COMMAND AND STAFF TRAINING INSTITUTE
BANGLADESH AIR FORCE

Junior Command and Staff Course

MANAGEMENT MODULE

Office Management

MGT-2

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OFFICE MANAGEMENT

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TREATMENT OF FILES AT AIR HQ
TREATMENT OF FILES

Introduction

1.   A file will be opened when some correspondence is received requiring action to be taken or when a particular section requires to initiate action on a matter. The procedure for opening, maintaining and working a file at Air Headquarters is laid down in succeeding paragraphs.

Definitions

2.   The terms correspondence, enclosure, indexing and notes, used in this task denote the following:

a.   **Correspondence**. This term is used to denote letters, telegrams, signals, and loose minutes/internal office notes.

b.   **Enclosure**. This is the official term given to items of correspondence after they have been placed on the right-hand side of the appropriate file.

c.   **Notes**.   These are records of the opinion leading to a decision on a subject.

d.   **Indexing**. This term means recording of brief particulars of enclosures on the note sheet of a file. Indexing will be done in top-secret files only.

Types of Files

3.   Air Headquarters will have the following types of files:

a.   Branch File,

b.   Main File.

4.   The branch file will contain:

a.   All correspondence between Air Headquarters and BAF lower formations.

b.   All communications exchanged amongst directorates and sections at Air Headquarters including notes and loose minutes/internal office note.

c.   Copies of all important notes recorded on the main file. The branch file is not to go outside Air Headquarters. Thus original correspondence with BAF lower formations will always be available and internal action on a case can continue uninterrupted.

5.   The main file will be opened only when a case is to be referred outside Air Headquarters to the Ministry of Defense or to other service headquarters. A self-contained statement of case will then be prepared in the form of a note with copies of such correspondence between Air Headquarters and its lower formations from the branch file as may be essentially required in support of the case. The file will also contain correspondence conducted between Air headquarters and Ministry of Defense other two service headquarters or any other formation,

except BAF .lower formations. This file, when available at Air Headquarters, is to be kept linked with the branch file.

Maintenance of Files

6.   Each file will be maintained in a special jacket, marked 'Main File' or 'Branch File' as appropriate, which will contain the following columns, or its front to be filled by the originator.

    a.   File number (The branch and the corresponding main file will bear the same number)

    b.   Directorate and section.

    c.   Date on which the file is opened.

    d.   Main and Sub-head.

    e.   Subject.

    f.   Details of connected files.

    g.   A column for movement record.

7.   **Distinction between Main and Branch File Jackets**.   To distinguish readily main file from the branch file, a diagonal band of black colour of *V** thickness is printed on the top left-hand corner of the main file jacket.

Colour Scheme of File Jackets

8.   The file jackets are printed in different colours for various security classifications as follows to enable recognition of their security grade at sight:

    a.   Top Secret   ……….. Buff with diagonal red bands.
    b.   Secret   …………Pink with black.
    c.   Confidential   …………Green with black.
    d.   Restricted   ………….Buff with black.

9.   **Construction of a File**.   Both main and branch files are constructed in the same way. The file coyer, folded flat, is punched in the top-hand corner through both leaves. A tag is inserted/with one T projecting inside each punch hole. The file cover, when opened, has note sheet on the left-hand side and enclosures on the right. Note sheets and enclosures are filed in reverse order, so that the most recent of each is on top when the cover is opened out flat.

Method of Working in a File

10.   **Branch File**. Assuming a letter is received from BAF Base, Zahurul Haque, regarding opening of camp post office at Chittagong and no previous file exists on the subject, a branch file will be opened giving full details of the case on the .front of the cover according to instructions contained in paragraph 6 above. The letter will be tagged on the right-hand side and marked enclosure '1A' on the top right hand side. The first note in respect of this letter will be written on the note sheet with the punch hole on its top left-hand corner. Each sheet should bear the file reference at the top left-hand corner, and

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the security grade of the file at the top and bottom of each page. The office copy of the reply sent to BAF Base Zahurul Haque will be marked enclosure '2A' and further letter received from the Base, as enclosure '3A'.

11.   **Main File**.   After receiving the last letter from BAF Base, Zahurul Haque the case is ripe for submission the Government for their sanction. A main file on the subject will be opened at this stage in the same manner as the existing branch file, and a consolidated self-contained statement of case will be recorded on it as a note (1).

12.   **Numbering of Notes**. Notes are to be numbered in Arabic numerals, viz 1,2,3, in the sheet, immediately above the note concerned. The note will not be given any subject heading.

13.   **Numbering of Paragraphs.** Arabic numerals are to be used for main paragraphs, letters for sub-paragraphs and Arabic numerals in brackets for sub-paragraphs, eg 2a (1). The first paragraph will also be numbered.

14.   **Addressing of Note**s. The addressee of a note will be indicated at the bottom left-hand side in the file. At the bottom right-hand side of a note will be appended the signature of the originator followed by his name and initials (in block capital letters), rank appointment, telephone number and date, eg

> **MONJUR AHMED**
> Sqn Lr
> DD Est & Plans
> Tel 178
> Mar 02

If it is necessary to refer a note to two OF more 'addressees that it is necessary to refer a note to two or more addressees their designations will be entered one below the other in the order in which it is intended that they shall see the note. The order must be carefully thought out.

15.   **Signing of Notes**.   Notes on the branch file may be signed by an officer of any rank but those on main file will be signed by the senior-most section officer, director or an officer of higher status according to the' level of discussion and importance of a matter.

