CHAPTER 50

INSTRUCTIONS TO SENIOR OFFICERS

Articles 5001 *to* 5100

- **5001.** On assuming command. As soon as practicable after assuming command, the Senior Officer shall make himself acquainted with the state and condition of ships and/of establishments under his orders, and with the manner in which they are officered and manned. He is to ascertain the skill, capacity and intelligence of the several Commanding Officers in order that he may direct them in the performance of their duties in the manner best suited to each of them
- **5002. Duties and responsibilities.** The Senior Officer is responsible to the Chief of Naval Staff for the command, administration, training and efficiency of the ships 'or establishments under his control, during peace or, when at war.
- 2. He is to use every exertion to equip his ships expeditiously and keep them ready for service, and if he discovers any defects in their stores and fittings, or in the ships themselves, of such a character as to render them in any: way unfit for their destined service, he is at once to inform the Chief of Naval Staff. In the case of shore establishments, the Senior Officer is to' ensure that all their resources are directed towards the accomplishment of the mission assigned to them.
- 3. The Senior Officer is to be guided in the conduct of his duties by the instructions contained in this chapter and other relevant parts of these Regulations and by any other directions which he may receive from the Chief of Naval Staff.
- 4. See also Navy Rules for powers to approve punishment warrants and authority to convene boards of inquiry.
- **5003. Senior Officer's Staff.** The Senior Officer will be assisted by the various staff officers who will be responsible to him for planning, operations, intelligence, training, communication, technical service, personnel, material and supply matters.
- 2. He may delegate to his Chief Staff Officer and other officers on his staff, such responsibilities and to such 3Jl extent as he may consider desirable, authorizing them to issue orders and instructions on his behalf, subject! to any limitations which are in any matter prescribed in regulations.

- **5004.** Responsibilities and Powers of Senior Naval Officer present. The senior naval officer present is, in matters relating to ships which may be at the time under his orders to be guided by the following instructions.
- 2. He is frequently to exercise the ships in battle and other exercise. If at any time a ship displays a marked degree of. excellence in any department, the name of any officer especially commendable is 'to be reported to the Administrative Authority. If a ship obtains markedly poor results an inquiry is to be held into the circumstances, at which the method of training employed and the conditions under which the practice was carried out are to be fully investigated. The report, with the minutes of the evidence and the remarks of the senior naval officer present ,on the conclusions, is to be forwarded to the Administrative Authority who is to take suitable action on the 'report, informing 'the Chief of Naval Staff in the matter is of importance.
- 3. He is to superintend with great attention all the ships of the force or squadron which are put under his orders;, he is to see that ,their crews are properly disciplined; that all ordersf8Jltl regulations are punctually attended to and obeyed; and that the stores are kept as complete, and the ships in every respect as fit for service, as circumstances will admit.
- 4. He has the authority to approve punishment warrants as provided in the Navy Rules.
- 5. He may convene a board of inquiry which circumstances so require or the rules warrant such an action.
- **5005.** Officers in command of squadrons or units of flotilla. When at sea, an officer in command of a squadron or unit .of flotilla is to be particularly attentive in observing that his ship and all the ships under his orders preserve every correctly their' station in whatever formation the flotilla may be; and when any evolution is being performed he is to be attentive to the manner in which the ships under his orders carry it out, always correcting immediately every appearance of neglect.

- 2. He may correct the mistake or negligence of a ship in another squadron or unit whenever it is probable that, from their relative situations, the ship cannot distinctly be seen by the officer commanding the squadron or unit to which she belongs; or, whenever being in the presence of an enemy, the officer commanding the squadron or unit, whatever mar be his situation, does not himself immediately correct such mistake or negligence.
- **5006.** Conduct between Senior and Junior Officer. If an officer in command of one or "more ships should meet with a Senior Officer, and the state of the weather admits, he is to wait on such Senior Officer to show all the orders, other than secret orders, under which he is acting and to inform '4im of the state and condition of the ship or, ships under his orders.
- 2. A Senior Officer is not to require a Junior Officer to show him any secret orders, nor is he to divert him from his service, take him under his command, or interfere with the orders he may have received; should, however, any pressing exigency of the public service require the Senior Officer to depart from these injunctions, and his measures have tended to delay the Junior Officer, he is to allow him to proceed in execution o(his orders as soon as possible, u it is still advisable that they should be carried out., He should lose no time in ,acquainting the Chief of Naval Staff with what he has done, and, in the ship or ships so diverted belong to another officer's command, he is to inform that officer also without delay.
- **5007. Officers performing special duties.** Senior Officers and Captains of ships and establishments are to afford to every officer under their command charged with special. or particular duties, the means of performing them properly and faithfully, so that no officer may be enabled to allege the want of such means in case of default.
- **5008. Ships on special duties.** Surveying ships and other ships ordered by Naval Headquarters to carry out special duties will be under the direct operational and administrative control of Naval Headquarters.
- 2. Such ships are not, as a rule, to be interrupted in their work by the Senior Officer of the area in which they are operating. Should it be necessary in an emergency to divert them from their special duties or to interfere with their establishments, full particulars of any changes are to be at once reported to the Chief of Naval Staff by the Senior Officer so acting.

- **5009. Reporting Proceedings.** He is in a general letter to report to the Chief Of Naval Staff the Proceeding of the ships or establishments under his command; *see* 5305 'On proceedings reported by Captains. This general report is not to supersede the necessity of his writing separate letters on separate subjects. *See* 1610 on early reporting of incidents liable to public or press comment.
 - 2. The frequency 'Of the reports will be as directed in Fleet Orders.
- **5010.** War organization. The Senior Officer is responsible for the preparation of war plans and war orders in accordance with the instructions issued by the Chief of Naval Staff, and that they are always/ ready to be put into force.
- 2. He is responsible that the Chief of Naval Staff is kept fully and promptly informed of all occurrences of moment, of the state and disposition of the flotilla, and of important intelligence obtained, so that, apart from any action which the Chief of Naval Staff may take in any particular case, the information may be passed to the Government in appropriate cases. *See* also 5012 War diaries.
- 3. He is to co-operate with the civil; military, and air authorities in preparing for war and in its prosecution, and is to comply with the instructions laid down in Article 5011.
- 4. In war, he is to obey such instructions as he may receive from his superior authority in regard to the conduct of the war and the responsibility for command. should he receive orders which he considers are not compatible with his responsibility for the safety of Bangladesh Navy ships or establishments under his command, he has authority to bring the fact to the notice 'Of the Chief of Naval Staff..
- **5011. When at war**. In time of war or strained relations he is responsible for:-
 - (a) the control and safety of all shipping within the area of his command,
 - (b) the protection of ships in harbour, shore establishments and of harbour installations from attack by enemy vessels.

- 2. In exercising this responsibility, he is to co-operate with the Army, Air Force and Civil Defence Commanders and is to ensure the efficient 'Operations at ports in his command of:-
 - (a) the Examination Service.
 - (b) the Control of Shipping entering or leaving the Port,
 - (c) the Local Seaward Defence Organization,
 - (d) the Underwater Seaward Defences,
 - (e) the Boom and Net Defences,

when any 'Or all 'Of these duties are entrusted to him.

5012. War diaries. In time of war, the Senior Officers and Officers in-Charge of subcommands are to keep a diary of policy, planning and events in their commands. The diary is required to facilitate research into the effect of war-time policy, measures and operations and to provide material for the compilation of staff histories. The diary should be rendered monthly in duplicate to the Chief of Naval Staff in the following form:-

Section I. *Synopsis of policy, planning and principal events*. This section should contain an explanation of origin and progress of principal occurrences and activities in the, command. Operations covered by a separate report should only be, summarized and reference made for the serial number and date of the main report.

Section II: Day by day record of events. This should include the dispositions and movements of B.N. ships; the flotilla or station daily state; the arrival and departure of convoys and independently routed merchant ships; loss of and damage of B.N. ships; loss and damage to merchant ships within the command and whether they were in convoy or sailing independently; brief statement on enemy activities within the command and counter-measures taken. I

Section III. Monthly summary of losses of and damage to Bangladesh and allied warships and merchant ships.

Section IV. Monthly summary of shipping movements recorded in Section II. Section V. The standing orders issued in the squadron or on the station. (This is additional to copies forwarded under Article 5014).

5013. Notification of exercises. The Senior Officer is to furnish to Naval Headquarters well in advance (which should not be less than 14 days) the programme of exercises,

which are likely to cause interference or prove dangerous to, mariners, fisheries and civil aviation, to be carried out by a ship (or establishment) or ships under his command so that necessary steps can be taken to issue due notices regarding such exercises to all through the authorities concerned.

- 2. To enable Naval Headquarters to decide the type of warning toile issued, he is to mention the nature of exercise to be carried out, their duration and specify the area or zone involved.
- **5014. Station orders.** On assuming command, the Senior Officer is to report to the Chief of Naval Staff whether he is adopting the station orders of his predecessor. Sufficient copies of every new edition, of all alterations and additions issued, and of any other general orders he may issue are to be sent to Naval Headquarters. *See* also 5012 War diaries.
- 2. All orders issued by an officer in command of, a flotilla or station are to remain in force after he ceases to hold such command until cancelled. or modified by any of his successors.
- **5015.** Relations with civil, military and air authorities. On assuming command the Senior Officer is to lose no time. in placing himself in communication with the various authorities in the area. These authorities are the civil officer in charge of the local administration and the local Army and Air Force Commanders.
- 2.. Consistent with the instructions that the Senior Officer may have received from the Chief of Naval Staff on any matter and the requirements of his own duties, he is to afford every possible co-operation to the local civil, military and air authorities.
- **5016.** Relations with Ships of Commonwealth Navies. When ships of the Bangladesh Navy and ships of other naval forces of the Commonwealth meet in a Bangladesh Port the Senior Officer will have the right of command in matters of ceremony or international intercourse, or where united action is agreed upon; but he will not take ships of the other service or services under his command unless the ships are ordered to co-operate by mutual arrangement between the respective Governments.
- 2. While ships of the Bangladesh Navy and of. other Commonwealth or allied naval forces are taking part in fleet exercises of joint training the ships will be under the command of the senior naval officer, only for such purposes and to the extent as may be specified in the orders issued for the particular exercise.

- **5017. Ships not to be sent beyond limits of command.** The Senior Officer shall not send any ship beyond the limits of his comn1and without the orders of the Chief of Naval Staff.
- **5018. Ships not to delay sailing.** The Senior Officer is not to allow the Captain of any of the B.N. Ships to prolong his stay in port after receiving his sailing orders, should the state of the weather permit him to put to sea; and he, is to report to the Chief of Naval Staff "whenever he considers that a ship l1as put back or been brought into port unnecessarily and take action against the Captain concerned as the circumstances may demand.
- **5019.** Completion postponed. Whenever the time fixed for the completion of a ship's refit or readiness for any purpose is postponed, he is to require from the Captain a report of the cause, which he will communicate, if necessary, to the Chief of Naval Staff by signal or letter, adding his own opinion as to the necessity for the delay.
- **5020. Inspections.** The Senior Officer is to inspect every ship and establishment placed under 'his orders as follows :
 - (a) As soon as practicable after he assumes command; .
 - (b) As soon as practicable after a ship joins his command.
 - (c) On commissioning or after completing a long refit, etc. (d) Annually from the date of such first inspection.
 - (e) Immediately before her departure from the command.

He is to promulgate the programme of inspection of ships and establishments and forwarded a copy to the Chief of Naval Staff for information.

- 2. If he should be prevented from carrying out a personal inspection, he is to' depute this duty to an officer under his orders senior to the Captain of the ship to be inspected, who is to render to him the report of inspection.
- 3. In addition to these periodical inspections he is to arrange for other intermediate inspections only when he deems it necessary, whether the ships are present or on detached service.

- 4. Annual inspections are to be reported to the Chief of Naval Staff on the forms prescribed for the purpose. Reports of inspections under Clause 1 (a), (b), (c) and (e) are optional, but when rendered, should be in the form of a brief written report. The intermediate inspections referred to in Clause 3 are not to be reported to the Chief of Naval Staff unless, for particular reasons, it is considered expedient to do so.
- 5. He is to be assisted by the Senior Engineer, Supply and Electrical Officers and by the specialist Executive officers on his staff who will sign the appropriate forms of the annual inspection reports. In the inspection of ships and establishments he is tolle assisted by the Director of Medical Services (Navy) or his representative.
- **5021. Special instructions for inspections.** The inspecting officer is to take into consideration the length of time the ship has been in commission and in his report is to refer to anything else, such as any particular service on which the ship may have been engaged, which has influenced his judgement 9fber state. He is authorised to enquire into any subject which bears upon her order, discipline and efficiency or upon the proper observance by all on board of the regulations and customs of the service; any opinion he may express as to her proficiency in any particular may be based on previous observation and knowledge. He is to inspect the material state of the hull, machinery, armament and other equipment and the means taken to prevent deterioration, and is to express his personal opinion about this.
- 2. The books and documents listed in the Report of Inspection Forms are to be produced at inspections and are to be inspected as laid down therein. The inspecting officer is(to satisfy himself that logs, documents, books, confidential books, and accounts are kept as prescribed, and that the regulations about officers' mess and the administration of all non-public funds are strictly observed. *See* also
- 0950(7) Record of instruction in swimming; 1108 Nominal Roll Register; 1143 Service book; 1434 Inspection of non-public accounts; 2603 Record of Defects; 5316 Captain's Ship's Book; 5327 The Official Secrets Act; 5369 Safety matches and lighters; 5527(4) Medals; 5807 Navigational Data book; 6104(8) Objection Statements Register; and 6204 Correspondence register.
- 3. He is to make strict enquiry as to-the observance of the regulations for the maintenance of water-tight intergity and is to satisfy himself that the N.B.C.D. Organization is efficient.

4. Suggestions in the inspection report for improvements which involve alterations and additions are to be accompanied by a statement that they have either already been submitted, or will be submitted for approval at the next opportunity in accordance with Chapter 26. 5. The Captain of a ship, which has been inspected, is at the earliest opportunity to take any appropriate action on any criticisms or proposes made by the Inspecting Officer. The ship's Administrative Authority is to ensure, as far as possible, that such action is taken. 5022. Inspection of hospitals and sick quarters. The Senior Officer, is to inspect the Naval Hospital and, any permanent sick quarters within his command once a year or more often as he ,considers necessary, reporting to the Chief of Naval Staff the state in which he may find them, and whether every proper attention is paid to the care and comfort of the patients. When unable to perform this duty himself he should direct one of the senior officers under his orders to do so. **5023.** Inspection of W/T Stations. Circumstances permitting, a Senior Officer is to arrange for an annual inspection of Shore W/T Stations. 2. The inspecting officer is to be accompanied by a qualified Signal Communication Officer, and/or Electrical Officer, if available, a Medical officer, and such dockyard technical officers as are necessary. 3. Recommendations for improvement of the condition and usefulness of the station, and the efficiency and well-being of the crew are to be included in the report of inspection. **5024.** Speed of ships. On every occasion of ordering a ship to sea, the Senior Officer is to indicate to the Captain, generally or specifically, at what speed the service is to be performed, according to circumstances, see 6046.

- 2. Except when exercising or when for other reasons a high speed is obligatory, the most economical speed (see 5306) of each squadron or ship is to be employed when making passages from port to port or between harbour, and exercise area. On occasions, however, it may be considered that saving in fuel by proceeding at economical speed would be offset by spending inconveniently long times on passage or in reaching exercise areas. The Senior Officers and Commanding Officers should study each movement and order their ships on passage to proceed at whatever speed is in the best interests of the Service, but ships on passage are not to exceed the following. speeds except in emergency or when ordered to do so for operational reasons:-
 - (a) Cruisers, destroyers, and A/S frigates converted from destroyers ... 14 knots,
 - (b) New construction frigates, when in company

with ships in (a) above ,... 14 knots,

(c) When steaming: independently ,.. 12 knots,

(d) All other frigates and minesweepers.., 12 knots,

- 3. There may also be occasions when ships are required to undertake long passages at other than economical speed, but when endurance is also of primary importance and considerations of station keeping do not exist., commanding Officers should arrange that on such occasions the Engineer Officer has some latitude to vary the revolutions per minute so that the main engines may be steamed under conditions of maximum economy, it being observed that the efficiency of main engines at any given speed drops appreciably when extra nozzles are opened and steam is admitted to the turbines at a lower pressure. It is, therefore, sometimes possible to obtain a gain in endurance, with only a small change in speed. of the ship, by adjusting steaming conditions obtain a more efficient combination of nozzles and receiver pressure. No figures can be laid down, as results obtained vary with state of ship's bottom, draught, sea temperature and the weather. See B.R. 3000 Marine Engineering Manual, Article 46A.
- 4. See also 5840 on Senior Officer's responsibility for the safe conducting of the flotilla, etc.
- **5025, Economy of fuel**. Officers in command of flotillas, squadrons or single ships, are at all times to be careful to economise the consumption of fuel, so far as may. be consistent with the service on which they are engaged; and as a rule, all appliances for economising fuel which are fitted to each particular ship are to be utilized.
- **5026. Assistance to merchant vessels**. No Naval Officer or Sailor is to be lent for service with a merchant vessel without the orders of the Government.

- 2. Salvage service to a merchant vessel is to be rendered according to the instructions contained in Chapter 21, Section IV.
- **5627.** Stores. The Senior Officer is responsible for ensuring that ships and establishments maintain a complete outfit of authorized stores of all descriptions in readiness for any service they may be
- called upon to perform. Should he deem it necessary to make local contracts within the limits of his financial powers for the supply of stores, he is to invite tenders as laid down in the Financial Regulations.
- 2. In making arrangements for the disposition of the ships under his orders, the Senior Officer is to take measures to obviate, so far as practicable, the necessity of their replenishing with stores by local purchases in the foreign ports.
- 3. He is to offer any suggestions for improving the method of receiving supplies of stores by ships and establishments.
- **5028.** Change or modification of armament. This is governed by the provisions of Article 0108(2).
- **5029.** Accidents and serious defects. When an accident happens which causes entire or partial disablement of a ship for service or when any serious defect is discovered in the hull, armament, machinery, or boilers, the cause of which is not clear, the Senior Officer present is to direct an inquiry to be held at once as to the cause of the accident, or defect; and a full report with evidence, finding, and sketches is to be forwarded to the C N S. Pending the inquiry, the defective parts are, if it can be done without inconvenience to the Service, to be left as nearly as possible in the condition in which they were found immediately after the accident or the defect was discovered.
- 2. All accidents affecting the readiness for sea of any of the ships or vessels under the orders of the Senior Officer, or which involve, or are considered likely to involve any disciplinary action by the Chief of Naval Staff regard to an officer, are to be reported to the Chief of Naval Staff, with an expression of his opinion where necessary, whether or not an inquiry is held.
- **5030. Damaged Naval Armament Stores.** On receipt of a report from the Naval Armament Supply Officer that any naval armall1ent stores have been returned in a condition not attributable to normal handling and use, the Senior Officer is to order an investigation including, if necessary, a survey by officers from ships present.
- **5031. Repairs, Defects and Docking.** The Senior Officer is responsible that the regulations contained in Chapter 26 for making good defects, carrying out repairs, requirements for large repairs, and docking of ships under his command, are observed.

- 2. He is to make arrangements for the, periodical docking of the ships to ensure the preservation of the, hulls and prevent undue loss of speed.
- **5032. Nav81 moorings**. Whenever there are any naval moorings laid down within the limits of his station, at such distance. as to render it impracticable for the dockyard officer responsible for them to examine them frequently and regularly, he is *to*. make arrangements for their being periodically examined by one of the ships under ,his command. The result is, in, every case, to be communicated to the officer in-charge of the moorings who will make thereon such representations as he may deem necessary.
- **5033.** Towing operations. When a vessel is to be towed on a sea passage, the Senior Officer or other naval authority (referred to in this article as the Senior, Officer) of the area in which the vessel lies is to be responsible for:
 - (a) arranging for one or more of B.N. ships to act as escort, if he considers it necessary;
 - (b) making' adequate local arrangements for the transfer of the vessel from local or harbour tugs to the Ocean tugs or towing ship;
- (c) the provision of the necessary personnel in the vessel towed, and for their accommodation and victualling during the period of the tow;
 - (d) ensuing that the seaworthiness, life saving appliances and towing arrangements in the, vessel to be towed are adequate. Lighters and similar vessels are to be surveyed before being towed in order to ascertain whether they can withstand the strains, dockyard assistance for this examination being sought, if necessary. Before sailing the tow the Senior Officer is to obtain a report: from the authority in charge of the vessel that she is fully secured for sea towage.
- 2. If the Senior Officer deems it advisable he is to arrange for the appointment of an experienced officer, who is to be known as the Towing Master, to be in charge of 'the' operation. when no Towing Master is specially appointed, the Captain of the tug or the Senior Captain when more than one tug is used; .is to be the Towing Master. The Towing Master, when specially appointed for the purpose, is to be responsible for the whole operation, including mooring and un
 Mooring at departure, intermediate or terminal ports, and for the ultimate safety of the vessel towed.

- 3. All factors relating to the operation must be taken onto consideration in reaching a decision whether towage without personnel on board is acceptable; if it is, special arrangements must be made for the provision of navigation lights. If there is a crew on board the Senior Officer is specially appointed, is to be responsible for the safety of the vessel when in tow of harbour tugs and at intermediate or terminal port until moored.
- 4. Before the tow sails, the. Senior Officer is to obtain the latest weather forecast. He is to give instructions to provide for reports of progress. of the tow and the maintenance of communications at all times between the tug and tow, and the escort if provided.
- 5. The Towing Master is to be given discretion in the event of bad weather, or for other reasons, to shelter at such intermediate ports as may be most convenient and where weather forecasts can be obtained, and to seek instructions from Naval Headquarters whether to proceed or wait.
- 6. The Senior Officer at the: port of destination, is responsible for ensuring that adequate arrangements are made for the transfer of the tow from ocean tugs of towing ship to harbour tugs and for the berthing and safe custody of the tow after arrival.
- 7. On completion of the operation the Towing Master (See Clause 2) is to render a report of proceedings to the Senior Officer who issued the sailing orders, sending copies to the Senior Officer at, the port of arrival, and to the Chief of Naval:Staff. In addition to the normal information such reports should include the following details:
 - (a) total distance;
 - (b) total steaming time;
 - (c) average speed.
- 8. When a Bangladesh Navy floating dock is to be towed the special instructions given in the Dockyard .Regulations are to be complied with.
- 9. The towing' operation is not to be undertaken in summer or during bad weather, except in cases of urgent necessity.
- **5034. Aid to civil power.** Separate instructions are issued in regard to naval co-operation in aid of the civil power.

- 2. Copies of these instructions are to be supplied by Naval Headquarters to all Senior Officers and other officers concerned.
- **5035. Prisoners of war.** The rules for the treatment of prisoners of war are laid down in Article 5319.
- 2. See Navy Rules on inquiry to be held when a person subject to naval law is taken prisoner by the enemy.
- **5036. Reports from ships.** The Senior Officer is to receive all letters, returns, and reports from the ships and establishments placed under his orders as directed in Article 6201.
- **5037.** Conditions of service and complements. The Senior Officer has no authority to alter any conditions of service or scales of re-muneration of Service or civilian personnel, to create any post or office or add to authorized complement. He may submit proposals in this regard to the Chief of Naval Staff for his consideration and further action as may be necessary.
- **5038.** Works and repairs. Subject to such powers as are conferred upon him, he is not to order any new works or alterations to be under-taken without the prior approval of the competent financial authority. Within the limits of his financial powers he may order such repairs as may be necessary for the preservation of buildings or structures. He is to submit proposals to the Chief of Naval Staff for consideration with arrival estimates for any new works, alterations or improvements which are outside the powers delegated to him placing them in order of relative importance in accordance with the instructions which may be issued from time to time.
- **5039.** Wrecks in ports. When a vessel becomes a wreck in a port, the Senior Officer should at once report to the Chief of Naval Staff:-
 - (a) the name, tonnage and cargo of the vessel;
 - (b) the name and address of the OWl1crs;
 - (c) the cause of the wreck; in particular, whether there is

evidence that it was due to negligence;

(d) the position of the wreck;
(e) whether the wreck is an obstruction to navigation:
(i) in the naval use of the port;
(ii) to other vessels;
(f) whether removal is necessary;
(g) whether permanent marking is necessary,
(h) whether removal would be difficult;(i) whether the wreck is marked, and by whom and how,
and Whether the marking is adequate;
(j) whether the owners are known to be contemplating
removal or to have abandoned; .
(k) what portion of the hull or- masts, if any, is visible at low
water; (1) the depth of water over a submerged wreck; (m) whether it is possible by removal of masts to render the wreck no longer dangerous to surface navigation.
the wreek no longer dangerous to surface havigation.

2. See also 5904 on action to be taken on the discovery of navigational dangers.

5040. Power boats. The Senior Officer is to ensure that the employment of power boats is limited to occasions of necessity. When two or more ships are together he will arrange that no more power boats are employed than are required for ~he service of the port or of the ships present.

5041. Unallocated.

5042. Relinquishment of command. A Senior Officer on relinquishing his command is to deliver to his successor the original or authenticated copies of all unexecuted orders, general regulations, books of reference and other documents he may have received for his information or guidance, and is to furnish him with all other information likely to be of service.

2. On the expiration of his appointment he is to attend on the Chief of Naval Staff to give such information respecting his command as he may think likely to prove beneficial to the public service.

5043-5100. *Unallocated*

CHAPTER 51

INSTRUCTIONS TO STAFF OFFICERS

Articles 5101 to 5200

- **5101. Direction of staff duties at Naval Headquarters.** The Chief of Naval Staff is responsible for the direction of all staff duties at Naval Headquarters.
- **5102. Progress and co-ordination of staff work.** Subject to any special directions given by the Chief of Naval Staff each Principal Staff Officer is responsible for the progress and co-ordination of the work of the staff placed under him. Similar responsibility devolves on each Director for the work of the staff in his Directorate.
- **5103. Delegation of authority to staff officers.** Officers on the staff of Naval Headquarters do not exercise command, but are responsible for work assigned to them by or on behalf of the Chief of Naval Staff from whom necessary authority is deemed to be delegated to them.
- 2. See also 0130 Assistance to Chief of Naval Staff and 0131 Functions of Naval Headquarters.
- **5104. Senior Officer's Staff.** The officers on the staff of a Senior Officer will carry out such duties as may be assigned to them by Naval Headquarters and/or the Senior Officer concerned. *See* also 5003

5105-5200. *Unallocated*

CHAPTER 52

INSTRUCTIONS TO DOCKYARD OFFICERS

Articles 520 I to 5300

- **5201.** Captain Superintendent of the Dockyard. The Captain Superintendent of the Deckard is responsible to the Chief of Naval Staff for the operation, organization and administration of the Bangladesh Navy Dockyard, the Naval Store, Victualling Store and Bangladesh Naval Armament Inspection and Supply Depots, and for the discipline and welfare of all Service and civilian personnel employed therein.
- 2. It is intended by this arrangement to bring under the purview of the Captain Superintendent matters relating to the personnel, labour (including classification and wages), use of materials, harbour craft and proposals as to works and machinery, so as to develop the resources, etc., at the store depots under his administration to the greatest advantage. .. In all such matters, therefore, communications are to be addressed to Naval Headquarters through him.. It is not, however, desired by this arrangement to interfere with the detailed control of each store depot exercised by the appropriate Principal Staff Officer at Naval Headquarters or to change the system of communication between Naval Headquarters and the store depots.
- 3. He is to have full authority over all officers and other persons employed ill the Dockyard, store depots and other establishments under his administration and to exercise a general supervision over all business carried on therein and all work afloat done by Dockyard workmen.
- 4. He is to exercise control over all selections for entry and promotion in the Dockyard, store depots and other establishments under his administration. He is to be held responsible if any person is admitted into the Service, retained herein, or promoted who is not fully qualified for the position which he fills or is to fill.
- 5. He has the power to suspend, punish or discharge any employee who, by misconduct or inefficiency, had proved himself unfit for employment. This power is restricted, in its application, to the incumbents of the posts to which he has the authority to appoint or promote.

- 6. He is accountable for the due observance and execution *of* all regulations which concern the duties *of* the several officers' subordinate to him.
- 7. He is, by every means in his power, to prevent the embezzlement or waste *of* public money, stores or materials, or the improper employment of labour or use of materials.
- **5202.** Commander of the Dockyard and Managers of Dockyard Departments. Each *of* these officers is responsible to the Captain Superintendent for :
 - (a) Carrying the Captain superintendent's order's into effect with economy, efficiency and promptitude and arranging the distribution be the labour in his department accordingly.
 - (b)The correct discharge of the duties of his department, reporting immediately to the Captain Superintendent any difficulty or obstruction met with in carrying out, any part of those duties. Although authorized under certain circumstances to depute his subordinates to act for him, he is nevertheless, responsible for any neglect *of* duty by those under his supervision. He is, on all occasions if possible personally to attend. to the work in hand, giving preference. to that which he' considers most important.
 - (c) In so far as his own department is concerned, ensuring that no person is admitted into the Service, retain~ therein or recommended for. promotion who is not fully qualified for the position which he fills or is to fill.
 - (d) Seeing that all workmen in his department are fully and properly employed. He is to report to the Captain Superintendent serious instances of the unauthorized or improper employment of labour, idling, waste of stores, neglect, misconduct or irregularity.
 - (e) Ensuring, by frequent visits to the workshops, etc., attached to his department, that the manufacture or conversion *of* all articles is conducted as expeditiously and cheaply as possible and that the stores placed. therein are properly stored and preserved.
 - (f) Co-operating with the other departments in order that the work of the Dockyard may

be efficiently conducted.

- (g) Furnishing the Naval Store Officer with estimates *of* the probable' expenditure *of* stores in his department for the ensuing year, for which purpose every requisite information and assistance is to be given to him by the Naval Store Officer.
- (h) Keeping records of each transaction in his department.
- (i) Issuing with the Captain Superintendent's concurrence, standing orders to his subordinates regarding their responsibilities and duties and other matters affecting the efficiency of his department.
- (j) Submitting to the Captain Superintendent at the prescribed times and in the proper forms all established periodical accounts and returns for which he is, either individually or jointly with other officers, responsible.
- (k) Signing all submissions, returns and reports relative to his department and all others in which it may be his duty to join, before submission.

- 2. The senior-most officer from amongst the Commander *of* the Dockyard and the Professional Managers is to carry out the duties *of* the Captain Superintendent in his absence.
- 3. Other Dockyard officers are to carry out the duties that may be entrusted to them by the Captain Superintendent or, under his direction, by any *of* the officers referred to in Clause. 1.

5203-5300. *Unallocated*

SECTION I

GENERAL

(See a/so Chapter 58 Navigation and Direction)

5301. General instructions. The Captain will at all times and in all circumstances show an example of respect and obedience to his superiors, of unremitting attention to his duty and of cheerful alacrity in performing it. He will see that all the officers obey the several instructions which are addressed to them. He will correct or report to his superiors any reprehensible conduct on the part of those under' his command. He will notice their conduct and abilities in order that he may be enabled to give them the testimonials they deserve, or, if called on, to make correct reports of their merits. While upholding the legitimate authority of all the officers under his command, he will check by timely reproofs any tendency he may notice to abuse of power, recommending by his example that firm but conciliatory manner of conducting duty, which is the surest way to gain the respect and confidence of the men.

- **5302. On succession to command**. An officer appointed to succeed another in command of one of Bangladesh Navy ships is so far as possible, to make himself acquainted with the state of the ship by going round her with the officer he is relieving.
- 2. He is to be furnished with a report, prepared by the head of each department, and approved by the officer he is relieving in the command, showing all existing defects in the respective departments; and he is to see the latest Form S. 180 Report of. ExaminatiQ11 of 'Structure...
- 3. Should he be dissatisfied with the general state of the ship, or any part of her,. he is to report the matter to his Administrative Authority.
- **5303. First Inspection.** On appointment to the command of a ship the Captain is to visit her throughout with the appropriate departmental and specialist officers. In a newly completed ship he will be accompanied by the Commander of the Dockyar4 and in a private or foreign yard by an officer deputed by Naval Headquarters. These officers are to afford him such general information in regard to the ship 'and' equipment as he may require and are to acquaint him with any alterations which Naval Headquarters may have authorized.
- 2. The Captain is .0 comply with the provisions of Chapter 26, Section III, in respect of any further alterations or additions deemed to be necessary.
- **5304. Station and port orders;** The Captain is to take care to obtain and keep up to date the copies of the standing orders of the port or station where his ship is based or operating.

- **5305.** Letter of Proceedings. The Captain is to report his proceedings every month to the Chief of Naval Staff. He is to report all events which require permanent record, and all intelligence which is worthy of notice.
- 2. Routine exercise and events of merely temporary interest are not to be mentioned, but the following are to be included :
 - (a) Dates and times of arrival at and departure from all ports visited.
 - (b) Details of any communications or courtesies exchanged with foreign ships or personages of importance.
 - (c) Details of any occurrence which may lead at some future date to claims or complaints. See also 1609 on Naval Public Relations Organization and 1610 on reporting incidents liable to public comment.
 - (d) Hydrographic information not already reported in accordance with General Instructions for Hydrographic Surveyors, when the ship is employed on special service such as trooping, long passages, or cruises to unfrequented places, see. 5855(2),
- 3. Questions which .require an answer or other action are to be dealt with by signal or separate letter; it may also be more convenient to report some other matters by separate letter. In these; cases a brief reference may be required in the Letter of Proceedings in order that it may present a clear narrative of the period under review.
- **5306.** Economical speed. The Captain is to take the earliest opportunity when engaged on ordinary service in calm weather of ascertaining or verifying the most economical rate of speed for the ship, that is to say, the speed at which the greatest distance can be run per ton of fuel, *see* 5024 and 6046.
- 2. The conditions under which these trials should be carried out are laid down in RR. 3000 Marine Engineering Manual.
- **5307.** Charge of ship. The Captain is not to entrust the charge of the ship when under way to any officer, nor to any other person, unless he has satisfied himself that such officer or person is acquainted with the Regulations for Preventing Collisions at Sea (2240).
- 2. He is to take care that an officer whom he judges not to be fully competent, is never left in sole charge of one of Bangladesh Navy ships, but is to be supervised by an officer of experience who, while not taking the ship out of the hand~ of the Officer of the Watch except in case of emergency, is to see that all orders given by him are

correct and safe. . .

- 3. He is never to allow an officer of a foreign; navy, who may be borne as, a supernumerary, to be placed in charge of a watch; *see* 0435 on officers of the Bangladesh Navy borne additional.
- **5308. Safety of life.** The Captain is to see that the Executive Officer and the Officer of the Watch are aware of their responsibilities for preventing any persons going on the weather decks when the weather conditions are such as to make it dangerous; *see* 5606 and 5541(16).
 - 2. In any ship in which half-rails only are fitted, he is to take

care that life lines are rigged to bring the rails to the normal height.

- 3. If practicable, boats' crews should not include any nonswimmers. If it is necessary to include a non-swimmer the precautions laid down in Article 5542(6) are to be observed.
- **5309.** Captain's rounds. The Captain is to visit periodically the engine-rooms, boiler rooms, and machinery spaces, as well as all other ordinarily accessible parts of the ship.
- **5310. Engine-room register.** The Captain is to inspect the engine room register weekly, taking care to satisfy himself that all the information required is fully and properly noted, so that a complete record of the operation and maintenance of the machinery, and other data on its performance, mar be preserved. *See* also 6027.
- **5311.** Log books, etc. The Captain is to examine weekly the ship's Log and the Magazine Log. He is responsible that the Top Secret and Secret message logs, and other message logs are properly kept and that the instructions for their custody and disposal are complied with.
- 2. The Captain is to ,ensure by frequent inspections that all permanent records and documents such a&,. those included in the Captain's Ship's Book or .its equivalent are properly maintained and kept complete and up to date in accordance with the current instructions
- **5312.** Confidential books. The Captain is responsible for the correction and safe-keeping of all secret and confidential books and document, and books "For Official Use Only", and that the instructions laid down in B.N. Security Regulations are complied with. *See* 6206 Handling of classified documents.
- **5313. Night Order Book.** When the ship is at sea, and at such other times as he may think necessary, the Captain is to leave his orders for the night in the book supplied for the purpose.

- **5314. Moorings.** When lying at moorings, the Captain is to take care to observe every precaution with regard to them which the port or dockyard authorities may deem necessary.
- 2., He is also to be careful that so far as he is concerned no moorings of any description are laid down at any naval port of Bangladesh without the permission of the competent naval authorities.
- **5315. Anchors and cables.** The Captain is to attend most carefully to the state and preservation of the chain cables to ensure every precaution being taken to keep them from undue wear or corrosion and he is to see that the Navigating Officer and the Promoted Officer (Boatswain) pay the same attention to this very important subject. He is to see that regulations for the survey and test of cables laid down in Article 2562 are complied with.; *See* also 5663 and 5814.
- 2. He is never to cut or slip a cable while there is a possibility of weighing the anchor except in a case of emergency such as chasing an enemy or for the safety of the ship, but if necessary to do so or. if the cable is parted, he is to use his utmost endeavours to recover the cable and the anchor immediately the weather and other circumstances, admit of the attempt being made. If the ship should be sent to sea, the senior naval officer left at the anchorage is to take steps to recover them if possible.
- 3. On every- occasion of the parting of a cable or the loss *or* breakage of an anchor, a report is at once to be made to the Chief of Naval Staff through the Senior Officer; and to the Captain Superintendent of the Dockyard, giving full information as to the cause of the parting or breaking; the circumstances in which it occurred, and steps being taken to recover the lost articles.

The report is to be accompanied, by a plan showing the spot where the anchor is supposed to lie with any transits, bearings and distances of any shore objects or navigational marks that may have been taken from the spot.

Similar particulars are to be left with, the Consul or Chief Bangladesh representative at the place for the guidance of the Captain of any Bangladesh Navy ships calling there who, if consistent with his orders, is to endeavour to recover an anchor or cable which has not been recovered.

- **5316.** Captain's Ship's Book. A Captains ship's Book will be supplied to the captain of each Ship commissioned. While the ship is in commission the book and its supplement, or the Captain's Ship's (Guard) Book are to be kept under the immediate supervision of the Captain as directed therein, and they are to be produced for examination by the inspecting officer at the periodical inspection of the ship.
- 2. When the ship is paid off at Bangladesh Navy Dockyard for refit, the Captain's Ship's Book and supplement are to be sent to Naval Headquarters for examination. After examination they will be returned to the Dockyard for the insertion of any necessary forms or information before being again handed over to be Captain on the ship re-commissioning.

- **5317. On supersession.** When the Captain is superseded, he is to transfer to his successor the originals of all unexecuted orders.
- **5318. Physical efficiency.** Commanding Officers are to hold the Divisional Officers responsible for the physical efficiency and Smartness of the men of their divisions. All officers are to make themselves faJ11iliar with the system of physical training laid down in the appropriate handbooks.
- **5319. Prisoners of war.** Prisoners of war are to be regarded as in the power of the hostile government. and not of the persons who captured them. Captains and other officers are to take care to carry out the provisions of the latest Geneva convention concerning the treatment of prisoners of war and in pl:jrticular to see that all prisoners of war are treated with humanity, that their personal property is protected, and that they receive their. proper allowance of provisions; they are to have every comfort of air and exercise which the circumstances will admit of, but they are to be carefully watched and guarded to prevent their committing any hostile acts.
- **5320.** Officers and Sailors left ashore. If circumstances should arise which will entail an officer or sailor being left ashore for any reason and unable to rejoin his ship at the same port, the Captain is to inform, by signal or letter according to the circumstances of the case, Naval Headquarters in case of officers and the Drafting Authority in case of sailors.
- 2. On the receipt of such a report, Naval Headquarters or the Drafting Authority, as the case may be, will inform the ship concerned whether the individual is to rejoin his own ship, the depot, or another ship on his discharge from hospital, return from leave, etc., and the Captain is, if necessary, to request the local naval or military authorities at the port to arrange for the individual's passage at the first opportunity and give him other facilities as appropriate.
- **5321. Absence of Officers and Sailors from ship about to sail.** Should any officer or sailor be absent from the ship when she is about sail abroad or for exercise, the Captain is to report the matter to the Administrative Authority requesting, if necessary, for the appointment of other officers or sailors. *See* also 1066.
- **5322. Discharging personnel from ship.** Commanding Officers of ships and establishments are not to discharge any person from their books without proper authority.
- 2. They are to ensure that the transfer of and officer or draft of a sailor is brought about on the least possible time.
- 3. The following maximum time is allowed, in the case of officers, to hand over their duties after the receipt of the order for transfer or the arrival of the relieving officer:-

Branch Maximum

time allowed

- (a) All branches except Supply Branch
- (b) Supply Branch

(i) Cash and connected accounts 2 days

(ii) Naval Stores accounts 5 days

(iii) All other accounts (in all) 3 days

- (c) All branches when transfer is ordered forthwith 24 hours.
- 4. In case the transfers -are expected to be delayed beyond the limits specified 'in Clause 3(a) arid (b) above, prior approval of Naval Headquarters must be obtained. It is to be noted that the term 'D.T.B.R.' used in an order for transfer does not authorize any relaxation'
 - 5. See also 0511 on assumption and vacation of an appointment.
- **5323. Movements of Sailors.** Whenever transfer of a sailor or a party of sailors, from a ship or establishment to another ship or establishment involves a' railway journey or air or sea passage, the receiving ship or establishment is to be advised by signal or letter, despatched to arrive at least 24 hours before, the sailor or sailors.
 - 2. A nominal list of the sailors forming the party should always be sent with the party.
- **5324. Muster by open list.** The Captain is to muster the ship's company once in each quarter. If the entire ship's company cannot conveniently be mustered on one day, he may muster part on one day and part on another. *See* also 1108 Nominal Roll Register.
- **5325.** Cost of services rendered by the Navy to other departments. The cost of all authorized services rendered by the Navy to other departments or civilian organization will be charged for in accordance with the rules laid down in the Financial Regulations.

- 2. The Captain Superintendent of the Dockyard and the Commanding Officers of all ships and establishments are to maintain complete records of all such services that may be rendered, stores supplied or work executed and to forward full details thereof to, Naval, Headquarters and the Controller of Naval Accounts to enable the necessary debits to be raised ,against the departments or bodies concerned.
- **5326.** Visits to Patients in Hospital. The Captain is to ensure that an officer visits at least once a week patients belonging to the ship's company admitted in hospital. *See* also 6419(29) on the responsibility of Medical Officer to visit patients in hospital.
- **5327. The Official Secret Act.** Commanding Officers, heads of departments and officers-incharge of store depots. and other shore units are to ensure that:-
 - (a) Every Service and civilian officer, sailor and member of civilian staff who has or is likely to have access to classified information is fully acquainted with the provisions of the Official Secrets Act, 1923, and signs in a register, once every quarter, a certificate to that effect.
 - (b) The provisions of the said Act are explained to all other Service and civilian personnel at least once every quarter.
 - 2. Similar action will be taken by the Senior Officers with regard to their staff.
- 3. The register referred to in Clause, (a) will be produced at inspection and signed by: the inspecting officer. See also 1606 (l)(a).
- 4. A certificate in the following form is to be rendered on the 1st January every year by the authorities mentioned in clause 1 to the appropriate Administrative Authority:-

Certified that all personnel, Service and civilian employed in this command/department have read or have been made aware of the contents and provisions of the Official Secrets Act, 1923. (Act XIX of 1923) as amended from time to time.

2. Certified a:1so that Class IV servants have also been made aware of the content and provisions of the above Act:-

	Signature
	Rank
Station	Designation
Date	Ship/Establishment
	(where applicable)

Each Administrative Authority will render on the 10th January every year to Naval Headquarters (Naval Intelligence Directorate), a consolidated -certificate in the above form in respect of all ships and establishments under his administrative control. Any ship or establishment which is not under the control of an Administrative Authority will render the certificate direct to Naval Headquarters.

5. See also 1603 Official information.

5328. Action on breach of security. The following are some of the important examples of the likely cases of breach of security:

(a) Security of information

Leakage of information, to unauthorized persons. Detection of potential source of leakage of information. Loss of keys of C. B. chests, cupboards, despatch boxes and other containers used for stowing classified documents.

Tampering with official mail.

Mishandling of classified (Secret and Top Secret)

documents.

Loss of classified documents.

Compromise or suspected compromise of classified documents.

(b) Security of personnel

Subversion or attempts at subversion

Promotion of disaffection or disloyalty.

Seduction of allegiance.

Assaults and affrays involving Service personnel and members of public.

Penal offences involving Service personnel and members of public.

Labour trouble and agitation.

(c) Security of material

Sabotage of stores and equipment.

Disruption of communications.

Theft or pilferage of Service stores and equipment.

Accidents on incidents involving damage to Service

stores, equipment or premises.

Incidents resulting from defects in security arrangements.

'Go-Slow' campaigns and 'Tool-Down' strikes:

- 2. All cases of breach of security are to be reported by the Commanding Officer, head of-a department or officer in charge of a store depot or other sl10re unit, to the appropriate Administrative Authority and Naval Headquarters (Naval Intelligence Directorate). It is important that the cases of breach of security are reported immediately they occur or are detected. Secure channel of communication is to be adopted in forwarding the report to ensure that there is no further breach of security.
- 3. The suspected offender(s) should be isolated and kept in safe custody, but no more restraint is to be placed on him (them) other than that which may be necessary to prevent him (them) from destroying the evidence or repeating the offence.
- 4. Investigations are to be instituted immediately by the reporting authority and, if necessary, a board of inquiry is to be appointed by the Administrative Authority. The Naval Intelligence Directorate may assist in the investigations and will consult the Naval Law Branch for advice on legal matters involved in a particular case.
- 5. The report of the investigating officer(s) or the board of inquiry is to be forwarded without delay to Naval Headquarters for further action.
 - 6. Disciplinary action in appropriate cases is to be taken in the normal manner.

- **5329.** Chief of Naval Staff's inspection and walk-round. The procedures to be followed on such occasions are given in Appendix LVII.
- **5330. Passports and traveling abroad.** General information on passports and visa and on traveling abroad is contained in Appendix LIX.
- 2. Particular attention is drawn to Paragraph 9 of Appendix LIX on the withdrawal of passports from Sailors on completion of official journeys and return of passports of officers and sailors to Naval Headquarters on the termination of their service.

SECTION II

FITTING OUT AND MAINTENANCE

(See also Chapters 24, 25 and 26)

- **5331. Preparing for service.** When a ship is first commissioned as well as at all other times the Captain is to be very diligent in getting
- the ship ready for sea or for any other service ordered; he is to inspect continually and ensure satisfactory and expeditious completion of all work on board.
- 2. The Captain of a ship in commission is responsible for keeping his Administrative Authority informed of any work taken in hand, or proposed to be taken in hand by the dockyard, which would affect the date on which his ship would be ready for service.
- 3. Should it be found necessary to extend the date originally fixed for being ready, he is forthwith to report the reasons by letter to the Administrative Authority for information of the Chief of Naval Staff and in the event of there being any neglect or delay in her refitting on the part of the Dockyard, he is to represent the same, when no Senior Officer is present, to the Captain Superintendent or to the Chief of- Naval Staff as. circumstances may require.
- **5332.** Local Regulations. The Captain is to make himself acquainted with the local regulations of the dockyard, armament supply depot, victualling store depot, naval store depot and station supply depot in respect of all matters necessary for his guidance, and he is to cooperate with the heads of all the public departments in the furtherance of the service.
- **5333. Applications to Captain Superintendent.** The Captain is to make to the Captain Superintendent of the Dockyard all applications relating to the ship which require the approval of that officer and in writing if necessary; he is to render every assistance to the Commander of the Dockyard or other dockyard officers whenever these officers may visit the ship under the directions of the Captain Superintendent to inspect and report on defects or any proposed alteration or addition to her fittings.
- **5334.** External valves. When fitting out while commissioning, the Captain is to make himself acquainted with the positions, dimensions and uses of the external valves, more especially of those under water, and the Captain superintendent will, on application, furnish any information on the subject which may be required.
- **5335. Dockyard Work.** The Captain is to report to the Captain Superintendent any negligent workmanship, idleness, or any other irregularity on the part of the work people employed on board which he observes or which is brought to his notice by the ship's officers.
- 2. Every facility is to be afforded to the workmen for the rapid and efficient performance of their work, and the ship's officers are to co-operate with the officers of the dockyard and other establishment in the furtherance thereof.
- **5336. Dockyard inspection.** On completion of large repairs or refits, the Captain Superintendent will appoint a day for inspection himself.

The Captain is to cause the ship's officers concerned to accompany the Captain Superintendent and other dockyard staff on the inspection, and is to assist them to ascertain whether the ship is in all respects complete as regards her sea-going and fighting efficiency.

- 2. The report on the prescribed form is to be made by the Captain Superintendent endorsed by ship's officers and forwarded to Naval Headquarters with a copy to the ship. If the Captain does not concur fully in the report he is to represent to the Administrative Authority in writing the points on which he dissents and his reasons for so doing, bearing in mind that the object of the inspection is to ensure that the ship is ready and properly fitted for the service on which she is to be employed.
- **5337.** Completion reports. The Captain of a newly commissioned ship is to sign the following returns on the prescribed form's before leaving the port at which she has been fitted out:
 - (a) Report of inspection of the ship on completion of building,
 - large repair or re-commissioning refit.
 - (b) Report of completion of magazine and shell room electrical arrangements.
- **5338. Docking.** The. orders contained in Article 264.0 are to be complied with.
 - 2. See also Chapter 26, Section II, on. docking.
- **5339. Main propulsion machinery trials.** The Captain and all officers of the ship concerned are to be on board at all main propulsion machinery trials under way while they are proceeding, and the Captain and the Engineer .Officer are to sign the report. In ships fitted with a combination of mechanical and electric drive, the Electrical Officer is to be associated with these trials and is also to sign the reports. *See* also 6026 and 6510(14).
- 2. The responsibility of the officers of the Bangladesh Navy Dockyard in regard to these trials will be as laid down in the Dockyard Regulations. *See also Engineering Manual*, Chapter IX.
- **5340. Machinery.** On first appointment, the Captain, accompanied *by* the Engineer Officer is to make himself acquainted with the construction and condition of the main and auxiliary machinery and boilers, with the nature and extent of any major repairs they have undergone, and with all the facts necessary to give him a thorough knowledge of the capabilities of the ship with respect to her machinery equipment.
- 2. ,He is to pay the most careful attention to all matters connected with their preservation and maintenance and is to take care that they are frequently examined and overhauled by the ship's

staff in order to reduce the possibility of mishaps as well as the number of defects requiring to be made good by the dockyard.

- 3. . Should the Engineer Officer make to him any representation with reference to the repairs or preservation of the machinery or boilers which the exigencies of the Service do not admit of being carried out, either immediately or at an early date, he is to direct the Engineer Officer to record the particulars in the Engine-room Register.
- 4. Should the Engineer Officer represent to him that an order he has given may cause injury to the machinery or boilers, or a useless expenditure of fuel, he is, unless he countermands such order, to cause the order given and the representation made to be recorded in the Engine-room Register; *see* 6025.

5341.. Defects. The Captain is at all times to keep himself thoroughly

informed _of the general state of the ship and of the condition of her hull, machinery, armament and equipment, in order that timely steps may be taken to repair any defects which may exist or are likely to develop.

2. He is to keep the ship as free from defects and as ready for service as the means on board will permit and is to' cause the Artificers to repair such defects as may be within their means so that as little assistance as possible may be required of the dockyard or other establishments.

In this, so fat as the exigencies, of the Service will admit he is to be afforded .the necessary opportunities by the Senior Officer. *see* 6024(2).

- 3. He is to take care that the instructions contained in Chapter26, Section I, are complied with.
- **5342. Testing of radio equipment**. The Captain is responsible that radio equipment on board has been tested and tuned before the ship proceeds to sea.
- 2. No ship can be considered to be in all respects fit and ready for sea if her radio equipment has not been tested and tuned.

5343. Report of accident, fire etc. The Captain is to report for the information of the Chief of Naval Staff through the Administrative Authority, in detail, and by the earliest opportunity whenever any important fitting or equipment is materially. damaged, or whenever any accident of a serious nature occurs to the ship's hull, machinery, or boilers, or whenever an outbreak of fire occurs on board. *See* 5315 on anchors and cable and 5368 on fires.

5344. Accommodation of crew on shore during refit. If it should be necessary at anytime, while the ship is under repair or refitting, to remove the crew out of the ship, the Captain is to make application to the Captain Superintendent for accommodation to be provided for them on shore. in the dockyard.

5345-5350. *Unallocated.*

SECTION III

ORGANIZATION

(See also Chapter 56

- **5351.** Scheme of complement. The established numbers of officers and sailors in a ship under various conditions, as laid down in the schemes of complement, are not to be altered without authority, *see* 0107. Copies of the approved schemes of complement are supplied to the Captain and one copy of each scheme is to be inserted in the Captain's Ship's Book. The Captain is to take care that any amendments issued subsequently are noted immediately in all copies.
- **5352. Divisional Organization.** The Captain is to organize the ship's company into divisions, and is to appoint an officer in charge of each division, who is to have under his orders as many other officers as the number on board will admit.
- 2. He is to delegate command and responsibility to each Divisional Officer to the fullest extent possible, and is to take special care that each one conforms in every particular to the Instructions for Divisional Officer. (Chapter 55, Section II). He is to encourage the officers and petty officers of divisions, on whose zeal and capability the efficiency of boys and other junior sailors depends, to take a keen interest in the training, advancement and welfare of the sailors under their charge; *see* also 1401.
- 3. Divisions are to be organized under the officers of their own branch or department, s~ far as this is practicable and, if necessary, divided into sections, according to the duties of the department, under definitely assigned Chief and petty officers.
 - 4.. Engine-room Artificers and Mechanicians are to form a separate division.
- 5. Boys are to form a separate division, the Divisional Officer and petty officers being specially selected. .
- 6. The aims of the divisional organization are to ensure that a considerable measure of responsibility for the discipline, ship work and welfare of the sailors is delegated to the Divisional Officers, that officers are kept in close and constant touch with their men, and that officers and chief and petty officers are enabled to develop to the fullest extent their powers of command and leadership.
- **5353. General duties**. The Captain is to arrange the general duties of the ship or establishment so that all sailors bear their share so far as departmental responsibilities working hours, whether departmental or general, is shared as evenly as possible.

- 2. He is to take care that. officers and senior specialist sailors responsible for the efficient operation of the various quarters are not e1,11ployed on work which is detrimental to their special duties, and that the employment of sailors on general duties is governed by the necessity of ensuring that the fighting equipment is maintained in an efficient state. *See* 6731 about band ranks and 5355 and 5375 Quarter Bill.
- **5354. Promulgation or orders.** The Captain is to take care that. copies of any new orders concerning the ship's company are displayed in some accessible place for at least a week.
- 2. When such orders affect particular duties, he is to ensure that the sailors concerned are thoroughly instructed in them by the appropriate officers.
- **5355.** Watch and Station Bill and Quarter Bill. The Captain is to cause the established Watch and Station Bill or Station and Fire Bill, which are supplied blank on commissioning, to be completed and used as far as applicable to the ship. They are to be distributed as necessary to ensure maximum efficiency, the officers to whom they are issued being responsible for keeping them corrected and for transferring them to their successors on leaving the ship: *See* also 5602 Fighting organization.
- 2. As stated on the Quarter Bill, one copy of which is supplied on commissioning, the stationing of the ship's company at any degree of readiness is the responsibility of the Captain. The various pages of the Quarter Bill are to be inspected by the officers concerned and copies are to he made and displayed as necessary for information of their departments. *See* also 5701 (6).
- 3. Sailors other than Seamen are not to be assigned duties which require their frequent attendance at drills or exercise during their normal working hours.
- **5356.** Health precautions. The Captain is to see that the sailors are properly clothed in the established uniform according to the nature of the climate in which they may be serving; that they are generally clean in their persons alld dress; and that they are never permitted to remain in wet clothes, nor sleep in wet bedding, when it can possibly be avoided. *See* also 6434.
- 2. Bedding is to be aired as often as possiblee. Blankets are to be surveyed to the Victualling Store Officer for washing.
- 3. He is to take care that the officers and sailors are permitted to avail themselves of the special fittings provided in the ship for personal ablutions; that as much fresh water as practicable is issued for this purpose; that the bath-rooms, when so fitted, are kept supplied

with both hot and cold water; that they are kept open for use every evening after quarters; and that proper times are appointed for sailors to wish their persons so that it may be part of the daily routine.

4. He. may, at his discretion, re-allocate bath-rooms, when, owing to change in complement or numbers borne, this appears nece-

ssary. The details of any such re-allocation are to be reported to Naval Headquarters.

- 5. Whenever it becomes necessary to improvise accommodation for officers and sailors ashore or afloat, he is to cause the same to be inspected and reported on by a Medical Officer before being used.
- 6. No poison or poisonous acid is to be used to clean mess traps; nor is virus or poison to be used for the extermination of rats without the prior concurrence of the Medical Officer.
- **5357. Smoking Regulations.** Subject to the approval of the Senior Officer, who is to ensure that the regulation in ships of the same type or class under his command are similar, the Captain is to appoint places where the officers and ship's company may smoke and the times between which smoking is permitted. Smoking between decks is to be strictly controlled and limited to the appointed places and times.
- 2. The .Captain is to take care that the regulations laid down in B.R. 862 Naval Magazine and Explosives Regulations prohibiting smoking in or near any position where ammunition is stores or kept, or when ammunition is being embarked or disembarked, are strictly observed. *See* also 5368. to 5370.
 - 3. He is to see that there. is no smoking:
 - (a) in areas where inflammable stores are kept;
 - (h) in the vicinity of such areas;
 - (c) when embarking or disembarking gasoline or kerosine;
 - (d) When discharging oil sullage;
 - (e) in gasoline or kerosine engined craft.
 - 4. Boys under training under the age of 16 are not to be allowed to smoke.
- 5. Smoking in naval boats is prohibited when on duty but may be permitted at the discretion of the Senior Officer subject to compliance with Clause 3, if a boat is detached on service for any length of time.
- 6. Smoking may be permitted in ships alongside, and in dockyards and on wharves and jetties a the hours and in the places laid down in the standing orders of the dockyard concerned. Smoking is prohibited in armament depots. Smoking on board ships under dockyard control is not to be allowed without the written sanction of the Captain Superintendent.

