

# **INSTRUCTIONS ON VICTUALLING FOR IN SHIPS AND ESTABLISHMENTS**



## **NAVAL VICTUALLING MANUAL (SHORT TITLE : NVM)**

**GOVERNMENT OF INDIA  
MINISTRY OF DEFENCE  
2017**

## PREFACE

1. This book is issued under the authority of the Government of India and supersedes the Indian Naval Victualling Directive 1997 as amended from time to time. Whenever changes/departures from the existing procedures/financial powers delegated to the lower authorities is necessary, requisite Govt sanction needs to be obtained. In other cases, the existing provisions in the relevant regulations/Govt Orders. NIs etc. will continue to operate wherever the provisions in the manual are in contradiction with them.
2. No deviation from the rules contained in this book is permissible without prior sanction of the Government of India.
3. The Chief of the Naval Staff, however, at his discretion, may, cancel/amend any of the administrative details contained herein which have no financial bearing. In case of doubt and in all matters of accounting, prior concurrence of the Controller General of Defence Accounts will be necessary.
4. This book is intended primarily for guidance of Logistics Officers of *IN* ships and establishments and officers carrying out victualling duties. All Logistics Officers are to acquaint themselves with instructions in the Directive and are to ensure that all officers and sailors in their department comply with them.
5. Officers are expected to interpret the regulations contained in this book reasonably and intelligently with due regard to the interests of the Service.

  
31.1.2018

(Ajay Kumar)

Under Secretary to the Government of India

New Delhi  Jan 2018

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## ERRATUM TO INBR – 14

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## **INTRODUCTION**

### **Purpose**

1. The purpose of the directive is to standardise the organisation and operation of victualling functions in *IN* Ships and Establishments.

### **Effective Date**

2. The accounting instructions prescribed herein shall be effective with immediate effect.

### **Table of Contents**

3. The arrangement of this book is such as to make it possible to locate described information by referring to the table of the contents at the beginning of each chapter for specific location.

### **Amendments**

4. All orders issued from time to time which add to, or modify these instructions shall be noted in all copies in use in *IN* ships/establishments.

5. A complete record of the amendments inserted shall be kept in the record of amendments provided for the purpose.

### **General**

6. All personnel concerned shall acquaint themselves with instructions in this INBR and are to ensure that the same are strictly complied with.

## **CHAPTER 1**

### **VICTUALLING ORGANISATION IN THE NAVY**

- (A) Victualling Organisation
- (B) Duties of Command Logistic Officer
- (C) Duties of Base Victualling Officer
- (D) Duties of Base Logistics Officer
- (E) Duties of Logistics Officer
- (F) Duties of Command Catering Officer

## **CHAPTER 1**

### **VICTUALLING ORGANISATION IN THE NAVY**

0101. The head of the victualling organisation in the Navy is the Principal Director of Clothing & Victualling (**PDCV**) at IHQ MoD(N)/DCV. He is responsible to the Chief of the Naval Staff through the Controller of Logistics (**COL**) for the efficient and smooth functioning of the organisation. He deals with all matters pertaining to the following: -

- (a) Provisioning, procurement, storing and accounting of Victualling Stores.
- (b) Allowances and Scales for issue of victualling stores.
- (c) Payment and Free Issue rates of victualling stores.
- (d) Regularisation of losses of Victualling stores.
- (e) Disposal of packing material pertaining to victualling stores.
- (f) To act as AHSP for victualling items and promulgate specifications of victualling stores.
- (g) Compilation of budget estimates for victualling stores.
- (h) Development and introduction of special types of victualling stores in co-ordination with Defence Research and Development Organisation (DRDO).
- (j) Administration of Base Victualling Yards (BVYs) including examination and reporting on their core functions.
- (k) Catering in ships and establishments.
- (l) Represent IHQ MoD(N)/DCV on various committees/panels concerned with service victuals. Advisor to the Joint Planning Committee on matters of Naval Victuals.
- (m) Publication of rates of CLR and MLR.
- (n) Liaison with other Services Headquarters and Defence Food Advisory Committee.



0102. **Duties of Command Logistics Officer.** Command Logistics Officers (CLOGO) on the Staff of the Administrative Authorities (AAs) are responsible for efficient management of Victualling and Catering organisations. They also act as advisers to the officers carrying out victualling/catering duties in their respective Commands. The duties of CLOGO are enumerated below: -

- (a) Conclusion of contracts for their Commands for fresh, dry and tinned provisions beyond financial powers of BVO.
- (b) Rendition of various Reports and Returns.
- (c) Ensure proper accounting of victuals and standard of readiness and maintenance of prescribed stock levels.
- (d) Carry out departmental inspection of ships/establishments on behalf of the AA and examine the accounting procedures followed.
- (e) Improvement of catering and menu management.
- (f) Guide the logistics officers within the Command.
- (g) Arrangement for issue of ration on payment/in kind to officers/sailors serving afloat, through BVYs.
- (h) Exercise financial powers for sanctioning expenditure and regularising losses on behalf of AAs when delegated with such financial powers.
- (j) Initiate changes/modifications/proposals originated within the Command and take up the same with IHQ MoD(N)/DCV, where necessary.
- (k) Implement IHQ MoD(N)/DCV directives within the Command.
- (l) Registration and development of wide vendor base to ensure healthy competition to achieve better prices.
- (m) To ensure that all contracts are concluded by BVO in time and sufficient stocks are maintained by BVYs.

0103. **Duties of Base Victualling Officers(BVO).** BVOs stationed in various commands are responsible for provisioning, procurement and to provide all entitled victuals to the ships

and establishments dependent on them. Following are the duties and responsibilities of the BVOs:-

- (a) To meet demands of victualling stores placed on him by various ships and establishments.
- (b) Responsible for provisioning and procurement of fresh, dry & tinned provisions through rate contract and maintain the stock to meet such demands.
- (c) To act as adviser to the AA and Commanding Officer of the ships/establishments dependent upon him on matters pertaining to victualling.
- (d) To draw up the estimated requirements of victualling stores and forward the same to Command HQ for budgetary estimates.
- (e) The maintenance and management of BVY, accounts of all victuals on IVMS (Integrated Victualling Management System) and Naval stores/Non Public Fund accounts.
- (f) The care, custody and preservation of stocks held in the BVY.
- (g) The maintenance of such reserves as may be ordered.
- (h) Arrangement for daily supply of fresh provisions.
- (j) To make payment issue of victualling stores to service personnel, pensioners and others entitled civilian personnel in accordance with laid down rules.
- (k) To issue Rations in Kind (**RIK**) to officers and sailors as directed by the AA.
- (l) To deal with any complaints made by ships and establishments regarding victualling stores.
- (m) To anticipate any circumstances which might alter the stock position and keep IHQ MoD(N)/DCV informed through AA.
- (n) To arrange disposal of surplus stocks held by ships and establishments.
- (p) To send samples of victualling stores to the Composite Food Laboratory (CFL)/

Naval Food Laboratory/Govt approved food laboratory/NABL Accredited Civil food laboratory to assess their Estimated Storage Life (ESL).

- (q) To ensure proper turnover of the stock.
- (r) To maintain the local resources diary.
- (s) To act as the contract operating officer for all supplies to the yard. ;
- (t) To assist Command HQrs in conclusion of contracts for supplies of fresh provisions to establishments situated at considerable distance from the yard in the interest of economy.
- (u) To arrange supply of spasmodic items to establishments drawing ration directly from ASC SD and arrange supplies of items not available through ASC Authorities by resorting to Local Purchase (LP) whenever necessary.
- (v) To receive infested stocks when surveyed by ships and establishments and arrange fumigation/sieving.
- (w) To arrange timely delivery/issue of perishable items like milk, meat, fish, eggs, vegetable and fruits etc. to ships/establishments.
- (x) To arrange disposal of victualling stores of ships on paying off.
- (y) To arrange trials, as and when ordered by IHQ MoD(N)/DCV through AA of new items of Victuals for introduction in the Navy and render consolidated trials reports.
- (z) To act as Officer-in-Charge/system administrator IVMS.

#### **Duties of Base Logistic Officer**

0104. The Base Logistics Officer (BLOGO) will be responsible for keeping, supervising examining the Victualling Accounts of the non self accounting ships/establishments under his control. He is to afford assistance as and when sought by non-self accounting ships/establishments on matters relating to the victualling. He is also to act as adviser to the Commanding Officer of such non-self accounting ships/establishments (see Art 0401).

### **Duties of Logistics Officer (LOGO)**

0105. The LOGO of a ship/establishment is responsible for the victualling of ship's company. In large ships and establishments Junior LOGOs are appointed as Dy/Astt. LOGO (Victualling) and work under the overall supervision of the LOGO.

0106. Victualling duties in ships and establishments involve the following:-

- (a) Procurement of provisions from sources of supply.
- (b) Stowage and preservation of provisions.
- (c) Issue of provisions as authorised.
- (d) Maintenance of relevant accounts in ILMS Version II.
- (e) Preparation and promulgation of the Mess Menu for the ship's company every week.
- (f) To ensure that food is cooked according to the Menu and issued to the messes.
- (g) Arrange for the payment issue of rations to the entitled personnel.
- (h) Arrange for the issue of Ration in Kind (RIK) to officers and sailors.
- (j) Ensure proper turn over and muster of stocks.
- (k) Rendition of Returns.
- (l) Ensure standard of readiness as regards stocks and arrangements for action messing, landing party rations.
- (m) To arrange for disposal of surplus stocks.
- (n) To deal with suggestions/complaints regarding food and take up matters with AA through Commanding Officer, where necessary.

- (p) To ensure galley hygiene.
- (q) To ensure security of victualling stores, store rooms and cooking places.
- (r) To evolve an efficient key routine within the unit for handling the keys of victualling stores, galleys and offices.
- (s) To disperse basic items of victuals in more than one store during War time to safeguard against enemy action.

### **Duties and Responsibilities of the Command Catering Officer**

0107. The Command Catering Officer, under the directions of CLOGO, is to carry out the duties in connection with the preparation, cooking and serving of food on board ships and establishments.

0108. The Command Catering Officer is responsible for the following: -

- (a) All matters pertaining to catering including galley/bakery equipment and mess traps.
- (b) Periodical inspection of catering organisation of ships and establishments.
- (c) Ensuring a high standard of messing on board ships and establishments.
- (d) **Visits.** The AAs are to arrange for the Command Catering Officer to visit various ships and establishments under their respective Commands at least once a month and as and when the services of the officer are requested for. During his visits, the Catering Officer is to give practical advice on catering and suggest methods of improvement of the quality and variety of preparations.
- (e) **Demonstration and Lectures.** The AAs are also to consider arranging practical demonstration of cooking of certain selected dishes at a convenient place for the benefit of the ships and establishments in their Command. They should also arrange for the Catering Officer to deliver periodical lectures stressing the importance of catering and give practical hints as necessary as also organise lectures on hygiene.
- (f) **Reports.** The Catering Officer is to submit 'Visit Reports' in the Form

prescribed as per **Appendix 'A'**. During monthly visits, only Part II of the report is to be rendered and the full report is to be rendered half-yearly. Further action on these reports is to be taken by the AA keeping IHQ MoD(N)/DCV informed, as necessary.

## **CHAPTER 2**

### **METHOD OF PROCUREMENT, SOURCES OF SUPPLY AND DEMANDING PROCEDURE**

- (A) Methods of Procurement
- (B) Sources of Supply to /N Ships and Establishments
- (C) Demanding Procedure
- (D) LP of Fresh Provisions at Indian Ports
- (E) Supply of Provisions at Foreign Ports

## **CHAPTER 2**

### **SOURCES OF SUPPLY, METHOD OF PROCUREMENTS AND DEMANDING PROCEDURE**

0201. Base Victualling Yards (BVYs) are the primary source of supply for all provisions required for the Navy. Therefore provisioning and procurement of victuals is arranged by BVYs and annual rate contracts for fresh, dry and tinned provisions are to be concluded by respective local area Headquarters/AAs/BVYs/BLOGOs/Units in accordance with delegated financial powers of respective CFAs. Provisioning of dry and tinned provisions will continue to be arranged by Quartermaster General's (QMG) Branch at Army Headquarters (AHQ) for the stations not delinked from APO/ASC.

0202. Procurement of ration items will be undertaken based on Specification promulgated by AHSP, Defence Food Standardisation Committee, AGMARK, ISI, FPO, MFPO, BIS or any other GoI approved specifications.

0203. All purchases will be carried out as per the provisions of DPM and GFR and any other instruction issued by the Govt. from time to time. Ration samples will be inspected at NABL accredited Govt/Pvt Labs/Naval Food Laboratory/Composite Food Laboratory/In-house Lab for adherence to specifications or self certified in case of COTS/Branded goods.

#### **Method of Procurement**

0204. Following procedures are adopted for procurement of supplies:-

- (a) Central purchase/Rate contract.
- (b) Annual Rate Contract.
- (c) Local Contracts.
- (d) Local Purchase.

0205. **Central Purchase/Rate Contract.** This is done through PDCV/BVYs.



0206. **Annual Rate Contract by Local HQ/AA.** Fresh, dry and tinned provisions, Annual Rate Contracts are to be concluded by local HQs/AAs for their dependent units and units may be made Direct Demanding Officers (DDOs) if required.

0207. **Local Contracts by BVYs/Units.** BVYs/Concerned CFAs are to conclude the local contracts for the provisions which are not covered under the Annual Rate Contracts under the delegated financial powers.

0208. **Local Purchase.** Local purchase supply includes the following:-

- (a) Purchases of articles of central supply to meet temporary and un-expected rise in demands.
- (b) Purchases from time to time of articles for which demands are spasmodic and it is not advantageous to conclude local contracts.
- (c) Purchases of articles in the emergency.
- (d) Purchases of articles at the risk and expense of the contractors when they fail to supply provisions in accordance with the terms of the contracts.
- (e) Purchase of articles when tenders are not received or they are not acceptable, or the contract has not been renewed.

### **Sources of Supply to *IN* Ships and Establishments**

0209. Following are various sources from which *IN* ships and establishments obtain their requirements of victualling stores:-

- (a) ***IN* Ships at Indian Ports: -**
  - (i) From nearest BVYs based on the geographical proximity.
  - (ii) BLOGOs/ASC SDs.
  - (iii) Other Government agencies, if any.
  - (iv) Approved contractors.
  - (v) Local Market.

**Note:-**Ships are to endeavor to top-up dry and tinned provisions and fresh provisions as per the maximum stocking capacity from their home ports before a scheduled departure.

(b) **IN Ships at Foreign Ports.** Provisions are arranged as per details given below: -

- (i) By the Indian Mission (normally through local contractors).
- (ii) Local Naval or other Government agencies.
- (iii) Approved contractors.
- (iv) Local Market.

(c) **Shore Establishments.**

- (i) BVYs/BLOGOs
- (ii) ASC SDs.
- (iii) BVY/ASC contractors (in respect of fresh provisions only when specially arranged).

0210. **Condiments and Garam Masala.** Local contracts are to be concluded by the local HQs/AAs/BVYs for supply to ships and establishments through the BVYs.

### **Demanding Procedure**

0211. Victualling Stores are to be demanded online on IVMS. Sufficient advance notice as laid down in the local orders, should be given to the supplying authorities.

0212. On receipt of demand, the BVO will scrutinize and authorise the issue. Form IAFZ-2096 is used for the supply of provisions to the ships. Five copies of this form are prepared. On receiving provisions the LOGO of the ship or his authorised representative signs all the copies of the voucher (IAFZ 2096) and retains two copies (**Duplicate & Triplicate**) for ship's use. Remaining copies are to be returned to the BVO's representative. Demands of non-self accounting ships are arranged through the BLOGO at the station on the basis of data available with them. Raising of demands on above vouchers will be discontinued on successful integration of IVMS into ILMS Version 2.

### **Demands by Shore Establishments on BVYs/ASC SD for Dry Provisions**

0213. Demands by establishments are to be forwarded to the BVO/Officer Commanding, ASC SD as the case may be on form IAFZ-2098. Number of copies to be prepared and the disposal are as given below:-

(a) **When Provisions are drawn from BVY.** Form IAFZ-2098 is prepared in **quintuplicate** and first four copies are forwarded to the BVO concerned. **Original and quadruplicate** copies are pre-receipted, if the demanding officer does not collect the provisions himself. The disposal of the copies of IAFZ-2098 is as described at (b) below. However, raising of demands on above form will be discontinued on successful Navy wide implementation of IVMS/ILMS Version 2.

(b) **When Provisions are drawn from ASC SD.** Form IAFZ-2098 is prepared in **sextuplicate** and first five copies are forwarded to the source of supply. If the provisions are collected by the authorised representative of the demanding officer, **original and quadruplicate** copies are to be pre-receipted. When provisions are collected by the demanding officer, all the five copies are to be receipted by him at the time of collection of provisions. Provisions are inspected for quality and quantity at the time of collection. One copy of IAFZ-2098 is given to the establishment duly completed as a supporting voucher for the account. A gate pass is also issued for necessary check/records at the gate.

0214. The names of officers authorized to sign demands and sailors authorized to collect provisions together with their specimen signatures are to be forwarded to the Supplying unit. They are to ensure that changes in such personnel are intimated to the BVYs/ASC SD.

### **Demand by Shore Establishments on BVYs/ASC SD for Fresh Provisions**

0215. The following procedure is to be followed for drawing fresh provisions from BVYs/ASC SD: -

(a) Demands are to be placed on form IAFS-1555, pads of which are maintained by the BVYs /ASC SD separately for each units. These forms are printed in two copies or

in two foils, known as **Dispatch and Acknowledgment Foils**. The authorised representative of the establishment collects the provisions from BVY/ASC SD, daily at the prescribed time of issue. Unit rep checks the items and accepts them giving receipt on the acknowledgment foil. He then enters the next demand on the reverse of the acknowledgment foil. The dispatch foil duly signed by BVY/ASC SD representative is brought to establishment with provisions by representative of the establishment.

(b) At the end of the month, a consolidated voucher is prepared by the BVY/ASC SD on form IAFZ-2096 (five copies) for the total quantity of fresh provisions supplied to each establishment during the month. These vouchers are then sent to the units concerned. The Logistics Officer after verifying the total quantities of provisions received, from the dispatch foils and the monthly Victualling Account, receipts the consolidated voucher. Two copies are retained by the establishment for its accounting and the remaining copies are returned.

#### **Occasional Demands by visiting Ships on ASC SD**

0216. Ships are to forward their requirements of provisions to Senior Naval Officer of the station or ASC SD at such ports where ASC SD is the only Source of Supply. Necessary letter/signal for such requirement should clearly indicate the time, date and place of delivery. Senior Naval Officer at such stations are to co-ordinate and provide all necessary assistance.

#### **Supply of Fresh Provisions Direct to Shore Establishments by BVY Contractors**

0217. Due to distance factor, supplies of fresh provisions may be arranged by BVO Contractors locally, direct to the establishments. To record all such supplies, a form IAFS-1520 for each item is issued to the Units for each month prior to commencement of month.

#### **Local Purchase of Fresh Provisions by Ships at Indian Ports**

0218. In case of emergent situation and due to non-existence of authorised Source of Supply, ship may obtain limited fresh provisions by resorting to local purchase at that station. Financial powers for such purchases are laid down in Financial Regulations and NIs as amended from time to time.

### **Supply of Provisions at Foreign Ports**

0219. Supply of victuals for the ships visiting foreign ports is normally arranged by Govt. representatives at the ports. Where no Govt. representatives exists requirement of such provisions is met through local purchases. Govt. approves payment for such provisions in foreign currency at these ports.

### **Acceptance of Provisions**

0220. All food provisions are to be checked before receiving for the quality and quantity. In case of bagged supplies of dry provisions, deficiencies not exceeding 1.25 % are to be accepted by receiving ships/establishments as a possible loss in weight due to dryage. Such deficiency due to dryage should not be accepted as a routine matter and such deficiency should be accepted only on the original bagged items and not the quantities which are re-bagged by ASC SD/BVY. Where the shortage is more than 1.25%, the item is to be accepted for its actual weight and the margin of 1.25% is to be disregarded. Sugar is to be accepted for its actual weight.

### **Demands at Ports other than Home Port**

0221. As far as possible, ships should draw their bulk supplies only from the Victualling yard on which they are dependent. If for any reason due to inadequate stowage facilities on-board or non-availability of stock at home port and extended cruise/exercise etc, the requirement of additional quantity of provisions arises, timely information of the quantities required should be intimated to the Senior Naval Authority of the port for arranging supplies.

## **CHAPTER 3**

### **INSPECTION OF PROVISIONS**

- (A) Inspection of Provisions
- (B) Inspection of Provisions Supplied by Contractors  
Direct to Establishments
- (C) Inspection of Victualling Store on Charge of  
Ships and Establishments

## **CHAPTER 3**

### **INSPECTION OF PROVISIONS**

0301. **Inspection of Provisions.** Acceptance of supplies at the time of drawing from the BVYs/ASC SDs or in the case of ships, when the provisions are delivered on board by the representative of the BVO, is final. Supplies must therefore, be examined for quantity and quality at the time of acceptance. In case, there is any difference of opinion, as to fitness and quality of victualling stores, between the receiving ships/ establishment and the Source of Supply, at the time of acceptance of provision, following actions will be taken:-

(a) **Fresh Provisions.**

(i) The matter should be reported by the LOGO of the Ship/establishment to the Head of the Source of Supply/Contract Operating Authority. If he upholds the complaint of the LOGO, he will order the supplies to be replaced or offer substitutes.

(ii) If the time does not permit for replacement, or, the Head of source of Supply/ Contract Operating Authority does not uphold the complaint of the LOGO of the ship/ establishment, the matter should immediately be reported to the Commanding Officer/ Cd LOGO/Sr LOGO of the station. He would then order a Board of Officers including a Medical Officer, if available, to inspect the Victuals. If in the opinion of the board, the provisions are fit for human consumption, they are to be accepted and no further action is necessary. If the board is of the opinion that the items are not fit for human consumption, the provisions are to be disposed off as per the recommendation of board and loss is to be regularised by the Source of Supply. A copy of survey report of such provision is also to be forwarded to the AA/Senior Naval Officer of station for information and further action.

(b) **Dry Provisions.**

(i) In the case of dry provisions, if the receiving officer suspects the fitness of quality of any item at the time of acceptance, the matter is to be reported to the BVO/Officer Commanding, ASC SD, who, if he agrees with the receiving officer will place the stores under suspense account and make the issues from different stock. If the BVO/Officer Commanding, ASC SD does not agree, the matter is to be reported by the Commanding Officer of the ship/establishment to the local AA/ Senior Naval Officer. The AA/Senior Naval Officer is to depute a Medical Officer and one more officer to inspect the stores. If these officers are of the definite opinion that the stores are fit for human consumption, these are to be accepted by the ship/ establishment.

(ii) If the supplies cannot be categorically declared fit for human consumption, these are to be transferred to the suspense ledger of the BVY. The BVO is to send representative with samples of the store to the nearest CFL/NABL accredited Govt/Private Lab/Naval Food Laboratory/In-house Lab for reports. In case of the supplies from ASC SD, the matter will be reported to the Station Commander for decision on the subject.

0302. **Inspection of Provisions Supplied by Contractor Direct to Establishment.**

Supplies made by the contractor must be inspected personally by the LOGO/Officer carrying out victualling duties. He must ensure that the items supplied by the contractor are of the correct specification and conform to the terms of supply schedule and of the contract. A separate inspection record should be maintained showing the particulars of supplies rejected together with the remarks of the Inspecting Officer. If any difference of opinion arises between the LOGO of the establishment and the contractor, as to the quality and condition of stores supplied by the contractor, the matter should be reported to the Contract Operating Authority. If the Contract Operating Officer upholds the complaint of the LOGO, he will order the contractor in writing to replace the rejected supplies within a given time. If the contractor fails to comply with this order, the items will be purchased by the Contract Operating Officer at the Risk and Expense of the contractor. If the time or any other factor does not permit this course of action,



substitutes including tinned provisions may be utilised at the contractor's Risk and Expense.

0303. **Inspection of Victualling Stores on the Charge of Ship /Establishment.**

Victualling stores once issued by the BVY/ASC SD and accepted by a ship/establishment become the responsibility of that ship/establishment. LOGOs are to carry out periodical inspection of Victualling stores to ensure that stocks are in good condition.

0304. If there is any doubt as to the condition of stores held on board, such stores should at once be segregated from all other supplies and every precaution taken to prevent further deterioration/contamination. In the case of shore establishments, samples of such items are to be sent to the nearest CFL/NABL accredited Govt/Private Lab/Naval Food Laboratory for opinion thereon. Such opinion is final as regards the actual condition of stores (For details regarding sampling and the CFL reports see Chapters 13 & 14). In the case of ships, the items are to be landed with the concerned BVY by preparing form IN-715 and quantity charged off in the current Victualling account for the month.

## **CHAPTER 4**

### **ACCOUNTING OF VICTUALS**

- (A) Victualling Account (Form IN-213)
- (B) Maintaining of Combined Gangway Victualling & Check Book (Officers/Sailors)
- (C) Bakery Account
- (D) Supplement to IN-213 (Form IN-213'a')
- (E) Regularisation of Losses
- (F) Underdrawal/Over-issue of Ration
- (G) Survey
- (H) Issue to other Ships & Establishments
- (J) Cleaning of Rice
- (K) Ice for Preservation of Fresh Provisions
- (L) Disposal of Coal Dust
- (M) Wastage on Bagged Supplies and Fresh provisions
- (N) Payment and Free Issue/Wastage by BVY on Retail issues

## **CHAPTER 4**

### **ACCOUNTING OF VICTUALS**

0401. **Victualling Account (Form IN-213)**. This account is to be maintained by all self-accounting ships and establishments on form IN 213 and rendered monthly with all relevant vouchers to the Controller of Defence Accounts (Navy)/Naval Local Audit Officer, within 15 days of closing the account. */N* Hospital ships are permitted to render the account by the 22<sup>nd</sup> of the month following the month to which it pertains. This is a comprehensive account of all Victuals received/issued, survey/muster etc. Form IN-213 is self explanatory. This account is to be maintained correctly and completely for specific data required for each line/column. Non-self accounting ships and establishments are to submit the rough Victualling Accounts on form IN-213 to the respective BLOGO by 10<sup>th</sup> of the following month. The BLOGO shall scrutinise the rough accounts and prepare fair accounts on IN 213 for forwarding to the Audit Authorities along with supporting vouchers by 15<sup>th</sup> of the following month.

0402. While maintaining combined Victualling Account for Officers and Sailors the following additional details are to be incorporated in IN 213: -

- (a) Strength of Officers and Sailors should be shown on page 13, separately indicating number of Officers victualled on board and those drawing RIK.
- (b) All receipts be shown in the Victualling Account at lines 6 to 14.
- (c) Issues to Officers are to be shown in lines 18, 21 and 22 as convenient, instead of making transfer vouchers from Sailors Victualling Account to Officers Victualling Account.
- (d) The physical muster of Sailors is to be carried out quarterly on 31 Mar, 30 Jun, 30 Sep and 31 Dec and the copy of Nominal Roll submitted along with Victualling Account to the concerned Audit authority.

0403. **Combined Gangway Victualling Book and Check Book (Officers/ Sailors).**

Gangway Victualling Book (IN-176) (GVB) and Check Book (IN-177) (GCB) are to be maintained by the Regulating Staff in all ships and establishment. Where no such staff is borne, the Commanding Officer may detail an officer to be responsible for their correct preparation and disposal. Arrangements are to be made that the Gangway Victualling and Check sheets reach the Victualling Office daily so as to enable him correct issue of rations to the galley for the entitled personnel. Record of GVBs & GCBs is the basis of daily victualling strength and the same is used for preparation of Victualling Account. In large shore establishments/ships it may be necessary to maintain more than one Victualling Account. Where this is essential, separate Gangway Victualling and Check Books are prepared for each account.

0404. **Bakery Account.** Shore establishments having bakeries, are to render monthly Bakery Account separately on form IAFS-1557 to CDA(N)/NLAO concerned. At the end of a calendar year, shore establishments and BVYs, having Bakeries, are to render a production account to the Controller of Defence Accounts (Navy), for working out the production cost of bread baked. Procedure for the preparation and rendition of the production account is given in **Appendix `B'** to this directive. In case of ships having own bakeries, all ingredients used for production of bread are to be shown as expenditure in appropriate columns of Victualling Accounts (IN-213) and bread is to be taken on charge in the appropriate receipt column.

0405. The working or rough copy of the account is to be written daily by all ships and establishments. Entries are to be made in ink. The designation "working" or 'rough' copy does not imply that this may be kept irregularly or without care. This is the primary record of the Victualling of the ship and should be maintained upto date at all times.

0406. **Supplement to IN-213 - Form IN-213(a).** This form will only show the detailed daily issues made during a month. The total issues made are to be transferred to form IN-213. All ships/establishments are to keep one copy of each form IN-213 and form IN-213(a) - supplement to IN-213 for record.

0407. Copy of necessary credit vouchers of cash for issue of ration on payment or recovery of ration etc. is to be submitted with the Victualling Account.

0408. Extra rations issued in accordance with regulations for climatic or working conditions etc. are to be supported by necessary certificates from Commanding Officer indicating the total number of days and personnel.

0409. **Differences found on muster (line 29, Page 2-6).** Differences revealed between the actual quantities found on muster and the balance as per account which cannot be adjusted are to be investigated and necessary action taken to regularise the discrepancies in the following manner: -

(a) In case of surpluses, a Certified Receipt Voucher (CRV) is to be prepared and number and date entered in the column against line 29. **Surpluses are to be entered in black ink.**

(b) In case the difference reveals shortage, a loss statement is to be prepared on form IAFA-498 and dealt with in the normal manner. The loss statement is forwarded to the Controller of Defence Accounts(Navy) or Naval Local Audit Officer (NLAO) and the number and date is to be indicated in the column against line 29. **The deficiencies are to be entered in red ink.**

0410. **Losses.** All losses or damage of Victualling Stores in Ships/establishments are to be investigated by the officers responsible for the stores and the results reported in writing to the Commanding Officer. The occasion of the loss or damage is to be fully described and it is to be stated whether any preventive action was taken, and if so, what measures were taken for the recovery of stores lost. IAFA-498 is to be used in respect of losses in stores including those on account of differences disclosed between the actual remains after muster and the remains per accounts. It is to be prepared in triplicate and disposed off as follows: -

(a) Original - To be forwarded to the Controller of Defence Accounts(Navy)/NLAO alongwith Victualling Account.

(b) Duplicate - To be retained in support of the Victualling Account.

(c) Triplicate - To be retained onboard.

**Note I** - In respect of losses arising from stock rendered unfit for consumption,

where no physical deficiency is however involved, Form IN-715/S 330 is to be prepared in lieu of IAFA-498 and disposed off in the same manner as shown above.

**Note II** - In the case of recoveries being made from individuals responsible for the loss or damage, form IAFA-498 is to be prepared in quadruplicate and Quadruplicate copy is to be used as supporting voucher for recovery.

0411. **Underdrawal/Overdrawal of Rations.** Underdrawal of rations including fresh ration in a month will lapse to the state and are not to be made good by overdrawal in subsequent month, nor any payment will be made for provisions saved. Overdrawal of ration during the month however are to be adjusted in the following manner:-

(a) Those detected by the unit will be adjusted either by underdrawing within the same month itself, whenever possible, or, in the subsequent month by equal quantities. Overdrawals can also be adjusted by payment for the quantities overdrawn at Payment Issue rates current in the month of overdrawal.

(b) Those detected during the audit of Victualling Account will similarly be adjusted by underdrawal during the month of audit or in the subsequent month or by payment as stated at (a) above.

(c) Over issue of any items in a month be written off under the powers of Commanding Officer delegated vide DFPDS 2016 as amended from time to time.

0412. Overdrawal which cannot be adjusted within the monetary limits as at para (0411 above) are to be regularised by raising a loss statement on form IAFA 498 and dealt with in accordance with chapter of losses of INBR 12 (Part I). Quoting loss - statement number and date, provisions are to be charged off from the Victualling Account (IN 213). In the cases where overdrawals are regularised under orders of the Competent Financial Authority and preparing a loss statement (IAFA 498) is not necessary, approval of CFA is to be obtained on letter and authority quoted on Certified Issue Voucher(CIV) to charge off the quantities of the provisions from Victualling Account. The CIV is to be numbered serially throughout the financial year duly signed by the LOGO.

0413. **Survey.** General instructions regarding the survey of all provisions are contained in Chapter 13 of this directive.

0414. **Issue to other Ships/Establishments.** Victualling Stores are not to be issued to other Ships/Establishment without the consent of the Commanding Officers/Logistic Officers of both, supplying and receiving Ships and Establishments. Supply and Receipt Note, IN 324 is to be prepared in four copies by the Supplying Ship and disposed off as follows : -

SNo	Copy Number	Disposal
(a)	1 & 2	To be receipted by the Receiving Ship and returned to Supplying Ship who will retain Copy number 2 alongwith the office copy of Victualling Account (IN 213) and will forward copy number 1 to NLAO concerned with Victualling Account.
(b)	3 & 4	Will be receipted by the Receiving Ship and will dispatch copy number 3 alongwith the monthly Victualling Account(IN 213) to the concerned NLAO and retain copy number 4 with office copy of Victualling Account.

0415. **Cleaning of Rice.** The responsibility of the BVOs for cleaning rice will be restricted to the quantity required for issue to /N Ships and establishments dependent on them and not to the units of Army and Air Force. Shore establishments other than those served by BVYs/PSOS will undertake cleaning of rice under their own arrangements.

0416. The cleaning of rice is to be undertaken under the authority of either the BVO or the Commanding Officer of the establishments concerned. The cleaning will be done by engaging women casual labourers at the prevailing local market rate of pay applicable at the station on as required basis. It is to be ensured that each woman casual labourer **cleans at least 50 kgs rice per day.**

0417. The ASC will supply uncleaned rice at places served by ASC/SDs and entire cleaning and processing will be undertaken by the Navy. Cleaning of rice will not be done as a matter of course but only when excessive foreign matter like grit etc. is found mixed with rice or when climatic conditions like humidity render the rice liable to infestation. Average loss of 2% in the process of cleaning and processing will be allowed.