16.   **Indexing of Enclosures on a File**. Enclosures on files upto the security grade of secret will not be indexed either on main or branch file. Therefore, the numbering of notes and enclosures will be independent of each other. All enclosures in the top secret files both in the main and branch files, however, are to be indexed. Since an enclosure in the top secret file will be numbered to correspond with the note in which it is. referred, the enclosures will not necessarily bear consecutive numbers. Every enclosure in[.the top secret main or branch file will thus relate to a note on the left so that the notes will also bear complete index to the correspondence. An example of indexing of enclosures and notes on a file is shown below.

Air HQ/2000/Est	**1** Letter from Air HQs Est Dte to M of Def regarding Establishment. Case of No 701 Sqn.
	2 Letter from M of Def to Air HQs MOD/756/13D-VII regarding Est of No 701 Sqn

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1. Ref E2A

2. A draft reply to M of Def is put up for your approval.

Sd/

MOKHLESUR RAHMAN
Wg Cdr
D of Admin Co-ord
Tel: 343
01 Mar 02

ACAS(A)

Air HQ/2000/Est

Letter fro Air HQs Est Dte to M of Def regarding Est No 701 Sqn (Amendment)

17.   **Booking out of Files**.   If an enclosure is sought to be referred to another branch or directorate for information, only, it will be sufficient to mark it on the cover of the file. The recipient, in that case, should initial the actual enclosure[in token of having seen it. If, however action is required on ft by the addressee; a note should be recorded in the branch file indicating this.

18.   **Action when Main file is out**.   When the main file is not available in Air Headquarters, any communication pertaining to that file may be dealt with on a part case of the main file opened for the purpose, When the original file returns, the notes and enclosures of the, part case are to be incorporated in the former in the correct chronological order.

Loose Minute/Internal Office Note

19.   Communication between different branches/directorates are normally made through notes recorded on the branch file; but in case it is necessary to retain the branch

file in the section, the reference may be made through the medium of a loose minute/internal office note.

20.   Loose minutes are to be placed as enclosures in the branch file both by the originating and receiving sections.

Custody of File

21.   The current files are kept in the custody of the respective Directorate registries. All classified files are to be kept in locked cabinet/ almirahs except too p secret files which must be kept in safes or cabinets embedded in wall. Closed files are to be deposited with Closed Record Section of the Central Registry, Air Headquarters.

Despatch of Files

22.   Movement of a file will be indicated by completing inappropriate columns on the file cover. The authorized abbreviation of the appointment of the addressee is to be written in the column entitled "Referred to". The number of the note or enclosure being referred will be entered in the next column. The date will be followed by the abbreviated name of the month in the third column; and initials of the sender in the last column.

23.   If the note is to be passed to more than one section of directorate, only the first column will be completed in respect of other addressees. The first addressee, after dealing with the file score out the entry in respect of his section and mark it to the next addressee in a similar manner.

24.   The movement record is to be completed by the officer singing the relevant note.

Ref : AFM 10-1

TOPIC-2

FILING SYSTEM

1.   Govt provided notification to incorporate digital file numbering system in all Government organization. This file numbering system is fully computerized to maintain confidentiality of documents. Accordingly all Govt filing system is converted into digital filing system in 2011. This system has 18 digit codes, 07 groups with 07 full stops between each group and total 18 numerical digits.

Secretariat code(Ministry/ Division)	Dte/ autonomous institution/ other office code	Geographic (Geo) code	Section/ office code	Subject wise classification code	File ser no code	File opening year code	File name
00.	00.	0000.	000.	00.	000.	00.	000

GROUPWISE CODE DISTRIBUTION

Secretariat Code (Ministry/Division)

2.   Secretariat Code is done as fol:

   a.   This code comprises two digits.
   b.   For MOD the allocated code is 23 and for AFD code is 06.
   c.   AFD code will be used for correspondence related to Ops, Maint, Trg , Admin, Def purchase, ceremonies etc.
   d.   MOD code will be used for correspondence   related to budget, pay-pension, legal and regulations etc.
   e.   For BAF internal correspondence code 00 will be used.

Secretariat code(Ministry/ Division)	Dte/ autonomous institution/ other office code	Geographic (Geo) code	Section/ office code	Subject wise classification code	File ser no code	File opening year code	File name
06.	00.	0000.	000.	00.	000.	00.	000

Dte/ Autonomous Institution/Other Office Code

3.   This is done as fol:

   a.   This code group will have two digits and given in the 2nd place.
   b.   For BAF, the allocated code is 03.
   c.   For all files of BAF 03 code will be used at the 2nd place of code group.
   d.   The code group will end by a full stop.

Secretariat code(Ministry/ Division)	Dte/ autonomous institution/ other office code	Geographic (Geo) code	Section/ office code	Subject wise classification code	File ser no code	File opening year code	File name
06.	03.	0000.	000.	00.	000.	00.	000

Geographic (GEOI) Code

4.   This is done as fol:

        a.   This group will have Four digit code and will be given at the 3ʳᵈ place
        b.   First two digits are for District code and next two are for Upazilla code
        c.   District code will be used as per Annex 'A' and Upazilla code will be 00
        d.   All lodger unit will use code 0000

Secretariat code(Ministry/ Division)	Dte/ autonomous institution/ other office code	Geographic (Geo) code	Section/ office code	Subject wise classification code	File ser no code	File opening year code	File name
06.	03.	2600.	000.	00.	000.	00.	000

Section/ Office Code

5.   This is done as fol:

        a.   This is the 4th group of code
        b.   This group comprises three digits
        c.   The codes will be used as per the allocated list of Annex B.
        d.   The code group will end with a full stop.

