



JOIN INDIAN NAVY

Directorate of Personnel & Recruitment
BWING
IHQ-MoD(Navy)
Nousena Bhawan,
New Delhi 110011

10-Sept- 24

Ref no – 1024/07/SL/C-20 Admn-1/66-1/Rectt./Adm./2024-25/Vol.IV/ 718

APPOINTMENT LETTER AND CONDITION OF SERVICE FOR THE POST OF SUB LIEUTENANT IN THE INDIAN NAVY

Cadet - **KISHORE KUMAR S R - TR/CHL/A18/07-24.**

Shri KISHORE KUMAR S R son of Shri S RAMESHA is hereby offered an appointment to the post of **SUB LIEUTENANT** with further training as debated at **INDIAN NAVAL ACADEMY, EZHIMALA, KERALA** on the terms and conditions as mentioned below:

- 1 The period of short service commission will be 14 years. This may, however, be increased to permanent commission at the discretion of the appointing authority / authority higher than the appointing authority having said, the cadet has maintained the record during the service. During the period of commission, his appointment will be purely governed by THE INDIAN NAVAL SERVICE REGULATIONS -1973, NAVY ACT,1957 (62 of 1957).
- 2 (1) The cadet enrolled shall be administrated an oath or affirmation by his Commanding Officer, as is done for the regular Naval personnel vide schedule II.

(2) An entry to the effect that the person enrolled has taken oath or affirmation shall be endorsed in the enrolment form and shall be signed by him and authenticated by the signature of his Commanding Officer.
- 3 **Period of Probation and retention examination** - The cadet appointed to the commission in the Service shall be in probation for a period of three years and shall be confirmed in their appointment on passing the retention examination. Such confirmation shall be with effect from the date of joining the service. Officers of the Service shall be required to pass the retention examination within four years of the date of grant of a commission in the service, where an officer fails to pass the retention examination within the period prescribed in sub-regulation, he shall be permitted to resign failing which he shall be removed.
- 4 **Promotion** - (1) An officer of the service except one of the medical branches shall be eligible for substantive promotion to higher rank in time scale to the rank of Lieutenant and Lieutenant Commander on completion of three and eleven years of service respectively from the date of first commission if such officer –
 - (a) possess a satisfactory record of service.
 - (b) is regular in attending training periods as laid down from time to time.
 - (c) is recommended by the Commanding Officer.
 - (d) has qualified in case of promotion from Sub-Lieutenant to Lieutenant.
(2) Substantive Lieutenant Commanders with six to twelve years seniority in that rank shall be eligible for promotion to the rank of Commander on the basis of selection.
5. **Transfer and Secondment of Officers** - (1) An Officer appointed to an establishment may be transferred by the Naval Headquarters on order of disbandment of the establishment or otherwise to another establishment of the Service.
(2) An officer of the Service may be seconded from his establishment for a period not exceeding three years by the administrative authority concerned, subject to the approval of the Chief of the Naval Staff.
6. **Union Public Service Examinations** - (1) No Cadet actually serving in the Indian Navy is eligible to attend an open competitive examination for a situation in the civil service unless he produces to the Union Public Service Commission. When called upon to do so, the permission of his Commanding officer to attend the examination before the commencement of the competition.
(2) Before an applicant is granted permission to attend an examination under this regulation, his Commanding officer shall satisfy himself that the application is made for valid reasons, and that the applicant's retirement or discharge from the Indian Navy will probably be allowed in the event of his proving successful.
7. **Private and Public Employment** - The Cadet may, with the permission of the Chief of the Naval Staff, receive fees from private persons or private or public bodies, whose funds are not administered by the Government, for work done for such persons or bodies under the provisions of Financial Regulations.
8. **Interest in Contracts and Gifts** - The Naval personnel is not permitted to have any pecuniary interest or personal advantage in any Naval contract, or in the purchase of provisions or stores of any kind for the use of I.N. ships or the Naval service generally, unless the extent of their interest has been fully disclosed and the approval of the Government given for the contract or purchase to proceed notwithstanding such interest. No Naval person shall directly or indirectly accept any gift, gratuity or reward in respect of any act performed in his official capacity without the consent of the Government; nor shall he accept any gift, gratuity or reward from any person, to whom he can directly or indirectly show favor or disfavor in the exercise of his official function, or in circumstances where such acceptance might place him in an embarrassing position or affect the correct discharge of his duties.

9. **Civil Employment While on Leave** - (a) No officer will accept any private employment while on casual leave, annual leave or furlough.

