

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.

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.

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.

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.

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.

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.

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.

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.

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 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 headquarters, 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.

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.

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.

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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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.

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.

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.

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.

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.

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.

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:-

Air Force Ranks	Navy Ranks	Army Ranks
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.

Air Force Ranks	Navy Ranks	Army Ranks
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 RVG
(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.

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.

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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.

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.

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.

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.

42. Health of Air Force Personnel.

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

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.

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.

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.

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.

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 :-

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

- (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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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.

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.

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.

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.

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.

55. Supervision of Duties.

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

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.

57. Responsibility for Public and Non-Public Funds.

Refer to Chapter XXVIII-Accounts and Funds.

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.

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.

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.

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.

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.

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.

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.

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..

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.

67 to 80. Blank.

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"

82. Responsibility for Public and Non-public Funds.

Refer to Chapter XXVIII-Accounts and Funds.

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.

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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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.

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.

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.

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.

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.

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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Section 2 - Transfer between Branches

(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 there of 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.

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(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

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.Os. 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.Os. 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 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.Os. 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 aircraftman, 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 armlet is to be worn while he is actually performing the duties of the new trade, but not at other times. The armlet 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 armlet. The armlet 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).

(l) Commanding officers should ensure that warrant officers and S.N.C.Os. 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

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.

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(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 seperately.

272. Standard.

The standards required in each trade, rank and classification are laid down in A.P. 1112-Regulations for Trade Testing.

273. Procedure .

The procedure for trade testing is as set out in air force orders.

274 to 280. Blank

Section 4-Promotion, Reduction etc.

281. Rank and Precedence.

The rank and precedence of airmen are set forth below. Those bracketed together rank with one another according to their date of promotion.

Master Warrant officer	}
	}
Master Signaller	}
	}
Master Flight Engineer	}

Warrant Officer }
 }
 Warrant Signaller }
 }
 Warrant Flight Engineer }

Flight Sergeant }
 }
 Signaller I }
 }
 Flight Engineer I }

Sergeant }
 }
 Signaller II }
 }
 Flight Engineer II }

Corporal }
 }
 Signaller III }
 }
 Flight Engineer III }
 }
 Aircraftman }

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.

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(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).*

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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.

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.

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. O. to M. W. O. : Two years as WO

(b) Education Instructor (Group II)

- (i) Sgt. to JWO. : 2 years as Sgt
- (ii) JWO. to W. O. : 1 year as JWO
- (iii) W. O. to M. W. O. : 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. O. :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).

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 exceeds 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.

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.

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.

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.

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 Command 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.

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.

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"**).

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.

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.

(CS No.30/IV/71)

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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.

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".

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).

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.

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.

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.

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.

308 to 310. Blank.

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-enrolling 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.

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.

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.

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.

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.

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.

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.

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 duties and posted immediately to another unit.

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.

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.

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.

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.

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.

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.

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.

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.

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)

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.

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

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.

355. Blank.

356. Blank.

357. Blank.

358. Blank.

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360. Blank.

CH - VII : 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).

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.

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.

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.

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.

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.

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)

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.

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.

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 (directorate 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.

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.

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 necessities 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 necessities 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.

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

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.

.....

.....

.....

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.

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.

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.

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.

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).

404. Scarves.

Except when in flying clothing or when specially authorised by commanding officer, scarves are not to be worn with uniform.

405. Gloves.

Gloves are not to be worn with service uniform on Parade.

406. Wearing of Trinkets.

When in uniform, officers and airmen are not permitted to wear trinkets.

407. Gliding Wing.

Gliding wing is not to be worn on service 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.

409. Canes.

Canes or sticks of any description will not be carried when in 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.

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.

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.

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.

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.

414. Public Clothing.

Flying or other public clothing is not to be worn except when authorised on duty.

415. Distinguishing Badges

(a) General . Distinguishing badges will be worn by entitled officers and airmen on uniforms in the manner laid down hereunder. The badges 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 wear the badge is specifically withdrawn.
 - (v) An aircrew 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 badges 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)

416. Dress to be worn in courts.

The following dress will be worn while attending courts : -

- | | |
|-----------------------------------------------------------------------------------------------|----------------------|
| (a) As an accused | Plain clothes |
| As witness | |
| (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 | |

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 whenever 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.

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.

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.

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.

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.

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 ceremonies 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)

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.

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- (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.

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.

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)

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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)

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.

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.

432. Maha 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.

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.

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.

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.

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.

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.

438. Posthumous Award.

The awards mentioned in paras 431 to 436 may be made posthumously.

