards and patrols will mount at the hours that the commanding officer may deem best suited to the climate and season. Guard mounting procedure as prescribed is to be carried out when appropriate.
- (l) **Turning out the Guard.** The guard is to turn out under arms on the following occasions:-
  - (i) Reveille.
  - (ii) Retreat.
  - (iii) Last Post.
  - (iv) The hoisting and lowering of the ensign if it takes place adjacent to the guard room.
  - (v) In the event of an emergency or alarm.
  - (vi) In the event of an outbreak of fire.
  - (vii) To pay compliments as prescribed.

The guard commander is to inspect the guard on all these occasions and dismiss it to the guard room only when the reason for turning out no longer exists.

(m) **Conduct in the Guard Room**

- (i) The guard commander is not to leave the guard room except to visit sentries or patrols, on which occasions he is to hand over his responsibilities to the next senior individual present and specify the probable duration of his absence.
- (ii) The guard commander is not to allow any airman not employed on sentry or patrol duty to quit the guard room unless he considers it to be essential and is satisfied that the airman's absence will not be detrimental to the fulfillment of the responsibilities of the guard.
- (iii) Members of the guard are not to take off their articles of clothing or equipment whilst on guard duty unless such practice is specifically authorised by the commanding officer of the station.
- (iv) The wearing of greatcoats by the guard when not on sentry or patrol duty is optional.

- (v) Personnel of the guard are forbidden to loiter or lounge outside the guard room, or to converse with persons not on duty.
- (vi) No alcoholic liquor is to be taken into the guard room.
- (vii) No person is to be allowed inside the guard room except on duty.
- (n) **Beverages.** Arrangements are to be made for a hot beverage to be provided free of charge at some period of the night for each member of the guard.
- (o) **Handing Over and Taking Over.** All equipment, stores, furniture, fixture and keys on charge in the guard room are to be handed over from one guard commander to the next, or to the person in charge of the guard room when no relief is taking place. All such articles are to be checked against an inventory. In the event of loss or damage, the relieving guard commander or person accepting charge is to report, in writing any discrepancies. (See also para 893, Section 4 of this Chapter regarding custody of keys).
- (p) **Dismissing a Guard.** Every guard is to be dismissed on its parade ground, where it is to be inspected, its arms examined and ammunition collected.
- (q) **The Guard report.** The guard commander is to compile and submit a guard report on I.A.F.F. (PS) 1651 which is to be signed by him and delivered as directed by the commanding officer of the station.
- (r) **Orders to the Guard.** Orders to the guard are to include the following :-
  - (i) The duties of the guard i.e., personnel, property or areas to be safeguarded.
  - (ii) The composition of the guard.
  - (iii) The tour of duty of the guard.
  - (iv) Instructions as to when and where sentries and patrols are to be mounted and what their duties are to be,.
  - (v) Instructions regarding the escorting of visitors within the station
  - (vi) Instructions regarding the scrutiny of passes.
  - (vii) Orders for the inspection of the guard and its arms and ammunition.
  - (viii) Instructions for the storage and issue of arms and ammunition.
  - (ix) Orders for loading and unloading weapons.
  - (x) Instructions regarding turning out the guard.

- (xi) Orders for paying compliments by the guard.
  - (xii) Where orders for the guard, the guard commander, the sentries and the patrols are to be displayed.
  - (xiii) Administrative matters such as any relaxation of dress and equipment permitted when not on sentry duty, meals, and washing.
  - (xiv) Such other orders and instructions as are necessary.
- (s) **Orders to the Guard Commander.** Orders to the guard commander are to include the following:-
- (i) That he must acquaint personnel of the guard with their orders and instructions.
  - (ii) That he must acquaint sentries and patrols with their orders before mounting.
  - (iii) How the guard is to be dressed, armed and equipped.
  - (iv) How the arms and ammunition of the guard are to be stored and issued.
  - (v) The tour of duty of each sentry and patrol.
  - (vi) The preparation of the guard roster.
  - (vii) How sentries are to be posted and how patrols are to be mounted.
  - (viii) That he is to inspect the arms and ammunition of all sentries and patrols when they are posted and relieved to ensure that arms are correctly loaded and unloaded and the proper safety precautions are taken.
  - (ix) That he is to inspect the arms and ammunition of all personnel of the guard when the guard is dismounted to ensure that all arms are unloaded and all ammunition accounted for.
  - (x) That he is to visit each sentry and patrol at unspecified intervals and at least once during the tour of duty of each sentry and patrol.
  - (xi) The action to be taken in an emergency.
  - (xii) That he is not to leave the guard room except to inspect or post sentries and patrols and that in such cases he is to leave his assistant in charge.
  - (xiii) That personnel of the guard, when not on sentry or patrol duty, are to remain in the guard room unless he permits them to leave.
  - (xiv) That unauthorised persons are not to enter the guard room.

- (xv) That alcoholic liquor is not to be allowed in the guard room.
- (xvi) That he is to compile and submit a guard report (IAFF(PS) 1651).
- (xvii) That he is responsible for the property equipment and fixtures listed in the guard room inventories.
- (xviii) How he is to take over and hand over his duties.
- (xix) How he is to deal with persons and property handed over to him for custody.
- (xx) Other matters on which it is necessary to instruct the guard commander.

(t) **Orders to Sentries and Patrols.** Separate orders are to be issued to each sentry and patrol. They are to contain orders and instructions for the following:-

- (i) Instructions as to the type of arms and the amount of ammunition with which the sentry or patrol is to be armed.
  - (ii) Orders for the loading and unloading of weapons and the safety precautions to be observed.
  - (iii) Details of the tour of duty of the sentry or patrol.
  - (iv) A definition of the area or property to be safeguarded.
  - (v) Orders for making contact with other sentries or patrols.
  - (vi) Details of challenging procedure.
  - (vii) The action to be taken in an emergency.
  - (viii) Circumstances in which fire may be opened.
  - (ix) Orders for summoning the guard commander or turning out the guard.
  - (x) Instructions regarding deportment and paying compliments.
  - (xi) Where the sentry or patrol orders are to be kept and how they are to be safeguarded.
  - (xii) Any other orders and instructions it may be necessary to issue.
- (u) The provisions of this paragraph are to be applied, as far as may be practicable, to guards mounted on crashed aircraft, and station standing orders are to include orders for guards of this nature.
- (v) The provisions of this paragraph are also to be applied as far as possible to guards or escorts

detailed to safeguard public or service property in transit to or from an air force station, or other valuable property, e.g., currency, etc., while in the custody of the air force for transportation on behalf of other departments or outside bodies. Such guards or escorts are to be given detailed orders as to the action they are to take to safeguard such property.

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# **CHAPTER XVII-GENERAL DUTIES AND MISCELLANEOUS PROVISIONS**

## **Section 2 - Duties in Aid of Civil Power**

### **861. Types of Duties and Approval of the Central Government**

(a) Air force may be called upon to perform in aid of the civil authorities any of the following duties:-

- (i) Maintenance of law and order.
- (ii) Maintenance of essential services
- (iii) Assistance during natural calamities such as earthquakes and floods.
- (iv) Any other type of assistance which may be needed by the civil authorities.

(b) When the services of air force are required by the civil authorities, the local air force commander will first obtain, through the authorised channels, the approval of the Central Government to their employment. In cases of emergency, when reference to Central Government would entail delay, hazards to life or property, the local air force authorities will comply immediately, as far as possible, with the demand, reporting their action at once through the authorised channels for confirmation.



## **CHAPTER XVII-GENERAL DUTIES AND MISCELLANEOUS PROVISIONS**

### **Section 2 - Duties in Aid of Civil Power**

#### **862. Maintenance of Essential Services During Strikes or in an Emergency**

Air force can lawfully be commanded to maintain essential services during strikes or in an emergency under the following conditions: -

- (a) If and in so far as some military object, purpose or proceedings is affected ; or
- (b) If, in the opinion of the Central Government, the maintenance of a particular service is declared of vital importance to the community by a notification under the provisions of the Armed Forces (Emergency Duties) Act, 1947.



## **CHAPTER XVII-GENERAL DUTIES AND MISCELLANEOUS PROVISIONS**

### **Section 2 - Duties in Aid of Civil Power**

#### **863. Maintenance of Law and Order -Written Requisition**

Every requisition made on an officer in command of air force, in writing or by telegram, by a civil authority, for air force aid for maintenance of law and order will be complied with immediately. The strength and composition of the force, the amount of ammunition, arms and equipment to be taken and the manner of carrying out the operations are matters for the air force authorities alone. As regards a magistrate's request for dispersal of an unlawful assembly, instructions in para 865 below are to be complied with.





## **CHAPTER XVII-GENERAL DUTIES AND MISCELLANEOUS PROVISIONS**

### **Section 2 - Duties in Aid of Civil Power**

#### **865. Dispersing of an Unlawful Assembly**

(a) The civil authority who can require the dispersing of an unlawful assembly by military force is the magistrate of the highest rank who is present. (See Cr. P.C. Sees. 129 and 130). The request by the magistrate should preferably be in writing but if made verbally, the O.C. air force should ask the magistrate to repeat the request in the presence of two air force personnel.

(b) The requisition will be complied with immediately.

(c) The strength and composition of the force, the amount of ammunition to be taken and the manner of carrying out the task are matters for the decision of the air force authorities alone.



## CHAPTER XVII-GENERAL DUTIES AND MISCELLANEOUS PROVISIONS

### Section 2 - Duties in Aid of Civil Power

#### 866. Firing on an Unlawful Assembly

(a) When the O.C. air force is required by a magistrate under the Code of Criminal Procedure, Sec. 130, or decides that it is necessary, under Sec. 131 *ibid*, to disperse an unlawful assembly by force, he will, before taking action, adopt the most effective measures possible to explain to the people concerned that the fire of the air force will be effective.

(b) All orders to the air force will be given by their commander. They will on no account fire except by his word of command. If it becomes necessary to order them to fire, he will exercise a humane discretion in both the number of rounds and the object to be aimed at. If the commander is of the opinion that slight effort will attain the object, he will give the command to one or more selected airmen to fire. If a greater effort be required, he will give the command to one of the sections to fire, the fire of each of the other sections, if required, will only be given on the regular word of command of the commander. If it is necessary for more sections than one to fire at a time, the commander will clearly indicate to the airmen which subordinate commander is to order any of the sections to fire. The order to any one or more selected airmen or to a particular section to fire will be given only by the commander indicated.

(c) If it becomes necessary to fire, officers and airmen have a serious duty, which they must perform with coolness and steadiness and in such a manner as to be able to cease fire the instant it is no longer necessary.

(d) Care will be taken to fire only on those persons who can be seen to be implicated in the disturbance. To fire over the heads of a crowd has the effect of favouring the most daring and guilty, and of sacrificing the less daring, and even the innocent. Fire should be aimed low, the idea being to injure and incapacitate rather than to kill. It should be borne in mind that the amount of force, both as regards the number of rounds used as well as the damage done, should be the minimum required to disperse the unlawful assembly or to perform the task indicated. Officers should also bear in mind that they are legally protected if they act in good faith which is held to mean "with due care and attention". Firing with blank ammunition is forbidden.



## **CHAPTER XVII-GENERAL DUTIES AND MISCELLANEOUS PROVISIONS**

### **Section 2 - Duties in Aid of Civil Power**

#### **867. Report of Demand for Air Force.**

When air force assistance is called for by the civil authorities the officer responsible for sending air force in aid of the civil authorities will report it immediately by telegram to Air Headquarters. A further telegraphic report will be submitted on the withdrawal of air force called out in aid of the civil authorities.



# **CHAPTER XVII-GENERAL DUTIES AND MISCELLANEOUS PROVISIONS**

## **Section 2 - Duties in Aid of Civil Power**

### **868. Use of Service Aircraft in Aid of Civil Authorities.**

Instructions for use of service aircraft in aid of civil authorities are contained in appendix V to the pamphlet "Instructions relating to Martial Law".



## **CHAPTER XVII-GENERAL DUTIES AND MISCELLANEOUS PROVISIONS**

### **Section 2 - Duties in Aid of Civil Power**

#### **869. Assistance in Times of Natural Calamities.**

Station commanders may render assistance as far as possible including provision of special flights by aircraft under their control to meet requests from the state governments for assistance during emergencies or natural catastrophes subject to immediate advice to Air Headquarters. The station commanders will make it clear to the state governments concerned that the flights will be on payment, the recovery charges thereof being decided by Air Headquarters in consultation with the Ministry of Finance ( Def/ Air). All civilian officials of the state government and other civilian passengers carried in such flights will travel at their own risk and sign Indemnity Bond as per **Appendix 'O'** .



# **CHAPTER XVII-GENERAL DUTIES AND MISCELLANEOUS PROVISIONS**

## **Section 2 - Duties in Aid of Civil Power**

### **870. Errands of Mercy.**

The Chief of the Air Staff may authorise special flights as Errands of Mercy in cases of serious sickness or catastrophe provided such flights are in public interest.

### **871. to 875. Blank.**



# **CHAPTER XVII-GENERAL DUTIES AND MISCELLANEOUS PROVISIONS**

## **Section 3-Duties in Cantonments**

### **876. Works Services**

A board of officers will invariably be assembled to submit recommendations regarding the siting of proposed buildings or airfields, the allotment, acquisition or disposal of land, to take over new or reconstructed buildings from the M.E.S. or the C.P.W.D/ P.W.D, as the case may be, and hand them over to the units or departments concerned and to furnish reports on such other matters as may be directed.



# **CHAPTER XVII-GENERAL DUTIES AND MISCELLANEOUS PROVISIONS**

## **Section 3-Duties in Cantonments**

### **877. Planning and Siting of New Project:**

Planning and siting of new projects will be done in accordance with the procedure for the execution of air force works and M.E.S. Regulations.





## **CHAPTER XVII-GENERAL DUTIES AND MISCELLANEOUS PROVISIONS**

### **Section 3-Duties in Cantonments**

#### **878. Responsibility for Sanitation.**

Station commanders are responsible for the sanitary conditions of all buildings and lands which are in air force occupation, and of lands reserved for use by the air force and will take all measures necessary for the preservation of the health of those under their command.



## **CHAPTER XVII-GENERAL DUTIES AND MISCELLANEOUS PROVISIONS**

### **Section 3-Duties in Cantonments**

#### **879. Distribution of Conservancy Duties**

- (a) The air force authorities are responsible for conservancy arrangements within the air force lines. The responsibility of the cantonment boards, municipal committees or other local bodies will extend to services required for areas outside these lines.
- (b) The air force authorities are responsible for : --
- (i) Conservancy arrangements in barracks of airmen, air force buildings and offices maintained from the air force estimates ;
  - (ii) Conservancy arrangements in the compounds of air force buildings, cleanliness of latrines situated in those compounds and in the immediate vicinity of barracks and offices
  - (iii) Collecting filth and rubbish from places mentioned in items (i) and (ii) above and dumping it in receptacles (conveniently located) supplied by the local bodies concerned or contractors.
- (c) The local bodies concerned (cantonment boards, municipalities, etc.), are responsible for conservancy duties normally assigned to them, viz.: -
- (i) Provision of receptacles indicated in item (iii) of sub-para above.,
  - (ii) collection and removal of filth, rubbish and urine from these receptacles ,
  - (iii) collection and removal of sullage water; and
  - (iv) arrangements for disposal of filth, rubbish and sullage water.
- (d) All conservancy arrangements for air force personnel in non-Cantonment stations shall be made by the local air force authorities themselves or through the local body concerned or through a local contractor.
- (e) Under the provisions of section 98 of the Cantonments Act, 1924, suitable and economical arrangements shall be made on written agreements by the local air force authorities concerned with cantonment boards for payment of the services at special rates fixed on the basis of actual cost of the services rendered. The agreement will be drawn up in accordance with ordinary business principles and should normally be drawn for a financial year in accordance with the normal service contract procedure and should not cover indefinite periods.



## **CHAPTER XVII-GENERAL DUTIES AND MISCELLANEOUS PROVISIONS**

### **Section 3-Duties in Cantonments**

#### **880. Latrines and Urinals**

(a) The construction and repair of latrines and urinals required for the use by air force personnel, together with the provision and maintenance of the furniture and appliances other than privy pans are arranged for by the M.E.S.

(b) Privy and commode pans are provided by the ordnance service.



# **CHAPTER XVII-GENERAL DUTIES AND MISCELLANEOUS PROVISIONS**

## **Section 3-Duties in Cantonments**

### **881. Incinerators**

At all non-cantonment stations and at those cantonments where suitable class "C" land is not available on which the cantonment boards can build their own incinerators and their connected structures, the construction and repair of incinerators and their connected structures in areas occupied by air force units should also similarly be carried out through the agency of the M.E.S. and the cost met from the air force works grant.



## CHAPTER XVII-GENERAL DUTIES AND MISCELLANEOUS PROVISIONS

### Section 3-Duties in Cantonments

#### 882. Conservancy Arrangements within Air Force Lines

(a) The expenditure on account of conservancy arrangements within barrack areas or unit lines falls under three categories: -

(i) **Pay & Allowances.** Conservancy duties inside and out-side barrack rooms, cook houses, etc., are normally carried out by sweepers and other personnel authorised in regular establishment of air force units.

(ii) **Cleaning Material.** Cleaning material etc. required by sweepers and other personnel engaged on conservancy duties are to be provided on "as required basis".

(iii) **Stores.** The expenditure on the purchase of stores and service M.T. required for conservancy purposes is chargeable to the normal service heads.

(b) The allotments made for conservancy arrangements should not be utilised for purchasing articles which are authorised as "free issues" in regulations. Stores issued from air force stocks are to be treated as free issues. Charges for M.T. vehicles hired for conservancy work from non-service sources will be booked against the allotments made to commands/stations.



# **CHAPTER XVII-GENERAL DUTIES AND MISCELLANEOUS PROVISIONS**

## **Section 3-Duties in Cantonments**

### **883. Music in Cantonments**

Music, tomtoms etc., may be played within the lines of units with the permission of the commanding officer until 10 p.m. Any extension of these hours requires the sanction of the officer commanding station.

### **884. & 885. Blank.**



## **CHAPTER XVII-GENERAL DUTIES AND MISCELLANEOUS PROVISIONS**

### **Section 4--Custody of Keys to External Doors of Stores Buildings, Offices and sheds**

#### **886. Provision of Key Cases**

Glass fronted lockable key cases as shown below are to be provided at all stations and fixed at suitable positions in the guard room :-

- (a) Original keys case.
- (b) Duplicate keys case (for all duplicate and triplicate keys).
- (c) Master keys case.





## **CHAPTER XVII-GENERAL DUTIES AND MISCELLANEOUS PROVISIONS**

### **Section 4--Custody of Keys to External Doors of Stores Buildings, Offices and sheds**

#### **887. Original Keys**

- (a) The original keys which are normally used by sections every day are to be kept in the original keys case. All the keys of a section or a sub-section are to be placed in a ring alongwith a metal disc showing a serial number stamped on it. The ring is to be welded at the joint.
- (b) The key case is to be locked when not in use.
- (c) The original key of the case will be kept by the duty N.C.O. and the duplicate key kept in the duplicate keys case.
- (d) The keys case may have a separate compartment for keeping keys which are not in regular use.



## **CHAPTER XVII-GENERAL DUTIES AND MISCELLANEOUS PROVISIONS**

### **Section 4--Custody of Keys to External Doors of Stores Buildings, Offices and sheds**

#### **888. Duplicate Keys**

- (a) All duplicate keys, and triplicate keys when provided, are to be kept in the duplicate keys case. All the keys of a section or a sub-section are to be placed in a ring in the same manner as in para 887(a) except that the word "Dup" will also be stamped on the metal disc bearing the serial number of the key.
- (b) The duplicate key case is to be locked and sealed.
- (c) The original key of the case is to be kept in a sealed envelope and held by the adjutant for safe custody and the duplicate key kept in the master key case.
- (d) The duplicate key case will be opened only with the permission of the adjutant.



## **CHAPTER XVII-GENERAL DUTIES AND MISCELLANEOUS PROVISIONS**

### **Section 4--Custody of Keys to External Doors of Stores Buildings, Offices and sheds**

#### **889. Master Key Case**

- (a) The duplicate key of the duplicate key case will be kept in a small key case which is to be locked and sealed.
- (b) In an emergency the master key case may be broken open with the approval and in the presence of the station duty officer or orderly officer, a record of the same being made in the key register and the occurrence register. In such an event a detailed report is also to be submitted to the commanding officer alongwith the key at the earliest opportunity, the officer concerned being personally responsible for the safe handling of the key.
- (c) Both the original key and the duplicate key of the master key case are to be kept in a sealed envelop in the custody of the adjutant.



## **CHAPTER XVII-GENERAL DUTIES AND MISCELLANEOUS PROVISIONS**

### **Section 4--Custody of Keys to External Doors of Stores Buildings, Offices and sheds**

#### **890. Recording of the Movements of Keys**

- (a) Keys are to be issued only to persons duly authorised to draw them.
- (b) A daily record of the movements of keys is to be maintained by the N.C.O. i/c guard room in a register showing details of 'time out' and 'time in' and the signatures of persons receiving and issuing.
- (c) The keys of buildings not normally in use are to be issued only on the personal or written application by the individual in charge of the building.



## **CHAPTER XVII-GENERAL DUTIES AND MISCELLANEOUS PROVISIONS**

### **Section 4--Custody of Keys to External Doors of Stores Buildings, Offices and sheds**

#### **891. Deposits of Keys**

(a) At close of work each day keys of buildings are to be deposited in the guard room. When a key is not returned at close of work the officer or S.N.C.O. of the section concerned is to inform the N.C.O. i/c guard room in writing the reason for and the duration of its retention.

(b) Shortly after close of work the orderly officer is to satisfy himself that all keys have been returned and necessary entries have been made in the key register. He is to check that information regarding delay if any, in returning the keys has been received by the N.C.O. i/c guard room/guard commander. The orderly officer is also to inspect the key register and the key cases at 2200 hours and make an endorsement to that effect in the key register.



## **CHAPTER XVII-GENERAL DUTIES AND MISCELLANEOUS PROVISIONS**

### **Section 4--Custody of Keys to External Doors of Stores Buildings, Offices and sheds**

#### **892. Re-Issue of Keys**

- (a) When it is necessary to unlock a building after normal working hours the N.C.O. i/c guard room is to release the keys only on the written authority of the individual who is in charge of the building.
- (b) The keys of a building solely used for the storage of valuable and attractive items of equipment are to be issued only to the individual in charge of the stores as nominated in writing by the station equipment officer.



## **CHAPTER XVII-GENERAL DUTIES AND MISCELLANEOUS PROVISIONS**

### **Section 4--Custody of Keys to External Doors of Stores Buildings, Offices and sheds**

#### **893. Action taken in the case of loss of Keys**

(a) If a loss of any key occurs during working hours, the section commander is to report the matter to the adjutant immediately and is to replace the lock before close of working hours. If it occurs after close of work the matter is to be reported to the orderly officer who is to detail guard(s) to look after the building till such time as arrangements are made to replace the lock.

(b) All losses of keys are to be duly investigated and necessary action taken against the individuals responsible for the loss.



## **CHAPTER XVII-GENERAL DUTIES AND MISCELLANEOUS PROVISIONS**

### **Section 4--Custody of Keys to External Doors of Stores Buildings, Offices and sheds**

#### **894. Special Arrangements**

Where it is impracticable to comply strictly with the instructions contained in this section as for example, in a hospital, suitable arrangements for the location of key cases and the safe guarding of keys are to be made by the officer commanding station subject to the approval of the air officer commanding-in-chief or Other senior officer available. Such arrangements are to follow as wisely as possible the provisions of the preceding paras and are to ensure in particular that:-

- (a) the exact location of the key cases and the identity of the custodian are known throughout the station or unit;
- (b) a key register is maintained and all issues and receipts are recorded therein ;
- (c) keys are issued only on the authority of the individual in charge of the building(s).

**895. to 900. Blank.**





# CHAPTER XVII-GENERAL DUTIES AND MISCELLANEOUS PROVISIONS

## Section 5-Admission to Stations

### 901. Admission to Station

- (a) Subject to the provisions of this para the commanding officer of a station will exercise his discretion as to the admission of civilians into the quarters of his station.
- (b) In no circumstances will persons of foreign nationality be allowed to visit a station without the prior approval of the Chief of Air Staff on each occasion. The commanding officer will then detail an officer to accompany them during their visit.
- (c) Except as provided in sub-para (d), civilians representing firms or private concerns, other than the press (See Chapter XII, Section 1) will not be permitted to visit a station, unless they are in possession of the prescribed passes issued by the officer commanding, station stating definitely the object of the visit and the period of validity of the passes. Photography of aircraft, buildings, or material will not be allowed unless authorised by the Chief of the Air Staff by a permit or a letter. (See also sub-para (m)). Commanding officers of stations will refer applications by such civilians for permission to visit their stations to the Chief of the Air Staff through normal channel. If the visit is approved, necessary authority will be issued to the applicant and the commanding officer will be advised of the issue. This authority will be checked at the entrance to the station in order to ensure that it is valid, and the holder will be reminded that at the conclusion of the visit, the pass should be returned to the N.C.O. i/c guard room [see also sub-para (k)].
- (d) Members of the public are entitled to attend the proceedings of courts-martial to the extent of the available accommodation in court except when the court is deliberating in private or sitting in camera, and may, for this purpose be admitted to the station without passes.
- (e) An officer, or other person, visiting a station on duty will report to the headquarters of that station before proceeding with any inspection or other object of his visit.
- (f) Subject to sub-paras (j) and (k) the following may be admitted to a station on production of the prescribed documents of identity only -:
  - (i) Officers of the air force, army and navy.
  - (ii) Warrant officers of the air force and the corresponding ranks in the army and navy.
  - (iii) Civilian gazetted officers of the air force.
  - (iv) N.C.O.s and men of the air force, and personnel of the corresponding ranks in the army and navy and in possession of prescribed documents of identity.

(g) The following may be admitted without passes to the residential portions, and to such other portions, of the station as the commanding officer may permit:-

(i) Officers of the air force, army and navy.

(ii) Warrant officers, N.C.O.s and aircraftmen of the air force and the corresponding ranks in the army and navy.

(iii) Wives, relatives, friends and servants of the residents.

(h) Except as provided in sub-paras (b), (c), (d) and (f) the commanding officer of a station will regulate admission to his station by means of documents of identity passes and permits as follows:

(i) Prescribed identity cards will be issued on the authority of the commanding officer to civilian employees of the station (see also sub-para (j)).

(ii) Prescribed identity passes will be issued to workmen employed by contractors holding air force contracts on production of a requisition signed by the contractor or in the case of employees of a M.E.S. contractor by an officer of the M.E.S. Such passes will be non-transferable and will be cancelled when their holders cease to be employed by the contractor, or on termination of the contract whichever is earlier. The contractor or the M.E.S. officer, as the case may be, will be requested to notify the commanding officer of the date of such termination.

(iii) "Trade pass" which will be issued to any trader whose application for a pass has been approved by the commanding officer.

**NOTE:** Passes will be available until the last day of the year of issue and will be renewed on the 1st January in each year. Renewed passes will show the date on which the original pass was issued.

(j) No person, who is not provided with a prescribed document of identity permit will be allowed to enter magazines, W/T rooms or storehouses. I.A.F.F.(S) 1106 will be prominently exhibited outside W/T stations and rooms.

(k) Orders will be issued directing sentries in the first place to refer all holders of passes to the N.C.O. i/c guard, by whom the passes will be carefully examined. Sentries will be ordered not to permit the holders of passes to have access to any of the works, or to any of the buildings mentioned in sub-para (j), until they have received the order of the N.C.O. i/c guard.

(l) Information will not be given regarding the construction works in progress or the machinery employed in connection with them, except to officers in uniform and to holders of prescribed passes of identity when such information is necessary for the performance of their duty.

(m) Except when it is necessary for the performance of their duty, holders of documents of identity and passes of any kind are not to be permitted to make any written note, drawing

photograph, or measurement of any work, whether completely constructed or not, or of any gun, machinery, apparatus of aircraft unless authorised by the Chief of the Air Staff to do so on the pass, or by letter (see sub-para (c) and (d)).

**902. to 905. Blank.**



## **CHAPTER XVII-GENERAL DUTIES AND MISCELLANEOUS PROVISIONS**

### **Section 6-Service Police.**

#### **906. Organisation**

- (a) The provost marshal of the air force is responsible for the overall supervision of the air force police service which consists of two functionally linked wings, namely, the station police and the provost and security flights.
- (b) On the successful completion of initial training an air force ing the, station. An officer, normally the adjutant, is to be appointed as in charge of the station police.
- (c) A provost and security flight will be placed under the control of a command on a geographical basis and will be commanded by an officer designated as the assistant provost marshal. When an officer has not been posted for the duties of an assistant provost marshal a suitable officer from the nearest station will be detailed to additionally perform such duties, arrangements in this regard being made by the officer commanding station with the approval of air officer commanding-in-chief.



## **CHAPTER XVII-GENERAL DUTIES AND MISCELLANEOUS PROVISIONS**

### **Section 6-Service Police.**

#### **907. Appointments**

- (a) An officer may be appointed as a deputy provost marshal or as an assistant provost marshal, such appointment being promulgated in Air Headquarters routine orders Part I.
- (b) On the successful completion of initial training an air force policeman will be awarded a police certificate and granted the unpaid rank of corporal on the authority of the provost marshal, such award and appointment being promulgated in the personnel occurrence reports and entered in the airmen's sheet roll by the unit to which the airman is first posted.
- (c) If for reasons of misconduct, inefficiency or other cause an air force policeman is considered by his commanding officer to be unfit for employment as a policeman a detailed report on him is to be submitted to the air officer commanding-in-chief, who, if he concurs with the opinion of the commanding officer, will forward the report with his remarks to Air Headquarters (for attention of the provost marshal) for further action. The withdrawal of police certificate and the consequent relinquishment of acting unpaid rank, if any, will be promulgated in personnel occurrence reports and entered in the airman's sheet roll by the unit where the airman concerned is held at the time the final orders are issued by Air Headquarters.



## **CHAPTER XVII-GENERAL DUTIES AND MISCELLANEOUS PROVISIONS**

### **Section 6-Service Police.**

#### **908. Duties and Responsibilities**

The duties and responsibilities of air force policemen are laid down in air force orders.

#### **909. & 910. Blank.**



# **CHAPTER XVII-GENERAL DUTIES AND MISCELLANEOUS PROVISIONS**

## **Section 7-Orders and Instructions**

### **911. Air Headquarters Routine Orders**

The Chief of the Air Staff will, from time to time communicate orders and general information to formations and units by means of Air Headquarters routine orders consists of four parts as follows:

- (a) Part I including such of the items mentioned in para 913 (b) as may be considered necessary to be published as affecting all formations and units as a whole.
- (b) Part II consisting of personal matters in respect of officers such as grant of commissions, promotions, appointments, results of courses and examinations etc.
- (c) Part III containing information on technical matters.
- (d) Part IV containing information on equipment matters.



# **CHAPTER XVII-GENERAL DUTIES AND MISCELLANEOUS PROVISIONS**

## **Section 7-Orders and Instructions**

### **912. Command Routine Orders.**

An air officer commanding-in-chief will, from time to time, communicate orders and general information to formations and units under his command by means of command routine orders. The orders and general information will include such of the items mentioned in para 913(b) as might be considered necessary to be published as affecting all formations and units under his command.





# CHAPTER XVII-GENERAL DUTIES AND MISCELLANEOUS PROVISIONS

## Section 7-Orders and Instructions

### 913. Station/ Unit Routine Orders

- (a) The officer commanding of a station will issue station routine orders covering all routine orders and matters of general information affecting the station and lodger units as a whole. At stations where two or more units are located the officer commanding of a unit will, in addition, issue unit routine orders covering all routine orders and general information affecting his unit.
- (b) Station/unit routine orders will include instructions on the following subjects.. -
- (i) Special orders of the day.
  - (ii) Orderly and other duties.
  - (iii) Guards.
  - (iv) Parades and inspections.
  - (v) Announcements regarding forthcoming courses and examination.
  - (vi) Courts martial, courts of inquiry, audit boards, committees of adjustment.
  - (vii) Bounds.
  - (viii) Reference to any interpretation of air force instructions and orders.
  - (ix) Orders of movement.
  - (x) Allocation of buildings and quarters, married establishment.
- (c) Social and other notices of a non-official character may be inserted in routine orders but they should be included below the signature of the officer issuing the orders.
- (d) An officer responsible for the compilation of routine orders is to be careful to exclude therefrom any matter which, under para 918, should be included in the personnel occurrence report only. This does not, however, prevent the insertion of any order which, when it has been carried out, will entail an entry in the personnel occurrence report.
- (e) Air force instructions or orders or orders by other superior authorities should not be reproduced in the orders of lower formations as a matter of course. A reference to or an interpretation of them should normally be sufficient.

(f) Station/ unit routine orders will be posted conspicuously throughout the station.

(g) Station/ unit routine orders should normally be issued daily but in small units where daily issues are not considered necessary, the routine orders may be issued at such frequency as may be fixed by the officer commanding.



# **CHAPTER XVII-GENERAL DUTIES AND MISCELLANEOUS PROVISIONS**

## **Section 7-Orders and Instructions**

### **914. Routine Orders-General**

All issues of routine orders will be numbered consecutively, a new serial number being commenced each year. In addition, the routine orders No. 1 will bear, at the top of the order, the serial number of the last order issued in the preceding year. Routine orders need not be issued on holidays or merely for the purpose of conveying that there are no orders for a particular day.



# **CHAPTER XVII-GENERAL DUTIES AND MISCELLANEOUS PROVISIONS**

## **Section 7-Orders and Instructions**

### **915. Air Force Instructions**

All Government of India sanctions of a general nature or those which affect an appreciable number of units, individual or classes of individuals will be published as air force instructions. All decisions of this kind will be published in a self contained and compact form clarifying their meaning without necessitating any reference to other books or documents.



## **CHAPTER XVII-GENERAL DUTIES AND MISCELLANEOUS PROVISIONS**

### **Section 7-Orders and Instructions**

#### **916. Government Letters.**

Government of India sanctions of strictly limited applications affecting only a few units, individuals etc.. will be promulgated as expedient in the form of a letter. All such letters will be destroyed by the units as soon as the orders contained in them cease to be operative and will not afterwards be quoted in any communications.



# **CHAPTER XVII-GENERAL DUTIES AND MISCELLANEOUS PROVISIONS**

## **Section 7-Orders and Instructions**

### **917. Air Force Orders**

Air Force Orders will be issued by the Chief of the Air Staff on matters of an administrative nature affecting the air force formations and units as a whole.



# **CHAPTER XVII-GENERAL DUTIES AND MISCELLANEOUS PROVISIONS**

## **Section 7-Orders and Instructions**

### **918. Personnel Occurrence Reports**

- (a) Personnel occurrence reports in, respect of officers, flight cadets and airmen are to be prepared by every unit. The officer commanding of the unit is responsible that every occurrence is entered and that entries are accurate and made in accordance with the current rules and regulations.
- (b) All entries which affect the service of an officer, flight cadet or airman will be examined by the Air Headquarters. Notifications of any erroneous entries will be communicated to the officer commanding concerned and correcting entry is to be inserted in the next issue of the appropriate series of personnel occurrence reports.
- (c) Instructions for the compilation and distribution of personnel occurrence reports are laid down in air force orders.



# **CHAPTER XVII-GENERAL DUTIES AND MISCELLANEOUS PROVISIONS**

## **Section 7-Orders and Instructions**

### **919. Date Orders take effect**

Orders of the Central Government take effect from the date they bear unless otherwise specified.

### **920. Blank.**





## **CHAPTER XVII-GENERAL DUTIES AND MISCELLANEOUS PROVISIONS**

### **Section 8 -- Film Production**

#### **921. Application.**

Application for the loan of air force personnel to help in the production of a film from any person, film company or other body (hereinafter called "the Producer") will be submitted to Air Headquarters through the authorised channels for approval by Government of India. Full particulars of the number of personnel required, the place where required, the dates and periods of employment will be given together with the recommendations of the A.O.C./ A.O.C.-in-C command satisfying each of the conditions set out in the following paragraphs.



## **CHAPTER XVII-GENERAL DUTIES AND MISCELLANEOUS PROVISIONS**

### **Section 8 -- Film Production**

#### **922. Conditions.**

The loan of personnel will depend upon whether they can be provided at the time and place required without inconvenience to the air force. The conditions governing the loan of personnel, examination of story, etc., set out hereunder, will be explained to the producer and formally accepted by him, in letters exchanged as preliminary to the provision of facilities:-

- (a) The production is in the opinion of the A.O.C.-in-C/ A.O.C. a suitable one in every respect.
- (b) The story and scenario will be submitted to Air Headquarters for approval in so far as the air force aspect is concerned, before production commences, and the completed film will be submitted for examination and approval before release. The producer will undertake to delete any unsuitable air force incident from the film if required to do so by Air Headquarters. In the course of production, if the producer decides to change any sequence of the story connected with the air force personnel, such changes will be made only with the prior approval of Air Headquarters. The air force scenes/shots will not be utilised by the producer for another film without prior permission of Air Headquarters. The terms (if any) in which reference may be made to the fact that air force approval and assistance has been accorded to the film will also be submitted to Air Headquarters for approval.
- (c) No inconvenience to the air force is caused, and that training requirements, are not interfered with.
- (d) No extra expense of any sort is incurred by air force funds. In particular the producer will undertake to.-
  - (i) pay all travelling expenses of air force personnel and the cost of conveyance of all stores arranged,
  - (ii) make good all damage to and deficiencies in air force property and stores used, arising out of the production of the film, and accordingly to pay to the Central Government the differences between the values at the date of issue and date of return as assessed by the issuing officer, of any air force stores used at the producer's request for the purpose of the production ,
  - (iii) provide all stores, clothing and equipment of personnel taking part (including period costumes) not of current air force pattern, and pay the full cost of altering or repairing for the purpose of production any stores of air force pattern which can be used, and for returning them in their original condition or in such condition as is necessary for their air force use;

- (iv) pay the full value of all consumable stores such as oil, petrol, lubricants and blank SAA;
  - (v) make suitable arrangements for accommodation and feeding of the personnel concerned where necessary,
  - (vi) reimburse Government the cost of medical and hospital treatment of personnel injured in the production ;
  - (vii) pay for actual damage to, loss of, and deterioration of clothing and equipment in the possession of air force personnel and of any air force stores, etc., used in the production (which should remain the property of the air force authorities) and
  - (viii) destroy by burning the negatives and rush prints of all air force scenes/ shots which have not been included in the final print after editing. This will be done in the presence of an officer appointed by Air Headquarters.
- (e) The producer will undertake to indemnify government against any claims that may arise out of the production including those on account of moving air force personnel etc., from their station to the place of production, and the return move to the same or another station on completion of the production, and to effect insurance against all risks in a company and by a policy approved by the Central Government, to cover the same and to include in particular third party risks and matters referred to in para 923(a).
- (f) The producer will undertake to make remuneration for the loan of air force personnel taking part at an agreed rate, and in addition, to make, if and as required, a suitable contribution for their welfare. The amount of the contribution will be decided by the Central Government with particular reference to the 'service' value of the film in bringing the activities and life of the air force before the public and will be credited to the welfare fund of the participating unit. Where there is more than one unit participating, the Chief of the Air Staff will issue necessary instructions as to how the contribution should be divided between them. It will not be paid to the individuals in cash.
- (g) The producer is of good financial standing and is willing to sign the undertaking referred to, before air force facilities are given. The Ministry of Defence and Ministry of Finance (Defence) will be consulted when the terms with the producer are finalised. Any dispute or differences arising from the agreement with the producer will be referred to the sole arbitration of the Secretary to the Government of India in the Ministry of Defence and in case he is unwilling to or unable to arbitrate, the case will be referred to the arbitration of any person appointed by him and the decision of the said secretary or of the person appointed by him as aforesaid shall be final and binding.
- (h) The producer is willing to abide by the decision of the officer i/c air force personnel taking part regarding the number of hours the personnel will be employed during the day and the

conditions under which they will be employed.

(j) The producer will meet all third party claims.

(k) The producer will be asked to deposit in advance adequate amount so as to cover the amount which might become due from him on account of loan of air force personnel/equipment.

(l) Notwithstanding anything contained in these regulations the producer will immediately release all or any of the air force personnel /equipment loaned to him, if required by the Government of India, in the event of an emergency.



## **CHAPTER XVII-GENERAL DUTIES AND MISCELLANEOUS PROVISIONS**

### **Section 8 -- Film Production**

#### **923. Participation**

- (a) The personnel taking part in the production of films will be volunteers. On these occasions they will be regarded as on air force duty and in the event of death or disablement directly attributable to their participation they or their dependents will be eligible for non-effective benefits under the current regulations. The producer will be required to indemnify government against the potential liability under these regulations and to cover the indemnity by an approved insurance.
- (b) If an officer or an airman is injured while engaged in the production of a film, the producer shall be informed in order that there may be an early opportunity of notifying the insurance company concerned of a potential claim.
- (c) Officers commanding units will ensure that the position as above is explained to the personnel and that they understand that they may refuse to participate in the production of a film.



## **CHAPTER XVII-GENERAL DUTIES AND MISCELLANEOUS PROVISIONS**

### **Section 8 -- Film Production**

**924. Rations.** The cost of any rations issued by government during the period of an airman's employment by a film company will be deducted from his civil emoluments, if any.



## **CHAPTER XVII-GENERAL DUTIES AND MISCELLANEOUS PROVISIONS**

### **Section 8 -- Film Production**

**925. Form of undertaking by the Producer.** The producer will sign an undertaking in the form at **Appendix 'P'** to these regulations.



## **CHAPTER XVII-GENERAL DUTIES AND MISCELLANEOUS PROVISIONS**

### **Section 8 -- Film Production**

**926. Responsibilities of Officer Commanding.** Commanding officers are responsible that all conditions laid down are complied with.

**927. to 930. Blank.**





## **CHAPTER XVII-GENERAL DUTIES AND MISCELLANEOUS PROVISIONS**

### **Section 9-Inventions and Patents (Inventions by Members of the Air force)**

#### **931. General**

(a) In these regulations the term "inventor" means a member of air force and its reserves and auxiliary forces, making an invention by himself or in collaboration with some other person or persons who is/are not member/members of the air force.

(b) All inventions made by inventors as defined in sub-para (a) shall be the property of the Government of India in the Ministry of Defence and shall be held in trust for the Government of India by the inventor.



## **CHAPTER XVII-GENERAL DUTIES AND MISCELLANEOUS PROVISIONS**

### **Section 9-Inventions and Patents (Inventions by Members of the Air force)**

#### **932. Disclosure of Invention by the Inventor.**

The inventor shall disclose his invention or any information whatsoever with regard to the invention to any person except as authorised by these regulations.



## **CHAPTER XVII-GENERAL DUTIES AND MISCELLANEOUS PROVISIONS**

### **Section 9-Inventions and Patents (Inventions by Members of the Air force)**

#### **933. Trial or Use of Invention.**

The trial or use of any invention shall not be carried out except as authorised by these regulations.



## **CHAPTER XVII-GENERAL DUTIES AND MISCELLANEOUS PROVISIONS**

### **Section 9-Inventions and Patents (Inventions by Members of the Air force)**

#### **934. Grant of Patents, etc.**

(a) No inventor is permitted to apply for or obtain a patent except as laid down in these regulations.

(b) Any person governed by these regulations shall submit any invention he may make together with all necessary data including specifications, drawings, etc., and a full description of the invention in the form at **Appendix 'Q'** to these regulations, in duplicate, to the head of the establishment or his commanding officer, as the case may be. The head of the establishment or the commanding officer shall forward the documents to the Chief of the Air Staff through proper channels together with his remarks as follows: -

(i) the specific work, on which the inventor is employed, the nature of his duties and the extent to which knowledge gained as a result of his employment has assisted the inventor .

(ii) the extent to which the inventor has used the facilities provided at Government expenses in making the invention.

(iii) the estimated needs of, or possible value of the invention to the Defence Services and the Government as a whole ;

(iv) recommendations, if any, as to further action deemed appropriate.

(c) The latter officer will submit the invention and data to the Government of India in the Ministry of Defence with his further remarks as per sub-para (b)(i) to (iv) above, together with an opinion as to the merits, utility and possible use of the invention. The forwarding officer should also report whether he has reason to doubt that the applicant is the true inventor or whether the invention is not a new one having been patented already.

(d) The Government of India in the Ministry of Defence will decide whether any such invention is likely to be of use to the defence services or to the Government and whether a patent should be taken with regard to it. The Government of India in the Ministry of Defence will also decide whether any such invention is of such general interest and utility that the public interest would be best served by allowing the patent to be made available to an authority, person or body other than the defence services on such terms as the Ministry may lay down. In case the Government of India in the Ministry of Defence decide not to take out a patent with regard to any such invention it shall not be open to the inventor to apply for a patent in his own name unless permitted to do so by the Government of India in the Ministry of Defence. The following policy will be followed regarding grant of such permission provided the invention is not considered useful to the Government: -

(i) If the invention is a direct consequence of the type of work on which the inventor is employed or as a result of his training on such work at Government expense, permission will not normally be granted to him to take out a patent for the invention in his own name.

(ii) If the invention is in a field different from the type of work for which the inventor has been trained or is engaged in, then permission to take out a patent for the invention in his name will normally be granted to him.

(e) The inventor or any other person to whom the invention or data in regard thereto is communicated in the course of duty, or who otherwise gains knowledge thereof, shall not disclose it to any other person except as provided in these regulations.

(f) Where the Government of India in the Ministry of Defence decide to take out a patent, the inventor shall assign to the Government of India in the Ministry of Defence the invention and all patents which may be granted in respect thereof. All expenses in connection with the securing of patents and the assignment of patent rights will be borne by the Government and the inventor shall execute all application papers, assignments and other documents, required for carrying into effect the decision of the Government of India in the Ministry of Defence.

(g) The manner in which any invention may be dealt with is entirely at the discretion of the Government of India in the Ministry of Defence.

(h) The inventor whose invention has been put into use by the Government may be accorded, where deemed necessary, commendation according to the procedure to be laid down separately for the purpose.

**935. to 940. Blank.**



## **CHAPTER XVII-GENERAL DUTIES AND MISCELLANEOUS PROVISIONS**

### **Section 10-Losses**

**941. General.** General rules for enforcement of responsibility for losses of store, public money or non-public property are contained in Financial Regulations, Part I.



## **CHAPTER XVII-GENERAL DUTIES AND MISCELLANEOUS PROVISIONS**

### **Section 10-Losses**

**942. Trial for loss of Arms.** Every officer or airman who loses a rifle, carbine, revolver, pistol or rifle bolt, or 16 or more rounds of 0.303 or 0.455 ball ammunition will be tried by a court martial, unless sanction to dispense with the trial is obtained from the air officer commanding-in-chief.



## **CHAPTER XVII-GENERAL DUTIES AND MISCELLANEOUS PROVISIONS**

### **Section 10-Losses**

#### **943. Loss of public or non-public property**

(a) Disciplinary action, whether by summary award, trial by court martial or prosecution before a civil court, will be taken against any person considered to be responsible for loss of public or non-public property by fraud, theft or negligence.

(b) Where, after a full investigation, any person is considered to be responsible for loss of public or non-public property otherwise than by fraud, theft or negligence and it is not desired to have recourse to trial, the matter will be referred to higher authorities with the recommendations of all forwarding authorities stating whether the amount should be recovered in whole or in part from the person concerned together with any reasons which he may have to urge against recovery. In the case of any such person who has left the air force, the commanding officer will write to the appropriate civil authorities to ascertain whether the person concerned has any reason to urge against recovery.





## **CHAPTER XVII-GENERAL DUTIES AND MISCELLANEOUS PROVISIONS**

### **Section 10-Losses**

#### **944. Reporting of Material losses to Civil Police**

(a) When material losses due to suspected theft, fraud, or fire occur in service units/ installations, such cases should invariably be reported to the civil police for investigation. The station/ unit commanders should exercise discretion in determining at what stage a report should be sent to the police, keeping in view the fact that police investigation will be increasingly handicapped with lapse of time.

(b) For this purpose, all losses, excepting those due to suspected sabotage, of the assessed value of Rs. 5000/- and more, shall be regarded as 'material'. All cases of suspected sabotage will be reported to the police promptly irrespective of the value of the loss.

(c) Once the matter is reported to the police authorities all concerned should assist the police in their investigation. In all cases referred to the civil police authorities a formal investigation report will be obtained from the civil police authorities and attached as an exhibit to the court of inquiry proceedings.



## **CHAPTER XVII-GENERAL DUTIES AND MISCELLANEOUS PROVISIONS**

### **Section 10-Losses**

#### **945. Periodical Returns of Losses exceeding the Financial Powers of the C.A.S.**

(a) In all cases of losses, which are alleged to be or appear to be due to theft, fraud or neglect and where the amount of loss involved is beyond the write off powers of the Chief of the Air Staff, a preliminary report shall be submitted by the units concerned to Air Headquarters (specialist directorate concerned) through proper channels for submission to the Central Government.

(b) In addition to the preliminary reports referred to in sub-para (a), quarterly reports for the quarters ending March, June, September and December each year stating the current position of the cases together with reasons for delay, if any, in finalising the courts of inquiry and disciplinary action will also be submitted until such time as the case is finalised.



## **CHAPTER XVII-GENERAL DUTIES AND MISCELLANEOUS PROVISIONS**

### **Section 10-Losses**

#### **946. Departmental action against Government servants who are acquitted by a court of law.**

When loss of public money and or stores has occurred as a result of theft, criminal misappropriation, criminal breach of trust or fraud, and the person involved has been tried by a court-martial or by a civil court and is acquitted, the circumstances of the case should forthwith be carefully reviewed to ascertain whether it is possible and advisable to take departmental action against him on charges different from those on which he was tried, and for charges on which under section 138 of the Air Force Act or section 237 of the Code of Criminal Procedure, he might have been convicted on the basis of the charges on which he was tried and acquitted. For example, if a person subject to the Air Force Act and a civilian employee paid out of the Defence Services Estimates are tried jointly for dishonest misappropriation of public property and are acquitted, and the facts reveal culpable negligence on the part of both, action can still be taken against the person subject to the Air Force Act under Section 65 of the Act and against the civilian under Civilians in Defence Services (Classification Control and Appeal) Rules. 1952.



## CHAPTER XVII-GENERAL DUTIES AND MISCELLANEOUS PROVISIONS

### Section 10-Losses

**947. Loss due to improper use of Railway Forms.** Officers and subordinate authorised to hold railway forms, including concession vouchers, will be responsible for any improper use of such forms. When loss to Government results from the misuse of a railway form and if this cannot be recovered from the individual who misused the form, the matter will be referred to the Central Government in the same manner as laid down in para 943.



## **CHAPTER XVII-GENERAL DUTIES AND MISCELLANEOUS PROVISIONS**

### **Section 10-Losses**

**948. Responsibility for damage by fire.** An officer, warrant officer or any other person in air force employ will be liable to make good damage done to Government property by a fire which is the result of his own neglect, but in view of the large sum to which liability may extend in such cases, the amount to be recovered usually will be limited to a sum not exceeding one week's pay of the individual who is held responsible.

**949. Blank.**

**950. Blank.**



## **CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS**

### **Section 1- Correspondence**

#### **951. General**

- (a) Letters conveying the orders of the Government of India are addressed to the Chief of the Air Staff, copies being endorsed, if necessary, to the Financial Adviser, Ministry of Finance (Defence), for communication to the Controller General of Defence Accounts, the Director of Audit, Defence Services and the Controller of Defence Accounts, Air Force or any other audit officer who may, be concerned in the matter. The directorate concerned at Air Headquarters will communicate such orders to subordinate units.
- (b) Only in exceptional circumstances an officer will refer to a higher authority matters which he has powers to decide himself. Senior officers will impress on their subordinates the desirability of dealing promptly with correspondence and will suppress any tendency towards unnecessary correspondence.
- (c) An air or other officer commanding and a commanding officer will ensure that correspondence is dealt with promptly. He will also suppress any tendency towards unnecessary multiplication of communications.
- (d) An officer will be responsible for the correctness of documents submitted by him. He will record his opinion or recommendation on any correspondence referred to higher authority, adding such observations based on local knowledge, as may enable a final decision to be arrived at.
- (e) Official top secret, secret, confidential and registered letters received by formations, units and detachments, will be opened by .An officer authorised for the purpose. Other official letters will, as a rule be opened by an officer but may be opened by a warrant officer, a senior N.C.O., or a responsible permanent civilian subordinate, if so authorised by the commander concerned.
- (f) Official correspondence within the air force and between air force and civilian organisations, including Government, will be conducted in accordance with the procedure laid down in the Manual of Staff Duties.



## **CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS**

### **Section 1- Correspondence**

#### **952. Channels of Correspondence**

(a) Correspondence will usually be dealt with as indicated below :-

(i) Important matters requiring the individual opinion of every officer in the chain of command or administration must be passed

through the hands of intermediate authorities to the air or other officer commanding-in-chief and if necessary, to Air Headquarters.

(ii) Other matters, which do not require the individual opinion of each officer in the chain of command or administration, may be transmitted direct to the authority who has power to dispose of the case, copies or precise of the correspondence being sent to any officer, in the chain of command or administration whom it is desirable to keep informed on the subject, but through whose office the correspondence has not actually passed. Routine matters on which it is not necessary for the intermediate officers to be informed, and matters regarding which direct communication is authorised, will be so dealt with.

(b) As no instructions can be laid down classifying subjects as coming under (a) (i) and (ii) above, the responsibility for deciding the course to be adopted at the outset will rest with the officer originating the correspondence.

(c) It may happen that correspondence may pass from one of the categories referred to in sub-para (a) (i) and (ii) to the other, In such cases, the officer in possession of the papers at the time of the changes will be responsible for ensuring that they are passed through the proper channels.

(d) An application from an airman will be made to his section commander who, if necessary, will lay it before the commanding officer of the unit.

(e) Correspondence by MWOs/ WOs/ JWOs : MWOs/ WOs/ JWOs of all trades are authorised to sign correspondence of a routine nature containing no decisions, expressions of opinion or censure, nor conveying orders or instructions or having financial bearings provided that the level of correspondence is maintained.

**C.S. No. 77/IV/77 & C.S. No. 80/X/79**



## **CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS**

### **Section 1- Correspondence**

#### **953. Receipt, Custody and Disposal of Correspondence**

- (a) The commanding officer of a unit will ensure that all official correspondence is registered, filed and actioned in accordance with the Manual of Staff Duties.
- (b) Rules regarding signing of letters as prescribed in the Manual of Staff Duties will be strictly followed.





## **CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS**

### **Section 1- Correspondence**

#### **954. Disposal of Correspondence**

- (a) In order to expedite the receipt and disposal of correspondence affecting more than one unit in the chain of command, it will be dealt with by the issuing authority in accordance with the following sub-paras.
- (b) Orders will be addressed to the higher authority in the chain of command, copies being sent to lower authorities when such orders are applicable to them. It will be unnecessary for the higher authority to reiterate such orders and instructions unless local circumstances demand some amplification of them.
- (c) All matters requiring the opinion of lower authorities will similarly be addressed to the highest authority in the chain of command, copies being endorsed to lower authorities who on receipt of these copies will submit their opinions to the next higher authority without waiting for further instructions.
- (d) In order that there may be no doubt as to whether such letters require action by units lower than the addressee the endorsement at the end of the letter shall specify whether the copies are for information or for action.
- (e) Normally the addressee alone will reply to the issuing authority and each headquarter in the chain of command will consolidate the reports received from units next below it.
- (f) Cases referred for decision to higher authority will be represented in a self-contained letter, with the omission of all extraneous matter, and the attachment of only such other documents as are essential to a decision in the case.



# **CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS**

## **Section 1- Correspondence**

### **955. Return of Correspondence.**

Training authorities will not ask for the return of ordinary correspondence unless the original document is needed for some special reason. If a copy serves the purpose, it will be prepared beforehand by the authority requiring it.



# **CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS**

## **Section 1- Correspondence**

### **956. Important Correspondence**

Correspondence on matters of importance which affect more than one command, involve a principle or necessitate an alteration of regulations, are to be submitted to Air Headquarters through normal channels for the decision of the Chief of the .Air Staff.



# **CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS**

## **Section 1- Correspondence**

### **957. Correspondence with High Officials**

(a) In no circumstances will an officer or an airman address the President, the Head of the State, a minister, the Chief of the Air Staff, other air officers commanding, staff officers, heads of the services, or any other superior formation commander on any official or service matters except through the authorised channels.

(b) Officers are forbidden from visiting higher units on service or personal matters unless previous sanction in writing has been obtained from the appropriate authority.



## **CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS**

### **Section 1- Correspondence**

#### **958. Correspondence with Embassies, Legations or other Diplomatic Establishments.**

Formations, units or individual air force personnel will not conduct official service correspondence direct with foreign Governments, diplomatic missions, either Indian or foreign, within or outside India. Where such correspondence is found necessary it will be conducted through Air Headquarters.



## **CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS**

### **Section 1- Correspondence**

#### **959. Correspondence with Officers at Air Headquarters.**

All ranks are forbidden to write private letters or make irregular approaches to officials at Air Headquarters or Ministry of Defence on official, personal matters, such as promotion, appointment, posting, transfer and discipline. Attempts, direct or indirect to obtain preferential treatment on any application by use of outside influence are strictly prohibited.



## **CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS**

### **Section 1- Correspondence**

#### **960. Correspondence with Civil Authorities.**

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Only command/ group/ station commanders may address secretaries to state government direct. When any matter affecting the civil administration is under consideration at a command/ group/ station headquarters, which is likely to involve a reference to Air Headquarters, the command/ group or station commander concerned will, in the first instance, obtain from the state government or administration concerned such views or information as they may have on the matter, so that the Air Headquarters from the first, be in possession of the views, both of civil and air force authorities, on the subject.



## **CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS**

### **Section 1- Correspondence**

#### **961. Correspondence with Business Firms.**

An officer will not correspond in his official capacity with a private company, inventor or manufacturer in a foreign country. Should an officer require information from such individuals, he will apply through the authorised channels and his application will be forwarded to the Central Government. An indenting officer in India may, however, correspond direct with the D.G., I.S.M. or the ambassador/ high commissioner for India, on matters of detail connected with the supply of stores, correspondence being limited to giving of or asking for information regarding such entries in indents as do not require a reference to the Central Government.





## **CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS**

### **Section 1- Correspondence**

#### **962. Addresses of Officers and Airmen**

(a) If an enquiry is received by a unit asking for information as to the address of an officer or airman whether actually serving or not, the applicant will be informed that a prepaid letter, sent under cover, addressed to Air Headquarters, New Delhi will be forwarded to his latest known address.

(b) In the case of personnel sick in hospital, the address of the hospital may be given to the relatives.



## **CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS**

### **Section 1- Correspondence**

#### **963. Furlough Pay, Pension and Gratuity Questions**

- (a) Representations on these matters will be submitted in the form of a self-contained letter, accompanied, when necessary, by any documents, such as appeals, sheet rolls, or other documents of a personal nature, which are required to elucidate the point under discussion. Correspondence between lower formations will only be attached when absolutely necessary to support a statement which it is desired to establish.
- (b) Questions which involve financial or accounts consideration, or the verification of services or interpretation of regulations and other government orders, when referred to Air Headquarters or the Government of India will be submitted through the Controller of Defence Accounts, Air Force.
- (c) In forwarding cases to Air Headquarters or the Government of India for a ruling or for consideration, the forwarding officer will express an opinion on the question even though the audit officer has ruled that the claim is inadmissible. Every reference will be accompanied by a report from the Controller of Defence Accounts, Air Force when the nature of the question indicates that such a report is required.



## **CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS**

### **Section 1- Correspondence**

#### **964. Block Capitals, Figures and Erasures**

In all official correspondence *the first letter of proper noun* will be entered in block capitals, When necessary figures will also be expressed in words. When the of a vernacular term is necessary, the English equivalent will be given. A vernacular document will invariably be accompanied by an English translation. Erasures and corrections will be initialed by the officer signing the letter. In the case of a return, if erasures are made, the initials of the officer signing it shall be on the final total only.

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## **CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS**

### **Section 1- Correspondence**

#### **965. Air Force Nomenclature.**

The correct nomenclature to be used when describing all personnel is shown in the Peace Establishments. The names indicated in this publication will always be used in all official correspondence, records, pay bills, etc., and in all books and regulations and amendments thereto. These names will also be used when temporary personnel are sanctioned in special cases and who are not included in the Peace Establishments.

#### **966. Blank.**

#### **967. Blank.**

#### **968. Blank.**

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#### **970. Blank.**



## **CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS**

### **Section 2-Posts and Telegraphs**

#### **971. Service Labels**

- (a) The use of service labels for communications other than official correspondence is prohibited.
- (b) Official correspondence includes letters sent by government officers in their official capacity in reply to communications received from private individuals or associations. Correspondence relating exclusively to non-public funds is not official correspondence.
- (c) The adjutant/officer in charge central registry will raise a demand for service labels on I.A.F. Z.2094, the demand being limited to a fortnight's requirements or Rs. 100/- whichever is more, and will arrange for collection from the local treasury officer or superintendent of stamps as set out in A.F.Os.
- (d) The adjutant/ officer in charge central registry will hold the service labels in his personal custody. A detailed account of receipts and their daily expenditure will be maintained as laid down in A.F.Os. He will, at irregular intervals every month, make a surprise check of the outgoing mail for verifying that the value of stamps affixed to each postal packet agrees with the corresponding entry in the postage register and will also check the balance of stamps on hand on these occasions. The results of each surprise check will be endorsed in the postage register.



## **CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS**

### **Section 2-Posts and Telegraphs**

#### **972. Registration of Covers.**

Official correspondence will be prepaid by service labels, the covers being superscribed "O.I.G.S." and will be stamped at the bottom left hand corner with the station/unit rubber stamp and initialed by the despatching officer/ clerk.



## **CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS**

### **Section 2-Posts and Telegraphs**

#### **973. Airmen's Letters.**

The rules relating to the transmission of airmen's letters will be found in the Post and Telegraph Guide, and those relating to post offices in the field, in the Postal Manual War.



## **CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS**

### **Section 2-Posts and Telegraphs**

#### **974. Telegrams and Cables**

- (a) Telegrams and cables will be used only for urgent communications for which the post will not serve, and when it is not possible to make use of service W/T or of short distance telephone communications.
- (b) Detailed instructions regarding telegrams and cables i.e., phrasing, counting of words and method of despatch, etc., are contained in the Signal Manual.





## **CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS**

### **Section 2-Posts and Telegraphs**

#### **975. Wireless Instructions**

(a) Regarding official messages sent by civil wireless stations, except when taken over by the military authorities at times of emergency, civil wireless stations form part of the civil telegraph system of the country and retransmit all messages exactly as received whether by wireless or land line. They neither encipher nor decipher such messages.

(b) In any case in which it may be undesirable for an official telegram to be transmitted by wireless, the telegram will be franked "not by wireless" by the originator. No telegram so franked will be transmitted by radio under any circumstances, without reference to the originator. It must be clearly understood that all telegrams not so franked are liable to be transmitted either by wireless or by landline, entirely in accordance with the discretion of the telegraph authorities.

(c) Except where no separate telegraph office exists, civil wireless stations neither accept nor deliver telegrams to and from the public and official telegrams will not be handed in to such wireless stations except in cases of emergency, when the emergency will be certified by a responsible officer.



## **CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS**

### **Section 2-Posts and Telegraphs**

#### **976. Use of precedences for State Telegrams and Trunk Calls within India.**

The list of officers authorised to use the various precedences for State telegrams and trunk calls over the civil system within India is given in air force orders issued from time to time.

#### **977. to 980. Blank.**



## **CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS**

### **Section 3-Secret and Confidential Documents**

#### **981. Indian Official Secrets Act, 1923**

The attention of all personnel is to be drawn to the Indian Official Secrets Act, 1923, as amended from time to time.



## **CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS**

### **Section 3-Secret and Confidential Documents**

#### **982. Categorisation of Publications, Letters, Documents Etc.**

The following four categories will be used in the air force for classification of official matter:-

- (a) Top Secret
- (b) Secret
- (c) Confidential
- (d) Restricted.



## **CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS**

### **Section 3-Secret and Confidential Documents**

#### **983. Top Secret**

This category will be reserved for such documents, information and material, the security aspect of which is paramount, and whose unauthorised disclosure would cause exceptionally grave damage to the nation. It is essential that the number of persons who have access to top secret documents be reduced to the minimum so that their contents are disclosed only to those whose duty makes it essential that they should have knowledge of the same.



## **CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS**

### **Section 3-Secret and Confidential Documents**

#### **984. Secret**

This category will be reserved for such documents, information or material, the unauthorised disclosure of which would endanger national security, cause serious injury to the interest or prestige of the nation or serious embarrassment to Government or would be of great advantage to a foreign nation. The number of persons who have access to secret documents should be reduced to a minimum compatible with the smooth working and efficient administration. Extreme care must be exercised in the handling of secret documents, material, etc., and only thoroughly reliable subordinate personnel be selected for typing and general handling of secret papers.



## **CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS**

### **Section 3-Secret and Confidential Documents**

#### **985. Confidential**

This category includes such documents, information or material, the unauthorised disclosure of which while not endangering national security would be prejudicial to the interest or prestige of the nation or any Governmental activity or an individual or would cause administrative embarrassment or difficulty or be of advantage to a foreign power. Confidential documents, information, etc., will necessarily have a more extensive circulation than 'top secret' and 'secret' matters, but care must be exercised in the distribution and handling of confidential material.



## **CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS**

### **Section 3-Secret and Confidential Documents**

#### **986. Restricted**

All official documents and correspondence other than those covered by the aforesaid three categories which should not be published or communicated to any one except for official purposes will be granted as restricted.





## **CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS**

### **Section 3-Secret and Confidential Documents**

#### **987. Despatch of Classified Correspondence, Publications, Documents etc.**

(a) Top secret and secret documents will be sent in two covers to assist the recipient in verifying that there has been no tampering in transit, the inner envelope will always be a new one. The outer one will not be marked with the security category of the paper it contains and the prefix letters TS, S or C' indicating the security category of that paper will be omitted from its reference number mentioned on the envelope. The inner envelope will be marked with the appropriate security category and if top secret, it is also to be marked "to be opened personally by..... (the rank and name of the addressee or his designation/ appointment) or person deputizing for him. The contents must not be disclosed to any other person by virtue of his rank, office or appointment, unless it is necessary in the execution of his duty, to do so. Confidential documents bearing code reference numbers are also to be enclosed in double envelope, the inner one only being marked confidential. Other confidential documents can be treated at the senders discretion, but two envelopes will always be used when a document is despatched through the civil post.

(b) The receipt of a top secret or secret communication will be acknowledged at once and for this purpose the officer sending out the

communication will enclose with it a receipt form IAFF(O) 307 (Old form 247) in which he will insert the reference number or such other indication of the communication as may suffice to identify it. He will also give directions in the instruction at the head of IAFF(O) 307 as to whether the form signed by the recipient is to be treated as secret or non-secret.

(c) IAFF(O) 307 will not be enclosed with confidential communications unless the despatch officer is desirous of obtaining a receipt for the communication.

(d) The delivery of codes, secret or confidential signal publications will always be undertaken by an officer personally and in no circumstances will they be despatched by post or in charge of an airman. Amendments to these publications may be sent by registered post except in the case of cipher publications.

(e) All secret and confidential publications and correspondence relating to them when despatched to a unit are to be marked "FOR THE ATTENTION OF THE OFFICER DETAILED IN para 993 of the Regulations for the Air Force".



## **CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS**

### **Section 3-Secret and Confidential Documents**

#### **988. Police Reports**

All police reports (other than those notifying inability to trace air force equipment, stores or foodstuffs lost or stolen) whether written or oral, for the information of air force authorities will be considered and treated as confidential communications.



## **CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS**

### **Section 3-Secret and Confidential Documents**

#### **989. Custody of Classified Documents**

- (a) Top secret documents must be kept in locked steel safes and secret documents in locked safes or steel cupboards, if sufficient safes or steel cupboards are not available, steel boxes may be used instead. These boxes are not to be left unprotected and their keys are to be kept by an officer. Confidential documents should be kept in steel boxes/ filing cabinets.
- (b) Destruction of top secret and secret documents will be carried out under the supervision of an officer. The destruction of registered secret and confidential documents must be ordered and passed to all concerned by the authority responsible for the issue. On no account may registered secret and confidential documents be destroyed without such authority.
- (c) Instructions for the custody of registered publications are given in para 993.



## **CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS**

### **Section 3-Secret and Confidential Documents**

#### **990. Secret and Confidential Publications-Numbering, Distribution :and Amending**

(a) Certain important classified publications are assigned reference numbers to avoid reference to the title and subject matter in correspondence. Prefixes such as SOX, S.D., C.D., are also used to denote the source of these publications. These publications are taken on charge in a loose-leaf register composed of IAFF(S) 1180 or IAFF(S) 1181 and mustered periodically. These publications are termed "Secret and Confidential Publications" or "Registered Publications". Each copy of a registered publication will in addition to its reference number, be numbered consecutively to facilitate accounting individually. Addenda or supplements to registered publications will bear the same reference number as to the publication with the letters of the alphabet as suffix (e.g. S.D. 364).

(b) Distribution to units will be made by Air Headquarters or relevant sub-distributing authorities. All demands for secret and confidential publications will, therefore, be made to Air Headquarters/ sub D.As, who are responsible for the safe custody and distribution of all secret and confidential publications in accordance with the authorised establishment or with any special instructions.

(c) At the discretion of the originator a secret or confidential document may be copy-numbered, though not be assigned a reference number. The procedure for the issue of such copy-numbered Publications is the same as for secret or confidential correspondence. IAFF(O) 307 will invariably accompany such issues.

(d) Receipts rendered to Air Headquarters (whether on forms JCB-1 or 307) are to be signed by the officer detailed for the time being to be in immediate charge of such publications, as laid down in para 993.

(e) Amendment lists to 'S.O.X.', S.D. and C.D. publications (other than signal publications) are sent under Form 307 which will be signed and returned to Air Headquarters/sub D.As. immediately. A record will be made in the publication of all amendments embodied therein, and where no printed "record sheet" is provided for that purpose the entry will be made in manuscript inside the front cover of the publication (e.g. A.I. No. 10 embodied 14th March, 1950). Signed publications will be amended by means of signals/ letters/ postagrams, signal orders, normally in the form of numbered corrections. The amendments are to be destroyed after insertion in the relevant publications.



## **CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS**

### **Section 3-Secret and Confidential Documents**

#### **991. Unauthorised Publication of Official Documents**

(a) Documents and maps classified as 'Secret' will not be referred to in any catalogue or publication which is not itself marked 'Secret'.

(b) The only legitimate use which an officer or airman may make of official documents or information derived from them, is for the furtherance of the public service in the performance of his duty. The publication of official documents or information, or their use for personal controversy or for any private purpose without due authority, will be treated as a breach of official trust under the Indian Official Secrets Act of 1923.



## **CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS**

### **Section 3-Secret and Confidential Documents**

#### **992. Secret and Confidential Publications to be taken on Charge**

(a) On receipt of secret and confidential publications, the officer detailed in para 993(a) is to check them as per the supply note accompanying them, preferably in the presence of the officer who brought them. The receipt note is to be signed by the officer detailed in para 993(a) and returned as a classified document, by registered post, to the distributing authority concerned. The supply note is to be retained by the officer i/c secret and confidential publications at the receiving unit. The publications are register composed of to be taken on charge of the unit in a I.A.F.F.(S) 1180 or 1181, using the supply note as the supporting voucher.

(b) When distributing copies of secret and confidential publications on register charge a supply note and a receipt note (Form JCB-1) will also be enclosed with the publications. These notes will be checked by the recipient with the issue and the receipt note signed and returned immediately to Air Headquarters/ sub-D.A. The supply note will be retained by the receiving unit and filed. The distributing authority will insert the receipt notes returned to them in a separate IAF(S) 1179 (binder) to support the issue of the publications to the units. The security grading of the supply and receipt notes will be that of the highest graded publications listed in them.



## **CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS**

### **Section 3-Secret and Confidential Documents**

#### **993. Custody and Mustering**

- (a) Command/ group/ station commanders and officers commanding and officers commanding will be responsible for the safe custody, proper registration, Mustering, correction and issue of secret and confidential publications supplied to their commands. The commander will detail an officer to be in immediate charge of this duty, who will be personally responsible to him for the strict observance of the regulations and any instructions he may issue for the purpose of giving effect to the regulations.
- (b) Secret and confidential publications, when not in use, must be kept in steel safes or steel cupboards. The safes and cupboards must be kept locked at all times and the keys must not be left in the locks. A safe or cupboard must not be kept open for long but when it is open, the door or lid must be left ajar. If the door or lid is shut, it must be immediately locked. The keys are not to be handed over by the officer referred to in sub-para (a) above to any one except to an appointed deputy, and his signature obtained.
- (c) Secret and confidential publications which are required by a W/T section within a unit for reference purposes may be issued to the officer or airman in charge of such section, the commanding officer of the unit ensuring that adequate means are available for their safe custody. In order to provide a definite and regular check (without, however, diminishing the ultimate responsibility of the officer in charge of secret and confidential publications or the commanding officer the orderly officer of the day will personally examine all the publications against a list provided for the purpose, make an entry in the signals office diary that the publications had been checked, and append his signature.
- (d) Whenever the office of the W/T section is closed for any length of time and no continued surveillance is provided, the secret and confidential publications will be returned to the officer of the unit who is in charge of secret and confidential publications.
- (e) Secret and confidential publications (other than codes and ciphers) which are required for use in the air by the aircraft provided it is not flying over enemy territory, will be issued before the flight begins to the officer/airman required to use them. A receipt for such issues will be obtained and will be cancelled on the return of the publication. All publications issued under this authority must be returned to the officer responsible for their safe custody immediately a flight terminates.
- (f) Secret and confidential publications, other than codes and ciphers, may be lent to individual officers at the discretion of command/group commanders and commanding officers. Such loans will be made only for definite periods of not more than three months but may be renewed from



time to time, as may be necessary. Before the loan is made the officer individually responsible for making the issue will satisfy himself by due enquiry that the borrower has means for adequately safeguarding the publication. An officer to whom a publication has been lent will be held personally responsible for its safe custody until it has been returned. When the publication is on register charge a receipt will be obtained on the reverse side of IAFF (S) 1181 the appropriate columns of which will be completed and signed by the borrower. On the return of the publication the remaining columns will be completed and signed by the lender. An officer will not take away from the unit in which he is serving, any copy or copies of any secret or confidential publications which have been issued to him for the service of that unit and which he may have in his possession on loan.

(g) All secret and confidential publications, including addenda, on register charge, will be mustered every quarter. The supply and receipt notes certificates of destruction and other vouchers will be compared with the entries in the register, and the publications in hand with the numbers shown as still on charge. Receipts for issues on loan will not be taken as proof that the publications are existing, but all such publications should be physically checked. A certificate will be furnished to the distributing authority stating that this has been done, and that all corrections have been accurately inserted in the publication for which they have been issued. This certificate will be accompanied by a schedule of all copies of secret and confidential publications held on register charge by the unit or station, including those on loan. The certificate is to be countersigned by the commanding officer of the unit who certifies that the duplicate keys of the steel safe(s) or cupboards are in his custody. (The details regarding the layout of the muster schedule are given in Signals Staff instructions).



## **CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS**

### **Section 3-Secret and Confidential Documents**

#### **994. Return of Publications to Distributing Authority**

(a) Only the minimum number of the required publications are to be retained at a unit, and the distributing authority approached for disposal instructions in respect of the surplus publications.

(b) When units are required to return any secret and confidential publications to the distributing authority (supply and receipt notes) are to be completed by the unit and despatched with the publications by hand of an officer. The supply note is retained by the distributing authority. The receipt note is signed by the distributing authority and returned to the unit for use as authority to strike off the document from register charge.



## **CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS**

### **Section 3-Secret and Confidential Documents**

#### **Para 995 : Loss of Publications**

(a) On discovery of the loss of a secret and confidential publication, a thorough search is to be made by the officer detailed in para 993(a). He is to inform the commanding officer and send an operational immediate signal in the highest grade available to Air Headquarters and the command headquarters concerned. The signal should give the details of the copy and the reference number of the publication. The circumstances of the loss and the steps taken to recover the publication.

(b) All available officers in the unit are to be detailed by the commanding officer to carry out an immediate search for the publication. These officers are to be warned of the necessity for secrecy in the matter and will not be given more information than is essential regarding the contents or nature of the publication. Immediately on its completion the result of this search will be intimated by a secret signal to Air Headquarters and command headquarters. If the publication is not found, an investigation into the loss should be ordered.

(c) Action as in (a) and (b) is to be taken when a key of the safe/ steel cupboard/steel box containing secret and confidential publications is lost.



## **CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS**

### **Section 3-Secret and Confidential Documents**

#### **996. Superseded, Obsolete aired Unserviceable Publications**

(a) When copies of secret and confidential publications on register charge are ordered to be destroyed either because they have been superseded or because they have become obsolete, they will be destroyed by fire in the presence of two officers one of whom will be the officer detailed for the time being to be in immediate charge of such publications. A certificate of destruction (Form JCB-1) will be prepared in duplicate, signed by both the officers, one copy forwarded to Air Headquarters or sub-distributing authority and other filed for record.

(b) Current secret or confidential publications on register charge will not be destroyed without the sanction of Air Headquarters. Publications destroyed under proper authority are to be taken off register charge.



## **CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS**

### **Section 3-Secret and Confidential Documents**

#### **997. Handing Over on Transfer of Officer**

(a) On the permanent charge of command of a unit/ formation or the posting of the officer responsible for the custody of secret and confidential publications, a schedule of publications on register charge will be prepared as in para 993 (g) above. The publications will be verified physically against the schedule in the presence of the incoming and outgoing officers and will then be signed by both of them. The original will be filed in the unit and the duplicate will be forwarded Air Headquarters (Sigs. IV)/ sub D.A.s, for checking and retention. The incoming officer will furnish the outgoing officer with a signed certificate to the effect that all publications have been checked against the register and supply and receipt notes, and have been taken over as correct. The outgoing officer will on no account retain a copy of the schedule of the publication held by the unit.