- **5358. Posting sentries.** The Captain is responsible that when a sentry is posted, the officer or sailor posting the sentry defines clearly the purpose for which he is posted and the extent of his post.
- 2. When the sentry is armed and issued with ammunition, his orders are to be read to him at the beginning of his watch. These are to be in writing and are to give him precise instructions regarding the loading and use of firearms, the accounting for ammunition and his posting and relief.
- **5359.** Important and Armament Keyboards. The Captain is to cause all important keys (which are to be named in his standing orders) in the ship or establishment, except those issued personally to individual officers, to be kept in a case having a glass form supplied for the purpose and provided with two keys. In time of war, the glass front is to be replaced by stoutly woven wire of a suitable mesh to enable the contents to be identified. This case is hereinafter referred to as the Important Keyboard. The Important Keyboard is normally to be fixed outside the door of the Captain's Cabin and is to be in the charge of a sentry. In establishments, the Important Keyboard is to be fixed in the office of the Officer of the Day.
- 2. In ships below the size of destroyers, the Important Keyboard is to be combined with the Armament Keyboard and is to be kept in the Quartermaster's Lobby in harbour, and in the charthouse at sea.
- 3. The keys of the Important Keyboard are to be kept by the Captain who may, at his discretion, put one key in the charge of the sentry, furnishing him with a list of persons who are authorized to have access to the Keyboard.
- 4. The name of each key is to be marked distinctly over its hook on the board so that the absence of a key from its hook will show which key is in use.
- 5. When it is necessary to open the Important Keyboard, the authorized person to whom the keys contained therein may be entrusted, is himself to obtain the key of the Important Keyboard from the Captain ,or Officer of the Day) or sentry. After locking the compartment for which the keys were drawn, he is to return them to the Important Keyboard and the key of the Important Keyboard to the Captain (or Officer of the Day) or sentry. The issue and return of the keys is to be recorded in the book kept for that purpose and initia-lled by the person receiving the keys. When there is no sentry, the person receiving the keys is to enter in the book the time of receipt and return, and initial the entry.
 - 6. (a) The keys of all compartments containing explosives are To be kept in a locked case, such as will give a high degree of security to the keys. The case is to be fitted with a close woven, strong wire mesh front, through which the keys may be readily identified.

The lock to the case is to be provided with two keys. This case is hereafter referred to as the *Armament Keyboard*

- (b) In ships of the size of M.S.C.'s and below with only a small number of armament keys, the Armament Keyboard may be combined with the ship's Important Keyboard or vice versa and will then be known as the *Combined Keyboard*.
- 7. (a) Armament Keyboard is to be fixed in the approved position and should be in the charge of a sentry.
 - (b) Where a Keyboard sentry is not normally posted, the Armament or Combined Keyboard, as the case may be, is to be made portable and at the Commanding Officer's discretion, is to be kept-

In harbour: Armament Keyboard in the Commanding Officer's Cabin.Combined Keyboard in the Commanding Officer's Cabin or in the Quartermaster's Lobby.

- At sea: Armament Keyboard in the Commanding Officer's Cabin, if forward, or in the charthouse. Combined Keyboard in the Commanding Officer's Cabin, if forward, or in the chart-house or other suitable compartment in the vicinity of the bridge.
- 8. One key of the Armament Keyboard is to be issued by the Commanding Officer, to be kept in the personal possession of the sentry or, where there is no sentry, a commissionea officer. The key of the board is not to leave the officer's or sentry's possession; he is personally to lock and unlock the board and issue and return the keys on it, whenever magazines ate in the security state.
- 9. The keys of the several quarters and compartments are to be arranged, and the board subdivided to represent conformity with the sub-divisions of the ship for N.B.C.D. purposes. The group number of the keys are to be marked distinctly over the hooks, so that the absence of a bunch of keys from its hook is readily discernible.
 - 10. (a) In establishments, all keys affording access to small arms and ammunition, etc., are to be kept in a separate box with a glass front labelled "Armoury Keyboard".
 - (b) The box is to be fixed outside the Captain's Office and is to be in the charge of a sentry. Where no sentry is available, the box is to be placed inside the office of the officer of the day or. if more.
 - (c) The keys of the Armoury Keyboard are to be kept by the Captain or Executive Officer, who may place one key under the charge of the Officer of the Day.
 - (d) Only officers are to draw or return the keys or have access to the Armoury but when the presence of sailors in the Armoury is essential to assist in the issue, or cleaning of arms, etc., an officer is to be present and should supervise the work.
 - (e) A register is to be maintained in which details of the issue and return of the Armoury-keyboard key and Armoury keys, the purpose for which keys are drawn, and initials of the officer drawing keys are to be entered.

- (f) Small arms are to be sighted daily by the Officer of the Day and appropriate entry made in the register; he is also to report the result of his inspection to the Captain.
- (g) All small arms and ammunition are to be physically checked fortnightly by an officer deputed to carry out these duties and the result is to be entered in the register and the fact reported to the Captain.

Note: Action as in (f) and (g) above is to be taken in ships also.

- (h) A sentry is to be posted outside the Armoury during non-working hours.
- 11. Following points are to be carefully observed with regard to the public keys in a ship or establishment:
 - (a) Keys of a money chest are taken on charge in the Naval Store Ledger and issued on permanent loan to the department which has the custody of the chest; see 6120.
 - (b) Keys of C.B. chests are taken on charge in the register prescribed in R.N. Security Regulations and issued on loan as required.
 - (c) Keys of store-rooms are taken on charge in the Naval Store Ledger and issued on permanent loan to the department using the store-rooms. Duplicate keys, in sealed envelops, are kept in the Important Keyboard. Store-rooms, if required to be opened in an emergency during the absence of the store-keeping officer, are to be opened only by the Officer of the Watch (or Day) or an officer authorized by him.
 - (d) Keys of cabins in a ship are dealt with as provided in Clause 9.
 - (e) A written record of issues. and returns of all keys under the dated signature of the person concerned who should be a person authorized to draw the particular key) is kept in all cases, either in a key register or any register or form prescribed for the purpose.
 - (f) All keys are mustered at least once every quarter and the result noted in the relevant records.
 - (g) All keys, except those which are to be carried on person at all times under any regulations (e.g., keysof money chests, C.B. chests, etc.) should invariably be deposited on a keyboard. In no circumstances should these be taken out of the ship or establishment.
 - (h) See also the following instructions about keys:-Article 5651-Responsibility of the Shipwright. Officer.

Article 5810 -Keys of navigational equipment. Chapter IV of B.R. 862 Naval Magazine and Explosives Regulations - Armament keys.

Article 6120-Keys of money chests.

B. N Security Regulations – Keys of C.B. chests,

etc., giving access to classified matter.

B.R. 2170- Ship NBCD Manual – Regulations for stowage etc., of duplicate keys.

- **5360.** Working parties. The Captain is to take care the detached working parties are, when practicable, placed in the charge of a commissioned officer with a proportion of subordinate and petty officers to assist him. The officer in charge is on no account to quit the party to follow his private affairs nor is he to allow any person under his orders to do so and he is to conform to the regulations of the establishment in which he may be employed at the time.
- 2. Arrangements are always to be made for men in working parties, or employed out of the ship, the return to their dinners at the usual time, as no men should be absent from the ship during meal hours except in case of necessity. Working parties for the shore are on all ordinary occasions to breakfast before being sent away from the ship.
- **5361. Libertymen**. All sailors granted short leave (1059) should normally be permitted to leave shore establishments and Bangladesh Navy ships when alongside at any time after "Libertymen to clean" has been piped; *see* also 5625.
 - 2. Commanding Officers are to ensure:-
 - (a) that their ships' companies appreciate that any abuse of this privilege of "open gangway", by smuggling or other like offences, may incur the withdrawal of the privilege from the ship concerned or, if abuse is wide-spread, from all ships alongside;
 - (b) that libertymen proceeding through the dockyard are warned that they must proceed directly to the gates and that loitering, entering workshops, or in any way interfering with dockyard work is prohibited.
 - (c) that libertymen and wheeled vehicles do not pass through the congested areas near the gates at dockyard out-muster times. To avoid this, local orders should prescribe the times between which "open gangway" is to be allowed;
 - (d) that there is .1t all times an adequate organization on board to ensure that only those so entitled proceed on shore.
- 3. In training establishments, it is at the discretion of the Senior Officer whether the privilege of "open gangway" should be given to sailors under training or whether a system of "liberty boats" should be adopted. "Open gangway" should normally be allowed to the permanent complement and instructors in such establishments.
- 4. Before the privilege of "**open gangway**" is granted at places abroad, the senior naval officer present should consult the local authorities and impose such restrictions as may be necessary to meet their requirements and local circumstances.

5. For general rules about short leave, see 1059 to 1065

- **5362. Kit lockers.** When Bangladesh Navy ships are commissioned they are equipped with sufficient kit lockers to provide one for each sailor in the war complement. To provide for mobilization or other emergency, it is essential that all these lockers should be retained in their authorized positions even though some may not be used in peace time. The approval of Naval Headquarters is always to be sought before landing or transferring any kit lockers from ships in commission or reserve.
- 2. The Captain is to ensure that sufficient numbers of kit lockers of the appropriate types are at all times maintained on board to meet the requirements of the latest approved was complement. Any deficiencies ale to be reported.
- 3. The Captain is to assign blocks of lockers to heads of departments on the basis of the war complement; they, in turn, are to allot' groups of lockers to Divisional Officers, who are responsible for individual allocation to sailors and are to keep records of this which are to be produced at inspections. The Master-at-Arms is also to keep a complete record for the whole ship's company.
- 4. Divisional Officers are to ensure that all lockers, including spares, allotted to them, are kept in an efficient state and are to report all defects. Lockers should invariably be inspected before reallocation.
- 5. The Shipwright Officer is responsible for raising defect lists for locker repairs beyond the capacity of ship's staff; these must be kept to a minimum. Minor repairs are to be effected as follows;

(a) Lockers assigned to E.R. Sailor Engine-room Department

(b) Lockers assigned to Electrical sailors. Electrical Department

(c) Lockers assigned to all other sailors. Shipwright Department

(d) All wooden lockers Carpenter sailors

5363-5364. *Unallocated*

SECTION IV

N.B.C.D. ORGANIZATION, VENTILATION,

WATERTIGHT INTEGRITY AND FIRE

See also Chapter 56, Section III)

- **5365. N.B.C.D. organization. N.B.C.D.** organization concerns in varying degrees all departments In the ship. It requires fore-thought, preparation (including careful and continual maintenance of structure and equipment) and training beforehand, followed by swift correct action to minimize the effect of damage and casualties when they occur. In general the forethought and preparation directly concern heads of departments, whose activities are coordinated by the Executive Officer, whilst training and action are primarily the concern of the N.B.C.D. team, under the direction of the N.B.C.D. Officer though in certain circumstances heads of departments will become directly involved. In ships the N.B.C.D. Officer should be made responsible-for "darken ship" arrangements.
- 2. The details of the responsibilities of heads of departments, specialist officers and others concerned are given in B.R. 2170 Ship N.B.C.D. Manual and Fleet Orders. The Executive Officer is responsible to the Captain for the over-all efficiency of the N.B.C.D. organization, that the whole ship's company arc trained for their N.B.C.D. duties and for the co-ordination of the N.B.C.D. activities of all departments. *See* 5602 on preparation of Watch and Station Bills.
- 3. In the absence of officers specifically appointed by Naval Headquarters for these duties, the Captain is to detail officers to act
- as N.B.C.D. Officer, Monitoring Officer and Damage Control Engineer Officer.
- **5366. Ventilation**. The Captain is to use his best endeavours to ensure; that clealiness, dryness and good ventilation prevail throughout the ships that all compartments are kept dry and that the drains are frequently flushed and maintained in good order; also that all ventilation pipes and fittings are efficient and ready for use.
- 2. He is to establish regulations for the control of ventilation in accordance with the instructions contained in Ship *N.B.C.D. Manual* and is to cause a properly organized Ventilation Party to be formed for this purpose as laid down in *Engineering Manual*. Subject to the regulations for watertight integrity, he is to take every means to ensure a thorough natural circulation of air throughout the ship at all times.
- 3. The N.B.C.D. Officer is to be responsible for the ventilation organization routine throughout the ship except in the machinery compartments; which are the responsibility of the Engineer Officer.

- 4. The Captain is to take care that the regulations laid down in Chapter IX of *Naval Magazine* and *Explosive Regulations* for the ventilation of the magazines are strictly observed.
- 5. The Engineer Officer is to have charge of all ventilating trunks and valves in connection with the ventilating system, including

forced draught and fan ventilation trunking to or from boiler rooms and main engine-rooms and its flaps and gratings, but excluding other ventilating trunking above the weather deck and its associated flaps, gratings, cowls and mushroom tops. These are to be in the charge of the Shipwright Officer. *See* 5643.

- **5367.** Watertight integrity. The Captain is responsible that the rules for watertight integrity contained in *Ship N.B.C.D. Manual* are strictly observed and is to establish regulations for the maintenance of watertight integrity at all times. A record of the opening and closing of watertight compartments is to be kept in the Watertight Integrity Log, Form S. 326.
- 2. He is responsible for the letter markings on all watertight openings, the-colour of the markings being determined by Naval Headquarters. He is to see that all colours, letters and other Damage Control markings are at all times readily distinguishable.
- 3. With the exception of weather doors and hatches fitted 011 the weather docks, all watertight doors and all watertight hatches of whatever nature and wherever fitted, with their securing arrangements and gear, as well as all armoured hatches with lifting and securing gear, are in the charge of the Engineer Officer, who is responsible for their efficiency.
- 4. The Shipwright Officer's responsibility for the efficiency of watertight fittings is laid down in Articles 5366(5) and 5643(1).
- 5. The Captain is to pay the strictest attention, to the necessity for frequently exercising the crew in watertight discipline, in order that the fullest advantage may be derived, in case of need, from the means provided for the protection of the ship from the risks incidental to action damage, collision or fire and a record of such practice is to be inserted in the Ship's Log.
- 6. Men are to be detailed whose duty it will be, when the order IS given, to proceed with all speed and close the doors for which they are severally appointed. This is to be a permemptory arrangement in all ships and the Captain is to take special care that the numbers of men so detailed shall be sufficient to provide for the casualties in action, or from sickness and other causes of absence.
- **5368. Fire regulations**. The Captain is to take every precaution for the security of the ship against fire and is to establish fire stations and general regulations for the duties to be performed by officers and men should any fire break out either during action or at any other time; in doing this, he is to be guided by the ship's Watch Bill, B.R. 2170 *Ship N.B.C.D. Manual* and B.R. 4007 *Ship Fire-fighting Manual*.
- 2. He is to cause copies of the drawings showing the position and lead of all pumps, pipes, cocks and valves connected with the fire service and flooding arrangement s of the ship to be displayed in a conspicuous position for the use of officers and men.

- 3. He is to see that the instructions and precautions against fire laid down in *Naval Magazine* and *Explosives Regulations, Engineering Manual*, and *Naval Store-keeping Manual* are strictly observed.
- 4. Every ship in dock or alongside a dockyard with reduced crew or giving long leave is to go to fire stations daily at the usual time of evening quartels and care is to be taken to ascertain that everything is in readiness for extinguishing fire and that, in the absence of a portion of the crew on leave or from any other cause, the men remaining on board are properly acquainted with, and capable of performing, all the duties appertaining to such an emergency.
- 5. Copies of the poster published under the heading "Precautions Against Fire on board Bangladesh Navy Ships" are to. be displayed on the mess deck, in the engine-room and in the officers' quarters.
 - 6. On reporting fires on board, see 5343, also Ship Fire-fighting Manual, and Fleet Orders.
- **5369. Safety matches and lighters**. The Captain is to take care that only safety matches are brought on board Bangladesh Navy ships and that proper precautions are taken in their use and storage.
- 2. He is to see that instructions in *Naval Magazine* and *Explosives Regulations* as to the use of safety matches are strictly observed, and that they are never taken into dangerous areas, storerooms, slop-rooms, or holds.
- 3. The carriage of spirit-filled, gas-filled, or other automatic lighters and non-safety matches is prohibited in the compartments containing explosives and other inflammable material.
- 4. At inspections, the inspecting officer is to satisfy himself that proper precautions have been taken to prevent accidents from the use of matches or lighters. *See* 5357 Smoking regulations.
- **5370. Inflammable liquids and substances**. The Captain is to take care that no inflammable liquid nor any substance of an explosive or dangerous character (including fuel for spirit-filled, gas-filled or other automatic lighters), nor anything susceptible to spontaneous ignition, is to be held on board as private without the special sanction of Naval Headquarters except the following which are to be stowed as indicated:
 - (a) Spirits for the use of officers which are to be stowed in the appropriate officers' store or mess;
 - (b) Photographic and cinematographic films, which are not to be stowed in compartments adjacent to magazine;
 - (c) Private ammunition, which is to be brought on board only

by permission of the Captain and is to be stowed in a

position, approved by the Captain, above the waterline and not with other explosives nor with any fire-arms.

See 0214 Private fire-arms.

- 2. No inflammable liquids other than those specified in the Warrant of Stores, and spirits for consumption, are to be received on board except for conveyance. Unless in the Warrant of Stores, they are not to be received on board for completing defects.
- 3. No mineral oil of any kind other than that specially approved by Nava] Headquarters is to be used for lighting or any other purpose.
- 4. Whenever materials, substances, or equipment which can be regarded as constituting a fire explosive risk are intended to be used by dockyard workmen in ships in commission, the ship's officers are invariably to be informed before the work begins.
- **5371.** Stability-restriction on use of furnance fuel oil, flooding of furnance fuel oil tanks. As ships become older; their normal stability is likely to be reduced and it becomes necessary from time to time for Naval Headquarters to issue instructions, relating to particular ships or classes of ships, which impose restrictions on the use of furnance fuel oil or on the flooding of furnance fuel oil tanks when the ship is approaching the light condition. Such instructions must be strictly observed.
- 2. In destroyers and frigates special consideration must also be given to maintaining the most stable conditions when severe weather or typhoon conditions are encountered, In. such circumstances. Commanding Officers are to be guided by the following general directions:
 - (a) Flooding of furnance fuel oil tanks should be carried out promptly when the approach of severe weather is indicated or when operating near the path of a typhoon.
 - (b) In order to facilitate the flooding of empty tanks with salt water in emergency it is desirable, except in ships where specific instructions to the contrary exist, to empty completely each pair of furnance fuel oil tanks (port and starboard) before changing over to other tanks when steaming.
- 3. It is realized that delay in refuelling will occur owing to the necessity for cleaning fuel oil tanks contaminated by water. Where circumstances permit, as much pumping out of water as possible is to be done before the ship reaches the oiling base, but care must be taken that no fuel oil or fuel oil/water emulsion is discharged overboard. Avoidance of pollution of the sea is to be regarded as of first importance, subject only to over-riding operational necessity.

See also 6065.

5372-5374. *Unallocated*

SECTION V

ARMAMENT

(See also Chapter 57, Section I)

- **5375. Quarter Bill.** As early as possible after commissioning the Captain' is to make arrangement for quartering all the officers and men of the ship, as laid down in the Quarter Bill. In order that the necessary supervision may be given to all quarters at drill as well as in action, he is to detail an officer of quarters for all quarters even though such officer may be stationed elsewhere in action; *see* 5701(6), also Chapter 55, Section IV, for instructions to Officers of Quarters.
- 2. Sailors of the Supply Branch, when at action stations, generally perform duties in departments other than their own and should accordingly be allocated to specific action stations, in lieu of Seamen, so far as suitable duties can be found for them. These duties should normally be such as have to be performed in the first and second (as distinct from lower) degrees of readiness and need a minimum of technical fighting training. While it must be ensured that sailors are competent to carry out their action duties, it is important that training and practice in these duties should not make a serious inroad into their normal supply work.
- **5376. Readiness for war**. When no special instructions have been received from the Chief of Naval Staff or from the Senior Officer, the Captain is to keep the ship at such notice for war as is dictated by the circumstances prevailing.
- 2. In time of war or strained relations, he is responsible tl1at in harbour or at sea, the ship is kept in the state of preparedness for action determined by the risk of attack. In determining this degree, he is to be guided by such special instructions as he may have received.
- **5377. Approaching foreign ships**. He is not to approach a foreign warship at any time without being prepared to defend his ship in case of necessity; but in taking all proper precautions he is to give no reasonable cause of offence to such foreign ship by exhibiting any outward marks of preparation.
- **5378. Degaussing equipment**. He is to ensure that the Electrical Officer maintains the degaussing installation in an efficient state and that it is at all times ready for immediate use, and that when no Electrical Officers is borne an officer is detailed for its proper maintenance, *see* 6510.

- 2. He is to ensure that the Navigating Officer, or where none is borne, the officer detailed to perforn1 such duties, is thoroughly conversant with all the instructions, see 5816. **5379.** Naval Magazine and Explosives Regulations. The Captain is to take care that the orders contained in B.R. 862 Naval Magazine and Explosives Regulations are strictly carried out. **5380.** Explosive stores-safety precautions. The Captain is to take care that the ammunition and explosives stores supplied are only used with due regard to the safety precautions laid down in the relevant publications. **5381.** Ammunition expenditure. The Captain is to cause the quantities of ammunition and stores specified for practice to be expended according to the instruction laid down. 2. Both in peace and war he is not to suffer the quantity of service ammunition to be reduced below two-thirds of the proportion of each description allowed to the ship, except in action with an enemy. See also 5823. 3. A half-yearly return showing the quantities of ammunition (including small arms, ammunition, fuzes and tubes) expended is to be rendered as laid down in the List of Returns (6230).
- **5382. Drills and exercises**. The Captain is to take care that the prescribed drills and exercises are carried out as laid down in the appropriate publications, and that they are reported on the

prescribed

forms, and as requisite. He is also to see that the officers and instructions adhere strictly to the established exercises.

- 2. He is to exercise the crew at General Quarters by day and night often enough to maintain a high standard of efficiency.
- 3. Ships newly commissioned are not to carry out night firing until the guns' crews are sufficiently trained, and have been exercised for this purpose in the daytime, to show the ship's company clearly what would be required at night.

5383. Torpedo and anti-submarine practices. He is to take care that torpedo and anti-submarine practices are carried out in accordance with the instructions laid down in *B.R.* 1699 *Torpedo Firing Manual, B.R 2032(1) Standard Instructions for Sea Air Exercises*, and in the appropriate confidential books and should be careful not to give cause of offence by carrying out such exercises in the waters of any foreign nation, without first asking permission where authorities of that nation exist.

5384. Loss of Torpedo. In the event of a torpedo being lost during practice, the instructions for searching and reporting laid down in the Torpedo Firing Manual are to be carried out.

5385. Gunnery defects. The Captain is to report to the Senior Officer, for the information of Naval Headquarters, any defect that may arise in the gunnery equipment, stating the supposed cause of the defect and all relevant factors. Where mechanical questions of any importance affecting the design or efficiency of gunnery equipment arise out of any. damage or defect to gunnery equipment, the Captain is to cause the Gunnery Officer and Ordnance Engineer Officer (if available) to carry out a joint inspection and report to him on the damage and its probable cause.

Failures of fire control, director and gun mounting equipment which occur during action firings, at drill, or at any other time are to be reported on Form F(GN)l5 (Series). Electrical or electronic failures of gunnery equipment or fire control radar are to be reported on Form F(EE)11 in addition to Form F(GN)l5 (Series).

2. In any report referring to guns, mounting and associated control equipment, the correct nomenclature, is always to be used in

describing details, and the numbers and distinguishing marks ate to be given in full.

3. Should a serious defect arise in any gunnery equipment, the equipment is to be left as nearly as possible in the condition in which it was found immediately after the defect was discovered, pending an' investigation which is at once to be held into the cause of the defect.

A full special report of the investigation, accompanied by sketches or impressions of the injured parts, is to be transmitted to the Senior Officer, for the information of Naval Headquarters, without delay.

Mention of the circumstances of such special reports is to be made in the periodical returns of ordnance.

Whenever ships on a foreign station have any items of gunnery equipment rendered defective which seriously affect the fighting efficiency of the ship, a report by signal to Naval Headquarters is to be made as soon as the defect is discovered.

5386. Gunnery accidents. Any failures, misfires or accidents experienced with armament stores are to be reported on the forms provided for the purpose in the F(GN)15 (Series).

In the case of ordnance, a note is to be made in the memorandum of examination of any accident or, exceptional occurrence, and the round at which it happened.

- **5387. Failures of T.A.S. weapons or equipment**. The method of reporting accidents, defects, failures or misfires in connection with TAS. weapons and equipment is laid down in *R.B.*: 1699 *Torpedo Firing Manual, B.R.* 317 *Mining Drill Book*, and weapon handbooks as appropriate.
- 2. Reports are to include all relevant details required to enable a correct appreciation to be formed of the cause "of failure.
- **5388. Private fire-arms**. The rules regarding the possession of private firearms by officers and sailors are laid down in Article 0214.
- **5389. Custody of fire-arms**. The Commanding Officer is responsible that the rifles are stowed in the authorized racks and that the racks are properly secured. When the ship is in dockyard hands the rifles are to be stowed in the Armament Supply Depot where they are to be secured by a chain passing through the trigger guards and padlocks. The keys for the padlocks can be obtained from the Naval Armament Supply Officer; If dockyard workmen are employed, on board, when the ship is not in dockyard hands, all rifles and bayonets are to be removed from any compartment in which work is going to be carried out, before work commences, and placed in a safe place. They are not to be returned to their original stowage until the work is completed and the workmen have left the ship.
- 2. *Pistols*. The pistols supplied to ships are to be kept in racks or cupboards with a glass front, near a sentry post or in the Wardroom, and in such a 'position that the absence of one pistol can be readily observed. Pistols when in the racks are to be secured from removal by a steel rod passing through the trigger guards and locked.

Pistols are not to be removed from their racks except for action, drill or cleaning purposes.

The keys of the pistol cupboard and of the steel rod passing through the trigger guards are to be kept on the Armament Key board (5359).

3. Loss of rifle or pistol. In the event of loss of a rifle or pistol, the Commanding Officer should, at once, hold a careful investigation into the loss, and forward his report, through the usual channels, to Naval Headquarters as soon as possible. The number of the pistol and the number of the rifle, if known, should be included in the report.

The local police authorities should always be informed of the loss of the rifle or pistol.

4. See also 5359(10) (f), (g) and (h) and 5723(6) on security precautions.

5389A. Safeguarding of and preventing accidents from small arms. The measures laid down in Appendix LIV are to be carefully observed to safeguard small arms and prevent accidents from them.

- 2. Attention of officers and sailors is to be periodically drawn to the contents of the appendix preferred to in Clause 1.
- **5390.** Readiness to receive heavy armament and ammunition. The Captain is to give 11.0tice in writing, through the Senior Officer, to

the Naval Armament Supply Officer on every occasion when the ship is ready to receive or land guns, projectiles, cordite, or other heavy armament stores.

- **5391.** Security precautions when magazines kept open. When hatches of shell rooms or magazines, necessarily left open for ventilation are not under the immediate eye of a sentry, one is specially to be placed during the time the hatches are open to prevent the entry of unauthorized persons.
- **5392.** Explosives on docking, etc. The Captain is to take care to observe the instructions contained in *Naval Magazine and Explosives Regulations* as regards the removal of explosives from ships going alongside a dockyard wharf, or into a basin or dock, or coming in hand for refit.
- 2. Keys. All keys which are kept on the Armament Keyboard (5359) are to be retained on board during the period a ship is in dockyard hands, and the keys and all compartments containing explosives are to be subject to the usual regulations for safeguarding and inspection.
- 3. Flooding appliances. The Captain Superintendent will take the necessary steps to have the dockyard hydrants and hoses kept constantly ready to flood the magazines is necessary, and, so far as practicable, to have everything ready to run water into the docks for the use of the ship in case of fire on board.
 - 4. Fire stations . . See 5368(4).
 - 5. *Smoking*. *See* 5357(2).
- **5393.** Loss overboard of filled shells, etc. The loss overboard of any filled shell, whether fuzed or not, or other armament stores which are liable to explode, if recovered and mishandled by untrained people, is to be reported to the Senior Officer at naval ports 01' to the local port

authorities at other places, to enable them to take steps to prevent accidents occurring. The report should include all necessary information as to the nature of stores concerned and locality in which lost. Reports to local port authorities should also include a warning as to the nature of the risk and the precautions to be taken. The local authority is also to be informed that if the stores are recovered, they should be placed in a safe position, and Naval Headquarters should. be asked for instructions as to their disposal.

(See Chapter 21, Section V, Salvage of government properly.

5394-5400. *Unallocated.*

SECTION I. SUPPLY DUTIES

(See also Chapter 14, 61)

- **5401. Public money.** The Captain is responsible for verifying the balance of public money in the hands of the Supply Officer and to comply with detailed instructions contained in Financial Regulations and other Government orders issued from time to time regarding demands for money, approval of payments, and the procedure to be followed on the death or removal of the Supply Officer. See also 6104.
- 2. The Captain is to take the necessary measures for the security of public money belonging to his ship or establishment.
- **5402.** Payments made under Captain's authority. Payments for which sanction is accorded by the Captain as the competent financial authority will be allowed on production of satisfactory vouchers, but the amounts will be charged against the Captain should there be any irregularity or deficiency in the vouchers attributable to him, or should he have sanctioned an excessive or improper expenditure.
- **5403.** Cash transactions in ports abroad. In ports abroad the Captain is to ensure that the foreign exchange regulations are strictly observed and all payments and other cash transactions in foreign currencies are made only for the authorized purposes and within the permissible limits.
- 2. Foreign exchange regulations forbid dealings in Bangladesh currency outside the limits of Bangladesh.
- 3. All claims for services rendered to and stores received by the ship at a foreign or Commonwealth port are, as far as possible, to be settled before sailing from that port.
- **5404. Ship's company payments**. The Captain is to arrange for the ship's company and supernumeraries to be mustered for payment at the time most convenient to the Service and when the smallest number of sailors will be absent on duty.
- 2. He is to give all necessary facilities for miss-muster payments, removing any cause for money transactions being conducted other than by strict Service methods.

- 3. The Captain is to ensure that satisfactory arrangements exist in the ship's Pay Office to deal with complaints and enquiries from sailors on matters of pay.
- 4. The general and miss-muster payments are to be made in the presence of a witnessing officer in cases where payees do not record their signatures in token of receipt. Officers of the Supply Branch are required for duty in making payments and are not to be detailed as witnessing officers.

. .

- **5405.** Subsidiary and non-Public funds. The responsibility of the Captain in connection with the initiation, conduct and audit of all subsidiary and non-public funds is laid down in Chapter 14, Section III, to which he is to give special attention.
- **5406. Stores.** In regard to' his general responsibility for the demand, custody, survey, issue and accounting of stores, the Captain is to be guided by the instructions in relevant publications. He is to ensure that the muster of various stores takes place on due dates as laid down in the regulations, and the annual stocktaking certificate is forwarded according to the instructions in force.
- 2. When officers in charge of stores are to be discharged, the Captain is to satisfy himself that their accounts have been kept in accordance with the regulations and are complete. Should this not be the case, the Captain is to report the circumstances to the Administrative Authority. *See* also 5507, 6209(3) and 6230(3).
 - 3. See also 5505 Safeguarding stores and 5506 Expenditure of stores.
- **5407. Store vessels.** The Captain is to ensure that vessels sent to the ship to deliver or collect fuel oil, ammunition or other stores are given every facility for getting alongside, and are discharged or loaded without delay. The Captains/Masters of such attendant vessels are not to be diverted from fulfilling the orders of the department to Official functions arranged by Commanding Officers which they belong.
- 2. Should any delay occur in the discharge or loading of such a vessel, the Captain is to report the circumstances promptly, by signal if necessary, to the Senior Officer and, where appropriate, the department concerned. If stores or ammunition cannot be accepted or returned on the day or at the time arranged, the Captain should give sufficient notice to allow the departments' concerned to re-arrange the movement of the vessels, if desirable.
- 3. In the event of any commercial vessel being detained beyond the time specified in the contract, the Captain is to furnish the Master with a ,certificate stating the period of his detention and the reasons for the delay. Copies of this certificate should be sent to the Senior Officer and the department concerned, for use in dealing with any claim for demurrage.

- 4. The Captain is not normally to appropriate for use any stores or ammunition intended for another ship. If exceptional circumstances make such appropriation necessary, details should be reported immediately to the Senior Officer, the supplying department and the Captain of the ship for which the supply was intended.
- **5408.** Unauthorized landing of stores, etc. Provisions or stores are not to be allowed to be taken out of a ship or establishment except on occasions and for purposes authorized by the regulations.
- 2. When provisions or clothing are sent out of the ship they must invariably be accompanied by written passes, signed by the Supply Officer or his deputy, showing the quantities and the date.
- 3. Passes will be valid for the quantities and date for which issued, and must be produced when required for the information of any person acting under the Customs or Revenue Laws.
- **5408A.** Sale of duty-free tobacco in ships. A maximum of 50 cigarettes or 2 ounces of tobacco per officer and ,20 cigarettes or 2 ounces of tobacco per sailor only are to be sold in anyone day.

Exception to this may be allowed in the case of :-

- (a) Official functions arranged by Commanding Officers or Ward room messes.
- (b) Sailors proceeding on long leave who may purchase up to 50 cigarettes or 2 ounces of tobacco on the day of their departure.
- **5409. Provisioning**. The Captain will take on board such quantities of provisions as may be considered necessary, having due regard to the service on which the ship is to be employed.
- 2. If it is considered desirable to take on board as much provisions as can conveniently be stored, the proportion of each kind is to be regulated by the scales prescribed.
- **5410. Issue of clothing.** Facilities are to be provided for the issue of clothing to the sailors as frequently as is necessary, and the Captain is to satisfy himself that the arrangements are adequate. The issue of clothing to boys is to be regulated so that they may generally be kept clear of debt.
- **5411.** Official receipts for stores received on board. Before sailing or on being ready for service ordered, the Captain is to take care that the respective officers in charge sign the necessary receipts for supplies obtained and procure receipts for stores returned.
- **5412. Loss of stores.** All cases of loss of or damage to stores are to be investigated promptly and expeditious action is to be taken to raise the loss statements and deal with them in accordance with the procedure prescribed in *Financial Regulations*.

- 2. The Captain is to report to his Administrative Authority for the information of the Chief of Naval Staff, in detail, and by the earliest opportunity, whenever any boat, anchor, or any valuable or important stores are lost.
- 3. If the loss or damage is considered to have been due to fraud, negligence or gross carelessness, full particulars are to be furnished of any disciplinary action taken.
 - 4. Cases of theft are to be reported also to the police.

5413-5420. *Unallocated*.

End of Section - I

SECTION II LEGAL INSTRUCTIONS

(See also Chapter 2, Section II)

- **5421. Legal actions.** When an action which has reference to his ship is brought in any court of law, the Captain is to send a full report of all the proceeding in the matter, together with all the papers connected therewith, to the Senior Officer for transmission to Naval Headquarters.
- **5422.** Legal requests for information. Requests for information concerning members of the naval service which may be received from solicitors and others in connection with actual or potential litigation are to be submitted to Naval Headquarters for advice as to the action to be taken.
- **5423. Assistance to civil police in investigations.** The police should be assisted in every possible way in the investigation against naval personnel, of cases which fall within the police jurisdiction. The power of the civil police to investigate cas3s are laid down in Chapter XIV of the Code of Criminal Procedure.
- 2. Article 0249 contains the procedure for claiming an accused, who is subject to naval law, for trial by naval authorities. Only the competent authority can exercise the power in this behalf.
- 3. All officers will ensure fullest co-operation with the civil police at all stages of investigation. Any irregularities committed by the civil police are to be brought to the notice of the Administrative Authority, who may, when necessary, bring serious cases to the notice of Naval Headquarters.
- **5424. Production of official documents.** The privilege of refusing to produce official documents or give evidence regarding official communications, etc., is, as regards civil and criminal courts and courts-martial, regulated by the Evidence Act, sections 123 and 124. *see* 1602(2)
- **5425. Soldiers** (**Litigation**) **Act**. The procedure for dealing with litigation cases against or by naval personnel and the prescribed naval authorities for such purposes are laid down in the rules made under the Soldiers (Litigation) Act, 1925. These rules are reproduced in Appendix XVIII. The benefits conferred on naval personnel by the said Act and rules are summarized in Appendix XVII. *See* also 0251.

INSTRUCTIONS TO CAPTAINS (II)

5426. Unallocated.

5427. Exemption of pay, allowances and certain other property of

Service personnel from attachment. This exemption is provided in section 24 of the Bangladesh Navy Act.
5428. Immunity from arrest for debt. Section 25 of the Bangladesh Navy Act grants immunity to officers' and sailors from arrest for debt.
5429. Privileged wills. Ordinarily a will has to be in writing and is not valid until it is attested by at least two witnesses. These formalities have been waived if the testator is "a mariner at sea". His

5429. Privileged wills. Ordinarily a will has to be in writing and is not valid until it is attested by at least two witnesses. These formalities have been waived if the testator is "a mariner at sea". His will may be in writing, or may be made by word of mouth. If it is in writing and has been written wholly by the testator himself, it need not be attested by any witness, and need not even be signed by the testator himself. If it is written by a person other than the testator it need only be signed by the testator, and need not be attested by a witness. Even if a document purporting to be a will is written I by a person other than the testator and is not even signed by the testator it will operate as a will if it could be shown that it was written under the testator's directions or that he recognized it as his will. In some circumstances even an incomplete will, or mere instructions that a will be prepared, may operate as a will.

2. The law on the subject is condified in sections 63, 65 and 66 of the Succession Act.

5430. Arrest to be reported. Every civil and criminal arrest of an officer or sailor is to be reported by the Captain through proper channels to Naval Headquarters.

2. It is the duty of any officer who may be arrested by the civil power to report the fact forthwith to his Commanding Officer, or, if he is on leave, to Naval Headquarters.

End of Section-II

SECTION III

LOSS OF SHIP

- **5431.** Loss of ship. If a ship is wrecked or otherwise lost or destroyed, the Captain or senior surviving officer is. to use every exertion to preserve the lives of the crew; and when as many of them. as possible have been saved, he is to use his utmost endeavours to save the confidential books and fittings, stores, provisions and portable equipment. If confidential books and fittings cannot be saved, he is, if possible, to cause them to be destroyed to prevent them falling into improper hands: This especially applies to a vessel wrecked on a foreign coast.
- 2. He is himself to take special care to prevent all cryptographic, matter, secret orders, signals and instructions, falling into improper hands., Unless their preservation can absolutely be assured, he is to ensure that all secret documents are destroyed by fire and that all mechanical cryptographic material is rendered unrecognizable and useless, either by explosive charge or smashing with a heavy hammer, and disposed of overboard.
- 3. He is to give his particular attention to the saving of all books and papers relating to the ship's accounts, that he may be enabled to cause the necessary books to be made out for transmission to Naval Headquarters pending the holding of a board of inquiry and any subsequent court-martial. Should he find himself unable to comply with these directions, he is immediately to report the cause to Naval Headquarters, in order that, if judged proper, directions may be given for the books to be made out from the last accounts received from the ship.
- 4. He is to arrange for the accommodation and messing of the crew in the manner most conducive to their comfort and to economy that the circumstances admit, and seek the directions of Naval Headquarters or Senior Naval Officer present for their disposal.
- 5. He is to place sufficient guards, over the- stores and provisions saved to prevent their being embezzled or tampered with.. He is to' keep the crew together, and is to be very particular ~n preserving regular and. perfect discipline among ,them, and in preventing the committal of any irregularities or the giving of offence to the inhabitants of the locality or country they are in. Should the ship be wrecked on the coast of a foreign power in amity with Bangladesh, he is to apply to the Chief Administrative Authority of the place for such assistance as he may stand in need of, and he is to be particularly attentive in observing and conforming to all the laws and regulations of the country, so long as he shall continue in it. (See 0440 Authority when wrecked or lost).
- 6. Where a vessel is actually sunk, or is stranded, and salvage operations are abandoned, a list of the survivors should be made and the crew kept together, so far as possible pending the holding of a court-martial or board of inquiry. The ship will be paid off as soon as possible after the main

body of her crew arrives at KhuIna or Chittagong. Any sailors who may be retained for the purpose of guarding the stores, or for any other necessary purpose, should be transferred to the books of a convenient ship, or of depot as from the date on which the main body of the crew leaves the place of occurrence, and the Supply Officer or a responsible officer is to arrange as may be necessary for payments to be made to the men. (See 1411 on reporting casualties.).

5432-5440. *Unallocated*

SECTION IV

TRAINING

(See also Chapter 7, and Chapter 9, Section Ill)

- **5441. Object of training**. This is laid down in Article 0945.
- **5442.** Training policy. Orders contained in Article 0702 are to be complied with.
- **5443. Training establishments**. The Commanding Officer of a training establishment is always to bear in mind that the establishment under his command exists primarily to carry out the training of officers and men in the prescribed subjects, the knowledge of which is essential for the efficient performance of their duties on board a ship. The aim of the administrative staff of a training establishment should be to facilitate training and to direct all their activities towards the accomplishment of the mission assigned to the particular establishments.
- 2. The Commanding Officer is to issue comprehensive instructions in his standing orders for the guidance of the Training Commander and officers in charge of various schools and training sections.
- 3. He is to study the training problems' and find solutions of the difficulties, if any; and to ensure the Co-ordination of the various training sections, while planning the training programmes. Before finalising such programmes, he is also to take into consideration the various factors which are likely to help or hamper the training in the establishment.
- 4. He is to see that instruction is carried out properly and according to the syllabuses laid down for various courses and that the

Syllabuses are revised to suit any changed needs of the Service. He is to satisfy himself that the question papers are of the required standard; that adequate precautions are taken for their secrecy; that the examinations are conducted properly and, that the answer books are assessed in an equitable and fair manner. The results are to be analysed to remove any weaknesses in instruction. See also 0947.

- 5. He is to maintain such training records and statistics as will present an up-to-date picture of the current programmes and future plans and is to furnish results are up to the required standard.
- **5444. Instruction of officers and men afloat.** The Captain is to afford facilities by allocating suitable time and appointing proper instructors to carry out instruction on board. He is to see that the instruction and the results are up to the required standard.
- 2. He is to avail of all opportunities afforded by the service upon which the ship is employed to cause the officers concerned to be instructed in maneuvering the ship, signalling, pilotage,

surveying, handling under all	conditions	and in such	other	branches	of knowledge	as will	add to
their professional efficiency.							

2. See also 0948 and 0949.

5445-5450. *Unallocated.*

End of Section - IV

SECTION V

MAILS

- **5451. Postman.** The Captain is to take care that a trustworthy petty officer, or (in ships where it is impossible to provide a petty officer) leading sailor is selected to do duty as postman, to whom he' will give written authority to receive or collect all postal packets and mail bags from the Fleet Mail Office or Post Office. The authority, which should be signed by the Commanding Officer, is to be directed to the Fleet Mail Office or a particular Post Office and dated for the anticipated period of use; it should also bear the postman's signature. The postman should produce the authority at the Fleet Mail Office or Post Office, signing for all registered postal packets received. It is the duty of the postman to check the articles received before leaving the office.
- **5452. Postal packets for ships.** On arrival on board the postman is to deliver the postal packets, whether for his own or for other ships, to the regulating office, together with all registered postal packets, bags and packages which he received before leaving the issuing office. The postal packets for the ship will then be distributed to the officers and persons concerned. Postal packets for other ships are to be dealt with as provided in Clause 2. The registered postal packets are to be signed for by the persons to whom they are addressed and each entry is to be countersigned by the Master-at-Arms. If any registered postal packets cannot be delivered immediately, the fact is to be reported at once to the Executive Officer, in order that steps may be taken for their safe custody in the meantime. Registered postal packets are not to be entrusted to any person for delivery without being duly signed for. It is Important that the signatures thus obtained should be legible to enable missing packets to be traced throughout.
- 2. When one postman is authorized to receive the mails for several ships, the Executive Officer of the ship to which the postman belongs is to see that the packets for each ship other than his own are placed in safe custody until called for. If the packets for other ships are in sealed bags these should not be opened. Each registered packet ,or bag is to be signed for by the authorized postman from the ship to which it is addressed
- **5453. Re-addressing of postal packets**. Postal packets addressed to persons no longer serving in the ship are to be re-addressed and forwarded, *or* returned to the Fleet Mail Office *or* Post Office authorities without delay. If returned to the Fleet Mail Office or to the Post Office authorities, the reason of non-delivery must always be endorsed upon the cover by the Master-at-Arms who must initial the endorsement.

A record is to be kept showing how such registered articles were disposed of, including date of disposal.

5454. Registered postal packets sent from ships. Registered postal packets from ships are to be
taken to the Post Office by the ship's postman who is to obtain a receipt for each packet. These
receipts are to be handed to the Master-at-Arms for delivery to the sender or, in the case of
official letters, for record.

2. Care is to be taken that registered postal packets pass through "as few hands as possible, and all possible precautions should be taken to prevent their being tampered with while in naval custody. They should not be left about, but whenever possible should be kept under lock and key.

5455. Mails received in a ship for conveyance. A record is to be kept of all bags of mails which may be received for conveyance, and a receipt should be obtained when they are transferred.

5456-5500. Unallocated.

End of Section - V

SECTION 1

OFFICERS IN GENERAL

- **5501. General instructions**. The following general instructions of officers and the instructions to Divisional Officers, Officers of the Watch and Officers of the Quarters contained herein are to be observed respectively by all officers, of whatever rank or branch who, under the authority of the Captain, may be called upon to perform the duties assigned. These instructions to Officers of the Watch and Officers of quarters are to be taken as a guide by officers performing similar duties in shore establishments.
- 2. An officer to see that all on board subordinate to him perform their duties with diligence and propriety. He is to check profane swearing, and improper or obscene language; and all disturbances, noise or confusion. He is also to see that men obey orders in silence and with alacrity. *See* also 0203 Maintenance of good order.
- 3. He is to be attentive to his duties and zealous in carrying into effect the several orders and directions he may receive from the Captain or any other of his superior officers.
- 4. He is at all times to assist in preserving order and regularity in his mess, and when he is the senior member, he is to take care that any directions the Captain may give as to the expenses of the mess are adhered to. See 1305 Conduct of officer's messes and 1306 President of the mess and mess committee.
- 5. He is to be regular in attendance on board and is not to leave the ship or sleep ashore without the Captain's permission. *See* 1025 and 1026.
- **5502. Religion.** The religious customs and prejudices of all citizens of Bangladesh are to be respected. Officers are to take special care that no act of theirs or of those under their command, violates the sanctity of any place held sacred by any section of the people.
- 2. The Captain is responsible for affording facilities to officers and men under his command for their religious observances in a manner which will not interfere with the ship's routine and yet enable them to attend organized or individual prayers.

- 3. Religion plays a prominent part in the formation of the character of an individual 'and helps to develop the moral values which go to make a better citizen. It is, therefore, most desirable that lectures on religious topics be organized frequently and suitable literature on religious subjects be provided as reading material to the ship's company.
- 4. It is to be carefully watched that no attempt is made, in the name of religion, to promote or excite sectarian feelings.
- **5503. Officers on special services.** All officers belonging to or having duties to perform in connection with training, recruiting or other special services shall be guided by any special instructions issued relative thereto by the authority concerned in so far as they in any way add to the Regulations contained in this book.
- **5504.** Care of machinery or articles. Officers in charge of or responsible for the proper use of machinery or articles of stores are to be careful to make themselves masters of the purposes for which the} are respectively fitted or furnished, and are to take care that they are kept in efficient working order and in a proper state of preservation, and, when necessary, properly packed; that, as a general rule, the articles are not used for purposes other than those for which they were intended, and that no alterations are made in them without sanction; this injunction is specially applicable to labels on shells and other naval armament stores of a combustible character.
- **5505. Safeguarding stores.** The Captain and officers are at all times to take every possible precaution to avoid losses, including fitted equipment, and are to see that satisfactory arrangements are made to safeguard all stores, particular attention being given for the custody and issue of store-room keys, *see* 5359.
- 2. When the ship is under repair, refitting or berthed alongside, the Captain is to arrange, if practicable, for special police supervision at the dockside, and is to cause additional sentries to be posted in different parts of the ship and in store-rooms where work is being done. In these circumstances, particular care is needed to safeguard small arms normally stowed in open racks about the ship, and dangerous drugs dispersed in first aid cabinets are to be returned to the poisons cupboard. All portable stores which are valuable or particularly liable to pilferage and such stores which, though not portable, can easily be unshipped and removed, are to be kept in a place of security when not in use. Locked drawers or cupboards in cabins, or a locked compartment in the chart-room, are not to be regarded as providing adequate protection, unless the cabins 01 chart room are themselves locked and the keys are kept in safe custody.
 - 3. Only essential clocks are to be retained in position and they are to be fixed securely.

- 4. Instructions for the disposal of navigational timepieces are to be sought from the Administrative Authority.
- 5. When a ship is being refitted with crew living ashore, and difficulty is found. in complying with the instructions for the safe custody of small arms, they may be deposited in the nearest Bangladesh Naval Armament Inspection and Supply Depot for safeguarding during the period of the refit.
- **5506.** Expenditure of stores. None of the ship's stores is to be wasted or applied to unauthorized use.
- 2. No Service fixtures, fittings, stores or equipment are to be removed from a ship or establishment without proper authority.
- **5507. Charge or cash or stores.** Every officer in charge of Government money or stores is, on handing over charge, to check the cash or stores in his custody in company with the officer who relieves him. A transfer of charge is always to take place when an officer proceeds on any duty by which he ceases to hold a lien. on his appointment or when he proceeds on leave out of Bangladesh. In other ~ an officer need not formally make over charge, provided he, holds himself responsible for the acts of his locum tenens, but he should record a certificate that he remains so responsible before he leaves his ship office,
- 2. In every case, where cash or stores are handed over, the duty of verifying cash or store balances devolves upon the relieving officer who is to make an entry of his having done so in the relevant account books.
- 3. The relieving officer is to take all necessary measures to satisfy himself that the cash or stores correspond with the book or ledger balances, that the books are correct and complete,. and is then to sign the necessary transfer certificate F. (PA) 3 which is to be prepared in quintuplicate. The original copy is to be sent to Naval Headquarters and the duplicate copy of the form is to be forwarded to the Controller of Naval Accounts for record, the officers concerned retaining a copy each of the form. Any omission to furnish this certificate renders the relieving officer responsible for his predecessor's liabilities. Lists of all damaged property and discrepancies are to be made out and attached to the transfer certificate. Whenever cash or stores are transferred from one charge to another, a temporary receipt is to be taken in anticipation, if necessary, of the issue of formal receipt vouchers.

- 4. If an officer in charge of Government property dies or is admitted to hospital before being duly relieved, it is the duty of the senior officer on the spot to provide for the security of the Government property, and at once to take over the cash or stores himself, or detail a suitable officer to do so. In the case in which an officer taking over charge does not arrive before the departure of the outgoing officer, a board of two officers is to be assembled to check the cash, stores and books, and a suitable officer detailed to take over and be responsible for all cash or stores till handed over by him to the officer assuming charge. Where the foregoing procedure is impracticable, the Commanding Officer or the senior officer present is to take over the cash or stores and 'Complete the transfer; the successor is to be held to accept the stores as assessed when the Commanding Officer or senior officer took them over.
- 5. An officer or other person in charge of public cash or stores of any kind is strictly forbidden to lend money or any article under his charge for any purpose not authorized by the regulations.
 - 6. See also 6107 Change of Supply Officers and 6116 Custody of Stores by Stores Sailors.
- **5508.** Officer of Guard or Boarding Officer. The Officer of the Guard or Boarding Officer is' to attend to the directions on these duties in peacetime contained in Form S. 555 and, when required to do so, he is to make his report accordingly.
- 2. In time of war or special emergency, he is to be guided by the instructions contained in the Boarding Book, Form S. *554*.
- **5509.** Calls and parties. General instructions on the subject of calls and parties are given in Appendix LI.

5510-5519. *Unallocated*.

SECTION II LEGAL INSTRUCTIONS

(See also Chapter 2, Section II)

- **5421.** Legal actions. When an action which has reference to his ship is brought in any court of law, the Captain is to send a full report of all the proceeding in the matter, together with all the papers connected therewith, to the Senior Officer for transmission to Naval Headquarters.
- **5422.** Legal requests for information. Requests for information concerning members of the naval service which may be received from solicitors and others in connection with actual or potential litigation are to be submitted to Naval Headquarters for advice as to the action to be taken.
- **5423. Assistance to civil police in investigations.** The police should be assisted in every possible way in the investigation against naval personnel, of cases which fall within the police jurisdiction. The power of the civil police to investigate cas3s are laid down in Chapter XIV of the Code of Criminal Procedure.
- 2. Article 0249 contains the procedure for claiming an accused, who is subject to naval law, for trial by naval authorities. Only the competent authority can exercise the power in this behalf.
- 3. All officers will ensure fullest co-operation with the civil police at all stages of investigation. Any irregularities committed by the civil police are to be brought to the notice of the Administrative Authority, who may, when necessary, bring serious cases to the notice of Naval Headquarters.
- **5424. Production of official documents.** The privilege of refusing to produce official documents or give evidence regarding official communications, etc., is, as regards civil and criminal courts and courts-martial, regulated by the Evidence Act, sections 123 and 124. *see* 1602(2).
- **5425. Soldiers** (**Litigation**) **Act**. The procedure for dealing with litigation cases against or by naval personnel and the prescribed naval authorities for such purposes are laid down in the rules made under the Soldiers (Litigation) Act, 1925. These rules are reproduced in Appendix XVIII. The benefits conferred on naval personnel by the said Act and rules are summarized in Appendix XVII. *See* also 0251.

INSTRUCTIONS TO CAPTAINS (II)

5426. Unallocated.

5427. Exemption of pay, allowances and certain other property of

Service personnel from attachment. This exemption is provided in section 24 of the Bangladesh Navy Act.
5428. Immunity from arrest for debt. Section 25 of the Bangladesh Navy Act grants immunity to officers' and sailors from arrest for debt.
5429. Privileged wills. Ordinarily a will has to be in writing and is not valid until it is attested by at least two witnesses. These formalities have been waived if the testator is "a mariner at sea". His

5429. Privileged wills. Ordinarily a will has to be in writing and is not valid until it is attested by at least two witnesses. These formalities have been waived if the testator is "a mariner at sea". His will may be in writing, or may be made by word of mouth. If it is in writing and has been written wholly by the testator himself, it need not be attested by any witness, and need not even be signed by the testator himself. If it is written by a person other than the testator it need only be signed by the testator, and need not be attested by a witness. Even if a document purporting to be a will is written I by a person other than the testator and is not even signed by the testator it will operate as a will if it could be shown that it was written under the testator's directions or that he recognized it as his will. In some circumstances even an incomplete will, or mere instructions that a will be prepared, may operate as a will.

2. The law on the subject is condified in sections 63, 65 and 66 of the Succession Act.

5430. Arrest to be reported. Every civil and criminal arrest of an officer or sailor is to be reported by the Captain through proper channels to Naval Headquarters.

2. It is the duty of any officer who may be arrested by the civil power to report the fact forthwith to his Commanding Officer, or, if he is on leave, to Naval Headquarters.

End of Section-II

SECTION III

LOSS OF SHIP

- **5431.** Loss of ship. If a ship is wrecked or otherwise lost or destroyed, the Captain or senior surviving officer is. to use every exertion to preserve the lives of the crew; and when as many of them. as possible have been saved, he is to use his utmost endeavours to save the confidential books and fittings, stores, provisions and portable equipment. If confidential books and fittings cannot be saved, he is, if possible, to cause them to be destroyed to prevent them falling into improper hands: This especially applies to a vessel wrecked on a foreign coast.
- 2. He is himself to take special care to prevent all cryptographic, matter, secret orders, signals and instructions, falling into improper hands., Unless their preservation can absolutely be assured, he is to ensure that all secret documents are destroyed by fire and that all mechanical cryptographic material is rendered unrecognizable and useless, either by explosive charge or smashing with a heavy hammer, and disposed of overboard.
- 3. He is to give his particular attention to the saving of all books and papers relating to the ship's accounts, that he may be enabled to cause the necessary books to be made out for transmission to Naval Headquarters pending the holding of a board of inquiry and any subsequent court-martial. Should he find himself unable to comply with these directions, he is immediately to report the cause to Naval Headquarters, in order that, if judged proper, directions may be given for the books to be made out from the last accounts received from the ship.
- 4. He is to arrange for the accommodation and messing of the crew in the manner most conducive to their comfort and to economy that the circumstances admit, and seek the directions of Naval Headquarters or Senior Naval Officer present for their disposal.
- 5. He is to place sufficient guards, over the- stores and provisions saved to prevent their being embezzled or tampered with.. He is to' keep the crew together, and is to be very particular ~n preserving regular and. perfect discipline among ,them, and in preventing the committal of any irregularities or the giving of offence to the inhabitants of the locality or country they are in. Should the ship be wrecked on the coast of a foreign power in amity with Bangladesh, he is to apply to the Chief Administrative Authority of the place for such assistance as he may stand in need of, and he is to be particularly attentive in observing and conforming to all the laws and regulations of the country, so long as he shall continue in it. (See 0440 Authority when wrecked or lost).
- 6. Where a vessel is actually sunk, or is stranded, and salvage operations are abandoned, a list of the survivors should be made and the crew kept together, so far as possible pending the holding of a court-martial or board of inquiry. The ship will be paid off as soon as possible after the main

body of her crew arrives at KhuIna or Chittagong. Any sailors who may be retained for the purpose of guarding the stores, or for any other necessary purpose, should be transferred to the books of a convenient ship, or of depot as from the date on which the main body of the crew leaves the place of occurrence, and the Supply Officer or a responsible officer is to arrange as may be necessary for payments to be made to the men. (See 1411 on reporting casualties.).