Secretariat code(Ministry/ Division)	Dte/ autonomous institution/ other office code	Geographic (Geo) code	Section/ office code	Subject wise classification code	File ser no code	File opening year code	File name
06.	03.	2600.	541.	00.	000.	00.	000

Subject Wise Classification Code

6.   This is done as fol:

        a.   This code group comprises two digits
        b.   As per Annex C the 'main head' are the type of file maintained in all BAF offices.
        c.   The codes are kept chronologically for easy identification from the list.
        d.   In case of any new file is opened outside the attached list, code will be allocated from the reserved sections. Concerned office will have to apply to this dte for allocation of that code.
        e.   The code group will end with a full stop

Secretariat code(Ministry/ Division)	Dte/ autonomous institution/ other office code	Geographic (Geo) code	Section/ office code	Subject wise classification code	File ser no code	File opening year code	File name
06.	03.	2600.	541.	58.	000.	00.	000

File Ser No Code

7.   This is done as fol:

        a.   This code group comprises three digits.

b.   The concerned section/office from where the file is created will use the digits as per the digits maintained in the file register.

c.   Each year the file ser number will start subject wise from 001.

d.   The code group will end with a full stop.

Secretariat code(Ministry/ Division)	Dte/autonomous institution/ other office code	Geographic (Geo) code	Section/ office code	Subject wise classification code	File ser no code	File opening year code	File name
06.	03.	2600.	541.	58.	001.	00.	000

File Opening Year Code

8.   Formulated as fol:

a.   At this place the file opening year will be denoted by the last two digits of the year

b.   The code group will end with a full stop

c.   Up to this full stop, the 18 digit digital filing system is limited.

d.   For individual office file maintenance, any other digits/numbers may be used after this 18 digits, but those will not be the element of the digital file numbering system.

Secretariat code(Ministry/ Division)	Dte/ autonomous institution/ other office code	Geographic (Geo) code	Section/ office code	Subject wise classification code	File ser no code	File opening year code	File name
06.	03.	2600.	541.	58.	001.	12.	000

File Subject/Name

9.   Done as fol:

a.   This section is out of 18 digit file numbering system.

b.   For BAF use, the file name will be denoted by three digits after the year code full stop.

c.   Individual office will allocate the code as per their reqr.

d.   Code 000 will denote the policy file.

e.   For more than one policy file under one main head, sub code will be used like, 000-1,000-2 etc.

Secretariat code(Ministry/ Division)	Dte/ autonomous institution/ other office code	Geographic (Geo) code	Section/ office code	Subject wise classification code	File ser no code	File opening year code	File name
06.	03.	2600.	541.	58.	001.	12.	558

For Letter Ref From A File

10.   Formulated as fol:

a.   After giving three digits file name, a slash (/) will be used and then the letter enclosure number will be given, e.g 45 A.

b.   After the enclosure number, the letter circulation date will be mentioned as ref of a letter

Example: 00.03.2600.541.58.002.11.558/45A dt 23 Oct 11.

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TOPIC-3

TRANSMISSION OF CORRESPONDENCE AND TRANSMISSION

THROUGH FAX CIRCUIT

Transmission of Correspondence

1.   **Within Bangladesh**.   BAF LAN/WAN, e-mail and FAX facilities are to be used as primary means for transmission of service correspondence. The routine mails will be despatched by service aircraft/transport when available or by Govt Postal services. Priority mails may be despatched by Bangladesh Biman, or in extreme cases by any private airlines.

2.   **Outside Bangladesh**.   The diplomatic bag service arranged by the Ministry of Foreign Affairs (MOFA) is to be used for transmission of all top secret, secret and confidential official mails. It is emphasized that all classified mails intended for Bangladesh representatives abroad are invariably to be transmitted by this service. Ordinary restricted and unclassified mails may be despatched by normal air mail service or by sea mail service as appropriate. The postal air service is, however, to be used for all unclassified and restricted priority mails. All correspondences to the Bangladesh Missions abroad are to be routed through Directorate of Air Intelligence (Dte AI), Air HQ and Directorate General of Forces Intelligence (DGFI). These correspondences are to be sent in two envelopes; the inner one is to be addressed to the recipient duly typed and left open and the outer one to be addressed to Dte AI.

Postage

3.   All official correspondence for conveyance by post must be prepaid. When any supplemental service such as insurance, registration, express delivery is required, the appropriate additional fee is to be prepaid by means of service labels affixed to the letter or packet before despatch.

4.   The adjutant is responsible to ensure that an account of all service labels is maintained in the registry on Form-97 (small). This account is subjected to periodic audit. He is to scrutinize the outgoing mails at frequent intervals and check the use of service labels in the registry to ensure that those are being used economically and only for official purpose.

Transmission through Fax Circuits

5.   **Fax within BAF**.   Fax messages within BAF organizations are to be transmitted using BAF PABX facilities. PABX extensions of BAF Communication Unit have been installed in all the bases for this purpose.

6.   **Fax outside BAF**. Fax messages intended for organizations in Dhaka area outside BAF can be sent through the fax circuits using PABX extensions. Fax messages within the local cities of BAF bases can be sent through the civil fax circuits of the bases making a local call. The same circuits can be used for the addresses other than Dhaka city using NWD facility.

7.   **Fax Abroad**.   Fax message to foreign countries are to be sent through BAF Communication Unit after obtaining necessary approval from the competent authority and counter signature of Dte AI.