0418. The extra expenditure incurred on cleaning and processing of rice including average loss of 2% will also be charged on payment issues made out of the specially cleaned rice.

0419. A combined issue and receipt voucher on form IAFZ 2096 is to be raised indicating the quantity of rice issued for cleaning, the quantity of cleaned rice obtained and the quantity of grit. The voucher should contain the following certificate duly signed by the BV0/Commanding Officer.

Certified that : -

- (a) .....Kgs of uncleaned rice required cleaning because of ..... and .....Kgs of cleaned rice has been taken on charge.
- (b) .....Kgs of grit etc. has been taken on charge on page .....
- (c) ..... Casual labourers have been employed for ..... days.

0420. The combined issue and receipt voucher mentioned above is to be used for making entries in the stock account/Victualling Account and also as supporting document for payment to the casual labourers in addition to the muster roll.

0421. When grit etc. obtained after cleaning rice has a sale value, it is to be surveyed to the nearest BVY for disposal to the best advantage of the state under current orders. However when it is not economical to survey to BVY, same be disposed off by the unit by auction.

0422. The expenditure in respect of cleaning of rice is to be met from the Imprest Account/Cash assignments. A register showing the details of expenditure incurred such as wages paid to the labourers, quantity of rice cleaned etc., is also to be maintained. The expenditure involved will be debitable to Major Head 270, in Sub-head 6 of Defence Services Estimates.

0423. **Ice for Preservation of Fresh Provisions.** Ice may be drawn on "as required basis" by the Ships and Establishments for the preservation of fresh provisions required to be retained for a period exceeding 12 hours before being issued to galley for cooking in such places where cool/cold storage facilities are not available for these items.



0424. Such cases are to be reported to the AA giving reasons for the demand and the minimum quantity required. It is the duty of the demanding officer to ensure that ice is only demanded limiting it to bare minimum essential quantities.

0425. The AAs authorize the issue if considered essential and sanction for issue of ice is published in the local orders, a copy of which is sent to the Controller of Defence Accounts (Navy). The sanctioning order is to be quoted on the demand/issue voucher which support the Victualling Account.

0426. In exceptional cases where the urgency of the case demands, ice may be drawn in anticipation of the sanction by the AA, but in all such cases, the covering sanction must be obtained as soon as possible.

0427. **Disposal of Coal Dust.** As per ASC specifications No. 34 - Coal Dust upto maximum of 8% is to be issued to consuming units.

0428. Coal dust exceeding 8% but below 20% will be screened in full and the dust will be separated and disposed off in the normal manner like issue to units where demanded and applicable or by auction.

**Authority: MOD letter No. C/02389/Q/ST dated 10 Feb 81.**

0429. **Wastage.** Every effort must be made to avoid wastage of victuals. Maximum permissible wastage to retail issue are as under: -

(a) **Wastage on Bagged Supplies and Fresh Provisions on Payment and Free Issues**

(i) Ships	2.5%
(ii) Shore establishments	1.25%

(b) **Wastage by BVO on retail issues:-**

(i) Bagged supplies like atta, flour, rice, dal, sugar, salt etc.	1.25%
(ii) Fresh provisions other than fowl and fish	1.2%
(iii) Fowl dressed/undressed and fish fresh/frozen	1.5%

(c)	Loss on Fowl Dressed on freezing/chilling due to shrinkage.	3%
(d)	Loss on meat fresh on freezing/chilling due to shrinkage	5%
(e)	Loss in weight on thawing of meat	3%
(f)	Loss in weight on cleaning of rice	2%

0430. Wastage in excess of 2.5% or 1.25% or 1.35% as applicable should normally be viewed as unreasonable and to be regularised by raising a loss statement on IAFA-498.

## **CHAPTER 5**

### **STOCK OF PROVISIONS TO BE MAINTAINED BY SHIPS/ESTABLISHMENTS**

- (A) Stocking of Provisions by Ships.
- (B) Stocking of Dry and Tinned Provisions by Establishments.
- (C) Maintenance of stock by BVYs.
- (D) Procedure for rendering of Quarterly Estimates for  
Victualling Stores by Ships/Establishments.

## **CHAPTER 5**

### **STOCK OF PROVISIONS TO BE MAINTAINED BY SHIPS/ESTABLISHMENTS**

0501. Ships and Establishments are required to maintain stocks of victualling stores as stated in this chapter or as directed by IHQ MoD(N)/DCV from time to time.

#### **SHIPS**

##### **Dry and Tinned Provisions**

0502. **Minimum Stock.** An average requirement for a month should be the minimum stock held on board. This may be reduced to about two weeks stock at the discretion of the Commanding Officer if the ship is in the base port and not expected to sail at short notice. In case of ships under refit in the docks minimum stock may be reduced to an average requirement of one week.

0503. **Maximum Stock.** Stocks should be maintained according to the requirements depending on operational necessity, stowage facilities estimated storage life of the items and facilities for subsequent replenishment.

##### **Fresh Provisions**

0504. Stocks to be regulated according to facilities for keeping supplies on board in good condition depending upon the nature of items and arrangements for subsequent replacement. Ships in harbour/alongside, may draw their requirements on daily basis, if convenient. Normally when ships proceed to sea, fresh provisions are drawn for the duration of the likely stay away from the home/base port subject to the restriction dictated by the cool/cold room space.

0505. **Stocking of Ships Visiting Foreign Ports on Good-Will Visits, or Deployed on Extended Operational Commitments/ Duties.** In addition to reserve stocks, ships proceeding for cruise abroad are to top up the victuals for their passage and expected

stay abroad. While storing, care is to be taken that maximum use is made of cool/cold room spaces. In addition, vegetables of hard varieties which require no cold room facilities should be catered for to the extent feasible. Ships having baking facilities should endeavor to bake bread/buns to restrict the purchase abroad to the barest minimum essential.

## **SHORE ESTABLISHMENTS**

### **Dry and Tinned Provisions**

0506. **Maintenance of Stock.** Requirements are to be drawn according to the issue programme as arranged between the establishment and BVY/ASC SD on which the shore establishments are dependent.

0507. **Reserve Stock.** Shore establishments located within a distance of eight kilometers from the Source of Supply are to hold at all times a stock to meet three days requirements as reserve stock to meet unforeseen contingencies. In case of establishments located at a considerable distance from the BVY/Supply Depot, such as INS Hamla and INS Shivaji, holding of reserve stock not exceeding one week's requirements is authorised.

0508. Normally dry provisions are issued weekly by the BVYs/ASC Depot to shore establishments which are situated nearby. Those situated at long distances may draw their requirements at longer intervals i.e. either twice a month or once a month.

0509. Naval Detachment Kavaratti and Minicoy Islands are situated at a distance of 215 and 218 Nautical Miles respectively away from the Source of Supply, BV Yard Kochi. The items are dispatched generally through civil ships operating once in 15 days during fair weather seasons and in monsoon seasons once in a month. Therefore, the Naval detachments Kavaratti and Minicoy Islands may, however, keep stock of dry/tinned provisions with long ESL upto one month and three months ration during fair weather and monsoon season respectively. This rule will also apply to other new units when raised, which may be away from the Source of Supply.

### **Fresh Provisions**

0510. Requirements are to be drawn on day to day basis. Drawing upto two days

requirements of fresh provisions other than milk, meat, fish and chicken at a time to suit administrative convenience to cover Sundays and other holidays, is permitted.

### **BASE VICTUALLING YARDS**

0511. BVYs are to maintain special reserve and maintenance stock of dry and tinned provisions, as contained in Confidential Navy Orders, promulgated periodically. Latest Confidential Navy Order on the subject is CNO 02/10. BVOs in no case are authorised to touch this stock for issue, without prior approval of AAs/IHQ MoD(N) as specified in these orders.

0512. **Annual Estimated Requirements of Victualling Stores.** Estimated requirements of dry and tinned provisions in respect of officers and sailors in an ensuing financial year are to be forwarded as per proforma at **Appendix `C'** to this INBR.

0513. Commanding Officers of *IN* Ships and Establishments served by BVYs/PSOS are to furnish the return to the concerned BVO by 10 Jul every year.

0514. In preparing the estimated requirements, known anticipated commitments are to be taken into consideration. For example, though the BVO, Mumbai is responsible for supply of dry/tinned provisions to ships based at Mumbai, yet in working out the estimated requirements the operational programme of ships of the Western Naval Command as well as the likely requirement of ships of other Commands expected to visit Mumbai during the period of the estimate are to be taken into account as far as practicable. In addition, requirements of establishments/units not yet de-linked are to be catered for by the respective BVYs/Sources of supply in respect of items not supplied by ASC depots.

0515. Logistics plan is directly linked with the operational programme of Naval Ships. Normally, before leaving the base port Naval Ships should embark victualling stores for the anticipated period of absence from the base port plus the prescribed reserve, subject to the maximum stowage capacity. However there would be occasions for ships to draw dry/tinned provisions at ports other than the base port.

0516. While drawing up the operational programme of Naval Ships, belonging to particular Command, involving visits to areas/ports of another command, it is essential that the logistics requirements are carefully worked out and AA and the Flag Officer Naval Area/NOIC/BVO/ concerned are informed well in advance for making necessary arrangements.

0517. On receipt of annual estimated requirements by respective BVO's/Primary Source of Supply, provisioning and procurement action is to be initiated by the concerned organisation for accord of financial sanction by CFA's as per delegated financial powers. (Administrative Instructions for de-linking of Ration from ASC/APO issued vide IHQ MoD(N)/DCV letter VG/4264 dated 07 May 15 is relevant)

0518. The Administrative Authorities are to forward annual return to IHQ MoD(N)/DCV by 31 Jul every year, as per proforma given at **Appendix 'C'** to this order.

0519. **Procedure for Rendering Estimates for Victualling Stores.** Estimate for dry and tinned provisions required by ships and establishments are to be submitted as follows:-

(a) Ships and establishments dependent on BVYs/PSOS will forward quarterly estimates so as to reach concerned BVOs/PSOS by the dates indicated below:-

(i) Mar - By 15 May(Previous year)

(ii) Jun - By 15 Aug(Previous year)

(iii) Sep - By 15 Nov(Previous year)

(iv) Dec - By 15 Feb(Same year)

(b) Establishments dependent on ASC Depots are to submit their estimates to the respective SDs by the dates stipulated above.

## **CHAPTER 6**

### **SCALE AND ISSUE OF ENTITLED RATIONS**

- (A) Standard Scale of Ration
- (B) Issue of Ration to Galley - Dry Ration
- (C) Fresh Ration
- (D) Issues from Cold Room
- (E) Record of Issues



## **CHAPTER 6**

### **SCALE AND ISSUE OF ENTITLED RATIONS**

0601. Rations are to be issued to various entitled categories of officers and sailors as per scales laid down in **Appendices 'D' to 'X'** to this INBR.

0602. **Issue of Rations to Galley.** As per victualling strength of the galleys, entitled rations are to be issued daily to the galleys. Rations supplies are to be arranged in such a manner that no inconvenience is caused for preparation of pre-planned daily menu, by the galley staff. Quantities of rations are to be signed for by the receiving Cook-in-charge of the galley and the respective Mess Secretary of the senior/junior sailors. This book is to be inspected during the Annual Inspection of ships/establishment.

0603. Various categories of rations are to be issued as under: -

(a) **Dry Rations.** Dry rations should be issued to the galley one day in advance in accordance with the menu based on the anticipated Victualling strength. Any adjustment of over issues/under issues on account of sudden departure/arrival of sailors, should be made in the subsequent issue. The timings of issue are to be fixed by the LOGO. Extra issue (see Chapter 7), should not be made a day in advance but should be made on the actual day, based strictly on the number authorised for extra issues on that day. It must be remembered that the over issues of provisions based on the standard scale of rations, can be regularised by under issues in the succeeding months, the same is not possible in case of extra issues. Any over issue of provisions under "extra issue" will, therefore, be deemed as a loss and would need regularization under the orders of CFA.

(b) **Fresh Provisions.** Fresh provisions are to be issued daily in the morning. Issues will be based on the victualling strength and the menu.

(c) **Issues, from the Cold Room/Cool Room.** Issues from the cold room and cool room, should be made once in a day only. A list of all that is to be issued

should be worked out before the cold room or cool room is actually opened. This would ensure that these rooms are kept open for the minimum possible time.

0604. **Record of Issues.** The details of daily issues made are to be recorded on Form IN 213 (a) which is a supplement to Victualling Account (Form IN 213). The total issues made are to be transferred to Form IN -213 at the end of the month.

**CHAPTER 7**  
**EXTRA ISSUE**

- (A) Issue of Milk to boys under 18 years
- (B) Milk for Engine Room Officers/Sailors
- (C) Milk for Undernourished Recruits
- (D) Extra Issue to Small Messes
- (E) Extra Issue to Survey Personnel
- (F) Fuel for Warming and Drying Purposes

## **CHAPTER 7**

### **EXTRA ISSUE**

0701. The standard scale of rations (as in **Appendices 'D' and 'E'**) are considered adequate for all personnel including officers under normal conditions. But there are occasions when certain personnel may have to work under abnormal conditions. To reduce the strain caused, certain extra issues are authorised to such personnel including officers under the orders of the Commanding Officer. The recommendation of the Medical Officer may also be sought in some cases prior to authorising the issues. Such extra issues are highlighted in the succeeding paragraphs.

0702. **Milk for boys under 18 years of age.** Boys under 18 years of age, are to be issued with an additional ration of 280 mls of Milk Fresh or 113 grams of Milk Tinned or 40 grams of Whole Milk Powder, every day. A nominal roll of the boys to whom the extra milk has been issued indicating their date of birth and the period of issues, should be forwarded to the audit authorities alongwith the Victualling Account every month.

#### **Milk for Engine Room Officers/Sailors i.e. Engine Room Artificers/Mechanicians and MESailors and Cooks Serving Onboard Ships**

0703. All sailors of the Engine room, and cooks serving onboard ships, are to be issued with 230 mls of Milk Fresh or 91 grams of Milk Tinned or 32 grams of Whole Milk Powder. A nominal roll of Sailors/Officers showing the period of issue, would be forwarded to the authorities alongwith the Victualling Account every month. Alternately, the victualling strength of these personnel is to be endorsed separately on the Gangway Victualling Sheet.

0704. Tinned Milk will be issued to the Engine Room and cooks sailor only when the ship as a whole has to depend on tinned milk for its daily requirements. Whenever the ship is in a position to draw fresh milk for its general daily requirements, the extra issue to the engine room and cook sailors would be in the form of Milk Fresh.

#### **Milk for Personnel Employed in Occupations Involving the Risk of Lead Poisoning**

0705. An extra issue of 280 mls of fresh milk or 113 gms of tinned milk or 40 gms of whole milk powder (issuable daily including Sundays and other closed holidays) per head per diem,

is authorised on medical recommendation, to the following individuals who are engaged in work involving a risk of lead poisoning: -

(a) Individuals engaged in lead painting or required to handle lead paints and engaged in the treatment of stores with cellulose nitrate drops.

(b) Individuals whose work involve regular handling of leaded fuels.

0706. Individuals who are required to work regularly for 15 or more days in a month are to be issued with extra milk on all days of the month. Those who work for less than 15 days in a month, are to be issued milk only for those days on which they are engaged in such work.

0707. The number of sailors to whom extra milk has been issued, should be endorsed in the Victualling Account supported by certificate signed by Medical Officer and countersigned by the Commanding Officer.

0708. **Milk for Undernourished Recruits.** Where a Recruiting Medical Officer recommends that a recruit selected by him should receive extra issue of milk in addition to the normal ration to bring him upto the necessary physical standards of health, the Commanding Officer of the first training establishment, may authorise issue of extra milk fresh not exceeding 454 mls. This extra issue is not admissible to boys or adult recruits accustomed to vegetarian diet. The issue of extra milk to undernourished recruits may be made for such period as the recruiting medical officer has recommended, which may be extended subsequently on the recommendation of the medical officer of the training establishment, if he considers it necessary.

0709. A nominal roll of the recruits to whom extra milk has been issued, duly signed by the medical officer and approved by the Commanding Officer, should be enclosed with Victualling Account.

0710. **Extra issue of Tea and Lime Juice.** The Commanding Officer may, at his discretion, authorise in addition to daily entitlement, issue the following items to such officers/sailors as may be exposed to severe weather or should he consider it desirable in circumstances of sickness or climate or for other causes:

(a)	Sugar	70 grams
	Tea	07 grams
(b)	Sugar	30 grams
	Tea	07 grams
	Milk tinned	28 grams
	or	
	Milk fresh	70 millilitres
(c)	or	
	Milk powder	10 grams
(d)	Sugar	40 grams
	Lime Juice	28 grams
	or	
	Lime powder	04 grams
(d)	Sugar	40 grams
	Lime fresh	70 grams

0711. The above issues are to be made on a certificate signed by the Commanding Officer himself except that, when issued for medical reasons, it will also bear the signature of the Medical Officer.

0712. Ships and establishments are normally to draw and issue only indigenous lime juice. Lime powder is, however, authorised only in the case of ships when visiting foreign ports and that too when the indigenous lime juice is not held in stock.

0713. **Extra issues to Small Messes.** When separate messing arrangements have to be made for small number of sailors, the following additional issues of tinned provisions, fresh fish, vegetables, meat and fruit are to be made: -

(a)	For messes of 10 and below	20%
(b)	For messes of 11 to 20	10%

0714. In ships and establishments where rations have to be split up for cooking in more than one galley, the extra issues are to be assessed as above even if they are accounted together in one Victualling Account. If the extra issue falls below one ration, a full ration is to be issued.

0715. **Extra issue to Survey Personnel.** Extra issue of rations (**Appendix 'T'**) may be

sanctioned by the Commanding Officer to *IN* personnel, as authorised vide GoI, MoD letter DCV/VG/1409/I/NHQ/ 1454/D(N-IV)/08 dated 03 Oct 2008, who are doing survey duties on *IN* Survey Ships employed on survey work provided: -

- (a) The extra issues are recommended by the Medical Officer.
- (b) The Commanding Officer is satisfied that the work performed is unusually hard, the climatic conditions are especially severe and the standard ration is insufficient for the maintenance of personnel in good health.

### **Fuel for Warming and Drying Purposes**

0716. Fuel for warming and drying purposes is to be demanded and accounted for in accordance with the procedure given in the succeeding paragraphs.

0717. **Station Boards**. Before the beginning of the fuel period, the AAs are to appoint a board which will also include a representative of the BVY/ASC, wherever available and a medical officer. The Board is to specify the following: -

- (a) Number of small and big fire places/sigries/stoves required in the station. Size of the fire place will depend upon the cubic capacity of the room in which it is situated.
- (b) Number of hours each fireplace will be in operation. Extra hours, however, may be allowed to guard room or any other place considered essential, where civilian chowkidars are employed for keeping watch at night and on Sundays and holidays.
- (c) The period during which the fuel issue is to be authorised.
- (d) Average scale of fuel per individual fire place, stove, sigree or building as may be convenient.
- (e) The class of fuel to be used, e.g. firewood, stone coal, oil fuel, kerosene etc

0718. Issue of fuel in the case of personnel living in married quarters either with their families or as single man, drawing compensation in lieu of fuel will be on fire place basis. The scale of fuel to be issued will be decided by the board mentioned in para 0717 above for one fire

place only irrespective of the total number of fireplaces that may exist in the quarter allotted. Further the issue of fuel in such cases will not be adopted as a normal practice and will be made only on the order of medical authority.

0719. **Scale.** For determining scale of issue of fuel required for warming and drying purposes, the board will follow Table 26 of Section VIII of scales of Rations and Supplies issued by the ASC (S.E.S) as a guide.

0720. **Accounting.** A separate demand for fuel is required to be raised. Issues of fuel thus made, will be accounted for separately in a simple manuscript ledger Balance will be mustered on the last day of each month and certified. The expenditure on fuel for warming and drying purpose will not be from office contingencies.

0721. **Audit.** Audit of these accounts will be carried out locally during the periodical visit of the local audit to the establishments.

0722. **Issue of Ice to Personnel.** Naval Personnel living under canvas and bashas(tarpaulin) without fans may be issued with 450gms ice per man per diem for maximum of 78 days, continuous or broken period during summer. Issue of ice to personnel living under canvas and bashas(tarpaulin) without fans will be made at those stations/locations which fulfill any of the under mentioned atmospheric conditions obtaining for a period of 10 days or more during summer: -

Dry Bulb Temperature		Relative Humidity
(a)	30 degree 35 degree C	81 % and above
(b)	36 " 40 "	50% to 80%
(c)	Above 40 degree C	Irrespective of Relative Humidity

0723. Stations/locations which do not fall under the above atmospheric conditions but which otherwise are recommended, owing to the nature of duty of personnel or other factors necessitating the issue of ice should be referred to NHQ for consideration on merits. Such cases will be accompanied by the relevant data of temperature/humidity, and the aggregate periods during which they have been recorded.



0724. **Conditions for Issue.** The issue of ice will be subject to following conditions: -

- (a) The personnel are actually living under canvas/bashas without fans.
- (b) Will be issued only on the recommendations of the local medical authorities.
- (c) Issues will be made during the period when climatic conditions warrant their continuance.
- (d) Such issues should not be made where electric coolers are provided.
- (e) Such issues will normally be restricted between 15th May and 31 July but the period, continuous or broken may be advanced or put back as necessary by the local AAs on recommendation of their medical advisers, subject to the provision that the total number of days for which ice is issued will not exceed 78 days in a year.

0725. AAs/Commanding Officers will be empowered to sanction issue of ice subject to the provisions mentioned in paras 0722-724 above.

## **CHAPTER 8**

### **MUSTER**

- (A) Occasions of Muster
- (B) Procedure for Muster
- (C) Muster on Change of LOGO/Victualling Officer
- (D) Relaxation in the Periodicity of Muster

## **CHAPTER 8**

### **MUSTER**

0801. Victualling Stores are to be mustered periodically to ensure that the actual stocks agree with the book balances, and to find that the stocks held are in good condition.

0802. **Occasions of Muster.** Victualling stores are to be mustered physically on the last day of every month after the issues for that day have been made. This muster is to be carried out prior to the closing of the account in order to ascertain any discrepancies. The muster should be carried out by the Victualling Officer himself. The condition and stowage of the Victualling stores should also be examined to prevent their deterioration.

0803. In addition to the routine monthly physical muster, Victualling stores should also be mustered on the following occasions: -

- (a) **On Change of LOGO/Victualling Officer.** The officer taking over should carry out the physical muster of the Victualling stores before assuming his duties.
- (b) When losses due to theft or fraud are suspected.
- (c) When ordered by the Commanding Officer or other higher authorities.
- (d) When store rooms or accounts have been damaged or destroyed.

**Note: - Musters at (b), (c) and (d) are to be carried out by at least two officers appointed by the Commanding Officer and specially detailed for the purpose.**

0804. **Procedure for Muster.** Before the muster is commenced, the provisions in the store rooms should be properly arranged and cleaned. The bags, cases and other containers should be stored in such a manner as to facilitate checking and counting at ease without ambiguity. It is not necessary to weigh or open full packs, if intact, but loose items are to be weighed.

0805. A list of all items should be prepared. The book balances are not to be indicated on it. The quantities of all the items as physically mustered, are to be entered on it. On completion of the muster and after the accounts have been completed, the quantities found on muster, are to be compared with balances as per account. Differences found between the two figures are to be dealt with as follows: -

- (a) Surpluses are to be taken on charge in the Victualling Account (IN 213) for the month supported by a CRV.
- (b) Deficiencies are to be investigated thoroughly to establish the cause. Quantities found deficient are to be charged off by raising a loss statement on form IAFA 498 which is to be dealt with in the normal manner for obtaining approval of the CFA.

#### **Muster on Change of LOGO/Victualling Officer**

0806. On transfer of the LOGO/Victualling Officer, the Victualling stores are to be mustered by the officer taking over in the presence of the officer handing over. Particular attention should be paid to the condition of the stores. Discrepancies, if any, are to be reported to the Commanding Officer with reasons, for his orders.

0807. The Victualling Account is to be closed on the date of handing/taking over for adjustment of differences and a new account is to be opened carrying forward the quantities found on muster. The liability for any deficiencies will rest on the officer handing over till they have been regularised.

0808. In addition to the verification of stock, the officer assuming charge is to ensure that adequate stocks are held and the stowage arrangements are satisfactory. He should also acquaint himself with: -

- (a) Outstanding audit objections.
- (b) Returns to be rendered.
- (c) The accounts and other records.

- (d) Duties of the staff.
- (e) Routine of issues.

0809. After having completed the procedure mentioned above the incoming officer is to render Transfer Certificate on form IN-79 as having assumed charge as stipulated in Regs Navy.

#### **Relaxation in the Periodicity of Muster**

0810. There are occasions, when ships participating in long exercises, cannot carry out a complete muster of victualling stores as laid down in para•0802 above. The provisions of muster may however be relaxed to the extent shown below in respect of ship participating in operation/exercises:-

(a) **Ships Carrying Three Months and More Requirement of Dry Provisions.**

Physical muster during the period of operations/exercises, are to be carried out as and when practicable. However, the interval between any two consecutive musters should not exceed two months.

(b) **Ships Carrying Less than 3 Months Requirements of Dry Provisions.**

Physical musters during the period of operations/exercises are to be carried out as and when practicable. However, the interval between any two consecutive musters should not exceed two months.

0811. In cases when no physical muster has been carried out on the last date of the month, the certificate of muster appearing on the last page (Page No 14) of the Victualling Account form IN 213 **is to be deleted as not applicable.** The quantities entered in line 28 of the account in such cases, will be the same as those appearing in line 27 thereof. With these modifications, the account is to be rendered for audit at the end of the month in the normal manner.

0812. The relaxation sanctioned above, are, however, subject to following conditions being fulfilled: -

- (a) In case of ships proceeding on exercise, the Controller of Defence Accounts (Navy) is to be furnished with a list giving the names of ships in respect of which the

relaxation will become operative by the AA. The stock that will be carried by ship i.e. whether for three months or less, should also be clearly indicated.

(b) However, in the case of operation, it may not be possible to forward the above details before hand on security grounds. In all such cases, the requisite information will be conveyed to the Controller of Defence Accounts (Navy) after the operations are over. In the mean time, the ships concerned will delete the certificate of muster appearing on page 14 of the Victualling Account, on the authority of this paragraph.

(c) Before embarking sea stocks for the period of the operations/exercises and also before any major subsequent replenishment during such a period, ships are to carry out a physical muster of stocks held and complete the certificate of muster as on that day. A new account with actual verified ground stocks as opening balance is to be opened for the remaining part of the month. At the end of the month relevant copies of both the accounts are to be forwarded to the audit.

(d) Immediately on return to the "Home" port at the end of the operations/exercises, the ships will revert back to the normal procedure of mustering of victualling stores and rendition of the muster certificates.

## **CHAPTER 9**

### **PAYMENT ISSUE OF RATION**

- (A) Personnel Authorised for Payment Issue of Ration
- (B) Ships of Foreign Nations
- (C) Messes Hostels and Schools
- (D) Naval Canteens
- (E) Sailors Messes Afloat
- (F) NCC Personnel
- (G) Sources of Supply
- (H) Ration Cards
- (J) Issue Register
- (K) Issue Procedure
- (L) Crediting of Cash
- (M) Custody of Cash
- (N) Ration for Leave Period
- (P) Custody of Cash Memo

## **CHAPTER 9**

### **PAYMENT ISSUE OF RATION**

0901. Payment Issue of rations, from service sources is permitted to the following categories of personnel as per NIs 125/65 and 52/75.

- (a) **Officers.** Officers not in receipt of free RIK and families of all officers.
- (b) **Sailors.** Sailors not in receipt of free RIK and their families.
- (c) **Widows.** Widows of officers and sailors and their children.
- (d) **MNS.** Members of the Military Nursing Service not in receipt of RIK.
- (e) **Servants.** Servants of officers, MCPO & CPOs.
- (f) **Service Pensioners.** Military pensioners and reservists are permitted on the authority of the Officer- in-Charge, Retail Issue shop, to purchase rations for themselves and house hold, including servants. Such issues will be subject to the restrictions imposed for civilians in rationed area.
- (g) **Civilian Employed in the Navy and Paid from the Defence Service Estimates.** All civilian including Gazetted officers paid from Defence Estimates are permitted to draw rations and fuel on payment for themselves and their household at the *IN* Ration scale subject to the provisions that monetary value of articles drawn in a month will not exceed the laid down limits. Such issues will also be subject to restrictions imposed for civilians in rationed/non-rations areas.

**Note:-** The term family/household includes only wife and children and not dependents or servants of the individual.

- (h) **Official Visitors.** All officers who are obliged to entertain bonafide official visitors on duty from out stations may, on a certificate to be issued by the Senior Naval Officer, purchase rations/ substitutes and fuel at single rates for their official



guests during the period of their stay. Officers eligible to make other additional purchases will be approved by the AA/NOIC concerned and in the case of IHQ MoD(N) by the Chief of the Personnel (COP).

(j) **Relatives of Officers and Sailors.** Commanding Officer may allow rations to be drawn on payment for relatives of officers and sailors when visiting them as occasional guests, not exceeding two periods of 15 days in a year, provided:-

- (i) The stocks permit
- (ii) No civilian rations card is held by or for the guest.

**Note:-** The monetary limit in respect of such officers/sailors will be proportionally increased to meet the actual cost of rations drawn. Payment in all cases will be made for the items of the ration drawn. Restrictions imposed for payment issues to civilians in rationed/non-rationed areas will apply in this case also.

(k) **Naval Officers Paid from Civil Estimates.** Naval Officers attached to civil departments or when serving with civil organisation are permitted to purchase rations on the same scale and condition as laid down from time to time for Naval Officers serving in the Navy. This concession will be admissible only so long as the officers remain on the active Navy list and on retirement if they are Naval Pensioners.

(l) **Civilians Mess Servants.** Rations may be drawn on payment for civilian mess servants employed by authorised Wardroom Messes as per details given below upto the monetary limits:-

- (i) Two servants for messes of 5 to 10 members.
- (ii) Four servants for messes of 11 to 20.
- (iii) Six servants for messes of 21 to 40.
- (iv) One extra servant for every 20 additional members.

(m) **Reservists.** All the reservists entitled to draw ration and fuel on payment for themselves and their household are permitted to purchase items of sailors rations subject to the monetary limits indicated below: -

<b><u>Period.</u></b>	<b><u>Monetary limits</u></b>
(i) While on periodical training.	As applicable to MCPO/CPOs and below on active service.
(ii) When they are not on periodical Training.	As applicable to Military Pensioners.

0902. However such payment issues will depend on the stock position and stocking policy in the Central Provisioning of ration for services by the Government. Purchase of rations is also restricted to the following entitled categories by restricting to Monetary limits published and amended from time to time by the Govt.

0903. **Ships of Foreign Nations.** Normally requirements of provisions for foreign/commonwealth Navies will be met by local authorised contractors nominated by their respective Governments/Embassy/High Commission. If the request for Payment Issues of any item included in the standard scale of ration except imported items, are received, such issues may be made subject to availability, at normal Payment Issue rate plus 5% departmental charges on account of packing and transportations. Charges in respect of special packing such as paper or oil cloth except duty etc, if any, will be recovered in addition.

0904. **Messes, Hostels and Schools.** In case of recognised schools of institutions, Officers Messes, govt. Hostels and similar institutions, the President of the Messes or Mess Secretary may draw rations and fuel in bulk on behalf of other trainees, living in messes and for actual number of servants subject to the maximum limit laid down in Sub para 0901 (l) above. He may also hand over such supplies to mess contractors. The President of Mess/Mess Secretary however, will be responsible for: -

- (a) Effecting payment.
- (b) Ensure that the articles are drawn to the extent actually required.
- (c) The monetary limits laid down in NI 52/75 are not exceeded.

0905. **Naval Canteens.** Naval canteens on board ships and establishments are also authorised to purchase rations for preparations of articles of food for consumption by the sailors in the canteen as under: -

(a) **Ships.** All articles on as required basis.

(b) **Establishments.** The following articles are authorised to be purchased from RIS daily per head per diem: -

	<b>Item</b>	<b>Qty</b>
(i)	Cereals (Flour/Suji/Rice)	15 gms
(ii)	Sugar	08 gms
(iii)	Oil	08 gms
(iv)	Tea	04 gms
(v)	Coffee (S)	02 gms
(vi)	Dal	30 gms
(vii)	K Oil	80 ml

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**Note:-** The demands which will be prepared in accordance with the authorised scales as stated above and the strength of sailors served by the canteen are to be certified as correct by the Commanding Officer concerned. The supplies can be drawn direct from the ASC SD/BVY or through the units at the discretion of the Commanding Officer concerned.

0906. **Sailors Messes Afloat.** Commanding Officer may authorise the payment issues of provisions to sailor's messes on board ships only for the purpose of celebrating festivals or such other occasions subject to availability of stocks.