5432-5440. *Unallocated*

SECTION IV

TRAINING

(See also Chapter 7, and Chapter 9, Section Ill)

- **5441. Object of training**. This is laid down in Article 0945.
- **5442. Training policy.** Orders contained in Article 0702 are to be complied with.
- **5443. Training establishments**. The Commanding Officer of a training establishment is always to bear in mind that the establishment under his command exists primarily to carry out the training of officers and men in the prescribed subjects, the knowledge of which is essential for the efficient performance of their duties on board a ship. The aim of the administrative staff of a training establishment should be to facilitate training and to direct all their activities towards the accomplishment of the mission assigned to the particular establishments.
- 2. The Commanding Officer is to issue comprehensive instructions in his standing orders for the guidance of the Training Commander and officers in charge of various schools and training sections.
- 3. He is to study the training problems' and find solutions of the difficulties, if any; and to ensure the Co-ordination of the various training sections, while planning the training programmes. Before finalising such programmes, he is also to take into consideration the various factors which are likely to help or hamper the training in the establishment.
- 4. He is to see that instruction is carried out properly and according to the syllabuses laid down for various courses and that the

Syllabuses are revised to suit any changed needs of the Service. He is to satisfy himself that the question papers are of the required standard; that adequate precautions are taken for their secrecy; that the examinations are conducted properly and, that the answer books are assessed in an equitable and fair manner. The results are to be analysed to remove any weaknesses in instruction. See also 0947.

- 5. He is to maintain such training records and statistics as will present an up-to-date picture of the current programmes and future plans and is to furnish results are up to the required standard.
- **5444. Instruction of officers and men afloat.** The Captain is to afford facilities by allocating suitable time and appointing proper instructors to carry out instruction on board. He is to see that the instruction and the results are up to the required standard.
- 2. He is to avail of all opportunities afforded by the service upon which the ship is employed to cause the officers concerned to be instructed in maneuvering the ship, signalling, pilotage,

surveying,	handling	under a	ll conditions	and in	such o	other	branches	of know	vledge	as wil	l add to
their profe	ssional eff	iciency	•								

2. See also 0948 and 0949.

5445-5450. *Unallocated.*

End of Section - IV

SECTION V

MAILS

- **5451. Postman.** The Captain is to take care that a trustworthy petty officer, or (in ships where it is impossible to provide a petty officer) leading sailor is selected to do duty as postman, to whom he' will give written authority to receive or collect all postal packets and mail bags from the Fleet Mail Office or Post Office. The authority, which should be signed by the Commanding Officer, is to be directed to the Fleet Mail Office or a particular Post Office and dated for the anticipated period of use; it should also bear the postman's signature. The postman should produce the authority at the Fleet Mail Office or Post Office, signing for all registered postal packets received. It is the duty of the postman to check the articles received before leaving the office.
- **5452. Postal packets for ships.** On arrival on board the postman is to deliver the postal packets, whether for his own or for other ships, to the regulating office, together with all registered postal packets, bags and packages which he received before leaving the issuing office. The postal packets for the ship will then be distributed to the officers and persons concerned. Postal packets for other ships are to be dealt with as provided in Clause 2. The registered postal packets are to be signed for by the persons to whom they are addressed and each entry is to be countersigned by the Master-at-Arms. If any registered postal packets cannot be delivered immediately, the fact is to be reported at once to the Executive Officer, in order that steps may be taken for their safe custody in the meantime. Registered postal packets are not to be entrusted to any person for delivery without being duly signed for. It is Important that the signatures thus obtained should be legible to enable missing packets to be traced throughout.
- 2. When one postman is authorized to receive the mails for several ships, the Executive Officer of the ship to which the postman belongs is to see that the packets for each ship other than his own are placed in safe custody until called for. If the packets for other ships are in sealed bags these should not be opened. Each registered packet ,or bag is to be signed for by the authorized postman from the ship to which it is addressed
- **5453. Re-addressing of postal packets**. Postal packets addressed to persons no longer serving in the ship are to be re-addressed and forwarded, *or* returned to the Fleet Mail Office *or* Post Office authorities without delay. If returned to the Fleet Mail Office or to the Post Office authorities, the reason of non-delivery must always be endorsed upon the cover by the Master-at-Arms who must initial the endorsement.

A record is to be kept showing how such registered articles were disposed of, including date of disposal.

5454. Registered postal packets sent from ships. Registered postal packets from ships are to be
taken to the Post Office by the ship's postman who is to obtain a receipt for each packet. These
receipts are to be handed to the Master-at-Arms for delivery to the sender or, in the case of
official letters, for record.

2. Care is to be taken that registered postal packets pass through "as few hands as possible, and all possible precautions should be taken to prevent their being tampered with while in naval custody. They should not be left about, but whenever possible should be kept under lock and key.

5455. Mails received in a ship for conveyance. A record is to be kept of all bags of mails which may be received for conveyance, and a receipt should be obtained when they are transferred.

5456-5500. Unallocated.

End of Section - V

SECTION 1

OFFICERS IN GENERAL

- **5501. General instructions**. The following general instructions of officers and the instructions to Divisional Officers, Officers of the Watch and Officers of the Quarters contained herein are to be observed respectively by all officers, of whatever rank or branch who, under the authority of the Captain, may be called upon to perform the duties assigned. These instructions to Officers of the Watch and Officers of quarters are to be taken as a guide by officers performing similar duties in shore establishments.
- 2. An officer to see that all on board subordinate to him perform their duties with diligence and propriety. He is to check profane swearing, and improper or obscene language; and all disturbances, noise or confusion. He is also to see that men obey orders in silence and with alacrity. *See* also 0203 Maintenance of good order.
- 3. He is to be attentive to his duties and zealous in carrying into effect the several orders and directions he may receive from the Captain or any other of his superior officers.
- 4. He is at all times to assist in preserving order and regularity in his mess, and when he is the senior member, he is to take care that any directions the Captain may give as to the expenses of the mess are adhered to. See 1305 Conduct of officer's messes and 1306 President of the mess and mess committee.
- 5. He is to be regular in attendance on board and is not to leave the ship or sleep ashore without the Captain's permission. *See* 1025 and 1026.
- **5502. Religion.** The religious customs and prejudices of all citizens of Bangladesh are to be respected. Officers are to take special care that no act of theirs or of those under their command, violates the sanctity of any place held sacred by any section of the people.
- 2. The Captain is responsible for affording facilities to officers and men under his command for their religious observances in a manner which will not interfere with the ship's routine and yet enable them to attend organized or individual prayers.

- 3. Religion plays a prominent part in the formation of the character of an individual 'and helps to develop the moral values which go to make a better citizen. It is, therefore, most desirable that lectures on religious topics be organized frequently and suitable literature on religious subjects be provided as reading material to the ship's company.
- 4. It is to be carefully watched that no attempt is made, in the name of religion, to promote or excite sectarian feelings.
- **5503.** Officers on special services. All officers belonging to or having duties to perform in connection with training, recruiting or other special services shall be guided by any special instructions issued relative thereto by the authority concerned in so far as they in any way add to the Regulations contained in this book.
- **5504.** Care of machinery or articles. Officers in charge of or responsible for the proper use of machinery or articles of stores are to be careful to make themselves masters of the purposes for which the} are respectively fitted or furnished, and are to take care that they are kept in efficient working order and in a proper state of preservation, and, when necessary, properly packed; that, as a general rule, the articles are not used for purposes other than those for which they were intended, and that no alterations are made in them without sanction; this injunction is specially applicable to labels on shells and other naval armament stores of a combustible character.
- **5505. Safeguarding stores.** The Captain and officers are at all times to take every possible precaution to avoid losses, including fitted equipment, and are to see that satisfactory arrangements are made to safeguard all stores, particular attention being given for the custody and issue of store-room keys, *see* 5359.
- 2. When the ship is under repair, refitting or berthed alongside, the Captain is to arrange, if practicable, for special police supervision at the dockside, and is to cause additional sentries to be posted in different parts of the ship and in store-rooms where work is being done. In these circumstances, particular care is needed to safeguard small arms normally stowed in open racks about the ship, and dangerous drugs dispersed in first aid cabinets are to be returned to the poisons cupboard. All portable stores which are valuable or particularly liable to pilferage and such stores which, though not portable, can easily be unshipped and removed, are to be kept in a place of security when not in use. Locked drawers or cupboards in cabins, or a locked compartment in the chart-room, are not to be regarded as providing adequate protection, unless the cabins 01 chart room are themselves locked and the keys are kept in safe custody.
 - 3. Only essential clocks are to be retained in position and they are to be fixed securely.

- 4. Instructions for the disposal of navigational timepieces are to be sought from the Administrative Authority.
- 5. When a ship is being refitted with crew living ashore, and difficulty is found. in complying with the instructions for the safe custody of small arms, they may be deposited in the nearest Bangladesh Naval Armament Inspection and Supply Depot for safeguarding during the period of the refit.
- **5506.** Expenditure of stores. None of the ship's stores is to be wasted or applied to unauthorized use.
- 2. No Service fixtures, fittings, stores or equipment are to be removed from a ship or establishment without proper authority.
- **5507. Charge or cash or stores.** Every officer in charge of Government money or stores is, on handing over charge, to check the cash or stores in his custody in company with the officer who relieves him. A transfer of charge is always to take place when an officer proceeds on any duty by which he ceases to hold a lien. on his appointment or when he proceeds on leave out of Bangladesh. In other ~ an officer need not formally make over charge, provided he, holds himself responsible for the acts of his locum tenens, but he should record a certificate that he remains so responsible before he leaves his ship office,
- 2. In every case, where cash or stores are handed over, the duty of verifying cash or store balances devolves upon the relieving officer who is to make an entry of his having done so in the relevant account books.
- 3. The relieving officer is to take all necessary measures to satisfy himself that the cash or stores correspond with the book or ledger balances, that the books are correct and complete,. and is then to sign the necessary transfer certificate F. (PA) 3 which is to be prepared in quintuplicate. The original copy is to be sent to Naval Headquarters and the duplicate copy of the form is to be forwarded to the Controller of Naval Accounts for record, the officers concerned retaining a copy each of the form. Any omission to furnish this certificate renders the relieving officer responsible for his predecessor's liabilities. Lists of all damaged property and discrepancies are to be made out and attached to the transfer certificate. Whenever cash or stores are transferred from one charge to another, a temporary receipt is to be taken in anticipation, if necessary, of the issue of formal receipt vouchers.

- 4. If an officer in charge of Government property dies or is admitted to hospital before being duly relieved, it is the duty of the senior officer on the spot to provide for the security of the Government property, and at once to take over the cash or stores himself, or detail a suitable officer to do so. In the case in which an officer taking over charge does not arrive before the departure of the outgoing officer, a board of two officers is to be assembled to check the cash, stores and books, and a suitable officer detailed to take over and be responsible for all cash or stores till handed over by him to the officer assuming charge. Where the foregoing procedure is impracticable, the Commanding Officer or the senior officer present is to take over the cash or stores and 'Complete the transfer; the successor is to be held to accept the stores as assessed when the Commanding Officer or senior officer took them over.
- 5. An officer or other person in charge of public cash or stores of any kind is strictly forbidden to lend money or any article under his charge for any purpose not authorized by the regulations.
 - 6. See also 6107 Change of Supply Officers and 6116 Custody of Stores by Stores Sailors.
- **5508.** Officer of Guard or Boarding Officer. The Officer of the Guard or Boarding Officer is' to attend to the directions on these duties in peacetime contained in Form S. 555 and, when required to do so, he is to make his report accordingly.
- 2. In time of war or special emergency, he is to be guided by the instructions contained in the Boarding Book, Form S. *554*.
- **5509.** Calls and parties. General instructions on the subject of calls and parties are given in Appendix LI.

5510-5519. *Unallocated*.

SECTION II

DIVISIONAL OFFICERS

- **5520. General duties**. The Divisional Officer is to have the charge of the men in his division and supervise their work and is to be responsible, under the sailor. officer of the department and the Executive Officer, for their discipline, training and welfare, including the encouragement and supervision of games, sports and other forms of recreation. He is to keep in close touch with his men and should be ready at all times to advise and help them to the best of his ability. Men should work under their own officers, MCPO's Chief Petty Officers and petty officers on all occasions practicable. *See* also 1401 Responsibility for welfare of men.
- 2. He is to pay particular attention to the training in divisional duties of the junior officers, MCPOs, Chief petty officers, petty officers and leading sailors who are placed under his orders. He is, by his example, to instil into them the necessity for firmness, tact and sympathy, coupled with unswerving fairness in all their dealings with subordinates, and he is to be careful to check any tendency which he may observe in them to undue harshness or irritating language. Officers, MCPO's chief petty officers and petty officers are to be given the fullest possible responsibility in charge of their men.
- 3. He is to uphold the authority of the Master Chief Petty Officers, Chief Petty Officers, petty officers and Leading Sailors being on the alert to see that they do. their duty impartially and courageously; and bringing to the notice of the superior officers any who stand out prominently as leaders, or who. fail in this respect by reason of unsatisfactory qualities or habits. He is to. ensure that all the officers, Master Chief Petty Officers, chief petty officer, petty officers and leading sailors of his division are fully acquainted with their duty to preserve order and regularity and to keep themselves informed of any cause of complaint or dissatisfaction among the men; *see* 0203, 0991(4) and 0992(1).
 - 4. He is to keep a divisional record for each man in his division, see 1153.
- **5521. Training.** He is to interest himself in the general standard of professional ability amongst the men in his division, paying particular attention to backward and inefficient man, and encouraging his MCPOs Chief Petty Officer and petty officers to do likewise.
- 2. Where applicable, he is responsible that sailors who have not passed the requisite technical examinations are considered for attachment to the training classes and given every opportunity to attend. Although the responsibility for the actual instruction of the training classes may rest with specialist officers, the Divisional Officer is to give his men every assistance which maybe necessary in addition to the instruction given in the classes.
- **5522. Recommendations for advancement.** He is responsible that men of his division are encouraged to prepare and present themselves for examination for higher rank. He is to submit the names of such men who because of zeal and ability in the discharge of their duties may be worthy of advancement, and he is to encourage suitable can didates to prepare themselves for promotion.
- **5523. Requests for badges and pay.** He is responsible that the men of his division who become due for the award of good conduct badges, incremental pay and confirmation or advancement in rank, request to see the Captain in sufficient time for the awards to be made on the dates they are due; and that a man who has been marked "Run" applies for removal of the notation "R"

immediately he has completed the requisite period of service with continuous "Very Good Conduct" as prescribed in the Navy Rules.

- **5524.** Complaints. He is to give careful attention to all representations made to him, in accordance with Article 0240, by the men of his division through the Divisional Petty Officer, and is to ensure that the men understand the correct procedure for making such representations. He is always to deal direct with the applicant, the Divisional Petty Officer being present, unless a request is made through the. Divisional Petty officer to the Divisional Officer on a private matter,
- 2. If he is unable personally to obtain remedial measures or to improve condition in cases which he considers, reasonable, he is to bring the matter to the notice of the Executive Officer (through the departmental officer where applicable) and', if necessary, through him to the Captain with a view to further action being taken. He is to use his discretion whether to represent the matter himself to the Executive Officer or to bring the applicant before the Executive Officer to state his case. Should he receive complaints or request which, are unreasonable he is, when investigating them, to take into consideration the factors which have prompted them, and is to explain the various reasons which may preclude action.
- 3. He is to keep the Executive Officer (and the departmental officer when applicable) informed of all such representations and is to keep record of them so that throughout a commission he or his successor will be familiar with the representations that have been made and the result thereof. *See* also 6205.
- **5525. Assistance to request men and defaulters**. He is to attend when any Qf his men appear before the Captain or Executive Officer either to put forward requests or as defaulters; in either event it is his duty to assist the man to state his case clearly and to his best advantage, unless the man is adequately assisted by any other person as provided in the Navy Rules. At summary investigations before the Captain or Executive Officer, he may, if he thinks it necessary, undertake the cross examination of witnesses for the prosecution and the examination of witnesses for the defense.
- 2. When a man is sentenced, whether by court-martial or summarily, his Divisional Officer is to explain to him the full effects, both direct and indirect, of the punishment awarded. In particular, when a man is sentenced to imprisonment (whether under the Bangladesh Navy Act or by civil power) or detention, his Divisional Officer is to inform him of the effect of such sentence on his pay and family allotments. The man is to be advised to inform his next-of-kin immediately of his sentence and of its effects. If necessary, and if the man him5elf has no objection, his Divisional Officer should write to the next-of-kin on the man's behalf and should, if possible, inform them of the name of the prison or detention quarters to which the man is being committed.
- **5526.** Cleanliness and physical efficiency. He the cleanliness, physical efficiency, smartness, is responsible for dress and general

appearance of his men. He is to see that his men arc at all times as clean as the duties of the ship allow, and that they are properly dressed. He is to, adopt such measures as may be necessary and proper to correct any man who is habitually careless or dirty.

- 2. He is to be particularly careful that all sailors who, handle food are in healthy and cleanly condition.
- **5527. Kits and bedding.** The Divisional Officer is responsible for seeing that the men of his division keep their clothing and bedding in a clean and serviceable condition, that they are in possession of the various items required by *Naval Uniform Regulations*, and that these arc properly marked.
- 2. He is to muster at regular intervals the kits of all men below leading rank: to record in his notebook details of any deficiencies and any remarks on the condition of kits, and to arrange for deficiencies to be made good by issue from the clothing store in accordance with the regulations.
 - 3. He is to arrange 1,01' leading ranks to muster their own kits periodically; see 0992(2) (d).
- 4. Sailors are not to be allowed to sell, exchange or in any manner dispose of their Service clothes. Should he find that any man has sold or made away with any of his clothes or effects improperly he is to report the fact. Medals are to be produced at inspections and if any are missing the fact is to be reported. *See* 1201(3) and 1231.
- 5. He is to satisfy himself that all articles of clothing are uniform in material and pattern and are of a good fit.
- **5528. Divisional records.** The following divisional records and forms are to be kept by the Divisional Officer (*see* also 1153):--

Divisional Record Book

- B.N. 55 (Kit list for men dressed as Seaman)
- B.N. 56 (Kit list for men not dressed as Seamen)
- F(SP) 8 (Divisional Officer's Remarks).
- **5529.** Mess utensils. He is responsible for the general supervision of all mess utensils. maintained in the individual messes of his division, and for seeing that essential replacements are made good from time to time. He is to muster the mess utensils in each mess at least once in three months, assisted by the Supply Officer or his representative who will be responsible for the survey and replacement of articles according to the rules in force.
- **5530.** Tool kits. He is responsible for seeing that the men in his division maintain their tool kits in an efficient condition.
- 2. He is to muster all tool kits twice annually, during the months of March and September. He is to investigate all deficiencies and take appropriate action for getting them made good.
- **5531.** Cleanliness and ventilation of ship. He is to assume such responsibility as may be directed by the Captain for the cleanliness, ventilation and upkeep of that part of the ship, including mess decks, which is allocated to his division. *See* also 5356.

- **5532. Watertight doors.** He is responsible for the correct closing of the watertight doors and hatches allocated to his division. He is to report defects to the Executive Officer, and to inform him if they have not been made good within a reasonable time.
- **5533. Preparation for gas attack.** He is responsible for the preparation for gas attack. on that part of the ship which is allocated to his division.

5534-5539. *Unallocated.*

SECTION III

OFFICERS OF THE WATCH

- **5540.** General responsibilities at sea and harbour. Authority for command. The authority for command of Officers of the Watch is laid down in Article 0434. In: ships in harbour and in shore establishments the duties and authority of the Officers of the Watch may, at the Captain's discretion, be delegated to an Officer of the Day.
- 2. Safety of the ship. The Officer of the Watch is responsible for the safety of the ship, both when under way as defined in Article 2240 (Rule 1) and when in harbour, subject to any orders which he may receive from the Captain.
- 3. *Instruction of subordinates*. He is to see that the Sub-Lieutenants and subordinate officers are constantly at their posts and attentive to their duties. He is to take pains to instruct the junior officers and the men of the watch in their respective duties, pointing out any mistakes that may have been made in the discharge of them and how they should be avoided in future.
- 4. *Night rounds*. During the night he *is* to be careful that that the junior officer of the Watch, *if* one is available, the Regulating Petty Officer of the Watch and the Corporal of the Watch go the rounds and visit frequently every part of the ship to see that there are no irregularities and no unauthorized smoking; and he *is* to see that the results of such rounds are reported to him.
- 5. Ship's Log. The officer of the Watch is to see that the Ship's Log (5808) is written up correctly and that all entries required by the instructions printed inside/the cover of the log are duly made. At the end of his Watch he is to initial the log in proof that all necessary entries have been made and are correct.
- 6. Steam pipes. He is, responsible for seeing that men are not employed aloft in the vicinity of waste steam pipes until the Engineer Officer has confirmed that special orders have been given to guard against lifting safety valves or atmospheric exhaust valves.
- 7. *Radio hazards*. Before granting permission for any of the following operation to be undertaken:--
 - (a) Man aloft,

- (b) Dressing ship.
- (c) Embarkation, disembarkation and handling of ex-

plosives.

- (d) Embarkation and disembarkation of inflammable stores. The Officer of the Watch is to see that the necessary safety precautions have been taken, and, during the restriction period, is to keep in his charge the appropriate "Safe to Transmit" and "Safe to Rotate" controlling devices of the wireless and radar sets concerned. The term "Man' Aloft" from the radio aspect is applied to all masts, funnels and ship's superstructures to which aerials are secured.
- 8. Safety precautions in connection with radio hazards include:
 - (a) Man aloft.
 - (i) Wireless. No wireless transmissions with power out puts in excess of

50 watts should be made on

those sets whose aerials are secured to the' structure on which a man is required to go aloft if he can in any way come in contact with the transmitting aerial or adjacent aerials within 20 feet distance of the transmitting aerial. "Safe to Transmit" controlling devices should be removed to ensure this restriction.

- (ii) Radar. Transmissions from metric ,radar sets should cease when a man is going aloft and will come within reach of adjacent ship aerials or wires from which induced current shocks may be received. Centimetric radar transmitters having mean powers exceeding one kilowatt are not to be switched on except under the direct supervision of an Electrical Officer when men are working in the immediate vicinity of the aerial structure, i.e., painting, etc. "Safe to Transmit" controlling devices should be removed to ensure this restriction.
- (iii). Mechanical dangers. Where men are working on or within reach of, rotatable aerials, the "Safe to Rotate" controlling devices, should be removed from the parent equipments.
- (iv) Warning to men. Men should be warned to avoid touching whip and wire aerials, dipoles and openwire feeders or exposing themselves at close range to direct centimetric radiation from waveguides or waveguide horns.
- (b) Dressing ship. In ships which dress overall the following instructions should be observed:
- (i) Wireless. Transmission on communication equipments with outputs of 500 watts and above should be avoided.

(ii) Radar. Transmission should be avoided from radar sets employing open-wire feeders which may be adjacent to dressing lines and wire downhauls.

Precautions should also be taken to avoid the use of rotating aerials which may foul flags and dressing

lines.

(iii) Earthing. Where possible wire downhauls and

dressing lines should be well bonded to earth. If wireless transmitters with outputs exceeding 50 watts are to be used.

- (c) Radio transmission in an emergency.
- (i) If it is essential to send a man aloft when restrictions on radio transmission cannot be accepted, particularly if high power wireless or metric radar transmission are taking place, the man should be sent aloft with rope protection.
- (ii) If it is essential to carry out radio transmissions on normally restricted transmitters during the handling of explosives and/or inflammables, work is to be suspended and all handling is to cease.
- 9. The Officer of the Watch is to comply with the instructions contained in B.R. 862 *Naval Magazine and Explosives Regulations* and B. R. 1954 *Regulatiol1.f for the Storage and Handling of Gasoline, Kerosine, Anti-freeze fluid, Dope and Hydrogen* regarding his responsibility for radio transmissions when explosives, fuel or inflammable stores are being embarked, disembarked or handled.
- 10. *Lighting*. In view of the possibility of being struck by lighting or of induced discharge form metallic structures due to a close lighting discharge, strict precautions should be taken in the event of a thunderstorm and all loading or unloading of explosives or handling of inflammable stores is to cease from the time the first thunder clap is heard until the storm has passed. Hoisting whips are to be moved at least six feet from explosives or inflammable stores.
- **5541.** Responsibilities at sea. Taking charge and handing over the Watch. On every occasion before taking charge of a Watch at sea, he is to see that the ship is in her correct station, or position. If the ship is out of station or position he is not to take charge until the Captain has been informed and has given orders that he is to do so. In every such case, the bearings and distances of the next ship in the line, of the flagship, or of points on land are to be noted in the Ship's Log.
- 2. After taking charge of the Watch, he is not to leave the bridge until he is properly relieved; he is to see that the Watch are alert and attentive to their duties; that every necessary precaution is taken to prevent accident; and, in war, that the ship is as perfectly prepared for battle as circumstances admit.

- 3. On giving up charge of the watch, he is to be careful to inform his relief of all the orders, whether conveyed by signals and otherwise, which remain unexecuted. If in company with other ships, he is to point out the position of the Senior Officer, of the officer commanding the squadron to which the ship belongs, and of the ships generally, he is to inform his relief under what orders for steam the ship is and whether she is coming up or dropping astern; and, generally, he is to give him all information that may serve to enable him to keep station and out of danger.
- 4. Responsibilities in relation to the Captain. All the duties and responsibilities of the Officer of the Watch at sea referred to in this section remain with him whether the Captain is on the bridge or not, unless he is relieved of any or all of them by the specific order of the Captain.
- 5. General conduct of the ship. At all times when at sea, so far as is practicable, he is to keep himself informed of the position of the ship. He is to be careful that the ship is properly steered, and that a complete account of her movements is kept in the Ship's Log by noting navigational information in sufficient detail for the track of the ship, at any time, to be accurately reconstructed. During periods of manoeuvring, when entering or leaving harbour, or at any other time when it is considered prudent, he is to see that a record of wheel and engine orders is made in the Wheel and Engine Orders Record Book (8.580). See also 5866 Compass errors and 5867 Compass bearings.
- 6. He is to inform the Captain, or cause him to be informed, of all strange Vessels seen; of all signals of which in his opinion, or in accordance with the Captain's orders, he should be made immediately aware; of all changes of course or speed made by the guide of the flotilla the leading ship of his column, or the next ahead (other than small alterations made without signal for the purpose of keeping station); and, in general, of all occurrences worthy of notice.
- 7. He is to be extremely careful to keep station with other ships, and is to report at once to the Captain if unable to do so.
- 8. He is never to change the course or speed without directions from the Captain unless to avoid immediate danger, *see* 5802.
- 9. He is to make himself thoroughly acquainted with the regulations for preventing collisions laid down in Articles 224Q and
- 2241 which are on all occasions, and particularly in, fog, to be very carefully observed.
- 10. When approaching land, or in pilotage waters, he is to ascertain whether land or lights are in sight and, if not, whether they are likely to be seen; and all other particulars which may be of use in keeping the ship out of danger. He is to ascertain the Captain's instructions regarding the use of-radar and other radio navigational aids as well as the taking of soundings and the clearing away of anchors and cables. When soundings are being taken, he is to see that they are obtained with sufficient frequency.

- 11. Watertight integrity. At sea, he is to take care that the Shipwright Officer, or one of his staff, at least once during every watch examine all those doors, hatches, skylights and ventilators on the weather decks, ports and side scuttles which should be closed, to ensure that they are properly secure; and, whenever flooding takes place by accident or damage, that the Shipwright Officer himself makes frequent reports on the state of such flooding and damage, see 5367 on Watertight Integrity Log.
- 12. Routine duties. He is to ensure that the necessary orders are given for carrying out the routine duties of the ship. In war he may be relieved of this responsibility at the discretion of the Captain.
- 13. Signals and lights. He is to take care that a good lookout is kept for all signals; that no unauthorized visual or sound signals are made; that between the hours of sunset and sunrise, the authorized navigation lights are displayed; that no lights are visible from outboard which might cause the authorized lights of the ship to be obscured or mistaken; and when the ship is darkened, that no unauthorized lights are visible from outboard. See also 5859 Navigation lights.
- 14. Look-out men. Both by day and by night he is to station look-out men in accordance with the Captain's orders; he is to ensure that they are at their proper stations and know their duties; he is frequently to caution them to be on the alert; he is to take care at all times to have them relieved sufficiently frequently.
- 15. Sea boats. When he takes charge of the Watch he is to satisfy himself that the sea boats are ready for lowering and that they are correctly rigged and equipped. When he takes charge at night and at any other time he may think necessary, he is to cause the Watch and the sea boat's crew to be mustered.
- 16. Safety of men on upper deck. At sea, he is primarily responsible that orders are given to prevent any person going on to the weather decks when the weather is such as to make it dangerous, especially when he is aware that an alteration of course 01' speed is likely to render the upper deck unsafe. See also 5308 and 5606.
- 17. Fishing Vessel Log. He is carefully to comply with the instructions contained in the Fishing Vessel Log (Form S. 1176) so far as they relate to him.
- 18. Sighting Strange Vessel. If, during war, a strange vessel is sighted he is immediately to inform the Captain and take all other steps necessary to bring the ship to a state of immediate readiness for action.

- **5542. Responsibilities in harbour.** *Taking charge and handing over the Watch.* On every occasion *before* taking charge of a watch in harbour, he is to ascertain the following information from the officer he is relieving:
 - (a) the anchor bearings, if the ship is at anchor;
 - (b) the anchor or anchors down, if the ship is at anchor,

and the amount of cable veered on each anchor;

- (c) the number of boats lowered, and any boats which are away from the ship;
- (*d*) the routine in force;
- (e) the positions of any flagship in company and of the

ship of the senior officer of the squadron or division

to which the ship belongs;

(f) any orders, whether conveyed by signal or otherwise, which remain unexecuted.

After taking charge of the watch he is to be constantly on deck until properly relieved. On giving up charge of the Watch, he is to be careful to turn over to his relief all relevant information in regard to his Watch and that of his relief.

- 2. General responsibilities. He is responsible for the outward appearance of the ship, the orderly conduct of all on board, the safety and appearance of all boats working under his orders, and that the proper marks of respect are paid to passing vessels and officers visiting the ship (1741).
- 3. He is to see that the routine duties are carried cut on deck and that the Regulating Staff carry out the instructions laid down in Chapter 56, Section II.
- 4. He is to keep a- good look-out on the weather, and if the weather or the visibility deteriorates, he is to inform the Captain or the Senior Officer on board and is to take such precautions as may be necessary for the safety of the ship, her boats, and her equipment.
- 5. Signals and lights. He)s to take care that a good lookout is kept for all signals; that no unauthorized signals are made; that, between the hours of sunset and sunrise, the authorized anchor and position lights are displayed; and when the ship is darkened that no unauthorized lights are visible from outboat. Unless specially ordered by the Senior Officer present, mast-head

obstruction lights are only to be burned when it is clear that ships' masts constitute a hazard to aircraft operating in -the vicinity.

- 6. Life-saving precautions in boats. He is responsible that :--
 - (a) all power boats are equipped at all times in harbour with becketed lifebuoy; Other boats should carry such lifebuoy when engaged on duties involving more than the ordinary degree of hazard;
 - (b) a life-jacket is provided for each member of the crew, and one spare, of all power boats, seaboats and the night boat. Crews of other boats should be provided with life-jackets at his discretion. He is to see that any member of a boat's crew who is a non-swimmer wears a life-jacket at all times in the boat and also when manning and disembarking;
 - (c) particular care is taken that the number. of persons carried in a boat never exceeds the number given in the statement of the carrying capacity of the boat in smooth water, and that large numbers do not stand on deck or sit on cabins or superstructures; If the weather deteriorates, he is to see that the maximum number of persons carried in any ship's boat is reduced, having regard to the character of the service to be undertaken, the experience of the officer or sailor in charge' and the weather likely to prevail while the boat is away. See 2581 on buoyancy of boats and 5308(3) on nonswimmers.
- 7. Inspection of fire-arms. He is to inspect all small arms sporting guns and other weapons brought over the gangway to ensure that they are not loaded, see 0214 Private fire-arms and 5359(10) (f) and (g) inspection of small arms.
- 8. *Foul hawse*. When the ship is moored, should the hawse become foul he is immediately to report to the Captain and cause the Navigating Officer to be informed as well, *see* 5814.

5543-5549. *Unal/ocated.*

SECTION IV

OFFICERS OF QUARTERS

5550. Officer of Quarters. The term "Officer of Quarters" includes officers of all classes who are detailed for duty in action in charge of several stations specified in the ship's Quarter Bill, and those detailed for the supervision of training and preparation for action.

- 2. The Officer of Quarters is responsible that all officers and men under hi~ command are at their quarters and do their duty spirit and alacrity, whether in time of action or in the course of such drills and exercises requiring their presence as may be ordered by his superior officers.
- **5551. Duties.** The Officer of Quarters is responsible for the safety and efficiency of the equipment and stores of all natures comprising, or appertaining to, his quarters, and for the drill and instructions of the officers and men, there stationed.
- 2. He is responsible that any failure or defect, whether in material or in organization of personnel, is reported without delay to the senior or specialist officer immediately concerned.
- 3. When equipment trials are being carried out the responsibility of the Officer of Quarters is vested in the officer in charge of the trials.
- **5552. Director Quarters.** At Director or Control Position Quarters, he is to ensure that the director mounting, director sights, binoculars, director firing gear and the stablization, auto-aiming, power elevating and training arrangements, and all other gunner mechanisms in the director are efficient.
- 2. He is responsible for the correct operation of the director equipment and for the correct drill being carried out, under the general supervision of the Gunnery Officer.
 - 3. He should assist in the analysis of all firing practices carried out with his director.
- 4. He is to be available to assist the Gunnery, Officer in the carrying out of sight tests, director and radar alignment tests? and director tests. When no. Gunnery Officer is borne, he is to carry out these tests under -the general supervision of the Gunnery Officer.
- 5. He is to consult the Gunnery Officer on all questions relating to the conduct and maintenance of his quarters.
- **5553. Transmitting Station Quarters.** At Transmitting Station Quarters, he is to ensure that the fire control and radar instruments are efficient, and that all communications of outlying positions are correct.
- 2. He is responsible for the correct operation of the fire control and radar equipment in his quarters.

- 3. He is to assist the ,Control Officer in the completion of analyses and be available to assist in all director tests.
- 4. He is to consult the Gunnery Officer on all questions relating to the conduct and maintenance of his quarters..

5554. Gun or T.A.S. Quarters. At Gun or T.A.S. Quarters; he is to ensure that in his quarters the mechanisms of all guns, squids, mountings, and sights, or torpedoes and torpedo tubes, and all gear appertaining thereto are in proper working order, and that the system employed for directing and controlling the fire of guns or torpedoes is understood and strictly adhered to; that all instructions for periodical tests of flooding and spraying arrangements and of mechanisms laid down in various official publications issued from time to time, are rigidly carried out, and that the ammunition supply parties are properly organized and trained.

- 2. He is to take care that B.R. 862 *Naval Magazine* and *Explosives Regulations* are strictly observed with regard to his quarters, except when the Captain may have definitely assigned this responsibility to another officer.
- 3. He is to consult the Gunnery or T.S.A. Officer on all questions relating to the conduct and maintenance of his quarters.

5555-5600. *Unallocated.*

*****End of Chapter 55****

SECTION I

THE EXECUTIVE OFFICER

- **5601.** General responsibility. The Executive Officer, under the Captain, is responsible for the discipline, training, general organization and welfare of the ship's company, notwithstanding the direct responsibility of Heads of Departments to the Captain for the efficiency and technical training of their own departments.
- **5602. Fighting Organization.** The Executive Officer is to superintend the preparation and completion of the Watch and Section Bill by specialist and departmental officers and .is responsible, under the Captain, for the damage. control organization and training, in which he is to be guided by B.R. 2170 *Ship NBCD Manual. See* also 5365 N.B.C.D. organization.
- **5603. Minesweeping equipment.** The Executive Officer, or such other Commissioned Officer as the Captain may consider suitable, is to be' made responsible for the handing of the ship's mine sweeps.
- **5604.** Magazines and explosives. Under the Captain, the Executive Officer is responsible for the safety of all explosives on board and is to comply with the instructions laid down in *Naval Magazine and Explosives Regulations*. See also 5702(11) and 5743.
- **5605. Shipwright Artificers**. When no Shipwright Officer is borne, the Executive Officer is to supervise the work of the Shipwright Artificers and other sailor working under them as laid down in Article 5643, .
- **5606. Precautions at sea.** The Executive Officer is responsible to the Captain that hatches are closed and that everything is properly secured on deck before the ship leaves harbour.
- 2. When the ship is at sea, should he give an order which may place men in a position of danger without previously ascertaining from the Officer of the Watch that the upper deck is safe, he assumes full responsibility for their safety~ See 5541(16).
- **5607. Join and leaving routines.** It is important that the standing orders of every ship and establishment should provide for a definite routine to be carried out by all officers and sailors joining or leaving the ship. It is necessary to provide for adequate advance notice of discharges being given to all departments concerned, such as regulating, pay, store, victualling and clothing officers, sick bay, etc., and the routine should ensure that stores on loan, including loan clothing (other than such articles issued on personal loan as are authorized to be retained during service), and library books, are withdrawn from officers and sailors before they leave. *See* 6205 Documents of officers and sailors transferred.

End of Section-I

SECTION II

THE MASTER-AT-ARMS

- **5621.** Regulating duties-Responsibility and authority.. The Executive Officer, and the Officer of the Watch when appropriate, are responsible that the Master-at-Arms and regulating sailors carry out the instructions contained in this section.
- 2. The Regulating Branch includes the Master-at-Arms, Regulating Petty Officers, Leading Patrolmen and Patrolmen. Regulating sailors include sailors of the Regulating Branch and others performing or assisting in the performance of regulating duties.
- 3. Master Chief Petty Officers, Chief Petty Officers and Petty Officers of the Watch on board who are entitled to the military command (0447), are to assist the Master-at-Arms and regulating sailors out of working hours, all petty officers being detailed for this duty in turn as part of their normal duties.
- 4. In the absence of the Master-at-Arms, or where none is borne, his special duties are to be performed by the senior Regulating

Petty Officer, or by such other petty officers as the Captain may appoint. .

- 5. Sailors employed on regulating, patrol or sentry duties are authorized, in the execution of these duties, to give lawful orders to other sailors including those superior to them in rank.
- **5622.** Patrols and escorts. Leading Patrolmen and Patrolmen, both ashore and afloat, are to be employed primarily ,on provost duties and those borne in sea-going ships should normally be so employed when the ship is in harbour. They may be ordered ashore by the Senior Officer to augment standing patrols.
- 2. Patrols and escorts, when formed of sailors other than leading Patrolmen and Patrolmen, are always to include men below the rank of petty officer, so that no opportunity may be given to a drunken man to strike his superior officer.
- 3. A petty officer or the person in charge of a patrol or escort, should not himself arrest a refractory man, except when his assistance has actually become necessary.
 - 4. Patrol armlets are to be worn on the left cuff as follows:--
 - (a) Onboard By men temporarily employed on regulating duties while actually on duty.
 - (b) On shore. By all men employed on regulating or patrol duties while actually on duty.
- **5623.** Regulating sailors general conduct. The Master-at-Arms is to take care that regulating sailors carry out their duties with firmness and good temper, and that all altercations with excited or drunken men are avoided.
- 2. Regulating sailors are to take special care to check all bad language, quarrelling, gambling, trafficking and disorderly noise among the ship's company. *See* 0203 Maintenance of good order.
- **5624. Men under punishment.** The Master-at-Arms is to make himself acquainted with all the summary punishment rules framed under the Bangladesh Navy Act, and he is to see that the punishment awarded are properly carried out.
- 2. He is to keep the Daily Record of Offences, Form S. 240, in which are to be entered all offences committed by persons in the ship under the rank of subordinate officer, as well as the punishments awarded to them.

- 3. Every .morning he is to furnish .the Executive Officer with a list of all men under punishment of all men in the report whose cases have not been investigated.
- 4. He is to have the general charge of all persons under or awaiting punishment, until released to duty or disposed of otherwise.
 - 5. He or one of the regulating staff is to visit the men in cells at least once in each watch.
- 6. In case of fire, or when the ship is otherwise in danger, he is responsible for the release of offenders from custody.
- **5625. Libertymen.** The Master-at-Arms, or the regulating sailors on duty, are to pass men going on leave out of the ship and, on their return, are to inform the officer of the Watch when they are ready for inspection. *See* also 5361.
- 2. When necessary, they are to search all boats and boats' crews or men except Master Chief Petty Officer, Chief Petty Officers, Petty officers and leading sailors, returning from leave, *see* 0991(5) Officers, are duly informed thereof.
- **5626. Musters and reports**. The Master-at-Arms is to attend all general musters and account for absentees.
 - 2. He is to prepare muster lists of the ship's company.
- 3. He is to obtain daily the names of men discharged to duty from the sick list, and he is to take care that the petty officers of the part of the ship to which they belong, and the Regulating Petty Officers, are duly informed thereof.
- 4. When a patient, other than an officer, goes to hospital the Master-at-Arms is to ensure that a list of his clothes and effects accompanies him.
- 5. He is to collect and keep in his charge the effects of all absentees and deceased men until they are duly disposed of, *see* 1565 and section 164, "Navy Ordnance 1961".
 - 6. He is to be present at all general payments and at the sale of the effects of deserters.
- **5627. Visits and rounds.** The Master-at-Arms is frequently to visit the various parts of the ship to see that due order prevails and that his sub-ordinates are doing their duty. He, or the regulating sailors

on duty, are to report to the Officer of the Watch all offences and irregularities in the ship which may come to their knowledge.

- 2. When the order is given to clear lower deck, he is to see that it is obeyed with alacrity, and that no one remains below unless authorized. When the decks are clear, he is to report the fact to the Executive Officer.
- 3. He is to go the evening rounds with the officer performing that duty, when. he is to be responsible for reporting that keys of store-rooms have been returned to the allotted place (5630) and that the keyboard sentry reports any keys which have not -been returned (5359).
- 4. He or the regulating sailors on duty are to see that all fires and lights are put out at the proper hours, and that during the night no lights are permitted except those authorized by the Captain. He is to report to the Officer of the Watch when any unauthorized lights are burning.
- **5628. Trafficking.** The Master-at-Arms and the regulating sailors are to be careful that no public stores, provisions or other articles are improperly taken out of the ship by any person, and to prevent all traffic in spirits, tobacco or other prohibited articles. *See* also 5506(2).
- **5629.** Books and records to be kept. The Master-at-Arms is to keep the Gangway Victualling and Check Books. He is also to keep the short leave book (1059).
- 2. He is to take care that the Gangway Victualling and Check Books are faithfully kept and that the proper sheets are detached and taken daily to the Victualling Officer in sufficient time to enable the men whose names are recorded therein duly to be victualled or checked.
- 3. He is to keep a record of the address of each sailors on long leave. *See* also 5362 (kit lockers), 5624 (punishment) and 5626 (muster lists).
- 4. The duties of the Master-at-Arms in connection with mails are laid down in Chapter 54, Section V.
- **5630. Store-rooms locked.** He is responsible for reporting to the Executive. Officer that all the store-rooms have been locked at the

appointed hours, and that the keys have been returned to the allotted place.

5631-5640. *Unallocated.*



SECTION III

THE SHIPWRIGHT OFFICER

(See also Chapter 24, Section I, and Chapter 25, Section IV)

- **5641. General responsibility**. On first appointment to a ship the Shipwright Officer is to inspect the state of her hull, masts, yards, derricks, davits, awning and guard stanchions, guard rails and ridge ropes; he is responsible that they are kept in a thoroughly serviceable condition and is to inspect them frequently, reporting the result to the Executive Officer.
- 2. The Shipwright Officer is to be regarded as the competent authority on all hull matters and is responsible for all repairs, modifications, alterations and additions, wilding, burning, cutting or drilling connected with the hull structure; he is to be consulted when and of these are required and is to safeguard the strength of the ship's structure and her watertight integrity and stability.
- **5642. Ship's structure.** He is to take care to keep every part of the ship's structure in the highest possible state of efficiency and will be responsible for remedying all structural defects, reporting at once to the Captain whenever be ,is of the opinion that any repairs should be taken in hand.
- 2. He is, jointly, with the Engineer Officer, to carry out a continual examination of the ship's structure and a quarterly examination of any compartments in which water is liable to accumulate, recording full particulars of these examinations on Form S. 338 and signing the report on F011DI S. 180 as laid down in B.R. 3000 *MARINE*
- 3. He is responsible for the preservation, including the scraping, chipping and coating by both hand and mechanical methods, of such spaces as are not in the charge of the Engineer Officer and is frequently to examine passages giving access to compartments, particularly those in the region of the waterline, to see that they ate kept clear so that all parts of the ship accessible through them may be reached instantly if required.
- 4. Whenever flooding occurs, either by intent, or as the result of accident or damage, the Shipwright Officer is to attend personally whenever possible to see that action is taken to limit and prevent further flooding and to guard against undue stresses in and weakening of the ship's structure, reporting frequently the state of the flooding and damage to the Officer of the Watch and to the Damage Control Headquarters if manned. He is to take particular care to limit "freesurface" flooding especially when it occurs near the water-line. *'See* also 5311.
- 5. He is responsible for, the maintenance and periodical examination of the structure of derricks, davits and similar lifting appliances and that the periodical tests of such structures are carried out.
- 6. He is to ensure that fittings which are permanently attached to the hull and on which safety of life depends are examined periodically for flaws or defects and, if there is any doubt, that they are removed fireproved and tested. Results of examinations are to be reported on Form S. 194.

- 7. He is responsible for the watertightness of barbettes and gun turrests and for the securing of gun pedestals where these are secured direct to the hull structure.
- 8. He is responsible for the custody and care of all drawings of the hull structure and fittings including the docking plan.
- **5643.** Watertight fittings. He is responsible for the repair and maintenance in efficient working order of all weather doors, hatches and skylights; all ports and side scuttles; and all ventilating trunking above the weather deck and associated flaps, gratings, cowls and mushroom tops, except forced draught and fan ventilation trunking to and from boiler rooms and main engine-rooms and its flaps and gratings (*see* 5366(5)). When at sea, he is to arrange that those which should be closed are frequently inspected by, himself or his staff to ensure that they are properly secured, their condition being reported during each watch to the Officer. of the Watch and to the Damage Control Headquarters if manned. *See* also 5367
- 2. He is to be thoroughly acquainted with the ventilating system of the ship. He or in his absence, the senior shipwright Artificer borne, is to be included in the organized ventilation party (5366).
- **5644.** Main and domestic services. He is responsible for the sanitary services, from the reducing valve on the firemain, including any gravity tanks, and for the hot and cold fresh water services, where fitted; fro111 and including the gravity tanks but excluding powerdriven pumps, purifiers, calorifiers and water-heaters subject' to steam pressure. He is responsible that all pipes, valves, cocks, drains, sinks, troughs, and sumps, and any manual pumps connected with these services, are kept in efficient working order and that the tanks for main storage and distribution of fresh water are kept in clean and efficient condition with the covers to their manholes properly secured. He is to take care that all necessary safety arrangements such as open-ended supply pipes, open-ended expansion pipes, closed expansion chambers, relief valves, etc., where fitted to electric water heater tanks and piping system are kept efficient and in good order; he is at all times to report at once the absence. of safety arrangements.
- 2. He is to be thoroughly acquainted with pumping, flooding and drainage system's of the ship and is to. see that any manual pumps connected therewith are kept in efficient working order.
- 3. He is responsible for the drainage systems from the superstructure, weather and other decks, barbettes, heads, bathrooms, galleys and other spaces which drain by gravity through scuppers discharging near or above the light water line, including associated pipes, valves, cocks, sinks, trough; sumps and storm-valves.
- 4. He is responsible for the repair and maintenance of galley ranges, cooking equipment and atmospheric 'hot-water boilers excepting oil-burning and electrical heating component parts.

- **5645. Fire precautions.** He is to see that any sheathing and insulation fitted as protection against fire is kept in good order. He is to ensure that, whenever any of his staff are engaged on welding or burning operations, the regulations for the prevention of fire are strictly observed. *See* also 5370(4).
 - 2. In the event of fire he and his staff are to be in attendance in order to render assistance.
- **5646**, **Capstans**, **anchors and cables**. He is responsible that all capstans, cable-holders and windlasses, their connecting gear, brakes and deck glands, and .all hull fittings associated with the anchors and cables are kept in efficient working order. He is to render all possible

assistance in maintaining the anchors and cables in. efficient and serviceable condition. *See* also 2472 and 2562.

- **5647. Docking.** He is responsible that the necessary item and other relevant information concerning the docking of the ship is included in the Defect List, when appropriate.
- 2. On each occasion of docking, he is to examine carefully the ship's bottom including zinc protectors, for defects and corrosion and also the rudder and its fittings up to the rudder head, in order that any defects which may have developed may be made good whilst the ship is in dock. He is to ensure that the ship's bottom is properly treated against corrosion and fouling and is to see that the draught marks are 'correctly marked. *See* also Chapter 26, Section II.
- **5648.** Boats and fittings. He is to keep the boats, life-floats, ladders, deck coverings and all fittings in as good as condition as possible, always repairing any damage they may sustain.
 - 2. He is to see that the boats and life-floats are tested in accordance with the instructions in Chapter 25, Section V.
- **5649. Defects.** He is to keep an accurate account of all defects to the hull, boats and fittings as they may develop and record the steps taken for their repair, either by ship's staff or by the dockyard.
- 2. In preparing defect lists, he is to comply with the instructions in Chapter 26, Section I, and is to prepare them from the information contained in the Record of Defects.
- 3. He is to take particular care on being superseded, or prior to the ship paying-off for recommissioning or going into Reserve, that full particulars of defects and of outstanding and

forthcoming surveys and periodical tests and contained in the Record of Defects (Chapter. 27, Sections I and II).

- **5650. Draught.** Before sailing and on arrival in harbour, the Shipwright Officer is to report to the Captain, and to the Navigating Officer for entry in the Ship's Log, the draught of water forward and aft.
- **5651. Keys.** He is responsible for the repair and maintenance in good working order of all fitted locks and keys (and their tallies) except those of safes, money chests and confidential book cupboards. After he has received the keys, properly tallied, from the ship-builder or refitting authority, he is to be responsible for their custody until

they are placed on the ship's keyboard or delivered to the officers who require them. *See* also 5359.

- **5652. Shipwright Department.** He is, to have charge of all Shipwright Artificers and other sailors borne for duty with or on loan to the Shipwright Department, including those on loan from other ships, establishments or departments, and is to supervise their works, ensuring that their services are fully 9-evoted to the repair and maintenance of the hull, boats and fittings.
- 2. He is to be the Divisional Officer of the sailors of his department and is to keep under his particular supervision any Shipwright Artificers who are under training and is to see that every opportunity is taken to instruct them in the application of their trade.
- 3. He is to take charge of the ship's rigging warrant and is to insert therein any alterations or additions which arise during the commission
- **5653. Absence of Shipwright Officer**. In the absence of the Shipwright Officer, or when no Shipwright Officer is borne, his duties are to be undertaken as follows:---
 - (a) If one or more-Shipwright Artificers are borne, the Executive Officer is to supervise the work of the Shipwright Artificers and other sailors borne for duty with them and is to be responsible for seeing that these instructions are observed.
 - (b) If no Shipwright Artificer is borne, the Engineer Officer or senior Engine-room sailor is to be responsible for the material and equipment detailed in Article I, paragraph 3, of B.R. 3000, Marine Engineering Manual.
- **5654. Shore establishments.** The responsibilities in these instructions, whenever circumstances can be interpreted as comparable, are to be applied in shore establishments and repair and maintenance bases.
- **2. The Shipwright.** Officer is responsible for the hull. repairs, craft when docking and slipping of landing, coastal and servicing these are undertaken at naval establishments or bases.

SECTION IV

THE PROMOTED OFFICER (BOATSWAIN)

(See a/so Chapter 25, Section IV)

5661. General duties. He is frequently to be on deck in the day and at all times, day and night, when the hands are employed. He is

to see that the men generally go quickly on deck when called and do their work well and with alacrity.

- 5662. Rigging. He is responsible that the standing and running rigging hawsers, boats' falls derrick purchases and all items detailed in his list of portable fittings and spare gear are in a thoroughly serviceable condition, taking care that they are refitted as necessary. He is to acquaint himself of their state by frequent examination, reporting the, result to the Executive Officer so that immediate steps may be taken to refit or replace whatever may require to be dealt with.
- 2. He is also responsible for the provision, stowage and maintenance of all gear used for replenishment at sea except those items which are under the charge of the Engineer Officer or Electrical Officer.
- 3. He is to take charge of the ship's rigging warrant and is to insert therein any alterations or additions which arise during the commission.
- **5663. Anchors and cables.** When the ship commissions, he is to inspect all gear, except hull fittings, which is supplied for the working of anchors and cables to ensure that it is complete and correctly fitted. Thereafter, until the ship pays off, he is responsible that such gear is maintained in an efficient condition and ready for immediate use. *See* also 5814
- 2. When the ship proceeds to sea, he is to assist the Lieutenant Commander or Lieutenant detailed for cable duties in seeing that the anchors are secure, and again on returning to harbour that the anchors and cables are ready for immediate use.

- **5664. Sea boats**. He is to report at 0800 and at the evening quarters when at sea that the sea beats are properly secured and ready for immediate service.
- **5665.** Weather decks. On the ship proceeding to sea and throughout the period at sea, he is to ensure that all booms, derricks and gear on the weather decks are properly secured. Similarly, he is responsible for the security against wind and weather of any stores carried on the weather decks.
- **5666.** Canvas gear. He is to examine any sails and all canvas gear received on board which are in his charge, and is to take the proper steps to keep all such stores repaired and fit for use, or replaced if necessary by the dockyard; he is responsible that none of them suffer from damp or vermin, and that they are properly tallied and conveni

ently stowed in the appointed places so as to be at hand when wanted. He is.. to keep the Executive Officer informed of these particulars.

- **5667. Portable fittings and spare gear.** He is to take charge of all gear detailed in the ship's list of portable fittings and spare gear for the promoted officer (Boatswain). On the ship paying off, he is responsible that these items are tallied and are returned to the custody of the Naval Store Officer.
- **5668. Periodical examination and testing of gear**. He is to ensure that all gear under his charge is periodically inspected and in accordance with the regulations and instructions.
- 2. He is to keep an accurate account of all defects to the gear and fittings on his charge, and record the steps taken for test or repair either by the ship's staff or by the dockyard when the ship is taken in hand for refit. When preparing the lists of defects, he is to be guided by the instructions contained in Chapter 26, Section I.
- 3. He is to bring all defects in the hull fittings which may concern him to the. notice ,of the Shipwright Officer and is to obtain the latter's assistance in the maintenance of the anchors and cables.
- **5669. Promoted Officer [Boatswain (Q.D.D.)].** The Promoted Officer (Boatswain (Q.D.D.)., when borne diving duties, is to be responsible for the duties laid down in Article 5752.
- **5670.** The Promoted Officer Boatswain (P.R.)], when borne, is at all times to attend to the directions of the Navigation Direction officer responsible for the ship's Action Information Organization (*see* 5820), to whom he is to be responsible particularly for the organization and training of sailors employed on Action Information and Warning Radar duties, and for the care and custody of stores in the N.D. Department other than those held by the Navigating Officer for navigational use.

- 2. In ships in which no Promoted Officer (Boatswain) is borne, the Promoted Officer (Boatswain (P.R.)) is to be considered as available to undertake the other duties laid down in this section
- **5671.** When no Promoted Officer (Boatswain) is borne. His duties are to be performed by the Executive Officer or such other commissioned officer whom the Captain. may detail for the purpose.

5672-5680. *Unallocated*

SECTION V

THE PHYSICAL TRAINING OFFICER

- **5681. General instructions.** The physical Training Officer is to understand and explain to every physical Training Instructor the object of physical exercises, games and sports which are practiced in the Service not only to keep sailors physically fit and active but also to promote spirit of competition, co-operation, sportsmanship, team work and mental alertness.
- **5682.** Games, sports, swimming and boxing. Under the direction of the Executive Officer or the Training. Commander, as the case may be, the physical Training Officer is to organize and supervise games, sports and boxing to prepare men for various competitions.
- 2. As Sports Officer, he is responsible for the arrangement of all sports events held in his ship or establishment and is to co-ordinate the divisional sports activities in consultation with the Divisional Officers. He may correspond direct with the Fleet Recreational Officer on routine sports and recreational matters. He is responsible for maintaining a programme of sports events for the year and is to give an adequate notice to all concerned through the daily orders of the forthcoming events.
- 3. Swimming is an essential part of the training in the Navy and requires proper instruction and regular practice to enable men and boys to pass the prescribed tests. *See* also 0950.

- 5683. Welfare facilities. The physical Training Officer is to assist the Executive Officer in organizing social and recreational entertainments for keeping up the morale of the ship's company and to advise on provision of canteens, indoor games and other forms of recreation.
- 2. He is to ascertain and promulgate all information regarding welfare facilities available for the sailors and keep in touch with the organizations whose work benefits members of the naval service.
- **5684. Sports Fund and sports gear.** The physical Training Officer is to maintain an account of the ship's Sports Fund and keep a stock ledger of the sports gear purchased from the Sports Fundor obtained from any other source. *See* also 1408(2).
- **5685.** Custody of cups, shields, etc. The physical Training Officer is responsible for the custody of all cups, shields, etc. other than those presented to the individual winners, and for keeping them in good condition for future use.