8.   **Fax Sending Procedures**.   Unclassified signal/letter/chart/diagram of immediate nature is to be written/typed/drawn on fax cover sheet BAF F-53A. Then it is to be countersigned by competent authority and is to be sent to BAF fax centers.

9.   In case of unavailability of LTP (line tele-printing) circuits for a period more than 30 minutes all classified signal message having security grading up to CONFIDENTIAL can be passed through fax circuits after necessary endorsement from the crypto centers. Messages having security classification SECRET and above can be transmitted through fax after necessary encryption in the crypto centers.

Ref : AFM 10 -1

TOPIC-4

PUBLICATIONS AND MEMORANDA JOINT

Services Instructions (JSIs)

1.   Joint Services Instructions (JSIs) are issued by the Ministry of Defence conveying Government's decisions on matters common to the Army, Navy and Air Force. Normally these instructions have financial implications.

Air Force Instructions (APIs)

2.   Air Force Instruction (AFIs) are issued by the Ministry of Defence conveying Government's decisions on matters requiring their sanction concerning BAR These instructions invariably have financial implications. The subject-wise list of AF is indicating concerned office of the primary interest (OPI) directorate is given in Annex 'A' to this section.

Air Force Orders (AFOs)

3.   These are orders by the COAS of an administrative nature, not involving any financial implications. They promulgate general instructions on the day to day administration of BAR The subject-wise list of AFOs indicating basic number and concerned OPI directorate is given in Annex 'B' to this section.

Air Force Manuals (AFMs)

4.   Air Force Manuals (AFMs) are to contain detailed direction, instructions, procedures and techniques. The subject-wise AFMs with concerned OPI directorate is given in Annex 'C' to this section.

Air Force Letters (AFLs)

5.   Air Force Letters (AFLs) contain directives, policy, and procedural or informative materials. Each letter is to deal with a single subject and is of temporary nature, usually one year. It is to bear the expiration date after which it is either to be reviewed or cancelled. Where no expiration date is given the letter will remain operative until amended or cancelled. AFLs may either be unclassified or bear any of the security grades up to SECRET. Order of the COAS of general applicability and permanent nature which should have been issued as an AFO when containing material bearing classification CONFIDENTIAL or SECRET, are to be issued in the form of AFL.

Air Force Bulletins (AFBs).

6.	Air Force Bulletins are to contain official and unofficial announcements of current interests. Bulletins are not to conform to standard indexing system and are to be issued by the directorates of Air Headquarters concerned. They are not to contain classified material.

Air Force Supplements (AFSs)

7.	Air Force Supplements are auxiliary publications by which implementation directives is ensured. Air Headquarters is to issue supplements to adapt and end< any foreign air force publications in whole or a part there of as may be applicable.

Organization Memoranda (Org Memo)

8.	Organization Memoranda (Org Memo) are issued by Air Headquarters under the authority of the COAS. It authorizes the formation, nomenclature, establishment movement and disbandment of units including their functions and channels of con Any changes in the organization of the BAF as a whole are also implemented thro Org Memo. Org Memo are numbered consecutively throughout the year.

SUBJECT-WISE OPI OF API

Ser No	Subject	DPI DTE
1	Accommodation	Dte Wks
2	Accounts	Dte Fin
3	Advances	Dte Fin
4	Allowances	Dte Fin
5	Ceremonies	Dte W&C
6	Commissions	Air Secy
7	Compensation	Dte Fin
8	Conservancy	Dte Fin
9	Conveyance	Dte Fin
10	Discharges and Transfers	Dte Pers
11	Dress and Clothing	Dte Sup, Dte W&C
12	Education	Dte Edn
13	Employment, Re-employment and Retirement	Air Secy, Dte Pers
14	Equipment	Dte Sup
15	Financial Power	Dte Sup
16	Fire Fighting	PM Dte
17	Funds	Dte Fin
18	Funerals	Dte W&C
19	Honours and Awards	Air Secy, Dte Pers, Dte D W&C
20	Income Tax	Dte Fin
21	Insurance	Dte Fin
22	Leave	Dte Pers, Air Secy Br
23	Legal, Judicial and Discipline	JAG, Dte Pers
24	Mechanical Transport	Dte Engg
25	Medical	Dte MS (Air)
26	Passage/Air Passage	DteAO, Dte Fin, Dte Pers
27	Pay	Dte Fin
28	Pension and Gratuities	Dte Fin
29	Photography	Dte A&W
30	Promotion	Air Secy, Dte Pers
31	Ration	Dte Sup
32	Recruitment	Dte Rect
33	Regulations	Dte AC
34	Release	Air Secy, Dte Pers
35	Rewards	Air Secy, Dte Pers
36	Stationeries and Printing	Dte Sup
37	Trades	Dte Pers
38	Training and Training Grant	Dte AT