(b) Details of action to be taken when the officer detailed in para 993(a) is temporarily away for a period not exceeding 10 days or is taken ill or dies are given in Signals Staff Instructions.



## **CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS**

### **Section 3-Secret and Confidential Documents**

#### **998. Precautions for safe Custody**

. When not in use, all secret and confidential publications held on register charge by a unit will be kept in a safe/steel cupboard or steel box under lock and key.



## **CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS**

### **Section 3-Secret and Confidential Documents**

#### **999. Applicability to Cipher Publications**

The regulations for the safe custody and handling of secret and confidential publications will apply to cipher/ code publications only if such regulations do not contravene any special instructions relating to them.

**1000. to 1005. Blank.**



## **CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS**

### **Section 4-Custody of Money, Warrants and Protected Documents in Safes or Chests**

#### **1006. General.**

Money, whether public or non-public, and warrants will not be kept in the same safe or chest as secret and confidential publications.





## **CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS**

### **Section 4-Custody of Money, Warrants and Protected Documents in Safes or Chests**

#### **1007. Keys**

Except in the case of special safes for the custody of secret and confidential publications, the following instructions will be observed in order to prevent unauthorised persons obtaining access to the keys of a safe used for the custody of cash, or secret, confidential or other valuable documents:-

- (a) Only one key will be provided for any chest or safe issued to a unit, except for the safe which contains secret and confidential publications and operation orders; the duplicate key for this will be kept as laid down in sub-para (b).
- (b) The commanding officer will retain in his personal custody one key of the safe containing secret or confidential publications and operation orders and will allot the second key at his discretion. In no circumstances will a key once allotted be handed over to any other officer, except as provided in sub-para (c), without the authority of the commanding officer. Both keys will be produced whenever secret and confidential publications are mustered under para 993 of these regulations and a notation made on the certificate of muster that this has been done and that the keys are held as specified above. If they are not so held, the reason will be given.
- (c) The officer responsible for the safe custody of a safe or chest will, whenever, he leaves the station for more than 48 hours or when performing flying duties in an aircraft, transfer the key to a deputy, who will sign a receipt for it.
- (d) In no circumstances will the key of a chest or safe be entrusted to the care of an airman unless specially authorised by competent authority.
- (e) Both keys of a safe or chest will not be kept together nor will one key be locked in the safe or chest to which it belongs.
- (f) When, for any reason, a safe or chest is returned to stores the keys will be tried in the lock, and will then be placed in sealed cover and handed to the equipment officer for custody until required for re-issue. Before a safe or chest is re-issued the keys will again be tried in the lock in the presence of the equipment officer.
- (g) In the event of a key of a safe or chest being lost, the safe or chest will be treated as insecure, and an immediate investigation ordered.
- (h) The officer responsible for the custody of the key of a chest or safe, or the deputy to whom it has been temporarily transferred, will be held responsible for the cost of replacement of the key or keys and lock, and in respect of safes for any alteration of the combination, unless it can be

proved to the satisfaction of Air Headquarters that the loss was not occasioned by any wrongful act or negligence and was beyond the control of the officer-in-charge of the key.

**1008. to 1010. Blank.**



## **CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS**

### **Section 5-Reports of casualties**

#### **1011. General**

- (a) The word 'CASUALTY' will, for the purpose of reporting be deemed to mean :-
- (i) Deaths (Howsoever caused. This will include death caused while employed in aid of civil power).
  - (ii) Serious and dangerous illness.
  - (iii) Changes of conditions of the patient while under treatment in hospital, i.e., transfer to or from the S.I. list and D.I. list.
  - (iv) Transfer from one hospital to another while on the S.I. or D.I List.
  - (v) Injuries.
  - (vi) Self-inflicted injuries.
  - (vii) Other causes like exhaustion, neurosis and hysteria.
  - (viii) Missing (believed killed/drowned/particulars unknown. This will be stated).
- (b) Instructions contained in the succeeding paras lay down documentary action to be taken for all types of casualties including those arising as a result of aircraft accidents. The procedure laid down in "Chapter XXI Flying" of these regulations will be followed for reporting and investigating accidents involving aircraft.



## **CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS**

### **Section 5-Reports of casualties**

#### **1012. Notification**

(a) All casualties involving an officer, flight cadet or airman will be reported by a signal or telegram as soon as possible after occurrence to Air Headquarters as appropriate by the parent unit of the personnel or by the unit where the personnel are for the time being held e.g. temporary duty, attachment etc., or the unit (normally the nearest unit) to whom the casualty is first reported or by the air force hospital at which the personnel are in patients/under treatment.

(b) The notification will be made by means of one of the following messages as relevant to the nature of casualty :-

(i) Message 'B' - Non-flying battle casualties

(ii) Message 'C'- Natural deaths or serious or dangerous illness

(iii) Message 'D'- Accidental or self-inflicted injuries where injury results in death or is serious or dangerous.

(c) Any further information received after despatch of these messages will be reported on a further signal which is to bear a reference to the original signal.

(d) Circumstantial reports, which must be as full as possible, in case of personnel missing, injured or interned as a result of enemy action and written confirmation of death in cases of accidents and death as a result of natural illness are to be raised and forwarded to Air Headquarters, Dte. of Personnel (Officers), or Dte. of Personnel (Airmen) as appropriate. In cases of fatal accidents, the casualty message will contain brief available details of the accident to enable Air Headquarters to assess precise circumstances leading to such accident. The message will be followed by a postagram giving full details including nature of accident with brief description and any other relevant information without prejudice to findings of the court of inquiry held later.



# CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS

## Section 5-Reports of casualties

### 1013. Message 'B'

This message, with "BC" being prefixed to the text, will contain the following details :-

- (a) A - Place, date and time of casualty.
- (b) B - Particulars of each person involved,
  - (i) giving rank (substantive and acting tank. paid or unpaid) initials, surname, personal number, branch or trade and unit.
  - (ii) stating whether:-

Killed, Wounded or Injured	Dangerously, seriously or slightly	and giving nature of wound Injured or slightly injuries, stating whether placed on the S.I or D. I. List with date.
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Died of wounds or injuries (state date, time, and place of death).

Missing	{ believed killed
	{ believed prisoner-of-war
	{ believed drowned
	{ believed wounded
	{ particulars unknown.

- (c) C - Nature and cause of casualty and whether on or off duty at the time.
- (d) D.- Present location of each person involved, including name of hospital or other medical unit to which any casualty has been admitted.
- (e) E.- Whether next-of-kin has been informed or not, and state name, relationship and address of next-of-kin.





## **CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS**

### **Section 5-Reports of casualties**

#### **1014. Message 'C'**

This message, with word "CASUALTY" prefixed to the text will contain the following details :-

- (a) A.- Quote "Death", or "Serious illness", or "dangerous illness with date of the casualty.
- (b) B.- Rank (substantive and acting rank paid or unpaid) initials, surname, personal number, branch or trade and unit.
- (c) C.- Cause of death or nature of illness.
- (d) D. - Name of hospital or other medical unit to which patient has been admitted.
- (e) E.-Whether next-of-kin has been informed or not and state name, relationship and address of next-of-kin.



## CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS

### Section 5-Reports of casualties

#### 1015. Message 'D'

This will contain the following details:-

- (a) A. "Killed accident"
  - (i) "injured accident" ("Dangerously" or "Seriously").
  - (ii) "died of injuries accident" and date.
  - (iii) "Killed (Self-inflicted)".
  - (iv) "injured (Self-inflicted)" ("Dangerously" or "Seriously").
  - (v) "Died of injuries (Self-inflicted)" and date.
- (b) B. Rank substantive and acting rank, paid or unpaid, initials, surname, personal number, branch or trade and unit.
- (c) C. Nature and cause of accident and condition of patient and state whether placed on S.I. or D.I. list with date.

**Note :-** In the event of casualties to other service personnel or to civilians, as the result of road accidents in which air force personnel are involved, and at the end of "C" the words "other casualties" followed by the name, sex, address (if known), nature of injury and present condition (in the case of civilians); or rank, name, personal number, nature of injury and present condition (if service personnel), are to be stated. In the case of civilians whether Government employees or not is also to be stated. The "present location of the patient is to be shown under Item "E". Under Item "F" state by whom the next-of-kin has been informed (i.e. by unit, by police or by hospital).

- (d) D. Date and place of accident, and whether on or off duty, time of accident.
- (e) E. Name of hospital or their medical unit to which patient admitted.
- (f) F. Whether next-of-kin has been informed or not, and state name, relationship and address of next-of-kin.





## CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS

### Section 5-Reports of casualties

#### 1016. Rendering of I.A.F.F.(P) 23-Report on accidental or Self inflicted Injuries or immediate death there from

- (a) I.A.F.F.(P)23 will be rendered to Air Headquarters for all cases of accidental or self-inflicted Injuries to an officer, flight cadet or an airman, including
- (i) death;
  - (ii) absence from duty for 48 hours or more;
  - (iii) absence from duty for less than 48 hours or more, when the medical officer, who is to be invariably consulted, advises that the injury may be the exciting cause of disability later.
- (b) A separate form will be used in respect of each individual affected and notwithstanding the holding of a court of inquiry or investigation, will be rendered, within 48 hours of the occurrence, as follows :--
- (i) In case of officers and flight cadets---two copies to Air Headquarters, Dte. of Personnel (Officers).
  - (ii) In case of airmen-Two copies to Air Headquarters Dte. of Personnel (Airmen).
  - (iii) One copy is to be retained at the unit rendering the form.

**Note :-** For fatal casualties, rendition of the form will be through Dte. of Medical Services.

- (c) Copies of I.A.F.F.(P) 23 will be included with the proceedings of court of inquiry or investigation. The statements made by the injured person in Section 2 of the Form should not be used as evidence against him in any subsequent disciplinary proceedings.
- (d) In every case of accidental or self-inflicted injury whether fatal or not I.A.F.F.(P) 23 will show clearly whether a court of inquiry or investigation is being held or not. In the absence of a court of inquiry or investigation the form will give full details regarding the circumstances of the injury, particularly as regards the degree of negligence or misconduct, if any. I.A.F.F.(P) 23 must also establish whether or not the person was on duty at the time. Where an injured person is not in a position to make a statement in Section 2 of I.A.F.F.(P) 23, a separate statement is to be forwarded immediately if he is capable of making it.
- (e) No statements of witnesses are required in support of I.A.F.F.(P) 23 when an accident forms the subject of a court of inquiry or an investigation. Where no such inquiry or investigation is

held, I.A.F.F (P) 23 must be accompanied by full statements taken by an officer or warrant officer from witnesses of the accident and signed by the witnesses and the officer or warrant officer. Where there are no witnesses, statements from any persons to whom the injured person may have mentioned his injury immediately after the occurrence, when obtainable, should be attached to the form.. When the witnesses of an accident in an organised game etc. are in agreement, the evidence of one witness only need be attached to the form, the statement being endorsed by the other witnesses in corroboration. When separate forms are rendered in accordance with sub-para (b) a copy of the statements of witnesses will be attached to each form.

(f) When an affirmative answer is given to Section 4(a)(i) of the form the statement required by section 2 should specify the particular act of air force duty on which the officer or airmen was engaged at the time of sustaining the inquiry.



## **CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS**

### **Section 5-Reports of casualties**

#### **1017. Documents in cases of Fatal Casualties.**

In cases of fatal casualties the documents listed at **Appendix 'R'** should be despatched, through command concerned to Air Headquarters, Directorate of Personnel (Officers) in case of officers and flight cadets and Directorate of Personnel (Airmen) in case of airmen, as early as possible but not later than a week from the date of occurrence of the casualty. It is the personal responsibility of the commanding officer to ensure that these documents are correctly completed in all respects and are despatched to Air Headquarters within the shortest possible period. It may however, be understood that when an individual dies in a military hospital I.A.F.F.(P) 24 and I.A.F.A.-393 Pt. II are raised and disposed of by the hospital concerned through their channel including I.A.F.M.-1231, A.F.M.S.F 81 Post Mortem Report and Medical case Sheets etc.



## **CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS**

### **Section 5-Reports of casualties**

#### **1018. Progress reports on sick or injured Personnel**

(a) Changes in condition i.e, when a patient is transferred from the seriously ill to dangerously ill list and vice versa or is finally removed from the seriously ill list will be reported to the next of kin to Air Headquarters Dte. of Personnel (Officers)/ Dte. of Personnel (Airmen) in respect of officers/airmen respectively and D.M.S.(Air) by signal marked 'Ops Immediate' or by express telegram. Whenever an officer or airman is removed from the dangerously ill list and is not placed on the seriously ill list, the casualty signal notifying the change is to state definitely that the officer or airman is not on the seriously ill list and that his condition is e.g. progressing satisfactorily.

(b) A weekly signal on the condition of all personnel on the seriously or dangerously ill list due to injuries sustained in a flying accident or otherwise will be sent to the next-of-kin, to Air Headquarters Dte. of Personnel (Officers) /Dte. of Personnel (Airmen) in respect of officers and airmen respectively, and D.M.S.(Air) by the commanding officer of the personnel concerned until the officer or airman is removed from both lists. This report will contain all particulars of further developments in the condition of the patient since the last report including an assurance that no occasion exists for immediate anxiety but should such condition arise an immediate notification by signal will be sent.



## **CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS**

### **Section 5-Reports of casualties**

#### **1019. Information to next-of-kin**

- (a) The commanding officer of the parent unit of the casualty will telegraph to the next-of-kin and other persons recorded as having to be notified in the event of casualty, immediately stating briefly the cause of death or nature of illness or injury. In the case of serious injury or illness, the telegram will contain where feasible an assurance that no occasion exists for immediate anxiety and that should such condition arise, immediate notification by telegram will be sent. This assurance will be given only when the medical officer is entirely satisfied on this point.
- (b) The commanding officer of the unit will send a letter of condolence to the next-of-kin of a deceased or missing officer or flight cadet or airman, 48 hours after the despatch of the official telegram reporting the casualty, giving in confidence such information as the commanding officer considers appropriate. Such letter of sympathy may, of necessity, be rather bare of detail but anything that can be done to avoid giving an impression of undue reticence is desirable. The letter should contain all information available of sentimental or humanitarian value to the relative.
- (c) A letter of sympathy may also be sent at the discretion of the commanding officer to the next-of-kin of dangerously and seriously ill or wounded casualty. In writing this letter a commanding officer will take care especially under active service conditions, to distinguish between known facts and details which are inferences or probabilities.
- (d) In addition to the letter of condolence sent by a commanding officer of unit, a letter of condolence signed by A.O.C.-in-C Command and the Chief of the Air Staff will be sent to the next-of-kin of an officer who dies while in service. This will be done regardless of the cause of death.
- (e) Enquiries from the next-of-kin on the detailed particulars of an accident will be answered as fully as possible, subject to the reply disclosing no technical information or statements which might lead to criticism of service or administration. The next-of-kin should be informed that the particulars given are for their private information and should not be communicated to the press or others.
- (f) When requests are made by the next-of-kin of a casualty for the names and addresses of the next-of-kin of other casualties involved it is to be tactfully explained that disclosure of such information is contrary to Air Headquarters policy.
- (g) The next-of-kin will not normally be informed of the findings or details of the proceedings of a service court of inquiry and requests for such information will be forwarded to Air Headquarters for necessary approval. The details of these proceedings may, however be disclosed

confidentially to the civil authorities where an inquest is held in so far as the information is necessary for the proper performance of their duties.



## **CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS**

### **Section 5-Reports of casualties**

#### **1020. Information to Press or Private Individuals Other than Next-of-Kin.**

No information of casualties or service accidents will be furnished by a unit or individual of that unit whether to press representatives or private inquiries other than the next-of-kin. Where necessary, a communiqué giving details of a flying accident will be issued by the Government of India.



## **CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS**

### **Section 5-Reports of casualties**

#### **1021. Accidents resulting in Death or Injury to Civilians and Personnel of other Services.**

If an accident implicating an air force person results in the death of or serious injury to a civilian or personnel belonging to the army or navy, brief facts of the case will be communicated to Air Headquarters by a signal marked 'Operational Immediate' or by express telegram. A written report of the circumstances will be sent to Air Headquarters as soon as possible after the occurrence.

**1022. to 1025. Blank.**





## **CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS**

### **Section 6-Disposal of Obsolete Documents and Correspondence**

#### **1026. Disposal of Obsolete Documents and Correspondence**

- (a) Commanding officers of units will cause a board of officers to be assembled annually for the purpose of examining all documents not in current use and recommending for disposal such records as are in no way required for the work of the unit.
- (b) The documents shown in the **Appendix 'S'** to these regulations will be disposed of at the expiration of the minimum periods laid down therein unless specially retained for a longer period at the discretion of the board of officers or responsible officer. Before files relating to purchase transactions are destroyed/ disposed of, orders of a senior officer of the rank of Wing Commander or its equivalent will invariably be obtained. In units where such an officer is not established, orders of the competent officer of the higher controlling formation will be obtained.
- (c) Care must be exercised to ensure that no document likely to be of historical, statistical, instructional or general point of view is passed for disposal.
- (d) The proceedings of the board, which should specify the titles of the various classes of documents reviewed, should be forwarded to command headquarters/ Air Headquarters should be endorsed with a certificate to the effect that : --
  - (i) The documents were scrutinised in detail by a competent officer and only those detailed in the **Appendix 'S'** to these regulations were disposed of/ destroyed.
  - (ii) The documents were in no way required for the use of the unit.
  - (iii) Only protected documents were destroyed and others were disposed of to the nearest military salvage depot.
- (e) In the event of a unit having documents for disposal which are not comprised in the Appendix 'S' to these regulations this fact should be mentioned in the proceedings and disposal instructions will then be obtained from Air Headquarters in respect of them.
- (f) When a unit is disbanding or being dispersed, the C.A.S./ A.O.C.-in-C/ A.O.C./ Commander concerned will order a board of officers to examine the documents in possession of the unit. The documents reviewed will be disposed of in accordance with the provisions of sub-paras (b), (c), (d) and (e). The operations record book will be completed to the date of disbandment and forwarded to Air Headquarters.

**1027. to 1030. Blank.**



## **CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS**

### **Section 7-Publications and Stationery**

#### **1031. Publications etc. to be kept in units**

(a) The list of publications and regulations to be maintained by units and the scale of issue will be as laid down by Air Headquarters. Initial distribution of new publications is made by A.F. Station, New Delhi (A.P. & F.S.) in accordance with the distribution list provided by the specialist directorates at Air Headquarters. Receipt and distribution of publications is notified to the units in the form of Monthly Distribution List of Publications' every month.

(b) Officers commanding will ensure that all the publications are kept amended from time to time.

(c) Where an issue in excess of the authorised scale is desired, the request will be submitted through the authorised channels, to Air Headquarters giving reasons for the excess



## **CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS**

### **Section 7-Publications and Stationery**

#### **1032. A.F.0s. and A.F.1s.-Distribution.**

The distribution of A.F.Os and A.F.Is. is controlled by Air Headquarters, Deputy Directorate of organisation (P. & F. Section). The actual distribution to formations and units is made by the Manager, Government of India, Publications Branch, Civil Lines, Delhi-8 and by A.F. Station, New Delhi (A.P. & F.S.), to the Directorates of Air Headquarters. In case of any change in the distribution arrangements which may be necessitated by the movement or transfer of a unit or formation of a new unit, prompt notification must be sent to Air Headquarters, Deputy Directorate of Organisation (P.& F. Section) by the officer commanding of the unit concerned.



## **CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS**

### **Section 7-Publications and Stationery**

#### **1033. Supply of Stationery and Forms**

- (a) Units will obtain their requirements of stationery and forms from the Government of India Stationery Office and Government of India Forms Store Calcutta respectively in accordance with the instructions laid down by Air Headquarters from time to time.
- (b) The term 'Stationery', comprises all office requisites other than office machinery and appliances, furniture, forms, candles, drawing instruments and binding materials. A list of articles of stationery which are in common use will be found in the Government of India Stationery Office Vocabulary of Stationery Stores.
- (c) A list of standard forms for general use by units and establishments is given in IAFF(O) 320.
- (d) Formations and units are prohibited from purchasing stationery locally except in exceptional circumstances when the procedure laid down by Government from time to time will be followed.



## **CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS**

### **Section 7-Publications and Stationery**

#### **1034. Supply of Typewriters and Duplicators**

Units will place demands for typewriters and duplicators on the Director of Military Regulations and Forms, Ministry of Defence, R. K. Puram, New Delhi-22. Demands for duplicators will be routed through Air Headquarters.

**1035. to 1040. Blank.**



## **CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS**

### **Section 8 -Officers' Records**

#### **1041. General**

(a) Except in so far as local records are provided for in para 1042, the full record of officers' service will be maintained only at Air Headquarters. This record will be strictly confidential. Certified extracts from this record will be supplied on application from units for use at courts martial when required by section 148 of the Air Force Act and for certification of the P.L.I. proposals made by the officers concerned for submission to the postal authorities.

(b) The documents of officers are to be accurately and properly maintained.

(c) All local records of in officer duly completed upto date, will be speedily transmitted on posting of an officer from one unit to another within 15 days of the officer's actual date of relief for the guidance of officer commanding so as to enable him that the officer's qualifications are utilised to the best advantage of the service and the officer concerned.



## CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS

### Section 8 -Officers' Records

#### 1042. Records to be kept for local use

- (a) **I.A.F.F.(P) 55-Officers' Record Card.** This is to be prepared in duplicate for every newly commissioned officer or an officer seconded to the air force from other service at the unit where he first reports for duty. The form in respect of a flight cadet will be originated at the air force college/training establishment where he first reports for training.
- (b) **I.A.F.F.(P) 40-Record of leave: Officers.** This is to be prepared in the same manner as laid down in sub-para (a) above.
- (c) **Check Form, as per Appendix 'T'.** This will be completed in triplicate by every officer:-
- (i) On first joining a unit.
  - (ii) Once annually on 31st May of each year by flight lieutenants and below and on 30th November of each squadron leaders and above, when these forms will accompany the officers annual confidential report (IAFF(P) 57 (Revised)).
- (d) **Medical Records.** AFMS F-1 (Old form AF(I) F.48) and other medical forms raised from time to time, in accordance with Chapter XXV - 'Medical and Dental'.
- (e) Any other forms/ documents notified by Air Headquarters to be maintained as part of local records.





## **CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS**

### **Section 8 -Officers' Records**

#### **1043. Maintenance and Disposal of Records**

- (a) One set of I.A.F.F.(P) 55 and (P) 44, raised as per para 1042 will be retained at the unit and the other clearly endorsed "Command Copy" will be forwarded to controlling command headquarters concerned. In the case of officers at units under direct control of Air Headquarters or those at Air headquarters the "Command Copy" will be sent to Air Force Station, New Delhi. The record on these forms will contain only the information which is required to be kept in accordance with the headings on the form or has been authorised from time to time. When the forms become unserviceable through age or when there is no room for further entries, all existing entries are to be transferred to a new form, the transcription carefully checked and certified as correct, and the old form destroyed.
- (b) On posting of aim officer or a flight cadet from one unit to another, the unit copy of the documents will be made uptodate and despatched to the new unit of the officer/ flight cadet.
- (c) In the event of the officers/ flight cadets new unit coming under a different controlling command the parent command headquarters of the previous unit will as soon as possible forward the "Command Copy" of the documents duly made uptodate to the controlling command headquarters of the individual's new unit.
- (d) When an officer is posted from a unit to Air Headquarters or to a Unit Under the direct control of Air Headquarters, the command copy will be forwarded by the respective command headquarters to Air Force Station, New Delhi.
- (e) When an officer is posted from Air Headquarters or from units under the direct control of Air Headquarters, the command copy will be forwarded by Air Force Station, New Delhi to the concerned controlling, command headquarters.
- (f) When an officer is deceased or is reported missing, or a prisoner of war, or is declared to be illegally absent, or insane, or ceases permanently to be employed with the air force or resigns his commission or otherwise becomes non-effective, both copies of the forms will be forwarded to Air Headquarters (P.O. 2 Records). IAFF(P) 55 and IAFF(P) 40 in respect of flight cadets whose cadetships are terminated are to be forwarded to Air Headquarters (Directorate of Personnel/Officers).
- (g) The check forms will be forwarded initial!y to both the controlling command headquarters and Air Headquarters through the authorised channel, the third copy being retained, at the unit, and thereafter as and when these are raised afresh. The object of this form is firstly, to provide the officer commanding unit with information which he will need for local purposes to maintain that

information uptodate, and secondly, to enable the records at Air Headquarters, referred to in para 1041 above to be checked periodically. The check form is to be completed by the commanding officer before submission to Air Headquarters.

(h) A.F.M.S. F-1 and enclosures thereof will be maintained in the officer's unit as a confidential document and will be transferred direct to the officer's new unit on his posting. A complete duplicate of the medical records will be maintained in the office of the D.M.S. (Air), Air Headquarters.



## **CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS**

### **Section 8 -Officers' Records**

#### **1044. Identity Cards**

Every commissioned officer is to be in possession of an armed forces identity card which is to be carried by him at all times throughout the period of his service. The initial issue, replacement, recording etc. of identity cards are to be dealt with in the manner laid down in A.F.Os from time to time.



## **CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS**

### **Section 8 -Officers' Records**

#### **1045. Change of Next-of-Kin**

(a) An officer is to keep his unit informed immediately of any change in the name and/or address of the next-of-kin or of any other persons whom he wishes to be notified of any casualty which occurs to him. Such changes will be promulgated in the unit "Personnel Occurrence Reports" and notified to Air Headquarters by the unit.

(b) All changes reported under this para are to be recorded in IAFF(P) 55.



## **CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS**

### **Section 8 -Officers' Records**

#### **1046. Training Records of Cadets selected for training as Pilots and Navigators**

(a) **IAFF (AT) 1365 (Revised)-Pupil's Progress Folder Ground Training-Pilots and Navigators.** This folder is built up to correspond with the progressive stages of training of the pupil by insertion of the forms described below:

- Form 1365-A - Personal Particulars
- Form 1365-B - Assistant Squadron Commander's monthly Review
- Form 1365-C - Director of Studies' Monthly Review
- Form 1365-D - Default Record
- Form 1365-E - Squadron Commander's Assessment
- Form 1365-F - Final Ground Test (Pilots) : Basic Stage
- Form 1365-G - Final Ground Test (Navigators) : Basic Stage
- Form 1365-H - Final Ground Test (Pilots) : Intermediate Stage
- Form 1365-J - Final Ground Test(Navigators) : Intermediate Stage
- Form 1365-K - Final Ground Test (Pilots) : J.T.W. Advanced Stage
- Form 1365-L - Final Ground Test (Pilots) : T. T. W. Advanced Stage
- Form 1365-M - Final Ground Test (Navigators) : T. T. W. Applied Stage

(b) **IA.FF(AT) 1372 (Revised)-Pupil's Progress Folder Flying Training -- Pilots :** This folder is built up to correspond with the progressive stages of training of the pupil by insertion of the forms described below :-

- Form 1372-A - Summary of Flying Exercises
- Form 1372-B - Sorties Reports
- Form 1372-C - Flight Commander's fortnightly Review
- Form 1372-D - Record of link Trainer progress
- Form 1372-E - Record of Accidents and untoward flying incidents
- Form 1372-F - Summary of Air Training and Final Flying Test (Basic)
- Form 1372-G - Flying Attendance Record
- Form 1372-H - Summary of Air Training and Final Flying Test (Intemediate)
- Form 1372-J - Summary of Air Training and Final Flying Test (Advanced J. T. W.)
- Form 1372-K - Summary of Air Training and Final Flying Test (Advanced TTW.)
- Form 1372-L - Summary of Air Training and Final Flying Test (Advanced JTWO)
- Form 1372-M - Summary of Air Training and Final Flying Test (Applied T. T. W.)

(c) **IAFF (AT) 1381-Pupil's Progressive Folder Flying Training-Navigators.** This folder is built up to correspond with the progressive stages of training of the pupils by insertion of the forms described below.-

Form 1381-A - Exercises, Flying Times and Records of Air Assessments

Form 1381-B - Sorties Reports

Form 1381-C - Flight Commander's Monthly Review

Form 1381-D - Summary of Air Training and Final Flying Test (Basic)

Form 1381-E - Summary for Air Force Training and Final Flying Test(Intermediate)

Form 1381-F - Summary of Air Training and Final Flying Test (Applied)

(d) After completion of training at J.T.W./ T.T.W. these folders are immediately forwarded to the unit commander of his first unit of posting of the respective officer with intimation of the same to the concerned controlling command headquarters and Air Headquarters. On subsequent posting of an officer, the reports are to follow to his new unit under intimation to the respective command headquarters These records are to be kept by the units to which the officers are posted for a period of four years after which the same are to be returned to Air Headquarters (A.D.P.O.1) for final disposal.

**1047. to 1050. Blank.**



## CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS

### Section 9-Airmen's Documents

#### 1051. Documents to be kept

##### (a) Sheet Roll

(i) The service history of an airman is recorded on his sheet roll [IAFF(P) 17] which will be maintained in duplicate. The training school to which an individual reports first immediately on enrolment will prepare sheet rolls in duplicate. One copy is to be marked "Record Copy" and then forwarded to Officer i/c A.F. Records for retention.

(ii) The original copy of sheet roll will be marked as 'Unit Copy' and retained at the unit with which the airman is serving. When the unit proceeds on active service or to a station to which personal documents are not to be taken the original sheet rolls will be sent to Air Force Records for custody and maintenance.

(iii) The duplicate sheet rolls will be maintained by the Officer i/c A.F. Records at all times, who will keep them up-to-date from information furnished in P.O.Rs. of the unit.

(iv) Former service, if any, when allowed to count for pension will be entered in the original and duplicate copy of the sheet roll in red ink on (statement of service) page 1 (if the sheet roll is IAFF(P)-1 or in section 2 (if the sheet roll is IAFF(P)-17 (Revised) quoting the authority for counting such service.

(b) **Enrolment Form.** Only one copy of the enrolment form is raised by the recruiting Officer. This form will be kept by the Officer i/c Records. Necessary certificates, such as attestation, grant of extension of service etc, will be pasted on the relevant portions of this form.

##### (c) IAFF(T) 790 etc.

(i) IAFF(T) 790 results of service trade tests and qualifying courses, certificates of specialist courses, foreign courses, etc., will be kept by Officer i/c A.F. Records with the record copy of the sheet roll.

(ii) One copy of IAFF(T) 790 is to be kept along with the unit copy of the sheet roll.



## **CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS**

### **Section 9-Airmen's Documents**

#### **1052. On Transfer to Reserve/ Discharge**

- (a) At the time of transfer to the Regular Air Force Reserve under section 5 of the Reserve and Auxiliary Air Forces Act, 1952, officer commanding units will complete the unit copy of the sheet roll and forward it to Officer i/c A.F. Records, who will complete the unit and record copies of the sheet roll and forward them to the Directorate of Reserves, Air Headquarters. Directorate of Reserves will forward the unit copy of the sheet roll to the reservist airmen and retain the record copy with them.
- (b) On discharge. an airman's original sheet roll will be forwarded to Officer i/c A.F. Records where the same will be checked and any discrepancies rectified. The original will then be forwarded to the airmen by the Officer i/c A.F. Records. If the original sheet roll is returned undelivered it will be retained along with the record copy for 25 years or until delivered. If the airman has died, his original sheet roll will be despatched to his next-of-kin.





## **CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS**

### **Section 9-Airmen's Documents**

#### **1053. Air Force Numbers**

An airman will be allotted an air force number which will not be changed or modified in any way so long as he remains with the regular service or in the reserve. If he is transferred, discharged, deserts or dies, the number will not be given to any other airman. In all documents relating to an airman, the air force number will precede the name. The numbers given to airmen are allotted by Officer i/c A.F. Records.



## CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS

### Section 9-Airmen's Documents

#### 1054. Sheet Roll-Red and Black Entries

(a) The following entries in red ink will be made in the conduct sheet contained in the sheet roll which will be maintained for every person subject to the Air Force Act other than a commissioned officer :-

- (i) Conviction by court - martial.
- (ii) Conviction by a civil court except when a fine was the only punishment and the commanding officer does not consider that a red ink entry should be made.
- (iii) Reduction of warrant officer or N.C.O. to a lower rank or to the ranks, but not for inefficiency.
- (iv) Forfeiture of seniority of rank (warrant officers and N.C.Os).
- (v) Imprisonment.
- (vi) Detention.
- (vii) Severe Reprimand (warrant officers and N.C.Os).
- (viii) Field Punishment (on active service only).
- (ix) Forfeiture of good service or good conduct pay.
- (x) Forfeiture of pay and allowances except as in item (xi)
- (xi) Forfeiture of pay and allowances for absence without leave exceeding two days when classified as an offence by the commanding officer.
- (xii) Confinement to the camp exceeding seven days.

(b) Black ink entries are all punishments not included in the list of red ink entries; convictions by civil courts not meriting in the commanding officer's opinion a red ink entry; and forfeiture of pay and allowances for absence without leave not exceeding two days when classified as an offence by the commanding officer.





## **CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS**

### **Section 9-Airmen's Documents**

#### **1055. Mode of recording entries in the Conduct Sheet.**

Entries will be made on an airman's conduct sheet in accordance with the following instructions :-

(a) Every conviction by court-martial will be entered whether the sentence is wholly remitted or not, but no entry will be made of any charge upon which a finding of not guilty has been recorded. Entries will be made as follows:-

(i) The statement of the charge as set forth in the second appendix-A to the Air Force Rules, 1969 will be entered. When the "statement" does not disclose the full nature of an offence, such as in charges under sections 42(e) and 65 of the Air Force Act, 1950, the purport of the particulars will be added thus:-

"Neglecting to obey local orders-bathing in the river at a prohibited hour"; or "An act prejudicial to good order and air force discipline-alcoholism".

(ii) When the charge is under Section 48 of Air Force Act, 1950, and the "particulars" show that the offence was committed when on duty, or after having been warned for duty, the entry should be-- "Intoxication-on duty" or "Intoxication, off duty",

(iii) The original sentence, of the court-martial, whether revised or not, together with any remission, mitigation or commutation as ordered by the confirming officer, will be recorded in the column "Punishment awarded". Any remission, mitigation or commutation subsequent to confirmation, with the date of the order and the name of the officer making it will be recorded in the column for remarks. The date of the original sentence will also be recorded in the column for remarks with the word "Confirmed" and the date of confirmation immediately below it.

(v) A finding of 'guilty' need not be entered, but where the accused is found guilty of a cognate charge and the finding has been altered on revision, such alteration will be recorded in the column "punishment awarded."

(vi) Every suspension of a sentence under Air Force Act, Sec. 180 will be entered in the "remarks" column, showing the date on which and the authority by whom the suspension was ordered. If the sentence was subsequently put into execution or remitted, a further entry will be made in the same column to this effect, stating the date and the authority.

(vii) When the record of a court-martial is ordered to be removed, the entry of the conviction will be completely obliterated by means of ink. The obliteration will be supported by

inserting the number and date of the authority and the initials of the officer expunging the entry.

- (b) Detention awarded by an officer commanding unit will be entered in days.
- (c) The number of days spent in hospital on account of disease due to neglect or misconduct and willfully self-inflicted injury will be recorded in the sheet roll under the heading "Prominent occurrence affecting conduct and character".
- (d) For apprentices no entries will be made in the conduct sheets which form part of the sheet rolls, but a separate conduct sheet (I.A.F.K. 1166) will be used. I.A.F.K. 1166 will be destroyed and the conduct sheets in the sheet rolls will be brought into use when he is classified as an aircraftman.
- (e) **Entries to be attested.** Every entry on an airman's conduct sheet is to be attested by a full signature, in the column provided, by the commanding officer or by an officer deputed by the commanding officer.



## **CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS**

### **Section 10-Operations Record Book**

#### **1056. General**

(a) The operations record book [IAFF(I) 15001] with appendices will form a complete historical record of the unit and is to be maintained by the commanding officer of every unit or by an officer or officers detailed for the purpose in each headquarters both in times of peace and war.

(b) The objects of the operations record book are

(i) To furnish a complete historical record of the unit or headquarters from 15th August, 1947 or the time of its formation, whichever is later.

(ii) To furnish an accurate record of each operation carried out by the unit and to provide material for historical purpose.

(iii) To collect information for future reference with a view to improving the organisation, training, equipment and administration of the air force.



## **CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS**

### **Section 10-Operations Record Book**

#### **1057. Information to be included-During Peace**

- (a) The circumstances of the original formation of the unit, e.g. where formed, establishment, equipment, command etc.
- (b) Subsequent changes in location, functions and organisation, equipment, command etc. Events occurring in the normal course of peace time duty should not be recorded in the book.
- (c) Matters to cover main events during the month., whether significant from the point of view of operations, or personnel and organisation, or equipment or material, e.g., apart from operations, the postings and transfers and conversion to a new type of aircraft or receipt of a new weapon. Exact timings must be given wherever relevant.
- (d) Any other matter which may be considered of historical value.



## **CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS**

### **Section 10-Operations Record Book**

#### **1058. Information to be included-During War**

- (a) The circumstances of the unit at the commencement of the war period or on its formation, if formed during the war period, e.g. where formed or located, establishment, equipment, command etc.
- (b) All important orders, despatches, instructions and reports and messages issued and received, and decisions taken.
- (c) The daily situation i.e. any move of the unit, or portion of the unit, to another aerodrome or advanced landing ground, the aircraft or transport present, and, if known, the state of officers, aircraft, and transport and any important stores. Drafts of airmen numerically weaker than an officer's party should not be separately specified.
- (d) All important matters relating to the allocation of duties among the staff.
- (e) A detailed account of all operations; such as, the exact time at which an important occurrence took place must be entered. The state of the weather should be recorded, also the state of the aerodromes if this has any bearing upon operations.
- (f) Any numerical changes in establishment or strength; a record of casualties giving the names and rank of officers, and the number, name and rank of airmen or any troops or civilians attached, also any aircraft or transport written off or seriously damaged.
- (g) The particulars of any officer or airman promoted, decorated or mentioned in despatches.
- (h) The badges and symbols which a unit has been permitted to wear and the reasons for which such badges and symbols or other marks of distinction were granted, together with the date and authority for the grant.
- (j) Any change in the aerodrome or station affecting the accommodation of officers or airman, stores or transport e.g., alterations, or additions to buildings, billets, hangars, etc.
- (k) Any meteorological notes of importance additional to the routine weather reports.
- (l) Summary of information received, and all matters of importance, military or political, which may occur from day to day.
- (m) Any defects in organisation or regulations brought to light by the operations in question with a brief note of the action taken thereon.



(n) Any other matter which may be considered of historical value.



## **CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS**

### **Section 10-Operations Record Book**

#### **1059. Documents to be Attached**

(a) In war the following documents will be attached as appendices to the operations record book:-

- (i) IAFF(AO) 1271 'Details of work carried out' (for use during operations only).
  - (ii) A copy of each operation order and routine order issued by the unit or headquarters.
  - (iii) Copies of operation orders received from the higher formation when no longer required for reference purposes.
  - (iv) A copy of each narrative of, or report on, operations drawn up by the unit or headquarters including any sketches or maps relating thereto.
  - (v) A record of all photographs of historical value taken.
- (b) As much information as possible should be attached to the appendices, particularly on enemy strength, tactics, own operation instructions, points of special interest, if any, roll of officers in the units, number of aircraft available and fit for operations from day to day, significant or interesting points about the performance of own or enemy weapons etc. Intelligence summaries, appreciations and plans, if any, should also be attached to the appendix.



## **CHAPTER XVIII-CORRESPONDENCE, RECORDS AND REPORTS**

### **Section 10-Operations Record Book**

#### **1060. IAFF(I) 1500-Compilation, Distribution and Disposal**

- (a) IAFF(I) 1500 with any appendices, will be compiled monthly by all units during peace conditions and distributed by the 20th of the following month, as under : -
- (i) The original will be held by the unit concerned.
  - (ii) One copy will be forwarded direct to the Historical Section, Ministry of Defence.
  - (iii) One copy will be forwarded to the respective command headquarters which will be destroyed after one year from the date of issue of the return in accordance with the rules governing the distribution of secret documents.
  - (iv) One copy will be forwarded through normal channel to Air Headquarters.
- (b) When a unit is placed upon a war footing or is called upon to undertake major operations, the performance of which may make it difficult for the unit to provide safe custody of the original operations record book maintained by them, this, with appendices, will be sent to the command headquarters concerned Air Headquarters as the case may be, for safe custody. They will, however, continue rendering this return even during operations, and forward monthly to command headquarters concerned, the original for safe custody along with the copy for command headquarters records.
- (c) On resumption of normal conditions, the original record book which has been forwarded to command headquarters concerned/ Air Headquarters for safe custody will be returned to the unit concerned for record.
- (d) When a unit is disbanded or otherwise loses its identity, the original operations record book duly completed in all respects to the date of disbandment will be forwarded to command headquarters concerned/ Air Headquarters for permanent record.
- (e) Depending upon its contents, the operations record book. Form 1500, will be treated as at least SECRET. It should be entered up daily or much of the value will be lost.
- (f) Extracts and retention of appendices, maps, etc., from the operations record book is an offence under the Indian Official Secrets Act, 1923.
- (g) Writing will be on both sides of form 1500 and must be distinct. Names of persons and places must be given in block capitals. The spelling of names of places is to be that on the latest maps issued. The map reference will always be indicated.

**1061. to 1065. Blank.**



## **CHAPTER XIX-EDUCATION**

### **Section 1-General**

#### **1066. Introduction**

(a) The aim of education in the air force is to educate the individual throughout his service as an officer or airman and as a citizen. It involves the imparting of such knowledge and skill as will help him to perform his duties efficiently and also broaden his outlook in terms of citizenship. Thus, the two aspects of education are:-

- (i) Educational training in training establishments, and
- (ii) General education.

(b) The senior education officer advises the commanding officer on all educational matters and is directly responsible to him for all educational work in the station.



## **CHAPTER XIX-EDUCATION**

### **Section 1-General**

#### **1067. Educational Training in Training Establishments**

(a) At the air force colleges, ground training schools and other training institutions a staff of education officers and N.C.Os. is provided for :-

- (i) teaching English and Mathematics;
- (ii) giving instruction in basic and technical science;
- (iii) giving instruction in the scientific principles underlying the various trades;
- (iv) supervision of academic work, including administration and upkeep of libraries and laboratories; and
- (v) implementation of the general education scheme.

(b) The syllabi for subjects in which instruction is given are laid down by Air Headquarters from time to time.



## CHAPTER XIX-EDUCATION

### Section 1-General

#### 1068. General Education Scheme-General

(a) The aim of this scheme is to provide educational facilities to air force personnel in order to develop in them the habit of general reading and study for self-development, to cultivate in them a knowledge of current world problems and to improve their self-expression and the capacity for correct and clear thinking. This will ultimately raise the level of general intelligence and technical libraries at units. Where no education officer is the service.

(b) The scheme includes:-

- (i) preparation and conduct of educational tests for promotion to the ranks of corporal and sergeant;
- (ii) Organisation of libraries, information rooms, study centres and quiet rooms, and to ensure study therein;
- (iii) guidance to officers while preparing for promotion examinations ;
- (iv) special preparatory classes for assistance to personnel selected for commissioning or desirous of appearing in external examinations of service value ;
- (v) liaison with civilian educational and technical institutions to secure local talent to promote education in the air force;
- (vi) administration of children's schools at units and supervision of children's education in general.



## **CHAPTER XIX-EDUCATION**

### **Section 1-General**

#### **1069. Reference and Technical Libraries**

- (a) Books and allied literature intended to meet the needs of officers, cadets and airmen in connection with their academic studies undertaken to improve specifically their service or professional knowledge are maintained in the reference and technical libraries.
- (b) The unit education officer is responsible under the commanding officer for the general management of the reference and technical libraries at units. Where no education officer is attached to a unit, the commanding officer delegates this duty to such officer as he may appoint as officer-in-charge education.
- (c) Command education officers, on behalf of the air officer commanding-in-chief, may authorise transfers of books within the command. These will normally take place :-
- (i) when an individual making use of certain books from one library is transferred to a unit where such books are not available ;
  - (ii) when certain books are not needed in one unit but may be useful in another; and
  - (iii) on the disbandment of a unit.
- (d) Books are loaned to all air force service personnel and such others as may be specifically permitted. Every endeavour is to be made to reduce wastage caused by wear and tear. The following routine will be observed:-
- (i) A book should not be lent without obtaining a legible signature of the borrower on a loan card ;
  - (ii) The signature of the officer responsible for the library should be recorded on the clearance certificate of all personnel who leave the unit.
  - (iii) Immediate action should be taken regarding deficiencies which come to light. If an individual is charged with the loss, either the book should be replaced, or recovery should be effected in cash. The value of the book to be charged will be as follows :-



When a book is not a part of a set	Charge the publisher's current price plus 10% as departmental charges
When a book is a part of a set individual volumes of which cannot be purchased separately	Charge the publishers current price, for the entire set plus 10% as departmental charges
.When a book is rare or is of significant value and not book available in the market	Charge three times the cost of the
Publications and Pamphlets	Charge as per current price lists plus 10% as department charges.

**NOTE :-** Where the cost of the books is shown in foreign currency, the current conversion rates to rupees should be considered in effecting recoveries.

Amended vide **C.S. No. 75/VII/75**

(iv) In case of serious deficiencies, due to proved negligence on the part of the officer in charge of the library, he may be held liable for replacement of the books either in kind or by a deduction from his pay for the loss to be made good.



## **CHAPTER XIX-EDUCATION**

### **Section 1-General**

#### **1070. Education Training Grant.**

Funds are provided annually in the air force budget for the educational training of air force personnel. The grant will be controlled by Air Headquarters and allotment of funds to commands/units will be made after keeping a suitable reserve at Air Headquarters to meet any unforeseen demands. The grant will be utilised for the purposes specified in Rule 618 of "Pay and Allowances Regulations- IAF" (Revised Edition 1955). The expenditure will be accounted for by units as set out in A.F.Os



## **CHAPTER XIX-EDUCATION**

### **Section 1-General**

#### **1071. Languages.**

All regulations relating to the study of, and tests in, foreign languages are Contained in 'Language Regulations for the Armed Forces'.



## **CHAPTER XIX-EDUCATION**

### **Section 1-General**

#### **Para 1072 : Military Schools**

(a) Military schools are located in Chail, Ajmer, Bangalore, Belgaum and Dholpur and are run on public school lines to provide a thorough general education. Admission is open to the children of civilians and service personnel of the three defence services. 60 per cent of the boarder vacancies are, however, reserved for the sons of both serving and retired J.C.Os and O.Rs. of the army and equivalent ranks in the navy and the air force.

(b) Admission is made once a year in the month of July. At the time of admission boys must have completed 8 1/2 years but should not be older than 10 1/2 on 1st July of the year of admission. Detailed particulars regarding admission and allied matters are available at Air Headquarters [Directorate of Personnel (Airmen)], and units.

**1073. to 1075. Blank.**



## **CHAPTER XIX-EDUCATION**

### **Section 2-Education Tests-Airmen**

#### **1076. General.**

The passing of educational tests is a prerequisite for promotion to the ranks of corporal and sergeant. Airmen who are exempted from educational tests in a certain trade will have to pass those tests, as appropriate to their rank, on remustering to another trade and further promotions therein.



## CHAPTER XIX-EDUCATION

### Section 1-General

#### 1077. Eligibility to sit for Examination

(a) **Educational Tests for Promotion to the rank of Corporal.** To be eligible to take the examination, a candidate must have completed 3 years of service and attended a preparatory course of instruction as recognised by the unit education officer, and/or must be certified by him as fit, on the basis of a test, as fit to sit for the examination.

*Amended vide C.S. No. 71/VII/75*

(b) **Educational Tests for Promotion to the rank of Sergeant.** To be eligible to take the examination, an airman must

(i) have attained the substantive rank of corporal;

(ii) have passed the educational test for promotion to the rank of corporal or educational test for reclassification as leading aircraftman; and

(iii) have attended a preparatory course of instruction as required by the unit education officer and/ or be certified by him as fit, in his opinion, to appear in the examination.

(c) **Meteorological Personnel** Airmen who, on the day after mustering, remustering or re-enrolment, are given a rank:-

(i) **Below Corporal.** Will be required to pass both the educational tests for promotion to the rank of corporal, and promotion to the rank of sergeant.

(ii) **As Corporal.** Will be exempted from the educational test for promotion to the rank of corporal, but will be required to pass the educational test for promotion to the rank of sergeant.

(iii) **Sergeants and above.** Will not be required to pass the above tests.

(d) **Ex-airmen.** Ex-airmen are not eligible to take the above tests.



## **CHAPTER XIX-EDUCATION**

### **Section 1-General**

#### **1078. Syllabi for Examinations**

(a) The examination for promotion to the rank of corporal will consist of two subjects.-

(i) oral and written English, and

(ii) elementary calculations except for musicians (group V) who will be given a simplified oral test in English only.

(b) Part I (Educational Test) of the examination for promotion to the rank of sergeant will consist of two subjects :-

(i) written English,

(ii) General Service Knowledge and current affairs except for airmen of musicians trade (group IV) who will be given a simplified oral test in English only.

Amended vide **C.S. No. 72/VII/75**

(c) The examination for promotion to the rank of corporal will be conducted in English. A candidate who fails in the oral English test will not be permitted to take the written portion of the examination. If a candidate fails in the written portion of the examination, he will be required to take the oral English examination again when he presents himself for re-examination.

(d) Part I of the examination for promotion to the rank of sergeant will also be conducted in English. Failure in any of the two subjects will mean failure in the complete part.

Amended vide **C.S. No. 72/VII/75**



## CHAPTER XIX-EDUCATION

### Section 1-General

**1079. Marks and Time Allowed.** The time allowed for the subjects and marks allocated to them are:-

Subject	Time	Marks
Oral English	As required	100
Written English	3 hours	100
Mathematics	3 hours	100
General Service Knowledge and Current affairs	3 hours	100

Amended vide **C.S. No. 73/VII/75**





## CHAPTER XIX-EDUCATION

### Section 1-General

**1080. Pass standard.** The result will be arranged in three classes 'A', 'B' and 'C' under schemes, 'A' and 'B'.

#### SCHEME "A"

Class 'A'- (Pass with credit). Applicable to airmen of groups I to IV who are matriculates or above. Not less than 50 per cent of the marks in each subject and not less than 75 per cent of the total marks.

Class 'B'- (Pass). Not less than 50 per cent of the marks in each subject.

Class 'C'- (Fail). Less than 50 per cent of the marks in any subject.

#### SCHEME "B"

Class 'A'- (Pass with credit). Applicable to non-matriculate airmen of group IV. Not less than 35 per cent of the marks in each subject and not less than 33 per cent of the total marks.

Class 'B'- (Pass). Not less than 35 per cent of the marks in each subject.

Class 'C'- (Fail). Less than 35 per cent of the marks in each subject.

Amended vide **C.S. No. 74/VII/75**

**Note:-** Airmen of group IV who are non-matriculate and who secure higher marks and attain pass standard under scheme 'A' will be eligible for remustering to higher groups subject to the existence of vacancies. The condition of attaining the pass standard under scheme 'A' for remustering to higher groups may, however, be relaxed in certain deserving cases at the discretion of the Director of Education, Air Headquarters.



## **CHAPTER XIX-EDUCATION**

### **Section 1-General**

#### **1081. Arrangement for the Conduct of the Examination**

- (a) Examinations will normally be held twice a year, in the first week of February and August. The exact dates will be announced by Air Headquarters at least three months before the examinations. Additional examinations may be held at the discretion of the Chief of the Air Staff.
- (b) The question papers will be forwarded by the Director of Education, Air Headquarters, to the examination centres. He will also make arrangements for the marking of the candidates' answer scripts.
- (c) The commanding officer of a station at which an examination is held will detail a service officer to supervise the examination in the written subjects with such additional assistance as may be necessary to ensure adequate supervision.
- (d) The oral examination will be conducted by a board of two or three officers (one of whom should be the unit education officer/officer-in-charge education) to be detailed by the commanding officer.



## **CHAPTER XIX-EDUCATION**

### **Section 1-General**

#### **1082. Results**

(a) The results of all examinations will be notified in Air Headquarters routine orders. Commanding officers are responsible for ensuring that pass standard results, i.e. Class 'A' or 'B' only, pertaining to personnel under their command are promulgated in their unit personnel occurrence reports.

(b) Pass standard results will also be recorded by the Officer-in-charge, Air Force Records in the service history sheet which is contained in the sheet roll and by the commanding officer on IAF Form (P) 47 Record sheet (Active Service), Air Force.

**1083. Blank.**

**1084. Blank.**

**1085. Blank.**



## CHAPTER XX-TRAINING

### Section 1-Command and Staff Training

#### 1086. Defence Services Staff College (Air Wing) Course

(a) The aim of air staff course is to train selected officers to hold higher staff and command appointments. The duration of this course is normally 45 weeks.

(b) The officers desirous of attending this course are required to take an entrance examination, the administrative details of which are published in A.F.Os. from time to time.

~~(c) Two thirds of the air wing vacancies at the D.S.S.C. will be filled from amongst the officers who qualify in the entrance examination. The remaining vacancies will be filled by nominations by the Chief of the Air Staff.~~

*(c) All the vacancies on the air wing of the DSSC will be will be filled from amongst officers who qualify in the entrance examination. The selection of officers to attend the DSSC will be made exclusively from a branch wise order of merit prepared on the basis of the %age of marks secured in the entrance examination and marks allotted for the overall performance of the officers as reflected in their service records. while preparing the order of merit, 75 marks will be allotted for the entrance examination, i.e. the %age of marks in the W E will be reduced by 1/4 and 25 marks will be allotted for service record. Marks for service record will be allotted by B F.*

**(CS No.45/IV/71)**



## **CHAPTER XX-TRAINING**

### **Section 1-Command and Staff Training**

#### **1087. Junior Commanders' Course**

- (a) The aim of the junior commanders' course is to train potential junior commanders and staff officers to undertake administrative responsibilities of their appointments.
- (b) The course is conducted at the Air Force Administrative College, Coimbatore. The duration of this course is 12 weeks and the detailed syllabus for the course is laid down by Air Headquarters.
- (c) Flight lieutenants and squadron leaders of all branches are eligible for this course. Selection for the course is made by Air Headquarters.
- (d) Officers who fail in the course may be detailed to undergo the course again after a period of one year.



## **CHAPTER XX-TRAINING**

### **Section 1-Command and Staff Training**

#### **1088. Training Abroad**

A certain number of selected officers are sent abroad on operational and maintenance courses and also on some academic courses for which adequate facilities do not exist in the country. Details of courses abroad are notified by Air Headquarters after securing sanction of the Government of India.



## **CHAPTER XX-TRAINING**

### **Section 1-Command and Staff Training**

#### **1089. Award of Symbols.**

Officers who have successfully completed any of the courses of instruction listed in **Appendix 'U'** to these regulations and those who qualify in the future will be awarded the symbol as indicated against each course.

#### **1090. to 1095. Blank.**



## **CHAPTER XX-TRAINING**

### **Section 2-General Service Training**

#### **1096. Definition.**

The term 'general service training' denotes all service ground training, with the exception of technical educational, medical, dental, and the ground phases of flying and operational training.





# **CHAPTER XX-TRAINING**

## **Section 2-General Service Training**

### **1097. Subjects**

General service training embraces the following subjects and will be incorporated in the appropriate trade training syllabus:-

- (a) Organisation and administration of the air force.
- (b) Organisation of the army and the navy.
- (c) Leadership, discipline, and administration (for junior officers and N.C.Os.).
- (d) General service knowledge, discipline, and the inter-relationship of officers and airmen (for airmen).
- (e) Foot drill and arms drill.
- (f) Fire prevention measures.
- (g) History of the air force.
- (h) Ground defence training.
- (j) Physical fitness.



## **CHAPTER XX-TRAINING**

### **Section 2-General Service Training**

#### **1098. Training of Personnel**

- (a) Officers, warrant officers and N.C.Os are to be trained to a high standard of general service efficiency, so that they may be fit to assume their fundamental responsibilities of command and leadership. As all aircrew may be called upon to command and lead in the air in time of war, every endeavor must be made to develop their powers of command and leadership during their peace time training.
- (b) Officers of all branches receive initial training in general service knowledge on entering the service. To ensure that a progressive standard of general service knowledge is maintained by junior officers, general service subjects will form part of the syllabus on which officers are examined for promotion.
- (c) Senior N.C.Os. will be required to undergo general service training courses. These are designed to bring up-to-date and improve their general service knowledge and develop their powers of leadership.
- (d) Recruits and apprentices are required to undergo general service training at the appropriate ground training institution. The aim of this training is to accustom recruits to service life and develop them into well disciplined airmen possessing a good knowledge of service customs and traditions.
- (e) Notwithstanding the arrangements made to give all ranks the basic service knowledge that they need for the proper performance of their duties as officers and airmen commanders are to ensure that all ranks under their command maintain a high standard of general service efficiency.



## **CHAPTER XX-TRAINING**

### **Section 2-General Service Training**

#### **1099. Ground Defence Training**

- (a) In an emergency all combatant personnel may be required for local ground defence. Accordingly all officers and airmen are to possess adequate knowledge on the use and handling of small arms such as revolver, sten carbine, rifle, L.M.G. and grenades. Training on the use of firearms will be designed to teach the most efficient way of handling the weapon in order to kill the enemy or to cause him to become ineffective as a fighting unit. Personnel will also be trained on fieldcraft to make them proficient enough to undertake the minimum tasks, not requiring a high degree of mobility or ability to manoeuvre similar to that of regular army.
- (b) The officer commanding station will be responsible for conducting regular annual defence training locally at his station. The physical fitness officer will be responsible to the officer commanding station for drawing up a suitable training programme in consultation with the station armament officer.
- (c) The training will be for a minimum duration of one week. Expenditure on ammunition at range firing practices and exercises will be kept within the sanctioned limits and record of expenditure maintained in accordance with A.P. 830, Vol. 1 Chapters 31 and 35.
- (d) Whilst carrying out range firing practices the officer commanding station will issue orders to the officer/ S.N.C.O. instructor supervising the exercise as set out in A.F.Os. Every individual undergoing range practice will be required to be fully acquainted with the range orders, range discipline, methods signaling and communication, safety precautions etc. The officer commanding station will detail only qualified instructors for conducting range practices as set out in A.F.Os.
- (e) Classification obtained at range firing will be recorded in training progress cards and IAFF(AT) 1378 in respect of trainees and that in the case of others in a register to be maintained by officer incharge station armoury as set out in A.F.Os.
- (f) Instructions contained in the appropriate small arms training pamphlets will be adhered to by all concerned.



## **CHAPTER XX-TRAINING**

### **Section 2-General Service Training**

#### **1100. Physical Fitness**

(a) Directorate of Training is responsible for physical fitness policy aimed at the achievement and preservation of the highest standard of physical efficiency of an individual from the training stage onwards of his service life. The policy will be implemented through command, physical fitness officers who, in consultation with local medical officer, is to ensure that the training and recreation provided will be suitable to local conditions and will not impose undue strain. At stations/ units, physical fitness officers are responsible to the officer commanding for carrying out physical and recreative training of all personnel inclusive of any corrective exercise where required in consultation with the medical officer. Physical fitness officers are also responsible for the provision, supervision and maintenance of facilities, equipment, sports material and clothing for physical training and recreational activities.

(b) At stations/ units where a trained physical fitness officer is not available, officers commanding are to detail a suitable officer of any branch to organise and supervise physical fitness activities.

(c) Physical fitness training is a recognised form of duty and time will be allotted for it in the normal routine of the working day.

(d) Personnel under training will undergo physical and recreative training as laid down in the training syllabus. Time allotted for such training in respect of under trainee aircrew and ground personnel will be eight hours a week in the initial training stages to five hours a week in the advanced training stages. In the case of aircrew, other than under trainees, three hours a week supplemented by voluntary games and sports, will be regarded as the amount of training required for maintaining general fitness. Every encouragement is to be given to ground personnel to indulge in physical training games and sports.

(e) Maximum use is to be made of sports facilities so that all personnel may have the opportunity of taking part in wide range of games and sports available. In addition, personnel are to be encouraged to participate in section, unit and station matches which are usually played during weekends and outside normal working hours.



## CHAPTER XX-TRAINING

### Section 2-General Service Training

#### 1101. Swimming Training Certificate

- (a) A swimming training certificate will be awarded to those who pass a test which necessitates
- (i) Entering the water by a jump from a minimum height of 10 feet.
  - (ii) Swimming continuously 150 yards using breast or side strokes and 50 yards back stroke.
  - (iii) Swimming 15 yards under water.
  - (iv) Swimming 20 yards to a subject for life saving and using collar of Megreger Williams grip, towing him 20 yards.
  - (v) Remaining afloat for ten minutes in a restricted water area (radius 5 yards).

**Note:** -All sections of the list are to be carried out in clothing (e.g., Denims) without foot wear and not more than three minutes rest is to be taken between sections (ii), (iii), (iv) and (v) of the test.

- (b) The test is to be carried out under the supervision of a representative of the physical fitness staff.
- (c) Numbers, names and ranks of the personnel who have qualified for the certificate, together with the date and place of the test are to be forwarded through usual channels to the Directorate of Training, Air Headquarters, who will issue the certificates to the unit concerned.



## **CHAPTER XX-TRAINING**

### **Section 2-General Service Training**

#### **1102. Physical Fitness Ratio Tests**

Physical fitness ratio tests are to be carried out in accordance with the information contained in the pamphlet "General Notes on Physical Fitness Tests". The results of these tests are to be recorded on the official physical fitness test and record cards [IAF Form (AT) 1377 and 1377A]. Form 1377 is to be kept with the officer's or airman's documents. Form 1377A is to be issued to the individual for retention. Both cards are to be available at the time of testing which is to take place on arrival at and departure from the training schools, and, service conditions permitting, once every six months afterwards.

**1103. to 1105. Blank.**



## **CHAPTER XX-TRAINING**

### **Section 3-Courses of Instruction**

#### **1106. General**

- (a) All officers and airmen proceeding to a course of instruction at an air force college, training school or other training establishment are to be medically examined and in possession of a medical certificate of fitness.
- (b) Officers are to be in possession of full kit including monsoon cape, full web equipment and P.T. kit. Airmen's kit will be inspected at the despatching unit and the deficiency list made up to date, where necessary, and the airmen are to be in possession of all clothing and accoutrement issued including P.T. kit.
- (c) Officers proceeding on courses of instruction are not to take their families.
- (d) The names of officers/airmen unable to proceed by reason of sickness, being in hospital or for other reasons, are to be notified by the despatching unit, by signal, to Air Headquarters, controlling command headquarters, training command and the school concerned. The names of suggested substitute may be included in the signal provided they are qualified in all respects for the course.
- (e) Reliefs for officers/ airmen detailed for courses may be provided in exceptional cases on application to command concerned.
- (f) The day after the commencement of the course, the school is to render a roll of arrivals and non-arrivals as laid down in A.F.Os. Amendments to the roll are to be rendered where necessary.



## **CHAPTER XX-TRAINING**

### **Section 3-Courses of Instruction**

#### **1107. Results of the Courses**

(a) At the conclusion of a course of instruction or training which has been formally authorised and for which the syllabus has been formally approved by Air Headquarters, the commanding officer of the school or other establishment in which the course is carried out is to prepare the appropriate number of copies of the requisite form in respect of each officer/airman. The forms are to be disposed of in the manner laid down for such reports as may from time to time be ordered.

(b) The appropriate report forms for each course and the method of their disposal will be laid down in the air force orders.

(c) No report as per (a) and (b) will be raised and submitted to Air Headquarters in respect of courses instituted under local arrangements for specific purposes within the competence of air or other officer commanding and which have not been formally approved by Air Headquarters. A suitable proforma, if required, may be raised locally to meet the requirements but copies are not required by Air Headquarters and copies will not be inserted in officers' or airmen's official documents nor results entered thereon.

(d) Comments on an officer's personal qualities should normally be confined to those which affect his suitability for a particular form of employment, and which will thus afford guidance when posting the officer concerned.

(e) A report of an adverse nature on an officer's personal qualities is not to be rendered in the reports on the course, vide (a) and (b) above.

(f) If it is desired to remove an officer from a course, the commanding officer of the unit is to send a report, through usual channels, to Air Headquarters. Air Headquarters will issue the necessary instructions. A report which reflects on an officers general conduct or ability is invariably to be initialed by the officer before it is forwarded. If an officer is required to initial a report, the report is to be initialed by him before it is forwarded and he is also to be given the opportunity to make a written statement. Any statement so made is to be forwarded with the report bearing his initials.

(g) The scale of assessment set out in the table below will be used on all courses for which an individual course report IAFF (AT) 1378 is raised.

Overall percentage marks obtained Class

Not less than 85 % of the total marks

Not less than 70 % of the marks in any subject A1 Distinguished.



Medical Assistants 80 % and above

Not less than 75 % of the total marks

Not less than 60% of the marks in any subject A2 pass with credit.

Medical Assistants 75 % and above

Not less than 60 % of the total marks

Not less than 50 % of the marks in any subject B1 Pass

Medical Assistants 70% and above

Not less than 50% of the total marks

Not less than 50 % of the marks in any subject

As regards AIS trainees there will be no class B2 Conditional

B2 and a pupil getting less than 60% marks will

be considered as Fail.

Less than 50% , of the total marks or less than C Fail

50% in any subject.

(h) "Conditional Pass" implies that certain post course conditions may have to be fulfilled. In general, a special report will be submitted after suitable period on pupils in Class B2 stating whether or not they have been found capable of carrying out their work satisfactorily.

(j) In order to ensure a uniform standard of examination and marking, details of the allocation of marks to the different subjects will be submitted to Air Headquarters for approval with the syllabus of the course. General instructions on marking standards will be issued by Air Headquarters to commands who will be responsible for their detailed application to all courses.

(k) The final results of the course will show the overall percentage of marks obtained, the designation (e.g. A1) corresponding to the percentage, and the statement 'Pass' or 'Fail'.

(l) Officers/ airmen who fail in the courses of instruction will be placed at the disposal of Air Headquarters for posting.





# CHAPTER XX-TRAINING

## Section 3-Courses of Instruction

### 1108. Obligation of Officers selected to undergo Courses of Instruction

(a) Officers selected to undergo a course of instruction outside India will be required before leaving India, to sign an undertaking that they shall continue to serve in the air force after completing the course, for a period of not less than five years, if required to do so.

(b) The form of undertaking given will be signed by an officer in the presence of his commanding officer who will forward the signed undertaking to the Director of Personnel (Officers), Air Headquarters, within 10 days of the receipt of intimation of the officer's selection for the course.

#### Form of undertaking to be given by Officers selected for Courses of

#### Instruction Outside India

On being selected to undergo the -----

(give details of the course)

-----

I hereby undertake to continue to serve in the air force, if required to do so, for a period of not less than five years after completion of the course.

Signature

Rank

Name

Unit

(Signed in my presence)

Signature

Date:-----

Name

Rank

Unit

(of the officer commanding)

Date:-----

(c) In case an officer is not willing to give an undertaking, a statement in writing will be obtained from him by his commanding officer in the form given hereunder and will be forwarded to the Director of Personnel (Officers), Air Headquarters, with copies to all intermediary headquarters, within 10 days of

the receipt of the intimation of selection. The officer will not be permitted to proceed to the course pending receipt of further instruction from Air Headquarters.

-

**Statement declining to undertake to continue in service by an Officer  
selected for Courses of Instruction Outside India**

On being informed of my selection for-----

(give details of the course)

-----

I do not find myself in a position to give an undertaking to continue to serve in the air force for a period of five years after completion of the course.

My reasons are:-

(a) -----

(b) -----

Signature

Rank

Name

Date -----

Unit -----



# CHAPTER XX-TRAINING

## Section 3-Courses of Instruction

### 1109. Undertaking from airmen selected to undergo courses abroad>

(a) Airmen selected to undergo a course of instruction outside India will, before leaving India, be required to sign an undertaking to the effect that they shall continue to serve in the air force for a period as applicable in terms of their regular engagement and extension/prolongation thereof so as to be available for employment on these duties for a period of not less than five years on completion of the course.

(b) The form of undertaking given below will be signed by him in the presence of his commanding officer or an officer detailed by him who will forward the undertaking to Dte. of Personnel (Airmen), Air Headquarters, within 15 days of the receipt of intimation of the airman's selection for the course.

#### Form of undertaking to be given by Airmen willing to undergo a course Outside India

On being selected to undergo -----

(Details of the course)

-----  
1. I, hereby undertake to continue to serve in the air force, for six, three or two years, as applicable, in terms of para 1109 of the Regulations for the Air Force.

2. For the purpose of carrying out the terms of this agreement, I shall, as and when necessary or when called upon to do so, sign the appropriate certificate of variation for extension and prolongation of my service, as the case may be, so as to be available for employment on these duties for a period of not less than five years on completion of the course.

Date  
Unit

Signature  
S. No  
Rank  
Name

Signed in my presence

Signature  
Rank  
Name  
Date Unit (of the commanding officer)

(c) In case an airman is unwilling to give an undertaking a statement, in writing, will be obtained from him by his commanding officer in the form given below and will be forwarded to the Directorate of Personnel (Airmen), Air Headquarters within 15 days of the receipt of information of his selection. The airman will not proceed on the course pending further instruction from Air Headquarters.

Form of statement declining to undertake to continue in service by an  
Airman selected for a Course of Instruction Outside India in terms of  
para 1109 of the regulations for the Air Force

I have been informed of my selection for -----

(Details of the course)

-----

I am not willing to give an undertaking to continue to serve in the air force for a period of five years after completion of the course. My reasons are as follows

(a) -----

(b) -----

Date  
Unit

Signature  
S. No  
Rank  
Name

Signed in my presence

Signature  
Rank  
Name  
Date Unit (of the commanding officer)

**1110. Blank.**

**1111. Blank.**

**1112. Blank.**

**1113. Blank.**

**1114. Blank.**

**1115. Blank.**



# **CHAPTER XXI-FLYING**

## **Section 1- General**

### **1116. Authorisation of Flight**

Every flight made by a service aircraft is to be authorised by an officer acting on the authority of the commanding officer of the unit concerned. The authorising officer is to ensure that the crew detailed for the flight is adequate and competent for the safe handling of the aircraft. The authorising officer is also to detail one of the members of the crew as captain of the aircraft and definite orders for the flight are to be issued to him.





## **CHAPTER XXI-FLYING**

### **Section 1- General**

#### **1117. Responsibility of Commanding Officer for drawing up and promulgating adequate Flying orders.**

The commanding officer of a flying unit or the station commander, where two or more units are based at the station, is to be responsible that flying orders applicable to his particular unit or station are drawn up, and that adequate steps are taken to bring them to the notice of the flying personnel on his unit or station. Flying orders are to conform to standing orders for flying, and are to contain, in addition, such orders as are necessitated by any special local conditions.



## **CHAPTER XXI-FLYING**

### **Section 1- General**

#### **1118. Flying Practice.**

Every officer of the General Duties branch up to and including the rank of group captain, who is qualified G.D. Pilot is required to keep himself in regular flying practice in air force aircraft, unless it can be shown clearly that the nature of his duties makes it impracticable. If qualified for flying categories other than pilot such officers are to take every opportunity of practising their crew duties in the air.



## **CHAPTER XXI-FLYING**

### **Section 1- General**

#### **1119. Qualifications for Pilots of Aircraft**

- (a) Only the following persons are authorised to act as pilots of air force aircraft, subject to the conditions stated in sub-para (b) below . -
- (i) Officers appointed to the General Duties (Pilot) branch of the air force.
  - (ii) Officers of other branches of the air force when undergoing flying training.
  - (iii) Officers of the army or navy, who are attached to the air force for flying training as pilot or for flying duties specially stated as pilot.
  - (iv) Flight cadets undergoing flying training as pilots in the air force.
  - (v) Officers and cadets of N.C.C. air wing, provided that their flying is restricted to gliders only.
  - (vi) Civilian personnel, when specially authorised by the Chief of Air Staff or by some other officer designated by him.
  - (vii) Officers of the other branches of the air force, who are qualified as pilots.
  - (viii) Officers appointed to the GD(P) branch of the auxiliary air force, the air defence reserve and the regular air force reserve when called up.
  - (ix) Officers of the foreign air forces attached with Indian air force or under training at Indian air force establishments.
- (b) All persons authorised to act as pilot of air force aircraft must be :-
- (i) Medically fit for full or limited flying duties in accordance with the medical standards prescribed by air headquarters,
  - (ii) Qualified pilots, if included in categories (i), (iii), (vii) and (viii) of sub-para (a) above.
  - (iii) Trainees when considered competent by the authorising officer to act as pilot in the type of aircraft and to carryout the duties or practice

#### **1120. Blank.**



# CHAPTER XXI-FLYING

## Section 2-Safety Regulations

### 1121. Ballast in Aeroplanes

- (a) The commanding officer of every unit equipped with aircraft, which require ballast is responsible that sufficient ballast of approved design is maintained in good repair and is readily available for use, and that the regulations dealing with the use of ballast are brought to the notice of all concerned.
- (b) The captain of an aircraft requiring ballast is not to leave the ground until he has ascertained:-
- (i) that the correct amount of ballast is carried;
  - (ii) that the approved form of ballast only is used;
  - (iii) that the ballast is properly secured in the correct place and in such a manner that there is no likelihood of its fouling the controls or becoming loose or shifting during flight.
- (c) The technical staff supervising the test are to be responsible for correctly loading an aircraft under test at an experimental establishment, but the captain is not to leave the ground until he is satisfied as to its correct quantity and disposition.



## **CHAPTER XXI-FLYING**

### **Section 2-Safety Regulations**

#### **1122. Loose articles to be Stowed and Secured**

- (a) The pilot of an aeroplane is to ensure that all loose articles carried in the aeroplane are properly stowed and secured before the aeroplane leaves the ground.
- (b) Articles and accessories forming part of the equipment of the aeroplane (eg, seat cushions, safety harness, signal pistols and control locking devices) must be stowed in the approved positions and secured so that they cannot fall away from the aeroplane or move in any way, which would interfere with the operation of the controls.
- (c) Personal baggage or loose articles, which are not part of the equipment or accessories of the aeroplanes are not to be carried in the interior of a dual control aeroplane in which any part of the dual control is ready for immediate use, except in such lockers or baggage carriers as are provided for the purpose.
- (d) When a two seater aeroplane, in which a passenger is carried, is in the air compliance with the provision of this para in so far as it refers to equipment, accessories, or baggage in the passengers compartment is to be the responsibility of the occupant of that compartment. The captain is to satisfy himself that the passenger is thoroughly briefed. In multi-seater aircraft the first pilot is to detail a member of the crew to ensure that equipment and baggage are properly stowed and secured and remain so while the aircraft is in the air.

**Note:-** Please see para 1136(a) (iv) also.



# CHAPTER XXI-FLYING

## Section 2-Safety Regulations

### 1123. Carriage and wearing of Safety Equipment in the Air Force Aircraft

Air officers commanding-in-chief are to issue detailed instructions for the carriage and wearing of safety equipment in their respective command. These instructions are to be reviewed at least annually and are to be based on the following principles

(a) Parachutes are to be worn and first aid kits carried at all times by occupants of all single/multi-engine training, operational aircraft. Crew and passengers of transport aircraft employed in transport support role are to wear parachutes during operations or whilst flying in emergency areas carrying explosives, during formation flying or air tests. Parachutes need not normally be carried in transport or communication aircraft, unless otherwise stated.

(b) Life-saving waist-coats are to be worn by all occupants of air force aircraft whilst flying over the sea. If it is known that the aircraft will at no time, be more than gliding distance from the coast, life saving waist-coats need not be worn.

(c) Dinghies of sufficient capacity to accommodate all occupants, together with survival equipment of the appropriate type are to be carried in air force aircraft whenever required under the conditions given in sub-para (d). On all occasions when both a parachute and a life saving waist coat are carried a 'K' type dinghy pack is also to be carried for each occupant.

(d) Safety harness or belts are to be worn during flight at all times in single engined aircraft. In bomber and transport aircraft safety harness or belts must be worn during

(i) take off;

(ii) landing;

(iii) Turbulent weather conditions;

(iv) Manoeuvres other than normal e.g., aerobatics; and

(v) whenever ordered by the captain.



# **CHAPTER XXI-FLYING**

## **Section 2-Safety Regulations**

### **1124. Emergency Drills.**

Commanding officers of flying units are to ensure that all flying personnel under their command are familiar with, and practise at regular intervals, the approved drills in respect of crash landing on sea or land abandoning aircraft by parachute.





# **CHAPTER XXI-FLYING**

## **Section 2-Safety Regulations**

### **1125. Search and Rescue**

(a) Commanding officers of flying stations and units are to detail an officer of the general duties branch to act as station or unit search and rescue officer. His duties will be as laid down in air force orders and air staff instructions.

(b) Officers commanding units, stations and higher formations, who receive information concerning aircraft in distress are to take appropriate rescue action as laid down in air force orders and air staff instructions.



# CHAPTER XXI-FLYING

## Section 2-Safety Regulations

### 1126. Loading of Aircraft

- (a) The over-all weight is not to exceed the maximum all-up weight prescribed by Air Headquarters.
- (b) The officer authorising the flight is to ensure that the orders to the captain of the aircraft include sufficient details of the load, and such instructions on the disposal of the load as will enable him properly to accept responsibility as required in sub-para (c).
- (c) The captain of the aircraft is to ensure that-
  - (i) the aircraft is loaded in accordance with the instructions given to him by the officer authorising the flight.
  - (ii) where part of the load is or may be consumed, released or jettisoned in flight, he and his crew are familiar with the order and method of operation of all controls, which they may be called upon to operate.