5686-5700. *Unallocated.*

SECTION I

THE GUNNERY OFFICER

(See also Chapter 24, Section II, Chapter 27, Section III and Chapter 53, Section v).

- **5701. General duties**. The Gunnery Offers is responsible to the Captain for :-
 - (a) the fighting efficiency of the ship's. gunnery weapons and the efficiency of the officers and sailors who man them;
 - (b) the co-ordination of the ship's gunnery weapon defence

with fighter defence;

- (c) the efficiency of the seamen landing and boarding parties.
- 2. He *is* to advise the Captain on the tactics to employ to obtain the best results from the ship's gunnery weapons.
 - 3. He is to advise the Captain on the capabilities of airborne gunnery weapons.
- 4. So that he may be able to fulfil the provisions of Clauses 1 and 2, he is to keep himself informed of :
 - (a) the capabilities of his gunnery equipment and the

standards of efficiency expected of it;

(b) the characteristics of enemy ships and aircraft and

the capabilities of enemy equipment;

- (c) the tactics likely to be exployed by the enemy and the probable effectiveness of these measures.
- 5. He is responsible to the Captain for the firing of any gun salutes which may be ordered.
- 6. In conjunction with other officers he is responsible to the Executive Officer for the establishment of the Watch and Quarter Bill.

- **5702. Material.** He is responsible to the Captain for the efficiency of the ship's gunnery weapons and equipment, and for ensuring that all these weapons and equipment are available at an agreed notice for service. He is to report such departures from this agreed notice as are made necessary by the requirements of maintenance, repair and training.
- 2. The terms "ship's and airborne gunnery weapons and equipment" are to include all naval weapons whether launched from ship's or aircraft, respectively, which are designed primarily to strike on ships (above the water line), or on land, or in the air.
- 3. Ship's gunnery weapons and equipment also include all associated direction, acquisition and ranging radars, guidance, sighting, fire control and power control electrical equipment and all ordnance and ancillary machinery; together with all small arms and other weapons of naval landing parties [except demolition stores, *see* 5741(l)(f)].
- 4. He is responsible for arranging for the assistance of the Naval Ordnance Inspection Department, in accordance with current regulations, to determine the wear and life of the guns and as required by the Ordnance Engineer Officer.
- 5. He is responsible for the co-ordination of the maintenance and repair of ship's gunnery equipment by the ordnance Engineer Officer with the work done by other departments and with operational and training requirements. He is to arrange with the technical officers concerned for routines and functional tests which can be conducted without skilled technical knowledge to be done by appropriate gunnery sailors. These sailors should be made available to assist the Electrical and Ordnance Engineer staffs in periodical inspections, overhauls and skilled repair work. See 6533 Dismantling electrical equipment.
- 6. He may delegate his responsibility for the co-ordination of day-to-day maintenance and repair of ship's gunnery equipment to the Ordnance Engineer Officer in accordance with the particular instructions contained in Article 6035.
- 7. He is responsible for ensuring that the best adjustments are made to the fire control systems to correct for internal and external ballistics and other effects and for the mutual alignment of gunnery direction radar, gunnery control radar, director sight, gunsight and gunbore systems and bombsight and bomb release equipment.
- 8. He is to ensure that the naval armament stores and spare equipment are maintained in an efficient condition and in the quantities laid down and that the spare equipment likely to be required in action is conveniently and efficiently stowed.
- 9. He is to make a report to the Captain of such Munitions as may be received in a defective condition in order that they may be exchanged. This report is to include a statement whether the defects are considered to be due to accidental causes or neglect. *See* also 5030 on damaged naval armament stores returned.
- 10. He is responsible for ensuring that the equipment on charge of the Gunnery Department (in which is included such portable or consumable electrical stores as are not the responsibility of the Electrical Officer) is properly accounted for and mustered.

- 11. He is responsible for explosives as laid down in B.R. 862 Naval Magazine and Explosives Regulations.
 - 12. He is responsible to the Executive Officer:
- (a) for the custody, maintenance, examination embarkation disembarkation, handling, fuzing preparation for service *of* all explosives other than underwater and demolition stores.
 - (b) for ensuring that the Magazine Log is kept up-to date with regard to gunnery explosives. See also 5311.
- 13. In ships, the Gunnery Officer is responsible for the arrangements for the removal or ,rendering safe *of* all enemy unexploded gunnery weapons, both ship and airborne, which have landed on board.

5703. Training. He is responsible :

- (a) for the training *of* officers and sailors in their gunnery duties and in particular for the drill, discipline and smartness at gunnery quarters;
- (b) for the instruction of officers and sailors in ship and aircraft recognition;
 - (c) for ensuring that:
 - (i) Sailors seeking gunnery advancement are given

the facilities to study;

- (ii) the Gunnery History Sheets and recommendations for higher specialist qualification are properly compiled and rendered.
- 2. He is to advise the Captain on the arrangement *of* ship's gunnery weapon practices and in conjunction with the other officers concerned is to ensure that they are conducted with duer egard to safety precautions.
- **5704. Guidance**. He is to be guided by the policy and drill laid down in the various publications which should include :
 - (a) Fighting Instructions;
 - (b) Firing Manuals;
 - (c) Handbook of Gunnery Organization;
 - (d) Naval Magazine and Explosives Regulations
 - (e) Naval Cordite Regulations;
 - (f) Relevant Allied Publications;
 - (g) Gunnery Training Manual;
 - (h) Naval Advancement Regulations;
 - (i) Drill Books;
 - (j) Fleet, station and command orders.

5705. Staff duties. When borne for flotilla or squadron duties, he is responsible to the Senior Officer concerned for ensuring that the training of officers and sailors necessary for the operation *of* all gunnery weapons and equipment is efficiently organized and conducted throughout the flotilla or squadron. For this purpose, he should visit ships, as necessary, under the general directions *of* the senior officer concerned *of* the flotilla or squadron.

5706. Relief *of* **Gunnery Officer**. The relief *of* the Gunnery Officer is to be noted in all training, maintenance, store and ammunition record books for signature by, the Captain.

- 2. On his relief, or on leaving a ship without relief, he is to satisfy himself that the fair Defect Book (6035(8) is up-to-date, and that in conjunction with the Registers *of* the equipments, it gives a true indication of the condition of the armament. A statement to this effect is to be inserted in the fair Defect Book and signed by the Gunnery Officer and the Captain.
- 3. The relieving Gunnery Officer on joining may, if he requires, make an inspection of any part *of* the equipment for which he is to be responsible and require machinery to be run, if this is possible.
- 4. If on the next occasion of opening out mechanism for examination, serious defects are revealed which were not reported previously, the Captain should requisition the -services of a Gunnery Officer, and if required, an Ordnance Engineer Officer from another ship as surveying officers, who in conjunction with the Gunnery Officer and Ordnance Engineer Officer of the ship should report to the Captain on the condition of the defective part. The report is to be submitted to Naval Headquarters through the Senior Officer.

5707. When no Gunnery Officer is borne. When no specialist Gunnery Officer is borne as part complement, the Captain is to nominate the most suitable officer *or* officers to perform these duties. Where possible, a' Lieutenant should be selected.

5708-5720. *Unallocated.*

SECTION II

THE PROMOTED OFFICER (GUNNERY)

5721. General duty. He *is* to *assist* the Gunnery Officer as required.

- **5722.** When borne for fire control duties. He is responsible to the Gunnery Officer for ships gunnery weapons as follows:
 - (a) checking the mutual alignment and adjustment of gunnery radar, director sight, gunsight, and gun bore systems in the ship. He is to co-ordinate the work of the Ordnance and Electrical Departments on the occasion of such adjustments or tests;
 - (b) the calculation and setting of adjustments to allow for internal and external ballistics:
 - (c) the detailed preparations of firing of the gunnery fire control equipment which is not the direct responsibility of the Ordnance Engineer Officer as laid down in Article 6035:
 - (d) the training of recorders and safety trainers;
 - (e) the analysis of firings;
 - (f) the training of all control personnel;
 - (g) the organization and administration of the Gunnery Office;
 - (h) the custody of Confidential Books, Books of Reference, valuable stores and such portable fittings of the gunnery system as are classified as stores but do not come under the charge of the Ordnance Engineer Officer, the Electrical Officer or the officer borne for explosive accounting duties.
 - 2. He is to be guided by:
 - (a) Firing Manuals;
 - (b) Handbooks of Equipments:
 - (c) Drill Books;
 - (d) Fleet and station orders.
- **5723.** When borne for explosive accounting duties. He is responsible to the Gunl1lry Officer for ship's gunnery weapons as follows:
 - (a) for the execution of his duties generally and for the particular observance of the various instructions given in the *Naval Magazine* and *Explosives* and the *Naval Cordite Regulations*;
 - (b) for the custody and replenishment of naval armament stress;
 - (c) for the drill at and firing of saluting guns;
 - (d) for ensuring that:-
 - (i) the munitions in his charge are kept in good order and are properly expended;
 - (ii) the full quantity of munitions authorized for his charge is on board;
 - (iii) a proper economy is exercised in the consumption of naval armament stores;
 - (iv) the necessary books and documents relating to the account of munitions are kept up-to-date.
- 2. He is responsible to the Ordnance Engineer Officer for the issue, replenishment and stowage of such naval armament stores as may be required for repair or maintenance.

- 3. At sea, he is responsible to the Executive Officer for ensuring that a boat's distress signal box is kept in the sea boat, and that the signal rocket machines are loaded. The correctness of these matters is to be checked and reported to the Officer of the Watch daily at sunset
- 4. On proceeding to sea, he is responsible to the Captain for the rigging and placing of sea lifebuoys and is to report to the Captain that this has been done.
- 5. He is to ensure that the munitions required by the landing and boarding organisations are immediately available for service. Whenever an armed party leaves the ship, he is to take care that all munitions are checked before removal and again on returns so that any expenditure may be properly accounted.
 - 6. He is responsible for the safe custody of all small arms and private firearms (0214).

He is to ensure that rifles and carbines are stowed in an approved Armoury, which is to be kept locked with the key on the Armament Keyboard, or, where there is no Armoury, that they are kept stowed in racks and secured against removal by a chain passed through the trigger guards and locked, the keys being kept on the Armament Keyboard (5359).

The greatest care is always to be taken against the theft of pistols, which must always be accounted for by their registered numbers.

He is to ensure that at all times when not actually in use, pistols are stowed in an illuminated glass-fronted cupboard with a steel rod locked through the trigger guards. This cupboard is to be under the eye of a sentry; in ships in which no sentry is posted, it is to be in the Wardroom. The keys are to be kept on the Armament Key board.

A record is to be kept at the Armament Keyboard of the issue of pistols, and the pistol cupboard is to be so laid out or arranged that it will be readily apparent whether the correct number of weapons is present. *See* also 5389.

- 7. He is to ensure that careful account is kept of the expenditure of munitions in action.
- 8. He is to keep the Memorandum of Inspection of each gun up-to-date and is to enter therein any damage sustained.
- 9. He is to keep a current record showing the amount of the annual ammunition allowance which remains unexpended.
 - 10. He is to be guided by:
 - (a) Naval Magazine and Explosives Regulations,'

- (b) Naval Cordite Regulations,'(c) The ship's Warrant of Naval Armament Stores;(d) Fleet and station orders.

5724--5740. *Unallocated.*

SECTION III

THE TORPEDO ANTI-SUBMARINE OFFICER

(See also Chapter 24, Section III, Chapter 27, Section V, and Chapter 53, Section. V)

- **5741. General duties.** The Torpedo Anti-Submarine Officer is responsible to the Captain for the operational efficiency, and for the proper use of the ship's or base T.A.S. armament and equipment, which consists of:
 - (a) naval weapons whether ship or shore launched, including those in which guidance techniques and atomic energy may be used, which are designed primarily to function, explode or function and explode under water;
 - (b) the mountings, control equipment and stores associated

with the above underwater weapons;

- (c) detecting equipment designed for the sub-surface detection and location of underwater targets, including sonobuoys;
- (d) mine and torpedo countermeasure equipment other than degaussing equipment and devices used for silencing ships, but see 5603;
 - (e) diving and clearance diving equipment, when no

diving officer is borne, see 5744;

- (f) demolition and underwater weapons disposal equipment;
 - (g) underwater pyrotechnics, smoke candles, and decoy devices.
- 2. The T.A.S. Officer is to keep himself informed concerning the latest developments in underwater warfare in all its aspects so that he may be qualified, in conjunction with other officers concerned to give :
 - (a) advice on the operation of all forces against enemy submarines:
 - (b) advice on the tactics of surface ships when using underwater weapons and detecting gear and when threatened by underwater weapons;

- (c) technical advice on the tactics of submarines and coastal forces when using underwater weapons and detecting gear and when threatened by underwater detection or attack;
 - (d) advice on all aspects of mine warfare, including the
 - planning of minefields and all mine countermeasures;
 - (e) advice on all naval aspects of seaward defence.
- 3. In conjunction with other officers concerned, he is responsible to the Executive Officer for the establishment of the Watch and Quarter Bill. *See* 5602.
- **5742. Material.** The Torpedo Anti-Submarine Officer is responsible to the Captain for the efficiency and preparation for use of all T.A.S. equipments mentioned in Article 5741 and for ensuring that they are at the required notice for service. He is to report any departure. from this notice which is necessary for maintenance, repairs or training. He is to co-ordinate the maintenance and repair of these equipments by the Electrical and Ordnance Engineer Officers to meet operational and training requirements.
- 2. He is to arrange with the technical officers referred to in Clause I for routine and functional tests which can be conducted without skilled technical knowledge to be done appropriate T.A.S. sailors. These sailors should be made available to assist the Electrical and Ordnance Engineer staffs in periodical inspections, overhauls and skilled repair work. *See* 6533 Dismantling electrical equipment.
- 3. He may delegate his responsibility for the co-ordination of day-to-day maintenance and repair of T.A.S. equipment to the Ordnance Engineer Officer in accordance with the particular instructions contained in Article 6035.
- 4. He is, under the Captain, responsible for the watertight integrity of openings in the hull in connection with detecting apparatus and under water weapons particularly when the ship undocks, *See* 2642.
- 5. He is to have charge of all diving, clearance diving and under-water weapon disposal equipment if no diving officer is borne (*see* 5744), and of all minesweeps.
- 6. He is responsible for ensuring that all T.A.S. naval armament stores, demolition stores and spare equipment are maintained in an afficient condition and in the quantities laid down.
- 7. He is responsible for ensuring that the stowage, conveying and handling arrangements for T.A.S. weapons and equipment are kept in an efficient state.
 - 8. He is responsible to the Executive Officer:

- (a) for the custody, maintenance, examination, embarkation, handling, fuzing and preparation for service of all explosive components of T.A.S. weapons and equipments and demolition stores in ships and naval establishments;
- (b) for ensuring that the Magazine Log is kept up-to-date

with regard to T.A.S. explosives.

5743. Responsibilities of T.A.S. Officer. The Torpedo Anti-Submarine Officer, under the Captain is to:

- (a) have charge of and be responsible for all torpedoes and explosive stores pertaining thereto when they are embarked in his ship, and for their transport to and from torpedo stowages and magazines and for the operation of loading in the tubes as laid down in the relevant Torpedo Maintenance Regulations, and Naval Magazine and Explosives Regulations.
- (b) have charge of all demolition stores, mines depth charges and other underwater weapons and the torpedo tubes, discharge gear and machinery connected with them outside the line of demarcation where the responsibility of other officers ends.
- (c) have charge of all underwater detecting material, instruments, machinery and fittings for its operation including the underwater fittings in connection therewith.
- (d) have charge of and advise on the use of paravances, anti-mining and anti-torpedo device except degaussing. gear (5816). See 5603 on handling mines weeps.
- (e) have charge of and advise on the use of all minesweeping equipment and bomb and mine disposal equipment.
- (f) have charge of and advise on the use of all diving equipment.
- (g) be responsible that openings in the hull in connection

with detecting apparatus and underwater weapons for which he is responsible are properly closed. when the

ship undocks, see 2642 and 742(4).

- (h) be responsible that the correct drill is carried out by the crews of all underwater weapons and detecting devices.
- (i) have charge of Forms F. (UW)4. T.A.S *Log* and *Progress Book*, and be careful that all required particulars are duly inserted.
- **5744. Diving.** The T.A.S. Officer is qualified to advise on the tactical aspect of diving and clearance diving but is not normally a qualified diving officer trained, Q.D.D. or C.D.
- 2. A T.A.S. officer qualified in clearance diving and borne for clearance diving duties is to be responsible for the duties laid down *in* Article 5751.
- 3. Responsibility for the conduct of diving operations generally is dealt *with* in Articles 5750 to 5755.

- **5745. Compressed air services.** The responsibilities of the Torpedo Anti-Submarine Officer and of the Engineer Officer for compressed air services are laid down in Marine Engineering Manual.
- **5746. Special instructions**. Further special instructions for the Torpedo Anti-Submarine Officer are given in the appropriate, manuals, maintenance handbooks and Fleet Orders.
- **5747. Staff duties.** When borne for flotilla or squadron duties he is responsible to the Senior Officer concerned that the training of officers and sailors necessary for operation of all T.A.S. weapons and equipment is efficiently organized and conducted throughout the flotilla Or squadron. For this purpose he should *visit* ships as necessary, under the general directions of the Senior Officer concerned.
- **5748. Relief of T.A.S. Officer**. When the Torpedo Anti-Submarine Officer is relieved, similar action to that laid down in Article 5706, Clauses I to 3 is to be taken.
- 2. If, after the relief of the Torpedo Anti-Submarine Officer, serious defects, which were 'not reported previously, are revealed on the next occasion of stripping down or opening out any of the machinery for which he was responsible, the Captain is to requisition the services of a Torpedo Anti-Submarine Officer from another ship as a surveying officer and the latter in conjunction with the Torpedo Anti-Submarine Officer of the ship, and with the assistance of the appropriate technical officers, is to report to the Captain on the condition of the defective part. This report is to be submitted to Naval Headquarters through the Senior Officer.
- **5749.** When no T.A.S. Officer is borne. In ships in which no specialist Torpedo Anti-Submarine Officer is borne as part complement, the Captain is to nominate the most suitable officer or officers to perform the duties laid down in these instructions, *see* 5761.
- **5750.** Officers qualified in diving duties. Officers qualified in diving duties are to come under the general direction of the T.A.S. Officer, if one is borne but are otherwise directly responsible to the Captain for the performance of their diving duties.
- 2. They are to be guided by the policy and regulations laid down in current publications which include:
 - (a) B.R. 155 Diving Manual.
 - (b) Fleet, station and command order.
- 3. In ships in which no appropriately qualified officer can be made available, no diving is to be carried out.
- **5751.** Officer qualified in Clearance Diving (C.D.). He is required to have a full and an up-to-date knowledge of all form of self contained diving, and bomb and mine disposal equipments, and is to be fully qualified in their use.
- 2. He is to supervise clearance diving operations to any depth and all free underwater swimming.

- 3. He is qualified to supervise standard diving operations to a depth of 30 fathoms and shallow water diving, and is to have a full knowledge of ,the equipment and is to be qualified in its use.
- 4. He is to be in charge of self-contained diving and bomb and mine disposal stores and is to be responsible for the routine tests of, and modifications to, all such equipment.
 - 5. He is to ensure that clearance divers borne are operated as often as possible.
- 6. He is to keep himself informed of the latest developments in clearance diving and bomb and mine disposal techniques and antisaboteur underwater techniques.
- **5752.** Officer qualified in standard and Deep Diving (Q.D.D.). He is required to have a full and an up-to-date knowledge of all forms of standard and deep diving equipment and submarine escape and rescue

and is responsible that this equipment is maintained and tested. apparatus, and is to be fully qualified in their use.

- 2. He is normally to supervise standard diving operations to a depth of 30 fathoms and is always to supervise deep diving operations beyond that depth.
- 3. He is qualified to supervise shallow water diving and is to have an up-to-date knowledge of anti-saboteur underwater techniques and the maintenance of equipment.
- 4. He is to have charge of standard and deep diving stores and is responsible that this equipment is maintained and tested.
- 5. He is to ensure that all standard divers borne are exercised as often as possible, but in no case should a monthly interval be exceeded.
- **5753. Officer qualified as an Instructional Diving Officer**. He is specially qualified in the diving school as an instructor and is qualified as a standard diver to a depth of 30 fathoms.
- 2. He is required to have a full and an up-to-date knowledge of standard diving to a depth of 30 fathoms and of the upkeep and maintenance of standard diving equipment.

- 3. He is qualified to supervise standard diving operations to a depth of 30 fathoms.
- 4. He is qualified to supervise shallow water diving and is to have an up-to-date knowledge of anti-saboteur underwater techniques and the maintenance of the equipment.
- **5754.** Officer qualified in Diving Supervision. He is required to have a full and an up-to-date knowledge of standard diving to a depth. of 30 fathoms, and of the upkeep and maintenance of standard diving equipment and shallow water diving equipment. He is to have a full knowledge of anti-saboteur underwater techniques.
- 2. He is qualified to supervise standard diving operations to a depth of 30 fathoms and shallow water diving, but should not normally conduct standard diving operations if an officer qualified under Articles 5751 to 5753 is available.
- 3. The Diving Supervision course is included in the qualifying courses for Lieutenants (T.A.S.) and T.A.S. Sub-Lieutenants.
- **5755.** Officer qualified in Shallow Water Diving. He is to be qualified in the shallow water diving course laid down in the Diving Manual, and is required to practice shallow water diving and to have an up-to-date knowledge of the techniques involved, including anti-saboteur underwater defence.
- 2. He may supervise shallow water diving and is to ensure that all shallow water divers are exercised as often as possible.
 - 3. This qualification may be held by officers of all branches.

5756-5760. *Unallocated.*

SECTION IV

THE PROMOTED OFFICER (T.A.S.)

- **5761. General duties.** The Promoted Officer (T.A.S.) is responsible to the T.A.S. Officer or, when no specialist T.A.S. Officer is borne, to the officer nominated by the Captain to perform the duties of the T.A.S. Officer, *see* 5749.:
 - (a) for the performance of such duties as may be delegated to him;
 - (b) for observance of the various instructions given in Naval Magazine and Explosive Regulations, as applicable;
 - (c) for the care and custody of T.A.S. naval armament

stores, including demolition stores and explosives,

in accordance with the regulations;

- (d) when no diving officer is borne, for the supervision of diving operations in accordance with Article 5754. When qualified in clearance diving and borne for clearance diving duties, he is to be responsible for the duties laid down in Article 5751.
 - (e) for ensuring that:
 - (i) the full quantities of stores and explosives authorized for his charge are on board and in serviceable condition and for demanding replenishments and replacements;
 - (ii) all records and returns relating to the stores and explosives on his charge are properly compiled and rendered;
 - (iii) all History Sheets of T.A.S. Weapons, but not mountings, and Memoranda of Inspection for A/S mortars, are compiled in accordance with the instructions.
- 2. It would be appropriate, if no qualified T.A.S. Officer is borne, for the Promoted Officer (T.A.S.) under Clause l(a) above to be charged with responsibility for T.A.S. material and training duties.

5762-5770. *Unallocated.*

SECTION V

THE SIGNAL COMMUNICATION OFFICER

5771. Signal Communication Officer. The Signal Communication Officer is the qualified (C) officer, or the senior qualified (C) officer if more than one is appointed or the Promoted Officer of the Signal Communication Branch specifically appointed by Naval Headquarters as Signal Communication Officer. If no such officer is borne, the Captain is to detail a commissioned officer to perform the duties of Signal Communication Officer.

- **5772.. Duties of Signal Communication Officer.** The Signal Communication Officer's responsibilities can be grouped into the following main categories :
 - (a) Co-ordination of all radio emission, and the allocation of all radio guard s.
 - (a) Co-ordination and allocation of the use of communication equipment. (c) Advice to the Command on all aspects of radio warfare.
 - (d) Provision' and operation of radio circuits manned by the Signal Communication Department and any security devices used with them.
 - (e) Provision of radio circuits for other "user" departments and any security devices used with them.
 - (f) The control of V.S. signaling and line telecommunication.
 - (g) The organization for the handling and internal distribution of messages.
 - (h) Arrangements for communications and cryptographic

security.

(i) The administration of the Signal Communication

Department.

(ii) Communications for aviation.

- **5773.** Co-ordination of all radio emission and allocation of all radio guards. The signal communication officer is responsible for the coordination of all radio emission and for advising the Command on the formulation and interpretation of the policy and the rules, for imposing or relaxing radio silence on, or otherwise limiting transmission by, all forms of radio equipment. These equipments embrace those installed for operating the following systems:
 - (0) Wireless communication. (b) Radar.
 - (c) I.F.F.
 - (d) Radio beacons.
 - (e) Radio counter measures.
 - (f) Remote control of weapons by radio.
 - (g) Miscellaneous systems involving transmission by radio, e.g., aids to flying control.
 - 2. Co-ordination is to be designed to:
 - (a) Ensure that the radio equipment is employed to the maximum benefit and that restrictions on its use accord with fleet and operation orders and the requirements of the

strategically and tactical situations, and that, if necessary, adequate guards are arranged on all radio systems.

- (b) Ensure that alterations in policy, required by any user officer owing .to changed situation, are compatible with the overall policy.
 - (c) Obviate any likelihood of mutual interference between radio equipment, counter measures equipment, etc., in order that optimum value shall be obtained. from all equipment that it is permissible to operate under the policy in force.
 - (d) Ensure rapid appreciation of the effect on transmission or reception of break-downs, or other difficulties in equipment and to devise alternative means of transmission or reception until repair has been effected.
 - (e) Ensure that radio equipment is operated in accordance with the current orders for security of communications.
- **5774.** Co-ordination and allocation of the use of communication equipment. The Signal Communication Officer is responsible to the Command for the allocation as between user departments (of which the Signal Communication Department is one), of all the equipment used for communication.
- **5775. Radio warfare.** In addition to the responsibilities in Article 5773(2), the Signal Communication Officer is responsible to the Command for the conduct of all other aspects of radio warfare. These include:
 - (a) search for enemy radio transmission and reporting of information obtained therefrom;
 - (b) organization and employment of all types of radio counter measures;
 - (c) advice on the general policy and method for evading enemy counter measures;
 - (d) radio security;
 - (e) radio ruses and deceptions.

Note: Where an officer is specifically appointed for radio warfare duties, he may at the discretion of the Command assume all or any of these responsibilities.

5776. Provision and operation of radio circuits manned by the Signal Communication **Department.** The Signal Communication Officer is responsible:-

- (a) for the provision and effective operation of all radio circuits including DF facsimile, manned by the Signal Communication Department. The term "provision" covers selection of equipment and frequency, tunning and wave-changing;
- (b) for ensuring that the Signal Communication channels prescribed in Fleet Orders and station, flotilla and operation orders are manned as appropriate to the strategical situation.
- **5777.** Provision of radio circuits for other users. The Signal Communication Officer is to ensure that the control and information communication channels prescribed in Fleet Orders and station, flotilla and operation orders, appropriate to the strategical and tactical situation, are

provided for the user departments as required by them. This entails the tuning of the transmitting and receiving units of wireless apparatus, in the charge of the Signal Communication Department, which is used by other departments.

- 2. Subject to the policy issued by the Command the responsibilities delineated in Clause 1 in no way affect those of the "ND", "G" or other user officers for the timely manning and correct operation of their respective communication channels and radio equipments, or for drawing up departmental orders for the operation, use and control of the communication channels and radio equipment with which they are concerned. *See* 5820 Action Information and 5R21 Electronic Warfare.
- **5778.** Control of VS signalling and line tele-communications. The Signal Communication Officer is responsible for the control of VS and LT signalling (including control of all naval exchanges ashore and main ships' telephone exchanges afloat) and for advising the Command of the .formulation of the policy for using all forms of VS and LT signalling equipment.
- **5779. Message handling.** The Signal Communication Officer is responsible for the organization and handling and internal distribution of messages, including their security. This includes the routeing of all through and out messages. He is also responsible for all signal despatch services. The Signal Communication Officer has no responsibility for the text, degree of precedence or the security classification of messages originated by officers of other departments but is to advice originators on these matters whenever called upon to do so.
- 2. Communications and cryptographic security. The Signal Communication Officer is responsible for ensuring that all radio circuits are operated in accordance with current orders for the security of communications. This may include the use of callsign systems, tactical and other codes, authentication systems and other arrangements as may be ordered from time to time. In his capacity as Crypto Security Officer, he is responsible for the custody and use of cryptographic equipment and publications on loan to the Signal Communication Department and for the efficient organization of the cryptographic organization. When an officer is specifically appointed for cryptographic duties, he may, at the discretion of the Command, assume all or any of these duties.

5780. Administration of Signal Communication Department. The Signal Communication Officer is to be responsible to the Command

for	the fo	llowing	:-		,
-----	--------	---------	----	--	---

- (a) Internal signal organization generally and co-ordination of all branches of the Signal Communication Department.
- (b) General supervision of the training and duties of communication personnel
- (c) For the overall charge and allocation of all wireless and DF equipment, the Wxternal maintenance of this equipment and the upkeep of the compartments in which it is installed and for the arrangement for dealing with radio hazards [5540(7)].
 - (d) Ensuring that:

- (i) all electrical defects or failures to produce optimum performance in wireless and visual signalling equipment and internal communication equipment in the Signal Communication Officer's charge are promptly reported to the Electrical Officer.
- (ii) Opportunity's provided for the. Electrical Officer to carry out periodic examination and testing for electrical reliability, maintenance and repair, of all wireless and visual signalling equipment and internal communication equipment in the Signal. Communication Officer's charge. See Chapter 25, Section II, radio trials, testing and tuning.
- (iii) the appropriate calibrations are carried out, assistance being obtained as necessary from the Electrical Officer.
- (iv) all stores issued to the Signal Communication Department are properly used and that adequate precautions are taken for their safe custody.
- (v) the signal log is correctly kept.
- (vi) Communication personnel are supplied with the publications and other books or documents (including intelligence from orders issued by Naval Headquarters or local authorities) necessary for the performance of their duties.

Note. Responsibility for the safe custody of signal is laid down in *B.N. Security Regulations* and B.R. 150.

- (*vii*) all signal publications and other publications supplied to the Signal Communication Department are duly corrected by the addenda or other orders issued by Naval Headquarters or local authorities.
- (viii) current instructions promulgated from time to time in Fleet Orders, etc., for the custody or destruction of plain and 'encrypted copies of classified messages are properly observed and that field message forms and tapes are destroyed or otherwise disposed of according, to instructions;
- (e) For all returns in connection with visual, wireless and LT signalling other than those concerning material and accounting.
- **5781. Signal exercises with merchant ships.** Bangladesh Navy ships are to take any suitable opportunity of carrying out signal exercises by day and by night with Bangladesh merchant ships.
- 2. In harbour it is not usually convenient for merchant ships to exercise Vs and harbour exercises should be arranged only at their request when full co-operation is to be afforded. At sea, exercises should not be carried out when ships are in pilotage waters or during the period when merchant ships are preparing to make their noon observations. Merchant ships wishing to signify that they are unable to exercise VS may make use of the naval prosign AS followed by the ending sign AR, meaning "you are to wait" or "I am obliged to wait" as applicable.
- 3. Merchant ships normally carry no staff expressly for VS duties and have very limited facilities for flag signalling or flashing their portable lanterns having a range of two or three miles only. In general, the rate of signalling by Morse by a merchant ship will be between four and ten words a minute; a rate of eight words a minute should be considered a satisfactory standard. When circumstances permit, signalling by flags should be exercised in preference to other methods. Normally *International Code of Signals, Volume I*, is the only book carried by merchant ships for general use in peacetime and should be used in preference to plain language between ships of different nationalities.

- 4. If security conditions permit, Bangladesh Navy ships should make known their identity to merchant ships taking part in signal exercises.
- 5. Quarterly returns on Form. F(SG) 37 of all signal exercises carried out with Bangladesh merchant ships should be forwarded to Naval Headquarters. Nil returns are not required.
- 6. The instructions in this article are not intended to restrict the customary communication between Bangladesh Navy' ships and foreign merchant ships of any nationality.
- **5782.** Naval Shore Wireless stations. Naval Shore Wireless Station are under the operational control of Naval Headquarters. Any alterations to station orders, such as' watch-keeping arrangements which affect wireless organization, are to be referred by Officers in Charge to Naval Headquarters for approval.

5783-5800. *Unallocated.*

SECTION I

INSTRUCTIONS TO NAVIGATION AND DIRECTION OFFICERS

- **5801.** Navigating Officer. All Executive Officers are liable to be called upon to perform navigating and pilotage duties in Bangladesh Navy ships. *See* "Navigating Officer" in Explanation of Terms.
- 2, In a ship where a specialist officer of the Navigation and Direction Branch qualified in navigation is borne, he is to carry out navigating duties. Should there be more than one officer so qualified, the terms of the appointment will indicate which officer is to carry out navigating duties. When no officer so qualified is borne, the. Captain may delegate to another officer such of the duties laid down in these instructions as he thinks proper to latter's experience.
- 3. Should the specialist officers of the Navigation and Direction Branch borne be qualified in, or appointed solely for, direction duties, the Captain may similarly direct a non-specialist officer to undertake such navigating duties as he thinks proper.
- 4. Lieutenant-Commanders, Lieutenants and Sub-Lieutenants appointed for navigating duties are to participate in watch keeping, divisional, and general ship duties but this is not to interfere with their special navigating duties and is to be arranged at the discretion of the Captain.
- 5. A Commander when borne for navigating duties will not be appointed as the Executive Officer of the ship.
- **5802.** General Navigating Responsibility. The Navigating Officer under the direction of the Captain is to have the charge of the navigation of the ship; he is to point out to the Captain every possible danger in or near the ship's course, and the way to avoid it; and, if it be imminent, to report it to the Officer of the Watch with a view to immediate action.
- 2. Whenever the ship is approaching the land or shoals, he is to keep a careful look-out, and he is to attend to the soundings until the safety of the ship's position is clearly ascertained and secured.
- **5803. Relations with Pilot.** He is always to be very attentive to the manner in which the ship's is conducted by a pilot. If he perceives the ship to be running into danger, or if he has any reason to think that the pilot is not properly qualified to conduct her, he is immediately to inform the Captain. *See* also Chapter 22, Section I, on pilotage.
- **5804. Daily Reckoning.** When at sea, every day, immediately after noon, and at such other times as circumstances may render necessary, he is to deliver to the Captain an account of the latitude and longitude the ship is in, and all other particulars regarding her position which the Captain shall require.

- **5805.** Work and Note Books. The Navigating Officer is to keep in the work book provided for that purpose, the results of all observations and calculations connected in any way with the navigation of the ship. He is also to record in the note book supplied, all angles, bearings, and other information connected with navigation. These books are to be examined by the Captain whenever he may think fit to call for them.
- **5806. Reports of Lights**. On sighting a light, the Navigating Officer is to compare it with the latest official information on the subject, and if it should not agree with the description there given of it, or if the light be inefficient, he is to make a report thereof.
- **5867. Ship's Performance.** He is to watch attentively the ship's qualities at sea, so that he may be able to suggest, if necessary, any alterations calculated to improve them.
- 2. In order that records of the performance of a ship under all conditions of wind and weather gained in one commission may be available for the next, a manuscript Navigational Data Book is to be kept by the Navigating Officer and is to contain the information indicated in Chaptder II of *B.R.* 45 *Admiralty Navigation Manual, Volume I. See* also 5857 ship's performance trials.
- 3. This book is to be produced at inspections, transferred to successive Navigating Officers~ and .on paying off is to be handed to the Captain Superintendent of the Dockyard for custody until the ship recommissions.
- **5808. Ship's Log.** He is to have charge of the Ship's Log, Form F(OP)2 and is to present it weekly for the Captain's inspection. He is to take care that it is correctly and neatly written up and that all the required entries have been made; he is to ensure that it is initialled by the Officers of the Watch, while the facts are fresh in their memories.
- 2. After it has been signed by the Officer of the Watch, he is to allow no alteration to be made, however trifling, without the concurrence. of the Officer of the Watch concerned (who is to initial the alteration) and the sanction of the Captain.
- 3. He is to be particular that all the entries required by the established form of log are correctly inserted in the Ship's Log, in addition to the following circumstances and all other occurrences of moment:
 - (a) Notice of main engines for steam. Times of weighing and proceeding.
 - (b) The arrivals, departures, the meeting at sea or finding at anchor of Bangladesh Navy ships and ships-of-war of all nations, transports, and fleet auxiliaries and strange ships

- observed. Salutes and ceremonies. Half-masting and re-hoisting colours. Dressing ships, the occasion being stated.
- (c) An account of the ship's movements noting navigational information such as bearings, courses and speeds in sufficient detail for the track of the ship, at any time, to be accurately reconstructed. The set and velocity of currents experienced are to be entered in the space provided.
- (d) Whenever the clocks are altered, the fact is to be noted in the Remarks column and a notation of the time being kept is to be made daily at noon.
- (e) At the end of each Watch the columns for wind, weather, sweel, pressure and temperature are to be completed, and any unusual phenomenon is to be recorded. During threatening and stormy weather these columns are to be completed each hour. The extent of roll is to be noted occasionally.
- (f) When *in* company, the positions of the leading ships, and the necessary particulars about the ship herself and the other ships *if* out of station, are to be recorded.
- (g) The anchoring or mooring of the ship with depth of water, amount of cable, and position by bearings. The securing of the ship to a wharf or buoy. The draught fore and aft, before sailing and on arrival in harbour (5650).
- (h) Evolutions, exercises, and landings on service or for

drill. The Damage Control State.

- (i) The employment of the ship's company. The daily inspection of the ship's company at divisions and evening quarters; the holding of organized prayers; the leave given, stating to which watch or part of watch.
- (j) The embarkation and disembarkation of all passengers.
- (k) The entry and discharge of officers and sailors the number only of the latter to be given.
- (I) The details and times of any accidents occurring on board or injury to important store articles or fitments. Any damage caused by or to vessels berthing alongside.

The circumstances of the loss of all important stores;

it will be sufficient to specify in the log only the description of the important articles. *See* 1541 and 5343 Accidents, 2242 Report of collission, and 5412 Loss of stores.

- (m) The names and descriptions of any vessels or craft alongside, with the times of arrival and departure and the purposes for which brought alongside.
- (n) Details of any aircraft sighted at sea which are thought to be in distress, or are acting in an unusual manner, together with the details of any action taken in the ship.
 - (0) The particulars of the hire of any boat. wharf, or building for the service of the ship. The hiring is not to be undertaken without due authority.

- (p) All general payments (5404).
- (q) All publishments requiring warrants, the serial Navy Rules.
- numbers being -noted. See

- (r) All deaths on board (1540).
- 4. At the end of each calendar month, the Navigating Officer is to deliver to the Captain the completed Ship's Log signed by himself. If the Navigating Officer is superseded he is to sign the Ship's Log then in his possession and deliver it to his successor.
- 5. Ship's Long is to be forwarded to Naval Headquarters at the commencement of each calendar month. A copy of each Log is to 8e retained in the ship for a period of two years.
- **5809.** Gyro-compass equipment. The Navigating Officer is to be responsible for the correct use of the gyro-compass equipment and is to give the Electrical Officer due notice when the compass will be required for use, and inform him of all settings (6510).
- 2. The Electrical Officer is to have the gyrro-compass equipment on his charge and is to be responsible for running and maintaining the compass, for lining up the repeaters, and for making the settings in accordance with the Navigating Officer's instructions.
- 3. In ships, where no Electrical Officer is borne, the technical responsibility is to be assumed by the Senior Electrical Branch sailor In such instances, the Captain is to select an officer in whose charge the gyro-compass equipment is to be placed.
- **5810. Spare compasses and keys.** The Navigating Officer is responsible for the proper stowage of spare magnetic compasses and gear.

- **5811.** Charts and Navigational Publications. The Navigating Officer is to have charge of the charts, maps, navigational books and publications, and is to comply with the instructions given in B.R. 45, 46, 46A *Admiralty Navigation Manual*.
- 2. He is to observe strictly the instructions contained in the *Hydrographic Supplies Handbook* (Hydrographic Publication H. 51). When a *Notice to Mariners* is received on board, he is at once to cause the particulars to be inserted on all charts affected and in other navigational publications, in accordance with the above handbook.

- 3. He is to note carefully any inaccuracies in the charts supplied to ~he ship, so that the requisite alterations may be made. If the inaccuracies he may have detected in the charts are of importance, he is to report them immediately to the Captain in order that they may be transmitted, to Naval Headquarters (Director of Hydrography) by the earliest opportunity so that no time shall be lost in making the necessary corrections.
- 4. When the Captain forwards Hydrographic Report or a Hydrographic Note on Form F(HD)6 as required by Article 5855, the remarks of the Navigating Officer are to be so distinctly expressed as to admit of no ambiguity and they are to be accompanied by a written explanation of the amendments he proposes to make, either in the configuration of the coast, in the latitudes and longitudes, in the soundings, or in the position of dangers, and he is in all cases to forward the evidence he possesses of the existence of change, and the angles bearings, or other observations he has employed to determine the true position.
- **5812.** Chronometers and Watches. The Navigating Officer is to have charge of the chronometers and Watches supplied for navigational use and is to comply with the instructions given in the *Admiralty Navigation Manual* and in H. 51 *Hydrographic Supplies Handbook*.
- 2. He is responsible that charonometers and Watches are wound daily at a fixed hour and that the fact that they have been so wound is reported to the Captains.
- 3. He is to observe strictly the instructions contained in Form H. 112, *Instructions relating to the supply, use and care of Chronometers* and *Watches*.
- **5813.** Navigational instruments. He is to obtain from the Supply Officer the instruments and stores which are allowed for the navigation of the ship, as laid down in the *Warrant of Stores'* (0108), and he is to furnish him with receipts for the articles obtained. He is to be responsible for their custody, and when a ship is ordered to be paid off, he is to see that the compasses and gear retained on board are in a serviceable condition for the ship's immediate recommissioning. On supersession, he is to obtain a receipt from the officer in whose charge the instruments are placed.
- **5814.** Cables. The Navigating Officer is to be careful that the inner ends of the cables are properly secured.
- 2. When the ship is moored, he is to see that proper measures are taken to keep the hawse clear. Should the hawse become foul, he is to make the necessary representations' to the Captain so that it may be cleared as soon as practicable, and he is also to cause the Officer of the Watch to be informed, *see* 5542(8).
- **5815.** Sounding equipment and logs. He is to see that the lead lines are marked correctly and that they, as well as the sounding machines and logs, are at hand and in good order whenever they may be required.
- **5816. Degaussing equipment**. He is responsible for the correct use of the degaussing equipment fitted and is to make himself-acquainted with all instructions appertaining to its use

- 2. The Electrical Officer is responsible for the maintenance of the degaussing equipment, *see* 6510.
- **5817. Meteorological Officer-duties.** The Meteorological Officer is directly responsible to the Captain for the meteorological organization of the ship.
- 2. At sea, the Meteorological Officer is to make weather reports in accordance with the Fleet Orders issued from time to time.
- 3. On receipt of a warning from a superior naval authority of weather conditions which may affect the safety of material or personnel, or should he suspect the development of such conditions when ~o special warning has been received, he is at once to inform the Captain of the extent to which, in his opinion, the ship will be affected.
- 4. He is to have charge of the meteorological instruments and is responsible for their siting, maintenance and performance.
- 5. He is to have charge of the meteorological charts, books and publications and is responsible for their correction and disposal in accordance with the instructions laid down in the *Meteorological Supplies Handbook* (W.!.).
 - 6. He is responsible for the meteorological instruction of officers and sailors.
- 7. In a ship in which no qualified Meteorological Officer is borne, meteorological duties are normally to be undertaken by the Navigating Officer.
- **5818. Direction Officer.** The Direction Officer (*see* Explanation of Terms) is responsible to the Captain for :
- (a) The control of airborne defensive fighters and Of other aircraft as requisite (see Clause 3).
 - (b) Safety of all aircraft under his control.
 - (c) The homing of lost aircraft.
 - (d) The fixing of the position of ditched aircraft or bailed out aircrew.
 - (e) The issue of air raid warnings.
- 2. He is responsible for advising the Captain on the tactical employment of aircraft used for Air Defence.
 - 3. Control of aircraft may be either:
 - (0) Close Control-which is the continuous control of fixed and rotary wing aircraft by ships, submarines, aircraft, and shore stations; the controlling unit accepting responsibility for the safety of the aircraft; or

- (b) Informative (broadcast) control-which is the continuous broadcast of information to fixed and rotary wing aircraft to enable the pilot to carry out his mission. The responsibility for the safe navigation of the aircraft remains with the Captain of the aircraft.
- 4. So that he may be able to fulfil the above responsibilities the Direction Officer is to keep himself informed of :
 - (a) The characteristics and performance of all Bangladesh

Air Force and Allied Aircraft.

- (b) The characteristics and performance of enemy air craft and equipment.
- (c) The tactics likely to be employed by the enemy and the probable effectiveness of these measures.
- (d) The policies laid down in relevant publications.
- **5819. Training.** The Direction Officer is responsible to the Captain

for:

- (a) The training of officers in Aircraft Control.
- (b) The organization and conduct of Air Defence exercises.
- **5820. Action information.** The senior specialist officer of the Navigation and Direction Branch, or the officer carrying out navigating duties if no such specialist officer is borne, is to be responsible (subject to the provisions of Clause 2) for the general conduct of the Action Information Organization including:
 - (a) the operational use of all Warning Radar equipment, and in conjunction with the Electrical Officer, for the production of operating data, such as vertical coverage diagrams and the results of height calibration. Warning sets used for gun or missile directiol:1 arf, however, to be operated to meet the requirements of the Gunnery Officer when the armament is manned
 - (b) the collective training of A.L.O. crews.
 - (c) the efficient distribution and control of traffic on voice lines allocated for use by the A.L.O. See 5776.
- 2. In A.D. Frigates, responsibility for the A.I.O. is to lie with the Direction Officer irrespective of the seniority of the Navigating Officer.
 - 3. The officer responsible is to keep himself informed of :

- (a) the capabilities of all Action Information Organization equipment and the standards of efficiency expected of it;.
- (b) the policies Information laid down in the Handbook of Action Organization and other relevant publications and drill books.

5821. Electronic Warfare. The Direction Officer is responsible to the Captain for :

- (a) Display and presentation of information obtained from the Electronic Warfare Organization and for taking appropriate measures to counteract the jamming of radio equipment. for which he is responsible.
- (b) Assisting the Electronic Warfare Officer in the classification of electronic warfare information.
- **5822.** Material. The officer responsible for the A.L.O. (5820) is responsible to the Captain for the Ship's Action Information Organization equipment and Warning Radar, and for ensuring in conjunction with the appropriate technical officers that the equipment fulfils the function of the organization and is in good order. This includes responsibility for ensuring that the Warning Radar is switched on in good time, working efficiently and ready for instant use.
- 2. He is to consult with the Electrical Officer regarding the maintenance and repair of the Electrical and Radio equipment to meet operational and training requirements. In this respect, he is to meet, as far as possible, the requirements of the Electrical Officer

with regard to routine preventive maintenance. See 6510. .

3. In consultation with the Electrical Officer, he is to Arrange that those sections of the electrical maintenance schedules, capable of completion by R.P. ranks are carried out.

5823-5839. *Unallocated.*

SECTION II

GENERAL NAVIGATION

- **5840. Senior Officer's responsibility.** The flag or other Senior Officer is responsible far the safe conduct of the flotilla, squad ran, ships or ship present with him and acting in concert under his orders, the senior officers in charge of division or columns being responsible far the ships under their immediate orders.
- 2. Should any officer in command observe a ship standing into danger, he is at once to act of make known the same as the actual circumstances of the case may seem to require.
- **5841.** Captain's responsibility. The Captain is responsible far the safe conduct of the ship.
- 5842. Duties of Navigation Officer. The Navigating Officer, under the direction of the Captain, is to have the charge of the navigation of the ship; and whenever the ship is approaching the land or any shoals, the Captain is to take care that the Navigating Officer keeps a good look-out, *see* 5802.
- **5843. Safety precautions.** When approaching land or shoals and when under way in the vicinity thereof the Captain is to ensure that the position of the ship is not only ascertained in good time, but is constantly fixed thereafter by the best means available including radar and other radio aids to position fixing, in addition to. Visual fixing, sounding or other methods.
- 2. When in the vicinity of racks or shoals, and when the ship is in pilotage waters, the Captain is to take care that soundings are obtained by the best means available not only as a guide far securing the safe conduct of the ship, but also, as a precaution against any mistake in navigation, even when a pilot is borne. Such precautions are to, be maintained even in the mast frequented channels.
- 3. The Captain is to. take care that preparation has been made to anchor the ship at the shortest notice.
- **5844. Approaching land during darkness**. The Captain is to exercise a very careful discretion before endeavouring to make unlighted or dangerous land, or to. get into. or close difficult unlighted parts during darkness. Except in cases of emergency or other necessity, he should consider whether, instead, the service he is employed upon will not be mare certainly performed by standing off until daylight.
- **5845. Speed in low visibility.** Any officer in command of a flotilla, or squadron, or. of one of Bangladesh Navy ships, when under way in fag, mist, falling snow, heavy rainstorms or any other condition similarly restricting visibility, is to proceed at a moderate speed consistent with the distance at which other ships or objects can be located either visually or by radar. At the same time due consideration must be given to. the proper maintenance of control aver the unit under his command as well as to. the distance which must be traveled before any vessel can be made to lose all her way if required to do so. The possibility that other ships met with may not be equipped with radar must constantly be borne in mind.
- **5846. Precautions when anchoring**. When anchoring, the Captain is to take care to place the ship in a safe berth and in such a position as not to. endanger ships already anchored; also that the bearings of headlands or other distinguishable objects, with the depth of water and the nature of the bottom, are ascertained and noted in the Ship's Lag. If there is no accurate chart of the

place, he is to cause the Navigating Officer to. sound round the ship within a radius of a least three cables to. ascertain the fitness of the anchorage.

- **5847. Report of grounding.** If the ship touches the ground the Captain and the Navigating Officer are, by the first opportunity, to. transmit to. the Senior Officer far the information of the Chief of Naval Staff, a joint statement an Farm S. 232 *Report of Collision or Grounding (see* Appendix XXV). A full report of the circumstances leading up to. the grounding is to. be included in the covering letter and extracts from the Ship's Lag, and rough and fair engine-room registers, are to. accompany, the statement.
- **5848.** Other reports. Reports of collision or other navigational matters should, whenever practicable, be accompanied by diagrams indicating the relative positions and movements of the vessels concerned.
- **5849.** Entering dock. Every precaution is to be taken to prevent ships when being taken into or out of a dock or basin, from striking or bearing hard against the sides of the entrance; should such a case occur the Captain is to report the particulars to his superior authority in order that if may be noted in the same way as if the ship had grounded. If it should occur at a dockyard, the dockyard officers are required to report whether, in their opinion, the ship has sustained any damage.
- **5850. Striking wharves or objects**. If a ship comes into contact with floating or sunken objects, or with wharves or piers, the facts are fully to be stated with a view to a careful examination being made of the plating affected in case it should seem to be necessary, *see* 5849 and 5851.
- **4851.** Movements in home ports. Whenever one of Bangladesh Navy ships or vessels is ordered to enter or leave harbour, to enter locks or docks, or pass through basins, the responsibility for the arrangements for the movement rests with the appropriate naval authority ashore or dockyard officers, as the case may be.
- 2. Whenever one of Bangladesh Navy ships or vessels is under the control of tugs employed for the purpose of berthing or manoeuvring the ship inside the harbour, the Captain should normally direct the Harbour Master or the Pilot to handle the ship; but this 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 Navigating Officer these officers will be deemed to have neglected their duty, *see* 2205.
- 3. Whenever one of Bangladesh Navy ships or vessels is being moved without power, either by tugs or hawsers, in the port of Chalna or Chittagong the dockyard officers are responsible for the movement.
- 4. Whenever one of Bangladesh Navy ships is proceeding alongside a dockyard wharf from sea, or is being moved from one berth to another in a dockyard, the ship's company -is to assist and a berthing party is to be landed to work under the orders of the dockyard officers.
- 5. When one of Bangladesh Navy ships or vessels is ordered to come alongside a jetty or wall of a tidal basin, the dockyard officers will be responsible for the arrangements for receiving

and securing her but the responsibility for the movement, unless she has no power at command, will rest with the Captain.

Similarly, when a ship is leaving a jetty or well of a tidal basin, the dockyard officers will be responsible for letting go the hawsers. The Captain will be responsible for the movement and will direct the order in which the hawsers are to be let go.

- 6. Whenever one of Bangladesh Navy ships or vessels is ordered to leave a dock or lock in a dockyard, the dockyard officers are responsible for the methods to be followed, and for all arrangements until the last shore hawser is slipped. The vessel remains in dockyard charge until she is clear of the wall and proceeding under her own power. The dockyard officers are to tell the Captain what method they propose to follow and inform him of any special precautions which may be necessary. If the Captain does not agree with the proposed arrangements, the dockyard officers are to obtain the decision of the Captain Superintendent.
- 7. If on account of wind, weather, fog, tide or for any other reason, the dockyard officers consider it undesirable to move a vessel they are so to inform the Captain; but if he still wishes the movement to take place and officers to accept the responsibility, the matter is to be referred to the Senior Officer concerned for decision.
- **5852.** Hiring tug. Commercial tugs are to be hired only when the senior naval officer present considers it essential for the safety of the vessel requiring towage. The hire charge should not exceed the local commercial tariff rate. As tug owners usually charge for stand by time, great care is to be taken to avoid stand-by charges or engaging. a tug before towage can commence. The services rendered are to be agreed at the time with the master of the tug and his claim certified formally and sent to the appropriate naval authority for settlement.
- **5853. Derelicts**. Should any of Bangladesh Navy Ships fall in with any water-logged vessel abandoned at sea, which constitutes a danger to navigation, the derelict is to be examined, and unless the cargo 'is composed of such large baulks or timber as would themselves become a danger if released or the position of the derelict is such as to make it probable that she may soon be towed into port, every effort is to be made to sink or otherwise to destroy her.
- 2. The Captain is to warn all shipping in the vici8nity, by the most immediate means, of the date, position, and description of any derelict vessel Of floating, obstruction which is sighted. In Bangladesh he is to inform Naval Headquarters and when abroad, the appropriate naval authority. *See* also' 5904.
- **5854.** Hydrographic surveys and observations for magnetic variation. When opportunity officers and the charts supplied are imperfect, the Captain is to' cause surveys to be undertaken and charts to be made of the harbours and coasts visited, by the navigating or other qualified officers, to wham every facility far this purpose is to be given and who are always to affix their signatures to their drawings and remarks.
- 2. Observations far the magnetic variation, obtained by swinging the ship in deep water, are of particular value far the correction of charts of magnetic variations Results of such observations

are to be forwarded (in original only) to Naval Headquarters (Director of Hydrography) an Farm H. 488.

- 3. In carrying out this instruction in foreign places, the Captain and all other officers are to be very careful to avoid giving any ground far offence to the authorities and before undertaking a hydrographic survey in the territorial waters of a foreign state, permission is to be abstained from the local authorities in accordance with Article 2312.
- **5855. Hydrographic information.** The particulars of all information which may from time to time be obtained affecting charts, sailing directions, and other publications supplied with chart folios, are to' be forwarded to Naval Headquarters (Director of Hydragraphy) an Farm H. 102: but If the information is of an urgent nature a preliminary report is also to be made by signal to Naval Headquarters. A duplicate copy of reports an Farm H. 102 is to be sent to the Senior Officer concerned. *See* also 5904.
- 2. The Captain of a ship employed an special service such as a trooping passage, experimental cruise, or a visit to an unfrequented place, is to forward with the Letter of Proceedings (5305) a Hydrographic Report in accordance with the instructions contained in B.R. 45 Admiralty Navigation Manual.
- **5856. Uncharted dangers.** If the Captain of one of Bangladesh Navy ships should became aware of the existence of any danger in the ordinary track of shipping not hitherto charted, he is to cause careful examination to be made by soundings so as to show the nature, extent, position and depth of water, in respect of such danger, and is to report the same to Naval Headquarters immediately by signal forwarding at the first opportunity the angles and other means used to fix the position and, if possible, a plan of the locality. A delay of a few days waiting far suitable conditions to make a survey of a new danger cannot be considered as time mis-spent. *See* also 5904 Discovery of navigational dangers.
- **5857. Ship's performance trials.** When opportunities offer, the Captain is to make the necessary trials at the specified speeds to obtain the necessary data far completion of Farm S. 347. *See* also 5306 Economical speed.
- 2. All the trials specified an Farm S. 347 are to be completed within six months of the ship being first commissioned. Diagrams and any necessary particulars, are to' be furnished in each instance. The results, as recorded an Farm S. 347, are to' be inserted in the Captain's Ship's Book (5316) and the Navigational Data Book (5807), and three copies are to be forwarded to Naval Headquarters.
- **5858. Ammunition ships.** Ships are to give a wide berth when practicable, to ammunition ships or vessels laden with explosives, which are distinguished by a red flag at the masthead.
- **5859.** Navigation lights. Whenever any light which has been hoisted or is being used an board Bangladesh Navy shi;, in compliance with the Regulations far Preventing Collisions at Sea, is removed far the purpose of being trimmed, or far any other purpose, it should immediately be replaced by another, So that there may not be any interval during which a light is not exhibited.

