

RESTRICTED

ARMY ORDER

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## ARMY ORDER

## **ADJUTANT GENERAL'S BRANCH**

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**LIST OF ABBREVIATION AND ACRONYMS**

<b>A</b>	
Addl	Additional
ACWF (K)	Army Central Welfare Fund (Kargil)
ADG (TA)	Additional Director General (Territorial Army)
ADG MP	Additional Director General Manpower Planning
AG	Adjutant General
AGI	Army Group Insurance
AGIF	Army Group Insurance Fund
AWAN	Army Wide Area Network

**B**

BAT	Border Action Team
BC	Battle Casualty
Bde	Brigade
Brig MISO (PSG)	Brigadier Management Information Systems Organisation (Personnel Systems Group)

**C**

CDA (O)	Controller of Defence Accounts (Officers)
Civ	Civilian
COAS	Chief of Army Staff
CW Dte	Ceremonial & Welfare Directorate

**D**

DCRG	Death cum Retirement Gratuity
DG	Director General
DG MP & PS	Directorate General Manpower Planning and Personnel Services
DGR	Directorate General of Resettlement
DGIS	Directorate General of Information System
DGMS	Directorate General of Medical Services
DIAV	Directorate of Indian Army Veterans
Div	Division/Divisional
DSOP Fund	Defence Services Officers Provident Fund
Dte	Directorate
DV	Discipline and Vigilance

**AO**

**F**

Fmn

Formation

**G**

Gen

Gol

GSW

General

Government of India

Gun Shot Wound

**H**

HQ

HQ IDS

Headquarter/Headquarters

Headquarter of Integrated Defence Services

**I**

IHQ of MoD (Army)

Integrated Headquarters of Ministry of Defence (Army)

**J**

JCO

Junior Commissioned Officer

**M**

MP

MPRS (O)

Msn

MT

Manpower Planning

Medical Personnel Records Section (Officers)

Mission

Military Transport/Military Training

**N**

NOK

Next of Kin

**O**

Offr

OR

Op

Officer

Other Ranks

Operation, Operational

**P**

PPO

PAO (OR)

PS Dte

Pension Payment Order

Pay Account Office (Other Ranks)

Personnel Services Directorate

R

R&W

Rehabilitation and Welfare

S

SAO

Special Army Order

SPR

Selected Place of Residence

T

TA

Territorial Army

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**INTRODUCTION**

**General**

1. This Army Order lays down instructions for management of physical and battle casualties to include reporting by units, formations and hospitals, grant of entitlements to the Next of Kin (NOK) and maintenance of statistical data. Reporting of casualties will include reports to various authorities, intimation to NOK, submission of reports on accidents involving loss of life and injuries, issue of condolence letters and death certificates and presumption of death of personnel reported missing.

**Definitions**

2. For the purpose of these instructions, definitions of various terms related to casualty management used herein will be as given in the succeeding paragraphs. Casualties will be classified under two categories:-

- (a) Physical Casualties.
- (b) Battle Casualties.

3. **Physical Casualties.** Physical Casualties are those, which occur in non-operational or in operational areas, when there is no actual fighting/action involved. Casualties of this type consist of the following categories: -

- (a) Died or Killed.
- (b) Seriously or dangerously ill.
- (c) Wounded or injured (including self - inflicted).
- (d) Missing, presumed dead.

4. **Battle Casualties.** Battle Casualties are those casualties sustained in action against enemy forces or in preparation/deployment for operations, on land, sea or air. Casualties of this type consist of the following categories: -

- (a) Killed in action.
- (b) Died of wounds or injuries (other than self-inflicted).
- (c) Wounded or injured (other than self-inflicted).
- (d) Missing, presumed dead.

5. Circumstances for classification of Physical/Battle Casualties are listed at Appendix 'A'.

6. **Operational Area.** Any geographical area occupied by a field force ordered to participate in specific operations/active hostilities against enemy or terrorists/militants/ insurgents/anti-national elements (ANE)/undergrounds (UGs)/anti-social elements etc. It will include all the areas within

which operations are intended to be conducted as well as the locations of its integral, logistical and administrative installations providing support to the field force.

7. **Action**. 'Action' for the purpose of these instructions will denote actual operations against enemy or any other hostile elements such as terrorists/militants/insurgents/anti-national elements (ANE)/undergrounds (UGs)/anti-social elements etc. An encounter with troops or border police of a foreign country in defence of national territory or carrying out foreign assignments under the orders of the Government will be treated as enemy action.

8. **Proximity to Enemy**. Any area dominated by enemy by small arms fire or observation, coupled with mortar/artillery shelling or patrolling and ambush or sabotage activities will come within the purview of this term.

9. **Active Hostilities**. Active Hostilities cover actual operations against the enemy or terrorists/militants/insurgents/anti-national elements (ANE)/undergrounds (UGs)/ anti-social elements etc, including preparatory activities, for example reconnaissance and deployment prior to declaration of war and all military moves and measures subsequent to a cease fire.

10. **Officer Commanding Unit**. An officer commanding a unit includes the following:-

- (a) Principal Staff Officers and Heads of Departments at Army Headquarters for officers serving under them.
- (b) Camp Commandant, IHQ of MoD (Army) Camp, for JCO and OR employed in IHQ of MoD (Army).
- (c) Officers commanding formations for those serving at their Headquarters.
- (d) Officers commanding installations, Schools of Instruction and Officer Cadet Training Establishments for their staff and trainees.
- (e) Officers commanding hospitals and other medical units for their personnel and patients.
- (f) Officers commanding units for their own personnel and for individuals attached from other units.
- (g) Heads of Departments concerned for Officers, JCOs and OR in civil employment.
- (h) Embarkation Commandants for staff working under them and personnel on voyage and air journeys between India and abroad.

11. **Record Office.** The term Record Office denotes the following authorities that are responsible for the maintenance of personal records of Officers, JCOs and OR : -

<b><u>Ser No</u></b>	<b><u>Name of Authority</u></b>	<b><u>Responsible for Maintenance of Records in respect of</u></b>
(a)	Additional Directorate General of Manpower Planning, MP 5&6, AG's Branch, IHQ of MoD (Army), West Block - III, RK Puram, New Delhi – 110066	All Army Officers (except those mentioned in Sub Paras (b) and (c) below.
(b)	MPRS (O), DGMS (A), IHQ of MoD (Army), 'L' Block DHQ PO, New Delhi - 110011	Medical Officers, Dental Officers, Nursing Officers and members of the special medical combined cadre.
(c)	TA Directorate, General Staff Branch, IHQ of MoD (Army), 'E' Block, DHQ PO, New Delhi - 110011	Territorial Army Officers.
(d)	Record Offices of the JCOs and OR of the Regiment or Corps concerned. Refer Appendix 'B'.	All JCOs and OR.

**LAYOUT**

12. The Army Order comprises of the following sections:-

- (a) Section 1 - Procedure for Reporting of Physical Casualties.
- (b) Section 2 - Procedure for Reporting of Battle Casualties.
- (c) Section 3 - Missing Personnel.
- (d) Section 4 - Issue of Letters of Condolence and Death Certificates.
- (e) Section 5 - Accidents and Injuries.
- (f) Section 6 - Preparation and Maintenance of Casualty Registers and Collation of Statistical Data.
- (g) Section 7 - Entitlements of Battle Casualties/their NOK.

**SECTION 1**

**PROCEDURE FOR REPORTING OF PHYSICAL CASUALTIES**

**Initial Report**

13. All physical casualties will be intimated by the units, immediately on occurrence to the following by OP IMMEDIATE AWAN Message/signal /FAX :-

- (a) Record Office concerned as given in Para 11.
- (b) IHQ of MoD (Army), Adjutant General's (AG's) Branch, MP 5(D), for fatal casualties only.
- (c) Rajya Sainik Board, for fatal casualties only.
- (d) Zila Sainik Board, for fatal casualties only.
- (e) Intermediate Formation Headquarters.
- (f) IHQ of MoD (Army), AG's Branch, CW Directorate.
- (g) Directorate General of Resettlement, West Block IV, RK Puram, New Delhi-110066 (for fatal casualties only).
- (h) IHQ of MoD (Army), AG's Branch, DV Dte.
- (i) IHQ of MoD (Army), AG's Branch, PS Dte, PS-3.
- (k) Concerned Area/Sub Area, under which native place/SPR of NOK of the casualty falls.
- (l) IHQ of MoD (Army), AG's Branch, DIAV (R&W Section).

14. Casualties in respect of JCOs and OR on 'Dangerously III' or 'Seriously III' list are not required to be reported to Army Headquarters.

15. Death casualties in respect of officers will also be intimated simultaneously to the Controller of Defence Accounts (Officers), Pune, Principal Controller of Defence Accounts (Pensions), Allahabad and respective Record Offices. In the case of officers on initial attachment with Infantry units, the report will be sent to Record Office of the regiment in which the officer is serving as also his parent Arm/Service.

16. The under mentioned details will be included in the initial casualty report. Sample Initial Report Signal is given at Appendix 'C':-

- (a) Number, rank, name, corps or regiment and unit of the individual.
- (b) Recommended classification of casualty, for example Physical or Battle.

- (c) Nature of casualty, for example died, killed, wounded, injured or missing.
- (d) Date of casualty.
- (e) Place or area where the casualty occurred.
- (f) Cause and brief details, for example disease, extent/nature of injury or circumstances of accident and the like.
- (g) Name, relationship, phone No and address (present and permanent) of the NOK.
- (h) Whether NOK has been informed. Specimen signal messages are given at Appendix 'D'.

**Detailed Report**

17. Initial report will be followed by detailed report in the form of OP IMMEDIATE letter/FAX/AWAN message within 72 hours of casualty as per the specimen given at Appendix 'E'. The distribution list would be the same as per Initial Report.

**Reports in respect of Personnel on Dangerously or Seriously Ill List**

18. The responsibility for rendering initial and subsequent reports in respect of personnel on dangerously or seriously ill list rests with the hospitals or medical units. They will send progress reports to the Record Office, NOK, and the parent unit by OP IMMEDIATE signal (Refer Appendix 'D') as under: -

- (a) **Dangerously Ill Cases**. Bi-weekly, commencing from the third day following the date on which the patient was placed on the dangerously ill list, confirming that he/she is still retained on the list, together with brief details of his/her condition.
- (b) **Seriously Ill Cases**. As in Para 18 (a) above, except that reports will be furnished on the seventh day following that on which the patient is placed on the seriously ill list and on every succeeding seventh day thereafter.

19. Reports regarding personnel on the dangerously or seriously ill lists will also be forwarded immediately on occurrence, for those transferred between lists or finally removed there from, and those transferred between units and hospitals whilst on the lists.

20. In the case of personnel who are on dangerously or seriously ill lists, units are required to intimate their NOK by the fastest possible means. Para 61 of 'Travel Regulations', authorises free conveyance for two persons (one of whom must be a relative) to visit a patient placed on dangerously ill list. Officers commanding units will, therefore, ensure that the NOK are apprised of this provision while sending intimation regarding personnel placed on dangerously ill list.

21. There are hospitals whose locations cannot be disclosed for security reasons. NOK of personnel placed on dangerously ill list and admitted to such hospitals will be advised to report to the static Army unit/formation nearest to the hospital. Such static units and formations will guide and assist the NOK in visiting the proper hospital. In such instances, static Army unit/ formation will also be kept informed so as to provide required assistance to NOK.

**Reporting of Serious Accidents and Incidents of Public Interest**

22. To enable prompt attention to be paid to incidents which are likely to be of public interest, e.g. railway disasters, aircraft accident/crash, riots and the like, report by signal in respect of such incidents will also be forwarded to Command Headquarters, Additional Directorate General of Public Information and Public Relation Officer (PRO) Army, Ministry of Defence, New Delhi. Reports should include the following details:-

- (a) Brief circumstances of the occurrence.
- (b) Number, rank, name and unit of each individual together with the nature of casualty sustained, for example killed, injured, or missing.
- (c) Brief details of injuries sustained by each individual, whether serious, dangerous or otherwise.

**Procedure for Intimation to the NOK**

23. On occurrence of a physical casualty, the Officer Commanding unit will inform the NOK at the earliest. First information to NOK will be given telephonically by Officer Commanding unit or a nominated representative. Information given on telephone will include nature, date, cause of casualty and the arrangement for disposal of mortal remains (in fatal cases). Telephonic information will be followed by e-post message giving the nature, date, cause of casualty and the arrangement for disposal of mortal remains (in fatal cases). In case of death, if the specific cause cannot be established till further investigation, for example suicide, murder and the like, due care will be exercised in composing telephonic message /e-post message to be sent to the NOK. Specimen message to the NOK is given at Appendix 'F'. In the event of the NOK being resident within or adjacent to the duty station, it will be the responsibility of the Officer Commanding unit to notify the physical casualty to him/her by quickest possible means. In the case of personnel on dangerously or seriously ill list, the unit will ensure that periodic progress reports are sent to the NOK, reflecting change in condition, if not done by the hospital.

24. In exceptional cases where, for want of address or lack of communication facilities, if it is not practical to inform the NOK, it will be the responsibility of the Record Office to notify the NOK by e-post message and also to intimate particulars of the NOK to the unit and to IHQ of MoD (Army), Adjutant General's Branch MP 5(D), by AWAN Message / signal.

25. A further communication in the form of a letter will, at the first available opportunity, be addressed by the Officer Commanding unit to the NOK, giving more information. Details of sentimental or humanitarian nature should be included, but harrowing details, which may cause mental distress and suffering to the NOK will be omitted. Details, which are likely to jeopardize security, will not be communicated.

26. **Rules Regarding Communication to the NOK.** No private communication will be sent to the NOK or any other relative till the official report with correct details is sent to the NOK through correct channels. This is not to be construed as restricting any officer or other rank from writing to the NOK, or relatives, in accordance with the usual service custom of conveying condolences. The intention is that this is done only after the official report has been sent to the NOK.

27. **Reporting of Physical Casualties to the NOK of Non-Effective Personnel.** The procedure set out in the preceding paragraphs will also apply in the case of personnel who have already been discharged or released from service and struck off strength and who, while undergoing treatment in military hospital, die or are placed on seriously or dangerously ill lists. Therefore, while forwarding information regarding such cases to the Record Offices concerned, the hospital will intimate the address of the NOK as recorded in the Hospital Admission Card (AFMSF-8A).

**Information to Press**

28. Information regarding casualties will not be given to the press, except through officially authorized channels.

**SECTION 2**

**PROCEDURE FOR REPORTING OF BATTLE CASUALTIES**

**Action by Units**

29. Units will initiate only the following reports in respect of battle casualties: -
- (a) An OP IMMEDIATE signal, with security classification RESTRICTED, giving bulk figures of JCOs, OR and civilian casualties and personal details of officer casualties (AFBC - 1).
  - (b) An OP IMMEDIATE signal with security classification RESTRICTED to concerned Record Offices, giving number, rank and name of JCOs/OR/Civilians killed in action. Reference to relevant AFBC-1 will also be intimated.
  - (c) A follow up nominal roll to support the figures reported vide sub paras (a) and (b) above.
  - (d) All Battle Casualties will be intimated through Initial and Detailed Report as per Para 13 and 17. Units/formations will only recommend classification of casualty as indicated in Para 3(c) of Appendix 'E'.
30. No separate casualty return will be initiated by units.
31. Specimen form (AFBC-1) for initiation of battle casualty signals is given at Appendix 'G'. Self-explanatory instructions for filling it are included in the form itself. Nil reports are not required.
32. Units will initiate these reports as at 1000 hrs daily, intimating all casualties for the previous 24 hours period. Only the date needs to be filled in the date time group, the time figures (1000) being already printed. This will indicate to the addressees the 24 hours period to which the report pertains. Signal Centers will not amend this column, but will accept messages with date time exactly as initiated.
33. Battle casualty reports will be serially numbered. The battle casualty number will be entered in place of the originator number. No other originator number will be used. The signal will be addressed to the following: -
- (a) IHQ of MoD (Army), (AG/MP 5 (D)).
  - (b) IHQ of MoD (Army), DGIS/Brig MISO (PSG).
  - (c) IHQ of MoD (Army), DIAV (R&W Section).
  - (d) IHQ of MoD (Army), AG's Branch PS Dte.
  - (e) IHQ of MoD (Army), AG's Branch DV Dte (with respect to incidents and offences mentioned in Para 1 of SAO 6/S/2000).

- (f) Directorate General Resettlement, West Block IV, RK Puram, New Delhi -110066 (for fatal casualties only).
- (g) Intermediate formation Headquarters.
- (h) Record Office.
- (i) Advance Reinforcement and Casualty Section, if setup.
- (k) IHQ of MoD (Army), AG's Branch CW Dte.

34. Units should ensure that specified time has elapsed before an individual is reported 'missing'. It will be automatically assumed by recipients, that figures for personnel reported 'missing' do not pertain to the 24 hours period covered by the signal but are for a 96 hours period. Refer Section 3, and also Para 35 below.

35. In case of a change occurring in the nature of casualty, reporting of which is the responsibility of the unit, the unit will include it in Para Golf of AFBC-1, being initiated for the next 24 hours period, giving reference of AFBC-1 (in case of officers) or AFBC-2 (if already initiated in case of JCOs/OR or the signal sent vide Para 29 (b) above). For example, 1428372 Sep Ram Singh was erroneously reported killed by 9 PUNJAB vide BC 05 of 15 Sep, whereas he was missing and rejoined the unit subsequently. 9 PUNJAB will report this change in the next day's AFBC-1 in Para Golf as follows:-

Golf (.) Ref our BC 05 Sep 15 (.) 1428372 Sep Ram Singh missing and rejoined

36. Each AFBC-1 will be followed by a nominal roll to be initiated within 72 hours of initiation of AFBC-1 on form AFBC-2, as per specimen given in Appendix 'H'. This will contain a reference to the AFBC-1 number in which bulk figures were reported to enable recipients to amend figures maintained by them. Even if figures in AFBC-2 vary, no formal amendments to AFBC-1 will be issued by units.

