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COMMAND AND STAFF TRAINING INSTITUTE BANGLADESH AIR FORCE



Junior Command and Staff Course

ADMINISTRATIVE MODULE **(PERSONNEL ADMINISTRATION)**

August – 2016

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ADMINISTRATIVE MODULE

(PERSONNEL ADMINISTRATION)

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SYLLABUS

PERSONNEL ADMINISTRATION

Marks : 100

Subj	Chapter	Thesis	Periods	Marks
Personnel Administration	Terms and Conditions of Service & Leave	Lecture	1	
	Officers' Performance Report (OPR)	Lecture	2	
	Release/ Retirement : Officers	Lecture	1	
	Test-1	Assignment / Exam	2	50 Marks
	Terms and Conditions of Service & Leave : Airmen	Lecture	1	
	Confidential Report : Airmen	Lecture	2	
	Commissioning/Release/ Retirement : Airmen	Lecture	1	
	Test-2	Assignment / Exam	1	25 Marks
	Terms and Conditions of Service : MODC	Lecture	1	
	Civil Admin in BAF	Lecture	1	
	Confidential Civilians	Lecture	1	
	Test-3	Assignment / Exam	1	25 Marks
Visit to BAF/ BA/ BN/ Inter-service Training Institute 1. BAF Academy 2. BN Academy 3. BAF Training Wing 4. RTS BAF 5. OTS BAF 6. BIPSOT 7. BPATC 8. Ansar Academy		Visit	8	

Ref : 00.03.2600.017.26.026.11.003/ 83A dt 24 Jan 12.

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PERSONNEL ADMINISTRATION

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CHAPTER –1 : TERMS AND CONDITIONS OF SERVICE - BAF OFFICERS

Introduction

1. This instruction lays down the policies for enrolment of Flight Cadets for Short Service Commission in various branches in BAF. Short Service Commission may be granted to candidates from civil life under the conditions prescribed in this instruction in the following branches of the BAF are :

- a. General Duties (Pilot/Navigator)
- b. Engineering
- c. Logistic
- d. Administration
- e. Air Traffic Control
- f. Air Defence Weapons Controllers
- g. Education
- h. Legal
- j. Finance
- k. Meteorological

Conditions of Eligibility

2. **Nationality.** No person who is not a citizen of Bangladesh shall, except with the consent of the Government signified in writing, be granted a commission or be enrolled in BAF. Candidates married to foreign national will not be eligible.

3. **Education Qualification.** The educational qualification for candidates of various branches will be minimum Higher Secondary Certificate/equivalent. However, under special circumstances Air Headquarters shall have the prerogative to enroll direct entry candidates, if necessary, for meeting emergency requirements.

- a. For GD(P)/ GD(N) : HSC (Sc) min GPA 4.5 with mathematics as compulsory or additional subj min letter grade D.
- b. For Engg : HSC (Sc) min GPA 4.5 with letter grade A- both in physics and Mathematics.

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- c. For Logistics : HSC (Sc) (min GPA 3.5) with Physics and Mathematics (letter grade A)/ equivalent.
- d. For Admin : HSC (Sc) (min GPA 3.5)
- e. For ATC : HSC (Sc), A-level (letter grade-D)/equivalent (min GPA 3.5) with Mathematics as compulsory or additional subj (min letter grade D).
- f. For ADWC : HSC (Sc) (min GPA 3.5) with Mathematics as compulsory or additional subj (min letter grade D).
- g. For Edn : HSC (min GPA 3.5)/equivalent.
- h. For Legal : HSC (min GPA 3.5) /equivalent.
- j. For Acct : HSC (Sc)(min GPA 3.5) /equivalent.
- k. For Met : HSC (Sc) (min GPA 3.5) with Phy+Mathematics (letter grade D/ equivalent).

4. **Marital Status.** Unmarried for all Branches other than Edn and Legal Branch (SPSSC) candidates.

5. **Age Limit.**

- a. Max 35 yrs for Edn, Engg & SPSSC Br.
- b. Max 30 yrs for legal SSC Br.
- c. 16½ to 22 yrs for other Br.

Note: Upper age limit may be relaxed at the discretion of Chief of Air Staff in special cases.

6. **Nationality.** No person who is not a citizen of Bangladesh shall, except with the consent of the government signified in writing, be granted a commission or be enrolled in the Air Force. The same provision shall also be applicable to Bangladesh national married to a foreigner.

7. **Selection.** Candidates who possess the requisite qualifications will apply to BAF Information & Selection Center (I&SC). Those found suitable will appear in written test as specified by Air Headquarters. Written test qualified candidates will then undergo preliminary medical examination at I&SC. After preliminary medical examination qualified candidates will be required to appear before the Inter Service Selection Board (ISSB). Candidates found suitable by the ISSB will undergo the final medical exam at the Central Medical Board (CMB). Final selection of a candidate will be ascertained by Flight Cadet Final Selection Board (FCFSB) at Air Headquarters.

Medical Examination

8. Candidates who are selected by Inter-Services Selection Board (ISSB) will be required to appear before the CMB for assessment of their medical fitness to perform the particular duties for which they are selected. Air Headquarters will decide medical standard required for the candidates of different branches. Candidates declared medically unfit by Central Medical Board (CMB) may apply for re-examination by Appellate Medical Board.

9. **Physical Standards.** The min acceptable physical standards are as follows as per existing AFO 160-123:

Physical Standards	Male Candidates	Female Candidates
Height	162.56 cm (64")	1.57 cm (62")
Weight	According to Age & Height	According to Age & Height
Chest	81.28 cm (32")	71 cm (28")
Chest Expansion	5.08 cm (2")	5.08 cm (2")
Eye	6/6 and normal vision or as applicable	6/6 and normal vision or as applicable
Pregnancy Test	N/A	Negative and no sign of Pregnancy

Conditions of Ineligibility

10. Candidates of the following categories are ineligible for enrolment as Flight Cadets:

- a. Withdrawn/Discharged from Army/Navy/Air Force or any government Service.
- b. Twice screened out/rejected by ISSB.
- c. Convicted by Court.
- d. Rejected by CMB or Appellate Medical Board.

Procedure for Recruitment

11. **Collection of Application Forms.** Candidates interested to join BAF will have to collect BAF Form No 20227(Revised) available at the I&SC,BAF, all BAF Bases except Dhaka area, all C&M Units & all District Armed Forces Board office on submission of pay order/bank draft of Tk 300.00 (Two hundred only) non-refundable in favour of "Central Non public Fund" BAF.

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12. **Preliminary Medical Examination.** Male/Lady Medical Officer, as applicable, at the I&SC is to check height, weight, chest & eye of the candidates as mentioned in para 6 above. Candidates found unsuitable are to be rejected and the cause of unsuitability is to be mentioned on the BAF Form no 20227(Application Form) which is to be preserved for accountability.

13. **Written Test.** Written tests of the candidates will be taken on the question papers as supplied by the Dte of Rect. The subjects of the written test are IQ and English for all branches. (For all Br : IQ and Eng)

14. These tests mentioned in para 10 are to be conducted personally by the OC I&SC, BAF/Leader of Rect team, who is to remain present in the Examination Hall throughout the test & is also to examine the answer scripts. Candidates are to be screened out in the intelligence grading range who obtain grade lower than grade IV in the IQ test. Distribution of weightage is given at Annex – ‘A’.

15. **ISSB.** Candidates, except SPSSC (Edn) & GD(P)/GD(N) Short Course considered qualified in the written test will then be required to appear before the Inter Service Selection Board (ISSB). ISSB will recommend the names of suitable candidates along with their grading to the Air HQ (Dte Rect) for final selection.

Medical Examination

16. Candidates who are selected by ISSB will be required to appear before the Central Medical Board for assessment of their medical fitness to perform the particular duties for which they are selected as per existing AFI 64/65 and AFO 160-123. If any candidate is found unfit for the branch he applied for, CMB is to reassess and mention medical fitness/unfitness of that candidate for other branches as applicable. Medical category required will be as follows :

a. **General Duties Branch.**

(1) **Pilot.** A1B - (indicates full fitness for flying and ground duties).

(2) **Other Aircrew.** A3B - (fit for flying as combatant passenger aircrew except pilot & all ground duties).

b. **Logistic Branch.** A4B (fit for flying as non-combatant passenger & full ground duties).

c. **Maintenance Technical Branches.** Candidates will be examined upto A1B and A3B standards. Preference will normally be given to candidates with A1B category but a limited number of candidates may be accepted with a medical category A3B or A4B.

d. **Other Branches.** A4B

Note : Candidates declared medically unfit by CMB may apply for re-examination by Appellate Medical Board vide AFI 23/65.

17. **Security Clearance.** Candidates who are found medically fit by the CMB are to be interviewed by the Dte AI for provisional security clearance as per AFO 200-6.

18. **Cadet Final Selection Board (CFSB).** Candidates found fit in all respects are to be interviewed by the CFSB at the Air HQs as per AFO No 56-1 for final selection. Before CFSB, candidates of MT branches will be tested on Physics, Mathematics and Chemistry to assess academic proficiency. Recruitment directorate will be responsible to conduct the test.

19. **Call-up Notice.** Candidates finally selected are to be issued with call – up notice by the I&SC, BAF and will report accordingly for completion of enrolment documents. Afterwards they will be dispatched to BAFA/BMA as applicable for training.

20. **Percentage of Female Flight Cadets.** Number of female Flt Cdt in any course is to be kept between 10% and 25%. However, for any GD(P) course, whenever enrolled, min 03 Flt Cdt may be in a course but not exceeding 25% of the total number of that course. For every branch, there should be a mixture of male and female candidates in every intake. If only female candidates are available for any branch during final selection board, she/they will be advised to appear before the next CFSB. However, she/they will remain subjected to conditions mentioned above.

TA/DA

21. TA/DA rules for candidates and cadets will be as laid down in AFI 82/53 as amended from time to time.

22. **Terms of Service of Cadets**

a. **Cadetship.** Candidates finally selected will be enrolled in the rank AC-2 (Flight cadet)

b. **Pay and Allowances.** Pay and allowances will be admissible as authorized for Flight Cadets as per Joint Service Instruction (JSI).

c. **Maintenance Charge.** Maintenance charge, i.e, messing and accommodation including water, washing, light, furniture and conservancy will be borne by the government.

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d. **Medical and Dental Treatment.** For the purpose of medical services Flight Cadets and their families will receive the appropriate treatment as decided by the relevant AFI time to time.

e. **Disability/Family Pension/Dependents Pension.** Disability, Family and Dependent pension will be subject to the same general regular condition as are applicable to similar wards in the case of BAF officers.

23. **Maintenance Charges.** Maintenance charges, messing and accommodation including water, light, furniture and conservancy will be borne by the government.

24. **Washing.** Washing will be provided free in kind.

25. **Medical and Dental Treatment.** For the purposes of medical attendance and hospital and dental treatment (including the supply, renewal and repairs of artificial teeth) recovery of hospital stoppages and pay while on sick leave, cadets and their families will receive the appropriate treatment.

Note : Cadets and their families will receive the same treatment as BAF officers. While in hospital they will be accommodated in officers' ward and will receive the same standard of diet as authorised for officers. Hospital stoppages will be recovered at the rates and under conditions laid down in P&A Regs.

Commission and Rank

26. Commission and rank after successful completion of training will be as under:

a. A regular Flight Cadet, on successful completion of 3 years training will be granted Short Service Commission, in the rank of Flying Officer (Excluding direct entry), for 15 years followed by 5 years on the reserve.

b. A direct entry flight Cadet, on successful completion of 06 months/01 year training, will be granted Short Service Commission in the rank of Pilot Officer for 15 years followed by 5 years on the reserve. Existing regulations for the direct entry candidates for different branches under different AFIs will remain valid.

Confirmation in Rank

27. A newly commissioned officer will be confirmed in his rank after rendering one year of satisfactory service subject to the fulfillment of other conditions prescribed in Air Force regulations issued from time to time.

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28. **Security Clearance.** Candidates who are found medically fit by the CMB are to be interviewed by the Dte AI for provisional security clearance as per AFO 200-6.

Pay and Allowances

29. Officers will receive pay and allowances as laid down in Joint Service Instruction (JSI) or in any other Government orders issued from time to time.

Promotion, Leave and Leave Travelling Concessions

30. Promotion, leave and leave travelling concessions etc will be as authorized as per existing policies and regulations issued from time to time.

Permanent Commission and Extended Service Commission

31. Officers will be eligible for the grant of permanent and extended service commissions under the rules in force from time to time.

Uniform

32. Items of uniform will be provided as per existing policy.

Termination of Service

33. An officer shall be liable to have his commission terminated under the provisions laid down in rule 16 of Air Force Act rules, 1957.

34. **Pensions and Gratuities.** Service Pension and gratuities will be admissible to officers under rules as may be issued from time to time.

Disability/Family etc. Pension

35. Disability/family pension, children allowance and dependents pension will be admissible to officers under rules as may be issued from time to time.

Cancellation of Orders

36. This instruction will come into effect from date of issue and supersedes AFI No 64/65 (including the amendment issued from time to time).

Ref :

1. AFI 02/2010.
2. AFO 56-6 dt 30 Jul 07.
3. JSI 1/2016.

TEST & DISTRIBUTION OF MARKS

1. Intelligence Test.
 (For all)

Raw Score	Grade	Equivalent Marks/ Weightage
90 & above	I	25
75 to 89	II	20
60 to 74	III	15
50 to 59	IV	10

2. English (For all) : 50 Marks
3. Physics/Mathematics : 50 Marks (To test academic
 proficiency of MT branches).
4. Interview/Viva : 25 Marks

CHAPTER -2

OFFICERS' PERFORMANCE REPORT (OPR)

Introduction

1. Officers' Performance Report (OPR) is an important document. Judicious assessment of an officer being reported upon will greatly assist in correctly determining the officer's career planning.

Objectives of OPR

2. Objectives of OPR are as follows:

- a. To ensure proper career management such as employment, promotion, selection for courses/training, grant of extension, retention and termination of services etc.
- b. To provide an opportunity to officers for self-improvement and development through continuous performance appraisal in the form of performance counseling and feedback.
- c. To provide scope of generating motivation of an officer by giving him opportunity to know about his strength, weakness, achievement and failure.
- d. To provide opportunity to improve on officers' personal attributes, which affect the organization's mission.
- e. To ensure rewards to the deserving officers and screen out the undeserving ones.

Parts of OPR Form

3. The OPR form consists of two parts are follows:

- a. **Part - I.** Part I describe information on the officer including the medical category and results of PER test. A certificate on the officer is given by the Initiating Officer at the end of this part.
- b. **Part - II.** Part II includes assessment on the officer by the Initiating Officer and other superior officers.

Writing Guide

4. **Part – I.** This part is to be filled up by the officer reported upon except for para 3, 4 and 9. Para 3 and 4 will be filled up by the Medical Officer and the Base/Unit Sports Officer respectively. The data/information given in this part is to be accurate and up-to-date. All information asked for are to be provided. If any data is not applicable, then "NA" is to be entered in blank space provided to fill in the data. Academic qualification in para 6a means civil education like HSC, BA, B Sc, MA, MBBS, M Phil, Phd etc. Para 6c includes courses,

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which entitles for qualification pay. It also includes courses on completion of which symbols can be used at the end of the names.

5. **Part-II.** Para I to VIII of this part is to be completed by the Initiating Officer (IO). This part forms the basis of the OPR where the IO is required to carry out detail assessment of an officer's personal traits and demonstrated traits over a given period. While assessing the IO is to compare the officer only with the officers of same rank and experience. He is to mark the appropriate squares with a cross. All traits may not be required to be marked. "Not Marked" is to be written by IO beside those traits.

a. **Explanation of the Traits.**

- (1) **Moral Standard and Integrity.** Honesty, sense of right and wrong, standard of values and strong moral principles.
- (2) **Sense of duty and responsibility.** The extent service is placed before self.
- (3) **Turn out and Bearing.** Reflection of personality, dress, manners, etiquette, talks and behaviors etc.
- (4) **Intelligence.** Quick uptake and ability to perceive the situation and event quickly
- (5) **Emotional Stability.** Tolerance, composure, behavior under stressful situation, maturity and calmness.
- (6) **Alertness.** Mental activeness, whether alive to the situation and presence of mind.
- (7) **Determination.** Pursuing 'task and assignments with perseverance and tenacity.
- (8) **Courage.** Both physical and moral.
- (9) **Power of Judgment.** Ability to judge the situation 'and event and' draw sound inferences leading to sound decision.
- (10) **Self-confidence.** Reliance of self with required degree of confidence.
- (11) **Discipline.** Insistence, compliance and also enforcement. of orders, instructions, rules and regulations.
- (12) **Loyalty.** Willing allegiance to organization, superior, and also subordinates.
- (13) **Diligence.** Endurance, capacity to work, hard and steady effort.

