

EXPLANATION OF TERMS

In these Regulations the following terms shall have the meanings given

Unless the context clearly indicates otherwise .

ADMINISTRATIVE AUTHORITY	“ A senior officer who is designated as such and is in command of a group of ships or Naval establishment and installation and authorized to exercise administrative and operational control over such Ships or establishment and installation
BRANCH LIST OFFICER	An officer promoted from the grade of a sailor and placed on the Branch list of the Bangladesh
CAPTAIN	The officer appointed to command a ship or an establishment
COMMAND	The authority vested in officers and sailors over their subordinates within their own department
CHIEF OF THE NAVAL STAFF	The Chief of Naval staff, Bangladesh Navy
COMMANDING OFFICER	The officer or other person on board and in actual command at the moment
COMMERCIAL EMPLOYMENT	Employment in any capacity including that of an agent under a company, firm or individual engaged in trading or in a commercial, industrial, agricultural, financial or professional business, and includes also a directorship of such company and a partnership of such firm .
COMMONWEALTH	The British Commonwealth of Nations, which includes both Members of the Commonwealth (i.e., the fully self- governing countries) and the Colonies and other dependent territories administered by Commonwealth Government .
DENTAL OFFICER	The officer in charge of the dental duties of a ship or an establishment.
DIRECTION OFFICER	The specialist officer of the Navigation Direction, Branch, qualified in Aircraft Direction, who is appointed for or is carrying out Aircraft Direction duties and who is not Navigating Officer.
ELECTRICAL OFFICER	The officer in charge of the maintenance of the electrical equipment of a ship and the supply and distribution of electric power in the ship
EMPLOYMENT UNDER A GOVERNMENT	Includes employment under a local authority or corporation or any other institution or organization

OUTSIDE BANGLADESH	which functions under the supervision or control of a Government outside Bangladesh .
ENGINEERING Officer	The officer in charge of Engineering Department in a ship or establishment.
EXECUTIVE OFFICER	The officer carrying out the executive duties of a ship or an establishment .
FLAG OFFICER	An officer of the rank of Rear-Admiral or above exercising command and authorized to fly a flag.
FLAG SHIP	A ship flying the flag of a Flag Officer or the board pendant of a Commodore.
FOREIGN COUNTRY OR GOVERNMENT	Includes countries of Governments of the Commonwealth
GOVERNMENT HALF-YEARLY	The Government of Bangladesh on 30th June and 31 st December
INDEPENDENT COMMAND	A ship or an establishment whose officers and sailors are appointed or drafted direct to her and borne on her books, irrespective of where her accounts are carried.
INSTRUCTOR OFFICER	The officer in charge of the academic instruction of officers and sailors.
LONG LEAVE	See Article 1067 for definition.
MEDICAL OFFICER	The officer in charge of the medical duties of a ship or an establishment .
MILITARY COMMAND	The authority vested in officers of the Executive Branch and in sailors shown in Article 0447 to command one or more ships or boats according to their training and duties, or to direct any work or undertaking which requires the co- operation of different branches of the service. It may be appointment or by direction of superior authority.
MONTH	A calendar month .
NAVAL ESTABLISHMENT	A shore establishment of Bangladesh Navy .
NAVIGATION OFFICER	The specialist officer of the Navigation, Direction Branch, qualified in navigation who is appointed for or who is carrying out navigating duties, or, in a ship where no qualified officer of the Navigation Direction Branch is borne for navigating duties, the officer whom the Captain may direct to carry out these duties; see Article 5801.
NAVY	The Bangladesh Navy.
OFFICER	Commissioned and subordinate officers, including branch list Officers except where the words “superior officer” are used

OFFICER OF FLAG RANK BANGLADESH NAVY ACT	All officers of Rear-Admiral's rank and above The Act or ordinance in force relating to the government and discipline of the Bangladesh Navy
BANGLADESH NAVY ACT RULES	The rules framed under the Bangladesh Navy Act or Ordinance in force
BANGLADESH NAVY SHIP	The title Bangladesh Navy Ship (B.N.S) is confined strictly to commissioned ships and establishments of the Bangladesh
PERSONNEL	Includes both officers and sailors unless the context clearly refers to sailors only
PETTY OFFICER	Includes chief petty officers and petty officers, and sailors of equivalent status in all branches, except when used as the titles of seaman sailors.
PRESIDENT	The president of Bangladesh .
PUBLIC HOLIDAY	Includes Sunday and the days declared by the Government, by notification in the official Gazette, to be public holidays.
QUARTERLY	On 31st march, 30th June, 30th September, and 31st December, or by the quarters ending on those dates
SAILORS	Master/ Chief petty officers, petty officers and leading, able ordinary and boy ratings of all branches; mechanics and artificers of all classes and apprentices
SENIOR NAVAL OFFICER PRESENTS	The senior-most naval officer in an area in command.
SENIOR OFFICER	It shall have the same meaning as the Administrative Authority
SHORT LEAVE	See Article 1059 for definition
SABORDINATE OFFICER	Acting Sub-Lieutenants, Midshipmen and Cadets of all branches .
SUPERIOR AUTHORITY	The officer under whose immediate orders an officer may be placed, or is serving at the time. When an officer is acting under the orders of the chief of naval Staff it shall mean the Chief of Naval Staff.
SUPERIOR OFFICER	Includes all officers, chief petty officers and petty officers .
SUPPLY OFFICER	The officer in charge of supply duties of a ship or an establishment.
TELEGRAM	Embraces all means of rapid communication, except in cases where it is specially desired to

	indicate a particular form of rapid communication (such as “by wireless” “by cable”).
TENDER	a ship or vessel whose officers and sailors are appointed or drafted to and borne on the books of another ship being a parent ship.
YEAR	A calendar year
YEARLY	On 31st December of each year.

SECTION 1

COMPOSITION OF THE NAVY

0101. Composition. The Navy is composed of sea-going ships and other vessels, shore establishments and installations, and the personnel who man them.

0102. Size of flotilla. The number and types of sea-going ships and other vessels to be maintained shall be determined by the Government.

0103. Types of shore establishment. The number and types of shore establishments and installations necessary to support and maintain the flotilla and to administer the Navy as a whole, shall be decided upon by the Government.

0104. Personnel. They consist of volunteers who have under-taken a definite liability for naval service in combatant capacity. Civilians are also employed for certain duties.

2. The Chief of Naval Staff is vested with the executive control over the recruitment of personnel within the sanctioned strength of the Navy.

0105. Eligibility for service. All citizens of Bangladesh without discrimination against any race, religion, caste, sex, residence and place of birth, are eligible for employment in the Navy. Provided they are otherwise fully qualified. The employment of the female sex is restricted to particular posts and services,

0106. Categories of Service personnel. The following categories. of Service personnel are I authorized for the Navy :-

- (a) Permanent commissioned officers.
- (b) Short service commissioned officers.
- (c) Naval Reserve officers.
- (d) Naval Volunteer Reserve officers.
- (e) Continuous service sailors.
- (f) Non-continuous service sailors.
- (g) Special service sailors.
- (h) Sailor's the Fleet Reserve.

0107. Complements. The over-all strength of the Navy, including ranks for various branches, both for permanent and reserve services, and the authorised complement for each ship or shore establishment, is laid down in *Peace and War Complements* issued under the authority of the Government.

2. The Chief of Naval Staff is competent to transfer officers and sailors from one ship or establishment to another as supernumeraries for temporary service, provided that the total-complement of the Navy as a whole is not thereby exceeded.

0108. Stores and armament. The types and quantities of stores authorized for various ships and establishments are given in the *Warrant of Stores* issued under the authority of the Government.

2. The ships shall be equipped with such proportion and description of ordnance as the Government may, from time to time, direct. Should circumstances arise which render necessary any change in a ship's armament or in her established proportion of arms without the previous

sanction of the Government, the particulars to be reported to the Government for information, but DO such change is to be made unless absolutely necessary for the fighting efficiency or for the safety of the ship.

0109-0119. Unallocated.

SECTION II

COMMAND AND CONTROL

0120. Command. The supreme command of the Navy is vested in the President. The immediate command is placed in the hands of the Chief of Naval Staff, who is responsible to the Government for the execution of the mission assigned to him.

0121 . Duties and responsibilities of the Chief of Naval Staff. The Chief of Naval Staff is the technical adviser to the Government on all matters connected with the Navy and the naval defence of Bangladesh.

2. The Chief of Naval Staff is responsible for the command discipline, training, administration, organization, and preparedness for war, of the Navy.

3. The Chief of Naval Staff is to ensure that the Government is kept, at all times, fully and promptly informed of all important occurrences of moment, or of important intelligence obtained.

0122. Chain of command. The Chief of Naval Staff exercises his command through Senior Officers or directly through the Commanding Officers and the Officers-in-Charge of subordinate units. See 0140 and 0141.

0123. Government control. All matters of Government jurisdiction are dealt with through Ministry of Defence. A Financial Advisor of the Ministry of Finance functions in the Ministry of Defence for expert advice and consultation and for concurrence in proposals on specified matters having financial implications. The charter of duties of the Ministry of Defence (including the Financial Advisor) and its work procedure are laid down in **Procedure of Defence Headquarters.**

0124-0129. Unallocated.

SECTION III

NAVAL HEADQUARTERS

0130. Assistance to Chief of Naval Staff. The Chief of Naval Staff is assisted in the discharge of his functions by his staff at Naval Head quarters.

0131. Functions of Naval Headquarters. Naval Headquarters Performs two functions:- .

(a) To furnish to the Chief of Naval Staff complete and' up-to-date data with proposals, if necessary, for higher planning and policy-decisions.

(b) To pass the orders of the Chief of Naval Staff to subordinate units and to ensure implementation of the policy laid down by him.

0132. Rules for conduct of business. The rules for the conduct of business within Naval Headquarters and with the Ministry of Defence (including the Financial Advisor) are contained in *Procedure of Defence Headquarters.*

0133-0139. Unallocated.

SECTION IV

SUBORDINATE UNITS

0140. Subordinate units. Sea-going. ships and other vessels and shore establishments and installations of the Navy, severally and grouped together (0141), constitute the subordinate units.

0141. Grouping of subordinate units. A number of ships may. be formed into a group and placed under the command of a Senior Officer. Similarly, a number of shore establishments and installations may be grouped together and placed under the command of a Senior Officer who may also be authorized. to exercise administrative control on a ship or ships based within his area of jurisdiction. For instructions to Senior Officers, see Chapter 50.

0142-0149. Unallocated

SECTION V

INTER-SERVICES CO-ORDINATION

0150. Joint Chiefs' Secretariat. A Joint Chiefs' Secretariat is located in the Ministry of Defence for the over-all co-ordination and processing of inter-Services matters under the direction of the Joint Chiefs' Committee. The detailed set-up of the Joint Chiefs' Secretariat shall be as or directed by the Government from time to time.

0151-0200. Unallocated.

SECTION I

GENERAL ORDERS

0201. General application of Regulations. Although for convenience of reference these Regulations are divided into chapters, it is distinctly to be understood that every direction contained there in is to be considered as applicable to all whom it may concern, notwithstanding that it may appear in chapter addressed to a particular class of officers.

0202. Promulgation of offences punishable under Navy Ordinance. A copy of Chapter VI of the Navy Ordinance, 1961 relating to Offences is to be displayed in a prominent position in the ship or establishment for the information of the ship's company.

2. The contents of the chapter referred to in Clause I are to be read to new entries after they have received instruction in punishments; too re-entries before their first draft to duty and to the Ship's; company once every quarter.

0203. Maintenance of good order. It is the duty of every officer, chief petty officer, petty officer and leading sailors of each branch of the Service to ensure that order and regularity are preserved in his vicinity among those officers and men, of whatever branch and whether they are on duty or not, who are junior to him in rank, and the provisions Article 0430(5) do not preclude him from giving any orders' to such persons junior to him as are necessary to enable him to carry out this duty.

2. Conduct to be observed. All officers and men are to conduct themselves with the utmost respect to their superior officers and with strict obedience to their superior officer order. They are at all times to discharge every part of their duty with zeal and alacrity and,

so far as circumstances permit, to assist all officers in the duties they have to perform. They should on all occasions strive to promote the welfare of the naval service and by the good order and regularity of their conduct show an example to those who may be subject to their command.

3. All officers and men are to discountenance and endeavourer to repress all cursing, swearing, drunkenness and dissolute conduct. They are to abstain from gambling, rioting, quarreling, and from abusive and irritating language, especially to subordinates, and are at all times to exert their influence against all that tends to the disparagement of religion and the encouragement of vice and immorality.

0204. Remarks or criticisms on superiors. No officer or sailor is to make any remark or any criticism which may tend to bring his superiors into contempt. No officer or sailor is to say or do anything which, if heard or seen by or reported to those under him, might discourage them or make them dissatisfied with their condition or with the service on which they are or may be employed.

0205. Suggestions and new ideas. Officers and sailors may submit any new suggestions or ideas which will lead to improvements in the Navy, provided that they do not contain any of the following elements;

(a) appeals and representations;

(b) complaints;

(c) personal grievances and problems; .

(d) suggestions likely to materially affect general policy decisions Which have recently been promulgated.

2. Suggestions should be submitted on foolscap paper on the lines of the proforma given hereunder :-

SUGGESTIONS/NEW IDEAS

By (person)----- ship----- (1) Object of Suggestion.

(2) Suggestion.

(3) Advantages.

(4) Disadvantages.

Note. Drawings and other data, if necessary, should be attached as an appendix.

(5) Comments by the Commanding Officer.

3. Sufficient data must be given by its originator who should ensure that:

(a) his proposal is complete in form and necessary details; and

(b) is concisely and logically worded and argued.

0206. Benefits may be varied or cancelled. Except where provision is, or may hereafter be, expressly made to the contrary no person shall be entitled to claim as a right any promotion, emolument, retired pay, pension or other benefit conferred by any provision of these or other regulations in the event of such provision being at any time varied or cancelled.

0207. Gifts presents and compliments. Officers and sailors are to discreetly avoid accepting gifts and presents from the Head or representatives of foreign states. If, in foreign countries it is not possible to do so without causing offence, they should accept the gift, etc., and report its details immediately to Naval Headquarters, through normal channels, for obtaining orders of the Government regarding its disposal. See also 1261 on foreign awards.

2. No officer or sailors will directly or indirectly accept either on his own or any other person's behalf any present, gift, gratuity or reward from a. public body or a private individual for any reason including recognition of services rendered in the performance of his duty. Sums of money and gifts in kind offered to Bangladesh Navy ships and establishments for general welfare purposes may, however, accepted provided they are meant for the ship's company as a whole.

3. A Commanding Officer will not allow subscriptions for presents to a superior on being transferred from an appointment or on leaving the Service. An officer will not allow himself to be complimented by officers or sailors, who are serving or have served under him, by means of presents or by a collective expression of their opinion.

4. Deliberations or discussions by officers or sailors with the object of praising or censoring their superiors are prohibited. The publication of laudatory orders when an officer relinquishes an appointment is forbidden.

0208. Articles found lying about. Specific directions are to be given in ship's orders for the disposal of all articles found lying about which are not the property of the finder. A person found *to* be in wrongful possession of the property of another in circumstances do not meet the technical requirements for a charge of theft, if the facts warrant it be charged with neglect *to* the prejudice of good order and naval discipline in not handing over to the proper authority the articles which to his knowledge and come into his possession without the Consent of the owner.

2. If an officer or sailor should find any lost government stores whether they belong *to* his own ship or not, he is at once to report the fact to the Officer of the Watch in order that, the matter may be enquired into if necessary, and the stores taken on charge by a responsible accounting

officer. Failure to comply with these instructions will render the person finding the stores liable to be charged with theft.

0209. Indebtedness and insolvency. An officer on the Active list of a sailor while serving is to live within his means and keep himself out of debt. Commanding Officers are to ensure that every person under their command is thrifty and is aware of the consequences of indebtedness or insolvency.

2. No officer or sailor will lend money to or borrow from any person belonging to the Defence Services, nor will he engage in any transaction whereby he will become, in private capacity, a debtor or a creditor *to* any individual employed in the Services.

3. If an officer or a sailor gets into debt, he is *to* be dealt with according *to* the provisions of Appendix XXIII.

0210. Inventions and patents by naval personnel. The rules on the subject are given in Appendix XXIX.

0211. Government employment. No serving officer *or* sailor is to seek other government employment without the prior approval of the Chief of Naval Staff.

0212. Business appointments. A serving officer Or sailor is not allowed without the permission of the Chief of Naval Staff or any officers to whom he has delegated this authority :-

(a) to carry on any profession, to engage in any trade, or to accept any profitable employment;

(b) to be a member of a governing body of any corporation, or of the directorate of any limited company, or *of* any partnership engaged in trade or profession;

(c) to assists , to advice or to act directly as agent for any corporation company, partnership or individual which or who is carrying on any profession or is engaged in trade or is profitably employed.

2. *See* also 0830. 0831 and 0998 for restrictions on employment during leave pending retirement and after retirement.

3. No Officer, Sailor or other person who is subject to the Navy Ordinance, 1961 (XXXV of 1961), shall permit his wife, any child or any dependent to undertake or engage in any business trade or commerce:

Provided that the provision of this clause shall not apply to any business trade or commerce legally inherited by his wife."

0213. Acquiring property in a foreign country. Every officer or sailor who acquires any property in a foreign country is to report, through the usual channel to Naval Headquarters description of the property and the amount and source of foreign exchange, if any Involved. Such cases are required to be brought to the notice of the Government.

0214. Private firearms. Officers are responsible for keeping their private, firearms under lock and key when not in use on board a Bangladesh Navy ship or in a naval establishment. An officer who hands in a private firearm for safe custody is, I responsible for reclaiming and collecting it before he leaves the ship or, establishment; the Service is under no obligation to arrange its return

2. No person below the rank of officer is to carry or keep firearms air pistols air/spring guns or ammunition or such arms in his personal care on, board Bangladesh Navy ships or in any naval establishment. All such firearms') are to be .kept in the ship's armory and may be drawn ',when required for use.

3. For further rules. *See Appendix XIX*

0215 Change of name. Name is the word by which a person is known or called and comprises both the Christian name(s) and the surname. It is deemed to be changed if spelling is altered or any part of the name is changed or a new name is adopted.

2. Change of name is not accepted as a routine and will be approved only when :

- (a) the request to assume a new name is based on good cause or
- (b) there is suitable documentary evidence(e.g. an affidavit) to show that the name by which an individual wishes to be described is that by which he is generally known.

3. Applications for change of name (*see Appendix XXII, Part I*) by officers and sailors are to be submitted in duplicate through the normal channel to Naval Headquarters. In the case of sailors a copy of the application is also to be sent to the Drafting Authority.

4. The approving authority for such applications is the Chief of Naval Staff or the officer authorized by him in this behalf.

5. When a change of name has been approved, the officer, master chief petty officer, chief petty officer, petty officer or the sailor concerned shall publish at his own expense, a notice in the form given in Part 2 of Appendix XXII in at least three different newspapers of wide circulation. The cuttings of newspapers shall be forwarded to the authorities concerned for necessary action mentioned below:-

- (a) By the Naval Headquarters. In the case of an officer,, the change is to be published in the weekly list and in the official Gazette. In the case of a master chief petty officer or a chief petty officer, the change is to be published only in the official Gazette.
- (b) By the Drafting Authority – In the case of a master chief petty officer, chief petty officer, petty officer and sailor, the change is to be published in the Combined Drafting Orders.
- (c) By the commanding officer. In the case of an officer including a master chief petty office, chief petty officer and petty officer , the change is to be published in the Captain's Temporary Memorandum, and in the case of a sailor, in the Daily Orders.
- (d) By Officers, master chief petty officer, chief petty officers and petty officers. The Parchment Commission, if issued is to be returned to the Naval Headquarters for necessary amendment”;

6. Necessary notations are to be made in the documents of the individual concerned. In the case of officers service papers will be amended by Naval headquarters and in the case of sailors, service records will be amended by the Drafting Authority. The new name will be recorded after the old name on all existing official records and documents. On all documents subsequently prepared, the new name only will be used.

7. New identity cards and pay books will be issued by the appropriate authorities. Old identity cards will be returned to Naval Headquarters and pay books will be returned to the Controller of Naval Accounts for cancellation.

8. If any statutory declaration made is found at any stage to be untrue in any material particular, the individual concerned is liable to be indicate for perjury.

9. In case of assumption of caste names or splitting names into given names and surnames, such alterations, when good reasons exist, may be admitted without formality.

10. Occasions may arise when an officer or sailor merely contests the correctness of the entry of his name in service records without desiring to assume or use a new name. In such cases documentary evidence, for example, a birth certificate, university or school leaving certificate or an affidavit (form laid down in Appendix XXII, Part 3), must be produced in support of his contention, when the error may be corrected without further formalities. In the case of sailors, the correction may be carried out under the signature of the Commanding Officer of the ship or establishment; a notation to this effect is to be made on the service documents and the Drafting Authority is to be informed of the alteration. Until the correction is carried out, the records will be taken to be correct.

11. A man or boy entering under an assumed name may resume his true name under the procedure laid down in Article 0905 (2).

0216. Passengers. No passengers is to be embarked or given a passage in one of Bangladesh Navy ships without the express permission of the Chief of Naval Staff, or, when time does not admit of reference to him, the senior Bangladesh Navy officer present may sanction such embarkation, reporting the circumstances of the case in writing to the Chief of Naval Staff.

0217. Women as passengers. No women are to be allowed to take passage in a ship, except with the express permission of the Chief of Naval Staff.

0218. Women in naval establishments. The Commanding Officer is responsible that no women, other than those mentioned below, are permitted to reside in, or are employed in the buildings of areas comprising the establishment under his command:-

- (a) Officer's families and their visitors,
- (b) Sailors, families and their visitors:
- (c) persons entitled to be housed by the State and their visitors;
- (d) persons authorized to be employed in such buildings or area including conservancy sweepers;
- (e) Private servants of the above.

2. The Commanding Officer is responsible that unauthorized persons *are* excluded from the buildings or area under his control and particularly that no woman of known suspected loose or immoral character is employed, or is permitted to enter the area.

0219. "Running amok". When an armed sailor has broken loose in the manner commonly known as "running amok" and is at large threatening or purposing to kill anyone in particular or all or any in general, it is the duty of all officers and sailors to take steps to effect his capture and to prevent him from carrying his threats or purpose into execution.

2. In doing this an officer or sailor is entitled to take such measures of force as may be necessary in the circumstances of the case, and may take of the offender if there be no other reasonable means of preventing him from carrying his threats or purpose into execution. If, however, it appears from the offender's action, much as the laying down of his arms, that he intends to surrender, he should be arrested in the ordinary way and dealt with in due course.

3. It is not necessary for an officer or man, before taking measures of force, to go up to the sailor who is "running amok" and demand his surrender if by so doing he would incur imminent risk of losing his own life.

4. An order to shoot down the offender in such cases given by an officer or sailor is a lawful command to be obeyed.

0220. Persons drunk on shore. A person belonging to any of Bangladesh Navy ships or a naval establishment who is too drunk on shore to return on foot without discredit to the Service or prejudice to good order may be taken to his ship or establishment by taxi or other conveyance and the fare recovered from his pay.

0221. Hostile action In the normal course of events, Bangladesh Navy ships are not to undertake any hostile or military action except at the express order of the Government.

0222. Sextants. On qualifying in navigation a specialist officer of the Navigation and Direction Branch will be supplied with a sextant as a personally issue. The officer concerned will be held personally responsible for the safe custody of the instrument and on finally ceasing navigating, the instrument will be surrendered to the Naval Store Officer.

2. When a sextant on personal issue requires reconditioning it should be despatched (through the ship's Supply Officer, when borne) to the Naval Store Officer, accompanied by Form F(NS)21 who will arrange for the necessary work to be carried out and for the sextant to be returned to the officer.

3. To meet the requirements referred to in Clause I, a reserve of sextants, which have not been issued for use, will be maintained. Detailed record will be kept of all instruments issued and returned, a receipt from each officer to whom a sextant has been issued being obtained as a Supporting voucher for his record. The receipt should show in addition to the officer's signature, his full name, the rank, registered number of the sextant issued to him and the date of supply.

4. When a non-specialist officer is appointed to one of Bangladesh Navy's vessels for navigating duties, his requirement of a sextant will be met from those allowed to the ship by the Warrant of Stores.

0223. Flights in aircraft. Officers and sailors may be ordered, as necessary, to make flights in aircraft in the course of their duties. See also 0302, 0913 and 1547.

0224. Invitations to fly in foreign aircraft. The acceptance of invitations to fly as pilot in the Service aircraft of any foreign power is forbidden. Invitations to fly as passenger in such aircraft are not to be accepted without obtaining the prior consent of the senior naval officer present. Such consent is only to be given in exceptional circumstances in which the acceptance of the invitation would be in the public interest. Officers and sailors of the Bangladesh Navy carried in foreign Service aircraft with due authority under this article will be dealt with for non-effective purposes in the event of injury or death as if the aircraft had been a Bangladesh Service aircraft; *see* 1547.

0225. Date of effect of Government orders. Such orders take effect from the date they bear unless otherwise specified.

2. A sanction accorded by the Government, in the absence of any indication to the contrary in the order itself, will only be held to lapse if and when it is superseded by an order of a later date.

0226. Conflicting orders. If an officer should receive an order from a superior which he considers to be at variance with his obedience to any article in these Regulations 'or with any particular order that may have been issued by the Government or any competent naval authority, he is to represent the matter orally or in writing if there is no urgency to the officer who gave him the order. If he is then directed again to obey the order, he is to do so; but if he deems it necessary, he may report the circumstances through his' Captain to the Chief of Naval Staff or to the Government, to whom every officer has the right of ultimate appeal through the proper channel.

0227. Interpretation of regulations, etc. All questions relating to the interpretation of these or other regulations are to be addressed by the Captain, through the proper channels, to the Chief of Naval Staff who, when necessary, will submit them to the Government.

0228. List of books of regulations. A list of important books of regulations and the main subjects dealt with therein is given at Appendix XX.

0229. British Admiralty publications. The appropriate British Admiralty publications or any portions thereof may be adopted in the Bangladesh Navy by the order of the Chief of Naval Staff.

2. If such adoption involves extra expenditure, the matter should be submitted to the Government for approval.

0230. Purchase or sale of Government stores. No person in the Navy is permitted to bid at public auction sales of government stores. No purchase for government purposes shall be made from and no sale of government stores shall be made to, any person in the Navy except as authorized in the regulations.

0231. Interest in contracts and purchases. No person in the Navy is permitted to have any pecuniary interest or personal advantage in any naval contract, or in the purchase of provisions or stores of any kind for the use of the naval service, unless the extent of his interest has been fully disclosed and approval of the Government given for contract or purchase to proceed notwithstanding such interest.

2. It is the duty of all persons in the Navy, if they have occasion to come into official contact with any matter concerning a business organization in which they have an interest, to disclose that interest- to their Commanding Officer and to request that someone else may deal with the case.

3. Any officer on the Retired list rejoining for service: and any naval pensioner called out, is required to disclose to Naval Headquarters particulars of his interest in companies of firm's to which naval contracts: are granted" and is forbidden while re-employed, to acquire any further shares or interest in such companies' or firms without the approval of the Government.

0232. Dishonesty, fraud and infringement of order. It is the duty of every person in the service to bring at once to the notice of his immediate or any case of dishonesty, fraud or infringement orders that may come to his knowledge.

0233. Unnecessary expense, 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. See also 5506 Expenditure of stores.

0234. Employment of government servants or stores. The employment of any government servant, vehicle, stores or other government property for private purposes is prohibited, except where such employment is specially allowed by these or other regulations.

0235. Embarkation of treasure. Treasure is not to be embarked in Bangladesh Navy ships except upon receipt of definite instructions from the Chief of Naval Staff.

0236. Tradesmen on board. The Commanding Officer may grant permission for tradesmen to board Bangladesh Navy ships or enter naval establishments for the purpose of selling their goods, or obtaining orders, but such permission should be granted only where necessary to prevent real inconvenience to the ship's company. The Commanding Officer has full discretion to exclude any or all tradesmen without informing them of his reasons. Permission should normally be granted, however, to firms holding current naval contracts for the supply of made-to-measure uniforms for the purpose of taking measurements, making fittings, etc., in accordance with the contract requirements.

2. It is against the best interests of the ship's company, particularly young sailors that they should be granted extensive credit facilities, and such inducements would be good grounds for withholding permission to trade on board from tradesmen concerned.

3. No narcotics or goods the sale or use of which is prohibited are to be brought on board by any person,

0237. Trafficking, etc. No officer or man to engage in any money lending, bookmaking or betting business; either on his own account or as agent for others, or to act as agent in ships or establishments for any commercial or insurance undertaking.

2. The distribution of circulars or advertisements for the promotion raffles is prohibited.

3. Except as authorized for officers' messes and for wet canteens, no sort of beer, wine or spirituous liquor is to be sold on board by any person. Any loan, transfer, gift or barter of spirit or intoxicating drink and the unauthorized bringing of such drink on board a Bangladesh Navy ship or into a naval boat is prohibited.

4. No trading is to take place without the written sanction of the Commanding Officer.

0238. Batman. One batman per officer is authorised but in lieu of batman a sum of Taka 150 per month will be paid to officers as Batman allowance. Master chief petty officers and chief petty officers are also entitled to receive Batman allowance at the rate of Taka 150 per month. The allowance shall be drawn through respective pay bill".

0239. Examinations. The Chief of Naval Staff will issue necessary instructions regarding the conduct of all types of examinations, their invigilation, the standard of question papers based on the prescribed syllabuses, the method of assessment of the answer-books and the percentage of qualifying marks, for officers, men and boys and for candidates for commissions or enrolment.

2. The appointing authorities for setters of question papers and examiners in the entrance, educational or professional examinations shall be as ordered by the Chief of Naval Staff. For fees admissible to setters and examiners in certain examinations, *see Rule If of Pay and Allowances Regulations for the Bangladesh Navy.*

0240. Redress of Grievances. The law on this subject is contained in the Navy Ordinance, 1961, Section 23, and the rules made there under.

2. Representations for the redress of grievances connected with or arising from conditions of the Service shall be made through proper channels as specified in Clause 6. Submission to the next higher authority shall be made only if the person seeking redress is not satisfied with the decision of or action taken by the authority to whom he submits the representation. The action on a representation will not be delayed nor will a representation be withheld.

3. Joint, collective or anonymous petitions or representations of any kind are forbidden, *sep.*

0241. Collective petitions or representations include petitions or representations, through signed individually, but prepared in combination with one another and using same or similar phraseology. An anonymous petition or representation includes a petition or representation bearing a fictitious name address or pseudonym.

4. Not more than one man may approach an officer at the same time for the purpose of making a complaint.

5. Airing of grievances through the press is forbidden and, will constitute an offence under the Navy Ordinance, 1961.

6. Petitions and representations by persons Subject to naval law are to be submitted to the under-mentioned authorities in the order given below :

- (a) Divisional Officer (sailors only) and the Head of Department.
- (b) Executive Officer.
- (c) Commanding Officer.
- (d) Senior Officer.
- (e) Chief of Naval Staff.
- (f) Government.

When forwarding a petition or representation, each intermediary authority commencing from (c) above will give his comments and recommendation on the complaint in writing.

7. Nothing contained in this article is intended to alter the Service custom and procedure by which:

- (a) a sailor may appear as a request man before an inspecting officer (not below the status of an Administrative Authority) ;
- (b) any sailor is allowed to request, through his Divisional Officer, to see the Commanding Officer with regard to matters of a private nature;
- (c) an immediate complaint, other than about food, may be taken before the Officer of the Watch.
- (d) Complaints of an immediate nature about food are, in the first instance, taken to the senior Cook sailor in the galley, and, if not redressed, then to the victual ling Supply Officer;
- (e) Local questions, of welfare and amenities may be dealt with by the Welfare Committee, *see* 1404.

8. *See* also 5524.

0241. Combinations. All combinations of persons formed for the purpose of bringing about alterations in the existing regulations or customs of the service, whether affecting their interests individually or collectively, are prohibited as being contrary to the traditions and practice of the service and injurious to its welfare and discipline. Every person is fully authorized individually to make known to his superior any' proper cause of complaint but individuals are not to combine, either by the appointment of committees for in any other manner, nor are they to sign collectively memorials, petitions or applications; nor to obtain signatures to such documents. *See* 0240 on redress' of grievances. .

0242. Unauthorized organizations. No person subject to naval law is permitted, without express sanction of the Government, to take official cognizance of, or to assist or take any active part in any organization that is not recognized as part of the Navy, or any other force administered by the Government.

0243-0244. Unallocated.

SECTION-II

LEGAL AND JUDICIAL

0245. Initiation of criminal proceedings. Against persons subject to the Navy Ordinance, 1961. Subject to the provisions of Article 0249, criminal proceeding in civil (criminal) courts may be initiated by:- .

- (a) The police on the complaint of a private individual or on arrest by them for a cognizable offence.
- (b) A magistrate taking cognizance suo motu, or on the complaint of a private individual.
- (c) The naval authorities on report to the police or to a magistrate that a civil offence has been committed.

2. against persons not subject to the Navy Ordinance, 1961. Criminal proceedings may be initiated in accordance with the provisions of the Code of Criminal Procedure, 1898, by a report to the police or complaint to a magistrate.

0246. Legal advice and engagement of counsel for the prosecution. When the Navy is directly interested financially or otherwise, in the prosecution in a civil court of an offender whether subject to the Navy Ordinance, 1961 or not, the Naval Headquarters shall seek advice of the Solicitor to the Government, who will, if necessary, take further advice from the Attorney General or the Government Advocate according to the area in which the prosecution is being conducted.

2. No prosecution shall be initiated without adequate legal advice being taken in writing and no prosecution shall be initiated or withdrawn in any manner contrary to such legal advice without reference to the Government. *See* 0258 on list of civil law officers of the government who may be consulted.

0247. Conducting, the prosecution. The prosecution will ordinarily. be conducted by the public prosecutor, government pleader or other legal officer of the government and the expenses of the prosecution will be defrayed by the civil power in the ordinary course.

2. When, however, the employment of a government pleader or other legal officer of the Government is not feasible owing to the nature of the case or for other reasons, and the government law officer (0258), who is consulted, advises the employment of special counsel, the fees, traveling, and detention allowances of the latter may, on the advice of the government law officer concerned, be sanctioned by the Chief of Naval Staff who will formally engage the counsel. In no case will such counsel be employed without references to the said government law officer who will be asked to nominate a suitable legal practitioner.

3. The amount of fees agreed upon and an estimate of the total cost involved will be reported to the Government. On conclusion of the case a report of the result and complete statement of the case will be forwarded to the Government for information

4. Briefing the counsel. Naval Headquarters will be responsible for instructing the counselor the government pleader etc. conducting the case, on facts well in advance to enable him to prepare the case. Whenever so required by the counsel, etc., an officer able to answer material questions concerning the case will be detailed to appear with the counsel.

0248. Copies of judgments. On application by Naval Headquarters or the Commanding Officer of the ship or establishment concerned, copies of judgments are supplied free of charge.

0249. Concurrent jurisdiction. Offences Pursuant to section 78 the Navy Ordinance, 1961 a person subject to naval law can be tried either by a naval tribunal or by a civil (criminal) court for all civil offences except those excluded by the provision of section 79 of the Ordinance.

2. If an offender is in naval/civil custody, the Commanding Officer concerned shall take steps to request the prescribed naval authority under section 107 of the Navy Ordinance, 1961 to decide in which court the proceedings shall be instituted. See for principles on which this decision should be based.

3. Claiming the accused for trial. Under section 107 Navy Ordinance 1961, it rests in the discretion of the prescribed naval authority mentioned in the Navy Rules to decide whether the proceedings shall be instituted before a naval tribunal or civil (criminal) court. If the civil (criminal) court issues a written notice under section 107, Navy Ordinance, 1961, and, upon receipt of such a notice the prescribed naval authority decides not to hand over or deliver the offender as required by the said notice, the said prescribed authority shall forthwith refer the question of the trial for determination by the Government. The civil (criminal) court shall be kept informed, in writing, of the course adopted.

0250. Defence of persons subject to naval law charged with criminal offences. The following are the rules for the defence of persons subject to the Bangladesh Navy Ordinance, 1961 charged with criminal offences and prosecuted in civil (criminal) courts:

(a) The Administrative Authority will consult the district magistrate and arrange with him for the selection and remuneration of an advocate.

(b) The Administrative Authority is only to appoint an advocate where it thinks it desirable.

(c) Except incases in which the Government is interested, the maximum amount that may be paid' to the advocate, is Taka one hundred for each day that he appears in the case on behalf of one or more accused before the High Court Division, or sessions or equivalent court, or Taka fifty for each day that he appears before any other court. These amounts include expenses of every description which the counsel may incur. These fees are maxima, and should not be paid in every case, but terms should be arrived at for the whole case; omitting, for instance, days on which the counsel appears merely to ask for an adjournment. In a joint trial, when the Administrative Authority is satisfied that the accused require different lines of defence, it may authorize the separate payment of fees for each accused so defended.

(d) The amount to be paid will be definitely settled beforehand subject to the maxima laid down in sub-clause (c) above. If the services of a suitable counsel cannot be obtained for the remuneration admissible under these rules, the case should be reported to Naval Headquarters for the orders of the Government.

(e) In cases where a counsel is provided for the defence of an accused at the first trial in a civil court a counsel can also be engaged, when considered necessary by the Administrative Authority, on appeal, subject to the limitations in sub-clause (c) above.

(f) The term "persons subject to naval law" includes naval personnel of all ranks when on duty, and reservists called up for training or called out for service. It does not include such persons when on leave.

(g) Any special case not specified above may be reported to Naval Headquarters for orders of the Government.

2. Summons and warrants in criminal cases as opposed to civil suits (for which see 0256), must be served through the Commanding Officer concerned. See section 72, Criminal Procedure Code.

3. For priority of hearing by courts, *see* section 27 B.N. Ordinance 1961.

0251. Soldiers (Litigation) Act 1925. The Captain is to acquaint himself with the provisions of the Soldiers (Litigation) Act and Seamen (Litigation) Rules (reproduced in Appendix **XVII**) so that he can take action under the said Act and rules in appropriate cases.

2. The benefits which the Soldiers (Litigation) Act and the rules made there under confer on persons to whom they apply are briefly outlined in Appendix **XVIII**.

0252. Naval witnesses in civil courts. Evidences in civil courts by officers and sailors are subject to the following rules:

(a) Expert evidence. An officer or a sailor is forbidden to accept invitations to appear as an expert witness in legal proceedings or arbitrations for the purpose of giving evidence on matters coming before him in his official capacity, or where his evidence is likely to involve statements of Government or naval practice, or though not in the nature of expert evidence, has been obtained, in the course of, or in connection with, his official duties. He should, in reply to such invitations or summons, state that he is precluded by regulations from giving such evidence. But if after replying in these terms, he is subpoena'd to appear as an expert witness, he is to report the matter at once to his Commanding Officer who will refer it to Naval Headquarters for the approval of Chief of Naval Staff. In the case of individuals serving abroad, the matter will be referred to Naval Headquarters through the senior naval/ military officer of the Bangladesh Embassy/Mission in that country.

If time does not permit of obtaining the approval of the Chief of Naval Staff before the date on which the officer or sailor has been summoned to appear, the summons is to be obeyed, and the matter reported forth with to the Chief of Naval Staff.

The fees to be paid for the services of an officer or sailor appearing as an expert witness will be settled direct by Naval Headquarters with the parties asking for them, and will be credited to the Navy Estimates. The officer or sailor will be entitled to be repaid his actual reasonable traveling expenses including daily allowance appropriate to his rank as prescribed for an officer or a sailor on duty.

(b) Other evidence. When an officer or sailor receives a subpoena or summons' to appear before a court to give evidence on matters not coming before him in his official capacity or in cases where such evidence has not been obtained in the course of his official duties or does not involve any reference to Government or naval practice, he may submit to the leave sanctioning authority (1016) that he be allowed, for the purpose of giving such evidence, leave of absence which will be granted subject to the exigencies of the Service. Leave so taken will be treated as part of ordinary leave admissible under the normal rules (Chapter 10). The witness will be allowed to retain the fees offered to him for his services.

If in the opinion of the leaves sanctioning authority such leave cannot be granted owing to the exigencies of the Service, he will immediately report the circumstances, attaching all relevant documents, to the Chief of Naval Staff for directions and at the same time inform the court, which issued the subpoena or summons, of the course adopted.

0253. Institution of civil suits. No legal proceedings shall be undertaken on behalf of the Government, without the sanction of the Chief of Naval Staff, who may, on the advice of the Solicitor to the Government or the proper government law officer mentioned in Article 0258, 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 legal fees and other expenses in connection with the counsel and witnesses being sanctioned by the Chief of Naval Staff at the rate and under the conditions obtaining in the locality under the civil rules. If the government law officer cannot undertake the case, the employment of selected private legal practitioner may be sanctioned by the Chief of Naval Staff, who may fix the fees in consultation with the government law officer.

2. When sanction is accorded to be defence or prosecution of a civil suit in which a public servant, in his official capacity, is implicated, the fees of only one counsel will be allowed.

0254. Civil suits against the Government. When an officer receives intimation that a civil suit has been, or is likely to be instituted, against the Government of a public servant in his official

capacity, he will report the circumstances to the Chief of Naval Staff, through normal channels, in order to avoid ex parte decree being made against the Government.

2. The officer 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 the answers to such pleas. Copies of all important documents are to accompany memorandum. *See* also 0253(2).

0255. Civil suits for recovery of money due to Government. If it is intended to institute a civil suit for the recovery of moneys due to the 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, application for sanction to institute the suit, accompanied by fully details as set out in Article 0254(2) will be made to the Chief of Naval Staff, otherwise the full details of the case will be reported for orders of the Government.

0256. Summons. Officers. A summons in a civil suit respecting an officer must be served direct by the court. The Commanding Officer has no legal authority to receive or serve such summons. For appearance by attorney, *See* 0257. For expert evidence, *see* 0252.

2. Sailors. The Commanding Officer of the ship or establishment will serve on the sailor concerned the copy of the summons received from the court and after obtaining his written acknowledgement thereon will return it to the court. If the summons cannot be served it will be returned to the court with an explanation.

0257. Appointment of an attorney. Where a person subject to the Navy Ordinance 1961 actually serving the Government in a naval 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 authorize any person to sue or defend in his stead (Code of Civil procedure, First Schedule, Order XXVIII, Rule 1). This power of attorney will be sent to the court concerned in the following form:

"WHEREAS I,..... (Name) Inhabitant of Village.....

Sub-divisionin the district of..... son of.....in

Ship/Establishment..... 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 suit. The said attorney will either prosecute (or defend) the suit in person or will appoint one or more of the authorised vakils of the court to prosecute (or defend) the same under the instructions of the said attorney, as he may think proper. In the event of, an appeal being referred from the judgment passed in the suit, the said attorney is hereby empowered to act for me on the appeal in a like manner as in the original suit.

Signature.....

Rank.....

Signed in my presence

Signature.....

Rank.....

Date.....

Commanding Officer B.N.S.....

2. The above power of attorney is not chargeable with any court fee [section 19(1) of the court Fees Act 1870].

3. See also 0251 on Soldiers (Litigation) Act.

0258. List of Government Law Officers who may be consulted. An Administrative Authority is competent to consult on matters of civil and criminal law arising within his administrative area, the following government law officers. The rules relating to legal business, made by the government, must be strictly complied with in respect of channels through which the advice of its law officer is to be sought and the particular adviser (where more than one is mentioned in respect of matters arising in the same area) to be consulted in each particular case. These rules may be obtained from the government. Normally the law officer to be consulted will be the officer within whose civil jurisdiction the cause of action arose for or against the Navy for the Table the following shall be substituted vide Gazette No. 5. R. O. 26-L/81: The following law officers will be consulted namely:

- (a) The Secretary, Ministry of Law and Parliamentary Affairs;
- (b) The Attorney General ;
- (c) The Government Pleader and Public Prosecutor in districts.

0259. Suspension from duty. Suspension from duty of an officer or " sailor (independent of arrest) may be ordered by the Commanding Officer or any authority superior to him. .

2. When an officer is involved, such an order may be given not only when the officer himself submits his case for investigation., but also in any case in which his character or conduct as an officer and a gentleman is impugned.

3. In the case of a sailor, suspension from duty may be considered as an alternative to open arrest when his removal from duty is found to be necessary pending investigation into his misconduct, etc., but the circumstance of the case does not call for any Restraint on his liberty.

4. Suspension from duty of persons not subject to naval law is governed by the Civil Service (Classification, Control and Appeal) Rules and other regulations applicable to special categories like E.T.E., Casual, etc.

0260. Board of inquiry. The rules and procedure relating to boards of inquiry are laid down in Chapter XIV of the Navy Rules.

0261. Summary punishment. Officers. The summary punishment of officers of the rank of Lieutenant and below is dealt with in Chapter VIII of the Navy Rules. .

2. Sailors. The rules for the summary punishment of sailors are given in Chapter VII of the Navy Rule.

0262. Trial by court-martial. The rules and procedure for trial by court-martial are given in Chapters IX , X and XI of the Navy Rules.

0263-0264. Unallocated.

SECTION III

CORRESPONDENCE

0265. Private telegrams. Naval personnel borne on ships at sea may be allowed to send and receive, through service channels, private telegrams to and from private addresses in Bangladesh, subject to the recovery of the appropriate charges through the pay accounts of the individual concerned.

2. The; following procedure will be followed in respect of such private Telegrams :

(a) Commanding Officer will request, by signal, the appropriate Main Signal Office ashore that a private telegram be passed, after he is convinced of the necessity of passing the same whilst at sea;

(b) (i) The Main Signal Office will clear the private telegram over Civil (posts and Telegraphs) circuit on payment (by service postage stamps, etc.); and (ii) Subsequently the Main Signal Office will forward, in duplicate, a copy of the proforma, as reproduced in Appendix XXI, duly filled in, to the Controller of Naval Accounts by the fifth of each month.

(c) The Controller of Naval Accounts, will, after recovering the amount from the pay account of the officer or sailor concerned, inform the Main Signal Office which issued the proforma, of the debit raised, under advice to the Commanding Officer of the individual.

(d) Vouchers relating to debits raised on account of private telegrams will be audited by the Naval Local Audit Office in the Main Signal Office.

(e) Telegrams received for personnel borne on ships at sea will also be cleared by the shore Main Signal Office over service channels.

0266. Correspondence between, Chief of Naval Staff and British Admiralty. The Chief of Naval Staff is authorised to correspond with the British Admiralty, either direct or through the Naval Adviser! to the High: Commissioner for Bangladesh in the United Kingdom, on routine matters of training am procurement of stores, equipment, etc., On any question of principle or policy, and in any circumstances in which the orders of the Government are required, the correspondence must emanate from the Government and is to be conducted through diplomatic channels.

0267. Correspondence with the Hydrographer of the Royal Navy. The Director of Hydrography, under the direction of the Chief of Naval Staff, is authorised to communicate direct with the Hydrographer of the Royal Navy in the United Kingdom upon all technical questions relating to survey.

0268-0269. Unallocated.

SECTION IV

MEDICAL

0270. Fees for professional services. A Medical Officer may accept his legitimate *fees* for professional services rendered in cases where free medical attendance is not authorised.

0271. Examination of pathological specimens at Government Civil laboratories or hospitals. Pathological specimens in respect of patients entitled to medical attendance under *the* regulations may be sent for examination to the nearest suitable Government Civil Laboratory or hospital on payment of the scheduled charges in the following circumstances:

(a) there is no naval or military laboratory or hospital in the locality where the examination can be carried out and the examination cannot be done by the Medical Officer concerned or in a clinical side room;

(b) the specimens, due to urgency of the required examination, cannot be sent to the nearest naval or military laboratory. This question of urgency will be strictly applied by the senior naval Medical Officer concerned of respective. Naval Bases or by the Director of Medical Services (Navy) in other cases;

(c) it is impracticable or uneconomical to transfer the patient or to send the pathological specimens to the nearest naval or military hospital where the required facilities are available.

2. Bills in respect of such examinations will be countersigned by the senior naval Medical Officer concerned. or the Director of Medical Services (Navy), as appropriate, certifying that the conditions in clause I have been fulfilled, and will be sent to the Controller of Naval Accounts, for payment.

0272. Local purchase. In urgent circumstances any drugs, medicines, surgical instruments, medical and surgical materials, appliances, etc. which are considered essential for the treatment of patients in hospitals may even though unauthorised, be purchased locally by the Commanding officer, Naval Hospital. Surgical instruments and appliances so purchased may be repaired either locally or at the Medical Store Depots in the same way as authorised equipment. The sanction of the Director of Medical Services (Navy) is to be obtained before surgical instruments and appliances are purchased or repaired. in this manner.

2. Local purchases are to be accounted for in the leggers and relevant bills are to be forwarded to the Director of Medical Services (Navy), who should carefully scrutinize them and check each item of expenditure, satisfying himself of the necessity for the purchase before passing the bills to the Audit officer concerned.

3. The approval of the Director of Medical Services (Navy) is similarly for all proposals for the local purchase or repair of stores for use in sick bays/dispensaries. Such purchase or repair is, however, to be effected under the financial powers of the Commanding Officer of the ship or establishment to which the sick bay or dispensary is attached.

0273. Supply of surgical appliances at public expense. Surgical appliances may be supplied at public expense as follows:

(a) Artificial limbs and eyes. To officers and sailors who have, whilst serving, lost a limb or an eye provided that such loss is the result of wound, injury or disease attributable to duty.

(b) Trusses, crutches, elastic stockings and other surgical appliances. To officers and sailors provided that they are entitled to medical attendance and that in the case of officers the disability was the result of wound, injury or disease attributable to duty.

0274. Repair, replacement and method of supply. The surgical appliances mentioned in Article 0273 may be replaced whilst a sailor continues to serve. After his discharge any appliances ready provided for him may be replaced or repaired at the direction of the Director of Medical Services (Navy), but such repairs and renewals are, as a rule, to be restricted to sailors who have been discharged invalids. In no case should the concession be allowed unless it is shown by a board of inquiry (or a court of inquiry, if convened by military authorities) that the loss or damage arose from circumstances beyond the applicant's control.

2. The following procedure shall be adopted for repair, replacement, adjustment of artificial limbs/surgical appliances to entitled disabled pensioners of the Navy:

(a) Every pensioner who has an attributable/aggravated disability requiring artificial limbs/surgical appliances shall be issued with his pension certificate and the eligibility certificate by the Controller or Military Accounts (Pensions).

(b) Whenever an entitled disabled individual requires renewal/repair of his artificial limb/surgical appliances, he shall report to a military hospital with his relevant pension papers and the eligibility certificate for artificial limb/ surgical appliance. The hospital authorities shall hold court of inquiry to ascertain if the appliance needs repair/renewal due to normal wear and tear and whether the individual should personally attend the Armed Forces. Prosthetic Unit, Dacca, or only the artificial limb/ surgical appliance can be despatched for the required attention of that Unit. in case the court of inquiry certifies that the appliance deteriorated due to normal wear and tear, the Officer Commanding the hospital certifies that the appliance deteriorated due to normal wear and tear, the Officer Commanding the hospital shall countersign the findings of the court of inquiry and forward the same to the Combined Military Hospital, Dacca. He shall also arrange to despatch the individual on a railway warrant or the limb/surgical appliance alone, as the case may be, to the Combined Military Hospital, Dacca.

(c) The Armed Forces Prosthetic Unit shall hold a court of inquiry and assess the work required and forward the proceedings to the Assistant Director of Medical Services concerned, for confirmation. The Unit shall also undertake, the work immediately and issue the appliance to the individual on receipt of the proceedings of the court of inquiry, duly approved by the Assistant Director of Medical Services.

3. The concession noted in Clause I is also applicable to officers on the Retired List who have been wounded in action or injured during the performance of duty otherwise than in action provided that the disability is attributable to duty. Duplicate artificial surgical appliances may also be supplied to such personnel, where necessary, under the same conditions.

0275. Supply of spectacles at public expense. Spectacles may be issued to serving sailor at public expense in the first instance. A sailor whose spectacles are broken or damaged on duty in circumstances beyond his control, may have them replaced at public expense.

2. New lenses may also be issued at public expense, when necessary, owing to the unsuitability of those originally issued, which should be returned.

3. Spectacles may also be supplied at public expense to officers and Nursing officers provided that the disability is the result of wound, injury or disease attributable to duty;

4. Officers and Nursing Officers' scales may also be repaired or renewed to public expense provided they are damaged or lost as a result of enemy action.

5. In circumstances other than those in which a free issue can be made, spectacles may be supplied to sailor at contract rates (0279) on repayment, if he is willing to bear the cost by a deduction from his pay.

0276. Applications for the supply of spectacles. Applications for the supply of spectacles are to be submitted to the Director of Medical Services (Navy) for sanction, supported by the certificates and estimate, etc., specified below, on BAF (Medical) 4 :

(a) a certificate that the individual's sight is so defective as materially to interfere with his efficiency.

(b) a certificate that his vision can be so improved by the provision of suitable spectacles as to render him efficient;

- (c) a report by the specialist in ophthalmology showing the acuity of vision, near and distant, with and without glasses, for each eye separately;
- (d) a statement; it showing the cost involved.

0277. Errors in near vision. In each case where spectacles are required to correct an error in near vision, no supply should be sanctioned unless it is shown that the duties of the individual require him to use his near rather than distant vision.

0278. legibility of prescriptions. All prescriptions for spectacles are invariably to be completed in every detail and with due regard to legibility.

0279. Contract rates for Spectacles. Contract rates for the supply of spectacles are to be arranged by the Director of Medical Services (Navy) with a reliable firm of opticians.

0280. Records of issue. A copy of the prescription for glasses and measurements of frame and a note when an issue is made, are to be inserted in the sailors medical documents.

0281. Entitlement of dental treatment. The entitlement is given below :

Classes	Entitlement
Officers (including Midshipmen and Cadets) members of nursing services and sailors (including boys and apprentices)	Ordinary dental treatment necessary for restoration or preservation of dental or general health - free. Dentures: Supply, repair and renewal: (a) Attributable cases - free. (b) Non-attributable cases -free for sailors only.
Families of Officers	Ordinary outdoor dental treatment necessary for restoration or preservation of dental or general health-free. Dentures; Supply, repair and renewal on payment in advance.
Families of sailors	Ordinary outdoor dental treatment necessary for restoration or preservation of dental or general health-free. Dentures; Supply, repair and renewal on payment in advance.

2. The supply, repair and renewal of dentures at Government expense is made ;

(a) When artificial dentures are considered necessary for efficient mastification, provided that the sailor's services are being retained and that the dental condition had not been brought about through the sailors own fault.

(b) When teeth OF artificial dentures have been lost or damaged owing to an injury or disease attributable to naval service.

3. The following rules are to be observed in connection with the supply, repair for renewal of dentures :

(a) Prior sanction of the Director of Medical Services (Navy) is necessary for the supply, repair and renewal of dentures at Government expense and on payment.

(b) Expenses privately incurred by entitled personnel for dental treatment, etc., shall not be met from public funds,

(c) The charges for supply, repair and renewal of dentures on payments shall be recovered at the rates approved from time to time.

0282. Liability of sailors to' pay for loss of or damage to dentures. Where the loss of, or damage to, an artificial denture supplied to a sailor of Government expense is the result of any culpable act or omission constituting an offence under the Navy Ordinance, 1961, necessary renewals or repairs may be under taken, the cost at the rates approved from time to time, being recovered from the sailor concerned.

0283. Concealment of venereal disease. In every ship and establishment, there will be a standing order that a person subject to naval law who is suffering from venereal disease, will report himself sick without delay. Failures to do so will be treated as concealment of venereal disease and dealt with under section 42 of the Navy Ordinance, 1961.

0284. Use of motor ambulances. *Free.* Injured and sick officers (including Midshipmen and Cadets), sailors (including boys and apprentices): and their families may be conveyed free between their quarters, place of duty and/or scene of accident and hospitals by Government motor ambulances provided that:

(a) an ambulance is available, and

(b) the Medical Officer-in-Charge considers that conveyance by other means will be detrimental to the health of the patient.

2. The concession in Clause I shall also be admissible to the following categories of civilians paid from the Defence Services Estimates, when it becomes necessary to remove any person to hospital by a motor ambulance :

(a) All civilian officers and other. civilians paid from the Defence Budget who are injured in the performance of their duties provided the conditions laid down in Clause 1 (a) and (b) above are satisfied.

(b) All workmen employed in the B.N. Dockyard or establishments within' the meaning of the Factories Act, when the injury sustained take) place in the course of duty.

(c) All other civilian personnel employed. at out of the way places or a places more than 5 miles from the nearest military/Navy hospital, in cases of injury or serious sickness.

3. Motor ambulances may be used by Medical Officers and staff for visiting Child Welfare Centers and for attending/conveying such entitled patients as in the opinion of the Medical Officers require immediate treatment at the hospital.

4. *Use on payment.* Motor ambulances may also be used on payment at ,a flat rate of fifty six poisha per mile (irrespective of the type of ambulance used) for conveying sick and injured civilians other than those referred to in clauses 1 and 2 above in real cases' of emergency on the authority of the Director of Medical Services (Navy) on the following conditions :

(a) that naval requirements are in no way prejudiced, and

(b) that conveyance otherwise than by motor ambulance would be detrimental to the health of the patient. The Commanding Officer, Bangladesh Navy Hospital, Naval

The Commanding officer, Bangladesh Navy Hospital, Staff Surgeon, Naval Health Centre and Medical Officer-in-Charge Sick Bays, will decide whether these conditions are fulfilled in any case.

No bonus will be payable to drivers of the ambulances employed on this work.

SECTION V

BAND

0285. Composition of Bangladesh Navy Band. The Bangladesh Navy Band is to be composed entirely of naval personnel comprising a Band-master Officer as officer in charge and sailors of the Musician Branch.

0286. How expenditure is met. The expenditure involved in connection with the pay and allowances, clothing, victualling and transport (on official duty) of naval personnel serving in the B.N. Band will be met by the Government in accordance with the normal rules. All other legitimate expenditure is to be met from the B. N. Central Band Fund (0288).

0287. Band Committee. The Bangladesh Navy Band shall be managed by a Band Committee of such officers as may be nominated by the Chief of Naval Staff. One of the members of the Committee shall be nominated as its President and another member shall act as Honorary Secretary and, Treasurer of the B.N. Central Band Fund.

See 6720 on composition of the Committee.

0288. B.N. Central Band Fund. A fund called the B.N. Central Band Fund is established to meet expenditure in connection with the purchase and maintenance of musical instrument, equipment and music sheets for the Band.

2. The fund will derive its income from the following sources:

(a) Subscription from officers.

(b) A monthly maintenance grant from the Government. (*see Rule 238, Pay and Allowances Regulations for the Bangladesh Navy*).

(c) A percentage of engagement fees received by the Band (*see 6726*).

3. The rates of subscription by officers which are decided by the Chief of Naval Staff on the recommendations of the Band Committee, are given in Article 6721.

0289. Statement of accounts. A half-yearly statement of accounts of the B.N. Central Band Fund shall be published in Fleet Orders.

0290. Activities of the Band. The activities of the Band are divided into the following categories:

(a) *Routine duties:*

These include the provision of music for :

(i) ceremonial and training purposes in B.N. ships and establishments;

(ii) Showing the flag in connection with parades and displays;

(iii) maintaining morale during silent hours. This includes playing at dinners for officers' messes and at ship's company concerns.

(b) *Official entertainments:*

(i) Those which form a part of the public entertainment offered by a ship or establishment in the interest of the Navy and of showing the flag Periodical recreational functions for officers or ship's company ashore, annual sports meetings, regatta and reception to the officers and ship's company of a foreign or Commonwealth ship visiting Chittagong or Mongla are to be regarded as falling within this category.

(ii) Official and semi-official functions organized by the President and Defence Minister..

(c) Private Service engagement:

(i) those organised solely for the entertainment of personal friends of the officers (including Army and Air Force officers), of any part of the ship's company, or of Army or Air Force units. Monthly or periodical officers' or ship's company entertainments given ashore in home port or fleet base will fall within this category.

(ii) All functions organised by the Services Club at Dacca.

(d) Private engagement:

(i) Those which the Band undertakes of the request of civilian or civilian organizations.

(ii) All Ministers and senior Government officials, if provided the B.N. Band official and semi-official function, should be asked to pay the band playing out charges.

0291. Charges. Entertainments in categories (a) and (b) mentioned in Article 0290 are part of the normal duties of a band and no engagement fees will be charged for performance at such functions.

2. Entertainment in Categories :(c) and. (d) mentioned in Article 0290 are to be charged for at the prescribed rates, except in the ease. of private entertainments. given. on board a sea-going ship by the ship's own band for which no payments to be made.

0292. Incidental expense: Incidental expenses, if any, incurred on transport in respect of categories (a) and (b) in Article 0290 will be borne by :

(a) The Defence Budget in the case of official function.

(b) the President and Defence Minister in the case of semiofficial functions.

2. When the Bangladesh Navy Band or other bands of the Bangladesh Navy are provided for functions arranged by the President and defence Minister, the indenter should be asked to state whether tint. function is official or. semi-official Incase the Band is required for semi official functions, the indenter should be asked to confirm that incidental expense if any, will be borne by the President and Defence Minister.

3. Transport charges at the rate of Tk. 1 per mile or part there of will be charged for all engagements made under Article 0290 (1)(c) and (d).

0293. Exemption from charges for special functions. At the discretion of the Commanding Officer, B.N.S. Issa Khan, the Band may be required to play without charge at official ceremonies and entertainments in other ships and establishments, for Army or Air Force official ceremonies and entertainments and for general public entertainment when no profit is made by any person out of the Band's performance.

0294. Distribution of fees for paid engagements. From the fees received by the Band for paid engagements, after all expenses have been met a proportion to be decided by the Band Committee shall be paid into the Band Fund and the remainder distributed among the Band personnel on a pro rata basis. *See 6726 and 6727.*

0295. Performances to be treated as duty. Band personnel performing at, or proceeding to and from any authorized engagement, private or otherwise, shall be treated in all respects as on duty.

0296. Participation in processions, etc., prohibited. In no circumstances shall the Band, whether the personnel is in uniform or not, be permitted to take part in processions or religious

ceremonies or political demonstrations through the streets or in public places, unless they be of a strictly official or Service nature.

0297. Other bands. In addition to the Bangladesh Navy Band, the Government may also authorize the formation of bands in various shore establishments, which will be administered by the respective Commanding Officers.

0298-0300. *Unallocated.*

SECTION I

PERMANENT COMMISSIONED OFFICERS

0301. Entry of Officers. The normal method of recruitment of officers is through Cadet entry. To qualify for entry as a Cadet, a candidate must pass the prescribed educational examination, medical examination and test of personal qualities as may be laid down from time to time. See also 0105.

0302. liable to serve anywhere. Officers are liable for service at sea or ashore in any part of the world and are to move by land, air or sea as ordered. See also 0223 Flights in aircraft.

0303. Subject to naval law. Officers are subject to the Navy Ordinance, 1961.

0304. Rank, seniority, and promotion. Officers are granted commissions in the rank of Sub-Lieutenant or in case of non-Cadet entry officers, in such higher rank as the Government may decide. Their seniority and promotions to higher ranks are regulated according to the rules contained in Chapter 6.

0305. Pay and allowances. These are admissible according to *Pay and Allowances Regulations for the Bangladesh Navy*.

2. Newly commissioned officers are paid provisionally pending notification of the grant of their commissions in the official Gazette.

0306. Training and examinations. Officers are to undergo such courses and examinations as may be laid down for them from time to time, *See* Article 0607 and Chapter 7.

0307. Uniform. Officers are required to wear uniform as prescribed in Naval Uniform Regulations. See also Chapter 12 Section I.

0308. Other concessions. For the purpose of leave, traveling, medical treatment, retiring, pension, disability or family pension, gratuity and other concessions, they are governed by such rules and regulations as may from time to time, be prescribed.

0309. Marriage. Restrictions are placed on the contracting of marriage by officers under certain conditions; *See* also Chapter 12, Section 1.

0310. Band, Mess and Sports subscriptions. Subscriptions to Central Band, Mess and Sports Funds are payable as laid down in Articles 0288 and 1437.

0311. Termination of service. Officers are liable to serve until they reach the age or service limits for normal retirement as laid down in the Navy Rules.

2. Officers may apply to resign their commissions or retire voluntarily for private reasons, but the Government will be the sole authority to accept or reject such applications.

3. *See* also 0801 on circumstances in which termination of service occurs.

4. For Retired and Emergency Lists, *See* Chapter 8, Section III.

0312--0319. Unallocated.

SECTION II

SHORT SERVICE COMMISSIONED OFFICERS

0320. Conditions for grant of commission. Short service commissions are granted' at the discretion of the Government to suitable officers of the Bangladesh Naval Reserve and the Bangladesh_Naval Volunteer Reserve, under the terms and conditions set forth in this section. Officers who have been released from the aforesaid Reserves or from the former Pakistan Naval Reserves are also eligible for the grant of short service commissions with the exception of the under noted categories:

- (a) Officers who have resigned their commissions.
- (b) Officers whose services have been terminated as a result of an adverse report or on disciplinary grounds.

2. Candidates must :-

- (a) be of the rank of Acting Sub-Lieutenant or above;
- (b) have completed at least one year's service in the Reserve;
- (c) be up to the prescribed medical standards;
- (d) be between the ages of 20 and 35 for a five year short service commission or between 20 and 42 for a three year short service commission.

0321. Traveling concessions when called up for interview or medical examination.

Serving officers will travel both ways on warrant. No traveling allowance will be admissible to officers already released from the Service.

0322. Rank and seniority. Officers of the Reserves on the Active List granted short service commissions retain their existing rank and seniority, but the Government reserves the right to post-date, at its discretion, the seniorities of such officers. In the case of officers already released from the Service, the rank and seniority (other than action rank granted whilst holding a specific appointment) held by them at the time of release are granted; except that the period between the dates of release and re-entry does not count for seniority or promotion.

2. Lieutenants of the Executive Branch who do not hold a Naval Watch-keeping certificate and Lieutenants of the Engineering Branch who do not hold either a "Qualified Officer" status or a certificate in Form 5. 1235 are, in the first instance, granted the rank of Acting Lieutenant.

3. Serving officers continue to hold any acting higher rank whilst holding appointments carrying that rank.

0323. Promotion. A Sub-Lieutenant is eligible for promotion to the rank of Lieutenant on attaining 4 Year's seniority as sub Lieutenant. Any time served before the age of 20 does not count toward seniority for promotion. Further promotions are governed by the normal rules applicable to permanent commissioned officers.

2. Officers of the Executive and Engineering Branches who have not attained the qualification appropriate to them as specified in Article 0322 (2) are, on promotion, granted the rank of Acting Lieutenant; they are confirmed in rank with original seniority on obtaining the requisite certificate, for which purpose the earliest opportunity is to be afforded to them by giving them. appropriate appointments should an 'Officer fail to obtain the requisite certificate within one year of being given the necessary opportunity, he is liable to be discharged from Service at the discretion of the government.

0324. Duration of commissions. Two types of short service commissions are granted:

- (a) For a term of five years.
- (b) For terms of three years.

In the case of serving officers, the term commences from the date of issue Of the gazette notification and in the case of those already released, from the date of their reporting for duty. Both terms may be extended for a specified period at the discretion of the Government with the consent of the officer concerned.

2. Officers relinquish their commission in the Reserve from the date of the grant of a short service commission.

3. On the expiry of their term of short service commission, including any extension thereof, officers are placed on the Emergency List; *See* 0842.

4. Any leave due to an officer, which has not been allowed to be availed of owing to the exigencies of the Service and is granted from the date of termination of his short service commission, shall have the effect of extending the term of his commission equal to the period of leave sanctioned. For leave due on termination of short service commission, *See* 1040.

0325. Liability for service. Short service commissioned officers are borne on the Active List, and are liable for service in any part of the world in the same way as permanent commissioned officers.

0326. Subject to naval law. They are subject to the Navy Ordinance, 1961.

0327. Precedence and command. They rank with but after permanent commissioned officers of the same seniority, and before officers with "Qualified Officer" status of the B.N.R. and B.N.V.R. of the same seniority. They are shown in the Navy List with "(S.S.)" against their names.

0328. Pay and allowances and other concessions. They are entitled to pay and allowances, leave, traveling concessions and medical treatment to the same extent and under the same rules as are laid down for permanent commissioned officers unless provisions to the contrary exist.

2. On first appointment, they are granted free conveyance by rail and/or sea for themselves and their families from home or place of residence to place of duty. A similar concession is admissible from place of duty to home or selected place of residence in Bangladesh on termination of service.

3. For pension, gratuity and disability and family pensions, they are governed by Pension Regulations.

4. Officers of the Emergency List when re-employed on the Active List will be entitled to the pay and allowances, leave and travelling concession as admissible to permanent commissioned officers of equivalent rank in the Navy.

0329. Uniform. They wear the same uniform as permanent commissioned officers.

0330. Resignation, discharge, and forfeiture of commission. An officer may, on giving three months' notice, be permitted to resign his commission on compassionate grounds, of which the Government is the sole judge.

2. An officer is liable to discharge from the Service for misconduct, incapacity, inefficiency, etc., as provided in the Navy Rules.

3. An officer shall, at the discretion of the Government, be liable to forfeit his commission for any offence under the Navy Ordinance, 1961 or for any offence derogatory to the Service.

0331. Permanent commissions. Suitable short services commissioned officers may be considered for the grant of permanent commissions at any time during or on completion of their contracts, subject to the existence of vacancies and the rules current at the time,. Such officers must fulfill the following conditions :

If recruited prior to 16th December 1971, they must not have attained the age of 36 at the time they were granted commissions in the former P.N.R., or P.N.V.R.

Or

If recruited on or after 16th December 1971 they must have been below the age of 28 in the case civilians and 31 in the case of Service officers at the time of the grant of short service commissions. In exceptional cases& the age limit may be waived at the discretion of the Government.

0332-0334. Unallocated.

SECTION III

RESERVE OFFICERS

0335. Terms of service. The terms and conditions of service of officers of the Bangladesh Naval Reserve and the Bangladesh Naval Volunteer. Reserve are laid down in Regulations for the Bangladesh Naval Reserve and Regulations for the Bangladesh Naval Volunteer Reserve respectively. For grant of short service commissions to Reserve officers, *See* 0320.

0336-0339. Unallocated.

SECTION IV

PROMOTED OFFICERS

0340. Promotion to Sub-Lieutenant. Suitable sailors who are qualified under the provisions of Article 0642 are promoted by the Chief of Naval Staff to Sub-Lieutenant to fill authorised vacancies.

0341. Further promotions. Further promotions are governed by the rules given in Chapter 6, Sections VI and VII.

0342. Terms of service. The terms and conditions of service of promoted Officers are the same as are applicable to permanent commissioned officers except where provisions to the contrary exist. In addition, Promoted Officers are also subject to certain rules made exclusively for them as laid down in Pay and Allowances Regulations for the Bangladesh Navy, Pension Regulations and any other regulations for the time being in force.

0343-0400. Unallocated.

SECTION I

RELATIVE RANK

0401. Classification and relative rank of officers. The officers of the Navy are classified and shall rank with each other as indicated in the tables on the following pages. The order in which officers shown take command is dealt with in Section III of this chapter.

2. Officers in command of ships and establishments take rank and precedence over all officers placed under their command on all occasions, whether afloat or on shore.

3. The method of determining the relative rank and precedence of officers from the following tables is :-

(a) Officers included in each numbered horizontal group rank with each other according to seniority as shown in the Navy List. See also 0431 (3) and 0608.

(b) When officers are in the same numbered group but in different vertical columns and have identical seniority, their relative rank follows the alphabetical sequence of columns.

(c) When officers in the same numbered group and of identical seniority are in different tables, they rank in the following order :-

Permanent commissioned officers (Table I).

Short service commissioned officer (Table I).

Officers of the Bangladesh Naval Reserve (Table 2).

Officers of the Bangladesh Naval Volunteer Reserve (Table 3).

See Bangladesh Navy for tables

(d) When Officers of the following categories are otherwise of identical seniority, after account has been taken of (c), they rank in the following order

Officers on the Active List;

Officers on the Retired List;

Officers on the Emergency List.

4. The proper method of describing officers in official and other correspondence is shown in article 6210.

0402. Commissions. Commissions are issued only on appointment or promotion to the ranks marked with an asterisk in the table appended to Article 0401, or to such higher rank as may be granted on first appointment.

0403. Retired officers. When serving. When officers from the Retired or Emergency List are recalled to active duty, any steps in rank (other than honorary rank) given on or after retirement will confer the right to the title, uniform and other advantages of the higher rank, subject to the provisions of Article 0438 relating to command.

2. When not serving. The relative rank and precedence of officers on the Retired and Emergency Lists are determined in accordance with Article 0401 (3). Those holding honorary rank take rank and Precedence after officers holding the corresponding confirmed rank and before

officers holding the lower rank; in relation to each other and to officers holding acting rank, they take rank and precedence according to their seniority in confirmed rank.

0404. Commonwealth Naval Forces. Officers of the Commonwealth Naval Forces rank with officials of the Bangladesh Navy according to their rank and seniority in the respective Services.

0405. Precedence on ceremonial occasions. On occasions of ceremony the officers of a ship or establishment are normally to be introduced in the following order ;

- (a) The Captain.
- (b) The Second-in-Command (Executive Officer).
- (c) Heads of Departments in order of relative rank.
- (d) The remaining officers in order of relative rank.

0406-0419. Unallocated.

SECTION II

OFFICERS OF FLAG RANK AND COMMODORES

0420. Officers of Flag rank. For definition of Flag Officer and officer of Flag rank, see Explanation of Terms.

2. A flag; officer is to hoist the flag appropriate to his rank on receipt of official notification of his promotion from his superior authority.

0421. Commodore. When appointed in command a Commodore is to hoist his broad pendant.

0422. Senior Officer sick or absent. If a senior Officer in command, of a flotilla or station, is unable to perform his duty through sickness or any other cause or absence on duty or leave lasting more than 48 hours, the officer next junior to him in the command is to take over the functions of the Senior Officer and inform the superior authority accordingly.

0423. Senior Officer Disabled in action. If an officer commanding a flotilla or squadron be from any cause rendered incapable of directing the operations of the flotilla or squadron in battle, or in the presence of an enemy, he may send for the officer next in command to come on board his (the Senior Officer's) ship, and to direct from thence all operations; and such second-in-Command, if he be a Flag Officer or a Commodore is to leave his flag or broad pendant flying on board his own ship, notwithstanding his absence from there on such duty.

0424. Senior Officer killed in action. If a Flag Officer or a Commodore commanding a flotilla or squadron should be killed in battle, flag or broad pendant is to be continued flying until the battle is ended or the enemy is no longer in sight; but the officer next in command is immediately to be informed of the event, by signal or otherwise, as may at the time be most advisable, and he is forthwith to assume the chief command repairing to and managing the flotilla or squadron from the ship of the former Flag Officer or Commodore Commanding should he judge it expedient to remove to her; in which case, if he be a Flag Officer or a Commodore he is to leave his own flag or broad pendant flying on board the ship he quits until the battle is ended.

0425. Flags and broad pendants. Flag Officers and Commodores may shift their flag or broad pendants to any other ship and may remove on board as they deem proper for the good of the Service.

2. The flags of both officers are to remain flying during the day on which a Flag Officer transfers the command to his successor.

3. Whenever a Flag Officer or Commodore proceeds on sick leave or leave of any other type of more than 48 hours or goes into hospital or sick quarters, his flag or broad pendant is immediately to be struck.

4. The procedure on the death of a Flag Officer or Commodore is given in Article 1712, but if he dies in action his flag or broad pendant is to remain flying close up until the enemy is no longer in sight.

5. If during an action a Flag Officer or Commodore removes to another ship or if he removes into the Senior Officer's ship to take over the chief command on the death or disablement of the Senior Officer, his flag or broad pendant is to remain flying on board the ship he has left until the enemy is no longer in sight.

6. The position at which a flag or broad pendant should be flown is specified in Article 1704. See also. 1708 Flags and pendants displaced, Regulations for the flying of flags and broad pendants in boats and cars are given in Chapter 17, Section III.

0426. Senior naval Officer proceeding to another ship. When it is absolutely necessary for the senior naval officer of two or more ships not being a Flag Officer or a Commodore, to be absent from his own ship and to be on board another ship under his orders for the better conducting of any important service, he is to direct the officer commanding the ship to bear him additional as lent for particular service; while so borne he is to have the same command and authority in every respect as he would have had if present in his own ship.

2. The procedure in Clause I should also be followed in the event of the ship commanded by the senior naval officer being wrecked or lost.

0427-0429. unallocated.

SECTION III COMMAND

0430. Military command. Officers and men entitled to exercise military command are not necessarily qualified by training and duties to perform all the functions mentioned in the definition (see Explanation of Terms) and this must be borne in mind when detailing officers and men for duties. See 0447 on sailors entitled, to military command

2. Persons not entitled to military command may, when appropriate, be entrusted by superior authority, with the direction of work or undertakings which require the co-operation of different branches of the Service.

3. Command of ships and boats is limited to qualified officers of the Executive Branch and Seaman Sailors, except when conferred by superior authority on other persons qualified by ability and experience.

4. Non-Executive officers appointed in command of shore establishments are authorised to exercise such functions of military command as may be necessary to the proper performance of their duties.

5. Except as provided in Clause 2 and 4 and in Articles 0203 -(I) and 5621(5), no non-Executive officer or sailor not entitled to military command is to assume command over officers and sailors of other branches unless these have been appointed or detailed for duty in his department or placed under his orders.

6. Except in cases where the requirements of action stations may make it necessary to act otherwise, no officer in a ship or establishment will be placed under the orders of another officer, not being the Commanding Officer or the Executive' Officer, who is junior to him in relative rank as determined by Articles 0401(3). This, however, does not apply to officers under training. See also 0434 on the authority of Officer of the Watch.

7. Naval officers holding appointments outside the Navy are not, without the express orders of the Chief of Naval Staff, to assume any command over or issue any orders to naval personnel other than those who are serving under their orders in their respective departments.

0431. Order of command. The chain of command is as follows:

- (a) In seagoing ships command descends by seniority through officers of the Executive Branch.
- (b) In shore establishments command descends first to the Executive Officer of the establishment and then by seniority through those entitled to exercise military command unless otherwise ordered by the Chief of Naval Staff.
- (c) In boats command descends first to the Executive Officer of the ship or establishment to which the boat belongs and then by seniority through those entitled to exercise military command (0430); see also 0434 and 5542(2), (4) and (6) authority and responsibilities of Officers of the Watch.

2. When officers in the line of command are of equal rank and seniority command descends in the order of relative rank as determined by Article 0401(3).

3. Officers holding acting rank are to take rank and command after those holding the corresponding substantive rank and before those holding a lower substantive or acting rank. Those holding the same action rank take rank and command amongst themselves according to seniority in their substantive rank. Honorary rank is dealt with in Article 0690(3).

4. An officer who is promoted is to take the higher rank and command only if he is re-appointed to his ship in the higher rank. If not so, re-appointed he is to continue to perform the duties of, and assume command in, the rank from which he has been promoted, but senior of that rank, until relieved or until other instructions are issued by the Chief of Naval Staff. This clause does not apply to a Flag Officer; see 0420(2).

5. If an officer has received official notification that he is going to be placed on the Retired List, he is to be retained in the ship in the rank in which he has been serving, and is to continue to do duty until superseded or discharged by order of the Chief of Naval Staff.

6. The general instructions given in this Article are subject to the special directions given in Articles 0433 to 0437.

0432. Command when the Captain is sick or absent. If the Captain has ceased to exercise command, through sickness or for any other reason, or because of absence on duty or leave during which he will be absent from the ship for over 48 hours, the officer next in command (0431) is to assume powers and duties as though he had himself been appointed in command.

2. When the Captain, without having ceased to exercise command, is absent from his ship, the officer next in command is responsible for every thing done on board. He is to act as Commanding Officer for the time being and is to assume the powers necessary to carry out this duty; these do not include the Captain's powers of punishment.

3. When the officer succeeding to the command is not the Executive Officer of the ship, he is not to take upon himself the routine duties of the Executive Officer except by order of the Captain or in case of necessity.

4. If the Captain and the Executive Officer have both ceased to exercise command, the officer on whom the command devolves may direct the officer next in the line of command to act as Executive Officer.

0433. Authority of Commanding Officer and Executive Officer. All officers of whatever relative rank, and whether entitled to military command or not, are to be subject to the authority of the Commanding Officer, and of the Executive Officer except in matters to which Heads of Departments have a direct responsibility to the Commanding Officer.

0434. Authority of Officers of the Watch. Every officer and other person under the rank of Captain, not being either the Executive Officer or the Commanding Officer for the time being, is to be subordinate to the Officer of the Watch, whatever may be his rank, in regard to the performance of the duties with which the Officer of the Watch is charged; see Chapter 55, Section III.

0435. Officers borne additional for special service. Officers who are borne on the books of a ship as additional for some special or particular service, e. g., as staff officers, are never to assume the charge and command of the ships in which they are so borne, or any other charge or command on board except that which appertains to the special or particular service for which they are borne, unless they are expressly authorized to do so by the Chief of Naval Staff.

2. When it is desired that an officer borne additional for staff or special duties should practice or gain experience in ship handling, etc., authority for him to take charge of a watch at sea or in harbour may be given by the Senior Officer, but this does not put him in the line of succession to command of the ship.

0436. Officers lent or borne additional not for special service. Officers lent from another ship for duty and officers borne additional for duty, if not borne for any special or particular service, are to be considered as if they belonged to the complement and are to take rank and command according to their seniority and qualifications.

0437. Officers borne for passage. Any officer borne for passage in one of the B.N. ships may be ordered to do duty on board provided that he is junior to the Executive Officer. While so employed he is to rank and command as if he belonged to the complement, but he is not eligible to succeed to command of the ship unless he is given express authority to do so by the Chief of Naval Staff.

0438. Retired Officers required to serve. The relative rank of officers on the Retired or Emergency List who are recalled to active duty is stated in Article 0403.

2. When a step, or steps, in rank on the Retired List have been granted automatically by virtue of and in strict seniority these officers are to take command according to their seniority on the Retired List subject to the condition that officers retired from the rank of Captain are not to take command over a Flag Officer on the Active List or over one who has retired from that list.

3. Except as provided above, steps in rank given on or after retirement do not give any right of command, which is to be governed by the officer's seniority in the rank held on the Active List at the date of retirement, but when a re-employed officer of the Retired List is granted higher acting rank he is to take command according to the acting rank in the same manner as though he was, on the Active List [0431(3)].

4. When a retired officer who has been recalled to service and granted higher acting rank is promoted to the substantive rank on the Retired List he is to continue to take command in the

acting rank granted to him before the substantive promotion, unless directions to the contrary are received from the Chief of Naval Staff.

0439. Reserve Officers. Officers of the Bangladesh Navy, the Bangladesh Naval Reserve and the Bangladesh Naval Volunteer Reserve take rank and command to relation to each other according to their respective ranks and seniorities; see also 0431 (3) (c).

0440. Authority when wrecked or lost. If one of the B.N. ships is wrecked or otherwise lost or destroyed or taken by the enemy, the authority given to the Captain, and to the other officers and sailors with respect to each other, remains in full force as effectually as if the ship were not lost. Command of the survivors descends first to the Executive Officer and then by seniority through those entitled to military command. See also Chapter, 54, Section III.

0441-0444. Unallocated.

SECTION IV

SHIP'S COMPANY

0445. Grades of ranks. The crews of B.N. ships and establishments shall consist of the grades and ranks specified in Naval Advancement Regulations; they shall rank and command after Cadets according to the rules of this article.

2. Any sailor of anyone of the following grades shall rank and command before any sailor or a grade below it in the following list, except that sailors exercising military command (see 0447) rank and command before all sailors placed under their command:-

Master chief petty officer

Senior chief petty officer

Chief petty officer

Petty officer

Leading sailor

Able sailor

Ordinary sailor

Boy sailor

3. Ranks belonging to any of the above grades shall rank and command between themselves according to the dates they attain that grade provided that:

(a) Chief Engine-room Artificers, Chief Ordnance Artificers, Chief Electrical Artificers, Chief Radio Electrical Artificers, Chief Shipwright Artificers, Chief Mechanics, Chief Electrical Mechanics and Chief Radio Electrical Mechanics shall rank and command over all other ranks" of these eight branches. "Chief" ranks within one of these branches shall rank and command between themselves according to seniority in "Chief" rank. "Chief" ranks of two or more of these branches shall rank and command between themselves by seniority as chief petty officer; Where "Chief" ranks of any or these eight branches are together with chief petty officers of other branches they will rank and command according to seniority as chief petty officer.

(b) Engine-room Artificers, Ordnance Artificers, Electrical Artificers, Radio Electrical Artificers. and Shipwright Artificers of a particular class shall rank and command over all Engine-room Artificers, Ordnance Artificers, Electrical Artificers, Radio Electrical Artificers and Shipwright Artificers of a lower class. Within one of these branches, ranks of the same class shall rank and command according to their seniority in that class.

4. Acting ranks shall rank and command immediately after corresponding confirmed ranks and, between themselves, according to the dates they attain their acting ranks.

5. Sailors of the same branch promoted on the same Day shall rank and command according to the order in which they appeared on the roster for advancement. Sailors of different branches, and sailors whose relative position has not already been determined by roster, shall rank and command according to the order in which they attained man's rank. Ranks who have been disranked and readvanced will reckon their previous service-in their present rank for purposes of rank and command.

0446. Pensioners and Fleet Reservists. The provisions of Article 0445 (3) and (5) do not apply to Pensioners and Fleet Reservists called up for further service in emergency, whose status as regards rank and command is that seniority shall be based on the time served in an active service capacity, including time served since calling up, but excluding time out of the Service.

0447. Military command by sailors. The following sailors are entitled to exercise military command (0430) :

SEAMAN

Master Chief Petty Officer

Senior chief petty officer

Chief Petty Officer

Petty Officer

Leading Seaman

Able Seaman,

Ordinary Seaman

SIGNAL

Master Chief. Petty Officer' (Communication)

Chief communication Yeoman

Chief Radio Supervisor

Communication Yeoman

Petty Officer Radio Supervisor

Leading Tactical Communication Operator Leading Radio Operator

Tactical Communication Operator I Radio Operator 1st class

Tactical Communication Operator II Radio Operator 2nd class

REGULATING

Master Chief at Arms

Master-at-Arms

Regulating Petty Officer

Leading Patrolman

Patrolman

2. Sailors other than those mentioned in Clause 1 are not to assume military command unless ordered to do so by superior authority, or when, in the absence of such order, a situation arises which renders it necessary for them to assume military command.

0448-0449. Unallocated

SECTION V
ARMY, NAVY AND AIR FORCE

0450. Corresponding rank-Army, Navy and Air Force. The corresponding rank of members of the Army, Navy and Air Force shall be as laid down in the following table, and shall take effect according to seniority or date of appointment :

Army	Navy	Air Force
1. Field Marsha	Admiral of the Fleet	Marshal of the Air Force
2. General	Admiral	Air Chief Marsha
3. Lieutenant General	Vice-Admiral	Air Marshal
4. Major-General	Rear-Admiral	Air Vice Marshal
5. Brigadier	Commodore	Air Commodore
6. Colonel	Captain	Group Captain
7. Lieutenant Colonel	Commander	Wing. Commander
8. Major	Lieutenant Commander	Squadron Leader
9. Captain	lieutenant	Flight Lieutenant
10. Lieutenant	Sub-Lieutenant Acting Sub Lieutenant (but junior to Army and Air Force ranks)	Flying Officer
11. Second Lieutenant	Midshipman Cadet (but junior to Army and Air Force ranks)	Pilot Officer Acting Pilot Officer (but junior to second Lieutenant)
12. Subedar Major	Master Chief Petty Officer Senior chief petty officer	Master Warrant Officer
13. Subedar	Chief Petty Officer	Warrant Officer
14. Jemadar	No equivalent	No equivalent
15. Warrant Officer, Classdo I		Do
16. Warrant Officer Class II, Regimental Sergeant Battalion Daffadar/Havildar Major/Quartermaster Daffadar/Havildar	Petty Officer	Flight Sergeant/ Sergeant
17. Squadron/Battery/ Corporal Company Daffadar/Havilder Major	<i>Leading Seaman</i>	<i>Corporal</i>

Quartermaster

Daffadar/Havildar,

Havildar

18. Lance Daffadar/	Able Seaman	Leading Aircraft Man
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Naik.

19. Acting Lance	Ordinary Seaman	Aircraftman
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Daffadar/Lance

Naik (but senior

to Navy and Air

Ro.roe ranks) and

and Sowar/Sepoy.

2. The relative seniority of officers of the three Services, when serving together, shall be determined as follows: -

(a) Where the actual ranks held do not correspond under the provisions of Article 0450, the officer holding the higher rank shall be the senior, irrespective of any other consideration.

(b) Where the actual ranks held correspond, relative seniority of an officer shall be determined from the date he joins the organisation.

0452. Command of Land or Air Forces by naval Officers and vice Versa. Nothing contained in these Regulations is to be considered as giving a claim to any officer of the Navy to assume command of the Land or Air Forces on shore, nor to any officer of the Army or Air Force to assume command of any of the naval squadrons or ships or of any of the officers or men thereunto belonging, unless under special authority from the Government in accordance with the conditions prescribed by the Army Act, 1952, the Navy Ordinance, 1961 and the Air Force Act, 1953.

0453-0500. Unallocated.

CHAPTER 5

APPOINTMENT OF OFFICERS

ARTICLES 0501 TO 0600

0501. Notification of appointments. All first appointments to commissioned ranks are notified in the *official Gazette*, extracts from which are published in the Weekly List issued under the authority, of the Chief of Naval Staff.

2. All subsequent appointments and other events having a monetary effect on the career of an officer are notified in the Weekly List.

0502. Authority to make appointments. The appointment of the Chief of Naval Staff is made by the President of Bangladesh. Special instructions will be issued by the Government as to the carrying out of the- duties of the command during the absence on leave of the Chief of Naval Staff.

2. All naval appointments and appointments to inter-services organisations are made by the Chief of Naval Staff.

0503. Tenure of appointments. The tenure of appointment of the Chief of Naval Staff shall, unless the incumbent retires earlier. or the president order's him to retire earlier in the public interest, be four years with effect from the date of his appointment. Provided that the President may, if he considers it expedient in the public, by order, extend this period by one year.

2. The tenure of shore appointments is for two years, extensible by any period or periods at the discretion of the Chief of Naval Staff. No forma' order need be issued for an extension or extensions granted, which will be assumed from the fact that the officer continues to hold the appointment.

3. No tenure is fixed for appointments at sea. As far as possible all officers should be given the opportunity of serving afloat for at least the minimum period of service which may be considered necessary by the Chief of Naval Staff for officers of any given rank.

4. The tenure of sanctioned appointments abroad as Attaches, Advisers, Liaison Officers or in any other capacity is fixed at three years subject to the provision that an officer so appointed may be withdrawn earlier by the Chief of Naval Staff for any of the following reasons:

(a) Inefficiency.

(b) On disciplinary grounds.

(c) Due to exigencies of the Service, when the withdrawal of an officer ,becomes unavoidable.

(d) If the establishment is placed in suspended animation or abolished.

0504. Rank of Officers holding appointments. An appointments are normally filled by officers of the requisite rank who are best qualified to hold them, but the Chief of Naval Staff is Authorised to appoint, in any particular case, an officer of the rank, next below that by which the post is normally filled, should administrative convenience require such action.

0505. Hydrographic, Survey. Officers appointed to the Hydro graphic Survey as required. They are considered on probation, for the first year, but all officers in the Hydrographic Survey are liable to revert to general service at anytime at the discretion of the Chief of Naval Staff. *See also Chapter 59.*

0506. Medical appointments. These are filled by officers of the Army Medical Corps, the Army Dental Corps and the Armed Forces Nursing Service seconded for service in the Navy and by Wardmaster officers. *See* also Chapter 64.

0507. Sea Transport duties. The Chief of Naval Staff may depute, when necessary, one or more officers for employment on sea transport duties at, any part in Bangladesh, and, when required, make arrangements for the replacement of the officers thus deputed by other officers. *See* also Chapter 20.

0508. Honorary Naval Aides-de Camp. Officers may be selected for appointments as Honorary Naval Aides-de-Camp to the President of Bangladesh in accordance with the terms and conditions given in Appendix XXV.

0509. Appointments under civil departments. On receipt of a request from a civil department for naval officer to be made available for appointment, the Chief of Naval Staff will forward his recommendation to the Ministry of Defence, which will consult the department concerned and, if the recommendation is approved, will sanction the proposal, forwarding a copy of the orders to that department, the civil audit officer concerned and the Controller of Naval Accounts. The Ministry of Defence will, in due course, issue a notification in the official Gazette placing the services of the selected officer at the disposal of the department concerned and will communicate a copy to the department. If such an officer subsequently reverts to the Navy, the department concerned will replace his services at the disposal of the Ministry of Defence by a similar notification in the official Gazette and will communicate a copy of that notification to the Ministry of Defence.. For terms and conditions of service of naval officers serving in appointments under the civil department, *see* Appendix II.

0510. Appointments generally. Officers shall not, as a general rule, be permitted to select or decline appointments.

2. Applications to have an appointment cancelled are not to be made except for urgent reasons, which are to be stated fully in writing. If an officer making such an application is in an effective appointment "his Commanding Officer is to state whether or not he recommends that the application shall be granted. *See* also 0513(1).

3. Applications for appointments to particular ship or establishment are considered to be objectionable and are not to be forwarded to the Chief of Naval Staff; but if two officers desire to exchange their appointments and provided that adequate reasons are given, an application for exchange may be submitted, the Captains of the respective Ships station thereon that they have no objection to the request being complied with: but if they have objections, these are to be specified.

0511. Assumption and vacation of appointment. *Assumption.*

(a) Unless otherwise ordered, officers appointed to ships and establishment in the same, station are to join by 0900 on the day indicated in the appointment letter and those appointed to shore courses are to join after noon on the day proceeding the commencement of the course.

(b) As a general rule, the appointment of an officer takes effect from the day he assumes charge there of if it occurs in the forenoon and on the following day if he takes over in the afternoon is to be reported to Naval Headquarters and the authorities concerned.

(c) The date of taking over of an appointment is to be reported to Naval Headquarters and the authorities concerned.

2. *Vacation.*

(a) An officer will vacate his appointment in the following circumstances. This clause does not, however, affect the rules in the *Pay and Allowances Regulations for the Bangladesh Navy* under which command, staff 017 charge pay may, in certain cases, continue to be admissible to an officer and his successor notwithstanding the fact that he has ceased to actually perform the duties connected with that appointment :-

(i) On completion of age or service limits for normal retirement (0803).
(ii) If posted/transferred to another appointment (naval or civil), from the date of making over charge.

(iii) When an officer proceeds on temporary duty and it becomes known that his absence will exceed three months, a new appointment will be created for him with a rank commensurate with its responsibilities. He will then assume that new appointment and vacate his old appointment, from the date the new appointment is created,

NOTE: Sub-sub-clause (iii) does not apply to officers deputed to represent at International Sporting Events, who will continue to retain on the posted strength of their ships or establishments and no paid acting promotion can be made in their place.

(iv) From the date of the order abolishing the appointment, or from any subsequent date notified in that' order, whether the holder is on duty or not at the time. - -.

(v) From the date he is struck off strength on proceeding on a course often weeks' duration or more (*see* Note I below).

(vi) An officer who has proceeded on a course of less than ten weeks duration will vacate his appointment from the date it becomes definitely known that he will not return to his ship or establishment at the end of the course. Such an officer may; however, be posted *proforma*, during the course, to another ship 01' establishment in a vacant appointment carrying the rank held by him.

(vii) From the date following the conclusion of privilege leave or accumulated leave for additional leave, if on expiry of such leave he does not assume his original or equivalent or higher appointment.

(viii) From the date of commencement of furlough including furlough pending retirement, release, invalidment, transfer or reversion to the Reserve.

(ix) On the conclusion of the first month of absence from duty owing to wounds, injuries or sickness, unless followed immediately by privilege or accumulated privilege leave portion of the sick leave and/or leave on medical certificate, in which case vacation of appointment will take effect from the date following that of the expiry of the privilege or accumulated privilege leave.

(x) During any absence from duty which is finally declared as absence without leave.

(xi) From the date of becoming prisoner of war or reported missing, or on being declared a deserter.

(xiii) From the date of being taken into naval or civil custody or that of suspension from duty, on a charge for an offence of which he is afterwards convicted by a criminal court or a court martial or by an officer exercising authority under section 103. Navy Ordinance 1961.

(xiv.) From the 22nd day of being placed under arrest or suspension from duty, for an offence other than falling under (xiii) above.

(xv) From the day following that on which the decision is communicated to an officer who is dismissed or removed from the Service or appointment.

(xvi) On the day after the death of an officer,

NOTES:

(1) *Reference sub-sub-clauses (v) and (v!) above.* For foreign courses, vacation of appointment will be according to the government orders governing specific course or type of courses.

(2) *Reference sub-sub-Causes (xiii) and (xiv) above.* If the officer is sub-subsequently acquitted, or for any reason is not brought to trial, or his character is vindicated to the satisfaction of the Chief of Naval Staff by such enquires as may be made under Article 0259, he may be reappointed to the post he had vacated from the first day of vacation of his original appointment.

If an officer is convicted and receives a sentence of less than dismissal, he may be re-appointed from the date he return to duty.

(b) The maximum period allowed for handing over duties to the relieving officer is to be as "ordered by the Chief of Naval Staff. In the case of appointments abroad, a maximum of seven days is allowed for handing over and taking over.

(c) The date of handing over duties is to be reported to Naval Headquarters and other authorities concerned.

(3) *Joining time on permanent posting or transfer ;*

If the officer is not required to arrive by a particular date, he is allowed a joining time of six days for preparation plus following additional periods on permanent transfer from one station to another subject to the previous contain in notes 1 & .2 below:

(i) Journey by Air- Number of days actually Taken in Air Journey.

(ii) Journey by other means :-One day in respect of each of the following distance or fractions there of subject to a total of thirty days.

By Rail	250 Miles
By Sea	200 Miles
By River	80 Miles
By Road, by motor transport	150 Miles
By other means	15 Miles

NOTES- (1) Joining time counts as duty. A road Journey not exceeding five Miles to or from Airport, Railway station or Steamer port at the begin or at the end of the Journey will -not count for Joining time. In calculating the length of joining time admissible, Sundays are excluded except in the thirty days maximum. The competent authority may sanction an extension of Joining time forwarded the maximum of thirty days is not exceeded.

(2) The grant of Joining time will due subject to any subsidiary instruction of the Chief of Naval staff. The officers transfered to and from Non-available appointments will be governed by the rules of the Government of the Ministry concerned or by such special Government orders as may be issued concerning their second ment.

0512. Officers-how borne. Officers are borne on the books of the ship or establishment .in which they are, serving or for which their appointments are sanctioned. Those serving in Naval

Headquarters or in appointments outside the Navy, are borne on the books of a shore establishment, selected for the purpose by the Chief of Naval Staff.

2. Officers awaiting disposal are borne on the books of any convenient ship or establishment, or, in the case of those who: have completed a course of instruction, of the training establishment concerned.

0513. Transfer from ship. The Captain is to bear in mind that no application will be entertained from him for the transfer of an officer from the ship, unless he certifies on the application that he is satisfied with the conduct of the officer. The Captain is also to certify on every application made by him for the transfer of an officer that the request is not made for the purpose of removing the officer from the ship in consequence of any misconduct.

2. Though the conduct of an officer may not be such as to warrant disciplinary action by court-martial, he may be considered unsuitable for the appointment he holds, for example, through lack of professional ability, personal qualities or conduct. Where his shortcomings compel his Captain to apply for his relief, the officer is to be fully informed before the application is forwarded to the Administrative Authority. The application must be accompanied by or Composed in a report on Form (CW)-1 upon the officer, prepared in accordance with Article 1122.

3. . See also 0807 on procedure for dismissal,' etc., of officers for misconduct and other reasons.

0514. Appointment of Drafting Authority. The Chief of Naval Staff is authorised to nominate any suitable officer holding a sanctioned appointment to perform the duties of the Drafting Authority in addition to his own. For powers and functions of the Drafting Authority, see 0916.

0515. Removal from appointment. Only the authority empowered to appoint an officer can remove him there from.

2. Suspension from duty does not constitute removal and may be ordered by the Commanding Officer or any authority superior to him in accordance with Article 0259.

3. See also 0807(3) on removal of an officer from appointment pending decision on his dismissal, removal or compulsory retirement from the Service.

0516. Types of commissions. The following types of commission in the Navy may be given to persons duly qualified and recommended according to the regulations governing the grant of the particular type of commission:

(a) Permanent commission.

(b) Short service commission.

(c) Commission in the Bangladesh Naval Reserve.

(d) Commission in the Bangladesh Naval Volunteer Reserve.

(e) Honorary commission.

2. Promoted officers are granted permanent commissions.

3. See Chapter 3 on terms of service of various categories of officers and Chapter 6, Section VIII, on honorary commissions.

4. See also 0402 on rank in which Commission is granted.

See also 0402 on rank in which Commission is granted

SECTION I

GENERAL RULES

0601. Authority to make promotions. Normal promotions up to and including the rank of Commander shall be made by the Chief of Naval Staff. Promotions to the rank of Captain and above are made by the Government.

2. The usual draft notifications in respect of substantive promotions and acting promotions to the rank of Captain and above are to be forwarded to the Government for publication in the official Gazette.

0602. Promotion subject to vacancy. Substantive promotions to the rank of Commander and higher ranks are subject to the existence of vacancies in the authorized permanent cadre of commissioned officers. Substantive promotions up to the rank of Lieutenant-Commander is, however, by time scale, subject to the fulfillment of other conditions laid down for such ranks. *See* Section II of this chapter.

0603. Medical fitness. All substantive promotions are subject to medical fitness. An officer may be retired at any time at Government's discretion if found physically unfit for service.

2. Promotions governed by time scale, *i. e.* from Sub-Lieutenant to Lieutenant and from Lieutenant to Lieutenant-Commander will not be withheld even if the officers concerned are in a medical category lower than 'A'.

0604. Service for promotion. The date of first appointment as an officers in the Navy or the date of promotion to the rank held, including any retrospective seniority, shall regulate promotions up to the rank of Lieutenant. Service for promotion to the confirmed rank of Lieutenant-Commander and to higher confirmed ranks shall reckon from the date of seniority as Lieutenant *plus* 3 years. In special cases, the Government may permit an officer to count towards promotion any ante-dated seniority granted at the time of his appointment in the Navy.

0605. Promotion by selection. Promotion to the rank of Commander and from Commander to higher ranks are by selection, subject to the service limits imposed. *See* 0625 to 0627.

0606. Promotion of Cadet-entry officers up to Lieutenant. The promotion of Cadet-entry officers up to the rank of Lieutenant will be regulated according to the rules laid down in the *Regulations governing the Recruitment and Basic Training of Cadet-entry Officers of the Bangladesh Navy*.

0607. Qualifying Examination for Lieutenant-Commanders. Officers of all branches, except the Constructor and Special Branches, holding permanent and short service commissions are required, to pass the Lieutenant-Commander Qualifying Examination before promotion to the confirmed rank of Lieutenant-Commander.