37. Nominal rolls will consist of two parts, Part I will contain the details of officers, and Part II will contain the details of JCOs/OR of each Record Office, separately. Nominal rolls will be forwarded to the following:-

- (a) IHQ of MoD (Army), (AG/MP 5(D)) - Part I & II.
- (b) IHQ of MoD (Army), DGIS/Brig MISO (PSG) - Part I & Part II.
- (c) IHQ of MoD (Army), DIAV (R&W Section) - Part I & Part II.
- (d) IHQ of MoD (Army), MP 6 - Part I only (to the concerned section).
- (e) Record Office (2 Copies) - Part II only.

38. While compiling nominal rolls, the date of occurrence of 'missing casualty' must be mentioned as distinct from the date of the concerned AFBC-1. This date will be taken into consideration for documentation purposes.

39. Separate nominal rolls will be prepared in respect of attached personnel and civilians. Such nominal rolls must be sent to the Record Offices of the parent Arm/Service of the person. For

example, if an Armourer (EME) attached to 7 KUMAON is wounded in operations, a separate nominal roll will be prepared by 7 KUMAON and sent to EME Records and IHQ of MoD (Army), DGIS/Brig MISO (PSG) and not to KUMAON Record Office. Nominal roll for this person will not be initiated by any other unit.

40. The nature of casualty will be classified as follows: -

- (a) 'K' for Killed.
- (b) 'M' for Missing.
- (c) 'W' for Wounded.

41. In order to facilitate subsequent analysis of the Battle Casualties for statistical purposes, the unit will indicate the reason of casualty, to include cause and description, separately from list at Appendix 'J'. Parent arm will be filled in as per Appendix 'K'.

#### **Ongoing Operations**

42. In case of ongoing operations viz OP RAKSHAK, OP MEGHDOOT, OP HIFAZAT, OP RHINO etc units will not initiate AFBC-1 and AFBC-2, which are applicable only for operations which involve mobilisation of the Army and may be notified as war. In all cases of ongoing operations units will render initial and detail reports as per Appendices 'C' and 'E'.

#### **Procedure for Intimation to NOK**

43. Provisions of Para 23 to 27 above will also apply in case of Battle casualties.

#### **Action by Formation Headquarters**

44. Formation headquarters are not required to compile bulk figures in respect of their subordinate units for forwarding to IHQ of MoD (Army). They will initiate AFBC-1 and AFBC-2 in respect of personnel held on their Headquarters establishments in the same manner as a unit. Intermediate Headquarters, however, may ask for consolidated reports from Brigade/Division Headquarters. These will not be endorsed to IHQ of MoD (Army), AG's Branch or DGIS/Brig MISO (PSG) and will not bear BC numbers.

#### **Action by Hospitals**

45. Hospitals will originate AFBC-1 and AFBC-2 in respect of personnel on their establishment in the same manner as a unit.

46. All admissions / transfers / discharges pertaining to battle casualties will be intimated every Saturday by all hospitals, as per form AFBC-3 given at Appendix 'L' to the following addressee:-

- (a) IHQ of MoD (Army), Adjutant General's Branch MP 5 (D) - Part I only.
- (b) IHQ of MoD (Army), DGIS/ Brig MISO (PSG) - AFBC Part I.
- (c) Concerned Record Office - Part II only.

47. Nil reports will not be initiated. AFBC-3 will consist of two parts. Part I will contain details about the officers and Part II will contain the details about JCOs/OR. Hospitals will give details regarding causes of casualties as per Appendix 'J', and the parent Arm will be shown as per Appendix 'K'.

48. In case of death of a battle casualty admitted to hospital, information would be sent immediately by an OP IMMEDIATE signal to the addressee mentioned in Para 46 above. Unit will not report death of a battle casualty in hospital separately.

49. In case of battle casualty being placed on dangerously/ seriously ill list, information by an OP IMMEDIATE signal will be sent to NOK (if known), IHQ of MoD (Army), Adjutant General's Branch, {MP 5(D)} in respect of officers, and to the respective Record Office in the case of JCO/OR. This signal will not be sent to DGIS / Brig MISO (PSG).

**Action by Record Office**

50. On receipt of information, Record Offices will arrange to inform the NOK, as required. Respective Record Offices will also publish a distinctive series of Battle Casualty Part II Orders in respect of JCOs and OR based on the certificate issued by AG MP 5(D) as per format at Appendix 'M'. They will also furnish any additional data required by IHQ of MoD (Army), (DGIS/ Brig MISO (PSG)) for subsequent analysis.

**Action by DGIS/Brig MISO (PSG)**

51. DGIS/Brig MISO (PSG) will hold on files, bulk figures of casualties, as reported by various units through AFBC-1, as well as detailed particulars of individual battle casualties received from units, hospitals through AFBC-2 and Record Offices. They will also provide all possible reports and returns on battle casualties based on the data maintained by them.

52. All files will be backed up with digital data, duly updated every quarter with status as on 31 Mar, 30 Jun, 30 Sep and 31 Dec.

**Action by IHQ of MoD (Army), MP 5(D)**

53. The authority for classifying a Battle Casualty is MP Dte. AG/MP 5(D) will classify the casualty after analyzing the circumstances mentioned in the Initial Report, Detailed Report, formation HQ Sitrep, Severity Certificate (for non fatal casualty) and other documents such as Court of Inquiry/Corps Notification etc as laid down in various advisories issued from time to time. Battle Casualty certificate will be issued by Additional Director General of Manpower (Policy & Planning) on behalf of Adjutant General as per Appendix 'N'.

**SECTION 3**

**MISSING PERSONNEL**

54. During operations, some personnel will inevitably be reported missing and some time must necessarily elapse before information is available as to their probable fate. It is the duty of every person who comes into possession of information regarding missing officer/JCO/OR, to bring this to the notice of appropriate authorities without delay.

55. It is also likely that officers, JCOs and OR who are separated from their units might subsequently be able to join another unit. It will be the responsibility of the latter unit to immediately intimate IHQ of MoD (Army), Adjutant General's Branch, MP 5 (D), Record Offices and parent unit by OP IMMEDIATE signal, giving full particulars of the individual concerned.

56. Subsequent information regarding missing personnel, i.e. confirmed killed, confirmed prisoner or rejoined, will be reflected in battle casualty reports.

57. Army personnel may be found missing when there are no operations/hostilities. Great care must be exercised in dealing with such cases. They would be reported as deserters only after conclusive evidence is obtained. A few examples are cited below:-

- (a) A person may have drowned in a river and his dead body may not have been recovered or seen by a reliable witness.
- (b) A person may have been abducted.
- (c) A person may have been on board an aircraft or a ship, which is missing, and consequently no trace has been found of it.
- (d) A person involved in a skirmish whilst in aid of civil authorities to maintain internal security and fighting against armed hostiles, may have been killed but his dead body may not have been recovered or seen by a reliable witness.
- (e) A person having gone on Annual Leave or in transit through a disturbed area does not report back from Annual Leave or goes missing while in transit. Such a person may have been killed / rendered incapable of reporting in time and as such should be reported missing till conclusive evidence of desertion is found.

**Rules for Reporting Personnel Missing**

58. Following instructions will be observed whilst reporting personnel as missing:-

- (a) A person will be regarded as missing with effect from the day following that on which he/she was last seen.
- (b) A 'missing' casualty will not be reported until 72 hours from the date he/she was missing, i.e. 96 hours after he/she was last seen, e.g. a person last seen on 17 Nov will be reported, on 21 Nov, as missing with effect from 18 Nov.

**Procedure for Presumption of Death of Missing Personnel**

59. Instructions regarding presumption of death of missing personnel are contained in Government of India, Ministry of Defence letter No A/01831/Org 3 (RR&C) (K)/11421/D (AG-I) dated 14 Sep 64, reproduced as Appendix 'O' to this Army Order and subsequent amendments/corrigenda.

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**SECTION 4**

**ISSUE OF LETTERS OF CONDOLENCE AND DEATH CERTIFICATES**

**First Letter of Condolence**

60. In case of death, Officer Commanding of the unit to which the individual belonged will send a letter of condolence to the NOK, on behalf of the unit, 48 hours after the despatch of the official e-post message referred to in Para 23 above. A specimen of first letter of condolence to the NOK is at Appendix 'AA'. Officers Commanding units will ensure that Para 2 of the letter of condolence contains only essential and factual details about the circumstances of death. No comments on the action of the deceased will be made, nor will any opinion be expressed about his conduct. A copy of this letter will invariably be endorsed to Adjutant General's Branch [MP 5(D)] and Record Office concerned in the case of JCOs/OR.

**Note:-** It is not obligatory for Officers Commanding units in operations to send letters of condolence within 48 hours. They should, however, do so at the earliest opportunity.

**Second Letter of Condolence**

61. Letters of condolence signed by Honorable Raksha Mantri, COAS, ADG MP (Policy & Planning), ADG (TA) and Regiment or Corps Centre Commandants will also be sent to the NOK as under:-

- (a) **Honorable Raksha Mantri**. To the NOK of fatal battle casualties of Army personnel. Refer Appendix 'AB'.
- (b) **COAS**. To the NOK of officers / JCOs & OR declared fatal battle casualty and officers declared fatal physical casualty. Refer Appendix 'AC'.
- (c) **ADG MP (P&P)**. To the NOK of JCOs declared fatal physical casualties. Refer Appendix 'AD'.
- (d) **ADG TA**. To NOK of TA Officers / JCOs/OR for all fatal casualties.
- (e) **Regiment or Corps Centre Commandant**. To the NOK of other ranks of fatal physical casualties.

62. The letters of condolence at Para 61 (a) to (c) are despatched under the aegis of AG's Branch (MP 5&6). Letters of condolence should be initiated at the earliest by MP 5(D) in the language of native state of the casualty, as attached at Appendix 'AE'.

63. It is essential that the letter of condolence on behalf of the RM, COAS and ADG MP (Policy & Planning) are despatched as early as possible. This is often delayed for want of the current address and telephone No of the NOK. Officers Commanding units must send the current address telephone No of NOK with the first intimation of death where ever possible, or immediately thereafter, to all concerned.

**Issue of Letter of Sympathy to the NOK of Missing Personnel**

64. In order to express sympathy and concern, a letter will be sent to the NOK of an individual reported missing as per specimen given at Appendix 'AF'. This letter will be signed by the following authorities :-

- (a) **AG or DG (MP & PS)**. In respect of missing officers.
- (b) **ADG MP (P&P) or Brig MP**. In respect of missing JCOs.
- (c) **ADG TA**. In respect of TA officers and JCOs.
- (d) **Officer-in-Charge Records**. In respect of OR of their Regiment/Corps.

65. On the presumption of death of a missing person, in addition to the letter of condolence to the NOK from the officers commanding unit, a second letter of condolence, as per specimen at Appendix 'AG', will be sent by the authorities in Para 64 above.

**Death Certificates**

66. Death certificate in respect of deceased personnel, when asked for, will be issued by the following to the NOK:-

- (a) **IHQ of MoD (Army), AG's Branch, MP 5(D)**. In respect of Army officers other than Medical, Dental and Nursing officers.
- (b) **DGMS (Army), IHQ of MoD (Army), AG's Branch**. In respect of Medical, Dental and Nursing officers.
- (c) **IHQ of MoD (Army), AG's Branch, TA Directorate**. In respect of TA officers only.
- (d) **Units or Record Offices**. In respect of JCOs and OR of their Regiment/Corps.

**SECTION 5**

**ACCIDENTS AND INJURIES**

**Instructions on Wounded Casualties**

67. Units have a tendency to recommend all wounded casualties as Battle Casualties, even if the case only merits attributability to military service.

68. Attributability will be decided by the Formation Commander of the rank of a Brigadier. With a view to make the system of classification of wounded casualties more transparent, unit commanders will adhere to certain parameters given in succeeding paras.

69. **Cause and Nature of Injury.** The classification of wounded battle casualty will be guided by the parameters of cause/circumstances and the severity of injury sustained. Only when both these parameters are met, the casualty would be classified as a Battle Casualty.

(a) **Parameter No 1.** The cause or the circumstances under which the injury has occurred. These are given at Appendix 'A'.

(b) **Parameter No 2.** The injury should be of grievous nature. The following will be governing factors:-

- (i) Permanent privation of the sight of either eye.
- (ii) Permanent privation of hearing of either ear.
- (iii) Privation of any member or joint.
- (iv) Destruction or permanent impairing of the power of any member or joint.
- (v) Permanent disfigurement of the head or face.
- (vi) Emasculation.
- (vii) Fracture or dislocation of a bone or tooth.
- (viii) Any hurt, which endangers life or which causes the sufferer to be, during the space of 20 days, in severe bodily pain or unable to follow his ordinary pursuits.

(c) Specimen of certificate on severity of injury is given at Appendix 'AH'.

70. It will be apparent that all grievous injuries may not end in permanent low med category. However, during reporting of such injuries the hospital where the individual was evacuated and medical diagnosis should be referred to. Only the casualties meeting both the above criteria should be classified as battle casualties. All other injuries/illness (other than self-inflicted) that occur while deployed in operational areas should be treated as injuries/ illness attributable to military service in field/operational area and processed accordingly.

**Instructions for Submission of Injury Reports**

71. In every case of accidental or self-inflicted injury sustained on or off duty by officers, JCOs and OR, IAFY-2006 will be completed and submitted to Record Office concerned.

72. IAFY-2006 is required in all cases of injuries, irrespective of the extent of the injury or its ultimate probable effect, except fatal Battle and Physical casualties. IAFY-2006 will be prepared in quadruplicate and, after completion, copies will be distributed as under.

- |                              |   |   |
|------------------------------|---|---|
| (a) Unit                     | - | 1.  |
| (b) Record Office            | - | 1.  |
| (c) Military Hospital        | - | 1.  |
| (d) HQ Div/Area/Bde/Sub Area | - | 1 (only if the injury is severe, or if a court of inquiry to enquire into the cause of injury is held). |

73. The medical officer-in-charge of the case will be responsible for initiating IAFY-2006 and for completing its Parts 1 and 2. The Officer Commanding unit will be responsible for ensuring that its Parts 3 and 4 are completed in accordance with instructions given on it (IAFY-2006).

74. Part 3 of IAFY – 2006 will not contain any statement regarding the effect of the injury on the future efficiency of the officer/JCO/OR, since this point is irrelevant to the question of attributability to military service.

75. When an injury is of trivial nature, a short statement in Part 4 of the form is sufficient. In other cases, and when a court of inquiry is not considered necessary, statements of the injured person and any witness(es) will be attached to each copy of the form.

76. Parts 1 to 5 of IAFY-2006 will be completed in all cases. Parts 6 to 8 will be completed only in cases occurring in operational or in field areas, if the injuries are suspected to be self-inflicted.

77. Injury report will be submitted to the Sub-Area/Brigade/ Area/Divisional Commander only if the injury is severe or moderately severe, or if a court of inquiry to enquire into the causes of injury has been held. In all other cases, the Officer Commanding will record his opinion. The Sub Area/Brigade/Area/Divisional Commander is required to record in Part 5 of IAFY-2006 his decision as to whether or not the disability is attributable to military service. The endorsement must be made as follows: -

“The disability is or not attributable to military duty in peace, field or operational area”.

78. No other phraseology will be used and the case should be judged according to whether or not a person was on duty and that the disability was the result of that duty.

**Courts of Inquiry on Accidental Death or Injury**

79. In case where the injury report IAFY-2006 is prepared in addition to the court of inquiry proceedings, and the Brigade Commander has recorded his opinion on the court of inquiry proceedings, or adjudicated the case, it will not be necessary for him to do so again on the injury report (IAFY-2006), which may be signed by a senior staff officer on his behalf. The senior staff

officer will, however, clearly state the decision given in the Court of Inquiry proceedings. If the medical officer certifies that the injury is of a trivial nature, Court of Inquiry need not be held.

80. A Court of Inquiry will be held in the following circumstances: -

- (a) If the injury is fatal or certified by the medical officer to be of a serious or severe or moderately severe nature. Where an inquest or police inquiry is held, a copy of the report will be attached to the Court of Inquiry proceedings.
- (b) If, in the opinion of the Officer Commanding, doubt exists as to the cause of injury.
- (c) If, in the opinion of the Officer Commanding, doubt exists as to whether the injured person was on or off duty at the time when he sustained the injury.
- (d) If, for any reason, it is desirable to thoroughly investigate the cause of injury.
- (e) If, the injury was caused through a fault of some other person.

81. Court of Inquiry held in cases of suicide will record their opinion, with reasons in support, as to motive, and also, where possible the mental condition of the deceased prior to his death. Certified true copies or translations of all papers relevant to the case, such as private correspondence of the deceased will be attached to the proceedings. In all other cases of accidental death or injury, an opinion of the court is not essential.

82. The Officer Commanding of the injured person will express his opinion on the Court of Inquiry proceedings and submit them to the Sub Area/Brigade /Area/Divisional Commander who will record thereon his decision as to whether the disability or death was attributable to military, field or operational service. This endorsement is essential, in addition to the endorsement on IAFY-2006.

83. In Court of Inquiry proceedings in respect of injuries sustained by officers, the opinion of the medical officer as to the effect on the injured officer's service will be expressed after the endorsement by the Sub Area/ Brigade/ Area/Divisional Commander.

84. When senior officers on the staff of Sub Area/ Brigade/Area/Division confirm Court of Inquiry proceedings, it should be clearly stated that the Commander has adjudicated on the case and that the decision given is as directed by him.

**SECTION 6**

**PREPARATION AND MAINTENANCE OF CASUALTY REGISTERS AND COLLATION OF STATISTICAL DATA**

85. Record offices will prepare and maintain the following casualty registers: -

- (a) Physical Casualty Register (Non-Operational areas).
- (b) Physical Casualty Register (Operational areas), by areas.
- (c) Battle Casualty Register by areas.