# **CHAPTER XXI-FLYING**

## **Section 2-Safety Regulations**

### **1127. Aircraft and Equipment allotted for Ground Instructions**

Aircraft assigned for ground instructions are not airworthy and in no circumstances are they to be flown. Similarly, equipment provided specific for ground instructional purposes is not to be used in flight.



# **CHAPTER XXI-FLYING**

## **Section 2-Safety Regulations**

### **1128. Endurance of Aircraft**

Pilots are to acquaint themselves with the normal practical limit of endurance under varying conditions of flight as set out in pilot's notes for the type of aircraft used. At experimental establishments where new aircraft are carrying out flight tests, pilots are to take into consideration the probable endurance of the aircraft under the required conditions of the test.



# **CHAPTER XXI-FLYING**

## **Section 2-Safety Regulations**

### **1129. Medical Fitness for Aircrew Duties**

(a) An officer or airman is not to be permitted to undergo flying training until he has been passed as medically fit, by the Central Medical Establishment or by a medical board convened by the competent medical authority.

(b) Before an officer or airman is permitted to resume flying duties after a period of medical unfitness, which in the opinion of the medical officer of the unit has caused him to fall below requisite standard of fitness, he must be passed as medically fit by a medical board or by a medical officer of the unit, as circumstances require. Strict compliance with this regulation is essential and it is the duty of officers and airmen concerned to refrain from flying as pilot or in any other crew capacity until they have again been found fit for flying duties by the appropriate medical authority.



# **CHAPTER XXI-FLYING**

## **Section 2-Safety Regulations**

### **1130. First-Aid Outfits for Aircraft**

All aircraft are to be equipped with first-aid outfits to a scale related to the normal function and total carrying capacity of the aircraft. Outfits are to be installed as items of normal aircraft equipment and must always be carried in aircraft when flying. Flight or Squadron commanders are to be responsible that intact outfits are so carried to scale, and that all necessary inspections thereon and replacements are duly carried out. Outfits installed in aircraft are to be shown in airframe appendices 'A' and their inspections are to be included in aircraft servicing schedules. Outfits are to be issued in a scaled state to ensure that outfits carried in flights are intact and contain their full scale of contents. Any interference with such scale discovered at daily inspections is to necessitate the replacement or replenishment of the outfit in accordance with regulations issued from time to time.



# CHAPTER XXI-FLYING

## Section 2-Safety Regulations

### 1131. First-Aid Precautions

- (a) Whenever flying is being carried out at an aerodrome, the commanding officer of the station is responsible that a properly equipped ambulance and fire tender are maintained, with the drivers in attendance, in readiness for instant use. Aircraft rescue and fire fighting vehicles will be positioned by DATCO / SATCO at a position which will ensure their easy and speedy access to the airfield movement area by the shortest possible route and from where the widest possible view of flying activity is obtainable. In both cases provision is to be made for direct communication with aerodrome air traffic control. Station standing orders are to provide for an adequate crew to be available for the firetender and that medical officer or orderly is available for immediate duty with the ambulance; they are also to contain specific instructions to the air-traffic control officer in regard to the summoning of civilian medical practitioner in the event of an accident occurring when a single-handed medical officer is absent from the station.
- (b) Senior medical officer of the station is invariably to be notified of the times during which flying is to be in progress.
- (c) A medical officer is always to be on duty whenever flying is in progress.
- (d) In order to maintain a competent crew for the fire tender, flight personnel are, as opportunity offers, to be given instruction in the use of fire fighting appliances to operate against fire arising from flying accidents.



# **CHAPTER XXI-FLYING**

## **Section 2-Safety Regulations**

### **1132. Use of Oxygen.**

Regulations for use of oxygen are to be found in air staff instructions. Captains of aircraft are to acquaint themselves with the installation fitted to any aircraft, which they may fly.





# CHAPTER XXI-FLYING

## Section 2-Safety Regulations

### 1133. Starting up Aircraft

(a) The following classes of tradesmen are permitted to start and run aeroengines (piston and turbine) provided that they have the necessary experience and have been tested and certified as competent to do so by the senior technical officer or an engineer officer or warrant officer delegated by him

(i) All aero-engine tradesmen.

(ii) Warrant officers and senior N.C.O.s of the air-frame trades.

(iii) Instructors of any rank or trade at schools of technical training provided that they are required to do so in the course of their duties. When instruction is to be given to trainees, guard rails are to be placed at a safe distance.

(b) The procedure laid down in the appropriate aircraft manual on pre-starting precautions, starting, running up and stopping each type of aero-engine is to be strictly observed. If an engine fails to start despite observance of the correct drill, further efforts are not to be made to start it without the advice or assistance of an engineer officer, warrant officer or N.C.O. of the aero-engine trades.

(c) Qualified personnel are to be re-tested at six monthly intervals to confirm their efficiency, and to ensure that the most up-to-date practice is understood and applied. In addition, qualified personnel are to be re-tested and certified on posting from another unit. Senior technical officers are to maintain a record of qualified personnel, showing dates of qualifications and subsequent re-approval.

(d) In order that correct standards of safety and efficiency are Maintained the instructions for starting engines and precautions to be observed are to be as detailed in the aircraft manual for the particular engine, and Pilot's, Notes for the aircraft.



## **CHAPTER XXI-FLYING**

### **Section 2-Safety Regulations**

#### **1134. Fire Precautions in the Air**

- (a) Every aircraft is to carry, as part of its equipment, fire extinguishers of approved pattern according to the scale in the schedule of equipment.
- (b) The captain is to ensure that the correct number of hand extinguishers are carried in the aircraft and they are in serviceable condition.
- (c) Matches other than the safety type, and petrol lighters of the automatic spring loaded type are not to be taken into aircraft.
- (d) In the event of a fire in the air the action is to be taken in accordance with the instructions laid down in the Air Force Standing Orders for flying and relevant pilot's notes.



## **CHAPTER XXI-FLYING**

### **Section 2-Safety Regulations**

#### **1135. Carriage of Gasolene as a Load in Aircraft**

(a) The carriage of gasolene in aircraft as a load is permitted provided that the captain of the aircraft ensures that--

(i) the containers are perfectly sound in condition before being taken on board.

(ii) the containers are correctly loaded and secured against movement during flight.

(iii) ventilation is adequate (It may be feasible to open an escape hatch or some other opening in the floor to ensure a circulation of air round the lower parts of the container).

(b) No restrictions need be imposed on the use of wireless apparatus if these conditions are satisfied.



# CHAPTER XXI-FLYING

## Section 2-Safety Regulations

### 1136. Flying Restrictions

(a) The following aerobatics are prohibited:-

(i) All flick manoeuvres.

(ii) All manoeuvres involving heavy inverted loading, e.g., the bunt, the outside loop).

(iii) Inverted flying (except for short period in performing authorised aerobatics or when an aircraft is specially designed or modified for this purpose).

(iv) A Pilot is not to carry out acrobatics in an aeroplane in which additional baggage or loose articles are carried with, cockpit, lockers or luggage carriers, which are with the fuselage or with structure.

(b) Aerobatics at altitude under 3,000 feet above ground level are prohibited except when authorised

(i) in specific instances and for definite purpose, by an, air officer commanding-in-chief, who is to lay down a minimum height, or

(ii) under orders issued by Air headquarters for specific experiments or for specific exercises and demonstrations.

(c) Complete recovery (that is bottom of pull out) from a spin is to be effected at an altitude of not below 3,000 feet above ground level.

(d) The intentional spinning of aircraft when carrying bombs, rockets, torpedoes, fuel tanks or other equipment that can be jettisoned from carriers is prohibited except for specific experiments and when authorised as such.

(e) Before flying any aircraft, the pilot is to be fully conversant with all limitations and restrictions imposed thereon. All manoeuvres contravening the imposed limitations and restrictions are prohibited.

(f) Cloud flying is to be carried out in accordance with the provisions of current air force orders.

(g) Flying at altitudes of less than 2,000 feet over land or water is prohibited except:

(i) when taking off;

(ii) when landing, preparing to land, or making a forced landing

(iii) when necessitated by reasons of weather;

(iv) when required in connection with supply para-dropping or with exercises or missions involving cooperation from the ground or water,

(v) when specially authorised by the air or other officer commanding, or for the purpose of training over areas only authorised by him.

(h) Low flying practices are to be ordered in every instance by a flight or squadron commander or an instructor, who is to issue instructions as to the route and heights to be flown throughout the practice. The route is to avoid towns, other centres of dense population, industrial areas and camps, and when possible, is to lie within defined and approved low flying areas.

(j) In every instance of flight during which a pilot has been forced to fly an aircraft below the authorised altitude, owing to conditions of bad visibility, adverse weather or for any reason riot stated in sub-para (g), a report of the occurrence is to be made by the captain of the aircraft on completion of flight in the flight authorisation book. Should this book not be available, as for instance during, a transit flight, the occurrence is to be reported to the air traffic control officer, who is to record the report briefly in the aircraft movement log book.

(k) When executing low dive attacks, the pilot is to ensure that the aircraft is fully recovered from the dive and pull out at a height of not less than 300 feet above the target.

(l)

(i) Towns and thickly inhabited districts are to be crossed at such a height as will enable the aircraft to glide to open country in the event of engine failure. If adverse weather or other causes preclude sufficient altitude being maintained, the areas of the town or thickly inhabited districts are to be avoided.

(ii) When on a cross-country flight, aircraft flying at altitude under 3,000 feet are not to pass within 3,000 yards of the nearest point of the perimeter of aerodrome on route. On no account any aerodrome is to be crossed along or against the direction of the take-off or landing except in emergency.

(m) The pilot of an aircraft is forbidden to fly or manoeuvre his aircraft in the air or on the ground, in any manner likely to cause accident or annoyance to any person or damage to live-stock or property or to the aircraft itself.

(n) No pilot is to fly or manoeuvre an aircraft in the air or on the ground in such a manner as to prejudice good order and flying discipline.

(o) The dropping of leaflets over land or sea or of any articles whatsoever over land is prohibited except:

(i) for purpose of training ;

(ii) in the conduct of approved operational requirements.,

(iii) at the discretion of the captain when the safety of his aircraft is seriously endangered by not doing so.

(p) No pilot is to fly an aircraft of a unit to which he does not belong without obtaining the prior consent of the commanding officer of the unit on the establishment of which the aircraft is borne, or that of a higher commander having the necessary jurisdiction.

(q) The foregoing regulations are subject to exigencies of active operations. The rules of the air and air traffic control regulations, when applicable, are to be observed in addition to the regulations contained in the preceding paragraphs.



## **CHAPTER XXI-FLYING**

### **Section 2-Safety Regulations**

#### **1137. Air Combat Training-Precautions to be taken**

- (a) Making an unauthorised feint attack on another aircraft is forbidden.
- (b) Air combat practices are not to be carried out within a radius of three miles of any airfield or across civil air routes. The least populated areas in the vicinity are to be selected.
- (c) For air combat practice height is to be specified by the officer authorising the flight in each case. Under no circumstances will these, however, be carried out below the authorised height.
- (d) During air combat practices the aircraft engaged are not to approach within a distance of 200 yards of each other.
- (e) Pilots are not to be allowed to undertake air combat practices, until such time as the commanding officer of the unit considers that they have sufficient experience on the type of aircraft, which they are to fly.
- (f) Air combat training between formations of aircraft of more than a pair is not to be undertaken.
- (g) Sub-paras (b) and (c) may be over-ridden where air combat practice forms part of an exercise authorised by an air officer commanding-in-chief or Air Headquarters.

**1138. to 1140. Blank.**



## **CHAPTER XXI-FLYING**

### **Section 3-Special Regulations in regard to Cross-Country Flights**

#### **1141. Authorisation of Cross-Country Flights**

(a) The responsibility for authorising cross-country flights rests with the commanding officer or G.D. officer acting on the authority of the commanding officer.

(b) For transit flights within the mainland of India, a captain may start or continue flight at his own discretion within the weather minima imposed by his instrument rating/ transport category, he is, however, responsible for carrying out the correct transit flight clearance procedure and for getting the meteorological and other information necessary to ensure the safety of his aircraft.

(c) Subject to sub-para (b) the captain of an aircraft landing at a station other than his base may proceed in accordance with his flight plan, unless the commanding officer of that station considers it necessary to give orders to the contrary.

(d) If any G.D. officer of the rank of squadron leader and above is senior to the captain of the aircraft, in which he is travelling and considers that in deciding to take-off from an unmanned airfield the captain is displaying a serious error of judgement, it is both his right and duty to forbid the take-off regardless of the command to which the captain belongs.





## **CHAPTER XXI-FLYING**

### **Section 3-Special Regulations in regard to Cross-Country Flights**

#### **1142. Flight Clearance and Flight Planning**

(a) The captain of all aircraft carrying out cross-country and transit flights are to obtain air traffic control clearance on the prescribed form and to file a flight plan with air traffic control unless-

(i) carrying out a training cross-country flight in visual meteorological conditions, when no landing is intended other than at the airfield of departure and at no stage the aircraft is more than 150 N.M. from the base. In such cases, it is necessary, however, to notify air traffic control of the intended aircraft movement,

(ii) carrying out a transit flight in visual meteorological conditions to a destination less than 120 N.M. away, in which case air traffic control clearance must be obtained, but the filing of a flight plan is not mandatory.

(b) It is the responsibility of the captain to ensure that during the entire process of flight planning and briefing he is accompanied by his crew (co-pilot, navigator and signaller) and that they are properly briefed in their respective duties concerning the flight. The captain is not to delegate the responsibility of obtaining clearance to any individual.



# CHAPTER XXI-FLYING

## Section 3-Special Regulations in regard to Cross-Country Flights

### 1143. Met. Information

- (a) **Pre-flight Procedure.** The captain of an aircraft intending to make a cross-country or transit flight is to obtain a meteorological briefing for the area or route to be traversed. This briefing is to include a written forecast, if
- (i) the flight is to be undertaken in instrument meteorological conditions; or
  - (ii) the flight is planned to last more than two hours to reach a point more than 200 N.M. from the departure aerodrome.
- (b) A captain requiring a written forecast is to give the meteorological office serving the departure aerodrome as much prior notification as possible and is to state the type of aircraft, the route, the range of heights and period for which the forecast is required. (Please see Chapter XXIV, para 1305 regarding notice to be given to the meteorological office for supply of weather forecasts). In cases of operational necessity, the notice period may be waived but the meteorological office is to provide as much information as possible in the time available.
- (c) If the aircraft does not take-off within one hour of estimated time of departure, the captain is to request the meteorological office for fresh briefing as may be necessary.
- (d) **In-Flight Procedure.** The captain of an aircraft engaged of, a cross-country flight or transit flight, is to instruct one of the members of his crew to take regular weather observations during the flight, and to record them on the appropriate form. If a serious deterioration in the weather occurs, e.g., ice formation, thunderstorm or severe turbulence, the captain of the aircraft, if he considers the conditions dangerous to aircraft in flight, is to make a special weather report to the appropriate control by W.T./ R.T.
- (e) **Post-Flight Procedure.** As soon as practicable after landing, the captain of the aircraft will give the meteorological officer at the destination aerodrome the flight forecast form (if issued) and a copy of the meteorological observations taken during the flight. He will also report the circumstances to the meteorological officer at the first point of landing if-
- (i) he had experienced the accretion or condensation trails with details of time, place, height, intensity and general circumstances,
  - (ii) he had encountered severe turbulence,
  - (iii) the weather conditions encountered differed widely from the forecast.

(iv) any other special weather phenomenon encountered enroute.



## **CHAPTER XXI-FLYING**

### **Section 3-Special Regulations in regard to Cross-Country Flights**

#### **1144. Flight into and Out of India**

- (a) No flight is to be made out of India without the sanction of Air Headquarters.
- (b) The captain of an aircraft entering or leaving India is to ensure that the aircraft first lands at or makes final departure from, either an Indian air force aerodrome authorised for such arrivals and departures, or civil customs airport. The captain is also to ensure that-
- (i) the aircraft, passengers and crews are passed through the civil controls for clearance under the customs, health, migration, currency and security laws;
  - (ii) after landing, the aircraft is searched for unclaimed articles, and documents; if any are found, they are to be handed over to the customs officer;
  - (iii) no baggage, parcels or cargo (except sealed government or diplomatic mails) is put in his aircraft or removed from the arrival aerodrome until cleared by the customs officer.
- (c) The captain of the aircraft is, if requested, to give the civil control officers facilities and help in searching the aircraft. If secret equipment is carried in the aircraft, the captain is to take all necessary steps to safeguard the security of that equipment.
- (d) If in an emergency the captain of an aircraft is forced to make his first landing from abroad at an unauthorised place, he is to report the circumstances and his intended destination to-
- (i) the station commander, if the landing has been made at an Indian air force aerodrome.
  - (ii) the aerodrome officer, if the landing has been made at a civil aerodrome.
  - (iii) the nearest customs and excise officer or the police, if the landing has been made at any place not mentioned in (i) and (ii) above.

**Note** .-- Sub-para (d)(iii) need not be complied with if the landing has been made at a place other than an air force aerodrome or civil airport and the aircraft resumes its flight without delay, and without embarking or disembarking any passengers or goods. The captain, is however, to report the landing to the customs officer at his destination.

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## CHAPTER XXI-FLYING

### Section 4 : Aircraft Accidents and Forced Landing

#### 1146. Definitions

(a) **Aircraft Accident.** An aircraft accident is an occurrence, not directly caused by enemy action, involving one or more aircraft and which results in injury to one or more persons or in damage to aircraft or property. An aircraft accident is to be classified as either a major or minor accident. Damage or injury caused by enemy action is to be termed a 'Battle casualty'.

(b) **Reportable Incident.** A reportable incident is an occurrence involving aircraft, whether it occurs in the air or on the ground where no injury to persons, damage to aircraft or to service or civilian property results, but which might have resulted in a reportable aircraft accident.



## **CHAPTER XXI-FLYING**

### **Section 4 : Aircraft Accidents and Forced Landing**

#### **1147. Aircraft Accidents or Forced Landing---Procedure after**

(a) The captain of an aircraft, who has been compelled to make a forced landing or who is involved in an aircraft accident is not to leave the aircraft unguarded. Where the captain is the sole occupant and it is necessary for him to leave his aircraft in order to obtain medical or other aid or to get in touch with the nearest air force unit, he should, before leaving, place his aircraft in the charge of a policeman (if one is present) or in the charge of a capable and responsible person.

(b) The following procedure is to be adopted in dealing with aircraft accident or forced landings, in which the captain is not seriously injured:-

(i) The captain is to report by the quickest available methods to the commanding officer of the nearest air force unit relevant information as to his whereabouts and as to the condition of his aircraft and crew and is also to report the presence of any secret equipment, which may be fitted to his aircraft. From the time of communicating with the commanding officer of the nearest unit, the captain is to consider himself to be under such commanding officer's orders. The captain is responsible for his aircraft until relieved by the commanding officer of the unit, to which he had reported. Where applicable, the captain, before he leaves the aircraft is to ensure that safety precautions to the aircraft armament installations are carried out in accordance with the requirements laid down.

(ii) The commanding officer of the unit to whom the captain has reported is to take charge of the aircraft forthwith and is to issue such orders to the captain as may be necessary. He is also to comply with the provisions of sub-para (e).

(iii) The commanding officer of the unit to which the captain belongs is, until such time as the latter reports to his own unit, to issue through the commanding officer referred to in sub-para (b)(i) above any instructions considered necessary with regard to the captain.

(iv) Where a forced landing occurs at a place, which is appreciably nearer to a military or naval unit than to air force unit, the captain is to request the commanding officer of the former station to provide guard on the aircraft. Any action, which the captain may have taken in this respect, is to be reported to the commanding officer referred to in sub. para (b)(i) above.

(c) When an aircraft makes a forced landing on the water and is not totally submerged, the captain is to take every possible step to effect the salvage or ensure the safety of his aircraft, if the alighting takes place at a distance from his station, he will, on the first available opportunity, carry out the instructions contained in sub-paras (a) and (b), so far as they may be applicable.

(d) Where the captain is seriously or fatally injured and is not the sole occupant of the aircraft, the responsibility for carrying out the instructions assigned to the captain by these regulations, is to be accepted by the senior crew member, who is uninjured or whose injuries do not prevent the performance of the duty.

(e) When an aircraft accident has been reported, the commanding officer responsible for the aircraft, whether it be the commanding officer of the aircraft's parent unit or the commanding officer to whom the accident is reported under these regulations is responsible for guarding the wreckage (which is not to be disturbed more than the minimum necessary to extricate the occupants or avoid obstruction) and, if possible, for effecting salvage where the crash has occurred in the sea. The aircraft is to remain so guarded and undisturbed until instructions to release it for disposal have been issued by the presiding officer of the court of inquiry or the investigating officer, and until the arrival of the authorised service party. If no court of inquiry or investigation is ordered, authority for the release of any wreckage is to be obtained from command headquarters. If the aircraft obstructs a railway line or road it is to be removed immediately, but no more than is necessary to avoid obstruction, care being taken to cause as little interference as possible. Where the parts of the aircraft are scattered over a wide area they may be removed for easier guarding, provided that each part is labelled or marked and that the position from which it is moved is carefully noted by means of a peg driven into the ground or by pinpointing on large scale map.

(f) The commanding officer responsible for the wreckage will detail a technical officer of the appropriate branch or warrant officer of the appropriate trade to be present when the wreckage is examined by court of inquiry or an investigating officer. This officer or warrant officer is to be available to give evidence to the court of inquiry or to the investigating officer.





## CHAPTER XXI-FLYING

### Section 4 : Aircraft Accidents and Forced Landing

#### 1148. Reporting of Aircraft Accidents

(a) **Purpose.** Aircraft accidents are to be reported immediately so as to enable prompt investigation for establishing the cause and tating remedial action in order to prevent recurrence.

(b) An aircraft accident or a reportable incident is, on all occasions, to be reported to Air Headquarters and to the command headquarters concerned. 'The detailed procedure for reporting an aircraft accident, including any that involves aircraft of the Indian navy, civil aviation, foreign military forces or other flying establishments in India, is given in the relevant air force orders.

(c) Immediately after a serious accident occurs, Air Headquarters is to be informed by the quickest means possible, details as specified in the relevant air force orders which also contains the action to be taken thereafter as follows:-

(i) Within twelve hours of the occurrence, the accident is to be reported by signal message 'A' (**Appendix 'V'** ).

(ii) Within forty-eight hours of the occurrence, a report is to be despatched on IAFF (A0) 1241 (**Appendix 'W'** ).

(iii) Within four days of the receipt of IAFF(A0) 1241, the command headquarters concerned is to complete and despatch IAFF(A0) 1242 (**Appendix 'X'** ).

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# CHAPTER XXI-FLYING

## Section 5-Rules of the Air

### 1151. General Rules of the Air

(a) Rules as to lights and signals and rules for air traffic are to conform to the provisions of Annexure 'D' to the Convention for the Regulations of Aerial Navigation 1919, as amended from time to time by the International Civil Aviation Organisation. These rules are to be observed by air force aircraft at all times except as modified for air force aerodromes by succeeding paras,

(b) The relevant portions of these rules are printed as **Appendix 'Y'**. It should be noted that where in this appendix rules for aerodromes open to public use are stated, these rules do not apply to air force aerodromes, even though such may be open to public use in certain circumstances.



# CHAPTER XXI-FLYING

## Section 5-Rules of the Air

### 1152. Air Force Aerodrome-Rules

- (a) An aeroplane approaching an aerodrome for the purpose of landing is to be responsible for avoiding all aeroplanes flying at a lower altitude, but the latter, if the contingency arises, are to assume that they are overtaking aircraft and keep out of the way.
- (b) An aircraft showing signals of distress or being in apparent difficulties is to be given free way in attempting to land.
- (c) Aircraft taking off or taxiing out to take off are to be responsible that they do not take off or taxi across the path of an aircraft approaching or landing.
- (d) (i) The commanding officer of the station is responsible that any bad ground and any temporary obstructions on the aerodrome which are not clearly discernible by pilots from the air and from the ground are indicated whenever possible by the markings prescribed in A.P. 3024.
- (ii) Tractors and other vehicles employed on aerodrome are to display markings as laid down in A.P. 3024.
- (iii) The commanding officer is to report by NOTAM, if the aerodrome or any substantial part of it becomes unserviceable and if any temporary obstruction exists. Such obstructions are to be clearly marked, must be clearly visible both to the aircraft in the air and on the ground as prescribed in A.P. 3024, and a yellow diagonal is to be superimposed upon the red square in the signals area.
- (iv) When the area becomes serviceable or the reported obstruction no longer exists, the commanding officer of the station is responsible for sending a NOTAM to this effect and the yellow diagonal is to be removed from the red square in the signals area.
- (v) Grass cutting operations are not to be reported, but during the periods when grass-cutting or other work involving the use of vehicles, mowers, etc., is in progress the commanding officer is to ensure that an adequate portion of the aerodrome is left clear for landing, and as far as is possible grass-cutting is not to take place within the clearance area of the runway in use.
- (vi) Before landing at an aerodrome, the captain of an aircraft is responsible for seeing that the part of the aerodrome, which he intends to use, is free from obstructions.
- (e) When night flying is in progress at any aerodrome, the direction of the wind, and the landing area is

to be indicated, and the obstruction lights set out in the manner prescribed in A.P. 3024.



# **CHAPTER XXI-FLYING**

## **Section 5-Rules of the Air**

### **1153. Standard Signals for Air Traffic Control**

Rules as to signals used for the purpose of air traffic control both by day and by night are laid down in A.P. 3024 (Air Traffic Control).

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## **CHAPTER XXI-FLYING**

### **Section 6-Air Navigation**

#### **1156. Compass Calibration and Adjustment**

The compasses of an aircraft are to be calibrated and adjusted on the occasions laid down in instructions issued by Air Headquarters or commands from time to time.



## **CHAPTER XXI-FLYING**

### **Section 6-Air Navigation**

#### **1157. Air Traffic Control Instructions, Radio facilities Charts, Pilot's Handbooks , D.G.C.A. Notices to Airmen and NOTAMS.**

The commanding officer of a flying unit is to ensure that facilities are provided for all officers of the general duties branch, all aircrew and all air traffic control personnel to make themselves acquainted with air traffic imperfections, radio facilities charts, pilot's handbooks, D.G.C.A. notices to airmen and Notams, and such other publications as are issued for navigational and air traffic control purposes. He is to ensure that the air traffic control officer is supplied with copies of all the aforementioned publications, etc., immediately upon receipt and that that officer makes necessary amendments and all corrections to the relevant charts and publications maintained in the control tower and for the purpose of air traffic control briefing.

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# **CHAPTER XXI-FLYING**

## **Section 7- Signals**

### **1161. Servicing of Radio Equipment in Aircraft**

Signals equipment is to be serviced in accordance with the approved air publications. Where no publications exist, servicing is to be done in accordance with instructions issued by the specialist officer in charge of the equipment.





# CHAPTER XXI-FLYING

## Section 7- Signals

### 1162. Radio and Visual Signaling Equipment-Operation

- (a) Radio equipment is only to be operated by authorised personnel for an authorised purpose. The following transmissions only are to be made from aircraft,-
- (i) Those necessary for the purpose of mission.
  - (ii) Emergency and safety transmissions.
  - (iii) Functional checks authorised as part of its servicing or flight testing.
- (b) All airmen mustered to signal trades are to be proficient in the manipulation and operation of radio equipment, up to the standard laid down for their classification in the trade.
- (c) All officers of the general duties branch and all officers, warrant officers and N.C.O.s belonging to and currently employed as signalers are required to be proficient in visual signaling by those methods determined as necessary for flying duties.
- (d) All officers of the general duties branch and airmen (aircrew) of the signaller grades are required to be proficient visual in signaling by those methods determined as necessary for flying duties.
- (e) All personnel, who are regular members of flying crews or who are required to fly regularly as technical observers in the course of their duties, are to be proficient in the assembly and operation of those signaling devices carried in aircraft for in the event of a forced landing or emergency.
- (f) All members of the crews of aircraft are to be proficient in the use of pyrotechnical signals carried in aircraft.
- (g) All members of the crews of aircraft are to be familiar the aural and visual distress signals that they meet in the course of their duties.
- (h) Signallers of all aircraft that fly regularly over the sea are to be capable of communicating with surface vessels as may be necessary in an emergency or in the performance of their duties.



# CHAPTER XXI-FLYING

## Section 7- Signals

### 1163. Duties of Signallers

Signallers in aircraft are responsible for the operation, manipulation and airborne servicing of the radio equipment installed in the aircraft.

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## **CHAPTER XXI-FLYING**

### **Section 8-Air Armament**

#### **1166. Custody of Armament Equipment in Aircraft.**

The commanding officer of an operational unit is to ensure that the following procedure is adopted in the unit under his command, in order that aircraft of that unit may be in a state of constant readiness for war service: -

- (a) On receipt, by a squadron, of an aircraft, all its armament equipment, is to be fitted and tested on the ground and, where facilities permit, by firing guns on the ground and in the air.
- (b) After being tested, bombing and gunnery equipment, which is not mobile within the aircraft is to remain fitted in the aircraft and be maintained ready for immediate use, air officers commanding-in-chief/air officer commanding may modify this instruction to suit local conditions, but they are to stipulate what equipment may be removed. Such equipment must be kept assembled ready to be fitted immediately when required.
- (c) All armament equipment, including equipment removed under sub-para (b), is to be used or tested at least once every six weeks, guns in initial equipment aircraft fired and guns in immediate reserve aircraft examined.
- (d) A separate record of the fitting and testing of the above mentioned equipment is to be kept at squadron headquarters. Entries are to be made in the appropriate guns or other history sheets.



## **CHAPTER XXI-FLYING**

### **Section 8-Air Armament**

#### **1167. Air Weapons Exercises.**

Air gunnery, bombing and rocket exercises, in which practice or live ammunition is discharged, are to be undertaken only in areas specifically approved for the purpose by higher authority. Every necessary precaution is to be taken to safeguard air force personnel engaged in the exercises, and such warnings given, or other action taken, as may be required by the bye-laws, or by local or other regulations.



## **CHAPTER XXI-FLYING**

### **Section 8-Air Armament**

#### **1168. Irregular Release or Discharge of Missiles from Aircraft**

- (a) The commanding officer is to ensure that any alleged irregular release or discharge of missiles from an aircraft is reported and investigated.
- (b) The term "irregular release" is to cover all circumstances in which a missile of any kind is discharged or falls from an aircraft, other than when it has been aimed and released by an authorised member of the crew and falls within reasonable distance of the target or aiming mark.
- (c) Any claim received in respect of damage alleged to have been caused by service personnel or aircraft engaged in air weapons exercises, or by a missile launched from an aircraft accidentally or otherwise, are to be dealt with in accordance with laid down instructions.



## **CHAPTER XXI-FLYING**

### **Section 8-Air Armament**

#### **1169. Aircraft Armament Installations: After Flight Safety Precautions**

At the termination of every flight, the following safety precautions are to be strictly observed:-

- (a) All safety switches are to be set at "Safe".
- (b) All manually operated safety devices e.g., safety pins are to be replaced in unexpended explosives stores or dangerous goods.
- (c) All weapons, pyrotechnic dischargers and launching chutes are to be unloaded.
- (d) The firing handles or crew ejection seats are to be locked in accordance with current instructions.
- (e) Assisted take-off apparatus and rocket motors are to be electrically disconnected.



## CHAPTER XXI-FLYING

### Section 8-Air Armament

#### 1170. Housing unit Aircraft-Removal of Explosives and Dangerous Goods

- (a) **Housing for servicing or storage.** The following precautions are to be strictly observed before aircraft are housed for servicing or storage,
- (i) All guns are to be unloaded and ammunition removed from the aircraft.
  - (ii) All explosives and dangerous goods are to be removed from the aircraft.
- (b) **Housing of Aircraft for Overnight Shelter.** The following precautions are to be strictly observed before aircraft are housed for overnight shelter, if they are loaded or fitted with explosives and are required for use within the next 24 hours: -
- (i) All guns are to be unloaded the breach blocks left in the forward position and safety catches applied.
  - (ii) All H.E. missiles and photo flashes are to be removed.
  - (iii) Explosives or dangerous goods for which fitted stowage is not provided in the aircraft are to be removed.
  - (iv) The fuses of any electrical circuit affecting jettison or other explosives are to be removed.
  - (v) The safety devices and dangerous goods remaining in the aircraft are to be in position and a warning notice that explosives or dangerous goods are in aircraft is to be prominently displayed.
- (c) In exceptional cases, the commanding officer of a station may grant permission for explosives other than those specified in sub-para (b) to remain in an aircraft, provided that warning notices are prominently displayed adjacent to the stores themselves and near the concerned release mechanics. The notices are to show what explosives or dangerous goods are in the aircraft.



## **CHAPTER XXI-FLYING**

### **Section 8-Air Armament**

#### **1171. Carriage of Explosives and Dangerous Goods as Cargo in Service Aircraft.**

The carriage of explosives and dangerous goods in service aircraft is prohibited except when specially authorised by air officer commanding in chief/air officer commanding

#### **1172. to 1175. Blank**





## **CHAPTER XXI-FLYING**

### **Section 9-Parachutes and Dinghies**

#### **1176. Servicing Responsibility.**

The servicing of parachutes, dinghies and their associated equipment is the responsibility of the senior technical officer except where such equipment is issued on personal loan to aircrew for periods exceeding 24 hours. In such instances the aircrew on whose charge the equipment is held are to assume responsibility for the safe custody and routine daily servicing.



## **CHAPTER XXI-FLYING**

### **Section 9-Parachutes and Dinghies**

#### **1177. Parachute Descents**

Except where a commanding officer is satisfied that operational considerations make a departure from the rule necessary, live parachute descents, other than forced descents, are to be made only by personnel whose duties involve them, or who are under training for such duties or who are on an authorised parachuting course. These descents may be either operational, instructional, practice or experimental. Instructional and practice descents are to be made only under the close supervision of an officer fully qualified as an instructor in parachute descents and subject to the prior approval of the commanding officer of the station. Experimental parachute descents are to be made only on the authority of the Air Headquarters and subject to the prior approval of the commanding officer of the station.

**1178. to 1180. Blank.**



## **CHAPTER XXI-FLYING**

### **Section 10 - Log Books**

#### **1181. Flying Log Book**

- (a) Flying log books (IAFF (A0) 1266 and IAFF (A0) 1302) are to be maintained by all flying personnel so long as they remain eligible for employment on flying duties.
- (b) Every pilot of the general duties branch is to keep a complete record on IAFF (A0) 1266 of all flights undertaken by him.
- (c) Every officer of the general duties branch other than pilot and every airman aircrew is to keep a complete record in IAFF(A0) 1302 of all flights undertaken by him.
- (d) Log books are also to be kept by:-
  - (i) any other officer or airman, who is required to fly regularly in course of his duties, and who is eligible to draw flying or crew pay while holding a special appointment.
  - (ii) all medical and technical officers, who are permitted to fly.
- (e) IAFF(A0) 1266 and IAFF(A0) 1302 are to be maintained in accordance with the instructions contained in each form.
- (f) The following additional information is to be recorded in the flying log book:-
  - (i) Qualifications as first pilot in the appropriate section of IAFF(A0) 1266.
  - (ii) Qualifications as navigator, signaller, engineer or gunner in the appropriate section of IAFF(A0) 1302.
  - (iii) Qualifications for the flying badge, inserted in manuscript and signed by the commanding officer or his deputy.
  - (iv) Specialist aircrew symbols or categories.
  - (v) Types of aircraft flown.
  - (vi) Record of service.
  - (vii) Bombing and gunner record.
  - (viii) Link record.
  - (ix) Periodical and training assessments.

(g) No other records maintained in units are to be entered in the log book.

(h) The following are the definitions of the terms "Dual", "Solo" and "Passenger" flying - -

(i) **Dual Flying** . All flying carried out either by a pupil pilot or a qualified pilot in a dual control aeroplane under the direct supervision of another pilot acting in the capacity of an instructor, is to be recorded as dual flying; flying instructors are to count as full solo flying time, the time spent in the air, when giving dual instructions.

(ii) **Solo Flying**. In aeroplanes that are designed to be flown by one pilot only, the pilot or pupil pilot when actually flying the aeroplane is considered to be flying solo even though he may be carrying a passenger or passengers. In aeroplanes in which first pilot and second pilot are carried, both pilots are to count full flying time as first and second pilot respectively the time they spent in the air, a pilot or pupil or pupil pilot undergoing dual instruction in this type of aeroplane is to record flying time as in sub-para (h)(i) above.

(iii) **Passenger Flying**. All flying carried out by flying personnel when they are in no way connected with actual flying of the aeroplane is to be recorded as passenger flying.

(iv) Flying time is to be counted as airborne time plus five minutes.

(j) For recording night flying "Night" means the hours of darkness between half an hour after sunset and half an hour before sunrise.

(k) A summary of flying and assessment of ability is to be placed in the log books of all flying personnel on the following occasions:-

(i) Annually.

(ii) On posting.

(iii) On completion of any recognised course of flying training.



## CHAPTER XXI-FLYING

### Section 10 - Log Books

#### 1182. Disposal of Flying Log Books.

(a) **General** . Flying log books IAFF(A0) 1266 and IAFF(A0) 1302) are official documents, the property of the government of India. As an act of grace, however, and provided they are no longer required for official purposes, they may be released--

- (i) to flying personnel discharged or transferred to the reserve .
- (ii) in approved cases, to officers and airmen permanently withdrawn from flying duties, and
- (iii) to next of kin of deceased flying personnel.

(b) **Officers and Airmen leaving the Service**

(i) The commanding officer of the last flying unit at which an officer or airman served prior to resignation, discharge, transfer to the reserve, etc., may authorise the individual to retain his flying log book, provided that there are no reasons for impounding it. Where release is authorised, the log book is to be ruled off at the last entry and marked "CLOSED" by the commanding officer. A receipt is to be obtained from the officer or airman and forwarded for custody with his documents as detailed in sub-para (c)(ii).

(ii) If the log book is to be impounded, the commanding officer is to arrange for it to be boldly marked to that effect on the outside front cover and forwarded by registered post, with the reasons for impounding it, to the Air Headquarters for custody. A log book is to be impounded if the officer or airman concerned has had his flying badge withdrawn, or if he has forfeited the confidence of the commanding officer. Any case of doubt is to be referred to the Air Headquarters for decision.

(c) **Officers and Airmen Permanently withdrawn from Flying Duties**

(i) Applications for the release of their log books, from officers or airmen permanently withdrawn from flying duties, are to be forwarded through the unit at which their flying terminated and at which the log books are to be retained pending a decision on their disposal, to Air Headquarters (Directorate of Personnel (Officers)-P.O.2) for officers and Air Force Record Office for airmen, by whom it will be decided, having regard to sub-para (b)(ii) above, whether the log books are to be released or impounded.

(ii) If release is authorised, the log book is to be boldly marked on the title page, and on the page on which the last entry appears "WITHDRAWN FROM AIRCREW DUTIES" or

"WITHDRAWN FROM AIRCREW TRAINING", as appropriate. A receipt is to be obtained from the officer or airman concerned, and is to be forwarded for custody with his records to Air Headquarters (Directorate of Personnel (Officers)-P.O. 2), and Air Force Record Office, as appropriate.

(iii) If the log book is to be impounded, it is to be annotated, and subsequently forwarded to Air Headquarters as detailed in sub-para (b)(ii).

(d) **Officers and Airmen who Die whilst in Service**

(i) Flying log books are invariably to be forwarded to the Air Force Standing Committee of adjustment, where they are, to be inscribed with the appropriate casualty heading. Commanding officers are responsible for informing the Air Force Standing Committee of Adjustment whether a log book is to be released or impounded; if a log book is to be impounded it is to be annotated by the unit before being sent with the reasons for impounding it, to the Air Force Standing Committee of Adjustment.

(ii) Where release is authorised, the Air Force Standing Committee of Adjustment is to forward the log book to the legal personal representative or beneficiary, as appropriate. Impounded log books, with the reasons for impounding, them, are to be sent, by the Air Force Standing Committee of Adjustment to Air Headquarters (Directorate of Personnel (Officers)-P.O. 2) for custody.



# CHAPTER XXI-FLYING

## Section 10 - Log Books

### 1183. Air Traffic Control Log Book

- (a) At every aerodrome and alighting area, the following log books are to be kept: -
  - (i) Form 68-Aircraft movements log.
  - (ii) Control Log book.
- (b) The arrival and departure of aircraft, including civil aircraft, from an air force station is to be recorded in the aircraft movements log book from the reports made by the pilots and from messages sent in accordance with air staff instructions.
- (c) Air traffic control officers are to sign on and off duty in the control log book. Whilst on duty the air traffic control officer is to record in the log book all items of interest, e.g., accidents to aircraft, change of serviceability of equipment, meteorological warning, etc.
- (d) The commanding officer of the station is responsible for the safe custody of completed log books referred to above.



## **CHAPTER XXI-FLYING**

### **Section 10 - Log Books**

#### **1184. Compass Log Books**

- (a) At every flying unit a compass log book I.A.F.F.(A0) 1319E is to be kept, in which details of all compass adjustments carried out at the unit are to be entered.
- (b) The station navigation officer is responsible for the information required by I.A.F.F.(A0) 1319E being correctly entered.
- (c) Compass log books are to be inspected and initialled periodically by the commanding officer.

#### **1185. Blank.**





## **CHAPTER XXI-FLYING**

### **Section 11-Miscellaneous**

#### **1186. Flying of Air Force Aircraft by Pilots of Foreign Air Force.**

Pilots of foreign air force may be authorised to fly air force aircraft when attached or lent to the air force for flying training or flying duties or when specially authorised in writing by the Air Headquarters,



## **CHAPTER XXI-FLYING**

### **Section 11-Miscellaneous**

#### **1187.Flying by Air Force aircrew in Aircraft belonging to a Foreign Air Force**

(a) Unless attached or lent to a foreign air force for flying training or flying duties, aircrews of the air force are forbidden to fly an aircraft belonging to a foreign air force without the express consent in writing of both the Chief of the Air Staff, and the appropriate authority in the foreign air force concerned.

(b) In all cases where the necessary permission to fly an aircraft belonging to a foreign air force has been given, no operational flights are to be carried out.



## CHAPTER XXI-FLYING

### Section 11-Miscellaneous

#### 1188. Carriage of Passengers in Air Force Aircraft

- (a) The eligibility of crews to carry passengers in transport/ communication aircraft on the strength of transport/ communication squadron/ flights is to be governed by the provisions of transport air staff instructions as amended from time to time.
- (b) In all other cases, passengers may be carried in air force aircraft, provided that the pilot:-
  - (i) has at least 400 hours total experience (dual and first pilot time). This qualification may be dispensed with provided that the pilot has been awarded a flying badge and the aircraft to be used is single engined elementary type, such as, H.T.2, Prentice or Tiger Moth.
  - (ii) is qualified as a first pilot under current regulations (for day and night flying as appropriate) on the type of aircraft he is to fly.
- (c) All passenger flights are to be authorised under para 1193 of these regulations.



## **CHAPTER XXI-FLYING**

### **Section 11-Miscellaneous**

#### **1189. Carriage of Service Personnel as Passengers**

(a) Captains of aircraft may carry, when properly authorised, service personnel as passengers in air force aircraft under the following conditions:

(i) Service personnel proceeding on duty from one airfield to another.

(ii) To gain air experience, on local training flights (not including test flights) provided such personnel are medically fit and have been authorised to gain air experience by the station commander or any officer designated by him.

(iii) Service personnel, who are required to go on board craft for para-trooping, reconnaissance and such other purposes.

(iv) On test flights, air force technical personnel concerned with the maintenance and repair of the particular aircraft.

(b) The term service personnel includes all personnel belonging to the air force, army and navy and their auxiliaries and reserves when called up.

(c) Special flights are not normally to be authorised to provide air experience.



## **CHAPTER XXI-FLYING**

### **Section 11-Miscellaneous**

#### **1190. Carriage of Civilians and Foreign Nationals as Passengers**

Captains of aircraft may carry, when specially authorised by Air Headquarters, civilians and foreign nationals in air force aircraft.



## **CHAPTER XXI-FLYING**

### **Section 11-Miscellaneous**

#### **1191. Carriage of V.I.Ps.**

The captain and crew of an aircraft used to carry V.I.Ps. are always to observe a proper reticence on matters, which come to their knowledge by reason of this association.



## **CHAPTER XXI-FLYING**

### **Section 11-Miscellaneous**

#### **1192. Occasions on which Passengers carrying is Prohibited.**

Despite the other provisions contained in these regulations passenger carrying is prohibited.

- (a) when formation acrobatics are to be performed; unless to achieve the object of the exercise, it is essential that a passenger is carried;
- (b) during armament exercises of all types except when necessary for the purposes of training or observations;
- (c) on test flights, except technical personnel, when necessary to observe the performance of the aircraft or its components.



# CHAPTER XXI-FLYING

## Section 11-Miscellaneous

### 1193. Authorisation of Passenger Flights

- (a) The provisions of the following paras do not apply to V.I.Ps./ special and scheduled flights by transport/communication squadron/flights.
- (b) All passenger flights (see Note 1) are to be authorised by an officer not below the rank of squadron leader, or a flight lieutenant who is the flight commander of the flight to which the pilot belongs. In very exceptional circumstances, the Chief of the Air Staff or an air officer commanding in chief command may personally give authority to any other officer to authorise passenger flight.
- (c) The authorising officer is to satisfy himself that-
  - (i) the pilot of the aircraft is qualified under para 1119 of these regulations
  - (ii) the pilot and crew are competent to carry passengers in the aircraft under the flight conditions expected;
  - (iii) each passenger is medically fit to undertake the flight proposed (see Note 2).
  - (iv) details of the passengers to be carried are entered either in col. 'F' (Duty or practice ordered) of the flight authorisation book IAFF (A0) 1202-B or passenger manifest sheets.
  - (v) if the aircraft is designed primarily as a passenger aircraft, seat and safety harness is available for each passenger and sufficient safety equipment is carried for both passengers and crews.
- (f) If the aircraft is not designed primarily as passenger aircraft :-
  - (i) the number of passengers to be carried in land planes does not exceed the number of seats /stations equipped with safety belts or harnesses except that the Chief of the Air staff may waive this rule in case of operational necessity, provided a satisfactory crash position is available for each passenger.
  - (ii) life saving jackets and dinghies are carried as required by regulations.
  - (iii) passengers are briefed before each flight on the crash position and the exit each should use in an emergency.

**Note 1** .-The term passenger means any one not connected with the flying of the aircraft; crews, including persons authorised to travel as supernumeraries or other crews are not included in the



term.

**Note 2** .-Where the flight involves or may involve acrobatics or the application of more than plus 3G or-IG or an ascent above a cabin altitude of 20,000 feet or a rate of ascent/descent in excess of 5,000 feet per minute, the medical record of the passenger must bear endorsement for fitness accordingly.

(g) The maximum number of passengers to be carried, and the location of the crash positions referred to in sub-para (f) above are to be laid down by the air officer commanding in chief of the command.

(h) If crews of the required transport categories are not available, the officer commanding in chief of the command may detail persons by name to form the crews; provided-

- (i) that the crew thus formed is the most experienced available:
- (ii) that the conditions laid down in sub-para (e) (i) and (ii) are observed.



# CHAPTER XXI-FLYING

## Section 11-Miscellaneous

### 1194. Authorisation of Day Flights

(a) The officer authorising the flight is to ensure that the pilot is qualified to fly under the prevailing and forecast weather conditions in the area on the route of the intended flight. In assessing the qualifications of the pilot, the authorising officer is to take all the following points into consideration:-

(i) The instrument rating held by the pilot.

(ii) The type/ types of aircraft for which the pilot's instrument rating card is endorsed.

(iii) The pilot's skill and experience on the type to be flown.

(iv) The pilot is in sufficient flying practice to undertake the flight.

(b) Subject to the provisions of sub-para (a) above, the authorisation of day flights is to be governed by the minima laid down below.

(c) Unrated pilots may be authorised to fly by day in adverse weather conditions, provided they do not enter controlled air space under I.M.C. and the authorising officer is satisfied about their ability to undertake such flights, in order to-

(i) carry out practice instrument flying in I.M.C. in the approved local instrument flying areas only, if visual meteorological conditions exist at the airfield during take off and landing.

(ii) Undertake day cross country flights in IMC, if VMC, exist at departure, destination and diversionary airfields.

**NOTE :** For the purpose of this order an airfield is considered to have visual meteorological conditions, if horizontal visibility is at least 3 NM, the cloud amount not more than 4/8, cloud base at least 2,000 feet above the highest obstruction within a radius of 10 NM from the centre of the air field.



# CHAPTER XXI-FLYING

## Section 11-Miscellaneous

### 1195. Authorisation of Night Flights

(a) The officer authorising the night flight is to observe the principles outlined in sub-para 1194(a) in assessing the pilot's qualifications to conduct the flight.

(b) **Night Flying (Single Engine Aircraft)**

(i) **Local Night Flying (Day Fighter Squadron).** Single engine pilots without current instrument ratings are permitted to fly on clear and moonlight nights provided there is a horizon. Rated day fighter pilots may be permitted to fly on dark nights provided:-

(A) cloud amount does not exceed 4/8.

(B) cloud base is not below 3,000 feet A.G.L.

(C) horizontal visibility 3 N.M. in addition to the minima laid down in the relevant air force orders.

(D) no cumulo nimbus clouds have been forecast in the vicinity of the airfield.

(ii) **Local Night Flying (Night Fighter Squadrons).** Rated night fighter pilots may be authorised to carry out local night flying on cloudy and dark nights with the following additional restrictions to the weather minima laid down in the relevant air force orders:-

(A) Add 500' to the minima laid down for cloud ceiling.

(B) Add 3 N.M. to the horizontal visibility.

(C) No cumulo nimbus clouds have been forecast in the vicinity of the airfield.

(iii) **Night Cross-country Flights.** Only pilots having current instrument ratings are to undertake night cross-country flights subject to the conditions laid down in sub-para (b)(ii) above for rated night fighter pilots and sub-para (b)(i) above for rated day fighter pilots. In addition the following restrictions will apply to the day fighter squadrons. Only triangular cross-country flights are to be authorised. Each leg of the cross-country is to be worked out in such a manner that for jet aircraft R/T contact with base or other airfield is not lost and for piston engined aircraft the R/ T gap is not to be more than 15 minutes.

(c) **Night Flying (Transport and Communications Aircraft)**

(i) Transport pilots holding current 'A' or 'B' categories may be authorised to carry out

local night flying or cross-country flights as per the relevant air force orders. They are, however, not to enter cumulo nimbus clouds.

(ii) Transport pilots holding 'C' category with a Green I.R. card may be authorised for local night flying or cross-country flights in cloudy weather as per the relevant air force orders provided:-

(A) they have 20 hours route flying experience by night as captains.,

(B) No cumulo nimbus clouds have been forecast in the vicinity of the airfield or on the route.

(iii) Other transport pilots may be authorised only local night flying on clear nights.

(d) **Night Flying (Bomber M.R. Squadrons).** Bomber/M.R. Pilots holdings Master Green and Green Instrument Ratings may be authorised local or cross-country flight under the relevant air force orders provided that they have 50 hours of night dual and dual and solo experience. They are, however, to avoid entering cumulo nimbus clouds. Other pilots will carry out local night flying only on clear nights.

**1196. to 1200. Blank.**



# CHAPTER XXI-FLYING

## Section 12-Flying Instructors

### 1201. Classification of Flying Instructors

(a) Pilots are to be categorised as flying instructors only after successful completion of an approved course of instructions at a recognised flying instructors' school.

(b) All qualified flying instructors are to be classified into one of the following categories:-

"A.1"-- A flying instructor with considerable experience and of exceptional ability.

"A2"- A very capable and experienced flying instructor.

"B" - A capable flying instructor.

"C" - A qualified flying instructor on probation.

(c) Qualified flying instructors may be re-categorised from one category to another and are to be encouraged to upgrade their category whenever eligible to do so, in order to enhance their value to the service.

(d) Detailed regulations governing the categorisation and re-categorisation of qualified flying instructors are notified from time to time.



## **CHAPTER XXI-FLYING**

### **Section 12-Flying Instructors**

#### **1202. Employment of Qualified Flying Instructors.**

Pilots are not to be appointed to posts classified in unit establishments as "Qualified Flying Instructors" posts unless qualified as flying instructors.



# **CHAPTER XXI-FLYING**

## **Section 12-Flying Instructors**

### **1203. Withdrawal of Specialist Symbol of Qualified Flying Instructors**

The specialist symbol of qualified flying instructors may be withdrawn when the qualified flying instructor is considered unfit to perform flying instructional duties.



## **CHAPTER XXI-FLYING**

### **Section 12-Flying Instructors**

#### **1204. Authority of Qualified Flying Instructors.**

In an aircraft fitted with dual control, the flying instructor is to have authority, irrespective of rank, over the pupil or second pilot to whom instruction is being given, in all matters concerning the flying and handling of the aircraft. The flying instructor authorised to impart instructions in an aircraft is to be considered the captain of the aircraft.

#### **1205. Blank**





## CHAPTER XXI-FLYING

### Section 13-Navigation Instructors

#### 1206. Classification of Navigation Instructors

- (a) Navigators are to be categorised as navigation instructors only after successful completion of an approved course of instruction.
- (b) All qualified navigation instructors are to be classified into one of the following categories:-
- "A1"-Distinguish Pass-Instructor of exceptional ability.
  - "A2"-Pass with "Credit"/"Above Average" A very able and skilful instructor with considerable experience.
  - "B1" -A capable instructor.
  - "B2"-A qualified navigation instructor.
- (c) Qualified navigation instructors may be recategorised from one category to another and are to be encouraged to upgrade their category whenever eligible to do so, in order to enhance their value to the service.
- (d) Detailed regulations governing the categorisation and re-categorisation of qualified navigation instructors are notified from time to time.



## **CHAPTER XXI-FLYING**

### **Section 13-Navigation Instructors**

#### **1207. Employment of Qualified Navigation Instructors.**

Navigators are not to be appointed to posts classified in unit establishment as "Qualified Navigation Instructors" posts unless qualified as navigation instructors.



## **CHAPTER XXI-FLYING**

### **Section 13-Navigation Instructors**

#### **1208. Withdrawal of Specialist Symbol of Qualified Navigation Instructors.**

The specialist symbol of qualified navigation instructors may be withdrawn when the qualified navigation instructor is considered unfit to perform navigation instructional duty due to reasons within his control.



## **CHAPTER XXI-FLYING**

### **Section 13-Navigation Instructors**

#### **1209. Authority of Qualified Navigation Instructors**

In an aircraft the navigation instructor is to have authority, irrespective of rank, over the pupil to whom instruction is being given in all matters concerning the navigation of the aircraft.

#### **1210. Blank.**



## **CHAPTER XXI-FLYING**

### **Section 14-Flying Restrictions, Prohibited Areas, Reporting of Aircraft Movements, Over-Due Action, Etc.**

#### **1211. Civil Aerodrome -- Use of**

(a) Unless forced to do so by reason of engine failure, stress of weather, or other unavoidable circumstances, a pilot will not land an aircraft at airfields other than the airfield from which he is operating, except with the written permission of his C.O. No such permission will, however, be given by an officer below the rank of Squadron Leader.

(b) An officer who lands an air force aircraft on an airfield controlled by the Director General of Civil Aviation will not be required to pay a landing fee.

(c) An officer, when using a civil airfield or when flying in the vicinity of such an airfield, will conform to the rules of the air as laid down in A.P. 3024 and in addition, rules enforced at civil airfields.



## **CHAPTER XXI-FLYING**

### **Section 14-Flying Restrictions, Prohibited Areas, Reporting of Aircraft Movements, Over-Due Action, Etc.**

#### **1212. Areas Over which Flying is Forbidden or Restricted**

- (a) The restrictions on flying over the areas marked on official map and referred to in "Air Traffic Instructions" and Ministry of Communication Information Circulars and Notams as "Prohibited Areas" apply to all aircraft. There are, in addition, certain explosives, danger and special areas over which flight by service aircraft is forbidden or restricted, and the C.O. of every flying unit will be in possession of a full list and details of these areas.
- (b) A C.O. will ensure that all pilots under his command are duly impressed with the importance of avoiding forbidden areas. He will be responsible that they are:-
- (i) aware of the areas forbidden to service aircraft which are likely to be encountered on daily routine flights;
  - (ii) Informed of the areas forbidden to service aircraft existing in the vicinity of a line of flight from their own station to any other point, prior to such a flight being made.
- (c) Before a flight over foreign territory is undertaken in any aircraft under his command, a CO will make himself acquainted with those areas in foreign countries which are prohibited for flying and are notified from time to time in "Air Traffic Instructions" and Ministry of Communications Information Circulars and "Notices to Airmen" and will ensure that all concerned are duly warned.



## **CHAPTER XXI-FLYING**

### **Section 14-Flying Restrictions, Prohibited Areas, Reporting of Aircraft Movements, Over-Due Action, Etc.**

#### **1213. Pilot's/Captain's Responsibilities before Departure and After Landing**

- (a) A pilot, before departing from, and after arrival at, any station by air, will report himself to the duty air traffic control officer and will give to him the necessary details to enable him to comply with para 1214.
- (b) If a pilot leaves his aircraft in the open on an airfield, he will be responsible that the aircraft is properly secured and, as far as possible, protected from the weather, and, where necessary, that the correct lights are burning. He will then report to the duty air traffic control officer and act under the orders of the C.O. of the station.
- (c) If the safety of an aircraft appears to be in doubt on account of weather, the C.O. will assess the situation in the light of local geography and meteorological forecasts and take all such steps as are practicable for ensuring the safety of the aircraft.
- (d) When a pilot lands on ground other than an air force airfield. where there is no air force station, he will be entirely responsible for the proper protection and safeguarding of his aircraft.
- (e) A pilot who is leaving a station other than his own on a cross-country flight is responsible for starting in time to reach his destination by daylight, unless he receives orders to the contrary. If he is doubtful whether ample time remains, he will apply to the C.O, or the officer-in-charge of flying for instructions. This regulation does not relieve a C.O. of the responsibility for authorising the continuation of the flight. (See para 1141 for over-riding the action of pilots who land at the station under his control, if he considers it necessary in the interests of safety or in the interests of the service).



## **CHAPTER XXI-FLYING**

### **Section 14-Flying Restrictions, Prohibited Areas, Reporting of Aircraft Movements, Over-Due Action, Etc.**

#### **1214. Reports of Aircraft Movements**

Air move messages reporting the movement of aircraft will be marked with the degree of precedence appropriate to the type of message and despatched through the station signals officer. They are to conform to the standards laid down in A.P. 3024 (Manual of Air Traffic Control Regulations), and will contain information as laid down for each type of message.





## **CHAPTER XXI-FLYING**

### **Section 14-Flying Restrictions, Prohibited Areas, Reporting of Aircraft Movements, Over-Due Action, Etc.**

#### **1215. Aircraft Overdue-Procedure**

(a) An aircraft is overdue if it fails to arrive at, or is not in communication with air traffic control at the airfield of intended landing, alternate airfield, or the appropriate area control centre, within one hour after the E.T.A., or within its notified endurance.

(b) The overdue action may, however, be taken on or before E.T.A. particularly in respect of jet aircraft or light not equipped with radio.

(c) When an aircraft becomes overdue, the C.O. at the airfield of destination is to notify the parent area control centre, giving full details of the aircraft and its flight plan. He is to make every effort to trace the missing aircraft by instituting enquiries from the station of departure and other stations in the vicinity of the route. Should these enquiries prove fruitless, he is to take such action as may be necessary to enlist the assistance of the civil authorities in the neighbourhood in conjunction with area control centre concerned.

(d) If an aircraft is overdue, the C.O. is to immediately pass the information to higher authorities.

(e) Should it become known that the aircraft has landed at any place other than its destination, the duty air traffic control officer is to inform at once the C.O. of the station accordingly and any higher authority, previously notified and all other units or authorities whose assistance may have been requested.

(f) In the event of an aircraft engaged upon operations over sea being reported overdue, the C.O. of the station concerned will initiate action in accordance with the Air Sea Rescue Pamphlet. Higher authorities will also be informed at once.

**1216. to 1220. Blank.**



## **CHAPTER XXI-FLYING**

### **Section 15-Night Lighting at Aerodromes**

**Para 1221. General. The following regulations will apply to all air force aerodromes intended for use at night.**

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## **CHAPTER XXI-FLYING**

### **Section 15-Night Lighting at Aerodromes**

**P 1222. Electric Airfield Lighting Equipment.**

**Complete electric airfield lighting set will consist of the following items :-**

- (a) Runway lights**
- (b) Threshold lights**
- (c) Over-run area lights**
- (d) Taxiway lights**
- (e) Approach lights**
- (f) O.R.P. lights**
- (g) Airport location beacon**
- (h) Marshalling point light**
- (j) V.A.S.I.**
- (k) Remote control Panel**
- (I) Illuminated landing tee**
- (m) Illuminated wind sock**
- (n) Automatic generating set**
- (o) Constant current regulators**
- (p) L.T. switch board**
- (q) H.T. transformer and switch gear (wherever required)**
- (r) Isolating transformers.**

**(CS No. 2/VII/69)**



## **CHAPTER XXI-FLYING**

### **Section 15-Night Lighting at Aerodromes**

#### *Para 1223. Layout of Electric Airfield Lighting Sets.*

The following standard layout will be adhered to when the airfield lighting sets are installed on a permanent basis on all runways and taxiways intended for use at night

#### *(a) Runway lights*

(i) The lights are to be placed along the full length of the runway and should be in two parallel straight lines equidistant from the centre line of the runway. The lights should be placed not less than five feet and not more than 15 feet from the edge of the runway though the distance of five feet is recommended. The lights should be uniformly spaced in rows at intervals of 200 feet. When a runway is intersected by another runway or taxiway, lights may be spaced without conforming to 200 feet spacing to meet the specific requirement. Each case should be examined to ensure that pilots are not misled.

(ii) Touch down points will be indicated by double lights on either side of the runway at a distance of 1000 feet from the threshold. The lateral distance between two lights should be 10 feet.

(iii) Half way marking will be indicated by providing five additional lights on either side of the runway. The lateral distance between lights should be 10 feet.

(iv) Each runway light for main runway shall be three aspect and shall consist of one omnidirection and two un-direction lights. The runway light for subsidiary runway will consist of omnidirection lights only. All runway lights are to be clear lights except the last 1/3 of the runway at both the ends will be provided with amber filters facing the direction of landing. This will enable a pilot to determine the 'distance to go' while on landing run and also distance covered during take off.

#### *(b) Taxiway Lighting*

(i) These lights should be arranged so as to provide a clear and continuous indication of any taxiing route to be followed. The lights are to be placed on both sides of the taxiway. The lights should be as near the edges of the taxiways as practicable but not more than five feet away.

(ii) The spacing between taxiway lights in a straight line should be 160 feet. Spacing between lights on curves should be less, so that the curves are clearly indicated. These

lights will be provided on main and link taxi tracks only. Blast pans with links will not repeat not be provided with taxi lights.

(iii) Taxiway light is an omnidirection light with a blue filter.

***(c) Threshold Lighting***

(i) Five lights will be provided on either side of the runway to indicate the threshold. The innermost light will be in line with the runway light and the lateral distance between the threshold lights will be 10 feet.

(ii) This will be of the same pattern as the runway light, i.e. a three aspect, one for the main runway and omni one for the subsidiary runway. The uni-direction light facing towards the runway will have a red filter whilst the one facing away from the runway will have a green filter. The omnilight will correspondingly have half red half green filter.

***(d) Over-run Area Lights***

(i) These lights will be provided on either end of the main runway beyond the crash barrier. The longitudinal spacing of the lights will be 100 feet apart, commencing 100 feet from this threshold. While approaching the runway there will be double lights on the left and single lights on the right. The lateral distance between the lights will be as shown in the layout. For a 900 feet over-run, this would mean nine rows of lights spaced at 100 feet apart requiring 2.7 lights assemblies for each over-run. All these lights have red filters to indicate that it is useable extension of the runway but only in emergency. In addition, the fifth row from the threshold will be supplemented on either side by four clear lights laterally spaced as given in the layout requiring eight clear lights for each.

(ii) These clear lights are of the same pattern as runway lights, i.e. a three aspect light.

***(e) Approach Lights***

(i) *Instrument Runway.* A calvert centre line and crossbar approach lighting system is proposed. The system is designed to serve as an aid to pilots during approach. It shall consist of a row of lights on the extended centre line of the runway extending over a distance of 2,100 feet (630 m) beyond the over-run lights i.e. 3000 feet (900 m) from the runway threshold with a row of lights forming the first crossbar at a distance of 1000 feet (300 m) from the runway threshold. The standard instrument runway will need 88 approach lights.

(ii) *Non-Instrument Approach of Main Runway.* Six lead-in approach lights 100 feet apart will be provided on the extended centre line of the runway. The first light will be

placed at a distance of 100 feet from the last row of red lights of a standard over-run (900 feet over-run).

(iii) *Subsidiary Runway.* Ten approach lights in the form of a 'TEE' will be provided on the approach of all subsidiary runways which will act as lead-in lights. These lights in the 'TEE' will be placed longitudinally 100 feet apart and laterally 20 feet apart. The first light will be 300 feet from the threshold.

(iv) Approach light is a high intensity-uni-directional clear marker (rather narrow vertical spread and a large horizontal spread) light suitable for ground or pole mounting.

*(f) O.R.P. Lights*

Three sides of O.R.P. will be provided with taxiway lights while the remaining, i.e. the runway side, will have normal runway lights. The distance between the taxiway type light provided on O.R.P. will be 50 feet. Runway lights on the O.R.P. will be 200 feet apart which is considered adequate for aircraft operating from O.R.P. O.R.P. lights will not be provided at operational airfields.

*(g) Airport Location Beacon*

Airport location beacon is to be installed on top of the control cabin which is normally the highest point in the vicinity of the airfield. This will ensure maximum range from the users point of view. Its control shall be provided on the remote control panel.

*(h) Marshalling Point Light*

(i) The marshalling point light shall be located 300 feet from the edge of the runway and 50 feet from the inner edge of the taxiway.

(ii) The light shall be supplied fully assembled. It shall consist of three blue lights mounted in a delta pattern on a vertical plane. In the centre of the triangle the runway bearing, such as '27' will be marked.

*(j) V.A.S.I.*

(i) Visual approach slope indicator is intended to assist a pilot to maintain a correct glide path to achieve a safe landing in all weather conditions both by day and night. It is complementary to and compatible with any radio approach aid such as instrument landing system or ground controlled approach. V.A.S.I. is provided only on the instrument end of main runway. V.A.S.I. consists of 12 indicator units to be placed six on either side of the runway in two bars - the down wind and up wind bars. The

distance, of these bars will be 500 feet and 1200 feet respectively from the threshold. The inner indicator units will be 251 feet from the centre line of the runway. Lateral distance between the indicator units will be 15 20 feet, The recommended glide path setting is 21, degrees. While making an approach oil V.A.S.I. the following are the colour indication

<b>High Approach</b>	<b>White on white</b>
<b>Correct Approach</b>	<b>Red on white</b>
<b>Low Approach</b>	<b>Red on Red</b>

(ii) The distances of the V.A.S.I. indicators have been laid down to cater O.R.P.'s. However, final adjustment should be made by the board of officers taking into consideration the dimensions of O.R.P.

(k) *Remote Control Panel.* Must be located in the control cabin so that the same may be operated by the controller with ease and without any delay. Provisions should be made to duplicate the arrangements in the underground A.T.C. bunker, wherever provided. In case it is not technically feasible, provision should be made for a master switch to be operated by the controller while operating from the bunker.

(l) *Illuminated Landing "TEE".* This is located in the signal square to indicate to the pilot the runway in use. Remote control switch should be provided in the control cabin so that the direction of the landing TEE can be changed electrically by the controller with the change of runway. This will be provided as a part of the set.

(m) *Illuminated Wind Sock.* Special lights are to be provided to illuminate the wind sock so that it can be seen during night. A complete assembly shall be provided as a part of the set.



## CHAPTER XXI-FLYING

### Section 15-Night Lighting at Aerodromes

*1224. Method of Lighting Runways/ Taxiways where Electric airfield Lighting is not provided.*

*(a) Runways. Runways where electric runway lights are not provided are to be lighted with goose neck flares for the night flying. The following will be a guide for lighting the runways.*

(i) \*For runway length 6000 ft.                      62 Flares

(ii) Touch down marking                                      4 Flares

\*Note :-Plus two additional flares for every 200 feet  
additional length in excess of 2,000 yards

(iii) Indication of half way point of                      5 Flares on either side  
runway.

(iv) Threshold marking    4 Flares on either side

*(b) Taxiways. An aerodrome where no electrical taxiway lights are provided, taxiways in use will be illuminated by means of light markers/ glim lamps placed along their edges, blue on one side and yellow on the other side or blue or white on both sides. The lights are to be arranged so as to provide a clear and continuous indication of any taxiing route to be followed. The lights should be as near the edge of the taxiway as far as practicable. The spacing between taxiway lights in a straight line should be 160 feet. Spacing between lights on curves should be less, so that the curves are clearly indicated.*

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## **CHAPTER XXI-FLYING**

### **Section 15-Night Lighting at Aerodromes**

#### **P 1225. *Emergency Lighting Equipment-Runways***

**Goose neck flares over and above the electric flares at all air force air fields are to be used during night flying in the following manner :-**

**(a) Goose neck flares will be placed at interval of 500 feet on the left hand side and at interval of 1 500 feet on the right hand side of the runway in use.**

**(b) In addition to (a) above, two goose neck flares each will be placed to mark the beginning, centre and the end of the runway.**

**(CS No. 2/VII/69)**



## **CHAPTER XXI-FLYING**

### **Section 15-Night Lighting at Aerodromes**

**P 1226. *Dangerous Lights.***

***No light will be exhibited by any person at an aerodrome which may endanger the safety of aircraft, whether by reason of glare or by causing confusion with or preventing clear visual reception of the lights or signals required by these regulations to be displayed.***

**(CS No. 2/VII/69)**



## CHAPTER XXI-FLYING

### Section 15-Night Lighting at Aerodromes

*P 1227. Lighting of Obstructions.*

**Fixed red lights will be displayed -.-**

- (a) on all obstructions within the manoeuvring area.;**
- (b) on all obstructions within the approach way;**
- (c) on all obstructions in the vicinity of the aerodrome which, in the opinion of the *officer in* /c. flying constitute a danger to aircraft in flight. Flashing red light may, however, be displayed to mark particularly dangerous or extensive obstructions.**

**(CS No. 2/VII/69)**



## **CHAPTER XXI-FLYING**

### **Section 15-Night Lighting at Aerodromes**

#### **P 1228. Vehicles and Aircraft under Tow .**

Vehicles engaged in towing aircraft and aircraft under tow, will display lights in such a manner as may from time to time be notified by Air Headquarters.

#### **Para 1229 to 1240. Blank**

**(CS No. 2/VII/69)**



## CHAPTER XXII-CIVIL AVIATION

### 1241. Use of Air Force Airfields.

Air force airfields will be available for use by civil aircraft under the following conditions:-

#### (a) **Classified for civil use**

(i) Certain airfields have been classified as available for use by civil aircraft and unless they are also customs airports, they may be used only by Indian civil aircraft for flights from one point to another in India i.e., on internal flights by scheduled and/or chartered aircraft owned by public corporations, flying clubs and private parties.

(ii) Schedules of all regular services must be approved by the D.G.C.A. and Air Headquarters. The facilities for chartered, club and private aircraft will in general be restricted to the normal working hours of the air force stations involved and in all cases prior permission to land should be obtained from Air Headquarters.

(b) **Diversiory Airfields.** Civil aircraft may, in an emergency or when adverse weather conditions prevail at the airfield of destination, use an air force airfield classified as diversory airfield. Such classifications are notified from time to time through notices to airmen.

(c) **Aircraft in distress.** Any Indian civil aircraft in distress may make a forced landing at any air force airfield.

(d) **Civil aircraft requisitioned by Air Force.** Indian civil aircraft when requisitioned by the air force may make use of air force airfields.

(e) **Aircraft of foreign registration.** Civil aircraft of foreign registration will only be permitted to use air force airfields in the circumstances laid down in sub-paras (b) and (c).



## CHAPTER XXII-CIVIL AVIATION

### 1242. Air Traffic Control.

The pilots of civil aircraft landing at or departing from air force airfields must comply with the following procedure:

- (a) After landing they must report personally to air traffic control and give details of the crew, aircraft, passengers and/or freight.
- (b) Before taking-off they must report to the air traffic control, give the particulars of their flight, crew and passengers and obtain clearance to take-off.
- (c) When taking-off or landing they must comply with the approved landing and take-off procedures.



## **CHAPTER XXII-CIVIL AVIATION**

### **1243. Report in case of breach of instructions**

In the event of a pilot committing a breach of the instructions contained in para 1242 while using an air force airfield, the commanding officer of the station is to send a report together with signed statements by witnesses, through the usual channels, to Air Headquarters.



## **CHAPTER XXII-CIVIL AVIATION**

### **1244. Advice to Civilian Pilots.**

The duty air traffic control officer may advise a civilian pilot regarding route, weather conditions, etc., but will not attempt to influence the civilian pilot's own judgement, nor will any responsibility be accepted irrespective of whether the advice was taken or disregarded.





## **CHAPTER XXII-CIVIL AVIATION**

### **1245. Government property and personnel**

In no circumstances will the personnel of any civil aircraft using an air force or army landing ground or airfield or other military area make use of, or interfere with, any government property, stores, airfield equipment or sheds, or service personnel or government employees in charge of the ground or area. In the event of forced-landing, pilots of civil aircraft may, at their request, be given such assistance as are permissible under these regulations, provided the services and personnel are available and assistance would not be detrimental to service requirements ; all such services rendered, except fire-fighting, first-aid and allied facilities which will be provided gratis, will be charged for at the appropriate rates. Service personnel or government employees are not to be despatched on errands away from the landing ground or area. No responsibility will be accepted for any damage to civil aircraft arising from the actions of service personnel or government servants.



## **CHAPTER XXII-CIVIL AVIATION**

### **1246. Government Responsibility.**

Civil pilots will use an air force or army landing ground or airfield or military area at their own risk. The Government of India or the air force accept no responsibility whatever for loss or damage to civil personnel, aircraft or aircraft stores at any air force or army landing ground or airfield or other military area. Every effort will be made to inform the Director General of Civil Aviation when grounds are unserviceable; no guarantee will be provided, however, that landing grounds or other military areas will be serviceable or that warning will be issued. Any assistance rendered to civil pilots by army or air force personnel or government servants will be at owner's or agent's risk.



## **CHAPTER XXII-CIVIL AVIATION**

### **1247. Construction-Civil Buildings at Air Force Airfield/ Army Landing Ground. b>**

The air force may permit the construction of temporary or permanent buildings at air force airfields subject to the following:--

**(a) Application.** Applications for the construction of buildings for civil aviation purposes on any recognised air force or army landing ground or airfield will be dealt with in accordance with rule 14 of the Cantonment Land Administration Rules. No building other than a construction of purely temporary nature may be erected without the sanction of the Government of India.

**(b) Temporary Building.** Application for the construction of temporary buildings which may be deemed to include any small buildings that can be easily erected and removed at short notice, such as petrol sheds and chowkidar's huts, may be sanctioned or rejected by the Chief of the Air Staff or the military authority in control of the ground (see part 1, para 2 of the complementary land rules), but the permission if granted, will always be subject to the condition that the applicant will be required to remove the building at his own expense and without compensation if at any time the airfield/landing ground is abandoned, sold, leased or required for other military purposes.

**(c) Disposal of Applications.** The person, firm or agent requiring the construction of a building will forward an application to the Director General of Civil Aviation accompanied by full plans, including a site plan and specification of the building required. The Director General of Civil Aviation will forward the application to the Chief of the Air Staff who will satisfy himself that the building will offer no obstruction to the flying of service aircraft. The application will then either be disposed of by the Chief of the Air Staff himself, or by the appropriate military authority, as the case may be if the building falls within the definition of temporary buildings as given in sub-para (b) above. Cases requiring sanction of the Government of India will be submitted to them for orders. Sanction of the Government of India will be accorded in the form of a special agreement between the applicant and the Ministry of Defence.

**(d) Buildings for Government purposes.** Proposals for buildings required by the Director General of Civil Aviation for Government purpose will be dealt with in the same way.



## **CHAPTER XXII-CIVIL AVIATION**

### **1248. Prohibited Areas.**

Air Headquarters or officer commanding may prohibit flying over or access to certain areas at air force airfields. Such restrictions will be notified through notices to airmen and/or station standing orders.



## **CHAPTER XXII-CIVIL AVIATION**

### **1249. Licences**

Duty air traffic control officers are responsible for inspecting all civil pilots' licences and to ensure that all civil aircraft, landings are correctly registered. If a civil pilot cannot produce his licence, or his licence is not in order, the matter is to be reported to Air Headquarters immediately, in order that the Director General of Civil Aviation may be consulted. Any contravention of aircraft registration regulations or any departure from these regulations are also to be reported.



## **CHAPTER XXII-CIVIL AVIATION**

### **1250. Record of Civil Aircraft Landing.**

The officer commanding the air force station or other responsible officer deputed on his behalf will be responsible for ensuring that a detailed daily record is kept by the duty air traffic control officer in respect of each civil or commercial aircraft which lands, showing: -

- (a) Name of pilot, details of crew and passenger;
- (b) Type, registered number and particulars of aircraft;
- (c) Time of arrival and last stopping place;
- (d) Service rendered and stores supplied;
- (e) Date and time of departure and destination.



## CHAPTER XXII-CIVIL AVIATION

### 1251. Ground Facilities and Organisation

(a) **Accommodation for aircraft.** Parking space may be provided for a civil aircraft on an air force airfield as agreed to between the commanding officer and the pilot of the aircraft. The commanding officer of an air force station may, at his discretion, allow the use of housing space for civil aircraft at the owner's risk, provided that proposals for occupation of hangars for one month or more should be referred to Air Headquarters for orders in accordance with the procedure laid down in the air force instructions on the subject.