0907. **NCC Personnel.** When separate messing facilities exist for NCC officers and cadets borne in Naval Ships/Establishments for training purposes, all ration and fuel may be issued to them on payment according to the scales laid down for Naval Officers and Sailors. **(This is only done when separate cooking facilities are provided for NCC personnel).**

0908. **Issue of Rations on Payment.**

- (a) Issues will be made for the actual members in a household as certified by the Commanding Officer of ship/establishment concerned. Children below the age 12 years will get half rations.
- (b) Payment Issue to Naval Personnel will be restricted to standard scale of rations authorised for sailors except that officers may purchase an additional 1/3rd of the authorised scale in respect of oil hydrogenated, tea and salt. The purchase of items by Army/Air Force personnel will be governed by the relevant Army/Air Force instructions on the subject.
- (c) Issues are subject to the maximum monetary limit laid down for various categories of personnel.
- (d) The issue of fresh supplies to entitled personnel at any station will not be subject to any monetary limits and may be made at the discretion of the Local Senior Naval Officer depending upon the availability.
- (e) Bread when available may be drawn on payment by officers and sailors not in receipt of free rations and civilian Gazetted officers paid from Defence Services Estimates for themselves and their household and by widows of MCPOs/CPOs and officers. No reduction will be made from cereals rations.
- (f) In areas where rationing may be introduced by civil authorities the issue of ration commodities will be restricted to the civil scale for all entitled civilian and families of service personnel. Relaxation can be made during festivals as decided by the State Government.
- (g) In areas where civil rationing does not exist, entitled civilian personnel may also draw rations at the standard scale for sailors depending upon their availability with the exception of Atta, Rice and Sugar, the purchase of which will be restricted to the scale shown below per head per diem:-

Item		Rice eaters	Atta eaters
(i)	Rice	250 gms	60 gms
(ii)	Atta	160 gms	350 gms
(iii)	Sugar	60 gms	60 gms

(h) Personnel in receipt of RIK are not authorised to purchase any item of daily standard scale but purchases may be made by them of other articles of victualling stores not included in the scale.

(j) Items of dry rations are normally issued once in a month only and the maximum quantity issuable in a month should not exceed the total entitlement for one month. At the discretion of the issuing authority issues may be made twice a month, the cash memo for the second issue will be cross linked with cash memo pertaining to the first issue as recorded in the ration card.

(k) Payment Issue of provisions is also subject to certain restrictions placed by BVY/ASC authorities from time to time. Normally items of tinned provisions are not issued on payment.

(l) Single or married officers who are not dining member of a Mess may draw rations and fuel upto the monetary limits laid down when authorised by the Commanding Officer of their ships or establishments.

(m) Monetary restrictions imposed shall be taken into account when disposal food stuff are purchased by entitled personnel.

#### 0909. **Sources of Supply**

(a) The entitled personnel can purchase rations from Retail issue section of the BVY/ ASC SD.

(b) Officers, sailors and other entitled individuals serving in shore establishments can purchase from the ration stand or from the retail issue whenever such facilities exist.

(c) Families of officers, sailors and entitled civilians are permitted to draw rations on payment whether the head of the families is residing with them or is away on account of exigencies of service. Such families will be attached to the nearest ration stand under arrangements to be made by the Local Senior Naval Officer. Individuals will make their own arrangements for drawal of their requirements and conveyance from the ration stand.

0910. **Ration Cards.**

(a) For payment issue of rations, ration card IN 1045 will be issued to entitled personnel by the Victualling Officer. Cost of the form at the rate of 05 Rupees (actual cost incurred for local printing) per card will be recovered from the customers. In case of loss penalty of Rs. 10/- will be imposed before a fresh ration card is issued.

(b) Entitled personnel will apply on form IN 1046, application for drawing rations on payment, through normal channel to the Victualling Officer for permission to obtain rations on payment. The application will be made in duplicate. The Victualling Officer, after scrutinising, will issue them Ration Cards. All these Rations Card will be renewed by the issuing authority every year on an application from the individual indicating change of particulars, if any.

0911. **Issue Register (IN 1047).** A register of entitlement of rations showing the number of rations and monetary limits upto which rations can be drawn will be maintained by allotting a separate page for each customer. The quantity of ration issued and the cost recovered will be entered in this register. It should be ensured that the quantitative and monetary limits are not exceeded by the customers.

0912. **Issue Procedure.** Ration will be issued on the production of Ration Card at time of issue. Cash memo (IAFZ - 2282) will be prepared in quadruplicate. Cash memo will be priced as detailed below: -

- (a) Central purchased articles at Payment Issue rates published in ASC SBRL effective on the date.
- (b) Local purchase articles including those obtained through regular contractors will be charged at the latest Payment Issue rates effective on that date.
- (c) Items for which rates are not shown in the SBRL are to be charged at purchase rates as obtained from the Sources of Supply.
- (d) Fresh Provisions including bread: -
  - (i) **Ships.** At prevalent rates irrespective of Source of Supply.
  - (ii) **Establishments.** Local contract rates promulgated in local orders.

0913. While making Payment Issues of rations to entitled personnel the amount is to be calculated and recovery involving fraction of a rupee are to be brought into account by rounding off to the nearest rupee.

0914. After collecting the cash from the individual concerned all the copies of the Cash Memos will be stamped 'Paid' and three copies will be retained to support the Cash Account. The customers will collect the provisions from the stores. He will be given two copies of the Cash Memo and the third copy will be retained for accounting purpose. Individual will retain one copy and hand over other copy at the gate as gate pass. Cash Memos will not be cancelled normally. If cancellation is inevitable it will be attested by the Victualling Officer and cancelled memos will be retained for audit. In no cases these will be destroyed.

0915. A consolidated statements in duplicate will be prepared daily at the close of issues to facilitate the posting in the Victualling Account. One copy of this statement together with the original copy of Cash Memo will support the cash account. The other copy will be filed for record.

0916. A record of the cash issue and the amount collected is to be kept separately which supports the ledger entries. The total amount realised is credited to the Government.

0917. **Crediting of Cash.** The cost of provisions issued on payment is to be recovered at the time of issue and credited to the Government on the same day itself on which rations have been issued. Whenever it is not practicable, the sale proceeds must be credited on the next working day except the following: -

(a) Wardroom and other authorised messes may obtain their requirements without paying for them at the same time. Wardroom messes ashore are required to pay the total cost of the provisions drawn by the end of the same month, at any rate within the month itself. Whereas wardroom messes afloat are permitted to pay the cost of purchases after the first of the succeeding month. In any case the amount should be recovered and credited to the Government not later than 7th of the succeeding month.

(b) Items other than those authorised in standard scale of ration may be demanded for the purpose of Payment Issues to wardroom or such other messes but such items are to be issued to the mess concerned outright on receipt on board. The cost of such items should be recovered and credited to the Government in the same month's account itself. The Government does not accept any liability on account of such issues. The LOGO is also to ensure that such items are not kept in stock undisposed.

0918. **Custody of Cash (NI 36/75).** The LOGO may delegate the authority, subject to approval by the Commanding Officer, to MCPO LOG(Mat)/CPO LOG(Mat)/PO LOG(Mat) to issue Victualling Stores on payment and receive cash under the following conditions:-

(a) The cash collected during the day must be deposited with the LOGO on the same day.

(b) The MCPO LOG(MAT)/CPO LOG(MAT)/PO LOG(MAT) must be provided with adequate facilities for the safe custody of the cash and related documents during the period, these are being held by him.



(c) The period for which the cash and related documents are with the MCPO LOG(MAT)/CPO LOG(MAT)/ PO LOG(MAT), he will be personally responsible for its safe custody.

(d) A register is to be maintained by the MCPO LOG(MAT)/CPO LOG(MAT)/PO LOG(MAT) showing the amount received, together with the voucher number and date. He will be responsible for the correctness of the entries in this register. The LOGO is required to sign in this register whenever cash is handed over to him in token of having received it.

(e) Daily sale proceeds are to be credited to the Government through the Public Cash Account on the same day on which rations have been issued on payment. Where it is not practicable, the sale proceeds must be deposited on the next working day. The sale proceeds of Ration Cards as well as penalty of Rs. 10/- for the loss of Ration Card which is to be levied before the issue of a fresh Ration Card account is also to be deposited in the manner indicated.

0919. **Ration for Leave period of Officers/Sailors.** Service personnel while on Annual Leave/ Accumulated Annual Leave are allowed to purchase authorised rations for themselves and their families according to their entitlement for entire period of their leave from the nearest defence unit or ration stand under the arrangements made by OC Station/Local Commander.

0920. If it is not possible for any individual to draw ration from above sources whilst on leave due to any reasons, sailors/officers are permitted to buy and carry ration for themselves from their respective units store for the entire leave period. Necessary certificate for carrying such ration should be issued to the individual by the Commanding Officer.

0921. **Custody of Cash Memo (IAFZ 2282).** All Cash Memo Books (Form IAFZ 2282) are to be in the personal custody of LOGO/ALOGO(V)/Oi/c RIS and kept properly locked as accountable forms. Cash Memo Book should invariably be issued in serial order for daily use. This may be issued to the in-charge, RIS 'on as required basis' and a suitable record of receipts/issues be maintained for audit by NLAO. The monthly muster certificate to these books is also to be recorded and signed by the officer concerned.

## **CHAPTER 10**

### **PACKING MATERIAL**

- (A) Returning of Packing Material by Units.
- (B) Handling, issue and accounting of packing materials for sanitary and other proposes.

## **CHAPTER 10**

### **PACKING MATERIAL**

1001. Packing material is to be returned to the BVY/ASC SD. Units are to monitor an account of packing material in the Victualling Account (IN 213) of the month on page 7 in the column provided for the purpose as per details given in succeeding paragraphs.

#### **Sea Going Ships**

1002. Packing material issued to the sea going ships with the Victualling stores are not required to be accounted for in the Victualling Account. Where possible when stowage space is available empty packing material is to be retained and returned to any BVY/ASC SD on ship's return to a port. Tea chests with linings are always to be returned and accounted for in the current Victualling Account (IN 213).

#### **Shore Establishments and Non-Sea-Going Ships**

1003. Shore establishments and Non-sea-going ships are to return all packing material to the BVY/ASC SDs. The receipts and issue of Packing Material are to be recorded in the Victualling Account for the month. The packing materials is returned to the BVY/ASC SD on form IAFZ-2096, the receipted copy of which is to be used for charging off quantities from the Victualling Account.

#### **Lining of Tea Chests**

1004. The tea chests must be opened very carefully so that the lead lining is not unduly damaged. The tea chests must be returned complete with lining. The BVYs are to account for tea chests lining by weight.

#### **Packing Material for Sanitary and other Purposes**

1005. The AA or the Commanding Officer is authorised to sanction utilisation of the items of packing material for sanitary purposes, fire appliances, targets for small arms practice etc.

Sanctioning Officers are to ensure that such packing material is only used for the purpose for which they have been sanctioned. Serviceable packing material is to be utilised only when unserviceable packing material cannot serve the purpose.

1006. Whenever packing material is issued for sanitary and other purposes, the Commanding Officer is to complete the certificate (iii) on page 14 of the Victualling Account (Form IN 213). Issue of separate certificate on loose leaf sheet will not be necessary.

## **CHAPTER 11**

### **ISSUE OF FREE RATIONS TO OFFICERS**

- (A) Category of officers entitled for free issue of rations.
- (B) Detailed accounting instructions.
- (C) Entitlement during leave/sick leave/casual leave/courses of instructions/furlough leave/maternity leave/special casual leave.
- (D) Management of RIK.
- (E) Management of RIK fund.

## **CHAPTER 11**

### **ISSUE OF RATION IN KIND (RIK) TO OFFICERS**

1101. All serving officers including the following are entitled for issue of RIK as per the scale prescribed from time to time; -

- (a) Re-employed officers.
- (b) Officers on deputation to civil departments drawing service rates of pay (expenditure to be borne by the borrowing department).
- (c) MNS officers including MNS (local).
- (d) Honorary commissioned officers.

1102. **Entitlement during Leave.** The officers entitled to draw ration are authorised to claim Cash in Lieu of Rations (CLR) at prevailing rates during the following contingencies : -

- (a) Annual Leave.
- (b) Sick Leave on full pay and allowances.
- (c) Leave pending retirement/invalidment/termination of contract/release on full pay and allowances.
- (d) Preparatory Leave while on permanent posting from one station to another.
- (e) Casual Leave for the duration the officer spends his casual leave away from the duty station.
- (f) Courses of instructions or posting to non military stations notified by Government from time to time where ration drawing facilities are not existing.
- (g) Furlough Leave.
- (h) Maternity Leave.
- (j) Special Casual Leave.

1103. The officers will be authorised to draw RIK during the period of Casual Leave spent at the duty station. During study leave in India, RIK will be issued unless posted to non military stations as notified by Government from time to time, where ration drawing facilities are not available.

1104. **Management of RIK.** As far as practicable the RIK stand should be independent of other Free/Payment Issues and Victualling stores meant for Galley issues. Where no separate Victualling Account is required for this purpose, a suitable subsidiary account ie. record of receipts, entitlement of each individual and issues be maintained to facilitate internal verification, surprise check and muster of Victualling stores as and when required.

1105. AAs may issue detailed instructions regarding issue of RIK to officers. These should cover manpower/transport requirement and issue procedure etc.

1106. The BVOs/LOGOs of the respective unit should issue monthly issue programme. Generally three fresh and one dry ration issues are made in a month. The manpower/transport requirement are to be provided from within existing resources. The expenditure of packing material (also laboures if not available within the existing resources) and sundry expenses are to be met out of monthly subscriptions from the personnel drawing RIK.

1107. **RIK Fund.** A Non Public Fund viz. 'RIK Fund' is to be maintained and audited in the normal manner and the same may be inspected during Annual Inspections.

## **CHAPTER 12**

### **STOWAGE AND PRESERVATION OF PROVISIONS**

- (A) Responsibilities, storage of Dry provisions Dunnage, Hygroscopic ventilation of Store Rooms, Tinned and Bottled provisions, Rat proofing Drip trays, Insecticides, inspection of Store Rooms.
- (B) Additional precautions for the storage of Dry provisions, Atta and Flour, Dals, Sugar and Salt, Tinned provisions, Tea, manner of handling Fresh provisions, Cold storage, storage in Cold room (Sea Stock of Mutton, dressed Poultry, Fish), formation of Mildew or Mould (Black spot), Thawing; cleanliness of Cold Room, Cool Room, storage of Potatoes and Onions.



## **CHAPTER 12**

### **STOWAGE AND PRESERVATION OF PROVISIONS**

1201. The LOGO/officer carrying out the Victualling duties is responsible for the Victualling stores on his charge. He is to make sure that as far as practicable, all provisions are inspected at the time of acceptance or when received on board and are in good condition when stowed in store rooms. He should visit the store-rooms frequently and see that:-

- (a) The store-rooms are kept clean and tidy.
- (b) The provisions are stowed correctly.
- (c) There are no obvious sign of deterioration.
- (d) All items in stock are being used and brought forward for use on 'First in First Out' basis.

1202. Victualling stores will deteriorate if kept too long or stowed in unsatisfactory conditions, and before actual deterioration sets in, there can be loss of flavor and palatability which generally leads to waste.

1203. The assistance and advice of the BVOs should be sought when there is doubt about the condition of stock or the problem of their turnover.

1204. **Stowage of Dry Provisions.** Stowage conditions in shore establishments and in ships afloat are entirely different. Whereas in shore establishments sufficient space is generally available for the storage of provisions and the stocks are limited, the ships have limited stowage capacity and carry stocks for considerable period. The following general instructions should be observed by ships and establishments for the storage of dry provisions:-

- (a) **Dunnage.** Stocks of provisions should be kept dry and protected from insects. Stacks should be so built that it does not come in contact with the deck/ground or bulkheads/walls. A minimum space of about 15 cms should be left between the stacks and the bulkhead/walls. The stacks should be lifted off the deck/ground

with dunnage of about 30 cms. This allows air to pass through the stock. It will also prevent the stock from absorbing moisture from the ground and store rooms will remain neat as the space under the stack can be swept.

(b) **Hygroscopic Stores.** Sugar and salt absorbs moisture from the air very rapidly. These should, therefore, be stowed in a very dry place.

(c) **Stacking.** Stack should not be built too high. There should be sufficient clearance between stacks and the deck heads/wall. This will keep the temperature of the store room down.

(d) **Ventilation of Store Rooms.** Good ventilation is essential for store rooms containing bagged provisions. Atta and Flour store rooms should have forced ventilation. If no forced ventilation is fitted to those stores, portable air blowers with long base should be used to ventilate the store rooms regularly.

(e) **Tinned and Bottled Provisions.** Tinned and bottled provisions should be stowed in the bins if provided. Alternatively these should be stowed in their original packing cases. These should be stocked according to their warranty period as indicated on the tins and on the packing case. These items should be inspected regularly for any bulging and rusting. Such stocks should be sampled and if found fit should be consumed straightaway.

(f) **Bottled Supplies.** Bottled provisions should be stored in cases with the bottle lying on their side and not more than five cases high. The reason for placing bottled provisions on their side is that the contents would otherwise be liable to sillage owing to the corks becoming dry. Vinegar and pickle should, however, always be stowed with bottles in the upright position as vinegar eats up the cork, when it comes in contact with it.

(g) **Rat Proofing.** The storerooms should be made rat proof by covering all openings like ventilation, trunkings and drainage holes with suitable wire gauge.

(h) **Drip Trays.** Metallic trays should be used for stowage of ghee/oil tins.

(j) **Insecticides.** It may sometimes be necessary to use insecticides in store rooms but these must never come in direct contact with food. Any bottom planks/gratings with which any insecticide has come into contact must be cleaned before bagged provisions or other permissible packings are placed on these.

(k) **Inspection.** The store rooms should be inspected periodically for cleanliness and for any signs of deterioration of infestation. Infestation will spread rapidly unless the source is removed. In the event of serious infestation, the store rooms must be cleaned and disinfested before fresh supplies are put in. Potassium Permanganate is good disinfesting agent. Strong smelling disinfectant agents should not be used.

### **Stowage of Provisions**

1205. **Atta and Flour.** They are supplied in gunny bags. They should be stowed in dry rooms and the stacks dunnaged to allow the air to circulate. They should be cool and dry. This can be tested by plunging the hand into full sacks. A moist feeling may be due to damp storage. Such Atta and Flour will not stand protracted storage and should be consumed first. Strong smelling articles like garlic and other condiments, should not be stowed near Atta and Flour.

1206. **Dals.** They are also supplied in gunny bags. They should be kept dry and inspected for detection of moisture otherwise they are liable to become caded and mouldy.

1207. **Sugar and Salt.** They are highly hygroscopic and should be kept dry. They should be lifted off the deck/floor with proper dunnage.

1208. **Bottled Supplies.** Bottled provisions should be stored in cases with the bottles lying on side and not more than five cases high. The reason for placing bottled provisions on their side is, that the contents would otherwise be liable to become ullaged owing to the cork drying up. Vinegar and pickles should, however always be stowed with bottles in the upright position as vinegar eats up the cork, as it comes in contact with it.

1209. **Tinned Provisions.** They should be stowed in their cases. They should be stocked according to their warranty period as indicated on the tins and on the packing cases.

They should be inspected regularly for any bulging and rusting. Such stocks should be sampled and if found fit should be consumed straight way.

1210. **Tea**. Tea should be kept in its original tea chests in which it is received. Only one tea chest should be opened at a time.

1211. **Manner of Handling**. Faulty handling can ruin everything. Unnecessary exposure to sun, rain, dirty vehicles and bruising of fresh provisions by rough handling will mean that in spite of all planning and care after stowage, the provisions will not remain in good conditions. Every effort should, therefore, be made to ensure that the baskets, bags, crane, railing used in the handling of fresh provisions, are clean. Tarpaulins and gunny bags should be used when provisions are awaiting boat at the jetty, in the boats and when provisions are lying on the deck awaiting stowage in their respective store rooms.

1212. **Additional Precautions for the Stowage of Dry Provisions.**

- (a) Provisions should be stacked in such a manner as to facilitate cleaning and muster.
- (b) The principle of "FIRST IN FIRST OUT" should be borne in mind while arranging stock.
- (c) Stocks of essential items should be dispersed in two or more store rooms to prevent loss of entire stock of particular item in case of damage by flooding etc. of one store room.
- (d) Where equipment/machinery etc. are fitted in the store rooms, the provisions are to be stowed clear from such fittings for easy access.
- (e) Spillage must be cleaned after every issue.
- (f) Bottled provisions containing liquids must be kept on their sides except Vinegar which should be stowed upright to prevent the cork being eaten away by the Vinegar.
- (g) Strong smelling provisions like garlic and condiments should be stowed away from Atta, Flour and Ghee which absorb the smell.

1213. **Fresh Provisions**. Fresh provisions are highly perishable and are to be kept under conditions which cannot be easily provided in ships. Because of this, ships can carry only a limited stock of fresh provisions and all precautions must be observed in their handling and stowage.

1214. Micro organisms are always present in the atmosphere and attacks animal and vegetable matter thus causing their decay. These organisms thrive in high temperature and humidity. To control decay, these two factors must be controlled. This can best be done in cold storage.

### **Cold Storage**

1215. Cold storage is a method of preserving foodstuffs by arresting the normal process of decay caused by the microorganisms. It will not prolong the life of any item indefinitely and can do nothing to improve the condition of stores which have already begun to deteriorate. Thus nothing ever comes out of a cold store better than it went in. If it went in soft and lost its heat, its surface condition may look better when it comes out first but it will deteriorate rapidly. It must, therefore, be ensured that only fresh clean and undamaged, decay-free items of fresh provisions are stored in cold storage.

1216. Various items of fresh provisions require different temperature for their stowage in order to prolong their life. It is not possible to provide ideal storage conditions for individual items. In ships, therefore, two rooms with different temperatures are generally available. They are called "**Cool Room**" and "**Cold Room**". The items are then grouped into two categories for stowage in Cold Room or Cool Room.

1217. The operation and maintenance of the Cold and Cool Room plant and machinery to maintain appropriate temperatures is the responsibility of the Engineer Officer. The LOGO should keep a close liaison with the Engineer Officer on the working of the Cold and Cool Rooms and is to inform him in advance of the storage programme especially when large stocks are going to be taken. Routine issue, cleaning etc. should also be made in consultation with him.

1218. Cold and Cool rooms are not to be opened more than twice a day and that too not more than 15 minutes at a time except when storing large stocks.

### **Cold Room**

1219. The temperature of the Cold Room should be maintained between 15 degree F to 18 degree F (-10°C to -8°C) and should not be allowed to rise beyond 18 degree F on opening. The items stored in the Cold Room are Meat, Poultry Fowl dressed and Fish Frozen (Fish Fresh should not be stored in the Cold Room as its smell will permeate to other Meat stock stored).

1220. **Stowage.** As far as possible, the Meat Carcass should be hung in the Cold Room on the hooks provided for the purposes. If maximum stock is to be taken, mutton may be stacked on gratings and sufficient dunnage between layers of carcasses be catered to provide space which would enable the air to circulate through the body of the stock. Care should be taken to ensure that the carcasses are not dragged along the deck or thrown down the hatches when storing but are carried down to the Cold Room lobby. Storing is to be completed with the least possible delay to prevent frozen carcasses becoming soft due to exposure for a long time. When slightly softened meat is to be stored or when unfrozen stock is received on board, the temperature of Cold Room should be brought down to about 10 degree F (-12°C) to enable the meat to be frozen rapidly.

1221. **Sea Stock of Mutton.** Carcasses of Mutton for sea stock are always to be covered with Mutton Cloth. Generally frozen meat is to be taken for sea stock. There are occasions when fresh meat may have to be accepted. In such cases, fresh meat should be drawn in small lots to enable hanging in the Cold Room until the carcasses are frozen hard. If too much fresh meat is put into the Cold Room at one time, it will lead to a rise in the temperature of the Cold Room. Whenever facilities exist, fresh meat is to be given a preliminary cooling for about 24 hours in Cool Room before transferring to a cold room.

1222. **Dressed Poultry.** Dressed poultry in a hard frozen condition should be stored in crates. If fresh poultry is supplied, the carcasses should be spread out for freezing on open racks.

1223. **Fish.** Fish should not be taken for sea stock purpose as it does not freeze satisfactorily in ordinary cold room temperature. Moreover, separate stowage will be essential as there is the risk of other items absorbing the odour of Fish. Fish is required to be frozen by the accelerated freezing method. Frozen fish in absolutely hard condition, may be kept in Cold Room as stock but away from Mutton. Cold Room space which has held Fish must not be used for stowing anything else until it has been defrosted and thoroughly cleaned, disinfected and aired so that all traces of fish smell, which might impart smell to other items, are removed.

1224. **Mildew or Mould (Black spot).** This is a fungus growth in the tissues of the meat causing black or dark coloured patches and gives rise to strong odour. This is caused by moisture settling on the surface of the meat due to fluctuation in the temperature of the Cold Room. In the earlier stages surface mould can be wiped off with a cloth and meat may be considered fit for issue. In the advance stages, the mould eats into the tissues rendering the meat unwholesome. The stock in a Cold Room should be defrosted and disinfected before fresh stock is put in.

1225. **Thawing.** Frozen meat should be thawed before use. The day's requirements should, therefore, be drawn at least twelve hours before cutting up and allowed to thaw-out in a ready use cool room if available. If ready use cool room is not available, meat should be drawn about three to four hours earlier than the time of preparation and hung up for thawing in the preparation room at the normal room temperature.

1226. **Cleanliness.** Cleanliness of the Cold Room is of paramount importance. It must be thoroughly cleaned and disinfected whenever the Cold Room is defrosted or prior to storing. It should be allowed to dry out before re-storing. All gratings and dunnage racks must be scrubbed and it is to be disinfected and sun-dried before they are refixed in the Cold Room. Old wrappings, small bits of meat, broken and blood stained baskets, packing cases and cartoons all give rise to smell and breeding of mould. Blood spots should be dealt with promptly. Wooden floors should be scrubbed clean and dusted with powdered lime which should be left on the spot for 24 hours. A thin cement wash should be spread over spots on the concrete floor. Blood stained dunnage should be discarded.

## **Cool Room**

1227. The temperature of the Cool Room is between 30 degree F to 40 degree F (-1°C to 4°C) depending upon the items to be stowed. For dairy product and eggs the ideal temperature is 35 degree F to 40 degree F (1.5°C to 4°C). Fruits and vegetables stay in good condition at 30 degree F to 40 degree F (-1°C to 4°C).

1228. In large ships separate Cool Rooms are available for the dairy products/eggs and fruits/ vegetables. In smaller ships where only one cool room exists, all the items are stowed in the same cool room. In such ships care should be taken not to keep provisions which give off strong odour with other items which absorb odour.

1229. If the stowage space is insufficient, certain items of vegetable which do not decay at the normal atmospheric temperature may be kept at well ventilated places and the Cool Room space may be utilised for the perishable vegetables/eggs.

1230. Bananas are not to be kept in the Cool Room and as such should not be carried for sea stock.

1231. **Potatoes and Onions.** The ideal temperature for stowage of potatoes and onions is 34.4 degree F to 36.1 degree F (1.3°C to 2.3°C). However, due to lack of space and other facilities, Cool Rooms are not provided for them in the ships. Instead, lockers are fitted on the upper deck facilitating adequate natural ventilation with partitions for the stowage of potatoes and onions.



## **CHAPTER 13**

### **SURVEY OF VICTUALLING STORES**

- (A) Survey of Victualling Stores.
- (B) Survey/disposal of surplus stocks, disposal of stock valued upto Rs 2000/-, disposal of Victualling stores on paying off.
- (C) Disposal of Victualling stores declared unfit for human consumption- procedure of disposal (category-wise).
- (D) Preparation /disposal of survey report, sieving of infested stock, fumigation of infested stocks at BVYs, type of fumigant used and fumigation process.

## **CHAPTER 13**

### **SURVEY OF VICTUALLING STORES**

1301. A survey is a formal examination of the provisions by the LOGO/Board of Officers/ Commanding Officer, to ascertain whether provisions are fit for issue and, if not, decide their disposal. This chapter lays down the procedure that is to be followed for surveying Victualling stores under different circumstances.

#### **Provisions Suspected as Bad**

##### **Fresh Provisions**

1302. **Ships.** When fresh provisions (including meat and its substitutes) held in stock onboard a ship are suspected to be bad, they should be segregated from the rest of the stock to prevent deterioration of the whole stock. The matter is to be reported to the Commanding Officer without any delay, who will either inspect the provisions personally accompanied by the Medical Officer, if borne, or will depute two officers including the Medical Officer, where available, to inspect the provisions. These Officers will decide the fitness of the provisions and one of the following courses of action will be taken depending upon the decisions by the board: -

- (a) If the items are declared fit for consumption by these officers, they are to be issued to the galley for cooking and no further action is necessary.
- (b) If found unfit, a survey report is to be prepared by the LOGO on Form IN 715 where the surveying officers will record their opinion together with their recommendations as to the disposal of the items. This survey report is then to be approved by the Commanding Officer of the ship.
- (c) Fresh provisions rendered unfit for human consumption are normally jettisoned.
- (d) The survey report duly priced is then forwarded to the Audit Authorities for price verification and audit remarks which will subsequently be sent to the CFA for approval.

**Note** :- If the amount of loss is more than Rs 5000/- the matter should be reported to the AA before the items are jettisoned/disposed off. If this is not practicable for any reason, the survey report should be forwarded to the AA as soon as possible recording reasons for the disposal of stores without prior approval.

1303. **Shore Establishments.** The procedure outlined in paragraph 1302 above is to be followed for the survey of fresh provisions held on charge in shore establishments and suspected to be bad. It must be remembered that shore establishments draw their requirements of fresh provisions daily from the BVY/ASC SD, on which they are dependent. There should, therefore, be no occasion for fresh provisions to go bad if proper inspection is carried out at the time of acceptance in accordance with Chapter 3.

### **Dry Provisions**

1304. Dry provisions seldom go bad and become unfit for consumption if proper care is taken in their stowage and stocking (see chapter 12) and regular turnover of stocks. However, if dry provisions are suspected to be bad, they are to be dealt with by ships and establishments as indicated in the succeeding paragraphs.

1305. The suspected stocks should be segregated and the matter should be reported to the Commanding Officer who is to appoint a Board of Officers including a Medical Officer, if available for inspection of the suspected items. A survey report on form IN 715, is to be prepared by the LOGO. The Board of Officers is to inspect the provisions in detail and record their opinion on the survey report for correct assessment. The item may be examined by sample cooking, if necessary. One of the following actions will be taken depending upon the decision of the Board: -

- (a) If the items are declared fit by the Board of Officers they are to be consumed onboard and no further action is necessary. The Board may make recommendation as to the precautionary measures to be taken before use.
- (b) If the Board declares the items unfit for consumption, these are to be landed with the nearest BVO at the first opportunity. The BVO will take such

items on charge in the "Suspense Ledger" and keep the stock segregated. He will then draw the samples (details for sampling are contained in Chapter 14) and send them to the nearest CFL/NABL Accredited Govt/Private Laboratory/Naval Food Laboratory, for analysis and report. On receipt of the CFL/NABL Accredited Govt/Private Laboratory/Naval Food Laboratory report, the items will be disposed off as follows:-

(i) If declared fit for consumption, the BVO will transfer the stores from the suspense ledger to the main stock ledger and issue these to the ships/establishments in the normal manner.

(ii) If the items are declared unfit for human consumption, the stores are to be disposed off by the BVO in accordance with the recommendations of the CFL/NABL Accredited Govt/Private Laboratory/Naval Food Laboratory report **(see articles 1414 and 1415 of Chapter 14)**. A copy of the CFL/NABL Accredited Govt/Private Laboratory/Naval Food Laboratory report will be forwarded to the ships concerned for regularisation of the loss by raising covering loss statement on form IAFA 498.

(iii) If the ship is away from the base port and is not likely to return for some time and if the contaminated stock is likely to infest the remaining stock onboard, the items may be thrown overboard with the approval of the Commanding Officer. Necessary endorsement to this effect is to be made by the Commanding Officer on the survey report. The loss is then to be regularised with the approval of the CFA in the normal manner.

(c) Ships are authorised to land suspected stores with the ASC SD in a port, where no BVY exists, if the ship is not likely to return to a port where a BVY exists, for a considerable time and the condition of stores is such that retention on board will lead to further deterioration of the other items or infest good stock on board.

(d) Commanding Officers of ships are authorised to dispatch samples of suspected stores to the CFL/NABL Accredited Govt/Private Laboratory/Naval Food Laboratory if they so choose (**Article 1401 refers**).

1306. **Shore Establishments.** Normally very limited quantity of dry provisions are stocked by shore establishments. With proper turn over, there should be no occasion for dry provisions to go bad. However, if the fitness of any item of dry provisions is suspected, it should be segregated straightaway.

1307. The matter should be reported to the Commanding Officer who may appoint a Board of Officers, including a Medical Officer, to inspect the affected stores. After examination, if the board of officers find : -

(a) The item fit for consumption, these are to be issued to the galley and no further action is necessary.

(b) The item unfit for human consumption, or if they cannot arrive at a definite decision as to the fitness of the item, representative samples of these are to be drawn and sent to the nearest CFL for analysis and report. In the case of shore establishments drawing from the BVYs the suspected stores may be returned to the BVY for further necessary action.

(c) The Officer-in-Charge, CFL/NABL Accredited Govt/Private Laboratory/Naval Food Laboratory will give his verdict w.r.t the fitness of the provisions. If found fit the provisions are to be consumed within the date given by the laboratory. If the report declares the provisions unfit for human consumption, these are to be sent to the ASC SD/BVY on which the shore establishment is dependent, for disposal in accordance with the recommendation of the CFL/NABL Accredited Govt/Private Laboratory/Naval Food Laboratory report (**Article 1414 of Chapter 14**). Survey report IN 715 is to be prepared and the loss is to be regularised in the normal manner.

### **Survey/Disposal of Surplus Stocks**

1308. Surplus stock of dry provisions in ships/establishments which cannot be consumed within the normal period, are to be reported to the Source of Supply, who will either ask for such provisions to be returned to the survey yard or will arrange their disposal to other

ships/establishments direct from the reporting ships/establishments. Such provisions will be inspected by the BVO/ASC prior to the acceptance or issue to other units.

1309. If the provisions are suspected to be bad, they are to be treated in the same manner as suspected stores and dealt with as such.

1310. Where large quantities are involved or when the Source of Supply is not in a position to dispose off the stores, the matter should be reported to the AA/Senior Naval Officer, who will arrange for the disposal of the items by issue to other units or return to the BVY/ASC SD. Whatever action is taken to dispose off the surplus stores, this does not absolve the ships/establishments concerned of the liability for any loss or damage caused to the stores due to overstocking or other avoidable causes.

