

RESTRICTED

COMMAND AND STAFF TRAINING INSTITUTE BANGLADESH AIR FORCE



Individual Staff Studies Programme (ISSP)

PROFESSIONAL-1 : ADMINISTRATION
PHASE-8 PART-I

RESTRICTED

RESTRICTED

PROFESSIONAL- 1 : ADMINISTRATION
PHASE-8 : PART-I

First Edition : Nov 2011

Revised by : **Gp Capt Md Shafiqul Alam, psc, GD(N)**
Wg Cdr SK Abul Kashem, psc, Admin

Approved vide Air HQ/10066/Air Trg//Vol-46/64A Date 18 Jan 2011.

RESTRICTED

CONTENTS

Ser No	Topic	Page
1.	Conduct of the Phase	iii
2.	Terms and Condition of Svc : BAF Airmen, MODC (Air) and Airmen (Aircrew)	1
3.	Annual Confidential Reports (ACR) : BAF Airmen	19
4.	Posting Policy : BAF Airmen	25
5.	Promotion : BAF Airmen	29
6.	Officers Performance Reports (OPR) : BAF Officers	33
7.	Promotion : BAF Officers	47
8.	Leave Policy : BAF Officers and Airmen	53
9.	Personnel Occurrence Reports (POR)	57
10.	Organization and Functions of BAF Record Office	59
11.	Base Security System	69
12.	Catering Administration	87
13.	Regulation of Different Messes in BAF	93

RESTRICTED

CONDUCT OF THE PHASE
PHASE-8 : PART-I
SUBJ: PROFESSIONAL-1 (Administration)

Weeks: 08

Period: 80

Ser No	Topic		Pd Distr	Total Pd
1.	Terms and Condition of Svc : BAF Airmen, MODC (Air) and Airmen (Aircrew)			10
	Sub Topic	Terms and Condition of Service : BAF Airmen	6	
		Terms and Condition of Service : MODC (Air)	3	
		Terms and Condition of Service : Airmen (Aircrew)	1	
2.	Annual Confidential Reports (ACR) : BAF Airmen			2
	Sub Topic	Introduction and General Guide Line	2	
3.	Posting Policy : BAF Airmen			2
	Sub Topic	Conditions of Posting	1	
		Actions by Bases/Units	1	
4.	Promotion : BAF Airmen			2
	Sub Topic	Introduction and Promotion Criteria	2	
5.	Officers Performance Reports (OPR) : BAF Officers			8
	Sub Topic	Introduction and General Guide Line	8	
6.	Promotion : BAF Officers			3
	Sub Topic	Temporary Promotion	2	
		Substantive Promotion	1	
7.	Leave Policy : BAF Officers and Airmen			3
	Sub Topic	Introduction and classifications of leave : Officers	2	
		Introduction and classifications of leave : Airmen	1	
8.	Personnel Occurrence Reports (POR)			3
	Sub Topic	Officers, Airmen and BAF Cadets	3	
9.	Organization and Functions of BAF Record Office			4
	Sub Topic	Organization, Functions, Responsibilities and Duties of Different Sections of Record Office	4	
10.	Base Security System			12
	Sub Topic	Base/Unit Security	2	
		Functions and responsibilities of Base Sy Sqn	2	
		Absentees and Deserters Control Sys	4	
		Investigation of charges and Arrest & Custody	4	
11.	Catering Administration			3
	Sub Topic	Catering Admin at Air HQ and BAF Bases	2	
		Internal Admin of Catering Flight	1	
12.	Regulation of Different Messes in BAF			13
	Sub Topic	Officers Mess	10	
		Sergeants' Mess	1	
13.	Revision and writing TAE Paper			15

Total Period : 80

INTRODUCTION TO THE PHASE

Scope of the Phase

1. This phase deals with professional study materials on the subject of Administration, which has been divided into two parts Part-I and Part-II. The materials contained in this volume constitute Part-I and Part-II. The materials contained in this volume constitute Part-I of the phase. The Individual topic has been so presented as to help you to gain theoretical background leading to its practical utilization.

Guidance on Methods of Study

2. In addition to this phase note you should study different manuals and Publications pertaining to this subject to improve your knowledge.

RESTRICTED

TASK - 1

TERMS AND CONDITION OF SVC BAF AIRMEN, MODC (AIR) AND AIRMEN (AIRCREW)

TERMS AND CONDITIONS OF SERVICE – 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 instruction. 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 Training (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 20 - Between 16 and 28 years.
- b. Trade serial number 21 and 22 - Between 23 and 35 years.
- c. The Chief of Air Staff, at his discretion, may relax the upper or lower age limit of a candidate up to six months.
- d. 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.

RESTRICTED

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.
- 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.

RESTRICTED

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	21 Years	-
Cpl	22 Years	-
Sgt	25 Years	-
WO	27 Years	-
SWO	29 years	-
MWO	32 Years	32 years of service or 04 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 32 years of service or 55 years of age whichever is earlier.

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:

- 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.
- 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 Training (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.

RESTRICTED

(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.

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

RESTRICTED

(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.

RESTRICTED

(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 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.

RESTRICTED

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 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 fulfil the force requirement.

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

Ref : Proposed "Terms and Conditions of Service : BAF Airmen"

RESTRICTED

ANNEX 'A' TO
AFI/2011

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 (Wrlds 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 (End Instr) and Religious Teacher (RT).
23.	Aircrew	Consists of Flight Engineer (Flt Engr), Load Master (LM), Air Gunner (AG) and Air Steward (Air Std).

RESTRICTED

Annex 'B' to
AFI/2011



Aircraftman



Leading Aircraftman



Corporal



Sergeant



Warrant Officer



Senior Warrant Officer



Master Warrant Officer

B-1

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 per registration card of concern Educational Board.
 - 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 confident citizen of Bangladesh.
6. **Married Status.** A candidate must be unmarried.
7. **Education Qualification:**
 - a. MODC(GD) Class IX Pass.
 - b. MODC (Clk) SSC Pass.
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

RESTRICTED

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)	-	22 years
Corporal (MODC)	-	24 years
Sergeant (MODC)	-	25 years
Warrant Officer (MODC)	-	28 years
Senior Warrant Officer (MOPDC)	-	30 years
Master Warrant Officer (MODC)	-	33 years or 5 years tenure of appointment which ever is earlier.

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 Sepoy 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

RESTRICTED

14. **Promotion Policy.** Promotions on the following ranks are given on fulfilment 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.

RESTRICTED

18. **Leave.**

- a. **Annual Leave.** 2 months Annual leave is admissible to MODC(Air) personnel in a calendar year if an individual has actually performed duty in that year.
- 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 Annual Leave.** Annual 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 Annual Leave.** Base Commanders/OC Air HQ (Unit) may grant extra Annual leave up to 2 months either separately or in combination with Annual 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 Annual leave.
- e. **Leave Pending Retirement.** An individual may be granted leave pending retirement up to a maximum of 04 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 thereof 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 7/2007

TERMS AND CONDITIONS OF SERVICE : AIRMEN (AIRCREW)

1. **Introduction.** No direct recruitment is made for this trade group. The vacancies in this trade group are filled by re-mustering of serving airmen. Re-mustering of airmen is made from the following allied trades:

Aircrew Trades

Allied Trades

- | | |
|--------------------|--|
| a. Flight Engineer | Airframe Fitter and Engg Fitter |
| b. Air Signaler | Ground Signaler-I
Wireless Fitter
Radar Fitter |
| c. Air Gunner | Armament Fitter
GC/GCI/PTI/Pro |
| d. Load Master | Any trade having science background |

2. **Eligibility.** Suitable serving airmen of allied trades of the rank of Sgt and below will be eligible for re-mustering to aircrew trades subject to fulfilling certain conditions.

3. **Age Limit.** Candidates must not exceed 30 years of age on the date of completion the course. The age of a candidate will be determined from the date of birth as given in the Secondary School Certificate.

4. **Written Test.** All eligible candidates are to appear in a written test. Director of Air Operations will prepare question papers and provide the same to the Base Commanders one day in advance of the test. Bases are to conduct the test in the presence of an officer detailed by Air Headquarters. Answer scripts along with the question papers are to be dispatched to the Director of Air Operations on the same date. Director of Air Operations will send the list of the successful candidates to Director of Personnel for issuing of call up notices (through BAF Record Office) for interviews at Air Headquarters for final selection.

5. **Selection Board.** A selection board composed as under will interview the candidates for final selection:

- | | | |
|---------------------------------|---|------------------|
| a. Director of Personnel | - | Chairman |
| b. Director of Air Training | - | Member |
| c. Director of Air Operation | - | Member |
| d. Deputy Director of Personnel | - | Member |
| e. OC BAF Record Office | - | Member Secretary |

6. **Medical Examination.** The selected candidates are to undergo medical examination at CMB to assess their fitness for duties in the air.

RESTRICTED

7. **Training.** The candidates declared fit by the medical board are to undergo requisite training for re-mustering. The duration of training will be fixed by Air Headquarters.

8. **Rank on Re-mustering.** All airmen of the allied trades selected for re-mustering as aircrews will be given the rank of CPL (aircrew) while undergoing training. On successful completion of training their ranks will be determined as under :

- a. All airmen will, on successful completion of training, be promoted to the rank of Sgt (aircrew).
- b. Promotion from Sgt (aircrew) to WO (aircrew) will be subject to passing the proficiency test and completion of 3 years' service as Sgt (aircrew). Promotion can only be given if there is establishment vacancy.
- c. Promotion from WO (aircrew) will be subject to passing the proficiency test and completion of 3 years' service as WO (aircrew). Promotion can only be given if there is establishment vacancy.
- d. Promotion from SWO (aircrew) to MWO (aircrew) will be subject to completion of 2 years of service as WO (aircrew). Promotion can only be given if there is establishment vacancy. (33% of the authorized establishment of SWO (aircrew) will be treated as MWO (aircrew).
- e. Outstanding aircrews may be promoted to higher ranks earlier than the minimum prescribed time limits subject to the following provisions :
 - (1) Such promotion will be by one stage at a time.
 - (2) Approval of the Govt will be required for all accelerated promotions.

9. **Reversions.** If an aircrew becomes unfit for flying duties due to medical reasons or failure to come up to the required standard, he will be dispatched of as follows:

- a. A aircrew will be reverted to basic rank in the ground trade if he fails/found unfit during training period.
- b. Other aircrews will be reverted to their original ground trades. On reversion they will be granted the ranks equivalent to their substantive ranks in the aircrew trade provided vacancies exist in those ranks and they fulfil the following conditions:
 - (1) They must have passed necessary qualifying courses, i.e. ST&M and integration course either before re-mustering to aircrew trade or within 18 months from the date of his reversion to the ground trade. This condition is applicable to WO (aircrew) and above only.
 - (2) They are considered suitable by their Commanding Officers to hold such ranks.

Ref : AFI 49/66
AFO 39-33

TASK-2

ANNUAL CONFIDENTIAL REPORTS (ACR) : BAF AIRMEN

Introduction

1. This order lays down the procedures for raising Confidential Report of BAF airmen of different categories eg airmen of the rank of Aircraftman's (ACs) and Leading Aircraftman's (LACs) who have not passed Advance course, Leading Aircraftman's (LACs) who have passed Advance course, airmen of the rank of Corporal (Cpl) and above (on Form P-58), airmen deployed on PA duties (home and abroad), airmen players etc.

Rendition of Confidential Report

2. Confidential reports on Form P-58 are to be raised in duplicate for all airmen of the rank of Cpl and above including aircrew. One copy of the report is to be forwarded to BAF Record Office and the other is to be retained with the airmen's unit copy of service documents.

3. Confidential reports Form P-58 are not to be raised for airmen of the rank of LAC and below. Assessments of their character and trade proficiency and recommendation for their promotion are to be submitted in the form of a consolidated return in accordance with Para 15 below.

Occasions for Reporting

4. Confidential reports on Form P-58 are to be raised on the following occasions:

a. **Annual.** Forms P-58 are to be raised on or by 30 June each year for all airmen of the rank of Cpl and above including aircrew who have completed at least three months service at their present unit. However, if an airman proceeds on posting in the month of April, May or June, his annual confidential report will be raised by the dispatching unit.

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

5. Consolidated assessment and recommendation returns in respect of airmen for whom Forms P-58 are not required to be raised are also to be rendered on the occasions mentioned above. Annual Confidential Reports (Forms P-58) and consolidated assessment returns are to reach BAF Record Office by 15 July each year.

RESTRICTED

General Guide-line

6. Confidential reports of airmen are to be initiated and countersigned based on the following general guide-lines:

- a. **Warrant Officer:** Reports of Warrant Officers, Senior Warrant Officers and Master Warrant Officers are to be initiated by the Officer in charge section/Adjutant, and countersigned by the next superior Officer in the chain of command, if any, and finally by the Officer Commanding in column 16.
- b. **Warrant Officers serving at Air Headquarters.** Reports of Warrant Officers, senior Warrant Officers and Master Warrant Officers serving at Air Headquarters are to be initiated by Assistant Director/Deputy Director and the last column of the reports is to be signed by the Director.
- c. **Sergeants and below.** Reports of Sergeants and below are to be initiated by Warrant Officer or Officer in charge Section and countersigned by the next two superior officers in the chain of command.
- d. **Personal Assistant (PA).** Reports 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.
- e. **Players.** Reports of players are to be raised invariably by the coach and manager. They will fill up the form in consultation with the parent unit of the airman, specially for commenting upon his professional ability. However, if the such reports are to be raised and final column is to be signed 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 and Manager will select suitable time for the attachment.
- f. **Non-availability to Two Superior Officers.** For non-availability of two Superior Officers, one Officer, ie Officer Commanding or any other Officer as applicable may sign final column of the ACR.
- g. **Responsibility of officer for Form P-58.** An Officer (Adj, OIC, OC or any other appointments) who has been in the strength for more than 3 months and posted out in the month of April-June of the year, must raise or countersign the Form P-58 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 comes back to parent unit by the mid of June.

RESTRICTED

h. **Airmen of Attachment.** If an airman served on attachment for a period of more than 3 months, 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. Before completing 3 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.

j. **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 Form P-58

7. **Service Particulars (Para 1).** It is to be ensured that correct service particulars are recorded. They are either to be typed or written in capitals.

8. **Duties on which employed (Para 2).** Information to be provided in this paragraph is primarily required for planning future employment of an airman in accordance with his experience. It is, therefore, necessary that the specific duties on which he has been employed during the last one year be mentioned.

9. **Medical Category (Para-3).** All WOs and the airmen of the age of 40 years and above 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 mission/embassies. For such 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.

10. **Assessment of Character and General Behaviour (Para-4).** 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 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.

RESTRICTED

- c. **Unsatisfactory.** Higher assessment that “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.

11. **Assessment of Trade Proficiency and General Ability (Para 5 to 10)**

- a. **Assessment on Trade Proficiency.** There are six qualities for which an airman is to be assessed in his trade proficiency and general ability. All NCOs including aircrew are to be assessed in these six qualities which have been graded on a nine 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 quality is to be indicated by inserting a cross in one of the boxes provided for each rating. The total points obtained by an airman in all the six qualities are to be recorded under para 11 as his total score in trade proficiency assessment.
- 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 Medical Category Airmen.** As airman having Medical Category who is exempted from Parade/PT/Games and other extra duties should not be given more than ‘6’ score out of ‘9’ for Parade/PT/Games.
- d. **Guide-line for Grading.** A guide-line has been provided in the Para 11 to determine the overall grading to be recorded on the basis of the total score.
- e. **Percentage on Different Grades.** To achieve uniformity of standard, the following maximum percentages in higher grades of assessments are laid down for the guidance of assessing Officers:

<u>Total Score</u>	<u>Overall Grading</u>	<u>Maximum Percentage</u>
51-54	9 (Outstanding)	2%
45-50	8 (Well Above Average)	6%
39-44	7 (Above Average)	18%

RESTRICTED

The proposed percentages are to be followed on the basis of total number of airmen at the Base or Unit. However, if the strength of airmen at a particular unit is less than 50, a departure from the prescribed limit may be made but not excessively.

12. **Fitness for Promotion (Para 12).** 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 & 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, 3 & 3 also will be considered as "Adverse Report"). Recommendations for promotion are to be recorded as not applicable in respect of Master Warrant Officers.

13. **Signature and Remarks (Paras 13 to 16).** The reports are to be signed by the initiating Officer of WOs and countersigned by the next two Superior Officers in the chain of command in accordance with the instructions contained in Para 6 above. Remarks of the initiating Officer or WOs are to be invariably recorded in column 13 in respect of all airmen. It is also desirable but not obligatory that the next reporting Officers should record their remarks in columns 15 and 16. The remarks should not be of a general nature but should be specific regarding overall personality, temperament, effectiveness on secondary duties or any other salient points, and be in conformity with the actual assessments of character and trade proficiency. An overall trade proficiency assessment of "8" followed by a remark like. "The airmen should exercise more control to be effective" makes the confidential report meaningless.

14. **When countersigning Officers Differ with the Assessment.** When Superior Officers in the chain of command disagree with character and trade proficiency assessments given by the Initiating Officer, they would indicate their own assessment in red ink and initial it with their rank and give a remark justifying the changes.

Procedure for Assessment and Recommendation of Leading Aircraftmen and Aircraftmen

15. Confidential reports (Form, P-58) are not to be raised in respect of Leading Aircraftmen and below. Their assessments and recommendations are to be submitted in the form of consolidated return. Two separate returns are to be prepared as follows:

a. **Leading Aircraftmen passed Advanced Training.** Leading Aircraftmen who have passed Advanced Training Courses are to be grouped in the form as per specimen given in Annex 'D' to this AFO by the Initiating Officer and countersigned by Assistant Director/Deputy Director/OIC Flt/Sec/Sqn. All columns including names and service particulars, the specific duties on which they have been employed during the last one year are also to be mentioned. They are to be assessed for character and general behaviour in accordance with the rules contained in para 10 like other airmen. Similarly they are to be collectively assessed and awarded total score of 54 for the six qualities under trade proficiency and general ability. Their character assessments and total score on trade proficiency along with the recommendations for promotion are to be recorded against their names in the consolidated return (Annex 'B' to this AFO).

RESTRICTED

b. **Leading Aircraftmen not passed Advance Training.** Leading Aircraftmen and Aircraftmen 1 who have not passes Advanced Training Courses are to be grouped in the form as per specimen given in Annex 'E' to this AFO by the Initiating Officer and countersigned by Assistant Director/Deputy Director/OIC Flt/Dec/Sqn. All columns including names and service particulars are also to be mentioned. They are to be assessed for character and general behaviour in accordance with the rules 10 like other airmen. Similarly they are to be collectively assessed and awarded total score of 27 for the three qualities. Their character assessments and total score on trade proficiency along with the recommendations for promotion are to be recorded against their names in the consolidated return (Annex 'C' to this AFO). Aircraftmen are to be assessed by the WOIC Section. These assessments are to be countersigned by the Assistant Director/Deputy Director/OIC Flt/Sqn/Section. Consolidated return in accordance with the instructions contained in Sub Para (a) and (b) above, are then to be prepared and countersigned by the Officer Commanding Base or Unit. The returns are to be forwarded to the BAF Record Office to teach them not later than 15 July each year.

Adverse Reports

16. If the character and general behavior of an airman is assessed as "Unsatisfactory" or if, the total score of an airman for all the six qualities in which he has been assessed for trade proficiency is less than 21 points or he has been assessed for any quality three or below or if he is adversely commented upon, he is to be informed of such assessment or adverse remarks and his signature to be obtained in column 14 on both the copies of Form P-58 as having been so informed. In such cases column 16 of Form P-58 is to be invariably signed by the Officer Commanding. If the character and general behaviour of an AC or LAC is assessed as "Unsatisfactory" of the total score of an airman for all the six/three qualities in which he has been assessed for trade proficiency is less than 21 points (10 pts for the airman who have not passes advance course) or if he is commented upon as " Not Recommended for Promotion", in such cases Officer in charge section will inform the airman. In this connection obtaining signature of the airman will not be required.

Recording of Assessment and Custody of Confidential Reports

17. Character assessments of all airmen are to be recorded in their Sheet Rolls (Form P-1). Total score of trade proficiency assessments of airmen of the rank of Leading Aircraftman and below should also be recorded in their Sheet Rolls. Trade proficiency assessments/score of airmen of the ranks of Corporal and above 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 Form P-58 are to be held by an officer responsible for the custody of such documents.

18. **Source of Supply.** The forms P-58 are to be obtained on demand from the normal source of supply and the following Annexes are to be prepared and used by Bases/units as per specimen given in this AFO.