2. The Qualifying Examination will be held twice a year on dates to be fixed and according to the syllabus prescribed by the Chief of Naval Staff. Officers shall normally- take this examination at any time after completing 4 years' and before completing 8 years' service as Lieutenant. Officers shall be allowed a maximum of 3 attempts to qualify in the examination. Failure to qualify at the, third attempt either before or after completing 8 years' seniority as Lieutenant shall render the officer liable to be placed on the Retired List. However, at the discretion of the Chief of Naval Staff, the officer may be retained in the Service and given additional chances to qualify but shall not be eligible for further promotion beyond the rank of confirmed Lieutenant-Commander until he qualifies; Officers so retained and who do not qualify shall be considered to have been passed over for promotion and suitable notation will be made to this effect in the Navy List. The table given in Appendix III shows the *modus operandi* regarding attempts and failures

at these examinations. Entries as appropriate in respect of the results at each of these examinations shall be made in the Weekly List.

3. Officers of all branches are eligible for exemption from the Qualifying Examination on account of attaining the age of 40 years~, provided they are awarded an exemption certificate by the Chief of Naval Staff. An officer who reaches the age of 40 years before his due date for confirmation shall be confirmed in the rank of Lieutenant-Commander from the due date. An officer who attains the age of 40 years after his due date for confirmation shall be confirmed in the rank of Lieutenant-Commander from the date he attained the age of 40 years. An officer so exempted shall not be considered for further promotion to any acting or confirmed rank higher than Lieutenant-Commander and a suitable notation to this effect shall be made in the -Navy List.

0608. Seniority of officers having same date of appointment/promotion. The seniority of officers whose first appointment to the Service bears the same date will be determined by their dates of birth, the older being deemed as the senior.

2. The seniority of Cadet-entry officers who are appointed to the Service on the same date and whose seniority is initially fixed according to Clause I above, will be liable to readjustment according to the time gained by them on the basis of their results in examinations held at different stages of training before promotion to the rank of Lieutenant.

3. In other cases, the seniority of officers in service whose promotion to any given rank is effective from the same date will be governed by the seniority which they held *inter se* in the substantive rank from which promoted.

0609. Special promotion. The rules governing the special promotion of officers for gallantry in action or specially meritorious service in war, contained in Appendix IV.

0610. Application of promotion rules. The rules given in this chapter apply to officers of all branches except where the context provides otherwise.

0611. Effect of forfeiture of seniority on promotion. The sentence of a naval tribunal placing an officer at the bottom of the List of his rank will involve the loss of all previous time of service in that rank; so also when the sentence of a naval tribunal may take away any seniority from an officer, it will thereby affect his pay, pension or gratuity if they depend on seniority; and it will carry with it the loss of the benefit of the service included in the seniority forfeited if the pay, pension or gratuity depends upon actual service; but although the time will be forfeited, it will be considered as Service in reference to normal retirement from the active List, See 0803.

2. Forfeiture of seniority by sentence of a naval tribunal will have the effect of deferring an officer's promotion to higher rank by the period of forfeiture so long as the promotion of the officer concerned is governed by time scale.

0612. Counting of full pay Commissioned service for promotion on re-employment or transfer. The Army, Navy and Air Force officers (including those released or retired) who have held any type of commission and who were or are:

- (a) Reemployed as commissioned officers in any of the three Services, or
- (b) Transferred from one Service to the other, will as regards rank, seniority and promotion; be governed by the rules given in Clause 2.

2. In the case of transfer, mentioned in Clause I (b), the officers will be granted rank equivalent to temporary or acting rank held by them at the time of their transfer. In the case of re-employment of released or retired officers, the grant of rank equivalent to temporary or acting rank held by them at the time of their release or retirement will be at the discretion of Naval Headquarters. The full pay commissioned service rendered by such officers up to the date of

release or transfer will reckon for seniority. The rank and seniority thus granted will reckon for substantive or substantive temporary or temporary or acting promotion. The period between the date of release and date of re-employment will not, however, reckon for seniority or promotion. .

0613. *Unallocated*

SECTION II

SUBSTANTIVE PROMOTION

0614. Sub-Lieutenant (ex-Upper Yardman promoted and ex-Midshipman). An Executive or Supply officer shall be confirmed in the rank of Sub-Lieutenant with original seniority on completion or one year's approved service as acting Sub-Lieutenant. An Engineer or Electrical officer shall be confirmed in the rank of Sub-Lieutenant with original seniority on successful completion of higher training.

0615. Sub-Lieutenant (Direct Entry)-Engineering and Electrical Branches. An acting Sub-Lieutenant shall be confirmed in the rank of Sub-Lieutenant with original seniority completion of one year's approved service as Acting Sub-Lieutenant.

0616. Instructor Sub-Lieutenant. An Acting Instructor Sub-Lieutenant shall be confirmed in the rank of Instructor Sub-Lieutenant with original seniority on completion of one year's approved service as Acting Instructor Sub-Lieutenant.

0617. Sub-Lieutenant (ex-Reserve officer)-Executive and Supply Branches. An Acting Sub-Lieutenant shall be confirmed in the rank of Sub-Lieutenant with original seniority on passing a qualifying examination and completing one year's approved service as Acting Sub-Lieutenant.

0618. Lieutenant (ex-Upper Yardman promoted and ex-Midshipman). To qualify for promotion to Lieutenant, a Sub-Lieutenant of the Executive or Supply Branch must have completed 4 years service including any seniority gained in the combined ranks of Acting and confirmed Sub-Lieutenant. An Executive officer who does not hold the watch-keeping certificate shall be promoted Acting Lieutenant and confirmed in rank with original seniority when he obtains the necessary certificate. *See also 0623.*

2. Officers of the Engineering and Electrical Branches will be promoted to Lieutenant, on completion of 4 years service including any seniority gained in the combined ranks of Acting and Confirmed Sub-Lieutenant, an Engineer officer who does not hold the engine room watch keeping certificate shall be promoted Acting Lieutenant and confirmed in the rank with original seniority: when he obtains the necessary certificate. *See also 0623.*

0619. Lieutenant (Direct Entry)-Engineering and Electrical Branches. To qualify for promotion to Lieutenant, a Sub-Lieutenant must have successfully completed technical training and rendered 4 years service including any seniority gained in the combined ranks of Acting and confirmed Sub-Lieutenant. An Engineer officer who does not hold the engine-room watch keeping certificate shall be promoted Acting Lieutenant and confirmed in rank with original seniority when he obtains the necessary certificate. *See also 0623.*

0620. Instructor Lieutenant. To qualify for promotion to Instructor Lieutenant, an Instructor Sub-Lieutenant must have completed 4 years service including any seniority gained in the combined ranks of Acting and confirmed Instructor Sub-Lieutenant. *See also 0623.*

0621. Lieutenant (ex-Reserve officer) – Executive and Supply Branches. To qualify for promotion to Lieutenant a Sub-Lieutenant must have completed 4 years service including any

seniority gained in the combined ranks of Acting and confirmed Sub-Lieutenant and confirmed in rank with original seniority when he obtains the necessary certificate. See also 0623.

0622. Constructor Lieutenant [ex-Sub-Lieutenant (E)]. To qualify for promotion to Constructor Lieutenant, a Constructor Sub-Lieutenant must have successfully completed technical training and passed a qualifying examination.

0623. Period for promotion to Lieutenant. The exact period for promotion to the rank of Lieutenant, i.e. 4 years in case of the officers mentioned in Articles, 0618 to 0621 shall be determined on the awarded seniority for securing them in first, second and third divisions respectively on the results of the departmental examinations or, in the case of the education branch, the basic course.

0624. Lieutenant-Commander. To qualify for promotion to Lieutenant Commander, a Lieutenant must have completed 11 years service (0604) and passed the qualifying examination as laid down in Article 0607.

2. A Lieutenant, who has not passed the qualifying

Examination, shall be promoted Acting Lieutenant Commander on attaining 8 years seniority at Lieutenant and shall be confirmed in rank according to the provisions of Article 0607 and Appendix-III.

3. Officers who attain 8 years seniority as Lieutenant while on leave or furlough pending retirement or invalidment will be promoted to confirmed rank of Lieutenant-Commander or confirmed in rank if all ready holding the rank of Lieutenant-Commander. The condition of medical fitness and of passing the qualifying Examination will not apply in their cases, provided, in the latter case, the Chief of Naval Staff, issues an exemption certificates from passing the qualifying Examination. If however, such officers as have been confirmed without passing the Qualifying Examination are allowed to rejoin the service, they will be considered to have been passed over for promotion and will not be eligible for further promotion beyond the confirmed rank if Lieutenant-Commander according to the provisions of Article 0607.

0625. Commander. A Lieutenant –Commander shall be eligible for promotion to the rank of Commander after 15 to 19 years service (0604). An Executive officer must have completed 1 year in a sea going appointment as the Executive officer or in command. An Engineer or Electrical officer must have served at sea as Engineer or Electrical Officer-in-Charge of the machinery of a BN Ship for one year in the rank of Lieutenant Commander or Lieutenant. A Supply officer must have one year sea service in the rank of Lieutenant-Commander or Lieutenant.

0626. Captain. A Commander shall be eligible for promotion to the rank of Captain after 21 years service (0604), including 4 years in the rank of Commander, either Acting or Confirm. An Executive officer must have served one year in an appointment tenable by a Commander.

0626-A. Commodore. A Captain shall be eligible for promotion to the rank of Commodore after 23 years service (0604) including 2 years in the rank of Captain either Acting or Confirmed.

0627. Rear Admiral and above. To qualify for promotion to the rank of Rear Admiral, and from Rear Admiral to a higher rank, an officer must have completed a minimum of 2 years service in the rank of Captain and above, Acting or Confirmed.

0628-0629. Unallocated

SECTION III

ACTING PROMOTIONS

0630. General conditions for promotion. Acting promotions shall be by selection and subject to the existence of vacancies in the sanctioned ranks. An officer shall not be promoted under Article 0631 until he acquires the knowledge and experience necessary for the acting higher rank.

0631. Qualification for promotion. To qualify for promotion to the acting ranks indicated below, an officer shall have served for the period and held the rank as specified :-

(a) *Acting Lieutenant.* Two years' commissioned service inclusive of any ante-date granted for seniority or promotion. Must be a Sub-Lieutenant.

(b) *Acting Lieutenant-Commander.* Five years' commissioned service, inclusive of any ante-date granted for seniority or promotion. Must be a Lieutenant.

(c) *Acting Commander.* Eight years' commissioned service inclusive of any ante-date granted for seniority or promotion. Must be a Lieutenant - Commander, acting or substantive.

(d) *Acting Captain.* Twelve years' commissioned service inclusive of any ante-date granted for seniority or promotion. Must be an acting Commander (holding the substantive rank of Lieutenant-Commander) or a Commander.

(e) *Acting Commodore.* Sixteen years' commissioned service inclusive of any ante-date granted for seniority or promotion. Must be an acting Captain (holding the substantive rank of Commander or a Captain).

0632. Retention and relinquishment of acting rank. Officers promoted to acting ranks will retain the higher rank only if they are occupying an appointment sanctioned for the higher rank. An acting rank, will, however, be retained under the following circumstances:-

(a) Whilst under transfer from - one appointment to another carrying the same or higher rank.

(b) On courses of instruction.

(i) Courses of less than 10 weeks' duration. An officer ordered to attend a course of less than 10 weeks' duration will continue to be borne against the appointment held by him before the course and will not be required to relinquish of the acting rank. In his absence no promotion will be admissible for the officer doing duty for him. If during the course it is decided that the officer will not return to his appointment, he will relinquish the acting rank with effect from the date when it is known he will not return unless on the same date he is transferred proforma to a vacant equivalent or higher appointment.

(ii) *Courses of 10 weeks' duration or more.* An officer who is ordered to attend a course lasting 10 weeks or more will cease to be borne against the appointment held by him before the course. He will be held supernumerary to the establishment of the higher rank and he will retain the acting rank from the date of handing over the duties of the last appointment before the course

up to the Conclusion of the course. Thereafter he will retain acting rank if his next appointment carries the same or higher rank

[sub-clause (a) above].

(iii) An officer holding acting rank, who on completion of a course falling under sub-sub-clause (i) proceeds directly to attend a course falling under sub-sub-clause (ii) or vice versa, will continue to retain the acting rank for the total duration of the courses. Thereafter he will retain the rank if his next appointment after the courses carries the same or higher rank.

(c) For the period of arrest provided he is acquitted. If found guilty of the charge, acting rank will be relinquished from the date of arrest.

(d) When a prisoner of war or missing.

2. As a rule, an acting rank will not be dropped unless:

(a) the officer, in the opinion of the Chief of Naval Staff, has proved unfit to hold the higher rank;

(b) the officer cannot retain the acting rank under the rules given in Clause 1 (a) to (d) above, or

(c) the sanctioned cadre in the higher rank in which the officer is acting is reduced.

3. See also 1019.

0033. Acting promotions in place of officers granted leave pending retirement, etc. Acting promotions may be made in place of officers who proceed on leave pending retirement or release leave from appointments tenable in the rank of Commander and above.

0634. Unallocated.

SECTION IV

PROMOTION FROM THE LOWAR DECK TO

PERMANENT COMMISSIONED RANK

0635. Eligibility. Selected continuous sailors of the following branches are eligible for promotion to commissioned Rank of Acting Sub-Lieutenant (General List) subject to the condition that the sanctioned permanent cadre of officers is not exceeded and such promotion will fill 40 percent of the annual intake of officers:-

<i>Branch in which serving</i>	<i>Branch in which to be granted commission</i>
(a) Seaman and Communication	Executive
(b) Regulating	Executive (At Arms)
(c) Engineering Mechanic and Engine Room Artificers.	Engineering
(d) Ship Wright Artificers	Engineering (Ship-Wright)
(e) Ordnance Artificers	Engineering Ordnance
(f) Writer and Stores	Supply
(g) Steward and Cook	Catering
(h) Electrical and Electrical Artificer, Radio and Radio Electrical Artificer.	Electrical
(i) Medical	Ward master
(j) Musician	Band Master".

2. Special service or non-continuous service sailors whom it is desired to recommend for promotion under this section must first transfer to a continuous service engagement.

0636. Selection procedure. for Upper Yardman The procedure for selection shall be as laid down in Appendix V.

0637. Date of promotion. The sailors selected by a Final Selection Board shall, with effect from the date that the Chief of Naval Staff approves their selection (see Paragraphs 9 & 10 of Appendix V), be promoted to the rank of Acting Sub-Lieutenant in appropriate branches as specified in Article 0635. .

0638. Higher technical training. A candidate, of the Engineering Mechanic, Engine Room Artificer, Ordnance Artificer, Electrical or Electrical Artificer Branch, after being promoted to the rank of Acting Sub-Lieutenant (E) or (L), as the case may be, shall be required to undergo higher technical training.

0639. Further promotion. Further promotions of officers granted commissions in accordance with Article 0637 are governed by Sections II and III of this chapter.

0640-0641. Unallocated.

SECTION V

PROMOTION TO SD LIST

0642. Eligibility: Selected sailor, who have passed the prescribed examinations and who possess other qualifications details of which are given in this section, are eligible for promotion} to SD List.

0643. Character: At the time of recommendation or selection, the character of a candidate must be "Very GOQD" for a continuous period of at least 4 years with previous character not below "Good"

2. Particulars of candidates who are considered exceptionally, deserving, or who have distinguished themselves by meritorious or special services, but who have not, attained the requisite standard of character, may be submitted to Chief of the Naval Staff for consideration.

0644. Age: The age of candidates must be between 25 and 38 at the time of promotion. The age, limits may be relaxed by Chief of the Naval staff in exceptional circumstances.

0645. Educational and professional examinations: The syllabi for the educational test, professional examinations and qualifying courses for SD List shall be laid down by Chief of the Naval Staff.

2. The frequency of tests, examinations and courses, unless otherwise specified in these regulations, shall be at the discretion of Chief of the Naval Staff.

3. A candidate who fails in only one subject in a professional examination for SD List held at the end of a course or without a course, shall be permitted to re-appear in that subject without taking the whole examination again, provided he has obtained not less than 50 per cent of the aggregate marks. Failure at the second attempt shall entail re-examination in all the subjects. See also 0655(8).

0646. Half yearly recommendations: A return on Form f(SP)3 is to be rendered half-yearly on the 15th of May and November to Chief of the Naval Staff with a copy to the Drafting Authority in respect of all eligible candidates for SD List as indicated in claus 3 below. A separate form is to be used for each candidate. Recommendation may not be made until the candidate has served 4 months in the ship or establishment; when no recommendation is made for this reason the words "under 4 months" are to be inserted on the form. If a candidate is not recommended for other reasons, his name is nevertheless to be included in the half-yearly return, and the reasons for non-recommendation are to be briefly stated.

2. On the first occasion of a candidate being recommended for SD list, a notation of the fact is to be made on his service book.

3. The returns are to be rendered as follows ;-

Rank.

Sublieutenant (SD) (G)

After passing the educational test and

Sublieutenant (SD) (T AS)	...	examination in seamanship (Form S 440).
Sublieutenant (SD) (X)		
Sublieutenant (SD) (P&RT)	...	After passing the educational and professional tests.
Sublieutenant (SD) (Com)	...	After passing the educational test and confirmation as Leading Tactical communication Operator.
Sublieutenant (SD) (Reg)	...	After passing the educational and professional test.
Sublieutenant (SD) (E)	...	After passing the educational test and preliminary technical examination.
Sublieutenant (SD) (O/E)	...	After passing the educational test and preliminary technical examination.
Sublieutenant (SD) (S)	...	After passing the educational test and professional examination for Petty Officer Rank.
Sublieutenant (SD) (Cat)	...	After passing the educational and professional test.
Sublieutenant (SD) (L)/(R)	...	After passing the educational test and preliminary technical examination.
Sublieutenant (SD) (S/W)	...	After passing the educational test and preliminary technical examination.
Sublieutenant (SD) (W/M)	...	After passing the educational and professional tests.
Sublieutenant (SD) (B/M)		

6647. Misconduct or unsuitability: If a candidate for SD list should misconduct himself and be punished in a manner which would disqualify him for his character for the year being assessed as "Very Good" his misconduct is to be reported by his commanding Officer to the Drafting Authority and Chief of the Naval Staff; his name will be removed from the roster for promotion and the notation on his service book will be cancelled. If a candidate is found unsuitable for promotion, the fact is to be similarly reported by his Commanding Officer.

0648. : Medical fitness-General rules: Before a candidate is discharged to undergo a qualifying course for SD List, he is to be medically examined in the ship or establishment in which he is serving, and a certificate that he is in all respects physically fit is to be forwarded to the Commanding Officer of the establishment in which the course is to be held. All candidates are to be medically examined before promotion to SD list and such promotion shall be dependent on medical fitness.

0649. Medical fitness-Special rules: The following special rules are applicable to candidates for the ranks of Sublieutenant (SD) (G), Sublieutenant (SD) (TAS), Sublieutenant (SD) (X) and Sublieutenant (SD) (Com).

(a) Before presenting himself for examination in seamanship, a candidate shall be required to produce a certificate to the effect that he is, in all respect, physically fit and professes at least the standard of vision as laid down from time to time.

(b) The general medical examination is to be carried out in the ship or establishment in which the candidate is serving. The eyesight tests are to be applied by an Ophthalmic Specialist, but should the exigencies of the service render this course impracticable, a provisional certificate of visual fitness may be granted by a non-specialist Medical Officer and confirmed by a medical specialist at the first opportunity.

(c) Before a candidate is discharged to undergo a qualifying course, he is to pass a full medical examination with the exception that colour vision is not to be retested unless with correcting lenses, he fails to read Snellen 6/6 when each eye is tested separately.

(d) Before promotion to Acting Sub Lieutenant (SD List) a candidate is to undergo a full medical examination. The eyesight test is to be as in sub clause (c) above, but it is to be applied only to those candidates who have not been tested within the previous two years.

0650. Selection Board: The qualified candidates who are medically fit and whose names are on the roster for promotion to SD List maintained by the Drafting Authority shall be required to appear before a Selection Board.

2. The following factors shall be taken into consideration when making the selections :-

- (a). Dates of passing the professional and educational examinations ;
- (b) Results of examinations ;
- (c) Recommendations for promotion to SD List;
- (d) Length of service:

0651. Date Of promotion: A candidate who is successful in the prescribed professional examination or qualifying course, is declared medically fit and selected by the Selection Board, shall be promoted from the date on which he attained all the qualifications necessary for promotion.

2. If a candidate is selected but cannot be promoted owing to the non-existence of vacancy in the sanctioned cadre, he shall be promoted from the date on which vacancy arises.

0652. Rejected Upper Yardman : Upper yardmen who, after undergoing the special course of instruction, are rejected by the Final Selection Board shall be eligible for consideration for promotion to SD List as provided in paragraph 9(b) of Appendix V.

0653. Acting and confirmed Rank: A candidate for SD List is to be given acting Rank on promotion. At the expiration of one year's service an Acting Sublieutenant (SD List) is to be confirmed in his rank, provided his conduct and qualifications have been satisfactory, and he is recommended by his Commanding Officer. This recommendation should not be forwarded until the Officer has completed one year in the acting Rank. His seniority is to reckon from the date of his acting promotion. An Acting Sub lieutenant (SD List) who is invalided before completing one year's service as such may, at the discretion of the Government, be confirmed in his rank before retirement, provided his record is satisfactory. *See also 0654. .*

2. An Acting Sublieutenant (SD) (PT) shall, in addition, be required to pass the seamanship examination under the conditions prescribed in Form S. 440 before being eligible for confirmation in Rank.

3. An Acting Sub Lieutenant (SD List) who, on completion of one year's services , such, is not recommended for confirmation in his rank for reason of unsuitability, inefficiency or misconduct, is to be given the opinion of discharge from the service or reversion to the lower deck. In the event of reversion, he is to revert to his original previous rank prior to Commission unless his reversion is due to misconduct or inefficiency, in which case he may be released from Service.

4. Time serve as Acting Sublieutenant (SD List) shall, if the officer is not confirmed, count as Master Chief Petty Officer's or Chief Petty Officer's time, as the case be, unless failure to obtain confirmation is due to misconduct or inefficiency, in which case time served in the acting capability shall count as time in the rank held prior to promotion as acting Sublieutenant (SD List) and counted towards his pensionable period.

0654. Watch Keeping Certificate: To be eligible for confirmation in rank, as Acting Sublieutenant (SD) (Com), Acting Sublieutenant (SD) (G), Acting Sublieutenant (SD) (TAS) or Acting Sublieutenant (SD) (X) shall also be required :

(a) to hold a watch keeping certificate certifying that he has kept watch at sea and in harbour under a commissioned officer and has a sound knowledge of duties of officer of the watch, including measures necessary for the safety of the ship; and

(b) to have passed a divisional course as laid down in the Training Manual and Fleet Orders.

0655. Sublieutenant (SD) (G), Sublieutenant (SD) (TAS), Sublieutenat (SD) (Com), and Sub Lieutenant (SD) (X) : To be eligible for promotion, a candidate must:

(a) be a Petty Officer or Acting Petty Officer with not less than one year's service in actual performance of duties of such sailor; and

(b) have qualified in the prescribed course of instruction.

2. A candidate for the rank of Sublieutenant (SD) (TAS) shall also be required to have held the specialist qualification of TASI or TDI.

3. A candidate for the rank of Sublieutenant (SD) (X) shall be required to undergo an additional course at the Navigation Director School.

4. Before he is selected to, undergo the qualifying course, a candidate must-

(a) be qualified under Articles 0643, 0646 and 0648;

(b) be qualified for advancement to Acting Petty Officer;

(d) have passed the educational test for SD List;

(d) have passed the examination in seamanship for SD List under the conditions prescribed in Form S. 440. This examination is to be held by a board constituted under the authority of Chief of the Naval Staff. *See* also 0649 on special medical fitness rules.

5. On passing in seamanship for SO List a candidate's name is to be placed roster for selection to undergo the qualifying courses referred to in clauses 1(b) and 3 above. The date of passing of candidates examined during the six monthly periods ending 31st May and 30th November is to be regarded as 31st May and 30th November respectively. The order on the roster will be determined by these dates, the relative order in each half-year batch being determined by seniority in rank on that date.

6. The educational test for SD List is to be taken by all candidates, whether before or after passing the seamanship examination, but a candidate who has not passed this test before passing in seamanship is required to do so within 3 years of the date of passing in seamanship. If he does not do so his name is to be removed from the roster. Should he subsequently pass the educational test, his name is to be replaced on the roster, but his position thereon is to be determined by the date of passing the test.

7. Before taking the seamanship examination a candidate must-

(a) be either a Petty Officer, or a Leading Seaman who has passed professionally for Petty Officer and holds a certificate from his Captain that he has a reasonable chance of passing the examination in seamanship;

(b) have served four years man's time in seagoing ships, the actual period being stated on his Form S. 440;

(c) produce his Service Book and certificate of passing the specialist qualification of 1st Class Rank;

(d) state whether he elects to qualify for Sublieutenant (SD) (G), Sublieutenant (SD) (TAS), Sublieutenant (SD) (X) or Sublieutenant (SD) (Com).

8. If a candidate fails in aggregate in the examination on termination of the qualifying course, he is to do the full course again and take the whole examination when an opportunity occurs in the same manner as a newly recommended candidate. If, on the other hand, he fails in not more than two subjects but passes in the aggregate, he is to be given extra coaching in these subjects and re-examined after 6 months. This however, is subject to-

(a) the recommendation for a further trial by the Commanding Officer of the training establishment concerned, and

(b) a subsequent recommendation for SD List. Failure at the second attempt in one or both the subjects shall entail re-examination in all the subjects.

9. The names of the candidates who qualify on re-examination under the above conditions are to be placed on the roster for promotion to SD List junior to the candidate of the same batch who qualify at the first attempt.

10. On qualifying, candidates are to be sent to sea as soon as possible, Leading Seaman bring given the rank of Acting Petty Officer immediately on completion of the qualifying course. All qualified candidates for Gunner SubLieutenant are to be given the specialist qualification of Gunner Instructor if not already held by them.

11. A Leading Seaman given the rank of Acting Petty Officer is to be confirmed as Petty Officer at the expiration of 12 months, if recommended in all respects for SD List. If not so recommended, or if found unsuitable for SD List at any time before the expiration of 12 months, he is to revert to Leading rank, being eligible for subsequent advancement to Petty Officer in the ordinary course.

0656. Unallocated.

0657. Sublieutenant (SD) (P&RT): To be eligible for promotion, a candidate must have passed the prescribed qualifying course.

2. Before being selected for the qualifying course, a candidate must-

(a) be qualified under Articles 0646 and 0648; -

(b) be holding a Staff Physical and Recreational Training Instructor's rank; .

(c) have passed the educational test for SD List.

3. The names of the qualified candidates are to be placed on the roster for promotion in the order in which they pass the educational test.

0658. Sublieutenant (SD) (Com): To be eligible for promotion, a candidate must undergo the course and pass the examination for Communication Sub Lieutenant.

2. Before being eligible to undergo the prescribed course, a candidate must- .

(a) be qualified under Articles 0643, 0646 and 0648;

(b) have not less than two years' service as Leading Tactical Communication Operator and Communication Yeoman combined, or as Leading Radio Communication Operator and Radio Communication Supervisor combined;

(c) have passed for Communication Yeoman or Radio Communication Supervisor;

(d) have passed seven years as' boy and man;

(e) have passed the educational test for SD List.

3. In forwarding the half-yearly recommendations, the recommending officer should pay particular attention to a candidate's administrative ability and power of exercising control over his department and the man under his orders.

4. Candidates shall be selected to undergo the prescribed course in the signal school, from the roster of eligible men kept at the School due regard being paid to recommendations, service qualifications and seniority; candidates serving afloat are to be relieved in sufficient time to enable them to join their class at the commencement of the course.

5. The names of the candidates who qualify shall be placed on the roster for promotion. The order on this roster is to be determined by the date of completion of the course, candidates who pass on the same day being arranged in order of seniority.

6. A candidate who fails in the examination at the termination of the qualifying course, provided he is-

(a) recommended for a further trial by the Commanding Officer of the establishment concerned; and

(b) continuously recommended for SD List under Article 0646, may apply at the expiration of two years from the date of failure, if still otherwise eligible, to be allowed a further opportunity to qualify. See also 0645(3).

7. If accepted, he shall be required to take all the courses and examinations for the rank, and on qualifying, his name is to be placed on the roster for promotion as from the date of successfully completing the course. Candidates who pass on the same day are to be arranged in order of seniority.

8. Before being promoted to SD List, a candidate must have served one year at sea as a Communication Yeoman or Radio Communication Supervisor. After passing for the SD List, a Leading Technical Communication Operator or Leading Radio Communication Operator is, if necessary, to be granted the rank of Acting Communication Yeoman, or Acting Radio Communication Supervisor in sufficient time to ensure his having served in that capacity for a year before his promotion is expected.

0659. Sublieutenant (SD) (Reg) : To be eligible for promotion, a candidate must-

(a) be qualified under Articles 0643, 0646 and 0648; -

(b) have passed the educational test for SD List;

(c) have passed a professional examination on regulating duties as laid down in Chapter 56, Section II..

2. On being recommended for promotion to SD List a candidate's name is to be placed on the roster in order of seniority as Master-At-Arms; but promotion to SD List shall be made by selection when consideration is also to be given to the total length of service in the Regulating Branch.

0660. Sublieutenant (SD) (E): They are to be selected from the Chief or other Engine Room Artificers who have passed the prescribed professional examination. Before being eligible to take this examination, a candidate must-

(a) be qualified under Articles 0643, 0646 and 0648;

(b) if an Engine Room Artificer, have served as Chief or other Engine Room Artificer for 3^{1/2} years in a seagoing ship in commission and have served for six years with continuous "Very Good" in time counting for pension. A candidate entered as Artificer Apprentice or Acting Engine Room Artificer 4th Class, shall not be allowed to reckon service prior to being confirmed in the rank of Engine Room Artificer, 4th class;

(c) be a Diploma (3 years) holder or qualified as an Artificer from a Technical Institution;

(d) produce a certificate signed by the Engineer Officer of the last ship in which he served that he is capable of taking charge of the machinery of a small ship; and

(e) have passed the educational test for SD List.

2. The names of the candidates who have qualified shall be placed on the roster for promotion and the following notation is to be made on their Service Books:

"Qualified for Sublieutenant (SD) (E)"

0661. Sublieutenant (SD) (O/E): To be eligible for promotion, a candidate must have passed the prescribed professional examination.

2. To be eligible to sit for the professional examination, a candidate must-

(a) be qualified under Articles 0643, 0646 and 0648;

(b) have passed the educational test for SD List;

(c) have successfully undergone the Chief Ordnance Artificers' Course;

(d) have served for not less than six years since being ranked Ordnance Artificer, 4th class, of which 3^{1/2} years must have been spent at sea.

3. The names of the sailors who pass the professional examination shall be placed on the roster for promotion in the order in which they pass. Unsuccessful candidates shall be allowed to sit for a subsequent examination, if they continue to be eligible.

4. The following notation is to be made on their Service Book-

"Qualified for Sublieutenant (SD) (O/E)"

0662. Sublieutenant (SD) (S): To be eligible for promotion, a candidate must have passed the prescribed professional examination.

2. To be eligible to appear for the above professional examination a candidate must-

- (a) be qualified under Articles 0643, 0646 and 0648;
- (b) have passed for Petty Officer (Writer) or Petty Officer (Store) ;
- (e) have completed 7 years' service ;
- (d) have passed the educational test for SD List.

3. The names of the qualified candidates shall be placed on the roster for promotion in the order of their passing the professional examination and the following notation is to be made on the Service Books :

"Qualified for Sublieutenant (SD) (S)"

0663. Sublieutenant (Catering): To be eligible for promotion a candidate must have passed the prescribed professional examination.

2. To be eligible to sit for the professional examination, a candidate must-

- (a) be qualified under Articles 0643, 0646 and 0648 ;
- (b) hold the rank of Master Chief Petty Officer (Cat), Senior Chief Petty Officer(Std), Chief Petty Officer (Std), Petty Officer (Std), or Master Chief Petty Officer (Cat), Senior Chief Petty Officer(CK), Chief Petty Officer (Ck), Petty Officer (Ck).
- (e) have completed two years' service since passing the professional examination for Petty Officer (Steward) or Petty Officer (Cook) ;
- (d) have passed the educational test for SD List.

3. The names of the qualified candidates shall be placed on the roster for promotion in the order in which they pass the professional examination.

0664. Sublieutenant (SD) (L): To select eligible candidates for being placed on the roster for promotion to SD List, a preliminary professional examination shall be held from time to time. A separate examination shall be given for each of the two categories, Radio and Electrical. A candidate. may take the examination for either category.

2. To be eligible to sit for the preliminary professional examination for Chief Electrical Artificers, Electrical Artificers, Chief Radio Electrical Artificers, Radio Electrical Artificers, a candidate must-

(i) be qualified under Articles 0643, 0646 and 0.648 ;

(ii) have served for not less than six years since being ranked Acting Electrical Artificer, 4th class, of which 3^{1/2} years must have been spend at sea;

(iii) have passed the educational test for SD List.

3. Candidates who pass the preliminary professional examination are to undergo the qualifying course for Sublieutenant (SD) (L) subject to the service requirements, the candidates may be permitted to take the qualifying examination without undergoing the qualifying course. Seniority shall be based on the combined total of marks obtained in the preliminary professional examination and the qualifying course.

4. On promotion to acting Sublieutenant (SD) an candidates except Artificers shall be given a course in Workshop Practice and Mechanical Drawing.

0665. Sub lieutenant (SD) (S/W): To be eligible for promotion, a candidate must pass the preliminary and final technical examinations.

2. To be eligible to sit for the preliminary technical examination a candidate must have passed educationally for SD List.

3. To be eligible to sit for the final technical examination; a candidate must:

(a) have passed the preliminary technical examination;

(b) be qualified under Articles 0643, 0646 and 0648 ;

(e) have served for not less than six years since being ranked Acting Shipwright Artificer, 4th class, of which 31 years must have been at sea.

4. . No candidate shall be allowed to sit for the final technical examination not more than three occasions except with the permission of Chief of the Naval Staff.

5. The names of the qualified candidates shall be placed on the roster for promotion in the order in which they pass the final technical examination.

0666. Sublieutenant (SD) (W/M) : To be eligible for promotion, a candidate must-

(a) have passed the professional examination for promotion, to the rank of SubLieutenant (SD) (W/M) ;

(b) be a Chief Petty Officer (Med) of not less than one year's service and have obtained adequate experience in that rank.

2. To be eligible to sit for the professional examination, a candidate must-

(a) be qualified under Articles 0643, 0646 and 0648 ;

(b) be a Master Chief Petty Officer (Med), Chief Petty Officer (Med) or a Petty Officer (Med) who has passed the 'examination for Chief Petty Officer (Med);

(e) have passed the educational test for SD List.

3. The names of the qualified candidates shall be placed on the roster for promotion in the order in which they qualify.

0667. Sublieutenant (SD) (D/M): To be eligible for promotion, a candidate must have passed the prescribed professional examination.

2. Before being allowed to take the professional examination, a candidate must-

(a) be qualified under Articles 0643, 0646 and 0648 ;

(b) be a Master Chief Petty Officer (Mus), Senior Chief Petty Officer(MUS) Chief Petty Officer (Mus) or Petty Officer (Mus) which not less than one year's service as Petty Officer (Mus) ;

(c) have passed the educational test for SD List. .

3. The names of the qualified candidates shall be placed on the roster for promotion in the order in which they pass the professional examination.

0668 to 0669 : Unallocated.

0670. Age of Retirement: The age limit for retirement or service shall be 50 years. In special case, Government may extend another 02 (two) years i.e. upto 52 years with the recommendation of the Chief of the Naval Staff.

0671. Rank and Precedence: The SD List Officer shall take rank and precedence after Officers of equivalent rank in the General List.

0672. Pay and Allowances:

(a) The SD List Officers shall be entitled to the same scales of pay and allowances as are admissible to equivalent ranks of General List Officers.

(b) Messing allowance shall not be admissible to SD List Officers.

0673. Messing Allowance: Acting Sublieutenants (SD) will be governed as the provision promulgated, vide Ministry of Defence letter Nos. 2/5/74/D-VI/70, dated 11th April 1974 and 5/348/75/D-9/5529 dated 31st December 1975 which have been reproduced in F.O 10/77.

0674. Outfit Allowance: SD List Officers on promotion will be entitled to outfit allowance in terms of JSI 5/77, para 10 (L).

SECTION VI. PROMOTION FROM LOWER TO HIGHER SD RANK.

0675. Normal promotion: A Sub lieutenant (SD) may be promoted Lieutenant (SD) on completion of five years' service in the rank, provided he is recommended by his Commanding Officer and has a satisfactory record.

0676. Promotion Selection : A Lieutenant (SD) shall be eligible for promotion to Lieutenant Commander (SD) by selection any time after attaining six years seniority in the rank provided he has a satisfactory record and is recommended by his Commanding Officer. The passing of Lieutenant Commander Qualifying Examination under NR 0607 shall not be condition for such promotion.

0677 to 0678 Unallocated.

SECTION VII. DIRECT PROMOTION OF SPECIAL DUTY

LIST OFFICERS TO LIEUTENANT

0679. Direct Promotion to Lieutenant: A Sub Lieutenant (SD) shall be eligible for promotion to Lieutenant by selection on completing four years' service in the rank, provided he is not over 40 years of age and is recommended by his Commanding Officer. The final selection to the Regular Cadre shall be subject to ISSB recommendation.

0680. Recommendation for promotion: Reports on Officers recommended for promotion are rendered half yearly by the Commanding Officers on Form S-206 so as to reach Chief of the Naval Staff by the 30th May or 30th November.

2. A Commanding Officer who once recommends an Officer for promotion is to render report on Form S-206 on the Officer concerned on each subsequent due date even though he no longer recommends the Officer for promotion. These reports are to be continued until the Officer concerned is transferred from the particular ship or establishment.

3. The report is to be accompanied by a certificate of medical fitness and in the case of Executive Officers, is to include a mention of watch-keeping capabilities, when known.

0681. Dates of selection: Selections shall be made by Chief of the Naval Staff on the 30th June and 31st December each year. The number of Officers to be selected on each occasion shall be governed by the number of vacancies, the requirements of the service and the number of suitable candidates.

0682. Qualifying Course: Officers selected shall be promoted only on successful completion of such courses of instruction as may be directed by Chief of the Naval Staff.

0683. Allocation of branch on promotion: Officers who are declared successful on completion of the qualifying courses shall be promoted to the rank as in Article 0684 in the branches shown below:

Gunner		
Boatswain	...	Executive
Communication		
Physical Training		
Master-at-Arms	...	Executive(Officer to be designated Lieutenant-at-Arms)
Engineer	...	Engineering
Mechanician		
Ordnance Engineer	...	Engineering [Officer to be designated Lieutenant (E) (O/E)]
Shipwright	...	Shipwright
Supply	...	Supply
Wardmaster	...	Wardmaster
Electrical (L)	...	Electrical.
Electrical (R)		

2. Lieutenant (E)/OE shall be borne against the sanctioned cadre of Lieutenants (E).

0684 Rank on promotion: Executive Officers already in possession of watch-keeping certificate shall be promoted to the rank of Lieutenant. If not in possession of watch-keeping certificates, they shall be promoted Acting Lieutenant and will be given sea appointments. On obtaining the watch-keeping certificates, they shall be confirmed in rank with original seniority. Officers of other branches shall be promoted. to the rank of Lieutenant.

2. In all cases, the date of promotion to Acting Lieutenant or Lieutenant shall be the date of selection. See 0681.

0685. Failed candidates: Officers who are not declared successful in the qualifying courses shall resume their duties as SD List Officers.

0686. Promotion for long and zealous service: A SD List Officer may be promoted, for long and zealous service, to the rank of Lieutenant provided he has completed 14 years' service in the SD rank and has a further period of at least 2 years' service before reaching the age of compulsory retirement. The condition of further two years' service may be relaxed in special case.

2. Such promotions are subject to the existence of vacancies in the sanctioned cadre of Lieutenants.

0687. Further promotions: Officers promoted under the provisions of this section shall for further promotions be governed by the rules given in Sections II and III.

0688. Special consideration: In view of shortage of seagoing vessels and cost involved, period of sea-time for all candidates of all branches may be reduced at the discretion of Chief of the Naval Staff.

0689. (Unallocated.)

SECTION VIII. HONORARY COMMISSIONS

0690. Grant of honorary commission to serving personnel. Master Chief Petty Officers of all branches may be granted the honorary rank of Sub lieutenant provided they have rendered specially meritorious service and are recommended by their Commanding Officers.

2. The number of Honorary Sub-lieutenants on the Active List excluding those granted leave pending retirement is not to exceed Twenty Seven at any time. These officers continue to be borne against the sanctioned cadre of Master Chief Petty Officers and no advancement to Master Chief Petty Officer is to be made in, the place of a Master Chief Petty Officer granted an honorary commission under the provisions of this article.

3. Honorary Sub-lieutenants are to be treated as regular officers, who hold normal commissions.

4. For effect on pay and pension of these commissions, see *Pay and Allowances Regulations for the Bangladesh Navy and Pension Regulations*.

5. For purposes of travelling and daily allowances (When travelling on duty), accommodation, messing identity card and purchases from officers', canteens, Honorary Sub-lieutenants will be treated as regular Sub-lieutenants.

6. For purposes of Passages on first appointment and on retirement, Honorary Sub lieutenants including family will be eligible for Passage by warrant admissible under the rules in force.

7: For purposes of leave entitlement, Honorary Sub-lieutenants will be governed by rules given in Chapter 10, Section III.

0691. Grant of honorary commissions to personnel on retirement. Master Chief Petty Officer, of all branches may be granted the honorary rank of Sub-lieutenant on retirement provided they have completed 21 years' pensionable service or have rendered specially meritorious service.

2. The number of honorary commissions granted to the Master Chief Petty Officers, CPO on retirement will not be such as would vitiate their value and importance.

3. The honorary commissions do not carry any financial benefits and those holding them are not to be transferred to the Fleet Reserve.

0692. Grant of honorary Commissions to personnel after retirement. Retired Sublieutenants of high social status who have rendered valuable services in connection with recruitment or the welfare of sailors and their families may be granted honorary rank of Lieutenant. Retired Master Chief Petty Officers or Chief Petty Officers who have rendered similar services may be granted honorary commissions as Sublieutenants.

2. These honorary ranks or commissions do not carry any financial benefits. The rules for the grant of these honorary promotions are laid down in Appendix VI.

0693. Liability during war or emergency. In the event of war or national emergency. Honorary Sub lieutenants who are on the Retired List are not to be recalled for active service. They shall, however be liable for recruiting duties within the areas in which they reside.

0694. Grant of Honorary Rank of Lieut. to Honorary Sublieuts. The terms and conditions pertaining to the grant of Hony. Rank of Lieut. to Hony. Sublieut. will be as under :

(i) Chief of Naval Staff is empowered to promote Hony. Sublieut. (on active list) to Hony. Lieut. provided such an incumbent at the time of his promotion does not exceed the maximum age and service limit (whichever is earlier) prescribed for a master Chief Petty Officer under the rules in force.

(ii) The number of such a commission (Hony. Lieut. on active list) will not exceed Five at a time.

(iii) On grant of the Hony. Rank of the Lieut. such an incumbent will receive the fixed pay of the rank (i.e. Tk. 1000/- per month) plus the following allowance if and when otherwise admissible under the rules :-

- | | |
|----------------------------|--|
| (a) Expatriation Allowance | As admissible under the normal rules,

when serving outside the Geographical

limits of. Bangladesh. |
| (b) Outfit Allowance | Actual cost of kit subject to a maximum

of Tk. 600/~ less the amount of outfit

allowance previously drawn as Hony. Sublieut. |

(iv) An Hony. Lieut. will continue to be borne against the sanctioned cadre of Master Chief Petty Officers, and no promotion (Advancement) will be made in his place till his retirement or

discharge from service. In other words he will hold the commission (Hony. Lieut) till he completes the maximum service limit or attains normal superannuation age limit, whichever is earlier, as prescribed for Master Chief Petty Officers under the normal rules.

(v) In all other respects, i.e. leave, T.A./D.A., Passage (including family), accommodation, Messing, Identity Cards and Purchases from Officers' Canteen, etc., and Hony. Lieut. will be treated as Hony. Sublieut.

(vi) In matters of discipline, power of command, an Hony. Lieut. will be junior to all the Lieuts/Sublieut. but will be senior to Hony. Sublieuts. only.

0695. Grant of Honorary Rank of Lieut. to Honorary Sublieut. on Retirement. It has been decided that an Honorary Sublieut., on the Active List shall be granted Honorary Rank of Lieut. on retirement. The grant will not carry any financial benefit.

0696- 0700. . Unallocated.

SECTION I

GENERAL PROVISIONS

0701. Authorized training ships and establishments. The authorized training ships and establishments in the Navy are listed in Appendix VII.

0702. Training policy. The training policy shall be laid down by Chief of the Naval Staff, senior officers and Commanding officers are to ensure that the policy laid down in duty implemented.

0703. Authorized courses. Chief of the Naval Staff shall decide the length and nature of courses to be given to officers in the Bangladesh Navy training ships and establishments.

2. Chief of the Naval Staff may select a course of instruction in a Bangladesh Army or Air Force training establishment or at a government or non-government institution for attendance by naval officers.

3. Courses at non-government institutions shall be arranged with the approval of the Government.

0704. Selection of officers for courses. Selection of officers for all types of courses shall be made by Chief of the Naval Staff.

0705. Examinations. Chief of the Naval Staff is to give the necessary orders for all educational and professional examinations; *See* 0239.

0706. Tactical training. Chief of the Naval Staff shall give the necessary directions so that the tactical training, in time of peace, is planned and arranged in such a manner as to train units to perform those duties which will be required of them when mobilized for war.

0707. Combined exercise with other Service. In order to ensure perfect understanding and cooperation between services, Chief of the Naval Staff should consult the appropriate authorities concerning the most useful form of combined exercises or investigations, and should, when opportunity over, arrange exercise in cooperation with them, particularly with a view to testing arrangements for war.

0708. Study of war. It is the responsibility of every Senior Officer and Commanding Officer to see that young officers are encouraged to study the history and problems of war, and that arrangements are made when practicable for debates and discussions to be held by officers on war strategy, and for lectures to be given to officers, explaining the tactical and strategical exercises carried out by the flotilla or a unit of the flotilla.

0709. Study of languages. Officers are to be given every encouragement to study foreign languages.

0710-0719. *Unallocated.*

SECTION II

COURSES IN BANGLADESH

0720. Naval courses. Officers may be detailed for such naval courses in training establishments as may be considered necessary by Chief of the Naval Staff.

0721. Syllabuses. The syllabuses for all naval courses shall be prescribed by Chief of the Naval Staff.

0722. Staff courses, etc. Chief of the Naval Staff may detail officers to attend staff courses or other courses of Service interest at the Army or Air Force Staff College or other training Establishments.

0723. Training of Cadet-entry officers. The basic training of Cadet entry officers will be carried out as laid down in the Regulations governing the Recruitment and Basic Training of Cadet-entry Officers of the Bangladesh Navy.

0724 - 0730. *Unallocated*

SECTION III

COURSES ABROAD

0731. Specialist and staff courses. Officers may be deputed abroad for, Such specialist or staff courses as may be decided by the Government according to the circumstances and needs of the Service.

0732. Courses offered by other Government. Such courses shall be accepted only with the approval of the Government of Bangladesh.

0733-0739. *Unallocated.*

SECTION IV

STUDY IN EDUCATIONAL INSTITUTIONS

0740. Joining educational institution. Officer may be permitted to join educational institutions to study subjects which may increase proficiency in the service, provided that joining and attending the institution, will not hamper in performing normal duties.

2. Qualification pay admissible on passing the examination. See Rule 17 Pay and Allowances Regulations for the Bangladesh Navy.

0741-0749. *Unallocated.*

SECTION V

STUDY OF FOREIGN LANGUAGE

0750. Language of Service interest. These are Arabic, Burmese, German, Gurmukhi, Hindi, Indonesian, Italian, Persian, Russian, Spanish, Turkish, Urdu and Yugoslav.

0751. Selection of languages for study. The Chief of Naval Staff shall decide which of the languages of Service interest are to be studied, fix the number of officers to be trained in each of those languages, obtain Government sanction for the measure, and arrange for the selection of suitable officers.

0752. Stages of study. The study of the selected languages shall be arranged as follows:

- (a) Preliminary study in Bangladesh.
- (b) Advanced study in the countries concerned.

0753. Preliminary study courses at Government expense. Preliminary courses in selected languages shall be arranged for selected officers at Government expense. '

0754. Length of preliminary courses. The length of a preliminary course shall vary according to each particular language, the principle being that at the end of the course students selected for advanced study abroad will have been-sufficiently grounded -to proceed to the country concerned immediately and carryon their languages study without direct supervision. The .tentative lengths of courses in various languages, which may be varied in the light of experience, shall be as follows:-

Arabic	6 months	Chinese	12 months
Burmese	4 months	French	6 months
German	6 months	Malay	4 months
Gurmukhi	4 months	Persian	3 months
Hindi	3 months	Russian	9 months
Indonesian	4 months	Spanish	4 months
Italian	4 months	Turkish	4 months
Japanese	12 months	Urdu	4 months
		Yugoslav	6 months

0755. Preliminary examination. Officers attending a preliminary course shall be required to take a preliminary examination to be held at the end of the course.

2. The examination shall also be open to those officers who, having studied the language concerned privately at their own expense, volunteer for it with .the approval of the Chief of Naval Staff.

0756. Necessary conditions. To be considered for selection for a preliminary course, or for permission to take a ' preliminary examination as a private candidate, an officer must show proficiency in the language and be under 45 years of age.

0757. Attendance's duty. Officers attending a preliminary course or examination shall be treated as on duty.

0758. Advanced study. Selection.. At the end of the preliminary examination, the Chief of Naval Staff shall select the requisite number of officers (075) for deputation to the country concerned for the advanced study of the appropriate language to enable them to qualify as Interpreters. This action is to be taken, with as little tag as possible so that there is continuity of study. These officers shall be chosen from among those who have' passed the preliminary examination after having either attended the preliminary course or prepared themselves privately for it, provided, in the latter case, that the officers concerned fulfill the conditions laid down in Fleet Orders.

2. Facilities and concessions. For their deputation abroad the officers shall be entitled to the same pay and allowances, concessions, facilities and extra emoluments, except tuition fees (for which see Clause 3), as are admissible for a course of instruction in the country concerned.

3. Coaching. Officers deputed abroad shall arrange the advanced study of the language concerned themselves at their own expense. No coaching arrangements shall be made at Government expense.

4. Length of residence abroad. The length of residence abroad which shall count from the date of arrival in the country concerned to the date of departure from it, for the purpose of advanced language study, shall be as follows:

Arabic	3 months	Italian ...	6 months
Burmese.....	6 months	Japanese.....	2 years
Chinese ...	2 years	Malay ...	6 months
French	6 months	Persian ...	3 months
German	6 months	Russian ...	1 year
Hindi ...	4 months	Spanish ..	6 months
Indonesian	6 months	Turkish ...	6 months
Urdu ...	4 months	Yugoslav...	6 months

5. Unsatisfactory progress or conduct An officer who reported by the Bangladesh Mission (Military Attache, where available) to be failing to carry on the language study satisfactorily or having unsatisfactory conduct shall be ordered by the Chief of Naval Staff to return to Bangladesh and be required to refund the cost of his return passage from the country concerned.

0759. Interpretership examination. On the conclusion of their deputation abroad officers shall be required take an Interpreter ship examination which shall be held either abroad immediately at the end of the deputation or in Bangladesh when all the officers have returned, having 'availed themselves of any leave granted to them ex-Bangladesh.

2. Those who fail to qualify In this examination shall be required, unless exempted by the Chief of Naval Staff on the ground of illness or for some other special circumstances, to refund the cost of their return passage from the country concerned.

3. This examination shall be open also to:

(a) Those who have previously passed the preliminary examination in the language concerned after having attended a preliminary course or after private study, and have subsequent to passing that examination resided abroad in the country concerned for the period specified in respect of that language (0758) either on naval duty or in a private capacity.

(b) Those who have not previously passed the preliminary examination in the language concerned, but, having lived abroad in the appropriate country for considerable time and learnt the language, are anxious to qualify as Service Interpreters in that language.

(c) Those who have passed the preliminary examination and are permitted by the Chief of Naval Staff to take the interpreter ship examination without the residential qualifications.

0760. Conveyance. For entitlement to traveling allowance and daily allowance, *see Passage Regulations (Provisional)*.

0761. Rewards. The conditions for the grant of rewards and the amounts admissible are laid down in Rules 150 and 152, *Pay and Allowances Regulations for the Bangladesh Navy*.

0762. Duties of official interpreters in foreign languages. The duties of an official interpreter in a foreign language will be as under:-

(a) To act as an official interpreter as and when required.

(b) To translate or summarize into Bengali or English letters, documents, publications, etc, written in the language concerned.

0763-0800. *Unallocated.*

SECTION I

GENERAL PROVISIONS

0801. Circumstances in which termination of service occurs. An officer's service is terminated in anyone of the following circumstances :

- (a) On completion of normal age or service limits for retirement (*see* 0803);
- (b) medical unfitness;
- (c) voluntary retirement or resignation with the approval of the Government, for private reasons;
- (d) compulsory retirement Or resignation, under the orders of the Government, for an officers misconduct or any other reason; .
- (e) dismissal from the Service by sentence of a court martial;
- (f) dismissal or removal from the Service by administrative action, for an officer's MISCONDUCT OR ANY other reason.
- (g) discharge from the Service of a subordinate officer by administrative action for improper conduct or unsatisfactory progress in training.
- (h) release from the Service of a short service commissioned Officer on expiry of the term of his short service commission (0324) or discharge of such an officer for reasons given in Article 0330 (2);
- (i) death.

2. The procedure for sub-clause (a) above is given in *Pension Regulations* and Article 0809 and for sub-clause (b) above in Article 6459. The procedure for sub-clause (c) above is given in the Navy Rules and Article 0810. The rules for sub-clause (d) and (f) above are laid down in the Navy Rules; *see* 0807 on procedure in such cases. The offences for which punishment as in sub-clause (e) above can be given are specified in the Navy Ordinance, 1961. The procedure for sub clause (h) shall be the same as for permanent commissioned officers who retire or are removed from the service.

0802. Definitions of terms. The terms used in connection with the termination of service of officers are defined in the Navy rules.

0803. Age/service limits for normal retirement. These are laid down in the Navy Rules.

0804, Retention and grant of rank on retirement, e.t.c. Officers irrespective of the type of commission they hold will retain their substantive ranks on Retirement/ceasing to be employed.

2. The Chief of Naval Staff may also grant the use, in an honorary capacity, of the higher acting rank that may be held by officers :

- (a) at the time (of retirement provided such higher rank has been held for an unbroken period of at least six months including any period of secondment/attachment to another department Service in the higher rank;
- (b) at the time when wounds Or sickness attributed to naval service necessitated absence from duty and subsequent retirement/termination of commission.

3. The grant of honorary ranks will be published in official *Gazette*. Officers may, however, assume the rank 'earlier, i.e. from the day they receive official notification from Naval Headquarters to the effect that the privilege has been granted.

4. Officers who resign their commissions will not be allowed to retain any rank except by permission of the Government.

5. Officers will also relinquish the privilege of retaining substantive/honorary ranks if they cease to be employed by sentence of a court-martial, or on dismissal/removal from service when their service is not satisfactory. This privilege may also be withdrawn by the Government should any misconduct by officers after leaving service be brought to notice.

6. Such honorary ranks will have no effect on pension.

7. The grant of honorary rank does not automatically grant permission to wear uniform. Permission to wear uniform on occasions other than Service ceremony will be given by Naval Headquarters only in exceptional circumstances. When wearing uniform, officers will carry naval identity cards.

0805. Pensionary benefits. These are governed by the rules given in the *Pension Regulations*.

0806. Entitlement to passage on retirement, etc. This is governed by *Passage Regulations (Provisional)* and other Government orders in force.

0807. Dismissal, removal or compulsory retirement of officers for misconduct, etc. procedure. The following procedure will be observed to deal with cases in which it is not practicable or desirable to convene a court-martial for the trial of an officer against whom misconduct or inefficiency, etc. is imputed and his retention in service is not consideration to be in the interests of the Navy:

(a) The Chief of Naval Staff may order board of inquiry to investigate' the matter and submit its findings together with his recommendations to the Government for decision; or

(b) The Chief of Naval Staff may ask the officer concerned to show cause why action should not be taken against him for his dismissal, removal or compulsory retirement from the Service under the Navy Rules, and submit the officer's explanation together with his recommendations to the Government for decision.; or

(c) When it is not expedient either to hold a board of inquiry or call for the officer's explanation, the Chief of Naval Staff may submit a report" giving all the circumstances of the case and evidence, if any available, together with his recommendations for the decision of the Government.

2. The rules for the dismissal removal or compulsory retirement of officers in such cases are laid down in the Navy Rules.

3. If it is necessary to remove an officer immediately from his appointment pending decision on his case, he may be :-

(a)suspended from duty (6259); or

(b) sent on leave, under the orders of the Chief of Naval Staff with or without emoluments according to the leave at his credit.

0808. Retirement and resignation-general provisions. The retirement of an officer is always subject to the exigencies of the Service. Full power is reserved to the Government temporarily to

suspend or, limit retirement in general or in individual cases, whenever it may be necessary to do so in the public interest.

2. An officer may at any time be called upon or permitted to retire or resign his commission for reasons other than", misconduct, should the circumstances of the case, in the opinion - of the Government, require it. An officer cannot, however, be permitted to resign his commission on the plea of ill-health.

3. A naval officer who resigns his commission will- also vacate any civil appointment under the Government that he may be holding.

0809. Normal retirement. Naval Headquarters will initiate the case for obtaining the Government approval well in advance to ensure that" the notice period, where applicable, and any leave and/or furlough pending retirement admissible, is exhausted immediately prior to the effective date of retirement. A proposal for suspending the retirement or for the grant of an extension of service under Article 0808(1) will, as far as possible,! be similarly submitted sufficiently in advance to enable the aforementioned periods to terminate before the final date of retirement, in case the proposal is rejected:

0810. Resignation and voluntary (premature) retirement. An application from an officer to resign his commission or retire prematurely from the Service will be made on the form given in Appendix XXVI. It will be submitted to Naval Headquarters through the authorized channels as indicated in the said appendix. A No Demand Certificate will be attached as required by Article 0811. The Commanding officer and Administrative Authority concerned will endorse their remarks, whether for or against the application, in the appropriate parts of the form and forward it speedily to Naval Headquarters. The period between the date of submission to the Commanding Officer and receipt by Naval Headquarters should not normally exceed one month. Naval Headquarters will obtain the orders of the Government and communicate them to all concerned.

2. An officer, whose application to resign or retire has been accepted, may apply to the Chief of Naval Staff for his application to be cancelled I such cancellation will be allowed only in exceptional circumstances.

3. An officer will not be relieved of his duties until receipt of intimation that his application to resign or retire has been accepted.

0811. No Demand Certificate. In all cases of retirement and resignation, the Commanding Officer concerned is responsible for intimating particulars of any public or non-public claims against the officer in question as under:

(a) If the officer submits an application, the Commanding Officer will insert all non-public claims due and any public claims known on No Demand Certificate (Form .F. (PA) 2) and submit it to the Controller of Naval Accounts for verification and completion of any public claims outstanding in his books against the officer and return it to the Commanding Officer. It will be clearly marked as Provisional No Demand Certificate. It will then be submitted to Naval Headquarters with. The application of the officer.

(b) When the officer is being retired or his commission is being terminated without being called upon to apply to retire or resign, Naval Headquarters will intimate the decision to the Commanding Officer by signal, if necessary who will then. obtain and forward the No Demand Certificate as in (a) above.

(c) On being decided to retire the officer or terminate his commission, whether or not he is given any leave or furlough pending retirement the Commanding Officer will prepare another

From F(PA)2, complete in so, far - as public and non-public claims are concerned and clearly endorsed as Pinal No Demand Certificate. This form will then be submitted to the Controller of Naval Accounts who will check it and amend it where necessary. The recovery of demands and adjustment of pay and allowances will then be carried out under the normal rules.

0812. Power to terminate since. Except for the power vested in a court-martial to dismiss an officer from the Service, the power of deciding finally that an officer is not to remain in Service rests with the Government.

2. Only the President can order the dismissal of an officer other than by sentence of a court-martial.

0813. Notification. The form and date of termination of service of an officer shall be notified in official *Gazette* and *Weekly List*.

0814. Certificate of Service. Every officer whose services are terminated for any cause and in any form will be issued a Certificate Service in the form prescribed by Naval Headquarters.

0815. Relinquishment of commission. An officer whose services are terminated by :

(a) Dismissal, or

(b) removal, or

(c) resignation (if not enrolled on Emergency List), will relinquish his commission.

2. See 0843 on retention of commission. For Emergency List, see 0842 (1).

0816-0829. *Unallocated*

SECTION II

COMMERCIAL OR OTHER EMPLOYMENT ON RETIREMENT

0830. Commercial employment within Bangladesh. Permission may be granted by the Chief of Naval Staff to take up commercial employment within Bangladesh during leave pending retirement and/or after retirement. Permission granted for such employment during leave pending retirement need not be reviewed after the expiry of the leave; it will hold good in respect of the period after leave pending retirement.

2. Permission to take up such employment after the leave pending retirement will be required only when the employment is taken up within two years of the date of retirement. No permission will, however, be required to take up employment in a Government department after retirement.

0831. Employment under a Government outside Bangladesh (foreign Government). Officers during leave pending retirement and/or after

retirement are to obtain the approval of the Government of Bangladesh in all cases of employment under a Government outside Bangladesh (foreign Government),

0832. Failure to obtain permission. Failure to obtain permission, as required by Articles 0830 and 0831, before taking up employment may result in forfeiture of pension for any period for which an officer is so employed, or for such longer period as the Government may decide.

0833. Definition of employment. The definition of the terms "commercial employment" and "employment under a Government outside Bangladesh" as given in the Civil Service Regulations and reproduced in Explanation of Terms will apply in toto.

0834-0839. *Unallocated*

SECTION III

RETIRED AND EMERGENCY LISTS

0840. Retired List. All officers retired from the Navy irrespective of the reasons of their' retirement will be placed on the Retired List. Officers on the Retired List are liable to be recalled for further service in war or emergency.

2. After retirement, officers are to report their private addresses to Naval Headquarters annually on the 1st January. Any subsequent change of address is to be reported on occurrence.

3. The names of the officers on the Retired List will be shown in the Navy List.

4. Officers on the Retired List are not to proceed outside Bangladesh (except for purely temporary purposes) without first obtaining the approval of the Government through the Chief of Naval Staff.

0841. Officers of the Retired List recalled for service. Such officers when employed during war or emergency will serve under the following conditions:

(a) They will be recalled in the substantive rank. at the time.

(b) During re-employment, including period of training, they will receive pay and allowances as admissible to officers on the Active List of equivalent rank and seniority at the time. Pension will be held in abeyance but a bonus of 20% of pay (excluding allowances) will be admissible in addition to the pay of rank subject to the proviso that the amount. of bonus paid does not exceed the amount that would have been paid &is pension. The bonus will not be admissible to officers retired without a pension.

(c) No deduction from pay will be made on account of any gratuity paid on retirement or discharge.

(d) The officers will 'be "allowed to count their le-employed service towards enhancement of pension in accordance with the rules given in the *Pension Regulations*.

2. (a) On recall they will be entitled to the leave, travelling concessions, medical treatment and uniform allowance, and will be governed by the promotion rules as are laid down in Article 0842, Clauses 5 'and 6.

(b) Such officers when called up for training will be paid travelling expenses in accordance with Article 0842 (7) (b)

3. For precedence of Commands, see, Article 0438.

4. They will be during re-employment eligible for disability or family pensions under the same rules as may, for the time being, be applicable to serving officers of the Navy.

0842. Emergency List. The Emergency List will consist of officers not below the rank of Lieutenant, who :

- (a) Have completed their terms as short service commissioned officers; or
- (b) are permitted to withdraw from the Active List for, private rest and who voluntarily enrol their names on' the Emergency List.

2. Officers on the Emergency List will be liable to recall to service in an emergency and will be granted an annual retaining fee of TK. 200. Their names will be shown in the Navy List.

3. Officer the Emergency List are required to write annually on the 1st January, to the Chief of Naval Staff stating their addresses. They are to report at once any change their address and before, proceeding out of Bangladesh (except for purely temporary purposes), they must obtain the approval of the Government through the Chief of Naval Staff.

4. Before officers on the Emergency List enter into any engagement with or on behalf of a foreign government, or accept any form of employment which may take them away from Bangladesh, thus rendering them not available for service in the Bangladesh Navy at short notice, they must first obtain the approval of the Government through the Chief of Naval Staff.

5. While re-employed they will receive pay and allowances as admissible at the time to officers on the Active List of equivalent rank. They will be entitled to the same leave and travelling concessions and medical treatment as admissible to other officers on the Active List. They will also be governed, as regards promotion, by the regulations which are in force at the time for serving officers. In special cases officer-s may be promoted at the discretion of the Government irrespective of the regulations governing the promotion of officers, but such special promotion will not extend, to Flag or equivalent rank and will, as a "rule, only be granted on release from service on termination of emergency.

6. On recall such officers will be required to provide themselves with necessary articles of uniform. For this purpose provided' a period of three years has expired since, last discharge or release from active service, they will be granted an outfit allowance as is admissible to regular officers 'of the Navy.

7. Officers, on recall, will undergo such instructions as may be considered necessary to fit them for the duties they will be called upon to perform. Attendance at such courses of instructions will be regulated according to the following rules:

- (a) They will receive pay as laid down in Clause 5 above.
- (b) They will get travelling expense & for attending courses in accordance with the under-mentioned conditions.
 - (i) They will be granted free conveyance on Warrant for themselves and temporary duty scale of luggage and servants from their home to the station to which posted for training.
 - (ii) They will also be entitled to free conveyance for their families from 'their place of residence to the place of duty to which subsequently posted on completion of training at the scale of T.A. laid down in para 171 of the *Passage Regulations (Provisional)*. Daily allowance will not, however, be admissible in addition.

(iii) For journeys by sea 01' air, passage will be provided by requisition for officers from the place of their residence to the place of training and for their families from the place of their residence to the place of duty to which officers are subsequently posted on completion of their

training. Daily allowance will also be admissible under para 125 (A) (a) of the *Passage Regulations (Provisional)*.

(c) No allowance for outfit is given during training. Plain p, L clothes may be worn.

(d) Accommodation when available will be provided, if desired.

8. When re-employed, the officers will, if promoted subsequent to being placed on the Emergency List, receive the rate of full pay of the higher rank, and those not so promoted will receive the current full pay of the rank they held at the time of their resignation or release from the Service; but the time on the Emergency List when the officer is not serving does not count for increase of full pay governed by seniority.

9. They will, when recalled for active service, undergo medical examination in accordance with the prescribed standard. Those found physically unfit to perform active service will be removed from the Emergency List. .

10. Officers of the Emergency List when called up for service during an emergency shall be eligible for disability or family pensions under the same rules as may, for the time being, be applicable to serving officers of the Navy. They will be allowed to count their re-employed service towards gratuity and pension in accordance with rules given in the *Pension Regulations*.

0843. Retention of commission. Officers who are placed on the Retired or Emergency List retain their commissions. *See* also 0804 on retention of rank on retirement, etc

0844.0900. *U unallocated.*

SECTION I

GENERAL

0901. Recruitment. Entry to all branches Of the Service shall normally be as boys, who must be of the age required, possess the requisite educational qualifications and conform the prescribed medical standards.

2. The direct entry of men into all branches of the Service on continuous service terms of enrolment may be authorized by the Chief of Naval Staff as a temporary measure in special circumstances.

3. Direct recruitment as men may also be resorted to in cases where boy entries are not provided for.

4. The educational qualification, the age limits and the medical standards prescribed for candidates for entry as boys or men, and the methods of recruitment are laid down in the Recruiting Instructions issued by the Chief of Naval Staff.

5. The travelling concessions admissible to candidates are given in the *Passage Regulations (Provisional)*.

0902. Nationality. A candidate for entry into the Navy must be a citizen of Bangladesh. See 0105.

0903. Parental consent. A boy candidate shall not be recruited without the written consent of his parent or legal guardian given on the prescribed form.

0904. Date of birth. Date of birth of a candidate as recorded in his academic or birth certificate, or as certified in an affidavit given before a magistrate, is to be accepted by the Recruiting Officer, provided such date of *birth* is in conformity *with* his apparent age.

2. In case the documentary evidence of age cannot be produced at the time of recruitment, and the candidate can furnish only the year of birth, the 1st July of the year should be taken as the date of his birth. When the year of birth is not known, or the age as stated by the candidate or his guardian does not appear to be correct, the age should be assessed by the Recruiting Medical Officer.

3. When it is considered that wrong date of birth has been recorded on the service book of a sailor through no fault of his own, the circumstances may be reported to the "Chief of Naval Staff for special consideration.

4. See also 0994 Discharge for fraudulent entry.

0905. Name. Full name of a boy or man is to be recorded on Enrolment Format the time of recruitment. The name thus recorded is not to be altered without the approval of the Chief of Naval Staff. See also 0215.

2. A boy or man enrolled under an assumed name who wishes his services to be recorded under his true name is to be required to produce a certificate of birth, together with documentary evidence from some responsible person that he is the individual named therein. These documents are to be forwarded to the Chief of Naval Staff with the application for change of name as laid down in Article 0215.

0906. Declaration for acceptance of branch. At the time of recruitment, all accepted candidates are to declare, on the prescribed form, that they voluntarily accept service in the branch for which they have been selected, or in case not selected for a particular branch, are willing to serve in any branch for which they may be found suitable by the naval authority prescribed by the Chief of

Naval Staff. In case they have been selected for a particular branch, they and father to declare that they have not been induced to join the particular branch by the prospect of being transferred subsequently to another branch at their own request. *See* also 09.20.

0907. Documents. The following documents connected with enrolment of men and boys are to be forwarded to the Drafting Authority for record

- (a) Medical History Sheet;
- (b) Enrolment Form F(SP)1 ;
- (c) Educational test answer-books and results;
- (d) Parental consent (for boys)
- (e) Attested copy of academic certificate; 0 F'
- (f) Proof of date of birth, if available
- (g) Questionnaire Form;
- (h) Declaration form for acceptance of branch.

2. The Questionnaire and Enrolment Forms should contain the signatures of two witnesses to the answers given, in order that evidence may be forthcoming if a man should be proceeded against for making false statements. All private papers (except documentary evidence of age) are to be handed back to the man or boy on final entry, and a list of these, together with the sailors receipt for the private papers returned to him, is to be attached to the Enrolment Form. .

0908. Deserters from other Services. If a man or boy is found to have entered the Navy whilst belonging to any of the other armed forces of Bangladesh, reference should first be made to the Officer

commanding the unit to which the man belonged to ascertain whether It is desired to claim him. If he is claimed, he is to be returned properly to his former unit and discharged from the service as 'Fraudulent Entry'. If he is not claimed, the question of his retention or discharge is to be decided by the Chief of Naval Staff. *See* also 0994 Discharge for fraudulent entry.

0909. Procedure and mode of enrolment. Enrolment will be carried out according to the procedure laid down in the Navy Rules.

2. The mode of enrolment will be as prescribed in the Navy Rules.

0910. Official number. Every man and boy will, on first entry, be assigned an "Official Number" by the Drafting Authority. This official number shall appertain to him through out his career and is to be specified against his name in the books, returns and documents of all ships and establishments in which he may be borne, and in all letters and references concerning him. *See* also 6210 on method of describing sailors.

0910-A. Uniform. The sailors shall wear such uniform as may be prescribed for them in Naval Uniform Regulations, *See* also Chapter 12, Section I.

0911. Entitlement to pay and other concessions. Pay and allowances and other concessions will be, admissible to sailors at the rates and under the rules laid down in the *Pay and Allowances Regulations* for the Bangladesh Navy and other Government orders issued from time to time.

0912. Subject to naval law. All sailors including boys and Artificer apprentices, are subject to the Navy Ordinance 1961.

0913. Liability for service. All sailors are liable for service on sea or ashore in any part of the world and have to move by land air or sea as ordered.

0914. Restrictions on marriage with foreign nationals. The rules are contained in Paragraph 4 of appendix 1.

0915. Service records, The Drafting Authority is to be responsible for maintaining centrally the service records of all sailors. *See* also Chapter 11, Section III, on maintenance of service documents of sailors in ships and establishments,

2. Enquiries as to the whereabouts of sailors are to be addressed to the Drafting Authority.

0916. Powers and functions of Drafting Authority. The Drafting Authority is to exercise such powers and perform such duties as are laid down in these Regulations, subject to any administrative instruction issued by the Chief of Naval Staff.

2. The Chief of Naval Staff may delegate to the Drafting Authority the powers to engage and draft sailors and to grant them prize money, medals and pension.

0917--0924. *unallocated.*

SECTION II

ENGAGEMENT AND RE-ENGAGEMENT

0925. Continuous service engagement. No person is to be engaged for continuous service unless he is desirable in every respect.

2. Boys and Artificer apprentices entered in any branch are to be engaged for, continuous service.

3. Men entered direct into any branch of the Service are to be engaged for continuous service except as directed in Articles 0928 and 0931. Direct-entry recruitment shall normally be limited to the Naval Staff may authorize recruitment of trained and proficient musicians in any rank up to 'Chief' rank in the branch concerned.

4. Boys and direct-entry men shall be initially engaged for a period of twelve years and Artificer apprentices shall be initially engaged for a period of eighteen years to be reckoned, for all cases, from the day such boys, direct-entry men or Artificer apprentices attain the age of seventeen or complete the probationary period (0932), whichever be later. Continuous service for a further ten years service in the 'Fleet Reserve'.

0926. Continuous service re-engagement. Except as provided in Articles 0933 and 0938, continuous service men, who are permitted to continue to serve after completing their initial period of engagement must be re-engaged.

2. At least six months before the expiry of a sailor's initial period of engagement his application on Form F(SP)1 for discharge from the Service, transfer to the Reserve or for re-engagement, as the case may be, to be forwarded by his Commanding Officer to the Drafting Authority. If the exigencies of the Service admit, a sailor taking his discharge or transfer to the Reserve should be given the leave to which he may be entitled but his period of service is not to be extended for that purpose without the previous sanction of the Government, except as provided in Article 0938 (2).

3. A sailor on whose application for discharge, orders have been passed, and who subsequently applies to re-engage may, if in all respects suitable be permitted to do so provided re-engagement can be effected before the expiration of his initial period of engagement.

4. Subject to the requirements of the Service 're-engagement shall be for five successive periods as shown below provided the sailor holds the rank specified against each stage of re-engagement :-

	Period	Open
First re-engagement ..	6 years	A.B. and above.
Second re-engagement .	5 years	leading rank above
Third re-engagement ..	5 years	Petty Officer and above
Fourth re-engagement ..	2 years	Chief Petty Officer and above
Fifth re-engagement ..	2 years	Master Chief Petty officer

Sailors will thus be allowed to serve for the following periods, inclusive of the initial period of engagement provided their services are required and they are suitable in all respects:

A.B. and above....	18 years
Leading ranks and above....	23 years
Petty Officers and above....	28 years
Chief Petty Officers and above....	30 years
Master Chief Petty Officers	32 years

5. At the time of each re-engagement a man's character and efficiency assessment must not be below very Good or 'Satisfactory' respectively and he must be recommended by the Commanding Officer as suitable in all respects to continue in Service, and also be passed as medically fit (6454).

6. A sailor who has been disranked is to be permitted to complete the period of service allowed for the rank from which he was disranked in order to give him the opportunity to regain that rank. A man disranked with six months, or less, of discharge other than on account of age or invalidity under the orders of the Chief of Naval Staff, be granted an extension of one year service for a similar purpose.

7. No sailor is to be permitted to serve, for more than the service allowed for the rank he holds except as provided in Clause 6 above and Articles 0927 and 0938.

8. The application for the second or third re-engagement is to be forwarded at least six months in advance of the expiration of the preceding period of re-engagement.

9. See Appendix XXVIII on application of the provisions of this article to sailors in service on the 2nd September, 1960.

0927. Limitations on re-engagement. After completing the service allowed for the rank held, further re-engagement shall only be permitted in the case of sailors whose retention is essential in the interest of the Service. In all such cases special sanction of the Chief of Naval Staff is to be obtained prior to further re-engagement.

2. Application for the permission to re-engage a sailor under Clause 1 is to be made to the Chief of Naval Staff sufficiently in advance of the expiration of his time for maximum service 0926(4) so that the decision may be communicated to the authorities concerned before the sailor completes the time.

3. If approved by the Chief of Naval Staff, such sailors shall be re-engaged for not more than one year at a time and may be allowed to serve to the maximum limit of age as provided in Article 0997(2).

0928. Non-continuous service. Non-continuous service is to be restricted to sailors of the cook, stewards and Topass Branch. The recruitment is to be made according to the rules given in the Recruiting Instructions and Section 1 of this chapter.

2. Non-continuous service men, whether entered for the first time or re-entered after a break in service, are not to be enrolled in a higher rank than O.D. without the previous sanction of the Chief of Naval Staff. Men entered for the first time should normally be enrolled in the lowest man's rank and should conform to the prescribed age limits.

3. Men entered without previous naval experience are to be given such training as may be directed by the Chief of Naval Staff, before being drafted to a ship or establishment for duty.

4. A register of men who have served as non-continuous service sailors with good character and efficiency assessments, is to be kept by the Drafting Authority. This register is to contain the names, ages, particulars of service, character and efficiency assessments and addresses of the men with a view to their subsequent re-entry, if required. When such men are discharged on the expiration of their period of engagement or re-engagement, the necessary information is to be communicated to the Drafting Authority for record.

0929. Non-continuous service engagement and re-engagement. Engagement or re-engagement with or without a break in service is normally to be for 3 years period. The Chief of Naval Staff, however, may sanction engagement or re-engagement for any lesser period subject to a minimum period of one year, according to the requirements of the service.

2. Only those men who are recommended by their Commanding Officer, and where further services are necessary, are to be re-engaged.

Men who, on completing their non-continuous service period, are not required for further service, are to be discharged. If suitable and recommended for further employment, their names should be noted in the register referred to in Article 0928(4).

0930. Transfer to continuous service. A non-continuous service Topass sailor on completion 12 years service with a break may, with the sanction of the Chief of Naval Staff, be transferred to continuous service to complete time allowed for the rank held by him, subject to the following conditions:

(a) That he is in all respects suitable for continuous service, is recommended by his-Commanding officer, and his character and efficiency assessments are below, "Very good" and "Satisfactory" respectively

(b) That his age will admit of his completing service allowed for his rank within the age limit prescribed for that rank.

(c) That the authorised permanent cadre is not exceeded by this transfer.

2. Sailors permitted to transfer to continuous service must be re-engaged on Form F(SP)I.

0931. Special Service. Direct-entry Artificers, Probationary Acting 4th Class, are enrolled for special service for a period of 13 years from the date of entry or the date of attaining the age of 18, whichever is the later. The first 8 years or such less period as the Chief of Naval Staff may direct shall be in the active service and the residue in the Fleet Reserve, if required.

2. Every man so entered is to be distinguished in the pay documents, service book and on his conduct sheet, by letters 'S.S.'.

3. Transfer to continuous service of special service Artificers to maintain the permanent cadre will be permitted on the basis of seniority in service, but such rank, on transfer, will continue to be governed by the advancement rules prescribed for direct-entry Artificers.

0932. Probationary period. All service rendered as a boy or Artificer apprentice is on probation. Direct entry men will be on probation until they have completed successfully the basic training of their branch on the first year of service, whichever is later. For discharge during probationary period for reasons of unsatisfactory progress or conduct, *see* 0993.

0933. Hospital patients-period of engagement re-engagement expired. Any Sailor who is under treatment in hospital at the date for

discharge on expiration of his period of engagement or re-engagement is to be retained in the Service on full pay, subject to the usual hospital stoppages when the sickness is due to his own misconduct, carelessness or neglect, as provided for in the *Pay and Allowances regulations for the Bangladesh Navy* until.

(a) he has recovered from his illness and is discharged from hospital, cured or relieved; or

(b) he is invalided.

2. If cured and provided his services are required he may be re-engaged to complete service allowed for the rank held by him.

3. Vacancies will not reckon until the date of discharge.

0934. Re-entry generally. No sailor is to be re-entered without the approval of the Drafting Authority, and if there is a break in service of 3 years, without the sanction of the Chief of Naval Staff. No sailor who has been invalided is to be re-entered without a full medical report being submitted to the Chief of Naval Staff for consideration.

2. A sailor permitted to re-enter the service after discharge from continuous service engagement is to be re-engaged as follows:

(a) If prior to discharge he had completed 12 year continuous service, he is to be re-engaged for such period as will enable him to complete time allowed for the rank in which he re-enters.

(b) If prior to discharge he had not completed 12 years' continuous service, he is to be re-engaged for such period as falls short of 12 years. Further re-engagement will be governed by the rules given in Articles 0926 and 0927.

(c) When necessary, period of re-engagement is to be suitably reduced so that it can be completed within the maximum age limit prescribed for compulsory retirement (0997) applicable to the rank in which re-entry is sought. No man is to be re-entered if his age will not allow him to serve for at least three years.

0935. Re-entry of men other than Fleet Reservists. Special service sailors, and men discharged with bonus or gratuity (see Pension Regulations for the Bangladesh Navy) may rejoin the Navy on continuous service terms, provided they fulfill the requirements. *See* also 0936.

2. Men re-entering after having been absent from the Service for more than three years are not permitted to count their previous service, and are to be treated as new entrants.

3. Men who left the Service in the equivalent rank of Ordinary Seaman are to re-enter in the equivalent rank of Ordinary Seamen. Men who left in the equivalent rank of Able Seaman or above, are to re-enter in the equivalent rank of Able Seamen. Men re-entering in a different branch from that in which they previously served are to re-enter in the lowest grade of that branch in which men are normally entered.

0936. Re-entry of Fleet Reservists. Reservist sailors who volunteer to serve in the Navy are to be re-entered on the following terms and conditions:

(a) *Period of re-engagement.* Same as in Article 09::4(2)

(b) Previous service shall count for advancement and the award of good conduct badge (1273). Good conduct badges held at the time of release shall be retained

(c) Candidates must pass the prescribed medical examination before being accepted for re-engagement.

(d) On re-entry, the sailors will be re-engaged as A.B./O.D. or equivalent, and will be re-advanced to the original confirmed rank as laid down in Article 0979(2).

(e) Sailors will not be required to refund release benefits already received. Service gratuity is not a release benefit and will have to be refunded in not more than 36 monthly installments.

(f) Pay on re-entry shall be admissible at the rates and under the rules laid down in the *Pay and Allowances Regulations for the Bangladesh Navy*.

(g) Free conveyance from the Recruiting Office to the place of duty will be admissible to those declared medically fit and prima facie suitable by the Recruiting Officer.

2. Sailors who have been out of the Service for a period exceeding 8 years will not be considered for re-entry under this article.

0937. Re-entry of pensioners. Men in receipt of ordinary pensions will be liable for service in the Fleet Reserve, if required to join that Reserve, and 10 recall in emergency. Men in receipt of disability pensions are not to be re-entered. Exceptional cases in which it is desired to re-enter such pensioners are to be submitted to the Government for decision.

0938. Legal obligation of sailors to serve. The period for which a sailor is legally bound to serve is the period for which he engages (but *see* Clause 3 below) or re-engages. The period of imprisonment, detention and cells, actually served, as well as the, period of desertion i.e. from the date of desertion to that of apprehension or surrender, shall not be taken into account in determining the length of service rendered by a sailor and the date of expiry of his engagement or re-engagement shall be extended by such period.

2. Sailors who may be entitled to claim their discharge in consequence of the expiration of their engagement or re-engagement, and who due to the exigencies of the Service, cannot be so discharged on the due date, may, with the sanction of the Chief of Naval Staff, continue to serve until discharge can be effected. Under normal conditions of peace such extension should not exceed 3 months. During such extension the sailor is entitled to all the advantages of his rank as regards pay, allowances and leave.

3. For statutory powers to retain in service sailors after the expiry of their period of engagement, *see* Navy Ordinance 1961 section 18, and Navy Rule 25(1).

0939. Date of engagement: The date on which a sailor's engagement commences is to be noted in his service book by the authority who prepares the book. *see* 1144

0940-0944. *Unallocated.*

SECTION III

TRAINING

0945. Object of naval training. The object of all training in the Navy is to produce efficient men for the performance of the duties expected of or assigned to them. To ensure the achievement of this object, the Chief of Naval Staff is empowered to lay down the training policy and prescribe necessary syllabuses to be followed in the various training establishments. *See* also 0239 and 0732.

2. Any proposals affecting the training which involve financial commitments, such as provision of additional instructors and/or equipment, will require the approval of Government before they are put into effect.

0946. Information to new entries. The usages of the lower deck, the customs and routine of the Service and the pay, pensions and other concession to which sailors are entitled, are to be explained to all new entries.

2. They are to be instructed that when they are in doubt, have any trouble or complaint or desire to seek advice on personal or Service matters, they are to approach their Divisional Officer. They are also to be informed of the method of making representations and complaints as prescribed in the Navy Rules.

0947. Training ashore. All training and courses of introductions, whether professional, technical or educational, held in shore establishments for boys and men of all branches and all examinations are to be organized and carried out under the supervision of the Commanding Officer concerned in order to ensure co-ordination and a proper standard of instruction.

2. The Commanding Officer of each training establishment is responsible to adhere strictly to the prescribed syllabuses. *see* 0702.

3. Training of boys and Artificer apprentices is to be carried out as prescribed in the Training Manual.

4. In the case of men, courses of instruction are to be arranged according to the anticipated requirements of the Service in order that qualified men are available for various duties in the Navy. The training of such men is to be carried out in accordance with the syllabuses laid down in the Training Manual and Fleet Orders.

5. Every endeavourer is to be made to ensure that boys and men make satisfactory progress in their training, and, subject to the exigencies of the Service, no boy or man is to be drafted to sea before he has qualified in examination, professional and educational.

0948. Training afloat. So far as possible every Ordinary Seaman is to receive such continuous and systematic instruction in seamanship and in his specialist qualification as will prepare him for Able Seaman.

2. The above instructions apply equally to junior sailors of the non-Seaman branches, who are to be given systematic instruction in the subjects appropriate to their branch.

3. On joining a sea-going ship for training, boys are to be formed into separate classes for seamen ship and such other subjects as the captain thinks fit, for a period of 6 months. If practicable, not more than 10 boys should be in any one class. The classes are to be held concurrently, and are in turn to receive a month's instruction in each of the subjects of the course. Boys are to have physical drills and are to attend school for an average of 4 hours week.

4. Each of the classes is to be under the direct charge of a suitable petty officer or leading rank, 'having' where applicable the appropriate specialist qualification whose duties as 'instructor' are not to be interfered with by any other duty. These petty officer and leading ranks will be responsible, under the supervision of the Divisional Officer concerned, for the welfare, messing arrangements, regulating and general supervision of the boys under their care.

5. To ensure that instruction is progressive, training afloat should commence where training ashore ceases. The instruction given is to cover the syllabus of examination for higher rank and is to be chiefly of a practical nature. A report on Form B.N. 182 on his progress is to accompany each junior sailor transferred from one ship to another.

6. The training of junior sailor must receive full consideration when programmes are being framed, so that the minimum of interference with training may be caused by drills and exercises for which Commanding Officers have not provided. Commanding officers are to encourage the officers and petty officers of divisions, on whose zeal and capacity the efficiency of boys and junior sailors depends, to take keen interest in training, advancement and welfare of the sailors under charge.

7. Boys under training are not, as a rule, to be employed during working hours as messengers, etc., during the time instructional classes are in progress. They may be employed in their part of the ship before 0900 and after 1600, but, except for general and divisional drills, action stations, clear lower deck, etc., interference with their continuous instruction during working hours is to be reduced to a minimum.

0949. Practical instruction of junior sailors afloat. Divisional Officers are to arrange, subject to the instructions in Article 0948 being complied with, that Ordinary Seamen and boys are given opportunities for gaining as wide a practical experience as possible in the various branches of a seaman's duties, including management of boats under oars and sail, power boats, helmsman's duties and parade training. Boys and junior sailors of other branches must similarly be given experience in the various duties of their branch including boat work and parade training.

0950. Swimming. Regular swimming classes are to be held in the training establishments. All boys, Artificer apprentices and newly entered men are to be encouraged to learn swimming and to pass the Standard Test, which is a compulsory qualification for advancement to leading rank, before leaving the training establishments.

2. In all ships, instruction in swimming is to be given under proper supervision whenever suitable opportunity arises.

3. One of the following notations, followed by the date, is to be made in each man's service book on passing or failing to qualify in the swimming test:

P.S.T. (Fair) . . . Meaning the man only just managed to pass, and should be given more practice,

P.S.T. (Good) . . . Meaning an average swimmer.

P.S.T. (Very Good) . . . Meaning a strong swimmer

"Cannot swim".

4. The Standard Test consists of Swimming 50 yards in a duck suit and remaining afloat thereafter for three minutes in the sea. If there is difficulty in the training establishment in carrying out this test in the sea, the passing of a similar test or salt water in a swimming bath will be accepted as a "pass" for advancement purposes.

5. Sailor who has passed the Standard Test in a swimming bath only are to be put through the test in the sea when opportunity occurs.' Failure will not entail any penalty as regards advancement, but the sailor concerned is to be given further instruction and opportunity to pass the test in the sea.

6. Life saving should be taught to the more proficient, advanced classes being held for this purpose as opportunity offer.

7. A record of swimming instruction showing the number of sailors who have passed in the swimming test since the last inspection and the number of non-swimmers remaining in the ship, is to be produced at all inspections and is to be examined and signed by the Inspecting Officer who is to satisfy himself that junior sailors who have not passed the test are receiving possible instruction.

0951. Physical training. Physical training is to be carried out by all new entries at training establishments, with the intention of building up a healthy and vigorous constitution in young men and boys. It is to be conducted by a Physical Training sailor, if available, under the supervision of an officer selected by the Captain.

2. Physical exercise is to be performed by all sailors consisting of such daily exercise as is necessary for the maintenance of the bodily and mental vigour of the personnel of the fleet.

3. Captains are to hold Divisional Officers and petty officers responsible for the physical efficiency and the smartness of the men in their divisions.- *See* also Chapter 56, Section V.

0952. Courses of instruction. The normal courses of instruction consist of: (a) educational; (b) professional; and (c) specialist qualification, both qualifying and re-qualifying. The detailed syllabi of the course of instruction for sailors of all branches are laid down in the training Manual and Fleet Orders.

2. *Educational courses.* Sailors considered eminently, suitable for advancement, but who have not passed the necessary educational test for such advancement, should be recommended for an educational course, and such courses will be carried out in ships and establishments from time to time as necessary.

3. *Professional and specialist courses.* These courses are to be carried out by the specialist officers under the supervision of the Commanding Officers of the training establishments concerned. They are to be arranged so as to ensure sufficient sailors qualifying in advance, to meet Service requirements. For details *see* Naval Advancement Regulations.

4. *Qualifying courses.* Commanding Officers are responsible that suitable sailors undergo preliminary instruction on board and are to forward their recommendations to the Drafting Authority quarterly in January, April, July, and October on Forms F(SP) 20 (*see* instructions on the forms). In selecting men to undergo preliminary instruction, regard should be had to the probable number required from each ship allowing a reasonable percentage for elimination.

5. Commanding Officers must endeavour to ensure that men recommended for courses on shore obtain leave due to them before the particular course begins in order that men who qualify may be available for drafting to sea immediately on Completion of their courses.

6. *Specialist qualification.* This qualification is a pre-requisite for advancement in certain branches of the Service. Sailors concerned must hold one of the qualifications laid down in the Naval Advancement Regulations, before being advanced to Petty Officer, Leading Seaman and Able Seaman and equivalent. *See* also Section IV of this chapter.

7. *Re-qualifying courses.* It is desirable that 50 per cent of" sailors in specialist qualifications, re-qualify each year, except. that no sailor within 3 years of discharge to pension need re-qualify. In arranging the programme of qualifying and re-qualifying courses, care must be taken that ships retain sufficient trained sailors for normal duties and exercises.

8. No sailor is to be recommended for a higher rank course or examination before six months from the date of advancement to the existing rank. All sailors sent for higher courses should have at least 3 more years to serve after the date of completion of their courses; and where necessary, are to re-engage, if otherwise eligible, for, the required period.

9. Sailors will only be permitted to qualify in professional subject and acquire specialist qualification for the rank next above that which they hold at the time of examination or undergoing the course.

10. In the case of Petty Officers and Leading Seamen who hold a specialist qualification more than one class lower than that necessary, authorities may make arrangements to cover the necessary ground with one course and one examination where this is practicable.

11. A sailor who fails in a professional or specialist course is, if practicable, to be drafted to sea to gain further experience. A period of at least 3 months must elapse between the date of failure and the date the sailor is selected for the same course again.

0953. Programme of courses. Naval Headquarters is responsible for issuing a detailed programme of courses for, professional and specialist qualifications affecting all branches, indicating the dates of commencement of courses and number of sailors required for each course allowing sufficient margin for failures. Sailors required for ' re-qualifying courses should be nominated as far as possible as they become due.

2. This programme is to be promulgated in Fleet Orders at least 3 months in advance.

0954. Standard of examinations. It is to be ensured that the examination question, oral or written, for sailors are based on the prescribed syllabuses and a reasonable pass percentage is fixed for each subject of the examination and for the aggregate total. *See* also 0239 Examinations and 0976 Date of passing professional examinations.

0955. Qualifying examination for higher rank without a course. Sailors of all branches except Mechanics, who fail to pass examinations prescribed for them on completion of a course will be allowed to re-appear in the examination concerned according to the following procedure:

(a) Sailors who fail to qualify in an examination on completion of a course will be allowed to re-appear in the next examination without attending the course subject to the condition that they take the examination in all the subjects and that they are recommended by their Commanding Officers as having a reasonable chance of passing.

(b) Such candidates will take the examination along with candidates from the next appropriate course. As the examinations in various Component sections of a course may be held during various stages of the progress of the courses, names of recommended candidates should be forwarded before the commencement of the course to the training establishments concerned,

and, for information, to the Drafting Authority. The Commanding Officer of the training establishment will then inform the Commanding Officers of the candidates of the dates when the candidate will be required to take the examination in these sections.

(c) Failure in their second attempt will involve such candidates being placed on the roster for the next course not earlier than one year.

0956. Failure in examination. Boys and Artificer apprentices who fail to make satisfactory progress, or' who fail to qualify are to be brought before the Commanding Officer who is to investigate fully the reasons for failure.

2. If failure is due to lack of interest, inattention or misconduct the delinquent is to receive additional instruction in his spare time. If his lack of effort persists, the leave which might otherwise be granted to him is to be reduced or forfeited.

3. If action under Clause 2 is ineffective and/or failure is attributed to definite lack of mental capacity, the Commanding Officers of the training establishment concerned (the Drafting Authority, in the case of boys at sea) will decide whether :-

(a) Special tuition should be given for an extra period not exceeding 3 months;

(b) educational test should be Waived if the maximum educational capacity of the boy ,or Artificer apprentice appears to have been reached;

(c) additional sea time up to a maximum of 6 months should be allowed;

(d) the boy or Artificer apprentice who fails to make the grade finally should be discharged under Article 0993.

0957. Pre-release vocational training. Sailors are authorised to receive free vocational training in the Government Vocational Training Centre and private industrial institutions for a maximum period of six-months, prior to their release from the Navy. This training will be treated as bonafide duty and the personnel concerned will not be replaced in their ships or establishments.

0958-0959. *Unallocated*

SECTION IV

SPECIALIST QUALIFICATIONS

0960. Recognized specialist qualifications. The recognize specialist qualifications are laid down in the Naval Advancements Regulations.

0961. Specialist courses. The details of the specialist courses and the syllabuses are contained in the Training Manual and Fleet Orders. *See* also 0952 (6) and (7).

0962. Recommendations procedure for specialist courses. Commanding Officers are to forward to the Drafting Authority quarterly returns on Form F(SP) 20 showing the names of sailors recommended for the specialist courses. Normally, the choice of the specialist subject should be based on the aptitude shown by the sailor Concerned but men are to be encouraged to take Subject, which through not popular, need to be given preference to meet the official, requirements of the service where; practicable, a test may be arranged to determine the suitability of a sailor for a specialist subject.

2. Recommendation is always to state whether the man is "Recommended" or "Highly Recommended".

0963. Selection for specialist course. The selection of men recommended on Form F(SP) 20, for the various specialist courses shall be made by the Drafting Authority.

2. A man is not entitled to refuse a course, for which he has been detailed, but he may request to be excused from doing a particular course on reasonable grounds, *e.g.* that exemption from attending the particular course might enable him to qualify in a different subject for which he has expressed a preference. The final decision in such cases rests with the Drafting Authority.

0964. Entry in service records. As soon as a sailor qualifies or re-qualifies in a specialist course, a notation to this effect is to be made on the man's branch history sheet and service book.

0965. Training afloat. In sea-going ships, arrangements are to be made for a proportion to sailors to be trained as spare number; spare numbers to higher Gunnery, Torpedo and Anti-Submarine and N. D. Sailors should, normally, be selected from the specialist Sailors in the complement next below the rank they are to understudy.

2. No syllabi are laid down for the training of spare numbers. Men selected' should be given sufficient instruction and practice to enable them to be efficient deputies at the particular station they understudy. When men are trained as spare 'numbers the fact is to be recorded on the history sheet.

0966. Ineligibility for specialist qualification. Before being allowed to commence a qualifying course in a specialist subject a man who is within two years of the expiration of his initial period of engagement of the day the particular course is due to start, must first re-engage for the time allowed for his rank. No man is to be permitted to re-engage in such circumstances unless he is likely to be reasonably certain of qualifying for the specialist subject.

2. Men within three years of completing time for the rank held are not eligible to qualify.

3. Medical Assistant rank who have less than 2 years or more than 15 years' service in the men's rank are not to be recommended for specialist course.

0967. Cancellation of specialist qualification. If any sailor holding a specialist qualification shows ignorance of his duties, or unfitness for his position, and the Captain is satisfied that he is incompetent to hold the specialist qualification, he may, at his discretion, reduce it to a lower grade or cancel it altogether. In order to assist him in his decision the Captain may, at his

discretion, order an investigation to be held, by officers of the ship or establishment, as to the man's competence to hold the specialist qualification.

2. A sailor whose specialist qualification has been reduced or cancelled in accordance with Clause 1 may be recommended for reinstatement by the Captain after a minimum period of 2 years' service since the reduction or cancellation. He will then be required to re-qualify, and to pass an examination in the subject included in the approved re-qualifying courses for that rank, at the appropriate school at the first opportunity. Subject to the approval of the school, he will then be re-instated as from the date of completing the re-qualifying course and passing the examination.

3. The prior permission of the Drafting Authority must always be obtained when a man wishes to relinquish a specialist qualification. Men will not ordinarily be permitted to relinquish specialist qualification at their own request unless two years have elapsed since the date of qualification or re-qualification.

4. A sailor may be compelled through medical unfitness to relinquish a specialist qualification. If he should subsequently be found medically fit to resume the duties, he may be reinstated at the Captain's discretion, subject to the conditions laid down in Clause 5.

5. A sailor, if reverted for unsuitability or disranked and holding any specialist qualification which is not proper to his new rank, is to cease to hold it and to assume the highest specialist qualification for which he is qualified in his own speciality proper to his new rank. On his reinstatement in his original rank, his former specialist qualification is also to be restored to him, if he is eligible for it and provided that not more than two years have elapsed since disranking. If reverted for unsuitability, it is to be assumed that the man is "not passed" for his original rank. He should then be required to pass the professional and/or specialist examination for the requisite qualification in which he was found lacking. In the case of men who do not hold the appropriate specialist qualification for the rank to which being re-advanced, the re-advancement is to be on acting (N.Q.) basis under the conditions given in Article 0978 (5), regardless of whether or not the confirmed rank was held previously. *See also 0975(3).*

6. Men who may be reduced from the standard conduct whilst qualifying or re-qualifying in one of the schools may be allowed to complete their course, but not if qualifying for an Instructor's. If the Captain of the school considers that the conduct of the men qualifying for any specialist qualification is such that their removal from the establishment is desirable, he is to make application to the Drafting Authority accordingly.

7. Men who are discharged from a school as unfit to qualify or for misconduct during the course, are not to be allowed to rejoin for a second trial for a period of at least two years, during the last year of which they must not have been reduced from standard conduct.

0968. Re-qualification of re-entries. Men who have been absent for more than one year are to re-qualify before assuming any specialist qualification.

2. Men Re-entered within one year of leaving the Service are to resume any specialist qualification held on the date of discharge, provided it is proper to their rank. Otherwise they will assume the highest specialist qualification in their own branch proper to their new rank.

3. On re-advancement to their former rank men re-entered within a year of leaving the Service may, under the following conditions, resume any higher specialist qualification previously held :

(a) If re-advanced within one year of discharge, they will resume their higher specialist qualification with out further re-qualification;

(b) If not re-advanced within one year of discharge, they will resume the higher specialist qualification from the date of re-advancement, but will be required to re-qualify at the earliest Possible opportunity.

0969. *Unallocated.*

SECTION V

ADVANCEMENT

0971. Pre-requisites advancement to higher rank. Capacity to command subordinate ability organize and knowledge of service routine, are important considerations in making recommendation primary qualification for advancement to higher rank. Capacity to command subordinates is to be regarded as the Petty Officer rank. Technical or professional skill is not by itself a sufficient basis for advancement.

0972. Advancement Rosters. Advancement Rosters, by rank and branches, are to be maintained by the Drafting Authority as directed in Appendix IX.

2. Except as provided in Article 0973, advancement to Chief Petty Officer, Petty Officer and leading rank is to be regulated "by the Advancement Rosters. Re-advancement, after disranking for misconduct, will be governed by the Navy Rules.

3. No sailor is to be placed on or remain on the Advancement Roster unless he was qualified to be-" recommended and was on the last return on from F.(SP)IO either for advancement or for accelerated advancement, but sailors removed and subsequently replaced will resume their position on the roster according to their seniority or the date of passing .the required examination as given in Appendix IX. Except as provided in Articles 0978 (5),0981 and 0985 no sailor will be advanced from the roster unless he is at the time qualified for advancement. *See also 0974(7).*

4. Sailor will be selected for advancement from the ordinary rosters in the order in which their names appear on the roster.

5. Sailors recommended on. Form F.(SP)IO for advancement who were not so recommended on the previous return are not to be advanced from the roster in vacancies arising while the returns for' any particular half-year are being received by the Drafting Authorities.

6. Any vacancy by the grant of special leave to a Chief Petty Officer (1058) will not be filled until the expiry of such special leave.

7. Detailed rules for the advancement of sailors of all branches are contained in the Naval Advancement Regulations.

0972A. Advancement to Chief Petty Officer and Senior Chief petty officer. SCPO Only those sailors will be advanced to Chief Petty Officer from the roster who, in addition to satisfying other conditions, are considered fit for advancement by a Selection Board, which will be assembled from time to time in accordance with the rules laid down by Naval Headquarters. All Petty Officers before advancement to the rank of Senior Chief Petty Officer will undergo a Divisional and Leadership Course. They are to be granted junior commission in the Bangladesh Navy on advancement to Chief Petty Officer. "Only those Chief Petty Officers who have fulfill the requisite Qualification will be advanced to the rank of Senior Chief Petty Officer by Drafting Authority".