1311. The following forms are to be used for the disposal of surplus stock : -

- |     |   |                                |
|-----|---|--------------------------------|
| (a) | If returned to BVY/ASC SD in good condition | - <b><u>Form IAFZ 2096</u></b> |
| (b) | If issued to other ships/establishments     | - <b><u>Form IN 324</u></b>    |
| (c) | If surveyed as suspected stock              | - <b><u>Form IN 715</u></b>    |

#### **Disposal of Stock Valued upto Rs.1000/**

1312. Where the value of stores involved is within Rs.1000/- in any of the above cases, the appointing of board of survey or sending samples to the CFL/NABL Accredited Govt/Private Laboratory/Naval Food Laboratory is not necessary. The Commanding Officer may personally inspect the provisions and decide the disposal of the items. In such case the survey report on form IN 715, will be signed by the LOGO and approved by the Commanding Officer. The CFA in this case is the Commanding Officer himself.

#### **Disposal of Victualling Stores on Paying Off**

1313. All Victualling stores held in stock by ships/establishments being paid off, are to be returned to the BVY. These stores are to be surveyed by a Board of Officers consisting of one officer from ship, BVO or his representative and a Medical Officer appointed by the Senior Naval Officer of the station. Full particulars are to be recorded on the Form IN 715 which is to be signed by all the members of the Board giving their remarks as to the

condition of such items. This survey report is to be forwarded to the Senior Naval Officer of the port for approval. The provisions are then to be disposed of as follows:-

- (a) Stores found fit for consumption are to be taken over by the BVO for issue to other ships in normal manner
- (b) Stores found unfit for consumption, the board is to ascertain the reasons for deterioration and record their observation on the form IN 715. One copy of the survey report is to be sent to the ships concerned. The ship/establishment is to take necessary action to regularise the loss involved by obtaining the approval of the CFA under the existing orders.
- (c) Deficiencies/surplus found at the time of de-storing are to be regularised by loss statement/certified receipt voucher in the normal manner.

#### **Disposal of Victualling Stores Declared Unfit for Human Consumption**

1314. Stocks which are declared unfit for human consumption by the CFL/NABL Accredited Govt/Private Laboratory/Naval Food Laboratory fall under the following categories: -

- (a) Category E - May be fed to animals
- (b) Category F - May be disposed off for commercial purposes.
- (c) Category G - Unfit for human consumption and cannot be categorised as E or F and should be destroyed.

#### **Procedure of Disposal**

##### **1315. Category - E.**

- (a) Stores will be offered first to military farms for feeding to animals at 1/10th of the Stock Book Free Issue rates after obtaining the permission of the veterinary authorities.
- (b) If military farms do not accept the items, stock may be sold to ex-servicemen and units wishing to purchase them for feeding animals and birds. Issues will be made at 1/10th of the Free Issue rate with the condition that these food stuffs will not

be used for human consumption or resold under any circumstances. In case of sale to ex- serviceman, the local health authorities will invariably be informed before sale is actually made.

(c) Failing disposal as at (a) and (b) above, stocks will be disposed off as follows:-

(i) If the book value, assessed at the Stock Book Free Issue rate is Rs.1000/- or less, the BVO will dispose off locally or by auction.

(ii) If the book value exceeds Rs.1000/- the matter is to be reported to AA for instructions.

**Note:**

(I) Condemned Atta, Flour and grain products, if any, found neither fit for human consumption nor for animal or poultry food, will be offered for sale to starch manufacturers for commercial purposes.

(II) Condemned oil hydrogenated or other fats declared unfit for human consumption which cannot be issued for feeding animals will be offered to the members of the All India Soap Manufacturers Association.

1316. **Category G**

(a) If value of the stock is Rs. 2000 or less, the items may be disposed off locally by the BVO under his own financial powers.

(b) If value of the stock exceeds Rs. 2000 the BVO will dispose off the items after obtaining the sanction of the CFA.

**Note:- Disposal of stock unfit for human consumption in Mumbai will be done by the ASC/BVO Authorities.**

**Preparation of Survey Report**

1317. Survey report in respect of Victualling stores is to be prepared on form IN 715 in four copies when the provisions are returned to BVY and in three copies if the stores are jettisoned/ destroyed. The survey report should be completed in all respects and signed by the



surveying officers and approved by the Commanding Officer.

1318. The following particulars should be shown in the survey report:-

- (a) Source of Supply and the date of receipt.
- (b) Date of last inspection and condition at that time.
- (c) Likely cause of deterioration.
- (d) Present condition of the stores.
- (e) Recommendation to prevent recurrence.
- (f) Whether the deterioration is due to causes which render the contractor/manufacturer liable.
- (g) Recommendations as to disposal of stores.

1319. Survey reports are to be disposed of as follows :-

(a) **When stores are returned to BVY:-**

- (i) **Original , duplicate and triplicate** -To be forwarded to the BVO for receipt
- (aa) Original - To be retained by BVO
- (ab) Duplicate and Triplicate - To be returned to the unit by BVO to support Victualling Account
- (ii) **Quadruplicate** -To be retained onboard as Office Copy and destroyed on receipt of duplicate and triplicate copies.

(b) **When stores are surveyed on board:-**

- (i) **Original** - To be forwarded to NLAO concerned with Victualling Account duly approved.
- (ii) **Duplicate** - To be forwarded to CFA

(iii) **Triplicate**

- To be retained on board with ships  
copy of Victualling Account.

**Sieving of Infested Stock**

1320. When any signs of infestation of Rice, Atta or milled products are noticed, the Senior Naval Authority present is to constitute a Station Board to examine the stock. If the intensity of infestation is moderate or higher the station board may order stocks to be sieved. The seiving so arrived at are to be immediately destroyed under the orders of this Board in order to prevent cross-infestation of sound stocks.

1321. The station board will invariably include an ASSPO Officer, from DMRDE, Kanpur if available, or an officer/sailor or a civilian storehouseman/storehouse assistant who has qualified either at the DMRDE Establishment, Kanpur, or at any other training course in stores preservation. If, however, no such qualified person is available in the Station, the AA concerned is to arrange for the attendance of such an individual from outside the station.

1322. This, however, does not absolve the BVOs of their responsibility for restricting their holding at a time to the maintenance stock and reserve, if any, as authorised from time to time. The occasions for sieving must, therefore, be very rare.

1323. These provisions also in no way effect the submission of periodical samples to CFL/Govt/Private Laboratory/Naval Food Laboratory by BVO in the normal manner.

1324. The resultant losses are to be regularised in the normal manner.

**Fumigation of Infested Stocks of BVYs**

1325. **Chemicals.** When large stocks of items, like Rice, Wheat, Dal etc. are infested, such stocks are advised to be dis-infested by process of fumigation. Fumigants used in the services is 'KILLOPETRA'. This consist of Ethylene Dichloride and Carbon Tetrachloride in the ratio of 3: 1. It is a hygiene chemical item stored by ASC. Only whole grains, e.g. Rice, Wheat, Jowar, Maize and whole or split Dals can be fumigated by this method. **Milled products like Atta, Flour and Suji must not be fumigated.**

1326. **Fumigation Process.** Whenever possible, fumigation must be done in a fumigation chamber especially made for the purpose. This should have tight fitting doors and exhaust fans, where possible, to facilitate rapid de-gassing. Where a chamber is not available, fumigation can be done by covering the stacks with gas proof fumigation covers. The process of fumigation of infested stock and precautions to be taken before and after fumigation are stated below: -

- (a) Build up a stack in a fumigation chamber, or under a fumigation cover.
- (b) Close all doors and windows except the one through which an operator must go in.
- (c) Pour required quantity of fumigants.
- (d) When the operator comes out, exit door is closed and sealed.
- (e) Place a sign board indicating "**FUMIGATION IN PROGRESS**".
- (f) Fumigate for 48 hours in summers and 72 hours in winter.
- (g) After fumigation is complete, open all doors, remove fumigation cover, switch on fans, if any.
- (h) No one should enter for 3 to 4 hours till the de- gassing is complete.
- (j) Air the food stuff invariably for one week before issue to units.

## **CHAPTER 14**

### **SAMPLING OF VICTUALS**

Sampling of victuals - occasions, procedure for drawing samples, documents used, packing and labelling of samples, accounting of samples and packing material used, dispatching of samples, grading (categorising) of stocks by CFL//NABL Accredited Govt/Private Laboratory/Naval Food Laboratory/request for telegraphic report.

## **CHAPTER 14**

### **SAMPLING OF VICTUALS**

1401. As and when the stocks of dry and tinned provisions are suspected to be bad, or, on or before expiry of stipulated ESL or Warranty Period of provisions, the ships/establishments and BVOs should send samples of such food stuffs to CFL/NABL Accredited Govt/Private Laboratory/Naval Food Laboratory for their opinion/report before issue of such provisions to the ships/establishments for consumption.

#### **Procedure for Drawing Samples**

1402. The Officer sending the sample is to ensure that a truly representative sample is drawn and dispatched to the Laboratory. He should have the samples sealed in his presence. All available data should be included on form IAFS 1580 to have an accurate picture of the bulk store represented by the sample.

1403. If a particular stock of an item of Victualling store is uniform in character, the sample is to be selected at random from various portions of the stock.

1404. When condition of the item varies, the stock should be split into separate groups according to their condition and each stock should be treated as a different stock for drawing samples.

1405. When the samples of bagged provisions are sent, the condition of the bulk must be indicated. The samples must be drawn from different bags opening at least 10% of the bags and thoroughly mixing them before dispatch. 2.270 Kgs of sample of every 200 bag or less must be sent to the laboratory.

1406. When the stock comprises of different brands, separate sample of each brands is required to be sent.

1407. **Documents**. Form IAFS 1580 or a typed proforma of the same is to be prepared in quadruplicate. Two copies separately are to be sent by post under a covering letter and the

fourth copy is sent along with the packing note (D-71) placed inside the parcel containing the sample. Third copy is to retained in the office.

1408. Care must be taken in completing form IAFS 1580 to enter in the appropriate column the period required to consume the entire stock. IAFS 1580 should be accompanied by certified copies of board proceedings or Medical Officer's opinion, where applicable.

1409. The Officer-in-Charge, CFL/NABL Accredited Govt/Private Laboratory/Naval Food Laboratory will complete his portion of IAFS 1580 after the samples have been analysed and dispose off the copies as follows :-

- (a) One copy will be retained by the CFL/NABL Accredited Govt/Private Laboratory/Naval Food Laboratory for record.
- (b) One copy will be sent to the BVY/Ship/Establishment which sent the sample.
- (c) One copy will be sent to IHQ MoD(N)/DCV.

1410. **Packing of Samples.** The samples should be dispatched in tin or bottles as convenient and sealed air tight before dispatch. Items should be packed in light wooden cases with sufficient packing to prevent damage in transit and protect against transit hazards.

1411. **Labelling.** A label as per specimen below should be affixed to each sample container. It should not be pasted on the outer packing case/wrapper, which is removable.

### **SAMPLE FOR COMPOSITE FOOD LABORATORY**

CONTENTS .....

NUMBER .....

DATE OF DISPATCH.....

1412. **Accounting.** Issue vouchers are not required to be dispatched to the CFL/NABL Accredited Govt/Private Laboratory/Naval Food Laboratory in respect of samples and packing material accompanying the sample. These may be charged off from the Victualling Account supported by the Expense Voucher prepared on form IAFZ 2096.

1413. **Dispatch.** All classes of samples maybe dispatched by post or passenger train whichever is more advisable. This will depend upon the size and weight of the package. In

special cases where the distance between the port of the ship and location of the establishment to the nearest CFL/NABL Accredited Govt/Private Laboratory/Naval Food Laboratory concerned, is more than 880 kilometers and delay is anticipated in the analysis of the sample, the sample in such cases may be sent by air.

1414. Stocks are graded by CFL/NABL Accredited Govt/Private Laboratory/Naval Food Laboratory into the following categories : -

Category	Estimated Storage Life (ESL)	Period from the date of the last laboratory report after which stocks are to be sampled
A	9 months	5 months
B	6 months	3 months
C	3 months	2 months
D	Upto the date (with date) indicated	Not to be re-sampled
E	May be fed to animals	(a) If Veterinary authorities permit (b) If not, should be re-sampled for further disposal order
F	May be disposed off for commercial purposes	Not to be examined except on the recommendations of the disposal board
G	Unfit for human consumption, can not be categorised E or F and should be destroyed.	See Article 1314 to 1316 of Chapter 13.

1415. **Telegraphic Report.** Analysis of routine samples are usually completed within two days of the receipt of samples. Requests for telegraphic reports should, therefore, be confined to very urgent cases.

## **CHAPTER 15**

### **MESSING**

- (A) Messing of Officers and Sailors.
- (B) Mess Committee
- (C) System of Messing (broadside general messing/  
centralised general messing/modified centralised  
general messing.
- (D) Allocation of messes.
- (E) Mess funds
- (F) Preparation of weekly menu - points to be borne  
in mind, advantage of weekly menu
- (G) Supervision of logistic officer
- (H) Messing of NCC and DSC personnel
- (J) Messing of Naval personnel attached to Army and  
Air Force. Messing of Army and Air Force  
personnel temporarily attached to *IN* Ships/  
Establishments.
- (K) Messing of Army, Air Force and Naval personnel  
borne on the establishment of Inter Service  
Institutions and Units.
- (L) Victualling of non-entitled personnel on payment  
in Naval Ships/Establishments



## **CHAPTER 15**

### **MESSING**

1501. This chapter should be read in conjunction with para I of Regs Navy (INBR 2) Chapter 27.

#### **Officers**

1502. All Officers in the Navy dine in the Wardroom mess separately from the sailors. Details regarding the Officers messing are contained in Chapter 27, Section I of the Regs Navy (INBR 2), Part I.

#### **Sailors**

1503. The LOGO of a ship/establishment is responsible for the issue of rations, preparation and cooking of food and accounting of all transactions in connection with the messing of the ships company. He will publish weekly menu for the guidance of all concerned and ensure that the meals are prepared in clean and hygienic conditions. He should also ensure proper distribution of meals and deal with any complaints about food from the sailors.

#### **Mess Committee**

1504. Each ship and establishment has a Mess Committee consisting of the representatives of various messes and presided over by the XO of the ship. The LOGO is a member of the Mess Committee. The LOGO is to be guided by the Mess Committee in drawing up menus based on the entitlement and availability of provisions.

#### **Systems of Messing**

1505. **Broadside General Messing.** In this system the meals are issued from the galley by messes through duty messman. The food is then taken to the messes where it is distributed amongst the members of the mess. This system is now, only applicable to Senior Sailors Messes provided separate cooking arrangement do not exist in a ship/establishment. Necessary messtraps are issued to such messes by LOGO to carry food from the galley in bulk.

1506. **Centralised General Messing.** In the Centralised General Messing, the food is distributed to the individuals from the galley counters in the cafeteria plates provided to each leading rank and below and they dine in the common dining hall normally situated adjacent to galley.

1507. **Modified Centralised General Messing.** Under this system the food is distributed to the individuals from the galley counter in the cafeteria plates to Leadings and below. Sailors take the served food to their respective messes when there is no common dining hall due to paucity of space.

### **Allocation of Messes**

1508. The allocation of messes to all the sailors of the ships company is the responsibility of the XO of the ship. Senior Sailors Mess is issued with necessary mess utensils by the LOGO. The Senior most sailor/Mess Secretary of Senior Sailor Mess is responsible for the safe custody of these mess utensils, for detailing the duty mess hands for the collection of food from the galley and for the cleanliness of the mess utensils.

### **Mess Fund**

1509. The ration scales authorised for sailors are considered sufficient to keep sailors in good health and provide sufficient varieties. However, if the sailors by general consent, desire to supplement this by extra purchases to add to variety, this may be permitted at the discretion of the Commanding Officer. The money required for such purpose shall be raised from Ships Company by monthly subscription. The monthly subscription should be kept as low as possible and it should not exceed Rs. 15 and Rs. 20 per junior and senior sailors respectively per month. In special cases, however, the Commanding Officer of the ships/establishments may approve of a higher amount to be subscribed provided it does not cause any hardship to the sailors. The extras purchased by the Mess Committee shall be kept in separate bins from the LOGO's stock and issued as and when required. LOGO should ensure that such items under no circumstances mix with the Government stores. Whatever purchases have been made, they must be checked and signed by store/Galley-in-Charge before they go inside the store rooms. Proper accounts of the money collected and expended, are to be kept, which are to be audited every quarter like

other Non-Public Funds maintained onboard. The accounts should be inspected by the Commanding Officer quarterly after the audit.

1510. The funds shall be kept with the LOGO/ Assistant LOGO (Victualling) Officer for safe custody who shall supervise the maintenance of the accounts.

### **Drawing of Menu**

1511. The following points should be borne in mind in the preparation of menu: -

- (a) Supply position and availability of provisions.
- (b) Galley equipment and facilities for cooking.
- (c) Ability and standard of cooks and the number available.
- (d) Nature of work on which the Ships Company is employed and climatic conditions etc.
- (e) Likes and dislikes of the Ships Company.
- (f) Providing varieties, and attractive presentation of dishes.
- (g) Proper utilisation of rations and prevention of waste.
- (h) Turnover of stock in the order of their stowage life.

1512. The following are the advantages of planning a menu : -

- (a) It helps the LOGO in indenting provisions, particularly fresh provisions which require prior notice.
- (b) It provides advance information to all concerned.
- (c) Introduction of variety.
- (d) Wastage can be avoided and by-products and left overs used up.
- (e) Utilisation of provisions to the fullest advantage.
- (f) Helps to boost the morale of the ships company.

### **Logistics Officer's Supervision**

1513. Efficient catering in ships and establishments depends very much on the manner in which messing is administered and personal interest taken by the LOGO and his staff (both Cooks and Stores sailors). In order to achieve this, the LOGO must visit the galleys and messes as often as possible, taste food to ensure that the food is tasty, palatable and well prepared.

### **Messing of NCC Personnel**

1514. When NCC personnel have to be messed on board ships and establishments, the NCC Officers will be messed in the Wardroom and the Cadets messed with the Ships Company. The messing charges in respect of Officers are to be realised by the Wardroom according to mess rules.

1515. As regards the charges for cadets rates applicable to non-entitled personnel, are to be recovered from the Officer-in-Charge of the party before they leave the ship. The charges for non-entitled personnel are promulgated through IGs/NIs from time to time.

### **Messing of Defence Security Corps (DSC) Personnel**

1516. Separate messing arrangements are to be made for the DSC personnel. They are to be issued with the normal scale of rations as laid down in the Army Instructions as amended from time to time.

1517. However, when the number of DSC personnel attached to an establishment is so small as to render separate messing uneconomical, DSC personnel are to be messed with Ships Company on the *IN* Scales of ration.

### **Accounting**

1518. *IN* Forms are to be used when issuing rations at *IN* scales of rations, to the DSC personnel and Army forms are to be used when issues are made at Army scales and a separate galley is running. The accounts will be audited by the NLAO irrespective of the scale of issues. Demands for rations for DSC personnel are to be made separately.

### **Messing of Naval Personnel Attached to Army and Air Force Units**

1519. Naval personnel attached to or working with Army and Air Force units, are to draw rations at the Naval scale as per **Appendix `E'** except under the following conditions where:-

- (a) Army/Air Force personnel are in majority in the unit concerned, or
- (b) The Officer Commanding of the unit concerned certifies that separate cooking and messing arrangements for Naval personnel are not administratively feasible. In such case, Naval personnel will draw rations as authorised for Army or Air Force personnel as per their scales. The cost of rations as issued will be debited to the estimates of the service issuing the rations and no inter-service adjustments will be carried out.

### **Messing of Army And Air Force Personnel Temporarily Attached to *IN* Ships/ Establishments**

1520. When Army and Air Force Personnel are attached to *IN* establishments or borne onboard ships, they are to be messed with the Ships Company and victualled at *IN* scale of ration.

### **Messing of Army, Air Force and Naval Personnel Borne on the Establishment of Inter Service Institutions & Units**

1521. Personnel of the Army, Navy and Air Force borne on the strength of the establishment of the Inter-Service Institutions and units and entitled to free rations will be messed together and issued rations according to the scale shown in **Appendix 'L'**.

### **Victualling of Non-entitled Personnel on Payment in Naval Ships/Establishments**

1522. Whenever non-entitled personnel are accommodated in Naval Ships and Establishments and food is served to them from the sailors galleys, messing charges as per prevailing rate as published by NHQ are to be recovered from the individuals concerned and credited to government through Cash Account of ship/establishment concerned. The detailed accounting procedure is promulgated through Navy Orders from time to time.

## **CHAPTER 16**

### **BVY ORGANISATION**

- (A) Duties of BVO.
- (B) Procedure for rendition of estimates of Victualling stores.
- (C) Schedule of stock(return and demand statement).
- (D) Organisation of BVYs, section, sub sectionwise duties/responsibilities.
- (E) Receipt/Taking delivery from railways Demurrage/wharefare.
- (F) Issue to units.
- (G) Stockholding groups, duties/responsibilities.
- (H) Method of provisioning.
- (J) Financial powers, Local purchase procedure, Garden products of units, risk an expense purchase.
- (K) Management of butchery.

## **CHAPTER 16**

### **BASE VICTUALLING YARD ORGANISATION**

1601. BVYs are functioning at all important Naval Stations and are responsible for the supply of provisions to ships and establishments of the Navy and local units of the Army, Air Force and Coast Guard dependent on them. They function under their respective AA.

#### **Duties of Base Victualling Officer**

1602. The duties of BVO have already been dealt with in Chapter 1. In brief these duties are:-

- (a) Provisioning, Procurement, Stocking and disposal of all articles of victualling.
- (b) Maintenance of adequate stocks of provisions as required by ships and establishments dependant on them.
- (c) Supply of provisions to dependent units of the Army, Air Force and Coast Guard as and when required.
- (d) Rendition of estimates for victualling stores to AA.

#### **Procedure for Rendition of Estimates for Victualling Stores**

1603. Estimates for dry provisions required by ships and establishments will be submitted as follows : -

- (a) Ships and establishment are to forward yearly estimates so as to reach their respective BVYs by the 10th of July every year.
- (b) Shore establishments dependent on ASC Supply Depot will submit their estimates to the respective SDs as per date laid down at (a) above.

1604. **Schedule and Submission of Stock Return and Demand Statements.**

All

BVOs render their stock returns and demand statements in accordance with fixed schedule as decided by the IHQ MoD(N)/DCV. This schedule is based on individual items of Victualling stores, their stowage life and the system of procurement. Estimates are, therefore, submitted yearly as ordered by the IHQ MoD(N)/DCV from time to time on the form placed at **Appendix 'Y'**.

**Organisation of BVY**

1605. BVYs are organised on the same lines as the ASC Supply Depots and generally observe all the rules and regulations concerning the running of ASC Depot.

1606. In order to ensure that a BVY runs efficiently, it is divided into the following departments:-

- (a) Central Office.
- (b) Receipt and Dispatch Section.
- (c) Stock Holding Groups.

**Central Office**

1607. The Central Office is responsible for the general administration of the BVY. For convenience of dealing with various matters, this office is divided into following sections: -

- (a) Stock Section.
- (b) IVMS Section.
- (c) Contract Section.
- (d) Administration Section.

1608. **Stock Section.** The stock section is responsible for the following: -

- (a) Raising demands for the centrally purchased articles.
- (b) Ensuring maintenance of reserve stock of provisions.
- (c) Maintenance of proper records showing stock of provisions, demands outstanding and items in transit.
- (d) Submission of various returns.



1609. **IVMS Section.** The IVMS section is responsible for the following: -

- (a) Maintenance of online Central Ledger on IVMS for all items held in the BVY.
- (b) Scrutiny of demands received from dependent ships and establishments and units of the Army and Air Force and sanctions for such issues.
- (c) Checking of '**Daily Balance Statement**' received from various stock holding groups and posting of ledgers.

1610. **Local Contract Section.** The local contracts section is responsible for the following: -

- (a) Maintenance of account on form IAFS 1520 and IAFS 2135 (Supply Order) held by the BVY and their issue to such units who are authorised to get supplies direct from the contractors.
- (b) Scrutiny of completed IAFS 1520 and IAFS 2135 forms received from units and contractors.
- (c) Maintenance of record of local sources from where the various items can be obtained in an emergency together with their rates.

1611. **Administration Section.** The section will be responsible for the following: -

- (a) Receipts, dispatch and circulation of all signals and mail.
- (b) Ensure speedy disposal of all communications received.
- (c) Maintenance of the Service Postage Stamps account.
- (d) Maintenance of the central register of losses.
- (e) Maintenance of service books of all civilian personnel working in the Yard.
- (f) Deal with all aspects of pay and allowances of civilian personnel.

**Note:-** The duties given above are not exhaustive. It is upto the BVO to lay down the duties for the administration section in his standing orders.

### **Receipt and Dispatch Section.**

1612. The receipt and dispatch section (R &D Section) is responsible to check and take delivery of all stores received in the Yard and to arrange issue and dispatch of all stores going out of the Yard.

1613. As and when receipt vouchers are received in the Central Office, these are forwarded to the R & D Section for collection and delivery to the group concerned. On receipt of the information about the arrival of stores, the R & D Section will take the following actions : -

- (a) Note all RRs/PWBs in the register for stores received by rail.
- (b) Note all other consignments in the register for stores received by a mode of transport other than by rail.
- (c) Inform the Stock Holding Group concerned of the consignments and forwarded the receipt vouchers to the group if the BVY has a railway siding so that the items can be handed over to the group.
- (d) Make routine enquiries at the railway yard about the arrival of the wagons.
- (e) Arrange necessary labour and transport.
- (f) Arrange joint inspection with railway representatives of all wagons received for the yard whether at the railway siding or at the yard siding.
- (g) Ensure that Board of Officers (when required) is appointed for the inspection and acceptance of the consignments.

1614. On arrival of the consignment, the R & D representative will accompany the railway representative and the Board of Officers, who will inspect and ensure that the wagons have not been tampered with and that the seals are intact. Seals are to be broken by the Officers before the wagons are unloaded. Ten percent of the consignment should be weighed in the presence of the Board of Officers. Stores will be delivered to the Stock Holding Group and a receipt on form IAFS 1584 obtained. A copy of IAFS 1584 together with the supply voucher will be forwarded to the ledger section.

1615. If the wagon is found to be tampered with or in case of loose packages found damaged, a railway representative should be present till the unloading is completed. The BVO must take open delivery from the railway if the wagons appear to have been tampered with. All items are to be weighed and listed in the presence of the railway representative. The list is to be certified by the Board as well as by the railway representative. The differences should be noted down on the reverse of the Railway Receipt and also in the delivery book of the railways, which should be attested by the railway representative. A R&D certificate will be handed over to the group while obtaining receipt for the consignment. A register is to be maintained by the R&D Section keeping record of all those differences. A provisional loss statement is to be raised for further action.

1616. **Dummerage/Wharfage.** Various CFAs who are authorised to sanction expenditure on account of dummerage/wharfage on Victualling stores and the extent of expenditure which can be sanctioned by each are laid down in DFPDS - 2016 as amended from time to time.

1617. **Issue to Units.** The R&D Section is responsible for the issue of provisions from the Stock Holding Group to the units as per their demands. On receipt of demand from the unit, the IVMS section will scrutinise it and complete the column "Sanctioned for Issue" and then prepare issue voucher on Form IAFS 1619 in three copies separately for each group. One copy of the issue voucher will be forwarded to the Stock Holding Groups for getting the items ready for supply. At the appointed time, the representative of the units will collect the stores in the presence of the R&D representative. Signatures of the unit's representative will be obtained on both the issue vouchers and demand form IAFS 2098. A gate pass will also be prepared by the R & D Section in triplicate. One copy of the demand form IAFS 2098 along with two copies of the gate pass will be handed over to the representative of the drawing unit who will surrender one gate pass at the gate as and when he takes out the provisions. When stores are dispatched to units at out stations, the R&D Section is to make arrangements for wagons etc. The provisions are to be securely packed and transported to the railway yard and dispatched to the unit. The railway receipts (RR) are to be sent immediately to the consignee.

## **Stock Holding Groups**

1618. The following are the various Stock Holding Groups in a BVY : -

- (a) **Basic Group.** Stock of all bagged provisions such as cereals, milled products etc., e.g. Rice, Atta, Dals and Condiments etc. are kept in this group.
- (b) **Necessaries Group.** Stocks of all tinned provisions are stored in this group e.g. Milk (tinned), Fruits tinned, Oil hydrogenated and Tea etc.
- (c) **Fresh Group.** Stock of all fresh provisions are obtained and supplied by this group. The butchery and bakery also function under this group.
- (d) **Packing Material Group.** This section is responsible for the stowage and maintenance of all packing material.
- (e) **Hospital Group.** Stocks of Sago, Tapioca, Custard powder, Vermicelli, etc. are stocked in this group.

1619. Stocks holding groups are responsible for the stowage and issue of stores in their respective groups. They are to maintain stock tally sheets for such items and are to keep them posted upto date. As and when issue orders are received from the IVMS for issue to units, the stores should be kept ready for collection by the units representative. At the end of the day, a Daily Balance Sheet is to be prepared online on IVMS by the group concerned, showing all receipts and issues and balances.

1620. Stock Holding Groups are also responsible for drawing samples of items from their stock as and when required and forward them to the CFL/Govt/Private Laboratory/Naval Food Laboratory for determining the ESL of stores **(see Chapter 14).**

## **Methods of Provisioning**

1621. All provisions required in the BVY are obtained either by: -

- (a) Central Purchase.
- (b) Annual Rate Contract.
- (c) Local contract or
- (d) Local purchase

1622. **Central Purchase.** All dry and tinned provisions are centrally purchased and the procedure for their procurement has already been dealt with in Chapter 2.

1623. **Annual Rate contract.** Annual Rate Contract is to be concluded for all Victualling items falling within the financial powers of BVO/Commands.

1624. **Local Contracts.** Items which are normally obtained through local contracts are: -

- (a) Dry and tinned provisions for the units delinked from ASC/APO.
- (b) Perishable articles (fresh provisions) such as vegetable, meat, poultry, fish, eggs, milk etc.
- (c) Bulky articles which are economically and easily obtainable locally e.g. firewood.
- (d) Condiments, the supply of which is not arranged through central purchase.
- (e) The following guidelines are to be followed: -

(i) **Planning, Provisioning and Procurement.** Activities with respect to planning, provisioning and procurement of all types of victuals will be undertaken by BVO. Annual Estimated Requirements are to be prepared by BVOs and forwarded to the respective Command Headquarters for information. Command Headquarters are to issue the required amplifying directives in this regard laying down the time lines to ensure timely conclusion of contracts.

(ii) **Specification.** Procurement of ration items will be undertaken based on Specification promulgated by AHSP, Defence Food Standardisation Committee, AGMARK, ISI, FPO, MFPO, BIS or any other GoI approved specifications.

(iii) **Quality Inspection.** The inspection procedures are to be formulated by the respective Command Headquarters to ensure that the Victuals are fit for human consumption and have the required nutritional value.

The samples of victuals are to be sent to CFL/NABL accredited Govt./Private labs/Naval Food Laboratory for inspection or self certified in case of COTS/branded goods. Assistance of the Regional Offices of the Dte of Marketing & Inspection could be taken in this regard.

(iv) **Vendor Base.** A wide vendor base is to be developed by BVOs/AAs to ensure healthy competition to achieve better prices. Reasonableness of rates are to be ensured.

(v) **E-procurement.** E-procurement of all victuals is to be carried out on ILMS Version II.

(vi) **Flush Season.** In order to take advantage of lower rates during flush season, contracts for most of the provisions may be concluded as under:-

(aa) **Dry Provisions.** The flush season for the following commodities is commencing from the months mentioned against each and the contract cycle may be commenced as under:-

S. No.	Items	Contract from
(i)	Atta, Suji, Maida, Pulses (Chana, Arhar, Masur, K/Chana, Beson)	Apr
(ii)	Moong, Urd, Rajmah, Lobia, Rice, Sugar	Oct
(iii)	Refined sunflower oil	Jun

(ab) **Fresh Provisions.**

(i) Contracts relating to Meat, Poultry, Eggs, Fish, Potatoes, Onion, Garlic and Charcoal may be finalised to commence from Apr each year.

(ii) Vegetables, Fruits, Milk, Bread and Green grass/fodder may be finalized to commence from Oct each year.

The above time frame is to be maintained as far as possible, however, suitable amendments may be made as per the seasonal availability, stock position, demand/consumption etc.

1625. **Local Purchase.** The BVO may purchase items locally on the following occasions:-

- (a) Items for which requirements are spasmodic and concluding contract for such supplies is considered uneconomical e.g. Chocolate, cheese etc.
- (b) When contractor fails to supply items demanded and purchases are made at the Risk and Expense of the contractor.
- (c) When the stocks of an item of central supply are exhausted but are required to meet immediate requirements.
- (d) When abnormal quantities of contract supply items are required to meet unforeseen requirements and the contractor is unable to meet the requirements.

1626. Approval of the CFA is to be obtained prior to making this local purchase. If time does not permit, this matter is to be intimated to the CFA soon after making the purchase. The following information is to be furnished to the AA: -

- (a) Why the purchase was necessary ?
- (b) Quantity of the item purchased
- (c) The rate at which the item purchased

1627. **Financial Powers.** The financial powers of various Naval Authorities for the local purchase of Victualling stores are promulgated vide DFPDS 2016 as amended from time to time.

1628. **Procedure.** Items are to be purchased from the Canteen Stores Department (India) when available and permitted by CSD regulations in vogue. An estimated requirement of these items is to be given to the Canteen Stores Department (India) for provisioning notice. When purchasing from the Canteen Stores Department (India) the local rates are also to be taken into consideration.

1629. Whenever items are to be purchased from local dealers, whose names are maintained by the BVO, quotations are to be invited as per provisions in DPM/GFR. Details such as quantity required, supply point, transport and packing material to be used, should clearly be given.

