

PART III
ADMINISTRATION
CHAPTER XIV

CORRESPONDENCE, REPORTS, BOOKS AND RECORDS
CORRESPONDENCE

- 551. General Instructions.**—(a) Letters conveying the orders of the Central Government are addressed to the Chief of the Army Staff, copies being endorsed, if necessary, to the head of the branch concerned at Army HQ ; the Financial Adviser, Ministry of Finance (Defence) for communication to the CGDA ; the Director of Audit, Defence Services; and the CsDA. The branch concerned will convey such orders to subordinate formation headquarters. Similarly, correspondence from formations directly subordinate to Army HQ will be addressed to the head of the branch concerned at Army HQ who will dispose of the matter under the orders of the Chief of the Army Staff or will refer the case for the decision of the Central Government.
- (b) An officer will only in exceptional circumstances refer to higher authority matters which he has powers to decide himself. Senior officers will impress on their subordinates the desirability of dealing promptly with correspondence and will suppress any tendency to unnecessary correspondence.
- (c) An officer is responsible for the correctness of documents submitted by him. He will record his opinion or recommendation on any correspondence referred to higher authority, adding such observations, based on local knowledge, as may, enable a final decision to be arrived at.
- (d) Official top secret, secret, confidential and registered letters received by formations, units and detachments, will be opened by an officer. Other official letters will, as a rule, be opened by an officer but may be opened by a JCO, WO, or a senior NCO, or a responsible permanent civilian subordinate, if so authorised by the commander concerned.
- (e) Official letters and memoranda will be headed and concluded thus:-
- SECURITY CLASSIFICATION

	PRECEDENCE
Tele	Copy No
	Address
	Date
File Reference	
Addressee (s)	
TITLE	
1.Refer to your.....	
2. It is requested.....	
	(Name)
	Rank
	Appointment of Signatory
	Appointment on whose behalf the letter is signed.

Appendix :—
Enclosure :—
Copy to :—
NOO

SECURITY CLASSIFICATION

Each subject will be treated in a separate letter. Paragraphs will be numbered and enclosures described in the margin, or in a separate schedule. Unnecessary enclosures will be avoided. The rank and appointment of officers will be added after their signatures. Signatures will be in manuscript and will not be stamped. When a communication has reference to previous correspondence the registered numbers and dates of such correspondence will be quoted.

(f) Correspondence intended for Army HQ will be addressed in full, i.e., indicate the particular Branch or the Directorate and the Section for which it is intended.

NOTE

Where necessary correspondence relating to stationery, printing, typewriters, publications and forms, from subordinate formation HQ will be addressed to the Director, Military Regulations and Forms, Ministry of Defence, who will convey the sanction of the Central Government direct to the subordinate formation.

552. Official Channel.— (a) The authorised channel of official correspondence from a regimental officer is through the adjutant and from the OC unit through the station,

brigade/sub-area and div/area commanders. Purely departmental matters will be sent direct to the departmental officer concerned. OsC detachments will forward all correspondence through their OsC units except on matters of purely local concern, in which case copies will be furnished to OsC units. An application from a JCO, WO, NCO or man will be made to his company commander, who, if necessary, will lay it before the CO of the unit.

(b) Direct correspondence between general officers, brigade or equivalent commanders, COs and heads of departments will be signed by such officers themselves. The general rule to be observed is that official correspondence will be conducted between equals in rank, and that any officer of junior rank corresponding with an officer of senior rank will do so through the staff officer of the latter.

553. Army List and Estates.—Correspondence connected with the Army List will be addressed to the Ministry of Defence (Director, Military Regulations and Forms) direct, except on matters relating to Medical, Dental and Nursing officers which will be addressed to the DG AFMS, Ministry of Defence. Correspondence in connection with the estate of deceased officers will be addressed to Army Headquarters, Adjutant General's Branch (Org 3).

554. Disposal of Correspondence.—In order to expedite the receipt and disposal of correspondence affecting more than one HQ in the chain of command it will be dealt with by the issuing authority as follows :—

(a) All correspondence will normally be addressed to the highest formation in the chain of command, and

(i) copies will either be endorsed, and sent to lower formations and units concerned ; or

(ii) sufficient spare copies will be forwarded with the original to the highest formation addressed, for distribution to all concerned.

(b) When the procedure laid down in (a)(i) above is followed, the endorsement will clearly state whether the copy is for action, for information or for future guidance. If it is for action, the type of action required (e.g. "for investigation and report") will be stated, if this makes for clarity.

(c) When the procedure laid down in (a) (ii) above is followed, and if copies have not been endorsed by the originating headquarters in accordance with (b) above, each distributing headquarters will ensure that copies to the next lower formation or unit are suitably endorsed before onward transmission.

(d) Where copies are endorsed to lower formations and/or units for action by them, they will take action and submit reports, if necessary, to the next higher formation without waiting for further instructions.

(e) Normally the addressee alone will reply to the originating headquarters and each headquarters in the chain of command will consolidate reports received from formations and/or units, below it.

(f) Correspondence referring a case to a higher authority for decision will be self-contained and extraneous matter will be omitted; only such documents as are essential to a decision will be attached.

(g) Correspondence on routine matters, not requiring an expression of opinion and on which, it is unnecessary for intermediate headquarters to be kept informed or consulted, will be addressed by the originating headquarters direct to the authority capable of dealing with the case or furnishing the required information. The latter will similarly reply direct. This procedure will only be followed in cases of purely routine nature.

(h) The original and all copies on which action is to be taken (see (b) above), will be signed by the competent officer. On all other copies, the signature of the officer who signed the original may be typed in.

555. Return of Correspondence.—Transmitting authorities will not request the return of ordinary correspondence unless the original document is needed for some special reason. If a copy will serve the purpose, it will be prepared before hand by the authority requiring it.

556. Important Correspondence.—Correspondence on matters of importance which affect more than one command, involve a principle, or necessitate an alteration of regulations, are to be submitted to Army HQ through normal channels for the decision of the Chief of the Army Staff.

557. Correspondence With High Officials. — In no circumstances will officers, JCOs, WOs, OR or NCs(E) address the President, the Head of a State, a Minister, the Chief of the Army Staff, or any Army Commander, or any Principal Staff Officer at Army

Headquarters, or Heads of the Services, or any other superior formation commander on any official or service matter except through the authorised channels. Officers are forbidden to visit higher commands on regimental or personal matters, unless previous sanction, in writing, has been obtained from their immediate superior.

558. Correspondence With Embassies, Legations Or Other Diplomatic Establishments. - Formations, units or individual military personnel will not conduct official military correspondence direct with foreign governments, diplomatic missions, either Indian or foreign within or outside India. Where such correspondence is found necessary it will be conducted through Foreign Division and MI-11, Military Intelligence Directorate, Army Headquarters.

559. Correspondence With Officers At Army Headquarters. — All ranks are forbidden to write private letters or make irregular approaches to officials at Army Headquarters or Ministry of Defence on official personal matters, such as promotion, appointment, posting, transfer and discipline.

Attempts, direct or indirect, to obtain preferential treatment on any application by the use of outside influence are strictly prohibited.

560. Correspondence With Civil Authorities.—Only GOsCinC commands, div/area/brigade/sub-area commanders, may address Secretaries to State Governments direct. When any matter affecting the civil administration is under consideration at a command HQ which is likely to involve a reference to Army HQ, the GOC-in-C command will, in the first instance, obtain from the local government or administration such views or information as they may have on the matter, so that Army HQ may, from the first, be in possession of the views of both the civil and the military authorities on the subject.

561. Correspondence With Business Firms. — An officer will, not correspond in his official capacity with a private company, inventor or manufacturer in a foreign country. Should an officer require information from such individuals, he will apply through the authorised channels and his application will be forwarded to the Central Government. An indenting officer in India may, however, correspond direct with the DGS & D or the Ambassador/High Commissioner for India, on matters of detail connected with the supply of stores, correspondence being limited to giving of or asking for information regarding such entries in indents as do not require a reference to the Central Government.

562. Pay, Pension, Gratuity And Other Financial Questions. — Representation on those matters will be submitted in the form of a self-contained letter, accompanied, when necessary, by any documents, such as appeals, sheet rolls, or other documents of a personal nature, which are required to elucidate the point under discussion. Correspondence between lower formations will only be attached when absolutely necessary to support a statement which it is, desired to establish.

Questions which involve financial or accounts consideration or the verification of services or interpretation of regulations and other government orders, when referred to Army HQ or the Central Government will be submitted through the CDA concerned.

In forwarding cases to Army HQ or the Central Government for a ruling or for consideration, the forwarding officer will express an opinion on the question even though the audit officer has ruled that the claim is inadmissible. Every reference will be accompanied by a report from the, CDA when the nature of the question indicates that such a report is required.

563. Departmental Correspondence - Correspondence between heads of administrative services and departments at Army HQ and Command HQ and local heads of departments in division/areas/brigades/sub-areas and stations will be confined to purely technical or departmental matters. A staff officer alone is authorised to transmit the opinion or instructions of his commander to higher or lower combatant formations or units.

564. Block Capitals, Figures And Erasures.— In all official correspondence names of places will be entered as per Survey of India maps. Block capital letters will be used as per existing pamphlet 'Joint Services Staff Duties Manual—Volume I, Service Writing'. Where necessary figures will also be expressed in words. When the use of vernacular term is necessary, the English equivalent will be given. A vernacular document will invariably be accompanied by an English translation. Erasures and corrections will be initialled by the officer signing the letter. In the case of a return, if erasures are made, the initials of the officer signing it are required on the final total only.

565. **Military Nomenclature.**—The various Peace, War and Interim Establishments show the correct nomenclature to be used when describing all technical personnel and enrolled non-combatants. The names indicated in these publications will always be used in all official correspondence, records and pay documents and in all books and regulations and amendments thereto. These names will also be used when temporary personnel are sanctioned in special cases and who are not included in any of the Peace, War or Interim Establishments. Only authorised abbreviations will be used.
Post And Telegraph

566. **Official Correspondence.** — Official correspondence includes letters sent by government officers in their official capacity in reply to communications received from private individuals or associations, correspondence regarding pay, promotion, accommodation, travel and other service matters of service personnel and letters and telegrams sent by the Services Sports Control Board, and the local committees subordinate to it.

Official postal articles will be superscribed "On India Government Service" or "On Service" and this will be supported by the signatures and official designation, to be entered in the lower left hand corner of the articles, of the officer who sends the article or of the head clerk or superintendent of his office or other responsible officer to whom the duty of despatching is allotted. If covers are not franked before despatch, a postal fee will be charged by the postal authorities irrespective of whether or not service labels of sufficient value are affixed to the covers and this unnecessary additional expenditure will be incurred by the State. The general rates of postage are applicable to official postal articles tendered at the civil post offices. The rate of postage applicable to official postal articles tendered at the army post offices is as notified in Army Instructions and Army Orders.

567. **Service Postage Stamps.**—Service postage stamps will be used on official correspondence in India and on official correspondence addressed to foreign countries. The use of service postage stamps and post cards for communications other than official correspondence is prohibited. Service postage stamps and post cards will be obtained, as required, on indent (IAFZ-2094) supported by a cheque issued by the CDA in favour of the treasury officer or Superintendent of Stamps, from the nearest treasury office and a detailed account of their expenditure will be kept in IAFZ-2016 (IAFO-1636 in the case of AOC Establishments and Ordnance and Clothing Factories) which will be balanced and countersigned monthly. Officers commanding units/formations will ensure that service postage accounts are properly maintained. Arrangements will also be made for a periodical check and domestic audit of stamp accounts.

568. **Registration.**—Covers containing important correspondence will be sent by registered post. Registration charges will be prepaid by service stamps.

569. **Soldiers' Letters.**—The rules relating to the transmission of unofficial mail and money orders and the sale of postal orders as contained in the Post and Telegraph Guide are applicable to the soldier's mail tendered at the civil post offices. The rules relating to the soldier's mail tendered at the army post offices are as notified in Army Instructions and Army Orders. The address on a letter to a soldier should specify his army number, rank, name, unit and particulars of destination or the security address as the case may be.

570. **Postal Concessions To Army Personnel On Foreign Service.**—Army personnel employed with establishments of the Foreign Service abroad will receive the same postal concessions as are admissible to corresponding ranks of the Foreign Service.

571. **Field Service Postal Concessions.**— Troops serving in field service or concessional areas will be entitled to postal concessions as authorised from time to time.

572. **Receipt And Distribution Of Letters.**—A postman will not be detailed or required to distribute letters in barracks/unit lines, but an NCO will be detailed to receive and distribute them and to pay any charges for postage.

573. **Complaints Regarding Delays in The Receipt Of Mail/Telegrams.** — When complaints regarding delays in the receipt of mail and or telegrams are made, the cover or wrapper and the delayed telegram with wrapper will accompany.

574. **Post Orderly.**—(a) At a station where the barracks or camps are beyond the limits of the free delivery, the letters will be called for at the post office by a post orderly. This arrangement may be made at other places if convenient to the unit. The appointment of

the post orderly will be notified in unit Part I Orders and relevant extracts sent to the post office concerned. The post orderly will be provided with a certificate of appointment in the form indicated below. This certificate will be pasted inside the back cover of the post orderly receipt book (AB-426M).

Authority To Collect Mail

Army Number..... Rank.....

Name..... of.....(unit)

is hereby authorized to collect all postal articles addressed to the unit named above.

Station..... Signature of Officer Commanding.....

Date..... Signature of Post Orderly.....

(b) The above certificate is not transferable and should not be detached from the AB-426M. The post orderly will be instructed in his duties by the postmaster concerned. His duties will be as follows :—

(i) To receive all mail for the unit and to examine all postal articles, especially the registered items that these are in sound outward condition, as any loss/damage that is detected after taking delivery from the post office cannot be subsequently recognised as a ground for claiming compensation from the postal authorities.

(ii) To register all registered articles received from the post office in unit AB-426M and to obtain the signature in the book, of the addressee (postal clerk in case of articles returned to the post office) for each item before parting with it.

(iii) To transmit postal business on behalf of the unit.

(iv) To deliver unregistered mail to the unit office and the registered articles to the individuals' addresses.

(v) To redirect mail for personnel who have left the unit after obtaining information about their revised address from the unit office.

(c) Officers commanding units must ensure that the instructions printed in AB-426M are carried out.

575. Prevention Of Losses Of Registered Articles.—With a view to preventing fraudulent personation and detecting losses within the unit/formation at the time that registered articles are delivered, the following rules will be observed :—

(a) In all cases where the addressee is unknown to him, the post orderly will hand over a registered article only in the presence of one of the squadron/company staff of rank not lower than dafadar/havildar, who should affix his signature as witness.

(b) Recipients of registered postal articles must open them if in doubtful or damaged condition in the presence of the post orderly.

576. Retention Of Post Orderly Receipt Book.—The post orderly receipt book (AB-426M) will, on completion, be retained in the orderly room of the unit for three months from the date of the last entry. After three months it will be sent to the officer in charge records for retention for a period of two years.

577. Framing Of Messages And Telegrams. — Where army signal offices exist all messages for army addressees will be written by originators on the army message form in use and sent to the local signal office concerned for clearance. Messages will be framed in accordance with the instructions contained in Field Service Regulations and current Army Orders on the subject. If the addressees are not served by army signal offices the clearing signal office will, on receipt of the message on the army message form transcribe the same on a civil telegram form and clear it over the civil telegraphic channels in accordance with current instructions on the subject. Where no local army signal office exists, originators requiring to send telegrams over the civil telegraph system will write their messages on the civil telegram form. Messages will be written in accordance with the general instructions in Field Service Regulations and other relevant pamphlets on staff duties and message writing, except that the layout of the message will have to conform to the civil telegram form. Originator's number, authorised in Army Orders for use on Army message forms will also be used at the beginning of the text on message written on the civil telegram form in order to identify a message. Messages containing classified information must be encrypted in the appropriate cipher before despatch in accordance with current instructions on the subject. Degree of precedence used by originators on messages and telegrams will be in accordance with the entitlements notified in current Army Orders. Telegraphic addresses as notified in Army Orders will be used on the civil telegram form.

578. Despatch Of State Telegrams. — State telegrams will in no circumstances be used for personal matters. The right to send a reply, as a State telegram, is established by the production of the original State telegram. Telegrams are not to be sent unless the

saving of time thereby affected, is of importance to the public service. Express telegrams are only to be used in very urgent cases. A list of registered and shortened telegraphic addresses is contained in Army Orders issued from time to time. In urgent cases, or from places where there is no Posts and Telegraphs Department, telegraph office, State telegrams may be despatched from railway telegraph office; advance payment for telegrams so sent need not be made. Private telegrams in connection with official matters are forbidden except on occasions of real urgency and if so used, replies, if required, will always be prepaid.

579. Use Of Precedences For State Telegrams And Trunk Calls Within India.—The list of officers authorised to use the various precedences for State telegrams and trunk calls over the civil system within India is given in Army Orders issued from time to time.

580. Use Of Precedences For State Telegrams And Trunk Calls Between India And Pakistan.— The list of officers authorised to use the various precedences for State telegrams and trunk calls over the civil system between India and Pakistan is given in Army Orders issued from time to time.

581. Instructions On Official Messages Sent Over Civil Radio Stations.—

(a) Except when taken over by the Military authorities in times of emergency; civil radio stations form part of civil telegraph system of the country and retransmit all messages exactly as received whether by radio or land lines, These messages are neither encrypted nor decrypted by them.

(b) When for security reasons it is not desirable for an official telegram to be transmitted by radio, the following procedure will be followed depending on the security classifications on the telegrams :—

(i) Security classification upto restricted—'NOT BY RADIO' will be franked in the special instructions column on the telegram form.

(ii) Security classification confidential and above—The telegram will be encrypted in the appropriate crypto system. The telegram then need not be franked 'NOT BY RADIO'.

It must be clearly understood that all telegrams not franked 'NOT BY RADIO' are liable to be transmitted either by radio or land lines, entirely in accordance with the directions of the civil telegraph authorities.

(c) Except where no separate telegraph office exists, civil radio stations neither accept nor deliver telegrams to and from the public, and official telegrams will not be handed into such radio stations except in cases of emergency, when the emergency will be certified by a responsible officer.

582. Increase Of Signal And Telephone Traffic During An Emergency.—

(a) Signal traffic may show an increase in volume under the following circumstances :—

(i) Consequent to an emergency when communications are severely strained,

(ii) During preparatory stages of war when traffic increases manifold

(iii) Breakdown of the civil post and telegraphs system.

In such cases activation of a Staff Message Control Centre (SMCC) may be ordered by the General Staff in order to allow traffic connected with the emergency or otherwise to be cleared promptly and expeditiously. SMCC may also be activated during peace time to prevent over-loading of traffic clearing systems.

(b) Before and during an emergency, telephone traffic may also increase manifold and it will be necessary to reduce this to allow traffic connected with the emergency to be cleared promptly and expeditiously. Instructions in this connection will be issued by the Chief of the Army Staff as and when necessary.

583. Telegrams Relating To Capital Sentences And Reprieves State telegrams relating to capital sentences or reprieves, which it is desired should receive special treatment in telegraph offices, will bear the words 'Capital sentence' as the first two words in 'person to' instead of in the text.

Orders And Documents

584. General Instructions.— (a) All orders of a unit will be published in two parts, Part I and Part II.

(b) Part I Orders will be issued on matters concerning administration, training, manoeuvres, parades and matters which do not affect a soldier's pay, service or documents e.g.

Daily routine and administration.

Orderly officer.

Guards and duties.

Warning for duties.
 Discipline (excluding individual disciplinary cases).
 Damage—general charges.
 Audit Boards.
 Training and operational instructions.
 Appointment to local unpaid rank.
 Health.
 Equipment.
 Supplies.
 Grant of local ranks where no extra pay is admissible.
 Act of gallantry (also published in Part II Orders).
 Parades, Divine service (daily or special).
 Physical training and organised games.
 Matters not strictly of a military nature e.g. voluntary religious services, cinema notices, sales, will be published after "Adjutant's" signature, under "NOTICES".
 (c) Part II Orders will be issued on matters affecting a soldier's pay, service and records e.g. :-
 Promotions and appointments.
 Transfers, postings, attachments, and extra regimental employments.
 Relinquishments of acting rank or paid lance appointments.
 Hospital admission and discharge.
 Reclassification of medical category.
 All Red Ink Entries.
 Other punishments affecting pay, rank or seniority.
 Moves into or out of Concessional Areas.
 Alterations in the Kindred Roll.
 All other matters affecting pay and allowances, other than those claimed on a Contingent Bill.
 Arrivals at and departures from Reinforcement and Transit Camps or units acting as such.
 (d) The following casualties are not required to be published in Part II Orders :—
 Grant of allowances which are claimed on IAFA—115 (Contingent Bill).
 Move of units, not involving entry or departure from Concessional Areas.
 Regimental appointments not carrying additional pay.
 (e) Part I Orders will be published as required by the OsC units. These will be signed and promulgated at roll call of the day on which they are issued. Part II Orders will be issued daily unless there are no casualties to be published. Casualties affecting pay and allowance must not be allowed to accumulate.
 (f) Each issue of Part I as well as Part II Orders will be numbered consecutively beginning with No.1 for the first issue made on or after 1st January each year. While publishing Part II Orders, the number and date of the last Part II Orders will invariably be stated. When an issue of Part II Orders has just one sheet, the words "First sheet and last" will be inserted after the serial number of the Part II Orders. When, however, an issue contains more than one sheet, the different pages will bear the serial number and date of the Part II Orders, followed by the page number as under :
 Part II Orders No. 6, dated 5 March 1957, Page 2.
 Part II Orders No. 6, dated 5 March 1957, Page 3 and last.
 (g) When more than one sheet is used, the officer issuing the Part II Orders in addition to signing the last sheet will sign every page in the bottom right hand corner; a rubber stamp will not be used for this purpose. On the last sheet, the name of the officer signing the Part II Orders will always be typed or written in block letters below the signature. Orders will be signed by either the commanding officer, adjutant or record officer or in regt/corps where no adjutant is authorised, by an officer nominated by the commanding officer, but not "for him".
 GS orders will be signed by the senior general staff officer, or in his absence, by the next senior or if there is no next senior, by a staff officer not belonging to the general staff who for the time being may be empowered by the commander to sign GS orders. Orders relating to administration will be signed by the senior staff officer belonging either to the AG's or QMG's Branch. A staff officer signing orders will add to his signature his rank and if he is the senior staff officer of a branch issuing an order, the title of his appointment. A junior staff officer signing an order will sign "for" the senior officer of his branch.

589. **inding Of Orders.**—Extracts from the Gazette of India; Army Instructions; Army Orders; Command, Corps, Div, Area, Brigade and Sub Area Orders will be retained, in extemporised covers by units and offices to which they are issued, for a period of six years after which they will be destroyed. Destruction of these documents after six years will not, however, mean that they have become inoperative. Each volume will contain

orders for one year, in order of their serial number. For purposes of reference, formation and record offices may retain these publications for longer periods. They will be bound in accordance with the orders of the GOC-in-C Command, who will exercise his discretion as to the number to be bound and the quality of the binding. Questions relating to binding work in departmental or other offices directly under the administrative control of Army Headquarters will be disposed of by the local heads of such offices provided the expenditure is within the financial limit of Rs. 25.00. Items exceeding this limit will be referred to the controlling authorities, at Army Headquarters.

Secret, Security And Confidential Documents And Correspondence

590. **General.**—Instructions dealing with documents and correspondence of security nature are, contained in the pamphlet "CLASSIFICATION AND HANDLING OF CLASSIFIED DOCUMENTS, 1966" as amended from time to time under the authority of the Vice Chief of the Army Staff.

591. **Reference To Operations.**—When military operations are contemplated or in actual progress, information with reference to any matter connected with the operations will on no account be made public. The contents of documents are only to be communicated to those whom it is necessary to inform in the interest of the public service. Orders of mobilization, the despatch of reinforcements, transport and supplies will be treated as secret.

Retention And Destruction Of Documents

592. **Disposal Of Obsolete Documents.**—(a) A board will be assembled annually in every unit and formation office for the purpose of recommending documents for destruction. The board will as far as possible be composed of three officers, but a JCO, WO or senior NCO with an intimate knowledge of the records may be detailed as a member. All documents coming within the scope for destruction will first be examined by a competent official of the office concerned, who will withdraw for preservation any documents or files containing matter likely to be of value. The recommendations of the board will be submitted on IAFY-2001 to the brigade/sub-area commander or in the case of higher formations, services or departments not under a brigade/sub-area commander to the commander of the higher formation or head of department concerned. The officer to whom IAFY-2001 is submitted will issue orders regarding the disposal of the documents, ensuring that no documents are destroyed which may be of interest from a historical, financial, statistical, instructional, technical, legal or general point of view. The following classes of documents will always be preserved :—

- (i) Papers containing decisions on important matters or departmental policy.
- (ii) Maps and plans relating to operations.
- (iii) Operation Orders.
- (iv) War Diaries.
- (v) Regimental Long Roll.

Files relating to purchase transactions will be retained for a minimum of five years or more if considered necessary. Before such files are destroyed, orders of the senior officer of the status of GSO 1 or equivalent will always be obtained.

NOTE

In addition the procedure outlined in the pamphlet "Classification and Handling of Classified Documents" will be followed regarding the destruction of classified documents.

(b) The period for which documents relating to disciplinary cases will be preserved is as under :—

- (i) Discipline-Policy Permanent
- (ii) Legal & Judicial—Policy do
- (iii) Applicability of Arms Act—Policy do
- (iv) COURT-MARTIAL—Genreal & Policy do
- (v) Conduct of civil suits—General and Policy do
- (vi) SCM Proceedings 3 years
- (vii) Administrative action under the Army Act and Rules—Individual cases 10 years
- (viii) Arms and Amn—Losses, Disciplinary cases do
- (ix) Plural Marriage
 - (aa) Policy Permanently
 - (ab) Individual cases 10 years
- (x) Appeals under Section 26 and 27 of the Army Act 5 years
- (xi) Delegation of Power 5 years
- (xii) Periodical Reports and Returns 10 years

(xiii) Penal Recoveries 10 years
 (xiv) Regimental & Private debts—
 Officers, JCOs & OR 5 years
 (xv) Complaints against Officers,
 JCOs & OR—Vigilance cases 5 years
 (xvi) Civil suits—Individual cases 10 years
 (xvii) Courts of inquiry proceedings relating to
 MT accidents not subject matter of litigation. 10 years

593. Retention of Financial Documents.—(a) The following documents in connection with accounts, funds, etc., will be retained for a period of ten years:—

- (i) Columnar Cash Book (IAFA 811) with connected receipts and vouchers.
- (ii) Cash Account (IAFA 125) with connected receipts and vouchers.
- (iii) Treasure Chest Cashier's Book (IAFA 118).
- (iv) Register of Money Orders (IAFZ-2067).
- (v) Receipt Book (IAFA 124).

(b) Money Order receipts and acknowledgements signed by the payee or his authorised agent for the following remittances will be retained as under :—

- (i) For a period of twenty years—
 Pending enquiry awards.
- (ii) For a period of ten years—
 Family allotment.
 Casual remittances.
 Special family allowance.
 Grants from charitable funds.
 Terminal credit balances.
 Reservists retaining fee.

(c) Family Allotment Register (IAFF-1078) will be retained for a period of ten years after an individual becomes noneffective.

(d) Counterfoils of Emergency Cash Requisition (IAFA-205) will be retained for 3 ½ years after the use of the last form in the book.

Books of counterfoils of completely used books and partly used books of railway forms used for Defence Services personnel will be retained for 3 ½ years from the date of issue of the last form.

(e) The following will be retained for a period of three years:—

- (i) Black Cheque Book (IAFA 176).
- (ii) Red Cheque Book (IAFA 177).
- (iii) Yellow Cheque Book (IAFA 177A).
- (iv) Register of Requisition for Remittance Transfer Receipts (IAFA 610).
- (v) Monthly statement of Public Funds (IAFA 120).
- (vi) Monthly statement of Regimental and Private Funds Accounts, with the Regimental Treasure Chest Account.

NOTE

As regards retention of imprest documents, reference should be made to "Field Imprest Payment Instructions".

594. **Retention Of Contract Deeds.**—Documents relating to contracts, agreements etc. and correspondence connected there- with, will be preserved for a period of ten years after the contract/agreement is fulfilled or terminated. The contract deeds/documents will not also be destroyed in cases involving litigation until finalisation of the cases. However, in cases where audit objections have been raised, the relevant files and documents shall not, under any circumstances, be allowed to be destroyed till such time as the objections have been cleared to the satisfaction of audit authorities or have been reviewed by the Public Accounts Committee.

595. **Retention Of Pension Documents.** — (a) The following documents in regard to the grant of pensions and gratuities to JCOs, WOs, OR and Non-Combatants (Enrolled) will be retained by the units and formations concerned for a period of fifty years in the case of a pensioner and for twenty five years in the other cases from the date an individual becomes non-effective:—

- (i) Sheet Rolls and Service Books.
- (ii) Register containing details of pensioners.
- (iii) Admission and Discharge books of Military Hospitals.
- (iv) Medical board proceedings.

(b) The following documents will be filed with the sheet roll for retention :—

- (i) Sanctions by audit officers to counting of former service.
- (ii) Enrolment Forms.

- (iii) Primary Medical Examination Report (AFMSF-2A).
- (iv) Service and Casualty Forms (IAFF-958).
- (v) Details of field or foreign service with orders thereon.
- (vi) Certificates of election to come under any particular pension rules.
- (vii) Injury reports, statements of witnesses.
- (c) Part II Orders will be treated like other pension documents and retained for twenty-five years.
- (d) In addition to the documents mentioned above all important correspondence regarding pensions, gratuities will be retained for ten years.
- (e) Medical documents (including constituents thereof) will be retained for a period of seven years from the date the individuals of undermentioned categories become non-effective :—
 - (i) JCOs/OR/NCs(E) dismissed from service.
 - (ii) Deceased, JCOs/OR/NCs(E) in whose case family pension claims have been sanctioned.
- [(f)The documents referred to in clause (c) above in respect of JCOs/OR/NCs(E), transferred to pension establishment in Medical Category A and also of those discharged from service without any pensionary benefits will be retained by Record Office upto the date on which the individuals attain the age of 65 years.]¹

596. Retention of Routine Correspondence. — Routine correspondence and other documents which have not been dealt with elsewhere will be retained for a period of three years after which they may be disposed of in accordance with para [592](#).
Reports, Stationary and Books

597. Returns.— Reports and returns which are to be submitted by the Army and the channels to be followed are contained in the "List of Reports and Returns to be rendered by the Army in India"; Regimental Section, Staff Section and Departmental Section. Each section is a separate publication in itself. The Regimental Section gives those submitted by units, the Staff Section those by staffs, and the Departmental Section those by services and departments. Rules and instructions embodied in IA Forms have the force of authorized rules and instructions. No return is to be introduced without the sanction of the Directorate of Management Information Systems (DMIS) at Army Headquarters.

598. Procedure Regarding Introduction of Reports and Returns — The Directorate of Management Information Systems (DMIS) is responsible for the control and registration of all reports / returns (departmental or otherwise) whether "regular" or "casual" or "ad hoc" called from units of the Army, as well as for the control and registration of the printing/ reprinting of all forms used for such reports/returns or for other statistical purposes. This control is exercised:—

- (a) either directly by DMIS ; or
- (b) through Command MIS Cell/MIS Representatives nominated in each formation HQ. Instructions as to the procedure to be observed when introducing reports/returns forms and amendments to existing ones are issued by DMIS. No demand will be complied with unless the letter introducing/amending a report/return conveys that the sanction of DMIS, Command MIS Cell/MIS Representative as applicable has been obtained. Exceptions are indicated in the specific instructions issued by DMIS.

599. Reports on Important Occurrences. (a) Details regarding all reports are to be found in 'List of Reports and Returns to be rendered by the Army in India', but particular attention is drawn to the fact that immediate reports are always required when incidents of grave importance take place, such as :-

- (i) assaults and affrays between persons subject to the Army Act or between persons subject to the Army Act and Navy or Air Force Acts (whether on duty or on leave) or between persons subject to the Army Act and civilians.
- (ii) breaches of discipline e.g.—
 - collective in subordination,
 - MT accidents resulting in death or serious injury, suicide, attempted or suspected suicide, murder or attempted murder, rape.
- (iii) other serious cases e.g., unnatural deaths, not covered under (ii) above.
- (iv) arrest of an officer or a JCO by the civil court or service authorities.
- (v) offence by an officer of which formal cognizance has been taken, whether or not he has been placed under arrest or suspension.
- (vi) losses of identity card by officers.
- (vii) all cases of losses of, or damage to public property, due to sabotage or suspected sabotage.
- (viii) loss of regimental funds exceeding Rs. 5,000 due to theft, fraud or neglect.

(ix) loss of soldiers personal book (IAB-64).

Whenever anything of such a nature occurs an immediate reference will be made to 'List of Reports to be rendered by the Army In India' or Army Orders issued on the subject, wherein the exact nature of the report to be made in the circumstances and procedure for reporting will be found.

A person subject to the Army Act observing an incident of assault or affray involving persons subject to the Act or in which he himself is involved will report the matter immediately to his unit HQ. A civilian wishing to report the occurrence of such an incident will be directed to the nearest unit, station or formation HQ.

(b) Whenever an officer, JCO, WO, OR or NC(E) is tried by a civil court an officer will be deputed to attend the trial of the case, if this is considered necessary for purposes of making report under the "List of Reports and Returns to be rendered by the Army in India". The officer so detailed will submit to the local military authorities the progress of the case immediately after each day's hearing.

Before an officer is detailed to attend a trial, the commander should ascertain whether the court hearing the case is competent to dispose of it. If the trial takes place at a distance, the brigade/ sub-area or div/area commander will decide whether it is advisable for an officer to be present, and if so, whether the officer shall be detailed from the soldier's unit, or from some other unit near the place of trial. In the latter case the OC the soldier's unit will forward all documents and any information that may be necessary for the use of the officer detailed to watch the case.

600. Reports Relating To Appointments. — Reports, in the case of changes, temporary or permanent, in the command of brigades/sub-areas and higher formations and also in the case of staff appointments, will be submitted in letter form to the Military Secretary, Army HQ with copies to intermediate formations. Reports will not be submitted in the case of changes occasioned by casual leave except for the appointment of GOC-in-C of a Command.

601. Abnormal Desertions And Deaths.—When an unusual number of deaths or desertions in excess of one per cent of the actual strength of the unit occur a special report is to be submitted with the monthly return. The report will state the causes and precautionary measures adopted to check the disease or deal with the desertions.

602. Reporting Of Losses And Recovery Of Arms, Ammunition And Explosives.—

(a) All cases of losses, theft or recoveries of arms, ammunition and explosives whether Government or private, if kept in the unit, will be reported immediately by signal to concerned authorities in accordance with AOs issued from time to time. All cases of losses will be reported by Head quarters Commands to the Vice Chief of the Army Staff (MI-11) on receipt of occurrence reports. Besides, Headquarters Commands will also submit a quarterly report showing total losses and recoveries as per AOs issued from time to time.

(b) A Court of Inquiry will be held in all cases of losses. Proceedings of Courts of Inquiry will be forwarded to AG's Branch (DV-1), Army Head quarters through 'A' channels not later than three months from the date of loss.

(c) Any recoveries of ammunition will also be reported and dealt with in accordance with AOs issued from time to time except that Courts of Inquiry may be dispensed with at the discretion of an officer not below the rank of Brigadier.

(d) In all cases of theft, loss and recovery other than due to enemy/hostile action, mentioned in sub-para (e) below, the DIG(CID) of the State concerned and the Superintendent of Police of the civil district concerned will be informed without delay. To facilitate expeditious investigation of losses in transit by rail the following additional authorities will also be informed:—

(i) Inspector General of Railway Protection Force, Rail Bhavan, New Delhi.

(ii) Chief Security Officer, Railway Protection Force of the Railway/Railways concerned.

(iii) Superintendent of Railway Police concerned.

(e) Reports on all cases of theft, loss or recovery of arms, ammunition and explosives, other than those due to enemy/hostile action, as given below, will be made to the DIG(CID) of the State concerned and the Superintendent of Police of the civil district without delay :—

(i) Complete fire arms including pistols issued to or maintained by officers as part of their equipment.

(ii) Rifle barrels or bolts.

(iii) Locks, bolts and barrels of automatic weapons.

(iv) Explosives, including lachrymatory capsules and generators.

(v) Gun and mortar ammunition and bombs.

- (vi) SAA including .22 inch, and buckshot cartridges, in cases where more than five rounds are involved.
- (vii) Blank SAA when more than fifty rounds are involved,
- (viii) Fired cartridge cases, whether ball or blank, in cases where more than one hundred cases are involved.
- (ix) Grenades, hand or rifle.

603. Reports Of Explosions And Accidents.—Reports of explosions and accidents with ammunition/explosives and injuries sustained as a result of such explosions and accidents will be made in accordance with the procedure as may be laid down in Army Orders from time to time.

604. Books And Publications.—All authorised Government publications, other than secret and confidential, and amendments thereto, will be supplied free without indent. The initial issue of publications to newly raised units and formations will be made by the Director, Military Regulations and Forms, Ministry of Defence. The supply of publications to units raised on peace basis will be made in accordance with the scales laid down in "Scales of Military Publications in General Use (other than General Staff Training and other Manuals and Security Publications) for units, etc. in India" and to those raised on war establishment basis in accordance with the Field Stationery Scales.

The publication of regulations and amendments thereto (except the amendments which are published half-yearly on the 1st April and 1st Oct.) will be notified in Army Orders from time to time. Publications and amendments will be distributed, without indents, by the Manager of Publications, Delhi in accordance with the standing distribution lists. Supplementary indents for publications, which will be complied with only where exceptional circumstances exist, will be submitted to the Director, Military Regulations and Forms, Ministry of Defence in accordance with the instructions laid down in the publication referred to above.

Copies of priced publications may be obtained from the Manager of Publications, Delhi on payment of three-fourth of the ordinary price plus packing and postage. Non-official publications, including newspapers and periodicals, required for the public service, will be obtained on payment within the budget limit under the authority of officials duly authorised by the Government. Publications pertaining to operations, maintenance and repair of equipment and vehicles are available from establishments under the MGO, details of which are announced in Army Orders from time to time.

605. Military Forms.— (a) Standard and special forms of use by staffs, departments, units and establishments are contained in the publication "Classified List of Army Forms and Books used by the Defence Services". Army Books and Forms will be printed or modified only under the authority of the Secretary, Ministry of Defence. They will be printed and stocked by the Manager, Government of India Forms Store, Calcutta. The forms will be issued gratis and indents on prescribed forms will be submitted on the Government of India Forms Stores, in the case of those entitled to do so, or on the stationery depot which serves the command in accordance with instructions laid down in command orders.

(b) The strictest economy in the use of forms will be exercised by all concerned. A complete set of the latest reprint of the forms in use in each office will be kept for reference. An annual account of numbers used will be recorded.

(c) Special forms of a permanent nature, not included in the "Classified List" referred to in sub-para (a) above, for the use of any staff, department, unit and establishment can be printed at the expense of the State only with the prior sanction of the Director, Military Regulations and Forms, Ministry of Defence.

Such sanction will be accorded in exceptional circumstances only and subject to the proviso that no standard form exists which will serve the purpose of the special form proposed to be printed. Every effort will be made to utilise standard forms with modifications, if this is possible, instead of incurring additional expenditure on special forms.

(d) When, owing to unforeseen or emergent circumstances, it is not possible to follow the normal procedure, or when the normal arrangements for the printing of any kind of forms fail, for any reason, cases for local printing will be submitted, for sanction, to the authorities mentioned below : —

- (i) The DMR&F Upto Rs. 250 in any one transaction.
- (ii) GOC-in C Headquarters Upto Rs. 40 in any one transaction in respect of unit/establishments located in the area under

their Command.

606. Use Of Army Books And Forms.— India Army Books and Forms will be used by all units, formations and departments. Army Books and Forms will only be used where no substituted India Army Books or Forms have been introduced.

607. Supply Of Stationery, Rubber Stamps And Brass Seals.— (a) All articles of stationery required for office use by units, formations or establishments, whether on peace or war systems of accounting, will be obtained on an as required basis subject to quantity scales laid down in Army Orders from time to time, from the stationery depots which serve the area in which they are stationed, except those units/establishments, notified by the Director of Military Regulations and Forms, Ministry of Defence, to indent direct on the Government of India, Stationery Office, Calcutta. No monetary allotment will be made.

The cost of stationery is debitable to Army Printing and Stationery Head of the Defence Services Estimates.

(b) Indents will be submitted quarterly in advance by units/ establishments, dependent on stationery depots on prescribed forms, in accordance with the instructions laid down in Army/ Command Orders. Units/establishments authorised to indent direct on the Government of India, Stationery Office, Calcutta, will submit their indents in accordance with the rules laid down by that office. The stationery indents will be clearly marked to show whether the stationery is required for office use or for training and instructional purposes in order to enable the supplying authorities to debit the cost of stationery correctly.

(c) Schools of instruction under the direct control of the Vice Chief of the Army Staff will obtain their requirements of stationery both, for office use and instructional purposes, on 'Book Adjustment' of the cost of stationery in the following manner :—

(i) For office use and training purposes.—The requirements will be carefully estimated against office routine and training commitments before making an indent. The cost will not exceed the allotment for office contingencies/stationery provided under the 'Incidental and Miscellaneous Expenses'.

(ii) For educational training.—The requirements will be estimated as in sub-para (c) (i) above. The cost will be met from within the allotment for Educational Training Grant.

(iii) For unforeseen training schemes and exercises.—The cost of stationery required for unforeseen training commitments, schemes and exercises will be met from the Training Grant. Indents for these requirements will be placed as and when necessary.

(iv) For technical training purposes.—In addition to the purchases mentioned in sub-paras (c) (i) to (c) (iii) above stationery will be purchased from Field Practice and Training Grant and Technical Training and Instructional Equipment Grant by those schools to which these grants are made. Purchases from these grants will be restricted to meet such requirements as are admissible under the rules governing expenditure from them.

(d) Training centres/establishments of category 'B' establishments, apart from the stationery obtained for office use only vide sub-para (a) above, are made monetary allotments for the provision of stationery for instructional purposes only.

Purchases from the following grants may also be made to meet such requirements of stationery as are admissible under the rules governing expenditure from those grants :—

(i) Field Practice and Training Grant.

(ii) Annual Training Grant.

(iii) Technical Training and Instructional Equipment Grant.

(iv) Educational Training Grant.

(e) Purchases of stationery from various grants mentioned in sub-paras (c) and (d) above by the schools of instructions and the training centres/establishments of category 'B' establishment will be adjusted under cash reimbursement of the cost of stationery supplied by the supplying agencies. In order to ensure correct adjustment of the expenditure against the relevant heads of the Defence Services Estimates, the schools of instruction and the training centres/establishments will indicate clearly in their indents for stationery placed on the supplying agencies the incidence of cost [viz. Main Head 4-C(c), 4-C(d) or 4-C(e) as the case may be] and the Regional Controller of Defence Accounts concerned by whom the debit raised by the supplying agencies will be accepted and adjusted. While placing the indents for stationery, they will also indicate the total value of the indents calculated in accordance with the current Government of India, Stationery Office, Rate List, to the Regional Controller of Defence Accounts concerned. The supplying agencies will send an advance information, to the Regional Controller of Defence Accounts concerned, of the debits in respect of the stationery supplied to them. This will enable the Regional Controller of Defence Accounts to certify the availability of funds.

(f) Units/formations other than the schools of instructions and the category 'B' training establishments, in receipt of training grant allotments, will obtain their requirements of stationery for training purposes in accordance with the procedure laid down in sub-paras

(a) and (b) above. The supplying authority will inform the units/formations concerned of the cost of stationery supplied, with a copy endorsed to the local audit officer and Controller of Defence Accounts concerned. Units/formations will not draw the full authorised amount of training grants, but an amount equal to the authorised grant minus the cost of stationery obtained from the supplying authority.

(g) Training establishments, centres, depots, which are in receipt of training grant allotments, will be permitted to incur expenditure upto 20 percent of that allotment to meet the cost of items of stationery for purely training purposes, which cannot be supplied by the stationery depots or the Controller of Stationery, Government of India, Stationery Office, Calcutta, or to provide for essential minimum requirements of an emergent nature. The stationery depots or the Controller of Stationery will be informed when this procedure is adopted to ensure that a duplicate supply is not made under normal procedure.

Cases of local purchase of stationery which would result in the limits mentioned above being exceeded will be sanctioned by the authorities mentioned in sub-para (j) below upto the limits mentioned therein. The authority will be determined by the value of the individual local purchase transaction in the case of lower limit and by the value of such transaction sanctioned by that authority in the case of the higher limit. In all cases of irregularities and when the local purchase transactions exceed the powers of these authorities, Government sanction will be obtained through these authorities.

(h) Should the provision for stationery required for training purposes mentioned in sub-para (d) above prove to be insufficient, a complete statement of case regarding the necessity for an additional allotment should be submitted, through the usual channels, to the Vice Chief of the Army Staff for orders in consultation with the Director of Military Regulations and Forms, Ministry of Defence.

(j) Formations/units are prohibited from purchasing stationery locally. In cases where the supplying authority fails to comply with indents after two months from the scheduled date of submission of indents, units may with prior SOS message to the supplying authority resort to the local purchase of the essential items to meet their requirements for a month or so after obtaining sanction from the competent financial authority mentioned below. If by special efforts the supplying authority can, on receipt of the SOS message, arrange for supply of such items, the indenter or indentors will be intimated by wire not to resort to local purchase. On emergent occasions, however, such local purchases of stationery will be reported to that officer by letter explaining the necessity. All cases of local purchases of stationery will be submitted for sanction to the appropriate authority mentioned below, provided that no ex-post-facto sanction will be accorded unless it is established beyond doubt that the purchases were inescapable :—

(i) The Director of Military Regulations and Forms, Ministry of Defence. Upto Rs. 250.00 in any one transaction and Rs. 750.00 per annum in respect of the Chief Administrative Officer, Ministry of Defence; HQ Commands; CGDA's Office; Director General of Ordnance Factories and each formation establishment or unit.

(ii) Heads of Branches of Army Headquarters; General Officer Commanding in Chief, Commands; Controller of Defence Accounts; any Controller's Office in the Director General of Ordnance Factories; Director of Research and Development and the Ordnance Factories under their control.

(Gen) and Director of Research and Development (Armament).

(iii) All other formation Commanders, ADs RVS, Directors of National Cadet Corps; Controller of Defence Accounts Deputy Department; Director of Military Lands and Cantonments; and Military Estates offices under their control. Upto Rs.50.00 in any one transaction and Rs.150.00 per annum in respect of any unit, formation or establishment;

(iv) Deputy Director of Military Upto Rs. 25.00 in any one

Lands and Cantonments. transaction and Rs. 75.00 per annum in respect of Military Estates offices under his control.

Bills for the stationery purchased locally will be scrutinised by the sanctioning authority to ensure that the prices charged are reasonable and that the cost of the articles so purchased is correctly debitable to the stationery grant. After sanction has been accorded the unit/formation concerned will forward the bills to the controller of Defence Accounts concerned, for payment quoting the number and date of the sanctioning authority's letter.

(k) With the prior approval of the Director General, Ordnance Factories, Ordnance and Clothing factories will be permitted to incur expenditure, upto the extent of Rs. 5,000 per annum, to meet the cost of items of stationery including paper required for purely production purposes which cannot be supplied by the Controller of Stationery, Calcutta, or to provide for essential minimum requirements of an urgent nature. The Controller of Stationery will be informed when this procedure is followed and will ensure that duplicate supply is not made under the normal rules.

(l) Rubber Stamps will be supplied by the Government of India, Stationery Office, Calcutta. HQ Commands, formations, establishments and units are, however, authorised to purchase locally on competitive basis rubber stamps upto Rs. 5 at a time and upto a maximum of Rs. 15 in a financial year. Where these limits would be exceeded or when it is not possible to make local arrangements in any case or where the prices prevailing in the local market are high, the requirements of rubber stamps will be obtained from the Government of India Stationery Office, Calcutta. The supply of rubber stamps against orders placed by the Government of India Stationery Office, Calcutta will be made by the supplying firms direct to the indentors along with the bills for payment. The bills for cost of brass seals as in the case of rubber stamps will also be sent direct to the indentors by the Superintendent, Postal Seals, Aligarh for payment. The indentors will arrange payment of the bills directly to the supplying firms and the Superintendent, Postal Seals, in the same manner as payments in the case of local purchase of stationery are made excepting that sanction is not required to be obtained from the financial authorities mentioned in sub-para (j) above. In case of failure on the part of the Government of India Stationery Office to meet the demand, the procedure at sub-para (j) will be followed.

(m) The term "stationery" comprises all office requisites other than office machinery and appliances, furniture, forms, candles, drawing instruments and binding material. A list of articles of stationery, which are in common use will be found in the Stationery Office "Vocabulary of Stationery Stores, India, 1953." If, however, an officer is in doubt as to whether expenditure on any article is correctly debitable to the stationery or other allowance, he will refer the matter to the Director of Military Regulations and Forms.

608. Supply of Stationery for the Military Attaches/ Advisers Offices abroad.—Requirements of stationery for the offices of the Military Attaches/ Advisers abroad will be obtained by the Embassies/Legations from the Government of India Stationery Office, Calcutta. The cost of stationery so supplied for use by Military Attaches/Advisers offices will be debited to the Defence Services Estimates.

609. Books of Regulations in Units.—A list of general books of regulations is given in the pamphlet entitled "Scales of Military publications in General Use (other than General Staff Training and other Manuals and Security Publications) for units etc." Units will maintain publications in accordance with the scales laid down therein. Books of regulations pertaining solely to a particular department, to be maintained by units of the department only, are shown in the departmental regulations concerned. Training manuals and technical text books, applicable to one arm of the service or to certain units in one arm, are issued in accordance with scales of distribution laid down. Officers commanding units and heads of departments will ensure that all books of regulations and training manuals are kept up-to-date. They will be examined by the inspecting officer during his annual inspection.

610. Regimental Books.—Units, corps and departments will maintain the following books and documents, where applicable and will produce them when required for inspection. Inspecting officers will compare crime reports with sheet roll (IAFF 3013) entries :—

Adjutants Office

(a) Unit Part I and Part II Order Book (the copies of orders maintain in this book must be signed in manuscript).

(b) Regimental Conduct Sheet of officers and JCOs(IAFF-3013).

(c) Annual Confidential Report on JCOs(IAFI-1153)(in duplicate).

- (d) Character Roll for NCOs (IAFD-903).
- (e) Offence Reports (IAFD-90I).
- (f) Schedule of convictions by court martial or civil court, Officers, JCOs, WOs, and other ranks (IAFD-904) and Declaration of a Court of Inquiry under AA (IAFD-918).
- (g) Digest of Serviced of the corps/regiment/unit.
- (h) Regimental Present Daily State (IAFY-1928).
- (j) Register of Documents.
- (k) Register of Issues and Postage Account (IAFZ-2016).
- (l) Register of Secret and Confidential Documents:—
IAFX-1840 (Cover).
IAFX-1840A (Index).
IAFX-1840B (Receipt & Issue).
- (m) Register of Deserters.
- (n) Register of Losses (IAFZ-2161).
- (o) Leave Register of JCOs, clerks, musicians, trumpeters and for buglers (its maintenance will not be compulsory but voluntary at the discretion of OsC units).
- (p) Adjutant's Cash Account.
- (q) Training Grant Account.
- (r) Education Training Grant Account.
- Quartermaster Office
 - (a) QMG's Cash Account.
 - (b) Daily expenditure of practice ammunition (IAFG-1088).
 - (c) Register of animals (IAFZ-2147), if there are animal on charge of unit.
 - (d) Clothing, equipment and station store ledgers.
 - (e) Small Arms Ammunition account (IAFO-1444A).
 - (f) Ration and forage return.
 - (g) Register of railway warrants.
 - (h) Register of recoveries on account of conservancy charges from non-entitled individuals residing in barrack areas or wait lines where conservancy arrangements are made by units.
- Squadron or Equivalent Unto
 - (a) Service and Casualty Form— JCOs, WOs, OR & NCs (E) (IAFF-958).
 - (b) Field Conduct Sheet (IAFF-3013).
 - (c) Weapon History Card (IAFO-1410).
 - (d) Register of Private arms.
 - (e) Ammunition Account (AB-99),
 - (f) Quarterly or monthly return of arms, ammunition, equipment and public clothing in possession of a squadron or equivalent unit (AFB- 292 or AFB-293).
 - (g) Squadron (or equivalent) Cash Account.
 - (h) Register of horses/camels (only units in which horses/camels are authorised).
 - (j) Leave register (IAFL-1183), if its maintenance is authorised by OC unit.
- Miscellaneous Books
 - (a) Mess Accounts.
 - (b) Band Accounts.
 - (c) Regimental Accounts.
 - (d) Accounts of Regimental Funds.

611. Court-martial Books.— A portfolio will be kept containing a true copy signed by the OC unit of :—

- (a) Every conviction by court-martial, every summary award of forfeiture of seniority, forfeiture of service for promotion and severe reprimand or reprimand under AA Sections 83 and 84, every conviction by the civil authorities involving imprisonment exceeding seven days (IAFD-904).
- (b) Every declaration of a court of inquiry held under Army Act, Section 106 (IAFD-918).

612. Books/Pamphlets to be kept In Court-Martial Box.—All holders of court-martial warrants, OsC stations and units will keep a complete set of the following books and pamphlets, amended up-to-date in court-martial boxes for the use of the presiding officers and members of all courts :—

- (a) Army Act, 1950.
- (b) Army Rules, 1954.
- (c) Manual of Military Law, 1983.
- (d) Notes on Indian Military and Air Force Law.
- (e) Regulations for the Army.
- (f) Pay and Allowances Regulations for Officers (Army), 1954.
- (g) Pay and Allowances Regulations for JCOs/OR and NCsE

(Army),1979.

(h) Memorandum on Summary General Courts Martial.

(j) Guide to Summary Courts Martial.

(k) Code of Criminal Procedure, 1973.

(l) Geeta, Granth, Bible and Koran.

In addition to the above, copies of such books, orders, instructions and letters on the subject as and when notified by Army HQ from time to time will also be placed in each court-martial box.

613. Long Rolls. — (a) All Regiment/Corps Record Officers will maintain Long Rolls on form IAFK-1176.

(b) The long rolls will be maintained as under :—

(i) Names of individuals will be entered in long rolls strictly in numerical order.

(ii) The names of individuals transferred from other regiments/ corps and/or ex-soldiers re-engaged having different army numbers, will be entered in long rolls in order of their arrival but in a separate volume. In this case, an index will be maintained showing pages on which the particulars of such individuals will be found.

(iii) The names of JCOs will be entered in a separate volume, or on separate pages allotted out of the volume mentioned in sub-para (b) (ii) above, as may be necessary. An index will, however, be maintained in such cases. In the event of an individual being promoted JCO, his name will be transferred to the list of JCOs after making a cross entry against his name.

(iv) Long rolls will be kept up-to-date through the medium of Part 11 Orders which will be regularly forwarded to the respective record offices.

(c) The long rolls will not be quoted as an authority in any official document. However, in cases in which the relevant sheet rolls have been certified as destroyed, the long rolls may be accepted in audit under proper Government sanction.

614. Office Equipment — Instructions concerning office equipment, printing and book binding are laid down in the pamphlet "Office Equipment, Defence Services, India".

615. Disposal of Publications, Forms and Stationery—All units, formations and establishments holding surplus publications, forms and stationery on their charge or on their disbandment will dispose of these stores as indicated below :—

	To be returned to the issuing authority.
(a) Publications	Disposal orders to be requested from the issuing authority.
(i) Classified, i.e. Top Secret, Secret and Confidential (if current).	To be returned to the Manager of Publications, Civil Lines, Delhi.
(ii) Codes and Ciphers.	To be disposed of as waste paper.
(iii) Unclassified (if current)	To be issued to local units or returned to nearest command
(iv) Obsolete.	Stationery Depot.
(b) Forms :	One side blank
(i) Standard Army and India Army Forms (if current).	forms to be issued to local units for use to the best advantage of the State or returned to the nearest Depot.
(ii) Standard Army and India Army Forms (if obsolete) other than accountable forms for which separate instructions exist.	Both side
(iii) Non-standard i.e. local forms.	

- printed forms to be disposed of as waste paper. To be disposed of as waste paper.
- As for (b) (i) above.
- To be sent to the Salvage Organization.
- (c) Stationery:
- (i) Serviceable
- (ii) Unserviceable
- (iii) Rubber Stamps and Brass Seals.
- As for (b) (i) above, except that those stamps and seals which cannot be re-utilised should be sent to the nearest Salvage Organisation.

Records and Documents of personnel

616. General Instructions.—An officer giving over charge will give such information confidentially as may be useful to his successor regarding the character, and qualifications in respect of those under his command, and other matters connected with his charge.

617. Conduct Sheets for Officers.—Regimental Conduct Sheets (IAFF-3013) will be kept as confidential document in every unit/ regiment/corps, for officers serving therein. Relevant entries will be made in the conduct sheets of those officers who have been convicted by court-martial or civil court or awarded a summary punishment under Army Act, Sections 83 or 84.

If an officer who has been convicted by a court-martial or civil court or awarded a summary punishment under Army Act Sections 83 or 84, exchanges or is transferred or posted to another unit, regiment or corps, his conduct sheet (IAFF-3013) will be sent to the commanding officer of his new unit, regiment or corps.

Every case, in which an officer has been awarded a summary punishment under Army Act Sections 83 or 84, will be reported to the Adjutant General, Army HQ, by the commanding officer of the officer concerned through the authorised channels on a certified true copy of IAFF-3013 in duplicate, together with a statement thereon showing the period which the officer passed in arrest. The statement of the offence which is entered in column four of the form will be followed by a statement of the particulars of the act, neglect or omission constituting the offence.

618. Personal Numbers.—All officers including Territorial Army and National Cadet Corps officers, junior commissioned officers and warrant officers are allotted personal numbers for use in the Gazette of India, all official correspondence, documents and returns both in peace and on mobilization.

Personal numbers will be quoted in brackets directly after the names of officers, JCOs and WOs.

Personal numbers will be allotted by the authorities quoted below as soon as commission/warrant is granted :—

(a) All officers of the Regular and Territorial Army except (b), (c) and (d) below, by the Military Secretary, Army Headquarters.

(b) Officers of the RV Corps and Military Farms Corps by the Quarter master General's Branch (RV Directorate and Military Farms Directorate respectively) Army Headquarters.

(c) Army Medical Corps, Army Dental Corps and Nursing Officers, by DG AFMS, Ministry of Defence.

(d) NCC Officers, by NCC Directorate, Ministry of defence.

[(e) Junior Commissioned Officers and Warrant Officers, by the Secretary, Ministry of Defence.] 1

619. Records of Service, Non-Medical Officers.—(a) Records of service of officers (other than officers of the Medical, Dental and Nursing Services) will be maintained in duplicate on IAFZ-2041. The original copy will be maintained at Army HQ by AG/Org 9 (Records). The duplicate copy will be maintained and kept up-to-date by the formation/unit where an officer serves from time to time. On commissioning, the IMA/GTS or such training establishment will complete Part 1 (Personal Particulars) of the Record of Service (IAFZ-2041) and two copies of Annexure thereto, of the newly commissioned officer. The Record of Service (IAFZ-2041) and one copy of the Annexure will be sent by the training establishment to the unit or regimental/corps centre concerned of the officer and the other copy of the Annexure to the Adjutant General's Branch (Org 9), Army Headquarters for constructing original copy of IAFZ-2041. All casualties affecting the service of an officer will be published by the formation/unit where the officer is serving and one copy will be

forwarded to concerned sections of AG/Org 9 for acceptance and recording necessary entries in IAFZ-2041. When an officer is posted to Army HQ/Inter Services Organisation in Delhi or to formations/units in whose case 2nd Echelon is formed or proceeds on study leave, duplicate copy of his Records of Service will be forwarded to AG/Org 9 (Records) for maintenance.

(b) Records of Service including sheet rolls in respect of JCOs, WOs and OR granted a commission as an officer will be retained by the record offices concerned, and will not be forwarded for maintenance along with the Records of Service (IAFZ-2041) as Commissioned Officers. However, the concerned Record Offices will forward the personal particulars of such officers on Annexure II to IAFZ-2041 (as per specimen given in Appendix 'T' to these regulations) based on their Sheet Rolls, to AG/Org 9, within one month of the grant of the commission.

(c) Maintenance of Records of Service (IAFZ-2041) of officers, will be discontinued on removal, dismissal, release, retirement, invalidment, resignation from service, transfer to a civil department for permanent civil employment and on death.

The original copy alongwith other relevant documents will be kept with the non-effective records at Army Headquarters AG/Org 3(b) for a period of 15 years from the date the officer becomes non-effective. Thereafter, the Records of Service and other relevant documents will be weeded out and particulars of dates of birth, commission, becoming non-effective, details of medals and family particulars will be noted in the weeding out Registers. The Record of Service of COAS, Officers with National and International achievements and winners of gallantry awards will be preserved for ever.

620. Record of Service :— TA Officers.—(a) Record of Service in respect of TA officers (including AMC (TA), Non-Technical and Nursing officers) will be maintained in duplicate on IAFZ-2041. The original copy will be maintained at Army HQ, GS Branch. TA Dte (TA 4). Duplicate copy will be maintained and kept up-to-date by the formation/unit where an officer serves from time to time. Immediately after an officer is commissioned and posted to a unit, the Officer Commanding of the said unit will ensure that the Record of Service (IAFZ-2041) of the new officer is completed in duplicate alongwith the annexure thereto. The original Record of Service (IAFZ-2041) alongwith the annexure will be sent to Army HQ, GS Branch, TA Dte (TA 4) for record and further maintenance. All casualties affecting the service of an officer will be published in Part II Orders by the unit concerned as per instructions contained in relevant Army Order(s) issued from time to time and will be forwarded to Army HQ, GS Branch, TA Dte (TA 4) for making necessary-entries on original copy of IAFZ-2041. When an officer is posted to Army HQ or formation HQ/units in whose case 2nd echelon is formed, duplicate copy of his Record of Service will be forwarded to Army HQ, GS Branch, TA Dte (TA 4) till his return to the unit concerned.

(b) Records of Service including sheet rolls in respect of JCOs and OR granted a commission as an officer will be retained by the Record Offices concerned and will not be forwarded for maintenance along with the Records of Service (IAFZ-2041) as commissioned officer.

(c) Maintenance of Record of Service (IAFZ-2041) of officers will be discontinued on removal, dismissal, release, retirement, resignation from service, transfer to a civil department for permanent civil employment, and on death of an officer. The duplicate copy of the records will then be forwarded to Army HQ, GS Branch (TA Dte) who, after bringing it up-to-date, will send it to the officer or his next of kin as the case may be. The original copy along with other relevant documents will be kept with the non-effective records at Army HQ, GS Branch (TA Dte), for a period of 25 years from the date the officer becomes non-effective.

621. Records of Service — Officers Of Medical, Dental And Nursing Services. —(a) Records of service of medical, dental and nursing officers will be maintained in duplicate. The original copy will be maintained at Army HQ by AG's Branch, Medical Personnel Records Section (Officers). The duplicate copy will be maintained and kept up-to-date by the formation/unit where an officer serves from time to time.

(b) As soon as an officer is commissioned and posted to a unit/ formation, the officer commanding of such unit/formation will ensure completion of the Records of Service (IAFZ-2041) of the newly commissioned officer. Annexure to IAFZ-2041 will be completed in duplicate by the unit/formation and one will be forwarded to Army HQ, MPRS(O) for preparing the original copy of IAFZ-2041.

(c) When an officer is posted to Army HQ/Inter Services Organisation in Delhi or to formations/units in whose case 2nd Echelon is formed or proceeds on study leave, the duplicate copy of his/her Records of Service will be forwarded to Army HQ, MPRS(O) for maintenance till the officer returns to peace area.

(d) All casualties affecting the service of an officer will be forwarded to the MPRS(O), for publication in Part II Orders.

(e) Maintenance of Records of Service (IAFZ-2041) of officers will be discontinued on removal, dismissal, release, retirement, resignation from service, transfer of a civil department for permanent civil employment and on death of an officer. The duplicate copy of records of service will then be forwarded to the MPRS(O) who after bringing it up-to-date, will send it to the officer or his next of kin as the case may be. The original copy, along with relevant documents will be kept with non-effective records in the MPRS(O), Medical Directorate, Army HQ for a period of 25 years from the date of officer becomes non-effective.

622. Records Of Service—Civilians. —(a) Records of service in respect of all civilians other than civilian gazetted officers paid from Defence Services Estimates, whether permanent or temporary but are likely to be employed for a period of more than one year, will be maintained in the Standard Service Book form ATC-4 combined with ATC-4A and with ATC-2 for those governed by new leave rules. Records of Service will be maintained in original only by the authorities specified below :—

(i) Civilians serving at Army Head - By the Chief Administrative Officer, quarters.

(ii) Civilians serving in other formations - By HQ formations, units establishment concerned.

The service records of civilian gazetted officers will be maintained on MSO(T) (27) (Service Books) or its equivalent by 'Administrative Heads' concerned. Other documents like Service Agreements, Declaration of Property and Increment Sheets should also be kept along with the service records.

In case of civilians who held combatant appointments whilst retaining lien on civilian appointments, Service Verification Statement (IAFA-357), for the period of combatant service during which the service records was maintained on IAFK-1155 (Sheet Roll), duly verified by audit authorities will be securely attached with the Service Book (ATC-4), IAFK-1155 will be maintained in Non-effective Section of respective Record Offices.

The Service documents will be preserved for a period of 5 years from the date of final settlement of terminal benefits of the individuals, on their retirement, resignation or discharge from service.

(b) Confidential Reports on all civilian personnel other than casual will uniformly be rendered on the forms as specified below for the calendar year ending the 31st December: —

(i) Gazetted Officers (including Class III Officers) IAFI-1202

(ii) Class III non-gazetted personnel IAFI-1203

(ii) Class IV personnel. IAFI-1204

(iv) Gazetted Officers (Tech.) of the MES IAFW-2267

(v) Non-gazetted (Tech.) of the MES. IAFW-2271

(vi) Gazetted Instructional Staff. IAFI-1205

(vii) Non-gazetted Instructional Staff IAFI-1206.

These should be kept in separate folders for each individual.

(c) Every head of office will have the qualifying temporary/ officiating service and the first year of permanent service verified by the Pay Audit Officer immediately on an officer becoming permanent, and on his completing the first year of permanent service respectively and have the service book endorsed to that effect by the Audit Officer. He will also ensure regular verification of subsequent service and proper recording of the fact in the service book.

623. Documents of JCOs, WOs And OR. —(a) The following documents will be maintained in respect of JCOs, WOs and OR in which their service will be recorded. The documents will be prepared in original only by OsC Units or Regiments/Corps where an individual is enrolled or reports after enrolment as the case may be:-

(i) Sheet Roll (IAFK-1155).

(ii) Field Conduct Sheet (IAFF-3013).

(iii) Service and Casualty Form (IAFF-958).

(iv) Soldier's Personal Book (IAB-64).

(v) Primary Medical Examination Report (AFMSF-2A) (Prepared in duplicate initially by the Recruiting Medical Officer).

(vi) Dental History Cards (AFMSF-12) (Prepared initially by the OC Dental Centre responsible for provision of dental cover to the unit).

(b) On completion of above mentioned documents, they will be disposed of as follows:—

(i) IAFK-1155 will be sent to Officer-in-Charge Records who will maintain it. Sheet Rolls will be kept in the soldier's cover (IAFZ-3027).

- (ii) IAFF-3013 will be retained by the unit in which the individual is serving and will accompany him on posting/transfer or extra regimental employment.
- (iii) IAFF-958 will be retained by the unit in which the individual is serving and will accompany him on posting, transfer or extra regimental employment with a unit not located in operational area. In the case of personnel serving in or despatched to operational area, IAFF-958 will be sent for retention to respective Record Office functioning as 2nd Echelon for such personnel.
- (iv) IAB-64 will be handed over to the soldier and will remain in his possession at all times. The carrying of the IAB-64 may, however, be dispensed with on the following occasions:
—

(aa) While engaged in actual operations against the enemy where there be a danger of the pay book falling into enemy hands.

(ab) While playing games or doing PT or visiting places of ablution.

(ac) While doing training within the unit training areas.

(ad) While doing bayonet training, or training during rainy weather or training for crossing of water obstacles.

(v) Primary Medical Examination Report (AFMSF-2A) will be prepared by the Recruiting Medical Officer in duplicate at the time of recruitment. Both the copies will be retained in the unit/training centres till the training of the individual is complete. One copy of the AFMSF-2A will then be sent to the Record Office for retention with his documents. The other copy will be forwarded to unit to which the individual is posted, transferred or extra regimentally employed. When an individual moves to an operational area, the form AFMSF-2A will be sent to the Record Office for retention with his documents. The other copy will be forwarded to unit to which the individual is posted, transferred or extra regimentally employed. When an individual moves to an operational area, the form AFMSF-2A will be sent to the Record Office by the unit concerned.