86. The registers will contain the following details in respect of casualties wherein specific details regarding circumstances of the casualty should be obtained from the Detailed Report: -

- (a) Number, rank, and name.
- (b) Regiment or Corps.
- (c) Name of unit and formation.
- (d) Class and religion.
- (e) Nature of casualty (died, killed, wounded, injured or missing).
- (f) Brief details of casualty or cause of death.
- (g) Date of casualty.
- (h) Place or area where casualty occurred.
- (i) Particulars of NOK, i.e., relationship and full address, including contact details (mobile/landline/e-mail).
- (k) **Marital Status.** If married, name, address and contact details (mobile/landline/e-mail) of the wife.

87. In order to enable IHQ of MoD (Army) to collect and maintain details pertaining to casualties, Record Offices will submit a monthly return of all casualties (other than those pertaining to illness including serious and dangerous illness and self-inflicted injuries) in the form at Appendix 'AJ'. Nil returns are also required. This return will bear the statistical registration number AA/9092A, which will invariably be quoted on all returns and correspondence relating thereto. The return pertaining to the preceding month will be submitted to reach IHQ of MoD (Army), Adjutant General's Branch, MP 5 (D) in the first week of every month.

**SECTION 7**

**ENTITLEMENTS OF BATTLE CASUALTIES/THEIR NOK**

88. A number of monetary/other entitlements are presently being extended to Battle Casualties and their NOK by Central and State Governments. Details of such entitlements are given at Appendix 'AK'.

89. The following sections/directorates of Army Headquarters will be responsible for monitoring of the entitlements extended to NOK of Battle Casualties: -

- (a) **Pension.** The grant of pensionary benefits to casualty is governed by GoI letter No 1(2)/97/D-Pen-C) dt 31 Jan 2001 and subsequent corrigenda. Copy of GoI letter of 2001 is attached as Appendix 'AL'. Case will be initiated by respective Record Offices in the case of JCO/OR and MP 5(B) in the case of officers. The monitoring of the same with PCDA (P), Allahabad, till the finalisation of the pension award will be the responsibility of the Records and MP 5(B). The final copy of the PPO will also be endorsed to DIAV (R&W Section).
- (b) **Ex-gratia.** Case will be initiated and monitored as above. In the case of ex-gratia by State Governments, Army Headquarters will only be approached for clarification of status of Battle Casualties. The case will be processed by the unit with the respective State Governments as per their orders in force at that particular time and will be monitored by DIAV, Delhi Cantt, through Colonel Veterans.
- (c) **Gratuity.** Case will be initiated by Records in the case of JCO/OR and MP 6 in the case of officers. Respective Records and MP 6 as well as DIAV (R&W Section) will monitor the case.
- (d) **AGIF.** Case will be initiated and monitored by AGI Dte. DIAV (R&W Section) will be kept informed of the progress.
- (e) **DSOP/AFPP Fund.** Case will be initiated with PCDA (O), Pune in case of officers by MP 6 and with respective PAO (OR) by respective Record Offices. Copies of the final settlement of the Provident Fund will be endorsed to DIAV (R&W Section).
- (f) **ACWF (K).** Case will be initiated and monitored by DIAV (R&W Section).
- (g) **Estate.** The case will be initiated and monitored by respective Records in the case of JCO/OR and MP 5(A) in the case of officers. Monitoring of the same will be done by respective Records and MP 5(A). DIAV (R&W Section) will be informed at the completion of each case.
- (h) **Grant of Land/House/Petrol Pump/ Gas Agencies/Other Benefits.** The case will be initiated as applicable by DGR/CW Directorate. DIAV (R&W Section) will be the monitoring agency in all such cases.

90. **Provision of Information to Beneficiaries.** This will be provided by CW Directorate (R&W) in all the above cases. The responsibility of updating information maintained in CW Directorate

(R&W) will be of the respective Directorate/ Branch/Record Office. It will be ensured that up to date information is always available at CW Directorate. Parliamentary questions, queries in this regard will also be answered by CW Directorate (R&W).

**Actions by Unit**

91. Various actions by the unit, as regards to monitoring and grant of entitlements to the NOK and beneficiaries of battle casualties, are given in the succeeding paras.

92. The unit will send a courier to IHQ of MoD (Army)/AG MP 5 (B) in the case of fatal battle casualty of officers and respective Records in the case of JCO/OR. This courier will be despatched with necessary documents and authority to carry out the documentation required for speedy finalisation of the pension, ex-gratia, DCRG, AGIF, estate, DSOP/AFPP fund disposal.

93. The courier with necessary documents, will thereafter report to the NOK of the late officer/JCO/OR for completion of documentation. He will then be despatched to PCDA(P), Allahabad for finalisation of pension, DCRG, ex-gratia payments and issue of PPOs. After this, he will again report to IHQ of MoD (Army), AG's Branch, DIAV (R&W Section) for the feedback before going back to the unit.

94. In case the unit is committed in active operations/war where the casualty has occurred, the courier will be dispatched from Regimental Centre on the specific request of the Commanding Officer of the unit.

95. On reporting to MP 5(B)/Records the courier will be guided to all Sections/Directorates/Branches, which are involved in grant of benefits to the NOK. He will collect necessary forms/documents for filling and signature of the NOK from all the offices concerned before being dispatched to the NOK.

**Actions by Record Office**

96. Record offices will forward a periodic progress report to MP 8 on entitlements extended to the NOK of JCOs and OR of their regiment who have been classified as Battle Casualties. MP 5(B) will monitor the progress in case of fatal casualties of officers.

97. AO 1/2003/MP is hereby superseded.

12860/AG/MP-5 (D)

Station : New Delhi

Dated : 2020

(Arvind Dutta)

Lt Gen

Adjutant General

**Appendix 'A' to AO 5/2020/MP**

(Refers to Para 5)

**CIRCUMSTANCES FOR CLASSIFYING CASUALTIES AS PHYSICAL/BATTLE CASUALTY**

**Battle Casualties**

1. The casualties as a result of following will be considered for battle casualties: -
  - (a) Enemy action in international war or any other operation.
  - (b) Border skirmishes.
  - (c) During deployment with a peace keeping mission abroad or any foreign assignment.
  - (d) During laying or clearance of mines including enemy mines as also mine-sweeping operations or caused by fixed apparatus (e.g. land mines, booby traps, barbed wire or any other obstacle) laid as defence against the enemy.
  - (e) On account of accidental explosions of mines while laying operationally oriented mine-field or lifting or negotiating mine-field laid by the enemy or own forces in operational areas near international borders or the lines of control (LC/ LAC/ AGPL).
  - (f) War like situations, including cases which are attributable to extremist acts, exploding mines etc, while on way to an operational area.
  - (g) Battle inoculation, duly notified operationally oriented training exercises or demonstration with live ammunition.
  - (h) Flying operation involved in rehearsing of war plans and implementation of op instructions inclusive of international exercises.
  - (i) All combat and tactical sorties in preparation of war.
  - (k) Valley flying and missions involving operating at ultra-low levels.
  - (l) All operational missions undertaken during peace like special operations, live ORP, recce, ELINT, survey and induction trials of new weapons.
  - (m) Missions undertaken in support of troops and security force deployed in forward areas.
  - (n) Flying missions involving landings on the ALGs.
  - (o) Death or injury by own troops during the course of duty in any operational area if the personnel killed or wounded are not to blame.
  - (p) An act of violence/attack by extremists, anti-social elements etc while on operational duty.

- (q) Action against extremists, anti-social elements, etc. Death/injury while employed in the aid of civil power in quelling agitation, riots or revolt by demonstrators will be covered under this category.
- (r) Poisoning by any means by enemy agents whether on duty or even when not on duty.
- (s) Kidnapping by extremists while on operational duty or even when not on duty because of being an army personnel.
- (t) Injuries and deaths which occur in action in an operational area.
- (u) Electrocution/attacks by wild animals and snake bite/drowning during the course of action in counter insurgency/war.
- (v) Death or injury due to acts of violence/attack by terrorists, anti-social elements, etc whether on duty other than operational duty or even when not on duty. Bomb blasts in public places or transport, indiscriminate shooting incidents in public, etc would be covered under this category.
- (w) Death/ injury occurring while employed in the aid to civil authority in dealing with natural calamities.
- (x) Accidental death/injury sustained due to natural calamities such as flood, avalanches, land slide, cyclone, fire and lightening or drowning in river while performing operational duties/ movement in action against enemy forces and armed hostilities in operational area to include deployment on IB/LC/LAC.
- (y) Blast of any kind of explosive during operational duty on IB/ LC/ LAC and in counter insurgency (CI) / counterterrorism (CT) operations and in ammunition storage echelons for operational purpose.
- (z) Casualties due to illness caused by terrain/climatic conditions while operating along IB/LC/LAC and CI/CT operations.
- (aa) Specialised vehicles / MT /Plant equipment accidents while performing bonafide military duty in war/border skirmishes with neighbouring countries and during operations near IB/LC/LAC and in counter insurgency (CI)/ counterterrorism (CT).
- (ab) Falls/slipping while on patrols/ambush/operational duty near IB/LC/LAC and CI/CT operations including long range patrols.
- (ac) Casualties under any other circumstances not covered above will be considered on case to case basis with the approval of COAS.

### **Physical Casualties**

2. Death caused due to natural causes/illness/accident/suicide/murder in operational and non-operational areas will be treated as Physical Casualties.

**Miscellaneous Aspects**

3. (a) Saboteurs, even of own country, will be treated as enemy for the purpose of classifying their actions as enemy action and encounters against them as encounters against the enemy.
- (b) Reports regarding personnel wounded or injured in action will specify the nature of the wound or injury and will also state whether the personnel remained on duty.
- (c) Reports on personnel missing in action will indicate, if possible, their likely fate, e.g. 'believed killed', 'believed prisoner of war' or 'believed drowned' etc.
- (d) Any casualty occurring during deployment/mobilisation of troops, for taking part in war or war like operations, will be treated as battle casualty.

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**LIST OF RECORD OFFICES**

1. Armoured Corps Records, Ahmednagar.
2. Artillery Records, Nasik Road Camp.
3. Air Defence Artillery Records, Gopalpur (Odisha).
4. Record Office Madras Engr Gp, Bengaluru.
5. Record Office Bengal Engr Gp, Roorkee.
6. Record Office Bombay Engr Gp, Kirkee.
7. Signals Records, Jabalpur.
8. Records The Brigade of the Guards, Kamptee.
9. Records The Parachute Regiment, Bengaluru.
10. Record Office The Punjab Regiment, Ramgarh.
11. Record Office The Madras Regiment, Wellington.
12. Record Office The Grenadiers, Jabalpur.
13. Record Office The Maratha Light Infantry, Belgaum.
14. Record Office The Rajputana Rifles, Delhi Cantt.
15. Record Office The Rajput Regiment, Fatehgarh.
16. Record Office The Jat Regiment, Bareilly.
17. Record Office The Sikh Regiment, Ramgarh.
18. Record Office The Sikh Light Infantry, Fatehgarh.
19. Record Office The Dogra Regiment, Faizabad.
20. Record Office The Garhwal Rifles, Lansdowne.
21. Record Office The Kumaon Regiment, Ranikhet.
22. Record Office The Assam Regiment, Shillong.
23. Record Office The Bihar Regiment, Danapur Cantt.

24. Record Office The Mahar Regiment, Saugor.
25. Record Office 14 Gorkha Rifles, Subathu (Shimla Hills).
26. Record Office 39 Gorkha Rifles, Varanasi.
27. Record Office 58 Gorkha Rifles, Shillong.
28. Record Office 11 Gorkha Rifles, Chetak Lines, Lucknow.
29. Reocrd Office JAK Rifles, Jabalpur.
30. Record Office Ladakh Scouts, Leh (Ladakh).
31. Records Office Army Service Corps(South), Bengaluru.
32. Record Office Army Service Corps (AT), Bengaluru.
33. Army Postal Service Records Office, Kamptee.
34. Army Medical Corps Record Office, Lucknow.
35. Army Ordnance Corps Record Office, Secunderabad.
36. Electrical and Mechanical Engineers Record Office, Secunderabad.
37. RVC Records, Meerut Cantt.
38. Intelligence Corps Records, Pune.
39. CMP Records, Bengaluru.
40. Pioneer Corps Records, Bengaluru.
41. DSC Records, Cannanore.
42. Military Farms Records, Delhi Cantt.
43. Army Education Corps Records, Pachmarhi.
44. APTC Records, Pune.
45. The JAK Light Infantry Records, Srinagar.
46. The Mech Inf Regt Records, Ahmednagar.
47. Gorkha Records and Depot, Kunraghan, Gorakhpur.
48. Gorkha Records and Depot, Ghoom, Darjeeling.
49. Records Office Indian Embassy, Kathmandu (Nepal).
50. Record Office Army Aviation, Nasik.

51. Record Office, President's Body Guards, New Delhi.
52. Record Office, GREF, Pune.
53. Record Office, DGAR, Shillong.
54. Record Office, 22 EST, Chakrata.
55. Adjutant General's Branch (AG/MP 5&6) - Officers Records.

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Appendix 'C' to AO 5/2020/MP  
(Refers to Para 16)

**SAMPLE INITIAL REPORT FOR ALL FATAL AND NON FATAL CASUALTIES**

**IN LIEU OF MSG FORM**

**OP IMMEDIATE**

DTG :

FROM: XXXXX

UNCLAS

TO : INDARMY (MP-5 (D))

A-

INFO :

INITIAL REPORT (.) REF AO \_\_\_\_\_ (.)

FIRSTLY (.) DETAILS OF CAS (.)

ALFA (.) ARMY NO (.) XXXXXXX (.)

BRAVO (.) RANK (.) XXXXX (.)

CHARLIE (.) NAME (.) XXXXXXXXX (.)

DELTA (.) REGT OBLIQUE CORPS (.) XXXXX (.)

ECHO (.) SERVING UNIT (.) XXXXXX (.)

FOXTROT (.) PARENT UNIT (.) XXXXXX (.)

GOLF (.) BDE COMMA DIV COMMA CORPS AND COMD (.) HQ XXXX INF BDE OBLIQUE  
HQ XXXXX INF DIV OBLIQUE HQ XXXXX CORPS OBLIQUE HQ XXXXXX COMMAND (.)

SECONDLY (.) RECOMMENDED CLASSIFICATION OF CASUALTY (.) BATTLE CASUALTY (.)

THIRDLY (.) NATURE OF CAS (.) DIED COMMA KILLED COMMA WOUNDED OR MISSING (.)  
KILLED (.)

FOURTHLY (.) DATE AND TIME (.) XXXX AT XXXXH (.)

FIFTHLY (.) NAME OF OPERATION AND LOC (.) OP RAKSHAK (J&K) (.)

SIXTHLY (.) DETLS OF INCIDENT (.) NO XXXXXX RANK XXXX NAME XXXXX WAS ON SEN-  
TRY DUTY AT POST NO 19 (A) WHEN HE OBS MOVEMENT OF 4-5 ARMED PERSONS CLOSE  
TO THE LC(.) HE OPENED FIRE(.) IN THE ENSUING FIREFIGHT RANK XXXX NAME XXXXX  
SUSTAINED GUN SHOT WOUND IN HIS ABDOMEN (.) HE WAS ADMINISTERED FIRST AID BY  
THE BFNA IN SITU COMMA AND WAS EVAC BY HEPTR TO 92 BASE HOSP AND DECLARED  
BROUGHT DEAD BY 92 BASE HOSP AT 1210H (.)

SEVENTHLY (.) NAME OF NOK (.) SMT XXXXX (.) RELATIONSHIP (.) WIFE (.) VILLAGE (.)  
XXXXXX (.) PO (.) XXXXX (.) DIST (.) XXXX (.) STATE (.) XXXX (.) COUNTRY (.) XXXX (.) PIN (.)  
XXXX (.)

EIGHTHLY (.) CONTACT NO OF NOK (.) XXXXXXXXXX (.)

LASTLY (.) NOK INFORMED TELEPHONICALLY

**Note** :- This is for guidance.

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**Appendix 'D' to AO 5/2020/MP**

(Refers to Para 16 (h))

**SPECIMEN SIGNAL MESSAGES**

Signal from military hospital to unit / record office in respect of Offr / JCO /OR placed on SI list in hospital and whose progress is satisfactory.

**IN LIEU OF MSG FORM**

**OP IMMEDIATE**

DTG :

FROM: XXXXX

UNCLAS

TO : CONCERNED UNIT AND RECORD OFFICE

A-

INFO :

DI OR SI LIST OF OFFRS OBLIQUE JCOS OBLIQUE OR (.) REF AO \_\_\_\_\_ (.)

FIRSTLY (.) DETAILS OF OFFRS OBLIQUE JCOS OBLIQUE OR (.)

ALFA (.) ARMY NO (.) BRAVO (.) RANK (.) CHARLIE (.) NAME (.)

DELTA (.) REGT OBLIQUE CORPS (.) ECHO (.) SERVING UNIT (.)

FOXTROT (.) PARENT UNIT (.) GOLF (.) BDE COMMA DIV COMMA CORPS AND COMD (.)

SECONDLY (.) DATE AND TIME OF ADMISSION (.) THIRDLY (.) CAUSE (.)

FOURTHLY (.) DETLS OF INCIDENT (.) NO XXXXX RANK XXXX NAME XXXXXX OF xxxxx UNIT PLACED ON SI LIST AT 2100HRS ON JUN 21 (21) DUE TO XXXXXXXXXX (.)

\*FIFTHLY (.) DETLS OF NOK WITH HOME ADDRESS WITH PIN CODE (.) VILLAGE (.) PO (.) TEH (.) DIST (.) STATE (.) PIN (.)

\*SIXTHLY (.) CONTACT NO OF NOK (.)

LASTLY (.) NOK INFORMED

**Notes** - 1. Same signal be initiated when offrs admitted / discharged from the Hosp to INDARMY MP 5&6 (Concerned serving section), INDARMY MP 5(D) (Cas Section) and Concerned unit.