0972B. Promotion to the Master Chief Petty Officer. Recommended senior chief petty officers from the Roster up to a maximum of 15 percent of the total sanctioned strength of senior chief petty officers, chief petty officers will be promoted to the rank of Master Chief Petty Officer keeping the ratio of the strength of chief petty officers of all branches. The recommended senior chief petty officers, chief petty officers will be interviewed by a Naval Selection Board constituted by the Naval Headquarters as and when required. Promotion of the selected senior chief petty officers as per existing vacancy will be announced on the 16th December each year.

2. Master Chief Petty Officers will be at par in service status with the Subedar Major of the Army and Master Warrant Officer of the Air Force.

3. See appendix XXX for procedure of recommendation and selection for promotion to Master Chief Petty Officer.

0973. Exception to Advancement Roster. The following when fully qualified" and considered fit for advancement, will be advanced to the next higher rank, irrespective of vacancies, by the authorities shown below :

Artificer apprentice, Artificer 5th Class By Drafting Authority

and Artificer Acting 4th Class

Artificer 4th, 3rd and 2nd Class By the Captain

Mechanician, 2nd Class By the Captain

All sailors below the equivalent By the Captain

rank of Able Seaman

0974. Half-yearly recommendations for advancement. Subject to the regulations being complied with, it is entirely within the Commanding Officer's discretion to make or withhold a recommendation for advancement as he thinks proper. He will not recommend for advancement sailor whose previous record shows him unfit for a higher rank, even though the Condition for "Very Good Conduct" (0977) are satisfied, nor a sailor who is actually suffering from venereal disease. Efficiency in present rank is not the only factor for determining fitness for advancement, as assessment of "Satisfactory" only is not to be regarded as absolutely disqualifying a man for recommendation either for advancement in due course or for accelerated advancement *see* 0977.

2. Forms F.(SP)IO (Half-yearly Return of sailors recommended for advancement are to be rendered on the 31st March and 30th September and on no other dates, by the Commanding Officers of ' ships and establishments to the Drafting Authority.

3. The names of all sailors, except re-entries [*see* 0979 (1) and (2)] and those mentioned in Article 0973, borne on the ship's books on the date of the return, and who are either:

(a) qualified and recommended for advancement, or

(b) qualified [or, in special instances, not qualified, *see* 0978(5) and recommended for accelerated advancement, are to be inserted on the front page of this return. These recommendations may be made regardless of the specialist qualification held, provided that:

- (i) the sailors concerned are otherwise fully qualified, and
- (ii) they are recommended as suitable to undergo the course for a specialist qualification appropriate to the rank for which they are recommended.

4. The requirement of "V.G. Conduct" (0977) is a qualification for actual advancement and not for recommendation, and men may be recommended on F.(SP) 10 not with standing that they are not eligible for immediate advancement owing to the insufficient period of V.G. conduct.

5. No sailor may be recommended for advancement (or for accelerated advancement) unless the Commanding Officer considers him fit in all respects (except as provided in Clauses ,4 and 7) for immediate advancement.

6. The Commanding Officer of a ship from which sailors are discharged for passage in a merchant ship, etc., is to take steps to ensure that such service does not prevent them from being included. in the half-yearly returns on from F.(SP)IO.

7. *Professional examinations.* Sailors who have only passed an ' authorized provisional examination, if eligible in other respects, will be deemed qualified to be recommended for advancement and to be placed on the advancement Rosters. They must, however, subsequently pass the final examination. Men who fail in a final examination will forfeit all benefit which they would otherwise obtain under this clause from having passed a previous preliminary examination. All such failures are to be reported to the Drafting Authority immediately they occur.

8. The names of those who are considered deserving of accelerated advancement, whether or not they are qualified at the time to be recommended for advancement, are to be inserted in Form F.(SP)10. in red ink.

9. Direct entry sailors of all branches, whether on special service or continuous service terms of enrolment, who secure 80% marks or above in the professional examination will receive a benefit of one month's seniority, as a reward for obtaining distinction in the, examination. An appropriate notation is to be made on Form F. (SP)10 against the names of such sailors. For seniority awards given to boy entries of all branches for obtaining distinction in professional and educational examinations during their initial training ashore, *see Naval Advancement Regulations.*

10. Before compiling the return, the Commanding Officer is invariably to consult the heads of the departments and the officer of the divisions to which the men belong.

11. The Commanding Officer, especially in the shore establishments, will frequently be guided to a very large extent by the service certificates and by the information noted on the conduct sheets, but it is important that he should not attach undue weight to a decision made at an earlier date by another Commanding Officer.

12. *Sailors not recommended.* All sailors who are qualified to be recommended for advancement, but are reported on Form F.(SP)10 f" or other-wise as not recommended for advancement, are to have the fact Communicated to them at the time by the head of the department to which they belong or by the Divisional Officer. The names, ranks and official number of all sailors to whom From. F.(SP)10 applies, and who are qualified to' be recommended for advancement but are not so recommended, are to be inserted in the appropriate space provided on the back of the form.

0975. Accelerated advancement. Sailors who are recommended for accelerated advancement on From F.(SP)10 will be given priority on the Advancement Rosters as follows :-

(a) *Advancement to leading and petty officer ranks.* For each occasion recommended in present rank on Form F.(SP)10 for accelerated advancement, the date of passing or seniority, as the case may be will be, advanced on the roster by two months.

(b) *Advancement to chief petty officer ranks.* For sailors holding the full substantive rank of Petty Officer and who are recommended on Form F.(SP)IO for accelerated advancement to Chief Petty Officer, the date of passing or, seniority, as the case may be, will be advanced on the roster in accordance with the following scale :

(i) *First recommendation for", accelerated advancement.* . The basic date on the roster will be advanced by two months.

(ii) *Second recommendation for accelerated advancement.* The basic date on the roster, as amended, on account of the first, recommendation for accelerated advancement, will be advanced by three months. 1

(iii) *Third and subsequent recommendations for accelerated advancement.* The basic date on the roster, as amended on account of previous recommendations for accelerated advancement, will be advanced by four months.

(c) Sailor whose advancement is governed by the "point" system Where rosters are based on the "point" system, sailors will receive four additional points for each occasion they have been recommended in present rank on Form F.(SP)10 for accelerated advancement.

2. When selecting men for recommendation on Form F.(SP)10 for accelerated advancement, it should be borne in mind that specialist qualifications are not to be taken into account. The recommendations is intended to mark pre-eminence of a man in his particular grade of his particular branch, and is to be used only in the case of a man who stands out unmistakably amongst his fellows in respect of the qualities required for, the higher rank (0971). A junior sailor of any branch is thus eligible for this recommendation to exactly the same extent as any other sailor, except as provided in Clause 5 of this article.

3. It is not necessary that a sailor should be qualified to be recommended for advancement before he is recommended for accelerated advancement, but Commanding Officers are not to recommend unqualified men for accelerated advancement unless there are very strong reasons for so doing.

4. Subject to Clauses 5 and 6 of this article, the number of recommendations for accelerated advancement from any ship or establishment is not to exceed six per cent calculated to the nearest whole number of the total number of sailors borne for whom Advancement Rosters are provided (0972), whether qualified for advancement or not, but excluding those forming part of Flag Officer's retinue or borne for special duty with him. No attempt is to be made to bring the number of recommendations up to the normal maximum authorized if the number of sailors of outstanding merit borne does not warrant it.

5. Recommendations for accelerated advancement of sailors forming part of a Flag Officer's retinue, or borne for special duty with him, may be made at the Flag Officer's discretion and are not to be counted in the percentage allowed to the ship.

6. Should there be in any ship or establishment an unusually large proportion of men who are worthy of recommendation for accelerated advancement, the Commanding Officer may apply to the Chief of Naval Staff or his Administrative Authority who is empowered to authorise the number of these recommendations to be increased up to a maximum of seven instead of six percent.

7. In allotting recommendations for accelerated advancement care should be taken that an undue proportion of recommendation is not given to particular branches, nor to higher ranks of a branch to the detriment of lower grades.

8. While the returns on Form F.(SP)10 for any particular half-year are being received by the Drafting Authority, no regard is to be paid, when making advancement, recommendations for accelerated advancement appertaining to that half-year. This rule is not to prevent full use being made of other information received during this period on Form F.(SP) 10, or otherwise, e.g., conduct, date of passing, etc.

0976. Date of passing professional examinations for higher rank: For all professional examinations for higher ranks, except those held on fixed dates, the date of passing will be the date of application to undergo the examination, provided the following conditions are fulfilled:

(a) the sailor's application to undergo the examination is recommended by his Commanding Officer, and

(b) the sailor passes at the first attempt and within a period of three months from the date of application

2. In cases where the condition at Clause 1 (b) is not fulfilled entirely due to the exigencies of the Service, this fact will be substantiated by the Commanding Officer in writing to the Drafting Authority who will give a decision as to whether the original date of application will be the date of passing or not and his decision will be promulgated in the Combined Drafting Orders.

3. The date of application for examination, if recommended by the Commanding Officer, will be entered in the appropriate column of the service book and will also be shown on all examination results, and an extra column headed "Date of application" will be added for this purpose.

4. Sailors, except Artificers, who fail in an examination cannot be re-examined, or apply for re-examination, within one month of such a failure. The date to be shown in -the case of failures and' cases not covered by Clause 2; is the actual date of the examination. In case of failure an entry to this effect will be made against the corresponding entry recorded in compliance with Clause 3.

0977. "Very Good Conduct". No sailor is to be advanced to the next higher rank unless his conduct, when he is advanced, has been continuously "Very Good" for the under mentioned periods immediately preceding advancement; nor in any Circumstances is a sailor to be advanced whilst actually suffering from venereal disease :

Artificers (Apprentice Entry)

Artificer Apprentice to Artificer, 5th Class	1 year
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Artificer, 5th Class to Artificer, Acting 4th Class	6 months
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Artificer, Acting 4th to Artificer, 4th Class	1 Year
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Artificer; 4th Class to next higher Class other than Chief Artificer and above	1 Year
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to Chief Artificer	3 Year
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Artificers (Direct Entry)-Artificer, Probationary Acting 4th Class	1 year
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Artificer, Acting 4th Class,	to Artificer, 4th Class	1 year
Artificer; 4th Class and above	to next higher Class other than Chief Artificer	1 Year
	to Chief Artificer	3 Year
Mechanicians-		
Mechanician, 2nd Class	to Mechanician 1st Class	1 Year
Mechanician, 1st Class	to Chief Mechanician	1 year.
All others-		
A.B. rank	to Leading rank	1 year
Leading rank	to P.O rank	1½ year
P.O. rank	to C.P.O rank	3 years
C.P.O rank	to S.C.P.O rank	3 years

2. In calculating "Very Good Conduct" for advancement or-advancement purposes, the general rules laid' down in Article. 1186 are to apply except that:-

(a) time for which a character assessment of "Indifferent" has been awarded is not forfeited;

(b) "Very Good Conduct" commences:-'

(i) on completion of sentence of detention imprisonment or cells;

(ii) On restoration to standard conduct.

0978. Advancement to be on acting basis. Advancement to leading and petty officer rank in all branches except the Artificer is to be on an acting basis for a minimum period of one year's actual service in the acting rank during which the sailor is to be regarded as on probation. For Acting Petty Officers of the Seaman and Engineering Mechanic Branches, not less than six months of the probationary period should be served in a sea-going ship, the probationary period being automatically extended when drafting limitations may make this necessary. At the end of the probationary period a sailor may; at the discretion of the Captain be confirmed, be required to serve for a further probationary acting time, or be reverted for unsuitability. Reversion for unsuitably may also be carried out, before the completion of the probationary time if considered desirable, *see* also 0983. No sailor is to be confirmed while actually suffering from venereal disease. Confirmation will normally take effect from the date of commencement of the period of probation except in cases of extension of acting time by the Commanding Officer for reasons attributable to the individual's fault, e.g., venereal disease, poor progress, etc., in which case the Commanding Officer is authorized to suitably retard , the date of confirmation.

2. When confirmation of Acting Petty Officer is delayed solely on account of service reasons and not -on account of any fault of the man (such as doubtful suitability), the date of confirmation is to be ante-dated, at the discretion of the Commanding Officer to the date on which the sailor attained one year's seniority as Acting Petty Officer.

3. A notation saying whether or not a sailor is recommended *for* confirmation in the ordinary course is to be made on the man's conduct sheet after completion of minimum period of three month's acting time. No sailor is to be recommended for confirmation while actually suffering from venereal disease.

4. Sailors mentioned in preceding class, who are disranked for misconduct or reverted for unsuitability from either the confirmed or acting rank, and are then subsequently re-advanced will be subject to the provisions of this article without regard to their previous acting time in petty officer or leading rank.

5. Men who are recommended for advancement but who do not hold the requisite specialist qualification for the higher rank (0974(3)), may be advanced from the roster where applicable on the acting (N. Q.) basis. Men so advanced shall be required to take the course and pass the examination for an appropriate specialist qualification at the first convenient opportunity. The confirmation in rank of men so advanced shall be regulated as under:

(a) Men promoted acting (N. Q.) if they pass the requisite specialist examination at the first attempt after a course where applicable, will have the (N. Q.) removed and will be confirmed in rank in accordance with this article. Men failing the first examination but passing after a second course will have their advancement to the next higher rank delayed by three months. This means a loss of seniority of three months for advancement to the next higher rank; for example, an acting Leading Seaman (N. Q.) passing a 2nd Class specialist qualification at the second attempt will become an acting Leading Seaman and be confirmed after one year from the date of his acting (N. Q.) advancement, but on becoming due to be ranked Petty Officer, his advancement will be delayed by three months, i. e., he will lose three months' seniority. Failure at a second course may involve reversion from sailor above the Able Seaman rank.

(b) The loss of seniority in advancement mentioned in sub clause (a) above will, at all times, be imposed by the Drafting Authority, except in the case of advancement, from ordinary seaman to Able Seaman, and equivalent which will be imposed by Commanding Officer responsible *for* making the advancement. Thus, whenever the authority concerned is advancing a man it will be necessary for him to observe whether the man has served on an acting (N. Q.) basis in his present rank and if so whether he passes his specialist qualification for his present rank at the first attempt. If not, the loss of seniority should be imposed and in the case of advancements from the roster, F. (SP) 29 will be issued three months after due date provided a vacancy still exists.

6. Acting time is to be regarded as confirmed time for advancement purpose", except:-

(a) time served as Acting Chief Petty Officer in the temporary appointments of Admiral's Coxswain, and Flag Officer's Chief Steward or Chief Cook;

(b) acting time in Artificer and Mechanician rank in excess of the maximum allowed to count; see Naval Advancement Regulations;

(c) time in acting higher rank granted while employed on particular duties or attached to particular service;

(d) where otherwise specially directed by the Chief of Naval Staff.

7. Advancement to acting ranks are not to be made in vacancies of a temporary nature occurring in the ship's sanctioned complement, as advancements are made in vacancies occurring in the over an cadre of sailors, except as provided in Article 0973.

0979. Advancement or re-entries, etc. The following rules will govern the advancement of re-entries:

(a) Men who re-enter after a break in service of less than five years will count their former naval service in their present rank for advancement purposes, provided it is acknowledged on reentry; but their seniority in rank, if passed for higher rank before leaving the Service, and their date of passing are to be adjusted to the extent of the break in service.

(b) For the purpose of computing the period of continuous "Very Good Conduct" required for advancement under Article 0977, "Very Good" character during their earlier period of service is to be regarded as equivalent to "Very Good Conduct". The latter part of the year in which "Very Good" is awarded will count as "Very Good" time for this purpose.

(c) Men re-entered in the same branch, but in a lower rank than that held on discharge, may count previous service for advancement and previous service in any higher rank of that branch will count as service in the rank held for the time being. They are to be regarded as eligible by recommendation, service, and "qualification other than specialist qualification (0968) for re-advancement up to the rank formerly held; but if the conditions of advancement have been made more stringent since they left the Service, care should be taken that the men satisfy them before being re-advanced. They are not required to obtain a recommendation on Form F.(SP)10 for re-advancement up to the rank held on discharge, but are to be placed automatically on the Advancement Roster, their position being adjusted by the length of time spent out of the service. They are not required again to perform a period of acting service in the rank to which they are re-advanced, but are to be confirmed in the higher rank on the date of re-advancement provided they held it on a confirmed basis during their former service.

(d) Men should not in any circumstances be re-advanced until the day following that on which they re-enter.

2. *Fleet Reservist.* On re-engagement the sailors will be enrolled as A.B/O.D or equivalent; but they will be placed automatically on the Advancement Roster, their position being adjusted by the length of time spent out of the Service, with the result that within a week of re-entry, the sailors may be re-advanced, under the rules in Clause 1, to the original confirmed rank held on the date of leaving the Service.

3. *Recovered deserters.* (a) Recovered deserters of the rank or equivalent rank of Able Seaman or above, who are not disranked on recovery, may be advanced under the same rules as those laid down for sailors who have not been convicted of desertion, except that they shall not count time prior to re-entry on ships' books towards advancement. The date of re-entry on ships' books will be the amended date of seniority in the rank held; it will also be the amended date of passing if passed for higher rank before desertion.

(b) For recovered deserters of the rank or equivalent rank of Ordinary Seaman, however, special reports on fitness for advancement are to be forwarded to the Chief of Naval Staff on the date when the sailor becomes eligible for advancement under the ordinary rules, after deducting the period actually spent in desertion.

(c) Recovered deserters, if disranked otherwise than by court-martial, may be re-advanced under the ordinary rules, but shall not count time prior to re-entry on ships' books towards further advancement. A sailor disranked by court-martial is not to be re-advanced without the special authority of the Chief of Naval Staff.

(d) On removal of 'R', the usual conditions of advancement and re-advancement applicable to the branch and rank of the man concerned, are to be reverted to, and time previous to desertion allowed to count for further advancement or re-advancement, but the time spent actually in desertion will not be allowed to reckon. The date of seniority in rank, and, if passed for higher rank before desertion, the date of passing, should be adjusted accordingly. Examination for higher

rank already passed before desertion need not be taken again. But see 0968 on re-qualification being necessary in cases where absence is for more than one year.

4. *Men disgranked.* Sailors disgranked for misconduct and re-advanced to the rank held at the time of being disgranked, will reckon their previous service in the higher ranks, subject to the provisions of Article 0772 and Naval Advancement Regulations for purposes of further advancement.

5. *Imprisonment, etc.* No account is to be taken of forfeiture of time through imprisonment, detention, cells, conviction by civil power for the purpose of computing service required for advancement to any higher rank or of fixing a man's position on the Advancement Roster.

0980. Advancement by Captain. When a particular sailor becomes due (or advancement from the roster, the Drafting Authority will forward Form F.(SP)29 to his Captain, who, after verifying that the sailor is qualified for advancement in accordance with the regulations. *will* unless he considers that the man is unfit for the duties of the higher rank, promote him and notify the Drafting Authority accordingly.

2. In the event of an authority being received for the advancement by roster of a rank who is ineligible by conduct (see 0977), the Commanding Officer is to return the authority for advancement stating the date on which the man will complete the necessary period of "V.G." conduct and the man's advancement is to, be deferred until he is so eligible. A fresh authority for advancement will then be issued by the Drafting Authority. If on receipt of Form F.(SP) the Captain is in doubt whether the sailor concerned is in every way suitable for, he may postpone his decision for a period not exceeding four weeks. If he should then decide that the sailor is fit for advancement, the postponement of the decision is not to affect the date of advancement which is invariably to be the date shown on Form F. (SP) 29 sent by the Drafting Authority.

0981. Advancement by Chief of Naval Staff. Authority is granted to the Chief of Naval Staff to advance and/or grant seniority as may be decided by him to a limited number of outstanding men whose abilities and fitness for higher rank are brought to his notice: These advancements are to be limited in number so as not to interrupt the normal working of one roster system. Such advancements are to be distinguished by a special notation on service book, as provided in Article 1150(13).

2. Advancement so made are to be to the acting higher rank if this procedure would have been applicable had the sailors been advanced in the ordinary course (0978).

3. If, in every exceptional circumstances, sailors are specially advanced without having passed for the higher rank, they are, at the first possible opportunity, to be required to qualify professionally and or in the specialist subject appropriate to the rank to which they have been advanced, undergoing any courses that may be necessary for that purpose, so that, if possible, they may become qualified within one year during which they are on probation in accordance with Article 0978. In no circumstances should a man be confirmed in rank until the necessary qualifications have been obtained. See 0952 and 0978 (5).

4. Advancements made by the Chief of Naval Staff, in accordance with this article, are to be reported specially to the Drafting Authority as soon as they are authorised. If, in exceptional circumstances, men unqualified by service are advanced, the reasons for such special advancement are to be stated in the order authorising the advancement.

0982. Sailors refusing advancement or reverted at own request. When a sailor requests and is granted permission to refuse advancement or to revert to lower rank, his name is to be removed from the Advancement Roster. He is not to be re-instated, except by the approval of the Chief of Naval Staff in special cases, and he is to be warned to this effect. A notation that he has refused

advancement, or has reverted at his own request is to be made on the man's service book, the Drafting Authority being informed.

2. When, in exceptional cases, the approval of the Chief of Naval Staff is given for re-instatement on the Advancement -Roster of men who have previously refused advancement or who have reverted to lower rank at their own request, the sailor concerned will be eligible for advancement, after recommendation on Form F.(SP)IO and re-instatement on the roster, in the vacancy occurring next after the expiration of one year from the date of reaching the top of the roster.

0983. Reversion for unsuitability. Any person below the rank of b subordinate officer may be reverted for unsuitability, but no sailor is to be reduced in his own branch below the rank of equivalent of Able Seaman nor lower either actually or relatively than the rank in which he first joined. Reverting for unsuitability is not to be carried out by warrant, nor included in the punishment return as it is not awarded as a punishment. The cause is to be noted in the service book. The man may be permitted to volunteer for any other branch for which he is fit, subject to the approval of the Chief of Naval Staff, *see* 0990.

2. If, after due trial in his rank, a chief petty officer, petty' officer or leading rank is found to be unsuitable for his rank, he may be reverted for unsuitability to a lower rank by the Captain, if no reduction in confirmed rank is involved, and if it is, by the Chief of Naval Staff. Reversion to a lower rank is never to be used as a means of dealing with an offence. See also 0967 (5) for effect of disranking or reversion on qualification.

3. Vacancies caused by the reverting for unsuitability of higher rank, whether acting or confirmed, are to be filled from the Advancement Rosters.

0984. Re-advancement of men reverted for unsuitability. Sailors who have been reverted for unsuitability are eligible for re-advancement under the regulations contained in this section, Naval Advancement Regulations and in this article.

2. A man reverted by more than one step may be re-advance by successive steps only through the ranks previously held.

3. Time served in a higher rank is not to count for any purpose connected with re-advancement, Except for the periods of continuous "Very Good Conduct" required by Article 0977.

4. Re-qualification in professional and/or specialist subjects will be required according to the rules in Article 0967 (5).

5. For re-advancement after disranking, see Navy Rules.

0985. Special advancement or promotion for acts of gallantry or meritorious service. Rules governing the special advancement or promotion of sailors for gallantry in action or specially meritorious service in war, are contained in Appendix IV.

2. For acts of gallantry other than in war or for meritorious services in peacetime, recommendations for special advancement are to be made to the Government for consideration through the usual channels.

0986. Promotion to officers' ranks. Rules governing promotion of sailors to commissioned ranks are contained respectively in Sections IV and V of Chapter 6.

2. The fact that a sailor has been recommended for promotion to commissioned rank does not relieve the Commanding Officer of the responsibility of including his name on Form F.(SP)10, when due.

0987. Promotion to honorary commissioned rank. This is governed by the rules in Chapter 6 Section VIII.

0988-0989. Unallocated

SECTION VI

TRANSFER BETWEEN BRANCHES

0990. Rules for transfers. General principles. (a) The Chief of Naval Staff is empowered to transfer a sailor from one branch to another, provided that:-

- (i) the sailor is of A. B. or O. D. rank or its equivalent;
- (ii) he is considered professionally suitable and medically fit for the duties of the to which transfer is and
- (iii) the transfer is in the interests of the Service.

(b) Where necessary, the Chief of Naval Staff will issue instructions for the man to undergo a course in the proposed new branch, the nature and duration of which will be stated in the instructions. The transfer will then depend entirely on the result of the course, and further approval of the Chief of Naval Staff will not be necessary.

(c) Should the requirements of the Service dictate the necessity of inter-branch transfers at any time, the Drafting Authority, with the approval of the Chief of Naval Staff, shall call for recommendations from ships and establishments.

(d) Applications from sailors for change of branch are not to be forwarded to the -Drafting Authority, unless called for or there is a special reason to-fully justify the request and the applicant possesses reasonable chance of success in the branch to which he Wishes to be transferred. See also 0906.

2. *Transfer to sailor other than Artificer.* All applications for transfer to unskilled sailors are, subject to the conditions laid down in Clause 3 below regarding transfer to the Engineering Mechanic Branch, to be submitted to the Chief of Naval Staff for his decision, through the Drafting Authority. Transfers shall only be permitted in exceptional circumstances where the man concerned shows special aptitude for the new sailor, and his transfer thereto is also recommended by his Commanding Officer as being clearly in the interests of the Service and of the man. The final decision must depend on the requirements of the Service in the various branches at the time.

3. *Transfer to Engineering Mechanic Branch.* (a) Candidates for transfer to the Engineering Mechanic Branch are, before their application are forwarded by the Drafting-Authority to the Chief of Naval Staff for final decision, to undergo an Engineering Mechanic's Course. This course' is not to be allowed to interfere with drafting requirements.

(b) No applications are to be forwarded from candidates for transfer to Engineering Mechanic sailors who are serving in see-going ships unless:-

- (i) their general conduct and attention to duties have been satisfactory;
- (ii) they have undergone a suitable trial of at least one month's duration in the engine room department of their ship; and
- (iii) they are considered likely to become efficient Engineering Mechanics within a reasonable period. Applications from candidates serving ashore will be forwarded only after they have

been given one month's trial in a ship as provided above and the result of the trial is satisfactory,

4. *Transfer to Artificer branches.* Transfer to Artificer branches will, in general, be dealt with in the same manner as those to other branches except that transfer will in every case be subject to the possession of the necessary trade experience and knowledge and to the successful performance of a trade test in the appropriate service trade. The trade test is to be carried out with the approval of the Drafting Authority who is to forward the candidate's application and the result of the trade test to the Chief of Naval Staff for final decision.

5. *Transfer of branch-incompetent or unsuitable sailors.* A sailor found incompetent for duties in his branch may be allowed to volunteer for some other branch, the duties of which he is considered (after trial, if necessary) competent to perform. An application for transfer of branch is to be made as provided in Clause 2 above. When a sailor who is serving in a different branch from that in which he was entered is found unsuitable for the duties of the lowest rank to which he can be reverted in his present branch, application may be made for compulsory reversion to his original branch. For the withholding of increments, of pay of such sailors, see Rule 138, *Pay and Allowance Regulations for the Bangladesh Navy*.

6. *Counting previous service.* Sailors on transfer will be allowed to count previous service in their present rank towards the time qualification required for advancement to the next higher rank in the branch to which they are transferred, i. e., a Steward on transfer to Engineering Mechanic 1st Class, will count his service as Steward for advancement to Leading Engineering Mechanic.

SECTION VII

DUTIES AND PRIVILEGES OF SENIOR CHIEF PETTY OFFICERS, CHIEF PETTY OFFICERS, PETTY OFFICERS AND LEADING RANKS.

0991. Chief Petty Officers of All Branches. The discipline, efficiency and morale of the Service depend in a large measure on the manner in which Chief Petty Officers carry out their duties and maintain their position.

2. Their seniors look to them for loyal support; their juniors look to them for guidance and assistance.

3. They must have personality and tact as well as professional competence and must be ready to accept their responsibilities. They should set an example of good discipline by obeying the orders of their superiors with the alacrity and cheerfulness that they expect from their own subordinates.

4. It is the duty of every Chief Petty Officer of every branch of the Service to ensure that order and regularity are preserved in his vicinity among those men, of whatever branch and whether on duty or not who hold a rank junior to him (*see* 0203-Maintenance of good order and 5621-Regulating duties).

5. A Chief Petty Officer is to see that the men do their duty, specially when they are employed on duties requiring attention and vigilance. When the hands are on deck, he is to take care that men employed at the station obey orders with silence and alacrity.

6. A Chief Petty Officer is to be given maximum possible responsibility commensurate with his status. The senior Chief Petty Officer in each Division is to be employed as Assistant Divisional Officer: All men in the Division are to approach the Divisional Officer with regard" to any service or private matter through the Assistant Divisional Officer.

7. Chief Petty Officers are to be granted every reasonable privilege. They are to be made to feel that confidence is placed in them and are to be treated with the consideration due to the position of trust they hold. To this end, the following rules are to be observed :

(a) They are to be saluted by Petty Officers and below.

(b) The prefix "Chief Petty Officers", or the corresponding prefix for non-seamen sailors, is to be used by all ranks when addressing or speaking of them.

(c) They are to fall in separately from their subordinates are to be classed by themselves for instruction on all occasions.

(d) They are not to be mustered in and out of the ship and are not to undergo personal search by the Regulating Staff.

(e) They are exempt from kit-muster.

(f) They are to be accommodated and messed separately.

(g) They are to be shown separately in the acquittance rolls, nominal lists and other returns submitted from time to time.

8. See 0972A.

0991-A. Petty Officers of All Branches. Petty Officers make material contribution to the discipline, efficiency and the morale of the Service by the manner of the performance of their duties. They must, have good professional competence to be able to accept their responsibilities they should set an example of good discipline by obeying the orders of their superiors with alacrity and cheerfulness that they expect from their own subordinates.

2. It is the duty of Petty Officers of all branches to ensure that order and regularity are preserved in their vicinity among those men, of whatever branch and whether on-duty or not, who hold the rank junior to them (see 0203-Maintenance-of good order and 5621-Regulating duties).

3. They are to be granted every reasonable privilege. They are to be made to feel that confidence is placed in them and are to be treated with the consideration due to the position of trust. To this end, following rules are to be observed:

(a) The prefix "Petty Officer", or the corresponding prefix for non-seamen sailors is to be used by all ranks when addressing or speaking of them.

(b) They are to fall in separately from their subordinates and are to be classed by themselves for instruction on all occasions.

(c) They are not to be mustered in and out of the ship save with special reason, and they, are not to undergo personal search by the Regulating Staff unless the Commanding Officer or the Executive Officer, for a special reason in a particular case, orders otherwise.

(d) They are exempt from kit muster.

(e) They are to be messed and accommodated separately from other sailors.

(f) They are to be shown separately in the acquittance rolls, normal lists and other documents and returns submitted from time to time.

0992. Leading ranks of all branches. It is the duty of leading ranks of all branches of the Service to ensure that order and regularity are preserved in their vicinity among those men, of whatever branch and whether on duty or not, who hold a rank junior to them. *See* 0203-Maintenance of good order.

2. They are to be granted every reasonable privilege. They are to be made to feel that confidence is placed in them and are to be treated with the consideration due to their position of trust. To this end, the following rules are to be observed:

(a) They are to fall in separately from their juniors, except on ceremonial occasions when they may be included in the ranks.

(b) They are exempt from personal search unless the Commanding Officer, Executive Officer of the Watch or Officer of the Day, for special reason in a particular case, orders otherwise.

(c) They may, when in uniform, pass out parties of men and be allowed to pass dockyard or victualling yard gates.

(d) They are exempt from routine kit-musters but they are to muster their own kits periodically.

SECTION VIII

DISCHARGES

0993. Unsatisfactory progress during probationary period. Sailors are liable to be discharged from the Service for unsatisfactory progress and conduct during the probationary period (0932) by the under mentioned authorities:-

(a) Boys, Artificer apprentices and direct-entry men under training in an establishment by the commanding officer concerned.

(b) Boys and direct-entry men under training afloat, by the Drafting Authority on the recommendation of the Commanding Officer of the ship in which they are borne.

0994. Discharge for fraudulent entry. The Chief of Naval Staff may at any time discharge from the Service any sailor who is found to have entered the Service by making false statements. Such discharge from the Service will be without. Prejudice to any disciplinary action to which the sailor may be liable under the Navy Ordinance 1961.

2. The reason for discharge under the provision of this article will be "Fraudulent entry",

0995. Discharge of incompetent, unsuitable or undesirable sailors. If the Commanding Officer finds that any sailor of the ship's company is unsuitable on account of his mental physical incapacity or through incompetence to perform the duties of the lowest rank to which he can be reverted in his branch and action under Article 0990(5) is not considered appropriate; or if the retention of any sailor is considered undesirable on grounds of conduct and character, he is to submit an application to the Chief of Naval Staff, through the Drafting Authority with a recommendation that the man be discharged from the Service:

(a) as "unsuitable", or

(b) "service no longer required" (S.N.L.R.); or

(c) as "undesirable".

2. In each case, full particulars are to be reported, going into a detailed justification for the recommendation made. The application is to be accompanied by a copy of the man's service certificate and if necessary, of his conduct sheet.

3. *Discharge "Unsuitable"* is not to be regarded as a punishment and no recommendation is to be made under this article for the discharge of men on the grounds of physical incapacity except in Clause 4 below. In other cases. When it appears to the Commanding Officer that a sailor is unable to perform his duties satisfactorily owing to physical incapacity and that action under Article 0990 (5) will prove inappropriate the case is to be referred to a medical board (6454).

4. Any sailor whose efficiency Physical condition or value to the Service becomes impaired by reason of repeated fresh infections of venereal disease may be recommended for discharge as 'unsuitable'. A copy of his medical documents should accompany any application for discharge on this ground.

5. An "Ordinary" sailor who has not been advanced to "Able" rank on completion of 3 years service in that rank may be discharged from the Service as "unsuitable". In such a case, a report is to be made to the Chief of Naval Staff seeking his approval for the man's discharge.

6. In all cases of recommendations for discharge of sailor as "unsuitable" on grounds of professional incompetence, Commanding Officers are to establish clearly the fact that the sailor recommended for discharge has been given suitable opportunity and warning to improve. Evidence to this effect is to accompany the recommendation for discharge.

7. *Discharge S. N. L. R.* (Services no longer required) is not a punishment. It is the appropriate method of dispensing with the services of a man whose retention is not considered necessary on account of Service reasons, e.g. reduction in the sanctioned strength on re-organization of the branch etc. Discharge S. N. L. R. may be recommended as a naval penalty following a civil conviction as provided in the Navy Rules.

8. *Discharge "undesirable"* may be recommended for repeated conduct and indiscipline when the Commanding Officer is satisfied that it is not in the interest of the Service to retain the man any further. Discharge "undesirable" is to be regarded as a punishment and is to be accompanied by forfeiture of all benefits, which would normally be admissible under other types of discharges.

9. The procedure in Clause 5 above is normally to be followed in all cases of recommendation for discharge; but in exceptional cases, when in the opinion of the Commanding officer the retention of a sailor is clearly undesirable, a recommendation may be forwarded and discharge may be approved although the sailor has not been warned previously;

10. The disposal of each man recommended for discharge, is to be reported to Naval Headquarters. If, Sentence 4 to imprisonment or detention, the names of prison or detention quarters and of the ship in which he is to be borne during sentence to be stated: If the man is drafted before decision on his discharge is reached, a duplicate copy of the application for discharge is to accompany his papers (6205). If discharge has been approved, a copy of the authority is to be forwarded.

0996. Discharge on compassionate ground. Men and boys 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 man or boy or his dependants is involved by his retention in the Service.

2. Discharge cannot be claimed as a right however, and nothing in these regulations shall interfere with the power of the Chief of Naval Staff to suspend discharge on compassionate grounds or to refuse discharge in a particular case.

3. Applications submitted other than by the serving individual are not to be referred to the man or boy but should be forwarded to Naval Headquarters for investigation through the channels indicated in Clause 4 below, and if finally approved, the serving individual may be permitted to exercise his option. Serving men or boys in respect of whom an application is approved not subsequently wishing to be discharged, will be required to furnish a signed statement to that effect.

4. Applications for discharge on compassionate grounds will be forwarded by Commanding Officer, through the Drafting Authority, to Naval Headquarters, where they will be scrutinized and if the grounds appear to be reasonable, reference will be made by Naval Headquarters to the Deputy Commissioner/Collector" of the district concerned for verification of the circumstances stated therein and for an opinion as to whether or not the application for discharge is justifiable.

5. Applications that have been subjected to investigation and have received the recommendations of the civil authorities will be submitted to the Chief of Naval Staff, who will be the competent authority to determine whether or not the application for discharge on compassionate grounds is to be granted.

0997. Age and service limits for normal retirement. Master Chief Petty Officers, Chief Petty Officers, Petty Officers and sailors shall be retired on completion of the period of service or on attaining the age limits shown below whichever is earlier :

<i>Designation</i>	<i>Service years</i>	<i>Age limit</i>
Master Chief Petty Officer	32	52
Senior Chief Petty Officer/ Chief Petty Officer	30	52
Petty Officer	28	50
Leading Rank	23	45
and AB	18	40;

2. The Chief of Naval Staff is empowered to sanction an extension of service beyond the age of service limits prescribed for compulsory retirement, if the exigencies of the Service warrant it. Such extensions may be granted up to 1 year at a time subject to the condition that the individual concerned is physically fit for satisfactory discharge of the duties required of him. In no case In no case will any extension of service be granted beyond the age of 52 years.

3. The rules for the grant of pension and other retiring benefits to sailor's are given in the *Pension Regulations* and Government orders issued from time to time.

0998. Employment during leave pending discharge. Sailors who are granted privilege or accumulated privilege leave pending discharge, transfer to the reserve, retirement or transfer to the pension establishment, may, with the. Permission of their Commanding Officer, take up any employment during the period of such leave detriment to the leave pay due to them.

0999-1000. Unallocated.

SECTION I

GENERAL RULES

1001. Leave not a right. Leave is a privilege and cannot be claimed as a matter of right, It is always granted subject to the exigencies of the Service, but is not to be withheld on insufficient grounds. Where it is necessary to postpone or stop leave at any time, the reasons are to be fully explained to the individual concerned.

1002. Classification of leave. Leave shall be of the following types:

- (a) Casual leave.
- (b) Privilege leave.
- (c) Furlough.
- (d) Sick leave.
- (e) Leave on medical certificate..

1003. Casual Leave. Casual leave is normally limited up to 10 days at a time. It may be extended up to 20 days in exceptional circumstances. In the case of sailors this leave may be granted up to 20 by the Commanding Officer in similar circumstances.

2. Casual leave counts as duty. It is on no account to be utilized to supplement any other form of leave or absence.

3. Any overstay of casual leave beyond the prescribed limit shall involve its conversion into privilege leave or leave on medical certificate or forfeiture of pay, if considered necessary by the leave sanctioning authority (1016).

4. To enable individuals to attend recognized rifle meetings, sports or tournaments, the leave sanctioning authority may grant casual leave in excess of 20 days to cover the required period. In no circumstances is this concession to be granted for the purpose of taking part in professional sports.

1004. Privilege leave. Privilege leave shall not be admissible to an individual in respect of a calendar year until he has actually performed duty in that year.

2. When privilege leave extends from one calendar year to another, it shall, for the purpose of grant of privilege leave in the following year, be deemed to have been completed in the year in which it commenced but further privilege leave shall not be admissible until the individual again performs duty..

1005. Furlough. Furlough shall not be admissible until an individual has completed one year's service. It may be granted either by itself or in combination with privilege leave.

1006. Sick Leave. This is admissible to officers only. The period of sickness in hospital, exclusive of the period on the sick list, is treated as sick leave in accordance with the rules given in Article 1037.

1007. Leave on medical certificate. Leave On medical certificate is to be granted only when there is a reasonable chance of an individual becoming fit for duty on termination of leave, otherwise he is to be invalided out of the Service and granted leave pending invalided as in Article 1039 or 1057, as the case may be.

1008. Permission to return to duty on completion of leave on medical certificate. No individual granted leave on medical certificate shall be allowed to return to duty until he is

declared fit by a medical board and is permitted to resume duty by the authority competent to sanction furlough.

1009. Leave ex-Bangladesh. Applications for the grant of leave ex-Bangladesh are to be made to the Chief of Naval Staff through the usual channels.

1010. Leave for staff of training establishments. Permanent staff employed in schools and other training establishments may be granted leave within the period of vacations admissible annually in accordance with the curriculum of training. Those granted full vacation leave shall not be eligible for privilege leave in respect of the year in which vacation leave is availed of.

2. Privilege leave in respect of any year in which an individual is prevented from availing himself of the full vacation shall be restricted to such proportion of the privilege leave as the number of day of vacation not taken bears to the full vacation.

3. Vacation leave shall be taken in combination with or in continuation of privilege leave, provided the total duration of vacation and privilege leave taken in conjunction therewith does not exceed the maximum limit prescribed in Article 1035 or 1050, as the case may be.

1011. Leave for naval personnel in civil employment. Except as otherwise provided for in their terms of service, leave of naval personnel in civil employment shall be regulated as follows:

(a) Those transferred permanently shall be governed by Fundamental Rules, Civil Service Regulations, Revised Leave Rules or Prescribed Leave Rules, as the case may be.

(b) Those officers who are transferred temporarily shall be governed by Fundamental Rule 100.

(c) Leave of officers transferred to a civil appointment paid from the Defence Services Estimates shall be governed by Civil Service Regulations.

1012. Performance of duty while on leave other than on medical certificate. An individual detailed for duty when on leave other than on medical certificate may, on completion of such duty, be granted an equivalent extension of leave. The order placing him on duty and whether an extension of leave is to be granted in consequence.

1013. Commencement and termination of leave. Leave is to begin on the date an individual is struck off duty or, if struck off duty in the afternoon, from the date following. It is to end on the date preceding that of their Joining for duty or on the date of rejoining if he rejoins in the afternoon.

2. A Sunday or a gazetted holiday or holidays (1024) may be prefixed or suffixed to leave with the permission of the leave sanctioning authority (1016y)

1014. Place from which leave is taken and duty resumed. An individual shall ordinarily proceed on leave from, and resume duty at, his permanent duty station. The Chief of Naval Staff, in the case of officers, and the Drafting Authority, in the case of sailors, may however, permit the individual to proceed on or resume duty from leave at a station other than his permanent duty station provided that:

(a) it is necessary or expedient in the public interest for the individual to perform temporary duty at that time at a station other than his permanent duty station; and

(b) if the individual concerned is not allowed to perform duty it would be necessary to detail some other person to perform it.

1015. Overstay of leave. If an individual overstays his leave no pay shall be admissible for the period of overstay unless an extension to cover the period of overstay is granted by the CO payment leave sanctioning authority (1016), *See* also 1056.

1016. Leave sanctioning authorities. Leave is sanctioned for an officer by the Chief of Naval Staff and for a sailor by his Commanding Officer.

2. Leave ex-Bangladesh is sanctioned by the Chief of Naval Staff in all cases.

3. Sick leave and leave on medical certificate for officers are sanctioned by the Commanding Officer of the hospital concerned subject to the recommendation of a medical board in the case of leave on medical certificate.

4. The Defence Adviser (Bangladesh), London, may sanction casual leave to officers under other command. Casual leave not exceeding the following limits may be granted by the authorities named below to officers serving under them :-

The Naval Administrative Authority, Dacca

The commodore Commanding, Chittagong

The Naval Officer-in-Charge, KhuIna

The commodore Commanding BN Flotilla s

The Commanding Officer – upto 05 days. up to 10 day

5. Extension of leave is Sanctioned for officers by the

Chief of Naval Staff and for sailors as follows:

Upto 15 days by the Commanding Officer.

Upto 2 months by the Drafting Authority.

Over 2 months by the Chief of Naval Staff.

6. The leave sanctioning authority for the grant of sick leave or leave on medical certificate to Service personnel who are abroad. either on duty or on leave, will be as follows:

<i>Country</i>	<i>Sanctioning authority</i>
United Kingdom	A.D.M.S. in U.K.
Countries other than	D.G.M.S.to whom cases

United Kingdom may be referred by signal. if necessary.

1017. Leave year. The leave year shall be the calendar year, that is, from 1st January to 31st December.

1018. Recall from leave in an emergency. When an emergency arises which necessitates the recall of personnel from leave, instructions are to be issued, broadcast and published in the press,

as necessary. Personnel who for any reason are unable to comply with the instructions issued are to report to the nearest military unit.

2. Personnel who are recalled from leave other than in an emergency may be granted the unexpired portion of their leave on a subsequent occasion either separately or in conjunction with leave which may become due to them in the ordinary course. For this purpose the date on which the individual leaves the place where he is spending his leave to rejoin his ship or establishment shall be taken to be the date on which the leave ended.

3. The grant of an unexpired balance of leave to an individual who has already completed more than half of his leave shall be subject to the consideration that no extra expenditure to the State is involved. .

1019. Relinquishment of paid acting rank. An individual proceeding on privilege leave or accumulated leave shall retain his paid acting rank during the entire period of such leave, and promotion in replacement shall not be permissible. Otherwise, retention and relinquishment of such ranks is to be governed by the normal rules in force (3632).

2. During furlough the acting rank held by an officer shall be retained except during the furlough portion of leave pending retirement or leave pending invalidment when he shall be reverted to substantive rank.

1020. Illness on leave. The regulations applicable to officers and men taken ill whilst on leave are given in Article 6445.

1021. Leave for officers and sailors on permanent duty abroad. Officers and sailors on permanent duty abroad shall be governed by the leave rules applicable to the naval personnel in Bangladesh.

1022. Leave emoluments and traveling concessions. Leave emoluments are governed by the rules given in *Pay and Allowances Regulations for the Bangladesh Navy*. Leave travelling concessions are admissible as laid down in *Passage Regulations* (Provisional).

1023. Employment during leave pending retirement, etc. These rules are given, for officers in Chapter 8, Section II, and for sailors in Article 0998.

1024. Holidays. The holidays to be observed each year shall be announced by the Government.

2. Subject to the exigencies of the Service, all public holidays, including Sundays, may be enjoyed by all naval personnel. In addition, three optional holidays may also be enjoyed by all.

3. For definition of "public holiday". *see* Explanation of Terms.

1025. Attendance on board. Every officer or sailor is to be constant in his attendance on board as long as he belongs to a ship or establishment.

2. No officer subordinate to the Captain shall leave the ship without permission.

3. No officer or sailor is to remain out of the ship for the night without the prior approval of the Captain.

1026. Sleeping on board. If the Captain should be absent for the night, or, by reason of sickness or for any other cause has ceased to exercise command, an Executive Officer not below the rank of Lieutenant, or, if no such officer is borne, the Executive Officer of the ship, is to sleep on board. This regulation may only be relaxed by special permission of the Senior Officer concerned.

1027. "Blue Peter". Whenever the "BLUE PETER" is hoisted in any ship, it is to be understood as recalling all persons belonging to her who may be on short leave, and they are immediately to return to the ship.

1028-1034. *Unallocated.*

SECTION II

OFFICERS

1035. Privilege leave admissible. Officers may be granted privilege leave for one month in a calendar year. In special circumstances, sanctioning authority may sanction additional leave up to one month, making a total of two months in a year. *See* also 1004 and 1010.

2. Privilege leave may be accumulated up to four months at the rate of one month for each calendar year. This leave may be

granted in full or in instalments at the discretion of the sanctioning authority.

3. When the limit prescribed in cause 2 has reached further accumulation of leave earned up to two months may be credited to a separate account from which leave may be availed of only pending retirement.

4. The total accumulation of leave under clauses 2 and 3 shall be restricted to six months.

1035A. Survey leave. Additional leave may be granted for Survey duties at the scale of one day per month of surveying in any area within Bangladesh. The grant of such leave is subject to the provision that maximum of one month's additional leave per year in special circumstances (Art. 1035) will not be exceeded.

1036 Furlough. All permanent commissioned officers may be granted a total of 18 months' furlough during their entire service 'limited to 3 months in Bangladesh and 9 months ex-Bangladesh on any one occasions.

2. All other commissioned officers (not holding permanent commissions) may be granted a maximum of 3 months' furlough during their entire service, limited to one month at a time, either separately or in combination with privilege leave due, subject to the condition that the combined leave shall not exceed four months.

1037. Sick leave and leave on medical certificate. Officers falling sick are to be dealt with as follows:

(a) *All permanent commissioned officers:*

(i) *Sick list concession.* Provided the sickness is due' to reasons beyond the control of the officer, the authority competent to sanction privilege leave to him may place him. on the, sick list for a period not exceeding one month. The period so spent on the sick list is to count as duty for all purposes. including as qualifying service for the grant of privilege leave irrespective of the fact whether such period is otherwise treated as sick leave under sub-clause (ii) or leave on medical certificate under sub-clause (iii). On discharge from hospital before 30 clays he may be allowed to combine balance of, sick list concession with leave on medical certificate.

(ii) *Sick leave.* Period of sickness in hospital, excluding the period, if any, on the sick list referred to in (i) above, is to be treated as sick leave except as provided in Clause 3. When sick leave is granted to an officer, the Commanding Officer of the hospital shall intimate the fact to the ship or establishment concerned for initiation of action for publication of necessary entries in the Weekly List.

(iii) *Leave on medical certificate.* Subject to the provisions of Article 1007, a 'medical board may recommend leave on medical certificate up to 4 weeks at a time, if considered necessary to help an officer, on being discharged from hospital, to recoup his health. This period' may be exceeded only in exceptional circumstances and full reasons for recommending leave in excess of 4 weeks are to be recorded in the proceedings of the medical board.

(iv) The total period of continuous absence from duty on account of (i), (ii); and (iii) above is not to exceed 12 months. When the period of 12 months is exhausted, further leave not exceeding 5 months may, in exceptional cases be granted by the Commanding Officer of the hospital concerned, on the recommendation of a medical board, after which the officer, if still unfit to resume duty, is to be invalided out of the Service.

(b) *Officers other than permanent Commissioned officers.* Such officers are to be governed by the same rules as in (a) above, except that the total period of continuous absence from duty is not to exceed 12 months, or 18 months in attributable cases, after which the officer shall be invalided out of the Service, if still unfit to resume duty.

2. Sick list concession shall not be admissible to an officer falling: sick while on leave other than casual leave. In such cases the officer shall be eligible only for sick leave and leave on medical certificate under this article.

3. In the case of an officer who remains absent from duty on account of sickness exceeding the period of sick list concession, where admissible, the privilege leave due, if any, will automatically be exhausted concurrently with sick leave or leave on medical certificate admissible under this article.

4. Any period spent on the sick list shall not be reckoned in the period of sick leave and leave on medical certificate granted under Clause 1; but will be included when computing the total period of absence from duty allowed under these rules.

1038. Wound, injury or disability leave. Such leave may be granted for a period of three months to an officer:-

(a) who is wounded, injured or contracts a disability as a result of conditions arising out of active service afloat and riot due to causes within his control; or

(b) who, in the performance of duty, irrespective of the area in which serving, receives wounds or injuries definitely attributable to hostile action in circumstances comparable to those prevailing on active service; or

(c) who, in the performance of a particular naval duty which has the effect of increasing the liability to injury beyond ordinary risks of naval duty under peace conditions, is wounded or injured. Cases under this sub-clause require the sanction of the Government.

2. This leave may be combined with privilege leave due, but the privilege leave is to be availed of first.

3. The leave admissible under Clause 1 is restricted to officers who are placed on the sick list as a result of a disability as defined and granted such leave in consequence within one year from the date on which they last performed duty under active service conditions afloat, or from the date

on which the wound or injury was sustained in the case of service ashore. This leave is inadmissible after 2 years have elapsed from the date in question, but within the limit of 3 months such leave may be taken in one or more periods.

1039. Leave pending invalidment. Officers who are declared by a medical board to be completely and permanently unfit for further, naval service may be granted leave pending invalidment by the Government, when considered justifiable on the merits of each case. This leave shall be admissible as follows, being in addition to the leave granted under Article 1037:-

(a) Permanent commissioned officers shall be granted combined leave or furlough up to 9 months.

(b) Officers other than permanent commissioned officers shall be granted combined leave or furlough up to 3 months. In the case of short service commissioned officers, 28 days' terminal leave (1040 (1), (c)) shall also be granted where this is admissible under the terms of their engagement.

2. In deciding the actual amount of leave to be granted under Clause 1, consideration is to be given to the cause of disability, total service rendered and any sick leave taken immediately prior to invalidment.

3. Officers who are given leave under this article shall not be entitled to the leave admissible under Article 1040 in addition.

4. Leave under this article shall Commence from the date of issue of the letter notifying invalidment by the chief of the Naval Staff.

1040. Leave pending retirement or resignation. This leave shall be admissible as follows:

(a) *All permanent commissioned officers.*

(i) Those retiring from the Service may be granted furlough pending retirement up to 6 months and privilege leave due;

(ii) Those who permitted to resign their commissions or are removed from the Service for failure to pass the prescribed promotion examination may be granted privilege leave due.

(iii) Those who resign their commissions to suit their own convenience or are removed from the Service on disciplinary grounds shall not be granted any terminal leave.

(b) *Officers holding short service commissions and commissions in the Reserves:*

(i) They shall be granted privilege leave due.

(ii) Short service commissioned officers shall be granted 28 day's terminal leave., in addition to the privilege leave due. *See also 0324 (4).*

(iii) The provisions of sub-clause (a) (iii) shall also apply.

2. Leave pending retirement will commence as follows:

(a) When an officer retires on completion of service or age limit or extended service, his leave shall start on the last day of his service. In such cases the period of leave shall not count towards pension.

(b) When an officer retires prematurely, his leave pending retirement shall start on the date he is struck off duty. Leave period shall count towards pension.

(c) The tenure of service of such officers will be deemed to have been extended by a period equal to the amount of refused leave and/or furlough granted and no covering Government sanction will necessary.

(d) Officers entitled to furlough pending retirement under sub-causes (a) and (b) of clause 2 will retain their acting ranks during the furlough period if such rank was held for an accumulated period of two years prior to the commencement of furlough.

1041. Leave for, Cadets and Midshipmen. During training, Cadet! and Midshipmen shall be entitled to casual leave as admissible to commissioned officers. *See* 1003.

2. During the periods of recess and official breaks in training, Cadets and Midshipmen may be permitted to visit their homes.

1042. Absence of Cadets and Midshipmen on sickness. Such absence shall be treated. as either sick in quarters or sick in hospital.

1043-1049. Unallocated.

SECTION –III

SAILORS

1050. Privilege leave admissible. Sailors other than those under training may be granted 2 months privilege leave in a calendar year *See* also t004 and 1013.

2. If a sailor, including a boy or apprentice, is under training and the course extends to a period over six months one month's privilege leave shall be admissible; if the period of training is six months or less, DO leave, except casual leave; is to be granted.

1051. Accumulation of privilege leave. Privilege leave may be accumulated by a sailor at the rate of one months for each calendar year, up to a maximum of four months.

1052. Advance of privilege leave. In special circumstances the leave sanctioning authority may grant extra privilege leave up to 2 months either separately or in combination with privilege leave admissible for the current year, subject to the condition that it will count against "the individual's privilege leave entitlement for the next year.

1053. Special privilege leaves for boys and apprentices. Boys and apprentices shall be eligible for one month's special privilege leave on the conclusion of their training, prior to joining the ship, or establishment to which they are posted.

1054. Absence on sickness. A sailor including a boy or apprentice under training, who is Sick at his duty station shall be:

(a) treated as sick in hospital when he is there; or

(b) excused duty while sick in quarters.

1055. Leave on medical certificate. A sailor may be granted leave on medical certificate, as in Clause 2, by his Commanding Officer to proceed to his home for recuperation. Such leave shall not count against his normal leave entitlement.

2. The period of leave recommended by the Commanding Officer of the hospital or the Medical Officer shall not be in excess of a period necessary to enable the individual to spend one month at home. If the grant of leave in excess of the period mentioned above is indicated, a medical board must be held, *See* also 1007,

1056. Extension of leave. An individual who overstays leave for reasons beyond his control may be granted an extension of leave. The sanctioning authority (1016) is to decide on the merits of each case whether or not the period of extension shall count either wholly or in part against the individual's further entitlement.

1057. Leave pending retirement, invalidment discharge or transfer to reserve. An individual may be granted privilege or accumulated Privilege leave up to the maximum prescribed in Article 1051. *See also 1058.* Such leave will commence on the last day of service and the vacancy thus caused will be deemed to have been created from the date of commencement of leave pending retirement.

2. Individuals who leave the Service to suit their own convenience or who are discharged from the Service on disciplinary grounds shall not be eligible for any leave pending discharge.

1058. Special leave for Chief Petty Officers. A Chief Petty Officer maybe granted special leave by the Chief of Naval Staff up to 12 months (including any privilege leave due) pending retirement or in special circumstances, but this leave shall in no, case be granted for any period falling beyond the prescribed age limit.

2. The period of engagement of the sailor shall be deemed to be extended to the extent of the special leave granted to him.

3. Special leave shall be granted for a period which, including any privilege' leave due, does not exceed 12 months, provided that by the grant of this special leave the sailor shall be eligible to earn the next higher rate of pension. The vacancy caused by the grant of special leave to a C. P. O. will not be filled until the expiry of such special leave.

4. Recommendation for such leave is to be forwarded sufficiently in advance office due date of retirement of the sailor concerned.

1059. Short leave. Leave granted to sailors to proceed out of the ship or establishment during the period they are not required to be present on board, is to be known as short leave.

2. Short leave is not to exceed 24 hours or the period of holidays (1024).

3. Short leave does not affect any other leave entitlement and counts as duty in the same way as casual leave.

4. All short leave is to be recorded in a short leave book.

1060. Permission of Senior Officer. When ships are operating together, Captains are not to grant short leave without previous communication with the Senior Officer present in order that, so far as possible, similar periods of short leave may be given to the different ships companies.

2. Leave is not to be given to large bodies of men on foreign soil without the permission of the local authorities.

1061. Unallocated.

1062. Men who have never broken leave or broken out of ship. In every seagoing ship a list is to be kept of sailors who have neither broken their leave nor broken out since they joined the ship. This list should be used only on occasions when any cases of leave-breaking would cause great inconvenience.

1063. Men placed in the report. The leave of men is not to be stopped when they are placed in the report unless they are placed there for any of the offences named below:-

- (a) mutiny or highly insubordinate conduct;
- (b) desertion or deserting post;
- (c) sleeping on watch;
- (d) indecent acts of an immoral character;
- (e) theft or fraud;
- (f) smuggling;
- (g) quitting ship, boat, or working party, without leave;
- (h) violent assault;
- (j) aggravated or repeated leave-breaking.

1064. *Unallocated.*

1065. Young men and boys. Where he considers it desirable to do so, the Captain may restrict the short leave of Ordinary Seamen (and equivalent rank of other branches) under the age of 20 by requiring them to be on board by 2300. This should be done in special circumstances when it would be undesirable to give these young men the same privileges as older sailors or where in the opinion of the Senior Officer, conditions peculiar to a certain area make it desirable. In the 'latter case the Senior Officer should issue instructions for the guidance of Captains.

2. Boys are frequently to be allowed leave at such ports as are considered suitable for the purpose, but they are not to be allowed to sleep out of the ship except in special, cases with the Captain's permission. They should as a rule, return from leave by 2000

1066. Absentees on ship sailing. Men, who miss their passage owing to improper absence from their ships on leaving port, after undergoing such punishment as may be awarded for the offence, are to be sent to their own ships, should an opportunity occurs within a reasonable period. *See* also 5321.

1067. Long leave. All leave, except short "leave (1059), is to be regarded as long leave for the purpose of these' Regulations.

1068. Instructions to sailors proceeding on leave. When a sailor proceeds on long leave he is to be given detailed instructions in writing" as to where and when he should report himself on the expiry of his leave. In all cases where these instructions involve action being taken by other authorities, those concerned are to be informed as' soon as possible in order that arrangements can be made for rations. accommodation, transport, etc., as necessary.

2. If for any reason these instructions have to be amended, the authorities concerned, if any, are to be informed.

1069-1100. *Unallocated.*

SECTION I

GENERAL INSTRUCTIONS

1101. Importance of personal records. The Captain and other officers concerned should always bear in mind that personal records are of great significance to the Service personnel and their value to the individual as well as to the Service depends on the care and deliberation with which they are filled and maintained up to date; that the future career of an officer or a sailor and consequently his proper employment in the Service depends much on the character and ability awarded to him; and that a certificate is an individual's passport through life. Personal records can serve their purpose only if all the essential information about the individual is carefully and promptly recorded and made available for ready reference.

1102. Addresses of next-of-kin. It is of great importance to have on record, ready for reference, the name or names of the next-of-kin (with relationship) and their addresses to obviate delay in communicating news to them about their relations in the Navy.

2. The 'next-of-kin' in order of precedence are:

- (a) Wife,
- (b) Father,
- (e) Mother,
- (d) Son (legitimate),
- (e) Daughter (legitimate),

3. The following standard form is to be used to report the particulars of the next-of-kin of officers and sailors: -

P.No./O. No
Full name of officer or sailor... ..
Rank.
Full name of next -of-kin... ..
Relation ship... ..
Address of Next-of-kin
Name or number of the house..
Street/Road... ..
Town or Village... ..
Post Office and Telegraph Office... ..
Railway Station..
Sub-division
District

Names and addresses of next-of-kin of officers are to be forwarded in the above form to Naval Headquarters; similar information about sailors is to be forwarded to the Drafting Authority. This information is to be first obtained when the individual joins the Service and

thereafter is to be checked on 30th June and 31st December and any changes reported to Naval Headquarters or the Drafting Authority under "Return of changes of address of next-of-kin". '

4. It is essential that all Service personnel in their own interest provide prompt information regarding any changes in their next-of-kin at the, first opportunity for notation in their personal record; *See* also 1546.

1103. Pay book. This is to be, issued on entry to all officers and sailors by the Supply Officer of the ship or establishment concerned. The issuing authority is to ensure that the details of name, rank, personal or official number, pay entitlement and other particulars as required are inserted in ink.

2. The pay book is used as a means of ascertaining the net pay entitlement of the person concerned at any given time. It check the identification of the person- receiving the payment.

3. All payments made to officers and sailors on acquittance rolls are to be recorded in their respective pay books.

4. The Captain is to ensure that the particulars of officers and men given in their respective pay books are kept up-to-date by regular check.

5. Adequate precautions are to be taken to prevent any unauthorized use of blank pay books which are to be mustered at quarterly intervals.

6. Officers and men should carry their pay books with them when leaving the station from where they draw their pay.

1104. Loss and replacement of pay book. When the pay book of an individual is lost, whether accidentally or on account of negligence, the fact is to be reported immediately to the Supply Officer concerned who shall take necessary steps to report the matter to the authorities as required and to provide the person concerned with a new pay book.

2. Disciplinary action is to be taken if the loss is proved to be owing to negligence.

3. Care is to be taken that all relevant notations which appeared in, the old book are inserted in the new one which is to be endorsed as "Reissued on loss of Pay Book No... ..".

4. No payment is to be made to an individual in case of the loss of his pay book without first ascertaining his pay entitlement from the Controller of Naval Accounts.

5. A new pay book may be issued on completion of the old one which is to be withdrawn and disposed of as directed in the *Centralized Pay Accounting Manual*.

1105. Pay book of officers promoted from lower deck. The pay book held by the individual as a sailor is to be withdrawn and a new one issued in the ship or establishment the officer first joins on promotion.

1106. Withdrawal of pay book. Officers and sailors discharged from the service or committed to prison are to surrender their pay books to the Supply Officer. When a person is discharged direct to shore from or die in naval or other hospital, his pay book is to be withdrawn by the hospital authorities and returned to the ship or establishment carrying the pay accounts' of the individual. All such recovered pay books are to be disposed of as directed in the *Centralized Pay Accounting Manual*.

1107. Identity card. Every officer and sailor is to be issued with an identity card which is to be produced for his identification when required. It is to be carried on person whenever passing into

or out of naval ships and establishments and other areas where identity is required to be established.

2. Besides the officially verified and stamped copy of the photograph and the signature of the individual, an identity Card is to have such other relevant personal information about the person concerned as would be helpful in his identification.

3. Photographs are provided at public expense:

(a) When an identity card is first issued.

(b) When an identity card is issued against the return of one worn out by fair wear and tear.

(c) When a new photograph is necessary on promotion of a sailor to officer's rank (or on account of changes in uniform or in facial appearance. New identity cards should always be issued in these circumstances.

4. The bearer should make a separate note of the number of the identity card which is to be carried in a self-addressed envelope in order *to* preserve it from damage and *to* facilitate its recovery if mislaid.

5. Special care is to be taken in guarding against the loss of an identity card or its falling into the hands of an unauthorized person. Any impersonation of the authorized bearer of an identity card or its alteration, destruction or transfer to another person are penal offences.

6. The loss of an identity card is to be reported to the Commanding Officer or the nearest naval authority and to the nearest police station. The Commanding Officer or naval authority concerned is to make a detailed report about such cards *to* Naval Headquarters. The loss of an identity card abroad is to be reported *to* local naval authority and the Bangladesh diplomatic representative.

7. Reports of loss should include following particulars: -

(a) Number of card.

(b) Name, rank, personal or official number of the individual.

(c) Approximate date of discovery of loss.

(d) Circumstances of loss and the locality where it occurred or probably occurred.

(e) Name of the police station *to* which loss was reported.

8. Cases of loss by negligence are *to* be punished with suitable disciplinary action.

9. An identity card is *to* be withdrawn when the individual leaves the Service,

1108. Nominal-Roll Register. A register containing the names, personal/official numbers ranks, dates of joining and transfer/draft any other relevant particulars, of all officers and sailors borne, is to be maintained in each ship and establishment and produced at inspections. Fresh pages are to be opened every six months on at January and 1st July.

2. This register is to be kept up-to-date by noting therein all the changes as they occur.

3. The form of the register will be prescribed by Naval Headquarters.

1109-1120. Unallocated.

SECTION II

OFFICERS

1121. Officers certificate of conduct Form F. (CW)-2. The Flag or Senior Officer, or those appointed for duty on his staff, and the Captain, for others, is to give every officer serving under him, whether as part complement or supernumery, on his discharge or on relinquish of command, a certificate of conduct on Form F. (CW)-2. "For officers in command below the rank of Captain the certificate of conduct is *to* be issued by the Administrative Authority under whom the officer concerned is serving.

2. Certificate of conduct constitutes the only permanent personal record that an officer will have of his service. Officers who are discharged may require them as references when applying for civilian posts and great care should be taken in their completion. The "capacity" in which an officer has served should be clearly stated with inclusive dates corresponding to dates on Form F.(CW)-1 (*see* 112%). The remarks should be worded so as to give guidance *to* any "outside" authority on an officer's character and conduct and his general execution of 'his duties, mentioning clearly his willingness and ability *to* shoulder responsibility other than his own. The fact that an officer has conducted himself with sobriety will be assumed unless it is otherwise stated.

3. The bottom certificate in the book of Form F. (CW)-2 is to be given to the officer, and the counter-part, which is to be an exact transcript of the original, is to be sent to Naval Headquarters along with the officer's Confidential Reports F.(CW)-1 *to* be rendered simultaneously.

4. Where a Captain, or an officer' has left the ship before the issue of the certificate of conduct, it is to be sent to the, officer direct as soon as possible by the ship concerned. The counterpart of the certificate of conduct, together with a copy of the letter under which it is sent, is, to be forwarded to Naval Headquarters concurrently. If an officer is serving under such circumstances that the rendition of a certificate on his conduct on Form F. (CW)-2 is not practicable, the officer concerned may apply to Chief of Naval Staff for a certificate for the period in question.

5. Certificates are not to be issued in respect of officers who have been less than three months in an appointment. Certificates of conduct need not be issued to officers under gone standard courses at the specialist and departmental schools.

1122. Confidential reports-general instructions.

1. Confidential reports on Form F. (CW)-1 are to be rendered on all officers holding appointment, whether afloat or shore, including officers on the Retired or Emergency. list who" may be serving and on officers borne supernumerary. The Confidential Reports on Army Engineer Officers, Medical Officers, Dental Officers and Nursing Officers are to be rendered on the appropriate Army Forms according to the instructions laid down in Part-2 of Appendix-X.

2. The Confidential Report is to be completed in a just and equitable manner so that it gives a fair evaluation of the absolute qualities of the officer under report. It is to be clearly understood by all concerned that opinions and assessments not based on a, close and careful observation of the professional and personal quantities of the officer reported upon are completely avoided and instances of faulty reporting, if detected, rectified at the level of Commanding or Senior Officer.

3. It. is the duty of the Captain or other reporting officer to take a thorough study of the conduct of each officer under his command with a view to detecting the officer's good and bad

qualities and to endeavour to eradicate his bad qualities rather than have to report on them. As soon as any essential quality lacking in the officers conduct or any slackness or indifference in the performance of his duties comes to the notice of the Captain he is to call the officer and explain the fault to him and give him every assistance and guidance in overcoming the fault.

4. If the previous confidential report about the officer indicated or implied any defect which has since been overcome, or the officer has made distinct effort to improve, this fact is to be mentioned clearly in the succeeding report. When no such previous report has been rendered the reporting officer would fail in his duty if he did not remark on the lack of any of the essential qualities required of an officer.

5. Although these reports are meant to 'Cover the entire period specified in the F. (CW)-1 they generally represent the reporting officer's opinion about the officer towards the end of the period stated.

6. Except when specially called for, reports on Forms F.(CW)-1 are not required on officers undergoing courses of instruction or on officers who have been less than three months under the orders of the reporting officer or who have already been reported on by the same officer within the preceding three months. Except where otherwise directed, reports are required to reach Naval Headquarters in original only.

1123. Reports not to be shown. Ordinarily confidential reports are not to be shown to officers except as in the following article.

1124. When adverse reports are to be communicated. If an adverse remark about the defects which can be remedied by the officer reported upon has been made, it should be underlined in red ink and (only this portion of the report should be) communicated verbally to the officer concerned at the time the report is made and a certificate to this effect included in the report signed by the reporting officer. Red underlining is not to be used in the case of Midshipmen and Cadets. If it is not possible for the Commanding Officer to inform the officer orally of any such defects, he should do so in writing by sending extracts from the report.

2. If the adverse remarks in the report concern something basically wrong with the officer and he cannot be expected to improve in a reasonable time he is to be shown such reports which are to be initiated by him on the left hand margin for having seen them.

3. Officers placed, on special monthly reports are *tope*-. informed by the reporting officer that they have been placed under special monthly reports which are to be shown to them and initialled by them.

4. Adverse comments on the loyalty or integrity of an officer are to be substantiated briefly in section III.

5. Allegations which are under consideration in a disciplinary case are not to be made the subject matter of an adverse report or of adverse remarks.

1125. Spare copies of report. Should copies of F. (CW)-1 reports be made for reference purposes, these are to be kept in the personal custody of the reporting officer who is not to divulge their contents to anyone except as provided in Articles 1124 and 1129(2). These copies are always to be destroyed when the reporting officer relinquishes his appointment.

1126. Annual medical examination. Officers are to be medically examined, as shown below, before their annual confidential report are rendered, and the result noted on F.(CW)-1:

(a) Officers up to the rank of Lieutenant-Commander will be examined by their respective Medical Officers.

(b) Officers of the rank of Commander and above will be examined by the Medical Officer specially nominated by the Director of Medical Service~.{Navy) for this purpose.

(e) Cases of officers who are considered unfit to be placed in category 'A' (Aye) will be referred to the Director of Medical Services (Navy) for advice before entering the results of medical examination on F.(CW)-I.

2. The medical examination will be carried out in accordance with the instructions issued from time to time. *See* also 6454.

1127. Occasions for report. The occasions on which confidential reports are to be rendered are as follows:

(a) Annual confidential report in respect of all categories of officers are to be rendered by 15 November and are to cover the period from 1st November to 31st October unless it is altered to conform to the date of appointment of the officer to a Ship or Establishment. Those officers who may not have completed three months in their appointment on the date of rendition of the annual reports may also be included;

(b) On an officer vacating an appointment unless a periodical report has been forwarded within the previous three months and the reporting officer has nothing useful to add;

(c) On supersession of the Commanding Officer, unless a periodical report has been forwarded within the previous three Months and the reporting officer has nothing useful to add and

(d) Adverse reports for (i) transferring or (ii) discharge of an officer

2. When confidential reports are specially called for,. Form F.(CW)I should be headed "Special Report".

1128. Form F.(CW)-I Detailed 'instructions for completing the form are given in Appendix X.

1129. Authorities responsible for rendering reports. Form F.(CW)-I in respect of officers specified below shall be completed by the authority mentioned against them :- .

<i>In respect of</i>	<i>Authority</i>
(a) The Commodore Commanding Chittagong,	Chief of Naval Staff
The Commodore Commanding Bangladesh Navy Flotilla,	Chief of Naval Staff
The Commodore Superintendent Dockyard. Chittagong,	Chief of Naval Staff
Administrative Authority, Dhaka.	Chief of Naval Staff
Commodore Commanding, Khulna and Commanding Officer of Ships and Establishments under direct administrative control of Naval Headquarters.	Chief of Naval Staff

- | | |
|---|---|
| (b) Commanding Officers of Ships and establishments other than those mentioned in (a) above | Administrative authority concerned. |
| (c) Officers on the staff of a Senior Officer | Senior Officer concerned. |
| (d) Officers other than Commanding Officers in ships and establishments | Commanding Officer |
| (e) Principal Staff Officers | Chief of Naval Staff |
| (f) Officers on Naval Headquarters staff | Principal Staff Officer Concerned |
| (g) Officers borne additional in one establishment for duties elsewhere | The Senior Most Officer under whom they are actually employed |

2. Confidential reports on officers of the rank of Commander and below are to be forwarded by name to the Naval Secretary, Naval Headquarters~ through the Administrative Authority, if any. Reports on officers of the rank of Captain and above are to be submitted by name to the Chief of Naval Staff though the Administrative Authority if any.

3. The reports are to be dispatched promptly and must reach their final destination with the least possible delay. It shall be the personal responsibility *of* the senior officers to ensure that the reports on the officers serving directly under their overall command are submitted to Naval Headquarters as speedily as possible but not later than one month of their due date of rendition. If any delay is anticipated, it is *to* be brought to the notice of Naval Headquarters beforehand and duly supported by reasons therefor.

1130. Reserve officers called up for training. A report on Form F(CW)-I on a Reserve officer is to be forwarded by the Commanding Officer *of* the ship *or* establishment *to* which the officer is appointed for training. The report is to cover the period of training and is to be paid immediately after the officer reverts to civil status.

1131. Special reports. Special reports on officers are to be made on form F.(CW)-I any additional information being given on supplementary sheet.

2. Special reports may also be called for *by* Naval Headquarters when particular information about an officer is required. A request *for* a special report on and that he has been adversely reported on.

3. Form F.(CW)-I is to be headed "Special Report" and, if in response to a Naval Headquarters letters he reference number should be quoted.

1132. Monthly reports. When directions are give by Naval- Headquarters for an officer be placed Under monthly report, the Naval Headquarters' letter is to be read by the Commanding officer *to* the officer concerned. Should the officer be transferred *to* another appointment; the Naval Headquarters' letter is *to* be forwarded *to* his new ship, accorded by remarks on Form F.(CW)-I for the broken period.

2. These reports are *to* be made on Form F.(CW)-1 which is *to* be headed "Monthly Report" and *to* quote Naval Headquarters' reference.

1133. Service Record Book (Officers). It is *to* be maintained in Naval Headquarters in respect of all officers and is *to* contain all relevant personal information about the officer such as his full name, personal number, date of birth, date of joining the Navy, and the name of the next-of-kin (with relationship) and his or her address. This book constitutes a permanent record of an officer and great care is *to* be exercised in its maintenance and safe custody. All the events pertaining to an officer, such as his movements on duty, appointments held, period of leave, transfers, promotions, sickness in hospital, attendance of courses, results of examinations, counting of former service, condonation and forfeiture of service, award of decorations and medals with or without monetary allowances, their forfeiture and restoration, and convictions by courts-martial after they have been published in Weekly List or Gazette of Bangladesh are *to* be entered in this book for permanent record and ready reference. Any other useful information concerning the officer is also *to* be recorded in the same book.

2. The importance of making correct and complete notations about an officer in this book lies in the fact that at the time of the retirement or release from service of an officer, this is the only readily available means of verifying his approved service *to* enable him *to* receive the retiring benefits and any discrepancy in this record may have serious consequences for the officer concerned at the most inopportune time.

3. The confidential reports (1122) which form part of the service record of officers are *to* be maintained in Naval Headquarters in a separate file which is also *to* contain:

- (a) Copies of letters of commendation, displeasure and severe displeasure issued to the officer concerned by the Chief of Naval Staff; and
- (b) record of "logging".

1134. Personal File. A personal file is *to* be maintained in Naval Headquarters in respect of each officer. All applications and representations made by an officer and the decisions given on them are *to* be kept in this file which is also *to* contain the following documents.

- (a) Application for commission in the Bangladesh Navy {Form F.(ED)-1} along with:
 - (i) declaration for the correctness of information given in the application form and for acceptance of the conditions of service offered;
 - (ii) no-objection certificate from the legal guardian;
 - (iii) character certificate.
- (b) Proof of academic qualification.
- (c) Proof of age.
- (d) Attestation of antecedents (Form F.(ED)-2).
- (e) Nationality/Domicile Certificate.
- (f) Declaration of physical fitness.
- (g) Certificate of election of pay and pension code.
- (h) Certificate awarded on completion of courses of instruction.
- (i) Injury or casualty report, if any.
- (j) Sanctions by Audit Officers to counting of former service, in, original.

(k) Government orders regarding counting or condonation or forfeiture of service, in original.

2. This file is to be maintained for officers promoted from the lower deck for record of documents listed at (f) to (k) in Clause 1.

1135. Medical record. This record is to be maintained by the director of Medical Services (Navy).

1136-1140. *Unallocated*

SECTION III

SAILORS-PERSONAL RECORD

1141. Special instructions. Divisional, Officers concerned should always bear the purport of Article 1101 in mind, particularly because of the fact that the sailors have no access to their service records, except as provided in Article 1880 and as such they are not generally in a position to point out or rectify any deficiency in their records or provide any missing information which may otherwise be vitally important to them. It is the responsibility of every officer to take interest in all matters concerning the men in his charge, more to in the maintenance of the men's records and keeping them up-to-date.

1142. Preservation of recruitment documents. All documents completed in respect of a sailor at the time of his, recruitment are to be preserved by the Drafting Authority and are not to be destroyed until after 10 years from the date of the sailor's discharge from the Service.

1143. Service Book (Form F.(SP)-8). This book contains the following particulars of a sailor:

- (a) Particulars of Sailor, his personal description, engagement and re-engagement.
- (b) Record of all movements, their cause and authority.
- (c) Record of leave availed of
- (d) Record of advancement, reversion, disranking, change of branch, examinations passed or failed, and any special recommendations.
- (e) Award of good conduct badges, medals, honours, their deprivation and restoration.
- (f) Annual assessment of character and efficiency.
- (g) Remarks of the Divisional Officer.
- (h) General remarks.
- (i) Clothing history sheet.
- (j) Record of annual muster of miscellaneous documents kept as enclosures inside the cover such as:-
 - (i) Conduct sheet;
 - (ii) Pay guide card;
 - (iii) Medical documents;
 - (iv) Kit list;
 - (v) Dental history card;
 - (vi) Departmental history sheet.

1144. Preparation of Form F.(SP)-8. This book is to be prepared by the Drafting Authority for every sailor on first entry. When any person offers himself for entry, special inquiry is to be made if he ever served in any of the Armed Forces of Bangladesh; if so, and he fails to produce his discharge certificate or release orders to this effect, the necessary particulars about the person are to be obtained from the authorities concerned.

2. If a man's service book is defaced for any reason, a new book showing the entire record of his service may be obtained from the Drafting Authority, the damaged one being impounded and forwarded, to the same authority. Similarly if a book is lost, application in for issue of a new book

is to be made to the Drafting Authority. Cases of loss by negligence are to be punished with suitable disciplinary action.

1145. Authority of Form F.(SP)-8. In all questions relative to a man's naval character, or those which depend upon it, the notations made on his service book are to be considered as conclusive, unless the book should appear to have been tampered with, in which case the Captain on noticing it, is immediately to report the particulars to the Drafting Authority, -in order that reference may be made to the records in his office to clear up the matter; and on the result being communicated, the Captain, if necessary, is to correct the relevant entry and attest it with his signature.

1146. Care, custody and disposal. Irregularities. The Captain is to report by letter to the Drafting Authority any irregularities he may observe in the service books of men joining his ship.

2. *Erasures or alterations.* In circumstances is any erasure to be made on the service book, but if an error is committed and detected at the time, it is at once to be corrected, without erasure, under the authority of the Captain and attested by his signature.

Except as provided by Article - 1145 and Clause 5 of this article, no alteration relative to the past is to be made on a service book without the sanction of Naval Headquarters.

3. *Custody of service books.* The service books are to be kept in the Captain's office of the ship in which the men may be borne for pay or serving, in special drawers provided for that purpose or in such receptacles as the Captain-may consider suitable.

4. *Annual inspection.* The service books, departmental history sheets of all men are to be carefully inspected by the Captain at the end of each year, in order that any irregularities or omissions may be detected and corrected or made good. The necessary certificate of inspection is to be endorsed in the columns provided in the service book.)

5. *Scrutiny of service books, etc.* The Captain is to cause all service books and departmental history sheets passing through his office to be scrutinized thoroughly, and in the event of their being found incomplete or incorrect, they are to be returned for correction to the ship from which they were forwarded. When this course is not practicable, as for instance, when the error arose in a previous ship, the books are to be forwarded to the Drafting Authority for any necessary correction and addition.

6. *Inspection by sailors.* After each annual assessment of naval character and efficiency the instructions contained in Article 1180 are to be complied with. In addition, such sections of the service book as may be allowed by the instructions on its front cover, are to be shown to the sailor concerned.

7. *Disposal of service book.* When men are discharged from the service or transferred to the Reserve their service books together with departmental history sheets and other documents such as examination certificates, etc., are to be forwarded to the - Drafting Authority for record.

Those relating to men discharged "dead or run" - are to be disposed of as in Clause 8.

The Conduct sheet (Form F, (SP)-4) is to be destroyed..

8. *Death and desertion.* On the death of a sailor or discharge from ship's books of a deserter, the service book after notation there on of the death or desertion, as the case may be, is to be forwarded to the Drafting Authority.

9. *Corner cut off.* The corner of the service book of a sailor is to be cut off when he discharged with a "bad" character, or when specially directed by the Chief of Naval Staff.

1147. Notations of service. The service of every sailor in different ships and establishments is to be recorded in his service book, in the section headed "Record of Movements". The cause of movement is to be recorded using the authorized abbreviations.

2. In order to obviate any possibility of a gap in service, a sailor drafted' will be borne on the books of his old and new ships as follows:

(a) A sailor discharged *beforenoon* will be borne up to the previous day inclusive and entered in his new ship from the date of discharge inclusive.

(b) A sailor discharged *afternoon* will be borne in the ship from which discharged on the date of discharge and entered in his new ship 00 the following day.

(c) A sailor *taking passage* in a Bangladesh Navy ship will be borne for passage in that ship until disembarked.

1148. Record of naval character. The naval character of sailors is to be recorded on the appropriate column in their service books in accordance with the instruction in section IV of this chapter.

1149. Assessment of efficiency. The rules are given in Article.

1150. Notations on service books. Notations are to be made only in the columns provided and in accordance with the headings. Blue black record ink only is to be used, and all entries to be in manuscript in accordance with the authorised abbreviations. Dates are to be filled in thus:-

1 Jan. 61 and not 1/1/61

and the months are to be entered as follows:

Jan.	Apr.	Jul.	Oct.
Feb.	May	Aug.	Nov.
Mar.	June	Sep.	Dec.

2. *When to be made.* Notations are to be made at the time when the fact recorded occurs, except that the date of desertion and other necessary entries to close the service book of a deserter are not to be made until discharge from ship's books is effected, or recovery, if earlier.

When, however, a man who has been marked "Run" is not recovered by 31st December, care must be taken to ensure that his naval character and efficiency assessments on the date of the "Run" (*see* 1179) are then entered on his Service book. If the man subsequently returns to the Service and desertion is not proved, the entry is to be deleted and the annual assessment of naval character and efficiency inserted.

3. *Medals.* All notations about medals are to be made at the time of the award. *See* 1243(c) and 1248(d) on forfeiture of medals.

4. *Meritorious service.* Apart from commendations by the Chief of Naval Staff (*see* Clause 5), only services which have received the recognition of the Chief of Naval staff but for which no medal is awarded, are to be noted in the space provided on service books; the number and date of the Naval Headquarters letter or order is to be indicated as the authority for each such notations.

5. *Commendation.* Commendations by the Chief of Naval staff for specific acts, or for good service and devotion to duty are to be noted on service *books*.

6. *War service.* Notations of War services on service books are to be limited to notations which fall under the following heads, and care is to be taken that such notations are made

(a) Wounds received in action.

(b) Gratuities or other grants.

(c) Gallantry awards or commendations by the Chief of Naval & Staff (See Clause 5).

7. *Good conduct badges.* The award is to be recorded on service *books* in the Column provided, when F. (SP)-27 is received back from. the Drafting Authority, duly verified, *see* 1277. Deprivations and restorations are to be noted as they occur.

8. *Engagements.* Particulars of engagements or re-engagements are to be noted on service books in the space provided for the purpose.

9. *"Cause of movement" column.* The column for "cause of movement" is to be filled in under the heads given below. The notations is to be made in full except where abbreviations are definitely authorised in this list:-

CAUSES	NOTATIONS
(i) Drafted	D.R.
(ii) Drafted for a course in Bangladesh	D.R.C
(iii) Drafted for a course abroad	D.R.C.A
(iv) Drafted for passage	Passage
(v) Drafted to Depot for orders	D.D.R.
(vi) Promoted to commissioned rank	Promoted (Rank to be stated)
(vii) Desertion	R.
(viii) Invaliding	1) If not appreciably handicapped for ordinary civilian employment: "Below Naval Physical Standard". (2) If earning capacity is appreciably impaired "Physically Unfit for Naval Service.
(ix) Dead	D.D.
(x) Fraudulent Entry	Fraudulent Entry
(ix) Discharged "Unsuitable"	Unsuitable for the sailor of.....

(xii) Discharged "Services No Longer Required"	Services No Longer Required
(xiii) Discharged "Undesirable D.O."	Discharged for Undesirable Conduct
(xiii) Discharged "Undesirable D.O."	Discharged for Undesirable Conduct
(xiv) Dismissed	Dismissed Naval Service
(xv) Discharged on compassionate ground	Discharge Compassionate
(xvi) Pensioned	Pensioned
(xvii) C.S. Expired (but no pensioned)	C.S. Expired Transfer to, Fleet Reserve
(xviii) N.C.S. Expired	N.C.S. Expired
(xix) To prison or detention quarters by Sentence of court- martial.	C.M.
(xx) To prison or detention quarters by sentence of Commanding Officer, if such sentence is to be followed by discharge from the Service	F.

10. *Time forfeited.* The following instructions are to be observed in connection with notations in the "Time forfeited". column of the service book:

(a) Loss of time caused by waiting trial *for* desertion;. By imprisonment, detention, confinement in cells; or in civil custody is to be shown on the service book by notations in the column *for* "Time Forfeited", using the authorised abbreviations as follows:

Detention

Imprisonment <i>for</i> disciplinary offences only, or imprisonment considered by the, Captain, to have been awarded in lieu of detention on stations where a detention	D
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establishment is not available.	
Imprisonment under the Navy ordinance 1961 for other than disciplinary offences,	
Except as provided above	P.
Confinement in cells	C.
Civil custody	C.P.
Waiting trial for desertion	W.T.

(b) If a man is in civil custody prior to a sentence of imprisonment, two entries should be made in order that the date of conviction will be apparent from the second entry.

(c) When noting the "days served" column after release from prison or detention quarters, care is to be taken to show the actual number of days served, especially where release has been on the day before normal expiry of the sentence. *See* 1158 about suspended sentences.

11. *Examinations, etc.* Particulars are to be recorded on the service book or-where applicable, on the departmental history sheet in the columns provided for the purpose. *See* also 1155.

12. *Recommendations for advancement, promotion, etc.* These are to be entered in the appropriate section of the service book.

13. *General remarks.* This section in the service book is to be used for any remarks, endorsement and entry which it is considered necessary to make and for which there is no provision in any other section book.

1151. Conduct sheet. A conduct sheet on Form F.(SP).4." is to be prepared for each sailor on first entry. The current Form F.(SP).4 is to be regarded as an integral part of a man's service book and should invariably accompany that book when it is forwarded with any application about the man. In addition to containing a record of offences the Form F.(SP)-4 provides a record of attainment of commencement of "Very Good Conduct" and of his naval character, efficiency and suitability for advancement and training duties *on* leaving ship any inferior naval character imposed as a naval penalty following conviction by the civil power is to be inserted in the appropriate column. Instructions about recording of offences and disposal' of this form are contained in the *Navy Rules*.

1152 Record of "Very Good Conduct". A record of a man's "Very Good Conduct" is to be maintained in the column provided on the conduct sheet for recording the date of commencement of "Very Good Conduct". A break in "Very Good conduct" lasting over a period is to be denoted by the symbol "X" followed by the date of recommencement of "Very Good Conduct" in the next space. When the cause *of* the break does not have an explanatory note elsewhere on the conduct sheet, the date *of* re-commencement is to be underlined. *see* also 1186.

1153. Divisional records. Every Divisional Officer is to maintain the following records :-

(a) *Divisional Record Book.* This is to contain all personal information about the sailors of his division such as their home addresses, names and addresses of the next-of-kin, brief particulars of any domestic problem requests and decisions thereon, dates when next good "conduct bage, and pay increment due, personal qualities and characteristics capabilities and interests and such other information as will assist the divisional officer in the efficient performance of his duties laid down in Chapter 55, Section II. The book is to be kept up-to-date as changes occur.

(b) *Divisional Officer's Remarks (Form "F.(SP)-8).* Every Divisional Officer is to write his opinion on Form F.(SP)-8 about a sailor according to the following directions. These remarks are not to be seen by unauthorized persons. Adverse remarks are to be underlined in red and read out-e sailor concerned.

(i) form is to be completed by sailor's Divisional Officer n the following occasions:

When a sailor has served 12 months in the ship or establishment;

When a sailor changes his division;

When a sailor is discharged from the ship or establishment for whatever cause;

On change of Divisional Officer;

On being examined for higher rank; and

On conclusion of Petty Officer's course.

(ii) The Divisional Officer is to consider the following factors while giving his remarks. Brief remarks, viz, EXCELLENT, HIGH, GOOD, WEAK or POOR, etc., are to be given regarding each factor:-

Initiative.

Power of command.

Professional ability.

Turn-out.

Games.

(iii) The Head of the Department concerned is to see all re- ports, and adverse remarks are to be initialed by him.

(iv) Remarks on the suitability of acting rank for confirmation are to be made.

(v) General comments on this form should be compatible with current efficiency, assessments and recommendations for, advancement;' 'if they are Dot, an explanation is to be given.

1154. Candidates for commissioned rank. "C.W." Forms are to be dealt with as directed in Appendix-V.

1155. Departmental history sheet. History sheets are used to provide a record of men's' specialists and departmental qualifications and of examinations and courses. They form a guide to officers who have to allocate men to their particular duties or recommend them for advancement.

1156. Enclosures to Service Book. The following, documents constitute enclosures to the service book and are to be forwarded with the book when the man is transferred:

- (a) Conduct sheet;
- (b) Pay guide card;
- (c) Medical history sheet;
- (d) Kit list;
- (e) Departmental history sheet.

1157. Termination of Service Certificate (Form F(Sp)-35]. This is to be handed over to a man on his discharge from the Service and is intended to serve as a documentary proof of his experience and qualifications to help him in finding a civilian job. In preparing it, care is to be taken to avoid the use of such naval or nautical terms as are not generally understood outside the Navy. The naval duties performed and the qualifications acquired should be explained in such details and terms as will help a civilian employer in understanding their importance and significance.

1158. Record of suspension, etc. of sentence'. The suspension of a sentence in whole or in part is to be recorded with full particulars of the offence and sentence on the conduct sheet.

2. Notations are to be made as follows in the "time forfeited" columns of the service book, each notation being authenticated by the Commanding Officer's signature, with the date on which the sentence was either suspended, remitted or enforced

- | | |
|--|--|
| (a) Suspension of sentence before committal | Put "Suspended" alongside the notation of the number of days awarded. |
| (b) Suspension of sentence after committal | Insert in the appropriate column the number of days served, adding "Residue suspended". |
| (c) Remission of suspended | Rule through the notation 'Suspended' or "Residue s~' and insert notation "Remitted" or "Residue remitted". |
| (d) Committal or re-committal following suspension of sentence or of residue of sentence | Rule through the notation "Suspended" or "Residue suspended" and insert notation "committed" or "Recommitted" as required. |

Care should be taken that the original notation which is ruled through is not obliterated.

1159-1170. Unallocated.

SECTION IV
SAILORS ASSESSMENT OF CHARACTER EFFICIENCY AND "VERY GOOD CONDUCT"

The expression "character" in this section and in other parts of these Regulations means "naval character" except where the context otherwise requires.

1171. Assessment of character. Men are to be assessed for character by the Captain under one of the following terms on the occasions prescribed in Article 1179:-

""very good, to be written	V.G.
"very good (Star), to be written	V.G.
Good, to be written	Good
Fair, to be written ""	Fair
different, to be written	Indifferent
Bad, to be written	Bad.

2. In assessing the character of a man, the Captain is to take into consultation the Executive Officer and the Officer of the man's *division*, as well as any 'oilier officer who may have special knowledge of the man. He is fully to consider all the entries against the man on his conduct sheet since the date of the last character assessment on his service book and his general character and efficiency, so that this duty, so important both to the man and to the Service, may be performed justly and with proper deliberation.

3. Where a man has been transferred from another ship, or has been embarked since the preceding 31st December, the Captain is to take into consideration the assessments made on the man's conduct sheet since that date.

4. The actual character assessment to be given to any man is at the discretion .of-the Captain subject to the maximum assessments prescribed in Articles 1172 to 1178 and to any inferior assessment already approved following conviction by the civil power. Any assessment which is below the maximum allowable, e. g., Good" is permissible, is to be underlined by the Captain in order that there may be no question but that the assessment has been made advisedly. When considering such discretionary assessments the Captain should bear in. mind that:-

(a) Any discretionary assessment involves a break in the continuity of the- man's "Very Good Conduct" and probably, therefore, has an adverse effect on the award or restoration of badges, and on advancement;

(b) A "Fair" or lower assessment will render a man ineligible for promotion to commission rank.

5. When assessing the character of a man who is undergoing the punishment of reduction from standard conduct on 31st December but whose punishment may terminate at the end of the first

month or second month, the Captain may award the highest character permissible, e.g., "V.G.*" if appropriate or "Good". If subsequently this punishment is continued beyond the first month or second month, the assessment must be altered to "Good" or fair", as the case may be. Such alterations are to be reported to the Drafting Authority and recorded in the service book. It is, of course open to the Commanding Officer to award a lower character assessment than the maximum permissible, even if the punishment of reduction from standard conduct is terminated at the end of the first month or second month, but in that case the assessment must be underlined.

6. If a sentence be annulled the sentence originally awarded will not affect the maximum character assessment for which the sailor is otherwise eligible.

7. If a sentenced be reduced the sailor will be eligible for the maximum character assessment applicable to the reduced sentence.

8. If sentence be suspended, the assessment of character is governed by the provisions of Article 1148.

9. With the exceptions in Clauses 6-8, the maximum character assessment is governed by the sentence as awarded and will not be affected by remission earned by the offender or granted under any rule.

10. Rules contained in Articles 1172-1177 are summarized in the table at Article 1178.

1172. "V. G." is the highest possible character assessment and is to be reserved for men whose behavior has been exemplary. It is not appropriate to men whose behavior has fallen short of the required high standard even though they may have avoided major punishments in the period. In such instances an inferior assessment should be considered. *See* also 1182(2) and 1184.

1173. "V.G.*" is a privilege which may be granted once only during a man's career after he attains the age of 17 so that he shall not by one slip forfeit the benefits of an otherwise unblemished record. It is the equivalent of "V.G." in all respects, the star being placed against the award only. In order to ensure that this concession is not granted more than once.

2. An assessment of "V.G.*" may be made when "V. G." has been precluded by one of the following punishment:

- (a) In the first three years of man's time:
 - (i) cells for a period not exceeding five days;
 - (ii) reduction from standard conduct when the punishment does not exceed one month.
- (b) At any time:
 - (i) Deprivation of one good conduct badge;
 - (ii) a sentence of imprisonment or detention which has been suspended.

3. Another punishment awarded concurrently with a suspended sentence or during the period under review may preclude the award of "V.G.*", although the suspended sentence itself is not a bar to its award

4. "V.G.*" is not allowed :-

- (a) unless the Commanding Officer is entirely satisfied with the behavior, conduct and work of them during the period, apart from the offence which resulted in one of the punishments mentioned in Clause 2;

(b) when there has been an earlier assessment of "V.G.*" or an assessment below "V. G." in man's time;

(c) when earlier inferior assessment has been specially altered to "V.G." unless the alteration followed automatically upon the cancellation of a punishment, and then only with approval of the Chief of Naval Staff.

(d) as a discretionary assessment for a man whose general behavior does not, in the Commanding Officer's opinion, merit an assessment of "V.G.";

(e) to place an inferior character assessment when the latter has been approved as, or is entailed by, a naval penalty.

1174 "Good". Subject to the provisions of Article 1173 for the award of "V.G.*", a higher character than "Good" is not to be given to any man if during the period for which his character is being assessed he has been awarded any of the following punishments:

(a) Disranked for misconduct;

(b) Reduced from standard conduct provided the punishment is terminated within 2 months from the date of reduction;

(c) Deprived of one or more good conduct badges;

(d) Sentenced to cells, detention, or imprisonment for not more than 21 days in the aggregate.

2. If a man has been awarded two or more of the above punishments during the year, it is open to the Commanding Officer to award an assessment lower than "Good" if he thinks fit. Such a lower assessment should be underlined.

3. A higher character than "Good" is not ordinarily to be awarded to any man who is discharged from the Service as "Services no longer required" following conviction by civil power.

1175. "Fair" A higher character than "Fair" is not to be given to any man if during the period for which his character is being assessed he has been sentenced to be punished in any of the following ways:

(a) Reduced from standard conduct on one or more occasions for a period of 2 to 3 months in the aggregate;

(b) Sentenced to cells, detention or imprisonment, or any two or more of these punishments for 22 to 60 days in the aggregate.

2. A higher character than "Fair" is not ordinarily to be awarded to any man who is discharged from the service as "Undesirable".

1176. "Indifferent." A higher character than "Indifferent" is not to be given to any man if during the period for which his character is being assessed he has been sentenced to be punished in any of the following ways:-

(a) Reduced from standard conduct on two or more occasions for a period exceeding three months in the aggregate;

(b) Sentenced to cells, detention or imprisonment, or any two or more of these punishments, for 61 days or more in the aggregate.

1177. "Bad". "Bad" character may be given only on discharge from the Service to men who have been:-

- (a) Dismissed or discharged after conviction for particularly vicious offences;
- (b) Dismissed or discharged for misconduct after long records of previous misconduct with several earlier assessments of “Fair or “Indifferent”.

1179. Occasions of assessment on Service book. The character each sailor is to be written on his service book, Commanding Officer:

(a) On 31st December each year, except for:-

(i) men in desertion (but *see* (b);

(ii) men awaiting trial for desertion;

(iii) men under 17 ;

(iv) ,men who have been detained in civil prison for the whole of the calendar year under consideration in such cases the ,notation "Not Assessed" is to be written across the *Character and Efficiency* columns of the service book;

(b) On being marked "run" (assessed to the date marked "run" but recorded on final discharge from the ship's books or if the man is still in desertion, on the 31st December of the year on which the man is marked "run", which ever is the earlier

(c) On a man's discharge from the Service;

(d) Oil the day before a man's 17th birthday (but *see* 1182); (e)

(e) On final discharge of a boy or an apprentice from training to the general service (*see* 1182).

2. If a man whose character has been assessed under Clause 1 (b) or (c) rejoins the Service in the same calendar year, the assessment on 31st December is to cover the whole year; the intermediate character awarded on discharge from ship's books being ruled out. This does not apply to recovered deserters awaiting trial at the end of the year, or to sailors under the age of 17; their characters are not to be assessed on 31st December.

3. Any person who may be on passage, in prison, under detention, imprisoned by the civil power or in hospital on 31st December in any year is to have his character to that date, assessed from his conduct sheet on his arrival on board the ship to which he is sent or to which he may return, the assessment being made by the Captain of such ship; but *see* also Clause 1 (a) (iv).

4. A man invalided out of the Service is to have his character assessed to date from the entries on his conduct sheet by the Commanding Officer of the ship upon whose books the man is borne.

1180. Reading of character after annual assessment. The characters recorded are to be read to the man by each Divisional Officer, and

at the same time each man is to be afforded the opportunity of seeing his character and efficiency assessments. The characters of Master Chief petty officer, Chief Petty Officers and petty officers are to be read-separately from their sailors.

1181. Occasions of assessment on conduct sheet. Character is to be recorded on this form on discharge or transfer of the sailor concerned to another ship or establishment.

1182. Character assessments of sailor under 17. The characters of all sailors under 17 years of age are to be assessed on their service books on the day before attaining the age of 17. When they have attained that age, their characters are only to be assessed as directed in Article 1179 in the following circumstances:

(a) If a sailor attains the age of 17 whilst awaiting for a major offence, the assessment of character normally made on the day before reaching that age is to be deferred until the punishment is awarded, when the assessment is to be antedated and the punishment taken into account.

(b) If a sailor attains his 17th birthday whilst in desertion and is subsequently recovered and punished, the facts are to be reported to the Chief of Naval Staff for a decision on the assessment.

2. A suspended sentence awarded during this period does not in itself preclude an assessment of "V.G." if the Captain considers that such an assessment is otherwise appropriate. This exception to the provisions of Article 1172 is permissible because the privilege of an assessment of "V. G.*" is not open to sailors under the age of 17.

3. The characters of boys and apprentices are also to be assessed on final discharge from training to the general service.

4. Assessments of the characters of sailors under 17 should normally cover the whole of the period of service since first entry, or since discharge from training to the general service, as the case may be.

1183. Re-assessment of character. Assessments above the maximum permissible will be corrected with the approval of the Chief of Naval Staff, but those properly made by the Commanding Officer in accordance with Article 1171(4) are final and are not subject to review unless one of the following conditions is fulfilled, when application may be made to the Chief of Naval Staff for re-assessment:

(a) The assessment has come to have an effect which could not have been foreseen at the time it was awarded and which takings into consideration' also the length and quality of Subsequent service, is now unduly severe. An application for review on these grounds may be forwarded only within the last year before completion of time for pension or on discharge if earlier. No application can be entertained when the character recorded during pensionable service including an assessment below "Good" or more than one assessment other than "V.G."- (e.g. one "V.G." and one "Good") save in very exceptional circumstances (e. g., because of recognition given for an act of personal gallantry).

