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PART II ORDERS

Reference :- Chapter II of Documentation Procedure JCOs/ OR-1992.

Introduction

1121. Part II Orders are the only means of ensuring that the various occurrences and events in the service career of personnel are conveyed to Record Office and PAO (OR) for necessary action. Not only the correct and timely admissibility of current pay and allowances but also further promotions to higher ranks, selection for special appointments/ courses, grant of honours and awards and eventually expeditious settlement of personal claims are entirely dependent on the accurate publication and recording of Part II Orders. Although in order to achieve the desired accuracy in documentation, Units and Record Office have to work complimentary to each other and yet primary responsibility in this regard remains with the units.

1122. It is mandatory on the part of serving JCOs/ OR to report their personal occurrences (birth, death, marriage, divorce, adoption or any other occurrences effecting documentation) which take place from time to time in their families, after their enrolment, to the Commanding Officers. The Commanding Officers of the units are bound to notify these occurrences in their Part II Orders immediately and also to enable the Record Offices to maintain Kindred Roll portion of the Sheet Rolls of the JCOs/ OR up-to-date. Similarly after retirement, any change such as birth, death, divorce, adoption or any other occurrences effecting documentation are required to be reported by the Veterans through their Zila Sainik Boards along with supporting documents for publication in the NE series of Part II Orders.

1123. In the past, it has been noticed that in numerous cases JCOs/ OR are not fully aware of the legal, administrative and financial implications arising out of such non-publication/ delayed publication of personal occurrences of vital importance like marriage, divorce, death of wife, remarriage, birth of a child, adoption of a child, elopement of wife etc in the Part II Order. They need to be educated through the Sainik Sammelans/ Sub Unit Roll Calls and also at Depot Company at the time of retirement; regarding the timely publication of personal occurrences effecting changes in their family status. It needs to be impressed upon each individual, the fact that any failure to report changes in their family status immediately on occurrences may, in the unforeseen event of death of individual, deprive the wife, children, parents or other legitimate family members of his family of the benefits of pension, gratuity, Army Group Insurance, ex-gratia payment or such other financial benefits announced by the Government of India from time to time or cause avoidable delay in finalising these benefits, thus putting the family in financial distress.

1124. There is a tendency amongst the JCOs/ OR to approach Record Office for publication of Part II orders for change in their marital status and birth of children, very late, after retirement. This is so especially when they want to seek admission in

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professional colleges for children run by the Army/ Central/ State Govt to avail concessions extended by these institutions or enrolment of sons/ brothers in the Army. They face avoidable difficulties at the last minute to get the occurrences published in NE series of Part II Orders by Record Office.

1125. However, with a view of continue helping out our Veterans and as a step towards alleviating their problems, occurrences relating to birth, death, marriage, divorce, adoption or any other personal occurrences effecting documentation will be accepted for publication by Record Office within five years of occurrences. However, DDG MP8 (I of R), IHQ of MoD (Army) will be the competent auth to accord approval for acceptance and publication of personal occurrences for cases more than five years old on case to case basis. Such cases will be submitted to IHQ of MoD (Army) alongwith complete documents and recommendations of the Officer-in-Charge Records.

Auth:- IHQ of MoD (Army) letter No A/20105/ MP8 (I of R) (a) dt 08 Sep 2010.

Publication

1126. Part II Orders will be published by all units on daily basis unless there is nothing to publish. The importance of immediate publication of Personal Occurrences including that affecting pay and allowances, service or record of the personnel cannot be over emphasised. Occurrences will not be allowed to accumulate. More than one Part II Order bearing different Serial Numbers may be issued in a day. Notes for guidance for publication of Part II Orders are given at **Appendix AAA** of ROI.

Auth:- Para 280 of Documentation Procedure JCOs/ OR-1992.