439. Monetary Allowance.

Monetary allowances payable to the awardee of decorations are laid down in the Pay and Allowance Regulations.

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.

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.

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.

443. Presentation of Decorations

(a) The presentation of Param Vir Chakra and Ashoka Cliakra (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.

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.

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"](#)).

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.

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 or 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) Clasp 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.

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.

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.

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.

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.

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.

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.

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.

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.

463. Engraving of Medals.

All medals will be duly engraved before issue by the Medals Section of the Ministry of Defence.

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.

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.

466. Storage of Medals.

Medals are not to be placed in store attached to uniform.

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

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

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.

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.

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:-

Particulars of the awardee

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

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. & 474. Blank

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 rnedals/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.

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).

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.

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.

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(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.

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.

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.

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

496. Compliments to other services

(a) Officers and airmen are to salute those officers of the army, navy who are saluted by officers and men of corresponding ranks in their respective services.

(b) Officers and airmen when boarding or leaving any of the Indian Naval Ships or a foreign man-of-war are to salute the quarter dock.

(c) Officers and airmen when passing troops or naval landing parties with uncased colour are to salute the colour and the officer in command, if senior.

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)".

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.

499. Saluting Funerals.

Officers and airmen passing a funeral party are to salute the body.

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.

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

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.

- (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.

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.

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.

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).

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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, urethrovessical irrigation, prostatic massage etc. his discharge may be ordered forthwith.

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.

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).

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.

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.

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.

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.

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.

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.

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.

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.

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.

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 make 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 by 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)

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.

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.

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.

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)

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.

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- (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.

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,

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.

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.

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.

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.

599. Relations with the Press.

(a) Any communication affecting the service generally, or of any branch of the service, which it may be considered desirable to make to the press will be made by Air Headquarters.

(b) Articles or notices concerning non-technical and non-professional subjects which do not contravene the provisions of sub-para (a) and social or athletic matters may be communicated to the press by an officer or airman, but commanding officer will be responsible for taking suitable action, disciplinary or otherwise, should an officer or airman under his command publish matter in the press, which is objectionable either in form or in likely to reflect discredit to the service.

(c) Press representatives (including photographers and film operators) visiting air force stations will invariably be received by an officer preferably the adjutant, and, when they are present in numbers, an officer will be specially detailed to assist and guide them. The commanding officer will ensure that special Air Headquarters instructions regarding the admission to stations and the facilities to be granted in connection with such visits are observed.

(d) With the prior approval of the Government of India airlift facilities desired by press representatives may be given by Air Headquarters. A form of indemnity as prescribed in Air Force Instructions issued from time to time must invariably be completed before any such flight is carried out.

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.

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

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 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.

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.

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.

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.

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.

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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.

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.

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)

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)

623 to 630 . Blank.

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.

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).

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.

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.

~~**635. to 640. Blank.**~~

635. to 638. Blank.

CHAPTER XIII - INVESTIGATION AND DISPOSAL OF CHARGES

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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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

(d) 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.

(e) 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.

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.

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).

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.

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.

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.

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CHAPTER XIII - INVESTIGATION AND DISPOSAL OF CHARGES

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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.

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).

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.

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.

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.

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.

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.

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 CHAGES

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.

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.

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.

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.

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.

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.

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 necessities 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 necessities 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).

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 necessities to which he was not entitled, the words "thereby obtaining a free kit of necessities 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.

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.

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.

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.

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.

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-para (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.

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.

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.

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.

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	Original and 6	(a) See specimen

		Copies	Copies	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	

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.

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.

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.

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.

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.

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.

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.

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.

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 preparing 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.

741. Securing attendance of witnesses

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- (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.

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

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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.

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.

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.

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.

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.

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 necessities, 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.

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.

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.

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.

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.

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.

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.

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 without 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.

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.

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.

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.

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.

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.

782. Assembling Authority.

A Court of Inquiry may be assembled by the officer in command of any unit or portion of the air force.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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".

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.

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.

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.

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.

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).

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.

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.

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.

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.

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)

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.

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.

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.

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)

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).

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.

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.

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

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, 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 Group).
MANIPUR	Government Advocate, Manipur, Imphal.
TRIPURA	Government Advocate, Tripura, Agartala.

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 clauses }	Advocate/ Govt Solicitors named by the Govt fromtime 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.
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830. Officers authorised to sign and verify complaints 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 complaints 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 complaints 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

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

850. to 860. Blank.

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.

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.

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.

864. Liaison Officer

(a) To ensure that the air force authorities immediately concerned have the earliest possible opportunity of gauging the probable requirements of the situation, the air force commander on receipt of warning by the civil authorities that air force may be required in aid of civil authorities will despatch an air force liaison officer to get into personal touch with the civil authority in the affected area. The liaison officer will furnish reports regarding the situation.