Ref : AFO 39-22

RESTRICTED

TASK – 3

POSTING POLICY : BAF AIRMEN

বদলীর নিয়ম কানুন : বিমানসেনা

ভূমিকা

১। এই আদেশে বাংলাদেশ বিমান বাহিনীর বিমানসেনাগণের বদলীর নিয়ম কানুন, ইহা কার্যকরীতা এবং সময়মত বাস্তবায়ন করার পদ্ধতি বর্ণনা করা হইয়াছে।

বদলীর শর্তাবলী

২। সাধারণত : বিমানসেনাগণের জন্য বদলীর শর্তাবলী নিম্নরূপ হইবে, যদি না কোন বিমানসেনাকে বা বি বা আদেশ নং ৩৯-৯ অনুযায়ী বদলী হইতে বাছাই করা হয় :

ক। কোন এলাকায় অকারিগরী (Non-Technical) ও কারিগরী (Technical) পেশার (উপ- অনুচ্ছেদ খ- তে বর্ণিত পেশা ব্যতীত) যে সকল বিমানসেনা এক নাগাড়ে সর্বোচ্চ ৬ বৎসর বা তদূর্ধ্ব সময় অবস্থান করিয়াছে সাধারণত : সেই সকল বিমানসেনাদের অন্য এলাকায় বদলী করা হইবে।

খ। কারিগরী পেশা যেমন- এয়ারফ্রেম, ইঞ্জিন, ইলেকট্রিক, ইনস্ট্রুমেন্ট, র‍্যাডার, ওয়্যারলেস, আর্মামেন্ট, ফটো পেশায় কর্মরত বিমানসেনাগণ যদি কোন নির্দিষ্ট বিমান বা মূখ্য যন্ত্রপাতির কাজে নিয়োজিত থাকে কিংবা বিশেষ প্রশিক্ষণ প্রাপ্ত হয় তবে তাহাদিগকে কোন এলাকায় সাধারণতঃ ৮ বৎসর বা তদূর্ধ্ব সময় অবস্থানের পর অন্য এলাকায় বদলী করা হইবে। তবে এই সকল বিমানসেনাগণকে চাকুরীগত প্রয়োজনে সংশ্লিষ্ট ঘাঁটি/ইউনিট অধিনায়কের সুপারিশক্রমে এবং বিশেষজ্ঞ পরিদপ্তরের মতামত প্রয়োজনীয় সময়কাল পর্যন্ত একই এলাকায় রাখা যাইবে। অতঃপর তাহাদিগকে যথারীতি বদলী করা হইবে।

গ। যে সকল বিমানসেনাগণকে নির্দিষ্ট ঘাঁটি/ইউনিট ব্যতীত অন্য কোন স্থানে কার্যকরভাবে কাজে লাগানো যাইবে না তাহাদিগকে সংশ্লিষ্ট ঘাঁটি/ইউনিট এবং বিশেষজ্ঞ পরিদপ্তরের সুপারিশ সাপেক্ষে নির্দিষ্ট সময় (যাহা বিমান সদরে, কর্মচারী পরিদপ্তর কর্তৃক স্থির করা হইবে) অবস্থানের পরই এক এলাকা হইতে অন্য এলাকায় বদলী করা হইবে।

ঘ। বা বি বা ঘাঁটি, পিকেপি ও স্যাটেলাইট ইউনিট সমূহ যেমন- সি এন্ড এম ইউনিট লালমনিরহাট, শমশেরনগর, ২০৩ এম ইউ রাজেন্দ্রপুর, ৪১ স্কোয়াড্রন নয়নপুর, বগুড়া র‍্যাডার ইউনিট, মৌলভীবাজার র‍্যাডার ইউনিট ও অন্যান্য স্যাটেলাই ইউনিটে কর্মরত যে সকল বিমানসেনাগণের অন্যান্য ঘাঁটি/ইউনিট

RESTRICTED

এলাকায় সরকারী বাসস্থান রহিয়াছে তাহাদিগকে সাধারণত : ১ বৎসর পরি পূর্বের এলাকায় বদলী করা হইবে যদি ইতিমধ্যেই তাহাদের পূর্বের এলাকায় অবস্থানের নির্ধারিত মেয়াদ উত্তীর্ণ না হইয়া থাকে । অবিবাহিত/আন্ডঃবাস বিমানসেনাগণের ক্ষেত্রে উক্ত নিয়ম প্রযোজ্য হইবে না । তবে তাহাদের বদলীর ক্ষেত্রে উক্ত ইউনিটকেই স্বতন্ত্র এলাকা বলিয়া গণ্য করা হইবে ।

ঙ । প্রথমিক আবদ্ধিকৃত এবং পুনঃআবদ্ধিকৃত বিমানসেনাগণের ক্ষেত্রে যাহাদের চাকুরী যথাক্রমে এক বৎসর ও দুই বৎসরের কম আছে এবং তাহারা যদি কর্মস্থল এলাকার বাসিন্দা হয় তবে সাধারণতঃ চাকুরীর অত্যাশ্যকতা ছাড়া তাহাদিগকে বদলী করা হইবে না । এইরূপ চাকুরী পর্যায়ে উপনীত বিমানসেনাগণ তাহাদের পছন্দমত ঘাঁটিতে বদলীর আবেদন করিলে তাহা বিবেচনা করা হইবে ।

চ । ব্যক্তিগত বিশেষ আবেদনের প্রেক্ষিতে বিমানসেনাগণের বদলী বা বি বা আদেশ নং ৩৯-২৯ এর বিধান অনুযায়ী এবং বিমান সদর/১৭২০৬/জনবিন্যাস/খন্ড- ২/৮২ক তারিখ ২৩ ফেব্রুয়ারী ২০০৩ এর নির্দেশ অনুসারে সম্পাদন করা হইবে ।

সাধারণ বদলীর আদেশ

৩ । প্রতি বছর অক্টোবর মাসে বা বি বা রেকর্ড অফিস সকল বিমানসেনাগণের সাধারণ বদলীর পরিকল্পনা গ্রহণ করিবে । জেসিও পদবীর বিমানসেনাগণের বদলীর পরিকল্পনা বিমান বাহিনী সদর দপ্তরে বিশেষজ্ঞ পরিদপ্তরের মতামত গ্রহণ করিবার জন্য পেশ করিতে হইবে । বিশেষজ্ঞ পরিদপ্তরের মতামত সম্বলিত বদলী পরিকল্পনা বদলীর আদেশ প্রদান করিবার কমপক্ষে ২ মাস আগে অধিনায়ক বা বি বা রেকর্ড অফিস কর্তৃক চূড়ান্ত করা হইবে । সাধারণ বদলীর ক্ষেত্রে বা বি বা রেকর্ড অফিস বদলীর কার্যকরী তারিখের ৪৫ দিন পূর্বে বদলীর আদেশ প্রদান করিবে ।

গোয়েন্দা কার্জে নিযুক্ত বিমানসেনাদের বদলীর পরিকল্পনা

৪ । কোন বিমানসেনাকে গোয়েন্দা কাজে নিযুক্ত করিতে হইলে পরিচালক, গোয়েন্দা পরিদপ্তর, পরিচালক কর্মচারী ও বিশেষজ্ঞ পরিচালকের সহিত আলোচনার সাপেক্ষে নির্বাচিত বিমানসেনাগণের তালিকা বা বি বা রেকর্ড অফিসের অধিনায়কের নিকট পেশ করিবে । গোয়েন্দা কাজে নিযুক্ত বিমানসেনাগণকে তিন বৎসর এবং প্রয়োজনে বিশেষজ্ঞ পরিচালকের সুপারিশক্রমে আরো এক বৎসর অর্থাৎ সর্বোচ্চ চার বৎসর অন্তঃ বদলী করিয়া তাহাদেরকে নিজ নিজ পেশাগত কাজে নিয়োগ করিতে হইবে ।

RESTRICTED

পেশাগত কর্তব্য বহির্ভূত বদলী

৫। টেকনিক্যাল ট্রেডের কোন বিমানসেনাকে সর্বোচ্চ তিন বৎসর তাহার পেশাগত কাজের বাহিরে বদলীতে রাখা যাইবে। অতঃপর তাকে পেশাগত কাজের সহিত সংশ্লিষ্ট স্থানে বদলীতে আনা হইবে। ইহাছাড়া, কোন বিমানসেনাকে সাধারণতঃ পরপর দুইবার পেশাগত কাজের বাহিরে বদলী করা যাইবে না।

ঘাঁটি/ইউনিটের কার্যক্রম

৬। বদলীর আদেশ প্রাপ্তির পর ঘাঁটি/ইউনিট নতুন বদলীর ক্ষেত্রে নির্দিষ্ট তারিখে পাঠানোর জন্য তাঁহাদের অধিনস্থ বিমানসেনাদেরকে প্রস্তুত করিবেন। প্রয়োজনবোধে অন্তর্বর্তীকালীন সময়ের মধ্যে প্রতিস্থাপককে প্রয়োজনীয় প্রশিক্ষণ প্রদান করিতে হইবে। চাকুরীর অত্যাৱশ্যকতা হেতু বা ব্যতীক্রমশীল ঘটনা হিসাবে কোন বদলীর আদেশ বাতিল কিংবা স্থগিতকরন একালন্ড প্রয়োজন হইয়া পড়িলে, বদলীর আদেশ পাওয়ার ১৫ দিনের মধ্যে তাহা সংশ্লিষ্ট ঘাঁটি/ইউনিট যথাযথ যুক্তিসহ স্ব স্ব অধিনায়কের সুপারিশ সহকারে বা বি বা রেকর্ড অফিসকে অবগত করতঃ সরাসরি বিমান বাহিনী সদর দপ্তরে (কর্মচারী পরিদপ্তর) প্রেরণ করিবে। কোন ক্রমেই একজন বিমানসেনাকে বিমান বাহিনী সদর দপ্তরে (পরিচালক কর্মচারী) প্রেরণ করিবে। কোন ক্রমেই একজন বিমানসেনাকে বিমান বাহিনী সদর দপ্তরের (পরিচালক কর্মচারী) পূর্বানুমতি ব্যতীত ঘাঁটি/ইউনিট তাহাকে বদলীকৃত ঘাঁটি/ইউনিট প্রেরণ বিলম্ব করিতে পারিবে না। ঘাঁটি/ইউনিট সমূহ বিমানসেনাগণের বদলীতে যাওয়া/আসার সঠিক তারিখ নিশ্চিতকরন পত্র দ্বারা বা বি বা রেকর্ড অফিসকে অবহিত করিবে।

কার্যগ্রহণ কাল (যোগদান কাল)

৭। বিমান বাহিনী নির্দেশ নং ২২/৬৭ অনুসারে যদি কোন বিমানসেনাকে যোগদানের জন্য সময় দেওয়া হয় তবে তাহা কার্যকরী তারিখের পূর্বে শেষ হইতে হইবে যাহাতে বিমানসেনা তাহার নতুন ইউনিটে নির্ধারিত তারিখে যোগদান করিতে সক্ষম হয়।

চাকুরীর অত্যাৱশ্যকতাহেতু বদলী

৮। চাকুরীর অত্যাৱশ্যকতাহেতু সকল বিমানসেনাদের (গোয়েন্দা বিভাগে কর্মরত বিমানসেনা সহ বদলীর আদেশ অধিনায়ক বা বি বা রেকর্ড অফিস প্রদান করিবে। সাধারণ বদলীর ন্যায় বদলীর যথেষ্ট পূর্বাভাস এইরূপ ক্ষেত্রে দেওয়া না ও যাইতে পারে। চাকুরীর জরুরী চাহিদা মিটানোর জন্য যেহেতু এই ধরনের বদলী করা হইয়া থাকে সেহেতু ঘাঁটি/ইউনিটকে এইরূপ ক্ষেত্রে বদলী বাতিল বা স্থগিত করার জন্য কোন সুপারিশ ব্যতিরেকে বিমানসেনাগণকে নির্ধারিত তারিখে বদলীকৃত ঘাঁটি/ইউনিটে প্রেরণ করিতে হইবে।

RESTRICTED

শৃংখলাজনিত কারণে বদলী

৯। শৃংখলাজনিত কারণে, তদন্ত পর্যদের সুপারিশ কিংবা গোয়েন্দা রিপোর্টের ভিত্তিতে বিমানসেনাগণকে বদলী করা যাইবে এবং সেই ক্ষেত্রে বিমানসেনাগণের বদলীর অন্যান্য সাধারণ নিয়মাবলী প্রযোজ্য হইবে না। তদন্ত পর্যদের সুপারিশ অথবা গোয়েন্দা রিপোর্টের সুপারিশের ভিত্তিতে কর্মচারী পরিদপ্তর বদলীর ব্যবস্থা করিবে।

দায়িত্ব

১০। বিমানসেনাদেরকে নির্দিষ্ট তারিখের মধ্যে বদলীতে প্রেরণের জন্য ঘাঁটির প্রশাসন শাখার অধিনায়ক, স্বতন্ত্র ইউনিটের অধিনায়ক এবং বিমান বাহিনী সদর দপ্তর (ইউনিট) এর অধিনায়ক ব্যক্তিগতভাবে দায়ী থাকিবেন।

বি বা আদেশ নং ৩৯-১৭

TASK- 4

PROMOTION : BAF AIRMEN

1. **Introduction.** Airmen are promoted on completion of requisite years, OJT, career course and on fulfilment of general conditions. Necessary recommendation by OC and clearance by the promotion board are also required for promotion to certain ranks.
2. **Promotion Criteria.** Promotions on the following ranks are given on fulfilment of the conditions mentioned against each.
 - a. **Aircraftman-2.** On successful completion of 9 months disciplinary training at RTS the recruits (AC-2) are sent for basic training in the rank of AC-2.
 - b. **Aircraftman-1.** On successful completion of basic training (88 weeks) airmen are promoted to the rank of AC-1 wef the last day of the final examination.
 - c. **LAC.** On completion of 3 years service airmen are promoted to the rank of LAC subject to pass Trade Training Advance.
 - d. **Cpl.** After completion of 7 years total service 3 years as LAC an airman will be promoted to the rank of Cpl subject to pass appropriate trade test and suitability.
 - e. **Sgt.** After completion of 12 years total service 3 years as substantive Cpl an airman will be promoted to the rank of Sgt subject to pass proficiency test (Airmen will be eligible for proficiency test on completion of 10 years of service).
 - f. **WO.** After completion of 18 years total service 3 years as substantive Sgt an airman will be promoted to the rank of WO subject to pass management course, suitability, establishment vacancy and clearance by Promotion Board.
 - g. **SWO.** After completion of 22 years total service 2 years as substantive WO an airman will be promoted to the rank SWO subject to establishment vacancy suitability and clearance by Promotion Board (Conditions may be relaxed at the discretion of COAS).
 - h. **MWO.** After completion of 25 years total service 2 years as substantive SWO an airman will be promoted to the rank MWO subject to establishment vacancy, suitability and clearance by Promotion Board (Conditions may be relaxed at the discretion of COAS).

RESTRICTED

3. **Cypher Assistant and Education Instructors.** On successful completion of initial training an acting paid WO (Cypher Assistants and Education Instructors) will be promoted to the substantive rank of WO wef the last date of examination. Further promotion would be subject to establishment vacancy, suitability and following minimum length of service:

- a. WO to SWO - 7 years as substantive WO
- b. SWO to MWO - 8 years as substantive SWO

4. **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.

5. **Aircrew.** All airmen of the allied trades selected for remustering as aircrews will hold the existing rank while undergoing training. On successful completion of training their ranks will be determined as under:

- a. All airmen will, on successful completion of training, be promoted to the rank of Sgt (aircrew).
- b. Promotion from Sgt (aircrew) to WO (aircrew) will be subject to passing the proficiency test and completion of 3 Years service as Sgt (aircrew). Promotion can only be given if there is establishment vacancy.
- c. Promotion from WO (aircrew) to SWO (aircrew) will be subject to passing the proficiency test and completion of 3 Years service as WO (aircrew). Promotion can only be given if there is establishment vacancy.
- d. Promotion from SWO (aircrew) to MWO (aircrew) will be subject to completion of 2 Years service as SWO (aircrew). Promotion can only be given if there is establishment vacancy. (33% of the authorized establishment of SWO (aircrew) will be treated as MWO (aircrew).

6. **Acting Paid Rank for Physical Fitness & Drill Instructor and Provost.** Candidate selected as Physical Fitness & Drill Instructor and Provost on successful completion of requisite trade training, will pass out together with other trade airmen and become LAC together with them on completion of 3 yrs svc. They will be promoted to the rank of Cpl on completion of one year of OJT period and satisfactory performance of duties in the trade at BAF Bases/Units as LAC.

7. **Promotion Board.** All promotions to the rank of WO and above are made subject to clearance by promotion board and establishment vacancies. Under the present promotion system, seniority both in rank and service has been given due weightage at the same time without diminishing the weightage of assessments. This system places seniority as a major factor for effecting their promotions. It will be

RESTRICTED

instrumental in minimizing the number of suppressions of seniors by juniors. The main features are given below:

- a. **Seniority in Rank.** The score for seniority at the rate of 3 (three) points for each completed year of substantive rank held by airmen is counted without any maximum limit. Points for seniority for part of a year are given month to month at the rate of $\frac{1}{4}$ (one fourth) point per month. For the purpose of counting points, 15 days or more in any one month will be counted as full month.
- b. **Seniority in Service.** The score for seniority in service at the rate of 3 (three) points for each completed year of service is counted. Points for seniority for part of a year are given from month to month at the rate of $\frac{1}{4}$ (one fourth) point per month. For the purpose of counting points, 15 days or more in any one month will be counted as a full month.
- c. **Assessment of Trade Proficiency and General Ability.** The last 5 years ACR assessments are taken into account to determine the average score. Generally an airman assessed as 'above average' during the last 5 years would not normally be superseded.
- d. The different course result of airmen are also taken into account for promotion. For this purpose the results of Basic, Advance & Senior Trade/PTR (for airmen aircrew) will be converted to 100 marks separately and 20%, 40% and 40% respectively will be added to airman's account with other points.
- e. **MT Category.** As per existing rule for promotion purpose MTOs must have at least category 'C' driving category.
- f. **Red/Black Ink Entry & Letter of Displeasure** For promotion to the rank of WO and above the disciplinary record of the airman is also taken into consideration. As per existing rule, only the black/red ink entry and letter of displeasure of last three years are taken into account.
- g. **Obesity.** The promotion board will determine the overweight basing on the existing obesity chart of BAF and will take action as per the nature of obesity.
- h. **Airmen 'Not Recommended' for Promotion.** By virtue of seniority in rank and service, if an airmen's position comes within the zone to be considered for promotion to the next higher rank, whereas he got 'N R' (not recommended) for promotion in column 11/12 of form P-58, such airman, on merit of the case, may be cleared from the respective base/unit commander of the airman concerned and his promotion will actually be effected only on receipt of a favorable special report.

RESTRICTED

j. **Order of Preference.** Record Office will prepare a list of vacant post of each trade and propose suitable airmen's name to the promotion board.

k. **Composition of Promotion Board.** The promotion board will normally be held once in a year, preferably during the month of October/November or as decided by Air HQ from time to time. The composition of the board is as follows:

- | | | | |
|-----|--|---|-----------|
| (1) | Assistant Chief of Air Staff (Admin) | - | Chairman |
| (2) | Director of Personnel | - | Member |
| (3) | All base commanders or suitable representatives- | | Member |
| (4) | OC BAF Record Office | - | Member |
| (5) | OIC CPS | - | Secretary |

Ref :

- a. Proposed Terms and Conditions of Service : BAF Airmen
- b. AFO 30-14

TASK-5

OFFICERS' PERFORMANCE REPORT

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 is as followings:
- To ensure proper career management such as employment, promotion, selection for courses/training, grant of extension, retention and termination of services etc.
 - To provide an opportunity to officers for self-improvement and development through continuous performance appraisal in the form of performance counseling and feedback.
 - To provide scope of generating motivation of an officer by giving him opportunity to know about his strength, weakness, achievement and failure.
 - To provide opportunity to improve on officers' personal attributes, which affect the organization's mission.
 - 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 as follows:
- 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.
 - 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, which entitles for qualification pay. It also includes courses on completion of which symbols can be used at the end of the names.

RESTRICTED

5. **Part – II.** Para I to 8 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.
- (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.

RESTRICTED

- (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.
- (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 from superiors. Self explanatory.

RESTRICTED

(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 counselling session, the dates on which the counselling 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 counselling session the form is to be signed by the officer reported upon and the IO.

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 counselling.

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 Counselling Session is not applicable to those officers. As such para 6 of Part II is also not applicable for them and marked accordingly.

RESTRICTED

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 and officer has been tasked to org a training demo or a TEWT.</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.</p> <p>Or</p> <p>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.