(b) There is good reason to believe that a character assessment which is lower than the highest assessment which could have been given was not given advisedly. An application for review on these grounds should be made as soon as possible after the assessment has been given. If the application is not made immediately after the assessment has been given, it should include the reasons for the delay, having particular regard to the provisions of Article 1 i 80.

(c) The assessment was unfair or the punishment which affected the assessment was unjust or unduly severe in itself or in its immediate effects. An application for review on these grounds should follow the procedure prescribed for complaints in the *Navy Rules*. Such complaints must be made as soon as possible while the facts are still ascertainable.

2. The only applications for the review of character assessments which can. be considered after a man has been released are those relating to the final assessment on discharge and they will be considered only if appeal is made on discharge or within three months after the date of discharge. Any man who expresses dissatisfaction with the assessment given on his discharge should be warned that any appeal to the Chief of Naval Staff must be made within three months.

3. Application under, Clause 1 (b) and (c) from. Pensioners reservists, or men re-entered, for review of character assessments during previous period of service cannot be entertained.

1184. Effect of Suspension of sentence on Character assessment. A sentence of imprisonment or detention, even if suspended, automatically causes a break in "Very Good Conduct".

2. If a sailor is under a suspended sentence when character assessment is required under Articles 1179 and 1181, the assessment should reflect only that part of the punishment or accompanying punishment which has actually been enforced; but see also *Navy Rules*. If the suspended sentence or the suspended portion thereof be subsequently enforced, the original character assessment is to be altered to the appropriate to the full sentence in accordance with the general rule that the effect on character is reflected in the assessment covering the date of the sentence. In any case a sentence of imprisonment or detention automatically precludes a character assessment of "V.G.", unless the assessment is being made on the day before the sailor reaches his 17th birthday (*see* 1173 and 1182). All alterations in character under this Clause are to be reported to the Drafting Authority as they occur.

3. If an offender under a suspended sentence deserts and is not recovered, or is not claimed for further service, his character is to be assessed as if the sentence had been carried out.

4. Where a suspended sentence, or the suspended portion of a sentence, is carried out in the year following that in which the sentence was awarded, together with a sentence of imprisonment or detention subsequently awarded, only latter sentence is to be taken into account in assessing character at the end of that year, whether such sentences run consequently or concurrently.

1185. Assessment of Efficiency. When assessing the efficiency of a man the Captain should take into consultation the head of the department to which the man belongs.

2. Except as stated in Clause 3, the efficiency of every sailor borne on the books of a ship is to be recorded on the appropriate page of the service book by the Captain who is to insert the entry

in his own handwriting on the occasion laid down by Article 1179 for the award of character. The Captain signature is to be written on the same line as the assessment awarded.

3. Efficiency is not to be assessed for men who, by reason of being still under preliminary training are not yet eligible for draft. The rule includes new entries, men re-entered after one year and men transferred to new rank if they undergo preliminary training. The efficiency assessment of men, undergoing training other than preliminary training is to be in accordance with the progress and proficiency shown by them during such training.

4. *Terms used for efficiency assessment.* The terms to be employed in assessing efficiency are the following:

Superior, to be written	Super.
Satisfactory, to be written	Sat.
Moderate, to be written	Mod.
Inferior, to be written	Inferior.

The rank held by the man at the time is to be noted in the column provided. When the advancement of a rank is ante-dated to a date earlier than that of the assessment of efficiency, the rank in which the assessment was made is to remain unaltered.

5. *Definition of terms.* As a guide to Commanding Officer when making their award, the following definitions are given of the terms to be used:

Superior	A man who performs his duties with more than average efficiency.
Satisfactory	A man who performs his duties with average efficiency.
Moderate	A man who performs his duties with less than average efficiency.
Inferior	A man who performs his duties in an inefficient manner.

Note. In these definitions "duties" mean the general duties of the rank held, and "average efficiency" means the average efficiency of all men in the Service holding the same rank.

6. *General rules for assessment of efficiency.* Commanding Officer should bear constantly in mind that efficiency of a man is to be assessed, not only by the manner in which he performs the duties of the rank which he holds, but also by comparison between the man himself and the general average of other men in the Service who hold the same rank. The mere fact of a man holding a higher rank does not in itself in any way necessitate the assessment of his efficiency in the rank as highly as it was assessed before he attained a position of such higher responsibility.

7. "Super" and "Sat". The awards "Superior" and "Satisfactory" are intended to be given to none but efficient Men. Men so assessed must not, as a rule, expect to receive the same assessment shortly after advancement to higher rank since their assessment will depend on the degree of efficiency with which they perform the duties of the higher rank as compared with men of average efficiency and experience in that rank through out the Service. These considerations naturally apply with less force where advancement in grade in the Artificer Branch.

8. *Men in shore establishments.* When men are serving in shore establishments, their efficiency should be assessed in accordance with Clauses 1 to 7, but in branches where the man's efficiency should depend ideally on ability demonstrated at sea, Commanding Officers should give due regard to the assessment last made at sea.

9. The efficiency assessment of men on long terms medical treatment, etc., should, where possible, be the same as that on their conduct sheets for any broken period of the year in question,

other wise the appropriate columns of the service book should be marked “ Not Assessed Navy Regs. Article 1085(9)”.

10. *Amendment of efficiency Assessment.* No recommendation to amend an annual assessment of efficiency on the service book is to be forwarded to Naval Headquarters unless the sailor concerned has made representations on, the subject within 6 months of the date and assessment was awarded.

1186. "Very Good conduct." The standard required to, maintain "Very Good Conduct" is not the same as that for award of “V.G.” character, but is a higher and more exacting one. To maintain this standard a man has to conduct himself with sobriety, diligence and attention at all times.

2. A break in "Very Conduct" is obligatory on the occasions shown in the following table:

Occasion	Date “Very Good Conduct” begins again
(a) Punishment by warrant.	(a) & (b) The day after the, date of the sentence or warrant or
(b) Court-martial sentence which is at least the equivalent of a warrant punishment.	(b) the day after release from cells, detention, or prison or the day after termination of reduction from standard conduct whenever’, is appropriate to the sentence awarded (Note A).
(c) When a discretionary character lower than "V.G"; awarded because of minor offences which in themselves did not lead to a break in. "Very Good Conduct", is recorded on the service certificate.	(c) The day following the date of the discretionary character assessment (usually 1 st January).
(d) When a badge is intentionally not awarded when either first due or after a period of deferment; or is intentionally not restored when due.	(d) The day after the original qualifying grate.

(e) On conviction for desertion.	In accordance with (a) and ~b) when appropriate or on the day following either (i) non-warrant punishment or (ii) the decision to dispense with trial.
(f) When awarded as a naval penalty or entailed by disranking or the award of an inferior character, following conviction by the civil power.	(f) The day following the date of disranking, in the other instances, the day after the civil offence is found proved unless imprisonment or detention is involved. (See Notes B and C).

Notes: (A) When a sentence of imprisonment or detention is suspended, "Very Good Conduct" recommences the following day but it would again be broken if the sentence was subsequently enforced because of further misconduct. When a sentence of imprisonment or detention is postponed under the authority of Navy Rules, recommencement of "Very Good Conduct" is to be ante-dated by the number of days' postponement.

(B) Under (f) above, when imprisonment is awarded by the civil power, "Very Good Conduct" starts again on the day following release.

(C) When an offence is proved in a civil court, but a break in continuity of "Very Good Conduct" is not involved, the existing date of "Very Good Conduct" is to be post-dated by the number of days' pay and service forfeited in civil custody.

3. In addition to the occasions when a break is obligatory, the Commanding Officer may at his discretion, break a man's "Very Good Conduct" for any reprehensible act, any particular naval offence, or a series of minor offences. A break is not to be imposed as a punishment or in lieu of a punishment; but it may accompany any punishment. After a discretionary break "Very Good Conduct" begins again the following day.

4. A break in "Very Good Conduct" affects advancement, the award and restoration of good conduct badges and the removal of 'R'. The effects of a break will, therefore, vary according to the length of service and previous record of the individual concerned. It may have no direct consequences for recent entrants.

5. Breaks in continuity are to be recorded in red ink in the appropriate column on the conduct sheet. When a period break occurs (e.g., owing to a sentence of imprisonment, detention, reduction from standard "conduct, or cells) the symbol "X" denoting ~ good" is to be written in the column.

1187-1200. unallocated

SECTION I

UNIFORM AND DRESS

1201. General. Officers and sailors shall wear such uniforms as the Government may prescribe. The uniforms to be worn are specified and described in the *Naval Uniform Regulations*. The prescribed patterns are to be strictly adhered to.

2. The Commanding Officers are to ensure by periodical inspections that sailors are in possession of full authorized kit. *See* also 5527 on the responsibility of Divisional Officers in regard to sailors' kit.

3. All officers and sailors are to be in possession of, and wear the proper ribbons for medals which have been awarded to them. Any cases of missing medals are to be reported, for officers, to Naval Headquarters, and, for sailors, to the Drafting Authority.

1202. Officers. Every officer, except when on leave or on the occasions hereinafter specified, is to wear the uniform established for his rank.

2. At reviews, official functions, reception or dinners arranged by military, naval or air authorities or civil functionaries, officers are to wear the uniform of their rank as prescribed for the various occasions specified in the *Naval uniform Regulations*; and no deviations are to be allowed without the prior authority of Naval Headquarters.

3. Regulation uniform is not to be worn at fancy dress balls.

4. Officers may wear plain clothes during non-duty hours or on occasions prescribed by Naval Headquarters.

1203. Officers not holding effective appointment. Officers on the Retired and Emergency Lists, whose names appear in the Navy List, are permitted to wear the uniform of their respective ranks within the Commonwealth's countries on State and other occasions of ceremony only. They are also authorized to wear insignia of orders, decorations and medals with plain clothes under the same conditions as applicable to officers on the Active List.

2. Naval officers in civil employment, serving outside the Ministry of Defence, are not to wear uniform when carrying out civil duties.

1204. Sailors. Sailors are to wear uniform on all occasions except when on long leave (1067) or as provided in Article 1208.

1205. In foreign countries. In foreign countries, generally officers and sailors are not, in the absence of agreements by the local authorities, to wear uniform when on shore except in a part at which their ship is lying. When it is uncertain whether there is any prohibition on the wearing of uniform when traveling inland, enquiry is to be made from the local authorities and such permission as is necessary obtained.

1206. Hair--how worn. The following rules are laid down with regard to the wearing of hair:-

(a) Hair will be kept neatly trimmed at the sides and back of the head and side-whiskers will be shaved up to and in line with the top joint of ears.

(b) Officers and sailors, if they so desire, may be permitted to wear moustaches and beards or moustaches alone.

(c) Beards, when worn, will be kept trimmed to a point and should not extend more than four "fingers" below the under lip.

(d) Moustaches are not to be worn in any fancy or odd-looking style.

(e) Side-whiskers are prohibited except as part of the beard.

2. Hair, beard and moustaches are to be neatly cut and trimmed and, so far as is practicable, uniformity in length is to be established.

1207. Mourning. Mourning bands may be worn by officers in uniform when attending Service funerals and associated memorial services held in the same day. They are not to be worn at any other memorial services or ceremonies such as the unveiling of memorials.

2. In the event of "Service Mourning" being ordered special instructions will be issued regarding its application and duration.

1208. Wearing of plain clothes by sailors. Master Chief Petty Officers, Chief Petty officers and, Petty Officers may wear plain clothes when proceeding ashore on short leave (1059) or returning to their ship or establishment on the expiry of such leave. The privilege is subject to withdrawal from the individuals, at the discretion of the Commanding Officer. For misconduct or if the standard of appearance is unsatisfactory.

2. Leading ranks and below may be allowed, at the discretion of the Commanding Officer, to proceed ashore in plain clothes.

3. This privilege will not be allowed to boys and apprentices.

4. Wearing of plain clothes by, sailors of all categories and ranks when proceeding ashore during religious festivals for the purpose of prayers will be subject to authorization by Naval Headquarters on each occasion.

5. *General rules.* The Commanding Officers are to ensure that Following instructions are brought to the notice of all men:

(a) Men, wearing plain clothes remain in all respects subject to the Navy Ordinance, 1961.

(b) The Service accepts no liability for loss of or damage to plain clothes.

(c) Identity cards must always be carried when in plain clothes

(d) Liberty men should not change into plain clothes until, immediately before proceeding on short leave' and should", change out of them immediately on return from leave.

(e) No visible items of service uniform may be worn in plain clothes except raincoats, scarves, shoes, socks, shirts, collars and ties.

(f) The wearing of headgear is optional.

(g) When plain clothes are worn marks of respect are, to be, paid to officers as laid down in Article 1764.'

6. Sports kits may be worn by sailor when proceeding-ashore for organized games.

1209-1229. Unallocated.

SECTION II

DECORATIONS AND MEDALS

1230. Grant and issue of medals and ribbons. Orders for the institution of a medal or decoration are issued through a Warrant published in the official Gazette. The procedure for the submission of claims, etc. is published in Fleet Orders. Individual grants of campaign and commemorative medals are published in Fleet Orders and of other decorations and medals in the official Gazette. First supply of medals and ribbons will be obtained free by Naval Headquarters on demand from the Ministry of Defence (Medal Section). No demand for medals and ribbons will be placed until the publication of the authority.

1231. Replacement of medals. Medals or decorations accidentally lost may be replaced on payment with the sanction of the Ministry of Defence (Medal Section), Dacca. Any person subject to the naval law who willfully does away with a medal, etc., will be dealt with under the Navy Ordinance, 1961.

1232. Wearing of decorations. The regulations respecting the manner of wearing orders, decorations and medals, and the order in which they are to be worn are laid down in the *Naval Uniform Regulations*. See 1201(3) on medal ribbons.

1233. Military awards. The military awards consist of the operational awards and non-operational awards. In addition, commemorative awards, for special occasions may be instituted as and when necessary. Awards issued prior to the 26th day of March, 1971, are governed by the rules applicable to them.

2. *(operational awards)*-The operational awards shall comprise:

<i>Award</i>	<i>Abbreviation</i>
(a) Bir Sreshtho (হলি স্রেষ্ঠ)	B.S
(b) Bir Uttom (হলি উত্তম)	B.U.
(c) Bir Bikram (হলি বিক্রম)	B.B.
(d) Bir Protik (হলি প্রতীক)	B.P.

3. *Non-operational awards*:- To be specified later on.

4. **Liberation Commemorative Awards**:- The liberation Commemorative awards shall comprise :

	Award	Abbreviation
(a)	Rono Taroka (Campaign Star) (রোণা তারকা)	R.T. l-a
(b)	Samar Padak (War Medal) (সমর পদক)	S.P. p-f
(c)	Mukti Taroka (Liberation Star) (মুক্তি তারকা)	M.T. j-a
(d)	Joy Padak (Victory Medal) (জয় পদক)	J.P. S-f

(e)	Sanhidhan Padak (Constitution Medal) (p-w-çhdje fcl)	S.P. p-f
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1234. Conferment. The awards are conferrable upon the Officers and Sailors of the Navy according to the qualifications specified for each award. They shall also be conferrable posthumously' on those killed whilst performing gallant acts for which had they lived, they would have been eligible for the award. In such cases the decorations or medals will be given to the recipients' nearest relatives; see 1238(a).

2. The liberation commemorative awards will be conferrable on the persons mentioned below against the awards :-

Name of the award	On whom conferrable	Acts or performance for which conferrable.
1	2	3
(a) Rono Taroka (Campaign Star) (R.T.) (IZ ajiLi)	This award is conferrable on all ranks of Bangladesh Forces (MUKTI BAHINI) both regulars (NIYOMITO BAHINI) and citizen soldiers (GONO BAHINI) who actively fought with the Forces or sectors and were borne on the strength of the Bangladesh forces for a minimum period of 21 days prior to the 16th December, 1971.	Active service in any rank in other words, fighting active battle with sector or Forces (Regulars). Services as personnel and staff of Rear Headquarters and Echelon Headquarters and not established in the area of operation are excluded.
(b) Samar Padak (War Medal)	This award is conferrable on all ranks of Bangladesh	Service personnel of forces Headquarters

(pjl fcl) (p-f)	<p>Forces (MUKTI BAHINI), both regulars (NIYOMITO BAHINI) and citizen soldiers (GONOB AHINI), who were on the strength of the Forces as well as those who fought inside Bangladesh upto the 16th December, 1971.</p>	<p>Staff Echelon Headquarters are also included</p>
<p>(c) Mukti Taroka (Liberation Star) (M.T.) (জাতির পতাকা) (জা-া)</p>	<p>This award is conferrable on all ranks of Bangladesh Forces who were in service with erstwhile Pakistan Armed Forces in both the wings of war. erstwhile Pakistan" or anywhere outside Pakistan and defected or revolted against Pakistan and formed the nucleus of Bangladesh Forces upto the 17th April, 1971, and fought back with occupation forces in Bangladesh in order to offer the initial resistance.</p>	<p>Defection from or revolt against Pakistan armed forces and participation in liberation war.</p>

(d) Joy Padak (Victory Medal) (J.P.) (Su fcl) (S-f)	<p>This award is conferrable on all ranks of Bangladesh Forces (MUKTI BAHINI), both regulars (NIYOMITO BAHINI) and citizen soldiers (GONO BAHINI) who were on the Strngth of Bangladesh Forces on 16th December, 1971 (Victory day), and Bangladesh Forces in Pakistan armed, forces who opted for Bangladesh on first opportunity, that is, on the 10th February, 1972 or escaped from Pakistan on or before the 10th February, 1972 and subsequently were absorbed in the Bangladesh Armed Forces.</p>	Option for Bangladesh on the 10th February, 1972 or escaped from Pakistan on or before that date.
(e) Sangbidhan Padak (Constiturion Medal) (S.P.) (pwøhdje)	<p>This award is conferrable on all ranks of Bangladesh Forces who were in the Strength of Bangladesh Forces and</p>	Option for Bangladesh and detention in detention camp.

fcL)(p-f)	Bangladeshi forces, who opted for Bangladesh and who were in detention camps anywhere in Pakistan or escaped from Pakistan detention camps when the Government Promulgated the Constitution on the 16th December 1972 and were subsequently absorbed in the Bangladesh Armed Forces.	
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Explanation:- For the purposes of this regulation, " G Gono Bahini " Includes all members of the citizen soldiers who are recognised by the Government and who used to draw salary during the War of Liberation and whose list is available with the Army Headquarters.

1235. Recommendations for military awards. Recommendations for military awards shall be made through the normal channels to the Administrative Authority, who shall call for such description, conclusive proof as far as circumstances of the case permit, and attestation of the fact as may be deemed necessary. If the Administrative Authority approves he shall recommend the grant of the appropriate award to the Chief of Naval Staff. who in turn shall submit through proper channels to the President for final orders the names of those whom he considers suitable for the grant of the award. The names approved by the President shall then be published in the official *Gazette*.

2. A recommendation for an immediate award for bravery should be made as soon as possible after the action for which the award is proposed. Acts of gallantry by civilians (both State servants and others) which come to the notice of naval authorities should also be reported if deserving recognition.

3. Each recommendation is to be accompanied, by a full statement of the services for which an award is proposed, care being taken that the recommendation conforms strictly to the spirit of the regulations for the award.

4. All recommendations for an award are to be regarded as strictly confidential and no officer is, under any circumstances, to inform either the persons he is recommending, or his relatives, or any other interested person, that such a recommendation is being made.

1236. Order of precedence of military awards. This is laid down in Appendix XI, Paragraph 15.

1237. Disposal of forfeited or withheld military awards. Those will be immediately forwarded with a nominal roll, by Naval Headquarters to the Ministry of Defence (Medal Section), Dacca for safe custody. If and when such awards are restored, they will be demanded back from the said Medal Section and issued to the individuals concerned.

1238. Disposal of military awards of deceased personnel and of sailors discharged for unsoundness of mind. The medals of personnel dying in the Service or of sailors discharged for insanity will be disposed of as follows :-

(a) *Deceased Personnel.* Awards whether issued before or after his death:

(i) If there is a will, it shall be sent to the person who, in the opinion of the Commanding Officer, in the case of sailors, and the Committee of Adjustment in the case of officers, is named in the will as being intended to receive it, or is a general or residuary legatee of the estate.

(ii) In default of and subject to any such testamentary disposition, it shall be sent to the next-of-kin in the following order of relationship:-

Widow,

eldest surviving son,

eldest surviving daughter,

father,

mother,

eldest surviving brother,

eldest surviving sister,

eldest surviving half-brother;

eldest surviving half-sister,

or any relative or interested party who, in the opinion of the Chief of Naval Staff, will preserve it with due care as a memorial of the deceased.

(b) *Sailors discharge for unsoundness of mind. (Orders will be issued later).*

NOTES: (1) The term "medal" includes award of any kind.

(2) Medals of above personnel do not form part of the "estate" of the deceased personnel.

1239. Civil awards. (To be specified later on).

1240. Recommendation for civil awards. Recommendations for the civil awards to the Service and civilian personnel of the Navy are to be forwarded to the Chief of Naval Staff through the administrative

channel, according to the instructions promulgated by Naval Headquarters. *See* also 1235(3) and (4).

1241. Order of precedence between military awards and civil awards (*To be published later*).

1242. Operational awards for collective act of gallantry or distinguished service. When a flotilla, squadron, ship or detached body of officers and men, having distinguished itself collectively by the performance of an act of gallantry or distinguished service in the face of an enemy, or in the field. *in* such a way that the Senior Officer or other Officer": in-command of the flotilla to which such a ship or detachment belongs is unable to single out an individual as specially pre-eminent in gallantry or in distinguished service, then one or more of the personnel comprising the squadron ship or body shall be nominated for being recommended to the President for the award of the appropriate order, decoration or medal as indicated below:

(a) When the total strength of the unit does not exceed 200, one officer, one Chief Petty Officer and one individual from amongst other sailors shall be nominated.

(b) When the total strength of the unit exceeds 200-but does not exceed 400, the number of officers and individuals as aforesaid to be nominated shall be doubled.

(c) When the total strength of the unit exceeds 400, the number of the appropriate orders, decorations or medals to be awarded under this article shall be determined by the Chief of Naval Staff and the names of individuals nominated for shall be submitted by him in the usual manner to the President.

(d) The nomination shall be made by the Senior Officer of the unit concerned.

(e) The death of any person to be nominated for any of the operational awards shall not be a bar to his nomination under this article:-.

(f) The names of the persons nominated under the preceding clauses shall be submitted to the President in the manner prescribed in Article 1235.

1243. General Rules for operational awards. The following are the general rules for the operational awards:-

(a) **Bars .** Should the recipient of any operational order, decoration or medal again perform act of gallantry or distinguished service worthy of the order, decoration or medal already held, but not qualifying for a higher award, such further act or acts of gallantry or distinguished service shall be recognized by the grant of bars to be attached to the ribbon of the order, decoration or medal already held.

(b) **Monetary Allowances :**

(i) Certain awards will carry a monetary allowance admissible only to the recipients - of such awards below the rank of an officer .

(ii) The rate of allowance admissible for each award shall be determined with reference to the rank of the recipient on the date of act of gallantry for which award is made.

(iii) Should an individual be awarded a bar to the decoration or medal already held, the rate of allowance already admissible will be increased by 50 percent from the date of act for which the bar is awarded. '

(iv) The allowance for one decoration (and bar or bars thereto) only shall be drawn at a time. The less favourable shall be relinquished from the date of grant of the higher decoration.

(v) The monetary allowance shall be admissible, to recipient below commissioned rank and to his legal heir, in the case of a posthumous award. It shall be admissible from the date of the act for which the award is conferred. The aforesaid allowance shall in both cases be tenable for three lives reducable by 25 percent of the original grant.

(vi) The following shall be considered "legal heir" in the order shown below, for the purpose of the payment of the monetary allowance attached to an award, when granted posthumously:

(a) Widow

(b) Son

(c) Daughter

(d) Mother

(e) Father.

(c) *Forfeiture.* A recipient of any operational award who is subject to naval law, shall be liable - to forfeit it and its accompanying allowance if he is:

(i) convicted of treason, sedition, mutiny, cowardice, or desertion;

(ii) convicted of any offence involving turpitude by a civil court and dismissed or discharged from the

service in consequence of such conviction;

(iii) sentenced by a court-martial to death, transportation or imprisonment for a term exceeding three years.

Proposals for forfeiture in the case of an individual subject to naval law shall be submitted by the Commanding Officer through the normal channels to the Chief of Naval Staff, who shall submit the case with his recommendations to the President through proper channels. Proposals for forfeiture in the case of an individual who is not subject to naval law shall be submitted by the convicting authority through the local service authorities to the Chief of Naval Staff, who shall submit the case with his recommendations to the President through proper channels. In case no action for forfeiture has been taken by the convicting authority, the Chief of Naval Staff may initiate such action.

d) *Restoration.* Any operational award forfeited under sub clause may be restored by the President on the recommendation of the Chief of Naval Staff. The restoration of the operational award shall carry with it the restoration of the accompanying allowance from the date of its restoration.

e) *Rolls of recipients.* The rolls of naval recipients of operational awards shall be maintained at Naval Headquarters. A combined record of all the three Services shall be maintained by the Ministry of Defence.

(f) For further rules, see Appendix XI.

1244. Bir Sreshtho (B. 5.). This award shall be conferrable upon personnel of any rank who have performed acts of the greatest heroism of the most conspicuous courage in circumstances of extreme danger and have shown bravery of the highest order or devotion to the country in the presence of the enemy on land, at sea, or in the air. It may also be conferred posthumously.

2. The recipients of this medal shall have the privilege of adding the letters "**B.S.**" after their names.

3. This shall be the highest award and shall take precedence over all other orders, decorations and medals.

4. Recommendations for this award shall be supported by the evidence of at least three witnesses (*See also Article 1235*).

5. The award shall be accompanied by a monetary allowance of Taka 10,000.

1245. Bir Uttom (B.U.). This award shall be conferrable upon personnel of any rank for acts of valour, courage, or devotion to duty performed on land, at sea, or in the air in the face of the enemy. It may also be conferred posthumously.

2. The recipients, of this award shall have the privilege of adding the letters "B.U." after their names.

3. This medal shall be accompanied by a monetary allowance of Taka. 5,000.

4. For recommendations, *see Article 1235*.

1246. Bir Bikram (B.B.). This award shall be conferrable upon personnel of any rank for gallant and distinguished service in combat. It may also be conferred posthumously.

2. The recipients of this award shall have the privilege of adding the letters "**B.B.**" after their names.

3. This medal shall take precedence immediately after *Bir-Uttom*.

4. For recommendations, *see Article 1235*.

5. This award shall be accompanied by a monetary allowance of Taka -2,000.

1247. Bir Protik (B.P.). This award shall be conferrable upon personnel of any rank for gallantry and distinguished service performed in combat.

2. The recipients of this award shall have the privilege of adding the letters "**B.P.**" after their names.

3. This medal shall take precedence immediately after *BirBikram*.

4. For recommendations, *see Article 1235*.

1248. General roles for Don-operational awards. (To be notified later on).

1249. Commemorative awards. The following commemorative medals have been instituted:

(a) **Mukti Taroka.** It is awardable to all ranks of the Bangladesh Forces who were members of the erstwhile Pakistan Armed Forces in both the Wings of eastwhile Pakistan or anywhere outside Pakistan and defended or revolted against Pakistan and formed the nucleus of Bangladesh Forces up to 17th April, 1971 (the day the Government of the People's Republic of Bangladesh was formed) and fought back with the occupation forces in Bangladesh in order to give the initial resistance.

(b) **Rono Taroka.** It is awardable to all ranks of the Bangladesh Forces (Mukti Bahini), both regulars (Niyomito Bahni) and citizen soldiers (Gono Bahini). who actively fought with the forces sectors and were borne, on the strength of the Bangladesh Forces for a minimum period of 21 days.

(e) **Samar Padak.** It is awardable to all ranks of the Bangladesh Forces (Mukti Bahini), both regulars (Niyomito Bahini) and citizen soldiers (Gono Bahini), who were on the strength of the Forces as well as those who fought inside Bangladesh.

(d) **Joy Padak.** It is awardable to all ranks of the Bangladesh Forces (Mukti Bahini), both regulars (Niyomito Bahini), and citizen soldiers (Gono Bahini), who were on the strength of the Bangladesh Forces on the 16th December, 1971 (Victory Day).

(e) **Sangbidhan Padak.** It is awardable to all ranks of the Bangladesh Forces who were on the strength of the Bangladesh Forces when the Government promulgated the Constitution on the 16th December, 1972.

Explanation. The expression "Gono Bahini" will include all members of the Bahini who are recognised and who used to draw salary during the War of Liberation and whose list is available with the Army Headquarters.

1250. Nirapattya padak.-(1) The padak shall be made of white metal bearing the words "Bangladesh Nirapattya padak" on both the sides. The side having Bangladesh Flag inscribed on it shall be considered as the front side. The padak is to be worn suspended from, a ribbon on the left breast. The ribbon shall be one and five over sixteen inches wide, which will have equal stripes on either side measuring half an inch of Procion Brilliant Green (N-2RS 50, parts per 1000) and Maroon (BCC 39) and the centre portion measuring five over sixteen inch shall be white. The procion Brilliant Green stripe shall be worn further from the left shoulder than the White and the Maroon stripes. This padak shall take precedence immediately after 'Liberation Star' and shall carry no monetary allowance.

(2) It is conferrable for gallantry on

(a) The members of defense services of Bangladesh who take part in minor operations or campaigns within the specified dates and areas of operation;

(b) The members of the Bangladesh Rifles, the Police and other civilian personnel who are employed with the defence services of Bangladesh and take an active part in minor operations or campaigns with them within the specified dates and areas of operation.

(3) The president may institute and create a separate clasp to the Nirapattya padak for each minor operation or campaign and may specify dates and areas of operation for such clasp. Each clasp shall bear the inscription of a particular minor operation or campaign for which it is instituted.

(4) The President may annul the award of any person receiving the Nirapattya padak or clasp, who deserts the services, or who suffers death by sentence of Court Martial or who is dismissed from the service for misconduct during the operation for which the medal or clasp is instituted, and thereupon the name of such person shall be erased from the register.

(5) The president may, under special circumstances, restore a Padak or clasp annulled.

(6) A notice of annulment or of restoration shall, in every case, be published in the service order concerned.

1251-1260. Unallocated.

SECTION III

FOREIGN DECORATIONS

1261. Foreign decorations and awards. Foreign decorations and awards are to be accepted by nationals of Bangladesh only after obtaining the prior permission of the President; but *see* Clause 2. In cases where an award or decoration was conferred suddenly, reference would have to be made to the President for *ex-post facto* approval.

2. No prior permission of the Government would be necessary for a Bangladeshi national for accepting a decoration or award conferred by his Holiness the Pope or for wearing them on appropriate occasions within Bangladesh or abroad.

3. This article does not apply to awards conferred by international associations like the Red Cross Society, the St. John's Ambulance Association, the Boy Scouts' Association, etc., and individual cases of awards by these associations need not to be referred to the Government for prior permission.

4. The criterion for permitting acceptance of foreign awards would be based on the consideration whether the person concerned had promoted the interest of Bangladesh in that particular country.

5. The permission to accept the award or decoration shall also mean permissions to wear the award or decoration on appropriate occasions in Bangladesh or abroad.

6. The relative position of Bangladesh awards *vis-a-vis* foreign awards will be as under.

(a) all the foreign awards should be worn in a position inferior to all the Bangladesh awards, and

(b) the inter-se position of foreign awards for the purpose of wearing them should be determined according to the priority of the dates of their receipt by the respective recipients.

1262--1270. Unallocated.

SECTION IV

GOOD CONDUCT BADGES

1271. Good Conduct Badges. Badges for good conduct, not exceeding three in number, are to be conferred on men who qualify under the provision's in this section.

1272. Qualification for award. To, qualify for award a man must fulfill the service and conduct qualifications.

1273. Service qualifications. To, qualify, by; time a man must. Have completed the following periods of qualifying, service:-

First badge

4 years

Second badge	8 years
Third and final badge"	12 years

2. The whole of a man's service in the Navy counts as qualifying service except:-

- (a) Service before the age of 17;
- (b) time during which reduction in conduct is in fore;
- (c) time before desertion unless the "R" or "R.Q." is removed;
- (d) time before absence from the service of five years or more except as provided by Article 0936 for absence over leave, or time during which a man has been out of the service for any cause. See also 1278-1281 on former service.
- (e) time for which pay, is not allowed; for example, time Lost through imprisonment, detention,. cells; time in desertion, or awaiting, trial after recovery or in civil custody if convicted; stoppage of pay for absence over leave, or time during which a man has been out of the Service for any cause. See also 1278-1281 on former service.

3. In reckoning service towards badges, care is to be take- that the same period of time forfeited is not deducted more than once for example, under "cells" and "reduction from standard conduct.

1274. Conduct qualification. In addition to the period of qualifying service laid down in Article 1273, a man must also qualify by conduct before being considered for the award of a badge. The minimum requirement is continuous"Very Good Conduct" during the two years' of reckonable service immediately preceding the award of a badge. For the award of a second or third badge, a man must also have been properly in continuous Possession of the preceding badge(or badges) for the two years of actual service immediately prior to the award except when badges are awarded consequent on removal of "R" or when, after removal of "R", the man becomes eligible by service and conduct for the award of a second or third badge within two of the date of removal; or when a man is allowed to count former service that was not currently reckonable for badge purposes.

2. A man who has received one or more minor punishments during the preceding two years may nevertheless be deemed worthy of a badge if his general conduct and between conversely, a man who, has not been punished may, in certain circumstances, be regarded as below the standard indicated in Article 1186.

1275. Commanding Officer's discretion regarding award. The Commanding Officer is to, consider the award of a badge to, a man who is qualified by service and conduct whether the man applies or not. It is within the Commanding Officer's discretion's to approve the award on the due date or to defer considerations, or not to, make an award. In considering these alternatives he is to bear in mind that badges represent the highest standard of conduct in the service and should not be awarded, or restored as a matter of course merely because a man has avoided serious punishments.

2. If the Commanding Officer decides that the requisite standard of conduct has been maintained and that the man is in all respects eligible and deserving of a badge, he should make the award and have the decision recorded on the service book.

3. If the Commanding Officer decides not to make an award because in his opinion the man ,has tailed to reach the necessary standard, he may direct the man to, appear him again after a period of not less than three or more than six months, without breaking the continuity of Very

Good conduct, ". The decision's is to be noted on the conduct sheet, and during this period the man is not to be advanced in rank.

4. Should the Commanding Officer decide at the end of the period of deferment that the man's conduct has now reached the qualifying standard, the badge is to be awarded from the date of his final decision.

5. If, however, at the end of the period of deferment, the Commanding Officer decides that the man's conduct is still below the required standard, the continuity of his "Very Good Conduct" is to be regarded as broken and the new commencements date, ie., the date on which the probationary period started, is to be recorded in red ink on the conduct sheet.

6. When the award of a badge is delayed, either under the foregoing rule or because of a break in the continuity of "Very Good Conduct" under Article 1186 the notation on the service book is to be underlined in order to indicate that the award has been advisedly delayed.

1276. Provisional awards. The award and restoration of badges cannot properly be considered without examining the man's service book, conduct sheet, and divisional record-sheet. If, however, these documents are not available when a man appears to be eligible for a badge the Commanding Officer may make a provisional award provided there is reasonable evidence of prima facie eligibility under Articles 1273 and 1274 and the man has been in the ship long enough for the Commanding Officer to decide that he is fully deserving of the award. These provisional awards or restorations will be liable to adjustment if necessary, when the service documents become available and the man should be informed of this when the award is made. Provisional awards should be recorded on Form F.(SP)-27 in red ink.

1277. Method of award. Form F.(SP)-27 is to be used to record the Commanding Officer's decision, and is to be forwarded in duplicate under his signature to the Drafting Authority.

2. The Drafting Authority will verify the entitlement and notify the award in the Drafting Authority returning one copy of Form F.(SP)-27 duly countersigned to the Commanding Officer.

3. In case the date of entitlement shown on Form F.(SP)-27 is not established by the records kept by the Drafting Authority he is to return the form to the Commanding Officer, informing him of the necessary particulars. The Commanding Officer is then to issue an amended Form F.(SP)-27 or submit to the Drafting Authority the relevant details of the date originally proposed by him.

4, The final decision on the date a man is normally entitled to a good conduct badge according to the rules in this section, rests with the Drafting Authority.

1278. Re-entrants. Re-entrants may resume, with pay, any badges previously held, provided they have not been absent from the Service For five years or more, but see 1273(2) (d). Similarly, men transferred from one rank to another may continue to hold any badges already in their possession.

2. Where badges are resumed, the position should be recorded in the appropriate columns on the man's service as follows:

Col. 1.	Col. 2.	Col. 3.
Date (of re-entry)	1st (2nd and 3rd, if	Resumed appropriate)

In other cases, the words "badges not resumed on re-entry" should be written across all the three columns.

1279. Men to be treated as new entries. Men in the following categories are to be considered In respect of the award of badges as fresh entries from the date of their return to the Service:

(a) Men who rejoin after an absence of five years, but see 1273(2) (d).

(b) Recovered deserters, unless the "R" or "R.Q." is removed, but see Clause 2 below.

2. On the "R" or "R.Q." being removed from the record of a recovered deserter, or when service which has been forfeited for any cause is restored, any badge or badges forfeited in consequence of desertion or 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 removal or for restoration of forfeited service.

1280. Pensioners. Pensioners when called out are to resume their position as regards badges and receive pay for the latter" up to a maximum of three, without reference to the time which' may have elapsed since they last served.

2. The same applies to pensioners allowed to serve in peacetime except that re-entry must be within five years of their previous service.

3. Should any such pensioner not have been in possession of three good conduct badges when pensioned, his previous service, as well as service as a pensioner, will be allowed to reckon towards further badges, in accordance with the foregoing articles.

1281. Former service in the Bangladesh Navy. Men who re-enter in badge or non-badge sailors, within 5 years of their discharge from the Navy, and acknowledge their former service on re-entry are to

resume the good conduct badges (not exceeding three) they held on discharge and will reckon their former service, as necessary towards the acquisition of further badges. Former service for the purposes of this article will include mobilized war-service, and time served under training in the Navy in the case of members of the Bangladesh Fleet Reserve.

2. In the' Bangladesh Army and Air Force. Ex-Bangladesh Army and Ex-Bangladesh Air Force men enrolled for service in the Navy shall be permitted to count their previous qualifying service in the Bangladesh Army or Bangladesh Air Force towards the award of good conduct badges and pay in the Navy, subject to the following conditions :

(a) That at the time of enrolment in the. Navy, a sailor declares his former service and the cause of his discharge.

(b) That he refunds any bonus or gratuity that he may have received on or since his discharge from the Bangladesh Army, Bangladesh Air Force, or their reserves, in not more than thirty-six monthly installments from his pay commencing from the date of his enrolment in the Navy.

(c) That the period elapsed since his discharge from the Bangladesh Army or Bangladesh Air Force does not exceed five years.

(d) That he has completed two years service in the Navy within which his character has not been assessed at less than. "Very Good".

(e) That any qualifying Service in the Bangladesh Army or Air Force below the age of seventeen will not count.

3. A sailor who has received a gratuity in respect of his service in to Bangladesh Army or Air Force, shall be given the option of either:- .

(a) retaining it and not counting his previous service in the Bangladesh Army or Air Force towards good conduct. badges and pay, and also for pension in the Navy, or

(b) refunding the same, counting his previous Army or Air Force service for these purposes. .

1282-1300. Unallocated.

SECTION I

MESSING OF OFFICERS

(See also Chapter 14, Section III)

1301. Table of Flag Officer or Commodore. A Flag Officer or Commodore will keep a separate table on board his flagship.

1302. Table of Captain. Captains in command are to keep a separate table. Commanders in command are also to keep a separate table in ships where a separate mess is provided for the officer in command. Where a separate mess is provided, a Lieutenant-Commander in command may keep a separate table, if desired.

2. All Commanding Officers will be members of respective Wardroom messes.

1303. Wardroom mess. The following officers are to mess in the Wardroom mess except as otherwise provided for in Articles 1301 and 1302:-

- (a) Sub- lieutenants and above of all branches;
- (b) Promoted officers;
- (c) Gunroom officers, if no Gunroom mess is maintained.

2. Officers taking passage or temporarily embarked are to be messed as shown in Article 1354.

1304. Gunroom mess. The following officers are to mess in the Gunroom mess:-

- (a) Acting Sub-Lieutenants (Cadet entry) of all branches
- (b) Midshipmen;
- (c) Cadets.

2. The Captain has discretion to allow any of the above officers to mess in the Wardroom if age or other circumstances should make this desirable. Officers over 23 years of age should normally be allowed to mess in the Wardroom.

3. Gunroom messes need not be maintained in ships where the number of subordinate officers borne is less than five or space is not available for a separate mess.

1305. Conduct of officers' messes. The Captain is to take care that the officers' messes are conducted in an orderly manner and so economically as to be within the means of every member. If he should discover that excess, extravagance, or irregularity has occurred, either in the case of any mess generally or in that of individual officers, he' is to give such direction as he may think proper in order to prevent a repetition of it.

1306. President of the mess and mess committee. The president of the mess will be the Commanding Officer's e case of a shore establishment, or the Executive officer in the case of a ship. Each mess is to be regulated by a mess committee comprising a minimum of three and a maximum of six members. The president of the mess shall also be the president of the mess committee. Other members of the committee shall be elected. If the mess should fail to elect a committee the senior officers of the various branches shall constitute the committee, and shall be responsible for the management' of the mess. .

2. In shore mess the vice-president shall be the Executive officer, of the establishment who may delegate some of his responsibilities to the senior living in member.

3. In small craft or ship, where a separate table is not possible for the Commanding Officer of the rank of Lieutenant Commander or above, the Commanding Officer will be the President of the mess and also of the mess committee.

1307. Officers to join mess. All officers are to join the mess of the ship or establishment to which they belong and, when living in the mess or on board, are to take their meals at the public table, unless prevented from doing so by illness.

1308. Closing of Wardroom. The Wardroom is to be closed as directed by the Captain.

1309. Advance to messes. This is admissible, upon the first formation of an authorized mess, to the extent and under the rules laid down in Rule 226, Pay and Allowances Regulations for the Bangladesh Navy.

1310. Limits to charges. The messing charge is not to exceed Tk. 4/- per diem without the permission of the Senior Officer.

2. In addition, a monthly subscription not exceeding Tk.57/- per head may be charged to cover the cost of papers, magazines, flowers, etc., purchased for the mess.

3. For subscription to B. N. Officers' Central Mess Fund, see 1437.

1311. Omitted.

1312. Omitted.

1313. Payment of mess and Tobacco bills. The Captain is to see that all mess and Tobacco debts are settled monthly by each member. Payments must be made in cash, with the exception that in Wardroom messes where a mess fund banking account is kept, Wardroom officers only may pay by cheque. Apart from such payments by cheque, private bills or cheques are not to be received by, or cashed from, the mess, Tobacco or other funds (1430)(4).

2. Any pay, and allowances payable to an officer are liable to be abated in order to meet mess debts or other liabilities in respect of his mess or any similar debts or liabilities.

3. Debts on transfer to another ship. The president or vice president of the mess is to report to the Captain if an officer should be in debt to, the mess on transfer to another ship, and the Captain is to deduct the amount or so much of it as does not exceed the balance of pay and allowances due, from any payment made to the officer. Should there be any sum still due to the illness in excess of an officer's pay and allowances, or should an officer be transferred from a ship before the end of a month and not be in a position to settle his mess or Tobacco bills, before leaving, a claim signed by the officer is to be forwarded to the Captain of the ship to which he is transferred. This claim is to be paid by the new ship after deducting it from the pay of the officer concerned.

4. The balance of pay due to a deserter is never to be used to reduce mess debts. Such balance of pay becomes the property of the State and cannot be appropriated for the liquidation of mess debts. If, in exceptional circumstances, it should be considered desirable to recover a mess debt from the proceeds of the sale of a deserter's effects, prior sanction must be obtained from the Government.

1314. Omitted.

1315. Omitted.

1316. Payment to creditors. Before leaving a Bangladesh port, all debts for goods not at the risk of the merchant should be discharged, if practicable. The Captain may approve of a reasonable amount of debt being left outstanding on receiving from the mess an undertaking to pay it off at

the first reasonable opportunity, which under taking the Captain is to see carried out. Incurring of debts abroad is forbidden. See also (1420)(3) and (4).

2. Mess committees are to arrange for the prompt settlement of outstanding bills.

3. No debt is to be incurred in excess of the known financial capacity of the mess.

1317. Maintenance and audit of account. Mess and Tobacco accounts are to be maintained in accordance with the instructions given in Articles 1430 and 1431.

2. For audit of accounts, see 1432 and 1433.

1318. Separate officers to keep account. The Captain is to ensure that the Tobacco fund is kept entirely separate from the mess fund. These two funds and the accounts relating thereto are in no circumstances to be combined and should be entrusted where ever possible to different officers.

1319. Mess gear. Supplies of mess gear, comprising officers' mess traps, are made free of charge to all authorized messes on first formation. The mess gear remains government property and is to be returned to the Victualling Store Depot when worn out or no longer required.

2. The scale of issue is laid down in the Instructions' Relating to Victualling Stores and mess Traps.

3. Items of mess gear are divided into two categories, permanent and consumable. In ships, permanent items are issued free of charge when Worn out by fair wear and tear and consumable articles are replaced up to an annual monetary allowance laid down in Fleet Orders. Shore messes are entitled to mess maintenance allowance to met the cost of replacing articles of mess gear

1320. Mess bills of officers under arrest. To ensure the payment of mess bills of officers under arrest when they are not able to meet such bills from their own resources, the following procedure will be adopted:

(a) The Commanding Officer of the ship or establishment in which the officer is messing may claim messing charge's at the rate paid by officers of the ship or establishment.

(b) The claim is to be submitted on a contingent bill to the Controller of Naval Accounts.

(c) The contingent bill is to be supported by the following documents:

(i) A certificate by the Commanding Officer concerned to the effect that the officer was under arrest for the period covered by the bill.

(ii) A copy of the mess bill.

(iii) A signed statement by the officer concerned admitting the liability.

(d) the paying authority is to pay the claim from the Defence Services Estimates at the earliest possible date and then try to recoup the amount paid, as shown below, from any credit due to the officer:

(i) After deducting any income-tax due, the paying authority is to make all other authorised deductions including mess bills' on a proportionate basis.

(ii) Any difference between the actual amount of the mess bill paid and the amount available to meet it is to be written off by the competent financial authority; the full amount will be debited to his account if the officer remains in service.

1321-1324. Unallocated

SECTION II

CABINS

1325. Cabins for Senior Officer and his staff. In a flagship, named cabins are to be appropriated for the following:

Senior Officer
Chief Staff Officer
Secretary.

1326. Allocation of cabins. The allocation of single cabins will be made according to the following order of priority, irrespective of the rank of these officers:

Commanding Officer
Executive Officer
Engineer Officer
Supply Officer
Medical Officer
Electrical Officer
Navigating Officer
Senior Engineer

The Navigating Officer will, however, have prior claim over all others below the Engineer Officer to the allocation of the single cabin, if any, specially provided for his use in the vicinity of the bridge.

2. The allocation of the remaining cabins will be made at the Captain's discretion, but an officer on the completion, of whatever rank, is always to have precedence in cabin accommodation, over a supernumerary or additional officer. The Captain may, however make an exception in cases where officers are appointed additional to perform some special and important duty.

3. In his allocation of cabins the Captain should take into account the desirability of some dispersal of officers to reduce the effect of war or other damage.

1327. Changes in cabins. On cabins subsequently becoming vacant no changes are to be made except such as may be optional on the part of officers, such option being taken by seniority on the ship's books. No officer in occupation of a cabin to which he has been entitled is to be compelled to change it against his will on a senior officer joining.

1328. Appropriation of cabins as offices. Cabins are not to be appropriated as offices without the sanction of the Chief of Naval Staff.

1329-1334. Unallocated.

SECTION III

MESSING OF SHIP'S COMPANY

1335. Provision for berthing and messing. Form PD.' 326 Return showing the total number of all classes of officers and mea for whom appropriate accommodation is available on board is to be rendered as follows:

(a) Annually on 1st July by the Commanding Officers of B. N. ship's (ocean minesweepers and above only) commission. Four copies are to be forwarded through the Administrative Authority to the Chief of Naval Staff. This includes a copy for insertion in the Captain's Ship's Book.

(b) When a new ship (ocean minesweepers and above only) is about to be passed into commission from a dockyard or contractors, four copies of a return on Form PD. 326, concurred in by the Superintendent of the dockyard are to be forwarded to the Chief of Naval Staff and one to the Drafting Authority, but at this stage each is to be considered as preliminary and is to be so marked. When the ship is' commissioned, four final copies (five for a contract built ship) are to be supplied to the Commanding Officer, who is to report, through the Administrative Authority of the port at which the ship commissions, his concurrence in, or dissent from the number mentioned in the return. Should the Commanding Officer dissent, the Administrative Authority is to order a further inquiry and report the result to the Chief of Naval Staff. If the form is concurred in, the four (or five) copies are to be forwarded to the Chief of Naval Staff, one of these will be returned to the Commanding Officer for a contract-built ship, and one will be forwarded to the dockyard concerned. Provision is to be made for supernumeraries as the Chief of Naval Staff may direct.

The procedure at (b) above is also to be followed for ships (ocean minesweepers and above only) completing large repairs, modernization or conversion.

2. Additional report. In addition to the above, a report is to be forwarded in original only in the following form by the Commanding Officers of B. N. ships (ocean minesweepers and above only) through the ship's Administrative Authority to the Chief of Naval Staff:-

- (a) Three months after commissioning for the first time;
- (b) Three months after commissioning after modernization, conversion or large repairs

1336. Responsibility for organization of messing. The Supply Officer is responsible for the organization of messing for the ship's company; see 6105 Catering. He is responsible for the maintenance and issue of stocks of provisions; for the preparation of menus and for the preparation and cooking of food.

2. In ships the Supply Officer is responsible for the organization up to and including the point at which the meals in mess dishes are issued from the servery to the representative of the messes. The Supply Officer is responsible for serveries, the Executive Officer for dining spaces and mess pantries.

3. In shore establishments the division of responsibility remains the same, except that where sculleries are an integral part of galleys and associated compartments they should be regarded as the Supply Officer's responsibility.

4. See also 6419 (18) on the responsibility of the Medical Officer in the matter of food and cooking.

1337. Messing sub-committee. Under the Executive Officer, the messing sub-committee appointed as in Article 1404 (4), will perform the following functions in accordance with the rules approved by the Captain:

(a) The government rations are considered sufficient but if sailors, by general consent expressed through the Welfare Committee (1403), desire to supplement the rations by extra vegetables, ghee, etc., these may be purchased by the messing sub-committee with the money available in the mess fund which should be maintained by means of a uniform monthly subscription paid in advance by all sailors.

(b) The monthly subscription must be kept as low as possible and should not be more than Tk. 2-per head per mensem. In special cases, the subscription may be raised to a limit of Tk. 3-per head per mensem where it is established that thereby no hardship will accrue to any of the ship's company.

(c) The monthly subscription should be collected by the messing sub-committee at the pay table and checked, as necessary, by the Executive Officer.

(d) One of the members of the messing sub-committee will be chosen to act as the treasurer of the mess fund.

2. The extras bought in this way by the messing sub-committee are to be kept in separate bins or lockers from the government rations and the keys of these bins or lockers are to be kept by the messing sub-committee. These extras are to be issued to the cooks, by arrangement with the Supply Officer, as and when required.

3. The mess fund is to be audited quarterly (1433) and care fully scrutinized by the Captain.

1338. Messing of ship's company. In this article the expression enclosed mess space" means a compartment of the ship or a space which is separated from surrounding spaces by dwarf bulkheads with curtains.

2. All Master Chief Petty Officers, Senior Chief Petty Officers and Chief Petty Officers (except the Master-at-Arms) are to mess together in one or more enclosed mess spaces. Similar arrangements are to be made for Petty Officers.

3. In Senior Chief Petty Officers, Chief Petty Officers and Petty Officers messes, the president is to be appointed by election subject to the commanding officers' approval. In shore establishments senior-most living-in-member.

4. The Master-at-Arms is to have separate cabin, but in a centralized messing system he will take his meals with other Chief Petty Officers.

5. Cooks and stewards below the rank of Petty Officer are to be provided with a separate mess.

6. Artificers, 5th Class, are to mess together in a separate mess if space permits, otherwise they are to be accommodated in a Petty Officers' mess.

7. Boys should, as far as possible, be messed in separate messes.

8. The remaining leading ranks and below are to be formed in convenient broadside messes of from 8 to 12, by blanches if practicable. The senior leading sailor is to be in-charge of each broadside mess.

9. In ships and shore establishments where the strict application of the above regulations is not found to be practicable, the rules contained in this article should be applied so far as the accommodation provided admits. Commanding Officers are to use their discretion in the allocation of messes so that the accommodation available in the ship or establishment is always used to the best advantage.

1339. Mess men. In ships and crafts junior sailors are to be attached as mess men to Chief Petty Officers' and Petty Officers' messes. Mess men may be drawn from any branch at the discretion of the Captain.

2. A mess man of the week should be detailed for each broadside mess and he only is to attend at the galley.

1340. Mess utensils. Each mess should have its own 3 aluminum degchies and 2 dishes into which the cooks serve the food from the galleys or serveries. When a meal is over, these are to be cleaned by the mess men and stowed in racks which should be on the mess deck in a convenient place, or in pantries in case of enclosed messes.

2. Each mess is to have a food locker in which the daily ration of bread is to be kept.

3. No rations or food are to be kept in the kit lockers on any account.

1341. Special dishes. No sailor as an individual is to be allowed any special dish from the galley except as authorised by the rules in case of the sick sailors.

1342. Meal hours. Adequate time must be set aside for meals to be taken, the actual time allowed for each meal being at ranged by the Commanding Officer according to circumstances. In no case, except in emergency, should less than 2i hours be allowed for meals between the time men go to breakfast and 1800 hours. In addition, half an hours should be allowed for supper. The period of 2i hours may include time spent in cleaning into the rig of the day and shifting, into night clothing.

2. The Captain is to arrange that a commissioned officer goes round the mess decks periodically when the dinners are served to see whether there are any complaints.

1343. Watch-keepers. Arrangements are to be included in the routine of each ship to enable the watch keepers to obtain adequate meal hours of the same length as those of the ship's company, and for hot meals to be served to them.

2. Subject to the internal organization of the ship, the middle watch at sea and first and middle watch-keepers in harbour may be permitted to lie in until such time as will ensure hammocks being lashed up and stowed before the normal breakfast hour of the ship's company begins. This time need not be adhered to in ships where entirely separate messing accommodation is possible and the internal organization permits.

1344-1350. Unallocated

SECTION IV

ENTERTAINMENT OF VISITORS AND PASSENGERS

The word "passengers" in the following instructions includes persons not in the employ of the Bangladesh Navy who are entertained or accommodated and messed in B. N. ships and naval establishments, whether they are visitors or are borne for passage, training or duty.

1351. The President taking passage in B. N. ships. The scales of table money chargeable in such cases, are laid down in the Financial Regulations.

1352. Other distinguished persons taking passage. Special orders as to how the cost of entertainment on board is to be regulated will be issued in each case as the occasion arises.

1353. Entertainment of important personages and foreign dignitaries in ships and establishments. A mess or an individual member of a mess is not to entertain any important personage, e.r., Minister, Of foreign or diplomatic dignitaries on board a Bangladesh Navy ship or in a naval establishment, without first obtaining the approval, through the usual channels, of the Senior Officer concerned, who may, depending on the circumstances, refer the matter to the Chief of Naval Staff for his approval.

1354. Officers taking passage. Officers taking passage or embarked for duty are to mess as follows:

(a) At the Captain's Table (1302):

Flag Officers, Officers of Flag rank and Commodores, Captains.

Colonels, Group Captains and above,

(b) At the table of a Commander-in-command:

Commanders and Army and Air Force Officers of equivalent rank.

(c) In the Wardroom:

Commanders, where (b) is not applicable.

Wardroom Officers (1303)

Commissioned Officers of the Army and Air Force other than those under (a) or (b).

(d) In the Gunroom:

Gunroom Officers (1304).

1355. Other passengers. They are to be accommodated and messed according to their status as government employees or status in life.

2. No passenger is to be embarked on board except as directed in Article 0216. Crews and passengers from wrecked ships or boats may be embarked on board to carry them to a place of safety. The Chief of Naval Staff and the Administrative Authority are to be informed when such rescues are made, giving brief particulars of the operation and the names of those rescued.

1356. Messing charges of passengers. These "are to be paid by the passengers except in cases where free messing is provided for either in these or other regulations 01 in a special Government order.

1357. Re-imbursement of messing charges in respect of pilots. Commanding Officers of ships are authorised to re-imburse actual messing charges not exceeding Tk. 3.50 per diem to the Wardroom mess when a pilot is borne on board.

1358-1364. Unallocated.

SECTION V

OFFICIAL RESIDENCES AND MARRIED QUARTERS

1365. Financial arrangements. Instructions on the charges associated with the occupation of married quarters are laid down in the Quarters and Rents.

1366. Named residences inside naval establishments. Named residences will be appropriated for the following officers:

(a) The Commanding Officer.

b) The Executive Officer.

1367. Rules for allotment of naval residential accommodation. These rules will be promulgated by Naval Headquarters.

1368-1400. *Unallocated.*

SECTION I

WELFARE

1401. Responsibility for welfare of men. It is the responsibility of all officers in the Service to endeavour at all times, through the means authorized in various rules and regulations and in the manner prescribed by the superior authorities, to promote the well-being and happiness of the men under their charge. The Captain and, under his direction, the Executive Officer and the Divisional Officer are to make it their particular concern to strive continuously in this behalf.

1402. Service Organizations dealing with welfare of personnel. The following organizations within the Service deal with the welfare work of personnel;

- (a) Welfare Section in Naval Headquarters.
- (b) Port Welfare Organization under Senior Officer ashore.
- (c) A Welfare Committee in each ship and establishment.

2. The responsibilities of Welfare Section in Naval Headquarters are described in the B.N. Organization Manual. The duties of Port Welfare Organization are laid down in Fleet Orders.

1403. Formation of Welfare Committee. A Welfare Committee is to be formed in each ship or establishment with a complement of 50 or more. A Squadron Welfare Committee is to be formed for ships with complements of less than 50.

2. Suitable arrangements are to be made by Administrative Authorities for detached ships and small establishments, with complements of less than 50.

1404. Object of Welfare Committee. The object of the Welfare Committee is to provide a means for free discussion between officers and sailors on items of welfare and general amenities in the ship or establishment that lie within the power of decision held by the Captain or his immediate Administrative Authority.

2. Subjects which the Welfare Committee may discuss include in living conditions in the ship or establishment, messing arrangements, position of meals, recreational activities, canteen facilities, and any suggestions for the welfare of the ship's company.

3. Subjects outside the scope of the Welfare Committee are general conditions of naval service, e.g., discipline, working hours, pay and allowances, leave scales, etc., cooking and serving food from the galleys, and questions of welfare and amenities are not directly connected with the particular ship or establishment.

4. The Welfare Committee may select two or three sailors from among its members to function as the messing sub-committee referred to in Article 1337.

5. If and when required, the Committee is also to elect representatives from among its members to the Naval Canteen Control Board and the Managing Committee of the Fleet Club.

6. Nothing in this article is to interfere with or to prejudicate the right of an individual sailor to put forward suggestions about his welfare through his Divisional Officer or to affect the responsibility of the Divisional Officer for looking after the interests of his men (.5520).

1405. Composition of Committee. The Committee is to consist of the following officers and sailors:

- (a) The Executive Officer, as ex-officio chairman.

- (b) An officer nominated by the Captain as vice Chairman, will also be the Welfare Officer.
- (c) The Supply Officer or his representative.
- (d) Such other officers as may be detailed by the Captain, provided that the total number of officers, exclusive of the Executive Officer, does not exceed one-third of the number of sailors on the committee:
- (e) Lower-deck representatives, elected in accordance with Article 1406.
- (f) A suitable sailor to be selected by the committee as secretary.

2. The detailed composition of the Welfare Committee is left

to the discretion of the Captain, subject to the following general principles and to the approval of the Administrative Authority where the officer in command is below the rank of Commander:

- (a) Representation of leading sailors and below is to be by divisions, and of chief petty officers and petty officers by messes in cruisers, and by branches (again separating chief petty officers and Petty officers from leading sailors and below) in smaller ships. Where this is not practicable, it should be by branches or messes, or in shore establishments by any groups into which the unit can most effectively be divided for the purpose of representation.
- (b) Every sailor borne, other than boys under training, must be able to vote for a representative, but no sailor can vote for the representative of a division, branch or group other than his own.
- (c) Where the complement is less than 100, the number of sailors on the committee is to be not more than six or less than three. Where the complement is more than 100, the number is to be not more than ten or less than six.

1406. Election of lower deck representatives. When the composition of the Welfare Committee has been decided, a notice is to be exhibited showing the divisions, branches, messes or groups for each of which a representative is to be elected. Any sailor in the ship's company may then offer himself for election to represent his division, branch, mess or group, and he should submit his name to the Captain within four days of the notice appearing. It will also be open to each division, etc., to nominate a representative or representatives for election, subject to acceptance of nomination by the men concerned. The names of all candidates put forward are to be published on notice boards for a period of seven days before the date of the election with an instruction that any candidate who has offered himself on had been nominated for election but whose name is not on the list should immediately report. to his Divisional Officer.

2. Ballot papers are to be prepared for each of the several voting groups showing the names of candidates for election, with instructions on each ballot paper of the number of candidates for whom the sailor may vote and a warning that to vote for more than this. number will render the ballot paper void. The papers must not be marked in such a way that the voter can afterwards be identified.

3. The ballot is to take place on a day fixed by the Captain. The arrangements for recording the votes are to provide that the ballot is secret and takes place immediately after the issue of the ballot paper, and that no man can return more than one voting paper. Voting by proxy for men sick or on leave cannot be permitted.

4. The subsequent sorting and counting of the votes is to be carried out in the presence of an officer and representative sailors. The results should be published on notice boards as soon as possible thereafter.

5. Vacancies in the committee are to be filled as they occur by means of a by-election, and a re-election of the whole committee should normally be made every 12 months unless there is good reason for an earlier change, such altered conditions under-which the ship is serving or dissatisfaction on the part of the ship's company with their chosen representatives. In newly commissioned ships, however, a fresh ballot should be held after the ship has been three to six months in commission. By-elections will be necessary when any elected member, of the committee leaves the ship for any reason for periods in excess of 28 days (except on leave). Sailors sentenced to imprisonment or detention are to be removed from the committee and their places filled at a by-election; those disranked for misconduct or reverted for unsuitability should be removed but not barred from re-election at the consequent by-election, those reduced from standard conduct should be removed from the committee and be ineligible for election while so reduced.

6. In training establishments, in order to avoid the necessity for frequent by-elections, each Class of trainees is to be represented by its class leader provided that courses are of sufficient duration; if not; the representation should be by suitable instructions. The arrangement in this clause do not apply to boys and apprentices.

7. Special organization will be necessary for carrying out elections in ships with complements of less than SO, but it should as far-q,!! Possible follow the principles laid down above and should be -approved by the Administrative Authority.

1407. Meetings of Committee. Meetings of the Welfare Committee are to be held as required, but not less frequently than once every two months.

2. Notice should be given to the Secretary of subjects which it is proposed to raise at the next meeting, and agenda should be circulated to members beforehand. Before circulation the agenda must be approved by the Chairman to ensure that the subjects for discussion are within the terms of reference of the committee. The lower deck representatives will be expected to ascertain the views of the sailors they represent.

3. The Chairman may arrange for the co-option of Divisional or other officers and also of sailors when specific questions arise in the discussions of which their experience would be of use.

4. No officers on the committee are eligible to vote at the meetings. So Minutes of the meetings are to be kept for record, and copies are to be exhibited on notice boards.

1408. Welfare funds. Public funds.

(a) Cash grants are made from the public funds to provide for the amenities, comforts and entertainments of sailors. These grants will finance the provision of sports gear, indoor games, literature, gramophone, records, musical instruments and anything that helps the well-being and morale of the sailors and which is not supplied by the Government and cannot be provided by the sailors themselves. These cash grants will be drawn by the Commanding Officers of ships and establishments at the rates, and accounted for under the rules, laid down in the Pay and Allowances Regulations for the Bangladesh Navy, Appendix VIII.

(b) A reserve of Tk,10,000 to be held at Naval Headquarters is authorized to cover expenditure, for the welfare of sailors, on special cases and for specific purposes e.g., provision of literature, sports gear, maintenance of the Fleet Club, etc. Expenditure from tills reserve will be incurred by a committee appointed by the Chief of Naval Staff, of which the Deputy Financial Adviser (Navy) ,will be an ex-officio member.

2. Non-public funds. Following non-public funds are maintained to provide finance,- through private contributions and donations, for the welfare of naval personnel:-

- (a) B.N. Welfare Fund;
- (b) B.N. Benevolent Fund
- (c) Ships Fund and Sports Fund in each ship and establishment.

The B.N. Welfare Fund and B.N. Benevolent Fund are administered as directed by the Chief of Naval Staff. For Ship's Fund, see **1409**. For Sports Fund see 5684.

1409. Ship's Fund. The Ship's Fund, which is formed by payment of rebate by the canteen contractor or profits. from the sales in the canteen, and allotments from other non-public funds and donations, is intended to meet the cost of recreation, in addition to what is provided at public expense under Article 1408(1), for the ship's company and for benevolent purposes connected with the ship.

2. The Captain is to satisfy himself that a sufficient allowance is made for these objects, due regard being had to the proportion of the ship's company who are able to take part in any particular form of recreation. The officer-in-charge of the fund will be the Executive Officer.

3. The accounts of the Ship's Fund, which is a non-public fund, are to be kept and audited in accordance with the instructions in Section III of this chapter.

1410-1419. Unallocated

SECTION II

CANTEENS

1420. Canteens in ships. The general administration of the canteen on board is to be undertaken by an officer appointed by the Captain to act as the business manager. This officer is to be responsible for all purchases, sale price, custody of cash and cash transactions in connection with the canteen. A sailor is to be detailed to act as the sale attendant, and may be paid for his services from the canteen fund.

2. The Captain is to exercise careful supervision over the working of the canteen and is to satisfy himself that it is being conducted on business lines.

3. Goods required for sale in the canteen are obtained from the Bangladesh Navy Canteen. Subject to the approval of the Senior Officer, canteen stores may be purchased from general suppliers ashore to meet any special requirements. The supplies of cigarettes are obtained under arrangements made by Naval Headquarters. The bills for the supplies are to be settled at once, but, if the suppliers agree, the payment may be made within one month of the receipt of the supplies.

4. All bills for the canteen stores purchased in a foreign port must be settled before the ship sails from that port and no bill involving foreign exchange is to be left outstanding in any circumstances whatsoever.

5. The sales from the ship's canteen are to be strictly against cash payment and credit is not to be allowed to any individual. Messes may, however, be permitted to purchase canteen stores on credit, but such, bills are to be paid by the messes as soon as possible after the end of each month.

6. See Section III of this chapter for accounts to be maintained with regard to a ship's canteen.

1421. Canteens in shore establishments. These canteens will be run by contractors engaged by the respective Commanding Officers. The contract is to lay down, among other terms, the amount of rebate payable by the contractor to the ship's fund each month.

2. The articles obtained by the contractors from the Bangladesh Navy Canteen will be sold at the rates fixed by the Canteen Stores Department. Any articles purchased by a contractor from the open market are to be sold in the canteen at prices fixed with the approval of the Commanding Officer.

1422-1429. Unallocated.

SECTION III

NON-PUBLIC FUNDS

1430. Subsidiary and non-public Funds. No subsidiary or nonpublic fund, other than officers mess funds and the ship's and sports funds, is to be opened without the written approval of the Captain. In ships where the total number of officers borne does not exceed four, the opening of any such fund (including officers' mess funds and the ship's and sports funds) is to be reported to the Administrative Authority for approval.

2. The officer approving the opening of a fund is to issue instructions for:

- (a) the supervision of the fund;
- (b) keeping the accounts;
- (c) custody of cash;
- (d) auditing accounts;
- (e) fixing prices, where sales take place; indicating who is responsible in each case.

3. The officer supervising the fund is responsible that the cash in hand and stock, if held, never exceed actual requirements. Where no suitable arrangements exist for the safe custody of non-public funds in shore establishments a money chest may be demanded.

4. No person having the custody of cash being, or forming part of, a subsidiary or non-public fund is permitted to cash any private cheque or I.O.U. from the money in his charge or otherwise to use such money for his own purpose.

5. The cash accounts of non-public funds are to be kept in Form F.(PA)-1.

1431. Where stocks of goods are held. The following rules are to be observed in connection with funds, such as canteens in ships, which involve the purchase of goods for re-sale:

(a) A price list of all articles sold is to be prominently displayed.

(b) A "Sales Book" is to be kept in which all articles sold and their selling prices to be recorded. The money realized from sales is to be handed over daily to the officer-in-charge of the fund; the amount so received is to be compared with that shown in the sales book, which is to be signed daily by the officer in acknowledgement of receipt of the money.

(c) The accumulation of large sums of money is not to be permitted. Cash over the limit prescribed in Fleet Orders is to be deposited in the funds' banking account.

(d) A "Stock Book" (see Appendix XII) is to be used and an accurate account kept of all goods received, together with cost prices. Stock-taking should be held at least once a month. But see Appendix XU, Paragraph 9 (g).

(e) A "Cash Book" (see 1430(5)) is to be kept by the officer in-charge of the fund and is to contain a daily record of money received for sales and all other cash transactions. It is to be

balanced at least once a week. to check possible errors or irregularities. and is to be closed at the end of the month and initialed by the Captain in acknowledgement of the latter having checked the account and found it correct.

2. When goods are held for consumption, use or for decorative purposes. .whether purchased through funds or presented by donors. a stock register is to be maintained, separately for each fund, showing dated entries of receipts, issues (including items struck-off charge for fair wear and tear with the approval of the Commanding Officer). and remains of all such goods. A separate page is to be used for each item. Stock -taking of such goods is to be held quarterly and the results noted in the stock register.

3. Necessary precautions are to be taken to avoid damage to or loss of the stocks of goods.

1432. Balance sheets. At the end of each quarterly period (31st March 30th June. 30th September and 31st December) accounts are to be closed and balance sheets prepared by the officers responsible for the accounts, showing the whole of the assets and liabilities of the funds for which they are responsible.

2. The assets should show the money in hand to meet the liabilities, the amounts owing by members or subscribers, and the value of the stock in hand. Where stocks are held, a stock-taking by three officers auditing the accounts (**1433**) is to take place immediately preceding the preparation of the balance sheet, and a signed statement of stocks held, certified by these officers. is attached to the balance sheet.

3. The balance sheet for account including copies thereof is to be prepared on form F.(DA)-29. .

4. Separate balance sheets may be prepared for subsidiary mess funds, e.g., tobacco account, catering account, etc., but where this is done a final balance sheet is also to be prepared by the mess committee to include all the mess funds.

5. The balance sheets of non-public funds are to be signed by the persons responsible for keeping the accounts.

6. The balance sheet for the ship's fund should be accompanied by a statement of receipts and expenditure grouped under headings covering the' period of the audit. Such headings would include canteen rebate, compassionate grants (without names), grants to sports funds, wages, and the like. This statement, signed as in Clause 5, and approved by the Captain, should be displayed on the ship's company notice board.

1433. Audit. Accounts are to be audited not. later than the 15th of the first month of each quarterly period (1432(1) and whenever the accounts are transferred from one officer to another or are finally closed.

2. The auditing officers .are to be three officers selected by the Captain and, subject to the proviso that no officer should be selected to audit his own accounts, should include, when available, one Executive Officer not below the rank of Lieutenant, and' one Supply Officer or Instructor Officer. When four officers or less, including the Captain, are borne in the ship, the auditing officers are to be three officers detailed by the Administrative Authority, who is to ensure, when any accounts are kept personally by the Captain, that at least one of the auditors is an officer of another ship.

3. Auditing officers are to follow the procedure laid down in Appendix XII, See also 1432(2). '.

4. Senior officers are authorized to approve the employment of qualified civilian auditors for the audit of mess and other nonpublic funds in establishments where, in their opinion, the

volume of business warrants it, the cost being borne by the fund concerned. Where civilian auditors are employed the procedure given in Appendix XII, Part 5, is to be followed.

1434. Inspection of accounts. A list of all subsidiary' and non. public funds authorized by the Captain or Administrative Authority under Article 1430 is to be kept .on board. At inspections this list is to be produced for the scrutiny of the inspecting officer, together with the accounts of the funds listed and of the officer's mess funds and, of the ship's and sports funds.

1435. Non-public funds on paying off. On paying off the Captain is to take steps to ensure that all non-public accounts are closed and audited, and that proper arrangements are made for the disposal of the balances of such funds, see 2783.

1436. Loss or damage-non-public stores. The State is not liable for any loss of or damage to officers' mess, canteen or any other nonpublic stores owing to fire, shipwreck, deterioration or any other cause.

1437. Subscription to B.N. Officers' Central Mess and B.N. Central Sports Funds. All commissioned officers on the Active List of the Navy and its Reserves, including those serving in civil appointments, are required to pay subscriptions into the following non-public funds :-

- (a) B. N. Officers' Central Mess Fund. An entrance fee of TK.15/- on joining the Service, and a monthly subscription as decided by the B.N. Central Mess Managing Committee. The entrance fee, however, shall not be paid by officers of the Reserves.
- (b) B.N. Central Sports Fund. A subscription of an amount to be decided from time to time with the approval of the Chief of Naval Staff. The rates of subscription will be published in Fleet Orders.

2. See also 0288 Band Fund.

1438. Recovery of subscriptions to non-public funds through Naval Pay Office. Subscriptions and contributions to the following nonpublic funds may be collected through the Controller of Naval Accounts in the form of monthly allotment or casual remittance:

- (a) BN. Officers' Central Mess Fund.
- (b) BN. Central Sports Fund. .
- (c) BN. Band Fund.
- (d) BN. Welfare Fund.
- (e) BN. Benevolent Fund.

2. The procedure for declaring monthly allotment or casual remittance for contributions to the funds named in Clause 1 above will be laid down by the Naval Headquarters.

3. Cheques for the amounts realized as subscriptions or contributions are never to be made payable to an officer by name but to the fund concerned. .

1439-1500. Unallocated.

SECTION I

CASUALTY REPORTS-PEACE PROCEDURE

1501. Reports of casualties. All casualties, including deaths from any cause whatever, wounded and missing are to be reported to Naval Headquarters by telegram at the earliest possible moment and communicated to the next-of-kin as detailed in the following instructions. Messages are not to be encrypted unless they contain information of an intimate or confidential nature, and telegrams addressed to the next-of-kin are to be sent by Service channels of communications whenever practicable. Messages from abroad or from ships at sea to addresses in Bangladesh are to be routed via Chittagong W/T Station. See Appendix XIII for specimen messages.

1502. Details of casualty reports. The following particulars are to be furnished with the casualty reports:

- (a) Date and time when casualty occurred.
- (b) Name, personal or official number, rank, or civilian grading, arranged as in Article 6210. Also pension number in the case of a pensioner re-employed.
- (c) Whether dead, missing presumed dead, missing, dangerously or seriously injured, and briefly the nature of the injuries sustained.
- (d) Relationship, name and address of next-of-kin, and whether he or she has been informed (see also 1509).
- (e) In the case of death otherwise than from disease, indicate whether casualty was or was not on duty, and if not on duty, whether blame is attributable. If a board of inquiry is necessary to establish the fact~ this should be stated and a subsequent message sent.
- (f) When death is due to disease, state particulars of cause. See also 1540(2).

1503. Address of reports. In order that appropriate action may be taken where necessary, casualty reports to Naval Headquarters are to be reported as follows:

- (a) Officers to the Administrative Authority, Controller of Naval Accounts.
- (b) Sailors To the Drafting Authority and those mentioned in (a) above.
- (c) Civilians of Armed to the Chief Administrative Officer, Forces Headquarters Ministry of Defence, and Controller of Naval Accounts.
- (d) Civilians of naval to the Naval Headquarters establishments. (Director of Civilian Personnel) and Controller of Naval Accounts.
- (e) Families of naval Officers and Sailors :- to the Controller of Naval Accounts. Officers to the Drafting Authority and those Sailors mentioned against officers.

2. Casualty reports about the families are to be sent by letter and not by telegram, unless the circumstances warrant the use of the faster means of communication.

1504. Notification to next-of-kin of serious injury or illness. Whenever an officer or sailors is placed on the dangerously ill list (D.I.L.), or the seriously ill list (S.I.L.), a telegram bearing an indication of priority (**6211**(4)) is to be sent to the next-of-kin direct

from the ship or establishment concerned, and confirmed by letter. No delay in notifying the next-of-kin can be accepted. The telegram is to give the address, to which communications intended for the patient may be sent, and such information as the next-of-kin are likely to desire, including, if known, the nature of illness or cause of injury, unless good reasons exist for withholding this information (see also Appendix XIII)

2. Further reports should be telegraphed immediately any change in the condition of the patient takes place and progress reports sent at intervals of not more than three days until the condition of the patient ceases to cause anxiety. When the illness has reached this stage a telegram is to be sent to this effect. See also Navy Rules on informing next-of-kin of absentees.

3. In the case of a patient in hospital, the hospital authorities are to be requested to forward prompt and regular information to the patient's Commanding Officer so that no delay occurs in sending reports referred to in Clauses 1 and 2.

4. Admissibility of conveyance to relatives visiting an officer or sailor lying dangerously ill in hospital, etc., is governed by Rule 257, Passage Regulations (Provisional).

1505. Patients unable to communicate with relatives. Where a patient has been admitted in" hospital for mental or other disease which renders him incapable of communicating with his relatives, a report containing brief information of his condition, and, whenever possible, a prognosis and probable disposal is to be made to Naval Headquarters and reported to the ship or establishment concerned and, in the case of sailors, also to the Drafting Authority, in order that the responsible reporting officer (1510) may inform the next-of-kin. See also 6441.

1506. Information about death to next-of-kin. The telegram in the form given in Appendix XIII to the next-of-kin is to be sent direct by the responsible reporting officer concerned and is to include the date and, where known, the cause of death.

2. Particulars of funeral arrangements (see 1555 and 1558) are to be communicated to the next-of-kin as soon as settled and in any case well before the time of interment; this must be done even if the next-of-kin are unlikely to be present. If it is impracticable to communicate directly with the next-of-kin, the , information should be signalled to Naval Headquarters as soon as possible for on ward transmission.

Note- Appropriate action on the lines set out in Articles 1504 to 1506 is to be taken for families and civilians.

1507. Letters of condolence. In the case of sailors, the Captain is to send a personal letter of condolence to the next-of-kin. The Drafting Authority should follow this with a formal letter of condo lence and a business letter containing information regarding balance pay, effects, pension, etc. In the case of officers, personal letters will be sent by the Chief of Naval Staff., followed by business letters from Naval Headquarters.

1508. Reports on Form F.(N.O)-20. The Commanding Officer is to forward immediately, to the authorities named in Article 1503, reports on Form F.(N.O)-20, of the death of all officers and sailors who are borne on the books of his ship or establishment.

2. Even when the death occurs in a naval or military hospital, the Commanding Officer of the person is to render the form. Wherever possible, the cause of death shown in the report should be in terms of the actual medical verdict. See also 1540.

1509. Release of names of casualties to press. In order to ensure that so far as possible the names of casualties do not appear in the press before the official notification has been received by the next-of-kin, names are not to be released for publication until the day following that on which the telegram is dispatched. Such information shall normally be released by Naval Headquarters. The message notifying Naval Headquarters that next-of-kin has been informed should state the time of despatch of the telegram; if the next-of-kin has been informed personally, this should be stated.

1510. Responsible reporting officer. When the casualty occurs in a ship or establishment, the reports and notifications required by the foregoing articles in this section are to be made by the Commanding Officer. If the ship is not an independent command, particulars are to be reported at once to the Commanding Officer of the parent ship for necessary action.

2. For officers and men under treatment in a naval hospital, the necessary particulars are to be forwarded urgently by the hospital authorities to the Commanding Officer of the person for action, as in Clause I.

3. In other instances, when a patient is left in a civil or military hospital, the Commanding Officer is to arrange to obtain the necessary information and forward reports to the next-of-kin and other authorities as appropriate.

4. When an officer or sailor is left in a hospital at a foreign port where naval representative is not stationed, the Bangladesh Diplomatic Officer, who will be responsible for arranging his passage to the ship or a port in Bangladesh, is to be informed of the patient's admission, the name and address of the hospital and any other details considered necessary, Naval Headquarters and other authorities mentioned in Article 1503 being informed at the same time.

1511. Casualties on account of loss of ship. The responsible reporting officer or officer delegated by the senior naval officer to act in his stead is to take action as regards the reports and notifications required by the preceding articles. He shall be responsible for determining the casualties on account of loss of ship, with the assistance of surviving officers and men, if there be any. With a view to establishing the names of those on board at the time of loss, he is to obtain relevant information as to the recent movements of officers and sailors of the lost ship from Naval Headquarters, Drafting Authority, ships of the flotilla, shore establishments and hospitals. In the event of serious accidents or losses of ships the responsible reporting officers, as soon as possible, to report to Naval Headquarters by telegram that notifications to the next-of-kin have been sent.

1512. Drowning. In drowning fatalities, where the body is not recovered at the time, particulars of the occurrence with a full description for purposes of identification are to be forwarded by the Commanding Officer to the Senior Naval Officer present and the local authorities. Form F.(N.L.)-5, altered as necessary, should be used for the purpose. Should the body be subsequently recovered, the fact is to be reported to the authorities

and others concerned. Naval Headquarters and, for sailors, the Drafting Authority should also be informed.

1513. Insensibility. An officer or sailor found to be unconscious from any cause is to be examined by a Medical Officer as soon as possible. Reports as directed in this section are to be rendered, if required.

1514-1519. Unallocated

SECTION II

CASUALTY REPORTS - WAR PROCEDURE

1520. General instructions. In war-time the instructions in Section I of this chapter will remain operative, covering also the cases of prisoners of war, but no telegram or official communication is to be sent direct to the next-of-kin, except when the casualty is:

- (a) not due to an incident of war, unless the loss of the vessel is involved; or
- (b) due to a non-operational aircraft accident; or
- (c) due to an incident of war, but the patient has been admitted to hospital in Bangladesh.

1521. Notification to next-of-kin. Except as provided in Article 1522, action is to be taken in the case of officers by Naval Headquarters, on receipt of the message from the responsible reporting-officer (1510) giving particulars of the casualty. In the case of sailors the action shall be taken by the Drafting Authority who is to inform Naval Headquarters by telegram as soon as next-of-kin have been informed. Messages to the civilian authorities and next-of-kin are to contain no reference to the name of ship, its loss, the nature of any damage sustained; or the date on which the accident occurred.

1522. Telegraphic reports to Naval Headquarters. When a ship has been lost or damaged without casualties this is to be clearly stated. The casualty reports referred to in Article 1502 are to include details of the next-of-kin only when he or she has been informed or there is reason to believe that these details are not in the possession of the authority who will be responsible for informing the next-of-kin, and a short account of circumstances attending the incident (see. Also Appendix XIII). Reports should indicate locality where the incident occurred and also whether the casualty is due to war service; if this cannot be determined at once, the report should state that a further message will follow.

1523. Release of names to press. This shall invariably be the responsibility of Naval Headquarters.

1524. Air raid casualties. If the casualty was on leave, the place of death is to be stated, and if on duty elsewhere than on board, the nature of the duty being performed at the time of the injury or death should also be given.

1525. Wounded and injured. Particulars of those not dangerously or seriously wounded are to be sent by air mail or by the quickest alternative route available, and hospitals are to make immediate notification of the receipt or discharge of the wounded to

the appropriate authorities referred to in Article 1503. These authorities shall inform the next-of-kin by letter unless the patient has expressed a wish that the next-of-kin should not be informed. .

1526. Passengers Embarked. Commanding Officers of B. N. ships are to arrange for a nominal list of all passengers embarked to be deposited with the Senior Naval Officer ashore before sailing, or if circumstances do not permit of this being done, the list should be transmitted to one or more of any ships in company.

1527. Survivors. Every effort is to be made, before disposal of survivors, to obtain from them in writing where possible, information relating personally to the fate of those lost, which may be of interest or comfort to next-of-kin. This information is to be forwarded to Naval Headquarters. The names and addresses of survivors are not to be disclosed except for official purposes, and are not to be communicated to the next-of-kin of casualties or to members of the public without previous reference to Naval Headquarters.

1528. Personal letters to next-of-kin. The Captain, or senior surviving officer is, whenever possible, to send to the next-of-kin a letter giving such information as is possible within the limits of security. If the letters concern casualties due to incidents of war, they are to be forwarded to Naval Headquarters, for onward transmission to the addresses. The letter should incorporate any reliable information of a personal nature which has become available through survivors (see 1527) and care is to be taken to refer to the casualty in the same terms as he has been officially reported (see Appendix XIII) and to avoid unduly raising hope when a casualty has been reported as missing. Where the relationship of the next-of-kin is not known, the particulars will be furnished, for officers, by Naval Headquarters and, for sailors, by the Drafting Authority.

1529. Prisoners of war and internees. The senior officer at any place of confinement is to report to Naval Headquarters by the earliest opportunity the death of any officer or sailor or the absence of any who may have left the place so as to be no longer under his observation.

1530-1539. Unallocated.

SECTION III

BIRTHS, DEATHS, INJURIES, INQUESTS

1540. Report of births and deaths. When a death occurs on board any of B.N. ships or a birth or death occurs in any B.N. establishment or when an officer or sailor belonging to the ship or establishment dies on detached service, the Captain is to record particulars in the Ship's Log and is to notify the local authority ashore responsible for the registration of births and deaths, of the casualty. See also Sections I and II of this chapter on other reports required on deaths.

2. The Medical Officer is to report to the Directorate of Medical Services at Naval Headquarters every death that occurs among persons borne on ship's books, whether on board, on leave or at hospitals. The report is to contain full details of the case, and where the death arose from wounds or injury the Medical Officer is to state how the accident

occurred and whether the person was on duty and sober at the time. When a death is due to disease, the particulars of the case should include any factors of exposure, exertion on duty, service environment, etc., which may have been responsible for any condition that led up to death.

1541. Accidental death or serious injury. The circumstances attending the accidental death of, or serious bodily injury to, any person on board one of B.N. ships or at a naval establishment are at once to be investigated by a board of inquiry composed of members specially qualified to deal with any technical questions involved. One member of the board should, if possible, be a Medical Officer, and medical evidence about the cause of the death or injury should always be taken.

2. The board is to be convened by the Administrative Authority or in his absence by the senior naval officer present. It is to sit with closed doors and no part of the report or of the proceedings is to be divulged without the permission of the Chief of Naval Staff.

3. The relatives of any deceased or injured person whose death or injury is being investigated are to be invited to give evidence if they can be expected to contribute information to the inquiry. Relatives should not be so invited, unless they are present at the place where the board of inquiry is held. They should not be invited when death or injury is due to some purely mechanical defect, and there can be no question of an error of judgment, or where the state of health or domestic circumstances of the person concerned have no bearing on the inquiry. In case of doubt, the relatives are always to be given the opportunity of giving evidence should they wish to do so.

4. The minutes and proceedings are to be forwarded to Naval Headquarters with as little delay as possible.

5. If a formal board or inquiry cannot be held, a full and detailed report of the occurrence is to be forwarded to Naval Headquarters together with a statement of the reasons which prevented the holding of a formal inquiry.

6. The disappearance of a person who is missing in circumstances that points to the possibility of accidental death is similarly to be investigated.

1542. AD injuries sustained on duty to be reported. It is to be brought to the notice of all officers and sailors that any injury received in carrying out any act of duty (which includes participation in organised games or other forms of physical recreation) is to be reported at the first opportunity to the Medical Officer of the ship or establishment.

2. This instruction applies particularly to damage to the ears by gunfire, and claims to compensation on the ground of attributability to the Service, in the event of disability developing from such an injury. As to necessitate invaliding from the Service cannot be accepted unless the injury is reported and an injury report (1543) on Form PAFA 867 obtained at the time, or unless satisfactory evidence is available that the injury was actually sustained as claimed See also 6419(27).

1543. Injury reports on Form PAFA 867. The following procedure regarding the use and disposal of Form PAFA 867 will be carried out where naval personnel sustain injuries other than wounds sustained in action:

(a) Paragraphs 1 to 5 of the form will be completed in all cases; paragraphs 6 to 8 of the form will be completed only in those cases of -active service where injuries are, or are suspected to be, self inflicted.

(b) In cases where the portion of paragraph 5 of the form regarding the decision of the Senior Naval Officer cannot be completed by him owing to the exigencies of the active service, the decision may be recorded by the Naval Administrative Authority, Dacca, or the Commodore Commanding Chittagong or the Naval Officer-in-Charge Khulna as the case may be.

(c) The Senior Naval officer referred to in (b) will be:-

- (i) The Naval Administrative Authority, Dacca.
- (ii) The Commodore Commanding, Chittagong.
- (iii) The Naval Officer-in-Charge, Khulna.

(d) The competent authority to complete paragraph 8 of the form in cases of accidents arising in active service areas, is the Chief of Naval Staff, who may delegate this authority to the Senior Naval Officer.

(e) The form, on completion, will be forwarded for record to the Naval Medical Records Section.

1544 Sudden deaths. In case of sudden death, without previous indisposition, the Medical Officer, with the sanction of the Captain is to examine the body to ascertain the cause. Should there be any appearance of a suspicious character, he is at once to inform the Captain so that an inquest may be held if advisable and practicable.

2. Whenever practicable, the consent of the next-of-kin is to be obtained before a post-mortem examination is carried out. No consent is required when a post-mortem examination has been ordered by the police, but the next-of-kin should be informed, if necessary that an examination has been so ordered.

1545 Inquests. If any person on board, or belonging to a naval ship or establishments, is killed in an accident or dies suddenly, the Captain is to immediately inform the Administrative Authority and the police. See also 1541.

2. The Captain is to ensure that necessary assistance is given to the police officer detailed to investigate the case. The Captain is also to inform the Naval Provost Marshal, or his representative who is to attend the investigation by the police. The report drawn up by the police officer will be signed by the Naval Provost Marshal or his representative. If the Naval Provost Marshal or his representative is unable to attend, the Captain is to detail an officer to attend the police investigation.

3. The District Magistrate, Sub-divisional Magistrate or a Magistrate of the first class on receiving the report of the police officer may then hold an inquest into the cause of death. The Captain is to ensure that all witnesses are present at the time such Magistrate may appoint for holding the inquest.

4. In cases where the Administrative Authority considers that the Government be legally represented at any inquest, he is to immediately represent the matter to the Chief of Naval

Staff. If a legal representative is appointed, he is to be shown the full transcript of the proceedings before the board of inquiry (1541) as well as the report of the board and is also to be given all such further information as the board and is also to be given all such further information as he requests, or the Administrative Authority may think necessary. He is further to be reminded that the board of inquiry documents must be treated as confidential and not referred to in the course of the inquiries, and his attention is also to be drawn to the matters connected with the case which ought to be regarded as confidential.

5. The legal representative's report of the inquest is to be forwarded to the Chief of Naval Staff for the information of the Government. In cases where the Government is not legally represented, the Captain is to detail an officer to watch the proceedings of such inquest and to furnish a report to the Chief of Naval Staff through administrative channels.

1446. Particulars of next-of-kin and family. All naval personnel in their own interest, are to report to the Commanding Officer for inclusion in the service records, the particulars of children and any other information affecting their married status. The record is to be maintained by Naval Headquarters for officers, and by the Drafting Authority for sailors.

2. All changes are to be reported immediately as they occur. See also 1102 Next-of-kin.

3. The failure to comply with this instruction may cause inconvenience and hardship to the dependents who may be entitled to claim family pension, etc., on the death of the head of the family.

1547 Casualty resulting from flight in Service aircraft. Subject to the general regulations for flying and any local instructions, flights in Service aircraft by naval personnel will be deemed duty flights in the following circumstances :-

(a) When under training or for duty with aircraft.

(b) When borne permanently or temporarily for duty with aircraft.

(c) When ordered by the Commanding Officer to make flights under Article 0223.

(d) When permitted to make flights to obtain air experience which is considered likely to be of benefit to the Service, provided the personnel are not on leave and the written authority of their Commanding Officer and of the Commanding Officer of the Air Force unit to which the aircraft belongs, is obtained.

2. Naval personnel killed or injured as a result of an accident while being carried on duty flights in Bangladesh Service aircraft, will be eligible for the grant of gratuity, pension, etc., under the regulations governing cases of death, injury, etc., attributable to the Service. See also 0224 Invitations to fly in foreign aircraft.

1548-1554. Unallocated.

SECTION IV

FUNERALS

1555. Service funerals. If an officer, manor boy should die whilst serving, either on board his ship or ashore in the station, the funeral is to be arranged by his Commanding Officer, unless his relatives and friends prefer to undertake the funeral themselves (see 1556).

2. The funeral expenses of all Service personnel, who die while on the Active List or while called up for. actual service, irrespective of whether death occurs within a sphere of active operations or as a direct result of enemy action or in any other circumstances, including cases of death while on leave; shall be borne by the State; see also 1556(3).

3. Care must be taken to. keep the expenses as low as possible by utilizing a Service mechanical transport vehicle or trailer for conveyance of the coffin, irrespective of whether arrangements for the funeral are made by the Service or other body. Economy should also be exercised by using, as far as possible, Service mechanical transport vehicles, if available for transporting Service personnel forming the funeral party, firing party, escort, band and mourners attending the funeral officially.

4. The phrase "while called up for actual service" in Clause

2 above shall cover the cases of death of reservist personnel of all categories, both officers and sailors, whether called up for training or active service, occurring during the entire journey period from their homes to the place of training or duty and back.

5. See also Chapter 18, Section IV, on funeral honors.

1556. Private funerals. When the relatives or friends of the deceased officer or sailor prefer to undertake the burial themselves, the body is to be delivered up to them.

2. If the burial takes place in the same place as the duty station, arrangements are to be made for the shipmates of the deceased and other naval personnel to attend the funeral. See also 1555(3).

3. The amount admissible from the public funds as a grant. in-aid, when the funeral is arranged privately, is laid down in Rule 231, Pay and Allowances Regulations for the Bangladesh Navy.

1557. Funerals of naval pensioners. In the case of ex-Service personnel who die in a naval or military hospital, either while undergoing treatment for disability. accepted as attributable to past service for which disability pension has been granted, or during the course of assessment of their degree of disability, the funeral expenses to the extent actually' incurred will be borne by the State if there are no relatives or friends to claim the bodies of such personnel or, relatives or friends are unable to afford to make their own private arrangements. for an appropriate burial.

2. Arrangements for the burial in such cases will be made by the Commanding Officer of the hospital concerned. See Chapter 18, Section IV, on funeral honors.

1558. Funerals abroad. When the death of a naval officer or sailor, who has no . relatives with him, is reported, it must be verified with the local police authorities as to

the correctness of the news. It is important to ascertain the cause of death to ensure that the deceased has not been the victim of a foul play.

2. All funerals will be arranged by the High Commission, Embassy, Legation, Consulate, Vice-Consulate or the Trade Commission of Bangladesh, as the case may be and will be conducted according to the religious rites and susceptibilities of the deceased.

3. All Service funerals abroad shall normally take the simple form of a civil nature. In case where facilities exist, a Service funeral With fun military honours as laid down in Chapter 18, Section IV, may be accorded,' provided the funeral expenditure does not exceed the authorized limit. See also 1865 on band and drums not to be played at the funeral of a Muslim.

4. An official representative of the Bangladesh Diplomatic Mission is to be present. A certain portion of officers and men (both military and civil) present in the station, where the death occurs, should be requested, to attend.

5. The body will be interred in the nearest cemetery or burial ground of, the denomination of the deceased.

6. The Bangladesh Flag is to be used for covering the body as a mark of Service funeral.

7. The remains of an officer or sailor will not be repatriated to Bangladesh at public expense. However, if the body is interred as an 'Amanat' and the next-of-kin are desirous of removing it to Bangladesh they may be permitted to do so at their own expense, subject to the prior consent of the Government of -the country where the body had been interred. See 1565 on disposal of personal effects.

8. Actual expenditure on a Service funeral will be borne by the State. In the case of a private funeral the limits laid down in Rule 231, Pay and Allowances Regulations for the Bangladesh Navy will apply. The Heads of Bangladesh Mission, however, have discretion, if local costs necessitate this~ to exceed the authorized limits. the guiding principle being that the expenditure should be kept to the minimum consistent with dignity.

1559:-1564. Unallocated.

SECTION V

DISPOSAL OF PERSONAL EFFECTS OF DECEASED PERSONNEL

1565. Collection and disposal. Immediately on the death of any person borne on the books of a ship or establishments the Captain is to cause all the clothes and other effects of the deceased, which are on board, to be collected and an inventory made out by two officers. The recovered articles are to be disposed of as under:..

(a) In the case of sailors, all Service clothing is to be handed over to the Supply Officer for disposal under the normal rules. Other personal effects are to be kept in safe. Custody for disposal as required by section' 164, Navy ordinance, 1961

(b) In the case of officers, the personal effects are to be kept in safe custody until they are taken care of by the Committee of Adjustment; see section 168 of the Navy Ordinance 1961 and Chapter XV of the Navy Rules.

2. If an officer or sailor should die in a foreign country, all personal effects, including kit, etc., are to be collected and listed by the Naval or Military Attache in the country concerned and despatched together with a brief report, to the Naval Headquarters, for disposal. Where there is no Naval or Military Attache, this duty is to be performed by the Bangladesh Diplomatic representative in that country.

1566-1600. Unallocated.

CHAPTER 16

OFFICIAL SECRETS AND PUBLICITY

Articles 1601 to 1700

1601. Definition The authorized security classifications are defined in detail in Classification and treatment. of Protected Documents (Bangladesh 1976) and B. N. Security Regulations. In this chapter the term "Classified" is to be read as including "Restricted", "Confidential", "Secret" and "Top Secret"..

1602. Official documents. Official reports, correspondence and documents of whatever description, whether classified or not, are the property of the State and are not to be disclosed without special authority to any. person not officially entitled to receive them.

2. The privilege of refusing to produce official documents, or give evidence as regards official communications is, as regards civil and criminal courts in Bangladesh, and courts-martial under the Navy Ordinance 1961, regulated by sections 123 and 124 of the Evidence Act, 1872.

1603. Official Information. All members of the naval service are forbidden to communicate any information, which might directly or indirectly assist an enemy, to any person other than a person to whom they are authorized to communicate it, or a person to whom it is, in the interests of the State, their duty to communicate it. . See also 5327.

2. It is an offence against the Official Secrets Act, 1923, for a person, whether still belonging to the naval service or not, to divulge any classified information,. or any information acquired by him as a member of the naval service, unless lawfully required to do so.

3. When instruction is given in classified matters, care should be taken to explain what is classified and what. is not, and officers and sailors should be reminded of this article and warned .that the provisions of the Official Secrets Act win still apply to them after they have left the naval service.

4. On completing their period of active service all officers are to be provided with a written statement signed by their Commanding Officer to the effect that while the Government is confident that officers will continue to observe that reticence which is essential in responsible public servants in relation to information which they have acquired in the public service, they are reminded that it is an offence under the Official Secrets Act for a person to disclose without permission any information, not already made public, acquired by him as a member of the naval service, notwithstanding that he has ceased to be on the Active List. Furthermore, that in the event of an officer wishing to publish any such information, whether as a book or newspaper, article or otherwise, he should, in his own interest as well as that of the State, obtain the approval of the Government, through the Chief of Naval Staff, before doing so.

1604. Classified books and documents. Every care is to be taken in the handling of classified books and documents and the Captain is to ensure that all persons who have to deal with them, or to handle keys giving access to them, are fully conversant with the detailed instructions given in B.N. Security Regulations. See also 6206 Handling of classified documents.

2. Care is to be taken that all books and documents, such as rough signal and deck logs, which may contain classified matter, are not thrown overboard but are burnt when no longer required, B.N. Security Regulations gives instructions for the disposal of classified waste matter.

1605. Security of official photographs. All negatives and prints taken by Service units are to be accorded a security grading. They are to be accorded the same security grading as the material photographed but the tactical employment of any technical equipment may be in a higher security

category than the equipment itself. The authority ordering the photographs should be consulted about security grading where appropriate. In all cases of doubt, negatives and prints are to be classified "Confidential" and forwarded to Naval Headquarters for assessment to be made.

2. Removal of photographs from any security category is only to be done by the authority directly concerned.

3. It is the responsibility of all concerned to ensure that classified photographs do not fall into the hands of unauthorized persons.

4. Official photographs are not to be published or communicated to the press without the authority of Naval Headquarters.

1606. Secrecy regulations. The Captain is to ensure that :-

(a) all persons serving under him, whose duties give them access to classified books, documents and correspondence read the Official Secrets Act, 1923, on assuming such duties and thereafter at least once every quarter. A record of compliance with this instruction by the persons concerned is to be kept by obtaining their signatures in a register, which is to be produced at inspections.

(b) The instructions issued by the Chief of Naval Staff governing visits of persons who are not Government servants, and the communication of information to such visitors, are carefully observed. These instructions are given in Confidential Fleet Orders or other appropriate publication, as also are the security regulations about visitors to ships building or refitting in dockyards other than the Naval Dockyard.

1607. Publications, broadcasts and public speeches. Prior permission of the Chief of Naval Staff must always be obtained before publication in book or other form of information relating to the naval service, and this requirement includes in particular the following :-

(a) The publication of any wireless message, cable or other communications received, or intercepted through Naval channels or of the fact that any such communication has been received or intercepted.

(b) The publication in the press or otherwise, directly or indirectly, of matter or information relating to the naval service, or anything of a controversial nature such as affecting other departments of the public service or relating to matters of public policy.

(c) Accounts of current or recent Service operations; these, if involving security, diplomatic or political considerations, will not be permitted. However, if they do not involve these considerations (e.g., reports of peacetime "Flag showing cruises"), such accounts will receive consideration in accordance with the procedure set out in Clause 3.

2. It should be understood that permission will not generally be given for the publication or books of memoirs or reminiscences of their naval career by authors who are still serving. Authors are, therefore, advised to seek the permission of the Chief of Naval Staff before embarking upon the preparation of such accounts with a view to publication.

3. Matter for publication dealing with naval subjects must be submitted to the Chief of Naval Staff through the usual Service channels in duplicate and in typescript. The drafts of documents should be scrutinized by Commanding Officers, who should ensure that attention is invited in the forwarding letter to any undesirable reference to local happenings or personalities, the significance of which would not necessarily be apparent to Naval Headquarters. Commanding Officers should not make any amendment, nor refuse to forward such documents for the consideration of the Chief of Naval Staff, and any remarks which they may wish to make should be forwarded separately. In order to avoid delay, Commanding Officers may at their discretion

forward the draft document with their remarks direct to the Chief of Naval Staff instead of their Administrative Authority. The usual channels for correspondence must, however, be followed if the document appears objectionable or if it deals with current local matters or with any question with which the Administrative Authority is likely to be concerned. Copies of articles are not to be forwarded to prospective publishers before the Chief of Naval Staff approves publication.

4. Public speeches and broadcasts. Members of the naval service must always obtain the Chief of Naval Staff's permission to deliver publicly or broadcast any lecture or read any paper dealing with the subjects mentioned in Clause 1, or to make any public speech dealing with such subjects in which opinion may be expressed which are likely to give rise to controversy.