SUBJECT-WISE OPI OF AFO

Ser No	Basic No	Subject	OPI DTE
1.	0	Indexes	Dte AC
2.	1	Air Doctrine	Dte AO
3.	5	Publications Management	All Dte
4.	6	Printing	Dte Sup
5.	9	Forms Management	Dte Sup
6.	10	Written Communications	Dte AC
7.	11	Administrative Practices	Dte Pers
8.	20	Organization	DteAC
9.	23	Airfield	Dte AO, Dte ATS
10.	25	Wks Study	Dte WS
11.	26	Establishment	Dte AC Air
12.	30	Personnel	Dte Pers, CEAir
13.	32	Ground Safety	Dte Engg
14.	36	Officer Personnel	Air Secy Br
15.	39	Enlisted Personnel	Dte AT, Dte Pers
16.	40	Civilian Personnel	Dte Pers
17.	50	Training	Dte AT
18.	51	Flying Training	Dte AT
19.	52	Technical Training	Dte AT
20.	54	Education	Dte Edn
21.	55	Operation	Dte AO
22.	56	Recruitment	Dte Rect
23.	57	Requirements	Dte Sup
24.	60	Flying	Dte AO
25.	61	Air Traffic Services	Dte ATS
26.	62	Flight Safety	DteFS
27.	64	Emergency Rescue	Dte AO
28.	65	Maintenance-Engineering & Supply	Dte Engg
29.	66	Maintenance-Engineering	Dte Engg
30.	67	Supply	Dte Sup
31.	74	Quality Control	Dte Engg
32.	75	Transportation	Dte AO, Dte Engg

Ser No	Basic No	Subject	OPI DTE
33.	76	Air Transportation	Dte AO
34.	77	Motor Vehicles	Dte Engg
35.	81	Planning Policy	Dte Plan
36.	86	Works	Dte Wks
37.	92	Fire Production and Rescue	PM Dte
38.	95	Photography	Dte AO, Dte A&W
39.	100	Communication -Electronics	Dte C & E
40.	101	Electronics Systems	Dte C & E
41.	102	Communication Systems	Dte C & E
42.	105	Meteorology	Dte Met
43.	110	Judge Advocate Genera!	JAG
44.	111	Legal Services	JAG
45.	113	Discipline	Dte Pers
46.	120	Inspectorate	CI
47.	125	Provost Marshal	PM Dte
48.	136	Armament	Dte A & W
49.	145	Catering	Dte Sup
50.	147	Canteens	Dte Sup
51.	160	Medical Services	Dte MS(Air)
52.	166	Rehabilitation and Welfare	Dte W & C
53.	171	Statistical Services	Dte Plan
54.	175	Audit	Dte Fin
55.	176	Non-Public Funds	Dte Fin, Dte Pers
56.	177	Accounts	Dte Fin
57.	200	Intelligence	Dte AI
58.	210	Historical Data	Dte Edn
59.	355	Defence	DteAO, Dte AD
60.	400	Logistics	Dte Sup
61.	800	Dress	Dte W&C
62	900	Honours and Ceremonial	Dte W&C

SUBJECT-WISE OPIOFAFM

Ser No	AFM No	Subject	OPI DTE
1.	—	Manual of BAF Law-1977	JAG
2.	—	Manual of BAF Law-1983	JAG
3.	10-1	Office Management	DteAC
4.	11-1	Administrative Practice Rules for BAF Officers' Mess	Dte Pers
5.	20-1	Directory of Duties of Air HQs	Dte AC
6.	20-2	Directory of Duties of Bases	Dte AC
7.	20-3	Directory of Duties of BAF Lodger Units	Dte AC
8,	25-1	Works Study	Dte WS
9.	50-1	Guide for Planning & Conducting on the job trg	Dte AT
10.	55-3	Operations, search & rescue	Dte AO
11.	60-1	Flying Standard Operating Procedures Governing	Dte AO
12.	60-3	Helicopter Air Staff Instructions	Dte AO
13.	60-13	Flying - Air Traffic Control	Dte ATS
14.	60-14	Aircraft Recognition	Dte AO
15.	61-1	Flight Information Publication	Dte ATS
16.	62-1	Post Air Crash Plan	Dte FS
17.	66-1	Maintenance Engineering	Dte Engg
18.	92-1	Fire Protection & Aircraft Rescue	PM Dte
19.	105-1	Meteorology	Dte Met
20.	160-1	Physical & Medical Standard for Assessment of Civilian/Serving Candidate for Commissioning in BAF	Dte MS (Air)
21.	160-2	Safety Precautions Radar & Microwave Workers for Air Force Personnel	Dte MS(Air)
22.	200-1	Intelligence	Dte AI
23.	355-2	Air Defence Controller, Vol-I & II	Dte AD
24.	800-1	Dress Regulations- Officers	Dte W & C
25.	800-2	Dress Regulations- Airmen	Dte W & C
26.	900-1	Honours and Ceremonials	Dte W & C

TOPIC-5

FORMS AND PUBLICATION

Periodical Republication of Orders

1.   From time to time, the contents of certain regulations and orders have to be brought to the notice of all personnel, either by republication in base/unit routine orders (BRO/URO) or by promulgation in parade. Their publication must be spread systematically over the year according to the required frequency of repetition.   For this the NCOIC of the orderly room should maintain a master diary in which and origin of these regulations should be entered.   It should be inspected by the adjutant or other responsible officer.

2.   A suitable master record can be maintained in an ordinary file cover.   Every order which requires periodical republication is recorded in full and filed on the right hand side as a separate enclosure. The enclosures should be numbered consecutively and each leach should bear a reference to the original authority for the order and any relevant correspondence.

3.   The left hand side of the file cover should contain a check list, as follows:

Order No.	Subject	Period	Aug	Sep	Oct	Nov	Dec
1.	Use of electricity, gas and water	1 month					
2.	Uniforms	3 months					
3.	Unauthorized badges	3 months					

Amendment and Annotation of AFLs ,AFOs and APIs etc.