RESTRICTED

BAF Form P-57 (Revised)

BANGLADESH AIR FORCE

OFFICERS' PERFORMANCE REPORT

FINAL GRADING
(at Air Secy's Br)

Date _____ Initial _____

FOR AIR HQ'S USE		
Examined By	Initial	Date

Photograph
1.5" X 1.5"

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
		Passed/Failed/Absent/Exempted	Signature of Base/Unit Sports Officer
		Passed/Failed/Absent/Exempted	
		Passed/Failed/Absent/Exempted	
		Passed/Failed/Absent/Exempted	

RESTRICTED

5. Experience and Category.

a. GD Officers

Last Instrument Rating										
Type of AC										
Valid Till										
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	1 st Pilot	2 nd Pilot	Aircrew or dual	1 st Pilot	2 nd Pilot
Each column total										
Total for the pd of report										

b. ADWC Officer

Latest Operational Category		Date Gained		Valid Till	
Interception carried out during the period of report			Grand Total Interception		
Simulated		Actual		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/CGPA	Year Passed	Institute

b. Service Examination/Course

Examination/Course	Div/Grade/Category/Percentage	Date Passed	No of Chances Aailed

c. Service Symbols, Courses etc

RESTRICTED

7. **Record of Service under Initiating Officer.**

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

8. **Preference for the next Appointment**

a.
b.

Date:

Signature of the Officer Reported Upon

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 _____

RESTRICTED

PART II

1. Profile Qualities.

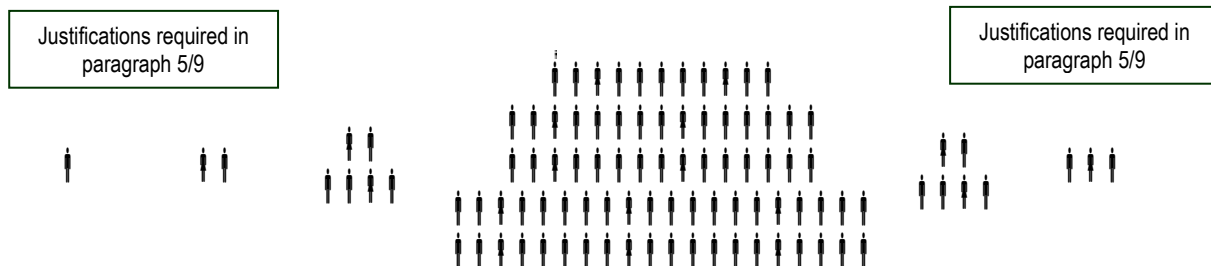
Personality Traits	9	8	7	6	5	4	3	2	1
a. Moral Standard and Integrity									
b. Sense of duty and responsibility									
c. Turn out and Bearing									
d. Intelligence									
e. Emotional Stability									
f. Alertness									
g. Determination									
h. Courage									
j. Power of Judgement									
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. <i>Resourcefulness</i>									
y. <i>Intellect and conceptual ability</i>									
z. <i>Vision (Mandatory for Wg Cdr and above)</i>									
aa. <i>Dedication and Commitment</i>									
ab. <i>Flexibility, Tact and Co-operation</i>									
ac. <i>Social Conduct</i>									
ad. <i>Adaptability</i>									

RESTRICTED

ae. <i>Decisiveness</i>									
af. <i>Initiative</i>									
ag. <i>Reliability and confidence enjoyed from Superiors</i>									
ah. <i>Reliability and confidence enjoyed from colleagues and subordinates.</i>									
aj. <i>Power of oral expression.</i>									
ak. <i>Power of written expression.</i>									
al. <i>Ability to Inspire</i>									
am. <i>Endurance and Agility</i>									
Abilities in flg duties (GD Br offr only)									
an. <i>Determination</i>									
ap. <i>Reliability</i>									
aq. <i>Judgement</i>									
ar. <i>Initiative</i>									
as. <i>Situational Alertness</i>									
at. <i>Self Confidence</i>									
au. <i>Courage</i>									
av. <i>Power of Command</i>									
aw. <i>Discipline</i>									
ax. <i>Organizing Ability</i>									
Total Score									
Average Score (Total ÷ No of Attributes Marked)									

RESTRICTED

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.**

RESTRICTED

b. Performance in Operational Activities.

c. Performance Under Crisis and Stressful Situation.

5. 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.

Signature of the Initiating /Reporting
Officer
Name _____
Rank _____

Appointment _____
Base/Unit _____

Date _____

RESTRICTED

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)

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

Date _____

Signature _____

Name _____

Rank _____

Appointment _____

Base/Unit _____

RESTRICTED

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

Signature

Name _____

Rank

Date

Appointment _____

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

Date

Signature

RESTRICTED

TASK –6
PROMOTION - OFFICERS

Temporary Promotion

1. **Introduction.** BAF officers will be granted temporary promotion under the conditions prescribed in this instruction.

2. Officers will be promoted to temporary rank after completion of minimum service calculated from the date of commission including ante-date/post date seniority if any. However, temporary promotion may be delayed by the promotion board as deem necessary.

- | | | | |
|----|--------------------------------------|---|----------|
| a. | Pilot Officer to Flying Officer | : | 6 months |
| b. | Flying Officer to Flight Lieutenant | : | 2 years |
| c. | Flight Lieutenant to Squadron Leader | : | 8 years |
| d. | Squadron Leader to Wing commander | : | 16 years |
| e. | Wing Commander to Group Captain | : | 20 years |
| f. | Group Captain to Air Commodore | : | 21 years |

Note: For the purpose of promotion total of three years relaxation may be allowed to the General duties Branch Officers till the time service length and retirement age of General Duties Branch officers are made equal to the other branch officers of the BAF as shown below :

- | | | | |
|----|---|---|---------|
| a. | From Flying Officer to flight Lieutenant | : | 01 year |
| b. | From Flight Lieutenant to Squadron Leader | : | 01 year |
| c. | From Squadron Leader to Wing Commander | : | 01 year |

3. **General Requirements**

- a. Professionally efficient & competent.
- b. Medically fit, however, low medical category attributable to military service is eligible.
- c. Physically fit (not obese or physically weak)/PFT/PER Test qualified.
- d. Recommended in the last available Officers' Performance Report (OPR) for temporary promotion
- e. Satisfactory disciplinary record.

RESTRICTED

4. **Special Requirements**

- a. Flying Officer to Flight Lieutenant- An officer must have passed ISS part-I/equivalent examination.
- b. Flight Lieutenant to Squadron Leader :
 - (1) Must have passed ISS Part-II/equivalent examination.
 - (2) Must be recommended by the Promotion Board.
 - (3) Preferably obtain a service-driving license for light vehicle.
- c. Squadron Leader to Wing Commander :
 - (1) Must have passed Junior Command & Staff Course or equivalent examination/course.
 - (2) Must be recommended by the Promotion Board.
- d. Wing Commander to Group Captain :
 - (1) Must be recommended by the Selection Board.
 - (2) Must have completed minimum 1 year service in the present rank and also have received minimum one OPR.
 - (3) Good circulation value.

5. **Consideration Criteria for the Selection/Promotion Board:**

- a. Points highlighted in para 3 above
- b. Firsthand knowledge of the board members about the officer on the following aspect :
 - (1) Performance and professional efficiency in the respective fields.
 - (2) Loyalty to the organization.
 - (3) Attitude towards moral values.
 - (4) Respect towards all the religions keeping in harmony with military duties, traditions and social etiquette.
 - (5) Attitude towards superior, contemporaries and subordinates.

6. Officers undergoing course for duration of more than 01 year in any trg institutions/estbs/universities will not be eligible for temp promotion.

Approving Authority

7. Promotion up to the rank of Wing Commander will be approved by the Chief of the Air Staff (COAS) and promotion to the rank of Group Captain and above will be approved by the Government on recommendation of the Selection/Promotion Board.

RESTRICTED

Paid Rank

8. No officer will be granted the paid temporary rank until he completes two months service in that rank. The Temporary paid rank will be granted with retrospective effect if considered suitable by Air Headquarters.

9. **Misc**

a. All officers whose names are included in the promotion Brief will be discussed for promotion in the Selection Board. Any officer who is abroad but is likely to return before the next promotion Board will also be discussed.

b. An officer who is not recommended by the Selection/Promotion Board for promotion will be termed as "Differed" in the first year. The board will review the officer's case in the following year, and if the board does not recommend him, the officer will be considered as Temporarily Superseded (TS). The officer will again be considered for the third time in the next year and if the board still does not recommend him for promotion, he will be permanently Superseded (PS). No officer will be considered for promotion on being superseded permanently.

c. Officers will be informed about their promotion status on being superseded temporarily or permanently and option will be given to these officers to retire with full benefit (Subject to exigency of service).

d. If an officer is not promoted to the selective rank and is permanently superseded, he will be reported upon every year by his initiating Officer (IO)/Senior Reporting Officer (SRO) regarding his suitability for retention in the service. If a permanently superseded officer is found unsuitable for further retention in the service due to reasons of professional inefficiency, disinterest in service and other aspects mentioned in sub para 5b of this policy. It should be mentioned in his officer's 'Performance Report (OPR) substantiating the reasons and further corroborated by the SRO and next Senior Reporting Officer (NSRO), as applicable. If SRO and NSRO (as applicable) both agree with the recommendation of the IO to retire the officer, then Air Secretary will take necessary measures for retiring him under the provisions laid down in BAF Act Rule-1957. If either SRO or NSRO ((as applicable) disagrees with the recommendation of IO, then the officer reported upon will be posted out to another unit/establishment and his suitability for retention will be reviewed in the following year by a new IO/SRO/NSRO.

e. For promotion up to rank of Sqn Ldr the promotion board may sit twice a year namely in May and November to effect promotion from 01 June and 01 December and for promotion to the rank of Wg Cdr and above the promotion board may sit in the 1st week of July each year. However, special sitting may be held as and when desired by the Chief of the Air Staff.

f. Grant of temporary rank earlier than the specified time limit can only be made by the Government of Bangladesh on the recommendation of the Chief of the Air Staff.

RESTRICTED

Composition

10. **Promotion Board for the Rank of Sqn Ldr and Below** : For promotion up to the rank of Sqn Ldr the Board is constituted as under :

- | | | | |
|----|---------------|---|-----------------|
| a. | ACAS (O&T) | - | Member |
| b. | ACAS (M) | - | -“- |
| c. | ACAS (A) | - | -“- |
| d. | Air Secy | - | Member Secy. |
| e. | Splt Director | - | Co-opted Member |

- Senior most PSO will act as the **Chairman**

11. **Promotion Board for the rank of Wg Cdr and Gp Capt.** For promotion to the rank of Wg Cdr and Gp Capt, the Board is constituted as under :

- | | | | |
|----|----------------|---|-------------|
| a. | COAS | - | Chairman |
| b. | ACAS (O&T) | - | Member |
| c. | ACAS (M) | - | Member |
| d. | ACAS (A) | - | Member |
| e. | AOCs/Base Cdrs | - | Members |
| f. | Air Secy | - | Member Secy |

Criteria

12. **Service Limit** To be eligible for temporary promotion an officer must have completed the following years of service.

a. **Flt off to Flt Lt**

(1) **GD Branch** Minimum of 2 years of commissioned svc including antedated of seniority, if any.

(2) **Ground Branch** Minimum of 3 years of commissioned svc including antedated seniority, if any. For BLPC officers, half of WO's service upto a maximum of 2 years will reckon as qualifying service.

b. **Flt Lt to Sqn Ldr**

(1) **GD Branch** Minimum of 4 years of commissioned svc including antedated of seniority, if any.

(2) **Ground Branch** Minimum of 5 years of commissioned svc including antedated of seniority if any. For BLPC officers, half of WO's service upto a maximum of 2 years will reckon as qualifying service.

13. **Promotion Examination** An officer (other than BLPC officer) must clear Part-I of ISS examination for promotion to the Ty rank of Sqn Ldr.

RESTRICTED

14. **For Promotion from Sqn Ldr to Wg Cdr** Promotion to the rank of Wg Cdr would depend on the availability of establishment vacancy of respective branch. Common vacancies will be filled up on the basis of merit and the requirement of service.
15. **For Promotion from Wg Cdr to Gp Capt** Promotion to the rank of Gp Capt would depend on the availability of establishment vacancy of respective branch. Common vacancies will be filled up on the basis of merit and the requirement of service.
16. **Officers' Performance Report (OPR).** Following will apply.
- a. For promotion to the rank of **Sqn Ldr** average assessment of last 3 years OPR of the individual officer will be put up for consideration of the Board.
 - b. For promotion to the rank of **Wg Cdr** average assessment of all the OPRs in the rank of Sqn Ldr of an individual officer will be put up for consideration of the Board.
 - c. For promotion to the rank of **Gp Capt** average assessment of all the OPRs of the individual officer will be put up for consideration of the Board.
17. **Additional Qualification** For promotion, especially to higher rank, results in the various courses, Staff College Course and Command experience will be considered as additional qualification.
18. **Past Records of conduct and Discipline** Records of proven misconduct, cases of indiscipline, letters of reproof/displeasure/warning will also be put up for consideration of the Promotion Board.
19. **Medical Fitness** An officer must be medically fit for the particular rank as laid down in AFI 132/52 and AFO 160-122.
20. **Substantive Promotion** Cases of substantive promotion will be dealt in accordance with the existing ASFI and other administrative procedure as laid down in AFO 20-36.
21. **Assembly of the Board** The Promotion Board mentioned at para-2 will sit in the 1st week of May and 1st week of November each year and promotion Board mentioned at para-4 will sit in the 1st week of July each year. However, special sitting may be held as and when desired by the COAS.

Ref : AFI 3/2007 dt 17 Sep 2007

SUBSTANTIVE PROMOTION

Introduction

1. Substantive promotions will be made after completion of requisite period of service calculated from the date of commission including ante-date/post date seniority if any.

2. Substantive Promotion Period

- | | | | |
|----|--------------------------------------|---|-----------|
| a. | Pilot Officer to Flying Officer | - | 2 years. |
| b. | Flying Officer to Flight Lieutenant | - | 6 years. |
| c. | Flight Lieutenant to Squadron Leader | - | 13 years. |
| d. | Squadron Leader to Wing Commander | - | 17 years. |
| e. | Wing Commander to Group Captain | - | 21 years. |
| f. | Group Captain to Air Commodore | - | 23 years. |

Note : Officers undergoing course for duration of more than 01 year will have to be recommended for substantive promotion by the concerned institution/unit/formation, a standard proforma has been made in this regard.

Suitability for All

3. In all cases officer must be recommended and considered suitable for promotion.

Conditions for GD Officers

4. GD Officers must be medically fit for full flying duties (up to the of Gp Capt).

Note: The Government may waive this condition on the recommendation of the COAS in exceptional cases. In other cases officers should be medically fit for their respective appointments.

Ref : AFI 3/2007 dt 17 Sep 2007

TASK-7

LEAVE : BAF 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

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 overstays 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's 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.

Leave Sanctioning Authority

17. Leave sanctioning authorities for different types of leave are given below :

- a. Casual Leave - Unit/Base Commander
- b. Recreation Leave - Air Headquarters
- c. Service Leave upto 14 days - Base Commander or Unit and including Commander of independent Unit/base
- d. Service Leave for and including 14 days - Air Headquarters
- e. Leave other than casual and service - Air Headquarters
- f. All kinds of leave for the commanding Officers of independent unit and base - Air Headquarters
- g. Casual Leave upto 3 days for OCs of lodger units of Air HQ - Respective Director
- h. Casual leave beyond 3 days For OCs of lodger units of Air HQ - Respective POS
- j. Extension of leave - The authority who sanctioned original leave except extension of service leave beyond 14 days, which is done by Air HQ.
- k. All types of leave out of Bangladesh. - Air Headquarters

Leave Pending Retirement/Resignation

18. **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.

19. **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

20. 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 and corrigendum 38/54.

RESTRICTED

LEAVE : 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 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.

RESTRICTED

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.

8. **Leave Pending Retirement/Discharge**. An airman may be granted 6 months LPR. He will be entitled to a lump amount in cash in lieu of accumulated annual leave left, after availing 4 months LPR, not exceeding 12 month's pay.

Ref : AFI 12/54.

RESTRICTED

TASK – 8 : PERSONNEL OCCURANCE REPORTS (POR)

1. The following procedure with regard to- preparation and distribution of PORs for BAF personnel will be strictly observed.
2. The title "Personnel Occurrence Report" is to continue to be used by all units followed by the designation "BAF Officer" or "BAF Airmen", as the case may be.
3. The accuracy of the information quoted in personnel occurrence reports and the promptness with which- occurrences are promulgated, are vital to the correct and up-to-date recording in officers' and airmen's permanent records and., efficient maintenance of their accounts ; therefore the -necessity for meticulous care cannot be too strongly emphasised. It would rarely be necessary for the promulgation of occurrences to be delayed, for a period in excess of 24 hours.
4. Officer commanding admin, wing and adjutants are to give their personal attention to the compilation and accuracy of all entries and to ensure that personnel occurrence reports are issued daily even if there is only a single entry: awaiting promulgation. The officer signing the personnel' occurrence reports is to satisfy himself as to the accuracy of the entries by a percentage check of the information promulgated before
5. The title of the unit (but not its operational function) is to be inserted at the at the top left hand corner, and, serial number and date in the top right hand 'corner of each page thus :

No 5 Squadron BAF

Serial No----- 124

Page No----- 1

Date ----- 17-5-1992

6. Personnel occurrence reports are to be numbered consecutively; new serial numbers being commenced with the first issue of each calendar year. Each entry in the report is to be numbered consecutively, beginning with No 1 on each report. The first report of each year is to indicate in the headings, the number and date of the last report issued in the previous year.
7. Should a serial number be duplicated or omitted from its sequence, the position is to be regularised by the promulgation at the head of a subsequent early issue of a report of a suitable correction" incorporating a note of the correct renumbering of the reports affected.

RESTRICTED

8. Should Air Headquarters or OC BAF Records raise any observation on any entry, the matter will- be taken up with unit concerned which is to promulgate any necessary, action under appropriate heading, followed by the sub-heading(corrections) Example 'A' Enrolments - Corrections. Entry No 5 Personnel Occurrence Report Serial No 2 dated 10-4-92, delated"). These are not to be included at the end of the report.

9. All units are to prepare separate series of' personnel occurrence reports for :

- a. BAF officers
- b. BAF airmen including cadets

Each personnel occurrence report is to be rendered on a separate sheet or sheets which can be detached if necessary, and is to be allotted a separate serial number ; care being taken to' insert the particulars required by para 5 above at the top of each page. The number of copies of each personnel occurrence reports to be prepared is to' be governed by the distribution required (see Annex 'B' to this order).

10. At Training establishments, personnel despatch centres, the heading under which occurrence are promulgated, should be subdivided to distinguish clearly those affecting (a) permanent staff and (b) trainees or personnel passing through the centers.

11. Special care should be taken that the following particulars are shown in respect of each officer :

- a. Rank
- b. Initials (full names if personal number is not known)
- c. Name and personal number
- d. Branch of service and type of commission.

Similarly service number, rank, name and initial, trade/ brand) for every airman/ cadet are always to 'be given.

12. Indefinite or unqualified entries such as "proceeded to" or "arrived at" are not to appear, The terms "posted to" or "attached to" must invariably be used. The actual unit and not merely the base to or. from which the posting or attachment is effected is invariably to be indicated. In the case of squadrons, the location will be omitted.

13. Entries are not to be made in personnel occurrence reports for the sole purpose of supporting claims to subsistence or mileage allowance.

RESTRICTED

14. The issue of the railway warrant at public expenses for leave purposes to officers and airmen showing serial numbers and dates of issue, is to be included in the entries promulgating the grant of leave. All entries are to show the effective date of occurrence and the original authority. It is to be noted that the only authority that can be quoted in personnel occurrence reports in respect of the following entries officers in Air Headquarters :

- a. Grant of temporary ranks.
- b. Postings
- c. At to. ohm cut a
- d. Resignations, retirements and termination of commissions.
- e. Appointment to commissions. Similarly in the case of airmen BAF Record Office is the only authority for the following entries:
 - a. Postings.
 - b. Remustering and reclassification.
 - c. Promotions and reversions.
 - d. Admission to BAF married establishment.
 - e. Attestation.

For entries regarding discharges (of attested airmen only) and transfers, the authority to be quoted is Air Headquarters.

15. Where it is necessary to notify other units, of certain entries, only the relative extracts from the personnel occurrence reports are to be forwarded. All copies of personnel occurrence reports are to be legible and complete. The name of the officer signing the report should be typed below the signature.

16. Occurrences affecting personnel who are attached from other units are to be communicated to the parent unit for information and recording in the document if necessary. The words "attached from (name of "parent unit) being included in the entry.