1630. Provisions of DPM and GFR are to be followed. A comparative statement may be prepared, if applicable and the cheapest quotation is to be accepted. An increase upto 5% and above the local market rates maintained by the BVO may be accepted so that the supply shall be adhered to Specifications promulgated. When the prices are higher than the above, prior approval of the AA is to be obtained.

1631. The dealer will be asked to supply the provisions through written demand. Items supplied will be shown on form IAFS 2135 prepared in two copies and receipted by the BVO and the dealer. Payment may be made by the BVO out of the imprest maintained by him or may be made through the CDA (Navy). In last case, one copy along with the bill will be submitted to the CDA(Navy). The following information is to be furnished to the CDA(Navy) fortnightly.

- (a) Date of local purchase.
- (b) Reason for local purchase.
- (c) Whether local purchase is made at the Risk and Expense of the Contractor.
- (d) Explanation of the contractor, if the purchase is due to his fault.
- (e) Action taken to remedy the contractor's fault in future.
- (f) Unit rates of items purchased.

1632. **Garden Produce of Units.** Garden and Farm produces when available can be accepted by the BVO, in preference to contract supplies. Payment for such supplies will be made at contract rate or at farm rate whichever is cheaper. If farm rate is not fixed or contract does not exist, contract rate of the nearby station or local market rate whichever is cheaper may be paid.

1633. **Risk and Expense Purchase.** If a contractor fails to meet the demand placed on him or fails to maintain reserve stock or causes any other inconvenience, he will be served with a notice in writing to rectify the matter. A copy of such a notice should be endorsed to the contract sanctioning authority/AA. If the contractor fails to rectify the matter, local purchase at his Risk and Expense may be resorted to. Any entry to this



effect with the remarks of the BVO/Contract Operating Officer should be made in the contractor's diary. An abstract of all such purchases should be forwarded to the CDA(Navy) fortnightly, for necessary action.

### **Butchery**

1634. As far as possible contracts are to be concluded for Blast Frozen Chicken & Mutton as these are readily available in the market and have longer shelf life with ease of stocking. However when a contract is concluded for supply of fresh Chicken/Mutton, in order to enable the contractor to arrange the supply of meat to the BVY as per the demands placed, a butchery with facilities for slaughtering the animals and grazing grounds for the animals with water facilities is provided to him within BVY itself, where such facilities exist, at nominal rent. This is to ensure that animals conform to Defence Food Specification prior to slaughtering them and also to ensure that they are slaughtered in hygienic surroundings.

1635. When a contract is concluded for the supply of fresh meat, the contractor has to keep a reserve stock of live animals sufficient to meet 07 to 30 days requirements. The contractor is responsible to engage necessary labourers for looking after the animals, slaughtering them etc. Routine work in the butchery is to be laid down by the BVO and that is to be endorsed by the Butchery-in-Charge.

1636. The In-Charge Butchery is responsible to keep the butchery premises and surroundings, clean at all times. These places will be regularly inspected by the Veterinary Surgeon and other Local Medical Officers.

1637. When the animals are brought to the BVY, they are to be inspected by a Veterinary Surgeon to ensure that they are fit for slaughtering. Animals inspected and passed, are to be branded for identification on their hooves. Rejected animals are to be taken away by the contractor immediately from the butchery stock. A register showing the number of animals kept as reserve stock, the number slaughtered and the quantities of meat issued daily to the fresh group, is to be maintained and duly signed by the BVO.

1638. **Supply.** Requirements of the Fresh Group are to be intimated to the butchery well in advance, giving an advance notice of 24 to 48 hours. The number of animals required

to be slaughtered according to the demands, will be segregated from the other lot. These animals will be inspected by the BVO to ensure that their age, bone contents etc., conform to Defence Food Specifications. The BVO is the final authority for accepting the animals. These animals will not be fed for 24 hours prior to slaughtering but water is to be provided.

1639. **Slaughter**. Slaughtering will have to be completed ten hours prior to the issue of meat. Animals are slaughtered either by '**Halal**' or '**Jhatka**' process. Carcasses are to be skinned and eviscerated. They are to be cleaned with fresh water and hung in a fly proof room to dry the blood and water. Pluck of each carcass is to be kept by the side of each so that they can be systematically inspected by the Veterinary Surgeon prior to issue. Each carcass is to be stamped after the inspection by the Veterinary Surgeon. Any carcass or portion thereof found unfit for issue, is to be destroyed in the presence of the In-Charge Butchery.

1640. **Issues**. The requirements of various units will be issued out of the butchery as per the demands of the units recorded at the Fresh Group. Ships/Establishments may exercise the option to draw pre-cut Mutton/Chicken/Fish in lieu of whole carcasses vide Gol letter No. DCV/VG/4239/P&F Mutton/NHQ/1990/D(N-IV)/10 dated 15 Jun 10. Excess quantity of meat remaining if any, after the day's issue and also the offals, heads, tails, hooves etc., should be removed by the contractor daily. The total quantity of meat issued out from the butchery, will be noted down in a register. Two copies of the IAFS - 1520 for the supply of meat, will be receipted by the individual in-charge of fresh group.

1641. **Suggestion Book**. All BVYs are to maintain a suggestion book. Ships/Establishments representative may endorse his remarks on this book and give suggestion, if any. As and when the LOGO/Victualling Officers of the Ships/Establishments visit the Yard, they may also record their suggestions. Action taken on these suggestions/complaints be communicated to the Command HQrs and concerned unit by the BVY at the earliest.

## **CHAPTER 17**

### **GENERAL ASPECTS GOVERNING CONTRACTS AND DISCIPLINARY ACTIONS AGAINST THE CONTRACTORS**

- (A) Various orders/Instructions/Manuals dealing with scope/subject of contract.
- (B) List of approved contractors.
- (C) Registration procedure.
- (D) Call for tenders.
- (E) Earnest Money, Forfeiture of Earnest Money.
- (F) Receipt of tenders, Errors in tenders, Retender, Call for additional tenders.
- (G) Extension of contracts.
- (H) Comparative statement of tenders, acceptance of tenders, notice of acceptance of tenders.
- (J) Security deposit.
- (K) Contract deed, contract diary.
- (L) Resolution of contracts.
- (M) Removal of contractor from the approved list and its implications.
- (N) Blacklisting of contractors and authorities empowered to do so.
- (P) Extension of contracts.
- (Q) Enhancement of contract rates and revision.
- (R) Period of short term agreement, financial powers to conclude.
- (S) Audit Advice/remarks.
- (T) Security deposit.
- (U) Conclusion of contacts with unregistered contractors, risk purchase action (general warning, settlement of suppliers' bill etc).

## **CHAPTER 17**

### **GENERAL ASPECTS GOVERNING CONTRACTS AND DISCIPLINARY ACTION AGAINST CONTRACTORS**

1701. The subject of contract is very wide, intricate and difficult. It requires constant study and a thorough knowledge of contract laws and of various orders and instructions issued from time to time. Officers are therefore, advised to refer to the following: -

- (a) Manual for the guidance of Officers of the S & T Dte/AHQ the contract.
- (b) Financial Regulation Part I and Part II.
- (c) ASC Regulations.
- (d) ASC Training Volume II.
- (e) A guide to ASC Contracts.
- (f) Arbitration Act and GB Training pamphlet "Arbitration - ASC Contracts".
- (g) Supply and Transport regulations – India.
- (h) DPM
- (j) GFR

1702. The greatest care is required both in making and in operating contracts. The terms of contracts must be precise and definite and there should be no room for doubt, ambiguity or misconception. Special condition and schedule of contract should, therefore, be framed carefully so that the conditions there-in, do not contravene in any way those printed already in various contract forms and departmental rules and regulations. It is advisable to consult the IFA/CDA(Navy) on all such matters.

#### **List of Approved Contractors**

1703. AAs who are empowered to conclude local contracts for the supply of provisions are to maintain a list of approved contractors. If any contractor wishes his name to be included in the list of approved contractors, an application for registration is to be submitted to the AA. On receipt of such application, the AA will first check up whether

the applicant or any of his partner is blacklisted. If so, the application will not be considered and a reply will be sent to him on form IAFS 1609. In all other cases the reply will be sent to the applicant on form IAFS 1521. If the applicant's reply is satisfactory, the AAs will take following actions: -

- (a) Make enquiries from the appropriate civil authorities on form IAFS 1610 wrt applicant's character, financial status and reliability.
- (b) Make enquiries with applicant's bankers on IAFS 1611.
- (c) Make enquiries with the Income-Tax officer in whose area the applicant resides or does business regarding the genuineness of the Income-Tax clearance certificate furnished by the applicant.

1704. In the case of Co-operative Societies/Unions, enquiries regarding financial position, assets and liabilities will be made from the respective Registrar of Co-operative societies, instead of civil authorities and bankers.

1705. The above enquiries will be made under confidential cover and all correspondence on the subject will be treated as strictly confidential. In no case will the source of information be divulged to the applicant.

1706. On receipt of satisfactory reports referred to in paragraph 1703 above, the AAs may include his name in the list of approved contractors and intimate to him on form IAFS 1612. If an applicant is not registered as an approved contractor, he will be informed accordingly on form IAFS 1609.

1707. As and when contracts are required to be concluded, call for tenders on form IAFS 2137 will be issued to contractors on the approved list. If the call for the tenders is issued by hand, the receipt for such addressees must be taken in the peon book. Incase of issue by post, an acknowledgement of receipt must be asked for. The particulars of contract should also be advertised through local newspapers, if large contracts are required to be concluded.

1708. Call for tenders must be issued sufficiently in advance of the date fixed for opening of the tenders to permit the tenderers to submit their tenders by the date so fixed. The period between the date of opening of the tenders and the date of commencement of the contract, must in every case be sufficiently apart to permit the successful tenderer to make arrangements

for undertaking the contract with effect from the specified date. Sufficient period must be allowed to cover reference to financial authorities if such a course is likely to be necessary.

1709. Tenders for local contracts will not normally be called for earlier than three months preceding the date from which the contract is to take effect, but in the case of important contracts, this interval be extended to six months.

1710. Tender form IAFS 2120 alongwith the following relevant forms is issued to contractors on the approved list: -

- (a) IAFS 2137 A -Instructions
- (b) IAFS 2120 -Tender schedule
- (c) Specification of the items.
- (d) Special conditions governing supply, if any.

### **Earnest Money**

1711. Tender forms will give particulars of the Earnest Money to be submitted by the contractors, date of such submission and opening of tenders. The details of Earnest Money lodged by tenders will be quoted on the top of the first page of form IAFS 2120. Earnest Money is either to be submitted to Reserve Bank/State Bank/Govt Treasury in favour of AA and the receipt is to be attached to the tender. Govt security (including postal cash certificates) may be accepted in lieu of Earnest Money.

1712. Cheques, currency notes or cash will not be accepted as Earnest Money. Tender received without Earnest Money or with insufficient Earnest Money receipts are to be rejected. If the security deposit of any contract has already expired or nearing completion, the same is not to be adjusted against Earnest Money.

1713. The amount of the Earnest Money is about two percent of the total value of the contract.

1714. **Forfeiture of Earnest Money**. If tenderers withdraws or amends his tender before the date stipulated in clause 9 of the form IAFS 2137 A, the earnest money will be forfeited and the defaulting tenderer may be removed from the list of approved contractors. Earnest Money once forfeited cannot be restored without the sanction of the next higher authority.

1715. If a tenderer, whose tender has been accepted, fails to deposit security in proper form within the stipulated period i.e. 23 days after the issue of Acceptance Note or before the commencement of the contract whichever is earlier, the contract may be terminated and the Earnest Money forfeited under the orders of the AA.

### **Receipt of Tenders**

1716. All tenders will be deposited by the tenderers or if received by post by the contract concluding authority concerned in a locked box duly sealed and the keys kept under the safe custody of AA. No tenders will be accepted after the date and time stated in the `Notice to the Tenderers` and in form IAFS 2137A.

1717. Tenders will be opened by a Board of Officers appointed by the AA at the appointed time in the presence of the tenderers. The board is to satisfy themselves that the necessary Earnest Money receipts are enclosed with the tenders and that the tenders have been properly filled in accordance with the instructions given in the tender forms. Earnest Money as shown in the attached receipt will be taken on charge in a register. All tender forms will be initialed by the Board of Officers and given serial numbers. A comparative statement will then be prepared. The board will make its recommendation to AA as to which tender is acceptable.

### **Errors in Tenders**

1718. Any tender which does not fulfill the conditions stated in the tender form instructions to the contractors may be receipted but following trivial errors may be corrected in the presence of the officer concerned and will be initialed and dated by both the parties.

- (a) Omission to enter rates in words,
- (b) Omission to initial any alteration in rates,
- (c) Omission to sign both tenders and schedules,

### **Re-inviting Tenders**

1719. If the rates submitted are unsatisfactory the tenders may be rejected and fresh tenders invited. If due to lack of time this is not possible a counter offer may be made in the case of necessity only. When such a counter offer is accepted by the tenderer, the new rates will be entered in the comparative statement with a note that they are the result of the counter offer. However, if the counter offer is not acceptable to the tenderer, all tenders will be rejected and fresh tender invited. Re-inviting tenders always carries with it the risk of obtaining even more unfavorable rates. This fact must be borne in mind whilst rejecting of tenders and re-tendering.

### **Re-tendering**

1720. Resort to re-tendering becomes necessary in the following circumstances: -

- (a) When the tendered rates are high and do not favorably compare with current market rates.
- (b) When reduction in rates are not acceptable to tenderers.
- (c) When an extension of the current contract is not agreed to by the concerned contractor.

1721. In a situation like this, the staff is faced with the task of advising the CFA to either accept the lowest tender rates received or reject the lowest tender and invite fresh tenders. While acceptance of the lowest tender may be uneconomical to the state, its rejection and invitation to fresh tenders carries the risk of obtaining even more unfavorable rates. In the latter case, the audit authorities may raise objections for not having accepted the original tendered rates, and treat the matter as a financial irregularity on the plea that the state was made to incur extra expenditure.

### **Current Additional Tenders**

1722. In order to overcome this difficulty, the executive authorities are advised to use their discretion to call for an additional tender, with the CFA's approval by changing the periodicity of the contract and without having any relation to the original call for tenders on the tendered rates in response there to.



1723. The objective of calling for additional tenders is that both the tenders would be concurrently valid upto a certain date, and the state would be in a position to accept the more economical of the two and finalise the contract with the lowest tender.

1724. This procedure will be restricted to in very rare cases and with the approval of the CFA.

1725. Additional tender in all cases may be floated at the discretion of the AA since FOCINCs have been delegated full financial powers for procurement of Victualling items.

1726. Concurrent tenders for short term agreement may also be issued at the discretion of the CFA, where in his opinion, the circumstances so warrant and such an action is administratively feasible and considered to be in the interest of the state. The discretion of the competent financial authority in the matter will be final.

### **Extension of Contracts**

1727. If it is in public interest to extend the 'period of an existing contract', it may be extended if the contractor is so willing with the concurrence of the CDA concerned. Sanction of the CNS is necessary in the case of further extension of a contract, the original period of which plus extension is not to exceed three years.

1728. The extension may be carried out either on the original contract or in the form of supplementary agreement, which will be signed by the competent authority after the sanction of the higher authority for extension has been obtained.

1729. The standard forms for use are: -

- (a) Offer for extension of contract.
- (b) Supplementary agreement.
- (c) Acceptance of extension.

1730. The extension of expiring contract at enhanced rates is not permitted. Such an action would be tantamount to the conclusion of negotiated contract with the contractor.

1731. To prevent the holder of the expiring contract to get in through the back door, the lowest tenderer who quotes in response to the tender inquiry, should be given full opportunity to reduce his tendered rates to the level of the expiring contract if his quotation is higher. Only on his refusal to do so, the expiring contract will be extended on the existing terms and conditions.

### **Comparative Statement of Tenders**

1732. After the tenders have been opened and initialed by the Board of Officers and given a serial number, a comparative statement(CST) on Form IAFS 2125A including the following particulars is prepared: -

- (a) Details of items(s) tendered for.
- (b) Approximate requirements stated in the schedule.
- (c) Average wholesale market rate for the last three years/seasons.
- (d) Previous contract rates for the last three years/seasons.
- (e) Rates tendered by the tenderer.
- (f) Estimated cost.

1733. The CST is prepared in duplicate. The statement enables the Board of Officers to determine rates for all items and each item and to discover any tendency on the part of the contractors to tender very low rates for items which will not be demanded in large quantities and to raise proportionately the rates of other items for which the estimated requirements shown in the tender are greater.

### **Acceptance of Tenders**

1734. After the CST is prepared and the Board of Officers have recorded their recommendations, it is put up to the AA for countersignature before it is sent to the CDA (N) for scrutiny and comments/ advice.

1735. Normally the cheapest tender is accepted. But considering the prevailing market rates and the past record of the contractor the cheapest tender may not be accepted, if it is likely to lead to disruption of regular supply and the smooth running of the contract.

1736. The CDA (N) after scrutiny of statement will return the original copy of the statement with comments and reasons. These recommendations are considered by the AA. If recommendations of CDA (N) as financial adviser are not acceptable to the AA, he is to record his reasons on the statement and inform the CDA (N) accordingly.

1737. If the contract is required to be sanctioned at a higher level than the one at which the tenders were called, the statement with the recommendations of the CDA (N) and the remarks of the AA is to be forwarded to the next higher authority to sanction the contract.

### **Notice of Acceptance**

1738. The successful tenderer is informed by means of form "Acceptance of Tender" (Form 2124). He will also be informed of the amount of security and date upto which it should be accepted. With the issue of Acceptance of Tender within the period of validity as laid down in clause 9 of IAFS 2137A will automatically amount to rejection of other tenders.

### **Security Deposits**

1739. The amount of security deposit will be calculated on the basis of the value of the estimated quantity of supplies as tendered for. It will be the following unless otherwise stated in DPM/GFR : -

- |  |  |
|--|--|
| (a) For a contract exceeding Rs 10,000/  | - 10% with a minimum of Rs.25/-                          |
| (b) For a contract between Rs 10,000/- and Rs 30,000/- in value  | - 7% with a minimum of Rs 1000/- and maximum of Rs 2000/ |
| (c) For contracts between Rs 30,000 and Rs 1,20,000 in value.  | - 5% with a minimum of Rs 2000/-                         |
| (d) For a contract exceeding Rs 1,20,000/- in value the security deposit will be fixed by the competent authority as follows:- |  |
| (i) 5% of the value of contract up to Rs 1,20,000/-  |  |

- (ii) 2.5% of the value exceeding Rs 1,20,000/
- (iii) Amounts arrived at by adding (i) and (ii) above will be rounded off to the nearest Rs.

1740. If the security deposit calculated above exceeds Rs.6,000/- the amount may be specially fixed by the sanctioning officer/AA concerned who may at his discretion increase or decrease the amount of security to be furnished with reference to the probable loss of inconvenience that would result from failure on the part of the contractor. On receipt of the security deposit the Earnest Money is returned to the contractor or may at his request be utilised to form part of the security deposit.

1741. The security must be in one of the following forms: -

- (a) **Cash.** The cash must be deposited in the Reserve Bank /State Bank/Govt.Treasury and the receipt handed over by the specified date.
- (b) **Government Securities.** Government securities including postal cash certificate may be accepted at the value at which they were purchased.
- (c) **Bank Deposit Receipts.** Deposit receipts of SBI may be accepted.
- (d) **A Post Office Saving Bank Account.** A pass book for deposit made under the post office saving bank rules may be accepted as security.
- (e) **National Saving Certificate (NSC).** NSCs may be accepted at their face value
- (f) **Guarantee Bonds Executed by SBI.** These may be accepted.

1742. All the above securities will be forwarded to the CDA (N) for safe custody. The security deposit is returned to the contractor on expiry of the contract and on production of a 'No Demand Certificate' from the contract operating authority. If any amount is due from the contractor to the Govt. on account of purchase made at the Risk and Expense this amount will be deducted from the security deposit.

### **Contract Deed**

1743. The successful tenderer will complete the contract deeds in duplicate. This is forwarded to the CDA(N), who, after scrutiny, will return the duplicate to the AA. The AA will prepare certified copies of the contract deeds and other tender forms in duplicate and forward one set each to the contractor and the contract operating authority. The BVO will be the contract operating authority. In the case of outlying establishment the Commanding Officer is the contract operating officer.

### **Contract Diary**

1744. In order to ensure a complete and detailed report of each case on which subsequent legal action may ensue and also to show how the contractor has carried out his contract, a contract diary is kept by the BVO/Operating Officer of the contract concerned. This diary is recorded separately for each contract, giving a record of all defaults as under:-

- (a) Full fault with date.
- (b) Explanation of the contractor.
- (c) Action taken to remedy the fault.
- (d) Whether purchases were made at the Risk and Expense of the contractor and if so: -
  - (i) Average price obtaining in the market for similar commodities as per the specifications contained in the contract.
  - (ii) Reasons for higher price paid if applicable.
  - (iii) Value, of risk and expense purchase, if any.
  - (iv) Difference between cost of contract rates and purchase power.
  - (v) Reasons for urgency.

1745. The diary and files are to be treated as confidential documents by the BVO/operating officer and are to be properly handed over to the relief. The outgoing officer will bring the diary upto date and will explain all outstanding cases and contracts to the incoming officer.

### **Rescinding of Contract**

1746. The BVO may, if failures on the part of the contractor continue or are of sufficiently serious nature, recommend to the contract sanctioning authority that the contract may be rescinded. All action for the revocation of the contract will be taken by the contract sanctioning authority/AA and his order will be conveyed to the BVO/contract operating officer.

### **Removal of Contractor from the Approved List**

1747. Registered Contractor may be removed from the approved list by the AA/sanctioning authority for: -

- (a) Failure or neglect to quote, in response to four consecutive invitations to tenders during a period of two years whichever is less, or quote obviously fictitious rates which are 25% or more above the quotations ultimately accepted.
- (b) Failure to secure a contract after six successive tenders or during a period of three years whichever is less.
- (c) Failure to execute a contract/short term agreement or failure to execute it satisfactorily.
- (d) Inability to have the technical staff or equipment considered necessary for the execution of the contract assigned to them.
- (e) Failure to furnish Income Tax Clearance Certificate/wealth return as required under the rules.
- (f) When he is declared bankrupt or insolvent or his financial- position has become unsound and, in case of a limited company, it is wound up or goes into liquidation.
- (g) Any ground to be considered undesirable and it may not be in public interest to retain his name in the list of the approved contractors.

### **Implications of Removal**

1748. Removal from the approved list does not carry any stigma with it and is for minor offence as given above. Removal of a contractor from a list of approved contractors does not necessarily mean that he should be removed from the list of another station/department where he may be rendering useful services. On removal from the approved list the contractor will be informed to this effect and no tenders will be issued to him unless he is registered again on the approved list on a subsequent date.

### **Blacklisting of Contractors**

1749. A contractor is black listed for serious offence such as fraud, unreliability, undesirable political activities. A contractor who is blacklisted is prevented from doing business with the government in any form. For this reason it is necessary to consider all facts carefully before a contractor is blacklisted. The competent authority concerned will inform all concerned with full details.

### **Authorities Competent to Blacklist a Contractor**

1750. The authorities competent to blacklist : -

- (a) For moral turpitude in relation to business dealings or when contractor's loyalty to state is questionable, Secretary, Ministry of Defence with the approval of Ministry of Home Affairs.
- (b) For bribery, corruption, fraud, substitution of tenders interpolation or when the contractor continuously refuses to return Govt. dues without showing adequate cause, Secretary Ministry of Defence.

### **Action on Expiry of Contract**

1751. **Contractor's History Sheets**. After completion of a contract a history of the contract concerned including the manner in which it was operated, difficulties experienced and action taken to eradicate such difficulties will be completed by the officer operating the contract.

### **Refund of Security Deposits**

1752. On expiry of contract the contractor will be asked to submit a 'NO DEMAND CERTIFICATE' (IAFZ 451) for the refund of security deposit concerned. The operating officer will be asked to certify that no claims are outstanding against the contractor concerned for recovery. The certificate will be forwarded to the CDA(N) through NLAO concerned who, after audit of the contractor account, will forward the same to the CDA(N) for refund of 'Security Deposit'

### **Modification to Contracts**

1753. **Competent Authority to Carry Out Modification.** Modification in the conditions of an existing contract which do not involve an enhancement of the contract rates may be sanctioned by the authority sanctioning the contract provided both the parties are agreeable. The contractor's agreement must be taken in writing.

### **Extension of Contracts**

1754. If it is in the public interest to extend the period of an existing contract, the sanction of the competent authority in consultation with CDA (N) is necessary. Such extension may be carried out either on the original contract or in the form of supplementary agreement which will be signed by the competent authority after the sanction of the next higher authority for the period of extension and terms have been obtained.

### **Enhancement of Contract Rates**

1755. The rates cannot be increased without the sanction of the authority higher than the one who has sanctioned the contract. The advice of the CDA(N) should invariably be obtained in all cases of enhancement of contract rates.

### **Revision of Contract Rates**

1756. In order to guard against undue profit or loss being incurred by contractors due to unsettled market conditions a revision clause should be inserted for two years duration or more. This revision clause should provide for increase/decrease of contract rates as compared with the prevailing market rates during the period of the contract provided the fluctuation is more than 10% of the contract rates. ASC Regulations for contracts should be consulted for detailed instructions.



1757. **Short term agreement.** Short term agreement is different from the regular contract and may be concluded for the supply of articles in exceptional circumstances such as: -

(a) In an emergency, when conclusion of the regular contract is not possible owing to time factor or any other consideration

(b) When uneconomical rates are tendered for regular contract and/or there are prima facie reasons to believe that contractors have formed a `Ring` and are quoting exorbitant rates. In such cases short term agreements can be concluded even with unregistered contractors/dealers.

(c) As an interim arrangement, when sufficient time is not available to conclude regular contract.

1758. **Period of Agreement.** The period of the short term agreement is not to exceed three months.

1759. **Financial Powers.** Naval authorities authorised to conclude short term agreement and their financial powers are given in DFPDS 16 as amended from time to time.

1760. **Advice/Remarks of Audit Authorities.** In the case of short term agreements the documents may not be submitted to the CDA (N) for pre-scrutiny. In case of short term agreement of the value exceeding Rs.60,000/- which requires the approval of the Chief of the Naval Staff in consultation with the Ministry of Defence (Fin), the contract documents should be routed through the CDA(N) for scrutiny before they are forwarded to the Chief of the Naval Staff for acceptance.

1761. **Security Deposit.** The amount of security deposit for short term agreements will be fixed as follows: -

(a) **Registered Contractors.** The amount will be the same as for regular contracts.

(b) **Unregistered contractors.** The amount will be 10% of the total value of the agreement.

1762. **Conclusion of Agreement with Unregistered Contractors.** Short term agreement may be concluded with unregistered contractors/dealers in exceptional circumstances at out of the way places or at other places as well when such a course is considered desirable by the CFA. The reasons for sanctioning agreements with the unregistered contractors/dealers must be recorded by the sanctioning authority.

### **RISK PURCHASE ACTION WHEN A CONTRACTOR FAILS TO SUPPLY CONTRACTED ARTICLES**

1763. **General.** Whenever the contractor fails to meet a demand duly placed on him either by NOT tendering any quantity or by tendering quantities short of the total demand, urgent action has to be taken to make good the deficiency at the expense of the contractor under the term of the contract. This may be effected by making risk purchases or by issue of authorised substitutes.

1764. Every efforts will be made to procure the supply from the local market. In case of non-availability, other items of local produce shown as substitutes in the contract deed may also be purchased. Authorised tinned substitutes from Govt stock should be issued only as a last resort unless such articles are of short life and are required to be issued for consumption within the ESL.

1765. **Warning.** When a contractor fails to meet a demand in full or part, risk purchases can automatically be made since an appropriate warning to this effect has been given to the contractor in original demand placed on him. However, if time permits, a further notice may be served on the contractor giving a specific time limit (eg. 1000 hrs.) by which time the supplies MUST be produced.

1766. If the contractor has NOT met the demand in full by the time specified, the operating officer of the contract will issue a letter to the contractor notifying that on account of his failure to tender supplies as demanded, he (the operating officer) is making purchases (or is issuing authorised substitutes from Govt. stocks) at the contractor's expense. Purchases will be made as per the following instructions: -

- (a) Call for quotations from prospective suppliers (this call can be sent out simultaneously with the issue of notice/warning to the failing contractor).
- (b) The quotations received in response to the call will be opened personally by the operating officer in the presence another officer and will be initialled and dated by the operating officer and the other officer present.
- (c) Obtain market rates in accordance with the procedure laid down.
- (d) Prepare comparative statement of the quotations. The lowest quotation if within the market rates, will be accepted and demand placed on the supplier concerned.

1767. Immediately after the risk purchase has been made the contractor will be notified in a self contained registered letter conveying the decision of risk purchase giving details of purchases and amount recoverable from him on this account. The contractor will be reminded in this letter about the appeal procedure i.e. if no appeal is filed by him within 15 days of the issue of the letter, the decision for recovery of amount will become final. A copy of this letter will invariably be endorsed to contract sanctioning authority/AA.

1768. The operating officer making the risk purchase will bear the following points in mind when dealing with this delicate matter: -

- (a) The contractors are in the habit of contesting the risk purchase decisions and will be looking for any loop holes and excuses to evade the consequences of their failures. The Operating officer decision in the conduct of such purchases must therefore be fool proof and strictly in accordance with the regulations.
- (b) The contractor may be having genuine reasons for his failures and such reasons must be carefully considered before deciding upon purchases at his risk.
- (c) Purchase at the contractor's risk should be really justified and not intended to cause severe hardships on him, i.e. the amount recoverable should be not exorbitantly high and should be commensurate with the circumstances leading to the failure. Such orders should be avoided.

(d) All communications to the contractor must be duly received for by the contractor and time and dated on the office copy. In the event of such communication being sent by post they must be REGISTERED and acknowledgement due. In such case it is advisable to make extra copy for the contractors local agent whose receipt should be obtained on the office copy.

1769. In case the amount recoverable from the contractor is likely to be higher than the contractors security deposit and delay in finalisation of Risk and Expense note is anticipated the matter may be referred to the CDA(N) through the AA concerned, with a view to withhold payment of the contractors bills to the extent as would be necessary to meet those recoveries.

1770. Since those will be required later in the event of the contractor challenging the operating officer's action in resorting to the purchases, office copies of the communications to the contractor pertaining to the Risk & Expense must be preserved carefully to prevent their removal/destruction owing to the contractors machinations.

1771. **Risk and Expense note.** As soon as a risk purchase has been made Risk and Expense note will be prepared in quadruplicate and will be supported by the following documents: -

- (a) A copy of the notice/warning.
- (b) Copy of the letter to the contractor notifying the decision to make a local purchase.
- (c) Comparative Statement of quotations received from various prospective suppliers.
- (d) Market rates certified by the civil authorities.
- (e) A copy of the 'self contained' letter to the contractor communicating the decision of recovery of risk purchase amount from the contractor.

1772. Risk and expense note supported by the above documents will be forwarded in triplicate to the AA concerned within one week of the date of purchase, for approval.

1773. The AA, after scrutiny and approval will forward one copy of the Risk and Expense note together with supporting documents to the CDA(N) to effect recovery. A copy of this letter will be endorsed for information to the operating officer concerned with a copy of the proforma and supporting documents.

1774. **Suppliers Bills.** The Risk and Expense supplier will prepare his bill on IAFS-68 and forward it to the BVO/Contract Operating Officer duly supported with the original copy of the Supply Order. Bill above Rs.500/- must be affixed with Rs. 1 revenue stamp and signed across by the supplier. Bill will be thoroughly scrutinised by the BVO/Operating Officer. On receipt of the Risk and Expense note back from the AA duly approved bill will be forwarded to the CDA(N) linking the reference No. of the AA letter mentioned above. The BVO who is authorised to hold imprest may make payments to the contractor without referring to CDA(N). The following information must be endorsed on the supply note: -

- (a) The name of the contractor at whose risk the purchases have been made, giving risk and expense note number and date.
- (b) The rates at which the purchases have been made were the lowest prevailing in the local market.
- (c) The rates have been verified by the BVO/Civil Supply Officer
- (d) The rates have been printed in the rate list for the fortnight ending.

**FORMAT FOR VISIT REPORT BY THE COMMAND CATERING OFFICER**

Name of Ship/ Establishment

Name of Commanding Officer

Date of Visit

Name of Logistic Officer

**PART-I**

1. **Galleys\***

- (a) Total number
- (b) Particulars of each Galley :-
  - (i) Type of fuel used
  - (ii) Number of Personnel victualled in each Galley
  - (iii) Is the size adequate?
  - (iv) Is the ventilation adequate?
  - (v) Are the Menus and necessary Notices, etc, displayed prominently on Notice Boards at convenient locations?
  - (vi) Are Hygiene Standards being maintained in galleys and pantries?

**PART-II**

2. **Food and Service**

- (a)
  - (i) Are the arrangements for food preparation satisfactory ?
  - (ii) If not, what action has been taken to improve them ?
- (b)
  - (i) Are the arrangements for cooking satisfactory ?
  - (ii) If not, what action has been taken to improve them ?
- (c) How is the cooked food ?
- (d)
  - (i) What is the system of service ?
  - (ii) Does it entail long waiting ?

3. **Waste**

- (a) Is there much waste ?

- (b) What are the causes for it ?
- (c) What is being done to minimise waste ?

4. **Menus**

- (a) Are the menus made out in consultation with the Mess Committee?
- (b) Are they done regularly ?
- (c) Are they good and appetizing ?
- (d) Is emphasis being given on healthy menu

5. **Mess traps**

- (a) Are the Mess Traps/Utensils adequate ?
- (b) Is there any scope for improvement in shape or size ?

6. **Mess Meetings**

- (a) Are they held in accordance with orders ?
- (b) What are the predominant complaints or suggestions and what action has been taken ?