4.   Sets of Air Force Letters (AFLs), Air Force Orders (AFOs), Air Force Instructions (AFIs) etc must be kept up to date. PDO of bases and units will have compendium of AFOs and AFIs prepared by Dte AC. Amendments are to be inserted or cut out from the amendments supplement and pasted to the orders they amend. Small amendments are to be inserted in manuscript; for large amendments only the number of the amending order need be noted.

5.   When an order, instruction or letter modifies certain regulations, a reference to that order or letter must be made against the relevant paragraph of the concerned publication.

Distribution of AFO, API and other Orders & Instructions

6.   All flights and sections at bases and units must be included in distribution and circulation list of orders and instructions. After circulation has been made, copies of certain orders should be passed to the concerned sections for retention and amendment purposes.

7.   Confidential orders, including those issued by a base/unit commander, are to be filed or pasted in a special book and held by the adjutant or other responsible officer who must ensure that such orders are read and initialed by all officers concerned. UROs/BROs should be used for drawing attention to these orders when they are received.

Diaries

8.   All officers engaged in office work should maintain comprehensive diaries of actions taken or to be undertaken. As a record of past activity, a diary is invaluable to compile reports and when handing over to a successor. As a record of work to be undertaken, a comprehensive diary serves as a reminder of inspections to be carried out and appointments to be kept. As soon as a check or inspection has been completed, an entry should be made in the diary for the next inspection.

Reference Book

9.   The maintenance of a reference book is a useful means of quick reference to rules and regulations governing particular aspects of an office work. The book should contain an alphabetical arrangement of subject headings, under which relevant orders, regulations and policy letters are to be noted, together with an indication of their contents.

List of Returns

10.   Every office or unit should maintain a list of all returns it has to make. This list should show the date on which each return is to be sent to higher authority, and the date on which internal action must be started so that the information required may be obtained in convenient time.

Keys to Safes, Chests and Cabinets

11.   Keys of receptacles containing public and non-public funds are to be deposited in sealed envelopes to the Officer Commanding/Officer in Charge, Account Section. To ensure that keys of the office cabinets/receptacles (except those mentioned for public and non-public funds) are available during the absence of the key holder or during non-working hours, those may be handed to a deputy or to a duty officer provided a receipt is obtained for them. Considering overall security, cash and items of monetary value, such as warrants or stamps, are not to be kept in the same receptacle.

Railway Warrants and Concession Vouchers

12.   Books and forms in use are to be kept under lock and key by the officer responsible for the issue of warrants. The account officer or adjutant will be responsible for the issue of warrants and for the custody of books of forms not required for current use.

13.   Whenever a book of forms is handed over from one holder to another it must be checked and signed. Books of forms are to be checked monthly by the officer in whose custody they are, and at intervals of not more than three months by the officer commanding or other officer detailed on his behalf. On these occasions it is important that the remaining forms in the book in use should be checked.   A record of these forms is to be made on the cover of the book.

14.   When warrants and concession vouchers are issued they must be stamped with the unit headquarters' stamp, but they must not be issued until required. Blank or partially blank forms are never to be signed or stamped. All counterfoils of warrants and concession vouchers must be retained by the unit for three years.

COMMON FORMS USED IN BAF

BAF Forms

Form No	Subject	Form No	Subject
F-1	Return of Officers And Airmen in Close Arrest.	F-116	Application for Court Martial.
F-2	Proceedings of Board of Officers, Board of Inquiry etc.	F-1 17	OJT Individual Record Card
F-24	Death Certificate	F-124	Descriptive Report of Absentee or Deserter
F-28	Documents Record and Numerical index Card.	F-A125	Cash Book
F-33	Certificate of Stock Taking	F-155(S)	Last Ration Certificate
F-34	Statement of Equipment Lost/Damage	F-156(S)	Check Form :BAF Officer
F-36A	Medical Assessment	F-1 60	Guard Report.
F-38	Sick Report Return	F-161	Declaration Certificate
F-A-38	Pay Bill (Inner)	F-A175	Receipt for Cash
F-A-38	Pay Bill (Outer)	F-1 88	Bill for NP
F-43	Special Medical Examination	F-247	Receipt for Secret or Confidential Correspondence.
F-43A	Communication and Electronics Pers Record	F-247 (L)	Secret Communication Receipt
F-47	Medical Board	F-249	PME Calibration Data
F-48	Medical Record	F-252	Charge Sheet.
F-52	Message Form (Sig) 34	F-281	Minor Offence Report.
F-52A	Telex Message	F-292	Result of Courses of Instructions and Examinations.
F-52(S)	Signal Message (S)	F-295	Airmen's Leave or Pass Form.
F-52(L)	Signal Message (L)	F-296	Statement of character, Service Record of an Airman.
F-53A(S)	Fax Message	F-347(A)	Daily Progress Report of MT
F-53A(L)	Fax Messag	F-347 (B)	Daily Progressive Report of MT
F-58	Medical Certificate	F-361	Flight Patrol Book
F-62	BAF Medical Interrogatory Form	F-372 (A)	Retired allowance : (Officers, Airmen & MODC)
F-AB-64	Pay Book Airmen.	F-373	Officers' Record Card.
F-1 01	Stock Record Card	F-381	Officers' Leave record card.