1127. **Publication of Part II Orders in HR Suite.** Since automation of Record Office has already taken place and career profile of JCOs/ OR is managed through ARPAN (e-Sheet Roll), it has become mandatory to publish Part II Orders in HR Suite package. All units will publish Part II Orders of their personnel in HR Suite and forward in triplicate to Record Office alongwith soft copy. No copy of Part II Order will be forwarded to PAO (OR) The Madras Regt directly. HR Suite software is updated from time to time and patches are released by ASDC New Delhi. These patches are available on ASDC Website on Army Intranet. Address of ASDC Website is **<http://asdc.army.mil/>** and **<http://forums.asdc.army.mil/forums>**.

1128. **Personal Occurrences to be published by the Record Office.** The under mentioned Personal Occurrences in respect of all personnel of The Madras Regt including those who are on ERE will be published in Part II Orders by the Record Office:-

- (a) Allotment of Army Number.
- (b) Allotment of Personal Number to JCOs on promotion.
- (c) Initial mustering as trained soldier, advancement in classification (UPCLAS).

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- (d) Re-mustering from one category to another cat.
- (e) Promotions, appointments and reversions in the case of personnel whose promotions are centrally controlled and notification of substantive promotions to and within JCOs ranks in all cases after their publication in the Gazette of India.
- (f) Counting of former service for pension or gratuity after it has been accepted by the audit authorities.
- (g) Restoration of forfeited service for pension/ gratuity.
- (h) Extension of colour service.
- (j) Honours and awards including grant of Meritorious Service Medal and Long Service and Good Conduct Medal.
- (k) Grant of Honorary Commission or rank to JCOs and Honorary ranks to NCOs/ OR.
- (l) Dismissal of deserter.
- (m) Variations in terms of service.
- (n) Grant of Commission as an Officer.
- (o) Personal Occurrence in respect of non-effective personnel or personnel belonging to disbanded units (NE series).
- (p) Grant of Good Conduct Pay to NCOs.
- (q) 'TFRIN' from another Regt/ Corps.
- (r) 'TFROUT' to another Corps/ Regt.
- (s) Discharge (Adv Part II Orders).
- (t) Special Increment.
- (u) Periodical and universal medals ie 9 years, 20 years and 30 years long service medals in respect of JCOs/ OR serving both in the peace and field areas as and when the awards become due. Verification of entitlement will be carried out by the Record Office on the basis of entries recorded in the service documents.
- (v) Promotion Cadres.
- (w) Prominent occurrence (award of commendation cards by COAS, VCOAS and Army Commanders).

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(x) Upclassification.

(y) Modified Assured Career Progression Scheme (MACPS) of Centrally Controlled Category.

1129. Personal Occurrence to be published by Units.

(a) All personal occurrences other than those referred to in Para 1128 above will be published by units.

(b) However, notwithstanding the above, in case of personnel under discharge process, Record Office will be the competent Auth to publish any occurrence in Part II Orders for which proper and adequate evidence is available with the personnel, unit and basic documents of the individual.

Attached Personnel

1130. All occurrences pertaining to the attached personnel will be forwarded to the parent units on draft Part II Orders for publication of the same in their unit Part II Order. This will facilitate in adjustment of occurrences regarding pay and allowances in the IRLAs of the individuals concerned which are maintained in the PAO (OR) The Madras Regt on unit basis.

Personnel on Deputation

1131. Part II Order of JCOs/ OR sent on deputation to another department such as Assam Rifles will be published within two weeks from the date of tfr on deputation. Immediate action will also be taken to issue Part II Orders notifying reversion from deputation occurrences of the individuals on their reversion from the Assam Rifles to the Army. Copies of such Part II Orders will be endorsed to the despatching Assam Rifles unit and PAO (OR) of Assam Rifles promptly.

Auth: IHQ of MoD (Army) letter Nos A/22688/ 2/AG/PS 3 (d) dt 19 Jul 80 and A/22688/2/AG/PS 3 (d) dt 12 Sep 80.

Cadets Undergoing Training at IMA and ACC

1132. Occurrences relating to stoppage of certain items of pay and allowances eg Acting Rank/ Appointment Pay, CFAA/ CMFAA/ SCCIA/ HAUCA in respect of personnel proceeding for pre-commission training will be published in Part II Orders by the parent units. Subsequently, occurrences in their respect will be published in Part II Orders by Institutions concerned in a separate series, Regt/ Corps wise and copies thereof will be forwarded as under:-

(a) Two copies to Record Office concerned.