(vi) Dental History Card (AFMSF-12) will be kept in the dental centre responsible for the provision of dental cover to the unit. Dental History Card will accompany the individual on posting, transfer or extra regimental employment. When an individual moves to an operational area, the Dental History Card will be sent to the Record Office/Regimental Centre by the unit concerned. However, the Card has been incorporated in IAB-64,

(c) The enrolment form IAFK-1162 prepared by the enrolling officer, will be forwarded by the regimental/corps centre or unit concerned along with the sheet roll to the Officer-in-Charge Records. On receipt of a DO Part II publishing attestation of recruits, the record office will collect relative enrolment forms, prepare the portion relating to attestation and forward the same to attesting officer for signature and return.

(d) Certificate of educational qualifications and courses passed will also be forwarded to the Officer-in-Charge Records who will maintain the certificate with the man's sheet roll.

(e) The documents mentioned above will be maintained through the medium of DOs Part II in which all casualties affecting the individual will be notified. DOs Part II will be prepared daily by all units unless there are no casualties to report. Responsibility to publish DOs Part II will be as under: —

(i) Units/formations serving in operational area which do not have a regular 2nd Echelon-Record Office will publish DOs Part II on all subjects.

(ii) Units/formations serving in peace stations. Record Office will publish DOs Part II on the following subjects:—

(aa) Allotment of Army Number.

(ab) Pay entitlement eg Service Increments, GS Pay, initial mustering and remustering.

(ac) Promotions/reversions and grant of substantive rank on the Corps roster.

(ad) Acceptance for regular engagement, counting of former service, extension of colour service and variation in terms.

(ae) Grant of Commission/Honorary Commission.

(af) Award of Medals-MSM and Long Service and Good Conduct.

(ag) Personal occurrences affecting Army career of non-effective personnel.

Units/formations will publish DOs Part II on all other subjects.

(f) On transfer to reserve/discharge/release/transfer to pension establishment of an individual, documents mentioned in (a) (ii), (iii) and (iv) above along with AFMSF-2A (Primary Medical Examination Report) and AFMSF-12 (Dental History Card), which will be obtained from the medical authorities concerned, and other relevant documents will be forwarded to the Officer-in-Charge Records who will check them with the man's sheet roll and rectify any discrepancies. The certificate of discharge, recommendation for civil employment (IAFY-1964) and certificates for education and other courses passed, will be issued to the individual by the unit, regiment/corps centre, record office concerned.

(g) (i) In the case of documents lost or destroyed, Court of Inquiry will be held to apportion blame for the loss/destruction of documents and suitable disciplinary action taken against person(s) found responsible for the loss/destruction of documents. The case will then be

referred to Army Head-quarters (Personnel Section concerned) for according approval of the Director for reconstructing duplicate documents, if the entries in the reconstructed documents are subject to factual verification with reference to other available documents and for obtaining Government sanction for reconstructing duplicate documents where any entry of financial nature in the reconstructed documents cannot be verified with reference to any other available audited documents/record. Each case will be considered on merits.

(ii) Deteriorated documents will be repaired and carefully preserved. Where necessary a certified true copy of the repaired documents will be kept therewith to facilitate easy reference and to obviate difficulties, if any, in deciphering entries made in the deteriorated documents.

(iii) Documents reconstructed in accordance with clause (i) above will bear the following certificate which will be endorsed in red ink on the top page of the documents and will be duly attested by an officer: —

"Duplicate copy, reconstructed in accordance with the provisions of Regulations for the Army, para 623".

(h) In the case of boys the following documents will be maintained by Boys Battalions/Coy: —

(i) Sheet Roll (IAFK-1155).

(ii) Conduct Sheet (IAFK-1166).

(iii) Enrolment form (IAFK-1162).

(iv) Primary Medical Examination Report (AFMSF-2A).

On posting out from the Battalion/Company, after completion of training the sheet roll will be transferred to the record office of regiment/corps to which the individual is posted. The Conduct Sheet (IAFK-1166) will be destroyed and Field Conduct Sheet (IAFF-3013) will be taken into use.

Boys will be issued with Soldier's Personal Book (IAB-64) without photographs. Service and Casualty Form (IAFF-958) will not be prepared during the period of training. This form will be taken into use on posting to a regiment/ corps centre.

No fresh enrolment form (IAFK-1162) and Primary Medical Examination Report (AFMSF-2A) will be prepared for a boy on his being re-mustered as a recruit. The same enrolment form and the Primary Medical Examination Report as are used during boy's service will continue to be used. An entry regarding re-mustering of a boy as a recruit will be made in the Sheet Roll (IAFK-1155)/Service and Casualty Form (IAFF-958) on the authority of a DO Part II order.

624. Army Numbers.— (a) (i) All personnel enrolled into the Army as well as civilians with a field service liability, will be allotted fixed army numbers.

(ii) The responsibility for the allocation of Army numbers will rest entirely in the hands of the Officer-in-charge Records concerned who may take whatever steps are appropriate to sub-allot where necessary.

(b) An Army number once allotted will be used throughout a man's service including service on the reserve, and will not be altered on transfer to any other corps/regiment or on discharge. An ex-soldier, on re-enrolment will resume the army number which he previously bore.

(c) Army numbers will not be allotted to Boys while undergoing training in the boys battalion/company. Instead they will be allotted personal numbers from the 'B' series.

On joining regiment/corps centre after completion of training at the Boys Bn/Coy, personal number will be cancelled and an Army number will be allotted from the block allocated to the regt/corps to which the individual is posted.

625. Appreciation of Services. — When an officer desires to place on record his appreciation of the services of any subordinate he will have his opinion entered in the person's record of service. Personal and unrecorded certificates and testimonials are not to be granted. Commanding Officers and other Senior Officers may furnish personal testimonials or references to officers who have been or are about to be released from military service. It will, however, be ensured that the number of such testimonials is restricted to one per officer and that it is signed either by the Commanding Officer or a Senior Officer and not by both. The officer furnishing a testimonial or reference will state the officer's characteristics, particulars of his special qualifications and such other information as his personal knowledge of the officer enables him to do so.

626. Recording of Acts of Gallantry.—The following procedure will be followed in recording acts of gallantry performed by officers, other ranks and civilian personnel of departments and services, when not on active service.

A report of the act will be submitted by the individual's officer commanding through the usual channels to the GOC-in-C who will decide whether the act is sufficiently meritorious

to deserve notice; if he decides that it is, he will cause it to be published in command orders. The command order will in turn be reproduced in unit orders and a note of the act will then be recorded in the Sheet Roll (IAFK-1155-1156)/Service and Casualty Form (IAFF-958) of other ranks. In the case of officers the GOC-in-C will forward the details of the act to Army Headquarters, Adjutant General's Branch where it will be recorded in the officer's records of service.

627. Record Of Soldiers Who Volunteer As Blood Donors In Connection With Transfusion Of Blood. —(a) A list of soldiers who volunteer to give some of their blood for immediate injection into veins of patients in cases of severe haemorrhage and of certain diseases, and who have been accepted as suitable by a medical officer, will be maintained in each unit. The number required is six in each Armoured Corps Regiment, battalion of infantry or other unit of equivalent size and proportionately smaller number in the smaller units.

(b) The OC unit will call for volunteers and will arrange for them to be tested in direct communication with the OC of the nearest military hospital. When a soldier is accepted as a blood donor an entry will be made in the individual's AFMSF-2A (Primary Medical Examination Report) and IAB-64 by the medical officer concerned stating his blood group, that he is free from communicable disease and the date of examination.

(c) The OC unit will call for volunteers as necessary to replace blood donors who are no longer available or who have become unsuitable on medical grounds.

(d) When a donor has acted as such in connection with transfusion of blood either to a patient or for collection of blood for transfusion purposes, an entry to this effect will be made in his AFMSF-2A and IAB-64 by the OC hospital concerned. Casualty regarding donation of blood to military hospitals will be published in unit Part II Orders on the authority of which entries will also be made in the Soldier's Sheet Roll (IAFK-1155) and the Service and Casualty Form (IAFF-958).

(e) A register will be maintained of all blood donors in the station by the OC military hospital. This register will be amended as required, and will be kept up-to-date on information furnished by OsC units as regards changes in unit donors who are no longer available vide sub-para (c) above.

Wireless Sets

628. Licences For Wireless Sets. —(a) Sets which have to be maintained by regular and non-regular units as a part of their normal authorised equipment do not require a licence.

(b) Sets which are the private property of a regular or non-regular unit and are used by the unit for military purposes only, need not be licensed. However, before such sets can be established and worked, authority will be obtained from Army HQ. Applications will be submitted through the authorised channels on the form given in para 632. No liability for the maintenance and up-keep of these sets will be accepted as a charge against the Government.

(c) Sets which are the private property of a regular or non-regular unit and used for other than military purposes must be licensed by the Director General of Posts and Telegraphs, in accordance with the Indian Telegraphs Act, 1885 and 1914, as amended, governing the erection, maintenance and working of the licensed sets in India. The licence will provide that the fullest use can be made of the set by the units, both as regards training and recreation and also in an emergency. Such sets will not be licensed to work with Government stations but may work with military stations by general or local arrangements, but while being so used they will conform to the conditions governing the operation of military stations in every respect. Units/formations having wireless sets on their charge will be responsible for having their sets licensed. On no account will an unlicensed set be used. Licences will be applied for in favour of officers in charge of sets in their official capacity. Location of units/formations using APO address will be entered as FIELD. No amendment to 'Location of unit' on the licence will be necessary for moves within the field service areas. For moves between locations outside field service areas, normal rules regarding alterations of location shown in the wireless licence will apply.

(d) Sets which are the private property of individuals in units must be licensed by the Director General of Posts and Telegraphs and may be employed for the purpose which the licence permit. If required, the licences will also be framed to permit such sets being used as part of the equipment of the unit, in which case, while being so used they must conform to the conditions governing the operations of military stations in every respect.

(e) Sets, which are the property of officers and serving soldiers, and which are intended for broadcast reception only, must, be licensed by the Director General of Posts and

Telegraphs. Licences for this purpose are issued by civil/army post offices. Individuals desiring a licence for this type of set, need only obtain the permission of their COs.

(f) The application for a license to establish, maintain or work wireless apparatus does not justify the establishment of such apparatus before the license is received.

The use of a call sign and a frequency until authorised is strictly prohibited.

The term "set" includes wireless, telegraphy and telephony, whether for reception only or for reception and transmission.

629. Applications For Licences. —Amateur radio licences are divided into two categories as follows:—

(a) For individual army personnel for operation of their own amateur stations.

(b) For services amateur radio clubs.

All applications for such licences will be forwarded to the Director General of Posts and Telegraphs through Army HQ. General Staff Branch, Signals Directorate (Sigs 2) DHQ PO. New Delhi, duly recommended by the commanding officers of the applicants. In the case of amateur radio clubs, licences will be applied for in the name of a particular office bearer of the club who is not already an amateur licence holder. The detailed procedure regarding the method of applying for amateur radio licences, their issue by the Director General of Posts and Telegraphs and subsequent periodic renewals will be as given in Army Orders from time to time

630 Official Work On Wireless Sets.— Military sets, namely those not requiring licences, are permitted to transmit/receive official government correspondence authorised by competent authority, Telegrams will not be accepted from the public, which includes members of the services in their private capacity unless this is permitted in certain special cases under the authority of the Army Headquarters. Regular services for the transmission of authorised messages may not be established without the permission of appropriate authority.

631. Private Traffic.—Military sets will in no case be permitted to carry private traffic. Private sets may carry private traffic provided this is included in the terms of the licence which may entail the payment of an annual royalty to the Posts and Telegraphs Department.

632. Form of Application.—Applications for permission to maintain and work apparatus for wireless telegraphy for military purposes as required vide para 628, will contain the following information: —

(a) Controlling authority giving designation and address.

(b) Owner of apparatus giving name, designation and address.

(c) Place at which the apparatus is maintained.

(d) Area within which apparatus may be established and worked.

(e) Official name and call sign of station.

(f) Description of apparatus.

(g) Frequencies and power output.

(h) Stations with which communication may be established.

(j) Signature of applicant, rank, appointment, unit and date.

633. Private Wireless Sets In Military Buildings.—Application for permission to install private wireless sets in military buildings will be submitted by the CO to the OC station for approval through the GE concerned. Before approving any installation the OC station will satisfy himself that the applicant is in possession of a wireless licence, and will ascertain whether the installation involves any structural alterations to the buildings. Any wireless set employing an outside aerial will have an efficient earth, with means provided for connecting the aerial direct to earth, outside the building, when the set is not in use, or the installation will be installed to the satisfaction of the GE whose prior approval of the layout will be obtained. The cost of installation and any necessary repairs after dismantling will be borne by the person in whose name the wireless set is licensed. No occupant of military buildings is entitled to a free supply of electric energy for private wireless sets or gramophones.

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CHAPTER XV

Dress, Clothing And Equipment

651. **General Instructions.**- (a) Orders regarding dress and patterns of various types of dress for officers and other ranks are laid down in Dress Regulations and Clothing Regulations.

(b) A CO is forbidden to introduce or sanction for experimental or other purposes any unauthorised deviation from the sealed pattern of dress, clothing, equipment and badges. He will be responsible for the cost of replacing or restoring to the approved pattern any articles worn in his unit that may be found not in conformity therewith.

652. **Uniform and Plain Clothes.**— (a) All ranks will be in possession of uniform and it will be worn white on duty. Plain clothes may be worn by officers when travelling and when not on duty. JCOs, OR and NCs (E) may be permitted to wear mufti of regimental/corps pattern when off duty on appropriate occasions at the discretion of the unit commanders.

(b) A soldier will not leave his barracks/quarters unless properly dressed and he will not smoke in the streets, when on duty.

(c) No unauthorised ornament or emblem will be worn with uniform. The wearing of a signet ring is, however, permitted.

(d) Watch chains and trinkets will not be worn with uniform so as to be visible.

653. **Dress at Civil Courts.**— Officers, JCOs, WOs, OR and NCs(E), when attending a civil court on duty will wear uniform with side arms if carrying.

654. **Wearing of Greatcoats.** —Greatcoats will be worn by officers on duty when the men parade in them. A CO may allow greatcoats to be worn when necessary, if authorised.

655. **Overalls Combination.**:— At the discretion of COs overalls combination (working clothing) may be worn by officers, as considered necessary, for the protection of their uniform. If authorised, overalls combination will be worn at drill, for working duties in barracks or camps and on other occasions when their use will save the men's clothing. In cold weather overalls combination may be worn over the usual uniform, while in warm weather it will be worn without the usual uniform.

656. **Eye Glasses, Spectacles.** —(a) Eye glasses and monacles may be worn by all ranks if so prescribed by the medical authorities.

(b) JCOs, WOs, OR and NCs (E) when on duty or active service, will wear only the spectacles provided at the public expense.

(c) It is the responsibility of the individual officer, requiring glasses for use in the field, to provide himself with spectacles which do not interfere with wearing of a respirator.

657. **Sun Glasses.** - (a) Wearing of sun-glasses with uniform will be discouraged.

(b) Sun-glasses will not be worn, except under medical advice, on the following occasions—

(i) On ceremonial parades.

(ii) When on quarter-guard duty or inspecting a quarter-guard.

658. **Arms And Accoutrements.** — Other ranks going on pass or leave will not normally take any arms or accoutrements other than the waist belt, but application of this rule will be subject to any special orders issued by Army Headquarters from time to time.

659. **Irregularities Of Dress.**— It is the duty of all officers, JCOs, WOs and NCOs to report irregularities of dress and misdemeanours of soldiers on pass or leave to the COs concerned, whether the men belong to their own corps/ regiment or not. Every officer will ensure that his own turn out and of those under his command is satisfactory at all times. Periodical/daily inspections will be made.

660. **Mourning Bands.** —(a) Mourning Bands will not be worn with uniform except by Christian Service Personnel who are related to the deceased. When abroad, officers will conform, to the practice prevailing in the country concerned as required by protocol. Mourning arm bands, where authorised to be worn, will be of black cloth 8.25 cm wide and will be worn round the left arm above the elbow.

(b) Officers will not attend balls or dances in uniform during the period of State mourning.

661. **Wearing of Uniform in Foreign Countries.**— Service officers will not wear uniform when visiting or passing through foreign countries. Any exception to this rule will be notified from time to time by Army Headquarters on orders from the Central Government.

662. **Fancy Dress.**— Uniforms must not be worn at fancy dress balls, but there is no objection to military uniform of obsolete pattern being worn on such occasions.

663. **The Kirpan.**— In units in which Sikhs are authorised to wear kirpans, it will be worn on all ceremonial occasions and on other occasions at the discretion of the OC unit. Uniformity within the unit will be maintained as regards the method of wearing the kirpan both in uniform and in plain clothes.

664. **Kukri Or Dah.**— OsC units in which troops are authorised to wear kukri or dah on ceremonial or other occasions, will ensure that uniformity in the method of wearing these articles is maintained within the unit.

665. **Growth And Dressing Of The Hair.** —(a) Non-Sikh personnel.- The hair of the head will be kept short. The chin and the underlip will be shaved. Whiskers and moustaches, if worn, will be of moderate length.

(b) Sikh personnel.— Sikh personnel will dress up their hair and beard properly. 'Thathas' will not be used over beard when in uniform.

(c) In the case of women serving in the Army, hair will be neatly kept. Make up, if used, will be inconspicuous. Highly coloured nail varnish will not be used.

666. **Wearing Of Uniform By Non-Effective Personnel.** — (a) All regular officers, who have retired from service (including Regular Reserve of Officers who have been permitted to retain or granted higher rank on retirement from Regular Reserve of Officers) may wear uniform with badges of appropriate ranks on special occasions, such as when attending ceremonial parades and entertainments of military nature, and on other occasions when the wearing of uniform would appear appropriate.

(b) All officers/civilian gentlemen granted honorary commissions (including honorary commissions in the Territorial Army and late State Forces), regular officers of the erstwhile State Forces, junior commissioned officers, including those granted honorary ranks, and other ranks are permitted to wear uniform on the occasions (i) to (xi) below. Non-regular officers may wear their full medals or miniatures on civilian dress on these occasions.

(i) Official parties at Rashtrapati Bhavan/Raj Bhavans.

(ii) When invited to any official function by any Embassy, Legation or High Commission.

(iii) At all Armed Forces functions including ex-servicemen's rallies or reunions.

(iv) When attending a durbar or other function in honour of the National Day.

(v) When called upon in aid to civil power.

(vi) When visiting any military headquarters on duty.

(vii) When calling on or meeting senior service officers and local heads of the civil administration of and above the rank of collector/deputy commissioner.

(viii) When going to draw their pension.

(ix) When serving on the personal staff of a Governor.

(x) When serving on the personal staff of a former ruler. (Applies to honorary ex-State Forces commissioned officers only.).

(xi) When attending State or military funerals.

(c) Officers granted commissions from JCO's rank, irrespective of the type of that commission, are permitted to wear officer's uniform on the occasions given in (b) above, after retirement/ release from service.

(d) Former rulers of erstwhile States, holding honorary commissions in the Indian Army may wear uniform on the following additional occasions within their former States: —

(i) When a senior Armed Forces Officer is being entertained by them at any official reception.

(ii) When visiting ex-servicemen's colonies or settlements.

(e) None of the personnel mentioned above will wear uniform at meetings of a political nature. Personnel dismissed from service/ discharged on disciplinary grounds are not entitled to wear uniform under any circumstances.

(f) Officers will normally wear the Service Dress of the regiment /corps to which they belonged before retirement. Mess Dress may also be worn on appropriate occasions. JCOs and other ranks will wear the uniform of the regiment/corps in which they last served. by those entitled to wear military ranks will be those of the last substantive rank except where the higher acting rank has been held for a minimum period of two years at the time of retirement or the use of the honorary/military rank is specifically authorised.

Retired JCOs holding honorary ranks will be permitted to continue the badges of their higher ranks during the period of their re-employment. This does not, however, apply to the retired NCOs holding honorary rank of Naib Subedar who will only wear the badges of rank of NCO in which actually re-employed.

The higher honorary ranks will, however, have no effect on the actual seniority, powers of command, pay and allowances and so on, which will continue to be governed under the rules as may be applicable in each case.

(h) Officers holding honorary commissions and released officers who held other types of commissions while serving and released/ discharged JCOs, WOs, OR and NCs (E) may be allowed to wear uniform on specific occasions under orders issued by Army Headquarters from time to time.

(j) Orders, decorations and medals will be worn uniform when appropriate and in the manner as authorised for service personnel from time to time. Silver war badges, wound stripes and chevrons denoting Great War Service will not be worn.

(k) Military identity papers/discharge certificates will always be carried when in uniform.

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CHAPTER XVI

MEDALS AND DECORATIONS

676. **Grant and Issue of Medals and Ribbons.** —(a) The institution of medal and decoration will be published in Gazette of India and also notified through Army Instructions. Medals will be obtained from the Medal Section, Ministry of Defence and ribbons for medals from the respective ordnance establishments but such demands will not be made until the publication of necessary authority in the Gazette of India/Army Instructions,

(b) Instructions for issue and disposal of medals for gallantry awards will be contained in the AO/AI published at the time. Claims in respect of personnel on active service will be initiated by Record Offices only after they are posted to peace stations. Medals and decorations prescribed by the Central Government to be presented by high dignitaries to the awardees will not be issued.

677. **Permission to Wear Medal Ribbons.**— When the grant of a medal has been notified and the medal rolls submitted to the Medals Section, OsC may authorise all ranks whose names are entered in the rolls to wear the ribbon. Ribbons for medals will be obtained free on demand from the respective ordnance establishments, but such demands will not be made until the publication of necessary authority in the Gazette of India/Army Instructions.

678. Method Of Wearing Ribbons And Medals.— Instructions regarding the method of wearing ribbons and medals are contained in Dress Regulations. For the orders of precedence for wearing the various decorations and medals, see para [717](#).

679. Recommendations for Gallantry Awards.—Recommendations for gallantry awards and mention in despatches will be submitted to the Military Secretary, Army Headquarters through proper channels in accordance with IAFZ-3046. In no case will any indication be given to the individual concerned or to a person not directly concerned in an official capacity that a recommendation for an award has been made to a higher authority.

680. Publications Of Awards Of Gallantry Decorations.—The names of those persons upon, or on account of, whom, a decoration may be conferred by the President will be published in the Gazette of India together with full citations for the Param Vir Chakra and Ashoka Chakra and brief citations for the remaining awards. These awards will thereupon be notified through Army Orders and Unit Orders.

681. Presentation of Medals and Decorations.— (a) The procedure for Presentation of Medals and decorations will be as follows: —

(i) Param Vir Chakra and Ashoka Chakra will be presented by the President immediately before the Republic Day Parade on 26 Jan. Along with decoration, a scroll signed by the President setting out the deed or deeds of valour will be presented to the recipient (or next of kin for posthumous award).

(ii) Other decorations namely the Param Vishisht Seva Medal, the Mahavir Chakra, the Kirti Chakra, the Ati Vishisht Seva Medal, the Vir Chakra, the Shaurya Chakra will be presented by the President at a formal Investiture annually. When a recipient/next of kin is unable to attend the President's Investiture the decoration will be sent by post. In special cases the President may present the decoration informally.

(b) The Sena/Nao Sena/Vayu Sena medals and Vishisht Seva Medals will be presented by the respective service Chiefs at a Presentation Parade to be decided by the Service Headquarters. Other services medals and decorations will whenever possible be presented to the recipient on Parade with befitting ceremony.

682. Safe Custody of Medals.— (a) An officer receiving medals for issue will arrange for their safe custody.

(b) When medals are presented to individuals, receipts will be obtained from the recipients and such receipts as are required to be returned to the Medal Section, Ministry of Defence will be sent to that authority.

683. Safe Custody of Medals While Engaged in Active Operations.— Medals and decorations will not be taken into active operations. All ranks, including reservists rejoining the colours on mobilization, who have any medals and decorations in their possession at the time of proceeding to active operations will be asked, if they so desire to place their medals in safe custody with the O i/c Records. The O i/c Records will be furnished with nominal and descriptive lists of such individuals who deposit their medals in the Record Office.

Those who do not deposit their medals for safe custody with the O i/c Records will be required to sign a certificate to the effect that they are neither taking their medals in active operations nor depositing them in the Record Office, to prevent any claims being made on their return from active operations or on demobilization.

684. Safe Custody of Medals on Board Transports.— On board transports when troops are proceeding to, or returning from abroad, all medals and decorations of officers, JCOs, WOs, OR or NCs(E) will be handed over to the OC troops for safe custody during the voyage.

685. Storage of Medals.— Medals will never be placed in store, attached to uniform.

686. Disposal of Medals of Individuals Illegally Absent.—Medals left behind by an individual who absents himself without leave and is declared by a court of inquiry to be illegally absent will be forwarded to the Medal Section, Ministry of Defence. Such medals will be reclaimed should the absentee rejoin from absence.

687. Disposal of Medals on Transfer of Awardees.— Medals received for individuals who have been transferred to other units will be transmitted to the OsC units concerned.

688. **Disposal of Medals of Persons of Unsound Mind.**—Medals of persons who become insane and are subsequently removed from active list or discharged from service, will be made over to their claimants/heirs along with the individuals' other personal effects, If there is no such claimant/heir traceable, the provisions of para [690](#) will apply.

689. **Disposal of Medals of Ex-Servicemen.** —Medals/Stars other than Gold/Silver Medals of ex-servicemen including retired officers will be sent to them direct by OsC Units/record offices by registered post Acknowledgement due. Gold/Silver Medals will be sent to the recipients by registered and insured post. In all cases acknowledgements duly receipted by ex-servicemen, received from the postal authorities, will be retained.

690. **Disposal of Medals of Deceased Personnel.**— Medals and decorations of deceased personnel, whose next of kin are not traceable, will remain in the custody of the Medal Section, Ministry of Defence. Such medals may however be disposed of in accordance with the provisions of para [691 \(c\)](#).

691. **Disposal of Medals on Death in Service.**— The medals of an officer, JCO, WO, OR or NC(E) dying in service, whether issued before or after his death, will be disposed of as follows:—

(a) If there is a will, the medals will be sent to the person who, in the opinion of the committee of adjustment/OC unit is named in the will as being intended to receive them or any articles that would, in their opinion, include them or as being a general or residuary legatee of the estate.

(b) In default of and subject to any such testamentary disposition, the medals will be sent to the widow/widower or next of kin in the following order of relationship—eldest surviving son or grandson, eldest surviving daughter or daughter's son, father, mother, eldest surviving brother or sister.

(c) In the case of a universal or residuary bequest to more than one person either in common or jointly, or when medals cannot be disposed as in (a) or (b) above, they may be sent to any relative or other interested party e.g., unit regimental centre, municipality/village committee of the deceased who, in the opinion of the committee of adjustment/Officer i/c Records, will preserve them with due care as a memorial to the deceased.

692. **Param Vir Chakra.**— This decoration is awarded for most conspicuous bravery, or some daring or pre-eminent act of valour or self-sacrifice in the presence of enemy, whether on land, at sea, or in the air. It ranks first among all the gallantry awards. Acts of gallantry entitling a person, to PVC on subsequent occasions are recognised with the award of a bar to the decoration for each such occasion. Posthumous awards can be made. Monetary allowance for PVC is shown in P & A Regs. Persons eligible for the decoration are: —

(a) Officers, JCOs, WOs, OR and NCs(E) and women of all ranks of the Army, of any of the Reserve Forces, of the Territorial Army, Militia, and of any other lawfully constituted Armed Forces.

(b) Matrons, Sisters, Nurses and the staff of the Nursing Services and other services pertaining to Hospitals and Nursing, and civilians of either sex serving regularly or temporarily under the orders, directions or supervision of any of the above mentioned forces.

693. **Maha-Vir Chakra.**— This decoration is awardable for acts of gallantry in the presence of the enemy whether on land, at sea, or in the air. Acts of gallantry entitling a person to MVC on subsequent occasions are recognised with the award of a bar to the decoration for each such occasion. Posthumous awards can be made. Monetary allowance for MVC is shown in P & A Regs. Categories of persons eligible for this decoration are the same as for PVC shown in para [692](#).

694. **Vir Chakra.**— This decoration is awardable for acts of gallantry in the presence of the enemy, whether on land, at sea or in the air. Acts of gallantry entitling a person to Vr C on subsequent occasions are recognized with the award of a bar to the decoration for each such occasion. Posthumous awards can be made. Monetary allowance for Vr C is shown in P & A Regs. Categories of persons eligible for this decoration are the same as for PVC shown in para [692](#).

695. **Ashoka Chakra Series.**— (a) Ashoka Chakra series of awards which consist of the Ashoka Chakra, Kirti Chakra and Shaurya Chakra, are awarded for acts of gallantry, as under, otherwise than in the face of the enemy: —

- (i) Ashoka Chakra.— Awardable for most conspicuous bravery or some act of daring or pre-eminent valour or self-sacrifice.
 - (ii) Kirti Chakra.— Awardable for conspicuous gallantry.
 - (iii) Shaurya Chakra. — Awardable for gallantry.
 - (b) Persons eligible for the above decorations are: —
 - (i) Officers and men and women of all ranks of the Army, of any of the reserve forces, of the Territorial Army, Militia and of any other lawfully constituted Forces;
 - (ii) Members of the Nursing Services of the Armed Forces;
 - (iii) Civilian citizens of either sex in all walks of life other than members of Police Forces and of recognised Fire Services.
- The decorations may be awarded posthumously.
- (c) Acts of gallantry entitling a person to any of the above decorations on subsequent occasions are recognised with the award of a Bar to that decoration for each such occasion. For every such Bar, a replica of the Chakra in miniature shall be added to the riband when worn alone.
 - (d) Monetary Allowance. — Monetary allowance is shown in P and A Regs.

696. Vishisht Seva Medal Series. —(a) Vishisht Seva Medal series are awarded for distinguished service as under: —

- (i) Param Vishisht Seva Medal.— Awardable for distinguished service of the most exceptional order.
 - (ii) Ati Vishisht Seva Medal.— Awardable for distinguished service of an exceptional order.
 - (iii) Vishisht Seva Medal.— Awardable for distinguished service of a high order.
 - (b) Persons eligible for the medals are: —
 - (i) Commissioned officers, JCOs, other ranks and non-combatants (enrolled) of the Regular Army, embodied auxiliary and reserve forces or any other lawfully constituted Army Forces;
 - (ii) Nursing officers and other members of Nursing Services in the Armed Forces.
- The decorations may be awarded posthumously.

(c) If a recipient of the above mentioned medal(s) is subsequently awarded the same medal, for every such award he shall be given a Bar to be attached to the riband by which the medal is suspended. For every such Bar, miniature insignia of a pattern approved by Government shall be added to the riband when worn alone.

697. Sena Medal (Army Medal) and Vayu Sena Medal (Air Force Medal)— (a) Sena Medal is awarded in recognition of such individual acts of exceptional devotion to duty or courage as have special significance for the Army. A bar shall be given for every subsequent award of the medal to a person.

- (b) Persons eligible for the Sena Medal are:—
 - (i) Commissioned officers, JCOs, other ranks and non-combatants (enrolled) of the Regular Army, embodied Auxiliary and Reserve Forces or any other lawfully constituted Armed Forces.
 - (ii) Nursing Officers and other members of Nursing services in the Armed Forces.
- (c) Vayu Sena Medal is given in recognition of such individual acts of exceptional devotion to duty or courage as have special significance for the Air Force. All ranks of Air Force and Army officers serving as pilots in Army Observation Post flights shall be eligible for the medal. The above awards may be made posthumously.

698. Sainya Seva Medal (Service Medal) With Clasps. —(a) This medal is in recognition of non-operational service under difficult and trying conditions. It will have clasps Jammu & Kashmir, NEFA, Himalaya, Andaman and Nicobar and Bengal-Assam.

- (b) Persons eligible for the award are: -
 - (i) Commissioned Officers, JCOs, Other Ranks and Non Combatants (Enrolled) of the Regular Army, embodied Auxiliary and Reserve Forces or any other lawfully constituted Armed Forces.
 - (ii) Nursing Officers and other members of Nursing Services in the Armed Forces.
- (c) A person who is awarded a gallantry decoration in the course of his service in any of the areas specified in sub paras (e), (f) and (g) below will be eligible for the award appropriate to the area irrespective of the time limit or the prescribed minimum number of sorties or flying hours.
- (d) A person who dies on service or is evacuated as a result of wounds or other disabilities attributable to service in any of the areas specified in sub paras (e), (f) and (g) below will be eligible for the award appropriate to the area irrespective of the time limit or the prescribed minimum number of sorties or flying hours.
- (e) Clasp Jammu & Kashmir:

(i) A person who has completed an aggregate of one year commencing from 27 October 1947 or thereafter on the effective strength of a unit/formation located within the geographical limits of the State of Jammu & Kashmir.

(ii) A member of the ejection crew of Air Despatch unit who has carried out a minimum of 10 sorties or 40 hours of flying commencing from 27 October 1947 and thereafter on transport support roles in the geographical limits of the State of Jammu & Kashmir.

(iii) A person who has earned Clasp Jammu & Kashmir to the General Service Medal 1947 will not count this service in that area prior to 1 January 1949 for the purpose of this award.

(f) Clasp NEFA:

(i) A person who has completed an aggregate of one year on the effective strength of a unit/formation located within the geographical limits of NEFA between the period of 7 October 1952 and 15 November 1958 and was employed on road/air field construction.

(ii) A person who has been seconded to Assam Rifles and has completed an aggregate service of one year in the geographical limits of NEFA commencing from 15 August 1947 or thereafter.

(iii) A member of the ejection crew of Air Despatch unit who has carried out a minimum of 10 sorties or 40 hours of flying on transport support roles in the geographical limits of NEFA commencing from 7 October 1952 or thereafter.

(g) Clasp Himalaya:

(i) A person who has been detailed for duties connected with the defence of the Northern Borders and who has completed an aggregate of one year on the effective strength of a unit /formation in the areas which will be specified from time to time by the Government.

(ii) A member of the ejection crew of Air Despatch unit who has carried out a minimum of 10 sorties or 40 hours of flying on transport support roles in the areas which will be specified from time to time by the Government.

(h) Clasp Andaman and Nicobar:

(i) A person who has completed an aggregate of one year service on the active strength of a unit/formation located in the geographical limits of Andaman and Nicobar from 20th May 56 or thereafter;

(ii) A member of the ejection crew of Air Despatch units and personnel borne on the effective strength of the Air Maintenance Battalion, Air Despatch Units and Air Observation Posts Units who have carried out a minimum of 10 sorties or 40 hours of flying commencing from 20th May 56 or thereafter on the transport support roles in the geographical limits of Andaman and Nicobar.

NOTE

The geographical limits for the purpose of this award, would be taken as an area extending approximately 320 kilometres from the Eastern and Western limits of the Andaman and Nicobar Islands, i.e. an area bounded by the parallels of Latitude 6° north and 14° North and Longitude 89° East and 97° 20' East.

(j) Clasp Bengal-Assam:— A person who has completed an aggregate of one year service on the effective strength of unit/ formation in the following areas singly or jointly: —

ASSAM

(i) Between 26th Oct 62 to 31st Jan 64 (both days inclusive).

The geographical limits of the State of Assam and Tripura.

(ii) With effect from 1st Feb 64 and onwards.

(a) Areas North of line running along river Brahmaputra-North East boundary of Sibsagar district joining Tirap Frontier division.

(b) Army units employed for the defence of the air-fields and directly supporting the operational units of the Air Force at Gauhati and Jorhat, eg, HQ and units of RASO, Signals, ASC, DSC, and Artillery.

(c) MIZO HILLS district service in the area will count for the eligibility of Sainya Seva Medal with clasp 'BENGAL-ASSAM' from 1st Feb 64 to 27th Feb 66.

(d) Disturbed areas of Sibsagar and North Cachar districts South of the line connecting Diphu Lumding.

WEST BENGAL

From 26th Oct 62 and onwards

Districts of Darjeeling, Jalpaiguri (including Siliguri and Cooch-Behar)

A member of the ejection crew of Air Despatch Units who has carried out a minimum of 10 sorties or 40 hours of flying on reconnaissance or transport/tactical support roles in the geographical limits of areas mentioned above.

(k) A person qualifying for the medal for the first time shall be awarded the Medal together with a Clasp. On subsequent occasions when the award is made, only a Clasp indicating the place where the service was rendered will be awarded.

699. Videsh Seva Medal (Overseas Medal) With Clasps.—

- (a) This medal is in recognition of service rendered outside the territories of the Union of India.
- (b) Persons eligible for the award are: —
- (i) Commissioned Officers, JCOs, Other Ranks and Non-Combatants (Enrolled) of the Regular Army, embodied Auxiliary and Reserve Forces or any other lawfully constituted Armed Forces.
- (ii) Nursing Officers and other members of Nursing Services in the Armed Forces.
- (c) A person who is awarded a gallantry decoration in the course of his service in the countries specified in sub para(g) below will be eligible for the award appropriate to the area irrespective of the time limit or the prescribed minimum number of sorties or flying hours.
- (d) A person who dies on service or is evacuated as a result of wounds or other disabilities attributable to service in the countries specified in sub para (g) below will be eligible for the award appropriate to the area irrespective of the time limit or the prescribed minimum number of sorties or flying hours.
- (e) A person on the regular staff of a diplomatic mission in the countries specified in sub para (g) below does not fall within the purview of these provisions.
- (f) The qualifying period for the award of the Medal shall not exceed the period of assignment. If the period of assignment is one year or more the qualifying period shall be 6 months. If the period of assignment is less than one year, the qualifying period shall be 3 months. In special cases, the period required for eligibility may be relaxed by the Government.
- (g) (i) Clasp UAR: A person who has served for not less than 180 days continuously on the effective strength of the United Nations Emergency Force commencing from 2 November 1956 or thereafter.
- (ii) Clasp Ethiopia: A person who has served for not less than 180 days on the staff of Haille Sellassie I Military Academy commencing from 3 May 1957, or thereafter.
- (iii) Clasp Indo China: A person who has served for not less than 90 days continuously on the staff of the International Commission for Supervision and Control commencing from 7th August 1954 or thereafter.
- (iv) Clasp Iraq: A person who has served for not less than 180 days continuously on deputation to the Government of Iraq from 10 November 1959 or thereafter.
- (v) Clasp Korea: A person who has served for not less than 90 days continuously on the effective strength of the Neutral Nations Repatriation Commission or the Custodian Force, India between 22 November 1950 and 17 March 1954. A person who has received Clasp "Overseas Korea—1950-53" to the General Service Medal 1947 will not be eligible for this award.
- (vi) Clasp Lebanon: A person who has served for not less than 90 days on the effective strength of the United Nations Observer Group in Lebanon between 19 June 1958 and 12 December 1958.
- (vii) Clasp Nepal: (aa) A person who has served for not less than 180 days continuously on the effective strength of a unit or formation employed on the construction of Tribuvan Rajpath' and air fields in Nepal between 15 April 1952 and 15 April 1958.
- (ab) A person who has served for not less than 90 days continuously and was employed on the provision of signal communication for the Government of Nepal, in Nepal between 26 November 1958 and 3 May 1959.
- (ac) A person who has served for not less than 180 days on the effective strength of the Indian Military Training Mission or the Indian Military Training Advisory Group in Nepal commencing from 1 August 1952 or thereafter.
- (ad) A member of the ejection crew of Air Despatch unit who has carried out 6 sorties or 24 flying hours on transport support roles over Nepal commencing from 1 April 1952 or thereafter.
- (viii) Clasp Congo:
- (aa) A person who has served for not less than 180 days continuously on the effective strength of the UN Forces in CONGO commencing from 2 Aug 60 or thereafter.
- (ab) A member of the ejection crew of the Air Despatch Units who has carried out 6 sorties or 24 hours of flying on transport support roles over Congo commencing from 2 Aug 60 or thereafter.
- (ix) Clasp Bhutan:
- (aa) A person who served on the effective strength of the Army team in Bhutan between 27 May 61 and 22 Sep 61.
- (ab) A person who has served for not less than 180 days continuously on the effective strength of the Indian Military Training Team in BHUTAN commencing from 27 Aug 62 or thereafter.

(ac) A person who has served for not less than 180 days continuously on the effective strength of a unit or formation employed on the construction of roads in BHUTAN commencing from 8 Apr 61 or thereafter.

(ad) A person on temporary duty in Bhutan, as may be specified by Government from time to time, for 90 days or more continuous service.

(ae) In the case of Air Observation Posts Pilots, 3 sorties or 12 flying hours if the period of assignment is less than one year and 6 sorties or 24 flying hours if the period of assignment is one year or more commencing from 8 April 61 or thereafter, on reconnaissance, or tactical transport roles over BHUTAN. In special cases the condition regarding the minimum number of sorties or flying hours may be relaxed by Government.

(x) Clasp Nigeria: A person who has served for not less than 180 days while on deputation to the Government of Nigeria commencing from 28 Dec 63 or thereafter.

(xi) Clasp Yemen; A person who has served on the staff of the United Nation Yemen Observation Mission between 4 Sep 63 and 4 Sep 64.

(xii) Clasp Bangladesh:

(aa) Personnel engaged in mine-sweeping operations in and around Bangladesh. The minimum qualifying service shall be 1 day in actual mine sweeping. The period of eligibility shall be from 26 Mar 72 to 30 Nov 72 (both days inclusive).

(ab) Personnel who participated in Chittagong Hills Operations on 26 Mar 72 or thereafter. Minimum qualifying service shall be 1 day.

(xiii) Clasp Mauritius:

(aa) Personnel on deputation to the Government of Mauritius from 25 Feb 73 or thereafter.

(ab) Service in Mauritius in connection with the restoration of power, and telecommunication network damaged due to cyclone in that country between 21 Feb 75 and 17 Jun 75.

(xiv) Clasp Afghanistan: Personnel on deputation to the Government of Afghanistan from 23 Jun 70 or thereafter.

(xv) Clasp Zambia: Personnel on deputation to the Government of Zambia from 8 Oct 73 or thereafter.

(xvi) Clasp Ghana: Personnel on loan to the Government of Ghana commencing from 23 Mar 59 or thereafter.

(xvii) Clasp Sri Lanka:

(aa) Service on deputation to the Government of Sri Lanka or on loan to the Sri Lanka Navy commencing from the 13 Jun 60 or thereafter.

(ab) A person who has served in Sri Lanka for a minimum period of two days during the period from 12 Apr to 25 May 71, and

(ac) A person who flew a minimum of 3 sorties or completed 3 hours of flying while on service in Sri Lanka during the period from 12 Apr to 25 May 71.

(xviii) Clasp Sudan: Personnel on deputation to the Government of Sudan from 25 Nov 76 or thereafter.

(xix) Clasp Oman: Personnel on deputation to the Government of Sultan of Oman from Jun 67 or thereafter.

(xx) Clasp Botswana: Personnel on deputation to the Government of Botswana from 2 Aug 78 or thereafter.

(h) A person qualifying for the medal for the first time shall be awarded a medal together with a clasp. On subsequent occasions when the award is made, only a clasp indicating the place where the service was rendered will be awarded.

700. Yudh Seva Medal Series. — (a) Yudh Seva Medal series of awards which consist of the Sarvottam Yudh Seva Medal, Uttam Yudh Seva Medal and Yudh Seva Medal are awarded, as under, for distinguished service during war/conflict/hostilities on or after 26th Jan 80 :—

(i) Sarvottam Yudh Seva Medal.— Awardable for distinguished service of the most exceptional order.

(ii) Uttam Yudh Seva Medal. — Awardable for distinguished service of an exceptional order.

(iii) Yudh Seva Medal. — Awardable for distinguished service of a high order.

(b) Persons eligible for the above medals are: —

(i) All ranks of the Army, the Navy and Air Force including those of Territorial Army Units, Auxiliary and Reserve Forces and other lawfully constituted Armed Forces when embodied.

(ii) Nursing Officers and other members of the Nursing Services in the Armed Forces.

The medals may be awarded posthumously:-

(c) If a recipient of any of the above mentioned medals is subsequently awarded the same medal, every such further award shall be recognised by a Bar to be attached to the ribbon

by which the medal is suspended. For every such Bar, a miniature insignia of a pattern approved by Government shall be added to the riband when worn alone.

701. Mention in Despatches.— A person is mentioned in despatches in recognition of meritorious services in operational areas and acts of gallantry which are not of a sufficiently high order to warrant the grant of gallantry awards. A lotus leaf emblem is awarded to a person mentioned in despatches. Posthumous awards can be made. All Army personnel including personnel of the Reserve Forces, personnel of the Territorial Army, Militia and other lawfully constituted Armed Forces, members of the Nursing Services and civilians working under or with the Armed Forces are eligible. There is no objection to a person's name being mentioned in more than one despatch. But he will not be issued with a second emblem.

702. Effective Date of Gallantry Awards.— The effective date of an award will be determined as follows: —

(a) Where the specific operation in which the act of gallantry is performed extends to a single day or two days, the effective date would be that single day or the first of the two days.

(b) Where the citation quotes several acts occurring on separate dates at intervals, the effective date should be taken as the last day of the series of acts i.e., the final act which caused the recommendation to be submitted.

(c) Awards to PsW:

(i) When the act or acts relate to a period prior to capture, the principles in (a) and (b) above, whichever is appropriate, should be applied.

(ii) When the award has been made for an escape the effective date should be the date of joining the nearest military unit.

(d) Doubtful cases. — Such cases will be decided by the Military Secretary, Army Headquarters to whom the matter will be referred.

703. The Meritorious Service Medal and The Long Service and Good Conduct Medal.— The following categories of personnel will be eligible for the awards:

(a) Meritorious Service Medal.— The Meritorious Service Medal with annuity is awarded to a substantive dafadar/ havildar of the Army provided he has rendered fifteen (15) years service as combatant or non-combatant which —

(i) counts for pension or gratuity;

(ii) is free from conviction by a court-martial;

(iii) has not more than five red ink entries in his conduct sheet and no red ink entry within five years preceding the date of recommendation.

(b) Long Service and Good Conduct Medal.— The Long Service and Good Conduct Medal (with gratuity) is awarded to NCOs below the rank of dafadar/havildar namely, sowars, drivers and sepoy and non-combatants (enrolled) provided they have fifteen years combatant or non-combatant service which—

(i) counts for pension or gratuity;

(ii) Is free from conviction by court-martial;

(iii) has not more than five red ink entries in the conduct sheet and no red ink entry within three years preceding the date of recommendation.

NOTE

A nalk or lance dafadar who has been tried by a court-martial and reduced to the ranks for an offence which would not necessarily have involved trial as a sepoy, may be recommended for the medal if his conduct sheet shows five years continuous good service since reduction.

Individuals who distinguish themselves in the field after committing an offence which has rendered them ineligible for the award of the medals, may be recommended for the awards if, otherwise qualified, at the discretion of the OC.

704. Conditions Governing The Awards.— These Awards are made twice a year, i.e., on 26th Jan and 15th Aug every year; the number of awards to be made on each occasion is determined as under :—

(a) Meritorious Service Medal.— Awards of Meritorious Service Medal will be made against clear vacancies which occur upto the date preceding the date of the award. For example, awards against vacancies which occur during the period 26th Jan to 14th Aug are made from 15th Aug. Similarly awards against vacancies which occur during the period 15th Aug to 25th Jan will be made from 26th Jan.

NOTE

Vacancies for the Meritorious Service Medal occur on the death discharge, reduction, promotion to the commissioned rank or the forfeiture of the medal of an annuitant. Awards

are only made against clear vacancies thus created in the allotted fixed quota for each regiment/corps.

(b) Long Service and Good Conduct Medal. — 50 percent of the sanctioned number of awards are awarded from 26th Jan and the balance of 50 percent are awarded from 15th Aug of the year for which the awards are made, subject to the prescribed ceiling limit.

705. Scale of Medals.— The scale of medals is as under: -

(a) Meritorious Service Medal. - 4 for 800 men on the authorised establishment of the Army.

(b) Long Service and Good Conduct Medal. - 4 for 800 men on the authorised establishment of the Army.

706. Procedure for Submission of Recommendations for Meritorious Service Medal, The Long Service and Good Conduct Medal. — (a) Officer Commanding units will recommend to the Officer-in-Charge Records concerned, the names of the individuals serving under them who are recommended for these medals. The following information will be furnished by the Officer Commanding.

(i) Regimental Number.

(ii) Rank.

(iii) Name.

(iv) Brief reasons in support of the recommendation.

(v) Character.*

*As assessed by the Officer commanding in terms of Para 170(2) of the Regulations for the Army.

(b) On receipt of the information mentioned at (a) above, Officer-in-Charge Records will complete the form IAFY-1931 (Revised) in respect of each individual recommended for these awards and forward the same to the Commandant of the regimental or corps centre concerned.

(c) The Commandant of the regimental or corps centre will endorse his recommendations on the form and forward the same by 1st Jun/1st Nov preceding the date on which the awards are to be made to Army HQ (as shown below) together with his recommendation in regard to the order of preference in which the award should be made. Persons with 'exemplary' character only will be recommended.

(i) For Armoured Corps and Infantry to Adjutant General's Branch (AG/ CW-2), Army HQ.

(ii) For all other arms or corps to the respective arms or corps director at Army Headquarters.

(d) The arms or corps directors concerned will scrutinise the recommendations and forward the following details to AG's Branch (AG/CW-2) by 1st Jun/1st Dec preceding the date on which the awards are to be made: —

(i) List of personnel selected for these awards.

(ii) List of personnel recommended as reserve in the order of preference. At least 50 per cent name should be included in the list.

707. Foreign and Commonwealth Awards.— (a) Titles— No member of the Army will accept any title or any honour to which a title is attached from a Commonwealth or foreign country.

(b) Honours and Decorations which do not amount to titles.— In all cases of such awards prior permission of the Government of India for the acceptance is required. The Government would not normally grant permission for such awards, except in rare cases. Even in these exceptional cases where acceptance of Decorations from other Governments has been permitted, the recipients may wear the decoration and the ribbon only during the visit of the Head of the State, the Prime Minister or other important dignitary of the country which awarded the decoration, e.g., at ceremonial and other functions arranged in honour of that dignitary or by decorees who may be attached to the Liaison Staff of the dignitary. Applications seeking permission for the acceptance of foreign awards will be submitted to Army HQ, AG's Branch through normal staff channels.

708. Forfeiture.—(a) The various awards are liable to be forfeited in the following circumstances: —

(i) Gallantry decorations.— Any person who has been convicted of an offence for treason, sedition, mutiny, cowardice, desertion during hostilities, murder, dacoity, rape or any unnatural offence or administratively dismissed from service on similar grounds shall be liable at the discretion of the President to forfeit all the gallantry decorations which may have been awarded to him together with any pension/allowance appertaining thereto, not already paid. Every such case will be submitted to the Ministry of Defence by the Army HQ, MS Branch for obtaining the orders of the President. The cancellation and annulment

of the awards would be notified in the Gazette of India, Forfeiture of awards will also entail surrender of the decorations.

(ii) Campaign and Commemorative medals/clasps.— Any person who has been convicted of any of the offences specified in sub para (a) (i) above or desertion, or who is convicted by a criminal court or who is cashiered, dismissed or removed from the service, shall be liable at the discretion of the Government of India to forfeit any campaign medals.

The Government of India may withhold the grant of a war medal to any person who, in its opinion has not rendered approved service during the campaign for which the medal is granted. Any person who has deserted or who suffers death by sentence of a court-martial or who is cashiered, dismissed or removed from the service for misconduct occurring during an operation for which the medal is granted, may be deemed not to have rendered approved service.

(iii) Meritorious Service Medal and Long Service and Good Conduct Medal.— Any person who suffers death by sentence of a court-martial, or is cashiered, dismissed or removed from the service for misconduct or who is convicted by a criminal court to a term of sentence for three years or more, shall forfeit any medal awarded for meritorious service (except for gallantry) or for long service and good conduct, or to which he may be entitled, together with any annuity or gratuity appertaining thereto not already paid.

(b) All individual cases with recommendations for forfeiture or otherwise of the medals and decorations, together with relevant documents, will be forwarded through normal staff channels, within three months of the event necessitating the forfeiture, to the Adjutant General's Branch, Army Headquarters, who will submit them to the Ministry of Defence.

709. Restoration.- The various awards forfeited in accordance with para [708](#) shall be restored at the discretion of the competent authority in the following circumstances :—

(a) Gallantry Awards. —The awards may be restored at the discretion of the President. Upon the restoration having been approved by the President, it will be notified in the Gazette of India. Any allowance/ pension attached with the awards restored shall also be consequently restored as from the date of restoration.

(b) Campaign and commemorative medals/ clasps.— (i) Where a minimum of three years service (including approved service involving periodic training) has been rendered subsequent to release from imprisonment (or if not applicable, subsequent to the date of conviction) provided that no offence has been committed during such service as would normally disqualify the individual from the award of an "exemplary" character on discharge or transfer to the reserve. In cases of desertion during a state of hostilities no awards instituted for service during the period of hostilities in which desertion took place will be restored unless the individual subsequently rendered approved service in the Armed Forces from which he deserted before the termination of the particular period of hostilities for which the award was instituted. In this respect approved service is deemed to be paid service of one day or more after release from imprisonment and before termination of the appropriate period of hostilities.

(ii) Where the required three years' requalifying service has not been completed owing to death, discharge, or release, wounds or sickness not due to misconduct, provided that no offence has been committed during the period between release from imprisonment (or, if not applicable subsequent to the date of conviction) upto the date of termination of service, as would normally disqualify the individual from the award of an "exemplary" character on discharge or transfer to the Reserve.

(iii) When the individual is permitted to re-engage for pension, after completion of the first period of service; or mobilized from the Reserve; or promoted to havildar or higher rank.

(iv) At the discretion of the Government of India in recognition of meritorious service not necessarily resulting in decoration or when otherwise specially recommended.

(c) Meritorious Service Medal and/or Long Service and Good Conduct Medal.— These awards together with any annuity or gratuity, which may be payable, shall be restored at the discretion of the Government of India.

All individual cases for restoration of the medals and decorations standing forfeited and cancelled, together with relevant documents will be submitted to the Adjutant General's Branch, Army Headquarters, through normal staff channels, for obtaining the orders of the competent authority through the Ministry of Defence.

710. Disposal of Forfeited, Unclaimed and Undistributed Medals. — Forfeited, unclaimed and undistributed medals will be returned to the Medal Section, Ministry of Defence, after the following time limits: —

Gold and Silver medals two months

Other medals one year

Campaign Stars, Medals

and Commemorative Medals. Six years.

711. Replacement of Medals. — (a) Medals or decorations accidentally lost may be replaced on payment. The sanction of the Ministry of Defence will be necessary when it is proposed to replace them at the expense of the State. If in the opinion of the competent authority a medal has been made away with wilfully or lost through carelessness, the man will be dealt with under Army Act (Act XLVI of 1950) Section 54. conviction) provided that no offence has been committed during such service as would normally disqualify the individual from the award of an "exemplary" character on discharge or transfer to the reserve. In cases of desertion during a state of hostilities no awards instituted for service during the period of hostilities in which desertion took place will be restored unless the individual subsequently rendered approved service in the Armed Forces from which he deserted before the termination of the particular period of hostilities for which the award was instituted. In this respect approved service is deemed to be paid service of one day or more after release from imprisonment and before termination of the appropriate period of hostilities.

(ii) Where the required three years' requalifying service has not been completed owing to death, discharge, or release, wounds or sick-ness not due to misconduct, provided that no offence has been committed during the period between release from imprisonment (or, if not applicable subsequent to the date of conviction) upto the date of termination of service, as would normally disqualify the individual from the award of an "exemplary" character on discharge or transfer to the Reserve.

(iii) When the individual is permitted to re-engage for pension, after completion of the first period of service; or mobilized from the Reserve; or promoted to havildar or higher rank.

(iv) At the discretion of the Government of India in recognition of meritorious service not necessarily resulting in decoration or when otherwise specially recommended.

(c) Meritorious Service Medal and/or Long Service and Good Conduct Medal.— These awards together with any annuity or gratuity, which may be payable, shall be restored at the discretion of the Government of India.

All individual cases for restoration of the medals and decorations standing forfeited and cancelled, together with relevant documents will be submitted to the Adjutant General's Branch, Army Headquarters, through normal staff channels, for obtaining the orders of the competent authority through the Ministry of Defence.

710. Disposal of Foreited, Unclaimed and Undistributed Medals. — Forfeited, unclaimed and undistributed medals will be returned to the Medal Section, Ministry of Defence, after the following time limits: —

Gold and Silver medals two months

Other medals one year

Campaign Stan, Medals

and Commemorative Medals. Six years.

711. Replacement of Medals. — (a) Medals or decorations accidentally lost may be replaced on payment. The sanction of the Ministry of Defence will be necessary when it is proposed to replace them at the expense of the State. If in the opinion of the competent authority a medal has been made away with wilfully or lost through carelessness, the man will be dealt with under Army Act (Act XLVI of 1950) Section 54.

(b) If a soldier is required to replace a medal wilfully made away with or lost through carelessness he will be subjected to stoppages of the amount required to be paid for the duplicate, inclusive of authorised departmental expenses.

(c) Free replacement of medals and decoration will be made if it is established that the awardee has not received initial issue of the medal/decoration and it is not in the possession of a Record Office or other forwarding agency. In all such cases the awardee must furnish a statutory declaration in the following form duly attested by the OC unit in the case of serving personnel and a magistrate in the case of non-effective personnel.

"STATUTORY DECLARATION FOR NON-RECEIPT OF MEDALS/ DECORATIONS TO WHICH CLAIMANT IS ENTITLED.

I, (No.).....(Rank).....
(Name).....(Regiment)..... do hereby solemnly
affirm that I have NOT yet received from any source the following medal(s) to which I am
entitled for having served.....(give details of operations
during which service was rendered).

Name of medal(s)/decoration(s).
(Signature of soldier)

Declared before me this..... day of.....
Nineteen hundred and..... at.....
(Signature of OC unit/magistrate whichever is

applicable)

Designation.....

(d) In all other cases duplicates will be issued on payment only. If an awardee does not pay the cost of replacement he will be issued with a certificate of entitlement and not the actual medal/ decoration.

(e) In the case of old British awards, duplicates will only be issued if available.

(f) Units/Record offices will ensure that medals/decorations when received from the Medal Section, Ministry of Defence, are delivered to awardees within the time limits shown below :—

(i) Costly medals/decorations

(gold and silver) Two months.

(ii) Campaign stars/medals and commemorative medals. Six years.

(iii) Other medals One year.

Record offices will return the undistributed/unclaimed medals to the Medal Section, Ministry of Defence only after the expiry of the above time limit.

(g) Where a medal is lost from unit/record office prior to despatch to the decoree and responsibility for the loss cannot be placed on a particular individual, the cost of replacement is to be met by the units/centres from non-public funds.

(h) Application for replacement of medals on payment will be submitted on AFB-177 to the Medal Section, Ministry of Defence by the OC unit or head of the department concerned in the case of serving personnel. Before applying, the cost of the medal to be replaced will be ascertained from the Medal Section, Ministry of Defence and the sum deposited in the nearest civil treasury or any branch of the State Bank of India for credit to the Controller of Defence Accounts, Central Command, Meerut. The receipted triplicate treasury receipt will be forwarded to the Medal Section, Ministry of Defence, with the application for replacement and the Medal Section will, after verification of the claim, send the treasury receipt with a forwarding memorandum to the Controller of Defence Accounts, Central Command Meerut for adjustment in his accounts. Care will be taken that the number, rank and spelling of the name in the application are exactly the same as on the original medal roll. Such medals of the non-effective personnel, when received from the Medal Section, will be disposed of in accordance with para [689](#).

(j) A commanding officer or other officer concerned will not countenance any attempt to replace lost war medals, except under the procedure outlined in this para.

712. Re-Issue of Medals/Decorations.— Requests for the re-issue of medals which have already been returned to the Medal Section, Ministry of Defence, being undistributed/unclaimed, will be made once a month only, i.e., during the last week of each month, on the prescribed form. Piecemeal requests will not be entertained by the Medal Section.

713. Recording of The Grant, Forfeiture and Restoration of Medals - The grant, forfeiture and restoration of medals will be recorded in the Records Of Service in the case of officers and in Sheet Rolls in case of JCOs, WOs, OR and NCs(E). When medals are issued to a man after he has left the colours, the Officers i/c Records will enter the grant in the man's discharge or transfer documents.

714. Use of abbreviations for gallantry and other awards:— Recipients of gallantry decorations and other awards may use the following abbreviations after their names :—

PVC — For Param Vir Chakra

MVC — For Maha Vir Chakra

VrC — For Vir Chakra

AC — For Ashoka Chakra

KC — For Kirti Chakra

SC — For Shaurya Chakra

SYSM — For Sarvottam Yudh Seva Medal

UYSM — For UttamYudh Seva Medal

YSM — For Yudh Seva Medal

PVSM — For Param Vishisht Seva Medal

AVSM — For Ati Vishisht Seva Medal

VSM — For Vishisht Seva Medal

SM — For Sena Medal

NM — For Nao Sena Medal

VM — For Vayu Sena Medal

(b) The Symbol (a black square) denoting the award of BAR to a decoration referred to above, where applicable, may also be shown against the names of recipients in the Army List only.

(c) Abbreviations of pre-Independence gallantry awards, e.g., VC, MC and others conferred upon armed forces personnel will continue to be used after the names of the recipients. The procedure for denoting the award of Bar to a post-independence decoration in the Army list will also be applicable to Independence gallantry awards.

(d) No abbreviations will be used for any other awards.

715. Engraving of Medals. —All medals will be duly engraved before issue by the Government of India.

716. Record of Receipt and Disposal of Medals/ Decorations.— Receipts for medals/stars and decorations will be retained with individual's sheet rolls till these are destroyed as per the rules. Other papers connected with receipt and disposal of medals/stars decorations will be destroyed after a period of 6 years from the date of issue.

717. Order of Precedence of Awards.— The order of precedence of various awards is as follows: —

Bharat Ratna.

Param Vir Chakra.

Ashoka Chakra.

Padma Vibhushan.

Padma Bhushan.

Param Vishisht Seva Medal.

Maha Vir Chakra.

Kirti Chakra.

Padma Shri.

Sarvottam Jeevan Raksha Padak.

Ati Vishisht Seva Medal.

Vir Chakra.

Shaurya Chakra.

The President's Police and Fire Service Medal for gallantry.

Sena/Nao Sena/Vayu Sena Medal.

Vishisht Seva Medal.

The Police Medal for gallantry.

Uttam Jeevan Raksha Padak.

Wound Medal.

The General Service Medal 1947.

Samar Seva Star 1965.

Poorvi Star.

Paschimi Star.

Raksha Medal 1965.

Sangram Medal.

Sainya Seva Medal.

Police (Special Duty) Medal 1962.

Videsh Seva Medal.

The President's Police and Fire Service Medal for distinguished Service.

The Meritorious Service Medal.

The Long Service and Good Conduct Medal.

The Police Medal for meritorious service.

Jeevan Raksha Padak.

The Territorial Army Decoration.

The Territorial Army Medal.

The Indian Independence Medal 1947.

The Independence Medal 1950.

25th Independence Anniversary Medal.

Vinsha Varsha Dirgha Seva Medal.

Nava Varsha Dirgha Seva Medal.

Commonwealth Awards.

Other Awards.

718. Supply of Medals/Decorations to Private Collectors, Institutions and Foreign Governments.— (a) Private collectors and quasi-official institutions will not normally be supplied with specimens of medals and decorations except in very exceptional

circumstances. In the exceptional cases in which it is decided to supply a specimen, this will ordinarily be on payment.

(b) Official institutions duly supported by a foreign government and foreign governments may be supplied specimens of medals, normally on payment, and in exceptional cases, especially where reciprocity is involved, gratis.

(c) All requests falling under sub paras (a) and (b) above will be referred to the Government of India for approval. Army HQ and lower formations receiving such requests will forward them to the Medal Section, Ministry of Defence for further necessary action.

719. General Service Medal 1947.— (a) This medal is awardable for service rendered with the Armed Forces under active service conditions or conditions akin thereto. Where appropriate, a clasp for each operation shall be instituted. An individual qualifying for the medal for the first time shall be awarded the medal together with a clasp indicating the particular operation for which it is awarded. For all subsequent operations for which the issue of a clasp is approved, the clasp indicating the particular operation shall only be awarded. The Bar of the clasp shall have the name or the place of the operation engraved on it.

(b) Persons eligible for the award are: —

(i) Officers, men and women of all ranks of the Army, of any of the reserve forces, of the Territorial Army, Militia and of any other lawfully constituted Armed Forces;

(ii) Matrons, Sisters, Nurses and the staff of the Nursing Service and other Services pertaining to Hospital and Nursing;

(iii) Civilians on the authorised establishment of unit/formation of Armed Forces, who are enrolled or uniformed or liable for general service.

(c) The following clasps for this medal have so far been authorised :-

(i) Clasp "Jammu and Kashmir—1947" — Authorised for service in Jammu and Kashmir operations between 27th Oct 47 and 1st Jan 49 for those who took part in battle or had put in an aggregate of 180 days service on the active strength of the unit/formation operating or located in specified operational or concessional areas.

(ii) Clasp "OVERSEAS KOREA 1950-53" — Authorised for operational service rendered by Army personnel who served on the active strength of the 60th Para Field Ambulance unit in Korea between 22nd Nov 50 and 8th Jul 53.

(iii) Clasp "Naga Hills"—Authorised for 180 days service on the active strength of a detachment/unit/formation in the following, singly or jointly, with effect from 27th Apr 55 :—

(aa) OPG OLI from 27th Apr 55 to 1st Apr 56;

(ab) Operating or located under operational command of GOC Assam/23 Inf Div/OP ORCHID/GOC NAGALAND/8 Mtn Div/GOC 101 Communication Zone Area.

(ac) For an aggregate of 90 days of service on the active strength of a detachment, unit or formation operating in Naga hills and Tuensang area on temporary duty with effect from 27th Apr 55 or thereafter.

(iv) Clasp "Goa—1961". —Authorised to Army personnel who were on the strength of or were attached to formations/units which participated in the operations and were within the geographical limits of the territories of Goa, Daman and Diu for not less than two days (48 hours) between 18th and 22nd Dec 61.

(v) Claps "Ladakh 1962 and NEFA 1962"—Authorised to Army personnel who rendered 15 days service with units/ formations within the geographical limits of Ladakh or certain specified areas of NEFA and Assam between 20th Oct 1962 and 21st Nov 62 and 21st Sep 62 and 21st Nov 62 respectively.

(vi) Clasp "Mizo Hills".— Authorised to Army personnel who rendered an aggregate of 180 days service on the active strength of a detachment/unit/formation located or operated in Mizo Hills district with effect from 28th Feb 66, except those who have been temporarily inducted for specific operations. In the latter case the minimum qualifying service is 90 days.

720. Samar Seva Star. — (a) Awarded to personnel who rendered at least ten days active service between 5th Aug 65 and 25th Jan 66 in a unit/formation operating or located in the qualifying areas specified for the purpose or personnel who served for a minimum qualifying period of one day in any battle zone, during the period specified for each battle zone.

(b) All officers, JCOs, OR, NCsE of Regular Army, Reserve, Territorial Army when embodied and militia forces and also civilians in their employment against authorised vacancies and "who formed part of these establishments are eligible for this award.

721. Raksha Medal 1965.— This medal is awarded to all Armed Forces personnel who were borne on the effective strength of the Armed Forces on 5 Aug 65 and had rendered service for 180 days or more on that date. The award may be made posthumously.

722. Navavarsha Dirgha Seva Medal and Vinsha Varsha Dirgha Seva Medal.- These medals are awardable to all categories of Army personnel on completion of unblemished service of 9 and 20 years and more on 19th Apr 71 and thereafter.

723. Sangram Medal, Poorvi Star And Paschimi Star. —The following medals are awarded to armed forces personnel and civilians in the Indo-Pak war 1971 :—

(a) Sangram Medal. —This medal is awarded to all ranks of the Army, of any of the Reserve Forces, of the Territorial Army, J&K Militia and of any other armed forces of the Union who were on the effective strength of the armed forces on 3 Dec 71 or thereafter till the final

disengagement and civilians of either sex serving regularly or temporarily under the orders/directions or supervision of the above mentioned forces in operational areas.

(b) Poorvi Star. :—

(i) This medal is awarded to all ranks of the Army of any of the Reserve Forces, of the Territorial Army and J&K Militia and of any other armed forces of the Union who participated in operations in and around Bangladesh and civilians of either sex serving regularly or temporarily under the orders/ directions or supervision of the above forces. The minimum qualifying service is 1 day in the specified battle zones or 10 days in specified qualifying areas.

(ii) Period of eligibility :— Battle Zones-3 Dec to 16 Dec 71 qualifying Areas — 25 Mar 71 to 25 Mar 72.

(c) Paschimi Star. :—

(i) This medal is awarded to all ranks of the Army, of any of the Reserve Forces, of the Territorial Army, J&K Militia and of any other armed forces of the Union who participated in operations against Pakistan forces in and around Western borders of India and civilians of either sex serving regularly or temporarily under the orders/directions or supervision of the above forces. The minimum qualifying service is 1 day in the specified battle zones or 10 days in the specified qualifying areas.

(ii) Period of eligibility. --The period of eligibility is from 3 Dec 71 to 20 Dec 72 (both days inclusive).

724. 25 th Independence Anniversary Medal. — This medal is awarded to all ranks of the Army, of any other Reserve Forces, Territorial Army, J&K Militia and any other armed forces of the Union who were borne on the effective strength of the armed forces on 15 Aug 72.