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- (14) **Command and Control Ability.** Extent of control exercised, willing obedience and respect gained from other.
- (15) **Professional knowledge and its application.** Seek and remain up-to date on professional knowledge and ability to apply the same for producing desired result.
- (16) **Administrative and organizing ability.** Ability to manage routine administrative responsibility efficiently and organize event/affairs in efficient manner.
- (17) **Ability to impart training.** Ability to organize training. Not applicable to all officers. Mandatory for those officers who are responsible to conduct training and for others as per the discretion of IO.
- (18) **Planning ability.** Ability to plan taking tangible and intangible factors into account.
- (19) **Coordinating ability.** Ability to coordinate orders and instructions down and up the channel. Mandatory for staff officer and for others as per the discretion of IO.
- (20) **Instructional Ability.** Mandatory for instructional appointments and for others as per the discretion of IO.
- (21) **Originality and creativity.** Ability to produce something novel and innovative.
- (22) **Resourcefulness.** Ability to manage and make effective use of resources.
- (23) **Intellect and conceptual ability.** Knowledge and analytical ability beyond professional domain.
- (24) **Vision.** Ability to foresee what is likely and what ought to be for the greater interest of the organization. Mandatory for Lt Col and above, and for others as per the discretion of IO.
- (25) **Dedication and Commitment.** Self identification with the organization, mission and task/assignments.
- (26) **Flexibility, Tact and Co-operation.** Ability to adjust with changing situation and circumstances without compromising with the mission and goal.
- (27) **Social conduct.** Social relation maintained with superiors, colleagues and subordinates.

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(28) **Adaptability.** Ability to adjust in whatever situation and environment one is exposed.

(29) **Decisiveness.** Ability to make quality and timely decision to produce effective result.

(30) **Initiative.** Zeal, enthusiasm and spontaneous initiative.

(31) **Reliability and confidence enjoyed form superiors.** Self explanatory

(32) **Reliability and confidence enjoyed form colleagues and subordinates.** Self explanatory.

(33) **Power of oral expression.** Self explanatory.

(34) **Power of Written expression.** Self explanatory.

(35) **Ability to inspire.** Ability to inspire and motivate the subordinates to give their best.

b. **General and Special Remarks.** The 'General Remarks' in para 5a is to cover job performance in the appointment held, secondary duty, if any, professional achievements, special contribution, such as publications, games, sports and cultural activities, commendable public service, R&D and other activities. It may also cover human and public relations aspects.

c. **Counseling Session.** Each officer is to be briefed by the respective IO at least every six months and 2 times in a calendar year on his performance. The IO is to record specific events alongwith the performance of the officer and also write the advice provided to him. The format is given in anx 'A' The officer reported upon, the IO and the SRO is to sign the form after each counseling session, the dates on which the counseling session is conducted is to be recorded in para 6. The actual forms are to be attached with the OPR while forwarding to Air Secy's Branch through proper channel.

6. **Performance Record and Counseling Format.** Instruction regarding the Performance Record and Counseling Format is given below:

a. All IOs are to maintain the Performance Record and Counseling (PRC) format (anx 'A') against each officer serving under them.

b. The IO is to enter events/tasks as deemed necessary alongwith the performance of the individual officer.

c. The IO is to counsel/advise the officer at least every 6 months. After the counseling session the form is to be signed by the officer reported upon and the IO.


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- d. Then the IO is to send the forms to the Reviewing Officer (RO) for his signature.
- e. The RO will put his signature and may call the IO or any of the officers reported upon for further counseling.
- f. The RO will return the PRC forms to the IO within 15 days.
- g. The IO is to preserve all PRC forms and enclose those alongwith the P-57s of the respective officers.

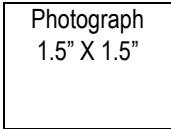
OPR of Air Cdre and Above

- 7. In Part I, para 4, 5 and 6b is not required to be filled in by the officer reported upon. The certificate in para 9 is not required to be given by the IO.
- 8. The profile qualities in Part II para 1 is not to be marked and be crossed by 2 diagonal lines.
- 9. The Performance Record and Counseling Session is not applicable to those officers. As such para 6 of Part II is also not applicable for them and marked accordingly.

BANGLADESH AIR FORCE**OFFICERS' PERFORMANCE REPORT**

FINAL GRADING (at Air Secy's Br)	
	
Date	Initial

FOR AIR HQ'S USE		
Examined By	Initial	Date



PART I

1. **Administrative Data.**

a. Period of report	From	To		
b. Occasion	Annual	On Posting	Special	(Specify Reason if Special)
c. Appointment(s) held during the period of report :				
Ser	Appointment(s)	Duration (From-To)	Posting/Att/Detailed	Authority of Air Secy's Branch
(1)				
(2)				
(3)				
(4)				

2. **Personal Information.**

Subs Rank	Date	Temp Rank	Date	Full Name (Underline the name by which called)	Decorations	
BD/No	Branch	Date of Birth	Date of Commission(ante date)	Type of Commission	Marital Status	Unit/Base

3. **Medical Information.**

a. Medical Category		Signature of Medical Officer
b. Fit/Unfit		
c. Present Weight		
d. Over Weight/Under Weight		
e. Date		

4. **PER Test.**

PER Test	Date	Result (Authority if Exempted)	Remarks
1 st Test		Passed/Failed/Absent/Exempted	Signature of Base/Unit Sports Officer
2 nd Test		Passed/Failed/Absent/Exempted	
3 rd Test		Passed/Failed/Absent/Exempted	
4 th Test		Passed/Failed/Absent/Exempted	

5. **Experience and Category.**a. **GD Officers**

Last Instrument Rating		Ops Category		Instructional Category	
Type of AC		Type of ac		Type of ac	
Valid Till		Valid Till		Date Gained	

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Flying hours during period of report										
Type of ac	Single engine ac hours				Multi engine ac hours					
	Day		Night		Day			Night		
	Aircrew or dual	Pilot	Aircrew or dual	Pilot	Aircrew or dual	1st Pilot	2nd Pilot	Aircrew or dual	1st Pilot	2nd Pilot
Each column total										
Total for the pd of report					Grand total flg hours					

b. **ADWC Officer**

Latest Operational Category		Date Gained		Valid Till	
Interception carried out during the period of report			Grand Total Interception		
Simulated		Actual		Simulated	
				Actual	

C. ATC Officer

Latest Ops Category	Date Gained	Valid Till

d. **Met Officer**

Latest Ops Category	Date Gained	Valid Till

6. Qualifications

a. Educational Qualifications (SSC/eqvt and above)			
Qualification	Div/Grade/Category/Class	Year Passed	Institute
b. Service Examination/Course			
Examination/Course	Div/Grade/Category/Percentage	Date Passed	No of Chances Availed
ISS Part I			
ISS Part II			
JC&SC & eqvt			
c. Service Symbols, Courses etc			
Course	Div/Grade/Category/Symbol	Date Passed	Institute

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7. Record of Service under Initiating Officer.

Date (From-To)	Duration (Y-M-W)	Initiating/Reporting Officer (Rank, Name, BD/No, Branch)	Appointment

8. Preference for the next Appointment

a.
b.

Date:
Upon

Signature of the Officer Reported

9. Certificate

GD/ADWC/ATC/Met Officer

Certified that the officer (a) had/had not made reasonable use of the flying facilities/interception training facilities/ATC training facilities/Met training facilities available to him (b) had no opportunities or facilities of flying/interception training/ATC training/Met training (delete as appropriate). The information given above by the officer reported upon is correct.

Date

Signature of the Initiating /Reporting
Officer
Name _____
Rank _____
Appointment _____
Base/Unit _____

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PART II

1. Profile Qualities.

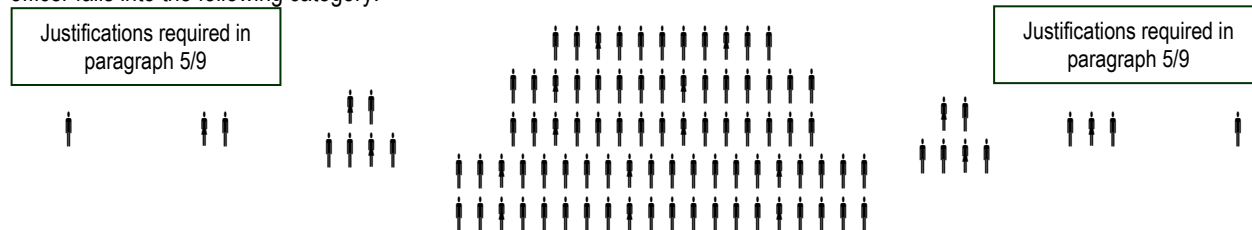
Personality Traits	9	8	7	6	5	4	3	2	1
a. Moral Standard and Integrity									
b. Sense of duty and responsibility									
c. Turn out and Bearing									
d. Intelligence									
e. Emotional Stability									
f. Alertness									
g. Determination									
h. Courage									
j. Power of Judgement									
k. Self-confidence									
Demonstrated Traits									
l. Discipline									
m. Loyalty									
n. Diligence									
p. Command and Control Ability									
q. Professional knowledge and its application									
r. Administrative and organizing ability									
s. Ability to impart training (If applicable)									
t. Planning ability									
u. Coordinating ability (Mandatory for staff appt)									
v. Instructional Ability (Mandatory for Instr appt)									
w. Originality and creativity									
x. Resourcefulness									
y. Intellect and conceptual ability									
z. Vision (Mandatory for Wg Cdr and above)									

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aa.	Dedication and Commitment									
ab.	Flexibility, Tact and Co-operation									
ac.	Social Conduct									
ad.	Adaptability									
ae.	Decisiveness									
af.	Initiative									
ag.	Reliability and confidence enjoyed from Superiors									
ah.	Reliability and confidence enjoyed from colleagues and subordinates.									
aj.	Power of oral expression.									
ak.	Power of written expression.									
al.	Ability to Inspire									
am.	Endurance and Agility									
Abilities in flg duties (GD Br offr only)										
an.	Determination									
ap.	Reliability									
aq.	Judgement									
ar.	Initiative									
as.	Situational Alertness									
at.	Self Confidence									
au.	Courage									
av.	Power of Command									
aw.	Discipline									
ax.	Organizing Ability									
Total Score										
Average Score (Total ÷ No of Attributes Marked)										

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2. **Overall Evaluation.** Compare the officer only with officers of the same rank and experience. Amongst 100 officers this officer falls into the following category.



Outstanding	Above Average	High Average	Average	Low Average	Below Average	
8.00 & above	7.00-7.99	6.00-6.99	5.00-5.99	4.00-4.99	00-3.99	

3. **Suitability for Employment**

a. Command assignment at	
b. Staff assignment at	
c. Instructional assignment at	
d. Professional duty at	
e. Duties in Inter-services organizations (specify)	
f. Any other assignment (specify)	

4. **Fitness for Promotion.**

Recommendation	Assessment	Remarks
a. Recommended for accelerated promotion		(Specific justification required in para 4/5)
b. Fit now		
c. Likely to become fit		
d. Recently promoted		
e. Further promotion inadvisable		(Specific justification required in para 4/5)

5. **General and Special Remarks**

- a. General Remarks.
- b. Performance in Operational Activities.
- c. Performance Under Crisis and Stressful Situation.

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6. **Details of Counseling Session.**

Session	First Session	Second Session
Date		

7. **Recommendations.** I recommend this officer for:

- a. PC/ESC
- b. No further extension (Specific justification required in para 5/9)
- c. Not applicable.

8. **Certification.** I certify that the officer has actually served under me for _____ months _____ weeks. The frequency of my contact with the officer was daily/often/sometimes/seldom. I have made my assessment on this officer from personal knowledge and that it is my honest opinion. I have informed him of his failings or weaknesses.

Date

Signature of the Initiating /Reporting Officer

Name _____

Rank _____

Appointment _____

Base/Unit _____

9. **Remarks of Reviewing Officer.** (Optional, if insufficient knowledge)

The frequency of my contact with the officer was daily/often/sometimes/seldom.

Date

Signature _____

Name _____

Rank _____

Appointment _____

Base/Unit _____

10. **Remarks of Senior Reviewing Officer.** (Optional, if insufficient knowledge)

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The frequency of my contact with the officer was daily/often/sometimes/seldom.

Signature _____
Name _____
Rank _____
Appointment _____
Base/Unit _____

Date

11. Remarks of Specialist Officer at Air HQ. (Where applicable)

Signature _____
Name _____
Rank _____
Appointment _____

Date

12. Remarks of the Chief of Air Staff (Where applicable)

Date

Signature

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ANX'A' TO DETAIL WRITING GUIDE

PERFORMANCE RECORD AND COUNSELLING FORMAT

OFFICER REPORTED UPON

1. Unit :
2. No, Rank and Name:
3. Appt :
4. Period of observation :

IO

1. Unit
2. No, Rank and Name:
3. Appt :
4. Period of observation :

Ser	Event	Performance of the Officer	Counseling/Advice (If any)	Signature of Officer Reported Upon	Signature of IO	Signature of SRO (If Applicable)
	<p>1. When the officer is specifically tasked to org an event. For example an officer has been tasked to org a training demo or a TEST.</p> <p>2. May be an imp routine event when the officer took personal initiative to solve the problem.</p>	<p>1. Example: Put up a good show. Or 2. Did not go into details, superficial etc.</p> <p>3. Extent of details would depend on the initiating officer.</p>	Words of encouragement for good performance and advice for improvement.			

Note: A reasonable of events to be recorded. However, for Below Average, Above Average and Outstanding report, there must be minimum two or more events/occasions when the concerned officer has shown extraordinarily good/exceptionally poor performance justifying the mentioned grading.

CHAPTER-3

LEAVE - OFFICERS

1. **Introduction.** Leave is a privilege and cannot be claimed as a matter of right. It is always granted subject to exigencies of service.

Leave Year

2. The leave year will be the calendar year, ie. 01 January to 31 December.

Classification of Leave

3. Leave will be of the following types:
 - a. Casual Leave.
 - b. Recreation Leave.
 - c. Service Leave.
 - d. Furlough.
 - e. Leave on Medical Certificate.
 - f. Ex-Bangladesh Leave.

Commencement and Termination of Leave

4. Leave will begin on the date an individual is struck off duty or, if struck off duty in the afternoon, from the date following; it will end on the date preceding that of joining for duty, or on the date of rejoining if he rejoins in the afternoon.
5. A Friday or gazette holiday(s) may be prefixed or suffixed to leave with the permission of the competent leave sanctioning authority.

Overstay of Leave

6. If an individual overstay leave, no pay will be admissible for the period of overstay, unless an extension to cover the period of overstay is granted by the competent authority.

Casual Leave

7. Casual Leave is normally limited up to ten days at a time. It may be extended up to 20 days in exceptional circumstances by the next higher leave sanctioning authority in really deserving cases. Casual Leave counts as duty. It cannot be combined with any other form of leave.

Recreation Leave

8. Officers are entitled to take leave for rest and recreation for a period not less than 15 days, one in three years cycle. The period of leave shall be treated as duty like casual leave and shall not be debited to leave account.

Service Leave

9. **General Principles.** Service leave is not admissible in respect of a calendar year until an officer has actually performed duty in that year. For this purpose an officer on casual leave shall not be deemed to have actually performed duty during such leave. The period spent on sick list shall however, be treated as actual performance of duty.

10. **Period of Service Leave Admissible.** Officers may be granted service leave for one month for each calendar year subject to a maximum of 6 (six) months. When limit for six months is reached further accumulation of leave may be credited to a separate account which may be availed as leave pending retirement.

11. **Accumulation of Service Leave.** Officers may be granted service leave for one month for each calendar year subject to a maximum of 6 (six) months. When limit for six months is reached further accumulation of leave may be credited to a separate account which may be availed as leave pending retirement.

Furlough

12. **General Principles.** Furlough is not admissible until an officer has completed one year service. It may be granted either by itself, or in combination with service leave. It cannot however, be combined with additional service leave mentioned in paragraph 10.

13. **Period of Furlough Admissible.**

a. **Officers Holding PC.** Furlough may be granted upto a total of 18 months during their entire service and on any occasion for not more than 3 months at a time in Bangladesh, and upto 9 months at a time ex-Bangladesh.

b. **Officers Holding SSC and ESC.** Furlough may be granted upto 6 months their entire service, but limited to one month at a time, either separately or combination with service leave due, subject to the condition that combined leave will not exceed four months.

14. **Accumulation of Furlough.** For the purpose of granting the benefit, entitlement of furlough will be at the rate of 30 days for each completed year of service and accumulation of such leave will be without any limit for all commissioned officers.

15. **Sick List Concession.** Provided the sickness is due to reasons beyond the control of the officer, the authority competent to sanction service leave may place him on 'sick list' for a period not exceeding one month. Any period spent on sick list concession will not be admissible to an officer falling sick while on leave other than casual leave.