(b) **Refuelling.** The commanding officer of an air force station may in case of emergency and where re-provisioning is not necessary, without detriment to service requirements, issue petrol and oil to the civil aviation authorities of the government of India and to commercial and private aircraft at the appropriate charges laid down by government from time to time.

(c) **Servicing of Civil Aircraft.** The commanding officer of all air force station is not to accept responsibility for servicing, loading or handling civil aircraft except, at his discretion, when an aircraft has force-landed in distress or in an emergency, subject to the condition that provisioning is not necessary.

(d) **Accommodation, etc . of aircrew and passengers of Civil Aircraft.** The commanding officer of an air force station is not to accept responsibility for the provision of accommodation or messing for civil pilots, their crew or their passengers, or for the provision of facilities such as telephones, telegraphs or W/T, car parking, etc. The commanding officer may, at his discretion, provide such facilities in cases of emergency, or where the provision of such facilities has been approved by Air Headquarters. Appropriate charges will be levied on all such facilities granted.

#### (e) **Government Mechanical Transport**

(i) The commanding officer of an air force station may hire out government mechanical transport for use by the pilot of a civil aircraft landing at the station, at prescribed rates.

(ii) The hire charges include provision of a service driver. In no circumstances should civilians be permitted to drive service vehicles when hired out under (e) sub-para (i) above.

(iii) Mechanical transport on hire will only be provided when reasonable public facilities are not available.



## **CHAPTER XXII-CIVIL AVIATION**

### **1252. Landing Fees**

Except where specifically exempted by government landing fees are to be charged in respect of all aircraft other than air force aircraft landing at air force airfields. The scales of fees in force and methods of collection, etc., are published in the air force instructions concerned.





## CHAPTER XXII-CIVIL AVIATION

### 1253. Housing Charges

(a) **Provision of.** The provision of housing space at air force stations to civil aircraft will in all cases except where exemption or relaxation is granted by the Government of India having regard to the peculiar circumstances (in which case the terms and conditions of such exemption/relaxation will apply) be subject to the following conditions :-

- (i) Housing charges will be paid according to the type of aircraft and the period for which the accommodation is required;
- (ii) The aircraft will be removed immediately if the space is required for air force purposes;
- (iii) An agreement in the prescribed form will be completed.

(b) **Procedure.** The scale of housing charges including the monthly rates and exemptions thereto and procedure for recovery etc., are prescribed in the A.F.I.s issued from time to time.



## CHAPTER XXII-CIVIL AVIATION

### 1254. Customs, Immigration, Finance and Public Health Regulations

- (a) **Compliance with regulations.** All persons entering or leaving India must comply with the immigration, customs, finance, public health and other regulations. No article or document of any kind may be taken out of, or brought into, the country without similar compliance with these regulations.
- (b) **Movement authority and declaration.** Government regulations demand that proper movement authority should be obtained before each entry and exit is made, and that on arrival and departure all persons shall report to, and all articles shall be declared to, the appropriate civil and service controls at the point of entry or exit.
- (c) **Punishment.** It is a criminal offence, punishable in the civil courts, or by court-martial, as appropriate, for any person to effect, assist or connive at, an entry or exit made without proper authority and without declaration to a civil or service control. Heavy penalties may also be imposed by law on persons smuggling dutiable or prohibited good, or for contravention of the currency (Exchange Control) regulations.
- (d) **Entry and Exit.** An entry by air into India is deemed to have been made when an aircraft makes first ground or water contact after being abroad. This applies, and the regulations must be complied with, whether or not the aircraft has made a landing abroad. An exit by air is deemed to have been made when an aircraft leaves the ground or territorial waters with object of proceeding abroad.
- (e) **Only from authorised airport.** Under the customs and excise rules a civil aircraft entering India from a place abroad, is required to land for the first time, after its arrival in India, at a customs airport and the commander of such aircraft is required to report its arrival to an officer of customs and excise. A list of customs airports is published, from time to time, in Notices to airmen. In case an aircraft, coming from abroad, lands at in air force airfield without first landing at a customs airport, the commanding officer will forthwith report its arrival to the local officer of the customs and excise, stating the place from which the aircraft has arrived and he is not to allow any goods to be unloaded from the aircraft or any of the crew or passenger to leave the airfield without the consent of the officer of customs and excise. The commanding officer will give such instructions, as may be considered necessary, to ensure compliance with these directions.
- (f) **Publication of orders.** Commanding officers of stations are to ensure that sub-paras (a) to (e) are brought to the notice of all personnel by periodical repetition in unit orders and by prominent display in all places where aircrew and passengers may congregate.
- (g) **Commanding officer's Personal Responsibility.** Commanding officers of stations are

personally responsible for ensuring that the control procedure laid down in air staff instructions is strictly observed.

(h) **Clearance of Aircraft.** Duty air traffic control officer is to ensure that requirements of sub-para (a) above have been met before the aircraft is given clearance to take-off.



## CHAPTER XXII-CIVIL AVIATION

### 1255. Forced Landing

(a) **Use of Airfield.** When a civil aircraft has been forced to land at an air force airfield and it is desired to embark passengers and freight at that airfield for the purpose of initiating a flight, the airfield may be used for the purpose, subject to the permission of the commanding officer of the station being obtained.

(b) **Permission to leave.** In the event of aircraft force-landing and the pilot desiring to leave outside normal working hours, permission may be given at the discretion of the commanding officer of the station.

(c) **Passengers and Goods.** Arrangements are to be made through the commanding officer of the station for the requisite clearance in respect of passengers and goods in consultation with the local officer of customs and excise.



## **CHAPTER XXII-CIVIL AVIATION**

### **1256. Salvage**

Salvage of civil aircraft at air force airfields is to be confined to the removal of obstructions, but subject to the exigencies of the service, complete salvage and removal of crashed aircraft may be undertaken by the commanding officer of the station where other means of salvage are not available. Charges are to be levied in accordance with the cost involved.



## **CHAPTER XXII-CIVIL AVIATION**

### **1257. Security.**

Commanding officers of stations are responsible for ensuring that reasonable precautions are taken to prevent the occupants of civil aircraft gaining access to classified information or equipment.



## **CHAPTER XXII-CIVIL AVIATION**

### **1258. Civil Air Traffic**

The enforcement of the regulations contained in this chapter and the collection of fees from the pilots of civil aircraft landing at air force airfields is normally to be undertaken by the air traffic control officer and station accountant officer respectively, but the Commanding officer of a station, may, at his discretion, detail an officer specially for the purpose. An officer so detailed is to act in conjunction with the air traffic control officer and station accountant officer.



## CHAPTER XXII-CIVIL AVIATION

### 1259. Use of Civil Aerodromes by Service Aircraft

(a) **Exceptional Circumstances.** Normally service aircraft are not to use civil aerodromes, except in the following circumstances: -

- (i) On air force schedule service;
- (ii) In an emergency or forced landings in the event of engine trouble;
- (iii) Diversions due to weather conditions or when ordered by the controlling authority;
- (iv) Other cases of absolute necessity or operational requirement.

(b) **Due Warning.** Whenever it is found necessary for an air force aircraft to use a civil aerodrome, due warning is to be given, when possible, to the aerodrome officer. The pilot is to ascertain whether the aerodrome is equipped with the necessary facilities required by him.

(c) **Payment.** All government civil aerodromes in India are available for the use of the air force without payment.

(d) **Servicing.** Normally no air force aircraft is to be serviced by civilian technicians, and no spare parts or accessories are to be fitted to service aircraft from civil sources.

(e) **Petrol Oil and Lubricants.** Petrol, oil and lubricants for service aircraft will be obtained from the approved firms. Detailed instructions in this behalf are contained in the A.F.I.s issued from time to time.

(f) **Housing.** Housing for air force aircraft will be provided at government civil aerodromes in India whenever available and no charges will be levied.

(g) **Navigation Signals and Met. Facilities.** All such aids and information will be provided to air force aircraft and their crews, depending on the facilities available at the aerodrome, and the nature of the flight undertaken by the aircraft. It will include:-

- (i) Check of preflight plan;
- (ii) Safety heights and quadrantal heights;
- (iii) Radio, Radar and Visual Aids to Navigation on the projected route;
- (iv) Navigational warning (prohibited areas, artillery firing; etc.);
- (V) Latest serviceability reports on landing grounds, navigational aids etc.;



(vi) Procedure in the event of bad weather, diversionary air fields, etc.;

(vii) Any other information considered necessary, or required by the service pilot.



## CHAPTER XXII-CIVIL AVIATION

### 1260. Air Force Aircraft crashing at Civil Aerodromes.

In the event of an air force aircraft crashing on or near a civil aerodrome, the aerodrome officer of the aerodrome will take the following action in accordance with the standing instructions of the D.G.C.A.:-

(a) **Information to nearest flying Unit.** Inform the nearest air force flying unit by the quickest available means. This flying unit will be responsible for salvage or repair ; the assistance of the nearest salvage unit should be obtained if required. The aerodrome officer should, if possible, give particulars of the aircraft, injuries to personnel, and apparent cause of the accident.

(b) **Inspection and Removal of Crashed Aircraft.** Arrange for the aircraft or wreckage to be guarded against interference, unless it forms an obstruction to flying, in which case it can be moved with the minimum possible interference. Every effort should, however, be made by the aerodrome officer concerned to get a technical officer from the nearest air force unit to inspect, the aircraft, which is considered an obstruction, before it is removed from the site of the crash.

1261. to 1270. Blank.



# **CHAPTER XXIII-SERVICING, INSPECTION AND TESTING OF AIRCRAFT**

## **Section 1 : Servicing orders, etc.,-Responsibilities and Duties**

### **1271. Scope of the Regulations**

(a) The instructions contained in these regulations are of a general nature and are to be complied with by all units and formations of the air force. Air Headquarters/command headquarters may authorise departures from these regulations through special instruction as and when necessary.

(b) In the case of repair depots the commanding officer of the depot should satisfy himself that the procedure adopted conforms as closely with these regulations as is compatible with the local conditions.

(c) The instructions contained in these regulations are to be supplemented by Technical Staff Instructions and other aircraft servicing policy directives issued from time to time.



# **CHAPTER XXIII-SERVICING, INSPECTION AND TESTING OF AIRCRAFT**

## **Section 1 : Servicing orders, etc.,-Responsibilities and Duties**

### **1272. Issue of Unit Servicing Orders**

(a) Unit servicing orders are to conform to the instructions contained in these regulations as well as Technical Staff Instructions and other policy directives. Whereas such instructions may be issued by units to suit special local conditions, there should be no radical departure from the instructions contained in the above.

(b) The senior technical / specialist officer is responsible for maintaining a complete set of all orders, instructions, modifications and other technical literature issued in respect of items of equipment for which he is responsible. He is also to ensure that all such documents/ publications are kept up-to-date by incorporation of amendments. All relevant instructions will be brought to the notice of personnel concerned.



# CHAPTER XXIII-SERVICING, INSPECTION AND TESTING OF AIRCRAFT

## Section 1 : Servicing orders, etc.,-Responsibilities and Duties

### 1273. Responsibilities of Personnel

(a) **Responsibility of Commanding Officer.** The commanding officer of a unit has the overall responsibility for efficient conduct of all work carried out at the unit.

(b) **Responsibilities of Station Technical Officers**

(i) **Chief Technical Officer.** The chief technical officer is the head of the technical organisation of the station and is responsible to the commanding officer for all technical work undertaken at the station pertaining to the maintenance of aircraft and ancillary equipment. He is also responsible for control and administration of workshop, electrical and instrument sections, mechanical transport section and mechanical transport repair and servicing sections, safety equipment section, refuelling section, technical control room and duty crew. He will act as adviser to the lodger units on all technical matters covering the above functions.

(ii) **Specialist Officers.** The specialist officers established at the station (e.g., armament officer, signals officer) are responsible to the chief technical officer in respect of all technical work involved in aircraft servicing which pertains to their specialist functions. But for other technical work which does not affect aircraft servicing the specialist officers are directly responsible to the commanding officer.

(c) **Responsibilities of Unit Technical Officers.** The engineering officer of a squadron is responsible to the squadron commander for servicing of squadron aircraft as a whole. He is responsible to the chief technical officer for ensuring that correct technical practices are carried out in the squadron. As an aircraft is operationally serviceable only when the airframe, engine, signals, armament, instrument, electrical, photographic and ancillary equipment are all serviceable, it follows that the co-ordinations and control of the work of all personnel engaged in servicing such equipment must be the responsibility of the engineering officer. When specialist officers are established in the squadron, these officers are responsible to the squadron engineering officer for serviceability of specialist equipment pertaining to their specialist group. They will, however, seek the advice of their respective specialist officers at wing/station for matters connected with the servicing of equipment pertaining to their specialist functions.

(d) **Responsibilities of S.N.C.Os. and Aircraftmen**

(i) W.O./ S.N.C.O. i/c flight is responsible for coordination of all servicing work carried out on the aircraft belonging to the flight. All specialist S.N.C.Os. and aircraftmen of the flight, irrespective of their trades, will be responsible to the W.O./ S.N.C.O. i/c flight in

respect of aircraft servicing. The specialist S.N.C.O.s are responsible to the specialist officers of the squadron to ensure that correct technical practices are carried out in the flight and will approach them for any technical advice or guidance required by them.

(ii) The primary duty of S.N.C.O.s is supervision and co-ordination of work of various tradesmen placed under their control. Only in exceptional circumstances are they to be detailed to maintain a particular aircraft, in which case, it should be ensured that supervision is not adversely affected. They are to supervise all servicing operations and are to ensure that such work is carried out in accordance with current schedules and practices. Such supervision will also include technical documentation. They will also carry out independent checks as laid down from time to time.

(iii) A corporal or an aircraftman who is assigned a particular task would be directly responsible for carrying out work in accordance with the current instructions and procedures. Any supervision and control exercised by his superiors in respect of his task will not absolve him from the direct responsibility for satisfactory performance of his work.

**1274. to 1275. Blank.**



## **CHAPTER XXIII-SERVICING, INSPECTION AND TESTING OF AIRCRAFT**

### **Section 3-Board of Survey, Reconditioning, Overhaul and Repair**

#### **1286. Board of Survey (Aircraft)**

- (a) If at any time, the inspection of an aircraft as laid down in the servicing schedules reveals any indication that a board of survey is required, the engineering officer is to make a notation in the Form 700 of the aircraft and bring it to the notice of the chief technical officer who is to report the matter to the station commander and to command headquarters.
- (b) On receipt of the report, command headquarters will, if considered necessary, convene a board of survey consisting of at least 2 members. The president of the board will be an experienced technical officer from a unit other than the parent unit of the aircraft.
- (c) The finding and recommendation of the board are to be recorded in the IAFF(P)28 and submitted to Air Headquarters for finalisation through normal channels.
- (d) If the board of survey considers that there is evidence of contributory negligence or culpable default, it will record its findings accordingly and will ensure that it is brought to the notice of the station commander in order that a court of enquiry may be convened.



# **CHAPTER XXIII-SERVICING, INSPECTION AND TESTING OF AIRCRAFT**

## **Section 3-Board of Survey, Reconditioning, Overhaul and Repair**

### **1287. Reports on defective parts.**

Reports on failures or defects in airframe, electrical, photographic, armament equipment, aeroengine or part thereof, instruments, parachutes and aircraft accessories will be rendered in accordance with the detailed instructions contained in A.F.O.s.





# **CHAPTER XXIII-SERVICING, INSPECTION AND TESTING OF AIRCRAFT**

## **Section 3-Board of Survey, Reconditioning, Overhaul and Repair**

### **1288. Major Servicing**

- (a) Major/ super major/ B.T.B. Inspections and reconditioning of aircraft is carried out at the repair depots or by contractors.
- (b) It involves incorporation of all scheduled items of inspection, applicable modifications, STIs, SIs and Special checks which may be required to be carried out.
- (c) The aircraft is to be dismantled to an extent sufficient to permit parts being adequately inspected. Such parts as are found defective are to be repaired by approved methods, or replaced.
- (d) Following a major servicing, an aircraft commences a new servicing cycle irrespective of the flying time at which major servicing had completed.
- (e) The period between major servicing will be laid down for each type of aircraft in the technical staff instructions.



# **CHAPTER XXIII-SERVICING, INSPECTION AND TESTING OF AIRCRAFT**

## **Section 3-Board of Survey, Reconditioning, Overhaul and Repair**

### **1289. Complete Overhaul of Engines**

- (a) Complete overhaul of engine is carried out at the repair depots and by contractors only.
- (b) During the complete overhaul, engine is either completely stripped or dismantled sufficiently to permit part to be adequately inspected. It includes cleaning, inspection and (where necessary) testing of components, repairs, incorporation of prescribed modifications, STI's and SI's, any special checks, re-assembly and final test.
- (c) The life of each type of engine after complete overhaul will be specified by Air Headquarters in the technical staff Instructions.



# **CHAPTER XXIII-SERVICING, INSPECTION AND TESTING OF AIRCRAFT**

## **Section 3-Board of Survey, Reconditioning, Overhaul and Repair**

### **1290. Partial, Top and Hot end overhaul of Engines**

In addition to the complete overhaul, partial, top and hot end overhaul can be carried out on engines. The periodicities and the occasions when such overhauls are to be carried out will be specified by Air Headquarters in technical staff instructions. After a partial, top and hot end overhaul, the engine does not start a new life.



# **CHAPTER XXIII-SERVICING, INSPECTION AND TESTING OF AIRCRAFT**

## **Section 3-Board of Survey, Reconditioning, Overhaul and Repair**

### **1291. Repairs.**

Repair is the process of rectifying damage or wear and it restores equipment to a serviceable condition and may be done by :-

- (a) Replacing damaged or deteriorated parts by serviceable parts;
- (b) Making parts good by use of suitable tools and materials; or
- (c) Adjustments.



# CHAPTER XXIII-SERVICING, INSPECTION AND TESTING OF AIRCRAFT

## Section 3-Board of Survey, Reconditioning, Overhaul and Repair

### 1292. Repair and Reconditioning of Electrical, Instrument and Photographic Equipment

- (a) The reconditioning of electrical, instrument and photographic equipment is a function normally carried out by Repair Depots or by approved contractors. It normally includes the incorporation of all approved modifications, STI's and SI's.
- (b) The periods between reconditioning are laid down by Air Headquarters from time to time.
- (c) The reconditioning procedure is to conform to the instructions contained in the relevant publications.
- (d) During the reconditioning, the components are to be subjected to stage inspection and after assembly to serviceability test.
- (e) During exceptional circumstances commands and Air Headquarters may authorise a unit to undertake reconditioning of electrical, instrument and photographic equipment provided the unit has
  - (i) Tools;
  - (ii) Test Equipment;
  - (iii) Capable personnel; and
  - (iv) Proper workshops (air-conditioned/ dustproof in case of instruments).
- (f) Repair of electrical, instrument and photographic equipment by adjustments and replacement of components may be undertaken by only those units which have test equipment to subsequently subject the item to appropriate serviceability tests.



# **CHAPTER XXIII-SERVICING, INSPECTION AND TESTING OF AIRCRAFT**

## **Section 3-Board of Survey, Reconditioning, Overhaul and Repair**

### **1293. Aircraft Struck by Lightning**

When an aircraft has been struck by lightning, no reliance is to be placed on the compass for the remainder of the flight. On completion of the flight, the aircraft should be subjected to compass swinging. If it is established that the aircraft requires Demagnetisation and the work is beyond the capacity of the unit, the matter is to be reported to Headquarters Maintenance Command through proper channel for making suitable arrangements for this purpose. After demagnetisation the aircraft is to be given at least two flights, each of at least an hour's duration performing figure of eight manoeuvre on each of the main compass headings. After demagnetisation has been completed the aircraft should be considered as a suspect for a period to be prescribed by the electrical officer on the recommendation of the test pilot.



## **CHAPTER XXIII-SERVICING, INSPECTION AND TESTING OF AIRCRAFT**

### **Section 3-Board of Survey, Reconditioning, Overhaul and Repair**

#### **1294. Calibration and Adjustment of Compass installed in Aircraft.**

The compasses are to be calibrated and adjusted on the following occasions :-

- (a) When an aircraft is delivered direct from a contractor to a user unit the compasses are to be calibrated and adjusted on acceptance of the aircraft by the unit.
- (b) When an aircraft is delivered to an aircraft storage unit the compasses are to be calibrated and adjusted before issue to a user unit.
- (c) When an aircraft is in use, the compasses are to be calibrated and adjusted when a period of three months has elapsed since the date of the previous calibration, and at any time when the accuracy of the compasses or the compass deviation card is in doubt.
- (d) In addition, calibration and adjustment are to be carried out after an aircraft has been repaired or subjected to the conditions which are likely to affect the accuracy of the compass ; examples of such repairs and conditions are as follows:-
  - (i) When an aircraft has been standing reading in any par-correction device has been replaced.
  - (ii) On change of position, replacement, addition or permanent removal of any magnetic material, or alteration to any electrical circuit in the vicinity of a compass or compass detector unit.
  - (iii) When an aircraft has been standing heading in any particular direction for four weeks.
  - (iv) When an aircraft has been flown through thunder storm or storm clouds.
  - (v) After a considerable change of latitude when the accuracy of the compass is suspect. Normally this will not apply to transport aircraft, but all aircraft which are subjected to a considerable change of latitude during the transfer flight to another theatre will need to have compasses calibrated and adjusted prior to use in the new theatre.
- (e) When any electrical equipment has been fitted which is not part of the standard equipment of an aircraft and which functions only when the aircraft is flying, a test flight is to be carried out to check the deviations recorded on deviation card.

#### **1295. Blank.**





# CHAPTER XXIII-SERVICING, INSPECTION AND TESTING OF AIRCRAFT

## Section 4-Testing of Aircraft and Engine

### 1296. Aircraft-Flight Testing

(a) An aircraft is to be flight tested in air during hours of day light by a competent pilot in the following cases before it is allowed for normal flying.-

(i) After erection and major servicing/overhaul of the aircraft.

(ii) After any adjustment, repair or modification likely to affect the flying characteristics of the aircraft.

(iii) After any work has been done arising from a report of a mechanical defect which might have affected the safety of the aircraft.

(iv) After installation of aeroengine or automatic controls or after any of the major components have been changed or adjusted which may affect the engine operation in the air.

(v) After a minor servicing on an aircraft or when specially called for in the servicing schedule or required by any other instruction.

(vi) At the direction of squadron engineering officer/ chief technical officer.

(b) An aircraft which has been flight tested after overhaul or repairs and subsequently stored unerected or without engines, need not be re-assembled for flight testing immediately after work such as that referred in sub-para (a)(ii). After the re-erection and/or installation of the aeroengine(s) the pilot making the test flight will be given information on any adjustment, repair or modification likely to affect flying characteristics that have been made during the period of storage and instructed to pay particular attention to the flying qualities of the aircraft with special reference to the parts affected.

(c) After air test, test flight reports are to be raised in accordance with procedure specified in Technical Staff Instructions.



# CHAPTER XXIII-SERVICING, INSPECTION AND TESTING OF AIRCRAFT

## Section 4-Testing of Aircraft and Engine

### 1297. Engines-Bench Testing and Ground Runs

#### (a) After complete, partial, top and hot end overhaul

(i) After complete overhaul or after partial overhaul in which major components such as main bearings, gear box, turbine wheel, compressor assembly or other important parts (where the nature of work carried out has been such that proof of satisfactory assembly and adjustment is necessary) have been refitted or renewed, engines are to be subjected to bench test.

(ii) The tests will be carried out as per AP 1464C Vol I, Part I, Section I, Chapter 7 (for piston engines) and Pt. II, Sec. II, Chapter 8 (for turbine engines) read in conjunction with relevant Aeroengine AP Vol. VI, Pt. II or other current instructions.

(iii) After endurance test, aeroengines will be strip examinees in accordance with AP 1464, Vol. II, Pt. I.

#### (b) After repairs

(i) Engines will be bench tested or ground run (if installed in aircraft) at the discretion of the engineering officer directly.

(ii) The test after repairs should be dispensed with only when the repairs are obviously such that it is impossible for them to have affected the running qualities of the engine.

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## **CHAPTER XXIV-METEOROLOGICAL SERVICES**

### **1301. General**

(a) The object of the meteorological service of the air force is to provide necessary meteorological information to assist in:-

(i) ensuring safety of aircraft in the air and on the ground,

(ii) efficient planning and execution of air operations.

(b) This service will also assist civil aircraft of the Indian Union and foreign aircraft (civil and military) operating from and through air force airfields, where I.A.F. meteorological sections are established and civil meteorological facilities are not readily available.



## **CHAPTER XXIV-METEOROLOGICAL SERVICES**

### **1302. Meteorological Information**

(a) Meteorological information normally issued by air force meteorological offices can be divided into the following categories

- (i) Reports - which describe the actual weather conditions at specified times and locations.
- (ii) Forecasts - which describe the expected weather conditions at a specified future period over a definite route or area,
- (iii) Warnings - which give notice of expected bad weather of any type hazardous to flying over a specified region and during an indicated period of time.

(b) Other types of meteorological information can be obtained on request.



## **CHAPTER XXIV-METEOROLOGICAL SERVICES**

### **1303. Duties of Meteorological Staff**

The duty assigned to the meteorological staff is to provide meteorological information and to describe the weather (present and future) with all possible promptness and accuracy but not to pronounce upon its suitability for air, naval or ground operations. Meteorological reports, forecasts, warnings and personal explanations (briefing) of weather will not, therefore, express any opinion on the part of meteorological staff as to the fitness or otherwise of the weather for the various phases of such operations,



## **CHAPTER XXIV-METEOROLOGICAL SERVICES**

### **1304. Responsibility in regard to Decisions on Operations**

(a) The decision whether a particular weather situation will permit the execution of specified flight or operation will rest with the officer responsible for conducting the flight or operation.

(b) It is the responsibility of the officer conducting any operation to obtain in advance detailed weather information from the meteorological office, and satisfy himself about the sufficiency of the information provided. It is also his responsibility to consult the meteorological staff periodically during the progress of the operations and thus obtain maximum benefit from the meteorological service. Further, it is essential to ensure that only such personnel, as are in a position to utilise fully and take action on the basis of the information supplied, obtain weather information and briefing.

(c) The immediate and future purpose of any operation requiring the use of weather information should be explained to the meteorological officer concerned, in order to enable him to decide as to the correct type of meteorological information to be provided.

(d) At stations/airfields/landing grounds where meteorological forecasting officers are not established, necessary weather data and forecasts will be obtained from the nearest meteorological forecasting office by the most suitable means of communication,



## **CHAPTER XXIV-METEOROLOGICAL SERVICES**

### **1305. Notice for Obtaining Meteorological Forecasts.**

As much notice as possible of intended flight/operation will be given when weather information and forecasts are requested from meteorological offices. This is to ensure the receipt of all relevant data required for the flight/operation which may not be readily available. In peacetime conditions the following procedure should be followed in all cases of flights extending over Indian region and the immediate neighbourhood.

- (a) In the case of meteorological offices with a 24-hour forecasting watch, a minimum of one hour's notice will be given for flights less than 500 miles in range, three hours for flights between 500 miles and 1,000 miles in range, and six hours' flights exceeding 1,000 miles in range.
- (b) In the case of meteorological offices which do not maintain a 24-hrs forecasting watch, during the non-watch hours, a minimum of three hours' notice will be given for flights less than 500 miles and six hours' for flights of longer range.



## **CHAPTER XXIV-METEOROLOGICAL SERVICES**

### **1306. Liaison Between Meteorological Office and Air Traffic Control Section**

(a) Every meteorological office will, throughout its hours of watch, supply current weather information of the locality to the air traffic control section concerned. The meteorological office will also promptly inform the air traffic control section in all cases when :-

- (i) bad weather is expected to affect the airfield/landing ground or its immediate neighbourhood,
- (ii) bad weather commences, and
- (iii) bad weather ceases.

Note: Bad weather in the above context will be determined as per criteria for the issue of MMMM-messages in force, and its cessation as per corresponding criteria for BBBB-messages.

(b) The meteorological office will also supply the air traffic control section any additional current weather and other weather information required by the air traffic control to facilitate air traffic.

(c) The air traffic control section will, in its turn, keep in constant liaison with the meteorological office and promptly pass to the meteorological office all weather reports which are received from aircraft in flight or from other airfields/landing grounds etc. Particular attention will be paid to these in-flight weather reports which in any way indicate the approach of bad weather.





## **CHAPTER XXIV-METEOROLOGICAL SERVICES**

### **1307. Provision of Current Weather Information.**

- (a) Current weather reports can be obtained from a meteorological office at any time during the working hours of the meteorological office, on request.
- (b) At airfields/landing grounds where meteorological offices are not established, requests for current weather will be met by air traffic control. Similarly, at places where the meteorological office maintains a restricted watch, the air traffic control will meet all requests for current weather during the non-watch hours of the meteorological office. At all such stations the commanding officer will take steps to ensure that air traffic control personnel are trained and qualified to take current weather observations and despatch them in plain language.
- (c) Pilots asking for visibility and cloud base will be given the horizontal (and not vertical) visibility and the estimated height of cloud base above the station (and not above mean sea level).
- (d) Requests for weather reports from aircraft in flight will be met with the least possible delay.



## **CHAPTER XXIV-METEOROLOGICAL SERVICES**

### **1308. Debriefing of Captain/Crew of an Aircraft.**

After the termination of a flight the captain of an aircraft or an officer-member of the crew will report to the meteorological office for debriefing, and will hand in the in-flight weather proforma duly completed.



## **CHAPTER XXIV-METEOROLOGICAL SERVICES**

### **1309. Degree of Precedence on Signals Channels for Duty Met. Officer**

For expeditious exchange of weather information the duty meteorological officer will be entitled to use "Emergency" or any lower priority on signals and telephones. He will also be entitled to use civil and military telephone trunk lines.



## **CHAPTER XXIV-METEOROLOGICAL SERVICES**

### **1310. Action on Issue of Weather Warning.**

When a weather warning is issued by a meteorological office, it will be the responsibility of the commanding officer, or an officer detailed by him for this purpose, to take all necessary precautions to ensure the safety of aircraft under the expected abnormal conditions.



## **CHAPTER XXIV-METEOROLOGICAL SERVICES**

### **1311. Supply of Weather Information at Temporary Bases.**

When a unit is detached from a station to a temporary base, adequate previous notice will be given to the meteorological office from which weather information will be required and also to Air Headquarters (Met.), Stating the name of the base, period of temporary operations, signals address, and any special requirements as regards the supply of meteorological information. Arrangements will then be made for the issue to the unit of the necessary reports and forecasts by the quickest possible means.



## **CHAPTER XXIV-METEOROLOGICAL SERVICES**

### **1312. Station Duties-Meteorological Staff.**

Meteorological staff on watch-keeping duties will be, exempt from all such station duties of a non-meteorological nature which in the opinion of the head of the meteorological branch, Air Headquarters, interfere with the normal and efficient functioning of meteorological offices.

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## CHAPTER XXV-MEDICAL AND DENTAL

### Section I-Control of Communicable Diseases

#### ~~1321. Inoculation and Vaccination~~

~~(a) Commanding officers and medical officers are to make clear to all personnel the importance of being protected by vaccination against small pox and by inoculation against typhoid and paratyphoid fevers, and also against other diseases by inoculation as may from time to time be advised. Commanding officers are reminded that the only efficient safeguards, against the typhoid group of diseases and against small pox, consist in adequate inoculation and vaccination respectively, and that failure to ensure these must militate most seriously against the efficiency of the air force.~~

~~(b) For recording particulars of vaccination and inoculation-see chapter XIII, Section 4 of R.M.S. AF-1962.~~

~~(c) Commanding officers are responsible for providing facilities for carrying out inoculations and vaccinations of all personnel of the unit and also for warning all who refuse inoculations/vaccination, that they run an unnecessary risk of infection and may become a danger to their fellowmen, to their units and to the air force as a whole.~~

~~(d) When an officer or airman refuses to be vaccinated or inoculated the word 'Refuse' is to be entered in red ink in the appropriate portion of the individual's pay book and the dated entry is to be signed by the individual concerned. A certificate duly signed by the individual concerned is also to be inserted in AFMSF-1 (old Form 48).~~

#### **1321. Immunisation.**

(a) Commanding officers are reminded that immunisation against certain communicable diseases is of paramount importance and failure to achieve a hundred percent immunisation state militates seriously against the efficiency of the Air Force. Commanding officers are to make all efforts to achieve 100% immunisation state of all ranks and their families and civilian employees including private servants at all times against diseases notified.

(b) Commanders are responsible for --

(i) maintenance of records of immunisation in accordance with the instructions;

(ii) providing facilities for the carrying out of the immunological procedure recommended;

(iii) ensuring that personnel proceeding on leave or temporary duty or posting to another unit are fully protected prior to their departure and will not fall due for immunisation during transit or soon after arrival at destination;

(iv) ensuring that non-entitled civilian employees of the unit and their families are fully protected by arranging their immunisation through the civilians health authorities.

(c) Medical officers are responsible for--

(i) carrying out immunological procedures for all such individuals as present themselves at times arranged by the command officers.

(ii) recording immunological procedures and results thereof in the pay book of the individual concerned.

(iii) rendering such returns as may be called for by higher authority.

(d) For recording particulars of immunisation see chapter XIII, Section 4 of RMSAF - 1962.

(e) When an officer or airman refuses to be vaccinated or inoculated the word 'Refused' is to be entered in red ink in the appropriate portion of the individual's pay book and the dated entry is to be signed by the individual concerned. A certificate duly signed by the individual is also to be inserted in AFMSF-1. In case of death, disability or being boarded out of service due to the manifestation of the disease for which the individual has refused immunisation, this fact will be reviewed at the time of assessing death/ disability benefits of an individual.

(Existing para modified on the basis of upto date knowledge on the subject)

(CS No. 37/IV/71)

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## **CHAPTER XXV-MEDICAL AND DENTAL**

### **Section I-Control of Communicable Diseases**

#### **1322. Inspection of Airmen on change of Station.**

See Chapter VII, para 391 (b) (iii) of R.M.S. AF-1962.



## **CHAPTER XXV-MEDICAL AND DENTAL**

### **Section I-Control of Communicable Diseases**

**1323. Notifiable Diseases.** See Chapter XIII, Section 1, para 698 of R.M.S. AF-1962.



## **CHAPTER XXV-MEDICAL AND DENTAL**

### **Section I-Control of Communicable Diseases**

#### **1324. Water Supply**

The provision of an ample and safe water supply is the responsibility of every commander, as it is of vital importance in the maintenance of health and the fighting efficiency of personnel. The MES are responsible for the supply of water and the medical services for advice to render it safe for drinking. Only chlorinated water is to be used for drinking and ablution purposes.



## **CHAPTER XXV-MEDICAL AND DENTAL**

### **Section I-Control of Communicable Diseases**

#### **1325. Hygiene and Sanitation.**

The supervision of the day to day sanitation of the unit lines is the responsibility of the unit administrative authorities. The S.M.O. is the adviser to the O.C. station on all hygiene questions. It is, however, the responsibility of the C.O. to ensure that the recommendations made are properly executed.



## **CHAPTER XXV-MEDICAL AND DENTAL**

### **Section I-Control of Communicable Diseases**

#### **1326. Sanitary Diary**

The medical officer is to inspect the whole of the station including the married quarters and is to keep a sanitary diary in which he is to record all hygiene defects. He is to bring to the notice of the commanding officer any conditions likely to affect physical, mental and social well being of personnel. After each inspection he is to send the sanitary diary to the O.C. station for action.



## **CHAPTER XXV-MEDICAL AND DENTAL**

### **Section I-Control of Communicable Diseases**

#### **1327. Minor Sanitary Works at Units.**

Due priority is to be accorded by the commanding officer to minor works recommended by medical officer to improve the hygiene and sanitation of the unit. Attention should be specially paid to the construction of soakage pits, grease traps, repair to drains, to fly-proofing of kitchens, dining halls, latrines etc. Proper working of these is essential to safeguard the health of the personnel and to prevent the outbreak of serious epidemics.

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## **CHAPTER XXV-MEDICAL AND DENTAL**

### **Section 2-Medical Boards, Examination and Categorisation**

**1331. Examination-Officers and Flight Cadets.** See Chapters VII and VIII of R.M..S. AF-1983 and IAP 4303 Second Edition..



## **CHAPTER XXV-MEDICAL AND DENTAL**

### **Section 2-Medical Boards, Examination and Categorisation**

#### **1332. Examination after Flying Accidents.**

Whenever a flying accident, as defined in para 799 occurs, the occupants, whether apparently injured or not, are to be brought immediately before the medical officer for such examination as is considered necessary by him.





## **CHAPTER XXV-MEDICAL AND DENTAL**

### **Section 2-Medical Boards, Examination and Categorisation**

#### **1333. Officers Unfit for Full Duties**

The medical officer is immediately to acquaint the commanding officer when an officer is unfit for the full duties of his branch. The commanding officer is to take steps to ensure that the individual is employed within the medical category allotted.



## **CHAPTER XXV-MEDICAL AND DENTAL**

### **Section 2-Medical Boards, Examination and Categorisation**

**1334. Composition of Medical Boards.** See Chapter VIII, para 419 of R.M.S. A.F.-1983.



## **CHAPTER XXV-MEDICAL AND DENTAL**

### **Section 2-Medical Boards, Examination and Categorisation**

**1335. Medical Boards : Officers and Flight Cadets.** See Chapter VIII of R.M.S. A.F.-1983.



## CHAPTER XXV-MEDICAL AND DENTAL

### Section 2-Medical Boards, Examination and Categorisation

#### 1336. Medical Categories

(a) AT THE TIME OF ENTRY. The medical categories for officers, airmen and apprentices at the time of entry into service are as follows :-

(i) G.D. Branch } Pilots A1G1

(ii) Airmen Aircrew } Other aircrew A3

(iii) Ground Duty Officers } A4 G1

(iv) Apprentice/Airmen other than aircrew } Cat "A"

(b) MEDICAL CATEGORIES OFFICERS, CADETS & AIRMEN AIR CREW:

SI No.	Medical Category	Functional capacity	Employability
1.	<b>A1</b>	Physically well developed. Capable of enduring severe physical and mental stress of service flying in any part of the world. Has normal hearing and binocular visual acuity.	Fit for full flying duties. Fit to fly any type of aircraft commensurate with anthropometric measurements.
2.	<b>A2</b>	Physically well developed. Capable of enduring physical and mental stress of service flying. May have minor impairment in hearing, visual acuity or functional capacity not interfering with flying.	Fit for full flying duties with minor impairment well compensated by experience. May use glasses for correction of vision. May have limitation in flying certain types of aircraft but capable of unrestricted flying in others.
3.	<b>A3</b>	Functional capacity impaired to the extent of interfering with unrestricted flying. Defect/ disability controlled and adequately compensated for restricted flying duties. Possesses hearing and visual acuity commensurate with restricted flying. Must be psychologically stable. might have suffered from disease/ injuries/ operative procedures which are now well stabilised to a degree which will not interfere with safe operation of the aircraft.	Fit for flying duties with limitations specified by medical board.
4.	<b>A4</b>	Functional capacity impaired to the extent that it interferes with flying duties as an aircrew, but does not interfere with flying as a passenger. Officers of ground duties branches possess full functional capacity or impaired functional capacity not interfering with flying as a passenger.	Unfit to fly as an aircrew. Fit to fly as a passenger only.
5.	<b>At</b>	Functional capacity not compatible with any of form of flying duties.	Temporarily unfit for flying. However, fit to fly as a patient when so considered by the authorised medical attendant.
6.	<b>Ap</b>	Has gross limitation in physical/ mental capacity without possibility of improvement in reasonable time..	Permanently unit for flying. However, fit to fly as a patient when so considered by authorised medical attendant

7.	<b>G1</b>	Physically well developed. Possesses full functional capacity good eyesight and hearing. C capable of enduring severe physical and mental stress for prolonged periods.	Fit for all ground duties in any part of the world.
8.	<b>G2</b>	Physical capacity and stamina slightly less than G1. Capable of enduring physical and mental stress at a standard slightly lower than G1. Free from active disease requiring treatment, but may have minor defects which do not restrict employment.	Fit for all ground duties, but slightly below G1 standard, in any part of the world.
9.	<b>G3</b>	Has moderate physical capacity and stamina. possesses reasonable degree of visual acuity, hearing and psychological stability as to withstand normal stress and strain. Suffered from disease/ injury/ operative procedure which is now stabilised to a degree which will not restrict employment.	Fit for all ground duties not involving unusual stress. May have restrictions in employment in areas 2,700 meters ASL.
10.	<b>G4</b>	Has significant disablement with limited physical capacity and stamina. Suffered from disease/ injury/ operative procedure which is not fully stabilised.	Fit for routine duties not involving severe physical and mental stressing areas below 2,700 meters altitude..
11.	<b>G5</b>	Has major disablement with restricted physical capacity and stamina. Capable of undergoing limited physical exertion. Suffered from disease/ injury/ operative procedure which is not stabilised, may have defect of limb corrected by well fitted prosthesis.	Fit for routine ground duties only with restrictions specified by medical board.
12.	<b>Gt</b>	Temporarily incapacitated for any form of ground duty due to sickness/ injury.	Temporarily unfit for any form of ground duties.
13.	<b>Gp</b>	Permanently unfit for any form of ground duties due to gross limitation of physical capacity/ stamina/ mental capacity.	Permanently unfit for Air Force duties.

(As per Appendix 'A' Of IAP 4303)

(c) MEDICAL CATEGORIES - AIRMEN, APPRENTICES AND NON COMBATANTS ENROLLED (OTHER THAN AIRCREW)

**1. CATEGORY 'A'**

- (a) Physically and mentally fit for service in all parts of the world in peace and war.
- (b) Able to perform all duties in extremes of weather and climate and remain efficient under conditions of strain and stress for prolonged periods.
- (c) Able to handle arms and do heavy manual work.
- (d) Free from all defects of locomotion.
- (e) Able to fly as a passenger.

It must be understood that airmen advanced in age may not possess the same physical standards as they possessed at the time of recruitment. Nevertheless if they fulfil the conditions outlines above they will be assessed in Category 'A'.

**2. CATEGORY 'B'**

- (a) Physically and mentally fit for service in any part of the world in peace and war. May have restrictions in employment in areas above 2700 mts ASL.

- (b) Capable of undergoing normal physical exertion but unable to endure severe and prolonged strain.
- (c) Able to handle arms and to do manual work but at a slower pace.
- (d) May have a moderate degree of disability not interfering with efficient performance of trade duties and compatible with performance of a fair amount of general duties.
- (e) Able to hear and see sufficiently well to perform adequately any duty not requiring perfect hearing or sight.
- (f) Able to fly as a passenger.

3. **CATEGORY 'C'**

- (a) Fit for moderate exertion but with opportunities for regular meals and periods of rest.
- (b) Fit for sedentary and routine work. Capable of performing duties of his trade reasonably well.
- (c) Unable to bear arms as a routine but able to use weapons for defensive purpose.
- (d) Able to hear and see sufficiently well to perform any duty where marked impairment of hearing and sight do not disqualify.
- (e) Fit to serve in any part of India where adequate medical facilities are available. Unfit for duties above 2700 mts ASL.
- (f) Able to fly as a passenger.

4. **CATEGORY 'D'**

Airmen who are under medical care pending final categorisation and disposal, e.g. in hospital, during sick leave etc.

5. **CATEGORY 'E'**

Permanently unfit for service in the Indian Air Force.

**(As per Appendix 'E' of IAP 4303)**



## **CHAPTER XXV-MEDICAL AND DENTAL**

### **Section 2-Medical Boards, Examination and Categorisation**

#### **1337. Medical Examination-Airmen and Apprentices.**

See Chapter VII, R.M.S. AF-1983.



## **CHAPTER XXV-MEDICAL AND DENTAL**

### **Section 2-Medical Boards, Examination and Categorisation**

#### **1338. Medical Board-Airmen and Apprentices.**

See Chapter VIII of R.M.S. AF-1983.





## CHAPTER XXV-MEDICAL AND DENTAL

### Section 2-Medical Boards, Examination and Categorisation

#### 1339. Medical History Envelope AFMSF-F1 (Old Form 48)-Custody and Maintenance of

- (a) *Medical history envelope AFMSF-1* for all service personnel is raised, in duplicate, at the time of entry into service. One copy is kept by the individual's unit to which posted, and the other by ~~Dte. of Personnel (Airmen)~~ *Air Force Record Office* in case of airmen and apprentices and by the Directorate of Medical Services in case of officers/flight cadets and airmen aircrew. (CS No. 31/IV/71)
- (b) The responsibility for the safe custody of unit copies of medical history envelopes rests with the C.O. of the unit. The forms will, however, normally be kept at the M.I. Room/SSQ by the medical officer of the unit who is to be responsible to the C.O. for their safe custody while in his possession. They are to be kept in a locked cabinet.
- (c) Responsibility for the correct compilation of medical history envelopes and their enclosures, and for the insertion of the latter in the envelopes, rests with the medical officers concerned.
- (d) *Transmission.* Unit copies of medical history envelope are to be passed under sealed cover from medical officer to medical officer. The cover is to be clearly marked "AFMSF-1 Form 48 Confidential" in red ink. Every precaution is to be taken that the contents are not seen by non-medical personnel.
- (e) *Checking.* A quarterly check of all medical history envelopes is to be carried out by the unit's adjutant.
- (f) *Loss of Unit Copy of AFMSF-1 Form 48.* When the unit copy of medical envelopes is lost, the C.O. is to make a full investigation and forward the proceedings to the command concerned who are to take such disciplinary action as may be required, ~~and authorise the issue of a duplicate copy . and forward the recommendation to Air Headquarters to arrange raising of duplicate certified copies of enclosures of lost AFMSF-1 (Medical History Envelope)~~ (CS No. 31/IV/71)
- (g) *Missing Enclosures.* If any enclosure is missing application for replacement is to be made to ~~Directorate of Personnel (Airmen)~~ *Air Force Record Office* or Directorate of Medical Services, as applicable (CS No. 31/IV/71).



## CHAPTER XXV-MEDICAL AND DENTAL

### Section 2-Medical Boards, Examination and Categorisation

#### 1340. Medical and Hospital Duties

- (a) Reports of illness. See Chapter II, Para 71 of RMS AF-1962.
- (b) Treatment of Civilians Treated in Military Hospitals. See Chapter V, Para 298 of R.M.S. A.F.-1962.
- (c) *Bringing Food etc. to Hospitals* . Visitors and attendants are forbidden to bring food, drink, money or other articles for patients in hospitals without the permission of the medical officer i/c.
- (d) *Officer on the Sick List* . An officer on the sick list is not to leave his place of treatment except for such exercise as may be prescribed by his appointed medical attendant or for meals and recreation in his own mess.
- (e) *Articles Allowed to Personnel Sick in Hospitals*
- (i) The items of clothing and necessaries to be taken by all ranks when admitted as patients to hospitals or sick quarters are shown in equipment regulations.
  - (ii,) No airman or apprentice will have money or valuable in his possession other than the sums provided for in F.R.I.
- (f) *Airmen or Apprentices in Hospital Placed under Arrest*. If an airman or apprentice in hospital is placed under arrest and the O.C. hospital does not dispose of the offence, the crime report and a statement of evidence is to be sent to the O.C. unit.
- (g) *Inquiry Reports* . When an individual is maimed or injured than in action a report on IAFF (P)-23 (Old Form 551) is to be sent to the O.C. Unit as soon as possible after the date on which the patient has been placed on the sick list whether in quarters or in hospital.
- (h) *Disability Reports* . See Chapter VIII of R.M.S. A.F.-1962.
- (j) *Sickness Caused by an Offence, Misconduct or Imprudence*. When a person subject to Air Force Act has been admitted to hospital on account of sickness believed to have been caused by an offence under the Air Force Act, the O.C. unit is to take a preliminary inquiry into the case and acquaint the medical officer with the result, in order that the latter may give or refuse the certificate referred to in Section 92(c) and (d) of the Air Force Act, 1950. The medical officer is to attend the subsequent investigation of the offence whether before a court-martial or the O.C. unit, and give evidence in substantiation of the facts contained in his certificate. The certificate alone is not sufficient. When a person subject to the Air Force Act is admitted to hospital on account of sickness caused by his own misconduct or imprudence, the medical officer is to furnish the certificate referred to in Section 92(c) and (d) of the

Air Force Act, 1950.



## CHAPTER XXV-MEDICAL AND DENTAL

### Section 2-Medical Boards, Examination and Categorisation

#### ~~1341. Medical Attendance~~

~~Personnel of the air force and their families are entitled to medical attendance in military/civil/private hospitals under the conditions laid down in the Regulations for the Medical Services of the Armed Forces.~~

**1341. Medical attendance and Dental Treatment.** Air Force personnel and their families are entitled to medical attendance and dental treatment in military/civil/private hospitals under the conditions laid down in Chapter V and VII of the Regulations for the Medical Services of the Armed Forces. Regarding reservists see para 296 (I) *ibid*.

(CS No.40/IV/71)



## **CHAPTER XXV-MEDICAL AND DENTAL**

### **Section 2-Medical Boards, Examination and Categorisation**

#### **1342 . Duties in Connection with Flying**

(a) A single handed medical officer at a flying unit is not to be in the air or absent from the station when flying is in progress without the sanction of the O.C. station. He is not to be regarded as absent from the station when visiting sick living out personnel but the O.C. and A.T.C. Officer are to be kept informed at all times of his exact whereabouts and the probable duration of his visits.

(b) C. Os. are to ensure that air force medical officer is given all facilities to gain flying experience as passenger.



## CHAPTER XXV-MEDICAL AND DENTAL

### Section 2-Medical Boards, Examination and Categorisation

#### 1343. Daily Sick

- (a) All sick personnel who are able to report at the M.I. Room/SSQ are to do so at an hour arranged in consultation with the O.C. unit, so that those requiring admission to hospital reach hospital at a reasonable time during hospital working hours.
- (b) The following entries are to be made in sick reports :-
- (i) The diagnosis on each and how it is disposed of i.e. "Hospital" - When to be admitted to hospital.
- "Sick-in-Quarters" - when entitled to and recommended treatment in quarters.
- "Sick Quarters" - when to be admitted to sick quarters
- "Excused Duty" - when required to attend for treatment but excused all duties.
- "Light Duty" - when required to attend for treatment and to perform light duty.
- "Medicine & Duty" - when required to attend for treatment and to perform normal duties.
- (ii) The probable period of non-effectiveness for officer/*airman* . (CS No. 41/IV/71)
- (iii) The word "Duty" is to be entered in red ink against the name of any person reporting sick unnecessarily.



## **CHAPTER XXV-MEDICAL AND DENTAL**

### **Section 2-Medical Boards, Examination and Categorisation**

**1344. Sick Attendant** . The employment of airmen as sick attendant should seldom be necessary but if their services are specially required they are to be detailed on the written authority of the O.C. station or unit concerned as mentioned in Regulations for the Medical Services of the Armed Forces (para 58, R.M.S.A.F.-1983). A sick attendant is not to be employed for a period longer than one month.



## **CHAPTER XXV-MEDICAL AND DENTAL**

### **Section 2-Medical Boards, Examination and Categorisation**

#### **1345. Visits by Officers of Personnel in Hospital.**

When the hospital is situated in the same station as the unit, personnel in hospital are to be visited not less than once a week by an officer of the unit to which they belong. The officer will be allowed access to patients during visiting hours except for S.I. and D.I. cases who may be visited any time





## **CHAPTER XXV-MEDICAL AND DENTAL**

### **Section 2-Medical Boards, Examination and Categorisation**

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## **CHAPTER XXVI-CLOTHING AND EQUIPMENT**

### **1351. General.**

The detailed regulations for issue and accounting of clothing, arms and accoutrements to officers and flight cadets and issue of clothing accoutrements and bedding to airmen, are laid down in AP. 1501, Vol. 1, Chapters 14 and 15 respectively.



## **CHAPTER XXVI-CLOTHING AND EQUIPMENT**

### **1352 Officers and Flight Cadets-**

(a) Officers and flight cadets are not entitled to free issue of clothing and necessaries, except camp kits and equipment and other items of public clothing mentioned in para 1353 below. They are to get their uniform manufactured under unit arrangements, for which an outfit allowance is granted to them. They are however, authorised to purchase on prepayment basis from equipment section cloth and other specified materials for the manufacture of uniforms subject to limits as regards quantity and frequency laid down in para 3 Chapter 14, A.P. 1501. These issues and also of the web equipment will be recorded on the inside cover of their pay books. The issue of camp kit will be recorded in the alphabetical register maintained by the concerned equipment depot.

(b) Single and married officers and flight cadets are authorised to purchase on prepayment basis from the equipment section certain specified necessaries like bed sheets, blankets, towels etc., laid down in para 2, Chapter 14, A.P. 1501. The issue of certain restrictive items like blankets, pillow, bed sheets and pillow slips will be recorded in their pay books.



## **CHAPTER XXVI-CLOTHING AND EQUIPMENT**

### **1353. Issue of Air Crew Clothing and Associated Equipment.**

The items of public clothing which officers are entitled to be issued on loan are listed in I.A.P. 1503 . Such issues will be recorded on Form (Q) 443B (Flying Clothing Card). These articles will remain with the officers and will be carried with them on transfer from unit to another. It will however be ensured that items are not retained which the holder will not have a definite use at the station of posting. They should be withdrawn and returned to stores when the officer becomes "non-effective". These articles are exchanged free when they become unserviceable through fair wear and tear. Items which become unserviceable through unfair usage are to be replaced at the expense of the individual concerned and recovery made in accordance with Chapter 23, I.A.P.1503.



## CHAPTER XXVI-CLOTHING AND EQUIPMENT

### **1354. Issue of Personal Clothing and Necessaries/Public Clothing and Accountments to Airmen/Apprentices**

(a) *Initial Issues* . Initial issues of personnel clothing and necessaries etc., to airmen/apprentices will be made free on I.A.F F. (Q) 441 in accordance with the scales laid down in I.A.P.1503, Part 'C' Scales C-1 & 2. These issues will be made

through organised clothing parades. All items issued to an airman are to be stamped or marked with individual's number before they are removed from the equipment section.

(b) *Personal Clothing and Necessaries*. After initial free issues of personal clothing and necessaries to an airman on enlistment the subsequent cost of maintenance and replacement is to be borne by him out of his clothing allowance admissible under the current A.F.Is. Items of personal clothing and necessaries are provided on replacement at special recovery rates as laid down in Government orders/administrative instructions issued from time to time. All replacement issues of personal clothing and necessaries of airmen are made on prepayment after the expiry of fair estimated lives of the articles laid down in Government orders/administrative instructions issued from time to

(c) *Public Clothing and Accountments*

(i) Public clothing and accountments are initially issued free. Subsequent replacements are also made free provides, the unserviceability of the articles issued previously is through fair wear and tear and the unserviceable items are returned to store. The airmen are to be charged for the items of public clothing and accountments lost or wilfully damaged or damaged through neglect in accordance with Equipment Regulations (I.A.P.1503, Chapter 23).

(ii) All initial issues as well as exchanges of public clothing with the exception of flying clothing and great coats are to be made through organised parades to be witnessed by an officer or warrant officer



## **CHAPTER XXVI-CLOTHING AND EQUIPMENT**

### **1355. Issue of Flying Clothing and Occupational Clothing to Airmen**

For issue of flying clothing to airmen similar procedure as detailed in para 1353 above is to be followed. The scales for issue of occupational clothing are laid down in I.A.P.1503 Part 'C' Scale C-3, The issues of occupational clothing to ground training instructors will be noted in their pay books and the replacements thereof will not be made before the expiry of fair estimated lives of the articles laid down in Government orders/administrative instructions issued from time to time referred to in para 1354(b) above.



## **CHAPTER XXVI-CLOTHING AND EQUIPMENT**

### **1356. Clothing of Airmen Proceeding on Discharge, or Dismissed or Transferred to Regular Air Force Reserve or Deceased or Deserters**

- (a) All items of public clothing are to be withdrawn from an airman proceeding on discharge/transfer to pension establishment/reserve. An airman proceeding on discharge/transfer to pension establishment/reserve, with three years of service or more is, however, allowed to retain durie, mosquito net and blanket barrack (qty. one each). An airman will be required to make good the loss of any such articles or damage to them through unfair wear and tear. He will, however, be allowed to purchase any item of public clothing at its part worn value subject to minimum of one tenth of the vocabulary rate. Items withdrawn will be returned to store for re-issue to other airmen.
- (b) The items of personal clothing to be withdrawn from in airman proceeding on discharge is to be determined in accordance with the provisions contained in I.A.P.1501, Paras 82 to 84.
- (c) An airman dismissed from service is to return all items of public clothing as well as personal clothing and necessaries. He will be charged for the loss of any articles of public clothing, in Accordance with A.P. 830, Vol I, Chapter 23. He will also be charged for the items of personal clothing and necessaries, which are found deficient at the time of dismissal, on the basis of half of the cost of special recovery rates.
- (d) The items of personal and public clothings to be withdrawn from an airman on his transfer to regular air force reserve will be determined in accordance with the provisions contained in Chapter 15, A.P. 830, Vol. I.
- (e) Articles of public clothing and accoutrements of a deceased airman will be returned to store and the cost of the items found missing or damaged other than by fair wear and tear through his negligence will be debited against his account. The articles of personal clothing and necessaries will be sold under unit arrangements and sale proceeds in respect of the items which he was entitled to retain under sub-para (h) will be credited to his account.
- (f) The clothing necessaries and accoutrements of deserted airmen are to be deposited in the equipment section. If the deserter rejoins within six months, the same are to be returned to him. If he does not return within six months his personal clothing are to be sold and sale proceeds credited to his non-effective account. He is to be charged for the loss of public clothing in accordance with Section 3(6) of Army and Air Force (Disposal of Property) Act, 1950. However, if the deserted airman has less than 15 months service at the time of desertion his personal clothing and necessaries are not to be sold but are to be returned to stores and brought on charge.



## **CHAPTER XXVI-CLOTHING AND EQUIPMENT**

### **1357. Kitting of Airmen Selected for Pre-Commissioning Training**

(a) Airmen selected for commission will report to the respective air force college for pre-commissioning training with their full kit. Items of personal and public clothing will be withdrawn at air force college and deposited in the kit store on Form I.A.F.F.(0)-402.

(b) Airmen cadets will be provided uniform at the scales applicable to cadets entering direct from civil life.

(c) On successful completion of training, all items of public clothing of the airmen withdrawn from them as at sub-para (a) above will be brought on charge and I.A.F.F.(Q) 402 cleared. Personal clothing will be dealt with in accordance with the provisions contained in paras 80 to 84, Chapter 15, A.P. 830. Vol. I.

(d) If, however, the airman is rejected and he wishes to convert to his original rank, he will be issued with the same kit which was withdrawn from him earlier.





## **CHAPTER XXVI-CLOTHING AND EQUIPMENT**

### **1358. Retention of Rejected Flight Cadets' Clothing**

Clothing of cadets who are rejected from flying training is to be withdrawn and retained in unit equipment section for one year. If they are subsequently selected for navigation training within one year they will be issued with the same set of clothing. Clothing of rejected flight cadets who are not subsequently called up for navigation training is to be auctioned in the normal manner.



## **CHAPTER XXVI-CLOTHING AND EQUIPMENT**

### **1359. Dry Cleaning/Washing and Repair/Alteration/Manufacture of Airmen Clothing**

(a) The B.G. uniforms of airmen are dry cleaned at public expense under local contracts to be entered into by commanding officers stations.

(b) Washing services are to be provided free in kind to airmen for washing of service clothing where it is possible, under the current A.F.Is. Where it is not possible to make provisions of washing services in kind, an allowance of Re. 1 per mensem is to be granted to each airman, in lieu thereof.

(c) The repair/alteration/manufacture of airmen clothing held in equipment section is carried out at public expense under local contracts to be entered into by commanding officers stations.

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## **CHAPTER XXVII-ARMS AND AMMUNITION**

### **Section 1-Private Arms and Ammunition, Serving Personnel, Reservists and Pensioners**

#### **1371. Possession of Private Arms**

- (a) Air force personnel may be allowed to possess private arms and ammunition in accordance with the following instructions which are based on the provisions of the Arms Act, 1959 and rules made thereunder.
  
- (b) The attention of all ranks will be drawn to the instructions applicable to them in a similar manner to the instructions contained in para 562 of Chapter XII, Section 1.



## **CHAPTER XXVII-ARMS AND AMMUNITION**

### **Section 1-Private Arms and Ammunition, Serving Personnel, Reservists and Pensioners**

#### **1372. General Provisions**

(a) The Arms Act provides that any person disposing of arms and ammunition which he possesses under valid authority for his own private use to any other person not entitled by law to possess the same, is liable to be punished with imprisonment or with fine or with both.

(b) If an authorised owner of private arms and ammunition wishes to dispose of them to another person by sale, auction, gift or otherwise, he will ascertain that the transferee is a person entitled by law to possess them and is not a person who is, by any enactment for the time being in force, prohibited from possessing them except when the purchaser is a person entitled to possess arms or ammunition under the Indian Arms Act, Section 27, the seller will ensure that the purchaser has obtained a licence issued by the civil authorities for the particular weapons being sold or otherwise disposed of, and without unnecessary delay give to the magistrate of the district or to the officer in charge of the nearest police station notice of the sale and fill particulars as under

- (i) Name, rank and unit of seller.
- (ii) Licence number with details of arms and ammunition disposed of.
- (iii) Manner of disposal.
- (iv) Name of purchaser, licence number and issuing authority.

(c) The transferer and transferee will both present their licences to the licence issuing authority for deletion/ addition of the entry relating to particulars of arms held as appropriate.

(d) The arms and ammunition which air force personnel may be allowed to possess will not be of a class superior to that of the arms and ammunitions in use of the air force, nor will it include arms and ammunition the import of which is prohibited under the Arms Rules, 1962. No licence will be granted for the possession of any arms/ammunition of categories I(b), I(c) and I(d) specified in Schedule 1 of the Arms Rules unless arms and/or ammunition have been lawfully imported into India.

(e) In the case of an individual under the rank of an officer the procedure in (b) above will be conducted through the officer commanding unit concerned.

(f) Failure to comply with these instructions renders the seller liable to be punished with imprisonment or with a fine, or with both.

(g) Private arms and ammunition for which no licence is required must be recorded in the unit private arms register. The private arms register of all units will be checked annually by the station commander. Units will render by 15th each year an annual report to the district magistrate showing details of private arms and ammunition held on the private arms register together with a certificate that licence for those arms and ammunition for which licences are required, exists.



## **CHAPTER XXVII-ARMS AND AMMUNITION**

### **Section 1-Private Arms and Ammunition, Serving Personnel, Reservists and Pensioners**

#### **1373. Carrying of Private Arms for Game Shooting Purposes when on Courses Abroad**

- (a) All ranks proceeding abroad will ensure that if they take private arms and ammunition, their licence to possess such arms and ammunition are current for the period of stay abroad.
- (b) At the port of embarkation ex-India, officers concerned will declare their private arms and ammunition to the collector of customs and obtain a certificate in the proper form from him that they have declared their intention to bring back such arms and ammunition to India on the completion of their courses abroad. On the basis of such certificates, private arms ammunition brought back to India, within three years are not liable to customs duty. For any further clarification, the collector of customs at the port of embarkation should be addressed.
- (c) At the port of disembarkation abroad, the private arms and ammunition in question will be declared to the customs authorities. The customs take possession of the weapons and give the owner an arms certificate. The owner then applies to a specified authority for a 'Fire arms Certificate' (in U.K. the local police authority where the officer is attending his course). A fee is payable for the certificate (in U.K. five shillings which is liable to fluctuate). The certificate when obtained has to be handed over to the customs authorities and the arms and ammunition are then handed back.
- (d) A certificate is not necessary in U.K. where the bore smooth and the barrel 20 inches or over in length.
- (e) To use a private arm abroad, a gun licence has to be obtained on payment of a fee (in U.K. from the local post office on payment of ten shillings, of course liable to affectation).



## CHAPTER XXVII-ARMS AND AMMUNITION

### Section 1-Private Arms and Ammunition, Serving Personnel, Reservists and Pensioners

#### 1374. Grant of Licences to Air Force Personnel

(a) Officers

(i) Officers are allowed to possess fire arms for the purpose of sport up to any number and of any type except prohibited bores, in the discretion of the licence issuing authority provided that before purchase they obtain licences on payment of fees, for possession of such arms.

(ii) Besides, they are entitled to hold a pistol/revolver of any description excluding prohibited bores as a part of their personal equipment without licence. Officers are permitted to import/hold one pistol/revolver as a part of personal equipment free of customs duty/without a licence.

(iii) However, on the officer ceasing to be in the employ of the air force he will be required to renew his licence and to present the pistol or declare the particulars of the pistol in writing to the nearest customs authority for assessment of customs duty on payment of which alone he may retain the ownership of the pistol. Failing either of these conditions the arms will be surrendered to the civil police. The condition for payment of customs duty will also apply in the event of transfer of the pistol to a licence holder who is not exempt from payment of customs duty. The amount assessed may be paid into the nearest treasury to be credited to the Central Revenues Head "I and I Customs-Miscellaneous". One copy of the treasury receipt is to be sent to the customs authority who will issue a customs clearance certificate. If on leaving the air force the officer is applying for validation of his licence, the clearance certificate should be attached to his licence. If on the other hand, the officer is transferring the pistol to a person not exempt from payment of customs duty for the pistol the certificate would support the deletion of the weapon from the officer's licence and its entry in transferee's licence by the licensing authority.

(iv) Any weapon including a war trophy held by an officer, if not covered by a licence, whether paid or free, will be deemed to be illegally held.

(b) *Warrant Officers* . Warrant officers whether in active list or retired and in receipt as such of a pension, may apply to the licence issuing authority direct for grant of a licence for arms and ammunition for their personal use which, if granted will be exempt from payment of any fee.

(c) **Airmen (below the rank of warrant officer)**

(i) An airman will apply for grant of an arms licence to the licence issuing authority only

through his commanding officer. The licence will be limited to one weapon for sport or self defence alongwith a reasonable quantity of relevant ammunition at the discretion of the issuing authority and will be free of charge.

(ii) The conditions of grant of the licence are :-

(I) The airman is of very good character.

(II) The licence will only be valid for the period of regular air force service.

(iii) When recommending grant of licence to the airmen, the commanding officer will judge each case on its merits and will not issue recommendations indiscriminately. The commanding officer will certify the character of the applicant and indicate the bonafide purpose for which the arm is required. The date the applicant is due for discharge or transfer to the reserve will also be stated and where discharge is imminent, it will be mentioned whether the applicant is eligible for a pension or not.





## **CHAPTER XXVII-ARMS AND AMMUNITION**

### **Section 1-Private Arms and Ammunition, Serving Personnel, Reservists and Pensioners**

#### **1375. Custody and loss of Private arms and ammunition of Airmen**

The commanding officer will be responsible for ensuring that:-

- (a) The holding of private arms and ammunition by airmen are recorded in the unit private arms register, extracts of which are to be sent with the airmen's documents when he is transferred to another unit.
- (b) The private arms and ammunition are kept in the unit armoury while the airman is with his unit.
- (c) The loss of private arms and ammunition is promptly reported to the nearest police station.
- (d) Temporary issues of private arms and ammunition are regulated by local orders, the guide being that the arms issued temporarily should not be allowed to remain out of unit custody overnight.
- (e) Any private arm, the licence in respect of which is not renewed or validated on discharge of the holder from service will be promptly handed over to the nearest police station.



## **CHAPTER XXVII-ARMS AND AMMUNITION**

### **Section 1-Private Arms and Ammunition, Serving Personnel, Reservists and Pensioners**

#### **1376. Leave passes**

(a) An airman wishing to take his weapon on leave will apply for pass. Every pass will be granted by the commanding officer who will not delegate his authority. The pass will contain a full description of arms, with a record of their distinctive marks, and ammunition authorised by the pass. The pass will be produced on return together with the arm to which it relates. The commanding officer will satisfy himself that the arm is the same which was taken away.

(b) Failure to produce the weapon or pass on return from leave will be punished by deprivation of the privilege of pass for one year besides such disciplinary or other action as may be deemed necessary.

(c) An airman who is a deserter or is absent without leave, if found in possession of private arms and ammunition not covered by a pass, when apprehended will be made over to the air force authorities and his arms and ammunition will be seized.

(d) The magistrate of the district in which the pass holder intends to reside will be furnished with a duplicate copy of the pass by the officer commanding in the case of airmen proceeding on leave. When passes are cancelled or withdrawn, the civil officer will be informed.



## **CHAPTER XXVII-ARMS AND AMMUNITION**

### **Section 1-Private Arms and Ammunition, Serving Personnel, Reservists and Pensioners**

#### **1377. Special exporting licences.**

Any person possessing, at the time of his discharge, a weapon requiring licence will be warned, if his home is situated beyond the territorial limits of India, that he must obtain through his commanding officer, an export licence from the Ministry of External Affairs to enable him to carry the weapon across the frontier.



## **CHAPTER XXVII-ARMS AND AMMUNITION**

### **Section 1-Private Arms and Ammunition, Serving Personnel, Reservists and Pensioners**

#### **1378. Private arms of Reservists and Pensioners**

- (a) An airman before transfer to the reserve or on retirement, wishing to retain his private arms may apply to the civil authorities, through his commanding officer for validating his licence on discharge. The commanding officer will endorse his recommendation on the airmans application and send the same to the civil authorities concerned who have full discretion to agree or to validate the licence held in the event of discharge of the airman from service.
- (b) An ex-airman allowed to retain his licence free of licence fee as stipulated the above sub para will apply for the renewal of his licence at the required intervals direct to the civil authorities.
- (c) An ex-airman does not receive preferential treatment as regards the grant of an arms licence when his first application is made after leaving regular air force service.
- (d) Offenders under the Arms Act and Rules, committed by reservists and pensioners will be dealt with in the ordinary manner by the civil authorities
- (c) Every airman before transfer to the reserve or on retirement, and every reservist before returning after training will be warned by his commanding officer that he must report the loss or theft of any arms held by him against licence to the nearest police station as required by the conditions of the licence.
- (f) Airmen and reservists on leaving the air force cannot be granted arms passes and any such passes will be withdrawn from them.



## **CHAPTER XXVII-ARMS AND AMMUNITION**

### **Section 1-Private Arms and Ammunition, Serving Personnel, Reservists and Pensioners**

#### **1379. Applicability of Regulations**

(a) These regulations do not apply to holding of private arms by personnel of the National Cadet Corps (Air Wing) and the Auxiliary Air Force.

(b) The Arms Act and Arms Rules do not apply to the bearing or possession of service arms in the course of duty.

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## **CHAPTER XXVII-ARMS AND AMMUNITION**

### **Section 2 : Security of Small Arms**

#### **1386. General.**

Carrying of arms, ammunition and other arms accessories by individuals is prohibited unless they are in a properly organised party.



## **CHAPTER XXVII-ARMS AND AMMUNITION**

### **Section 2 : Security of Small Arms**

#### **1387. Safe Custody of Arms and Ammunition**

The safe custody of arms and ammunition in possession of officers and other ranks is at all times their personal responsibility. All ranks will take all possible steps to safeguard their arms, particularly when travelling in compartments not exclusively reserved for military personnel. While in transit, whether by air, rail or road, the individual should retain his fire-arms in his personal custody at all times and should not place it in his kit. In no circumstances will arms be entrusted even for a short while to fellow-passengers unless they are members of the same escort or detail.



## **CHAPTER XXVII-ARMS AND AMMUNITION**

### **Section 2 : Security of Small Arms**

#### **1388. Arming of personnel In Transit-By Air**

Air force personnel when travelling as passengers by air will not carry firearms unless authorised to do so by an officer commanding unit/station. The crew of aircraft will not carry firearms. One rifle with adequate ammunition may however, be carried in each aircraft for the purpose of shooting game for food in the event of forced landing. Racks capable of storing a number of arms sufficient to arm each member of the crew in an emergency may be provided in each service aircraft.





## CHAPTER XXVII-ARMS AND AMMUNITION

### Section 2 : Security of Small Arms

#### 1389. Arming of personnel in Transit-By Rail

(a) Air force personnel travelling in a military train or coach may be permitted to bear arms by an officer commanding unit/station in accordance with the following procedure:-

(i) **Party.** Authority to carry arms will be given to officer or N.C.O. i/c of the party together with detailed security orders for the journey. The officer issuing the authority will ensure that the latter are adequate before approving them.

(ii) **Individual officers.** Authority may be given to officers on duty having sleeper accommodation to carry revolvers with ammunition in order that protection against dacoits may be afforded to passengers travelling in the same train. Special precautions must be taken to safeguard the revolver during sleeping hours.

(iii) **Individual Airmen.** Prior to giving authority to carry arms, the officer issuing the authority will ensure that the airman is to join a properly organised party which has been given security instructions for the journey.

(b) Arms will not be carried by air force personnel travelling in a normal passenger-train unless specially ordered by an officer commanding unit/station. When a party of airmen or an individual airman is so armed, detailed security orders for the journey approved by the officer authorising of arms, will be given to the officer or N.C.O. i/c the party or the individual airman.

(c) Arms will not be carried by personnel when proceeding on leave unless authorised under para 1376 of these regulations.



## **CHAPTER XXVII-ARMS AND AMMUNITION**

### **Section 2 : Security of Small Arms**

#### **1390. By Road.**

Individuals travelling by road will not carry arms except when travelling in a convoy or party commanded by an officer or when authority is given by an officer of the rank of group captain.

Notes :-

1. In units not commanded by a group captain the officer commanding will issue the authority to carry firearms.
2. The area where highly disturbed conditions prevail the station commander may authorise such personnel as necessary to remain fully armed at all times.



## **CHAPTER XXVII-ARMS AND AMMUNITION**

### **Section 2 : Security of Small Arms**

#### **1391. Authority to Carry Firearms.**

Authority to carry firearms (vide paras 1388 to 1390) will be issued on the proforma shown as in **Appendix 'Z'** to these regulations and handed to the officer or N.C.O. i/c party or the individual.



## **CHAPTER XXVII-ARMS AND AMMUNITION**

### **Section 2 : Security of Small Arms**

#### **1392. Invalids.**

Any personnel receiving medical treatment entailing disability with grading lower than light duty will not carry arms.



## **CHAPTER XXVII-ARMS AND AMMUNITION**

### **Section 2 : Security of Small Arms**

#### **1393. Use of Service Armouries by Personnel.**

All service personnel are to be allowed to make use of service armouries for the safe custody of their privately owned arms.



## **CHAPTER XXVII-ARMS AND AMMUNITION**

### **Section 2 : Security of Small Arms**

#### **1394. Bulk Transportation of Small Arms**

(a) When small arms are transported in bulk by rail to and from Equipment Depots or between units the following instructions will be observed:-

- (i) Arms will be sent by military passenger train only.
- (ii) Arms will be cased.
- (iii) Armed escort will accompany the consignment in times/regions of unrest.
- (iv) The escort will remain in the same compartment as the consignment. In case of a full wagon, the escort will travel in the next compartment and mount guard at every halt.
- (v) A list giving the serial numbers of all the weapons despatched will be given to the N.C.O. i/c escort, who will pass it to the consignee.

(b) The strength of the escort will depend on the length of the journey. It will consist of one N.C.O. and three men for short journeys and one N.C.O. and four men for longer cites. The N.C.O. i/c escort will ensure that:-

- (i) The arms are not left unguarded at any time during the journey.
- (ii) A member of the escort is mounted on guard at night while the remaining sleep.
- (iii) Strict surveillance is maintained at transshipment stations between broad and narrow gauges.
- (iv) The officer i/c train is aware of the presence and duties of the escort.

(c) Security instructions and escort orders approved by the officer commanding of the consigner unit (see para 1389 (a) (i) will be handed to the N.C.O. i/c escort.

(d) An armed escort will be provided for bulk movement of small arms by road. Where long journeys are necessary the consignment will be sent in an organised convoy but this need not be done for shorter journeys (e.g. between consignor unit and nearest railway station).

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## **CHAPTER XXVII-ARMS AND AMMUNITION**

### **SECTION 3-CUSTODY OF ARMS**

#### **1396. At a User Unit**

- (a) All weapons when not in use are to be handed into the unit or station armoury for safe custody.
- (b) Station commanders are responsible for the issue and enforcement of adequate station standing orders for the safeguarding of all weapons on the station.
- (c) Where there is no armoury, the unit commander is responsible for providing other substantial lock-up accommodation for the custody of weapons at the unit.
- (d) In an armoury, or any other lock-up accommodation (sub-para (c) rifles will be stored in racks firmly secured to the floor, or wall of the building. A chain or cable passing through the trigger guards will secure the rifles to the rack. Pistols and revolvers will be kept in steel box under lock and key. A physical count of all arms in the armoury will be made daily and also a percentage check by serial numbers. In addition 100 per cent check by serial numbers will be carried out every month. Further, the commanding officer of the unit will arrange an independent periodical check at least every three months. Keys of the armoury and of any other lock-up where arms are stored will be kept in the personal custody of the station armament officer/officer i/c armoury or, in his absence, any other officer detailed by the station commander. A duplicate set of keys will be kept as directed by the commanding officer of the unit. On no account are the keys to be taken off the station at any time of the day.





## **CHAPTER XXVII-ARMS AND AMMUNITION**

### **SECTION 3-CUSTODY OF ARMS**

#### **1397. At Repair Depots and Equipment Depots.**

Special orders for the security of arms are to be produced for the above units in order that the same degree of security is obtained for arms in bulk storage under repair, etc., as that required for those in ready use and kept in armouries. Security must be given precedence over convenience of maintenance operations, and daily and periodical checks will be carried out in accordance with para 1396 of these regulations.



## **CHAPTER XXVII-ARMS AND AMMUNITION**

### **SECTION 3-CUSTODY OF ARMS**

#### **1398. Small Detachments.**

Special orders concerning the security of small arms held by detachments are to be issued by the parent unit to meet local requirements. No arms are to be held by any detachment, without either Air Force or D.S.C. guards.