Form No	Subject	Form No	Subject
F-101(E)	Stock Record Card Explosive	F-398	Radio Telegram Log Book
F-102	O J T Record Card : BAF Airmen	F-399	Daily Manning Card
F-108	Temporary Loan Card	F-405	Examination Answers Scripts
F-115	Record of Declaration of Board of Inquiry into Illegal Absence.	F-412	Proceedings of Board of Inquiry into Flying Accident.
F-A115(S)	Contingent Bill	F-414	Flying Log Book : Officers
F-A115(L)	Contingent Bill	F-414C	Pilot Armament log book
F-440 A	MT Vehicle Allotment Record Card	F-612	Return of Monthly Flying Hours
F-441S	Navigator Log Book (S)	F-612A	Internal Issue Voucher Register
F-441 L	Navigator Log Book (L)	F-612B	External Issue Voucher Register
F-445	Envelopes for airmen's service documents	F-619A	Training Note Book
F-446	Report on MT Accident	F-623	Job Training Standard Recode
F-446 B	Individual MT Accident Log Book	F-624S	Morning/Special Sick Report Form
F-449	Monthly Establishment and Strength Return : BAF Officer	F-658	Application for MT Vehicle
F-458	Storemen Petrol/Oil Book	F-658A	MT Routine Run Record
F-466	Provost Note book	F-658B	MT Car Diary
F-469	Record Sheet: BAF Officer	F-658E	Authority for MT Vehicle
F-470 (S)	Index Card	F-664	Demand Issue and Receipt on
F-490 (S)	Index Forms and Stationery	F-664 B	Internal Repayment Voucher
F-503	Inventory Card	F-665	Free Issue to Airmen
F-506	Record of Personal Issue of Air Publications.	F-666	Contractor Bill
F-510	Enrolment Form	F-667	Record of Airmen Kit
F-515	BAF Requisition Disposal of ac	F-667 B	Flying Clothing Card
F-519S	Tally Card Register	F-670	Article in Issued Ledger
F-520 S	Occurrence Register	F-673	Internal Exchange Voucher.
F-525	MT Book in/out Register	F-674	Internal Demand, Receipt and Issue
F-531A	Local Purchase Expenditure	F-675	Internal Return and Receipt
F-535	File Movement Card	F-680	Audit Register
F-540	Operation Record Card	F-681	Board of Survey Equipment
F-543	Promotion Roster Card	F-683	Security Classification
F-545	Promotion Index Card	F-696	Monthly Return Air Defence Controller
F-551	Report on Accident of Self Inflected Injury	F-727	Cryptographic Material

Form No	Subject	Form No	Subject
F-581	Absentee Report	F-728	Cipher Register
F-591 (A)	Record Document	F-798	Signal Dairy
F-594	Discrepancy Report	F-803	DSP Fund Statement : BAF Civilians
F-600B	Certificate Issue Voucher	F-803A	BAF Central Welfare fund Statement
F-603	Ration Payment/Issue	F-804	DSP Fund Statement
F-603A(Org)	Ration Card	F-826	Authority for Medical Board
F-603B(Dup)	Ration Card	F-827	Medical Board Form
F-603D	Ration issue voucher summary	F-883	Summary of Case Account
F-604	Packing Register	F-991	Calibration Form
F-605	SIB Register	F-964	File Movement Card
F-605A	Air Freight Register	F-1008	Daily Issue Store
F-607	SOB Register	F-1016	Record Card For Library Book
F-611A	Internal Receipt Voucher	F-1016P	Pocket Card for Library Book
F-611B	External Receipt Voucher	F-1019	I R LA .'Airmen
F-1022A	Report of Fire Direction Ground Equipment Tools	F-2806	Indent Form
F-1083	Job Card	F-2887	Fire Service
F-1085	Medical Report	F-2888	Fire Occurrence Record
F-1155	Trunk Call Record	F-3845	Armament Accidental Report
F-1165	Magazine Loan Register	F-3861	Explosive Red Card Register
F-1185	Fright/Baggage/Level	F-10001	Aircraft Inventory
F-1256A	Cargo Manifest	F-10001A	List of Install and Uninstall Equipment of
F-1266	Daily Diet Demand	F-10001B	List of Item Issued/ Withdrawn from Aircraft
F-1315	Dental Card	F-10001C	List of Item on Loan for Issue
F-1324	Medical Categorization	F-10001D	Authority for Allotment Transfer of Aircraft
F-1326	Medical Certificate : BAF Civ	F-10008	Loan Card for Library Book
F-1406	Secret Record Of Officers	F-10013	Prescription for Spectacles
F-1427	Officers Medical Record Card	F-10014	Photo Demand
F-1675	Flight Lock Book	F-10016	Passenger Manifest
F-1629	Driving Permit : Airmen	F-10017	Fire Service Daily Occurrence
F-1629B	Driving Permit : Civ	F-10025	Officers Pay Bill
F-1670	MT Vehicle Inventory	F-10027	Monthly Photo Return