7. **General Remarks**

- (a) Are the galley equipment adequate ?
- (b) List of galley equipment recommended to be procured/replaced depending on the size of Galley and Feeding Strength.
- (c) Maintenance/State of Galley Equipment and recommendations to improve them.

8. **Prevention of Food Poisoning**

- (a) Are the food samples maintained in accordance with the extant Regulations?
- (b) Are any shelf life expired items kept in the RU/Main Victualling Store?
- (c) Availability of adequate Cool/Cold Rooms/Deep freezers/Refrigerators?
- (d) Is the monthly medical of the Cooks and Stewards/food handlers being carried out regularly?

9. **Stowage arrangements and Containers**

- (a) Are they adequate?
- (b) Recommendations to augment/improve the arrangements.

10. **Fire Safety**

- (a) Are there adequate the fire fighting arrangements? If not, actions recommended.
- (b) Are there instructions for operating galley equipment displayed prominent?
- (c) Is the Electricity shut down switch available at the Entrance of the galley?
- (d) Is the Gas stowage room separated from the Galley and constructed as per the extant regulations?
- (e) Is there First Aid box available in the Galley and medicines are not the expired?
- (f) Are the CO2/AFFF Cylinders tested and in-date?

11. Is the Food tasting Book regularly signed by the OOD/Logo/Commanding Officer?

12. General Remarks

13. Actions Recommended



**SCALES OF INGREDIENTS FOR BREAD MAKING**

I. The following scales of ingredients for bread making should be used in Indian Naval Ships at sea: -

(a) For production of 130/135 lbs. of Bread the scales of ingredients are as follows : -

(i)	Flour	100 lbs
	Salt	1-3/4 lbs
	Compressed yeast	7 1/2 ozs
	Ghee oil cooking	2 ozs
	or	
(ii)	Flour	100 lbs
	Salt	2 lbs
	Dribarm yeast	1 lbs
	Sugar	1 1/2 lbs
	Ghee/Oil cooking	2 ozs
	or	
(iii)	Flour	100 lbs
	Salt	1 1/2 lbs
	Hops	1/2 ozs
	Crushed Malt	1 lbs
	Sugar	2 ozs
	Ghee/Oil cooking	2 ozs
	or	
(iv)	Flour	100 lbs
	Salt	1 1/2 lbs
	Fresh Potatoes	1 lbs
	Sugar	4 ozs
	Ghee/Oil cooking	2 ozs
	Hops	1/2 ozs

(b) When the flour is found low in gluten content and weak in gluten quality and gassing powers, dry gluten may be used. For 100 lbs of flour a maximum of 1.5 lbs of gluten may be used.

(c) If hops is discovered or its development suspected, acid calcium phosphate may be mixed in the proportion of 2 lbs of flour (or 11.5 ozs for 100 lbs of flour).

(d) If dried extract of malt is used instead of crushed malt and hops 60 ozs of the extract should be regarded as equivalent of 9 lbs of crushed malt and 3.5 ozs of hops.

(e) Whenever possible ships in harbour should use Fatent Yeast (a) (iii) above.

2. For accounting purposes the ingredients are to be taken on charge in the Victualling Account (IN 213) and when issued for bread making in accordance with the scales shown in para 1 above are to be taken off charge in the "issued" columns.

3. The total quantity of bread made is to be taken on charge in the appropriate column in Victualling Account (IN 213) supported by a certificate showing the quantities of ingredients used.

**SCALE OF INGREDIENTS FOR  
BREAD MAKING-IN BAKERIES ASHORE**

4. For on out turn of 132/135 Kgs of bread, the following maximum scales of ingredients for bread making are to be used in I.N. Bakeries Ashore.

(a)	Flour	100 Kgs
(b)	Salt	1.5 Kgs
(c)	Malt	312 Grams
(d)	Oil Hydrogenated	93.75 Grams
(e)	Hops	19.5 grams
	or	
	Yeast dried	1 Kg

**Note**:-Dried yeast will be used only when additional quantity of bread is required to be baked for mooting short notice demands of visiting ships, or when hops are not available, or for turnover purposes.

**Fuels (Firewood)**

5. Fuel for 100 Kgs of Flour is as follows: -

<b>Brick Oven Kgs</b>	<b>Field Oven Kgs</b>
-------------------------------	-------------------------------

Preliminary heating for a new/repaired oven or if the oven has been out of for two or more days	250	200	The Administrative Authority concerned may at his discretion authorise an increase upto 50% for the Bakery at INS Hamla if necessary.
First baking	45	65	
Second baking	40	60	
Third baking and each subsequent baking	35	50	

**Note: -**

(a) When malt is not available, the following ingredients in addition to 19.5 gms of hops referred to above are to used for the preparation of Potatoes yeast: -

(i)	Potatoes	1 Kgs	I	For 100 kgs of flour
(ii)	Sugar	250 gms	I	

(b) When the flour is found low in gluten contents and weak in gluten quality and gassing powder, dry gluten at the maximum scale of 1.5 kgs per 100 kgs of flour may be used.

(c) If hops is discovered or its development suspected, Acid Calcium Phosphate may be mixed in the proportion of 714.290 grams to 100 kgs of flour.

(d) Since the daily consumption of fuel is likely to vary from place to place owing to fluctuation in temperature, quality of firewood supplied, state of the oven, etc., the off take of firewood is to be regulated on a monthly basis. i.e., the total quantity of firewood consumed in any month is not to exceed the quantity entitled.

(e) For accounting purpose the ingredients are to be taken on charge in the bakery account (IAFS-1557) when issued for bread making in accordance with scales shown in para 1 above and are to be taken off charge in the `issued` columns.

(f) The total quantity of bread made is to be taken on charge in the appropriate column in IAFS-1557 supported by a certificate showing the quantities of ingredients used.

**PROCEDURE FOR WORKING OUT FREE AND PAYMENT ISSUE  
RATES OF BREAD PRODUCED IN I.N. BAKERIES ASHORE**

6. The free and payment issue rates of bread produced in IN Bakeries ashore will be worked out by the Controller of Defence Accounts (Navy). The basis for calculating the rates and the date to be furnished by the bakeries for that purpose are detailed in succeeding paragraphs.

7. In addition to the monthly account to be rendered for audit by the 10th of the following month duly supported by relevant receipts and vouchers, the bakeries will at the end of each financial year submit to the Controller of Defence Account (Navy) in quadruplicate a production account in the form given at para 12 below. After scrutiny and completion, the Controller of Defence Account (Navy) will return one copy to the Bakery concerned. A completed copy to the production account from each bakery will also be forwarded to Naval Headquarters by the Principal Controller of Defence Accounts (Navy).

8. The free issue rate of bread will be calculated by the Controller of Defence Accounts (Navy) at the end of the financial year after closing of the March (supply) compilation. The rate will be based entirely on the stock book rates of flour and other ingredients used and the actual overhead charges for the year under review as furnished in the bakery production account. The cost of fuel consumed will be worked out at free issue rates. To arrive at the free issue rate the total charges of all IN Bakeries ashore as shown on the debit side of the production account for the year under review will be divided by the total quantity of bread baked in all the bakeries.

9. The payment issue rate of bread will be fixed by the Principal Controller of Defence Accounts (Navy), separately for each bakery on the following basis: -

(a) Cost of ingredients and fuel consumed to be calculated at payment issue rates for the year for which the rates are intended

(b) Pay and allowances and indirect charges of whole time bakery establishment including sailors and civilian bakers, if any : -

- (i) Full pay and allowances.
- (ii) Cost of rent of quarters, if provided.
- (iii) Cost of water and electricity consumed.
- (iv) Conservancy charges, if any.
- (v) Cost officer rations, where issued.

- (vi) Clothing allowance and cost of winter clothing, fuel etc. (vii) Medical charges, if any.
- (viii) Rent of furniture.

**Note:** - The above details for each calendar year are to be furnished by the bakeries direct to the PCDA (N) before 31st January of the year following: -

- (c) Charges at the flat rate to be calculated on the basis of the average of the actual charges for the past three years to cover the cost of pay and allowances of items (b), (c) and (e) to (j) of para 12 below. The rate will be reviewed after every three years.
- (d) Charges at the rate of 7% of the cost of production will be included to cover element of Defence Account Department internal check, for leave passage concession and for proportionate cost of administration at Naval Headquarters.
- (e) Transportation charges at a flat rate of Rs. 9.00 (Rupees nine only) per 100 Kgs of bread in the case of IN Bakeries at Kochi and Vishakhapatnam only.

10. The payment issue rates will be intimated by the CDA (N) to Naval Headquarters and the local AAs. Bakeries of the IN Establishment concerned. These rates will be published by the AAs in the local orders on or about the 15<sup>th</sup> Mar each year and will remain operative from 1<sup>st</sup> Apr to 31<sup>st</sup> Mar of the following year.

11. This instruction is not applicable to bakeries on board which are to continue to adopt standard price as promulgated from time to time in Navy Orders.

**12. Annual Production Account of IN Bakeries at INS ..... for the Year Ending 31 March 20.....**

- (a) Victualling stores consumed (as per bakery account)

Flour	}		
	}		
Sugar	}		
	}		
Salt	}	Rs.	Ps.
	}		
Hops	}	To be calculated by PCDA(N)	
	}		
Oil Hydrogenated	}		
	}		
Oil Kerosene	}		
	}		
Firewood	}		

Other miscellaneous stores

(b) Pay and allowances of Base Victualling Officer/Victualling Officer:-

1/16th of the pay and allowances, this does not include travelling allowance.

(c) Pay and allowances and other charges of supervisory staff :-

(i) Full pay and allowances of the Naval personnel if in whole time charge of bakery or 1/3 of pay and allowances if other duties are also carried out e.g. custody of victualling stores etc.....

(ii) Rent of free quarters and furniture, if provided.....

(iii) Conservancy charges, if any.....

(iv) Water and electricity charges .....

(v) Cost of free rations .....

(vi) T.A. of supervisory staff.....

(vii) Cost of warrants issued .....

(viii) Cost of medical concessions .....

(d) Pay and allowances and indirect charges of other establishment including sailors and civilian bakers, if any .....

(i) Full pay and allowances .....

(ii) Rent of free quarters, if provided.....

(iii) Cost of water and electricity consumed .....

(iv) Conservancy charges, if any .....

(v) Cost of free rations, where issued .....

(vi) Clothing allowance and cost of winter clothing, fuel etc.....

(vii) Medical charges, if any.....

(e) Transportation charges, expense incurred on conveyance of victualling stores to bakeries.....

(f) (i) Rent of bakery building .....

(ii) Water charges .....

(iii) Electricity charges .....

- |     |                          |   |                                |
|-----|--------------------------|---|--------------------------------|
| (g) | Leave allowances         | } | To be calculated<br>by PCDA(N) |
| (h) | Superannuation allowance | } |                                |
- (j) Conservancy : - This item includes the following charges: -
- (i) Conservancy tax, if any, paid to the cantonment or Municipal authorities for quarters occupied by the personnel of bakeries.
- (k) Contingent and miscellaneous expenditure : -
- (i) Cost of stationery and service stamps
- (ii) Expenditure on repairs, etc., of bakery equipment including replacements.
- (iii) Cost of medicines and comforts, if provided Total expenditure incurred Rs....

**Loss -**

13. Miscellaneous receipts (e.g. receipt by disposal of condemned and rejected staff).....

Not expenditure incurred Rs.....

Total quantity of bread produced.....

Cost of production of 100 Kgs of bread.....

(Refers to para 0512)

**ESTIMATED REQUIREMENTS OF DRY AND TINNED PROVISIONS DURING THE  
FINANCIAL YEAR ENDING 31 MAR**

S1. No	Items	Qty issued during the previous financial year	Qty issued during Apr Jun of the current financial year	Qty required for consumption during the financial year ending 31 Mar.....	Remarks
(a)	(b)	(c)	(d)	(e)	(f)
1.	Atta				
2.	Flour				
3.	Rice				
4.	Suji				
5.	Biscuits				
6.	Sugar				
7.	Oil Hydro				
8.	Dals				
9.	Tea				
10.	Coffee				
11.	Milk Tinned				
12.	Milk Whole Powder				
13.	Cheese Tinned				
14.	Nutramul				
15.	Butter Tinned				
16.	Vegetable Tinned				
17.	Potatoes Tinned				
18.	Fruits Tinned				
19.	Fruits Dried				
20.	Jam Tinned				
21.	Marmalade				
22.	Meat Tinned				



23. Fish Tinned
24. Dried Yeast
25. Kabuli Channa
26. Beans Dried
27. Peas Dried
28. Mothi Red
29. Beacon
30. Sausages
31. Ham
32. Eggs Powder
33. Dalia
34. Cornflake
35. Samilons
36. Sago
37. Jelly
38. Cornflour
39. Ice cream Powder
40. Custard Powder

(Refers to Para 0601)

**RATION AND FUEL SCALES FOR OFFICERS**

Sl. No.	Basic Items	Scale per day in grams	Alter-natives	Scale per day in grams	Remarks
(I)	(II)	(III)	(IV)	(V)	(VI)
1.	Atta/Rice	450			(i) Not more than 230 gms of Bread and 60 gms of Flour may be drawn for equivalent quantity of Atta/ Rice
2.	Dal (See Note 3)	40	Peas dried	40	(ii) 40 gms of Noodles may be authorised twice a week in lieu of 40 gms of cereals as substitute.
3.	Oil Hydrogenated (See Note 5)	80			(iii) Whole Wheat Meal Bread upto 40% of authorised scale of bread per man per day in lieu of equal quantity of bread made of out of Maida may be issued.
4.	Sugar	90			
5.	Milk fresh (See Note 6)	250	Milk tinned or Whole milk powder	100  36	
6.	Meat fresh (dressed) (See Note 8)	260	Meat on hoof or Meat tinned or Fish tinned or Eggs or	640  160  190  Nos 4	The following may be drawn in lieu of 30 grams of meat or 50 grams fish fresh or 40 grams of fowl including Ducks/Chicken (live weight) or 20 grams fowl including Ducks/ Chicken (Dressed weight):-

(I)	(II)	(III)	(IV)	(V)	(VI)
			Milk fresh (for vegetarians) or Milk tinned (for vegetarians) or Fish fresh or Fowl including Ducks/Chicken (live weight) whichever is economical or Fowl including Ducks/Chicken (Dressed weight) whichever is economical or Whole milk powder (for vegetarians) or Venison (when the ship is operating in waters around Andaman & Nicobar Islands or Chicken curried td or Fish curried td or	500 mls    200   430  350     175       73  260    200  200	(a) Bacon 30 grams once a week or (b) Sausages 28 grams once a week or (c) Ham 28 grams once a week or (d) Kidney 30 grams twice a week or (e) Liver 30 grams fresh twice a week @ Any of these items may be drawn whichever is available subject to four issues in a week If Meat dressed and its alternatives viz. Meat or Hoof. Fish fresh and Fowl/Chicken are not available for issue to non-vegetarians, Milk fresh/ Whole milk powder/milk tinned and Cheese/Nutramul ( or other milk drink beverages) will be issued

(I)	(II)	(III)	(IV)	(V)	(VI)
			Tuna chunks curried td	200	to them as authorised for vegetarians
					<p>* Meat dressed or the following alternatives namely MOH/Fish fresh/Fowl alive/ Fowl dressed/ Eggs can be issued as required basis on the preference of officers.</p> <p>For vegetarians, in addition to Milk fresh/Milk tinned/Whole milk powder, Cheese processed 50 gms or Nutramul (or other milk drink beverages) 60 gms will also be issued. Where supply of milk is not possible, only Milk powder/Skimmed milk powder or Milk tinned will be issued in the ratio of 80:20 with processed Cheese or Nutramul as substitutes of Meat fresh authorised.</p>
7.	Vegetable fresh	170	Vegetable tinned curried or Peas/Beans dried or Frozen vegetables or Vegetables Dehydrated	90  90  90  20	
8.	Potatoes	110	Potatoes tinned or Vegetables fresh or Peas/Beans dried or	80  110  60	

(I)	(II)	(III)	(IV)	(V)	(VI)
			Beans harricot or Dal or Flour or Potatoes dehydrated	30  60  30  24	
9.	Onions	60	Onions spring green or Onions dehydrated or Garlic	90  10  10	
10.	Eggs Nos	2	Vegetables fresh (for vegetarians) or Vegetables tinned or Kidney or Liver or Meat fresh or Meat tinned or Milk tinned or Milk fresh standard (for vegetarians) or Whole milk powder (for vegetarians) or	110  60  60  60  90  80  100  250 mls  28	Eggs may be issued to vegetarian Officers who are egg eaters.

(I)	(II)	(III)	(IV)	(V)	(VI)
			Frozen vegetables or Egg powder or Bacon or Sausages or Fish tinned or Meat on hoof	60 20 56 220	
11.	Tea	9	Coffee or Coffee Soluble	18 4	
12.	Fruit Fresh citrus  or  Fruit fresh non-citrus	230   230	Fruits tinned  or  Fruit dried	90   28	28 grams Jam/Marmalade may be drawn in lieu of 30 grams of Fruit fresh citrus
13.	Dalia and sago Cornflour Jelly (*) Ice Cream powder Custard powder	20 7 7 7 7 7	Cornflake or Samilons	30  30	
					* Not more than once a week
14.	Butter	20	Oil Hydrogenated or Butter tinned	30  20	
15.	Condiments (See note 2)	20			
16.	Salt	20	Salt Refined	15	

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(I)	(II)	(III)	(IV)	(V)	(VI)
-----	------	-------	------	-----	------

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17. Fuel

Firewood 1400 or Kerosene Superior 378 millilitres may be issued where necessary.

Fuel may be issued as required in accordance with the size and description of galley. This will be subject to the conditions laid down in NI 6/86.

Officers drawing ration in kind and having LPG connection in their own name will be issued LPG at the scale of 150 gms per head per day.

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Notes : -

1. Tinned substitutes will be issued when available for turnover purposes or when fresh basic items are not available.

2. The term 'condiments' includes the following :

- |     |                |             |
|-----|----------------|-------------|
| (a) | Chilies        | (Mirch Lal) |
| (b) | Ginger         | (Adrak)     |
| (c) | Turmeric       | (Haldi)     |
| (d) | Garlic         | (Lahsan)    |
| (e) | Coriander seed | (Dhania)    |
| (f) | Cumin Seed     | (Zira)      |
| (g) | Tamarind       | (Imli)      |
| (h) | Garam Masala * |             |

\* Garam Masala is to comprise of the following items:-

Cinnamon, Cardamom Large, Cloves, Ani Seed, Bay Leaf, Fenu Greek, Poppy Seed, Asafoetida, Nutmeg, Pepper whole, Mustard whole, Ajwain, Rosemary, Kashmiri Chilli, Til and Amchur.

Ingredients of condiments in whole or in powder form in any proportion within the total authorised scale of 20 grams per ration may be drawn provided that the quantity of Garam Masala drawn daily does not exceed 06 grams per ration.

“45 gms ready-to-use Pre-Mix Masala Curry Powder may be drawn in lieu of 20 gms of Condiments and Garam Masala for officers”.

Once a week, the following items may be taken in lieu of the condiments ration : -

- |     |               |    |                |
|-----|---------------|----|----------------|
| (a) | Vinegar       | -  | 14 centilitres |
|     | Mustard       | -  | 14 gms         |
|     | Pepper ground | -  | 7 gms          |
|     |               | or |                |
| (b) | Vinegar       | -  | 28 centilitres |

3. A proportion of dal ration not exceeding 10 grams may be issued in the form of dalmeal (Baison).

4. Alternatives may be drawn as desired subject to the restrictions specified above.

5. Refined groundnut oil may be issued in partial replacement of Oil Hydro (Vanaspati) to the extent of 50%. The ratio of Groundnut Oil and Oil Hydro will be 50:50.

6. Aseptic Pack Milk (Tetra Pack) may be issued to the Service personnel serving in the A & N Islands, L & M Islands and to personnel serving on Board Naval Ships at the approved scale of milk fresh in lieu of milk/powder/milk tinned.

7. Extra rations may be authorised at the scale and under the conditions laid down for sailors in NI 2/98 (under revision) and other orders issued from time to time.

8. Fowl may be issued once a week only, or when offered by the ASC/Base Victualling Yard as an equivalent of fresh meat, the latter not being available. The restrictions regarding the issue of fowl may, however, be relaxed where the cost of fowl ration does not exceed that of fresh meat. Frozen fowl is to be supplied to ships when demanded in lieu of fowl dressed. Actual shrinkage of freezing of fowl dressed upto a maximum of 3% is to be charged off as wastage. Frozen meat is to be supplied when demanded in lieu of fresh meat. Actual shrinkage on freezing of fresh meat upto a maximum of 5 percent and actual loss in weight due to thawing upto a maximum of 3 percent are to be charged off as wastage. The scale of issue after thawing will be the same as authorised for fresh meat.

*Auth: Corrigendum GoI, MoD letter No. DCV/VG/3006/NHQ/1632/D(N-IV)/08 for Garam Masala. dt. 22 Oct 2008 and GoI, MoD letter DCV/CG/VG/4245/IHQ/MoD(Navy)/1990/D(N-IV)/10 dated 15 Jun 10 for Fruit Fresh Citrus.*



**Appendix `E'**

**(Refers to Para 0601)**

**DAILY STANDARD SCALE OF RATIONS ADMISSIBLE  
TO IN SAILORS**

1. Sailors are to be issued with the scale of rations as published in the Annexure I to this instruction.
2. When fresh fish is issued to ships and establishments complete with head and tail and ungutted, an additional 25% by weight will be added to cover cuttings, gutting and cleaning. Similarly, when fish fresh is issued either ungutted, without head and tail or gutted with head and tail, an extra issue of 12 1/2% by weight is to be made.
3. When separate messing arrangements have to be made for small number of sailors, the following additional issues of tinned provisions, fresh fish, vegetables, meat and fruit, are to be made: -

For messes of 10 and below	20%
----------------------------	-----

For messes of 11 to 20	10%
------------------------	-----

In ships and establishments where rations have to be split up for cooking in more than one galley, the extra issues are to be accessed as above. If the extra issue falls below one ration, a full ration is to be issued.

**SCALE OF RATIONS**

S. NO.	Articles	Qty. in grams	Equivalents (See note-1)	Qty in grams
(I)	(II)	(III)	(IV)	(V)
1.	Bread/Atta/Rice Biscuits/Flour/Suji (See notes 2 & 13)	620		
2.	Oil Hydrogenated	80		
3.	(see note 3) Sugar	70		
4.	Tea	9	Coffee Soluble	5
5.	Salt evaporated	20	Salt Refined Ground	15
6.	Dal (See note 4)	90	Peas dried or Gram whole White Kabuli	90 90
7.	Condiments (See notes 5 to 14)	16		
8.	Meat (See notes 6 & 7)	180	Meat tinned or Fowl live weight or Fowl dressed weight or Fish Fresh/Frozen or	110 240 125# 160

(I)	(II)	(III)	(IV)	(V)	(VI)
				Fish tinned	130
				or	
				Eggs	3 Nos
				or	
			I	Milk Fresh	350(ml)
			II	and	
			I	Cheese processed	25
			I	or	
			I	Milk fresh	350(ml)
			II	and	
			I	Nutramul or other	30
			I	milk drink beverage	
				or	
				Milk tinned	140
				or	
				Whole milk powder	50
				or	
				Chicken curried td	140
				or	
				Fish curried td	140
				or	
				Tuna chunks	140
				curried td	
9.	Potatoes	110		Potatoes dried	30
				or	
				Potatoes tinned	80
				or	
				Potatoes sweet	110
				or	
				Beans dried	40
				or	

(I)	(II)	(III)	(IV)	(V)	(VI)
				Beans haricot	30
				or	
				Peas dried	60
				or	
				Vegetables tinned	60
				or	
				Dal	60
				or	
				Gram whole white	60
				Kabuli	
				or	
				Flour	30
				or	
				Frozen vegetables	60
				or	
				Potatoes dehydrated	24
10.	Vegetable fresh	170		Beans Haricot	45
	(Other than Onions			or	
	and potatoes)			Vegetable td.	80
				or	
				Fruits dried	81
				or	
				Fruits fresh citrus	160
				or	
				Fruits Fresh	320
				non-citrus	
				or	
				Fruit Tinned	80
				or	
				Dal	80
				or	
				Gram whole white	80
				Kabuli	
				or	

(I)	(II)	(III)	(IV)	(V)	(VI)
				Peas dried or Lobia dried (Cow Peas) or Beans dried(Rajmah) or Channa whole or Frozen vegetables or Vegetables dehydrated	80  80  80  80  80  20
11.	Onions	60		Onions spring green or Gandal or Vegetable fresh	90  90  90
12.	Milk tinned(Sweetened/ unsweetened) (See note 8)	76		Milk fresh or Whole milk powder	250(ml)  27
13.	Fruits Fresh	230		Fruits tinned or  Vegetables fresh or Vegetables tinned or	40  110  50

(I)	(II)	(III)	(IV)	(V)	(VI)
				Potatoes fresh	75
				or	
				Frozen vegetables	50
14.	Eggs	02 Nos			

#### FUEL (see note 16)

Ships - As required in accordance with size and description of Galley.

#### Shore Establishments

(a) 1.400 kgs of steam coal per man per diem and 1.800 Kgs firewood per range/chamber for kindling purposes; or

(b) 1.600 Kgs of firewood per man per diem subject to an increase upto 1.800 Kgs per man per diem at the discretion of the Administrative Authorities in respect of any particular establishment for consideration of special justification ; or

(c) LPG Scale :- The normal scale of LPG in respect of sailors galleys in establishments other than the patients galleys in Naval Hospital will be 125 Grams per head per diem.\* Depending upon the size and description of the sailor's galley of any particular establishment, any enhancement of scale would be as per existing Government sanction and with approval of Government in future. The scale of patient's galleys of Naval Hospitals will be as per the Government letters authorising the scale ibid. Sailors drawing ration in kind and having LPG connection in their own name will be issued at the scale of 145 gms per head per day.\*\*

(d) Sailors permitted to live ashore and sailors serving in A & N Islands or on detachments in other places will be authorised 432 ml Kerosene Oil in lieu of 1600 gms firewood per head per diem, subject to non-availability of gas/coal/firewood to meet the requirement in these areas.

(e) In shore galleys where the feeding strength is less than 12, the scales of fuel will be as follows : -

- (i) Steam coal - 1.800 Kgs per man per diem upto a maximum of 16.2 Kgs plus 1.800 Kgs of firewood per range/ chamber for kindling purpose ; or
- (ii) Firewood - 3.600 Kgs per man per diem upto maximum of 21.600 Kgs.

\*\* *Gol, MoD letter No. 58302/Q/ST 9/4395//D(QS) dt. 09 Sep 86.*

## **NOTES**

1. Equivalent are issuable : -
  - (a) Either at the option of ships and establishments or on the authority of the Senior Naval Officer present, subject to availability in ASC or I.N. Stocks.
  - (b) For the purpose of turning over ASC or I.N. Stocks.
  - (c) By the ASC/B.V. Yards at their option when unable to meet demands for normal standard scale articles.
2. The proportion of bread/atta/rice/biscuits/flour/suji to be taken is optional subject to the following conditions : -
  - (a) Bread - when available, will normally be issued upto 340 grams. Whole Wheat Meal Bread upto 40% of authorised scale of bread per man per day in lieu of equal quantity of bread made of out of Maida may be issued.
  - (b) Biscuits are only to be issued when bread is not available and the Commanding Officer considers it impracticable to issue rice/atta/flour/suji in lieu of bread or for the purpose of turning over stocks.
  - (c) Suji may be issued once a week in lieu of atta/flour.
  - (d) Against 50 gms of Rice or Atta or Flour, 10 gms of Custard powder or Sago or Cornflower may be issued.
  - (e) 40 gms Noodles may be issued in lieu of 40 gms of cereals twice a week as substitute.
3.
  - (a) A quantity of 14 grams Butter Fresh or 11 grams Butter Tinned or 35 grams Jam/Marmalade can be drawn in lieu of 30 grams Oil Hydro.
  - (b) Refined groundnut oil may be issued in partial replacement of Oil Hydro (Vanaspati) to the extent of 50%. The ratio of Groundnut Oil and Oil Hydro will be 50:50.
4. Dal ration not exceeding 30 grams may be issued in the form of dal meal (basin).

*Auth: Gol, MoD letter No. DCV/VG/1602/NHQ/1452/D(N-IV)/08 dt. 03 Oct 2008 for Whole Wheat Bread in lieu of White Maida Bread and DCV/VG/1020/IHQ, MoD(Navy)/2777/D(N-IV)/13 dt. 01 Feb 13 for Fruit Fresh & Eggs.*

*# Gol, MoD letter No. VG/3085/NHQ/758/D(N-I) dt. 06 Feb 91 the qty of fowl dressed is 180 gms as extended from time to time by Gol. The latest extension is till 2020 vide letter Gol, MoD letter No. DCV/VG/3058/IHQ, MoD(N)/775/D(N-IV)/15 dt. 03 Jul 2015.*

5. The term condiments includes the following : -

- |     |                |              |
|-----|----------------|--------------|
| (a) | Chillies       | (Mirchi Lal) |
| (b) | Ginger         | (Adrak)      |
| (c) | Turmeric       | (Haldi)      |
| (d) | Garlic         | (Lahsan)     |
| (e) | Coriander seed | (Dhania)     |
| (f) | Cumin Seed     | (Zira)       |
| (g) | Tamarind       | (Imli)       |
| (h) | Garam Masala * |              |

\* Garam Masala is to comprise of the following items :

Cinnamon, Cardamom Large, Cloves, Ani Seed, Bay Leaf, Fenu Greek, Poppy Seed, Asafoetida, Nutmeg, Pepper whole , Mustard whole, Ajwain, Rosemary, Kashmiri Chilli, Til and Amchur.

Ships and establishments may draw ingredients of Condiments in whole or in powder form in any proportion at their option within the total authorised scale of 16 grams per ration provided that the quantity of Garam Masala drawn daily does not exceed 5 grams per ration.

“33 gms ready-to-use Pre-Mix Masala Curry Powder may be drawn in lieu of 16 gms of Condiments and Garam Masala for sailors”.

Once a week, the following items may be taken in lieu of the condiments ration :

- |     |               |   |                |
|-----|---------------|---|----------------|
| (a) | Vinegar       | - | 11 centilitres |
|     | Mustard       | - | 11 gms         |
|     | Pepper ground | - | 5 gms          |
|     | or            |   |                |
|     | Vinegar       | - | 21 centilitres |

*Corrigendum GoI, MoD letter No. DCV/VG/3006/NHQ/1632/D(N-IV)/08 dt. 22 Oct 2008 for Garam Masala.*



6. Fish may be issued twice a week in lieu of meat. However issue of tinned fish in shore establishments will be restricted to such occasions when there is breakdown in the supply of meat fresh or when a large number of sailors for whom ration of fresh meat is not drawn for the day, report for duty or for turnover purposes. Fowl may be issued once a week only or when offered by the ASC/B.V. Yard as an equivalent of fresh meat, the latter not being available. The restrictions regarding the issue of fowl may, however, be relaxed in places where the cost of fowl ration does not exceed that of fresh meat. Frozen/chilled fowl is to be supplied to ships/ establishments when demanded in lieu of fowl dressed. Actual shrinkage on freezing/chilling of fowl dressed upto a maximum of 3% is to be charged off as wastage. Frozen/chilled meat is to be supplied to ships when demanded in lieu of fresh meat. This item can also be supplied in lieu of fresh meat to the shore establishments at ports where facilities already exist for regular supply of the item to the ships, either for turnover purposes or for issue only on Sundays and other public holidays when the butcheries remain closed. Actual shrinkage on freezing/chilling of fresh meat upto a maximum of 5 percent and actual loss in weight due to thawing upto a maximum of 3 percent are to be charged off as wastage. The scale of issue after thawing will be the same as authorised for fresh meat.

Fowl dressed may be issued at the scale of 180 gms against the existing authorisation of meat dressed to sailors (including boys) on an experimental basis at those stations where fowl dressed can be procured at rates par or lower than the rate of meat dressed. This provision is however applicable only upto 31 March 2000.

7. Sailors accustomed to vegetarian food may be issued the following items daily in lieu of meat : -

Articles			Quantity	
(a)	(i)	Milk fresh	-	180 ml or milk tinned 88 grams or whole milk powder 25 grams
	(ii)	Oil Hydrogenated	-	8 grams
	(iii)	Vegetables fresh	-	180 grams or vegetables tinned 90 grams
	(iv)	Cheese processed	-	25 grams
		or		
		Nutramul or other milk drink beverages	-	30 grams

or

- (b) Cheese tinned - 74 grams (to be issued to vegetarians afloat only when milk fresh and vegetable fresh (see note 7(a) above) are not available.)

or

- (c) Eggs - 3 Nos.

8. In shore establishments, milk fresh is to be taken for the milk ration whenever possible. This also applies to sea going ships when alongside or in the basin.

Aseptic Pack Milk (Tetra Pack) may be issued to the Service personnel serving in the A & N Islands, L & M Islands and to personnel serving on Board Naval Ships at the approved scale of milk fresh in lieu of milk/powder/milk tinned.

Engine Room Sailors, i.e. Engine Room Artificers/Mechanicals and M(E) sailors as well as cooks while serving on board ships and boys under 18 years of age are to receive the following additional ration of milk daily: -

	Milk fresh	Milk tinned	Whole milk powder
Boys	280 ml	113 gms	40 gms
Engine Room Sailors	230 ml	91 gms	32 gms
Cooks	230 ml	91 gms	32 gms

**Note :-** Tinned milk will be issued to engine room sailors and cooks only when the ship as a whole has to depend on tinned milk for its daily requirements. Whenever the ship is in a position to draw fresh milk for its general daily requirements, the extra issue to engine room sailors and cooks would be made in the form of fresh milk.