## **CHAPTER XXVII-ARMS AND AMMUNITION**

### **SECTION 3-CUSTODY OF ARMS**

#### **1399. Provost and Security Services**

The Provost Marshal, Air Headquarters may grant such relaxations as he considers necessary to enable the operational role of provost services to be carried out. Copies of security orders must, however, be sent to the officer commanding of the station/Wing concerned for information.



## **CHAPTER XXVII-ARMS AND AMMUNITION**

### **SECTION 3-CUSTODY OF ARMS**

#### **1400. Small Arms carried in aircraft for the use of crew.**

The responsibility for the safe custody of small arms carried in aircraft for the use of the crew will rest with the captain of the aircraft.



## **CHAPTER XXVII-ARMS AND AMMUNITION**

### **SECTION 3-CUSTODY OF ARMS**

#### **1401. On duty.**

Officers or N.C.Os when carrying arms while on duty will wear them at all times and deposit them in the armoury when not required. On no account are the arms to be placed in personal cases and trunks, cupboards, drawers or filing cabinets, to which other people have access, or left for would-be-safe custody in such places as the Mess Secretary's office, etc.



## **CHAPTER XXVII-ARMS AND AMMUNITION**

### **SECTION 3-CUSTODY OF ARMS**

#### **1402. Tented Camps**

Arms not held by individuals will be placed, in a strong locked box which is firmly secured to the floor and permanent guards mounted.



## **CHAPTER XXVII-ARMS AND AMMUNITION**

### **SECTION 3-CUSTODY OF ARMS**

#### **1403. Disturbed Areas**

When an individual is in possession of fire arms at disturbed areas, he will sleep at night with the weapon secured to his body by means of a chain, and not place it under sheets or blankets.

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**1405. Blank.**



## **CHAPTER XXVII-ARMS AND AMMUNITION**

### **SECTION 4 : SECURITY OF BUILDING WHERE ARMS ARE STORED**

#### **1406. Construction**

(a) Armouries at all units will comply with the following security requirements in their construction:-

- (i) Substantial structure having a fireproof roof.
- (ii) Doors of steel fitted with mortice locks.
- (iii) Metal framed windows faced with steel bars embedded in concrete.
- (iv) A double strand barbed wire fencing enclosing the armoury, with one entrance gate only.

(b) Where an existing building is to be adapted for storage of arms, alterations and additions will be made to fulfil the abovementioned security requirements except that instead of providing new steel doors strong steel bars secured to the posts will be provided which may be placed over the existing doors and padlocked whenever the doors are closed.





## **CHAPTER XXVII-ARMS AND AMMUNITION**

### **SECTION 4 : SECURITY OF BUILDING WHERE ARMS ARE STORED**

#### **1407.Guarding**

The armoury will be guarded throughout the twenty four hours by guards drawn from among the airmen or the D.S.C, platoons and permanent sleeping accommodation will be provided for the use of the guards at the post while any of them are off-watch. All electric lights will be left on from dusk to down in the rooms where the arms are stored, and around the armoury building.



## **CHAPTER XXVII-ARMS AND AMMUNITION**

### **SECTION 4 : SECURITY OF BUILDING WHERE ARMS ARE STORED**

#### **1408. Duty Armourer**

Everyday an airman of an armament trade will be detailed to remain on duty in the armoury where a telephone will be provided for him. His tour of duty will be twenty-four hours during which he will be responsible for the custody, receipts and issues of arms on behalf of the station/unit armament officer.

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## **CHAPTER XXVII-ARMS AND AMMUNITION**

### **SECTION 5-LOSS OF FIREARMS**

#### **1416. Reporting of Loss.**

Immediately on discovery of the loss of a firearm (including privately-owned firearms) the individual concerned will report the matter to the officer commanding unit.



## **CHAPTER XXVII-ARMS AND AMMUNITION**

### **SECTION 5-LOSS OF FIREARMS**

#### **1417. Action by Officer Commanding.**

The officer commanding unit, after suitable inquiry, will:-

- (a) Notify the police (Air Force, Military and Civil) and give them every assistance in conducting an investigation.
- (b) Report the loss by signal to:-
  - (i) Command Headquarters.
  - (ii) Air Force Provost and Security Officer of the area and Provost Marshal, Air Headquarters.
  - (iii) Command Intelligence Security Branch.
- (c) Make a full report of the circumstances of the loss to Command Headquarters, with a copy to Provost Marshal, Air Headquarters.
- (d) Inform the G.O.C. Area Headquarters or the officer Commanding of the local army unit.



## **CHAPTER XXVII-ARMS AND AMMUNITION**

### **SECTION 5-LOSS OF FIREARMS**

#### **1418. Investigation of Loss**

- (a) The A.O.C-in-C will order a court of inquiry or formal investigation to be held.
- (b) An officer of the armament branch will sit on the court as a member or called as an expert witness.
- (c) The court or investigating officer will examine and comment on the measures adopted in the unit to safeguard small arms, on the proforma shown as **Appendix 'AA'** to these regulations. The completed proforma will be attached to the proceedings of the court/investigation.



## **CHAPTER XXVII-ARMS AND AMMUNITION**

### **SECTION 5-LOSS OF FIREARMS**

#### **1419. Disciplinary Action.**

In the case of loss of arms by culpable negligence by officers/airmen, penal deduction to cover the loss will invariably be awarded against all such officers and airmen, under sections 91 and 92 of the Air Force Act 1950, in addition to any other punishment that the court might think fit to award.



## **CHAPTER XXVII-ARMS AND AMMUNITION**

### **SECTION 5-LOSS OF FIREARMS**

#### **1420. Recovery of Arms**

The findings of recovery of firearms or ammunition will be reported immediately to the authorities mentioned in paras 1416 and 1417 to whom the loss has been reported.



## **CHAPTER XXVII-ARMS AND AMMUNITION**

### **SECTION 5-LOSS OF FIREARMS**

#### **1421. Promulgation of losses and recoveries of Firearms.**

A list of firearms lost or recovered will be published in Air Headquarters routine orders every month, and air force provost and security officers will maintain a register of firearms and ammunition which have been lost or found.

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## **CHAPTER XXVII-ARMS AND AMMUNITION**

### **SECTION 6-MISCELLANEOUS**

#### **1426. Accounting of Small Arms**

The accounting procedure for small arms is laid down in A.P. 830 Volume I.



## **CHAPTER XXVII-ARMS AND AMMUNITION**

### **SECTION 6-MISCELLANEOUS**

#### **1427. Applicability of Regulations in an emergency.**

The instructions contained in these regulations for the security of small arms also apply in an emergency when all the personnel may be authorised to bear arms.



## **CHAPTER XXVIII-ACCOUNTS AND FUNDS**

### **SECTION 1-PUBLIC FUNDS**

#### **1431. Responsibilities of officers entrusted with Public Money**

- (a) Every officer is responsible for all public funds entrusted to him and he cannot refuse to take charge of them. He shall not apply them to any purpose other than that for which they have been supplied and shall see that they are expended in conformity with Regulations. He is to keep precise records of all his monetary transactions, temporary or permanent, including any transactions that may take place between him and other officers or units, in the form prescribed. He is to retain in his own custody, properly safeguarded under lock and key, books or documents in which the accounts are kept.
- (b) An officer who expends or sanctions any expenditure of public money without due authority will be held personally responsible for such expenditure.
- (c) Public funds are not to be kept in an officer's own possession or deposited to the credit of a private account nor are they to be lent or used for exchange of private cheques.
- (d) Separate bank accounts are to be maintained for public and non-public funds.
- (e) If an officer loses any public money placed in his charge he is to report the matter forthwith to his commanding officer.



## CHAPTER XXVIII-ACCOUNTS AND FUNDS

### SECTION 1-PUBLIC FUNDS

#### 1432. Responsibilities of Commanding Officer.

A commanding officer is responsible for exercising effective supervision over the cash accounts of his unit. He is to satisfy himself that the officers, airmen and other personnel charged with accounting duties perform their duties efficiently and promptly. He is to further observe the following:-

- (a) Before authorising a requisition for money, he is to satisfy himself of its propriety and reasonableness.
- (b) He is to see that the accountant Officer/imprest holder entrusted with public money does not keep in his safe more cash than is required for the immediate needs of the unit.
- (c) He is responsible for the provision of suitable guards, escorts, and pickets (who may at his discretion be armed) as may be necessary, to safeguard public funds held in the safe as well as that drawn from or despatched to the bank/treasury and are in transit.
- (d) He is to see that public funds are kept only in 'Safes' issued through unit stores and is to take such measures as will ensure the security of 'Safes'. The duplicate set of keys belonging to 'Safes' is to be lodged with the bank/treasury in the prescribed manner. The expression 'keys' means all keys including those of outer casings as well as those of inner compartment, if any.
- (e) He is to satisfy himself that there has been a proper handing and taking over of charge of public funds.
- (f) He is to count and verify the balance of money in the public fund account (cash both in hand and in bank or treasury) and certify in the cash book as to the correctness of balance on the occasions mentioned below to ensure that they are not utilised for unauthorised purposes :-

- (i) On taking over command.

- (ii) Before transactions take place on the first working day of each calender month.

**Note:-** In case the accountant officer has drawn cash from bank on the last day of the month, the commanding Officer is to count and verify the balance as at close of that day also in adding to the check on the first working day of the next month. However, where the commanding officer has thus counted and verified the balance as at close of the last day of the month, he may at his discretion dispense with the check on the first working day of the next month, provided no transactions had taken place after his check and it is ensured that proper arrangements were made for overnight safe custody of the cash checked by him.

(iii) At surprise checks at unspecified intervals to be decided at his discretion, but never less than once in every four months. The checks should be so conducted that they have an element of surprise about them.

(iv) On the death or removal of the officer operating the public fund account.

(v) On the closing down of the unit.

(g) He is to carefully scrutinise all bills and claims.

(h) He is to ensure that payments to air force officers and personnel are made in accordance with the existing regulations and orders.

(j) He is to ensure that money transactions are conducted in accordance with the Government of India regulations and orders and such other instructions as are issued from time to time.



## **CHAPTER XXVIII-ACCOUNTS AND FUNDS**

### **SECTION 1-PUBLIC FUNDS**

#### **1433. Delegation of Responsibilities by the Commanding Officer.**

The routine duties under para 1432 above except so far as checks of balance of money in public fund account both in hand and at bank/treasury, mentioned in para 1432, sub paras (f) (i), (iii). (iv) and (v), at the discretion of the commanding officer, be carried out by a subordinate officer, not below the rank of Squadron Leader, other than the officer operating the public fund account, preferably the senior accountant officer, in which case the expression commanding officer in this para is to be interpreted accordingly.



## **CHAPTER XXVIII-ACCOUNTS AND FUNDS**

### **SECTION 1-PUBLIC FUNDS**

#### **1434. Banking of Public Funds.**

Public funds should be deposited with a branch of the State Bank of India including the subsidiaries, or, where such facilities do not exist, in any civil treasury. *Public Funds can also be deposited in any Nationalised Bank which has capacity to meet Cash requirements at short notice in addition to State bank of India or its subsidiaries, provided that they would not charge banking charges for Government cheques and they would furnish Bank Statements as and when required and also as required by Audit Officer as is the practice now followed by State Bank of India.*

(CS No. 91/IV/81)



## **CHAPTER XXVIII-ACCOUNTS AND FUNDS**

### **SECTION 1-PUBLIC FUNDS**

#### **1435. Operation of Public Fund Account**

The public fund account will be operated by an officer of the accountant branch, in the event of one being not available, by an officer of any branch.





## **CHAPTER XXVIII-ACCOUNTS AND FUNDS**

### **SECTION 1-PUBLIC FUNDS**

#### **1436. Charge of Public Money.**

Airmen and non-gazetted civilian employees are not to be placed in charge of public money except when provided by regulations.



## **CHAPTER XXVIII-ACCOUNTS AND FUNDS**

### **SECTION 1-PUBLIC FUNDS**

#### **1437. Accounts and Cheques**

(a) All entries in the cash books are to be made in ink personally by the accountant officer or imprest holder operating the public fund account. He is personally responsible for the correctness of all accounts, certificates, statements, vouchers etc. maintained or submitted by him in the course of maintenance of the public fund account.

(b) Cheque books are to be kept in the safe by the officer operating the public fund account. Cheques may be prepared by an accounts clerk for signature of the officer operating the public fund account, but the responsibility for correctness will rest upon the officer.



## **CHAPTER XXVIII-ACCOUNTS AND FUNDS**

### **SECTION 1-PUBLIC FUNDS**

#### **1438. Disbursement**

(a) Every officer charged with the disbursement of pay and allowances is responsible that the correct amounts are disbursed to those entitled to receive their dues. All fines and deductions are to be notified in personnel occurrence report office orders and explained to the individuals concerned.

(b) All cash payments are to be made by an officer. Every recipient is to give a proper acquittance by signing, or if illiterate, by affixing thumb impression. Such acquittance may, however, be dispensed with in cases of disbursements of pay and allowances to airmen at witnessed pay parades where payments are to be made by an officer and witnessed by two other officers, or warrant officer one of whom, if available, is to be a member of the air force.



## **CHAPTER XXVIII-ACCOUNTS AND FUNDS**

### **SECTION 1-PUBLIC FUNDS**

#### **1439. Loss of Public Money**

(a) Whenever any public money is reported as lost or found deficient by the officer operating the account, the commanding officer shall investigate the cause of the loss or deficiency and report immediately the results of his investigation to Air Headquarters and the C.D.A. (A.F.) through the normal channel expressing his opinion whether any person or persons are responsible for the loss or deficiency.

(b) The circumstances of the loss or deficiency are to be formally inquired into immediately according to the regulations.



## **CHAPTER XXVIII-ACCOUNTS AND FUNDS**

### **SECTION 1-PUBLIC FUNDS**

#### **1440. Loss of Accounts**

When an account, or part of any account relating to public funds or stores is lost, destroyed or mutilated beyond legibility and if such account or part of it, cannot be truly reconstructed from the vouchers or other subsidiary documents, the commanding officer shall investigate and render a report to the command headquarters concerned.



## **CHAPTER XXVIII-ACCOUNTS AND FUNDS**

### **SECTION 1-PUBLIC FUNDS**

#### **1441. Handing Over/Taking Over**

(a) A transfer of charge is always to take place when an officer ceases to hold a lien on his appointment, when proceeding on leave including casual leave, on temporary duty, or on specific orders. An officer is to properly hand over the cash and bank balances in his charge together with connected accounts correctly written up, to the officer who is detailed to take charge from him. Handing/taking over is necessary in the abovementioned cases even if no, or only a few, transactions are likely to take place during the period of absence.

(b) On handing over charge, an officer in charge of public funds is to check the cash in hand, in company with the officer who relieves him. In every case, where the public fund balances are handed over, the duty of verifying cash and bank balances devolves upon the relieving officer, who is to record having done so in the relevant account books.

(c) If the officer operating public fund account dies or is removed or admitted to hospital before being duly relieved, the commanding officer is to provide for the security of public fund balances and is at once to see that the fund balances are properly taken over.

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## **CHAPTER XXVIII-ACCOUNTS AND FUNDS**

### **SECTION 2 - NON-PUBLIC FUNDS**

#### **1451. Responsibility of Commanding Officer**

(a) The position of a commanding officer in relation to non-public funds is that of a trustee for the personnel of his unit. He is responsible to see that these funds are properly applied with special reference to the object of each, for the benefit of the personnel or the unit as a whole, or in certain cases, for the benefit of the subscriber to the funds, and he will be personally responsible for any portion of the funds which may be misapplied or lost owing to neglect on his part.

(b) He is to ensure that all transactions in respect of non-public funds are accounted in the books to be maintained and audited in accordance with the regulations.

(c) He is to check the balances of cash in hand and at the bank belonging to each of the non-public accounts of his unit before transaction commences on the first working day of each calendar month.

(d) He is to carry out surprise checks of the cash in hand and at bank belonging to each of the non-public funds of his unit at unspecified intervals but not less than once in every four months. The monthly and surprise checks may, at the discretion of the commanding officer, be carried out by an officer not below the rank of flight lieutenant, who is not concerned with the administration or accounting of the non-public fund which he is authorised to check.

(e) He is to examine the books of accounts in respect of all non-public funds at least once during each audit period and record the result of his examination in the books.

(f) He may delegate details of non-public fund administration at his unit to officers serving under his command, but this delegation does not relieve him of his responsibility of seeing that the money etc., entrusted to them, is properly administrated and used. If a loss occurs, all officers concerned will be called upon to show that it was not due to any failure on their part.

(g) He is to ensure that no non-public fund account is left without an officer in charge.



## **CHAPTER XXVIII-ACCOUNTS AND FUNDS**

### **SECTION 2 - NON-PUBLIC FUNDS**

#### **1452. Responsibility of Officers**

Every officer entrusted with non-public funds is personally responsible to his commanding officer for all money belonging to the funds, whether this be in his own possession or temporarily in the custody of any other person for some purpose, such as the payment of minor expenses or in course of collection as subscriptions. He is to keep proper account in respect of the non-public funds placed in his charge and is to ensure that the funds are utilised properly having regard to the authorised objects of each fund.





## **CHAPTER XXVIII-ACCOUNTS AND FUNDS**

### **SECTION 2 - NON-PUBLIC FUNDS**

#### **1453. Handing Over/Taking Over.**

On transfer of charge of any non-public funds, handing over and taking over is to take place in the same manner as in para 1441.



## **CHAPTER XXVIII-ACCOUNTS AND FUNDS**

### **SECTION 2 - NON-PUBLIC FUNDS**

#### **1454. Losses.**

Losses incurred in non-public funds owing to unsound finance, embezzlement or similar causes will not in any circumstances be borne by the State.



## **CHAPTER XXVIII-ACCOUNTS AND FUNDS**

### **SECTION 2 - NON-PUBLIC FUNDS**

#### **1455. Extra Remuneration**

The grant of extra remuneration to airmen from non-public funds is permissible only when the airmen concerned performs work which is for the benefit of the unit and which is entirely outside, and in addition to his ordinary air force duty.



## **CHAPTER XXVIII-ACCOUNTS AND FUNDS**

### **SECTION 2 - NON-PUBLIC FUNDS**

#### **1456. Loans**

A commanding officer may, at his discretion grant interest free loans to airmen from a non-public fund and should, for this purpose, maintain a separate account called the commanding officers benevolent fund. The loans should not normally exceed Rs. 100 per individual and should be meant to relieve financial difficulties of an unforeseen kind. Such loans will be repaid in instalments as fixed by the commanding officer when sanctioning them.



## **CHAPTER XXVIII-ACCOUNTS AND FUNDS**

### **SECTION 2 - NON-PUBLIC FUNDS**

#### **1457. Banking**

- (a) Non-public funds may be deposited with any branch of the Reserve Bank of India, or the State Bank of India including its subsidiaries, or where banking arrangements do not exist in a civil treasury. Failing these facilities, commanding officers are to report the position to Air Headquarters through proper channels for instructions.
- (b) Each non-public fund account is to have only one banking account. In no circumstances are private banking account to be utilised for the purpose of receiving or making payments on behalf of non-public fund accounts.
- (c) When a unit moves to a new location, the non-public fund banking account is to be transferred forthwith or closed and a new account opened at the new station.
- (d) In order to prevent loss of cash by theft or misappropriation, all possible use is to be made of banking facilities, particularly when the bank is situated within a reasonable distance from the unit.



## **CHAPTER XXVIII-ACCOUNTS AND FUNDS**

### **SECTION 2 - NON-PUBLIC FUNDS**

#### **1458. Cheques Drawn on the Public Fund Account**

In order to assist units situated at a considerable distance from the banks at which their non-public funds are lodged, accountant officer imprest holders are authorised to issue cheques drawn on the public fund account in exchange for non-public cash held in excess of requirements.



## **CHAPTER XXVIII-ACCOUNTS AND FUNDS**

### **SECTION 2 - NON-PUBLIC FUNDS**

#### **1459. Investments**

- (a) Surplus money of non-public fund accounts may be invested, but only in the following:-
  - (i) Government Securities,
  - (ii) Shares of the Reserve Bank of India or the State Bank of India
  - (iii) Post Office Cash Certificates,
  - (iv) Government of India National Saving Certificates,
  - (v) Deposits in the Post Office Saving Bank.
- (b) Any investment made shall be registered in the joint title of the officer commanding and officer in charge of the non-public fund for the time being.
- (c) Stock certificates or other titles to investments, are to be deposited with the bank holding the non-public fund account. The relevant bank receipts are to be kept in safe custody and produced for the commanding officer's inspection during his Periodical and surprise checks and the audit board.



## **CHAPTER XXVIII-ACCOUNTS AND FUNDS**

### **SECTION 2 - NON-PUBLIC FUNDS**

#### **1460. Audit**

- (a) Unless otherwise provided, the accounts of all non-public funds are to be audited by an audit board half yearly.
- (b) The audit board will be composed of not less than two officers, one of whom may be an officer of the accountant branch. The presiding officer of the audit board, wherever possible, should be a senior officer.
- (c) Air officers commanding-in-chief, or, in the case of units under the direct administrative control of Air Headquarters, the Air Officer-in-Charge Administration, may, at their discretion, appoint a firm of chartered accountants possessing a valid and current licence, if considered necessary in the interests of non-public funds, and if the concerned fund can afford to meet the expenses thereof, to audit any non-public fund of air force station/units, under their respective control.





## **CHAPTER XXVIII-ACCOUNTS AND FUNDS**

### **SECTION 2 - NON-PUBLIC FUNDS**

#### **1461. Responsibility of Audit Board.**

- (a) The president of the audit board is to detail a member of the board to check and verify the cash and bank balances on hand of all the non-public fund accounts to be audited before transactions take place on the first day of the ensuing audit period.
- (b) The president and members of the audit board are collectively responsible for the thorough examination of all the non-public fund accounts. In their proceedings, the audit board is to report any irregularities revealed by the audit and any transaction which in their opinion was of such importance as to require the approval or cognizance of higher authority. The audit board is also to report on any items of expenditure which, though legitimately incurred, are considered excessive or unjustified.
- (c) The audit board is to carry out the details of their duties in accordance with orders issued by the convening authority.
- (d) The proceedings of the audit board are to be prepared in triplicate and the board is to certify that all the instructions bearing upon their duties have been carried out.



## **CHAPTER XXVIII-ACCOUNTS AND FUNDS**

### **SECTION 2 - NON-PUBLIC FUNDS**

#### **1462. Disposal of Audit Board Proceedings.**

The audit board proceedings are to be submitted to the commanding officer, who after his endorsement, is to forward them in duplicate to Air Headquarters or command Headquarters, as the case may be, for approval within eight weeks of the close of the half-yearly audit period. One copy of the approved proceedings is to be returned to the unit for retention and production at the annual inspection of the unit.



## **CHAPTER XXVIII-ACCOUNTS AND FUNDS**

### **SECTION 2 - NON-PUBLIC FUNDS**

#### **1463. Insurance of Property.**

All property purchased from non-public funds, and any gifts of value received from welfare organisations or other sources, are to be adequately insured against fire and theft, with an insurance company of good financial standing, unless the situation of the property is such that no company will undertake the risk except by payment of prohibitive premium. All insurance policies are to be deposited for safe custody in the bank where the public fund account is maintained and receipt obtained therefor.



## **CHAPTER XXVIII-ACCOUNTS AND FUNDS**

### **SECTION 2 - NON-PUBLIC FUNDS**

#### **1464. Property Check**

The commanding officer is to arrange for the property belonging to non-public fund accounts to be checked by a board of officers, as at the close of each half-yearly audit period. The board is to consist only of officers other than the respective property holders. Similar property checks may also be carried out more frequently at the commanding officer's discretion.



## **CHAPTER XXVIII-ACCOUNTS AND FUNDS**

### **SECTION 2 - NON-PUBLIC FUNDS**

#### **1465. On Change of Control**

When a unit is transferred from the administrative control of one command headquarters to another, the former command headquarters is to forward the audit board proceedings and other records relating to the transferred unit's non-public fund accounts to the command headquarters assuming control of the concerned unit.



## **CHAPTER XXVIII-ACCOUNTS AND FUNDS**

### **SECTION 2 - NON-PUBLIC FUNDS**

#### **1466. Disposal of Funds and Property on Disbandment.**

When a unit with non-public fund accounts is disbanded the following action is to be taken :-

- (a) The accounts are to be made up to the date of disbandment and audited in accordance with the regulations. The officer-in-charge of each account is to certify on the balance-sheets that all outstanding liabilities have been discharged and that all claims against the account have been paid.
- (b) The final bank balances are to be surrendered to the Air Force Central Welfare Fund.
- (c) The mess plates and trophies are to be forwarded to Air Headquarters.
- (d) Assets other than those mentioned in sub-para (c) will be disposed of under the orders of the concerned air officer commanding-in-chief.

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# **CHAPTER XXIX-MECHANICAL TRANSPORT**

## **Section 1 - General**

### **1471. Detailed Instructions.**

Detailed instructions concerning ration and use of Air Force mechanical transport are contained M.T.S. Is and Air Force Instructions and are to be observed by all concerned.



# **CHAPTER XXIX-MECHANICAL TRANSPORT**

## **Section 1 - General**

### **1472. Establishment of Vehicles**

Vehicles are established for the Air Force to meet such operational and domestic commitments as require the use of mechanical transport. Where the purpose for which vehicles are required is not covered by the instructions referred to in para 1471 above, the matter is to be referred to command headquarters.





## **CHAPTER XXIX-MECHANICAL TRANSPORT**

### **Section 1 - General**

#### **1473. Economy to be Observed**

- (a) The utmost economy consistent with the requirements of the service will be observed in the use of service transport; and air or other officers commanding will take steps to ensure that every possible precaution is taken with a view to keeping expenses on use of M.T. as low as possible.
- (b) Whenever service transport is used the smallest powered machine (vehicle), consonant with duty to be performed will be employed.
- (c) A.O.C.-in-C and officer commanding station will ensure that economy in the use of transport of every description has been studied and effected.



## **CHAPTER XXIX-MECHANICAL TRANSPORT**

### **Section 1 - General**

#### **1474. Use of Public Conveyance where possible.**

Train or other public means of conveyance must, as a general rule, be used, unless it is considered that the employment of service transport is more economical or is otherwise in the interests of service. Before authorising the use of service transport, a commanding officer will satisfy himself that the delay and inconvenience which would otherwise result are such as to justify the extra cost, if any, which is involved.



# **CHAPTER XXIX-MECHANICAL TRANSPORT**

## **Section 1 - General**

### **1475. Use of Service for individual Duty Journey**

- (a) The use of service transport for individual duty journey is regulated by Air Force Instructions issued from time to time.
- (b) Service transport will not be appropriated for the sole use of any officer other than the Chief of the Air Staff.



## **CHAPTER XXIX-MECHANICAL TRANSPORT**

### **Section 1 - General**

#### **1476. Use of Fire Crash Tender**

(a) Whenever flying is being carried out at an aerodrome the officer commanding station will be responsible that a properly equipped fire crash tender is maintained, with a driver in attendance, in readiness for instant use. Actual deployment of the crash tender is the responsibility of the senior/duty A.T.C. officer as provided in Chapter XXXIV Section 3 of these regulations.

(b) Station standing orders will provide for adequate crew to be available for the fire crash tender for immediate duty with the fire tender.

(c) When a fire crash tender is standing by on emergency duty, the driver will be given written instructions as to the steps he is to take to ensure that the engine will start up without any delay. These instructions will be kept permanently attached to the dashboard of the vehicle and will also be referred to in the station standing orders.



## **CHAPTER XXIX-MECHANICAL TRANSPORT**

### **Section 1 - General**

#### **1477. Use of Ambulances**

(a) Whenever flying is being carried out at an aerodrome the officer commanding station will be responsible that a properly equipped ambulance is maintained with a driver in attendance, in readiness for instant use. The ambulance with the driver will be stationed in the same manner as the fire crash tender as laid down in Chapter XXXIV Section 3 of these regulations. Station standing orders will provide for a medical officer or a medical assistant to be available for immediate duty with the ambulance.

(b) When an ambulance is standing-by on emergency duty, the driver will be given written instructions as to the steps he is to take to ensure that the engine will start up without any delay. These instructions will be kept permanently attached to the dashboard of the vehicle and will also be referred to in the Station Standing Orders.



## **CHAPTER XXIX-MECHANICAL TRANSPORT**

### **Section 1 - General**

#### **1478. Use of Service Transport for Recreational Purposes**

(a) Officer commanding station may sanction the use of service transport without payment for the purpose of recreational visits to neighbouring towns and stations/units, or to private residences for the enjoyment of organised hospitality or for organised sports or to the nearest railway station where suitable train services connect with recreational facilities.

(b) No individual will be allowed more than an average of one run per week subject to 3 runs in a month.

(c) The journey should be within a radius of 3 to 16 K.M. from the station, in the case, however, of isolated units stationed at a greater distance from organised amenities as specified above, the use of service transport beyond the 16 K. M. limit may be approved subject to the sanction of:-

(i) A.O.C.-in-C in the case of journeys within a radius of 16 to 24 K.M.

(ii) Air Headquarters in the case of journeys beyond a radius of 24 K.M. when exceptional circumstances justify such sanction.

**Note:--** A copy of appropriate approval as applicable should be available for production to visiting staff, inspecting officers, or local audit officers, when called for.



## **CHAPTER XXIX-MECHANICAL TRANSPORT**

### **Section 1 - General**

#### **1479. Biring of A.F. M.T. Vehicles**

(a) Service M.T. vehicles may be hired to:-

(i) Military departments

(ii) Civil Government departments or military personnel (provided civil or military mechanical transport is not available), Air Force personnel, air force messes, service sports clubs etc., civilian personnel (including personnel of the Defence Accounts Department) employed at air force units or formations.

(b) Transport will only be hired to other Government departments when required by them for duty purposes and not to individuals in those departments for private or sports purposes.

(c) Transport may be hired to messes, service sports clubs and recognised teams, etc. for recreational and sports purposes, only where these meet with the approval of officer commanding station and with such restrictions as he may desire to impose.

(d) Transport may be hired to individuals for such purposes as the officer commanding station may decide, the principle being observed that the hiring should be curtailed to avoid excessive work being thrown on either drivers or vehicles and that the hirings in (b) and (c) above should have priority over individual hirings, where restriction is necessary.

(e) In a vehicle hired by an individual or team, the senior service occupant will be responsible for discipline and the supervision of the driver in all respects as though the vehicle was on duty.

(f) The competent authority to sanction the hiring out of the service transports under these regulations will be the officer commanding air force station, unit or detachment. Before according such sanction the officer will ensure that the service requirements for which the transport is maintained are in no way prejudiced.

(g) Hiring is restricted only to such type of vehicles as mentioned in the relevant air force instructions or government letter as amended from time to time.

(h) An M.T. vehicle under hired use will be driven by the driver who is normally detailed to drive that particular vehicle.

(j) Charges for hiring of service vehicles will be recovered as laid down in air force instructions.

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## **CHAPTER XXIX-MECHANICAL TRANSPORT**

### **Section 2 - Administration**

#### **1486. Officer to be placed in charge of Transport.**

Where there is no officer specifically posted for M.T.O's duties, the commanding officer will detail an officer, preferably of Technical Branch, to take charge of the service M.T. vehicles and to act as M.T. Officer.



## **CHAPTER XXIX-MECHANICAL TRANSPORT**

### **Section 2 - Administration**

#### **1487. Competent Authority to approve Routine Runs/Payment Runs**

(a) The officer commanding station is responsible for the proper authorisation of all duty journeys and payment runs. Normally this responsibility is to be exercised through the M.T. officer, if one is established or, if no M.T. officer or warrant officer is established, through an officer who is to be nominated in station/unit routine orders.

(b) The officer or warrant officer delegated is to be solely responsible to the officer commanding station and is to have direct access to him on all matters affecting mechanical transport.

(c) It is the duty of the officer commanding station and the delegated officer or warrant officer to ensure, as far as is practicable, the economical use of all mechanical transport under their operational control.

Note:- The above will not apply to cases of routine duty journeys which are required to be approved by Air Headquarters/Command Headquarters and on their general approval are promulgated in station/unit routine orders.



## **CHAPTER XXIX-MECHANICAL TRANSPORT**

### **Section 2 - Administration**

#### **1488. Driving Licence.**

Every service or civilian M.T. driver must be in possession of a current driving licence form IAFE(T) 917 stating the types of air force M.T. vehicle which the holder is authorised to drive. This licence must be carried at all times when driving or under instructions on the public highways irrespective of the type of civilian driving licence which may be held by the individual.



# **CHAPTER XXIX-MECHANICAL TRANSPORT**

## **Section 2 - Administration**

### **1489. Speed Limits**

The speed of all service M.T. vehicles will be governed by the regulations laid down in the relevant M.T.S.I. and in conjunction with those of the local authority.



# **CHAPTER XXIX-MECHANICAL TRANSPORT**

## **Section 2 - Administration**

### **1490. Statutory Traffic Regulations to be Observed**

(a) Unless exempted otherwise, vehicles are to conform to the requirements of current Board Traffic Acts and Motor Vehicles Regulations. The officer commanding station/unit is responsible for ensuring compliance with these statutory requirements and if proceedings are instituted for a breach of any of these statutory requirements an officer will be required to be nominated by the commanding officer to attend the court to answer the summons.

(b) Regulation as laid down in various instructions or by local state authorities regarding use of certain roads and bridges by vehicles of a specified type or weight will be observed by drivers of service M.T. vehicles.



## **CHAPTER XXIX-MECHANICAL TRANSPORT**

### **Section 2 - Administration**

#### **1491. Regulations for Vehicular Traffic within Airfield.**

Regulations for the control of vehicular traffic within an airfield are published in air traffic control regulations and air staff instructions issued by Air Headquarters from time to time. These are mandatory and are to be obeyed by all drivers of vehicles. The drivers are to pay particular attention to the following :-

- (a) No vehicle is permitted within the boundaries of the airfield until the driver has been briefed by the duty air traffic control officer.
- (b) The drivers are to acquaint themselves with the explanation of signals for vehicular traffic given by the control tower or runway controller.



## **CHAPTER XXIX-MECHANICAL TRANSPORT**

### **Section 2 - Administration**

#### **1492. Wearing of Hob Nailed Boots By M.T. Drivers.**

The wearing of hob nailed boots by air force service or civilian drivers when driving M.T. vehicles is prohibited.



## **CHAPTER XXIX-MECHANICAL TRANSPORT**

### **Section 2 - Administration**

#### **1493. Vehicles Carrying Capacity**

- (a) The driver is incharge of his vehicle and no driver is to proceed until he has satisfied himself that his vehicle is not overloaded either in goods or passengers, in terms of its authorised load carrying capacity published in M. T. S. Is or other instructions issued from time to time.
- (b) When a mixed load of goods and passengers is being conveyed in the same vehicle, the number of passengers is to be reduced in proportion to the weight and space taken up by such goods e.g., 15 airmen with full kit in a three tonner. It is the duty of the driver to draw the attention of the senior service passengers to any infringement of these regulations and it is the responsibility of the latter to ensure that these regulations are complied with.
- (c) The maximum passengers/goods carrying capacity is to be clearly shown both inside the driver's cab and inside the body of the vehicle before any load carrying vehicle is to be used for conveying passengers/goods.
- (d) Specialist vehicles are not to be used for carrying passengers other than such personnel as are required to operate the technical equipment on the vehicle, unless their specialist function can be combined with other essential and official duties such as the conveying of equipment of personnel over the route to be covered on specialist duties, thereby avoiding the use of additional transport.





# CHAPTER XXIX-MECHANICAL TRANSPORT

## Section 2 - Administration

### 1494. Safeguarding of Air Force M.T. Vehicles

(a) **Responsibility.** It is the responsibility of the officer commanding station/unit to ensure that adequate instructions are issued and precautions taken for safeguarding of air force M.T. vehicles and equipment thereon against misuse, theft, sabotage and fire. The individual driving a vehicle is, however, ultimately responsible for making himself aware of, and for complying with, such instructions as are issued for the security of the vehicle and its equipment whilst the vehicle remains in his custody.

(b) **Vehicles inside Air Force Stations.** When not in use air force M.T. vehicles are to be parked in the M.T. section. Exceptions may be made, however, where a unit is widely dispersed or where the operation of the unit would be impaired by parking of particular vehicles in the M.T. section, subject to the condition that official car parks are to be approved by commanding officer and are to be specified periodically in station/ unit routine orders.

#### (c) **Vehicles outside the Air Force Station**

(i) A service M.T. vehicle will not be left unattended in any public place or public car park other than in the most exceptional circumstances, for which the driver will be required to give full justification if loss ensues.

(ii) When on repayment or recreational journeys the driver will not be a member of the party and will remain with his vehicle throughout. He may, however, arrange for a member of the party to relieve him for a short period during the waiting time on the understanding that the relief does not leave the vehicle until his return.

(iii) If a driver (irrespective of rank) considers that his duty will necessitate leaving the vehicle unattended, a second person will be carried in the vehicle.

(iv) Vehicles may be left unattended in service carpark provided the car park is guarded by service police or other service personnel, or the custody of the vehicle is handed over to the guard and vehicle is immobilised as laid down herein.

#### (d) **Control of Movements of Vehicles 'IN' and 'OUT' of Air Force Station**

(i) The officer commanding station/unit is to make such local orders and take such administrative safeguards as he considers necessary to prevent the theft of air force M.T, vehicle. These orders may include necessary provisions for checking of the vehicles by police or guard at the time of entering or leaving the station.

(ii) Where a station has more than one entrance, a guard is to be available at each, or the other entrances closed to vehicular traffic (The latter method is to be adopted wherever possible).

(e) **Immobilisation of Air Force M.T. Vehicles.** Vehicles when parked or otherwise not in use or left unattended, whether inside air force station or otherwise, vide para 10 above, are to be immobilised in the following manner:-

(i) Remove H.T. Lead Coil to Distributor.

(ii) Where keys are fitted, lock ignition and remove ignition key.

(f) **Precautions when on the highways and in Civilian Garages**

(i) A service M.T. vehicle will not be left unattended in a street or other highway or in any other place where it is liable to be stolen.

(ii) Where necessary, in order to ensure the observance of this regulation, a second man must be detailed to accompany the driver.

(iii) It is undesirable to leave service M.T. vehicle unattended in civilian garages and only in the most exceptional circumstances occasioned by breakdown it is permissible to do so. On these occasions every precaution should be taken to safeguard the vehicle and its equipment. In such cases, the vehicle is to be properly vouched to the civil firm. In ordinary circumstances the driver or the second man should be in attendance at all times.

(iv) A service M.T. vehicle will not in any circumstances be housed in a private garage without the prior authority of the officer commanding station.

(v) When the engine of a service M.T. vehicle is stopped and the driver's seat vacated, the gear lever will be placed in the neutral position and the handbrake applied. If the handbrake is in the driver's opinion. insufficient, owing to the steepness of the gradient to hold the vehicles the wheels will be suitably "CHOCKED".



## **CHAPTER XXIX-MECHANICAL TRANSPORT**

### **Section 2 - Administration**

#### **1496. Reporting of Losses.**

Every loss of an M.T. vehicle is to be reported in writing to Air Headquarters. No officer or airman, who may be held responsible for the loss, is to be allowed to leave his unit until the A.O.C.-in-C has given his decision as to disciplinary action to be taken.



## CHAPTER XXIX-MECHANICAL TRANSPORT

### Section 2 - Administration

#### 1497. Serviceability and Technical Efficiency

(a) **Responsibility.** The serviceability of air force M.T. vehicles and the technical efficiency of M.T. section are the responsibility of the chief technical officer of station/unit. The C.T.O. is to ensure that instructions for the servicing of vehicles are adequate and that the relevant servicing schedules are available to technical personnel. Where in the cases of, smaller units/formation, a C.T.O. post is not established, the above responsibilities are to be assumed by the technical W.O. or N.C.O. incharge of M.T. servicing as appropriate.

(b) **Servicing.** Air force mechanical transport vehicles are to be serviced in accordance with current M.T.S.Is and other publications.



# **CHAPTER XXIX-MECHANICAL TRANSPORT**

## **Section 2 - Administration**

### **1498. Modifications.**

Modifications to standard M.T. vehicles will be authorised by Air Headquarters. No modifications will be carried out without prior authority, neither is it permissible to introduce any non-standard fittings or items of equipment without the authority of Air Headquarters.



# **CHAPTER XXIX-MECHANICAL TRANSPORT**

## **Section 2 - Administration**

### **1499. Reporting Defects**

Defects discovered in air force M.T. vehicles are to be reported in accordance with instructions contained in M.T.S.Is and other instructions issued by Air Headquarters from time to time.



## **CHAPTER XXIX-MECHANICAL TRANSPORT**

### **Section 2 - Administration**

#### **1500. Write Off.**

Instructions in regard to the write off of service M.T. vehicles will be followed as per A.P. 830 Vol. I.

#### **1501. Blank. to 1505. Blank.**



## **CHAPTER XXIX-MECHANICAL TRANSPORT**

### **Section 3 - M.T. Accidents**

#### **1507. Assessment of Damage**

(a) When an M.T. accident occurs between a service vehicle and a civilian vehicle or civilian property, the damage is to be assessed after inspection by the following:-

(i) Damage to vehical : Technical office

(ii) Damage to property : M. E. S.

(iii) Injury : Service doctor

(iv) Antecedents of : Service/civil police claimants

(b) In the event of any difficulty being experienced in inspecting the civilian vehicle/property, necessary help from civil police or other civil authority is to be obtained.

(c) The categorisation of damage to vehicles will be recorded in one of the following terms whose definitions refer to damage to the M.T. vehicle as a whole.

(i) Cat 'U' : Un-damaged.

(ii) Cat 'RI' : Within the capacity of Ist line servicing to repair.

(iii) Cat 'RII' : Within the capacity of 2nd line servicing to repair.

(iv) Cat 'RIV' : Beyond the capacity of Ist and 2<sup>nd</sup> line servicing but within the scope of 4th line servicing.

(v) Cat 'E' : The vehicle is damaged beyond economical repair.





## **CHAPTER XXIX-MECHANICAL TRANSPORT**

### **Section 3 - M.T. Accidents**

#### **1508. Liability of Driver-Warning.**

Every driver of the air force M.T. vehicle is to be warned of the possibility of himself being held personally responsible for any damage or injury resulting from accidents caused by his own negligence.



## **CHAPTER XXIX-MECHANICAL TRANSPORT**

### **Section 3 - M.T. Accidents**

#### **1509. Liability not to be Admitted.**

All drivers are to be instructed that they must not in any circumstances admit liability for an accident either by word or deed or even discuss the question of blame. A driver or any passenger in the air force vehicle will not make any statement on the circumstances of the accident except in the presence of his commanding officer or an officer appointed by the commanding officer.



## **CHAPTER XXIX-MECHANICAL TRANSPORT**

### **Section 3 - M.T. Accidents**

#### **1510. Court of Inquiry into M.T. Accident.**

Details as regards occasion, composition and manner of recording essential evidence in respect of an M.T. accident are contained in para 802 of Chapter XV under courts of inquiry.

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## **CHAPTER XXX-MESSES**

### **Section 1-Officers' Mess**

#### **1521. Organisation**

Officers' Messes will be organised and conducted as Station Messes. At places where Air Force units are stationed temporarily, controlling formations will make such arrangements as they think fit, within the general framework of the rules for running Officers' Messes. If it is considered necessary to have more than one Officers' Mess at a station, prior approval of the controlling formation shall be obtained.



## CHAPTER XXX-MESSES

### Section 1-Officers' Mess

#### 1522. Membership

(a) **Permanent Members.** The following will be permanent members of the Officers Mess at an Air Force formation or unit:-

(i) Officers of the Air Force, Army and Navy, on the posted strength of the Station including the lodger units, if any.

(ii) Auxiliary Air Force Officers during their continuous training periods, or when called up for service under Section 25(b) or (c) of the Reserve and Auxiliary Air Force Act 1952.

**Note:-** As permanent members under sub para (ii) Auxiliary Air Force officers may be 'living-in' members of the mess.

(iii) Air Force Officers on duty with local Army or Naval units provided that they are not permanent members of an Army Naval mess.

(iv) Air Force officers on deputation to other Government departments in the area.

(b) **Temporary Members.** The following will be temporary members of the Officers' Mess at an Air Force formation or unit:-

(i) Officers of the Air Force, Army and Navy, on temporary duty or attached to the formation or its lodger units.

(ii) Auxiliary Air Force officers when not member under para 1522 (a) (ii), provided they volunteer for such membership.

**Note:-** As temporary members Auxiliary Air Force officers will not be permitted to live in the mess.

(iii) Flight Cadets on temporary duty or attached to a Station or its lodger units, provided there is no separate Flight Cadets' Mess on the Station.

(iv) Air Force Officers on leave away from their parent formations or units provided they are permitted to live in the mess by the formation/unit commander.

(v) Senior Division N.C.C. officers on temporary duty or attached to a Station or its lodger units provided there is no separate N.C.C. Officers' Mess on the Station.

(c) **Honorary Members.** Except as provided in sub para (d) the following categories of persons may be invited to become honorary members:-

- (i) Civilian gazetted officers on the posted strength of or on temporary duty/attachment to the Station and its lodger units.
- (ii) Retired officers of the Indian Air Force, Army and Navy.
- (iii) Local civilian dignitaries.
- (iv) Local Army/Navy Commanders.

(d) **Honorary members.-Categories prohibited.** The following categories of persons are not to be made honorary members:-

- (i) Ex-officers of the Air Force, Navy and Army who have been dismissed, cashiered or compelled to resign from the Services.
- (ii) Military officers, Attaches and civilians of foreign countries, unless specifically authorised by Air Headquarters.
- (iii) Ladies.

(e) **Living in Members.** The following will be living-in members of a mess :-

- (i) Single Officers of the rank of Wing Commander and below. (An officer of the rank of Group Captain or above may at his option be a living-in-member).
- (ii) Married officers below the age of 25 years unless specially authorised to live out vide sub para (f).
- (iii) Widowers without children.
- (iv) Officers attending courses of instruction (As laid down in the joining instructions issued by the head of the institution).

(v) Flight Cadets.

(f) **Living-out Members.** The following officers may be permitted to be living-out members of an Air Force Officers' Mess:-

- (i) Married officers above the age of 25 years.
- (ii) Widowers with children.
- (iii) Single officers of the rank of Group Captain and above.

(iv) Single officers specially permitted to live out on extreme compassionate grounds.

**Note.-** Special permission to live out on compassionate grounds may be granted by the Air Officer Commanding in Chief in the case of officers who have lived in the mess for not less than three years and by the Chief of the Air Staff in the case of those who, have not lived in the mess for three years.



## **CHAPTER XXX-MESSES**

### **Section 1-Officers' Mess**

#### **1523. Mess Committee**

- (a) The mess will be managed by a Committee consisting of a president, appointed by the Station Commander, a mess secretary and not less than two other full members, elected by a majority of those present at a general mess meeting. Elections to the Mess Committee will be subject to the approval of the Station Commander. Air Force, Army or Naval officers who are on the posted strength of the Station and its lodger units may be elected to the Committee.
- (b) All decisions arrived at in the committees will be subject to the approval of the Station Commander.
- (c) A sub-committee will be presided over by one of the members of the Mess Committee.





## **CHAPTER XXX-MESSES**

### **Section 1-Officers' Mess**

#### **1524. Civilian Mess Manager.**

The Station Commander may, with the consent of the majority of members at a General Mess Meeting appoint a civilian Mess Manager paid out of mess fund, to assist the Mess Committee in the management of the mess. The keys of the safes will be entrusted to him only if he is under guarantee with a reputable insurance company for a sum considered adequate to meet any possible defalcations.



## **CHAPTER XXX-MESSES**

### **Section 1-Officers' Mess**

#### **1525. Mess Meetings**

- (a) A Mess meeting may be a General Mess Meeting or an Extraordinary Mess Meeting.
- (b) The General Mess Meeting will be held six-monthly on the 30th April and 31st October, or as soon thereafter as possible. It may also be held more often than every six months, if the Station Commander considers it necessary.
- (c) Extraordinary mess meetings may be called to deal with business of an urgent nature which cannot be postponed till the next General Mess Meeting.
- (d) All permanent members of the mess, except Flight Cadets, will be entitled to vote in a mess meeting



## **CHAPTER XXX-MESSES**

### **Section 1-Officers' Mess**

#### **1526. Civilian Mess Contractor**

- (a) If a civilian contractor or caterer is employed, the Station Commander will ensure that the contract contains a clause to the effect that the contractor has no authority to pledge the credit of the mess and that the mess accepts no responsibility for any debt or liabilities whatsoever incurred by the contractor.
- (b) Contracts for messing will stipulate that the wages of the entire kitchen staff and the cost of cooking will be defrayed by the contractor.



## **CHAPTER XXX-MESSES**

### **Section 1-Officers' Mess**

#### **1527. Property of the Mess**

(a) At a Station Mess all equipment and material purchased out of mess funds, all trophies and presents to the mess and all cash and other assets, will be the property of the mess and will not be removed by an outgoing unit. Presents specifically made to a particular unit of the Station will, however, be the property of that unit.

(b) The property of the mess, other than that supplied by the Government, will be insured against fire and theft and the premiums payable will be charged against mess funds. All insurance policies, together with any other securities held by the mess, will be lodged for safe custody with a bank and a receipt obtained and filed in the property book or kept in the mess safe.



## **CHAPTER XXX-MESSES**

### **Section 1-Officers' Mess**

#### **1528. Procedure on change of Station**

- (a) When a unit is transferred in its entirety to another Station within the command, the credits and property of the unit mess will be used to establish a mess at the new Station. Should no mess be formed, or if there already is a mess at the new station, the mess funds will be closed and the resultant balance handed over to the Air Force Central Welfare Fund. Should the unit mess be reformed at a later date, application will be made to the Air Force Central Welfare Fund for the refund of the total assets. Presents given to a unit will remain with the unit concerned as laid down in para 1527.
- (b) When a unit is dispersed to more than one location within the Command, the A.O.C-in-C will determine the distribution of funds and property.
- (c) On the transfer of a unit to another Command, the AOC-in-C of the Commands concerned will determine the amount of funds and property to be transferred. Where only a part of a unit is transferred to a location in another Command, where a mess is not in existence, the AOC-in-C of the Commands concerned will determine by consultation, the allocation of funds and property to the two parts.
- (d) When a unit or formation is disbanded, the mess funds will be closed and the resultant balance handed over to the Air Force Central Welfare Fund. Should the unit reform at a later date, application will be made to the Air Force Central Welfare Fund for refund of the total assets.
- (e) When the Commanding Officer of a Station in which an officers' mess is maintained, is relieved by another officer, appropriate handing over/taking over certificates will be prepared and disposed of as laid down in the regulations.



## **CHAPTER XXX-MESSES**

### **Section 1-Officers' Mess**

#### **1529. Mess Dress**

- (a) The Dress to be worn on dining-in-nights, guest nights and other mess functions will be as laid down from time to time by Air Headquarters.
- (b) The dress for daily wear in the mess will be laid down by the Station Commander keeping in view the dignity of the mess and the local climatic conditions.



## **CHAPTER XXX-MESSES**

### **Section 1-Officers' Mess**

#### **1530. Presentation of Gifts.**

No presentation will be permitted to any one except on the marriage of a permanent member of a mess and the honourable discharge/retirement of permanent member.



## **CHAPTER XXX-MESSES**

### **Section 1-Officers' Mess**

#### **1531. Mess Charges**

##### **(a) Mess Subscription**

(i) Mess subscription is levied in order to cover all permanent overhead charges of the mess, such as rent, taxes, furniture, conservancy etc., and is to be fixed on pro-rata basis not exceeding half-day's minimum basic pay of the rank.

(ii) Mess subscription is to be charged from all the permanent members of the mess, both living-in and living-out, and from those temporary members who are on attachment to the Station under conditions where no daily allowance is admissible to them. The subscription will be charged for the period such officers are on the posted strength of the Station or on attachment, as the case may be, including periods on leave.

(iii) A permanent member of a mess who is away on attachment under such conditions that he is not authorised any daily allowance, will not be charged mess subscription in his parent mess for the period he is away on such attachment. A permanent member of a mess away on temporary duty or on attachment under conditions which entitle him to daily allowance, will continue to be charged mess subscription in his parent mess.

##### **(b) Monthly Mess Contribution**

(i) Mess contribution is charged for the purpose of conveying the fluctuating expenses of the mess, such as wages, repairs, breakages, lighting, heating etc. and will be levied on all living in permanent members and those living in temporary members who are on attachment under conditions where daily allowance is not admissible to them. Such temporary members will be charged mess contribution only for the period of their temporary membership.

(ii) Mess contribution will be charged at a flat rate but shall not exceed Rs. 20 per month.

(iii) A living-in permanent member of a mess away on attachment, under conditions where he is not in receipt of daily allowance, will not be charged mess contribution in his parent mess for the period he is away on such attachment.

(iv) A living-in permanent member away on temporary duty or on attachment when he is entitled to daily allowance, will continue to be charged mess contribution in his parent mess.

(c) **Messing Charges.** The daily rate of messing will be such that the messing account neither makes a profit nor runs into a loss.



(d) **Extra Charges.** In addition to mess subscription, contribution, messing charges, and such other charges (like Air Force Central Welfare Fund and Air Force Central Band Subscriptions) as may be laid down from time to time, extra charges like the Entertainment Fund, Sports Subscription, Garden Fund, Library Fund etc., may be levied on the permanent members, both living-in and living-out, subject to concurrence of the members in a General Mess Meeting and the approval of the Station Commander. An officer who is away on temporary duty or attachment will be charged extra charges considered appropriate by the mess to which he is paying mess subscription.

(e) **Temporary Daily Subscription.** Temporary daily subscription will be charged from all the living-in temporary members of a mess, except those who are not entitled to daily allowance. Temporary daily subscription will include the following and will not exceed Rs. 2.00 per officer per day:-

(i) Bearer's wages;

(ii) Table money and Laundry charges in respect of tabled linen supplied by the mess.

(f) **General**

(i) Mess charges will be fixed at a General Mess Meeting, but will not, where applicable, exceed the maximum laid down. Should the members by vote at a General Mess Meeting fail to fix the rates at a figure sufficiently high to defray all necessary costs the Station Commander will himself determine the appropriate rates temporarily within the framework of the maximum laid down above and will report the matter in full for decision of the superior authority.

(ii) Honorary members are not to be charged any subscription, contribution or any other charges levied on permanent or temporary members.



## **CHAPTER XXX-MESSES**

### **Section 1-Officers' Mess**

#### **1532. Mess Maintenance Allowances**

The procedure as laid down in Pay and Allowance Regulations will be followed by all messes for claiming the mess maintenance allowance.



## **CHAPTER XXX-MESSES**

### **Section 1-Officers' Mess**

#### **1533. Accounting**

- (a) Accounts will be maintained in accordance with the standard instructions for keeping non-public funds issued from time to time.
- (b) Semi-private account books, in which extra charges and unauthorised subscription are shown, will not be kept in the mess. Every charge should be shown in the official mess accounts only.
- (c) Under no circumstances will any mess servant or any airman be permitted to handle cash (which term includes incurring charges) except a sum not exceeding Rs. 50 as petty cash, which will be accounted for in the petty Cash Book. The P.M.C. will ultimately be responsible for this sum and will ensure by frequent personal checks, or by detailing a members of the Mess Committee to check the Petty Cash Book, that the individual concerned is utilising the petty cash for authorised payments only and that it is being properly accounted for.
- (d) All cheques drawn on behalf of the mess will be either crossed or made payable to 'Payee only'. "Bearer" cheques will not be issued.
- (e) For the convenience of members and with the permission of the commanding officer, members' cheques upto an amount as laid down by the Commanding Officer, may be cashed by the Mess Secretary. Cheques for members' guests will not be cashed.



## **CHAPTER XXX-MESSES**

### **Section 1-Officers' Mess**

#### **1534. Mess Bills**

- (a) Every officer will pay his mess bill to the Mess on or before the 10th day of each month. The President of the Mess Committee will report in writing to the Station Commander any failure on the part of officers to pay their mess bills. The officer concerned will then be called upon to submit an explanation. If the explanation is unsatisfactory, and the account is not settled by the 20th day of the month, the circumstances will be reported to Command Headquarters or Air Headquarters, as the case may be.
- (b) A mess bill incurred by an officer at a visiting Station will as far as possible, be cleared by the officer before he leaves that Station. If for any reason the officer is unable to clear the amount, he will sign on the Bill and accept the liability. This will then be forwarded to the officer's parent mess which will be responsible for its immediate payment and for debiting the amount to the officer's monthly account.
- (c) Members' accounts will be presented monthly, if possible, on the first of the succeeding month and will be paid in full.
- (d) Payment of an account will not be delayed because of a query raised concerning it. If the query cannot be settled immediately, the account will be paid in full and any adjustment carried on to the next month's account, or, if the member is leaving the mess, it should be settled with him as soon as practicable.
- (e) Mess bills of officers leaving the Station on posting to another Station will be settled before the officers leave the station.
- (f) Members leaving the Station on temporary duty/attachment or on ordinary/sick leave or on account of pre-arranged admission to hospital, will either settle their accounts before departure or arrange for these to be paid on or before the date these are due for payment.



## **CHAPTER XXX-MESSES**

### **Section 1-Officers' Mess**

#### **1535. Payment of Mess Bills-Officers in custody or under suspension.**

(a) The procedure in sub para (b) below will be followed to ensure payments of mess bills of an officer who is in custody or under suspension from duty on a charge for an offence, and the whole of whose pay and allowances have been withheld under Section 94 of the Air Force Act 1950 read with Air Force Rules, 1969 (Rule 11).

(b) The Commanding Officer of the Unit/Station with which the officer is messing may claim messing charges at the rate paid by officers of the station by submitting a contingent bill to Air Force Central Accounts Office, supported by the following documents :-

(i) Certificate by the concerned Commanding Officer to the effect that the officer was in custody or under suspension from duty on a charge for an offence for the period covered by the bill and that the whole of his pay and allowances had been with-held under Section 94 of the Air Force Act 1950 read with Air Force Rules 1969 (Rule 11).

(ii) A copy of the mess bill.

(iii) Assigned statement by the officer concerned admitting the liability. Air Force Central Accounts Office, will pay the claim from the officer's pay and allowances that have been with-held, to the Officer Commanding unit for payment to Officers' Mess.

(c) In addition to messing, mess bills will also include mess subscriptions and mess contributions payable by an officer. Wages of private servants are the concern of the officer himself and will not, therefore, be included in the mess bill. Similarly, the mess bill will not include charges on account of:-

(i) Wine

(ii) Tobacco and soft drinks

(iii) Bridge

(iv) Extra Messing

(v) Bills on account of stores purchased from the mess contractor or mess grocery stores.

(d) The above procedure applies where the entire pay and allowances of officers have been withheld. In other cases (i.e. those in which entire pay and allowances are not withheld) the mess bills will be met by the officers themselves out of the portion of their pay and allowances which

they continue to receive. In cases in which the mess bills including mess subscriptions etc. exceed the pay and allowances drawn by the officer, the excess can be claimed from Air Force Central Accounts Office as in sub para (b) above.



## **CHAPTER XXX-MESSES**

### **Section 1-Officers' Mess**

#### **1536. Entertainment**

- (a) Entertainment and functions held in the Officers' Messes should be simple and compatible with the decorum of the mess.
- (b) The Mess Committee, with the approval of the Station Commander, may entertain any person as a mess guest provided that the entertainment is in return for services or hospitality rendered to the mess as a whole, or if for reason of courtesy, it is considered desirable that such guest should be entertained by the mess.
- (c) Special entertainments, at which mess guests are invited, will only be given with the consent of the majority of the officers expressed at a general mess meeting and with the sanction of the Station Commander.
- (d) No grant from the general mess funds will be authorised to defray entertainment expenses.
- (e) Entertainments to which mess guests are not invited will be paid for by those participating. Officers will individually pay for the entertainment expenses of their guests.



## **CHAPTER XXX-MESSES**

### **Section 1-Officers' Mess**

#### **1537. Drinking of Toast.**

All toasts drunk in Air Force Messes in India will be drunk in non-alcoholic drinks. The following toasts will be drunk on the occasions and in the order indicated below:-

- (a) On all normal occasions : The President's health.
- (b) When an officer of the Commonwealth is being officially entertained in an Officers' Mess :
  - (i) Her Majesty the Queen's health.
  - (ii) The President's health.
- (c) When an important person of a foreign country outside the Commonwealth is being officially entertained in a mess:-
  - (i) The health of the Head of the State of the foreign guest.
  - (ii) The President's health.
- (d) When important persons of foreign countries and officers of the Commonwealth are being officially entertained in an officers' mess :
  - (i) The health of the Head or Heads of the State or States of the foreign guest or guests.
  - (ii) Her Majesty the Queen's health.
  - (iii) The President's health.





## **CHAPTER XXX-MESSES**

### **Section 1-Officers' Mess**

#### **1538. Discipline.**

The Senior officer present is responsible for the maintenance of discipline at the mess.



## **CHAPTER XXX-MESSES**

### **Section 1-Officers' Mess**

#### **1539. Responsibilities of the Station Commander.**

The Station Commander is ultimately responsible for the general discipline and administration of the mess and will in particular ensure that :-

- (a) The mess regulations are correctly and fully observed;
- (b) The mess is run economically.
- (c) A committee of management as prescribed is formed and its members receive orders in writing defining their duties and responsibilities.
- (d) General Mess Meetings are held six monthly or more often, if necessary, attended by all members except those on essential duties and that full opportunity is given in these meetings to permanent members including flight cadets to propose and discuss matters relating to the mess.
- (e) The mess accounts are kept in accordance with the standard instructions for maintaining non-public funds.
- (f) The mess funds are properly applied and audited.
- (g) The handling of mess money is entrusted only to officers authorised by him.
- (h) Proper facilities are available for the safe custody of mess money, books, property etc., and that the keys of safe where the mess money is kept are issued only to those authorised by him.
- (j) Rules on the sale and consumption of liquor are strictly observed.
- (k) Dining members, particularly those of junior rank, do not dine out of the mess too frequently.
- (l) A copy of the mess rules and any local orders applying to the mess are available in the mess.
- (m) Records are kept of any special instructions given by him for the management of the Mess.

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## **CHAPTER XXX-MESSES**

### **Section 2 : Senior N.C.O.'s MESS**

#### **1546. Organisation.**

A senior NC0s' Mess is to be formed when practicable and is normally to be managed as a Station Mess.



## **CHAPTER XXX-MESSES**

### **Section 2 : Senior N.C.O.'s MESS**

#### **1547. Rules.**

The regulations governing the formation and general management are set out in this section. Each mess will, however, draw up rules on matters of detail which must conform to the principles laid in this section and must be approved by the Station Commander.



## **CHAPTER XXX-MESSES**

### **Section 2 : Senior N.C.O.'s MESS**

#### **1548. Permanent Members**

The following will be permanent members of the SNCOs' mess..-

- (a) WOs and SNCOs of the Air Force, and equivalent ranks of the Army and the Navy on the posted strength of the formation or its lodger units.
- (b) WOs and SNCOs of Auxiliary Air Force during their continuous training periods or when called up for service under Section 25(b) or (c) of the Reserve and Auxiliary Air Force Act, 1952.
- (c) WOs and SNCOs on duty with local Army or Naval Units provided they are not permanent members of an Army or Naval mess.



## **CHAPTER XXX-MESSES**

### **Section 2 : Senior N.C.O.'s MESS**

#### **1549. Temporary Members**

The following will be temporary members of the SNCOs mess at an Air Force formation or unit:-

- (a) WOs and SNCOs of the Air Force, and corresponding ranks of Army and Navy on temporary duty or attached to the formation or its lodger units.
- (b) WOs and SNCOs, of Auxiliary Air Force when not members under 1548 (b) above provided they volunteer for such membership.



## **CHAPTER XXX-MESSES**

### **Section 2 : Senior N.C.O.'s MESS**

#### **1550. Honorary Members**

- (a) The privilege of honorary membership may be accorded at the discretion of the Station Commander to
- (i) Members or honorary members of the Army and Naval messes.
  - (ii) Ex-warrant officer and SNCOs of the Air Force and corresponding ranks of Army and Navy.
  - (iii) Civilian Government employees of appropriate status on the posted strength of or on temporary duty/attachment to the Air Force formation or its local units.
- (b) The following categories of persons are not to be made honorary members of a SNCOs mess:-
- (i) Ex-warrant officers/SNCO of the Air Force and personnel of corresponding ranks in the Army and Navy who have been dismissed from Service.
  - (ii) Ladies.





## **CHAPTER XXX-MESSES**

### **Section 2 : Senior N.C.O.'s MESS**

#### **1551. Temporary and Honorary Members : Restrictions.**

The temporary and honorary members are not eligible to be elected or appointed to the mess committee or sub committee or to vote on mess matters or serve the mess in any capacity.



## **CHAPTER XXX-MESSES**

### **Section 2 : Senior N.C.O.'s MESS**

#### **1552. Membership : Obligatory**

(a) Every MWO, WO/FLT Sgt, Sgt. on the posted strength of or on temporary duty or attachment to an air force station or its lodger units is to be a member of the SNC0s' mess. If he is unmarried or a widower he is to be a messing in member.

(b) A widower maintaining his children may, at the discretion of the Station Commander, be treated as a messing out member.



## **CHAPTER XXX-MESSES**

### **Section 2 : Senior N.C.O.'s MESS**

#### **1553. Mess Management.**

The following are responsible for the immediate supervision and management of the mess.--

- (a) An officer-in-charge, preferably of the rank of Flight Lieutenant or above, appointed by the Station Commander.
- (b) A mess committee consisting of a Chairman who is to be WO or a SNCO -appointed by the Station Commander and not less than three other permanent members elected by the majority of those present at a general mess meeting and approved by the Station Commander.
- (c) A treasurer normally of the rank of Flight Sergeant not being a member of the Mess Committee appointed for six monthly accounting period by the Station Commander by a roster.
- (d) A caterer, normally of the rank of Sergeant not being a member of the Mess Committee appointed monthly by the Station Commander by a roster.



## **CHAPTER XXX-MESSES**

### **Section 2 : Senior N.C.O.'s MESS**

#### **I554. Terms of Office**

Neither the treasurer nor the caterer is, as a rule, to hold his office for two succeeding six monthly accounting periods or months respectively.



## **CHAPTER XXX-MESSES**

### **Section 2 : Senior N.C.O.'s MESS**

#### **1555. Mess Meetings**

(a) Mess meetings, which all members are to attend, are to be held monthly. The senior WO or NCO is to preside. The minutes of the proceedings are to be recorded in the minute book, signed by him and submitted by the Chairman of the committee through the Officer-in-Charge Mess to the Station Commander for approval.

(b) A statement of accounts is to be presented to the members at the monthly mess meetings.



## **CHAPTER XXX-MESSES**

### **Section 2 : Senior N.C.O.'s MESS**

#### **1556. Responsibility of the Station Commander.**

The Station Commander is generally responsible for the due observance of regulations set out in this section. He is to issue in writing local rules for the conduct of the mess. He is to appoint an officer-in-charge of the mess who is to be responsible for the immediate supervision, conduct and management of the mess, but he himself is to remain ultimately responsible:-

- (a) that the mess funds are properly applied and accounted for as laid down in these regulations and Air Force Orders.
- (b) that the banking account is operated only by the officer who has been appointed to be in charge of the Mess.
- (c) that the mess deals only with tradesmen approved by and that they are informed before any trading takes place that their accounts are to be submitted monthly and addressed to the officer-in-charge of the mess.



## **CHAPTER XXX-MESSES**

### **Section 2 : Senior N.C.O.'s MESS**

#### **1557. Duties of the Officer-in-Charge of a Senior NCOs' Mess.**

The officer-in-charge of the Senior NCOs' mess is responsible to the Station Commander through the Senior Administrative Officer for the immediate supervision, conduct and management of the mess and its accounts and funds. In particular he is responsible as laid down in the following sub paras:-

- (a) He is to receive from the treasurer, each week day all cash collected by the treasurer on behalf of the mess. Cash so received is not to be paid out in discharge of bills or petty cash transactions but is to be paid through the bank.
- (b) He is authorised, subject to the approval of the Station Commander, to issue to the treasurer a sum of Rs. 100 for use in connection with petty cash transactions. He is to satisfy himself by frequent checks, that the cash so used by the treasurer is properly and economically applied and accounted for. A record of these checks is to be made by him on the petty cash book showing the date and the balance of cash found.
- (c) With the exception of petty cash transactions conducted by the treasurer bills are to be paid by the officer-in-charge of the mess. Consistent with economy and requirements of local conditions he is to pay by cheque all bills incurred on behalf of the mess.
- (d) He is responsible for examining all bills (and supporting invoices) paid or incurred on behalf of the mess to satisfy himself that they are correct and in order. He is to keep a cash book in his own handwriting which is to be balanced each month and submitted to the Station Commander.
- (e) He is permitted, subject to the approval of the Station Commander, to spend on behalf of the mess sums not exceeding Rs. 50 on any one transaction of non-recurring nature.
- (f) At intervals to be laid down by the Station Commander, he is to carry out the check of all commodities held and accounted for in the bar stock book. He will reconcile the cash receipts for sales in the bar with the amount of stock sold as shown in the bar stock book. Every fortnight he is to examine the stock book and check the stock book and purchase book with the invoices.
- (g) He is to ensure that the mess is so managed that it is in a position to meet its creditors and show a reasonable monthly profit which should not normally exceed 10 to 15 per cent on sales.
- (h) He is to bring to the notice of the Station Commander all outstanding accounts by the 16th of each month and report to him the names of members whose mess bills have not been paid by the due date (i.e. by 10th day of each month).
- (j) He is to ensure that excessive stock is not being obtained or accumulated.

(k) He is responsible for the correctness of statements of accounts and balance sheets to be laid before the monthly mess meeting and the six monthly audit board respectively.





## **CHAPTER XXX-MESSES**

### **Section 2 : Senior N.C.O.'s MESS**

#### **1558. Subscription and charges**

- (a) A monthly subscription is to be charged not exceeding one-third of a day's rank pay to messing-in members and one sixth of a day's rank pay to messing-out members. This subscription is to be charged against members during their absence on leave but is not chargeable against them during periods of more than 10 consecutive days in hospital.
- (b) In the event of a member being absent, or attachment or temporary duty from his parent station for more than 10 consecutive days, the mess to which he is attached is normally to receive that part of his subscription which is proportionate to the number of days' attachment. The remainder is to be paid to the parent mess. A monthly mess subscription at such rate as may be fixed by the mess committee and approved by the station commander will be charged to honorary members.
- (c) The daily rate of messing is to be decided upon by the General Mess meeting and submitted to the Station Commander for approval.



## **CHAPTER XXX-MESSES**

### **Section 2 : Senior N.C.O.'s MESS**

#### **1559. Discipline in the Mess.**

The senior WO or NCO present in the mess is responsible for the maintenance of good order and discipline and for the observance of the regulations and rules for the mess.



## **CHAPTER XXX-MESSES**

### **Section 2 : Senior N.C.O.'s MESS**

#### **1560. Dress.**

Service dress will be worn in a mess during working hours and organised mess entertainments. Suitable plain clothes may be worn at other times as prescribed by the Station Commander.



## **CHAPTER XXX-MESSES**

### **Section 2 : Senior N.C.O.'s MESS**

#### **1561. Entertainments**

An entertainment is not to be given unless with the concurrence of two-thirds of a general mess meeting and with the sanction of the Station Commander. The liquor consumed at these entertainments, except by mess guests, is not to be charged against mess funds.



## **CHAPTER XXX-MESSES**

### **Section 2 : Senior N.C.O.'s MESS**

#### **1562. Treating.**

Treating as between members of the mess is forbidden.



## **CHAPTER XXX-MESSES**

### **Section 2 : Senior N.C.O.'s MESS**

#### **1563. Hours for Bar Sales**

- (a) No sales are to be permitted from the bar except within the hours authorised by the Station Commander.
- (b) All sales from the bar will be on strict cash payment basis and credit to members will not be allowed.
- (c) An approved price list will be prominently displayed in a convenient place.



## **CHAPTER XXX-MESSES**

### **Section 2 : Senior N.C.O.'s MESS**

#### **1564. Mess Equipment**

(a) Messes are to be furnished in accordance with authorised scales. Articles supplied remain public property and are to be accounted for in the same manner as other Air Force equipment.

(b) Property purchased out of mess funds becomes the property of the mess and detailed records of such property will be kept in the property book.

(c) Property purchased out of a grant/loan made from the Central Welfare Fund will become the property of the mess and such property will be maintained at the expense of the mess and accounted for in the property book.



## **CHAPTER XXX-MESSES**

### **Section 2 : Senior N.C.O.'s MESS**

#### **1565. Procedure on change of Station or When a Unit or Formation is disbanded**

The procedure to be adopted on change of a station of when a unit or formation is disbanded will be as laid down for officers' messes in para 1528.





## **CHAPTER XXX-MESSES**

### **Section 2 : Senior N.C.O.'s MESS**

#### **1566. Insurance**

The property of the mess other than that belonging to the Government is to be insured against fire and theft. Premiums payable are to be charged against the mess fund. All such insurance policies together with any other securities held by the mess are to be lodged for the safe custody with the bank. A receipt, therefore, is to be obtained and kept by officer-in-charge.



## **CHAPTER XXX-MESSES**

### **Section 2 : Senior N.C.O.'s MESS**

#### **1567. Mess Funds**

The mess funds are to be administered and books of account maintained as laid down in A.F.Os..

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## **CHAPTER XXX-MESSES**

### **Section 3 : Airmen's Mess**

#### **1571. Mess Management.**

Airmen's Mess is to be managed on a station basis. The Station Commander is to be generally responsible that an efficient standard of messing is maintained. He is to appoint an officer to be in-charge of the airmen's mess who will be responsible for the proper supervision, cooking and service of all airmen's meals, also for the dining rooms, cook houses and all personnel employed there. The Station Commander will be assisted by the Senior Administrative Officer in the supervision of the management of airmen's mess.



## **CHAPTER XXX-MESSES**

### **Section 3 : Airmen's Mess**

#### **1572. Dietary.**

The Station Commander is to pay particular attention to the feeding of the airmen and is to impress upon the subordinates the important bearing which the subject has upon the efficiency, contentment and well-being of the airmen. The food provided is to be well prepared and well served. The Station Commander is to himself frequently visit the cook house and satisfy himself that food is being properly cooked.



## **CHAPTER XXX-MESSES**

### **Section 3 : Airmen's Mess**

#### **1573. Messing Committee**

- (a) A messing committee consisting of airmen's representatives is to be formed under the presidency of the officer-in-charge, Airmen's Mess.
- (b) The messing committee is to meet as often as required but not less frequently than once a week. The committee will consider complaints and suggestions for improvements, if any.
- (c) The minutes of the meetings are to be recorded in the Minutes Book and passed to the Station Commander through the Senior Administrative Officer.
- (d) Names of the airmen representatives in the mess committee are to be displayed on the notice board in the mess.



## **CHAPTER XXX-MESSES**

### **Section 3 : Airmen's Mess**

#### **1574. Purchase to Supplement Rations.**

Subject to the approval of the Station Commander, an expenditure to a limited extent may be incurred out of Service Institute Funds for the purchase of food stuffs required to supplement the standard ration. A separate account will be maintained as a sub-account of P.S.I. for this purpose.



## **CHAPTER XXX-MESSES**

### **Section 3 : Airmen's Mess**

#### **1575. Issue of Meals**

- (a) The Orderly Officer is to be present in the dining hall at the meal hours to see that airmen are comfortably seated and that the service is well conducted and to receive complaints that may be made.
- (b) The catering N.C.O.-in-charge of the mess is to be present in the dining hall during the service of the meals.



## **CHAPTER XXX-MESSES**

### **Section 3 : Airmen's Mess**

#### **1576. Cook Houses.**

The Station Commander is to see that meticulous attention is paid to cookhouse hygiene. The Orderly officer is to inspect the cook house and the surroundings to ensure that hygiene rules are strictly observed.

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## **CHAPTER XXXI-SERVICE INSTITUTES**

### **1581. General.**

The regulations enumerated in the succeeding paragraphs relate to the canteen organisation, the contract system, and the general principles of institute management. For detailed information reference is to be made to "Institute Rules (India)".



## **CHAPTER XXXI-SERVICE INSTITUTES**

### **Section 3 : Airmen's Mess**

#### **1582. Objects of the Canteen Organisation.**

The objects of the organisation are --

- (a) To organise catering facilities (Jalpan Griha) and (C.S.D.(I) supply) canteens;
- (b) to provide entertaining and recreative means for airmen; and
- (c) to form the fundamentals of an efficient canteen organisation in peace and war.



## **CHAPTER XXXI-SERVICE INSTITUTES**

### **Section 3 : Airmen's Mess**

#### **1583. The Contractor System**

(a) In the air force all grocery canteens which stock only items or C.S.D.(I) supply are run under the unit arrangements. Units are not permitted to run canteen through contractors. However, side-shops and jalpan grihas can be let out to contractors as laid down vide Government of India letter No. 59645/Q3W (Policy)/44-D (Works-1), dated 11th January, 1960.

(b) The contractors allow discounts on the trade secured, according to the terms settled by the parties concerned.



## **CHAPTER XXXI-SERVICE INSTITUTES**

### **Section 3 : Airmen's Mess**

#### **1584. General Principles of institute Management.**

The commanding officer is responsible for making best possible arrangements for the comforts and welfare of his men. He is to provide an effective canteen organisation for the men under his command. No profit is to be made for regimental or similar funds by selling food or other articles except those obtained from the gardens of the unit. All the necessary requirements of airmen should, as a general principle, be provided free or at the lowest possible cost. Commanders are to make every effort to arrange all reasonable amenities for the airmen that they require according to the local conditions prevailing at any particular station.