Form No	Subject	Form No	Subject
F-1680	Miscellaneous Debit Credit	F-10027A	Monthly Photo Return (Land)
F-1715/1716	TA/DA Register	F-10027B	Monthly Photo Return (Air)
F-1753	Monthly Establishment and Strength Return : BAF Airmen	F-10031	Authorised explosive contain of dangerous building
F-1767	Aircraft Log Book	F-10072	Trade Test Form
F-1839	Driving License : Officer	F-10081	Bed Card
F-1965	BF Card	F-10090	Concession Milk Coupon Authority
F-1977	Trunk Call Log Book	F-10091	Demand for Supply of Milk and Butter.
F-1978	Pay Bill	F-10094	Clearance Certificate.
F-1985	BAF Form 48 Register	F-10095	Leave Application : BAF Officers.
F-2006	File Cover Restricted	F-10096	Leave Application : BAF Airmen
F-2007	File Cover Confidential	F-10097	General Application : BAF Airmen
F-2008	File Cover Secret	F-10116	Annual Report Education Instructor
F-2009	File Cover Top Secret	F-10119	Application for Advance of Travelling Allowance
F-2045	Photo Equipment Log Book	F-10121	Pay Clearance Certificate (Airmen)
F-2046	Photo Job Card	F-10122	Leave Ration Allowance and Leave Travelling Allowance Proforma
F-2094	Requisition for Service Postage	F-10123	Certificate of house rent
F-2096 L	Receipt Issue Exchange	F-10124	Conveyance allowance certificate
F-2096 S	Receipt Issue Voucher	F-10126	Proceeding of committee of
F-2160	Application for Advance of Motor	F-10127	Hot meal and ice allowance proforma
F-2206	Requisition for POL	F-10140	Air Passage Application Forms
F-2309	Weather Report on ATC	F-10143	Guide to Cash Issue Airmen
F-2752	Medical Report on Aircraft	F-10144	Route Form (Movement Order Forms)
F-10145	Stock Card	FP-14	Discharge Certificate
F-10148	Visitors Book	F P-30	Roll of Airmen
F-10150	Key Register	F P-51	Movement Record Card
F-10151	Occurrence Book	F P-57	Confidential Report : Officer
F-10152	Detention & Close Arrest	F P-58	Confidential Report : Airmen
F-10153	Book In/Book Out Register :	T-1707	Railway Warrant for Small Party
F-10155	Arm Register	T-1709	Railway Form 'E' for Officers Travelling on Duty
F-10157	Petrol Book	T-1709A	Railway Form 'D' for Officers Travelling on Leave

Form No	Subject	Form No	Subject
F-10159	Duty NCO Register	T-1720	Railway Concession Voucher for Other Ranks
F-10161	Detention Book	T-1750	Free Railway at Govt Expense on
F-10172	Progressive Pay Register	T-1752	Free Railway Warrant for Duty Journey by Train
F-10173	Good Conduct Badge Pay Register	Z-2016	Receipt for Issue of Postage Levels
F-10108	Leave Application (Civilians).	Z-2024	Local Dispatch Book
F-10284A	Receipt and Distribution of Correspondences of Classified Mails	Z-2094	Requisition for Issue of Service Postage Levels
F-20227	Application for Short Service Commission	AB-161	Record of Declaration of Board of Inquiry into Illegal Absence
F P-1	Sheet Roll : Airmen	F P-2	Enrolment Form : Airmen
T-1707A	Railway Warrant for Requisition of Railway Bogies or Complete Train	F P-4	Enrolment Form : Cadet/Flight Cadet
FP-6	Form of Proceeding of GCM	FP-7	Form of Assembly & Proceeding of FGCM

AFM 10-1

TOPIC-6

COMPUTER FILING SYSTEM

Computer Filing System

1.   Computer has been widely introduced for office management at all levels in BAR It will be pertinent to use same procedure by everybody for maintaining files in computer to enable the computer operators and other persons to find out a document easily. The computer filing system for BAF is stated below:

   a.   **Maintenance of Index**. The index of files for an office will be maintained in 'My Document by creating folders and sub-folders. There will be main folders for main subjects e.g. Operations (OPS), Maintenance (MAINT), Administration (ADMIN), Establishment (ESTB) etc. The main folders will e divided into sub-folders for each file. These sub-folders will be named as per the file number and volume. For easy identification of the policy and corresponding files, the sub-folders will be named according to the references used in normal filing system mentioned before.   The example of computer file index of Directorate of Administrative Co-ordination is given below :

      (1)   Main Folder: ESTB.

      (2)   Sub-folders : 2529-Estb   (Establishment Policy).
                              2529-1-Estb   (Establishment Correspondence).

   b.   **Enclosures**. Each document will be saved under the concerned file sub-folder as serial number of enclosure including main heading in short. The enclosure numbers will be same as the file maintained in registry. This will facilitate easy identification of the document. The received mail from LAN A/VAN/Internet will be first saved in the sub-folder giving the appropriate enclosure number and then printed copy will be preserved in the main file.

2.   **Maintaining Closed Files**. All closed files will be saved in a separate drive. Depending on the nature of job of a unit, the closed files may be preserved in 'D:' drive or 'E:' drive. Once any file is closed in registry, immediate action to be taken to transfer the file from 'My Document' to the concerned drive. A new sub-folder will be opened in 'My Document' for the current volume.

3.   **Security of Classified Documen**t. Special care is to be taken for security of all classified documents. All documents having security grade SECRET and above must be saved with PASS WORD and only concerned persons will have access to that on requirement basis.

4.   **Standard Page Setup**. In general the paper size for correspondences will be 13.5" x 8.5". For easy filing, the margin at left and right side will be 1" and .5" inch respectively. However, considering size and shape of the content of the document, paper margin may be adjusted.

5.   **Type and Size of Fon**t. For routine office job Font Size Arial 12 and Font Size Bijoy 12 should be used for English and Bengali respectively. This may be changed by Air Headquarters time to time.

6.   **Preservation of Documents**.   All documents should be preserved in hard copy after an certain period as felt convenient by the office. In addition to his, there should be back up systems for preserving documents. Adjutant or Officer in Charge is to check time to time so that proper care is taken for preservation of office documents.

7.   **Preservation of Documents on Digital Archive (Central Server)**.   All documents should be preserved in the BAF Central Server's Documents Archive. At the end of the week, documents of the week should be uploaded in the central server. This will be password protected and only authorized persons will have access to these documents.

Ref : AFM 10 -1