2. \* Mention NOK details, if available.

2. Signal from military hospital to unit / record office in respect of offr / JCO /OR removed from DI or SI list:-

REMOVAL OF OFFR OBLIQUE JCO OBLIQUE OR FROM DI OR SI LIST (.) REF OUR SIG NO XXXX DT JUN 21 (21) (.) NO XXXXX RANK XXXX NAME XXXXXX OF xxxxx UNIT REMOVED FROM DI OR SI LIST AT 1000HRS ON JUN 28 (28) (.) NOK INFORMED

**Appendix 'E' to AO 5/2020/MP**  
**(Refers to Para 17)**

**SAMPLE DETAILED REPORT**

\_\_\_\_\_ /BC

2018

Addl Dte Gen of Manpower {Policy & Planning (MP 5(D)}  
AG's Branch, IHQ of MoD (Army)  
West Block - III, RK Puram  
New Delhi - 1100 66

**DETAILED REPORT IN R/O**

1. Ref AO \_\_\_\_\_ /MP and this unit initial report Sig No \_\_\_\_\_ dt \_\_\_\_\_.
2. Details in respect of No \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_ of this unit are given at succeeding paras for your necessary action:-
  - (a) **Personal Details.** Army No/Personal No with suffix.
  - (b) **Rank**
    - (i) Substantive with Date.
    - (ii) Acting with Date.
  - (c) Full Name.
  - (d) **Unit**
    - (i) Present Unit.
    - (ii) Parent Unit.
  - (e) Arms/Service.
  - (f) Regt/Corps.
  - (g) Religion.
  - (h) Caste.

**3. Casualty Details**

- (a) Date.
- (b) Time of Casualty.
- (c) Recommended for - **See Note 1.**
- (d) Nature of Casualty - **See Note 2.**
- (e) **Location**
  - (i) India - **See Note 3.**
  - (ii) Abroad – **See Note 4.**
- (f) Cause of Casualty - **See Note 5.**
- (g) Brief description of circumstances leading to casualty – in one paragraph (not exceeding 100 words).
- (h) Diagnosis– **See Note 6.**
- (j) In Aid to Civil Power (Yes/No to be given).

**4. NOK Details**

- (a) Name of NOK.
- (b) Relationship.
- (c) **Permanent Address**
  - (i) House No/Mohalla/Street.
  - (ii) Village.
  - (iii) Tehsil.
  - (iv) District.
  - (v) State.
  - (vi) PIN Code.
  - (vii) Mobile/Tele No.
  - (viii) Email ID.
- (d) **Present Address of NOK**
  - (i) House No/Mohalla.
  - (ii) Village.
  - (iii) Tehsil.

- (iv) District.
  - (v) State.
  - (vi) PIN Code.
  - (vii) Mobile/Tele No.
  - (viii) Email ID.
- (e) Whether NOK informed or Not (Yes/No).

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**INSTRUCTIONS FOR COMPILED DETAILED REPORT**

**Notes :-**

1. The type of casualty recommended for will be either Battle Casualty (BC) or Physical Casualty (PC).
2. Nature of casualty will be selected from the following:-
  - (a) Killed in action.
  - (b) Killed.
  - (c) Died.
  - (d) Died of Wounds/Injuries.
  - (e) Wounded/Injured.
  - (f) **Missing**
    - (i) Believed killed.
    - (ii) Believed POW.
    - (iii) Believed drowned.
    - (iv) Fate unclear.
3. In case casualty occurs in India, the following compulsory details will be given:-
  - (a) On duty or otherwise (specify).
  - (b) State.
  - (c) District.
  - (d) Area/post/village/town.
  - (e) Operation.
  - (f) Sector (under which location falls).
  - (g) Peace/Field/CI Area/CT operations or High Altitude Area (HAA). In case of HAA, altitude of the location.
  - (h) On International Boundary (IB)/Line of Control(LC)/Line of Actual Control(LAC)/Actual Ground Position Line(AGPL).
  - (i) Brigade.
  - (k) Division.
  - (l) Corps.
  - (m) Command.
  - (n) Hospital Name.
  - (o) Location of Hospital.

4. In case casualty occurs outside India, the following compulsory details will be given:-
  - (a) Name of Country.
  - (b) Name of Peace keeping msn/Training Team/Expedition.
  - (c) Name of area/post/village/town/hospital.
  - (d) Sector/Brigade.
5. The cause of casualty will be selected from the following with sub causes, if known:-
  - (a) Enemy action.
  - (b) Terrorists action (to include terrorists/militants/insurgents/anti-national elements (ANE)/undergrounds (UGs)/anti- social elements etc).
  - (c) IED (by terrorists to include terrorists/militants/ insurgents/anti-national elements (ANE)/undergrounds (UGs)/anti-social elements etc).
  - (d) Bomb Blast (by terrorists to include terrorists/militants/ insurgents/anti-national elements (ANE)/undergrounds (UGs)/anti-social elements etc).
  - (e) Operational duties/action against enemy forces/armed hostilities.
  - (f) Unintentional killing by own troops during the course of duty.
  - (g) Action during deployment with Peace keeping missions abroad.
  - (h) Border skirmishes.
  - (i) Laying/Clearance of mines including enemy mines.
  - (k) Mine-sweeping operations.
  - (l) Accidental explosion of mines while laying operationally oriented mine fields.
  - (m) Lifting/negotiating mine fields laid by enemy or own forces.
  - (n) Exploding mines on way to an operational area.
  - (o) Extremist activities.
  - (p) Battle inoculation/Field firing.
  - (q) Training exercise.
  - (r) Training demonstration with live ammunition.
  - (s) Flying operations involved in rehearsing of war plans and implementation of operational instructions including international exercises.
  - (t) Combat operational tactical sorties in preparation for war.
  - (u) Valley flying mission involving operating at ultra-low levels.
  - (v) All operations undertaken during peace times like support operations, live ORP, Recce, ELINT, survey and induction trials for new weapons.
  - (w) Flying missions involving landings on the Advance Landing Grounds.
  - (x) Kidnapping by extremists while on operational duty.
  - (y) Poisoning of air/water/rations by enemy agents.
  - (z) Killed/wounded by own troops running amok.

(aa) Killed/wounded due to spread of terror during leave/in transit because of being Army personnel.

(ab) Extreme weather/terrain conditions.

(ac) Suicide/suspected Suicide.

(ad) Disease/illness.

(ae) Murder.

(af) Mysterious death.

(ag) **Natural Calamities**

(i) Floods.

(ii) Avalanches.

(iii) Landslide/shooting stones.

(iv) Cyclone/storm.

(v) Fire due to natural causes.

(vi) Lightening strike.

(vii) Drowning.

(ah) **Accidental Causes (specify if during the course of action along the borders and in CI/CT Operations)**

(i) Accidental Fire.

(ii) Electrocution.

(iii) Wild animals including Snake Bite or bite of any poisonous insect.

(iv) Accidental Drowning.

(v) Malfunction of weapon/ammunition/equipment.

(vi) Participation in organised sports event.

(vii) Adventure activities/expeditions.

(viii) Any other Training activity.

(ix) Military Transport accident while travelling in:-

(aaa) Government Vehicle.

(aab) Hired Vehicle.

(aac) Private Vehicle.

(aad) Sea journey (Government/Private/Hired Vessel).

(aae) Air journey(Government/Private/Hired Air Craft).

(aaf) Train journey.

(aj) Any other reasons for casualty, if not mentioned above.

6. Diagnosis details will be as indicated by the Medical Authority.

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**Appendix 'F' to AO 5/2020/MP**  
**(Refers to Para 23)**

**SPECIMEN E- POST MESSAGE FOR REPORTING CASUALTIES TO NOK**

1. E-Post message from a unit to the NOK of a deceased OR.

To Address
------------

From Address
--------------

DEEPLY REGRET TO INTIMATE YOUR HUSBAND NO XXXXX RANK XXXX NAME XXXXXX EXPIRED MILITARY HOSPITAL HISAR APRIL TWENTY DUE TO XXXXX STOP PLEASE ACCEPT SINCERE CONDOLENCES

---

Sig of Unit Officer

Unit Seal

2. E-Post message from a unit to the NOK of an officer who is on the DI list.

(a)

To Address
------------

From Address
--------------

REGRET TO INTIMATE YOUR HUSBAND IC- XXXXX RANK XXXX NAME XXXXXX DANGEROUSLY ILL MARCH TWENTY STOP DISEASE XXXXXX STOP ADMITTED MILITARY HOSPITAL XXXXXX

---

Sig of Unit Officer

Unit Seal

(b)

To Address
------------

From Address
--------------

OUR E-POST MESSAGE MARCH TWENTY STOP YOUR HUSBAND IC- XXXXX RANK XXXX NAME XXXXXX REMOVED FROM DANGEROUSLY ILL LIST AND PLACED ON SERIOUSLY ILL LIST MARCH THIRTY STOP PROGRESSING SATISFACTORILY

---

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Sig of Unit Officer

Unit Seal

(c)

To Address

From Address

---

OUR E-POST MESSAGE MARCH THIRTY STOP HAPPY TO INTIMATE YOUR HUSBAND  
IC- XXXXXX RANK XXXXX NAME XXXXXX NO LONGER SERIOUSLY ILL

---

Sig of Unit Officer

Unit Seal

3. E- post message from IHQ of MoD (Army) to the NOK of an officer aboard missing aircraft.

To Address

From Address

---

REGRET TO INTIMATE THAT AIRCRAFT IN WHICH YOUR SON IC – XXXXX RANK XXXX  
NAME XXXXXX WAS TRAVELLING REPORTED MISSING MARCH FIFTEEN STOP  
SEARCH IN PROGRESS STOP FURTHER INFORMATION WILL BE SENT IMMEDIATELY  
ON RECEIPT

---

Sig of concerned section officer

Unit Seal

4. E- post message from a unit to the NOK of OR missing believed drowned (other than battle casualties).

To Address

From Address

---

REGRET TO INTIMATE YOUR SON NO XXXXXX RANK XXXXXX NAME XXXXXXX  
MISSING BELIEVED DROWNED WHILE CROSSING RIVER XXXXXXXX APRIL FIFTH  
STOP ALL EFFORTS BEING MADE TO TRACE HIM STOP FURTHER INFORMATION WILL  
BE INTIMATED WHEN AVAILABLE

---

Sig of Unit Officer

Unit Seal

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5. E- post message from IHQ of MoD (Army) to the NOK of an officer missing in operations.

To Address

From Address

---

REGRET TO INTIMATE YOUR SON IC – XXXXX RANK XXXX NAME XXXXXXXX  
REPORTED MISSING IN ACTION AUGUST FIFTH STOP FURTHER INFORMATION WILL  
BE SENT IMMEDIATELY ON RECEIPT

---

Sig of concerned section officer

Unit Seal

6. E- post message from unit to the NOK of an OR, cause of whose death is suspected suicide.

To Address

From Address

---

DEEPLY REGRET TO INTIMATE YOUR SON NO XXXXX RANK XXXXX NAME XXXXXXXX  
EXPIRED ON MAY NINE STOP CAUSE OF DEATH SUSPECTED SUICIDE STOP DETAILS  
BEING ASCERTAINED THROUGH COURT OF INQUIRY STOP FURTHER COMMUNICA-  
TION WILL FOLLOW

---

Sig of Unit Officer

Unit Seal

**RESTRICTED**

**Appendix 'G' to AO 5/2020/MP**

(Refers to Para 31)

**AFBC - 1**

**BATTLE CASUALTY REPORT**  
**(FORMAT)**

**DEGREE OF PRECEDENCE**      **(ACTION/INFO)**

FROM : \_\_\_\_\_ DTG - \_\_\_\_\_ 1000 (See Note 2)  
TO : \_\_\_\_\_ SECURITY CLASSIFICATION  
INFO : \_\_\_\_\_ (See Note 1) ORIGINATOR NO – (See Note 3)

ALFA (.) JCO (.) KILLED / WOUNDED / MISSING – (See Note 4)

BRAVO (.) OR (.) KILLED / WOUNDED / MISSING – (See Note 4)

CHARLIE (.) OFFR WOUNDED (.) – (See Note 5)

DELTA (.) OFFR KILLED (.)

ECHO (.) OFFR MISSING (.)

FOXTROT (.) CIV (.)

GOLF (.) CHANGES (.)

**Notes :-**

1. Put in additional information / addresses in the space provided. Delete Reinforcement and Casualty section if not functioning and fill in details of action addressee.
2. Insert only date in Date – Time Group. Recipients will assume this pertains to casualties in the preceding 24 hours period.
3. BC No to be inserted in originators number column. No other originator number is required.
4. Casualty figures to be spelt out for figures exceeding 9 e.g. 16 as ONE SIX.
5. Particulars of officers should include No with check digit, Rank, Name and Parent Arms (in case of attached officers only)

SPECIMEN OF MESSAGE

OP IMMEDIATE / PRIORITY

DTG : 050930

FROM:XXXXXX

RESTD

TO : INDARMY (MP-5 (D))

BC 03

INFO :

BC (.)

ALFA (.) JCO (.) K (.) ONE (.) W (.) TWO FOUR (.) M (.) NIL (.)

BRAVO (.) OR (.) K (.) THREE (.) W (.) THREE FIVE (.) M (.) ONE (.)

CHARLIE (.) OFFR (.) W (.) IC – XXXX RANK XXXX NAME XXXXXX COMMA IC – XXXX RANK  
XXXX NAME XXXXXX (.)

DELTA (.) OFFR (.) K (.) IC – XXXX RANK XXXX NAME XXXXXX (.)

ECHO (.) M (.) NIL (.)

FOXTROT (.) CIV (.) NIL (.)

GOLF (.) REF OUR BC SER 02 (.) JCO WOUNDED TWO ONLY (.)

---

MAJ P K SINGH

PAGE ONE OF ONE

ADJT

2234

---

CASE FILE NO :

MAJOR

DATED : \_\_\_\_\_

(TOR \_\_\_\_\_)

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**Appendix 'H' to AO 5/2020/MP**  
**(Refers to Para 36)**

**AFBC - 2**

**NOMINAL ROLL OF BATTLE CASUALTIES TO BE FORWARDED**  
**WITHIN 72 HOURS OF FORWARDING OF AFBC-1**

UNIT NAME \_\_\_\_\_ OP \_\_\_\_\_ Page ..... of .....

UNIT SUS NO	1	2	3	4	5	6	7
DATE	8	9	10	11	12	13	
PARENT ARM	14	15	16	17			

FORMATION \_\_\_\_\_

FOR EDP USE ONLY				
18	19	20	21	22
23				
24				

SECTOR \_\_\_\_\_

COMMAND \_\_\_\_\_

REFER TO AFBC-1  
SER NO \_\_\_\_\_

25	26	27	28	29
----	----	----	----	----

Ser No	Army Number	Rank	Name	Trade	Type of Casualty	Reason for Casualty	Date of Casualty	Remarks
30-32	33-42	43-44	45-64	65-67	68	69-70	71-76	

**PART I : OFFICERS**

**PART II : JCOs/OR**

**Notes :-**

1. Preprinted numbers, as shown will be reproduced in all forms.
2. Boxes marked "FOR EDP USE ONLY" will be left blank.
3. Nominal roll must be prepared in double spacing.
4. Name must be fully abbreviated using initials to fit into 20 characters. For example JANDYALA MURALI VENKATA LAXMI HANUMANtha VARA PRASAD as JMLHV PRASAD.
5. Only one line will be used for each individual.
6. For type of casualty – codes K for Killed, M for Missing and W for wounded will be used. Appendix 'J' refers.
7. Reason for casualty i.e. cause and description will be specified from Appendix 'J' and parent Arm from Appendix 'K'.
8. All dates will be written in DDMMYY format. For example, 14 March 2017 will be written as 140317.
9. Trade, in case of officer will be shown as 'Not Applicable'.

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**CAUSE OF CASUALTY**

1. Cause to be selected from the following:-

(a) **BC Cause**

- (i) Enemy action.
- (ii) Terrorist action (to incl Militants, Foreign militant, terrorists, ANEs, UGs as also Improvised Explosive Device (IED) and Bomb blasts caused by the above).
- (iii) Environmental.
- (iv) Accidental.
- (v) Others.

(b) **PC Cause**

- (i) Disease.
- (ii) Accident.
- (iii) Others.

2. Description for BC to incl the following:-

(a) **Enemy Action**

- (i) Gun Shot Wound (GSW).
- (ii) Splinter Injuries - enemy shelling.
- (iii) Enemy attack/skirmish or BAT action on border.
- (iv) Other (specify).

(b) **Terrorist Action**

- (i) GSW.
- (ii) Splinter.
- (iii) Accidental.
- (iv) IED Blast.

(v) Other (Specify).

(c) **Environmental**

- (i) Floods.
- (ii) Avalanches.
- (iii) Land Slide.
- (iv) Other (Specify).

(d) **Accidental**. Specify type and cause of accident (eg MT, accidental fire etc).

(e) **Others**. Specify, if not covered under any of the above including training.

3. Description for PC to be specified for the causes mentioned in Para 1 (b).

4. Diagnosis to include Medical diagnosis if applicable.

5. Hospital will give name and location of hospital where individual expired, else NA (Not Applicable).

6. Borders will indicate the following in the case of Battle Casualty:-

- (a) IB.
- (b) LC.
- (c) LAC.
- (d) AGPL.
- (e) Others.

7. Nature of casualty to indicate the following:-

- (a) K - KILLED.
- (b) M - MISSING.
- (c) W - WOUNDED.