9. The Commanding Officer may, at his discretion, authorise in addition to daily allowance, the issue of the following items to such sailors as may be exposed to severe weather or should he consider it desirable in circumstances of sickness or climate or for other causes : -

- (a) Sugar - 70 grams  
Tea - 7 grams

or

- |     |                   |    |                |
|-----|-------------------|----|----------------|
| (b) | Sugar             | -  | 30 grams       |
|     | Tea               | -  | 7 grams        |
|     | Milk tinned       | -  | 28 grams       |
|     |                   | or |                |
|     | Milk fresh        | -  | 70 millilitres |
|     |                   | or |                |
|     | Whole milk powder | -  | 10 grams       |
|     |                   | or |                |
| (c) | Sugar             | -  | 40 grams       |
|     | Lime juice        | -  | 28 grams       |
|     |                   | or |                |
|     | Lime Powder       | -  | 4 grams        |
|     |                   | or |                |
| (d) | Sugar             | -  | 40 grams       |
|     | Lime fresh        | -  | 70 grams       |

The above issues are to be made on a certificate signed by the Commanding Officer, himself except that, when issued for medical reasons, it will also bear the Signature of the Medical Officer.

Ships and establishments are normally to draw and issue only indigenous lime juice. Lime powder is, however, authorised only in the case of ships when visiting foreign ports and that too when the indigenous lime juice is not held in stock.

10. The following daily scale of ration is to be issued to those I.N. outdoor edentulous patients who are otherwise entitled to free rations and are awaiting the fitting or artificial dentures: -

---

Item	Scale per man per diem
Rice	230 grams
Bread	230 grams
Dal	60 grams

---

Sugar	90 grams
Tea	9 grams
Salt evaporated	10 grams
Milk standard/fresh/blended	680 millilitres
Butter fresh/tinned*	28 grams
Eggs	2 Nos
Potato fresh	110 grams
Vegetable fresh (leafy)	110 grams
Fruits fresh citrus	60 grams

---

\*Butter tinned is to be issued only when butter fresh is not available.

The above scale of ration is in lieu of the normal daily scale of ration and will be issued to only those individuals who are recommended by the Medical Authorities. Such issues will be restricted to a maximum of 90 days in each individual case.

The date from which the above ration is authorised is to be noted in the Dental History Sheet of the patient.

11. The daily scale of ration shown in Note 10 above is also to be issued to those outdoor I.N. edentulous patients who are otherwise entitled to free rations and are suffering from maxillo-facial injury after discharge from Hospital or those whose artificial dentures are withdrawn by Dental authorities for remaking or repair. The scale of ration given in note 10 above is in lieu of the normal daily scale of rations and will be issued to only those individuals who are recommended by the Medical Authorities. Such issues will be restricted to a maximum of 60 days in the case of persons suffering from Maxillo-facial injuries and four weeks when dentures are withdrawn for any reason.

12. The following relaxations are made to the conditions laid down in this Appendix in so far as issue of rations to the naval personnel (sailors) in the Andaman and Nicobar Islands is concerned :-

- |             |  |
|-------------|--|
| (a) Venison | May be issued in lieu of meat fresh at the scale of 180 grams per head per diem. |
|-------------|--|

(b)	Fish tinned, fish fresh and fowl	These items will also be admissible for issue on such occasions when there is a breakdown in the supply of meat fresh/tinned.
(c)	Frozen/Chilled meat	May be issued in lieu of meat fresh whenever available. The scale of issue after thawing will be the same as authorised for fresh meat.
(d)	AFD Meat	May be issued in lieu of meat fresh at the scale of 29 grams per head per diem.
(e)	Meat on hoof	May be issued in lieu of meat fresh at the scale of 360 grams per head per diem.
(f)	Onion Dehydrated	May be issued in lieu of onions at the scale of 10 grams per head per diem.

13. 28 grams papads may be issued twice weekly in lieu of 28 grams atta/rice, to sailors afloat only.

14. 15 grams pickles may be issued twice weekly in lieu of 5 grams condiments to sailors afloat only.

15. On the recommendation of the Senior Medical Officer at a base or the Medical Officer of a ship or establishment, the salt ration may be increased by the Commanding Officer upto a maximum of 30 grams per ration per day at any time of the year when considered necessary for the maintenance of good health.

16. On the recommendations of the senior most Medical Officer present in the Command Headquarters for the station where the Command Headquarters is located would be the Competent Authority to authorise coal steam/charcoal/firewood/liquefied petroleum gas on 'as required basis' for boiling drinking water. In respect of stations located at different stations than the Command Headquarters the senior most Medical Officer of the establishment concerned would be the Competent Authority. The period during which boiling of drinking water is to be undertaken be specified by the above mentioned authorities.

No. DCV/VG/1020/IHQ MoD(Navy/2777/D(D-IV)/13  
Government of India  
Ministry of Defence  
New Delhi-110011

1<sup>st</sup> Feb 13

To

The Chief of the Naval Staff  
(with 25 Spares Copies)

**AMENDMENT TO SCALE OF RATIONS OF SAILORS FOR FRUIT FRESH**  
**AND**  
**AUTHORISATION OF EGGS IN SCALE OF RATIONS FOR SAILORS**

Sir,

1. I am directed to convey the sanction of the President for the following modifications to the authorised scales of rations for sailors as under:-

(a) Amendment to scale of rations of Sailors for Fruit Fresh as authorized vide Sl. 13 of Appendix `A' of NI 2/98 and amended vide GoI letter DCV/CG/VG/4245/IHQ/MoD(Navy)/1990/D(N-IV)/10 dated 15 Jun 10.

**For**

Existing Scale - 100 Gms per day

**Read**

Revised Scale - 230 Gms per day

(b) Authorisation to scale of rations of Sailors for Eggs (to be inserted as Sl. 14 of Appendix `A' to NI 2/98).

**For**

Existing Scale - Nil

**Read**

Revised Scale - 02 Nos per day

2. These orders will come into force with immediate effect. The relevant provisions of the Navy Instructions 2/98 shall stand modified to the extent stated above.

3. The expenditure is debitable to Major Head 2077 – Defence Services – Navy Minor Head 110 (b) – Provisions and Water.

4. This issues with the concurrence of MoD (Fin/QB) vide their UO No. 2/3/Misc-ST/08-QB dated 31 Jan 13.

Your faithfully,

(K Sudhakaran)

Under Secretary to the Govt of India

Copy to:-

1. The CGDA, New Delhi
2. The Principal Director of Audit (AF&N), New Delhi
3. The Principal Controller of Defence Accounts (Navy), Mumbai-02 Copies
4. The Joint Controller of Defence Accounts (Navy), Visakhapatnam
5. The Joint Controller of Defence Accounts (Navy), Kochi
6. The Joint Controller of Defence Accounts (Navy), Port Blair
7. The Dy Director of Audit, Defence Services, Mumbai
8. DFA(Navy) – 03 Copies
9. CO, INS Hamla
10. The BVO (for Officer Incharge IVMS)  
BVY, Mumbai

No. DCV/VG/0701/Ration Scales//IHQ/MoD(Navy/1157/D(D-IV)/14  
Government of India  
Ministry of Defence  
New Delhi-110011

24<sup>th</sup> Sep 14

To

The Chief of the Naval Staff  
(with 20 Spares Copies)

**AMENDMENT TO SCALE OF RATIONS FOR SAILORS**

Sir,

1. I am directed to convey the sanction of the President for modifications to authorized scales of sailors ration scale as under:-

S. No. of NI	Items	FOR Ration Scale Per day (in gms)	READ Ration Scale per day (in gms)
1	Atta/Rice	600gms	620gms
3	Sugar	70gms	90gms
12	Milk Fresh	190ml	250ml
10	Vegetable Fresh	160gms	170gms
4	Tea	8gms	9gms
Fuel	LPG	95gms	125gms

2. The relevant provisions of the Navy Instructions 2/98 shall stand modified to the extent stated above.

3. The expenditure involved is debitable to Major Head 2077 – Defence Services – Navy Minor Head 110 (b) – Provisions and Water and Minor Head 110 (d) Coal Firewood and cooking gas.

4. The other components of Annexure I to Appendix `A` of NI referred above remain unchanged.

5. This issues with the concurrence of Min. of Def. (Fin/Navy) vide their R. F No. PC 1/1/2008-ND dated 10.9.2014.

Your faithfully,

(K Sudhakaran)

Under Secretary to the Govt of India



Copy to:-

1. The CGDA, New Delhi
2. The Principal Director of Audit (AF&N), New Delhi
3. The Dy Director of Audit, Defence Services, Mumbai
4. The Principal Controller of Defence Accounts (Navy), Mumbai
5. The Joint Controller of Defence Accounts (Navy), Visakhapatnam
6. The Joint Controller of Defence Accounts (Navy), Kochi
7. The Dy Controller of Defence Accounts (Navy), Port Blair
8. Pr. IFA (Navy)
9. DFA(Navy) – 03 Copies
10. CO, INS Hamla
11. The Base Victualling Officer (V)  
(for Officer Incharge IVMS)  
Base Victualling Yard, Mumbai

**DAILY STANDARD SUBMARINE RATION SCALE**

1. Officers and sailors borne on board submarine will be issued free ration as per Annexure I to this Appendix (Appendix 'B' to NI 1/98) in lieu of the daily standard scale of rations prescribed in Appendix `A' to NI 1/98 and 2/98 respectively:
  - (a) When they are messed on board the submarine;
  - (b) When the submarine is away from the base port.
2. Where both the above conditions are not fulfilled, the following procedure is to be adopted: -
  - (a) **Officers.** When the submarine is at the base port, the officers borne on board will not be entitled to submarine scale free rations. However, when the submarine is away from the base port, such officers will be entitled to free rations as at Annexure I to this Appendix, if messed on board the submarine. If such officers are not messed on board the submarine while she is away from the base port, they would be entitled to free rations at the scale prescribed in Appendix 'A' to NI 1/98 as amended from time to time. Thus when a submarine visits a port other than the base port and the officers mess from another ship(including the Depot ship)/Establishment at that port, the scale of rations contained in Appendix to NI 1/98 as amended from time to time would apply.
  - (b) **Sailors.** Scale laid down in Appendix `A' to NI 2/98 (under revision) would apply.
3. A list of authorised ready-to-eat meals is contained in Annexure II to this Appendix and may be issued to submarine personnel in lieu of standard submarine ration scale when entitled to the latter. One third of the standard submarine ration scale will be surrendered for each ready-to-eat meal (breakfast or lunch or dinner) consumed except the following:-
  - (a) Milk tinned
  - (b) Tea/Coffee ground/coffee soluble
  - (c) Sugar

**ANNEXURE I TO APPENDIX `F'**

Sl.No.	Article	Quantity (Gms)	Equivalents	Quantity (Gms)
1.	Bread/Atta/Rice/ Biscuits/Flour/ Suji/Semiyan/ Preserved Bread	450	Tinned chappaties (DFRL) (13) or Tinned paratha (DFRL) (10)	260   200
2.	Oil Hydrogenated	80		
3.	Sugar	90		
4.	Tea	10	Coffee soluble	13
5.	Salt rock or or Salt evaporated	20  25	Salt ground refined or Iodized Salt	15  20
6.	Dal	90	Dal pre-cooked (dehydrated) or  Kabuli Gram or  Rajma or  Lobia or  Basin or  Peas dried	78   90   90   90   90

Sl.No.	Article	Quantity (Gms)	Equivalents	Quantity (Gms)
7.	Condiments	21	Pickle mixed vegetable dry/Achar or Curry powder or Sambar powder or Rasam powder or Ready to use Masalas	30  20 21 21 21
8.	Meat	230	Meat without bones or Fowl dressed or Fish tinned or Fish fresh/frozen or Tinned meat curry or Meat pre-cooked dehydrated or Milk tinned or Whole milk power or Milk Fresh and Cheese processed or Milk fresh and Nutramul or other milk drink beverage or	180 160 170 200 170 35 181 65 450 mls 25 450 mls 30

Sl.No.	Article	Quantity (Gms)	Equivalents	Quantity (Gms)
			Eggs	4 Nos
			or	
			Egg powder	40
			or	
			Sardines	170
			or	
			Luncheon meat	155
			or	
			Cheese tinned	105
			or	
			AFD Meat	50
9.	Eggs	1 No (2 Nos for officers)	Milk tinned	30
			or	
			Cheese tinned	18
			or	
			Egg powder	15
			or	
			Dehydrated omelette mix	25
10.	Potatoes	80	Potatoes dried	22
			or	
			Potatoes tinned	58
			or	
			Potatoes dehydrated	20
			or	
			Vegetable tinned	44
			or	
			Tinned vegetable curry	70
			or	
			Frozen vegetable	44

Sl.No.	Article	Quantity (Gms)	Equivalents	Quantity (Gms)
11.	Vegetable fresh (other than onions and Potatoes)	200	Vegetable tinned	106
			or Vegetable dehydrated	24
			or Fruit fresh (citrus)	200
			or Fruit fresh (non-citrus)	400
			or Fruit tinned	100
			or Peas dried	106
			or Tinned vegetable curry (DFRL)	118
			or Frozen vegetable	90
			or Ready to eat vegetables (4/5 varieties as per availability in market)	150
12.	Onions	60	Onion dehydrated	10
			or Vegetable fresh	90
			or Onion spring, green or gandal	90
13.	Milk tinned	76	Whole milk powder	27
			or Milk fresh	190 mls
14.	Fruit fresh citrus	110	Fruit fresh (non-citrus)	230
			or Fruit tinned	83
			or Jam marmalade	96

Sl.No.	Article	Quantity (Gms)	Equivalents	Quantity (Gms)
15.	Fruit juice	300 mls	Fruit juice powder or Freeze dried fruit juice powder	86  24
16.	Custard powder/ Cornflakes/Jelly/ Ice cream powder	7		
17.	Chocolate	10	Almonds/Walnut/ cashew	10
18.	Butter fresh/tinned	10		

**Note: -**

1. The above is in lieu of the daily standard scale of rations prescribed in Annexure to Appendix 'A' to NI 2/98. The instructions contained in notes under Annexure to Appendix 'A' to NI 2/98 and GOI/MOD letter VG/3006/NHQ/ 9959/D(N-I) dated 28 Aug 70 will also apply to submarine crew except the following which will be admissible at the scale shown against each.

2. The sailors accustomed to vegetarian diet may be issued the following items daily in lieu of meat: -

(a)	Milk fresh	230 mls or 113 gms milk tinned or 32 gms whole milk powder
	Cheese processed	25 gms or
	Nutramul or other milk drink beverage	30 gms
	Oil Hydrogenated	10 gms
	Vegetable fresh	230 gms or
		Vegetable tinned 110 gms or
	OR	Ready to eat vegetables 173 gms

- (b) Cheese tinned 94 gms to be issued to vegetarian sailors only when milk fresh and vegetable fresh as per (a) above are not available.

OR

- (c) Eggs 4 Nos.

3. Once a week the following items may be taken in lieu of condiment rations: -

- |               |   |                |
|---------------|---|----------------|
| (a) Vinegar   | - | 14 Centilitres |
| Mustard       | - | 14 Grams       |
| Pepper ground | - | 7 Grams        |

OR

- (b) Vinegar - 28 Centilitres

4. A quantity of 25 gms of butter fresh or 20 gms of butter tinned or 30 gms of jam/ marmalade may be drawn in lieu of 40 gms of Oil hydrogenated.



## **ANNEXURE II TO APPENDIX 'F'**

### **READY-TO-EAT MEALS**

#### **1. BREAKFAST**

- |     |  |   |                      |
|-----|--|---|----------------------|
| (a) | Cornflakes/Wheat flakes/Oats                                       | - | 20 gms               |
| (b) | Luncheon meat/Sausages/Salami/<br>Canned ham                       | - | 50 gms               |
| (c) | Omelette mis/egg powder  | - | 35 gms (NV)          |
| (d) | Upma/Halwa (in Retort Pouch)                                       | - | 100 gms              |
| (e) | Preserved bread/Paratha  | - | 75 gms               |
| (f) | Aseptically filled TRS fruit beverages<br>or<br>Canned fruit juice | - | 200 ml<br><br>175 ml |

#### **2. LUNCH**

- |     |  |   |                                     |
|-----|--|---|-------------------------------------|
| (a) | Pulav/biriyani (in Retort Pouch)<br>or<br>Dehydrated vegetable pulao/biriyani<br>or<br>Preserved chapaties                             | - | 300 gms<br><br>150 gms<br><br>4 Nos |
| (b) | Vegetable curry (potato-peas, palak<br>Alu-chholay or any other<br>combination like curried dal or<br>Avial or Sambar) in Retort Pouch | - | 125 gms (Veg) paneer,               |
| (c) | Chicken curry/Fish curry/Egg curry/<br>Mutton curry (in Retort Pouch)  | - | 125 gms (NV)                        |
| (d) | Suji halwa (in Retort Pouch)<br>or<br>Preserved Cake<br>or   | - | 125 gms<br><br>100 gms              |

Gulab Jamun (in Retort Pouch)	-	125 gms
or		
Rasgulla (canned/in Retort Pouch)	-	125 gms
(e) Fruit tinned	-	100 gms
or		
Custard powder + Fruits	-	35 gms + 25 gms

### 3. **DINNER**

(a) Dehydrated vegetable soup mix	-	16 gms
or		
Dehydrated onion soup powder	-	7 gms
or		
Dehydrated chicken soup powder	-	7 gms
(b) Preserved chapatias	-	4 Nos
or		
Preserved bread	-	150 gms
or		
Instant rice	-	100 gms
(c) Canned Kheer (in Retort Pouch)	-	175 gms
or		
Chikki	-	125 gms
or		
Jelly	-	25 gms
or		
Custard powder	-	35 gms
or		
Canned fruits	-	100 gms
or		
Halwa (in Retort Pouch)	-	125 gms
or		
Gulab Jamun (in Retort Pouch)	-	1.25 gms
(d) Vegetable curry (in Retort Pouch)	-	125 gms
or		

Chicken curry	-	125 gms
or		
Mutton curry	-	125 gms
or		
Fish curry	-	125 gms
or		
Dehydrated curried dal	-	50 gms
or		
Sambar (in Retort Pouch)	-	175 ml
or		
Egg curry (in Retort Pouch)	-	125 gms

---

**Note :-**

1. 1/3 of the standard submarine ration scale will be surrendered for each ready-to-eat meal (breakfast or lunch or dinner) consumed except the following: -

- (a) Milk tinned
- (b) Tea/coffee ground/coffee soluble
- (c) Sugar

2. Wherever bread is mentioned in the above scale preserved/toasted/sweetened/pepper bread may be issued in lieu of the following scales :

- (a) Breakfast - 75 gms
- (b) Lunch/dinner - 150 gms

3. One multi-vitamin tablet per individual per day will be issued along with ready-to-eat meals under the following circumstances : -

- (a) When the ready-to-eat meals have to be consumed continuously for over a week.
- (b) When the ready to eat meals have to be consumed for over 14 days in a month.

*Auth: Gol, MoD(N) letter No. DCV/VG/3005/NHQ/6521-A/D(N-I) dt. 13 Dec 94.*

No. DCV/CG/3348/IHQ/MoD(Navy/851/D(D-IV)/  
Government of India  
Ministry of Defence  
New Delhi-110011

04<sup>th</sup> Jul 14

To

The Chief of the Naval Staff  
(with 20 Spares Copies), New Delhi

**AUTHORISATION OF EXTRA RATIONS TO SUBMARINERS OF INDIAN NAVY**

Sir,

1. I am directed to convey the sanction of the President for authorisation of extra rations for Submariners of India Navy with immediate effect, as per the following scale per man per day while at sea:-

S. No.	Items	Quantity
a	Oats/Dalia	50 gms
b	Coffee/Tea (Preference to be given to tea)	5 gms
c	Fish (for Non Veg ration) Paneer/Curd (for Veg ration)	40 gms
d	Veg fresh/Tinned	150 gms
e	Dry fruits (Nuts)	20 gms
f	Onion	20 gms
g	Potatoes	20 gms
h	Milk Tinned	10 gms
j	Fruit Fresh (Citrus)	120 gms
k	Fruit Juice	300ml
l	Horlicks/Complan	10 gms

2. The relevant provisions of the Navy Instruction 1/98 and 2/98 shall stand modified to the extent stated above.

3. The expenditure involved is debitable to Major Head 2077 – Defence Services – Navy Minor Head 110 (b) – Provisions and Water.

4. This issues with the concurrence of Ministry of Defence (Finance/Navy) vide their ID No. 10(1)/NA/13 dated 31 Mar 2014.

Your faithfully,

(K Sudhakaran)  
Under Secretary to the Govt of India

Copy to:-

1. The CGDA, New Delhi
2. The Principal Director of Audit (AF&N), New Delhi
3. The Dy Director of Audit, Defence Services, Mumbai
4. PCDA (Navy), Mumbai- 02 copies (one signed in ink)
5. The Joint Controller of Defence Accounts (Navy), Visakhapatnam
6. The Joint Controller of Defence Accounts (Navy), Kochi
7. The Dy Controller of Defence Accounts (Navy), Port Blair
8. DFA(Navy) – 03 Copies
9. CO, INS Hamla
10. The Base Logistics Officer (V)  
(for Officer Incharge ICMS)  
Naval Base, Visakhapatnam

**ISSUE OF EXTRA RATION TO DIVERS**

1. Extra ration is to be issued to all categories of divers who are indate, within the sanctioned Diving cadre and carrying out active diving duties including staff and under trainee divers. Extra ration will be issued per man per day as per scale mentioned in this Appendix.

2. **SCALE OF DAILY EXTRA RATIONS**

(a)	Milk Fresh	200 ml
	or	
	Milk Tinned	80 gms
	or	
	Milk Powder	28 gms

(The milk tinned or milk powder can only be issued when ship as a whole has to depend on milk tinned or milk powder for its daily requirement)

(b)	Eggs	2 Nos
	or	
	Milk Fresh	150 ml
	or	
	Milk Tinned	55 gms
	or	
	Milk Powder	20
	or	
	Cheese Tinned	50 gms

(Cheese Tinned to be issued on board ships only)

(c)	Butter Fresh/Tinned	50 gms
(d)	Sugar	50 gms
(e)	Ground-nut	50 gins
(f)	Chocolate	50 gms
(g)	Vinegar	on as required basis
(h)	Complan/ Horlicks	50 gms

(Complan/Horlicks will be issued 50 gms per diver after each dive subject to a maximum of one issue a day)

*Auth: GoI, MoD letter VG/0850/NHQ/944/D(N-III) dt 22 Apr 1978 and Corrigendum*

*DD/1655/Ration/IHQ/MoD(Navy)/1396/D(N-IV)/08 dt 07 Oct 2008.*

### **LANDING PARTY RATIONS**

The following special ration is admissible to each officer or sailor belonging to a landing party. This ration will render himself supporting for 24 hrs and is to be issued when an individual is not victualled from the ship or by the Army: -

S.NO.	Articles	Vegetarian Grams	Non-vegetarian Grams
1.	Vegetable tinned	220 l	
		l or	4 Eggs
2.	Fruit tinned	110 l	
3.	Biscuits	500	450
4.	Cheese	85	85
5.	Milk tinned		
	(Unsweetened)	336	76
6.	Sugar	70	56
7.	Tea	9	18
8.	Preserved meat or fish tinned	-	450
9.	Chocolate	-	28
10.	Hexamine cooker with		
	tablets (7 to 8 in number)	1 No. per party	
11.	Tin openers	1 No. per party	
12.	Matches safety	2 boxes per party	
13.	Water Sterilising Outfit	1 No. per party	

**RATIONS FOR LIVE STOCK HELD IN LIEU OF FRESH MEAT**

The following scales of rations are authorised for live stock held by IN ships and shore establishments for issued in lieu of fresh meat:-

**Slaughter Cattle**

**Per head per day**

Bhoosa white

6.350 Kgs

or

Green Fodder

13.608 Kgs

or

Dry Fodder

9.072 Kgs

Salt

.004 Gms

**Slaughter sheep or Goats**

Bhoosa Missa

1.814 Kgs

or

Suitable dry fodder grain

0.230 Kgs

Salt

.002 Gms

Poultry

Wheat, Barley or other

suitable available grains

60 Gms

**Notes: -**

1. The above rations are admissible from the date the animals or poultry are received in IN Charge upto the date previous to date of killing.
2. The term poultry includes any variety of bird issued in lieu of ration purpose.



**ISSUE OF COMPOSITE PACK RATIONS**

1. Officers and sailors will be issued Composite Pack Rations free on such occasions when normal food cannot be cooked i.e. during landing party operations and to sailors only in lieu of normal scale at the discretion of the Officer Commanding. Naval Garrison, whenever service conditions so warrant.

2. The packs will of two types - Vegetarians and Non Vegetarians. Normal rations otherwise admissible under the current rules, will not be admissible when pack rations are issued. No cash compensation will be admissible under any circumstances in lieu of Composite Pack Rations.

3. The scales of composite pack rations are given in the Annexure to this Appendix.

S.No.	Items	Type `A' Scales	Type `B' Scales	Remarks
(1)	(2)	(3)	(4)	(5)
		(Gms)	(Gms)	
1.	Biscuits service	150	150	In paper wrapping the outer
2.	Beaten rice	425	425	layer should be damp proof In polythene bags
3.	Sugar	110	110	In heat sealed alkathene bags
4.	Vegetables Td/curried	140	140	In tins
5.	Pre-cooked dal	----	113	In tins
6.	Mutton curry (chunks) or Mutton curried (keema) or Fish tinned	100	----	In tins. In equal preparation

7.	Milk toffee	57	57	In heat sealed alkathene bags.
8.	Milk tinned evaporated	180	180	In tins
9.	Achar Dry	28	28	In suitable containers to exclude air
10.	Tea	9	9	In heat sealed alkathene bags
11.	Salt refined	6	6	do
12.	Stoneless dates or Raisins when dates are not available	85	85	do
13.	Cigarettes(in Nos)	10	10	Or milk toffee 35 gms for nonsmokers in damp proof paper wrapping.
14.	MV tablets (in Nos)	1	1	To be packed in laminated foil.
15.	Matches safety (Box)	3/5	3/5	In heat sealed alkathene bags
16.	Tin Openers (Nos)	1	1	!
17.	Hexamine cooker with tablets (7-8 Nos)	1	1	! Per pack
18.	Water sterilizing outfit (No)	1	1	!

**Note :-** 1. If any slight modification is found necessary in the scale of tinned items because of total quantity is more/less than the total whole tins required, it will be permissible.

2. Any shortfall in fish tinned in a pack owing to supply of fish tinned will be made good by whole milk powder scale to scale.

**COMMON RATION SCALE FOR ARMY, NAVY, AND**  
**AIR FORCE PERSONNEL BORNE IN THE ESTABLISHMENT**  
**OF INTER SERVICES INSTITUTIONS AND UNITS**

1. Personnel of the Army, Navy and Air Force borne on the strength of the establishment of the Inter Services institutions and units and entitled to free rations will be issued with rations and fuel as per scales given in Annexure to this Appendix.
2. Any amendments issued to Army Instruction 4/S/64 after the publication of this directive, will automatically amend this Appendix also.
3. Following are the Inter-Service Institutions and Units :-
  - (a) National Defence Academy.
  - (b) No. 1 and No. 2 Wireless Experimental Centres.
  - (c) No. 1 and No 2 AOP Flight.
  - (d) No. 4 AOF Flight.
  - (e) 659 Air OP Squadron.

These provisions will also apply mutatis mutandis to the personnel of other AOP Flight and Air OP Squadron whenever raised.

4. Conditions governing the issues of substitutes and other quotations as laid down in AI 8/S/58 and annexure there to will apply to these personnel.

S. No.	Standard item	Scale in Grams	Substitute	Scale in Grams
(a)	(b)	(c)	(d)	(e)
1.	Atta or Rice Atta	600  450 150		
2.	Dal	60	Peas dried or Beans dried (including soya beans) or Gram whole white kabuli	60
3.	Oil Hydrogenated	90		
4.	Sugar	70	Gur	85
5.	Tea	9	Coffee	18
6.	Salt evaporated or Salt rock	20  10	Salt Ground Refined	15
7.	Condiments powder	21		
8.	Meat fresh (with bone or Meat on hoof)	200  400	Fish fresh  or Milk fresh Std/bld  Milk tinned or Egg or	330   390 ml 160  4 Nos

(a)	(b)	(c)	(d)	(e)
			Pork fresh or	150
			Fowl live weight or	270
			Whole milk powder	57
9.	Milk fresh std/ bid	220 ml	Milk tinned sweetened or unsweetened  or	90
			Milk whole powder	32
10.	Vegetable fresh	170	Vegetable tinned/curried or	90
			Dal whole germinated or	90
			Peas dried or beans (D) (including soya beans) or	90
			Beans Hericot	42
11.	Potatoes	110	Potatoes Td or sweet potatoes or	80
			Vegetable fresh or	110
			Vegetable Td or curried or	60
			Arvi or	110
			Yam ordinary or Elephant	110
12.	Fruit fresh citrus (thrice weekly issue)	110	Fruit tinned or	90
			Fruit dried or	28
			Fruit fresh non-citrus (thrice weekly issue)	230

---

(a)	(b)	(c)	(d)	(e)
13.	Onion fresh	60	Onion spring green	90 or
	or		Vegetable fresh	90 or
	Garlic	10	Onion dehydrated	14

---

14. Matches safety (for cook house)

(i) For strength upto 45 members two match boxes per week.

(ii) For strength above 45 members one match box per week for every 15 members or part thereof.

15. **Fuel.** The basis of scale of fuel which is designed to cover all requirements for cooking purposes will be : -

Firewood	1.400 Kgs	!	
or		!	
Steam coal	700 grams	!	
or		!	
Soft coke	900 grams	!	
		!	
and		!	Per man per diem
Firewood for kind-	200 grams	!	
ling of steam coal/		!	
soft coke (if these		!	
are issued)		!	
or		!	
Charcoal (as basic	400 grains	!	
item of fuel)		!	

**SCALE OF RATION FOR HOSTILE SUSPECTED**  
**AND IRREGULAR FORCES TAKEN PRISONER**  
**BY PARA MILITARY FORCES**

SNo.	Article	Scale	
1.	Atta/Rice	550 gms	
2.	Pulses(Dals)	100 gms	
3.	Vegetable	130 gms	
4.	Potatoes	40 gms	
5.	Onion	10 gms	
6.	Milk	30 mls	
7.	Sugar	20 gms	
8.	Oil Hydrogenated	20 gms	
9.	Condiment Powder	14 gms	or Allowance of rupee one per month which ever is less
10.	Tea	5 gms	
11.	Meat Dressed	64 gms	(Three issues of 150 gms each per week)
12.	Firewood	900 gms	

**DIETS AND EXTRA FOR HOSPITALS/SICKBAYS**  
**GENERAL INSTRUCTIONS**

1. The daily scales of diets for patients have been made as comprehensive as possible to suit the requirement of the majority of patients likely to be treated in Naval Hospitals/ Sickbays. These diets are as far as possible complete in themselves, so that the need for the prescription of extras is reduced to a minimum.
2. A scale of extras has been provided to meet the needs of special cases, i.e., case the nature of whose illness requires special dieting. Extras are not to be issued to patients on 'ordinary diet' but will be permissible if the Medical Officer-in-Charge considers it essential, for patients on the other prescribed classes of diet and also for those on 'No Diet'.
3. If any authorised extra is not in stock, substitutes may be issued in lieu. Medical Officers may demand any substitute article whether it is included in ASC specifications or not. When, however, sago or tapioca is demanded, the Supply Officer concerned will issue whichever of these articles is the cheaper and or more easily obtained.
4. For Officers, their families and Nursing Officers, or for special cases, quantities excess of these specified in the table may be issued if considered necessary by the Medical Officer, who may demand any article or substitute whether it is included in the specifications or not.
5. On active service or in an emergency, scales of diets and extras authorised are to be followed as a guide as far as possible and any deviations found necessary on account of service conditions, are to be sanctioned by the Senior Naval Officer present on the advice of the Senior Medical Officer.
6. A weekly menu for dining hall patients based on the quantities of food issuable for the estimated number of patients in hospitals should be compiled, and if proper conservation of foods is made and supervision is exercised over the issue and serving of food, it will be found that the maximum quantities, especially in large hospitals, may not be required.