- 2. Care is to be taken to prevent green or red lights showing outboard as they may be mistaken far the side-lights of the ship. *See* also 5541\).
- **5860. Fishing Vessel Log**. The Captain is to see that the instructions contained in the Fishing Vessel Lag, Farm S. 1176, are complied with.
- **5860. Fishing Vessel Log.** The Captain is to see that the instructions contained in the Fishing Vessel Lag, Farm S. 1176, are complied with.
- **5861.** Navigation Manual. B.R. 45, 46, 46A *Admiralty Navigation Manual* is to be regarded as the standard work an navigational questions in the Navy and the information contained therein is to be studied mast carefully.
- **5862.** Use of charts. Navigating and other Executive officers are also most carefully to study the remarks on the use of charts as navigational aids, and general remarks relating to practical navigation, placed at the beginning of each volume of the Sailing Directions, and are to be guided by the instructions contained therein.
- **5863. Magnetic compasses.** Where reference is made in these instructions to magnetic compasses, this applies also, unless indicated to the contrary, to transmitting magnetic compasses and to gyro-magnetic compasses.
- **5864. Arrangement of compasses**. The exact positions of the magnetic and master gyrocompasses will be determined by the Electrical Engineering Manager, and no change, is to be made without the authority of Naval Headquarters.
- 2. No modification to any portion of the gyro-compass equipment is to be carried out without the authority of Naval Headquarters.
- 3. The "Rules for the arrangement of structures and fittings in the vicinity of magnetic compasses and chronometers" which are contained in B.R. 100, are to be strictly observed.
- 4. The electric lighting of a magnetic compass fitted by a dockyard is not to be altered without the authority of Naval Headquarters
- **5865. Repair of compasses.** Before each annual refit, and when the date of commencement is known approximately, the Electrical Engineering Manager is to be notified so that his representative, in conjunction with the Electrical Officer, may inspect the gyro-and transmitting magnetic compass equipment and decide what overhauling is necessary.
- 2. All ships fitted with gyro-and transmitting magnetic compasses are to carry out the following procedure when paying off and re-commissioning:
 - (a) The Electrical Engineering Manager is to be informed beforehand of a suitable date, which should be as soon as possible after the arrival of the ship at her paying off port, when, the equipment can be inspected.

- (b) Arrangements will then be made by the Electrical Engineering Manager to undertake any work that may be found necessary.
 - (c) After the equipment has been tested on completion of this work, responsibility for the equipment will again rest with the officers of the ship.
- 3. The services of commercial firms are not to be sought for the repair of gyro-compasses except in emergency abroad when no assistance is obtainable from naval sources
- 4. British Admiralty pattern magnetic compasses and their accessories are not to be sent to commercial compass firms or local instrument makers for repair. Any defective compasses or accessories are to be returned to the Naval Store Officer and replacements demanded. Repairs to binnacles will be carried out in the dockyard.
- **5866.** Compass errors, deviations, and returns. The Navigating Officer is responsible for the adjustment of magnetic compasses and of compass corrector coils. The Captain, Navigating Officer, and the other Executive Officers of the ship are to keep a constant watch over the errors of the gyro-compasses and the deviations of the magnetic compasses, and they are to make themselves thoroughly accquainted with the practical instructions relating thereto as given in the *Admiralty Navigation Manual*.
- 2. Whenever possible, the errors of the standard and gyrocompasses are to be observed on each course steered and are to be recorded in the Ship's Log. The errors of the gyro-compass are also to be recorded in the gyro-compass log.
- 3. Magnetic compasses are to be adjusted by swinging the ship in the manner laid down and on the occasions stated in the *Admiralty Navigation Manual*. On each occasion of swinging ship, all magnetic compasses in the ship, are to be adjusted (both for conditions of D.G. ON and D.G. OFF, where applicable). The "Record of Observations for Deviation" on Form S. 374A is to be rendered as laid down in the *Admiralty Navigation Manual*, and a copy inserted in the Navigational Data Book (5807).
- 4. A report is to be tendered annually on 31st December to Naval Headquarters showing the dates during the year on which the ship was swung for the adjustment of magnetic compasses.
- 5. Ships are to take every opportunity to swing to obtain values of "c" and "f" at magnetic compass positions, forwarding the results and the data on which they are based to the Electrical Engineering Manager.
- 6. The gyro-compass log, Form S. 1177, is to be kept in accordance with the instructions contained therein; the compass report, Form S.1177a, is to be forwarded to the Electrical Engineering Manager.

- **5867.** Compass bearings. Whenever magnetic compass bearings are taken, whether to be noted in the log or other documents or for any other purpose, they are to be corrected for deviation and the correct magnetic bearing is to be used. Where, however, bearings are obtained from a repeater operated from a magnetic compass, they are to be corrected for both deviation and variation, and the correct true bearing is to be used.
- 2. Gyro-compass bearings are similarly to be corrected for any error from the true meridian. and the correct true bearring given.
- **5868.** Meteorological instruments and log. The Meteorological Officer is responsible for the custody and correct mounting of meteorological instruments. In a ship in which no officer qualified in meteorology is borne, this duty is to be undertaken by the Navigating Officer.
- 2. Standard barometers, tested thermometers and other meteorological instruments, will be supplied from the Naval Store Depot to the ship on demand. The maker's numbers of these instruments are to be entered in the log, so that the known corrections may be applied when meteorological data are extracted for compilation.
- 3. The mercurial barometer is to be suspended in an accessible position, as free from vibration as possible and where the effect of roll or pitch is as small as possible. A guard rail is to be fitted round the barometer where necessary.
- 4. The aneroid barometer should be mounted in such a way that it is as free as possible from vibration. It must be borne in mind that the only correction applied to an aneroid barometer is a correction for height, and, therefore, if aneroid barometer is moved from one position to another position at a different level, the instrument must be checked and, if necessary, adjusted.
- 5. The barometer readings, air and sea temperatures measured by thermometers, wind speed and direction, sea and swell conditions

and any remarkable weather phenomena are to be observed and registered in the 108 daily at 0000, 0400. 0800, 1200, 1600, 2000 local time; in stormy weather every hour.

5869-5900. *Unallocated*.

CHAPTER 59

HYDROGRAPHIC SURVEY

ARTICLES 5901 to 6000

- **5901. Programme for survey work.** The policy and programme for hydrographic survey will be decided by Naval Headquarters, and issued to surveying units in the form of General and Hydrographic Instructions.
- **5902. Records, returns, etc.** The Commanding Officer of a surveying ship or a detached unit is responsible that fair copies of all surveys are forwarded to Naval Headquarters, together with covering letter, including triangulation, tide records and sailing directions, etc.
- 2. After decision by Naval Headquarters as to action required on the results of the survey, the original documents are to be retained as permanent records in the Hydrographic Department.
- **5903. Notice to mariners.** Naval Headquarters is responsible for the issue of notice to mariners, as necessary, of dangers in Bangladesh waters. These are to be in similar form to the notices issued by the Hydrographic Department of the Admiralty, London.
- 2. *Distribution*. Copies of these notices are to be forwarded to the Hydrographer of the Royal Navy, London, all ships of the Bangladesh Navy, and, as necessary, to other marine and mercantile authorities.
- **5904. Discovery of navigational dangers.** The discovery of any danger, which is considered to be a menace to navigation, is to be reported by the Commanding Officer of the ship concerned immediately by WIT to Naval Headquarters, who will arrange for the necessary navigational warning to be broadcast,. *See* also 5853 Derelicts and 5856 Uncharted dangers.
- 2. The Commanding Officer of the ship is also to forward as soon as possible full details of the danger on Form H. 102 (Hydrographic Note) to Naval Headquarters for transmission to the Hydrographer of the ,Royal Navy, London, and for publication in the Bangladesh Navy Notices to Mariners.

5905. Other references. Rules on the following subjects are given as mentioned below;

Subject Where given

Appointment of Officers for Hydro-Article 0505

graphic survery.

Correspondence with Hydrographer Article 0267

of the Royal Navy.

Charges for survey work

Survey Pay and Survey, Allowance

Financial Regulations. Pay and Allowances Regulations for the Bangladesh Navy, Rules 21 and 131.

5906-6000. *Unallocated*.

SECTION I

INSTRUCTIONS TO ENGINEER OFFICERS ON THE STAFF

- **6001. Staff Base/Flotilla Engineer Officer.** He shall perform such duties in connection with the ships and establishments within and attached to the command he belongs to as may be ordered by the Senior Officer concerned. These are to include the duties laid down in the following articles.
- **6002. Superintendence of propelling machinery.** He will superintend generally all matters connected with the propelling machinery, boilers, and all other machinery and details. for which the Engineer Officers of the ships are responsible. He is to visit the ships concerned in connection with his duties at .any time that he may be required to do so.
- **6003. Inspection of Engine-room Department**. He is to inspect the machinery and boilers of the ships of the flotilla quarterly, or more often if necessary, in accordance with the instructions laid down in. B.R. 3000 *Marine Engineering Manual*. During these inspections he is particularly to examine the engine-room registers and such other records of the engine-room Department as he may consider necessary.
- 2. He is to examine the expenditure of such naval stores in the Engine-room Department as are held by the Engineer Officer, e.g., lubricants and fuel, etc. Any excessive expenditure of stores is to he reported.
- 3. The date of his examination is to be noted on the first page if the engine-room register over his signature.
- 4. A report of each inspection is to be forwarded, with the engine-room register fly-sheets, to Naval Headquarters through the Senior Officer concerned.
- **6004. Intimate knowledge of machinery and boilers**. He is to consider it an important part of his duty to acquire an intimate and up-to-date knowledge of the condition and durability of the machinery and boilers of vessels under his superintendence, clearly recognizing the vital importance of the engines and boilers being kept in perfect readiness for immediate service. He is to bring to the notice of the Senior Officer on whose staff he is borne, any important defects, or reduction in efficiency of machinery of any ship, and to ensure that the necessary steps are taken to remedy such defects using all the resources available.
- **6005.** Examination of engine-room registers. He is to examine quarterly, the engine-room registers of the ships under his superintendence to ascertain whether they are correct, and whether the instructions have been complied with, reporting to the Senior Officer when he considers it necessary to send them. back for explanation or correction. When found to be correct, he will sign the register and the fly-sheet attached thereto. He will forward the fly-sheet through the normal channels to Naval Headquarters.
- **6006. Report on defects.** When a ship's defects are referred to him (or report, he will examine them to ascertain the cause, if possible, and suggest to the Senior Officer the steps necessary to be taken in the circumstances for the quickest way of effecting the repairs and ask for any assistance required to make them good.

- 2. He is to conduct investigations into and render reports to the Senior Officer on any accidents to or break-down of machinery and/or boilers, etc., of any ship of the flotilla.
- **6007.** Guidance to Engineer Officers on problems of refit. He is to guide the Engineer Officers in the preparation of defect lists, to attend the refit conferences and offer such advice as may be necessary and to watch the progress of the refit of all ships of the flotilla to ensure successful and speedy completion of work.
- **6008. Planning and conduct of trials.** He is also to guide the Engineer Officers in planning and conducting all trials, tests and examinations of machinery and boilers, etc., and is to enter his remarks on all reports of such tests and trials. If possible, he is to be personally present when post-refit, and/or annual full power trials are carried out.
- **6009.** Capabilities of Engineer Officers. He is to take every opportunity of ascertaining the capabilities of Engineer Officers to enable him to point out, when called upon to do so, those who may be best qualified for any particular service or for promotion. He is to see during his inspections that a suitable routine for the training and advancement of junior officers and sailors is being carried out.
- **6010. Performance reports.** With the approval of the Senior Officer, he may call for such information as may be necessary to enable him to satisfy himself as to the capabilities and efficiency of the machinery, etc., for which the Engineer Officers are responsible in their respective ships.
- **6011.** Suggestions for improvement. He is to propose to the Senior Officer for his consideration, or for his suggestion to the Chief of Naval Staff, as the case may require, any measure which in his opinion may conduce to economy or to the efficiency and improvement of any/all matters under his superintendence.
- **6012. Recommendations on proposed alterations and additions.** He is to investigate fully any alterations and additions proposed by ships and to co-ordinate and forward them, along with his recommendations, to Naval Headquarters, through the Senior Officer.
- **6013.** Liaison with dockyard and base authorities. He is to keep in touch with dockyard and base authorities to arrange repairs and other services for the ships.
- **6014.** Advice on ordnance engineering and constructive engineering. etc. He is to advice on matters for which Ordnance Engineer and Shipwright Officers are responsible, *see* 6036.
- 2. Ordnance and/or Shipwright Officers, who are borne for staff duties, are to be regarded as assistants to the Flotilla Engineer Officer.

- **6015.** Liaison with foreign naval ships, etc. He is to conduct foreign naval ships visiting Bangladeshi ports to ascertain if any assistance in engineering matters is required and can be arranged locally through the Bangladesh Navy or commercial sources in accordance with the prescribed procedure.
- 2. When he is on board a Bangladesh Navy ship visiting a port abroad, he is to supervise the repairs to the ship or other B.N. ships in company which may be approved to be carried out locally.
- **6016. Fleet examination board.** He is to arrange and conduct fleet examination boards for Engineer officers and Engine-room sailors as and when directed by Naval Headquarters.
- **6017. Duties during his absence.** During his absence, his duties are to be carried out by an officer nominated by the Senior Officer concerned.

6018-6020. *Unallocated.*

SECTION II

INSTRUCTIONS TO THE ENGINEER OFFICER

- **6021. Duties and responsibilities of the Engineer Officer.** The duties and responsibilities of the Engineer Officer are laid down in B.R.3000 *Marine Engineering Manual*. In the performance of their duties, other departmental officers are to observe strictly the demarcation of responsibilities as defined therein.
- 2. The Engineer Officer is responsible for the operation, maintenance in efficient order and, as far as possible, the readiness for immediate use, of all machinery and equipment under his charge; for the organization and good ,order of the Engine-room Department; and for the instruction of officers and sailors therein. In the performance of these duties he is to comply with the instruction& laid down, in the *Marine Engineering Manual* which are to be considered as supplementary to the instructions contained herein. *See* also Chapter 24, Section V, Chapter 26 and Chapter 27, Section VI.
- 3. Where provided, the common machine shop under the charge of the Engineer Officers is to be the main workshop for all repairs throughout the ship. The Engineer Officer is to co-ordinate the requirements of work of all departments therein so that the manpower of the ship's repair organization, and the machine tools, are utilized to the best advantage.
- 4. He is to be regarded as the mechanical expert of the ship and his advice is to be sought when necessary in connection with the upkeep *or* machinery and mechanical fittings not in his charge

- 5. In the case of any mechanical repair to machinery in the charge of the Gunnery, T.A.S., Electrical or Shipwright Officers, where, owing to the extent or nature of the work, the respective staffs ate unable to carry out the repairs, the Engineer Officer is to coordinate their requirements and carry out all or such part of the work as may be required to enable it to be completed expeditiously, using such personnel and material as he may consider necessary.
- **6022. Station of Engineer Officer.** The station of the Engineer Officer in action is to be that approved by the Captain, who is to be guided by the instructions in the, appropriate publication on damage control.
- 2. When the ship is going into or out of harbour, and at other times when particular care is necessary in the operation of machinery under his charge, his station is normally to be in the Machinery Control Room or the Controlling Engine-room. Should, however, the Engineer Officer consider that in his judgment his presence is necessary elsewhere in his department, he is to proceed there and arrange that the Captain is informed immediately of his whereabouts.
- **6023. Telegraphs and steering gear.** On all occasions before getting under way the steering gear and engine-room telegraphs are to be tested by the Engineer Officer or other responsible officer nominated by him. The Electrical Officer is to be associated with this test.
- 2. The testing officer is to satisfy himself, by personal inspection and by actual working of the steering gear and telegraphs that these fittings are free from obstructions and are in good working order. A report that they are correct is to be made by the Engineer

Officer to the Captain at the same time as the main engines are reported ready. .

- 3. A recognized emergency method of communication between the engine-room and the bridge is to be arranged so that:
 - (a) the Captain can be informed that an engine, or engines,

have had to be stopped owing to circumstances beyond

control; or

- (b) the Captain can be asked for permission to stop immediately an engine, or engines, to prevent serious damage to the machinery.
- **6024. Defects.** Every opportunity is to be taken both at sea and in harbour for making progress with repairs, adjustments and examinations, whenever possible, defects are to be made good as soon as they are discovered.
- 2. On each occasion on arrival in harbour the Engineer Officer is to ascertain from the Captain, who will have been informed by the Senior Officer what time is available for examining and making good machinery defects. The Engineer Officer is to make the necessary arrangements for completing the work, if possible, by the time the ship is required next, or for proceeding with it in such a manner as will enable him to undertake that which is the most urgent and important while keeping the ship ready for service within a given notice for sea.
- 3. Should a defect develop in the machinery or boilers of a ship when at sea which in the opinion of the Engineer Officer makes it absolutely necessary that the ship should put into port, he is to make a written report to, the Captain to that effect stating the Circumstances.

- **6025. Representations to superior.** He should represent to the Captain or to the Officer of the Watch anything which is being done, or which is ordered to be done, tending in his opinion to injure the machinery or boilers, or to cause a waste of fuel. Having made this representation, he is to be guided by the directions contained in the *Marine Engineering Manual. See* also 5340(3) and (4).
- **6026. Machinery trials.** The Engineer Officer is responsible for ensuring that machinery trials are carried out as laid down in the *Marine Engineering Manual*. *See* also 5339 Main propulsion machinery trials.
- 2. In order that positive assurance may be obtained that the machinery is at all times fit for service in all respects, and that the engine-room staff are trained to acquire experience in operating the machinery under high power conditions, full power trials are to be carried out as laid down in the *Marine Engineering Manual* or as ordered by the Senior Officer (see Clause 6).
- 3. When a passage which gives an opportunity for carrying out such a trial is not made during the period concerned, the vessel is, if the exigencies of the Service permit, to proceed to sea especially for this purpose.
- 4. The distance run through the water during such a trial is to be ascertained as correctly as possible, both by indicating log and observations of the ship's position taken during the trial due allowance being made for currents, etc.
- 5. In view of the importance of the annual full-power trial as a means of obtaining accurate information of the performance of the machinery of the ships, the period of the trial should not coincide with any exercise which might adversely affect the carrying out of the trial and the records obtained.
- 6. The Senior Officer may order a full-power trial whenever he thinks it desirable that such trial should be made; but such trial is not to exceed in power or duration those specified in the *Marine Engineering Manual*.
- **6027. Engine-room register.** The Engineer Officer is to keep the engine-room register, filling up the several columns daily and carefully following the directions given in the book. Each day's proceedings are to be verified by his signature. Information about revolutions of propeller and speed of ship, etc.; is to be exchanged with the Navigating Officer daily. The register is to be laid before the Captain weekly and, when complete, is to be delivered. to him for transmission.
- 2. In vessels and craft, where the Engine-room complement allows for continuous steaming and where there are three or more watch keepers in each engine-room when under way, a record is to be kept, either in the rough engine-room register or in a supplementary rough engine-room register, of* all orders received for starting. stopping or altering the revolutions of the main engines when entering and leaving, harbour and manoeuvring.

- **6028.** Knowledge of constructional and condition of machinery and ship's fittings. All the Engineer Officers of a ship are to be particularly diligent in making themselves thoroughly' acquainted with the construction and condition of the main and auxiliary machinery and boilers, with the nature and extent of the major repairs (if any) that they have undergone, and with such other facts as may be necessary to give them thorough knowledge of the history and capabilities of the machinery.
- 2. They are also to make themselves thoroughly acquainted with all pipe systems, with the ventilation system, the pumping flooding, draining and magazine spraying arrangements, the watertight sub-division and constructional particulars of the ship generally.
- 3. All official drawings and books of information are always to be accessible readily to the Engineer officers of the ship.
- **6029.** Ordnance engineering duties. The Engineer Officer is to perform these duties in accordance with Article 6036 when the Ordnance Engineer Officer, though sanctioned, is not borne in the ship.
- **6030. Suppression of the Engineer Officer.** The general procedure described in B.R. 3000 *Marine Engineering Manual,* Article 9, is to be followed upon the super session of the Engineer Officer. Particular attention is to be given to the following points;
 - (a) The relieving Engineer Officer, during the time available, is to ensure by personal inspection, that all records and other important items of boilers and machinery, etc., of the ship are: in a satisfactory and operational state. If he is not satisfied, he is to request the Commanding Officer for. the attendance of the Flotilla Engineer Officer/Squadron Engineer Officer, and is to endorse the certificate of super session referred to in (b) below accordingly. Normally, 72 hours will be allowed for the procedure of super session to be completed.
 - (b) The outgoing Engineer Officer is to sign a certificate stating that, to the best of his knowledge and belief, all the machinery, fittings, spare gear, and stores in his charge are complete and in good and efficient condition apart from any exceptions listed on the certificate. The relieving Engineer Officer is also to sign this certificate to indicate that he is aware of the outgoing officer's remarks and to endorse it as necessary if he is not satisfied with the state of machinery, etc., The certificate is to be prepared in duplicate, the original being forwarded to the Administrative Authority for onward transmission to Naval Headquarters with his remarks.
 - (c) In order to Naval Headquarters and the Administrative Authority shall be informed of the new Engineer Officer's opinion of the general state of machinery of the ship, the new Engineer Officer is to forward a detailed report as soon as he has made himself more thoroughly acquainted with the full position by examinations of machinery and maintenance records. The report is also to mention any defects to which the Engineer

Officer attaches special importance and any major divergences found between the actual and recorded state of machinery and equipment. The report is to be forwarded in triplicate through the Commanding Officer to the Administrative Authority within three months of the date of taking over charge. The Administrative Authority will forward the original to Naval Headquarters and return the duplicate to the ship for retention by the Engineer Officer. The triplicate is to be kept by the Engineer Officer on the staff of the Administrative Authority.

6031-6033 *Unallocated.*

SECTION III

INSTRUCTIONS TO ORDNANCE ENGINEER OFFICERS.

- **6034. Flotilla Ordnance Engineer Officer.** The Flotilla Ordnance Engineer Officer is to perform Such duties in connection with the ships under the command of the Senior Officer as are ordered by him. These duties are to be designed to meet the requirements of the Flotilla Gunnery Officer and Torpedo Anti-Submarine Officer (*See* Chapter 57) and are to include the following;
 - (a) To superintend generally all matters concerned with the gunnery and T.A.S. equipment and details for which the Ordnance Engineer Officer or senior Ordnance sailors is responsible in the ships attached to the flotilla and, as required, he is to visit such ships in connection with his duties at any time.
 - (b) To carry out inspections at frequent intervals of portions of the gunnery and T.A.S. armament in ships attached to the flotilla; and to carry out a full inspection of the Ordnance Engineering Organization of Gunnery and Torpedo Anti-Submarine Departments in the ship's concerned at least once a year.
 - (c) To examine as convenient, and at intervals of not more than once a year in the ships under his superintendence, the Ordnance Engineering records of maintenance, daily work book, small arms maintenance records, torpedo anti-submarine maintenance records, spare gear records, defect lists and lists of outs tending alterations and additions to ascertain whether they are correct and whether the instructions have been complied with.
 - (d) To maintain a detailed and up-to-date knowledge of the condition and durability of the gunnery and torpedo anti-submarine equipment of ships under his superintendence. To bring it once to the notice of the Senior Officer and to the relevant Gunnery or Torpedo Anti-Submarine staff officers, any important defects or reduction in efficiency of the armament of any ship, and to ensure that the necessary steps are taken to remedy such defects with all resources available.
 - (e) To propose to the Senior Officer, for his consideration, any measure which in his opinion may conduce to the economy or to the efficiency and improvement of all matters under his superintendence.
 - (f) To take every opportunity of ascertaining the capabilities of the Ordnance Engineer Officers and sailors concerned with the gunnery and T.A.S. maintenance to enable him to point out, when called upon, those who may be best qualified for any particular service or for advancement, and to note during his inspections that the instructions for the training and advancement of junior officers and maintenance sailors are fully carried out.
- 2. Arrangements for the performance of the above-mentioned duties in certain destroyer and frigate squadrons are given in Article 6036.
- 3. When directed by Naval Headquarters, he will also be responsible for rendering advice to shore establishments on the maintenance of gunnery and T.A.S. equipment.
- 4. The Ordnance Engineer Officer borne for staff duties is to be regarded as an assistant to the Flotilla Engineer Officer:-

- **6035. Ordnance Engineer Officer.** When appointed solely for Ordnance .Engineering duties, the Ordnance Engineer Officer is to attend to the directions of the Gunnery and T.A.S. Officers. If he is in possession of an Engine-room Watch keeping Certificate, he should keep a daily watch in the engine-room when the ship is at sea, provided that this duty will not unduly hinder the proper execution of his Ordnance responsibilities. Though normally not regarded as available for any other engine-room duties except as stated earlier, he should keep a very close liaison with the Engine-room Department.
- 2. He is responsible to the Gunnery Officer of his ship for the mechanical efficiency of the following:.
 - (a) Guns and breach mechanism;
 - (b) Gun mountings and guided missile launchers;
 - (c) Guided missiles;
 - (d) Magazine, shell-room and missile handling machinery, hoists and bomb-lifts;
 - (e) Sights, directors, fire-control and auto systems:
 - (f) Fuse setting arrangements;
 - (g) Small arms;
 - (h) Machines and tools used by the Gunnery Department and such other gunnery equipment as is not specifically mentioned, except as directed in B.R. 3000 Marine Engineering Manual, Article 1(10).
- 3. He is responsible to the Torpedo Anti-Submarine Officer for the mechanical efficiency and, when required, for the preparation for use of :
 - (a) Torpedo, Mine and A/S weapon discharge equipment and their fire control and auto systems where fitted;
 - (b) Mine counter measure and torpedo counter measure equipment, but excluding diving equipment;
 - (c) Torpedoes and torpedo control equipment;
 - (d) Asdic hull outfits;
 - (e) Depth charge control system and depth charge pistols;
 - (f) Magazine-handling and power-loading machinery and such other T.A.S. equipment as is not specifically mentioned excepts as directed in B.R. 3000 *Marine Engineering Manual*, Article 1(10).
- 4. He is to assume, as delegated by the Gunnery and T.A.S. Officers, the responsibility for the co-ordination of day-to-day maintenance and repair of Gunnery and T.A.S. equipment.
- 5. He is responsible to the Gunnery and T.A.S. Officers for ensuring that the gunnery and T.A.S. material is mechanically' operational at the ordered notice of service. He is to report to 'the Gunnery or T.A.S. Officer at once any departure from this notice which may result from a break-down. He is to request authority to extend this notice when the necessities of proper maintenance or repair so demand.
- 6. He is responsible for ensuring that full preparations for firing, in so far as they affect the mechanical functioning of the gun in recoil, run out and obturation, are carried out before practice firings and as occasion may demand on active service. He is to cause the plug bore gauge to be

passed before such firings in the presence of the Officer of Quarters or the Captain of the Mounting.

- 7. He is to keep the Registers of the equipments and is to arrange for the periodical tests and examinations to be carried out as laid down in these books and other relevant publications. He is to keep combined Schedule and Record of Modifications to Guns (S. 1137) up-to-date by entering therein each modification authorized by Naval Headquarters and recording the date when each authorized modification is carried out.
- 8. He is to keep in the Gunnery and T.A.S. fair Defect Books (2603) records of all mechanical defects as they arise, and state the steps taken to rectify them and to prevent their- recurrence. When required to prepare a defect list, he is to be guided by the instructions in Chapter 26, obtaining his information from the Defect Book. He is to keep a record of all gunnery and T.A.S. alterations and additions, furnishing the Engineer Officer with such information on these as he may require.
- 9. He is responsible to the Gunnery and T.A.S. Officers for the custody of, and accounting for all fittings and equipments with the maintenance of which he is charged and of the associated spare gear, tools and accessories (with the exception of naval armament stores, electrical spares and accessories and mine sweeps).
- 10. He is responsible to the Gunnery and T.A.S. Officers for the custody of all drawings, films, negatives, prints, documents, maintenance handbooks, catalogues, pamphlets and test sheets supplied for the maintenance of equipment with which he is. charged, except such as are purely electrical. He is to make them available as occasion demands to the Electrical Department.
- 11. He is personally to direct the mechanical repair of gunnery and T.A.S. equipment damaged in action and is responsible to the Gunnery and T.A.S. Officers for preparations to deal with such circumstances and for whatever training he may deem necessary in this respect, not only by his own department but by the crews of the mounting or equipment concerned.
 - 12. He is to direct the technical training and, work of sailors qualified as Armourers.
 - 13. Suppression of the Ordnance Engineer Officer.
 - (a) On all occasions when the Ordnance Engineer Officer is relieved or leaves the ship without relief, e.g., on paying off into dockyard control, a note of this event is to be entered' in the Gunnery and T.A.S. fair Defect Books, together with a statement that the defect recorded in these books, in conjunction with the Registers of the equipments, are a true indication of the mechanical condition of the 'armaments m so far as it has been possible to ascertain it and that the outgoing Ordnance Engineer Officer believes' that the' armament is otherwise in good mechanical order. These statements are to be signed by:

- (i) The Ordnance Engineer Officer who is leaving; (ii) The Gunnery and T.A.S. Officers respectively; (iii) The Captain.
- (b) When the relieving officer. has joined, an inspection is to be made of all equipment specified as being the responsibility of the Ordnance Engineer Officer in accordance with Clauses 2 and 3; this inspection is to consist of an external examination of the items together with a discussion on site about the state and performance of the particular item; if possible, the machinery is to be inspected while stationary and while running.
- 14. In ships where no officer is borne *for* ordnance engineering duties, the senior sailor of the Ordnance Artificer Branch is to assume the technical responsibilities of the Ordnance Engineer Officer, whose divisional duties are to be carried out by an officer detailed by the Captain.
- **6036.** Ordnance engineering duties in destroyers and frigates, etc. in order to provide the highest possible degree of technical supervision for the maintenance of the armament material in destroyers and frigates, etc., Engineer Officers will be appointed *for* dual duties as follows, provided that such officers, who are not O/E specialists have been given a course of instruction in the: armament fitted, before their appointment:
 - (a) The Flotilla Engineer Officer is to be responsible for the inspection of Ordnance Engineering organization of Gunnery and Torpedo Anti-Submarine Departments in the ships concerned, and submitting reports to the Senior Officer;
 - (b) The Engineer Officer of a ship is to be responsible to the Captain in making available technical supervision technical advice required *for* the maintenance of gunnery and T.A.S. equipment of the ship.

6037-6040. *Unallocated.*

SECTION IV

GENERAL

6041. Engineer Officer of the Watch. The Engineer Officer of the Watch, whether an officer Muster Chief Petty Officer a chief petty officer or petty officer, is to have the immediate charge and control of the Engine-room sailors on watch and is to exercise a general responsible during the period of the machinery and boilers in use and for the good order of the Engine-room Department. For the good order of the Engine-room Department. He is to comply strictly with the instructions in regard to his duties laid down in B.R. 3000 *Marine Engineering Manual*, Article 13.

6042. Night rounds. When under steam for auxiliary purposes only, or when steam is down, the Engine-room Department is to be inspected every evening by the Engineer Officer of the Day, or by the Duty Mechanician Engine-room Artificer where there is no Engineer Officer of the Day.

2. The inspecting officer is personally to visit every compartment in which boilers are alight or in which machinery is working. All other boiler or machinery compartments are to be inspected either by the officer or by MCPO or CPO or PO or sailor detailed by him. It is to be noted carefully that the boilers and machinery, where in use, are working correctly, that all standing orders are complied with and that there is no sign of fire or other irregularity. On completion of the rounds a report is to be made to the Engineer Officer.

3. Any boiler room in which boilers have been in use is to be inspected during the watch following that in which they were shut off.

4. Particular attention is to be paid to the detection of any steam leaks from the boilers, pipes, etc. A small steam leak, such as that from a pinhole in a super heater tube, is unlikely to be detected while steaming but the hiss of escaping steam should be heard when the boiler room is quiet.

6043. Charge in separate compartment. The responsibilities of; and instructions *for*, an officer or sailor who is in-charge of a separate compartment are laid down in the *Marine Engineering Manual* and are to be strictly complied with.

6044. Engine-room complements. Engine-room complements are determined so as to enable vessels to steam as laid down hereunder after allowing *for* sufficient sailors to meet other essential services whilst under way, and with due regard to the condition that the machinery is to be maintained at all times in a state of maximum efficiency and readiness *for* action :

(a) In peace Continuous steaming at

Cruisers and above maximum power in three watches.

Fast minelayers, destroyers continuous steaming at half-frigates and mine sweepers. power in three watches.

(b) In War Continuous steaming

All ships at maximum- power

in three watches.

- 2. Tugs, trawlers and other special service vessels have engine room complements fixed by the requirements of the services on which they are engaged.
- **6045.** Engine-room sailors, watches. When main engines are in use or at short notice, engine-room sailors are not to be worked in two watches except in urgent circumstances; and when they are necessarily so employed it is only in real emergency that watch and watch is to be continued for more than 24 hours.
- 2. Whenever employment in two watches exceeds 12 hours; a report of the circumstances is to be forwarded to Naval Headquarters.

6046. Classification of speed and power. The following classification of the power to be used on various occasions is to be adopted:

Classification	Percentage of	Approximate	Remarks
	full power	percentage	
		of full speed	
(a) 'At full speed'	100	100	Authorized
			full power.
(b) 'With all			
despatch'	90	97.5	Maximum
	(unless		continuous
	otherwise		sea-going
	ordered)		power; See
			Clause 3
			and Articles
			6044 and
			6045
(c)'With dispatch'	60	87	
(d)'With all	40	77	
convenient dispatch'			
(e)'With	20	65	Unless below
moderate dispatch'			economical.
(f)'At economica	l speed'. As deter	mined by trial (so	ee 5306). <i>See</i> also

5024.

- 2. The authorized full power as defined in the *Marine Engineering Manual* is only to be exceeded in circumstances of emergency during actual war service., due consideration being given to the condition of the machinery and other factors. At other times, full power is only to be used in cases of real urgency or as directed in the regulations relating to trials laid down in the *Marine Engineering Manual*, and should not, except in emergency, be maintained for periods exceeding twelve hours (*see* 6045).
- 3. The authorized maximum continuous sea-going power is 90 per cent of the authorized full power, except where special instructions to the contrary are issued.
- **6047. Requisitioned or hired merchant ships.** In 'requisitioned or hired merchant ships in commission or ordered by the Government to be commissioned, to which *Marine Engineering Manual* may be issued for guidance and in which the machinery is run by the mercantile crew, the instructions in the *Marine Engineering Manual* are to be observed so far as they are applicable to the machinery and boilers fitted in the ship, and are not opposed to the regulations and instructions issued to the mercantile crew, or those under which such crew is serving.

6048-6060. *Unallocated.*

SECTION V. FUELLING

- **6061. General Instructions.** The instructions in this section are to be read in conjunction with the instructions for handling fuel contained in B.R. 3000 *Marine Engineering Manual*, and ATP 16(A). *Replenishment At Sea*, special attention being paid to instructions contained in the following articles.
- **6062. Specifications for fuel oils.** Specifications for fuel oils are given in Articles 344 and 431 of B.R. 3000 *Marine Engineering Manual*. These are to be checked before every fuelling to ensure that fuels of satisfactory grades are received.
- **6063. Description and quantity of fuel oil received.** Before taking delivery of fuel oil, the tanks in the oiler or lighter are to be sounded and tested for free water by an Engineer Officer in conjunction with an officer of the oiler or supplier.
- 2. In the case of supplies from shore tanks, the Engineer Officer should satisfy himself that the pipe line is full before checking the quantity in the shore tanks before and after supply. When being supplied from a tank vessel, it should be a verified that supplies cannot be taken to other services during oiling, the bunker tanks of the tank vessel being sounded also if considered necessary.

- 3. On completion of fuelling the tanks are to be sounded again and an agreement arrived at as to the quantity of oil received. In the event of disagreement over the quantity of oil passed, including discrepancies between amounts passed, between tankers and B.N. ships and between naval ships at sea, the discrepancy is to be reported by the Commanding Officer, through usual channels, to Naval Headquarters together with remarks by the Senior Officer.
- 4. The specific gravity, flash point and temperature of the oil should be recorded along with the quantity received, in the Engine

room Register.

- 5. Where an oiler discharges her cargo to a number of B.N. ships, the quantity to be taken on charge by each ship will be decided by the Senior Officer. This quantity is to be entered in the Engine room Registers.
- 6. Returned fuel oil may be re-issued without test to vessels requiring the same grade of oil provided there is no suspicion of contamination.
- 7. Furnance fuel oil from the bottom of fuel tanks on shore will not be issued to destroyers and frigates, but may be issued to other vessels, provided no instructions to the contrary have been issued from Naval Headquarters.
- **6064. Fendering of tankers.** Fenders should be so placed that the load will bear on the ship's side flaming and thus avoid damage to the shell of the tanker or the ship.
- 2. Although fenders are normally carried by tankers, care is to be taken that when such ships are berthed alongside others there are sufficient fenders in place between the two ships to prevent damage to the shell plating of either.
- **6065. Return of fuel oil.** When it is necessary to discharge fuel oil tanks-of ships for docking or any other purpose, the fuel oil is to be surveyed and the dockyard authorities advised of the result, in order that special arrangements may be made as necessary for the reception of any fuel oil found to be unserviceable owing to admixture with water or to other causes. *See* also 2753 on removal of furnance fuel oil from ships reducing to reserve.

6066-6100. *Unallocated.*

CHAPTER 61

INSTRUCTIONS TO SUPPLY OFFICERS

Articles 6101 to 6200.

- **6101. General.** Supply Officers are, in general, to be responsible for :
 - (a) receipt, custody and disbursement of cash and maintenance of .accounts relating to the pay and allowances of naval personnel and other official cash transactions;
 - (b) Demand and receipt, custody, preservation, issue and accounting of naval stores, provisions, clothing, mess traps and utensils;
 - (c) accounting in shore bases for naval stores in small ships based thereon not carrying Supply Officers;
 - (d) prompt and correct rendering of accounts of all expenditure of cash and stores referred to above on prescribed forms to the Controller of Naval Accounts or other officials empowered to deal with such accounts;
 - (e) catering and cooking arrangements;
 - (f) Secretarial work;
 - (g) legal matters.
- 2. All these duties are to be collectively known as supply duties, and are to be carried out in accordance with these Regulations and other orders and instructions issued from time to time.
- **6102. Inspecting and Flotilla Supply Officers.** Supply officers are appointed on the staffs of the Senior Officers as shown below, according to the needs of the Service :
 - (a) Inspecting Supply Officer. On the staff of the Senior Officer in the base at Chittagong.
 - (b) Flotilla Supply Officer. On the staff of the Senior officer of the flotilla.

- 2. The particular duties of the Inspecting and Flotilla Supply Officers will be defined by the Senior Officer concerned and should include:
 - (a) to advise the Senior Officer on all matters connected with the ;work of the Supply Branch;
 - (b) to carry out the verification of cash balances at uncertain periods and to inspect all stores and cash accounts, both public and non-public, at regular intervals in ships and establishments:
 - (c) to assist at -inspections;
 - (d) to advise on proposed fittings, alterations and additions affecting offices, galleys, bakeries and store-rooms;
 - (e) to maintain personal touch with Supply Officers of ships and establishments;
 - (f) to advise on the training of junior officers and sailors

of the Supply Branch;

- (g) to keep in touch with the Audit all authorities on the state of accounts in ships and establishments.
- **6103. The Supply Officer.** The Supply Officer, under the direction of the Captain, is to use all proper and reasonable means to ensure that the duties required of him with reference to keeping and rendering of accounts as laid down in these Regulations and such other regulations and instructions as may be issued from time to time, are correctly and efficiently performed.
- 2. Other orders of a temporary and varying nature may also concern the Supply Officer. He is to have an up-to-date knowledge of these and comply with them, but he is to bear in mind the routine compliance does not cover his whole duty.
- 3. The work of the Supply Officer closely affects administrative and domestic efficiency, which in turn governs the well being and contentment of the ship's company. The Captain is to ensure that the Supply Officer is provided with necessary facilities, e.g. working parties, water transport, etc., to help him in the proper discharge of his duties.
- **6104.** Cash and Stores Duties. The Supply Officer is to have charge of the public money drawn against the cash assignment. He is to ensure that all payments from the public money in his charge are made only for the purposes and in the manner prescribed in the regulations., He only, or such junior Supply Officer as he may, with the approval' of the Captain, entrust with the duty, is authorized to issue money from the public chest for such payments. He is immediately to take on charge all cash received on public account from officers, sailors or other persons.
- 2. He is charged with the duty of obtaining all requisite supplies of naval stores, provisions, mess traps and utensils and clothing stores from the public chest for such payments. He is immediately

- 3. He is to take steps to obtain such timely supplies as may keep the remains of every article in his charge adequate to the requirements of the ship or establishment in accordance with the quantities authorized in various orders.
- 4. He is responsible for, the care and, preservation of all the stores in his charge, as well as for their being kept complete, expended and accounted for according to the Current regulations. He is to observe carefully the regulations on the muster of stores.
- 5. He should ensure, in co-operation with departmental officers, 'that all naval stores which are obsolete, unserviceable" surplus to requirements or requiring replacement are returned to the store depot in accordance with the regulations.
 - 6. lie 1.s to have access to the refrigerator log and thermo.. meters.
- 7. He is to keep the Captain, fully informed as to the state of the stores in his charge. Once a week and whenever the ship is to proceed to sea, he is to furnish the Captain with a statement of :-
 - (a) the number of days provisions on board at the average

rate of consumption.;

(b) the number of months consumable naval stores on

board:

- (c) the balance of public money.
- 8. He is responsible that loss statements and applications to write off all kinds of stores in his charge are rendered immediately the loss is discovered, furnishing the cause of any delay which may be unavoidable. Neglect to disclose losses will entail financial responsibility. Objections in audit by the Controller of Naval Accounts and local audit officers are to be answered without delay, an interim reply being made when investigation is protracted. A record is to be kept of objections received and explanations furnished, in a separate register; this record is to be produced at inspections of the Supply Department,
- 9. He is to make adequate arrangements, with the approval of the Captain, for the security of the public records in his charge in the event of action, damage to the ship, and, any general danger.

- 10. With reference to Article 6201, Supply Officers may correspond on purely routine matters of accounts, with each other and with the Controller of Naval Accounts, and the Naval Pay Office. Direct communication is limited to matters which do not involve any modification of the regulations, or exception to them, or any appeal against previous decisions of senior officers. Should such issues be involved, the correspondence is to be conducted by the Captain through normal channels. With regard to stores, Supply Officers may correspond on similar routine subjects direct with each other, with the Controller of Naval Accounts and with Local store officers, but. all questions which affect the fighting efficiency of the ship (defects, alterations to store establishment, deficiencies in quantity or quality of stores, losses of stores) are to be represented by the Captain through normal channels.
- **6105.** Catering. The Supply Officer is responsible that a balanced and varied diet of palatable and nourishing meals is provided for the ship's company from all approved sources available. He is to see that the rations are properly drawn and employed, and that substitutes and alternatives allowed are duly obtained. Unauthorized reductions in the ration scale are not to be made but savings which may result from competent and accurate catering are to be adjusted by subsequent underdrawings.
- 2. The Supply Officer is to pay particular attention to the correct supply, .preservation, issue, preparation, cooking and serving of all kinds of foodstuffs, supervising closely the work of Stores and

Cook sailors in these respects.

- 3. The Supply Officer is- to investigate thoroughly mid remedy complaints of inadequate or ill-prepared dishes, *see* 0240(7) (d).
- 4. In conjunction with the Executive Officer, the Supply Officer is to prepare schemes for the approval of the Captain, for messing in the following conditions :
 - (a) Action stations both for short periods and for prolonged alarms. This should include officers.
 - (b) Passengers in the maximum numbers that can be carried in moderate comfort, also as refugees when comfort may be ignored in favour of saving lives.
 - (c) Landing parties as may be sent out of the ship in the various emergencies for which the ship's company is organized.
- **6106. Base supply Officer.** The Supply Officer of a parent ship of base is responsible, with the assistance of his staff, for keeping, supervising or examining the accounts of attached ships which

do not. carry Supply Officers, and for affording such assistance as may be required and is within his resources.

- 2. His responsibilities are briefly:
 - (a) Pay and cash. To make payments on behalf of the Captains of the attached ships or to provide them with cash for making payments; to provide cash to the ships bearing, Supply Officers.
 - (b) Victualling,
 - (i) to advise Captains on victualling matters, and ensure that frequent visits by members of the Base Supply staff are paid to the attached or visiting ships for the purpose of giving assistance and guidance;
 - (ii) to examine victualling store accounts of attached ships before transmission to the Controller of Naval Accounts, and ensure that faults and errors found therein are brought to the notice of the Captain with view to avoiding them on future occasions;
 - (iii) to carry out musters of victualling stores of attached ships at the prescribed intervals, ensuring at the same time that the turn-over of stock is being properly conducted;
 - (*iv*) to supply dry rations to attached ships and raise demands, on request, for provisions on behalf of ships due to arrive in port;
 - (v) to provide or arrange facilities for purchases of Service clothing and provisions for attached ,or visiting ships.
 - (c) Naval storekeeping. To maintain accounts according to the instructions given in the relevant regulations,
- **6107.** Change of Supply Officers. The following action is to be taken with regard to ,accounts on supersession or death of a Supply Officer:
 - (a) Cash account is to be closed and a new account opened by the successor.
 - (b) The remains on each page of the Clothing Stock Ledger (and Victualling Stock Ledger) are to be initialed by the successor after a complete physical muster, to certify the balance remaining, and the Ledger is to remain in use.
 - (c) Victualling stores, mess traps and mess utensils and galley gear held in the custody of the outgoing Supply Officer, are to be mustered and the muster certificates showing full details of items and quantities in hand are to be attached to the respective accounts.
 - (d) Naval stores are to be mustered by the successor as required by the *Naval Storekeeping Manual*. Permanent loan lists are to be verified. The Naval Stores Ledgers are to remain in use.
- 2. The action as in Clause 1 above is to be taken only in respect of the account or accounts which are hi the personal charge of the officer being relieved or superseded.
- 3. In transferring charge on supersession, the provisions of Article 5507 are to be carefully observed by both officers.
- **6108. Absence of Supply Officer.** In the absence of the Supply Officer due to. any temporary cause, his duties. are to be assumed by the next senior supply officer borne. Where no other

Supply Officer is borne, the Captain is to delegate in writing a commissioned officer to discharge the duties. *See* 6110.

- **6109. Incapacity of Supply Officer.** If the Supply Officer should become incapable of performing his duties from illness or from any other cause, the Captain is to take all practicable steps to ensure that books and accounts are written up-to date. The balance of cash is to be verified at once and compared with that appealing in the cash book.
- **6110. Death or removal of Supply Officer.** If the Supply Officer should die or be removed from any cause, the Captain is to arrange for an immediate verification of the public money and all stores in the Supply Officer's charge. His accounts are to be completed by , his successor, and transmitted by the Captain to the office concerned. The Captain, in transmitting these accounts is to furnish in his : special letter of advice any explanations in his power relative to them, to facilitate their examination. *See* also 6107.
- **6111. Temporary charge.** If any officer should be placed in temporary charge of the duties of the Supply Officer owing to the death or removal of the latter, he is to render accounts for the period during which he may have been in charge, transferring the remains. by survey to the officer appointed to succeed the Supply Officer deceased or removed.
- **6112.** Captain's Secretary. Whenever practicable a Supply Officer is to be detailed for the correspondence and other secretarial duties of the Captain, where the Commanding Officer is of the rank of Commander and above. Normally, he should be the junior Supply Officer allowed in the complement and is to be designated as Captain's Secretary. If no officer is available, a Writer sailor is to be detailed for the purpose and designated as Captain's Writer. When the time of this officer or 'sailor is not fully occupied on these d1,lties, the Captain is to take care that he is employed on other work of the Supply Department.
- **6113. Supply Officers.** The following. definition of the duties of Supply Officers is given as a. general guide, but the Supply Officer is at liberty to employ any of these officers on such' other duties suitable to their rank as he may consider most desirable in the interest of the Service :
 - 2. If employed on cash duties, they are to :-,
 - (a) be entrusted with a subsidiary money chest for the purpose of making petty cash payments. The balance held is to be verified weekly by the Supply Officer;
 - (b) make test examinations of accuracy of pay and cash documents;
 - (c) assist in putting up money for payment and in the payment thereof;
 - (d) supervise the maintenance of pay guide cards;
 - (e) prepare acquittance rolls and allotment and remittance forms;
 - (f) answer personally all enquiries by sailors about their pay accounts.
 - 3. If employed on stores duties, they are to –

- (a) be in immediate charge of stores duties;
- (b) exercise direct supervision over the receipt and issue of all victualling, clothing and naval stores in the custodyof the, Supply Department bringing immediately to the notice of the Supply Officer any surpluses spaces provided for the purpose or deficiencies;.
- (c) check all victualling, clothing and naval stores accounts rendered by the Supply Department and the forms subsidiary to them, initialing or signing in the
- (d) sign vouchers for stores received, and routine demands, in the temporary absence of the Supply Officer.
- **6114. Supply staff-officers.** The Supply Officer is to have the control, under the direction, of the Captain, of all officers of the Supply Branch subordinate to him who may be borne, all of whom are to be employed in assisting him in his duties. He is to ensure that they fulfill the duties assigned to them and when necessary is to require them to initial the accounts they prepare or examine.
- **6115. Supply staff'-sailors.** The Supply Officer is to have under his control all Writer, Stores, Cook and Steward sailors except that the mess duties of cook and Steward sailors attached to officers messes are to be regulated by the Presidents of those messes. He or his representative, e.g; the Supply Divisional Officer is to be consulted in all questions about the routine of these sailors, and of any other matters of importance connected with their work.
- **6116.** Custody of stores by Stores sailors. When Stores sailors of leading rank or above are employed on victualling clothing, mess traps or naval stores duties, the senior sailor in each store is to be responsible to the officer-in-charge for the safe custody of the stores.
- 2. The Senior Stores Sailor is personally to carry out a physical muster of stores on taking over custody and render a report on the results of the muster to the officer in charge of the stores. When a Stores sailor thus holding custody of the stores is required to hand over charge on account of his draft or any other reason, the muster is to be carried out jointly by the sailors handing over and taking over charge and they 'are both to sign the muster report. In case the Stores sailor holding custody of stores is unable or is not available to. carry out the muster owing to reasons beyond his control, the muster is to be undertaken jointly by the officer in charge of the stores and the sailor taking over charge. Discrepancies found at the muster are to be reported through the proper channels to Naval Headquarters for action in accordance with the normal rules.
- 3. The Senior Stores sailor is to clear~ in consultation with the officer in charge of the stores, all objections pertaining to the stores in his custody, but should some objections be outstanding at the time of handing over, a list of such objections is to, be prepared and attached with the report referred to, in the preceding clause.
- 4. The provisions of this article in no way relieve the officer in charge from the over-all responsibility as to the correctness, accounting and muster, etc., of the stores under his charge.
- **6117. Supply Division.** Where their numbers admit, Writer, Stores, Cook and Steward Sailors are to form a separate division under a Supply officer whose particular charge it is to foster and maintain amongst them a pride in their work and in their appearance.
- **6118.** Supply duties in ships not carrying a Supply Officer and rendering accounts direct. In ships where no Supply Officer is borne, and for which accounts are rendered direct to the Controller of Naval Accounts, an Executive Officer is to be detailed by the Captain to carry out

cash, pay and victualling duties. The Engineer Officer is to be responsible to the Captain for naval stores and naval storekeeping where full naval store accounts are kept.

2. When such a ship meets another, ship carrying a Supply Officer, the Senior Officer is to arrange for the Supply Officer to verify the balance of public money and money in the non-public funds, to inspect the accounts, including the non-public fund accounts, and to give, the officer performing supply duties any advice necessary on those duties. This inspection need not be ordered if the accounts have already been so' inspected within the previous three months.

A report of the inspection, with a statement of the balance, is to be forwarded to the Administrative Authority for transmission to Naval Headquarters.

- 3. The procedure detailed in the preceding clause is not to interfere with the responsibility for the inspection of accounts already imposed on the Flotilla Supply Officer and the inspection should normally be carried out by him when the ships in question are accessible to him.
- 4. The fact of an officer, other than a Supply Officer, having carried out supply duties satisfactorily is to be noted on his certificate (1121) and on Form S. 206.
- **6119.** Supply duties in ships not carrying a Supply Officer and rendering accounts through a parent ship or base. In ships without Supply Officers which render accounts through a parent ship or base, the Captain is personally responsible for supply duties and for the public money on charge. He may, however, detail a commissioned officer to be responsible under him for the custody of and accounting for the cash on his behalf and for keeping the key of the money chest, but delegation of such duties will not by itself absolve the Captain from ultimate responsibility for the custody and proper .disbursement of the public money. In no circumstances should such duties be delegated to a sailor.
- 2. The Captain may also detail a commissioned officer to exercise day-to-day supervision of the victualling of the ship's company and of the victualling account, but the Captain remains responsible that these duties are properly performed.
- 3. The Captain, or under his direction the officers performing cash and victualling duties... should obtain guidance in the keeping and rendering of the accounts, in the regulation of their stocks, and in dealing with the results of periodical money-counts, musters and stock-taking, from the Base Supply Officer. The responsibilities of the Base Supply Officer towards these ships are laid down in Article 6106.
- **6120. Money chest.** Public money is always to be kept in a money chest having only one set of keys and fitted with a combination lock. In order to prevent the possibility of unauthorized persons having access to the keys of money chests and thus obtaining opportunities of making duplicate keys with unlawful intent, the following arrangements are to be observed:
 - (a) Money chests are not to be issued to a ship until absolutely necessary, and when supplied, the keys are except as mentioned at (b), to be issued personally by the Naval Store Office to the Supply Officer and his receipt taken for the same.

- (b) The keys on money chests of ships completing at contractor's works are to be sent to the Supply Officer on his written application, if his personal application to the Naval Store Officer is impracticable. The keys, and also the combination particulars (if any), are to be dealt with as "Confidential" matter (see 6206) and forwarded by registered post. The outer envelop should be addressed to the Supply Officer by name, and the inside package made up so that no one can recognize the contents without opening it.
- (c) In regard to chests with combination locks, full instructions showing how the combination is worked and particulars of the actual combination in use will be supplied in a sealed envelope at the same time as the keys are banded over. These particulars are to be regarded as confidential. The combination can after, wards be altered by the Supply Officer as desired, and a record of the combination in use is ,to be kept in a sealed envelope in the custody of the Commanding Officer. If the lock is set on a number made up of less figures than the full combination, the security of the lock is seriously lessened and the safety of the public money is endangered. The full combination is, therefore, to be used.
- (d) The keys are invariably to be kept in the personal custody of the person who has the use of the safe; they are to be carried on the person as far as possible, secured safely by a key chain or other suitable means to prevent their loss.
- (e) The keys of a money chest are to be taken on charge in the Naval Stores Ledger and issued on permanent loan to the department to which the holder of the chest belongs.
- (f) When a ship is paid off, the keys are to be tried in the chest to which, they belong, and are then to be placed in sealed covers and handed to the Naval Store Officer for custody until required for re-issue with the money chest. Before being re-issued, the keys are again to be tried in the lock in the Naval Store Officer's presence.
- (g) In no circumstances are keys *to*. be attached *to* the chest for return *to* store or allowed in any other way *to* pass through unauthorized hands. When the keys cannot be handed *to* the Naval Store Officer or other officer receiving the returned chest, they should be returned to him by registered post; and a receipt obtained.
 - (h) On the return of a chest fitted with combination lock, the instructions showing how the combination is worked and the particulars of the combination in use are *to* be enclosed in the sealed cover with the key.
- 2. In the case of the chests which are used for the deposit of non-public money and which have, duplicate keys, the duplicate set of keys is *to* be kept in the custody of the Commanding Officer in a sealed envelope initialed by the holder of the chest concerned. This envelope is *to* be mustered at least once every quarter.
- **6121. Use of money chest.** The Supply Officer is *to* take care that the chests furnished for the deposit and security of the public money are used for this Purpose and no other. He, or such Supply Officer as he may have delegated as sub-accountant in accordance with the regulations, will be held responsible for any loss of public money that may occur, and no explanation will be admitted in respect of such loss until it is satisfactorily proved that the public money had always been kept in the chests provided for that purpose, and that the keys had invariably been kept in the personal custody of the person authorized *to* hold them.
- **6122. Security of money chest.** When a key of a money chest is missing or a chest becomes insecure for any other reason, the Supply officer is immediately *to* report the circumstances *to* the Captain, in order that a survey II) as be held in it and a full investigation made, the report of which is *to* be transmitted *to* the Senior Officer for the information of Naval

Headquarters, with a statement of the measures adopted for the security of the public money. The insecure safe should be returned to the Naval Store Officer at the earliest opportunity. In no

circumstances are keys *to* be made on board Bangladesh Navy ships or in the dockyard or other shore establishments, without prior approval of Naval Headquarters.

6123. Report on condition of money chest. When a survey is held on the death, or removal from any cause, of the supply Officer during the ship's commission, a statement is *to* be made upon the report of survey whether the money chests and their locks are in good condition and the keys complete.

6124. Loss of Keys. If ,any of the keys are missing when a money chest is returned *to* store by a ship or .establishment, the matter is *to* be reported *to* the Senior Officer who' is *to* ascertain *to* whom the loss is due and is *to* report the result *to* Naval Head-quarters, in order that the cost of altering the lock and making the keys complete may be charged against the officer responsible for the loss, in accordance with the rules laid down in the *Financial Regulations*.