725. Wound Medal. —This medal is awarded to all ranks of the Army, of any of the Reserve Forces, Territorial Army, J&K Militia and any other armed forces of the Union who sustained/sustain wounds as a result of direct enemy action in any type of operations or counter-insurgency operations with effect from 15 Aug 47. The award will not be made posthumously.

726. Samanya Seva Medal.— (a) This medal is awardable for service rendered with the Armed Forces under active service conditions or conditions akin thereto on or after 26 Jan 65. Where appropriate, a clasp for each operation shall be instituted. An individual qualifying for the medal for the first time shall be awarded the medal together with a clasp indicating the particular operation for which it is awarded. For all subsequent operations for which the issue of a clasp is approved, the clasp indicating the particular operation shall only be awarded. The bar of the clasp shall have the name or the place of the operation engraved on it.

(b) The following categories of personnel serving in an operation or concessional area within the territorial or time limits to be specified separately for each operation will be eligible for the award :—

(i) All ranks of the Army, and of the Reserve, Territorial and militia forces, and civilians of either sex in all walks of life.

(ii) All other lawfully constituted forces and security forces operating under the operational control of the Regular Armed Forces.

(c) The following clasps for this medal have been authorised: —

(i) Clasp 'Kutch-Kargil 1965'.:- The clasp will be admissible to: —

- (aa) Personnel who rendered at least ten days active service in a unit/formation operating or located in specified qualifying areas between 9 Apr 1965 and 1 Jul 1965 or 1 day service in specified battle zone between 9 Apr 1965 and 1 May 1965 in Kutch Sector.
- (ab) Personnel who rendered at least 90 days active service in a unit/formation operating or located in specified qualifying areas between 17 May 1965 and 25 January 1966 or 1 day service in specified battle zones between 17 May 1965 and 25 January 1966 in KARGIL Sector.
- (ac) Air crew personnel and personnel of ejection crew of air dispatch units who flew 1 sortie or 3 hours of flying in Kutch sector or 3 sorties or 10 hours of flying in Kargil sector during the specified period.
- (ad) Personnel who died in service or were evacuated as a result of wounds or other disabilities attributable to service in specified areas irrespective of time limit.
- (ae) Personnel who won a gallantry decoration or a Mention-in-Despatches for service in specified areas irrespective of the time-limit.
- (ii) Clasp 'Nathula-Chola 1967'.:- The clasp will be admissible to: —
- (aa) Personnel who were actually deployed and took part in the border incidents at Nathula between 11 and 16 Sep 1967 or Chola on 1 Oct 1967 and rendered at least one day's service in that area.
- (ab) Personnel who were wounded, killed or earned a gallantry award or Mention-in-Despatches during the above mentioned incidents irrespective of time-limit.
- (ac) Personnel who flew one sortie over the Nathula or Chola area in performance of duty.
- (iii) Clasp 'Mizoram'.:- The clasp will be admissible to: —
- (aa) Personnel who have put in an aggregate of 180 days of service on the active strength of a detachment/unit/ formation located or operating in qualifying areas singly or jointly from 8 May 1975 or thereafter except those who have been temporarily inducted for specific operation; in the latter case the minimum qualifying service is 90 days.
- (ab) Air crew personnel and personnel of Army Air Transport Organisation, Rear Air-field Supply Organisation, Air Despatch Units and Air Observation Post units, who carried out a minimum of five operational sorties of 20 hours of flying over the qualifying areas from 8 May 1975 or thereafter.
- (ac) Personnel who win a gallantry award or a Mention-in-Despatches or die or sustain wounds or other disability while on service in the area irrespective of time-limit during the qualifying period. The time spent in hostile captivity in consequence of capture during service in the area will count towards the qualifying period for the award of the clasp.
- (ad) Naval personnel attached to the Army or the Air force, including those serving with Border Road Organisation in the qualifying area, shall be eligible for the award according to the conditions of eligibility applicable to the service to which they are attached.
- Service in Mizoram will not count for the eligibility of Sainya Seva Medal with clasp 'Bengal-Assam' with effect from 8 May 1975. If, however, an individual falls short of the aggregate number of days required to qualify for 'Bengal-Assam' clasp and also for 'Mizoram' clasp in the area and if his service is continuous, he may be permitted to count the period beyond 8 May 1975 to make up an aggregate number of days required for 'Bengal-Assam' clasp to the Sainya Seva Medal.
- (iv) Clasp 'Tirap'. —The clasp will be admissible to: —
- (aa) Personnel who have put in an aggregate of 180 days of service on the active strength of a detachment/unit/ formation operating or located in Tirap District under operational command of 51 Mtn Artillery Brigade/192 Mountain Brigade under 2 Mtn Div w. e. f. 1 Jun 1979 or thereafter except those who have been temporarily inducted for specific operation; in the latter case the minimum qualifying service is 90 days.
- (ab) Ejection crews of Air Despatch units and personnel borne on the effective strength of Army Air Transport Organisation, Rear Airfield Supply Organisation, Air Despatch Units and Air Observation post Units and of Headquarters 2 Mtn Div and 51 Mtn Artillery Brigade who carried out a minimum of five operational or reconnaissance sorties or 20 hours of flying in Tirap District with effect from 1 Jun 1979 or thereafter.
- (ac) Personnel who died in service or were evacuated as a result of wounds or other disabilities attributable to service in field area in Tirap District irrespective of time limit or number of sorties or number of operational flying hours.
- (ad) Personnel who won a decoration or Mention-in-Despatches for service in Tirap District irrespective of time limit or number of sorties or number of operational flying hours. Time spent in hostile captivity in consequence of capture during service in Tirap District will count towards the qualifying period for the medal and the clasp.

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CEREMONIAL

Precedence

731. **Order of Precedence of Units.**:- The order of precedence of units of the Army is laid down in the Army List. Where formations such as brigades' and divisions are on parade, units will take precedence by the arms of the service within the formation.

732. **Order Of Precedence of Infantry Battalions.** — (a) As a general principle the order of infantry battalions on parade will be, by Army List Order, from right to left with the following reservations:-

(i) Battalions of the Brigade of Guards will stand on the right of all other infantry battalions and will be arranged in order amongst themselves in accordance with the established custom of the Brigade of Guards.

(ii) Rifle battalions will stand on the left of the brigade, in Army List Order, from right to left. Where a parade consists entirely of rifle battalions, they will stand, in the Army List Order, from right to left.

(b) Where contingents from Indian Navy, Indian Air Force, Territorial Army, National Cadet Corps, Armed Police, other Provincial Forces and Boy Scouts are taking part along with the units of Regular Army, the order of standing from right to left will be as follows :-

- (i) Regular Army.
- (ii) Boys Battalion/Company.
- (iii) Indian Navy.
- (iv) Indian Air Force.
- (v) Territorial Army.
- (vi) Special Armed (or Military) Police.
- (vii) Other Armed Police.
- (viii) National Cadet Corps (Senior Division).
- (ix) All other Provincial Forces,
- (x) National Cadet Corps (Junior Division).
- (xi) Boy Scouts.

733. **Relative Ranks.** —(a) The order of precedence and the corresponding ranks of commissioned officers of the Army, Indian Navy and Indian Air Force are shown below. The relative ranks of Junior Commissioned Officers, Warrant Officers, Non Commissioned Officers and men are shown in para 131. Commissioned officers of the Army, Indian Navy and Indian Air Force of the same or equivalent rank will rank with one another according to seniority or date of appointment.

Army	Indian Navy	Indian Air Force
Field Marshal	Admiral of the Fleet	Marshal of the Air Force
General	Admiral	Air Chief Marshal
Lieutenant-General	Vice Admiral	Air Marshal
Major-General	Pear Admiral	Air Vice Marshal
Brigadier	Commodore (1st & 2nd Class)	Air Commodore
Colonel	Captain	Group Captain
Lieutenant Colonel	Commander	Wing Commander
Major	Lieutenant Commander	Squadron Leader
Captain	Lieutenant	Flight Lieutenant
Lieutenant	Sub-Lieutenant	Flying Officer
2nd Lieutenant	Acting Sub-Lieutenant	Commissioned Pilot Officer
	Officer from war-rant rank	
No equivalent	Warrant Officer, Mid ship man	No equivalent

NOTE

The ranks of Admiral of the Fleet in the Indian Navy and Marshal of Air Force in the Indian Air Force do not exist at present.

(b) Women officers serving in the Army Medical Corps and officers in the Military Nursing Service will rank equally with male officers of the same titular rank, e.g., a captain (woman officer) in the Army Medical Corps, will rank equally with a captain in the Artillery or Engineers.

Standards and Colours

734. **Standards, Colours and Guidons.**- Standards, Colours and Guidons will be carried as laid down in the Manual of Ceremonial.

735. **Attendance of Standards and Colours.**- JCOs and NCOs not below the rank of havildars or equivalent rank have the honourable distinction of attending the standards

and colours, but on occasions when JCOs and NCOs of these ranks are not available distinction may be allowed to NCOs of lower rank and selected OR.

736. Alteration of Standards, Colours and Guidons. —Standards, Colours and Guidons will not be altered without the President's special permission signified through Government.

737. Worshipping of Standards, Colours or Guidons and Oath Taking. Regimental Colours, Standards or Guidons shall not be worshipped or used for oath taking or similar purposes. However, at Attestation Parades these may be carried in addition to the National Flag.

738. Movement of Colours.:- When consecrated colours are being moved from, or to the place where they are usually kept, an escort will invariably accompany them. When it is necessary to send consecrated colours by train to be deposited for safe keeping the escort will consist of the usual colour party as laid down in the Manual of Ceremonial.

739. Honours to be Paid to The Old Colours.:- In the case of old colours, if units so desire, honours may be paid on the initial move to the place where they are to be laid up. Such honours may, however, only be accorded to the colours most recently replaced. The escort, if provided, will be found from the regiment concerned.

740. Custody of the Colours. —Colours of units will be kept in the quarter-guard or in the officers' mess at the discretion of the unit. On parade they will be carried by the senior Naib Subedar. The instructions regarding applications for new Standards, Colours and Guidons and disposal of old ones, are laid down in Clothing Regulations.

741. Camp Colours. — Camp Colours will be of the colour of the facings of the regiment using them, bearing the abbreviated title of the regiment as worn on shoulder titles.

742. Laying Up of Old Colours.:- When new Regimental Colours, Standards or Guidons have been received by units, the existing ones, where applicable, will be laid up. Standards, Colours and Guidons will not be laid up except with the prior approval of the President. Old Colours will remain the property of the State and shall be kept in safe custody of Regiments, Corps, or Units. Regimental Colours, Standards or Guidons of disbanded or amalgamated Regiments or battalions may be retaken into service by the units when they are re-activated.

743. President's Award for Meritorious Service.:- For special meritorious service rendered by units since 15 August 1947, the President may award special insignia for inclusion in the new Regimental Colours, Standards or Guidons.
Honours and Salutes

744. General Instructions.:- The honours and salutes to be given by troops on parade and by guards of honour are as follows:-

(a) To the President :-

National Salute — Present arms, standards, colours and guidons lowered. The band will play the full score of National Anthem.

(b) To Governors and Lt Governors within their jurisdiction:-

National Salute — Present arms, standards, colours and guidons lowered. The band will play the full score of the National Anthem.

(c) To the National Flag: —

National Salute — Present arms, standards, colours and guidons lowered. The band will play the full score of the National Anthem on Republic Day and Independence Day and the shorter version on all other occasions.

(d) To Heads and Prime Ministers of Foreign States and Common **wealth Countries:** —

As for the President, except that both the foreign National Anthem of the country concerned and our own will be played. The National Anthem of the foreign country will be played first.

(e) To the Vice-President, the Prime Minister, the Defence Minister (including Deputy Defence Minister) and other VIPs: —

General Salute — Present arms. The band playing the first part of slow march; when no band is available, the trumpets or bugles sounding the salute or the drums beating a ruffle.

(f) To Field Marshals, Admirals of the Fleet, Marshals of the Air Force: —

General Salute—As in sub para (g) below; regimental colours of all forces will be lowered.
(g) To the Chiefs of Staff, General Officers and Inspecting Officers Not below the rank of Brigadier:—

General Salute— By troops under their command—present arms, colours flying, bands playing the first part of slow march and drums beating; when no band is available, the trumpet or bugle beating a ruffle.

(h) To Commanding Officers of Garrisons, Camps and Stations, if under the rank of General Officer: —

As for the next higher rank.

(i) To Standards, Colours and Guidons :—

When uncased, at all times to be saluted with the highest honours, viz, arms presented, trumpets or bugles sounding the salute, drums beating a ruffle, except when carried by units forming part of the escort at a military funeral (see 'Ceremonial Drill 1956').

745. Salute to National Anthem. — (a) Whenever the National Anthem is played, all ranks in military uniform not under the orders of an OC a parade will also stand to attention; officers and JCOs will salute.

(b) Officers in attendance on the President or the personal staff of Governors and Lt Governors (when such Governors or Lt Governors represent the President on official occasions) will not salute when the National Anthem is played for National Salute but will stand to attention. The exception to the above is on the occasions of breaking of the National Flag on the Republic Day and Independence Day when the National Anthem is played on the presentation of arms to the National Flag. All officers including those in attendance on the personages mentioned above will then salute.

(c) Except on the Independence Day and Republic Day, on a parade after the National Salute has been given, the commander of the formation forming the parade will be regarded as in attendance and will take his position in rear of the President/Officer taking the salute.

(d) During the presentation of a Guard of Honour, AsDC will not salute, when either the National or General Salute is played.

746. Entitlement of Honour to Officers Acting in Civil Offices.— Officers acting in any civil office are entitled during their tenure to all the honours and salutes appertaining to such office provided the entitlement to honours and salutes by virtue of holding civil office is higher than that of the military rank.

747. Compliments to Officers in Service of any other Power.— The compliments directed in these regulations will be paid to officers in the service of any power formally recognised by the Central Government, according to their respective ranks.

748. Salute to Colours.— Officers or soldiers passing troops or naval landing parties with uncased colours will salute the colours and the CO, if senior.

749. Two Minutes Silence — Commemoration of Particular Day/Event.— Two minutes silence will be observed at 11 AM on 30th January every year in memory of those who laid down their lives in the struggle for freedom of the country. The procedure for the observance of two minutes silence will be notified by Army Headquarters. Commemoration of any other particular day/event will be observed only under orders of the Government and according to the procedure prescribed in such orders.

750. Salute to Service Funeral.—Officers, soldiers and colours passing a Military, Naval or Air Force funeral will salute the body and will pay the appropriate compliments to standards, guidons and colours except as otherwise provided for in the 'Ceremonial Drill 1956'.

751. Salute to Civil Funeral.—When passing a funeral of a civilian, all rank will salute the body.

752. Compliments by Armed Parties while Marching.—Armed parties, in paying compliments on the march, will be called to attention, troops will shoulder arms (Bagal Shashtra), and the Command Dahine (or Bayen) Dekh Will be given. Tanks or armored cars will dip their gun or guns.

753. Returning of Salute by OC.— An OC of an armed or an unarmed party will return the salute with the right hand as he gives the command 'Dahine (or Bayen) Dekh'. Soldiers in command of parties will conform to the rules laid down for officers.

754. Saluting by Officers while on Duty, Parade and Boarding a Ship.—

(a) All officers will salute their senior officers before addressing them on duty or on parade in the manner prescribed. A salute made to two or more officers will be returned by the senior only. When not on duty or parade but in uniform, officers under the rank of field officers will salute all officers of field rank and upwards. General officers and field officers will salute their superiors in rank. Where from physical incapacity a right hand salute is impossible, the salute will be given with the left hand.

(b) Cadets will salute all officers in uniform, and the officers of their Academy whether in uniform or not.

(c) Officers in uniform will salute, their seniors in rank in the Indian Navy and the Indian Air Force.

(d) Officers and soldiers boarding any of the Indian Naval Ships or a foreign man-of-war will salute on entering and leaving the ship. The naval custom of saluting on entering the quarter deck should also be adhered to.

755. Saluting by JCOs, WOs, NCOs & OR.— (a) JCOs, WOs, NCOs and men will salute all commissioned officers whom they know to be such, whether in uniform or not, including officers of the Indian Navy, Indian Air Force and officers of the Territorial Army and the National Cadet Corps when in uniform. JCOs, WOs, NCOs and men will salute with the right hand. Where from physical incapacity a right hand salute is impossible, the salute will be given with the left hand.

(b) WOs, NCOs and men will salute the JCOs when in uniform and also address them in the same manner as they do officers.

(c) An OR when on duty will come to attention when addressing or addressed by an NCO including a L/Naik.

756. Salutation by Civilian VIPs. — Civilians invited to take a military parade or receive a Guard of Honour will return the compliments as follows: —

(a) Gentlemen wearing Indian head-dress by raising the right hand to the forehead (as in Civilian salutation) and touching the right of the forehead with the fingers slightly inclined, the obverse of the palm facing the right eye and the reverse outwards. When wearing European head-dress, by raising the hat with the right hand.

(b) Ladies will acknowledge the salute in the same manner as above or in any other suitable manner.

The hand should be lowered only after the troops have marched past, or after each group has marched past, where there are more than one.

757. Position of AsDC, The Parade Commander and The Seniormost Service(s) Officer(s). — (a) The VIP alone stands on the dais. If he has AsDC attending on him they may stand on the sides of the saluting dais, a little to the rear of the VIP. The Parade Commander after he has saluted and passed in front of the VIP at the head of the parade may leave the column and take up a position next to the VIP below the dais, on the flank from which the parade marches on.

(b) At the ceremonial parades held on the Republic Day and the Independence Day the salute shall ordinarily be taken by the seniormost civil representative of Government, e.g., the Governor, Chief Minister, Cabinet Minister, Commissioner, Collector or Deputy Commissioner as the case may be.

(c) At the Republic Day Parade in the Capital, the senior most officers of the three Services stand behind the President below the dais while the services units are marching past. The Parade Commander marches off with his column. The States Capitals where the local police also participates in the march-past on the Republic Day, the senior most Police Official of the State may also stand behind the VIP along with the senior most officers of the three Services present at the station.

National Anthem and National Salute and General Salute

758. National Anthem. — There are two versions of the National Anthem, viz., the full version comprising the first stanza of the song 'Jana Gana Mana' (playing time approximately 52 seconds) and a short version consisting of the first and the last line of the same stanza (playing time approximately 20 seconds). The two versions are played on the following occasions when bands are available: —

(a) Full version

(i) on all ceremonial occasions when the President is present;

- (ii) on all ceremonial occasions for Governors and Lt. Governors when they attend Ceremonial Parade within their States or Union Territories.
 - (iii) at Republic and Independence Day Parade when the National Flag is broken; and
 - (iv) for hoisting of the Colours in the Navy.
- (b) Short version :
On other ceremonial occasions.

759. National Salute.— The Salute is given to the accompaniment of the National Anthem. It is to be given to the President. Governors and Lt. Governors within their States and Union Territories.

760. General Salute. —In all other cases the General Salute is given for which the band plays the prescribed tune.

NOTE

At those receptions to foreign dignitaries in India, at which the giving of the National Salute has been prescribed, the full version of the National Anthem of the visiting dignitary's country is played first followed by the full version of the National Anthem of India.

761. Courtesy Calls.— Exchange of visits between Army Officers on the one hand and Naval and Air Force Officers on the other hand will be on the following basis :—

- (a) The junior will first visit the senior.
- (b) Where the officers are of equal seniority the officer last arriving at the station will pay the first visit. paid within 24 hours, either in person or by a representative, as the circumstances may require.
- (d) Calls will be exchanged only between the senior most officers in the station.

762. Courtesy Calls on Governors and Lt. Governors.—When Governors of States and Lt Governors of Union Territories are officially in residence in a station, officers stationed and visiting that station will pay courtesy call on them.

763. Courtesy Calls by COAS & GOC-in-C on the Chief Minister of The State.:- On the occasion of their first visit to a State the Chief of the Army Staff and the General Officer Commanding in Chief will call on the Chief Minister of the State. Such calls are not necessary during subsequent visits, unless in the mean time a new Chief Minister holds office.

764. Guard of Honour.:-Guards of Honour will be provided to —

- (a) civilians in accordance with Appendix 'U'; and
- (b) service officers in accordance with Appendix 'V'.

765. Guard of Honour-Reduction in required Strength Permissible Depending on Local Circumstances.— When local circumstances preclude the provision of a Guard of Honour of the required strength, the number may be reduced, but any diminution in number will not affect the honour to which the personage is entitled under para [744](#).
Guards and Sentries

766. Compliment by Guards of The President and Entitled VIPs. — Guards, including Guard's of Honour, mounted over the person of the President will pay no compliment except to the President. Guards, including Guards of Honour, mounted over the entitled VIPs including military VIPs, within their own charges, will pay no compliments to officers or persons of lesser degree. Any such guards when visited by officers on duty will turn out with ordered arms (Baju Shashtra)

767. Compliments by Guards—Between Reveille and Retreat.— (a) At all times between reveille and retreat, guards will turn out and pay the compliments specified in para [744](#) to the Chiefs of Staff, general officers in uniform and to Governors and Lt Governors within the limits of their jurisdiction. Guards and parties on the march will also pay the prescribed compliments to general officers in uniform.

(b) Regimental guards will turn out and present arms, once a day to their COs, of whatever Army rank.

768. Turn Out of Guards to Armed Parties. — Guards will turn out at all times when armed parties of any branch of the service approach their posts; to armed corps they will present arms, and before other armed parties they will stand with ordered arms (Baju

Shastra). They will not pay compliments between the sounding of "Retreat" and "Reveille" except to grand rounds. They will not turn out to unarmed parties.

769. **Compliments** — Where Not Entitled. — An officer under the rank of a general officer is not entitled to the compliment of the bugle sounding the salute, or the drum beating a ruffle, when guards "present arms" to him. An officer not in uniform is not entitled to the compliments of a guard turning out, except the President or his representatives in their official capacity entitled to a Guard of Honour. Colonels Commandant are not entitled to the compliment of the guard turning out, except in the case of those guards found by troops under their command and mounted under their immediate order or under the orders of their unit commanders.

770. **Salute to General Officer** —When a general officer in uniform, or a person entitled to a salute, passes in rear of a guard, the commander will call his guard to fall-in and stand with sloped arms (rifle regiments with ordered arms), facing the front, but no drum will beat or bugle sound. When such officers pass guards while in the act of relieving, both guards will salute as they stand, receiving the word of command from the senior commander.

771. **Honour Paid by Sentries to the President, Dignitaries and Armed Parties/Corps.**— Honours will be paid by sentries as follows: —

Post of sentry (a)	Present arms (b)	Salute (c)
(i) Rashtrapati Bhavan or furnished from President's Body Guard	The President Corps	Armed Officers of all ranks(in uniform). Unarmed parties.
(ii) Residence of the Prime Minister, Defence Minister, Governors and Lt. Governors.	The personages mentioned in column (a) Serial (ii) Armed Corps	Officers of all ranks (in uniform). Unarmed parties
(iii) Residence of a General Officer.	General Officers. parties	Armed Officers below the Rank of General Officer. Unarmed parties.
(iv) Other Posts	General and Field Officers. Armed parties	Officer below field rank. Unarmed parties

By the expression "armed party" is meant a party armed with swords, guns or rifles, or wearing side-arms, of two or more tanks or armoured cars or artillery guns.

By the expression "armed corps" is meant an armed party of a certain strength namely, a regiment of Armoured Corps, a regiment of Artillery, not less than three companies of Engineers, a regiment of Corps of Signals, a battalion of Infantry with or without colours, not less than three companies of ASC, AOC or EME,

772. **Compliments to Officers of IN, IAF, etc.**— All guards and sentries will pay the same compliments to commissioned officers of the Indian Navy (including commissioned officers from warrant rank), Indian Air Force, Territorial Army and National Cadet Corps when in uniform as are directed to be paid to officers of the Regular Army.

773. **Flags to be Flown**—(a).National/Army/Formation/Car-flag will be flown as indicated in Appendix 'W'

(b) Flag authorised to be flown on Indian Naval ships, Indian Merchant ships and boats and IWT crafts are shown in Appendix 'X'.

(c) Dimensions of flags for motor vehicles will be 15 cm in the hoist and 22.5 cm in the fly. Dimensions of other flags will be in the ratio of 2:3 to conform with the size ratio for the National Flag.

(d) The motor car flag will only be flown when the officer for whom it is authorised is present in the car.

(e) An officer officiating in a higher appointment may fly the flag of the appointment but will display the star plate of his own rank.

774. **Star Plates.** — (a) Distinguishing metal plates, denoting the rank of the occupant of the vehicle, will be carried on vehicles in addition to the flag authorised for the occupant. The plates, which will be 45.5 cm long and 11.5 cm wide, will bear bright, silver

coloured, permanently fixed, five pointed raised metal stars in accordance with the rank of the officer, viz. :—

- (i) Field Marshal 5 stars
- (ii) General 4 stars
- (iii) Lt Gen. 3 stars
- (iv) Maj Gen. 2 stars
- (v) Brigadier. 1 star
- (b) The background of the pistes will be red.

775. Gun Salutes. — These will be given —

- (a) On the assumption and relinquishment of office by the President.
- (b) To the President on his arrival in and departure from India on occasions notified as public.
- (c) On the occasion of the visits of Heads of States and Governors General of Commonwealth Countries to India, if so ordered by Government. The privilege will be confined to DELHI and other important stations where artillery units/ saluting ships are available.
- (d) To the President when visiting a naval ship, both on arrival and departure (no gun salute will ordinarily be fired on the President's visit to establishments or other military installations).
- (e) On the Independence Day and the Republic Day at DELHI.

776. Entitlement To Gun Salutes:- The entitlement of gun salute will be as follows :—

- (a) President 21 guns
 - (b) Heads of foreign States and Governors General of Commonwealth countries. 21 guns
 - (c) Ambassadors Extraordinary and Plenipotentiary and High Commissioners. 19guns
 - (d) Envoy Extraordinary and Minister Plenipotentiary. 17 guns
 - (e) Minister Resident; Diplomatic Officials Minister Plenipotentiary and above that or below the rank of Envoy Extraordinary and Charge'd Affairs 15 guns
 - (f) Charged'Affairs. 13 guns
 - (g) Consuls General (including Commissioners and Representative of the Government of India) 13 guns
 - (h) Consuls 7 guns
- *11 for Foreign Consuls General.

Note

The entitlement of gun salute at sub paras (c) to (h) reflects the entitlement of Indian Heads of Missions etc. abroad when paying a formal visit to an Indian Naval Ship in the country of their accreditation.

777. Interval between Firing of Gun Salutes.:— When gun salutes are fired, the interval between rounds will not be less than ten seconds, except for Minute guns fired at funerals of entitled VIPs. In the case of muzzle loading ordnance, no gun will be reloaded within one minute from the time of firing. If there are less than nine guns in the saluting battery, the interval between rounds will be lengthened from the normal of ten seconds sufficiently to allow of this restriction on loading being observed, The order to re-load will not be given until one minute after firing of the last round.

778. Salutes and Marks of Respect in Boats—(a) the following rules for the paying and returning of marks of respect in boats shall be observed :—

- (i) The officer in charge of the boat or the coxswain will always salute except where the design of the boat is such that the officer in charge or the coxswain is in an inconspicuous position in which case one of the members of the boat's crew will be detailed to salute.
- (ii) The senior of the officers in the boat will also salute whenever this is practicable.
- (iii) The salute will be acknowledged by the officer being saluted unless he details an officer to do so. If no officer is available, the coxswain of the boat may be detailed to answer the salute.
- (iv) Where boats carrying officers of equal rank pass each other, no exchange of salutes shall take place.
- (b) In addition to saluting, special marks of respect shall be paid to Royal and important personages and senior officers as given in the table in sub para (e).

(1)	(2)	(3)	(4)
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(1) The President, a President of Republic, Royal Personnages, Ambassadors, Governors-General and their equivalents in other countries.

(2) The Chief of the Army Staff, General Officers and their equivalents in the other services and nations when flying the appropriate Sag of their Command in their barges or boats.	Stop Toss Engine Oars	Let fly sheets
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(3) A boat containing a
Service Funeral Party
with the body

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(4) During the hoisting of colours and the lowering of colours at sunset and during the firing of gun salutes.

5) General officer when not flying a flag and officer of equivalent rank of other services and other nations, when not flying a flag.

NOTE

Reduce Speed to low

Lay on Oars

Let fly Sheets.

engaged in keeping the boat alongside and all passengers sit up right and squarely on the thwarts or benches.
(iii) Boat keepers sit at attention and the senior rating in the boat salutes

Crew called to attention

See Note above

- (i) Marks of respect are paid by all boats on occasions in sub paras (c) and (d) above. Otherwise only by boats in which officers junior to the personage or officer passing, are passengers.
 - (ii) In boats fitted with crutches, oars shall never be tossed, but the salute given by laying on oars.
- Funerals

779. **Military Funerals.**— Military funerals will be accorded on the death of serving members of the armed forces us under :—

- (a) While on duty — irrespective of the place and circumstances of death.
- (b) While not on duty—only in the event of death occurring in a station where troops are available and subject to the discretion of Army Headquarters, GOs-in-C, Naval Headquarters, Air Headquarters or AosC-in-C.

NOTE

A military funeral will, however, be accorded on the death of any of the Chiefs of the three Services in, either of the circumstances at (a) or (b) above.

780. **Military Funerals in Case of Recruits, Boys, Non-Combatants and Cadets.**— Recruits, Boys, and Non-Combatants (Enrolled) and equivalent ranks, in the Navy and in the Air Force will not be entitled to military funeral.

Government transport will, however, be provided for 100 escorts in the event of death of an officer cadet on duty in any of the training establishments of the three services.

781. **Gun Salutes.**— Gun salutes will be given only at the military funeral of a Chief of Staff, on the following scales :—

General/Admiral/Air Chief Marshal 17

Lt, Gen/Vice Admiral/Air Marshal 15

782. **Escorts,** —Escorts will be provided on the occasion of the military funerals at the scales mentioned below subject to the following conditions :—

- (a) the entitlement will be only for paid ranks;
- (b) the prescribed scales of escorts are the ceilings and not compulsory requirements;
- (c) the various scales of escorts will be inclusive of all personnel, e.g., pall-bearers, carriers, relatives and friends, bandsmen, buglers, drummers, religious teachers, firing party, escort and guards;
- (d) the escort will not in any circumstances be provided by movement of troops from outstations, but if sufficient troops of the Service concerned are not available in the station, troops belonging to another Service in the same station may be used for escort. Troops/military transport may, however, be moved from an adjoining military cantonment, e.g., Delhi Cantonment to Palam or vice versa;
- (e) subject to (d) above, only locally available Service transport is to be used to the minimum extent necessary to meet the requirements of escorts for military funerals as provided in this para; and
- (f) the next of kin/near relative of the deceased are authorised to use military transport provided for the escorts at a military funeral. No separate transport will, however, be provided to them exclusively for this purpose.

Scale of escorts		
Chief of the Staff (General and above)	800	These scales will also apply to the equivalent rank of the Navy and the Air Force
Chief of Staff (Lt General)	700	
General	600	
Lt. General	600	
Maj. General	400	
Brigadier	400	
Colonel	400	
Lt. Colonel	300	
Major	250	
Captain	150	
Lieutenant	150	
2nd Lieutenant.	150	
JCO	100	
All other grades NCO/OR.	20	

783. **Transport**— General.— In addition to the transport authorised in para [782](#) above, two military vehicles will be provided at Government cost for the funeral of Service personnel entitled to military funeral as under :-

- (a) one service and vehicle for traction of gun carriage carrying the dead body;

(b) one vehicle for miscellaneous duties, connected with the funeral such as making arrangements for cremation or burial of the dead body.

784. Military Minerals To Retired Service Personnel.—Retired Service personnel are not entitled to a military funeral. However, the Ministry of Defence may in special cases authorise military funeral to high ranking retired officers. In such cases, scales and conditions prescribed for service officers will apply.

785. 793.

786. 794.

787. 795.

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790. 798.

791. 799.

792. 800.

CHAPTER XVIII **CASH AND FUNDS**

801. Definition of Funds— (a) Public Funds.— Include all funds which are financed entirely from public money, the unexpended balances of which are refundable to Government in the event of not being devoted to the objects for which granted, and also

(i) unissued pay and allowances;

(ii) office allowance fund; and

(iii) the estates of deceased men and deserters.

(b) Regimental Funds. — Comprise all funds, other than public funds as defined above, maintained by a unit.

802. Custody of Funds.— (a) Every officer is responsible for all public and regimental funds entrusted to him and he cannot refuse to take charge of them. He will see that they are expended in strict conformity with regulations. He will keep precise records of all his monetary transactions, temporary or permanent, including any transactions that may take place between him and other officers or units, in a form complying with relevant regulations or instructions. Public funds and regimental funds will not be kept in an officer's own possession or deposited to the credit of a private account, nor will advances be paid therefrom to individual officers pending encashment of their cheques. Separate bank accounts must be maintained for public and regimental funds.

(b) Officers commanding units and formations and heads of officers will conduct surprise checks of cash balances in hand in public field imprest and regimental funds simultaneously to ensure that they are not utilised for unauthorised purpose. The result of such surprise checks will be recorded in the respective cash book.

803. Treasure Chests — Treasure chests will be maintained in every unit. OsC units will take such measures as will ensure the security of treasure chests and issue the necessary instructions regarding deposits, withdrawals, and custody Of keys. Treasure chests and their accessories are provided by Government and maintained as unit stores.

804. Cash in Treasure Chests. — OsC will ensure that the amount of cash to be held in treasure chests or in private safes in guard rooms is kept as low as possible and does not exceed what is necessary for disbursements.

Where, however, private safes are not located in guard rooms, OsC units, stations, are authorised to keep up to Rs. 200.00 therein on their own personal responsibility. This will not apply to the MES.

805. Security of Treasure Chests.— The monetary limits and security arrangements in respect of treasure chests will be as follows :—

(a) For a Treasurer Chest containing sums less than Rs. 10,000. A Single Guard.

(b) For a Treasure Chest containing sums of Rs. 10,000 and above, but less than Rs. 20,000. A double Guard

(c) For a Treasure Chest containing sums of Rs. 20,000 and above, but less than Rs. 50,000. In addition to a double Guard, a JCO to sleep in the Quarter Guard near the Treasure Chest at night

(d) For a Treasure Chest containing sums of Rs. 50,000 or more, in addition to a double Guard, an officer to sleep in the Quarter guard near the Treasure Chest at night.

Where the treasure chests are guarded by a double sentry, one of them may be the sentry of the guardroom door provided the treasure chest is close to it and in full sight of both sentries. The keys will be in the possession of the officer/JCO in charge of the cash. The expression keys means all keys including those of outer casings or grills as well as those of inner compartments if any. If, however, the outer casing or grills of the treasure chest has two locks, with separate and different keys, one key may be kept by the NCO in command of the guard, so that his presence is necessary to open the chest in addition to that of the officer/JCO in charge of the cash.

Treasure chests will be secured by an iron chain and padlock or other means to the floor or wall of the quarterguard so as not to be moveable without force and without the combined efforts of several persons.

6. The following points may be brought to the notice of concerned offrs for future guidance :-

Small units which are unable to guard their treasure chests in accordance with these instructions will arrange to keep their treasure chest under the guard of the nearest unit, or to deposit their cash in the treasure chest of that unit.

806. Escorts to Treasure.— OsC units are responsible for the provision of suitable escorts to safeguard all money or cheques drawn from or dispatched to banks or treasuries.

807. Holding of Post Office Cash Certificates in A Fiduciary Capacity.— The officers named below are authorised to hold post office cash certificates in a fiduciary capacity, in the name of the office, subject to the condition that the value of the cash certificates purchased on behalf of any one person shall not exceed Rs. 10,000.00. Military officers (excluding JCOs); Civilian gazetted officers in military employ; and CsDA.

808. Prevention of Fraud and Losses of Money.—(a) Safety precautions regarding the occurrence of losses of public and regimental funds and property, as given in the pamphlet "Notes on the Prevention of Fraud", will be strictly adhered to. Copies of the pamphlet are obtainable on application from the Director of Military Regulations and Forms, Ministry of Defence, NEW DELHI. Commanding Officers will ensure that all officers under their command are conversant with the contents of the Pamphlet and apply them in their duties.

(b) Officers operating public and regimental funds are responsible for their safe custody and the fact that a safe is not available does not absolve them from such responsibility. The Unit Treasure Chest system, if properly operated, gives adequate protection.

(c) Commanding Officers are responsible for the correctness of the accounts in their units and are also answerable for losses and discrepancies caused by their subordinates. Attention is directed to para 37 (of these Regulations), and paras 2 and 15 of "Notes on the Prevention of Fraud" as well as Financial Regulations Pt I (1963) paras 6, 15 and 37 for guidance and application. It will be ensured that responsibility for different accounts of public and regimental funds is distributed as far as possible. All accounts, if placed in the charge of one person, will facilitate fraud by giving opportunities of playing one account off against another.

(d) While it is sometimes necessary, owing to the officers composition of the unit, for such duties to be performed by young and inexperienced officers, they will only be detailed to operate the unit accounts after the Commanding Officer is satisfied that their knowledge of the running of accounts is adequate and also that they work under the supervision of the Commanding Officer or the Second in Command.

(e) Under Army Act Section 90 all officers concerned in the care and custody of public and regimental funds, are liable to incur stoppages of pay and allowances to make good any loss occasioned by their negligence. In their own interests, therefore, officers should make themselves familiar with the steps to be taken to eliminate such losses.

(f) When losses do occur local commander will ensure that :—

(i) the matter is properly and thoroughly investigated; and

(ii) a report together with the recommendations of all commanders concerned is made, whenever necessary, to higher authorities through the CDA concerned with the least possible delay.

809. Handing and Taking Over.—(a) Every officer in charge of Government money will, on handing over charge, check the cash in custody in company with the officer who relieves him. A transfer of charge will always take place when an officer ceases to hold a lien on his appointment. When proceeding on leave (including casual leave) and on temporary duty, an officer will properly hand over the cash in his charge, together with the accounts correctly written up, to the officer who is detailed to officiate during his absence. Handing/taking over of cash would be necessary in cases of absence from duty of short duration not exceeding seven days also, even if no, or only a few, transaction(s) are likely to take place during that period.

The OC unit will satisfy himself that there has been a proper handing and taking over of charge and will certify to that effect.

(b) In every case where cash is handed over the duty of verifying balances devolves upon the relieving officer, who will record having done so in the relevant account books.

(c) The relieving officer will satisfy himself that the cash corresponds with ledger/book balances, that the books are complete and correct, and then will sign the transfer certificates (IAFZ-2081). Any omissions to furnish this certificate will render the relieving officer responsible for his predecessor's liabilities.

(d) All discrepancies in cash, cheques and account books will be mentioned on the transfer certificate.

(e) If an officer in charge of Government money dies or is admitted to hospital before being duly relieved, the senior officer present will provide for the security of such Government money and will at once see that cash is taken over. When an officer taking over a command does not arrive before the departure of the outgoing officer, the senior officer of the unit will take over and be responsible for all cash till handed over by him to the officer assuming command.

Public Funds

810. Custody of Public Funds.—Public funds may be deposited with a branch of the Reserve Bank of India or the State Bank of India conducting Government treasury business. Where a Branch of the State Bank of India is not established, public funds may be deposited with the Subsidiary Banks functioning as agents of the State Bank of India. Public funds of the Army units/formations may be deposited in any subsidiary bank of State Bank of India or in a nationalised Bank, which has capacity to meet cash requirements at short notice, provided that it would not charge banking charges for Government cheques and would also furnish bank statements as and when required and also as required by Audit Officer as is the practice followed by State Bank of India. Where banking facilities do not exist, the officer concerned with the administration of public funds may open personal deposit accounts for such funds at any civil treasury in his official capacity. Public money will not be drawn from a treasury or bank before it is actually required for disbursement.

811. Check on Money Orders.—An officer in charge of funds who remits or receives money by money order will record instructions at the local post office to the effect that the payment of all money orders returned or otherwise, will be made only to himself on his signature, which should be communicated separately on each change of incumbent to the post office for record.

Acknowledgement of money orders from payees and money orders returned as undelivered will be checked at least once every week with the receipt originally granted by the post office, and all disbursements accounted for.

812. Responsibility for Account Books.—An officer in charge of public funds is responsible for the safe custody of all cash accounts and for deposit payment cheque books connected therewith.

813. Security of Emergency Cash Requisition.—A register of books of Emergency Cash Requisition form (IAFA-205) will be maintained by every officer empowered to authorise advances on ECR. In the register will be recorded the date and source of receipt of each book, the date on which each book is brought into use and a complete record of all transfers, supported by the receiving officer's acknowledgement. Immediately on receipt of the books from the Controller of Printing and Stationery, the officer receiving them will count the forms and certify the correctness of their contents on the cover of each book. All books will be kept under lock and key. The forms will invariably be used in the order in which they are machine numbered. Each form when issued will be stamped with the office seal of the office of issue. On completion of a book the officer responsible will endorse on the cover a certificate to the effect that the number of the counterfoils is correct. Indents for books will be restricted to annual requirements.

When a change in charge takes place, the relieving officer will satisfy himself that the balance of the books in hand and the number of unused forms is correct.

814. Preparation of Emergency Cash Requisition.—Each correction in an emergency cash requisition form will be attested and dated by the officer signing the form. No document containing an erasure can be accepted by a treasury for payment.

815. Disbursement of Pay and Cash—(a) Every officer charged with the disbursement of pay/advances of pay is responsible that those serving under him receive the amounts due to them. All fines and deductions will be notified in orders and explained to the individual concerned. Every man will examine his account and sign or affix his thumb impression to the acquittance roll or pay bill. All cash payments will be made by an officer or where a JCO is an imprest holder by him. If the squadron or company commander does not disburse the pay/advances of pay himself, he will, after disbursement, personally ascertain from all ranks and non-combatants that they have received their dues in full.

(b) Except where a JCO is an Imprest holder, JCOs will not be made responsible for making cash payments or signing connecting documents therewith.

A subordinate of the MES may, however, be authorised to make payments within the limitations imposed by Regulations for the MES.

816. Accounts and Cheques. —All entries in cash books and account books of all funds will be made in ink. The officer in charge of the fund may delegate the duty of writing up the cash book, to a subordinate commissioned officer or Junior Commissioned Officer, but he must exercise direct supervision over all money transactions and personally check all entries in the account book. He is not in any way relieved of financial responsibility by this delegation of duty. In AOC/EME establishments and ordnance and clothing factories, a Comdt/ COO/OO/Chief Supdt. /Supdt. i/c may delegate the writing up of the cash book to a responsible subordinate, all entries being initialled by an officer. Similarly in the case of the MES, the duty of writing the cash book may devolve on subordinates as prescribed by the Regulations for the MES. Such delegation of duties, however, in no way relieves the officer primarily in charge of the fund of financial responsibility. Treasure chest deposit and payment cheques may be prepared by a clerk for the signature of the officers concerned who will be responsible for their correctness. Alterations in cheques must be attested by a signature in full. The responsibility for the writing up of the fund books at HQ commands, divisions, areas, brigades/sub-areas and station staff offices, is vested, at all time, in the officer in charge of the various funds. These duties may, however, be delegated to selected senior clerks preferably those in charge of sections. The officers in charge of the funds are not relieved in any way of financial responsibility by such delegation of duty, and all entries in fund books will be initialled by them. Cheque books will be kept in the safe by the head of the branch, in command and division/area offices; by the brigade major or staff captain in brigade or sub-area offices and by the SSO in station staff offices.

817. Accounts of Sub-Units. —(a) OsC units are responsible that the accounts of their squadrons, companies or equivalent units are kept in conformity with the regulations, and the rules relating to the distribution of pay or advances of pay are strictly observed. They will require every officer serving under them who may be in charge of public funds, to render a certificate monthly as in sub para (b) below. Immediate action should be taken for the settlement of discrepancies between book and cash balances. In cases where public funds are directly under the control of the unit commander he will carry out this duty personally and will record the fact in the relevant account books. Sub-unit commanders may at any time be called upon to produce the balance of public money in their charge.

(b) The monthly certificate rendered in the cash book will indicate the actual cash balance in figures as well as in words and will be signed by the officer concerned. The certificate will be as follows: —

"Certified that the cash in hand has been compared with that shown in the cash book and the balance held

Rs. (Rupees)

has been found to be correct".

(c) In units where the accounts are maintained in accordance with the pamphlet "Regimental Accounts, Indian Units", officers in charge of public funds will neither be called upon to render these certificates nor to produce the balance of public money in their charge. In lieu they will certify on the monthly statement of public funds (IAFA-120) that the balances of the funds maintained by them as shown in that form are correct and agree with the balances in their accounts.

818. Charge of Public Money—(a) JCOs, WOs and OR will not, except when provided by regulations, be placed in charge of public money or charged with the custody of forms of authority for the use of money, for example drafts, cheques, money orders.

(b) Civilians employed as cashiers/assistant cashiers in defence installations may be entrusted with the handling of cash only to the extent of their security deposit.

819. Advances of Emergency Cash Requisitions (Defence Services):— Emergency cash requisitions (defence services) authorising advance from civil treasuries or from the Reserve Bank of India at Calcutta, Madras, Bombay and Delhi and the State Bank of India at places where the cash business of Government is conducted by the latter must be written on the prescribed form which is issued in bound books. When a book is brought into use, the book number and the serial number of the first and last forms will be communicated to the treasury officer or the bank. Specimen signatures of the officer or the officers authorised to sign emergency cash requisitions (defence services) for advances will be recorded with the treasury officer or the bank. An officer who signs a requisition authorising an advance will satisfy himself of its propriety and admissibility and of the identity of the applicant. The requisition will specify the name and office of the recipient and the accounts officers by whom the advance will be adjusted. He will be responsible for any unauthorised or irregular advance he orders. The individual receiving the advance will present the requisition and a receipt in duplicate, marked emergent, at the civil treasury or the Reserve Bank of India at Calcutta, Madras, Bombay and Delhi and the State Bank of India at places where the cash business of Government is conducted, by the latter. The civil rules direct that when an advance is made on the authority of an emergency cash requisition order, the treasury officer or the bank should on the same day send a letter of advice to the officer who authorised the advance. It is essential that an enquiry should be instituted if the letter of advice is not received.

Regimental Funds

820. Classification and Administration:— Regimental funds comprise:—

(a) all funds, other than public funds as defined in para [801](#) above, maintained by a unit, which are financed either wholly or partly from public money; and

(b) private funds which include all funds not financed in any way from public money.

The OC whose position in relation to regimental funds is that of trustee for the personnel of his unit, is responsible that these funds are properly applied, with special reference to the object of each, for the benefit of the personnel or unit as a whole, or in certain cases, for the benefit of subscribers to the funds, when he will be personally responsible for any portion of the funds which may be misapplied or lost owing to neglect on his part.

The OC may delegate details of his administration to officers, JCOs, WOs or selected other ranks serving under his command, but this delegation does not relieve him of his responsibility that the money entrusted to them is properly administered and used. If a loss occurs, all ranks concerned will be called upon to show that it was not due to any failure on their part.

Banking of Regimental Funds

821. General:— (a) Regimental Funds of units and formations HQ may be invested in recognised securities or deposited with the branches of the State Bank of India or its subsidiary banks or any of the nationalised banks.

(b) The Regimental Funds may also be deposited at the discretion of the Brigade/sub Area Commander, or Head of Branch in the case of funds held at Army HQ, with any scheduled bank the deposits of which, as shown in the last annual balance sheet, are Rs. 10 crores or more.

(c) In places where neither a branch of the State Bank of India nor its subsidiary bank, nor any scheduled bank having a deposit of Rs. 10 crores or more, nor a nationalised bank is in existence, the Regimental Funds may be deposited with any other bank of good standing at the discretion of the Sub Area/Brigade Commander who will also be competent to decide whether the conditions and rules laid down in paras [822](#) and [823](#) should be applied. While resorting to this alternative, Commanders will also consider the practicability of using the services of banks covered by (a) and (b) above located in adjacent towns at a convenient distance.

(d) Regimental Funds may also be invested in the "Unit Scheme" of the Unit Trust of India.

(e) When the transfer of the entire account from one bank to another bank is involved, the existing banker as well as the Brigade /Sub Area Commander, or Head of the Branch in the case of funds held at Army, will be consulted.

822. Restrictions in Banking of Regimental Funds:— Only banks which have entered an agreement on IAFA 301 and lodged a security deposit with a CDA will be employed for the banking of regimental funds. The security to be furnished by the banks concerned will consist of Government of India rupee paper, cash stock certificate, port trust or municipal bonds and debentures. Securities will be lodged with the CDA in whose accounts area the head office of the bank concerned is situated.

823. Sanctioning Authority For Banking Purposes:— Before making a deposit for the first time with any bank, the OC will obtain the sanction of the CDA in whose accounts area the HQ of the selected bank is situated. Subsequent deposits with the same bank may be made without further reference to the CDA, provided they do not increase the amount of the original deposit, in respect of which sanction has been given, by five thousand rupees or over. In his application to the CDA the OC will clearly state: —

(a) the name or designation of the bank with which he proposes to deposit his funds, the location of the branch with which he proposes to deal and the location of the head office of the bank in India;

(b) that the bank is willing to receive his deposit and will lodge the required security with Government;

(c) the several funds to be deposited; and

(d) the aggregate amount of the deposit.

The CDA will not accord sanction until the required security has been deposited by the bank concerned.

824. Verification of Accounts. —In January and July of every year the OC will obtain from each bank holding funds belonging to his unit a statement of the total balance to his credit as it stood on the last day of the previous month which must include all money held by the bank whether on current account or on fixed deposit. The OC will certify that it agrees with his regimental accounts and will forward it without delay direct to the CDA from whom he received sanction to make the deposit.

825. Responsibility of OC:— It must be clearly understood that all deposits of regimental fund's remain the personal responsibility of the OC. This procedure has been laid down to make it possible for units to bank their regimental funds with the minimum of risk. The OC is in no way relieved of the responsibility which rests upon him in taking every precaution for the safety of the regimental funds entrusted to his care. Government will not recoup loss arising from the failure of the bank or from other cause, should the security deposit prove insufficient. Depositing officers will be solely responsible for any loss which may result from delay in the submission of their half yearly reports.

826. The Power of Attorney. —An OC unit is not permitted to give banks thus employed by him any general power of attorney or other authority which would enable the bank forthwith to sell securities which are deposited with them and which are the property of a regimental fund, but this will not preclude the bank from carrying out the sale of such securities in the ordinary course of business if expressly instructed to do so in each case by the OC unit.

827. Interior Management of The Funds—Responsibility of- The CDA is not concerned in detailed work connected with regimental funds such as settling rates of interest to be allowed on deposit, or seeing that the interest agreed upon is duly credited, arranging for the transfer of money from current accounts to fixed deposit, checking the amounts paid into or withdrawn from accounts, or dealing with points in dispute between depositors and banks. Such matters appertain solely to the interior management of the funds and remain to be settled in direct communication between the OC unit and the bank concerned.

828. Accounts With Post Office Savings Bank.- OsC units may open a single account with the post office savings bank on behalf of their men under the conditions contained in the Indian Postal Guide.

829. Investment of Regimental Funds.— Regimental funds, including those of TA units and Army institutes may only be invested in Government securities, shares of the Reserve Bank of India or the State Bank of India, in post office cash certificates or in Government of India National Saving Certificates or deposited in the post office savings bank. Shares of the State Bank of India purchased from regimental funds of units will be registered in two names, namely, the personal name of the OC and the next senior officer of the unit. The share certificates will be deposited in an authorized bank to be held to the

credit of the regimental fund account with that bank. Both the officers will jointly sign an order on the bank directing that all dividends should be paid into the regimental fund account. In order to provide against any difficulty and inconvenience which might arise on the transfer of the officers concerned, blank transfer deeds should be signed by both officers and duly witnessed. These will be deposited in the bank with the original share certificates.

Regimental Funds of units/formations upto the extent of 50% may also be deposited with all Public Sector Undertakings in which the funds of Army Group Insurance are invested from time to time.

830. Loans. —OsC units may, in exceptional circumstances and at their discretion, grant advances from regimental funds to JCOs, WOs, OR and NCs (E). In such cases OsC units will protect themselves by drawing up agreements regarding the amount of the loan, date and month of repayment and interest, if any, to be recovered, and also the name(s) of the individual, or individuals, belonging to the same unit who are standing security for the loan. These agreements will be signed by the individual obtaining the loan and by those standing security.

831. Extra Remuneration. —The grant of extra remuneration to serving soldiers and non-combatants from regimental funds is permissible, only when the individual concerned performs work which is for the benefit of the unit and which is entirely outside and in addition to, his ordinary military duties.

832. Losses.— Losses incurred in mess, regimental or battalion funds owing to unsound finances, embezzlement or similar causes will not in any circumstances be borne by the Government.

833. Examination of Regimental Accounts.— The regimental fund accounts of every unit will be examined at least once a month by the OC who will record the result of his examination in the account book concerned.

834. Audit of Regimental Funds. —The audit of regimental funds will be carried out by Station Audit Board and not by Defence Accounts Department. Div/area or brigade/sub-area commanders may, however, call upon the CDA concerned to inspect and report upon the regimental fund accounts of any particular unit. The responsibility of the CDA ceases with the submission of his report to the div/area or brigade/sub-area commander who will take any further action necessary.

835. Quarterly Audit Boards.— At the end of each quarter, audit boards will be convened to check all public accounts (including imprests) and cash balances and to audit the accounts of regimental funds of all units/formations, as indicated below: —

(a) For units which are commanded by officers of the rank of Lt Col or above, the OC unit will convene an audit board consisting of three senior officers present with the unit or such less number as the Area Commander may direct. The audit boards so convened should be presided over by officers not junior in rank to the officers holding the imprests.

(b) For other units, the OC station will convene the audit board consisting of three senior officers of different units or such less number as the Area Commander may direct. Ordnance officers (civilians), civilian technical officers (civilian workshop superintendents and civilian workshop officers class I and class II) are also eligible for membership of the board.

NOTE

Civilian Staff Officers of Armed Forces Head-Quarters will be eligible for membership of the Board. In the case of units located in stations where an OC station is not authorised (para 23 of Regulations for the Army refers), the quarterly board will be convened by the formation commander within whose administrative control the unit falls.

(c) For units mentioned at (b) above in operational formations, quarterly audit boards will be convened by Brigade Commanders.

2. The audit boards will be assisted by one or two JCQs from the unit whose regimental fund accounts are being audited.

836. Duties of The Quarterly Audit Board. —In carrying out the duties of the quarterly audit board, the board will satisfy themselves that :—

- (a) the accounts are arithmetically correct and have been kept in accordance with the rules;
- (b) all receipts and disbursements are supported by vouchers and the disbursements, having due regard to the objects of each fund, are generally speaking legitimate and reasonable. Any disbursement which is excessive or extravagant will be brought to notice;
- (c) all authorised or fixed contributions to the various funds have been duly credited in whole to those funds;
- (d) liabilities are not omitted from the balance sheets;
- (e) assets are not over-estimated, and funds are invested in strict accordance with rules;
- (f) cash credits are actually available;
- (g) the rules regarding the banking of regimental funds have been complied with, and
- (h) the balances of all regimental funds are correct.

The president of the board will sign and date each account examined, whether public or regimental.

837. Proceedings of The Quarterly Audit Board.— The proceedings of the board will be prepared in duplicate, and the board will certify therein that all rules and instructions bearing upon their duties have been carried out. Any action necessary with reference to the findings of the board will be taken under orders of the OC station. The original copy of the proceedings with an indication of the action taken or proposed, will be forwarded to the div/area or brigade comdr/sub-area comd`r/comdr corps arty/comdr army group arty. The duplicate copy will be filed for production at the annual inspection of the unit. The officer carrying out the annual inspection of a unit will record in his inspection report whether the quarterly audit boards have performed their duties to his satisfaction.

838. Disposal of Regimental Funds on a Unit's Disbarment or Otherwise, — Regimental funds financed wholly from public money or partly from public and partly from private money will be refunded to Government in full. Absolutely private funds maintained entirely by voluntary subscriptions from officers, JCOs or men which have received no assistance in any way from Government should not be included. A separate statement of accounts of such funds, together with the recommendation of the officer commanding as to the disposal of any credit balance remaining after the accounts have been balanced, will also be submitted to Army HQ. Before submitting proposals to Army HQ for the final disposal of private funds, OsC will ensure that all liabilities against the particular funds have been fully met and will submit a 'No demand' certificate to Army HQ when forwarding proposals for disposal of balances. In the case of large and complicated funds, a notice should be inserted in the press that all claims against the unit's private fund should be preferred before a given date, after which no further claims will be considered. The cost of such notices will be met from the funds concerned. In the case of one fund showing a credit balance and another a debtor balance in the same unit, only the net credit would be taken for disposal. The above procedure will apply equally in the case of units which are not being disbanded but are desirous of disposing of any particular regimental fund. No regimental fund of effective reorganised or disbanding unit will be disposed of without prior reference to Army HQ.

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CHAPTER XIX STORES AND SUPPLIES

General

861. Responsibility for Administration.—All individuals are responsible that the expenditure of Government stores and supplies in their charge is contacted honestly and economically in accordance with regulations and accounted for properly. In the event of failure in this respect the responsibility lies with the individual incurring the expenditure, unless his decision was over-ruled by a superior authority who then becomes responsible.

862. Duties of Superior Commanders and Officers of. Service — Superior commanders are responsible for the efficient and economic working of units and of those aspects of the administrative services as are placed under their control. Representatives of administrative services will bring to the notice of superior commanders any misuse and waste which may come to their notice or of wasteful method's in the system of their services,

863. Scales of Issue. — Where scales of issue of expendible stores are laid down, indenting authorities will not demand the full scale when the actual needs of the demand can be met by a reduced issue. If special conditions necessitate extra issues they will be made on the authority of the commander concerned in accordance with the rules laid down for the issue of extras. ASC stores, however, will be held -at the authorised proportions as laid down in para [891](#). When new scales of issue are considered necessary recommendations for such new scales will be drawn, up by a committee composed of the representative of the supplying service, the users, the medical service if questions of health are concerned, and the staff. The recommendations of the committee will be forwarded through the authorised channels to Army HQ. Pending the decision of Army HQ, applications may be submitted for the issue of non-expendible stores on loan. Such stores will be adjusted against the unit's revised entitlement, if the revised scales are approved; if not approved the stores will be returned immediately to the issuing depot.

864. Responsibility of Indenting and Supplying Officers. — The indenting officer is responsible that demands are framed in accordance with regulations and in the case of expendible stores will demand such quantity as is necessary, having due regard to any unused balance in hand. Indents will be complied with on his own personal responsibility. He is responsible for furnishing the supplying officer with current data and will be liable for the value of over-issues, credit for which will be enforced at once by the CDA unless the bde/sub-area commander specially authorises the return of such over-issues to the supplying department. He is responsible for the correctness of the quantity of stores indented for on "as required" basis, and the supplying officer will not share in that responsibility unless he fails to check a requisition for a quantity of such stores, which is obviously improper. The supplying officer is responsible that the class of stores demanded is admissible under rules and that the amount is correctly calculated with reference to the data furnished on the indent. Except as provided for in regulations, authorized stores must be obtained from the department responsible for their supply and will not be purchased locally without the prior sanction of the supplying department.

865. Stock-Taking. —Officers in charge of stores of every description are responsible for periodical stock-taking. A permanent record will be kept in the office of each unit showing the date on which stock-taking was carried out, the scope of the stock-taking, the condition of the store, and the steps taken to repair or dispose of repairable or unserviceable stores. Surplus stores will be brought on charge and discrepancies adjusted.

868. Handing and Taking Over. —(a) Every officer in charge of Government stores will, on handing over charge, check the stores in custody in company with the officer who relieves him. A transfer of charge will always take place when an officer ceases to hold a lien on his appointment. When proceeding on leave, including casual leave, or temporary duty, an officer will properly hand over Government stores in his charge, together with the ledgers correctly written up, to the officer who is detailed to officiate during his absence. The OC unit will satisfy himself that there has been a proper handing and taking over of charge and will certify to that effect. In cases of absence from duty of short duration not exceeding seven days and where no or only a few transaction(s) are likely to take place during that period, handing/taking over of stores and supplies need not be enforced provided the following procedure is carried out: —

- (i) The handing over officer will render a certificate to his relief to the effect that ledger balances for stores and supplies are correct.
- (ii) The relief may carry out a test check if he considers it necessary.
- (iii) The relief on handing back of the charge to the permanent incumbent will render a certificate to the effect that the transactions made during the period he held charge have been properly accounted for.
- (iv) The permanent incumbent may carry out a test check and satisfy himself that the transactions made during his absence are correctly recorded.
- (b) The relieving officer will satisfy himself that the store correspond with ledger balances, that the books are complete and correct, and then will sign the transfer certificate (IAFZ-2081). Any omission to furnish this certificate will render the relieving officer responsible for his predecessor's liabilities. In case of AOC/TD/medical stores establishments and ordnance and clothing factories a small percentage of items of stock, as fixed by the comdt/COO/OO and chief supdt/supdt/O i/c will be checked, of which the comdt/COO/OO and chief supdt/supdt/O i/c will select half the items and the relieving individual the remaining half. In selecting items attention will be paid to those items, the safe custody of which is of particular importance. In the event of any one item being found incorrect and if the surplus or deficiency cannot be satisfactorily account for, the stock of a further number of items, similarly selected, will be taken. If any further inaccuracy of stock appears, the matter will be brought to the notice of the Maj Gen AOC at HQ command/DTC/DGOF/DG AFMS for his orders. The relieving officer will satisfy himself that the stores have been regularly verified and that departmental instructions for their care and maintenance have been carried out,
- (c) Lists of all damaged property and discrepancies will be made on IAFZ-2098 and attached to the transfer certificates. Whenever stores are transferred from one charge to another, a temporary receipt will be taken in anticipation, if necessary, of the issue of formal receipt vouchers.
- (d) If an officer in charge of Government property dies or is admitted to hospital before being duly relieved, the senior officer present will provide for the security of such Government property and will at once see that stores are taken over. When an officer taking over command does not arrive before the departure of the outgoing officer, a regimental board will be assembled and the senior officer of the unit will take over and be responsible for all stores till handed over by him to the officer assuming command. Where this procedure is impracticable the OC station (in the case of departments, the senior departmental officer present in the station; will take over the stores and complete the transfer, and the successor will be held to accept the stores as assessed when the OC station took them over.
- (e) Any officer or other person in charge of public stores of any kind is strictly forbidden to lend any article under his charge for any purpose without due authority.

867. Procedure in case of Discrepancies.—If any difference of opinion arises between the officers giving over and receiving charge regarding the condition, description and quantities of the stores on charge, a station board, whose opinion will be binding on both officers, will be convened by the OC station to report on the matter. The board will state the cause to which in its opinion, the discrepancies are due and will forward the proceedings to the convening officer for disposal.

868. Responsibility for Expenditure. —Expenditure other than that covered by rule will not be incurred without the prior sanction of the CFA except that in urgent cases, where time does not permit of a prior reference to the CFA, the senior military officer may accord permission and report his action to the CFA as soon as possible. Officers authorizing expenditure not covered by rule do so on their own responsibility and will convey their sanction in writing.

869. Responsibility for Scales of Stores and Equipment for Peace and War Maintenance Reserves.—The Central Government is the sanctioning authority in general for scales of stores and equipment for peace and war requirements and reserves. Within the limits laid down by Government, heads of branches/Services/DGOF/DGAFMS are empowered to decide the distribution of the scales of reserves amongst command and regions.

Indents

870. Preparation of Indents.—(a) Indenting officers are responsible that requirements are foreseen as far as possible, that indents are framed with economy in accordance with the instructions given in Equipment Regulations and Instructions to Medical Equipment Scales and with regard to the requirements of the service, and are submitted on the due date.

(b) A priority indent is to be submitted only when stores are urgently required and, in the case of authorised stores, will be submitted to HQ area/sub area/brigade or a higher authority with an explanation for its necessity. Ordnance depots will not make priority issues to units which present indents requesting immediate issue unless specially ordered to do so by HQ sub area/brigade or a higher authority. The unauthorised stores, if required, will be demanded in accordance with the instructions contained in Equipment Regulations Part I/ Regulations for the Medical Services of the Army. Indents will be submitted on the proper form in accordance with the prescribed nomenclature and will contain all action necessary to facilitate compliance. Indents will be signed by the indenting officer except as laid down in Equipment Regulations Part I. Indents on medical store depots by medical unit will be routed as laid down in Instructions to Medical Equipment Scales. Indents on medical store depots for veterinary stores required by veterinary hospitals will be countersigned by the DADRVS of the div/area or the ADRVS of the command concerned.

871. Delay in Compliance. —Indents will be complied with without delay but, if delay is probable the supplying officer will inform the indenting officer accordingly and will explain the reason. If the indenting officer considers that the delay will affect the efficiency of his unit, he will bring it to the notice of higher authority. Delays which appear unreasonable will be brought to notice at once. Hasteners for stores will not be sent to ordnance/medical stores depots except in the following cases: —

(a) where non-availability of the stores is adversely affecting the operational, administrative and training efficiency of the unit;

(b) when stores are required by EME workshops for repair purposes, or

(c) when a copy of the delay memo/issue voucher has not been received by the unit within a reasonable period from the date of submission of the indent.

A system is in force in ordnance/medical store depots to watch outstanding dues to units and to ensure immediate issue on receipt of stores. Indents will not be returned for errors in nomenclature unless there is doubt as to the stores required.

872. Telegraphic Demands. —Telegraphic demands may be made in cases of exceptional urgency, but they will be followed by a copy of the telegram, in confirmation (so endorsed), through the authorised channels except in respect of demands on the medical store depots where the procedure laid down in Regulations for the Medical Services of the Army will apply.

873. Payment Indents. —Payment indents will be submitted in accordance with instructions laid down in: —

(a) Paras [36](#) to [39](#) of the Regulations for ASC Stores,

(b) Equipment Regulations Part I, for Ordnance Stores,

(c) Clothing Regulations, for clothing stores,

(d) Regulations for the Medical Services of the Army, for medical stores.

874. Stores Supplied Locally. —When stores are supplied locally, indenting officers will satisfy themselves at the time of the delivery that both quantity and quality are correct. Any difference of opinion will be referred to the OC station whose decision will be final.

875. Stores Supplied by Private Firm and Contractors. —When stores are received from private firms, contractors or their agents they will be compared with the sealed pattern, drawing, specifications or other particulars governing the purchase but need not be condemned for slight or unimportant deviations. If not up to the standard and the supplier refuses to replace them, the matter will be referred to a station board composed of officers of experience, unless otherwise provided for by deed of contract. The decision of the board, when confirmed by the OC station or any higher authority, will be final.

NOTE

In the case of purchase of medical stores and equipment by Armed Forces Medical Store Depots, stores will, in the first instance, be inspected by the Medical Store Inspection Depot and if not found up to the standard, returned to the supplier unless a deviation is granted by the indenting officer.

876. Method of Obtaining Stores.—Requirements will invariably be Obtained from the supplying agencies of the Army except as follows: —

(a) On emergent occasions.

- (b) When the officer in charge the supplying agencies of the Army certifies that it is cheaper to purchase them locally.
- (c) When the specification of the supplying agencies of the Army does not meet the requirements of the consuming unit.
- (d) When indenting officers of the Remounts and Veterinary Corps and Military Farms find it inexpedient to obtain stores from the supplying agencies of the Army, such officers may purchase stores locally subject to the limit of their financial powers. In the case of such purchases made under (a) and (b) above the details of such purchases will be intimated to the supplying agencies of the Army as soon as possible. As regards purchases under (c) above the officers in charge supplying agencies of the Army should satisfy themselves, before issuing orders for the purchase, that the stores are of suitable pattern. Materials for repair of regimental equipment will be supplied by AOC but in the case of instructional equipment they may be purchased locally by engineer units, provided the expenditure involved is covered by budget provision, when the exigencies of the service do not permit these units to obtain them from AOC.

Stores

877. Issue of Stores for Conservancy Purposes. — All articles issued from the ASC, ordnance establishments and Armed Forces Medical Store Depots, or from units, own stock for conservancy purposes outside barrack rooms, cookhouses, etc., will be treated as free issue. The requirements of conservancy stores for each station will be fixed by a station board every year after taking into consideration the need for economy and also the average supply of these stores during the last three years. The quantities thus fixed will be notified in station orders as well as to the issuing authorities and the Regional Controllers of Defence Accounts concerned. The conservancy stores when not available from ASC, ordnance establishments, AFMSDs or from units' own stock will be from the department of Supply in accordance with the procedure laid down in para [876](#).

878. Surplus or Obsolete Stores.—OsC units will guard against the accumulations of obsolete stores or stores surplus to the authorised proportions.

879. Disposal of Repairable and Unserviceable stores.— (a) General stores and clothing:

(i) When stores of the above type on unit charge are repairable they will be repaired by unit tradesmen if within their capacity.

(ii) Repairable and unserviceable general stores and clothing beyond unit's repair capacity will be reported to the ordnance representatives at HQ formations/brigade/sub-areas who will arrange for the stores to be conditioned and disposed of as under:

repairable to the appropriate RSSD of an ordnance depot.

unserviceable to the nearest salvage depot/RSSD/ordnance depot depending on the category of the store.

(b) Technical stores:

(i) When technical stores on unit charge are repairable they will be repaired by unit artificers upto the extent authorised in permissive repair schedules and relevant departmental instructions.