17. Entries concerning officers and airmen are to be made in strict numerical sequence of official numbers' under the various headings.

18. Where two or more officers/airmen are affected by the same event e.g. posted under one authority, a block entry may be made; the individuals mentioned in such an entry are to be listed in numerical sequence-independently of the remainder of the entries under the heading concerned. Block entries are to be placed after all other entries, under the heading concerned. Block entries are to be placed after all other entries, under the heading concerned.

RESTRICTED

19. Personnel occurrence reports rendered for airmen will be made out in two parts. Part I will contain entries in respect of all airmen except those who have been appointed officer cadets (for headings see Annex. 'A', Section II). Part II will contain entries in respect of all airmen who have been appointed officer cadets (for particulars of the airmen with their basic ranks and trades in case of those selected from the ranks of the BAP) will be given except that under "trade and trade group" the following will appear :

"Plight Cadet" or "Cadet"

20. Particular care is to be taken that the following entries are promulgated in Part II in respect cadets who are direct entrants from civil life :

a. Enrolment. "Enrolled in the BAP wefon reporting to in rank and trade..... and allotted service numbers as shown.
Authority.....

b. Discharges. "Discharged from BAP tin under BAP Act Rule and struck of the strength- of the BAP wef (date following the day on which he was discharged.)

21. The Relevant entries in respect of cadets who were serving in the ranks of the BAF prior to selection will be under following heading :

Remustering "Remustered to trade", "Flight Cadet" or Cadet" wef on reporting to Authority

Discharges and Release "Cadetship terminated and reverted to basic rank and trade
viz.....wef.....

Authority.....

Extracts of these entries will be sent to parent unit of the airman for promulgation in Part I of their personnel occurrence reports.

22. When cadets are appointed to commissions, the following entry will be made in Part II :

Discharges and Releases. "Discharged from BAF.....under BAF Act Rule 31 Clause 'viii' on appointment to commission wef

23. The relevant entry granting a commission will also be , promulgated in personnel occurrence report in respect of BAF officers.

24. PORs pertaining to marriage of officers should contain the following information :

a. Wife's full name, address and date of birth.

b. Pull name and address of wife's father.

25. The distribution of the personnel occurrence reports is shown in Annex 'B'.

Ref : AFO 30-8

TASK- 9 : ORGANISATION AND FUNCTIONS OF BAF RECORD OFFICE

Introduction

1. BAF Record Office is a special and independent unit. It deals with all documents concerning all airmen and MODC (Air) from the day he enters BAF. In fact Record office is a buffer zone between policy making staff at Air Headquarters and BAF Bases/Unit.

Organisation

2. The organisation of BAF Record Office is divided into two parts namely:
- Administrative,
 - Functional.
3. Administratively the entire set up of Record Office is looked after by Record Office (Unit) which include unit headquarters consisting of unit commander who is also Officer-in-Charge Record.

Functional

4. Functionally the whole of Record Office is divided into different sections headed by Officer-in-Charge.
5. An Organisation Chart is placed as annex to this topic.

Relation With Air Headquarters

6. The BAF Record Office although a separate unit, is in fact an extension of the department of DDP (Manning) at Air Headquarters who is responsible for the formulation of policy which are to be implemented by Record Office.

Relation with Base/Units

7. The units and Bases are to maintain direct correspondence with Record Office with regard to any queries and clarification affecting the careers of airmen. Authority for a occurrence relation to Airmen's career is issued by Record Office and Units concerned promulgate them through POR Copies of these POR are forwarded to Record Office for information and nec action.

Responsibilities

8. Record Office is responsible for the interpretation and implementation of policies laid down by Air Headquarters (DDP Manning) with regard to career manning of airmen. The following are the major responsibilities of BAF Record
- To raise and maintain up-to-date personal records of airmen.
 - To maintain equitable manning level between Bases/units subject to such priorities as may be determined by Air Headquarters from time to time.
 - To look after the career and service interest of airmen like promotion, training/course, remustering, posting and pension benefits.
 - To produce such statistics of manpower and forecasts of future manpower positions which will enable Air Headquarters to formulate the manning policy of BAF.

RESTRICTED

Section of Record Office

9. Record Office is functionally divided into the following main sections:

- a. Documents Section.
- b. Posting Section.
- c. Career Planning section.
- d. Pension Section.
- e. MODC Record Section.

Duties of Different Section In BAF Record Office

10. Record office is one of the most important institutions in BAF and plays a vital role in respect of airmen's career. If it is not functioning according to its laid down policy,, it will affect the morale and efficiency of the whole command. Due to its importance BAF Record Office was organised immediately after liberation early 1972. At that time it was functioning as a part of Air Headquarters (DDP Records). With the increase of the strength of airmen the activities of DDP (Records) increased and Record Office as established as an independent unit in 1975.

11. BAF Record office is dealing with the following activities :

- a. Up-to-date record of all airmen.
- b. Equitable distribution of available airmen at Bases/units.
- c. Career of airmen
- d. Finalization of accounts/Gratuity/Pension of all released and retired airmen and their families as applicable.
- e. Statistics of manpower and forecast of future manpower position to enable Air Headquarters to formulate the manning policy of BAF (future recruitments release/retirement, deputation to other service or abroad).
- f. Service interests of airmen.
- g. Records of MODC (Air) personnel, their up-to-date manning career planning, pensions and other service interests.
- h. Any other special task given by Air Headquarters related to the purview of Record Office

12. The organisation of BAF Record Office is divided into 5 sections. These are Document Section, Posting Section/ Career Planning Section, Pension Section and MODC (Air) Record Section.

13. **Document Section.** This is one of the main section which consists of the following sub-section :

- | | |
|---------------------|------------------|
| a. Documents I & II | b. Documents III |
| c. Documents IV & V | d. FOR Library |
| e. Personal File | f. Med States. . |

RESTRICTED

14. **Documents I & II.** The following are the functions of these subsections :
- a. Enrollment, Re-enrollment. Re-engagement of airmen.
 - b. Verification and attestation of airmen.
 - c. Grant of extension of service of airmen.
 - d. Processing of cases to 'Air Headquarters for release/retirement of airmen.
 - e. Issue of warning orders and final instructions regarding retirements release, dismissal and removal.
 - f. Maintenance of Bio-data forms of releases/retired airmen.
 - g. Deputation of airmen abroad.
15. **Duties of Documents III.** The following are the functions of this sub-section :
- a. Maintenance of Sheet Rolls of effective airmen.
 - b. Receipt of POR from different Bases/Units.
 - c. Transferring the recordable entries from POR to Sheet Rolls.
 - d. Detection ,and raising queries on POR.
 - e. Comparing unit copy with Record copy of Sheet Rolls as per ROM 1/85 and raising observations, if any
 - f. Issue of courses Certificates/Diploma.
 - g. Receipt, checking, examining and maintenance of Form P-5S (Assessment of all Airmen) and raising queries with Bases/Units.
 - h. Arrangement of pre-release training for BAF personnel in the verge of retirement.
 - j. Issue of authority for marriage.
16. **Duties of Document IV & V.** The functions of this sub-sections are :
- a. Receipt of all the documents of released/retired airmen as per ROM 1/58 and its checking , completion and submission to pension section:
 - b. Checking and reconciling of all the entries recorded in the sheet Roils both Record copy and Unit copy from the date of enrolment till the last day of service. Raising and setting Queries if any.
 - c. Issue of service certificates to the released/retired airmen.
 - d. Obtaining formal approval from Air Headquarters for employment within and outside the country for ex-airmen.
 - e. Correspondence with Unit and ;FC (Air) in setting audit objections for formulisation of accounts of release/ retired airmen.

RESTRICTED

- f. Correspondence on the welfare of each airmen.
- g. Absentee/Deserter Procedures as per policy.
- h. Issue of Honours and awards to BAF airmen.
- j. Processing of commissioning cases of airmen.

17. **Duties of Personal File Section (Effective & Non-effective Airmen).**

- a. Filing of all incoming letters in the respective personal files for action,
- b. Maintenance of File Movement Cards and BF Cards.
- c. Supply of Personal Files to the different sections on demand.
- d. Maintenance of all personal files of service and ex-airmen.

18. **Duties of POR Library.**

- a. Maintenance of POR folders Year-gum-Base/Unit wise.
- b. Receiving the PORs from Bases/Units and distributing to different sections for necessary action.
- c. Making correspondence with Bases/Units regarding missing PORs, mistakes in POR, illegibility etc if any.

19. **Duties of Medical States Section.** The sub-section deals with the following matters:

- a. Maintenance of up-to-date record of Form 48 (Record/Unit copy) of both effective and non-effective airmen and MODC (Air).
- b. Maintenance of up-to-date record of Medical Board documents of airmen and MODC (Air) personnel.
- c. Submission of monthly sickness return to Air Headquarters.
- d. Form - 551 of airmen and MODC (Air) personnel.
- e. Medical surveillance Airmen and MODC (Air) personnel.

20. **Posting Section** It consists of the following sub-section:

- a. Manning Control
- b. Drafting Section.
- c. Statistical Section.
- d. civilians Record Section.

21. **Duties of Posting Section.** The functions of the posting sections are :

- a. Distribution of manpower to Bases/Units.
- b. issue of posting orders.
- c. Detailing of airmen for course other than career courses.

RESTRICTED

- d. Maintenance" of-statistical figures or establishment

22. **The Posting Policies are.**

a. Posting- orders of airmen are normally issued at the end of the academic year in accordance with the AFO-39-17 and on the basis of the policy given by Ah Headquarters from time to time. Practicality, it is done on the basis of manning level or on requirement .basis.

b, Airmen are detailed for course? within the country by Record Office on instructions from Air Headquarters (Dte of Trg).

c. Airmen are Retailed for courses abroad on instructions from Air Headquarters (Dte of Personnel).

23. **Civilian Record Section** This sub-section deals with :

- a. Maintenance of Unit wise Nominal Roil of civilians.
- b Employment of civilians against airmen vacancies.
- c. Issue of -porting , attachment/detachment instructions to Bases/Units.
- d. issue of cities order (Part I & II).
- e. Maintenance of service documents/Personal files.

24. **Career Planning Section.** This section deals with :

- a. Promotion of airmen and their career courses.
- b. Maintenance of promotion roster (Rank wise).
- c. Maintenance of Index Cards for promotion (Trade).
- d. Maintenance of individual progress and scores sheets,
- e. Preparation promotion Bard Papers.
- f. Scrutiny of recommendations of CTTB(Proficiency test. Advance failure, & M failures, QJT 3, 5, 7 level).
- g. Issue-of results of CTTB examinations.
- h. Remustering of airmen,
- j. Processing for publication of Gazette Notification of newly promoted Warrant Officers.
- k. Detailing of airmen for career courses.

25 **Promotions.** Airmen are given promotions upto the drank of Sgt by OC Records on completion of time limit and career courses and promotion of WO and above are authorised 'by Board held at Air Headquarters once in a year and Record Office prepares ad booklet of eligible airmen according t rank and trade, The promotions are ojtan basing on the score and seniority in service and rank.

RESTRICTED

26. **Training Plan.** A Training Flow chart is prepared by Trg Wg and it is approved by Air Headquarters (Trg Dte) and accordingly eligible airmen are details for courses.

27. **Pension Section.** This is one of the most important Sections of Record Office and divided in two sub-sections :

- a. Pension b. Liaison

28. **Duties of Pension Section.**

- a. Preparation and submission of retiring, superannuation .compensatory, invalid, disability, family and dependent pension and gratuity claims to FC
- b. Preparation reserved medical board for disability pensioners.
- c. Revision of pension in respect of pension as per NPC -1973, NPC- 1977 and NPC- 1985.
- d. Dealing with children education allowance Pensioners.
- e. Dealing with objections, observations and query raised by FC(Air) Perishing to the finalisation
- f. Certifying family particulars of the pension for ration card.

29. **MODC (Record) Section.** This sections deals with :

- a. Equal Distribution of MODC(Air) personnel Bases/Units as per authorised establishment.
- b. Allotment of service number.
- c. Maintenance of sheet roll and personal file effective and non-effective
- d. Detailing of various courses and issues of courses results.
- e. Issue of warning orders and final instruction for release and retirement.
- f. Proceeding of all release/discharge cases to FC (Air) for finalisation their accounts and. persons.

Ref: Estb 86

TASK- 10 : BASE SECURITY SYSTEM
BASE/UNIT SECURITY

Responsibilities of Commanding Officer.

1. Commanding Officers are responsible for ensuring that adequate arrangements exist at their Bases/Units for the security of service equipment and material against the ft, fire or sabotage.

Perimeter Fence.

2. A fence enclosing the entire working site of a Base is to be normally provided. When this is not practicable as much of the working site as possible is to be enclosed. The fencing is to be checked daily by a provost NCO for its serviceability.

Vulnerable Points.

3. A list of vulnerable points/features of a Base/Unit such as aircraft hangars, petrol dumps and armory etc. is to be prepared and guards deployed for guarding these places. In addition provost NCOs are to be detailed to carry out day and night patrolling of the technical camps. Detailed orders for personnel employed on security duties are to be prepared and brought to their notice for compliance.

Locks and Keys.

4. All external and internal doors of working and storage accommodation at Bases/Units are to be fitted with secure locks and all windows of such accommodation fitted with secure fastening open able only from the inside.

5. Officer IC Sections are to ensure that at cease work all doors and windows of the building are properly locked and the lights, heaters, fans etc put off except those lights which are required to be kept on during the night. Guards/Sentries/Watchmen are to be instructed to check the doors and windows for security before taking over their duties.

6. Original keys of all offices and buildings are to be deposited in the Guard Room after cease work. Duplicate keys of these buildings are to be permanently retained in the Guard Room in a proper key case. Detailed procedure for safe custody and withdrawal of keys is contained in AFO-125-7.

Security Lights.

7. Adequate security lights are to be installed on Base/Unit buildings. Cases of unserviceability of these lights are to be brought to the notice of officer IC Sy Sqn by the inspecting officer or guard.

Security Inspections.

8. Duty and Orderly Officer at Base/Unit is to inspect all working and storage accommodation after cease work to ensure that all windows have been closed and fastened and doors have been properly locked. The security officers are to carry out regular checks to ensure that the arrangements for physical security are satisfactory.

Point of Entry and Exit at Bases/Units.

9. Officer Commanding Bases/Units are designate authorised points of entry to the Bases/Units and set out in Standing Orders any condition governing their use. Temporary point of entry may be designated for special purposes, e.g. to facilitate

RESTRICTED

access of civilian workers, contractors, etc to their places of work at Bases/Units. All personnel are to enter and leave by authorised points of entry only.

Duties of Persons Controlling Entry.

10. The responsibilities of persons engaged for the security control of entry at Bases/Units are:

- a. To control entry by ascertaining whether a person seeking entry holds a valid identity card/pass.
- b. Not to allow civilian visitors of airmen and civilian employees in their offices or places of work.
- c. To ensure that the civilian visitors of officers and casual visitors to the bases are properly escorted to their destinations.
- d. To ensure that the visitors to the residences of officers/airmen and civilians, located in technical areas, are properly escorted.
- e. To book in and out all vehicles including those of the visitors. Other instructions are contained in AFO 125-7.

Safe Custody of Identity Cards/Passes.

11. Identity cards and passes are issued for sole use of authorised holders and their transfer to other persons is forbidden. It is the duty of the holder to take every care that his pass/card does not fall into the hands of an un-authorised person. In the event of loss or the ft the holder is to report to the nearest police station and his Officer Commanding. Identity card/pass is to be carried by the individual at all times and he is to produce it whenever required to establish his identity. Detailed instructions on the subject are contained in AFOs 125-1,125-2 and 125-3.

Visitors Book.

12. A Visitors Book (BAF F-10148) is to be kept at the entrance of every Base/Unit and all visitors are asked to sign it before entering a Base/Unit.

Foreigners Visitors.

13. Officer Commanding Base/Unit may refuse permission to a foreign national intending to visit the Base/Unit unless he is in possession of valid pass issued by Air Headquarters or he is accompanied by an accredited escort. Foreign guests to social functions may however be admitted at the discretion of the Commanding Officer.

Dismissed/Released Personnel.

14. Dismissed and black listed personnel are not to be permitted to enter the technical areas or to stay in BAF messes. Detailed instructions are laid down in AFL 125-4.

15. Released or retired officers may be permitted to stay in Officers' messes with the permission of Air Headquarters(DAI).

16. Released or retired airmen are not to be permitted to stay in Sgts'/Airmen's messes.

Reference: AFO- 200-1.

FUNCTIONS AND RESPONSIBILITIES OF BASE PRO & SY SQN

Introduction

1. Every BAF Base has a Base Security Squadron (Base Provost Squadron) exclusively manned by Base Provosts. These provosts come under the control of the Commanding Officer. An Officer-in-Charge Provost (Base Security Officer) is posted to each Base to assist the Commanding Officer through OC Admin Wing for the efficient functioning of the Base Security Squadron.

Role

2. The role of Base Provost is to assist the Base/Unit commander in the enforcement of discipline at Base/Unit and in the implementation of Policy issued by Air Headquarters (Provost Marshal).

Jurisdiction

3. The jurisdiction of Base/Unit Provost is only within the Base/Unit limits. Matters falling outside the Base/Unit are referred to the respective Provost & Security Units. In absence of P & S Unit, Base/Unit Provost is to act on this behalf.

Composition

4. A base provost sqn will normally consist of the following:

- a. Guard Room.
- b. Security, investigation and patrolling sections.
- c. Fire Flight.

Guardrooms

5. Every BAF Bases is to have main guard room. As far as possible, it is to be located at its main entrance and manned by two provost airmen on 24 hours basis. sub-guard rooms may also be established, if considered necessary.

6. **The guardrooms are established for the following purposes:**

- a. Control of exit/entry
- b. Safe custody of external keys of buildings/sections
- c. Safe custody of provost arms/ammunition
- d. Custody of airmen under close arrest/detention.

RESTRICTED

Control of Exit & Entry

7. Control of exit/entry to Bases/Units is governed by instructions issued from Air Headquarters from time to time; following rules in general are to be observed:

- a. Identity cards/passes of all airmen and civilians employees are to be checked before allowing them to enter the camps.
- b. Identity cards of all officers, irrespective of their ranks are to be checked if the duty provosts do not recognize them.
- c. Visitors, when permitted are to be booked in and out and escorted to the person concerned to and fro. Regular visitors, who are required to visit or work at Bases/Units on official duty, are to be issued with BAF identity cards/passes.
- d. Dismissed officers/airmen/civilians are not to be allowed to enter BAF Technical Areas.
- e. No one is to be permitted to take out any service property or official document without authority.
- f. No service transport is to be allowed to go out without authority.

Safe Custody of Provost Arms/Ammunition

8. All service arms and ammunition of provost airmen are to be taken on charge by NCOIC Guard Rooms. The issues and receipts of arms/ammunitions are to be recorded in the Arms Register (Form 10155).

Custody of Airmen Under Close Arrest or Detention

9. Airmen below the rank of corporal, when under close arrest or detention are to be confined in the guard room detention cells. Entries in this respect are to be made in Detention/Close Arrest journal (Form 10152) and Detention Register (10161).

10. Before the airmen are confined, NCOIC Guard Rooms or in his absence desk NCO, is to search them for any weapons, missiles, matchboxes, cigarettes, valuables or other objectionable articles. The articles thus found are to be recorded in detention/Close arrest journal and kept in safe custody till the release of the airmen concerned.

RESTRICTED

11. Orderly Officer of the day is to inspect each airman and sign in the journal for having done so.

12. Each morning, the airmen are to be medically examined and entries to this effect recorded in the journal by the medical officer. If an airmen under arrest/detention is admitted in hospital, an escort, if necessary, will be posted over him.

13. As far as practicable, airmen are to be confined in the cells separately; the cells are always to be under the observation of duty.

14. When the date of expiry of an airman detention falls on a Friday or Eid, he is to be released on the previous day or on the previous Thursday, if Eid day falls on a Saturday. Detailed orders for airmen under close arrest/detention are included in the Base/Unit Standing Orders.

Detention Cells

15. The detention cells are to be kept clean at all times. Each cell is to be provided with a cemented sleeping platform of size 6½ ' x 3 ' x 1 ' the detention cells are to be used only if certified by the senior medical officer as fit for habitation. A certificate to this effect is to be displayed in the guardrooms.

Security, Investigation and Patrolling Section

16. This section is to be located, as far as possible within the guard room building. The function and responsibility of this section are:

a. **Security Duties**

- (1) Security checks of guards and posts.
- (2) Report on all breaches of security in the Base.
- (3) Issue/renew/cancel/replace passes to service and private civilian employees.
- (4) Verification of character and antecedents of all persons issued with passes.