6125-6200. *Unallocated*

SECTION I

CORRESPONDENCE

- **6201. Authorized channels.** Except where direct communication is authorized by a general or special order issued by Naval Headquarters or the Senior Officer concerned, all members of the naval service are to submit their communications through their immediate superiors.
- 2. If any circumstances should occur, or any intelligence be obtained, which in the opinion of a Commanding Officer should reach Naval Headquarters without delay, he is still to address his report to his immediate superior but may at the same time send a copy direct to Naval Headquarters informing his superior that he has done so.
- 3. Ships not in company with their proper Administrative Authority should be encouraged to seek guidance from the senior naval officer present in matters which require immediate attention, taking care to keep their own Administrative Authority informed as necessary.
- 4. Subject to any instructions from Naval Headquarters and the Administrative Authority, officers in command of squadrons or of single ships and establishments may communicate direct with Naval Headquarters on routine and unimportant matters.
- 5. All communications from a Senior Officer intended for a ship placed or serving under the orders of another Senior Officer arc to be sent through the Senior Officer under whose orders the ship may be serving.
- 6. Commanding Officers and other naval authorities may correspond direct with the Controller of Naval Accounts in his capacity as Audit Officer by sending official or demi-official communications *in* regard to pay or other accounts matters. They may also consult him personally regarding such matters if necessary). *See* 6104(10) regarding authority given to Supply Officers to correspond with each other and with the audit and store officers on routine matters *See* also 6209 Signatures and 6230(3) Returns and Accounts.
- **6202. Other services, etc.** No member of the naval service is to enter *into* direct communication with any service or department of the State or with any subordinate officer of such service or I department on subjects connected with the naval service or with his particular duties or present or future employment unless authorized to do so by the regulations or by superior authority. All communications on such subjects are to be made through the proper channels to Naval Headquarters *in* order that such action may be taken thereon as may be necessary. Senior Officers and Commanding Officers are, however, empowered to correspond direct with their counterparts in, the Army or Air Force and with the civil authorities on purely local and routine matters.
- 2. Commanding Officers may correspond direct with banks, private fil1US and business-houses on matters which He within. the powers of decision of the Commanding Officers. Care is

to be taken that any information which should not be passed to persons outside the Service *is* not disclosed in such correspondence.

- **6202A.** Channel of correspondence with Military, Naval and Air Attaches/Advisers. All correspondence *with* Military, Naval and Air Attaches/Advisers will be conducted in accordance with the following instructions;
 - (a) Correspondence between the Bangladesh Navy and the foreign Military, Naval and Air Attaches/Advisers in Bangladesh will be conducted by Naval Headquarters (Naval Intelligence Directorate) who will route the correspondence through the Inter-Services Intelligence Directorate. The correct channel of correspondence with the Inter-Services Intelligence Directorate is through the Naval Intelligence Directorate.
 - (b) Correspondence with foreign Military, Naval and Air Attahches/Advisers in Bangladesh by any other B.N. authority or naval unit and by Branches, Directorates or Sections of Naval Headquarters is forbidden, except as may be specifically permitted under the instructions in force
- (c) Correspondence with Bangladesh Military, Naval and Air Attaches/Advisers abroad will be conducted through Naval Headquarters (Naval Intelligence Directorate), except as provided in (d) below.
 - (d) The following may conduct direct correspondence with and Air Attaches/Advisers abroad on subjects specified herein;
 - (i) Assistant Chief of Naval Staff (Operations). On matters relating to cruise of B.N. ships to foreign countries, provision of naval representatives to St1Fqreip Mission and International Communication, Conferences, modernization and acquisition of ships.
 - (ii) Assistant Chief of Naval Staff (Personnel). On matters relating to courses of instruction and training, procurement of suitable training literature, Admiralty Civilians and foreign technicians, and representation of Naval Headquarters on International Labour Conferences.
 - (iii) Assistant Chief of Naval Staff (Materials). On matters relating to repairs; refits and docking of B.N. ships and foreign men of war by the B.N. Dockyard, technical development and standardization of material.
 - (iv) Assistant Chief of Naval Staff (Logistics). On matters relating to procurement of stores, pay and allowances of B.N. personnel, books of reference and technical literature, shipping of supplies ordered by T.S. and N. S. Directorates and rendition of supply/inspection services to foreign men-of-war.
 - (v) Director of Medical Services (Navy). On purely routine. and technical matters, such as training of medical personnel, procurement of medical libraly-books, stores and equipment.
 - (vi) Naval Secretary. On matters relating to award of Masters' Certificates of Service by the U.K. Ministry of Transport and Civil Aviation, employment of Commonwealth and foreign officers and procurement of B. Rs. C. Ds., S. Ps. and U.S. publications.
 - (vii) Commanding Officers. On purely routine matters concerning personnel serving under them.
- (e) All communications/news letters/publications received from foreign Missions/Information Services, direct by individuals/units will, without delay, be forwarded to Naval Headquarters (Naval Intelligence Directorate).

- (f) B.N. publications/magazines/periodicals/literature intended to be sent by B.N. authorities to other countries on reciprocal basis will be sent direct by the producers/publishers only with the prior concurrence of the Naval Intelligence Directorate. Copies intended for Bangladesh Military, Naval and Air Attaches/ Advisers abroad will be sent to Naval Headquarters (Naval Intelligence Directorate) for onward transmission.
- **6203. Forms of Service correspondence.** Instructions on this subject are contained in Appendix L.
- **6204. Register of correspondence.** A register of the receipt and transmission of all letters and accounts is to be kept in the Captain's Office, and is to be produced at inspections.
- **6205. Documents of Officers and Sailors transferred.** It is important both for organization and discipline, and for the general convenience of officers and sailors, that all, their official documents. should be sent with them to the ship or establishment "to which they are discharged. The documents referred to are:
 - (a) Officers
 - (i) Copies of correspondence about personal representations or other matters touching the officer concerned on which decision from a higher authority is awaited.
 - (ii) Copies of correspondence relating to claims for pay and allowances or other claims of pecuniary nature which have not been settled by the audit authorities.
 - (b) Sailors. In addition to the documents as specified above for officers, service documents and pay guide cards.
- 2. If it is not possible to send all the papers with draft, a notification to this effect should accompany the draft and the outstanding papers are to be forwarded at the earliest possible date.
- 3. As soon as sailors join a ship 01 establishment, their papers are to be mustered and application made to the authority from whom they were received for any papers which do not accompany them and about which no explanation has been received.
- 2. Service documents sent by post are to be, registered.
- **6205A. Security classification.** The following security classifications are used to grade documents, correspondence and other papers containing official information, according to the definitions given below:

- (a) **TOP SECRET**. Information and material the unauthorized disclosure of which would cause exceptionally grave damage to the nation.
- (b) **SECRET.** Information and material the unauthorized disclosure of which would. endanger national security, cause serious injury to the interests or prestige of the nation, or would be great advantage to a foreign nation.
- (c) **CONFIDENTIAL.** Information and material the un authorized disclosure of which would be prejudicial to the interests or prestige of the nations, or would cause administrative embarrassment, or difficulty, or be of advantage to a foreign nation.
- (d) **RESTRICTED.** Information and material which require security protection other than that determined to be Top Secret, Secret or Confidential.
- (e) **UNCLASSIFIED**. connotes a grading not falling within the purview of any of the above classes. A' letter of this category is not marked as such.
- **6206. Handling of classified documents.** Letters and other documents which *it is* desired to treat as Top Secret, Secret, Confidential or Restricted are clearly to be marked as such. They are to be enclosed *in* envelopes marked "Top Secret", "Secret", "Confidential" 01' "Restricted" and sealed, and further enclosed *in* an envelope superscribed *with* the address and the reference number of the document only. Care is also to be taken that the instructions for the treatment of classified documents contained in *Classification and Treatment of Protected Documents (Bangladesh* 1976) and *B.N. Security Regulations* are complied *with; See* also 1604 Classified books and documents and 5327 The Official Secrets Act.
- 2. Top Secret and/or Secret documents forwarded from one authority to another are to be accompanied by a 'receipt note, unless they are sent direct to the addressee by closed bag containing a schedule of contents. Receipt notes are to be signed by the recipient and returned to the sender as soon as possible.,. A record is to be kept of the despatch of such documents to, enable their' safe arrival to be checked and if the return of a receipt note is unduly delayed, enquiry *is* to be made by telegram. /
- 3. Particular attent4>n is drawn to the following articles/ chapters of the *B.N. Security Regulations* which contain matter relevant to all accountable documents: "Removal of matter from ship to which issued" "Books, documents, material or keys lost or missing" "Stowage\',; "Disposal of graded matter in emergency" "Transmission of Top Secret, Secret and Confidential matter".
- **6207. Degrees of precedence.** Correspondence, other than signals and telegrams, may be given one of the following degrees of precedence, if required, according to the importance of its contents:
 - (a) **PRIORITY**. When it is to be attended to earlier than an

ordinary letter and within 24 hours of its receipt.

- (b) **IMMEDIATE.** When it is to be attended to as soon as received and must be delivered to the officer concerned, or the officer acting on his behalf, even after working hours and on holidays.
- 2. All other correspondence will be treated as routine and will, not bear any indication of precedence.
- 3. Degree of precedence is intended to regulate' attention to a communication 'at the receiving end and, is of no consequence to the Postal authorities. If the delivery of a letter is desired earlier than at normal postal delivery hours, then the envelope should be marked "Express Delivery," in red ink and an additional fifty paisa postage stamp be affixed thereto. Printed "Express Delivery" slips 'can also be obtained free of charge from the local Post Office. Registered letters, parcels, etc, sent by port are not authorized to be marked "Express Delivery"
- 4. It is the responsibility of the originator to assess the degree of precedence but the degree of precedence "Immediate" cannot be authorized by an officer below the rank of, commander except in cases covered by Clause 5 below.
- 5. Replies- to letter will, as general rule, bear the same degree of precedence as those, being answered.
- 6. Senior Officers and Commanding Officers will ensure the/ proper use of the degrees of precedence laid down. Serious notice will be taken of any misuse.
- 7. Detailed definitions of the authorized degrees of precedence with instructions for the use of these to indicate the relative urgency of signals are given in General Communication Instructions. For telegrams, see 6211(4)
- **6208. Time.** In all official documents time is to be expressed in four figures, of which the first two denote the hour from 00 (midnight) up to 23 (11 p.m.), and last two denote the minutes (00 to 59), Thus 2 a.m. is 0200, 11.30 a.m. is 1130 and 3.20 p;m. is 1520. Similarly, 0000 on the 20th means that hour of the night of the 19th-20th. The term midnight should be avoided.
- **6209. Signatures.** Officers are to sign their names .legibly, stating their name in capital letters and rank after their signature in all documents. See also appendix 'L' para 23.
- 2. Except as provided in Article 6104(10), all letters connected with the ship or establishment' are to be signed by the Captain and not by the offers in charge of departments. Reports from such officers dealing with special or technical details may be enclosed in the letter only if thought necessary to elucidate the subject;
- 3. The signature of an officer to an account, return or report will be taken as conclusive that the officer renders or makes it as just and true to the best of his knowledge and belief, and as accounting properly for all stores, etc., that should be accounted for therein in accordance with the regulations in force a t the time, or with any special directions under which he may be acting.
- **6210. Description of officers and sailors.** The following methods are to be used to describe officers and sailors in correspondence and returns:

(a) Officers

Commander A. Z. Nizam (X) B N, P. No. 25 Lieutenant Commander Mohammed Sahabuddin (E) B N, P. No. 34

Lieutenant N. U. Chowdhury (8) B N, P. No. 101 Lieutenant K. M. Iqbal (L) B N, P. No. 72 Sub-Lieutenant M. N. Amin (Sm (G) B N, P. No. 126 Midshipman M. N. Islam, B N, P. No. 272

- (b) Sailors
 - O. No. 620211 M. A. Quddus, P. O. G. I.
 - O. No. 650215 M. IIyas, A. B., Diver-3
 - O. No. 660466 M. W. UHah, L. Stwd
- **6211. Telegrams.** General instructions. With a view to economy, telegrams are to b~ expressed as concisely as is consistent with clearness, particular care being taken to omit all superflous words. When a letteJ will answer the purpose a telegram is not to be sent. Detailed instructions on the wording, etc., of telegrams are contained in the appropriate Signal Publications, and all telegrams are to be drafted strictly in accordance with these instructions. In peacetime, LIT is to be substituted for WIT, whenever practicable, for the purpose of keeping open W IT lines of communication for urgent messages.
- 2. Cypher telegrams. The special regulations as to telegrams sent in cypher are to be observed most strictly.
- 3. *Cost*. The cost of telegrams is riot chargeable to the State unless the subject of the message relates strictly to the naval service. Messages of congratulation are chargeable to the senders. *See* 1504 Serious illness.
- 4. The under-mentioned naval authorities are authorized to use the degrees of precedence (which are known as "Priorities" in the Posts and Telegraphs Department) given below when sending telegrams on *bonafide* public service over civil telegraphic channels:
 - (a) List 1-"Most Immediate". . The Chief of Naval Staff.
 - (b) List !2-"Operational Immediate".
 - (i) Officer authorized to use the Priority indication in List 1.
 - (ii) The Commodore Commanding, B.N; Flotilla.
 - (iii) The Commodore Commanding, Chittagong.
 - (iv) Naval Officer-in-Charge.
 - (v) Senior Officer of a Naval Task Force.

Note. "Operational Immediate" should connection with active operations defence during disturbances).

- (c) List 3-"Immediate"...
 - (i) Officers authorized to use the Priority indication in Lists I and 2.

- (ii) Asstt. Chiefs of Naval Staff.
 - (d) List 4-"Important".
- (i) Officers authorized to use Priority indications in Lists 1,2 and 3.
- (ii) Directors, and Staff Officer (Operations) at Naval Headquarters.
- (iii) Captain Superintendent of the Dockyard.
- (iv) Commanding Officers of ships and stablishments and officers-in-charge of shore units and store depots.
 - (v) Provost Marshal.
- (e) List 5-"Ordinary". All commissioned/gazetted officers.
- **6212. Mail arrangements.** Mail from naval authorities in Bangladesh addressed to Bangladesh Navy ships and. authorities abroad is despatched in mail bags by the Fleet Mail Office. Naval Headquarters, Dacca.
- 2. Mail for Naval Advisers; Attaches, etc., serving in Bangladesh Missions abroad is despatched in diplomatic bags under arrangements made by Naval Headquarters.
- 3. The Fleet Mail Office, Naval Administrative Authority, Dacca, Chittagong and Khulna are to be kept informed by Naval Headquarters of such movements of Naval ships as will affect the mail arrangements.
- 4. Ships should, before leaving a port, arrange with the local Post-master for the re-direction of any mails which may arrive
- **6213. Transmission of bulky documents**. All bulky documents are to be made up and sent as parcels, when practicable, instead of as letters. Similarly, all accounts having to do with money, with the exception of cash accounts, are to be sent by parcel post. Cash accounts are to be sent by registered. letter post, as it is important that they should reach the .audit authorities as early as practicable after completion.
- **6214. Method of despatch of mails**. Letters and packages should not be despatched loose in mail bags, but should, as far as practicable, be tied in bundles.
- 2. Covers containing medals or important correspondence will be sent by registered (and, if necessary, insured) post.
- **6215. Postage.** The supply of service postage stamps (service labels) to the naval authorities and units in Bangladesh is made, against demands, by Naval Headquarter8 on a quarterly basis.
- 2. An account of receipt and expenditure of service postage stamps is to be maintained in a *book* which is to be produced for audit and at inspections. The account is to be balanced at the end of each month, signed by the officer concerned and approved by the Captain.

- 3. Service postage stamps will be used on official correspondence only which is to be enclosed in covers superscribed with "On Bangladesh State Service" and bearing the office stamp of the despatching office and the initials of the despatcher. The use of service postage stamps for communications other than official correspondence is prohibited. *Official correspondence includes:*
- (a) letters sent by Service authorities in their official capacity in reply to communications received from private individuals and associations;
- (b) personal representations and complaints forwarded officially by the Commanding Officer or head of office;
 - (c) letters and telegrams sent by the Bangladesh Navy Sports Control Committee and and the local committees subordinate to it.

Correspondence relating to the non-public funds is not official correspondence, not are the personal income-tax returns and connected correspondence submitted to the Income-tax authorities.

- **6216. Prompt replies.** It is to, be ensured that prompt replies are given at all times to official communications. Explanations are to be given whenever delays have occurred.
- **6217. Anonymous communications** As a general rule, anonymous communications are to be destroyed without any action being taken thereon.
- 2. In exceptional circumstances, where an' anonymous communication provides some specific information or supplies a vital missing link in evidence in an enquiry contemplated or being held against an offender, appropriate action on the anonymous communication may be taken with the approval of the Chief of Naval Staff.
- **6218. Abbreviations.** The following points. are to be borne in mind when using abbreviations in correspondence:
 - (a) The use of abbreviations which, though well known to the originator, are unfamiliar to the addressees, causes delay and confusion.
 - (b) The use of purely local abbreviated titles of subordinate authorities, or of titles which are of internal application within an organization only, should be confined to local correspondence.
 - (c) Before using an abbreviation, the originator of any communication should consider whether the recipient will readily understand it; if doubtful, the abbreviation should either not be used or it should be adequately explained by adding, after the first use of the abbreviation its meaning in full, e.g., B.W.O. (Bridge Wireless Office).
- **6219.** Representations on monetary claims. Such representations will be submitted in. the form of a self-contained letter, accompanied, when necessary, by copies of any documents, such as appeals, service record or other documents of a personal nature, which are required to elucidate the point under discussion.
- 2. In forwarding cases to Naval Headquarters for a ruling or for consideration, the forwarding officer will express an opinion on the question even though the audit officer has ruled that the claim is inadmissible. Copies of relevant letters from the Controller of Naval Accounts will be enclosed

- **6220.** Complaints regarding delay in settlement of pay and allowances. All complaints about delay in the settlement of pay and allowances of officers and sailors are to be dealt with as follows:
 - (a) The cause of action in respect of delay on the part of the C.N.A's Officer accrues if (i) no reply is received withiI1 a period of one month from the date of despatch of the claim; or.
 - (ii) the claim is repeatedly sent back by the C.N.A's Office with new objections/observations each time; and,
 - (iii) the Commanding Officer is satisfied that the claim submitted to the Controller of Naval Accounts was supported by all. necessary documents, and that the complaint of undue delay is genuine.
 - (b) The Commanding Officer is to fill in the proforma, given in Appendix LVIII, in triplicate, or in quadruplicate if the Administrative Authority is also required to be informed. Separate proforma should be used for each individual and each items, and questions affecting pay and allowances should be entered in separate proforma and not mixed up with questions of travelling and daily allowances.
 - (c) The Proforma should. be submitted to the Controllerof Naval Accounts in duplicate, or I in triplicate, who will, after entering his remarks in the relevant column of the proforma, return with all speed one copy to the Commanding Officer, and, where applicable, another to the Administrative Authority.
 - 2. Further action, where necessary, may be taken in accordance with Article 6219.

6221-6229. *Unallocated.*

SECTION II. RETURNS

- **6230. Returns and accounts generally**. All periodical and occasional returns are to be rendered by the officers concerned when these are due, in compliance with the instructions contained in the *Bangladesh Navy List of Returns*.
- 2. The Captain is to take care that every officer whose duty is to render accounts, returns, or reports, forwards them within the time prescribed, or within a reasonable time after they are due, and that they are signed by the proper officers; should any delay occur in the preparation or in the due transmission of any of them, he is to require an explanation from the officer in charge, which, with any observations the may have to offer, is to be forwarded to the Department to. which it relates.
- 3. Officers who are required to transmit accounts or returns to Naval Headquarters, a Senior Officer or other authority; are to submit. them to their Captains for approval and signature as required by the forms in use and the instructions relating to them. *See* 6209 Signatures.

- **6231.** Accounts. Every officer who is required to keep accounts of the receipt and expenditure of public money, stores or provisions is to take care that they are rendered correctly and on due dates.
- **6232.** Forms for accounts, etc. When forms now or in future established are made use of for accounts, returns, or other purposes, they are strictly to be adhered to. So far as practicable all the columns are to be filled up, and any directions given on the forms are to be observed. When from any cause printed forms are not available, the returns, etc; are to be prepared in manuscript.
- **6233. Books, accounts, etc.** when to be signed. Every Captain or other officer who may be a signing officer, before he leaves the ship to which he belongs, is, so far as practicable, to sign all books, accounts, and certificates which may be necessary to enable to officers to pass their respective accounts, provided he is satisfied that the same ought to be signed by him; every officer is to examine very carefully all ship's books, accounts of the receipt, expenditure or other disposal of money, stores or provisions, and all other books, accounts or papers before he signs them; he will sign such only as' he shall know to be correct, and he is never to sign a certificate for any service without being satisfied that such service has actually been performed. *See* 5507 charge of cash or stores and 6209 Signatures.
- **6234. Reports of movements, etc.** All movements of officers and sailors and other occurrences affecting their pay and allowances, are to be reported to the authorities concerned by issue of Genforms, other prescribed forms and returns, and, where necessary, by signal. *See* also Chapter 15Casualties.
- 2. It is essential that these reports should be forwarded promptly so that the responsible authorities may be in possession of up-to-date information about these individuals.
- **6235.** Occurrences affecting members of other Services. When a member of another Service is serving with or attached to the Navy, any occurrences affecting his pay, discipline or records should, in the absence of special local orders, ,be reported to the Administrative Authority, who should pass the information to the appropriate authorities of the Service concerned.
- 2. Occurrences affecting the Army and Air Force personnel admitted in Naval Hospital and Sick Bays are to be reported to the Commanding Officer of the individual or local authorities of the Service concerned.

6236-6300. *Unallocated.*

SECTION I

INSTRUCTIONS TO INSTRUCTOR OFFICERS

- **6301. Flotilla Instructor Officer.** The Instructor Officer on the staff
- of the Senior Officer afloat is to advise him on all matters concerning education, instructional technique and vocational training.
- 2. He is to organize and arrange classes in consultation with ships for sailors preparing for various educational tests.
- **6302.** The Instructor Officer. The Instructor Officer (i.e. the senior Instructor officer borne) is directly responsible to the Captain for all matters concerning education and shall advise him as necessary regarding scientific problems.
- 2. He is to organize and supervise .the work of all the other Instructor officers and is to see that instructions is carried out efficiently and classes are held as regularly as circumstances permit.
- 3. He is to see that the School Register, Form S. 396(BN), is properly kept and is to initial it weekly. An abstract of the attendances of men and junior officers is to be included in the Journal, Form S. 397 (B.N.).
- 4. He is to propose necessary amendments to and revision) of the academic training syllabito meet the Service requirements.
- 5. He is to make himself familiar with the training courses for officers, men and boys, and to ensure that the academic instruction given, as far as possible, covers the syllabus laid down.
 - 6. He is responsible for the conduct and invigilation of all educational examinations.
- 7. He is responsible to the Captain for the custody of the educational stores, equipment, aids, etc., and for the proper maintenance of their records.
 - 8. He is responsible for the organization of the ship's libraries and the Information Room.
- 9. He is responsible to the Captain for proper utilization of the educational training, laboratory and library grants.
 - 10. He is to make available text books and other literature required for training Purposes.
- 11. He is responsible for organizing vocational training and the Hobbies Section to prepare men for civil life on discharge from the Service, in accordance with the instructions issued by Naval Head quarters from time to time.
- **6303. Instructor Officers.** They are to carry out instructional duties as directed by the Instructor Officer.
- 2. In addition to their normal instructional duties, they may be employed on other suitable duties at the discretion of the Captain, provided such duties do not interfere with their professional Work.
- 3. If qualified, they may be employed in a key position in the Action Information Organization of their ship, and be required to superintend the taking of observations and working

out the ship's position by junior officers and to instruct midshipmen, cadets, men and boys in theoretical aspects of the professional subjects.

6304-6319. *Unallocated.*

SECTION II

GENERAL

- **6320.** Educational facilities. The Captain is to afford facilities to officers and men preparing for various educational examinations.
- **6321.** Custody of examination papers. The Captain is responsible for the safe custody of question papers and answer books and is to arrange that each examination held on board *is* supervised by an officer.
- **6322. Periodical muster.** The Captain is to see that stationery, text books, library books and laboratory equipment purchased out of grants sanctioned under Rules 220 to 224 of *Pay and Allowances Regulations*, *for the Bangladesh Navy*, or procured otherwise, are mustered at least once a year.
- **6323 Educational Officer.** When no Instructor officer is borne, an officer is to be detailed by the Captain to supervise the educational work.
- **6324. Acting Instructor.** Circumstances permitting, the Captain may direct any competent sailor, who volunteers, to carry out academic instruction to sailors preparing for various educational examinations, when no Instructor officer is authorized on board or he is absent due to leave, sickness or other reasons.
- **6325. Civil service examinations.** No person serving in the Navy is eligible to attend any competitive ,examination for a situation in an organization outside the Serve unless he produces to the Public Service Commission or the authority concerned, when called upon to

do so, the permission of his Commanding Officer to attend the examination dated before the commencement of the competition.

2. Before an applicant is granted permission to attend an examination under this rule, his Commanding Officer is to satisfy himself that the application is made on valid reasons, and that the applicant's retirement' or discharge from the Navy will be allowed in the event of his proving successful.

,

- **6326. Educational tests.** Particulars of educational tests and educational certificates required of men for advancement to higher rank and for promotion to officers' rank are laid down in Appendix LV.
- **6327. Invigilation and conduct of written examinations.** Instructions for the invigilation and conduct of written examinations are given in Appendix LVI.
- **6328.** Civil courses and examinations. Officers and sailors may be allowed during non-duty hours to attend classes at civil institutions and/or prepare for civil examinations, provided such attendance or preparation does not interfere in any way with their official duties. This permission may be given by the Commanding Officers who are,

however, to watch that there is' no slackness in the performance of duties by such individuals. Permission is to be withdrawn if any slackness is noticed.

- 2. Leave to take civil examinations may be granted under the normal rules, subject to the exigencies of the Service. .
- 3. The individuals concerned will make their own arrangements for admission to a civil course and meeting the expenses involved. The Service will bear no responsibility for either and will not consider attainment of a higher qualification by passing any examination as a valid ground for entertaining an application for discharge from the Service.
- **6329. Applications for commissions in other Services** Applications from eligible sailors to take examinations for appointment to commissioned ranks in other Services are to be forwarded on. the prescribed forms, through the Drafting Authority I to Naval Headquarters

for consideration. Such applications should be sent sufficiently in advance of the last dates fixed for the receipt of the applications so that, if approved, they can be transmitted to the authorities concerned in time.

6330-6400. *Unallocoted.*

SECTION I

ORGANIZATION

- **6401. Composition.** The Medical Branch of the Navy consists of:
- (a) Officers of the Army Medical Corps, Army Dental Corps and Bangladesh Armed Forces Nursing Service

seconded to the Navy:

- (b) Ward master officers;
- (c) Medical Assistants.
- **6402. Organization.** The Director of Medical Services (Navy) is the head of the Medical Branch of the Navy and the Medical Directorate in Naval Headquarters. The Medical Directorate functions as one of the Directorates of the Personnel Branch under Asstt. Chief of Naval Staff (Personnel) in Naval Headquarters.
- **6403. Administration.** The General Headquarters (Army) deals with the terms and conditions of service of the officers of the Army Medical Corps, Army Dental Corps and Armed Forces Nursing Service and makes their postings from one Service to the other.
- 2. Naval Headquarter deals with the terms and conditions of service of Ward-master officers and Sick Berth sailors and exercises administrative control over:
 - (a) the Medical, Dental and Nursing personnel serving in the Navy;
 - (b) hospitals placed under naval jurisdiction;
 - (c) naval medical establishments, sick bays and dispensaries.

6404. Unallocated.

SECTION II

INSTRUCTIONS TO DIRECTOR OF MEDICAL SERVICES (NAVY)

6405. Advisory functions. The Director of Medical Services (Navy) is the responsible technical adviser to the Chief of Naval Staff on , all matters of health affecting the Navy. In that capacity

he is to. have direct access to the Chief of Naval Staff. He also advises on, the schemes of complements for ships and establishments relating' to the personnel of the Medicate Branch. He also advises on suitability of rations, clothing and accommodation for naval personnel from the stand-point of health.

- **6406.** Administrative functions. He deals with professional training of the Medical, Dental, Wardmaster and Nursing officers and . selects Civilian Medical practitioners, and AFNS officers (Local) respectively for appointments against deficiencies of AMC and AFNS officers in the B.N. He is also responsible for professional training of the Medical Sailors.
- 2. He is to exercise control over all technical matters pertaining to the Medical Services. He is to maintain necessary medical statistics relating to the Navy and is responsible for proper functioning of the Medical Directorate.
- **6407. Medical functions.** He is to exercise a general supervision over the sanitary condition of all ships, establishments and other areas under his jurisdiction arid keep himself informed of the incidence of disease, especially epidemics, among naval personnel and among the civil communities of localities in or near which naval personnel work or reside. He is to make such recommendations or cause such steps to be taken as circumstances may require, for the prevention and mitigation of disease among the naval personnel.
- **6408. Medical inspection.** He is periodically to make ,or cause to be made a thorough inspection of all ships, establishments, camps, hospitals, laboratories, barracks and other buildings at each station where naval personnel are quartered, He is also to make such other inspections as may appear necessary or as may be specially ordered.
- 2. He is to report to the Chief of Naval Staff the results of his inspections of ships, establishments, barracks and camps, etc. including reference to sanitary defects observed and the steps recommend ended for their remedy. Any original defects in planning should, when necessary, be specially reported by him to the Chief of Naval Staff.
- **6409. Medical mobilization and training for action.** He is responsible for all arrangements connected with medical mobilization and also for the training of naval Medical personnel of all categories (6401) for their duties in war.
- **6410. Approval of medical board proceeding.** He is to exercise close supervision over invaliding and examine critically all documents before approving the proceedings of medical boards. *See* also 6460.

6411-6411. *Unallocated.*

INSTRUCTIONS TO MEDICAL OFFICERS

- **6413.** Commanding Officer, Naval Hospital. In addition to duties appropriate to his appointment as the Commanding Officer of a naval 'establishment, he is to carry out the duties of an officer Commanding Hospital as laid down in *Regulation for the Armed Forces Medical Services of Bangladesh*.
- **6414.** Executive Officer, Naval Hospital. In addition to duties appropriate to his appointment as the Executive Officer of a naval establishment, he is to perform such administrative duties as may be, delegated to him by the Commanding Officer, Naval Hospital.
- **6415. Medical Officers serving in Naval Hospital.** They are to be guided by the regulations applicable to Medical officers serving in Armed forces hospitals as laid down in *Regulation for the Armed Forces Medical services of Bangladesh*.
- **6416. Medical Officer of the Day.** The Medical Officer of the Day is to carry out the duties of the Orderly Officer as laid down in *Regulations for Armed Forcer Medical Services of Bangladesh.*
- **6417. Flotilla/Principal Medical officer.** On appointment as Flotilla /Principal Medical Officer, a medical officer is to act as adviser to the Senior officer on all matters concerning the health and hygienic conditions of the flotilla or base and is to be responsible for the medical administration of the ships and establishments thereof. He is to make a systematic medical inspection of the various ships and establishments as frequently as required and is to maintain close personal contact with their Medical Officers in all matters affecting the maintenance of physical and mental efficiency of the ships companies. See also 6444.
- 2. He is to add to reports on Form S.206 his opinion of the professional conduct and ability of the Medical officers in the flotilla or base; See Paragraph 19 of Appendix X.

- **6418.** Naval Staff Surgeon. The Naval Staff Surgeon is normally the medical attendant of:
 - (a) all persons entitled to medical attendance, borne on a

ship or establishment for which a Medical Officer is not

authorized;

- (b) all entitled persons living outside ships/establishments for which Medical Officers are authorized:
- (c) officers, sailors and their families on leave in his station.
- 2. He may, in addition, be detailed on medical charge of such other entitled persons in his station as ordered by the Chief of Naval Staff. When required, he or the Medical officer performing his duties is to examine proposers for the Postal Life Insurance. For each such examination he is entitled to receive a fixed fee of Tk.4.
- 3. For the terms "medical attendance" and "persons entitled to medical treatment" he is to be guided by the rules laid down in *Regulations for the Armed Forces Medical Services of Bangladesh*.
 - 4. He will be guided in the performance of his duties by the

instructions contained in Article 6419.

- **6419.** The Medical Officer. *Medical duties*. The Medical Officer is to be in medical charge of all personnel of his ship or establishment and their families who are allowed medical attendance at public expense, unless another Medical officer is especially appointed for the latter. He is the adviser to the Commanding Officer on all sanitary and medical matters pertaining to the health of the ship's company and has direct access to him. He is to make such recommendations, orally or in writing, as he may consider necessary for the maintenance of the health of the ship's company. *See* also 6428.
- 2. Sick Report Book. The name of every sailor reporting sick is to be entered in the Sick Report Book, which should be prepared in duplicate by the Officer of the Day. This report is to be dealt with in accordance with the instructions noted thereon.
- 3. Examination of sick. He is to conduct the morning sick parade at the sick bay at such an hour as to permit the sick requiring admission to hospital to reach hospital during working hours. He is to enter in the Sick Report Book a diagnosis of each case reporting sick, and the disposal of the case in the remarks column in the following terms:
 - (a) "Medicine duty"-viz., treatment and return to duty.
 - (b) "Attend 'A', 'B' or 'C"-viz.," attendence for treatment, at the sick bay with such duties as may be recommended. Attend 'A' means "attend for treatments ordered and perform ordinary duties". Attend 'B' means "attend for treatment as ordered and perform light duties only". Attend 'c' means "for treatment and to be excused all duties".
 - (c) "Detained"-viz., detained. in sick bay up to 48 hours and subsisted on extras during the period of such

detention.

(d) Hospital'-viz., admitted to hospital, subsisted on admission and placed on

extras for the day of

See 6433 on malingering.

- 4. Care of sick and wounded. He is to take all practicable measures for the speedy recovery of the sick and wounded. When necessary, he is to apply to tile Captain for any further requisites that may be needed for the sick, or any additional men as day or night nurses. He, and the Medical officers serving under him, are to visit the sick at least twice a day, and more often when necessary; he is to take, care that: the nurses or attendants fully understand that, day or night, he is at once to be called whenever an unfavorable, able change takes place in a patient.
- 5. Officers on sick list. He is to report immediately to the Commanding Officer and by signal, to Naval Headquarters when an officer is placed on the sick list, and' when an officer sick in quarters, is removed from the sick list.
- 6. Transfer of sick to hospital. He is to arrange, in communication with the Commanding Officer, Naval Hospital, for the transfer of such sick to hospital as require admission, that is, those whom he considers unfit for duty and unsuitable for treatment. In the Sick bay of ship or establishment.
- 7. Details to he furnished to Naval Headquarters. He is to furnish to Naval Headquarters all information required for the correct compilation of monthly statistics, and to report on all matters of medical and sanitary interest pertaining to the sailors and their families under his care. See also 1540(2).

8. Medical documents.

- (a) He is to ensure that particulars regarding preventive inoculations and vaccinations, etc., are entered in all medical documents of the sailors in his medical charge.
- (b) Entries in medical documents are to be made as follows-
 - (i) By Medical officers-particulars on enrolment; all admissions to and discharges from hospital; particulars regarding vaccination and re-vaccination; prophylactic inoculation; antirabic treatment; medical boards; issue of and repairs to surgical appliances, etc.
 - (ii) By Dental officers-all entries regarding dental matters.
- 9. *Medical and surgical-equipment*. He *is* to indent on the Naval Medical Store Depot for the issue of the necessary medical and surgical equipment and drugs for the sick bay. He is to be responsible for their care and proper maintenance.
- 10. *Medical Inspection of sailors.* He is to:

(a) carry out the being drafted to his ship on the morning after

required medical examination of sailors they report

for duty. He is also to examine medically sailors returning

from leave;

- (b) inspect the ship's company monthly or more frequently, if necessary, to satisfy himself as to their person al hygiene. Whenever special examinations of sailors are made, each sailor is to be examined by the Medical Officer in private, and in the presence of a third person, who should be a senior sailor;
- (c) examine sailors desirous of an extension of service or re-engagement. When doing so, he is" to inspect their medical documents and should not reject men for minor defects or trivial ailments which are not likely to interfere with the efficient performance of their duties, but should note such facts. In cases of fitness, his opinion IS to be considered 'final, but the cases of men considered unfit should be decided by a medical board;
 - (d) examine men for transfer to the Fleet Reserve.
- 11. Physical training. He is to keep himself informed on all II matters concerning the physical training of the sailors and give his advice on such subjects, especially with regard to recruits. He' is-to keep' a record of those men whose training has been modified on his recommendation and of their subsequent progress.
 - 12. Sailors families. He is to keep himself informed as to

the health of the families of sailors living in the establishment.

13. Lectures and training in First Aid, etc. He is to arrange

the instruction of officers and sailors in the principles of First Aid to the injured,. and is responsible that the necessary appliances for

use by those being instructed are readily available in the parts of. the ship where they will be needed in action.

- 14. *Health lectures*. He is to give heath lectures to the ship's company periodically. A record of such lectures is to be kept. The subject matter of such lectures is left to the discretion of the Medical Officer, except that family planning and prevention of general disease are to be included.
- 15. Inspection of ship or establishment. (a) He is to inspect every portion of his ship or establishment, including the married quaters at least once a month. At such inspections he should be accompanied by an officer of the ship or establishment and the 'senior sailor of the "sanitary

party" in the ship or establishment. The sailor is to make notes of all the defects observed. The Medical Officer is to report orally to the Commanding Officer any defects noticed, and to make necessary recommendations for remedying them. The hygienic defects found and the recommendations made to the Commanding Officer are also to be recorded in a sanitary diary, which should be submitted to the Commanding Officer, who after recording in it the action taken should return it to the Medical Officer.

- (b) The pages of the sanitary diary should be ruled in 3 columns to show:
 - (i) Medical Officer's remarks
 - (ii) Commanding Officer's remarks
 - (iii) Action taken.
- 16. Ventilation, lighting, lime washing, etc. He is to satisfy himself that every barracks, guard-room and detention-room is suitably lighted and provided with sufficient means of ventilation; that the beds and bedding are freely exposed to the air and blankets are disinfected every six months; that the married sailors quarters, Recreation rooms kitchens, wash-houses, urinals and latrines are suitably ventilated and lighted; and that the walls and ceiling of barracks and quarters are clear and in a satisfactory condition.
- 17. Spacing of beds in establishments. He is to satisfy himself that there is no overcrowding and that the beds are 'not closer together than 6 feet, centre to centre, or as may be authorized from time

.to time.

18. Food and Cooking. He is to ensure that articles of food and drink supplied to sailors are to good quality, and that the amount, cooking, variety, preparation and storage of food are satisfactory. He is to see that overcooking is not practiced so as to destroy the vitamins. He is to satisfy himself that no typhoid or dysentery carriers are employed in the preparation or handling of foodstuffs. He is to keep himself informed of orders and instructions governing the issue of extra articles of food and drink that may from time to time be published.

19. Cleaning of drinking and tensils.

- (a) He is frequently to inspect the method of sterilization of drinking vessels in all canteens, recreation-rooms, etc., and satisfy himself that adequate measures are taken to ensure that all cups, mugs, tumblers, spoons, forks, etc., are sterilized in boiling water immediately after use by each individual.
- (b) In order to prevent the spread of infection diseases the following instructions as regards the sterilization of drinking vessels used by Sailors in ships and establishment are to be observed:

- (i) Every drinking vessel should, immediately after use, be well washed in hot water and dipped in boiling water in such a manner that the upper two inches are immersed.
- (ii) For this purpose arrangements should be made for the provision, in the most economical manner according to local conditions, of the necessary. means of maintaining supplies of boiling water.
- 20. Water supply. He is to satisfy himself that the amount, quality and arrangements for distribution of domestic water supplies, including water for drinking and swimming baths, are satisfactory. Aboard ships when water tanks are cleaned by sailors, the work is to be carried out under his supervision and the clothing and footwear of the men who actually enter the water tank are to be disinfected previously.
- 21. Copies of recommendations. He is to forward through proper channels to Naval Headquarters for information, copies of all important written recommendations made to the Commanding Officer.
 - 22. Inoculation and vaccination. He is responsible for:
 - (a) carrying out all preventive inoculations and vaccinations of the officers, sailors, and their families of which he is in medical charge, and for furnishing particulars required for the preparation of returns and statistics, in regard to these;
 - (b) ensuring that all officers and sailors newly arriving on board who are not protected against the enteric group of diseases and small-pox are

inoculated and vaccinated at the earliest possible opportunity;

(c) vaccinating and inoculating all recruits at the earliest opportunity after they join their ship/establishment. See 6435.

23. Infectious disease reports.

- (a) On the occurrence of an infectious disease or any unusual sickness among the personnel or families in his care, he is to report the matter forthwith to Naval Headquarters and take such immediate action as he considers necessary.
- (b) After an epidemic of infectious disease on board, he, in conjunction with the Commanding Officer and the Director of Medical Services (Navy), if available, is to decide as to the necessity of disinfection, and whether it should include the whole or a part of the ship. Disinfection is to be carried-out under his' personal supervision in accordance .with the .approved procedure.
- 24. Statistics and records. He is to maintain the following books arid records:
 - (a) Sanitary diary;
 - (b) Sick bay admission and discharge book;
 - (c) Inoculation and vaccination register. A. record of vaccinations/inoculations performed on officers and sailors and their families;
 - (d) Malarial register of men attending for post-hospital

malarial treatment;

- (e) V.D. register of men attending for post-V.D. treatment;
- (f) Any other book or record that may be prescribed from

time to time.

25 Infectious diseases'-precautions.

- (a) He is to take steps to ascertain on arrival at any place whether any disease is prevalent which is likely to prove detrimental to the health of the ship's company in his medical charge. If so found, he is to inform the Captain, so that proper measures may be adopted to prevent its occurrence in the ship's company.
- (b) If any infectious disease occurs in a ship or establishment, the case is to be isolated at once. His bedding, clothing and hammock are to be disinfected.
- (c) Close contacts of actual or suspected cases are to be disinfected and thereafter examined daily during the segregation periods. A complete list of contacts is to be made. Close contacts may be defined as the personal friends of a case, or men working, sleeping or messing alongside him.
- 26. Merchant ships. When operative or other important medi

cal treatment is required in emergency on board a merchant ship,

he is to render every assistance. For services so rendered no charge is to be made except for any public stores expended.

- 27. Administration Report. Annually; not later than the 15th January, he is to deliver to the Captain, for transmission to Naval Headquarters, a report covering the year ended 31st December, stating the number of cases of:
 - (a) General diseases.
 - (b) Injuries sustained whilst on duty. (c) Invaliding.
 - (d) Deaths.

The report is also to show the number of men treated daily and the average number of injuries treated daily. General remarks are to be included on any epidemics which may have occurred during the year and any case of a particular nature.

- 28. Authority in sick bay. The sick bay itself, and the Sick Berth staff, are to be entirely under the direction of the Medical Officer, who is to take all possible measures for improving their efficiency.
- 29. Visits to the sick in hospital. He is to keep liaison with the local hospital, visit as often as possible the sick belonging to his ship or establishment admitted therein and report on their condition to the Captain.
 - 30. See 6494 on duty of Medical Officer when no Dental Officer in borne.

- **6420. Recruiting Medical Officer.** The 'Recruiting Medical Officer is appointed to examine recruits for their physical fitness for the Navy. He is to be guided in his examination by such rules as maybe laid down by the Government from time to time.
- 2. When no documentary proof of the date of birth is furnished by recruits at the time of enrolment, he is to assess the apparent age of such recruits; see 0904.
- 3. The Recruiting Medical Officer is to maintain a register *of* all recruits examined by him and note therein, in the case *of* those rejected an unfit, the reasons for their rejection.
- **6421. Specialist Medical Officers.** Specialist appointments are made from among the Medical officers who are considered by the Director General *of* Medical Services specially qualified to hold them.
 - 2. An officer may qualify as a specialist at any time during his service. .
- 3. Specialist officers are available to assist and advise Medical officers in the treatment *of* the sick and to perform these special duties in addition to their ordinary duties as Medical officers.

6422-6423 *Unallocated.*

SECTION IV

INSTRUCTIONS TO WARD MASTER OFFICERS

6424. Wardmaster officer. The following definition of the duties of an officer of the Wardmaster Branch is given as a general guide, but

the senior Medical officer serving in the ship *or* establishment is at

liberty to employ the officer herein referred to on other duties" suitable to his rank.

- 2. A Wardmaster officer is to have a special knowledge of the duties indicated in (a) this chapter (b) other instructions and orders on medical duties issued be Naval Headquarters (Directorate of Medical Services), and (c) the standing orders of the ship or establishment to which he is appointed.
- 3. He is to be responsible for the administration, discipline, regulating and welfare *of* the Medical staff and should normally act as their Divisional Officer.
- 4. In addition to general duties, selected Wardmaster officers are to be appointed to perform instructional and specialist duties.
- 5. When appointed as Lieutenant-Commander (WM) or Lieutenant (WM) in the Naval Hospital:
 - (a) He is to ensure that the correct procedure with regard to request men and defaulters is carried out, and is to bring these men before the Commanding Officer, Naval Hospital, as may be necessary.
 - (b) He is to be responsible to the Commanding Officer. Naval Hospital, for the fire organization *of* the hospital, for arrangements for funerals and inquests, and for presenting the patients at medical boards.
 - (e) He is to ensure that Divisional Wardmasters conduct their routine duties with regularity and attention, ensuring that there is no interference with the orders given, by Medical officers and representing all complaints made through the Medical officers, when they are submitted to the Commanding Officer, Naval Hospitals, for decision.
 - (d) He is, when required to do so, to accompany the Commanding Officer, Naval Hospital, on all rounds *of* the hospital.
 - (e) He is to be assisted in these duties by such Wardmaster sub-Lieutenants as may be appointed to the establishment.
 - (f) The above instructions are to be followed by a Promoted Officer (Wardmaster) in the absence of Lieutenant (WM) or Lieutenant-Commander (WM).
- 6. A Wardmaster officer is to carry out medical, administrative and secretarial duties under the Commanding Officer, Naval Hospital, *or* other Medical officer. He is' to ensure that the regulations for the Medical department *of* the establishment are properly carried out and is at all times to keep himself informed *of* the orders

generally in force therein.

- **6426. Matron-in-Charge.** *Responsibilities.* The Matron-in-Charge is responsible to the Commanding Officer, Naval Hospital, for :
 - (a) the general nursing arrangements of the hospital;
 - (b) the performance of their duties by the Nursing officers and for the maintenance of good conduct, efficiency and discipline among them;
 - (c) the cleanliness and good order of the wards under the charge of Nursing officers. She is not responsible for the nursing in wards in which lady nurses are not employed; and,
 - (d) general arrangements and discipline in the Nursing Officers' Mess.
- 2. *Training in nursing duties*. She is to supervise the training of Medical Assistance in nursing duties.
- 3. Report to Commanding Officer. When any neglect of duty, insubordination or impropriety of conduct on the part of lady nurses, other nursing staff or patients comes to her notice, she is to report the matter to the Commanding Officer, Naval Hospital. Any complaint in regard to the conduct of visitors is likewise to be reported to him.
 - 4. Leave. She is to make arrangements for the annual

leave of Nursing officers and submit to Naval Headquarters through proper channel, a statement of the arrangements made.

- **6427. Senior Sisters and Sisters.** Every Senior Sister or Sister in a naval hospital is to be under the immediate supervision of the Matron of Senior Nursing Sister and directly responsible to her in all matters relating to conduct and discipline. She is responsible for any' equipment, etc. that may be placed in her charge. She is to carry out such orders and instructions relative to the treatment of the sick and ward-management as she may receive from the officer in charge of the ward, whom she is to accompany on his visits.
- 2. Admission of patients. In case of a fresh admission into her ward the Senior Sister Or Sister is to ascertain when the patient last had food, and see that he or she is not kept waiting for suitable nourishment.
 - 3. Extras, etc. The Senior Sister or Sister is to receive daily

from the victualling store the extras ordered for the patient in her ward, and is responsible for their correct distribution in accordance with orders of the officer in charge of the ward.

4. *Emergencies*. When any case of illness of accident is brought to the ward or wards under her charge or in the event of any accident, emergent illness or attempted suicide occurring, she is to 'cause the Medical Officer of the day to be informed at once, and pending his arrival take such steps as may appear to her to be necessary to meet the requirements of the case.

- 5. Report book. Before going off duty each Sister is to put in writing any notes on special cases, or other important matters which may be, necessary for the information of the officer in medical charge of the case and the guidance of the Sister relieving Sister is to see that the instructions regarding the patients are carried out.
- 6. *Night duties*. Sisters are to be detailed in rotation for duty as night sister for a period of not more than one month, as the Matron or Senior Nursing Sister may decide. The night sister is to visit the wards frequently during the night, and, on coming off duty, personally submit her written report to the Matron or Senior Nursing Sister.
- 7. *Instruction of Medical Assistance*. Sisters are to be held responsible for carrying out the prescribed course of training in nursing, and are to afford the Medical Assistance ample opportunity of learning their duties.

SECTION VI

GENERAL

6428. Private health certificates, etc. Medical officers are prohibited from :

- (a) giving private certificates, to officers sailors, relatives or friends, on questions connected with their health which may have to be adjudicated on by medical boards or other official authority;
- (b) giving advice or assistance to public companies or private

individuals on subjects connected with their official duties;

(c) giving certificates or testimonials to the patentees or ven-

dors of any medicines or invention of any kind;

(d) recommending a change of duty station for a public servant on the ground's that the station in which he is serving, does not suit his 'constitution. Similarly, they are prohibited from recommending that a public servant should not proceed to a station to which he is ordered because the change of station may not suit his constitution.

- **6429. Private practices.** Medical officers are allowed private practice provided that it does not interfere with their official duties. *See* also 0270 Fees for professional services.
- **6430. Temporary duties.** A Medical officer may be assigned, in case' of need, to temporary civil duties as an extra charge with the

concurrence of the Government and the Chief of Naval Staff in accordance with the. *Regulations* for the Armed Forces Medical Services of Bangladesh.

- **6431. Instruction of Juniors.** Junior Medical officers and other Medical personnel' are to be instructed by their seniors when preparing for promotion examinations. and for their duties in peace and war.
- **6432. Attendance on sick.** Medical officers are required to attend without delay to sick calls from any persons entitled to medical attendance and others in cases of emergency, taking such subsequent action as may be suitable with regard to those not in their official charge. In exceptional cases, medicines for persons not in Government service may be prescribed and issued from public stores. For definition of "medical attendance" "authorized medical attendant" and "entitlement to medical attendance". *See Regulations for the Armed Forces Medical Services of Bangladesh* and other Government orders issued from time to time.
- **6433. Malingering.** Whenever in the course of his duties the Medical Officer shall discover that any person has willfully produced,

concealed aggravated or feigned any disease to the-prejudice of the Service, he is to report the particulars of the case to the Captain so that, if deemed advisable, the offender may be punished as the case shall deserve. *See* also 0283.

- **6434. General health of ship's company.** The attention of the Medical Officer is not to be confined exclusively to men on the sick list but he is to watch attentively every circumstance likely to affect the health of the ship or establishments generally. Should he suspect the presence of disease or indisposition in any man, he is at once to examine and deal with him as may be requisite. He is to report immediately to the Captain any factor in living or working conditions which appears likely to reduce the efficiency on a part or the whole of the ship's company. All matters affecting health or efficiency of the ship's company' are to be discussed with the Flotilla Principal Medical Officer or with Director of Medical Services (Navy)in the absence of the former, without delay. *See* also 5356 Health precautions. '
- **6435.** Vaccination, re-vaccination and inoculation. All Service personnel are to be adequately protected against., small-pox and enteric group of fevers. All recruits, whether bearing makes of small-pox or not, are to be vaccinated within three days of their arrival in a naval establishment. The Medical Officer concerned is to ensure this action. A record of vaccination, re-vaccination and inoculation is to be kept in the individual's Medical History Envelope [(F(MO))]

4 and Inoculation and Vaccination Register.

2. Every effort is to be made to ensure that the wives and

children of all officers and sailors are sufficiently protected by vaccination and inoculation. This will similarly apply to all the civilians working in establishments and their families.

- **6436. Medical documents.** Medical documents are, to be regarded as confidential and are not to be in possession of any person other than the Medical Officer (or Captain where there is no Medical Officer) and Medical Assistance in the course of their duty. When sent to another ship or establishment, they are to be addressed to the Medical Officer (or Commanding Officer as appropriate) and are I 'invariably to, be enclosed in a sealed inner cover which is to' be marked "Private: Medical Documents".
- **6437. Disclosure of information about patients.** Reports, correspondence and documents of whatever description, whether or not marked "Confidential" or Private", are the property of the Government. Officers and sailors having access to them are specially cautioned against divulging the contents, without obtaining special authority, to any person not normally officially entitled to know of them; this includes any opinion regarding attributability of a disability to, or aggravation of it, by service.
- 2. Medical officers may, however, keep relatives of patients actually under treatment informed of their progress and condition. *See* 1504.

6438. Post-mortem examination. Post-mortem examinations of

fatal cases will be' made. for medico-legal purposes. Such examinations may also be carded out for the elucidation of some important or obscure disease, if the relatives of the deceased do not object. Post-mortems, as far as possible, should be performed by the Pathologist of the Naval Hospital. *See* also 1544.

- **6439. Information to relatives.** Notifications to the next-of-kin of any officer or sailors are to be made immediately in accordance with the current instructions on reporting of casualties. *See* Chapter
- 15, Sections I. and II.
- **6440. Misconduct in hospital.** The misconduct of a Service Patient is to be reported to the patient's Commanding Officer or, for naval officers, to the Senior Officer.
- **6441. Patients incapable of communicating with their next-of-kin.** Where patients are suffering from mental or other illness which

renders them incapable of communicating with their next-of-kin, .

reports are to b~ made at an early stage of the illness as directed

in Article 1505. This applies to all such cases not on the seriously ill or dangerously ill list. All reports are to include brief information as to the present condition and, whenever possible a prognosis and probable disposal in order that the next-of kin may be informed as fully as possible by the authorities concerned.

- **6442. Refusal of treatment or medical examination.** It is not open to an officer sailors to decline to appear before a medical board or a single Medical officer when-directed to do so by the superior authority. The primary object of the medical board or examination is to guage and report on the fitness of an individual for naval service.
- 2. It is the duty of the Commanding Officer and the Medical Officer to safeguard the health of the ship's company. Refusal to accept medical examination as prescribed in the regulations is to be dealt with under the appropriate section of the Navy Ordinance 1961, where this is considered desirable.
- 3. If a sailor sentenced to imprisonment or detention refuses to be medically examined before committal, the examination may be omitted, the prison or detention quarters authorities being informed accordingly.
- 4. Refusal to accept medical treatment may be reasonable (e.g., reluctance to undergo a serious operation) or unreasonable. Unreasonable refusal might justify action under the Navy Ordinance 1961.
- **6443.** When no Medical Officer is borne. The Commanding Officer of any ship not bearing a Medical Officer is to keep in his possession a daily sick book' in which Medical officers visiting the ship are to make the usual entries, rendering a report to the Commanding Officer on each occasion.
- 2. Commanding Officer is to have the charge of the medicines and medical stores, which are to be supplied by the Central Medical Store Depot, Dacca as necessary.
- **6444. Medical organization for action.** Captains of ships are responsible for schemes for medical organization for action; the Flotilla Medical Officer is to assist in the formulation of these schemes.
- **6445. Illness on leave.** An officer or sailor taken ill whilst on leave is to report to the 'nearest Armed Forces hospital for treatment and admission, as. may be necessary.
- 2. If no Armed Forces hospital is situated at a convenient distance, the officer or sailor concerned is to report to the nearest civil hospital or dispensary.

SECTION VII

MEDICAL EXAMINATIONS AND BOARDS

- **6450. Medical examination of candidates for commissions or enrolment.** The medical examination of candidates for commissions in the Navy is to be conducted by a medical board. Recruits are to be examined by a Medical officer.
- **6451. Medical examination of reservists.** A medical examination is to be carried out on the following occasions :
 - (a) When a man is enrolled direct into the Reserve.
 - (b) When a man is transferred to the Reserve from the regular service..
 - (c) Before each training.

In the case of (a) the examination is to be similar to that of recruits; in the case of (b) and (c) this is to be limited to ascertaining the individual's fitness for further duty, according to the average of the reservist's class and length of service. Reservists are not to be rejected for minor disabilities, but no man who is not physically or mentally fit for operational service is to be retained in the Reserve.

- **6452. Pensioners, etc., seeking civil employment.** Pensioners, ex-sailors and reservists seeking civil employment should, at the request of a Commanding Officer or Recruiting Officer or the Controller of Military Accounts (Pensions), be examined for fitness by Medical officers.
- **6453.** Civilians. A Medical. officer, when examining a civilian is to be guided in the estimation of his fitness by the following considerations and any other orders issued from time to time :
 - (a) that having in view the particular. branch. of service and, the duties he is required to perform, the individual's general bodily health and mental conditions are such as, will permit of the efficient performance of those duties;
 - (b) that his speech, hearing and eyesight are such as will enable

him to carry out his duties efficiently;

(c) that he is not suffering from any chronic disease.