(b) One copy to parent unit.

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(c) Two copies to the PAO (OR) concerned.

Auth : IHQ of MoD (Army) letter No A/00660/26/Rtg 8 (I of R) dt 09/17 Jun 70.

Personnel Serving on ERE.

1133. Personal occurrences including casualties in respect of ERE personnel will be published by unit to which they are posted on ERE in a separate series of Part II Orders, Regiment or Corps wise. Copies of such Part II Orders will be forwarded to all concerned including the Record Office and PAO (OR).

Auth:- Paras 212 and 282 of Documentation procedure JCOs/ OR-1992.

Recording of Educational Qualifications

1134. Personnel in possession of Matriculation, its equivalent or higher educational certificate from a recognised university are not required to pass Army Educational Certificates. Therefore, a Part II Order to this effect will be published and entry made in the service documents with complete details as below:-

- (a) Name of education certificate.
- (b) University/ education board.
- (c) Year of passing.
- (d) Roll Number.
- (e) Division in which passed.
- (f) Subjects.

Note:-

1. Certified true copies of the certificate and marks sheet alongwith original certificate will invariably be forwarded to the Record Office. Original Certificates will be returned to the unit after verification.
2. The date of birth shown in the matriculation/ equivalent examination certificate should tally with the date shown in the Enrolment Form and Sheet Roll.

Auth:- IHQ of MoD (Army) letter No A/81026/BFC/GS/MT-14 dt 17 Jan 2000.

1135. **Bogus Education Certificate.**

- (a) In order to obviate the possibility of persons seeking enrolment in the Army on the basis of bogus educational certificate, utmost care will be exercised by all

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concerned to carefully scrutinise all educational certificates produced by the candidates seeking enrolment in the Army, before these are accepted as genuine.

(b) A person who is found to have been enrolled on the basis of a bogus educational certificate will be deemed to have been irregularly enrolled. The Commanding Officer of unit will examine each individual case in detail and, based on a person's length of service, general conduct and usefulness, recommend his continuance or discharge from service as per the provisions contained in AA Sec 44 read in conjunction with AA Sec 122 and Para 466 of the Regulations for the Army (Revised Edition) 1987.

(c) Cases in which continuance in service is recommended will be submitted by the units through normal staff channel to the concerned Line Directorate at Army Headquarters for obtaining sanction of the Competent Auth. Cases, in which discharge is recommended, will be settled by the Competent Authorities as indicated in AA Sec 20 read in conjunction with Army Rule 13. Total amount of pay and allowances paid to such individuals for the period of their stay in service will, however, be required to be regularised under the orders of the Competent Auth, for which statement of cases will be initiated by the units concerned and submitted to Line Directorates through Record Office for obtaining sanction of the Competent Auth.

Auth :- Army Order 12/2002/MP.

1136. Provisions already exist for recording of educational qualifications (Civil) before enlistment in the sheet roll. The entry in the sheet roll will be supported by a certified true copy of the certificate and marks sheets.

Checking of Part II Orders

1137. The personnel responsible for the publication of Part II Orders will ensure accuracy and no omission in the process of publication. The officer signing the Part II Orders will devise suitable measures to satisfy himself that the occurrences published therein are correct in all respects and published through HR Suite package (latest version). He will also ensure that Part II Orders are despatched to Record Office in time alongwith soft copy in CD mailer. In case of Part II Orders received without soft copy (CD), it will not be acted upon by Record Office as all functions of Record Office have already been automated and Part II Orders are fed to the system through CDs only.

Publication of Time Barred Occurrences

1138. Personal occurrences in respect of time barred claims must be supported by ink signed copy of sanction accorded by the Competent Financial Auth, waiving the time limit. The sanction should be forwarded, in original, to the PAO (OR) The Madras Regt in support of the Part II Order. A note to that effect should be endorsed underneath the particular occurrence in the Part II Order.

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Auth: FR Part I 1963 (Rule 188), AI 68/69 and IHQ of MoD (Army) letter No A/25387/Org-8 (I of R)/1614/D (AG) dt 23 Mar 1988.