16. **Leave on Medical Certificate.**

a. **Officers Holding PC.** Leave on medical certificate will be admissible in the first instance upto six month, and will include any service leave due, provided there is a reasonable prospect of the officer becoming fit to return to duty. Extensions by 3 months at a time, on the recommendations of a medical board, may be granted upto a total of twelve months provided that when the maximum period of 12 months is exhausted, further leave on MC not exceeding 6 months may be granted in exceptional cases on the recommendation of the medical board, after which the officer will be compulsorily retired.

b. **Officers Holding SSC and ESC.** Leave on medical certificate may be granted upto 3 months (six months in attributable cases) which will include any service leave due, provided that there is a reasonable chance of the officer becoming fit to resume duty. Extension by 3 months at a time may be granted on the recommendation of a medical board, upto a total of 12 months (18 months in attributable cases), after which the officer will be released from service.

17. **Ex-Bangladesh Leave.** Leave Ex-Babgladesh may also be granted to BAF Offrs. However, such leave Ex-Bangladesh will not be admissible except with the prior approval of the Air Headquarters. Applications for the grant of such leave will be submitted to Air Headquarters (Air Secy's Branch) Dhaka, through the usual channel. (Ref : AFI 12/54)

Leave Sanctioning Authority

18. The following procedure will be followed for processing and sanctioning of casual leave and service leave of Officers:

Ser No	Category of Personnel	Leave Authority	Sanctioning
a.	Casual and service leave of PSOs, CI, Air Secy, JAG, DAI, AOCs/Base Cdrs, PS, APS, ADC and Officers of COAS Secretariat	COAS	
b.	Casual and service leave of Directors, SO to PSO's, Comdt BAFA, OC ADOC, OC Air HQ (U), OC RO, OC Comm (U) and all under command Officers.	Respective PSO	
c.	Casual and service leave of Comdt 101 SFU, OC 214 MRO (U), OC Wgs, Sqns, Units, Lodger Units and all other Officers of Base/Sqn/Unit.	Respective AOC/Base Cdr	
d.	Casual and service leave of Officers serving in Air Secy's Br, CI's Office, JAG Br, Dte AI and all other Officers, if needed.	Air Secy	
e.	10 days casual leave and up to 14 days svc leave of DD and below & CSOs.	CI, JAG and Directions	
f.	10 days casual leave and up to 14 days svc leave of Officers serving at Air HQ (U), ADOC, Comm Unit, BAF RO and PDC BAF.	OC of Air HQ (U) and OC ADOC	

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g.	10 days casual leave and up to 14 days svc leave of Officers serving in BAFA and 101 SFU	Comdt of BAFA and 101 SFU
h.	04 days casual leave and up to 14 days svc leave of officers serving in Wgs/Sqns/Units.	Respective OC Wg
j.	04 days casual leave and up to 07 days svc leave of officers serving in Sqns/Units.	Respective Sqn/Unit

(1) If the period of leave is more than the limit of sanctioning authority mentioned in para 1 above, the respective Director/Comdt or OC Wgs/Units/Sqn shall recommend and forward the leave application to the superior authority of the chain of command.

(2) Leave applications duly approved (two copies) are to be sent to respective P Flt (P-2 Sec) of Base/Unit/Establishment for record/POR action.

(3) Base/Unit/Establishment shall send the approved svc leave applications to Air HQ (Air Secy's Br) at least 7 days before the leave start for scrutiny.

(4) Br/Bases/Units/Sqns/Establishments are to send a consolidated leave period availed by the Officers to Air HQ (Air Secy's Br) within 10th of every month.

(5) The leave sanctioning authority for any leave other than casual service leave will be Air HQ (Air Secy's Br). All types of leave out of Bangladesh shall be approved by Air HQ on the recommendation of PSOs/AOC/Comdt/OC (as applicable).

(6) Any extension of leave shall be authorized by the authority that sanctioned original leave (if within their limitation). Re-call from leave shall be excuted by the OC or by any superior authority of respective Officers.

(7) On requirement of re-call from leave, an Officer shall invariable report to the respective place/office on the given time and date without assigning any reason.

(8) A Govt holiday(s) may be prefixed or suffixed to leave in either way with the permission of the competent leave sanctioning authority.

Leave Pending Retirement/Resignation

19. **Officers Holding PC, SSC, SPSSC and ESC.**

- a. Officers retiring from service may be granted furlough pending retirement upto 6 months plus service leave due upto 6 months.
- b. Those permitted to resign their commission or who are removed from service for failure to pass the prescribed examinations for promotion may be granted service leave due.

20. **Commencement of Leave Pending Retirement.** Leave pending retirement will commence as follows:

- a. When an officer retires on completion of term of service or age/service limit his leave shall start on the last day of his service. In such cases the period of leave shall not count towards pension.
- b. When an officer retires prematurely, his leave pending retirement shall start on the date he is struck-off duty. Leave period shall count towards pension.

Leave Pending Invalidment

21. Officers who are declared by a medical board to be completely and permanently unfit for further service in the BAF may be granted leave pending invalidment by Government as in sub-para-a of para 16 above.

Ref : AFI 12/54 amended by corrigendum 38/54.
06.03.2600.036.59.002.75.000-2/15A dt 18 Dec 15.

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CHAPTER - 4

RELEASE/RETIREMENT- OFFICERS

Introduction

1. The dismissal, removal, termination of commission, retirement or release of an officer shall be authorized by the government and to be notified in the Official Gazette (BAF Act rule-12(1)).

Retirement of PC Officers

2. The normal retiring ages/service limits for officers holding permanent commission shall be as follows provided that an officer shall, unless exercises option under sub-rule (3) of rule 24 (as given in para-4 below) on completion of the service limit, retire from service on completion of the retiring age :

a. **General Duties Branch**

Rank	Service Limit	Retiring Age
Sqn Ldr and below	24 Years	48 Years
Wg Cdr	25 --	50 --
Gp Capt	26 --	53 --
Air Cdre	28 --	55 --
Air Vice Marshal	29 --	57 --
Air Marshal	32 --	58 --
Air Chief Marshal	35 --	60 --

b. **Ground Duties Branch**

Rank	Service Limit	Retiring Age
Sqn Ldr and below	25 Years	49 Years
Wg Cdr	26 --	51 --
Gp Capt	27 --	54 --
Air Cdre	29 --	56 --
Air Vice Marshal	31--	58 --
Air Marshal	33 --	59 --

c. **Edn and SD Legal Branches**

Rank	Service Limit	Retiring Age
Sqn Ldr and below	27 Years	54 Years
Wg Cdr	28 --	55 --
Gp Capt	29 --	56 --
Air Cdre & above	31 --	58 --

Ref : SRO No 326 Law/2013 dt 20 Oct 16.

Retirement of SSC, SPSSC and ESC Officers

3. Officer holding short service, special purposes short service and extended service commission will normally retire at the end of their respective terms.

Premature resignation or retirement

4. An officer can also resign or retire before attaining the normal retirement under paras 2 and 3 above. The premature resignation or retirement can be :

a. **Compulsory**. The government may, under rule 18 (1), in its discretion call upon an officer to resign his commission as an alternative to removal under rule 17. If the officer fails to submit a formal application to resign within the time specified by the government he may be removed from the service. An officer who has not been guilty of misconduct necessitating his removal under rule-17, may at any time be called upon, under rule 18(2), by the government to retire on grounds of unsuitability, incapacity, inefficiency or for any other reason, should the circumstances, in the opinion of the government, so require. If the officer fails to submit a formal application to retire, his retirement may be effected compulsorily without such an application.

b. **Voluntary**. An officer cannot claim as a matter of right to resign his commission. Resignations or voluntary retirements shall only be permitted, under rule-20, subject to the exigencies of the service.

Procedure

5. For premature retirement under sub-para a of para 4 above recommendations may be submitted in the following manner:

a. Air Secy, may on the basis of the record of service of an officer or other circumstances, initiate a case for his premature retirement.

b. Commanding Officer/OC unit may forward a proposal to the Air Secy through normal channels to retire the officer prematurely.

6. For premature retirement under sub-para b of para 10 above the officer will submit an application to the Air Secy through proper channel stating fully the reasons for his premature retirement.

7. The recommendations under para 11 or application under para 12 above will be placed before the chief of Air Staff. If he approves the premature retirement, Air Secy will obtain the order of the Govt.

8. The Air Headquarters will initiate the case and intimate the officer retiring, normally or prematurely, the exact due date of his retirement along with the leave and/or furlough pending retirement admissible and issue Pen-I.

9. On receipt of pen-I the director of finance will issue pen-II and other required forms to the unit of the officer for completion by the officer. The directorate of finance also issue pen-III and IV to the Air Secretary's branch for completion and re-submission.

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10. On availing the leave and/or furlough pending retirement the officer is struck off strength and the case is forwarded to the Ministry of Defence for Gazette notification.

11. The officer is deemed duly retired from the service if his retirement from the service has been notified in the Official Gazette.

Liability to Recall to Service

12. An officer who has been placed on the retired list shall remain liable to be recalled to the service with the regular air force at a time of imminent national danger or of great emergency up to the following ages :

a. **Substantive Rank on Retirement.**

Flg Off		Upto the age of 55 years
Flt Lt		
Sqn Ldr		
Wg Cdr		
Gp Capt		

b. **Substantive Rank on Retirement**

Air Cdre		Upto the age of 60 years
AVM		
Air Marshal		

Ref : AF Act Rule -12, 18, 20 & 24.

CHAPTER - 5

TERMS AND CONDITIONS OF SERVICE – BAF AIRMEN

Introduction

1. The skills of airmen require to increase significantly to keep pace with the technological advancement in all fields including aviation, which necessitated reorganization of trades and training curricula of airmen. Airmen enrolled in BAF now require to undergo specialized long time training to be able to perform their trade job efficiently. Therefore, considering the present requirement and greater interest of BAF, it is expedient to introduce a new service structure for airmen. The list of reorganized trades of airmen is shown at annex A to this topic. The conditions of recruitment and terms of service of airmen are mentioned below in this instruction.

Recruitment and Allocation of Trade

2. Bangladeshi nationals will be recruited to fill in the vacancies of BAF airmen. They will be allotted with trades according to requirement of service, their aptitude, intelligence, ability and results of Initial Training and Pre Trade Allocation Term (PTAT).

Age for Recruitment

3. Candidates, on the date of enrolment, must be between the ages as mentioned below:
- a. Trade serial number 1 to 19 - Between 16 and 22 years.
 - b. Trade serial number 20 - Between 25 Years.
 - c. Trade serial number 21 & 22 - Between 28 years on the dt of enrolment.
 - d. The Chief of Air Staff, at his discretion, may relax the upper or lower age limit of a candidate up to six months.
 - e. The correct age of a candidate will be determined from the date of birth as per Secondary School Certificate/equivalent. Affidavit shall not be accepted.

Requirement of Character, Nationality and Willingness Certificates

4. All candidates will have to produce character and nationality certificate(s) from the Chairman of the local Union Council/Municipality or Commissioner of the City Corporation during recruitment. In addition, a candidate, whose age is below 18 years, will have to produce willingness certificate from the parents/guardian.

Nationality

5. Only Bangladeshi citizens shall be enrolled in the BAF.

Educational Qualification

6. The minimum educational qualification required for different trades are given below:

- a. Trade serial number 1 to 20 - SSC or equivalent.

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- b. Trade serial number 21 and 22:
 - (1) Diploma in Computer Engineering/Computer Science/ Electrical Engineering/ Electronics Engineering/Communication Engineering/IT or equivalent from a government recognized institution, or
 - (2) B Sc/B Com/BA or equivalent from a government recognized institution.
- c. Religious Teachers in the trade serial number 22 - Fazil or equivalent from a government recognized institution.

Marital Status

- 7. The marital status of candidates will be as follows:
 - a. Trade serial number 1 to 20 - Unmarried.
 - b. Trade serial number 21 and 22 - Unmarried/Married

Selection Procedure and Medical Examination

- 8. The procedures for selection and medical examination for recruitment are given below:
 - a. **Selection.** A candidate will be required to appear before a recruiting officer and if the candidate possesses the requisite educational qualification and is considered otherwise suitable, will be enrolled.
 - b. **Medical Examination.**
 - (1) A candidate will be medically examined at the recruitment centre for the purpose of assessing fitness for service. The physical and medical standard will be as prescribed by the Air Headquarters.
 - (2) If a recruiting medical officer desires to obtain a medical specialist's opinion for a case of a candidate, free conveyance for round trip by road/rail/river will be admissible from the recruitment centre to the nearest Army/Navy/Air Force hospital where a specialist is available.

Terms of Service Conveyance

- 9. All candidates will be entitled to conveyance under para 221 of Passage Regulations (Provisional). Rejected candidates will be governed by para 223 of Passage Regulations (Provisional).

Subsistence Allowance

- 10. Prior to enrolment candidates will not be entitled to any subsistence allowance other than:
 - a. The candidates selected after a preliminary selection test and detained for specialist check up and completion of enrolment formalities, will be entitled to subsistence allowance as per the rate mentioned in the Joint Services Instructions (JSI).
 - b. The candidates after final call up notice for enrolment, will get subsistence allowance during travel as per the rate mentioned in the JSI.

Ineligibility

11. The following types of candidates will be ineligible for enrolment:
- a. Dismissed from Army/Navy/Air Force.
 - b. Dismissed/removed/discharged from government service on disciplinary ground or, forbidden from government employment.
 - c. Convicted in a court of law for an offence involving moral turpitude or awarded imprisonment for any civil offence.
 - d. Discharged from BAF as 'unlikely to make an efficient airman'.

Rank on Entry

12. The rank on entry will be as follows:
- a. A selected candidate will be enrolled in BAF in the rank of Recruit (AC-2), except trade serial number 21 and 22.
 - b. A candidate selected as Cypher Assistant (trade serial number 21) and Education Instructor including Religious Teacher (trade serial number 22) will be given the initial rank of acting paid Warrant Officer on enrolment.

Rank Pattern

13. The rank pattern of airmen are set out below:
- | | | | |
|----|-------------------------|---|------|
| a. | Recruit (Aircraftman-2) | - | AC-2 |
| b. | Aircraftman-1 | - | AC-1 |
| c. | Leading Aircraftman | - | LAC |
| d. | Corporal | - | Cpl |
| e. | Sergeant | - | Sgt |
| f. | Warrant Officer | - | WO |
| g. | Senior Warrant Officer | - | SWO |
| h. | Master Warrant Officer | - | MWO |

Badges of Ranks

14. The badge for Aircraftman and other higher ranks are illustrated at annex 'B' to this instruction. There will be no badge for recruit but there shall be badge of Eagle (Shaheen) for Aircraftman-1.

Length of Service

15. The maximum length of service at various rank will be as under:

Rank	Length of service	Remarks
LAC	23 Years	-
Cpl	24 Years	-
Sgt	27 Years	-
WO	29 Years	-
SWO	31 years	-
MWO	34 Years	34 years of service or 06 years tenure of appointment as MWO whichever is earlier except Cypher Assistant and Education Instructor trade (trade serial number 21 & 22). For Cypher Assistant & Education Instructor trade the length of svc will be 34 years of service or 57 years of age whichever is earlier.

Ref : AFI 1/2011 dt 20 Oct 2013.

Extension of Service. The Chief of Air Staff, at his discretion, may extend the service of an airman up to maximum of 35 years of service or 55 years of age whichever is earlier. Extension for trade serial No 21 and 22 (Cypher Assistant and Education Instructor), may be up to maximum 35 years of service or 57 years of age whichever is earlier.

Retirement Options

16. Retirement options are as follows:

- a. Subject to the requirement of the service, Air Headquarters shall exercise option to give retirement to an airman on completion of 21 years of service.
- b. Irrespective of rank, an airman will have the option to retire on or after completion of 25 years of service.

Training and Promotion

17. The training and promotion criteria are given below:

- a. **Initial Training.** After enrolment, Recruit (AC-2) will be required to undergo initial training. The syllabi and duration of initial training will be as prescribed by the Air Headquarters.
- b. **Pre Trade Allocation Term (PTAT).** On successful completion of initial training, AC-2 will undergo PTAT. After completion of PTAT, AC-2 will be allotted service number & trade. The syllabi and duration of PTAT will be prescribed by the Air Headquarters.
- c. **Trade Training (Basic).** After PTAT airmen will be sent for basic trade training in the rank of AC-2. The syllabi and duration of basic trade training will be as prescribed by the Air Headquarters. AC-2 will be promoted to the rank of Aircraftman-1 (AC-1) after passing appropriate trade test.

d. **Trade Training (Advanced)**. On completion of basic trade training airmen will undergo advanced trade training. The syllabi and duration of advanced trade training will be as prescribed by the Air Headquarters.

e. **Initial Training for Cypher Assistant and Education Instructor**. After enrolment, acting paid Warrant Officers (Cypher Assistant and Education Instructor including Religious Teacher) will be required to undergo initial training. The syllabi and duration of required training will be as prescribed by the Air Headquarters.

f. **Other Courses**. Any other courses related to the career/profession of airmen may be introduced by the Air Headquarters as and when necessary.

g. **Relegation/Termination/Seniority**. The relegation/termination/seniority will be as under:

(1) **Initial Training**. A recruit failing in the initial training as per the criteria set by the Air Headquarters will be terminated.