RESTRICTED

- b. **Investigation Duties.** NCOIC Section is to personally investigate the cases referred to him. If so required, he may carry out preliminary investigation in consultation with the area P & S Unit. All crimes, apprehended suspects, MT Accidents and all fire occurrences whether major or minor are to be reported to the area P & S Unit for their action or for information.
- c. **Patrol Duties.** Camp patrols are organized at irregular intervals, during day and night to tight to tighten up the security measures. Patrolling is carried out under a beat card system. Beat cards are issued to patrolling NCOs and they are checked by the visiting BSO or NCOIC section at various points.
- d. **Other Duties**
 - (1) Custody of prisoners.
 - (2) Traffic control duties
 - (3) VIP duties at heli-pad/Lounges.

Fire Flight

17. Detailed orders/instructions relating to fire section and fire fighting procedures are contained in Topic No 53 (Organization of Base Fire Flight) of Paper II.

Ref: AFO 127-7

RESTRICTED

ABSENTEES AND DESERTERS CONTROL SYSTEM

Introduction

1. In this precis a provost trainee will learn the absentees and deserters control system as laid down in AFO 125-5. The following will be covered:

- a. Immediate action on discovery of absence.
- b. Notification of absence.
- c. Board of Inquiry into illegal absence.
- d. Procedure on Apprehension and surrender.

Immediate Action of Discovery of Absence.

2. Immediately on discovery of absence of a person subject to BAF Act the BAF Form-581 is to be raised. The commanding officer is to ensure that all moveable property of the absentee in camp or quarters including cash, clothing, accessories, accoutrements and arms are listed on BAF Form 22 and deposited to the Base Supply Squadron for safe custody. When there is a good reason to believe that the absentee has deserted the service intentionally, does not contact to BAF authority within 48 hr, within 54hr BAF F-124 is to be raised accordingly by his respective unit for info and apprehension of the absentee/deserter and sent to the following places of absence stating the date, time and the circumstances under which the person absented:

a.	Air Headquarters (Air secy) in case of officer and (BAF Record office) in case of Airmen/MODC.	b.	Air Headquarters (PM)
c.	Air Headquarters (DAI).	d.	The Area P&S Unit.
e.	The Area Field Unit.	f.	The Accts officer/impress holder of the unit of the persons absent
g.	FC(Air).	h.	Headquarters,DGFI Dhaka cantt.
j.	Director general N.S.I. No.1 Segunbagicha,Dhaka.	k.	S.S.Emigration Zia International Airport,Dhaka.
l.	Chairman Civil aviation,Kurmitola, Dhaka.	m.	Director Zia International Airport, Dhaka.
n.	Airport Manager Shah Amanot International Airport,Ctg.	p.	Airport Manager Osmani International Airport, Sylhet.
q.	Officer-in-charge Emigration Sea port, Ctg.	r.	Director Benapol landport. PS-Sarsa,Dist-Jessore.
s.	Director Banglabandha landport PS-Tetulia, Dist-Panchagor	t.	Director Burimari landport PS- Patgram, Dist- Lalmonirhat

RESTRICTED

u.	Director Haluaghat landport PS- Haluaghat.Dist- Mymensing	v.	Director Tamabil landport PS- Goianghat, Dist- Sylhet.
w.	Director Alehaura landport PS- Akhaura; Dist- B. Baria	x.	Director Bibirbahar landport PS- Sadar, Dist- Comilla.
y.	Director Teknaugh landport PS- Teknaugh,Dist- Cox's Bazar.	z.	Director Bhomra landport PS-Sadar, Dist-Satkhira.
aa.	Director Dorsona landport PS-Damurhuda, Dist-Chuadanga	ab.	Director Sonamorjit landport PS-Shibgonj.Dist- Hapainawabgonj
ac.	Director Hili landport, PS-Hakimpur Dist-Dinajpur	ad.	Director Birol landport PS-Birol, Dist-Dinajp.
ae.	Police Super Respective district (Permanent Address).	af.	Officer-in-Charge Respective Police Station (Permanent Address).
ag.	Police Super Respective district (Present Address).	ah.	Officer-in-Charge Respective Police Station (Present Address).

Notification of Absentee

3. If an absentee is not traced within seven days Form 124 is to be raised by his parent base/unit on the 8th day and sent to the following for information and apprehension as applicable:

- a. Air Headquarters (Air Secretary) in case of officers and BAF Record Office in case of Warrant Offrs and airmen.
- b. Air Headquarters (Provost Marshal).
- c. Air Headquarters (DAI).
- d. The area Provost and Security nit.
- e. The area Field Unit.
- f. Superintendent of police of the home districts of the absentee.
- g. Officer IC Civil Police Station in whose Jurisdiction the home of absentee is located.
- h. The Accountant Officer or imprest holder of the Unit of the person absent.
- j. FC (Air)

RESTRICTED

4. Form 124 is to contain as much information as possible to assist the police in tracing the absentee. A passport size photograph of the absentee is also to be provided with Form 124 to addresses enumerated in Paragraph 3 above except sub-para a, h and j.

Board of Inquiry into Illegal Absence.

5. A Board of Inquiry under Section 106, BAF Act into the illegal absence is to be convened by Base/Unit P-1 after the expiry of thirty days from the date of absence. In calculating the period of thirty days the day on which the individual became absent and the day on which the board assembles both be excluded. BOI will complete the proceeding as per BAF Act rule 192-A. As per the recommendation the BOI, P-1 will fill up BAF F-115 and obtain the signature of OC Base/Unit. After declaration of the absentee Base/Unit will take necessary action to strike out from the strength. After that the declaration is to be included in the Court Martial Register and a true copy of the declaration of the Board (F- 115) is to be dispatched to the following for information and apprehension as applicable:

- a. Air Headquarters (Air Secretary) in case of officer and BAF Record Office in case of Wrt Offrs and airmen.
- b. Air Headquarters (Provost Marshal).
- c. Air Headquarters (DAI).
- d. Absentee's/Deserter's Base/Unit (if the desertion takes place from a unit other than his own).
- e. The area Provost and Security unit.
- f. The area Field Unit.
- g. FC (Air).

Procedure on Apprehension or Surrender.

6. The following procedure is to be adopted on apprehension or surrender of an absentee or a deserter:

- a. If apprehended by Civil/Military Police or any other authority, the parent base/unit of the absentee/deserter on receiving information about the apprehension will immediately approach the nearest Base or Provost and Security Unit for collection of the individual. The nearest Base or Provost and Security Unit, when approached, will dispatch an escort without any delay take

RESTRICTED

the absentee/deserter into Air Force custody. The apprehending authority on handing over the absentee/deserter will furnish a certificate of apprehension/surrender to the IC Escort party. Officer IC or NCOIC Escort Party are to be in possession of the appropriate draft apprehension certificate as per specimen given at page no 97 and 98 for obtaining the signature of the apprehending authority. On reporting after such surrender or apprehension, BAF Form-581 will be closed with date and time.

b. The certificates are to be signed as below: -

(1) Appendix 'A'. This apprehension/surrender certificate is to be signed only by a Commissioned Officer, who has actually apprehended the absconder or to whom he has surrendered. Or,

By the officer in actual command of that portion of the armed forces (Unit) whose member has apprehended the absconder or to whom he has surrendered.

(2) Appendix 'B'. This apprehension/surrender certificate is to be signed by police officer not below the appointment of Officer-in-charge of the Police Station.

c. The unit receiving the absentee/deserter into custody is to request the parent unit of the absentee/deserter to dispatch and escort. If the escort does not arrive within a reasonable time, a report is to be submitted to Air Headquarters (Provost Marshal).

7. Base/Units are to ensure that the surrender or apprehension of an absentee or deserter is notified immediately to all authorities listed at paragraph 3 stating the date and time of the cessation of absence.

RESTRICTED

APPENDIX 'A' TO
AFO 125-5
DATED : _____.

CERTIFICATE OF APPREHENSION/SURRENDER OF DESERTER OR ABSENTEE
UNDER SECTION 140(5) BAF ACT 1953

I, undersigned certify that No _____ Rank _____

Name _____ Unit _____ was surrendered

himself to *-----No/Rank/Name _____

was apprehended by *at (Place) _____

at (Time) _____ on the _____ day of _____ 2000

as a deserter/absentee without leave. He was wearing, civil clothes/service uniform and was/was not carrying, any means of identification on his person.

Signature _____
Name _____
Appointment _____
Unit _____

* Here insert number rank and memo etc of person to whom the deserter or absentee surrendered himself or name of person apprehending.

Note:(1) This apprehension/surrender certificate is to be signed only by a Commissioned Officer, who has actually apprehended the absentee or to whom he has surrendered. or

By the officer in actual command of that portion of the armed forces (Unit) whose member has apprehended the absentee or to whom he has surrendered.

(2) The signed apprehended certificate is to be handed over to the receiving unit of the absentee by the IC Escort Party.

RESTRICTED

APPENDIX 'B' TO
AFO 125-5
DATED :

CERTIFICATE OF APPREHENSION/SURRENDER OF DESERTER OR ABSENTEE
UNDER SECTION 140(6), BAF ACT 1953

1. I certify that the person whose description is given below was arrested/surrender at (place)
at (Time).....on the.....day of200
He was wearing, Civil clothes/Service Uniform and was/was not, carrying any means of identification on his person.

2. Particulars of the person referred to above are as follows:

- a. Service No_____ Rank_____
- c. Name_____
- d. Age_____
- e. Height_____
- f. Complexion_____
- g. Colour of Hair_____
- h. Colour of Eyes_____
- j. Mark Identification_____

Officer-in-charge
Police Station

Distr_____

Note:(1) This apprehension/surrender certificate is to be signed by Police Officer not below the appointment of Officer-in-Charge of the Police Station.

(2) The signed apprehension certificate is to be handed over to the receiving unit of the absentee by the IC Escort Party.

Ref: AFO 125-5

INVESTIGATION OF CHARGES

Procedure and Action

1. Every charges against an airman will be investigated in his presence without delay in accordance with the BAF Act Rules.
2. Normally investigation must commence within 48 hrs of the committal of the offender into custody. In the event of this being impracticable, the CO will report the case and reason for delay to the higher authority. Friday and holidays will not be reckoned in the period of 48 hrs specified.
3. Every charges will be heard in the presence of the accused who have full liberty to cross-examine any witness against him and make any statement in his defence. (BAF Act Rule)
4. Every charge against an airman will be investigated by his Officer Commanding in the first instance. (RIAF (I) 252 /4).

Disposal

5. The CO will dismiss a charge if in his opinion the evidence does not show an offence under BAF Act has been committed (BAF Act Rule 41/1).
6. If the CO decides that the charge is to be proceeded with, he will either:
 - a. Dispose of the case summarily; or
 - b. Refer the case to the proper superior Air Force Authority; or
 - c. Adjourn the case for the purpose of having the evidence reduced to writing (BAF Act Rule 41 (2)).
7. When the Unit Commander remands a charge to the CO, he will always attend when the offender is brought before the CO (RIAF (1) 253 (3)).
8. If the commanding Officer decides that further evidence is required he may remand the case for this purpose. In this event the charge will be brought forward daily in the Guard Report or Minor Offence Report to the investigating officer (RIAF (1) 253 (6)).

Hearing of Charges (Orderly Room Procedure)

9. In the case, of an NCO and an airman, the procedure will be;
 - a. Escort, accused and all witnesses marched in (Except any officer and civilian witness who will go in first).

RESTRICTED

- b. Before being marched in, the accused is deprived of his cap or an article which may be used as a missile.
- c. CO reads out charge beginning with accused's official number and particulars, which are confirmed by the accused.
- d. All witnesses except first witness marched out (Officers and civilians requested to wait outside until required).
- e. CO will then hear the evidence of first witness and give the accused the opportunity to cross-examine him. First witness then marched out.
- f. Repeat procedure of hearing evidence of 2nd and other witness as at (e) until all witnesses have given their evidence.
- g. Accused given opportunity of making statement and calling witnesses on his behalf.
- h. CO decides whether or not guilty; if guilty; consults accuser's conduct sheet.

Award

10. Then CO awards punishment within the power conferred on him under the authority of the section 82 BAF Act.

Ref: BAF Act Rules

ARREST AND CUSTODY

Introduction

1. A provost trainee must have some knowledge about the rules governing the following:
 - a. Arrest.
 - b. Authority to arrest.
 - c. Procedure of arrest
 - d. Detention by Provost.
 - e. Air Force custody.
 - f. Close arrest: Airmen.
 - g. Close arrest: MWOs, SWOs, WOs & NCOs.
 - h. Open arrest: MWOs, SWOs, WOs & NCOs.
 - j. Open arrest: Airmen.
 - k. When to be placed in arrest.
 - l. Limit of period in Close Arrest

Arrest

2. Arrest may be defined as, "The seizing of a person and detaining him in custody by lawful authority". More accurately, "An arrest is the apprehension of detaining of the person in order to be able to answer an alleged or supposed crime". From the later definition, apparently unless one is being detained to answer for an offence; his detention is not strictly an "arrest". It means that when someone is taken into custody for his own safekeeping, whether it be for intoxication or for some other reason, he is not "arrested" in terms of law.

3. In BAF, arrest means either close or open arrest. It depends upon the nature and gravity of offence committed by the service personnel.

Authority to Arrest

4. Officers

- a. An officer of the Air Force of superior rank.
- b. A Provost Marshal or MWO, SWO, WO, Petty Officer or NCO legally exercising authority under Provost Marshal or on his behalf. Such arrest must be under the orders of an officer and the order to arrest should preferably be in writing.

RESTRICTED

c. An officer of the Air Force of any rank, when the officer to be placed in arrest is engaged in a quarrel, affray or disorder.

5. **MWOs, SWOs, WOs and Airmen**

a. A Master Warrant Officer, Senior Warrant Officer, Warrant Officer, Non-Commissioned Officer or airman may be arrested by any officer, Master Warrant Officer, Senior Warrant Officer, Warrant Officer or Non-Commissioned Officer of the Air Force superior in rank to himself.

b. A Provost Marshal or any officer, Master Warrant Officer, Senior Warrant Officer, Warrant Officer, Petty Officer or Non-Commissioned Officer legally exercising authority under a Provost Marshal or on his behalf.

Procedure of Arrest

6. When it has been decided to carry out the arrest of a person subject to Air Force Act the provost representative should carry it out firmly and unhesitatingly. Following are the points to be observed and complied while arresting a person:

a. In making an arrest the Provost should actually touch or confine the body of the person to be arrested, unless there be a submission to the custody by words or action.

b. Provost informs the person arrested of his change of status, i.e.; " You are under open/ close (as the case may be) arrest for violation of".

c. Two Provosts ordinarily are used to effect an arrest. While one makes the arrest, the other remains alert to prevent interference and also acts as a witness to the arrest. Where Provosts found it necessary to obtain assistance to effect an arrest, they may request for additional Provost or call upon service personnel (Air Force Act 42) or civil police.

d. Arrest is made in an inconspicuous manner without attracting public attention and making a scene at a place, offering few avenues of escape and minimum interference from the service personnel or civilians. Unless necessary places where pursuit may be difficult, where the use of force may endanger innocent persons or where associates of the offender may have an opportunity to come to his assistance.

e. Unless there is ample justification, provost will not resort to the use of fire arms in apprehending person attempting to avoid arrest.

f. An apprehended person should be given immediate preliminary search for weapons or evidence at the scene of arrest.

g. Deny any request by a person in custody until a complete search to his person has been made. He should be guarded carefully to prevent escape while being escorted or transported.

RESTRICTED

- h. Before leaving the place of arrest, the immediate vicinity is searched in the presence of the arrested person for any article he may have discarded or for evidence of his criminal activity if such is suspected.
- j. If the offender has a vehicle at the scene of crime, it is to be searched. The arrested person is transported from the place of arrest in his own vehicle. If the vehicle is connected with the crime, it is to be impounded and carefully guarded until all necessary facts have been ascertained.
- k. Provost must obtain command of the situation and be firm and avoid unnecessary force.
- l. Effect the arrest in an orderly and efficient manner avoiding disorder.
- m. Insists upon immediate response to orders. Do not allow the arrested person to delay.
- n. Always consider the possibility of escape or retaliatory action by the arrested person or his associates.
- p. The element of surprise is used wherever possible in effecting an arrest. Prior planning will indicate where surprise is feasible.
- q. Whenever it is necessary to cause arrest of a woman and she is not to be searched, the search should be made by a woman with strict regard to decency.

Ref: Section 46 Cr PC and 59 Cr PC deals with arrest by civil police and private person respectively.

Detention by Provost

7. Whenever provosts on duty have reasonable grounds to believe the person subject to Military Law is committing, has committed or is about to commit an offence under the Air Force Act, they must stop him and demand his number, rank and name of unit and other relevant information by which he may be identified and if necessary be reported to competent authority. Any person who fails to identify himself or explain his presence and action to the satisfaction of the provost may be detained and further questioned and investigated.

Air Force Custody

8. Air Force Custody means arrest or confinement of a person according to the usages of Bangladesh Air Force, Army or Navy.

Close Arrest: Airman

9. Confined under charge of guard, piquet or member of the service provost usually in the Guard Room. To be searched and deprived of weapons (Of course a receipt will be given). He will be allowed bedding except when charged for intoxication, in that case one or more blankets only allowed. The defaulter may be given exercise under supervision.

Close Arrest: MWO, SWO, WOs and NCOs

10. Confined to quarters under charge of escort of equivalent rank but may if circumstances required it, be placed for custody under the charge of a guard piquet, patrol sentry or provost Marshal. To be searched and deprived of weapons and articles which may be used as missiles. Exercise is allowed under supervision. An WO in close arrest will not be required to perform any duty other than necessary to relieve him of cash, equipment and accounting etc for which he is responsible. On active service or in an emergency by order of his Commanding Officer, he may be called upon to perform all ordinary duties.

Open Arrest: MWOs, SWOs, WOs and NCOs

11. Confined to camp but will carry out normal duties. NCOs in open arrest are forbidden to enter liquor bar. A member of Sgts' Mess may have his meals in the mess. He must not appear out side his quarter except in uniform even when attending any place of amusement or entertainment. As ordered by the Commanding Officer he may be permitted to leave the base for other Base for particular purpose.

Open Arrest: Airmen

12. Confined to camp but will carry out normal duties and parade. He will be conformed to BSO (Local orders regarding reporting to guard room). He will not be allowed to enter liquor bar, institute or place of amusement.

When to be placed in Arrest

13. WO or NCO charged with a serious offence will be placed in arrest forthwith, but if the offence alleged appears not to be serious, it may be investigated and disposed of without previous arrest.

14. An airman charged with serious offence will be placed in arrest on the commission or discovery of the offence. He will not be placed in close arrest for offences not accompanied by intoxication, violence or insubordination, unless confinements necessary to ensure his safe custody or for the maintenance of discipline.

Limit of period in Close Arrest

15. An accused person shall not be held in Close Arrest for more than Ninety (90) consecutive days, without a court-martial being convened or assembled for his trial, unless the air or other officer authorised to convene a court-martial for the trial of the accused directs in writing, that the accused shall not be released from close arrest. Ref- AF Act Rules Sec- 46.

Note: Commanding Officer of an accused person, unless he himself is the appropriate authority, must, before the end of 90 days period, obtain authority in writing for prolonging the custody to more than 90 days.

Ref: Manual of BAF Law.

TASK-11 : CATERING ADMINISTRATION

CATERING ADMINISTRATION AT AIR HEADQUARTERS

Duties and responsibilities of Director of supply

1. He is responsible to ACAS (Maintenance) for direction and control of provision, policy and supply administration of the BAF.

Duties and responsibilities of ADS (Admin)

2. He is responsible to DDS (Admin) for:
 - a. Processing cases of write off.
 - b. Processing regularization of audit objections.
 - c. Preparation of AFIs and AFOs and issue of equipment policy instruction/letters.
 - d. Interpretation and revision of supply regulations.
 - e. Liaison with DDS and oil companies regarding supply of POL.
 - f. Provisioning of publications and forms.
 - g. Dealing with matters relating to process for printing.
 - h. Provisioning and distributions of stationary items.
 - j. Authorizing local purchases of stationary items by Base/Units.
 - k. matters concerning planes, their implementations and progress.

Record of Reserve stock

3. In addition to the weekly requirements of rations base on the actual strength and scale of reserve stock are to be maintained separately in all accounting documents as it is not to be consumed until there is any emergency. Separate register is to maintain showing the quantity and ate of turn over this register is to be signed by OIC Catering Flt.

Unconsummated Ration

4. Ration items which have remained unconsummated in the messes are to be under drawn on next demand to avoid accumulations of supplies and consequent waste or to be returned to store on appropriate voucher and properly accounted for.