5. In Bangladesh the text of broadcasts to be given or scripts to be provided for talks; by members of the naval service on the instructions of the Chief of Naval Staff, or at the invitation of Radio Bangladesh, on a subject connected with official duties, must be forwarded to Naval Headquarters for prior approval of the Chief of Naval Staff.

6. On a foreign station when it is suggested that a broadcast of a similar type should be made locally, the approval of the Chief of Naval Staff should be obtained if time permits or, if this is not possible, authority for the broadcast may be given by the Senior Bangladesh Naval Officer present. The text of such a broadcast need not be submitted to the Chief of Naval Staff and may be approved by the Senior Bangladesh Naval Officer present, but the Chief of Naval Staff should be consulted when the text deals with matters of naval policy upon which guidance has not already been given by the Chief of Naval Staff. When political considerations arise, the agreement of the Bangladesh Diplomatic officer on the spot should be obtained. If approval is given, it should be made clear that the broadcast is officially sponsored by naval authority. Broadcasts officially sponsored will normally be regarded as an official duty and no fee will be paid for them either to the individual or to the Bangladesh Navy.

7. When an individual member of the naval service is invited by Radio Bangladesh (acting independently of any Government directive) to give or 'provide' material for a talk on a subject unconnected with his official duties, the prior approval of the Chief of Naval Staff is not required for accepting the invitation and it is open to the individual to make his own terms with Radio Bangladesh, provided that: (a) if he is announced by his official style (which does not apply to the mere use of naval rank) the prior authority of the Chief of Naval Staff is obtained, and (b) the work involved in the preparation and delivery of the talk is undertaken outside official hours of duty.

8. Before a person belonging to the naval service makes a broadcast, contributes an article to the press or makes public his views on matters which have no direct or indirect connection with the naval service (e.g., on topics of social or literary nature), he is to forward a copy of such broadcasts, articles or talks, etc., to Naval Headquarters even though prior permission of the Chief of Naval Staff is not necessary in such cases. The Commanding Officers are to ensure that the personnel under their command do not indulge in the expression of views of vulgar, lecherous or obscene nature.

9. The instructions in this article apply to all serving ranks. They do not apply to those temporarily released from service, such as officers on deputation to civil departments or organizations. Such persons will, however, be held responsible for any publication which is considered by the Chief of Naval Staff to be subversive of discipline or contrary to the best interests of the naval service, and they should remember that the Official Secrets Act applies to them, and also that public expression of opinion about the naval service or on controversial questions of public policy are incompatible with their position as members of the naval service.

1608. Private photography. The possession of cameras in naval ships and establishments is to be allowed only with the permission of the Captain.

2. The first copy of every photograph taken, privately on board ship or within or from an establishment is to be submitted for inspection to a commissioned officer specially appointed by and responsible to the Captain for this duty. This officer will decide whether the photograph falls within a classified grading or not.

3. If a private photograph is considered to be of a classified nature it is thenceforth to be dealt with in, all respects as an officially taken photograph (1605) or the photographer is to be directed to destroy the negative and all prints, and the officer referred to above is to satisfy himself that this has been done.

4. No photograph is to be taken in the Naval Dockyard without the permission of the Captain Superintendent.

5. Private photography is not to be discouraged but it must be clearly understood that the use of Service consumable materials for private photography is strictly prohibited.

1609. Naval Public Relations Organization. The functions of this organization, which is a part of Naval Headquarters, are to coordinate information regarding naval activities at home and abroad and to act as a link between the various media of public expression (e.g., press, broadcasting agencies, government or private publicity organizations, advertising agencies, etc.) and the ships and establishments.

2. The objects and methods of supplying information to Naval Public Relations Organization should be as under:

(a) It is of the utmost importance, if naval matters are to receive their share of publicity and the goodwill of the press is to be preserved, that the Public Relations Organization at Naval Headquarters is kept promptly informed of all incidents or developments which might interest the press and other agencies of publicity or form the subject of press inquiries. Advance notice of forthcoming events is, of course, particularly valuable.

(b) Information of this nature should be transmitted to Naval Headquarters by letter, or if necessary by signal, as soon as possible. If left to follow the usual channels, e.g., in Letters of Proceedings, information which might be of value for naval publicity in the press' or otherwise may reach Naval Headquarters too late for exploitation.

(c) Suitably captioned photographs, whether taken officially or by officers or sailors in their private capacity, are of considerable complementary value to any news story. Whenever possible negatives should be sent. For private photographs, which should be submitted for prior inspection in accordance with Article 1608(2), it should be clearly stated whether the person concerned has given his consent for their use for naval publicity.

3. The Naval Public Relation Officer is the co-ordinating authority in respect of any exhibition at which it is proposed to show naval equipment, whether for recruiting, collection of charitable funds or any similar purpose.

1610. Incidents liable to public or press comments. The preceding article deals with the reporting of information with the intention that it shall be used for naval publicity. It is equally important that Senior Officers and Commanding Officers should provide the Chief of Naval Staff as early as possible with every information of any serious accident or occurrence within their commands in which Bangladesh Navy ships or members of the naval service are in any way concerned, and which may be liable to form the subject of comment in the Cabinet or in the press.

2. Some incident, though trivial in themselves, may possess news value. Example of the type of incident on which information should always be given are:-

- (a) disturbances of any kind in which members of the naval service are involved;
- (b) collisions involving B.N. ships;
- (c) despatch of B. N. ships or landing naval personnel ashore to render assistance to any civil authority or in aid of any cause of public importance;
- (d) a disturbance on the high seas in a merchant vessel with a request to B.N. ships for assistance.

3. When it is impossible for a full account of any incident to be rendered before the facts have been thoroughly examined, it is of the greatest importance that even an incomplete account should be signalled at the earliest moment followed in due course by any detailed report considered necessary.

4. Where a ship is not in company with a Senior Officer, the Commanding Officer is to inform the Chief of Naval Staff direct by immediate signal, 'as well as his Administrative Authority and such other authorities as may be laid down in station orders.

1611. Naval magazines. With reference to Article 1607(3), matter for naval magazines produced in ships and establishments may, subject to local orders, be submitted direct to the editors, but Commanding Officers must satisfy themselves that matter intended for such publications does not infringe security (1603) and is generally suitable, bearing in mind the provisions of Article 1607, Clause 1 to 3.

2. A copy of each issue of such magazines is to be forwarded to Naval Headquarters.

3. Copies of such magazines are not to be sent to persons or authorities not belonging to the Bangladesh Navy, without the permission of Naval Headquarters.

1612-1700. Unallocated.

SECTION I

STANDARDS AND DISTINGUISHING FLAGS.

1701. The President of Bangladesh. When the President embarks in any of the naval ships, the President's Standard (see Appendix XXVII, Part 2) is to be hoisted at the main. If such a ship has less than two masts, the President's Standard is to be hoisted at the most conspicuous place.

2. The President's Standard, being the personal flag, is to be hoisted on board a ship, or on an official building or in an enclosure, only when the President is actually present.

1702. Foreign Heads of States. When a foreign Head of State embarks in any of the naval ships, and the President of Bangladesh is not on board, the appropriate Royal Standard or the Flag of the President concerned is to be hoisted at the main. If such a ship has less than two masts, the Standard or Flag is to be hoisted at the most conspicuous place. When the President of Bangladesh is on board, the appropriate Royal Standard or President's Flag is to be hoisted side by side with the Standard of the President of Bangladesh.

2. Such Standards or Flags, being personal flags, are to be hoisted on board a ship or on an official building or in an enclosure, only when the dignitary concerned is actually present.

1703. Naval Boards. When the Naval Boards of the Commonwealth countries go on board a Bangladesh Navy ship, the flags of the respective Boards are to be flown at the fore. If such a ship has less than two masts, the flags are to be hoisted at the most conspicuous place.

1704. Flag Officers and Commodores. The proper distinguishing flags to be flown are described in Appendix XXVII.

2. The flag of the Chief of Naval Staff or of an Admiral is

to be flown at the main. The flags of other Flag Officers are to be flown at the fore. In ships with less than two masts, the flag is to be flown at the most conspicuous place.

3. Commodores are to fly the broad pendant at the fore.

4. An officer of Flag rank or Commodore who is not in command, is not authorized to fly a flag or broad pendant.

5. The Chief of Naval Staff may authorize an officer entitled to fly a flag, broad pendant or pendant afloat to fly the same ashore at any naval establishment or other place on shore under naval jurisdiction. See also 1725 on use of ensigns, etc, on shore.

6. The regulations for the hoisting, alteration, shifting and striking of flags and broad pendants are given in Chapter 4, Section II. See also 1708 Flags and pendants displayed, 1712 Flags half-masted, and Section III below on flags in boats and cars.

1705. Honorary Admiral of the Fleet and Honorary Admiral. An Honorary Admiral of the Fleet or Honorary Admiral, when visiting a naval ship or establishment in uniform, may fly the distinguishing flag of his rank if he so desires. Such flags are to be given appropriate marks of respect.

1706. Senior officer's pendant. When two or more ships are present in a port or roadstead~ a small broad pendant, as described in Appendix XXVII, may be hoisted at the starboard upper yardarm of the ship of the senior officer present as a distinguishing flag, in addition to the masthead pendant, provided that the ship is not already flying a flag or broad pendant. For the Naval Area Commanders, see 1737.

1707. Masthead pendant. All Bangladesh Navy ships in commission commanded by a naval officer and not flying a flag or broad pendant are to fly at the main a masthead pendant. In a shore establishment commissioned as -one of Bangladesh Navy ships and similarly commanded, the masthead pendant is to be flown at the head of the flagstaff where fitted. For description of masthead pendant, see Appendix XXVII.

1708. Flag and pendants displaced. When the president embarks in a ship, the flag or broad pendant of any flag officer or commodore which may be flying in the ship is to haul down and the president's standard is to be hoisted as in article 1701. When the president is onboard for a short visit, any other flag or board pendant is to be shifted to another mast or ship as the case may require or in accordance with the President's pleasure. In a private ship the masthead pendant is always to be hauled down when the President's Standard is hoisted.

2. A personal standard or flag used to indicate the presence on board of a foreign Sovereign, President or Royal personage, is always to be flown at the main, any other flag or broad pendant being shifted to another mast or ship as requisite.

3. When the Chief of Naval Staff embarks in a ship, his flag is to be hoisted at the main, and the flag or broad pendant of any Flag Officer or Commodore which may be flying in the ship is to be hauled down.

4. The distinguishing flags of other authorities are not to displace at the masthead any Flag Officer's flag. Commodore's broad pendant or masthead pendant. Such distinguishing flags should be hoisted. side by side with an existing flag or pendant.

5. See also 0425 Flags and broad pendants.

1709. Distinguishing flags or other authorities. The proper distinguishing flags of the Chief of Army Staff of Bangladesh Army and the Chief of Air Staff of Bangladesh Air Force and officers of Bangladesh Foreign Service may be hoisted as follows:

(a) When being saluted by a naval ship,

and

(b) in case of the Consular officers, within the limits of their jurisdictions:

(i) at the bow of a boat in which embarked for the purpose of paying official visits or on other' official functions. If the boat belongs to a B.N. ship, Bangladesh Navy Ensign is to be worn aft;

(ii) subject to the Senior Officer's approval in one of B.N. ships when embarked on the public service.

2. The distinguishing flag of a consular authority is not to be hoisted in ships, except when they are being saluted. It may be flown in boats as in Clause 1(b)(i).

1710. Army and Air Commanders. When operations are carried out with the Army and Air Force Commanders or with both, and should the officer commanding the Army or Air Force formations be embarked in one of B. N. ships, the appropriate distinguishing flag may be hoisted at the fore to denote the presence of his Headquarters.

1711. Flags and broad pendants on official residence. The Chief of Naval Staff may authorize an officer entitled to fly his flag or broad pendant, to fly the same ashore at the official residence of the officer concerned. See 1737 for Naval Area Commanders.

1712. Flags half-masted. On the death, otherwise than in battle see 0425(5) of a Flag Officer or Commodore whose flag or broad pendant is flying in one of the ships or establishments, his flag or broad pendant is to be half-masted and kept at half-mast until sunset on the day of the funeral, when it is to be hoisted close up and finally struck, . but if the funeral is to take place at a distance from the place where the flag or broad pendant is flying, it is to be kept at half-mast until sunset on the day on which the body is removed from that place.

2. A flag or broad pendent which has been struck in accordance with Article 0425(4) may be temporarily re-hoisted for the purpose of Clause 1.

3. Masthead pendants are not to be half-masted.

4. Instructions on half-masting Colours are given in Article 1720.

1713--1715. Unallocated.

SECTION II

COLOURS

1716. Wearing of Colours by ships in commission. All B.N. ships in commission are to wear Colours as laid down in the following clauses.

2. Peacetime

(a) The Bangladesh Navy Ensign is to be worn:

(i) during the hours laid down in Article 1718, on all occasions;

(ii) outside the hours laid down in Article 1718, whenever a ship gets underway;

(iii) outside the hours laid down in Article 1118 when one of B.N. ships or any other warship is underway during the period between five minutes after sunset and ten minutes before Colours, all ships in the vicinity are to hoist their ensigns if there is sufficient light for them to be seen;

(iv) continuously day and night, by any of B. N. ships which is underway flying the President's Standard or a foreign Royal Standard or Flag of the President of a Republic or escorting a vessel which is flying such a flag or standard.

(b) The Bangladesh Navy Jack is to be worn:

(i) during the hours laid down in Article 1718 by ships at anchor, moored to a buoy or alongside but not when in dock; .

(ii) as at (a) (iv) above.

(c) Ships in dockyard hands for modernization, conversion or refit are not to wear the Jack between the dates of commencement and completion of dockyard work.

3. Wartime. Colours are to be worn as in Clause 2 above. During action an additional Bangladesh Navy Ensign is to be displayed in most conspicuous position without interfering with signaling.

1717 Manner of wearing Colours. In harbour, the Bangladesh Navy Ensign is to be worn at the ensign staff. At sea it is to be worn at the ensign staff whenever possible but in bad weather or when it cannot be worn at the ensign staff, it is to be worn, in a one-masted. ship, on a staff in a

,suitable position on the after superstructure, and in a two-masted ship, either at that staff or at a small gaff on the main mast. The Senior Officer is to arrange for uniformity.

2. . The Naval Jack is to be flown at the jack staff.

1718. Colours-hoisting and hauling down. B. N. ships when lying in home ports and roadsteads are to hoist their Colours at 0800; but, when abroad at 0800 or as the local rules may require; and they shall be worn if the weather permits or directs otherwise, throughout the day until sunset when they are to be hauled down (see 1822).

1719. Lowering flags. B.N. ships are not on any account to lower their flags to any foreign ship whatsoever unless the foreign ships shall first, or at the same time, lower their flags to them.

2. By custom, and as an act of curtesy, merchant ships lower their colours to warships. B.N. ships are to be punctilious in returning such salute but are to be careful to avoid any suggestion of awaiting this mark of respect.

3. Any cases of flagrant or repeated disregard of this practice, particularly by the Bangladesh merchant ships, are to be reported to Naval Headquarters.

1720. Half-masting Colours. When Colours are ordered to be half-masted throughout the day, the ensign and jack are to be hoisted close up when Colours are hoisted in the morning and immediately lowered to half-mast. At sunset Colours are to be hoisted close up before being hauled down.

2. When Colours are ordered to be half-masted for a funeral on shore, they are to be lowered at the time the funeral procession is due to leave the place where the body has been lying and hoisted when sufficient time has elapsed for the interment.

3. When a body is sent out of a ship, Colours are to be halfmasted, when the body is removed from where it has been lying on board, and re-hoisted when sufficient time has elapsed for the interment; but when removed to await interment, colours are not to be half-masted, but the boat conveying it is to wear a boat's ensign at half-mast.

4. For a funeral at sea, Colours are to be half-masted when the body is removed from where it has been lying and hoisted when the funeral prayers are over.

5. *Death of the President.* On the death of the President of Bangladesh the ships and establishments are to half-mast Colours from the time the intelligence of death is received. Colours are to be half-masted throughout the day until sunset on the day of the funeral.

6. *Death of Foreign Sovereign or Head of State.* Orders, about the ceremony to be observed will be issued by Naval Headquarters. The usual practice will be to half-mast Colours on the day of the funeral only, with the ensign, if available, or the national flag of the bereaved nation at half-mast on the mainmast.

7. *Death of other foreign national.* When in foreign ports, should warships of the country concerned half-mast their Colours on the death of one of their national other than the Sovereign or Head of State, Bangladesh Navy ships are to do the same. If a foreign ship is in a Bangladesh port on such an occasion, Bangladesh Navy ships in company should half-mast their Colours on the day of the funeral only unless special orders to the contrary are issued by Naval Headquarters.

8. Bangladesh Navy ships approaching or leaving an anchorage, where any of Bangladesh Navy ships are flying a foreign ensign or national flag at half-mast, or have their Colours at half-mast, are to conform while in sight of the ships in port.

1721. Dressing ship. Bangladesh Navy ships are to be dressed overall as and when directed by Naval Headquarters or Senior Officer present.

2. When ordered to be dressed overall, Bangladesh Navy ships are to dress with masthead flags only, i.e., to hoist national flag at the masthead and naval ensign at the ensign staff and jack at the jack staff when they are :

- (a) underway in the vicinity of an anchorage;
- (b) escorting the President at sea;
- (c) not fitted with dressing lines;
- (d) in dockyard hands;
- (e) so ordered by the Senior Officer present if conditions render dressing overall inexpedient.

3. On occasions when Bangladesh Navy ships are dressed in honour of a national ceremonial occasion or Bangladeshi personage, ships flying the flag or broad pendant of a Flag Officer or Commodore or other distinguishing flag are to hoist the Bangladesh National flag only at those masts at which there is no distinguishing flag. Other ships are to hoist the Bangladesh National flag at each mast.

4. On occasions when Bangladesh Navy ships are dressed in honour of a Commonwealth or foreign ceremonial occasion or personage, the ensign or national flag of the country concerned is to be hoisted as follows:

- (a) Single-masted ships flying the President's Standard or other distinguishing flag side by side with the flying flag, etc.
- (b) Other single-masted ships to hoist the national flag of the other country only.
- (c) Ships with more than one mast flying the President's Standard at the fore.
- (d) Ships with more than one mast flying the main (with distinguishing flag or pendant at the fore).

- (e) Other ships with more than one mast. At the main (with Bangladesh National Flag at other masts).

5. Ships which do not have appropriate Commonwealth or foreign ensign are to fly a Bangladesh National Flag as in Clause 3.

1721A. Alternative positions for the Hoisting of Flags and Ensigns. In Ships with masts and superstructures that do not allow the hoisting of flags and ensigns at the customary or authorised position, the following alternative positions, listed in order of preference, should be used:

- (a) Standard, distinguishing flags, broad and masthead pendants and ensigns to denote the presence of a personage on board, as a proper distinguishing flag, during gun salutes or for display during dress ships:

(i) Where the customary or authorised position is the main masthead:

(1) fore masthead;

(2) main yardarm (Port or starboard as appropriate) as high as possible;

(3) fore yardarm (Port or starboard as appropriate) as high as possible.

(ii) Where the customary or authorised position is the fore masthead:

(1) main masthead;

(2) fore yardarm (port or starboard as appropriate) as high as possible;

(3) main yardarm (port or starboard as appropriate) as high as possible.

(b) Bangladesh Navy Ensign at sea when a staff on the after superstructure a Main-mast gaff or spar or other centre line position is not available:

(i) main yardarm (port or starboard as appropriate);

(ii) fore yardarm (Port or starboard as appropriate).

(c) *Dressing lines.* When suitable center-line positions cannot be provided aloft for dressing line blocks these should be sited at port or starboard yardarms as high as possible. In two-masted ships the blocks should be sited so that the fore-to main is, if possible horizontal; if this is not possible, the foremast block should be higher.

1722. Court-martial ceremonial. The Bangladesh Flag is to be hoisted whenever a court-martial is sitting or is about to sit. It is to be hoisted at the peak or at the yardarm as appropriate.

2. On the day on which the court-martial is to sit, a gun is to be fired immediately after the Colours have been fully hoisted, and before the "carryon" is sounded, or at the time the signal is made if the court is ordered to sit immediately.

3. The Bangladesh Flag is to be dipped between each separate court.

4. Should the court sit for more than one day, the Bangladesh Flag is to be hoisted and a gun fired each day when Colours are hoisted or at any time previously that the court may resume its sitting. The Bangladesh Flag is to be hauled down when the court adjourns for the day.

1723. Flags hoisted when saluting national or Commonwealth authorities. The distinguishing flags of the non-naval authorities, if provided, are to be hoisted at the fore, if necessary alongside any other flag or broad pendant already hoisted, when saluting the authorities mentioned. The flag should be broken at the first gun of the salute and kept flying until its completion.

2. Except when a standard or distinguishing flag is flying to denote the presence on board the saluting ship of the person or authority being saluted, 110 special flag is to be hoisted on the occasion of salutes:

(a) On Bangladesh anniversaries.

(b) To members of British Royal Family.

(c) On customary occasions in the Commonwealth countries.

(d) To Bangladesh authorities for whom no special distinguishing flag is authorized.

(e) To Flag officers and naval authorities of any Commonwealth country.

1724. Flags hoisted when saluting foreign authorities. The appropriate foreign national ensign, or the national flag when there is no recognized national ensign is to be hoisted as follows:

(a) At the main, when saluting another nation (1836) or a foreign Royal personage or Head of State (1837).

(b) At the fore, when saluting a foreign Flag Officer or returning the salute of a foreign Flag Officer or warship, and when saluting any foreign naval, military, air or civil authority.

(c) At the main, when firing a salute in honour of a foreign national anniversary (1841) unless ships are already dressed in accordance with Article 1721(4).

1724A. Flags for salutes for foreign authorities. The Bangladesh National Flag is the appropriate flag to be hoisted by foreign warship when salutes are exchanged with ships or batteries of the Bangladesh Navy, and when salutes to Flag Officers or personal salutes are fired

1725. Flags to be flown on shore. The Bangladesh Navy Ensign is to be flown at any naval establishment which is commissioned as one of Bangladesh Navy ships or which is an independent command. It is also to be flown at the shore headquarters of a Flag or Senior Officer and at naval establishments such as patrol headquarters, camps and by detached units which though not independently commissioned are in fact organized units of the Navy. With the permission of Naval Headquarters the Bangladesh Navy Ensign may be flown at naval recruiting centres.

2. Those establishments which are not normally entitled to fly the Bangladesh Navy Ensign (e.g., store depots) are to fly the Bangladesh Flag (see Appendix XXVII, Part I, for description). On occasions when Bangladesh Navy ships are dressed as in Article 1721, and when specially ordered, such establishments are to fly the Bangladesh Navy Ensign in addition to the Bangladesh Flag. With the special permission of Naval Headquarters, the Bangladesh Navy Ensign may also be flown on appropriate occasions on other buildings which are used for naval purposes.

3. At establishments, referred to in Clause 2, the Bangladesh Flag should normally be flown at the masthead. When the Bangladesh Navy Ensign is also flown, it should be flown at a gaff or yard or from a separate mast. While no special ceremony is required at these establishments, officers-in-charge should ensure that the Bangladesh Flag and the Bangladesh Navy Ensign are treated with due respect. They should be hoisted at the times prescribed for hoisting Colours in Bangladesh Navy ships (1718) and hauled down at sunset or at such fixed hours as may be appropriate to local conditions.

4. In time of war or special emergency, naval medical establishments are to fly the Bangladesh Flag at the masthead and the Geneva (Red Cross) flag at a gaff or yard. The Geneva flag is not normally to be flown by the medical establishments in time of peace.

5. On occasions of important ceremonial reviews or international naval displays on shore outside Bangladesh, the Bangladesh Navy Ensign may be carried with naval landing parties at the discretion of the Chief of Naval Staff or the Senior Officer present. The landing of the Bangladesh Navy, Ensign in a foreign territory is to be restricted. to the States recognized by the Government of Bangladesh, and is to be limited to occasions when the Head of State visited is present.

6. See also 1704(5) on distinguishing flags on shore, 1707 Masthead pendant, and 1737 Naval Area Commanders

1726-1730. Unallocated.

SECTION III

FLAGS IN BOATS AND CARS

1731. Boats ensign. In home waters, ensigns are to be worn by boats belonging to Bangladesh Navy ships on all occasions when going alongside a foreign warship. They are also to be worn, between the times of hoisting Colours and sunset, when Bangladesh Navy ships are dressed or when the boat is flying in the bows one of the distinguishing flag, referred to in Article 1709.

2. In foreign waters, the ensign is always to be worn when away from the ship between dawn and dusk, and on all occasions going alongside a foreign warship.

3. The ensign is to be worn at half-mast when a body is being conveyed in a boat, either in home or foreign waters and when ships' ensigns are at half-mast (1720);

4. Ensigns are not to be worn by boats under sail.

1732. Officers-in-command. A Flag Officer or Commodore entitled to fly his flag or broad pendant in a ship or naval establishment or an officer holding an appointment in command of a ship in commission including a shore establishment commissioned as a ship, when proceeding on duty in a boat on occasions of ceremony or other official occasions, may fly in the bows the flag, broad pendant or masthead pendant applicable to his rank. See also 1741 and 1759 for ceremonial in ships passed.

2. The flag, broad pendant or masthead pendant is to be flown only during the hours of daylight. See also 1709 (1) (b) on other distinguishing flags flown in boats, 1735 Members of court-martial and 1138 Officer of the Guard.

1733. Flag Discs to be displayed. The following discs, which are to measure approximately 10 inches in diameter, are established for use in boats by senior officers when the full ceremonial prescribed in Articles 1751 and 1752 is not required:

(a) A Red Disc with a white cross painted thereon is to be displayed on formal occasions when officers who are entitled to fly a flag or broad pendant are proceeding on duty but when the full ceremonial is not required.

(b) A Blue Disc with a white cross painted thereon is to be displayed on formal occasions when officers of flag rank or Commodores, who are not entitled to fly a flag or broad pendant are proceeding on duty.

(c) A White Disc with five black crosses painted thereon may be used on informal occasions by the officers referred to, when courtesy salutes only will be accorded.

1734. Flag Captain. A Flag Captain is to have painted on his boat the flag of the Flag Officer on whose staff he is serving.

1735. Members of court-martial. An officer who is president or member of a court-martial and is not otherwise entitled to fly a flag, broad pendant or masthead pendant, is to fly a masthead pendant in the bows of boat between the hours of Colours and sunset when proceeding to and from the court.

1736. Flags and broad pendants on cars. All Flag Officers, Commodores-in-Command and Commodores holding the following appointments are entitled to fly their flags or broad pendants on their official cars when proceeding on duty:.

(a) all Principal Staff Officers in the Naval Headquarters;

(b) the Naval Administrative Authority, Dacca;

- (c) the Commodore Commanding, Chittagong;
- (d) the Naval Officer-in-Charge, Khulna;
- (e) the Director, Medical Services (Navy).

2. All Officers of the rank of Commodores as entitled to display appropriate star plates (N.R. 1739) on their cars.

3. The Flags or broad pendants and star plates are not to be displayed unless the authorised officer is in the car. Flags or broad pendants are not to be displayed on private cars.

4. Car flags are to be of the following dimensions:

Officers	Dimensions of car flag
(a) The Chief of Naval Staff	10½ " X 7"
(b) Other Flag Officers	9" X 6"

(c) Commodore's broad pendant and senior

officer's pendant (breadth at

fly 3½", length of points 4") 12' X 6"

5. The flags or broad pendants and star plates are to be displayed only on Service cars. They are not to be displayed in the following cases:

- (a) On private cars.
- (b) On Government cars bearing civil registration numbers.
- (c) When the officer entitled to them is wearing plain clothes

unless proceeding to attend an official function where civilian dress has been prescribed to be worn.

1737. Naval Area Commanders. The Naval Area Commanders, if not entitled to fly a flag or broad pendant, may fly senior officers pendant (1706) at their offices, residences and on their cars while proceeding on formal occasions of duty.

1738. Officer of the Guard. The Officer of the Guard, proceeding on duty in a boat, is to fly a masthead pendant both by day and night.

1739. Star plates on cars. Star plates may be displayed on cars carrying officers of Flag rank and Commodores, at the front and rear of such cars. The number of stars denoting rank is as follows:

Rank	Number of stars
(a) Admiral of the Fleet	5
(b) Admiral	4
(c) Vice-Admiral	3
(d) Rear-Admiral	2
(e) Commodore	1

2. The plates are only to be displayed on Journeys made on duty.
3. The plates are to be painted in navy-blue and the stars in white.
4. The star plate of the Chief of Naval Staff is to have a fouled anchor below a star and crescent, between the stars. The front star plate is to be so painted as to have the outer one-fourth of the length on each side in white.

1740. Unallocated.

SECTION IV

MILITARY HONOURS AND MARKS OF RESPECT

1741. Table of marks of respect. The marks of respect to be paid to the President, foreign Heads of States, officers and officials on their arrival at and departure from Bangladesh Navy ships and establishments are summarized in the tables overleaf; Table 1 also contains the authorized scale of gun salutes. The relevant articles should be consulted for detailed instructions.

2. These marks of respect are normally paid only between Colures and sunset, but the Senior Officer concerned may waive this rule in special circumstances. See 1823 Hours for guards and bands.

3. The "Alert" and piping the side are used on all occasions; guards and bands are paraded for ceremonial visits. See 1746 (2) for salute by bugle when band is not available.

4. Where "No" appears in Table 1, Column 3 (Alert), attention

5. Where "No" appears in Table 1, Column 4 (Pipe), the visitor should be piped if he is in naval uniform and entitled to be piped under Articles 1744 and 1758

6. A Petty Officer's guard is to be paraded for a Captain or Commander attending a court-martial, a Sub-Lieutenant's guard for an officer of Rear-Admiral's rank or Commodore not being a Chief of Naval Staff: and a Lieutenant's guard in all other cases except for those personages entitled to a President's Guard (see 1747 and 1748). See also 1742 Guards and Salutes.

CEREMONIAL (1)

Article 1741- Table II

Marks of respect to be paid by ships being passed by boats with Important personages

(Articles 1759 to 1761)

Indication	Alert	Pipe "S till"	Guard and band
(1)	(2)	(3)	(4)
President's or Royal	Yes	(a)	Yes

Standard.			
Flag or broad pendant	Yes	(a)	Yes (b)
Red or Blue Disc (1733)	Yes	(a)	No
White Disc (1733)	No	No	. No
Masthead pendant	No	No	No
Official flying flag who Is	Yes	(D)	Yes
received with guard and			
band (1761).			
Official who Is received	Yes	(D)	No
with "Alert" only (1750).			

Notes : (a) The "Still" is to be piped if no bugler is available. Ships under way are to pipe the "Still" only. .

(b) The ship of an officer senior to the officer in the boat should sound the "Alert" but not parade guard and band [1759(2)],

(c) The Officer of the Watch (or If none, Quartermaster) should salute from the gangway in ships not under way in all the above cases.

(d) The same marks of respect are to be paid to equivalent foreign officers and officials.

1742. Guards and salutes. The following table indicates the occasions when the Navy may be called upon to parade a guard in honour of the Dignitaries shown. The composition of the guard to be paraded and the salute to be given on such occasions are laid down in the

table

1743. The "Alert". In addition to other occasions specifically prescribed (see 1741, 1747 to 1752, and 1755 to 1762), the "Alert" is to be sounded on the bugle, between the hours of Colours and sunset, whenever an officer of Flag rank or Commodore, in uniform, comes on board or leaves any of Bangladesh Navy ships, or visits a naval establishment. 2. The "Alert" is to be sounded at the hoisting and hauling down of Colours, see 1822.

1744. Piping the side. Between the hours of Colours and sunset, the side is to be piped for any of the following coming on board or leaving one of Bangladesh Navy ship:

- (a) The President.
- (b) Foreign Head of State, if in naval uniform.
- (c) Officers of Flag rank in uniform and Commodores in uniform.
- (d) An officer in uniform if holding an appointment in command of a sea-going ship or tender in commission, but such officer coming on board by a brow is not to be piped unless he arrives at a pre-arranged time.
- (e) The president or a member of a Court-martial proceeding to or returning from the court.
- (f) The Officer of the Guard when flying a pendant.
- (g) A dead body when being brought on board or sent out or a ship.

2. The side is to be piped for all foreign naval officers in uniform at all hours.
3. The side should normally be piped for an officer entitled to it, even though he may be accompanying an officer senior to him who is not so entitled.
4. The side is not be piped at any shore establishment.
5. For officers on the Retired List, see 1758.

1745. The National Anthem. The National Anthem is to be played at the reception of the President. For further rules on the playing of the National Anthem, see Appendix XIV.

2. For the reception of foreign Sovereigns, Presidents of Republican States and members of reigning Royal Families, see 1748.

1746. Musical salutes and airs. The following airs are to be played on the authorised occasions:..

- (a) General Salute for officers of Flag rank... to be specified

(But see 1741, Table 1, Serial No. 21. later on)

- (b) Commodore's Salute for Commodores entitled to fly broad pendant ... (To be specified later on) (*see also* 1741, Table 1, Serial No. 21). .

2. The General Salute or Commodore's Salute shall be sounded on the bugle when a band is not available.

1747. The Head of State. The President is to be received on board any of Bangladesh Navy ships or on arrival at naval establishments by a President's Guard with arms presented, the bugles sounding the "Alert", the officers saluting, and the band playing the National Anthem.

1748. Foreign Sovereigns, Presidents of Republics and Members of reigning Royal Families. The honours and marks. of respect laid down in Article 1747 are to be paid, except that the foreign national anthem *is* to be played instead of the National Anthem of Bangladesh. A foreign national anthem is to be played in full, unless a recognized abbreviated version is known to exist and is appropriate to the occasion.

1749. Commonwealth Prime Ministers, foreign Heads of Government, and foreign officials of high distinction. The Prime Ministers of Commonwealth countries and the Heads of Governments of foreign nations are to be received with the "Alert" when visiting Bangladesh Navy ships and establishments in their official capacity.

2. The same honours and marks of respect are to be paid to Commonwealth and foreign officers of equivalent rank as are prescribed by these regulations for the officers and officials of Bangladesh but foreigners of high distinction who are normally received with a guard of honour when visiting ships of their own nation are to be similarly received when visiting Bangladesh Navy ships.

1749A. Defense Minister of Bangladesh. The Minister for Defence is to be received with the "Alert" when visiting naval ships and establishments. In case of an official visit, the guard and band are to be paraded.

1750. Officers of non-military services. The officers of the Bangladesh Foreign Service entitled to a salute of eleven guns or more, are to be received on board a Bangladesh Navy ship with the "Alert"."

2. It is at the discretion of the senior naval officer present to order that other distinguished persons visiting Bangladesh Navy ships in their official capacity shall be received with the "Alert", when he considers that this action would be appropriate.

3. Officers of the non-military services who are also officers of Flag rank or General or Air Officer, are, when wearing the uniform of their rank, entitled to the honours due to that rank, if the civil offices they hold do not entitle them to those or higher honours and marks of respect.

1751. Officers of honorary Flag rank. An officer of honorary Flag rank, when in naval uniforms, is to be accorded the same honours and marks of respect as an officer of equivalent Flag rank.

1752. Officers of Flag rank and Commodores. On ceremonial occasions Flag Officers and Commodores entitled to fly a broad pendant are to be received on board a Bangladesh Navy ship or on arrival at a naval establishment by a guard with arms presented, the bugle sounding the "Alert", the officers saluting, and the band playing the salute.

2. Other officers of Flag rank and Commodores who are not entitled to fly a flag or broad pendant are to be received in the same manner when paying formal visit or attending a court-martial as president or member.

3. The same honours and marks of respect are to be paid to foreign officers of equivalent rank as are prescribed by these regulations for officers of Bangladesh.

1753. Captains. A Captain when flying a pendant, is to be received on board a Bangladesh Navy ship or on arrival at a naval establishment by a guard with arms presented.

2. A Captain who is not entitled to fly a masthead pendant is to be similarly received when attending a court-martial as president or member or carrying out a formal inspection.

1754. Captains or Commanders attending court-martial. A Captain or Commander attending a court-martial as president or member is to be received by a guard. The guard is to present arms only to Captains.

1755. Honours at departure. The military honours and marks of respect authorised in the foregoing articles are, unless otherwise ordered, to be rendered at the departure as well as at the reception of the personages and officials specified.

1756. Proceeding on board otherwise than by boat. When an officer proceeds on board a Bangladesh Navy ship or arrives at a naval establishment otherwise than by a boat in circumstances under which he would be flying his flag or pendant if he had proceeded by boat, he is to receive the same honours and marks of respect as if he had so proceeded, but see 1744 (4) on Piping the side.

1757. Army and Air Force officers. Officers of the Bangladesh Army and Air Force, in uniform, are to be received on board a Bangladesh Navy ship, or on arrival at a naval establishment, with the same honours and marks of respect as are directed by these Regulations to be paid to officers of corresponding rank and status in the Navy, when the occasion of a visit is of a similar nature to those laid down, except as regards piping the side.

1758. Officers on the Retired List. The "Alert" is to be sounded and the side piped for an officer on the Retired List under the same rules (1743 and 1744) applicable to an officer of equivalent rank on the Active List, when he goes on board a Bangladesh Navy ship, or arrives at a naval establishment, in his proper uniform.

1759. Boat passing with the Head of State or a foreign Head of State, or flag flying. When the President" or a foreign Royal personage or Head of State in a boat or tender, or when a Flag Officer or Commodore, with flag or broad pendant flying in a boat or tender, is passing a ship not under way, the guard and a band are to be paraded, the "Alert" sounded, and the salute given as laid down in Articles 1747, 1748 and 1752, unless otherwise ordered.

2. If a ship, not under way, is flying the flag or broad pendant of an officer senior to the Flag Officer or Commodore passing in a boat or tender, the "Alert" is to be sounded but the guard and band are not to be paraded.

1760. Boat passing with Discs displayed. When an officer of Flag rank or Commodore in uniform is passing a ship not under way in a boat displaying a Red or Blue Disc (1733) as appropriate, the "Alert" is to be sounded on the bugle.

1761. Omitted

1762. Two ships passing. When, between sunrise and sunset, a Bangladesh Navy ship passes another ship which is not under way, and if either be flying a Flag or Standard or other distinguished flag or is a flagship or foreign warship, the junior ship is to sound the 'Alert' and to other is immediately to do likewise and after a short interval sound the "Carry on". The junior ship is, after a short interval, also to sound "Carry on". If the guards and bands are paraded, the junior ship is to give the appropriate salutes as laid down in Articles 1747, 1748 and 1752, the guard in the senior ship receiving the salute at the "slope"; but if one of the ships be a foreign warship, a similar salute to that laid down in Article 1752 is to be given by the junior and returned by the senior in full, the bands playing the foreign national anthem. In cases of doubt as to seniority Bangladesh Navy ships are to be prepared to give the salute first at the most opportune moment, provided that they are satisfied that it is likely to be returned in a similar manner.

2. If neither ship be a flagship, nor a warship of a foreign nation, the bugle is not to be used but similar marks of respect are to be paid and returned by pipe. If guards and bands are paraded, the guard is to remain at the "slope".

3. When a Bangladesh Navy ship passes another ship which is also under way, the foregoing marks of respect are to be paid and returned by pipe only. If guards are paraded, the guard is to come to the "slope" but if a foreign warship should act, or appear likely to act, as laid down in Clause 1, reciprocal action is to be taken by a Bangladesh Navy ship when passing, or being passed by, such foreign warship.

1763. Salutes and marks of respect in boats. The rules given in B.R. 67(2) Seamanship Manual, Volume II, are to be observed.

1764. Naval personal salute. The naval personal salute is to be made by bringing the right hand up to the cap naturally and smartly, but not hurriedly, with the thumb and fingers straight and close, together, elbow in line with the shoulder, hand and forearm in line, the thumb being in line with the outer edge of the right eyebrow, with the palm of the hand turned to the left.

2. When in uniform, the salute with the hand is to be made only when wearing headgear. When in plain clothes, the salute is, to be given and-returned by raising the hat or, if uncovered, by saluting with the right hand.

3. When the Colours are hoisted or hauled down and when the National Anthem or any foreign national anthem is played, all officers and sailors not fallen in are to stand to attention and face in the required direction, saluting if in uniform and wearing headgear, and standing uncovered if in plain clothes. Parties fallen in are to be called to attention by the officer or sailor in charge, who alone is to salute. When a national anthem is played indoors or between decks, individual officers and sailors in uniform are to salute if wearing headgear; if uncovered, they are

to remain uncovered and stand to attention; those in plain clothes are to stand to attention uncovered.

4. On board Bangladesh Navy ships officers and men are to salute when they come over the gangway, and when addressing or addressed by their superiors. Sailors are to stand to attention when passed by an officer.

5. The salute, in addition to being a mark of respect, is a simple act of courtesy and good manners. It behoves all officers and men to recognize a senior officer ashore and accord him the prescribed salute. The following are to be saluted:

(a) The Head of State.

(b) Foreign Sovereigns, Heads of States and members of reigning Royal Families.

(c) Officers of the Bangladesh, Commonwealth or foreign armed forces in uniform.

(d) Officers in plain clothes who are known to be officers either by reason of their position or because they belong to the same ship.

(e) Cars flying an official distinguishing flag or pendant (1736). These insignia are not displayed unless the officer entitled to them is in the car.

(f) Uncased Colours carried by military, naval or air force units

(g) Funerals.

6. The following general rules for the exchange of personal salutes on shore are to be observed:

(a) Sailors are to salute all officers. When two or more sailors, not in an organized party, pass or are passed by an officer, all are to salute. A sailor who is standing about is to face and salute an officer who passes him; if sitting, when an officer approaches, he is to rise, stand to attention and salute. See also 1208(S)(g).

(b) Officers are to salute all officers superior in rank to them. When two or more officers, not in an organized party, pass or are passed by a senior officer, all are to salute.

(c) A junior officer in company with senior officer is to salute only those officers who are senior to the latter.

(d) Officers are to return all salutes from junior officers and sailors. When two or more officers together are saluted, the senior officer only is to return the salute.

(e) When organized parties in the charge of an officer or sailor pass, or are passed by, a senior officer, they are to be called to attention, the officer or sailor in charge only saluting.

(f) Officers and sailors riding bicycles (pedal or motor) are to salute provided that the chance of accidents are nil.

(g) The senior officer or sailor in a vehicle, whether driver or passenger, is to salute when passing a senior officer, the remaining passengers meanwhile sitting to attention.

(h) The driver of a vehicle or rider of a bicycle is not required to salute when such action might result in dangerous driving.

(i) Salutes are not normally to be exchanged in such places as drill sheds, railway stations, stands at race or sports meetings, except when an officer or sailor is being addressed personally by a superior or is making a report.

1765. Inspections without arm. When inspected by an officer of Flag rank, Commodore, or Captain or by the officer in command of the ship, of whatever rank, all sailors below Petty Officer are to take off their caps on the order being given by the Officer-in-charge. Master chief petty officer, chief petty officers and petty officers, when space admits, saluting together and returning to the position of attention. When space does not admit of each giving the salute, it is to be given by the right-hand man only, who should be the senior sailor.

2. When being mustered by an officer of Flag rank, Commodore or Captain, or by the officer in command of the ship, of whatever rank, all sailors below Petty Officer are to take off their caps as they pass round.

3. When inspected by an officer at Divisions, Quarters, Watch fall in, and on all other occasions of falling in for inspection without arms, master chief petty officers, chief petty officers and petty officers and men are to be called to attention.

1766-1800. Unallocated.

SECTION I

PROVISION OF NAVAL ESCORT TO VIPs.

1801. Naval escort. Naval escort, when ordered, is to be provided to the President, Heads of States and other VIPs. etc., as follows;

(a) *State function.* The President shall be provided with an escort of one officer, one Master Chief Petty Officer and 12 sailors with two jeeps and 12 motor cycles forming two divisions. The leading division shall comprise one officer in the jeep and three files of motor cyclists while the rear division is to comprise three files of motor cyclists and one Master Chief Petty Officer in the jeep.

(b) *Military functions.* On military functions other than those mentioned in (a) above, the President's escort shall comprise two files of motor cyclists in the leading division and one file in the rear division.

(c) *Visits of foreign Heads of States.* A foreign Head of State visiting Bangladesh is to be provided with an escort as for the President in (a) above.

(d) *The Defence Minister and Chief of Staff* shall each be provided with an escort of four motor cyclists in front when attending military functions.

(e) Omitted

(f) *Foreign VIPs.* A foreign V.I.P. is to be provided with an escort if ordered by the Government, as in (d) above.

(g) *General, Flag and Air Officers Commanding* when attending ceremonial parades as reviewing officers shall be provided with escorts of two motor cyclist.

2. When more than one dignitary may attend a military function, only the senior most dignitary is to be provided with an escort

3. In case of non-availability of Naval Police, other sailors may be used for the escort duty.

1802-1809. Unallocated.

SECTION II

OFFICIAL VISITS, PRECEDENCE AND CEREMONIES

1810. Visits to foreign ports. The visits of Bangladesh Navy ships to foreign ports are classified as follows:

(a) *Formal visits* are those requiring special honours and ceremonies to be rendered. These visits are normally made when important personages are embarked, when participating in national ceremonies or on other occasions.

(b) *Informal visits* are those involving participation in local ceremonies in which formalities are normally restricted to customary salutes and exchange of calls; they may, and usually do, include the objectives of operational visits.

(c) *Operational visits* are those made primarily for logistics, repairs, search and rescue, transport of personnel recreation, passage through territorial waters, combined exercises;

material trials or in connection with other operational tasks. Calls and other formalities are restricted to those necessary.

1811. Procedure for visit to ports outside the Commonwealth. The following procedure for obtaining Government sanction and informing the authorities concerned' of the countries to be visited is to be followed:-

(a) Formal and informal visits:

(i) Before making such visits to foreign ports, the approval of the Cabinet is to be obtained. Naval Headquarters is to forward the detailed programme of the proposed cruise to the Ministry of Defence who, after consulting its Finance Division and the Ministry of External Affairs will refer the matter to the Cabinet for approval.

(ii) Having received the approval of the Cabinet, the Ministry" of Defence, under intimation to the Ministry of External Affairs, will inform the Bangladesh diplomatic representative in the country concerned of the nature of the proposed visit for the information of the Government of that country. The Ministry of Defence will also obtain the list of names and titles of the Head and other important officials of the Government or Administrative concerned, through the Bangladesh diplomatic representative, and also the names and designations of Bangladesh diplomatic representatives, and the principal members of his staff, if any.

(iii) On receipt of the Government approval, Naval Headquarters will inform the Commanding Officer of the ship or Senior Officer of the ships proceeding on the cruise about the notifications given to the Government or Administration of the countries concerned, and provide lists of names and titles referred to in (ii) above.

(iv) Any communication, regarding supplies to be procured locally or else, which the Commanding Officer of the ship or Senior Officer of the ships may like to have with the local authorities should be addressed through the Bangladesh representative, if any, in the country concerned.

(b) Operational visits. In the case of operational visits to foreign ports the procedure described in (a) above is to be followed except in an emergency such as stress of- weather, landing dangerously ill personnel, and for emergency repairs, when it is necessary to inform the Ministry of Defence at the earliest opportunity.

1812. Procedure in Commonwealth ports.

(a) Formal and Informal visits: The procedure prescribed in Article 1811 (a) is to be followed except that in case of informal visits, the Ministry of Defence, after consultation with its Finance Division and the Ministry External Affairs may approve the proposed visit if there is no objection to it, and Naval Headquarters will notify the British Commonwealth naval authorities or the Governor of the Colony concerned.

(b) Operational visits: Approval of the Ministry of Defence will be necessary except in circumstances stated in Article 1811 (b) when information to the Ministry of Defence is to be given at the earliest opportunity.

1813. Exchange of visits with ,officers of Armed Forces of other' countries. *Naval Officers.* The following rules, in which the maritime powers have generally concerned, are to be observed by all naval officers regarding the exchange of visits with officers of friendly foreign warships in all ports whether in Bangladesh or abroad:-

(a) On the arrival of any warship of another nationality, the officer in command of one or more ships in port, whatever may be his rank, is to send an officer-to such arriving ship, or

in the case of a fleet or squadron, to the ship of officer in chief command of it to offer the customary courtesies. The Captain of the ship to which this visit is paid is to send an officer to return it.

(b) Within 24 hours of his arrival, the officer in chief command of the arriving ship or ships is to visit the officer in chief command of the fleet or squadron or single warship of another nationality present at the port, if he be his equal in grade, and the visit will be returned within 24 hours of being paid. In the case of the officers of different grades, the inferior is to pay the first visit, the same limits of time being observed as to the visit and its return. The grades are:

Admiral	Captain
Vice-Admiral	Commander
Rear-Admiral	Lieutenant-Commander
Commodore	or other officer in command.

Exceptionally, for the purpose of this article, the professional Head of a Navy is to be regarded as the senior officer regardless of his actual rank and seniority. As between officers holding those appointments the normal rules of rank and seniority apply.

(c) Officers of the superior grade are to return the visits as follows :

Flag officers and Commodores Captains and those *of* grades are to return the visits of superior to Captain; they should send their Flag Captain to return the visits of Commanders and Lieutenant-Commanders and other officers in command. Captains and officers of a lower grade are to return the visits of Commanders and officers of inferior rank in command.

(d) After the exchange of visits between the Senior Officers has taken place, the Captains and other officers in command of the several ships of war arriving should visit the Captains or other officers in command of the warships in port, who will return their visits.

(e) Bangladesh Navy officers may expect that strict reciprocity will be observed in similar circumstances by foreign naval officers in respect of those visits of ceremony.

2. *Army and Air Force Officers.* On the arrival of one or more of Bangladesh Navy ships at a foreign port where the Army or Air Force units of a friendly nation are quartered, visits are to be exchanged between the officers in command of such forces and the Senior Officer in command of Bangladesh Navy ships in accordance with the following rules:

(a) The officer in chief command of ship or ships is to pay the first visit to the senior officer of the Army or Air Force in the vicinity of the port if he be equal in rank, and the visit will be returned within 24 hours of being paid. When the officers are not of equivalent rank, the inferior should pay the first visit, the same limit of time being observed as to the visit and its return. "Exceptionally, for the purpose of this article the professional Head of an Armed Service is to be regarded as the senior officer regardless of his actual rank and seniority. As between officers holding these appointments the normal rules of rank and seniority apply.

(b) The Flag Officers and Commodores are to return in person the visits of Colonels, Group Captains and those of superior rank; they are to send a Captain or Commander to return the visits of Lieutenant-Colonels, Wing Commanders or other officers in command.

(c) Captains and officers of lower rank in command of Bangladesh Navy ships are to return in person the visits of Lieutenant-Colonels, Wing Commanders, Majors and Squadron

(d) When officers are of equivalent rank and the same seniority, the officer arriving at the port is to pay the first visit.

1814. Exchange of visits with civil authorities in ports abroad. The Chief civilian authority of the port should, as a general rule, receive the first visit from the Senior Officer in command of Bangladesh Navy ship or ships.

2. Return visits will be paid, within 24 hours, in person to Flag Officers and Commodores flying their flags or broad pendants, and by an Aide-de-Camp or other officer deputed in all other cases.

3. Visits paid to a Head of State or Government or Cabinet Minister are not returned.

1815. Bangladesh diplomatic officers. The Senior Officer *in* command of Bangladesh Navy ship or ships is to pay the first visit to the Bangladesh diplomatic officers in charge of Embassies or Legations, including those of other Commonwealth countries, of or above the rank of Charge d'Affairs; but he will receive the first visit from diplomatic functionaries below that rank.

2. In case Of doubt the status of the diplomatic functionary in charge of the Embassy or Legation should be ascertained before the exchange of visits.

3. When ships of the Bangladesh Navy *visit* Commonwealth and foreign ports at which Commonwealth diplomatic and/or consular officers are stationed, visits may be exchanged with those officers, by mutual arrangements, keeping in view the foregoing rules. Bangladesh representative, if any, is to be consulted before such visits are arranged.

1816. Consular authorities. On the arrival of a Bangladesh Navy ship or ships at a foreign port, the first visit *is* to be paid by the naval or consular officer who is subordinate *in* the rank to the other.

2. The officers of" the Bangladesh Foreign Service rank with officers of the Bangladesh Navy as follows:-

Consul-General with, but after, Rear-Admiral

Consul with, but after, Captain

Vice-Counsul *with*, but after, Lieutenant-Commander

Consul Agent with, but after, Lieutenant.

3. The officer-in-charge of a consular post during the absence of the incumbent will take, while in charge, the rank of the incumbent.

1817. Order of visits. When an officer has to pay a series of visits to civil, naval, military or air force officers, no sequence or priority of such visits can be *laid* down and they are to be arranged mutually to suit the convenience of the officials concerned.

1818. Boats for visits. The senior naval officer present will arrange, when necessary, to provide a suitable boat to enable the diplomatic officer to pay an official visit to the senior naval officer's ship.

1819. Inability to visit. Should an officer find that from indisposition he *is* unable to return or pay a *visit* in person, he . will depute some suitable officer to do so on his behalf, the circumstances being explained to the official to be visited.

1820. Warrant of Precedence in Bangladesh. (*To be published later*).

1821. Order of precedence in combined parades. The order of precedence in combined ceremonial parades, comprising a number of separate units belonging to more than one Defence Service, will be as follows:

- (a) The Army.
- (b) The Navy.
- (c) The Air Force.
- (d) Female units in the same order but after all male units.

2. The order of precedence of units within each Service will be according to the instructions of the Chief of Staff of the Service concerned.

3. Contingents of Cadets and Boys will parade after those of other Defence Services, *in* the order of precedence given in Clause 1.

1822. Ceremony at Colours and sunset. When "Alert" is sounded for the hoisting or hauling down of Colours, officers and sailors are to stand to attention and salute as directed in Article 1764. Men hoisting and hauling down the colours are to remove their caps and place them by the foot of the ensign staff or mast before the ceremony.

2. When bands are ordered to play at the hoisting of the Colours they are to play the Bangladesh National Anthem, and then, should the warships of other countries be present, the National Anthem of those countries, playing first the anthems of the countries represented by Flag Officers in the order of authority of those officers, and the remainder in an order varied from day to day.

3. When in a foreign port, bands are to play the National

Anthem of the country in which the port is situated immediately after the Bangladesh National Anthem.

1823. Hours for guards and bands. In harbour the following are the normal hours within which guards and bands are liable to be paraded. At other times they will not be required unless specially ordered before-hand, except as in Clause 3.

WEEK-DAYS

From Colours to 1200 hours and

From 1400 hours to sunset (not on Fridays)

SUNDAYS

From Colours to 1200 hours

2. Guards and bands will not be required from one and a half hours before carrying out general drill until one hour after the general drill is completed.

3. In a ship carrying a band, the guard and band will be required to be paraded any time between Colours and sunset, but not on Sundays and Fridays after 1200 hours, unless otherwise ordered, when proceeding into or out of harbour, or when passed by a ship or boat flying the President's Standard or flag of a distinguished personage, or by a foreign warship.

1824. Procedure to be adopted by guests at reception and departure of the President and VIPS. All guests will stand up and all officers in uniform, except those on personal attendance of

the President or V.I.P. will salute when the President's Salute is given, and will resume seats when the President or V.I.P. proceeds to inspect the guard. The guests will again stand up when the President or V.I.P. leaves the place on conclusion of the function. *See* also 1747.

1825. Anniversaries celebrated by Commonwealth countries. The following is the table of important anniversaries and festivals celebrated by the Commonwealth countries in which Bangladesh Navy ships present may be instructed or requested to participate.

1826. The loyal and official toasts. The health of the President should be honoured seated in all naval messes whether on board ship, or on shore except when the National Anthem is played the toast should then be drunk standing. The toast is to be drunk on all occasions of formal dinner in naval messes. It is not necessary that the toast should be drunk in wine. Water or any other non-alcoholic drink approved by the mess committee may be used.

2. *The National Anthem.* If a band is present, the National Anthem is to be played as an accompaniment to the loyal toast on the following occasions only:

(a) *When the President is present and wishes the Anthem to be played.* The President's pleasure should be sought before hand.

(b) *When toasts to foreign Heads of States are included.* On these occasions, the appropriate foreign National Anthems should also be played.

3. *Procedure when guests other than Bangladesh are present.* Whenever Commonwealth or foreign officers or officials are entertained officially on board Bangladesh Navy ships or in naval establishments on occasions when it is customary for toasts to be exchanged, the procedure in the Table at the end of this article is to be observed. This procedure should be arranged beforehand between the Bangladesh Navy officer, who is the host, and his guests.

4. *Commonwealth and foreign National Anthem.* When a Commonwealth or foreign National Anthem is played in accompaniment to a toast, an abbreviated version should not be used unless it has been ascertained that this would be in accordance with the custom of the country concerned. If two or more National Anthems are played, they should be in the order in which countries are named in the collective toast.

5. *Naval messes.* Flag Officers', Commodores Commanding, Commanding Officers', Wardroom and Gunroom messes in Bangladesh Navy ships and establishments, including the official residences of the Chief of Naval Staff, Flag Officers, Commodores flying their broad pendants and Commanding Officers of establishments, are regarded as naval messes for the purpose of this regulation.

SECTION III

GUN SALUTES

1831. General rules. No salutes are to be fired from the Bangladesh Navy ships without previous permission from the Senior Officer present, and the firing of the salutes when authorised by these regulations is normally to be restricted to those ships which are authorised to salute (*see* 1832).

2. The interval between successive guns of a salute is five seconds.

3. As a rule, salutes are not to be fired between sunset and 0800 hours but a salute fired by a foreign ship of war within this period is to be returned. In Commonwealth and foreign ports the custom of the country is to be followed.

4. At sea, the regulations for interchange of salutes with foreign ships of war are to be observed without unreasonable delay.

5. If a ship which may reasonably be expected to do so is, for any reason, unable to fire or return a salute" the circumstances are to be explained at once.

6. Instruction about flags to be hoisted during salutes are given in Articles 1724.

1832. Ships authorized to salute. Unless otherwise directed by Naval Headquarters salutes are to be fired by ships larger than destroyers when such ships are commanded by a Captain or a Commander and carry three or more Q. F. guns of the same nature, suitably placed, for which saluting charges are provided.

2. In foreign ports frigates may be specially authorised to fire a salute provided they are commanded by a Captain or Commander.

3. If, for any special reason, omission to fire a salute to a foreign nation or flag or on the occasion of an important national event cannot be explained without giving offence, the salute is to be fired by any ship which can safely do so, whether classified as a saluting ship or not..

1833. Salutes by shore batteries. Naval saluting batteries are to follow the saluting rules laid down for Bangladesh Navy ships.

1834. Recognized governments. Salutes to foreign Royal personages and other foreign authorities and flags are authorized only in the case of a government formally recognized by Bangladesh.

1835. Salutes not authorized. No salutes other than those authorized by regulations are to be fired except on special occasion of some important national event, when the Senior Naval Officer present, may with the prior approval of the Government direct such salutes to be fired as the occasion may require. Such salutes will in no cases exceed 19 guns.

1836. National Salutes. The following regulations, in which the maritime powers generally have concurred, are to be observed for National Salutes.

2. The Captain of a ship, or the senior officer of two or more ships, when visiting a foreign port where there is a fort or saluting battery, or where a ship of the nation is lying, is to salute the national flag with 21 guns on each visit, on being satisfied that the salute will be returned, but by agreement with the local authorities the salute may be dispensed with when a ship returns to port after leaving temporarily.

3. During operational visits to foreign ports as defined in Article 1810 the customary firing of salutes should be carried out unless mutual arrangements are made to the contrary.

4. On the occasion of a visit to a foreign port where there is no saluting battery and no ship of the nation is lying on arrival, and a ship of the nation arrives during the visit, a salute to the national flag is only to be fired after mutual agreement between the senior officers of the ships concerned.

5. A salute is not to be fired when passing through territorial waters with no intention of anchoring in them, or making fast in' any way, even if a saluting station is passed unless usual circumstances make it desirable.

6. If the ship of a senior Bangladesh Navy officer is already present in the port, the junior officer is not to fire a salute.

7. Except when the salute to the national flag is considered as a salute personal to the President's Flag as laid down in Article 1840(2), and subject to the provisions of Clauses 2 and 3, the salute to the national flag is to be returned gun for gun. Should there be no shore battery from which it can be returned, the senior naval officer present is to do so.

1837. President's Salute. The President's Salute consists of 21 guns.

2. A President's Salute is to be fired from all Bangladesh Navy ships present which are authorized to salute (*see* 1832) and from a shore battery from which salutes are usually fired, in honour of the following personages:

The President of Bangladesh; Head of the Commonwealth; a foreign Crowned Head; President of a Republican State; members of reigning Royal Families.

3. The salute is to be fired on the occasions stated hereunder (but *see* also 1839(3):-

(a) On their arrival at and final departure from any place in home waters; but a President's Salute is not fired when a ship flying a foreign Royal Standard or President's Flag passes a saluting battery with no intention to berth in its vicinity.

(b) On their going on board, and again on leaving, any of Bangladesh Navy ships: but President's Salute will not be fired when a Royal personage, having hoisted his or her Standard in one of Bangladesh Navy ships, quits the ship temporarily, nor shall the ship take part in a President's Salute fired by other ships while the Standard being saluted is hoisted in her, unless it is considered advisable to do so for some special reason. *See* 1721 Dressing ship.

(c) By Bangladesh Navy ships on meeting, passing or being passed by any ship flying a Standard or Flag denoting the presence of any of the above personages.

(d) When a Bangladesh Navy ship arrives at or departs from a port or place where a Standard or Flag denoting the presence of any of the above personages is hoisted ashore.

(e) For the President, on such other occasions as may be directed.

1838. Visits of foreign Heads of States. When a foreign ship of war flying a Royal Standard or a President's Flag arrives at a Bangladesh port, the President's Salute ordered by Article 1837(3)(a) shall be fired by Bangladesh Navy ships present which are authorized to salute and the shore battery, after the salute to the national flag has been fired by the visiting ship and returned by the shore battery.

1839. Order of President's Salutes. Whenever any of Bangladesh Navy ships which are authorised to salute meet, pass or are passed by any ships which are flying more than one Standard, or arrive at or quit any Port or place where more than one Standard is flying, or when two or more Standards are broken simultaneously, they are to fire salutes in the following order, saluting the Flag or Standard of:

(a) The President of Bangladesh.

(b) Foreign Head of State.

(c) Members of reigning Royal Families.

2. In these circumstances only one salute is to be fired for the Standards of anyone country, no matter how many may be flying.

3. In the presence on shore or afloat of any Royal or Presidential Standard, no other authority of that nation is to be saluted by Bangladesh Navy ships, but on arrival of a Sovereign a

salute is to be fired even through other Royal Standards of the same nation may already be flying.

1840. President's Salute at foreign ports. Whenever any of Bangladesh Navy ships which are authorized to salute (*see* 1832) arrive at a foreign port at which salutes are returned (*see* 1836) and when the Standard of any Royal Personage or the Flag of the President of a Republic is hoisted, the customary salute to the Flag of the nation to which the port belongs is In all cases to be fired first, the Standard or Flag being subsequently saluted.

2. When the Standard of any member of the Royal Family (or the Flag of the President) of the country visited is hoisted in the port, the salute to the National Flag is to be considered as personal to that Standard or Flag as representing the nation, and in this case the salute will not be returned. In the event of this salute being returned, a further salute of 21 guns is to be fired.

3. If the regulations on this subject, in a foreign port, are different from the rules in this section, Captains of Bangladesh Navy ships should, if in any doubt, ascertain the local practice in this respect and act in accordance with it, except that in no circumstances should a President's Salute of more than 21 guns be fired.

1841. Commonwealth and foreign festivals. On the occasion of the celebration of important anniversaries and festivals of national importance in other Commonwealth and foreign countries, the Bangladesh Navy ships which are authorised to salute (*see* 1832), may when in company with the ships of other Commonwealth or foreign ports, fire such salutes, not exceeding 21 guns as are fired by the ships or batteries of the country concerned. The salutes will not be returned. *See* also 1825 Anniversaries celebrated by Commonwealth countries.

1842. President's Salute not returned. The President's Salutes, given to Heads of States or members of reigning Royal Families, will not be returned, whether on arrival at or departure from a port or when visiting ships of war.

1843. Other distinguished personages. The dignitaries mentioned in Article 1741, Table 1, are to be given salutes on the occasions stated therein, but *see* 1839(3).

2. When the ships from which a diplomatic or Commonwealth personage or any Army or Air Force officer, entitled to be saluted on embarking or disembarking, is either a ship of war not authorized to salute or a merchant ship, the senior naval officer may direct the prescribed salute to be fired from any of Bangladesh Navy ships present.

3.. Salutes in conformity with the table are to be fired in compliment to foreign officials, in the same manner and in similar circumstances to those in which salutes to Bangladesh Navy officials would be fired (*see* also 1851).

4. None of the salutes laid down in the table is to be returned except those to Flag Officers and Commodores as laid down in Article 1848.

1844. Limitations of rank. None of the officers of the Armed Forces of Bangladesh below the rank of Brigadier, Commodore or Air Commodore is to be saluted anywhere but *see* Article 1741 (Table 1) for return salute of 7 guns of Captains of ships.

1845. Acting ranks. Officers of the Armed Forces of Bangladesh temporarily acting in any higher command and officers temporarily acting in any civil office are entitled, during their temporary tenure, to all honours and salutes that may appertain to such command or office.

1846. Salutes in higher rank. Such authorities mentioned in Article 1843 as may, from their rank and appointment, be entitled to be saluted in more than one capacity, are to be saluted under the rank which entitles them to the greater number of guns, but on no occasion should the same individual be saluted in more than one capacity.

1847. In presence Of superior authority. No Bangladesh Navy officer is to be saluted in the presence of a flag or broad pendant of an officer who is senior to him.

2. Local regulations should be followed in the case of foreign officers.

3. Similarly, no inferior Army or Air Force authority is to be saluted in the presence of a superior Army or Air Force authority.

1848. Salutes to Flag Officers and Commodores. Subject to Article 1847 the flag or broad pendant of the senior Flag Officer or Commodore present is to be saluted as follows:

(a) By-the next senior officer present:

(i) On being first hoisted in the period of former's new command;

(ii) after the flag of the former's new rank has been hoisted on promotion.

(b) By a single ship or by the Senior Officer only of two or more ships of the same fleet or squadron on meeting or on arrival, subject to Clause 2.

(c) By junior OX Flag Officer or Commodore:

(i) after such officer has hoisted his flag or broad pendant in the period of his new command.

(ii) after hoisting the flag of his new rank on promotion.

2. No officer in command is to salute the same Flag Officer or Commodore more than once during his command, except in case of promotion.

3. These salutes are to be returned in accordance with the scale given in Article 1741 (Table 1).

1849. Commonwealth Naval Officers. Commonwealth Naval Officers should be accorded the same gun salutes as Bangladesh Navy Officers of equivalent rank and status.

1850. Foreign Flag Officers and Commodores. Subject to the provisions of Article 1848(2), if one or more of Bangladesh Navy ships which are authorised to salute meet at sea a foreign warship flying the flag of a Flag Officer or the broad pendant of a Commodore of superior rank to the Senior Officer in command of Bangladesh Navy ships, aforementioned, such Senior Officer is to salute the foreign Flag Officer or Commodore with the number of guns accorded to his rank as follows:

Admiral of the Fleet	19 guns
Admiral	17 guns
Vice-Admiral	15 guns
Rear-Admiral	13 guns
Commodore, or Captain Commanding a squadron or division.	11 guns

In case this scale differs from the scale laid down by the nation concerned, the latter is to be adopted, except that the number of guns is not to exceed 19.

2. If the meeting takes place in a port, the salute is not to be fired until the proper National Salutes (1836) have been interchanged, and then only if the local regulations admit thereof.

3. If ships flying the flags or broad pendants of officers of equal rank meet at sea, and their relative seniority in rank is unknown or in doubt, they should mutually salute without delay.

4. Subject to provisions of Clause 2, if ships flying the flags or broad pendants of officers of equal rank meet in port, the later arrival, irrespective of seniority, shall salute first.

5. Salutes to the flags and broad pendants of foreign Flag Officers and Commodores when met with at sea or in harbour are to be returned gun for gun.

1851. Personal salutes to foreigners. If a foreigner of high distinction or a foreign officer, should visit one of Bangladesh Navy ships, he may be saluted on his going on board or on leaving with number of guns which he, from his rank or status would receive on visiting a ship of war of his own nation or with such number, not exceeding 19, as may be deemed proper; but should the number of guns to which he is entitled from a ship of his own nation be less than that given to an officer of his rank in corresponding Bangladesh Service, he be saluted with the greater number. In case of doubt Bangladesh diplomatic or consular representative should be consulted, if practicable.

2. On the occasion of an official visit by a foreign Flag Officer or Commodore to one of Bangladesh Navy ships, he may be saluted on his going on board or leaving with the number of guns specified in Article 1850(1). This is a personal salute and is distinct from the salute to flag provided for in Article 1850.

3. The personal salutes referred to in this article are not returned, but should a personal salute fired by one of Bangladesh Navy ships, or by a ship of another nation, to a foreign officer, be returned, it is to be regarded as an excess of courtesy which is to be reciprocated by returning any personal salute to an Officer of Bangladesh fired immediately afterwards under similar conditions.

4. If it is known that it is the custom of a foreign nation to return personal salutes, and it is expected that a personal salute to an officer of that nation fired by one of Bangladesh Navy ships will be returned, Bangladesh Navy ships may take the initiative in returning personal salutes.

1852. Return salute to merchant ships. If a merchant ship, or any ship not a warship, salutes any of Bangladesh Navy ships, the salute is to be returned with 5 guns to a single ship, and 7 guns to more than one sailing in company.

1853-1860. Unallocated.

SECTION IV

FUNERAL HONOURS

1861. General regulations. Funeral honours will be accorded in the manner laid down in Fleet Orders, to an officer or sailor who has died while on the Active List and whose body is committed to the sea, or buried within the precincts of a naval port or at the place where the ship is lying.

2. When an officer or sailor dies away from naval port or station, application for rendering of funeral honours may be made to the local Army or Air Force authorities, who will render honours whenever possible, provided that no public expense is incurred beyond the amount authorised for this purpose in *Pay and Allowances Regulations for the Bangladesh Navy*, and that the burial ground is within a reasonable distance. Relatives who apply for funeral honours to be accorded may, in similar circumstances, be also referred to these authorities.

3. Funeral honours are to be paid officially only at the funerals of officers and sailors (including those mentioned in Article 1557) who have died whilst in service but, notwithstanding this rule, the Chief of Naval Staff may authorise the rendering of funeral honours at the funeral of a retired officer who has held certain high appointment.

4. No expense for which it would be necessary to seek repayment from the representatives of the deceased is to be incurred, whether or not they are willing to defray it.

5. The senior officer present is to decide whether a gun carriage or hearse should be used at a naval funeral.

See also Chapter 15, Section IV on funerals; also 1712 Flags half-masted and 1720 Half-masting Colour5.

1862. Composition of parties. The senior officer present is to regulate the strength and composition of funeral and firing parties in accordance with the instructions laid down in Fleet Orders. The number of officers and men composing the parties will be subject to the means at his disposal, and the circumstances of the case, but, unless impracticable, the number of the firing party and guard are always to be adhered to.

2. When possible, the firing party is to be composed of naval sailors if the deceased is a naval officer or naval sailor.

3. If the deceased be of, or above, the rank of Commander the pall should be supported by officers of the same rank as the deceased, and, if sufficient number of that rank cannot be obtained, by such other officers as the naval authorities concerned may desire to invite.

1863. Minute guns. At the funeral of a Flag Officer, a Commodore who *is* entitled to fly a broad pendant, or officer of corresponding ranks in the Army and Air Force, who has died on service, minute guns are to be fired whilst the body is being borne to the place of interment but these minute guns are not to exceed the number laid down in Article 1864. When any such officer has died when afloat and is to be buried at a place on shore, minute guns are to be fired from the ship whilst the body is being conveyed to the shore; and after the body is landed, minute guns should be fired by the shore battery (where such exists) while the funeral procession is proceeding to the place of interment; but the total number of minute guns is not to exceed twice the number laid down in Article 1864.

2. At the funeral of a Captain or Commander in command of a ship 7 minute guns are to be fired by the ship the deceased commander whilst the body is being borne to the place of interment. These guns are to be fired only by the ship which the officer commanded, and this is to be done whether or not the ship is present at the place of interment.

3. *Distinguished civilians.* At the funeral of a distinguished civilian, the -same number of guns are to be fired as minute guns, while the procession is going to the burial ground, at the deceased was entitled to a salute when living. A civilian not entitled to salutes when living is not to have guns fired at his funeral.

1864. Salutes to be fired. At the funeral of any officer or sailor three volleys of musketry are to be fired over the grave, or over the body when committed to the sea.

Admiral of the Fleet	19 guns
Admiral	17 guns
Vice-Admiral	15 guns
Rear-Admiral	13 guns
Commodore	11 guns

3. At the funeral of a Captain or Commander in command of a ship, whether or not the ship the deceased commanded is present at the place of interment, a salute of 7 guns is to be fired after the body has been deposited in the grave or committed to the sea, but such salute is to be fired only by the ship which the officer commanded.

1865. Playing of "and at funerals. No band or drums will be played at the funeral of a Muslim.

1866. Death of the President. On the death of the President the number of guns to be fired and the times of firing the salutes will be notified. *See* also 1720(5) on half-masting Colours.

1867. Death of foreign Sovereign or Head of State, and other foreign distinguishing personages. Special instructions about the ceremony to be observed, where appropriate, will be issued by the Government. *See* 1720(6), (7) and (8) on half-masting Colours.

1868--1900. *Unallocated.*

SECTION I

QUARANTINE

1901. Quarantine Regulations. Ships arriving at ports abroad or arriving at a home port from abroad are to be guided by the Revised International Sanitary Regulations reproduced in a pamphlet, a copy of which is to be supplied by Naval Headquarters to each ship.

2. At ports abroad all local quarantine regulations are to be strictly observed. In case of doubt, and when the local regulations may not be known, no communication should be held with the shore, or with boats or other ships until a sufficient time has elapsed to allow for the visit of the local Health Authority.

3. Every facility is to be afforded to the local Health Authorities in the performance of their duties.

1902. Quarantine signals. The signals to be used by ships arriving in port are given in the appropriate signals publication. The prescribed signal is to be hoisted by any ship which has not received pratique and kept flying until pratique is granted.

1903. Pratique. In a naval port pratique is normally given automatically by the naval medical authority if the answers in the Maritime Declaration of Health (1904) are satisfactory. In the logistic requirements message made before arrival the state of health on board should be reported, stating foreign ports visited during the previous four weeks and asking for pratique or quarantine inspection.

1904. Sanitary documents. Bills of Health are no longer required under the Revised International Sanitary Regulations; instead, a Maritime Declaration of Health, conforming to the model specified in an appendix to the Revised Regulations, is required to be delivered to the local Health authority on arrival at a port abroad, where this has not been previously done by the local naval or diplomatic authority.

1905-1919. *Unallocated.*

SECTION-II

Customs

1920. Powers of Customs officers. Every officer in command of any ships or ship is to bear in mind that naval ships may be searched by Customs officers in the same manner as merchant ships for the protection of the revenue, that officers of Customs may freely go on board all such ships in the performance of their duties, and that these ships are subject to normal Customs regulations, with the exception of such exemptions as may be specifically approved by the Government.

1921. Customs regulations. All dutiable or prohibited articles must be declared to the Customs officers and produced, and must not be shipped, unshipped or landed except as provided in this chapter. Officers and sailors are to bear in mind that the concessions all owed to the Navy are considerable and, that attempts to evade the regulations may not only expose the actual offender to serious penalties but may also endanger the continuance of the concessions generally.

2. A notice is to be posted in conspicuous parts of B.N. ships to the effect that dutiable goods unshipped or landed without due authority from the Customs officers are liable to seizure, and the offending persons to service disciplinary action or to prosecution in the civil courts.

3. Smuggling and trafficking in dutiable goods are serious offences against naval discipline. Any officer or man who deliberately or through negligence infringes the Customs, regulations, whether by smuggling or attempting to smuggle dutiable goods, or by evading or attempting to evade such regulations in any other way, may be brought to trial under the Navy ordinance 1961 or may be prosecuted in the civil courts by the Customs authorities. The Captain is to investigate without delay any suspected breach of the Customs regulations by an officer, and if in his opinion there is evidence that an offence has been committed he is to submit a report to his Administrative Authority, who is to forward it to the Chief of Naval Staff, giving particulars of any disciplinary action which has been taken or is proposed. The Captain is similarly to investigate any alleged breaches of the Custom regulations by sailors and is to take disciplinary action where necessary.

4. With very few exceptions all articles are liable to customs duty on importation into Bangladesh.

5. Personnel returning to Bangladesh from permanent appointments abroad are given certain concessions in customs duty according to the rules prescribed by the National Board of Revenue.

6. The Government has exempted from the whole of customs duty such personal effects of personnel who die abroad as are imported by or on behalf of the next-of-kin, provided the articles are such as would be exempted from customs duty under the Baggage Rules made under -section 75 of the Sea Customs Act, 1878 (VIII of 1878), if the deceased person were a passenger

1922. Assistance to Customs officers. Under the law a Customs officer has the right to go aboard naval ships and search every part for prohibited and uncustomed goods. Commanding Officers are to render every assistance to the Customs officers in carrying out searches.

2. When officers of the Customs arrive on board a naval ship in pursuance of their duty, the Captain is to give them every possible assistance in discovering any prohibited and uncustomed goods that may be on board, and is to take care that they are allowed to execute their duty without obstruction. The right of search will be exercised by the Customs authorities with tact and discretion and only in exceptional circumstances, *see* 1923.

3. On arrival on board,. the Customs officers will report to the Officer of the Watch, who is to detail a Petty Officer (a member of the Regulating staff, if one is available) to accompany the Customs officers while their search is in progress.

4. When the Customs officers have finished their examination, they will, accompanied by the Petty Officer detailed in accordance with Clause 3, see the Officer of the Watch before leaving the ship, and, for the purpose of prompt enquiry, furnish him. with particulars of any irregularity discovered.

1923. Search of naval ships by Customs officers. In case the Customs authorities have definite information to the effect that contraband, restricted or prohibited goods are on board a ship, or have reasons to doubt the correctness of the declaration and/or Certificates mentioned in Articles 1925 and 1926, they will exercise their right to make a thorough search of the ship. During this search the naval authorities will render all the necessary assistance (1922).

1924. Notice to Customs authorities of movements of ships to and from foreign ports. Such notice will generally be given, except when it is not desirable or advisable to do so for operational and security reasons.

1925. Departure for foreign ports. Prior to the departure of the ship, Customs officers will come on board to obtain a Currency Declaration and a declaration with regard to the possession of restricted or prohibited goods. The Commanding Officer of the ship will give a certificate to the Customs officers in respect of the total currency and restricted or prohibited goods on board. He will assume personal responsibility for the correctness of the certificate. After this information has been given to Customs officers, there is no objection to their remaining on board until the ship sails.

1926. Arrival from foreign ports. On arrival, Customs officers will board the ship and assess the duty on dutiable goods as declared on the Declaration Forms. They will also be given a certificate by the Commanding Officer in respect of currency held on board. The Gangway Book and other relevant records will be made available to the Customs authorities. Until such time as these formalities are completed, no person or goods will be allowed to leave the ship without the permission of the Officer of the Watch.

1927. Unshipment and landing of dutiable goods. The following rules govern the unshipment and landing of dutiable goods from naval ships and any breach of these rules may be treated as a smuggling offence.

2. If it is desired to re-land any dutiable stores, other than victualling or naval stores e.g., mess and canteen stores (1933) for return to the merchant supplying them, previous notice is to be given to the Collector of Customs at the intended port of calling, who will then make the necessary arrangements. The notice is to indicate the number and description of the packages and their contents, the value of the goods and the names of the owners. The procedure is also applicable to any dutiable goods-the property of a private or official personage-that are to be landed at the conclusion of a voyage in one of the ships.

3. Transfer of dutiable stores from one ship to another. In home waters, the transfer of such stores from one ship to another will not be allowed unless both ships are at the same port. Previous notice of any proposed transfer is to be given to the Customs authorities.

4. Except as provided in Clause 2, officers and men may not unship or land dutiable goods unless:

(a) duty has previously been paid; or

(b) the written orders of a commissioned officer have been obtained.

5. *Payment of duty on board.* Special visits of Customs officers to naval ships may be arranged as provided in Article 1926. Where duty has been paid on board, a landing pass is not required, but the receipt of the Customs officer must be produced if asked for on or after landing.

6. *Proceeding on leave.* Officers and men proceeding on leave must produce to the Customs officers on demand all dutiable goods in their possession.

1928. Parcel post. No dutiable good may be posted on board naval ships in home waters; unless the full duty thereon has previously been paid to a Customs officer, and his receipt obtained.

2. Private parcels posted from naval ships in home waters are to have the name of the ship and the sender's name clearly written on the outside.

3. Private parcels posted on board naval ships in foreign waters must be accompanied by a Customs declaration form.

4. Commanding Officers should hold the ship's postman, or the sailor performing this duty, responsible for checking the accuracy of the information as to sender's name, etc., which is noted on the parcel or on the Customs declaration form.

1929. Officers and men residing on shore. The landing of dutiable goods for officers and men whose duties compel them to reside on shore is prohibited.

1930. Conveyance of packages. Packages are not to be received on board a ship for conveyance without the knowledge and approval of the Captain. The Captain is to see that the contents are stated on the package lists of all packages containing anything but letters, which are received on board for conveyance. If packages are made up into bags; the contents of all packages included are to be stated on the package list of each bag.

2. Merchandise. So far as possible, such packages are to be limited to articles brought or sent by Service officers, and the shipment of anything in the way of merchandise is distinctly forbidden.

3. The Government accepts no responsibility for damage or loss by pilfering *or* otherwise for goods purchased from private firms for individual officers, messes, etc., deposited in Government establishments, and any expense incurred in connection with the handling of such goods will be recovered from the officer or officers concerned. Ordinarily commercial facilities for the despatch of private goods to officers, messes, etc., are to be employed, and such stores are not to be consigned to the care of the Naval Store Officer.

4. *landing packages.* Unless previously cleared on board, all such packages are to be landed within 48 hours of the ship's arrival in harbour and removed to the Customs baggage warehouse to await the authority of the Customs for delivery.

1931. Receipt of dutiable goods. All dutiable mess and canteen stores and personal goods must be entered in the Gangway Book which must be produced on request to Customs officers. The shipping bills forwarded by the Customs officer must be completed by a receipt signed by the responsible commissioned officer and countersigned by the Commanding Officer and be returned by the latter immediately to the Customs officer. This receipt is accepted as evidence that the stores have been shipped, and the Customs rely on naval officers verifying the particulars of dutiable stores before certifying to their receipt on board. *See* also 1927.

1932. Gangway Tobacco Book. All tobacco (including cigars and cigarettes), of whatever description they may be, and for whatever mess or person, are to be entered in the Gangway Tobacco Book Form. F(SV)24 when received on board and also if disembarked. The book is to be kept by the Master-at-Arms, signed by him weekly, and inspected and initialled weekly by the Captain; it is to be produced; on request, to the officers of Customs: The date of return of shipping bills is also to be noted in the Gangway Tobacco Book in red ink against the entry of the stores in question and the Captain is to be informed of any shipping bills outstanding when the book is initialled by him.

2. On paying off the Gangway Tobacco Book is to be deposited with the Victualling Store Officer.

1933. Duty-free privileges in ships. Tobacco, including cigars and cigarettes, meant for the use of Naval personnel on board B. N. ships are not subject to customs and excise duties.

2. The procedure for the procurement of these articles by ships from the suppliers will be laid down by Naval Headquarters in consultation with the Customs authorities.

1934-2000. *Unallocated.*

CHAPTER 20

SEA TRANSPORT ORGANIZATION

Articles 2001 to 2100

2001. Director of Sea Transport. The Chief or Naval Staff is the ex-officio Director of Sea Transport. He is responsible for the direction of sea transport duties through his representatives at various Bangladesh ports.

2. He may visit and inspect the sea transport establishments and stations whenever he may consider it necessary to do so, or he may depute the Divisional Sea Transport Officer to visit the stations on his behalf.

2002. Divisional Sea Transport Officer. The Divisional Sea Transport Officer will be responsible to the Director of Sea Transport for the efficient running of the organisation. He is to ensure that the local sea transport service is run in accordance with the directions received from the Director of Sea Transport.

2003. Local Sea Transport Officer-in-Charge. Sea Transport Officers at Khulna, Chittagong and at any other Bangladesh port are the local representatives of the Director of Sea Transport. In their day-to-day duties, however, they are responsible to the Divisional Sea Transport Officer.

2. They are to carry out their duties in accordance with the regulations mentioned in Article 2004. *See also 0507.*

2004. Sea Transport Regulations. The following are the regulations governing the Sea Transport Organization:

(a) *Sea Transport Regulations.*

(b) *Passage Regulations (Provisional).*

2005-2100. Unallocated

SECTION I

PRIZE MONEY AND AWARDS FOR SALVAGE AND SPECIAL SERVICES

2101. Prize Money. The term Prize Money includes all awards distributable to the naval personnel, i.e.,

- (a) Salvage (Section IV).
- (b) Awards for seizures under the:
 - Prize Act (see Clause 2).
 - Foreign Enlistment Act (Article 2316).
 - Customs Acts.
 - Merchant Shipping Acts.
 - Piracy Acts (Article 2306).
- (c) Awards for any other special service for which any reward is payable.

2. The only award payable under the Naval Prize Act, 1864 is in respect of Prize Salvage for the recapture of Bangladesh property in time of war; it cannot be claimed if the recaptured vessel has been used as a ship of war by the enemy. In certain circumstances such salvage may be granted in respect of the recapture of neutral property, and if the ship or goods are not immediately sent to a Prize Court, the recaptors should obtain any security necessary to safeguard their claims before parting with the property.

2102. Ship's agent. Each of Bangladesh Navy ships while in commission shall have a ship's agent to act on behalf of the ship in any claims under Article 2101. A list of persons who are prepared to undertake the duties of ship's agent will be published in Fleet Orders, but the fact that a particular person is not included in this list does not debar his appointment if he is otherwise qualified.

2. On first commissioning, the Captain is to appoint a ship's agent in the form laid down in Appendix XV, Part I. The Captain is to report the name of the person so appointed to Naval Headquarters, the report being accompanied by the instrument of appointment for registration by Naval Headquarters and subsequent transmission to the ship's agent. A record of this appointment is to be kept in the Captain's. Ship's Book.

3. The ship's agent may be changed at any time by the Captain, but a change of the Captain of the ship will not affect the appointment of the ship's agent. Any changes in appointment of the ship's agent are to be reported in accordance with Clause 2.

4. When his services are required, the ship's agent should be given instructions to take the necessary action and be provided with all the pertinent documents, the prior approval of Naval Headquarters being obtained, before any classified-documents or material are furnished.

5. The ship's agent's commission is at the rate. of two and a half percent, calculated on the net amount distributable.

2103. Legal expenses. Where .any proceedings have been instituted in any court, or other action taken on instructions by, or on behalf of, any of Bangladesh Navy ships in respect of any matters under Article 2102 in which an award may be payable, the liability for the legal expense incurred in such proceedings rests in the first place with the Captain. of the 'Ship. .

2. Where the Captain is unable himself to pay such legal expenses, or to obtain the necessary advance from or negotiate a bill for the amount on the ship's agent, he may obtain from the Supply Officer an advance of public money for the purpose. Such advance, which must not exceed Tk. 1,000, is to be debited against the pay of the Captain, and is to be reported to Naval Headquarters and the Controller of Naval Accounts.

3. When an award is obtained, the costs and expenses of the claimants, except such as may be ordered to be paid from other sources, are defrayed there from before its distribution.

2104. Salvage claims. Claims for salvage awards for services rendered to merchant vessels should be made in accordance with the instructions in Section IV of this chapter.

2105. Reports to Naval Headquarters. Whenever a seizure has been made or any service has been performed by a ship, for which a claim is expected to be made, or in respect of which proceedings are likely to be instituted, a report of the circumstances is to be made to Naval Headquarters and is to specify whether any other ship was in sight at the time and is entitled to share.

2. The report is to contain a complete and verified list in duplicate of all officers, sailors and other persons on board at the time of the operation, together with a list of persons who at that time were absent on duty or otherwise. Full names of all persons concerned and official numbers of sailors should also be furnished.

2106. Expenditure on stores, etc. The date of seizure of the vessels is to be inserted on all vouchers for the supply of, or expenditure on, provisions, clothing stores for the vessels seized, or for other expenses incurred thereon after seizure.

2107. Money received. Any money received in Bangladesh Navy ships as a reward for any of the special services referred to in this chapter is to be taken on charge by the Supply Officer in his cash account under the head "Naval Prize Remittances" and reported immediately to the Controller of Naval Accounts in order that it may be transferred to the Naval Prize Account for distribution. *See also 2148.*

2108. Distribution of prize money. All awards of prize money are distributed by the Controller of Naval Accounts on receipt of authority from Naval Headquarters. The current orders containing the scale of shares for the various ranks are printed in Appendix XV, Part 2.

2. Any Captain or other person making unauthorised distribution on the spot of any such money will be held personally liable to make good the prescribed percentage payable to the naval prize cash balance, and for any shares omitted or inadequately paid.

3. No assignment of prize Or salvage money may be made in respect of any advance or consideration.

4. Awards when ready for distribution are notified in Fleet Orders. Applications for payment of shares are to be made to Naval Headquarters.

5. Shares not claimed or to which a claim has not been proved to the satisfaction of Naval Headquarters shall be deemed to be forfeited after the expiration of six years from the first day of July following the date when the award first became distributable, but until the relative accounts have been closed finally (ten years after the date of distribution), the Chief of Naval Staff may, if good cause be shown, remit such forfeiture.

2109 -2119. Unallocated.

SECTION II

SALVAGE SERVICES-GENERAL

2120. Salvage services. Salvage services are services rendered by persons by whose assistance a ship, its apparel, cargo, or wreck, has been saved when in danger, either at sea or in tidal waters or on the shores thereof. It is not necessary that the danger should be imminent, it is sufficient if, at the time when the services are rendered, the ship has encountered any danger or misfortune which might possibly expose her to injury or destruction if the services were not rendered. Services rendered to ships not amounting to salvage services will, in this chapter, be referred to as "assistance".

2121. Aircraft. The law relating to wreck and to salvage of life or property and to the duty of rendering assistance to vessels in distress applies to aircraft on or over the sea or tidal waters as it applies to vessels. The instructions contained in this chapter are to be read as applying to the salvage of or assistance rendered to aircraft and to salvage services or assistance rendered by aircraft.

2122-2129. *Unallocated.*

SECTION III

SALVAGE SERVICES RENDERED TO B.N. SHIPS

2130. Salvage of Bangladesh Navy ships in distress. Any services in the nature of salvage rendered by private individuals to any of Bangladesh Navy ships is to be reported to Naval Headquarters; The report is to state the degree of danger in which Bangladesh Navy ship was placed and, the perils from which she was saved. Reference is also to be made to any special danger or difficulty encountered by the salvors in rendering the services. Similarly, any claims in respect of such services are to be forwarded to Naval Headquarters.

2. If it can be avoided no contract is normally to be entered into in respect of such services which would bind the Government either to pay any definite reward or to submit to any agreed procedure for ascertainment of such reward. If the salvor presses the matter, he is to be informed that the Government will consider the circumstances with a view to making a reasonable payment.

3. No claim is to be made for salvage of Bangladesh Navy ships by any person in Bangladesh Forces.

2131-2139. *Unallocated.*

SECTION IV

SALVAGE SERVICES RENDERED TO PRIVATE SHIPS

2140. Aid to ships in danger. All officers of Bangladesh Navy ships are to afford every possible aid to vessels in danger, distress or in want of assistance, and in saving life. They are to use their

best efforts to save and protect property on board any vessel in danger or distress and, if necessary, to remove such property to a place of safety. Though there may well be other valid considerations in time of war, public economy and policy require that in time of peace Bangladesh Navy ships should not take action in this respect to the prejudice of any merchant ship registered in the Commonwealth which may be present and capable of affording effective help.

2. When assistance from naval sources has been despatched and has been accepted by the Master of the vessel, and there is reasonable hope of saving the vessel or her cargo, salvage operations are to proceed without delay in order to prevent any deterioration in the ship's position. The service will be governed by the terms of Lloyd's Standard Form of Salvage Agreement (2141) and any subsequent deviation will be a matter for arrangement with ship-owners, either by the Government or on instructions of the Government.

3. Whether or not any salvage agreement has been signed, nothing which may be done to assist the vessel can in any way prejudice the Government's right to discontinue operations or to continue on such terms only as may be agreed between the parties.

2141. Salvage agreement. When a salvage service or assistance is rendered to a private vessel by any of Bangladesh Navy ships or vessels, the Captain or owner or agent of the private vessel should be asked to sign Lloyd's Standard Form of Salvage Agreement (Lloyd's Open Form) a supply of which should be kept on board all vessels which may be likely to require them. It is important that this agreement should be signed before the operations commence, if reasonably possible, but where insistence on this condition would entail danger to human life, or is for other reasons impracticable, every endeavour should be made to make clear at the time to the owner or captain of the vessel that the services are being rendered subject to the terms of the agreement, which should then be signed later, and, if practicable, before the termination of the salvage operations.

2142. Right to claim salvage. The Government is entitled to claim salvage in respect of services rendered by any ship belonging to the Government. Officers and men of such ships may also make a claim for salvage but such claims are subject to Government sanction, and no court of law or arbitrator can finally adjudicate upon any claim made by officers or men belonging to Bangladesh Navy ships without production of written evidence of the consent of the Government. The requirement of consent, however, is not intended to debar the salvors from taking preliminary steps which are herein authorized.

2143. Reports to Naval Headquarters. A short report of the services is to be made immediately to Naval Headquarters by signal stating in addition to the nature of the service:

- (a) the name of the salved ship, the name of her owners, the port to which she belongs and the nature of her cargo, if any;
- (b) where she lies;
- (c) whether Lloyd's Open Form has been signed or whether it is desired that this should be done with the salved ship's agents in Chittagong, if any;
- (d) whether bail or security has been given and for what amount bail has been given or should be required;
- (e) if Lloyd's Open Form has not been signed, whether the vessel or property has been arrested (*see also* 2145); and

(f) whether a claim will be made on behalf of any of the officers and men engaged stating, if so, whether it is desired that the Government Solicitor should represent them (*see* 2144(2)» or whether a ship's agent is being, instructed and in the latter event naming the agent.

2. Where salvage operations extend over more than a few days, Naval Headquarters is to be kept fully informed by signal of the progress of the work and of the prospects of success. The terms of contract will be kept under review in the light of these reports.

3. A report is to be made in writing at the first opportunity, one copy being forwarded through the Administrative Authority to Naval Headquarters and one copy direct to Naval Headquarters by the quickest method. The incident is to be described in detail in narrative form and the services rendered are to be shown in chronological order. The report is to contain full reference to dates and times and is to be accompanied by a copy of the ship's log for the relevant period. It is to cover in detail all operations from day to day and, in particular, include the following information:

(a) Whether the service was rendered at the request of the vessel receiving it or on whose instructions it was rendered. (A copy of any message or request should be attached).

(b) Name and description of the disabled ship; name and address of her owners; the positions in which (i) casualty occurred and (ii) assistance was first rendered; the cause of the casualty; the condition of the casualty with particular reference to draught, stability, trim, flooding, impending risks, etc.; the extent to which the vessel was disabled; and any other relevant factor or feature which may help in assessing the dangers which the vessel would have encountered if the services had not been rendered or which may enhance the value of the services as a whole.

(c) The extent of the damage to the ship with the fullest possible description including statement of any compartments flooded.

(d) Details of weather conditions; any changes in the barometric pressure, wind force and direction, other weather conditions, current or tidal movements showing in what respect these conditions made the operations more difficult and dangerous. This applies not only to the period of salvage services themselves but also to the period immediately beforehand and afterwards.

(e) Description of all the services rendered.

(f) Any conditions making the work or any part of it more arduous or dangerous.

(g) Whether any of the officers and men involved are desirous of claiming salvage. If so; the report should contain a complete and verified list in duplicate of all officers and men on-board at the time of the operation together with a list of the persons who on the material date were absent on duty or otherwise. Full names of all persons concerned and official numbers of sailors should also be furnished. Officers and men who performed special services, e.g., boat, boarding and Steaming Parties should especially be indicated.

(h) Details of all expenses incurred, including the cost of fuel, lubricants and stores consumed and claims for damage to clothing. It is to be noted that any compensation granted will be deemed part of the salvage award, if any, and deducted from the amount received before distribution.

(i) Whether any salvage agreement has been signed. (Any such agreement should accompany the report.

(j) . If other vessels, or naval, dockyard or other working parties did at any time .take part, full details should be given to enable these vessels or working parties to be identified, and the work done by them should be clearly distinguished from the services under report.

4. Where more than one Bangladesh Navy. ship has rendered assistance or salvage, a separate report is required from each ship.

5. If. any Commanding Officer, whilst making a salvage report wishes to express an opinion on the conduct of the operation. or behaviour of any individual acting for the other side or to make any comment whatever on matters outside the facts of the, salvage operation, he: should do so in an. entirely separate report without referring to it in the factual report made out in accordance with Clause 3 above and forwarded to Naval Headquarters. Any such supplementary report should be attached to the copy of the main factual report. This report will be treated as confidential and Will not be disclosed, in any circumstances.

2144. Prosecution of personal salvage claims. Where the services are rendered by a ship which has appointed a Ships agent under Article 2102 and it is desired to make a claim for salvage, the Captain is recommended to communicate with the ship's agent by telegraph as soon as possible after the commencement of the salvage operations. The agent; should be informed of the, name of the salved ship and her owners and, be given details of her cargo, together with short particulars of the place where the vessel is lying and the nature of the services necessary. Where more than one of Bangladesh Navy ships are concerned, it is suggested that, as a rule, the ship's agent of the senior Officer's ship should be asked to act on behalf of all the salvors and that the ship's agents of other ships should be instructed accordingly, as it is desirable that all claims in respect of a particular salvage should be dealt with through one agency. The Government Solicitor, who normally prosecutes a claim on behalf of the Government, will be prepared to accept instructions from the ship's agent to negotiate a claim on behalf of the officers and men also.

2. The officers and men of Bangladesh Navy ships which have not appointed a ship's agent, and officers attached to shore establishments, are at liberty to utilize for the conduct of their personal claims the services of the Government Solicitor, for whom a letter of retainer signed by the Captain should. be sent to, Naval Headquarters with the report submitted under .Article 2143(3). These. services will only be given on the terms that the Government Solicitor may, enforce compromise or withdraw the claim as he in his absolute discretion may think advisable and without prior communication with the officers and men concerned. Where a lump sum is recovered in respect of. the joint claims. of the Government and of officers and men represented by the Government Solicitor, his apportionment of that sum as between the respective claimants or groups of claimants must be accepted without question. The names, ranks and official numbers of those on whose behalf the claim is to be made should be furnished in duplicate and reference should .be made to. those who performed any special services. This list required in addition to that referred to in Article 2153(3) (g).

3. In any case, where the Government so decide the claim will be put forward in the name of the, Government alone as the salvage contractors- and permission will not be granted to officers and men to claim separately on their own behalf, but the Government will Consider an appointment to them of a part of any award which may be received.

2145. Enforcement of claims. When the salvage services have been completed, the first step is to obtain bail or security for the amount of the salvage likely to be awarded to the Government and personal salvors. Subject to Clause 4 of this article, the salvors should not consent to the release of the vessel or property salved until they have been informed that proper security has been given. This is important when the services are rendered to a foreign ship. The Government Solicitor, on

reference to him by Naval Headquarters of the report by telegram mentioned in Article 2143(1), will normally obtain bail to cover the claims of the Government and officers and men whom he is to represent. It is the responsibility of the ship's agent to obtain bail for the services of officers and men whom he represents, but if he intends to instruct the Government Solicitor the latter will be prepared to obtain sufficient security to cover the claim of all parties.

2. If the Salvage Agreement has not been signed, and if it is likely that the salvaged ship or cargo will be removed before action can be taken by the Government Solicitor, or advice can be received from him, and the master, owners or agents of the vessel salvaged will not provide a satisfactory guarantee or security, the salvors should, subject to Clause 4, take such steps as may be necessary to get the salvaged ship and cargo arrested or detained by the local court or detaining officer at the nearest port until bail or security is given.

3. If the Salvage Agreement has been signed, the provisions of Clause 5 of the Agreement must be carefully observed. Only if an attempt is made, or is known on good evidence to be contemplated, to remove the property salvaged without the consent of the Government before security has been given, it is justifiable to arrest or detain the vessel and/or cargo. If such an attempt is made or is believed to be contemplated, steps should be taken to enforce the possessory lien conferred on the Government by Clause 5 of the Agreement by placing an officer on board the salvaged ship, if this can be done without the exercise of force. If notwithstanding this action the intention to remove the vessel or cargo is apparent, the vessel and/or cargo may be detained by legal process until bail or security has been given.

4. If the Salvage Agreement has been signed and the vessel salvaged belongs to owners of good standing and reputation of whatever nationality she should not in any circumstances be arrested or detained without the authority of the Government. This applies to vessels belonging to Bangladeshi owners and reputation even if the Salvage Agreement is signed.

2146. Salvage services rendered abroad. If the services have been rendered abroad and the steps recommended in Article 2145 have proved abortive, or if it is impossible to communicate with the ship's agent as recommended, it will be necessary to adopt one or other of the methods authorised by the Merchant Shipping Act.

2. The salvor should first endeavour to obtain, in the form given in Appendix XV, Part 3, the agreement of the Master of the vessel salvaged to abide by the decision of the Court of Admiralty at Dacca or of a Court of Admiralty or Vice-Admiralty Court, and if necessary to give his bond with security to answer the claim against the vessel and her cargo and freight in such manner and in such sum as may be agreed on by the parties to the agreement. This is a course which it will be found very desirable to take when the destination of Bangladesh Navy ship and of the vessel salvaged are such that they cannot proceed to a place where there is a consular officer or judge without inconvenience to one or both.

3. Such an agreement involves the abandonment by the salvor of his lien upon the ship, cargo or property salvaged; therefore, if the vessel or cargo salvaged is owned by persons not domiciled in Bangladesh, the Master should provide a guarantee of a reliable bank or other security for the due performance of the agreement of the salvor, and for the payment to the salvor of any amount found or agreed to be due. The sum inserted in the agreement must depend on circumstances; it should not in any case exceed one-half of the value of the property salvaged, and such maximum should be required only in exceptional circumstances; Tk.2,000 should be included to cover costs.

4. On the agreement being made, the salvor and the Master must respectively make statements in writing, which need not be on oath, specifying so far as possible, and so far as they are applicable, the particulars of the ship, cargo, salvage services, etc., as laid down in Appendix

XV, Part 4. Should the parties be unable to give all the particulars, the reasons for omitting any of them should be stated.

5. The salvor must, as soon as practicable transmit the agreement and statements to the court in Bangladesh in which the agreement is to be adjudicated upon.