(2) **Trade Training (Basic)**. A trainee failing in basic trade training will be given an additional chance to reappear in the test on the failed subject, which will be held separately for the failed trainees after the field training. The trainee failing to pass the test for the 2nd time will be withdrawn from course, relegated and merged with the next entry and his seniority will be adjusted accordingly. If the trainee fails for the 3rd time (along with the next entry), he will be terminated from service.

(3) **Trade Training (Advanced)**. A trainee failing in advanced trade training will be given an additional chance to reappear in the test on the failed subject, which will be held separately for the failed trainees after the field training. The trainee failing to pass the test for the 2nd time will be withdrawn from course, relegated and merged with the next entry and his seniority will be adjusted accordingly. If the trainee fails for the 3rd time (along with the next entry), he will be terminated from service.

(4) **Cypher Assistant and Education Instructor**. An acting paid Warrant Officer (Cypher Assistant and Education Instructor) failing in the initial training will be given an additional chance to reappear in the failed subject, which will be held separately. If the trainee fails for the 2nd time, he will be terminated from service.

(5) In exceptional circumstances when Air Headquarters is satisfied that an airman has been deprived of appearing at a trade test or attending a course for no fault of him, or when a test/course could not be arranged in time, and as a consequence the airman is liable to suffer loss of seniority, the airman concerned on successfully qualifying the subsequent trade test or course, held immediately thereafter, may be granted ante-dated seniority from the date on which he would have otherwise been promoted.

h. **Acting Paid Rank for Physical Fitness & Drill Instructor and Provost Trades**. Candidate selected as Physical Fitness & Drill Instructor and Provost on successful completion of requisite trade training, will pass out together with other trade airmen. They will be promoted to the rank of LAC on completion of 03 years service. They will be granted acting paid rank of Cpl on completion of one year of On the Job Training period and satisfactory performance of duties in the trade at BAF Bases/Units as LAC. Their next promotion shall be governed by para 17j.

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j. **Promotion Criteria.** Promotion up to the rank of Sgt will be made without any restriction of establishment vacancy. Substantive promotion of all airmen (except Cypher Assistant , Education Instructor and Aircrew trade) will be granted subject to the approval of Officer Commanding and in accordance with the rules set out below:

Rank	Minimum length of service	Minimum service on the Rank	Training/Courses/ Suitability	Remarks
LAC	03 Years	-	Passing of appropriate trade test as prescribed by the Air Headquarters	-
Cpl	07 Years	03 years as LAC	Suitability and passing of appropriate trade test as prescribed by the Air Headquarters	-
Sgt	12 Years	03 years as substantive Cpl	Successful completion of proficiency test as prescribed by the Air Headquarters.	Airmen will be eligible for proficiency test on completion of 10 years of service
WO	18 Years	03 years as substantive Sgt	Successful completion of Management course and suitability	Subject to establishment vacancy
SWO	22 Years	02 years as substantive WO. However, it may be relaxed at the discretion of COAS	Suitability	Subject to establishment vacancy
MWO	25Years	02 years as Substantive SWO. However, it may be relaxed at the discretion of COAS	Suitability	Subject to establishment vacancy

(1) **Cypher Assistants and Education Instructors.** On successful completion of initial training, an acting paid Warrant Officer (Cypher Assistants and Education Instructors) will be promoted to the substantive rank of Warrant Officer with effect from the last date of final examination. Further promotion would be subject to establishment vacancy, suitability and following minimum length of service:

WO to SWO	-	7 years as substantive WO
SWO to MWO	-	8 years as substantive SWO

(2) **Religious Teachers.** Promotion of the Religious Teachers will be as per the regulation of Education Instructor trade but they will get emoluments as per JSI or as determined by the government from time to time.

(3) **Aircrew.** Terms and conditions of svc of airmen aircrew trade (trade serial number 23) will be as per Air Force Instruction No. 49/66 or as determined by the government from time to time.

Branch List Permanent Commission

18. Suitable Warrant Officers, Senior Warrant Officers and Master Warrant Officers will be eligible for grant of Branch List Permanent Commission.

Acting Paid Rank

19. Airmen may be appointed to acting paid ranks by the Air Headquarters against authorized establishment vacancies when airmen of appropriate substantive ranks cannot be made available.

Retention of Acting Paid Rank

20. Acting paid rank will be retained as long as an airman fills an establishment vacancy. It will also be retained in the following circumstances:

- a. When undergoing conversion or other training.
- b. Up to a maximum of 4 months absence from duty due to wounds, injuries or sickness not caused due to own negligence or fault.
- c. During leave pending retirement, invalidation, discharge or transfer to the reserve.
- d. When placed in open or close arrest (including arrest by civil authorities), the acting paid rank will be converted into acting unpaid rank pending the result of the trial. If the airman is subsequently acquitted or for any reason is not brought to trial, will be reappointed to the acting paid rank with effect from the date of relinquishment and shall be deemed to have held that rank continuously. Acting paid rank will not be relinquished if the period of arrest is less than four days. If an airman ceases to perform duties in the above circumstances, the airman's post will not be filled until the result of the trial is known. Such relinquishment will be promulgated on the authority of his Officer Commanding and separate notification to be forwarded to the Officer Commanding BAF Record Office.

Remustering, Reduction and Reversion

21. The Remustering, Reduction and Reversion procedures are appended below:

- a. **Remustering.**
 - (1) **AC-2/AC-1/LAC (Under Training).** Airmen undergoing training in the allocated trade if found unsuitable may be transferred or remustered to another suitable trade. In this case the airman will be relegated to next course and seniority will be adjusted accordingly.
 - (2) **LAC and above.** Remustering from one trade to another would not normally be necessary and an airman, therefore, would not normally be encouraged to remuster. When it is considered necessary for service reasons, remustering will be effected on passing appropriate trade tests on completion of a prescribed course of instruction. Rules regarding ranks, seniority, pay etc on remustering of airmen will be as prescribed from time to time by the Air Headquarters.

b. **Reduction, Reversion and Remustering for Misconduct, Inefficiency or Unsuitability.**

- (1) The Chief of Air Staff or any officer empowered by the Government may reduce any non-commissioned officer to any lower grade or to a lower rank or to the ranks for misconduct, inefficiency or unsuitability.
- (2) The Chief of Air Staff or any officer empowered by the Government in this behalf, may reduce an airman other than a non-commissioned officer to a lower class in the ranks, for inefficiency.
- (3) On active service, an officer commanding the air forces in the field may reduce any non-commissioned officer under his command to a lower grade or to a lower rank or to the ranks for misconduct, inefficiency or unsuitability.
- (4) The Chief of Air Staff may also without reduction, transfer or remuster any Warrant Officer, NCO or other airman for inefficiency.
- (5) Reduction for inefficiency shall normally be to the rank immediately below that held. In exceptional circumstances reduction by more than one step may be ordered but this power shall be exercised by the Chief of Air Staff only.
- (6) An order for reduction or reclassification shall state whether such reduction or reclassification is for misconduct or inefficiency or unsuitability, and when reduction is to the ranks, the class in the ranks to which the airman is reduced. The order shall also state the date from which the reduction or reclassification is to take effect.
- (7) A non-commissioned officer who is reduced to ranks by sentence of a court-martial, or who is deemed to be reduced to ranks under section 79 of the Act, shall be deemed to be reduced to the highest classification in the ranks.
- (8) A non-commissioned officer sentenced by a court-martial to imprisonment, detention, field punishment or dismissal from the service shall be deemed to be reduced to the ranks.
- (9) An airman remustered or transferred to a trade under clause (4) resulting in reduction in his rate of pay compared to that previously drawn by him, has the option of claiming discharge from the service.
- (10) The commanding officer of an acting non-commissioned officer may order him to revert to his substantive rank as a non-commission officer, or if he has no substantive rank, to the ranks.

Pay and Allowances

22. Pay and allowances will be admissible as per JSI 1/2016 or as determined by the Government from time to time.

Leave and Leave Travelling Concession

23. Leave and leave travelling concession will be admissible as per AFI/JSI/PR(P) or as determined by the Government from time to time.

Medical Treatment

24. Except the paragraphs, which relate to the grant of sick leave and transfer to home establishment, the rules contained in paragraphs 546 to 570 of the regulations for the medical services of Army will be applied mutatis mutandis to BAF airmen.

Accommodation, Clothing, Conservancy, Ration etc

25. Airmen will be entitled to free accommodation, clothing, conservancy and ration in accordance with the prescribed scales and the conditions laid down there under. If services in kind are not provided, airmen will be entitled to allowance(s) in lieu thereof as laid down from time to time. Other entitlements during the service will be as laid down by the Government from time to time.

Clothing Issue and Exchange

26. Airmen will receive free initial issue of clothing and accessories according to the scale laid down from time to time and will also be entitled to kit maintenance allowances as per existing rules.

Pension and Gratuities, Disability and Family Pension

27. Pension/gratuities, disability and family pension will be admissible in accordance with the rules laid down by the government from time to time.

Liabilities

28. Airmen will be loyal to the People's Republic of Bangladesh, the Constitution of Bangladesh and the President of the People's Republic of Bangladesh. Airmen will be bound to carry out any duty assigned by the Bangladesh Air Force with sincerity and loyalty and also be bound to go anywhere by the sea, land and air whenever ordered to do so.

Applicability

29. Airmen already in service on the date of issue of this instruction will also be governed by the terms and conditions laid down in this AFI.

30. An airman who wishes to retire from service on completion of his current engagement/re-engagement tenure will be required to apply accordingly within three months of promulgation of this AFI. In this case the airman may be retired with benefits as admissible subject to exigencies of service and in light of para-32.

31. At the time of implementation of this AFI airmen in extended period of svc (beyond 25 years) will not be governed by this AFI. Their retention/discharge/retirement will be decided by the Air Headquarters as per the requirement of service.

32. Air Headquarters is responsible to determine the number of different categories of airmen to be retained under this AFI for smooth and efficient functioning of BAF. Moreover, to ensure the flow of recruitment and the career progression of BAF airmen overall

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manpower is to be kept at required level. The screening process is to be done basing on the airmen's technical know-how, skill, abilities and performance to fulfill the force requirement.

33. All terms and conditions in this AFI will be implemented under the authority of the Chief of Air Staff.

Change over on Implementation

34. Airmen in service at the time of issuance of this AFI will change over to the new trade structure as mentioned in annex "A" to this AFI.

35. AFI 1/78, Corrigendum 1/84, CS No 1/X/88, Corrigendum 3/2002. MOD Ltr no 2R-3/D-21/83/94 dt 12 Sep 83 and other instruction contrary to this instruction are hereby superseded by this AFI.

Ref: AFI – 1/11
JSI 1/2016

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ANNEX A TO
TOPIC- 5

TRADES

Trade Ser No	Name of Trade	Remarks
1.	Airframe Fitter (Afr Fitt)	-
2.	Engine Fitter (Engg Fitt)	-
3.	Electrical and Instrument Fitter (E&I Fitt)	Electrical Fitter (Elect Fitt) and Instrument Fitter (Inst Fitt) are merged.
4.	Radio Fitter (Radio Fitt)	Wireless Fitter (Wrles Fitt) and Radar Fitter (Rad Fitt) are merged.
5.	Armament Fitter (Armt Fitt)	Armament Fitter (Armt Fitt), Photographer I (Photo-I) and Live Saving Equipment Workers (LSEW) are merged.
6.	General Engineering (Gen Engg)	Consists of General Mechanic I (Gen Mech I), Metal Worker (MW) and Carpenter I (Carp I).
7.	Ground Signaling (GS)	-
8.	Radar Operator (Rad Op)	-
9.	Air Traffic Control Assistant (ATCA)	-
10.	Meteorological Assistant (Met Asst)	-
11.	Mechanical Transport Operator and Fitter (MTOF)	Mechanical Transport Fitter (MTF) and Mechanical Transport Operator (MTO) are merged.
12.	Physical Fitness and Drill Instructor (PF&DI)	Ground Combat Instructors (GCI) and Physical Training Instructors (PTI) are merged.
13.	Ground Combateers (GC)	-
14.	Provost (Pro)	-
15.	Logistic Assistant (Log Asst)	Earlier Supply Assistant (Sup Asst), is renamed as Logistic Assistant (Log Asst)
16.	Secretarial Assistant (General Duties)- Sec Asst (GD)	Clerk General (Clk Gen) and Clerk Typist (Clk Typ) are merged.
17.	Secretarial Assistant (Accounts)- Sec Asst (A)	Clerk Pay Account (Clk PA) and Clerk Equipment Account (Clk EA) are merged.
18.	Medical Assistant (Med Asst)	Consists of Medical Assistant, Nursing Attendant, Special Treatment Attendant, Mental Treatment Attendant, Operating Room Technician, Radiographer, Laboratory Technician, Physiology Training Assistant, Dispenser, Physiotherapist, Hygienist, Blood Transfusion Attendant, Dental Operating Room Assistant and Dental Mechanic.
19.	Administrative Assistant (Admin Asst)	Administrative Assistant (Admin Asst) and Catering Assistant (Cat Asst) are merged.
20.	Musician	-
21.	Cypher Assistant (Cy Asst)	-
22.	Education Instructor (Edn Instr)	Consists of Education Instructor (Edn Instr) and Religious Teacher (RT).
23.	Aircrew	Consists of Flight Engineer (Flt Engr), Load Master (LM), Air Gunner (AG) and Air Steward (Air Std).

CHAPTER-6

PERFORMANCE APPRAISAL : BAF AIRMEN

Introduction

1. This order lays down the procedures for raising Performance Appraisal of BAF airmen of the rank of Sergeant (Sgt) and above including aircrew (on BAF Form P-58) and airmen of the rank of Corporal (Cpl) and below (on BAF Form P-58A).

Aim of Performance Appraisal

2. Performance appraisal is a significant and important document, which provides useful information regarding an individual for various administrative and organization requirement. It plays a key role for evaluating an individual's job accomplishment, behaviour and personal traits. All concerned must take appropriate action to guide and counsel their subordinates for attaining better performance. This will eventually lead them for achieving the goals of BAF.

Rendition of Performance Appraisal Report

3. Performance appraisal reports on BAF Form P-58 and BAF Form P-58A are to be raised in duplicate for all airmen including aircrew. One copy of the report is to be forwarded to BAF Record Office and the other is to be retained with the unit copy service documents of the airmen. It is to be initiated by an initiating Officer (IO), reviewed by a Reviewing Officer (RO) and finally reviewed by a Senior Reviewing Officer (SRO)/Officer Commanding. Senior Reviewing Officer of a Junior Commissioned Officer (JCO) must be the Officer Commanding (OC) of a Wing/Squadron/Unit.

Occasions of Performance Appraisal

4. Performance appraisal reports are to be raised on following occasions :

a. **Annual.** BAF Forms P-58 and P-58A are to be raised on or by 30 June each year for all airmen including aircrew who have completed at least three (03) months service at their present unit. However, if an airman proceeds on posting in the month of April, May or June, his performance appraisal report will be raised by the dispatching unit. Before completing three (03) months service in a unit, if an airman is posted out in such case that unit will raise his report where the airman has served for more than 45 days.

b. **Special.** BAF Forms P-58 and P-58A are to be raised when specially called for by BAF Record Office. Such reports are to be dispatched to BAF Record Office within ten days of the receipt of instructions.