Turn Over of Reserve Stock

5. As reserve stock are not to be consumed in normal time so the stock is to be turn over regularly. The old stock should be replaced by new stock. Similar quantity and item of reserve stock may be replaced from payment or free issue stock.

RESTRICTED

CATERING ADMINISTRATION AT BAF BASES

Duties and responsible of Base Commander

1. The Base Commander is responsible to ensure:
 - a. That the accurate daily ration strength return mentioning the number of personnel for free issue of ration are submitted daily to the catering flight.
 - b. That unconsummated ration are adjusted by under drawn on subsequent demand or returned to store to bring on charge.
 - c. That the ration including reserve stock is turned over to avoid deterioration and contamination due to the long holding.
 - d. That over drawl is kept minimum and adjusted by subsequent demand. Any over drawl beyond and adjustment are to be investigated as soon as it is discovered.
 - e. That over draws of dry ration must be adjusted within the month and can be extended up to the first week of the following month.
 - f. The draws which are not adjusted in specified period and beyond the financial power as per Government regulations are to be forwarded to Air HQs along with the recommendation for adjustment.
 - g. Under drawl also must not be large enough which will effect the messing standard very adversely. The commanding officer is personally responsible for payment the cost of unadjusted over drawn.

Duties and responsibilities of OC Admin Wg

2. Following are the duties and responsibilities of OC Admin Wg :
 - a. Administration of Catering and ration at a Base/Unit.
 - b. Maintenance if efficient standard of messing.
 - c. Work service required by catering flight and messes.
 - d. Employment to cooks/labors in catering flight and messes.

Duties and responsibilities of OIC 'P' Sqn

3. Following are the duties and responsibilities of OIC 'P' Sqn:
 - a. Submission of daily ration strength return to OIC Catering Flight.
 - b. To ensure that accuracy and punctuality in the daily ration strength return.

RESTRICTED

- c. Demanding of ration for the personnel.
- d. Demanding of ration for issue to authorized personnel on pre-payment.

Duties and responsibilities of Base Accountant Officer

4. Base accountant officer being custodian of equipment accounting record is the adviser to the Base Commander and is responsible for the following:

- a. All matters relating to ration Accounting.
- b. Accounts are maintained and kept in accordance with the regulations.
- c. Rations in put to the right and proper use.
- d. All ration received is accounted for without delay.
- e. Use of service transport is made according to rules.
- f. Ration are drawn, consumed and accounted for in accordance with the regulations.
- g. To carry out prescribed check on posting of vouchers to SR. and to ensure that discrepancies are adjusted.
- h. to ensure that observations/Observations raised by audit are properly auctioned and irregularities do no recur.
- j. To ensure that contractor's bills are certified and dealt in accordance with the regulations and that they are in agreement with any supporting vouchers, that the prices charged are carried according to the contract and that due authority exists for payment.
- k. To report to his commanding office without delay and loss or misuse of ration of which he may become aware and for which action has already been taken by the officer responsible for the ration.
- l. To obtain financial credit to the public, either though the public fund account or treasury or though other authority, for all issues made on payment. He is responsible that all payment issues are made in accordance with the regulation, to the scale prescribed and on current authority.
- m. To maintain losses register and local purchase bill and contingent expenditure register to ensure that the financial powers delegated to the Commanding Officer are not exceeded. He is to report any case of excess to the Commanding Officer immediately it is known to the Account section.
- n. To ensure that all stock taking vouchers are received and auctioned and that F-33 are completed in all respects and particularly that write off action is taken only if appropriates.

RESTRICTED

- p. If at any time he becomes aware of a discrepancy between actual stock (either in stores or in use) and that shown in the accounting records, he will ask for clarification from the catering officer or inventory holder. If the reply is not satisfactory, he will refer the matter in writing to his commanding officer for necessary action.
- r. The accountant officer will record his opinion of the cases in the recommendations column of F-34 before its submission to the commanding officer.
- s. To ensure that accuracy and punctuality in the daily ration strength return.
- t. Demanding of ration for personnel.
- u. Demanding of ration for issue to authorized personnel on prepayment.

Duties and responsibilities of Base Accounts Officer

- 5. Base Account officer is responsible for:
 - a. Financial administration of catering flight including checking of entitlement of which ration are issued.
 - b. To receive daily amount of sales from catering officer.
 - c. The settlement of all local audit objection and observation.
 - d. Arrangement of conference with local auditors for settlement of audit objections on the report.

Duties and responsibilities of Base Medical Officer

- 6. The Base Medical officer is responsible for the following duties:
 - a. To inspect all fresh ration items before issue to messes and to give his opinion on the fitness or otherwise.
 - b. He is also to check the dry ration item for the fitness.
 - c. He is to check all the food handlers periodically.
 - d. He is responsible to make sure that hygienic condition exists in the store house.

RESTRICTED

INTERNAL ADMINISTRATION OF CATERING FLIGHT

Duties and Responsibilities of OIC Catering Flight

1. The officer in charge catering flight is responsible for the following:
 - a. Responsible for Demanding, Receipt, Storage, preservation, regular inspection, proper turn over, issue of ration, to all entitled personnel and monthly stock taking.
 - b. Maintenance of reserve ration including flying ration.
 - c. To ensure that surpluses are brought on charge and deficiencies are reported to the authority immediately when they are discovered.
 - d. That all records are correctly maintained.
 - e. To ensure that ration summaries are correctly maintained and over and under drawls are adjusted according to the regulations.

Duties of NCOIC Catering Flight

2. The following duties are to be performed by NCOIC catering flight:
 - a. All admin matters including overall supervision and soothe running of the work.
 - b. Conforming adjustment of ration.
 - c. Dealing with the necessary correspondence and audit objections.
 - d. Allocation of duties to the catering staff.

Duties of NCOIC Fresh group (Dry)

3. The following duties allotted to NCOIC fresh group:
 - a. Demand, receipt, issue, storage and turn over of rations.
 - b. maintenance of stock book, container book and ration summary.

Duties of NCOIC Fresh group (Dry)

4. The following duties allotted to NCOIC dry group:
 - a. Demand, receipt and issue of fresh ration to the messes.
 - b. Maintenance of fresh ration receipt registers.
 - c. Maintenance of fresh ration issue registers.
 - d. Maintenance of fresh ration summery.

RESTRICTED

Duties of NCOIC fuel group

5. The following duties allotted to NCOIC fuel group:
- Demand, receipt and issue of fuel.
 - Maintenance of fuel stock registers.
 - Maintenance of fuel receipt and issue register.
 - Raising of necessary vouchers.

Duties of NCOIC Record group

6. NCOIC Record group is carrying out the following duties:
- Maintenance of all files and file index.
 - Receipt and dispatch of mails and vouchers.
 - Raising of indents.
 - Dispatch of vouchers and documents to EAS for checking.
 - Preparation of all returns.
 - Posting of all transaction on daily ration tally.
 - Maintenance of manuscript stock register.
 - Maintenance of correct feeding strength.
 - Preparation of monthly ration return.

Duties of NCOIC Payment Group

7. NCOIC payment group is responsible for the following:
- To maintain all ration entitlement cards in numerical order.
 - To maintain all register for individual's family member's authority.
 - Maintenance of recovery registers.
 - maintenance of an up to date price list.
 - Issue of last ration certificate to posted out airmen as per AFO 145-11.

Ref :

- AFM 20-1
- AFM 20-2

TASK- 12 : REGULATION OF DIFFERENT MESSES IN BAF

OFFICER'S MESS

Organization

1. Officers' messes are normally organized and conducted as Base messes, ie, there is to be only one mess at every permanent Air Force Base. Exception to these rules can only be made with the approval of Air Headquarters.

Membership

2. Every BAF officer serving or on temporary duty at a base or on LPR or on any other leave is to be a member of the base mess.

3. Officers seconded to the BAF when posted or on temporary duty at a base are to be members of the base mess.

4. Officers of the Bangladesh Armed Forces Nursing Service posted or on temporary duty at a base where a Nursing Officers' Mess is not available are to be members of the base mess.

5. Members of a base mess are to be either full, affiliated or honorary members, as given below:

a. **Full Members.**

(1) All officers of BAF.

(2) All Bangladesh Army and Navy officers serving or on temporary duty at a BAF base.

b. **Affiliated Members.**

(1) All officers of BAF Reserves serving or on temporary duty at the base.

(2) All overseas officers attached to a base under Air Headquarters' arrangements.

(3) Class-1 civilian officers serving or on temporary duty at a base may, with the approval of the Air Officer Commanding/Base Commander, be invited by the mess committee to become affiliated members of the mess.

c. **Honorary Members.**

(1) All Officers of BAF Reserves visiting a base mess while off duty.

(2) Retired BAF officers may be requested to give their willingness/unwillingness for honorary membership. The willing officers will continue to retain mess membership (honorary) unless otherwise instructed by Air HQs.

RESTRICTED

(3) The mess committee, with the approval of the Air Officer Commanding/ Base Commander may invite the following to become honorary members of the mess:

- (a) Officers of the Bangladesh Army and the Bangladesh Navy serving in the vicinity of the base not having a mess of their own.
- (b) Civil Class-1 gazetted officers living in the vicinity of the base.
- (c) The names of honorary members and the period for which the privileges have been granted are to be recorded in a book kept in the mess office. The list will be reviewed annually by the mess committee and submitted to the Air Officer Commanding/Base Commander for approval.

d. **Award of Honorary Membership.** PMC will forward the names of those who are likely to be invited to become honorary members of the mess to Air HQ (Directorate of Air Intelligence). After necessary clearance from Air HQ, Air Officer Commanding/Base Commander may invite and award honorary membership.

e. **Membership Card and Mess Charges.**

(1) Honorary members, except retired BAF Officer, are to be issued with Membership Cards, which will be valid till 31 Dec of the year. The PMC will renew their membership on approval of Air HQ. However, validity of honorary membership for retired BAF officers will not be restricted by time limit.

(2) All honorary members are to pay total amount of mess charges (subscription, entertainment and garden charges etc) up to 31 Dec of the year at a time during issuance and renewal of membership card.

(3) Honorary members are to carry their cards with them while visiting the mess.

(4) To straighten out the accounting/arrears of mess bill, the honorary member will pay for item taken from Bar/Mess in coupons or chit, which can be collect in lieu of cash from mess office or bar.

f. **Cancellation.**

(1) Honorary membership may be cancelled as and when deemed appropriate by Air HQ.

(2) The PMC may ask written explanation from any member failing to pay mess bill for 3 (three) consecutive months, violation of any existing mess rules or breach of discipline. In case of unsatisfactory explanation from the individual, Air Officer Commanding/Base Commander may cancel his honorary membership with an intimation to Air HQs.

Living-in and Living-out Members.

6. All single officers serving at a BAF base are normally to be living-in members of the mess. Married officers, or widowers living with their children, may be permitted by the Air Officer Commanding/Base Commander to live out. Living-out members may become dining-in members of the mess.

Privileges.

7. Affiliated or honorary membership carries with it the privileges of membership subject to these Mess Rules and any rules issued locally by the Air Officer Commanding/Base Commander. Such members are not eligible for election or appointment in the mess committee or sub-committees, for attending mess committee meetings, voting on mess matters or for serving in the mess in any capacity. Only full members are eligible for serving as office bearers of the mess, for attending mess meeting and voting on mess matters.

Mess Committee-Appointments and Duties.

8. The committee appointed for the management of the mess is normally to consist of not six members and is to be constituted as follows:

a. **President of the Mess Committee.** The senior most BAF officer of the committee is to be appointed president of the committee by the Air Officer Commanding/ Base Commander. Whenever possible, the senior unmarried member of the mess is to be appointed provided he/she is not below the rank of Squadron Leader. Where no such officer is available, the senior most unmarried Flight Lieutenant is to be appointed as deputy president. The PMC is responsible to the Air Officer Commanding/Base Commander:

- (1) For proper management of the mess, its general discipline, business and account, and for the work of the committee and the staff.
- (2) For ensuring that in ordinary circumstances, no one except himself/herself or a person deputed by him/her issues orders regarding the management of the mess.
- (3) For exercising close supervision over all departments of the mess.
- (4) For carrying out surprise checks at regular interval to ensure that account, stock and other records are correctly kept.
- (5) For ensuring personally that all purchases and presents of the mess property are entered in the property book.
- (6) For issuing instructions, in writing, to each member of the committee other staff detailing specific duties and responsibilities and for ensuring that structions issued are understood and complied with. This includes instruction connection with any other special responsibilities and duties required by the secretary and the treasurer over and above those detailed in sub-para b and c.

RESTRICTED

- (7) For ensuring that a full record is kept in the mess regarding all proposal; transactions affecting the mess, for the information of future committees.
- (8) For presenting the balance sheet for every audit period.
- b. **Secretary.** The mess secretary should normally be an unmarried officer below the rank of Flight Lieutenant. He/She may be from any branch except for accounts branch who is already holding public funds. He/She is to be elected majority of those present at a general mess meeting. If, however, an officer with necessary qualifications is not chosen at the meeting, the Air Officer Commanding/ Commander may nominate an officer for the duty. The mess secretary is responsible the PMC :
- (1) For accuracy and correctness of the accounts of the mess and for receipt, custody and proper disbursement of any money entrusted to and administered by him/her on behalf of the mess.
- (2) For conducting all correspondence on behalf of the mess.
- (3) For ensuring that the mess accounts do not fall into arrears.
- (4) For preparing the agenda for the mess meeting and keeping the IT book and recording accurately the full minutes of the discussions at general meetings, with the votes for and against by members.
- (5) For arranging mess functions, seating plan and issuing invitations to o guests in consultation with the PMC.
- (6) For ensuring that all proposals/resolutions adopted at the general/s mess meetings/mess committee meetings are executed.
- (7) For ensuring by frequent inspections that the mess property and pre are clean and in good condition.
- (8) For maintaining suggestion books and presenting the same to the periodically.
- (9) For ensuring general discipline of the mess staff and their administration as well as the efficient functioning of the mess office.
- (10) For making necessary arrangements of Dining-in/out/Guest Nights.
- (11) For automatic assumption of the duties of an absent member of the mess committee until a reliever or a successor is appointed by the PMC.
- (12) For displaying agenda and an invitation to officers, on the mess notice board, seven days before a general mess meeting.
- (13) For handing over his/her duties to the next senior member while going out of the base

RESTRICTED

c. **Treasurer.** The holder of this office is to be a member of the mess and is to be elected by a majority of those present at a general mess meeting. He/She may belong to any branch of the BAF, except an officer of the account branch already holding public funds. If, whoever, an officer with the necessary qualifications is not chosen at the meeting, the Air Officer Commanding/Base Commander may nominate an officer for that duty. The treasurer is responsible to the PMC

- (1) For all mess accounts and correct maintenance of all books/ledgers relating to and for signing all cheques.
- (2) For making all entries in the Accounts Ledger in his/her own handwriting.
- (3) For preparing correct mess bills by the 4th day of every month.
- (4) For ensuring that the bills have been certified correctly by the respective members and obtaining necessary receipts from the creditors before paying bills of the sundry creditors.
- (5) For preparing list of outstanding mess bills on 11th day of every month and handing it over to the mess secretary.
- (6) For informing the fund status to the PMC and mess secretary and bringing to their immediate notice any expenditure incurred against a fund which is not covered by the existing policy.
- (7) For receiving all payment made to the mess and ensuring that the cash is deposited in the bank with least delay. If cash is held for any reason he/she will ensure its safe custody.
- (8) For paying monthly salary to all mess servants on the 1st day of each month.
- (9) For producing the main account ledger for inspection and signatures to the PMC on 10th day of each month.
- (10) For holding the key of the safe or other places in which mess money and valuables are kept and for ensuring that in no circumstances is the key placed in hands of any person other than a commissioned officer of BAF.
- (11) For rendering a monthly balance-sheet to the PMC for discussion at committee meetings and preparing the six monthly balance sheet in accordance with AP 3223 (Sec 2).
- (12) For bringing to the notice of the committee member responsible for a departmental account i.e. Bar Member, Officer-in Charge of Messing, etc, any expenditure in that department.

RESTRICTED

d. **Bar Member.** The holder of this office is to be a member of the mess am be elected by a majority of those present at a general mess meeting. He/She belong to any branch of the BAF. The bar member is responsible to the PM efficient functioning of the bar and for provisioning and safe custody of cash taking bar stocks. The bar member is also responsible to the PMC:

- (1) For ensuring that the bar is conducted as per latest directives issued by Air HQs.
- (2) For all questions relating to the bar, maintenance of stocks, supervision of barmen, and waiters etc.
- (3) For keeping bar stock books, he/she is to satisfy himself/herself that all items appropriate to the bar which are invoiced to the mess are actually received He/She is to check and initial all invoices, and is to forward the invoices mess secretary for entry in the purchase book.
- (4) For making frequent check of the stock and bar room items, and for ensuring that for the end of each month, the mess secretary is furnished with a price list of stock in hand.
- (5) For satisfying himself/herself that no unauthorized persons obtain supplies from the bar.
- (6) That since the bar account normally leaves no room for loss of any kind, in the event of any loss, for bringing it immediately to the notice of the PMC

e. **Officer-in-Charge of Messing.** This officer is elected from amongst the living-in officers by majority of those present at a general mess meeting. He/She may be of any branch of BAF. He/She is responsible to the PMC:

- (1) For efficiency of the dining-room and the kitchen staffs, and in particular, for a good standard of messing.
- (2) For satisfying himself/herself that all provisions which are invoiced to the mess are actually received.
- (3) For checking and signing all invoices, and forwarding them to the mess secretary for entry in the purchase book.
- (4) For ensuring that the receipt and issue of all messing commodities other than fresh items such as vegetables, meat, etc. are accounted for in the messing stock book.
- (5) For carrying out frequent checks of the stocks of messing items and for furnishing a price list of stock in hand to the mess secretary at the end of each month.
- (6) For satisfying himself that meals are not provided by the mess staff to persons who are not entitled to receive.

RESTRICTED

(7) For holding the inventories relating to those portions of the mess for which he/she is responsible.

(8) For ensuring that expenditure on messing does not exceed the income and in this account he/she is to keep a subsidiary book in which to record day-to-day income and expenditure. This book is not to form part of the official accounting records of the mess.

f. **Property Member.** He/She is to be a living-in member and elected by majority of those present at a general mess meeting. He/She is responsible:

(1) For holding the inventory of all furniture, fittings and mess equipment of public and non-public on the charge of the mess with the exception to those articles held in the dining room and kitchen, for which the officer-in-charge, messing is responsible. He/She is answerable personally to the Air Officer Commanding/ Base Commander through the PMC for all property held on this inventory.

(2) For ensuring that items, if required for use by individual members of the mess, are issued on proper loan card.

(3) For ensuring that the cost of the deficiencies and damages for which individuals are responsible, is recovered from those individual concerned without delay.

g. **Additional Members.** These members may be appointed by the resolution of; general mess meeting if it is considered desirable. They are to carry out duties assigned to them by the PMC.

Mess Meeting.

9. Mess meetings, in which every available officer is to attend, are to be called at specified intervals, or any time, to discuss important matters, which require early discussion. Categories of mess meetings are :

a. **The General Mess Meeting.** A general mess meeting is to be held once every six months. Notification of such a meeting indicating the date, time and place of assembly is to be posted on the mess notice board together with a copy of the balance sheet bearing the certificate of the audit board. Any member who wishes to bring a proposition before the meeting is to submit it in writing, to the PMC at least four days before the notified date of the meeting, and the committee is then responsible for placing it on the agenda. These propositions, and those issued by the mess committee are to be put up for approval of the Air Officer Commanding/Base Commander and to be posted in the mess notice board at least 48 hours before commencement of the meeting and after the approval of the Air Officer Commanding/Base Commander.

b. **The Extra-Ordinary General Mess Meeting.** An extraordinary general mess meeting to discuss important matters may be called either by the Air

RESTRICTED

Officer Commanding/Base Commander or by the wish of one-third of the members duly notified to the PMC. The rules governing propositions etc, described in sub para-a apply equally to meetings of this nature.

Conduct of Mess Meeting

10. The accounts of the mess and any report made by the six-monthly audit board are to be brought before the general mess meetings along with other items which may be on the agenda. At all meetings, officers are allowed to propose and discuss matters in relation to the finances, management, welfare and milieu of the mess. A vote is to be taken on any proposition on which a difference of opinion exists and the point is to be decided by a majority of voters, subject to the veto of the Air Officer Commanding/Base Commander. Accurate and full minutes of the discussions, including the names of the officers proposing and the officers seconding proposal together with the votes for and against by members, are to be entered in a minute book.

Suggestions and Complaints.

11. Suggestions regarding the management of the mess are to be made, in writing, in suggestion book provided in the mess for the purpose. Entries made in it must be signed and dated.

12. Complaints or suggestions regarding the mess staff are to be addressed, in writing, to the Mess Secretary and are not to be entered in the suggestions book.