7. When the standard items of the hospital diets and extras are not available or when the Medical Officer wishes to introduce variety into the dietary, substitutes as laid down in the standard ration scale for sailors may be drawn in lieu.
8. Officers Commanding Hospitals will ensure that strictest supervision is exercised in the preparation and distribution of diets to patients with a view to avoiding any leakage.
9. The scale for Hospital diets and daily scale of extras are as follows : -

**HOSPITAL DIETS AND EXTRAS**  
**(INCLUDING DIET FOR TB PATIENTS)**

Sl No.	Description of Diet	Fluid (F)	Subsistence (S)	Convalescent (C)	Ordinary (O)	TB Patient (TB)	No Diet (N)
		(gms)	(gms)	(gms)	(gms)	(gms)	(gms)
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
<b><u>Bread/Cereals</u></b>							
1.	Atta/rice (a)	---	230	260	600	340	To be subsisted on extras
2.	Bread (b)	---	---	170	---	110	
3.	Cereal for pudding (c)	---	---	30	(see note 7)	30	
4.	Cereal for breakfast, cornflakes/ oatmeal/ sago/dalia/semolina (b)	---	---	57	---	---	

**Dairy Produce**

5.	Milk fresh (d)	1.540	0.440	1.100	0.440	1.100	
6.	Butter	---	---	28	(See note-7)	28	
7.	Eggs (e) (h)	2Nos	---	3Nos	2Nos	2Nos	
8.	Cream	---	---	---	---	28	

## MEAT/POULTRY/FISH

9.	Meat fresh with bone (f) (h)	---	---	230	230	230	
10.	Chicken dressed (h)	---	---	40	---	---	
11.	Fish fresh (h) or Fish tinned	---	---	40 (j)	---	50(j)	to be Subsisted on extras
		---	---	20 j	---	20(j)	

## VEGETABLE AND FRUITS

12.	Fruit fresh (c) (k)	230	---	---	---	---	
13.	Fruit fresh variety (l)	----	---	230	230	230	
14.	Vegetable fresh	---	---	170	170	230	
15.	Potatoes	---	---	60	110	110	
16.	Onions	---	---	60	60	60	
17.	Dal (O)	---	30	60	60	60	

## SUGAR/PRESERVES

18.	Sugar	90	40	90	90	90	
19.	Jam/Honey/ Marmalade /golden syrup (m)	---	---	28	(See note-7)	28	
20.	Tea	7	7	9	9	9	
21.	Barley Water (n)	OARB	OARB	---	---	---	
22.	Aerated water	OARB	OARB	OARB	OARB	OARB	
23.	Fresh lime/lime juice cordial(p)	OARB	OARB	OARB	OARB	OARB	
24.	Condiments	---	4	14	14	14	
25.	Achar	---	OARB	OARB	OARB	10	

26.	Sauce/vinegar	---	OARB	OARB	OARB	---
27.	Salt Evaporated	15	5	20	20	20
28.	Ice	OARB	OARB	OARB	OARB	OARB
29.	Jelly	---	---	---	---	OARB
30.	Oil Hydrogenated	---	30	60	60	60
31.	Firewood	1.400	0.900	---	1.400	1.400

OARB = On an as required basis

### **Remarks**

- (a) Atta or rice may be drawn in any proportion, but normally patients should receive a proportion of each.
- (b) Whole or part may be drawn as atta or rice weight for weight.
- (c) Pudding cereals to consist of sago, tapioca, cornflour, or suji or flour (maida).
- (d) Milk tinned may be issued in lieu of milk fresh, the equivalent being 110 grams to every 280 mls milk fresh. A maximum of 57 grams liver/bacon/kidney/one egg may be drawn in lieu of 100 mls of milk fresh for patients on 'C', 'O' and 'TB' diets.
- (e) 20 grams bacon or 60 grams fish fresh or 20 grams kidney or 35 grams jam or 30 grams baked beans may be drawn in lieu of 1 egg for patient on 'C' and 'O' diets.

(f) Chicken dressed 340 grams once a week and fish fresh 340 grams once a week may be drawn in lieu of 260 grams of meat fresh with bone.

(g) 280 grams dressed to be drawn once a week.

(h) For vegetarian patients, meat, fish and eggs may be substituted as follows on the recommendation of the Medical Officer : -

Meat fresh with bone 60 grams,	I	Milk fresh 110 mls or skimmed milk
Chicken dressed 90 gms, Fish	I	powder 21 gms or milk tinned 50 gms
fresh 90 gms or egg No 1	I	or Cheese 21 gms paneer 42 gms

Chicken live at double the scale of chicken dressed may be authorised at places where the cost of chicken live at this scale does not exceed that of chicken dressed or where contract for chicken dressed does not exist.

(j) During a week two equivalent issues of fish fresh/fish tinned may be drawn on any two days. Fish tinned will only be issued when fish fresh is not readily available.

(k) For preparing fruit drinks. If not available preserved diluted citrus juices 113 grams may be given or ascorbic acid dissolved in lime juice cordial.

(l) May be substituted by fruit tinned of equivalent weight. Citrus fruits and other variety of fruits may be drawn in the ratio of 50:50 when recommended by the Medical Officer.

(m) 28 Grams cheese tinned 57 grams paneer or channa in lieu twice in a week. (o) 50% of the entitlement of dal ration may be issued in the form of dal meal (basin) (p) 570 ml lime juice 60 grams lime fresh and 30 grams sugar allowed.

### **Notes**

1. Subsistence diet will be drawn for patients admitted after 1200 hours for the day of admission. Thereafter patients will be placed on one of the standard diet or on NO DIET.

2. In case in which patients cannot be placed on a diet, the word 'NO DIET' will be entered on the diet sheet and they will be subsisted on extras.
3. Extras are not permissible with ordinary diets.
4. For children, the following scales will be adopted : -

<u>Age</u>	<u>Distribution of diet</u>
Under 5 years	No diet
5 to 10 years	Half adult scale
Above 10 years	Full adult scale

The age groups indicate the beginning of the year of age to the completion of year of age.

5. For each 'No Diet' and 'Detained case' the scale of firewood is 1.400 Kgs subject to the following rules which apply to all classes of diets : -

(a) When the number of patients (including those on No Diet) in each category for whom separate kitchens are maintained is less than 12, an increased scale of 2.700 Kgs of firewood per patient may be issued separately upto a maximum of 16.300 Kgs, if recommended by the OC Hospital.

(b) There is no fixed limit of fuel for cooking purpose in the case of outbreak of an epidemic disease or other extra ordinary occurrence.

(c) Oil fuel or charcoal common may be used in lieu of firewood provided the cost does not exceed that of the firewood authorised.

6. Night duty nursing orderlies, General Duty Assistants, Sweepers, Ayahs and female sweepers and men under training as such will be provided with tea 5 gms, sugar 30 grams, and milk. fresh 60 ml per individual for the early morning tea.

7. Officer/Officer family patients in 'Ordinary diet' may draw the following in lieu of atta/rice/weight for weight : -

(a) Cereal for pudding 30 grams.

- (b) Cereal for breakfast 57 grams cornflakes/oatmeal/sago/dalia/semolina.
- (c) Butter 30 grams.
- (d) Jam/Honey/Marmalade/Golden syrup 28 gms.
- (e) Bread 170 grams.

8. (a) In case, in which the Medical Officer concerned considers that TB patients cannot be placed on diets shown in column (g) they will be placed on any other diet specified in this table/

(b) The scale of firewood per Officer patients in the Tuberculoses Sanatorium, Military Hospital, Aundh, may be increased upto the maximum limit of 2.300 Kgs per day at the discretion of the Officer Commanding the Hospital, when the strength of the patients does not exceed 20 and to the maximum limit of 1.800 kgs, if above 20, and until such time a cookhouse range of the new design is available in the hospital.

9. All sick attendant mothers and nurses will be issued with 'O' diet.

10. Infant food (such as Glaxo Milk) will be issued to breast fed babies whose mothers are admitted into the hospital as patients and are advised on medical grounds not to suckle their babies.

11. (a) The maximum fuel requirement of each hospital (by ranges where more than one exist) will be assessed by a Station Board convened by the Station Commander and the minimum scale decided upon will be notified in station orders

(b) For cooking ranges designed for combustion of steam coal and capable of catering for an average of 50 or more patients daily in hospital, the article may be issued subject to the following maximum scale.

Steam coal 90.700 Kgs and firewood for	I	for 50 to 75 patients
kindling and making - 22.700 Kgs chapatti	I	per day

The actual scale will be fixed by a Station Board convened by the Station Commander and will be notified in the Station Orders.

The scale of firewood split laid down vide serial No. 31 will not be admissible for an equivalent number of patients when steam coal and firewood for kindling and making chappatis are drawn.

### **DAILY SCALES OF EXTRAS**

(For children below the age of 10 years, half the scale of extras authorised for adults will be drawn)

SNo	Extras	Max qty that can be order in a day gms	Substitutes	Remarks
(a)	(b)	(c)	(d)	(e)
1.	Atta/Rice	170	---	
2.	Biscuits(Hospital diet)	57	---	
3.	Bread	170	---	
4.	Butter	28	---	
5.	Cocoa/ Chocolate	57 cltrs	---	For each pint 57 centilitres, cocoa 7 gms, milk 60 mls, sugar 15 gms are allowed.
6.	Coffee	OARB	Tea	For each pint 57 cltrs coffee 14 gms, milk 60 mls, sugar 15 gms are allowed. For each pint, tea 7 gms, milk-60 mls and sugar 30 gms are allowed.

(a)	(b)	(c)	(d)	(e)
7.	Condiments	7	---	
8.	Cornflour	OARB	Rice	30 gms sugar, 60 gms cornflour or rice is allowed
9.	Cheese tinned	28	Paneer	57 gms
10.	Cream fresh	57	Cream	tinned
11.	Dal	60	---	
12.	Eggs	OARB	---	
13.	Fruit dried (raisins/ currents)	57	---	
14.	Fruit fresh variety	230	Fruit	Citrus fruit or other tinned variety of fruit fresh may be drawn in the ratio of 50:50 when recommended by the medical officer.
15.	Gelatine sheet/powder	57	---	
16.	Jam	28	---	
17.	Liver	454	---	When required for treatment purposes
18.	Milk fresh	1.650 ltr	---	For patients on No Diet only.
19.	Oatmeal	28	---	
20.	Oil Hydro	28	---	
21.	Onions	30	---	



(a)	(b)	(c)	(d)	(e)
22.	Potatoes	110	---	
23.	Rice water	OARB	---	For every 2.25 litres, 60 gms of rice and 60 gms of sugar are allowed
24.	Sago	57	Tapioca	
25.	Sugar	OARB	---	
26.	Vegetable fresh	170	---	
27.	Vinegar	OARB	---	
28.	Brandy	5.7 cltrs	---	

**Note:-** Drinking chocolate is to be issued at the same scale in lieu of cocoa powder only when the basic item is not available.

**SPECIAL RATIONS FOR NAVAL AIR CREW**  
**(PREFLIGHT MEALS)**

The Naval Aircrew are entitled to the following preflight special ration scale when they are available and programmed for flying as per unit availability state and fulfil the conditions laid down in Accounting Instructions pertaining to the ration in question: -

S. No	Items	Scale
1.	Tea	7 gms or coffee 7 gms
2.	Milk standard	200 mls or whole milk powder 29 gms or milk fresh 200 mls or 70 gms of milk tinned evaporated sweetened/unsweetened/condensed.
3.	Sugar	30 gms
4.	Bread	150 gms
5.	Butter fresh	15 gms or butter tinned 15 gms
6.	Jam	10 gms
7.	Eggs	2 Nos or 20 gms whole milk powder or milk fresh 150 mls or 55 gms of milk tinned evaporated sweetened/unsweetened/condensed.
8.	Cornflakes	30 gms or maida 30 gms or basin 30 gms
9.	Sausages tinned	75 gms or cheese tinned 50 gms or mutton 150 gms or sausages fresh 100 gms or chocolate 23 gms
10.	Potatoes	60 gms

11.	Cooking oil	30 gms
12.	Tomato sauce	10 gms
13.	Salt	10 gms
14.	Pepper	5 gms

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**Note:-** The term "Aircrew" includes both officers and sailors as well as under trainee naval aircrew undergoing training in Air Force Academy. Flying training units of the IAF/Navy and civil flying clubs under the control of Director General of Civil Aviation.

**ISSUE OF EXTRA RATION TO ROCKET FUEL HANDLER**

<b>S. No.</b>	<b>Item</b>	<b>Scale</b>
1.	Milk Fresh	350 Mls
2.	Chocolate	50 Gms
3.	Fresh Fruit NC	150 Gms
4.	Salted Biscuits	50 Gms
5.	Sweet Biscuits	50 Gms
6.	Cheese	25 Gms
7.	Drinking Chocolate/ Bournvita/Horlicks	10 Gms

**Note:-** The extra ration will be issued free to the rocket fuel handlers engaged in occupation involving risk of lead poisoning or handling or oxidiser etc.

*Auth: GoI, MoD letter No. VG/3013/NHQ/1048/S/D(N-III) dt. 27 Oct 83.*

**DAILY STANDARD SCALE OF RATIONS**  
**FOR SELECTED SERVICES SPORTSMEN**

S. No.	Article	Quantity	Equivalents	Quantity
1.	Atta/Rice	500 Gms		
2.	Bread	150 Gms		
3.	Oil Hydrogenated	70 Gms		
4.	Pulses (Dais)	90 Gms	Peas (dried)	90 Gins
			or	
			Gram Whole Kabuli	90 Gms
			or	
			Rajma or Lobia	90 Gms
5.	Sugar	90 Gms		
6.	Tea	8 Gms	Coffee	5 Gms
7.	Salt	20 Gms		
8.	Condiments	16 Gms		
9.	Meat	200 Gms	Meat Tinned	120 Gms
			or	
			Fowl Live	260 Gms
			or	
			Fowl Dressed	140 Gms
			or	
			Fowl Fresh/Frozen	180 Gms
			or	
			Fish Tinned	150 Gms
			or	
			Eggs	4 Nos

S. No.	Article	Quantity	Equivalents	Quantity
10.	Milk Fresh/ Standard	730 Mls	Milk Tinned or Milk Powder	290 Gms  100 Gms
11.	Vegetables Fresh	180 Gms	Beans Haricot or Vegetable Tinned	50 Gms  90 Gms
12.	Potatoes	110 Gms	Potatoes Dried or Potatoes Tinned or Potatoes Sweet or Beans Dried or Beans Haricot or Peas Dried or Vegetable Tinned or Dal/Kabuli Chana or Flour	30 Gms  80 Gms  110 Gms  40 Gms  30 Gms  60 Gms  60 Gms  60 Gms
13.	Onion	60 Gms	Onion Spring Green or Vegetable Fresh	90 Gms  90 Gms
14.	Fruit Fresh Citrus	150 Gms	Fruit Tinned or Fruit Fresh NC	120 Gms  300 Gms
15.	Baison	15 Gms	Dal Chana	15 Gms
16.	Butter Fresh/ Tinned	25 Gras		

S. No.	Article	Quantity	Equivalents	Quantity
17.	Jam	14 Gms		
18.	Eggs	02 Nos		
19.	Fuel			
	(a)	Steam Coal - 1.4 Kgs. (1.8 Kg of Fire wood per range/chamber for kindling purposes)		
	or			
	(b)	Fire Wood - 1.6 Kgs.		
	or			
	(c)	LPG - 95 Gms.		

**Notes: -**

1. For vegetarians, in lieu of Meat and Eggs, 50 grams of Cheese and 250 mls of Milk may be issued.
2. Suji/flower, when available for turn over purpose, may be issued once a week in lieu of Atta/Rice.
3. **Leave**. Sportsmen ration will be issued in kind and will not be admissible during leave period. During leave, selected service sportsmen will be entitled to leave ration allowance at the rates applicable to Officers and personnel below officer rank.
4. **Travelling on duty**. When travelling on duty sportsmen will be entitled to normal daily allowance. Personnel below officer rank would draw the train journey ration allowance (TJRA) as applicable from time to time.

*Auth: GoI, MoD letter No. 1001/SSCB/40011/A/D(MS/LS) dt. 31 Aug 1984.*

**AUTHORISATION OF EXTRA RATIONS TO UNDER**  
**TRAINEE MARINE COMMANDOS (MARCOS) OF INDIAN NAVY**

Authorisation of extra rations for under trainee Marine Commandos (MARCOS) of Indian Navy has been authorised as per GoI, MoD letter DCV/VG/2402/NHQ/1395/D(N-IV)/08 dated 03 Oct 08 for the following scales per man per day: -

<b><u>SNo.</u></b>	<b><u>Article</u></b>	<b><u>Qty</u></b>
(a)	Milk Fresh	200 ml
(b)	Butter Fresh/Tinned	50 gms
(c)	Eggs	02 Nos
(d)	Sugar	50 gms
(e)	Groundnut	50 gms
(f)	Chocolate	50 gms



**AUTHORISATION OF EXTRA RATIONS TO SURVEY PERSONNEL**  
**OF INDIAN NAVY EMPLOYED ON SURVEY WORK**

1. Extra rations to survey personnel of Indian Navy employed on survey work has been authorised as per GoI, MoD letter DCV.VG/1409/I/NHQ/1454/D(N-IV)/08 dated 03 Oct 08 as given in the succeeding paras :-

(a) Ration may be sanctioned by the Commanding Officer provided: -

(i) Recommended by the medical officer.

(ii) The Commanding Officer is satisfied that the work performed is usually hard, the climatic conditions are specially severe and the standard ration is insufficient for the maintenance of personnel in health.

(iii) Authorisation of extra rations by the Commanding Officer to personnel of the Indian Navy employed on survey work/detached survey party/survey motor boat crew is as follows: -

<b>SNo</b>	<b>Item</b>	<b>Scale (per head per day)</b>
<b>(a)</b>	<b>Milk Fresh (Tetra pack)</b>	230 ml or Milk Tinned 91 gms
<b>(b)</b>	<b>Fruit Fresh N/C</b>	150gms or Fruit Tinned 60 gms
<b>(c)</b>	<b>Biscuit Cream</b>	50 gms
<b>(d)</b>	<b>Fruit Juice</b>	80 ml
<b>(e)</b>	<b>Mineral Water</b>	1000 ml
<b>(f)</b>	<b>Sugar</b>	50 gms
<b>(g)</b>	<b>Chocolate</b>	23 gms
<b>(h)</b>	<b>Horlicks or Complan</b>	10 gms

2. Sanction is also accorded for introduction of Meals Ready to Eat (MREs) in lieu of standard scale of ration to personnel of the Indian Navy when employed on survey work as detached survey party/survey motor boat crew as per the following scale:

(a) **Breakfast.**

SNo	Item	Scale (per head per day)
(i)	Cornflakes/Wheat Flakes/Oats	20 gms
(ii)	Pre cooked Luncheon Meat/Sausages/ Salami/ Tinned Ham	50 gms
(iii)	Upma/Halwa (in Retort pouch)	100 gms
(iv)	Preserved Bread/Paratha	75 gms
(v)	Aseptically filled TRS fruit beverages or Canned Fruit Juice	175 ml
(vi)	Mineral Water	250 ml

(b) **Lunch.**

SNo	Item	Scale (per head per day)
(i)	Vegetable Pulao/Biriyani (in Retort pouch) or Dehydrated Vegetable Pulao/Biriyani or Preserved Chappattis	300 gms 150 gms 04 Nos
(ii)	Vegetable Curry (Potato-Peas, Palak Paneer, Alu-Chholay, Kabuli Chana Masala Curry or any other Vegetable Curry (in Retort pouch)	125 gms (Veg)
(iii)	Chicken Curry/Fish Curry/Egg Curry/Mutton Curry (in Retort pouch)	125 gms (NV)
(iv)	Suji Halwa (in Retort pouch) or Preserved Cake or Gulab Jamun (Canned/in Retort pouch) or Rasgulla (Canned/in Retort pouch)	125 gms 100 gms 125 gms 125 gms
(v)	Fruit Tinned or Custard Powder + Fruits	100 gms (35 + 25 gms)
(vi)	Mineral Water	250 ml

(c) **Dinner.**

SNo	Item	Scale (per head per day)
(i)	Dehydrated Vegetable Soup Mix or Dehydrated Onion Soup Powder or Dehydrated Chicken Soup Powder	16 gms  07 gms  07 gms
(ii)	Preserved Chappattis or Preserved Bread or Instant Rice	04 Nos  150 gms  100 gms
(iii)	Kheer (Canned or in Retort pouch) or Jelly or Canned Fruits or Suji Halwa (in Retort pouch) or Gulab Jamun(Canned/in Retort pouch)	175 gms  25 gms  100 gms  125 gms  125 gms
(iv)	Vegetable Curry (in Retort pouch) or Chicken Curry/Mutton Curry/Fish Curry or Dehydrated Curried Dal or Sambhar (in Retort pouch) or Eggs Curry (in Retort pouch)	125 gms (Veg)  125 gms (NV)  50 gms  175 gms  125 gms
(v)	Mineral water	250 ml

**NOTE.**

(a) 1/3 of the standard ration scale will be surrendered for each Meals Ready to Eat (MRE) (breakfast or lunch or dinner) consumed except following: -

- (i) Milk tinned
- (ii) Tea/Coffee ground/Coffee soluble
- (iii) Sugar

(b) Whenever bread is mentioned in the above scale, preserved/toasted/ sweetened pepper bread may be issued in lieu as per the following scales: -

- (i) Breakfast 75 gms
- (ii) Lunch/Dinner 150 gms

(c) One Multi-Vitamin tablet per individual per day will be issued along with Meals Ready to Eat (MRE) under the following circumstances: -

(i) When the Meals Ready to Eat (MRE) have to be consumed continuously for over a week.

(ii) When the Meals Ready to Eat (MRE) have to be consumed for over 14 days in a month.

**INTRODUCTION OF MEALS READY TO EAT (MRE) FOR EXTRA FAST ATTACK CRAFTS, TRVs AND INS ASTRAVAHINI CLASS OF SHIPS OF INDIAN NAVY**

1. Introduction and issue of Meals Ready-to-Eat (MREs) ration for the crew (officers and sailors) of IN Extra Fast Attack Crafts, Torpedo Recovery Vessels and INS Astravahini class of ships during operational deployment as per the scales provided for Submariners contained in enclosure I to GoI, MoD letter VG/3005/NHQ/6521-A/D(N-I) dated 13 Dec 94. The scale of MREs is placed at an enclosure to this letter for ready reference.
2. The MREs shall be utilised for operational deployment. However, these shall also be consumed elsewhere during exercise/training and to prevent loss and for turnover purposes.
3. 1/3 of the standard scale of rations will be surrendered for each Meals Ready-to-Eat (breakfast or lunch or dinner) consumed except the following: -
  - (a) Milk Tinned.
  - (b) Tea/Coffee ground/Coffee soluble.
  - (c) Sugar.
4. One multi-vitamin tablet per individual per day will be issued along with Meals Ready-to-Eat under the following circumstances: -
  - (a) When the Meals Ready-to-Eat have to be consumed continuously for over a week.
  - (b) When the Meals Ready-to-Eat have to be consumed for over 14 days in a month.

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*ENCLOSURE TO GOVT. OF INDIA, MINISTRY OF DEFENCE LETTER NO.*

*DCV/VG/3005/IHQ MOD(N)/ 3724/D(N-IV)/07 DATED 20 DEC 07*

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**MEALS READY-TO-EAT**

I. **Breakfast**

(a)	CORNFLAKES/WHEAT FLAKES/OATS	(20 GMS)
(b)	Luncheon meat/Sausages/Salami/Canned ham	(50 gms)
(c)	Omelette mix/egg powder	(35 gms) (Non Veg)
(d)	Upma/Halwa (in Retort Pouch)	(100 gms) (Veg)
(e)	Preserved bread/Parantha	(75 gms)
(f)	Aseptically filled TRS fruit beverages	(200 ml)

		OR
	Canned fruit juice	(175 ml)
II.	Lunch	
(a)	Pulav/biriyani (in Retort Pouch)	(300 gms)
	or	
	Dehydrated vegetable pulav/Biriyani	(150 gms)
	or	
	Preserved chapaties	(04 Nos)
(b)	Vegetable curry (potato-peas, palak-paneer, Alu-chholay or any other combination like Curried dal or Avial or Sambar) in Retort Pouch	(125 gms) (Veg)
(c)	Chicken curry/Fish curry/Egg Curry/Mutton curry (in Retort Pouch)	(125 gms) (Non Veg)
(d)	Suji halwa (in Retort Pouch)	(125 gms)
	or	
	Preserved Cake	(100 gms)
	or	
	Gulab Jamun (in Retort Pouch)	(125 gms)
	or	
	Rasgulla (canned/in Retort Pouch)	(125 gms)
(e)	Fruit tinned	(100 gms)
	or	
	Custard powder + Fruits	(35 gms) + (25 gms)
III.	<u>Dinner</u>	
(a)	DEHYDRATED VEGETABLE SOUP MIX	(16 GMS)
	or	
	Dehydrated onion soup powder	(07 gms)
	or	
	Dehydrated Chicken soup powder	(07 gms)
(b)	Preserved chapaties	(04 Nos)
	or	
	Preserved bread	(150 gms)
	or	
	Instant rice	(100 gms)

(c)	Canned Kheer (in Retort Pouch)	(175 gms)
	or	
	Chikki	(125 gms)
	or	
	Jelly	(25 gms)
	or	
	Custard powder	(35 gms)
	or	
	Canned fruits	(100 gms)
	or	
	Halwa (in Retort Pouch)	(125 gms)
	or	
	Gulab Jamun (in Retort Pouch)	(125 gms)
(d)	Vegetable curry (in Retort Pouch)	(125 gms)
	or	
	Chicken curry	(125 gms)
	or	
	Mutton curry	(125 gms)
	or	
	Fish curry	(125 gms)
	or	
	Dehydrated curried dal	(50 gms)
	or	
	Sambar (in Retort Pouch)	(175 ml)
	or	
	Egg curry (in Retort Pouch)	(125 gms)

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**INTRODUCTION OF MEALS READY TO EAT (MRE)**  
**FOR PERSONNEL OF MARINE COMMANDO FORCE**

1. Introduction and issue of Meals Ready-to-Eat (MREs) ration for personnel of Marine Commando Force has been authorised vide GoI, MoD letter DCV/VG/3074/NHQ/985/ D(N-IV)/04 dated 17 Mar 04 and corrigendum of GoI, MoD letter DCV/VG/3074/NHQ/985/D(N-IV)/04 dated 25 Aug 06.
2. Ration (MRE) shall be utilised for operational purposes. However, these shall be consumed elsewhere during exercise/training and to prevent loss and not beyond their estimated life.
3. The deduction of one day normal/special ration will be effected each day a ready to eat meal is consumed.
4. Fuel substitutes of firewood such as kerosene, coal and LPG where authorised will also be deducted in the same proportion as firewood.



**SCALE OF RATIONS FOR REVISED SPECIAL ENTRY CADET SCHEME**

<b><u>Sl. No.</u></b>	<b><u>Article</u></b>	<b><u>Scale per day in grams</u></b>	<b><u>Substitute</u></b>	<b><u>Scale per day in grams</u></b>	<b><u>Remarks</u></b>
(a)	(b)	(c)	(d)	(e)	(f)
1.	Atta/rice /bread/flour	510	-	-	Not more than 340 grams of bread will be issued, the balance being atta/rice/flour 10 gms of Papad may be issued twice a week in lieu of an equivalent quantity of atta or rice or flour.
2.	(i) Dalia (crushed wheat) (Note 1)	30	-	-	Thrice a week
	(ii) Semolina (Suji)	30	-	-	Twice a week
	(iii) Cornflakes (indigenous manufacture)	28	-	-	Once a week
	(iv) Sago or vermicelli	28	-	-	Once a week
3.	(i) Cornflakes (Note 1)	7	-	-	Thrice a week
	(ii) Custard Powder	7	-	-	Twice a week
	(iii) Jelly	7	-	-	Once a week
	(iv) Ice Cream powder	7	-	-	Once a week
4.	Milk Standard/fresh/blendes	550	Milk Td (Note 2 or whole milk powder)	170 81	-
5.	Butter Fresh	28	Butter Td (Note 2)	28	-
6.	(i) Eggs (Note 1)	$2\frac{1}{2}$ $1\frac{1}{2}$	-	-	Thrice a week at the scale of $2\frac{1}{2}$ eggs per cadet per diem and four times a week at the scale of $1\frac{1}{2}$ eggs per cadet per diem
	(ii) Bacon (fresh or Td)	30			Once a week
	(iii) Sausages (fresh or td)	30			Once a week
	(iv) Ham (fresh or td)	14			## Once a week
	(v) Liver/Kidney	60			Once a week

## will be issued on days when eggs are issued at the scale of  $1\frac{1}{2}$  per cadet per diem. If eggs are not available, alternates will be issued increasing the scale given in Column (c) by  $2\frac{1}{2}$  times. Bacon and Ham of indigenous manufacture only will be issued.

For vegetarians who do not prefer eggs or its alternates					
	(i) Milk standard/fresh/blended Or (ii) cheese Td	210 mls 28	-	-	-
7.	(i) Meat fresh (Note 1) (ii) Fish fresh (iii) Chicken dressed/Fowl dressed	340 600 255	Milk standard/fresh/blended or Milk tinned or Eggs or Pork fresh or whole milk powder	660 mls 200 8 Nos 260 97	Meat fresh and alternates will be issued as under:-  Meat fresh – four times a week fish fresh- twice a week Chicken dressed/fowl dressed- once a week
Note:- during camps, meat tinned and fish tinned may be issued in lieu of meat fresh and its equivalents on a certificate being issued by the officer-in-charge, Training Camp that meat fresh and its equivalents are not available at the camp site:-					
	(i) Meat Tinned - 210 gms 6 times a week (ii) Fish Tinned – 265 gms once a week				
For vegetarian in lieu of meat fresh and its alternates					
8.	Milk standard/fresh/blended Or Oil hydrogenated vegetable fresh Or Eggs	660 mls 30 340 8 Nos	Milk Tinned Or Whole milk powder	272 97	-
9.	Oil hydrogenated	85	-	-	
10.	(i) Dal (Note 1)  (ii) Baked beans/dried beans (iii) Kabuli Channa (iv) Methi Red	40  40 40 40	-  - - -	-  - - -	Four times a week. 30 gms Baisan may be issued once a week in lieu of an equivalent quantity of “ Dal” Once a week Once a week Once a week
11.	Potatoes fresh	110	Potatoes td Or Vegetables fresh	76 110	

			Or Sweet potatoes Or Yam (Ordinary or elephant) Or Vegetables tinned/curried Or Arvi	110     66   110	Arvi will not be issued more than twice weekly
12.	Onions fresh	60	Onions spring green /gandal Or Vegetables fresh	90   90	Garlic (lasson) at the scale of 14 gms may be issued in lieu of onions fresh 60 gms once weekly if desired.
13.	Vegetable fresh	230	Vegetables tinned/curried (Notes 2 &4) Or Dal whole for germinating Or Peas dried/(including Soya beans)/ gram whole/white kabuli Or Beans haricot	113   90   110   60	-
14.	Fruits fresh citrus	110	Fruits fresh Non-citrus Or Fruits td (Note 2) Or Fruits dried	230   85  28	-
15.	Cheese td or cream	14		-	Thrice weekly
16.	Sugar	100			
17.	Tea Or Coffee	9  18	  Coffee	  4	  Six times weekly

	Or Chocolate drinking	28	soluble Tea or Coffee Or Coffee soluble	9 18  4	Once weekly
18.	Salt	20			
19.	Condiments and spices	20	Pickles/chu tney/vineg ar	20	
20.	Jam/marmalade	14	Fruits fresh Or Sugar	20  10	
21.	(i) Steam coal	1400 per cadet per diem	Cooking gas Or	110	Per cadet per day
	(ii) Fire wood	1800 per range/ per diem	Kerosene Oil	378 ml	Per cadet per day
22.	Matches Safety weekly	Weekly	(i) For Strength upto 45 members  (ii) For strength above 45	2 Match boxes per week  1 Match box for every 25 members or part thereof	
<u>To be issued on medical recommendation only to meet special fatigue or bad weather conditions</u>					
23.	Cocoa	28	-	-	-
24.	Sugar	30	-	-	-
25.	Milk standard/fresh/blended	80 mls	-	-	-
26.	Compound vitamin tablets No.	1	-	-	-
27.	Ice	450	-	-	-
28.	Salt evaporated	20	Salt refined	14	During training camps when recommended by medical authorities

## NOTES

1. The principal standard item may be issued in lieu of alternates if so desired or if the latter are not available.
2. These tinned substitutes may also be issued for training camps, outdoor exercises and organised hikes.
3. When the extent of substitution of fresh vegetables by tinned/curred vegetables exceeds 50% and fruit fresh is NOT available in lieu, germinating pulses should be issued at least thrice, weekly. If necessary, CV tablets will also be issued on medical recommendation (See serial No. 26)
4. In addition the scale of ration, a cash grant of Rs. 3.20 per cadet per diem will be placed at the disposal of the Commandant of the respective institution. This grant may be utilized by him at his discretion to implement the rations by additional items.
5. The term condiments includes chilies, ginger turmeric, corriander seed, cummin seed, tamarind and garam masala . The tern garam masala is to comprise the following items :-  
  
Cinnamon stick, cardamom large, cloves, anni seed, bay leaf, fenu greek, poppy seed, asafoetida, nutmeg, pepper whole and mustard whole.
6. If the daily victualling strength of cadets falls to 40 or less the scale of fuel will be upto 2000 kgs of steam coal per cadet plus 1800 kgs firewood per range/per diem.

*Auth: GoI, MoD letter No. VG/0880/NHQ/894/DO(T)/D(N-II) dt. 23 Jun 1999.*

**CHANGE IN AUTHORISATION OF RATION SCALE FOR STEWARD TRAINEES SAILORS AT  
INS HAMLRA**

I am directed to convey the sanction of the President of India for change in authorization of ration scale for Steward Trainee sailors at INS Hamla with immediate effect. The revised scale will be as under:-

SNO.	ITEMS	SCALE PER TRAINEE	REMARKS
(a)	Bread	150 gms/Day	Twice in a week per trainee
(b)	Sugar	80 gms/day	
(c)	Tea	09gms/Day	
(d)	Butter	30 gms/Day	
(e)	Cheese	50 gms/Day	
(f)	Milk	150 gms/Day	
(g)	Fruits (C/NC)	230 gms/Day	
(h)	Egg	01 No/Day	
(j)	Vegetable (F)	200 gms/Day	
(k)	Sausages	150 gms/Day	
(l)	Hams	150 gms/Day	
(m)	Beson	150 gms/Day	

*Auth: GoI, MoD letter No. DCV/VG/1409/IHQ MoD(N)/1990/D(N-IV)/10 dt. 15 Jun 10.*

**STOCK RETURN AND DEMAND STATEMENT**

**Commodity**\_\_\_\_\_ **Consumption period**\_\_\_\_\_

S. No.	Commodity	<u>Free Issue Requirement</u>	Total require- ment for free issue	Stock in hand as on	Dues in
		Army/Navy/AF/Book Debit			
(1)	(2)	(3/4/5/6)	(7)	(8)	(9)

**Str x Scale x No of days = Qty**

**Army**

Officers  
or

**Army HA**

Officers  
or

**Navy**

Officers  
or

**HA**

Officers  
  
or

**Book Debit**

Officers  
  
or

Average Consumption (Average on last 3 years)	Assets as on ..... (8+9)-10	Net requirement of free issue	<u>Payment Issue Requirement</u>		Total require - ments
			Last Year actual consumption	10% increase if any	
(10)	(11)	(12)	(13)	(14)	(15)