5. Performance Appraisal Reports (BAF forms P-58 and P-58A) are to reach BAF Record Office by 15 July each year.

General Guidelines on Performance Appraisal

6. To maintain uniformity for assessing of all BAF airmen, all concerned are to follow a specific guideline. Performance appraisal of airmen is to be initiated and countersigned based on the following general guidelines:

- a. **Master Warrant Officer (MWO)/Senior Warrant Officer (SWO)** Performance Appraisal of MWO/SWO are to be initiated by the Officer-in-Charge (OIC) section/Adjutant (Adjt), and reviewed by the next superior Officer in the chain of command, if any, and finally by the OC in column 18.
- b. **Warrant Officer (WO)**. Performance Appraisal of WOs can also be initiated by the MWOs/SWOs in-Charge (IC) section, and reviewed by the next superior Officer in the chain of command. Ref: 06.03.2600.036.60.001.79.000-4/89A dt 08 Jun 14.
- c. **Sergeant (Sgt) and below**. Performance Appraisal of Sgt and below is to be initiated by the Section in charge MWO/SWO/WO under whom the airman is serving directly. If Section in Charge is not available then Officer-in-Charge section/Adjutant, and reviewed by the next two superior Officer in the chain of command.
- d. **JCOs Serving at Air Headquarters**. Performance Appraisal of MWO/SWO/WO serving at Air Headquarters is to be initiated by Assistant Director and reviewed by Deputy Director and the last column of the report is to be signed by the Director.
- e. **Personal Assistant (PA)**. Performance Appraisal of Airmen deployed on PA duties, are to be raised invariably by the officer with whom the airman actually worked during the period of report.
- f. **Players**. Performance Appraisal of players is to be raised invariably by the Coach/Manager. They will fill in the form in consultation with the parent unit of the airmen, especially for commenting upon his professional ability. However, if the Coach/Manager is junior to an airman or if they are civilians, in that case such reports are to be raised by an Officer in the chain of command and final column is to be signed and put remarks by the Officer Commanding SOPF BAF. Each player is to be sent to his parent unit minimum for a period of 2 months in a year. Coach/Manager will select suitable time for the attachment.
- g. **Non-availability of Reviewing/Senior Reviewing Officers**. For non-availability of Reviewing/Senior Reviewing Officers, the next Senior Officer/Officer Commanding as applicable is to sign and put remarks in the final para of the Appraisal Form.
- h. **Availability of only one Officer**. If there is only one Officer available in such case he will record his remarks as Initiating Officer and put his signature in para-13 for P-58A and para-15 for P-58 respectively. Finally, he will only put his signature in para-16 for P-58A and para-18 for P-58 respectively.

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j. **Responsibility of Officer for BAF Form P-58 and P58A.** An Officer (Adj, OIC, OC or any other appointments) who has been in the strength for more than three (03) months and posted out in the month of April-June of the year, must raise or sign the BAF Form P-58 and P-58A of the personnel under him before leaving the unit or forms are to be sent to him to his newly posted place for his remarks and signature. In such cases the forms are to be raised in the month of May and be sent to him so that those forms come back to parent unit by the mid of June.

k. **Airmen on Attachment.** If an airman served on attachment for a period of more than three (03) months i.e. March, April, May and June, his report is to be raised by that unit. In this connection, his parent unit will co-ordinate with that unit for sending his report in time.

l. **Airmen on Detachment.** When airmen remain on detachment to another unit for attending a course under a civil organization, reports of such airmen are to be raised from their parent unit. During the course if any one of them involved with disciplinary activities, a detail report is to be forwarded to his parent unit by the unit he is attached to for necessary action.

Instructions for Completion of BAF Form P-58 and P-58A

7. **Period of Report (Para-1).** Period of report of Performance Appraisal will be counted from 01 July to 30 June in each year. The period is to be written in this paragraph clearly.

8. **Occasions (Para-2).** Occasions of Performance Appraisal will be considered as per para 4 above.

9. **Service Particulars (Para-3).** It is to be ensured that correct service particulars are recorded. These are either to be typed or written in capitals.

10. **Present Appointment/Deployment (Para-4).** Information to be provided in this paragraph mentioning present appointment/deployment. The name of particular Aircraft/Equipment/Job on which the individual is employed during the appraising period is to be mentioned in the given table.

11. **Description of Expertise (Para-5 of P-58 for Sgt and above).** If the airman is expert on a particular aircraft, vehicle, equipment or any other specialized job acquired by special training/course/practical work etc are to be provided in this paragraph.

12. **Particulars of Replacement Trained by the Appraiser (Para-6 of P-58 for Sgt and above).** Particulars of the replacement trained/prepared by the appraiser for taking over the position of the senior airman on posting/retirement will be included in this paragraph.

13. **Medical Information (Para-5 of P-58A and Para-7 of P-58).** All airmen will have to be checked up for their medical fitness. However, such medical fitness is not required for those airmen who are serving abroad under different course/missions/embassies. For such

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airmen one over/under weight certificate (as per Annex A to this AFO) duly signed by the Initiating Officer is to be forwarded with the report.

14. **Physical Efficiency Test (PET) (as Applicable) (Para-6 of P-58A and Para-8 of P-58).** All airmen are to appear PET (as applicable) and their results (Passed/Failed/Absent/ Exempted) are to be endorsed in this column. Weightage will be given on PET for further promotion. An airman is to pass at least two PET including last PET.

15. **Musketry Firing (Para-7 of P-58A and Para-9 of P-58).** All airmen are to participate in annual musketry firing as per schedule program and the disposal is to be put in proper column of this paragraph. Weightage will be given on musketry firing for further promotion.

16. **Character and General Behavior (Para-8 of P-58A and Para-10 of P-58).** Character and general behavior of every airman is to be assessed in the following grades.

'Good'

'Satisfactory'

'Unsatisfactory'

The assessment given is to be indicated by inserting a cross in one of the three boxes appropriate to the grading.

a. **Good.** As per enrolment policy, normally a candidate enrolled in BAF with good character. As such, an airman having no disciplinary record in service career should be assessed as "Good".

b. **Satisfactory.** Character assessment higher than "Satisfactory" is not to be given to an airman if during the period for which he is being assessed, awarded with any of the following punishments :

(1) Reverted, reduced in rank or deprived of seniority for misconduct.

(2) Forfeiture of Good Conduct Badge and Pay.

(3) Sentenced to field punishment by Court Martial, imprisonment or detention for a total period up to but not exceeding 60 days in aggregate.

c. **Unsatisfactory.** Higher assessment than "Unsatisfactory" is not to be given to an airman if during the period of the report he has been sentenced to field punishment by court martial, imprisonment or detention for 61 days or more in aggregate.

An Officer Commanding may, however, exercise his discretion in awarding an assessment lower than the one prescribed by the laid down limits, if the behaviour of an airman is considered to be undesirable although not open to disciplinary action.

17. **Trade Proficiency and General Ability (Para-9 of P-58A and Para-11 of P-58).**

a. **Assessment on Trade Proficiency.** There are five traits for Cpl and below and ten traits for Sgt and above for which an airman is to be assessed in his trade proficiency and general ability. All airmen are to be assessed in these traits which have been graded on a ten point scale and the grades have been clearly defined to provide proper guidance, so as to ensure accurate and uniform standard of assessment. The assessment in each trait is to be indicated by inserting a cross in one of the boxes provided for each rating.

b. **Assessment of Airmen Employed on others Duties.** Care should be exercised in assessing the trade proficiency of airmen employed on duties of trades other than their own. For example, airmen who are borne on the strength of a formation or a section like School of Physical Fitness BAF. Inspectorate, Directorate of Work Study. Directorate of Air Intelligence etc, are to be assessed for trade proficiency in their respective trades in consultation with specialist, officers, if necessary.

c. **Assessment for Airmen Having Medical Category.** An airman have Medical Category who is exempted from Parade/PT/Games and other extra duties should not be given more than '6' score out of '10' for Parade/PT/Games.

18. **Total Score (Para-10 of P-58A and Para-12 of P-58).** The total points obtained by an airman in all the traits are to be recorded in para-10 of P-58A and Para-12 of P-58 as his total score in trade proficiency assessment.

19. **Overall Grading and Percentage (Para-11 of P-58A and Para-13 of P-58).** To achieve uniformity of standard, the overall grading and following maximum percentages of awarding in higher grades are laid down for the guidance of Assessing Officers :

a. **For Cpl and below :**

Total Score	Overall Grading	Maximum Percentage
46-50	10 (Outstanding)	5%
43-45	9 (Well Above Average)	6%
38-42	8 (Well Above Average)	9%
33-37	7 (Above Average)	20%

a. **For Sgt and above :**

Total Score	Overall Grading	Maximum Percentage
91-100	10 (Outstanding)	5%
81-90	9 (Well Above Average)	6%
76-80	8 (Well Above Average)	9%
66-75	7 (Above Average)	20%

However, percentage mentioned against overall grading may be relaxed which must be duly recommended by the last Senior Reviewing Officer/Officer Commanding.

20. **Fitness for Promotion (Para-12 of P-58A and Para-14 of P-58).** An airman's fitness for promotion will invariably depend on his proficiency rating and character assessment. This correlation must be strictly observed when completing this column. An airman (Sgt and below) who has not completed necessary training for promotion to next higher rank or has recently been promoted is also to be recommended for promotion to the next higher rank. Otherwise, it will be considered as "Adverse Report" (Crossing the score of 1, 2 & 3 also will be considered as "Adverse Report"). Recommendations for promotion are to be recorded as not applicable in respect of Master Warrant Officers.
21. **General Remarks (Para-13 of P-58A and Para-15 of P-58).** Remarks of the Initiating Officers are to be invariably recorded in Para-13 of P-58A and Para-15 of P-58 in respect of all airmen including aircrew. The remarks should not be of a general nature but given specific observation regarding personality, temperament, effectiveness on secondary duties or any other salient points and be in conformity with the actual assessments of character and trade proficiency.
22. **Adverse Report (Para-14 of P-58A and Para-16 of P-58).** If an airman is assessed as 'Unsatisfactory' in character and general behavior or 'Not yet Fit for Promotion' or 'Unfit for Promotion' or graded 'Below Average'/'Poor' or total score is equal to 'Below Average'/'Poor' or any remarks about his unfitness for any job/skill or adversely commended upon in the pen picture will be treated as adverse report. In that case the appraisee is to be informed of such appraisal and his signature is to be obtained in Para-14 of P-58A (for Cpl and below) and Para-16 of P-58 (for Sgt and above) and the Senior Reviewing Officer must be the Officer Commanding.
23. **Remarks by Reviewing Officer (Para-15 of P-58A and Para-17 of P-58).** Reviewing Officer will put his remarks in para-15 of P-58A and Para-17 of P-58 respectively. When Reviewing Officer disagree/having difference of opinion with character and trade proficiency assessments given by the Initiating Officer, he should indicate his own assessment in red ink and initial it with rank and give a remarks justifying the changes.
24. **Remarks by Senior Reviewing Officer/Officer Commanding (Para-16 of P-58A and Para-18 of P-58).** Senior Reviewing Officer/ Officer Commanding will put his remarks in Para-16 of P-58A and Para-18 of P-58 respectively. When Senior Reviewing Officer/Officer Commanding disagree/possess difference of opinion with character and trade proficiency assessments given by the Initiating Officer/ Reviewing Officer, he should indicate his own assessment in red ink and initial it with rank and give a remarks justifying the changes.
25. **Inform Individual about the Performance Appraisal Report.** Officer Commanding/ appropriate authority is to inform the individual highlighting their strength/weaknesses concerning trade proficiency and character traits.
26. **Recording of Appraisal and Custody of Performance Appraisal.** Character appraisals of all airmen are to be recorded in their Sheet Rolls (BAF Form P-1). Trade proficiency assessments/ score of airmen are not to be recorded in their Sheet Rolls. They are also not to be informed of their assessments unless adversely reported upon. The unit copies of BAF Form P-58 and P-58A are to be held by an officer responsible for the custody of such documents.
27. **Source of Supply.** The BAF Form P-58 and P-58A are to be obtained on demand from the normal source of supply and Annex A (Over/underweight certificate for the personnel serving in abroad) is to be prepared by Bases/ Units as per specimen given in this AFO.

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PERFORMANCE APPRAISAL - BAF AIRMEN

(To be used for Sergeant and Above)

PART-I (FOR ASSESSEE)

BAF Form-P-58

(Revised 2013)

1. Period of Report : From.....To

2. Occasions : Annual Special (reason :)

3. Service Particulars:

BD/.....Rank.....Name.....Trade.....Date

of Enrolment.....Entry No.....Total

Svc.....Year.....Month.

Base/Unit..... Staying period at present base/unit.....Year..... Month. Staying period at present area.....Year.....Month.

4. a. Present appointment/deployment.....

b. Aircraft/Equipment/Job on which employed during the appraising period :

Base/Unit/Flt/Sec	Aircraft/Equipment/Job in which deployed	Period	
		From	To

5. Description of Expertise (if the airman is expert on a particular aircraft, vehicle, equipment or any other specialized job):

Expertise on (name of ac/veh/eqpt/job)	How acquired (spl trg/course/prac wk etc)	Description of Expertise

6. Particulars of Replacement Trained by the Appraisee (if applicable) :

Ser No	BD/No	Rank	Name	Trade	Knowledge Imparting Period	
					From	To
a.						
b.						

7. Medical Information :

a. Medical category		b. Date of Birth		Signature of Medical Officer
c. Age		d. Height		
e. Present weight		f. Over weight/Under Weight		
g. Fit/Unfit				

8. PER Test (as applicable) :

PER Test	Date	Results		Date		Signature of GSTO/OIC Sports
1st Quarterly Test		Passed/Failed/ Absent/Exempted	2nd Quarterly Test		Passed/Failed/ Absent/Exempted	
3rd Quarterly Test		Passed/Failed/ Absent/Exempted	4th Quarterly Test		Passed/Failed/ Absent/Exempted	

9. Musketry Firing :

Qtr	Rifle	SMG	Pistol	Rmks	
1 st Qtr	Attended/Exempted/Ab sent/ Not applicable	Attended/Exempted/Ab sent/ Not applicable	Attended/Exempted/Ab sent/ Not applicable		Signature of GSTO/OIC Spots
2 nd Qtr	Attended/Exempted/Ab sent/ Not applicable	Attended/Exempted/Ab sent/ Not applicable	Attended/Exempted/Ab sent/ Not applicable		
3 rd Qtr	Attended/Exempted/Ab sent/Not applicable	Attended/Exempted/Ab sent/ Not applicable	Attended/Exempted/Ab sent/ Not applicable		

Date :

Signature of Appraisee

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PART-II (FOR ASSESSOR)

10. Character and general behavior : (Cross the appropriate box)	Good <input style="width: 30px; height: 20px;" type="text"/>	Satisfactory <input style="width: 30px; height: 20px;" type="text"/>	Unsatisfactory <input style="width: 30px; height: 20px;" type="text"/>		
11. Trade Proficiency and General Ability : (Cross the appropriate box)					
	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px;">1</div> <div style="border: 1px solid black; padding: 2px;">9</div> </div> <div style="display: flex; justify-content: space-around;"> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> </div>	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px;">8</div> <div style="border: 1px solid black; padding: 2px;">7</div> </div> <div style="display: flex; justify-content: space-around;"> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> </div>	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px;">6</div> <div style="border: 1px solid black; padding: 2px;">5</div> </div> <div style="display: flex; justify-content: space-around;"> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> </div>	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px;">4</div> <div style="border: 1px solid black; padding: 2px;">3</div> </div> <div style="display: flex; justify-content: space-around;"> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> </div>	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px;">2</div> <div style="border: 1px solid black; padding: 2px;">1</div> </div> <div style="display: flex; justify-content: space-around;"> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> </div>
a. Professional Knowledge and Eagerness to Learn More	Has extensive knowledge on his trade, Goes out of his way to keep up-to-date knowledge.	Good knowledge of his trade, Well informed and eager.	Has sufficient Knowledge to meet all ordinary requirements satisfactorily.	Has limited Knowledge but makes some efforts to improve.	Lack of knowledge. Makes no effort to improve.
b. Practical ability and willingness	Consistently thriving for outstanding result.	Produces a good standard of work.	Produces acceptable results.	Show and slipshod at times.	Fails more often than succeeds.
c. Sense of Duty and attentiveness	Highly conscientious and devoted to duty.	Has high sense of duty.	Generally keen and dutiful.	Inclined to place self before service.	Indifferent.
d. Loyalty and Discipline	Maintains a very high standard of discipline and loyalty	A good disciplinarian and loyal	Maintains satisfactory standard of discipline.	Unable to maintain acceptable standard.	Has no sense of discipline.
e. Initiative and Responsibility	Takes extra-ordinary initiative to produce result and decentralizes responsibilities	Takes good initiative to produce result.	Having acceptable level of initiative to produce result.	Has limited initiative but makes some efforts to improve.	Lacks initiative. Makes no effort to improve.
f. Reliability and Confidence Achieved from Superiors, Peers and Subordinates	Exceptionally reliable in producing results.	Highly dependable in carrying out assignments.	Willing to assume responsibility. Usually dependable.	Inclined to evade responsibility.	Irresponsible and unreliable.
g. Physical Fitness and Acceptance of Arduous/ Secondary Duties.	Keep fit for most arduous duties. Exceptional in Parade/PT/Games.	Keep fit for arduous duties. Above average in Parade/PT/Games.	Keep fit for normal Air Force duties. Average in Parade/PT/Games.	Below average in physical fitness. Lacks stamina and interest for Parade/PT/Games.	Does not accept physical strain and hardship. Avoids Parade/PT/Games.