(ii) Technical stores requiring repairs beyond the capacity of unit tradesmen will be reported to the 2nd echelon workshop, on which the unit is dependent, who will inspect the stores and carry out repairs if within their capacity or otherwise give disposal instructions to the unit according to the regulations in force for the stores involved.

Technical stores sentenced beyond local repair on inspection by EME will be disposed of in accordance with the regulations in force.

NOTE

If the defects for which stores have been rendered repairable or unserviceable are due to causes other than fair wear and tear, the action prescribed in Financial Regulations and Equipment Regulations Part I, (Paras [52](#) and [179](#)) for dealing with loss or damage will be followed.

880. Disposal of Departmental stores.— Unless orders to the contrary are received, stores left behind by a unit moving will be disposed of as follows:-

(a) Ordnance and ASC stores— The OC will hand over to his successor all items of ordnance and ASC stores other than those authorised in PET/WET according to a list prepared by him. If the OC does not hand over personally to his successor, a copy of the list of stores will be given to the officer temporarily assuming charge, who will hand over the stores to the relieving officer in exchange for a transfer certificate. If the unit is not relieved, the stores will either be returned to the depots concerned or issued to other units

in the station, where authorized. In all cases regular issue vouchers will be prepared, copies of which will be sent to the CDA concerned.

(b) **MES Stores**—These will be handed over to the Garrison Engineer.

(c) **School Stores**—Where the unit commander does not hand over directly to his successor, a list will be prepared in manuscript and action taken as in sub-para (a) above.

(d) **Disposal of mixed metals containing platinum**—Mixed metals containing platinum available for disposal with the units and ordnance establishments of the defence services will be disposed of as follows:-

(i) articles such as vessels and wire will be broken up and foreign metal will, as far as possible be removed; and

(ii) accumulations will be dispatched by registered and insured post, on regular vouchers, to the Commandant, Central Ordnance Depot, Agra direct as and when they become available in units and ordnance establishments.

881. Disinfection of Stores.—Blankets, barrack and hospital which are in use, will be disinfected as per current orders.

Before return to the ordnance establishment on which dependent for supply, all textile articles of used clothing and of equipment of men and animals as also other articles specially mentioned in subsidiary regulations will, so far as local facilities and time permit be disinfected and a certificate indicating whether the articles have been disinfected or not, invariably enclosed on the accompanying vouchers. For the scale of fuel allowed for these purposes, see Scales of Rations and Supplies issued by the ASC.

882. Packing Material.- The procedure for accounting and dealing with ASC packing material on charge of units is contained in ASC Regulations. Orders for the disposal of ordnance packing material are contained in Equipment Regulations Part I. Orders for disposal of medical stores packing material are contained in Regulations for the Medical Services of the Army.

Rations and Supplies

883. Traffic In.—The sale of, or traffic in, any portion of the rations supplied by the Government for issue either free or on payment to troops and non combatants, or for animals, is strictly prohibited.

884. Issue of ASC Supplies—When ASC supplies are issued to units from supply depots and when supplies are taken over by units direct from the contractors at the ration stand, representatives of the units (a commissioned officer, except when the OC station decides it to be impracticable) will attend at the time such supplies are drawn. Free transport for the conveyance of unit supplies from the place of issue to the place of consumption is permissible.

885. Admissibility of Rations.—Free rations are admissible to personnel and animals as follows :-

(a) **Officers**

(i) All officers : when actually serving in Operational Areas where issue of free rations is specifically authorised under Government orders.

(ii) All officers : while under suspension or arrest in areas where they are entitled to free rations.

(iii) All officers upto the rank of Brigadier: when not serving in Operational Areas.

(b) **Regular reserve of officers** : as admissible to serving regular officers.

(c) All officers of the Territorial Army upto the rank of Colonel will be entitled to free rations when embodied for training or service. Territorial Army Officers of the rank of Brigadier will be entitled to free rations when called for training or service.

(d) **Combatant personnel (JCO/WOs/OR (including Recruits/Boys))**

(i) Personnel of Regular Army (including Border Scouts) on military rates of pay and allowances: while on duty or in military custody.

(ii) Personnel of Territorial Army : during annual and recruit training for provincial units and annual and recruit training camps for urban units and also for both provincial and urban units during courses of instructions when called out in aid of civil power or when otherwise embodied; and when taken into and kept in military custody.

(e) **Reservists** : when called for training or when recalled to service or when kept in military custody.

(f) **Non-Combatants (Enrolled)**—

Personnel of Regular Army (including Border Scouts) on military rates of pay and allowances: while on duty or in military custody.

(g) **Unit religious teachers** : while on duty.

- (h) Civilians subject to Army Act; when sentenced to a term of rigorous imprisonment and undergoing the same in military custody, for the duration of that period.
- (j) Animals : all Government animals excluding boarders.

886. Scale of Rations.—The scales of rations Authorised are laid down in "Scales of Rations and Supplies issued by the ASC" or are published in Government orders from time to time.

887. Drawing of Rations.—(a) Underdrawals of rations (including fresh items) in a month will lapse to the Government and will not be made good, overdraws in the subsequent month.

(b) Overdrawals of rations during a month will be adjusted in the following manner :—

(i) Those detected by the unit will be adjusted either by underdrawals within the month itself, whenever possible, or in the subsequent month by an equal quantity or by payment into the treasury for the quantity/quantities overdrawn at the payment issue rate current in the month of overdrawal. The treasury receipt will be forwarded to the Controller of Defence Accounts of the command concerned.

(ii) Those detected during the audit of ration return (IAFS-1519) will similarly be adjusted by underdrawals in the ration return under preparation during the month of audit or subsequently or payment into the treasury as in (I) above.

(c) Substitutes in accordance with "Scales, of Rations and Supplies Issued by the ASC or Government orders issued from time to time, will be issued in place of any particular article or articles of rations short delivered by the contractors which cannot be purchased in the market.

888. Extra Rations.— (a) On the recommendations of the local medical authorities, the issue of extra rations at the prescribed scales to troops and any other entitled to free rations at the scale for troops, may be sanctioned when climatic conditions are specially severe and unusually bard work is being performed, and commanders are satisfied that the normal daily ration is inadequate to maintain its recipient in health.

(b) Such extra rations may be sanctioned by commanders at various levels as follows for troops who are employed on duties involving strenuous exertion e.g. work involved in physical training schools, recruiting centers and other allied, institutions : —

(I) Sub-area/in depend bade commands.up to

30 days

(II) Corps/Division/Area Commandersup to In any Financial Year

60 days

(III) Amy Commanders up to

90 days

Issues for periods in excess of 90 days in any one financial year will require sanction of the Central Government.

(c) In addition, a daily issue of cocoa/tea together with other ingredients at the prescribed scales may be issued to troops to meet special fatigue or bad weather conditions when recommended by local medical authorities and authorised by local military commander subject to a maximum of three days at a time and nine days in any one month. Issues beyond this period will require the sanction of the Central Government. Subject to these limitations, rum at the prescribed scale may be issued in most exceptional circumstances or when cocoa/tea is not available.-

(d) There is, no restriction to extra rations and/or rum under sub-paras (b) and (c) above being issued simultaneously if and when the conditions governing their issue are fulfilled.

(e) Rum requited for payment issue to troops will be obtained under unit arrangements and act from the ASC.

889. Rations for Troops in Hospital.— The following will be the procedure for drawl of rations when a soldier is admitted to or discharged from hospital :—

(a) Rations may not be drawn by a unit for a soldier admitted to hospital during the period of his admission. The period of admission in the hospital includes the day of admission and day of discharge, provided an individual reports sick before 1200 hours on the day of admission and is discharged from hospital after 1000 hours on the day of discharge

(b) Subsistence diets will be drawn by the hospital for patients admitted after 1200 hours of the day of admission. Thereafter patients will be placed on one of the standard diets or 'no diet' with extras.

890. Scale of Rations for Troops called out in Aid of Civil Authorities.—Officers, JCOs, WOs, other ranks, non-combatants (enrolled) and temporary personnel will receive the scale of rations as in force at the time.

891. Stocks on Unit Charge.—(a) Units will hold on their charge stocks of ASC articles of dry supplies (except fodder) for their sanctioned peace establishments of men and animals to the extent mentioned below:—

(i) At stations where ASC supply depot/detachments are located—For a minimum of three days and a maximum of ten days.

(ii) At other stations—For a minimum of six days and a maximum of thirteen days.

Stocks will not be allowed to fall below the minimum limits prescribed above.

Hospitals will hold these stocks for their staff and patients. Stocks held for the latter will be based on the monthly average number of patients in the hospitals during the preceding month. In addition, hospitals may at the discretion of the OC concerned, hold a day's stock of fresh supplies for patients.

(b) Where it is economical and the authorised stocks in commands permit, GOC-in-C may authorise drawing by decade or fortnightly. In such cases the maximum stocks in units' charge will vary according to the decision of the GOC-in-C.

(c) GOC-in-C may also fix a higher minimum number of days stocks to be held, in view of distance by rail from the supply depot on which the unit is dependent or for reasons of policy.

(d) A minimum of fifteen days of stock will be maintained at all time at stations where supply depots do not exist. These quantities will be found from and be included in the stocks authorised to be maintained in each area.

(e) The ASC will issue to units all articles of ASC supply in bulk and in complete bags, unbroken boxes, packages etc. The distribution of all supplies within the unit will be carried out by the QM establishment. Such establishment will not include banias. Surplus articles which accrue on the conclusion of field service or on the cessation of special concession will be disposed of to the best advantage of Government under the orders of the CFA either by issue to troops in lieu of articles of the standard peace ration according to the authorized scale of substitutes, by transfer to hospitals or by sale.

892. Complaints by Units.—Complaints by units may be on:—

(a) Supplies already in unit charge.

(b) Supplies about to be issued to units by the ASC either at the supply depot or at the ration stand.

(c) Contractors' supplies delivered direct to the unit, such as firewood, ice, etc.

In the case of (a) above the unit must adjust any loss, as acceptance of Supplies at the time of drawing is final. The O i/c supplies however, may be consulted when any doubt exists as regards quality. A report will be submitted to the O i/c supplies who will ensure that all stocks of the same consignment are fit for issue. In the cases of (b) and (c) above, delivery will not be taken. The matter will be brought to the notice of the O i/c supplies immediately, who will replace articles should he agree with the complaints. If the O i/c supplies does not agree and is of the opinion that the supplies are of good quality and up to specification they will be placed at once under a guard. The orders of the OC station will then be obtained and these will be final. In any case of doubt, samples of non-perishable foodstuffs may be despatched to the military food laboratory for analysis.

893. Categories of Purchases.—For the purposes of obtaining articles of ASC supply on payment, purchasers are divided into the following two groups :—

(a) Group I:

(i) All troops, personnel of departments, staff and establishments, whose pay is debitable to Defence Services Estimates, (except casual employees and unenrolled personnel of classes ordinarily required to be enrolled who are authorised to be employed in various establishments) and such institutions and organisations as may be specifically authorised by Government.

(ii) Military officers attached to civil departments when serving with civil forces so long as they remain on the active list

(iii) Military pensioners including military officers referred to in clause (ii) above, provided they retire on military pension.

(iv) Units which own and maintain Omnibuses and motor buses exclusively from regimental funds for drawal of POL items only for such vehicles.

(b) Group II :—Civil officers and their establishments when serving with military forces. The issue of supplies to this group will be authorized by area commanders, subject to the following general principles :—

- (i) on emergent occasions;
- (ii) when the amenities of civilised life are not available; or
- (iii) when the supply, if sanctioned, will not have the effect of competing with private trade.

894. Restrictions on Payment Issues.—Only such articles as are centrally procured for issue to troops may be issued on payment subject to such orders/restrictions as may be laid down from time to time by the Quartermaster General or the Local Commander in the light of availability of stocks or for other reasons and to guard against the misuse of the concession. Contracts will, however, not be concluded exclusively to meet payment issue requirements.

895. Payment Issue Rates.—Payment for supplies issued to various groups mentioned in para [893](#) will be made at the rates given below against each group :—

Group I : At the rates shown for payment issues in the stock book rates list in respect of central purchase articles and at the rates laid down by CDA in respect of local purchase articles. Except in the case of articles purchased from higher rate of ration allowance, recoveries of octroi and terminal taxes will be made in addition.

Group II: Payment issue rates will be fixed by area commanders who will invariably consult their financial advisers in each case as to whether the charges should be confined to the stock book rates for payment issues or the recovery rates laid down by CDA in respect of local purchase articles or whether a further surcharge should be made in addition, so as to cover any extra expenditure to the Defence Services on account of transportation etc., in particular localities.

896. Special Instructions for Payment Issues to Classes Included in Group I.—(a) Payment issues to the classes mentioned in Group I of para [893](#) will ordinarily be made through a unit of the Army which regularly draws supplies. Officers and details not belonging to such a unit will apply to the OC station, or to the nearest OC station, who will attach them to a unit/retail shop ASC and notify the fact in station orders. Payment issues will be made to individuals at the ration stand of a unit/retail shop ASC only. Each ration drawing unit may have one ration stand, where supplies for issues on payment will be delivered. The OC unit/retail shop ASC will indent for the articles required on payment in bulk on the OC supply depot on whom dependent, not more than once a week.

(b) Establishments which are too large to be conveniently attached to an existing unit/retail shop ASC, e.g. the staff and establishment of an Army/command or area headquarters, the establishment of a Controller of Defence Accounts, may be formed, at the discretion of the GOC-in-C or Area commanders as the case may be, into a ration drawing unit with an officer in charge who will be responsible for :—

- (i) indenting on the ASC in bulk for payment issues required by the individuals of his unit;
- (ii) crediting the total value of such supplies to Government; and
- (iii) effecting the necessary recoveries from individuals.

The State will not be liable for any extra expenditure on account of establishment, accommodation or equipment necessitated by payment issues.

(c) ASC supplies drawn on payment from supply depots or a detachment thereof by special ration drawing units will cease to be Government property, as soon as handed over at the supply depot. Transportation and other expenses incurred on these stores after their issue from the supply depot will be borne by the drawing unit. This will, however, not apply to regular detachments or units the personnel of which are entitled to free rations, in whose case the rates published in the stock book rates list include an element for transportation charges from the supply depot to the units' ration stand. Charges on account of transportation, etc., after articles have been drawn from the units' ration stand will, however, be borne by the unit or the individual concerned.

(d) The procedure for payment will be as follows :—

(i) All issues of ASC articles from retail issue shops ASC/ration stands of units/formations will be on pre-payment, in other words, the purchaser will pay on the counter for the articles before receiving them. All payments will be made in cash and no cheque will be accepted in lieu.

(ii) The officer in charge retail shop ASG/ration stand will be personally responsible for seeing that no issues of ASC stores to any entitled individual contractor, irrespective of his status and financial position, are made except on pre-payment. The monetary limits of purchase and other special order and instructions issued from time to time will not be exceeded. Any officer making issues otherwise will do so at his personal risk and expense.

(e) Payment issues of animal rations will be shown on the ordinary ration return (IAFS-1519).

(f) Payment issues will only be made to meet requirements of the individual concerned and his household. The value of articles supplied in any one month will not exceed the monetary limits laid down in Army Instruction issued from time to time.

897. Scales And Weights With Units.—OsC units will have all scales and weights on their charge tested annually with the standard scales and weights maintained at the nearest EME workshop and will keep a suitable record of such tests. All EME field repair workshops (static as well as mobile) with attached armourer components will be responsible for carrying out annual inspection of all weighing equipment used by the Army. Scales and weights found to be inaccurate should be sent to dependent EME field repair workshops for repair and adjustment. Procedure adopted for sending this equipment to workshops will be the same as is followed for other equipments. Minor adjustments will be carried out locally.

898. Maintenance of Supplies and Disposal of Supplies.—To minimize loss due to deterioration of articles of ASC supplies while on unit charge, OsC will utilize the services of supply officers as necessary to assist units in stock taking and to advise on the storage, preservation and disposal of stores and supplies. Ordinarily, surplus ration articles on unit charge which cannot be consumed by the unit will be transferred to another unit, as supplies from the ASC will not be returned to the supplying depot except as laid down in para [880](#).

899. Disposal Of Deteriorated Stocks.—Deteriorated stocks of ASC supplies on unit charge will be condemned in consultation with local supply authorities and disposed of under orders of the CFA.

900. Attachments.—All small detachments or parties will be attached to regular units for ration and supply purposes. During training and manoeuvres the responsibility of drawing and accounting for the rations of individuals attached to brigade/sub-area headquarters, the brigade signal company, and any other unit similarly attached will, however, devolve on the brigade head quarters concerned.

Auction Sales

901. Auction Sales.—Due publicity will be given to every auction sale. No individual of the department or unit concerned may bid for or buy any article at an auction sale. An officer of the department or unit will attend and is empowered to stop the sale, if he thinks that a fair price is not being realized. Metals will be sold by weight and other articles by weight and or numbers, but not by bundles. No commission is admissible to a government servant who may be required to act as auctioneer.

For the purpose of this para, the manager of a military farm may be considered as an officer.

902. Disposal of Government Stores by Public Auction.—The instructions given below are for the guidance of officers detailed to supervise the sale of Government stores by public auction. The following are the duties and responsibilities of the officer supervising the sale of Government stores by public auction :—

(I) Prior to the commencement of an auction sale—

(a) Ensure that he knows :—

(i) the terms and conditions of the agreement under which the auctioneer is appointed, and has a copy of the agreement for reference during the sale; and

(ii) the conditions of the sale appended to the above agreement.

(b) Inspect the stores to be offered for sale and ensure :—

(i) that stores which are susceptible to theft are not laid out on the auction ground until the day they are to be sold, that adequate arrangements are made for safeguarding them at the auction ground and that the lots on the sale ground are marked and agree as regards lot number, contents and description with those in the catalogue or list of stores to be offered for sale; and

(ii) that equipment, tools, spare parts or any other article not intended for sale have been removed from the sale ground.

(c) Ensure that all lots are laid out and displayed so that intending purchasers can inspect them.

(d) Arrange for the conditions of sale to be displayed on a board placed, in a conspicuous place at the entrance to the auction ground so as to attract the attention of the bidders on arrival.

- (e) Will tally his copy of the auction catalogue with the list of lots held by the auctioneer. Guiding/reserve prices will not be shown to the auctioneer.
- (f) Instruct the auctioneer that no bids will be accepted without his approval,
- (g) Retain the details of reserve prices, which are strictly confidential, in his possession so that no other person can obtain this information.
- (h) Cause the auctioneer to announce to the assembled bidders—
 - (i) the conditions of sale;
 - (ii) that sale by sample is not permitted; and
 - (iii) that sale is on terms of 'ex-site' delivery as and where lying.
- (j) Ensure that the auction commences at the scheduled time.
- (II) During the auction sale.—
 - (a) Ensure that the auctioneer announces the correct description of each lot before putting up for auction.
 - (b) Before opening the bidding for stores not on the sale ground, invite interested bidders to accompany the sales officer and view where stored, valuable and bulky stores which are not laid out on the sale ground because sale by sample is not permitted.
 - (c) On request from bidders, arrange for a reasonable number of packages in any lot to be opened to enable prospective bidders to inspect the contents before making bids. Bidders are entitled to raise objections if not satisfied with facilities for viewing,
 - (d) Ensure that acceptance or rejection of the highest bid, received for each lot is announced by the auctioneer to the bidder in a legal manner, before the next lot is offered for sale. [Indian Sale of Goods Act, 1930 Section 64(2) states "in the case of a sale by auction the sale of a lot is complete when the auctioneer announces its completion by THE FALL OF THE HAMMER or in other customary manner; and until such announcement is made a bidder may retract his bid"]
 - (e) All bids falling beyond the financial powers of the supervising officers should be accepted subject to the approval of the higher authorities and a minimum of 25% earnest money deposit in respect of these bids will be taken from the prospective purchasers.
 - (f) Ensure that a regular receipt is issued by the auctioneer to the purchaser in token of earnest money deposit.
 - (g) Enter in ink the following particulars in his copy of the catalogue or list and also ensure that similar entries are made in ink by the auctioneer in his copy :—
 - (i) names and addresses of the highest bidders;
 - (ii) amount of the highest bids;
 - (iii) accepted or rejected; and
 - (iv) amount (specifying earnest money or full sale value) received.
 - (h) Ensure that no individual of the unit or department to which the stores belong or the auctioneer or his agent is permitted to bid for or buy any article in the auction sale.
 - (j) Ensure that the auctioneer conducts the sale in an orderly and efficient manner to obtain the best value for stores offered for sale.
- (III) After conclusion of each day's sale—
 - (a) Verify that the total amount of money collected by the auctioneer from buyers agrees with the total of the receipts given therefor.
 - (b) Issue a military receivable order to the auctioneer to deposit the amount realized on account of earnest money or sale value deposits made by the bidders into the Government treasury/State or Reserve Bank of India.
 - (c) Compare counterfoils of receipts issued by the auctioneer to buyers with the relative entries in the catalogue or list and thereby verify that the total amount collected by the auctioneer from buyers and handed over vide (b) above is correct.
 - (d) In the case of ASC supplies held in supply depots any bids lower than the reserve price will be communicated to BsASC who fix the prices, for approval.
- (IV) Custody of stores.—The officer commanding the unit or establishment is responsible and will make arrangements for proper custody of the stores until they are removed from the site by the buyers for which a time limit should be fixed.
- (V) Auctioneer's remuneration.—The auctioneers will submit their bills for commission to CDA through the competent selling authority who will scrutinise the bills before forwarding them to CDA for payment.

903. Loss of Stores, Procedure for Reporting and Investigation.—When stores are lost, destroyed, found to be deficient through wastage, or damage by fire or otherwise, the officer commanding unit or formation shall immediately start preliminary investigations, after completion of which the following action shall be taken :—

(a) If the investigations reveal that the loss has not been due to fire, unusual occurrence, theft, fraud or neglect and the same does not require the sanction of the Government of India, and a court of inquiry is not considered necessary, the result of the investigations shall be communicated to the competent financial authority through 'A' Staff channels, who shall take necessary action to write off the loss in consultation with his financial adviser. The holding of a court of inquiry in such cases will be at the discretion of the Competent Financial Authority. But when the loss exceeds Rs. 50,000 in, value concurrence of the Govt of India will be necessary if it is considered that the holding of a court of inquiry should be dispensed with.

(b) If the investigations reveal that the loss :—

(i) is due to theft, fraud or neglect, or

(ii) is due to fire or any unusual occurrence, or

(iii) requires the sanction of the Central Government being the competent authority to write off the loss (i.e. in cases involving loss of stores exceeding Rs. 15,000 in value in respect of sub para (i) above and Rs. 1 lakh in value in respect of sub para (ii) above) the officer commanding unit/formation shall immediately report the occurrence to the Station or Sub Area or Brigade Commander. In the case of units or establishments of the following arm or service or corps a report shall also be submitted direct to the authorities specified against each :—

(1) HQ Div Engineer and Engineer Stores

Depot/Parks

(2) Ordnance and EME units/Establishment

(3) Remounts Veterinary

(4) Military Farms

(5) ASC Units Army Headquarters

(6) Base Depot Medical Stores/Depot

Medical Stores/Sub Depot Medical Stores.

(7) Establishments of the Research and Development Organisation

(8) Establishments of the Director General of Inspection

Engineer in Chief, Army HQ

GOC-in-C Command

Director of Remounts and Veterinary

Director of Military Farms

Director of Supplies and Transport Army Headquarters

DMS(Army)

CC R & D

CGIP

(c) Report on, losses by fire will also be repeated by signal to higher formations, according to the financial limits mentioned against each:—

up to Rs. 20,000/— HQ Sub-Area/Cde

up to Re. 50,000/— HQ Area/Div

up to Rs. 75,000/- HQ Corps.

up to Rs. 1,00,000 HQ Command

More than 1,00,000/— Army HQ, (Q-I)

(d) The Station/Sub Area/Brigade Commander shall convene a court of inquiry immediately on receipt of the preliminary investigation report in the cases referred to in paragraph (b) In addition to preliminary investigation reports, quarterly progress reports stating the current position i.e. the progress of the case as on the last day of each quarter together with reasons for delay, if any, in finalising the proceedings of the courts of inquiry and disciplinary action, will be submitted by the Station or Brigade or equivalent HQ concerned to the Branch or Head of Service concerned at Army HQ to reach by the 15th January, April, July and October. Nil reports are not required. Such reports will also simultaneously be sent to intermediary formation HQ. Preliminary investigation reports and quarterly progress reports will be submitted by the Branch or Head of Service concerned to their respective controlling Sections in the Ministry of Defence for information. Where the Court of Inquiry clearly brings out that disciplinary action against Army personnel is involved, the papers relating to the disciplinary aspect will be passed by the Branch or Head of the Service to AG's Branch (DV1). The holding of a Court of Inquiry may be dispensed with at the discretion, of competent, financial authority in cases where investigations reveal that the loss of the stores is less than Rs. 5,000. A court of inquiry may be dispensed with in respect of losses/ damages to defence stores exceeding Rs.500 in value, which may occur while the stores are in transit by sea or while they are held by the Port authorities, provided a Marine Survey is held before the stores are taken over by the Embarkation or other Defence authorities concerned. In all other cases, court of inquiry will invariably be convened. Where the loss exceeds Rs.15,000 in value, in respect of sub-para (b) (i) above and Rs. 1 lakh in value in respect of sub-para (b) (ii) above, concurrence of the Government of India will be necessary, if for any reason, it is considered that the holding of a court of inquiry should be dispensed with. The court of

inquiry shall consist of experienced and adequately trained officers. It will also include an officer of the same service as the store holding establishment. Assistance will also be obtained from the Defence Accounts Department where considered necessary.

(e) Where the staff court of inquiry is concerning losses due to fire, a representative of Fire Service Inspection Organisation will invariably attend.

(f) As soon as the court of inquiry is completed and the convening officer/ Sub Area or equivalent Commander has recorded his opinion on the proceedings, the following action shall be taken: —

(i) If the opinion is that the loss has not been due to theft, fraud or neglect, immediate action to write off the loss shall be initiated through 'A' Staff channels, by the officer-in-charge of the stores lost.

(ii) If the opinion is that the loss has been due to theft, fraud or neglect, the proceedings shall be forwarded without delay through staff channels, to the competent financial authority. Disciplinary action against any person/persons found to be responsible for the loss will be initiated simultaneously. The Court of Inquiry Proceedings shall not be held up for disciplinary action to be taken or loss statement to be prepared. They shall be accompanied by :—

(aa) A statement as to disciplinary action taken or contemplated and persons involved.

(ab) An estimate, however rough, of the losses of stores and buildings.

(ac) A certificate that loss statements are being prepared and shall be forwarded through 'A' staff channels. The officer in charge of the stores lost shall be furnished with a complete copy of the proceedings on receipt of which he shall prepare the loss statements with the utmost despatch. He shall also be responsible for obtaining a loss statement in respect of any building destroyed, from the Garrison Engineer and forward it with the loss statements for the stores lost through the Controller of Defence Accounts concerned to his superior officer along with the proceedings and other relevant papers in original.

(iii) The procedure stated above will also apply to cases where loss is due to fire or any unusual occurrence. However in case of losses due to fire exceeding Rs. 1,00,000 in value, an advance copy of the proceedings of the Court of Inquiry will be forwarded immediately on conclusion of investigations to Army HQ, QMG's Branch, Qi(D), by the convening officer. Two copies of such proceedings, complete in all respects, will be forwarded through 'A' staff channels in the normal course to Army HQ, QMG's Branch, Qi(D) for information and concurrence of the Chief of the Army Staff and the Ministry of Defence.

(g) When losses of the value of Rs. 5,000 and above occur due to suspected theft, fraud, fire (and all cases of suspected sabotage, irrespective of the value of loss) which have been departmentally investigated and the investigation does not reveal facts as to the cause thereof or/and the persons responsible for the said theft, fraud, fire or sabotage, such cases will be reported to the civil police for investigation. The local formation commander will exercise discretion in determining at what stage the case should be handed over to the police, keeping in view the fact that police investigation will be increasingly handicapped with the lapse of time. All concerned will render assistance to the police authorities once the case is handed over to them. A formal investigation report will be obtained from the police authorities in all such cases. The provisions of this clause will not apply where it is not possible to avail of police assistance for investigation, e.g. on ships at sea or in the forward areas.

(h) The competent financial authority will ensure that financial responsibility for losses is enforced and disciplinary action taken against the personnel held responsible. The necessity for awarding penal deductions (or stoppages) to make good the whole or a part of the loss will be borne in mind when disposing of the disciplinary aspect of the case.

(j) Offences involving moral turpitude, fraud, dishonesty and culpable negligence involving financial loss will be tried by courts martial and not disposed of summarily or by administrative action. It will be ensured that punishments awarded in such cases are deterrent and commensurate with the gravity of the offence

(k) In cases where trial by court martial is time-barred, the following action can be taken against the delinquent(s) :—

(i) The accused may be brought to trial before a civil (criminal) court;

(ii) Deductions from pay and allowances of the accused may be ordered under Army Act Sections [90](#) and [91](#) and Army Rule [205](#);

(iii) The accused may be dismissed or removed from service administratively under the provisions of Army Act Sec. [19](#) read with Army Rule [14](#) or Army Act Sec. [20](#) read with Army Rule [17](#).

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CHAPTER XX ARMS AMMUNITION AND EXPLOSIVES

911. **Pouch Ammunition.**—(a) Pouch ammunition as prescribed by local commanders, will be carried on guard, on the march, on journeys by train, at camps when it cannot be suitably stored and when required by circumstances. The custody of ammunition in lines, or barracks will be as follows:—

The ammunition of squadrons, companies or equivalent units will be locked in a box or boxes and placed in the squadron, etc., armoury. The key(s) of the box or boxes will be properly labelled and hung up in the unit quarter-guard and will only be delivered by the guard commander to an officer. The keys of the squadron etc., armoury will be labelled similarly and placed in the quarterguard.

(b) These instructions may be modified by OsC units to meet special circumstances. The rapid issue of ammunition will be practised.

912. **Custody of Ammunition.**—The orders contained in succeeding paras relating to the issue of ammunition and custody of the keys of the magazine, will be strictly observed. The unauthorised possession of ammunition is prohibited.

913. **Carrying of Service Firearms and Ammunition.**—An officer or soldier is forbidden to use or carry a service firearm except in connection with his duty as an officer or soldier, or to have service ammunition in his possession unless authorised by these regulations. An order to this effect will be published periodically in the orders, of all units and will also be incorporated in Unit Standing Orders.

914. **Explosives.**—Safety precautions regarding the use of explosives as given in the "Field Engineering Pamphlet No. 3—Demolitions, Part I—All Arms, 1974" and as amended from time to time, will be strictly adhered to.

915. **Carrying of Personal Arms.**—In no circumstances will personnel, other than officers, be allowed to remain in possession of personal arms when going on leave. Personnel, other than officers, posted to units or on moves on duty in non-operational areas will not take their personal weapons with them except when authorised and proceeding in an organised party of not less than three persons. They will however carry them when proceeding to training establishments to attend courses of instruction if the joining instructions so require. Personnel moving to and from operational or Active Service areas on permanent posting will carry their personal weapons, and in these areas they will invariably move armed and in parties of not less than two. Whenever personnel are allowed to remain in possession of their weapons during journeys, their movement orders will indicate the details of arms and ammunition so allowed. Officers, when travelling armed, will carry their pistols on their person in regulation pattern web pistol cases.

916. **Carrying of Ball Ammunition.**—In time of peace, ball ammunition will never be in the possession of the men except as laid down in paras [911](#) and [919](#), unless the area, divisional or equivalent commander, considers it necessary to authorise an issue of service ball ammunition for a special purpose.

917. **Storing of Drill Cartridges.**—In no circumstances will drill cartridges be kept in, or issued from, the same store as that used for ball or blank ammunition.

918. **Issue of Ammunition from Magazine.**—The issue of ammunition from the regimental or depot magazine will be made by the quartermaster or other officer or JCO. The keys of the magazine or store containing small arms ammunition will be labelled and deposited in a secure place when not in use. The squadron, company or equivalent unit commander will inspect all ammunition issued for the use of his squadron, company, etc., and will be personally responsible for the correctness of the description and quantity of ammunition drawn, and for the care and expenditure of such ammunition. He will also personally check any unexpended balance of ammunition when collected from the men, and will be responsible for its return to the magazine. In the case of artillery units the

responsibility for checking the unexpended balance of ammunition will be that of troop commanders.

919. Issue of Ammunition to Guards, Escorts and Parties in Aid of Civil Authorities.—(a) The requisite ammunition for escorts (except escorts for soldiers in custody) and for parties in aid of civil authorities will be issued to them before going on duty. Similar action will be taken in the case of guards, except that, in their case, the ammunition will normally be kept in bulk under the charge of the commander of the guard and will only be issued to sentries in exceptional circumstances.

(b) Whenever ammunition has been issued to the men it will be collected in the presence of an officer or JCO after the duty has been performed and returned, into the magazine. When issued to a sentry, the ammunition will be handed over by him to his relief in the presence of the commander of the guard, and when the reason necessitating the issue has ceased to exist, it will be returned to the charge of the commander of the guard. Ammunition held by, the commander of a guard and handed over on relief to the commander of the relieving guard, will be inspected daily by an officer or JCO

920. Inspection of Ammunition in Possession of Men.—(a) When men have ammunition in their possession, it will be inspected at a daily parade by an officer or JCO, and any loss or damage will be reported.

(b) Similarly, before men are dismissed from any parade for which live ammunition has been issued, an officer or JCO will ascertain that none remains in their arms, magazines, pouches or bandoliers. The men will also be reminded on such occasions that they are not allowed to have any live ammunition in their possession. After firing with live ammunition, a certificate (AFB-159) will be rendered to the effect that all unexpended rounds of live ammunition have been collected or otherwise accounted for. In the case of armoured fighting vehicles, after firing with live ammunition, a certificate will be rendered by the officer or JCO as follows :—

"I certify that, on conclusion of firing, I inspected the vehicles and other crews, and collected all unexpended rounds found (including ordnance and small arms ammunition, bombs, grenades, smoke generators and the like) and I warned all ranks that they were not permitted to retain live ammunition of any sort in their possession."

(c) The inspection of the vehicles will be divided into two processes :—

(i) Inspection of the vehicles immediately after firing this will take the form of an examination of ammunition bins and racks, machine-gun-mountings, deflector chutes, and empty case bags or bins in the fighting compartment or compartments, for unexpended rounds.

(ii) Inspection of the vehicles on conclusion of a period of firing—this will take the form of a thorough examination of the whole vehicle (including exterior stowage bins) for unexpended rounds.

(d) The "period" referred to at inspection (c)(ii) above will be weekly for all vehicles which are in continuous use for firing.

In cases where no further firing is contemplated during the week in question, inspection at (c)(ii) above will be carried out on the first available opportunity after the cessation of fire, and in no case later than on the day next following that on which the firing ceased.

The certificate referred to in sub para(b) above will state which inspection is being certified.

(e) Drill cartridges may be issued to the men for practice in rapid loading in their spare time. Squadron, company, etc., commanders will satisfy them selves by frequent inspections that the drill cartridges are correctly accounted for.

(f) Drill cartridges will not be carried on any parade during which live or blank ammunition is used.

921. Carrying of Ammunition on Move of Units From one Station to Another.—A unit moving from one station to another will normally take only pouch ammunition as required for guards, unless otherwise specially ordered by area, divisional or equivalent commanders. Any additional ammunition on charge of the unit will be returned to the ammunition depot on which dependent In the case of urgency when time does not permit, the additional ammunition will be handed over on regular vouchers to another unit in the same station under the orders of OC station. The latter unit will return it to the nearest ammunition depot.

922. Inspection of Ammunition in Regimental Magazines.—All ammunition on regimental charge will be checked to ascertain correctness of the quantity held on charge at least once a month by OC who will also see that the ammunition is stored in a place of

safety and strictly in accordance with existing storage regulations. OC will also ensure that the ammunition held on unit charge is inspected by an inspecting ordnance officer, at least once in a year.

923. Use of Ammunition Other Than That Provided by Government.—As damage may be done to service weapons by the use of unsuitable ammunition, the use of any ammunition, other than that provided by the Government, is forbidden.

924. Revolvers, Pistols and their Ammunition.—Revolvers and pistols will not be stored in the same boxes in which their ammunition on charge is stored. The keys of boxes containing the said ammunition will be held by officers, JCOs or senior NCOs only. The keys, of the boxes containing revolvers and or pistols may be held by NCOs but will not normally be held by the same NCOs who hold the keys of boxes containing ammunition thereof.

925. Safeguarding of Arms.—OsC units are responsible that all arm racks are firmly secured to the wall or to the floor of the barrack room.

926. Security of Arms and Ammunition—OsC units and demobilisation centres will ensure that all personnel in possession of service weapons or ammunition issued to them on loan hand over such weapons or ammunition before proceeding on release.

927. Safe Custody of Arms and Ammunition.—The safe custody of Service arms and ammunition issued to officers and other ranks is at all times their personal responsibility. Rules on the subject are contained in the pamphlet 'Safe Custody of Arms and Ammunition', its supplement, and in the 'Regulations for Equipment of the Army (INDIA).' All ranks will take all possible steps to safeguard their arms when travelling by rail, air or road transport, especially when traveling by rail in compartments not exclusively reserved for military personnel. In no circumstances will arms be entrusted to fellow passengers even for a short duration unless they are members of the same escort or detail. When traveling by civil aircraft, military personnel will hand over their arms and ammunition to the Captain of the aircraft for safe custody during flight in accordance with the Indian Air Craft Rules, 1937. Such arms will be returned to their owners immediately on arrival at their destination or at any intermediary landing under an emergency.

928. Possession of Private Arms. — Personnel of the Army, are allowed to possess private arms, in accordance with the following instructions, which are based on the authority of the Arms Act, 1959. The attention of all ranks will be drawn to the instructions applicable to them in a similar manner to the instructions contained in para [331](#).

929. General Provisions. — (a) The Arms Act, 1959 provides that any person disposing of arms, which he possesses for his own private use to any other person not entitled by law to possess the same, is liable to be punished with imprisonment, which may extend to six months, or with a fine, which may extend to five hundred rupees, or with both.

(b) If any person wishes to dispose of arms and ammunition either by private sale, public auction or otherwise, he will ascertain that the prospective purchaser is a person entitled by law to possess them and is not a person who is, by any enactment for the time being in force, prohibited from possessing them. Except when the purchaser is a person entitled to possess arms or ammunition under the Arms Act, 1959, Section 9, the seller will ensure that the purchaser has obtained a license issued by the civil authorities for the particular weapons being sold or otherwise disposed of, and without unnecessary delay give to the magistrate of the district or to the O i/c of the nearest police station notice of the sale and full particulars as under:—

(i) Name, rank and unit of seller.

(ii) License number with details of arms and ammunition disposed of.

(iii) Manner of disposal

(iv) Name of purchaser, licence number and issuing authority.

(c) In the case of an individual under the rank of an officer, the procedure in (b) above will be conducted through the OC unit concerned.

(d) Failure to comply with these instructions renders the seller liable to be punished with imprisonment, which may extend to three years, or with a fine, or with both.

(e) No one shall possess, acquire or carry any private arms or ammunition without a valid licence, unless he is exempted from taking a licence. The arms which an officer or soldier is allowed to possess will not include weapons, the import of which is prohibited under the Arms Rules, 1962, Rule 8, clause (a), nor will it include captured enemy

weapons,ammunition, explosives and dangerous substances and bayonets except when individuals have already been permitted to retain these (even if in an unserviceable condition) and a licence, if necessary, has been obtained from the licensing authority. No licence will be granted for the possession of rifles, muskets, pistols and revolvers specified in that clause unless such weapons have been lawfully imported into India.

(f) Private arms and ammunition for which no licence is required must be recorded in the unit private arms register. The private arms register of all units will be checked annually by the station or formation commander. Units will render by 15 December each year an annual report to the district magistrate concerned showing details of private arms and ammunition held on the unit private arms register together with a certificate that licences for those arms and ammunition for which licences are required, exist,

(g) While serving with an Infer Service Organisation or on deputation a civil department,officers wishing to retain their private arms and ammunition for which no licence is required, will get such arms and ammunition recorded in the private arms register at their respective regimental centres. They will be personally responsible to report to the Commandant of the regimental centre regarding disposal or purchase of arms and ammunition. They may, if they so desire, deposit their private arms and ammunition for safe custody in the armoury of nearest formation or unit.

(h) Arms and ammunition the possession of which has ceased to be lawful without unnecessary delay be deposited either with the officer in charge of the nearest police station or with a licensed dealer or in a unit armoury. In case the arms and ammunition are deposited on account of suspension, revocation or refusal to renew the licence, the depositor or in case of his death his legal representative may, during the period prescribed under Arms Rule 46,sell or otherwise dispose of the arms and ammunition to any person lawfully entitled to possess. If the arms and ammunition, so deposited have not been disposed of or their possession has not become lawful within the prescribed period, they are liable to be forfeited to the Government. Any arms and ammunition deposited in an unit armoury may, unless returned or disposed of earlier, be transferred after expiry of a period of 30 days after such deposit to the nearest police station under intimation to the depositor and to the licensing authority.

(j) Service personnel, during the tenure of their service, may also deposit their arms and ammunition duly licensed either with the officer incharge of the nearest police station or with a licensed dealer or in a unit armoury, who will satisfy that the possession of arms and ammunition was lawful. In the event of failure to get the licence of the arms and ammunition deposited for safe custody renewed for three years, the matter will be brought to the notice of the District Magistrate for such action as he may consider necessary.

(k) When arms and ammunition are deposited vide sub-paras (h) and (j) above, a card will be attached with each article showing the following-

(i) Description of article.

(ii) Name and address of depositor.

(iii) Particulars of licence or exemption (if any)

(iv) Serial No in register and date of deposit.

(v) Date of expiry of licence due for forfeiture or disposal.

(vi) Date upto which deposited (In case deposit is for safe custody).

(vii)(Signature of depositor).

(viii).....(Signature of O i/c unit armoury).

A receipt containing the above particular;, will be issued to the depositor; a copy thereof will also be sent to the authority who granted the licence or renewed it last.

(Note—Arms Act Sec 21 and Arms Rules 46 and 47 regarding deposition of arms and ammunition refer).

(l) Registers of arms and ammunition deposited in a unit armoury under sub-paras (h) and (j) above, will be maintained in the manner as may be prescribed by the Central Government or the Government, or Administration (under delegated authority) of the place where the armoury is situated. A copy of the entries in the registers relating to the quarters ending the last day of March, June, September and December, each year, certified as true copy, under the signature of the officer in charge of the unit armoury, will be forwarded to the district magistrate concerned as early as possible after the expiry of each quarter. The officer in charge of the Unit armoury will also submit to the District Magistrate by 15th December each year a report showing the particulars of arms or ammunition in the unit armoury which have, or will become liable to forfeiture by the end of that year.

(m) Arms and ammunition deposited in a unit armoury and the register maintained for this purpose will be inspected periodically by the officer commanding the unit or any other

officer empowered by him, in accordance with the procedure prescribed by the State Government where the unit is located.

930. Officers.—Officers, other than JCOs of the regular Army are allowed to possess firearms for the purpose of sport provided that before their purchase they take out a licence, on payment of fees for the possession of such weapons unless otherwise exempt.

931. Exemption of Licence Fee.—JCOs, WOs and OR whether on the active list or retired and in receipt as such of a pension, if granted a licence to carry or possess a sporting gun or rifle together with a reasonable quantity of ammunition for sporting purposes, in Form III set out in Schedule III to Arms Rules, 1962, are exempt from the payment of any fee for such a licence, provided that if application for renewal is not made within one month of the date on which the licence expired and unless the applicant satisfies the licensing authority that he had sufficient cause for not making the application within that period, the licensing authority may, in his discretion, levy renewal fee at the rate specified in the Form.

If an individual wishes to carry these arms and ammunition on a journey outside the area covered by the licence, he must obtain a licence in the prescribed form (set out in Schedule III to the Arms Rules) on payment of the prescribed fee. Arms and ammunition will not be carried when proceeding on leave to foreign countries.

932. Purchase of Arms by JCOs, WOs and OR.—A JCO, WO or OR will not purchase arms or ammunition unless he has been furnished by his OC or head of department with a written permit specifying, in the case of arms, the period for which it is valid, and in the case of ammunition, the amount purchasable on the occasion of each individual purchase, unless the arms and ammunition are purchased from a person entitled under the Arms Act, 1959 (54 of 1959), and Arms Rules, 1962, to possess or sell arms or ammunition, and unless the arms and ammunition so purchased by him and the arms and ammunition already possessed by him do not exceed the numbers authorised by these instructions.

933. Grant of Licences to JCOs, WOs and OR.—(a) An individual may, on the recommendation of his OC, be given, at the discretion of the licensing authority, a licence, free of charge, to carry or possess for his personal use one sporting gun or rifle together with a reasonable quantity of ammunition. The conditions are that:—

- (i) the individual is of good character;
- (ii) the possession of arms and ammunition, to which these instructions apply, is immediately reported and their description entered in the private arms register maintained in the unit, extracts of which will be sent with the man's documents when he is transferred;
- (iii) all arms are kept in the armoury or bell-of-arm while the Individual is with his unit;
- (iv) the loss of arms or ammunition is immediately reported;
- (v) if he wishes to take his arms on furlough or leave, he obtains a pass from his OC. The pass will be produced on return, together with the arms to which it relates. The OC will satisfy himself that the arms have not been changed. Failure to produce the arms or pass will be punished by deprivation of a pass for one year which should be communicated to the magistrate concerned. If an absentee is found in possession of arms and ammunition not covered by a pass, he will be made over to the military authorities for trial; and
- (vi) the licence will only be valid for the period of colour service.

(b) When recommending JCOs, WOs and OR to be granted licences, OC will judge each case on its merits and not issue recommendations indiscriminately. The OC will certify that the arms are required for sporting purposes or for the projection of crops. The date the applicant is due for discharge or transfer to the reserve will also be stated and, where discharge is imminent whether the applicant will be eligible for a pension or not.

934. Passes.—Every pass will be granted by the OC who will not delegate his authority. The pass will contain a full description of arms, with a record of their distinctive marks, and ammunition authorised by the pass and the parentage, religion, class, tribe and home of the holder of the pass. The magistrate of the district in which the pass holder intends to reside will be furnished with a duplicate copy of the pass by the OC in the case of men proceeding on leave or furlough. When passes are cancelled or withdrawn, the civil officer will be informed.

935. Special Exporting Licences.—All ranks possessing at the time of their release/retirement/discharge a weapon requiring a licence, will be warned if their home is

situated beyond the limits of India, that they must obtain through their OC an export licence. Application for export licences will be forwarded by OsC to the Central Government (Ministry of External Affairs) through the DCOAS. An export licence is not required for a kukri lawfully held by a Gorkha proceeding to Nepal.

936. **Reservists and Pensioners.**—An OR before transfer to the reserve or pension establishment, wishing to retain his private arms, subject to the extent specified in para 929 will fill in a form in triplicate and give a full description of the arms in respect of which he desires exemption from payment of licence fees. His OC will endorse his recommendation on all three forms and will give one copy to the soldier before he leaves the unit, and despatch one copy to the civil officer concerned. The third copy will be kept in the unit for record. The licensing authority has full discretion to grant or refuse a licence.

937. **Renewals of Licences**—Reservists and Pensioners.—An application by a reservist or pensioner for the renewal of a licence, free of licence fee, will be submitted direct to the civil authority.

938. **First Licences**—Reservists and Pensioners.—An ex-soldier does not receive preferential treatment as regards the grant of an arms licence, when his first application is made after leaving the colours. He does, however, enjoy the privilege of recommendation from his OC for continuance or renewal of licence, exemption from fee, for arms, for which he has already obtained a licence while with the colours,

939. **Reservists and Pensioners**—Offences.—Offences, under the Arms Act and Rules, committed by reservists and pensioners will be dealt with in the ordinary manner, by the civil authorities.

940. **Loss of Arms**—Reservists and Pensioners.—Every soldier before transfer to the reserve or pension establishment, and every reservist before returning home after training will be warned by his OC that he must report the loss or theft of any arms covered by his licence, to the nearest police station as required by the conditions on the licence form.

941. **Passes for Reservists and Discharged Soldiers.**—Soldiers and reservists on leaving the Army cannot be granted arms passes and any such passes will be withdrawn from them.

942. **Swords of JCOs and WOs.**—A pass or licence is not required for JCOs and WOs in possession of swords while proceeding on leave or furlough if permission to carry them is entered on the leave/furlough certificate.

943. **Sikh Kirpans.**—All kirpans possessed or carried by Sikhs while serving in the Army are exempt from the operation of the Arms Act, 1959, and the Arms Rules, 1962, provided they conform to the measurements laid down, which is a maximum length of blade of 22.86 centimetres and a maximum width 5.08 centimetres.

NOTE

Sikh personnel in the Army should, however, conform to such restrictions as the State Government may impose, by a special order, during an emergency, on the carrying of kirpans vide Arms Rules, 1962.

944. **Possession of Arms.**—The Arms Act 1959 does not apply to the bearing or possession of arms in the course of duty. The following are the personal arms permitted to be borne or possessed by military personnel :—

Officers

Two revolvers or two pistols of any pattern, one of which must take ammunition of the bore of the service pistol/revolver as authorised from time to time. Officers of the Gorkha and Garhwal Rifles may carry one 'Kukri' and two small 'knives' and those of the Assam Regiment one 'Dah' as their personal arms.

JCOs and OR One 'Kukri' and two small 'knives'.

of Gorkha and

Garhwal Rifles

JCOs and OR One 'Dah'.

of Assam Regiment

NOTES

(i) Officers and JCOs, only where already in possession, are allowed to retain two swords.

(ii) No licence fee is chargeable from ex-Indian Commissioned Officers of the Army, the Indian Navy, Indian Air Force or Territorial Army, so long as they are entitled to wear the uniform of such force in respect of revolvers or automatic pistols which formed part of their equipment when in employment, as such officers, together with a reasonable quantity of ammunition for the same and for which licence may be granted/renewed.

945. **Arms in Possession of Officers.**—Of the two revolvers/pistols referred to above, in the case of officers, one will be a service one and the other privately owned by him. An officer while serving is allowed to possess without a licence the latter weapon. Officers due for release can dispose of their privately owned weapons to a civilian, if they so desire, Officers wishing to retain any pistol or revolver on release, or desirous of selling their privately owned weapons to a civilian at any time will ensure that the requisite fire-arms licence is obtained beforehand.

946. **Carrying of Private Arms for Game Shooting Purposes on Courses Abroad.**—All ranks proceeding abroad will ensure that if they take private arms and ammunition, their licences to possess such arms and ammunition are current for the period of stay abroad, A licence for acquisition and of such arms and ammunition will, unless revoked earlier, continue in force for a period of three years from the date of its issue, provided that such a licence can be granted for a shorter period if the licensee so desires or the licensing authority, for reasons to be recorded in writing, considers in any case that the licence should be granted for a shorter period, At the port of embarkation ex-INDIA, officers concerned will declare their private arms and ammunition to the collector of customs and obtain a certificate in the proper form from him that they have declared their intention to bring back such arms and ammunition to India, on the completion of their courses abroad. On the basis of such certificates, private arms and ammunition brought back to India within three years are not liable for customs duty. For any further clarification, the collector of customs at the port of embarkation should be addressed. At the port of disembarkation abroad, the private arms and ammunition in question will be declared to the customs authorities. The customs take possession of the weapons and give the owner an arms certificate. The owner then applies to a specified authority for a 'Firearms Certificate' (in UK the local police authority where the officer is attending his course). A fee is payable for the certificate (in UK five shillings which is liable to affectuate). The certificate when obtained has to be handed over to the customs authorities and the arms and ammunition are then handed back. A certificate is not necessary in UK where the bore is smooth and the barrel 20 inches or over in length. To use a private arms abroad, a gun licence has to be obtained on payment of a fee (in UK from the local post office on payment of ten shillings, of coarse liable to affectuation).

947.

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950.

CHAPTER XXI REMOUNT AND VETERINARY

951. **Remount.**—All animals will be regarded as remounts for six months after being brought on to the strength of a unit for the first time.

952. **Fitness For Service.**—Army animals will be retained in the service for as long as they are fit to undergo one month's active service. All animals on a unit's effective strength other than untrained remounts, sick animals and cast animals awaiting replacement must be fit for active service.

953. **Access-**Veterinary Officers (RVC) will have access to all Military stables/kennels and animals.

954. **Registers.**—Registers of Animals (IAFZ-2147) will be maintained by all units in possession of public animals. For the purposes of reports and returns the year of age of every animal will be reckoned from 1st January.

955. Animals Strayed or Lost.—(a) When an animal has strayed or is lost, information will be given immediately to the civil authorities and the loss advertised in the press by the OC station.

(b) No animal strayed or lost will be struck off the strength of the unit or depot to which it belongs for six months.

956. Destruction of Veterinary Cases in Hospital.—Military animals, which are under treatment in military veterinary hospitals and considered by the veterinary officer to be incurable, may be destroyed, under orders of the brigade/sub-area commander or OC station. All cases of such destruction will be reported to the Addl. DGRVS.

957. Destruction of Animals Incurably Injured.—(a) A Government animal certified by a veterinary officer to be incurably injured will be destroyed immediately. When no veterinary officer is available the senior officer present may order the immediate destruction of an injured animal, reporting his action to the brigade/sub-area commander.

(b) A court of inquiry will be held in every case in which an animal is lost, strayed, or dies from or is destroyed on account of an incurable injury, in circumstances not arising out of operational conditions. The later term will not be taken to include training.

(c) The proceedings of the inquiry on an animal destroyed will be forwarded through the authorised channels to the DADRVS/ADRYs of the div/area for his remarks and return to the brigade/sub-area commander who will decide whether the case need be further investigated by a court of inquiry.

958. Selection of Horses by High Officials.—(a) The President, Governors of States, Chief of the Army Staff may purchase horses from remount depots. Similarly the Secretary, Ministry of Defence, may purchase one horse. All such purchases will be subject to availability.

(b) In all cases applications, stating the number and type of horses required, will be submitted to the Quartermaster General for obtaining Government sanction.

(c) A horse, or horses, found unsuitable may be returned within 12 months of purchase, subject to examination for soundness. Applications for return of such animals will be made to the Quartermaster General.

(d) The sale price will be Rs.2500 per horse. For horses returned within 12 months the purchaser will receive the amount originally paid, reduced by 1/120 of that amount for each complete month the horse was in his possession. The period of possession will reckon from the date on which the horse was struck off charge of the remount depot until the date on which it was again taken over by Government.

959. Maintenance of Chargers by Units, Authorised Government Horses.— In units where Government horses are authorised, COs, are responsible that they are suitably maintained and allotted to individual appointments in the best interest of efficiency.

960. Government Chargers for the Chief of the Army Staff.—The Chief of Army Staff may maintain up to two Government chargers at public expense. The rules regarding these chargers are:—

(i) that free saddlery, linegear, shoeing, forage (or forage allowance), stabling and veterinary attention and syce allowance will be provided by Government;

(ii) that the Chief of the Army Staff will ensure that these chargers are suitably maintained; and

(iii) that, the use of Government chargers for purposes other than military duties will be governed by paras [977](#), [978](#) and [980](#), except that in all matters mentioned in those paras the Chief of the Army Staff will use his own discretion.

961. Provision, Training and Issue of Army Animals.—The responsibility for the provision, training and issue of all Army animals including army dogs will be as under :—

(a) Remount and Veterinary Corps will be responsible for :—

(i) Breeding, purchase, procurement and training of all army animals including army dogs and provisioning of such animals in required numbers to meet the full authorisation of Defence Service.

(ii) Rearing, maturing, training, issue and holding of reserves,

(iii) Veterinary care of all army animals including those of Military Farms and army animals attached to other Defence establishments.

(iv) To carry out artificial insemination in animals of Military Farms where applicable.

- (v) Casting of animals and disposal of all surplus animals,
 - (vi) Collection and disposal of captured animals.
 - (vii) Compilation and maintenance of statistical information regarding sources and availability of all types of animals both within and outside the country.
 - (viii) RV planning for peace and war.
 - (ix) General administrative and technical control of all RV establishments and units.
 - (x) Provisioning of horses for the President's Body Guards.
 - (xi) Evacuation and treatment of sick and wounded army animals and animals of para military forces during operations, hostilities and war.
 - (xii) Inspection of foods of animal origin.
 - (xiii) Investigation and control of diseases of all animals. Effective prevention of infectious/contagious diseases and diseases of zoonotic importance.
 - (xiv) RV Corps will be responsible for maintaining close liaison with the Indian Council of Agricultural Research, Ministry of Agriculture, Govt. of India and veterinary departments of all States on subjects pertaining to health, care and diseases of animals and for effective participation on research and development programmes of defence and national importance relating to animal health.
- (b)
- (i) Training of all army animals including army dogs will be carried out by RV Corps as per policy laid down by the Director, Military Training Army HQ. Training of horses will be carried out up to fully trained stage and mules upto quiet to handle stage,
 - (ii) Training of horses for President's Body Guards.
 - (iii) Training of army dogs to fully trained state as per their specialised role.
 - (iv) Conduct of professional and equitation courses.
 - (v) Training of riders, dressers and farriers.
 - (vi) Training of army dog trainers.
- (c) The Army Service Corps will be responsible for :—
- (i) Placing of demands on RV Corps to meet the requirements of all ASC animal transport units.
 - (ii) Training of ASC animal transport mules at Animal Training Centres and, in war, of Artillery mules beyond the stage 'quiet to handle'.
 - (iii) Holding and allocation (including arrangements for movement in consultation with Q Staff as required) of all trained ASC animals.
 - (iv) Control and general administration of all Animal Transport units; and
 - (v) in war, for forward distribution and issue of all animals (including mountain artillery) to units in the field. For this purpose Artillery personnel will be attached to the forward animal distribution system.

962. Selection By Units.—The Selection of remounts from remounts depots by OsC units is not permitted. Remounts cannot be refused by a unit. When issued to units they must be given a fair trial and except for veterinary reasons, no recommendation for their casting or transfer will be considered till they have completed six months service with a unit. Should a remount, subsequent to its issue from a remount depot or purchasing agency, be certified by a veterinary officer to be unfit for service for veterinary reasons, it may, on the recommendation of the DDRVS of the command, be disposed of in accordance with para [969](#).

963. Equipment Of Remount Conducting Parties.—(a) Conducting parties sent to fetch remounts will be provided with sufficient gear for the conveyance of animals both by rail and road. The OC unit providing the conducting party will be responsible for any delay in the despatch of animals due to the disregard of these instructions. The equipment required is one halter with rope and one nose bag per animal, one bucket for four animals and the number of gunny bags required to hold the grain ration for the journey and one for each animal to hold the fodder ration for each day of the journey.

(b) For feeding fodder to animals in trucks, salitas or strips of sacking, long and broad enough to fill the space between the breast bars to which they are lashed, will also be provided.

(c) Two spare gunny bags or kerosene oil tins per truck will be sent which will be filled with earth at the despatching station for use in case of fire.

964. Procedure on Arrival of Remounts and Animals.—(a) When animals are received, the OC Unit will :—

- (i) keep the animals under strict segregation until tested with mallein.
 - (ii) compare them with their descriptive rolls,
 - (iii) grant a receipt (IAFZ-2148).
 - (iv) inform the Veterinary Officer in charge of their arrival; and
 - (v) have them branded and veterinary history sheets (IAFZ-1752) prepared.
- (b) A complete record of the pedigrees of Indian remounts, as received from remount depots, will be maintained in the register of animals (IAFZ-2147).

965. Branding/Tattooing.—(a) On receipt by units horses, ponies and mules will be branded with unit serial numbers on the forefeet. Replacements will receive the serial numbers of the animals they replace except in the case of serial numbers allotted by Remount Depots.

(b) All Army Dogs will be tattooed inside the pinna of the left ear with the serial number as allotted by Commandant, RVC Centre and School.

966. Disposal of Foals and Breeding Amongst Army Dogs.—(a) Foals of Government mares are the property of the State, In any regimental unit when a mare is pronounced by a veterinary officer to be in foal, the fact will be reported to the DDRVS Command who will decide as to the destruction of the foal when born, or make other arrangements till the tune of weaning, the foal being transferred to a remount depot when weaned. In remount depots, disposal orders for the foals when born will be issued by Commandants Depots. However, in all such circumstances prior concurrence of Addl DGRVS will be obtained.

(b) Breeding amongst the army dogs posted to army dog units will not be permitted under any circumstances. All female dogs issued to units will be spayed and no male dogs will be permitted to cross/mate with any female dog belonging to unauthorized persons.

967. Entries and Army Dogs.—(a) Equines:

(i) Entries purchased locally or stud produced will be issued to units after castration.

(ii) Entries especially selected in studs and depots as potential stallions will be retained as 'Keep Entirets' until finally approved/disposal order issued by the Addl DG RVS.

(b) Army Dogs: Selected suitable male dogs may be sent back for breeding purposes to RVC Centre and School duly approved by the Addl DG RVS.

Castings And Disposals

968. Casting Authority and Classification of Animals for Casting.—(a) Military animals considered unfit, for one month's active service will be cast. Before casting, animals will be classified as remount cases, veterinary cases or worn-out cases.

(b) The Director of RV Corps is empowered to cast any military animal or any category. A GOC-in-C command, a div/area or brigade/sub-area commander or any officer specified by the QMG is empowered to cast animals of veterinary and worn out categories. Cast animals will be destroyed or sold as the casting authority may direct.

(c) An officer empowered to sanction casting, will, after issuing instructions for casting, forward one copy of the casting roll (IAFZ-2149) to the DDRVs command for record. Casting in excess of the percentage, as authorised by Government from time to time, will be referred to the Addl Director Gen of RV Corps who maintains a check on the number of animals cast.

969. Classification and Procedure for Casting and Disposal of Army Animals.— (a) Remount cases include all animals that fail to develop suitably or do not come up to required training standards and those unfit by reason of being prematurely worn out before age or through vice and those animals which are dangerous or unsafe to ride on account of defective action.

(b) Casting rolls (IAFZ-2149) of all remount cases should in the first instance be submitted by the OC unit to div/area/brigade/sub-area commander who after countersigning will pass them to DADRVS/ADRVS/DDRVS div/area/corps. The animals will be inspected by DADRVS/ADRVS/DDRVS div/area/corps who after recording his opinion on the roll as to the advisability of casting them will forward the roll in triplicate to DDRVS Command who if in agreement with the recommendation of DADRVS/ADRVS/DDRVS div/ area/Corps will forward the roll to the Additional DG RVS in duplicate for disposal orders. Remount cases should be brought forward for casting at the conclusion of the training season. Reclassification of animals to higher or lower category will be effected under orders of Additional DG RVS.

(c) The animals recommended for cast and sale will be examined by a station board which will be convened by the OC station. The board will invariably include a veterinary officer of the RV Corps. When the proposed castings are agreed to by the station board,

casting rolls (IAFZ-2149) will be prepared and submitted together with a copy of the board proceedings by the OC unit to the DADRVS ADRVS/DDRVS div/area who after recording his opinion on the rolls as to the advisability of casting them will forward the rolls in duplicate to the competent authority for sanction. If these casting rolls are sanctioned by an authority other than Additional DG RVS, an intimation will be sent to Additional DG RVS for issue of disposal orders.

(d) Veterinary cases will be inspected by DADRVS/ADRVS/DDRVS of the div/area who will record his opinion on IAFZ-2149 and forward the roll in duplicate for the orders of the casting authority.

(e) Worn out cases include horses and bullocks of fifteen years and over, mules of eighteen years and over and army dogs of eight years and over which are unfit for one month's active service in the field. These and all animals, other than remount cases, certified incapable of further work, except horses cast for sale to officers, will be notified at once by OsC units to the casting authority after they have been inspected by the DADRVS/ADRVS/DDRVS of the div/area/corps who will verify their ages and record his opinion on IAFZ-2149.

(f) No army animal will be cast merely on account of age. Animals will continue to be retained in the service for as long as they are fit to undergo one month's active service.

970. Disposal Orders Regarding Cast Animals.—(a) Disposal orders will be passed without delay by the Additional Director General Remount and Veterinary Services through DDRVS Command for remount cases and by the casting authority for veterinary and other cases. On receipt of orders by the unit, all animals for destruction will be destroyed forthwith under the orders of the OC Unit,

(b) Cast animals suffering from infectious/contagious diseases and cases of debility will not be considered for free issue to Serum Institutes.

971. Sale of Cast Animals.—All animals for sale will be branded with the letter "R" on the near quarter or if for vice with the letter "RV". They will be sold by public auction, unless otherwise decided by Government, by the OC unit under instructions of the div/area or brigade/sub-area commander, through Government auctioneers. Div/area or bde/sub-area commanders will fix the date of sale to include the greatest number of animals, without causing unnecessary delay in their disposal. Cast animal for which no bid is received in the public auction, will be destroyed at once by the OC unit, who will inform the casting authority. No animal will be retained a day longer than is avoidable.

972. Purchase of Cast Horses,— (a) Prior to their sale by public auction, Cast Horses may be sold to Educational Institutions, Riding Clubs and other individuals in order of priority given here under at the prices indicated against each :—

(i) Educational institution	Rs.200/-
(ii) Ridings clubs	(Rupees Two hundred only)
(iii) horse fand Mule Breeders in breeding areas controlled by the Remount & veterinary Corps.)per horse
(iv) Ministries of the Govt. of India.	Rs.100/-(Rupees one hundred only)
(v) Regular Officers of the Army and regular officers attached To Territorial Army	per horse
(vi) Regular Offices of the Indian Navy.	
(vii) Regular Officers of the Indian Air Force.	
(viii) Executive Officers of the Cantonment Department for Public service in cantonments.	
(ix) Civilian Executive Officers, Superintendents (B & R) or (E & M) Grade I and Supervisor barracks/stares Grade I o the MES.	

(b) Officers and OR are prohibited from purchasing animals, cast from their own units.

973. Procedure For Disposal of Cast Animals— (a) Animals cast for veterinary reasons will be destroyed immediately.

(b) Every army animal cast for sale will be inspected, prior to sale, by a veterinary officer, and if certified unfit for sale, will be destroyed at once under the orders of the OC unit, who will inform the casting authority. At stations where there is no veterinary officer available, the inspection will be carried out by the OC unit to which the animal belongs, and he will be responsible that no unfit animal is sent for sale.

(c) Individuals purchasing cast animals under para [972](#) will certify in writing to the officer conducting the sale that they will resell the animal only with the consent of the nearest military unit commander. In those cases where permission to resell is applied for, the OC

unit concerned will have full authority to order immediate destruction of the animal if necessary to prevent cruelty. In such cases compensation will not be admissible.

Use of Government Horses and Army Dogs for Non-military purposes

974. Authority.— (a) GOs C-in-C commands are empowered to authorise the use of Government horses on hire for non-military purposes by cadets of the Indian Military Academy and National Defence Academy, all commissioned officers, including officers of the IAF and members of the nursing services and other ranks, provided no extra expense is entailed thereby and subject to such conditions as may be laid down by the Chief of the Army Staff. Horses hired out under this rule will be rationed by the unit to which they belong, on whose charge they will continue to be borne.

(b) In exercising his authority to sanction the use of Government horses for non-military purposes, GOs C-in-C will ensure that military training is not interfered with.

(c) Div/area or brigade/sub-area commanders will satisfy themselves that the military efficiency of the units is not impaired and that horsemanship and stable management are satisfactory in all respects.

975. Permanent Removal to Other Stations.—Horses hired out under para [974](#) will not be permanently removed by the hirer from the station at which the unit is located and will be available for military duty when required. This will not apply to horses hired out and taken to the RVS Centre and School, Meerut, by officer students.

976. Care of Government Animals Hired Out, —OsC Units are responsible for ensuring that these privileges are not abused, that proper care of Government animals is exercised and that their efficiency is not impaired thereby. If considered necessary by the OC unit, horses may be issued with extra forage but all issues above the standard ration will be paid by the hirer, except in the case of JCOs, in which case the expenditure will be met from unit funds.

977. Hunting Pigsticking and Racing.—(a) Gos C-in-C will ensure :—

(i) that no horse is used for hunting, pigsticking or racing until it is eight years old and has been certified by a veterinary officer as physically fit for the purpose. The monthly list submitted by OC unit will be countersigned by the veterinary officer to show that he has so certified them;

(ii) that no horse is hired out until it has been passed as trained and fit for ordinary duty by the OC unit;

(iii) that horses used for hunting and pigsticking are not used for polo and vice versa;

(iv) that no horse is used for hunting or pigsticking more than three days a fortnight; and

(v) that no one other than the hirer is permitted to use that horse.

(b) The OC unit to which a horse belongs is the sole judge whether the hirer is a sufficiently capable horseman to be trusted with and likely to exercise proper care of Government animals. He will hold frequent inspections of hired out horses. He may permit horses to be kept temporarily in private stables or lines.

(c) Government horses may be used by all serving defence personnel for hunting and pigsticking, provided that the conditions laid down are complied with and that in addition :—

(i) horses are not taken to a meet at a greater distance than 20 Km from barracks or from recognized pigsticking camp;

(ii) marches to recognized pigsticking camps do not exceed 26 Km per day and that when the distance is greater than two days' march, horses are railed at the expense of the individual concerned ;and

(iii) horses are not used for pigsticking on the day of their arrival at the pigsticking camp.