(b) Until the services of the air force are no longer required by the civil authorities the liaison officer will maintain close touch with the local civil and police authorities, and with the OC, air force personnel employed. He will be under the orders of the O.C. air force during the presence of the latter at the scene of action, if that officer is senior to him. Alternatively, should the liaison officer be senior, he will automatically be in air force command unless specially ordered to the contrary by the officer who detailed him. It would, however, be preferable if it can be so arranged that the liaison officer is of such rank that he will not have to take command of the air force.

(c) On the withdrawal of the air force, or if it is decided that they need not be called out, the liaison officer will submit a written report to the officer who detailed him. The report will comprise a brief narrative of events and a brief summary of his observations and his appreciation of the cause of the trouble. The liaison officer will remain in the disturbed area until ordered to rejoin his unit. The report will be forwarded to Air Headquarters through the authorised channels.

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. Secs. 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.

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.

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.

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".

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'](#).

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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 along with 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.

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.

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.

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.

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.

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.

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.

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.

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.

908. Duties and Responsibilities

The duties and responsibilities of air force policemen are laid down in air force orders.

909. & 910. Blank.

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.

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.

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.

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.

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.

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.

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.

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.

919. Date Orders take effect

Orders of the Central Government take effect from the date they bear unless otherwise specified.

920. Blank.

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.

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.

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.

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.

925. Form of undertaking by the Producer. The producer will sign an undertaking in the form at [Appendix 'P'](#) to these regulations.

926. Responsibilities of Officer Commanding. Commanding officers are responsible that all conditions laid down are complied with.

927. to 930. Blank.

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.

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.

933. Trial or Use of Invention.

The trial or use of any invention shall not be carried out except as authorised by these regulations.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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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.

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.

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.

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.

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.

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.

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.

960. Correspondence with Civil Authorities.

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.

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.

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.

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.

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.

(CS No. 92/IV/81)

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.

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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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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".

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.

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.

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.

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.

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.

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).

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.

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.

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.

997. Handing Over on Transfer of Officer

(a) On the permanent change 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.

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.

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.

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.

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.

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.

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- (vi) Self-inflicted injuries.
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- (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.

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.

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 rank, 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.
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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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

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(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

1032. A.F.Os. and A.F.Is.-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.

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.

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.

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.

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.

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 initially 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.

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.

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.

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.

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.

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.

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.

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.

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- (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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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

1071. Languages.

All regulations relating to the study of, and tests in, foreign languages are Contained in 'Language Regulations for the Armed Forces'.

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.

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.

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.

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**

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**

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.

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.

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.

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1084. Blank.

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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)

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.

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.

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.

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.

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.

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- (e) Foot drill and arms drill.
- (f) Fire prevention measures.
- (g) History of the air force.
- (h) Ground defence training.
- (j) Physical fitness.

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.

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 in charge 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.

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.

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.

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.

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.

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.

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

Date:-----

Rank
Name
Unit
(Signed in my presence)
Signature

Date:-----

Name
Rank
Unit
(of the officer commanding)

(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 -----

1109. Undertaking from airmen selected to undergo courses abroadb>

(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 of

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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 fire tender 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.

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.

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.

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.

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.

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 aerobatics 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.

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.

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.

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.

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.

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.

1145. Blank.

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 properly results, but which might have resulted in a reportable aircraft accident.

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 part 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.

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 taking 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'](#)).

1149. & 1150. Blank.

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.

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.

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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).

1154. & 1155. Blank.

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.

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.

1158. to 1160. Blank.

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.

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.

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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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.

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.

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.

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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.

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.

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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

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.

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.

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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.

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- (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.
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- (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.

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.

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.

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.**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,

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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(d) Detailed regulations governing the categorisation and re-categorisation of qualified flying instructors are notified from time to time.

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.

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.

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

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.

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.

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.

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.

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.

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.

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).

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.

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.

Section 15-Night Lighting at Aerodromes

Para 1221. General. The following regulations will apply to all air force aerodromes intended for use at night.

(CS No. 2/VII/69)

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)

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 on V.A.S.I. the following are the colour indication

High Approach	White on white
Correct Approach	Red on white
Low Approach	Red on Red

(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.

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.

(CS No. 2/VII/69)

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)

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)

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 i/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)

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) **Diversionary 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 diversionary 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-para (b) and (c).

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.

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.

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.

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.

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.

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.

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.

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.

(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.

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.

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.

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-para (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.

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.

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.

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.

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.

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.

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.