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h. Ability and Interest to Train Subordinates	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px; width: 30px; height: 30px; text-align: center;">1</div> <div style="border: 1px solid black; padding: 2px; width: 30px; height: 30px; text-align: center;">9</div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> </div>	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px; width: 30px; height: 30px; text-align: center;">8</div> <div style="border: 1px solid black; padding: 2px; width: 30px; height: 30px; text-align: center;">7</div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> </div>	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px; width: 30px; height: 30px; text-align: center;">6</div> <div style="border: 1px solid black; padding: 2px; width: 30px; height: 30px; text-align: center;">5</div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> </div>	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px; width: 30px; height: 30px; text-align: center;">4</div> <div style="border: 1px solid black; padding: 2px; width: 30px; height: 30px; text-align: center;">3</div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> </div>	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px; width: 30px; height: 30px; text-align: center;">2</div> <div style="border: 1px solid black; padding: 2px; width: 30px; height: 30px; text-align: center;">1</div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> </div>
	Has extensive ability and interest to train subordinates.	Good ability and interest to train subordinates.	Has sufficient ability and interest to train subordinates.	Has limited ability and interest to train subordinates	Little ability and interest to train subordinates.
j. Integrity, Moral Standard and Courage	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px; width: 30px; height: 30px; text-align: center;">1</div> <div style="border: 1px solid black; padding: 2px; width: 30px; height: 30px; text-align: center;">9</div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> </div>	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px; width: 30px; height: 30px; text-align: center;">8</div> <div style="border: 1px solid black; padding: 2px; width: 30px; height: 30px; text-align: center;">7</div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> </div>	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px; width: 30px; height: 30px; text-align: center;">6</div> <div style="border: 1px solid black; padding: 2px; width: 30px; height: 30px; text-align: center;">5</div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> </div>	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px; width: 30px; height: 30px; text-align: center;">4</div> <div style="border: 1px solid black; padding: 2px; width: 30px; height: 30px; text-align: center;">3</div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> </div>	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px; width: 30px; height: 30px; text-align: center;">2</div> <div style="border: 1px solid black; padding: 2px; width: 30px; height: 30px; text-align: center;">1</div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> </div>
	Maintains very high standard of Moral, Integrity and demonstrated courage.	Maintains a good standard of Moral, Integrity and Courage..	Maintains satisfactory standard of integrity.	Unable to maintain acceptable standard of integrity.	Lacks integrity.
k. Supervising, Controlling, Coordinating and Organizing ability	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px; width: 30px; height: 30px; text-align: center;">1</div> <div style="border: 1px solid black; padding: 2px; width: 30px; height: 30px; text-align: center;">9</div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> </div>	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px; width: 30px; height: 30px; text-align: center;">8</div> <div style="border: 1px solid black; padding: 2px; width: 30px; height: 30px; text-align: center;">7</div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> </div>	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px; width: 30px; height: 30px; text-align: center;">6</div> <div style="border: 1px solid black; padding: 2px; width: 30px; height: 30px; text-align: center;">5</div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> </div>	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px; width: 30px; height: 30px; text-align: center;">4</div> <div style="border: 1px solid black; padding: 2px; width: 30px; height: 30px; text-align: center;">3</div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> </div>	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px; width: 30px; height: 30px; text-align: center;">2</div> <div style="border: 1px solid black; padding: 2px; width: 30px; height: 30px; text-align: center;">1</div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> </div>
	Exceptionally good for supervising, controlling, coordinating and organizing	Usually good for supervising, controlling, coordinating and organizing	Maintains acceptable standard of supervising controlling, coordinating and organizing ability.	Less ability to supervise, control, coordinate and organize	Has no sense of supervision, control, coordination and organizing.

12. Total score :

Overall grading :

13. The overall grading will be on the basis of total score as follows :

Score grading	Title grading	Maximum Percentage	Score grading	Title grading
91-100.....10	Outstanding	Not exceeding 5%	46-55.....5	Average
81-90.....9	Well Above Average	Not exceeding 6%	36-45.....4	Below Average
76-80.....8		Not exceeding 9%	30-35.....3	
66-75.....7	Above Average	Not exceeding 20%	29 and below.....2	Poor
56-65.....6	Above Average			

Note: Percentage mentioned against overall grading may be relaxed which must be duly recom by the last reviewing offr.

14. <u>Fitness for Promotion :</u> (Cross the appropriate box) Applicable	Fit for Promotion	Not yet Fit for Promotion	Unfit for Promotion	Not
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. <u>General Remarks:</u>				

Sign

Name.....

Rank.....

Initiating Officer

Date :

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(To be seen and signed by the appraisee if his total scores is below average/poor or there is any adverse remarks)

16. I have seen the below average report/adverse remarks.

Date.....
.....

Signature of Appraisee

17. Remarks by Reviewing Officer :

Date.....

Sign
Name.....
Rank.....
Reviewing Officer

18. Remarks by Senior Reviewing Officer/Officer Commanding:

Date.....

Sign
Name.....
Rank.....
Senior Reviewing Officer/Officer Commanding

Checked & Found Correct

NCOIC Docu-III Section : BD/ Rk.....Name..... Signature..... Date.....

WOIC Docu-III Section : BD/Rk.....Name..... Signature..... Date.....

Verified & Database Updated

NCOIC R&D Cell : BD/Rk.....Name..... Signature..... Date.....

WOIC R&D Cell: BD/Rk.....Name.....Signature..... Date.....

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PERFORMANCE APPRAISAL - BAF AIRMEN (To be used for Corporal and Below)

BAF Form-P-58A
(Revised 2013)

PART-I (FOR ASSESSEE)

1. Period of Report : From.....To

<div style="border: 1px solid black; padding: 2px; display: inline-block;">Annual</div>	<div style="border: 1px solid black; padding: 2px; display: inline-block;">Special (reason :)</div>
---	--

2. Occasions :

3. Service Particulars:

BD/.....Rank.....Name.....Trade.....Date
of Enrolment.....Entry No.....Total Svc.....Year.....
Month.
Base/Unit..... Staying period at present base/unit.....Year..... Month. Staying period at
present area.....Year.....Month.

4. a. Present appointment.....
b. Aircraft/Equipment/Job on which employed during the appraising period :

Base/Unit/Flt/Sec	Aircraft/Equipment/Job in which deployed	Period	
		From	To

5. Medical Information :

a. Medical category		b. Date of Birth		Signature of Medical Officer
c. Age		d. Height		
e. Present weight		f. Over weight/under weight		
g. Fit/Unfit				

6. PER Test (as applicable) :

PER Test	Date	Results	PER Test	Date		Signature of GSTO/OIC Sports
1st Quarterly Test		Passed/Failed/ Absent/Exempted	2nd Quarterly Test		Passed/Failed/Absent/ Exempted	
3rd Quarterly Test		Passed/Failed/ Absent/Exempted	4th Quarterly Test		Passed/Failed/Absent/ Exempted	

7. Musketry Firing :

Qtr	Rifle	SMG	Pistol	Rmks	Signature of GSTO/OIC Sports
1 st Qtr	Attended/Exempted/Ab sent/ Not applicable	Attended/Exempted/Ab sent/ Not applicable	Attended/Exempted/Ab sent/ Not applicable		
2 nd Qtr	Attended/Exempted/Ab sent/ Not applicable	Attended/Exempted/Ab sent/ Not applicable	Attended/Exempted/Ab sent/ Not applicable		
3 rd Qtr	Attended/Exempted/Ab sent/Not applicable	Attended/Exempted/Ab sent/ Not applicable	Attended/Exempted/Ab sent/ Not applicable		

Date :

Signature of Appraisee

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PART-II (FOR ASSESSOR)

8. Character and general behavior : Good Satisfactory Unsatisfactory
(Cross the appropriate box) ☐ ☐ ☐

9. Trade Proficiency and General Ability (Cross the appropriate box)

a. Professional Knowledge and Eagerness to Learn More	<div>1 9</div> <div><input type="checkbox"/> <input type="checkbox"/></div> <p>Has extensive knowledge on his trade, Goes out of his way to keep up-to-date.</p>	<div>8 7</div> <div><input type="checkbox"/> <input type="checkbox"/></div> <p>Good Knowledge of his trade, Well informed and eager.</p>	<div>6 5</div> <div><input type="checkbox"/> <input type="checkbox"/></div> <p>Has sufficient Knowledge to meet all ordinary requirements satisfactorily.</p>	<div>4 3</div> <div><input type="checkbox"/> <input type="checkbox"/></div> <p>Has limited Knowledge but makes some efforts to improve.</p>	<div>2 1</div> <div><input type="checkbox"/> <input type="checkbox"/></div> <p>Lack of knowledge. Makes no effort to improve.</p>
b. Practical ability and willingness	<div>1 9</div> <div><input type="checkbox"/> <input type="checkbox"/></div> <p>Consistently outstanding in quality and quantity of work.</p>	<div>8 7</div> <div><input type="checkbox"/> <input type="checkbox"/></div> <p>Produces a good standard of work.</p>	<div>6 5</div> <div><input type="checkbox"/> <input type="checkbox"/></div> <p>Produces acceptable results.</p>	<div>4 3</div> <div><input type="checkbox"/> <input type="checkbox"/></div> <p>Shows slipshod at times.</p>	<div>2 1</div> <div><input type="checkbox"/> <input type="checkbox"/></div> <p>Fails more often than succeeds.</p>
c. Discipline, Loyalty and Moral Standard	<div>1 9</div> <div><input type="checkbox"/> <input type="checkbox"/></div> <p>Maintains very high standard of discipline.</p>	<div>8 7</div> <div><input type="checkbox"/> <input type="checkbox"/></div> <p>A good disciplinarian.</p>	<div>6 5</div> <div><input type="checkbox"/> <input type="checkbox"/></div> <p>Maintains satisfactory standard of discipline.</p>	<div>4 3</div> <div><input type="checkbox"/> <input type="checkbox"/></div> <p>Unable to maintain acceptable standard.</p>	<div>2 1</div> <div><input type="checkbox"/> <input type="checkbox"/></div> <p>Has no sense of discipline.</p>
d. Initiative, Reliability and Confidence	<div>1 9</div> <div><input type="checkbox"/> <input type="checkbox"/></div> <p>Exceptionally reliable in producing results.</p>	<div>8 7</div> <div><input type="checkbox"/> <input type="checkbox"/></div> <p>Highly dependable in carrying out assignments.</p>	<div>6 5</div> <div><input type="checkbox"/> <input type="checkbox"/></div> <p>Willing to assume responsibility. Usually dependable.</p>	<div>4 3</div> <div><input type="checkbox"/> <input type="checkbox"/></div> <p>Inclined to evade responsibility.</p>	<div>2 1</div> <div><input type="checkbox"/> <input type="checkbox"/></div> <p>Irresponsible and unreliable.</p>
e. Physical Fitness and Acceptance of Arduous Duties.	<div>1 9</div> <div><input type="checkbox"/> <input type="checkbox"/></div> <p>Keep fit for most arduous duties. Exceptional in Parade/PT/Games.</p>	<div>8 7</div> <div><input type="checkbox"/> <input type="checkbox"/></div> <p>Keep fit for arduous duties. Above average in Parade/PT/Games.</p>	<div>6 5</div> <div><input type="checkbox"/> <input type="checkbox"/></div> <p>Keep fit for normal Air Force duties. Average in Parade/PT/Games.</p>	<div>4 3</div> <div><input type="checkbox"/> <input type="checkbox"/></div> <p>Below average in physical fitness. Lacks stamina and interest for Parade/PT/Games.</p>	<div>2 1</div> <div><input type="checkbox"/> <input type="checkbox"/></div> <p>Does not accept physical strain and hardship. Avoids Parade/PT/Games.</p>

10. Total score :

Overall grading :

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11. The overall grading will be on the basis of total score as follows :

Score grading	Title grading	Maximum percentage	Score grading	Title grading
46-50.....10	Outstanding	Not exceeding 5%	23-27.....5	Average
43-45.....9	Well Above Average	Not exceeding 6%	18-22.....4	
38-42.....8		Not exceeding 9%	15-17.....3	Below Average
33-37.....7	Above Average	Not exceeding 20%	14 and below....2	Poor
28-32.....6	Above Average			

Note: Percentage mentioned against overall grading may be relaxed which must be duly recom by the last reviewing offr.

12. Fitness for Promotion :
(Cross the appropriate box)
Applicable

Fit for Promotion	Not yet Fit for Promotion	Unfit for Promotion	Not
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

13. General Remarks:

Date :

Sign
Name.....
Rank.....
Initiating Officer

(To be seen and signed by the appraisee if his total scores is below average/poor or there is any adverse remarks)

14. I have seen the below average report/adverse remarks.

Date..... Signature of Appraisee

15. Remarks by Reviewing Officer :

Date.....

Sign
Name.....
Rank.....
Reviewing Officer

16. Remarks by Senior Reviewing Officer/Officer Commanding:

Date.....

Sign
Name.....
Rank.....
Senior Reviewing Officer/Officer Commanding

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PART-III (FOR BAF RO)

Checked & Found Correct

NCOIC Docu-III Section : BD/ Rk.....Name..... Signature..... Date.....

WOIC Docu-III Section : BD/Rk.....Name..... Signature..... Date.....

Verified & Database Updated

NCOIC R&D Cell : BD/Rk.....Name..... Signature..... Date.....

WOIC R&D Cell: BD/Rk.....Name..... Signature..... .. Date.....

Ref: AFO 39-22

06.03.2600.036.60.001.79.000-4/89A dt 08 Jun 14.

CHAPTER – 7

LEAVE - BAF AIRMEN

1. **Introduction.** Leave is a privilege and cannot be claimed as a matter of right. It is always granted subject to exigencies of service.
2. **Leave Year.** The leave year is 01 January to 31 December. Gazetted holidays may be prefixed or suffixed to leave with the permission of the competent leave sanctioning authority.
3. **Casual Leave.** Casual Leave is normally limited up to 10 days at a time. It may be extended up to 20 days in exceptional circumstances by the Officer Commanding base/Unit. Casual Leave counts as duty. It will on no account be utilized to supplement any other form of leave or absence. Any overstayed of casual leave will result in either conversion of the whole period in to annual leave or forfeiture of pay if considered necessary by the competent authority.
4. **Annual Leave.** Airmen may be granted annual leave for 2 months in a year. Annual leave will not be admissible to an individual in respect of a calendar year until he has actually performed duty in that year. Recruits undergoing training will not be granted leave except casual and leave on compassionate ground subject to a maximum of 30 days in a year.
 - a. **Accumulation of Annual Leave.** Annual leave may be accumulated at the rate of 30 days for each completed year of service.
 - b. **Advance Annual Leave.** In special circumstances the OC unit may grant extra annual leave up to 2 months. Either separately or in combination with the annual leave admissible for the current calendar year, subject to the condition that it will count against the individual's next year's entitlement of annual leave.
5. **Recreation Leave.** Airmen are entitled to take leave for rest and recreation, for a period of not less than 15 days, once in every 3 years. The period of leave shall be treated as duty like casual leave and shall not be debited to leave account.
6. **Leave on Medical Certificate.** An airman who is sick will be treated as sick in hospital when he is there or excused duty while sick in quarters. He may be granted leave on MC, as recommended, at the discretion of the OC unit for recover. Such leave will not count against his normal leave entitlement. If leave on MC exceeds 30 days medical board must be held.
7. **Extension of Leave.** An airmen who overstays his leave for reasons beyond his control may be granted extension of leave up to 2 months by OC Unit/Base and beyond 2 months by Air Headquarters.

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8. **Leave Pending Retirement/Discharge.** An airman may be granted 06 months LPR. He will be entitled to a lump amount in cash in lieu of accumulated annual leave left, after availing 06 months LPR, not exceeding 12 month's pay.

Ref : AFI 12/54 and corrigendum.

CHAPTER – 8

COMMISSIONING – AIRMEN

1. Airmen who have rendered at least four years service in the BAF, fulfilled the conditions of age and educational qualifications as applicable to civilian candidates and considered suitable by base/unit commanders, may apply for commissioning in the Bangladesh Army, The Bangladesh Navy and in the Ground Branches of the Bangladesh Air Force other than for SPSSC in the Education and the Technical Branches. They may apply on the prescribed application form obtainable from respective Information and Selection Centres/Sources and forward the same through proper channel.
2. For commissioning in the Army, Navy and Air Force the following service conditions are required to be fulfilled:
 - a. Minimum average assessment of last three years or less (as the case may be) in the annual confidential report will be as under:
 - (1) AC1 and LAC (not passed advance course)- Score of ACR 19 or above.
 - (2) LAC (passed advance course) and above - Score of ACR 39 or above.
 - b. Does not have any black or red ink entry in the conduct sheet.
3. On receipt of applications (for commissioning in the three services) at bases/units, an Interviewing Board with Base Commander in the Chair is to be arranged to test the potentialities of the candidates and applications of only those candidates are to be forwarded to Air Headquarters (Dte of Personnel), who are likely to make the grade.
4. At Air Headquarters another Interviewing Board is to be convened with the Director of Personnel in the Chair to assess the suitability of the candidates and applications only those candidates are to be forwarded to Rect Dte or BAF I&SC/Army Headquarters/Naval Headquarters, who are likely to come up to the required standard. At BAF I&SC the procedure for selection of airmen for direct commissioning in the BAF will, however, remain the same as applicable to the other direct entrant civilian candidates.