978. Racing of Government Horses.—(a) Subject to the responsibility of the officer commanding the unit that the horses are both trained and ridden with due regard to the efficiency of the public service, and to the supervision of the brigade/sub-area commander, Government horses may be used for racing in bona fide point to point races (no portion of the course to be on a recognized race course), provided that the following conditions are fulfilled :—

(i) Races in which such horses may run must be closed to Government horses only.

(ii) An insurance fee of Rs. 7.50 per month, or any portion of a month, shall be paid for each horse used for this purpose.

(iii) The horses may be ridden rally by officers.

(iv) The horses may only be raced, in their permanent stations or at practice camps, or camps or exercise in which their unit is engaged or at other local stations at the discretion of the GOs C-in-C.

(v) Government horses may not under any circumstances be raced under rules of racing at open meetings, nor may they be raced in steeplechase, flat or hurdle races at any meeting including gymkhana meetings.

(b) JCOs and OR may be permitted to ride Government horses in cross country events (e.g.. bona fide point to point races) closed to Government horses without payment of insurance fees.

(c) These rules do act apply to boarders for whom there are special conditions as set forth in IAFH-1119.

979. Insurance.—An insurance fee of rupees seven and fifty paise per month or any portion of a month will be paid for all horses hired out under these rules. Insurance fees will not be recovered in respect of a horse in the RVC Centre and School hired out under these rules but which is not used during the month. When JCOs use horses for pigsticking the insurance fee payable to Government will be rupees seven and fifty paise per month or portion of a month. When these personnel use horses for hunting only the insurance fee will be rupees three and fifty paise per month or portion of a month.

980. Horse/Dog shows and Similar Events,—(a) Government animals may be entered for show Jumping, tent pegging, three-day-eventing and other classes of competition at the horse shows, equestrian sports/championships/evms. Similarly, army dogs may be entered in recognised dog shows in their breed and class of specialisation.

(b) Sanction to train and enter Government animals for these events will be obtained from OC the unit to which the animal belongs or the Addl DG RVS in the case of animals belonging to remount depots. Applications giving the name of the show or shows in which it is intended that the animal shall take part will be submitted to the unit commander or ADG RVS at least six weeks before the display is due to take place.

(c) AV insurance fee of Rs. 7.50 per month or any portion of a month (to cover the period from the date of application to date of completion of the show) will be paid for each animal entered for these events. The insurance fee will not be necessary in the case of :—

(i) horse shows open to military competitors only;

(ii) military classes at open shows;

(iii) assaults-at-arms ; and

(iv) regimental sports.

(d) No additional expenditure in connection with the use of Government animals at any of the events enumerated above shall fall on Government.

981. Dogs Shows and similar Events.—(a) Army Dogs may be entered for participation and competition in dog shows, regimental sports and other similar events.

(b) Each Army Dog will be accompanied by its Army Dog Trainer when ever participating in these events.

(c) Sanction to train and enter Army Dogs for these events will be obtained from the GOC HQ Div/Area concerned or the Addl. Director Gen, of Remount & Veterinary Services in the case of Army Dogs belonging to RVC Centre and School.

(d) No expenditure in connection with the use of Army Dogs at any of the events enumerated above shall fall on Government.

982. Displays and similar Events.—(a) Government animals may take part in musical rides, musical drives, vaulting displays, trick riding displays and other military displays of a similar nature.

(b) Sanction to enter and train Government animals for displays will be obtained from the div/area or independent brigade commander. Applications giving the name of the show or shows in which it is intended that the animals shall take part will be submitted to the div/area or independent brigade commander at least six weeks before the display is to take place.

(c) The organizing committee of a show or entertainment at which a display by Government animals is to be given will be required to effect the insurance of all Government animals taking part, see also paras [1321](#) to [1329](#). Insurance policies will be approved by the div/area or independent brigade commander sanctioning the display. Units, invited by the organising committee to take part, will obtain the sanction of their div/area or independent brigade commander before agreeing to participate. Insurance must cover the full period from the time the animals leave their unit lines until they return thereto after the conclusion of the display. In the case of displays taking place at a unit's home station the insurance must cover rehearsals on the show grounds. Insurance will not be necessary for displays given at assaults-at-arms, military horse and regimental sports when no gate money is taken.

(d) No additional expenditure in connection with Government animals taking part in displays shall fall on Government,

(e) The assessed value of the various classes of Government animals for the purposes of this insurance is: —

Horses

Rs.

Rides, Class A and B..... 2, 500

Mules

Mountain Artillery..... 2, 000

General Service..... 1, 700

983. Procedure for Payment of Insurance Fees. —(a) A register of all insurance fees in respect of horses hired out will be maintained by units. The total sum due for insurance from a unit will be credited to Government on last day, of the month by the OC unit who is the authority responsible for certifying the number of horses hired out. In the case of RVC Centre and School, Meerut, the school will submit the list showing unit numbers of horses hired out in charge of students.

(b) A list certified by the OC unit showing the unit number of each horse will accompany each credit for insurance fees.

Boarded Out Horses

984. Numbers to be Boarded. —The total number of boarders permissible is 30, provided that this number can be provided from and without detriment to authorized maintenance holdings of horses in remount depots.

985. Allotment. —The QMG will decide to whom these boarders may be allotted. Boarders will only be provided for selected senior military officers. None is available for civilian officials.

Preference is given to applicants for riding horses and no horse will be certified as quiet to drive.

986. Certificate of Soundness. —Boarders will be issued from remount depots and will be fully trained and certified as service ably sound by a veterinary officer before issue.

987. Agreement - The allottee will be required to sign an agreement on IAFH-1119, which contains the rules governing the boarding out of horses. A copy of that form is shown in Appendix 'Y'.

988. Dispatch by Rail. —Horses will not be dispatched by rail unless a responsible person has been sent to take delivery and has in his possession the cost of rail freight, the necessary traveling gear and forage, and an advice from the railway that rail accommodation has been provided.

989. Registers. —(a) A register of approved applicants for boarders will be maintained by RV Directorate. Serving Army and IAF officers will have a prior claim to the issue of boarders, and no boarders will be issued to other persons until all applications from them have been complied with.

(b) Every OC remount depot will maintain a register for boarded out horses showing:-

(i) army number;

(ii) colour, sex, class, height and year foaled;

(iii) source of receipt;

(iv) brief description of marks;

(v) name and full address of allottee;

(vi) date of allotment;

(vii) particulars as to extension of allotment;

(viii) date of last inspection and by whom; and

(ix) if recalled, the date of receipt in the remount depot with remarks as to condition on arrival.

990. Inspection.- All boarded out horses in the same station as the issuing Remount Depot will be inspected at least once every six months under the orders of the Commandant Remount Depot. Boarders at out-stations will be inspected by a Veterinary Officer under the orders of the div/area Commander, the inspection report being sent for record direct to the Commandant Remount Depot to which the horse belongs. The Commandant Remount Depot will furnish the div/area Commander with the names and addresses of allottees at out-stations.

991. Classification of Veterinary Hospitals.—(a) Military Veterinary Hospitals including those in Equine Breeding Studs and Remount Depots are classified as Class I, Class II and Class III. In Field Veterinary organizations the hospitals will be classified as Advance Field Veterinary Hospitals and Mobile Veterinary Sections (Mechanised/Mountain). In other places where no veterinary hospital exists but/and army animals are located, 'sick lines' will be established.

(b) Equipment of sick lines is the charge of the unit.

(c) In all cases when a veterinary officer is not present in the unit, the veterinary officer in the station will be in charge of the sick lines and will be responsible for treatment of animals and care of stores.

992. Access to Stables.—Veterinary officers will have free access to all Government stables and animals but they will first acquaint the OC unit concerned of their intended visit. All military animals will be inspected periodically. Executive officers in stations will inspect animals at least once a fortnight.

993. Assistance to Veterinary Establishment. —If necessity arises the brigade/sub-area commander will detail regimental establishments to assist in carrying on duties in veterinary establishments. Attendants will be detailed by OsC units to accompany animals to hospital for grooming purposes in the, proportion of one to every two or less, sick animals. Where a proportion of veterinary personnel is available for grooming duties, the number of attendants demanded from units for this purpose will be proportionately decreased. Men detailed for duty in veterinary hospitals are under the orders of the veterinary officer.

994. Line Gear. —The head collar, water bridle, head and heel ropes, clothing and grooming kit, all in serviceable condition, will accompany all animals to veterinary hospitals and will be maintained in that condition by the unit to which they belong.

995. Civil Veterinary Assistance. —When sickness occurs among army animals at stations where no military veterinary personnel exist, the OC unit will apply to the DADRVS/ADRVS of the div/area for assistance. In cases of emergency, however, such as serious accident or illness, where delay might result in the animals' death the assistance of the civil veterinary authorities in the station may be obtained, and the military veterinary authorities notified as soon as possible. The resulting charges will be met from the "incidental and miscellaneous expenses" of the nearest military veterinary hospital.

996. First Aid Appliances. —OsC mounted units, before their units leave their stations, will see that they are provided with an adequate supply of first aid appliances and medicines from the veterinary hospital.

997. Infectious Diseases of Animals—OsC stations are responsible that every precaution is taken to prevent the spread of disease. Any animal showing suspicious symptoms of contagious or infectious disease, and any animal brought into contact with it, will be immediately isolated together with their attendants and gear. During the prevalence of contagious or infectious disease at a station all animals will, under the orders of the station commander, be examined fortnightly by a veterinary officer. When any case of contagious or infectious disease constitutes a public danger, the animal whether public property or the property of any person in military service, will be destroyed on the written opinion of a veterinary officer, under the orders of the OC station.

998. Prevention of Infection.—The veterinary officer will communicate all necessary details for the disposal of carcasses and the disinfection of stables and equipment of every kind to the OC unit who will be held responsible that the measures indicated are carried out. The veterinary officer will inform the OC station and the administrative veterinary officer when that action has been taken.

999. Malleining, Segregation And Inspection. —In order to deal with the disease 'glanders' effectively and eradicate it from amongst army animals the instructions given below will be strictly followed subject to amendments issued by ADGRVS, Army HQ from time to time: —

(a) Annual mallein test. —All army equines over three months of age will be tested annually with mallein 1DP during the month of Jan. /Feb. The annual mass malleining of

animals located in high altitude areas will, however, be carried out during Jun/Jul each year. These tests will be personally supervised and interpreted as mentioned below:

- (i) RVC Centre and School, Meerut Cantt., Remount Training School and Depots and Equine Breeding Studs: by Commandants/Dy Commandants (Veterinary Officers only).
- (ii) Horse and Mule Breeding Area: by the District Remount Officer, if he is a Veterinary Officer, otherwise under arrangement of DDRVS HQ Command.
- (iii) Other units: by ADRVS/DDRVS Command concerned and in case of their inability by an officer specifically detailed by them.

(b) Periodical Mallein test:

(i) On receipt of animals in a unit. —The animals on receipt will be kept in segregation for a period of three months. Mares received at Studs during breeding season will, however, be covered by a separate stallion which will also be kept in segregation. The veterinary officer will carry out the mallein test at the end of the first, fourth, eighth and during the twelfth week of segregation under supervision of the OC Veterinary Wing/SEVO of the station. If all animals are found negative they will be allowed to mix with other animals of the unit. This will also apply to animals of same unit returning from, exercise, sports, games, polo, horse shows etc., when they have travelled in public transport or have come in contact with non-military animals while participating in such meets.

(ii) Before despatch of animals to out-stations. —All animals earmarked for transfer will be segregated for twenty-one days prior to the date of despatch and be mallein tested not before 14 days of segregation. No animal will be allowed to leave the station in the event of any animal showing positive/doubtful reaction.

(iii) Locally purchased animals.—Locally purchased animals will be subjected to mallein IDP test at the time of purchase and will be taken over and paid for only if they are found negative to the test. However, if an animal is found positive on such a test no animal will be purchased from the affected lot/station. Locally purchased animals will be kept under segregation for a period of three months by the receiving unit and subjected to mallein test at the end of 1st, 4th, 8th and during 12th week of segregation. In addition, these animals will be examined serologically 14 and 28 days after purchase. If all these animals are found negative to both types of test (mallein and serological) these will be merged with the unit stock.

(iv) Animals employed in animal transport/carts, tongas, gigs etc. — Such unit equines should be stabled separately and subjected to the mallein test quarterly.

(v) Animals earmarked for cast and sale. —Such animals will be tested not earlier than fourteen days preceding the sale/auction. These will be kept under segregation from the date of the test till these are disposed of.

(vi) Animals cast and ordered for issue to Serum Institute. —All such animals will be mallein tested before despatch/handing over.

(vii) DRO stallion stable animals. —These animals will be mallein tested quarterly.

(viii) Strayed animals, —Army horses or mules which have strayed or have occupied private stables will be retested by Mallein IDP test before being allowed to enter government stables.

(ix) Animals admitted to segregation wards in hospitals. —All cases of debility or animals evacuated/admitted in the segregation (infectious/contagious diseases) wards of veterinary hospitals will be mallein tested both on admission and discharge from the hospitals.

(c) General Instructions:

(i) No private equines will be brought to or stabled in any animal holding unit of the Army. Regimental equines kept in the unit with proper permission will be mallein tested and examined as per procedure in vogue for other animals of the unit.

(ii) Private equines will not be permitted in remount veterinary units/ animal holding units.

(iii) Army animals should be prohibited from participation in equestrian sports where non-military animals also take part unless the latter are mallein tested not earlier than 14 days prior to the event and certified negative to the test by a veterinary officer.

(iv) Glanders being a zoonotic disease of public health importance it is desirable that all personnel handling affected animals and their incontacts are periodically subjected to medical inspection.

1000. Inspection Of Animals Before Movement—When animals, including chargers, are transferred from one station to another- they will be inspected by a veterinary officer prior to the move and on arrival at their destination. The OC unit/Commandant/remount depot will ensure that sufficient opportunity is given to the veterinary officer to inspect the animals before they leave the unit.

1001. Veterinary History Sheets. — Veterinary history sheets will be prepared by units and passed to the veterinary officer in charge, who will be responsible for their upkeep

until the animals leave the station, die or are destroyed. A sheet will always accompany an animal except when boarded out. The sheet will be signed by the OC unit on preparation and on each transfer. In no circumstances will veterinary history sheets be destroyed, duplicates issued or any alterations made in the original description of the animal without the authority of the DDRVS of the command, on the advice of the DADRVS/ ADRVS/DDRVS of the div/area/corps. Duplicate sheets will be so marked and that endorsement, and any alteration in the description on a sheet, whether original or duplicate, will be signed and dated by the officer making it who will also note the number and date of the authority.

1002. Responsibility For Shoeing. —The OC animal holding unit is responsible for the proper shoeing of horses and rasping and shoeing of mules including those in military veterinary hospitals where no farrier is authorised. All newly shod horses and mules will be inspected by a veterinary officer. A veterinary officer of the animal holding unit will visit forges and stables regularly and inspect the shoeing. The veterinary officer will advise the OC unit on matters pertaining to care of feet and faults or bad workmanship in shoeing.

1003. Provisioning, Training, Registration, Identification, Numbering And Employment Of Army Dogs. — (a) Provisioning Training and Allotment

(i) RV Corps will be responsible for procurement, breeding, rearing and training of army dogs. Allotment of fully trained dogs to Army Dog Units as well as to other defence and para military forces as and when required will be the responsibility of Additional Director General RV Services, Army HQ.

(ii) RV Corps will be responsible for providing veterinary care and periodical immunisation to army dogs.

(iii) ADGRVS will be responsible for casting of unfit army dogs and also those declared unfit for training and for issuing orders for disposal of such dogs by destruction or sale through public auction.

(b) Registration, Identification and Numbering

(i) All dogs bred or purchased for army must be allotted an identification number (army number) and the same will be tattooed below the pinna of left ear.

(ii) Numbering will be done as per preston system by which it is possible to number 4000 animals with each letter selected, using letter 'A' for the first number. Thus the first dog will bear the number 'A000', the second 'A001', the third 'A002' and so on upto 'A999' which completes the first thousand. The second thousand will be numbered '0A00', '0A01', '0A02' upto 9A99. The third thousand will commence at '00A0' and finish at '99A9' and the fourth thousand will commence at '000A' and finish at '999A' and so on.

(iii) The particulars of each dog will be individually entered alongwith its full description in the 'Animal Register' (IAFZ-2147).

(c) Documentation

(i) For each army dog, a history sheet (IAFZ-1774) will be maintained wherein full particulars in respect of the individual dog's number, name, breed, size, date of birth, etc., will be entered. The history sheet will also carry description of the dog alongwith a photograph taken at one year of age. The photograph duly sealed and authenticated by Chief Trainer, Army Dog Training Wing, RVC Centre and School will be pasted on the left corner of the history sheet. The history sheet will be transferred to the unit holding the dog.

(ii) In case of death/casualty of an army dog, the history sheet will be transferred to RVC Centre and School for safe custody and record.

(iii) In case of loss of a history sheet, a court of inquiry will be held and a duplicate copy prepared only after obtaining sanction of ADGRVS.

(d) Holding and allotment of dogs

(i) RV Corps will be responsible for: —

(aa) Holding reserve of dogs for allotment to various units as per their authorisations.

(ab) Allotment of dogs to the units as per their operational commitments/deployment as directed by GS Branch, Army Headquarters.

(e) Employment of Army Dogs.

(i) Army dogs trained for a specialised job will not be employed in any other role e.g. a tracker dog will not be employed for guard duties.

(ii) Retraining of dogs from one speciality to another will not be resorted to without prior concurrence of ADGRVS.

(iii) Army Dogs will be tactically employed under orders of local formation commanders in consultation with the officer commanding army dog unit.

(iv) GOsC-in-C are empowered to permit use of army dogs in aid of civil power.

(v) To keep army dogs operationally fit for their respective role at all times, as a matter of policy they will not be utilised for giving any public displays etc.

(vi) Army dogs can be entered in recognised dog shows in their respective class only after obtaining prior approval of ADGRVS.

1004. Purchase And Procurement Of Army Dogs. —Commandant RVC Centre and School, Meerut Cantt will be solely responsible for purchasing and procurement of army dogs as per policy laid down by RV Directorate, QMG Branch, Army HQ from time to time, (a) The purchasing officer will scrutinise the pedigree sheets, the breed, health and condition of pups/adult dogs for deformities/diseases which are of hereditary nature.

(b) The purchasing officer will select the animals as per the instructions issued by RV Directorate, QMG Branch, Army HQ from time to time.

(c) Females selected fit for breeding may be retained at RVC Centre and School (Army Dog Breeding Kennels) for the purpose of breeding on the recommendation of a board of officers and will be called 'Army Breeding Bitches'.

(d) Army dogs selected fit for breeding may be retained at RVC Centre and School and will be called 'Army Stud Dogs'.

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CHAPTER XXII HOUSING AND QUARTERING

1011. General. —(a) The rules relating to housing and quarters and the taxes appertaining thereto are laid down in "Quartering Regulations with Rules for Supply of Water and Electricity",

(b) All officers on military duty in a cantonment will reside within the limits of that cantonment. An officer will not be allowed to live in the civil lines without prior sanction of the station commander or the brigade, sub-area, divisional or area commander, as the case may be.

1012. Classification Of Quarters. —All officer quarters, whether Government owned, hired, leased or requisitioned will be classified in accordance with scales as laid down in "Scales of Accommodation for Defence Services—1983", by a board of officers convened by the station commander. The GE shall be a member of the board.

1013. Reservation Of Quarters.—(a) Quarters, will be reserved for GOC-in-C, GOC Corps, Area and Div, Deputy GOC Area and Div, Sub Area/Indep Sub Area and Bde Commanders, Station Commanders of the rank of Brig only and Commandants of Category 'A' Establishments/Corps and Regimental Training Centres, irrespective of whether or not these have been specifically built, purchased or leased by the Government.

(b) A GOC-in-C may at stations within the Command where there is a definite shortage of suitable houses, by notification in Command orders, reserve quarters also for officers of the rank of Major General and Brigadier when holding specific appointments like COS, BGS and Brig IC Adm and so on on the staff at Command and Corps Headquarters, provided he is satisfied that the course is necessary to facilitate the work of the officer holding the appointment concerned. Once such orders are published they will be binding on successors in the appointment and will not be cancelled without the prior approval of the QMG.

(c) A GOC-in-C may at his discretion reserve quarters for OC Base or Army Hospitals and for any Specialists and Consultants in Military or Army Hospitals whose services are required for attending to emergency cases.

(d) Apart from those mentioned above, no quarters will be regarded as reserved for officers holding particular appointments but quarters specifically built for RV Corps officers and key personnel of MES installations will be regarded as reserved for them, although the special rules governing the recovery of rent or with-holding of lodging allowance for reserved quarters will not be applied to them.

1014. Allotment Of Quarters. —(a) All officers' quarters, other than single officers' quarters attached to messes, will be held on a station pool. Allotment to individual officers will be made by the station commander or, where more than one service is concerned, by the Inter Services Quartering Committee. The barrack stores officer or the senior barrack

stores representative at out stations will be present on the committee meetings in an advisory capacity.

(b) Single officers' quarters attached to messes will be allotted in bulk by the station commander to the OC unit in charge of the mess. Allotment to individual officers will be the responsibility of OC unit and he will send a copy of each allotment to the OC station and barrack stores officer (MES).

(c) Station commanders will ensure that officers and subordinates are allotted quarters of the class to which they are entitled that all Government quarters and messes, whether Government owned, hired, leased or appropriated under the Cantonments (House Accommodation) Act, No. VI of 1923, are fully allotted, having due regard to military convenience and financial consideration, and that the interest of Government in the matter of recovery of rent are safeguarded. An officer will be allotted accommodation of a higher class than appropriate to his rank after the possibility of allotting it to an officer of the appropriate rank or making two officers share it has been ruled out for administrative reasons. An officer will be allotted lower class of accommodation only for "administrative reasons such as non-availability of proper class of accommodation.

(d) A station commander will not allot the residence of a GOC-in-C or an area/div commander during his absence on duty or leave except to a senior officer of or above the rank of colonel who is not already in occupation of Government quarters in the station and then only with the prior concurrence of the general officer concerned.

(e) If a commanding officer considers that for any reason (such as the need for an officer being accommodated at a place fairly near his office, when married quarters to which he may be entitled are situated at a great or considerable distance from his place of work) it would be contrary to the interests of the service to allot a married quarter to an officer who is otherwise eligible, he will submit details to his superior military authority. If his view is supported, the case will be submitted to Army Headquarters, through the normal channels, for decision.

In the case of a JCO, WO, OR or NC(E) the decision of the commanding officer will be final.

1015. Vacation Of Private Accommodation. —(a) An officer may be called upon to vacate private accommodation and occupy Government quarters but the station commander, whilst exercising his discretion primarily with due regard to military convenience and financial considerations, should not disregard any possible case of hardship involved on account of the nature of private arrangements an officer was compelled to make because no Government accommodation was available for him when required.

(b) If it is decided that an officer should vacate private accommodation, and he declines to occupy the quarters allotted to him, he will forfeit his lodging allowance if entitled to that allowance. If not entitled to lodging allowance, he will pay rent for the quarters so allotted, under the rules in force till the quarters are re-allotted to another officer. This rule will not be relaxed without the sanction of the Government.

1016. Sub-letting And Guests. —(a) A quarter will not be sub-let by the authorised occupant. There is, however, no objection to an individual making private arrangements with the prior permission of the station commander for accommodation with another individual in occupation of Government accommodation in the same station as the latter's guest, provided that no extra expenditure or loss to Government is involved by the grant of compensation for inferior accommodation to the authorised occupant of the quarter, or on account of quarters owned, hired or appropriated by Government remaining vacant in the station.

NOTE

The term "individual" in this sub-para means a service officer or a civilian paid from the Defence Services Estimates

(b) An officer for whom quarters are reserved under para [1013](#) may, however, sub-let his quarters subject to the rules laid down in "Quartering Regulations with Rules for Supply of Water and Electricity"

1017. Occupation Returns And Recovery Of Rent. —(a) For all officers' quarters on the station pool the MES is responsible to prepare the returns and forward them to the unit accountant with a copy to the station commander and the unit. For all other buildings including officers' messes units and formations in occupation are responsible to prepare the returns and forward them in duplicate to the local MES authorities who will check these and forward a copy to the unit accountant.

(b) Occupation vacation returns will be prepared on IAFZ-2170 and will be forwarded as follows: —

(i) Immediately after handing/taking over by the MES of any accommodation.

(ii) Changes in occupation within unit lines, single officers' quarters etc., where allotment is the responsibility of OC units, by the 5th of each month, to show changes during the preceding month.

(iii) Complete occupation returns showing all buildings (Government owned/ hired/ requisitioned whether rentable or non-rentable) by the 20th April annually to show the position as on 1st April.

(c) In the case of buildings allotted rent free or at concessional rate the authority in support of rent free or concessional rate occupation, will be quoted.

(d) Occupation/vacation returns will be submitted promptly and correctly as they form the basis of the unit accountants' revenue ledger. The MES will bring any irregularities in this respect to the notice of the station commander.

(e) The "officer responsible for the allotment of accommodation will, before permitting the occupation of any building by a private person, or any institution or corporate body, invariably ascertain from the GE concerned the assessed rent, or market rent, if higher, recoverable from such an individual, institution or corporate body, and will be primarily responsible for watching that recoveries of rent are effected every month. When private persons/parties are allotted Defence accommodation; agreements will be concluded with them by the Station Commander on behalf of the President on the standard lease deed form. A copy of the licence deed when executed by the station commander will be forwarded to the GE and the CDA.

(f) An officer leaving for any place out of India, when applying to the CDA concerned for a last pay certificate, will enclose with his application a certificate countersigned by the station commander or head of his department to the effect that any charges to the State on account of rent of buildings, hire of furniture and electricity and water consumed by him have been adjusted. The certificate is required only in the case of an officer for whom IAFA-450 is not required to be submitted under FRI Part I, Para [264](#).

1018. Review Of Accommodation. —(a) The station commander is required to allot/provide accommodation with due regard to military convenience and as such he should periodically review his probable requirements. All hired buildings found surplus to requirements during periodical reviews, will be de-hired. In order to avoid infructuous expenditure, recourse to taking up accommodation in advance should be resorted to only if absolutely necessary and with the concurrence of area commander.

(b) Private houses in cantonments appropriated under the Cantonments (House Accommodation) Act, 1923 or hired by the Government will be allotted to officers for occupation under the orders of the station commander to whom any question arising out of such allotment or occupation will be referred. In such cases, Government is the tenant and the occupants have no authority to deal direct with the house owners.

(c) The leasing in cantonment of private houses other than those appropriated by Government under the Cantonments (House Accommodation) Act, 1923, and those hired by Government, will be carried out by private arrangements between the officers concerned and the landlord. Such transactions concern neither the cantonment authority nor Government.

1019. Neglect Of Rules. —The MES officer concerned will bring to the notice of the station commander any neglect of rules and instructions relating to housing and quarters. Similarly when CDA is not satisfied that due regard has been given to financial considerations, he will, after consulting the station commander, advise the area commander accordingly.

1020. Family Accommodation For Army Units (a) Married accommodation for troops is authorised at the following percentages of the authorised establishments of Army units: —

Units	Percentage
(i) JCOs/WOs of all Army units.	50%
(ii) Quartermaster and troops dafadars of animal transport units.	100%
(iii) Artificers (Asstt. foremen charge hands only)	60%
(iv) Havildars of Postal Service and those of ASC supply (including clerks GD/GD(SD).	50%
(v) Havildars of AOC, EME and dafadar/clerks of RVC	33.5%
(vi) Religious teachers.	27%
(vii) NCO instructors' AEC and APTC havildars	

and

combatant clerks of recruiting organisation.

(viii) All non-combatants (enrolled) and only those of non-combatants (unenrolled) who are borne on authorised establishment and are required to live near their place of work.

(ix) Artificers other than those mentioned at (iii) above.

(x) NCOs and OR of HQ Bombay Engineer Group.

(xi) OR of Postal Service, AOC, EME, OR: Clerks of

RVC and those of ASC supply (including clerks GD/GD/(SD) but excluding MT Drivers).

(xii) NCOs and OR of HQ Madras Engineer Group (including units, reinforcements and recruits)

(xiii) NCOs and OR of Gorkha units, other than training centres.

(xiv) NCOs and OR of units of HQ Bombay 24% Engineer Group (excluding reinforcements and recruits).

(xv) NCOs and OR of President's Body Guard. 15%

(xvi) NCOs and OR of all Army units not catered for above i.e. infantry, (cavalry, arty, armoured corps, engineers, signals Gorkha training units, DSC, AMC, CMP, RVC. Intelligence Corps. Pioneer Corps, ASC [other than those mentioned at (ii), (iv) and (xi)] and reinforcements and recruits of Bombay Engineer Group.

(b) Any extra accommodation in existing lines may be utilised but no extra expense will be borne by Government in connection with moves of any of the families so accommodated.

1021. Accommodation, Families On Posting. —(a) Officers posted from one station to another in India will not take their families with them until: —

(i) they have received confirmation from the commander of the station that suitable accommodation is available; or

(ii) if no Government accommodation is available, they have been permitted by the station commander by orders in writing to make their own arrangements for accommodation.

(b) JCOs, WOs, OR and NCs(E) posted to any station in India will not be permitted to take their families with them without confirmation having first been obtained from the station commander that Government or suitable hired accommodation can be made available.

(c) Posting authorities will ensure that the above instructions are made known to all concerned. No travelling allowance, forms or warrants will be issued by despatching authorities to officers, JCOs, WOs, OR, NCs(E) and their families unless the application for these is accompanied by a certificate to the effect that instructions contained in sub-paras (a) and (b) above have been complied with.

1022. Grant Of Ante-Date For Allotment Of Married Accommodation-

(a) (i) Officers posted to stations where married accommodation cannot be provided to them under any arrangement or to field service areas where they are precluded from taking their families or when serving overseas/afloat, for not less than 6 months in the previous duly station, will, on posting to a peace-station, have their seniority ante-dated by half the period they spent in the previous station/ship of duty, irrespective of whether they retained family accommodation/separated family accommodation at the previous duty station. This concession will also be available to officers retiring from field service areas, who are reemployed at a peace station within 60 days of retirement. Similar ante-date will also be allowed to officers on return from their posting to ASSAM RIFLES and other Organisations, etc. to which Army officers are posted on deputation on Regimental posting without the officers having any option. The stipulation that married accommodation was not provided during tenure with the Organisations referred to will apply in their cases also

(ii) The above concession will also be admissible to married officers proceeding abroad either on a course of instruction, study leave, foreign assignment or on deputation to a foreign Govt, for a period of not less than six months even when they were accompanied by their families.

(iii) Officers not provided with married accommodation at previous (two or more) stations where the stay exceeded six months in all and yet was less than six months in any individual station, will on posting to a peace station, be entitled to have the seniority in the roster for married accommodation antedated by half the total period of service at previous stations.

(iv) Officers who take their families to stations in field areas where married accommodation has been constructed will not be allowed any ante-date of seniority for allotment of accommodation at the new station. Like-wise officers taking their families to field areas, even at their own expense and with the permission of the competent authority, will not be allowed ante-date of seniority for allotment of accommodation at the new station.

(v) Officers who are accorded permission to take their families to stations in field areas but do not utilise the permission, will be granted ante-date of seniority for allotment of married accommodation at the new station in the normal manner. This provision will not apply, to stations where field service concession have been finally withdrawn.

(vi) A period of less than three months spent with the family before an offer is posted out to another station will not constitute a break in separation for purpose of the grant of ante-date of seniority at the new duty station.

(b) Similarly JCOs, WOs, OR and NCs(E) transferred individually and who are posted to stations where married accommodation cannot be provided to them, will, if posted to new stations after a service of not less than six months in the previous station, have their seniority, for purposes of allotment of accommodation at the new stations, ante-dated by half the period spent in the previous duty station subject to a maximum ante-date of six months.

1023. Realised Age Of Marriage CM Officers For Eligibility Of Married Accommodation. — Officers who marry before the age of 25 years will not be entitled to married accommodation until they attain that age and will be required to live in a mess.

1024. Business Or Trade By Families Living in Government Quarters. —The wife or other members of the family of an officer, JCO, WO, OR or NC(E) to whom married quarters are allotted will not be permitted, while occupying them, to be concerned in any way with the formation or operation of any club or other association having for its object the collection of money or the distribution of money or goods within the precincts of camp or barracks, or to use Government quarters for the purpose of any trade without first obtaining permission from the commanding officer. Any breach of these regulations will be regarded as misbehaviour and render the officer, JCO, WO. OR or NC(E) concerned liable to vacate the married quarters.

1025. Vacation Of Married Quarters. — (a) Once a married quarter has been allotted to an officer. JCO, WO, OR or NC(E) by proper authority and he has taken up occupation of the same he will not normally be required to vacate the quarter while on the strength of the station unit unless circumstances arise which make the continued occupation of the quarters by the individual, his family or household inappropriate or impossible, or except under any of the following circumstances:-

- (i) When the person to whom the quarter is allotted is posted away from the station/unit
- (ii) When the person proceeds on temporary duty elsewhere for a period which is expected to exceed six months.
- (iii) When the person to whom the quarter is allotted is absent without leave for more than 30 days and there is no satisfactory explanation for his absence.
- (iv) When the quarter is required for use otherwise than as a married quarter, or its continued use as a married quarter becomes impossible. e.g., by reason of the disposal of the quarter and alternative accommodation has been offered.
- (v) When, in the case of JCOs, WOs, OR and NCs(E), the quarter is required for allotment to another JCO, WO, OR or NC(E) in accordance with station/unit orders governing the allotment of married quarters in the station/unit.
- (vi) When the quarter is of a higher class than the entitlement of the allottee and alternative accommodation of the appropriate class is offered to him.

(b) In addition, misconduct, misbehaviour or a breach of station/unit regulations on the part of the person to whom the quarter is allotted or of any member of his family, or any other person living in or using the quarter, may lead to all its occupants being required to vacate it.

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CHAPTER XXIII

Movement of Troops, Animals, Baggage and Store

General

1031. **Controlling Authority.** —Inter command moves of units, sub units and detachments will be sanctioned by Army Headquarters (Deputy Chief of the Army Staff). Moves of units within command will be sanctioned by the command headquarters provided no change in the Order of Battle is involved.

All movements of troops, animals, baggage and stores are controlled by the Quartermaster General.

1032. **Training Moves.**—Movements in connection with training are authorised by command, div/area and independent brigade/sub area/brigade headquarters and by the DMT in the case of moves which require the sanction of Army HQ. The expenses involved are adjusted according to the rules in Appendix VII, Financial Regulations, Part II.

1033. **Individual Movement**—No movement of individuals at Government expense will be carried out without the orders of the competent authority except in cases of extreme urgency. When a journey is commenced without sanction a report will be made to the competent authority for his orders. The authority sanctioning the movement of an individual travelling otherwise than with troops will specify in the movement order the date by which the individual is required to arrive at his destination in India, or, in the case of an individual leaving India, at the port of embarkation. The date will be determined with reference to the circumstances necessitating the move.

1034. **Joining Time On Permanent Duty Moves**—(a) If an individual is not required to arrive by a particular date, he may be allowed joining time as shown below subject to a total period of thirty days. —

(i) Six days, for preparation in addition to the journey time admissible below.

(ii) For the portion of the journey when individuals travel by aircraft actual time occupied in the journey. A part of a day should be treated as one day.

(iii) One day in respect of each of the following distances or fraction thereof: —

Journey by rail — 500 Kilometres

Journey by sea — 350 Kilometres

Journey by river — 150 Kilometres

Journey by road or

by Motor Car — 250 Kilometres

Journey by other means — 25 Kilometres

(b) Joining time, as calculated in sub-para (a) above, may be allowed to an individual at the time of proceeding to another station in or ex-INDIA to attend a course of instruction of more than 3 months (entitling him to TA on permanent duty scale) if he does not retain Service accommodation at the last duty station for the duration of the course. The period of 6 days normally allowed for preparation will, however, not be admissible to an individual proceeding to attend such a course from a field area (non-family station). The joining time may also be allowed to an individual who, while on temporary duty or on a course of instruction at another station irrespective of its duration, is posted on permanent duty to another unit or appointment and is required to proceed direct from the station of temporary duty or course of instruction. In such a case, the joining time will be reckonable from the station of the temporary duty/course of instruction.

(c) (i) An individual who is transferred from one appointment in India to another appointment ex-India or vice versa or from one appointment ex-India to another appointment ex-India or who at the end of a course of instruction abroad is posted to a station in India other than that from where he proceeded on the course, will be entitled to joining time as under:—

The actual period spent in transit from the old duty station to the new duty station by the approved route, including enforced halts if any, as certified by the Heads of Missions concerned in countries where enforced halts occur that the halt was necessary to catch the connecting transport, plus 6 days for preparation.

NOTES

1. The six days preparation period will, however, run concurrently with the period of an individual who is returning from an appointment ex-India on permanent amount of joining time admissible, Sundays will be excluded but will be included in the "thirty days" maximum. The competent authority may sanction an extension of joining time provided the maximum period of thirty days is not exceeded.

NOTES

1. Competent authority mentioned above will be as follows: —

(i) Officers of the rank of Colonel and above of all Arms and Military Secretary Services, Officers of the rank of Lt Col of Corps of Signals, ASC, Respective AOC and EME, Officers of the rank of Lt Col and below of Personnel Armoured Corps, Regiment of Artillery, Infantry, Pioneer Corps, Directors at Intelligence Corps and Special List, Officers of all Arms and ArmyHQ/ Services serving in Staff/ERE and Research and Controlling the Development/Production and Inspection Organisations under the Army Service Ministry of Defence. concerned

(ii) Officers other than those covered by (i) above

Officer-in-Charge

(iii) JCOs and OR (including NCs(E)).

Record of the Unit

2. The power for the extension of joining time (upto 30 days) by the above authorities will be exercised subject to the following conditions:—

(i) When an individual has been unable to use the ordinary mode of travelling or, notwithstanding due diligence on his part, spent more time on the journey than is allowed by the rules.

OR

(ii) When such extension is considered necessary for the public convenience, or, for the saving of such public, expenditure as is caused by unnecessary or purely formal transfer.

(iii) When the rules have in any particular case operated harshly; as for example, when an individual has through no fault on his part missed a steamer or fallen sick on the journey.

OR

(iv) When an individual is transferred from military to civil or foreign employ, or is re-transferred therefrom to military employ, he may be granted joining time under the rules of the borrowing civil department or Government. The military rules on joining time will not apply.

1035. Transfer of Non-Combatant and Personnel. —Enrolled non-combatant personnel of units will accompany units moving in relief. Non-combatant un-enrolled personnel will accompany units unless arrangements to exchange such personnel are made between the relieving and relieved units.

1036. Parties to be Accompanied by an Officer. —Parties of troops of fifty men or more travelling by road or rail will be under the command of an officer to be appointed by the OsC units concerned. In cases of smaller parties the CO will use his discretion in deciding whether or not an officer, JCO or senior NCO will be detailed to command the party. If a JCO or NCO is not included the CO will detail NCOs to accompany the party on the scale of one to twenty-five men or part thereof. For troops moving to ports for embarkation in transports proceeding outside Indian limits, draft conducting officers will be appointed by the QMG

1037. Movement Reports.—On arrival at new location, formations, units and detachments will report their arrival on IAFZ-2266.

1038. Handing over of Animals on Relief. —Whenever animals have to be handed over on the relief of units, a station board will be assembled approximately fifteen days before the date of the relief. The board will be composed of an officer detailed by the ADRVS command, a veterinary officer and one officer from a unit similar to those concerned. For boards on animals of infantry or other units having not more than fifty animals on charge, the officer detailed by the ADRVS command need not attend. In those cases the OC station will detail another officer for the board. The board proceedings will be forwarded to the OC station.

1039. Animals of Units Moving in Relief—Procedure.—All horses and other animals which are Government property will be handed over to the relieving unit unless otherwise directed by the Chief of the Army Staff.

1040. Handling of Baggage.— Troops when moving by road or rail are responsible for handling their own baggage unless the medical authorities consider the provision of hired labour essential. At seaports arrangements for the handling of baggage will be made by the embarkation authorities at that port.

1041. Tolls.—The rules regarding exemption of troops and military traffic from payment of tolls are contained in the Manual of Military Law.

1042. Rest Camps.—GOsCinC commands are..... empowered to open rest camps,when necessary, to the extent of their financial powers subject to the instructions contained in Financial Regulations. When possible, barracks will be utilised for the purpose.

1043. **Deficiencies, Discrepancies, Loss or Damage.** —In reporting any discrepancy the fullest information will be given and all numbers, weights and marks upon the packages giving evidence of their having been tampered with being carefully recorded. In cases of actual deficiency, the package with their notes and all wrappers will be retained until the enquiry closes. The consignee will sign on the receipt vouchers for the quantity actually received and, when the damage or deficiency is obviously due to damage in transit and not considered to be attributable to the consignor, will enter on the receipt voucher the deficiencies or alterations in condition and certify that he is taking action to regularise them.

When stores have been incorrectly vouchered or received in a damaged condition due to unsuitable or insufficient packing, or vouchered in a condition other than received and such faults are considered to be attributable to the consignor, the consignee will sign the receipt vouchers for the quantity and condition as shown therein and will prepare a discrepancy report, in, triplicate, attaching two copies (original and duplicate) to the consignor's receipt copy of the voucher, retaining the triplicate copy. The number and date of the discrepancy report will also be entered on the consignees copy of the vouchers. The full quantities as vouchered will be brought on charge by the consignee, and the ledger will be adjusted by means of a provisional loss statement to agree with the consignment as found on receipt.

If the discrepancy is admitted by the consignor, he will replace the stores on nominal vouchers. The nominal vouchers will be treated by the consignee as regular vouchers and linked with the provisional loss statement. The latter will also be suitably endorsed that no further action to obtain orders of CFA is necessary.

If the discrepancy is not accepted by the consignor, he will return the original copy of the discrepancy report to the consignee, together with a statement of his reasons for not admitting responsibility and the consignee will proceed with action to obtain orders of the CFA converting the provisional loss statement into a regular one.

NOTE

The progressing of the loss statement will be watched through a "Register of Losses". When surpluses are found the consignee will bring them on charge by a certificate receipt voucher pending receipt of a regular voucher which will be obtained from the consignor.

Regarding damage or deficiency not considered attributable to the consignor, the endorsed receipt voucher will be treated as an acquittance in full, so far as the consignor is concerned. The consignee will, however, bring on charge in his ledger the full quantities recorded in the vouchers sent to him in the condition shown, by the consignor (units consigning stores to supplying establishments will voucher the stores by quantity only, omitting their condition), and will make out a loss statement in duplicate for any damage or deficiencies, the original for submission to the CFA and the duplicate for retention. The discrepancy will be, charged off the ledger by means of an adjustment voucher. The loss statement when sanctioned by the CFA will be attached to the adjustment voucher in support of the writing off of the stores. In the case of Small Arms Ammunition fired cases returned by units to AOC establishment, the vouchers will be amended to the quantities actually received when there is a discrepancy of five cases or less. In the case of changes in the condition of stores transferred between AOC establishments, adjustments will be governed by Financial Regulations, Part II.

1044. **Claims on Post Offices.**—The Post Office does not accept any responsibility for the loss of or damage to unregistered postal articles. Claims for compensation of loss or of damage to registered letters, packets or parcels should be preferred by the consignor on the post office concerned, with a request that the payment of compensation should be made to the consignee. The application should be made within six months of the date of posting of the article in the case of loss and within one month of delivery of the article in the case of loss of contents or damage. Clause 116 of P & T Guide refers. This procedure does not apply to registered articles despatched overseas from India. Clauses 213 and 236(2) (c) of P & T Guide refer.

1045. **Octroi.**—Stores accompanied by a prescribed certificate, endorsed by a Competent Officer to the effect that they are Government property at the time they are brought into Cantonment; limits are exempt from Octroi. Incases where the stores are subsequently sold, the Officer responsible for their import/sale will recover the Octroi charges if due from the purchasers and deposit the same to Cantonment Board / Municipality. Stores

issued on payment to contractors for use in Defence Works and ASC articles purchased by Service personnel in receipt of higher rate of ration allowance (see para 895) shall not constitute sale for the purpose of Octroi.

1046. Receipt of Stores From Manufacturing Establishment. —When articles received from a manufacturing establishment are found to differ from sanctioned authorities, such as vocabularies or lists of changes, a discrepancy report will be forwarded, in duplicate, by the consignee to the consignor. The consignor's copy of the issue voucher will not be altered, but the consignee will amend his copy to show the stores as found by him on receipt and will bring them on charge accordingly, returning the issue vouchers, duly receipted to the consignor. The consignor will return to the consignee the original discrepancy report which will be attached to the consignee's receipt copy of the voucher. The consignor will mark up the original issue voucher showing the disposal of the duplicate discrepancy report. If the matter is one which cannot be settled by the consignor, it will be referred to the authorities concerned for decision.

Movement By Road

1047. Routes And Stages.—Movements will be carried out by the shortest routes or by the routes and stages as laid down in the movement/warning order. No deviation therefrom will be permitted except with the sanction of the div/area commander.

1048. Itineraries.—The div/area/bde/sub area commander in whose area the movement originates is responsible for furnishing the itinerary of troops moving by road, to the OC at the destination, to the div/area/bde/sub area commanders through whose areas the troops will, pass and to the civil authorities within whose jurisdiction the route lies. He is responsible also for informing the civil authorities concerned of the strength of the troops and of their probable date of arrival at ferries or other points where special assistance is required from the civil authorities.

1049. Reports. —In addition to the report prescribed in para [1037](#) an OC unit or detachment of a strength of fifty or over will, when approaching any military station, forward IAFZ-2266 so as to reach the local staff officer two days before the arrival of the troops and will furnish him with a marching in report on the same form on arrival. A JCO or NCO in command of a party must report personally at each station to the local staff officer who is responsible for the preparation and despatch of the necessary movement reports. On arrival at a military station on the line of march the OC troops moving will report this arrival to the OC station.

1050. Changes In Relief Programme.—Applications from units and formations for changes to be made in the method of carrying out reliefs will be considered by Army HQ only if they are based on public grounds. Troops ordered to proceed by route march are not permitted to travel by rail or other mode of conveyance at their own expense.

1051. Animals of Units Moving in Relief.—A unit or detachment moving in relief will take with it all regimental animals on the march, unless orders are issued to the contrary. Animals usable to march will be despatched by rail at the discretion of the GOC in C command within three months of the date of the move of the unit.

Animals falling sick on the way and unfit to march may be moved by rail.

1052. Transport.—Requisition for transport for the carriage of both public and private baggage and stores will be submitted on IAFZ-2150 to the OC station who will make the necessary arrangements with the local ASC representative or the nearest ASC representative if no local one exists. It is the duty of the ASC representative to arrange for the provision of necessary transport. The ASC will submit a bill for payment to the OC unit on account of expenses incurred in transporting private baggage and stores. Officers commanding TA and NCC units and executive officers of ordnance and clothing factories may either obtain their transport, when required, through the ASC or make their own arrangements. Before making their own arrangements; however, these officers will consult the CO ASC Bn of the div/area concerned to ensure that such arrangements do not infringe the terms of any contract made by the CO ASC Bn div/area.

1053. Transport Arrangements, Pre-Arranged Marches.—In all cases of pre-arranged marches when transport has to be hired through civil authorities, the div/areas/brigade/sub area commander concerned will detail an advance party consisting, where possible, of personnel of both the unit and the transport service who should co-

ordinate with the civil official concerned. The latter will be informed that the advance party is being sent to render necessary assistance.

Instructions regarding payment for transport supplied through civil authorities for troops on the march are laid down in paragraph 28, Financial Regulations, Part II.

1054. Unit Transport Register. -Units utilising hired transport will maintain records of the transport used by them on IAFZ-3023 (Unit Transport Register). The register will be a complete record for each hired vehicle showing details of every journey performed. This will be examined periodically by a commissioned officer or by an inspecting officer visiting the unit, if the unit is commanded by an individual below commissioned rank. The register will be open to audit and Local Audit Officers who may wish to compare the facts and figures recorded on paid indents with those entered in the register.

1055. Carrying Capacity Of Transport. —The authorised loads for animal transport in plains excluding weight of saddlery, line gear and un-expended portion of the day's ration are as under: —

- (a) Mules GS 72 -500 kg
- (b) Mountain Artillery mules 145 ,,
- (c) Camel 181 ,,
- (d) Animal transport cart 363 ,,

The load carrying capacity of mules in mountainous terrain will be decided by the Formation Commander in consultation with the Officer Commanding Arty/AT unit, depending on the gradients and terrain. Officers Commanding units are responsible that animals are not overloaded or ill-treated. Animals will always be unloaded when crossing rivers in boats.

Hired transport will be released without delay on arrival at an exchanging station or at the destination. Any serious misbehavior on the part of drivers of hired transport, when they are not amenable to military law, will be dealt with in consultation with the civil authorities.

1056. Advances For The Purchase of Supplies. —When it is necessary to indent on the civil authorities for supplies on the line of march the officer commanding unit will make payment from his supplies and service/unit imprest for the actual quantities supplied by the civil authorities and at the rates then obtaining in a particular locality. Receipts will invariably be obtained to support cash disbursements.

1057. Supply of Water in Camps. -Charges for the supply of water in connection with training will be debited to the annual training grant, except those incurred at camping grounds on MES charge; the cost in the latter case will be debited to the MES budget.

In all other circumstances these charges will be debited to the ordinary grant heads.

Bullocks and well gear will be hired as required.

1058. Rationing Arrangements for Pre-Arranged Marches.—Rationing arrangements for all troops, non-combatants and animals will be made by the ASC under orders of the formation commander concerned. A suitable detachment of supply personnel will be in supply charge of units whilst on the march where possible. Fresh supplies for the troops on the line of march will be obtained from the nearest ASC supply installation if feasible, giving advance information. If ASC supply installations do not exist the requirements of fresh supplies will be obtained locally with the assistance of the civil authorities who should be informed in sufficient time as to the class of articles and the quantity required, to enable them to make provision. The unit, on arrival will take over the supplies from the dealers in consultation with, the civil authorities. The payment of supplies obtained will be made as under: —

- (a) cash payment from Supplies and Services Imprest and where one is not held, from the Field Imprest; or
- (b) through supply orders (IAFZ-2135).

The rates should be approved by the civil authorities.

1059. Rationing Arrangements, Sudden Emergencies.—In the case of marches due to sudden emergencies when sufficient notice of the arrival, of a unit in a district cannot be given or an advance party is sent ahead of the troops, and the supplies have consequently to be arranged by the civil authorities in a hurry, the ASC officer, or in his absence, the OC troops should consider before rejecting the supplies the notice given and the circumstances in which the supplies are purchased, the quality expected in the district and whether the supplies are fit for consumption although below the normal standard. In the event of it being necessary to reject supplies on account of unfitness for consumption, the OC troops will furnish the civil official concerned with a statement showing the nature

of and quantity of supplies rejected and will furnish a duplicate copy of the statement to the military authority originally responsible for making the demand who will arrange with the CDA concerned to obtain a refund from the civil authorities in respect of the supplies.

1060. Slaughter Places for Animals. —Slaughter places for animal destined for issue as rations to troops on the line of march should not be in the vicinity of human habitations, places of resort, graveyards, tanks and groves, and will be screened from view as far as possible.

1061. Duties of Civil Officials Attached to Troops. —The civil authorities concerned are responsible for the appointment of a police or other civil official to accompany troops and for providing him with written instructions defining his duties and powers, which will be shown by him to the OC troops.

The duties of that official include the following: —

- (a) Prevention of the irregular sale of liquor or fruit to the troops.
- (b) Exclusion from camps and their vicinity of undesirable women.
- (c) Liaison between the OC troops and the subordinate civil, officials inhabitants generally.
- (d) General assistance to the OC troops.
- (e) Settlement, in communication with the OC troops, of disputes with the inhabitants or with the transport establishments engaged by the civil authorities, and submission of cases beyond his power to his superior officer.
- (f) If irregularities committed, by the troops are not discovered until they have proceeded beyond the limits of the jurisdiction of the civil officer by whom he is appointed, submission of a full report of the occurrence to the commander div/area/bde/sub area for investigation and disposal.

1062. Outbreak of Infectious Disease, —When marching through tracts in which infectious disease may be prevalent, the strictest sanitary precautions are to be observed. A commander, in whose area an infectious disease is reported to be prevalent, is responsible for taking any action necessary to divert troops from their original route. In the event of an outbreak of infectious disease among troops on the march, the troops will, as a general rule, halt at once and take immediate measures to check the spread of the disease. The OC troops will report by telegram to the commander in whose area the troops are situated. The latter will be responsible, in communication with the medical authorities, for the issue of such instructions as may be necessitated by the circumstances, and for reporting his action to the commander div/area/bde/sub area. In the case of cholera, the procedure for reporting the occurrence of cases laid down in Regulations for the Medical Services of the Armed Forces will be followed. During the course of the epidemic, the OC troops will send daily progress reports by telegram, if possible to div/area/bde/sub area HQ. The names of any officers attacked will be included in these reports.

1063. Veterinary Arrangements.—The ADRVS/DADRVs of the div/area will make all veterinary arrangements for troops required to move by road. Applications for veterinary assistance required during the move will be submitted to div/area HQ or to the nearest military station. The occurrence of an infectious or contagious disease amongst animals on the line of march will be reported by telegram to div/area HQ. To prevent the introduction of disease in animals on the line of march, public camping grounds, water troughs and serais will be avoided.

1064. Bazars on The Line of March. —The OC troops on the line of march will be responsible that bazars established for the convenience of the troops are properly policed and inspected regularly by an officer. Irregularities will be brought to notice and investigated without delay. The OC troops will ensure that he is readily accessible to any civil official and inhabitant who is desirous of lodging a complaint. The OC troops will obtain a report each evening from the civil supply official as to whether any claims against the troops remain unsettled and will ensure that such claims are settled immediately. The civil official will endorse all receipts given for payments made by the troops and the OC troops will not accept receipts which are not so endorsed.

1065. Established Camping Grounds-(a) Established camping grounds are those grounds which are declared to be such by GOs-C-in-C. The military authorities/military estates officers, as the case may be, are responsible for the maintenance of all established camping grounds under their control.

(b) GOs-C-in-C commands will maintain complete lists of established camping grounds within their commands. These lists and periodical amendments thereto will be communicated to all military authorities concerned.

1066. Use of Established Camping Grounds.—The local sub area/brigade commander will ensure that all wells are cleaned and the camping grounds put in order before the arrival of troops. When wells have not been in regular use for sometime, the local sub area/brigade commander will arrange for their inspection by a medical officer before they are used by troops. The sub area/brigade commander will maintain history of established camping grounds within their areas. These histories will include all details concerning the camping grounds, its proximity to villages, railway stations, post and telegraph offices; supplies obtainable locally; prevalent seasonal diseases; location of wells or other sources of water supply; suitable sites for the location of troops and animals; and for the disposal of refuse. The sub area/brigade commander will communicate all such information to troops marching through their areas, and will report any corrections to the route book to div/area or command HQ as the case may be.

1067. Camps, —The OC troops will detail an advance party, commanded by an officer when necessary and accompanied, if practicable, by the medical officer responsible for the medical requirements of the troops, to lay out the camp and complete the necessary water and sanitary arrangements before the arrival of the main body. The OC troops will be responsible for damage to Government or private property, whether by troops, non-combatants or hired transport personnel, and for the investigation and disposal of complaints by inhabitants before the camping ground is vacated. Camps will be left clean and in a sanitary condition.

Movement By Rail

1068. Authority for Ordering Moves—(a) An officer from Railway Board, i.e. Joint Director Rail Movements (Milrail) attached to Movement Directorate, QMG's Branch, Army HQ is charged with the general direction of all movements by rail.

(b) Should it be necessary to alter a movement by-rail, arrangements for which have been made by Army HQ, a telegraphic report will be rendered to Movement Directorate at Army HQ stating the circumstances necessitating the alteration.

1069. Movement of Personnel, Animals and Baggage. —

(a) Except in the case of small parties and on narrow gauge railways, Army HQ will arrange for the movement, by rail of troops, animals and baggage,

(b) OsC units are empowered to despatch parties of troops, including families, the strength of which does not exceed ten, in direct communication with the railway authorities. The despatch by ordinary train of parties not exceeding one hundred and fifty, with the necessary complement of baggage, animals and transport may be arranged by a sub area/brigade commander with the help of local MC formation. Movements of a large body of troops, including running of military special trains will be arranged by Movements Directorate (Q Mov P) Army HQ.

(c) In an emergency local commanders are empowered to demand special troop trains from the railway authorities.

1070. Movement of Stores including Ammunition and Explosives.—(a) Despatch of stores in smalls and wagon loads may be arranged by units/formations concerned locally. Demands for wagons which do not materialise through local efforts within a reasonable time, may be placed on MC formation/Army HQ for allotment under specific priority.

(b) Military moves may be classified as under:—

(i) "Ordinary Moves".—These are normal moves in connection with return of stores to salvage depots, transfer of vehicles for normal repair programmes, inter-depot transfers, normal stocking programmes, disposal of surplus stores, regulated Supplies for replenishment of stocks and so on.

Such moves fall under rail priority 'E' and wagons are allotted by railways on "first come first served" basis.

(ii) "Urgent Moves".—These may not be strictly operational but are required to be completed by fixed dates, such as moves of stores for purposes of re-equipment, new raisings, making up of deficiencies and stocking of operational areas. Advance planning for the move of stores of these categories is most essential as delay in demanding of rolling stock will result either in the late despatch of stores thereby affecting the purpose for which they are required, or necessitate the raising of the priority for the provision of rolling stock which is not desirable as misuse of the higher priority will subsequently effect 'Operational Immediate' moves.

Such moves fall under rail priority 'C' which is allotted by JDRM (Milrail), QMG's Branch, Army HQ and the following Movement Control (MC) Formation HQ upto the number of wagon shown against each: —

Embarkation HQ, Bombay	Upto a maximum of 15 wagons
Embarkation HQ, Calcutta.....	per day on each railway in their jurisdiction.
Embarkation HQ, Madras.....	Upto 6 wagons per day on each railway in their jurisdiction.
HQ 21 Movement control group, New Delhi.....	10 wagons per day on each railway in their jurisdiction (including 1 wagon per day for HQ 51 Movement Control Area, Pathankot for traffic originating from that station).
HQ 22 Movement Control Group, C/O APO.....	99Upto a maximum of 15 wagons per day originating from stations on NF Railway in consultation with the operating Head of the railway

(iii) "Operational Immediate Moves"—Such moves are either sponsored by Army HQ or are approved as such by GS Branch at Army HQ. These moves fall under rail priority "A" and arrangements for this are made by QMG's Branch (Milrail). Railways suspend all other loading in favour of these moves which take over-riding priority.

1071. **Emergency Demands.**—To ensure that no unnecessary delay occurs, all commanders will ascertain and record particulars of the maximum number of reserved troop carriages attachable to ordinary trains which can be despatched from stations within the limits of their commands. A commander demanding a special troops train in accordance with para [1069](#) will report his action by telegram to Milrail, Army Headquarters without delay.

1072. **Routes to be used.** —Individuals, troops, animals, baggage and stores will be despatched by the main route, namely that by which the travelling public is booked and charged for by railways. An alternative route will only be used for military, medical or veterinary reasons.

1073. **Hospital Accommodation**—One first class compartment containing not less than four berths will be reserved exclusively for hospital accommodation on special troop trains, and on trains other than special trains conveying parties of more than one hundred men when the journey occupies eighteen hours or more. While the compartment must be air-conditioned wherever possible, otherwise fitted with electric fans in the hot weather, despatching officers will order vehicles fitted with fans for hospital compartments at any period of the year on the advice of the medical authorities. A similar compartment will be reserved under the same conditions as hospital accommodation for families, provided the number of women and children comes to fifty or over. It will be provided irrespective of the number of troops accompanying the party. On trains, conveying parties of troops or families less in number than the minimum prescribed above, hospital accommodation will be provided only when the local medical authorities declare that such accommodation is necessary and a medical attendant actually accompanies the party. In such cases a first class compartment may be requisitioned for the purpose. The special accommodation to which invalids and mental cases are entitled when travelling by rail is laid down in Travel Regulations.

1074. **Medical Arrangements.**—Medical arrangements for troops travelling by rail will be made by the despatching authority as follows: —

(a) For parties of 250 men and over, a medical officer, for parties of 100 men and over but below 250, a Nursing JCO, and for parties below 100 men, a Nursing NCO will be detailed to accompany them. In the case of personnel in parties of less than 200 the medical authorities concerned will decide whether a medical attendant will accompany the party and will be guided in their decision by the length of the journey, the season of the year and the medical facilities available.

(b) The Nursing JCO/NCO should be trained in First aid.

(c) Necessary medical equipment and medical comforts will be carried by each party. The medical officer/nursing JCO/NCO placed in medical charge of troops and non-combatants will accompany the party to its destination, and will report to the commander of the party

before relinquishing his charge. When for railway purposes, a train has to be divided during the journey into two or more portions, the medical personnel and equipment necessary for each portion will be provided under arrangements to be made by the despatching authority in communication with the commander in whose area the train is divided. The attention of medical personnel accompanying troops travelling by rail will be drawn to paras 528 to 532 and 536 of RMS(I).

1075. **Hot Weather**—Normally the hot weather period lasts from 15th April to 15th September but the DMS or local medical authority may extend or reduce the hot weather period at his discretion according to the local atmospheric conditions. Hot weather precautions should be adopted on all trains passing over the Northern Railway between Delhi, Ferozepore, Saharanpur and Pathankot when movement by day is involved, during the period 1st April to 15th October,

1076. **Hot Weather Precautions**—(a) When troops travel by rail or road during the hot weather, the authority responsible for ordering the move will ensure that—

(i) a sufficient supply of cold drinking water and extra salt, 1/2 oz(14.675 g) Rock or 2/3 oz (19.572 g) Evaporated per man per day, are provided before the commencement of the journey; and

(ii) ice at the scales laid down in the subsequent sub paras is made available.

(b) The purchase of particles of food or drink from unauthorised sources or hawkers will be strictly prohibited.

(c) When troops travel by rail during the hot weather, troop specials will be run to fast timings, and kitchen cars will be attached.

(d) Ice will be supplied throughout all journeys performed during the hot weather. Ice containers will be authorised at the following scales:—

Each military coach..... 5

Each hospital compartment.....1

Each kitchen car.....1

Each officer's compartment.....1

Ice will be provided at the scale of one maund (37.200 kg) per container at the commencement of journey and a further maund (37.200 kg) for replenishment during the day.

(e) The above scale of ice applies to the following moves on duty:—

(i) By special train.

(ii) By military coaches,

(iii) Parties of 8 or more men attached to/travelling in ordinary trains.

(f) Military personnel going on leave from one station to another by ordinary train are, however, not eligible to get ice on the above scales. These scales will not be exceeded, unless exceptional weather conditions demand and the local medical authorities recommend an increase.

(g) (i) When troops travel by road during the hot weather from 1st April to 15th September, ice at the scale of 2 lbs (0.907 kg) per man per diem will be issued to troops. Outside this period, issues will be made on the recommendations of the OC of the despatching station with the concurrence of the SEMO.

(ii) Other Ranks of Armoured Units and personnel of Artillery Regiments (SP) less Light Arms Ammunition while actually employed on road duties, may also be issued with mineral water and ice at the following scale: —

Mineral water 4 bottles per man per diem.

Ice 1 maund(37.200kg) per Armoured Fighting Vehicle.

The occasions on, and the periods for, which mineral water and ice will be issued at the above scales, will be determined by the bde/sub area or div/area commander, in consultation with the local medical authorities.

1077. **Movement of Animals.** —(a) Government animals will be conveyed by mixed or passenger trains except when military special trains are necessary for their conveyance. Horse boxes will normally be used for the conveyance of the following:-

(i) Stallions, Colts (Stud bred and "keep entire" and brood mares of the RV Corps).

(ii) Horses of the President's Bodyguard,

(iii) Selected dairy animals at the discretion of DDRVS command.

(b) Government animals other than those mentioned in the above clauses will be conveyed in cattle or horse wagons, except when it is permissible under rules in Military Tariff to convey them in spare accommodation in a horse box paid for at the military vehicle rate or when the cost of conveyance by horse boxes does not exceed the cost of transportation of the same number of animals in horse wagons, i.e. 6 animals or less. To

avoid transshipment during the journey large consignments of animals may be despatched by a route alternative to the main route when the main route involves a break of gauge.

(c) With the prior sanction of the QMG, Government horses may be moved in horse boxes during the hot weather.

(d) Applications for permission to use horse boxes shall be submitted to Army HQ by the commander of the div/area or independent brigade/sub area in which the move originates, supported by a certificate by the senior veterinary officer of the div/area or independent brigade/sub area to the effect that horse boxes are essential for reasons of health.

(e) This procedure shall also apply to issue of horses to units from Remount Depots and transfers between such depots during the hot weather. In these cases the OC Remount Depot concerned, in consultation with the depot veterinary officer, will submit the application for the use of horse boxes direct to Addl Dir Gen RVS, Army HQ.

(f) Special attention shall be paid to the following points when horses are moved during the hot weather:—

(i) Provision of first aid veterinary equipment.

(ii) Provision of adequate watering facilities. Pails will be provided, where possible, instead of canvas buckets.

(iii) Personnel for the conducting party to be adequate in number and under proper supervision.

(iv) Provision of rock salt will be made.

Despatch of Stores By Rail

1078. Despatch of Stores:— Stores will be despatched by the cheapest route and mode of carriage. A more expeditious method may be used provided the sanction of the CFA to the extra expense is obtained. The following stores may, however, be despatched as indicated:—

(a) Proof projectiles sent by ordnance factories to the Superintendent of Proof and Experimental Establishment, Balasore, may be consigned to and returned by that officer by passenger train.

(b) In cases of emergency connected with partial or general mobilization or with operations not involving mobilization, stores may be despatched by other than the cheapest route and mode of carriage at the discretion of the indenting or supplying officer concerned.

(c) Chemicals and delicate scientific apparatus and samples intended for Technical Development Establishments/Inspectorate General of Stores under DTD, may be despatched by passenger train.

(d) Chemical defence stores may be despatched by passenger train, subject to a maximum gross weight of one and half maunds (55.800kg) including packing.

(e) Colours and connected stores may be despatched by registered and insured post.

(f) Articles of value such as cameras and connected parts, lenses of cinema projectors, chemicals, strip projectors and connected parts, films still photography, watches, compasses, binoculars, telescopes, scientific instruments, valuable and important components of guns, wireless equipment, gauges, sealed patterns and, samples of stores and biological products, will be sent by registered post.

(g) Cinema projectors, epidiascopes, emargers, printing papers, raw film stock, entertainment and training films and consignments of stores mentioned in sub-clauses (e) and (f) above which in weight, exceed the limit prescribed by the post office will be sent by passenger train.

(h) Primary and secondary MT/WT batteries and cells, electric, dry and components thereof will be despatched by post or passenger train whichever is more economical for small quantities.

(j) Subject to the conditions and restrictions laid down in the Red Tariff, petrol, oil and lubricants may be despatched by mixed or passenger train in cases of emergency under the orders of the following:—

(i) Army HQ (D Mov).

(ii) The local authorities with the prior approval of the local CFA who may exceed his financial powers in the above cases only when the time will not permit of the prior approval of Army HQ being obtained. Cases in which the financial powers of the local CFA have been exceeded under this clause will be reported to Army HQ for regularization. (See also Movement Instructions).

(k) Chemical, scientific laboratory apparatus, glass-ware, pathological specimens to and from medical units, short life items of medical stores, items of medical stores requiring cold storage or special storage and samples to and from Composite Food Laboratories, Food Inspection units and DST (ST 7) may be despatched by post or passenger train, whichever is most advisable.

1079. Carriage by Rail of Fragile Stores—When expensive ordnance stores of a fragile nature, e.g., wireless apparatus, delicate scientific instruments and any medical/veterinary stores which in the opinion of the OC Supplying Medical/Veterinary Stores Depot/Comdt COD are of so fragile a nature as to warrant transportation by other than the cheapest method, an escort, normally a NCO, will be detailed to accompany them. In the case of standard barometer, however, the escort will invariably be a NCO. Such escorted stores will not be insured and no liability for damage will be accepted by the railway authorities.

1080. Valuable Stores—When parcels containing plated articles, watches, clocks, maps, lithographs, musical and scientific instruments and gauges, wireless equipment and colours and connected stores, the value of which exceeds five hundred rupees, are despatched by rail, the despatching officer will declare the contents and the value to the railway authorities at the time of delivery to them, and if required to do so by them, will pay a percentage of the declared value as cover for increased risk.

1081. Carriage by Rail of Arms. —Consignments of arms despatched by rail, whether in full wagon loads or not, will be escorted as ordered by Army Headquarters from time to time but consignments of less than twelve pistols will be packed in pairs or single and despatched by registered and insured post.

1082. Carriage by Rail of Ammunition and Explosives—(a) Rules regarding the carriage of ammunition and explosives are contained in the Red Tariff/Military Tariff published under the authority of Indian Railway Conference Association.

(b) (i) Subject to the provision of the Red Tariff/Military Tariff, large consignments of ammunition, explosives, misfired Small Arms Ammunition and fired cartridge cases which are not free from explosives should be sent by goods train. If sanction of the CFA for the extra expenditure is obtained such consignments may be sent by passenger train.