## **CHAPTER XXXI-SERVICE INSTITUTES**

### **Section 3 : Airmen's Mess**

#### **1585. Accommodation**

(a) The authorised scale of accommodation is laid down in Ministry of Defence letter No. 0220/58/Q3(wiii), dated 7th .August 1947. Accommodation for institutes and shops suitable for any particular unit or station, shall be provided in buildings available there. The 'Barrack Synopsis, India' and 'Barrack and Hospital Schedules, India' contain the scale of furniture, fittings and other appliances.

(b) The contractors shall pay the rent for accommodation provided, as per "Quarters and Rents" regulations.



## **CHAPTER XXXI-SERVICE INSTITUTES**

### **Section 3 : Airmen's Mess**

#### **1586. Responsibilities of President Service Institute**

The President, Service institute is responsible to the commanding officer for the management of unit/station institutes. He will appoint an institute committee, with himself as the chairman.



## **CHAPTER XXXI-SERVICE INSTITUTES**

### **Section 3 : Airmen's Mess**

#### **1587. Use of Service Institute Facilities**

(a) The service institute will remain open for the use and comfort of the airmen at such hours as decided upon by the commanding officer or station administrative officer/officer in-charge admin. on his behalf, keeping in view the orders that he may receive from higher authority.

(b) Only the persons stated below are permitted to purchase articles from these institutions/shops. Sale of articles to any other person is forbidden:-

(i) Officers and airmen including their families and servants.

(ii) Civilians paid from the Defence Services Estimates, employed in the units.

(c) The prices of all saleable articles in the institutes or side-shops will be fixed from time to time by the station administrative officer/officer in-charge admin., and a copy of such list will be submitted to the station commander for his perusal. A copy will also be displayed on the notice boards of the institute.

(d) All transaction with the airmen will be against cash payment.



## **CHAPTER XXXI-SERVICE INSTITUTES**

### **Section 3 : Airmen's Mess**

#### **1588. Inspection of Service Institutes.**

The commanding officer, station administrative officer/officer in-charge admin., and medical officer will pay frequent visits to all premises of the institute and side-shops, while the orderly officer will inspect them daily. All weights and measures will be checked periodically.





## **CHAPTER XXXI-SERVICE INSTITUTES**

### **Section 3 : Airmen's Mess**

#### **1589. Medical Regulations.**

(a) All employees (including regular hawkers) of the contractors will undergo a periodic medical examination free of charge, and persons employed in handling of food, drinks etc. shall be subjected to a laboratory examination prior to their employment, to prove that they are not carriers of disease. Vaccination and inoculation against any epidemic disease may be ordered at any time by the medical officer. Employees will wear clean clothes. Cleaning facilities will, at all times, be available to them.

(b) Every person employed (including the regular hawkers) by the contractor will be issued a pass, besides the brass badge provided by the contractor. Temporary passes will be issued by the commanding officer, as and when necessary.



## **CHAPTER XXXI-SERVICE INSTITUTES**

### **Section 3 : Airmen's Mess**

#### **1590. Dairy Products**

The station commander may, at his discretion, make necessary arrangements for establishing dairy farms at place where military dairies or dairies on contract are not established, and where military department does not undertake supply.



## **CHAPTER XXXI-SERVICE INSTITUTES**

### **Section 3 : Airmen's Mess**

#### **1591. Liquors**

Only malt liquors may be sold in institutes for consumption on the premises, and in the rooms authorised for the purpose. The malt liquor will not be taken outside the premises for consumption, except as otherwise provided by orders. Other intoxicating liquor may be sold in canteen by the bottles or cases, to authorised persons for its consumption outside the premises. Children under 14 will not be given intoxicating liquor in these institutes.



## **CHAPTER XXXI-SERVICE INSTITUTES**

### **Section 3 : Airmen's Mess**

#### **1592. Entertainment.**

Entertainments and amusements will be organised in Service Institutes under the supervision of the Commanding Officer.



## **CHAPTER XXXI: SERVICE INSTITUTES**

### **1593. Unit Gardens**

- (a) Air officers commanding-in-chief, commands (Air Headquarters in the case of units directly under Air Headquarters) may allot suitable surplus land within the perimeter of airfields of air force stations, which are under the control of the air force, for unit's gardening purposes, such as, growing cereals, trees, fodder, fruits, vegetables etc. Allotment will be made after verifying that the land in question is not required for other air force purposes. The area thus allotted will not normally exceed a total of 4 acres (1.618 ha). Additional acreage may be allotted for gardening purposes on the condition that such additional allotment will not involve any extra expenditure to the State beyond that provided in sub paras (b) and (c) below for the cultivation of a total of 4 acres (1.618 ha) only.
- (b) At stations where vegetables etc. are not procurable, the government will provide the first issue of tools and will bear the cost of a gardener for one year.
- (c) Necessary funds required for processing seeds, manure, labour etc. may be provided from P.S.I. funds.
- (d) Units may obtain on 'payment hire', agricultural implements such as well gear, pumping sets, tractors etc. from respective army commands, if available, under the prescribed rules and procedure. Petrol/diesel oil and lubricants required for operating these machines will be issued on payment from air force stocks and the cost met out of P.S.I. funds.
- (e) Cereals of non-A.S.C. supply and articles which do not conform to A.S.C. specifications, are to be disposed of by units under their own arrangements. Units may, however, consult local civil supplies officers as to the best means for disposal of the produce.
- (f) Cereals of A.S.C. supply may be sold to the local A.S.C. at the local government procurement rates as ascertained from the government supply officer or at the stock book free issue rates less 2% whichever is less. When units consume articles of A.S.C. supply produced by them, they will underdraw the equivalent quantities from the A.S.C. against their normal demands and claim the amount from the controller of defence accounts, air force, at the local government procurement rates as ascertained from the local government supply officer, plus grinding charges or at the stock book free issue rate less 2%, whichever is less.
- (g) Vegetables and fodder obtained from unit gardens by A.S.C, will be paid for either at the current local contract rate or at the military grass farms production rate, whichever is less.
- (h) The sale proceeds on the above account as well as those realised through the sale of grass, other usufructs grown in land allotted for unit garden, will be credited to P.S.I. funds.
- (j) The sale proceeds of grass, usufructs etc. which grow on areas other than land specifically allotted

for unit gardens, will be treated as revenue and credited to public funds of the air force.

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## **CHAPTER XXXII-BANDS**

### **1621. General**

(a) Regular air force bands are established for taking part ceremonial parades, drills and other official functions. These bands are also authorised to undertake private engagements subject to conditions prescribed in para 1627 below.

(b) Each band will cater for units/formations nearest to where the band is permanently located unless due to exigencies of service bands may be detailed to cater for units other than those nearest to them.



## **CHAPTER XXXII-BANDS**

### **1622. Control of Air Force Bands**

(a) Functional and administrative control of air force bands will be exercised by formations as laid down by Air Headquarters.

(b) The commanding officer of the unit/formation at which a band is permanently located is responsible for the efficiency and general administration of the band. He may appoint an officer as 'officer i/c band' to assist him in the administration of the band.





## CHAPTER XXXII-BANDS

### 1623. Central Band Fund

(a) **Source and Maintenance.** The air force central band fund consists of sums derived from.-

- (i) Non-public funds.
- (ii) Subscriptions raised.
- (iii) Donations.
- (iv) All proceeds from the sale or exchange of band property.
- (v) 30 per cent of fees from private engagements undertaken by the band.
- (vi) Any other sources.

(b) **Control.** The fund is maintained at Air Headquarters and is controlled by the Director of Personal Services. The accounts are kept by the Director of Accounts, Air Headquarter

(c) **Contributions.** Contributions will be payable by all officers and airmen including trainees as laid down from time to time and remitted by Air Force Units as set out in AF0s.



## **CHAPTER XXXII-BANDS**

### **1624. Utilisation of Band Fund and Procedure**

(a) The fund is intended for the provision and maintenance of musical instruments, music, uniforms and such other purposes as may from time to time be approved by Air Headquarters. An advance of Rs. 1,000 will be placed at the disposal of each station commander of the station at which an air force band is permanently located for the purpose of meeting expenditure up to Rs. 100 per item out of this advance without reference to Air Headquarters. A statement of expenditure incurred from the imprest of Rs. 1,000 will be forwarded to Air Headquarters (D.P.S.) half yearly, i.e., at the end of June and December each year. D.P.S. will arrange for reimbursement of the imprest to bring it to Rs. 1,000. Petty miscellaneous expenditure should not normally exceed Rs. 200 per mensem.

(b) Expenditure in excess of Rs. 100 on any one item will be controlled by Air Headquarter. For this purpose a case is to be submitted to Air Headquarters (Director of Personal Services) and prior approval for the proposed expenditure obtained. The statement of such expenditure will be submitted to Air Headquarter for reimbursement along with the statement of petty expenditure. If at any time the balance of the imprest is not sufficient to meet miscellaneous expenditure, the unit may ask for allocation of funds from Air Headquarters to cover such expenditure.



## **CHAPTER XXXII-BANDS**

### **1625. Responsibilities of Director of Music**

The Director of Music will be responsible for:-

- (a) The proficiency of Air Force bands in all types of music and for ensuring a high standard is maintained.
- (b) Laying down the curriculum for training and arranging trade testing as and when required.
- (c) Ensuring possession, by all regular bands, of the musical score of the National Anthem, and their proficiency in playing it to the correct timing and style and also proficiency in playing the National Anthems of as many foreign countries as possible.
- (d) The reporting on trade ability and progress of bandsmen as required.
- (e) Issuing appropriate instructions regarding the care and maintenance, careful handling and use of each individual instrument.
- (f) The inspection of personnel, instruments and accoutrements of all bands twice a year.
- (g) The Director of Music is permitted to correspond directly with Air Headquarters, (Director of Personal Services) and officers i/c Bands of other units on all technical matters pertaining to bands.



## **CHAPTER XXXII-BANDS**

### **1626. Duties of Officer-in-Charge Band.**

At a station where a band is permanently located, an officer may be detailed by the commanding officer as 'officer i/c Band'. He will be responsible to the commanding officer for :-

- (a) The day to day administration of the band.
- (b) The music practice of all band personnel and their smartness and good turnout.
- (c) The maintenance of account books, engagement book and property books and other books as required by the commanding officer.
- (d) Reporting of all breaches of discipline.
- (e) Liaison with the Director of Music on all administrative matters concerning the band.
- (f) The movement orders for engagement of band at any out-station units. He will also be responsible for making arrangements for local engagements.
- (g) The distribution of all monies that bandsmen get, such as reimbursements and compensation in accordance with these regulations.
- (h) The care and preservation of all musical instruments, appurtenances, clothing and music.
- (j) He is to ensure that all band musical instruments which are delicate, are treated with the utmost care so that the maximum period of utility is obtained from each instrument.



## CHAPTER XXXII-BANDS

### 1627. Band Engagement

(a) Bandsmen are to be employed exclusively on duties relating to their trade. No charges will be payable for official functions such as passing out parades, ceremonial parades on 26th January, 15th August, guard of honour and such other functions as may be declared by Air Headquarters as official functions. All other functions will be paid for at the rates as laid down below, If the officer i/c band is in doubt as to whether a particular engagement is to be paid for, clarification will be requested from Air Headquarters (Directorate of Personal Services).

(i) Hiring charges for functions in the air force messes and at own residences of air force officers irrespective of the type of function:-

Rs. 50 for two hours or less, and

Rs. 25 for each subsequent hour.

(ii) Hiring charges for all other functions at rates not lower than those prevailing in the locality for civilian military bands of equal strength and for the same number and duration of performance.

(iii) The hirer will be responsible for providing transport or obtaining service transport on payment and for providing refreshments to bandsmen.

(b) Engagements for band will not be accepted by a bandsman in a private capacity, but may be accepted by the commanding officer of the unit/formation at which the band is permanently located, on behalf of the service. Private engagements will be accepted on behalf of the band as a whole and subject to service exigencies, and if such engagements are given publicity in the press or by hand bills or in any other manner, such publicity is to contain a clause to the effect that the attendance of the band is "By the kind permission of the Chief of the Air Staff".

(c) Engagements will not be sought through the public press or initiated through the medium of musical or other agents. Approved engagements may, however, be accepted through agents acting directly on behalf of the party desirous of engaging the band provided that no commission is deducted from the band's recognised fee.

(d) Bands will not take part in any event of communal, religious or political nature.

(e) Bands when engaged for private functions, will perform either seated or standing only. They will not be permitted to march.

(f) Ceremonial, service or dance band uniform will be worn appropriate to the performance.

(g) An 'Engagement Book' will be maintained by the officer i/c band showing the engagements made, the monies if any received, number of personnel taken part and the amount due to bandsmen on account of their share and to the share of Air Force Central Band Fund.

(h) An engagement will not be accepted if the air force band is to replace a civil band which is on strike.



## CHAPTER XXXII-BANDS

### 1628. Free Use of Air Force Band

(a) An air force band may be engaged to play free of charge once a year, at each of the following places in a station :-

(i) Officers' Mess.

(ii) S.N.C.Os' Mess.

(iii) Airmen's institute or other places for the benefit of airmen and their families.

(b) The concession mentioned in sub para (a) is granted subject to the conditions that:-

(i) Service engagements and engagements on payment will be given priority.

(ii) No expenditure to public funds will be involved in moving bands from one place to another.

(iii) At stations other than those where the bands are located, the concession may be availed of when the band visits such station in the normal course of duty.

(c) In addition to the above, the band may, at a station where it is permanently located, play free once a month at a 'guest night' (not dance) upto 2230 hours at an air force mess.

(d) If any unit requires the service of the band, at least one month's notice is to be given to the appropriate command headquarters controlling the band with intimation to the appropriate units/formation where the band is located.



## CHAPTER XXXII-BANDS

### 1629. Monetary Compensation for Bandsmen

(a) All monies received from each private engagement will be distributed as follows:-

(i) 30% to the air force central band fund.

(ii) 70% to be equally distributed among the bandsmen who performed at the function for which payment has been received.

(b) **Compensation in respect of outstation duties.** Compensation at the current official rate of living out ration allowance for each day of outstation duty will be paid from the air force central band fund, to all living out bandsmen (airmen including warrant officers) called upon to perform duty at a place other than that at which the band is permanently located. Claim in respect of the above compensation duly certified by the the officer i/c band, will be payable by the commanding officer of the unit out of the imprest advance of Rs. 1,000.





## **CHAPTER XXXII-BANDS**

### **1630. Private individual engagements**

A musician may be permitted to accept private engagements as an individual. He will not wear service or any prescribed band uniform on such occasions and is not to be publicly described as belonging to the service. If permission is given to use service instruments on such an occasion, the musician concerned is to be held responsible for any loss or damage to the instrument which may be sustained as a result of the movement or use of the instrument pursuant to such permission.



## **CHAPTER XXXII-BANDS**

### **1631. Books of Accounts, Audit Board and Property Check.**

All books of accounts, as prescribed by Air Headquarters, will be maintained at stations/formations where air force bands are permanently located and the band account audited similar to other non-public funds. Instructions as regards audit of accounts, periodical stock checks of band property, and the procedure of action in the event of loss/damage to band property or unserviceability due to fair wear and tear are set out in A.F.Os.

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## **CHAPTER XXXIII-MOVEMENTS**

### **1651. General.**

(a) The rules relating to conveyance of personnel and baggage are laid down in Travel Regulations and those relating to the despatch of Air Force equipment in the Equipment Regulations (A.P. 830, Vol. I).

(b) For surface travel, air force personnel are normally despatched by rail when their movements are effected within the country. For travel by air within Indian limits, when authorised, service aircraft will be the normal means of air conveyance, When this is not feasible and travel by air is necessary in public interest, scheduled civil air services may be used with the prior sanction of the competent authority as laid down in Travel Regulations.

(c) No movement of individuals at Government expense will be carried out without the orders of the competent authority as laid down in Appendix I to the Travel Regulations except in cases of extreme urgency. When a journey is commenced without sanction due to such extreme urgency a report will be made by the person authorising the move to the competent authority for his orders.



## **CHAPTER XXXIII-MOVEMENTS**

### **1652. Movement Orders/Route Form.**

The date by which an airman is required to arrive at his destination will be specified in the movement order (Route Form IAFF(P)9), a copy of which will be handed over to him prior to the move, another copy of such order being sent to the unit to which he has been sent.



## CHAPTER XXXIII-MOVEMENTS

### 1653. Procedure for arranging Rail Moves

If the party consists of individuals numbering upto 50, rail accommodation for their move will be arranged through the R.T.O., if one is established at the station, otherwise such arrangements will be made directly with the local railway authorities. Moves of parties consisting of 50 to 120 individuals will be arranged through Headquarters No. 21 Movement Control Group, New Delhi, Headquarters No. 22 Movement Control Group, Gauhati, Headquarters No. 23 Movement Control Group, Udhampur, Embarkation Headquarters Calcutta, Embarkation Headquarters Madras, or Embarkation Headquarters Bombay, as the case may be. These organisations are empowered to arrange rail accommodation for such parties on priority. The movement by rail of parties of more than 120 individuals will be arranged by Air Headquarters (Directorate of Equipment'(Movement) ) in consultation with Milrail. Demands for rail move of such parties will be submitted to Air Headquarters giving the following information :-

- (a) The number of persons by rank.
- (b) Details of baggage and stores (including weight).
- (c) Number of M.T. and their dimensions and weight.
- (d) Entraining and detraining stations.
- (e) Number and type of coaches/rolling stock required (to be obtained from the local railway authorities).

On receipt of the milrail orders from Air Headquarters, the despatching unit will register their demand with local railway authorities and forward despatch details to them.



## **CHAPTER XXXIII-MOVEMENTS**

### **1654. Travel Forms.**

- (a) A list of travel forms and specific purposes for which they are required to be issued is given in Appendix 'D' to Military Tariff No. 3. Such travel forms will be exchanged for appropriate tickets before the journey is commenced.
- (b) Instructions regarding the demand, custody, issue etc. of travel forms are laid down in A.F.Os.



## **CHAPTER XXXIII-MOVEMENTS**

### **1655. Clearance Certificates**

(a) Before leaving a unit on posting, attachment, cessation of attachment, discharge or on cessation of service, an officer or airman is to be provided with a clearance certificate (IAFF(F) 1518) on which he is to obtain the signature of his flight or section commander, and such other officers (e.g., officers in charge of sports, mess, library etc.) as may be printed on the form or directed by the commanding officer. Before signing the form the various officers are to endorse thereon details (including the values) of any damage or deficiencies of public equipment or property outstanding against the individual. The value of deficiencies will be the same as those shown in the relevant form. Recoveries in respect outstanding subscriptions, etc., or loss of, or damage to, non-public equipment or property are to be effected by the appropriate officers before the issue of the clearance certificate.

(b) (i) The clearance certificate is to be signed in the appropriate space against the title of the flight or section concerned by the appropriate officers. Where any section indicated on the form is not applicable, it is to be struck off by the flight or section commander and initialled by him. Titles of sections, etc. not already shown on the form are to be added as may be necessary.

(ii) Where an individual is himself the flight commander or section commander, the flight or section signature is to be that of his relief. In the absence of the relief the commanding officer or his deputy is to sign.

(iii) Where handing-over certificates are required they are to be completed before signing the appropriate section of the clearance certificate.

(c) When all the necessary signatures have been obtained, the form is to be taken to the station accountant officer, who should ensure that it is complete in all respects, enter any further liabilities which remain outstanding in the accounts action, total up the value of the deficiencies and outstanding charges and obtain the individual's signature as admitting the total liability recorded. The station accountant officer is then to sign the certificate in the appropriate space.

(d) When an officer or airman dies, or is taken a prisoner of war, or is declared missing or insane, arrangements are to be made for completion of the clearance certificate in accordance with this paragraph. Any financial liability outstanding against such personnel is to be investigated and clearance obtained by the station accountant officer.

(e) The station accountant officer is to ensure that clearance certificates are received in respect of all personnel referred to in sub paras (a) to (d). He is to request the flight or section commander to initiate clearance certificate for any individual who has left the station without clearance by him.





## CHAPTER XXXIII-MOVEMENTS

### 1656. Handing/Taking Over period-Officers

(a) The maximum periods inclusive of Sundays and holidays admissible to officers for handing/taking over charge of appointments are shown in the following table:-

#### Handing/Taking over period-Officers

Serial Number	When admissible	Period admissible
1	2	3
1.	(a) On posting/transfer from one appointment to another in India (b) On handing over appointment in India before transfer to an appointment ex-India. (c) On taking over appointment in India on transfer from an appointment ex-India (d) On returning to Air Force duty after a period of deputation with a civil department.	(a) 7 days when physical checks of stores and accounts are involved, extendable upto a maximum of 10 days at the discretion of the officer commanding in the case of an Equipment officer of a unit/ Equipment Depot/installation/ formation which is dispersed.
2	(a) Officers serving or posted as Air Attaches/Advisers with Indian Embassies/ Missions abroad :- United Kingdom United States of America Pakistan U, S. S. R. France Other Countries	10 days      7 days
	Note : The maximum Period of handing /taking over is raised to 10 days in the case of Air Attache, Paris so long as he remain concurrently accredited to another country.  [Min of Defense Corrigendum No . Air Hq/24035/31/PP&R/10239/D(Air-III)/184 dated 3 Jan 1974] (b) Other officers/serving with or posted to Indian Embassies/missions abroad- All countries , at the discretion of the Air Attache/Advisers concerned	4 days

Note : the above periods will be in addition to the joining time admissible under the rules except that no handing over/taking over periods will be admissible to officers covered under item 1 of the

above table and granted joining time in conjunction with annual leave.

(b) Officers will retain the acting rank, if any during the periods of handing/taking over duties outside the authorised establishment. Acting rank will be retained by officers returning to air force duty after period of deputation only if they are allowed to retain such acting rank while in civil employment.



## CHAPTER XXXIII-MOVEMENTS

### 1657. Joining Time on Permanent Duty Moves Necessitating Change of station

(a) If an individual is -not required to arrive by a particular date, he may be allowed Shown joining time as shown below subject to a total period of thirty days.

(i) Six days for preparation in addition to the journey time admissible under the succeeding sub clauses.

(ii) For the portion of the journey when individual is required to travel by aircraft-actual time occupied in the

journey, part. of a day being treated as one day.

(iii) One day in respect of each of the following distances or fraction thereof:-

Journey by rail 500 Kilometers.

Journey by sea 350

Journey by river 150

Journey by road  
motor car 250

Journey by other  
means 35

Note 1.-Joining time will count from the day following the date the individual is finally cleared by the relieving unit.

2. For computing distances, only the actual mileage will be reckoned. and not any assumed or weighted mileage for which fare may be charged by railways.

(b) If an individual while on temporary duty or on a course of instruction at another station is posted on permanent duty to another unit or appointment and is required to proceed to the permanent duty station direct from the station of temporary duty/course of instruction, he may be allowed joining time as calculated in clause (a) above, reckoning from the station of temporary duty/course of instruction.

(c)

(i) An individual who is transferred from one appointment in India to another appointment ex-India or vice versa or from one appointment ex-India to another appointment ex- India or who at the end of a course of instruction abroad is posted to a station in India other than that from where

he proceeded on the course, will be entitled to joining time as under:-

Six days for preparations and the actual period spent in transit from the old duty station to the new duty station by the approved route, including enforced halts, if any, as certified by the Heads of Missions in the countries, where en. -forced halts occur that the halts were necessary in order to catch the connecting transport.

Note.-(1) Six days preparation period will, however, run concurrently with the period of enforced halt, if any, at the starting station in the case of an individual posted to/returning from ex-India on permanent posting or returning after attending a covers., of instruction abroad when informed of the station of posting before embarkation.

*(2) The preparation time can be availed of at a station other than the one where the individual relinquishes his post, or enroute after the individual's final departure. (CS No. 52/X/71)*

(ii) An individual who is returning from an Appointment ex-India, on permanent posting or after attending a course of instruction ex-India, and is posted directly on arrival in India to a non-family station, will, if accompanied by family, be allowed, for purposes of making arrangements for the stay, of his family, an extra period not exceeding 6 days (including the un-availed portion of the preparation time) on disembarkation in India, in addition to his normal joining time as in (c) (i) above.

(iii) An individual who is posted ex-India from a temporary duty station will be struck off the strength of his appointment from the date of leaving temporary duty station and will be entitled to joining time as in (c) (i) above **reckoning**, from the station of temporary duty.

(d) Joining time counts as duty. A road journey not exceeding five miles (8.047 K.M.) to or from an air port-. railway station in or steamer port at the beginning or end of a journey will not count for joining time. In calculating the amount of joining time admissible, Sundays will be excluded but will be included in the "thirty days" maximum. The competent authority may sanction an extension of joining time provided the maximum period of thirty days is not exceeded.

Note 1.-,Competent authority mentioned above will be as follows:-

(i) Officers serving at Air Headquarters and Air Officer-in-Charge Administration units directly controlled by Air Headquarters, quarters and A.O. C-in-C, Commands.

(ii) Officers other than those covered by (i) Air Officer-in-Commanding in-above. Chief, Command.

(iii) Airmen Deputy Director of Personnel (Airmen), Air Headquarters.

2. The powers of extension of joining time (upto 30 days) by the above authorities will be exercised subject to the following conditions :-

(i) When an individual has been unable to use the ordinary mode of travel or, notwithstanding due diligence on his part, has had to spend more time on the journey than is allowed by the rules; or

(ii) When such extension is considered necessary for the public convenience, or for the saving of such public expenditure as is caused by unnecessary or purely formal transfer; or

(iii) When the rules have in any particular case operated harshly; as for example, when an individual has through no. fault on his part, missed a steamer or fallen sick enroute.

(e) Joining time may also be allowed in conjunction with annual leave but not with other kinds of leave. Officers holding acting ranks will retain their acting ranks during the period of joining time, provided they do so during the annual leave pre-ceeding the joining lime.

(f) When an individual is transferred from air force to civil or foreign employ, or is re-transferred therefrom to air force employ, he will be granted joining time under the rules of the borrowing civil department or government concerned and not under air force rules.



## CHAPTER XXXIII-MOVEMENTS

### 1658. Striking off strength/Taking on Strength

(a) Officers and airmen posted from one unit to another will be struck off strength of the despatching unit and taken on strength of the receiving unit as under :-

(i) When an individual is relieved of his duties in the fore-noon, he will be struck off strength of the despatching unit and taken on the strength of the receiving unit from the same date.,(ii) When an individual is relieved of his duties in the after-noon, he will be struck off strength of the despatching unit from the following day and taken on strength of the receiving unit from that day.

(b) For the purposes of statistical reports and returns an individual will be shown on the strength of the despatching unit -upto the date prior to that of his being struck off strength e.g., an individual struck off strength from 1 Aug. 64, will be shown on the strength of that unit upto 31 July 1964. He will be shown on the strength of the receiving unit with effect from the same date from which he is struck off strength of the despatching unit i.e. 1 August 1964. It will thus be ensured that, at any one time, an individual is accounted for in the strength of only one unit.

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## **CHAPTER XXXIII-"FIRE"**

### **Section 1-General**

#### **1671. Organisation at Stations.**

The commanding officer of a station will be responsible for the organisation and efficiency of the fire fighting arrangements at his station, and for ensuring that the regulations for preventing and dealing with fires are adequately promulgated and observed by all personnel, service and civilian, under his command, and all others concerned. His responsibility extends to all buildings on his station, and to all hired and requisitioned buildings of his station. This responsibility includes provisioning of equipment, arrangements for training personnel and fire fighting in the event of an outbreak. For this purpose the commanding officer of the station is assisted by :-

- (a) The station fire committee.
- (b) The station fire officer for 'domestic' fire.
- (c) The senior air traffic control officer for aircraft fire.



## **CHAPTER XXXIII-"FIRE"**

### **Section 1-General**

#### **1672. Station or Unit Fire Officer.**

The commanding officer, wherever possible, will appoint an officer who is trained in Fire Prevention and Fire Fighting from the Fire Service Research, Development and Training Establishment of the Ministry of Defence as a station/unit fire officer on a part time basis. The duties of the fire officer are .-

- (a) The fire officer is responsible to the commanding officer for the organisation and efficiency of the station fire protection and fire fighting arrangements.
- (b) He is personally responsible to see that station fire orders are carefully compiled including any local requirements in detail and are promulgated from time to time for the benefit of all concerned.
- (c) He is to maintain an effective liaison with the local army and civil fire organisations in the spirit of the mutual aid scheme.
- (d) He will inspect all buildings, hangars, work-areas and open spaces of the premises as frequently as possible to ensure that fire prevention regulations are being strictly observed, that satisfactory arrangements exist for prompt detection of fire if it occurs in any part of the premises, that an effective fire alarm system which can immediately bring into action the first stage and major fire fighting personnel to the scene of fire is established and maintained at all times.
- (e) He is responsible for the alertness and efficiency of all fire fighting personnel.
- (f) He will ensure that a programme of training fire service personnel is drawn up from time to time and that it is carried out efficiently.
- (g) He will inspect the fire sections atleast once a day to ensure that fire appliances including rescue gear and emergency lighting are in a state of absolute reliability.
- (h) He will hold atleast two surprise fire practices monthly, both during working and non-working hours and submit a report to the commanding officer of his assessment of the efficiency of existing fire fighting arrangements.
- (j) In the event of fire other than crash fires, assume control of fire fighting operations until the arrival of the commanding officer or an officer deputed by the commanding officer for the purpose.
- (k) He will maintain liaison with section commanders in matters of fire safety and obtain technical assistance in dealing with special risks.
- (l) In case of crash fires, he will, as the situation demands, render all assistance required by the senior



air traffic control officer who will remain responsible for the conduct of crash fire fighting operations.

(m) When the fire is assumed to have been extinguished, he will carry out a thorough inspection of the affected area, the materials and machinery involved and those likely to have been affected so as to ensure that there is no risk of reignition. He will also arrange to post adequate security guards in and around the affected area to prevent tampering of structures and materials likely to be of use as evidence in the investigation of the cause of fire.



## **CHAPTER XXXIII-"FIRE"**

### **Section 1-General**

#### **1673. Fire Committee.**

The commanding officer of a station will appoint a fire committee which is to include:-

- (a) The President (squadron leader rank where possible).
- (b) C.T.O. or representative.
- \* (c) C.E.O. or representative.
- (d) M.T. Officer.
- (e) The fire officer (Secretary).
- (f) Representative of any lodger units (if applicable).
- (g) A member of the local works services (E. & M) (in attendance when possible) (not a full member).
- (h) Station warrant officer (or senior N.C.O. discipline).

Note.- (i) The committee will meet at least once a month.

(ii) NC.O. i/c fire section/civilian fire master will be in attendance.

\*Applicable in respect of equipment/repair depots.



## **CHAPTER XXXIII-"FIRE"**

### **Section 1-General**

#### **1674. Duties of Fire Committee.**

(a) The duties of this committee are to assist the commanding officer in organising and improving the station fire service by:-

(i) Arranging and holding periodic inspection of fire appliance not less than twice yearly.

(ii) Arranging and supervising the local instruction of fire personnel and fire picquets.

(iii) Making recommendations for the improvement of fire fighting in general.

(b) The committee is to devote its special attention to the protection of hangars, workshops, stores, sick quarters and particularly to buildings and sites where highly inflammable materials are used or stored. They are also to supervise measures for the prevention and extinction of fire as well as for water supplies and fire fighting equipment. Any matter requiring the attention of the commanding officer is to be brought to his notice, without delay.

(c) A record is to be kept of all deliberations of the committee including that of all tests carried out on fire engines, trailer pumps, hydrants and other minor equipment during the course of inspection. Observations and information arising from these inspections, together with the subsequent action taken are to be recorded and signed by the members concerned. This report is to be submitted to unit/station commander for perusal.

(d) Command headquarters are to be kept informed of the existing fire service situation at the station and steps taken for improvements as considered necessary by the committee.



## **CHAPTER XXXIII-"FIRE"**

### **Section 1-General**

#### **1675. Quarterly Inspection**

The commanding officer of a station will at every quarter make a thorough inspection of the fire arrangements at his station. Any defects or deficiencies revealed at the inspection which can be remedied locally will immediately be attended to, and any which cannot be rectified locally will be reported promptly through usual channels. The commanding officer will make his inspections without giving any previous notice or warning in the station. At least two members of the fire committee should attend these inspections.



## **CHAPTER XXXIII-"FIRE"**

### **Section 1-General**

#### **1676. Fire Orders.**

The commanding officer of a station will draw up fire orders for his station, giving detailed instructions as to the action to be taken and the means to be employed in dealing with out-breaks of fire. The orders should be concise, direct and clear. They should form part of the standing orders of every station and all personnel should be acquainted with them. The commanding officer must make it his personal duty to see that the fire orders are promulgated from time to time and thoroughly understood throughout his command. These orders will be divided into four sections:-

Section I-Organisation.

Section II-Precautions against fire.

Section III-Action to be taken in the event of fire.

Section IV-Equipment.



## **CHAPTER XXXIII-"FIRE"**

### **Section 1-General**

#### **1677. Fire Section.**

Suitable accommodation for a fire station is to be provided in a central part of the station adjacent to the building in which the fire tender and/or fire engine is housed, and close to either the guard house or the central telephone exchange. Space should be provided for sleeping accommodation for the fire party and fire picquet, and for the storage of first aid fire appliances and such other small gear as may be immediately required. Facilities should also be provided for minor repairs to fire appliances and hose. Garages should be provided for the fire tenders/pumps. The section should be fitted with fire alarm system and a telephone provided possessing a number which can be easily remembered.



## **CHAPTER XXXIII-"FIRE"**

### **Section 1-General**

#### **1678. Duties of N.C.O./Civilian Fire Master in-charge Fire Section.**

The N.C.O./Civilian Fire Master in-charge fire section will, wherever possible, be trained and qualified in the theory and practice of fire prevention and fire fighting from the Fire Service Research, Development and Training Establishment of the Ministry of Defence. He will be responsible to the fire officer for

- (a) The discipline and efficiency of all personnel attached to the fire section.
- (b) Holding charge of all fire appliances and equipment in the section.
- (c) The inspection, maintenance, refilling and tests of all first stage fire fighting equipment distributed in flights/section.
- (d) The training of personnel in the fire section and first aid fire fighting training for station personnel as directed by the fire officer.
- (e) The regular inspection of buildings and work-areas to ensure that fire precautionary measures are being strictly observed.
- (f) Ensuring that sufficient trained personnel are always present in the fire section to man and operate the major fire appliances of the fire section in case of fire.
- (g) To carry out the daily training programme of the fire section laid down by the fire officer from time to time.
- (h) Charging all soda-acid and foam extinguishers once a year and to carry out standard tests of all fire fighting equipment according to a schedule approved by the fire officer.
- (j) Maintaining fire section records such as hose register, extinguisher register, bucket register, occurrence book, fire pump log, and vehicle daily running register and submit them to the fire officer for his scrutiny at least once a month.
- (k) Preparation of an inventory of all first stage fire fighting equipment distributed throughout the unit for ready reference of the fire officer.
- (l) Ensuring that static water tanks are at all times full and that no obstructions to their approaches occur at any time. These tanks are required to be cleaned at least once a year.
- (m) Periodic inspection of all hydrants to ensure that they are in good working order. A record of these inspections will be forwarded to the fire officer at least once in three months.

(r) To ensure that the fire sections are fully trained with fire engine drivers and trained crew at all times and take prompt action to effect relief whenever necessary.

(o) Making himself conversant with the topography of the unit /station and the shortest route to static tanks, hydrants, sheds, hangars, buildings and fuel points covered by the fire section.

(p) In the event of fire he will promptly turn out the fire engines/pumps with the complete crew and equipment and remain in-charge of fire fighting operations till the arrival of the fire officer/commanding officer.

(q) When summoned to crash fires, he will report to the officer-in-charge of crash fire operations and render all assistance required by him.

(r) He will ensure that a general lay out of the station indicating the following is displayed in the fire sections:-

(i) Buildings, hangars, sites and places of special fire hazards.

(ii) Position of fire points.

(iii) Disposal of fire appliances.

(iv) Disposal of fire engine operator and crew.

(v) Position of fire alarms. Static water tanks and fire hydrants.

(vi) Stock position of hose, foam and special extinguishants.





## **CHAPTER XXXIII-"FIRE"**

### **Section 1-General**

#### **1679. Fire Personnel.**

The commanding officer of a station will arrange for a fire party and a driver and crew for the fire tender to be always available. In addition, a number of airmen will be detailed as fire pickets to act as auxiliaries to the station fire party. The tour of duty for both the fire party and the fire picket is left to the discretion of the commanding officer but will not exceed a period of 168 hours. No fire personnel will be allowed to leave the station during their tour of duty. Airmen detailed for this duty will be available for ordinary work, but not for guard or orderly duties, or for work requiring them to go outside the station. They will sleep in the fire section. The commanding officer may, at his discretion, permit compensatory privileges to the station fire personnel. The station fire party will be assembled and detailed under the command of the N.C.O/civilian fire master in-charge fire section. N.C.O./civilian fire master in-charge will then be responsible that each member of the station fire personnel understands and performs the duties allotted to him.



## **CHAPTER XXXIII-"FIRE"**

### **Section 1-General**

#### **1680. Fire Training**

It is essential that all station personnel including civilians, receive adequate instructions in the use of the fire fighting apparatus, including the putting into operation of all types of chemical extinguishers, and the explanation of their effect upon different kinds of fire, the fire alarm system on the station; and the action to be taken in the event of a discovery of a fire. In addition, the fire party and fire picket are to receive detailed instructions in the operation of the fire tender and fire engine (fire trailer pump); the laying of hose lines and connecting up the hydrants or static water; replacing damaged lengths of hose, and in the use of the various accessories of fire fighting equipment. Smartness and efficiency in laying out hose lines and connecting up to hydrants or static water can be obtained by dry drills. Water should be periodically used but care must be taken that there is no undue waste.



## **CHAPTER XXXIII-"FIRE"**

### **Section 1-General**

#### **1681. Drills and Practice Fire Alarms**

Station fire drills will be carried out at frequent intervals. Exercises will normally be 'dry'. 'Wet' exercises should also be undertaken from time to time but care should be taken to avoid waste and water damage. Practice fire alarms will be held without warning, and at different times, by day or night, atleast once a month. These drills will be conducted under the personal supervision of the commanding officer or his deputy or representative who should be of a commissioned rank and a record of all such practices will be maintained.



## **CHAPTER XXXIII-"FIRE"**

### **Section 1-General**

#### **1682. Fire Tender.**

The fire tender (Domestic) will be regarded as station equipment and the commanding officer of the station will be responsible for its maintenance and that of its equipment in a high state of efficiency. The fire tender will be manned by the fire party, and in the event of the fire tender breaking down, the fire equipment will be transferred to another vehicle which will take the place of the fire tender until it is serviceable again.



## **CHAPTER XXXIII-"FIRE"**

### **Section 1-General**

#### **1683. Fire Points**

(a) To ensure maximum protection 'Fire Points' should be located in all workshops, hangars, offices, stores, dispersals and domestic and other buildings. Each fire point should at least be provided with two fire extinguishers of the proper type depending upon the stores to be protected, a fire gong and two buckets filled with water or sand. Fire points should be numbered. A chart showing the location of the fire points in the station should be displayed in all sections.

(b) Wherever fire points are located outside the buildings or shaded accommodation, a shade to house the fire appliance be provided to avoid deterioration of appliances due to the direct exposure to weather conditions.

(c) Such 'Points' should be sited by the fire committee in the most convenient and strategic locations. The number of fire points to be laid on will depend on the local circumstances and conditions. Too many rather than too few should be the guiding principle.



## **CHAPTER XXXIII-"FIRE"**

### **Section 1-General**

#### **1684. Fire Records**

Fire records, as set out in AF0s will be kept in a neat, accurate and concise manner as the information contained therein may be required as documentary evidence in courts of inquiry.



# CHAPTER XXXIII-"FIRE"

## Section 1-General

### 1685. Mutual Aid Scheme

(a) A mutual aid scheme by means of an effective liaison with local military and civil fire services is to be formulated by officer commanding station to ensure that wherever a fire breaks out all locally available fire fighting resources, both defence and civil, can be mobilised so that danger to life may be reduced to the minimum, and maximum protection offered against loss of property.

(b) The scheme will apply to all fire brigade organisation, civil or defence, in the States participating in the scheme. It will cover cases where civil and defence fire brigades are located in contiguous or nearby area as well as cases where only a civil fire brigade or only a defence brigade exists.

(c) Consistent with the security considerations the officers of these fire services may be given facilities to acquaint themselves with the fire risks involved in the local air force units and installations and also the resources available with us for fire fighting. Information regarding appliances available in the constituent units under the mutual aid scheme will be prominently displayed in the station fire section in the following form :-

-----  
Sl.No. Name of Unit Type and number of Fire appliances Tele.No.available, for 24 hours  
-----

The above information will be maintained up-to-date.

(d) Fire practices under the mutual aid scheme are to be conducted atleast once in two months to obtain the greatest benefits from such schemes. These practices will also afford an opportunity for testing the air force fire equipment.

(e) The normal zone of operation of each civil/defence fire brigade will be determined by the respective local civil/defence authorities, at the level of officers nominated by the concerned authorities as laid down in sub para (k) below.

(f) Detailed procedure of action to be taken to obtain assistance in the event of fire in any of the constituent units of the mutual aid scheme as agreed to among them will be drawn up at stations. This will include the action required on the part of the units under the scheme, such as :-

(i) The affected unit will fight the fire with its own fire fighting equipment and personnel in the first instance,

(ii) All units of the scheme will stand by in case assistance is required later.

(iii) As soon as it becomes necessary to ask for reinforcement, the constituent units will be summoned beginning those units known to be holding appliances and men to meet the specific necessity.

(g) When calling for assistance the following information should be sent :-

(i) Location of fire.

(ii) Type of fire (petrol/oil/ammunition/grass/timber/general stores/ aircraft/metals which react with water etc)

(iii) Assistance required (water tender/foam tender/trailer fire pump/men only/men with buckets/breathing apparatus, ladders etc.)

(h) Assistance rendered by civil/defence fire brigades when called out by the competent defence/civil authorities to quell outbreaks of fire inside the normal zone (as described in sub para (e) above) will be free of charge.

(j) For assistance rendered to private parties or to government institutions situated outside the normal zone (as described in sub para (c) above, charges may be levied, limited to the actual cost of turn-out in the following cases.

(i) Where the fire station is located within the municipal limits and assistance is rendered in any place at a distance of five miles outside the municipal limits; and

(ii) where the fire station is situated outside the municipal limits and assistance is rendered in places situated more than five miles away from the station.

The rates at which charges for actual cost of turn out will be levied will be determined by the respective State government in the case of civil fire brigades. In the case of air force fire brigades the charges will be levied as set out in AF0s. In the event of a difference of opinion arising as to the actual method of calculating the charges payable by the parties concerned the decision of Government of India will be final.

(k) The State Government concerned and the local air force authorities will, in consultation with each other, designate on an adhoc basis the officer or officers who will be authorised to ask for assistance from any particular station where a fire brigade is located. They will also determine the quantum of assistance that each fire brigade will be called upon to render, after ensuring that this does not lay bare the particular risk which the responding fire brigade is normally expected to cover. In case of fire breaking out simultaneously at a civil and an air force installation, each fire brigade would attend to its installation first before going to the help of the other party.

(l) While conducting a joint fire fighting operation involving both the civil and air force fire brigades,



the officer-in-charge of the brigade which has asked for assistance shall be in overall command of the fire fighting operation.



## **CHAPTER XXXIII-"FIRE"**

### **Section 1-General**

#### **1686. Domestic Fires to be Reported and Investigated**

(a) Fires will be reported and investigated by a court of inquiry as directed in Chapter XV of these regulations.

(b) Commanding officers are to ensure that a detailed report on Form IAFF(O) 315, as set out in AF0s, is rendered within 48 hours of occurrence, to Air Headquarters (Directorate of Org-Fire Services) and respective command headquarters, whenever there is an outbreak of fire including explosion or similar incident in which government interest is involved. The report is to be compiled by the station fire officer.

(c) In the cases of occurrences resulting in an estimated loss of Rs. 50,000 and above, the necessary information is to be signalled giving brief details of the time/date of occurrence, particulars of fire, cause if known, brief description of damage, casualties and any other pertinent information. This is to be followed by Form IAFF(O) 315 as stated in (b) above.

(d) When material loss by fire due to suspected sabotage occurs in service installations, such cases, irrespective of the value of loss involved, should invariably be reported to the civil police for investigation except when, for obvious reasons in the field areas, it is not possible at all to avail of the civil police for investigation. The officer commanding station/unit should exercise discretion in determining at what stage a report should be sent to the police keeping in view the fact that police investigation will be increasingly handicapped with lapse of time. Once the matter is reported to the police authorities all concerned should assist the police in their investigation. A formal investigation report should be obtained from the civil police authorities in all cases which are referred to them as indicated above.



## **CHAPTER XXXIII-"FIRE"**

### **Section 1-General**

#### **1687. Liability for damage by fire**

An officer, airman or other person in air force employ will in addition to whatever disciplinary action that may be taken against him be liable to make good damage done to government property by fire which is the result of his own neglect, but in view of the large sum to which liability may extend in such cases, the amount to be recovered usually will be limited to a sum not exceeding one week's pay of the individual who is held responsible.

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**1690. Blank.**



## **CHAPTER XXXIII-"FIRE"**

### **Section 2-Fire Precautions**

#### **1691. Sheds and Stores Buildings-Special Precautions**

- (a) Detailed fire prevention orders are to be given in Section II of station fire orders.
- (b) The commanding officer will make necessary arrangements as will secure adequate daily inspection with in two hours cessation of work, of buildings containing aircraft, other air force equipment, or valuable stores.
- (c) The last person leaving and locking up a building will held responsible for opening the main switch to the Electric power and lighting supply, and the orderly officer will inspect and check, within two hours of the cessation of work, that the main switch or switches have been opened.
- (d) Airmen will not be permitted to sleep in these buildings without the specific authority of the officer commanding station. Where such authority is given, arrangements will be made for the buildings to be visited periodically by an officer to ensure that all fire prevention orders are being complied with.
- (e) The petrol tanks of aircraft and M.T. vehicles are not to be filled or emptied inside buildings but at a safe distance away in the open air. Petrol tank covers are to be kept closed, and petrol caps of M.T. vehicles, and main petrol cocks in the pilots cockpit of aircraft are to be turned off when they are in a building. The tanks of aircraft except those in flying conditions and M.T. vehicles, when in storage are not to contain petrol or oil.
- (f) Officers are responsible for making available adequate fire fighting appliances at the buildings in their charge in accordance with the scale laid down in A.P. 830 Vol. III and are to report any unserviceable appliance to the station fire section.
- (g) The indiscriminate lighting of bonfires is not permitted; all rubbish is to be burned under the supervision of the station fire officer or the N.C.O. authorised by him. Permission must be obtained from the commanding officer before any fires are lighted and it must be ensured that the fire is sited at a safe distance from buildings, tents or vehicles.
- (h) Unauthorised interference with the electrical wiring system is not permitted. No radio, iron, heater, or other privately owned electrical appliance is to be used without the permission of the commanding officer, and must be examined and approved by the local works service representative before using.
- (j) An electrical appliance intended for operation from a power point, i.e., electrical irons, radiators,

heaters etc. must not be connected to a lighting circuit and not more than one appliance is to be connected to a single power point. The practice of inserting bare ends or wire into sockets is forbidden.

(k) Safety distance should be laid down for keeping the area clean from grass or gorse. The distance of 50 feet from wooden barrack, ammunition, stores, hangars, aircraft dispersal, petroleum dumps is considered safe.



## **CHAPTER XXXIII-"FIRE"**

### **Section 2-Fire Precautions**

#### **1692. Special precautions in emergency. .**

Flight sheds and stores, buildings containing aircraft or technical air force equipment, power houses, pumping plant, and petrol and explosive store, constitute the most serious fire risk and contain the most valuable material on the station, and are therefore of the first importance. In special emergency additional fire appliances will be concentrated, hose coupled up to hydrants, or to a fire engine already connected up to static water supply, and special guards mounted over these buildings.



## **CHAPTER XXXIII-"FIRE"**

### **Section 2-Fire Precautions**

#### **1693. Provision of Exits.**

In every building adequate means of exit must be provided and maintained unencumbered so as to ensure the quick emptying of the building of all persons within it. Emergency exits will be plainly designated. The term "means of exit" will be understood to include the whole path of egress to the open air, and consideration must therefore be given to the size of gangways, width of doors, the free working, of bolts and locks, and lighting.



## **CHAPTER XXXIII-"FIRE"**

### **Section 2-Fire Precautions**

#### **1694. Buildings etc. on an A.F. Station, occupied by persons other than the Air Force-Responsibility.**

When buildings or structures within an air force station, or in sufficient proximity to an air force station to constitute a risk to air force property, are occupied by persons other than the air force, the commanding officer will require the occupiers/ owners to conform to the fire orders of the station, and the provision of such fire appliances as he may consider to be requisite for the protection of the buildings etc. occupied. The maintenance and efficiency of these fire appliance will be the responsibility of the occupiers/owners. The commanding officer will not be responsible for the loss or destruction of private property of any description.





## **CHAPTER XXXIII-"FIRE"**

### **Section 2-Fire Precautions**

#### **1695. Hired Buildings.**

The commanding officer of a station in occupation of a hired building, will be responsible that precautions against fire, and steps for dealing with an outbreak of fire, are taken in accordance with the regulations in this chapter, as far as they can be applied. If the hiring is taken up to supplement the accommodation of any particular station, responsibility will rest with the commanding officer of that station.

#### **1696. to 1700. Blank.**



## **CHAPTER XXXIII-"FIRE"**

### **Section 3-Crash Fires**

#### **1701. Organisation**

- (a) Air Headquarters (Directorate of Org.-Fire Services) in consultation with the Directorate of Operations (A.T.C.), are responsible for the formulation of uniform policy on crash fire fighting and rescue operations in the air force.
- (b) At command headquarters, the command air traffic control officer in consultation with the command fire officer is responsible for co-ordination and administration of crash fire services at stations and units. He is to ensure that adequate crash fire fighting, arrangements exist at all flying stations; crash fire fighting equipment are held as per scale laid down and that crash crew personnel are adequately trained.
- (c) The officer commanding station assisted by officer-in-charge flying will be responsible for the organisation and efficiency of the crash fire fighting arrangements of his station and for ensuring that the regulations for preventing and dealing with aircraft fires are adequately promulgated and observed by all personnel concerned.
- (d) The senior air traffic control officer will be responsible to the officer commanding station through the officer i/c flying for ensuring the efficiency of the crash tender, the crash equipment, and crash crew, and will arrange that the crash tender is fully manned whilst flying is in progress.



## **CHAPTER XXXIII-"FIRE"**

### **Section 3-Crash Fires**

#### **1702. Adequacy of Crash Fire Fighting Facilities at Station.**

The officer commanding station will ensure that crash fire fighting facilities are adequate for the flying commitments of his station. No flying should be undertaken unless adequate crash fire fighting vehicles in good state of repairs, with sufficient water and foam compound in its tanks and CO<sub>2</sub> or Dry Powder for first stage application, are in position, fully manned by trained and competent crash fire crew at the disposal of the air traffic control officer. Any alternative arrangements made for the special flights are to be sufficient to cover the fire risk of a particular flight.



## **CHAPTER XXXIII-"FIRE"**

### **Section 3-Crash Fires**

#### **1703. Use of Appliances**

- (a) Wherever an establishment of two crash tenders has been provided and if both are serviceable and available, both should be used on a crash fire attended by their supporting water tenders to ensure the continuity of crash fire fighting operations.
- (b) The aid of the station domestic fire service, if considered necessary, may also be summoned to neutralise and eliminate the risk of fire spreading to other hazardous areas and also to assist in the removal of casualties from the danger zone.
- (c) When an aircraft crash or forced landing occurs away from airfields and distance precludes the possibility of the crash rescue service participating in successful rescue, the number of vehicles despatched will largely depend upon circumstances and the need for ensuring that the airfield is not unnecessarily denuded for long periods of its emergency equipment.



## **CHAPTER XXXIII-"FIRE"**

### **Section 3-Crash Fires**

#### **1704. Fire Tender (Crash)**

(a) The tender (crash) will be regarded as station equipment and the officer commanding station, through the senior air traffic control officer, will be responsible for the maintenance of the crash tender and is equipment in a high state of efficiency.

(b) While flying is in progress, crash tenders will be in attendance at a predetermined site usually adjacent to the air traffic control tower. Actual deployment of those vehicles as may be necessary is the responsibility of air traffic control officer and these vehicles are to be positioned as laid down in chapter XXI, Section 2, under safety regulations for flying.

(c) The crash tender will be manned by the crash crew detailed by the senior air traffic control officer, and will attend crashes (including civil crashes) whether or not the aircraft catches fire. When there is no fire full crash drill will be carried out without discharging any extinguishing media, except as may be required to render safe any spilt petrol, and the medical officer or ambulance personnel will be responsible for the removal of the injured. In a crash fire, however, the crash crew will carry out the work of extrication and immediately hand over to the ambulance party the persons removed from the aircraft. Except as the commanding officer of station may direct, the crash tender is to be used solely for crash fire duties.



## **CHAPTER XXXIII-"FIRE"**

### **Section 3-Crash Fires**

#### **1705. Reporting Procedure of Attendance at Aircraft Fires.**

- (a) Reports of attendance of aircraft fires, including cases where extinguishing media are used as a precautionary measure are to be submitted on IAFF(O) 323 in accordance with instructions laid down in A.F.Os.
- (b) The compilation of the report will be the responsibility of the senior air traffic control officer. Officers commanding are, however, to ensure that the completed report is rendered within the stipulated time.
- (c) Complete reports on the above form are to be forwarded within 24 hours, where possible two copies to Air Headquarters marked separately for "Fire Services" and "Flight Safety" and one copy to headquarters of the command concerned.
- (d) The submission of report on IAFF (O) 323 does not in any way affect and is in addition to the procedure laid down for re-ported of flying accidents. One copy of the form, if raised, is to be included with the appendices to the court of inquiry proceedings.

**1706. Blank . to 1710. Blank.**



## **CHAPTER XXXV: HOUSING AND QUARTERING**

### **1711. General.**

- (a) The rules relating to housing and quarters and the taxes appertaining thereto are laid down in "Quarters and Rents, with rules for supply of water and electricity".
- (b) All Service officers on duty at an Air Force Station will reside within the limits of that station. An officer will not be allowed to live in the civil lines without the sanction of the station commander.



## **CHAPTER XXXV: HOUSING AND QUARTERING**

### **1712. Classification of Quarters.**

All officers quarters, whether Government owned, hired, leased or requisitioned will be classified in accordance with scales laid down in Barrack Synopsis/Government orders by a board of officers convened by the station commander. The G.E. shall be a member of the board.





## **CHAPTER XXXV: HOUSING AND QUARTERING**

### **1713. Reservation of Quarters**

- (a) Quarters will be reserved for A.O.C.-in-C/A.O.C. Group wherever they have been specifically built, purchased or leased by Government.
- (b) An A.O.C.-in-C may, at stations where there is a definite shortage of suitable houses, by notification in command orders, reserve quarters also for officers of the rank of Air Commodore when holding specific appointments on the staff of a command, provided he is satisfied that this course is necessary to facilitate the work of the officer holding the appointment concerned. Once such orders are published, they will be binding on successors in the appointment and will not be cancelled without the prior approval of the A.O.A.
- (c) Apart from those mentioned above, no quarters will be regarded as reserved for officers holding particular appointments, but quarters specifically built for key personnel of M.E.S. installations will be regarded as reserved for them, although the special rules governing the recovery of rent or withholding of lodging allowance for reserved quarters will not be applied to them.



## **CHAPTER XXXV: HOUSING AND QUARTERING**

### **1714. Allotment of Quarters**

(a) All officers' quarters, other than single officers attached to messes will be held on a station pool. Allotment to individual officers will be made by the station commander, or, where more than one service is concerned, by the Inter Service Quarters Committee. The Barrack Stores Officer or the Senior Barrack Stores representative at outstations will be present on the Committee.

(b) Single officers' quarters attached to messes will be allotted by the station commander. He will send a copy of each allotment to the Barrack Stores Officer (M.E.S.).

(c) Station Commanders will ensure that officers and subordinates are allotted quarters of the class to which they are entitled; that all Government quarters and messes, whether Government owned, hired, leased or appropriated under the Cantonments (House Accommodation) Act, No. VI of 1923, are fully allotted, having due regard to Air Force convenience and financial considerations; and that the interests of Government in the matter of recovery of rent are safeguarded.

(d) If a commanding officer considers that for any reason (such as, for instance, the need for an officer being accommodated at a place fairly near his office, when married quarters to which he may be entitled are situated at a great or considerable distance from his place of work), it would be contrary to the interests of the Service to allot a married quarter to an officer, who is otherwise eligible, he will submit details to his superior Air Force authority. If his view is supported, the case will be submitted to Air Headquarters, through the normal channels, for decision.

(e) In the case of an airman, the decision of the Station Commander/Officer Commanding Unit will be final.



## **CHAPTER XXXV: HOUSING AND QUARTERING**

### **1715. Vacation of Private Accommodation**

(a) An officer may be called upon to vacate private accommodation and occupy Government quarters, but the station commander, whilst exercising his discretion primarily with due regard to Air Force convenience and financial considerations, should not disregard any possible case of hardship involved on account of the nature of private arrangements an officer was compelled to make because no Government accommodation was available for him when required.

(b) If, it is decided than an officer should vacate accommodation, and he declines to occupy the quarters allotted to him, he will forfeit his lodging allowance, if entitled to that allowance. If not entitled to lodging allowance, he will pay rent for the quarters so allotted, under the rules in force till the quarters are re-allotted to another officer. This rule will not be relaxed without the sanction of the Government.



## CHAPTER XXXV: HOUSING AND QUARTERING

### 1716. Sub-Letting and Guests

(a) A quarter will not be sublet by the authorised occupant. There is, however, no objection to an individual making private arrangements with the prior permission of the station commander for accommodation with another individual in occupation of Government accommodation in the same station as the latter's guest, provided that no extra expenditure or loss to Government is involved by the grant of compensation for inferior accommodation to the authorised occupant of the quarter, or on account of quarter owned, hired or appropriated by Government remaining vacant in the station.

**Note.-** The term "Individual" in this sub-para means a service officer or a civilian paid from the Defence Services Estimates.

(b) An officer for whom quarters are reserved under paragraph 1713 may, however, sublet his quarters, subject to the rules laid down in "Quarters and Rents with rules for supply of water and electricity".



## **CHAPTER XXXV: HOUSING AND QUARTERING**

### **1717. Occupation returns and Recovery of Rent**

(a) Occupation/Vacation Returns will be promptly and correctly submitted. For all officers' quarters on the station pool, the M.E.S. are responsible to prepare the returns and forward them to the Unit Accountant with a copy to the Station Commander and the unit. For all other buildings including officers' messes, units and formations in occupation are responsible to prepare the returns and forward them in duplicate to the local M.E.S. authorities, who will check these and forward a copy to the unit accountant.

(b) Occupation/Vacation Returns will be prepared on IAFZ-2170 and will be forwarded as follows:-

(i) Immediately after handing/taking over by the M.E.S. of any accommodation.

(ii) Changes in occupation within unit lines, single officers' quarters etc. where allotment is the responsibility of station commander/officer commanding unit by the 5th of each month to show changes during the preceding month.

(iii) Only those changes affecting personnel not entitled to rent free accommodation and those entitled but occupying hired/ leased/requisitioned accommodation will be reported, failing which a nil return will be rendered.

(iv) Complete Occupation Returns showing all buildings (Government owned/hired/requisitioned whether rentable or non-rentable) by the 20th April annually to show the position as on 1st April.

(c) In the case of buildings allotted rent free or at concessional rate, the authority in support of rent free or concessional rate occupation, will be quoted.

(d) The M.E.S. will ensure that Occupation/Vacation Returns are submitted promptly and correctly and bring any irregularities to the notice of the station commander/officer commanding unit.

(e) The officer responsible for the allotment of accommodation will, before permitting the occupation of any building by a private person, or any institution or corporate body, invariably ascertain from the G.E. concerned the assessed rent, or market rent, if higher, recoverable from such an individual, institution or corporate body, and will be primarily responsible for watching that recoveries of rent are effected every month.



## **CHAPTER XXXV: HOUSING AND QUARTERING**

### **1718. Review of Accommodation**

(a) The station commander is required to allot/provide accommodation with due regard to air force convenience and as such, he should periodically review his probable requirements. All hired buildings found surplus to requirements during periodical reviews, will be de-hired. In order to avoid infractions expenditure, recourse to taking up accommodation in advance should be resorted to only if absolutely necessary and with the concurrence of area commander.

(b) Private houses hired by the Government will be allotted to officers for occupation under the orders of the station commander to whom any question arising out of such allotment or occupation will be referred. In such cases, Government is the tenant and the occupants have no authority to deal direct with the house owners.

(c) The leasing of private houses will be carried out by private arrangements between the officers concerned and the land lord. Such transactions do not concern the government.

(d) The sub-area commander is authorised under "Quarters & Rents" to order the hiring of accommodation to meet the deficiency of pool of the station. At exclusive air force stations, the authority is delegated to the air officer commanding in chief.



## **CHAPTER XXXV: HOUSING AND QUARTERING**

### **1719. Neglect of Rules.**

The M.E.S. officer concerned will bring to the notice of the station commander any neglect of rules and instructions relating the housing and quarters. Similarly, when Controller of Defence Accounts is not satisfied that due regard has been given to financial considerations, he will, after consulting the station commander, advise the A.0.C.-in-C Command/A.0.C. group accordingly.



## **CHAPTER XXXV: HOUSING AND QUARTERING**

### **1720. Family Accommodation for Airmen.**

(a) Married accommodation for airmen is authorised at the following percentages of the authorised establishments :-

Category Percentages

(i) Warrant Officers 100

(ii) Fit. Sgt. 75

(iii) Sgts/Cpls. 50

(iv) ACs. 14

(b) Any extra accommodation in existing lines may be utilised but NO extra expense will be borne by Government in connection with the move of any of the families so accommodated.





## **CHAPTER XXXV: HOUSING AND QUARTERING**

### **1721. Accommodation on Posting, Death etc., of Head of the Family.**

- (a) Officers posted from one station to another in India will not take their families with them until:-
- (i) They have received confirmation from the Commander of the station that suitable accommodation is available,
  - (ii) If no Government accommodation is available, they have been permitted by the station commander, by orders in writing, to make their own arrangement for accommodation.
- (b) Airmen posted to any station in India will not be permitted to take their families with them without confirmation having first been obtained from the station commander that Government or suitable hired accommodation can be made available.
- (c) Posting authorities will ensure that the above instructions are made known to all concerned. No travelling allowance, forms or warrants will be issued by despatching authorities to officers, and airmen and their families, unless the application for these is accompanied by a certificate to the effect that instructions contained in sub-paras (a) and (b) above have been complied with.
- (d) An officer transferred from a station will be allowed a maximum period of 10 days after the date of handing over charge to vacate his quarters. If accommodation is not available at the new duty station, the family may continue in occupation of the quarters Government owned or hired by the officer on reimbursement basis for a period of two months after his handing over charge. When the circumstances of the case so warrant, the Area Commander in consultation with Naval and Air Commanders, wherever such Commanders are available, may extend the period of retention of accommodation (Government or hired by the officer on reimbursement basis) beyond 60 days in the case of officers posted to non-family stations and who have no suitable accommodation to which the families can go.
- (e) When an airmen is posted to an operational and/or field service area, or to an Air/Military Attaché abroad or proceeds overseas on a course of instruction etc. and is either not permitted to take his family to such a place of duty or family accommodation is not available there and further more if he is unable to send his family to his home or other selected place of residence in India he may be permitted to retain for the use of his family, the quarter which he occupied prior to his departure provided the quarters is not required for other entitled airmen. If the quarter is required for the latter, the airmen may be allotted any available surplus inferior alternative accommodation, compatible with the size of each family at the station. Tented accommodation may be provided, if necessary. No compensation on account of the inferior accommodation will be admissible.
- (f) On posting to a new duty station, such airmen as fall within the authorised married establishment at that station will be allowed to retain family accommodation at the old duty station, for a period of 2 months, if they are not allotted married accommodation at the new duty station or are precluded from,

taking their families there. In such cases, compensation in lieu of quarters will not be admissible at the new duty station for the period family accommodation is retained at the old duty station.

(g) An officer on annual privilege leave or on sick leave (Service leave, sickness or leave on Medical Certificate in case of Air Force Officers) is entitled to retain his quarters and recovery of rent will be based on the pay actually drawn. In the case of furlough leave, (special leave in the case of Air Force Officers) the officer can retain his quarter on payment of normal rent which he was paying before proceeding on furlough leave. If the officer leaves the station with his family, the accommodation may be sublet by him to another officer with the prior permission of the officer commanding station. The Government will, however, continue to recover rent and charge for allied services from him. During leave pending retirement, an officer is entitled to retain accommodation for the period of his privilege/annual leave portion included in such leave subject to a maximum of two months.

However, if the officer is occupying reserved accommodation, the same will be vacated immediately he goes on leave pending retirement, but alternative accommodation will be provided for the privilege/annual leave portion included in such leave subject to a maximum of two months.

(h) The family of a deceased officer of the Air Force, including those holding S.S.C. or E.S.C. can retain accommodation upto a period of 4 months after the death of the officer on payment of normal rent.

(i) The above concession will also apply to the family of an officer, who was in occupation of the 'reserved accommodation' at the time of his death. The accommodation will be removed from the list of 'reserved accommodation' at the time of his death. The accommodation, during the period it is retained by the family of the deceased officer, and will be brought on to that list after the expiry of four months from the date of the deceased officer or on its vacation by the family, if earlier.

(ii) Prior notification with regard to the retention date or vacation will invariably be sent to the Station Commander, Unit Accountant, B.S.O. concerned and C.D.A. (A.F.) DehraDun.

(j) The family of a deceased airman can retain Government accommodation for a period of one month from the date of death of the individual free of rent and allied charges.



## **CHAPTER XXXV: HOUSING AND QUARTERING**

### **1722. Grant of Ante-Date for Allotment of Married Accommodation.**

- (a) Officers, who are posted to stations where married accommodation cannot be provided to them, will, if posted to new stations after a service of not less than six months in the previous station have their seniority for purposes of allotment of accommodation at the new stations, ante-dated by half the period they have spent in the previous station of duty where married accommodation was not allotted to them, subject to a maximum antedate of 6 months. This provision will also be applicable to married officers posted to U.K. for courses of a period of more than six months, but less than one year and when they were unaccompanied by their families.
- (b) In a case where an officer is not provided with married accommodation under any of the arrangements prescribed above continuously at previous stations (two or more) where he had stayed for over 6 months, as a whole and yet less than 6 months, in any individual station, he will be entitled to have his seniority ante-dated in the roster for married accommodation by half of the total periods of the service at the previous stations, subject to a maximum of 6 months, on arrival at his new duty place.
- (c) Service officers on posting to a family station from areas within India/Over-seas where they were not permitted to take their families, after serving there for not less than six months, will have their seniority for allotment of accommodation at the new duty station ante-dated by half the period spent at the old duty station. In the case of officers posted to Delhi/New Delhi the period of ante-date is restricted to a maximum of 6 months.
- (d) In cases where the family of an officer continues to retain Government accommodation at the last duty station before the officer moved to an operational area, the officer on reposting to a new station will have his seniority ante-dated in the roster for married accommodation by half of the total period of service at the previous station, subject to a maximum of 6 months.
- (e) In the case of an officer, who takes his family to J&K at his own expense, with the permission of the competent authority, no ante-date of seniority for allotment of accommodation will be given in the new station. However, in case where the officer is permitted to take his family to J. & K., but does not utilise this permission, ante-date of seniority for allotment of married accommodation in the new station will be allowed in the normal manner.
- (f) Married airmen transferred individually and who are posted to stations where married accommodation cannot be provided to them, will, if posted to new stations after a service of not less than six months in the previous station, have their seniority for purposes of allotment of accommodation at the station, ante-dated by half the period spent in the previous stations, subject to a maximum ante-date of six months ante-dating will be subject to the following conditions:--

- (i) The airman was duly borne on the married establishment of the previous duty station.

(ii) Should the ante-dating of his seniority make him senior to an airman, who is already in occupation of a quarter in this order will make it incumbent on the latter to vacate the quarter, in order to make it available for the former.

(g) Married airmen posted from J. & K. areas and Assam concessional area, after serving in these areas for over two years will, in their new duty station, be placed at the top of the respective waiting list for allotment of married accommodation. If the period of their service in the areas is less than 2 years, they will be granted ante-date equal to half the period spent in these areas, subject to a maximum of one year, in their respective lists for allotment of married accommodation.

(h) Married airmen on completion of courses of instructions exceeding 3 months' duration at training institutions/units/hospitals where they are held on the strength of P.H.S. establishment will on posting to new duty stations, be given special consideration for allotment of married accommodation at the latter stations. This concession will be in the form of grant of an ante-date in their seniority for allotment of married accommodation at their new duty stations. The period of ante-date will be equivalent to half of the period spent at the Training institutions/ units/hospitals, subject to maximum of 6 months. The grant of ante-date will, however, be subject to the following conditions:-

(i) Airmen must have remained at the training institutions/ units/ hospitals for a minimum period of 6 months and must not have been permitted to live out during the period of their training.

(ii) If airmen granted an ante-date for allotment of married accommodation become senior to any individuals already in occupation of quarters, they will not dislodge the latter. It will not be incumbent on an airman to vacate a quarter already in occupation by him, in order to make it available for an airman, who may become senior to him by virtue of the grant of an ante-date.



## **CHAPTER XXXV: HOUSING AND QUARTERING**

### **1723. Recognised Age of Marriage for eligibility of Married accommodation.**

Officers who marry before the age of 25 years will not be entitled to married accommodation until that age and will be required to live in the Mess. Airmen who are married before the age of 25 years may, however, be permitted to live out in Service Married Quarters or under own arrangements at the discretion of the Commanding Officer.



## **CHAPTER XXXV: HOUSING AND QUARTERING**

### **1724. Business or Trade by Families living in Government Quarters.**

The wife or other members of the family of an officer or airman to whom married quarters are allotted will not be permitted, while occupying them, to be concerned in any way with the formation or operation of any club or other association having for its object the collection of money or the distribution of money or goods within the precincts of camp or barracks, or to use Government quarters for the purpose of any trade without first obtaining permission from the station commander. Any breach of these regulations will be regarded as misbehaviour and render the officer and airman concerned liable to vacate the married quarters.



## CHAPTER XXXV: HOUSING AND QUARTERING

### 1725. Vacation of Married Quarters.

(a) Once a married quarter has been allotted to an officer or an airman by proper authority and he has taken up occupation of the same, he will not normally be required to vacate the quarter, while on the strength of the station, unless circumstances arise which make the continued occupation of the quarter by the individual, his family or household inappropriate or impossible, or except under any of the following circumstances :-

(i) When the person to whom the quarter is allotted is posted away from the station.

(ii) When the person proceeds on temporary duty elsewhere for a period, which is expected to exceed six months.

(iii) When the person to whom the quarter is allotted is absent without leave for more than 30 days, and there is no satisfactory explanation for his absence.

(iv) When the quarter is required for use otherwise than as a married quarter, or its continued use as a married quarter becomes impossible, e.g., by reason of the disposal of the quarter and alternative accommodation has been offered; and

(v) When, in the case of an airman the quarter is required for allotment to other entitled W.O., N.C.O. or aircraftman in accordance with station orders governing the allotment of married quarters in the station.

(b) In addition, misconduct, misbehaviour or a breach of station regulations on the part of the person to whom the quarter is allotted or of any member of his family, or any other person living in or using the quarter, may lead to all its occupants being required to vacate it.



## **CHAPTER XXXV: HOUSING AND QUARTERING**

### **1726. Conditions of Occupation of Official Residence/Married Quarters.**

- (a) An occupant is at all times to allow access to his residence or quarter to such officers, airmen, and others as may be required to enter it in the performance of their duties.
- (b) An occupant is to report at once to the medical officer any case of a notifiable disease which occurs in his household.
- (c) The occupant of a married quarter is responsible for maintaining it in a clean and hygienic condition, for reporting promptly any defect or damage and for taking all reasonable precautions to safeguard public property.
- (d) Occupants are not permitted to make alterations to the buildings without authority.





**APPENDIX 'A'**

**HANDING/TAKING OVER CERTIFICATE ON CHANGE OF COMMAND**

**(Referred to in Chapter IV, Section 3, Para 66 )**

1. I, hereby certify that I have this day taken over the command of \_\_\_\_\_

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2. I have counted and verified in the manner prescribed in A. F. O \_\_\_\_\_ the balances of public money in the station accountant officer's charge, both in hand, at the bank, and am satisfied that the cash account relating thereto is correct and in order.

3. I am also satisfied that as far as I am able to ascertain, the stocks of Air Force equipment and supplies and the accounts relating thereto are in order (see A. P. 830, Vol. I, Chapter 17, parts 2 to 9), *with the exception of those detailed in the annexed list\**.

4. I have checked the balances of cash in hand and at the bank and verified the investments of all non-public funds of my command as detailed below and have certified to that effect in the cash books of these funds. After examining the books of account and the last balance sheets I find that these accounts are satisfactory and are not in arrears.

(a) Officers' Mess;

(b) Senior N. C. Os' Mess;

(c) Station Institute

(d) Canteen Fund.

5. *Secret and Confidential Publications* : Certified that all secret and confidential publications on register charge have been mustered and checked against the register as well as the supply and receipt notes, and have been taken over by me as correct.

NOTE:-

(a) Only two copies of the list of publications hold on register charge will be prepared by the officer i/c secret and confidential publications. The original will be forwarded to the sub-distributing authority at the command headquarters, or to the Directorate of Signals by units directly under Air Headquarters. The other copy will be filed at the unit. The sub-distributing authority/Air Headquarters will check the muster schedule for its correctness (see S. S. I. No. 502, para 41).

(b) The outgoing officer will under no circumstances, retain a schedule of the Secret and

confidential publications held by the unit.

6. I am satisfied that the station reference library has been checked and found correct, and that the records in connection therewith are upto date and in order except those detailed in the annexed list.

Signature as taking over Command of \_\_\_\_\_

Certified that I have this day handed over the Command of \_\_\_\_\_ and have brought to the notice of the commanding officer all outstanding correspondence and other matters concerning the command of which he should be informed.

Signature : \_\_\_\_\_

Station : \_\_\_\_\_

Date : \_\_\_\_\_

**NOTE :** -The certificates are to be completed in quadruplicate, two copies forwarded, through the usual channel, to the Air Officer Commanding-in-Chief and one copy being retained by each of the two officers concerned.

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\*The words underlined are to be struck out if everything is to the satisfaction of the officer taking over command.

**APPENDIX 'B'**

**FORM OF WARRANT TO WARRANT OFFICERS OF THE AIR FORCE**

(Referred to in Chapter VI, Section 4, **Para 292** )

**THE PRESIDENT OF INDIA**

To \_\_\_\_\_ Greeting.

You are hereby appointed to be warrant officer on the establishment of regular/ Auxiliary Air Force from the \_\_\_\_\_ day of \_\_\_\_\_ Nineteen hundred and \_\_\_\_\_.

You are, therefore, carefully and diligently to discharge your duty as such, and you are to obey such orders and observe such directions as from time to time you shall receive from me or any of your superior officers according to the rules, regulations and orders for the governance of the Regular/Auxiliary Air Force.

Given at \_\_\_\_\_ this \_\_\_\_\_  
day of \_\_\_\_\_ Nineteen hundred and \_\_\_\_\_

By order of the President of India

Registered Number : \_\_\_\_\_

*Secretary to the Government of India  
Ministry of Defence.*

**FORM OF UNDERTAKING TO BE GIVEN BY AIRMEN  
WILLING TO PROCEED ON POSTING ABROAD**

( Referred to in Chapter VI, Section 7, *Para 336* )

On being selected provisional selection for posting \_\_\_\_\_ (details of the posting)

1. I hereby undertake that I shall be available to serve in the I.A.F. for a minimum period of 3 years after return to India.
2. For the purpose of carrying out the terms of this agreement I shall as and when necessary or whom called upon to do so, sign the appropriate certificate of variation for extension and prolongation of my service, as the case may be.

Signature \_\_\_\_\_

(of airman)

No \_\_\_\_\_ Rank \_\_\_\_\_

Unit \_\_\_\_\_

Date \_\_\_\_\_

Signed in my presence

Signature \_\_\_\_\_

(of Unit commander or his representative)

Rank \_\_\_\_\_

Name \_\_\_\_\_

Unit \_\_\_\_\_

Date \_\_\_\_\_



## APPENDIX 'C'

### SELECTION, REGISTRATION AND EMPLOYMENT IN CIVILIAN CAPACITIES OF RELEASED/DISCHARGED/PENSIONED EX-SERVICE PERSONNEL AND RESERVISTS

(Referred to in Chapter VI, Section 9, **Para 354** )

1. If, on discharge/release or transfer to the reserve an individual needs employment assistance, an "Introduction Card" (X-32), with the instruction to register his name with the Employment Exchange nearest to his place of residence, will be issued to him in addition to a discharge certificate (I.A.F.F.(P) 53/Reservists Certificate). The particulars of the ex-airman/reservist will be checked from his discharge certificate/reservist's certificate when he presents himself at the Employment Exchange and entered in a form X-IS. His name will then be registered for a particular trade/occupation for which he is considered most suited according to his qualifications and entered in the "Live Register". he will then, be issued with a "Registration Card" valid upto a given period, after which it will be renewed periodically.
2. A person can renew his registration by post if he is living within the jurisdiction of the Employment Exchange. Those living within the Municipal limits of a city may be required to present themselves to the Employment Exchange for renewal of registration.
3. Failure to renew the "Registration Card" will result in the removal of the same of the individual from the 'Live Register' and lapse of his registration. The individual will, however, be at liberty to register himself again with the Employment Exchange but will not be given priority for his previous registration.
4. Registration with the Employment Exchange is no guarantee of an employment being offered to the individual. He must take his chance according to this seniority on the rolls of candidates.
5. After securing employment, the name of the individual concerned will be removed from the 'Live Register'.