- 2. If a candidate is suffering from a disability (e.g. absence of or defect in an eye, an organ, or limb, etc.) other than such as to cause his rejection as unfit the Medical officer carrying out the examination is to note the nature of the disability on the certificate of fitness and certify "that to the best of his belief the disability is not of such a nature as to be likely to cause a breakdown or premature invaliding during unusual strain in peace or on active service".
- **6454. Other examinations.** Medical officers or medical boards are to carry out such medical examinations of officers and sailor; in connection with substantive promotions, annual confidential reports (1126), entry to the Staff College, or fitness for special duty, courses, service, reengagement or re-entry, etc., as they may be called upon to perform.
- 2. Medical examination of officers of and above the rank of Commander for the annual confidential report is to. be carried out by a Medical officer specially selected for the purpose by the Director of Medical Services (Navy). *See* 1126.
- 3. In cases where a Medical officer is of the opinion that the officer is permanently unfit for service, or is in doubt as to his fitness for service, the report is to be endorsed '.'1 consider that this officer should, be examined by a medical board".
- 4. X-ray examination of chests of all serving personnel is to be carried out annually, or more frequently as required.
- **6454A.** Medical examination before release, discharge or retirement. Officers and sailors are to be medically examined before re[ease, discharge or retirement.
- **6455A.** Medical examination before release, discharge or retirement. Officers and sailors are to be medically examined before retirement.
- 2. The findings of the medical examination will be recorded on Form F (MD) 35. The fact that such medical examination has been carried out will be notified in the Weekly List in respect of officers and in the Drafting Authority in respect of sailors.
- 3. An individual will be brought before a medical board if medical examination reveals some disability/disabilities which in the opinion of the Medical officer may be attributable to naval service
- or where the individual claims that his disability is so attributable or in such cases as the Medical officer may consider desirable and expedient.
- 4. The medical examination form, i.e. F(MD) 35 in of an individual is to be filled along with his other service records and destroyed when the other service records of the individual are destroyed.
- **6455. Medical standards.** The medical standards prescribed for various categories of personnel, including recruits and candidates for commissions, are laid down in Government order's issued from time

to time.

- **6456.** Convening and composition of medical boards. Medical boards are to be assembled under the orders of Naval Headquarters, whenever necessary, and should ordinary be composed of a president and two members but if this number is not available, a board
- . may consist of two Medical officers only.
- 2. If it is possible, the Medical officer in charge of a case and the specialist whose advice has been taken should not be the members of the board which considers the case; and in no instance may any of them act as president of the board.
- **6457. Proceedings confidential.** The proceedings of a medical board are to be treated as confidential except as noted below:
 - (a) In the case of an officer who is found fit to return to duty, the president of the medical board is to inform the officer of this' and instruct him to report for duty forthwith.
 - (b) In the case of an officer who is found temporarily unfit, the president is to inform the officer of the board's opinion as to the period of unfitness.
 - (c) In the case of an officer who is found permanently unfit, the president is to inform the officer of the opinion of the board, making it clear to him that the information should not be acted upon. until it is confirmed by Naval Headquarters.
- **6458. Findings of medical boards.** A medical board, after careful physical examination of an officer or a sailor study of his medical documents and taking into consideration the opinion of the specialists concerned, may recommend the individual.
 - (a) as medically fit for services;
 - (b) to be hospitalized;
 - (c) to be ,given leave on medical certificate (1007);
 - (d) to be placed in a lower medical category (temporarily

or permanently); or

- (e) .to be invalided out of the Service.
- 2. The proceedings of the board are to be dealt with as laid down in Article 6459.

6459. Disposal of medical board Proceedings. The medical board

having recorded its opinion is to return all the documents to the Commanding Officer of the hospital for transmission to the Director of Medical Services (Navy), who, if he concurs with the opinion of the board, should endorse them accordingly and dispose of the documents in

accordance with the relevant instructions. If the Director of Medical Services (Navy) does not concur with the opinion of the board, the procedure is to be as laid down in Article 6460.

6460. If findings not approved. Should the approving authority (6410) not concur with the findings of a medical board, he may direct that:-

- (a) a fresh board be held;
- (b) the case be retained in hospital for further treatment; or
- (c) the case be disposed of otherwise as he may consider

suitable in the circumstances.

6461-6463. Unallocated.

SECTION VIII MEDICAL STORES AND EQUIPMENT

(See a/so Chapter 2, Section IV)

- 6464. Medical equipment and its supply. The term "medical equipment" includes all articles specified in the Medical Stores Department's *Priced Vocabulary of Medical Stores* which are authorized for issue to the Armed Forces and, in addition, sera, vaccines and small-pox vaccine lymph and other medical equipment procured from other sources.
- 2. Medical equipment is drawn from the Central Medical Store Depot, Dacca Which obtains its supplies from the Armed Forces Medical Stores.
- 3. Medical equipment is to be supplied in accordance with the scales laid down. The authorized medicines and expendable articles for-which no scale is laid down, may be obtained in such quantities as are approved by the Director of Medical Services (Navy).
- 4. The strictest economy is to be exercised in the use of medical equipment and in demanding the same. Commanding Officers and Medical Officers are to satisfy themselves thoroughly that only such articles and quantities, as are actually required are demanded, and that, in the case of expensive articles, the expense is fully justified and no less expensive article will suffice. All indents are to carefully scrutinized by Medical Officers before submission to the Medical Store Depot.
- **6465.** Loan equipment. Medical and surgical equipment not held in any particular hospital may be obtained on loan from another hospital in possession of the equipment required.

- 2. Instruments and appliances may be obtained 9n loan from the Medical Store Depot on the usual indents which are to be marked "on loan". Articles so obtained are to be taken on charge and accounted for in the ledgers in the ,usual way and must be returned without delay when necessity for their use is ended. To the ledger entries in connection with such articles should be added the note "on loan".
- 3. The normal limit for which articles from the Medical Store Depot may be retained on loan is six months. If, however, on the expiration of this period, it is found that the articles are still required, sanction for their further retention shall be-applied for from the Director of Medical Services (Navy), together with full particulars of necessity for such retention.
- **6466.** Unauthorized medical equipment. Articles of medical equipment not authorized by regulations are to be entered in P.A F.M. 1224, and may be retained or repaired only under the sanction of *Director* of ,Medical *Services* (Navy).
- **6467.** Accounting of medical equipment. Medical and surgical equipment, and X-ray, dental and laboratory equipment are to be accounted for on P.A.F.M.-122~. which is to be submitted annually in accordance with the instructions printed thereon. Drugs, *dressings*, etc., are to be held on charge and accounted for in expense books (P.A.F.M.-1227).
- . 2. In describing equipment in ledgers, vouchers, indents, etc., the item numbers in/Priced *Vocabulary of Medical Store* is invariably LO be entered against each article, and the nomenclature used in the *Vocabulary adhered* to. Special stores not included in the *Vocabulary* are to be inserted in alphabetical order in the section containing stores of a similar nature of description.
- **6468.** Stock in hospital and sick bay medical stores. In hospitals and sick bays the stock in the medical store is to be held on charge in expense books but the drugs *in* the expense bottles and other consumable stores kept in the dispensary arc not to be so held on charge. The drugs and other consumable stores in the dispensary are to b;~ replenished as required by the officer in charge of the medical store on *Receipt* and Despatch Vouchers (P.A.F.M.Z.-2096) prepared by the Medical/WardMaster Officer and signed by the Commanding Officer. These vouchers are to be maintained for audit purposes. The quantities so issued from the medical store are to be recorded in the expense' books the indents forming the supporting vouchers. when these books are examined.
- **6469. Storage and issue.** Surgical instruments are to be kept in the operating room or dispensary under lock and key. Supplies of medicines are to be kept locked up in the medical store. The expense bottles in the dispensary are to be replenished as required from this store arid all issues made to the dispenser recorded and checked. Old stocks of medicines which are still serviceable to be used up before new ones are issued.
- **6470. Poisons.** *Poisons*, are to be kept under lock and key in a room or cup-board set apart for the purpose. They are 110t to be stored" in excess of actual requirements. Careful supervision to prevent improper expenditure is to' be observed in regard to the usage, issue and dispensing of all hypnotic and poisonous drugs.

- **6471.** Lard and beef suet. Neither pig's lard nor beef suet is ever to be used in the preparation of ointments
- **6472. Despatch of medical equipment.** The conveyance of stores, disposal of empty packages and handling of dangerous goods are to be carried out in accordance with the current instructions.
- **6473.** Unpacking medical equipment. All articles received are invariably to be unpacked and checked in the presence of an officer.

6474. Destruction of unserviceable articles. Articles recommended

for destruction and drugs not fit for conditioning ale to be destroyed under the authority of the Director of Medical Services (Navy). Their destruction is to carried out in the presence of a Medical officer who should furnish a certificate in the following form- to accompany the return in which the articles are *written* off:

"I certify that the above-mentioned articles have been destroyed this day, in my presence, beyond the possibility of further use".

6475-6487. *Unallocated.*

SECTION IX DENTAL TREATMENT

- **6488. Duties of Dental Officers.** The Senior Dental Officer in the Navy is to act as adviser to the Director or Medical Services (Navy) on dental matters in addition to his own duties.
- 2. In the performance of their duties Dental officers are to be guided by !he regulations laid down in *Regulations for the Armed Forces Medical Service of Bangladesh*.
- **6489. General.** The maintenance of a high standard of dental efficiency is an essential factor in the physical fitness of all personnel, whether in peace or in war, and dental disease may result in serious sick-wastage. The attention on all officers and sailors is, therefore, to be drawn to the necessity of their taking the greatest care of their teeth, with a view to the avoidance of needless suffering, sickness and inefficiency. Dental officers are to instruct personnel in the principles of oral hygiene, both by lectures and by demonstrations to individuals, when they come up for

inspection or treatment. If the Dental officer is of the opinion that a sailor is not taking sufficient care of his teeth, he is to bring the matter to the notice of . the Commanding Officer.

- 2. Dental treatment is to be directed mainly towards the preservation of teeth and no teeth are to be extracted which can be usefully saved. See 0281 on entitlement of dental treatment.
- **6490. Summaries of dental treatment.** A monthly summary of the treatment carried out during the month is to be compiled on A.F.I. copies being forwarded by the third day of the succeeding month to Naval Headquarters.
- **6491. Annual reports.** The Officer in Charge, Dental centers are to submit by the 1st February each year an annual report join the arrangements for dental treatment for the previous year. The report is to embody details of changes in accommodation and equipment, and should be accompanied by notes on cases of special interest and on the effects of dental treatment on the general health of the personnel. The report is to cover the entire year and should be submitted in duplicate Naval Headquarters.
- **6492. Authority for denture work**. Applications for authority for denture work are' to be submitted by the Officer-in-Charge, Dental Centers, to Naval Headquarters through proper channel. *See* also 0282 on liability of sailor to pay for loss of or damage to dentures.
- **6493. Dental Appliance Book** (**A.B. 468**). This book is to be maintained in each Dental Centre. Particulars of denture cases are to be entered. There in as soon as the approval of the. Director of Medical Services (Navy) bas been received, subsequent entries being made as the work proceeds.
- **6494.** When no Dental Officer is borne. In ships and establishments in which no Dental Officer is borne, the Medical Officer is to examine systematically, at least once annually, the dental condition of all men under his medical charge, so that dental disease in its early stage may not escape detection.
- 2. On the first day in each month he is to send to the Dental Officer, who would ordinarily receive the patients for treatment, a list showing the names, ranks and individual dental requirements 'of the men examined during the preceding month. He is to report specially to the dental Officer any patients who are in his opinion immediate need of treatment, especially if they are in pain.
- 3. When a ship has been away from the vicinity of a Dental Officer, the Medical Officer is to notify the Dental Officer of the number of sailors known to be requiring treatment and the probable period during which they will be available. He is to notify the Dental. Officer at once when for any reason appointments cannot be kept.

6495-6500. *Unallocated.*

SECTION I

INSTRUCTIONS TO FLOTILLA ELECTRICAL OFFICER

- **6501. Duties.** The Flotilla Electrical Officer is to perform such duties in connection with the ships within or attached to the command as may be ordered by the Senior Officer:
- 2. As the principal technical authority on electrical matters he is, under the direction of the Senior Officer.
 - (a) To advise generally on all matters under the responsibility of the Electrical Officers' within or attached to the command. By personal visits to ships, and units he is to keep himself informed of the condition of electrical equipment and of the standard of maintenance.
 - (b) To assist at inspections and report on the state of the electrical equipment, the organization of the department and on training and other personnel matters.
 - (c) To submit to Naval Headquarters a comprehensive and precise six-monthly report regarding the electrical and radio material efficiency of each ship in the flotilla, The object of this report is to enable Naval Headquarters:
 - (i) to obtain up-to-date information about the operation and efficiency of electrical, radar and wireless equipment by comparing good and bad reports on any particular equipment;
 - (ii) to suggest modifications to existing equipment to

order to improve performance, reliability and ease in maintenance;

- (iii) to form a balanced *opinion* on the necessity for the supply of additional or replacement equipment and the improvement of the lay-out of compartments.
- (d) When failures of equipment are referred to him for report, to investigate them and, if possible, determine the cause. He is to advise on any action to be taken and on any assistance considered necessary in effecting repairs.
- (e) To scrutinize all electrical defect lists of ships and proposals for electrical alterations and additions before they are forwarded to higher authorities. He is to attend conferences when these defect lists are discussed in the dockyard.

- (f) To attend, if necessary, electrical and radio equipment trials of ships undergoing refit in the dockyard. He is to satisfy himself that the performance figures of equipment, after repairs, are satisfactory and compare well with the first fitting performance data.
- (g) To put up proposals in the *light* of experience gained at sea regarding changes considered necessary in the type, syllabi, duration, etc., of electrical courses in the training establishments.
 - (h) To advise on the professional conduct and ability of the

electrical officers within the command.

6502.6509. *Unallocated*.

SECTION II. INSTRUCTIONS TO THE ELECTRICAL OFFICER

- **6510. Duties and responsibilities.** The Electrical Officer is the technical authority on electrical and radio matters in the ship Or establishment and is responsible to the Commanding Officer for the efficient discharge of his duties.
- 2. He is responsible for controlling the supply and distribution of electrical power, and, in conjunction with the Engineer Officer, for ensuring that a sufficient reserve of power is available to meet all requirements which can be foreseen, due regard being paid to economy

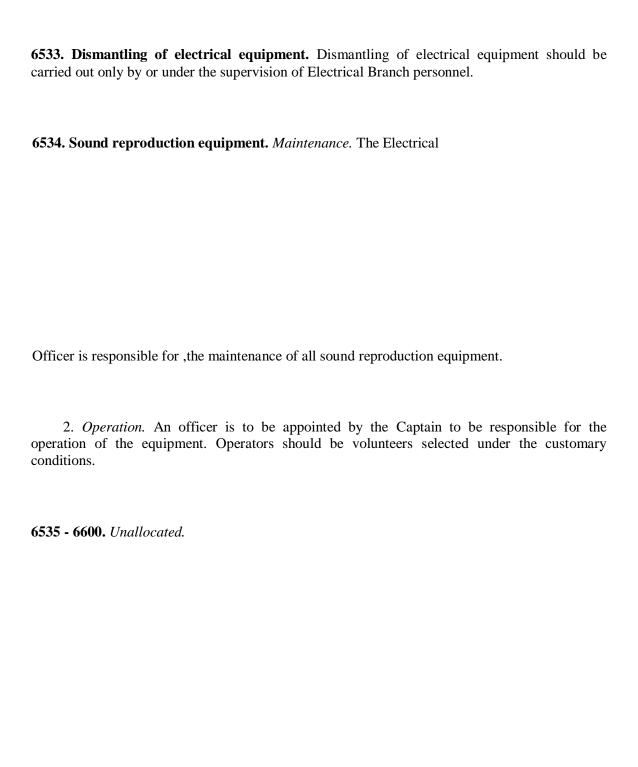
and to the existing circumstances. Where power is supplied from mechanically driven generators, his responsibility begins at the coupling between the engine and the generator, but the alignment of the coupled machines will be the responsibility of the Engineer Officer.

- 3. He is responsible for the maintenance and repair of machinery and equipment which his department operates, and that all such gear is available at the required notice for service. He is to report any departure from this notice whic1:J. *is* necessary for maintenance or repair.
- 4. He *is* responsible for -meeting the requirements of other departments in charge of or using electrical equipment, for the electrical maintenance and periodical examinations and tests and for the repair of electrical defects. Such other departments are equally responsible for providing opportunity for executing the necessary work.
- 5. Where the work of examining, testing or repair to in Clause 4 involves work by another branch, or where the sequence of work must be regulated by that of another branch, the co-coordinating authority for this work will normally be that officer who uses or has on charge the complete assembly, or such officer as the Commanding Officer may direct. In such circumstances, the Electrical Officer is to meet the requirements of the co-coordinating authority.
- 6. The correct functioning of all electrical or electrically controlled apparatus necessary for the safe conduct of the ship when under way is to receive his special attention. On all occasion before getting under way he is to satisfy himself that such gear is functioning correctly and is to m3ke a report to this effect to the Commanding Officer. *See* 6023.
- 7. He is to call into consultation or call for the assistance of other branches in executing any work which his department is not manned or equipped to undertake. He is to afford similar facilities to other branches which require his assistance or advice.

- 8. He is to ensure that correct standards and practices are employed in maintenance and repair.
- 9. He is responsible for the electrical aspect of the N.B.C.D. organization of the ship. *See* 5365.
- 10. He is in charge of all workshops and other equipment which are provided solely for the maintenance and repair of electrical apparatus.
- 11. He is to adhere to the instructions in *Magazine and Explosives Regulations* relevant to lighting and appliances.
 - 12. He is to keep such technical and to prepare reports on electrical and be ordered.
 - 13. He is to exercise proper care of all stores placed in his custody.
- 14. In ships fitted with a combination of mechanical and electric drive, the responsibility for the correct execution of telegraph orders lies with the department responsible for the machinery which actually rotates the propeller. The Electrical Officer is to be associated with main machinery trials .of vessels so. fitted and is to sign the reports in conjunction with the Captain and the Engineer Officer. *See* 5339.
- **6511. Responsibilities for Electrical Sailor:** The Electrical Officer is f n charge of all Electrical Branch personnel and responsible for their organization, training, welfare and other divisional duties.
- **6512. Participation in evolutions, etc.** When the ship's company is employed at major evolutions and the assistance of "Electrical sailor. is required on deck, the Electrical Officer is to arrange for the attendance, under the supervision of an Electrical officer, of such sailors as are necessary, and can be spared from their departmental duties. At other times, Electrical sailors are not to be employed on work extraneous to departmental duties, unless it is actually necessary, when the order will be given by the Commanding Officer to the Electrical Officer. This instruction does not apply to any action duties for which the ship's *Watch and Quarter Bill* makes provisions, nor to those routine domestic duties performed jointly by sailors of the various departments by long standing Service custom.

6513 - 6529. *Unallocated.*

6530. When no Electrical Officer is borne. In ships in which no Electrical Officer is borne. Engineer Officer will carry out the	
	e Electrical Officer. Technical responsibility is to be delegated to appropriate sailors eneral directions of the Senior Electrical Sailors.
electrical m be relieved take charge Electrical of Commanding prevailing a manner. Of	rsession of Electrical Officer. When the Electrical Officer is about to be relieved, the aterial, machinery and appliances for the use and maintenance of which the officer to is responsible, are to be inspected in conjunction with the Electrical Officer about to and a report on their condition is to be made to the -Commanding Officer. An officer from another ship may be required to attend the inspection, should the ang Officer of the ship consider it desirable in view of any special circumstances at the time. The machinery is to be worked and the inspection carried out in a thorough there branches as responsible for providing an opportunity. for the inspection of machinery in their charge if this is considered necessary by the relieving Electrical
electrical m	Electrical Officer giving up charge is to prepare a list. of all known. defects in aterial, and of any examination overdue, special remarks being added regarding any efects and the steps taken to remedy them.
serious deferequisition conjunction the condition	the next occasion of stripping down a piece of equipment for periodical examination ects are revealed which were not reported previously, the Commanding Officer should the services of the Flotilla Electrical Officer as a surveying officer, and the latter in with the Electrical Officer of the ship, should report to the Commanding Officer of on of the defective part. The report is to be submitted to Naval Headquarters through strative Authority.
chapter is authorities i	onsibilities of M. E. S. for. electrical installations ashore. Nothing contained in this intended to alter the responsibilities and duties of the Military Engineer Services in respect of the electrical installations of the naval shore establishments as laid down ant regulations.



CHAPTER 66

INSTRUCTIONS TO THE NAVAL PROVOST MARSHAL

Articles 6601 to 6700

- **6601. Duties of Naval Provost Branch.** The main duties of this branch are the maintenance of discipline among and by naval personnel outside the jurisdiction of naval ships and establishments the prevention and 'detection of offences ashore involving naval personnel and assistance in the implementation' of naval security policy.
- 2. In addition to these duties the Provost Branch is responsible for the services which are normally provided by special investigation branch to investigate complicated cases prior to holding a formal investigation or board of inquiry or recording a summary of evidence.
- 3. It is the responsibility of all officers to assist the Provost Branch in its duties by giving all necessary help and by ensuring that no information which is needed in connection with an investigation remains undisclosed. Commanding Officers are, therefore, to ensure that such assistance is readily forthcoming whenever required.
- **6602. Duties of Naval Provost Marshal.** The Naval Provost Marshal is responsible to his superior authority for the efficient performance of the duties laid down in Article 6601 (1) and (2) and any other duties which may be entrusted to him from time to time.
- 2. In consultation with the civil police, he is to keep observation all hotels, clubs, cinemas and other places of entertainment to ensure that they are fit and proper for personnel to visit or frequent.
- 3. He is responsible for the confirmation of addresses and other particulars *of* the sailors applying for permission to draw money in lieu *of* rations.
- 4. He is to keep a watch on all naval mechanical transport to detect and prevent their unauthorized use and to check whether the drivers of such vehicles:-
 - (a) are in possession of all necessary M.T. documents;
 - (b) are in possession of valid duty slips and conform to the prescribed route;
 - (c) are conversant with and follow the traffic rules;
 - (d) observe the prescribed speed 'limits.
- 5. He is to work in close collaboration with the civil police and render them all possible help in the discharge of their duties in cases involving naval personnel. He is also to give all lawful assistance to the naval personnel whose cases are under investigation by the civil police.

- 6. He is to maintain a close liaison with the Provost Officers of the Army and the Air Force. The reciprocal powers exercised by the Provost Officers of the three Services are dealt with in section 94 of the Navy Ordinance, 1961.
- 7. Whenever a Commonwealth or foreign warship visits a Bangladeshi port in his area of jurisdiction he is to contact' the officer in charge of the regulating duties on board and render every possible assistance during the vessel's stay in the port.
- 8. He is to make proper patrol arrangements in connection with ceremonial parades and State functions when called upon to do so.
 - 9. He is responsible for:
 - (a) the training of all personnel in his charge in their

general as well as naval patrol duties including the

training of understudies;

(b) the proper organization of all allocation of duties to

his staff.

- (c) the supervision of his staff in their respective duties.
- 10. He is to ensure that all naval patrols and posts are visited frequently by himself or one of his officer, see 6603 (6).
- 6603. Naval Patrol duties. The Naval Provost Marshal is to organize naval patrols (see also 5622) in a manner which, while providing for enough force to be on duty for the regular patrol work, leaves a patrol reserve for dealing with unexpected occurrences.
- 2. A table of beats is to be drawn up, although it may not be necessary for all the beats to be covered regularly. This table will:
 - (a) enable the avail Provost Marshal to ascertain quickly the areas which are covered by the naval patrol;
 - (b) confine the responsibility of each patrol to a definite

area;

(e) enable the patrol requirements of the locality to be.

reviewed easily in accordance with the circumstances;

(d) enable the detail of a patrol to be altered quickly as

may be necessary.

- 3. The details of duties should be displayed in the Naval provost Headquarters in a conspicuous position together with a map of the locality which should be clearly marked. It is important that a duty roster is maintained and is keep up-to-date to ensure that duties/are fairly apportioned. Before any naval patrol is sent out on duty,. it is to be paraded for inspection and briefing.
- 4. The patrols will not leave their beats unless it may, become necessary to do so for the discharge of their duties. If a patrol leaves a beat for any reason, a note to the effect will be made, giving the times of leaving and returning, in the note book (6604) of the senior member of the patrol. A report is to be made to the Naval Provost Headquarters on completion of the duty.
- 5. Naval patrols are not to carry out their duties in a manner which may cause obstruction to the civil police or annoyance .to the general public.
- 6. As far as possible all patrols are to be visited at least once during their period of duty by the Naval Provost Marshal or one of his assistants who is to:
 - (a) ensure that patrol are carrying out their duties in

accordance with the instructions issued;

- (b) check that patrols are on the alert;
- (c) assist and advise patrols, where necessary;
- (d) arrange, in case of emergency, for patrols to be withdrawn from the less important beats to the affected

area;

(e) ensure liaison with the patrols of other Services and

the civil police;

(f) initial the notes entered in the note book of each

naval patrol;

(g) see that the discipline and turn-out of the Service

personnel are of the required standard.

6604. Reports and note books. Every Naval Provost Officer and senior member of each naval patrol will (carry a note book and pencil when on duty. Each page will be numbered consecutively and pages will not be torn out in any circumstances. When making notes, black spaces will not be left. Any correction in the original notes is to be made by drawing a faint line

through the part in question, writing the correction above and initialing it. It is to be noted that if a note book is used for giving evidence for the prosecution, the defence has the right to examine it.

- 2. The note books should always contain the following information for ready reference, where applicable:
 - (a) Addresses and telephone numbers of :
 - (i) Naval Provost Headquarters, Military Police

Headquarters and Air Force Police Headquarters.

- (ii) CMH & Bangladesh Navy Hospital
- (iii) Fire brigades, Service as well as civil.
- (iv) Service hostels, leave and transit camps.
 - (v) Civil hospitals.
 - (vi) Police stations
- (b) The text of the usual cautions to be administered or

formal phrases to be added when:

- (i) a person is formally 9harged, namely, "Do you wish to say anything in answer to the charge? You are not obliged to say anything unless you wish to do so, but whatever you say will be taken down in writing and may be given in evidence".
- (ii) a person volunteers to make a statement, "I have

been cautioned- by and understand that I need

not say anything unless I wish, but anything I do say will be taken down in writing and may be given *in* evidence".

To be signed by the person charged with an offence).

(iii) the -statement ends namely, "Statement taken

and signature witnessed by...... at (hours)...... on (date)......

- 3. All naval patrols will take the first opportunity, on being visited by a naval Provost Officer or relinquishing duty. submitting their notes to a superior who will inform them as to any further written reports required' and the same time initial the notes adding the date, time and place.
- 4. The reports are to be lucid, brief and to. the point and are to be written in a legible hand. Names of places and personnel are to be written in block letters. Extracts of reports to be forwarded to Commanding Officers and other authorities are to be typed. These reports are to include the names of witnesses who would be available to give evidence, if required.

- 5. A member of the patrol making a report is to-be made. available to give evidence at the formal investigation, if requested. He should not be sent for in any sim pIe straight-forward case or where no defence is set up and the Commanding Officer considers the patrol report sufficient.
- **6605.** Conduct and demeanor of naval patrols. All members of naval patrols are expected to uphold the standard and 8uard zealously the reputation of the Service by setting a good example at all times whether on or off duty, by being smart in their personal appearance and by doing their duty faithfully in accordance with the orders and instructions that may be in force. The main duties of the Provost Branch as given in Article 6601(1) are to be continually borne in mind.
- 2. In order to achieve efficiency in the performance of his duties and make a success of his job, a member of the Provost Branch should:
 - (a) develop an inquisitive nature. Not only will this enable him to forestall persons about to comit offences but will also help. him in answering numerous and varied questions - which may be put to him in the course of any subsequent investigation;
 - (b) be polite to everyone;
 - (c) ensure that he does not impart any classified information

to an unauthorized person;

(d) render all possible help, consistent with his duties and

orders to Service personnel;

- (e) keep his temper at all times;
- (f) give his particulars without hesitation if asked to do so by any member of the Services.
- 3. Should any officer give a naval patrol any lawful order which is contrary to that under which the patrol is acting, the senior member of the patrol is acting, the senior member of the patrol is to request the officer to produce his identity card. If this is found to be genuine, the officer is to be referred to a naval Provost Officer, if one is at hand; otherwise the officer is to be requested to write the order together with the time, date and signature in the patrol's note book. The order is then to be complied with.
- 4. Under operational conditions, it may be necessary to give special instructions to the members of naval patrols to the effect that orders are to be taken only from certain specified officers.
- 5. Members of naval patrols are to comply with the instructions on salutes given in Article 1764.

- **6606. Investigation into offences.** The Naval Provost Branch may, frequently, be required to make investigation into offences or other crimes involving Service and civilian personnel of the Navy.
- 2. In normal cases Commanding Officers concerned are to be kept informed of any investigation involving personnel of their ships or establishments, but there may be occasions when it may not be practicable or advisable to do so. If, however, in the course of the investigation, it is found necessary for the members of the Provost Branch to go on board a naval ship or enter an establishment, they are to report to the Commanding Officer (or Officer of the Day) in the first instance and inform him of the purpose of their visit. The Commanding Officer is to give them all assistance and facilities in the investigation of the case. 1:he assistance of the civil police is to be sought in all cases where persons -not subject to the Bangladesh Navy Ordinance 1961 are involved.
- 3, All complaints by civilial1s against members of the Armed Forces are to be carefully investigated. The fact that this is done will deter ill disposed persons from, making frivolous complaints and false allegations.

- **6607. Powers of members of Provost Branch.** The patrols exercise the same authority as is laid down for the regulating staff in Article 5621 (5).
 - 2. A member of naval patrol is competent to arrest a sailor but not an officer.
- 3. If an officer is involved in an offence within the sight of a patrol, the senior member of the patrol is to salute him and politely invite his attention to the offence, requesting but not ordering

him for putting the matter right.

- 4. If it is necessary to take an officer's particulars, the patrolman should request to see the officer's identity -card and is to record the necessary particulars in his note book; If the officer does not produce his identity card, he may be requested to write down his particulars in the patrol's note book.
- 5. Where difficulties are encountered while dealing with officers, the patrolman is to get in touch with a naval Provost Officers, if possible, failing which he is to request the assistance of any other officer.

6. The Naval Provost Marshal and officers serving under him can arrest a naval officer under the provisions of sections 89 and 94 of the Bangladesh Navy Ordinance 1961. *See* also Navy Rules.

6608. Arrest and naval custody. If a member of naval patrol decides

to make an arrest, he is to do it as tactfully and inconspicuously as possible and is not to get involved in an argument., When an offender resists arrest, only the minimum amount of force necessary to effect the arrest is to be used.

- 2. Arrest is either close or open, as provided in the Navy Rules; A sailor is not to be placed under. close arrest unless confinement is necessary to ensure his safe custody or for the maintenance of discipline. If no naval place of confinement is available, the sailor may be confined at a police station but at the earliest opportunity he is to be removed to a naval place of confinement.
- 3. All Service personnel who may be placed under arrest are to be handed over to their Commanding Officers at the earliest opportunity for appropriate disciplinary action to be taken against them. Naval personnel who do not belong to any ship or establishment in the port are to be committed to the custody of the Commanding Officer of the depot for disciplinary action by him. The Army or Air Force personnel are to be returned to their respective units, if stationed in the same place, otherwise to the Station Commander concerned. Charge reports (6609) are to accompany such personnel.
- 4. A person placed under arrest is to be informed in writing of the nature of the arrest which is to be governed by the circumstances of the case.
 - 5. See also Navy Rules for eight-day reports on arrest.
- **6609.** Charge report. A charge report on Form F(NL)6 will be forwarded to the Captain of the offender's ship or establishment by the Naval Provost Marshal who is responsible to see that it is correctly drawn.
 - 2. Charges proposed against naval personnel are to be drawn under the Navy Ordinance 1961.
- 3. When charge reports are submitted in respect of the Army Or Air Force personnel, the charge is not to be framed unless the orders of the appropriate Service which have been contravened can be quoted.
- 4. No member of the Army or Air Force is to be charged for contravening an order which is not applicable to the Service.
 - 5. In completing Form F(NL)6, the following instructions are to be observed :

- (a) Each offence will be recorded separately and clearly where the appropriate orders is known.
- (b) The names of persons and places should be written in block letters. A summary of the evidence of the naval patrol is to be included.
- (d) Statements by any other witnesses, either Service or civilian, are to be attached. Such statements are to be signed and official numbers and ranks of naval witnesses and the addresses and occupations of the civilian witnesses are to be added.
- **6610.** Powers of naval patrols over civilians. Naval patrols exercise no authority over civilians unless the civilians concerned are subject to the jurisdiction of the Navy Ordinance 1961.
- 2. Naval patrols are to remember that as ordinary citizens certain duties are imposed upon them by law with regard to the prevention and suppression of crime. Consequently, a member of naval patrol in his capacity as citizen:
 - (a) is bound to assist a magistrate or civil police who reasonably want his help;
 - (b) may arrest any person who in his sight commits a non-bailable and cognizable offence. He cannot arrest an offender merely on suspicion or information save when the offence is actually committed in his presence. When he does, make an arrest, he is to hand over the offender at the earliest opportunity to the civil police vide section 59 of the Code of Criminal Procedure:
 - (c) has the right of private defence of his person Or property or of other persons or their property. The law governing this right is laid down in sections 96 to 106 of the Bangladesh Penal Code.
- 3. Search of private premises. (a) Where a naval patrol has reason to believe that any place is being used for the deposit or sale of stolen' property, forging documents or counterfeiting currency, etc., application will be made to the competent magistrate for a search warrant informing the civil police. When such warrant has been issued, the naval patrol is to be accompanied by a civil police officer.
- (b) In certain cases when it is considered necessary to search a place without delay, application is to be made to the civil police who may conduct search under section 165 of the Code of Criminal Procedure.
- 4. Naval patrols are authorized to search any person entering, seeking to enter or leaving a protected or prohibited area and any vehicle, vessel, aircraft or article brought in by such person and may for the purposes of the search detain such persons vehicles, vessels, aircraft and articles.

6611. Duties of Assistant Naval Provost Marshal. He will be responsible to the Naval Provost Marshal for the general organization and administration of the Provost Headquarters. He will assist the Naval Provost Marshal in his duties and will officiate for him in his temporary absence.

6612-6700. *Unallocated.*

SECTION I

INSTRUCTIONS TO OFFICER IN CHARGE

BANGLADESH NAVY BAND

- **6701. Duties**. The officer in charge of the Bangladesh Navy Band is to take charge of all band equipment and will be held personally responsible for the band stands and music supplied to the Band
 - 2. He is responsible for supervising the professional training of the Band personnel.
- 3. He is to inspect all instruments, cases and appurtenances of the Band at least once a week and ensure that they are properly maintained, cleaned and cared for. He is to report any damage and defects immediately to the Commanding Officer, BNS ISSA KHAN or as the case may be BNS HAJI MOHSIN.
- 4. He is to muster at least once a year all items. of band equipment issued to the. Band and submit a report to the President of the Band Committee through the Commanding Officer, BNS ISSA KHAN or as the case may be BNS HAJI MOHSIN.
- 5. He will be the Divisional Officer of the Bangladesh Navy Band Division, and will be responsible for all masters relating to the discipline, welfare, training and advancement of the Bandsmen. He will arrange and supervise games, sports and other forms of recreation for the Band personnel.
- **6702.** Access to Commanding Officer. The officer in charge of the Bangladesh Navy Band will have direct access to the Commanding Officer, BNS ISSA KHAN and BNS HAJI MOHSIN on all matters relating to the Band.

6703-6719. *Unallocated.*

SECTION II

GENERAL

- **6720. The Band Committee.** The Band Committee (0287) will have the following ex-officio President and members:
 - 1. Assistant Chief of Naval Staff (Personnel) .. President.
 - 2. Commanding Officer, BNS HAJI MOHSIN ... Member. .
 - 3. Commanding Officer, BNS IS SA KHAN ... Member.
 - 4. Officer-in-Charge, Bangladesh Navy Band ... Member.
 - 5. Staff Officer (Operation) ... Member.
 - 6. S.O.(PP & A), Naval Headquarter ... Secretary and

Treasurer.

- 2. The Committee is to meet once a quarter or as often as may be necessary, on a date to be fixed by its President. Three members will form the quorum.
 - 3. The Committee is to render half-yearly accounts to Naval

Headquarters; see 0289.

6721. Rates of subscription to BN Central Band Fund. The subscriptions [2088(3)1 ate payable at the following rates:

Rank	Per annum
	Tk
Officers of Flag rank	50
Commodores and captain	40
Commanders	30

Lieutenant –	20
Commanders	
Lieutenant	15
Sub Lieutenants	10
Promoted Officers	10
Midshipmen	5
Cadets	2

2. Subscriptions will be recovered through the pay accounts of officers for the month of July each year and a consolidated cheque for the total amount so collected will be forwarded by the Officer-inCharge, Naval Pay Officer to the Secretary and Treasurer of the Band Committee for credit to the BN Central Band Fund. *See* also 1438 for recovery through Naval Pay Officer.

6722. The Playing-out Band. The playing-out Band is to be the full band consisting of a minimum of 20 musicians.

6723. Scale of engagement fees. The following is the prescribed scale of engagement fees for the full band (Brass Band), The fees are exclusive of transport, refreshments and other incidental expenses, which are to be charged for separately unless provided by the engaging party:

	CHARGES	5	
DURATION OF ENGAGEMENT	Private gagements	en-Private service gagement	en-

(a) Hourly charges	TK	TK
(i) For a programme not exceeding I 2 hours' duration	2500/-	1875/-
(ii) For every additional hour or		
part thereof.		
Note: If required to play after midnight, the charges are to be at double the rates given above.		1125/-
(b) week/y charges I		
(I) For three programmes a day for		
five days of the week and not		
more than two programmes on		
the other I two days (total playing		
hours per day not to exceed 41/2	28000/-	21000/-
hours).		
(ii)For not more than two		
programmes a day, every day of the week (total 1		
playing hours per day not to		
exceed 3 hours		
	22000/-	16500/-

- 2. Playing-out charges for the Pipe Band will be at half the rates for the Brass Band.
- 3. Engagement fees are payable strictly in advance.

- 4. For transport charge!!, see 0292.
- **6724. Application for engagement for Band.** Application for engagement of the Band are to be addressed to -the Commanding Officer, BNS ISSA KHAN or as the case may be BNS HAJI MOHSIN, with a copy each being sent to the Commodore Commanding Chittagong or as the case may be Naval Administrative authority and Staff Officer (Operation).
 - 2. All engagements will be subject to the exigencies of the Service.
- **6725.** Classification of Band Sailors. Band sailors are to be classified by the officer-in-charge into one of the following categories, namely:

First Class Players. Second Class Players., Third Class Players.

- **6726. Distribution of engagement fees**. From the fees paid to the band for engagements, after all expenses have been paid, the remain der will be distribution as follows:-
 - (a) If directed by Bandmaster Lieutenant/Sub-Lieutenant

P	ercen	Í

Bandmaster Lieutenant/Sub-Lieutenant 15

Band sailors 50

Band Fund 35

(b) If directed by a Band Master Chief Petty Officer or (senior) Band Petty Officer,

Percent

Band ,Master Chief petty Officer. 10

SCPO, Chief Petty Officer or Petty Officer.

Band Sailors 50

Band Fund 40

6727. Shares of individual Band Sailors. The SO per cent of engagement fees allocated to Band Sailors are to be distributed as follows:

Shares

Band Master Chief Petty Officer (or

senior Petty Officer)	5
First Class Players	4
Second Class Players	3
Third Class Players	2

- 2. The Master Chief (or senior) Petty Officer, if in charge of the band, will not receive any share as a player in addition to 10 per cent of the engagement fees for taking charge of the Band.
- 3. If pipers, drummers or of buglers should, at any time, be required to play at paid engagements, they are to be paid. at half

the rates allocated to the Band musicians in Clause I above, according to their classification as pipers, drummers or buglers.

- **6728. Fines for misdemeanour.** For misdemeanour by a musician at paid engagements, such as inattention, slackness' or playing mistakes, fines may be imposed by the officer 'in charge of the Band; ranging from 25 Paisa to the whole of the player's allocated fee, depending on the gravity of the offence.
- 2. All money realised from fines is to be paid into the Central Band Fund. In case of serious offences, disciplinary action is to be taken against the offender in addition to the imposition of a fine.
- **6729.** Engagements by individual musicians. No individual musician may accept any private engagement unless, under special circumstances, the Band President considers it in the interest of the Band and the Service in general. In the latter case, pro rata deductions will be made from the fees received as laid down in Article 6126.
- **6730. Custody of band equipment.** Bandsmen will be responsible for the sate custody and care of all musical instruments and equipment issued to them. In the event of damage. to, or loss of any instrument from whatever causes arising, the matter is to be reported immediately to the officer-in-Charge for further action.

- **6731.** Exemption from general duties. Band sailors are to be excused from the ordinary routine duties of the establishment, as adequate practice is essential to ensure that they perform their professional duties- efficiently., Their employment on other duties is, therefore, to be limited to the cleaning of the following spaces;
 - (a) Their own mess decks.
 - (b) The room used for stowage of band instruments and equipment. .
 - (c) The space used for regular band practice.

6732-6800. *Unallocated.*

APPENDIX - L

(Adopted as per Armed Forces Division Letter No.2500/I/SD Oct 92)

SERVIVE CORRESPONDENCE

(*Article 6203*)

INTRODUCTION

- 1. Service Correspondence is the generic term for correspondence written by members of the Services in the course of their duties. In common with all Service writing, Service correspondence conforms to standard layouts. The layouts used depend upon' the purpose of the correspondence. Examples are given in the accompanying annexes.
- 2. <u>Composition of the Text.</u> In all but the shortest letters on routine matters, the text should consist of an introduction, a theme and a conclusion:
 - a. *Introduction*. The introduction gives the purpose of the summarizes any background information.
 - b. <u>Theme</u> The theme presents the case and lists any arguments or probleI1ls in a concise and logical sequence.
 - c. <u>Conclusion</u> The conclusion summarieses. the salient points in the theme and must end by leaving the recipient in no doubt of the writer's orders, wishes, opinions, problems or recommendations.

While these headings are seldom used in letter writing, the reader should never be in doubt when he is passing from one part of the text to the next.

3. Use if the First or Third Person.

- a. Most Service correspondence is written in the third person Exceptions to this convention are :
 - (1) Formal letters.
 - (2) Demi- official letters.
 - (3) Letters from a commander in which he expresses his personal views or conveys praise or blame and which he signs personally.
 - (4) In letters from headquarters departments, etc. in which it is often convenient to make use of the first person plural.

- b. When the first person is used in the opening and closing paragraphs it is permissible to revert to the third person in intervening paragraphs.
- 4. <u>Use Of Headed Paper</u> Official paper may bear printed letter-heads which do not conform to the standard layout for typescript. When paper with printed letter-heads is used, the subsequent typescript follows the appropriate standard layout and normal rules of Service correspondence.
- 5. <u>Address.</u> Letters to addressees in one of the other Services to government authorities and to civilian addressees should bear the full postal address of the originator and all recipients. Where appropriate, postcodes should be included as the last line of the address. It is Service practice to show the recognized abbreviations for the originator and recipients. When the department or branch required to take action is known to the sender, it is included in the address. For letters addressed to individuals (either by name or appointment or both) the name/appointment will be mentioned first, followed by the branch/directorate (if necessary) and the headquarters/unit. These will be followed by the postal address as required.
- 6. <u>Departmental Correspondence</u>. Official correspondence originated in the Ministry of Defence is governed by rules set out in the Ministry of Defence. and may not follow all the conventions described in this publication.
- 7. <u>Salutation and Complimentary Ending.</u> The choice of salutation in Service correspondence depends upon the relative ranks and the personal relationships existing between the writer and the recipient. Similarly, in any correspondence addressed to a civilian the writer is to be guided by the type of letter, Le: formal or informal and select the appropriate salutation and ending. Examples of salutation and complimentary ending are given at Annex A under Styles of Address.

8 *Variations from Standard Layout.* These are :

a. <u>Address.</u> Postal address is not shown on internal correspondence where the designation of the recipient is sufficient to ensure that the envelope can be correctly addressed.

- b. <u>Multiple Addressees</u>: When there are numerous action addressees, they may be appended below the text in the subscription or on a separate sheet. If standard distribution lists are maintained, the words 'Distribution List', followed by its identification number or letter, are inserted in place of the first action addressee,.
 - c. <u>Letters of Condolence.</u> These are written as private letters

using the normal conventions except that:

- (I) Official headed paper is not customarily used.
- (2) The salutation and complimentary ending is handwritten.
- (3) Paragraphs are not numbered.
- (4) No file number appears on the original.
- (5) No heading are used.
- (6) The addressee's name and address is omitted.

TYPES OF CORRESPONDENCE

- 9. There are 7 types of Service correspondence:
 - a. Commanded Letters.
 - b. Directed Letters.
 - c. Routine Letters.
 - d Formal letters.
 - e. Demi-official Letters.
 - f. Signal Messages.
 - g. Internal Correspondence.

The formats of the above are given at Annexes B to J, except signal messages.

Commanded Letters (Annex - B)

10. Commanded letters are formal letters reserved for statement of major policy and directives of the chiefs of the three services and above. They are normally signed by senior officials of the level of principal staff officers. Their format is not subject to the normal rules, however, an example is given at Annex-B.

Directed Letters (Annex-C)

II. Directed letters are at a level between commanded letters and routine letters. They are used by the Services and formation headquarters. Staff officers may be authorised to sign such letters at the discretion of directors or heads ,of divisions. An example of a directed letter is at Annex-C.

Directed Letters (Annex-D)

- 12. Routine letters are the normal form of correspondence within and between the Services. A routine letter may, therefore, be written by a formation or unit to any other formation or unit or by an individual member of the Services on a personal subject. Routine letters can be addressed to seniors, equals and juniors. An example of a routine letter is at Annex-D.
- 13. <u>Letters to Civilians</u>. In correspondence with civilian authorities or members of the public, the layout of !he routine letter, with a salutation and conventional ending, provides the most generally used framework. References to previous correspondence or documents are made in the text. The style of the letter must be appropriate to both the subject and the recipient and service Terminology and abbreviations should not be used.
- 14. <u>Signatory.</u> Routine letters addressed to a superior authority or to an external agency or organisation, are signed by or for the officer commanding the formation or unit. See Paragraph-25.

Formal Letters (Annex-E)

- 15. The use of formal letters is confined to ceremonial matters and certain formal submissions. They are addressed only to seniors or equals and are signed by the originator.
- 16. Occasions on which a formal letter might be appropriate are:
 - a. Applications for Courts-Martial.
 - b. Reports of Proceedings.
 - c. In acknowledging officers appointment letter/ a directive.

- d. In reply to a letter of appreciation/displeasure.
- e. When making a submission of an exceptional nature or forwarding a non-routine report to higher authority.
- f. Letter to diplomatic representatives abroad, foreign Navies etc.
- g. In arranging ceremonial matters with outside authorities.

<u>Demi-Official Letters (Annex-F)</u>

- 17. A formal letter begins with a salutation and closes with a complimentary ending. An example of the forn lalletter is at Annex-E.
- 18. Demi-official (DO) letters permit an informal and more. Personal approach to Service or civilian addressees. The should be restricted to one subject and field in the normal way. The full identity of the originator is shown at the head of the letter and the salutation and ending are inserted in manuscript by the originator. An example of a demi-official letter is at Annex-F.

<u>Internal Correspondence</u> (Annex-G)

- 19. *Memorandum*. This type of format is widely used for correspondence on official matters at all levels between departments, directorates and branches. It is a speedy method of dealing with routine matters and is not normally typed. An example of a memorandum is at Annex-G.
- 20. <u>Loose Minute (LM)</u>. There may be occasions when a handwritten memorandum will not suffice. Other forms of internal correspondence may be used. LMs are used/extensively within headquarters, units and bases when it is necessary' to disseminate information. but inappropriate inconvenient to circulate a file. An example of an LM is at Annex-H to this section. LMs are filed 'in the same way as all correspondence but should never be distributed outside the originating headquarters, unit or base. In case correspondence is to be made to a directorate or branch within a headquarters and copies are to be sent to outside units, bases or heaq9uarters, then a routine letter should be initiated in place of LM.
- 21. <u>Note Sheet.</u> A note sheet contains the notes which are written as informal means of conveying instructions, passing opinions, conducting correspondence and recording conversations that constitute the general run of business of a staff in any service or formation. A note sheet may have a ,subject on the left hand side of a file. Properly maintained note sheets provide . a full and valuable record of action taken on a particular subject with which the file deals. An example of note sheet's given at Annex-J to this section.

ANNEX A

STYLES OF ADDRESS

1. Methods of addressing correspondence in the Army, Navy and Air Force are shown in Appendix 1,2 and 3 respectively to this Annex.

Demi-QjJicial Letters

- 2. It is customary to indicate the Service, Corps, Regiment or Branch duly abbreviated after the surname of officers ,as follows:
 - a. Army. All officers of and below the rank of Lieutenant. Colonel.
 - b. Navy. All officers of and below the rank of Captain.
 - c. Air Force. All officers of the Air Force.
- 3. The choice o(salutation in demi-official letters depends upon the relative ranks and how well the writer and recipient know each other. Using Lieutenant Colonel A N Amin Ahmed, EME as an example the salutations in order of formality are:

a.	' Dear	Colonel
	Ahmed.	•
b.	'Dear Co	olonel.'
c.	' Dear A	min.'
d	' My	dear
	Amin.'	

An officer of equivalent or senior rank who does not know Colonel Ahmed might well address him as 'Dear Ahmed.'

4. When such address would be appropriate officers should be addressed by their generic rank; a Major-General would be addressed 'Dear General' and a' Lieutenant-Colonel as 'Dear Colonel.'

Civilians

- 5. The normal salutations and endings in letters addressed to individual civilians are:
 - a 'Dear Sir' (or Madam) and 'Yours faithfully.'
 - b. Dear (Mr) Rafique' and 'Yours faithfully.'
- 6. To a corporate civilian body, eg. a city council or learned society, the formal salutation and ending are: 'Gentlemen' and' Yours faithfully.'
- 7. To a civilians firm or body when formality is not appropriate, 'Dear Sir's and Yours faithfully' should used.
- 8. Formal salutations and endings in letters addressed to high commissioners and ambassadors are 'Your Excellency' and' Your faithfully.'

Inserting Salutation and Complimentary Ending

9. This is normally inserted in manuscript by the signatory at the time *of* signing except in formal letters when it is typed in.

Use of Military decoration and Qualification Symbols

10. Military qualification symbols ie. ndc, ncc,awc, psc, ptsc, G+ etc. may be used in official/demi-official letters, invitation cards, service records, service list etc.

APPENDIX 1 TO ANNEX A

ADDRESSING COMMANDS. FORMATIONS AND UNITS ARMY

1. Correspondence to the Ministry of Defence is addressed to the Ministry of Defence adding a branch title when known and the address of the building.
Ministry of Defence (D-II)
Old High Court Building
Dhaka
2. When the branch title/address, $\it or$ the responsible division/ directorate, are not known letters should be addressed to :
Ministry of Defence Procurement Section
Old High Court Building
Dhaka
3. The form of address used for formations and units depends upon the content of the document. For formations, policy matters <i>are</i> normally addressed to the commander and

other matters to the headquarters for units, policy matters are addressed to the officer

commanding and routine correspondence to the unit. The address in operation	orders	and
signal message is just the title of the formation or unit.		

- 4. Addresses *are* frequently abbreviated. The term 'HQ' is used while addressing formation headquarters. This does not necessarily denote the headquarters elements (eg, Headquarters Company *of* a division) only. The identifying reference and the content would indicate the branch responsible for handling the correspondence.
- 5. The following examples show:

a.	The address of the	
	commander.	
b.	The address of the	
	headquarters.	
c.	The operational	
	address.	

In all cases the location has been omitted.

EXAMPLES

In full Abbreviated

6. <u>Command</u>

	1_	Tile Olive Carf Amount Carf		CAS	
	a.	The Chief of Army Staff		CAS	
		Bangladesh Army		BD Army	
	b.	Army Headquarters		AHQ	
		General Staff Branch		GS Branch	
		Staff Duties Directorate		SD Dte	
	c.	Not used in full		AHQ GS Br (MO Dte)	
7.	<u>Di</u>	<u>vision</u>			
	a.	The General Officer Commanding	GOC 9 Inf Div		
		9 Infantry Division			
	b.	Headquarters 9 Infantry Division	HQ 9 Inf Div		
	c.	Not used in full	Main/Rear		
			HQ 9 Inf Div		
8.	Bri	<u>gade</u>			
	a.	The Commander	Comd 87 Inf Bde	е	
	87 Infantry Brigade				
	b.	Headquarters	HQ 87 Inf Bde		
		87 Infantry Brigade			
	c.	Not used in full.(operational)	HQ 87 Inf Bde		
9.	Un	<u>t</u>			
	a.	The Commanding Officer (1)	CO 1 E Bengal		
		1st Battalion			
		The east Bengal Regiment			
	b.	1 East Bengal	1 E Bengal		
	c.	Not used in full	1 E Bengal		
	İ				
10	. <u>M</u>	inor Unit and Sub-unit	['	
	a.	The Officer OC 88 Fd	-		
		Commanding (1) Bty			
		i i	1		

Note:

1. It is Army practice when addressing an officer in command of a major unit, eg Regiment, Battalion, etc. for his appointment to be given as Commanding officer in minor unit, eg Battery, Company etc. it is 'Officer Commanding'.

88 Fd Bty

88 Fd Bty

88 Field Batteryb. 88 Field Battery

c. Not used in full

APPENDIX 2 TO ANNEXA

ADDRESSING COMMANDS. FORMATIONS AND UNITS: NAVY

1. Correspondence to the Ministry of Defence is addressed to the 'Ministry of Defence', adding a branch title, when known, and the address of the building:

Ministry of Defence(D-6) Old High Court Building Dhaka

2. When the branch title or address, or the responsible division or directorate are not known letters should be addressed to

Ministry of Defence(D-6) Procurement Section Old High Court Building Dhaka

3. In the Bangladesh Navy, all correspondence and papers are normally addressed to the holder of an appointment, eg:

<u>In Full</u> <u>Abbreviated</u>

The Chief of Naval Staff CNS

The Commodore CommandingCOMCHIT

Chittagong

The Commodore Commanding BNCOMBAN

Fotilla

The Commodore Superintendent CSD

Dockyard

The Administrative Authority DhakaAdmin Dhaka

The Senior Naval Officer (Afloat) SNO (A)

COMKHUL

The Commodore Commanding

Khulna

The Commander Patrol CraftCOMPATRON 41

Squadron 41

The Commanding Officer

CO BNS ISSA KHAN

BNS ISSA KHAN

The Commanding Officer BNSCOBNS OSMAN

OSMAN

The Commanding Officer CO NSD

Naval Stores Depot

The Officer in Charge MFV 55 OIC MFV 55

- 4. Correspondence and papers to BN Ships and establishments are normally addressed to "The Commanding Officer BNS....."
- 5. In accordance with traditional naval usage the names of BN Ships are prefixed by the letter BNS Ships names, which should be in capital letters, should not be placed in quotation marks or quoted without the prefix. The floating dock SUNDERBAN is prefixed by BNFD, other examples are BNT,

BNFC etc.

- 6. The rule in Para 5 applies equally (with appropriate prefixes) to naval vessels of commonwealth and foreign countries.
- 7. <u>Addressing Correspondence to The Chief of Naval Staff.</u> Only the letters requiring the personal attention of the Chief of Naval Staff are to be addressed to him. The address on the cover of such litters is to be as follows:

The Chief of Naval Staff

Naval Headquarters

Banani

Dhaka-1213

8. <u>Letters to and from Naval Headquarters</u>

a.	All letters to Naval Headquarters are addressed as follows:
	Naval Headquarters
	Branch (Appropriate Branch
	Directorate of(appropriate directorate)
	Banani
	Dhaka-1213

b. Letters emanating from Naval Headquarters and addressed to the and the address of the originator will be shown as follows BN authorities and other Services will be in the routine letter from

Naval Headquarters Operation Branch Directorate of Naval Operations Banani Dhaka-1213

> APPENDIX 3 TO ANNEX A

ADDRESSING COMMANDS. FORMATIONS AND UNITS: AIR FORCE

1. addi	1. Correspondence to the Ministry of Defence is addressed to the 'Ministry of Defence' adding a branch title when known and the address of the building				
	Ministry of Defence (D-7) Old High Court Building Dhaka				
	When the branch title or address, or the responsible divi wn, letters should be addressed to:	sion or directorate are not			
	Ministry of Defence Law Cell Old High Court Building Dhaka				
3. In general, policy matters and formal correspondence are addressed to an appointment, as shown in paragraph 5. Routine correspondence, orders and instructions are addressed to the formation or unit as in paragraph 6.					
4. When the department or branch required to take action is known to the sender, its abbreviation is included in the address.					
<u>EXAMPLES</u>					
	<u>In Full</u>	<u>Abbreviated</u>			
5.	Officer Commanding/Air Officer Commanding BAFBase	OC/AOC BAF BSR			

6.	BAF Base	BAF BSR		
	Bashar			
	(Matiur; Pahar Kanchanpur ; Zahur)	(MTR; PKP; ZHR)		
7.	Air Defence Operations Centre Dhaka	ADOC Dhaka		
8.	Air Headquarters	AirHQ		
	Directorate of Air Training	Dte of Air Trg		
	Dhaka Cantonment	Dhaka Cantt		
	Dhaka	Dhaka		
9.	Officer Commanding	OC POC Dhaka		
	Personnel Despatch Centre			
	Dhaka			
10.	Officer Commanding			
	3 Squadron BAF	OC 3 Sqn		
11.	Officer Commanding			
	1 Field Unit BAF	OC 1 FU		

APPENDIX - L

ANNEX-B

EXAMPLE OF A COMMANDED

LETTER

SECURITY CLASSIFICATION

Armed Forces Division

Dhaka Cantonment

Telephone: 259093

13670/ Admin

05 June 91

UPGRADING OF RANK OF SERVICE CHIEFS

1. further co	I am commanded by the Prime Minister to inform you that he/she has given onsideration to the proposal for upgrading the rank of the Service Chiefs and
2.	I am to say that
3.	In every case
	sd/
	S A KHAN
	Major General
	Principal Staff Officer
То:	
Adjutant	General
Army He	adquarters
Assistant	Chief of Naval Staff (Personnel)
Naval He	adquarters

SECURITY CLASSIFICATION

PPENDIX - L

ANNEX-C

EXAMPLE OF A DIRECTED LETTER

SECURITY CLASSIFICATION

Air HQ Ops and Trg Br Date of Air Trg Dhaka Cantt

Tel: 310194 ext

543

Air HQ/100002/Trg 23 Jan91

NEW SYLLABUS FOR STAFF COURSE

1. I am dir to convey that the ACAS(O&T) has been pl to accept the new suggested syllabus for the Staff Course

2. I am to say that in view of this acceptance, action may now be initiated as discussed in the last conf on this subj.	was
	sd/
KHURSHID ALA M WgCo DAT	dr
To:	
GP Capt M Erfan Uddin DSCSC Mirpur Cantt Dhaka	
SECURITY CLASSIFICATION	

APPENDIX - L

ANNEX -D

EXAMPLE OF A ROUTINE LETTER

RESTRICTED

IMMEDIATE

AHQ GS Br MT Dte Dhaka Cant t

Tel: 310341 ext

326

1513/34/MT-3 08 Apr 91

DEMO - BDE HO AND BAA IN THE FD

\mathbf{r}	-	•	
ĸ.	Δt	C	٠
1	-1		

- A. DSCSC III' No 174/6/SC/Trg dt 30 Mar 91.
- B. Air HQ/7100/Ops dt 04 Apr 91.
- 1. For the 5th Army Staff Course and 1st Air Staff Course, DSCSC has req for a demo of a mob and a static bde HQ along with the layout of a BAA at Savar Cantt. Tentatively, the demo is scheduled for 23 Apr from 0930-1400 hrs with dress rehearsal on 22 Apr.