**Appendix 'K' to AO 5/2020/MP**  
**(Refers to Para 41)**

**CODES FOR ARM/SERVICES**

1. Headquarters Formations	M 0000
2. IHQ of MoD (Army)	M 0010
3. Static Headquarters	M 0020
4. Armoured Corps	M 0100
5. Horsed Cavalry	M 0110
6. Presidents Body Guards	M 0120
7. Mechanised Infantry	M 0150
8. Artillery	M 0200
9. Air Defence Artillery	M 0250
10. Army Aviation	M 0260
11. Corps of Engineers	M 0300
12. Corps of Signals	M 0400
13. Infantry Less Gorkhas	M 0500
14. The Brigade of Guards	M 0510
15. Infantry Gorkhas	M 0600
16. Army Service Corps (Sup)	M 0700
17. Army Service Corps (MT)	M 0710
18. Army Service Corps (AT)	M 0720
19. Army Service Corps (Catering)	M 0730
20. Army Service Corps Centre North	M 0740
21. Army Service Corps Centre South	M 0750
22. Army Service Corps SD	M 0760
23. Army Service Corps (Unspecified)	M 0770
24. Army Postal service	M 0800
25. Army Medical Corps	M 0900
26. Military Nursing Services	M 0910
27. Army Dental Corps	M 1000
28. Army Ordnance Corps	M 1100
29. Corps of Electrical and Mechanical Engineers	M 1200
30. Remount Veterinary Corps	M 1300
31. Military Farms	M 1400

**Appendix 'K' to AO 5/2020/MP (contd)**

32.	Army Education Corps	M 1500
33.	Intelligence Corps	M 1600
34.	Judge Advocate General Department	M 1700
35.	Army Physical Training Corps	M 1800
36.	Pioneer Corps	M 1900
37.	Special List Officers (QM)	M 2000
38.	Special List Officers (RO)	M 2100
39.	Special List Officers (Others)	M 2200
40.	Movement Control	M 2300
41.	Ground Liaison and Rear Air Support Organisation (GL & RASO)	M 2400
42.	Corps of Military Police (Provost)	M 2500
43.	Transit Camps	M 2600
44.	Category A Establishments	M 2700
45.	Recruiting (Rtg)	M 2800
46.	Unspecified ERE	M 5000
47.	Military Engineers Service (MES)	M 5300
48.	Task Force	M 5310
49.	Survey of India	M 5320
50.	Signals (ORA) (Other than Regular Army)	M 5400
51.	Infantry (JAK LI) (ORA) (Other than Regular Army)	M 5500
52.	Rashtriya Rifles (ORA) (Other than Regular Army)	M 5510
53.	Army Service Corps (MT) (ORA) (Other than Regular Army)	M 5710
54.	Army Postal Service (ORA) (Other than Regular Army)	M 5800
55.	Army Dental Corps (ORA) (Other than Regular Army)	M 5900
56.	Army Medical Corps (ORA) (Other than Regular Army)	M 5910
57.	Corps of Electrical and Mechanical Engineers (ORA) (Other than Regular Army)	M 6000
58.	Pioneers (ORA) (Other than Regular Army)	M 6900
59.	Category A Establishment (ORA) (Other than Regular Army)	M 7700
60.	Defence Security Force (DSC)	M 8000
61.	Actual Repeated Authorisation (ARA)	M 8100
62.	Assam Rifles	M 8110
63.	Research and Development (R&D)	M 8200

**Appendix 'K' to AO 5/2020/MP (contd)**

64.	Directorate General Quality Assurance (DGQA)	M 8300
65.	TA Headquarters (Blank)	M 8400
66.	TA Headquarters (Blank)	M 8410
67.	TA Headquarters (Blank)	M 8420
68.	TA Artillery (Permanent)	M 8423
69.	TA Artillery (Part Time)	M 8430
70.	TA Engineers (Permanent)	M 8450
71.	TA Engineers (Part Time)	M 8460
72.	TA Signals (Permanent)	M 8470
73.	TA Signals (Part Time)	M 8480
74.	TA Infantry (Permanent)	M 8490
75.	TA Infantry (Part Time)	M 8500
76.	TA Medical (Permanent)	M 8550
77.	TA Medical (Part Time)	M 8560
78.	TA Electrical and Mechanical Engineers (Permanent)	M 8570
79.	TA Electrical and Mechanical Engineers (Part Time)	M 8580
80.	TA Unspecified	M 8590
81.	Directorate General Border Road (DGBR)	M 8600
82.	National Cadet Corps (NCC)	M 8700
83.	National Security Guards (NSG)	M 9600
84.	General Reserve Engineer Force (GREF)	M 9700
85.	Establishment No 22	M 9800
86.	Special Frontier Force (SFF)	M 9810
87.	Miscellaneous	M 9900
88.	Headquarters Formation (ORA) (Other than Regular Army)	M 9950

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**Appendix 'L' to AO 5/2020/MP**  
**(Refers to Para 46)****AFBC - 3**

NAME OF HOSPITAL \_\_\_\_\_ OP \_\_\_\_\_

Hospital SUS No	1	2	3	4	5	6	7	
Date	8	9	10	11	12	13		
Location of Hospital	14							
	P	F	(P for Peace area, F for Field area, Score out whichever is inapplicable)					

Formation \_\_\_\_\_

Sector \_\_\_\_\_

Command \_\_\_\_\_

FOR EDP USE ONLY				
15	16	17	18	19
20	21			

AFBC - 3 Ser No \_\_\_\_\_

22	23	24	25	26	27	28

Ser No	Army No	Rank	Name	Type of Casualty	Diagnosis	Date of Casualty	Hospital which transferred (SUS No only, for transfer cases)	Arm	Unit casualty status SUS (SI/DI Cases)
29 - 31	32 - 41	42 - 43	44	45 - 46	47 - 52	53 - 58	59 - 65	66	67 - 75

**PART I: OFFICERS****PART II: JCOs/OR****Notes :-**

1. Preprinted numbers, as shown will be reproduced in all forms.
2. Boxes marked "FOR EDP USE ONLY" will be left blank.
3. Nominal roll must be prepared in double spacing.
4. Name must be fully abbreviated using initials to fit into 20 characters. For example JANDYALA MURALI VENKATA LAXMI HANUMANTHA VARA PRASAD as JMLHV PRASAD.
5. Only one line will be used for each individual.
6. For type of casualty – codes K for Killed, M for Missing and W for wounded will be used. Appendix 'J' refers.

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7. Reason for casualty i.e. cause and description will be specified from Appendix 'J' and parent Arm from Appendix 'K'.

8. All dates will be written in DDMMYY format. For example, 14 March 2017 will be written as 140317.

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**Appendix 'M' to AO 5/2020/MP**  
**(Refers to Para 50)****FORMAT OF RECORD OFFICE PART II ORDER**

GROUP : IA	LAST BC PART II ORDER NO : 007/2017	DATED : 14 FEB 2017
------------	-------------------------------------	---------------------

SUS NO :	BC PART II ORDER NO : 008/2017	DATED : 20 MAR 2017
----------	--------------------------------	---------------------

RECORD OFFICE : THE JAT REGT	UNIT : 8 JAT	LOCATION : JAMMU & KASHMIR (RAMBAN)
------------------------------	--------------	-------------------------------------

FORMATION : BDE / DIV / CORPS	COMMAND : NORTHERN	SECTOR : POONCH SECTOR
-------------------------------	--------------------	------------------------

OPERATION : OP RAKSHAK	TOTAL NUMBER : TWO OF SHEETS	SHEET NO : ONE OF TWO
------------------------	------------------------------	-----------------------

**BATTLE CASUALTY**

Ser No	Army No	Rank	Name	Unit	Type of Casualty	Date of Casualty	Date of SOS
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Marital Status (If married; Name and address of the Wife)	Class / Sub Class	District / State	Name, Relationship & address of Next of Kin indicating state	Details of children with ages	Remarks
(9)	(10)	(11)	(12)	(13)	(14)

**Note** :- Column 9 onwards need not be repeated in subsequent reports in case of change of station.

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**Appendix 'N' to AO AO 5/2020/MP**  
**(Refers to Para 53)**

**SPECIMEN FOR BATTLE CASUALTY CERTIFICATE**  
**FOR FATAL AND NON FATAL CASUALTY**  
**(To be issued by IHQ of MoD (Army), MP 5(D) only)**

**BATTLE CASUALTY CERTIFICATE IN RESPECT OF NO XXXXXX RANK XXXX**  
**NAME XXXXXXXXXX**

1. The following casualty is classified as Battle Casualty:-

- (a) Personal No, Rank and Name : XXXXXXXXXXXXXXXXXXXXXXXX  
(b) Regt/Corps : XXXXXXXXXXXXXXXXXXXXXXXX  
(c) Unit (Present/Parent) : XXXXXXXXXXXXXXXXXXXXXXXX  
(d) Operation : XXXXXXXXXXXXXXXXXXXXXXXX  
(e) Classification of casualty : BATTLE CASUALTY FATAL/  
NON FATAL  
(f) Nature, Date and Cause of Injury/: XXXXXXXXXXXXXXXX  
Death  
(g) Auth for Battle Casualty : Para xxxx of Appx 'A' to AO 5/2020/MP  
(h) Name and Relationship  
of Next of Kin : XXXXXXXXXX (wife/mother/father)

2. Address of NOK

**Permanent Address**

House No -XXXX  
Vill -XXXX  
PO -XXXX  
Tehsil -XXXX  
Dist -XXXX  
State -XXXX  
PIN -XXXX

**Present Address**

House No -XXXX  
Vill -XXXX  
PO -XXXX  
Tehsil -XXXX  
Dist -XXXX  
State -XXXX  
PIN -XXXX

Stamp

(XXXXXXXX)  
Maj Gen  
ADG MP  
For Adjutant General

**Distribution:-**

- (a) Concerned Record Office.
- (b) Officer-in-Charge, Grants-4 Section (ORs), O/o The PCDA (P), Allahabad.
- (c) Unit concerned.
- (d) NOK (in case of fatal).
- (e) Individual concerned (in case of non fatal).
- (f) Def Pension Contact Cell, HQ Allahabad Sub Area, Allahabad.
- (g) Rajya Sainik Board.
- (h) Zila Sainik Board, Distt- New Delhi.
- (i) Kendriya Sainik Board, New Delhi.
- (k) DIAV, Delhi Cantt.
- (l) MP-8 (I of R).
- (m) MISO/PSG(OMS), DGIS Enclave, Opp USI/IDSA, Rao Tula Ram Marg New Delhi-10.
- (n) CW Coord.
- (o) PCDA (O) Pension Cell, Pune-411001.
- (p) PCDA(O) Army List Section, Pune-411001.
- (q) PCDA(O) LW-1 Section, Pune-411001.
- (r) PCDA (O) LW-II Section, Pune-411001.
- (s) GHO Income Tax Officer, Pune-411001.
- (t) PS to RRM.
- (u) Min of Def/D (AG).
- (v) Min of Def/Pen-C.
- (w) MA to VCOAS.
- (x) AG Coord.
- (y) MP 1 (Coord).
- (z) Addl DG PS.
- (aa) DG C&W.
- (ab) PS-3(a).
- (ac) PS-3(b).
- (ad) PS-4(c).
- (ae) PS-4(d).
- (af) PS-4(e).
- (ag) DV-2.
- (ah) CW-3.
- (aj) CW-9/AOBF.
- (ak) AWWA.
- (al) AWHO.
- (am) AGI Dte.
- (an) MP-5(A).
- (ao) MP-5(B).
- (ap) MP-6 (Concerned Serving Section).
- (aq) MS 11.
- (ar) Addl DG APS-7 (PLI Cell).
- (as) DG Resettlement.

**Note :-** From Ser (a) to (n) in case of JCOs/OR only.

Appendix 'O' to AO 5/2020/MP

(Refers to Para 59)

GOVERNMENT OF INDIA, MINISTRY OF DEFENCE LETTER NO A/01831/Org 3  
(RR&C)(K)/11420/D (AG-1) DATED 14 SEP 64

Subject : Procedure for presumption of death of army personnel reported missing.

I am directed to say that from time to time, due to exigencies of service, Army Personnel in operational and non-operational areas are reported missing under varying circumstances. In accordance with the system followed in the past death is to be presumed in respect of those who cannot be traced after a lapse of time.

I am to say that the procedure laid down in the succeeding paragraphs will be followed in all cases when death is to be presumed.

Subject : Procedure for personnel reported missing in non-operational areas

1. Normally a person reported missing in a non-operational area should not be declared as dead unless his body is subsequently recovered or there is irrefutable circumstantial evidence to justify assumption of death. When these conditions are not fulfilled, he will continue to be reported 'missing' and death will be required to be presumed subsequently.

2. Court of Inquiry will be convened in all cases of personnel reported missing in non-operational areas. All available evidence will be scrutinized including reports of the civil police of the area. The Court on the basis of the evidence available will give its opinion as to whether a missing person is to be presumed dead or not.

3. On receipt of the opinion of the Court of Inquiry to the effect that the missing person should be presumed dead, and on completion of all possible investigations but not later than six months from the date following that on which a person was reported missing, action should be initiated to presume death for official purposes. The date of presumption of death will, however, be the date on which the person was originally reported missing e.g. the orders for presumption of death in respect of a person reported missing with effect from 1<sup>st</sup> Jan, 1964, will be issued on or after 2<sup>nd</sup> July, 1964. He will, however, be presumed dead with effect from 1<sup>st</sup> January, 1964.

4. **Action to be taken to presume the death of the missing officers.** The unit concerned will forward a copy of the Court of Inquiry proceedings to Army Headquarters, Adjutant General's Branch, MP 5 (D) who will write to the next-of-kin intimating him or her of the opinion of the Court of Inquiry and enquiring whether he or she has any objection of the death being presumed. On receipt of the consent of the next-of-kin, the Adjutant General's Branch will issue the necessary letter to the next-of-kin announcing the presumption of the death of the officer and will inform the Ministry of Defence and all others concerned accordingly. These formalities should be completed within a period of two months. In no case will death be presumed against the wishes of the next-of-kin.

5. **Action to be taken to presume death of missing JCOs and OR.** The unit concerned will forward a copy of the Court of Inquiry proceedings to the Sub Area or equivalent Commander and request him to issue necessary orders for the presumption of death. In the case of JCOs, however the next-of-kin will be informed about the proposed presumption of death and their consent obtained.

This action should be completed within a period of two months. Death of JCOs will not be presumed against the wishes of their next-of-kin.

6. Copies of the orders of the presumption of death when issued by the competent authority will be forwarded to the next-of-kin in the case officers by Army Headquarters, Adjutant General's Branch MP 5(D) and in the case of JCOs and OR by the unit concerned under intimation to Army Headquarters. A death certificate as shown in Annexure 'I' will be issued if required. The presumption will also be notified through Part II Orders.

**Procedure for personnel reported missing in operational areas whilst not in action**

7. The procedure indicated in paras 2 to 6 will also apply in the case of personnel reported missing in operational areas whilst not in action.

**Procedure for personnel reported missing in operational areas whilst in action**

8. **Action.** 'Action' for the purpose of these instructions will generally denote actual operations against hostile forces. Under peace conditions an encounter with troops or border police of a foreign country in defence of national territory or carrying out foreign assignments under the orders of the Government will be treated as enemy action.

9. A person reported missing in action will not be declared as killed in action unless his body is subsequently recovered or seen and identified by a reliable witness. Collateral evidence leading to a reasonable assumption of death may however be accepted from two reliable witnesses. Where these conditions are not fulfilled personnel will continue to be reported as missing and will subsequently be required to be presumed killed in action.

10. The investigation of cases of personnel reported as missing will be started by the Headquarters of the force with which the personnel were serving as soon as possible after the receipt of such report. Investigation will be carried out mainly by interrogating persons in hospital or in the unit who were in action with the missing personnel, and by approaching the next-of-kin to ascertain whether any information is available with them.

11. Headquarters of the force concerned will communicate the result of their investigations together with the names and other particulars of persons who, they consider, may be able to furnish further information regarding the missing personnel to the Adjutant General's Branch, MP 5(D), in respect of officers and to the Record Offices concerned in respect of JCOs and OR.

12. The Adjutant General's Branch or the Record Office concerned as the case may be, will examine the case of missing personnel by stages on the basis of the evidence which it has been possible to obtain from Headquarters of the force concerned and from other sources e.g. Red Cross Society. After sufficient time has elapsed during which all practicable methods of investigation have been tried and no evidence can be obtained to the effect that the person is still alive but not later than six months from the date following that on which a person was reported missing, action should be initiated to presume him killed in action for all official purposes. The date of presumption of death will, however, be the original date e.g. the orders for the presumption of death in respect of personnel reported missing with effect from 1<sup>st</sup> January 1964 will be issued on or after 2<sup>nd</sup> July 1964. The personnel will, however, be presumed killed in action with effect from 1<sup>st</sup> January 1964. The circumstances in which the person became missing will determine to a considerable extent whether it is necessary or not to wait for full six months before taking steps for presuming death. If for instance

other persons who were reported missing at the same area continue to be reported as alive, the presumption of death may have to be kept pending for the full period prescribed.

13. **Action to be taken to presume the Death of Missing Officers.** *In the case of officers the Adjutant General's Branch, MP 5(D) will ask the Headquarters of the force in which the officer was serving whether they can supply any further information beyond that specified in the preceding paragraph. If satisfied that the presumption of death is justifiable, the Adjutant General's Branch will write to the next-of-kin enquiring whether he or she has any objection to death being presumed or can suggest any reason why it should not yet be presumed. If the reply received from next-of-kin permits of death being finally presumed, the Adjutant General's Branch will issue the necessary letter to the next-of-kin announcing the presumption of death and will inform the Ministry of Defence accordingly. These formalities should be completed within a period of two months. In no case will death be presumed against the wishes of the next-of-kin, ie, without concurrence/confirmation of the NOK.*

14. **Action to be taken to presume Death of JCOs and OR.** The Record Office concerned will ascertain whether the Headquarters of the force with which the missing person was serving, his unit and his next-of-kin have had any further information. If it is proved that no further information can be obtained, the officer-in-charge Records will then issue orders that the missing person has been presumed killed in action for all official purposes and copies of the order will be sent by the Record Office to the next-of-kin and Army Headquarters, MP 5(D). In the case of JCOs the prior consent of the next-of-kin will be obtained. These formalities should be completed within a period of two months. Death of JCOs will not be presumed against the wishes of their next-of-kin, ie, without concurrence/confirmation of the NOK.