Entertainments.

13. Any type of entertainments, such as a dinner and/or dance to which invitation of mess guests is allowed, may be arranged if they are voted for the majority of the officers at a general mess meeting and approved by the Air Officer Commanding/Base Commander.

14. The expense of the type of entertainment is to be borne entirely, or in part, by officers of the mess, as may be decided by the majority of such officers, and approved by the Air Officer Commanding/Base Commander. Entertainment expenses in the mess may be met in the following manner:

- a. Attending officers will share the total expense of a routine Dining-in-Night (once in a month) equally.
- b. For other mess parties, officers are to be charged an amount not exceeding one day's pay of a Pilot Officer, however, additional Tk 10/= may be levied from officers of higher rank.
- c. For guests, host officers will be charged for actual cost only. The cost of hospitality to mess guests on occasions other than special entertainments is to be borne equally by all officers.
- d. Additional expenses may be defrayed by a grant from the general mess fund. The grant is to be voted for by a majority of those present at a general mess meeting and is to be approved by the Air Officer Commanding/Base Commander.

RESTRICTED

15. An officer, who notifies the PMC in writing that he/she will not attend an entertainment and accordingly permitted/excused, is not to be called upon to pay any part of the expense of the party.

Compulsory Charges Against an Officer in His/Her Mess Bill.

16. Anytime an increment is made on a fund or account, financial justification may be taken into consideration against the backdrop of total amount chargeable against an officer through monthly mess bill inclusive of mess and/or any other account and funds.

Mess Guests

17. The mess committee, with the approval of the Air Officer Commanding/Base Commander may, at their discretion subject to para 0212, entertain mess guests or persons as are thought fit, provided that the entertainment is in return for service, hospitality rendered to the mess as a whole, or for reasons of courtesy it is considered desirable, that such guests should be entertained by the mess as a whole.

18. Prior approval of the Air Headquarters is to be obtained before the Air Officer Commanding/Base Commander or mess committee extend invitation to any mess function:

- a. The Head of the State.
- b. Cabinet Ministers or Members of Advisory Council.
- c. Heads of the Diplomatic Missions.

Invitations

19. Invitations to mess guests are to emanate as from the PMC, the Air Officer Commanding/Base Commander or the Chief of Air Staff as appropriate, and are not to be issued in the name of the officer filling the appointment.

Private Guests

20. A member or honorary member may invite friends to the mess or to meals in the mess. A member inviting friends to a mess function or to partake of the hospitality of a mess, is to personally bear the entire expense of their entertainment.

Control of Expenditure

21. At the discretion of the Air Officer Commanding/Base Commander, the mess committee is to control all ordinary expenditure on behalf of the mess, but is not to incur or commit itself on behalf of the mess, to any extraordinary expenditure exceeding Tk 4,000,00 per six monthly period. Expenditure exceeding that amount must be approved by majority members at a general mess meeting and agreed to by the Air Officer Commanding/Base Commander.

22. Ordinary expenditure is that incurred in the routine conduct of the mess activities, 1 example, all purchases made in connection with the trading activities of the mess, bar items and sundries, catering purchases and maintenance expenditure. Extraordinary expenditure includes any expenditure resulting in the acquisition of capital assets or property.

RESTRICTED

23. The mess committee as a whole is to so regulate the income and expenditure of the various departments that each department makes a small profit; in exceptional circumstances, each departmental account should not be self supporting. Excess credit of one account should be transferred to absorb a deficiency of another, and the circumstances attending the deficiency should be investigated to avoid repetition.

Control of Stocks

24. The mess committee is responsible for ensuring that the supply stock of food (and other items) held in the mess does not, without the permission of the Air Officer Commanding/Base Commander, exceed the amount required for a normal average consumption. If permission is given to meet special requirement, it is to be withdrawn and the stocks reduced to normal by the economical method as soon as the need to hold them has ceased to exist.

25. In addition to controlling the total value of stocks, the mess committee is to ensure that mess funds are not tied up (and subjected to the possibility of loss) by the accumulation of items which there is normally little demand by mess members.

Meals

26. The normal hours for meals are to be laid down in the Officers' Mess Local Rules of base to suit working hours. Individual members requiring meals at other than the normal must obtain the PMC's permission and give such notice as is required and laid down locally at each base.

27. Dinner should not be served later than 2200 hours except:

- a. To officers on duty or the duty officers of the day. They should preferably give prior notice to the mess staff that they are on duty.
- b. To officers other than in sub-para a who notify the mess staff about a late dinner, a charge of Tk 5.00 as late fee, is to be levied per late dinner served. Half the charges so realized, are to be paid to mess waiters detailed for the purpose.
- c. When guests are invited, then it should not be served later than 2230 hours.

28. In general meals are not to be served other than the dining-room. Serving of meals in open premises under mess arrangement is not to be confused with this rule.

29. Meals may be served in the guest-room, when permission has been obtained.

30. An officer sick-in quarters may be supplied normal meals from the mess in his/her (to be served by his/her personal batman). For any special diets, extra charges as decided by the mess committee are to be realised. The use of items of mess crockery cutlery may also be allowed with permission of the Mess Secretary, the borrowing officer being responsible for their return and for making good any loss or damage.

RESTRICTED

31. An officer under arrest and his/her escort are to be served meals in the same way an officer sick in quarters.

32. With the permission of the PMC snacks, picnic boxes, etc for excursions may be supplied to officers. Crockery and cutlery may also be loaned, members being held personally responsible for damage or loss. Extra charges as decided by the mess committee may be charged for such service.

Warning-In and Out.

33. If a dining member intends to be absent from the base, he/she should notify the probable period of absence in the warning out book at least 24 hours ahead if possible, and state whether he/she will be absent on duty, leave or weekend. On his/her return, he/she is to be booked out on the same day indicating the first meal taken.

34. When a proper warning-out notification has been given, a dining member is not charged for messing during the period of absence. When warning-out notification has not been given, the mess committee is to decide whether the member is to be charged or not.

35. If a living-out member wishes to become a dining member, he/she is to give such warning-in notice as may be laid down locally. If he/she neglects to do so, he/she is liable to pay addition to the cost of the meal at the discretion of the mess committee.

36. Members having their guests are to be warned in and out as defined above. If the not, the extra charges applicable to members may also be applied to the guests and debit their host's account.

Price List

37. The bar is always to display a current price list of all tobacco and sundries available for sale to members.

Bar Hours & Sales to Officers.

38. The following timing to be observed, and usage restricted as given below, at all mess bars:

a. Morning During breakfast hours - for the sale of sundries.
Week days and holidays

b. Afternoon During lunch hours - for the sale of sundries Week days and holidays

c. Evening The following timing are to be observed for the closing of mess bars in the evening:

When the day following is a working day -2200 hours

When the day following is a holiday -2359 hours

Organized functions on days when the day following is a working day -2300 hours

At the discretion of Air Officer Commanding/Base Commander -Any time

RESTRICTED

39. Sales to officers may be made:

- a. **For cash.** Cash sales are to be discouraged, it can be restricted to the visiting officers, or
- b. **On credit.** When the sales on credit system are in force, a book is to be maintained for each officer. Orders on the bar are to be entered in the books, and priced as and when made, and the officer is to sign below the entry for each order. An officer may send an order on a slip or paper, signed and dated, in which the slip is to be posted into the officers' book and priced to the extent the order has been met.

40. A book is to be kept for official guests of the mess. Entries therein are to be approved and countersigned by the PMC sanctioning orders for mess guests. This book should be brought mess secretary for scrutiny once every week.

41. A book is also to be kept to record the sales to visiting officers, who do not stay long enough to warrant a personal book being opened, in which any cash sales which take place may be recorded. When cash sales have taken place, the cash is to be deposited to NCOIC, Account section in the mess office, and the book is to be duly signed by the NCOIC section.

Treating Between Individual Members.

42. Treating between individual members of the same mess is forbidden, but an officer of 1st mess may treat a member, or honorary member of another mess who is his/her guest and is visiting the mess on off duty. An officer may treat a civilian as long as the latter is not an honorary member of the mess.

43. An officer who accepts a drink from another officer of the same mess is to ensure that the cost of the drink is made chargeable to himself in his/her own book.

44. Treating of mess employees is forbidden.

Price of Food, Bar Items etc

45. The price of food articles, tobaccos etc, which may be bought by members from the mess are to be published separately and displayed in the mess. On Bar items and sundries the sale profit should not exceed 10% of buying cost. No profit is to be allowed on food articles.

Messing

46. The daily rate of messing is to be determined and passed at a general mess meeting by majority of the members present.

Orders on the Mess

47. To prevent unnecessary handling of cash (excepting sales to casual visitors) all articles, food, Bar items, casual meals etc, obtained from the mess are to be signed for on properly authorized forms or books on which the prices and date of purchase must be entered. A member may ask to see the forms signed for or on behalf of him/her,

RESTRICTED

before payment of any account in which they are included. With the consent in writing of a member, his wife/her husband may sign on his/her behalf for articles supplied. This privilege may, if the Air Officer Commanding Base Commander so desired, be accorded to affiliated and honorary members also.

Entertainment of Guests

48. The places, where the guests may be permitted to enter, will be decided by the base authorities. The ladies' room may be renamed as "Guest Room". Present practice of reservation of "Ladies Room" by individual officer may be discontinued other than on official or private parties parties.

Mess Contribution

49. A monthly maintenance contribution may be levied against dining-in members only for the purpose of meeting the fluctuating expenses of the mess in respect of wages, repair, breakage, lighting, heating etc and is to be subject to conditions below:

- a. The contribution is to be equally apportioned to all dining-in members, and is never to exceed Tk. 20.00 per month per member. The rate is to be fixed by the Mess Committee and agreed to at a general mess meeting and approved by the Air Officer Commanding/Base Commander.
- b. The rate of contribution may be reviewed from time to time by the Mess Committee.
- c. During a period of attachment or temporary duty to another unit or mess for a period of two full days or more, an officer is to pay an appropriate proportion of contribution for the amount of time spent at each mess, and at the rate appropriate to the parent and the mess visited. For a period less than two full days contribution is payable to the parent mess.

50. No officer is to (be charged or) pay mess contribution to more than one Air Force mess for any given period of time.

Other Charges

51. Apart from monthly mess subscriptions and maintenance contributions, the only regular charges that may be levied to members by the vote of a general mess meeting and subject to the Air Officer Commanding/Base Commander's approval are as follows:

- a. **Entertainment Fund.** This fund may be maintained at every mess. The subscription is not to exceed Tk. 4.00 per month per member. The fund is to be kept as a separate account and may be drawn upon in aid of the expenses of any general mess entertainment. Unless the prior approval of Air Headquarters has been obtained, contribution from the fund to any such entertainment is not to exceed four months' average subscription under this head.
- b. **Sports Fund Subscriptions.** Subscriptions may be levied as under:

RESTRICTED

(1) Towards the cost of maintenance of tennis courts, swimming pools, squash courts etc, which are equally available to all members. Such subscriptions are to be credited to the mess sports fund maintained as a separate account.

(2) Towards the cost of general sports of the base, such subscriptions are to be paid over to PSI or other officer responsible for the administration of the base or the unit sports fund.

(3) The rate of subscription in case of sub-sub para (1) above, is to be fixed at a general mess meeting and in case of sub-sub para (2) by the Air Officer Commanding/Base Commander in consultation with members at a general mess meeting. Contribution to base or unit sports fund is not to exceed Tk. 2.00 per member per month.

52. No charges other than those referred above are to be levied from an officer by any officers' mess without prior sanction from Air Headquarters, which will be given only in very exceptional circumstances, where the need for them is clearly proved.

53. The subscriptions, contributions, charges and extra charges for messing, casual meals and refreshments, are to be published in the Local Rules for Officers' Messes at each base.

54. Affiliated members of messes are to pay subscriptions and contributions at such rates as may be fixed by the Mess Committee and approved by the Air Officer Commanding/Base Commander.

Mess Maintenance Allowance

55. For rules governing mess maintenance allowance, pi see para-139, Pay and Allowance Regulations.

Accounting

56. Accounting for officers' mess is to be carried out in accordance with AP 3223 (Sec 2).

Insurance of Mess Property

57. PI see Instructions 72 and 74 of AP 1407 (See).

Members' Accounts

58. An account for every member of the mess is to be kept in the Daily Charges Book, showing the daily charges incurred in the mess with accumulative total for each day of the month. It is to be available at certain hours daily in the mess rooms, for scrutiny by officers, and is to be examined and initialled weekly by the Air Officer Commanding/Base Commander. Queries, if any, in respect of entries in the "Daily Charges Book" may be made to the mess committee. Members' accounts are to be presented monthly if possible, on the first day of the month succeeding that to which the account relates.

RESTRICTED

59. Officers' private account (e.g with trade-men) are not to be paid through mess accounts and charged on mess bills. Exceptions should only be limited to telephone charges and mess bills incurred at other messes or other charges as decided by the Air Officer Commanding/ Base Commander.

Payment of Mess Bills

60. Following procedure are to be followed for payment of monthly mess bills:

a. Every officer is to pay his/her previous month's mess bill on or before the 10th day of each month. Payment of mess bills is normally to be made by cheque for the exact amount of the account rendered. If an officer raises a query in connection with his/her mess bill, he/she is nevertheless, to pay the bill in full and any adjustment is to be made in the subsequent mess bills.

b. On the 11th day of each month PMC is to submit a list containing names of officers to the Air Officer Commanding/Base Commander who would fail to pay their mess bills on the due date. It is then the responsibility of the Air Officer Commanding/Base Commander to ensure that outstanding bills are cleared by the 20th day of the month. Air Officer Commanding Base Commanders are to render to Air Headquarters a monthly return (RCN/638) giving particular of officers indicating who have not cleared their mess bills for more than three months and more than six months.

Officers on Posting/Leave/Temporary Duty or Admitted into Hospital.

61. The following rule/procedure will be applicable to an officer proceeding on Posting/ Leave Temporary Duty, Hospital admission etc for monthly mess bills:

a. Members leaving the base on privilege or sick leave or on account of pre-arranged admission to hospital must settle their account before departure.

b. Officers proceeding on posting must clear their mess bill before leaving the base. Only in exceptional circumstances an officer may be allowed by the Air Officer Commanding /Base Commander to proceed on posting without paying the mess bill but he/ she must certify the accuracy of the bill before departure. The mess bill of the officer must immediately be sent to the unit to which he she has been posted and the amount due is to be debited on the ledger account of the mess of the officer's present unit. The bill is then to be shown as outstanding against the mess concerned and not against the officer. On receipt of a mess bill from an outstation the concerned mess is to debit the amount, to the officers' account in the daily Charges Book with corresponding credit to the mess from which the bill was received. If the officer does not pay the amount, his her name is to be included in the return of unpaid mess bill. At the end of each month, amount realized on behalf of each mess is to be remitted to the mess concerned along with a statement showing names of officers concerned and the amount realized.

RESTRICTED

62. Once an officer has left a base without paying his/her mess bill, he/she cannot question the accuracy of the charges but to pay the bill in full. He/She can, however, take up the question of overcharge with the original mess after payment and if his/her claim is accepted by the mess, he/she can be credited the balance in due course. The procedure outlined in para 0255 will also apply to unpaid mess bills of officers on temporary duty and attachment.

63. Air Officer Commanding/Base Commanders are to ensure that the mess bills of officers proceeding on release or retirement are realized in cash before they are finally cleared off from the base. In exceptional circumstances, however, when an officer is unable to pay his/her mess bill before proceeding on release or retirement it is the responsibility of the Air Officer Commanding/Base Commander to obtain a willingness certificate from him/her for recovery of the mess bill from the credits in IREA or pension/gratuity. This certificate is to be forwarded to Finance Controller (Air) for recovery action. In case there is no credit Finance Controller (An) will make necessary annotation on the 'East Pay Certificate' for recovery from pension or gratuity.

Messing Hours

64. Except on nights when organized function is held mess is to be closed by 2330 hrs. All members must leave the mess premises before the closing hours.

Mess Function

65. Mess functions should as far as possible be arranged when the following day is a non Haying day.

Gambling

66. Gambling in the mess or in officers' quarters is strictly forbidden. Bridge, however, will the maximum points value of Tk. 1.00 per hundred points, is permitted.

67. Bridge Book- Winnings and losses of members at bridge are to be entered in the bridge book (to be maintained at all messes) and passed through officers' mess bills.

Consumption of Alcohol

68. Consumption of alcohol in all BAF messes is prohibited.

Animals.

69. Keeping of dogs, pets, poultry and other animals are not allowed in the mess premises. A fine may be imposed on a member for contradiction of this rule.

Newspapers, Periodicals, Books etc.

70. Newspapers, periodicals, books etc. obtained for the mess are not to be defaced or removed from the public rooms of the mess.

71. Books forming part of the mess library are not to be removed unless signed for.

Notice.

72. Notices are not to be posted on the mess notice board without permission of the PMC or the mess secretary.

Mess Staff and Batmen.

73. Officers' batmen other than those employed on duty in the mess are not to enter the anti-rooms or dining rooms of the mess. Batmen of living-in officers may however, be detailed for duty in the mess by the PMC. When required for duty in the mess they are to be warned of the time and the nature of duty 12 hours beforehand, and are to be considered as general servants while on mess duty.

74. Waiters are to be dressed at meals in accordance with the rules laid down by the mess committee and approved by the Air Officer Commanding/Base Commander.

75. No person except the PMC or such other person as he/she may authorize, is ordinarily to ensure or to give orders, to any member of the mess staff.

Building Furniture and Property.

76. It is the duty of a member to report to the mess committee, in writing, any breakages he/she may occasion or notice. Articles accidentally broken are to be charged for at their replacement value. Extra charges if any, is to be decided upon by the mess committee, for articles broken wantonly. Articles broken by officers' batmen are to be charged for only at actual price.

Accommodation for Visiting Officers.

77. At all BAF messes a suite (bedroom, dressing room, bath and washing cabin) should be : reserved and equipped for visiting V1P officers, and three other rooms (if available) should be kept available, with two beds in each, for visiting aircrew and officers on temporary

78. The rooms are to be suitably furnished and provided with complete facilities of bedding, clean sheets, pillow cases, blankets, towels, essential toilet requisites, and a serviceable table lamp.

79. All the BAF messes should provide a standard toiletries/bathroom items (other than personal items) like bucket, mug, lota, bathroom slipper, freshener cake, toilet paper, cleaning materials etc in the Bachelor Officers' Quarters. The living in officers are to be charged for the actual cost appropriately.

80. These guest rooms should be located at a place where there is least disturbance, in order to ensure that guests have complete rest at night and work in quiet if he/she desires so.

81. The guest rooms should display notices giving meal timings, cost of messing and accommodation and other information showing what extras are chargeable, if any.

Accommodation for Officers Visiting with their Families.

82. Mess may, if accommodation is available, designate one/two rooms for use of mess members visiting with their families. These rooms are to be designated keeping in view the privacy requirements and comfort of other mess members is not encumbered. Charges levied for the facility are to be decided by the mess members and approved the Air Officer Commanding Base Commander. Dues must be paid before leaving the mess.

Officers Under Arrest.

83. An officer who is under close or open arrest in the mess is not to use the mess or public rooms of his/her own.

Conventions of Eating and Dining

84. Table manners have evolved over the years mainly based on culture, traditions and customs. Table manners of BAF Officers' Messes are not international. Manners considered normal and usual in Bangladesh are often considered bad manners or unusual in other countries. However, international table manners have in common two principal objectives; the first is uniformity so that waiters may not be at a loss and the second is just plain consideration for others. Commissioned officers are expected to know and comply.

85. Ladies will be seated first and if officers have senior or elderly guest, they should be allowed freedom to sit before the hosts are seated. A host will sit last. The table napkins should be unfolded and laid on the lap in time for the first course.

86. Before the arrival of the food, no officer should re-arrange the cutlery or touch the table silver. Officers should sit up straight but relaxed. They should ensure that their elbows do not prod the neighbour and they do not stray on to the table.

87. Hors d'oeuvre is an extra dish served as a relish normally at the beginning of a meal. If the officers are offered a selection they should not aim at sampling them all; a selection of 3 or 4 be chosen. They are eaten with either a fish knife and fork or with a teaspoon depending on the delicacy. Officers should remain careful not to use the teaspoon intended for dessert. For melon, a dessertspoon and knife or fruit fork is used.

88. Soup is taken normally with a round-backed soup spoon. The custom is that one drinks from the edge of the spoon and that it should be moved away from one's person to pick up the soup and the soup plate is similarly tilted away, is rather strange, for other dishes are never eaten in this manner. However, it does help to prevent soup being spilled on one's clothes.