2147. Detention of ship. If the salvor is unable to obtain from the Master the agreement above referred to, or from the owners or agents *of* the vessels salvaged a satisfactory guarantee for the payment of any salvage which may be awarded, he is justified by the circumstances. of the case [subject to Article 2145(4)] in detaining the property salvaged. He must, therefore, take the vessel to some foreign port where there is a Bangladesh Consular Officer, or to some port where there is a Court of Admiralty or a Vice-Admiralty Court; and, in so doing, the salvor is, so far as his primary duty to the Service permits, *to* be guided by the convenience *of* the vessel salvaged. Within 24 hours after arriving at such port, the salvor, and the Master or other person in charge *of* the property alleged to be salvaged, are each to deliver to the Bangladeshi consular officer or *to* the judge of the Court of Admiralty, or Vice-Admiralty Court, a statement containing *so* far as possible, the particulars set out in Appendix XV, Part 4. In this case the statement must be on oath.

2. Upon receiving these statements, the consular officer or judge must proceed within four days *to* fix the amount *of* the bond in such sum as he thinks sufficient to answer the demand for salvage service and to cover any additional claim for costs. In doing this, it is to be borne in mind that the claim will have to be decided by the court to which the matter is referred after the consent of the Government shall have been obtained, and that for a Bangladeshi vessel the only security required is a bond by the Master; For a Bangladeshi vessel, therefore, he is to fix a sum which will cover the claim actually made by the salvor, with an additional sum of about Tk. 2,000 for costs. For a foreign vessel, where sureties are required, it is important that the amount secured should not be excessive and the consular officer or judge is, therefore, to exercise special discretion. He should approximate as nearly as he can to what he considers sufficient compensation for the services rendered, adding to the amount Tk. 2,000 or thereabouts to cover the costs. He is to remember that, the bond being substituted for the property by way of security for the claim, the amount should be large enough to cover it; on the other hand, that no award is ever made exceeding one-half of what is considered to be the true value *of* the property salvaged.

3. Should either party fail to make the statement. Referred to in Clause 1 within 24 hours after arrival at the port, the consular officer or judge may proceed *ex parte*, but he should not, except in pressing circumstances, do so without, giving notice; and, if the property or vessel salvaged is to be sold, he is to allow a reasonable time for the purpose of giving the particulars of the sale. He has power ever to require the cargo to be unloaded.

4. Should the consular officer, or judge require additional information, he may examine the parties or witnesses upon oath, and the evidence is then to be taken in writing, and is to be attached to *or* to accompany the statements.

5. When the consular officer, or judge has determined the amount; he is to give notice to the parties to cause a bond to be prepared in the form of the agreement set out in Appendix XV, Part 3 and to see that it is properly filled up with the particulars as given to him, and with the sum which he has determined. If the parties wish that the cause should be adjudicated on in any Court of Admiralty, or Vice-Admiralty Court in the British Commonwealth the name of the Court, and the place for which it acts, is to be inserted in the bond. If not, the Colonial Court of Admiralty at Dacca will be the Master in the presence of the consular officer or judge will then deliver it to the salvor, and thereupon the lien of the salvor on the property will cease and his remedy will be upon the bond.

6. Should however the vessel or property salvaged be owned by persons who reside in any foreign country, such additional security must be given as the consular officer or judge may approve; for this purpose it is his duty to see that the persons giving the security are solvent persons and that the security is one which can be lawfully enforced in a Court of Justice. When duly executed and attested, it must be given to the consular officer or judge, or should the salvor so desire, it must be placed in the joint possession of the consular officer, the judge, and any other person whom the salvor may appoint for the purpose, to be dealt with afterwards as the Court which shall adjudicate upon it may direct..

7. If the Master or other person in charge of the salvaged property is still unable or unwilling to execute the bond in the form set out in Appendix XV, part 3, in such amount as the consular officer or judge shall fix, the salvor is free to take proceedings in the Court having jurisdiction over the place where the salvaged vessel or property is at the time of the institution of the proceedings and (subject to Article 2142) to proceed to judgment and may detain the salvaged vessel or property through the proper officer of the Court until the claim is satisfied or security given. For detention of ship in collision cases *see* 2250. *See also* 2316 Foreign Englishmen Act.

2148. Salvage awards and distribution. No salvage remuneration for the services of officers and men of Bangladesh Navy ships (including salvage vessels, tugs and yard craft), irrespective of whether the award results from a decision of a court or an arbitrator, or from settlement out of court or from voluntary gift of the owners, shall be accepted without the approval of the Government.

2. Any money received is to be taken on charge by the Supply Officer in his cash account under the head "Naval Prize Remittances" and reported immediately to the Controller of Naval Accounts in order that it may be transferred to the naval prize account for distribution, *see* 2108. Any salvage remuneration received before the Government decision as to its acceptance is obtained is provisionally to be taken on charge in the same way. When an award has been obtained, the Controller of Naval Accounts should at once be notified by the salvors, or by their agent or solicitor, in order that the necessary steps may be taken for its receipt and distribution.

3. Any Captain or other person making unauthorised distribution on the spot of any such money *will* be held personally liable to make good the prescribed percentage payable to the naval prize cash balance, and also liable for any shares omitted or inadequately paid.

4. In the absence of a special apportionment by the terms of an award of the court or arbitrator, or other special circumstances, the distribution of an award is made in accordance with the scale as given in Appendix XV, Part 2. Where varying services have been rendered, it is desirable that the court or arbitrator should be invited to make special apportionment between the several ships or persons engaged, according to the value of their respective services. Recommendations for such special apportionment may also be made for the consideration of the Government.

5. Approved expenses, including the ship's agent's commission of two and a half per cent when employed, incurred by the salvors

in-obtaining an award and any legal costs (over and above the party and party costs usually ordered to be paid by the salvaged vessels) are deducted from the award before distribution.

2149 – 2154 Unallocated.

SECTION V

SALVAGE OF GOVERNMENT PROPERTY

2155. Salvage of Bangladesh Navy ships In distress. The rules on this subject are contained in Article 2130.

2156. Salvage of Government stores on property. If any articles lost from one of Bangladesh Navy ships shall be brought on board and the Captain shall be satisfied that the person who brings them did not obtain them by improper means, he is to give a receipt for them. Particulars as to the description, quantity and condition of the articles recovered are to be shown on this receipt, and a copy kept with the ship's store accounts in which they are taken on Charge.

1157. Cost of recovery. When losses occur of important stores which cannot be recovered by the ship or the local naval authorities and the employment of private individuals or local authorities desirable it should carefully be considered, before a contract is entered into, whether the expenses likely to be incurred would be justified. It should be understood that it is very seldom, if ever, that salvors are granted more than half the value of the property salvaged, except where the services have been highly meritorious and, the value of the property is small. In forwarding the report of loss, to Naval Headquarters, the arrangements made in regard to the recovery of the articles should be stated.

2158. Local payments for salvage. The Captain is authorized to make small payments for salvage by private individuals without previous submission to the Chief of Naval Staff in cases where the salvage value does not exceed Tk. 75/-. The payments should be governed by the following scale:-

(a) When the estimated net value of the articles salvaged does not exceed Tk. 40/- a sum not exceeding two-thirds of such value may be paid.

(b) When the estimated net value of the articles is over Tk.40/, but under Tk. 75/-, the sum paid, should not exceed half of such value.

2159. Documents required. The following documents are required in connection with the salvage of government property, namely:-

(a) Duplicate copy of the receipt given for the articles salvaged.

(b) Report of survey showing condition and estimated present value of the articles.

(c) Statement indicating:

(i) the service for which the articles are expected to be required;

(ii) Whether the parties claiming salvage were assisted by part of the crew of any

Bangladesh Navy ships;

(iii) Why the crew had not been able to recover the articles; and

(iv) the proper amount of salvage to be paid or proposed to be paid.

2. The statement in Clause I(c) should also give an expression of opinion whether the salvors were put to any expense or experienced any risk in recovering the articles.

3. If the salvage value exceeds Tk. 75, these documents are to be forwarded by the Commanding Officer to the Chief of Naval Staff through the Administrative Authority for decision on. Payment for salvage.

4. Where the salvage value is Tk. 75 and under, and payment is authorised locally, these documents are to be attached to such account voucher.

2160. Mines. An award of Tk. 5 may be paid for the first report of a mine irrespective of nationality washed up on the Shore of Bangladesh. Reports and claim~ are to be made to the nearest naval authority and awards may be approved for payment by the Senior Officer.

2. No award is payable for the recovery of floating , mines or in respect of sunken mines brought-up .in fishing trawls, nor is compensation payable for damage to trawls',. nor for, damage sustained in destroying or sinking a mine.

2161. Torpedoes. The following rewards may be paid in respect' of the salvage of torpedoes:

	Serviceable Torpedo	Unserviceable Torpedo Taka.	Taka.
(a) For furnishing information to the nearest maritime authority, port or Customs resulting in the recovery of a torpedo lost.	30	15	
(b) For recovery of a torpedo found on shore, or not more than two miles from the coast, and delivery - to the local authority.	150	75	
(c) For torpedo salvaged more than two miles from the coast and delivery to the local authority	450	225	

2. Beyond the rewards at (a), (b) and (c), no payment is to be made for loss, material damage, loss of earnings or other damages incurred in the salvage of the torpedo.

3. The payment' of an award in connection with the recovery of a torpedo in home waters is not to be made by the ship concerned. Claims on receipt are to be verified by the nearest naval authority and sent to the Chief of Naval Staff for approval. The approved claims will be forwarded to the Controller of Naval Accounts *for* payment.

2162. Sonobuoys. Any sonobuoys recovered by civilians are to be returned to the nearest naval establishment.

2. Standard maximum salvage awards may be paid on the authority of the Chief of Naval Staff to civilians as follows:-

For recovery of sonobuoy complete with hydrophone attachment
Tk. 75				
For recovery of sonobuoy without hydrophone attachment.	
Tk. 45				
For recovery of hydrophone attachment only	Tk.
30				

2163. Salvage on recovery of paravanes. When a lost paravane is recovered, a reward up to Tk. 75 may be paid to the salvor.

2. In exceptional circumstances, a claim for a reward above Tk.75 will be considered on the matter being reported to the Government.

3. Should only a portion of the paravane be recovered, payment of the reward is to be made pro rata. Payment may be made at the discretion of the Chief of Naval Staff.

2164. Salvage by persons in service. No claim is to be made for salvage or recovery of government stores or property by any person in the employ of the Government.

2165-2169. *Unallocated.*

SECTION VI

SALVAGE OF PRIVATE PROPERTY

2170. Articles found. All articles, other than those, belonging to the State, found in or on the shores 'of the :sea: or any tidal waters. Are to be delivered to the nearest police station. In foreign stations, application for instructions for the disposal of such articles should be made to the Commonwealth or consular authorities:-

2. No award for such, salvage is to be accepted without the approval for the Government. See also 2142.

3. If approval is given, the award is to be distributed according to the scale laid down in Appendix XV, Part- 2.

2171. Directions of Receiver of Wrecks. On any vessel being stranded or in distress at any place on the shore of the sea, or of any tidal water where there is a Receiver of Wrecks, it is the duty of every officer or man belonging to Bangladesh Navy ships in the neighbour hood present at the wreck to obey the directions of the Receiver of afford him every assistance in the performance of the duties imposed upon the Receiver by the Merchant Shipping Acts.

2172 – 2200. *Unallocated.*

Section I

Pilotage

2201. Normal arrangements. In ordinary circumstances the Navigation Officer is the pilot of the ship, but, if the officer borne for navigating duties is not a specialist officer of the Navigation and Direction Branch qualified in navigation, the duty of pilotage devolves on the Captain, who may either perform it himself, or, at his discretion, depute any officer of the ship's complement to do so.

2. In the absence of a specialist officer of the Navigation and Direction Branch qualified in navigation, a pilot is not to be hired to perform the ordinary duties of navigation, nor to conduct the ship into a port for which the charts and directions are a sufficient guide.

2202. When pilot authorized. For ports and channels which are difficult of access, or for which the charts are not a sufficient guide, a licensed or regular pilot may be employed; if an officer pilots the ship he will be allowed for his services such remuneration as Naval Headquarters may approve in accordance with the prescribed rates.

2203. When pilot not authorized. If a pilot is employed for a port or anchorage normally disallowed, an explanation for the reasons nation should not be considered satisfactory, the expense may be charged against the Captain or Navigating Officer.

2204. Payment of pilotage. Pilotage fee to a naval officer will be payable in accordance with the rules laid down in Rule. 148 of the *Pay and Allowances. Regulations for the Bangladesh Navy*.

2. The pilotage fee so admissible is to be paid in the proportion of two-thirds to the Captain and one-third to the Navigating Officer.

3. The grant of pilotage fee to a naval officer is restricted to six times in and six times out of anyone port or channel during the period for which the officer is borne continuously for service in the same ship.

2205. Responsibility of the Captain when pilot is employed. When a pilot is employed, the Captain at his discretion may either use him in an advisory capacity or may direct him to take full control of the handling of the ship. The employment of a pilot does not relieve the Captain of his responsibility for the safety of his ship and in the event of an accident which would have been prevented by a common degree of attention on the part of the Captain or the Navigation Officer, these officers will be deemed to have neglected their duty. If the Captain should consider that the pilot is 'not able to conduct the ship, the Captain is to relieve him of his duties. When a pilot is relieved, the time and the position of the ship are to be noted in the log and a report is to be made to the Administrative Authority.

2. When one of Bangladesh Navy ships or vessels is under the control of tugs employed for the purpose of berthing or maneuvering the ship inside a port, the Captain should normally direct the Harbour Master, or Pilot to handle the ship; *see* 5851.

2206. Unlicensed pilots. No unlicensed pilot is to be allowed to take charge of any of Bangladesh Navy ships except in case of necessity when a licensed or regular pilot cannot be obtained; if such an occasion arises particular caution is to be observed by the Captain and Navigation Officer to guard against such unlicensed pilot running the ship into danger.

2207. At ports abroad. At foreign ports, Bangladesh Navy ships are not necessarily exempt from compulsory pilotage but must conform to the local regulations which are to be ascertained before employing a pilot.

2. In Commonwealth ports Bangladesh Navy ships are exempted from compulsory pilotage.

2208. Pilot's engagement. Whenever It may be necessary in ports abroad to engage a licensed pilot for a lengthened service, or . an unlicensed pilot, or fisherman, or boatman. for any service, the Captain is to enter into a written engagement if circumstances, admit; but, if not a verbal agreement is to be made in the presence of a Witness specifying the rate or sum to be paid in satisfaction of all demands and if it is for a lengthened period, when the payments are to be made. If a written engagement is entered into it is to be signed by both parties and the witness and the terms are to. be noted in the log; if not in writing, they should be specially reported to Naval Headquarters. The stipulated payments are, under the authority of the Captain, to be made by the Supply Officer as may be agreed on, and the vouchers are to show the whole of the services performed within the period.

2209. Pilot's accommodation. The Captain is to arrange for the pilot, during his stay on board. to be accommodated in a situation convenient for his attending to his duty and is to see that he is treated with proper attention and respect. A pilot is to be messed as shown in. Article 1357.

2. The embarking or disembarking of a pilot, a ladder of adequate length and strength *with* sufficient width of tread, and fitted with two manropes, is always to be provided. At night, when circumstances permit, the ladder is to be suitably illuminated.

2210. Certificate and payment. The Captain is either to give a pilot, when employed, a certificate or he is to sign the pilotage account form, both showing the exact positions from and to which the ship was piloted.

2. All Certificates of Pilotage in Bangladesh and applications for payment, together with all communications on the subject are to be sent to the Administrative Authority.

3. At places abroad payment on the certificate should be made either by the Bangladesh representative or in his absence by the Supply Officer of the ship, under the Captain's authority.

4. *Tonnage.* At various ports in Bangladesh the rates payable to pilots depend on tonnage or draft or a combination of both. Care is to be taken that the appropriate figures are correctly entered on the pilotage account form or card.

At foreign ports the rates may depend upon Net, Gross or Standard Displacement. The Displacement tonnage of certain of Bangladesh Navy ships is to be kept secret, however, and in such cases; when the ship is piloted at a port where Standard Displacement is the normal basis, the ship's Gross Tonnage is to be quoted on the Certificate of Pilotage. B.R..150 is to be consulted to ascertain whether a particular ship's Displacement mayor may not be divulged. Particular care it to be Taken to ensure that the Standard Displacement is not given in respect of ships for which BR.150 prohibits the release of this information. Exceptions are:-

(a) in the Suez Canal, where the tonnage according to the Danube rule is used;

(b) in the Kiel Canal, where the net register, tonnage of a war-ship for the purpose of assessing transit dues is determined by dividing the gross tonnage by 1.7.

5. The tonnage certificate issued by the appropriate Authority which shows the gross and net register is furnished to all Bangladesh Navy ships on completion, or re-measurement after structural alterations, and will be found in the Captain's Ship's Book.

6. When payment is made by the Supply Officer of a ship, care is to be taken to ascertain from the local authorities on which class of tonnage, pilotage is correctly payable. When payment

is made locally on an incorrect basis, much unnecessary work is caused in making subsequent adjustments.

2211. Pilotage of merchant vessels. When the Chief of Naval Staff or the Senior-Officer considers it necessary or advisable to order a naval officer either to take charge as a pilot, or to advise the Master of a chartered or other vessel of the mercantile marine, he is to bear in mind that an order, to this effect may involve the acceptance by the Bangladesh Navy of responsibility in, the event of collision or other damage. A naval officer is not to be sent as pilot or adviser to the Master in such a vessel unless the circumstances of the case justify the acceptance of this responsibility.,

2212. Harbour dues at commercial ports. The following instructions apply to the payment of port, dock and harbour dues incurred in respect of ships at commercial ports.

2. Wet Dock and Harbour dues in respect of Bangladesh Navy ships will be payable to port and harbour authorities in Bangladesh in accordance with rules and at the rates laid down for the purpose.

3. *Port Service.* Charges for the use of graving docks, carnage, towage and the use of tugs or boats in port, water, light, power, labour and all other specific services are to be in accordance with the ordinary tariff applicable to such services.

4. *Payment.* Charges for dock and harbour dues (including compounded dues) and miscellaneous services relating thereto such as hire of gangways, and for towage and boatwork in Bangladesh must not be paid locally. The claims are to be sent to the competent financial authority for arranging payment, certified as follows:

- (a) The charges are a liability of the Bangladesh Navy;
- (b) The -service has been satisfactorily performed;
- (c) The dates of the service are correct;
- (d) The charges are fair and reasonable at;
- (e) Payment has not been made locally;
- (f) No previous claim from any source has been certified.

5. The reason should be stated in all cases where charges are not in accordance with tariff rates.

6. *Abroad.* Claims for charges incurred abroad are to be certified as in Clause 4 and settled locally. Where settlement is effected by Bangladesh Navy ships, Commanding Officers should ensure that claims are endorsed with a brief report of the circumstances when charges exceed tariff rates or are based on other than net registered tonnage; *see* 2210(5).

2213--2239. Unallocated.

SECTION II

COLLISION

2240. Regulations for Preventing Collisions at Sea.

The following international regulations are to be observed in order to Prevent collisions at sea, and all Executive Officers are to make themselves thoroughly acquainted therewith.

2. Internationally agreed recommendations on the use of radar as an aid to avoiding collisions at sea are reproduced in Article 2241 Thai article also clarifies the interpretation of Rule 16 in the context of radar. Whilst using radar information as an aid to avoiding collisions it must be borne in mind that:

- (a) Vessels are deemed to be in sight of one another only when one can be observed visually from the other.
- (b) Rules 17 to 24 of the Collision Regulations apply only to vessels in sight of one another; and
- (c) The possession of information obtained from radar does not relieve any vessel of the obligation of conforming strictly with the Collision Regulations and in particular, the obligation contained in Rule 15 and 16 thereof.

PART A-PRELIMINARY AND DEFINITIONS

Rule 1

(a) These Rules shall be followed by all vessels and seaplanes upon the high seas and in all waters connected therewith navigable by seagoing vessels, except as provided in Rule 30. Where, as a result of their special construction, it is not possible for seaplanes to comply fully with the provisions of Rules specifying the carrying of lights and shapes, these provisions shall be followed as closely as circumstances permit.

(b) The Rules concerning lights shall be complied with in all weathers from sunset to sunrise, and during such times no other lights shall be exhibited, except such lights as cannot be mistaken for the prescribed lights or do not impair their visibility or distinctive character, or interfere with the keeping of a proper look-out. The lights prescribed by these Rules may also be exhibited from sunrise to sunset in restricted visibility and in all other circumstances when it is deemed necessary.

(c) In the following Rules, except where the context otherwise requires :-

- (i) the word "vessel" includes every description of water craft, other than a seaplane on the water, used or capable of being used as a means of transportation on water;
- (ii) the word "seaplane" includes a flying boat and any other aircraft designed to manoeuvre on the water;
- (iii) the term "power-driven vessel" means any vessel propelled by machinery;
- (iv) every power-driven vessel which is under sail and not under power is to be considered a sailing vessel, and every vessel under power, whether under sail or not, is to be considered a power-driven vessel;
- (v) a vessel or seaplane on the water is "underway" when she is not at anchor, or made fast to the shore, or aground;
- (vi) the term "height above the hull" means height above the uppermost continuous deck;

(vii) the length and breadth of vessel shall be her length overall and largest breadth;

(viii) the length and span of a seaplane shall be its maxi. mum length and span as shown in its certificate of airworthiness, or as determined by measurement in the absence of such certificate;

(ix) vessels shall be deemed to be in sight of one another only when one can be observed visually from the other;

(x) the word "visible", when applied to lights, means visible on a dark night with a clear atmosphere;

(xi) the term "short blast" means a blast of about one second's duration;

(xii) the term "prolonged blast" means a blast of from four to six seconds' duration;

(xiii) the word "whistle" means any appliance capable of producing the prescribed short and prolonged blasts;

(xiv) the term "engaged in fishing" means fishing with nets, lines or trawls but does not include fishing with trolling lines.

Rule 2

(a) A power-driven vessel when under way shall carry :-

(i) On or in front of the foremast, or if a vessel without a foremast then in the forepart of the vessel, a white light so constructed as to show an unbroken light over an arc of the horizon of 225 degrees (20 points of the compass), so fixed as to show the light 112½ degrees (10 points) on each side of the vessel, that is, from right ahead to 22½ degrees (2 points) abaft the beam on either side, and of such a character as to be visible at a distance of at least 5 miles.

(ii) Either forward of or abaft the white light prescribed in sub-section (i) a second white light similar in construction and character to that light. Vessels of less than 150 feet in length shall not be required to carry this second white light but may do so.

(iii) These two white lights shall be so placed in a line with and over the keel that one shall be at least 15 feet higher than the other and in such a position

that the forward light shall always be shown lower than the after one. The horizontal distance between the two white lights shall be at least three times the vertical distance. The lower of these two white lights or, if only one is carried, then that light, shall be placed at a height above the hull of not less than 20 feet, and, if the breadth of the vessel exceeds 20 feet, then at a height above the hull not less than such breadth, so however that the light need not be placed at a greater height above the hull than 40 feet. In all circumstances the light or lights, as the case may be, shall be so placed as to be clear of and above all other lights and obstructing superstructures.

(iv) On the starboard side a green light so constructed as to show an unbroken light over an arc of the horizon of 112½ degrees (10 points of compass), so fixed as to show the light from right ahead to 22½ degrees (2 points) abaft the beam on the starboard side, and of such a character as to be visible at a distance of at least 2 miles.

(v) On the port side a red light so constructed as to show an unbroken light over an arc of the horizon of 112½ degrees (10 points of the compass), so fixed as to show the light

from right ahead to 22½ degrees (2 points) abaft the beam on the port side, and of such a character as to be visible at a distance of at least 2 miles.

(vi) The said green and red sidelights shall be fitted, with inboard screens' projecting at least 3 feet forward from the light, so as to prevent these Lights from being seen across the bows.

(b) A seaplane under way on the water shall carry:

(i) in the forepart amid ships where it can best be seen a white light, so constructed as to show an unbroken light over an arc of the horizon of 220 degrees of the compass, so fixed as to show the light 110 degrees on each side of the seaplane, namely, from right ahead to 20 degrees abaft the beam on either side, and of such a character as to be visible at a distance of at least 3 miles.

(ii) On the right or starboard wing tip a green light, so constructed as to show an unbroken light over an arc of the horizon of 110 degrees of the compass, so fixed as to show the light from right ahead to 20 degrees abaft the beam on the starboard side, and of such a character as to be visible at a distance of at least 2 miles.

(iii) On the left or port wing tip a red light, so constructed as to show an unbroken Light over an arc of the horizon of 110 degrees of the compass, so fixed as to show the light from right ahead to 20 degrees abaft the beam on the port side, and of such a character as to be visible at a distance of at least 2 miles.

Rule 3

(a) A power-driven vessel when towing or pushing another vessel or seaplane shall, in addition to her sidelights, carry two white lights in a vertical line one over the other, not less than 6 feet apart, and where towing and the length of tow, measuring from the stern of the towing vessel to the stern of the last vessel towed, exceeds 600 feet, shall carry three white lights in a vertical line one over the other, so that the upper and lower lights shall be the same distance from, and not less than 6 feet above or below the middle light. Each of these lights shall be of the same construction and character and one of them shall be carried in the same position as the white light prescribed in Rule 2(a)(i). None of these lights shall be carried at a height of less than 14 feet above the hull. In a vessel with a single mast, such lights may be carried on the mast.

(b) The towing vessel shall also show either the stern light prescribed in Rule 10, or in lieu of that light a small white light abaft the funnel or after mast for the tow to steer by, but such light shall not be visible forward of the beam.

(c) Between sunrise and sunset a power-driven vessel engaged in towing, if the length of tow exceeds 600 feet, carry, where it can best be seen, a black diamond shape at least 2 feet in diameter.

(d) A seaplane on the water, when towing one or more seaplanes or vessels, shall carry the lights prescribed in, Rule 2 (b)(j),(ii) and (iii); and, in addition she shall carry a second white light of the same construction and character as the white light prescribed in Rule 2(b)(i), and in a vertical line at least 6 feet above or below such light.

Rule 4

(a) A vessel which is not under command shall carry, where they can best be seen, and, if a power-driven vessel, in lieu of the lights prescribed in Rule 2(a)(i) and (ii) two red lights in a vertical line one over the other not less than 6 feet apart, and of such a character as to be visible all round the horizon at a distance of at least 2 miles. By day, she shall carry in a

vertical line one over the other not less than 6 feet apart, where they can best be seen, two black balls or shapes each not less than 2 feet in diameter.

(b) A seaplane on the water which is not under command may carry, where they can best be seen, and in lieu of the light prescribed in Rule 2(b)(i), two red lights in a vertical line, one over the other, not less than 3 feet apart, and of such a character as to be visible all round the horizon at a distance of at least 2 miles and may by day carry in a vertical line one over the other not less than 3 feet apart, where they can best be seen, two black balls or shapes, each not less than 2 feet in diameter.

(c) A vessel engaged in laying or in picking up a submarine cable or navigation mark, or a vessel engaged in surveying or underwater operations, or a vessel engaged in replenishment at sea, or in the launching or recovery of aircraft when from the nature of *her* work she is unable to get out of the way of approaching vessels, shall carry, in lieu of the lights prescribed in Rule 2(a)(i) and (ii), or Rule 7(a)(i), three lights in a vertical line one over the other so that the upper and lower lights shall be the same distance from, and not less than 6 feet above or below, the middle light. The highest and lowest of these lights shall be red, and the middle light shall be white, and they shall be of such a character as to be visible all round the horizon at a distance of at least 2 miles. By day, she shall carry in a vertical line one over the other not less than 6 feet apart, where they can best be seen, three shapes each not less than 2 feet in diameter, of which the highest and lowest shall be globular in shape and red in colour, and the middle one diamond in shape and white.

(d) (i) A vessel engaged in minesweeping operations shall carry at the fore truck a green light, and at the end or ends of the fore yard on the side or sides on which danger exist, another such light or lights. These lights shall be carried in addition to the light prescribed in Rule 2(a)(i) or Rule 7(a)(i), as appropriate, and shall be of such a character as to be visible all round the horizon at a distance of at least 2 miles. By day she shall carry black ball, not less than 2 feet in diameter, in the same position as the green lights.

(ii) The showing of these lights or balls indicates that it is dangerous for other vessels to approach closer than 3,000 feet astern of the minesweeper or 1,500 feet on the side or sides on which danger exists.

(e) The vessels and seaplanes referred to in this Rule, when not making way through the water, shall show neither the coloured sidelights nor the stern light, but when making way they shall show them.

(f) The lights and shapes prescribed in this Rule are to be taken by other vessels and seaplanes as signals that the vessel or sea-plane showing them is not under command and cannot therefore get out of the way. .

(g) These signals are not signals of vessels in distress and requiring assistance. Such signals are contained in

Rule 31.

Rule 5

(a) A sailing vessel under way and any vessel or sea-plane being towed shall carry the same lights as are prescribed in Rule 2 for a power-driven vessel or a seaplane under way, respectively, with the exception of the white lights prescribed therein, which they shall never

carry. They shall also carry stern lights as prescribed in Rule 10, provided that vessels towed, except the last vessel of a tow, may carry, in lieu of such stern light, a small white light as prescribed in Rule 3(b).

(b) In addition to the lights prescribed in section (a), a sailing vessel may carry on the top of the foremast two lights in a vertical line one over the other, sufficiently separated so as to be clearly distinguished. The upper light shall be red and the lower light shall be green. Both lights shall be constructed and fixed as prescribed in Rule 2(a)(i) and shall be visible at a distance of at least 2 miles.

(c) A vessel being pushed ahead shall carry, at the forward end, on the starboard side a green light and on the port side a red light, which shall have the same characteristics as the lights prescribed in Rule 2(a)(iv) and (v), and shall be screened as provided in Rule 2(a)(vi), provided that any number of vessels pushed ahead in a group shall be lighted as one vessel.

(d) Between sunrise and sunset a vessel being towed, if the length of the tow exceeds 600 feet, shall carry where it can best be seen, a black diamond shape at least 2 feet in diameter.

Rule 6

(a) When it is not possible on account of bad weather or other sufficient cause to fix the green and red sidelights, these lights shall be kept at hand lighted and ready for immediate use, and shall, on the approach of or to other vessels, be exhibited on their respective sides in sufficient time to prevent collision, in such manner as to make them best visible, and so that the green light shall not be seen on the port side nor the red light on the starboard side, nor, if practicable more than 22 ½ degrees (2 points) abaft the beam on their respective sides.

(b) To make the use of these portable lights more certain and easy, the lanterns containing them shall each be painted outside with the colour of the lights they respectively contain, and shall be provided with proper screens.

Rule 7

Power-driven vessels of less than 65 feet in length, vessels under oars or sails of less than 40 feet in length, and rowing boats, when under way shall not be required to carry the lights prescribed in Rules 2, 3 and 5, but if they do not carry them they shall be provided with the following lights:-

(a) Power-driven vessels of less than 65 feet in length, except as provided in sections (b) and (c), shall carry:

(i) In the forepart of the vessels, where it can best be seen, and at a height above the gunwale of not less than 9 feet, a white light constructed and fixed as prescribed in Rule 2(a)(i) and of such a character as to be visible at a distance of at least 3 miles.

(ii) Green and red sidelights constructed and fixed as prescribed in Rule 2(a)(iv) and (v), and of such a character as to be visible at a distance of at least 1 mile, or a combined lantern showing a green light and red light from right ahead to 22+ degrees (2 points) abaft the beam on their respective sides. Such lantern shall be carried out less than 3 feet below the white light.

(b) Power-driven vessels of less than 65 feet in length when towing or pushing another vessel shall carry:

(i) In addition to the sidelights or the combined lantern prescribed in section (a)(iii) two white lights in a vertical line, one over the other not less than 4 feet apart. Each of these lights shall be of the same construction and character as the white light prescribed in section (a) (i) and one of them shall be carried in the same position. In a vessel with all single mast such lights may be carried on the mast.

(ii) Either a stern light as prescribed in Rule 10 or in lieu of. that light a small white light abaft the funnel or after-mast for the tow to steer by, but such light shall not be visible forward of the beam.

(e) Power-driven vessels of less than 40 feet in length may carry the white light at a less height than 9 feet above the gunwale but it shall be carried not less than 3 feet above the sidelights or the combined lantern prescribed in section (a)(ii).

(d) Vessels of less than 40 feet in length, under oars or sails, except as provided in section (f), shall, if they do not carry the sidelights, carry, where it can best be seen, a lantern showing a green light on one side and a red light on the other, of such a character as to be visible at a distance of at least 1 mile, and so fixed that the green light shall not be seen on the port side, nor the red light on the starboard side. Where it is not possible to fix this light, it shall be kept ready for immediate use and shall be exhibited in sufficient time to prevent collision and so that the green light shall. not be seen on the port side nor the red light on the starboard side.

(e) The vessels referred to in this Rule when being towed shall carry the sidelights or the combined lantern prescribed in sections (a) or (d) of this Rule, as appropriate, and a stern light as prescribed in Rule 10, or except the last vessel of the tow a small white light as prescribed in section (b)(iii). When being pushed ahead they shall carry at the forward end the sidelights or combined lantern prescribed in sections (a) or (d) of this Rule, as appropriate, provided that any number of vessels referred to in this Rule when pushed ahead in a group shall be lighted as one vessel under this Rule unless the overall length of the group exceeds 65 feet when the provisions of Rule 5(e) shall apply.

(f) Shall rowing boats, whether under oars or sail, shall only be required to have ready at hand an electric torch or a lighted lantern, showing a white light, which shall be exhibited in sufficient time to prevent collision.

(g) The vessels and boats referred to in this Rule shall not be required in Rules 4(a) and 11(c) and the size of their day signals may be less than as prescribed in Rules 4(c) and 11(c).

Rule 8

(a) A power-driven pilot-vessel when engaged on pilotage duty and under way:

(i) Shall carry a white light at the masthead at a height of not less than 20 feet above the hull, visible at all round the horizon at a distance of at least 3 miles and distance of 8 feet below it a red light similar in construction and character. If such a vessel is of less than 65 feet in .length she may carry the white light at a height of not less than 9 feet above the gunwale and the red light at a distance of 4 feet below the white light.

(ii) Shall carry the sidelights or lanterns prescribed in Rule (a)(iv) and (v), or Rule 7(a)(ii) or (d), as appropriate, and the stem light prescribed in Rule 10.

(iii) Shall show one or more flare-up lights at intervals not exceeding 10 minutes. An intermittent white light visible all round the horizon may be used in lieu of flare-up lights.

(b) A sailing pilot-vessel when engaged on pilotage duty. And under way:-

(i) Shall carry a white light at the masthead visible all round the horizon at a distance of at least 3 miles.

(ii) Shall be provided with the sidelights or lanterns prescribed in Rules 5(a) or 7(d), as appropriate, and shall, on the near approach of or to other vessels, have such lights ready for use, and shall show them of short intervals to indicate the direction in which she is heading, but the green light shall not be shown on the port side nor the red light on the starboard side. She shall also carry the stem light prescribed in Rule 10.

(iii) Shall show one or more flare-up lights at intervals not exceeding 10 minutes.

(c) A pilot-vessel when engaged on pilotage duty and not under way shall carry the lights and show the flares prescribed in sections (a)(i) and (iii) or (b) (i) and (iii), as appropriate, and if at anchor shall also carry the anchor lights prescribed in Rule 11.

(d) A pilot-vessel, when not engaged on pilotage duty shall show the lights or shapes for a similar vessel of her length.

Rule 9

(a) Fishing vessels when not engaged in fishing shall show the lights or shapes for similar vessels of their length.

(b) Vessels engaged in fishing, when under way or at anchor, shall show only the lights and shapes prescribed in this Rule, which lights and shapes shall be visible at a distance of at least 2 miles.

(c) (i) Vessels when engaged in trawling, by which is meant the dragging of a dredge net or other apparatus through the water, shall carry two lights in a vertical line, one over the other, not less than 4 feet nor more than 12 feet apart. The upper of these lights shall be green and the lower light white and each shall be visible all round the horizon. The lower of these two lights shall be carried at a height above the sidelights not less than twice the distance between the two vertical lights.

(ii) Such vessels may in addition carry a white light similar in construction to the white light prescribed in Rule 2(a)(i) but such light shall be carried lower than and abaft the all-round green and white lights.

(d) Vessels when engaged in fishing, except vessels engaged in trawling, shall carry the lights prescribed in section (c)(i) except that the upper of the two vertical lights shall be red. Such vessels if of less than 40 feet in length may carry the red light at a height of not less than 9 feet above the gunwale and the white light not less than 3 feet below the red light.

(e) Vessels referred to in sections (c) and (d), when making way through the water, shall carry the sidelights or lanterns prescribed in Rule 2(a) (iv) and (v), or Rule 7(a) (ii) or (d), as appropriate, and the stern light prescribed in Rule 10. When not making way through the water they shall show neither the sidelights nor the stern lights.

(f) Vessels referred to in section (d) with outlying gear extending more than 500 feet horizontally into the seaway shall carry an additional all-round white light at a horizontal distance of not less than the direction of the outlying gear. This additional white light shall be placed at a height not exceeding that of the white light prescribed in section (c) (i) and not lower than the side lights.

(g) In addition to the lights which they are required by this Rule to carry, vessels engaged in fishing may, if necessary in order to attract the attention of an approaching vessel, use a flare-up light, or may direct the beam of their searchlight in the direction of a danger

threatening the approaching vessel. In such a way as not to embarrass other vessels. They may also use working lights but fishermen shall take into account that specially bright or insufficiently screened working lights may impair the visibility and distinctive character of the lights prescribed in this Rule.

(h) By day vessels when engaged in fishing shall indicate their occupation by displaying where it can best be seen a black shape consisting of two cones each not less than 2 feet in diameter with their points together on above the other. Such vessels of less than 65 feet in length may substitute a basket for such black shape. If their outlying gear extends more than 500 feet horizontally into the seaway vessel engaged in fishing shall display in addition one black conical shape, point upwards, in the direction of the outlying gear.

Note :- Vessels fishing with trolling lines are not “engaged in fishing” as defined in Rule 1(c) (xiv).

Rule 10

(a) Except where otherwise provided in these Rules, a vessel when under way shall carry at her stern a white light, so constructed that it shall show an unbroken light over an arc of the horizon of 135 degrees (12 points of the compass), so fixed as to show the light 67½ degrees (6 points) from right aft on each side of the vessel, and of such a character as to be visible at a distance of at least 2 miles.

(b) In a small vessel, if it is not possible on account of bad weather or other sufficient cause for this light to be fixed an electric torch or a lighted lantern showing a white light shall be kept at hand Ready for use and shall, on the approach of an overtaking vessel, be shown in sufficient time to prevent collision.

(c) A seaplane on the water when under way shall carry on her tail a white light, so constructed as to show an unbroken light over an arc of the horizon of 140 degrees of the compass, so fixed as to show the light 70 degrees from right aft on each side of the sea-plane, and of such a character as to be visible at a distance of at least 2 miles.

Rule 11

(a) A vessel of less than 150 feet in length, when at anchor, shall carry in the forepart of the vessel, where it can best be seen, a white light visible all round the horizon at a distance of at least 2 miles. Such a vessel may also carry a second white light in the position prescribed in section (b) of this Rule but shall not be required to do so. The second white light, if carried, shall be visible at a distance of at least 2 miles and so placed as to be as far as possible visible all round the horizon.

(b) A vessel of 150 feet or more in length, when at anchor, shall carry near the stem of the vessel, at a height of not less than 20 feet above the hull, one such light, and at or near the stern of the vessel and at such a height that it shall be not less than 15 feet lower than the forward light, another such light. Both these lights shall be visible at a distance of at least 3 miles and so placed as to be as far as possible visible all round the horizon.

(c) Between sunrise and sunset every vessel when at anchor shall carry in the fore part of the vessel, where it can best be seen, one black ball not less than 2 feet in diameter.

(d) A vessel engaged in laying or in picking up a submarine cable or navigation mark, or a vessel engaged in surveying or underwater operations, when at anchor, shall carry the lights or shapes prescribed in Rule 4(c) in addition to those prescribed in the appropriate preceding sections of this Rule.

(e) A vessel aground shall carry the light or lights prescribed in sections (a) or (b) and the two red lights prescribed in Rule 4(a). By day she shall carry, where they can best be seen, three black balls, each not less than 2 feet in diameter, placed in a vertical line one over the other, not less than 6 feet apart.

(f) A seaplane on the water under 150 feet in length, when at anchor, shall carry, where it can best be seen a white light, visible all round the horizon at a distance of at least 2 miles.

(g) A seaplane on the water 150 feet or upward in length, when at anchor, shall carry, where they can best be seen, a white light forward and a white light aft, both lights visible all round the horizon at a distance of at least 3 miles; and, in addition, if the seaplane is more than ISO feet in span, a white light on each side to indicate the maximum span, and visible, so far as practicable, all round the horizon at a distance of 1 mile.

(h) A seaplane aground shall carry an anchor light or, light as prescribed in sections (f) and (g), and in addition may carry two red lights in a vertical line, at least

Rule 12

Every vessel or seaplane on the water may, if necessary in order to attract attention, in addition to the lights which she is by these Rules required to carry, show a flare-up light or use of detonating or other efficient sound signal that cannot be mistaken for any signal authorised elsewhere under these Rules.

Rule 13

(a) Nothing in these Rules shall interfere with the operation of any special rules made by the Government of any nation with respect to additional station and signal lights for ships of war, for vessels sailing under convoy, for fishing vessels engaged in fishing as a fleet or for seaplanes on the water.

(b) Whenever the Government concerned shall have determined that a naval or other military vessel or waterborne seaplane of special construction or purpose cannot comply fully with the provisions of any of these Rules with respect to the number, position, range or are of visibility of lights or shapes, without interfering with the military function of the vessel or seaplane, such vessel or sea-plane shall comply with such other provisions in regard to the number, position, range or are of visibility of lights or shapes as her Government shall have determined to be the closest compliance possible with these Rules in respect of that vessel or seaplane.

Rule 14

A vessel proceeding under sail, when also being propelled by machinery, shall carry in the day time forward, where it can best be seen, one black conical shape, point downwards, not less than 2 feet in diameter at its base.

PART C - SOUND SIGNALS AND CONDUCT IN RESTRICTED VISIBILITY

Preliminary

1. *The possession of information obtained from radar does not relieve any vessel of the obligation of conforming strictly with the Rules and, in particular, the obligations contained in Rules J 5 and 16.*

2. *The Annex to the Rules contains recommendations intended to assist in the use of radar as an aid to avoiding collision in restricted visibility.*

Rule 15

(a) A power-driven vessel of 40 feet or more in length shall be provided with an efficient whistle, sounded by steam or by some substitute for steam, so placed that the sound may not be intercepted by any obstruction, and with an efficient fog horn to be sounded by mechanical means, and also with an efficient bell.

A sailing vessel of 40 feet or more in length shall be provided with a similar fog horn and bell.

(b) All signals prescribed in this Rule for vessels under way shall be given:

- (i) by power-driven vessels on the whistle;
- (ii) by sailing vessels on the fog horn;
- (iii) by vessels towed on the whistle or fog horn.

(c) In fog, mist, falling snow, heavy rainstorms, or any other condition similarly restricting visibility, whether by day or night, the signals prescribed in this Rule shall be used as follows;

(i) A power-driven vessel making way through the water shall sound at intervals of not more than 2 minutes a prolonged blast.

(ii) A power-driven vessel under way, but stopped and making no way through the water, shall sound at intervals of not more than 2 minutes two prolonged blasts, with an interval of about 1 second between them.

(iii) A sailing vessel under way shall sound, at intervals of not more than 1 minute, when on the starboard tack one blast, when on the port tack two blasts in succession and when with the wind abaft the beam blasts in succession.

(iv) A vessel when at anchor shall at intervals of not more than 1 minute ring the bell rapidly for about 5 seconds. In vessels of more than 350 feet in length the bell shall be sounded in the forepart of the vessel, and in addition there shall be sounded in the after part of the vessel, at intervals of not more than 1 minute for about 5 seconds, a gong or other instrument, the tone and sounding of which cannot be confused with that of the bell. Every vessel at anchor may in addition, in accordance with Rule 12, sound three blasts in succession, namely, one short, one prolonged, and one short blast, to give warning of her position and of the possibility of collision to an approaching vessel.

(v) A vessel when towing, a vessel engaged in laying or in picking up a submarine cable, or navigation mark, and a vessel under way which is unable to get out of the way of an approaching vessel through being not under command or unable to manoeuvre as required by these Rules shall, instead of the signals, prescribed in subsections (i), (ii) and (iii) sound, at intervals of not more than 1 minute, three blasts in succession, namely, one prolonged blast followed by two short blasts.

(vi) A vessel towed, or, if more than one vessel is towed, only the last vessel of the tow, if manned, shall, at intervals of not more than 1 minute, sound four blasts in succession, namely, one prolonged blast followed by three short blasts. When practicable, this signal shall be made immediately after the signal made by the towing vessel.

(vii) A vessel aground shall give the bell signal and, if required, the gong signal, prescribed in sub-section (iv) and shall in addition, give 3 separate and distinct strokes on the bell immediately before and after such rapid ringing of the bell.

(viii) A vessel engaged in fishing when under way or at anchor shall at intervals of not more than 1 minute sound the signal prescribed in sub-section (v). A vessel when fishing with trolling lines and under way shall sound the signals prescribed in sub-sections (i), (ii) or (iii) as may appropriate.(ix) A vessel of less than 40 feet in length, a rowing boat, or a seaplane on the water shall not be obliged to give the above-mentioned signals but if she does not, she shall make some other efficient sound signal at intervals of not more than 1 minute.

(x) A power-driven pilot-vessel when engaged on pilotage duty may, in addition to the signals prescribed in sub-sections (i),(ii) and (iv), sound an identity signal consisting of 4 short blasts.

Rule 16

(a) Every vessel, or seaplane when taxiing on the water, shall, in fog, mist, falling snow, heavy rainstorms or any other condition similarly restricting visibility, go at a moderate speed, having careful regard to the existing circumstances and conditions.

(b) A power-driven vessel hearing, apparently forward of her beam, the fog signal of a vessel the position of which is not ascertained, shall, so far as the circumstances of the case admit, stop her engines, and then navigate with caution until danger of collision is over.

(c) A power-driven vessel which detects the presence of another vessel forward of her beam before hearing her fog signal or sighting her visually may take early and substantial action to avoid a close quarters situation but, if this cannot be avoided, she shall, so far as the circumstances of the case admit, stop her engines in proper time to avoid collision and then navigate with caution until danger of collision is over.

PART D - STEERING AND SAILING RULES

Preliminary

In obeying and construing these Rules, any action taken should 'be positive, . in ample time, and with due regard to the overservance of good seamanship.

2. Risk of collision can, when circumstances permit, be ascertained by carefully watching the compass bearing of an approaching vessel. If the bearing does not appreciably change, such risk should, be deemed to exist.

3. Mariners should bear in mind that seaplanes in the act of landing or taking off, or operating under adverse weather conditions, may be unable to change their intended action at the last moment.

4. Rules 11 to 24 apply only to vessels in sight of one another,;

Rule 17

(a) When two sailing vessels are approaching one another, so as to involve risk of collision, one of them shall keep out of the way of the other as follows:

(i) When each has the wind on a different side, the vessel which has the wind of the port side shall keep out of the way of the other.

(ii) When both have the wind on the same side, the vessel which is to wind ward shall keep out of the way of the vessel which is to leeward.

(b) For the purposes of this Rule the windward side shall be deemed to be the side opposite to that on which the mainsail is carried or, in the case of a square-rigged vessel, the side opposite to that on which the largest fore-and-aft sail is carried.

Rule 18

(a) When two power-driven vessels are meeting end on, or nearly end on, so as to involve risk of collision, each shall alter her course to starboard, so that each may pass on the port side of the other. This Rule only applies to cases where vessels are meeting end on or nearly end on, in such a manner as to involve risk of collision, and does not apply to two vessels which must, if both keep in their respective course, pass clear of each other. The only cases to which it does apply are when each of two vessels is end on, or nearly end on, to the other; in other words, to cases in which each vessel is in such a position as to see both the side-lights of the other. It does not apply, by day, to cases in which a vessel sees another ahead crossing her own course; or, by night, to cases where the red light of one vessel is opposed to the red light of the other, or where the green light of one vessel is opposed to the green light of the other, or where a red light without a green light or a green light without a red light is seen ahead, or where both green and red lights are seen anywhere but ahead.

(b) For the purposes of this Rule and Rules 19 to 29 inclusive, except Rule 20(c) and Rule 28 a seaplane on the water shall be deemed to be a vessel, and the expression "power-driven vessel" shall be construed accordingly.

Rule 19

When two power-driven vessels are crossing, so as to involve risk of collision, the vessel which has the other on her own starboard side shall keep out of the way of the other.

Rule 20

(a) When a power-driven vessel and a sailing vessel are proceeding in such directions as to involve risk of collision, except as provided for in Rules 24 and 26, the power-driven vessel shall keep out of the way of the sailing vessel.

(b) This Rule shall not give to a sailing vessel the right to hamper, in a narrow channel, the safe passage of a power-driven vessel which can navigate only inside such channel.

(c) A seaplane on the water shall, in general, keep well clear of all vessels and avoid impeding their navigation. In circumstances, however, where risk of collision exists, she shall comply with these Rules.

Rule 21

Where by any of these Rules one of two vessels is to keep out of the way, the other shall keep her course and speed. When, from any cause, the latter vessel finds herself so close that collision cannot be avoided by the action of the giving-way vessel alone, she also shall take such action as will best aid to avert collision (*see* Rules 27 and 29).

Rule 22

Every vessel which is directed by these Rules to keep out of the way of another vessel shall, so far as possible, take positive early

action to comply with this obligation, and shall, if the circumstances of the case admit, avoid crossing ahead of the other.

Rule 23

Every power-driven vessel which is directed by these Rules to keep out of the way of another vessel shall, on approaching her, if necessary, slacken her speed or stop or reverse.

Rule 24

(a) Notwithstanding anything contained in these Rules, every vessel overtaking any other shall keep out of the way of the overtaken vessel.

(b) Every vessel coming up with another vessel from any direction more than 22½ degrees (2 points) abaft her beam, i.e. in such a position, with reference to the vessel which she is overtaking, that at night she would be unable to see either of that vessel's sidelights, shall be deemed to be an overtaking vessel, and no subsequent alteration of the bearing between the two vessels shall make the overtaking vessel a crossing vessel within the meanings of these Rules, or relieve her of the duty of keeping clear of the overtaken vessel until she is finally past and clear.

(c) If the overtaking vessel cannot determine with certainty whether she is forward of or abaft this direction from the other vessel, she shall assume that she is an overtaking vessel and keep out of the way.

Rule 25

(a) In a narrow channel every power-driven vessel when proceeding along the course of the channel shall, when it is safe and practicable, keep to that side of the fairway or mid-channel which lies on the star board side of such vessel.

(b) Whenever a power-driven vessel is nearing a bend in a channel where a vessel approaching from the other direction cannot be seen, such power-driven vessel, when she shall have arrived within one-half (½) mile of the bend, shall give a signal by one prolonged blast on her whistle which signal shall be answered by a similar blast given by any approaching power-driven vessel that may be within hearing around the bend. Regardless of whether an approaching vessel on the farther side of the bend is heard, such bend shall be rounded with alertness and Caution.

(c) In a narrow channel a power-driven vessel of less than 65 feet in length shall not hamper the safe passage of a vessel which can navigate only inside such channel.

Rule 26

All vessels not engaged in fishing, except vessels to which the provisions of Rule 4 apply, shall, when under way, keep out of the way of vessels engaged in fishing. This Rule shall not give to any vessel engaged in fishing the right of obstructing a fairway used by vessel other than fishing vessels.

Rule 27

In obeying and construing these Rules due regard shall be had to all dangers of navigation and collision, and to any special circumstances, including the limitations of the craft involved, which may render a departure from the above Rules necessary in order to avoid immediate danger.

PART E - SOUND SIGNALS FOR VESSELS IN SIGHT OF ONE ANOTHER

Rule 28

(a) When vessels are in sight of one another, a power-driven vessel under way, in taking any course authorised or required by these Rules, shall indicate that course by the following signals on her whistle, namely:- One short blast to mean "I am altering my course to starboard". Two short blasts to mean "I am altering my course to port". Three short blasts to mean "My engines are going astern".

(b) Whenever a power-driven vessel which, under these Rules, is to keep her course and speed, *is* in sight of another vessel and *is* in doubt whether sufficient action *is* being taken by the other vessel to avert collision, she may indicate such doubt by giving at least five short and rapid blasts on the whistle. The giving of such a signal shall not relieve a vessel of her obligations under Rules 27 and 29 or any other Rule, or of her duty to indicate any action taken under these Rules by giving the appropriate sound signals laid down in this Rule.

(c) Any whistle signal mentioned in this Rule may be further indicated by a visual signal consisting of a white light visible all round the horizon at a distance of at least 5 miles, and so devised that it will operate simultaneously and in conjunction with the whistle sounding mechanism and remain lighted and visible during the same period as the sound signal.

d) Nothing in these Rules shall interfere with the operation of any special rule made by the Government of any nation with respect to the use of additional whistle signals between ships of war or vessels sailing under convoy

PART F-. MISCELLANEOUS

Rule 29

Nothing in these Rules shall exonerate any vessel, or the owner, master or crew thereof, from the consequences of any neglect to carry lights or signals, or of any neglect to keep a proper look-out or of the neglect of any precaution which may be required by the ordinary practice of seamen, or by the special circumstances of the case.

Rule 30

Nothing in these Rules shall interfere with the operation of a special rule duly made by local authority relative to the navigation of any harbour, river, lake, or inland water, including a reserved seaplane area.

Rule 31

Distress Signals:

(a) When a vessel or seaplane on the water is in distress and requires assistance from other vessels or from the shore, the following shall be the signals to be used or displayed by her, either together or separately, namely:- (i) A

gun or other explosive signal fired at intervals of about a minute.

(ii) A continuous sounding with any fog signaling apparatus.

(iii) Rockets or shells, throwing red stars fired one at a time at short intervals.

(iv) A signal made by radio telegraphy or by any other signaling method consisting of the group in the Morse Code.

(v) A signal sent by radio-telephone consisting of the spoken word "Mayday".

(vi) The international Code Signal of distress indicated by N.C.

(vii) A signal consisting of a square flag having above or below it a ball or anything resembling a ball.

(viii) Flames on the vessel (as from a burning tar barrel, oil barrel, etc.)

(ix) A rocket parachute flare or a hand flare showing a red light.

(x) A smoke signal giving off a volume of orange coloured smoke.

(xi) Slowly and repeatedly raising and lowering arms outstretched to each side.

Note. Vessel in distress may used the radio-telegraph alarm signal or the radio-telephone alarm signal to secure attention to distress. calls and messages. The radio-telegraph alarm signal, which is designed to actuate the radio-telegraph auto alarms of vessels so fitted, consists of a series of twelve dashes, sent in 1 minute, the duration of each dash being 4 seconds, and the duration of the interval between 2 consecutive dashes being 1 second. The radio-telephone alarm signal consists of 2 tones transmitted alternately over periods of from 30 seconds to 1 minute.

(b) The use of any of the foregoing signals, except for the purpose of indicating that a vessel or seaplane is in distress, and the use of any signals which may be confused with any of the above signals, is prohibited.

2241. Recommendations on the use of Radar Information as an Aid to Avoiding Collisions at Sea.

Assumption made on scanty information may be dangerous and should be avoided.

2. A vessel navigating with the aid of radar in restricted visibility must, in compliance with Rule 16(a), go at a moderate speed. Information obtained from the use of radar is one of the circumstances to be taken into account when determining moderate speed. In this regard it must be recognised that small vessels, small icebergs and similar floating objects may not be detected by radar. Radar indications of one or more vessels in the vicinity may mean that "moderate speed" should be slower than a mariner without radar might consider moderate in the circumstances.

3. When navigating in restricted visibility the radar range and bearing alone do not constitute ascertainment of the position of the other vessel under Rule 16(b) sufficiently to relieve a vessel of the duty to stop her engines and navigate with caution when a for signal is heard forward of the beam:-.

4. When action has been taken under Rule 16(c) to avoid a close quarters situation, it is essential to make sure that such action is having the desired effect. Alternations of Course or speed or both are matters as to which the mariner must be guided by the circumstances of the case.

5. Alteration of course alone may be the most effective action to avoid close quarters provided that:-.

(a) There is sufficient sea room.

(b) It is made in good time.

(c) It *is* substantial. A succession of small alterations of course should be avoided.

(d) It does not result *in* a close quarters situation with other vessels.

6. The direction of an alteration of course *is* a matter in which the mariner must be guided by the circumstances of the case. An alteration to starboard particularly when vessels are approaching apparently on opposite or nearly opposite courses, -is generally preferable to an alteration to port.

7. An alteration of speed, either alone or in conjunction with an alteration of course, should be substantial. A number of small alterations of speed should be avoided.

8. If a close quarters situation *is* imminent, the most prudent action may be to take all way off the vessel.

2242. Ships' Boats. Ships boats, when under oars and away from their ships after dark, are to show an all-round *white* light where it can best be seen.

2243. Report of Collision. Immediately upon the occurrence of a collision between one of Bangladesh Navy Ships and another vessel whether *in* home waters or elsewhere, the Captain is to report the matter by signal to the Chief Of Naval Staff stating, so far as possible, whether the other vessel *is* considered to be at fault, where she *is* to be found up to what date, her port of registry, her owner's name and address, and furnishing a rough preliminary estimate of the cost of, and time required for, repair to Bangladesh Navy Ship, or alternatively indicating whether the damage appears to be serious The signal report must be followed without delay by the transmission through the Administrative Authority, of a full written report on Form F(NS) 5 (reproduced in Appendix XXV) supported by statements in detail from such as the Captain may consider desirable, of the circumstances of the occurrence.

2. A careful note should be made of the foregoing details whenever one of Bangladesh Navy Ships comes into such close proximity to another vessel that there is the possibility of damage having been done, as claims in respect of damage are often received when, on subsequent inquiry, the Captain has reported that no apparent damage was caused or that no record of the incident is held. 2244. Preservation of Documents. Whenever a collision or narrow escape from a collision occurs, care should be taken to preserve the Ship's Log, all engine-room registers, the Navigating Officer's note book (5805), the plot *in* use, and the charts by which Bangladesh Ship was being navigated at the time.

2. Entries are not to be erased, but if correction is found to be necessary the entry should be crossed through so that the correction may be shown and the alteration initialed. Subsequent marking or amendment of the chart or plot should not, in any circumstances, be made.

3. If Bangladesh Navy ship should be paid off before the case is settled, these books should be forwarded to Naval Headquarters (Naval Law Branch) with a reference sheet giving the necessary reference to the incident.

2245. Joint survey of damage. When collisions occur or are alleged to have occurred, it is of great importance that the damage caused or alleged so to have been caused to both ships should be jointly surveyed by competent surveyors representing the Bangladesh Navy and the owners of the other vessel. The reports of these surveys should give an accurate description of the damage together with full details of the repairs necessary, an estimate of the cost of such repairs, and the time required to effect them. It should also be stated whether docking is required to enable repairs to be undertaken, and if so, the amount included in the total cost to cover docking charges should

be stated. Details of the repairs and the time required should be agreed by both surveyors. If possible, the estimated cost should also be agreed, but if agreement cannot be reached, the surveyor representing the Bangladesh Navy should give *his* estimate of the cost of repairs. Such reports of survey should be forwarded to the Chief of Naval Staff and, in cases of considerable damage, should be accompanied by diagrams showing in detail the nature of the damagesurveyed, together with photographs when practicable, and an information which will enable the angle of the blow and the direction and force of the impact to be determined. These particulars are required for the information of the naval authorities only, and should not in any circumstances be supplied to the representatives of the owner of the other vessel. These surveys should be made on all occasions of collision, even though it is believed that the blame for the accident rests entirely upon the other vessel. If the collision occurs in or near the naval dockyard, the Captain Superintendent should at once be informed so that he may arrange for the surveys.

2. It is important that in all communication with the owners or representatives of the other vessels in regard to surveys or otherwise in relation to the collision, in order to avoid the suggestion of any admission of liability or the waiver of any legal right, it should be made clear that the action in question is being taken "without prejudice". These words imply that the action proposed to be taken does not involve any acceptance of liability.

3. In order to ensure that the owners of the other vessel should be informed when the survey of Bangladesh Navy ship by their representative can take place, the following instructions are to be observed:

(a) If Bangladesh Navy ship which is damaged has to proceed at once to a naval dockyard for repair, and it is more convenient for the survey to take place there, all arrangements with the owners of the other vessel as to the survey are to be made by the dockyard officers, who should also, if required by the Captain of Bangladesh Navy ship, make arrangements for the survey of the other vessel, if the latter is in the neighborhood of the dockyard. This rule will also apply to surveys of underwater damage to Bangladesh Navy ships, which may have been postponed until a subsequent docking. In every case in which it is necessary for Bangladesh Navy ship to proceed to a dockyard for the repair of damage due to collision it is desirable that the Captain of Bangladesh Navy ship should inform the Captain Superintendent and Naval Headquarters of any correspondence that has passed between him and the owners. of the vessel, and whether, and if so by whom, any survey has already been made of either vessel. The Captain Superintendent will then be responsible for seeing that all necessary steps are taken to arrange the requisite surveys, and will arrange with the Captain for the attendance of officers able to point out the collision damage..

Where it is desirable that the survey of underwater damage should be postponed until the next periodical docking of Bangladesh Navy ship, the Captain is to arrange with the owner of the other vessel accordingly, informing him that further definite arrangements will be made by the dockyard concerned. He is also to inform the Captain Superintendent of the dockyard of the arrangements made with the owner of the other vessel, giving the latter's name and address.

(b) If Bangladesh Navy ship which is damaged has to proceed to a commercial port for repairs, the same procedure should be followed as in (a), all the arrangements being made by the Senior Officer of the area or the Captain.

2246. Damage to docks and wharves. Similar action in all respects both as to reports and as to surveys, should (so far as applicable) be taken when damage has been caused to docks, locks, wharves and piers not owned or controlled by the Navy, by one of Bangladesh Navy ships, or to docks, locks, basins, wharves and piers owned or occupied by the Bangladesh Navy, by a privately-owned vessel. The Senior Officer should make use of the services of a technical officer

whenever one is available in the area, for the purposes of the survey of such damage. *See* also 5847-5850. .

2247. Private ship at Bangladesh Navy dockyard. If in any special circumstances it should be necessary for repairs to a private vessel damaged in collision with one of Bangladesh Navy ships to be carried out in a government dockyard, because other resources are not available, work should not be ordered or taken in hand until the owners or their agents have made written application for this to be done at their charge but without prejudice to the question of liability for the collision as between the Government of Bangladesh and themselves.

2248. Stores lost or damaged. Whenever a collision Occurs between a Bangladesh Navy ship and another vessel, complete lists of all naval, naval arrangement, victualling, clothing and medical stores lost or damaged as a consequence of the collision or while effecting repairs, are to be prepared at the earliest possible moment and sent to the dockyard at which the ship is being repaired or, in other cases, to Naval Headquarters. These lists need not be valued, but should be accompanied by a statement giving the proportion of the original value at the time of loss. A valued list of private effects lost or damaged should also be forwarded. A detailed statement of the cost of any repairs effected to either ship by the ship's staff should accompany these lists.

2249. Settlement of claims. The Chief of Naval Staff and other naval authorities are authorized to settle small claims for compensation for damage. For monetary limits, *see Financial Regulations*.

2. Such settlement is to be limited to cases in which the following conditions are fulfilled:

(a) The liability of Bangladesh Navy ship is clearly established.

(b) The damage has been duly surveyed and the cost of repairs does not exceed the financial power of the sanctioning authority.

(c) The claim does not include items for personal injury or for loss of use or detention.

(d) The payment in settlement does not exceed the maximum sum for which a private ship-owner would be liable under the Merchant Shipping Acts, *i.e.*, an amount assessed at the rate of the Taka equivalent of £ 8a ton on the tonnage of the wrong-doing vessel; When any question of limitation of liability is likely to be involved the circumstances should be reported to the Government.

3. A detailed report should be furnished to Naval Head quarters after settlement if made by an authority other than the Chief of Naval Staff. The report should, *inter alia*, indicate whether the question of disciplinary action has been considered and with what result.

4. Except as provided above, there should not be any acceptance of liability, and, except in extreme cases, to save life or to avert further serious damage to ship or cargo, no steps should be taken to effect repairs to the private ship, nor should anything be done which may be construed into an admission of liability, until orders from the Chief of Naval Staff have been received.

2250. Legal procedure. When the Government Solicitor considers it necessary for the purpose of civil proceedings, he will make arrangements with the Commanding Officer for a representative to visit Bangladesh Navy ship to obtain information and evidence whilst the events are still fresh in the minds of witnesses. As it would be to the advantage of the State to produce in any civil legal proceedings the evidence of surveyors accustomed to dealing with collision litigation, the Government Solicitor has been authorized to instruct such a surveyor, when he considers it

necessary, to report to him after surveying both ships. The arrangements will be made direct by the Government Solicitor with the Commanding Officer of the ship or with the Captain Superintendent of the Dockyard as required. The experts thus employed will be selected from a list kept at Naval Headquarters.

2. Any ship, other than a ship owned by a foreign State, that has caused injury to any ship or other property of the Government of Bangladesh can be arrested through the established legal procedure by the proper officer of any Court having jurisdiction and the requisite steps to this end will be taken by the Government Solicitor direct or through agents he may appoint for the purpose.

3. Legal proceedings should not be taken or authorized in any Court by any officer without the sanction of the Government.

2251. Detention of ship. The purpose of detention or arrest of a ship anywhere is to obtain security to meet the claim of the Government of Bangladesh, but if prompt notice is given to the Government Solicitor, security can usually be obtained by him by agreed bail. Where, however, it is found essential in cases of special urgency for officers abroad to fix the amount of security locally, the amount should include charges for loss of use of Bangladesh Navy ship, pay and allowances of officers and crew during the period of such loss of use, and charges for use of dock plant and other shipyard facilities.

2252-2300. *Unallocated.*

CHAPTER 23

FOREIGN RELATIONS

Articles 2301 to 2400

2301. Relations with foreigners. When visits are paid to foreign ports or places, particular care is to be taken to avoid giving any cause of offence or dissatisfaction to the authorities or inhabitants; due deference is to be shown by officers and men to local regulations and customs; and all are to do their best by their correct conduct to ensure the goodwill and respect of the inhabitants.

2. All officers of the Bangladesh Navy in their relations with officers of foreign ships of war are to show them such attention and respect as their rank and condition may entitle them to, and are to offer such assistance as they may stand in need of and, as representatives of a Power in amity with the Government of Bangladesh, may reasonably expect.

3. In all dealings with foreigners, officers are to show an example of moderation and courtesy. They are to preserve a strict neutrality in all cases of civil dissensions and are not to interfere directly or indirectly in political questions; and, in the absence of any Diplomatic or Consular officer, the Senior Officer should urge upon Bangladeshi subjects the like forbearance.

2302. Communications with foreign authorities. All communications with the local authorities or with the foreign consuls at a foreign port should, as a general rule, be made through the Bangladesh Diplomatic or Consular authorities on the spot.

2. Any remonstrance with the civil authorities can only be the duty of a naval officer in the absence of a Bangladeshi Diplomatic or Consular representative; and in such cases it must be made by the Senior Officer only.

2303. Landing armed men. No armed force is to be landed from Bangladesh Navy ships for exercise or for any other purpose, on foreign soil, without the permission of the local authorities. On wearing uniform, see 1205.

2304. Protection of Bangladeshi subjects. Protection of Bangladeshi subjects is, as a general rule, to be limited to affording them an asylum on board ship, and to securing them by boats an escape from the shore when their departure may be a measure of necessary precaution; intervention by the landing of an armed force is only to be resorted to when the lives or property of Bangladeshi subjects are actually in danger from violence which cannot otherwise be controlled. Whenever circumstances may permit naval officers should communicate with Bangladeshi Diplomatic or Consular officers on the spot before taking steps in such cases.

2305. Refugees. Ships in the ports of a foreign country are not to receive on board persons, even if Bangladeshi subjects, who are seeking refuge for the purpose of evading the laws of foreign country to which they may be subject.

2. During political disturbances or popular tumults, refuge may be afforded to persons flying from imminent personal danger. In such cases care must be taken that refugees do not carry on correspondence with their partisans from Bangladesh Navy ships, and the earliest opportunity must be taken to transfer them to some place of safety.

3. Except in extreme cases, passages should not be given to the subjects of foreign governments.

4. Whenever circumstances may permit, naval officers should communicate with Bangladeshi Diplomatic or Consular officers on the spot before taking steps for the reception of refugees on board their ships.

2306. Piratical acts. If any armed vessel, not having a commission as a warship from a recognized foreign government, whether de facto or de jure, should commit piratical acts and outrages against the vessels and goods of Bangladeshi subjects or of the subject of any other foreign power in amity with the Government of Bangladesh and if credible information should be received thereof, such armed vessel is to be seized and detained by any of Bangladesh Navy ships falling in with her, and sent to the nearest Bangladesh port where there is a court of competent jurisdiction for the trial of offences committed on the high seas, together with the necessary witnesses to prove the act or acts, and with her Master and crew in safe custody, in order that they may be dealt with according to law. In the event, however, of an attack by a ship in the possession of insurgents against their own domestic government, upon ships-of-war of that government, upon merchant ships belonging to their own country, or the cities, ports, or people within the territorial limit of their own nation, Bangladesh Navy ships have no right to interfere except as mentioned in Article 2304, and then the operation must be restricted to such acts as may be necessary to attain the precise object in view.

1107. Joint action with foreign ships. The limitations in preceding articles apply equally to cases of joint action with foreign ships-of war, when the interests of their fellow-subjects are involved with those of Bangladeshi subjects. In such cases naval officers may act in concert with the foreign naval officers so far as amicable representation is concerned; but such concert is not to be carried beyond the limits prescribed to Bangladeshi naval officers when Bangladeshi interests alone are concerned.

2308. Protection of foreigners. Application for the protection of subjects of foreign Powers in amity with the Government of Bangladesh may be entertained if none of their ships of war is present; but the application should be made through a Bangladeshi Minister or Consul and it should be acceded to only when the protection does not interfere with the public service or with the orders under which the naval officer is acting.

2309. Protection of Bangladeshi ships. The foregoing rules are also applicable to the protection to be afforded to Bangladeshi ships in foreign ports, they are only to be protected by force against actual and wrongful violence and when remonstrance has failed.

2310. Coercion of Bangladeshi ship. If any Bangladeshi merchant ship should be coerced into the conveyance of troops or into taking part in other hostile acts, the senior naval officer, should there be no Diplomatic, or Consular authority at the place, is to remonstrate with the local authorities, and take such other steps to assure her release or exemption as the case may demand, and as may be in accordance with these Regulations.

2311. Neutrality. When Powers in amity with the Government of Bangladesh are in a state of war, or are engaged in hostilities, it is the duty of all Bangladesh Navy officers to observe a strict and impartial neutrality between the contending parties, and to respect unreservedly the just exercise of their respective belligerent rights.

2312. Respect of territorial limits. The territorial limits of foreign powers in amity with the Government of Bangladesh are scrupulously to be respected, in so far as they do not exceed the limits generally recognized in international law. No exercise of authority over the persons, the ships or the goods of another nation is permissible in territorial waters, nor are any gun firing or other practices or hydrographic surveys to take place within such limits without the permission of the appropriate authorities.

2313. ENTRY into neutral ports. Subject to any limit which the neutral authorities may place upon the number of belligerent ships of war to be admitted into any one of their ports, at the same time, the senior naval officer, by the comity of nations, may enter a neutral port with his ships for

the purpose of taking shelter from the enemy or from the weather or of obtaining provisions or repairs that may be pressingly necessary.

2. He is bound to submit to any-regulations, which the local authorities may make respecting., the place of anchorage, the limitation of the length of stay in the port, the interval to elapse after a hostile man of war. has left the port before his ships may leave in pursuit; etc.

3. He must abstain, from any acts of hostility towards the subjects, vessels, or other property of the enemy 'which he may find in the neutral port. .

4. He must also abstain from increasing the number of his guns, from procuring military stores and from augmenting his crew even by the enrolment of citizens of Bangladesh.

2314. Distressed Bangladeshi subjects., No person shall be received on board any of Bangladesh Navy ships as a distressed. Bangladeshi subject at a port where there is a Bangladeshi Consular officer, without his written requisition.

2. If there should be no consular, officer present; the senior naval officer on the spot is to exercise his discretion in, regard to, the claim of any applicant for a passage, at the public expense. The relief is only to be granted in case of destitution and the circumstances are to be reported fully.

3. The requisition and order, and a full report of the circumstances, are to be forward to the Chief of Naval Staff: .

4. Persons of unsound, mind (unless they belong to the naval, military or air services)are not to be received on board Bangladesh ships-of-war, except with the special sanction of the Chief. of Naval Staff.

2315. Bangladeshi seamen ill-treated. If. it should come to the knowledge, of the senior naval officer that any Bangladeshi seamen serving in foreign merchant ships are being ill-treated, he will at, once apprise Bangladeshi Consul; should there be no Consul officer, on the spot, he will inform the local authorities of the circumstances.

2316. Foreign Enlistment Act. Any naval officer may be called upon to exercise certain responsibilities under the Act and, although he is unlikely to have to do so-without instructions from Naval Headquarters, he is also expected to bring to the notice of higher authority suspected breaches or impending breaches of it. It is, therefore, desirable that officers should have a general knowledge of the purposes of the Act.

2. The broad purpose, of the Act, the full provisions of which are set out in Appendix XVI, is to prevent Bangladeshi subjects from assisting foreign states which may be at war with, powers friendly to Bangladesh. Thus it is an offence, punishable by imprisonment and/or fine,

(a) to enlist .in the armed forces of such a state; (b) to leave any part of Bangladeshi territory with the intention of doing so; (c) to build, commission ,or equip any ship with intent or knowledge or reasonable cause to, believe that it is to be employed in the military or naval forces of such a state; (d) to fit out an expedition against the territory of a friendly state.

3. It is also an offence for the master or owner of any ship, whether Bangladeshi or not, in Bangladeshi territory to take on board any Bangladeshi subject who intends to enlist in the armed forces of a foreign state at war with a friendly Power.

4. It is also an offence for any person in Bangladeshi territory, whether Bangladeshi himself or not, to attempt to induce a Bangladeshi subject to enlist in the armed forces of a foreign state at war with a friendly power.

5. The normal procedure under the Act in the case of a ship is to obtain an order of the High Court Division or similar authority against her. Any Customs officer or naval or military or air force officer on full pay may then be called to seize and detain the ship.

6. In Bangladesh, a Minister may issue a warrant for the detention of such a ship if he has reasonable and probable cause for believing that the ship is about to be used for a purpose contrary to the Act. The officers mentioned in the preceding clause may be called upon to detain the ship under the warrant of the Minister. In such cases the onus is upon the owner to show that he is not guilty of the suspected offence. If he is successful in doing so, the State may be liable for damages.

7. In cases of extreme urgency, e.g., where the ship would have sailed for a foreign port before a warrant could be obtained, local authorities, including local naval authorities, may detain a ship under the Act, communicating the fact forthwith to the Government department concerned. Since wrongful detention in these circumstances will mean that the State has to pay damages, it is obvious that the evidence of an intended infringement of the Act must be very strong to justify detention by local authorities on their own initiative even in cases of extreme urgency.

8. Special caution is to be used in dealing with armed ships

9. Whenever an officer is required to act under these instructions a commanding force is, if possible, to be employed, so as to prevent all resistance.

10. The powers of seizure and detention given to officers as above are exercisable in Bangladesh territorial waters over any private ship whatever be her nationality.

11. These powers are also exercisable on the high seas, not being territorial waters, over Bangladesh ships but over no other ship

12. They are not exercisable over any ship in foreign territorial waters.

13. They are not exercisable in any waters over any ship of any foreign state.

14. As soon as the determination has been arrived at to exercise the powers of seizure or detention given, the Chief of Naval Staff or senior naval officer present is to announce the fact to the master of the ship and take proper measures to secure the ship.

15. The officer seizing or detaining any ship is to use his Own discretion, in the absence of special orders, whether he will detain her on the spot or bring her into the nearest Bangladeshi port, and whether he will take possession of her or allow her to be navigated by her own crew.

16. He is not to use force, except in the last resort, but he is authorized, in the absence of special orders to the contrary, to use force should he meet with resistance from the ship or if the ship, after having been duly warned, should pertinaciously attempt to escape.

17. Any officer authorized to seize or detain any ship in respect of any offence against the Act may act in such assistance as is mentioned in Section 22, for the purpose of enforcing such seizure or detention.

18. Having secured the ship, the officer seizing or detaining her should forthwith apply to the civil authority for instructions.

19. In addition to the above duties, he will have the power, on receipt of a warrant under Section 18 of the Act, to convey any prisoner to any place or places named in such warrant, and to deliver him, on arrival, into the custody of any authority designated by such warrant.

20. The following acts are not breaches of the Foreign Enlistment Acts, 1870 :-

(a) Building or equipping a merchant

man, in order that, as such, she may

carry cargo contraband of war;

(b) Putting on board a merchantman a cargo contraband of war;

provided that such

(c) Dispatching a merchantman with

ship is not to be

or in order that, as such, she may carry a cargo contraband of war;

employed in the military or naval

(d) Building, equipping or dispatching

service of any

a merchantman, in order that, as such, she may run a blockade;

foreign state at war with any

(e) Building, causing to be built, or equipping a ship in any of the cases mentioned in the proviso in Section 8 of the Act;

friendly state.

2317-2400. *Unallocated.*

SECTION I

HULL AND GENERAL

2401. Surveys and examinations. Instructions for the survey of plates and frames and examinations of every part of the structure and fittings of naval ships are laid down in detail in B;R. 3000 *Marine Engineering. Manual*.

2402. General survey. AB regards machinery and boilers and general equipment, no regulated surveys of the definite parts is laid down to be made concurrently with dockyard surveys of hull. When, however, a vessel is paid off into dockyard control for a large refit, or when between eight and nine years old; reckoned from the date when commissioned as a new ship, a general survey is to be made, such survey, in effect, becoming, the "Opening up and examination" stage of the thorough refit to follow, namely the D-2 refit.

2. Periodical surveys by dockyard officers, except. in the case of vessels paid off for refit, will generally be confined to the hulls of vessels, only. Any specific survey of particular parts of fittings in connection with the machinery or equipment, which it is not possible for the ship's staff to carry out, and which they may represent to be necessary or expedient, may be undertaken by the dockyard if included in the pink defect list (Form F(NE) 5/PD. 275).

3. When ships in commission fall due for survey, the question of survey should be raised by the Commanding Officer. Any proposed variations in the period between surveys, either to prolong or to curtail it, are to be submitted to Naval Headquarters through the Administrative Authority.

4. Survey of specific fittings, etc. The general orders that have been issued from time to time about the test, examination, or survey of specific parts or fittings, e.g., catheads, davits and derricks, when vessels come in hand for refit by dockyard, are to remain in force.

5. Reports. On completion of each survey, Form PD. 171 is to be forwarded by the Captain Superintendent or Area Commander to Naval Headquarters, on which is to be indicated in a concise manner the state and condition of the vessel as ascertained.

6. These instructions are Issued with a view to Preventing unnecessary dockyard work and expenditure, without in any way sacrificing the sea-going and fighting efficiency of B.N. ships, and as great dependence will be placed on the ship's records, every care is to be taken to ensure that the notations of the various routine and special examinations carried out are made in an accurate, clear and connected manner.

7. The foregoing instructions do not apply to harbour-service vessels, or those on the list for subsidiary service, or to tugs and other yard craft.

2403. Nature and, date of next survey. The nature of the next survey and the date when due are to be noted on the report of survey, and entered in the Ship's Book.

2404. Steel ships. The Captain of a steel ship is to take care, when.. ever practicable:-

(a) Composition, cement and paint applied. To ascertain when first commissioned, what anti-corrosive composition, cement, and paint have been applied to the different parts of the ship, also the authorized composition of the grey paint used on weather-work, and to demand such quantities of those articles as may be necessary to keep the steel in proper condition.

(b) Examination of bottom. To ascertain frequently the condition of the bottom; that the plates are cleaned and coated with preserving compositions as often as may be necessary, and as opportunities shall offer; that no injury is done by corrosion to the rivets or other

parts~ that the paint on any pipes or strainers, in the bilges, is in good condition; that no metal articles or metal filings are allowed to rest on the bottom in immediate contact with the steel; and that every part of the bilges and double bottoms is kept' clean, and coated with preserving composition, or otherwise dealt with as may from time to time be ordered, special attention being given to any parts difficult of access.

(c) *Sighting outer bottom.* That the outer bottom of the ship is sighted at the docking periods and recoated if necessary; that the plating, is well dried before the paint or composition is put on, and that it has time to dry before the ship is undocked. Should the outer bottom when sighted in dry dock appear to be unduly rough, due to the accumulation of old compositions, the attention of the officers of. the Constructive Department is to be drawn to its condition in order that any necessary action may be taken.

(d) *Dampness, etc.* That in the event of any dampness, want of anti-corrosive composition, or other defect being discovered, , immediate remedial measures are taken, such as drying the steelwork, and applying fresh composition" cement, or paint, or any other such measures as may be necessary.

(e) *Propellers.* That bronze or gunmetal screw propellers of all steel ships are kept bright and not coated with composition.

As this may result in a tendency to galvanic action between the propeller and hull, special attention is to be paid to the coating of the hull and to the cleaning or renewal of the zinc protectors in this vicinity, in order to prevent oxidation or pitting of the hull, an extra coat of protective composition being applied to the portions considered liable to corrosion. These parts of the hull are to be watched carefully, and any, serious deterioration in the above respect is to be reported immediately to Naval Headquarter.

(f) *Rust.* That steel. frames, longitudinal, boiler and engine, bearers, machinery seats and structural work generally are frequently examined, and, when, necessary cleaned and painted; that the rust is removed from the steel by hammering and scraping before paint or other coating is applied; that the inner bottom plating under engines and boilers is frequently examined, and, where rust is found to be forming, or where the paint is abraded, that the surface of the plating is thoroughly scaled, cleaned, and dried to ensure the paint being adhesive, and then coated-in accordance with current practice; special measures are to be taken where pitting of the plating, rivets, etc., is observed, in order to prevent extension of such defect.

(g) *Whitewash.* That on no account is whitewash to be used on any portion of steel work.

(h) *Grease.* That no oily or. greasy matter is allowed to accumulate at the water line, as it fosters the growth of weeds.

(i) *Drainage tanks and drains.* That drainage tanks are cleared at frequent intervals and the tanks and all drains thoroughly flushed and cleansed. This is of importance for sanitary reasons, and to prevent deterioration of the hull structure, which should be examined frequently and defects remedied.

(j) *Periodical examined of fittings.* That fittings permanently attached to the hull, and on which safety of life depends (e.g., eye plates ring bolts, etc,) are periodically examined for flaws, defects, etc., and if there is doubt, that. the fittings are removed, fire-proved and tested. Results of examination are to be reported on Form F. (NE)1. Periodical inspections should also be made of masts, spars, etc.

2. The Captain is to take care that thorough examination of every part of the structure and fittings which are of structural or military importance is continually in progress. Particular attention is to be given. structure and fittings affecting strength, water tightness and gas-tightness of the ship as a whole,-and'-watertight subdivision.

2405. Galvanic action. To guard against the effects of galvanic action upon the bottom plating of steel vessels, they are not to be moored alongside or near to coppered ships, except for a few hours when unavoidable nor are they to be attached to the same moorings as such ships, nor to adjacent pairs of moorings connected to same ground chains, nor should any chains pass from one such ship to the other.

2406. Escape manholes in hatch covers. Immediately before the refit of a ship, escape manhole covers are to be carefully surveyed by the ship's staff and those that are found defective are to be included in the defect lists.

2407. Heeling ship. Should it be found necessary to heel the ship, the Captain is to be present and see that every precaution is taken to avoid accident.

2408. Return of weights. The Captain Superintendent of the dockyard is to render on F(NE) 35 return of the weights of everything on board, with other particulars required by the form, including the actual weights, where possible, of the supplies for the use of the officers and their messes on the following occasions:

- (a) With the official report of the inclining experiment.
- (b) On first completion.
- (c) After any large refit. Return to be prepared when
- (d) As may be required by the ship is ready for service.

Naval Headquarters.

Note. When two of these occasions occur near together, a single return will suffice.

2. The Commanding Officer is to furnish the Captain Superintendent with any information in his possession which will assist in the compilation of the Return of Weights. When actual weights are not known, they are to be carefully estimated. When complete weights of permanent items are not available, changes in weights since the last rendering of Form PD. 284 are to be recorded and appropriate notes added.

2409. Cleaning and painting. In a ship building, each of the following departments is responsible for carrying out its own cleaning and painting, viz.-

Commander of Dockyard ...	Masts and rigging
Manager, Constructive Department ...	Hull
Manager, Engineering Department ...	Engine and boiler rooms,

except such portions as may be allocated to the care and maintenance party or reserve complement.

2. In a vessel undergoing a refit with a care- and maintenance party or reserve complement attached to he, all cleaning and painting are to be done by the crew and not by the dockyard, except the painting of the Captain's apartments, .officers mess quarters, sick bay, which are to be done by the dockyard.

3. In a vessel undergoing a refit where a care and maintenance party or reserve complement is not attached, the cleaning and painting are to be done, as in Clause 2, by means of working parties detailed for this work, under the supervision of the Commander of the Dockyard.

4. The amount of work allocated to the care and maintenance party or reserve complement will vary, as it depends on the time available and the work they have to do. Generally all spaces in the hull below the deck above the deep water line are to be cleaned and painted by the Constructive department and the work in the engine and boiler rooms divided between the care and maintenance party or reserve complement and the Engineering Department.

2410. Flagstaffs and signal masts in naval shore establishments periodical survey and painting. The supervision and maintenance of masts, etc., and rigging in a naval shore establishment is at all times the responsibility of the establishment concerned, in the same sense that the Captain of a ship is responsible for the efficient maintenance of the fittings in a ship.

2. A survey is to be made biennially, and defects made good to ensure that the masts and yards are kept in good and serviceable condition. The inspection is to be accompanied by scraping and examination by careful pricking in way of mast funnels. If there is any doubt as to condition, the topmast is to be struck and funnels lifted; the intervals of striking are not to exceed two years. Where slight decay has been observed, or after repairs have been carried out to masts and yards the intervals between surveys are not to exceed twelve months. The intervals at which examination and blacking down of rigging should take place are also not to exceed twelve months.

3. Where no sailors are borne capable of carrying out periodical survey and painting of masts and yards, a requisition is to be forwarded for the survey and requisite repairs to be carried out by the dockyard.

2411. Maintenance of electrical, radio and Asdic equipment. It is intended that ships shall have complements and be provided with the necessary facilities to maintain their own electrical (including radio and asdic) installations. The combined resources of the flotilla are to be regarded as being available to assist individual ships when necessary. Thus the flotilla should, in general, be able to maintain established equipments' without assistance.

2. As outside assistance will generally be required during the familiarization stage of new types of equipment falling outside the scope of previous training, Naval Headquarters will establish special electrical maintenance parties as occasion demands. In the exceptional cases where assistance is occasioned from outside the flotilla for established equipments, the Director of Electrical Engineering will make the necessary arrangements. Requests for assistance are to be addressed to Naval Headquarters (DNWEE).

3. In addition, ships may call upon the Electrical Engineering Manager for assistance in radio and asdic maintenance problems beyond the scope of the available flotilla resources.

4. These instructions are complementary to the existing facilities which may be detailed in local port orders.

2412. Gunnery and underwater weapon replacements. Requisitions for guns and parts of guns are to be sent to the Naval Armament Supply Officer.

2. Spare or replace parts, electrical and mechanical, for gunnery and underwater weapon equipments are to be demanded, as soon as the requirement arises, by means of Form F(NS) 5 Stores Demand, on the Spare Parts Distributing Centre of Naval Store Officer. Ships on passage should not demand on ports of call unless the requirement is urgent and prior approval is obtained from Naval Headquarters.

3. Demands are to show whether the parts asked for are additional or to replace defective parts. If they are the latter, and the defect is, due to causes other than fair wear and tear, a report giving details and explanations of the defect, as far as is possible, is to follow the demand.

2413. Machinery and electrical replacements. When requirements arise for replacements of parts of machinery and electrical equipment, arrangements for the supply are to be made in accordance with the approved procedure.

2414. Spare gear. Spare ship's fittings are to be tried before leaving the dockyard to ascertain whether any alteration is required.

2. It is to be ascertained that every article of spare gear shown in the Form F(NE)50 series - Lists of Equipments, Portable Fittings, Spare Gear, Drawings and Instructional Books-is on board.

2415. Precautions against lead poisoning for men using oxy-acetylene flame. etc. In order to ensure adequate protection for workmen employed in enclosed compartments or in other sheltered places on the oxy-acetylene burning or welding of nonferrous metals, including lead and lead-painted surfaces, where noxious fumes are given off, these men, as well as those working in the immediately vicinity who are exposed to danger from the noxious fumes, are, while so employed, to be provided with full mask breathing apparatus.

2. Men employed on these operations are to undergo medical examination before the commencement of such work, .at monthly intervals during its continuation, and at the termination of the work.

3. Masks are also to be supplied at the discretion of the ship's officers for the use of men similarly exposed in a substantial degree to noxious fumes arising from burning operations, other than the oxy-acetylene process, with non-ferrous metals and lead paint.

2416. Official photographs of B.N. ships. Photographs will be taken, under arrangements by the dockyard concerned, of all Bangladesh Navy ships when completely fitted out and first commissioned.

2. Three photographs are to be taken, the broadside view, the view from forward and the view from aft.

3. A photograph from the negative of the broadside view will be framed by the dockyard and furnished to the Captain for retention on board.

4. A copy each of the three photographs is to be included in the Captain's Ship's Book.

5. When the appearance of a vessel is so altered by modifications to the upper works as to render new photographs desirable, the Captain is to request that further photographs be taken.

2417-2430. Unallocated.

SECTION II. GUNNERY

See table

- 3.(a) Authorities responsible for initiating inspections or trials (Table I) should give as much notice to conducting authorities (Table III) as possible. Conducting authorities carry out their inspections and trials on behalf of ship's officers and in the case of equipment to be accepted from manufacturers, on behalf of Naval Headquarters.
- (b) Details of the purpose and conduct of gunnery inspections and acceptance trials are given in B.R. 1921. Schedules for Overall Gunnery Control Trials, Director Operational Trials and Auto Trials (Gunnery Equipment Trials Part - II) can be obtained on application to the Captain, B.N.S. Issa Khan.

4. Gun Firing Trials.

- (a) *Mounting Trials.* For B.L. and Q.F. guns (other than automatic guns) four rounds per gun are to be fired; for Q.F.-S.A. guns an additional six rounds are to be fired in a continuous series. Such other rounds as may be deemed necessary by the officer conducting the trials may also be fired.
- (b) *Blast Trials.* Where blast trials are to be carried out they are to be concurrent with the mounting firing trials. Rounds are to be fired at the discretion of the officer conducting the trials.
- (c) *Overall Gunnery Control Trials at sea.* Operational trials of the gunnery equipment will be carried out during final sea trials.
- (d) *Firing Control Units.* In ships fitted with firing control units a firing trial to test the working of this gear will be required. It is to take place during Overall Gunnery Control Trials at sea and will require six A. A. practice rounds fired T.M. per gun.
- (e) Ammunition issued for gun firing trials should conform to the following:
- (i) New (i.e. not repaired).
 - (ii) practice or inert projectiles. If none available and postponement of trials would cause unacceptable operational delay, shell may be used, in which case gun is not to be fired in depression.
 - (iii) Of the most recent date of manufacture or filling available.
 - (iv) The packages stenciled "For Gun Trials".
 - (v) Charged on vouchers separately from ammunition issued for out fit.
 - (f) Detailed instructions for carrying out , gun firing trials are contained in B.R. 2553 weapon and Electrical Engineering practice.
5. (a) Reports are to be rendered by the authority carrying out trials as follows:
- (i) *Ships undergoing conversion or modernization.* To Naval Headquarters with copies to authorities concerned.
 - (ii) *Ships refitting.* To Administrative Authority, with copies to authorities concerned. If, however, the equipment reported on has been received from the manufacturers, or if

decision of Naval Headquarters is required on any item, reports are to be forwarded jointly to Naval Headquarters and the Administrative Authority.

(b) Gunnery School, training establishments and firing ranges having equipment which requires inspection or trial should comply with the provisions of this article in so far as they are applicable.

2432. Gunnery equipment-periodical survey. One month before the ship is due to arrive at the dockyard for annual refit, such information is to be forwarded to the refitting dockyard as will enable the dockyard officers to form an estimate of the time and cost required for authorised examination and refit of the gunnery equipment. Wherever possible this information should be assessed from the results of trials conducted by ship's staffs in the scheduled manner for Over all Gunnery Control Trials and Auto Trials (Gunnery Equipment Trials Part 11).

2. As soon as possible after, and within six days of, the ship's arrival at the dockyard, a short summary of the work proposed and an approximate estimate of the time and cost, are to be forwarded from the Dockyard to Naval Headquarters for decision as to the work to be proceeded with if these defects are considered to be abnormal.

3. Before forwarding this summary and approximate estimate, an assessment of the work involved on the gunnery equipment defects is to be made by the dockyard officers in conjunction with ship's officers to enable economical manning of defects to be arranged. The equipment is to be operated as necessary by ship's staff and the overall results compared with the latest test data available. The assessment should provide for detailed examination and refit of such portions of equipment as are most in need of it as revealed by the assessment and operation of the equipment by ship's and dockyard officers. The amount of refit to be carried out will depend on the condition revealed by the detailed examination. Particular attention should be given to the correct functioning of complete systems.

4. While the general efficiency of the whole of the gunnery equipment machinery is to be maintained, so much work is to be done each year that at the end of the five years, or such period as is laid down for the item in question, the equipment will have undergone a complete examination and refit as necessary.

5. The opportunity afforded by a large refit, or other special circumstances, should be utilized for dealing with those portions which require the most time for their examination and refit.

6. For ship's in full commission, the tests and examination included in the complete examination are laid down in B.R. 2553 Weapon and Electrical Engineering practice together with instructions as to the responsibility of the ship's staff or dockyard for carrying out the work of testing, opening up, examining and readjusting the various items of the examination.

2433-2440. Unallocated.

SECTION III

UNDERWATER WEAPONS

2441. Underwater weapon trials. *Full details are contained in B.R. 2247-T AS equipment Instruction for trials and B.R. 1921 Procedure for Supervision of Ships and vessels Building in Contractor's Yards.*

2442. Torpedo equipment and discharge trials. Torpedo equipment and standard torpedo discharge trials of all B.N. ships are to be carried out by the T.A.S. Officer on the staff of the Senior Officer afloat. He may seek the assistance of the T.A.S. School, B.N.S. *Issa Khan* and BNI & SD or B.N. Dockyard staff. These trials are to include the trial of the torpedo control equipment.

2443. Alignment of torpedo sights and tubes. Alignment of torpedo sights and tubes in B.N. ships is to be carried out by the Ordnance Engineer Officer, B.N. Dockyard, assistance being given by the T.A.S. Officer on the staff of the Senior Officer afloat. The necessary arrangements for this are to be made by the Captain Superintendent, B.N. Dockyard.

2444. Trials of A/S weapons. A/T devices and underwater detection equipment. Equipment and sea trials of underwater detection equipment, anti-submarine weapons and anti-torpedo devices of all B.N. ships in dockyard hands for major alterations, conversions, refit or modernization are to be carried out by the T.A.S. Officer on the staff of the Senior Officer afloat. He may seek the assistance of the T.A.S. School, B.N.S. *Issa Khan* and /or dockyard staff.

2445-2460. *Unallocated.*

SECTION IV

MINE LAYING AND MINESWEEPING GEAR

2461. Mine laying and minesweeping equipment tests and trials. These tests and trials are to be carried out by the appropriate teams as detailed by the Senior Officer afloat or Naval Headquarters.

2462-2470. *Unallocated.*

SECTION V

ENGINEERING

2471. Engineering trials. Full details of engineering trials are given in B.R. 3000 Marine Engineering Manual.

2472. Capstans. The capstans are to be turned weekly. Capstans and spindles are to be properly lubricated once a week.

2473. Specialised machinery. In the case of specialised, patented machinery equipment, Hakers' Instructions are to be followed for tests, maintenance, etc., unless otherwise directed.

2474-2500. *Unallocated.*

SECTION I

ELECTRICAL

2501. Electrical trials. General details of electrical trials are contained in B.R. 1916 *Notes for Electrical Officers* and B.R. 1921 *Procedure for Supervision of Ships and Vessels Building and Completing at Contractors Yards*.

2. When a ship has been paid off and has been in dockyard hands for a large refit, modernization or conversion, the electrical trials referred to are to be carried out after the completion of work.

3. When a ship is to be commissioned shortly after the completion of a large refit, modernization or conversion, the final electrical trials should not be held until there is a sufficient staff of sailors on board to take over responsibility for the electrical installation.

2502. Report about trials. The Commanding Officers of ships which have undergone modernization, conversion or large repair, or in which a complete electrical system has been renewed or installed by the dockyard are to report to Naval Headquarters through the Administrative Authority three months after completion, should any abnormal electrical defects be discovered during that period in the installations subjected to trials. This instruction does not apply to defects in design which are dealt with on Form PS. 1183. A copy of the report is to be sent to the Captain Superintendent of the Dockyard. The report is to be limited to a statement of facts and a suggested explanation of the cause of each defect. It should not include minor defects which may be looked upon as normal under working conditions. Such reports are not to be made the subject of correspondence between dockyard and flotilla officers, except in special instances in which the Captain Superintendent of the Dockyard may desire further information.

2503-2520. *Unallocated.*

SECTION II

RADIO

2521. Radio equipment trials. In the case of large repairs, modernization and conversion of radio equipment, its testing and tuning will be treated as part of the dockyard work. The installation of equipment is to be completed in accordance with the relevant installation specifications before testing and tuning are taken in hand.

2522. Preliminary radio inspection. It is to be carried out by the officers of Naval Headquarters in conjunction with the flotilla staff the Manager, Constructive Department and the Electrical Engineering Manager in order to ensure that all is completed in accordance with the specifications and to advise the dockyard authorities of any omissions or small alterations required.

2. Wire aerials are to be rigged during the previous week, the work of making, hoisting and connecting them being undertaken by radio sailors.

2523. Final radio inspection. On completion of tuning and testing the final radio inspection will be carried out by the flotilla staff in conjunction with the Manager, Constructive Department and Electrical Engineering Manager.

2524. Sea trial of radio equipment. Trials are to be carried out at sea to ascertain that all dockyard work has been carried out and the equipment is working correctly and is in a fit state to be accepted by the ship's officers for final calibration.

2. No ship can be considered to be in all respects fit and ready for sea if the radio equipment has not completed sea trials satisfactorily. The Commanding Officer is, therefore, responsible for ensuring that satisfactory sea trials have been carried out by the authority responsible for tuning and testing.

2525. Ships undergoing normal refits. The Captain Superintendent of the Dockyard is responsible for the technical inspection, testing and tuning of radio equipment in all ships refitting in the dockyard. In ships completing refit, sea trials will only be carried out in respect of new installations and complete replacement of major sets.

2526. Radio equipment trials at shore establishments. The testing, tuning, trials and arrangements for the acceptance of completed radio installations in shore establishments are the responsibilities of the Captain Superintendent of the Dockyard.

2. The Commanding Officers of individual establishments are responsible for the calibration of radio equipment except for the initial calibration of new types of equipment which will be undertaken by the Captain Superintendent of the Dockyard.

2527-2540. *Unallocated.*

SECTION III

VISUAL SIGNALING EQUIPMENT

2541. Visual signaling inspections. Technical inspections of the work of fitting visual signaling equipment in ships undergoing large repairs/refit will be carried out by the Manager, Constructive Department and Electrical Engineering Manager of the B.N. Dockyard. Preliminary V.S. inspection will be done by the ship's staff concerned.

2524-2560. *Unallocated.*

SECTION IV

ANCHORS, CHAIN CABLE, STEEL WIRE ROPE, SLINGS, RIGGING, ETC.

2561. Flakes of anchors. The arms of all anchors with moveable flukes on board B.N. ships are to be moved and lubricated once a month to prevent their setting fast, *see* 5663.

2562. Chain cables and associated equipment. The chain cables of B.N. ships are to be periodically surveyed by ship's staff and they are also to be heat treated~ retested and examined at the intervals and in accordance with the procedure laid down in B.R. 367 *Anchors,, chain Cables, etc.*

2. The Senior Officer ordering the survey is to arrange *for* an experienced blacksmith from the dockyard, to assist the surveying officers.

3. The report of survey is to be rendered in duplicate on F(NP)1 and dealt with as follows:-

(a) The original, duly signed, and approved, is to be forwarded to Naval Headquarters (D.N.E.)

(b) The duplicate is to be inserted in the Captain's Ship's Book.

4. If cables are found defective, the steps taken to make them good are to be recorded on Form F(NP)5. If new cables should be required, a demand on Form F(NS)5 for the requisite

quantity is to accompany the report, together with a letter explaining the reasons for making the demand.

5. *Periodical examination of fittings.* Whenever cables are periodically surveyed or tested, the eye plates, etc., for use with anchors and chain cables are also to be thoroughly examined for flaws or defects, and, if there is doubt, fire-proofed and tested and the result noted on Form F(NP)1. The examination of eye plates, etc., during periodical surveys of cables should be made by the ship's staff, assistance from the dockyard being obtained, if necessary, to remove fittings for fire-proof and test.

2563. Hawasers, slips, boat's gear and associated equipment. All steel wire hawasers and slips, shackles, stoppers, etc., associated with them, and guard wires and chains, are to be carefully examined and have the necessary steps taken for their preservation at intervals not exceeding six months. The dates and details of these examinations are to be reported when rendering Form F(NP)1 (Survey of chain cables, etc.), in accordance with Article 2562.

2. All slips used for towing and taking in tow, chain bridles of Carpenter's stoppers, chain stoppers, shackles and slips associated with the use of steel wire hawasers are to be heat treated, retested and examined, at the intervals and in accordance with procedure laid down for chain cable and gear in B.R. 367 *Anchors, Chain Cables, etc.* The results are to be reported on Form F(NP)1.

3. All rigging screws, including screws and slips for securing anchors, davit guys, guard rails, etc., on board ship are to be worked and greased periodically at intervals not exceeding six months, and the dates on which the routine was carried out are to be reported when Form F(NP)1 is rendered. :

4. Boat's slings, bidles disengaging gear of all ships should be landed for re-test at least once a year at the dockyard or place where testing facilities exist, and at all times immediately after repairs have been effected by ship's staff. Forms pp, 786 series are to be rendered in triplicate on each occasion, in compliance with the instructions on these forms.

5. The test load at the time of re-testing is to be stamped on the ring, or when the legs of double slings are tested separately, on the enlarged end link.

6. The testing of boats' slings should, be. included in the periodical defect lists.

2564. Steel wire rope. The Captain is to arrange that the officers of each department on board take steps to ensure that frequent examination is made of all steel wire ropes in their departments, as well as fittings in connection therewith and all splices, with a view to eliminating as far as possible the liability to accident. In addition to these frequent examinations, all wire ropes should be subjected to a dead load test' of twice the working load, at intervals not exceeding two years; the rope is to be unrove by the ship's staff and sent to the dockyard for testing if such a test cannot be carried out on board.