15. Copies of the orders of the presumption of death when issued by the competent authority will be forwarded to the next-of-kin in the case of officers by Army Headquarters, Adjutant General's Branch, MP 5(D) and in the case of JCOs, and ORs by the Record Office concerned under intimation to Army Headquarters. A death certificate as shown in Annexure 'II' will be issued if required. The presumption of death will also be notified through Part II Orders.

APPLICABILITY

16. Cases of personnel reported missing subsequent to 8<sup>th</sup> September 1962, which have not yet been settled and are still pending would be regulated in accordance with these orders.

Procedure for cases where death cannot be presumed for various reasons

17. In cases where special circumstances exist for not declaring a missing person dead in accordance with the above procedure, a Government order will be obtained by the Army Headquarters.

18. This issues with the concurrence of the Ministry of Finance (Defence) vide their UO No 3618-PA of 1964. This Ministry's letter No A/01831/MP 5(D) (f)573-S/D)AG-1) dated the 5<sup>th</sup> August 1963 may be treated as cancelled.

**Annexure I to Appendix 'O' to AO 5/2020/MP**  
**(Refers to Para 6 of Appendix 'O')**

**FOR THOSE OTHER THAN BATTLE CASUALTIES**

**DEATH CERTIFICATE**

1. Certified that (No, Rank, Name, Unit / Regt ..... has been presumed for official purposes to have died on (same date as that on which missing) (Name of place or area) whilst on duty.\*
  
2. Given at ..... this day of .....

(SEAL OF OFFICE)

Signature of the issuing authority  
Designation and date

**\*Note** :- This may be suitably modified depending on the circumstances e.g. while crossing a river on bonafide official duty, while on duty in aid of civil power and the like.

**Annexure II to Appendix 'O' to AO 5/2020/MP**  
**(Refers to Para 15 of Appendix 'O')**

**FOR BATTLE CASUALTIES**

**DEATH CERTIFICATE**

1. Certified that (No, Rank, Name, Unit / Regt ..... has been presumed for official purposes to have been killed in action on (same date as that on which missing) in (Name of theatre of war).
2. Given at ..... this day of .....

(SEAL OF OFFICE)

Signature of the issuing authority  
Designation and date

136.48  
26/10/2020 11:45:51

**Appendix 'AA' to AO 5/2020/MP**

(Refers to Para 60)

**SPECIMEN FORMAT LETTER OF CONDOLENCE**

1. On behalf of all ranks of (unit) I write to express my deep sympathy and condolences on the sad and untimely demise of your husband No xxxxxxx Rank xxxxxx Name xxxxxxx on 17 Mar 2020 at Military Hospital, Hisar as a result of an accident.
2. Your husband was in good health on the morning of 16 Mar 2017 and was detailed to carry out a reconnaissance of training areas. He was proceeding from the unit lines in a vehicle, which unfortunately was involved in a head on collision with a civilian bus. Your husband was in the front seat and sustained serious head injuries as a result of which he became unconscious. He was immediately moved to hospital where despite all efforts he succumbed to his injuries at 1500 hours the following day without regaining consciousness.
3. May God keep his departed soul in peace and may he also give you the strength to bear this loss with courage and fortitude.

**Note** :- This is for guidance. The wordings may be suitably changed where necessary.

**Appendix 'AB' to AO 5/2020/MP**

(Refers to Para 61(a))

**SPECIMEN SECOND LETTER OF CONDOLENCE**  
**(BATTLE CASUALTY OF OFFICERS/ JCOs /OR)**

**BY RAKSHA MANTRI**

March 2020

Dear Smt XXXXXX

1. I am grieved to learn about the martyrdom of your son/husband, Rank and Name on 11<sup>th</sup> March 2020. Like a true soldier, he laid down his life during fire fight with terrorists in the service of our country. The entire Nation is with you in this hour of grief.
2. Please accept my heartfelt condolences. May God give you strength to bear this irreparable loss.
3. May his soul rest in peace.

Yours sincerely,

शोक संदेश

प्रियश्रीमतीXXXXXXजी

मार्च 2020

मुझे आपके पुत्र/पति XXXXXX के निधन का समाचार सुनकर गहरा दुःख हुआ । मेरी संवेदना आपके साथ है । देश के रक्षा हेतु जम्मू कश्मीर में उग्रवादियों के साथ मुठभेड़ के दौरान उन्होंने एक सच्चे सिपाही की तरह अपने प्राण न्योछावर कर दिए।

आपके और आप के परिवारजनों के प्रति मेरी सहानुभूति है । ईश्वर आपको यह अपूर्णीय क्षति सहने की शक्ति दे । साथ ही ईश्वर आप के स्वर्गीय पुत्र/पति की आत्मा को शांति प्रदान करे ।

भवदीय

**Appendix 'AC' to AO 5/2020/MP**  
**(Refers to Para 61 (b))**

**SPECIMEN SECOND LETTER OF CONDOLENCE**  
**(BATTLE CASUALTY OF OFFICERS)**

**BY COAS**

12884/MP 5(D)

Mar 2020

1. It is with deep sorrow and sympathy that I write to express my condolences, and that of all ranks of the Army, on the martyrdom of your son/husband, Rank xxxx Name xxxxxx of xxxxx, on **09 Mar 2020**. Rank xxxx Name xxxx made the supreme sacrifice for the Nation in the highest traditions of the Indian Army.

2. May God give you and your family the strength and courage to bear this irreparable loss. We share your grief and wish to assure you that we shall always be there to provide any assistance that you may need.

Yours Sincerely,

**CONDOLENCE (PHYSICAL CASUALTY OF OFFICERS)**

12884/MP 5(D)

Mar 2020

1. It is with deep sorrow and sympathy that I write to express my condolences, and that of all ranks of the Army, on the sad and untimely demise of your son/husband, Rank xxxx Name xxxxxx on 09 Mar 2020.

2. May God give you and your family the strength and courage to bear this irreparable loss. We share your grief and wish to assure you that we shall always be there to provide any assistance that you may need.

Yours Sincerely,

Appendix 'AC' to AO 5/2020/MP (contd)  
(Refers to Para 61(b))

**SPECIMEN SECOND LETTER OF CONDOLENCE**  
**(BATTLE CASUALTY OF JCOs / OR)**

**BY COAS**

12885/OR/MP 5(D)

Mar 2020

1. It is with deep sorrow and sympathy that I write to express my condolences, and that of all ranks of the Army, on the martyrdom of your husband, No xxxxxx Rank xxxx Name xxxxx of xxxxxx, on **11 Mar 2020** during fire fight with terrorists. Rank xxxx Name xxxx made the supreme sacrifice for the nation in the highest traditions of the Indian Army.

2. May God give you and your family the strength and courage to bear this irreparable loss. We share your grief and wish to assure you that we shall always be there to provide any assistance that you may need.

Yours Sincerely,

शोक संदेश

12885/ओ आर/जनशक्ति 5 (डी)

मार्च 2020

आदरणीय श्रीमती XXXXXXXX,

1. मैं, सेना के सभी अफसर, जेसीओ एवं जवानों की ओर से xxxxx में तैनात आपके पुत्र / पति ना xxxx रैंक xxxx नाम xxxxx के, 11 नवम्बर 2020 को, उग्रवादियों के साथ मुठभेड़ के दौरान, शहीद होने पर गहरा शोक प्रकट करता हूँ। रैंक xxxx नाम xxxx की मृत्यु से हमने एक सैनिक खो दिया है, जिसने देश की रक्षा करते हुए एक सच्चे सिपाही की तरह प्राण न्यौछावर कर दिये।

2. हमारी ईश्वर से प्रार्थना है कि आपको और आपके परिवार को यह अपूर्णीय क्षति सहने की शक्ति दे। हम दुःख की इस घड़ी में सदैव आपके साथ हैं और आपको विश्वास दिलाते हैं कि हम हमेशा आपकी सहायता के लिए तत्पर रहेंगे।

अत्यंत संवेदना के साथ,

भवदीय,

**Appendix 'AD' to AO 5/2020/MP**

(Refers to Para 61(c))

**SPECIMEN SECOND LETTER OF CONDOLENCE**  
**(PHYSICAL CASUALTY OF JCOs)**

**BY ADG MP (POLICY & PLANNING)**

12885/JCO/MP 5 (D)

Mar 2020

1. On behalf of Chief of the Army Staff and that of all ranks of the Army, I write to express my condolences on the sad and untimely demise of your husband, JC-xxxxxRankxxxxxx Namexxxxxxxx of xxxxxxxx who expired on 13 Mar 2020. In his death, we have lost a JCO who had devoted his life to the service of the Indian Army and the Nation.

2. May God give you and your family the courage and fortitude to bear this great loss. We wish to assure you that we shall always be there to provide any assistance that you may need.

Yours Sincerely,

शोक संदेश

12885/ओ आर/जनशक्ति 5 (डी)

मार्च 2020

1. मैं, सेनाअध्यक्ष और सेना के सभी अफसर, एवं जवानों की ओर से xxxxx में तैनात आपके पुत्र / पति न0 xxxx रैंक xxxx नाम xxxxx की 13 मार्च 2020 को हुई दुःखद एवं असामयिक मृत्यु पर शोक प्रकट करता हूँ। रैंक xxxx नाम xxxxx की मृत्यु से हमने एक ऐसा जेसीओ खो दिया है जिसने भारतीय सेना और देश की सेवा में अपना जीवन समर्पित कर दिया ।

2. हमारी ईश्वर से प्रार्थना है कि आपको और आपके परिवार को यह अपूर्णीय क्षति सहने की शक्ति दे । हम दुःख की इस घड़ी में सदैव आपके साथ हैं और आपको विश्वास दिलाते हैं कि हम हमेशा आपकी सहायता के लिए तत्पर रहेंगे ।

भवदीय,

Appendix 'AE' to AO 5/2020/MP

(Refers to Para 62)

CONDOLENCE LETTERS

1. As per convention, the condolence letters for the following States (s) are being initiated in English. For rest of the State (s) they are initiated in Hindi :-

- (a) Andhra Pradesh.
- (b) Telangana.
- (c) Karnataka.
- (d) Kerala.
- (e) Tamil Nadu.
- (f) Arunachal Pradesh.
- (g) Andaman & Nicobar Islands.
- (h) Manipur.
- (i) Meghalaya.
- (k) Mizoram.
- (l) Nagaland.
- (m) Pondicherry.
- (n) Sikkim.
- (o) Tripura.

Auth : MoD D (AG) Dy No 2710 dt 09 Jul 2013.

**Appendix 'AF' to AO 5/2020/MP**

**(Refers to Para 64)**

**SPECIMEN LETTER OF SYMPATHY FOR NOK OF MISSING OFFICER**

**BY AG OR DG MP & PS**

12884/MP 5(D)

Mar 2020

1. On behalf of the Chief of the Army Staff and that of all ranks of the Army, I write to express my most sincere sympathy in this hour of your distress and anxiety on your son IC-xxxx Rank xxxxx Name xxxxxx having been reported missing on 03 Mar 2020.

2. I hope you will endure these moments of agony and anxiety with courage and fortitude with the knowledge that we share your feelings.

3. I would also like to assure you that the Indian Army is making every effort to trace his whereabouts. As and when any further information about him is available, it will be communicated to you immediately.

Yours Sincerely,

Appendix 'AF' to AO 5/2020/MP (contd)

(Refers to Para 64)

**SPECIMEN LETTER OF SYMPATHY FOR NOK OF MISSING JCO**

**BY ADG MP (POLICY & PLANNING)**

12884/JCO/MP 5(D)

Mar 2020

1. On behalf of the Chief of the Army Staff and that of all ranks of the Army, I write to express my most sincere sympathy in this hour of your distress and anxiety on your husband JC-xxxx Rank xxxxx Name xxxxxx having been reported missing on 03 Mar 2020.

2. I hope you will endure these moments of agony and anxiety with courage and fortitude with the knowledge that we share your feelings.

3. I would also like to assure you that the Indian Army is making every effort to trace his whereabouts. As and when any further information about him is available, it will be communicated to you immediately.

Yours Sincerely,

शोक संदेश

12884/जेसीओ/जनशक्ति 5 (डी)

मार्च 2020

1. मैं सेनाअध्यक्ष और सेना के सभी अफसर एवं जवानों की ओर से संवेदना और गहरा दुःख प्रकट करता हूँ और दुःख और चिन्ता की इस घड़ी में आपके पुत्र / पति जेसी xxxx रैंक xxxx नाम xxxxx को अपनी मातृभूमि की रक्षा करते हुए या दुश्मनों से लड़ते हुए या वायुयान की उड़ान करते हुए या वाहन में यात्रा करते समय वाहन नदी में गिरने से \*\*3 मार्च 2020 से लापता घोषित किया गया है ।

2. मुझे आशा है कि यातना और चिन्ता कि इस घड़ी में आप साहस व हिम्मत से काम लेंगे और इस घड़ी में हम भी आप के साथ हैं ।

3. हम आप को विश्वास दिलाते हैं कि सरकार और सेना उनको खोजने की भरपूर प्रयास कर रही है । अगर उनके सम्बंध में कोई सूचना हमें प्राप्त होगी तो हम आपको अवश्य शीघ्रता से सूचित करेंगे ।

भवदीय

(\*\*) कारण देखते हुए उच्च शब्दों का प्रयोग करें ।

**Appendix 'AG' to AO 5/2020/MP**

(Refers to Para 65)

**SPECIMEN SECOND LETTER OF CONDOLENCE TO NOK OF PERSON MISSING  
PRESUMED KILLED**

12884/MP 5(D)

Mar 2020

1. I write to express my deep sympathy and condolence and that of all ranks in the Army on the sad and untimely demise of your son/husband xxxxxx who was earlier declared missing on 03 Mar 2020.

(\*)2. He gave his life for the sake of the Motherland, a noble death for any soldier. I hope you will bear this loss with courage and fortitude with the knowledge that we share your sorrow.

(\*) For 'Battle Casualties' only.

## **Appendix 'AH' to AO 5/2020/MP**

(Refers to Para 69 (c))

**CERTIFICATE ON SEVERITY OF INJURY (PARAMETER NO : 2 OF AO: 5/2020/MP)**

1. No :
  2. Rank :
  3. Name :
  4. Unit :
  5. Date of Injury :
  6. Diagnosis :
  7. Severity (Board to specify)
  8. Remarks

(Medical board to endorse reasons/justifications based on documents to substantiate the classifications & reasons of Gravity for individuals even if they report at a belated stage.)

9. The injury sustained is grievous / not grievous and covered / not covered under Parameter No 2 given at Para 69 (b) of AO \_\_\_\_\_.

**Signature and Stamp of  
Medical Officer / Specialist  
Treating Casualty**

Member No 1

Member No 2

---

## President Medical Board

**COUNTERSIGNATURE**  
**CO / COMDT**

## MG Med (Command)

**Auth** :- AG's Branch / DGMS (Army) Letter No 76108/BC/DGMS-5A dt 05 Oct 2015.

**RESTRICTED**

AO

75

June, 2020

**Appendix 'AJ' to AO 5/2020/MP**  
**(Refers to Para 87)****STATISTICAL REGISTRATION NO AA/9092A**  
**MONTHLY CASUALTY RETURN**

	Ser No	Number	Rank	Name	Unit	Parent Unit	Regt / Corps	Arms / Services	Date of Cas	OP
	1	2	3	4	5	5	7	8	9	10
Type	N	C	C	C	C	C	C	C	D	C
Width	4	15	15	30	25	25	12	10	8	20

	Sector	Loca-tion	IB	Bde	Div	Corps	Comd	BC/ PC	Nature of Cas	Cause	Des-cription	Body of cas
	11	12	13	14	15	16	17	18	19	20	21	22
Type	C	C	C	C	C	C	C	C	C	C	C	C
Width	20	25	10	25	25	36	8	2	1	100	100	25

	Diag-nosis	Hospital	Name of NOK	Relation-ship	Present Address	Permanent Address	Distt	State	IB/LC
	23	24	25	26	27	28	29	30	31
Type	C	C	C	C	C	C	C	C	C
Width	25	25	35	10	80	80	20	25	2

	Category	Nature of Cas	Remarks
	32	33	34
Type	C	C	C
Width	8	8	80

N	Numeric
C	Character
D	Date

**Note:-** Cause to be selected as given in Appendix 'J'.

**RESTRICTED**

**Appendix 'AK' to AO 5/2020/MP**

(Refers to Para 88)

**DETAILS OF MAJOR ENTITLEMENTS/OTHER TERMINAL BENEFITS  
APPLICABLE TO BATTLE CASUALTY**

<b>Ser No</b>	<b>Name of Grant</b>	<b>Concerned Agency/Branch</b>	
		<b>Officers</b>	<b>JCOs / OR</b>
1.	Pensionary benefits will be governed by Gol, MoD (DESW) letter No 1(02)/97/D(Pen-C) dt 31 Jan 2001 and subsequent corrigenda.	Paid by PCDA (P) Allahabad on receipt of Battle Casualty report from MP 5 (D), MP 5(B) and bank account No from widow.	Paid by PCDA (P) Allahabad on receipt of IAFA-366 (Application form for pension) along with BC report from Records and bank account No from widow.
2.	DCRG <b>Auth</b> : Gol, MoD (DESW) letter No 17(02)/2016 -D(Pen/Pol) dt 04 Sep 2017.	Paid by PCDA (P) Allahabad on receipt of nomination form from MP 6 and other documents mentioned at Ser No-1.	Paid by PCDA (P) Allahabad on receipt of IAFA-366 (Application form for pension) along with BC report from Records office on the auth of IAFF 366.
3.	DSOP Fund / AFPP Fund.	Paid by CDA (O), Pune.	Paid by concerned PAO (OR).
4.	Army Group Insurance <b>Auth</b> : AGIF letter No A/56271/R/AG /Ins (Coord) dt 01 Dec 17).	Paid by the AGI Dte.	Paid by the AGI Dte.
5.	Ex-Gratia Lump Sum Compensation <b>Auth</b> : Gol, MoD (DESW) letter No 20(02)/2016-D(Pen/Pol) dated 02 Nov 2016.	Paid by PCDA (P) Allahabad on receipt of claim from IHQ of MoD (Army), MP 5(B)/ concerned Record Office and Bank details from NOK.	Paid by PCDA (P) Allahabad along with Liberalized Family Pension.
6.	Deposit Insurance Scheme.	Paid by CDA (O), Pune.	Paid by concerned PAO (OR).
7.	Army Central Welfare Fund (Kargil) <b>Auth</b> : B/45401/SOP/ ACWF (K)/AG/R&W-3 dt 18 Aug 2017.	Paid by AG's/ R&W Sec, DIAV, IHQ MoD (A) to NOK on receipt of BC certificate.	Paid by AG's/ R&W Sec, DIAV IHQ MoD (A) to NOK through concerned Record Office on receipt of BC certificate.