Grouping of Entries

1139. It will be ensured that only one type of occurrence is published in one Part II Order. Mixing up of more than one type of occurrences is not allowed because it will be rejected by the system.

Recording of Entries in Service Documents

1140. It is important that all occurrences published in Part II Orders are entered in ink in the appropriate place and the documents kept up-to-date. Where occurrences are required to be entered in red ink, this should be done accordingly. All occurrences will be recorded neatly and briefly. Part II Orders will be quoted against each entry which will be attested by an officer or a JCO so authorised. However, following types of entries are not recorded in the Sheet Rolls but recorded in IAFF-958 maintained by units:-

- (a) Temporary Duty Moves.
- (b) Grant of Ration Allowance.
- (c) Composite Transfer Grant.
- (d) Casual Leave.
- (e) Transport Allowance.
- (f) PMHA.
- (g) CEA/ Hostel Subsidy Allowance.
- (h) CILQ.
- (j) Mufti Clothing Allowance.

Auth:- Para 149 of Documentation Procedure of JCOs/ OR-1992.

Signing of Part II Orders

1141. Part II Orders will be signed by the Commanding Officer, Adjutant or Record Officer but not "for" him. Where there is no Adjutant, an Officer nominated by the Commanding Officer will sign the Part II Orders. Officer signing the Part II Order will sign in full on every page at the bottom right hand corner. Rubber stamps will not be used for this purpose. The name and rank of signing Officer will be typed in block letters below the signature in the last sheet.

Auth:- Para 301 of Documentation Procedure JCOs/ OR-1992.

Supporting Documents to Part II Orders

1142. Part II Order occurrences wherever required must be supported by relevant supporting documents. The supporting documents will be dispatched to Record Office alongwith copies of Part II Orders and not separately.

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Auth:- Paras 309 and 312 of Documentation Procedure JCOs/ OR-1992.

Completion of Action on Part II Orders

1143. To ensure that all recordable entries have been entered and attested, all Part II Orders received in the documentation section of Record Office will be stamped as under at the bottom of the last page and completed accordingly:-

‘Certified that all the recordable entries have been made in the Sheet Roll’.

Date of receipt.....

Date action completed.....

Clerk’s signature.....

JCOs/ Supdt’s signature.....

Officers’ signature.....

1144. A minimum of 25% of Part II Order entries attested by JCOs, authorised to do so, will be checked by Record Officers. The Record Officer responsible for checking the entries will put his initials with date against the casualties checked by him on the Part II Order as well as against the entries recorded in the sheet rolls.

Belated Publication of Part II Orders

1145. Some occurrences viz, education qualifications, hospital admission/ discharge, marriage, AL, encashment of leave and punishments etc are published very late by units. This delay results into avoidable time barred cases requiring sanction of competent financial authorities and audit objections.

1146. To avoid complications at a later stage, all concerned will ensure that the personal occurrences are published in Part II Orders immediately on occurrence.

Important Instructions for Publication of Part II Orders

1147. As per Para 280 of Documentation Procedure JCOs/ OR-1992, Part II Orders will be published daily unless there is nothing to publish. The occurrences will not be allowed to accumulate. Publication of leave occurrences in Part II Orders in advance is not in order.

1148. Casualties or occurrences once published will not to be republished without canceling the previous one.

Auth:- Para 295 of Documentation Procedure JCOs/ OR-1992.

1149. Red ink entry punishments given in Para 387 (b) of Regulations for the Army (Revised Edition) 1987 will be notified in Part II Orders. Black ink entries are not required

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to be published in Part II Orders except entries which effect pay and allces and loss of iden card.

Auth:- Para 589 of Documentation Procedure JCOs/ OR 1992.

1150. In case of a unit where the JCO himself is the Commanding Officer, occurrences pertaining to such a JCO will be signed by an officer of the parent Unit/ Formation HQ under whose command the unit is located.

Auth:- Para 300 of Documentation Procedure JCOs/ OR-1992.