(ii) Small consignments of Small Arms Ammunition and misfired Small Arms Ammunition and fired cartridge cases which are not free from explosives will be despatched by passenger train.

(iii) Small consignments of gun ammunition and explosives sent for test or examination may be despatched by passenger train.

(c) Consignments of ammunition and explosives will be escorted as ordered by Army HQ from time to time.

(d) An intimation of the despatch of both large and small consignments will be given to the consignee by post unless the consignor considers it to be advisable to give telegraphic intimation.

1083. Carriage by Rail of Treasure—Treasure will be conveyed under escort in a separate vehicle or compartment, accessible only to the escort and railway guard.

1084. Demurrage Charges.—Demurrage charges will be paid to the railway authorities in preference to the hiring of transport for removal of stores when such course is more economical to the State. Officers commanding stations will sanction such payments on the certificate of the station transport officers that the demurrage payable is less than the cost of hired transport required to move the stores concerned and that no Government transport was available. Officers competent to exercise financial powers vide Rule 167 of FR Part I may sanction, within the limits of their financial powers, expenditure on demurrage charges other than those mentioned above, for detention of railway stock. Payment of demurrage charges is required to be made by military credit note immediately they have been incurred. If the demurrage charges are within the financial powers of the officer who signed the military credit note, his signatures on that form will be taken as implying that expenditure has been sanctioned by him. If, however, the demurrage charges exceed the financial powers of the officer who signed the military credit note vide Rule 83 of FR Part I, the sanction of the competent financial authority to the expenditure will be obtained, and commented to CDA (Factories) as soon as possible after issue of the military credit note.

1085. Responsibility For Arranging Moves.—Moves requiring wagons under rail priority 'A', more than six wagons under priority 'C' and military stock will be arranged by Army HQ. For arranging other moves including that of small consignments, the consignors themselves are responsible in consultation with the Railways and MC formation HQ concerned. Difficulties experienced in respect of rail transport should be referred to the Operating Heads of Railways through the Movement Control Formation concerned who will report to Army HQ if considered necessary.

1086. **Heavy Lifts.**—Before heavy lifts are despatched the consignor will ascertain from the consignee his ability to handle such consignments.

1087. **Registration Fees.**—No fee is payable for registration of wagon indents required for despatch of bonafide military stores.

1088. **Labelling.**—To enable the contents of wagons to be more readily determined, IAFT-1740 applicable to the stores in question will be attached to the wagon on both sides. Railway label will not be used in addition.

1089. **Routes.**— A route or mode of carriage other than the cheapest will only be used in exceptional circumstances. The responsibility for obtaining the sanction of the CFA rests with the indenting officer, but in cases of emergency sanction may be anticipated. In cases of necessity the despatching officer may, provided it is within his financial powers, sanction despatch by other than the cheapest route.

1090. **Handing Of Stores.** —The military authorities are responsible for the loading and unloading of all military stores and baggage conveyed by military special trains including transshipment at junction and ferry stations. The railway authorities will carry out all handling of stores and baggage booked at Kilometres, quintal or public parcel rates including loading, unloading and transshipment at junction and ferry stations. The military authorities are responsible for the loading and unloading of stores and baggage conveyed by ordinary trains at military vehicle kilometres rates, but transshipment of such stores and baggage at junction and ferry stations will be effected by the railway authorities. A junction includes railway station at which a military siding takes off in respect of traffic loaded to and from the siding. The despatching authority will provide any attendants, escorts or conducting parties required. The consignor will be responsible at the starting station for the securing of all goods loaded by him and when called upon to do so shall adjust any load which does not comply with the requirements of the railway authorities.

1091. **Despatches by Full Wagon.**—When stores are urgently needed the date by which they are required will be indicated in the indent and AOC establishments will supply the stores by due date, either by full wagons or otherwise. In the case of ordinary indents the stores will be collected and sent by full wagons, if they can be so despatched within one month of the date of receipt of the indent. When stores for different units in a station are included in one wagon, the wagon will be addressed to the OC station who will be supplied with the railway receipt and convoy note in respect of the distribution wagon in accordance with IAFO-2443. The OC station will detail units in turn to take delivery of the distribution wagon and to distribute the packages contained in the wagon, in accordance with the convoy note (IAFO-2442). The AOC establishments will intimate direct to the units concerned of the inclusion of their packages in the distribution wagon and will supply them with the relevant vouchers (IAFO-2441). To facilitate distribution, stores for different units will be separately packed and the packages clearly marked with the name and address of the unit for which intended. In the case of the return by units of unserviceable stores, the ordnance representative at HQ formations will indicate on the application for disposal (memo form) whether the stores can await a full wagon or not. Units will inform the OC station periodically of the weight and bulk of the stores awaiting despatch. When sufficient stores have accumulated, the OC station will make the unit detailed for such duty responsible for loading, for the preparation of convoy notes and for the despatch of convoy notes and railway receipts to the Officer-in-Charge, AOC establishment concerned. Units concerned will be responsible for the packing and marking of the stores and for their conveyance to the place of loading at the appointed time. They will also be responsible for the preparation and despatch of vouchers to the ordnance establishment concerned. All returnable empty packing cases, drums and ammunition boxes will also be returned in such wagons. Trade containers of oil and lubricants vouched by the consignor as returnable should be returned separately provided a wagon load of stores to be returned is not in sight within a week of their being emptied of the original contents.

1092. **Despatch Beyond Railhead.**—Despatches to stations not situated on railway will also be made direct through the railway, if possible, where out-agencies exist. Despatches should otherwise be made through the Movement Control formation or OC station at or nearest to railhead. Full particulars as regards the location of the unit, the nearest railway station and out-agency will be furnished by the indenting officers especially when the unit is in camp at other than a well-known station to enable the stores to be despatched to their correct destination.

1093. Despatch to Consignee on A Railway Line.—When the consignee is on the railway line, or, if through booking is practicable, the consignor will either issue, or, apply to the ASC/Movement Control formation/OC station for a credit note (IAFT 1711) for the total weight of the consignment and despatch the stores to the railway station. Before despatch, the railway will weigh the stores or may accept the sender's weight subject to re-weighing at destination. The particulars of weight, rates, total freight, wagon number, RRs., will be filled in the columns provided in the Military Credit Notes at the time of booking and counterfoils will be completed for audit purposes. The railway receipts, issue vouchers and a letter of advice, if necessary, will be forwarded to the consignee by registered post the same day the stores are booked. A copy of the letter of advice will also be forwarded simultaneously to the consignee separately by ordinary post.

1094. Credit Note Details.— Details of stores despatched, together with the number and weight of packages, will be shown in the credit notes and vouchers in the case of all consignments, even when the consignment is made in full wagon loads.

1095. Advice of Despatch and Arrival.— Details of despatch and receipt of military consignments will be forwarded by Movement Control formations to all concerned with the move. Where no such formation exists, this duty will be carried out by the consignor/consignee. If the move is completed by utilising less number of wagons than arranged this fact should be stated in the reports. Despatch/arrival reports will include the following: —

- (a) Date and time of arrival/Despatch.
- (b) Train numbers.
- (c) Number and type of wagons.
- (d) Painted wagon number and owning railway.
- (e) Contents giving weight or numbers as applicable.

1096. Responsibility Of The Railway Authorities.—The Railway administration will give a receipt specifying the number of articles, or packages delivered to it for carriage and will load them into wagons on its premises. The fact that such articles or packages may be carried at owner's risk and despatched by the railway administration in complete wagon loads does not absolve the railway administration from the necessity of giving a receipt, and such receipts will be demanded by consignors of Defence stores at the time the goods are handed over for despatch. The weight of articles is entered in railway receipts or luggage tickets for the purpose of estimating rail charges. Railway reserve the right of reweighing and measuring at destination station. Receipts for a specified number of packages may not be claimed from the railway administration when goods are loaded in wagons in military sidings, unless stores so loaded are tallied at the time of loading by the railway administration concerned.

1097. Stores Arriving Late or Without Advice.— Stores which arrive before the railway receipt will be taken over on an unstamped indemnity bond. If stores do not arrive within two months from the date of despatch the consignee will take steps to trace them. If the stores arrive without vouchers the consignee will prepare a provisional receipt voucher and take them into stock. When the issue vouchers are received the consignee will sign one copy and return it to the consignor with a loss statement sanctioned by the CFA for any deficiencies between the stores shown in the issue vouchers and those brought on charge.

1098. Taking Over Stores.— When taking over stores the consignee will see that the seals, if any, are intact and the packages have not been tampered with or damaged. He will, if practicable, ascertain whether the actual weight of the consignment agrees with the weight given on the railway receipt, weighing each package separately, if necessary. Railways do not recognise the re-weighing at the destination station of consignments conveyed at owner's risk, but permit weighing in cases where obvious reasons exist that an incorrect weight has been entered in the railway receipt, or when it is observed that the consignment has been tampered with or damaged. When full wagon loads are received the consignee will ascertain whether the seals on the wagon are intact or broken. The lettering on unbroken seals will be noted. If the consignment is correct and in good order the consignee will accept delivery, the packages will be opened in the presence of an officer and their contents compared with the packing note and vouchers. If the seals of the wagon are found broken or if the wagon arrives with railway seals only, procedure given in para [1100](#) will be followed.

1099.**Carrying Companies.**—The general provisions of paras [1043](#), [1046](#), [1094](#), [1096](#) to [1098](#) and [1100](#) to [1103](#), apply in principle in the case of Government stores despatched by inland carrying companies other than railways.

1100.**Examination of Damaged Consignments.** —If a package on arrival at destination appears to have suffered damage, it will be opened by a representative of the consignee in the presence of a railway representative and any shortage, damage or discrepancy will be noted in ink on the railway receipt and also in the Railway's inward delivery book. This examination will be made without prejudice.

1101.**Claims Railway Authorities**— Unless the circumstances of the case make it evident that the railway is not liable for the loss, the consignee will take up the matter in order to obtain the acceptance of liability by the railway. The liability of the railway administration for goods carried at owners risk has been defined in Section 74-C of the Indian Railways Act of

1890. Under Section 78-B of Indian Railways Act, every claim for loss or damage to goods or animals must be made to the railway within six months of the original delivery by the consignor of the consignment. The claim should be submitted on IAFI-1731 to the claims office of the section of the railway in which the station of destination is included. The consignee will watch the return from the railway of the detachable voucher attached to IAFI-1731 and if it is not received back within a reasonable time he will take further steps to obtain an acknowledgement of the receipt of the claim.

1102. **Recovery From Railways for Admitted Losses.** —If the railway admits the claim, the consignee will furnish his CDA with details of the claim, and a copy of the letter from the railway, acknowledging liability. It will ordinarily be possible for the consignee to supply this information to the CDA within three months of the arrival of the consignment. Subsequent action for effecting recovery will then be taken by the CDA. The loss statement for the deficient stores will show that the railway accepts liability, and it will also quote the number and date of the communication in which the CDA has been required to effect recovery from the railway.

1103. **Disputed Railway Claims.** —If the Railway refuses to admit the claim, the loss will be dealt with by the CFA and the matter will be referred to Army HQ.

1104. **Retain of Stores.** When stores are returned to the supplying department, vouchers bearing RR number and date will be sent on the same day that stores are despatched. For identification purposes a copy of the order directing the return of the stores will be attached to the vouchers, except in the case of AOC stores when action will be taken in accordance with ERI Part I. All stores will be suitably packed. Packages containing ammunition cases (when returned in other than Small Arms Ammunition boxes), arms or small arms components will be sealed in four places and the seals protected in countersunk recesses. The seals will be impressed with the unit monogram with the steel stamp in possession of the unit. Every package will contain a packing note or in the case of explosives a packing label and will be marked with the consignor's monogram and voucher number, the consignee's designation and address the package number and gross weight. The gross weight will be shown in quintals and kilograms, the official scale of equivalent of Indian and English weights as shown in the Military Tariff being used. When despatched by sea the gross weight will be shown in hundredweights, quarters and pounds in addition to quintals and kilograms.

1105. **Dangerous or Offensive Goods.**—No person shall take with him or require a Railway Administration to carry any explosives or dangerous or offensive goods upon a Railway without giving notice of their nature to the Station Master or other Railway servant incharge of the place where he brings the goods upon the Railway. And no person shall tender or deliver any such goods for carriage upon the Railway without distinctly marking their nature on the outside of the package containing them or otherwise giving notice in writing of their nature to the Railway servant to whom he tenders or delivers them. Anyone guilty of these offences shall be liable to a fine which may extend to five hundred rupees and shall also be responsible for any loss, injury or damage which may be caused by reason of such goods having been brought upon the Railway.

1106.**Declaration of Value.**—The declaration of value required by para [1080](#) is essential as otherwise under the Indian Railways Act, 1890, Section 75(i), the railway administration cannot be held responsible for loss, destruction or deterioration.

1107. Security And Despatch Of Arms And Ammunition.—Arms and ammunition in transit to and from railway stations and docks will be conveyed under armed escort. Arms and ammunition despatched by rail are classified as wagon load consignments if they are sufficient to fill a wagon or wagons and as small consignment if insufficient to fill a wagon. When consignments of arms, ammunition or military stores as defined from time to time by the Government, are despatched to countries outside INDIA, a certificate that they are being exported under the orders of the Central Government will be endorsed on the voucher by the consignor.

1108. Despatch Of Large Consignments Of Arms.—In these cases the consignor will arrange with the railway authorities for their despatch in special wagon loads. Each wagon load will be secured, locked and sealed, in the presence of a responsible representative of the consignor, by the railway authorities, the locks being supplied by the military authorities. The padlocks will be removed only at the destination. These wagons will be attached to passenger trains, whenever permitted under the Red Tariff Rules, and the railway authorities have undertaken to arrange that these wagons are forwarded whenever possible from junctions by the first connecting passenger train. When that is impossible, the railway authorities will send telegraphic intimation to the station of despatch, of the wagon number, train number and timings by which they will actually be forwarded, so as to keep the consignor informed to enable him to watch the progress of the consignment.

The keys will be retained by the military escort when accompanying a wagon. When, no military escort accompanies, the keys must be handed over to the guard at the starting station who, in turn, must hand them over to the station master at the destination. The military authority will open the wagon in the presence of the railway official from whom he received the key. The railway authorities at the despatching station will be responsible for labelling the keys with the wagon number, despatching station and destination station. The consignor will obtain from the railway authorities a receipt showing the contents of each wagon. As the railway authorities are in a position to verify the contents of a wagon during loading, "said to contain" receipt will not be accepted. As soon as the railway authorities have granted a receipt the responsibility of the consignor ceases.

1109. Despatch of Small Consignments of Arms.— Small consignments of arms will, like large consignments, be despatched by passenger train and will be dealt with by the railway authorities in accordance with special railway rules. The railway guard taking over these consignments will give a receipt for them to the relieved guard. As a rule the usual intimation by post to the consignee of the dispatch of such consignments is sufficient, but when the consignor considers it to be advisable telegraphic intimation of despatch may be given to the consignee.

1110. Despatch of Arms, Ammunition, Explosives and Other Military Stores In Times of Stress.— In the event of threatened disturbances on a scale likely to endanger consignments of arms, explosives and other military stores, local formation commanders will take measures in consultation with the railway authorities to escort or delay such consignments as are in transit within or to the disturbed area. Escorts will accompany consignments to their final destination. When consignments are delayed or escorts provided, the commander concerned will render a telegraphic report, showing the nature and destination of the consignment, to command headquarters to enable further orders for its disposal to be issued, if necessary. In the case of consignments in transit from one station to another within a command, the command headquarters concerned will issue instructions regarding their disposal and the extent to which escorts are to be provided. In the case of consignments in transit from one command to another. Army Headquarters will issue these instructions. Command headquarters are responsible for the preparation, in consultation with the railway authorities, of a scheme whereby the earliest possible intimation of the location of all consignments of arms which are in transit by rail within their commands, will be given to div/area/brigade/sub area and station commanders on the receipt of instructions that the scheme is to be put into force. These instructions will not supersede any special precautions taken for the protection of arms and ammunition in border districts, where local commanders will issue necessary orders to ensure the safety of consignments.

1111. Carriage by Rail of Fragile Ordnance Stores.—When packages of expensive ordnance stores of a fragile nature, e.g., wireless apparatus and delicate scientific instruments are despatched by passenger train in charge of an escort, arrangements will be made as follows:—

(a) Packages that can conveniently go under the seat occupied by the escort will be retained in his personal custody during the journey. In the case of a standard barometer a special packing will be provided in the nature of a foot or stand so designed as to maintain it in an upright position at all times. These standard barometers will remain in the personal custody of the escort.

(b) Packages which, in the opinion of the railway authorities, are not of a suitable size or weight to be conveyed in the compartment with the escort, will be booked for conveyance in the luggage van and the following procedure will be adopted: —

(i) The despatching authority will in each case issue a certificate to the local railway authorities to the effect that the package requires special treatment and is accompanied by an escort.

(ii) At the starting station, the package will be loaded under the supervision of the escort and whenever possible it will be placed in such a position that its movement will not be necessary until arrival at destination.

(iii) The railway guard will inform the escort at the starting station of the points at which transshipment will be necessary and the stations where the railway guards change. It will be the duty of the escort to report at these stations and supervise transshipment or inform the relieving railway guard of the nature of his charge.

(iv) Should movement or unforeseen transshipment of a package become necessary en-route, the railway guard will summon the escort and the latter will supervise the movement or transshipment.

(v) At the destination station, the package will be unloaded under the supervision of the escort.

1112.Utilisation of Dummies.—Dummies will be utilised to the fullest extent possible for despatching non-inflammable stores (excluding canteen store) destined for through destination only.

Movement by Sea and River

1113. General Arrangements.—(a) The QMG is responsible for the general control of the movement, embarkation and disembarkation of troops, animals, baggage and stores. Embarkation Commandants are appointed to control embarkation and disembarkation. The embarkation commandant will be directly responsible to, and will correspond with, Army Headquarters on all matters connected with the embarkation and disembarkation of troops, animals, baggage and stores. Embarkation Commandants and their establishments are under the local commander for purposes of local administration.

(b) Personnel proceeding overseas will be despatched to the port of embarkation only when calling forward orders which constitute the authority for move, are issued by the QMG. Embarkation authorities cannot act on any instructions other than those issued by the QMG.

(c) All personnel proceeding overseas by sea will be protected according to International

Sanitary Regulations.

1114. Accommodation.— The rules regarding the scale of accommodation to which officers and other individuals entitled are contained in Travel Regulations.

1115. Engagement of hired Ships.— (a) The QMG will inform the Director General Shipping, Government of India, through the Ministry of Defence, his requirements in respect of accommodation for troops, animals, baggage and stores. The Director General Shipping will arrange the required accommodation. The QMG will ensure that the accommodation provided by the Director General Shipping is utilised to its fullest extent and the Embarkation Commandant concerned will bring to the notice of the QMG any matters which are likely to affect accommodation in vessels.

(b) As far as despatch of troops, animals, baggage and stores through freight ships is concerned, when only a portion of the accommodation is required, the same will be arranged by the Embarkation Commandant in consultation with the shipping companies concerned and the Director General Shipping may be consulted in case of difficulty in arranging accommodation. The Director General Shipping will also be consulted whenever an occasion for dumping of obsolete ammunition arises.

1116.Inspection prior to Embarkation—A vessel hired for the conveyance of troops or animals will be inspected prior to embarkation by a board consisting of representatives of the Director General Shipping and Army HQ. The latter will include an officer of the embarkation staff, and embarkation medical officer and when animals are to be embarked a veterinary officer. The duty of the board is to ensure that fittings, sanitary conditions and arrangements for the accommodation, preservation of health and messing of the troops

are satisfactory and that, the ship is clean and in every way fit for embarkation. When possible the OC and the senior medical officer of the troops should be present at the inspection. A report, indicating that the arrangements made for the troops or animals are satisfactory in all respects, will be prepared by the embarkation authorities. Copies of the report will be forwarded by the embarkation authorities to Ministry of Transport, Ministry of Defence, Director General Shipping and two copies to the QMG. When less than fifty third class Government passengers are embarked on any ship, no joint inspection will be held but the embarkation authority and the Director General Shipping or his representatives will satisfy themselves that the accommodation reserved for those passengers is suitable.

1117. Preliminary Inspection of Steamers and other Crafts—River steamers and flats will be inspected prior to the embarkation of troops by the embarking officer and by the medical officer to ensure that the arrangements in regard to hospital and cooking accommodation, latrines, ventilations, protection from the weather, and storage room for arms, baggage etc. are complete and satisfactory. Defects will be remedied before the troops embark.

1118. Inspection and Fitting of Hired Vessels.—A vessel hired for the conveyance of troops or animals will be inspected by a special board of representatives of the Directorate General Shipping and of Army HQ to determine the use to be made of the space available. When a vessel, hired by the Central Government and already fitted for troops is adversely reported upon, in any important particular regarding the general structural arrangements during her last voyage with troops, a similar inspection will be held on return to India, if required for subsequent voyage for troops, to determine what alterations, if any, are necessary. The final responsibility for decision as to the suitability of accommodation, capacity, etc., will rest with the Army Headquarters representatives (normally the embarkation authorities).

1119. Responsibility of OC Troops.—The OC troops is responsible for the storage of arms, baggage and stores, for the maintenance in a sanitary condition of the accommodation occupied by troops and for taking precautions to prevent fire and other accidents. The OC troops will issue orders for embarking and disembarking and will maintain order and discipline during the journey particularly during halts.

1120. Medical Attendance in Freight Ships.—When troops are embarked in freight ships in which medical attendance is not provided by the shipping company, or where the attendance provided is considered by the embarkation authorities to be inadequate, military medical attendance will be provided on the same scale as for movements by rail.

1121. Medical Arrangements.—Medical attendance for troops and non-combatants travelling in river steamer will be provided on the same scale as for movements by rail. When more than fifty men are embarked and the existing hospital arrangements of the vessels are considered inadequate, space to accommodate five per cent of the whole strength will be reserved for hospital accommodation.

1122. Medical Inspection of Crew. —The embarkation medical officer or a medical officer specially detailed will ascertain from the master of the ship that the crew is free from infectious disease. In the case of the crews of transports a medical inspection of the ship's crew and sanitary inspection of the parts of the ship occupied by the crew will be carried out by the Port Health Officer.

1123. Inspection after Embarkation. —A final inspection will be held as soon as the embarkation is complete and before the ship proceeds to sea, by a board constituted as laid down in para [1116](#). The OC troops embarked and the senior medical officer of the ship will accompany the board. The board will ascertain whether the arrangements for the berthing of troops, stowing of baggage, etc., have been properly carried out. Whenever fifty or more second class Government passengers embark, a final inspection before sailing will be held, the report on Form T-64 completed and distributed as for the report in para [1116](#).

1124. Baggage. —The embarkation authorities will arrange to provide the labour required to work cranes and winches and as stevedores in baggage rooms. They will also provide hired labour to handle baggage.

1125. Religious Susceptibilities.—The embarkation authority, when arranging for the embarkation of troops, will give due consideration to religious susceptibilities and make suitable arrangements for cooking places on board.

1126. Imports—Documentation. -(a) Original Bill of Lading when received will be surrendered to agents duly signed and a Delivery Order obtained prior to berthing of the vessel. Duplicate copy of the Bill of Lading will be kept by Embarkation commandant in ship's file. In the case of non-receipt of bill Lading, a letter of Guarantee as per usage in port will be executed for obtaining a Delivery Order. Service directorate concerned at Army HQ will, on request from Embarkation Commandant obtain Bill of Lading from shipper. On receipt of Bill of Lading, it will be surrendered to agents for redeeming Letter of Guarantees.

(b) Customs Bill of Entry will be completed in all respects and submitted to the custom authorities in accordance with the procedure in vogue at port to effect clearance of stores through Port Trust.

(c) Port Trust Chhappa or Wharfage Bill of Entry will be prepared and submitted to port authorities in accordance with the procedure in vogue for effecting delivery of stores from Port Trust.

(d) As soon as stores are landed, they will be checked with remarks list of the Port Trust and an application made to shipping agents to arrange survey of the packages damaged, irrespective of the fact that they appear or not in the remarks list. The prompt attention of the Port Trust authorities will be drawn to damaged stores which do not appear in remarks list. This will be done verbally as well as in writing without least delay. Application for survey will be made within three days, of the general landing date of the vessel or within the time limit prescribed by law or local usage. Claims supported by survey report and relevant invoice will be made against the agents as laid down in para [1127](#).

(e) A confirmation from Port Trust as to the details of packages short landed will be obtained as early as possible after completion of discharge of the vessel and a claim preferred against the agents as laid down in para [1127](#).

(f) Stores will be despatched under Convoy Notes. Four copies of Convoy Notes will be prepared, two copies will be placed inside each wagon, one copy will be sent to the consignee along with Railway Receipt and one copy will be retained in ship's file. Where stores of more than one ship are loaded in wagon, separate sets of Convoy Notes will be prepared in respect of each ship. Consignee will return one copy of Convoy Note duly receipted to Embarkation Commandant immediately on receipt of stores.

(g) In the case of vessels declaring general average, delivery order will be obtained on execution of Letter of Guarantee and this will be intimated to Army HQ (Movement Directorate—Q/Mov S).

(h) In case of imported stores shipped 'freight to pay at destination', the freight bills will be submitted by the steamship companies to the Embarkation Commandant at the port of discharge, who, after satisfying that the freight charges constitute the liability of the Defence Services Estimates and that the claims are according to prescribed rates as indicated in the Bills of Lading by the despatching officer, will make an endorsement to this effect on the bills and forward the same, together with a copy of the relevant Bill of Lading, to the CDA concerned for payment. The CDA concerned will admit the bills in audit after satisfying that the freight amount is correct on the basis of rates indicated on the Bill of Lading.

(j) In the case of imported ASC supplies, received from Embarkation Commandant, the Food Inspection Units at ports will perform all duties required of an ultimate consignee in disposal of Packing Accounts/ Invoices.

1127. Imports—Claims Procedure.—(a) The responsibility for handling all claims in respect of stores shortlanded or damaged at ports will be that of Embarkation Commandants, who will deal with them from the time of their final payment or rejection.

NOTE

All claims for shortlandings or damages involved in respect of the Steel Imports Control Indents through the port of Calcutta, will be initiated by the Iron and Steel Controller, Calcutta and not by the consignee.

(b) Where discrepancies are not admitted by suppliers, such losses will also be regularised at consignee's end in the usual manner as a cash loss.

(c) As soon as a loss becomes apparent, a claim will be submitted to the shipping company, its agents or Port Trust as the case may be, with all available supporting evidence and progressed till its final settlement or repudiation in accordance with the provisions of "Indian Carriage of Goods by Sea Act, 1925", "Gold Clause Agreement, 1950" in so far as stores carried by Commonwealth Countries' vessels are concerned, the relevant Bill of Lading and local practice.

(d) (i) Claims against shipping company or its agents on cargo shortlanded or landed in damaged condition (in the latter case the loss duly supported by survey report) will include the actual invoice rate, proportionate percentage of freight, insurance charges, Departmental Expenditure and custom duty.

(ii) Claims against Port Trust authorities regarding the cargo-lost/ pilfered (landed but missing) while in custody of Port Trust will include actual invoice rate, proportionate percentage of freight, insurance charges, Departmental Expenditure and landing charges when paid.

(iii) The proportionate amount of wharfage in respect of shortlanded / landed but missing cargo will be claimed separately from Port Trust and credited into the Imprest Account maintained with them.

(iv) Claims on account of refund/remission of custom duty pertaining to the stores damaged/lost or pilfered (landed but missing) while in custody of Port authorities will be preferred on custom authorities as per Sections 13, 22, 23 and 27 of Customs Act, 1962 and Public Notice No. 65 dated 2nd June, 1978 along with non availability certificate from the Port Trust authorities. Claims on account of refund/ remission of custom duty pertaining to the stores short landed/landed in damaged condition, will be preferred on Steamer Agents. If the Steamer Agents refuse to refund the duty amount on Shortlanded goods and evidence to this effect is produced, the Custom House would make the refund directly. This, however, should not preclude the importers from lodging their claim for refund of duty with the Custom House even before obtaining the Steamer Agent's reply or non-availability certificate from Port Trust to their claims lodged with them as (d) (i) and (ii) above. This would enable importer to tide over the difficulty regarding application of time bar under section 27 of the Customs Act, 1962.

A copy of their claim against the Steamer Agents should be enclosed with their claim for refund of duty from the Custom House.

(e) A copy of the claim on account of stores short landed/damaged will be forwarded to the Controller of Defence Accounts in whose area the port is located for watching the progress of the claim. The amount recovered from the shipping companies will be credited into the treasury on IAFA-507 (Military Receivable Order) and the treasury receipts (triplicate copies of the Military Receivable Order, duly receipted by the bank) will be forwarded to the Controller of Defence Accounts concerned in whose area the port is located. In the case of credits on account of Naval and Air Force stores also, the treasury receipts will be forwarded to the Controller of Defence Accounts in whose area the port is located, who will finally compile the recoveries to the appropriate receipt-head under sub/major heads (i) Army, (ii) Navy or (iii) Air Force, according to the nature of the stores.

(f) If any delay in settlement of a claim is anticipated or the claim is repudiated in toto or in part, a report will be submitted to Army HQ (Movements Directorate—Q/Mov S) as early as possible but not later than 8 months from the date of discharge of vessels giving reasons for delay in settlement or repudiation. In the latter case, a copy of the claim, the relevant Bill of Lading, Survey report and letter of repudiation will invariably accompany the report. A decision as to whether legal action has to be instituted or the claims should be dropped, will be taken by Army HQ in consultation with the Ministry of Law and Ministry of Finance (Defence).

(g) The losses/damages discovered at the port of discharge as also information on any claims preferred on the carrying company will be endorsed on the relative Packing Account by the Embarkation Commandant concerned and the consignee will take on charge this reduced quantity and no loss statement need be prepared.

(h) All irrecoverable claims on account of losses/damages will be adjusted at consignee's end as loss of public money. In the case of imported ASC supplies, the Food Inspection Units at ports will perform all duties required of an ultimate consignee.

(j) Embarkation Commandants will maintain a register showing the progress made in respect of all claims submitted by them and this will be made available for the inspection by local audit officer.

(k) In addition to the action referred to above, all serious cases of shortages/damages will be reported to Army HQ (Movement Directorate—Q/Mov S) by Embarkation Commandants immediately the loss becomes apparent.

(1) Where claims for loss/damages sustained between port to port remain irrecoverable from the steamer agents/port authorities, the Embarkation Commandants will communicate the sanction of Army HQ to consignees to regularise the irrecoverable losses at their end. Only In case of imported stores ex UK, the Embarkation Commandants while communicating the sanction of Army HQ to consignees will also forward to them a copy of survey report and copies of correspondence with steamer agents/port authorities and their replies thereto in respect of the claims against them. They will be advised to take up the matter with Director General, India Stores Department,

London along with these documents to get reimbursement of the loss from the Marine Insurance Fund.

1128. Imported Stores—Ex UK. —(a) Stores imported through the High Commissioner for India in the UK, if rejected on account of inferiority or failure to conform to pattern, will not be disposed of until a reference has been made to the High Commissioner for India in the UK through the head of the department concerned. If, however, the stores are of trifling value, they may be sold under the orders of the Government of India and a complete statement of defects and samples of rejected articles if possible, will be sent to the High Commissioner for India in the UK for orders. Invoices and Packing Accounts will be dealt with as follows:—

(i) Invoices of stores landed at ports are received by the Embarkation Commandants (see Appendix 'Z'). After clearance of stores through customs, the Embarkation Commandants concerned will note details of damages/discrepancies, if any, on the copy of the invoice retained by them for record.

(ii) Packing Accounts in duplicate will be forwarded to the consignee by the officer landing the stores and they will be receipted by the former. After noting on the Packing Accounts all damages and deficiencies noticed in the consignment received including information on any claims preferred on the carrying company by the officer landing the stores, the consignee will forward both copies of the packing Accounts together with the certified receipt vouchers prepared by him to the local audit officer. The local audit officer after comparing the two copies of the Packing Accounts with each other and with the certified receipt vouchers will return the copy of the Packing Accounts marked for retention in India' to the consignee and forward the other copy to the CDA. The copy of the Packing Accounts marked 'for retention in India' will be retained by the consignee as his permanent record, but, whenever required by the Defence Accounts Department for reference, it will be furnished and will be subsequently returned.

(iii) The CDA on receipt of the copy of the Packing Accounts marked to be returned to the India Stores Department, London' will compare it with the invoice received from the Director General, India Stores Department and after noting on the invoice any discrepancies found between the Packing Accounts and the invoice will forward the Packing Accounts to the officer landing the stores for transmission to the United Kingdom. Invoices will be retained in CDA's office except in the case of imported stores relating to ordnance or clothing factories, military farms, in which case the invoices will be sent to the administrative officer of this factory or the manager of the farm.

(iv) When, stores received by ultimate consignee are found damaged or deficient from packages unopened at the port of landing, and received intact at destination the stores will be brought to account as found, the discrepancy being endorsed on the Packing Accounts.

(v) If there be any discrepancy/damage for which the suppliers are held responsible, a discrepancy report, containing the following particulars will also be prepared by the ultimate consignee and sent to the purchasing agency/consignor without any delay and in any case not later than two months after receipt of the consignment, unless there are exceptional circumstances which require longer period. In the latter event a preliminary report of the complaint will be made available to the purchasing agency/consignor to be followed as quickly as possible giving details indicated below: —

(aa) Name of vessel by which stores were imported.

(ab) Date and port of sailing of the ship.

(ac) Bill of Lading No, Invoice No, and date.

(ad) Nature of discrepancy/damage.

(ae) Whether the case was received in sound condition or damaged condition at the port and in the latter event, whether it was surveyed.

(af) Copy of survey report, if any.

(ag) Photographic evidence of the damage.

(ah) Full reasons for damage/discrepancy and as to how and why the suppliers are held responsible.

(b) A copy of the preliminary and final discrepancy report should be endorsed to the Service HQ concerned of the consignee. It should be stated in the report whether a replacement or reimbursement of the cost of the stores involved is required.

(c) Claims below \$ 15 in case of shipment through India Supply Mission Washington and £ 5 in respect of those imported through Director General, India Stores Department and War Office UK, will not be preferred unless the intrinsic value of the stores involved is so great as to render the entire machinery or instrument unserviceable. The value of such

stores should be written off by the indentors themselves except for vital components for which a claim should be preferred.

(d) Any military officer receiving shipping documents for Government stores will forward them immediately to the Embarkation Commandant at the port of arrival to enable the latter to clear and despatch such stores.

(e) In the case of books, publications, etc., despatched by book post, the cost of which is not debited to the unit/formation receiving them, the duplicate copy of the Packing Accounts, duly receipted by the consignee, should be returned by him direct to the Director General, India Stores Department, and not through the CDA concerned. The duplicate copy of the Packing Accounts of military publications sent from Bombay by the Superintendent of Stationery will be returned to that officer by the consignee.

(f) Disposal of Bills of Lading, Invoices and Packing Accounts in respect of defence stores imported through the High Commissioner for India in the UK (DGISD) are contained in Appendix 'Z'.

1129. Imported Stores Ex Other Countries. —The procedure outlined in para [1128](#) above will also be followed in respect of stores imported through India Supply Mission, Washington/Canada and other overseas agencies with the difference that the two copies of the Packing Accounts will be substituted by two copies of Invoices and the disposal of the Invoices by landing officer in this case will be the same as that of Packing Accounts in the case of shipments effected through the High Commissioner for India in the UK (DGISD). The distribution of the shipping documents is contained in Appendix 'AA'.

1130. Exports Procedure. —(a) Consignee unit or depot will forward three copies of IAFZ-1725, in which details of stores to be exported are given to the Embarkation Commandant. Instructions, for preparation are given on reverse of the form On receipt of IAFZ-1725, Embarkation Commandant will procure shipping space and will issue a carting order, as per Appendix 'AB' to the despatching unit concerned by fastest means with a copy to shipping agents and movement representative at port of discharge.

NOTE

Depots/Units concerned will invariably show in IAFZ-1725 (in respect of Stores through the port of Bombay) the dead-weight, either in pounds or in tons, hundredweights, quarters and pounds avoirdupois, of each consignment that constitutes a Bill of lading lot provided each package in that consignment is of a uniform weight and will show separately the deadweight of each package where the packages in any particular consignment are not of a uniform size. In the case of packages which are not of a uniform size, the deadweight of the package will be stencilled on two sides of the package.

(b) Seven copies of Packing Account IAFZ-2Q90 will be forwarded by consignor depot to Embarkation Commandant of which one copy will be sent in the wagon along with the stores. In the case of ordnance stores an additional copy will be forwarded to Embarkation Commandant for completion and return to Army HQ (MGO Branch). Consignor depot will place two copies of Convoy Notes in the wagon in which stores are despatched to port and send one copy to Embarkation Commandant along with RR. The number and date of relative IAFZ-1725, or Carting Order received from/Embarkation Commandant will invariably be endorsed in Convoy Notes.

**PART IV
GENERAL
CHAPTER XXIV
STATION, GARRISON AND REGIMENTAL DUTIES**

1151. Field Officer of the Week.—A field officer of the week will be detailed in every station from a combatant arm of the service, unless deemed unnecessary by the OC station. If field officers are not available captains may be detailed.

1152. Regimental Orderly Officers.—An officer of the week and an officer/ JCO of the day will be detailed in each unit.

1153. Bugle Calls—Reveille and retreat will be sounded at day break and sunset respectively, the time being notified in station orders. Tattoo (last post) will be sounded at 10 PM unless otherwise specially ordered. Between 'tattoo' and 'reveille' no call will be sounded, except 'lights out' (which will normally be sounded quarter of an hour after 'last post') and the 'alarm', 'fire alarm' or other signal for troops to turn out. On the 'alarm' being sounded troops will turn out under arms. All trumpets and buglers will repeat the 'alarm' and 'fire alarm' when sounded. The next for duty will sound it at the officers' quarters.

1154.Regimental Police.—Regimental police will be detailed to maintain order and regularity in barracks and camps. Their number should not exceed six per infantry battalion or unit of equivalent strength.

1155.Regimental And Garrison Duties—(a) The number and strength of guards for military purposes and the number of soldiers to be employed as orderlies will be fixed by the brigade/sub area commander and will be kept as low as possible. The number of nights in bed should not be less than four in a week. Soldiers will not be employed on duties that can be performed by watchmen.

(b) Soldiers will be warned for all duties, by means of daily orders posted in a suitable place in the quarter of each company. These orders will be posted as early as practicable each day to enable soldiers who desire to quit barracks to acquaint themselves with the duties for the following day.

1156.Guards At Residences.—(a)The following will be authorised a guard of the strength mentioned below: —

(i) Chief of the Army Staff 2 NCOs and 6 rifles (by day)

2 NCOs and 9 rifles (by night)

(ii) GOC-in-C 2 NCOs and 6 rifles

(iii) Corps Comdr 2 NCOs and 6 rifles.

(iv) Div/area Commander 1 NCO and 3 rifles.

(b) A general officer and a brigadier, in command of a category 'A' establishment, a brigade and a sub area, will be authorised a guard of 1 NCO and 3 rifles at his residence, provided an officer, senior in rank to him and entitled to a guard under sub para (a) above is not located in that station.

(c) Where two brigadiers are located in the same station the GOC-in-C will decide as to which of the two shall be entitled to a guard under sub-para (b) above.

(d) In normal conditions military guards will not be provided over the residence of any other military or civil official below the status of a chief commissioner nor will they be provided for any civil institutions such as treasuries, jails. These restrictions may be modified at the discretion of the div/area commander. If situation demands, armed guards may, however, in exceptional cases, be provided for military offices and officer messes at the discretion of the local station commander.

1157. Orders for Guards and Sentries.—(a) The OC unit is responsible that written orders in English and Hindi (in devnagari script) are provided for every guard. In the case of station guards the OC station is responsible for the provision of similar written orders.

(b) These orders will be so worded as to meet the needs for which the guard is mounted. The orders of the guards will be read and explained to the men as soon as the guard has mounted.

(c) Every relief will be inspected before going out and on its return.

(d) No member of the guard will take off any article of clothing or accoutrements while on guard, unless this is authorised by the OC in the interests of men's health in hot climates. The wearing of great coat in the guard room will be optional.

(e) The commander of the guard will visit his sentries at least twice by day and twice by night to ascertain that they are alert on their posts and acquainted with their orders. In addition, he will detail the next in command to perform the same duty at frequent and uncertain intervals.

(f) The commander of a guard will never quit his guard except to visit his sentries, and will then inform the next in command of the probable time that he will be absent. He will not allow any member of the guard to quit the guard without leave, which will be granted only for special purposes.

(g) Every guard will turn out at the beginning of the reveille, retreat and tattoo sounding. The commander of the guard will then carefully inspect it.

(h) Sentries will be relieved every two hours; but at night, in cold or inclement weather, they may, at the discretion of the OC, be relieved every hour.

(j) Every guard will be dismissed after examination and inspection of its arms. When the commander of the guard is a NCO, a report will be made to the adjutant, orderly officer, or the JCO adjutant before dismissal.

1158. Escorts.—Every officer, JCO or NCO in command of an escort will be furnished by the despatching officer with such orders in writing as the circumstances may require. An escort is responsible for the correct number, weight, and Condition of the packages, but not for the contents. Escorts in charge of convicts will be provided with handcuffs and

those in charge of insanes may be unarmed. Escorts in charge of explosives are forbidden to smoke.

1159. Working Parties—Working parties should normally be found from the general duty personnel of all arms and branches of the service. Technical personnel and specialists should only be detailed for working parties at times which will not interfere with their training.

The number of officers, JCOs or NCOs required to superintend working parties will be fixed, depending on the strength and the nature of duty to be performed by each working party.

The meals of the working parties will be so arranged as to prevent loss of time.

1160. Safe Custody of Defence Installstions / Establishment—The classification of defences and the instructions for regulating admission to defence works, air force installations, power stations, other vulnerable points and their enclosures, the enclosures of wireless telegraphy stations, telephone exchanges, ordnance and electrical and mechanical engineers' establishments, and instructions regarding additions and alterations to defence installations/establishments are laid down in Appendix 'AD'

1161. Security Of Medical Depots And Ordnance And Technical Development Establishments—(a) Defence Installations fall under three categories and are administered as shown below: —

(i) Ordnance factories and medical depots, which are under the control of the Ministry of Defence, are administered by the Director General of Ordnance Factories and DGAFMS, respectively.

(ii) Ordnance and medical depots which are under the direct control of the military authorities, are administered by the Director of Ordnance Services and the Director of Medical Services, respectively.

(iii) All Technical Development Establishments irrespective of whether they are located within/alongside the ordnance factories, or within the ordnance depots, or independently and under direct control of the military authorities, are administered by the Research and Development (Armaments) and the Director of Research and Development (General) in their respective spheres of responsibility.

(b) The Director General of Ordnance Factories and his superintendents and officers in charge of ordnance factories; the DGAFMS and officers commanding, medical depots, are entirely responsible for the internal security arrangements of the installations stated in sub-para (a) (i) above and also of the Technical Developments located within/alongside the ordnance factories. The local military commander will, however, provide necessary help when approached by the Superintendents /commanding officers of such factories/depots who will act in the closest possible co-operation with him on matters affecting law and order.

(c) The local military commander will, however, continue to be responsible for the external security of these installations and for this purpose, the superintendents/commanding officers of factories/depots will keep the local military commander constantly informed on all matters affecting external security.

(d) The responsibility for the safety of the establishments stated in subpara (a)(ii) and (iii) above rests with the local military commander who will continue to be responsible for the internal as well as external security.

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CHAPTER XXV BARRACK DUTIES

1171. Taking Over Barracks—Prior to the arrival of a unit at a new station, an officer of the unit will take over the buildings fixtures and furniture, room by room from the officer of the MES, or PWD, in charge or his representatives. Fixtures and furniture will be checked with their respective lists and ledgers, each of which will be signed by both parties concerned, any objections being recorded therein on the spot.

1172.Handing Over Barracks.—When military buildings are vacated, they will be handed over room by room with all fixtures and furniture by the OC unit or local head of a department or by an experienced officer deputed to represent either of these officers of an officer of the MES or PWD, or his representative, who will assess damages.

1173.Unoccupied Barracks.—Units will become the tenants of lines from the date they are taken over. Ordinarily the custody of unoccupied lines or buildings devolves on the MES or the PWD, but the custody of any vacant portion of barracks or lines in occupation of a unit will devolve on the unit, provided that in the opinion of the OC station, the strength of the unit is sufficient to warrant that duty being undertaken. If the OC station decides that the unit is unable to undertake the duty, the custody of the vacant portion of the barracks or lines will devolve on the MES or the PWD. OC unit will render to BSO and OC station monthly list of vacant portions of lines and quarters on the unit charge.

1174. Transfers of Station Fixtures.—Transfers of private property between units will be mutually arranged. Any dispute regarding the transfer of private property will be referred to the OC station or if the latter is an interested party to the brigade/sub area commander, whose decision will be final.

1175. Distribution of Furniture - The OC unit or local head of a department is responsible for the distribution of the furniture handed over by the MES or the PWD.

1176.Barrack Inspections and Damages.—(a) The construction and the maintenance of all public buildings, occupied by the Army, devolves on the MES or PWD except when otherwise laid down in Regulations for the MES for the purposes of assessing damages and in order to arrange for the execution of repairs, all public buildings, fixtures, and furniture will be inspected half yearly by the officer in whose charge they are or his representative, in company with the officer of the MES or PWD in charge, or his representative, and necessary repairs will be promptly carried out in accordance with MES Regulations. Glass will not be replaced at public expense as a matter of course on the grounds of storm, or that the persons who did the damage are unknown, or that they are persons from whom the occupant cannot recover the cost. Should, however, the MES or the PWD officer concerned concur with the officer requisitioning for the repair that the cost of replacing glass broken in any particular case is not fairly chargeable to the troops, the cost may be charged to the State on a requisition on which should appear a certificate to that effect, signed by them both, and giving the reasons. The furniture ledger of each party will be compared and when the adjustment of discrepancies is completed, will be signed by both parties. Furniture will not be removed from buildings for inspection. Barrack damages in respect of buildings, furniture and other items will be assessed and recovered in accordance with MES Regulations. Damages or losses assessed against occupants will be charged as far as possible to individuals and termed personal charges. The amount assessed as personal charges will be published in unit orders. Recoveries will be effected before the unit officers, etc., leave the station, failing which the amounts outstanding will be reported to the station commander to effect recoveries. The station commander will ensure that the units, officers, etc., obtain a clearance certificate from the MES before they leave the station. In the case of disputed items, the SSO will arrange for the amount claimed by MES to be deposited with him by the units, officers, etc., before they leave the station, and the matter will be submitted to the brigade/sub area commander for decision.

(b) Demands for repairs will be made on the local MES officer by the OC unit or local head of the service or department, as follows :-

(i) Urgent repairs on IAFW-1817. —These demands will be confirmed to the maintenance of essential services, for example, water, electric, cooking and sanitary services, etc., and to such repairs as are essential to avoid danger to the safety or the health of the occupants of buildings.

(ii) Ordinary repairs These should be entered in the Demand Register (IAFW-1805) for execution by MES in the normal course.

(iii) Officers quarters. — Demands for repairs to officers quarters will be made by tenants through the SSO who will maintain a Demand Register, The MES staff will inspect this register regularly and arrange for repair to be carried out in accordance with normal rules.

(c) In addition to half-yearly inspection, an annual verification of the furniture held on charge of units, formations and installations will be carried out by actual counting in unit lines, unit pool quarters, hospitals and so on during the months of April and May according to a programme to be published in the station orders. This verification will be done by a Stock Taking Team consisting of two MES officers selected by the CWE from

two different GE formations other than stock holding GE, one representative from the station HQ and one representative from the unit concerned. The Unit-Distribution Ledgers (IAFW-1814) held by the MES and the units will be signed by the Stock Taking Team at the conclusion of the verification. The annual verification by actual counting is not required in respect of furniture issued to married officers, civilians and separated families who are allotted married accommodation in the station pool. Based on the balances in the Distribution ledger, and their acceptance by officers, civilians, separated families, and so on, a certificate of annual verification will be endorsed by the BSO on the Distribution ledger. The verification by actual counting of balance furniture in store, will be done by another Stock Taking Team consisting of two MES officers selected by CWE from two different GE formations other than the stock holding GE, and one representative from the Station Headquarters. Stock Taking Report (1AFW-2221) in respect of all articles held in stock will be promptly prepared by the Stock Taking Team during the stock verification and necessary certificate endorsed on station Furniture Register (LAFW-2279). A copy of the stock verification report will be sent to the Local Audit Officer or the Regimental Audit Officer as the case may be through the UA(GE) for audit purposes. Regularisation action for any discrepancies found will be taken without delay, in accordance with the normal procedure,

1177. Measures to Combat White Ants.—Units are responsible for the removal of white ant tunnels and nests, the advice of the MES being sought if necessary.

1178. Cattle and Animals.—(a) Livestock will not be kept without the written permission of the OC station, who, before granting such permission, must, in consultation with the SEMO and local sanitary authority, satisfy himself that all acts, bye-laws and regulations dealing with the particular animal which it is desired to keep are complied with. No animals will be allowed to run loose within the boundaries of barracks except in places authorised for grazing.

(b) Dogs will not be kept except by permission of the unit, and when within the boundaries of barracks and hospitals, must be kept Under proper control.

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CHAPTER XXVI FIRE DUTIES

1186. Station Fire Committee—(a) A fire committee will be appointed in every station, consisting of three officers. One member will be an officer from a unit in the garrison who should, if possible, be a field officer. The other two members should preferably be an engineer officer and an ASC officer, if available in the station. Members of the committee, particularly the presiding officer, will not normally be changed in less than six months. As far as possible, the members of the committee should be from amongst those who have had training at a recognised military or civil fire-fighting school or possess technical qualifications. The duties of this committee will be to act in an advisory capacity on all matters relating to precautions against outbreaks of fire. The committee will periodically, but not less than twice a year, inspect fire prevention/fire fighting arrangements in all establishments/units in the station and will ensure that all fire fighting equipment is maintained in serviceable condition and proper arrangements for training of unit personnel in fire fighting exist. The committee will submit reports of such inspection to the OC station. When the committee finds that there is no change in the situation, a 'no change' report will be submitted. This applies also to the fire precautions in connection with the defence buildings of AOC establishments excluding ordnance and clothing factories controlled by DGOF where anti-fire arrangements are directly controlled by DGOF.

(b) When preparing proposals which entail the revision of existing scales of fire equipment, it must be remembered that complete security can seldom be obtained without excessive expenditure: Each case must be a compromise based on the justifiable risks that may be taken.

(c) Proposals not within the sanctioning powers of a GOC-in-C command, or a subordinate commander which involve the provision of immovable fire fighting appliances such as hydrants and tanks, and which affect building plans, will be forwarded through

command HQ to the QMG. In the case of AOC establishments, these proposals will be submitted through the MGO who will furnish technical advice on the subject.

(d) All reorganisation plans of buildings or areas will include necessary alterations in fire precautions.

(e) Provision of major and minor fire fighting appliances will be as per instructions contained in Army Orders and Army Instructions which will be published from time to time.

1187.Points For Consideration Of Station Fire Committees — Station fire committees, when preparing proposals will be guided by the consideration that no expenditure should be incurred for the provision of fire hydrants for the protection of brick or stone built single storied single men's barracks, blocks or similar buildings, provided that they do not contain any specially inflammable or valuable stores. In considering their provision for other buildings the following points will be borne in mind :—

(a) Fire hydrants can only be fitted to existing mains and that in no case will special fire mains be provided

(b) Whether water supply and pressure will enable really effective protection to be provided,

(c) The cost involved.

(d) The danger of fire, value of buildings or stores at risk and risk to life.

(e) The availability of personnel for fire duty and the existing local civil fire fighting appliances.

1188.Duties of Local Commander—Arrangements will be made in all stations by the local commander to ensure that orders for the prevention of fire are complete, that definite measures will be adopted to meet outbreaks of fire, that fire piquets are trained both for day and night duty and that fire engines and appliances are in working order. He will be responsible for formulating inter-unit "Mutual Aid" scheme on station basis and the holding of fire practices at least once in two months.

1189. Fire Piquets-A fire piquet will be appointed in every unit. Its duties will be to save life, to render first aid in extinguishing or limiting the fire and to save property. The fire piquet will be available for instant duty and will be proficient in the use and maintenance of the fire appliances held on charge of the unit. This will be ensured by constant drill and practice, of which proper records will be maintained.

1190.Duties of OsC Units and All Officers in Charge of Government Property of The Defence Services.—They are responsible that orders regarding fire precautions are complete, that fire orders are adequate and known throughout the unit, that fire piquets are thoroughly trained and are readily available for instant duty at any hour of the day, that all receptacles for storing sand or water are kept filled and that the fire engines and appliances are ready for immediate use. They will also be responsible to see that all precautions against fire are strictly enforced in their units/installations. In addition the OsC units will be responsible for detailing an officer to carry out the duties of a fire officer; will maintain efficient liaison with neighbouring establishments/units/civil fire brigades with the object of providing "Mutual Aid", and will bring to the notice of the station commander any inadequacy in fire fighting arrangements. In the case of ordnance and clothing factories this responsibility devolves upon the superintendent of the factory who is responsible to the DGOF for the efficiency of his fire precautions. As stated in para [1188](#), the local commander may inspect these precautions in regard to defence buildings.

1191. General Precautions—The general precautions against outbreak of fire which are to be observed and which will form the basis of local fire orders are enumerated below. Local fire orders will be hung up in every guard and store room, issued down to the commander of every platoon and equivalent units and communicated to all ranks at least once a month. The points mentioned below are only the most general ones. Wherever any special fire risks are involved which are not covered here, advice of technical experts should be sought and the necessary information included.

Precautions

(a) Fires are not permitted in the vicinity of, nor in, any government building, except in authorised fire places, stoves or ovens.

(b) No fires or lights, except those authorised for hospitals, duty office rooms and guardrooms, are allowed between lights out and reveille.

- (c) All fires will be swept out before unoccupied rooms are closed for the night. The raking out of fire on to the hearthstone is to be avoided, Towards the time of lights out all fires will be allowed to die down.
- (d) All store-sheds, offices, workshops will be checked before closing hours daily. Persons incharge of such buildings will daily render certificates to their respective officers that no oily rags, cotton waste, oily papers are lying in or around the buildings and sheds under their charge and that all electric switches including main switch are turned off and all kinds of fires have been extinguished.
- (e) Smoking in a store-room or any place where dry grass, straw or combustible material is lying about, is forbidden.
- (f) Care will be exercised to avoid risk of fire when oil stoves or lamps are in use.
- (g) If a chimney catches fire, the fuel will be raked out at once and precautions taken to stop a draught.
- (h) Fireworks or bonfires in barracks or camps are prohibited.
- (j) Empty packing cases or inflammable material will not be stacked against the outer walls of buildings or enclosures.
- (k) No tent, screen or cooking place will be allowed within a hundred yards (91.44 m) of a thatched or wooden building and charcoal braziers when in use will be protected by wicker frames.
- (l) Roofs and walls of cookhouses will be kept clear of soot, and chimneys swept by the MES once a month.
- (m) Petrol, kerosene, or other mineral oil or empty tins will never be stored in a building containing a mechanical vehicle.
- (n) Replenishment of fuel tanks of mechanical vehicles will only be made in the open air, and at a distance of not less than ten yards (9.144m) from any shed or building and at a safe distance from any naked lights. Petrol tanks will remain closed and petrol taps turned off while the vehicle is in a building.
- (o) Smoking is prohibited within a garage, store house, offices located in a store house, a motor shed and in all vehicles carrying explosives and POL. Smoking is also prohibited in the front seats of any cab or vehicle. In places where smoking is not prohibited, ash trays or metal containers of suitable type must be provided for the discarded cigarette ends.
- (p) The greatest care will be taken to prevent the leakage of petrol, kerosene, and other mineral oils and frequent examinations will be made to ensure that no leakage is taking place. Drip pans will be provided under all oil drums from which oil is decanted by means of cocks.
- (q) Petrol fires will be extinguished by the use of chemical fire extinguishers of foam type and/or by smothering with sand or earth. On a fire breaking out, attempts to extinguish it and the removal of all petrol in the immediate vicinity of the flames will be conducted simultaneously. If the fire is being fed from a leak in a petrol pipe or tank the supply of petrol should, if possible, be cut off, or the vehicle moved with the object of preventing the petrol from the leak feeding the flames. Attempts should at the same time be made to beat out the flame near the leak with a coal or; anything suitable so as to sever the flames from the leak. If a petrol fire has become too fierce to be extinguished and if there is a supply of petrol which is either feeding the flames or liable to do so, all doors and windows should be closed and every aperture which will admit air should be blocked with wet mud or rags.
- (r) Mechanical vehicles, should be garaged with their brakes off to enable their immediate removal.
- (s) If a mechanical vehicle catches fire, and it is not possible to move it away, all other vehicles in the vicinity should be drawn away from the burning vehicle.
- (t) Chemical fire extinguishers should be maintained and. Inspected according to instructions issued from time to time.
- (u) Unauthorised persons will not interfere with electric, gas, or water supply systems in military buildings, nor will fuse wires be replaced except by authorised personnel.
- (v) No unauthorised electrical appliances should be permitted,
- (w) All fuse boxes will be examined once a month by certified electricians who will render a certificate to the CO, that fuses of correct amperage only are fitted.
- (x) All electrical wiring will be periodically examined and care will be taken to see that they are not laid in proximity of readily inflammable material.

1192. Inflammable Oils—(a) In all stations where inflammable oils are to be kept or where the quantity is to be increased, a board, with MES officers on it when practicable, will be assembled to decide upon the location of the store, the quantity of oil which may be kept therein and the regulations under which it may be issued. The board will be guided by the provisions of the petroleum acts in force and by the statutory rules and

regulations issued by the Central Government and will conform to them as far as circumstances allow.

(b) In framing these instructions the board will ensure that the oil is not stored where men can have access to it at night or where it is near magazines or storehouses and that the hours of issue are only by daylight so that the utmost precautions are used to avoid danger from fire.

(c) The OC station will issue orders that lights are at no time to be taken into the oil stores. Stores of POL in buildings other than those specifically reserved for this purpose is forbidden, buildings used as POL stores are to be provided with ample means of ventilation both at ground and roof level, naked lights are not to be brought within 30 feet (9.144 m) of POL stores, and that foam extinguishers, sand tins or dry earth is to be placed outside store rooms.

(d) As far as possible the building will be bunded off with brick walls, etc., in such a way that the contents do not flow out in case of an accident but are contained in the bund walls.

(e) Oil containers will be stored on a layer of sand at least 4 inches (0.102 m) deep and groups of containers will be separated from each other by means of sand bags.

1193. Fire Appliances.— Fire engines will be kept near a quarter-guard or a suitable place as decided by the local commander/OC station, the key of the building being hung up in the guard room. Engines will be kept clean and the hose properly dubbed. Maintenance of fire engines/trailer fire pumps and other appliances will be carried out as per instructions issued from time to time by Army Headquarters.

1194. Action to be taken when An Outbreak of Fire is Reported. — As soon as an outbreak of fire is reported the station commander will hurry to the scene of fire to study the actual circumstances of the case closely on the spot. He will then take the following action: —

(a) Detail a responsible officer, not connected in any manner with the unit affected, to inspect the scene of fire after it has been put out, and discover any clues that may help in determining the cause and origin of fire. The officer will be made available to give evidence before the court of inquiry which will be convened to investigate the fire.

(b) Inform and permit the OC of the nearest provost unit/field security section to visit the scene of fire and start his own investigation into the matter.

(c) Permit essential operations to salvage material which may be damaged if left in situ, only if he is satisfied that immediate salvaging operations are necessary in the interests of service. Before the scene of fire is disturbed, however, he will arrange to: —

(i) have an accurate diagram of the scene prepared; and

(ii) get the scene of fire, photographed from different angles.

1195. Courts of Inquiry on Fires. — (a) A Court, of inquiry will be assembled whenever a fire, explosion or similar occurrence, involving the destruction of public property, takes place. In case of fire, sufficient time will be allowed to permit the arrival of a representative of sub area/bde/area/div; or Inspector Fire Services command/Army HQ; Fire Adviser, Ministry of Defence, where notification has been received that they will attend. Officers on the strength of, or attached to, the unit affected by the fire will not be detailed as members of the court of inquiry, but where the fire occurs in a store holding depot e.g., engineer, supply, ordnance, ammunition, vehicle, POL, medical, remount, and remount grass farms, an officer from a similar depot will be detailed as a member of the court of inquiry. The court will ascertain: —

(i) The origin of the fire.

(ii) By whom it was discovered.

(iii) The action taken by the person making the discovery.

(iv) To whom the fire was first reported by the person making the discovery.

(v) The length of time between the discovery of the fire and the sounding of the alarm.

(vi) The name of the officer in command of the fire arrangements.

(vii) The length of time after the alarm and before the appliances were at work a jet or jets playing on the fire.

(viii) Whether the fire piquet turned out in sufficient numbers and with promptitude.

(ix) Whether there was any failure as regards water supply or the working of the fire appliances.

(x) The action taken to warn the local fire brigade of the outbreak.

(xi) The length of time between the warning of the local fire brigade and its arrival.

(xii) The extent of the assistance given locally or by the local fire brigade.

- (xiii) The period from the alarm until the fire was extinguished.
- (xiv) The extent of damage done to persons, buildings and contents of buildings.
- (xv) The responsibility for the outbreak of the fire.
- (b) Fire Adviser/Inspector Fire Services, Army HQ/command and representatives of area/div/sub area/bde attending courts of inquiry will be allowed to question witnesses and such questions and answers will be recorded in the proceedings of the court of inquiry.
- (c) An estimate furnished by the CWE or his representative of the cost of any structural repairs rendered necessary by the fire will be attached to the proceedings.
- (d) Until a court of inquiry has assembled and completed its investigations, OC unit concerned with the outbreak of fire will ensure that no movement of debris is allowed beyond that which is necessary to: —
 - (i) Safeguard life or property.
 - (ii) Prevent further outbreaks.
 - (iii) Permit essential operations to salvage materials which may be damaged if left in situ. Any material so salvaged will be stored separately until investigations have been completed by the court of inquiry.
- (e) In the case of losses by fire exceeding Rs. 1,00,000 in value an advance copy of the proceedings will be forwarded immediately on completion to Army Headquarters (QMG's Branch-QI (d)) by the conversing officer for the information of the Chief of the Army Staff. In cases of fire in installations other than those under the Quartermaster General, an advance copy of the court of inquiry proceedings will also be forwarded to the PSO or the head of the branch concerned at Army Headquarters. The balance of the proceedings to complete the advance copies will be forwarded through staff channels in the normal course.
- (f) On occurrence of a fire in ordnance and clothing factories, the matter will be reported by telegram to the MGO and the div/area commander. A court of inquiry to investigate the occurrence will be convened under orders of the MGO. If defence buildings are involved a copy of the proceedings will be forwarded to the div/area commander, who may either accept its findings, or convene an independent court.

1196. Reports of Outbreak of Fire.— (a) Immediately an outbreak of fire occurs involving loss of, or damage to, public property, the OC unit concerned will report by signal to headquarters of the next higher formation/station commander giving: —

- (i) Date, time and location of outbreak.
- (ii) Estimated loss.
- (iii) Type of property involved e.g., accommodation, stores, equipment, vehicles.
- (b) The report in accordance with sub-para(a) above will be repeated to higher formations according to the financial limits mentioned against each:
 - HQ sub-area/bde.....Up to Rs. 20,000/
 - HQ area/div.....Up to Rs. 50,000/
 - HQ Corps.....Up to Rs. 75,000/
 - HQ command.....Up to Rs. 1,00,000/
 - Army HQ (Q-1)..... More than Rs. 1,00,000/

CHAPTER XXVII DUTIES IN CANTONMENTS

1201. Administration in Cantonments—Cantonments are administered under the Cantonments Act, 1924 (Act No II of 1924) and the rules framed under that Act.

1202. Station Boards—(a) Where considered necessary, a board of officers will be assembled under the orders of the OC station to submit recommendations regarding the allotment, acquisition or disposal of land, and the scale of hot weather establishments and appliances; to take over new or reconstructed buildings from the MES or the PWD as the case may be and hand them over to the units or departments concerned and to furnish reports on such other matters as may be directed.

(b) A station board will consist of a selected field officer as presiding Officer and one or more members who will normally be officers of the departments or services concerned but who may at the discretion of the officer convening the board, be JCOs or senior NCOs belonging to the departments or services concerned provided they possess the necessary technical knowledge. Should the presiding officer be an officer of a department or service concerned, a regimental officer may be detailed as a member. Whenever possible the SEMO should be detailed as the medical member. Military estates officers will not be

appointed as members of station board. In certain cases, information may be required from them before the recommendations of a station board are made; and such information will be obtained independently from them.

1203. Planning and Siting of New Projects.—Procedure for planing and siting of new projects, prescribed in Regulations for the MES, will be followed.

1204. Responsibility for Sanitation.—OsC stations are responsible for the sanitary conditions of all buildings and lands in the cantonment which are in military occupation and of lands reserved for use by any department of the Army or the IAF and will take all measures necessary for the preservation of the health of those under their command.

1205. Distribution of Conservancy Duties.—(a) The military authorities are responsible for conservancy arrangements within the lines of all troops and non-combatants. The responsibility of the cantonment authorities is limited to services required to be performed outside those areas.

The military authorities are therefore responsible for: —

(i) conservancy arrangements in the barracks of troops and other military buildings and offices maintained from the Defence Services Estimates;

(ii) the cleanliness of latrines used wholly or in part by military personnel or their families; and

(iii) collecting the filth and rubbish from places listed in clauses (i) and (ii) above and placing it in receptacles conveniently located and supplied by the cantonment authorities.

(b) The cantonment authorities are responsible for carrying out the conservancy duties normally assigned to municipal bodies outside the area specified in sub-para (a) above; namely:

(i) the provision of receptacles for filth and rubbish at convenient places;

(ii) the collection and removal of the filth and rubbish from these receptacles;

(iii) the collection and removal of sullage water; and

(iv) arrangements for disposal of filth rubbish and sullage water.

(c) All conservancy arrangements for military personnel in non-cantonment military stations will be made by the local military authority concerned.

1206. Payment for Conservancy Services.—(a) In order to meet all expenditure on conservancy arrangements in cantonments and non-cantonment military stations, debatable to Defence Services Estimates, other than that incurred in connection with training in camp, lump sums will be placed at the disposal of GOs-C-in-C, commands.

(b) Under the provisions of the Cantonments Act, 1924 (Act No. II of 1924) Section 98, suitable and economical arrangements will be made on written agreements by the local military authorities concerned with Cantonment authorities for payment for services detailed in para [1205](#) at special rates fixed on the basis of actual cost of the services rendered. Agreement will be drawn up in accordance with ordinary business principles and should not cover indefinite periods. OsC stations will arrange all details of the allotment of the establishments required within the station in consultation finally with the **GOC-in-C** command, and the latter should in all cases satisfy himself of the absolute necessity for these establishments. Brigade/sub-area commanders will decide which units in the station will pay the personnel employed.

(c) The allotment of personnel to units for the purposes of pay will be reported to the CsDA concerned. All changes of allotment for purposes of pay will similarly be reported.

(d) Under these arrangements it should be possible for the local military authorities to effect considerable economy, consistent with the health of the troops and standard of efficiency, by a combination of establishments, or by adopting other methods of reducing expenditure.

(e) The accommodation intended for occupation by non-entitled persons will as far as possible be excluded from the area for which conservancy agreement has to be entered into with Cantonment/Municipal Boards so that necessary recoveries from these personnel may be made direct by those authorities. Exact boundaries so fixed will be mentioned in the agreement. Where it is not possible to isolate the areas occupied by non-entitled personnel and they are included in the agreement entered into with Cantonment/Municipal Boards, the conservancy charges from the personnel will be recovered by Barrack Services and credited to the State, The exact amount to be recovered on this account will be intimated by the OC station to the BSO.

1207. Latrines and Urinals.—(a) The construction and repair of latrines and urinals, together with the provision and maintenance of the furniture and appliances, other than privy pans for the same, are arranged for by the MES.

(b) The MES are also responsible for the construction and repair of incinerators and their connected structures at all non-cantonment stations where troops are quartered, and at those cantonments where suitable class 'C' land is not available on which cantonment authorities can build their own incinerators and connected structures.

(c) Privy and commode pans are provided by the AOC. The present arrangements whereby they are obtained and paid for will continue.

1208. Disposal of Stable Litter.—(a) Stable litter is to be disposed of to the best advantage of the State subject to the method adopted being approved by the local medical authorities. The military farms department will have the first claim on all available litter, on payment, after incineration requirements have been met. The rate payable by the military farms department will be fixed by the OC station in consultation with the assistant controller of grass farms and the OC unit concerned with due regard to the rates obtainable in the open market.

(b) The OC station is responsible that sufficient fresh litter is provided free for use in military incinerators owned by the cantonment authorities, and that the duty of supplying litter for that purpose is apportioned equally between the units in the station.