2565-2580. Unallocated.

SECTION V

BOATS AND FLOATS

2581. Boats. In all pulling and sailing boats, when swamped, positive buoyancy is to be maintained of an amount equal to at least 10 per cent of the weight of the boat complete with all fittings and equipment.

2. All such boats are to be tested by the ship's staff every two years, and the dates of all tests are to be marked on the inside of the transom or inside the stern abaft the backboard where no transom exists.

3. Dockyard officers should only be called upon to test boats that are considered by the ship's officers, after a preliminary swamping test and careful survey, to be deficient in buoyancy, the ship's staff assisting the dockyard as far as possible at the test so as to ensure that the ship's officers are satisfied with the final efficiency of each boat. Any boats, except launches and pinnaces, requiring additional buoyancy tanks should be dealt with by the dockyard. Launches and pinnaces should be brought up to the requisite standard by fitting casks or barricoes under the thwarts from ship's resources.

4. Where the buoyancy when swamped does not come up to the standard quoted above, such temporary measures as are possible should be taken until the matter can be dealt with by the dockyard on the next visit of the vessel.

5. A report stating the results of the tests carried out by the ship's officers should accompany the communication to the dockyard in all cases.

2582. Carley floats. All Carley floats are *to* be tested at intervals of not more than six months to ensure that they are capable of sustaining the weight of the proper number of men.

2. The information given below is for carrying out flotation tests of floats not fitted with air testing arrangements. No flotation test is required for floats fitted. for air testing.

3. The following table shows the number of persons the floats should carry and the weights *to* be used for the tests:

<i>Patten No.</i>	<i>Size</i>	<i>No. persons</i>	<i>Test weight</i>
17	8 ft. x 12 ft.	45	19 ½ cwt.
18	9 ft. x 14 ft.	67	29 ½ "
19	5 ft. x 8 ft.	18	7 ¾ "
20	5 ft. X 10 ft.	20	8 ¾ "

2583. Inflatable life rafts. This equipment requires periodic servicing. The procedure is set out in B.R. 1977 *Lifesaving Equipment Maintenance Manual*.

2584-2600. *Unallocated.*

SECTION I

REPAIRS AND DEFECTS

2601. Repairs on board. Artificer of various trades being borne by ships and tools and materials being supplied, it is expected that repairs *to* machinery and equipment, *so* far as practicable, will be executed on board; and serious notice will be taken if equipment, etc., which would have been made serviceable on board be returned to a dockyard for repair, *or* if it be returned in bad condition, not due *to* fair wear and tear.

2602. Dockyard repairs. When ships in commission come into dockyard hands to have defects made good, only such defects as have been represented by the officers of the ship and are shown in defects lists, *or* become apparent during the opening up necessary *to* make good known defects, and which may be approved *to* be taken in hand, are to be made good. No special examination will be made by dockyard officers in search of further defects.

2. The examination of the hulls of ships in commission by the dockyard officers will take place as laid down in B.R.3000 Marine Engineering Manual, the annual, six-monthly and quarterly examinations by the officers of the ship being considered sufficient in the intervals.

2603. Record of Defects F.(NE)7. A Record of Defects F(NE)7 is to be kept by the following departmental officers, for their respective departments:-

- (a) Executive Officer.
- (b) Engineer Officer.
- (c) Electrical Officer.
- (d) Gunnery Officer.
- (e) T.A.S. Officer.

2. The Captain is to inspect these records at least once a month, and is *to* see that the detailed instructions contained therein are duly complied with. *See* also 5385 on reporting gunnery defects.

3. The records of defects are to be produced on the following occasions :-

- (a) At annual or paying-off inspections.
- (b) At any time called for by the Senior Officer.

4. When a defect list is forwarded, the Records of Defects are to be available for examination by the Captain Superintendent of the Dockyard if required by him.

2604. Dockyard assistance in making good defects. The periods at which a dockyard may be called on to make good defects and at which defect lists are to be rendered, are:

- (a) At normal refits, large repairs, modernizations, conversions and extended refits.
- (b) At intermediate docking periods. Normally on these occasions only. underwater defects are to be dealt with together with those which are absolutely essential for operational efficiency and cannot possibly await the next refit.

2. Only in exceptional circumstances will dockyard assistance be rendered in making good defects at other than the above periods. Such assistance will be confined to defect items which are essential to render a ship operational.

3. Administrative Authorities are to ensure that all items of defects which the regulations lay down as the responsibility of the ship's staffs are undertaken by them, *see* 2605. On no account are such items to appear in the defect lists presented to the dockyard.

4. During "self-refits" the demands on the dockyard should be limited to the supply of electric power, compressed air and water, and to shop work which is essential to enable ships' staffs to carry out as much work as possible.

2605. Defects to be made good by ship. The following items of works should generally be dealt with by ship's staff as they arise, although away from a dockyard duly assisted by Base Repair Organization:- .

Minor repairs to power and pulling boats, booms, guard rails and stanchions, ladders racks, lockers, mess shelves, tables, and stools, skylights, sashes, ports, cupboards, locks tallies, w.c. and urinals, pumps, fresh and salt water services, small repairs to ship's galley, valves and gearing;

Ordinary repairs and renewals to corticine.

Renewing rubber, etc., to watertight doors, hatches, scuttles and manhole covers.

Caulking and repairing bridges and decks (when not extensive); letting down fastenings of wood decks.

Fitting wire ridge ropes.

Maintenance of painted surfaces, polished surfaces, and cabin fittings for which tools and materials are allowed and carried. (The painting and renovation of furniture in officers' apartments and messes and sick bay should, however, be done by dockyard labour).

Repairs to canvas and rigging furniture.

Adjustments of main and auxiliary engines.

Examinations of machinery and boilers.

Re-setting small and medium sized valves.

Re-making ordinary steam and water pipe joints.

Packing glands and moderate repairs to pipe lagging.

Cleaning boilers. Renewal of protective slabs in condensers and other heat exchangers.

Minor repairs to furnace brickwork.

Examination and refit of underwater fittings (except main inlet and discharge valves), boiler mountings, etc.

Tests of boilers and condensers by water pressure.

Small renewals of condenser tubes, tightening ferrules, etc.

Top overhaul and ordinary repairs to motor boat engines and repairs to the smaller auxiliary engines.

Minor repairs to electronic, radio and asdic equipment and replacement of faulty components.
Cleaning aerial trunks.

Skimming commutators and cleaning and refitting brush gear (as practicable)....

Minor repairs to lighting systems,

Re-rigging wire aerials,

2606. Naval stores for making good defects. Demands for naval stores to make good defects may include besides material (e.g., wood, steel plates, screws, bolts and nuts, etc.), complete manufactured articles such as are generally allowed by the sea store establishments, also certain complete articles not allowed by establishments, if required solely for the replacement of similar defective articles on board. If the ship is at a dockyard when demands for making good defects are forwarded, the concurrence of the professional officers of the dockyard, is to be obtained before supply is made; otherwise the Commanding Officer will be wholly responsible for vouching the necessity for the supply. Commanding Officers are enjoined to exercise care not to demand and dockyard officers are required not to approve supply of complete manufactured articles to replace similar articles fitted in the ship, if the latter are repairable and the work of repair can be undertaken in the ship.

2. In demanding stores to make good defects, a brief statement of the nature of the defects to be made good is to be given in the space at the foot of Form F(NS) 5.

3. The greatest care is to be exercised in bringing to account the arising from the work executed.

2607. Standard dates for completion. In order that the significance of the dates of the various stages of completion of ships modernizing converting or refitting may be clearly understood, the following terms should always be used when referring to such dates:

(a) Non-operational date: begins, i.e., de- work is assumed to require one to immediately by the refit).	The date on which preparation for yard work ammunitioning, de-fuelling, etc.(This two weeks and is followed
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(b) Commencement date: by the yard.	The date on which the ship is actually taken in hand
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(c) Terminal date : substantially out-standing.	The date by which repair and installation work are finished with trials and painting still
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(d) Completion : date : post-trial	The date of completion of refit including all trials and repairs.
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(e) Operational date : operational duties.	The date on which the ship is ready to undertake
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It is to be decided by the ship's Administrative Authority.

2608-2639. Unallocated.

SECTION II

DOCKING

2640. Report of docking. The Captain is to report to the Administrative Authority whenever the ship is docked or undocked or goes into or comes out of a basin.

2. Whenever Bangladesh Navy ships are being transported by the dockyard authorities, the ship's company is to assist as far as possible, so as to reduce the cost of yard labour.

3. The Captain is to take care, when the ship is in dock, that proper precautions are taken to prevent accidents.

2641. Changes in weights. The greatest care is to be taken that no water is run into, or out of the boilers, tanks filled or emptied, or weights put on board, moved from one position to another or removed from ships while in a graving or floating dock, or on a hauling-up slipway, without the agreement of the Captain Superintendent first being obtained in writing.

2. Whenever applicable, the Captain is to give the following certificate to the Captain Superintendent:

"With reference to the Navy Regulations, Article 2641, I certify that no changes have been or will be made while the ship is in dry dock, in the distribution of weights which will affect the draught, trim or stability of the ship on being undocked.

3. When the certificate cannot be given, the Captain is to report! At least two days before undocking, direct to the Captain Superintendent, any difference in the amount or distribution of weights on board at the time of undocking, as compared with those on board at the time of docking.

4. The observance of this instruction is of great importance as any disregard of it may lead to very serious consequences in undocking ships.

5. If during the two days between furnishing the report and the undocking of the vessel, any departure from the reported, distribution of weights should unavoidably be made, the Captain Superintendent is to be informed immediately.

2642. Responsibility for valves. The Commanding Officer is responsible for ascertaining that all sea connections are shut whenever a ship is undocked, or unslipped. A certificate is to be rendered to the Captain Superintendent that the valves are all tight and closed. In the case of a new ship built at the dockyard or received from contractors, or of a ship undergoing extensive repairs at the dockyard under the dockyard control, the dockyard officers are responsible.

2643. Flooding dock. When it is intended to flood a dock for undocking or for other purposes, the officer immediately responsible for, and who controls the admission of water into the dock, is to notify in writing direct to the Captain, Engineer Officer and T.A.S. Officer of the ship concerned, the time when it is proposed to commence the operation.

2644. Foreign warships. When a foreign warship is taken into a dockyard for repair or docking, the explosive outfit is to be dealt with according to the instructions contained in B.R. 862 Naval Magazine and Explosives Regulation.

2645. Civilian dock. Naval ships and crafts may be docked or slipped in civilian docks or slipway from time to time as and when necessary for hull survey and maintenance.

2. While a B.N. Ship is in a civilian dock or slipway, the Commanding Officer shall ensure the safety of the ship, satisfactory completion of all work undertaken and accountability of the ship's unserviceable spare parts and other equipment.

3. The Commanding Officer is to arrange best liaison with the Dockyard Authority.

2646-2660. *Unallocated.*

SECTION III

ALTERATIONS AND ADDITIONS

2661. General. An alteration and addition is not to be confused with a defect and must not be shown on a Defect List.

2661. Initiation. A proposed alteration and addition may be initiated within Naval Headquarters or may be forwarded from the ship or Administrative Authority. In all Cases the cost involved will be estimated, and approval will be given only provided the value expected to be derived from the work justifies the estimated expenditure in carrying it out.

2663. Classification. All approved alterations and additions will be classified "A" or "B" in the following manner, strictly according to their importance and urgency.

"A" This classification will be confined to items found absolutely essential for sea-going and fighting efficiency or personnel reasons, on account of :-

- (a) some unforeseen defects or failure;
- (b) the development of some new threat; or
- (c) a change in the service of the ship. (s) concerned which involves modified staff requirements.

"B" Items which are less urgent than those at "A", but nevertheless, essential for reasons similar to those which apply to "A" items. Items which significantly reduce the maintenance effort may be included in this category.

2. There will also be an "S.S." classification which will be used to indicate items which are approved to be carried out by ship's staff. The "S.S." classification does not give any indication of importance or urgency, but is used to show the responsibility for the execution of the work involved.

2664. Procedure for raising proposed alterations and additions. The procedure for raising proposed alterations and additions will be as laid down by Naval Headquarters.

2665. Records. A record of approved alterations and additions is to be maintained by the Engineer Officer of each frigate/destroyer, and by the Flotilla Engineer Officer for each class of ship. These records are to consist of loose forms F(NE)2IB for approved alterations and additions raised by Naval Headquarters and of loose forms F(NE)2IA for proposed alterations and additions raised by the ships and Administrative Authorities. Records of alterations and additions for Riverine Gun Boat (R.G.B.S.), tugs and other harbour craft, etc., are to be maintained only by the Administrative Authority concerned. For M.S.Cs., alterations and additions are to be proposed and the records for the classes of ships only are to be maintained by the Squadron Engineer Officer.

2. An alteration and addition which affects one particular ship should normally affect other ships of the same class. Ships of the same class will, therefore, maintain identical records of alterations and additions having common class serial numbers. It is realized that there are slight variations in the construction and the equipment in ships of the same class. If an alteration and

addition approved for class of ships is not applicable to particular ship, the ship will in all cases record the alteration and addition in full but will endorse it as "*Not Applicable*".

2666. Taking in hand of alterations and additions. Alterations and additions will be taken in hand according to the instructions issued by Naval Headquarters.

2667. Periodic reports. In order that Naval Headquarters may at any time be able to review the state of alterations and additions in ships, periodical reports are to be rendered as laid down from time to time.

2668. Shore establishments. The orders in this section do not apply to shore establishments except for such machinery and equipment installed or fitted therein as is of standard naval type, and for which the Military Engineer Service is not responsible.

2669. Financial sanction. The provisions of the Financial Regulations and other government orders are to be followed for obtaining financial sanction from the competent authority before the proposed alterations and additions are approved.

2670-2700. *Unallocated.*

SECTION I. GENERAL

2701. General instructions. The responsibility for preparing the ship for reserve lies with her Commanding Officer.

2. A ship reducing to reserve comes under the administration of the Senior Officer, Reserve Fleet on a date to be notified by Naval Headquarters.

3. As a general rule, ships ordered to reduce to reserve will retain their full complement until they have been placed in a proper state of preservation and have been accepted by the Senior Officer, Reserve Fleet. Particularly the Engine-room sailors are not to be withdrawn till such time as the Engine-room Department has been made ready in all respects for inspection prior to reduction to reserve. Similarly, Writer and Stores sailors are to be retained on board till destoring is complete and audit objections have been settled. Officers will normally remain in their ships during reduction to reserve.

4. To ensure that a small complement borne in a ship in reserve can maintain the ship without deterioration, the highest possible standard of preservation must be achieved during reduction to reserve.

2702. Readiness for inspection prior to refit. The Captain of a ship ordered to be paid off into dockyard control for a long refit is to report to the Captain Superintendent of the Dockyard and also inform the Commander of the Dockyard when the ship will be ready for inspection by the proper officers, to ascertain that engine rooms and boiler rooms, holds, magazines, etc., are perfectly clear and clean and that storerooms ordered to be cleared have been so dealt with.

2703. Working parties. Enough hands are to be provided to assist in the landing of stores. *See also 5360.*

2704. Classification of ships reducing to reserve. Ships reducing to reserve will be classified as follows:

Class I Ships free from important defects, complete with stores and equipment (except inflammables, perishables and explosives), manned by nucleus naval crews and ready at 14 days notice.

Class II Ships in the same-state as Class I stored but normally dehumidified and, therefore, at 30 days notice for readiness.

Class III Ships with major defects requiring refit before service and, therefore, at extended notice, and normally not stored.

Class IV Ships no longer required for service. The Chief of Naval Staff will decide the reserve class of ships entering reserve and will inform the authorities concerned.

2705. Preservation of the ship and equipment. Preservation measures are to be applied to all armaments, directors and instruments above the upper deck. All storerooms containing stores, WIT and radar offices, etc., are to be sealed off, and desiccants placed inside. All electric motors, etc., are to be covered with malleable foil and sealed with costic compound, desiccants being placed inside. Machinery and boilers are to be placed in a state of preservation in accordance with the detailed instructions issued. All unsealed compartments are to be chipped, redlead and repainted. A care and maintenance party is to periodically visit the ships so treated for inspection of desiccants and to deal with rust formation. A ship-keeper is to live on board.

2706. Relics-preservation for future ships of the same name. Whenever a ship is about to be broken up or used for any purpose that will preclude her further service as a commissioned unit in the Navy, the ship's bell and history scroll are to be removed and carefully preserved for issue to any future ship of the same name. The Captain Superintendent of the Dockyard will arrange for this to be done, and for the removal into safe custody of any other relics as may be ordered.

2. In the event of a ship's name being changed, the bell, scroll and other relics are to go with the name.

3. Every ship in commission is to keep in the Captain's Ship's Book a list of the articles of historical interest, relics, plate, pictures, etc., on board, that are to be preserved on paying off. Particulars of any additions, deletions, or other modifications made in this list are to be sent at the first opportunity to Naval Headquarters.

4. A place is to be set apart in the Dockyard where articles approved for preservation can be stored and taken care of until the name *is* re-introduced, a careful record being kept in the Dockyard.

2707-2710. Unallocated.

SECTION II

EXECUTIVE

2711. Hull structure. When a vessel reduces to reserve all parts of the hull structure are to be thoroughly preserved, special attention being paid to those parts made difficult of access by fittings and to spaces in which normal preservation cannot generally be carried out. e.g., engine-room and boiler-room bilges and spaces below magazines, etc. As soon as possible- after being ordered to reduce to reserve, ship's officers are to institute a thorough and complete survey, listing all spaces where corrosion or defective paint films are found, together with a list of all items of equipment which will require removal to facilitate proper preservation of the structure. This data is to be used for the systematic reduction to reserve.

2. The Shipwright Officer is to inspect surfaces to be preserved by painting:

- (a) When surface is prepared for painting, and
- (b) when painting is completed.

Where a Shipwright Officer is not borne, these inspections are to be carried out by the Shipwright Officer on the staff of the Senior Officer, Reserve Fleet. .

2712-2720. Unallocated.,

SECTION III

GUNNERY

2721. Detailed instruction. Detailed instructions on the reduction to reserve of gunnery material, together with instructions for the disposal of magazine and gunnery stores and gunnery equipment's spares, are contained in B.R. 1786, Instructions for the Preservation of Gunnery Equipment in Ships in Reserve.

2722. Inspection of guns. The procedure for the inspection of guns is as follows :

- (a) *Ships entering Class I or II.* Inspection of guns is to be requisitioned from the Bangladesh Naval Armament Inspection & Supply Depot in accordance with B.R. 291, Tables showing particulars of Naval Ordnance. Outstanding modifications are to be completed and gun bodies greased and plugged.
- (b) *Ships entering Class III.* Inspection of guns is to be requisitioned from the Bangladesh Naval Armament Inspection & Supply Depot in accordance with B.R. 291. Outstanding modifications may be deferred until refit. In this event a list of modifications and other work outstanding is to be prepared and kept on board.
- (c) *Ships entering Class IV.* Inspection of guns and completion of modifications are not required. Gun bodies are to be greased and plugged.

2723. Disposal of close range guns.

- (a) *Class I and II ships.* 40 mm guns are to be kept in their mountings and the entire mounting packed. 10 mm guns are to be unshipped and stowed under cover.
- (b) *Class III and IV ships.* AU 40 mm and 20 mm guns are to be returned to the Bangladesh Naval Armament Inspection & Supply Depot, together with their Memoranda of Inspection.

2724. Landing of gunnery stores.

- (a) *Class I and II ships.* A full outfit of gunnery stores is to be retained on board except that machine guns (Other than 20 mm), sub-machine guns and carbines, mortars, rifles, pistols and all other small arms are to be landed at the Bangladesh Naval Armament Inspection Depot & Supply Depot, and detailed dormant demands lodged.
- (b) *Class III and IV ships.* AU gunnery stores are to be landed except that gun barrels over 40 mm and associated breach mechanism are to be retained on board. Class III ships are to lodge detailed dormant demands.

2725. Landing of explosives. Ships in Class I with crews living on board are normally to carry a full outfit of explosives.

2. Class I ships which have no crew on board, and ships in Classes II, III and IV, are to land their whole outfits of explosives.

2726. Tilt tests. Tilt tests are to be carried out in accordance with the regulations. Special consideration is to be given to making arrangements for carrying this out, where necessary, while fires are still alight.

2727. Notes for Gunnery Officer. Notes should be compiled on any particular difficulties experienced in the maintenance or functioning of any part of the equipment, any special points concerning the securing of the armament in bad weather, supply of ammunition in action, embarkation of ammunition and any other points of interest. Care should be taken to ensure that the current Form F(SN)10 or F(SN)18a has been brought up to date including particularly the "Special Remarks" section.

2728-2730. Unallocated.

SECTION IV

ELECTRICAL (INCLUDING RADIO)

2731. Ships reducing to Classes I, II and III. All equipment is to be thoroughly surveyed and tested. Ship's staff modifications to all equipment are to be completed, up to the time that the ship

is accepted into reserve, by the reducing ship's company. An inspection of the electrical equipment is to be carried out by the Electrical Officer on the staff of the Senior Officer, Reserve Fleet, or the Bangladesh Navy Dockyard before final preparation and final sealing of compartments is completed.

2. A list of all outstanding defects, alterations and additions and modifications affecting electrical equipment is to be prepared.

3. Preservation of all electrical equipment and the periodical running of radio equipment is to be carried out in accordance with the prescribed instructions.

4. The following items are to be returned when no longer required in the preparation for reserve;

(a) All portable WIT sets.

(b) Radio communication crystals, except as provided in relevant orders.

(c) Technical handbooks, but *see* 2777(h).

2732. Ships reducing to Class IV for disposal. Instructions will be issued by Naval Headquarters detailing equipment to be removed. Normally this will comprise only classified equipment.

2. The general instructions in Article 2731 are to be followed.

2733. Ships reducing to Class IV for scrapping. Instructions will be issued by Naval Headquarters detailing equipment to be removed. Normally this will include all radio equipment except obsolete equipment.

2734-2740. *Unallocated.*

SECTION V

TORPEDO ANTI-SUBMARINE

2741. T.A.S. naval armament stores. No torpedoes, torpedo explosives, torpedo stores, demolition or naval armament minesweeping stores are to be embarked in the Reserve Fleet ships of any class.

2. Ships in Classes I and II are to embark their full outfits of T.A.S. stores as given in the Ship's Warrant of Stores except that no explosive stores, squid or hedgehog projectiles or depth charges are to be embarked in any but living ships.

3. Ships in Classes III and IV are to land all T.A.S. naval armament stores except those specified in Clause 4 and Mark 3 depth charge throwers on board ships reducing to Class IV.

4. The following T.A.S. naval armament stores are to be retained on board ships in Class III :

(a) Depth charge throwers;

(b) Cartridge containers, breach blocks and contacts, safety, for squid.

5. Requisitions for the inspection of depth charge throwers, squid barrels and squid mortars are to be made separately to the Manager, Engineering Department, Bangladesh Navy Dockyard

or the Naval Armament Supply Officer, as appropriate. Outstanding modifications are to be completed. Depth charge throwers and squid mortars are to be greased and plugged.

2742. Asdics. After the trials asdic equipment the Record of Defects is to be brought up to date. The record of authorized modifications affecting the equipment is to be checked and brought up to date.

2743. Minesweeping equipment. Influence sweeping equipment is to be tested and defects are to be made good. The list of modifications affecting the equipment is to be checked and brought up to date.

2744. Mine laying equipment. Trials of mine laying equipment are to be carried out and all defects made good.

2745-2750. *Unallocated.*

SECTION VI ENGINEERING

2751. Machinery trial. Before a ship is reduced to reserve, a full power trial is to be carried out, if required, in accordance with the instructions contained in B.R. 3000 Marine Engineering Manual.

2752. Machinery and boilers. The machinery, boilers and other equipment are to be dealt with as laid down in B.R. 3000 Marine Engineering Manual. The planning of the work of reduction should be started as soon as it is known that the ship will reduce to reserve status. Every feature in connection with the department is to be considered in the light of the main requirements as outlined in the foregoing instructions and a schedule of work covering every item should be prepared. Before the ship arrives at her laying-up port, as much of the work as possible, including the following items in particular, should be progressed:

(a) Steam, exhaust and water valves, and boiler mountings to be refitted as necessary to ensure tightness.

(b) Furnace fuel oil tanks to be emptied and cleaned and tightly covered with heavy mineral oil.

(c) Chlorosulphonic acid smoke producing apparatus to be placed in a state of preservation.

Note. No attempt is to be made to wash out the interiors of containers or pumps.

(d) Diesel generators after overhaul and test, to be placed in a state of preservation unless required for use.

(e) Surfaces liable to corrosion which are not fully protected by paint, galvanizing, plating, etc., to be thoroughly cleaned, freed from moisture and rust and coated with suitable preservatives.

2753. Removal of furnace fuel oil. When a ship is ordered to reduce to Class IV reserve, all furnace fuel oil is to be removed by pumping until suction is lost, except such quantity as is required to take ship to her final laying-up port if she proceeds there under her own power. See also 6065.

2754 – 2770 *Unallocated.*

SECTION VII

SUPPLY

2771. Satisfactory state of accounts. Before a ship is reduced to reserve or an establishment is paid off, the Captain is to ensure that the state of accounts is satisfactory and that all outstanding objections have been settled.

2772. Prevention of misappropriation of stores. While destoring: the Captain is to take care that more than ordinary precautions are observed to prevent pilferage or any unauthorized appropriation or disposal of stores, whether on charge or not; additional sentries are to be posted at different parts of the ship' and sailors are to be kept alert to see that nothing is surreptitiously passed out of the ship. The Officers of the Watch, during the night especially, are not to allow boats to hover about the ship nor to remain alongside without the Captain's permission.

2. The Captain is to advise by letter the Officer Commanding, Station Supply Depot, the Victualling Store Officer and the Naval Store Officer of the date of paying off so as to obviate the possibility of stores being drawn against forged demands.

2773. Naval stores. Ships reducing to reserve are to be stored or de-stored as follows:

(a) Class I and II. Naval stores on permanent loan are to be returned to ship's naval store whenever practicable, Permanent Loan lists being either closed or adjusted as necessary. The entire stock of naval stores is to be mustered and ledgers adjusted.

(b) Ships are to be stored and equipped to full established allowances to cover the storing periods, except that inflammable, combustible, dangerous and certain valuable, attractive and perishable stores are to be landed and dormant demands lodged with the Naval Store Depot or Sub-Depot.

(c) Class III. To be de-stored except for ship's fitted equipment, e.g., radio, asdic, etc., installations and essential items, e.g., anchors, fire-fighting gear, etc.

(d) Except for Class III Living Ships, the naval store accounts are to be closed, ledger difference adjusted and the ledgers, together with all supporting vouchers, forwarded to the Naval Store Depot or Sub-Depot after all audit requirements are settled.

(e) Class IV. To be de-stored and de-equipped except for items approved to be left on board; an inventory being prepared as for Class III ships.

(f) Store accounts are to be closed and disposed of as in the case of Class III ships.

(g) Stores that may have been obtained for any purpose, although not on charge, are to be accounted for equally with other stores.

(h) Keys. (i) In the case of Class I and II ships, keys of chests, refrigerators, etc., are to be handed over to the Senior Officer, Reserve Fleet, against receipt.

(ii) In the case of Class III and IV ships, the keys are to be returned to the Naval Store Depot or sub-Depot against receipt at the time of surveying permanent stores. This procedure is also to be followed when shore establishments are paid off.

2774. Cash Accounts (Public). Cash Account is to be closed, marked 'FINAL' in red after the month to which it pertains, and forwarded to the Controller of Naval Accounts. Before closing the account, balance of public money is to be transferred to the Base Supply Officer against receipt and charged off in the Cash Account on the last day the ship is in commission.

2775. Victualling. Victualling stores remaining on charge are to be transferred to the Base Supply Officer, Chittagong or Khulna, as appropriate.

2. Victualling account is to be closed, marked 'FINAL' in red after the month to which it relates, and forwarded to the Naval Local Audit Officer for final audit.

2776. Clothing and mess traps. Clothing and mess traps remaining on charge are to be surveyed to the Base Store Officer as 'no longer required'.

2. To finalise the accounts, procedure similar to that given in Article 2775(2) is to be followed.

2777. Books, ledgers, correspondence registers files, stationery and forms. Ledgers and records are to be disposed of as follows:

(a) Captain's Ship's Book.

(i) *Class I and II ships* are to preserve Captain's Ship's Book on board.

(ii) *Class III and IV ships* are to forward Captain's Ship's Book to Naval Headquarters.

(b) Cash Books and Store Ledgers

(i) *Class I and II ships* are, after audit and settlement of objections, to preserve cash books and store ledgers on board.

(ii) *Class III and IV ships" and establishments.* After settlement of objections, all cash and store accounts, together with the connected vouchers and documents are to be sorted, catalogued," arranged according to dates and packed in a box, containing an inventory of the contents with the name of the ship or establishments clearly marked thereon and handed over to the Naval Store Depot or sub-Depot for safe custody. The receipt obtained is to be forwarded to Naval Headquarters.

(iii) The catalogue of the records handed to the Naval Store Depot or Sub-Depot is to clearly show the box number in which the individual records are packed and is to give full information necessary to enable reference being made to any documents with clarity and ease.

(c) *Correspondence files*

(i) *Class I and II ships* are to retain on board all files of correspondence. Opportunity is to be taken of weeding out all unnecessary and obsolete papers.

(ii) *Class III and IV ships and establishments.* Closed files and all

other records of historical or administrative value are to be forwarded to

Naval Headquarters. for the Historical Section. Complete lists of all files

and documents are to be enclosed.

(iii) Current files are to be created separately and disposed of as detailed in sub-clause (b) (ii).

(d) Correspondence registers

(i) Class I and II ships are to retain their Inward and Outward Registers on board.

(ii) Class III and IV ships and establishments. Inward and Outward Registers are to be packed with and treated like current files.

(e) *Railway Warrants and Forms* Ships and establishments paying off are to transfer unused Warrants and Forms to the Base Supply Officer on F(NS)22. Counterfoils of completed books are to be disposed of as laid down in Fleet Orders.

(f) Fleet Orders and Instructions

(i) Class I and II ships (and also ships laid up for refit) are to retain on board all packs of Fleet Orders and Navy Instructions.

(ii) Class III, and IV ships and establishments. Packs of Fleet Orders and Navy Instructions are to be returned to Naval Headquarters.

(g) Stationery and Forms

(i) Class I and II ships (and ships laid up for long refit) are to retain on board stationery and forms.

(ii) Class III and IV ships and establishments. Stationery and Forms are to be returned to the Base Supply Officer on F(NS)22.

(h) S.Ps., C.Bs., C.A.F. Os, and A.F. Os.

(i) Class I and II ships are to retain their publications on board.

(ii) Class I, II and IV ships and shore establishments as well as ships laid up for long refit, are to return these publications to the Naval Distributing Authority, or to the Port C.B. Officer.

(i) Chart Folios and Allied Publications

(i) Class I and II ships are to retain all chart folios and allied publications on board.

(ii) Class III and IV ships are to return these charts and publications to the Bangladesh Navy Chart Depot.

(j) Bangladesh Navy Reference Books and Library Books

(i) Class I and II ships are to retain these books on board.

(ii) Class III and IV ships are to return them to the Flotilla Circulating Library packed in crates; list of books in each crate being sent to the Flotilla Circulating library as well as to Naval Headquarters.

2778. Destruction of records. The account ledgers, files and other records deposited with the Naval Store Depot or Sub-Depot are to be retained for five years from the date of paying off, after which the cash and store ledgers and the documents connected therewith may be destroyed with the concurrence of the Controller of Naval Accounts and other records with the permission of the Chief of Naval Staff.

2779. Audit objections on accounts that have been settled and closed. After the accounts have been brought up to date, audited, closed and handed over to the Naval Store Depot or Sub-Depot, no objection is ordinarily to be raised by any department in regard to matters connected with cash, victualling, clothing, mess traps, naval stores, etc., of ships/establishments that have been paid off.

2780. Canteen. Stock on charge is to be sold out as far as possible before a ship/establishment is reduced to reserve or paid off. Fresh stocks of canteen stores are not to be drawn during the last two months prior to the date of paying off. Articles remaining unsold on the day of paying off may be transferred to other ships/establishments, or returned to the suppliers/Bangladesh Navy Canteen Warehouse at the current price.

2. When a ship is paid off for long refit only, the Canteen Warehouse, instead of paying cash for the goods received, will issue a Credit Note which is to be retained on the ship's record. On recommissioning, goods to the value of the credit note will be issued by the Warehouse.

3. Canteen account is to be closed and an audited statement Form. F(PA)29 is to be forwarded to Naval Headquarters along with original vouchers.

4. Cash balance is to be remitted to Naval Headquarters by means of cheque for credit to the Bangladesh Navy Maintenance Fund.

5. As soon as it is known that a ship or establishment is to payoff, a complete list 'of furniture, furnishings and fitting belonging to the canteen is to be forwarded to Naval Headquarters who will issue instructions regarding their disposal by public auction or transfer to other ships/establishments.

6. No, canteen material is under any circumstances to be sold direct to officers, sailors or members of the public. Nor is any private auction to be held inside the ship or establishments. Officers and sailors will be at liberty to make their own bids for any articles they may wish to purchase when the material is publicly auctioned.

7. The Commanding Officer is to ensure that the above instructions are scrupulously carried out.

2781. Duty free stores. Duty-free stores are to be disposed of by return to the suppliers or sold to entitled sea-going ships only. When transferred to shore establishments or units, prior permission of the customs authorities will be necessary.

2782. Wardroom Mess, Mineral and Tobacco Accounts. Provisions, tobacco and minerals remaining on charge are to be disposed of by return to be suppliers or sale to Wardroom messes of other ships and establishments.

2. Accounts are to be closed and disposed of like the canteen account, cash balance being sent to Naval Headquarters by means of cheque for credit to the Bangladesh Navy Central Mess Fund.

2783. Non-Public welfare funds. All non-public welfare funds are to be closed and audited statements [Form F (PA)29], together with the original vouchers, are to be forwarded to Naval Headquarters.

2. A list of articles of amenity purchased out of the various non-public welfare funds is to be prepared and forwarded to Naval Headquarters for disposal by public auction or transfer to other ships and establishments.

2784-2790. Unallocated.

SECTION VIII

MEDICAL

2791. Disposal of medical stores by ships reducing to reserve. All serviceable and non-serviceable items of non-expendible medical stores held on charge are to be surveyed and returned to the B.N. Medical Store Depot, Chittagong or Khulna.

2. The expendible items of medical stores are to be returned to the B.N. Dockyard Dispensary or B.N. Medical Store Depot, Chittagong or Khulna as may be advised by the Director of Medical Services (Navy).

2792--2800. *Unallocated.*

APPENDIX I

RESTRICTIONS ON MARRIAGE'S

(Article 0309 and 0914)

It is neither in the interest of the service nor of the officers and sailors to contract early marriages. Marriage at an early stage of service involves them in heavy responsibilities of varied types which are bound to conflict with their duties and distract their attention from pursuing study of the professional subjects and developing naval character upon which depend their future career and efficiency of the service.

2. An early marriage deprives an officer and If sailor of the benefits of the mess life. It makes difficult for them to find adequate time for participating in games and taking full interest in other activities of the ship and the welfare of personnel. Moreover, taking more than one wife and divorcing the existing wife create a lot of problems, financial and legal, for the officer and sailor as well as for the naval . administration.

3. The following rules are, therefore, laid down with a view to restricting early marriage, polygamy and divorce, namely:

(I) Marriage.-In case of Muslims, every marriage shall be solemnized in accordance with the provisions of the Muslim Family Laws Ordinance, 1961 (VIII of 1961). For non-Muslims, marriages shall be performed in accordance with their religious rites keeping in view the provisions of the Child Marriage Restraint Act, 1929 (XIX of 1929). The following restrictions on age or service are imposed on marriages, namely:

(a) Officers.-No officer shall get married before attaining the age of 26 years or completion of six years of service, whichever is earlier. This provision shall not be applicable to the following, namely :

- (i) those commissioned from the ranks who, at the date of commission, are already married;
- (ii) those granted direct commission in the Navy who, at the date of commission, are already married.
- (iii) female officer of the Navy;

(b) *The junior Commissioned Officers and other Ranks.* No junior commissioned officer and other rank shall get

married before attaining the age of 24 years or completion of 4 years of service, whichever is earlier.

(2) *Polygamy.*-Persons subject to the Navy Ordinance 1961 (XXXV of 1961) wishing to take another Wife, in addition to the existing wife or wives, shall have to obtain written permission. from the Commanding Officer. In case of Muslims, he shall seek the permission of the Commanding Officer after complying with the provisions laid down in the Muslim Family Laws Ordinance, 1961 (VIII of 1961) and the rules made thereunder.

(3) *Divorce.*-Persons subject to the Navy Ordinance, 1~61 (XXXV of 1961) wishing to divorce his wife shall have to obtain a written permission from the Commanding Officer. In case of Muslims, he shall seek the permission of the .Commanding Officer after complying with the provisions laid down in the Muslim Family Laws Ordinance, 1961 (VIII of 1961), and the rules made there under and after fulfilling the commitments made in the Kabin Nama.

4. Any naval officer or sailor who proposes to marry a foreign national shall obtain prior approval of the Chief of Naval Staff. Such approval shall be given only in special circumstances. Each case in which approval is given shall be reported to the Government for information.
5. If any naval officer or sailor enters into a marriage contract in contravention of paragraph 4, he shall be liable to dismissal from service.

APPENDIX II

TERMS OF SERVICE OF NAVAL OFFICERS ON TEMPORARY SECONDMENT TO THE CIVIL

(Article 0509)

1. Naval officers while in civil employ, will receive the pay and allowances as admissible to them in the Bangladesh Navy from time to time plus a Special Compensatory Allowance equal to 20 per cent of the basic pay of their rank,
2. In selecting naval officers for secondment to the civil, care should be taken to ensure that the officers selected are not of too high a rank as compared to the status and the ordinary civil rates of pay of the posts for which they are seconded to the Civil.

APPENDIX IV
**RULES FOR SPECIAL PROMOTION FOR GALLANTRY IN ACTION OR SPECIALLY
MERITORIOUS SERVICE IN WAR**

(Articles 0609 and 0985)

Commissioned Officers

1. An officer of the rank of Lieutenant,. Lieutenant-Commander or Commander may be promoted to the next higher rank for gallantry in action or specially meritorious service in war, provided that:

(a) in the case of an officer of the rank of Lieutenant or Lieutenant-Commander, he has completed 2 years service in that rank, of which one year shall have been at sea; and

(b) in the Case of an officer of the rank of Commander, he has completed one year's service at sea in that rank.

2. Omitted..

3. An officer of the rank of Lieutenant on promotion to the next higher rank shall be entitled to the pay of the higher rank from the date of promotion. Officers of the rank of Lieutenant-Commander or Commander on promotion to the next higher rank shall not, however, be entitled to the full pay of the higher rank until they are re-appointed in such rank. If not re-appointed on promotion they shall continue on the full pay of their former rank.

Sailors

4. A sailor may be advanced to the next higher rank or promoted to Commission rank for gallantry in action or specially meritorious service in war.

5. A sailor so advanced or promoted will be entitled to pay and other concessions of the higher rank.

6. Recommendations for the special promotion of Lieutenants and officers of higher ranks shall be made by the Commanding Officer of the ship or establishment concerned to the Chief of Naval Staff, who shall submit the case for the consideration of the Government.

7. Omitted..

8. Recommendations for the special advancement or promotion of sailors shall be submitted for the approval of the Chief of Naval Staff by the Commanding Officer of the ship or establishment concerned through the Drafting Authority

APPENDIX V

PROCEDURE FOR SELECTION OF SAILORS FOR PROMOTION TO PERMANENT COMMISSIONED RANK

(Article 0636)

General

1. The procedure given in the following paragraphs shall govern the selection of sailors for promotion to commissioned rank. The number of sailors that may thus be granted commissions shall be decided each year by the Government and notified well in advance of the date of the Final Selection Board (see Paragraph 9 below).

Recommendations by Commanding officers

2. The following action is to be taken by Commanding Officers in respect of sailors selected by them as possible candidates for commissioned rank:

(a) Form C.W.1 (see Annexure A to this appendix) is to be started. This form is to follow the sailor to all the ships and establishments to which he may be drafted. Its commencement is to be noted on the sailor's service book under the portion reserved for "Examinations passed, etc.". If a sailor is rejected by a Fleet Selection Board (see Paragraph 5 below), another Form C.W.1 may be started in due course, provided the sailor still remains eligible for selection and is recommended by his Commanding Officer. A sailor rejected twice by a Fleet Selection Board is ineligible for recommendation on Form C.W.1 A rejected candidate's Form C.W.1 shall remain with Naval Headquarters.

(b) A report on the sailor, on Form C.W.1a (see Annexure B to this appendix) is to be rendered quarterly on the 1st January, 1st April, 1st July and 1st October to the Chief of Naval Staff and the Drafting Authority. An extra copy thereof is to be attached to Form C.W.1 to form its permanent enclosure. As long as Form C.W.1a continues to be rendered on a sailor, he is to be known as C.W candidate.

(e) Should it be decided to discontinue rendering Form C.W.1a. the notation "C.W. paper cancelled" is to be entered on the sailor's service book and the matter reported to the Chief of Naval Staff and the Drafting Authority.

Eligibility to appear before Fleet Selection Board

3. Sailors who are recommended by their Commanding Officers and who also pass the medical examination referred to in Paragraph 4 below Are eligible to appear before a Fleet Selection Board (see Paragraph 5), if they fulfil the Following conditions:-

(a) Seaman sailors must:-

- (i) have completed 1 year's service in the rank of Able Seaman or above;
- (jj) have passed the Higher Educational Test;
- (iii) have passed professionally for Leading Seaman;
- (iv) be under 25 years of age on the 30th June of the year in which they appear before a Fleet Selection Board.

(b) Communication .sailors must:

- (i) have completed one year's service in the rank of Able Seaman (or equivalent) or above (see notes below);
- (ii) have passed the Higher Educational Test;
- (iii) have passed professionally for Able Seaman (see notes below);
- (iv) be under 25 years of age on the 30th June of the year in which they appear before a Fleet Selection Board.

Notes

(1) Communication sailors who are recommended, are, if they desire to be candidates for commissioned rank, to be employed in sea-going ships as Seaman sailors for a probationary period of six months, in order that their seaman like qualities may be assessed. Specialist qualification shall not be relinquished during the probationary period, and sailors may be returned to their Communication duties at any time during this period, if found unsuitable. The sailors are to be borne supernumerary to complement for so long as they remain C.W. candidates.

(2) On the expiry of the probationary period:

(I) Sailors proving unsatisfactory are to return to their Communication duties, their services as Communication sailors being regarded as unbroken;

(II) Sailors who prove to be satisfactory are to relinquish their Specialist qualification and are to be transferred to the Seaman Branch in substantive rank equivalent to the

Communication substantive rank held immediately prior to transfer. They shall, however, on transfer continue to receive the pay admissible to a Communication sailor.

(3) Ordinary Seamen (ex-Tactical Communication Operator III or ex-Radio Communication Operator III) are to be advanced to" Able Seaman immediately they have passed professionally for that rank irrespective of whether or not they have qualified by time. If transferred to the Seaman Branch in a rank higher than that of Ordinary Seaman, they shall still be required to pass professionally for Able Seaman.

(4) A sailor who fails to be selected by a Fleet Selection Board or who fails during or at the end of the special course (see Paragraph 8 below), shall:

(I) if of the rank of Able Seaman, be given the option of remaining in the Seaman Branch or reverting to the Communication Branch. In the former case he is to be governed by the normal regulations for pay, advancement, etc., for Seaman sailors. In the latter case, he shall be given special facilities to qualify professionally for Leading Tactical Communication Operator or Leading Radio Communication Operator. On qualifying he is to be given the acting leading rank and shall be eligible for confirmation in accordance with normal regulations;

(II) if of a higher rank than Able seaman, be given the option of remaining in the Seaman Branch or reverting to the Communication Branch. In the former case he is to be governed by the normal regulations for pay, advancement, etc., for Seaman sailors and be required to pass professionally for the rank held. In the latter case, he is to revert to the Communication Branch and retain his former rank in that branch, his service as a Communication sailor being regarded as unbroken.

(c) Regulating sailors must be qualified either under sub-paragraph (a) above or under sub-paragraph (d) or (f) below as appropriate to the branch from which they were transferred to the Regulating Branch.

(d) Engineering sailors, Engine Room Artificers, Electrical Artificers and Ordnance Artificers:

(i) Engineering Mechanic sailors must have completed 18 months service after undergoing the Artificer course, and Artificers must have held a 4th class or higher rank (acting or confirmed, but not probationary) for 18 months;

(ii) They must have passed a qualifying examination. (This examination may be taken by Engineering Mechanic sailors after they have qualified for Artificer candidate in the Article Leading Engineering Mechanic course, and by Artificers at any time after they have been ranked Acting 4th Class). Sailors who pass the qualifying examination are exempted from the educational test for commission rank. Details of the examination e.g., syllabi, etc., are laid down in the Training Manual and Fleet Orders.

(iii) They must be under 30 years of age on the 30th June of the year in which they appear before a Fleet Selection Board.

(e) Shipwright Artificers must:

(i) have held a 4th class or higher rank (acting or confirmed, but not probationary) for not less than 18 months;

(ii) have passed the Higher Educational Test;

(iii) have passed professionally for Able Seaman (see note below);

(iv) be under 25 years of age on the 30th June of the year in which they appear before a Fleet Selection Board.

Note. Prospective Shipwright candidates are, in the first instances, to be drafted to sea-going ships as Seaman sailors for a probationary period of 6 months in order that their seamanlike qualities may be assessed, being subject to the same provisions as are laid down for Communication sailors in the note under sub-paragraph (b) above.

(f) Supply, Medical, Electrical, Radio Electrical, Steward and Cook sailors must :

(i) have completed 2 years service in a man's rank (see also note below);

ii) have passed the Higher Educational Test;

(iii) have passed professionally for Petty Officer in Supply, Electrical. Branch, Radio Electrical Branch as appropriate. (The rule that candidates for Petty Officer must have attained the leading rank will be waived for these candidates only);

(iv) be under 25 years of age on the 30th June of the year in which they appear before a Fleet Selection Board.

Note. Prospective Medical, Steward or Cook candidates are, in the first instance, to be transferred to the equivalent Writer or Stores sailors as decided by the Drafting Authority after consultation with their Commanding Officers and are so to remain if they fail to obtain commissioned rank.

Medical Examination

4. All sailors are to be medically examined before they appear before a Fleet Selection Board. The examination is to be arranged by the Drafting Authority. Those who are not medically fit for commissioned rank are to be regarded as ineligible and their names are not to be submitted to the Fleet Selection Boards.

5. A Fleet Selection Board is to be held once a year and arrangements for sailors to appear before the Board are to be made by the Drafting Authority to whom shall be forwarded all service books, conduct sheets, Forms C.W.I and C.W.1a. etc., in respect of the sailors concerned for production before the Board. Naval Headquarters is to arrange for the sailors to appear before the Inter-Services Selection Board and for the results of the Inter-Services Selection Board to be made available for the Fleet Selection Board.

6. The decisions of the Fleet Section Board are to be forwarded to the Chief Naval Staff and a copy to the Drafting Authority.

7. Rejection by a Fleet Selection Board does not debar a sailor from appearing again before such a board provided he is still eligible and is recommended by his Commanding Officer. Once a sailor is rejected by a Fleet Selection Board, his Form C.W.I shall become ineffective and be retained by Naval Headquarters. This does not prevent him' from acquiring another Form C.W.I in due course provided he remains qualified in all respects for selection and is recommended by his Commanding Officer. Sailors rejected twice by a Fleet Selection Board are ineligible for recommendation on Form C.W.I. See also Paragraph 2(a) above.

Special Course of Instruction

8. Sailors recommended by the Fleet Selection Board are to undergo a special course of instruction in ships or establishments and are to be advanced to the acting leading rank from the date of commencement of the course if not already holding that or higher rank. Sailors undergoing this course shall be designated as follows:

- (a) If a candidate for Executive Branch Upper Yardman
- (b) If a candidate for the Engineering Branch Upper Yardman (E)
- (c) If a candidate for the Supply Branch Upper Yardman (S)
- (d) If a candidate for the Electrical Branch Upper Yardman (L)

Final Selection Board

9. On completion of the special course of instruction candidates are to be brought before a Final Selection Board, arrangements for which are to be made by Naval Headquarters. The service books, conduct sheets, Forms C.W.1 and C.W.1a, etc., and the results of the special course of instruction are to be made available for the Final Selection Board, which is to recommend in each case whether a sailor should:

- (a) be promoted to commissioned rank; or
- (b) be ranked Acting Petty Officer or equivalent (if not already holding that rank), and placed on the roster for commission rank. Such sailors shall be regarded as qualified educationally but not professionally for commission rank, except in the case (If candidates for the rank of Sub-Lieutenant, who shall be deemed to have qualified both professionally and educationally. In all cases a notation to this effect is to be made on the sailors service book. Such sailors shall be eligible for promotion to commission rank when otherwise qualified (i.e., by age, service, etc.) and may also reappear before a Fleet Selection Board, provided they are recommended and are qualified under Paragraph 3 above; or
- (c) be ranked Acting Petty Officer or equivalent (if not already holding that rank), being eligible for confirmation after one year. Such sailors are to be considered unsuitable for permanent commissions and are not eligible to appear again before a Fleet Selection Board. A suitable notation is to be made on the service book under the portion reserved for "Examination passed, etc."

10. The recommendations of the Final Selection Board are to be forwarded to the Chief of Naval Staff for his approval or otherwise.

See table

Appendix VI

RULES FOR THE GRANT OF HONORARY COMMISSIONS TO RETIRED SUB-LIEUTENANTS (LOWER DECK) M.C.P.Os, C.P.Os/P.Os (OR EQUIVALENT) FOR RENDERING OUTSTANDING RECRUITING WORK AND/OR WELFARE SERVICES FOR THE BENEFIT OF SAILORS AND THEIR FAMILIES

(Article 0692)

Qualifications

1. The following qualifications are essential for the grant of an honorary commission to a retired Sub-Lieutenant (Lower Deck) M.C.P.Os, S.C.P.Os, C.P.Os/P.O. (or equivalent) :-

(a) the individual, must have, after Independence, rendered continuous and conspicuous service in an honorary capacity for a period of not less than 3 years to the-Recruiting Organization and must have produced a very high number (which may be fixed by the Chief of Naval Staff) of accepted recruits;

Or

he must have successfully served continuously for a minimum period of 3 years after Independence as an honorary welfare worker with a District Armed Services Board;

(b) he must have had "Very Good Conduct" at the time of discharge from the Navy;

(c) he must belong to a respectable and influential family with a good reputation for unselfish and devoted welfare work;

(d) he must not have participated in,- or associated. with, any subversive political movement or organization; and

(e) he must be of sound financial status compatible with the honorary rank in question.

In addition to the above-mentioned essential qualifications any outstanding work does by him in a national emergency, e.g., during floods, may also be taken into account.

Eligibility

2. Only those retired Sub-Lieutenants (Lower Deck), M.C.P.O, S.C.P.Os, C.P.Os/P.O.s (or equivalent) shall be eligible who, during the qualifying period laid down in Paragraph I(a) above, do not draw/have not drawn, apart from pension, any other emoluments/allowances as a sort of honorarium for the work rendered in the above fields. If a retired Lower Deck Officer/ M.C.P.O/S.C.P.O/C.P.O./P.O. is a fulltime paid employee of the Government (including local bodies), he shall not be eligible.

Recommendations

3. Recommendations are to be initiated as follows in manuscript on the pro. forma given in the annexure:

- (a) *Those whose claim is based on help to Recruiting Organization.*-The recommendation is to be initiated by the Recruiting Officer concerned and forwarded to the Chief of Naval Staff, through the Drafting Authority. A copy of the recommendation is to be sent to the President, District Armed Services Board concerned, for information.
- (b) *Those whose claim is based on services other than help to Recruiting Organization.*-The recommendations are to be initiated by the Deputy Commissioner as President of the District Armed Services Board concerned and forwarded to the Drafting Authority who, with his recommendation, shall forward it to the Chief of Naval Staff. A copy of the recommendation is also to be sent to the Recruiting Officer of the area for information.
- (c) *Those whose claim is based on the help to Recruiting Organization and other services.*-The recommendation is to be initiated by the Recruiting Officer who shall send the proforma with his recommendation to the President, District Armed Services Board concerned, who is to give his recommendation with reference to the work performed by the individual other than help to the Recruiting Organization and then forward the application to the Drafting Authority for further disposal as shown in sub-paragraph (b) above.

Wearing of Uniform and Badges of Rank

4. (a) Retired Sub-Lieutenants (Lower Deck)/M.C.P.Os/S.C.P.Os/C.P.O./P.Os (or equivalent) who are granted honorary promotions or commissions may wear uniform and appropriate badges of rank only when attending ceremonials and entertainments of military nature, and on other occasions when the wearing of uniform would appear more appropriate. In no case shall uniform be worn at meetings of a political nature or on functions exclusively of a civil nature.

(b) The uniform and badges of rank, when worn on occasions specified in sub-paragraph (a) above, must conform to the existing pattern authorized for the branch to which a retired Sub-Lieutenant (Lower Deck)/M.C.P.O/S.C.P.Os/C.P.O./ P.O. (or equivalent) belonged prior to his retirement or discharge.

Annexure to Appendix VI

Proforma of Recommendations for the Grant of Honorary Promotion or Commission for rendering Outstanding Recruitment Work and/or Welfare Services for the Benefit of Sailors and their families.

1. Personal/Official No

2. Former Branch of Service.

3. Name (In full).....

4. Father's Name (in full).....

5. Name Address.....

6. Conduct at the time of discharge from Navy.

7. Family Status (eg. Loyalty to the Government, general, influence coco in the area. family connections, etc).....
.....
.....

8. Financial Status

9. Performed unselfish service in an honorary capacity :.

(a) *for procurement of recruits.

*as welfare worker for the benefit of sailors and their families. . .

.....

by rendering outstanding work in a national emergency*

.....

(b) at

.....

(show places, areas, districts)

(c) under

.....

(enter designation of Recruiting Officer/District Armed Services Board or both as the case may be).

(c) During the period (s)

.....

*[give periods and dates separately for each item applicable in paragraph 9(a) above]

10. Detai1s of service mentioned in Paragraph 9 above:.

(a) Extent of help given to the Recruiting Organization each year, stating efforts made and the number of recruits produced.....
.....

(b) Extent of help given in ensuring the welfare of sailors and families, stating the number of cases which were entrusted for disposal/inquiry. etc., the number of cases investigated and the number of cases settled successfully to the satisfaction of sailors or their families as a result or keenness and efforts of the candidate for the commission.
.....

11. Recommendations of the initiating officer (Recruiting Officer ,or President of the District Armed Services Board, as the case may be).

.....

Place Signature.....

Date Designation.....

12. Remarks of the forwarding officer (Recruiting Officer or the President of the District Armed Services Board, as the case may be),

Place Signature.....

Date. Designation.....

13. Remarks of the Drafting Authority.

Place Signature

Date.. designation

14. Decision by the Chief of Naval Staff, Bangladesh Navy.....

APPENDIX VII

LIST OF AUTHORIZED TRAINING SHIPS AND ESTABLISHMENTS

(Article 0701)

B.N.S.ISSA KHAN

B.N.S. HAJI MOHSIN

B.N.S. TITUM1R

B.N.S. SHAHEED RUHUL AM1N B.N.S. SHAHEED MOAZZAM

APPENDIX VIII
THE NAVY (EXTENSION OF SERVICE) ACT, 1950
(XXIV of 1950)
(Article 0938)

An Act to provide for the retention in service of certain persons enrolled for service in the Bangladesh Navy. WHEREAS it is expedient to provide for the retention in service of certain persons enrolled for service in the Bangladesh Navy:

It is hereby enacted as follows:

1. Short title and commencement.- (1) This Act may be called the Navy (Extension of Service) Act, 1950.

(2) It shall come into force at once.

2. *Extension of service where term of service has expired.* Until such date as may be notified in this behalf by the Government, any person enrolled for service in the Bangladesh Navy who, by reason of the expiry of the term for which he was engaged to serve when so enrolled, is no longer liable for service shall, notwithstanding such expiry, continue to be enrolled for service and to be liable for service in the Bangladesh Navy until he is discharged by the order of the Officer Commanding the Bangladesh Navy.

Provided that the period for which the service of any such person is extended under this section shall not exceed five years from the day on which his service would otherwise have terminated."

APPENDIX IX
ADVANCEMENT ROSTERS TO BE MAINTAINED BY THE DRAFTING AUTHORITY

(Article 0972)

	BRANC H	RANK	TO BE PLACED ON ADVANCEMENT ROSTER ACCORDING TO
	1	2	3
(a)	<i>Seaman</i>	Petty Officers Leading Seamen Able Seamen	Seniority as Petty Officer. Date of passing professionally for Petty Officer. Date of passing professionally for Leading Seaman.
(b)	Communication	Petty Officer, Communication Yeomen/ Radio Communication Supervisor (General) or Petty Officer, Radio Communication Supervisor (General) Leading Tactical Communication Operators/ Radio Communication Operators Or Leading Radio Communication Operators (General) Tactical Communication Operators-1/ Radio Communication Operators -1 Or Radio Communication	Seniority as Petty Officer. Communication yeomen/Radio Supervisor Or Seniority as Petty Officer, Communication Radio Supervisor Seniority as Leading Communication Tactical Operator/Radio Communication Operator Or Seniority as Leading Communication Radio Operator (General) Seniority as Tactical Operator-1, Radio Communication Operator-1 Or Seniority as Radio Communication Operator(General-1)

		Operator (General)-1	
(c)	Regulating	Petty Officers (Regulating) Leading Patrolmen Patrolmen	Seniority as Petty Officer (Regulating) Seniority as Leading Patrolmen Seniority as Patrolmen
(d)	<i>Engineering Mechanic</i>	Petty Officer Engineering Mechanics Leading Engineering Mechanics: (i) If passed for Petty Officer Engineering Mechanic on conclusion of the Leading Engineering Mechanic's Course (ii) If passed for Petty Officer Engineering Mechanic at the Leading Engineering Mechanic's Course whilst an Engineering Mechanic 1st class and later passed afloat for Petty Officer Engineering Mechanic (iii) If failed for Petty Officer Engineering Mechanic at the Leading Engineering Mechanic's Course whilst an Acting Leading Engineering Mechanic and later passed afloat for Petty Officer	Date of passing for Chief Engineering Mechanic Seniority as Leading Engineering Mechanic Date of passing afloat for Petty Officer Engineering Mechanic Seniority as Leading Engineering Mechanic, retarded by period elapsed between failure at

		Engineering Mechanic Engineering Mechanic 1st Class	the Leading Engineering Mechanic's Course and passing afloat. Date of award of Auxiliary Watch-keeping Certificate.
(e)	<i>Artificer and Mechanician</i>	Artificers and Mechanicians for advancement to Chief	The Roster is formed on a "point" system, in which the basic date of passing professionally governs the order in which men are placed on the roster. One point is counted for each month of service after the date of completing qualifying service for "Chief" and one additional point for each month of service after the same date, provided in the latter case that no time is to count until the sailor has passed professionally for "Chief". Four points are given for each recommendation for accelerated advancement. For E.R.A's. the additional point per month for passing professionally is to be counted from such date after completion of qualifying service for Chief E.R.A as is recommended by the Commanding Officer under whom they are serving at the time. The Commanding Officer's certificate is to be sent to the Drafting Authority.

(f)	<i>Writer</i>	Petty Officer Writers Leading Writers Writers	Seniority as Petty Officer Writer, Seniority as Leading Writer, Seniority as Writer.
(g)	<i>Stores</i>	Stores Petty Officers Leading Stores Assistants Stores Assistants	Seniority as Stores Petty Officer. Seniority as Leading Stores Assistant. Seniority as Stores Assistant.
(h)	<i>Medical</i>	Petty Officers Medical Medical Assistant 1st Class	Date of passing professionally for Chief Petty Officer (Medical) Date of passing professionally for Leading Medical Assistant Date of passing professionally for Leading Medical Assistant.
(i)	<i>Electrical</i>	Petty Officer Radio Electricians or Petty Officer Electricians Leading Radio Electrical Mechanics Or Leading Electrical Mechanics Radio Electrical Mechanics, 1st Class	Seniority as Petty Officer Radio Electrician or Petty Officer Electrician. Date of passing the provisional, examination prior to qualifying course for Leading Radio Electrical Mechanic or Leading Electrical Mechanic
(j)	<i>Cook</i>	Petty Officer Cooks Leading Cooks Cooks	Seniority as Petty Officer Cook Seniority as Leading Cook Seniority as Cook

(k)	<i>Steward</i>	Petty Officer Stewards Leading Stewards Stewards	Seniority as Petty Officer Steward Seniority as Leading Steward Seniority as Steward.
(l)	<i>Musician</i>	Band Petty Officers Leading Bandsmen Bandsmen	Seniority as Band Petty Officer. Date of passing professionally for Band Petty Officer. Date of passing professionally for Leading Bandsman.
(m)	<i>Topass</i>	Topasses	Seniority as Topass.

APPENDIX X

(Article 1128)

Confidential Reports on Officers

INSTRUCTIONS FOR COMPLETING FORM

F(CW)-I

PART I

PRELIMINARY

The responsibility for the success and usefulness of any reporting system really devolves on the persons who follow and practice it. As reporting is an important function of Command it would be realised that the value of the reports is nullified if they are exaggerated or biased. In fact the whole purpose of confidential reports is defeated unless the Commanding Officers judge the merits of their subordinates in an objective and impartial manner. Furthermore, it can throw doubt on their judgment as consistent defective assessment is quickly detected. Consequently it is essential that the officers who are called upon to render reports on officers subordinate to them carry out this important duty with the utmost care and attention without fear or favour of any kind.

COMPLETION OF FORM

2. Form F(CW) 1 with the exception of Section-I is to be completed by the officer in command of the ship or establishment in which the officer is serving who should consult the officer's Head of Department. If the officer reported on is himself in Command or is on the staff of a Flag or Senior Officer the form is to be completed by the Flag or Senior Officer concerned.

PERSONAL DATA

3. The personal data of an officer under report except Medical category is to be carefully entered in the columns specified for the purpose. Maximum use of the B.N. List is to be made in this behalf and help of the administrative authority sought whenever considered necessary. If any column is inapplicable the notation "N.A" is to be entered therein invariably.

4. The entries should preferably be typewritten. Overtyping and erasing are to be avoided as far as possible.

5. The primary responsibility for the accuracy of the personal data is that of the officer reported upon but it should be checked by the reporting officer to ensure correctness of the entries made.

SECTION I

6. This section is to be completed by the Commanding Officer for reports on Heads of Departments. For other Officers who are not Heads of Departments it is to be completed and signed by the Head of Department or the specialist officer under whom they normally work.

7. It should contain remarks on the officer's conduct of and ability in the duties he has carried out afloat or ashore. If the officer commands a seagoing ship remarks on his ability in handling ship are to be included. The specialisation or further training for which the officer is recommended as well as suitability for any special type of appointment or work for which he appears suitable *e.g.* Command Executive Officer of a Unit Staff Work Training Design and Development Research Operation and Maintenance of Machinery Administration, Legal Training Meteorology, Flag Lieutenant, Secretary to Senior Officer, etc., should also be specified in the appropriate column for use of the Appointing Authority.

SECTION II

8. The assessments representing the Commanding Officer's opinion of the merit of an officer are to be shown in this Section. He is to put his initials in the appropriate box opposite to the various characteristics listed therein. The assessments are to indicate the officer's actual merit at present. Faults which arise from circumstances for which the officer is in no way to blame, such as his age or lack of experience in the rank, should be reflected in the assessment. For example, it may be expected that officers low in the seniority of their rank will receive, on the average, lower assessments than their seniors in the same rank.

9. Should amplification of any assessment in this Section be considered necessary it should be explained in the space provided for remarks against each characteristic. As a rule, only adverse assessments are to be elucidated.

10. If the officer under report has served for less than three months with a Commanding Officer or because of some other reasons the latter feels that he has insufficient knowledge of the officer to correctly assess him, he should enter letters "I.K." in the remarks column.

SECTION III

11. In this Section, the Commanding Officer should give his general opinion of the officer summing up the assessment in Sections I and II and emphasising those accomplishments attributes or personality traits which he should particularly like to bring to the notice of administrative authorities and Naval Headquarters.

12. The Section contains two sub-sections, one in respect of the conduct of the Officer and the other in respect of his comparative assessment with other officers of the same Branch and holding the same rank and approximate seniority. Commanding Officers are to initial the deletion of the work satisfactory or unsatisfactory in the former and the assessment in the respective box in the later.

SECTION IV

13. This Section is to be completed for all officers including promoted officers in respect of their suitability for promotion. Its lower portion, however, is meant additionally for promoted officers only (Sub. Lieutenants and Lieutenants)

and is to indicate their fitness for direct promotion to Lieutenant where applicable. Both the left hand parts of this section are intended to contain an absolute recommendation as to whether the officer comes up to the standard for the next higher rank now whether he shows promise of attaining it early whether he has not yet attained it and cannot be expected to in the near future. Except where promotion is purely automatic, an officer may not normally be promoted unless he is marked "NOW" under this heading. A marking of "NOT YET", however, is considered to be harmful to an officer who may be in the zone for promotion, and is to be used when the Commanding Officer is not certain whether the officer at the date of reporting is in all respects fit or qualified for promotion, or when he firmly believes that the officer requires further experience, but full use should be made of Section III to explain the marking

14. While assessing suitability of officers for promotion to the rank of Commander and above it is to be ensured that no officer is recommended unless the Commanding Officer is thoroughly satisfied that the officer, if selected would adequately discharge the duties of the rank afloat and ashore.

15. The right-hand parts headed "Not Eligible" apply only to officers who are not eligible for promotion through lack of necessary professional qualification or certificates, or length of service, or because they are not in the promotion zone, or for other comparable reasons. These parts are intended to give in respect of such officers, a comparative assessment of suitability for future promotion to the next rank requiring a recommendation.

NOTE- Commanding Officers should check on the eligibility of the officers for promotion before recording their recommendation in the appropriate box in either or both the parts of this Section.

SECTION V

16. It is the practice that in the case of promotion made by selection, *e.g.* Commanders and above, the officers are normally allowed to hold the next higher rank in an acting capacity. In order to determine their fitness or otherwise for confirmation reliance has to be placed on their confidential reports. This section is accordingly designed to meet this requirement. Commanding Officers are to initial in the box appropriate to the recommendation.

17. Should the Commanding Officer feel that he has insufficient knowledge of the officer reported upon to make a firm recommendation in sections-IV and V, he should initial in the specified box headed "I.K". In such cases a marking of "NOT YET" would be improper and might prejudice an officer's chances of early promotion or confirmation.

SECTION VI

18. With the abolition of the system of numerical assessment in Section II, the application of index error by Senior Officers automatically ceases. Should a Senior Officer, however, consider that the assessment in Section II and III is too high or too low, and the recommendation in Sections IV and V correspondingly not fair or realistic, he may exercise his right to comment freely on the assessment objected to by him and state his own categorisation wherever necessary and justified.

PART - 2

INSTRUCTION FOR PREPARATION OF CONFIDENTIAL REPORTS ON ARMY ENGINEER OFFICERS AND MEDICAL DENTAL AND NURSING OFFICERS.

I. Reports Forms. The officers of the Army Corps of Engineers. Medical and dental Corps and the Nursing Service are to be reported upon the Army Forms mentioned below :-

Colonels/Surgeon Captains and above	BAFI	2086
Lieutenant Colonels/Surgeon Commanders	do	do and below
Nursing Officers	do	do

2. The reports are to be rendered in duplicate on each officer except those of the Corps of Engineers.

3. Occasion for Report. The occasions on which reports are to be originated are the same as in force for other Naval Officers.

4. Preparation of reports. The reports are to be completed on the appropriate form, in accordance with the instructions contained in Military Secretary Circular Memorandum No. 72, subject to any supplementary instructions issued by Naval Headquarters on the subject.

5. Adverse Reports/Remarks. An Army Officer is permitted to file a representation or statutory complaint if his report contains adverse remarks or if the report itself is adverse, subject to the provision of the Army Act, 1952 Section 168, AR(I) 194 and Annexure 'c' of M.S. Circular 72/65. Consequently, it is incumbent on the reporting officers to ensure that the officers concerned, initial Part II of their reports and are also informed in writing of the remarks of Technical and Superior Reporting Officers in compliance of paragraphs 30 to 34 of the Circular Memorandum.

6. Special confidential reports. These reports, whenever considered absolutely essential, are to be originated on the appropriate form in conformity with paragraphs 70 to 120 of the Circular Memorandum. Interim reports rendered on the occasion of "Transfer" or "Supersession of Commanding Officer" are, however, excluded from this category."

General Notes

APPENDIX XI

MILITARY AWARDS (Articles 1236 and 1243)

PART-I. GENERAL STATUTES

1. Under Clause (2) of Article 30 of the Constitution of the People Republic of Bangladesh no citizen of Bangladesh shall accept any title, honour or decoration from any foreign State except with the approval of the President.
2. British nationals and foreign nationals serving with the Armed Forces of Bangladesh shall be eligible for Bangladesh awards under the rules laid down for each.

3. The recipients of a higher award within the same order shall be deemed to have vacated the lower award.

4. All medals shall have ribbons attached to them.

5. Orders, decorations and medals shall be worn on all official occasions and functions as prescribed under the existing rules, provided that not more than four stars of orders and not more than three neck badges may be worn at any one time.

6. Operational and non-operational medals may be worn in miniature as prescribed under the existing Regulations.

7. Civilians shall not be eligible for the awards reserved exclusively for the Armed Forces.

8. Suitable reservation for the Defence Forces shall be made within each of the civil orders, decorations and medals admissible to them.

9. Orders, decorations and medals shall be granted by the President only on the recommendation of the Chief of Staff of the Service concerned.

10. Awards shall be conferred twice a year on the Independent Day and Victory Day.

11. The awards shall be admissible for services rendered since the 26th day of March 1971.

12. All recommendations in respect of members of the Armed Forces for the grant of Military Awards shall be placed before the President through the Honours and Awards Screening Committee, which shall comprise the following:

Secretary or Joint Secretary to Cabinet.

Secretary, Ministry of Defence.

Secretary, Ministry of External Affairs.

Secretary, Ministry of Home Affairs.

Establishment Secretary.

The senior Secretary shall act as Chairman and a Deputy Secretary of the Cabinet or the Establishment Division of the President's Secretariat shall be the Secretary of this Committee. The screening by this Committee in respect of Military Awards recommended by the Ministry of Defence shall be of a formal nature.

13. Awards for gallantry shall be made as soon as possible after the event occasioning the grant. In situations necessitating the immediate grant of Military operational or Gallantry awards, such awards shall be so conferrable, by the President on receiving a report from the Senior Military, Naval or Air Officer commanding the force.

14. No restriction shall be placed on the number of awards for gallantry. The number of awards for meritorious service shall be based on the strength of the three Services.

15. The order or precedence in which 'Military Awards are to rank shall be as follows:-

(to be specified later on)

16. The order of precedence in which Military Awards and Civil Awards as between themselves are to rank shall be promulgated separately.

17. All members of the Armed Forces, who are mentioned in despatches by a Chief of Staff in the field for gallantry not qualifying for a gallantry award, or for distinguished services, shall be awarded profile (to be named later on). On the recommendations of the Chief of Staff of the Service concerned the names of the recipient of profile (to be specified later on) shall be published in the official Gazette (See also Part 2 of this appendix).

18. Persons on whom orders, decorations and medals are conferred shall rank among themselves according to the position of their awards as laid down in the order of precedence; and the holders of any one award shall rank among themselves according to the dates of their nomination.

19. When the grant of a Military decoration or medal is published in the appropriate Army, Naval or Air Force orders or the Official Gazette the Chief of Staff concerned may, pending the issue of the medal, authorize the wearing of the appropriate ribbon by all ranks to whom the Medal is to be awarded. The first issue of the ribbon shall be obtainable free on demand from the service sources concerned.

20. Persons nominated for the grant of orders, decorations and medals shall, if resident in Bangladesh, be invested with the insignia of their respective dignities by the President, or Chief of Staff, etc. and if resident in a foreign country, by the accredited Representative of Bangladesh in that country. On the day of the investiture the persons to be invested shall be introduced to the presence of the President, or the Representative of Bangladesh as the case may be, whereupon the President or the Representative shall proceed to invest them with the insignia of their respective awards.

21. Foreign awards shall take precedence after the Bangladesh awards, decorations and medals.

22. Lastly, it is hereby enjoined that these Statutes and every Article thereof shall be inviolably kept and observed within the Bangladesh orders, decorations and medals and the President reserves to himself the power of annulling, altering, augmenting and interpreting the same or any part thereof by a notification signed by himself which alterations and interpretations shall be taken as part and parcel of these Statutes.

PART 2. PROTİK (To be named later on)

23. Protik (to be named later on) which is awardable under the rates given in Paragraph 17 of Part I, will be signified by a bronze chinear leaf emblem to be worn on the ribbon of the campaign star/medal pertaining to the operation for which the individual has been mentioned in despatches and thereby become eligible for the Protik (to be named later on). If a campaign star/medal has not been granted, the emblem is to be worn directly on the coat after any medal ribbons. If there are no medal ribbons the emblem is to be worn in the position in which a single ribbon would be worn.

24. The certificate of Protik will be printed in English (in italics) with translation in Bengali script alongside.

25. The certificate will be in the following form:

By order of the President of Bangladesh the name of (state full name and service particulars of the individual) was published in the Official Gazette on (state date of publication) as having been mentioned in a despatch for gallant/distinguished services in (state area of operations) during (state month and year)

I am charged to record

THE PRESIDENT'S HIGH APPRECIATIONS

Date the 19 MINISTER FOR DEFENCE

26. The Protik will be presented to officers of the rank of captain (or equivalent) and above at an investiture. In the case of other officers and personnel it will be handed over to the recipient by the Senior Officer or the Commanding Officer, as the case may be.

APPENDIX XII

AUDIT OF NON-PUBLIC FUNDS

(Chapter 14, Section III)

PART I. PHYSICAL MUSTER

1. *Aim and Scope.* Physical musters serve to provide a complete stock verification of stores at the end of each quarter. They are the means of verifying the correctness of ground and book balance.

2. *Appointment of muster committee.* A committee is to be appointed every quarter for mustering each non-public store. The composition of the committee will be governed by Article 1433(2).

3. *Duties of a muster committee.* The duties of a muster committee are:

(a) to carry out a complete verification of stores on hand according to each separate description of article;

(b) to vouch the stock on hand with the closing stock;

(c) to note the surpluses and deficiencies and to suggest for regularization;

(d) to see that goods are stored according to each separate size or description of article;

(e) to see that all precautions for proper preservation of stores have been taken. Some of the measures are indicated below:

(i) *Rubber goods.* They should be stowed in a cool, dry place, freely covered with french chalk. Care should be

taken avoid kinks or stowing the goods under pressure.

(ii) *Other perishable goods.* They should be stowed in a cool, dry place, with a temperature well below 70°F and used

within 12 months of their manufacture.

N.B. Off-colour or off-odour, froth or sediment in the liquid or extensive mould on the surface are some of the clear-cut evidences of deterioration.

(iii) *Cigarettes*. They should be stowed in a dry place least Affected with conditions of humidity.

(iv) *Articles susceptible to moths*. They should be stowed in a dry place with suitable measures to keep away moths.

(f) to examine minutely the condition of each article in stock and to report for purposes of survey any decay or deterioration that has taken place in any store.

PART 2. GENERAL INSTRUCTIONS ON AUDIT

4. *Aim and scope*. Quarterly audits are meant to see that the funds are accounted for properly and accurately, and administered prudently and for the purposes for which maintained. They are the means of achieving better supervision and control of funds, affording protection against any slip in any account or stock and detecting any carelessness, fraud or muddle.

5. *General provisions*. The instructions in this appendix are applicable to officers mess accounts, ships' funds, sports funds, and all subsidiary and non-public funds authorized under Article 1430. They are not obviously exhaustive and are not to be regarded as modifying or altering in any way the instructions on audits given in Chapter 14, Section III.

Auditing must not be regarded as an irksome and unnecessary task to be performed perfunctorily to comply with the orders. All members must take a full part and bear equal responsibility for the conduct and thoroughness of the account under audit.

The report of the audit committee is to be prepared on the prescribed form in triplicate and handed over to the Commanding Officer. The report is to contain a certificate that this appendix has been complied with.

PART 3. MATERIALS FOR AUDITING

6. *Accounts*. The accounts are:

- (a) A cash account for the main and each subsidiary fund,
showing on one side receipts of money and on the other, expenditure.
- (b) A stock account, when stock is carried, showing:
 - (i) Stock on charge at the commencement of the period.
 - (ii) Value of the stock, item by item, and in aggregate.
 - (iii) Receipts of stock and value of stock received.

- (iv) Selling price of each item of stock, if stock is for sale.
- (v) Expenditure of stock and value at cost price of stock expended. In some accounts a separate sales book may be kept for the purpose.
- (vi) Remains of stock and total value at cost price.
- (c) An account of financial transactions grouped under each individual merchant, showing the value of goods or services received and the moneys paid out so that indebtedness may be ascertained at any moment.
- (a) Statement of liabilities and assets Form S(PA) 29, otherwise Known as a "balance sheet", on the date the account is drawn up.

PART 4. GUIDE TO AUDITING

7. Points to be examined:

- (a) See that all books connected with each fund are placed before the committee and examined.
- (b) See that new books opened since the last audit contain entries that have been correctly carried forward from the old books.
- (c) Note anything unusual, including any weak links. Call for an explanation, and report, if considered necessary.
- (d) See that alterations, over-writings, erasures or fixing of pages with paste are avoided; that entries requiring correction are cancelled neatly in red ink; and that the correct entry is inserted above the incorrect entry duly authenticated by the officer responsible setting his dated initials against each.
- (e) Check that all fund accounts are normally maintained with the Sonali Bank. At Stations where a branch of the said bank is not located the funds may be deposited with a branch of a scheduled bank, preferably a Bangladeshi Scheduled Bank or where such banking facilities do not exist, in a civil, treasury. The amount of cash of each fund which may be kept on board to make petty cash payments shall be restricted to such essential minimum, bring not more than 1,500 (Fifteen hundred) taka out of each fund, as may be decided by the Commanding Officer. This restriction shall not, however, apply to the following accounts for which separate limits are laid down below against each:

SI No	Name of account holding on board	Limit of cash
1.	Ward room mess accounts of shore establishments and frigates.	TK. 3,000.00

2. Gun room mess account of

Bangladesh Naval Academy.

TK. 5,000.00

(f) Check that all bank transactions are operated upon jointly by me Golt1Jl1andins Officer and the Accounting Officer and that all cheques are signed by both.

(g) Check that no private bills or cheques have been received by, or cashed from, any non-public fund.

(h) Ensure that stores damaged, destroyed, deficient or condemned as worn out by fair wear and tear have been written off on the recommendations of a survey board consisting of not less than two officers, and under the authority of the Captain.

(i) Verify that the funds are invested, if at all, in the Government of Bangladesh Securities, or in the Post Office Cash Certificates or deposited in the Post Office Savings Bank, or in a concern or business duly approved by the Government.

(j) Ensure that Form F(PA)29 is duly signed by all concerned. The certificate above the column "Audit" contained on the "front side is to be signed by all members of the mess committee; in case of other nonpublic funds, it is to be signed by the persons in charge of such funds.

On the other hand, the certificates under columns "Audit" are to be signed by the auditors, see 1433(2).

(k) Ascertain who keeps the accounts; who deposits cash and cheques; who has custody of the cheque books and the ordering of and payment for goods. Where the officer keeping the account under audit has other public or non-public funds in his charge, the cash balance and accounts of all public and other funds in his charge are to be produced and examined at the same time. The fact that this has been done is to be noted by the auditors on the Form F(PA)29,

(1) Verify that al1 entries in the cash and bank columns are in the hand writing of the authorized accounting officer or that al1 entries when made by a sailor are duly initialled by the accounting officer.

(m) Find out whether bank statements are put up to the Commanding Officer for his information.

(n) Verify the carry over from month to month.

(o) Check the postage account, subscriptions, and all sub-accounts.

(p) Check that the individual canteen, mess and tobacco bills are Paid up, and that there is a satisfactory explanation in case of non-payment. Names of individuals whose accounts have been outstanding for over a month are to be reported.

(q) Ensure that no loss incurred in any non-public fund is borne by the State.

(r) Examine the profits or losses on all individual funds (as revealed in the income and expenditure account), and not merely the net profits or losses on the total accumulated funds.

(s) Examine the four previous quarterly balance sheets for the purpose of determining the increase in debit and decrease in credit balances.

8. Auditing the cash account.

(a) General.

(i) Check the balance brought forward from last audited account.

(ii) Check additions and verify agreement by final cross additions.

(iii) Count the cash in hand, including petty cash, at the date of the audit. A reconciliation between the cash produced to the board and the cash balance shown in the accounts under audit is necessary.

(iv) Check postings from subsidiary books e.g. tradesmen's ledger (sundry creditors), officers mess monthly bill-

book (sundry debtors), etc., and ensure that the debits have been made in the correct funds.

(v) Check the closing entries, entries of stocks, etc.

(vi) See that all income that should have been received, including interest on investments, has actually been

brought to account.

(vii) See that all known expenses have been included.

(viii) See that all depreciation has been provided for.

(ix) Check the figures from cash book and stock ledger to the Income and expenditure account and balance sheet.

(b) *Payment.* Ensure that all payments are supported by vouchers or receipts of persons paid, keeping in view the following

points:

(i) See that all vouchers are prepared on not less than quarter sheet of foolscap, contain date particulars of

goods delivered or services rendered and are duly receipted and, if necessary, stamped.

(ii) See that they are in original. Do not, without proper explanation, accept as "A/C rendered" bill.

(iii) See that there are no ensures, and that all alterations are. duly attested.

(iv) See that revenue stamps are affixed to all vouchers for sums exceeding Tk. 20/-.
When several copies of a

voucher are needed, they should be respectively marked "original", "duplicate",
"triplicate", "quadruplicate", etc.,

and the "original" only need be stamped.

Note: The term "voucher" should be taken to include

"sub-voucher" for all purposes of audit. Cash memoranda
issued by tradesmen for sales against cash payment should not be regarded as
vouchers unless they contain an acknowledgement of the
receipt of money from the purchaser as named therein for the price of
the articles sold.

(v) See that the details work up to the totals and that the
totals are in words as well as in figures.

(vi) See that they are numbered consecutively in a

Monthly series. Supporting vouchers will be assigned

Sub-voucher numbers, thus $\frac{1}{1}$, $\frac{1}{2}$, $\frac{1}{3}$, $\frac{2}{1}$, $\frac{2}{2}$, $\frac{2}{3}$ and so on, the figure above
the line denoting the number of the voucher to which the sub-voucher pertains.

(vii) See that they contain the following certificate signed by
the Officer-in-charge :-

"Certified that the article (s) mentioned overleaf has
(have) been taken on charge and that the price(s) quoted
therein is (at;) fair and reasonable".

(viii) See that they have been paid with the approval of the
sanctio ning officer, stamped as having "Paid", enfaced
with the account to which the amount is charged, and
signed by the officer-in-charge.

(ix) See that they are, after check, marked "Audited" over

Your initials so that they cannot be presented second tune.

(c) *Receipts.* Ensure. that each entry shown as a receipt is properly supported,
whenever possible, by some voucher or evidence of correctness, paying
attention to the following facts:

(i) Obtain evidence of receipts from one or more of the
Following:- Letter accompanying remittance accounts
of mess bills collected; signature of person paying in
along side entry in account; record of sales, which
may include records of takings from billiards or other
games.

(ii) Vouch as far as practicable, e.g. with registers or
correspondence. See that amounts are credited to the
correct accounts.

(iii) See that the cash is at all times reduced to a minimum by
transfer to the bank, and ascertain the reasons for any
delay in paying in

(d) Bank.

(i) Examine bank pass-books or loose-leaf bank statements
as to their authenticity.

(ii) Check bank pass-books or loose-leaf bank statements
with the bank columns of the Cash book.

(iii) Compare the latest bank certificate with the reconciliation
statement, and check the latter.

(iv) See from the counterfoils of the cheque-book that the list
of outstanding cheques is correct.

(v) See the actual receipts from the bank for sums placed on
deposit.

(e) Balance.

(i) Check totals and balance in the account for arithmetical
accuracy,

(ii) Examine any unpresented cheques as part of the
balance, fully understanding that I.O.U.'s cannot be
accepted as part of the balance. An unpresented
cheque dated prior to previous audit may, however,
be accepted if cause of delay in paying in is satisfactorily explained.

(iii) Check balance in the account with actual cash and

bank balance as shown on the latest bank statement
(when bank account is kept).

(iv) Check the balance of the cash account with the
statement on Form F(PA)29.

(v) Sign the cash account on completion of the audit.

9. *Auditing the stock account.*

(a) Check each item of stock transferred from previous page or
account.

(b) Check receipts of stock received during the period under audit
From tradesmen's invoices, bills, cash memos or receipts. In
case of tobacco accounts and accounts dealing with duty-free
tobaccos and cigarettes, check receipts or stock with those
shown in the gangway tobacco book.

(c) Check totals of receipts and issues item by item.

(d) Check remains (i.e., total stock from previous accounts, plus
Stock received during period under audit, less stock issued) item
by item.

(e) Check cost price of each item shown from tradesmen's
bills.

(f) Check totals of money received with value at selling price
of stock sold. This money may be accounted for in either a sales
or stock-book. If the money is received by a sailor, verify that it
is handed over to an officer for custody daily, or in the case of
petty accounts, weekly, and signed by the officer-in-charge. The
sums so received should be checked into the cash account (see
Paragraph 8(c)(i)).

(g) Ascertain as to how often the stock is mustered and by whom.
Normally stocktaking is to be held at sufficient frequent
intervals-if the stocks are held by officers, at least once a
month; if the stocks are handled by sailors, once a week in case
of major accounts and once a month in case of minor accounts.

If musters are not carried out regularly, the auditors are to report the fact.

- (h) Check statement of stock with remains shown in stock with remains shown in stock account and check valuation which should be at cost price. Confirm verbally that stock has not deteriorated and lost value. In case of appreciable losses of stock the auditors are to remark in their reports.
- (i) Check that value of stock remaining is correctly transferred to Statement of assets contained in Form F(PA)29.
- (j) See that the stocks carried are not unnecessary or excessive in comparison to normal expenditure or consumption. A model stock should be based on the quadruple factors of weekly rate of sale, delivery period, reserve and atmospheric effects, in order to minimize any writing off or marking down that play result on deterioration or old stock.

Note: If on the report of the auditors it is established that the articles purchased are unnecessary, or in excess of the requirements. the officer who ordered the purchase will be held personally responsible for any loss incurred if deterioration sets in on account of long storage.

10. *Auditing the Property Account.*

- (a) Ascertain that all fixed assets (e.g., furniture, carpets, rugs, curtains, Overcasts or other articles pertaining to the account) are taken on charge and properly cared for. Ensure that curtains and overcases have not been replaced before a reasonable period (say, two years) has elapsed since they came into use.
- (b) Check-the, disposal of the fixed assets and ascertain that loss From any cause is properly explained or accounted for.
- (c) Ascertain that all fixed assets are reasonably valued and signed by the officer or officers responsible for the account. If the valuation is considered excessive, attention should be called to the matter in the auditors' report.

- (d) Ascertain that annual depreciation is provided for all fixed assets subject to wear and tear. This may be done in one of the following ways:.
- (i) By writing off each year against profits a fixed percentage of The original cost of the asset.
 - (ii) By writing off annually a fixed proportion of the original cost, so that by the time the asset is worn out the value in the books is reduced to zero or residual value.
- (e) All presentation articles of mess gear, table decorations, pictures and trophies are to be accounted for in an appendix to the Central Stores Account on Form F(NS)9 in accordance with the instructions laid down in B.R.4 (Pakistan).

11. Auditing the investment.

- (a) Check the value of Government investments, if any. from interest vouchers or from a statement of purchase given by a bank or post office.
- (b) Check that interest is being duly noted in cash account when received. There should normally be evidence either by interest counterfoil or in bank account.

12. Auditing the Loan Advance Account.

- (a) Check that the Commanding Officer's authority exists for the loan/advance.
- (b) Check that the instalments are repaid/received regularly.
- (c) Check the total amount paid/received for the loan/advance, and Tally it with the amount reported in Form F(PA)29.

13. Balance Sheet (Form F(PA)29 for the previous quarter.

- (a) Check and verify that:
 - (i) All sundry creditors have been paid.
 - (ii) All amounts due from sundry debtors have been received.
- (b) Investigate and report on any discrepancies found.

14. *Balance Sheet (Form F(PA) 29 for the quarter under audit.*

(a) Liabilities.

- (i) Check that all outstanding bills of creditors are included
- (ii) Confirm that outstanding orders, loans, subscriptions insurance premiums and the like, for which the mess or other fund may be liable (whether accounts have been received or not) are not excluded.

(b) Assets.

- (i) Check cash in hand, see Paragrap (k).
- (ii) Check cash at bank with the bank's latest statement of account. Note that bank balance as per cash book is equal to bank balance as per pass book plus cheques paid but not collected minus cheques drawn but not presented. If not satisfied. the auditors should recommend in their report that the Treasurer or holder of the fund should be called upon to produce a revised bank statement at some later date, see also Paragraph 8(d).
- (iii) Check that all outstanding bills of sundry debtors are included.
- (iv) Check value of current stock in hand at cost price with signed statement, vide Paragraph 9(h) and (i).
- (v) Check that all advances given to other funds are accounted for. .
- (vi) Ensure that all investments are shown as current assets.
- (vii) Check that the interest accrued on any investment is not excluded.
- (viii) Check the value of all fixed assets item-wise.
- (ix) Check that annual depreciation on all fixed assets has been allowed and shown separately.

Note: Balance Debtor is the balance wherein the entries on the liabilities side exceed those on the assets side.
When the case is reverse, the balance is known as

Balance Creditor.

15. Auditing certain, funds.

Special points to be observed while auditing certain non-public funds areas follows:-

(a) Wardroom Mess Fund.

- (i) See that the mess is conducted so economically as to be
Within the means of every member.
- (ii) See that the daily financial limit for messing charges is
Normally not exceeded.
- (iii) Examine the entries pertaining to the daily bazar, the quantity of
each item relative to the number of dining in members, and the amount of conveyance
charge for the daily bazar relative to the quantity bought.
- (iv) Ensure that the daily bazar of out-living officers, is
Independent of the mess fund.
- (v) Check that advances taken from incoming officers, if any,
Are properly maintained in the "Advance Register" and
refunded on transfer.
- (vi) Check that the charges contained in mess bills are
correctly totalled, and totals correctly entered in the cash
account.
- (vii) Check that there is no tendency to increase mess profit
by lowering the standard of food.
- (viii) See that the disposal of the Mess Maintenance Fund is in accordance with
Article 1319(3).

(b) Canteen account.

- (i) See that the complaint book containing complaints by individuals about goods sold in the
canteen whether in regard of quality, weight, price or any other particular has been
periodically looked into for redress.
- (ii) See that the selling price of each article has been determined in terms of Article 1421(2)
and a price list signed by the officer-in-charge has been displayed at a prominent place.
- (iii) See that the provisions of Article 1420(3) and (4) have been
complied with.
- (iv) See that the charges are not excessive and the profits undue.

(v) See that the balance sheet is accompanied by a simple statement of receipts and expenditure grouped under such headings as Canteen rebate, compassionate grants (no names to be included), grants to sports fund, entertainment shows, wages and the like. This statement is to be displayed on the ship's company notice board as soon as possible after the quarterly audit in order to afford all sailors an opportunity of acquainting themselves with the state of affairs of the canteen and the method of the disposal of its profits. Such a statement is usually of interest to the sailors and is more intelligible than the Form F(PA) 29 rendered without any clarifying or supporting statement.

(c) Cinema Fund.

- (i) Tickets are to be printed, serially numbered and taken on charge on stock-book, showing the number of ticket-books printed and the details of the numbers of each book.
- (ii) Each new ticket-book is to start with a number subsequent to the number used in the book immediately preceding it.
- (iii) A new ticket-book is to be opened on securing a certificate from the Commanding Officer to the effect that the ticket-book in use has been exhausted.
- (iv) See that the tickets sold for each show and the proceeds thereof are detailed in the book maintained for this purpose.

(d) Magazine Fund.

- (i) Ensure that all conveyance expenses are fair and reasonable.
- (ii) Check the record of free issues.
- (iii) Check that the internal sale (if any) has been properly accounted for.
- (iv) Vouch the balance with copies in stock.
- (v) Check that the bills to the advertisers correspond with the scheduled rates.
- (vi) Enquire whether there is any liability in connection with competition for which prizes (if any) are offered.
- (vii) Examine the record of the balance of paper for subsequent issues and the valuation thereof.

PART 5. AUDIT BY CIVILIAN AUDITORS

16. Where civilian auditors are employed, under the authority of Article 143(4), the ordinary Service practice should in the main be followed and a Form F(PA)29 should be rendered, but the section of the form entitled "Audit" should be crossed out and two separate certificates in the form given below should be signed and appended :

Certificate by Civilian Auditors

We hereby certify that we have examined the foregoing statement of accounts with the books and vouchers produced and that we have obtained all the explanations and information which we have required. We have obtained independent certification as to the existence of investments and the bankers of the. Funds have certified to us the amount of the balance in their hands.

We have accepted the certificate of responsible officers as to catering, tobacco and other stocks.

Date
.....

Certificate by Naval Auditing Officers.

We hereby certify that we have inspected the foregoing account and that it has been kept in accordance with the regulations.

Date... 1.
2.
3.

PART 6. SPECIMEN FORMS

17. Account opening form

B.N.S. Haji Mohsin, Dacca Cantonment, Dacca.
1st January, 1975.

No.

Dear Sirs,

OPENING SPORTS FUND ACCOUNT

We hereby request you to open in your books a current account of the Sports Fund of this establishment to be jointly operated upon by us, and we agree to comply with and be bound by the bank's rules for the time being in force for the conduct of such accounts.

2. We request you to accept our joint endorsements to all cheques drawn by us.

3. Please finish us with a book of..... ..cheque forms and note our signatures as under:

Yours faithfully,

Specimen Signatures

1. _____ 1.

Lieutenant Commander, B.N.,
Commanding Officer,
B.N.S. Haji Mohsin.

2. _____ 2.

Lieutenant Commander, B.N.,
Commanding Officer,
B.N.S. Haji Mohsin.

The Manager,
_____ Bank Ltd.

APPENDIX XIII

CASUALTY TELEGRAMS

(Chapter 15, Sections 1 and 11)

Peace Procedure

1. *Specimen telegram to Naval Headquarters* (repeated to authorities shown in Article 1503).

“Regret to report under mentioned casualties following gun explosion during firing trials 1100 10th June:-

Dead *Next-*
of-kin

Lieut. A.N. Other, P. No. 3001 (Father) N.O.
Other, Bara Farm, Somewhere.

Missing presumed Dead

O.No. 362090 Ronak Guddu, C.P.O.
(Wife) Mrs. K. Guddu, 2, Slip Street Bortown.

Dangerously Injured

O. No. 493061 Qamar Fitna, Ldg. Sea.
(Mother) Mrs. Bhag Bhari, 5, Gate St.,
(Loss of Rt. arm and extensive burns)
Little worth.

Next-of-kin informed by telegrams despatched at.....on.”

2. *Specimen telegrams to next-of-kin.*

(PRIORITY Ordinary)

To Mr. N.O. Other, Bara Farm, Somewhere.

“Deeply regret to inform you of the death of your son Lieut. A.N. Other following gun explosion on board B.N.S.. 10th June. Letter follows.”

(PRIORITY Ordinary)

To Mrs. K. Guddu, 2, Slip Street, Bortown.

“Deeply regret to inform you that your husband C.P.O. Guddu is missing presumed dead following gun explosion on board B.N.S.. 10th June, Letter follows.”

(PRIORITY Express)

To Mrs. Bhag Bhari, 5, Gate Street, Little worth.

“Regret to inform you that your son, Ldg. Sea. Fitna, was severely injured in gun explosion on board B.N.S.. 10th June. He has been conveyed to *(name and address of hospital)* and has been placed on the dangerously ill list. If you wish to visit him, *(state class)* return

Railway fare will be paid on arrival for two persons. Further reports will be sent if there is any change in his condition. Letter follows."

Note: If an officer or sailor is placed on the seriously ill list, the telegram should be modified to include the words, "If it becomes advisable for you to visit him you will be notified."

War Procedure

3. Casualties should be divided into the following categories:-

(a) "Killed and of wounds or injuries" giving burial particulars.

(b) "Missing presumed Killed." This term is to be used where death is certain beyond reasonable doubt but body has not been recovered.

(c) "Missing." This term is to be used only when it is thought at there is some hope of survival.

(d) "Wounded," specifying whether dangerously or seriously and the nature of the injury.

4. Where there is a large number of casualties the circumstances should be reported in advance of the names. A typical message would be as follows:- Heavy explosions after being bit by H.E. bomb. Majority of missing probably killed instantaneously. Ship sank and all men in water recovered. Those missing must be presumed killed. Casualty list follows." The casualty list should be divided into the categories indicated above and should be sent in plain language.

APPENDIX XIV

RULES FOR PLAYING OF NATIONAL ANTHEM OF BANGLADESH

(Article 1745)

Occasions	Extent to which to be played
1.	2.
1. Shaheed Dibash (The 21st day of February every year).	(a) Full National Anthem to be played at the beginning & immediately on conclusion of the function.
	(b) In the case of parade, first two lines of the National Anthem to be played at the beginning.
2. Independence Day (The 26th day of March every year).	Ditto.
3. National Revolution day (The 7th day of November every year).	Ditto.
4. Victory Day (The 16th day of December every year).	Ditto.
5. When the president	Full National Anthem to be played on both the

enters the Sang sad Chamber to address the parliament and on the conclusion of his address.	occasions
6. Oath-taking ceremony of the President.	First two lines of the National Anthem to be played on the arrival & departure of the President.
7. When the President Receives the president's salute at any ceremonial parade.	First two lines of the National Anthem to be played on the command" president's Salute; Present Arms".
8. At a function where the President is Present as the Chief Guest	First two lines of the National Anthem to be played on arrival and departure of the President.
9. At a Function where the toast to the President is proposed and the president himself is present	First two lines of the National Anthem to be played preceded by the drum ran before the toast is drunk.

10. At a function where the toast to the President is proposed and the president is not present.
First two lines of the National Anthem to be played preceded by the drum roll before the toast is drunk.

11. On the occasion of the President's Departure for, arrival from, a foreign country
First two lines of the National Anthem to be played.

12. At the time of presenting a Guard of Honour to the Head of the state or Head of Government of a foreign Country on official or State visit to Bangladesh.
First two lines of the National Anthem to be played (The National Anthem of the visitor Country on is to be played first).

13. At a function held by the president in honour of a head of foreign slate.
First two lines of the National Anthem preceded by drum roll to be played at the time of the Guest's arrival and departure. (The National Anthem of the foreign state concerned

to be played first followed by the National Anthem of Bangladesh).

14. At an official function held by foreign missions in Bangladesh. First two lines of the National Anthem preceded by drum roll

LO be played immediately on the termination of function (The National Anthem of Bangladesh LO be played first followed by the National Anthem of the foreign state concerned).

15. At a function held in honour of the head of a foreign state by his representative in Bangladesh or by a public body. First two lines of the National Anthem preceded by drum roll

own to be played at the time of the guest's arrival (The National Anthem of Bangladesh shall be Played after the National Anthem of the foreign state concerned).

16. At a function held by the President in honour of a foreign Prime Minister. First two lines of the National Anthem preceded by drum roll

to be played on arrival and departure of the foreign Prime Minister.(The National Anthem of the foreign country concerned to be played first followed by the National Anthem of Bangladesh).

17. At a function held in honour of a foreign Prime Minister by his own representative in Bangladesh or by a public body. First two lines of the National Anthem preceded by drum roll

to be played at the time of the guest's arrival and departure (The National Anthem of

	Bangladesh shall be played after the National Anthem of the Foreign state concerned)
18. When a new Ambassador or High Commissioner of a diplomatic mission inspects the Guard of Honour at the President's House on the occasion of the ceremony of Presentation of credential.	First two lines of the National Anthem preceded by drum roll on the command "President's salute, Present Arms".
19. When an Ambassador or High Commissioner of Bangladesh presents his credential to the foreign Head of State.	Where playing of National Anthem is in accordance with the practice of the foreign state concerned, first two Lines of the National Anthem to be played.
20. When the President inaugurates an official function.	First two lines of the National Anthem to be played on arrival and departure of the President.
21. When the President broadcasts to the Nation.	First two lines of the National Anthem at the Beginning and on the termination of the broadcast.
22. On State funeral	First two lines of the National Anthem to be played preceded by drum roll immediately after burial.
23. At the beginning of the cinema shows.	First two lines of the National Anthem to be Played preceded by drum roll.
24. At the conclusion of the day's TV and Radio Programme .	First two lines of the National Anthem to be Played.

25. When President's First two lines of the Salute is given to a National Anthem to be played on the command of foreign President's Salute, Reigning Imperial and present Arm's Royal Family, Foreign (National Anthem of Ambassador, High the foreign country Commissioner and concerned to be played foreign representatives first followed by the of equal Status. Bangladesh National Anthem).

26. When the toast to Bangladesh is Proposed. First two lines of the National Anthem to be Played preceded by drum roll".

APPENDIX XV

PRIZE AND SALVAGE

PART 1. FROM OF APOINTMENT OF SHIPS AGENT (Article 2102)

(To be issued later)

PART 2. SCALE OF DISTRIBUTION OF PRIZE MONEY AND SALVAGE AWARDS (Articles 2148 and 2170)

(To be issued later)

PART 3. SALVAGE BOND

(Articles 2146 and 2147)

Whereas certain salvage services are alleged to have been rendered by B.N. ship (insert names of ship and of Captain), Captain. to the merchant vessel (insert names of vessel and of Master), Master. belonging to (name and place of business or residence of owner of vessel) freighted by, (the name of the freighter) and to the cargo therein, consisting of (state very shortly the description and quantities of the goods, and the names and addresses of their owners and consignees).

And whereas the said (insert name of Captain of ship) has voluntarily agreed to abandon his lien upon the said vessel (insert name of merchant vessel), and the cargo thereof. upon the Master of the said vessel entering into such agreement as herein after contained, as is testified by the said (insert name of Captain) signing this agreement, and the parties thereto have agreed the amount to be inserted in this bond at the sum of (state the sum).

Now I, the said (name of Master), do hereby, in pursuance of sec. 554 of the Merchant Shipping Act, 1894, and on consideration of the premises, bind the several owners for the time being of the said vessel. and the cargo therein, and of the freight payable in respect of such cargo, and their respective heirs, executors and administrators, to pay among them such sum, not exceeding the said sum of (state the sum fixed) in such proportion and to such persons as the High Court Division in Bangladesh (or if the parties agree on any other Court, substitute the ~e of it here) shall adjudge to be payable as salvage for the services so alleged to have been rendered as aforesaid:

In witness whereof we have hereunto set our and this day of

Signed by the said
(Captain's signature)
(Master's signature)

In the presence of us

and
of

Signatures and full description of witnesses.