(b) The permission of the Government will be necessary for acceptance of the following type of employment, while on leave preparatory to retirement or resignation of commission or release:

Employment under foreign governments - Permission for acceptance of such employment as defined in regulation 0132 (1) is required to be obtained by all commissioned officers irrespective of their rank. Application for obtaining Government permission for accepting employment under the provision of (b) above will be forwarded to the Chief of the Naval Staff giving full particulars in respect of the employment in question.

10. **General Duties – In Area** - (1) The Administrative Authority of an area shall be guided in the conduct of his general duties by the foregoing instructions, particularly as regards preparation for war and the training of the personnel, and shall also observe the following instruction relating to the special duties connected with his command.

(2) He shall be responsible for the prompt and complete equipment and manning of all ships in the area when commissioning, refitting or paying off.

(3) He shall consider all flag or other officers who are junior to himself and all ships present as under his orders, except such as are actually under the orders of a Senior (Flag or other) Officer then present, but such vessels shall be under his control in all matters provided for by the regulations of the port.

(4) He shall not interfere with ships arriving at or lying at ports within his station but not in sight of his flag unless specially directed to take them under his orders; and, except in some emergency which does not permit of reference to the Chief of the Naval staff, he shall not send any ships to sea except those which have been specially placed under his orders.

(5) During war he shall see that the authorized local regulations for the control of traffic are properly enforced, and he will further ensure the safety of the port by disposing the vessels under his special command in whatever manner may seem to him best suited to secure that end.

In War - (1) 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 harbor and off harbor installations from attack by the enemy.

(2) In exercising this responsibility, he shall cooperate with the Army, Air Force and Civil Defense Commanders and shall 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 Defense organization.

(d) The Underwater Seaward Defenses.

(e) The Boom and Net Defenses.

(3) He shall acquaint himself with all the powers vested in him under statutory rules framed in time of war or emergency.

(4) The Senior Officer at an Indian port in the command is responsible to the Flag or other officer in command of the area for compliance with these instructions within the area of his command.

11. **Inspections** – He shall muster and inspect every ship when ready for sea on first commissioning, or on newly commissioning after a long refit out of commission, but a ship commissioning for a flag shall be inspected before the flag is hoisted on board. A brief written report to the Chief of the Naval Staff of the results of the inspection will usually be sufficient.

Inspection of Detention Quarters – He shall inspect Indian Naval Detention Quarters in his area as early as possible in each year, reporting the result of his inspection to the Chief of the Naval Staff on the prescribed form.

Inspection of Hospitals and Sick Bays – (1) The Administrative Authority of the area shall inspect the Naval hospitals and any permanent sick bays within his command once a year or more often as he considers necessary. He shall there upon report to the Chief of the 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 carry out the inspection himself, he shall direct one of the Flag or other Senior Officer under his orders to do so.

(2) When temporary sick bays are hired, or established, he shall take care that they are frequently visited and inspected, in such cases not necessarily by one of the Senior Officers.

12. a. Identity cards issued to the officer shall be the property of the Government of India and shall be carried by the holder, at all times, on duty whether in uniform or in civilian clothes. The Commanding officer shall ensure by periodic inspection that all personnel under his command are in possession of these identity cards. He should also impress the importance of security of identity cards on all officers and sailors under his command. Arrangements should be made to check identity cards of all personnel when they leave the ship or return on board.

b. Identity card if lost has to be reported to the nearest police station, whilst filing the report, temporary pass shall be provided and later if found upon which the pass shall be returned to the NAVAL PROVOST MARSHAL, WESTERN NAVAL COMMAND, BOMBAY. Loss of identity card occurred due to negligence of the holder shall be an offence.

13. He will be allowed to draw his BASIC PAY under the -THE NAVY (PAY AND ALLOWANCES) REGULATIONS,1966 in the pay band of 56100 – 177500 (in rupees), LEVEL 10 adding up with THE MILITARY SERVICE PAY of 15500 Rs with grade pay of Rs. 5400 from 01.09.2025.


14. In case, he has not entered into the Government service (Central Govt.) before 01.01.2025, he will be entitled to the “NEW RESTRUCTURED DEFINED CONTRIBUTION PENSION SYSTEM” introduced wide Govt. of India, Ministry of Finance Notification no. 30/04/2023-ECB and PR dated 04/01/2024 and subsequent orders/ classifications issued in this regard from time to time.