89. Fish is eaten with a fish knife and fork; in the case of fish on the bone the fish must be turned over. A fish bone in the mouth should be removed unobtrusively with fingers but bone or gristle from meat should be deposited on the plate from the fork. Placing bones or gristle on the side plate is considered bad manners.

RESTRICTED

90. An entree is the dish served between the fish and the main course. When eating with a knife and fork, the knife should not be held like a dagger or like a pen, it should be steadied with the index finger along the back of the blade, the handle of the knife being hidden in the palm of the hand. The fork is used point downwards and should not normally be used like a spoon for dealing with peas or vegetables or a similar nature. The American custom of using the knife and fork for cutting up the food and then dropping the knife is rather frowned. Similarly the Dutch custom of hanging on like grim death to a knife or fork, without placing them on the plate from time to time is also forbidden.

91. Curry should be eaten with a spoon and fork and some dishes, spaghetti and ravioli for instance are eaten with a fork along with occasional provision of a spoon to assist in manipulating the strands of spaghetti.

92. During breaks in the eating, the knife and fork should be placed on the plate at an angle to one another; not resting the handle on the table. When dinner is finished, they are to be placed together on the plate with the fork points uppermost; this will indicate to the waiters that one has finished his/her course.

93. Some foods are eaten with the fingers like asparagus, prawns and fried chicken; finger bowls are usually provided.

94. The dessert is normally eaten with a spoon and fork. The fork may be used by itself but not the spoon, unless a special spoon is provided for such items as ice-cream served in a grape fruit bowl.

95. The dessert or fruit course is eaten with a dessert knife and fork. A finger bowl may be provided; it depends on the fruit to be eaten. Fruit is normally cut before eating and the tinge bowls used if fingers become sticky. Merely tips of fingers dips into the water often flavoured with lemon and then they be dried unobtrusively on ones own napkin. It is very pleasant to bite into an apple and throw away the core but it is not done at dinner, either with an apple or any other fruit. Cherries may be avoided, they are difficult to handle. The stones of stewed plums and prunes should be removed from the fruit with the fork and spoon before eating.

96. Bread rolls are more properly eaten with the left hand. They are broken and not cut and should be buttered only as they are ready to be eaten. The same applies to toast at all meals

97. Salt is usually put on the side of the plate and scattered. It is normal to scatter pepper over all the food as required. When condiments are required an individual has to ask specifically for salt, mustard or pepper. A mustard or salt spoon is not tapped on to the plate to dislodge it contents.

98. If a dish is too hot to tackle, time may be given to cool. Officers' should eat quietly in small amounts and with mouth closed. One should not be tempted to reply to question if still consuming a mouthful; this is of course an added reason for taking small amounts at a time.

RESTRICTED

99. If anything is spilled during the meal, a waiter may be asked to clear it up. Similarly if a knife is dropped, fork or spoon, a disappearing act under the table is not required. A waiter may be asked to bring another.

100. One may take time in eating but he/she should be watchful to other guests at the table and ensure that the proceedings are not slowed down. Hands should rest on the lap when not eating and one should not prepare a charged fork, as it were, between mouthfuls.

101. If any item is required during the meal is not within comfortable reach (or rather without stretching) neighbour may be asked for it to pass, but care should be taken not to cause breaking into someone else's conversation. One should not lean across in front of other dinner to talk with a person beyond him.

102. At the end of the meal the waiters will clear the table except the glass for the toast. One should fold his/her napkin and place it on the table and the waiter will remove it, unless a dessert is served in that case one should retain it, the menu is the guide.

103. It should be remembered that an experienced waiter who was acquainted with the menu laid the table. If someone is not certain as to which cutlery to use, it is safest to work from the outside to the inside. However, if still he/she is in doubt, he/she should wait until others have safely started and follow them. One should not adopt a pen grip when using a knife.

104. The foregoing paragraphs were written primarily as a guide for a Dining-in-Night Guest Night but, of course, they apply equally well for all other occasions. A little thought will show that although an officer knew perhaps the contents of this section, that in practice he/she may have let things slip a little.

Officers' Mess Etiquette

105. Etiquette is, by definition, the unwritten or conventional laws of courtesy observed between members of the same profession. The unwritten or conventional laws are invariably based on the gumption of discipline, good manners and consideration for others.

106. Day-to-day behaviour in the officers' mess is governed to a great extent by certain etiquette and code of conduct, which have been inherited from past generations of serving officers. Outmoded or unwarranted rules have been abandoned. Those remaining are necessary for the smooth running of an officers' mess, as they would be for many forms of communal living, in general and the service, in particular.

107. As may be expected in a building designed to house a 100 or more officers, most of the facilities of a home are provided but on a larger scale. Implicit in the scale of these facilities are the fact that they must be shared; nearly all mess rules are directed towards the establishment of code of behaviour among officers that enables this sharing to be equably and graciously achieved. Mess servants are established but

RESTRICTED

their job is cleaning and looking after the mess, not cleaning up after untidiness caused due to any inconsiderate mess members.

108. The ante-room is the equivalent of a lounge or sitting-room. Magazines and newspaper are usually laid out on a table in the ante-room and should be returned/left on the table once those are read; they should not be left littered around the room. A radio/television may be provided the volume should not be high so as to make inconvenience to other members. No one should whistle or otherwise accompany the music. The last to leave the room when the radio/television is ON should turn it OFF. When leaving the ante-room the door always is to be closed behind.

109. The dignity of the dining room should be maintained. Nobody should be late in the dining room and specified time should be followed. One should not be rude and harsh to mess servants, they are overworked. Arriving for breakfast on a Friday/holiday 2 minutes before serving is due to stop is not conducive to the staff. They have other work to do. If dinner finishes all 200 hours, one should to be there at 2145 hours at the latest. Smoking is only allowed in the dining room at Dining in Nights and Guest Nights; pipes are not permitted. The dining-room staff is addressed by numbers or by name if it is known. If their names are not known, they may be addressed as "Steward". One will never point his/her finger while addressing.

110. Officers are to take breakfast, lunch and dinner in the dining room. Officers on excused duty or permitted by medical officers may have their meals in their rooms. Evening tea may be served in the ante-room. It is laid out on a table and officers help themselves. Officers should not crowd round the table.

111. Bar opening and closing times are laid down in Mess Rules. The timing is to be followed strictly. On occasions, with the consent of PMC or senior officer present, the bar may be kept open after closing hours. To keep the bar open after the designated time for closing, an explanation is required to the Air Officer Commanding/Base Commander.

112. No matter how big the party is, officers should make it a point of honour to be absolutely punctual for work on the following morning.

113. One of the most annoying features of living in mess is noise. Radio/Hi Fi should be audible enough in one's room without the volume being fully up. One should remember that his/her neighbour may not share his/her particular taste in music. Many messes forbid the playing of radios after certain hours. Other points worthy of note are:

- a. To keep quiet when returning late from a party.
- b. No keeping or consuming liquor in the quarters.
- c. Mess should employ batman at the rate of one for maximum 2 officers.
- d. The bathroom always is to be cleaned after use. The sweeper can only clean it once a day.

114. Officers should rise from their seat if the Air Officer Commanding/Base Commander or any officer of equal or senior rank to him enters a public room of the

RESTRICTED

mess; this does not apply to the dining room. It is not necessary to call the room to attention.

115. Dignity of the uniform has to be maintained. No one should work on his/her car or do mental jobs in uniform. One should not wear uniform after working hours unless he/she is on duty. Officers will change completely into civies; even not keeping uniform shirt or socks on.

116. Officer should never appear in the public room of the mess in sports kit. It is quite in order to and from the room but someone should not wander round the mess necessarily with untidy dress. If one wants to work on his/her car/motor cycle in clothes of his/her own choice then he/she should use the side or back entrance.

117. The cap, hat, coat or gloves are never taken in public rooms. This applies to web bet, as well.

118. Officers are responsible for the dress and behaviour of any guest they bring into the mess; so, the host should tactfully ensure that guests conform to mess standard. Normally, ladies may be entertained in the Guest Room within certain hours. Instructions on this, and on ladies' use of the bar, will be found in Mess Rules.

119. Within a few weeks of arriving at any base, an officer will know most, if not all the other mess members. In any event, one should be able to recognize an unfamiliar face in the mess. It is the duty of every member to ensure that visitors are made to feel at home. One should not hesitate to introduce himself/herself to a stranger, to offer is/her assistance and be prepared to introduce him/her to own friends and to buy him/her a drink.

120. Many messes experience difficulty in finding mess staff and one should be aware that they perform arduous duties with rather meager financial reward. If they serve the officers well, officers should appreciate and thank them personally. If one has a complaint, he/she should not make it to them personally, particularly in the heat of the moment. Instead, a appropriate member of the mess committee may be apprised of or if it is particularly serious, complaint may be put in writing to the PMC.

121. The main purpose of the customs and rules of the mess is to ensure the comfort all members and maintain the traditional way of life within Bangladesh Air Force. The gumption of discipline, good manners and consideration for others is the basis on which officers' behavior should be governed in the Mess and the basis on which an officer should interpret Mess Rules.

Discipline - General

122. The senior officer present in the mess is responsible for maintenance of good order, discipline and observance of the rule and regulations by the members of the mess.

Ref : BAP-62

ORGANIZATION OF SERGANT'S MESS

Organization

1. Sergeants' Mess is normally to be organized and conducted, as Base Mess i.e. there shall be only one Mess at every permanent Air Force Base. Exception to this can only be made with the approval of Air Headquarters.

Membership - Full, Affiliated and Honorary Members

2. Every MWO, SWO, WO, and Sgt of BAF serving, or on temporary duty on occupying service accommodation at abase is to be a member of the base mess.

3. Members of a base mess are to either full, affiliated or honorary members, as given below:

a. **Full Members**

(1) Every MWO, SWO, WO, and Sgt of BAF serving, or on temporary duty at the Base.

(2) All army soldiers and naval ratings of equivalent rank serving or on temporary duty at the Base.

b. **Affiliated Members**

(1). MWO, SWO, WO, and Sgt of Bangladesh Air Force Reserve Serving on temporary duty at the Base .

(2) Soldiers or ratings of the Forces of the foreign powers attached to Base under Air Force HQ arrangement.

c. **Honorary Members**

(1) All MWO, SWO, WO, and Sgt of BAF reserves visiting a Base Mess of duty.

Living-in and Leaving-out Members

4. All single MWO, SWO, WO, or Sgts serving at a BAF Base are normally to be living in members of the mess. Married MWO, SWO, WO, and Sgts or widowers living with their children, may be permitted by the AOC/Base Cdr to live out. Living out members may become dining in members of the mess with prior permission of CMC.

5. Affiliated or honorary membership carries with it the privileges of membership subject to the mess rules an.1 any rules issued locally by the AOC/Base Cdr . Such members are not eligible for or election to or appointment in the mess committee or sub-committees, attending mess committee meetings, or voting on mess matters, or serving the mess in any capacity. Affiliated and honorary members arc; to pay monthly subscription through mess bill if they avail sports and recreation facilities. Only full members are eligible for serving as office bearers of the mess, attending .mess meetings and voting on mess matters.

Management of Sergeant Mess

6. The following are responsible for the immediate supervision and management of the Mess:

- a. An officer-in charge appointed by the Base Commander.
- b. AWO or MWO appointed for the six-monthly accounting period by Base Commander as Chairman of the Mess Committee (CMC).
- c. A Mess Committee of six additional to the Chairman elected for the six monthly accounting period by the members and approved by the Base Commander:
- d. A Caterer of the rank of Sergeant (Living in preferable), not being a member of the mess committee, appointed monthly by the Base Commander by roster. Where a mess steward has been provided in the establishment of caterer will not be appointed.
- e. A Treasurer of the rank of WO of Flight Sergeant no being a member of the mess committee appointed for the six-monthly accounting period by the Base Commander roster.

7. Neither the caterer nor the treasurer is to be permitted to hold his office for two succeeding periods.

Mess Committee Meeting

8. Mess Committee Meeting will be held as often as necessary but not less than once in a month and once before the general meeting. A statement of the accounts of the mess, signed by the officer-in-charge and the treasurer is to be submitted at the meeting.

Mess Meeting

9. Mess meetings which all members are to attend shall be held quarterly. The senior MWO/SWO/WO or SNCO shall preside. Minutes of the meeting to be recorded in the minute book, signed by person presided, is to be submitted by CMC through the officer-in-charge to the Base Commander.

10. The statement of accounts, referred to in Para 53 above is to be posted in the notice board information of the general members

Subscription and Charges

11. A monthly mess subscription is to be charged not exceeding one third of a day ordinary pay of living-in members and one-sixth of a day's ordinary pay of the living out

RESTRICTED

members. This subscription is not chargeable from a member who remains absent on leave or remain in hospital more than 10 consecutive days in a month.

12. In the event of a member being absent on attachment or temporary duty from his parent base or more than 10 days consecutive days the mess to which he is attached is normally to receive that part of his subscription which is proportionate to the number of days attached, the remainder is to be paid to the parent mess.

13. The daily rate of messing is to be decided upon by the general mess meeting and submitted to the Base Commander for approval.

14. **Entertainment's** An entertainment is not to be given unless with the concurrence of two thirds of general mess meeting and with sanction of the Base Commander. Drinks consumed at these entertainment, except by mess guests, is not to be charged against mess funds.

15. The mess committee is to control all ordinary expenditure on behalf on the mess, but committee shall not incur any extra ordinary expenditure without the approval of, Base Commander Ordinary expenditure is for routine conduct of mess activity which includes all purchases made connection with entertainment and catering purchases.

Suggestions and Complaints

16. Suggestions regarding management of the mess may be written in a suggestions book. Provided by the mess. Entries made therein must be signed and dated.

17. Suggestions or complaints regarding the mess staff are to be addressed in writing to CMC and are not to be entered in the suggestions book.

18. **Damage and Breakage.** It shall be the duty of a member to report to the mess committee writing of any breakage which he may occasion or notice. Articles negligently broken are to at their replacement value charged -n their replacement value.

Payment of Mess Bill

19. All members are to be .pay their previous month's mess bill on or before 10th day of each month. Payment of mess bills is normally to be made by cash. If any member raises a query in connection with his mess bill, he is to pay the bill in full first and if any adjustment is required is to be made in the subsequent month.

20. Members leaving the base on service or sick leave or on account of pre-arranged admission in hospital must settle their account before departure.

21. Any member proceeding on posting must clear his mess bill before leaving the base only in exceptional circumstances a member may be allowed by the concerned authority to proceed on posting without paying the mess bill. The mess bill will be sent to the unit to which he has been posted for collection.

22. Any member on temporary duty or attached to the Base is to settle his mess bill before departure. Once a member has left a Base without paying his mess bill, he must pay the bill in full. He may, however, take up the case of overcharge if any with the mess after payment and if his claim is accepted by the mess, balance will be credited to him.

RESTRICTED

Book-in and out

23. If a dining member intends to be absent from the Base he is to notify the intending period of absence in the Book-out register at least 24 hours before and state whether he will be absent on leave or week-end etc. On his return, he is to book-in in the same day indicating the first meal taken.

24. If a living-out member wishes to become a dining member he is to enter his particulars in the Book- in register.

25. **Hours of Closing the Mess.** The mess is to be closed by 2230 hrs on all working days and by 2330 hrs on preceding holiday and holidays. All members must leave the mess premises before the closing hrs. On special occasions closing hours can be extended with the consent of OC Admin Wg.

26. **Meal** The normal hours for meals are to be fixed by OIC Mess to suit working hours Individual members requiring at other than the normal hours must obtain CMC's permission guests of the dining members may be entertained on payment.

27. **Newspapers, Periodicals, Book etc** Newspapers, periodicals, books etc on behalf of mess are not to be defaced or removed from the public rooms of the mess.

28. **Notice** Notices are not to be posted in the mess without permission of CMC or the mess authority.

Mess Equipment

29. Mess are to be equipped in accordance with the scales contained in AFIs supplied remain public property, and are to be accounted for on F-37 as for other AF equipment.

30. Property purchased out of mess funds becomes the property of the mess and availed of such-property will be kept in the property book.

31. Property purchased out of grant from Air Force H.Q will also become the property of the mess and such property will be maintained at the expense of the mess and accounted for in the property book.

32. **Insurance** The property of the mess, other than that belonging to the Government, is to be issued against fire and theft.

Dress Regulations

33. Following dresses are to be worn by the members while visiting messes including recreation room:

RESTRICTED

a. **During Summer (at Day Time).**

- (1) Suit.
- (2) Safari Suit (Full/Half).
- (3) Trousers, Full/Half sleeve shirt tucked in.
- (4) Shoes/Sandal (with back strap).
- (5) Uniform (without web belt and armband in the dining hall).

b. **During Summer (at Night Time) .**

- (1) Suit
- (2) Safari Suit (Full).
- (3) Trousers, Full sleeve shirt tucked in.
- (4) Shoes.
- (5) Uniform (without web belt and armband in the dining hall).

c. **Paring Winter (at Day and Night Time):**

- (1) Suit,
- (2) Safari Suit (Full).
- (3) Trousers, Full sleeve shirt tucked in.
- (4) Shoes.
- (5) Uniform (without web belt and armband in the dining hall).
- (6) Sweater, Jersey Pullover.

34. Jeans trousers, Jeans shirt and T-shirt shall not be allowed in the mess.

35. Prayer dress may be allowed in the dining hall at lunchtime on Fridays, and any time of Eid day. Prayer dress will be:

- a. Pajama, Panjabi with shoes/sandal with back strap.
- b. Kabli suit with shoes/sandal with back strap.
- c. Sherwani, Pajama with shoes/sandal with back strap,
- d. Kurta or Sweater or coat may also be worn.

Ref : BAP-61

AIRMENS' MESS

Organisation

1. Airmen's Messes are normally to be organized and conducted as base messes. Units may also organize and conduct airmen's mess with the prior approval of Air HQ.

Membership

2. a. All airmen of or below the rank of Corporal.
- b. All dining in soldiers and ratings of Bangladesh Army or Navy of equivalent status serving in or on temporary duty at the base.

Mess Committee

3. Airmen's Mess is to be run by a mess committee consisting of elected and selected members. The members of the mess committee shall be elected for a term of 06 months by dining in members, present at the time of election. Committee so elected is to be approved by OC Admin Wg. On expiry of the term persons elected will continue as members until newly elected members enter upon office.

a. **Elected Members**

- (1) NCOIC Mess.
- (2) NCOIC Store.
- (3) NCOIC Recreation.
- (4) NCOIC Discipline.

b. **Selected Members**

- (1) WOIC Mess.
- (2) Duty Members.

4. Airmen will be selected by OC Admin Wg in consultation with different OC/OIC of Wgs/Sqns/Units of the base.

Eligibility for Election

5. To be elected as a member an airman must :
 - a. Be a dining in member.
 - b. Not been a member of the previous mess committee.
 - c. Not be a member of the Inter Services Guard of Honour or players of any BAF team.

RESTRICTED

Senior Officer-in-Charge Mess

6. OIC Personnel Squadron of the base will act as senior OIC Mess and shall be responsible to OC Admin Wg for over all supervision and management of the mess.

Officer-in-Charge Mess

7. A commissioned officer will be detailed as OIC airmen's mess by OC Admin Wg.

Officer-in-Charge Airmen's Mess

8. OIC Airmen's Mess is responsible to the Senior OIC Mess for efficient conduct and management of the mess and its accts and funds.

9. Duties and Responsibilities

- a. To scrutinize all bills and vouchers in respect of the mess to satisfy himself that they are correct and in order.
- b. To maintain a cash book under his own hand writing which is to be balanced each month and submitted to OC Admin Wg through Senior OIC Mess.
- c. To maintain a TR register in appropriate manner and produce the same to OC Admin Wg, for counter signature in each month through Senior OIC Mess.
- d. To check all purchases and put his signature against all entry in the purchase register.

WOIC Mess

10. WOIC mess shall be responsible to OIC mess :

- a. For general discipline and management of the mess.
- b. To assist OIC mess in performing his duties in connection with the mess.
- c. To supervise duties of the mess committee.
- d. To perform any other duty assigned to him by OIC mess.

NCOIC Mess

11. He is responsible to OIC Mess through WOIC mess :

- a. For over all maintenance, administration and management of the mess.
- b. To maintain the cash book, TR register and purchase register in an appropriate manner.
- c. To maintain a menu register and get it signed by OIC Mess weekly.
- d. To check the correctness of daily consumption register.
- e. To perform any other duties given by OIC Mess.

Books and Registers

12. Airmen's mess are to maintain the following books/Registers :
- a. The cash book.
 - b. The purchase book.
 - c. The property register.
 - d. The menu register.
 - e. The daily consumption register.
 - f. The handing and taking over register.
 - g. The dry/fresh ration receipt register.
 - j. The suggestion book.