(*Note.* Any of the particulars not known or not required, may be omitted).

PART 4. STATEMENT OF PARTICULARS

(Articles .2146 and 2147)

1. Particulars to be stated both by the salvor and by the master or other person in. charge of the vessel, cargo, or property saved:

(a) The place, conditions and circumstances in which the vessel, cargo or property was at the time when the services were rendered for which salvage is claimed.

(b) The nature and duration of the services rendered.

2. Additional particulars to be stated by the salvor:

(a) The proportion of the value of the vessel, cargo and property, and of the freight which he claims for salvage, or the value at which he estimates the vessel, freight, cargo and property respectively, and the several amounts that he claims for salvage in respect of the same.

(b) Any other circumstances which he thinks relevant to the said claim.

3. Additional particulars to be stated by the said master or other person in charge of the said vessel cargo, or property:

(a) A copy of the certificate of registry of the said vessel and of the endorsements thereon, stating any change which (to his knowledge or belief) has occurred in the particulars contained in the certificate; and stating also to the best of his knowledge and belief, the state of the title to the vessel for the time being, and of the encumbrances and certificates of mortgage or sale, if any, affecting the same, and the names and places of business of the owners and encumbrances.

- (b) The name and place of business or residence of the freighter (if any) of the said vessel and the freight to be paid for the voyage on which she then is
- (c) A general account of the quantity and nature of the cargo at the time the salvage services were rendered.
- (d) The names and places of business or residence of the owners of the cargo and of the consignees thereof.
- (e) The values at which the master or person making the statement estimates the vessel, cargo and property, and the freight respectively, or if he thinks fit, in lieu of the estimated value of the cargo, a copy of the vessel's manifest.
- (f) The amounts which the master thinks should be paid as salvage for the services rendered.
- (g) An accurate list of the property saved, when the vessel itself is not saved.
- (h) An account of the proceeds of the sale of the vessel, cargo or property in cases when they or any of them are sold at the port where the statement is made.
- (i) The number capacities and conditions of the crew of the vessel at the time when the services were rendered and
- (j) Any other circumstances he thinks relevant to the matters in question.

APPENDIX XVI

FOREIGN ENLISHMENT ACT 1870

(33 AND 34 Vict c. 90)

Article 2316)

(not applicable in Bangladesh)

APPENDIX XVII

PART 1

THE SOLDIERS (LITIGATION) Act, 1915 (IV of 1925)

An act to consolidate and amend the law to provide for the Special protection in inspect of civil and revenue litigation of soldiers serving under special conditions.

Whereas it. is expedient to consolidate and amend the law to provide for the special protection in respect of civil and revenue litigation of soldiers serving under special conditions, It is hereby enacted as follows:

1. Short title extent and commencement.
 - (1) This Act may be called the Soldiers (Litigation) Act 1925.
 - (2) It extends to the whole of Bangladesh.
 - (3) It shall come into force on the first day of April 1925.
2. Definitions.-In this Act~ unless there is anything repugnant in the subject or context.

- (a) "Court" means a Civil or Revenue Court:
- (b) "Soldier" means any person subject to the Army Act, 1952, or the Air Force Act, 1953:
- (c) "prescribed" means prescribed by rules made under this Act: and
- (d) "proceeding" includes any suit, appeal or application.

3. Circumstances in which a soldier shall be deemed to be serving under special conditions.- For the purposes of this Act, a soldier shall be deemed to be or, as the case may be, to have been serving:-

- (a) under special conditions-when-he is or has been. serving under war conditions or overseas, or with any unit the headquarters of which are situated at any place which is more than fifty miles distant by road from the nearest railway station:
- (b) under war conditions-when he is or has been, at any time during the continuance of any hostilities declared by the Government by notification in the *official Gazette* to constitute a state of war for the purposes of this Act or at any time during a period of six months thereafter :
 - (i) serving out of Bangladesh,
 - (ii) under orders to proceed on field service,
 - (iii) serving with any unit which is for the time being mobilized, or
 - (iv) serving under conditions which, in the opinion of the prescribed authority, preclude him from obtaining leave of absence to enable him to attend a Court as a party to any proceeding, or when he is or has been at any other time serving under conditions service under which has been declared by the Government by notification in the *official Gazette* to be service under war conditions: and
- (c) overseas:
 - (i) when. he is or has been serving in any place outside Bangladesh the journey between which and Bangladesh is ordinarily under taken wholly or in part by sea, or

4. Particulars to be furnished in complaints, applications or appeals to Court.-If any person presenting any complaint, application or appeal to any Court has reason to believe that any adverse party is a soldier who is serving under special conditions, he shall state the fact in his complaint, application or appeal.

5. Power of Collector to intervene in case of unrepresented soldier. If any Collector has reason to believe that any soldier, who ordinarily resides or has property in his district and who is a party to any proceeding pending before any Court, is unable to appear therein, the Collector may certify the facts in the prescribed manner to the Court.

6. Notice to be given in case of unrepresented soldier. (I) If a Collector has certified under section 5, or if the Court has reason to believe, that a soldier, who is a party, to any proceeding pending before it is unable to appear therein, and if he is not represented by any person duly authorized to appear, plead or act on his behalf, the Court shall suspend the proceeding and shall give notice thereof in the prescribed manner to the prescribed authority:

Provided that the Court may refrain from suspending the proceeding and issuing the notice if

- (a) the proceeding is a suit, appeal or application or made by the soldier, alone or conjointly with others with the object of enforcing a right of pre-emption, or
- (b) the interest of the soldier in the proceeding are in the opinion of the court either identical with those of any other party to the proceeding and adequately represented by such other party or merely of a formal nature.

2. If it appears to the court before which any proceeding is pending that a soldier though not a party to the proceeding is materially concerned in the outcome of the proceeding and that his interest are likely to be prejudiced by his interest he is likely to attend the court may suspend the proceeding and shall give notice thereof in the prescribed manner to the prescribed authority.

7. Postponement of proceedings. If on receipt of a notice under section 6, the prescribed authority certifies in the prescribed manner to the court in which proceeding is pending that the soldier in respect of whom the notice was given is serving under special conditions and that a postponement of the proceeding in respect of the soldier is necessary in the interest of justice the court shall thereupon postpone the proceeding in respect of the soldier for the prescribed period, or if no period has been prescribed, for such period as it thinks fit.

8. *Court may proceed when no certificate received.* If, after issue of a notice under section 6, the prescribed authority either certifies that the soldier is not serving under special conditions or that such postponement is not necessary, or fails to certify, in the case of a soldier resident in the district in which the Court is situated, within two months or, in any other case, within three months from the date of the issue of the notice that such postponement is necessary, the Court may, if it thinks fit, continue the proceeding.

9. Postponement of proceedings against soldier on leave. When any document purporting to be signed by the Commanding Officer of a soldier who is a party to any proceeding is produced by or on behalf of the soldier before the Court in which the proceeding is pending and is to the effect that the soldier.

(a) is on leave of absence for a period not exceeding two months, and is on the expiration of his leave to proceed on service under special conditions, or

(b) on sick leave for a period not exceeding three months, and is on the expiration of his leave to rejoin his unit with a view to proceeding on service under special conditions, the proceedings in respect of such soldier may, in any case such as is referred to in the proviso to subsection (1) of section 6 and shall, in any other case, be postponed in the manner provided in section 7.

10. *Power to set aside decrees and orders passed against a soldier serving under war or special conditions.* (1) In any proceeding before a Court in which a decree or order has been passed against any soldier whilst he was serving under any special conditions, the soldier or if he is dead, his legal representative may apply to the Court which passed the decree or order for an order to set aside the same, and, if the Court, after giving an opportunity to the opposite party of being heard, is satisfied that the interests of justice require that the decree or order should be set aside as against the soldier, the Court shall, subject to such conditions, if any, as it thinks fit to impose, make an order accordingly.

(2) The period of limitation for an application under sub-section (1) shall be ninety days from the date of the decree or order, or where the summons or notice was not duly served on the soldier in the proceeding in which the decree or order was passed, from the date on which the applicant had knowledge of the decree or order, and the provisions of section 5 of the Limitation Act, 1908, shall apply to such applications.

(3) When the decree or order in respect of which an application under subsection (1) is made is of such a nature that it cannot be set aside as against the soldier only, it may be set aside as against all or any of the parties against whom it has been made.

(4) Where a Court sets aside a decree or order under this section, it shall appoint a day for proceeding with the suit, appeal or application, as the case may be.

11. *Modification of Law of Limitation where soldier or his legal representative is a party.* In computing the period of limitation prescribed by sub-section (2) of section 10 of this Act, the

Limitation Act, 1908 of any other law for the time being in force, for any suit, appeal, or application to a Court, any party to which is or has been a soldier, or is the legal representative of a soldier, the period during which the soldier has been serving under any special conditions, and, if the soldier has died while so serving, the period from the date of his death to the date on which official intimation thereof was sent to his next-of-kin by the authorities in Bangladesh shall be excluded:

Provided that this section shall not apply in the case of any suit, appeal or application instituted or made with the object of enforcing a right of pre-emption except where the said right accrues in such circumstances, and is in respect of agricultural land and village immovable property situated in any such area, as Government may be notified in the *official Gazette*, specify in this behalf.

12. *Power of Court to refer questions to authorities.* If any Court is in doubt whether, for the purposes of section 10 or section 11, a soldier is or was at any particular time serving under special conditions, or has died while so serving or as to the date of such death or as to the date on which official intimation of such death was sent to his next-of-kin by the authorities in Bangladesh, the Court may refer the point for the decision of the prescribed authority, and the certificate of that authority shall be conclusive evidence on the point.

13. *Rule-making power.* The Government after consulting the Supreme Court may, by notification in the *official Gazette*, make rules to provide for all or any of the following matters, namely:-

- (a) the manner and form in which any notice or certificate under this Act shall be given;
- (b) the period for which proceedings or any class of proceedings shall be postponed under section 7;
- (c) the persons who shall be the prescribed authorities for the purposes of this Act;
- (d) any other matter which is to be or may be prescribed; and
- (e) generally, any matters incidental to the purposes of this Act.

14. *Power to apply the provisions of the Act to 'other persons in the service of the State.'* (1) The Government may, by notification in the *official Gazette*, direct that all or any of the provisions of this Act, shall apply to any other class of persons in the service of the Republic specified in such notification in the same manner as they apply to soldiers.

PART 2. SEAMEN (LITIGATION) RULES, 1944

Whereas by orders, dated the 3rd February 1945, and the 25th September, 1943, the provisions of the Soldiers (Litigation) Act, 1925 (IV of 1925) have been directed to apply to persons subject to the Navy (Discipline) Act, 1934 (XXXIV of 1934), and to persons of Bangladesh domicile subject to the Naval Discipline Act (29 & 30 Viet., C. 109), and to persons who, not being members of Bangladesh Forces, are attached to, or employed by, the Bangladesh Navy, in the same manner as they apply to Bangladesh soldiers.

Now, therefore, in exercise of the powers conferred by section 13 of the said Act as so applied, the Government consulting the High Courts concerned, is pleased to make the following rules:

1. (i) These rules may be called the Seamen (Litigation.) rules 1944.
(ii) They extend to the whole of Bangladesh.
2. In these rules:
(i) "The Act" means the Soldiers (Litigation) Act, 1925.
(ii) "form" means a form annexed to these Rules.

(iii) "Seamen" means any person subject to the Navy (Discipline) Act, 1934 (XXXIV of 1934), any person of Bangladesh domicile subject to the Naval Discipline-Act (29 & 30 Vict, C. 109) or any person who, not being a member of Bangladesh Forces, is attached to, or employed, by the Bangladesh Navy.

(iv) All words defined in the Act and used herein shall, unless there be anything repugnant in the subject or context, have the meanings respectively assigned to them in the Act.

3. The prescribed authority for the purpose of sub clause (iv) of clause (b) of section 3 and sections 6, 7 and 8 of the Act shall be the Commanding Officer of the ship or naval establishment in- which the seaman is for time being serving; and all communications under the Act to any such Officer may be addressed to him care of Naval Headquarters, Dacca.

4. The certificate given by the Collector under section 5 of the Act shall be in Form A.

5. The notice given by the Court under section 6 of the Act shall be in Form B and the certificate of the prescribed authority under section 7-of the Act, shall be in Form C.

6. If at any time it appears to the prescribed authority that the circumstances in which he certified to the Court under section 7 of the Act that a postponement of the proceedings was necessary in the interests of justice no longer exist, he shall forthwith certify to the Court to that effect in Form D.

7. On receipt of a certificate from the prescribed authority under section 7 of the Act that a postponement of the proceedings is necessary in the interests of the justice, the Court shall postpone the proceedings until the receipt of a certificate in Form D from the prescribed authority; or until the seaman is represented in the proceedings by some person duly authorized to appear, plead or act on his behalf.

8. The prescribed authority for the purposes of section 12 of the Act shall be, as respects any seaman who is an officer, the Chief of Naval Staff, Bangladesh Navy, and as respects any seaman who is not an officer, the Drafting Authority, Bangladesh Navy, Dacca.

FORM A (SEE RULE 4)

Collector's under section 5 of the Soldiers (Litigation) Act, 1925

From

The Collector,

District

To

.....

.....

In the NoOf 19.....

.....

Versus

.....

No dated

Sir,

I have the honour to certify, under section of the Soldiers (Litigation) Act, 1925 (IV of 1925), that I have reason to believe that....., son of..... who is seaman ordinary residing in my district and who is a party in the above mentioned (inter suit appeal, application or other proceedings) now pending in (*enter name of Court,*) is unable to appear therein.

Your obedient servant

.....

Collector .

Notes:

(1) This certificate should be sent by post in a registered cover, or by hand, and an acknowledgement should be obtained for it.

(2) It should be addressed, in the case of a High Court, to the Register of the Court, or in the case of a Board of Revenue, to the Secretary of such Board, or in the case of financial Commissioner to the clerk of the Court, or in other to the pending Officer of the Court.

FORM B

(see Rule 5)

Notice under Section 6 of the Soldiers (Litigation) Act, 1925

In the

.....NoOf

.....

Versus

To

The Commanding Officer,

B.N.S. No. of.

C/o Naval Headquarters, Dacca.

Please take notice that (upon the certificate of the Collection of
..... under Section 5 of the Soldiers Litigation) Act 1925 (IV of 1925)- (having had reason to believe)- that.....son of.....a Seaman who is a party in the above mentioned proceeding now pending this Court, and who is not represented by any person duly authorized to appear, plead, or act on his behalf, is unable to appear therein, this Court has. under section 6 of the said Act, suspended the proceeding. If, within the period prescribed in section 8 of the said act no certificate is received from you under section 7 thereof, the Court , will, thinks fit, continue the proceeding.

Giving under my hand and the seal of the Court, this the.....

.....day of.....19.....

Presiding Officer of the Court,

.....

Resister.

Note:-This notice should be sent by post in a registered cover, or by hand, and an acknowledgement should be obtained for it.

*

One of the two portions within square brackets should according to the circumstances of each case, be penned through.

From C
(see Rule 5)

Certificate under Section 7 of the Soldiers (Litigation) Act, 1925.

From

The Commanding Officer,

B.N.S.

To

.....

.....

In re: ...: .No..... of 19

No.dated.....

Sir,

I have the honour to acknowledge receipt of your notice, dated under section 6 of the Soldiers (Litigation) Act, 1925 (IV of 1925). in the abovementioned proceeding, and to certify under section 7 of the said Act that..... son of, in respect of whom the above-mentioned notice has been given, is serving under special conditions and that a postponement of the proceeding in respect of that seaman is necessary in the interests of justice.

Your obedient servant,

.....

Rank.....

Commanding officer,

BNS.....

Notes:

(1) This certificate should be sent by post in a registered cover, or by hand and an acknowledgement should be obtained for it.

(2) It should be addressed, in the case of a High Court, to the Registrar of the Court, or in the case of a Board of Revenue, to the Secretary of such Board, or in the case of a Financial Commissioner to the Clerk of the Court, or in other cases to the Presiding Officer of the Court.

FORM D
(See Rule 6)

Certificate under Rule 6 of the Seamen (Litigation) Rules, 1944

From

.....

.....

.....
To
.....
.....

.....
In re: No..... of 19.....

.....
Versus
.....
No.....dated.....

Sir

i have the honour to invite a referenced to my letter No dated And to certify , under rule 6 of the seamen (Litigation) Rules 1944 that circumstances no longer exist of the postponement of the above mentioned (enter suit appeal application or other proceedings) pending in Wherein enter name of court).

Son of..... a seaman is a party

Your obedient servant

.....
Commanding officer, BNS.....

Notes:

- (1) This certificate should be sent by post in a registered cover, *or* by hand, and an acknowledgement should be obtained for it.
- (2) It should be addressed, in the case of a High Court, to the Registrar of the Court *or* in the case of a Board of Revenue, to the Secretary of such Boar *or* in case of a Financial Commissioner, to the Clerk of the Court, *or* in order cases, to the Presiding Officer of the Court.

APPENDIX XVIII

BENEFITS AND ACTIONS UNDER THE SOLDIERS LITIGATION ACT, 1915

(Article 0251)

Extent and Application

1. The Soldiers (Litigation) Act, 1925 extends to the whole of Bangladesh and applies to soldiers, seaman, and airmen of the Armed Forces of Bangladesh *or* persons attached to/employed by the Bangladesh Navy, provided that they are serving under special conditions in any of the following categories:

(a) service under war conditions;

(b) service, *or* under orders to proceed, out of Bangladesh;

(c) service under conditions which, in the opinion of the Commanding Officer, preclude Service personnel from obtaining leave of absence for the purpose of attending a court as a party to any proceeding.

2. The Seaman (Litigation) Rule's, 1944 (Appendix XVII, Part 2), lay down the procedure for the application of the Act to the Seaman, which term include both officers and sailors and other persons attached to or employed by the Bangladesh Navy.

Benefits Provided by the Act

3. The Soldiers (Litigation) Act, 1925 provides the following three benefits to the persons to whom it applies, in respect of any proceeding (suit appeal *or* application) before a civil *or* revenue court:

(a) Stay of proceedings for the prescribed period against such persons who for various specified reasons are unable to attend

the proceedings.

(b) Right of such persons to apply for setting aside any decree *or* Order passed against them while they are serving under

"special conditions".

(c) Extending the period of limitation for any suit, appeal *or* application.

Stay of Proceedings

4. (a) *When the unrepresented seaman is a party to any*
Proceeding

(i) The Collector *or* Deputy Commissioner of the district in which the seaman ordinarily resides *or* has property will,

on receiving the information of the seaman's inability to appear from the seaman's family (through the Armed

Services Board) *or* from the seaman (through his Commanding Officer, who will notify the Collector on Form 1 of this appendix, sending the duplicate to the Court concerned by registered post acknowledgement due issue a certificate (on Form A, See Appendix XVII) to the Court under section 5 of the Soldiers (Litigation) Act, 1925.

(ii) The Court will on the basis of the Collector's certificate, Suspend the proceedings and give, under section, 6, a notice (on Form B, see Appendix XVII) to (he proceeding should be postponed for the prescribed period.

(iii) If, on receipt of the notice, the Commanding Officer certifies (on Form C, see Appendix XVII) that the seaman concerned is serving under special conditions and that a postponement of the proceeding against him is necessary in the interest of justice, the Court shall postpone the proceeding for the prescribed period or for such period as it thinks fit.

Notes: The expression "prescribed period" means until the receipt of a certificate from the Commanding Officer or until the seaman is represented in the proceeding by some person duly authorised to appear, plead or act in his behalf.

(iv) If the Commanding Officer:

(1) later on finds that the seaman has ceased to serve under special conditions and certifies to that effect to the Court (on Form D, see Appendix XVII); or

(2) on receipt of the notice fails to send the certificate (on Form, C, see Appendix XVII) within two months in the

case of a Seaman resident in the district in which the Court is situated, or within three months in other cases

from the, issuing date of the notice; the Court may, if it thinks fit, resume proceedings, in case (1) after informing the seaman by summons of the date on which the case is to be heard.

(v) A Commanding Officer may give a seaman for submission to the Court, a postponement certificate without receipt of a notice from the Court under section 6. This is only when the seaman is on ordinary leave of absence for a period not exceeding two months or on sick leave for a period not exceeding three months, and is to proceed on service under special conditions on the expiry of his leave. The immediate effect of this certificate will be to postpone the proceedings in respect of the seaman.

(b) *When the unrepresented seaman is not a party to the proceeding.* Section 6(2) empowers, a court to act *suomotu*

and suspend proceedings, without waiting for a certificate from the Collector under section 5, whenever it finds that a seaman, though not a party to the proceedings, is materially concerned in the outcome of the proceeding and his interests are likely to be prejudiced by his inability to attend. The Court will subsequently give notice thereof to the Commanding Officer.

(c) *Abstention of the Court from suspending the proceeding.*

Notwithstanding anything contained above, the Court may refrain from suspending the proceeding and issuing the notice

if:

(i) the proceeding is a suit, appeal or application instituted or made by the seaman, alone or conjointly with others, with the object of enforcing a right of pre-emption, *i.e.*, a right of co-sharers, neighbours and relations to purchase a certain property before an unwelcome stranger.

(ii) the interests of the seaman in the proceeding are, in the opinion of the Court, either identical with those of any other party to the proceeding and adequately represented by such other party or merely of a formal nature.

Right to Apply for Setting Aside any Decree or Order

5. Under section 10 of the Soldiers (Litigation) Act, 1925, a seaman, or on his death his legal representative, has the right to apply to the Court, which passed a decree or order against him while he was serving under special conditions, to set it aside. No such application, however, will be considered unless it is:-

(a) accompanied by a certificate signed by the Chief of Naval Staff, or under his authority, in the case of an officer, or by the Drafting Authority in the case of a sailor on Form 2 to this appendix to the effect that at the time of the hearing of the case the seaman was serving under special conditions.

(b) received by the Court within 90 days of the passing of the decree or order, in cases where the proceedings began with the serving of a summons or notice upon the seaman, or where the summons or notice was not duly served on him, from the date on which he had knowledge of the decree or order.

Extension of Period of Limitation

6. Section 11 of the Soldiers (Litigation) Act, 1925 gives a seaman an extended period for filing a suit, appeal or application. By virtue of this section the period of limitation does not run from the date of the actual cause of action, but runs from a subsequent date which is to be determined after excluding:

- (a) the period during which a seaman was serving under special conditions;
- (b) the period from the date of the seaman's death to the date on Which official intimation thereof was sent to his next-of-kin;
- (c) the delay caused by circumstances based on a cause satisfactory to the Court under section 5 of the Limitation Act, 1908, *e.g.*, the period spent by seaman in detention in an enemy territory by circumstances attributable to war, etc.;

Provided that nothing contained above applies to a preemption suit (which must be brought within one year from the date the purchaser takes, under the sale sought to be impeached, physical possession of the whole of the property sold, or where the subject of the sale does not admit of physical possession, from the date the instrument of sale is registered), except in such areas, and subject to such modifications, if any, as the Government may, by notification in the *Official Gazette* specify in this behalf.

Power of Court to Refer Questions to Prescribed Authority

7. If any Court is in doubt whether, for the purposes of section 10 or section 11, a seaman is or was at any particular time serving under special conditions, or, had died while so serving, or as to the date of such death or as to the date on which official intimation of such death was sent to his next-of-kin, the Court may refer the point under section 12 of the Act for the decision of the prescribed authority, and the certificate of that authority on Form 2 of this appendix shall be conclusive evidence on the point. See rule 8 of the Seaman (Litigation) Rule (Appendix XVIT Part 2).

Form 1

Certificate under Rule 3 of the Seamen (Litigation) Rules, 1944

From

The Commanding Officer

B.N.S.....

To

The Collector/Deputy Commissioner,

In reg: Suit/appeal/application No of 19.....

.....

Versus

.....

.....No.....dated.

Sir,

I have the honour to inform you that it has been represented to me that the above-mentioned Seaman ordinarily residing in your district is a party to the aforesaid application/suit/appeal no/w pending in the Coj1rt of.....

(2) The above-mentioned P.No./O.No..... Name
Rank. son of

Town/Village.Post Office. Sub-division
..... District. is a seaman of the Bangladesh Navy and is at present serving in B.N.S.....

(3) In my capacity as the prescribed authority, under rule 3 of the Seamen (Litigation) Rules, 1944, I certify that the said seaman is serving under Special conditions which preclude him from obtaining leave of absence to attend the Court as a party to the proceedings.

(4) I, therefore, request you kindly to issue to the Court concerned a certificate under section 5 of the Soldiers (Litigation) Act, 1925 [read with the Seamen (Litigation) Rules, 1944], with a view to having the proceedings suspended.

Your obedient servant,

.....

Rank..... Commanding Officer, B.N.S.....

Copy to:

.....

(Name of the Court concerned)

Note: This certificate should be sent in a registered cover or by hand, and an acknowledgement should be obtained for it.

Form 2

Certificate under section 10 (or 12) of the Soldiers (Litigation) Act, 1925*

From

.....

.....
.....
To
.....
.....
.....

In reg:..... No..... of 19.....
.....

Versus
.....

No.dated

Sir

I have the honour to acknowledge receipt of your letter No.....dated and to certify under section 10 [or 12] *of the

Soldiers (Litigation) Act, 1925 that..... son of.....

..... was (or is) serving under special conditions from
to. tt, (died on. while serving under special conditions and
that the official intimation of his death was sent to his next-of-kin on..... § and that
due consideration of his (or his next-of-kin's suit/appeal/application is necessary in the Interests
of justice.

Your obedient servant,
.....

Prescribed authority.

Note: This certificate should be sent by post in a registered cover *or* by hand, and an acknowledgement should be obtained for it.

* One of the two sections may be omitted as required.

t May be omitted according *to* the circumstances of the case.

tt May be retained both under section 10 and section 12, provided
that, under the latter section, the seaman is alive.

§ May be omitted under section 10 *or* when the seaman is alive,
under section 12.

APPENDIX XIX

RULES FOR POSSESSION OF PERSONAL AND PRIVATE ARMS AND AMMUNITION

(Article 0214)

Possession of Authorised Personal Arms and Ammunition

1. Possession of authorised personal arms and ammunition is governed by the following rules:

- (a) There are no restrictions on officers and sailors Possessing or using, in the course of their official duties, any firearms or ammunition issued to them from the Service sources, nor are any licences required for such arms and ammunition.
- (b) An officer is authorised to possess, without licence as part of his equipment, two revolvers, or pistols *or* one revolver and one pistol of any pattern but one must take service ammunition *of* the authorised bore or calibre, with a maximum *of* 100 rounds each.
- (c) The personal arms and ammunition mentioned in (b) above may be imported without payment of any customs duty.

Possession of Private Arms and Ammunition

2. Possession of private arms and ammunition is governed by the following rules:

- (a) In addition *to* the arms specified in Paragraph 1(b) above, an officer is allowed *to* possess firearms *for* purposes of sport and protection provided he takes out on payment of the prescribed fee, a licence before purchase. The fee is payable by means of non-judicial stamps *or* in cash according *to* the orders in force.
- (b) A sailor is allowed *to* carry *or* possess one gun, one sword, dagger *or* knife, twenty cartridges *or* an equivalent quantity of powder, bullets *or* shot, and caps for purposes *of* sport and protection provided he takes out a licence before their purchase, see Paragraph 4 below.
- (c) The arms which an officer *or* sailor is allowed *to* possess will not be *of* a class superior to that *of* the arms in use in the Service, nor will it be *of* a pattern the import *of* which together with ammunition is prohibited under rule 7(a) *of* the Arms Rule, 1924, *or* any other enactment *for* the time being in force. No licence shall be granted *for* the possession

of rifles, pistols and revolvers specified in the above mentioned rule unless such weapons have been imported into Bangladesh.

Purchase of Arms and Ammunition

3. An officer *or* sailor must purchase arms and ammunition from a person entitled *to* possess *or* sell arms and ammunition under the Arms Act, 1878 and the Arms Rule, 1924, *or*, when allowed, through the Service sources. The arms and ammunition so purchased by him and arms and ammunition already possessed by him shall not exceed the number and quantity authorised by the rules.

Arms Licences

4. Personnel subject to the Navy Ordinance 1961 may apply on the form given in Annexure A to this appendix (omitting Minute II in case of officers), for arms licences referred to in Paragraph 2 above. A sailor of good character may, on the recommendation of his Commanding Officer be granted or renewed, at the discretion of the licensing authority, a licence, free of charge, under rule 46(7) of the Arms Rule, 1924, which will only be valid while he is serving in the Navy.

Game licences and Permits

5. Except in the "bil" areas in Bangladesh where a game licence or permit is not required for killing and taking game, an officer or sailor elsewhere must be, in addition to the arms licence, in possession of a valid game licence from the District Magistrate for the purposes of sporting or a valid game permit from the Forest Directorate of the Government for sporting in the Reserved and Protected Forests under their control.

Renewal of Licences and Permits

6. All licences and permits under these rules shall be in force for such period and expire on such day as the authority granting them may enter thereon. At the expiration of the specified period the licences and permits are to be renewed.

Private Arms Register

7. All authorised personal arms and ammunitions and private arms and ammunitin are to be recorded in the *Private Arms Register* (as specified in Annexure C to this appendix) maintained by each ship or establishment. This register is to be checked annually by the Commanding Officer on the 31st December and a copy thereof, sent to the Administrative Authority who will submit a consolidated list to the District Magistrate.

Custody of Arms and Ammunition

8. (a) Officers may carry private firearms, air-pistols or air/spring guns and keep them in their personal care under lock and key when not in use on board a ship or in a naval establishment.

(b) Sailors are not to carry or keep in their personal care private arms and ammunition air pistols or air/spring guns. They are to keep such weapons and ammunition in the armoury which will be issued to them at the Commanding Officer's discretion.

Arms Passes

9. A pass to carry private arms and ammunition on leave/furlough may, subject to the following rules, be granted to a sailor on the form given in Annexure D to this appendix by his Commanding Officer and the duplicate forwarded to the magistrate <1f the district in which the pass-holder intends to spend his leave;

(a) Sailors taking private arms and ammunition on leave with their arms licences but without arms passes may be made over to the naval authorities for trial. They must carry their licences and passes with them and deposit the latter on return, together with the relevant arms which are to be inspected by the Commanding Officer to ensure that they (arms) have not been changed. Failure to produce the arms or the passes will be punished by deprivation of a pass for one year, which should be communicated to the magistrate concerned.

(b) Sailors when leaving the Service are to deposit their arms passes
and should not be granted such passes.

Loss or Theft of Private Arms and Ammunitions

10. The rules governing loss, theft or recovery of private arms and ammunition are as follows:

(a) All reports of losses, thefts and recoveries of private arms and ammunition should be made immediately to the Commanding Officer by the individual concerned or officer in charge of the armoury, and to the nearest police station by the reservists and pensioners.

(b) The Commanding Officer will subsequently report to the following by the fastest means, stating the description of the arms and ammunition, the licence number, if any date and time of occurrence and brief circumstance of the case:-

- (i) Naval Headquarters (Naval Intelligence Directorate).
- (ii) Naval Headquarters (Naval Law Branch).
- (iii) The Administrative Authority.
- (iv) Local Police Station.
- (v) Superintendent of Police of the District.
- (vi) District Magistrate.
- (vii) D.I.G. Police (C.I.D.) of the area in which the loss occurs.

(c) He should then hold a careful investigation into the loss or theft, and forward his report based in the following points, to Naval Headquarters (Naval Law Branch), through the usual channels, as soon as possible:

- (i) Place of occurrence.
- (ii) Date of occurrence.
- (iii) Description of arms and ammunition involved.
- (iv) Licence No. with name and rank of licensee.
- (v) Custodian of arms and ammunition involved.
- (vi) Brief circumstances of the case.
- (vii) Results of investigation.
- (viii) Name of person(s) who, through his (their) negligence, is (are) considered to have caused, permitted or conducted to the occurrence.
- (ix) Particulars of disciplinary action taken, if any.
- (x) Measures to avoid recurrence.

Disposal of Arms and Ammunition of Deceased Personnel

11. (a) Arms or ammunition found amongst the effects of deceased officers and sailors are to be returned to the Armament Depot, if they can clearly be identified as Service property.
- (b) Private firearms are to be treated as reserved effects and are not to be released until the specific authority for such action is received from Naval Headquarters and the person entitled has produced an arms licence.
- (c) Private live ammunition is to be handed over to the Armament Depot for destruction.

Sale of Private Arms and Ammunition.

12. Sale of private arms and ammunition is to be regulated as under:-

(a) Private arms and ammunition lawfully possessed by officers and sailors may be sold by them to any person who is not by any enactment for the time being in force prohibited from possessing the same. Except when the purchaser is a person entitled to possess arms and ammunition by reason of an exemption under section 27 of the Arms Act, 1878, they are to give an immediate notice (through the Commanding Officer, if the vendor is a sailor) of the sale and the purchaser's name and address to the magistrate of the district or the officer in charge of the nearest police station.

(b) Personal arms imported under Paragraph 1(b) when sold to a person who is not entitled to keep them without taking out an arms licence are to be produced before the Customs authorities for the assessment and collection of customs duty.

(c) Failure to comply with the above instructions will render the vendor liable to punishment under the Arms Act, 1878 [ss. 19(0), (b), and 20] or under any other Act/Rules in force.

Reservists and Pensioners

13. Reservists and pensioners will be governed by the following rules:

- (a) A sailor, before transfer to the reserve or pension establishment wishing to retain this licensed private arms exempt from licence fees will fill in the form given in Annexure E to this appendix, in triplicate, and submit it to his Commanding Officer who will endorse his recommendations on all the three copies, give one copy to the sailor, forward the second to the civil officer concerned and retain the third in the ship for record. The licensing authority has full discretion to grant or refuse a licence.
- (b) An application by a reservist or pensioner for the renewal of a licence free of licence fee, is to be submitted to the civil authority through the Commanding Officer.
- (c) Offences under the Arms Act and Rules, committed by reservists and pensioners will be dealt with in the ordinary manner by the civil authorities.
- (d) Every sailor, before transfer to the reserve or pension establishment, and every reservist, before returning home after training, will be warned by his Commanding Officer that he must report the loss or theft of any arms covered by his licence, to the nearest police station as required by the conditions on the licence form.

General Provisions

14. *Prohibition of unauthorized weapons.* No person shall import, transport, possess or use any weapon of a bore prohibited under rule 7(0) of the Arms Rules, 1924.

15. *Applications for licence permits.* A person desiring to obtain or renew a licence/permit under these rules shall submit an application to the authority empowered to grant such a licence or permit, see Paragraph 4.

16. *Recommendation by Commanding Officer.* A Commanding Officer is to judge each case for licence on its merits and is not to make recommendations indiscriminately. He will:

- (a) satisfy that the applicant is of good character and not below 17 years of age;
- (b) satisfy that the arms are required for sporting and/or self-protection;
- (c) state the date the applicant is due for discharge or transfer to the reserve;
- (d) state whether the applicant whose discharge is imminent will be eligible for a pension or not.

17. *Purchase of arms and ammunition.* Except as provided by Paragraph 1(b), no person shall purchase arms and ammunition unless he has been furnished by a competent authority with a written permit specifying, in the case of arms, the period for which it is valid, and in the case of ammunition, the amount purchasable on the occasion of each individual purchase.

18. *Restrictions on disposal of weapons.* No person shall dispose of any weapon to any one other than a person who is (a) the holder of a licence to possess the weapon, or (b) is entitled under these rules to possess the weapon without a licence.

19. *Arms passes.* Commanding Officers will not delegate their authority to any one else for granting arms passes.

20. *Production of licence or and pass on demand.* All licences and passes granted under these rules will be produced on demand by any commissioned officer, gazetted officer, civil police or any authorized person of the Game Organisation or Forest Department.

21. *Arms In naval custody.* Arms placed in the armoury, of the following persons will be kept in naval custody until released under the orders of Naval Headquarters, to the rightful claimant holding a valid licence:

(a) Deserters.

(b) Deceased personnel.

22. *Liabilities of sportsmen..* Sportsmen must:

(a) exercise due care in the use of firearms. They should:

(i) not point a firearm at any person or stand in front of it;

(ii) not assume, when picking up a firearm, that it is unloaded;

(iii) not leave a loaded gun lying about;

(iv) not play about with 'a firearm they do not understand. If they have to handle one, they should keep it pointing safe;

(v) not entrust a loaded gun to children, inexperienced individuals, light-hearted fools and intoxicated persons.

(b) Carry both the arms and shooting licences on all occasions when out shooting.

(c) Shoot having regard to all the circumstances of the case and refrain from:

(i) trespassing on standing crops without the consent of the owners;

(ii) shooting game which are looked upon as sacred in the vicinity of villages or habitations;

(iii) shooting domestic animals;

(iv) shooting in the immediate vicinity of villages, mosques, churches and temples.

(d) he fully conversant with the game law in force particularly with the open and close periods for sporting. Some of the more important dates giving periods when shooting of various games is allowed, are given below:

Chikor	..	15th September to 1st March..
Duck	. .	1st September to 31st March.
Kakar	. .	1st April to 31st December.
Patridge	. .	1st November to 1st March.
Quail	..	15th September to 1st March.
Sand grouse	..	15th September to 1st April.
See see	. .	15th September to 1st March.
Shipe	. .	15th September to 1st April.
Teal	. .	1st September to 31st. March.
Urial	..	15th October to 31st August.

23. *Attention of all to be drawn.* The attention of officers and Sailors is to be periodically drawn to the contents of this appendix.

ANNEXURE A to APPENDIX XIX

ARMS LICENCE FORM

1. P. No/O. No.2. Rank
3. Name of applicant (in block letters)
4. Age.....
5. Present Address.....
.....
6. Father's Name.
7. Home Address :-
 (a) House No. or Name
 (b) Road/Street/Gully
 (c) Union
 (d) P.O./Police Station
 (e) District
8. Occupation

9. Monthly Emoluments
10. Application for grant of licence for:
- (a) Revolver/Pistol (N.P.B.)
- (b) Rifle (N.P.B.) or (22 Bore)
- (c) Shot Gun: D.B. B.L. Gun.....
- S.B.B.L. Gun.
- (d) Sword, Dagger or Knife
11. Area for which licence is required.....
12. Does the applicant pay any land revenue or income-tax to the Government?
- If so what amount was paid in the financial year immediately preceding the date of application?.....
13. Has the applicant previously held any arms licence which he no longer holds?
- If so, why was it cancelled and by whom and on what grounds?
14. Does the applicant hold any arm licence? If so, by whom was it Granted or last renewed and what weapon does it cover?
15. Has the applicant applied unsuccessfully for a similar licence at any time before? If so, when and to whom and why was such an application refused?
16. Does any other person living in the same house as the applicant Possess arms? If so, what arms
17. Reasons needing the licence applied for.....
18. Does the applicant claim exemption from the payment of licence fee? If so on what ground?
- Station:

(Signature of the applicant)

Date.....

Note: An officer will affix a Thirty Poisha non-judicial stamp of the applicant.

II

No

Recommended and forwarded to the Deputy Commssioner/ Collector/District Magistrate, certifying that the sailor :-

- (1) required the arms for sports and/or self-protection;
- (2) bears a good moral character;
- (3) is due (not due) for discharge/transfer to the reserve on.
- (4) will be eligible/ineligible for a pension on discharge/transfer to the reserve.

Station.
.....

Rank.

Date

Commanding Officer,

B.N.S.....

(Seal)

Ship/Establishment

Annexure B to Appendix XIX

*ARMS LICENCE RENEWAL

GAME SHOOTING LICENCE/PERMIT - FORM

1. P. No/O. No 2. Rank

3 Name (in block letters)

4 Name of Service.....

5 Father's name

Present address.....

6.
.....

7. Licence No.

8. Name of issuing authority

9. Description of arms :-

(a) Class

(b) Maker's name

(c) No.

(d) Bore

10.Date last renewed

11.Period for which renewed

12.Date of expiration of renewed licence

Claim for exemption from payment of renewal or game shooting fee, if any

13.....
.....

Mode of payment of renewal or game shooting fee, if no claim for exemption exists

14.....

Area within which sporting is intended

15.....

Station

.....

Signature of officer or sailor

Date:

* Delete which is not required.

Delete in case of renewal of arms licence application.

Annexure E to Appendix XIX

ARMS RETENTION FORM

1. O. No..... 2. Rank.....
3. Name (in block letters) 4. Father's name.....
5. Religion 6. Class..... 7. Tribe
- 8: Home address.....
9. Date of transfer *to* the reserve of pension establishment
10. Licence No.
11. Description of arms:
- (a) Class (b) Maker's name.....
- (c) No.
- (d) Bore
12. Purpose for which retention is sought
13. Object of application.

Certified that:

(a) I will not dispose of the above-mentioned arms at any time *to* any person who is, by any law or enactment for the time being in force, prohibited from possessing the same.

(b) I undertake *to* give immediate notice of the sale and of the purchaser's name and address *to* the magistrate of the district or *to* the officer in charge of the nearest police station, if the purchaser is a person other than a person entitled *to* possess the same by reason of an exemption under Section 27 of the Arms Act, 1878.

(c) I understand that failure *to* comply with (a) or (b) above will render me liable *to* punishment under sections 19(a), (b) and 20 of the Arms Act, 1878.

Station.

Date .,.....

.....
(Signature of sailor)

II.

(Remarks by Commanding Officer)

No.....

Station. Rank.

Date..... Commanding Officer, B.N.S.....

Appendix XX

LIST OF IMPORTANT BOOKS OF REGULATIONS AND THEIR MAIN CONTENTS

(Article 0227)

<i>Serial Number</i>	<i>Title (Abbreviation)</i>	<i>Main contents</i>
1.	Barrack and Hospital Schedules(B & H Sch)	Scales of furniture and barrack stores (including those authorised for hospitals, fire fighting and general conservancy) are published in Sections 'A' to 'N', the list and contents of which are summarized in the front pages of each section.
2.	Barrack synopsis (Bk	Authorized scales and general rules; list of

	Syn)	buildings authorized for various units; ,details of accommodation and fittings; climatic classification of stations.
3.	Centralized Pay Accounting Manual	Procedure for disbursement of pay and allowances to officers and sailors; administration of, and procedures to be followed in, Navy Pay Office.
4.	Classification and Treatment of Protected documents (Bangladesh)	Detailed orders regarding handling receipt, registration, accounting and destruction of classified documents.
5.	DSDP Fund Rules	Rules governing contributions to, and withdrawals from, the DSOP Fund.
6.	Financial Regulations (FR)	General financial rules governing control of expenditure; financial powers; preparation of Defence Budget Estimates; losses of public funds; fees, honoraria and

		rewards; claims and recoveries; local purchase and contracts. General rules regarding procedure for: funding and accounting; audit; miscellaneous claims and payments; permanent advances; losses; control and financing of telephones.
7.	Fleet Orders (FO)	Orders of the Chief of Naval Staff on day-to-day administration in the Navy; reproduction of Government letters which may eventually be incorporated in various regulations.
8.	Instructions relating to Victualling Stores and Mess Traps	Scales of issue of rations and mess traps; their accounting procedure.
9.	Joint Services Instruction (JSI)	Government orders of an inter-Services applicability. Those of permanent nature are eventually incorporated in relevant regulations.

10.	Manual of Naval Law (MNL)	The origin and extent of Naval Law; the Naval Ordinance 1961 and the Navy Rules explanatory notes on the Navy Ordinance 1961 and the Navy Rules, extracts from the Bangladesh Penal Code, Evidence Act, Criminal Procedure Code, Soldiers Litigation Act, etc.
11.	Mobilization Regulations (Mob.Regs.)	Orders and procedure for the mobilization of naval personnel.
12.	Naval advancement Regulations (NA regs:)	Rules governing the advancement of sailors; list of specialist qualifications.
13.	Naval Store-keeping Manual	Demanding, accounting, issue and survey procedures for naval stores.
14.	Naval Stores Duties Instructions (NSDI)	Instructions for administration of, and accounting procedures to be followed in, store depots.
15.	Naval Uniform Regulations	The specifications of authorized items of dress; occasions

	(NU Regs.)	for wearing various dresses; scales of, and procedure for, issue of clothing to sailors; manner of wearing decorations.
16.	Navy Instructions (NI)	Government Orders on administrative and financial matters. Those of permanent nature are eventually incorporated in relevant regulations.
17.	Navy Regulations, Part, I (NR)	Navy organization; general Administrative and legal orders; terms of service of officers and sailors; messing and accommodation; ceremonial prize and salvage, tests, trials, surveys and maintenance of material; repairs, alterations and docking; reduction to reserve.
18.	Navy Regulations, Part, II	Instructions to Senior Officers, Staff and Dockyard Officers, Captains, Executive Officers, specialist officers and" officers

		of various branches
18.	Bangladesh Navy Security Regulations (BNSR)	Instructions on handling, receipt, registration, accounting and destruction of classified documents.
19.	Passage Regulations (PR)	Rules regarding provision and admissibility of conveyance, travelling and daily allowances.
20.	Pay and Allowances Regulations for the Bangladesh Navy (P & A Navy Regs.)	The rates and rules governing all forms of pay and allowances, fees to examiners; language and other rewards; compensation; advances; recoveries and stoppages.
21.	Pension Regulations (Pension Regs.)	Contains rules and ranks of pension and gratuities; procedure for submission of claims; recommending and sanctioning authorities; and counting of service (including former) towards pension/gratuity.
22.	Quarters and Rents (Q & R)	Rules regarding allotment, occupation and vacation of quarters; recovery and adjustment of rent, electricity and water charges.

23.	Recruiting Instructions for the Bangladesh Navy	Qualifications for enrolment of sailors and recruiting procedures.
24.	Regulations for (a) Bangladesh Naval Reserve Volunteer Reserve and (c) Fleet Reserve	Regulations regarding the call-up, training, concessions and other matters affecting the reservists.
25.	Regulations governing the Recruitment and Basic Training of Cadet-entry Officers of the Bangladesh Navy.	Qualifications and procedure for entry of training of sub-rules for promotion as Cadets; details ordinate officers; up to Lieutenant.
26.	Release Regulations (Release Regs)	Procedure for the general release of naval personnel.
27.	Sea Transport Regulations	Functions of Sea Transport Organization; distribution of duties; rules governing the arrangements for movement of Defence personnel and stores; chartering of ships; troop transports; hospital ships; freight ships; command, administration and discipline in troop

		transports and freight and passenger ships.
28.	Warrant Stores	of List of naval stores and their scales authorized for issue to ships and establishments.

APPENDIX XXI

PROFORMA FOR RECOVERY OF CHARGES FOR CLEARANCE OF PRIVATE TELEGRAMS THROUGH SERVICE CHANNEL

(Article 0265)

* Naval Headquarters

Banani

Dacca.

* The Commodore Commanding Chittagong

New Mooring

Chittagong

No.

Date.

The Controller of Naval Accounts,
Dacca.

Copy to:- The Commanding Officer,

B.N.S.

PRIVATE TELEGRAMS-CHARGES FOR CLEARANCE

As requested by B.N.S. ,..... at

vide., a private telegram was sent on behalf

of P. No/O. No..... Name.

Rank. by the Main Signal Office,

Chittagong on

2. An amount of Tk..... (in words)

Taka. has been disbursed from government funds to meet the charges.

3. It is requested that the above amount be recovered from the Individual's pay account.

4. Kindly acknowledge receipt after recovery.

Signature

Rank

*Delete which is not applicable.

APPENDIX XXII

FORMS IN CONNECTION WITH CHANGE OF NAME

(Article 0215)

PART 1. APPLICATION FOR CHANGE OF NAME

1. (a) Present name in full.....

(b) Name of parents.....

(c) proposed name in full. (d) Personal/Official Number. .
..... (e) Rank.

(f) Ship/Establishment.

2. (a) Place of birth. (b) Date of birth.....

(c) Home address (Place or village, Post Office, Police Station or Thana, District; in case of urban areas, House Number, Mohallah, Street or Lane)

(d) Present Address

3. Reasons for change

I hereby declare that the particulars set out above are true to the best of my knowledge and belief.

Signature

Date.....

II

Recommended for favourable consideration

Signature

Designation Date.....

(Recommending Authority)

III

Approved/Not approved

Signature Designation.

Date

(Approving Authority)

PART 2. NOTICE IN GAZETTE AND NEWSPAPERS

I,of the Bangladesh Navy,
do hereby give notice of the change of my name to.....

.....

Signature

Date

PART 3. FORM OF AFFIDAVIT FOR CHANGE OF NAME

Whereas I, son of

(Name in full)

..... at present of rank.....

having occasion to apply for change of my name, do hereby sincerely and solemnly affirm that I was enrolled/commissioned on. under the name of

..... *which I declare to be incorrect and
without contesting its accuracy

I desire to adopt the new name of.

*which is based on the accompanying certificate of

not based on any documentary evidence

realizing fully well that I shall remain liable to any liabilities or claims attached to my previous name which I now want to discard.

(

Signature of deponent

Date

Declared before me at.....
this. day of19

Signature of Magistrate

Date..

(Seal of Court)

*Strike off which is not applicable.

APPENDIX XXIII

MEMORANDUM ON THE METHOD OF DEALING WITH THE INDEBTEDNESS AND INSOLVENCY OF NAVAL PERSONNEL

(Article 0209)

Pecuniary Liabilities

1. The term "pecuniary liabilities" covers both indebtedness and insolvency. *Indebtedness* is a word which is used when a certain sum is due from one person to another person or association, either (a) under a simple contract, written or oral, or (b) under a deed, or (e) by record. *Insolvency*, on the other hand, is a legal term which connotes a state when the debtor is adjudged to be unable to pay his debts and his debts amount to five hundred Taka or more.

Causes of Pecuniary Liabilities

2. The causes of pecuniary liabilities are:

(a) Improvident habits.

(b) Carelessness.

(c) Easy credit.

(d) Unavoidable circumstances e.g., debt incurred in connection with the destruction wrought by flood or fire.

Influences or Pecuniary Liabilities on Personal Character

3. (a) Deprive a man of the means of independent livelihood and throw him on the mercy of others, specially on that of money lenders.
- (b) Increase temptation to dishonesty and crime.
- (c) Adversely affect his individuality, self-respect, esprit de corps and professional efficiency.

Pre-Indebtedness Measures

4. The Commanding Officer is personally responsible to see that the

officers and sailors under his command steer clear of the snares mentioned in Paragraph 2(a), (b) and (c) above. He should make it a point to:-

- (a) impress on his officers and sailors the advisability of spending only as much as their incomes allow and saving something out of their incomes for future emergencies or reverses;
- (b) bring home to them the pitfalls of love of luxury or artificial life, vanity or false pride, imprudence or carelessness, and reckless expenditure on 'social ceremonies or litigation';
- (c) advise them to keep at arm's length the money-lenders who, through usurious rate of interest, compound interest, false accounts and other malpractices, bleed their debtors white;
- (d) warn them against the bad influences and the heavy consequences of pecuniary liabilities as enumerated in Paragraphs, 6 and 7(a) of this appendix;
- (e) keep a watch, as far as possible, on the private expenditure of his officers and men in order to ensure that they are living within their means. . Should an officer or a sailor suspected of living beyond his means refuse to disclose his private expenses in exercise of his personal rights, the Commanding Officer should point out to him that Consequences will, be far more serious if he is eventually discovered to be in debt;
- (f) watch carefully the cash balances and expenditures of all public and non-public funds held by officers, and as far as possible, note anything unusual, including any weak links;

- (g) direct them to seek interview at once with him (the Commanding Officer), if they get into financial difficulties. He should tell them that if they delay and become heavily involved they may incur disciplinary action.

Post Indebtedness Measures

5. When an officer or a sailor admits he is in debt, his Commanding Officer is to take the following measures:.

- (a) He should ask the debtor to submit the form (see annexure to This appendix) duly filled in.
- (b) If the debtor's answers to Questions (17) and (18) are in the *affirmative*, the Commanding Officer is to forward the forms for approval to the Administrative Authority together with his own observations on the undernoted points:-
- (i) Cause of indebtedness.
 - (ii) Influence of indebtedness on the debtor's efficiency and conduct.
 - (iii) His recommendation to retain the debtor in the Service, limit the debtor's personal expenses to one-half of his pay and allowances and to pay the balance to him towards the payment of the debtor's debt.
- (c) If the debtor's answers to Questions (17) and (18) are in the *negative*, the Commanding Officer is to forward the form for necessary action to the Administrative Authority together with his own observations on the following points:
- (i) Cause of indebtedness.
 - (ii) Influence of indebtedness on the debtor's efficiency and conduct
 - (iii) His recommendation to remove the debtor from the Service 9r to try the debtor by court-martial under paragraph 6.

Trial by Court-Martial

6. A debtor will be tried by court-martial, if:

- (a) there is *prima facie* evidence against him of dishonesty, professional inefficiency or dishonourable conduct by reason of his indebtedness or financial difficulties;
- (b) a cheque drawn by him in favour of a money-lender is dishonored, and the convening authority is satisfied that the money-lender was induced to make the loan in respect of which the cheque was given, by fraud on the part of such officer or sailor.
- (c) a cheque drawn by him in favour of a money-lender is dishonored and the convening authority is satisfied that the total payments made by the officer or sailor is less than the money actually advanced by the money-lender together with simple interest thereon at the rate of 5 per cent per annum.

General Rules

7. The general rules relating to the indebtedness of officers and sailors are as follows:.

(a) Any delay in seeking the interview with the Commanding Officer in connection with financial difficulties may make the officer or sailor involved liable to disciplinary action.

(b) A Commanding Officer has no legal power to order his officers or sailors to disclose their private expenses to him or force them to agree to meet their monthly personal expenses in one-half of their pay and allowances and the balance paid to him towards payment of their debts.

(c) In cases of indebtedness where a junior officer or a sailor appears to have been merely negligent, the Administrative Authority may, at his discretion, award summary punishment or direct summary trial.

(d) An officer or sailor, pending payment of his debt, should not normally be granted leave since he has incurred debt through his own weakness and it is unlikely that he will live more economically on leave than under close supervision in his ship/establishment.

(e) A debtor is liable to be considered for removal or discharge from the Services, if:-

- (i) he is found to have submitted an incomplete or incorrect list of his debts;
- (ii) he chooses to exercise his right as mentioned in sub-paragraph (b) above although his debt exceeds 2 months of his pay and allowances ;
- (iii) he incurs any other debt for his personal expenditure during the period of the payment of his debt;
- (iv) he discloses professional inefficiency or dishonourable conduct by reason of indebtedness or financial difficulties (see paragraph 6(a) also);
- (v) he is adjudged an insolvent.

Annexure to Appendix XXIII
FROM FOR INDEBTEDNESS REPORT

1. Name (in block letters).....
2. P. No./O. No..... 3. Rank.....
4. Father's Name.....
5. Home Address.....
.....
6. Local Address
.....
7. Amount of the debt(s)*
8. Cause of indebtedness.....
9. Is the debt connected with any public or non-public fund?
.....
10. Proof of the debt(s), if any
.....
11. Names and address(es) of creditor(s).....
.....
12. List of debtor's property, if any.
.....
.....
13. Have you tried to avoid meeting your creditor(s)?
14. Have you given notice *to* your creditor(s) that you have suspended, or that you are about to suspend, payment of your debt(s)?
15. Has any court of law issued an order of attachment of your property for payment of money? :.....
16. Have you petitioned *to* be adjudged as insolvent?
17. Are you prepared to meet your personal expenses in 50 per cent of your pay and allowances till your debts are cleared?.....
18. If answer *to* Question 17 is in the affirmative:
 - (a) do you agree if the balance of your pay and allowances is paid each month to your Commanding Officer towards the payment of debt?
 - (b) do you promise to restrain from incurring at any time during the payment of your debt any other debt to meet your

personal expenses? .

19. In what time will the debt be discharged under this arrangement?
.....

20. Are you aware that, pending payment of your debt, the rules do not allow to grant you leave in normal conditions?..

*Must be accompanied by a certified complete list of the debtor's debt(s).

CERTIFICATE

Certified that:-

1. I have gone through the provisions of Appendix XXIII of the Navy Regulations.
2. I have given the above particulars correctly and completely to the best of my knowledge and belief.
3. I believe that the above declaration made by me is binding on me during the period of my indebtedness.
4. I am aware of the consequence of indebtedness/insolvency and false statement.

Station Signature

Date Rank.....

APPENDIX XXIV

TERMS AND CONDITIONS OF SERVICE OF HONORARY AIDES-DE-CAMP TO THE PRESIDENT OF BANGLADESH

(Articles 0508)

Eligibility

1. Officers of the following ranks on the Active List of the three Services are eligible for appointment as Honorary Aides-de-Camp to the President:

Service	Number	Rank
Army	One	Major-General/Lieutenant General
Navy	One	Commodore/Rear Admiral
Air Force	One	Air Commodore/Air Vice Marshal

Selection

2. Aides-de-Camp will be selected by the President on the recommendation of the respective Chief of Staff.
3. The president may, at his discretion, and for a period to be decided by him, appoint a retired officer of the appropriate rank as an extra Aide-de-Camp.
4. After selection, their appointment will be notified in the Gazette of Bangladesh.

Tenure of appointment

5. The tenure of appointment will be three years at the discretion of the President, subject to the provisions of paragraph 6 below.

Relinquishment

6. The officers will relinquish the appointments on completion of the tenure, promotion to the rank of General in the Army, Vice-Admiral in the Navy and Air Marshal in the Air Force, on retirement or on vacation of office by the President, whichever is earlier. on change of President, however, the new President may retain any or all the existing Aides-de-Camp for the balance of the period of their maximum tenure of appointment.

Duties

7. They will wait upon the President when he visits stations of their normal duty or when the President may like to avail himself of their services.

Pay and Allowances

8. No extra pay and allowances will be admissible to these officers for holding the appointment of Honorary Aide-de-Camp. They will, however, be entitled to traveling expenses as follows, in case they are required to wait upon the President outside their normal stations of duty:

(a) *Travelling allowance.* As authorized under the current regulations on temporary duty.

(b) *Daily allowance.* As authorized under the regulations in force.

Dress

9. Honorary Aides-de-Camp will be dressed like other officers of their rank. In addition, they will wear a gold aiguillette on the right shoulder and an armlet of dark-blue Woolen Cloth with the President's Crest embroidered in gold and letters "A.D.C. (Honorary)" also embroidered in gold. The size/dimensions of the aiguillettes and armlets will be as given in Appendices I and III of the Army Dress Regulations, 1959.

Decorations

10. They will use the letters "A.D.C." after their decorations.

APPENDIX XXV

FORM FOR REPORT OF COLLISION OR TOUCHING GROUND

(Article 2242)

REPORT OF COLLISION OR GROUNDING

B.N.S. Date.
ATTENTION IS CALLED TO THE NECESSITY FOR MAKING A FIRST REPORT BY TELEGRAM OF COLLISIONS OR SERIOUS GROUNDINGS.

If it is desirable to answer any question at greater length than the space provided in the form permits, the answer (numbered) should be written on a separate sheet and attached here to.

If all the particulars required hereunder cannot be furnished promptly the report should not be delayed, any information that has been omitted being sent in as soon as possible afterwards.

Any question not applicable to the report should be crossed out.

Section I-General

1. Date, time and place/position
of collision/grounding.....
(Strike out words inapplicable)
2. Direction and force of the wind.....
3. Direction and rate of tidal stream
or current.....
4. State of weather and sea.....

5. Estimated visibility.....
6. Was B.N. ship at anchor or under way.....
7. What damage is B.N. ship estimated
to have received? ,
8. Were salvage services rendered as a result of the collision or grounding?
If so, name and address of officer in charge of salvage operations should be stated
.....

Section II-Collusion

The report should be accompanied whenever possible by a plan or tracing from the chart to illustrate the courses and direction of advance, the movements of the two vessels, and any other information likely to be of value in enabling a decision as to the liability to be reached.

9. Course and speed (if under way) of B.N. ship when the other ship was
first sighted.....
10. Any subsequent alterations of course
and speed by B.N. ship..... ,.....
11. Was the other vessel at anchor or
under way? , , , , .
12. Estimated course and speed of other
Vessel (if under way) when first
sighted. ,
13. Any subsequent alterations of course
and/or speed by other vessel.....
14. (a) What navigation lights, if any,
exhibited By B, N. ship?..... ,.....
(b) When were these first exhibited?
15. The time when the other vessel was
first seen
16. The bearing and distance of the other
vessel when first seen.,..... ,.....
17. The lights if any, of the other vessel
which were first seen.....
18. Whether any navigation lights of
the other vessel, other than those
first seen, came into view before the

collision?

19. What sound signals (if any) were
(I) sounded by B.N. ship and.....

(ii) were observed to be sounded by
the other vessel, and when?.....

20. What measures were taken aboard B.N.
ship to avert the collision?.....

21. The parts of each vessel which first,
came in contact.....

22. Whether either ship was in tow or in
charge of a plot?.....

23. What acts of negligence (if any) are
alleged to have been committed by
the other vessel?..... ,.....

24. Whether blame is attributable to
those on board B.N. ship, and, if so,
to whom, and in what respect?..

25. If the collision occurred between
sunset and sunrise, whether, by
observation of witnesses, the position,
brilliancy, etc., of the lights carried
by each vessel complied with the
Collision Regulations, and whether any
of them were obscured by rigging or
other obstructions in the direction
from which the vessel under way
approached.
.....

26. If sound signals are involved, state
here the observations of witnesses
as to the efficiency of the apparatus on

each vessel for making the proper signals.....
.....

Section III-Grounding

27. The rate at which B.N. ship was going
over the ground at the time she
struck.
28. Height of tide at the time of grounding
29. The exact time she remained on shore.....
30. The nature of the bottom.....
31. The means taken to get her off. (if
assistance was rendered by any' other
vessels, give details and the names
of the vessels).
32. (a) With what sounding equipment
was the vessel provided?..... ,,,.
(b) What use was made of soundings, including hand lead, to check the ship's position prior to
the grounding? Give details.....
33. The ship's draught (a) forward, (b)
aft
34. The least depth of water under (a) the bows, (b) amidships, and (c) the
stern, during the time she remained
on shore.....
35. Date, time and position of last fix
obtained it prior to grounding and
objects used to obtain it
36. Number and date of chart ill use, and
particulars of last large or small
corrections.

The statement of grounding is to be accompanied by a track chart, commencing from the date when the ship last left port, and, if possible, by a clear and comprehensive plan of the place where the incident occurred, and in any case angles between as many of such prominent objects as may be in sight as will suffice to fix accurately the position. When aground, when possible, at least five such angles should be forwarded. Bearings taken from the standard compass of the same objects should also be given, stating the deviation of the compass.

Diagram illustrating relative positions and movements of vessels prior to collision, to be completed, if possible, in all cases of collision. The diagram may also be used for the plan of the place where the ship grounded, but not for the track chart.

Insert scale of Diagram here										North									
True																			
W										E									

S

Section IV - Repairs (after Collision or Grounding)

37. Is B.N. ship seaworthy?
38. If not, have arrangements been made to repair her? (Give details).....
.....
39. What is the estimated cost of making
good the damage to B.N. ship?.....
40. What time is required for repairs?
41. Has the damage been surveyed?
(If so, survey report to be attached).

In the case of collision, state here

if possible, the answers to questions
similar to 37 and 41 above, in respect
of the other vessel.....

Section V -Certificate

Copies of the Ship's log, and the Rough and Pair Engine-Room Registers, accompany this statement. All relative data - have been inserted on this form, and are correct to the best of our knowledge and belief.

Signature of	Signature of
Navigating Officer (Grounding).. ...	Commanding Officer.....
Officer of Watch (collision).....	Rank
Rank	Date.....

Section VI - Remarks By Administrative Authority

42. Is blame considered attributable to
anyone? If so, to whom and to what
extent (In collision cases the extent,
if any to which it is considered,
blame attaches to the other
vessel should be stated.....

43. Has a Board of Inquiry been held?
If not, is one proposed?

44. What disciplinary action, if any, has
been taken? If not, what disciplinary
action, if any, is proposed?.....

45. In the case of collision, has any
claim been received from the other
vessels? If so, details should be
attached.....

46. Has this claim been met? If so,
state to what extent ?.....
copies to:..... ,
.....

FORWARDED

.....Administrative Authority
.....Rank

..... Date.

Appendix- XXVI

FORM OF APPLICATION FROM AN OFFICER TO RESIGN IUS COMMISSION OR TO RETIRE PREMATURELY FROM SERVICE

(Article 0810)

Part I

(To be completed by the officer)

1. Personal No.. 2. Name.....

3. Rank.....4. Date and type of.....

Commission

5. Branch..... 6. Appointment.. . . .

7. Details of courses/training.

(See Note 2 below)

8. Prospective date from which

Resignation/retirement is desired

to take effect.....

(See Note 2 below)

9. Detailed reasons for the application.. . . .

(See Note 3 below)

10. Address of Bankers for

receiving pension.....

(See Note 4 below)

B.N.S..... Signature.....

Date.. . . . Rank.....

Part II

(See Notes 5 & 6 below)

(To be completed by the C.O.)

11.

No.....Signature.....

Date. Rank.....

Station..... B.N.S

Part III

(See Note 6 below)

(To be completed by the Administrative Authority)

No.....

Date..... Signature

Station.,, Rank

Part IV

(To be completed by Naval Headquarters)'

13. Decision of the Government..

.....

14. Promulgated in the:

(a) Gazette Notification No.....Dated.....

(b) Weekly List No..... Dated.....

NOTES

(1) Designations and dates of completion of only specialist, staff or special courses are to be given.

(2) This date will be given taking the following factors into consideration:

(a) Any period of notice required to be given to the Government under existing regulations.

(b) When the notice period under Note (a) is not involved, three months notice, if possible, is required.

(c) Any period of leave admissible under leave rules and which is desired to be availed of. This information should be given against item 8.

(3) It should be clearly stated if the officer has been called upon to resign/retire and reasons therefore; or his application is on an entirely voluntary basis for his own reasons as given in item 9. Similarly, whether it is for resignation or retirement should be specified. Attention is also drawn to Article 0808(2).

(4) In case of resignation, no pension is admissible and in that case this item be scored out.

(5) The Commanding Officer will support or oppose the application in unambiguous terms. He will (where applicable) also say if the officer has been called upon to resign or retire (as the case may be) for disciplinary, etc., reasons, which Should be concisely stated. For No Demand Certificate to be attached, *see* Article 0811.

(6) (a) Part ill will be completed as necessary according to the normal channels of command.

(b) For an officer serving in NHQ:-

(I) The "Commanding Officer" will be the Director equivalent under whom the applicant is serving.

(II) Part ill will be completed by the PSO/Head of the branch concerned General Note. For withdrawal

of voluntary applications. *see* Article 0810(2).

APPENDIX XXVII

FLAGS, ENSIGNS AND PENDANTS

(Chapter 17)

PART I-BANGLADESH FLAG

1. Description and size of the "Flag".

The "National Flag" will be in bottle green and rectangular in size in the proportion of length in width 10:6 bearing a red circle on the body of the green. The red circle will have a radius of one fifth of the length of the flag. Its centre will be placed on the intersecting point of the perpendicular drawn from the nine-twentieth part of the length of the flag and the horizontal line drawn through the middle of its width.

I. Colour:

(a) The green base of the flag will be of procion brilliant green H-2RS 50 parts per 1000.

(b) The circular part will be of Proof on Brilliant Orange H- 2RS 60 parts per 1000.

II. Size of the 'Flag' for buildings:

(a) 10' X 6'

(d) 5' X 3'

(c) 2½ ' X 1½'

Depending on the size of the building.

III. Size of the 'Flag' for Cars

(a) 15' X 9' For big Cars.

(b) 10" X 6" For small and medium size Cars.

Explanation-

(a) When the length of the 'Flag' is 10' its width will be 6'.

(b) The radius of the red circle in the 'Flag' will be 2".

(c) Draw a perpendicular on 41" from the left hand of the length of the 'Flag' and a horizontal line from the middle of its width.

(d) The centre of the red circle will be at the point of intersection of these two lines.

2. Occasions on which the Bangladesh - Flag is to BE FLOWN

I. On the following days and occasions 'Bangladesh Flag' shall be flown on public and private buildings throughout Bangladesh and the office premises of Bangladesh Diplomatic Missions and Consular Posts in manner as stated below:

(a) Birthday of the Holy Prophet (Eid-e-Milad-un-Nabi).

- (b) Independence Day on the 26th March.
- (c) Victory Day on the 16th December.
- (d) Any other day as may be notified by the Government.

II. The 'Flag' shall be flown half-mast on the following days:

- (a) Shaheed Day and National Mourning Day on the 21st February, and
- (b) All other days as may be notified by the Government.

3. The 'Flag' shall be flown over Bangladesh Diplomatic Missions and Consular Posts in foreign countries in accordance with the custom of the country in which the Bangladesh Mission is situated. In countries where it is not the custom to fly the flag daily, the 'Bangladesh Flag' shall be flown on the days specified in Rule 4 as well as on days on which flags are normally flown in those countries. But in the countries where flags are flown daily, a specially large flag shall be flown.

4. Use of the Flag on Government Buildings, Official Residence, Motor Cars, etc:

I. The 'Bangladesh Flag' shall be flown on all working days on important Government Buildings and office, e.g., the President House. Legislative Assembly Buildings, etc. All Ministers and the Secretariat Buildings of the People's Republic of Bangladesh, Offices of the High Court, Courts of District and Session Judges, Offices of the Commissioners of Divisions, Deputy Commissioners/Collectors, Subdivision Officers, Central and District Jails. Police Station, Customs Posts and such other buildings as may be notified Government from time to time.

II. The 'Flag' shall be flown on the official residence of the following persons:

- (a) The President.
- (b) The Vice-President.
- (c) The Speaker of Parliament
- (d) The Prime Minister,
- (e) Cabinet Ministers.
- (f) Deputy Speaker of the Assembly.

(g) Head of Diplomatic/Consular Missions of Bangladesh in foreign countries.

- (h) The Chief Justice of Bangladesh.
- (i) The Chief Justice of the High Court.

III. The following persons shall be entitled to fly the "Bangladesh Flag" on Motor Cars, Vessels and Aeroplanes:

- (a) The President.

IV. The following persons shall be entitled to fly the "Bangladesh Flag" on Motor Cars and Vessels:

- (a) The Vice-President.
- (b) The Speaker of Parliament

(c) The Prime Minister

(d) Cabinet Ministers.

(e) Heads of Diplomatic/Consular Missions of Bangladesh in foreign countries.

V. Ministers of state while on tour outside the Capital, within country or abroad shall be entitled to fly the “Bangladesh Flag” on motor cars and vessels.

Note.-The 'flag' should be flown only when the dignitary concerned is in the car or vessels,

5. Maintenance of the dignity of the 'Flag' :

I. Due honour and respect shall always be shown to the 'Flag'.

II. The 'Flag' shall never be draped over the hood, top side or back of a vehicle, railway train or boat.

III. The place of honour shall be reserved for the 'Bangladesh Flag' when it is accompanied by flags or colours of other foreign countries.

IV. If there are only two flags or colours the 'Bangladesh Flag' shall be flown at the right of the building.

V. When the number of flags is more than two the "Bangladesh Flag" shall be placed at the centre, if the number of flags is odd ; it shall be flown the first to the right of the centre, if the number is even.

VI. When the 'Flag' is displayed with another flag against a wall from crossed staff, the 'Flag' shall be on the crossed 'Flip' own right (*i.e.* to the of the person facing crossed Flags), and its staff shall be in front of the other flags.

VII. No other flag or colour shall be flown above the Bangladesh Flag.

VIII. In processions the 'Flag' shall be carried at the centre or at the right of the procession in the line or march.

IX. In excutcheons the 'Flag' shall be placed in the centre and to the highest point if the number of flags is odd,

and at the right of the crest of the excutcheon (*i.e.*, to the left of the persons facing it), if the number is even.

X. When the flag of any other country is flown together with the Bangladesh Flag', the latter shall be hoisted first and lowered last.

XI. When the flag of two or more countries are displayed they shall be flown on separate staffs. The 'flags' shall be approximately of equal size.

XII. The flag when flown at half-mast shall first be hoisted to the peak and then lowered to the half-mast position. The 'Flag' shall again be raised to the peak before it is lowered for the day.

XIII. When the 'flag' is displayed on a wall, otherwise than by being flown from a staff, it shall be displayed flat. In a public auditorium or meeting" the 'Flag' is displayed shall be above behind the speaker it shall be displayed, vertically.

XIV. The 'Flag' shall not be lowered into the grave or allowed to touch the ground.

- XV. The 'Flag' shall not be dipped to any person or any inanimate object.
- XVI. The 'Flag' shall never touch any object beneath it such as the floor, water or merchandise.
- XVII. The 'Flag' shall never be carried Flat or horizontally but always aloft and free.
- XVIII. The 'Bangladesh Flag' shall not be used as drapery of any sort whatsoever provided that the use of the 'Flag' may be permitted for draping the bier of a high personage who is given burial with full military honours or full ceremonials.
- XIX. The 'Flag' shall not be hoisted displayed used, stored in such a manner as will permit it to be easily torn, soiled or damaged in any way.
- XX. The 'Flag' shall not be used as a receptacle for receiving, holding carrying, or delivering anything.
- XXI. The 'Flag' except with the permission in writing of and in accordance with the considerations, if any, imposed by the Government of the People's Republic of Bangladesh shall not be used in any trade-mark or design or the title of any patent or for the purpose of any trade, business calling or profession or any other purpose whatsoever.
- XXII. The 'Flag' when it is in such a condition that it can no longer be used, shall be disposed of in a dignified manner, preferably by burning.
- XXIII. The 'Flag' shall be hoisted briskly and lowered ceremoniously. XXIV. During the ceremony of hoisting or lowering the 'Flag' or when the 'Flag' is passing in a parade or in a review, all persons present shall face the 'Flag' and stand to attention.
- XXV. When the flag is hoisted formally, it should be done with the singing of the National Anthem. When the National Anthem is being played and the Flag displayed, all present shall face the Flag. Those in uniform shall salute when the Flag is not displayed all present shall stand and face towards the music. Those in uniform shall salute at the first note of the anthem and retain this position until the last note.
- XXVI. The 'Flag' shall not be flown at half-mast without the permission of the Government of the People's Republic of Bangladesh provided that the head of the Bangladesh Mission in a foreign country shall have discretion to fly the flag at half-mast on the days when flags are hoisted at half-mast by the Government of the country, to which he is accredited.
6. General Instructions:
- I. The 'Flag' shall be flown only from sunrise to sunset except on cars, vessels and aeroplanes, provided that the 'Flag' may be flown at night on buildings on special occasions, such as the night session of the Legislature or the Swearing-in-ceremony of the President or O' Cabinet Ministers.
 - II. When the 'Flag' is displayed on a motor car, the staff, shall be fixed firmly to the chassis or clamped to the radiator-cap.
 - III. Nothing should be written or imprinted on the 'Flag' nor should any mark be made on it on ceremonial or any other occasion.
 - VI. The 'Flag' shall not be except in accordance with the above rules and as modified from time to time.

V. The use of the 'Flag' by the Army, Navy and Air Force shall be governed by special rules made for the purpose.

7. Use of Foreign Flags in Bangladesh:

I. National Flags of foreign can be flown on the Chancery building (s) of Diplomatic Mission as well as on Consular Officers in. Bangladesh. Heads of Diplomatic, Mission may, in addition, fly their national flags on their official residence as well as on their cars.

II. Foreign dignitaries of the following categories can fly their Personal standards or the national flags of their respective countries, in case they have no personal standards, on the place of their residence and on their cars, on state visit to Bangladesh:

(a) Heads of States.

(b) Visiting Prime Ministers.

(c) Ministries of Foreign Governments.

III. In case, on occasions such as the National days, a foreign Missions in Bangladesh holds as social function in a place other than the Chancery of the residence of the Heads of the Missions, it may fly its National Flag there, provided that the 'Bangladesh Flag' is flown alongside and is accorded the place of honour.

Note.-The privileges cited in Rules above will apply only in case of those countries which offer similar concession to the People's Republic of Bangladesh on reciprocal basis.

IV. Except as stated in the above Rules, the flag of a foreign state shall not be flown on any car or building in Bangladesh without the permission of the Government of the People's Republic of Bangladesh.

PART 2 PRESIDENT STANDARD

Description

8. *Vacant.*

PART 3- NATIONAL STANDARD OF BANGLADESH NAVY

Description

9. The National Standard of Bangladesh Navy is a rectangular Navy-Blue flag with a red ball in the centre. The specifications are as follows :

(a) *Standard*

(i) Dimension 5 feet (flying) 3 feet deep on the pike exclusive of the fringe.

(ii) Cloth Thick French/Cord silk or a very near substitute.

(iii) Description Bottle green with a red (oxide) ball 24 inch dia in the middle as per design super imposed with :

(1) A verse from the Holy 'Quran' -..... embroidered with golden thread on the top of red ball.

(2) BN crest embroidered on the top corner (staff side) within a circle of 6 inch diameter.

(3) 3 inch long fringes of golden colour runs through the perimeter of the flag except staff side.

(4) Distances of red band from flag staff and the flying end of flag are 1 foot 3 inch and 1 foot 9 inch respectively.

(b) Cord and Tassels

(i) Colour - Golden

(ii) Cord - 8 feet long 4/10 inch dia.

(iii) Tassels - Knot - 2 inch long 8/10 inch dia.

Fringe - 5 inch long 1 inch dia.

(c) Fringes

(i) Length- 2 inch

(ii) Thickness - Threads are to be 14 in number per inch
having approximately 1/16 inch dia per thread.

(d) Staff:

The staff is made of :

(i) Teak wood 8 ft. 9 inch long, 1½' inch dia (over all) including the right of the 'Top Device'

(ii) Metal Band - Richly plated and 11 inch wide round the
middle of the staff.

(iii) Top Device - Richly plated as per design. The word in
Arabic to be written on both side in golden colour.

IV. Shoe - Richly plated metal shoe to be fitted at the bottom.

(e) Cover -Made of leather black, chrome tanned with conical
shaped brass cap to fit on the top device of the staff

(f) Cross Belt - Made of leather as per diagram with a buckle on the right side
and a pocket to hold the flag staff at the bottom.

RULES FOR THE USE OF NATIONAL STANDARD

10. The National standard will be used with due regard in the following rules:

(a) It will be consecrated soon after its presentation.

(b) It shall always be shown due honour and respect. It shall never be
subjected to an indignity. It shall never be draped over the hood, top sides or back of
a vehicle, railway train or coat.

- (c) When it is displayed with another flag or colour against a wall from crossed staffs, it should be on the right, i.e. to the left of the person facing the crossed flag, and its staff shall be in front of the staff of the other flag or colour. This procedure will be reversed when it is displayed side by side with the- National flag of Bangladesh against a wall.
- (d) No other flag or colour (except the Bangladesh flag) shall be flown above it.
- (e) It shall under no circumstances be dipped to any person or inanimate object,
- (f) When a contingent of the Bangladesh Navy goes abroad and carries its National standard, place of honour shall be reserved for the National standard in consultation with the Head of Bangladesh Mission and in accordance with the Protocol of the country concerned.
- (g) When it is framed or displayed on wall, otherwise than by being flown from a staff, it shall be displayed flat, the white portion being towards the left of the person facing it.
- (h) It shall not be lowered or allowed to touch the ground.
- (j) In escutcheons it shall be placed in the centre and to the highest point if the number of flags is odd and at the right of the crest of the escutcheons, i.e., this left of the person facing, if the number is even.
- (k) It shall never be carried flat or horizontally but always aloft and free.
- (l) It shall never touch any object beneath it, such as floor, water, or merchandise.
- (m) It shall not be used as drapery of any sort whatsoever.
- (n) It shall not be hoisted, displayed, used or stored in such a manner as will permit it to be easily torn, soiled or damaged in any way.
- (o) It shall not be used as a receptacle for receiving, holding, carrying or delivering anything.
- (p) It shall not, except with the permission in writing of, and in accordance with the conditions, if any, imposed by the Bangladesh Government, be used in any trademark, or design or title of any patent or for the purpose of any trade, calling or profession or for any other purpose whatsoever.
- (q) A motorised unit when mounted may carry its National Standard in an open jeep. The jeep carrying National Standard will be escorted by motor-cycles, 2 in the front and 2 in rear, driven by leading sailors and above. The officer with the National Standard will be on the rear seat.
- (r) An escort to the National standard, if provided, will consist of a formed body of men (usually a company strong) under the command of an officer and must not be confused with the personnel forming the colour party.
- (s) When it is in such a condition that it can no longer be used, it shall be disposed of by depositing at the President's House, if the President so desires, or by retaining it in Wardroom Messes in the Bangladesh Navy, or B. N. Museum.

(t) Nothing additional will be written or imprinted on the National Standard nor should any mark be made on it on ceremonial or any other occasions.

(u) It shall not be used except in accordance with the above rules as modified from time to time.

OCCASIONS FOR PARADING NATIONAL STANDARD

11. The National Standard is to be paraded OD shore OD the following occasions :

- (a) When a guard of honour is mounted for the President of Bangladesh.
- (b) When a guard of honour is mounted for the President of a Republican State or foreign sovereign.
- (c) At parades to celebrate the Independence Day and Victory Day.
- (d) On such important occasions as may be ordered by Naval Headquarters or on such important ceremonial occasions abroad in accordance with the protocol of the country concerned in consultation with the Head of the Bangladesh Mission.

PART 4 BANGLADESH NAVY CERMONIAL ENSIGN

Description

12. The Bangladesh Navy Ceremonial Ensign is a rectangular flag. The description of Ceremonial Ensign is detailed below:

1. *Standard:*

- (a) *Dimension* 54 inch flying 27 inch deep on the pike exclusive of the fringe.
- (b) *Cloth* Thick Tetron or Cord silk or a very near substitute.
- (c) *Description* White in colour with National Flag on the upper staff side measuring 22.5 inch flying 13½ inch deep.
A red (oxide) ball of 9 inch diameter at a distance of 6.6 inch from staff side in the National Flag portion.
2 inch long fringe of yellow colour runs through the perimeter of the flag except the staff side.

2. *Cord and Tssels*

- (a) *Colour* -Golden
- (b) *Cord* -Length 8 feet Diameter 4/10 inch
- (c) *Tassels* -Knot-2 inch long 8/10 inch in dia.
- (d) *Fringe* -5 inch ling and 1 inch in diameter.

3. *Fringes :*

- (a) *Length* - 2 inch long.
- (b) *Thickness* - Threads are to be 14 per inch having approximately 1/10 inch diameter per thread.

4. *Staff*

The staff is made of ;

- (a) Teak wood length 8 feet 6 inch, 1½ inch diameter (over all) including the height of device.
- (b) Metal Band - Richly plated and 1½ inch wide round the middle of the staff.
- (c) Top device-Richly plated as shown in Photostat copy.
- (d) Metal shoe- Richly plated metal shoe to be fitted at the bottom.

Note:- Cover and Cross Belt, if required, is as per the description shown in the case of National Standard.

OCCASION FOR PARADING CEREMONIAL ENSIGN

13. The Ceremonial Ensign is to be paraded on the following occasions :

- (a) On the occasion of important ceremonial reviews and international naval displays on shore abroad at which the parading of the National Standard is not authorised, the Ceremonial Ensign may be carried with naval landing parties at the discretion of Naval Headquarters.
- (b) The Ceremonial Ensign may be carried at parades within the boundaries of naval establishments for the purpose of training or rehearsal.
- (c) The Ceremonial Ensign will be paraded side by side with the National Standard on all occasions when the National Standard is paraded.

PART 5 BANGLADESH NAVY ENSIGN

Description

14. The B.N. Ensign is to be a rectangle Flag made of white bunting in the proportion length to breadth 2:1 and bearing in the upper hoist canton the National Flag of Bangladesh, made of bottle green bunting.

The width of the National Flag is to be equal to the half of the Ensign. Length of National Flag and radius of red circle are to be adjusted accordingly to confirm with the approved proportion of National Flag.

PART 6-BANGLADESH NAVY JACK

Description

15. The B.N. Jack is. to be like Bangladesh National Flag made of bottle green bunting in the proportion length to breath 3:2 Radius of the red circle will be one fifth of the length and at the Geographical centre of the Flag.

PART 7-MAST HEAD PENDANT

Description

16. Mast head pendant is to be of bottle green bunting with a red circle at one third of the length of the pendant. The circle is to be made little oval shape lengthwise to make it more prominent while flying. The size of the pendant is to be of following proportion-

<i>Length</i>	<i>Breadth of the head</i>	<i>Size at the fly end</i>
4 yards or less	Two and half inches	½ of an inch.
More than 4 yards	Four inches	½ of an inch

PART 8-CHIEF OF NAVAL STAFF FLAG

Description

17. Flag of the Chief of the Naval Staff Bangladesh Navy is to be a blue rectangle flag made of hunting in the proportion length to breadth 3:2 embodying a white B.N. Crest as per design in the Centre.

PART 9-PERSONAL FLAGS

Description

18. Bangladesh Navy Flag Officer's other than Chief of Naval Staff is to be a Navy Blue rectangle flag made of bunting in the proportion length to breadth 3:2 embodying white B.N. Crest as per design to the mast. Number of white 5 pointed Heraldic Stars vertically placed to the fly as per design in Annexure 'B' denoting the Rank as under.

ADMIRAL OF THE FLEET

19. 5 white Stars denoting the rank.

ADMIRAL

20. 4 white Stars denoting the rank.

VICE ADMIRAL

21. 3 white Stars denoting the rank.

REAR ADMIRAL

22. 2 white Stars denoting the rank.

PART 10-BROAD PENDANT OF COMMODORE

Description

23. A blue broad pendant in the proportion length to breadth 2:1, width at the fly is to be seven-twelfth of the breadth of the pendant. A white B.N. Crest is to be embodied to the mast and one white five-pointed heraldic star to the fly denoting the rank.

PART 11-SENIOR NAVAL OFFICERS PENDANT

Description

24. Same as Commodore's Broad Pendant but without Star.

PART 12-SENIOR NAVAL OFFICERS PENDANT

Description

25. The design of Naval Flags are illustrated in the Annexure "A" to this Appendix.

PART I3-SIZE OF COLOURS

PART 13 - SIZE OF COLOURS

Description

26. The size of standard, Ensign, Jack and Personal Flags is expressed in terms of "Breadth". The measurement (9 inches) was originally that of a Cloth of bunting, and it is still used for describing the size of any of the above Flags, though the bunting is now supplied in widths of 19 inches. The length of the above flags is to be adjusted according to the proportion described in the respective Article~ in this appendix.

27. The following Sizes of colours are to be worn in harbour and when entering and leaving harbour by the Bangladesh Navy Ships and flown in Naval Establishments :

	Normally		Ceremonial Occassion	
	BN Ensign	CNS Flags/Admirals Flags, commodores Broad Pendent/Senior Officers Pendent/Naval Jack	BN Ensign	CNS Flags/Admirals Flags, commodores Broad Pendent/Senior Officers Pendent/Naval Jack
Shore Establishment with height of mast 60 feet and above.	8	6	10	8
Shore establishments with height of mast below 60 feet	6	4	8	6
Cruiser	10	8	12	10
Destroyer and Fast A/S Frigate	8	6	10	8
Survey ship/Salvage vessel	6	4	8	6
M.S.C	4	3	6	4
Auxiliary Vessel	4	4	6	4
Patrol Craft/SDML	4	4	4	3
Harbour Craft	3	3	3	3
Boat between 22 and 40 Feet	3	3	3	3

Boat less than 22 Feet	2	2	2	2
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PART 14 MERCHANT SHIP ENSIGN

Description

28. The Merchant ship ensign shall be worn by all ships registered in Bangladesh and by all vessels which are not registered in any British possession but are owned exclusively by persons domicited in Bangladesh or by bodies corporate established in Bangladesh.,

29. The ensign shall be rectangular flag made of red bunting, measuring six feet nine inches in length and four feet six inches in width and bearing in the upper hoist canton the Bangladesh Flag also be made of bunting and measuring three feet four and a half inches in length and two feet three inches in width.

30. The description of the Bangladesh Flag borne in the Ensign shall be as follows:

(See Paras I and 2 of Part I)

APPENDIX XXVIII

CONTINUOUS SERVICE SAILORS-PERIODS OF ENGAGEMENT AND RE-ENGAGEMENT.

(Article 0926)

1. The Provisions of Article 0926 will apply to Sailors in service on the 13th September, 1975. The action to bring them under the terms of the said Article will be taken when their engagements/re-engagements under the rules in force prior to the 13th September, 1975, fall due for renewal. The additional period for which such Sailors may sign in the first instance, is shown by the example given below :-

(a) A Sailor renewing his engagement after initial (engagement) 12 years of service will sign for 6 years to complete 18 years.

(b) Leading ranks and above renewing their engagements after 18 years of service will sign for 5 years to complete 23 years.

(c) POs and above renewing their engagements after 23 years of service will sign for 5 years to complete 28 years.

(d) CPOs and SCPO'S, MCPO'S renewing their engagements after 28 years of service sign for 2 years to completes 30 years.

(e) MCPOs renewing their engagements after 30 years of service will sign for 2 years to complete 32 years.

2. Re-engagements all cases, will be subject to the requirement of the service and the fulfillments of other relevant conditions in force.

APPENDIX XXIX

INVENTIONS AND PATENTS BY NAVAL PERSONNEL

(Article 0210)

1. An inventor (which term, unless otherwise specified, shall mean, in this appendix, an officer or sailor of the Bangladesh Navy or a civilian employed in the Bangladesh Navy) making any inventions or proposing improvements in naval stores/equipment/methods or alterations to them, is in the first instance, to refer them through the proper authorized channels to Naval Headquarters. In no case will the trial of any invention be carried out by the naval authorities without first obtaining the necessary sanction,

2. No inventor is permitted to apply for, or obtain a patent, except in the manner laid down in this appendix, Should permission to apply for. or obtain a patent be granted, it will be subject to the provision of this appendix. No appeal shall lie against any decision made under these provisions.

3. An inventor who desires to take out a patent in Bangladesh will first obtain the Permission of his Commanding Officer/Head of the Department to apply to the Controller of Patents and Designs. An application for permission will be submitted on the prescribed form (*see annexure to this appendix*) which contains the conditions on which such permission is granted. At this stage the inventor will be required to give only the title of his invention. The Commanding

Officer/Head of the Department will ensure that the application and all subsequent action thereon are dealt with confidentially, thereby safeguarding not only the inventor's interests but also those of the Government.

4. In order that the inventor may not be prejudiced in any way by delay in applying to the Controller of Patents and Design, the Commanding Officer/ Head of the Department is authorized to approve the application made on the prescribed form, unless he has reasons to doubt that the applicant is the true inventor.

5. The inventor will apply on the prescribed form in quadruplicate to his Commanding Officer/Head of the Department for approval before an application is made to the Controller of Patents and Designs.

6. The Commanding Officer/Head of the Department will sign all the four copies, send one copy to the Ministry of the Defence through Naval Headquarters, retain one copy and return two copies' to the inventor, who will then forward one copy of his application together with detailed specifications of the invention to the Controller of Patents and Designs, Within 48 hours of the despatch of such an application, the inventor will give two copies of the detailed specifications of the invention to his Commanding officer/Head of the Department for forwarding them to the Ministry of Defence through Naval Headquarters.

7. When the Government decides that it has no interest in an invention, it may release the inventor from all obligations in respect of the invention, in which event the inventor is free to deal with the invention in any manner he sees fit as his OW\1 property,

8. When the Government decide that it should acquire interest in any invention, the inventor is instructed to apply for whatever patent protection the Government directs and to execute an assignment or assignments of his right in order to implement the decision of the Government as to the nature of the interest it intends to acquire. In such cases all expenses in connection with the application from the patent and the assignments are not by the Government. Such an inventor may apply to Naval Headquarters for an award, giving details of the out-of-pocket expenses incurred by him in connection with the experiment, development, etc. of his invention. Any payment made in this respect will be subject to the sanction of the Government, after taking into account the facilities in ,originating, working out and/or perfecting the invention which the inventor may have enjoyed -.by reason of his official position.

9. When, in the course of discussions relating to, or trials of, an invention made by persons outside the naval service, a naval inventor suggests improvement in that invention, such naval inventor shall:

- (a) keep a careful record of the disclosures made by the inventor outside the naval service, 'the progress of trials, and all suggestions made by the naval inventor; and
- (b) put his record into the form of a report, and forward the report to Naval Headquarters for consideration of the~ question of patenting or recording' the improvements suggested by the naval inventor.

10. When a naval inventor learns that there is any intention on the part of an inventor outside the naval service to apply for a patent for any invention to which a naval inventor has contributed, he shall report the matter to Naval Headquarters.

ANNEXURE TO APPENDIX XXIX

Request for Permission to Apply for Patent

I hereby request permission to apply to the Controller of Patents and Designs, Government of People's Republic of Bangladesh, or patent for an inventionon the following conditions :

(the title of invention)

(a) I will, on approval being accorded' submit a copy of my application and detailed specifications of the invention to my Commanding Officer within 48 hours of the despatch of the same by me to the Patent Office.

(b) I will, if so ordered, withdraw my application for obtaining a patent for the invention.

(c) I will, if so ordered, assign to such department (s) or, person (s) on behalf of the Government of Bangladesh, as may be required, the benefit of the invention or any patent that may be granted; or enter into such agreement for its use by or on behalf of the Government of Bangladesh as may be directed.

(d) I will not assign or deal with the invention or patent or grant any licenses or rights to the use of it to anyone except as directed by the Government of Bangladesh.

(e) I agree that the terms of payment, if any, for the assignment, of the invention or patent or for its use, as aforesaid in clause (c) above, will be decided by the Government of Bangladesh, due regard being paid to the facilities in originating, working out and/or perfecting the invention which I may have enjoyed by reason of my official position.

(f) I will not apply for a patent of this invention to any foreign country without the authority of the Government of Bangladesh.

Station. Signature.

(of inventor)

Date Rank.

II

The afore mentioned inventor. has been permitted by me to apply to the Controller of Patents and Designs, Government of Bangladesh, for a patent for his invention. on the conditions specified in his application.

B.N.S. Signature.

(Of the Commanding Officer/ Head of the Department)

Date. Rank.

(Office Stamp)

APPENDIX XXX

(Article 0972)

PERSONNEL, PAY, TRAINING, SERVICES, DISCIPLINE, ETC.

Creation of the Rank of Master Chief Petty Officer in the Navy.

(SP/1295)

It has been decided to create the rank of Master Chief Petty Officer in the Bangladesh Navy, the highest rank in sailors cadre, to bring the Chief Petty Officers at par with Junior Commissioned Ranks of sister services. This is also to bring conformity with the Navies of other nations. The rank status of Master Chief Petty Officers shall be as that of Subedar Majors in Bangladesh Army and Master Warrant Officers in Bangladesh Air Force.

2. The Master Chief Petty Officers of the different branches of Bangladesh Navy will be written on all official documents as follows:

- | | |
|--|---------------|
| (a) Master Chief Petty Officer of Seamen Branch | .. MCPO(X). |
| (b) Master Chief Petty Officer of Communication
Branch (T.O.& R.O.) .. | .. |
| MCPO(Com). | |
| (c) Master Chief Petty Officer of Regulating Course | .. MCPO(Reg). |
| (d) Master Chief Petty Officer of Engineering | .. MCPO(E). |
| (e) Master Chief Petty Officer of and Stores) . . . | .. MCPO(S). |
| (f) Master Chief Petty of Ordnance Branch | .. MCPO(E). |
| (g) Master Chief Petty of Electrical Branch | .. MCPO(L). |
| (h) Master Chief Petty officer of Radio and
electronics Branch | .. |
| MCPO(R). | |
| (i) Master Chief Petty Officer of Ship wright Branch | .. MCPO(S.W). |
| (j) Master Chief" Petty Officer of Medical Branch | .. MCPO(Med). |
| (k) Master Chief Petty Officer of Catering Branch
(Cooks and Stds). | |
| ..MCPO(Cat) | |
| (l) Master Chief Petty Officer of Musical Branch | .. MCPO(Mus) |

3. The under mentioned deliberations will form the terms of reference regarding Master Chief Petty Officers of Bangladesh Navy.

4. Eligibility-Only the Chief petty Officers of all branches (including Chief Artificers) having achieved the following qualifications, will be considered eligible for promotion to Master Chief Petty Officer:

- (a) Have complete at least two years service as Chief Petty Officer.
- (b) Character assessment 'not below very good continually for the last five years,
- (c) Last Efficiency Assessment must be superior.
- (d) Medical Category-AYE,
- (e) Scored at least 50 points on the basis of the following
 - (i) For each year of service a Senior Chief Petty Officer, Chief Petty Officer2 point
 - (ii) For each year of reckonable service1 point
 - (iii) For each year of sea service 2 point
 - (iv) For each year of service as Instructor 2 point
 - (v) For each year commendation from C.N.S 2 point
 - (1) Bir Sreshtha10 point
 - (2) Bir Uttom 8 points.
 - (3) Bir Bikram 6 points.
 - (4) Bir Pratik 4 points.
 - (vi) For any former Gallantry/Meritorious Service .. 2 points.

5. Recommendation-The Chief Petty Officer who have acquired eligibility as enumerated in para 4 above shall be recommended in Form F (SP) 3-A (shown as annexure to this Appendix) on 25th July every year by the Commanding Officer. The form to be -filled in tripplicate for each candidate and submitted as follows :

- (a) Original .. Drafting Authority.
- (b) Duplicate .. NHQ (DSP)
- (c) Tripplicate .. Ship's Copy.

(The form when filled into be marked confidential and handled accordingly)

6. The Chief Petty Officers exceptionally good in their profession having zeal and motivation though not fulfilling all requirements as per para 4 above "-", (having one deficiency) can also be recommended on F (SP) 3-A. In that case a notation in Red Ink on top to be made as "SPECIAL".

7. Roster-The Drafting Commander shall maintain a Roster of recommended Chief Petty Officers on Form F(SP) 3-A Branch wise. By 30th September the Drafting Commander will submit a consolidated list of recommended Chief Petty Officers' as per the Roster up to a maximum of 15% of total Chief Petty Officer borne in the Navy maintaining the ratio of all the branches.

8. Selection and Promotion-Final Selection will be made by the Selection Board consisting of:

ACNS (P)	President
ACNS (M)	Member
ACNS (L)	Member
ACNS (O)/DNO	Member
DPS	Member
Naval Area Commander	Member
Senior Naval Officer Afloat	Member
Drafting Commander	Member

cum-Secretary.

It will be an oral interview and questions will be asked on the following :

- (a) General Seamanship
- (b) Professional matters
- (c) Current Affairs
- (d) General Knowledge
- (e) Leadership aspects.

The Selection Board, on the result of the interview, will recommend the names of the qualified Chief Petty Officer and submit to the Chief of the Naval Staff for approval of promotion to Master Chief Petty Officer by the last week of October. The promotion will be announced on Victory Day" i.e., 16th December each year.

Duties and Privileges of Master Chief Petty Officer

9. The main object of creating the rank of Master Chief Petty Officer in the Bangladesh Navy is to open an avenue for promotion and to bring higher efficiency with proper discipline and sound morale of the service. This of course depends mostly on the manner in which Master Chief Petty Officers carry out their duties and maintain their high status as senior most junior Commissioned Officer of the Navy.

10. Master Chief Petty Officer is the highest rank in the sailors cadre of Junior Commissioned status. They attain the rank by virtue of their length of service, experience, and professional knowledge their seniors are therefore, expected to count them for loyal support and their juniors look to them for guidance, professional leadership and assistance.

11. They must, with their personally, tact and professional competency, be ready to accept their responsibilities and duties. They must have drive, motivation and initiative to accept any responsibility and lead men under them. They should set an example of good discipline by obeying orders of their superiors with the alacrity and cheerfulness which they expect from their own subordinates.

12. The Commanding Officer'/Officer-in-Charge will allocate duties to the Master Chief Petty Officer by Temporary Memorandum generally of:

- (a) In-Charge of Store/Accounts.
- (b) Instructor. ,
- (c) Assistant Divisional Officer or Divisional officer where officers are not adequate.
- (d) In-Charge of small vessel.
- (e) Commander of landing platoon.
- (/) As consider suitable by Commanding Officer.

13. Normally they will be employed In supervisory duty, Asstt. Officer of the day, officer of colour guard, Divisional duties, etc. and such other duties as required by the Commanding Officer. The Master Chief Petty Officers of the following branches can be delegated power by Commanding Officer to sign the documents mentioned against each:

- (a) MCPO (Reg) 1. Sailors Genform.
 - 2. Gangway Check books
 - 3. Rough Report Book
 - 4. Demand and Receipt forms
 - 5. Railway forms
 - 6. Routine letter of reminder and acknowledgement nature to lower formation and to similar units.

14. The Master Chief petty Officers are to be granted every reasonable privilege. They be made to feel the amounts of confidence has been placed Oil them by the service and are to be treated with the consideration due to be position of trust they hold. To this end the following rules are to be observed:

- (a) They are to be saluted by all Chief Petty Officers petty Officers and sailors.
- (b) The pre-fix 'Master Chief' is to be used by all Chief Petty Officers/ Petty Officer/Sailors when addressing or speaking to them.
- (c) They are, to fall in generally separately from their subordinate but where space' does not permit the will fall in with Chief Petty Officers. They are to be classed by themselves for instruction on all occasions. Master Chief Petty Officers insufficient numbers may be placed incharges during fall in/parades.
- (d) They are not to be mustered in and out of the ship and are not to undergo personal ; beck by Regulation Staff.
- (e) They are exempted from kit master.
- (f) They, are, generally to be accommodated and messed separately but where space does not, permit they will join Chief Petty Officers.
- (g) They are to be shown separate in the acquaintance Rolls, nominal list and other routine submitted from time to time in Chief Petty Officers list but above Chief Petty Officers.
- (h) In shore messes they will not be provided with-mess-men. This service they are to arrange on payment.

- (i) They are entitled to Batman Allowance similar to all other Chief Petty Officer.
- (j) They are to wear distinctive shoulder stripes as part of their uniform.
- (k) Their status will be higher to Chief Artificers and all other Chief Petty Officers in the Junior Commissioned Rank of Bangladesh Navy.

Annexure-A.

FORM P(SP) 3.A

1.. 'RECOMMENDATION FOR PROMOTION TO MASTER CIDEF PETTY
OFFICER

(To be submitted on 25th July)

1. O. No. Name.....

Rank..... Part n Qualification.

..... Branch.....

B. The CPO has been medically examined and found to be in Medical

Category

Medical Officer

Date.....

C. Date of attaining man rank. Date of promotion to CPO.

Service Sea :

Name of Ship

Period

Time

Service as-Instructor:

Name of School

Period

Time

Last 5 years assessment:

1.

2.

3.

4.

5.

Last Efficiency assessed

Any Commendation from C N S.....

Any National Award., ..,

Any Gallantry Meritorious Service award. Total points scored.
.....

D. Assessment on the C.P.O.

1. Power of Command. 2. Zeal and. Energy.
- ' ' 3. Kidge, emt. ..,
- 4. Professional Knowledge.,
5. Initiative.....
6. Reliability.....
7. Personality.....
8. Manner.....
9. General opinion.,

Signature

Head of the Department

Date.....

E. Opinion of the Commanding Officer...

.....

.....

Signature

Commanding Officer

B.N.S.

No.

Dated.....

The Drafting Authority,

Dacca.

Copy to:

Naval Headquarters

(Directorate of Personnel Services)

Dacca