15. **UNIFORM and DRESSES** – (1) The officer, from the time of his joining the Naval Service and till he is removed from it or retires shall wear the uniform as prescribed for his rank, except when he is absent on authorized leave or as is hereinafter provided.
(2) At reviews, public functions or entertainments given by the Naval, Army or Air Force authorities, by civil functionaries, or by the Armed forces messes, officers shall wear the uniform of their rank, as prescribed for the various occasions specified in the Uniform Regulations, and no deviations shall be allowed without special authority from the Senior Naval officer present.
(3) Uniform shall not be worn at fancy dress functions.
(4) Officers may wear plain cloths whilst on ordinary leave. Sub ordinate officers, while under initial training, may wear plain clothes in accordance with the rules framed by the training ship/establishment.
16. **LEAVE REGULATIONS** - Leave regulations applicable to commissioned officers (including Special Duties officers), subordinate officers, sailors and artificer apprentices of the Indian Navy, are given in the Navy Leave Regulations (INBR 53), as amended from time to time.
- Leave Abroad** – Officer desirous of proceeding on leave to a foreign country shall obtain the prior sanction of the Chief of the Naval Staff and conform to any special directions issued from time to time. Overstaying leave report has to be furnished. If an officer overstays any leave granted to him, a full explanation, supported by the necessary certificates, shall be forwarded to the authority granting the leave.
 - The cadet being desirous of pursuing the MASTER's DEGREE in abroad has been allocated the study leave for a period of 3 years upon which, he has to report yearly for a period of 1 month to the Lieutenant Commander in charge at INS VISHAKAPATNAM in order to execute his duty.
 - The cadet has to produce concerned documents as mentioned below to the CHIEF STAFF OFFICER (PERSONNEL and ADMINISTRATION), headquartered at NEW DELHI on or before 01.03.2025.
 - Admit card of the concerned university.
 - Letter of confirmation from the university.
 - VISA confirmation letter.
 - Cadet if failed to produce the documents will be asked to enter the training period commencing from 02.05.2025.
 - Once the Education leave period is complete, he is eligible to commence his training period with the date concerned to that particular year after completion of the leave.
17. **OFFICIAL SECRETS AND PUBLICITY** –
- Secret shall be applied to information and material, the unauthorized disclosure of which could be expected to cause serious damage to the national security, or national interests, or cause serious embarrassment to the Government in its functioning.
 - Confidential shall be applied to information and material the unauthorized disclosure of which could be expected to cause damage to the national security or would be prejudicial to the national interests or would embarrass the Government in its functioning.
 - Official reports, correspondence and documents of whatever description, whether classified or not are the property of the Government and shall not be disclosed, without special authority, to any person not officially entitled to receive them.
 - Any information of a professional nature obtained when traveling or employed on duty is the property of the Government. No such information shall be published in any form either anonymously or otherwise except with the prior permission of the Chief of the Naval Staff.
 - It is an offence against the Indian Official Secrets Acts, 1923 (XIX of 1923), for a person whether still belonging to the Naval service or not, to divulge any classified information, or any information acquired by him as a member of the Naval service unless authorized by the Chief of the Naval Staff to do so.
 - When instruction is given in classified matters, care should be taken to explain what is classified and what is not, and officers and sailors should be reminded of this regulation and warned that the provisions of the Official Secrets Act, 1923 (XIX of 1923), will still apply to them after they have left the Naval service.
 - The copy of signed documents of OSA 1923 shall be posted to the cadets address for his convenience and must be produced when the notice is issued by the Government of India.
 - Detailed information can be extracted from the Regulations of Indian Navy II, Ministry of Defense, CHAPTER 34, OFFICIAL SECRETS AND PUBLICITY 3401 – 3407.
18. **FORFEITURE** – The cadet if forfeits the post following the procedure as mentioned in the code of Indian naval auxiliary 1973, has to refund the Training charges, pay drawn during the Education leave along with the interest as determined by the Govt. of India, upon which he stands removed from the post.

If he is willing to accept this offer of appointment, he should contact the undersigned and is required to be present at INS CHILKA within 3 months from the date of issue of this letter. He shall have to produce all original certificates in support of educational qualification, SC/ST/OBC, age etc. for verification.

**Warning against
Impersonation**

Cadets' identity will be verified using technological means and biometrics. If impersonation is detected, the cadet will be disqualified at any stage of training or service and debarred from further selection opportunities. Also, cadet involved will be prosecuted under IPC Sections 420 (Cheating), 467 (Forgery of valuable security), 468 (forgery for cheating) and 471 (using genuine as forged).



DIRECTORATE OF RECRUITMENT
DEFENCE - NAVY SECTOR
NEW DELHI – 110011