**FORM OF UNDERTAKING TO BE GIVEN BY AIRMEN  
UNWILLING TO PROCEED ON POSTING ABROAD**

( Referred to in Chapter VI, Section 7, Para 336 )

On being informed of my provisional selection for \_\_\_\_\_ (details of the posting)

I am not willing to give an undertaking to continue to serve in the Indian Air Force for a minimum period of 3 years after return to India. My reasons are as follows :-

(a) \_\_\_\_\_

(b) \_\_\_\_\_

Signature \_\_\_\_\_  
(of airman)

Number \_\_\_\_\_

Date \_\_\_\_\_

Unit \_\_\_\_\_

Signed in my presence

Signature \_\_\_\_\_  
(of Unit commander or his representative)

Rank \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

Unit \_\_\_\_\_

**APPENDIX 'D'**

**RECOMMENDATION FOR HONOURS AND AWARDS**

(Refer to in Chapter X, Section 1, Paras **440** and **445** )

1. Name (Full Christian name must be stated) :
2. Rank : \_\_\_\_\_; 3. Number : \_\_\_\_\_; 4. Present Unit : \_\_\_\_\_
5. Command : \_\_\_\_\_
6. Full Details of Decorations held : \_\_\_\_\_
7. Decorations for which recommended : \_\_\_\_\_
8. Flying hours : (a) Total : \_\_\_\_\_  
(b) No.of hours flown during \_\_\_\_\_
9. Appointment held or how employed : \_\_\_\_\_
10. Place of birth : \_\_\_\_\_;
11. Home town of next of kin : \_\_\_\_\_
12. Full Home address : \_\_\_\_\_
13. If a casualty complete below :
  - (a) Killed in action on :
  - (b) Died on wounds on :
  - (c) Missing on :
  - (d) Prisoner of war on :

-----  
**CITATION**  
-----

Signature of the Initiating Officer  
-----

Remarks of AOC/AOC-in-Command

Date :

Signature, Rank and Designation

-----  
Remarks of Chief of the Air Staff, Indian Air Force

Date :

Air Chief Marshal

**NOTE :** 1. The personal particulars of the individual must be completed before forwarding the recommendation to air Headquarters.

2. The citation should be prepared in quadruplicate; one copy to be kept in the unit and the remaining three to be submitted through normal channels to Air Headquarters.

**FOR USE BY AIR HEADQUARTERS ONLY**

Date recommendation passed :

Received at Air Headquarters on :

Considered by the Honours & Awards

committee on :

Citations forwarded to Ministry of Defence :

Awards for which finally approved :

Gazette of India Notification and date in

which notified.:

Chief of Air Staff



**APPENDIX 'E'**

**RECOMMENDATION FOR THE GRANT OF MERITORIOUS SERVICE MEDAL**

(Referred to in Chapter X, Section 1, **Para 450**)

Service Number :

Rank :

Name (in full) :

Date of enrolment :

Date on which eligible :

Number of black ink entries :

Number of red ink entries :

Date on which latest red ink entry occurred :

Whether convicted by a court-martial ? :

Whether in possession of Long Service and :

Good Conduct Medal with/without gratuity ?

Special services or decorations, if any. :

-----

**Recommendations of Commanding officer**

(Reasons warranting special consideration for the award or otherwise)

Station :

Date :

Signature of C. O.

-----

**Recommendations of Command Headquarters**

**(Reasons warranting special consideration for the award or otherwise)**

Station

Date

A. O. C.-in-Chief/A.O.C. Command

---

**FOR USE AT AIR HEADQUARTERS**

Approved/Not approved.

Station

Date

A. O. A

---

**APPENDIX 'F'**

**RECOMMENDATIONS FOR THE GRANT OF LONG SERVICE AND GOOD  
CONDUCT MEDAL WITH/WITHOUT GRATUITY**

(Referred to in Chapter X, Section 1, **para 450** )

Service Number :

Rank :

Name (in full) :

Date of Enrolment :

Date on which eligible :

Number of black ink entries :

Number of red ink entries :

Date on which latest red ink entry occurred :

Whether convicted by a court-martial ? :

Special services or decorations, if any :

-----  
**Recommendations of C. O.**

**(Reasons warranting special consideration for the award or otherwise)**

Station

Date

Signature of C.O

-----  
**Recommendations of Command Headquarters**

**(Reasons warranting special consideration for the award or otherwise)**

Station

Date

A. O. C.-in-Chief/A.O.C. Command

---

**FOR USE AT AIR HEADQUARTERS**

Approved/Not approved

Station

Date

A.O.A

---

## APPENDIX "G"

### GUARDS OF HONOUR

Personages for whom Guards of Honour are mounted, occasions for Mounting, Composition, Entitlement to Honours etc.

(Referred to in Chapter XI, Section, Para 500 )

**Click for  
Annexure to Appendix 'G'**

Sl. No	Personages entitled to Guards of Honour	Occasions when mounted	Composition	Entitlement to Honour	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
<b>I - Civilian Personages</b>					
1.	The President	*When arrival and/ or departure is public or official	(i) 1 Sqn Ldr/Flt Lt : Guard Commander  (ii) 1 Junior Officer : 2 <sup>nd</sup> Officer  (iii)** 1 Junior Officer : 3 <sup>rd</sup> Officer.  (iv) 2 Senior NCOs : Markers  (v) 148 Corporals and aircraftmen.	National Salute to the accompaniment of the full score of the National Anthem played by Band.	(i)*The category of the visit will be indicated in the tour programme and intimated through local civil authorities and/ or Air HQs.  (ii)** When the colour is paraded the third officer also acts as the colour

			(vi) Band.		Bearer.
2	(i) The Vice President  (ii) The Prime Minister	(i) On ceremonial occasions directly connected with the Services.  (ii) On exceptional occasions as may in each case be held, by the Central Government and notified through Air HQrs.	(i) to (iv) same as for Serial No. 1  (v) 98 Corporals and aircraftmen.  (vi) Band.	General Salute, to the accompaniment of the prescribed music played by the band.	
3.	Governors	(i) & (ii) Same as for Sl.No. 2 but within their jurisdiction only.  (iii) On arrival to take over appointment and departure on relinquishing such appointment.	(i) 1 Flt Lt : Guard Commander  (ii) 1 Junior Officer/ MWO/ WO : 2 <sup>nd</sup> Officer  (iii) 2 Senior NCOs : Markers  (iv) 48 Corporals and aircraftmen.  (v) Band.	Same as for Sl.No. 1	
4.	Defence Minister, Minister for Defence Production and Deputy Defence	Same as Sl.No. 2	Same as Sl.No.3	Same as Sl.No.2	

	Minister				
5.	Rulers of merged and Integrated states	<p>(i) Within the limits of their former states on the occasion of their succession to the Gaddi and marriage (of rulers who maintained Indian States Forces before Integration of merger - list appended at Annexure to this Appendix) provided personnel are available.</p> <p>NOTE : Guard of Honour on accession to Gaddi will, in the case of minor Rulers, be presented on the attainment of majority.</p>	Same as Sl.No.3	Same as Sl.No.2	
		<p>(ii) Outside the limits of their states : when attending state functions to which they have been officially invited as the Chief guest, provided personnel are available.</p>			
6.	Heads of Foreign states and Commonwealth Countries	On arrival at and departure from Delhi and at other places in India visited by them where troops are available (Orders are conveyed through Air	At Delhi and where possible elsewhere an Inter-Service Guard of Honour of 150 rank and file -	National salute to the accompaniment of the full score of the National Anthem of the foreign country	

		HQs)	otherwise as for Sl.No. 1	concerned, followed by the full score of the Indian National Anthem	
7.	Heads of foreign and Common Wealth Missions of the rank of Ambassador/  High Commissioner/ Minister, Plenipotentiary accredited to India.	On presentation of credentials to the President (orders are conveyed through Air Headquarters)	Same as Sl.No.2	Same as Sl.No.2	
8.	Prime Minister of Foreign and Common - Wealth countries	On arrival and departure from Delhi (orders are conveyed through Air HQs)	An Inter-Service Guard of Honour of 100 rank and file.	Same as Sl.No.1	
9.	Foreign Ministers of Foreign and Common Wealth countries	Same as Sl.No.8	Same as Sl.No.3	Same as Sl.No.2	
II - Service Officers					
10.	Chief of Air Staff	(i) On Official visits  (ii) On first arrival to take over the appointment and on final departure on relinquishing such appointment.	Same as Sl.No.3	Same as Sl.No.2	



11.	AOC-in-C command, AOsC command	(i) On official visits to units within his command  (ii) On first arrival to take over the appointment and on final departure on relinquishing such appointment.	Same as Sl.No.3	Same as Sl.No.2	
12.	Air Commandants of Operational Squadrons.	On official visits of the Air Command and to the Squadron. To be mounted within the Squadron premises.	Same as Sl.No.3	Same as Sl.No.2	
13.	Chief of Army Staff, Chief of the Naval Staff	On official visits (only on instructions issued by Air HQs)	Same as Sl.No.3	Same as Sl.No.2	
14.	A Foreign General, Flag or Air Officer	On landing at an Air Force station to meet the civil governor or officer commanding	Same as Sl.No.3	Same as Sl.No.2	

**ANNEXURE TO APPENDIX 'G'**

*List of states which maintained ISF units before Integration*

*(Referred to in Chapter XI, Section 1, **para 500** )*

1. Nawanagar.
2. Bhavnagar.
3. Dharangadhara.
4. Porbander.
5. Mewar
6. Kotah
7. Jodhpur
8. Jaipur
9. Bikaner
10. Alwar
11. Bharatpur
12. Dholpur
13. Gwalior
14. Indore
15. Dhar
16. Patiala
17. Kaputthala
18. Nabha
19. Jind
20. Faridkot
21. Malerkotla

22. Travancore
23. Cochin
24. Hyderabad
25. Mysore
26. Jammu & Kashmir
27. Chamba
28. Suket
29. Mandi
30. Sirmur
31. Kutch
32. Bhopal
33. Tripura
34. Rewa
35. Datia
36. Panna
37. Baroda
38. Kolhapur
39. Baria
40. Idar
41. Lunawada
42. Rajpipla
43. Tehri Garhwal
44. Rampur
45. Banaras
46. Cooch-Bihar



## APPENDIX 'H'

Personages on whom courtesy calls are to be made and occasions for making such calls

(Referred to in Chapter XI, Section 1, **Para 501** )

Sl. No	Dignitary on whom calls are to be made	By whom calls are made	Occasions when calls are made
1.	The President	Wing Commanders and above posted at Delhi	(a) On first posting to Delhi (b) On permanent transfer from Delhi. (c) On assumption of office by the new President.
2	The Prime Minister	Air Commodores and above posted at Delhi.	On first posting to Delhi
3	The Minister of Defence	Air Commodores and above posted at Delhi.	- do-
4	Minister for Defence Production and Deputy Defence Minister.	-do-	-do-
5	Chief of Air Staff	Wing Commander and above posted at Delhi.	-do-
6	Chief of Army Staff and Chief of Naval staff	Air Commodores and above posted at Delhi	-do-
7	Local Senior Army/ Naval Officers	(a) Commandant, School of Land/Air Warfare. (b) Station Commander.	On first appointment. Subsequent calls should only be made if the officers concerned are changed.
8	Governors and Chief Ministers of States	(a) Chief of Air Staff (b) AOsC-in-C (c) Commandant, School of Land/Air Warfare (d) Station Commander	On first visit to a state. Courtesy calls are not necessary on subsequent visits unless in the meantime a new Governor or Chief Minister holds office.  If the SLAW/Air Force station is located at the seat of the state government, courtesy calls will be made on the Governor and

the Chief Minister on first appointment. Subsequent calls should not be made unless a new Governor or Chief Minister is appointed.



**APPENDIX 'J'**

**DESCRIPTION OF DISTINGUISHING RANK FLAGS FOR MOTOR VEHICLES**

(Referred to in Chapter XI, Section 4, **Para 532** )

<b>Officer</b> (1)	<b>Shape of Flag</b> (2)	<b>Colour and Design</b> (3)
(a) Air Marshal	Rectangular (Sec. Ref. 304B/134)	Rectangular blue flag having an Air Force Roundel with an embroidered superimposed Eagle in the centre with three stars.
(b) Air Vice Marshal	(Rectangular (Sec.Ref. 304B/135)	Rectangular blue flag having an Air Force Roundel with an embroidered superimposed Eagle in the centre with two stars.
(c) Air Commodore	Rectangular (Sec.Ref 304B/136)	Rectangular blue flag having an Air Force Roundel with an embroidered superimposed Eagle in the centre with one star.
d) Group Captain	(Triangular (Sec. Ref. 304B/137)	Triangular blue flag having an Air Force Roundel with an embroidered superimposed Eagle in the centre.
(e) Wing Commander	Triangular (Sec. Ref. 304B/138)	Triangular blue flag with an Air Force Roundel only.

**NOTE :** For the discription of these flags see **Annexure to Appendix 'J'**

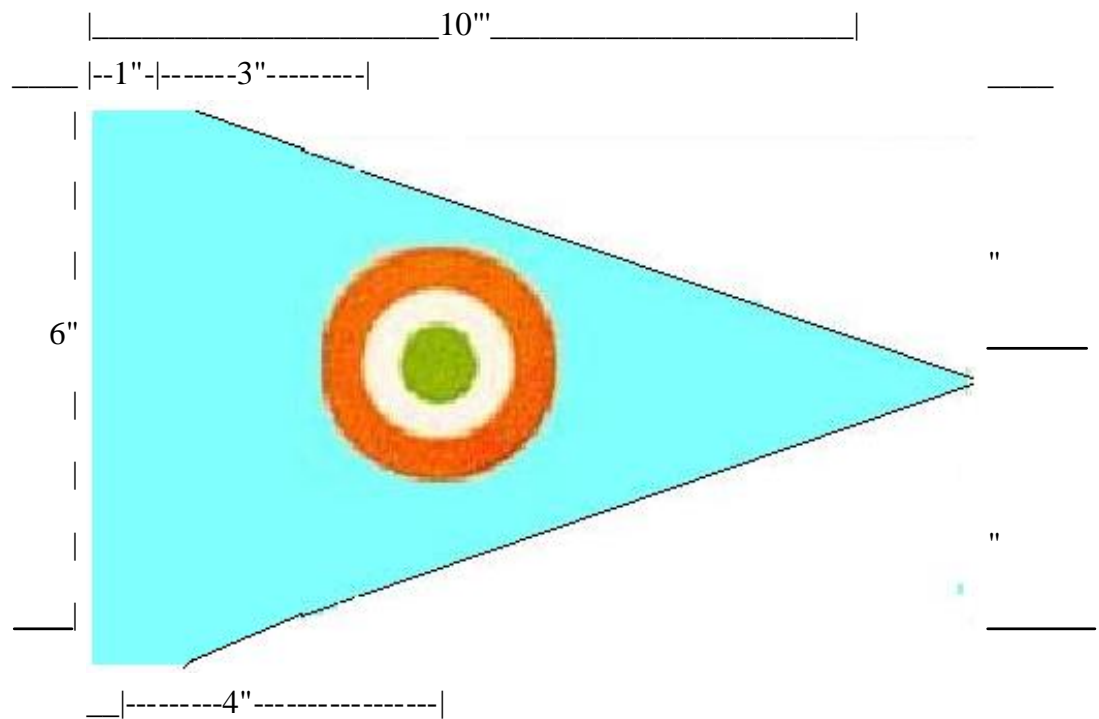
# CAR FLAGS

Flag--: Air Force Blue

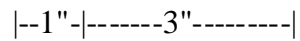
Crest --Golden Thread

Star -- Golden Thread

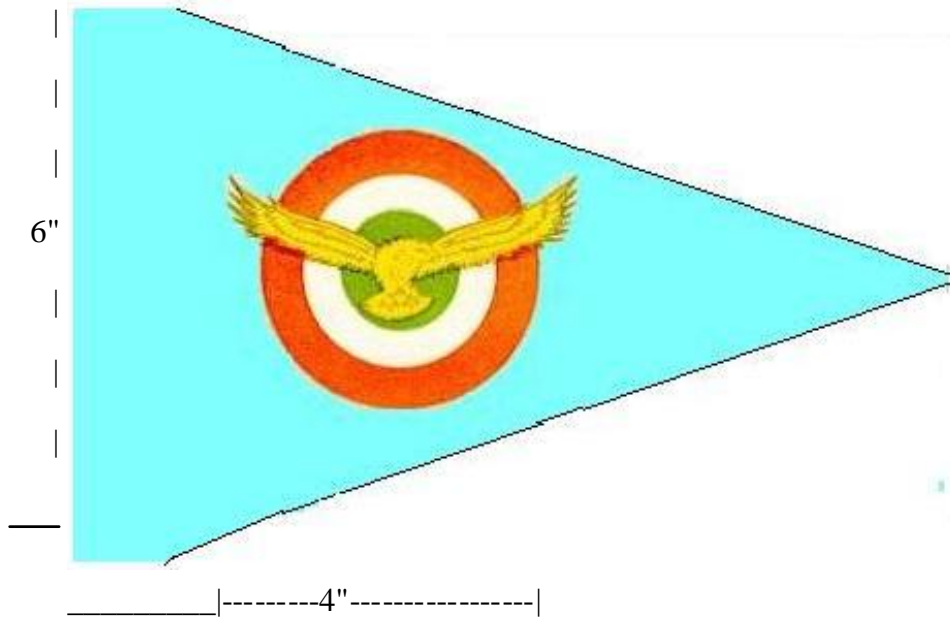
## WING COMMANDER



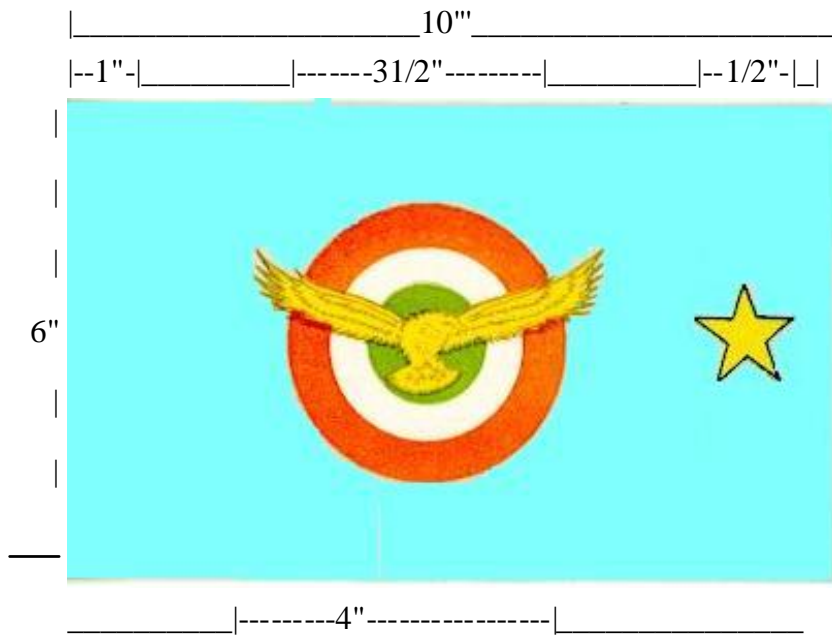
## GROUP CAPTAIN



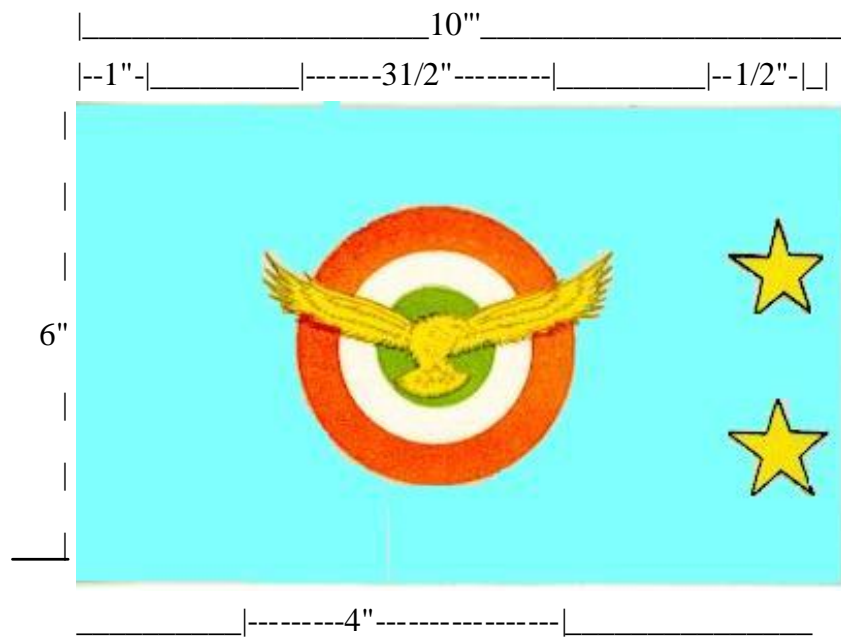




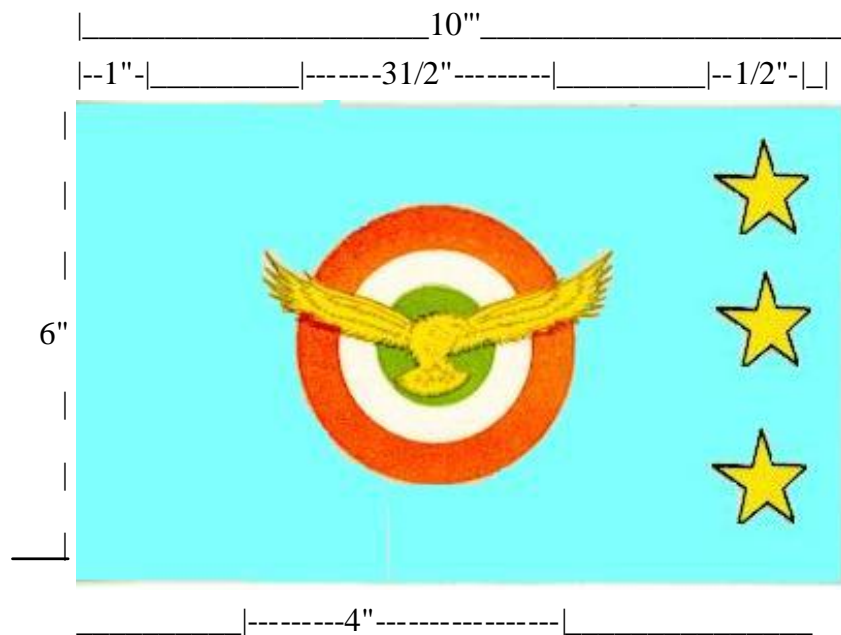
## AIR COMMODORE



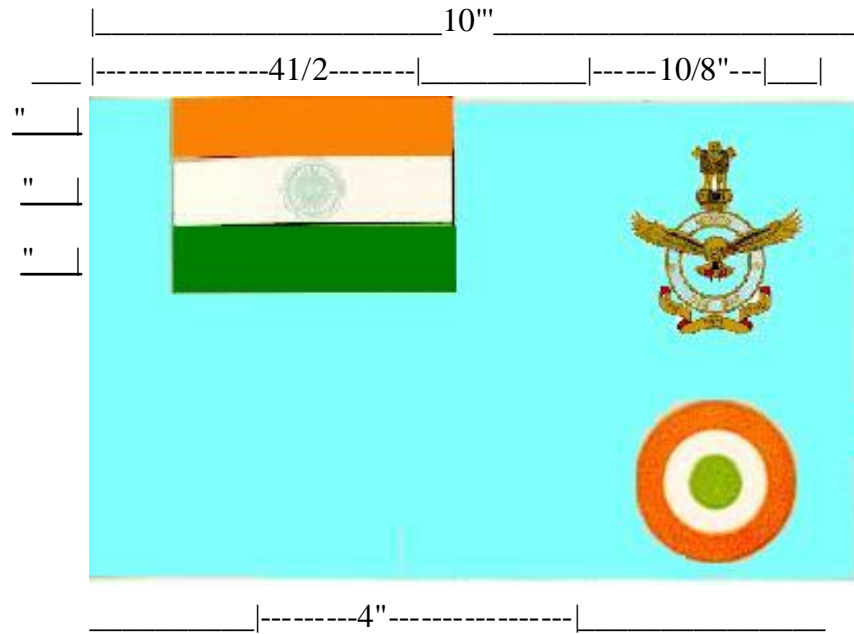
## AIR VICE MARSHAL



## AIR MARSHAL



# CHIEF OF AIR STAFF



## APPENDIX 'K'

### DISTINGUISHING CAR FLAGS : TO BE FLOWN BY AIR FORCE OFFICERS

(Referred to in Chapter XI, Section 4, Para 532 )

Appointment

Flag to be Flown

When Flown

Remarks

(a) The Chief of Air Staff

Miniature Air Force Ensign

At all places

Flying of the miniature of Air Force Ensign in a Foreign country shall be Subject to the condition that the laws or customs of the country do not prohibit such a practice.

(b) *PSO's at Air HQ* and Staff Officers of the *rank of AVM* and above at Air HQ.

Appropriate rank flag

At all places in India

(AirHQ/99715/ORG(Cer) dated

25 Aug 86 & Signal Fm Air HQ VB ORG/293 dated 30 Oct 1998)

(c) *Staff Officers of the Rank of Air Cmde at Air HQ*

Nil

--

These officers are not permitted to fly car flags anywhere in India. They are permitted to display entitled star plated all places in India

(d) *At Command HQs AOsC-in-C, Chief of Staff, if, Chief of Staff not existing then SASO/SAASO .*

Appropriate rank flag

At all places in India

(AirHQ/99715/ORG(Cer)

dated 25 Aug 86)

(e) Staff Officers of Command HQs of the rank of Air Cmde and above

-Do-

Within the areas of units under their respective commands

-

(f) Officers of the rank of Wg Cdr and above, when appointed as Air Attaches/Advisers abroad

-Do-

On all official occasions provided the laws and customs of the country to which they are accredited, do not prohibit such a practice. If the Chief of Air Staff is present in the country in which the Air Adviser/ Attache is stationed he will fly the Air Force Ensign as laid down in Sub-para(a) above and the Air Adviser/Attache will continue to fly the rank flag on his car. No other Air Force officer is to fly a flag in a foreign country.

(g) Air officer commanding Independent units and station commanders of the rank of Wg Cdr and above

-Do-

(i) Within the bounds of his station or unit

(ii) Outside the bounds of his Wing, Station or unit, when visiting local civil administrative authorities or other units/formations in same area.

(iii) On direct passage between his Wing or station and a detach-ment or units under his administrative control.

(iv) From his reside-nce to the office and back.

(v) Within the boun-dary of the local town.

-

(h) *All TAC commanders*

- Do-

At all places in India

(AirHQ/99715/ORG(Cer)

dated 22 Oct 96)

(j) *SMSO & SOA of HQ SAC, IAF as a special Case.*

-Do-

At all places in India

(AirHQ/99715/ORG(Cer)

dated 14 Jun 96)

(k) *Air Officers Commanding AF CME, AFRO, AFCAO, AMSE, AFA & HQ AOC J & K.*

-Do-

At all places in India

(AirHQ/99715/ORG(Cer)

dated 09 May 96)

(l) *All Air Officers of the rank of Air Mshl.*

-Do-

At all places in India

(AirHQ/99715/ORG(Cer)

dated 25 Aug 86)

(m) *Air Officer Commanding AF Stn Palam, New Delhi, Hindon, 7 BRD .*

-Do-

At all places in India

(AirHQ/99715/ORG(Cer)

dated 25 Aug 86)

(n) *All Air Officers Commanding units except in Delhi.*

-Do-

At all places in India  
(AirHQ/99715/ORG(Cer)  
dated 25 Aug 86)  
(o) *Gp Capt and Wg Cdr of Commanding Units.*

-Do-

At all places in India  
(AirHQ/99715/ORG(Cer)  
dated 25 Aug 86)  
(p) *CO's of MEAF.*

-Do-

At all places in India  
Air HQ signal No. ORG/122  
dated 13 Apr 1998  
(q) *AVM's & equivalents posted in Delhi.*

-Do-

At all places in India  
(AirHQ/99715/ORG(Cer)  
dated 28 Jun 95)

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## APPENDIX 'L'

### ORDERS FOR ESCORTS

(Referred to in Chapter XIII, Section 1, Para 644 , 646 )

Written orders for escorts regarding their responsibilities for safe custody of the person will embody the following points: -

- (a) Particulars of the offender.
- (b) Particulars of place where the officer/warrant officer is kept in custody, in case of transfer of the of the offender to air force custody, the details of dispatching authority and mode of conveyance.
- (c) Offender to be relieved of all arms, ammunition or other lethal weapons.
- (d) Tour of duty of escorts.
- (e) Order for handing over of a arms and ammunition issued to armed escorts,
- (f) Procedure for handing/ taking over of the offender.
- (g) Vigilance required for safe custody of the offender.
- (h) Bounds specified for physical exercise of the offender.
- (j) Meal times as specified and prohibition of intoxicants.
- (k) Visitors; such visitors may be allowed to see the offender whom he wishes to consult with regard to his defence.
- (l) Dress; offender to be in uniform at all times except when retiring.
- (m) Authority to whom reference is to be made in cases which cannot be dealt with by escorts.
- (n) Responsibility imposed on the escorts by the provisions of Section 49, A.F. Act, 1950.
- (o) Medical attendance when required.





## APPENDIX 'M'

### PROCEDURE FOR IDENTIFICATION PARADES

(Referred to in Chapter XIII, Section 2, **Para 670** )

1. When circumstances render the identification of an alleged offender necessary, the identification should be carried out in the presence of an officer. The N.C.O. i/c air force police of the station/ unit will assist the officer i/c parade for making all the necessary arrangements. The officer/ N.C.O. investigating the case will also be present at the parade.
2. It is essential that identification parades should be conducted in such a manner as to be scrupulously fair to both the suspect and the witness. Care should be taken to ensure that witnesses ability to recognise the suspect, has been adequately tested.
3. On completion of the parade, the officer i/c parade will render a certificate in the form **annexed to this appendix** .
4. Every circumstance connected with the identification of the suspect or any other person by each witness should be carefully noted by the officer i/c parade whether the suspect or any other person is identified or not.
5. No unauthorised person will be permitted to be present where the identification parade is held.
6. Parades for the identification of a person subject to the air force act by a witness are divided into two categories
  - (a) Where there is reason to be believe that the air force person (name unknown) against whom a witness is prepared to give evidence belongs to a particular unit or sub-unit, and the evidence on the charge under investigation has not as yet permitted the singling out of any particular person.
  - (b) Where the evidence permits of a definite person being singled out, but where it is desired to determine whether a certain witness is, or is not, able to recognise the suspect.
7. As regards parades of the first category, all personnel of the unit or sub-unit should be assembled.
8. The following instructions are to be observed in all parades of the second category. Sub paras (a), (e.), (g) and (h) will also be observed for parades of the first category.
  - (a) The parades should take place as soon as possible after the offence has been discovered.
  - (b) The witness or witnesses must not see the suspect under escort or in custody before the parade.

(c) Ten to twelve air force personnel of similar physique, appearance and turn out will be paraded. Personnel should not be paraded bare headed. It is up to the witness to ask a particular person in the parade to uncover his head.

(d) The suspect should be permitted to choose his own position in the ranks of the parade. No communication which would facilitate identification must be made to any witness who is awaiting his/ her turn to identify. The suspects should be expressly asked if he has any objection to persons present with him or to the arrangements made. He should be permitted, if he desires, to have his lawyer or a person selected by him (including a person from the air force) or a friend present at the identification parade.

(e) The witness should be instructed to walk round the ranks, and if he/she is prepared definitely to identify a particular person, to touch him on the shoulder without speaking. If the witness cannot make any identification, he/ she is to be told that he/ she can report any suspicion that he/she may have to the officer in-charge of the parade.

(f) When there is more than one witness, each witness will walk round the ranks separately. No witness will be allowed to observe the parade, or the actions of any other witness till his/ her turn comes.

(g) Sometimes, when there is any peculiarity in the gait or tone of the suspect and if the witness desires to see the suspect walking or speaking, the latter may be asked to walk individually or to speak. When any such request is made by any witness, it should be recorded in the certificate of identification parade.

(h) The suspect will be permitted to change his position in the ranks after departure of each witness and before the arrival of the next. A witness who has completed his/ her identification must not be permitted to communicate with one who is awaiting his/ her turn to identify.

9. When a person has been identified, his demeanour and any statement made by him at the time of identification, should be carefully noted.

10. The report of the officer i/c identification parade is not admissible at trial by a court-martial but the officer can, however, be permitted to use the report to refresh his memory.



**ANNEXURE TO APPENDIX 'M'**

(Referred to in Para 3 of **Appendix 'M'** )

Certificate of Identification parade held at \_\_\_\_\_(unit/Station)

at \_\_\_\_\_ Hrs on \_\_\_\_\_

-----  
Officer i/c Parade :

Rank :

Name :

No. :

Branch:

Officer i/c Case/ Air Force Police

Rank :

Investigating the case Name :

No. :

Branch/ Trade :

1. The accused/Suspect No. \_\_\_\_\_Rank \_\_\_\_\_ Name & Initials \_\_\_\_\_

Trade/ Branch \_\_\_\_\_was/ were paraded with \_\_\_\_\_of similar build and general appearance as accused/ suspect.

2. The accused/suspect was/ were allowed to, and did, choose his/ their own position/ positions in the file and he/ they was/ were not seen by the witness/ witnesses before the parade.

3. The solicitor of/ the man selected/ the friend of accused/ suspect \_\_\_\_\_(give the particulars of the solicitor etc.) \_\_\_\_\_was present on the parade.

4. The following personnel were paraded along with the accused/suspect :-

(a)

(b)

(c) ( give the names in order )

(d)

5. The following witnesses were introduced to the parade one by one and asked to identify the suspect/accused by touching on his shoulder.

(a)

(b)

(c) ( give the particulars in order )

(d)

6. The questions were put by me to the witnesses, through \_\_\_\_\_(give the particulars of the interpreters if any used) in \_\_\_\_\_(language).

7. The accused/suspect was/ were picked out by the witness/ witnesses \_\_\_\_\_ (particulars) \_\_\_\_\_( give the circumstances and other details)

8. Any other information or a remark, if any, by the officer in charge parade.

9. Certified that the identification parade was held by me in accordance with the Regulations for the Air Force on \_\_\_\_\_(date). The above particulars of the identification parade are true and correct in every details.

Place : Signed : \_\_\_\_\_

Date : Name (in block letters)

Rank

## APPENDIX 'N'

### RULES REGARDING ADJUSTMENT OF JURISDICTION OF CIVIL AND MILITARY COURTS OVER MILITARY PERSONNEL ACCUSED OF CIVIL OFFENCE

(Referred to in Chapter XIII, Section 3, **Para 683** )

Ministry of Home Affairs Notification No. SRO 709 dated 17 Apr. 52 as amended vide SRO 1740 dated 22 Sep 53, SRO 1114 dated 19 May 55, SRO 126 dated 11 Jan. 56 and SRO 3924 dated 8 Dec 57.

*"In exercise of the powers conferred by sub section (1) of section 549 of the Code of Criminal Procedure, 1898 (V of 1898), and in super-session of all previous notifications on the subject the Central Government hereby makes the following rules for the trial of persons subject to Military, Naval, or Air Force Law, by a court to which the said Code applies, or by a court-martial, namely:-*

1. (1) These rules may be called the Criminal Court and court-martial (Adjustment of Jurisdiction) Rules, 1952.

(2) They extend to the whole of India except the state of Jammu and Kashmir and Manipur.

2. In these rules unless the context otherwise requires :-

(i) "Commanding officer"

(a) in relation to a person subject to military law means the officer commanding the unit or detachment to which such person belongs or is attached,

(b) in relation to a person subject to naval law means the commanding officer of the ship to which such person for the time being belongs; and

(c) in relation to a person subject to air force law means the officer for the time being in command of the unit or detachment to which such person belongs or is attached.

(ii) "Competent Military authority" means the officer commanding the army, army corps, division, area, independent sub area or independent brigade in which the accused person is serving, and, except in cases falling under section 69 of the Army Act 1950(XLVI of 1950) in which the accused person is serving;

(iii) "competent naval authority" means the Chief of the Naval Staff or Flag Officer (Flotilla) Indian Fleet, or Commodore in charge, Bombay or Commodore in charge Cochin or Naval Officer in charge or Senior Naval Officers present; and

(iv) "competent air force authority" means the officer commanding the command, wing or station in which the accused person is serving and when death has resulted except in cases falling under section

72 of the Air Force Act, 1950 (XLV of 1950) the Chief of the Air Staff.

3. Where a person subject to military, naval or air force law is brought before a magistrate and charged with an offence for which he is liable to be tried by a court martial, such magistrate shall not proceed to try such person or to inquire with a view to his commitment for trial by the court of sessions or the high court for any offence triable by such court unless-

(a) he is of opinion, for reasons to be recorded, that he should so proceed without being moved thereto by competent military, naval or air force authority, or

(b) he is moved thereto by such authority.

4. Before proceeding under clause (a) of rule 3, the magistrate shall give a written notice to the commanding officer of the accused and until the expiry of a period of :-

(i) three weeks, in the case of a notice given to a commanding officer in command of a unit or detachment located in any of the following areas of the hill districts of the state of Assam, that is to say :-

(1) Mizo;

(2) Garo Hills;

(3) Naga Hills;

(4) Khasi and Jaintia Hills; and

(5) North Cachar Hills;

(ii) Seven days in the case of a notice given to any other commanding officer in command of a unit or detachment located elsewhere in India. From the date of the service of such notice, he shall not :-

(a) convict or acquit the accused under sections 243, 245, 247 or 249 of the Code of Criminal Procedure 1898 (Act V of 1898), or hear him in his defence under section 244 of the said Code; or

(b) frame in writing a charge against the accused under section 254 of the said Code; or

(c) make an order committing the accused for trial by the High Court or the court of Sessions under section 213 of the said Code; or

(d) transfer the case for inquiry or trial under section 192 of the said Code.

5. Where within the period of seven days mentioned in rule 4 or any time thereafter before the magistrate has done any act or made any order referred to in that rule, the commanding officer of the accused or competent military, naval or air force authority, as the case may be, gives notice to the

magistrate that in the opinion of such authority, the accused should be tried by a court-martial, the magistrate shall stay proceedings and if the accused is in his power or under his control, shall deliver him, with the statement prescribed in sub-section (1) of section 549 of the said Code to the authority specified in the said sub-section.

6. Where a magistrate has been moved by competent military, naval or air force authority, is the case may be, under clause (b) of rule 3 and the commanding officer of the accused or competent military, naval or air force authority, as the case may be, subsequently gives notice to such magistrate that, in the opinion of such authority, he accused should be tried by a court-martial, such magistrate, if he has not before receiving such notice done any act or made any order referred to in rule 4, shall stay proceedings, and, if the accused is in his power or under his control, shall in the like manner deliver him, with the statement prescribed in sub-section(1) of section 549 of the said Code to the authority specified in the said sub-section.

7. (1) When an accused person has been delivered by the magistrate under rules 5 and 6, the commanding officer of the accused or the competent military, naval or air force authority, as the case may be, inform the magistrate whether the accused has been tried by a court-martial or other effectual proceedings have been taken or ordered to be taken against him.

(2) When the magistrate has been informed under sub-rule (1) that the accused has not been tried or other effectual proceedings have not been taken or ordered to be taken against him the magistrate shall report the circumstances to the state government, which may, in consultation with the central government, take appropriate steps to ensure that the accused person is dealt with in accordance with law.

8. Notwithstanding anything in the foregoing rules, where, it Comes to the notice of a magistrate that a person subject to military, naval or air force law has committed an offence, proceedings in respect of which ought to be instituted before him and that the presence of such person cannot be procured except through military, naval or air force authorities, the magistrate may by a written notice require the commanding officer of such person either to deliver such person to a magistrate to be named in the said notice for being proceeded against according to law, or to stay the proceedings against such person before the court-martial, if since instituted and to make a reference to the central government for determination as to the court before which proceedings should be instituted.

9. Where a person subject to military, naval or air force law has committed an offence which, in the opinion of competent military, naval or air force authorities the case may be, ought to be tried by a magistrate in accordance with the civil law in force or where the central government has, on a reference mentioned in rule 8, decided that proceedings against such person should be instituted before a magistrate, the commanding officer of such person shall after giving a written notice to the magistrate concerned, deliver such person under proper escort to that magistrate.

**APPENDIX 'O'**

**FORM OF INDEMNITY**

(Referred to in Chapter XVII, Section 2, **Para 869** )

In consideration of my being carried at my request as a passenger in an aircraft which is the property of Government of India, and/or in charge of any officer or airman of the Air force, I undertake and agree that neither I nor my executors nor administrators will make any claim against the Government of India or against any officer or airman of the Air Force, OR AGAINST any person in the service of the Government of India in respect of any loss or injury to property or person (including injury resulting in death) which I may suffer while or in consequence of my being so carried, and I understand that no compensation will be paid by the Government of India or by any officer or airman of the Air Force in respect of any such loss or injury and I agree so as to bind myself, my heirs, executors and administrators, to indemnify the Government of India and any officer or airman of the Air Force and any person in the service of the Government of India against any claim which may be made by any third party against them or any of them arising out of any act or default on my part during or in connection with the said flight.

Signature

Address and Designation of witness

Date :

Address and Designation the applicant..



## APPENDIX 'P'

### FILM PRODUCTION-FORM OF UNDERTAKING BY THE PRODUCER

(Referred to in Chapter XVII, Sec. 8, **Para 925** )

Agreement made on \_\_\_\_\_ between the President of India, hereinafter referred to as the first party and \_\_\_\_\_ hereinafter referred to as the second party.

In consideration of being given the assistance of the air force personnel/ equipment (details given in the addendum--to be attached to each case according to circumstances) temporarily for a period of days--from \_\_\_\_\_ (date) to \_\_\_\_\_ (date) to help in the production of \_\_\_\_\_ (name, etc. of film) I \_\_\_\_\_ name of producer), the producer of the said film, hereby solemnly undertake to:-

- (a) take all measures necessary for the safety and security of the air force personnel/equipment loaned;
- (b) pay all travelling expenses of the air force personnel and the cost of conveyance of all the equipment and stores loaned (both for onward and return movement);
- (c) make good all damage to, and all deficiencies in, the air force properly and stores used, arising out of the production of the said film, and, accordingly, to pay to the first party the difference between the values at the date of issue and the date of return, as assessed by the issuing officer, of any air force stores used at my request;
- (d) provide all stores, clothing and equipment of the air force personnel taking part in the production of the said film (including period costumes) not of current air force pattern, and pay the full cost of altering or repairing for the purpose of production any stores of air force pattern which may be used, and for returning them in their original condition or in such condition as is necessary for their air force use;
- (e) pay the full value of all consumable stores such as petrol, oil, lubricants and blank S. A. A., used for the purpose of production of the said film;
- (f) make suitable arrangements for accommodation and feeding of the air force personnel and proper storage of equipment wherever necessary;
- (g) reimburse the first party the cost of medical and hospital treatment of any air force personnel injured in the course of production of the said film;
- (h) pay for actual damage to, loss of, and deterioration of clothing and equipment in the possession of the air force personnel, and of any air force stores etc., used in the production of the said film (which will remain the property of the air force authorities),

(j) to effect insurance of the air force personnel and equipment taking part in the production of the said film against all risks of death, injury, destruction and damage, for Rs \_\_\_\_\_ being the amount fixed by the first party;

(k) indemnify the first party against any claims that may arise out of the loan of the air force personnel and equipment;

(l) make suitable payment for the use of the air force personnel/ equipment loaned to me;

(m) make a suitable contribution to the air force welfare fund in consideration of the facilities granted, it required by the first party; it is understood and agreed that the amount to be paid will be decided by the Chief of the Air Staff;

(n) abide by the decision of the officer-in-charge of the air force personnel participating in the production, regarding the number of hours the personnel will be employed during the day and the conditions under which they will be employed;

(o) introduce NO change whatever from the scenario, script etc., originally approved by the Air Headquarters, so far as air force aspect is concerned, without the prior approval of the Air Headquarters;

(p) delete any portion of the shots concerning the air force aspect, if required by the Air Headquarters;

(q) destroy by burning, in the presence of an officer appointed by the Air Headquarters, the negatives and rush prints of all scenes/shots relating to the air force aspect which have not been included in the final print after editing;

(r) submit the wordings, if any, in which reference will be made to the fact that the air force rendered assistance for approval by the Air Headquarters;

(s) deposit a sum of Rs. \_\_\_\_\_ being the amount fixed by the first party, towards the money that may become due from mean account of the loan of the air force personnel/equipment, etc.

2. Notwithstanding anything contained in this agreement, second party shall return immediately all or any of the air force personnel/ equipment to the first party if so required by the first party in the event of an emergency.

3. Any dispute or differences arising from the agreement will be referred to the sole arbitration of the Secretary to the Government of India in the Minister of Defence and in case he is unwilling or unable to arbitrate, the case will be referred to the arbitration of any person appointed by him and the decision of the said Secretary or the person appointed by him as aforesaid shall be final and binding.

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_

Sd/-

For and on behalf of the President of India.

Sd/-

PRODUCER

## APPENDIX 'Q'

### FORM OF APPLICATION FOR SUBMISSION OF DETAILS OF INVENTIONS BY MEMBERS OF THE AIR FORCE

(referred to in Chapter XVII, Section 9, **Para 934** )

1. I/ We hereby submit full details in respect of (here give the title of the invention together with all necessary data, including specification is, etc., and a full description of the invention which are attached herewith.
2. I/ We will act in accordance with the provision 3 of the Regulations for the Air Force on the subject.
3. I/ We have not left any record of the description of the invention or data, specifications, drawings, etc., in respect thereof nor shall I/ We subsequently leave any such information or take any further step to do so except as under the said regulations.
4. I/ We shall not employ, without the previous sanction in writing by the government of India in the Ministry of Defence, an agent or any other in connection with the preparation of provisional specification or take any other action with regard to taking out a patent in respect of this invention in India or in any other country except when and in the manner permitted by the government of India in the Ministry of Defence.
5. I/ We hereby assign to the government of India or any authority under it, the benefit of the invention and of any patent that may be granted and the authority to enter into such agreement for its use by or on behalf of the government of India as considered necessary.
6. I/ We hereby declare that I/ we am/ are the true inventor/s of this invention based on the data attached-herewith and that to the best of my/ our knowledge and belief it has not been patented by any body else anywhere else hitherto.

## APPENDIX 'R'

### LIST OF DOCUMENTS TO BE DESPACHED TO AIR HEADQUARTERS

#### IN CASE OF FATAL CASUALTIES

(Referred to in Chapter VIII, Section 5, **Para 1017** )

#### PART I

##### In case of Flying Accidents

1. I.A.F.F. P-24 ( Death Certificate )

Three copies to Air Headquarters, Dte. of Personnel (Officer)/Dte. of personnel (Airmen) through Dte. of Medical Services (Air) and one copy to Air Force Standing committee of the Adjustment. (All copies are to be signed in original.)

2. I.A.F.A.-393 Part II (Certificate of Attributability.)

Three copies to Dte. of P(A) through Dte. of M.S (Air).

\*Not to be raised in case of officers.

3. I.A.F.F. (P)-23 (Injury Report)

Two copies to Air Headquarters, Dte. of Personnel (Officers)/Dte. of P (Airmen) through Dte. of Medical Services (Air).

4. Form 48 and all other relevant medical documents

To Air HQs. Dte. of Personnel (Officers) Dte. of Personnel (Airmen) through Dte. of Medical Services (Air).

5. Postmortem Report (if held.....)

Two copies to Air HQs. Dte. of Personnel (Officers) Dte. of Personnel (Airmen) through Dte. of Medical Services (Air).

6. I.A.F.F. (A0) 1241 (Report on flying accident)

Two copies direct to Air HQs. Dte. of Personnel (Officers)/Dte. of Personnel (Airmen).

7. I.A.F.F. (A0) 1243 (Court of Inquiry proceeding into flying accident).

Three copies to Air HQs. and Dte. of Flight Safety when finalised who will pass one copy to Dte. of Personnel (Officers)/ (P02), Dte. of Personnel (Airmen) as the case may be.

8. LA.F.F. (P) 31 (Burial of Cremation return)

Two copies to Air HQs. Dte. of Personnel (Officers) /Dte. of Personnel (Airmen) direct.

9. Copy of letter of condolence addressed to the next-of-kin.

One copy to Air HQs. Dte. of Personnel (Officers) /Dte. of personnel (Airmen) direct.

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## PART II

### In case of Death due to Injuries

1. I.A.F.F. (P) 24 (Death Certificate)

Three copies to Air HQs. Dte of Personnel (officers)/ Dte. of Personnel (Airmen) through Dte. of Medical Services (Air) and one copy to Air Force Standing Committee of Adjustment. (All copies to be signed in original).

2. I.A.F.A.-393 Part II (Certificate of Attributability)

Three copies to Dte. of Personnel (Airmen) through Dte. of Medical Services (Air).

3. I.A.F.F. (P) 23 (Injury Report)

Two copies to Air HQs, Dte. of personnel(Officers) Dte. of Personnel (Airmen) through Dte. of Medical Services (Air).

4. Form 48 and all other relevant medical documents.

To Air HQs, Dte. of Personnel (Officers) Dte. of Personnel (Airmen) through Dte of Medical Services (Air).

5. Post-Mortem Report ( If held )

Two copies to Air HQs, Dte. of Personnel (Officers)/ Dte. of Personnel (Airmen) through Dte of Medical Services (Air).

6. I.A.F.F. (P) 28 (Court of Inquiry proceedings)

Two copies of the finalised proceedings to Air HQs Dte. of Personnel (officers), in case of officer/flight cadet & and Dte. of Personnel (Airmen) with one copy to Dte. of Medical Services (Air), in case of airmen.

7. I.A.F.F. (P) 28 (Burial or Cremation report)

Two copies to Air HQs., Dte. of Personnel(Officers)/ Dte. of Personnel (Airmen)direct.

8. Copy of condolence sent to the next-of-kin.

One copy to Air HQs., Dte. of Personnel(Officers) /Dte. of Personnel (Airmen)direct.

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## PART III

### In case of Death due to Natural Illness

1. I.A.F.F. (P) 24 (Death Certificate)

Three copies to Air HQs., Dte. of Personnel (Officers)/Dte. of Personnel (Airmen) through Dte. of Medical Services (Air) and one copy to Air Force Standing Committee of Adjustment, New Delhi. All copies to be signed in original.

2. I.A.F.F.-393 Part II (Attributability Certificate)

Three copies to Dte. of Personnel (Airmen) through Dte. of Medical Services (Air).

3. Form 48 and all other medical documents.

To Air HQs., Dte. of Personnel (Officers)/ Dte. of Personnel (Airmen) through Dte Medical Services (Air).

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4. I.A.F.M.-1231 (Report on cases other than have ended fatally).

Three copies to Air HQs, Dte of personnel (Officers)/ Dte. of Personnel (Airmen) through Dte. of Medical those due to injuries which Services (Air).

5. Post Mortem Report (If held)

Two copies to Air HQs., Dte. of Personnel (officers)/Dte. of Personnel (Airmen) through Dte. of Medical Services (Air).

6. I.A.F.F(P) 28 (court of Inquiry Proceedings)

Two copies of finalised proceedings to Air HQs, Dte of Personnel (Officers) in the case of officers flight cadets and Dte. of personnel (Airmen) : with a copy to Dte. of Medical Services (Air), in the case of airman.

7. I.A.F.F. (P) 31 (Burial or Cremation Report)

Two copies to Air HQs, Dte of Personnel (Officers)/Dte. of Personnel (Airmen) direct.

8. Copy of letter of condolence addressed to next-of-kin.

One copy to Air HQs., Dte. of Personnel (Officers)/Dte. of Personnel (Airmen) direct.

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## APPENDIX 'S'

### DISPOSAL OF OBSOLETE CORRESPONDENCE AND RECORDS

(Referred to in chapter XVIII, Section 6, **Para 1026** )

1. The following is a list of particulars of classes of documents, which may be disposed of/ destroyed on the expiration of the period stated or on the expiration of such longer period as the Board of officers/ responsible officer shall determined.

2. No records, audit on which is not over on which objections, are outstanding or have any bearing on such objections, shall be destroyed notwithstanding the period of retention mentioned against each kind of record.

#### Unit Records

Sl.No	Description	Period after which document may be disposed of/ destroyed
(1)	(2)	(3)
1.	Admission and Discharge books of Hospitals	25 years
2.	AFIs, AFOs and extracts from the Gazette of India	06 years
3.	Application for MT for duty (For No. 901)	03 years
4.	Application for MT or repayment journey (Form 905)	03 years
5.	Attestation papers of airmen and main documents filed therewith in the case of :- (a) accepted recruits (b) rejected recruits	25 years after the airmen become non-effective 03 years
6.	Contract deeds and correspondence connected therewith	10 years after expiry of the period of contracts.
7.	Correspondence and signals of an unimportant and temporary character on which no personal or financial question can rise.	01 year



8	Correspondence of a routine or ephemeral characters :-	
	(a) Covering letter and acknowledgements. (b) Letters fixing appointments or reporting arrivals and departures.	1 year
	(c) Request for information or literature. (d) Unsuccessful application for employment (e) Suggestions and resolutions which do not call for departmental action. (f) Departmental requisitions for registered papersfurniture, stationery, repairs etc. (g) Rough drafts, working sheets and similar documents.	1 year

9.	Correspondence of minor or routine nature concerning postings, stores, messing etc.	03 years
10	Disposal certificates and other demobilisation forms(The main facts are stated in records of service which will be preserved)	10 years
11.	Handing over and taking over certificates.	03 years
12.	History sheets or record cards of aircraft balloons, winches or other technical stores.	01 year
13.	Log books of aircraft, engines, parachutes (log books dealing with operations and journeys which are of historical or scientific value or contain any other valuable information will preserved).	01 year after write off/ strike off the aircraft etc.
14.	Log books in connection with signals and MT vehicles (daily work, and station log books will be preserved)	01 year with the exception of log book for MT vehicles, for which the retention period is reduced from one year to six months

15.	Medical Board proceedings (AFMS-17 & AFMS-16)	25 years after the airmen become non- effective.
16.	Medical examination Reports on candidates for commissions:- (a) accepted candidates.  (b) rejected candidates.	25 years after the person becomes non-effective.  3 years.
17.	MT Daily progressing report (Form No.900)	01 year
18.	Motor Transport : Maintenance Form (Form No. 910)	03 years
19.	Nominal rolls of temporary importance (Nominal rolls of units, etc giving important information will be preserved).	01 year
20.	Mess book, register of money orders, pass books and correspondence of temporary importance connected therewith.	10 years
21.	Personal files of officers, etc.	25 years after an officer becomes non- effective.
22.	(a) Petrol and Oil books (Form No. Q416) (b) Petrol consumption record (Form No. 904)	03 years 03 years
23.	Recommendations for Honours, Awards, Promotions and Appointments.	05 years
24.	Record copy of sheet rolls, enrolment forms and service books.	25 years after the airmen become non-effective.
	N.B. The following documents will also be retained for 25 years after the airmen become non-effective with the copy of the sheet roll :- (a) Sanctions by audit officers to counting of former service.  (b) Medical History sheet. (c) Procedure of Court Of Inquiry, if any, held to inquire into injuries sustained/ fatal accidents, injury reports and statements of witnesses.	

	(d) Assessment Form. (e) Discharge/ transfer to Reserve certificate.	
25.	Record of journey of MT and Marinecraft (Form No.903)	03 years
26.	Registers containing details of pensioners	25 years
27.	Registers kept in connection with correspondence	03 years
28.	Reports on Court Of Inquiry, if copies held by higher formation.	03 years
29.	Returns the originals of which have been forwarded to higher formation.	01 year
30.	Returns, Orders, etc. not called for by any higher formation(Operational and standing orders are excluded and must be preserved).	01 year
31.	(a) Routine documents of an administrative nature, connected with the daily duties of the unit, e.g, Parade states, Guard reports, Routine orders, Part I & II, Casually etc.  (b) Morning sick reports	01 year  05 years
32.	Summary of miles/hours run (form No. 902 )	03 years
33.	Undelivered original sheet rolls.	25 years
34.	Worked Examination papers	06 months after publication of results

Cash Accounts

35.	Cash book and copy cash accounts	10 years
36.	Cheque books, returned cheques, Bank statements	06 years
37.	Paying-in-slips	01 year
38.	(a) IRLAs Officers	35 years after the date of discharge.

	(b) IRLAs of service personnel including deserters (other than officers)	A decision on the period of retention of IRLAs of service personnel i.e. Airmen can be notified only after the war time claims are completely liquidated.
	(c) IRLAs As Reservists	05 years after the date of their final discharge/ release from the Air Force
	(d) IRLAs of civilian personnel	35 years from the date of retrenchment or discharge/ release from the Air Force.
39.	Documents connected with IRLAs.,	03 years
	(a) Pay Books.	(i) These documents will only be destroyed after the IRLAs of the individuals involved have been finally revised and balances accepted as correct by them and periodical statement of account is being sent regularly to them.  (ii) In the case of personnel already released these documents will be kept for the same period as IRLAs e.g. 35 and 10 years for civilians, service personnel, etc.
	(b) Acquittance rolls	Ditto
	(c) Personnel Occurrence Reports	05 years in unit orderly room and unit accountant section. To be retained permanently by AF Central Accounts Office
	(d) Summaries of IRLAs	To be retained permanently by AF Central Accounts office.
	(e) Abstract of receipts and charges	02 years
40.	Registers of requisitions for remittance transfer receipts.	03 years

### Equipment Accounts

41.	Discrepancy reports in connection with consignment of stores.	02 years
42.	Other discrepancy reports	03 years
43.	Ledgers and tally cards	06 years
44.	papers relating to purchase transactions	06 years
45.	Reports of Board of Audit, survey on stock taking	03 years
46.	Stores vouchers and invoice	06 years.
47.	<p>(a) Carriers shipping, convoy notes and bills of landing</p> <p>(b) Railway warrants, counterfoils and MC notes</p> <p>(c) Unused obsolete complete books.</p>	<p>18 months after close of the financial year to which they relate except in the case of maintenance units when the period should be 04 years.</p> <p>3.6 years from the date of issue of the last form and after obtaining a certificate from the LAO that no objection is pending in respect of any of the used forms.</p> <p>Will be destroyed by burning after ensuring that no form is missing.</p>

**APPENDIX 'T'**

**OFFICERS' RECORD CHECK FORM**

(Referred to in Chapter XVIII, Section 8, **Para 1042** )

**NOTE :** (1) This form shall be completed by every officer (a) on first joining a unit of the IAF (b) on 30<sup>th</sup> November of each year in case of squadron leaders and above and 1<sup>st</sup> July of each year in case of Flight Lieutenants and below. The form will be completed by the officer himself and countersigned by his Commanding Officer and forwarded to Air Headquarters, New Delhi. In case of (b) above, the form should be submitted along with the Annual Confidential Report of the officer. In no case is any column to be left blank. Columns not applicable should be marked N/A.

**NOTE :** (2) Any change of information against columns 2,3,4,11,12 and 13 will be intimated by the officer immediately on occurrence.

-----  
1. Name (BLOCK LETTERS) : \_\_\_\_\_

Branch : \_\_\_\_\_ Rank (Actg/Sub) : \_\_\_\_\_

2. Permanent Home Address : \_\_\_\_\_

3. Next-of-kin

(a) Address and relationship of Next of Kin

(b) Particulars of brothers, if any, with age and occupation

(i)

(ii)

4. Married/ Single (Give date of marriage and address of wife) : \_\_\_\_\_

5. Particulars of children :-

Name	Sex	Date of birth	whether studying in School/college	Boarder/ Day scholar	Month when academic year ends
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(a)

(b)

6. Courses of Instructions undergone : \_\_\_\_\_

7. Service out of India, stating nature of duty performed or training received with name of the country and date of embarkation, disembarkation or em-planing or deplaning :

\_\_\_\_\_

8. Decorations and Awards : \_\_\_\_\_

9. Present Medical Category : \_\_\_\_\_

10. No.of Flying hours : -

(a) During the Year

(b) During present tenure at the unit

11. (a) Have you executed a 'WILL' in accordance with the prescribed orders

(b) If so, on what date : \_\_\_\_\_

(c) If not, why not : \_\_\_\_\_

12. (a) Are you insured ? : \_\_\_\_\_

(b) If so give the following details :-

(i) Name of the insurance company : \_\_\_\_\_

(ii) Policy Number(s) : \_\_\_\_\_

(iii) Amount of each policy : \_\_\_\_\_

(c) Have you correctly assigned the Policy/ Policies, if so, give the following details :-

(i) Name and address of the assignee : \_\_\_\_\_

(ii) Relationship : \_\_\_\_\_

(iii) Date(s) on which assignment is made : \_\_\_\_\_

13. (a) Are you contributing towards D.S.O.P. Fund ? If so state the monthly contribution.

(b) Have you declared your nominee in accordance with DSOP Fund rules. Give the following details :-

(i) Name and address of each nominee : \_\_\_\_\_

(ii) Percent of share of each nominee : \_\_\_\_\_

(iii) Relationship of each nominee, age : \_\_\_\_\_

**NOTE :** Nominations and assignment referred to in columns 12 and 13 should be kept up to date on marriage etc.

Unit : \_\_\_\_\_

Signature :

Date : \_\_\_\_\_

**COUNTERSIGNED**

Date : \_\_\_\_\_  
Commanding Officer

Signature of

(CS No.7/VII/70)



## APPENDIX 'U'

### AWARD OF SYMBOLS

(Referred to in Chapter XX, Section 1, **Para 1089** )

<b>Name of the Course</b>	<b>Symbol Awarded</b>
Imperial Defence College, UK	i.d.c
Joint Services Staff College, UK	j.s.s.c
RAF Staff College, UK	p.s.q
Staff Course 1947 or Military Staff College, Quetta or Defence Services Staff college, Wellington	p.s.c
Directing staff at the Defence Services Staff College, Wellington for one year.	p.s.c+
Completed the course at the National Defence College or Completed a tenure as a member of the Senior Directing Staff of the National Defence College, provided he has served the college, for at least one full course.	n.d.c+
Specialist Armament Course, UK	A
Directing Staff at the Institute of Armament Studies, Kirkee for one year in case of those who possess 'A'	A+
Specialist Navigation Course, UK	N
Explosive and Fuel specialization course in UK or in India at 2 GTS, Tambaram	XF
Empire Test Pilots School, In RAF or CEV Test Pilots School, Bretingny at France	t.p
Diploma Course at College of Aeronautics, Cranfield or Post Graduate Aeronautical Engineering Course in France	- E
Directing Staff at the Institute of Armament Studies, Kirkee for one year in case of those who possess 'E'	E+

Diploma Course at Southampton University	S
Advanced Air Armament Staff College at the Institute of Armament Studies Kirkee	p.t.s.c
Directing Staff at the Institute of Armament Studies, Kirkee for one year in case of those who possess p.t.s.c	p.t.s.c+
Advance Aviation Medicine Course in USA AM	
Advanced Electronics Course at the Institute of Armament Studies, Kirkee	al
Special Weapons course at the Institute of Armament Studies, Kirkee	spl.w.
NATO Guided Missile Course UK	spl.w

## **APPENDIX 'V'**

### **SIGNAL MESSAGE "A"**

(Referred to in Chapter XXI, Section 4, **para 1148** )

#### **Signal message 'A'**

1. Despatch.-All accidents are to be reported by signal Message 'A' within 12 hours of their occurrence by the appropriate reporting unit, in accordance with para 1148 of these regulations.
2. Precedence.-Message 'A' signals are to be given the precedence 'PRIORITY' except when the accident results in fatalities or involves V. I. Ps or civilian passengers whether or not they sustained injuries, or is likely to arouse public interest, when the precedence should be 'Operational Immediate'.
3. Security.--Message 'A' signals are to be classified if the nature of location of the accident makes it appropriate. During an emergency all message 'A' signals regarding crashed enemy aircraft or our aircraft should have the classification 'Confidential'.
4. Originator's Reference Number.-The Originator's reference number is to be given the prefix 'AB' (or AB/N etc. as appropriate).
5. Contents of Message 'A'.-Information is to be given in the text of the signal under the alphabetical heading 'A' to 'P' as follows:-
  - A. (a) Air Force type, mark and number (or identification letters) of the aircraft
    - (b) Engine and power plant type and number(s) .
  - B. Parent station, parent unit of this aircraft, and, if on transfer flight, consignor and consignee station.
  - C. (a) Location of the aircraft in latitude and longitude, or as a bearing and distance from the nearest well known landmark; or, for accidents in the vicinity of but not on, an air-field, the bearing and distance from the Air Traffic Control building.
    - (b) If the crew abandons an aircraft and the location of the aircraft is unknown the appropriate position in which the aircraft was abandoned should be given, followed by the word 'Abandoned'.
  - D. (a) Date and time of accident.
    - (b) Conditions of light at the time of accident are to be indicated by word 'dawn', 'day', 'dusk' or 'night' (dark or state of moon).
    - (c) Whether conditions at the time and place of the accident, giving cloud and tops,

visibility, wind velocity and whether the flight was V. F. R. or I.F.R.

E. Purpose of flight (accurate details of the purpose of the flight are to be stated, general terms, such as 'Local Flying', 'Training', 'Transport' are not to be used).

F. Cause of accident and description of circumstances. Probable or assumed causes may be given, if appropriate, but should be stated as such.

G. (a) Whether or not a special investigation is required. Special investigation will be asked for if, after preliminary investigation the accident appears to have been caused by:

(i) Structural failure in the air not due to collision.

(ii) Fire in the air.

(iii) A serious technical defect, or

(iv) Unusual or obscure features of a technical nature.

(b) The precise reason for this request.

H (a) Brief particulars of the damage to the aircraft followed by the category. If the aircraft is re-categorised later either by the repair and salvage unit or by the station, a signal giving the amended category of damage and quoting the reference number of the original signal, the type and number the aircraft, and the date of the accident is to be sent to the address the original signal message 'A'.

(b) State if salvage assistance is required (Yes or No).

J. (a) Pilot's rank (prefixed by 'ACT' if acting) name, number or service/ organisation/ nationality if not Air Force stating whether killed, died of injuries, dangerously, seriously or slightly injured, missing (believed killed) missing (particulars unknown) or uninjured. The pilot's status (e.g. instructor staff pilot) and his parent unit if different from the parent unit of the Aircraft, are also to be stated.

(b) Similar information about each member of the crew if injured, or if directly concerned with or contributed to the cause of the accident.

(c) Similar information about all passengers, prefixed by the word 'Passenger'

(d) Similar particulars of 'Non-occupants' for service and civilian casualties who are neither crew nor passengers. For civilians, state whether they or not are Government employees, their sex and their home address.

(e) If there are any fatal casualties, state the number of bodies recovered.

K. Location of all casualties stating the name of the hospital or other medical unit to which casualty has been admitted.

L.

(a) Whether next-of-kin has been informed. If the next-of-kin has been informed by the reporting unit the word 'KINFORMED' is to be inserted, If the next-of-kin has not been informed the word 'KINNOT' is to be inserted.

(b) The name relationship and last recorded address of the next-of-kin are to be given in every case irrespective of whether the next-of-kin has been notified by the unit. The name, relationship and address of any other person, nominated by the casualty to be informed, are to be given.

M. Brief details of third party damage to civilian property including the name and address of the owner concerned, if known.

N. Particulars of all cargo carried in the aircraft.

O. Whether the aircraft is carrying ammunition, rockets, bombs, radio active material or components, chemical weapons or specialist equipment or is contaminated by radio activity or by liquid gas. Information on danger on handling is to be included to the station providing the guard for the aircraft, if that station is the parent station of the reporting unit. (Bombs include live practice bombs or other missiles which may function through being dropped).

P. Whether or not a signal giving further information will be sent. (This is to be indicated by inserting "Further signals Yes or No")

NOTE.-If any of the section of the message 'A' are not applicable to a particular accident the letters "N.A." are to be inserted. When the information is not available the word "UNKNOWN" is to be entered in the appropriate section. No section is to be left blank and the letters "N.K." are not to be used.

6. Distribution : (a) Air Headquarters, New Delhi.

(b) Parent Command Headquarters of the reporting unit.

(c) Parent Station Headquarters of the reporting unit.

(d) Headquarters Maintenance Command.

(e) The appropriate Repair and Salvage Organisation.

(f) The parent unit of the aircraft and of the crew, and the parent station and command headquarters of the reporting unit if a unit other than the parent unit reports the occurrence.

(S) When casualties occur - When death or serious injury occurs, one copy of the signal is to be sent

direct to:-

- (i) Air Headquarters (P. O. 2), in the case of officers and Flight Cadets.
- (ii) Air Force Record Office, in the case of airmen.

## APPENDIX 'W'

### FORM 1241, AIR FORCE AIRCRAFT ACCIDENT REPORT-PROCEDURE FOR SUBMISSION

(Referred to in Chapter XXI, Section 4, **Para 1148** )

**1. Despatch.** - Form 1241 is to be raised for all accidents, and is to be despatched within 48 hours of the occurrence as laid down in para 5 of these regulations.

**2. Distribution.**

(a) The normal distribution of Form 1241 is as follows:

(i) Three copies direct to Air Headquarters (Flight Safety Section).

(ii) Two copies direct to the Command Headquarters of the parent unit of the aircraft or to Air Headquarters (Directorate of Reserves) in the case of Auxiliary Air Force Squadrons or to Ministry of Defence (N.C. C. Directorate) in the case of N.C. C. Squadrons.

(iii) One copy direct to the station Headquarters of the parent unit of the aircraft.

(b) If appropriate, additional copies are to be sent as follows:-

(i) One copy to the parent unit of the pilot, one to his station and one to its command headquarters, if not already included.

(ii) One copy to any other unit involved, one to its station headquarters, and one to its command headquarters, if not already included.

**3. Skin Wrinkling.**-Whenever skin wrinkling or distortion of the airframe, including internal joints, is considered attributable to flight, Form 1241 is to contain details of air turbulence (normally included in the Pilot's report) in accordance with the following tables:-

(a) Flat calm .

(b) Small movements-lust perceptible.

(c) Fairly smooth.

(d) Continuous small bumps.

(e) Continuous medium bumps.

(f) Medium bumps with Occasional heavy bumps.

- (g) Continuous heavy bumps.
- (h) Occasional negative.
- (j) Aircraft difficult to control.
- (k) Aircraft lifted bodily several hundreds of feet.



**APPENDIX 'X'**

**FORM 1242 FORWARDING NOTE FOR FORM 1241**

(Referred to in Chap. XXI, Sec. 4, **para 1148** )

1. Despatch.- Forms 1247 are to be raised on all Forms 1241 by the parent command of the reporting unit. The copy sent to Air Headquarters (Flight Safety Section) when applicable must be despatched within four days of the receipt of Form 1241 by the command headquarters concerned.

2. Distribution.-

(a) The normal distribution of Form 1242 is as follows:-

(i) One copy to Air Headquarters (Flight Safety Section) when applicable.

(ii) One copy to the parent station headquarters of the aircraft.

(iii) One copy to the parent unit of the aircraft.

(b) If appropriate, additional copies are to be sent as follows:-

(i) One copy to the parent command of the parent unit of the pilot.

(ii) One copy to any other unit involved, one to its station headquarters, and one to its command headquarters.

**APPENDIX 'Y'**

**GENERAL RULES OF THE AIR**

**PART I**

Rules of the Air and Air Traffic Control.

**SECTION 1**

**Interpretation**

1. In these rules the following expressions shall have the meanings hereby respectively assigned to them, namely:-

"Aerobatic flight" means manoeuvres intentionally performed by an aircraft involving an abrupt change in its attitude, or an abnormal attitude or an abnormal variation in speed;

"Aerodrome Control" means a service established to provide Air Traffic Control for aerodromes;

"Aerodrome Traffic" means aircraft operating on and in the vicinity of an aerodrome and any other traffic operating on the manoeuvring area;

"Aeroplane" means a flying machine supported in flight by fixed wings;

"Air Traffic" means all aircraft in flight or operating on the manoeuvring area of an aerodrome;

"Air Traffic Clearance" means authorisation by Air Traffic Control for an aircraft to proceed under specified conditions;

"Air Traffic Control" means a service established to promote the safe, orderly and expeditious flow of air traffic;

"Air Traffic Control Centre" means a centre established to provide:-

(a) Air Traffic Control within a Control Area, where established, or

(b) Flight information service within a flight information region or both such Control and such service;

"Alternative Aerodrome" means an aerodrome specified in a flight plan to which a flight may proceed when a landing at the intended destination becomes inadvisable;

"Approach Control" means a service established to provide Air Traffic Control for those parts of an I. F. R. flight, when an aircraft is arriving at, departing from and operating in the vicinity of an aerodrome;

"Approach Line" means the time at which an aircraft commences its approach procedure preparatory to landing;

"Approach Way" means the determined airspace over an approach area, through which aircraft in flight approach or leave a strip or a channel;

"Approach Authority" means the national authority of a Contracting State responsible for the safety of air navigation over the territory of that State and, in the case of India means the Ministry of Transport and Communication/ Ministry of Defence.

"Area Control" means a control service established to provide Air Traffic Control within a Control Area and, when required, to provide flight information service;

"Control Area" means an air space of defined dimensions within which Air Traffic Control is exercised;

"Control Zone" means an air space of defined dimensions extending upwards from the ground or water and designated by the appropriate authority to include one or more aerodromes and within which measures additional to those governing flight in control areas apply for the protection of air traffic against collision;

"Cruising Altitude" means a constant altimeter indication in relation to a fixed and defined datum maintained during a flight or a portion thereof;

"Expected Approach Time" means the time at which it is expected that an arriving aircraft will be cleared to commence an approach for a landing;

"Flight Information Region" means an air space of defined dimensions designated by the appropriate authority within which an Air Traffic Control Centre is responsible for providing flight information and initiating measures for search and rescue;

"Flight Information Service" means a service established to provide aircraft in flight with information of weather changes in the serviceability of navigational facilities or aerodromes, and, when information is available, of other aircraft known to be operating which might cause danger to the aircraft being informed;

"Flight Plan" means specified information submitted to Air Traffic Control relative to the intended navigation of an aircraft;

"Helicopter" means a flying machine supported in flight by aerofoils normally mechanically rotated about a substantially vertical axis (or axes);

"Instrument Flight Rules" means the Instrument Flight Rules in Section V of these Rules;

"I.F R. Conditions" means weather conditions below the minima laid down for Visual Flight

Rules;

"Landing Area" means that part of the manoeuvring area primarily intended for the landing or take-off of aircraft;

"Magnetic Track." means the angle measured clockwise from magnetic north to the path followed by an aircraft over the earth;

"Manoeuvring Area" means that part of an aerodrome used for the take-off and landing of aircraft and for the movements of aircraft associated with take-offs and landings;

"Night" means the hours of darkness between sunset and sunrise or such other period between sunset and sunrise as may be prescribed by the appropriate authority, and in India means as respects to the period of summer time, the time between one hour after sunset and one hour before sunrise and as respect the remainder of the year, the time between half an hour after sunset and half an hour before sunrise: Provided that it shall be deemed to be night when, between the hours of sunset and sunrise any unlighted aircraft or other unlighted prominent object cannot clearly be seen at distance of at least 5,000 yards;

"Reporting Point" means a geographical location in relation to which the position of an aircraft is to be reported;

"Special V. F. R. Flight" means a flight carried out in I. F. R. conditions within a Control Area or a Control Zone subject to prior clearance by Air Traffic Control but not subject to Instrument Flight Rules;

"Visibility" means the ability, as determined by atmospheric conditions expressed in units of distress, to see and identify prominent unlighted objects by day and prominent lighted objects by night:

"Flight Visibility" means the average range of visibility forward from the cockpit of an aircraft in flight;

"Ground Visibility" means the visibility at an aerodrome as reported by an accredited observer;

"Visual Flight Rules" means the Visual Flight Rules in Section IV of these Rules;

"V. F. R. Conditions" means weather conditions equal to or above the minima laid down for Visual Flight Rules.

## SECTION II

### General

2. In complying with these Rules the person in command of an aircraft shall have due regard to all dangers of navigation and collision and to any special circumstances which may render a departure from these Rules necessary in order to avoid immediate danger and any such departure shall be deemed to be in conformity with these Rules.

3. Nothing in these Rules, shall exonerate any person within India or in an aircraft registered in India from the consequences of any neglect in the use of lights or signals or of any neglect of any precaution required by ordinary aviation practice or by the special circumstances of the case.

4. Nothing in these Rules shall interfere with the operation within India of any prescribed special rule or rules with respect to the Navigation of aircraft in the vicinity of a Government aerodrome or in or over any other place and it shall be obligatory on all operations, pilots and crews of aircraft to comply with any such rule or rules; Provided that compliance with any such rule or rules shall not be deemed to be required in so far as compliance therewith would involve the provision of supplementary equipment for lights and signals, other than such lights or signals as are required by these Rules to be displayed or used.

5. In the application of the Flight Rules in Section III to V of these Rules to an aircraft registered in India:

(a) If the aircraft is over the territory of another Contracting State, nothing in those Flight Rules shall, subject to the provisions of sub-para (a) of para (1) of Rule 20, be deemed to interfere with the application to the aircraft of any special rules, made by that State relative to flights over its territory, which are not in conflict with the said Flight Rules; and

(b) if the aircraft is over the territory of a State, which is not a Contracting State, the said Flight Rules shall be deemed to apply to the aircraft only in so far as they do not conflict with any rules made by that State relative to flights over its territory.

6. (1) Where any signal is directed by these Rules to be used for any purpose, no person in an aircraft or on an aerodrome shall make that signal except for that purpose.