**Concessions**

<b>Ser No</b>	<b>Type of Concessions</b>	<b>Brief Description/Concerned Agency</b>
8.	Rail Concessions	<p>(a) <b>Gallantry Award Winners &amp; War Widows.</b> The Chakra Series gallantry Awardees and widows after their demise are facilitated with Complimentary Card Pass alongwith one companion in all express/mail trains.</p> <p>(b) <b>Widow of Def Pers Killed in Action.</b> War Widows and Widows of Defence personnel killed in action against terrorists and extremists are facilitated with concession for travel in trains.</p>
9.	Air Travel Concession	All Chakra Series Gallantry Awardees, Pre Independence Awardees of Level – I & Level-II, War disabled officers (1962, 1965, 1971 conflicts and Op Vijay) and war widows of Indian Armed Forces personnel killed in action are eligible for concession fare for travel in domestic flights by Air India.
10.	Telephone Concession	The concession is given to Chakra Series Gallantry Award Winners, War Widows and Disabled Soldiers. They are also given priority under special category for release of tele connection.
11.	Educational concession (Missing/Killed/Disabled) <b>Auth</b> : Gol, MoD letter No 6(1)/2009/Edu, Concession/D (Res-II) dated 23 Mar 2018.	Paid by AG's/CW-3 Br, as per policy.

**Miscellaneous**

<b>Ser No</b>	<b>Description</b>	<b>Applicability</b>
12.	Reserved seats in MBBS Colleges.	<p>(a) Widows/Wards of defence personnel killed in action.</p> <p>(b) Wards of defence personnel disabled in action and boarded out from service.</p> <p>(c) Widows/Wards of defence personnel who died while in service with death attributable to military service.</p> <p>(d) Wards of defence personnel disabled in service and boarded out with disability attributable to military service.</p> <p>(e) Wards of Ex-Servicemen and serving personnel who are in receipt of Gallantry Awards.</p> <p>(f) Wards of Ex-Servicemen and serving personnel.</p>

<b>Ser No</b>	<b>Scheme</b>	<b>Applicability</b>
13.	Allotment of Oil Product Agencies under Defence Quota Scheme.	<p><b>(Dealing Agency- DESW)</b></p> <p><u>Priority - I.</u> Widows/dependents of posthumous gallantry award winners.</p> <p><u>Priority - II.</u> War widows/ dependents of those who died in war.</p> <p><u>Priority - III.</u> War disabled.</p> <p><u>Priority - IV.</u> Widows/ dependents of those who died in harness due to attributable causes.</p> <p><u>Priority - V.</u> Disabled in peace due to attributable causes.</p>

**Notes:-**

1. In addition to above, some State Govts are also providing ex-gratia grants for fatal battle casualties belonging to the state concerned, wherein the amount varies from state to state.
2. As entitlements of BC are revised from time to time the list is not all inclusive but only illustrative.
3. Grant of LFP/WIP is governed by GoI, MoD (DESW) letter No 1(2)/97/D (Pen-C) dt 31 Jan 2001 and its subsequent corrigenda.

**GOVERNMENT OF INDIA, MINISTRY OF DEFENCE LETTER NO 1(2)/97/D (PEN-C) DATED  
31 JAN 2001**

**Subject : IMPLEMENTATION OF THE GOVERNMENT DECISIONS ON THE  
RECOMMENDATIONS OF THE FIFTH CENTRAL PAY COMMISSION  
REGARDING DISABILITY PENSION/WAR INJURY PENSION/SPECIAL  
FAMILY PENSION/LIBERALISED FAMILY PENSION/DEPENDENT  
PENSION/LIBERALISED DEPENDENT PENSION FOR THE ARMED FORCES  
OFFICERS AND PERSONNEL BELOW OFFICER RANK RETIRING,  
INVALIDING OR DYING IN HARNESS ON OR AFTER 1.1.1996**

Sir,

The undersigned is directed to state that in pursuance of Government decisions on the recommendation of the Fifth Central Pay Commission, sanction of the President is hereby accorded to the modifications, to the extent specified in this letter, in the rules/regulations concerning above mentioned pensionary benefits of the Commissioned Officer (including MNS) and Personnel Below Officer Rank (PBOR) including NCs (E) of the three Services, Defence Security Corps and the Territorial Army (here-in-after collectively referred to as Armed Forces personnel).

1.2. The provisions of the Pension regulations of the three Services and various Service instructions/Government orders which are not affected by the provisions of this letter, will remain unchanged.

**PART I—DATE OF EFFECT AND DEFINITIONS**

2.1 The provisions of this letter shall apply to the Armed Forces personnel who were in service on 1.1.1996 or joined/join service thereafter unless otherwise specified in this letter

2.2 Where pension has already been sanctioned provisionally or otherwise in cases occurring on or after 1.1.1996, the same would be revised in terms of these orders. In cases where pension has been finally sanctioned under the pre-revised orders and if it happens to be more beneficial that the pension becoming due under these orders, the pension already sanctioned shall not be revised to the disadvantage of the pensioners.

**Definitions**

**3. Reckonable Emoluments :**

3.1 Unless otherwise specified in this letter, the term 'Reckonable Emoluments' shall mean:

(a) **For Officers.**Pay including Rank Pay, Non - practicing Allowance, Stagnation Increment, if any, last drawn by the officer. (Ref SAI 2/S/98, SNI 2/S/98 and SAFI 2/S/98).

(b) **For Personnel Below Officer Rank (PBOR).** Pay including Classification allowance, Stagnation Increment, if any, last drawn by the individual. (Ref SAI 1/S/98, SNI 1/S/98 and SAFI 1/S/98).

3.2 In the case of individuals who opt/opted to continue to draw pay in the pre-revised scales beyond 31.12.95 and remain/remained in that scale till retirement/discharge/invalidment/death in harness pension/family pension and retirement/death gratuity shall be regulated in terms of Para 3.3 and 3.4 of Ministry of Defence letter No 1(6)/98/D(Pen/Ser) dated 03 Feb 98

**PART II – PENSIONARY BENEFITS ON DEATH/DISABILITY IN ATTRIBUTABLE/AGGRAVATED CASES**

4.1 For determining the pensionary benefits for death or disability under different circumstances due to attributable/aggravated causes, the cases will be broadly categorized as follows:-

**Category A**

Death or disability due to natural causes neither attributable to nor aggravated by military service as determined by the competent medical authorities. Examples would be ailments of nature of constitutional diseases as assessed by medical authorities, chronic ailments like heart and renal diseases, prolonged illness, accidents while not on duty.

**Category B**

Death or disability due to causes which are accepted as attributable to or aggravated by military service as determined by the competent medical authorities. Disease contracted because of continued exposure to a hostile work environment, subject to extreme weather conditions or occupational hazards resulting in death or disability would be examples.

**Category C**

Death or disability due to accidents in the performance of duties such as :-

- (i) Accidents while travelling on duty in Government Vehicles or public/private transport.
- (ii) Accidents during air journeys.
- (iii) Mishaps at sea while on duty.
- (iv) Electrocution while on duty, etc.
- (v) Accidents during participation in organized sports events/adventure activities /expeditions/training.

**Category D**

Death or disability due to acts of violence/attack by terrorists, anti-social elements, etc whether on duty other than operational duty or even when not on duty. Bomb blasts in public places or transport, indiscriminate shooting incidents in public, etc. would be covered under this category, besides death/disability occurring while employed in the aid to civil power in dealing with natural calamities.

**(Following circumstances included vide GOI, MoD letter No 2(1)/2011-D(Pen/Policy) dt 03 Feb 2011 and further amended vide GOI MoD letter No 2 (3)/2012/D(Pen / Policy) Vol II dt 07 Mar 2018.**

- (i) Unintentional killing by own troops during the course of duty in any operational area.
- (ii) Electrocution/attacks by wild animals and snake bite/drowning during the course of action in counter insurgency/war.
- (iii) Accidental death/injury sustained due to natural calamities such as flood, avalanches, landslides, cyclone, fire and lightning or drowning in river while performing operational duties/movement in action against enemy forces and armed hostilities in operational area to include deployment on International Border or Line of Control or Line of Actual Control.

**Category E**

Death or disability arising as a result of :-

- (a) enemy action in international war.
- (b) action during deployment with a peace keeping mission abroad.
- (c) border skirmishes.
- (d) during laying or clearance of mines including enemy mines as also mine-sweeping operations.
- (e) on account of accidental explosions of mines while laying operationally oriented mine-field or lifting or negotiating mine-field laid by the enemy or own forces in operational areas near international borders or the Lines of Control.
- (f) war like situations, including cases which are attributable to/aggravated by:-

(i) extremist acts, exploding mines etc, while on way to an operational area

(ii) battle inoculation, training exercises or demonstration with live ammunition will cover the following :-

(Following two clauses (aa) & (ab) added vide Gol, MoD letter No 1(1)/2006-D (Pen -C)/PC dt 08 Sep 2009).

(aa) flying operation involved in rehearsing of war plans and implementation OP instructions inclusive of international exercises.

(ab) all combat and Tactical Sorties in preparation of war.

(Following four clauses from (ac) to (af) added vide Gol, MoD letter No 1(11)/2006-D(Pen-C)/PC dt 05 Mar 2010).

(ac) Valley flying and missions involving operating at Ultra Low Levels.

(ad) All operational missions undertaken during peace like Special operations, Live ORP, Recce, Elint, Survey and induction trials of new weapons.

(ae) Missions undertaken in support of troops and security force deployed in forward areas.

(af) Flying missions involving landings on the ALGs.

(iii) Kidnapping by extremists while on operational duty.

(g) An act of violence/attack by extremists, anti-social elements etc while on operational duty.

(h) Action against extremists, anti-social elements, etc. Death/disability while employed in the aid of civil power in quelling agitation, riots or revolt by demonstrators will be covered under this category.

(i) Operations specially notified by the Govt from time to time.

(j) Death or disability arising as a result of poisoning of water by enemy agents while deployed in operational area in active hostilities (Added vide Gol, MoD letter No 2(1)/2011-D(Pen/Policy)dt 03 Feb 2011).

4.2 Cases covered under category 'A' would be dealt with in accordance with the provisions contained in the Ministry of Defence letter No. 1(6)/98/D(Pens/Services) dated 3.2.98 and cases under category 'B' to 'E' will be dealt with under the provisions of this letter.

**Notes.**

- (i) The illustrations given in each category are not exhaustive. Cases not covered under these categories will be dealt with as per Entitlement Rules to casualty pensionary awards in vogue.
- (ii) The question whether a death/disability is attributable to or aggravated by military service will be determined as per provisions of the Pension Regulations for the Armed Forces and the Entitlement Rules in vogue as amended from time to time.
- (iii) In case of death while in service which is not accepted as attributable to or aggravated by Military Service or death after retirement/discharge/invalidment, Ordinary Family Pension shall be admissible as specified in Ministry of Defence letter No 1(6)/98/D(Pay/Ser) dated 03 Feb 98 as modified vide Ministry of Defence letter No. 1(1)/99/D(Pen/Ser) dated 7.6.99.
- (iv) Where an Armed Forces personnel is invalidated out of service due to non-attributable/non-aggravated causes, Invalid pension/gratuity shall be paid in terms of para 9 of Ministry of Defence letter No 1(6)/98/D(Pen/Ser) dated 03 Feb 98 as amended/modified vide Ministry of Defence letter No. 1(1)/99/D(Pen/Ser) dated 7.6.99.

**PART III – FAMILY PENSIONARY BENEFITS IN ATTRIBUTABLE/AGGRAVATED CASES**

**5. Special Family Pension (SFP)**

5.1 In case of death of an Armed Forces Personnel under the circumstances mentioned in category 'B' or 'C' of Para 4 above, Special Family Pension shall continue to be admissible to the families of such personnel under the same conditions as in force hitherto-fore. There shall be no condition of minimum service on the date of death for grant of Special Family Pension.

5.2 The Special Family Pension shall be calculated at the uniform rate of 60% of Reckonable Emoluments as defined in para 3 above, subject to a minimum of Rs 2550/-, irrespective of whether widow has child(ren) or not. There shall be no maximum ceiling on Special Family Pension. Ministry of Defence order No. F.PC 1(2)/97/D(Pen-C) dated 22.9.99 stands amended accordingly.

5.3 In case of the children become the beneficiary, the Special Family Pension at same rate (ie., 60% of Reckonable Emoluments) shall be admissible to the senior most eligible child till he/she attains the age of 25 years or upto the date of his/her marriage whichever is earlier. Thereafter Special Family Pension shall pass on to next eligible child.

**Notes.**

*(i) Widowed/divorced daughters upto the age of 25 years or marriage whichever is earlier shall also be included in the definition of family for the purpose of Special Family Pension.*

*(ii) In case the eligible child is physically or mentally handicapped and unable to earn a livelihood, the Special Family Pension would be admissible for life to such a child subject to same conditions as in force hitherto-fore.*

5.4 In case of personnel below officer rank, the existing provisions of nominating anyone from the eligible members of the family (except dependent brothers/sisters) for the first life award of Special Family Pension and of transferring the same in full to the widow regardless of her financial position in the event of death of parents, where they were nominated as the original awardees, shall continue.

5.5. Families of SSCOs and ECOs who die under circumstances mentioned in category 'B' & 'C' of para 4.1 above shall also be entitled to Special Family Pension as per para 5.1 above.

5.6. Dependent Pension in respect of Officers (including MNS Officers, TA Officers and ECOs/SSCOs): Dependent pension shall be admissible to the parent(s)/eligible brothers and sisters(in the absence of parents) of the deceased Officers, who die under circumstances as mentioned in para 5.1 above as a bachelor or widower without children, at a rate equal to 50% of notional Special Family Pension that would have been admissible as per para 5.2 above.

**Notes.**

(1) Condition as laid down in para 5.3. above regarding age limit and marriage shall equally apply to dependent brothers/sisters for grant of dependent pension which shall be paid to the senior most eligible brother/sister at a time.

(2) The condition regarding means limit was dispensed with vide MOD letter No.

1(5)/87/D(Pen/Ser) dt 30.10.87. Status-quo ante will continue.

5.7. **Second life award in respect of PBOR including NCs(E):-** Second Life Awards (Special Family Pension) shall be admissible to the parent(s) of the deceased irrespective of single or both and in the absence of the parents, to the eligible brothers and sisters of the deceased, at the rates specified in para 5.6 above and the condition specified in the note there-under.

5.8. **Special Family Pension on Remarriage of Widow:-** Special Family Pension on remarriage of widow, shall be regulated as follows:-

(a) **Commissioned Officers**

(i) If she has child(ren):-

(aa) If she continues to support children after remarriage. - Full Special Family Pension to continue to widow.

- (ab) If she does not support children after remarriage. - Ordinary Family Pension (OFP) equal to 30% of emoluments last drawn to the re-married widow; 50% of the Special Family Pension to the eligible children.
- (ii) If widow has no children - Full Special Family Pension to continue to widow.
- (b) **PBOR**
- (i) **If Special Family Pension is sanctioned to the Widow** - Same provisions as applicable to Officers'.
- (ii) **Where first life award is sanctioned to parents:-**
- (aa) If widow continues to support child(ren) after re-marriage or has no issue. - 50% of SFP to parents.  
50% of SFP to widow.
- (ab) If widow does not support children after re-marriage but the children are supported by the parents - Full SFP to parents.  
Ordinary Family Pension to widow.
- (ac) If children are not supported either by the re-married widow or the parents - 50% of SFP to parents.  
50% SFP to eligible children.  
Ordinary Family Pension to widow.
- (ad) On death or disqualification of parents and widow supports the children or has no issues - Full SFP to widow.
- (ae) On death or disqualification of parents and the widow does not support the children - Full SFP to eligible children.  
Ordinary Family Pension to widow.

**6. Liberalised Family Pension (LFP).**

6.1 In case of death of an Armed Forces Personnel under the circumstances mentioned in category 'D' & 'E' of para 4.1 above, the eligible member of the family shall be entitled to Liberalised Family Pension equal to reckonable emoluments last drawn as defined in para 3.1 above, both for officers and PBOR. Liberalised Family Pension at this rate shall be admissible to the widow in the case of officers and to the nominated heir in the case of PBOR until death or disqualification.

6.2. If the Armed Forces Personnel is not survived by widow but is survived by child/children only, all children together shall be eligible for Liberalised Family Pension at the rate equal to 60% reckonable emoluments as defined in Para 5.2. Liberalised Family Pension shall be payable to the child/children for the period during which they would have been eligible as in the case of Special Family Pension. The Liberalised Family Pension shall be paid to the senior most eligible child at a time. On his/her death/disqualification it will pass on to next eligible child. The provision of para 5.3 (except rates) will be applicable here also.