2.	The board reqrs are:			
	a.	Bde HQ.		
	b.	B A A		

	c.	Army/Air Coo	p				
3. For greater details on the demo see Ref A. Air HQ has detailed a BASO with an FFR veh and a Bell-212 hel from BAF BSR for the demo.							
4.	DSCSC	will liaise with	your HQ for	r further coo	rd.		
		СН	OWDHURY	7		Sd/ Lt Col For CGS	н м
Distr:							
Extr:							
Action:							
HQ	9 Inf Div						
Info:							
Air Ops	81 Inf Di HQ s & Trg Bı CSC						
Internal:							
	MO Dte						

ANNEX-E

EXAMPLE OF A FORMAL LETTER

SECRET

Copy Number.... of 3 (1) Total pages 2 (1) Commodore Commanding

Khulna

BNS TITUMIR Town Khalishpur Khulna

Telephone: 61818

PN/3865

13 June 1991

Sir (2)

OPERATION SEA FISH (3)

- 1. I have the honour to report that in accordance with the instructions contained in Naval Headquarters letter number OP/5840 dated 01 May"1991, (4) the Patrol Craft Squadron under my command successfully carried out Operation SEA FISH on 18 and 20 May 1991.
- 2. Appropriate logistic support was provided by BNS SHAHEED RUHUL AMIN.

Yours faithfully (2)
Sd/....
F AHMED
Captain BN
Commodore Commanding

Khulna

Enclosures:

- 1. Narrative of the Frigate Squadron.
- 2. Narrative of the Patrol Craft Squadron.

To:

Copy Number

The Chief of Naval Staff

1

Naval Headquarters

Banani

Dhaka-1213

Information:

The Commodore Commanding Chittagong

2

New Mooring Chittagong

File

3

SECRET

Notes:

- 1. See Paragraph 0217.
- 2. A formal letter is to have salutation and complimentary ending without any comma after them (see Paragraph 0224 and Paragraph 15c(2) of page 2B-4).
- 3.A formal letter may not always have a title.
- 4.List references under' References if 2 or more references arc to be quoted.

APPENDIX - L

ANNEX-F

EXAMPLE OF A DEMI-OFFICIAL LETTER

Colonel Moazzem Hussain, psc (1) Defence Services Command and Staff College Mirpur Cantonment Dhaka 1213 Telephone: 319111 Extension 214 13 June 1988

Dear Rahim

SC/1000/SD

DEMI-OFFICIAL LETTER (2)

- 1. (3) You were good enough to mention at our last meeting the difficulties you felt might arise from dictating too rigid a formula for the demi- official letter.
- 2. To omit the writer's name and the letter reference in certain cases could be confusing, because they identify the writer and help when one has to refer back to the letter. I believe the demi-official letter should follow the normal pattern in showing the writer's title and name, a file reference and, whenever appropriate, a subject heading and references to other documents.

3. Shafique and Samad agree with me; what do you think?

Yours sincerely

To Moazzem

Lieutenant Colonel Abdur Rahim, BU, psc, E Bengal (1) Armed Forces Division Dhaka Cantonment

Notes:

- Only the decoration, qualification, regiment/corps and Service are abbreviated.
- 2. A subject heading is not always necessary.
- 3. A DO letter may or may not have paragraph numbers. If no paragraph numbers are used, then paragraphs are not to be indented from the left margin although they will be double spaced vertically as per rules.

APPENDIX -L

ANNEX -G

EXAMPLE OF MEMORANDUM

MEMORANDUM

TO: AA & From: GSO 1

QMG

Tel: 325 (ext)

Date: 05 Apr

Date. 03 Apr

92 Our ref: 9 Div

382/Ops

Your ref:

Nil dt 02 Jan 92

Subj: MOV OF UNIT

- 1. The mov of 31 E Bengal to Tangail on 30 Sep 92 is now Cancelled.
- 2. The mov of other units will be carry out as per Schedule. The order issued under our ref ltr should be amended accordingly.

Note:

1. The form is to be completed in manuscript unless there are special reasons for typing.

<u>APPENDIX - L</u>

ANNEX-H

EXAMPLE OF A LOOSE MINUTE

RESTRICTED

PRIORITY				
GS Br (SD Dte)				
LM				
3123/2/SD-l 1M				
<u>LM</u>				
Refs:				
A. MO Dte/2345/SD dt 02 Jan 90.				
B. MI Dte/2145/SD dt 05 Jan 90.				
1. This is to cfm that the views regarding the writing of LM contained in' your LM are correct. This dte agrees with you that:				
a. LMs are intended for conducting internal correspondence within a H estb/unit.	Q or an			
b. Max use of LM should ,be made to avoid frequent mov of files.				
c. LMs should be brief, clear, concise and to the pt.				

2. At present, the various dtes are -using different principles of Svc writing. Attn of all dtes should, the	forms for LM. This prac is against the herefore, be drawn to the JSSDM 1991.
	sd/
	Z A KHAN
	Lt Col
	GSO 1
	Ext 173
	01 Jan 92
To:	
MO Dte	
Info:	
ino.	
MT Dte	
Edn Dte	
RESTRICTE	ZD.

APPENDIX - L

ANNEX-J

EXAMPLE OF A NOTE SHEET

(1) RESTRICTED (2) (1)

MT 313120/FFR

Encl

No.

ALLOTMENT OF FD FIRING RANGE (4)

1

(5)

Ltr no Trg 234/InftFFR dt 15 Sep 81 from HQ 20 Div req for 1A rescheduling of dts for fd firing.

Arty Dte Itr no 12/FFR/IO1 dt 20 Sep 81 indicating the implications of any rescheduling of fd firing dts at this stage of the yr. The latest posn showing the ut of the range by the fmns and trg estbs is also encl.

1. Ref Encl 1 A and 2A. 2B

- 2. Allotment of the fd firing range at Chittagong to fmns and trg estbs are made in consultation with Arty Dte at the beginning of the yr. It is advisable to avoid rescheduling.
- 3. HQ 20 Div may be req (0 adhere-10 the existing schedule though 2 of its inf units would not be able to take part due to IS duties.
- 4. If agreed to by HQ 20 Div, we can arrange for these 2 units to join 17 Di v during Dec 81. for firing Atk wpns and bn mors.

SALIM AKHTAR Maj (8) GSO 2(MT-2) Tel: 235 Sep 81

GSO 1 (MT-2) (9) (10)

1

RESTRICTED

APPENDIX -L

(1) <u>4</u>

1. Ref Note 3.

- 2. In view of the reasons given by Arty Dte, we should advise HQ 20 Div to carr out their fd firing as per the existing schedule. The left over units may join] 7 Div during Dee 8] if agreed to by HQ 20 Div.
- 3. Your concurrence is req.

A M MANSUR

Lt Col

GSO 1 (MT-2)

Tel: 230

Sep 81

<u>DMT</u>

<u>5</u>

Agreed. Info HQ 20 Div

accordingly

SHAFAAT AHMED

Brig

DMT

Tel: 222

Sep 81

GSO 1(MT-2)

6A

<u>6</u>

(11)

Ltr no MT 313/20/FFR dt 23 Sep 8] to HQ 20 Div info that rescheduling of fd firing dts will not be pass and offering the left over uniLS-to join] 7 Div during Dec 81.

(12)

(13)

ANNEX-J

Notes:

- 1. A wide margin is printed or ruled on both sides of a note sheet.
- 2. The note sheet bears the same security classification as the file.
- 3. The file reference is typed commencing on the left hand margin of the first page.

- 4. On the right hand side of each page a narrower margin titled 'Encl No' is provided. 'Encl No' is underlined and is in line with the file reference on the first page and on subsequent pages maintains the same vertical spacing in relation to the security classification on top of the page.
- 5. Note numbers consist of Arabic numerals and are underlined.
- 6. Enclosures are numbered in relation to their respective notes. It may be observed that the first enclosure relates to Note I and is numbered as IA. In case the enclosure has an attachment, the letter bears the same number but is

suffixed with the letters B, C etc; eg Note 2 and Encls 2A and 2B.

- 7. Single paragraphs in the nothings are not numbered; but if more than one paragraph is used, they are numbered.
- 8. The subscription follows the normal conventions of name, rank, appointment and is followed by the telephone number and the date.
- 9. Each addressee should cross out his appointment near the left hand margin after he has endorsed his remarks and signed it.
- 10. If there are two or more addressees, their designations are entered one below the other at an interval of two vertical spaces, in the order in which it is necessary for them to receive the note.
- 11. The third enclosure in this format is Encl 6A as it relates to Note 6 and not to Note 3.
- 12. If a number of replies are received in response to any particular letter sent, the replies to it will be docketed in separate notes and will be allotted enclosure numbers accordingly.
- 13. It should be noted that, every enclosure in a file whether incoming or outgoing will bear an enclosure number and will be docketed under the related note on the note sheet. Thus a note sheet also becomes an index of the contents of a file.

APPENDIX -L

SUBSCRIPTION

Complimentary Ending

22. This inserted in certain correspondences where a salutation has preceded the subject heading. It is customary to end such correspondence by Inserting 'yours faithfully' written as shown in example in Annex 'E'. In the case of demi-official letters, this is 'Yours sincerely' or any other appropriate ending. *See* also Annex A.

<u>Signature</u>

- 23. In all Service writing, other than demi-official letters, the identity of the signatory is to be shown in the signature block together with his rank and appointment. When the signatory signs document on behalf of his superior, the appointment of the superior on whose behalf the document is signed is shown, with the world 'For' typed before the appointment. Routine correspondence addressed either singly of simultaneously to higher and lower addressees can be signed for the commander. In such cases two separate signature blocks are not necessary. The signature block, therefore, contains:
 - a. On the top line, initials and the name of the signatory in capitals without brackets. No decorations, awards or symbols are to be shown.
 - b. On the centre line, the signatory's rank and Service where

appropriate .

c. On the last line, the appointment of the signatory or the appointment of the individual on whose behalf the document is signed for by the signatory.

Examples of signature block are as follows:

24. The signatory should personally sign all copies of documents going to action and information addressees. When numerous copies are produced it is usually acceptable for the signatory to sign the original or stencil. It is the prerogative of the Chiefs of Staff to sign in green ink. Formation commanders, base commanders, commandants of training institutions when corresponding within their respective formations or establishments may also sign in green ink. For all other official correspondence black ink is to be used.

APPENDIX - L

25. When a commander or senior officer has personally drafted or approved an urgent policy or other important document and IS unable to sign through unavoidable absence, the document can be signed over the commander's cOlJ1plete subscription block by an officer on his behalf. The officer signing must identify himself fully and explain why he is signing. On these occasions 'For' is written in manuscript alongside the signature block together with an explanation, eg 'Absent on duty: also in manuscript. The person signing should insert below his signature sufficient detail of his name, rank, appointment etc to enable him to be clearly identified eg:

sd/......sd/.....M KABIRM. RAHMANBrigMajFor ComdM KABIR(Wrong example)Brig

For Comd (Absent on duty) (correct example)

Recommendations, important requests or opinions should always be signed by the commander himself. Letter~ of minor censure may be signed by the senior staff officer but only after approval by the commander. Serious reprimands should be signed by the commander. Junior staff officers must not sign letters refusing a request.

Supplementary Documents

- 26. <u>Annexes.</u> "Supplementary documents that amplify the parent document are called annexes. They are used when the inclusion of all the detail in the body of the parent document would make it cumbersome. Annexes should normally be attached to the document to which they relate but may be issued separately if needed. Distribution of annexes dealing with specialized matters which do not concern all recipients of the main document may be restricted to those who require special information. Annexes should be .
 - a. Referred to in the text of the parent document.
 - b. Lettered consecutively in capitals in the order in which they appear in the text; this includes a single annex ie Annex A.
 - c. Given their own subject headings

APPENDIX - L

d. Listed at the close of the parent document prior to the distribution, under the heading 'Annex (es)' which is followed by a colon and not underlined. While listing

the wording used to identify the annex (es) will be the same as their subject headings.

e. Copy numbered in accordance with Paragraph.0217.

The annex block is inserted in the top right-hand margin of the first page in underlined capitals showing the identifying reference of the main document, so that annexes can be identified if for any reason they become detached, the form of wording normally used which may be on 2 or more lines as convenient, being:

ANX A TO ANX A TO

Hq 9 DIV L TR G123 SER 5 TO

DT J AN 91. EX AGNI BEENA

- 27. <u>Appendices.</u> Supplementary documents that amplify an annex are called appendices. They should be:
 - a. Referred to in the text of the parent annex.
 - b. Numbered consecutively in Arabic numerals in the order in which they appear in the text; this includes a single appendix, i.e. Appendix 1.
 - c. Given a subject heading like that of an annex.
 - d. Listed at the close of the parent annex, (but not the main parent document), under the heading 'Appendix (ces), which is followed by a colon and is not underlines just like an annex. The wording used to identify appendices will be the same as their subject headings.
 - e. Copy numbered as an annex.

The appendix block is inserted in the top right-hand margin of the first page in underlined capitals, showing the identifying reference of the main document, the form of wording normally used, which may be on 3 or more lines as convenient, being:

APPX 1 TO

ANX A TO

HO'9 DIV L TR G/23

DT JAN 91

APPENDIX - L

28. <u>Enclosures.</u> Documents that are complete in themselves and sent with a covering document are called enclosures they are referred to in the text of the covering document. Enclosures are listed numerically at the end of the parent document prior to distribution under the heading 'Enclosures': and stating the title, reference and date as appropriate. If an enclosure has a copy number, this is also to be stated against such listings (see Annex A to Section 2).

Address/Distribution

- 29. In a service writing, the addressees are listed under the heading 'Distribution' immediately after the signature block, but on the left hand side of the last page or on a separate sheet of paper. However if a letter/document contains supplementary documents, then the distribution is shown immediately after listing the supplementary documents eg annexes, enclosures etc.
- 30. When there are several addressees the order in which they are listed in the distribution is:
 - a. External action addressees. (1)
 - b. External information addressees.

	c. Internal addressees (action and information are shown separately if required The order in which internal addressees are listed depends on the established practic of the originating Service or headquarters.
copie	f more than one copy of a document is being sent to any addressee the number of es is added in brackets unless it is copy numbered when the copy numbers are no. See paragraph 0217.
Note	:
order alwa	ternal addressees are listed in order of seniority. Within seniorities they are shown is of numerical title, if appropriate or alphabetically. In the Navy correspondence is addressed to the holder of the appointment, not to a headquarters or unit. Anne ppendix 2.
32. V	When it is necessary to ensure that correspondence is seen by a certain
in br	idual, the expression 'For the attention of' is inserted ackets beneath the addressee above all other details of the address and the envelopinilarly marked.
33. E	Examples of the layout of distributions are shown at the annexes to this section.
	APPENDIX - L
D	Nivershaving
Page	Numbering.

- 34. All pages of all documents, other than single-page documents (for exceptions see' paragraph 0261), are numbered at the bottom centre, immediately above the security and privacy markings. Pages of chapters are normally at be numbered consecutively from the beginning to the end of the whole document. When this is administratively inconvenient, eg in the case of a loose leaf book or when constituent parts are circulated separately, pages may be given the chapter or section number followed by the page number, as in this publication. Pages of an annex, including a single page annex, are then given the letter of the annex followed by the page number, eg 'A-I', 'A-2' etc. In addition pages of annexes that (allow chapters, as in this publication, are to have the annex letter preceded by the chapter number, eg 'IA-I, 'IA-2' etc. The pages of an appendix including a single-page appendix, are given the annex letter followed by the appendix number and the number of the page, eg 'AI-!', AI-2', 'BI-2' etc.
- 35. For all copy numbered documents as shown at paragraph 0217, the following rules *also* apply:
 - a. Single page documents are to be page numbered.
 - b. The main document is to include, below the copy number a statement of the total number Of pages in the entire document (including all annexes or other attachment but not enclosures) in the form 'Total pages
 - c. The total number of pages in the main part (excluding annexes and other attachments) is to be shown on the first page of the main part in the form 1 of 1 or 1 of 20.
- d. The total number of pages in each annex, appendix or other attachment is to be similarly shown on its first page in the form 'A-I of 1', B2-1 of 3'. Either system of page numbering described in Paragraph 0260 may be adopted but whatever system is used, it must ensure that it will be clearly evident whether any pages are missing when a document is mustered or the pages checked eg 'B-1 of I', 'AI-I of 2' etc.

APPENDIX LI

CALLS AND PARTIES

(Article 5509)

General

- 1. Meticulous observance of all matters connected with the social side of Service life is not only essential if the Service is to take its proper place in the esteem of the country, but it forms an integral part of Service life.
- 2. It is difficult to lay down any rigid fixed laws on social matters but .certain principles are adopted which are accepted both in and outside Bangladesh.
- 3. The custom of making official and social calls is a duty which every officer must observe in order to promote the social spirit which must exist in the Service and also to establish his social position in the life of the Station on which he is serving. Commanding Officers are to ensure that all officers serving under their command are conversant with and observe this etiquette.
- 4. *Call Books* are usually maintained by very senior officials of the Government and Services, namely, the President of Bangladesh, the Chief of Staff the three Services and other senior officers and officials. These books are kept at suitable places and names can be entered in them at any convenient time or at times previously announced.
- 5. Visitors' Books may be maintained by the dignitaries concerned in addition to call books.
- 6. *Visiting-Cards.-are* small cards with rank (or Mr. for officers of and below the rank of Sub-Lieutenant), name and service, sent or left in lieu of formal visit. They are characterized by complete absence of any decorations or fancy printing. They should conform to the following specifications:
 - (a) Quality of card: First, without gilt edges.
 - (b) Size: 3 inches by 1½ inches.
 - (c) Style of printing: Engraving from a copperplate that allows printing

to be felt on the card in contradistinction to ordinary printing in which

the letters are smooth.

7. *Invitation Cards* should be of first quality and of suitable dimensions. They should be, if forn1al, briefly written in the third person, mentioning the name or designation of the host, name of the guest, nature, and place of function, time by which the guests should arrive and time at which the function will start. The reply to such notes should also be in the third person and should repeat the date

and time mentioned in the invitation.

It is important that the decorations of officers issuing invitations should not appear join the invitation card, but those of the guests invited should be inserted.

Any decorations to which the host may be entitled should be inserted in the reply, but the guest would not insert his own.

Care is necessary, however, as certain symbols are shown after an officer's name in the Army, Navy and Air Force Lists Which should not appear, for exam. ple, i.d.c., j.s.s.c., p.s.a., p.s.c., p.s.m., etc.

If one is uncertain of the exact decorations or cannot ascertain them, it is better to omit them altogether than to put such a thing as "D.S.O., etc."

Etiquette demands that all invitations should be answered as soon as ossible and certainly within three days of their receipt, to enable the host or hostess to make the necessary arrangements.

An invitation once accepted must not be declined subsequently, except for reasons over which one has no control, such as serious illness, unavoidable absence on duty, etc.

Calls

8. Calls may be official or social. Official Calls are normally made at the office of the officer concerned by previous arrangement while Social Calls are normally made at the residence of the officer concerned. Thus calls are made by visiting the residence or official place of duty, depending on where the person being called upon keeps his call book or visitors' book, and by writing one's name in the book and, where applicable, leaving a card.

Calling on the President

9. All officers of the rank of Commander and above stationed in Dacca should ca II on the President at least once a year. Officers stationed on Chittagong and Khulna should also ca.11 on the President when the President may happen to be there. The calls on the President are made by signing the visitors books.

10. (a) The Chief of Naval Staff generally receives official calls at his office or

flagship when afloat and social calls at his residence. A visitors' book

is kept in the office and a call book at his official residence.

(b) Calls at the office: Officers when calling officially on the Chief of Naval Staff should normally do so by appointment. To the case of Commanding Officers the appointments can be arranged with the Flag Lieutenant by signal in the form At what time will it be convenient for me to wait upon the Chief of Naval Staff" in the case of other officers they are to sign the visitors' book when an appointment will be arranged with the Chief of Naval Staff by the Flag Lieutenant.

Such calls are to be made on the following occasions:

- (i) By all officers on assuming or relinquishing command.
- (ii) By all Commanding Officers on return to Naval Head-quarters after prolonged absence.
 - (iii) By all non-Bangladeshi officers, who take up service with the Bangladesh Navy, on their first arrival in' Naval Headquarters and again on termination of their service.
- (iv) By all officers of the rank of Commander and above proceeding to or returning from duties abroad.

APPENDIX LI

(c) Calls at the residence. All officers serving in the Bangladesh Navy, stationed in Dacca or serving afloat in ships based at Chittagong or Khulna or visiting Dacca on temporary duty, including civilian officers, should call on the Chief of Naval Staff and his wife at least once a year by signing the call book at the house. In the case of married officers they may sign on behalf of their wives also.

The official residence of the Chief of Naval Staff is Navy House, Mymensing Road, Dacca, where he normally resides when not embarked in the flagship. A call book is kept at the main entrance for calls on the Chief of Naval Staff and his wife. The call book is available daily between the hours of 0800 and 2000 when the Chief of Naval Staff is in residence.

Social Calls

- 11. Social calls between officers of the Services are normally made at the residence of the officer concerned. Except where special instructions are issued the most convenient time is between 1700 and 1800. A social call may consist of:
 - (a) Writing names in the call/visitors book, where kept and leaving one card if the person called upon is unmarried and two cards, suitably endorsed, in the case of a married officer.

(b) where call books are not kept, enquire if the officer and/or his wife are. at home and pay a personal visit if either or both are present. If the officer or his wife called upon is not at home, leave the appropriate number of cards.
(c) For calls on the Chief of Naval Staff, see Paragraph 10.
Official Parties
12. Utmost punctuality should be observed in attendance, particularly in the case of functions held at the President's House or where the President is expected to be present. It is an act of discourtesy to the President or the Guest of Honor on the part of the guests to arrive afterwards or leave before.
As far as possible ships and establishments who hold receptions and parties to which a large number of guests are invited should arrange for some members of their staff with the necessary savoir fair to go around and see that no guest is left without company. If it is an act of courtesy to invite somebody to a party, it is equally courteous to see that no person leaves the party with the feeling that his time has been wasted.
APPENDIX LI
Dress
13. (a) Service, Dress: This is to be promulgated by Naval Headquarters or the hip or establishment conceJ'11ed well in ,(advance of the function being held.
(b) Civilian Dress: The following dress is to be worn on formal occasions;-
(i) Outside the Country.
European dress.
(ii) Inside the country.
tounge suit or which should be dark for winter Sherwani

Notes: (1) Head-gear is optional.

- (2) Sherwani should be buttoned up to the top.(3) There should be matching shoes and socks.(4) The nature of the dress (winter or summer) should be prescribed by the inviting authority, who should also indicate whether decorations are to be worn or not.

APPENDIX-LII - Abbreviations

APPENDIX LIV

SAFEGUARDING OF AND PREVENTING ACCIDENTS FROM

SMALL ARMS

(Article 5389A)

PART I. SAFEGUARDING OF SMALL ARMS

Importance of Safeguarding

- 1. The importance of safeguarding revolvers and automatic pistols is strongly emphasized, since their loss entails:-
 - (a) The grave risk of their falling into the hands of criminal or other ill disposed persons.
 - (b) The temporary disarming of members of the Service.
 - (c) Loss of time and energy in carrying out investigations and Boards of Inquiry.
- 2. The loss of a pistol through negligence is a serious offence and does not merely represent a loss of government stores rectifiable by a cash payment.
- 3. Commanding Officers and other authorities are, therefore, to ensure that officers and sailors to whom pistols are issued are impressed with their personal responsibility for safeguarding against loss, particularly by theft.

Safety Rules

- 4. Special care is necessary to safeguard against theft in harbour or a shore, or when pistols are temporarily removed from the normal locked stowage, in accordance with Articles 5359(10), 5389 and 5723(6).
- 5. For each pistol held or issued there should be an individual responsible for its safe custody and, in case of loss, that responsibility is to be brought home. The provisions of the Financial Regulations regarding losses are to be carefully followed and, where blame is attributable, the Disciplinary action taken or, in doubtful cases, recommended, is to be reported.
- 6. Pistols in transit. Experience indicates that pistols in transit are particularly liable to be stolen and the following safeguards are, therefore, to be strictly applied.
- 7. Where pistols are not conveyed by hand, the cylinders are to be removed, tallied with the register number of the weapon and despatched separately from the pistols.
- 8. Inside each package containing pistols in transit, packing note is to be inserted furnishing, *inter alia*, the following information;
 - (a) by whom packed;
 - (*b*) date;
 - (c) register numbers of the pistols enclosed; and the package is to be carefully packed, effectively secured, sealed and assigned a package number,
- 9. Vouchers for pistols are invariably to quote the register numbers.

APPENDIX LIV

- 10. Pistols in transit are to be conveyed either by hand, road transport (in charge of the driver or store man), registered parcel post, rail, or lock-up stowage. Small quantities sent by rail are to be despatched passenger train.
- 11. A receipt specifying the register numbers of the pistols is to be obtained at the time of delivery.
- 12. Despatch by road, rail or sea-
 - (a) A receipt for the packages is to be obtained at the time of handing over.
 - (b) The consignee is invariably to be advised at once (preferably by signal), stating the mode of conveyance and package number.
- (c) Immediately on delivery, the consignee is to open the packages (if possible in the presence of a witness) and check the contents.
- 13. Any deficiency of pistols is to be immediately notified to the consignor by

signal and full enquiries instituted without delay.

PART 2. PREVENTING ACCIDENTS FROM SMALL ARMS

- 14. Accidents usually occur owing to one or more of the following causes :-
 - (a) Careless use of small arms.
 - (b) Handling of small arms by inexperienced individuals, light-hearted foods and intoxicated persons.
 - (c) Skylarking with weapons believed to be unloaded.
- (d) Peculiar mechanisms of certain weapons (e.g., revolver pistols and Sten guns) which lead to more accidents than other weapons.
 - (e) Issue of loaded pistols/revolvers to sentries in circumstances when a cudgel or side arms would have been more appropriate.

Safety Rules

15. The following elementary rules for safety should be observed when handling

any rifle, pistol or machine gun :~

- (a) Never point a gun at a friend.
- (b) Don't stand in front of the muzzle.
- (c) When you pick up a gun, don't assume it is unloaded; make sure.
- (d) Don't leave a loaded gun lying about.
- (e) Don't play about with a gun you don't understand. If you have to handle one, keep it pointing safe.
- '(f) Remember, more accidents are caused by pistols than by any other weapon.
- (g) Care should be taken in handling weapons loaded with blank cartridges. Serious or even fatal 'injuries can be inflicted by firing blank cartridges at point

blank range.

APPENDIX LIV

Preventive Measures

- 16. The following measures arc laid down as a guide to prevent accidents from small arms :-
 - (a) No person should be allowed to handle a lethal weapon until it is first ascertained that he:-
 - (i) has adequate training in its use,
 - (ii) understands how it works, and
 - (iii) is capable of handling it safely, and that in all other respects the range conforms to the established safety regulations.

This order applies even to rifles, and more so to less common weapons such as Sten guns and foreign arms.

- (b) Sentries should be posted in an orthodox manner by a responsible rating. If sentries relieve each other won convenience and without supervision, an accident will occur sooner or later.
- (c) Sentries should not be allowed to carry loaded weapons except under exceptional circumstances and particular care must then be taken to enforce safety precautions.
- (d) Certain weapons, including revolvers and Sten guns, are liable to fire if dropped with round in the chamber. In the case of revolvers, this danger can be obviated if the chamber under the hammer (i.e., at 12 o'clock) is kept unloaded. This precaution will not prevent the revolver from firing if the trigger is pulled and it should, therefore, be observed on all occasions, unless special conditions (such as revolver competitions) demand otherwise. Even on active service it should not normally be necessary to load the chamber under the hammer.
- (e) Sentries should normally be armed with rifles, which are less dangerous to friendly personnel than other weapons. Moreover, a rifle is fitted with a safety device in the form of a safety catch and magazine cut off.

(f) Ammunition issued to sentries should be carefully accounted for.

APPENDIX LV

(*Article* 6326)

GENERAL RULES REGULATION HIGHER AND LOWER

EDUCATION TESTS

A. HIGHER EDUCATIONAL TEST

- 1. The Higher Educational Test is the qualifying educational examination for promotion to commissioned rank.
- 2. The examination will be held twice every year on such dates and at such centre as may be notified by the Naval Headquarters.
- 3. A candidate for admission to the examination must have passed the Lower Educational Test or Secondary School Certificate Examination (or any other examination recognised as equivalent by Naval Headquarters).
- 4. Details of subject, syllabi and instructions regarding conduct of the examination will be promulgated in Fleet orders.

B. LOWER EDUCATIONAL TEST

- 5. Lower Educational Test is the qualifying educational examination for advancement to Leading rank. The following sailors are, however, exempted from passing the Lower Educational Test:
- (a) Cooks, Stewards and bandsmen up to Leading rank only, but will be required to pass such Test for advancement to the rank of petty officer.
 - (b) Topasses.
 - (c) Men holding Secondary School Certificate or its equivalent as recognised by the Naval Headquarters.
- 6. The examination will be held twice every year on such dates and as such centres as may be notified by the Naval Headquarters.
- 7. Details of subjects, syllabi and instructions for conducting the examination will be promulgated in Fleet Orders.

APPENDIX LVI

INVIGILATION AND CONDUCT OF WRITTEN EXAMINATIONS

(Article 6327)

PART I INVIGILATION

- 1. Invigilating Officers are to be detailed for all written examinations, bearing in mind that for every thirty candidate's one invigilating officer is necessary. If there has to be only one invigilating officer, he should preferably be an officer of the rank of Lieutenant or above who is familiar with, the subject of the examination.
- 2. They are to study the provisions of this appendix carefully.
- 3. They are to seat the candidates sufficiently apart from one another.
- 4. They are to distribute the initialed (by invigilating officer) answer books to the candidates not more than ten minutes before the commencement of the examination and direct them to write their personal/official/roll number (if any), full name (in block letter), rank (if any); ship/establishment/centre, subject and date on the answer book or the detachable ship thereon, (as the case may be). In the case of Higher and Lower Educational Tests, candidates are to be directed to write the name of the ship or establishment in which they are borne at the time of the examination, irrespective of whether they sit for the examination in their own ship or establishment or in a separate common examination centre.
- 5. They are to read out and explain to the candidates, the instructions, if may, given on the title page of the answer book and ensure that the candidates comply with those instructions.
- 6. They are to instruct the candidates to write the answers in ink only and on both sides of the paper, leaving a 21-inch wide margin on its left side. A 31 inch margin, may, however, be left on the right side of the paper for rough work, if required.
- 7. They are to open the sealed cover containing the question papers in the examination-hall in the presence of the candidates not more than five minutes before the commencement of the examination.
- 8. They are to distribute the question papers to the candidates not more than two minutes before the commencement of the examination and announce clearly the time allowed for each paper and the time of commencement of the examination.
- 9. They are not to leave the examination-hall, unless properly relieved, when the examination is in progress, or employ themselves in any work (or in reading a book or newspaper) other than invigilation or refrain from moving round the examination-hall at frequent intervals.
- 10. They are to announce the time frequently. They are to give notice of 5 minutes more" before the close of the examination, and are to order "stop 'writing" on expiry of the time.

11. They are to ensure that, the answer book from each candidate is, collected before he leave the examination-hall.
APPENDIX LVI
12. They are to sign at the end of all worked papers, arrange them serially and seal them in a cover, indicating the total number books, the subject and the date of the examination. The sealed cover is to be marked "SECRET" and dealt with in accordance with the orders issued on the subject.
PART 2. CONDUCT OF EXAMINATIONS
13. Candidates are to bring their own pens, ink, erasers, parallel rules, slide rules, mathematical boxes, log tables, etc. They are also to bring their identity/admission cards with them for the purpose of identification.
14. No candidate is to bring into the .examination-hall any article other than cigarettes or those specified in Paragraph 13 above.
15. (a) No candidate is . to be admitted to the examination-hall more than IS minutes before or 30 minutes after the commencement of the examination.
(b) No candidate is to leave the examination-hall until after the expiration of one four from the commencement of the examination.
(c) No candidate who has left the examination-hall during the examination without the permission of the invigilating officer is to be allowed to reenter the examination-hall.
16. If a candidate after filling one answer book, needs more paper, he is to be supplied with an additional answer book. In no case plain paper/loose sheet is to be supplied to the candidate.
17. Silence must be preserved in the examination-hall; if candidates need any, thing they are to stand up and state their needs to the invigilating officer. Disorderly or improper conduct on the part of a candidate may result in his dismissal from the examination-hall.

18. Candidates may be allowed to smoke during the examination. This, however, is not permissible if smoking is prohibited in the vicinity.

19. No candidate is to copy from the papers of any *other* candidate, or permit his own papers to be copied, or give or attempt to give, or obtain or attempt to obtain. irregular assistance of any description.

- 20. Any candidate found indulging in a malpractices is to be turned out immediately from the examination-hall, a suitable notation made on his answer book and, if a service candidate, the matter reported to the Commanding Officer.
- 21. If during the valuation of the answer books, a candidate is suspected of any malpractice, he may forfeit his candidature in the whole examination and be liable, if a Service candidate, to disciplinary action.
- 22. Any person who is established to have given any irregular assistance to a candidate, directly or indirectly, will be liable, if a Service person, to disciplinary action.
- 23. If an examination is established not to have been conducted strictly in accordance with these instructions thus paving the way for malpractices, a strong disciplinary action will be taken against the offenders.
- 24. The despatch/submission of the answer books after the close of the examination is not to be delayed without proper justification.

APPENDIX LVII

CHIEF OF THE NAVAL, STAFFS INSPECTION AND WALK-ROUND

(Article 5329)

PART L INSPECTION

- I. The following will be the standard procedure for inspection by the Chief of Naval Staff.
- 2. Ships: (a) Ships are to be at immediate notice for steam by 0900 on the day of the inspection.
 - (b) The rig for officers and sailors is to be the ceremonial dress. Officers

not in possession of swords are not required to wear them.

(c) Guard is to be paraded and ship's company fallen in facing outboard

by 0855.

- (d) The Chief of Naval Staff will come alongside in his barge flying his nag at 0900 and is to be received at the gangway by the Commanding Officer and the Officer of the Watch.
- (e) On arrival on board, the Chief of Naval Staff will inspect the guard after which officers will be introduced. Divisional Officers will then break off and join their divisions.

- (f) The Chief of Naval Staff will then walk round divisions.
- (g) On completion, Chief of Naval Staff request men will piped, the remainder of the ships' company being piped to shift to working, dress after which the Chief of Naval Staff will carry out rounds.
 - *Note:* The fact that the Chief of Naval Staff will see request men is to be piped round the ship 24 hours beforehand and requests are to be made in writing through the Divisional Officer's in the usual way. For detailed instructions, see Part 3.
- (h) Ship will then weigh and proceed out of harbour to an anchorage where general drill will be carried out. On completion hands will be piped to dinner.
- (i) Ship will weigh one hour after hands have been piped to dinner and proceed to sea, if possible in company with one or more ships, and carry out exercises at sea, returning to harbour by 1800.
 - (j) Guard will not be required when Chief of Naval Staff departs.
- 3. Books: (a) During the course of the day the staff will inspect all books and records. These should be available in the Wardroom throughout the day except

during meal hours.

- (b) The Chief of Naval Staff will sign the following books personally:
- (i) Ship's Long.
- (ii) Captain's and First Lieutenant's Punishment Books.
- (iii) Captain's Request Book.
- (c) All other books and all public and non-public fund accounts will be signed by the staff accompanying the Chief of Naval Staff.
- 4. *shore Establishments:* (a) The Chief of Naval Staff will arrive at 0900 and is to be met by the Commanding Officer and the Officer of the day.
 - (b) Paragraph 2(b), (c), (f), (g), and (j) applies.
 - (c) The staff will commence inspecting books immediately after rounds.
- 5. After the Chief of Naval Stairs rounds the lower deck is to be cleared when one or more, evolutions applicable to the establishment will be carried out.
- 6. The Chief of Naval Staff would like an opportunity of talking informally with officers after the evolutions.
- 7. *Notice prior* for *inspection:* Normally at least 14 days notice will be given prior to a ship or establishment being inspected B.N. Form 162 will be sent at least 10 days prior to the inspection.

8. Alteration is drawn to Articles 1746, 1752 and 5021.

PART 2, WALK-ROUND

9. A walk-round by the Chief of Naval Staff will not be notified until 0800 on the day in question when the Commanding Officer will be informed by telephone or signal whichever is the fastest means. 10. The following procedure will then be carried out: (a) The Chief of Naval Staff will arrive accompanied by Flag Lieutenant at 0900 and is to be met at the gangway by the Commanding Officer and Officer of the day. (b) Guard is not to be paraded unless this is part of the daily routine of the ship or establishment being visited. It will not be specially inspected, nor will officers he introduced. (c) The ship's company is to be fallen in at divisions and will be inspected by the Chief of Naval Staff. The guard, if paraded, will be in the course of inspecting divisions. (d) In a shore establishment, the ship's company will march past on completion of inspection of divisions. (e) The ships company will then carry on work or instruction, as the case may be, and the Chief of Naval Staff will walk round, indicating anything which he particularly wishes to see. "Rounds" in the normal sense will not be carried out. (f) No request men are to be brought forward on these occasions. 11. The object of a walk round is to enable the Chief of Naval Staff to see the ship or establishment engaged in its normal day's work without any special preparation having been made for him.	
(a) The Chief of Naval Staff will arrive accompanied by Flag Lieutenant at 0900 and is to be met at the gangway by the Commanding Officer and Officer of the day. (b) Guard is not to be paraded unless this is part of the daily routine of the ship or establishment being visited. It will not be specially inspected, nor will officers he introduced. (c) The ship's company is to be fallen in at divisions and will be inspected by the Chief of Naval Staff. The guard, if paraded, will be in the course of inspecting divisions. (d) In a shore establishment, the ship's company will march past on completion of inspection of divisions. (e) The ships company will then carry on work or instruction, as the case may be, and the Chief of Naval Staff will walk round, indicating anything which he particularly wishes to see. "Rounds" in the normal sense will not be carried out. (f) No request men are to be brought forward on these occasions. 11. The object of a walk round is to enable the Chief of Naval Staff to see the ship or establishment engaged in its normal day's work without any special preparation having been made for him.	
by the Commanding Officer and Officer of the day. (b) Guard is not to be paraded unless this is part of the daily routine of the ship or establishment being visited. It will not be specially inspected, nor will officers he introduced. (c) The ship's company is to be fallen in at divisions and will be inspected by the Chief of Naval Staff. The guard, if paraded, will be in the course of inspecting divisions. (d) In a shore establishment, the ship's company will march past on completion of inspection of divisions. (e) The ships company will then carry on work or instruction, as the case may be, and the Chief of Naval Staff will walk round, indicating anything which he particularly wishes to see. "Rounds" in the normal sense will not be carried out. (f) No request men are to be brought forward on these occasions. 11. The object of a walk round is to enable the Chief of Naval Staff to see the ship or establishment engaged in its normal day's work without any special preparation having been made for him.	10. The following procedure will then be carried out:-
 (c) The ship's company is to be fallen in at divisions and will be inspected by the Chief of Naval Staff. The guard, if paraded, will be in the course of inspecting divisions. (d) In a shore establishment, the ship's company will march past on completion of inspection of divisions. (e) The ships company will then carry on work or instruction, as the case may be, and the Chief of Naval Staff will walk round, indicating anything which he particularly wishes to see. "Rounds" in the normal sense will not be carried out. (f) No request men are to be brought forward on these occasions. 11. The object of a walk round is to enable the Chief of Naval Staff to see the ship or establishment engaged in its normal day's work without any special preparation having been made for him. 12. Ships may be required to have steam at the expiry of whatever notice they happen to be at the Chief of Naval Staff's visit. 	
guard, if paraded, will be in the course of inspecting divisions. (d) In a shore establishment, the ship's company will march past on completion of inspection of divisions. (e) The ships company will then carry on work or instruction, as the case may be, and the Chief of Naval Staff will walk round, indicating anything which he particularly wishes to see. "Rounds" in the normal sense will not be carried out. (f) No request men are to be brought forward on these occasions. 11. The object of a walk round is to enable the Chief of Naval Staff to see the ship or establishment engaged in its normal day's work without any special preparation having been made for him. 12. Ships may be required to have steam at the expiry of whatever notice they happen to be at the Chief of Naval Staff's visit.	
guard, if paraded, will be in the course of inspecting divisions. (d) In a shore establishment, the ship's company will march past on completion of inspection of divisions. (e) The ships company will then carry on work or instruction, as the case may be, and the Chief of Naval Staff will walk round, indicating anything which he particularly wishes to see. "Rounds" in the normal sense will not be carried out. (f) No request men are to be brought forward on these occasions. 11. The object of a walk round is to enable the Chief of Naval Staff to see the ship or establishment engaged in its normal day's work without any special preparation having been made for him. 12. Ships may be required to have steam at the expiry of whatever notice they happen to be at the Chief of Naval Staff's visit.	
 (e) The ships company will then carry on work or instruction, as the case may be, and the Chief of Naval Staff will walk round, indicating anything which he particularly wishes to see. "Rounds" in the normal sense will not be carried out. (f) No request men are to be brought forward on these occasions. 11. The object of a walk round is to enable the Chief of Naval Staff to see the ship or establishment engaged in its normal day's work without any special preparation having been made for him. 12. Ships may be required to have steam at the expiry of whatever notice they happen to be at the Chief of Naval Staff's visit. 	
will walk round, indicating anything which he particularly wishes to see. "Rounds" in the normal sense will not be carried out. (f) No request men are to be brought forward on these occasions. The object of a walk round is to enable the Chief of Naval Staff to see the ship or establishment engaged in its normal day's work without any special preparation having been made for him. Ships may be required to have steam at the expiry of whatever notice they happen to be at the Chief of Naval Staff's visit.	(d) In a shore establishment, the ship's company will march past on completion of inspection of divisions.
will walk round, indicating anything which he particularly wishes to see. "Rounds" in the normal sense will not be carried out. (f) No request men are to be brought forward on these occasions. 11. The object of a walk round is to enable the Chief of Naval Staff to see the ship or establishment engaged in its normal day's work without any special preparation having been made for him. 12. Ships may be required to have steam at the expiry of whatever notice they happen to be at the Chief of Naval Staff's visit.	
 11. The object of a walk round is to enable the Chief of Naval Staff to see the ship or establishment engaged in its normal day's work without any special preparation having been made for him. 12. Ships may be required to have steam at the expiry of whatever notice they happen to be at the Chief of Naval Staff's visit. 	will walk round, indicating anything which he particularly wishes to see. "Rounds" in the normal sense will not
its normal day's work without any special preparation having been made for him. 12. Ships may be required to have steam at the expiry of whatever notice they happen to be at the Chief of Naval Staff's visit.	(f) No request men are to be brought forward on these occasions.
its normal day's work without any special preparation having been made for him. 12. Ships may be required to have steam at the expiry of whatever notice they happen to be at the Chief of Naval Staff's visit.	
Staff's visit.	
13. The normal rig of the day is to be worm by both officers and sailors.	13. The normal rig of the day is to be worm by both officers and sailors.

APPENDIX LVII

PART 3. CHIEF OF NAVAL STAFFS REQUESTMEN

- 14 The object of (chief of Naval Staff's request men is to enable men to see the Chief of Naval Staff personally about problems which are:-
 - (a) either outside the scope of their Commanding officer's powers, or
 - (b) which he (the Commanding Officer) has been, unable to, settle for them.
- 15. Commanding Officers must take this into account before allowing a request to go forward and normally, a request which is made to the Captain for the first time, by a man who wishes, appear as a Chief of Naval Staff's requestman and which is within the powers of his commanding Officer to deal with should not be approved.
- 16. Not more than one sailor should be allowed to put in a request on the same subject, so that there is no possibility the contravention of the provisions of Article 0241.
- 17. The investigation of requests requires a considerable amount of research and it is not often an immediate answer can be given. To ensure that such requests are progressed, they are to form the subject of a letter giving full details, from the Commanding Officer to the Chief of Naval Staff by name, such letters to be dispatched in triplicate not later than 24 hours after the inspection. The chief of Naval Staff will then himself initiate action with the Directorate concerned, who will forward the required information to him as a matter of priority, this being collected by the Secretary and forwarded to the Commanding Officer concerned under the Chief of Naval Staff's signature giving decisions of remarks, as appropriate.

APPENDIX LVIII

PAY AND ALLOWANCES COMPLAINT FORM

(Article 6220)

COMPLAINTS ABOUT DELAY IN SETTLEMENT OF PAY AND ALLOWANCES

1. Account No.	
2. P. No./O.No	
3. Rank	
4. Name (in block letters)	
5. Authority for claim	
6. Enclosures of copies of relevant documents, if a	any
7. Date on which the claim accompanied by releva	ant documents was (first)
forwarded to the CAN	
8.Brief history of the complaint	
9. Commanding officers remarks:	
I am satisfied that the complaint is genuine and that	ut
No	
Date	Rank
Station	Commanding Officer BNS

10.C.N.A's reply
(cignotum of CNA)
(signature of CNA)
ADDENIDIV I IV
APPENDIX LIX
INFORMATION ON TRAVELLING ABROAD
(Article 5330)
PASSPORT AND VISAS
1. As passport and visa requirements vary according to the political relationship between government, it is essential that all persons proceeding abroad should acquaint themselves with current orders on the subject.
Passport
2. A passport is a travel document issued by the Government, permitting an individual to travel to the countries named in it. In case it is desired to visit countries other than those mentioned in the passport, an application to this effect should be made to the Passport Issuing Authority in Bangladesh or abroad.
3. The application form for passport is obtainable from any Passport Issuing Authority.
4. The application form should be carefully studied and filled in properly, paying attention to the following points :
(a) Christian names as well as surname must be given and in block letters.
(b) Only rank is to be indicated and not P.No./O.No, location and name of ship or establishment.
(c) The address given by the applicant will be the permanent home address.

(d) The word "Navy" will be written against the column "Occupation".

- (e) Three passport-size unmounted photographs (with full face, head and shoulders) in uniform must accompany each application for passport.
- (f) The signature/thumb impression, one of the photographs and the correctness of the applicants statement must be attested by -an authorized witness.
- (g) The application form duly filled in together with the photographs is to be forwarded through Naval Headquarters, to the nearest Passport Issuing Authority well in advance of the date of departure. In the covering letter forwarding the application, Service personnel will give the address as "care of ship/establishment" in which they are serving.
- (h) A certificate on the form given in Annexure A to this appendix is also to be forwarded in duplicate to the Divisional Sea Transport Officer or Naval Headquarters as the case may be, for onward transmission to the Passport Issuing Authority.
- 5. Personnel proceeding abroad with their families should apply for separate passports for themselves and their families.
- 6. The following categories of persons proceeding abroad on official duty. or employed abroad are granted gratis passport or renewal of passport facilities:-
 - (a) Government servants, civil or military, residing in Bangladesh and proceeding abroad on official business.
 - (b) Wives and children of the above persons, accompanying or joining, including one servant.
 - (e) Relations of the above, accompanying or joining, provided a certificate is forthcoming that they are wholly dependent.
 - (d) Government servants, civil or military, employed abroad and proceeding to any other country on official business or returning to Bangladesh on leave. This includes non-official visits or pleasure trips to any other country. In such cases, however, visa fees should be paid by the persons themselves if gratis visa facilities for the country to be visited are not obtainable.
 - (e) Wives and children of those mentioned in (d) above, accompanying or joining, including one servant.
 - (f) Relations of those mentioned in (d) above, accompanying or joining, provided a certificate is forthcoming that are wholly dependent.

Charges for photographs required for passports and visas of the abovementioned persons are met from Government funds by the passport authorities, except photograph for visa referred to in (d) above.

- 7. The holder of a passport is always to bear the following points in mind:
 - (a) He should never make alterations in his passport. This is a criminal offence.
 - (b) He should never pack it while traveling; it must be in his pocket.
 - (c) He should, in his own interest, copy out the number of his passport and date of its issue in his note-book. He will constantly be asked for this information when traveling, especially by air.

(d) He should not lose it. But if he does, he should report its loss at once with its number and date of issue to the Chief Passport Officer, Dacca, or the nearest Bangladesh Mission, if abroad. A fresh passport will only be issued after searching enquiries; meanwhile, if abroad, he may be given an emergency certificate which enables him to make one journey home. (e) He should not travel on a passport which belongs to some one else. Wrongful possession of a passport is a criminal offence. (f) CO He should not travel without holding valid health certificates completed on the prescribed International Health Certificate. These are: (i) Certificates for vaccination against small-pox and inoculation against cholera, required internationally. (ii) Yellow fever certificates, required for personnel proceeding to or passing. through South or South East Africa. (iii) Other health certificates for scarlet fever, typhoid, typhus, etc. required for personnel proceeding to certain where restrictions are in force. APPENDIX LIX (g) He should bear in mind that in the absence of correct medical documents and passport he will not be permitted to leave the country. The passport is issued for a period of five years in the first instance, and can be renewed on application for a further period of five year. The total validity of a passport if thus limited to a maximum period of ten years. 9. (a) All passports (international of special) issued to officers in connection with service matters, e.g., for duty/course abroad, are to be withdrawn on termination of their service and returned to Naval Headquarters for disposal. (b) A passport (international or special) issued gratis or on payment to a sailors is to be withdrawn by the Commanding officer within 24 hours of the completion of the official journey and forwarded to the Drafting Authority for custody and re-issue when the sailors again proceeds abroad on duty. The passport is to be sent to Naval Headquarters for disposal when the individual concerned leaves the Service. Notes: (1) Passports of personnel dying in Service will be similarly

disposed of.

(2) Naval Headquarters, in case of o	fficers, and the Drafting	Authority, in case	of sailors, will	maintain records
of all such passports issued to or in	possession of officers and	l sailors.		

(3) "No Demand Certificate" referred to in Article 0811 will not be issued unless the individual has returned his passport to the ship or establishment concerned for disposal.

Visa

- 10. A Visa is an authenticating endorsement on a passport obtained from the Embassy, Legation or Consulate of country of destination. It is not a separate: document but a stamp affixed to the passport itself. It has two forms:
 - (a) Entry Visa: It is required for a Bangladeshi passport holder if the country of destination is India or any other country, other than Commonwealth countries. This applies both to sea and air passages.
 - (b) Transit Visa: It is required for a Bangladeshi passport holder, if he is to transfer from one passenger ship to another at a foreign port, or if the aircraft in which he is traveling is likely to stop for the night en route, in any country other than Commonwealth countries. Landing permits are usually issued by local authorities should passengers wish to land during the time a ship or aircraft halts at an inter mediate port or en route.
- 11. Government officials proceeding on official duty only are granted visa free of charge as a matter of grace and not of right. Foreign missions do not allow free visa facilities to individuals applying through travel agents.
- 12. Applications for visas are to be submitted well in advance to the Central Passport Office through the proper channel. Applications for visas to visit India by B.N. Service/Civilian personnel and their families are governed by the following rules:
 - (a) Service personnel intending to visit India, are to apply on the form given in Annexure B. to Naval Headquarters for grant of leave and permission to visit India.
 - (b) Service personnel -whose families are desirous of visiting India are to apply; on the form given in Annexure C, to Naval Headquarters for according permission to their families to visit India.
- 13. The countries being visited officially must be specified. The visas required for countries other than those visited on official business are to be obtained up the individuals themselves on the payment of the usual fees.
- 14. The British Service officers serving with the Armed Forces of Bangladesh are also granted visas free of charge when proceeding on leave/termination of service to foreign countries.
- 15. Except in the case of civilian gazetted officers and commissioned officers of the Defence Services, all applications for entry and travel visas for Egypt are to be accompanied with three passport-size photographs of the applicants. Photographs are, in all cases, to be provided in respect of personnel including cadets, apprentices, etc.

PART 2. IMPORTANT POINTS FOR PERSONNEL

TRAVELLING ABROAD

16. Passport and visas: A II personnel are required to be in possession of valid passports and visas as referred to in Part 1 of this appendix.
17. Health certificate. Valid health certificates as mentioned in Part I of this appendix are required.
18. Passage: Sea and air passages for Service personnel proceeding from Bangladesh on duty are booked by the Divisional Sea Transport Officer (Bangladesh), Dacca, and by the Bangladesh Mission abroad for return journey. All queries in connection with passages should be addressed accordingly. When the passage is arranged, full instructions regarding embarkation, documentation, date of sailing, time of departure, etc., are intimated to the individual taking passage and should be complied with.
19. Baggage: Baggage for CGS. moving on inspection duty or to and from camps of instruction-The C.G.S. moving on inspection duty or to and from camps of instruction may take such baggage as he desires provided his tour grant is not exceeded.
Annexure A to Appendix LIX
Grant of International Gratis Passport
CERTIFICATE
This is to Certify that
AuthorityLetter noDate

Rank.....

Station.....

Date	Commanding Officer. BNS
------	-------------------------

SEAL/STAMP

Annexure A to Appendix LIX

Grant of leave and permission to visit India

by B.N service/Civilian personnel.

APPLICATION FOR GRANT OF LEAVE AND PERMISSION TO VISIT

INDIA

1. P	No/O. No	2.	Rank	/Designa	ition	ı
3 .Na	ame(in block lette	ers)				
4. Da	ate of commissio	n/enrolment/app	ointme	ent		
5. Fa	ther's name and	address				
6. Re	eligion					
7. (a)) Date of migration	on to Bangladesh	1		••••	
(b)	Address in India	prior to migrati	on			
			•••••			
8. Ol	oject of visit			•••••		
9. Pl	aces and relation	s to be visited		•••••		
(a)	Places1.					
	2.					
(b)	Relation:					
~ .			Full India	address	in	

	-					
10	Det	ails of all pre	vious visits to Inc	dia since migration	•	
10.	Dec	ans or an pre	vious visits to in	and since inigration		
	(a)	Dates of de	parture for India.			
	(b)	Duration of	stay in India			
	(c) Places visited in India					
	(d)	Date (s) of r	eturn (s) to Bang	ladesh		
	(e)	Category of	visa granted			
11.	Peri	iod of leave re	equired	• • • • • • • • • • • • • • • • • • • •		
_		_	usly applied for		o, state the result, giving reference to	Naval Headquarters
BNS	S					
Date	e				(signature of application)	
					II	
No.						
Date	e					
1					individual is due	
		r the year arters.		and Will be A	llowed to avail of the leave, if sanctioned	by Navai

Rank

Naval Headquarters

(personnel Services Directorate)

Dacca

Annexure C to Appendix LIX

Grant of permission to visit India by families of

B.N service/Civilian personnel.

APPLICATION FOR GRANT OF PERMISSION TO VISIT INDIA

FOR FAMILIES

1.	P No/O. No
3.	Name(in block letters)
4.	Particulars of the persons with name and relationship for whom the permission is required :

S. No	Name	Relationship	Age

5. Date of Migration of Bangladesh					
	5. Address in India prior to migration to Bangladesh				
			f marriage		
(b) l	Nationality befo	ore marriage			
(c)	Present Nationa	ality			
(d)			o marriage		
8. Ob					
9. Pla	aces and relation	ns to be visited:			
(a)	Places1				
	2.				
(b)	Relation:				
S. No	Name of	Precise	Full address in		
	relation	relationship	India		
10. D	etails of all pre	vious visits to I	ndia since migration:		
(a	Date (s) of	departure for In	dia		
(t	Duration of	stay in India			
(0	e) Places visit	ed in India			
(c	d) Date (s) of r	return (s) to Ba	ngladesh		
(e	e) Category of	visa granted			

11. Place (village, mohalla, P.S., town, district) and date of birth					
12. Prese	ent address in Bangladesh				
13. Partic	culars of:				
(a)	Fathers name				
(b)	p) Father's occupation name				
(c)	Parrents address				
(d)	Brother's and their occupation				
	I certify that the information/particulars given is/are true the best of my knowledge and belief.				
BN					
Date	(signature of applicant)				
	II				
	COUNTERSIGNED				
No					
Date					

Rank...........
Commanding Officer,BNS...........
SEAL/STAMP

Naval Headquarters

(Personnel Service Directorate)

Daacca.