(c) Each unit which has Government animals on its strength will maintain a separate litter fund account which will be administered and audited in accordance with the rules applicable to the accounts of regimental funds (see paras [834](#), [835](#) and [837](#)). The proceeds accruing from the sale of litter will be credited to the litter fund of the unit concerned and will be used to meet the cost of petty improvements to unit lines, purchase of seeds (flower, garden and vegetable), purchase of fuel for boiling animals' feed in AT units, purchase of cleaning material for leather equipments and accoutrements, training animals, improvements to riding schools, sand baths, chhappars, pad-docks, litter carts, military displays, prizes for authorised competitions and animal shows, which would tend to improve the physique of the men and the care of animals and equipment. Sanction of the sub area/indep sub area/bde/bde area/indep bde area/indep bde gp commander, or div/area commander (in the case of units administered directly by div/area HQ), will be obtained before any expenditure is incurred in connection with military displays, prizes for authorised competitions and animal shows. Expenditure relating to any form of amusement or entertainment for the benefit of personnel will not be met from this fund.

1209. Standing Camps.—In cases in which the issue of latrine furniture and removal appliances is sanctioned for use in a standing camp the necessary shelters and screens will be constructed by the troops. Condemned tents will be issued for the purpose. If the camp be in a cantonment, suitable latrines may be provided by the MES.

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CHAPTER XXVIII MEDICAL AND HOSPITAL DUTIES

1216. Reports of Illness.—When a patient becomes seriously or dangerously ill the OC hospital will inform the OC unit at once, giving such particulars as may be necessary to send to relatives.

1217. Attendance of Medical Officers.—(a) Arrangements should be made for medical officers to be present at artillery and battle practices when troops are operating at a distance from cantonments and where live ammunition is used.

(b) Medical officers will attend when the units of which they are in medical charge are inspected.

1218. Civilians Treated in Military Hospitals.—The OC station may permit personnel not entitled to admission to a hospital of the armed forces to be treated in such hospitals, subject to the conditions laid down in Regulations for the Medical Services of the Army in India, Para 257, Note 2. That permission does not include maternity cases.

1219. Bringing of Food to Hospitals.—Visitors and attendants are forbidden to bring food, drink, money or other articles to patients in hospital without the permission of the medical officer-in-charge.

1220. Officers on the Sick List—An officer on the sick list will not leave his place of treatment except for such exercise as may be ordered by his appointed medical attendant. The hours during which such exercise is permitted will be notified in the orders of the hospital, a copy being sent to the OC unit for information. In no case may he appear at any place of public amusement. With the written consent of his OC on the recommendation of the medical officer, he may appear at his own mess for meal and recreation. In the case of a staff or departmental officer the necessary information will be sent to the OC station.

1221. Medical Attendance and Treatment.—Personnel in military employ and their families are entitled to medical attendance in military/civil/private hospitals under the conditions laid down in the Regulations for the Medical Services of the Army in India.

1222. Medical History Documents.—Medical History Envelopes (AFMSF-1) and Primary Medical Examination Report (AFMSF-2A) of troops will be kept in unit charge. If more convenient, they may be kept in military hospital on which dependent or in the medical inspection room if such exists. The entries in the above medical documents regarding transfers, arrivals, discharge, etc., will, however, be made by the OC unit or corps, only the medical entries being made by the hospital authorities. When intimation is received by his unit that a man has been admitted to hospital, his medical documents, if in unit charge, will be forwarded by the OC unit to the OC hospital.

1223. Sick Reports of Troops.—(a) Particulars of personnel reporting sick will be entered on a sick report (AFMSF-44), when they parade for examination, by the officer in medical charge of their unit. Normally sick parades will be in the early morning. Local arrangements will be, made regarding the examination of men who report sick later in the day.

(b) The following entries will be made in sick reports:—

(i) Medicine and duty, that is—treatment and return to duty.

(ii) Attend 'A', 'B', and 'C', that is—attendance for treatment at the Medical Inspection Room with such duties as may be recommended.

(iii) Hospital, that is—admitted into hospital.

(iv) Duty, that is—reported sick unnecessarily.

NOTE

"Attend A" means attend for treatment as ordered and to perform ordinarily regimental duties.

"Attend B" means attend for treatment as ordered and to perform light duties only.

"Attend C" means attend for treatment and to be excused all duties.

1224. Articles allowed to Personnel Sick in Hospitals.—(a) The items of clothing and necessaries to be taken by all ranks when admitted as patients to hospital, are shown in Clothing Regulations. OR and NCs(E) will also take with them their lotas/turnblers/mugs.

(b) No OR, boy or NC(E) will have money or valuables in his possession other than the sums provided for in Financial Regulations [FR Part II para 171(b)].

1225. OR or NCs(E) in Hospital - Placed under Arrest.—If or OR or NC(E) in hospital is placed under arrest and OC hospital does not dispose of the offence, a crime report and a statement of evidence will be sent to the OC unit concerned.

1226. Report of Injuries—When an officer, JCO, WO, OR, boy or NC(E) is maimed or injured other than in action, a report (IAFY-2006) will be sent to the OC unit as soon as possible after the date on which the patient has been placed on the sick list whether in quarters or in hospital.

1227. Report of Disability other than Injury—When an officer, JCO, WO, OR, boy or NC(E) contracts a disability not due to injury, which ends either fatally or in a proposal for invaliding, a report will be completed on AFMSF-81, in accordance with the instructions contained on the reverse of the form.

1228. Sickness caused by an Offence, Misconduct or Imprudence—When a person subject to the AA has been admitted to hospital on account of sickness believed to have been caused by an offence under the AA, the OC unit will make a preliminary inquiry into the case and acquaint the medical officer with the result in order that the latter may give or refuse the certificate referred to in AA, Section 91(c). The medical officer will attend the subsequent investigation of the offence whether before a court-martial or the OC unit, and give evidence in substantiation of the facts contained in his certificate. The certificate

alone is not sufficient. When a person subject to the AA is admitted to hospital on account of sickness caused by his own misconduct or imprudence, the medical officer will furnish the certificate referred to in AA, Section 91(d)

1229. Medical inspection on Arrival at or Departure from a Station. — JCOs, WOs, OR, boys and NCs(E) will be medically inspected on their arrival at, and departure from, a station in India, AFMSF-44, duly filled in, will be brought by units, the medical officer entering his remarks and signing it. AFMSF-44 will also be used when units and drafts from overseas are medically examined on arrival at their station in India.

1230. Medical Inspection on Return from Leave.— COs will ensure that all JCOs, OR, boys and NCs(E) are medically inspected not later than on the morning after rejoining their units from leave/furlough.

1231. Monthly Medical Inspection of Troops. —The medical officer will inspect OR, boys and NCs(E) in his charge monthly, or more frequently if necessary, to satisfy himself as to their personal hygiene. Whenever special examinations of OR, boys and NCs(E) are made, each individual will be examined by the medical officer in private, and in the presence of a third person, who should be a NCO.

1232. Nursing Attendants/Assistants.—The employment of sepoy as sick attendance should seldom be necessary but if their services are specially required they will be detailed on the written authority of the OC station or unit concerned as mentioned in Regulations for the Medical Services of the Army in India, para 119. A sick attendant will not be employed for a longer period than one month.

1233. Dental Treatment of Troops (including Boys) and Non-Combatants (Enrolled). —(a) OsC regimental centres and OsC units receiving recruits, boys and NCs(E) direct on enrolment, are responsible that all recruits, boys and NCs(E) are sent to the dental officer for inspection and initial preparation of a dental history card (AFMSF-12) within one month of joining.

(b) When OR, boys and NCs(E) are required to attend at a dental center unit for treatment the OC dental centre/unit will send, on AFI-5025, to the OC unit the names of men and the times for their attendance, OsC units will be responsible that they attend at the times indicated. If special circumstances arise which render attendance at the appointed time impracticable, the OC unit will at once notify the OC dental centre/unit to enable a fresh appointment being made.

(c) Dental History Cards (AFMSF-12) will be kept at the dental center at which the OR, boy or NC(E) attends for inspection and treatment. OsC units will detail representatives periodically to check if dental history cards for all personnel under their command are maintained at the dental centers catering for them.

(d) On the transfer of an other rank, boy or NC(E) to another unit, the OsC units will collect the dental history cards of the individual concerned from the dental centre and forward the same to the next unit. In cases of transfer to an operational area the dental history cards will be sent to the record officer/regimental centre concerned for custody. On an individual's of unit's return to a peace station the dental history card(s) will be obtained from the record office/regimental centre and forwarded to the dental centre concerned.

(e) On promotion to commissioned rank, transfer to the army reserve, discharge, desertion or death of an OR, boy or NC(E) the OC unit will obtain the dental history card from the OC military dental centre and attach it to the individual's Primary Medical Examination Report.

1234. Visits by Officers to Personnel in Hospital.—When the hospital is situated in the same station as the unit, personnel in hospital will be visited not less than once a week by an officer of the unit to which they belong. An officer will be allowed access during visiting hours, except for SI and DI patients who may be visited any time for this purpose with due permission from the CO of the Hospital/Duty Medical Officer during off duty hours.

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BAND AND MESSES

1241. Band Donations.—(a) An officer will pay an initial donation to the band fund of his unit/regt/corps which will not exceed fifteen per cent of one month's pay of rank. Payment will commence when an officer completes eighteen months service in the corps/regiment to which he is permanently posted. Payments may be recovered in instalments of over twelve months, or sooner if desired by the officer.

(b) Officers will pay further donations, similarly calculated, on the increase accruing to their monthly emoluments on each occasion of promotion to substantive rank. Donations due from an officer on promotion, which occurs while he is seconded or extra-regimentally employed in a substantive appointment, will not be levied unless the officer returns to regimental duty, either with his own or any other unit/regt/corps, when the donation will be paid to the band fund of the unit/regt/corps to which he is posted.

(c) In case of an officer serving with an infantry battalion, donation will be paid as follows:

—
(i) When the regimental centre maintains a band and the active battalion with which an officer is serving does not, donation will be paid in full to the regimental centre irrespective of whether the officer is serving with the regimental centre or with his active battalion.

(ii) When both the active battalion and the regimental centre maintain bands, full donations will be paid to the active battalion by the officers serving with it but ten per cent of the amount realized on this account will be paid by the unit to the regimental centre annually as soon as possible after 1st January.

(d) Except as provided for in (c) above, all officers will pay their donations to the centre of the regiment/corps on whose cadre they are borne. In cases of regiment/corps having more than one centre, the donations will be shared equally between the centres maintaining the bands.

(e) Officers compulsorily transferred from one regiment or corps to another will not be liable for further initial donations or donations on promotion up to the rank in which the officer is compulsorily transferred.

1242. Band Subscriptions.—(a) Every officer on the posted strength of a unit/centre maintaining a band will pay monthly subscription (to be laid down by the OC unit/centre concerned) not exceeding 2.5% of his pay of rank. The subscription will, however, be reduced to half in the following cases: —

(i) When proceeding on leave other than annual or casual.

(ii) When attending courses of instruction of less than ten weeks duration, provided that he continues to be borne on the posted strength of the unit/centre concerned.

(b) All other officers will pay to the centre of the regiment/corps on whose cadre they are borne, annual band subscription (to be laid down by the OC centre concerned) not exceeding one day's pay of the rank.

(c) Officers, seconded or attached for duty with other units or arms of service, if subscribing to bands maintained by the units/regiments/corps with which they are serving, will not be required to pay band subscriptions to their parent regiment/corps.

(d) Officers, while serving with the Territorial Army, will pay subscription to the unit/regiment/corps to which they are attached /affiliated provided a band is maintained, otherwise no subscription will be paid.

(e) Officers on the active list of the rank of substantive colonel and upwards will be invited to pay an annual subscription of Rs. 30.

(f) Retired officers will be invited to subscribe according to their wishes.

(g) Annual band subscriptions are payable in advance on the 1st of April each year.

1243. Engagements—(a) With the sanction of the OC station, military bands may accept engagements to play at entertainments given by private gentlemen or public bodies such as municipalities, cricket or football clubs, etc. In no circumstances will military bands, either in uniform or mufti, be allowed to take part in processions, communal or otherwise, religious ceremonies or political meetings, and demonstrations.

(b) All correspondence in connection with band engagements will be conducted by the band president. An engagement will only be entered into subject to the exigencies of military duties; and to the requirement that the acceptance of the engagement does not infringe current regulations and instructions. A clause to this effect will be embodied in any form of contract agreement made. Engagements will not be sought through the public press, or initiated through the medium of musical or other agents. Approved engagements may, however, be accepted through agents acting directly on behalf of the party desirous of engaging the band, provided that no commission is deducted from the band's recognized fee.

(c) An engagement will not be accepted at a rate below the commercial scale appropriate to, and accepted in the locality by civilian bands of equal strength and for the same number and duration of performances.

The proposed employer will be requested to furnish a certificate to that effect, unless it is already known that the fee is unobjectionable in this respect.

(d) An engagement, will not be accepted if the Army band is to replace a civil band which is on strike.

(e) Bands proceeding on an engagement outside their own command will notify the headquarters of the command concerned in advance and will at the same time specify any requirements.

(f) For disciplinary purposes, the personnel will come under the command in which the engagement is carried out.

(g) All band personnel will be in possession of general duty uniform.

1244. Band Committee.—The band of a unit will be managed by a committee of three officers appointed quarterly, The accounts will be laid before the quarterly band meetings.

1245. Massed Bands.—When units are brigaded on parade and their bands are massed, the senior bandmaster will normally conduct, but the parade commander may change him at his discretion. When massed bands play together on other occasions, bandmasters will, according to their seniority, choose and conduct the pieces to be performed, subject to the approval of their, own OC.

1246. Establishment—Soldiers included in the establishment of bands will be fully qualified at all times to carry out efficiently the duties assigned to them. The numbers authorised by the respective establishments will not be exceeded for any duties, except those connected with playing out, on which occasions the band numbers, may be temporarily augmented by the inclusion of soldiers from within the unit's establishment, provided that no unauthorized expense to the public is incurred.

1247. Conveyance of Corps/Regimental Centre Bands—Corps /regimental centre bands upto the authorised strength may visit their affiliated units once a year on railway warrants/road warrants so long as the maintenance allowance for bands is admissible at the existing rates laid down in Rule 571 P & A Regs, Vol. II. Where no government contract exists, road mileage allowance will be payable under Travel Regs.

1248. Sounding of Bugle and Trumpet.—The instructions contained in the book "Trumpet and Bugle Sounds for the Army" published by Gale and Polden will be adhered to without addition or alteration, either as regards the boarding or their application.

1249. Playing of National Anthems.—(a) The official versions (full or short, as the case may be) of the National Anthem, will invariably be used without deviation in accordance with para [758](#).

(b) All units in possession of a recognized band will provide themselves with copies of National Anthems of all nations and all regimental marches of the regular Army.

(c) All additions and revisions of both National Anthems and regimental marches will be incorporated in the band music library.

1250. Band Property.—(a) Military band property, which has been issued from government sources free of charge will be regarded as vested in Army HQ and will not, should the band cease to exist, be disposed of without the consent of Army HQ.

(b) The OC is responsible that all vested band property is held available at all times in a serviceable condition. The inspecting officers will at their inspection, satisfy themselves that these orders are carried out.

(c) Band property, bought out of band fund, is unit property and, is not vested in Army HQ.

1251. Appointment of Bandmasters.—(a) The appointment of bandmaster will only be conferred on a NCO who possesses the following qualifications:—

(i) Successful completion of a Potential Bandmaster's Course at the Military School of Music.

(ii) Army First Class Certificate of Education.

(b) NCOs will be promoted to the rank of Naib Subedar bandmaster only with the authority of Army HQ.

(c) Army Headquarters will maintain a pool of qualified bandmasters for appointment to this post in units.

1252. Training and Discipline.— (a) The bandmaster/pipe band-in-charge is responsible for the discipline as well as for the training of his band. He will ensure that all members of the band under his command receive instruction in the practical and theoretical sides of their work as called for in the technical standards for musicians. He will attend all parades with his band, and will accompany and be responsible for it when it plays in public places or attends an entertainment. A bandmaster is not permitted to wear plain clothes on duty.
b) An advanced certificate will be awarded to bandmasters and potential bandmasters who pass the examination held annually at the Military School of Music for the diploma of Licentiate in Military Music (to qualify for the diploma they have to obtain 75% of the marks in each subject).

1233. Transfers.—No negotiations will be entered into between a bandmaster and a soldier serving in the band of another unit/regiment/corps without the previous concurrence of the OC concerned. Should a soldier serving in the band of one unit/regiment/corps desires transfer to another he will apply through the usual channels.

1254. Training for Appointment as Trumpet/ Bugle/ Drum/ Pipe Major.—(a) Two NCOs should be earmarked to understudy respectively the pipe major and drum major. The potential pipe major should undergo a piper course and the potential drum major should undergo a drummers course at the Military School of Music.
(b) Only those Pipers and Drummers, who have qualified at a pipe major's or drum major's course at the Military School of Music will be appointed as pipe or drum majors.
(c) Only those buglers and trumpeters who have qualified at a buglers' or trumpeters' course at the Military School of Music will be appointed as bugle or trumpet majors.

1255. Pitch of Unit Bands.—In future, in order to ensure uniformity of pitch of unit bands, all new bands on being raised will adhere to high pitch. Those at present with low pitch instruments need not change to high pitch.

Officers' Messes

1256. Membership.—(a) Every officer will be a member of the mess maintained by the unit, establishment or formation to which he is posted. Where no mess is maintained by his unit, establishment or formation; he will become a member of the station mess or any other mess conveniently situated.
(b) Every Officer present, except a married officer will be a dining member of the mess. A married officer will also become a dining member when his family is not ordinarily resident at the station.
(c) Married officers living with their families will dine in mess at least once a month.
(d) The OC (president of the mess committee in the case of a formation or station mess) is responsible for ensuring that all the regulations relating thereto are observed. He will also ensure that the mess is conducted without unnecessary expense or extravagance, and by his personal example and advice will encourage economical habits and careful management. The cost of living in the mess will be that which obtains throughout the service generally.

1257. Warning out.— An officer will not absent himself from mess dinner unless he has duly warned out.

1258. Establishment of a Corps Garrison or Formation Mess—(a) Any corps may open a separate corps HQ mess with the sanction of Army Head quarters.
(b) Where it is found desirable, a GOC-in-C may authorise the establishment of a garrison officers' mess, or a mess for officers serving with a formation for whom there is no other mess available, provided that no expense is thereby caused directly or indirectly to the public. The GOC-in-C will ensure that such mess is placed under the control and supervision of an officer selected by him, and that it is conducted in all respects on the lines of an officers' mess of a unit. The accounts of a garrison or formation officers' mess will be laid before an audit board composed of officers to be detailed every quarter by the GOC-in-C; the proceedings of such board will be laid before the GOC-in-C or an officer not below the rank of brigadier, to whom he may delegate the duty, for approval.

1259. Mess Bills—Every officer will pay to the mess president his mess bill and all authorised subscriptions; on or before 15th of each month and the president of the mess committee will report in writing to the OC any omission to do so. The OC will call upon the officer to pay the bill and ask for his explanation for not having done it already. If the result be unsatisfactory and the accounts is not settled by the end of the month, a report will be

made to the higher authority. The above procedure will also be followed by OsC in the case of officers borne on the strength of the units under their command, who are detached for duty at out stations, training and educational establishments, etc.

1260. **Mess Dress.**—Uniform will be worn on regimental guest nights and other special occasions. The wearing of plain clothes on other nights may be permitted at the discretion of OsC.

1261. **Semi-Private Accounts.**—Semi-private account books, in which extra charges and unauthorised subscriptions are shown, will not be kept in the official mess accounts which are produced at the inspection of the brigade/ sub-area commander.

1262. **Debts Incurred by Mess-Man**—On the arrival of a unit at a new station, the OC will, if a civilian mess-man is employed take steps to caution suppliers that the officers are not responsible for debts incurred by, or on behalf of the mess-man. When a NCO is employed as caterer, the mess committee will be responsible for pecuniary transactions with suppliers.

1263. **Mess Havildar/Dafadar**—A havildar/dafadar is allowed to act as mess-man or caterer or superintendent of the mess establishment, but a NCO will not be employed in any menial capacity about the mess.

1264. **Cashing of Cheques by Mess-Man.**—A mess man should be given clearly to understand that, if he cashes cheques for officers, he does so at his own risk.

1265. **Insurance.**—(a) The whole of the mess property other than that supplied by the Government will be insured against loss by fire or burglary, the premium being made a charge against the mess funds.

(b) All messes will maintain photographs and regimental history of their silver.

1266. **Presents.**—Presentation of costly silver cups and other embellishments from officers is prohibited. Small silver subscriptions if and when levied should normally be intended for utility items in the mess.

1267. **Drinking of Toasts in Military Messes.**—All toasts drunk in Military Messes in India will be drunk in non-alcoholic drinks. The following toasts will be drunk on the occasions and in the order indicated below:—

(a) On all normal occasions; The President's health.

(b) When an officer of the Commonwealth is being officially entertained in an officers' mess:

(i) Her Majesty the Queen's health.

(ii) The President's health.

(c) When an important person of a foreign country outside the Commonwealth is being officially entertained in a mess:

(i) The health of the head of the state of the foreign guest.

(ii) The President's health.

(d) When important persons of foreign countries and officers of the Commonwealth are being officially entertained in an officers' mess :

(i) The health of the head or heads of the state or states of the foreign guest or guests.

(ii) Her Majesty the Queen's health.

(iii) The President's health.

1268. **Quarterly Mess Meeting**—A mess meeting will be held once a quarter. The votes of the officers will be taken on any proposition on which a difference of opinion exists, and the point will be decided by the majority of votes, provided that the OC concurs. The accounts for the last quarter and the proceedings of the quarterly audit board will be laid before this meeting.

1269. **Detachments.**—When a unit furnishes a detachment of not less than one-third of its strength, a proportion of the mess fund, plate and equipment will be assigned for its use.

1270. **Discipline.**—(a) In a regimental mess, the senior officer of the unit present, entitled to command, is responsible for the maintenance of discipline at mess.

(b) In messes other than regimental, this responsibility rests with the officer who is senior by Army rank of those present.

1271. Handing and Taking Over.—(a) Before handing over the command of a unit or portion of a unit in which an officers' mess is maintained, the OC will send to the brigade/sub area commander a certificate that all debts owing by the mess have been paid, or that a sufficient amount is in hand to meet all liabilities. Should the OC be unable to furnish this certificate, he will explain the reasons which have necessitated the contracting of debts, so that the brigade/sub-area commander (when not below the rank of brigadier) may decide whether they will be paid by the OC or can be taken over by his successor.

(b) A copy of the certificate will be handed to the officer assuming the command, who will report to the brigade/sub-area commander whether he is satisfied with the state of the funds. In the case of units changing stations at which station messes are maintained, a similar certificate will be furnished by the OC of the outgoing unit.

1272. Annual Inspection.—The brigade/sub area commander will, at his annual inspection, closely investigate the manner in which the mess has been conducted, and will report to Army HQ through the usual channels should he find any infraction of the regulations.

1273. Mess Guests. — The cost of mess guests and entertainments will in all cases be borne by the officers concerned in proportionate shares calculated according to their total monthly emoluments.

1274. Private Guests.— An officer entertaining private friends will bear the whole expense of their entertainment.

1275. Mess Committee.—The mess will be managed by a committee of at least three members appointed at the quarterly mess meeting.

1276. Charges Against The Mess Fund—The mess fund will be applied to defray charges, firstly for housing and tentage, secondly for lighting and wages of servants and lastly for the provision and upkeep of equipment.

1277. Mess Donations—(a) The payment of mess (initial and promotion) donations will follow the rules laid down for band donations except that the amount shall not exceed twenty-five per cent of one month's pay of substantive rank. In armoured corps all donations will be paid into the mess of the active unit, to which an officer is permanently posted but ten per cent of such donations will be remitted to the Armoured Corps Centre annually, as soon as possible after 1st January.

(b) In the case of officers posted permanently to infantry, or a corps, all donations will be paid to the mess of their regimental centre or their corps HQ mess sanctioned by Army HQ. The regimental centre mess/corps HQ mess will further sub-allot the total donations to their respective units maintaining officers' messes, the share of each unit being based proportionately on the establishment of each unit.

1278. Mess Subscriptions.—The monthly rate of mess subscription for officers, is fifteen rupees for dining members and nine rupees in the case of non-dining members.

1279. Rules for Monthly Mess Subscription — (a) The subscription will be paid to the mess of which the officer is a member.

(b) An officer on annual or casual leave will pay full rates and on all other kinds of leave half rates.

(c) An officer on temporary duty not exceeding three months and when he is not temporarily a member of another mess will pay full rates of monthly subscription to his unit/formation/station mess of which he was a member prior to proceeding on temporary duty.

(d) An officer absent from duty on account of sickness for over one month will after the first month, pay only quarter of the subscriptions leviable.

1280. Annual Mess Subscription. — ASC.— An annual subscription which will not exceed one day's pay of rank, will be levied by the ASC Officers Mess Fund on all officers belonging to that corps. This subscription will be paid annually as soon as possible after the 1st January each year and will be based on the rank held by officers on that date. Officers newly appointed to the corps on any date subsequent to the 1st January in any year, will only be liable to pay a proportionate subscription for that year.

1281. Payment of Mess, Band and other Regimental Subscriptions During Leave Pending Retirement.—An officer who is granted leave pending retirement is liable for the payment of all mess, band and other regimental subscriptions during the privilege leave portion of such leave and for the payment of mess and band subscriptions at half the regimental rates during the furlough portion thereof.

1282. Donations Payable on Transfer other than Compulsory.—If an officer is transferred otherwise than compulsory or exchanges, or is promoted, to another regiment/corps, he is chargeable with the donation payable under para [1277](#).

1283. Payment of Subscription on Removal from one Regiment /Corps to Another.—When an officer is removed from one regt or corps to another by transfer, exchange, posting or promotion, his subscriptions will be due to his former unit, regiment or corps until, the date of his actually quitting it. Subscriptions during the period which may intervene between an officer quitting one regiment or corps and joining another will be due to the unit, regiment or corps to which he actually belongs, according to the date given in the posting order or the Gazette of India/Army Order. The subscriptions will be paid according to the rank for which the officer is actually drawing pay.

1284. Accumulation of Mess Fund.—The OC will prevent an undue accumulation of the mess fund, ensuring that cash balances are kept as low as possible consistent with solvency. He will fix the rates of contributions and subscriptions, which will never exceed the prescribed limits without the sanction of Army Headquarters.

1285. Monthly Charges for all Incidental Expenses.—The monthly charges for all incidental expenses not covered by the monthly subscriptions of officers will be decided by the OC, but will not exceed Rs. 15 in ordinary and Rs. 20 in extraordinary circumstances. When the basic sum is exceeded, a satisfactory explanation for the excess will be furnished by the OC to his immediate superior. This subscription will be levied under the conditions of para [1279](#). A non-dining member is liable to pay one half of these charges.

1286. Entertainments.—An OC (president in the case of a station / formation mess) will be responsible that expensive entertainments are only given with the sanction of the officer concerned, not below the rank of brigadier, and that an officer who has not signified his consent in writing is not called upon to pay any part of the expense. An OC/president of the mess committee will give his special countenance and protection to any officer who declines to share in the proposed expense. The cost of such entertainments (including that of public guests) will be assessed on those concerned in proportion of their monthly emoluments.

1287. General Subscriptions.—A general subscription, whether voluntary or otherwise for entertainments, including general charges for lunches at race meetings, polo and cricket matches, etc., will not be made without the sanction of the divisional or area commander. Fines, whether in money or drinks, will not be levied for any minor irregularities, nor will an officer be compelled to give donation in cash or a party on marriage or promotion.

1288. Entertainment of Units on Arrival or Departure.—The practice of entertaining units on arrival or departure from a station is prohibited; the hospitality afforded will be limited to offering to the officers, the accommodation of the mess as honorary members.

1289. Mess Bills of Officers in Custody or Under Suspension.—When an officer in custody or under suspension is unable to pay his mess bill from his own resources, on account of the withholding of his entire pay and allowances, the OC of the unit/formation with which the officer is messing may claim from the pay authorities concerned messing charges, mess subscriptions /donation; rent for government accommodation and hire charges in respect of government furniture. Wages of private servants are the concern of the officer himself and will not, therefore, be included in the mess bill. Similarly the mess bill will not include charges on account of soft drinks, cigars, cigarettes, wine, playing cards, extra messing and bills on account of stores purchased from the mess contractor or mess grocery stores. The procedure laid down in paras 538 and 539 of Pay and Allowance Regulations for the Officers of the Army in this respect will be followed.

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CHAPTER XXX

HOT WEATHER ESTABLISHMENT

1301.**Period**—The periods for which hot weather establishments are admissible will be sanctioned by the brigade/sab area commander on the recommendation of the medical authorities, and will be notified in station orders.

1302.**Provision of Funds**—A bulk allotment of funds will be made by the GOC-in-C command to the div/area. Allotments to brigades/sub areas will be notified in div/area orders and those to units and formations in brigade/ sub area orders.

1303. **Establishments**—The brigade/sub area commander will be responsible for fixing the strength of hot weather establishments at each station.

1304. **Hot Weather Establishments for Places of Divine Worship**.—Labour for pulling pankhas and watering khas khas tatties for places of divine worship will be provided from the hot weather establishments of units concerned.

1305. **Register of Establishment**—OsC units and formation commanders, in order to enable them to watch the progress of expenditure of their allotments for hot weather establishments, will maintain registers showing the number of men employed, their rates of pay, and the amounts expended from time to time. In order to keep the expenditure on hired labour as low as possible, OsC units, etc., will reduce the strength of establishments whenever practicable.

1306. **Provision Where not Authorised**.—When hot weather appliances are not authorised in authorised scales or other orders of Government, it will be necessary to obtain Government sanction before such appliances can be fitted in any military building. Hot weather appliances and establishment charges will not be met from other sources for example office contract, or contingent allowances except in the case of MES which will be governed by Regulations for the MES.

1307. **Applications for Hot Weather Establishments**—Applications for hot weather establishments will be forwarded by OsC stations through the authorised channels to Army HQ for obtaining the sanction of the Central Government. Initiating and forwarding authorities will make their recommendations in consultation with their senior medical officers.

1308. **Khas Khas Tatties**.—When recommended by the medical authorities, khas khas tatties will be issued by the AOC on the scale laid down in the IAFZ-2151, but where electric fans have been installed in authorised military buildings, the issue will be restricted to very exceptional cases and be subject to sanction by the CFA. Local purchase of khas khas tatties may, however, be resorted to by ordnance factories, EME workshops and technical development establishments at the discretion of the head of the office incurring the expenditure when it is economical or convenient to do so.

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CHAPTER XXXI

INVENTIONS AND PATENTS

1311.**Inventions By Members of The Army**.—(a) All inventions by a member of the Army, including the Territorial Army, its Reserves and Auxiliary Forces, made by himself or in collaboration with some other person or persons, referred to in these regulations as the "Inventor", shall be the property of the Government of India in the Ministry of Defence and shall be held in trust by the inventor for the Government of India. The inventor shall not disclose his invention or any information whatsoever with regard to the invention to any person except as authorised by these regulations. The trial or use of any invention shall not be carried out except as authorised by these regulations.

(b) No inventor is permitted to apply for or obtain a patent except as laid down in these regulations.

(c) Any person governed by these regulations shall submit any invention he may make together with all accessory data including specifications, drawings, etc., and a full description of the invention in the following form, in duplicate, to the head of the establishment or his commanding officer, as the case may be :-

FORM

"SECRET

(i) I/we hereby submit full details in respect of. (here give the title of the invention) together with all necessary data, including specifications etc., and a full description of the invention which are attached herewith.

(ii) I/we will act in accordance with the provisions of regulations for "Inventions by members of the Army" issued by the Government of India in the Ministry of Defence.

(iii) I/we have not left any record of the description of the invention or any of the data, specifications, drawings, etc., in respect thereof nor shall I/we subsequently leave any such information or take any further step to do so except as authorised under the said regulations.

(iv) I/we shall not employ, without the previous sanction in writing by the Government of India in the Ministry of Defence, art agent or any other person in connection with preparation of provisional specification or take any other action with regard to taking out a patent in respect of this invention in India or in any other country except when and in the manner permitted by the, Government of India in the Ministry of Defence.

(v) I/we hereby assign to the Government of India or any authority under it the benefit of the invention and of any patent that may be granted and the authority to enter into such agreement for its use by or on behalf of the Government as considered necessary.

(vi) I/we hereby declare that I/we am/are the true inventor/s of this invention based on the data attached herewith and that to the best of my/our knowledge and belief it has not been patented by anybody else, anywhere else hitherto.

Inventor's signature.

Rank.

Date.

Address.

SECRET"

(d) (i) The head of the establishment or the commanding officer shall forward the documents to the Scientific Adviser to Raksha Mantri; the Director General Armed Forces Medical Services; the Director General Defence Research and Development Organisation, Army Headquarters; respectively, in respect of personnel employed under them and in the case of other Army personnel the documents shall be forwarded to the Director Weapons and Equipment, Army Headquarters, together with his remarks as follows:—

The specific work on which the inventor is employed, the nature of his duties and the extent to which knowledge gained as & result of his employment has assisted the inventor.

The extent to which the inventor has used the facilities provided at Government expense in making the invention. The estimated needs of, or possible value of the invention to the defence services and the Government as a whole.

Recommendations, if any, as to further action deemed appropriate.

(ii) The latter officer will submit the invention and data to the Government of India in the Ministry of Defence with his further remarks as per sub-para (d)(i) above, together with an opinion as to the merits, utility and possible use of the invention. The forwarding officer should also report whether he has reason to doubt that the applicant is the true inventor or whether the invention is not a new one having been patented already.

(iii) The Government of India in the Ministry of Defence will decide whether any such invention is likely to be of use to the defence services or to the Government and whether a patent should be taken with regard to it. The Government of India in the Ministry of Defence will also decide whether any such invention is of such general interest and utility that the public interest would be best served by allowing the patent to be made available to an authority, person or body other than the defence services on such terms as the Ministry may lay down. In case the Government of India in the Ministry of Defence decide not to take out a patent with regard to any such invention, it shall not be open to the inventor to apply for a patent in his own name unless permitted to do so by the Government of India in the Ministry of Defence. The following policy will be followed regarding grant of such permission provided the invention is not considered useful to the Government -

If the invention is a direct consequence of the type of work on which the inventor is employed or as a result of his training on such work at Government expense, permission will not normally be granted to him to take out a patent for the invention in his own name. If the invention is in a field different from the type of work for which the inventor has been trained or is engaged in, then permission to take out a patent for the invention in his name will normally be granted to him.

(e) The inventor or any other person to whom the invention of data in regard thereto is communicated in the course of duty or who otherwise gains knowledge thereof shall not disclose it to any other person except as provided in these regulations.

(f) Where the Government of India in the Ministry of Defence decide to take out a patent, the inventor shall assign to the Central Government the invention and all patents which may be granted in respect thereof. All expenses in connection with the securing of patents and the assignment of patent rights will be borne by the Government and the inventor shall execute all application papers, assignments and other documents required for carrying into effect the decision of the Government of India in the Ministry of Defence.

(g) The manner in which any invention may be dealt with is entirely at the discretion of the Government of India in the Ministry of Defence.

(h) The inventor whose invention has been put into use by the Government may be accorded, where deemed necessary, commendation according to the procedure laid down separately for the purpose.

1312. Applications from Persons not Employed in the Defence Services for the Adoption of their Inventions In the Army-(a) Applications from person not employed in the defence services, submitting inventions for the consideration of the Government of India will be in the form of a letter addressed to the Secretary, Ministry of Defence, Government of India.

(b) The letter of application should contain the following :—

(i) The nature of the invention with sufficient particulars to enable its merit to be considered, and evidence of the usefulness of the invention obtained by actual previous experiment.

(ii) Drawings, models or samples should accompany the letter or be sent separately at the same time. If models or samples are too bulky to send with the letter, information should be given as to the time and place where they can be inspected.

(iii) Acceptance by the inventor that all designs, plans, drawings, samples or papers are submitted at the inventor's risk, and no responsibility for damage is incurred by the Ministry of Defence, Government of India.

(iv) A statement whether the Inventor has acquired a patent under the Indian Patents and Designs Act, 1911 or whether application has been made for a patent under that Act.

(v) The remuneration or terms the inventor proposes to ask, should the Government of India desire to acquire exclusive use of the invention or to acquire unrestricted use of the invention, but also allowing the inventor a free hand to let others use it. If no remuneration is desired the fact should be stated.

(c) Should the Government of India consider it desirable to try out an invention the inventor will, as a general rule, be required to bear the expense of the provision of the article, its carriage, fitting up and removal, but the question whether such expenses will, in special cases, be finally borne by the Government of India or by the inventor will be decided by the President according to the circumstances of the case. The Government of India reserves the right to retain for future reference any designs, plans, drawing, models, samples or papers forming an essential part of the description of the invention which may be forwarded, but if the inventor desires their return, the Government of India, will not refuse it unless they think there is good reason for doing so. It is desirable, however, that the inventor should keep copies. Should the invention be adopted for the defence services, terms for its use will be fixed by subsequent agreement and such terms will include the supply of two copies of all designs, drawings, patterns and particulars relating to the invention which may be considered necessary by the Government of India. It is to be understood that all such designs, drawings, patterns and particulars will be absolutely at the disposal of the Government of India for all purposes whatever, and that reasonable prices only be paid to cover the cost of their draughting and manufacture. No claim for remuneration for an invention will be held to be established unless the invention has been adopted. All claims for remuneration will be carefully considered, but any award which may be made will only be payable to the claimant when approved by the Government of India.

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CHAPTER XXXII

FILM PRODUCTION—ARMY ASSISTANCE FOR

1316. Application And Agreement.—The request for army assistance in the making of a film by any private person, film company or other body (hereinafter called "The Producer") will be made to the Ministry of Defence accompanied by full particulars of the assistance required, the place(s) where required, the dates and periods when required, at least three months in advance alongwith three copies of the complete script of the film to be produced. Ministry of Defence after initial examination of such request from the producer shall forward the same to Army Headquarters for further examination to confirm that:—

- (a) The story/script of the film as also the scenario thereof do not contain anything adverse to the image and ethics of the army as a whole.
- (b) The script including scene details, as also the places where army assistance is to be provided have been cleared from military security angle.
- (c) The assistance required by the producer for production of his film is available at the place(s) and for the period desired without affecting the operational and training commitments of the army units providing such assistance.

In case of availability of the army assistance, Army HO will also indicate the rates for hire charges and the amount of insurance in respect of various components of the assistance. Ministry of Defence shall assess the estimated cost of the assistance in consultation with Ministry of Defence (Fin). The producer shall have to deposit the amount as assessed by Ministry of Defence in advance in cash with Reserve Bank of India. Insurance cover for various components shall also be provided. A bank guarantee valid for one year from a nationalised bank for the equal amount shall also be furnished.

Before the army assistance is actually provided the producer shall enter into an agreement with the Ministry of Defence to include the following:—

- (a) The quantum, place(s) and period (with dates) of assistance to be specifically indicated in the agreement.
- (b) If for any reason whatsoever the army is unable to provide the full or part of the agreed assistance, the producer shall have no claims for compensation whatsoever from the Government.
- (c) The services and use of army assistance shall be available only for the purpose and in furtherance of the production of the film by the producer.
- (d) The filming shall be undertaken by the producer under the strict supervision of an Army Liaison Officer so detailed for the purpose for all the days of filming involving the use of any of the army services.
- (e) Should the producer decide to cancel or revise his requirements for the army assistance, already agreed to during the course of assistance, he shall be entitled to do so with the prior approval of the Ministry of Defence and shall be liable to pay the additional estimated charges in advance before additional assistance is provided. In such cases the decision of the Govt. shall be final and binding on the producer.
- (f) THE PRODUCER SHALL in addition, to the above charges, reimburse the Government all expenses incurred by it on the move and transportation of troops and other material whether by rail, road or by air from the unit lines to places of shooting and for their return to the same or another station or place on completion of film recordings, plus twenty five percent thereof to cover the overheads and administrative charges. The expenses assessed by the Government shall be final and binding on the producer.
- (g) THAT THE PRODUCER SHALL, in addition, pay to the Government, the full value of ammunition and other consumable stores issued to him, if any as per weights and measures and assessments made by the Government.
- (h) THAT THE PRODUCER shall, reimburse the Government the cost of medical and hospital treatment of the Army Liaison officer and of other troops; whose services are placed at the disposal of the producer, if any of them is injured in action, is disabled in any manner, or becomes a casualty pursuant to their participation in the filming under this agreement, as well as other family pension charges and entitlement payable under the Government rules, regulations and orders.
- (j) THAT THE PRODUCER shall also pay to the Government the commuted value as assessed by the Government of non-effective benefits admissible to the troops and the Liaison Officer of their dependents under the Government rules and regulations or any other amount which the Government may demand as compensation for the casualties, suffered by the Army Liaison Officer or troops during the course of their participation under this agreement on account of any default of the producer or otherwise.
- (k) THAT THE PRODUCER shall make his own arrangement to provide at his own cost all such stores, clothing, weapons, arms etc. or other equipment for use by the participating troops as are not prescribed or available with the Government. But the producer shall pay, as assessed by the Government, the full cost of making any modifications, repairs, and

replacements of any of the Government stores and equipment supplied by the Government in connection with the production of the film, as also for all those items which may be damaged or lost during the course of the filming of the scenes with Army help and assistance.

(i) THAT THE PRODUCER SHALL PAY to the Government the cost of making good any injury, damage or casualty of the troops or their vehicles or other material while on service or use of the Producer and also loss or damage to the vehicles and all other equipment which may be caused or suffered by the Government. The assessment of the monetary loss of the same as may be done by the Government shall be final and binding on the Producer.

(m) THE NON-EXPENDABLE EQUIPMENT shall be hired by the producer for the full period of the shooting and filming with the army assistance and the payment thereof shall be made for the full period of use indicated in paragraph above, whether or not the same is used by the producer. During this period, the said equipment shall remain in the custody of the army authorities, but at the time of the return of the troops to their units concerned, the entire equipment should

be in the condition in which it was lent for purpose of rendition of assistance under the agreement, and in respect of the state of this equipment the decision of the Government shall be final and binding on the Producer and also for any loss, deficiency or damage to the said equipment caused during the period of hire, findings of the Government shall be final and binding upon the Producer, and the same shall be made good by him as assessed by the Government.

(n) THE PRODUCER shall also pay on demand to the Government the cost of such assistance (by way of extra days or extra use of personnel, animals, weapons, arms as well as stores and equipment or otherwise) as may actually come to be provided in addition to that expressly specified in the agreement. The decision of the Government as to whether such extra assistance was given and the Government's assessment of its cost shall be final and binding upon the Producer.

(p) THE PRODUCER shall also in addition to the payments referred to above, pay on demand 10% (ten percent) of the total amount i.e. the total of all amounts payable under the various heads herein above before mentioned, to the Government for the welfare of the troops.

(p) THAT THE PRODUCER shall indemnify the Government against any claims that may be made at any time by any third party or that may arise on account of the rendering of the assistance by the Government on account of movement of army vehicles, firing of ammunition or explosives, or by virtue of participation by the Army Liaison Officer and the troops, death, disabilities, or injuries caused to any member of the army when engaged for the production of the film, whether due to the acts of the producer or the Govt. and or their employees. For the purpose aforesaid, the troops and all other nonexpendable items of Army assistance shall be considered as engaged on the Production of film from the time they leave their respective units for the purpose till they finally return thereto. The Producer shall within seven days of the date of the Agreement and in any case before the army assistance is availed by him effect at his own cost a comprehensive insurance with the Life Insurance Corporation and the General Insurance Corporation of the persons, animal, transport and other equipment for a suitable amount as prescribed by the Govt.

The insurance Policies for the same shall be assigned in favour of the President of India by the Producer and these shall be delivered by him to the Government. The taking out of the above said Insurance Policies shall not in any way reduce the liability of the Producer to indemnify the Government to the fullest extent as herein provided. The Insurance policies shall be tenable for a period of one month after the completion of shooting of the scenes of the film with the Army Assistance.

(q) IN CASE OF BREACH on the part of the Producer to observe and perform any of the terms and conditions herein contained, except for causes beyond his control for which the Government shall be the sole judge, and his not remedying the same within the scheduled time mentioned by the Government in a written notice, the Government shall be entitled to recover from the producer as agreed liquidated damages, and not by way of penalty, a sum of equal amount that of the estimated cost of army assistance for the breach committed by the Producer as aforesaid and the Producer shall pay the said sum immediately on demand made by the Government in that behalf and without demur, in addition to any other amount payable by him to the Government under these presents, or the Government may recover the said amount from the bank guarantee hereinafter mentioned or from the amount deposited by the Producer as Advance, or in its sole discretion the Government may terminate the Agreement without prejudice to the rights already accrued. The decision of the Government, whether the Producer has committed any breach of the said terms and conditions shall be final and binding on the Producer.

(r) THE PRODUCER shall before the release of the film submit to the Government for its approval the wording, (if any) in which the Producer wishes to refer to the fact that the Army assistance and approval had been accorded to the film. The decision of the Government, in respect of the wordings shall be final and binding on the Producer.

(s) THE PRODUCER shall submit the completed film with sound to the Government for examination and approval before release thereof and delete and omit therefrom any incident or portion which the Government may consider unsuitable, undesirable, improper or imprudent. The decision of the Government in this matter shall be final and binding on the Producer.

(t) SUCH PORTIONS OF THE FILM which are not approved by the Government shall become the property of the Government and shall be handed over by the Producer to the Government. The Government shall not be liable to pay any payments or compensation for the said portions of the film, including negatives and positives handed over and shall be entitled to use or destroy the same as the Government may think fit.

(u) THE ARMY LIAISON OFFICER shall prepare day to day statement showing the details of assistance rendered. The said statement shall be signed by the authorised representatives of both the parties. Based on these statements the actual amount of the payment due for assistance rendered for shooting the said film and payment on other accounts under the terms of the Agreement shall be worked out by the Government under the terms of the Agreement and necessary adjustments in the amounts already made available by the Producer shall be carried out. If the amount deposited by the Producer is more than the Government dues, the surplus amount will be refunded to the Producer without any interest and the Bank Guarantee will also be released. If the amount already deposited is less, the extra amount will be recovered from the Bank Guarantee. If, however, the total amount of expenditures including compensation payable for damages or losses caused to the Government or other dues under the Agreement is more than the amount already deposited plus the amount of the Bank Guarantee, or if the Bank Guarantee has expired, the Producer shall immediately pay the extra amount on demand by the Government and without demur. If such payment is not made within a period of one month on demand, the Producer shall be liable to pay interest to the Government, on that amount at the rate of 10% (ten percent) per annum from the date it becomes due till its actual payment.

(v) THE PRODUCER shall not sell, gift or lend or commercialise in any way of the footage of the said film without obtaining the prior permission of the Government in the Ministry of Defence, in writing, and without obtaining a no demand certificate from the Government in the Ministry of Defence.

(w) THE PRODUCER shall undertake to abide by the official rules and regulations concerning security and safety of the various installations which may be visited and of the Army equipment, weapons etc. which may be used by him or in respect of the participating units and troops for the purpose of the Agreement as per instructions to be given to the Producer from time to time by the Army Liaison Officer.

(x) ANY SUM of money due from the Producer under the Agreement or any other contract with the Government may be recovered by the Government at its sole discretion from any moneys payable to the Producer under the Agreement.

(y) THAT ALL DISPUTES, differences and questions which may at any time arise between the parties entering into agreement, touching or arising out of or in respect of those present or the subject matter thereof except/as to any matters the decision whereof is specifically provided for by these conditions to be final shall be referred to the sole arbitration of any person appointed by the Secretary to the Government of India, Ministry of Defence, or any officer performing duties and functions of the said Secretary. There will be no objection to any such appointment that the person appointed for arbitration is a Government servant, or that he had to deal with the matter to which the agreement relates and that in the course of his duties as such Government servant he had expressed views on all or any of the matter in dispute or differences. The Arbitrator to whom the matter is originally referred on being transferred or vacated his office or being unable to act for any reasons, the said Secretary or the officer as aforesaid at the time of such transfer, vacation of office or inability to act, shall appoint another person to act as Arbitrator in accordance with the terms of the Agreement. Such persons shall be entitled to proceed with the reference from the stage at which it was left by his predecessor. It shall also be a term of the Agreement that no person other than a person appointed by the said Secretary or the Officer as aforesaid shall act as arbitrator and if for any reason that is not possible the matter is not to be referred to arbitration at all. The said arbitrator shall be entitled with the consent of the parties to extend, from time to time, the time of making and publishing the Award. The venue of arbitration shall be New Delhi.

Subject as aforesaid, the provisions of Arbitration Act 1940 or any statutory modifications thereof and the rules made thereunder for the time being in force shall apply to the arbitration proceedings under this clause.

(z) THE STAMP DUTY IN RESPECT OF THE Agreement shall be borne by the Producer.

(aa) IN WITNESS HEREOF the parties hereto have executed these PRESENTS the day and the year first above written.

1317. Volunteers For Taking Part.—(a) The personnel taking part in the production of a film will be volunteers. On these occasions they will be regarded as on military duty and in the event of death or disability directly attributable to their participation, they or their dependents will be eligible for non-effective benefits under the current regulations.

(b) If an officer, JCO, WO, OR or NC(E) or animal is injured or dies while engaged in the production of a film, the producer shall be informed in order that there may be an early opportunity of notifying the insurance company concerned of a potential claim.

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CHAPTER XXXIII TATTOOS, PAGEANTS AND DISPLAYS

1321. Sanction— The sanction of the undermentioned authorities must be obtained before military materials are used, or military personnel and animals are permitted to take part in any public display:—

(a) The Chief of the Army Staff, for any military tattoo, pageant or military display which entails the concentration or movement of troops, or owing to the number of troops engaged or the time taken in rehearsals, affects the period of training, or when gate money is taken.

(b) Div/area commander for regimental displays, including horse shows, or the provision of items, such as musical rides at horse shows, at which admission charges are made, or for displays in connection with regimental re-unions.

(c) Brigade/sub area commander, commander artillery/ commander army group artillery for regimental sports, displays and horse shows to which admission is by invitation, or free.

1322. Application For Sanction—When applying for sanction full details will be given of the nature of the display, the number of performances, the troops taking part, the time required for their training rehearsals; the estimated expenditure and the admission fee if any proposed to be charge. The proceeds accruing under such circumstances will however invariably be credited to the appropriate public fund.

1323. Expenses.—Sanction for personnel to participate in military tattoos or similar displays to which admission is charged will be accorded on the condition that no expenses of any kind on account of pension, gratuity or compensation will fall on Army funds. It will therefore be incumbent upon organizing committees to safeguard Government by full insurance cover. Military personnel will be on duty when participating in these displays, including rehearsals, and in the event of injury or death they, or their families, will be eligible for full pensionary benefits.

1324. Spectators.—If a display involves risk to spectators they, both civil and military, will be insured at the expense of the organising committee.

1325. Insurance — Insurance policies will be approved and sanction will be accorded, or promulgated when (the sanction of the Chief of the Army Staff is required, to the holding of displays in which military personnel are to participate, by the commander of the area within which it is proposed, the display shall take place. Such approval, together with details as to the guarantees, will be communicated by the organising committee to units invited to take part, who will in turn obtain sanction of their div/area commander before agreeing to participate.

1326. Injuries.—In the event of an injury being sustained by troops while engaged in tattoos or similar events or during rehearsals the organising committee will be informed

immediately in order that they may have the opportunity of notifying the insurance company concerned of a potential claim.

1327. Treatment As On Duty—Whether a charge for admission is made or not, participation of military personnel in military horse shows, assaults-at arms, military regimental sports, military tattoos, pageants and displays, which are organized by a GOC-in-C command or a div/area, brigade/sub area, or unit commander and provided a government charger or horse or an approved charger is ridden, will be treated as duty, and they and their families will be eligible for such benefits as are admissible under the Pension Regulations, where disabilities are attributable to or aggravated by service. An officer, JCO, OR or NC(E) will also be regarded as on duty, and he and his family will be eligible for the casualty awards under the Pension Regulations when he suffers a casualty leading to his invalidation/death while taking part, in any horse show in a unit team event or in an individual event organised by any of the competent authorities mentioned above.

1328. Insurance Coverage.—Participants in musical drives, musical rides, rough riding and similar displays, on the occasions enumerated in para [1327](#), when a charge for admission is made, will be regarded as on duty, provided that adequate guarantees, for example full cover by insurance, are furnished by the organisers to cover any charge which may fall on army funds for pension or gratuities.

1329. Own Risk—In the case of all other displays, participation in which is neither organised nor permitted by competent authority the participants will, so far as the Ministry of Defence are concerned, take part at their own risk. They will not be regarded as on duty and in the event of accidental injury/death they and their families will not be eligible for casualty award under the Pension Regulations.

1330. Military Bands—The personnel of officially recognized regimental bands and trumpeters, buglers, drummers and pipers of Army units will be regarded as on duty when they are performing on parades, etc., and at purely regimental functions for which their services are given gratis. Engagements at military tattoos or similar displays are governed by the general conditions laid down in the preceding para. OsC may authorise such personnel to perform gratis on ceremonial occasions not of a strictly military character when in their considered judgment it is expedient for the Army to be represented. On these occasions the men will be on military duty for non-effective purposes and the question of insurance will not arise.

1331. Participation Of Bandsmen In Private Engagements— On occasions other than those mentioned in para [1330](#) and on every occasion in the case of bands without an authorised establishment, the bandsmen, trumpeters, buglers, drummers, and pipers will not be regarded as on military duty and in the event of death or disablement arising therefrom, they or their dependants will not be eligible for non-effective benefits under the Regulations.

They will be warned that in fulfilling private engagements other than those covered in para [1330](#) they do so at their own risk and that in the event of injury they are not entitled to the benefits under the Indian Workmen's Compensation Act and the chances of their having a claim under the Indian Fatal Accidents Act, XIII of 1885 or at common law are remote. Band committees of units cannot therefore be held to be legally liable to any claim in that respect.

1332. Use Of Troops By State Government's — State Governments may sometimes require the use of detachments of troops for ceremonial purposes and for the provision of escorts or guards of honor in circumstances which are not covered by the ordinary regulations on the subject. The principles will be:—

- (a) in the opinion of the Central Government, the circumstances themselves justify the request;
- (b) the troops can be spared; and
- (c) sufficient notice is given of the requirement.

The extra cost, if any, of supplying the service required (e.g., in the way of transport, equipment, etc.) will be met by a contribution from State to Central revenues.

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CHAPTER XXXIV LEAVE OF ABSENCE AND FURLOUGH

1336. **General Instructions.**—Individuals must rejoin on expiration of the leave granted as otherwise they are liable to be punished under the Army Act and to have their pay forfeited for the period of overstay. If unavoidably detained, the individual must report the same to his unit in a letter countersigned by the headman of the village or by a government official. On rejoining from leave all ranks will make themselves acquainted with all orders issued during their absence.

1337. **Application Form.**—Applications for leave by officers will be submitted on form IAFL-1184..

1338. **Leave In Anticipation Of Sanction.**—No one will be permitted to leave his station in anticipation of the grant of leave by superior authority except in very urgent cases or on the recommendation of medical board when recommended for leave in India. In forwarding an application for leave in these circumstances to the sanctioning authority the forwarding officer will endorse it accordingly.

1339. **Leave Certificate**—A certificate (IAFL-1182) will be given to every JCO, WO, OR and NC(E) proceeding on annual leave or casual leave. The form will always be completed both in English and vernacular.

1340. **Address While On Leave In India**—An officer granted leave will give his address and notify any change thereof to his unit commander/superior officer. JCOs, WOs, OR and NCs(E) going on leave will leave their addresses with their company or equivalent commanders, and communicate any subsequent changes, occurring while on leave, to them.

1341. **Liability For Recall**—All ranks taking leave are liable to be recalled at any time. The occasions on which conveyance is admissible on recall from leave are detailed in Travel Regulations.

1342. **Cancellation Of Leave**—When an officer is promoted during leave, either in the same or to another unit, or is posted, transferred or removed to, or exchanges into another unit, his leave, other than sick leave, is liable to be cancelled. Leave on medical certificate, or on the recommendation of a medical board, will not be affected by such promotion or transfer.

1343. **Leave To The Area Of Operations**—An officer, JCO, WO, OR or NC(E) may be granted leave to a place forming the base of active operations or to a station or place garrisoned by troops belonging to field force, during the progress of operations or during the period of preparation for such operations only at the discretion of the theatre commander.

1344. **Study Leave** — Applications for study leave admissible to commissioned officers of the Army Medical Corps and Army Dental Corps and commissioned veterinary officers of the RVC, vide Rules 26 and 27 of the Leave Rule for the Services, Part I-Army, will be submitted in triplicate for approval by the DGAfMS and Addl Dir Gen RVS respectively, through the usual channels. The course or courses of study contemplated, with details of commencement and termination of each course and of any examination the candidates propose to undergo, will be clearly specified in the applications. While submitting applications officers will attach a certificate giving details of study leave availed of previously. In case studies are to be conducted abroad a copy of the approved programme of study will be forwarded by the DRVS to the Central Government.

1345. **Leave To Foreign Countries**—Personnel of the Army desirous of proceeding on leave to a foreign country will obtain prior sanction of the Army Headquarters. Applications for permission to proceed to foreign countries will be forwarded in accordance with the procedure which may be laid down from time to time by Army Headquarters.

All ranks will report their arrival to the Indian Embassies/High Commissioner/Deputy High Commissioner/Consulates/Legations in the countries concerned. Individuals who are not in a position to report personally may communicate their addresses by post immediately on their arrival in the country.

1346.Orders Notifying Sick Leave — Orders notifying the grant of leave on medical certificate ex-India will clearly indicate:—

- (a) the date of last performing duty;
- (b) the date of being struck off duty;
- (c) the amount of annual/privilege leave granted, if any; and
- (d) the period recommended by the medical board to be spent out of India.

1347.Sickness During Leave—(a) A soldier falling sick while on leave must report, himself sick at once to a medical officer of the armed forces or to the military, naval or air force hospital if one exists at the station he will report to the civil hospital/dispensary if there is one at the station, for treatment. When neither service nor civil medical facilities are available at the station, he should report to the armed forces/civil hospital/dispensary at the nearest station. In case of severe illness and when it is impracticable for him to report to the nearest medical officer or armed forces/civil hospital/dispensary, he will obtain a certificate from the government civil surgeon stating that owing to the severity of his illness, it was impracticable for him to undertake the journey to such hospital. If a civil surgeon is not available in the station he may obtain such a certificate from an assistant surgeon employed in a government/district board hospital/dispensary and in the absence of this facility from the village headman. In either case the individual concerned is himself responsible for ensuring that the certificate is immediately sent to the authority which granted him leave. If the commanding officer has any reason to believe that a soldier has been admitted to a civil hospital, he will take necessary action to get it verified from the doctor concerned.

A Medical certificate from a civilian government medical officer or a private medical practitioner will by itself not be accepted as entitling him to the grant of an extension of leave, except in very exceptional cases when

(i) it was impossible for the individual to follow the procedure mentioned above owing to severe illness and the non-existence of service/civil facilities nearby; and

(ii) the leave sanctioning authority is satisfied with the bona fides of the case,

(b) in view at the peculiar circumstances obtaining in Nepal and certain hill districts e.g. Kumaon, and other remote localities, the above procedure will have to be applied with discrimination at the discretion of the leave sanctioning authority.

1348. Annual/Accumulated Annual Leave — JCOs, OR and NCs(E)—Attachment To Nearby Units On Account Of Interruption Of Communications Due To Natural Calamities.—The OC of a military (Army, Navy, Air Force) unit who allows a JCO, OR and NCs(E), who is on annual/accumulated annual leave, to report to his unit, being satisfied that he cannot undertake the return journey to his parent unit on due date for re-joining duties or is held up en-route to it on account of interruption of communications due to natural calamities will :—

- (a) inform the parent unit of the individual immediately the fact of his reporting to his unit for issue of orders temporarily attaching him to that unit; and
- (b) ensure that the individual proceeds to his own unit as early as possible on resumption of communications.

1349.Treatment Of The Period Spent By Service Personnel In Attending Courts To Give Evidence.—(a) The period of absence from duty in respect of officers, JCOs, OR and NCs(E) who are summoned by courts of law, whether criminal or civil, or by properly constituted authority holding a departmental enquiry in INDIA, to give evidence regarding facts which came to their knowledge in the discharge of their public duties, will be treated as duty.

(b) The absence of an individual, who is summoned to give evidence or to produce official documents in a civil suit, will be treated as duty irrespective of whether the Central Government is a party to the suit or not, provided that:—

- (i) in a case where he is summoned to give evidence the facts in regard to which he is to give evidence came to his knowledge in the discharge of his public duties and he is authorised by the Commanding Officer to give evidence; and
- (ii) in a case where he is summoned to produce official documents, he is authorised by the Commanding Officer to produce the documents.

NOTE

The civil suit referred to above may even be one in which a local body/private person is a party.

(c) If an individual is summoned as a witness by the courts or authorities, referred to in clause (a) above, to depose about facts, which came to his knowledge in his private

capacity, the period of absence should be treated as normal leave (casual or annual) as may be due to him under the rules. No special leave will be granted for this purpose.

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CHAPTER XXXV CONFERENCES

1351. Army Commanders Conference.—A Conference of the GQsC-in-C Commands will be held biannual at Army Headquarters. These conferences will be presided over by the COAS and will also be attended by the VCOAS, the PSOs and heads of Arms and Services. The GOsC-in-C will be accompanied by ADC and one Staff Officer each.

1352. Senior Army Officers Conference.—A Conference of senior officers of the Army will be held biannually at Army Headquarters. These conferences will be presided over by the COAS and attended by the GOsC-in-C Commands; selected commanders of Corps, Areas, Divisions, Sub Areas and Brigades; selected commandants of training institutions and any other senior officers invited at the discretion of the COAS. From Army Headquarters, the VCOAS, the PSOs, the heads of major Arms and Services and such other senior officers as nominated by the COAS will also attend.

1353. Intelligence Conferences—

(a) **Military Intelligence Conference**—A Military Intelligence Conference of two days duration will be held annually at Army Headquarters. The conference will be attended by Intelligence Staff Officers from Headquarters Commands and Corps; Commandant Intelligence Training School and Depot; and OsC IFC units and Liaison Units as approved by the VCOAS.

(b) **Signals Intelligence Conference**—A Signals Intelligence Conference of two days duration will be held biannually at Army Headquarters. The conference will be held in two parts, presided over by the DG MI and the DG SI respectively. D DGs SI, Commandant Wireless Experimental Centre; OsC WEUs and Staff Officers of Signals Intelligence as approved by the VCOAS will attend the conference.

1354. Training Conference—A Training Conference of three days duration will be held annually at the College of Combat, the DSSC or at any other venue as decided by the VCOAS. The conference will be held in two parts, presided over by the VCOAS and the DG MT respectively. The DCOAS, Commandants Category 'A' Establishments, Staff Officers from Dte Gen of MO, Dtes Gen MT, Dtes Gen Arms and Services, Headquarters Commands and selected lower formations as invited at the discretion of the VCOAS, will attend.

1355. Logistics Conference—A Logistics Conference of three days duration will be held annually at Army Headquarters. The Conference will be presided over by the QMG and will be attended by Maj Gen/Brig Adm Commands, heads of the Dtes Gen under the QMG's Branch, representatives from Dtes Gen MO, SD, Ordnance, EME, and any other officer as invited at the discretion of the QMG.

1356. Equipment and Stores Readiness Conference—An Equipment and Stores Readiness Conference of three days duration will be held annually at Army Headquarters. The conference will be presided over by the MGO and attended by the DG WE, DG OS, DG EME, heads of major Arms and Services, Addl DG OL, Brig PPO, representatives from the Ministry of Defence (Finance) and any other officer invited at the discretion of the MGO.

1357. MS Conference—A Conference to discuss MS matters will be held annually at Army Headquarters for a duration of four days. The Conference will be presided over by the MS or Addl MS and attended by the Staff Officers dealing with MS aspects from lower formations.

1358. Services Selection Boards Conference—A Services Selection Boards Conference of three days duration will be held biennially at one of the Selection Centres as decided by the AG. The Conference will be in two parts, presided over by the AG and Additional DG Recruiting respectively. The Commanders of three Selection Centres and Presidents of three AFSBs and one representative each from Naval Headquarters, Air Headquarters and Director, DIPR will attend.

1359. Armoured Corps Conference—An Armoured Corps Conference of three days duration will be held annually at the ACC & School Ahmednagar. The conference will be in two parts, presided over by the DCOAS and the DG Mech Forces respectively. The conference will be attended by the Commandant ACC & School; selected commanders of armoured formations; Commandant MIRC; selected COs of Armoured, Mechanised Infantry, Artillery (self-propelled) and Assault Engineers Units and representatives from DSSC, College of Combat, School of Artillery, CME, MCTE, Infantry School and Dtc Gen EME. In addition, representatives of MS Branch, Addl Dtes Gen of Organisation and Recruiting, and any other officers invited at the discretion of the DCOAS may also attend.

1360. Artillery Conference—An Artillery Conference of three days duration will be held annually at the School of Artillery, Devlali or at any one of the Artillery Centres, as decided by the DCOAS. The conference will be in two parts, presided over by the DCOAS and the DG Arty respectively. The conference will be attended by Maj Gens Arty (Commands); Commandants School of Artillery; selected Artillery formation commanders; Commandants Artillery Centres; selected COs of Artillery units; representatives from AG's Branch, College of Combat, DSSC, ACC&S, CME, MCTE, Infantry School and Dte Gen EME and any other officers invited at the discretion of the DCOAS.

1361. Chief Engineers and Commandants Conference—Chief Engineers and Commandants Conference will be held in two parts; each of three days duration. Part I will be held at CME Pune, biennially and will be presided over by the DCOAS. It will be attended by the E-in-C Commandant CME, Addl DG ES, DG W, Addl DG Engrs (Pers), Addl DG ESP, CEs Commands, Commandants of Engrs Groups and Centers, selected engineer formation commanders, selected COs of engineer regiments and representatives from the AG's Branch, MT Dte, College of Combat, ACC&S, School of Artillery, MCTE and Infantry School and any other officers invited at the discretion of the DCOAS. Part II will be held annually at a location to be decided by the E-in-C and will be presided over by him. It will be attended by all those attending Part I except the representatives from AG's Branch, MT Dte, College of Combat. ACC&S, School of Artillery, MCTE and Infantry School. In place of selected engineer formation Commanders and COs of engineer regiments, selected zonal CEs and CsWE will attend part II of the conference.

Inserted by [New Para 1361-A](#)

1362. Command Signal Officers and Commandants Conference—A Commands Signal Officers and Commandants Conference of four days duration will be held annually at the MCTE, Mhow, or any one of the Signals Training Centres, as decided by the DCOAS. The conference will be in two parts, presided over by the DCOAS and SO-in-C respectively. The conference will be attended by the Commandant MCTE, CSOs Commands, PMO Plan AREN, ISTT, Commandants STCs, Chief Air Formation Signal Officer, selected COs of Signal Regiments, representatives from the AG's Branch. College of Combat, ACC & S, School of Artillery, CME, Infantry School Dtes Gen of MO, MT and EME, and any other officers invited at the discretion of the DCOAS.

1363. Infantry Conference—An Infantry Conference of three days duration will be held biennially at the Infantry School, Mhow. The conference will be presided over by the DCOAS and attended by the DG MT and DG Inf; Commandant MIRC; Commandant Infantry School; Commandant CIJW School; Addl DG Org, SA to COAS; selected Infantry formation commanders; selected Commandants of Infantry Regimental Centres; selected COs of Mechanised Infantry, Infantry and ATGM units; representatives from the College of Combat, DSSC, ACC&S, School of Artillery, CME and MCTE, and any other officers invited at the discretion of the DCOAS.

1364. Infantry Centre Commandants Conference — An Infantry Centre Commandants Conference of two days duration will be held biennially at the Infantry Centres in rotation. The conference will be presided over by the DG Inf and will be attended by the Commandants of Infantry Regimental Centres; Staff Officers from Dte Gen of Inf and Addl Dte Gen of Org; Inspector Records; representatives from DG MT, MS Branch, Addl Dte Gen of Recruiting and Infantry School; and any other officers invited at the discretion of the DCOAS.

1365. Senior ASC Officers Conference—A Senior ASC Officers Conference of three days duration will be held biennially at the ASC School or one of the ASC Centres as decided by the QMG. The conference will be in two parts, presided over by the QMG and the DG ST respectively. The conference will be attended by the Commandants of the

ASC School and the ASC Centres; MGsASC. Addl DG ST Army HQ; three selected DDsST corps and Two DDsST Areas; two selected ADsST Sub Area; Addl DG OL; selected COs of ASC units; OsC ASC Records; DD(FI)/ADFI(FS); One OC CFL; Comdt Coal Cell; Director POL, Cell; representatives from the AG's Branch; MS Branch(MS-14) and the Food Ministry; and any other officers as invited at the discretion of the OMG.