**Notes.** *In view of the rationalization of Liberalised Family Pension and provisions on re-marriage of widow, Children Allowance will not be payable in addition to Liberalised Family Pension.*

6.3 Families of SSCO's and ECO's who die under circumstances mentioned in category 'D' and 'E' and para 4.1 above shall also be entitled to Liberalised Family Pension as per para 6.1. above.

6.4 **Dependent pension (Liberalised) in respect of Commissioned Officers (including MNS officers, TA officers and ECOs/SSCOs):** Where an officer dies as a bachelor or as a widower without children under the circumstances mentioned in para 4.1 'D' & 'E' above, Dependent Pension (liberalised) shall be admissible to parents without reference to their pecuniary circumstances at the rate 75% of Liberalised Family Pension for both parents and at the rate of 60% of Liberalised Family Pension for single parent. On the death of one parent, dependent pension at the latter rate shall be admissible to the surviving parent. In the absence of parents, dependent pension shall be admissible to dependent brother(s)/sister(s) if otherwise eligible, at the rate of 60% of LFP.

**Note.** *Condition as laid down in Para 5.3 above regarding age limit and marriage shall equally apply to dependent brother/sister for grant of dependent pension which shall be paid to the senior most eligible brother/sister at a time.*

6.5 **Second life award (Liberalised Family Pension) in respect of PBOR including NCs(E):** Second life award in respect personnel below officer rank who die under the circumstances mentioned in para 4.1 'D' & 'E' above shall be regulated as under:-

(a) If the first recipient (other than the parents) of the family pensionary award dies/is disqualified earlier than 7 years (counting from the date of casualty), the award will be continued at the same rate to the parents as second life award, if still alive, for the balance of 7 years without any reduction. After the initial period of 7 years, the second life award will be continued at the rate of 60% of the Liberalised Family Pension.

(b) Where the first life award was given to a parent and the widow remarries, the Liberalised Family Pension shall be regulated depending upon the period of widow's remarriage as follows:-

**(i) If Widow continues to support the children or has no children:**

Widow will get family pension equal to Special Family Pension (ie, 60% of liberalised-family pension or reckonable emoluments) from the date of remarriage and the parents will also get family pension at the rate of 60% of liberalised family pension for the balance of 7 years if the remarriage of widow takes place during 7 years of casualty. After the period of seven years, widow will get family pension @ 60% liberalized family pension and parents will get family pension at the rate of 30% of liberalised family pension. On death or disqualification of parents, widow will get family pension equal to the liberalized family pension for life.

**(ii) If Widow does not support the children :** Widow will get Ordinary Family Pension (ie 30% of reckonable emoluments) for life from the date of remarriage and the parents will continue to get first life award at the same rate (ie, full liberalised family pension) for balance of seven years where remarriage takes place within 7 years of casualty, provided they support the children. Otherwise, the entitlement of parents will be equally divided between the parents and children. After the period of 7 years or where remarriage of widow takes place after seven years of casualty, parents will get family pension at the rate of 60% of liberalised family pension provided they support the children, otherwise it will be divided equally between the parents and the children. On death/disqualification of parents of deceased service personnel, the senior most eligible child get family pension at the rate of 60% of liberalised family pension.

**Notes.** *Wherever children become beneficiary the award will be continued for a period and subject to conditions as applicable for grant of Special Family Pension. Provisions of Para 5.3 above shall also apply.*

**6.6 Liberalised Family Pension on re-marriage of widow:-** Liberalised Family Pension on re-marriage of widow, shall be regulated as follows:-**(a) Commissioned Officers****(i) If she has child(ren):-**

- |      |  |   |
|------|--|---|
| (aa) | If she continues to support children after remarriage. | - Full Liberalised Family Pension to continue to widow.   |
| (ab) | If she does not support children after re-marriage     | - Ordinary Family pension at 30% to widow.<br>Special Family Pension at 60% to eligible children. |
| (ii) | If widow has no children                               | - Full Liberalised Family Pension to continue to widow.   |

**(b) PBOR****(i) If Liberalised Family Pension is sanctioned as first life award to the Widow**

- Same provisions as at (a) above shall be applicable.

- (ii) **Where first life award is sanctioned to parents.** - The admissibility of Liberalised Family pension in such cases would be regulated as mentioned in Para 6.5 (b) above.

**PART IV – DISABILITY/WAR INJURY PENSIONARY AWARDS****7. Disability pension on invalidment:**

7.1 Where an Armed Forces Personnel is invalidated out of service under circumstances mentioned in category 'B' & 'C' of para 4.1 above which is accepted as attributable to or aggravated by Military Service, he/she shall be entitled to disability pension consisting of service element and disability element as follows:-

**(I) Service Element:-**

(i) **Commissioned Officers:** The amount of service element shall be equal to the retiring pension determined as per para 6.1(c) of this Ministry's letter No 1(6)/98/D(Pay/Ser) dated 03 Feb 98. For this purpose the reckonable qualifying service shall mean the actual service rendered by the officer plus the full weight-age appropriate to the rank held at the time of invalidment (except in the case of TA officers) as given in para 5(b) of the Ministry's above said letter dated 03 Feb 98. There shall be no condition of minimum qualifying service having been actually rendered for earning this element, if otherwise due.

(ii) **PBOR** : Service element will be determined as follows:-

**Length of actual qualifying service rendered (without Weight-age)**

15 years or more (20 years or more in the case of NCs(E))

**Entitlement of Service Element**

Equal to normal service pension relevant to the length of qualifying service actually rendered plus weight-age of service as given in para 5 & 6 of Ministry's letter dated 03 Feb 98 ibid.

Less than 15 years (20 years in case of NCs(E))

Equal to service pension as determined as per para 6.2(b) of Ministry's letter dated 03 Feb 98 but it shall in no case be less than 2/3<sup>rd</sup> of the minimum service pension admissible to the rank/pay group.

**Note.** The existing provisions in the case of PBOR regarding grant of service element equal to minimum service pension appropriate to the rank and pay group in case where service is less than 15 years (20 years in case of NCs(E)) and the disability is sustained in flying/parachute jumping duty or while being carried on duty in an aircraft under proper authority shall continue.

(I) (a) **Disability Element:** The rates of Disability element for 100% disability for various ranks shall be as follows :-

<b><u>Rank</u></b>	<b><u>Amount p.m.</u></b>
(i) Commissioned Officers and Honorary Commissioned Officers of the three services, MNS, TA and DSC	Rs 2600/-
(ii) Junior Commissioned officers and equivalent ranks of the three services, TA and DSC	Rs 1900/-
(iii) Other ranks of the three services, TA and DSC	Rs 1550/-
(b) Disability lower than 100% shall be reduced with reference to percentages as laid down in para 7.2 below. Provided that where permanent disability is not less than 60%, the disability pension (i.e., total of service element plus disability element) shall not be less than 60% of the reckonable emoluments last drawn.	

7.2 Where an Armed Forces personnel is invalidated out under circumstances mentioned in Para 4.1 above, the extent of disability or functional incapacity shall be determined in the following manner for the purposes of computing the disability element:-

<b><u>Percentage of disability as assessed by invalidating medical board</u></b>	<b><u>Percentage to be reckoned for computing of disability element</u></b>
less than 50	50
between 50% and 75	75
between 76% and 100	100

#### **8. Disability Element on retirement/discharge.**

8.1 Where an Armed Forces Personnel is retained in service despite disability arising/sustained under the circumstances mentioned under category 'B' & 'C' in para 4.1 above and is subsequently retired/discharged on attaining age of retirement or on completion of tenure, he/she shall be entitled to disability element at the rates prescribed at para 7.1 II(a) above for 100% disablement.

8.2 For disabilities less than 100% but not less than 20%, the above rates shall be proportionately reduced. No disability element shall be payable for disabilities less than 20%. Provisions contained in para 7.2 above shall not be applicable for computing disability element. Disability actually assessed by the duly approved Release Medical Board/Invaliding Medical Board as accepted by the Pension Sanctioning Authority, shall reckon for computing disability element.

8.3. Retiring/Service Pension or Retiring/Service Gratuity as admissible as per Ministry of Defence letter No 1(6)/98/D(Pen/Services) dated 03 Feb 98 shall be payable in addition to disability element from the date of retirement/discharge.

**Note** - An Armed Forces Personnel who retires voluntarily/or seek discharge on request shall not be eligible for any award on account of disability. Provided that Armed Forces Personnel who is due for retirement/discharge on completion of tenure, or on completion of service limits or on completion of the terms of engagement or on attaining the prescribed age of retirement, and who seeks pre-mature retirement/discharge on request for the purpose of getting higher commutation value of pension, shall remain eligible for disability element.

#### **9. Lumpsum Compensation in lieu of Disability Element**

9.1 In case a person belonging to the Armed Forces is found to have a disability which is sustained under the circumstances mentioned under category 'B' & 'C' in para 4.1 above which is assessed at 20% or more for life but the individual is retained in service despite such disability, he/she shall be paid a compensation in lump sum (in lieu of disability element) equal to the capitalised value of disability element on the basis of disability actually assessed (i.e. provisions of para 7.2 above shall not apply). The rates of disability element for calculating capitalized value shall be as laid down in para 7.1(II) (a). The above rates shall be proportionately reduced for lesser percentage of disability. The age next birthday will be reckoned with reference to the date of onset of disability with loading of age, if any, recommended by the Disability Compensation Medical Board. Once a compensation has been paid in lieu of the disability element, there shall be no further entitlement to the disability element for the same disability under the provisions of para 8 above. Such disability shall also not qualify for grant of any pensionary benefits or relief subsequently.

9.2 The provision contained in para 9.1 above shall be applicable to casualties on or after 01 Jan 96.

#### **10. War Injury Pension on Invalidment**

10.1 Where an Armed Forces Personnel is invalidated out of service on account of disabilities sustained under circumstances mentioned in category 'E' of para 4.1 above, he/she shall be entitled to War Injury Pension consisting of Service element and War Injury element as follows:-

(a) **Service Element** :- Equal to Retiring/Service Pension to which he/she would have been entitled on the basis of his/her pay on the date of invalidment but counting service upto the date on which he/she would have retired in that rank in normal course including weight-age as admissible. Provisions of para 6 of Ministry of Defence letter No 1(6)/98/D(Pen/Ser) dated 3.2.98 shall apply for calculating Retiring/Service Pension. There shall be no condition of minimum qualifying service for earning this element.

(b) **War Injury Element** :- Equal to reckonable emoluments last drawn for 100% disablement. However, in no case the aggregate of Service element and War Injury element should exceed last pay drawn. For lower percentage of disablement, War Injury element shall be proportionately reduced.

10.2 Provisions contained in para 7.2 shall equally apply to individuals invalidated out under the circumstances mentioned in Category 'D' and 'E' of para 4.1 above for calculating War Injury element of War Injury Pension.

10.3 Retirement gratuity admissible on invalidment due to war injury shall be calculated on the basis of reckonable emoluments on the date of invalidment but counting service upto the date on which he/she would have normally retired in that rank plus weight-age as applicable (total not

exceeding 33 years). Other provisions of Retirement Gratuity contained in para 12.1 of Ministry of Defence letter No 1(6)/98/D(Pen/Ser) dated 03 Feb 98 shall equally apply.

**11. War Injury Pension on Retention in Service.**

11.1 Armed Forces Personnel who are retained in service despite the disability due to war injury sustained under circumstances mentioned in Category 'E' of para 4.1 above, and retire subsequently will have an option as follows to be exercised with in a period as prescribed by the Government from time to time:-

- (a) to draw lump sum compensation in lieu of War Injury element, foregoing war injury element at the time of subsequent retirement/discharge ; or
- (b) to draw war injury element at the time of retirement in addition to retiring/service pension admissible on retirement/discharge foregoing lumpsum compensation.

**11.2 Lump-sum Compensation in lieu of War Injury Pension :**

In case an Armed Forces Personnel is found to have a disability which is sustained under the circumstances mentioned in category 'E' in para 4.1 above which is assessed at 20% or more for life but the individual is retained in service despite such disability and opts for lump sum compensation, he shall be paid the lump sum compensation in lieu of war injury element. The rates for calculation of lump sum compensation in lieu of war injury element for 100% disability for life will be as under:

- (a) Commissioned Officers and Hony. Commissioned Officers of the three services, MNS, TA and DSC. - Rs 5200/-
- (b) JCOs and equivalent ranks of the Air Force, Navy, TA and DSC - Rs 3800/-
- (c) Other ranks/NCs(E) and equivalent rank of Air Force Navy, TA and DSC - Rs 3100/-

For disability due to war injury of less than 100% the rates shall be proportionately reduced. The one time compensation in lump sum in lieu of War Injury element will be equal to the capitalised value of War Injury element which shall be calculated in accordance with Regulation 344 of the Pension Regulations for the Army (and similar corresponding provisions in the Pension Regulations for the Air Force and the Navy) and will be equal to the capitalised value of war injury element for the actual percentage of the disability at the appropriate rate mentioned in para 11.2 above. For this purpose, the rank shall be the rank held at the time of injury sustained by the individual due to war. Age next birthday will be reckoned with reference to the date of onset of disability with loading to age, if any, recommended by the competent Medical Board. Compensation in lieu of war injury element will be payable provided the degree of disablement is equal to or more than 20%. Once the compensation in lieu of war injury element due to disability for life has been paid, there shall be no further entitlement on account of such a disability at the time of retirement/discharge from the Armed Forces. Since this is one time payment on account of compensation, no restoration will be permitted.

11.3 The provision contained in para 11.2 above shall be applicable to casualties occurring on or after 01 Jan 96.

11.4 **War Injury Element on subsequent retirement** :- Where an Armed Forces personnel is retained in service despite injury/disability sustained under the circumstances mentioned in category 'E' of para 4.1 above and does not opt for lump-sum compensation in lieu of war injury, he/she shall be entitled to the payment of war injury element on a monthly basis at the rates prescribed under Para 11.2 above or subsequent retirement/discharge or on completion of the term of engagement.

11.5 For disabilities less than 100% but not less than 20%, the above rates shall be proportionately reduced. No war injury element shall be payable for disabilities less than 20%. Provisions contained in para 7.2 above shall not be applicable for computing war injury element. Disability actually assessed by the duly approved Release Medical Board/Invaliding Medical Board shall reckon for computing war injury element.

11.6 Retiring/Service Pension or Retiring/Service Gratuity as admissible as per Ministry of Defence letter No 1(6)/98/D(Pen/Services) dated 03 Feb 98 shall be payable in addition to war injury element from the date of retirement/discharge.

**Note** - *An Armed Forces Personnel who retires voluntarily/or seek discharge on request shall not be eligible for any award on account of disability. Provided that Armed Forces Personnel who is due for retirement/discharge on completion of tenure, or on completion of service limits or on completion of the terms of engagement or on attaining the prescribed age of retirement, and who seeks pre-mature retirement/discharge on request for the purpose of getting higher commutation value of pension, shall remain eligible for disability element.*

**12. Liberalised Disability Pension in respect of Armed Forces Personnel sustaining disability under the circumstances mentioned in Category 'D' of Para 4.1 above.**

Armed Forces Personnel sustaining disability under the circumstance mentioned in category 'D' of para 4.1 above shall be entitled to same pensionary benefits as admissible to war injury cases on invalidment/retirement/discharge including lump-sum compensation in lieu of disability, as mentioned in paras 10 and 11 above. However, on invalidment they shall be entitled to disability element instead of war injury element in addition to service element. The service element will be equal to retiring/service pension to which he/she would have been entitled on the basis of his/her pay on the date of invalidment but counting service upto the date on which he would have retired in that rank in the normal course including weight-age as admissible. Provisions of para 6 of Ministry of Defence letter No. 1(6)/98/D(Pen/Services) dated 3.2.98 shall apply for calculating retiring/service pension. There shall be no condition of minimum qualifying service for earning this element. The disability element would be admissible as laid down in para 7.1(II)(a) above. For lower percentage of disablement, this amount shall be proportionately reduced. However, in no case aggregate of service element and disability element shall be less than 80% of reckonable emoluments last drawn.

**Note** - *Armed Forces Personnel sustaining disability under the circumstances mentioned in Category 'D' of Para 4.1 above shall not be treated as War Disabled. Hence they will not be entitled to any special concession/compensation otherwise available to war disabled.*

**Constant Attendance Allowance**

13. Constant Attendant Allowance shall continue to be admissible under the conditions as hitherto-fore. However, it shall be admissible at a uniform rate of Rs 600/- pm, irrespective of the rank.

**GENERAL – PART V**

**Rounding off of Pensionary Awards**

14. The amount of various pensionary awards admissible as per this letter shall be rounded off to the next higher rupee by the Pension Sanctioning Authorities.

**Minimum / Maximum Pension**

15. If the amount of any monthly pension (excluding Constant Attendance Allowance) admissible under the provisions of this letter works out to less than Rs 1275/- pm, it shall be stepped up to Rs 1275/- pm and authorised for payment at this rate. Disability element shall not be taken into account for the purpose of stepping up of service element to the minimum level of Rs 1275/- pm. In cases where disability element is paid in isolation, it shall not be stepped up to the minimum level of Rs 1275/- pm. There will be no maximum ceiling on the amount of pension.

**Dearness Relief**

16. Dearness Relief shall be admissible only beyond average CPI 1510 on the revised pattern introduced vide Ministry of Personnel, Public Grievances and Pension, Department of Pension and Pensioners' Welfare Office Memorandum No 42/2/97-P&PW(G) dated 27 Oct 97 on various types of pension/family pension admissible under the provisions of this letter.

**Procedure for sanction of Revised Pension in respect of those who already retired.**

17. The procedure for revision of pensionary awards as per provisions of this letter, in respect of those who have already retired on or after 1.1.96 and in whose cases pensionary benefits at pre-revised rate have already been notified will be prescribed by the Pension Sanctioning Authority and intimated to service Headquarters and Record Offices.

18. Pension Regulations of the three Services will be amended in due course.

19. This issue with the concurrence of the Finance Division of this Ministry vide their U.O. No 299/Pen/2001 dated 31.1.2001.

20. Hindi version will follow.