PROCEDURE FOR SELECTION OF BRANCH LIST PERMANENT COMMISSION IN BAF

5. As per existing rules Master Warrant Officers (Air), Senior Warrant Officers (Air) and Warrant Officers (Air) are eligible for grant of Branch List Permanent Commission (BLPC) in the branches allied to the trades and trade groups. Branches along with the allied trades and trade groups as mentioned against each are mention in Annex A to AFO 39-33 for guidance. They are not required to appear before the Inter Services Selection Board. According to the existing procedure Officer Commanding Bases/Units are to forward to recommendations only in respect of those Master Warrant Officers (Air), Senior Warrant Officer (Air) and Warrant Officer (Air) whom the consider fit for BLPC on prescribed application form along with 04 copies psasaport size photographs in uniform duly attested. Applications of lodger units are to be routed through respective Bases/Air HQ(U) as applicable. In order to provide equal opportunity to all eligible

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candidates, it has been decided to revise the existing procedure for selection of candidates for BLPC as laid down in the subsequent paragraphs.

6. To be eligible for appointment as a BLPC Officer a MWO (Air)/SWO (Air)/WO(Air) must:

- a. Have reached 30th birthday and be below the age of 45 years on the proposed date of his appointment (as BLPC officer).
- b. Hold substantive rank of Warrant Officer with at least 3 years service on the proposed date of his appointment.
- c. Be serving in a trade allied to the branch for which he is recommended.
- d. Have the character and trade proficiency of not less than 'good' and above average respectively during the last 3 yrs prior to the date of recommendations.
- e. Have no entry (Red or Black) in the conduct sheet for last 3 (three) yrs prior to the date of recommendations.

7. In the light of the manning position in each branch, the requirement for BLPC officers is to be worked out by Air Secretary's Branch by 1st September every yr for the course commencing in January. Air Secretary's Branch is to pass the requirement of branches to the Directorate of Personnel. Bases and Units are to be asked by the Directorate of Personnel to invite applications from eligible MWO(Air)/SWO(Air)/WO(Air) of only those allied trades and trade groups in which vacancies have been declared by the Air Secretary. Bases and Air HQ(U) are to convene local boards consisting of the following:

	Bases			Air HQ(U)	
a.	AOC/Base Cdr	Chairman		OC Air HQ(U)	Chairman
b.	All OC Wings	Member		Specialist Officer of the Branch	Member
c.	Concerned OC Lodger Unit	Member		Concerned Director/OC Lodger Unit	Member
d.	OIC 'P' Sqn	Secy		Adj Air HQ(U)-Secy	Member

The Board will interview all the applicants and assess each candidate in the five qualities as given in the prescribed proforma as per Annex C to AFO 39-33. Applications of all candidates alongwith the assessment proforma (Annex C) duly signed by AOC/Base Cdr/OC Air HQ(U) are to be sent to Air Headquarters (Directorate of Personnel).

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8. The applications are to be scrutinized by the Directorate of Personnel where candidates with Grading 4 and below are to be seeded out. The remaining applications are to be sent to the Specialist Dte for their comments. The recommended candidates will sit for a written test in English and Current Affairs in one paper and an IQ test. Directorate of Education will conduct and mark English and Current Affairs test., while IQ test will be conducted under the arrangement of Directorate of Recruitment. The results of the tests are to be submitted to Directorate of Personnel. Candidates who will secure 50% marks both in IQ and English & Current Affairs will be called for interview by the selection Board.

9. The composition of the selection Board will be as under:

- | | | | |
|----|--|---|----------------------------------|
| a. | All PSO's | - | Senior most will act as Chairman |
| b. | Director of Personnel | - | Member |
| c. | Air Secretary | - | Member |
| d. | An officer from Specialist Directorate | - | Member |
| e. | Deputy Director of Personnel (Manning) | - | Secretary |

10. The Selection Board will interview and assess each candidate on Annex D to AFO 39-33. The following documents of the candidates are to be made available to the Selection Board:

- a. Assessment report of local Board (annex C).
- b. Results of Academic and Intelligence Test.
- c. Service Record.

11. The distribution of marks obtained will be counted for final selection as per following ratio:

- | | | | |
|----|-----------------------------|---|------------|
| a. | English and Current Affairs | - | 20% |
| b. | IQ | - | 20% |
| c. | ACR | - | 10% |
| d. | Viva | - | <u>50%</u> |
| | Total | - | 100% |

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12. While making selection the Board is to keep in view the professional ability of the candidate for the appointment envisaged and his personal qualities as a potential officer. The recommendations of the Board are to be submitted to the COAS, BAF for approval.

Ref:

1. AFI 13/56 as amended by Corr no 16/69, MOD ltr No. 3A-25/D-21/82/80 dt 21 Jun 82.
2. AFI 32/62.
3. AFO 39/23 dt 11Jun 69.
4. AFO 39-33 dt 30 Jun 94.
5. AFI – 1/2000 dt 05 Apr 00.

CHAPTER-9

DISCHARGE PROCEDURE - AIRMEN

1. Procedure for discharge of airmen has been set with a view to ensuring speedy finalisation of accounts, settlements of gratuity/pension, and DSP fund claims. The word 'discharge' includes release, retirement and discharge wherever it appears.

Discharge Warning Orders

1. BAF Record Office normally issues discharge warning orders of airmen 6 months prior to the commencement of leave pending discharge. Airmen are posted to BAF Record Office (unit) 4 weeks before the due date of discharge. Those occupying service married accommodation at the time are allowed to retain the accommodation during the period they remain posted to BAF Record Office (Unit) and, thereafter, during the period of leave pending discharge.

Action by Base/Unit

3. On receipt of discharge warning orders fol actions are to be taken by Bases/Units:
 - a. Unit copy Sheet Roll of the concerned airmen is to be brought up-to-date incorporating all the outstanding entries from POR incl adjustment of AWOL if any and casual leave availed more than 20 days in a calendar yr or any other excess leave and then be despatched to BAF Record Office along with leave declaration cert obtained from the indl within 7 days of receipt of warning orders as per para 3a of AFO 39-19.
 - b. Bases/Units Accts Sqn are to close all Pay Books and GCI Cards of the airmen and fwd the same to BAF Record Office within 15 days of receipt of the warning orders for onward submission to FC (Air). Temporary Pay Book and GCI Card are to be raised for the remaining period.
 - c. Bases/Units are to complete outstanding Board of Inquiry, if there is any, against the airman well in advance so as to enable the indl to proceed on retirement in due dt.
 - d. Airmen who are to be invalided out of svc or those who are on permanent med cat and are made fit to complete the present term of svc and unfit for further svc are to be brought before the Medical Board for invalidment/final assessment as the case may be, well in time so that all actions are completed prior to their reporting to BAF Record Office. It may be noted that any delay in reporting to BAF Record Office due to delay in finalization of Board's paper, will not entitle the person to any ext of svc beyond his engagement.

Action by BAF Record Office

4. The fol actions are to be taken on receipt of Unit copy Sheet Roll, closed Pay Books and GCI Gards :

- a. Docus Section III for airmen Section is to compare all entries of the Record copy of Sheet Roll and to take appropriate action to settle the discrepancies if any, on account of leave, AWOL, dt of birth, Progressive Pay/GCB Pay, Promotion etc. Unit copy Sheet Roll is to be returned to unit immediately after comparison.
- b. Liaison Section is to fwd the closed Pay Books and GCI Cards to FC (Air) after keeping PPC of the same along with Record copy of Sheet Roll.
- c. Liaison Section is to obtain up-to-date statement of accounts showing debit/credit balance and up-to-date statement of DSP Fund showing latest balance from FC (Air) at least one month before the start of LPR. Copies of such statement are to be sent to Bases/Units for the info of the indl as and when received.

Final Discharge/Retirement Orders

5. BAF Record Office (Docus I&II Section) will issue Discharge/Retirement orders 60 days before the commencement of the LPR annotating the dt of reporting to BAF Record Office (U) on posting.

Action by Bases/Units

6. On receipt of Final discharge orders fol actions are to be taken by Bases/Units :

- a. The indl is to be cleared in all respect and be despatched to BAF Record Office (Unit) by due dt. Airmen occupying married accn may be allowed to retain their accn till the expiry of LPR in accordance with Para 27 of AFO 86-19 dt 28 Jul 03. All outstanding dues are to be cleared but where full recovery is not possible an outstanding claim cert to be rendered by Accts Sqn and be fwd to BAF Record Office alongwith other docus.
- b. Unit copy Sheet Roll of the indl is to be completed and assessments on discharge are to be recorded on page 11. Relevant columns of pages 4 and 10 of Sheet Roll are to be filled in appropriately and those are to be signed by Officer Commanding personally. Page 8 (Conduct Sheet) is to be certified as "Certified no entry" or "Certified no further entry".
- c. The fol docus are to be handed over to the indl in a closed cover to carry personally and deposit the same to BAF Record Office (Unit) on arrival.

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- | | | |
|------|--|------------|
| (1) | Form P-1 (Unit copy of Sheet Roll) | - 1 Copy |
| (2) | Form P-30 (Duly completed and signed by OC Unit) | - 2 Copies |
| (3) | Form 10094 (Clearance Cert) | - 2 “ |
| (4) | Temporary Pay Book | |
| (5) | Temporary GCI Card | |
| (6) | No demand cert from UAGE | - 3 Copies |
| (7) | No demand cert from Adjutant | - 3 “ |
| (8) | Specimen signature proforma ‘A’ | - 3 “ |
| (9) | Left hand thumb and finger impressions | - 3 “ |
| (10) | Last payment cert | - 3 “ |
| (11) | Identification mark cert (As per Sheet Roll) | - 3 “ |
| (12) | 2” X 1¾” size photographs | - 8 “ |
| (13) | Pay fixation proforma | - 3 “ |
| (14) | Pay clearance cert | - 3 “ |
| (15) | Form 1513 (Last pay bill) | - 3 “ |
| (16) | Occupation/Vacation of married accn cert duly signed by accn offr | - 3 “ |
| (17) | Recommendation cert by OC Unit as per Appendix to RO/24423/Rec dt 10 Jun 78 | - 1 Copy |
| (18) | CTC of stranded period pay bill iro all married pers who were stranded in Pakistan and repatriated | - 3 Copies |
| (19) | CTC of SSC | - 1 Copy |

Action by BAF Record office (Unit)

7. On arrival of the airmen for final clearance, the fol actions are to be taken :
- a. To check up the docus brought by the airmen and to ensure that the docus are received as per para 6c above. Any discrepancy is to be noted immediately for further nec action.
- b. Promulgation of fol POR entries :
- | | |
|-----|-----------------------------------|
| (1) | Posting in. |
| (2) | Discharge/Retirement. |
| (3) | Leave. |
| (4) | Pay and allces etc as admissible. |
- c. Unit copy Sheet Roll is to be completed incorporating all relevant entries from the POR and then completed docus to be passed over to the Docus IV for further nec action.

Action by Air HQ (Unit)

8. On receipt of the info from BAF Record Office along with nec docus, Air HQ (Unit Accts Sec) is to make final payment incl LPR if any, within 2 days and return the docus immediately.

Action by BAF Record Office

9. On receipt of completed docus from Unit Orderly Room the fol act are to be taken :

a. Docus Section IV for airmen is to complete the Record copy of Sheet Roll incorporating entries from POR incl discharge/retirement entry. All svc docus are to be made up-to-date in liaison with other sections and then passed to liaison Section for their action. Discharge cert is to be completed for handing over to the indl before LPR starts.

b. Liaison Section is to take nec action and fwd the docus to Pension Section for onward submission to FC (Air).

10. All concerning sections are to take prompt actions so that the case for finalization of accts is submitted to FC(Air) within 15 days of the arrival of the indl to BAF Record Office (Unit).

Action by FC (Air)

11. On receipt of the relevant documents from BAF Record Office, FC(Air) will finally close the accounts of the airman and audit it, complete gratuity claims or the pension papers.

12. Final balance of accounts including deferred pay, DSP fund and gratuity, where applicable, shall be intimated to BAF Record Office 7 days before commencement of the LPR. The service documents along with gratuity/pension papers shall be, simultaneously, returned to BAF Record Office for retention.

Ref : ROM No 1/85

CHAPTER - 10

TERMS AND CONDITIONS OF SERVICE - MODC (AIR)

1. **Introduction.** Government accorded sanction for raising of Ministry of Defence Constabularies (MODC) in three separate MODC Units viz MODC (Army), MODC (Navy) and MODC (Air) vide ministry of defence letter no. 18/4/d-1/is/73 dated 23 January 1974. The MODC (Air) has been raised for specific function of guarding Air Force installations. The recruitment, training, rank structure, administration, leave, pay and allowances, scale of clothing, accommodation and rationing are guided by Govt order.
 2. **Recruitment.** Candidates will be selected by open recruitment through advertisement in the daily newspapers. Examination & interviews will be held to select suitable candidates for enrolment as MODC (Air) in Bangladesh Air Force on BAF form P-2.
 3. **Age.**
 - a. Candidates on the date of enrolment must be between 16 and 21 years. The chief of Air Staff, at his discretion may relax the upper or lower age limit of a candidate up to 06 months.
 - b. The correct age of a candidate (MODC-GD) will be determined from the date of Birth as given in the school leaving certificate.
 - c. The correct age of a candidate (MODC-Clk) is to be determined from the date of birth as given in the SSC certificate.
 4. **Guardian and Character Certificates.** The candidates for enrolment will have to produce their parents/guardians willingness certificate and a character certificate in the prescribed form.
 5. **Nationality.** A candidate must be a bonafide citizen of Bangladesh.
 6. **Married Status.** A candidate must be unmarried.
 7. **Education Qualification.**
 - a. MODC (GD) SSCI Pass.
 - b. MODC (Clk) SSC Pass.
- Ref: AFI 02/2015 dt 30 Nov 2015.
8. **Physical standard.**
 - a. Minimum height - 5'- 4"
 - b. Minimum chest measurement - 30" – 32"
 - c. Weight - 110 lbs (21 lbs of weight be added for every 1" of height).
 - d. Eye - 6/6

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9. **Condition of Ineligibility.** Candidates of the following categories are ineligible for enrolment as MODC(Air):

- a. Dismissed from Army/Navy/Air Force.
- b. Dismissed or removed from Govt service on disciplinary ground or whose employment in Govt service has been forbidden.
- c. Convicted in a court of law for any offence involving moral turpitude or awarded imprisonment for any civil offence.
- d. Discharged from BAF as unlikely to make an efficient airmen/MODC.

10. **Period of Initial Engagement.** Candidates are to be initial enrolled for a period of 21 years.

11. **Re-engagement.** On promotion, the period of engagement is automatically changed as under:

<u>Rank</u>	<u>Period of service</u>
Lance Corporal (MODC)	- 24 years
Corporal (MODC)	- 26 years
Sergeant (MODC)	- 27 years
Warrant Officer (MODC)	- 30 years
Senior Warrant Officer (MODC)	- 32 years
Master Warrant Officer (MODC)	- 35 years or 7 years tenure of appointment which ever is earlier.

Ref : AFI 1/2014 dt 20 Jan 2014

12. **Training.** MODC recruits will undergo a disciplinary training for a period of 24 weeks in No 41 Sqn BAF. On successful completion of the training, they will be given initial rank of Sainik after due attestation.

13. Rank structure of MODC (Air) with equivalent ranks in Bangladesh Air Force is given below:

<u>MODC (Air) Personnel</u>	<u>BAF Personnel</u>
Sainik (MODC)	- AC
Lance Corporal (MODC)	- LAC
Corporal (MODC)	- CPL
Sergeant (MODC)	- Sgt
Warrant Officer (MODC)	- WO
Senior Warrant Officer (MODC)	- SWO
Master Warrant Officer (MODC)	- MWO

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14. **Promotion Policy.** Promotions on the following ranks are given on fulfillment of the conditions mentioned against each:

- a. **Sainik (MODC).** On successful completion of 24 weeks disciplinary training at 41 Sqn BAF they will be given initial rank of Sainik (MODC) after due attestation.
- b. **Lance Corporal (MODC).** After completion of 7 years total service, MODC (Air) promoted to the rank of Corporal (MODC) subject to pass Promotion Cadre Course (for GD) and basic training (for Clk) and establishment vacancy.
- c. **Corporal (MODC).** After completion of 9 years total service, 01 year as Lance Corporal (MODC), MODC (Air) will be promoted to the rank of Corporal (MODC) subject to pass Promotion Cadre Course (for GD), Advance Training (for Clk) and establishment vacancy.
- d. **Sergeant (MODC).** After completion of 15 years total service, 02 years as Corporal (MODC), MODC (Air) will be promoted to the rank of Sergeant (MODC) subject to pass Promotion Cadre Course and establishment vacancy.
- e. **Warrant Officer (MODC).** After completion of 18 years total service, 02 years as Sergeant (MODC), MODC (Air) will be promoted to the rank of Warrant Officer (MODC) subject to pass Promotion Cadre Course (for GD) and ST&M Course (for clk), suitability, establishment vacancy and clearance by Promotion Board.
- f. **Senior Warrant Officer (MODC).** After completion of 20 years total service, 02 years as Warrant Officer (MODC), MODC (Air) will be promoted to the rank of Senior Warrant Officer (MODC) subject to pass Promotion Course (for GD) suitability, establishment vacancy and clearance by Promotion Board.
- g. **Master Warrant Officer (MODC).** After completion of 25 years total service, 02 years as Senior Warrant Officer (MODC), MODC (Air) will be promoted to the rank of Master Warrant Officer (MODC) subject to suitability, establishment vacancy and clearance by Promotion Board.