1366. AMC and ADC Conferences

(a) AMC Officers' Conference.—A Conference of AMC Officers will be held biennially at the AMC Centre. The Conference will be of three days duration and comprises of three parts, presided over by the AG, the DGMS and DGAFMS respectively. The Conference will be attended by the following Officers :

AMC MEMBERS
DGAFMS
DGMS (ARMY)
DGMS (NAVY)
DMS (AIR)
Addl DGAFMS
Commandant AFMC
Addl DG DS
Addl DG MNS
DDMS (NC)
DDMS (WC)
DDMS (EC)
DDMS (SC)
DDG (E&S), Office of the DGAFMS
DDGMS (OPP)
Comdt/CO MH—2
CO Fd Amb—2
Adviser/Sr Adviser—2
Dir MS (T&C)
JDMS (Trg)
NON-AMC MEMBERS
(Only for Part I)
AG/REP
Addl DG OL/Rep

(b) Senior Dental Officers' Conference.—A Senior Dental Officers' Conference will be held biannually at Army Headquarters. The Conference will be of two days' duration and will be attended by the following Officers:

Addl DG DS, Army Headquarters
Command Dental Advisers (5)
Corps Dental Advisers (9)
Professor of Dental Surgery, AFMC, Pune
A Senior Naval Dental Officer
A Senior Air Force Dental Officer

1367. Senior AOC Officers Conference -A Senior AOC Officers' Conference of three days duration will be held annually at Army Headquarters or one of the AOC Centres as decided by the MGO. The conference will be in two parts, to be presided over by the MGO and the DG OS. The Conference will be attended by the Addl DG OS and a staff officer from the Dte Gen of OS; MGs AOC Commands; selected DDsOS Corps; Commandant AOC School; Commandants CODs; selected CPOs from CODs; Commandants CAFVD; selected OsC DOUs; FADs; and FODs; representatives from selected CADs and CVDs; Addl DG OL; representatives from the AG's Branch; representative from the Ministry of Defence(Finance); and any other officer Invited at the discretion of the MGO.

[1368 Senior EME officers conference .- A Senior EME Officer Conference of three days' duration will be held annually at Army Headquarters or one of the category 'A'/category 'B' EME establishments as decided by the DG EME The conference will be in two parts, prescribed over by the MGO and the DG EME respectively. The Conference will be attended by the MGs EME Commands; Commandants EME Centers; Commander Technical Group EME Addl DG OL; selected Commandants of Army Base Wksps; selected COs of EME Units; representative from AG's Branch, Dte Gen of Mech Forces, Artillery and Signals; and any other officer invited at the discretion of the MGO.]1

1369. **Conferences of other service**

(a) AEC Conference—An AEC Conference will be held biennially at the AEC College and Centre. The Conference will have two parts, to be presided over, by the DG MT and Addl DG AE respectively. The conference will be attended by Brigs/ Cols Edn, Commands; commandant AEC College and Centre; SRO, AEC Records, SO to DAE, selected divisional staff officers (Edn) and Bde Edn officers; and any other officers invited at the discretion of the DG MT,

(b) Supervising Officers' Physical and Recreational training conference.-A Conference of Supervising Officers' Physical and Recreational training, Commands, of duration not exceeding three days held biennially at the Army School of Physical Training. The conference will comprise of two parts to be presided over the DG MT and the DDG APTC. The conference will be attended by the commandant ASPT and APTC Depot, Secretary Army Sports control Board PTOs of NDA, IMA and OTS, SOs P and RT Commands SRO, APTC Records and any other officers invited at the discretion of the DG MT.

(c) Provost Officers' Conference — A Provost Officers' Conference of two days duration will be held biennially at CMP Centre and School. The conference will be in two parts, Part I will be presided over by the Colonel Commandant and Part II by the Provost Marshal. The Conference will be attended by the Commandant CMP Centre and School, Deputy Provost Marshal all Commands, Deputy Provost Marshal Army Headquarters, Senior Record Officer CMP Records and any eight Officers Commanding Provost units nominated by the Provost Marshal.

(d) Senior RVC Offices' Conference — A Senior RVC officers' Conference of two days' duration will be held biennially at the RVC Centre and School. The conference will be in two parts, to be presided over by the QMG and the Addl DO RVC respectively. The conference will be attended by DDsRVS Commands; Commandant RV School; OsC, Command Breeding Studs; Commandants RV Training Schools and Depots; OsC, Adv Fd Vet Hosp and Mil Vet Hosp; selected staff officers of RVC at Corps and Divisional Headquarters; a representative from the AG's Branch; and any other officers invited at the discretion of the QMG.

(e) Senior Military Farms Officers' Conference— A Senior Military Farms Officers' Conference of three days' duration will be held biennially at Army Headquarters or Mil Farms School, Meerut, as decided by the QMG. The conference will be in two parts presided over by the QMG and the D DG MF respectively. The conference will be attended by Commandant Mil Farms School and Centre; one staff officer from the Dy Dte Gen of MF; DDsMF (Commands); selected OsC Mil Farms; & representative from the AG's Branch; and any other officers invited at the discretion of the QMG.

(f) Senior APS Officers' Conference.— A Senior APS Officers' Conference of two days' duration will be held biennially at Army Headquarters. The conference will have two parts, to be presided over by the QMG and the Addl DG APS respectively. The conference will be attended by the ADsAPS (Commands); OsC CBPOs; Commandant APS Centre; One staff officer from Dy Dte Gen of APS; selected OsC DPUs; a representative from the AG's Branch; and any other officers invited at the discretion of the QMG.

[(g) A Command Deputy Judge Advocate General Conference of two days duration will be held biennially at Army Head Quarters or Institute Of Military Law as decided by the Judge Advocate General. The conference will be inaugurated by the Chief Of The Army Staff and held in two parts prescribed over by the Adjutant General And Judge Advocate General Respectively. It will be attended by all Command Deputy Judge Advocate General , Commandant Institute Of Military Law, Certain DJAG Corps (By Rotation), Joint Judge Advocate General And Deputy/Assistant Judge Advocate General posted at army HQ. ADG DV, DDG DV "A" & "B", Dy MS concerned and COL MS (LEGAL) may also be invited to attend the conference. The Judge Advocate General may invite any other officer in this discretion to attend the ibid conference.]1

1370. Territorial Army Conference. — A Territorial Army Conference of two days duration will be held biennially at New Delhi. The conference will be in two parts presided over by the DCOAS and Addl DG TA respectively. The conference will be attended by Addl DG TA, one staff officer from Addl decorate General Territorial Army, four TA Gp Cdrs, one rep Northern Command TA Unit and four OsC TA Units (preferably embodied, two Rly Bn TA and two Inf Bn TA).

1371. Principals Military School Conference.—A Principal Military School Conference of two days duration will be held biennially at one of the Military Schools, by rotation, as decided by the DG MT. The conference will be in two parts, presided over by the DG MT and the Addl DG AE respectively. The conference will be attended by one staff officers from the Addl Dte Gen of AE and the Principals of Military Schools.

1372.Science and Technology Seminars.—All Arms.—A Science and Technology Seminar for arms will be conducted once in two years in respect of each arm. This will be attended amongst others by representatives of various establishments of the DRDO which are associated with that arm as also representatives of other arms as observers. The date for these seminars will be approved by the DCOAS and will be issued in a consolidated form by 05 January of each year.

1373. Other Conferences.- Official conferences other than those mentioned in this chapter may be convened, as considered necessary, at the discretion of the DCOAS under the financial powers vested in him vide Government of India, Ministry of Defence letter No 13(1)/76/REDEL/D(IFA) dated 29 Oct 76.

[**1374.Annual Recruiting Conference.**-Annual Recruiting Officers' Conference of three days duration will be held annually at Command Headquarters in rotation. The conference will be presided over by Adjutant General and attended by DG Org & Pers, ADG Rtg, DDG Rtg, all Zonal Recruiting Officers, Selected Centre Commandants (6 to 8), Selected Branch Recruiting Officers (6 to 8) and other officers from Dte Gen Org, Directorates of various Arms and Services, Naval Headquarters, Defence Institute of Psychological Research and Defence Institute of Psychological Analyses and Sciences. Total Attendees will be 39 to 43]2

1375.

[**1375A. Annual Air defence Artillery conference-** An Air defence Artillery conference of three days duration will be held annually at Air Defence guided Missile School And Centre or any other suitable location. The conference will be prescribed over by DCOAS (T&C) for matters related to tactical concept and director general for aspects related to corps of Air Defence Artillery. The conference will be attended by heads of AD Artillery branches at Command HQs nominated formation Commanders,Commandant Air Defence Guided Missile Center And School, Commanding Officer, Senior Record Officer, Staff From Directorate General Of Air Defence Artillery and other officers invited at the discretion of DCOAS (T&C) subject to an upper limit of 40 officers.]3

CHAPTER XXXVI MISCELLANEOUS

1376. Flying Duty—(a) (i) Officers, JCOs, WOs, OR and NCs(E) may be ordered by superior authority as part of their military duty to go up in aircraft as passengers, for reconnaissance purposes or for gaining air experience when the flight is considered necessary for some military purpose or training, or whenever military exigencies require it. In every case in which an individual officer, JCO, WO, OR or NCs(E) is required to be carried by air on duty, he will be provided with a written order to that effect. Before the flight that order will be handed over to the OC IAF unit concerned; when parties of more than one are concerned, the senior officer, JCO, WO, OR or NCs(E) of the party will be provided with the written order. The written order may, however, be, dispensed with during active operations or joint exercises in which aircraft are cooperating with troops, where it is clear that the personnel are required to go in aircraft on military duty.

(ii) The pilot of an aircraft, whatever his rank, will be the commander of the crew and passengers, whatever their ranks, as long as they are in the aircraft.

The responsibility of issuing orders to "abandon" the aircraft will rest with the pilot and his orders in this respect will be obeyed.

(b) Officers of the Army may also be permitted to fly in privately owned aircraft, subject to the following conditions, as pilots, observers, during training. Officers carrying out flights of this nature will be held to be on duty: —

(i) Any non-military aircraft used for this purpose must be fully insured against damage or total loss either with a recognised company or, in the case of a machine from a flying club, through an accident reserve fund.

(ii) The pilot, if a civilian, must be covered by third party risks.

(iii) If the officer is flying as a pilot, he must possess a current and valid civil pilot's licence.

(iv) The machine has been inspected and passed in all respects as airworthy by a competent person within 24 hours before the flight.

(v) The prior sanction in writing of the individual's OC has been obtained.

Before sanctioning the journey, the OC will satisfy himself that the conditions and requirements of clauses (i) to (iv) have been complied with.

(c) The above apply equally to officers of the Territorial Army when called out or embodied under section 7(3) of the Territorial Army Act, 1948 or when undergoing training.

(d) Women, medical and dental officers and members of Nursing Service serving in or with the Army may be carried as passengers in service aircraft subject to the personal authorisation in each case, of the AMC and IAF, and subject to the production of a written order by their commanding officer requiring the to be carried by air on duty. Before the flight, that order will be handed over to the OC, IAF unit concerned.

In no circumstances will a women be compelled to fly.

(e) The term 'duty' does not include conveyance when proceeding cm Of returning from leave. Employment of Engineer Personnel under Government Departments or with State Government and Private Employers.

1377. Employment Of Engineer Personnel Under Government Departments Or With State Governments And Private Employers.— With due regard to other military interests every opportunity should be taken in peace time for the employment of engineer personnel on roads, railways, or other works of utility, likely to improve their technical efficiency for war. Such employment may either take the form of work the MES or be contract or special agreement work on behalf of the Railway Administration, the PWD State Governments or private employers.

1378. Rules For Employment On MES Work—The rules for the employment of engineer units on MES work are as follows: —

(a) MES work may be undertaken by engineer units at the discretion of the GOC-in-C concerned.

(b) CsWE are empowered to charge against the work such amounts as they may decide, to cover special expenses of the unit, incidental to their employment on the work. Such expenses may include the cost of transport, extra rations, accommodation, water supply, repair and maintenance of tools, plant and clothing.

(c) No part of the pay of engineer units employed on MES work will be chargeable to the work. The value of the engineer labour supplied will be assessed by the CsWE and included in the capital values of the completed buildings, works, as recorded in the Annual Return of Public Military Buildings. This value will not be included in the estimate for the work.

(d) Engineer personnel employed on MES work will be regarded as on normal military duty.

1379. Rules For Employment On Contract Or Special Agreement Work.— The rules for employment on contract or special agreement work are as follows:—

(a) The CsWE or the Commandant, Engineer Centre or Officers Commanding Divisional/Corps Engineer Regiments or equivalent units, will be the sole authority for determining the conditions and rates of payment, the guiding principles being that no extra expense to Government is to be incurred and that reasonable remuneration is to be afforded to the troops employed.

Payment will be made direct to the OC troops employed who will determine the amounts to be paid to the men and will also, as in the case of a civil contractor, be required to meet from the payments for labour all extra expenditure incurred in connection with their employment, including compensation for dearness of provisions, and all charges connected with transport, movement, extra-clothing, hutting, water supply, conservancy, and repair and maintenance of tools and plants. Unless it is otherwise provided by special rule, no portion of the extra expenses incurred by reason of the employment of troops on those works will be borne by the defence budget.

(b) In the case of men employed on instructional work for whom no contract work is available, all pay and allowances will be paid from military funds. Such personnel will not receive any extra pay from the contract receipts.

(c) All contract and special agreement work will be regarded as military duty for the purposes of the grant under the Pension Regulations, of pensions to those injured, and of family pensions to the heirs of those killed, while in the performance of such work. Liability for such casualties is accepted by Government. The tender for any contract will include this liability assessed at five per cent of the value of the contract, which will be credited to Government by the OC unit employed.

1380. Recall Of Units, Employed On Contract Work, For Active Duty. —Units employed on contract or special agreement work can, at any time be withdrawn from such employment should conditions of active service arise during the period of their work such as to render their presence necessary elsewhere. Otherwise there is no limit to the time a unit may be employed on contract work, and the ordinary rules governing the completion of a contract once, taken up will apply. In the case of all contract or special agreement work undertaken, a definite clause to that effect will be inserted in the contract or agreement.

1381. Military Training During Contract Duty — During the course of any work undertaken, either on contract or special agreement, the OC unit will be responsible that military training sufficient to avoid loss of efficiency is carried out.

1382. Authority Empowered To Sanction And Terminate Contract Work. — Div/area commanders are empowered to sanction contract or special agreement work being undertaken provided that the value of the contract is five thousand rupees or less, that the unit or part of the unit employed on the work is within twenty-four hours' recall of its peace station and that the work is such that it can be terminated by forty-eight hours' notice on either side.

1383. Approval Of Army HQ For Contract Work—A report will be made to Army HQ indicating the place and nature of the work, the number of men employed and the period of employment. All contracts other than those alluded to in para [1382](#) require the prior approval of Army HQ.

1384. Disputes On Contract—In the event of disputes arising between the OC engineer unit and the employer with whom a contract has been undertaken application will be made to the Central Government who will decide what steps will be taken and on whom will rest the responsibility for any legal measures necessary for the enforcement of the terms of the contract.

Religion

1385. Religions Welfare. — (a) (i) All commanding officers will ensure that troops under their command are provided with facilities, when required, to observe their respective religious rules and rites.

(ii) All officers in command will see that the conduct of the religious teachers is such as becomes their office. The commanding officers will tender them every assistance in carrying out their duties. The commanding officers will afford facilities for the attendance of officers, JCO, WOs, OR, NCs(E) and their families at public worship places. Should seditious or inflammatory language be made use of during the service in any place of worship not under military control, the senior officer, JCO, WO or NCO present will use his discretion in withdrawing the troops with as little interruption as possible, and taking them back to their quarters. The matter will be reported by him to the commanding officer, who if necessary, will report to the formation commander.

(b) Duties of Religious Teachers: —

(i) The duties performed by religious teachers include attending funerals, ministering to the sick in hospital, reading prayers with the convalescents, visiting soldiers under sentence in military prisons or detention barracks at least once a week and giving special religious instructions to the children and enlisted boys during one or two working hours in every week besides attending generally to the religious instructions and welfare of the officers and soldiers and of their families.

(ii) Wherever possible religious teachers will give talks on spiritual welfare, at least once a week, to their respective class of troops. These talks might be based on suitable extracts from their holy books which could be of common application to any class of soldier.

(c) **Religious books.** - Religious books will be purchased locally out of contingent grant/office allowance.

1386. Medical Examination of Casual Employees.—All casual employees and establishments employed with troops, hospitals and military farm installations, which supply their produce to troops will be medically examined before they are employed, and periodically thereafter, at least once annually, and those suffering from organic disease will be rejected or discharged. All casual employees and employed persons will be given passes (IAF-2032) the holders of which will frequently be identified to ensure that unexamined men have not been, substituted.

Soldier's Gardens

1387.Regimental Gardens.—Regimental gardens inside or outside cantonment areas will be restricted to four acres (1.618 ha) per unit. GOC-in-C may, when considered necessary, allot sites in excess of four acres (1.618 ha) to meet the requirements of Regimental and Corps Centres, subject to a maximum of four acres (1.618 ha) per thousand troops.

At stations where vegetables are not procurable, the Government will provide the first issue of tools and will bear the cost of a gardener for one year.

The limits of acreage indicated above do not affect farms or property privately owned by Regiments and Corps,

1388. Waste Water Gardens.— Gardens kept up by means of waste water from lavatories or bath-rooms will be in charge of regimental authorities. When the barracks are vacant these gardens, will be in charge of the local MES officer.

1389.Sale of Produce. — Produce from regimental gardens and units production schemes will be disposed of as under: —

(a) Cereals: —

(i) Cereals of non-ASC supply and articles which do not conform to ASC specifications. — These will be disposed of by units under their own arrangements. Local civil supplies officers may, however, be consulted as to the best means for disposal of the produce as it is probable that such produce may be taken over by them for issue to the civil population.

(ii) Cereals of ASC supply — Cereals produced by units as a result of 'Grow More Food' campaign will be consumed by them, if conformable to ASC specification. In lieu, they will underdraw equivalent quantities from the ASC against their normal demand.

Quantities which are surplus to units' requirements and conformable to ASC specification will be taken over by the ASC for issue to other units.

(b) Non-Cereals: —

(i) Vegetable fresh, fruit fresh and milk fresh where ASC supplies the same in the absence of military farms—These will be disposed of as under:— If the quantity produced daily is within the requirements of the unit, it may be issued for consumption to the unit provided it conforms to ASC specification. The unit will underdraw an equivalent quantity from the supply depot on which dependent.

Any quantity produced in excess of the daily requirement of the unit will be taken over by ASC for issue to other units in the normal manner. However, in such cases the supplies will be brought to the premises of the supply depot and be accepted only if they conform to ASC specification. The quantity which is not accepted by the supply depot and is surplus to the unit requirements, will be disposed of by units locally to their best advantage.

(ii) **Potatoes, Onions, Fodder and Meat** — if the quantities produced daily by units are conformable to ASC specification and are within their requirements, these will be consumed by them. In lieu, they will underdraw equivalent quantities from the supply depot on which dependent. Any quantities produced in excess of their daily requirements, if conformable to ASC specification, will be taken over by ASC for issue to other units in the normal manner. Such supplies will be brought to the premises of the supply depot by units.

Any quantities in excess of units requirements which are not acceptable to ASC will be disposed of by units locally to their best advantage.

(c) As regards the cost to be paid to the unit for an item issued as an authorised substitute, it should not exceed the contracted cost of the basic articles at the proportionate scales prescribed for substitutes. In cases where contract rate is not available, the whole sale market rate published in Station orders should be taken into consideration. The following examples are given in this regard: —

(i) Eggs from a unit poultry farm may be consumed by issue to the unit in lieu of meat ration at 2 eggs to 3.5 ozs (100 gms) of meat fresh (or whatever the authorised scale in the rations). The price to be paid to the unit should be that of 3.5 ozs (100 gms) meat fresh as prescribed in Ration Scales for peace areas or 4 ozs (110 grams) meat fresh as prescribed in Ration Scales for troops in J&K and NEFA etc., or 2 eggs whichever is less.

(ii) Chicken/fowl/duck from a unit poultry farm may be issued as above but there being no proportionate scale prescribed for troops rations for these articles the scale should be proportionate to that authorised in officers' scale i.e., 123/8 ozs (350 grams) chicken/fowl/duck (live weight) to 9 ozs (260 grams) meat dressed. The price to be paid to the unit would be as in (i) above.

(iii) Animals/birds shot by units may be issued weight for weight in lieu of meat and payment to be made to the unit be based on the cost of meat.

(d) Payment for cereals and non-cereals: —

(i) Cereals — The unit will claim the amount from the CDA concerned at the local Government procurement rate as ascertained from the local Government supply officer plus grinding charges or at the stock book free issue rate less two per cent, whichever is less, both for the quantities consumed in the unit itself as well as the quantity which is surplus to unit requirements and handed over to the ASC for issue to other units.

(ii) Non-Cereals. — The unit will be paid for either at the present local contract rate or if military farm exists in the station at the military farm latest audited actual production rate whichever is cheaper. Articles which are neither included in the contract nor produced by military farms but correspond to ASC specification will be paid for at the local whole-sale civil market rate as fixed/certified by civil authorities.

The unit will claim the amount from the CDA concerned accordingly.

(e) Supply of milk by unit dairies to Military Farms/Depots.— Milk produced by unit dairies may be purchased by the local military farm/depot to the extent of the short-fall in production at the farm/depot. The rates to be paid will be lowest of the following:—

(i) The current contract rate, if any.

(ii) The lowest rate at which the milk is being or can be purchased under local purchase system.

(iii) The farm production rates if cheaper than (i) and (ii) above.

NOTE

The milk produced from the unit dairies should at least conform to the specification fixed for the milk purchased from other sources. However, if cow's milk is offered, the rate arrived at, vide sub para (d) above, will be proportionately reduced and fixed by the DDMR command concerned. When a military farm/depot is meeting its full demand of milk from home production, milk will not be purchased from unit dairies. At a station where there are no arrangements of processing milk and the requirements of the same are met by transfer, milk will not be purchased from local unit dairies.

Payment for milk purchased by military farm/depot from unit dairies will be made by the farm/depot concerned.

1390. Procedure on Unit Leaving Station—A unit which leaves a station before the arrival of the relieving unit, will arrange for the care of its gardens, but the OC station may place the gardens in charge of the MES to be worked in the interest and at the expense of the outgoing unit.

Parade and Recreation Grounds

1391. Provision and Maintenance of Parade and Recreation Grounds.—Government provides parade grounds, recreation grounds, maintenance station parade grounds and undertakes heavy repairs of regimental parade grounds. In other respects the maintenance devolves on units.

Use of Soldier Servants

1392. Mess And Personal Orderlies—The number of mess and personal orderlies allowed is laid down in Peace/War Establishments. Orderlies will never be employed in a menial capacity.

1393. Insurance of The Soldier Driver—If an officer uses a soldier, to drive his car (which includes attendance on the car, whether moving or stationary), he will be required to indemnify the Government against any benefits payable either to the soldier or his dependants under Pension Regulations if the soldier is injured or killed while so employed. He will also be required to indemnify the Government against the following charges for medical treatment: —

(a) If the soldier is admitted to a military hospital, any extra expense incurred for example the cost of outside civilian assistance obtained in connection with the case. No charge will be made for maintenance or for treatment from military sources.

(b) If the soldier is admitted to a civil hospital, the actual cost of maintenance and treatment, including any charges, for example surgeons' fees, ambulance, etc, which may be payable in addition to the actual charges made by the hospital authorities. No charge will be made against the soldier.

(c) If the soldier is attended by a civilian medical practitioner other than one engaged for attendance with the troops, the actual charges made by the civilian medical practitioner.

(d) The cost of any dentures, surgical appliances or spectacles or repairs, renewals or replacements thereof, including subsequent repairs, renewals or replacements, resulting from an injury so sustained, admissible under the Regulations for the Medical Services of the Army in India.

The soldier will be regarded as on duty whenever he is ordered by the officer to drive the car irrespective of whether or not it is a journey for which allowances are drawn. The Officer will effect an insurance to cover all these benefits to the soldier or his dependants.

1394.Change of Names.-Officers and Other Ranks—Procedure —(a) All applications for change of names by officers, JCOs, WOs, OR and NEs(E) will be submitted through normal channels to the authorities specified below: —

Category	Authorities to whom application will be submitted
(i) Medical, Dental and Nursing Officers.	DG AFMS, Ministry of Defence.
(ii) Officers, JCOs and WOs of the TA.	TA Directorate, Army HQ.
(iii) NCC Officers.	NCC Directorate, Ministry of Defence.
(iv) All other officers including officers of the RRO.	MS Branch, Army HQ.
(v) JCOs and WOs of the special Medical Section of AMC.	DMS (Army), Army HQ.
(vi) All other JCOs and WOs, except APS personnel on deputation from the P & T department.	Personnel/Controlling Section of the Arms or services concerned at Army HQ.
(vii) OR and NCs(E) except APS personnel on deputation from the P & T department.	OC Unit with which serving.

(b) For the purpose of these orders "Name" includes surname, and is deemed to be changed if the spelling is altered.

(c) These orders do not apply where an officer or soldier merely contests the correctness of the entry of his name in his service records without desiring to assume or use a new name. "In such a case, documentary evidence (e.g. a birth certificate, or an affidavit) must be produced in support of his contention, when the error may be corrected without further formalities. Until the correction is made, the original records will be taken to be correct.

(d) If, without contesting the correctness of the entry of his name in his record of service, an officer or soldier desires to be described in official documents by a name different from that stated in his service records, he must either produce documentary evidence, e.g., an affidavit showing that the name by which he desires to be described is that by which he is usually known, or explain satisfactorily the circumstances in which the alteration in name is desired.

(e) Application for change of name by officers, JCOs, WOs, OR and NCs(E) may be approved by the authorities specified in sub-para (a) above. The change of name will be effective from the date approval has been given by the authority concerned.

(f) When a change of name has been approved, the following further action will be taken: —

(i) The approving authority mentioned in sub-para (a) above will notify the change of name in respect of officers/JCOs/WOs to the command concerned. In the case of officers, the Controller of Defence Accounts (Officers), Army List Section of the Ministry of Defence and the authorities maintaining the record of service will also be informed.

(ii) Officers/JCOs/WOs shall arrange to notify the change of name in the Gazette Of India and if so desired in the Gazette of their State. Applications for such advertisements (on payment) in the case of Gazette of India shall be made direct to the Manager of Publications, Civil Lines Delhi. Individuals intending to notify the change in State Gazette should approach the appropriate State authorities. The new name will also be published in Part II Orders.

(iii) In the case of Other Ranks and NCs(E) the change of name will be notified in Unit Part II Orders.

(iv) The service records/documents of officers/JCOs/WOs/OR/ NCs(E) will be amended by all concerned. The new name will be recorded after the old name on all existing official records and documents. On all documents subsequently prepared, the new name only will be used. New armed forces identity cards will be issued to officers and the old ones returned to the issuing authority for cancellation. New identity discs and IAB 64 will be issued to JCOs, WOs, OR and NCs(E) by/the commanding officer. Old IAB 64 will be cancelled and forwarded to the PAOs concerned for retention.

(v) Officers, JCOs, and WOs will return their commissions and warrants as the case- may be, through proper channels to the Government of India, Ministry of Defence, for amendment quoting particulars of Gazette in which the change has been notified.

(vi) When a change of name/has been approved, the officer, JCOs,, WO, OR or NC(E) concerned may also take any other steps he may consider necessary or desirable to give publicity to the change of his name.

(g) Gorkha or Garhwali personnel who have, according to custom, been styling themselves as "SING" or "SINHA". may spell their names as "SINGH". Officers wanting to change the spelling of their names as above will submit their applications to the authorities specified in sub-para (a) above. When the change has been approved, it will be published in Army Orders Part II (List of Appointments). Formations/units concerned will then submit necessary casualty returns (IAFsW 3010), quoting authority of the relevant Army Order notifying the change, for publication in Adjutant General's Branch(Org 3) Part II Orders (in case of non-medical officers) and MPRS(O) Part II Orders (in case of medical officers). This change will not be published in the Gazette of India.

JCOs and other ranks may change the spelling of "SINHA" or "SING" after it has been notified in unit DO Part II.

(h) All applications for change of names will be made on the following form: —
"APPLICATION TO CHANGE NAME"

1. (a) Present name in full
- (b) Personal or Army Number
- (c) Rank.....
- (d) Unit.....
- (e) Home Address, Village Post Office, Police Station (or Thana), District (or the street, gully and house number in case of urban areas), and father's name.....
- (f) Religion.....
2. Proposed name in full.....
3. (a) Place of birth.....
- (b) Date of Birth.....
- (c) Name of Parents.....
4. Grounds of application.....
5. I declare that the particulars set out above are true to the best of my knowledge,information and belief
Signature.....
Date.....
I recommended the application
Signature.....
Date
- Approved/Not approved.
Signature of approving authority
Date.....
General

1395. Insurance By Unit Owned Motor Vehicles —OsC units in possession of vehicles for the use of officers, JCOs, WOs, OR and NCs(E) as passengers will indemnify the Government against any benefits payable either to the individual or to his dependants under the relevant government orders, if an officer, JCO, WO, OR or NC(E) is injured or killed whilst driving, maintaining, or travelling in such a vehicle and against the charges for medical treatment as enumerated in para [1393](#) above and insure against this and any other liability they may incur arising out of such ownership. The procedure for indemnifying will be the same as mentioned in para [1393](#) with suitable amendments made in the Indemnity Bond.

1396. Holidays—(a) General holidays will be granted to military units and formations as may be sanctioned by the Central Government and notified in Army Headquarters from time to time.

(b) Sunday will be observed as a holiday by all military personnel except those who may be on essential military duty. Visits, inspections and holding of parades will, as far as possible, be avoided on Sundays.

(c) Wednesday and Saturday afternoons will be observed as half holidays throughout the Army, exigencies of the service permitting. Saturday morning will normally be utilised, as far as possible, for maintenance or weapons, equipment, clothing, etc,

NOTE

The observance of half holidays on Wednesdays will not be applicable to civilians employed in Defence Services and as such military personnel may be detailed for duty to supervise the work at the discretion of the OC unit.

1397. Regimental Bazaars—No person unconnected with the provisions of supplies to the troops and no money-lender will be allowed to reside in a regimental bazaar. The

maintenance of houses in the bazaar, other than those on the books of the MES or PWD devolves on the residents.

1398. Music In Cantonments.—Music, tomtoms may be played within the lines of units with the permission of the OC unit until 10 P.M. Any extension of these hours requires the sanction of the OC Station.

1399. Females In Barracks Or Lines—(a) The OC unit is responsible that no females other than those mentioned below are permitted to reside in or are employed in the buildings or areas comprising the barracks or lines occupied by the unit under his command or otherwise under his control:-

- (i) Officers' families and visitors thereto.
 - (ii) Authorised married establishments and visitors thereto.
 - (iii) Persons entitled to be housed by the State and visitors thereto.
 - (iv) Persons authorised to be employed in such buildings or areas.
 - (v) Private servants of the above.
 - (vi) Sweepers employed exclusively on conservancy duties in the lines of troops and non-combatants.
- (b) The OC unit is responsible that unauthorised persons are excluded from the buildings or areas under his control and particularly that no women of known loose or immoral character are employed or are permitted to enter therein.

1400. Employment And Hire Of Transport—(a) The rules regarding the use and hiring out of Government transport are contained in Mechanical Vehicles Regulations (India), ASC Regulations contain the rules for the use of animal transport. The rates and conditions for hiring out of Government MT and Government AT are published in Army Instructions from time to time.

(b) Hired transport and its employment—Occasions when hired transport can be resorted to and the conditions for its employment are contained in ASC Regulations and in Army Instructions published from time to time. All formations/units using hired transport will maintain a Unit Transport Register (IAFZ-3023) and the instructions for its use will be strictly complied with.

1401. Military Landing Grounds — Instructions regarding landing grounds are contained in Appendix 'AE'.

1402. Naming And Re-Naming Of Military Barracks, Lines And Streets.—Buildings, barracks, lines, private streets and installations will only be named or re-named after famous military commanders or important battles. The authority for sanctioning names for the first time will rest with GOC-in-C Command, Initial re-naming of military barracks and roads in Cantonments bearing old British names may be done by Sub Area/Area Commanders with the approval of Headquarters Commands without prior concurrence of Army HQ. In pursuance of section 193 of the Cantonment Act, 1924, the local cantonment board is responsible for naming or re-naming of any public places or any street vested in the board.

1403. Station And Regimental Institutes.—Detailed instructions for the management of institutes are contained in the pamphlet "Institute Rules" issued by the QMG.

1404. Sainik Sammelans—Sainik Sammelans will be held not less than once a month for disseminating to the men information on all important matters affecting them and to enable their legitimate grievances and difficulties and their reactions to current affairs being ventilated to their commanding officers in the presence of all ranks. Commanding Officers will invariably be present at these Sainik Sammelans. Units will maintain the minutes of the Sainik Sammelans. Brigade/Sub-area commanders will inspect the Sainik Sammelan Minute Books' during their annual inspections of units and the annual report will include their comments on this aspect.

Orders And Documents

1405. Date Orders Take Effect—Orders of the Central Government take effect from the date they bear, unless otherwise specified.

APPENDIX T
(Referred to in para 619)
Annexure II to IAFZ-2041

PART—I
PERSONAL PARTICULARS

1. ArmyNo_____2.Name if full_____
3. Regt/Corps_____
4. Date of birth_____ Place_____
District_____ State_____
5 Nationality_____6. Religious Denomination_____
7. Next of Kin (with relation)_____Authority_____
Address of NOK_____
8. Father's Name and Nationality_____
9. Mother's Name and Nationality_____
10. Permanent Home Address_____Authority:_____
11. Single/Married/Widower/Divorcee_____Authority_____
Date of marriage Place Rites To whom Nationality Auth

12. Qualifications
(a) Academic (Matriculation onwards)
School/College Examination Year Division/Class with subjects
Passed

(b)
Technical/Professional Qualification Year Distinction Auth
College/Institution

13. Foreign countries visited: —
Country Period Purpose ofRemarks Authority
visit

14. Experience
(a) Civil Trade/Profession Duration Name and address
Trade/Profession of Employer

(b) Former Service

Regt/Corps/Office Period Total Remarks
or Department ----- (Authority, Audit
From To Year Days No etc)

(a)*
(b)†
(c)‡
(d)@

(c) NCC Service, if any, with particulars_____

15. Details of children including adopted, if any: —

Name Sex Date of Place of Authority
birth birth

16. War/Operational Service: —

Campaign/ Date of Unit Formation up to Authority
Theatre ----- and including Division
Entry Leaving

17. Decorations, Campaign Stars and Medals: -

Place _____
Date _____ Signature of QIC Records

NOTES: State against
(a)* — Pensionable civil service Gazetted-UDC-LDC service in equivalent grade.
(b)† — Particulars of service in ranks.
(c)‡ — Particulars of service as JCO.
(d)@ — Service in Territorial Army if it is rendered on full pay only.

APPENDIX ‘U’
CIVILIANS PERSONAGE ENTITLED TO GUARD OF HONOUR
(Referred to in para 764 (a))

SerVIP	Strengt	Occasions	Salute
No	h		
(a) (b)	(c)	(d)	(e)
1. The President	150	(a) On assumption and relinquishment of office. (b) When arrival or departure is public or official and is notified as such to appropriate military authorities.	National Salute. The band will play the full version of the National Anthem.
2. The Vice President/ Prime Minister	The100	(a) On ceremonial occasions directly concerned with the Services. (b) On such exceptional occasions as may be decided by the Central Government.	General Salute, the band playing the first bars of a slow march (without introduction and drums beating; bands and corps not having a band, the trumpets or bugles will sound the salute or the drum will beat the ruffle.
3. Governors and Governors	Lt100	(a) Within their jurisdiction on arrival to take over the appointment and departure on relinquishing of such appointment.	As in 1 (e) above.

[<<Previous](#) [Next>>](#)

471

[Hindi](#)

[<<Previous](#) [Next>>](#)

(a)	(c)	(d)	(e)	(f)	(g)
		(b) On ceremonial occasions connected with the services within their own States or union. Territories. (c) On Such exceptional occasions as may be held by the Central Government to be appropriate.			
4.	50	On ceremonial	As in 2(e)	Nil	

		occasion directly concerned with the Services	above.	
--	--	--	--------	--

5.	150	(a) On first arrival at Delhi. (b) On final departure from Delhi	National Salute. The band will play the full version of the National Anthem of the country of the visiting VIP followed by the full version of Indian national Anthem.	21 Gun Salute, subject to Specific instructions in each case by Ministry of Defence or Ministry of External Affairs, communicate d by Army Head quarters.	(H) p c C A H (S a v e
6.	100	On first arrival at and final departure from	As above	nil	A

		Delhi.		
7.	100	On presenting their credentials to the President	As above	nil

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NOTES

1. A combined Inter-Services Guard of Honour will comprise Army, Navy and Air Force personnel.
2. As a general principle and regardless of the station an inter Services Guard of Honour will be commanded in rotation by each of the three Services.
3. Signal service gaud of honour at Naval Ports will be provided by the Navy, at IAF station by the Air Force and at other places by the Service which is most conveniently situated to provide a Guard of honour.
4. Special occasions as specified against serials 2 and when a Guard of Honour may be required to be presented will be notified by the Central Government through Army Headquarter.
5. Guard of Honour at ceremonial directly with the series as specified at serials 2,3 and 4 will only be given under the instructions or prior approval of Army Headquarters.
6. No Guard of Honour will be provided in any station between the hours of sunset and sunrise.

[<<Previous](#) [Next>>](#)

472

[Hindi](#)

[<<Previous](#) [Next>>](#)

APPENDIX ‘V’

SERVICE OFFICERS ENTITLED TO GUARD OF HONOUR

(Referred to para 764(b))

Se r No	VIP	Strengt h	Occasions	Salutes	Remarks
1.	Chief of the Army Staff, Vice Chief of the Army Staff and General Officers Commanding- in-Chief.	50	On official visits both on arrival and departure.	General Salute, band playing the first 8 bars of a slow march (with out introduction) and drums beating; by corps not having a band, the trumpets or the bugles will sound the salute or drums beat the ruffle.	(a) Guard o provided at a arrival of the V or sea. (b) Vice chie will be given Delhi on relinquishing t will also be en Honour on Command He (c) Guard of I C Commands their Commar (d) An additio at residence may be give relinquishing a

2.	Colonels and Colonel Commandants	50	When visiting units of their own. regt/or corps in the capacity of Colonel or Colonel Commandant.	As in 1 above.	Guard of Honour only within units of their regiment.
3.	Foreign General, Flag or Air Officers	50	On landing at a military station	As in 1 above.	Guard of Honour only if he lands by Governor or official.

NOTES: —

1. Guard of Honour to a Service Officer will be provided, wherever possible, by the service of which he is a member.

2. Whenever a request is received to provide a Guard of Honour to Naval or Air Force Officer, foreign or our own, reference will be made to Army Headquarters for instructions.

APPENDIX ‘W’
NATIONAL FLAG
(Referred to in para 773)

- National flag of India will be flown at: —
- (a) Forts.
 - (b) AOC establishments, ordnance factories and clothing factories.
 - (c) Posts including joint check posts at the border.
 - (d) HQ Prisoner of War Groups and Camps.
 - (e) Field Medical units e.g. Field Ambulance, Casualty Clearing Section. General Hospital (alongwith Red Cross Flag where in use) when in field areas.
 - (f) Recruiting Offices.
 - (g) The Defence Services Staff College.
 - (h) The National Defence Academy.
 - (i) Armed Forces Medical College.
 - (j) The Sainik School, Dehra Dun.
 - (k) Rashtriya Indian Military College.
 - (l) The Military College.
 - (m) Cantonment Board Buildings.
 - (n) The Institute of Armament Studies.

Distinguishing Flags for Motor Vehicles

Officer	Shape of flags	Colour and design
(1)	(2)	(3)
Army Headquarters		
1. Chief of the Army Staff	Rectangular	Scarlet with 'National Flag of INDIA, in the top left quarter and Crossed Swords and the Ashoka Lions above, in yellow, in the right half.
2. Deputy Chief of the Army Staff	Rectangular	Flag horizontally divided into three equal portions, scarlet-black-scarlet with Crossed Swords and Ashoka Lions in yellow in the Centre of the flag. The Ashoka Lions to be in the upper half of the Crossed Swords.
3. Principal Staff Officers	Rectangular	Scarlet with Crossed Swords in yellow and blue chakra between the edges of swords.
4. Lieutenant-General on Staff Major-General on Staff. Commands	Rectangular Swallow tail	Scarlet with Crossed Swords. French grey with Army HQ Sign.
5. GOC-in-C Command	Rectangular	Flag horizontally divided into three equal portions, scarlet-black-scarlet with Command sign.
6. Major-General on Staff.	Swallow tail	Ditto.

Corps		
7. Corps Commander.	Rectangular	Flag horizontally divided into 3 equal portions, scarlet-white-scarlet with Corps sign.
Area/Division		
8. Commander Division	Swallow tail	Red with formation sign

APPENDIX ‘W’—Contd

(1)	(2)	(3)
9. Commander Area	Swallow tail	Blue with formation sign
Sub-Area/Brigade	Penant	Red with formation sign
10.Commander,Brigade/Independent brigade		
11.Commander, Sub-Area/Independent Sub-Area	Penant	Blue with formation sign
12.Commander, Artillery in a Division Commander, Army Group Artillery Commander, Corps Artillery	Penant	Red with a silver gun super-imposed.
Educational Institutions		
13. Commandant Staff College	Swallow tail	French Grey with Staff Collage sign .
14. Commandant National Defence Academy	Swallow tail	Maroon with NDA Crest.
15. Communicant Category 'A' Establishment	Penant	French Grey with School Sign Crest
16. Commandant Armed Forces Medical college	Swallow tail	French Grey with AFMC Crest.

Army Flag

The Army flag will be flown:—

(a) At Command Headquarters on such special occasions of purely army character as the GOC-in-C Command may decide. It will, however, not be flown in place of National Flag of India at places and on occasions where and when it is now officially flown (including use as a pall at military funerals).

(b) By sports associations, if they care to obtain a flag on payment, on occasions when representative matches are being played.

Formation/Unit Flags

Formation flags will be flows at the headquarters and at the residence of the Commanders of the Formation down to an including brigade/sub-area.

Defence Services Staff College will fly the three Services' flags.

Where the National Flag of India is authorised,as shown above,in addition to the Formation Flag, both will be flown on two separate masts, the Formation Flag four feet (1.22 m) lower than the National Flag of India.

NOTES

(a) In all cases where the shield of the formation sign is indistinguishable from that of the flag, the formation sign will be edged with a yellow border.

(b) Embroidered sign of the size 2.5" X 2.25" (50.50 mm X 50.25 mm) will be sewn on the centre on both sides of the motor car flags where authorised.

(c) The appropriate sign will be borne in the centre of both sides of the formation flags. The size of the formation sign on the formation flag will bear the same ratio of that flag as the size of the formation sign on car flag does to the car flag.

APPENDIX 'x'

FLAGS TO BE FLOWN ON SHIPS, BOATS AND CRAFTS

(Referred to in para 773(b))

Ser. No.	Type of Craft	Officer entitled	Description flag	Occasion on which flown	Remarks
1	2	3	4	5	6
(1)	Indian Naval Ships and Indian ships and Boats	Chief of the Army Staff; GOsC-in-c, GOsC.	Army Flag (Rectangular-Scarlet cross and Ashoka Lions in Centre) Size 6" x 4" (.152m x 102m)	(a) On Indian Ships with(i) When embarked on official visit. (ii)When embarked on passage service with the approval of the Senior Naval Officer within the limits of	(a) For details of occasion onsee Regulations for Navy Part III, Chapter II regulation 61 (b) The flag will be arranged by the ships

the respective concerned.
Governments, Mission or
Command.

(b) On a boat when
embarked for the
purpose of paying visits
of ceremony or on other
official occasions, but
when the boat belongs to
one of the Indian Naval
ships, she shall have her
white ensign flying.

(c) On Indian ships and
boats, other than those of
Indian Naval Ships.
When embarked for
passage on public
service with the sanction
of owners or masters.

(d) In amphibious
operations to de
note the presence
of Headquarters.

(2) IWT Craft Formation Respective
 Commanders formation flag.
 down to
 Bde/Sub-area.

When embarked on (a) The flag will
military duty within his be arranged by
jurisdiction. the formation
 concerned and
 carried by the
 Personal Staff
 Officer of the
 Commander.

(b) The size of
the flag will
depend on the
size of craft.
Generally a flag
6" x 4" (152 m x
102m) will be
suitable.

APPENDIX 'Y'
FORM OF AGREEMENT FOR BOARDED OUT HORSES
(Referred to in para 987)

1. I of hereby acknowledge that I have
on the day of 19 received on loan for my personal
use on the conditions hereinafter stated from the Central Government through the Officer
Commanding Army Horse No bearing the following
description:—

.....
...
.....
...
.....

2. I will at all times retain the horse in my own possession and will not let out the horse or
use the horse for racing of any description other than regimental or hunt point to point
races.

I will not use the horse for hunting and pig sticking unless the horse is eight years of age
or over.

3. I will not use the horse for carting heavy or for any purpose which in the opinion of the
officer commanding, remount depot (hereinafter referred to as the OC), is likely to
interfere with its military efficiency.

4. I will not dock the horse.

5. I will maintain the horse in a good and working condition, suitably fed, shod, clothed and stabled in all respects to the satisfaction of the OC and all expenses incurred on the horse, including veterinary charges, will be borne by me.
6. I will permit the OC or an officer acting on his behalf to inspect the horse and its stable at any time and I will produce the horse for inspection at such time and place as may be reasonable required by the OC or an officer acting on his behalf.
7. In the event of the OC not being satisfied that the horse is being suitably maintained by me, I will retain the horse at my expense on being called upon to do so irrespective of the period during which it has been in my possession. In that case I will not be entitled to any compensation for loss or damage arising out of the recall of the horse. Also in the event of the horse being required on account of a military emergency, I will return the horse at Government expenses immediately on being requested to do so by the OC.
8. I will pay all expenses connected with the movement of the horse from its depot to me, and I will pay all expenses connected with the return of the horse to its depot except in the following circumstances:-
- (a) In the event of the recall of the horse on mobilization or other military emergency.
- (b) In the event of my having retained the horse in my possession for a full period of twelve months or longer.
- (c) In the event of the recall of the horse on its attaining the age of fifteen years, in which case it will be replaced at Government expense.
9. I will not be required to pay any sum for the loss of the horse but I hereby agree to pay into the treasury nearest to where I live a sum of seventy five rupees on or before the day previous to my receiving the horse and a further sum of seventy five rupees on every anniversary of the date of the first payment if the horse is then in my keeping, in consideration of the Central Government accepting responsibility for the horse dying or being permanently injured, lost or stolen, unless due to improper, careless, neglectful or unskillful use or treatment or lack of reasonable precaution by me or any one put in charge of the horse by me. In the event of such improper, careless, neglectful or unskillful use or treatment, or lack of reasonable precaution being recorded by the station board convened by competent military authority to investigate the death, permanent injury, loss or theft of the horse, I agree to refund to Government the value of the horse as assessed by the board which in the case of horse of six years of age or under will not exceed one thousand rupees. That value will be subject to a reduction of ten percent per annum, for each year over six years. If the horse is injured in any way by some other person. I will do everything necessary to secure compensation from such person giving the Central Government timely and necessary information and assistance and authority to sue in my name if it so desires and in no case will I settle any claim without the written consent of the Central Government indemnifying me against all costs and expenses incurred in any action brought by it or by me with the consent in writing of Government.
10. If and when the horse reaches fifteen years of age it may be withdrawn from me and replaced at Government expense. On the withdrawal of the horse on mobilization or other military emergency, I am entitled to a refund of a part of last payment of seventy-five rupees made by me proportionate to the unexpired portion of the year in respect of which such payment was made. In the event of the horse being returned by me for any reason other than mobilization or other military emergency, no refund will be admissible.
11. I will not remove the horse from.....nor will I transfer the custody of the horse to another person, without the written permission of the OC.
12. In the event of any casualty to or serious ailment of the horse I will immediately notify the OC by telegram.
13. I am aware that the horse has been certified by a qualified veterinary officer to be serviceably sound and in a healthy condition and I hereby acknowledge that the horse has been received by me serviceable sound and in a healthy condition.
14. I will not be entitled to claim any compensation from Government for any loss or damage due to any cause of accident, arising out of loan of the horse to me I hereby acknowledge that no warranty of any sort is implied by the loan of the horse.
- Signed.....
- Dated this..... day of.....19.....
- Witness to the signature of the said

APPENDIX 'Z'
INSTRUCTIONS FOR THE DISPOSAL OF BILLS OF LADING, INVOICES
AND PACKING ACCOUNTS IN RESPECT OF DEFENCE SERVICES
STORES IMPORTED INTO INDIA THROUGH THE HIGH
COMMISSIONER FOR INDIA IN THE U. K.
(Referred to in para 1128)

N.B. —The term "Defence Services Stores" means all stores the cost of which is debatable to the Defence Services Estimates.

Documents	No. of copies	To whom to be sent	Remarks
Bill of Landing	2	The Landing Officer	1 Negotiable
Invoices	1	The Landing Officer	copy
Packing Account	1	Consignee*	1 Non-negotiable
	1	CDA concerned	copy
	1	Indenting Officer	*In the case of
	1	Ministry of Finance (Defence)	ASC supplies.
	2	The Landing Officer	OC Food
			Inspection unit at
			port

NOTE: —The Embarkation Commandant will be the Landing Officer in Ports of Bombay and Calcutta. The OC MC Det will be the landing Officer in Madras.

APPENDIX 'AA'
INSTRUCTIONS FOR THE DISPOSAL OF BILLS OF LADING, INVOICES AND
PACKING ACCOUNTS IN RESPECT OF DEFENCE SERVICES STORES IMPORTED
INTO INDIA THROUGH THE INDIA SUPPLY MISSION, WASHINGTON/CANADA OR
OTHER OVERSEAS AGENCIES
(Referred to in para 1129)

N.B. - The term "Defence Services Stores" means all stores the cost of which is debitable to the Defence Service Estimates.

No. of copies	To whom to be sent	Remarks
2	The Landing Officer	1 Negotiable copy 1 Non-negotiable copy
2	The Landing Officer	*In the case of
1	Consignee*	ASC
1	CDA concerned	Supplies, OC Food
1	Indenting Officer	Inspection unit at
1	Ministry of Finance (Defence).	port.

NOTE: — The Embarkation Commandant will be the Landing Officer in ports of Bombay and Calcutta. The OC MC Det will be the Landing Officer in Madras.

APPENDIX 'AB'
(Referred to in para 1130)
(SPECIMEN)

Telephone No.....

No

EMBARKATION HEAD QUARTERS
Post Box No. 331
BOMBAY, dated.....19.....

CALLING DOWN/CARTING ORDER NO.....
s.s.....BERTH.....DESTINATION.....
Ship Loading on.....
Stores as per details below are required for shipment.
Date & timeDetails No. of Dead Cubic Remar
stores reqd.of Packag weigh volum ks
alongside thecargo es t e
vessel

EMBARKATION COMMANDANT
Distribution:
All consignor units
Port Authorities
Shipping Agents
Railway Authority

APPENDIX 'AC'
SAILING SIGNAL
(Referred to in para 1130)

SPECIMEN 1
PRIORITY
From: 408 MC Det
Info: Indian Army (Q Mcv S)
Sailing signal No 126 (.) MV MANCOWRY sailed 16 (.) 150 def pers comma 60 civs and 75 families (.) ration 800 bags 20 tonnes, 1600 cases 80 tonnes for BVY (.) GE (P) steel 100 tonnes (.) total pers 285 and cargo 200 tonnes.
SPECIMEN 2
PRIORITY
From: EMB HQ MADRAS
To: 408 MC Det
Info: Indian Army (Q Mov Shipping)
Sailing signal No 166 (.) MV DIGLIPUR Sailed 20 (.) 965 packages 1500 tonnes (.) gen cargo (.) heaviest lift 5 tonnes.

APPENDIX 'AD'
CLASSIFICATION OF DEFENCE INSTALLATIONS AND ESTABLISHMENTS AND
INSTRUCTIONS WITH REGARD THERETO
(Referred to in para 1160)

Introduction

1. The Indian Works of Defence Act (VII of 1903) provides for imposing restrictions upon the use and enjoyment of land in the vicinity of works of defence in order that such land may be kept free from buildings and other obstructions. The defences are classified by Govt of India in accordance with their readiness for occupation and their type. Such defences as are to be governed by the provisions of the Act will be periodically notified in the Gazette published by Govt. of India.

Classification

2. All forts and defences in India are classified as follows: —

(a) Category 'X'

Forts and Defences (other than tunnels, other railway defence and bridge defence) which in peace are ready for occupation.

(b) Category 'y'

Keeps and other defensive posts (other than tunnels other railway defences and bridge defences) which in peace are either partially prepared for defence or have been selected but not prepared for defence.

(c) Category 'Z'

Tunnels, other railway defences and bridge defences.

3. Category 'X' and 'Y' defences are further subdivided into three classes: —

(a) Class I

Port, Defence.

(b) Class II

AOC and EME installations and establishments ordnance and clothing factories, An OC Supply and POL depots.

(c) Class II

Forts and defences (including keeps).

Clearance Zones

4. Under the provisions of the Indian Works of Defence Act (VII of 1903), zones around certain defences can be kept clear for purposes of defence. Such zones are classified A, B, and C according to the restrictions imposed on buildings or other obstructions within them.

5. Details of those restrictions and the maximum permissible extent of each class of zone are shown in the following extracts from the Indian Works of Defence Act (VII of 1903), as amended by Acts V of 1909, XI of 1921 XXVIII of 1940:-

"3 (1) Whenever it appears to the local Government that it is necessary to impose restrictions upon the use and enjoyment of land in the vicinity of any work of defence or of any site intended to be used or to be acquired for any such work, in order that such land may be kept free from buildings and other obstructions, a declaration shall be made to that effect under the signature of a Secretary to such Government or of some officer duly authorised to certify its orders.

(2) The said declaration shall be published in the local official gazette and shall state the district or other territorial division in which the land is situated and the place where a sketch plan of the land, which shall be prepared on a scale not smaller than six inches to the mile and shall distinguish the boundaries referred to in section 7, may be inspected; and the Collector shall cause public notice of the substance of the said declaration to be given at convenient place, in the locality.

(3) The said declaration shall be conclusive proof that it is necessary to keep the land free from buildings and other obstructions.

From and after the publication of the notice mentioned in Section 3, sub section (2), such of then following restriction as the local Government may in its discretion declare therein shall attach with reference to such land namely:—

(a) A Class Zone — Within an outer boundary which, except so far as is otherwise provided in section 39 sub section (4) may extend to a distance of two thousand yards from the crest of the outer parapet of the work: —

(i) no variation shall be made in the ground level, and no building wall, bank, or other construction above the ground shall be maintained, erected added to or altered otherwise than with the written approval of the General Officer Commanding the division, and on such conditions as he may prescribe.

(ii) no wood, earth, stone, brick, gravel, sand or other material shall be slacked, stored or otherwise accumulated; provided that, with the written approval of the General Officer Commanding the division, district or brigade, and on such conditions as he may prescribe, road-ballast, manure and agricultural product may be exempted from the prohibition. Provided also that any person having control of the land as owner, lessee or occupier shall be bound forthwith to remove such road ballast or agricultural produce, without compensation, on the requisition of the Commanding Officer.

(iii) no surveying operation shall be conducted otherwise than by or under the personal supervision of a public servant duly authorised in this behalf, in the case of land under the control of military authority, by the Commanding Officer, and, in other cases, by the Collector with the concurrence of the Commanding Officer; and

(iv) where any building, wall, bank or other construction above the ground has been permitted under clause (i) of this sub section to be maintained, erected, added to or altered, repairs shall not, without the written approval of the General Officer Commanding the division, be made with materials different in kind from those employed in the original building wall, bank or other construction.

(b) B Class Zone.—Within a second boundary which may extend to a distance of one thousand yards from the crest of the outer parapet of the work, the restrictions enumerated in clause (a) shall apply with the following additional limitations, namely: —

(i) No building, wall, bank or other construction of permanent materials above the ground shall be maintained otherwise than with the written approval of the General Officer Commanding the division, district or brigade and no such conditions as he may prescribe, and no such building, wall, bank or other construction shall be erected. Provided that, with the written approval of the General Officer Commanding the division, district or brigade, and on such conditions as he may prescribe, huts, fences and other constructions of wood or other materials easily destroyed or removed, may be maintained, erected, added to or altered; provided, also that any person having control of the land as owner, lessee or occupier shall be bound forthwith to destroy or remove such huts, fences or other constructions, without compensation, upon an order in writing signed by the General Officer Commanding the division, district or brigade; and

(ii) live hedges, rows or clumps of trees or orchards shall not be maintained, planted, added to or altered other wise than with the written approval of the General Officer Commanding the division and on such conditions as he may prescribe.

(c) C Class Zone. —Within a third boundary which may extend to a distance of five hundred yards from the crest of the other parapet of the work, the restrictions enumerated in clauses (a) and (b) shall apply with the following additional limitations, namely—

No building or other construction on the surface, and no excavation, building or other construction below the surface, shall be maintained or erected.

Provided that, with the written approval of the Commanding Officer and on such conditions as he may prescribe a building or other construction on the surface may be maintained and open railing and dry brushwood fences may be exempted from this prohibition.

NOTES

1. A zone will have only one boundary depending upon its class A, B or C. Where it is desired that a defence should have two or more boundaries, a composite class may be given e.g. B and C; A, B and C.

2. Wherever the term 'General Officer Commanding the division' occurs in the above extract, 'General Officer Commanding an area' is implied and similarly the term 'division, district or brigade' implies 'area, sub area and brigade area'.

RESPONSIBILITIES

6. When considered necessary and advisable by GOsC-in-C Commands clearance zones A, B and C will be prescribed and clearly demarcated in the vicinity of all works of defence and all land within such zones will be dealt with in accordance with the Indian Works of Defence Act (VII of 1903).

7. Division/Area Commanders are responsible for the condition of all works of defence in their areas and for seeing that the rules regarding the demarcation and control of clearance zones are strictly observed. They will arrange for annual inspection of every work of defence and obtain a report in each case as follows: —

(a) Defects and deficiencies.

(b) A certificate that the plan and the schedule of the clearance zone has been compared with the actual buildings and obstructions on the ground and that no buildings or obstructions have been erected other than those noted in the certificate.

(c) Any action taken or proposed to be taken locally to remedy defects brought to notice.

(d) Any additions or alterations carried out since the last report.

(e) Any additions or alterations authorised but not yet complete, giving in each case the authority, amount of the estimate and the probable date of completion.

(f) Further additions and alterations recommended showing in each case the approximate cost and necessity.

8. Division Area Commanders are responsible for rectifying any defects, brought to notice under items (a), (b), (c) and (e) and for reporting to higher authority any authorized additions or alterations carried out under item (d), and any major defects and deficiencies in the case of defences classified in Category 'X', Class I, to the Vice Chief of the Army staff through Command HQ and in the case of all other defences to Command HQ.

9. An officer of the MES will accompany the officer detailed to carry out the inspection.
10. The engineer officer, military or civil, in charge of these works of defence will submit an annual report to the formation commander concerned regarding the structural fitness of the work generally and a certificate regarding encroachments in the clearance zone.
11. Whenever a clearance zone which it is proposed to have prescribed, contains land in the occupation of a civil or railway department, the Station Commander, will inform the civil or railway authorities concerned of the area affected and the restrictions which will be applied. Any subsequent modifications will be similarly communicated.

Restrictions

12. When a clearance zone has been notified, except in so far as the notifications, may authorize modifications, no infringement of the restrictions imposed under the act shall be permitted without the previous approval of the Officer Commanding or the Division/ Area Commander within the powers of exemption as specified in the Act or by the Government of India.
13. Without the previous sanction of the Govt, of India no state land within the prescribed clearance zone shall be transferred to, sold to, exchanged with, or permanently occupied by any private person or municipality or corporation not immediately subject to the executive orders of the Government of India.

Financial

14. Whenever expenditure is to be incurred from military funds, or whenever military lands or building are affected, proposals for new works of defence, or for additions or alterations to works of defence zones, costing over twenty thousand rupees or for any changes in clearance zone will be submitted to the Vice Chief of the Army Staff who will obtain the sanction of the Government of India.
15. Additions and alterations to works of defence costing not more than twenty thousand rupees may be approved, as a special works, under the rules contained in regulations for the MES.
16. when a local administration wishes to construct a defensive work the entire cost of the work will be borne by the local administration. In the case of GUJARAT, RAJASTHAN, HIMACHAL PRADESH, PUNJAB, HARYANA, UTTAR PRADESH, BIHAR, WEST BENGAL and ASSAM, the brigade commander in whose area military posts are to be constructed will be responsible :-
 - (a) for the siting of the posts and obstacles;
 - (b) that the posts are defensible in every respect;
 - (c) that the loopholes, especially those for automatic weapons, are efficiently sited for the purpose for which they are intended;
 - (d) in the case of posts for scouts and militily built from civil funds which may at times be occupied of by regular troops, the head of the local administration will nominate a committee of officers from his staff to select sites and draw up plans. In order to safeguard military interests the commander of the Division/Area in which a new post is to be located will be requested to nominate an experienced military officer as a member of the committee. In the event of any difference of opinion the matter will be referred to the GOC-in-C Command concerned for his decision.

17. Estimates for works of defence will be prepared by the agency executing the work. If the work is to be carried out by an agency other than the WES the estimates will be prepared in consultation with the Chief Works Engineer or such engineer officer as may be nominated by the division /area commander or higher military authority.

18. The engineer officer concerned will inspect the work during construction in consultation with the agency charged with the execution and on completion will furnish a certificate to the division /area commandeer regarding the fitness of the work, a copy of the certificate being given to the agency executing the work.

19. Should the civil or railway authorities wish to use any portion of a work of defence which is maintained from military funds for the accommodation of their staff or other purposes, the question of rent and other charges will be dealt with under ordinary rules and occupation will be subject to the condition of inspection at any time by the military authorities and to the right of reoccupation without notice, in case of an emergency.

Plans

20. Plans of all works of defence in their areas will be maintained at brigade, area and command HQ. Copies of plans of 'Class I Defences' will be maintained by the Vice Chief of the Army Staff. The division/area commander will inform all concerned of any corrections to the plans.

21. Plans will comprise-

- (a) a general plan of the whole defences showing the clearance zones:
- (b) large scale plans and sections of important portions.

22. A plans of the prescribed zone will be prepared on a scale sufficiently large to show all existing buildings, variations of ground level, banks, hedges, trees and so on, the

maintenance of which has been permitted. These will also be entered on a schedule attached to the plan. The original plan and schedule will be kept by the OC station, who will keep them corrected up to date and will ensure that the deviations approved by competent authority have been noted on each, the number, and the date of the approving letter being quoted on the schedule. The original plan and schedule will never leave the station, a copy being made when required.

23. On handing over command of the station the relieved officer will furnish his successor with a certificate to the effect that the plan and schedule have been corrected up to date.

Admission with to Defence Works

Responsibility

24. The division/area or brigade/sub area commander concerned is responsible that no unauthorized persons gain admittance to such works of defence as it is desirable to protect from intrusion, and that such persons shall not be given opportunities for inspecting, sketching or photographing these works from the outside. To facilitate the working of the official secrets Act, it is desirable that notices prohibiting drawing, photographing and so on should be displayed in prominent positions outside these defences or portions of these defences.

25. Applications for passes to enter a defence should be made to the brigade sub area or division /area commander. In the case of ASC/AOC/EME installations and establishments, applications should be made to the officer commanding, superintendent, COO or OO in charge. In the case of wireless telegraphy stations, permission to enter the wireless building, distinct from the defence enclosure may be given by the Superintendent of the telegraphs concerned. All passes to defence works will be registered by the issuing authority in a book with full particulars in each case. The period for which a pass is available will be clearly stated on the pass. All passes must be surrendered to the officer in charge of the defence work, when they expire and returned by him to the issuing authority for destruction. Officers issuing passes may make any subsidiary rules to govern admission to defences or ASC/AOC/EME installations or establishments as are necessary.

26. Except in the course of duty, no one admitted to any defensive work or portion of a defensive work to which these instructions apply is permitted to make any written note, drawing, photograph, or measurement or any work, whether completely constructed or not, nor of any gun, machinery or apparatus. No restriction is, however, placed on the photographing, sketching or measuring of buildings of purely archaeological interest in inland forts, if these buildings do not form a portion of the defences to which it is considered undesirable to admit the public.

27. Admission will be regulated as follows: —

- | | |
|--|---|
| | On the strength of identity documents. When |
| (a) Troops under arms or otherwise. | special circumstances justify, installation passes may be introduced in addition to identity documents by the brigade/sub-area commander; |
| (b) Person employed in construction maintenance work. | on the strength of identity cards passes issued and by the commanding officer of the installations under orders of Govt. of India. |
| (c) Residence — their servants, tradesmen, visitors to residential portions. | |
| (d) Civilians employed in the installations. | |
| (e) Visitors including foreigners employed by Government of India. | |
| (f) Foreigners other than those employed by Government of India. | On the strength of identity cards issued by the Security Officer, Ministry of Defence with the sanction of Govt. of India. |

28. Whenever urgent work necessitates the entry of enrolled personnel during non-working hours, prior permission of the OC/COO/OO in charge will be obtained and the personnel permitted to enter the depot according to normal procedure under the supervision of the orderly officer. Upon the completion of such work, the establishment will be closed according to normal procedure under the supervision of the orderly officer and handed over to the guard commander or head chokidar.

List of Defences

29. All defences together with their clearance zones are notified in the Gazette published by Govt of India. In certain cases the zone has not been specified but nevertheless

arrangements will have to be made locally by the civil and military authorities to prohibit buildings or other obstruction, which might stand in the way of the defence.

APPENDIX 'AE' **MILITARY LANDING GROUNDS** **(Referred to in para 1401)**

1. Air Fields Maintained by the Air Force. — The air fields maintained by the Air Force are of the following two categories:—

- (a) Category 'A' — Air Force occupied airfields where all facilities are available.
- (b) Category 'B' — Air Force unoccupied airfields where following minimum facilities only are retained/maintained for use: —
 - (i) Runways along with shoulders 75 yards (68.58 m) on both sides plus 50 yards (45.72 m) no obstruction area on both sides of main runway. Overruns 200 yards (182.88 m) at both ends.
 - (ii) Taxi tracks - along with side clearance 50 feet (15.4 m) all sides.
 - (iii) Aprons and hardstanding along with clearance 50 feet (15.24 m) all round.
 - (iv) Approach road.
 - (v) Control tower and other technical buildings on the airfields, if existing.

2. There are three classes of airfields in each category: —

- (a) Class I — Airfields with runways, taxi tracks and hard standing suitable for all types of aircraft up to and including medium, bombers and twin-engine transports.
- (b) Class II — Airfields with runways, taxi tracks and hard standing suitable for all types of aircraft up to and including medium bombers and twin-engine transports.
- (c) Class III — All weather or fair-weather airfields suitable for light aircraft only.

3. The airfields are maintained at four different scales, details of which are given below:-

- (a) Scale I — Full maintenance.
- (b) Scale II —
 - (i) Runways, fair-weather strips, shoulders overruns 200 yards (182.88 m) at both ends, taxi tracks and roads, (only those near runways), aprons hard standing (adjacent to runways), domestic, administrative and technical buildings to be maintained to such a degree as to ensure serviceability when required. MES plant and equipment, petrol storage installations water services and septic to be maintained in serviceable condition.
 - (ii) Storm water drains and culverts will be kept clear and maintained.
 - (iii) Chowkidaring will continue.
 - (iv) Dispersed taxi tracks, hardstandings, blast pens and bomb dumps will not be maintained.
 - (v) Basha or other temporary structures of that nature will not be maintained.

Scale II (Restricted)

- (i) Runways, fair-weather strips shoulders, over-runs 200 yards (182. 88 m) at both ends, taxi tracks and roads (only those near runways), aprons, hard standings (adjacent to runways), flying control and other technical buildings and installations if existing, to be maintained only to such a degree as to ensure serviceability when required.
- (ii) Storm water-drains and culverts will be Kept clear and maintained.
- (iii) Essential chowkidaring is to continue.
- (iv) Dispersed taxi tracks, hard standings, blast pens and bomb dumps will not be maintained

(c) Scale III—

- (i) No maintenance, except essential repairs to runways to prevent further deterioration, will be carried out.
- (ii) Minimum chowkidaring only to be done.

4. (a) Maintenance of airfields. - MES is responsible for the maintenance of air-fields, runways, taxi tracks, hard standings, aprons roads and other technical administrative and domestic accommodation including furniture to the authorised standard. In certain cases, exceptions to the above procedure exist, whereby the IAF or the DGCA undertakes the maintenance of airfields as mutually agreed between them.

(b) Water and Electricity Supply — MES is responsible for the maintenance and operation of installations existing at IAF Station; if no installations exist at an IAF Station, MES arranges supply of water and electricity from civil sources. The expenditure on (a) above and this sub para is chargeable to IAF budget estimates.

In certain cases exception to the above procedure exists whereby the IAF or the DGCA undertakes the maintenance of airfields as mutually agreed between them.

(c) Unoccupied Air Fields — These are inspected and periodical serviceability reports in respect thereof are rendered by MES to all concerned.

5. Use of Air Force Air Fields by Civil aircraft — Civil air crafts are permitted to use Air Force air fields in accordance with the regulations contained in Air Force Instructions issued from time to time. Landing and housing fees are recoverable from such aircraft. At unoccupied Air Force air fields the MES is responsible for the collection of landing and housing fees which are credited to IAF budget estimates.
6. The Army is responsible for the construction and maintenance of air strips for their own use.