(2) No person in an aircraft or on an aerodrome shall make any signal which may be confused with a signal directed by these Rules.

(3) No person in an aircraft or on an aerodrome shall knowingly make without lawful authority, proof whereof shall lie on him, any Naval, Military or Air Force signal.

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### SECTION III

#### General Flight Rules

7. Aircraft shall be flown at all times in compliance with the Rules in this section and in addition shall

comply with either the Visual Flight Rules in Section IV of these Rules or with the Instrument Flight Rules in Section V of these Rules.

### **Pre-flight Action**

8. (1) Prior to commencing a flight, the person in command of an aircraft shall familiarise himself with information necessary for the proper operation of the aircraft en-route and on the aerodromes which may be used.

(2) Pre-flight action for flights other than flights in the immediate vicinity of an aerodrome shall include a careful study of current weather reports and forecasts in the light of this information the person in command of an aircraft shall determine whether the flight can be made with safety, taking into full consideration, fuel requirements and an alternative course of action in case the flight cannot be completed as planned. The weather conditions on the proposed flight path shall be examined by the person in command of the aircraft in order that he may determine whether IFR conditions prevail along any part of the flight. When any part of the flight is to be made in IFR conditions in a Control Area or a Control Zone, that part of the flight must either be a special V. F. R. flight or be made in accordance with Instrument Flight Rules; in either case it shall be subject to Air Traffic Control approval and the person in command of the aircraft must obtain air traffic clearance.

### **Airspace Restrictions**

9. (1) Aircraft shall not be flown over areas, particulars of which have been notified, where flight is restricted by a Contracting State, except in accordance with the terms of such permission as may be granted by the appropriate authority.

(2) On the person in command of an aircraft flying in India becoming aware in any manner that the aircraft is flying in contravention of any regulations made pursuant to the provision of Annexure 'D' to the Convention for the Regulations of Aerial Navigation 1919 (relating to temporary restrictions on the flying of aircraft in certain cases) the aircraft shall forthwith give a signal of distress by radio or by one of the visual signals described in Section XI of these Rules and land as soon as possible at the nearest aerodrome in India, not being an aerodrome in an area in which restrictions on the flying of aircraft are imposed or an aerodrome from the vicinity of which the aircraft is excluded in accordance with the provisions of para (3) of Rule 37: Provided that for the purpose of so landing an aircraft shall not, unless compelled by accident, stress of weather or other unavoidable cause, fly further in to an area in which restrictions on the flying of aircraft are imposed, or commence to descend while still above such an area.

(3) In India the following visual signals may be given:

(a) to warn an aircraft that it is in the vicinity of an area in which restrictions on the flying of

aircraft are imposed and should change its course :

(i) by day a series of projectiles discharged at intervals of 10 seconds, each showing on bursting black or white smoke;

(ii) by night, a series of projectiles discharged at intervals of 10 seconds, each showing on bursting white lights or stars, or an intermittent white luminous beam directed at an aircraft.

(b) to require an aircraft to land at the nearest aerodrome in accordance with the provisions of para (2) of this Rule : by day and by night, a series of projectiles discharged at intervals of 10 seconds, each showing on bursting green lights or stars.

(4) If, in a case where the signals aforesaid requiring an aircraft to land have been given by, or by the direction of, a Commissioned Officer of Naval, Military or Air Forces, the aircraft fails to comply with the provisions of para (2) of this Rules, that officer may order fire to be opened on the aircraft and use any other means to compel compliance therewith and an officer so acting and any person acting in his aid and by his direction shall be indemnified and discharged from any indictment, penalty, action or other proceedings for so acting.

## **Dangerous Flying**

10. An aircraft shall not be operated in a negligent manner or in a reckless manner so as to endanger life or property.

## **Operation on and in the Vicinity of an Aerodrome**

11. (1) The person in command of an aircraft being operated on or in the Vicinity of an aerodrome shall comply with the following rules:---

(a) Observe other aerodrome traffic for the purpose of avoiding collision;

(b) conform to or avoid the pattern of traffic formed by other aircraft in operation:

(c) make all turns to the left, when approaching for a landing and after taking off, unless otherwise prescribed by the appropriate authority or instructed by Air Traffic Control;

(d) if Air Traffic Control is in operation:-

(i) maintain a continuous watch on the specified radio frequencies for control communications, or, if this is not possible, keep a watch for such instructions as may be issued by visual means;

- (ii) obtain, either by radio or visual signal, such authorisation for his movements as may be necessary for the protection of aerodrome traffic;
  - (e) if Air Traffic Control is not in operation, land and take off, so far as practicable, into the wind.
- (2) With respect to an aerodrome in India the additional rules in Section VII of these Rules shall be complied with.

### **Air Traffic Control Instructions and International Flight and Communication Procedures**

12. The person in command of an aircraft shall comply with any instruction, received by him from Air Traffic Control and generally shall act in conformity with such flight and communication procedures as are internationally recognised.

### **Right of Way Rules**

13. (1) General:

- (a) An aircraft shall not be operated in such proximity to other aircraft as to create a collision danger. In or near cloud, fog, mist or other conditions of bad visibility, an aircraft in India shall be flown with due regard to existing circumstances and to these Rules;
  - (b) flight information is prohibited, except by pre-arrangement between the persons in command of the aircraft to flying;
  - (c) an aircraft which is obliged by the following Rules to keep out of the way of another aircraft shall avoid passing over or under the other aircraft, or crossing ahead of it, unless passing well clear of it;
  - (d) the aircraft which has the right-of-way shall normally maintain its course and speed; nevertheless, nothing in these Rules shall relieve the person in command of an aircraft from the responsibility of taking such action as will best aid to avert collision.
- (2) Converging:-
- (a) Subject to the provisions of paras (3) and (4) of this Rule, an aircraft shall give way to another aircraft of a class different from its own in accordance with the following rules :
    - (i) flying machines shall give way to airships, gliders and balloons;
    - (ii) airships shall give way to gliders and balloons,



(iii) gliders shall give way to balloons.

(b) When two aircraft of the same class are at approximately the same altitude the aircraft which has the other on its right shall give way; nevertheless, mechanically driven aircraft shall give way to aircraft, which are seen to be towing other aircraft.

(3) Approaching Head-on:- When two aircraft are approaching head-on or approximately so, and there is danger of collision, each shall alter its course to the right.

(4) Overtaking:- An aircraft which is being overtaken has the right-of-way and overtaking aircraft, whether climbing, descending or in horizontal flight shall keep out of the way of the other aircraft by altering its course to the right, and no subsequent change in the relative positions of the two aircraft shall absolve the overtaking aircraft from this obligation until it is entirely past and clear.

(5) Landing:- Subject to the provisions of para (7) of these Rules, an aircraft, which landing or approaching to land, has the right-of-way over other aircraft in flight or on the ground or water; provided that in the case of two or more flying machines or the gliders approaching an aerodrome for the purpose of landing, the flying machine or the glider at the lower altitude shall have the right-of-way, but it shall not take advantage of this rule to cut in front of another which is descending in straight line for the purpose of landing, or to overtake that flying machine or glider, except that in the case of a flying machine and glider approaching an aerodrome for the purpose of landing, the glider shall always have the right-of-way.

(6) Taking Off:- An aircraft about to take off shall not attempt to do so until the person in command thereof is satisfied that there is not apparent risk of collision with other aircraft.

(7) Emergency Landing:- Notwithstanding the provisions of para(5) of this Rule, an aircraft which is aware that another aircraft is compelled to land shall give way to that aircraft.

### **Minimum Safe Altitude**

14. (1)(a) No aircraft shall be flown over the congested parts of populous areas or over an assembly of persons in the open air except at such an altitude as will enable the aircraft to alight outside such areas or assembly in the event of the failure of a power unit, but in no case shall the altitude when over any such area or assembly be less than 1,000 feet above the highest obstacle within a radius of 2,000 feet from the aircraft: Provided that this paragraph shall not prohibit an aircraft from landing or taking off in manner required by normal aviation practice.

(b) The provisions of this paragraph are without prejudice to the provisions of para (2) of this Rule.

(2) Within India no aircraft shall fly over any town at an altitude of less than 1,000 feet above the

highest obstacle within a radius of 2,000 feet from the aircraft and no flying machine or glider shall fly over any town or populous area except at such an altitude as will enable it to alight outside such town or area and, in the case of a flying machine, will enable it so to alight notwithstanding the failure of its engine, if it has only one engine: Provided that this paragraph shall not apply:-

(a) to an aircraft which is departing from, or about to land at, a licensed aerodrome or a Government aerodrome, if the aircraft is flying at an altitude which, having regard to wind, weather, and all the circumstances of the case, is reasonable and is otherwise in conformity with the provisions of this order and with normal aviation practice in such a case; or

(b) to a Helicopter which is being flown with the special permission in writing of the minister and in accordance with any conditions or limitations there in specified.

(3)(a) Within India no aircraft shall fly over or in the immediate vicinity of any place where a large number of persons is assembled in the open air in connection with any event of public interest, except with the consent in writing of the Minister of the organiser, if any, of the event; provided that this prohibition shall not apply

(i) in a case where any such large number of persons is assembled for the purpose of witnessing an event which consists wholly or principally of an aircraft race or contest or exhibition of flying, to an aircraft taking part in such a race, contest or exhibition or engaged in a flight arranged by or made with the written approval of the organisers of the event as part of the entertainment accorded in connection therewith;

(ii) to an aircraft which is being used for police purposes;

(iii) to an aircraft arriving at or departing from a licensed aerodrome, or a Government aerodrome, if flying over or in the immediate vicinity of any such place as foresaid is necessary for the purpose of effecting such arrival or departure; or

(iv) to an aircraft passing from place to place in the ordinary course of navigation and flying at a reasonable height.

(b) The provisions of this paragraph are without prejudice to the provisions of this regard, Annexure 'D' to the convention for the regulation of Aerial Navigation 1919.

(4) Within India no aircraft shall be flown in such a manner or in such circumstances as, by reason of low altitude or proximity to persons or dwellings or to other aircraft, or for any other reason cause unnecessary danger to any person or property (including animals) on land or water or in the air provided that, in circumstances where para (2) or para (3) of this Rule does not apply an aircraft which is flying above an altitude of 500 feet above the ground or water and outside a distance of 500 feet from any object on the ground or water, shall not be deemed to be flying in contravention of this Order solely by reason of its low altitude or proximity to person or

dwelling.

### **Towing and Picking up Objects**

15. (1) The person in command of an aircraft shall not permit anything to be towed by such aircraft except in accordance with the requirements of the appropriate authority.

(2) Subject to the provision of para (2) of this Rule, an aircraft shall not:-

(a) be used in flight for the purpose of towing another aircraft or any banner, drougue, flag or similar article; or

(b) be towed in flight by another aircraft unless the aircraft is being so used or towed.

(i) in accordance with an express authorisation included in the terms of the certificate of airworthiness or the validation of such a certificate in force in respect of such aircraft and subject to any conditions or limitations contained in such terms; or

(ii) in a case where such a certificate or validation is not required, in accordance with such conditions or limitations as may be specified in a special permission in writing given by the Minister : Provided that, save in the case of the towing of a glider by a flying machine (to which the rules in Section X of these Rules apply), an aircraft shall not in India be so used or towed at night or during conditions of bad visibility except in so far as may be expressly authorised in those circumstances by special permission in writing of the Minister.

(3) For the purpose of para (2) of this Rule, an aircraft, banner, drogue, flag or similar article shall be deemed to be towed if it is attached to aircraft in flight by any means external the aircraft to which it is attached which cause the aircraft, banner, drogue, flag or similar article so attached to follow or accompany in flight the aircraft which it is attached: Provided that nothing in this paragraph shall prohibit the reasonable use or display by or from an aircraft in flight of radio aerials, any instrument which is being used for experimental purposes or any signal, apparatus equipment or article required or permitted to be displayed or used by from an aircraft in flight in accordance with any provision of this Order or of any regulation made by the Minister thereunder.

(4) Subject to the provision of para (5) of this Rule, an aircraft shall not be used in flight within India for the purpose of picking up any object from the ground except :-

(a)(i) in accordance with an express authorisation for that purpose included in the terms of the certificate of airworthiness or the validation of such a certificate in force in respect of such aircraft; and

(ii) with the special permission in writing of the Minister and in accordance with any conditions or limitations therein specified; or

(b) in case where such a certificate of validation is not required, in accordance with such conditions or limitations as may be specified in a special permission in writing given by the Minister.

(5) Para (2), (3) and (4) of this Rule shall not apply to an aircraft flown in accordance with the terms, in this regard, of provision of annexure 'D' to the convention for the regulations of Aerial Navigation 1919.

### **Dropping Objects**

16. (1) The person in command of an aircraft shall not permit anything to be dropped from the aircraft in flight which might endanger persons or property on the ground or water.

(2) No objects, whether attached to a parachute or not, shall be dropped or projected from an aircraft flying within India unless the object is dropped or projected in accordance with any conditions or limitations which may be prescribed or specified in any special permission in writing given by the Minister.

(3) Nothing in this Rule shall be taken to prevent the person in command of an aircraft or any person authorized by him from dropping ballast in the form of fine sand or water, dropping in accordance with Rule 60 ropes used for towing aircraft, jettisoning fuel in a case of emergency or using apparatus solely for the purpose of navigating an aircraft when the approval of the Minister to the type of apparatus and method of use has previously been notified.

### **Parachute Descents**

17. (1) Parachute descents, other than emergency descents, shall not be made unless authorised by the appropriate authority.

(2) A person shall not, except in a case of emergency, descend by means of a parachute from an aircraft flying within India, unless the descent is made in accordance with any conditions or limitations which may be prescribed or specified in any special permission in writing given by the minister.

### **Acrobatic Flight**

18. (1) No aircraft shall carry out any acrobatic flight so as to endanger air traffic.

(2) If an appropriate authority has prohibited acrobatic flight over any area, no aircraft shall

perform such flight over that area without the prior consent of such authority.

(3) Within India no aircraft shall carry out any acrobatic flight over any town or populous area.

(4) Within India no aircraft shall carry out any acrobatic flight within a control zone save with the consent of the appropriate Air Traffic Control.

### **Additional Rules for Night Operations**

20. (1) Lights:- (a) As to aircraft in operation:- By night, all aircraft being operated shall display lights as prescribed in the appropriate International Standards: Provided that a flying machine registered in India shall not be required to display lights other than those described in Section XII of these Rules when flying within the territory of another Contracting State. When so flying, however, such a flying machine may display, instead of the fixed lights described in sub-paragraphs (a) and (b), of para (1) of Rule 65, flashing lights otherwise of the same character, and instead of the fixed white rear light described in sub-paragraph (c) of para (1) of Rule 65, of flashing light, alternating white and red, if that Contracting State has agreed to such usage.

By night, an aircraft flying within India shall display, as may be appropriate to the circumstances of the case, the lights described in Section XII of these Rules and no other lights which might be confused with those lights shall be displayed : Provided that a flying machine registered in another Contracting State may display, when flying within India, instead of the fixed lights described in sub-paras (1), (b) and (c) of para 1 of Rule 65, the flashing lights described above, if that Contracting State has agreed to such usage.

(b) As to Aircraft Not in Operation:- By night, at all aerodromes used or available for night flying, all aircraft parked or moving on the manoeuvring area or in dangerous proximity thereto shall be clearly illuminated or lighted, or the area which they occupy shall be marked with obstruction lights.

(c) In India, in the event of the failure of any light which is required to be displayed in flight and, if the light cannot be immediately repaired or replaced, the aircraft shall land as soon as it can safely do so, unless authorised by Air Traffic Control to continue its flight.

(2) Flights within Control Areas or Control Zones:- If so directed by the appropriate authority, all aircraft being operated by night within the territory of a Contracting State and within control areas or control zones shall be flown in accordance with the Instrument Flight Rules in Section V of these Rules or as otherwise authorised by Air Traffic Control.

### **Authority of Person in Command of an Aircraft**

20. The person in command of an aircraft shall be directly responsible for its operation and shall have final authority as to the disposition of the aircraft while he is in command, which shall include the maintaining of discipline of all persons on board.

### **Notification of Arrival**

21. The person in command of an aircraft making a flight for which a flight plan has been submitted to the appropriate Air Traffic Control pursuant to Rule 29 or to Rule 34 shall be responsible for ensuring that a notification of his arrival is submitted immediately upon landing for transmission to that Control. In India the person in command of an aircraft, who, prior to flight, has made or caused to be made a notification of his intended arrival to the responsible aviation authority of the aerodrome of his destination, either through the Air Traffic Control or otherwise, shall, if he changes his destination or makes a landing en-route so that arrival at his destination will be appreciably delayed beyond the time notified, make known or cause to be made known to the authority any such alteration by the most rapid means at his disposal.

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## **SECTION IV**

### **Visual Flight Rules (V.F.R.)**

22. An aircraft unable to comply with the rules in this Section must be flown in accordance with the Instrument Flight Rules in Section V.

### **Within Control Areas, Control Zones and Flight Information Regions**

23. An aircraft flying in a control area, control zone or flight information region shall :
- (a) remain at least 2,000 feet horizontally and 500 feet vertically from cloud and in a flight visibility of at least three nautical miles, or
  - (b) be flown in accordance with any instructions received from Air Traffic Control, or
  - (c) if in a flight information region below a notified height, be flown clear of all cloud and in sight of the ground or water : provided that:-
    - (i) if so notified, the aircraft at night shall always comply with para (b) of this Rule; and
    - (ii) in control zones, if the ground visibility is less than three nautical miles, at an aerodrome aircraft shall not take off land, approach to land or fly within the traffic zone of the aerodrome without permission from the appropriate Air Traffic Control.

## **Avoidance of Collision**

24. When flying under Visual Flight Rules, it is the direct responsibility of the person in command of an aircraft to avoid collision with other aircraft, notwithstanding that the flight is being conducted on an air traffic clearance.

## **SECTION V**

### **Instrument Flight Rules (I.F.R.)**

25. (1) An aircraft which is flying within a flight information region, and whose flight does not comply with the Visual Flight Rules in Section IV, must comply with the Visual Flight Rules in Section IV, must comply with the Instrument Flight Rules in para (1) of Rule 25.

(2) An aircraft which is flying within a control area or a control zone and whose flight does not comply with the Visual Flight Rules in Section IV must comply with the Instrument Flight Rules 27, 28, 29, 30 and 31.

## **Flight within a Flight Information Region**

26. (1) An aircraft in flight above a notified height within a flight information region is to be flown at a cruising attitude appropriate to its magnetic track, the altimeter to be set according to a fixed and defined datum in a notified manner, as given in the table below :-

-----  
Magnetic Track Cruising Altitude  
-----

0' to 089' inclusive Odd thousands of feet.

090' to 179' inclusive Odd thousands of feet + 500ft

180" to 269' inclusive Even thousands of feet.

270' to 359' inclusive Even thousands of feet +500ft  
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(2) The person in command of an aircraft about to fly within a flight information region may at any time submit or cause to be submitted a flight plan to the appropriate Air Traffic Control, if he so desires.

## **Flight within a Control Area or a Control Zone**

27. (1) The pilot in charge of an aircraft flying within a control area or a control zone shall be qualified for flight under these Rules in accordance with the International standards for personnel licensing and the aircraft shall be equipped with suitable instruments with radio apparatus so as to maintain two-way communication with the appropriate Air Traffic Control and with radio navigation apparatus appropriate to the route to be flown.

(2) In the case of an aircraft registered in India the aircraft shall be equipped with the prescribed instruments and with the prescribed radio apparatus, which shall be operated by a person who is the holder of a license authorising him to operate such apparatus and, when the aircraft is a flying machine, no person shall act as pilot in charge or, in a case where in pursuance of any provision of this Order a second pilot is required as a member of the operating crew of the flying machine, as second pilot thereof unless there is included in the Pilot's licence which he holds an instrument rating valid with respect to that flying machine.

## **Flight Plan**

28. Prior to take off from any point within or prior to entering a control area or control zone, the person in command of an aircraft shall submit or cause to be submitted a flight plan to the appropriate Air Traffic Control. Such flight plan shall contain the following particulars unless otherwise authorized by the appropriate Air Traffic Control :-

- (a) the aircraft identification and radio call-sign;
- (b) the type of aircraft involved ;
- (c) the name of the person in command of the aircraft;
- (d) the point of departure ;
- (e) the cruising altitude, or altitudes, and the route to be followed
- (f) the point of first intended landing;
- (g) the proposed true airspeed at cruising altitude;
- (h) radio transmitting and receiving frequency or frequencies to be used
- (i) the proposed time of departure ;
- (j) the time which, it is estimated, will elapse until arrival over the Point of first intended landing ;



- (k) the alternate aerodrome or aerodromes
- (l) the amount of fuel on board expressed in hours
- (m) the number of persons on board ;
- (n) any other pertinent information which the person in command of the aircraft, or the Air Traffic Control, deems necessary for control purposes.

### **Air Traffic Clearance**

29. Prior to operating an aircraft in a control area or a control zone, the person in command thereof shall obtain an air traffic clearance based on the flight plan from the appropriate Air Traffic Control. Aircraft shall be flown in accordance with air traffic clearances, and where applicable, shall follow the notified instrument approach procedure for the aerodromes to be used. No deviations shall be made from the requirements of an air traffic clearance unless an emergency situation arises which necessitates immediate action in which case, as soon as possible after such action is taken, the person in command of the aircraft shall inform the appropriate Air Traffic Control of the deviation and, if necessary, obtain an amended air traffic clearance.

### **Radio Communications**

30. The person in command of an aircraft flying within a control area or a control zone shall be responsible for ensuring that a continuous listening watch is maintained on the appropriate radio frequency and that the time and attitude of passing each reporting point, together with any other required information, are reported by radio as soon as possible to the appropriate Air Traffic Control.

### **Communication Failure**

31. In the event of inability to maintain two-way radio communication as required by Rule 30, the person in command of an aircraft shall observe one of the following procedures :-

- (a) continue to destination if it is possible to do so by flying only in conditions equal to or better than those specified in paragraph (a) of Rule 23; or
- (b) proceed according to the notified procedure.

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## **SECTION VI**

## **Additional General Flight Rules (India)**

### **Right Hand Side Traffic**

32.

(a) An aircraft, which is flying within India in sight of the ground and following a line of landmarks (such as a road, railway, canal or coast line), shall keep such line of landmarks at least 300 yards on its left, and shall not fly keeping on its right such line of landmarks except at a sufficient distance therefrom to avoid other aircraft, which may be following the line in accordance with this rule.

(b) A person in command of an aircraft flying within India and following a track indicated by a directional radio guide shall, as far as practicable, navigate the aircraft so as to keep the entire line of such guide on its left.

### **Flight Plan required for V.F.R. Flight**

33.

(1) Irrespective of whether a flight is to be made in accordance with the Instrument flight Rules in Section V of these rules or not, before commencing a flight within a specified air space the person in command of an aircraft shall submit or cause to be submitted to the appropriate Air Traffic Control a flight plan containing such of the particulars specified in Rule 29 as may be necessary in the circumstance.

For the purpose of this paragraph a specified air space means an air space specified for the above purpose in a Notice to Airmen.

(2) Unless an air traffic clearance has been granted in accordance with Rule 29 the person in command of an aircraft who has submitted a flight plan in accordance with paragraph (1) of this rule shall not fly, except as provided in the Visual Flight Rules in Section IV of these rules.

(3) When a flight plan has been submitted in accordance with paragraph (1) of this rule, the person in command of an aircraft which is able to communicate by radio with an appropriate radio station shall, if he finds it necessary to deviate in respect of any particular from the said flight plan, report by radio the nature of the deviation proposed and obtain an amended air traffic clearance.

### **Aircraft Able to Communicate by Radio Within Flight Information Regions**

34. Irrespective of whether an aircraft is flying within a control area, or a control zone, if it is flying within a flight information region and is unable to comply with Rule 23, the aircraft shall, if it is able to communicate by radio with the appropriate Area Control and if so required by that control.

- (a) report to that Control its position and such other particulars relating to its navigation as may be required of it ;
- (b) follow the advice of the Control as far as may be practicable to do so, and report whether it is able to comply or not; and
- (c) maintain two-way communication with that Control.

### **Aircraft Registered in India compulsorily Equipped with radio Apparatus**

35. An aircraft registered in India which is undertaking a flight for which the carriage of radio apparatus is compulsory under this order shall maintain two-way radio communication with such radio stations as may be appropriate to the route along which it is flying and shall make such reports as to its position, height, course and speed and other matters pertaining to the safety of air navigation (such as weather or icing conditions) as the circumstances may require.

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## SECTION VII

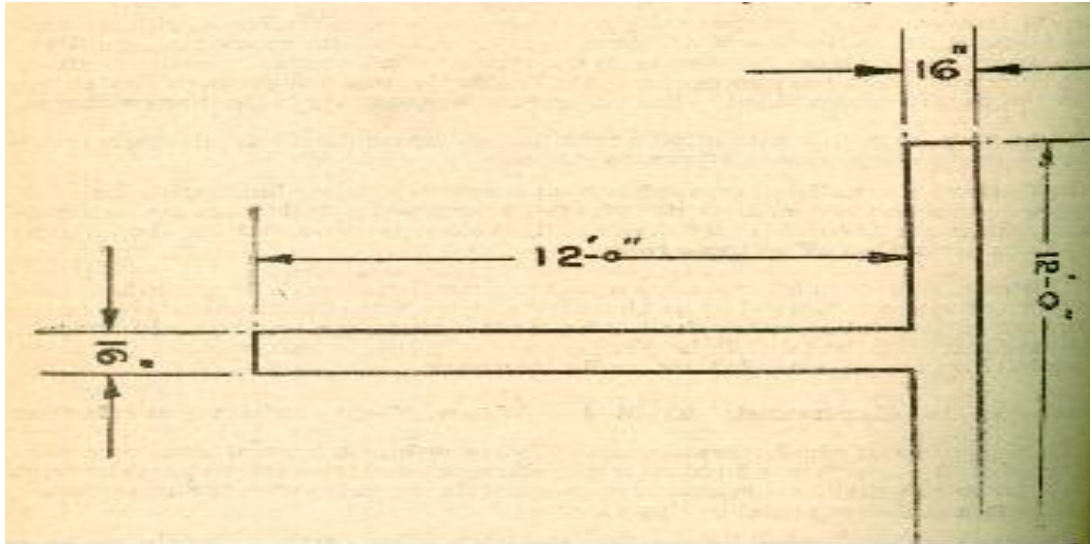
### Aerodrome Flight Rules

#### **Interpretation**

36.

(1) In this Section and Sections VIII, IX and X of these rules, the following expressions shall have the meanings hereby assigned to them, namely:-

- (a) "Signal Area" means a selected part of an aerodrome set aside for display to aircraft in the air of the ground signals referred to in Section VIII of these rules ;
- (b) "Landing Strip" means a rectangular portion of the landing area, specially prepared for the take-off and landing of aircraft in a particular direction ;
- (c) "Landing T" means a device in the form of a horizontal T, as in the diagram below, to indicate visually to aircraft the direction designated for the time being for landing or take-off. The colour of the T shall normally be white but this may be varied if the back ground is of such character that alteration of the colour would give improved visibility from the air ;



(d) "Runway" means a hard surfaced straight path, within a landing strip, normally used for the take-off and landing of aircraft ,

(e) "Taxiway" means a specially prepared or marked path on the manoeuvring area of an aerodrome, which is intended for the use of aircraft in motion other than when taking off or landing.

(2) The rules in this section are applicable to aeroplanes which are operating in the vicinity of an aerodrome situated in India and shall also apply, as far as practicable to other classes of aircraft, when they fly in vicinity or make use of any such aerodrome which is used by aeroplanes.

(3) Where in the interests of safety it appears necessary for him to do so, the Minister may make special rules applicable within the airspace upto 2,000ft above the level of a particular aerodrome and within 3,000 yards of the aerodrome boundaries, or within such other altitude above or distance from a particular aerodrome as may be notified, and may exclude from such air space certain classes of aircraft or any aircraft which cannot conform to such special rules.

(4) The Minister may temporarily suspend the application of any or all of the rules in this Section and where any such suspension is for the time being in force shall cause to be displayed the signal described in sub-paragraph (a) of paragraph (3) of Rule 46.

## General

37.

(1) The person in command of an aircraft shall, immediately on arrival at or prior to departure from an aerodrome having an aerodrome control, ensure that the aerodrome control is notified of the flight which he has just made, or which he is about to undertake.

(2) The person in command of an aircraft about to undertake a flight by night is responsible that such advance notice of the flight as may be required by the circumstances of the case is given to the aerodrome control in order that the rules for night landing in section IX of these rules may be complied with at the aerodromes to be used by the aircraft.

(3) Where there is an aerodrome control, except with consent of such control, two or more aeroplanes shall not land or take-off in formation.

(4) The Aerodrome Control may prohibit the departure of an aircraft on flight which in his opinion could not be made without contravention of these rules.

(5) The Air Traffic Control may as regards arrivals and departures, give priority to aeroplanes operating in accordance with an air traffic clearance over aeroplanes not so operating.

### **Traffic Zone Rules**

38.

(1) Except with the consent of the Air Traffic Control an aeroplane, flying less than 2,000 ft above an aerodrome level and within 3,000 yards of the aerodrome boundaries, or flying within such other altitude above or distance from a particular aerodrome as may be notified, shall comply with the following rules:-

(a) It shall fly at least 500 feet below and clear of cloud, or as far below cloud as is consistent with sub-paragraph (b) (i) of this paragraph.

(b) Except for the purpose of taking-off or landing at the aerodrome,

(i) it shall keep the manoeuvring area on its left or follow the procedure authorised by Air Traffic Control ;

(ii) it shall not fly at a height of less than 500 feet above the level of the manoeuvring area ; and

(iii) it shall not fly over the manoeuvring area.

(2) If an aeroplane having taken-off from or being about to land at an aerodrome makes a circuit or partial circuit the turning shall be made clear of the manoeuvring area and shall be left-handed, or shall be in conformity with the procedure authorised by Air Traffic Control.

### **Landing Rules**

39.

(1) An aeroplane shall land at an aerodrome-

(a) by day, in the direction indicated by the landing T or, if no landing T is displayed, as nearly into wind as practicable; and

(b) by night, in the direction indicated by the landing lights described in Section IX of these rules.

(2) When the dumb-bell signal described in paragraph (4) of Rule 45 is displayed at an aerodrome, an aeroplane shall land upon a runway. An aeroplane shall not land upon a runway until such runway is clear of other aircraft unless granted permission to do so by the Aerodrome Control.

(3) Where in exceptional circumstances by day it is necessary for the Safety of an aeroplane that its landing shall be made in a direction other than that indicated by the landing T, an aeroplane shall not land in such other direction at an aerodrome having an aerodrome control until it has obtained the consent of the aerodrome Control.

(4) At an aerodrome where landings are not confined to a runway an aeroplane when landing shall leave clear on its left an aeroplane which has already landed or already landing or about to take-off, and, if after landing it requires to turn, it shall turn to left after making sure that such action will not conflict with other traffic movements. By night, an aeroplane landing with the aid of an aerodrome lighting system is described in method B in paragraph (2) of Rule 50 shall normally so land as to keep the line of landing lights on its left.

(5) An aeroplane which is unable to communicate by radio with the air Traffic Control shall, before landing at an aerodrome having an aerodrome control, make circuit or partial circuit of the aerodrome for the purpose of observing the traffic and reading such ground markings and signals as may, in accordance with the rules in Section VIII of these rules be displayed here at, unless it has the consent of the Aerodrome Control to do otherwise.

## **Landing Signals**

40.

(1) Instruction Not To Land.

(i) At any aerodrome the firing of a red pyrotechnical light or the display of a red flare from the ground or a continuous red luminous beam directed at an aeroplane in flight, whether by day or night and notwithstanding any previous permission, shall constitute an instruction to such aeroplane that its landing is temporarily prohibited provided that the red pyrotechnical

light or red flare shall normally be used in preference to the red luminous beam when, to emergency, it is necessary by day to prohibit the landing of an aeroplane which is about to land and which is at a height of less than 300 feet above the level of the landing area ;

(ii) at any aerodrome an intermittent red luminous beam, directed at an aeroplane in flight, shall constitute an instruction to such aeroplane that owing to the aerodrome being unfit or for any other reason, it should make a landing elsewhere.

(2) Instruction to Return and Land :- At any aerodrome an intermittent green luminous beam directed at an aeroplane in flight shall constitute an instruction to such aeroplane that it shall return to the aerodrome and await the signal for permission to land.

(3) Permission to Land.

(a) By night, at an aerodrome notified as having at night an Aerodrome Control an aeroplane wishing to land without being compelled to do so shall, before landing, ask permission by a signal made either by radiotelegraphy or radiotelephony or by a green visual signal made by means of a lamp or projector, but not by means of its navigation lights. Exceptionally, in the event of an aeroplane being unable to make any of these signals it shall fire a green pyrotechnical light ;

(b) by day, an aeroplane wishing to land at an aerodrome having an Aerodrome Control in a direction other than that indicated by the landing shall unless otherwise agreed before hand with the Aerodrome Control, before landing ask permission by a signal made by one of the methods described in sub para (a) above ;

(c) the reply shall be given from the ground to the aeroplane either by radiotelephony or radiotelegraphy or by visual signal ; Provided that, when permission has been asked by visual signal, the replay shall always be given by visual signal ;

(d) when the reply is given by visual signal, such signal shall be by a continuous luminous beam directed at the aeroplane, and the colour of such beam shall be green to give permission to land and shall be red to prohibit landing,

(e) an aeroplane which has received permission to land by visual signal shall by night acknowledge such signal by displaying until it lands a steady white light directed downwards.

(4) When from an aeroplane wishing to land without being compelled to do so there are seen by night either of the visual signals described in para (1) of Rule 62 indicating that another aircraft is compelled to land, the aeroplane shall not attempt to land notwithstanding that it may already have received permission to do so, until it received a fresh permission.

## **Take-Off Rules**

41.

- (1) An aeroplane when taking-off from an aerodrome shall normally do so in the direction indicated for landings. At an aerodrome where by day, a black ball signal is displayed on the mast the direction in which take-off is to be made shall be agreed with the Aerodrome Control.
- (2) When the dumb-bell signal described in para (4) of Rule 45 is displayed at an aerodrome take-off shall be made upon a runway, unless otherwise agreed with the Aerodrome control.
- (3) At an aerodrome where landing and take-offs are not confined to a runway an aeroplane about to take-off shall leave clear on its left any aeroplane which is already taking-off, or which has just taken off.
- (4) At an aerodrome notified as having an Aerodrome Control, control may be exercised by means of the movement signals described in Rule 43 and no aeroplane shall take-off until it has received permission to do so. When control is being exercised in this manner, the signal described in sub-paragraph (b) of para (2) of Rule 46 shall be displayed at or near the station of the Aerodrome Control.

## **Taxying Rules**

42.

- (1) The provisions in para (2), (3) and (4) of the Rule shall apply to aeroplanes and vehicles which are moving on the manoeuvring area of an aerodrome.
- (2)
  - (a) Aeroplanes which are landing or taking off shall be given free way by other aeroplanes and by vehicles.
  - (b) An aeroplane, after landing, shall move clear of the landing strip in use as soon as possible to do so.
  - (c) A vehicle which is towing an aeroplane shall be given free way by other vehicles and by aeroplanes which are not landing or taking off.
  - (d) An aeroplane shall be given free way by a vehicle which is not towing an aeroplane.
  - (e) An aeroplane or vehicle which obliged by the provisions of this paragraph to give freeway to another shall, if necessary in the circumstances in order to do so, reduce its speed or stop.
- (3) If danger of collision exists between an aeroplane or vehicle and another aeroplane or



vehicle, such of the following procedures as may be appropriate in the circumstances shall be applied :-

- (a) When the two are approaching head on or nearly head on, each shall alter its course to the right;
  - (b) When one is overtaking the other, the one which is overtaking shall keep out of the way of the other by altering its course to the right and no subsequent changes in the relative positions of the two shall absolve the one which is overtaking from this obligation until it is finally past and clear of the other.
  - (c) subject to the provisions of para (2) of this Rule, when the two are on converging courses, the one which has the other on its right shall give way to the other and shall avoid crossing ahead of the other unless passing well clear of it.
- (4) A vehicle moving along a runway or taxiway shall as far as practicable keep to the right side of the runway or taxiway.
- (5) At an aerodrome no vehicle shall have access to the manoeuvring area except as may be permitted by the responsible aviation authority at the aerodrome.
- (6) When an aeroplane is being towed, the person in charge of the towing vehicle shall be responsible for compliance with the provisions of this Rule.
- (7) At an aerodrome notified as having an Aerodrome Control, the movement of aeroplanes and vehicles on the manoeuvring area shall be subject to control by means of the movement signals described in Rule 43 and no aeroplane or vehicle shall proceed on to the manoeuvring area, and, in a case where a runway is in use, on to that runway, until it has received permission to do so by signal. When control is being exercised in this manner, the signal described in sub-para (b) of para (2) of Rule 46 shall be displayed at or near the Station of the Aerodrome Control.
- (8) Nothing in this Rule shall relieve the person in command of an aeroplane or the Person in charge of a vehicle from the responsibility for taking such action as will best aid to avert collision.

### **Movement Signals**

43. Traffic may be controlled by day or by night by the use of radiotelephony or radiotelegraphy between an aeroplane and the Control or by the use of the following signals :-

- (a) to authorise a movement on the manoeuvring area, other than taking off, the Control shall direct at the aeroplane or vehicle an intermittent green luminous beam;
- (b) to authorise an aeroplane on the ground to take-off, the Control shall direct at the aeroplane a

continuous green luminous beam;

(c) subject to the proviso to para (1) of Rule 40, to prohibit temporarily landing, taking off or any movement on the manoeuvring area, the Control shall direct at the aeroplane or vehicle a continuous red luminous beam;

(d) to instruct an aeroplane in the air that, owing to the aerodrome being unfit or for any other reason, a landing should be made elsewhere, or to instruct an aeroplane or vehicle on the ground which has moved on to the landing strip in use preparatory to departure or for any other reason to move clear of the landing strip immediately, the Control shall direct at the aeroplane or vehicle an intermittent red luminous beam;

(e) to authorise an aeroplane to land, the Control shall direct at the aeroplane a continuous green luminous beam;

(f) to instruct an aeroplane in of flight that it should return to the aerodrome and await the signal for permission to land, the Control shall direct at the aeroplane an intermittent green luminous beam;

(g) to instruct an aeroplane or vehicle on the ground, which has moved onto the manoeuvring area, that it should return to the place from which it started, the Control shall direct at the aeroplane an intermittent white luminous beam and this signal shall when necessary, be preceded by a continuous red luminous beam;

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## SECTION VIII

### **Rules for Ground Marks and Signals by day at Aerodrome in India**

44. The Rules in this Section and Sections IX and X of these Rules shall be complied with at any Licensed aerodrome and at any Government aerodrome which has been notified as available for use by civil aircraft, except in so far as exemption therefrom may be notified in respect of any such aerodrome. These Rules should be read on conjunction with Rule 58.

#### **Aerodrome Rules**

45. Whenever aircraft are making use or may be expected to make use of an aerodrome in India, the following requirements shall be complied with by day:-

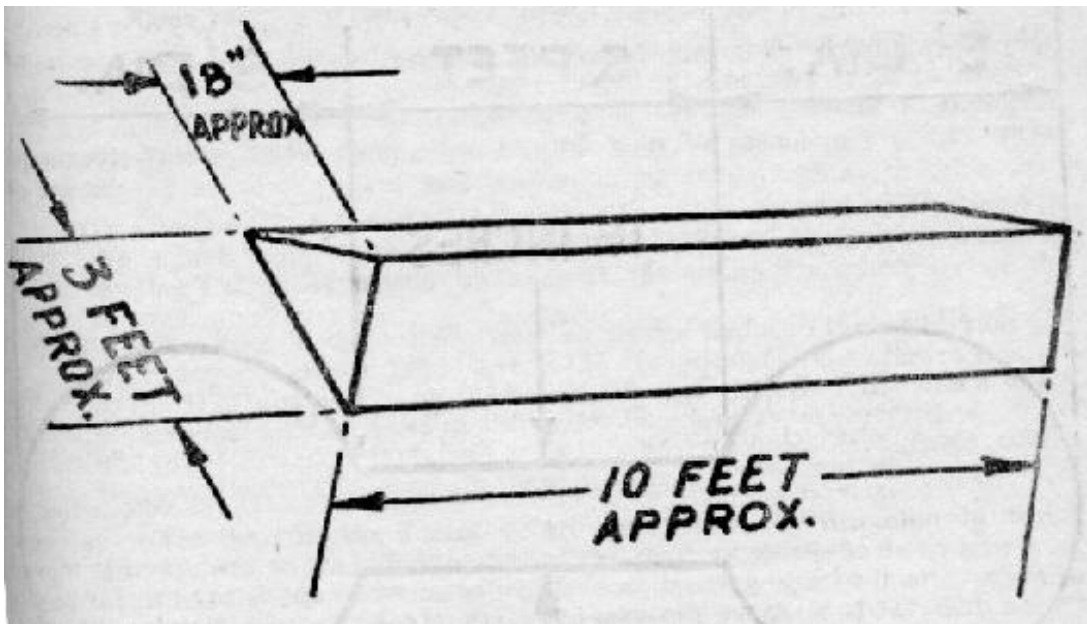
(1) The direction of the surface wind shall be clearly indicated by a wind sleeve. Any other method of wind indication may be used in addition.

(2) (a) The manoeuvring area shall be kept free from obstructions as far as possible and any

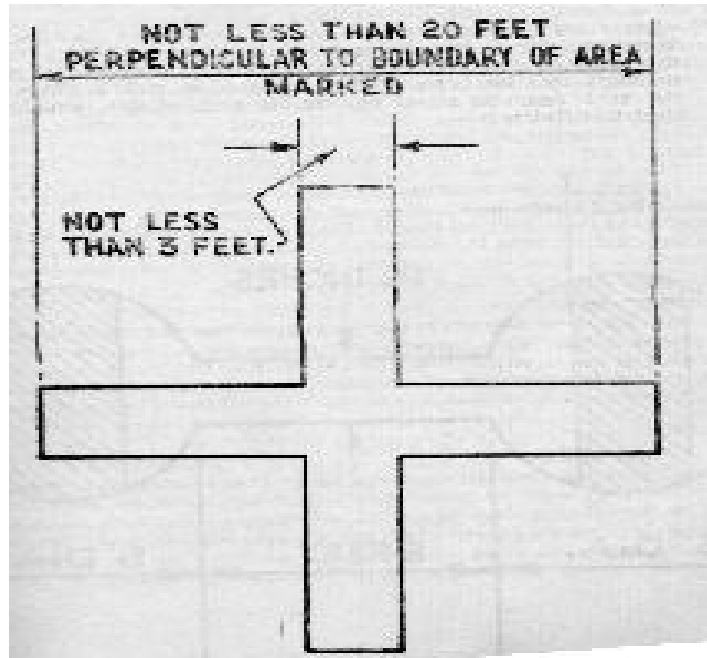
obstructions on the manoeuvring area shall be indicated by clearly visible aerodrome markings.

(b) Any area set apart as a parking area shall be situated so as to be clear of the landing strip in use and so as not to interfere with the normal movements of aircraft manoeuvring on the ground.

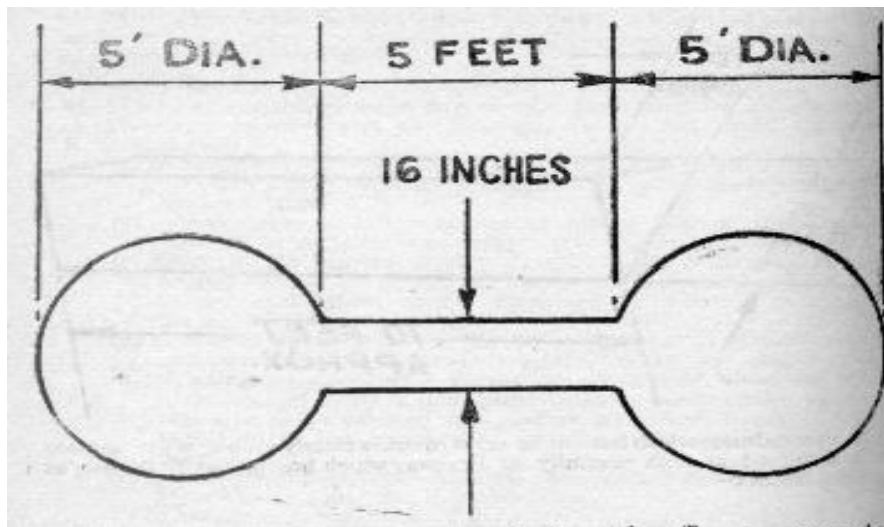
(3) At an aerodrome where aircraft manoeuvring is not confined to runways and taxiways the boundaries of the landing area shall be made clearly visible both to the aircraft in the air and to aircraft manoeuvring on the manoeuvring area by means of markers as illustrated by the type below, and, in that part of the manoeuvring area which becomes unfit for use, such part shall be delimited by clearly visible markings or flags, and shall, in addition, be indicated by one or more clearly visible crosses.



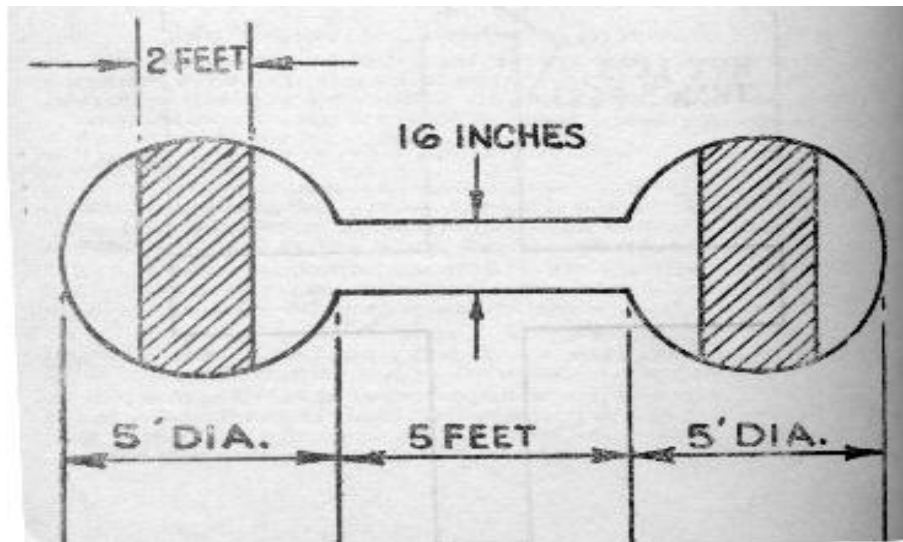
At an aerodrome which has one or more runways clearly visible white crosses shall be displayed at each extremity of a runway which becomes unfit for use, as illustrated below :-



4 (a) When aeroplanes are required to land or take off on a runway a white dumb-bell signal, as illustrated below, shall be displayed horizontally in the signals area :-



(b) When aeroplanes are required to land or take off on a runway and the dumb-bell signal described in (a) of this paragraph is displayed, but when the manoeuvring area, nevertheless, is not confined to runways and taxiways to black strips may be placed at right angles to the shaft of the said dumb-bell signal one across each of the circular discs are illustrated below :-



(5) When any of the above conditions cannot be complied with the signal to prohibit all landings referred to in (a) of para (4) of Rule 46 shall be displayed.

#### Rules relating to Aerodromes Having a Aerodrome Control

46. The Government may establish an Aerodrome Control at an aerodrome where in opinion of the Government this course is necessary in the interests of safety and may apply to such aerodromes any or all of the following requirements as to signals by day, which shall be complied with to such extent as they are so applied :-

(a) (1) A landing T as described in para (1) of Rule 36 shall be displayed in the signals area. When a runway is to be used for landing, a second landing T shall be placed on and at the approach extremity of the runway.

(b) Every landing T shall be placed so as to indicate the direction in which aeroplane must land, save in the exceptional circumstances referred to in (d) of this paragraph, and normally the direction in which aeroplanes must take-off, save in exceptional circumstances referred to in (c) and (d) of this paragraph, and so as to afford the most favourable conditions available at the time for these manoeuvres.

The shaft of the T shall be set parallel to the direction in which aircraft are to land, and the end of the shaft at which the cross arm is set shall indicate the direction in which such landing is to be made; when a runway is to be used for landing and take-offs the shaft of 'T' shall be set parallel to the runway.

(c) Exceptionally, where the natural conditions do not permit landings and departures to be made in the same direction, the landing T shall indicate the direction for landing and, by day, a black ball, 2 feet in diameter on a mast shall be displayed so as to be clearly visible to aircraft on the manoeuvring area to indicate that the directors of landing and taking-off may not coincide. A disc,

2 feet in diameter; of the same colour as the 'T' shall be displayed alongside the cross piece of the T and in line with the shaft of the T to indicate to aircraft in the air that the direction of the take-off and landing do not coincide.

(d) Exceptionally, in circumstance liable to be prolonged when a signal direction of landing and departure is not suitable for all types of aircraft using the aerodrome, the signal described in (b) of para (4) of this Rule shall be displayed to indicate to aircraft in the air the necessity for the observance of precautions in landing, the black ball and disc signals referred to in (c) of this paragraph shall be displayed and a landing or take-off in a direction other than that indicated by the T shall be authorised by means of the signals Prescribed in Section VII of these Rules or by pre-arrangement with the Aerodrome Control.

(2) (a) To indicate to aircraft on the manoeuvring area prior to departure the direction in which aircraft are to take-off, one or more sets of two figures denoting the magnetic direction of the take-off in units of ten degrees to the nearest ten degrees may be displayed vertically at or near the position of the aerodrome Control so as to be clearly visible to such aircraft.

(b) To indicate to aircraft on the manoeuvring area that aerodrome traffic is subject to control by means of the movement signals described in Rule 43 a flag, or vertical board, having 12 equal four arranged horizontally and three arranged vertically coloured red and yellow alternately, shall be displayed at or near the Station of the Aerodrome Control.

(3) (a) Then in accordance with para (4) of Rule 36 the Minister temporarily suspends wholly or partially the application of the Aerodrome Flight Rules in section VII of these Rules there shall, to indicate such suspension, be placed horizontally in the signal area a red square panel at least 10 feet square.

(b) If during any such suspension as aforesaid it is also provided that an aeroplane flying within the traffic zone is to keep the manoeuvring area on its right and that the circuit or partial circuit is to be right-handed, the signal area shall along two of its side be bordered by a rectangular panel at least 3 feet wide, and at the extremity of one of the rectangular panels there shall be placed an equilateral triangle in such a manner as to indicate a right-hand circuit. The rectangular panels and the triangle aforesaid shall be coloured with red and yellow bands.

If, however, without any such suspension, the Air Traffic Control requires that the manoeuvring area shall be kept on the right and that the circuits or partial circuits shall be right-handed, the above signal shall be displayed without the red square panel.

(4) (a) When special circumstances necessitate a prohibition to land liable to be prolonged there shall be placed horizontally in the signal area a red square panel atleast 10 feet square, the diagonals of which shall be marked by a yellow strip at least 20 inches wide arranged in the form of an X.

- (b) When owing to the bad state of the manoeuvring area or for any other reason the observance of special precautions in approaching to land and in landing is required, there shall be placed horizontally in the signal area, a red square panel at least 10 feet square, one of the diagonals of which shall be marked by a yellow strip at least 20 inches wide.
- (5) (a) When landings by means of a radio guide are taking place or are about to take place the fact may be indicated by hoisting on mast in the signal area a yellow triangular equilateral pyramid each side of which measures at least 6 feet.
- (b) Square yellow panels at least 10 feet square, or such other signal as may be notified, may be placed horizontally at intervals along the boundary of a control zone or traffic zone for the guidance of aircraft which are operating under Visual Flight Rules. The display of such a signal shall indicate to the pilot of an aircraft that Instrument Flight Rules are in force within the control zone.
- (c) At an aerodrome situated within a control zone, when conditions of cloud or visibility are such that flights to and from such aerodrome cannot be made under the Visual Flight Rules in Section IV of these Rules, save with the consent of the Air Traffic Control, a flashing amber light may be displayed at or near the Section of the Aerodrome Control.
- (6) There shall be displayed vertically, so as to be clearly visible to aircraft on the manoeuvring area which have landed or are about to depart, in a position at or near the place at which the person in command of an aircraft is required by Rule 37 to report to Aerodrome Control the letter C in black against a yellow background.

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## SECTION IX

### Rules for Night Lighting at Aerodromes in India

47

- (1) Whenever aeroplanes are making use of or may be expected to make use of any aerodrome referred to in Rule 44 by night the Rules in this Section shall be complied with, except in so far as exemption therefrom may be notified in respect of such aerodrome.
- (2) In this Section the following expressions shall have the meanings hereby respectively assigned to them, namely :
- (a) "Angle of Approach Light" means a light at or near ground level at an aerodrome to indicate to an aeroplane in the approach way, which is approaching for the purpose of landing, its position in the vertical plane relative to a pre-determined safe path of descent for landing, and so arranged is to show an orange-yellow light when the aeroplane is above the said path, a green light when it is within the said path, and a red light when it is below the

said path;

(b) "Runway Threshold Lights" means a line of lights placed across the end of a runway or landing strip to indicate the usable limit thereof, the line being at right angles to the axis of the runway or landing strip, the lights to be equally spaced and not less than four in number and to show green in the direction of approach.

### **Dangerous Lights**

48. No light shall be exhibited by any person at an aerodrome which may endanger the safety of aircraft, whether by reason of glare or by causing confusion with or preventing clear visual reception of the lights or signals required by these Rules to be displayed.

### **Lighting of Obstructions**

49. Fixed red lights shall be displayed:

(a) on all obstructions within the manoeuvring area;

(b) on all obstructions within the approach way;

(c) on all obstructions in the vicinity of the aerodrome which, in the opinion of the Minister, constitute a danger to aircraft in flight. Flashing red lights may, however, be displayed to mark particularly dangerous or extensive obstructions.

### **Lighting for Landings and Take-offs**

50.

(1) The landing strip or strips (where take-offs and landings are made on parallel runways) which afford the most favourable conditions for the landing or take-off of an aeroplane at the time of using the aerodrome, having regard to the strength and direction of the wind and all other relevant circumstances, shall be illuminated by fixed lights in the manner described in Rule as may be appropriate and no other part of the manoeuvring area shall be so illuminated at the same time, except for such lights as may be necessary for guiding aeroplanes manoeuvring on the ground.

(2) Non-runway Aerodromes:- At an aerodrome where a runway is not being used for landing or take-off, the landing strip in use shall be illuminated by one of the following methods :-

#### **Method A**

(i) By floodlight, and an illuminated landing T,



(ii) in addition, by white boundary lights spaced 300 feet apart along the boundary of the aerodrome.

### **Method 'B'**

(a) By fixed lights in the form of a T, in which case :-

(i) the shaft of the T shall be composed of at least six lights and shall be not less than 1,500 feet in length, one light on either side to form the cross arm;

(ii) the light at the foot of the T shall indicate the point where aircraft should touch down and the cross-arm where the run should be completed;

(iii) the distance between the light forming the shaft of the T shall not be more than 300 feet;

(iv) the colour of the lights shall be white;

(v) landings shall be made parallel to the shaft of the T and, except in case of emergency, on the right-hand side of it. In the event, however, of an area on one side of the T becoming obstructed, the light forming the cross arm of the T on that side shall be removed and landing shall be effected on the opposite side.

(b) In addition, by white boundary lights spaced 300 feet apart along the boundary of the aerodrome.

### **Method C**

By two lines of fixed lights, in which case-

(i) each line shall consist of not less than 6 lights and shall extend the full available length of the landing strip and parallel to its axis.

(ii) the distance between the lines shall be not more than 400 feet and not less than 150 feet and within each line the distance between adjacent lights shall be not more than 330 feet;

(iii) in addition, the lights in one line shall be arranged in pairs with those in the opposite line, each pair being at right angles to the axis of the landing strip;

(iv) the colour of the lights shall be :-

(a) white throughout the full length of the lines, or, alternatively,

(b) in the direction of take-off and landing, white for the first two-thirds and yellow for the remaining one-third of the length of the lines,

(3) Runway Aerodromes: - At aerodromes where runways are provided, the edges of a runway in use shall be lighted as follows:--

(a) By fixed lights, not less than six in number, extending the length of the runway, except that in the case of runways exceeding 150 feet in width the lights may be inset in lines parallel to the edges;

(b) the distance between adjacent lights along each edge shall be not more than 330 Feet;

(c) the lights on one side shall be arranged in pairs with those on the opposite side, each pair being at right angles to the axis of the runway. In addition, the approach end of the runway may be indicated by runway threshold lights or angle of approach lights.

(4) Supplementary Lights:- A floodlight, if available, may on request from an aeroplane be used to, supplement either of the lighting Methods Band C specified in paragraph (2) or the method specified in paragraph (3) of this Rule.

### **Lighting of Ground Marks and Signals**

51.

(1) The landing T shall be illuminated with fixed white lights and shall be so orientated as to indicate the direction of landing.

(2) Where Method C of Rule 50 (2) or the method described in Rule 50(3) is in use the landing T shall be illuminated with fixed white lights and shall be placed at the left hand side and at the approach extremity of the lines of lights.

### **Vehicles and aircraft Under Tow**

52. Vehicles engaged in towing aircraft, and aircraft under tow, shall display lights in such a manner as may from time to time be notified by the Minister.

### **Approach lighting**

53. To mark the approach way there shall be operated a system of lighting approved by the Minister, or else there shall be exhibited an angle of approach light placed not less than 100 yards in the landing direction from the approach extremity of the landing strip in use and at the left side of it, when viewed in the direction of landing. A second angle of approach light may be placed opposite the first on the right hand side of the landing strip.

## **Boundary Lights and Taxiway Lights**

54. Taxi way in use shall be illuminated by means of fixed lights placed along their edges, blue on one side and yellow on the other or blue on both sides. At all aerodrome where the manoeuvring area is not confined to runways and taxiways, either paths for guiding an aircraft manoeuvring on the ground to or from landing strip in use shall be marked by lights similar to those prescribed for taxiways, or while lights shall be used to mark the boundary of the manoeuvring area; Provided that, when there are obstructions on such boundary, the lights serving to mark such obstructions may take the place of boundary lights.

## **Identifications Beacon**

55. An identification beacon, flashing in green light two letters in morse code shall be provided and located in an approved position on the aerodrome.

## SECTION X

### **Glider Flight Rules (India)**

#### **General**

56.

(1) Gliders on and in the vicinity of any aerodrome referred to in Rule 45 shall, in addition to complying with paras (2) and (4) of Rule 15 and as far as practicable with the Aerodrome Flight Rules in Section 7 of these Rules, comply with the Rules contained in this Section.

(2) For the purpose of these rules, when a glider is being towed in the air or on the ground by an aeroplane or on the ground by a vehicle, the combination shall be regarded as a single aircraft and the person in command of the aeroplane or vehicle towing shall be the person in charge of the tow and responsible for compliance with these Rules. When there is more than one aeroplane or vehicle engaged in towing, the person in charge of the one of such aeroplanes or vehicles shall, by arrangement with the person or persons in charge of the other aeroplanes or vehicles, or the other aeroplanes or vehicles so engaged, be designated as the person in charge of the tow and shall be responsible for compliance with these Rules and the person or persons in charge of the other towing aeroplane or vehicle, or aeroplanes or vehicles, shall conform to the movements and instructions of the person in charge of the tow.

(3) A glider shall not be manoeuvred, towed in to flight or land, save in emergency at and aerodrome used by other classes of aircraft, without the permission of Air Traffic Control, or, in the absence of Air Traffic Control, of the person in charge of the aerodrome, and without

complying with such conditions as may be considered necessary for safety in giving such permission.

(4) Unless specially authorised in writing by the Minister, the length of two measured from the rearmost part of the towing aircraft to the most forward part of the glider or of the rearmost glider if more than one, which it is towing, shall not exceed 1000 feet.

## **Towing Rules**

57.

(1) When one or more gliders is or are about to be towed into flight by an aeroplane, there shall be appointed by arrangement between the persons in command of the aircraft concerned a suitable person to take charge of the operation as a whole who shall decide suitable signals and station other persons in suitable positions so that he and the persons in command of all the aircraft concerned shall be in effective communication with each other during the preparations for and the initial stages of the take-off.

(2) The rope by which a glider is being towed in or into flight shall normally be released at the point of attachment to the glider by the person in command of the glider, but provision shall also be made for the release of the rope in emergency by the person in charge of the towing aircraft at the point of attachment of the rope of the towing aircraft.

(3) Except in emergency, the person in command of the glider which is being towed by an aeroplane shall not release the tow rope without the knowledge and consent of the person in charge of the tow.

(4) Except in emergency, or with the consent of the Aerodrome Control, a glider which is being towed by an aeroplane in the vicinity of an aerodrome having an Aerodrome Control, shall not be released for the purpose of landing on that aerodrome, unless it is in such a position and at such a height as will enable it to land on the aerodrome, in the place appointed for the purpose, by manoeuvring in conformity with the Aerodrome Flight Rules in section VII of these Rules.

## **Rules for Aerodromes**

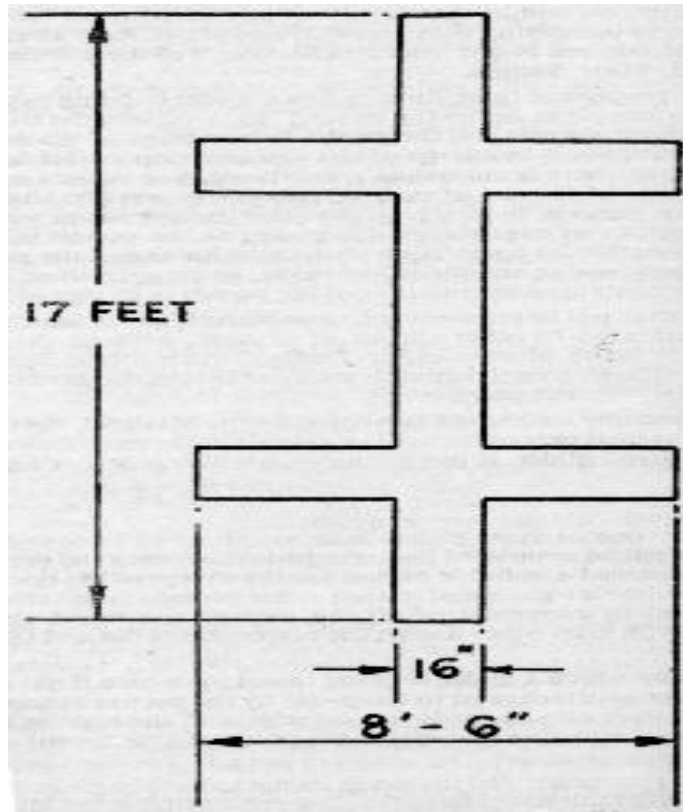
58.

(1) At an aerodrome which is open to use by aeroplanes and where glider flights are in progress :-

(a) by day, there shall be displayed on a mast in the signal area two red balls, one above the other, and separated by a distance equal to their diameter;

and

(b) there shall be displayed horizontally by day in the signal area and by night in the position specified in para (1) of Rule 60 a white double cross, as illustrated below :



(2) At runway aerodromes where glider operations are to take place, aircraft taking-off with gliders in two and aircraft landing shall be the appropriate runway for landing and taking off. Glider landings may be made upon the run way or the adjoining areas, subject to instructions from the local Air Traffic Control. Glider manoeuvring on the landing area may be made upon the runway, or adjacent grass area, subject to instructions from the local Air Traffic Control.

### **Night Operations**

59.

(1) (a) At an aerodrome where a runway is not being used for landing or take-off, the landing or take off strips in use shall be illuminated by means of lights as in Method B in Rule 50. Landings by gliders shall normally be made on the left-hand side of the T. Take-off and landings by aeroplanes and take-off by aeroplanes with gliders in two shall normally be made on the right-hand side of the T. In addition the ground signal referred to in paragraph (1) (b) of Rule 58 shall be illuminated and displayed on the left-hand side and at the approach end of the zone reserved for glider.

(b) Where glider landings are made upon a runway, the edges of any runway in use shall be illuminated as described in paragraph (3) of Rule 50. In addition, the ground signal referred to in paragraph (1) (b) of Rule 58 shall be illuminated and displayed on the left-hand side and at the approach end of the runway. Where glider landings are made upon the grass areas adjoining the runway, the glider landing strip in use shall be illuminated by means of lights as in Method B in Rule 50 and the signal referred to in para (1)(b) of Rule 58 shall be illuminated and displayed on the left-hand side and at the approach end of the zone for glider landings.

(2) When a glider is being towed by an aeroplane by night in the vicinity of an aerodrome, the visual signal to ask permission for the glider to land may be sent either by the aeroplane or by the glider and shall be composed of the last three letters (for figures) of the registration mark of the aeroplane followed by the letter G or of the letter G only, to indicate that the permission sought relates to a glider which is being towed. The reply shall be given by visual signal to the glider and shall consist of a repetition of the said letters (or figures) or of the letter G only.

## **Dropping of Tow Ropes**

60.

(1) Save with the consent in writing of the Minister, an area outside the boundary of an aerodrome shall not be used for dropping of tow ropes, and the provision of this Rule shall govern the dropping of tow ropes at aerodromes.

(2) An aeroplane which has been towing a glider or gliders shall drop the tow ropes which it has used either: -

(a) in accordance with arrangements made with Air Traffic Control, or, in the absence of Air Traffic Control, with the person in charge of the aerodrome; or (b) in the area designated by the signal described in paragraph (3) or para (4) of this Rule, as the case may be;

and shall do so when flying in the direction in which landings and take-offs are to be made and at a height above ground level not less than two-thirds of the length of the tow rope.

(3) By day, to indicate the centre of the area in which an aeroplane may drop a tow rope there shall be displayed horizontally a yellow cross. The area thus indicated shall be a rectangle having sides of at least 600 feet and 300 feet respectively and so orientated that the longer side lies parallel to the direction in which landings and take-offs are to be made and shall be so placed on the aerodrome as to be clear of all obstructions and of the landing strip in use by a distance of not less than 500 feet measured outwards from the boundaries of the rectangle and so as to lie on the right-hand side of the aerodrome, when viewed by an observer facing in the direction of landing.

(4) By night, in place of the cross described in para(3) of this Rule, the center of the area in which an aeroplane may drop a tow rope shall be marked by three red or white lights arranged in the form of a triangle.

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SECTION XI

**International visual and sound signals of distress and urgency and  
international visual signals for Air Traffic Control**

61.

(1) None of the provisions of this Rule shall be deemed to prevent the use by an aircraft in distress of any means at its disposal to attract attention, make known its position and obtain help.

(2) When an aircraft is threatened by grave and imminent danger and requests immediate assistance, the following signals shall be used or displayed either together or separately, before the sending of a message

(a) By Visual Signalling

(i) The signal S. O. S. with signalling apparatus;

(ii) a succession of pyrotechnical light fired at short intervals each showing single red light;

(iii) the two-flag signal corresponding to the letters NC of the International Code of Signals;

(iv) the distant signals, consisting of a square flag having either above or below it, a ball or anything resembling a ball.

(b) By Sound Signalling

(i) The signal S. O. S. with any sound apparatus;

(ii) a continuous sounding with any sound apparatus.

**Urgency Signals**

62.

(1) When an aircraft wishes to give notice of difficulties which compel it to land without requiring immediate assistance the following visual signals shall used, either together or separately before the sending of a message:

By day : A succession of white pyrotechnical lights.

By night : A succession of white pyrotechnical lights, or a repeated switching on and off of the lights displayed by aircraft in such a manner as to be clearly distinguishable from the flashing lights described in sub-paragraph (a) of paragraph (1) of Rule 19.

(2) When an aircraft has a very urgent message to transmit concerning the safety of the aircraft or of any person on board or within range of assistance or the safety of another aircraft or of any ship or vehicle, the following visual signals shall be used, either together or separately, before the sending of the message;

A succession of green pyrotechnical lights; and

A succession of green flashes made with signalling apparatus.

### **International Visual Signals for Air Traffic control**

63. An aircraft registered in India when being operated on or in the vicinity of an aerodrome within the territory of another Contracting State shall comply, as may be necessary, with the visual signals described or mentioned in this Rule, when any such signals are displayed at such aerodrome, that is to say:

(1) Directional Light Signals and Pyrotechnical Signals

The landing and movement signals described in Rules 40 and 43.

(2) Ground Signals:- The following signals, referred to in section VIII of these Rules, that is to say:

(a) Prohibition of Landing :- The red square panel with two yellow diagonals referred to in sub-paragraph (a) of paragraph (4) of Rule 46.

(b) Need for Special Precaution While Approaching to land or landing:- The red square panel with one yellow diagonal referred to in sub-paragraph (b) of paragraph (4) of Rule 46.

(c) Instructions to use Runway Only:--The white dumbbell signal referred to in sub-paragraph (a) of paragraph (4) of Rule 45.

(d) Unserviceableness of the Manoeuvring Area:- The white crosses referred to in paragraph (3) of Rule 45.

(e) Direction for landing or take-off:- The land T and, where necessary, the cautionary disc, associated therewith, referred to in paragraph (1) of Rule 46.



(f) Direction of Take-off to be with verified Aerodrome Control:- The black ball signal referred to in sub-paragraphs (c) and (d) of paragraph (1) of Rule 46.

(g) Direction for take-off:- The set or sets of two figures referred to in sub-paragraph (a) of paragraph (2) of Rule 46.

(h) Aerodrome Control in Operation:-- The flag or vertical board with red and yellow squares referred to in sub-paragraph (b) of paragraph (2) of Rule, 46.

(i) Aerodrome Control Reporting Office:-The letter C referred to in paragraph (6) of Rule 46.

(j) V. F. R. Operations Restricted:- The flashing amber light referred to in sub-paragraph (c) of paragraph (5) of Rule 46.

In place of the landing T referred to in (c) above there may be displayed a tetrahedron to indicate the direction in which aircraft must land or take-off in which case aircraft must land or take off in the direction towards which the tetrahedron points unless, otherwise directed by Aerodrome Control.

## SECTION XII

### Lights to be Displayed by Aircraft (India)

#### **General**

64.

(1) Subject to the provisions of Rule 19, the lights described in this Section shall be displayed by aircraft flying in India.

(2) For the purposes of this Section-

(a) An aircraft shall be deemed to be "on the surface of the water" when any part of the aircraft is in contact with the water;

(b) An aircraft, being in the air or in the surface of the water, shall be deemed to be "under way" when it is not moored to the ground or to any other fixed object on the land or in the water;

(c) An aircraft under way in the air or on the surface of the water shall be deemed to be "making way" when it has a velocity relative to the air or water respectively;

(d) An aircraft shall be deemed not to be "under control" when it is unable to execute a manoeuvre required in respect of it by these Rules or by the Regulations for Preventing

## Collisions at Sea;

- (e) The expression "visible" when used in relation to lights, means visible on a dark night with a clear atmosphere;
  - (f) The expression "Plane of symmetry" in relation to an aircraft means the plane of symmetry passing through the longitudinal axis of the aircraft;
  - (g) The angular limits for lights laid down, shall be determined when the aircraft is in its normal attitude for flying on a rectilinear horizontal course.
- (3) Where owing to difficulty in producing lamps to meet the requirements of this Section as regards sector lights an overlap of those lights is unavoidable, the overlap shall be kept as small as possible. There shall be no sector in which no light is visible.
- (4) Nothing in this Section shall interfere-
- (a) With the operation of any special rules made by any State with respect to additional signal or station lights for military aircraft, aircraft exclusively employed in State service or aircraft in group formation; or
  - (b) With the exhibition of recognition signals adopted by owners of aircraft which have been authorised by their respective Governments and duly published.

## **Flying Machines**

65.

- (1) Every flying machine in the air or on the manoeuvring area of an aerodrome, unless within a suitably marked parking area, shall display the following lights :-
- (a) On the right side, a green light, fixed so as to show an unbroken light, visible at a distance of at least 5 nautical miles, throughout a dihedral angle of 110' formed by two vertical planes of which one is parallel to the plane of symmetry of the aircraft and directed dead ahead, and the other is directed to the right;
  - (b) on the left side, a red light, fixed so as to show an unbroken light, visible at a distance of at least 5 nautical miles, throughout a dihedral angle of 110' formed by two vertical planes, of which one is parallel to the plane of symmetry of the aircraft and directed dead ahead, and the other is directed to the left;
  - (c) At the rear, a white light, fixed so as to show astern unbroken light, visible at a distance of at least 3 nautical miles, throughout a dihedral angle of 140' formed by two vertical planes and bisected by the plane of symmetry of the aircraft.

(2) In cases where in order to comply with the foregoing provisions of this Rule a single light has to be replaced by several lights, the field of visibility of each of those lights shall be so limited that only one of them can be seen at a time.

## **Gliders**

66. A glider shall display either a red light visible so far as practicable in all directions or the lights specified in Rule 65.

## **Free Balloons**

67. A free balloon shall display a red light placed at least fifteen and at most thirty feet below the basket and visible so far as practicable in all directions at a distance of at least two and a half nautical miles.

## **Airships**

68.

(1) Except as provided in paragraph (3) of this Rule, an airship when under way shall display the following lights :

(a) Forward, a white light fixed so as to show forward an unbroken light, visible at a distance of at least five nautical miles, throughout a dihedral angle of 220° formed by two vertical planes and bisected by the plane of symmetry of the aircraft;

(b) On the right side, a green light fixed so as to show an unbroken light, visible at a distance of at least five nautical miles, throughout a dihedral angle of 110° formed by two vertical planes, of which one is parallel to the plane of symmetry of the aircraft and directed dead ahead, and the other is directed to the right;

(c) On the left side, a red light fixed so as to show an unbroken light, visible at a distance of at least five nautical miles, throughout a dihedral angle of 110° formed by two vertical planes of which one is parallel to the plane of symmetry of the aircraft and directed dead ahead, and the other is directed to the left,

(d) At the rear, a white light fixed so as to show astern an unbroken light, visible at a distance of at least three nautical miles, throughout a dihedral angle of 140° formed by two vertical planes and bisected by the plane of symmetry of the aircraft. In a case where, in order to comply with the foregoing provisions of this paragraph a single light has to be replaced by several lights, the field of visibility of each of these lights shall be so limited

that only one can be seen at a time.

(2) An airship which is under way and which is not under control or which has voluntarily stopped its engines, or which is being towed, shall display the following lights :-

(a) The forward and rear lights specified in sub-para (a) and (d) of para (1) of this Rule;

(b) In addition, below the airship, two red lights placed vertically one below the other twelve feet apart the upper light being twenty-five feet below the control car, and both being visible, so far as practicable, in all directions at a distance or not less than two and a half nautical miles;

(c) In addition, if making way but not otherwise, the side lights specified in sub-paras (b) and (c) of para (1) of this Rule.

(3) By day, an airship in the circumstances mentioned in para (2) of this Rule, shall display a group of two black balls or shapes each at least two feet in diameter, placed vertically one below the other twelve feet apart, the upper one being twenty five feet below the control car, and both being visible, so far as practicable, in all directions.

Where necessary, in order to comply with the foregoing provisions, the said group of two black balls or shapes may be duplicated.

**APPENDIX 'Z'**

**Authority to Carry Firearms**

(Referred to in Chapter XXVII, Section 2, **Para 1391** )

Authority is hereby given to No \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_

\* who is in command of a party (nominal roll attached) \*who is joining a party at \_\_\_\_\_ station under the command of \_\_\_\_\_ to carry\* rifle/ sten Carbine/ Pistol/ Revolver serial No \_\_\_\_\_ while in transit between \_\_\_\_\_ and \_\_\_\_\_ I have vetted the security orders for the journey and the party/ person have/

has been given instructions to report to on arrival, where arms will be placed in safe custody.

Signature of the Commanding Officer  
Station/ Unit

Certified that I have/ party has received instructions in the use of weapon/ weapons issued to me/ them and I/ they have read and understood the security orders, a copy of which is given to me/ them.

Signed  
Date

No : \_\_\_\_\_ Rank : \_\_\_\_\_  
Name : \_\_\_\_\_  
(in Block Letters)



**APPENDIX 'AA'**

**Proforma to be filled in by a court of inquiry or an officer investigating the loss of a Fire arms  
and attached as an exhibit to the proceedings**

(Referred to in Chapter XXVII, Section 5, Para 1418 )

1. Is the building used for storing arms designed as an armoury ? \_\_\_\_\_
2. Is the building used as an adopted building ? \_\_\_\_\_
3. If so, is it satisfactory as an armoury ? \_\_\_\_\_
4. How are the doors secured ? \_\_\_\_\_
5. Is the building enclosed in barbed wire ? \_\_\_\_\_
6. Is an Air Force or DSC sentry mounted on the building at night time ? \_\_\_\_\_
7. Where are the keys to the building kept ? \_\_\_\_\_
8. Are the rifles stored in racks in the armoury ? \_\_\_\_\_
9. Are the racks secured to the wall or floor of the building ? \_\_\_\_\_
10. Are the rifles secured to the racks by chain ? \_\_\_\_\_
11. Are the rifles bolts locked up separately ? \_\_\_\_\_
12. Are the pistols locked in steel box ? \_\_\_\_\_
13. Do station standing orders include instructions for the safeguarding of all unit arms?  
\_\_\_\_\_
14. Does unit organisation allow a person, on arrival at the unit at any time of the day, to hand in this firearms for safe custody ? \_\_\_\_\_
15. Are the administrative orders in force complete or do they need amending ? If incomplete, to hand in his firearms for safe custody ? \_\_\_\_\_
16. Were the arms sent by Military or passenger train ? (i.e bulk movement of arms)
17. Were the arms cased ? \_\_\_\_\_
18. Was an armed escort provided ? \_\_\_\_\_
19. Did the NCO i/c escort possess security and escort orders for the journey ?

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20. Were these adequate ? \_\_\_\_\_