15. **Discipline Leave, Pay & Pension Control.** MODC (Air Force) personnel will remain under the administrative and operational control of Assistant Chief of Air Staff (Admin), Air Headquarters, exercised through PM Dte.

16. **Discipline.** Notwithstanding any thing contained in any other law for the time being in force, the MODC (Air), for the purpose of discipline, trial and punishment shall be subject to Air Force Act, 1953 and Air Force Act Rules, 1957, until they retire from service.

17. **Pay and Allowances.** Pay and allowances will be admissible as per joint service instructions promulgated by the government from time to time.

18. **Leave.**

- a. **Privilege Leave.** 2 months privilege leave is admissible to MODC(Air) personnel in a calendar year if an individual has actually performed duty in that year.

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b. **Casual Leave.** Casual leave is normally limited to 10 days at a time. It may be extended up to 20 days in exceptional circumstances by the next higher authority. Any overstayed of casual leave beyond the above mentioned limit is to be converted into privilege leave.

c. **Accumulation of Privilege Leave.** Privilege leave may be accumulated by JCOs/ORs at the rate of one month for each calendar year up to a maximum of four months.

d. **Advance of Privilege Leave.** Base Commanders/OC Air HQ (Unit) may grant extra privilege leave up to 2 months either separately or in combination with privilege leave due for the current calendar year subject to the conditions that the extra two months leave will be counted against the individual's next years privilege leave.

e. **Leave Pending Retirement.** An individual may be granted leave pending retirement up to a maximum of 06 months.

f. **Sick Leave.** Sick leave will be admissible as under:

(1) Attributable Cases. 3 months on full pay in any calendar year.

(2) Non Attributable Cases. 1 month on full pay and thereafter up to 2 months without pay in any one calendar year.

(3) Sick leave will be granted on the recommendation of appropriate medical authority.

19. **Medical Treatment.** The rules contained in paragraphs 546 to 568 of the regulations for the medical service of the army will apply to MODC(Air).

20. **Accommodation and Conservancy.** MODC (Air) personnel will be entitled to free accommodation and conservancy services in accordance with the prescribed scales decided by Bangladesh Air Force.

21. **Ration.** MODC(Air) personnel will be entitled to free ration. If services in kind are not provided, MODC (Air) personnel will be entitled to allowances in lieu there of as laid down from time to time. Other entitlement during the services will be as laid down from time to time.

22. **Pension and Gratuities, Disability and Family Pension.** Pension/gratuity and disability/family pension will be admissible in accordance with the rules laid down from time to time by the government.

23. **Clothing and Equipment.** MODC (Air) personnel will be entitled to free/loan issue of clothing and equipment as per existing policy.

Ref : AFI 1/2007
AFI 02/2015 dt 30 Nov 2015

CHAPTER-11**CIVILIAN ADMINISTRATION : BAF CIVILIAN****Introduction**

1. There are 3 types of civilians working in the BAF. Civilians working in the Air Headquarters are called 'higher formation staff'. They are controlled by the chief administrative officer of ministry of defence. Civilians working in the MES are controlled by MES (Air). Those civilians who are working in the BAF formations are controlled by the BAF.

Categories of Civilians

2. The following categories of civilians are working in BAF in various trades :

- | | |
|----------------------------------|--|
| a. Class-I | Civilian Staff Officer-I, II, III (for Air HQ), CGO-I (for 201 MU). |
| b. Class-II
(Tech & Non Tech) | CGO (Admin), CGO (Sup), Chief Supervisor Anti-Malaria, Demonstrator, Superintendent (Air HQ) and Assistant Statistical Officer (Air HQ). Draughtsman (Grade-I & II) |
| c. Class-III
(Non-Tech) | Religious Teacher, Superintendent (Lower Formation), Assistant, Stenographer, UDC, Steno-Typist, Head Clerk, Office Clerk, Typist, CSK, ASK, Storeman, Catering Asstt, Lab-Asstt, Lab-Attendant, Draughtsman (Grade-III), AFNS (Local), Midwife, Anti-Malaria Supervisor (Grade-I, II, III & IV), Fire Fighter, Sports Marker, MT Driver, Statistical Asstt And Balloon Maker. |
| d. Class-III (Tech) | Air Frame Fitter, Instrument Fitter, Armament Fitter, Engine Fitter, Fabric Worker, Ground Signaller, Radar Fitter, Carpenter, Painter, Wireless Fitter, Blacksmith, Welder, Metal Worker, Proof Reader, Binder, Block Maker, Machineman, Compositor, General Mach etc and their Rank Structure is as follows : Foreman, Asstt Foreman, Chargehand, MSG, Mistry (Class - I & II), Tradesman, Gestetner Operator. |
| e. Class-IV | MTG, Dai, Aya, Daftry, Peon, Lascar Tindal, Lascar AC Tindal, Lascar Am Tindal, Lascar FF Tindal, Sweeper Tindal, Head Watchman, Head Cook, Head Mali, Lascar AC, Lascar AM, Watchman, Lascar Bird Shooter, Lascar Sports Marker, Lascar FF, Lascar Ward Boy, Cook, Mali, Mess Waiter, Washer up, Water Carrier, Sweeper, Sweepress, Mashalchi and Moazzin. |

Conditions of Eligibility

3. **Recruitment Rules.** Recruitment rules for Class-III and IV civilian employees are given in AFO 40-49 dt 31 Mar 86 and amended from time to time.
4. **Age limit.** Age limits for direct recruitment are as follows :
 - a. Class-II, III and IV - 18 to 30 years.
Freedom Fighter -18 to 32 years.
 - b. For retired service personnel age is relaxed up to number of years served in defence services.
 - c. Upper age limit can be relaxed by appointing authority as per Rule 51 of Civil Service Rules.
5. **Nationality.** A candidate must be a bonafide citizen of Bangladesh.
6. **Marital status.** Married/unmarried.
7. **Educational/Vocational Qualification.** Educational/vocational qualification for every trade and grade as prescribed by the government has been given in the AFO 40-49.

Conditions of Ineligibility

8. The candidates of the following categories are ineligible for employment in BAF :
 - a. Dismissed from Army/Navy/Air Force.
 - b. Dismissed or removed from Govt service.
 - c. Convicted in the court of law.

Selection procedure

9. The following procedure is normally followed for selection of the candidates :
 - a. Advertisement in the newspaper, BRO/UROs.
 - b. Written tests (if applicable).
 - c. Practical tests (if applicable).
 - d. Interview by a selection board.
 - e. Medical examination.
 - f. Security clearance.
 - g. Police verification.

Appointing/Designated Authority

10. The appointing and designated authority of the civilian personnel employed in BAF are given below :

<u>Classification Of Posts</u>	<u>Appointing Authority</u>	<u>Designated Authority</u>
Class – II	ACAS (A)	D Pers
Class – III (Higher)	CAO, MOD	Air HQ.
Class-III	D Pers	DDP (Mng)/Base Cdr/ OC Unit
AFNS(Local)	DGMS	DMS (Air)
Midwife	DMS (Air)	-
Class-IV	OC Admin Wg/ OC Unit	OIC P Sqn/Base Adj/ Unit Adj.

11. The Honourable President of the People's Republic of Bangladesh is the appointing authority for all Class-I posts and the designated authority is the Secretary, Ministry of Defence. The Chief Administrative Officer, Ministry of Defence is the appointing authority for all categories of Class-II and Class-III posts of Air HQ.

District Quota

12. According to ministry of establishment letter No MER/R/1/M-13/84-149 (250) dt 27 Jul 85, 45 percent Gazetted Officers are to be appointed on the basis of merit. District quotas for different categories of civilians have been worked out according to the population of each district by the Govt and circulated to all concerned for strict compliance. Quota in respect of 15 percent female candidate and 30 percent Ansar and Village Defence Party is to be adjusted within the candidate's own district quota. Candidates may be employed from amongst other people of the district provided required number of candidates are not available for whom the quota was allotted.

13. There is no merit quota for Non-Gazetted employee ie class-iii and class-iv. Quota in respect of 15 percent female candidate and 30 percent Ansar and village defence party is to be adjusted within the candidate's own district. Remaining 55 percent of total quota is to be kept open for others.

Probation

14. On first appointment, civilian employees remain on probation for 2 years. During the period, their services can be terminated without showing any cause.

Promotion

15. On completion of number of years of service in each post and on availability of vacancies and eligibility for promotion civilians get their promotion as per recruitment rules vide AFO 40-49 dt 31 Mar 86 as amended.

Time Scale

16. All non-gazetted civilians get the benefit of time scale, ie on completion of 8 years, 12 years and 15 years of service, they get one scale up with each. Selection grade (qualify for next promotion based on ACR, service record and other considerations) is given to those, like MTD, Fire Fighter, Sports Marker etc, whose posts are blocked.

Departmental Promotion Committee

17. Promotion of Class-III and Class-II gazetted employees of BAF are processed through a Departmental Promotion Committee headed by D Pers and approved by ACAS (Admin). Promotion of Class- I gazetted posts are processed by Ministry of Defence through a departmental Promotion Committee headed by Secretary/Joint Secretary, Ministry of Defence. In this case a representative from Air HQ is to be invariably included in the Promotion Committee.

Discipline

18. Disciplinary action against the civilians in BAF is to be taken in accordance with "civilian employees in defence services (classification, control and appeal) Rules, 1961" which have been incorporated in AFO 40-3 dt 11 Jun 62.

Tenure of Employment

19. Any civilian employee can serve upto 57 years of age. However, a civilian Govt servant can retire on his own option after completion 25 years of service.

Resignation/Termination

20. A temporary civilian employee can resign from service by giving 14 day's notice or by depositing 14 days' Basic Pay. Govt can also terminate the service of a temporary Govt servant by giving 14 days' advance notice or by paying 14 days' pay. A permanent Govt servant can resign with 3 months' advance notice but he is to stay in service till his resignation is accepted. Govt can also terminate the service of a permanent Govt servant by giving 3 months' notice. However, Govt can retire any permanent Govt servant any time if the post is abolished or when he/she is considered unsuitable for detention in service.

Ref :

1. AFO 40-3 dt 11 Jun 62.
2. AFO 40-49 dt 31 Mar 86.

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CHAPTER – 12

CONFIDENTIAL REPORTS : BAF CIVILIAN

**INSTRUCTIONS FOR THE PREPARATION OF CONFIDENTIAL
REPROSTS IN RESPECT OF BAF CIV**

1. Reports will normally be initiated at the end of each year but officers vacating their appointment between the 1st July and the 31 December will leave behind the reports for whom they are responsible.
2. A space is provided against each trait or quality listed in part-B of the ACR Form for the insertion of a figure which will indicate degree of each quality possessed by the individual being reported upon.
3. The values of the figures to be used are as follows :

<u>ATTENDANCE (Maximum Marks 10)</u>		
a.	Not only regular and punctual but puts additional time when necessary.	9 or 10
b.	Always regular and punctual	7 or 8
c.	Usually regular and punctual	5 or 6
d.	Allows private job to interfere with attendance	3 or 4
e.	Erratic, Irregular, Habitual late comer	1 or 2
<u>OFFICE PROCEDURE (Maximum Marks 10)</u>		
a.	Exceptional -- of all matters connected with procedure keeps himself/herself --with all charges etc.	9 or 10
b.	Vary good knowledge of organization and system employed and practices that knowledge assiduously.	7 or 8
c.	Understands and applies principles of office procedures with the score of his/her own job.	5 or 6
d.	Lacks knowledge of orders and principles untidy willing and methods of working etc.	3 or 4

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<u>TYPING (Maximum Marks 15)</u> (Speeds with reasonable accuracy)		
a	50 words per minute	13 to 15
c	40 -- --	10 to 12
d	30 -- --	7 to 9
e	20 -- --	4 to 9
f	10 -- --	1 to 3
<u>TYPING AND DRAFTING (Maximum Marks 15)</u>		
a	Very sound knowledge of English, clear and concise in expression.	13 to 15
b	Good knowledge of English, clear expression of ideas. Sets out work very neatly.	10 to 12
c	Adequate of English, Reasonably clear expression of ideas, Neat hand writhing.	7 to 9
d	English poor, awkward and ambiguous in expression. Poor handwriting.	4 to 6
e	English very poor, expression of ideas are seldom clear. Untidy.	1 to 3
<u>SHORTHAND (Maximum Marks 15)</u> (Speeds with reasonable accuracy)		
a	140 words per minute. Very sound knowledge of language. Clear and concise in expression.	13 to 15
b	120 words per minute. Good knowledge of language. Clear expression of ideas. Sets out work very neatly.	10 to 12
c	100 words per minute. Adequate knowledge of language. Reasonable clear expression of ideas. Neat handwriting.	7 to 9
d.	90 words per minute. Language poor. Awkward and ambiguously expression.	3 to 6
e	80 words per minute. Language very poor expression of ideas are seldom clear.	1 to 2

<u>VOLUME OF WORK (Maximum Marks 10)</u>		
a	Exceptionally quick to think and etc. Plans ahead of his work. Clear sense or priorities	9 to 10
b	Quick with accuracy. Plans his work to save time	7 to 8
c	Work steadily without wasting time and maintains good average	5 to 6
d	Lacks ability to organize duties. Works overtime unnecessarily.	3 to 4
e	Slow. Gets into ---. Little or no priority Sense. Not likely to improve.	1 to 2
<u>WORK ATTITUDE (Maximum Marks 10)</u>		
a	Enthusiastic. Ambitions. Determined. Exceptionally quick to think ---. Plans ahead of his/her work. Clear sense of priorities. Originally resourceful.	9 to 10
b	Developing the linking for his/her work quick with accuracy. Plans his/her work to save time. Self-reliant, Grasps opportunities.	7 to 8
c	Takes interest and work dutifully. Works steadily without wasting time. Maintains good average. Works without guidance within the scope of normal tasks.	5 to 6
d	Lacks interest. Work sense of duty. Lacks ability as organize duties – into appears work overtime unnecessarily. Need certain amount of unnecessary direction.	3 to 4
e	Indifferent. Lazy Slow and indolent. Little or no priority sense. No initiative apparent. Needs constant direction.	1 to 2
<u>PERSONAL ATTITUDE (Maximum Marks 10)</u>		
a	Exceptional in personality, smartness, manors and appearance.	9 to 10
b	Tactful. Pleasant. Well disciplined.	7 to 8
c	Respectful, Obedient, Co-operative.	5 to 6
d	Unwilling and Uno-operative.	3 to 4
e	Moody. Quarrelsome antagonistic	1 to 2

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<u>FUTURE DEVELOPMENT (Maximum Marks 10)</u>		
a	Plenty of drive. Ability of his/her present position. Shoulders responsibility.	9 to 10
b	Quick to grasp new ideas. Quick to adopt himself, herself to new conditions.	7 to 8
c	Likely to attain the standard required for higher post when due by virtue of seniority. Admits mistakes easily.	5 to 6
d	Stolid. Slow to adopt himself to new conditions. Lacks ambition	3 to 1
e	Below standard required by present position undeveloped. Not likely to attain the	
<u>FUTURE DEVELOPMENT (Maximum Marks 10)</u>		
a	Exceptionally reliable and loyal in dealing with classified matters.	9 to 10
b	Reliable in all matters. Admits mistakes and reasonably free from excuss.	7 to 8
c	Can be relied upon to carryout all duties and to bring to notice quickly anything inoable of dealing with.	5 to 6
d	Unreliable for reason of ill healthy, absentmindness etc.	3 to 4
e	Cannot be relied upon for reasons which are well within his powers to correct.	1 to 2
f	Grading an total marks as follows :	
	86 to 100 - Outstanding	
	70 to 85 - Above Average	
	45 to 63 - Average	
	50 to 44 - Below Average (Shouldttrain on)	
	Below 30 the - Adverse (Unfit for retention in present appointment)	

5. In case where a clerk is employed an specialized duties other then whole time typing and is not required to make a draft, marks be allotted to him according to his proficiency in his specialized duties to take the place of marks for noting and drafting.

Ref : Civ Admin - Air HQ(U)