1151. In order to ensure that occurrences of all personnel of the unit which have occurred during the year are notified, Commanding Officer will render a certificate as under to the Record Office by 28 Feb of ensuing year:-

“Certified that all occurrences of the unit personnel during 01 Jan to 31 Dec have been notified in unit Part II Orders”.

Publication of Personal Occurrence for Grant of Medals and Stars

1152. A separate Part II Order containing personal occurrences exclusively for award of medals/stars will be published by each unit to facilitate submission of medal rolls by Record Office.

Auth:- IHQ of MoD (Army) letter No A/47799/ Rtg 8 (I of R) (a) dt 24 Feb 1975.

Distribution of Part II Orders

1153. All major and minor units will forward xml file for digital signature of Part II Orders and its enclosures direct to Record Office (Automation Cell) through Record Office Web site / CD.

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**DETERMINATION OF DATE OF BIRTH AT THE TIME OF
ENROLMENT AND ALTERATION OF AGE/ CHANGE
IN DATE OF BIRTH IN THE ENROLMENT FORM**

Determination of Age on Enrolment

1154. Para 136 (a) Regulations for the Army (Revised edition) 1987 provides that the age recorded in the Enrolment Form (IAFK-1162) of a person enrolled under the Army Act shall be in conformity with the date of birth in the Matriculation/ Higher Secondary or equivalent examination certificate. Where date of birth is not given in the Matriculation or equivalent examination certificate or in the case of non-matriculantes the following certificates will be accepted for determination of age:-

(a) A certificate (in original) issued by the Headmaster of the School from which the individual matriculated or which he first attended, showing the date of his birth or his exact age as recorded in the school admission register.

OR

(b) School leaving or School transfer certificate in original, if the date of birth or exact age or any particular date is shown in it.

OR

(c) A certified extract from the municipal or village birth register, or in the case of Christians, the Original Baptism Certificate. This certificate will also be applicable to those who have not attended any school and have not passed Matriculation examination.

1155. Where a recruit is in possession of the prescribed documentary proof of date of birth/ exact age, either the date of birth or the exact age will be shown in the Enrolment Form.

1156. The Enrolment Form is a legal document and any alteration there to require the sanction of the Government. All Enrolling Officers will, therefore, be very careful in recording date of birth in the Enrolment Form.

1157. With regard to bogus or fake certificates, in case there is any suspicion about the genuineness of a certificate produced by the candidate, the onus to prove the authenticity will rest with the candidate who may be advised to have the same authenticated by the issuing Auth. It may be explained that in cases where a candidate becomes overage in the period during which he is required to have his certificate authenticated, the Enrolling Officer will not be held responsible. The authentication will thus be obtained by a candidate at his own risk. To avoid litigation, such certificate(s) will not be impounded.

Auth: IHQ of MoD (Army) letter No 57561/ Rtg 5 (OR) (a) of 11 May 1978.

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1158. According to the provisions of Para 138 (c) of Regulation for the Army (Revised Edition) 1987, it is obligatory on the part of Record Office to ensure that the date of birth shown in the Matriculation examination certificate of the individuals, who had passed matriculation examination prior to their enrolment tallies with that shown in the Enrolment Form (IAFK-1162).

1159. Notwithstanding, the provisions made in the above Paragraph, in the cases of personnel applying for grant of PC (SL), where application duly recommended are received by the Record Office for verification of date of birth in terms of AI 85/74 and Integrated HQ of MoD (Army) letter NO 0828/SL/Org 2(MP) (a) dt 25 Mar 94, their applications will continue to be verified and submitted to authorities concerned. If, however the dates given in the following documents are at variance with the age given in Enrolment Form, the enrolment form in respect of those who are finally selected for grant of PC(SL) will be rectified so as to confirm the date shown in the documents listed below whichever is applicable:-

- (a) Matriculation Certificate or the Secondary School Leaving Certificate or a certificate recognised by an Indian University as equivalent to Matriculation, or failing that,
- (b) Municipal birth certificate or an extract from the Municipal birth register duly certified by proper authorities, or failing that,
- (c) The record of admission in the registers of the school or schools in which the applicant was educated and also a record of the applicant's age at various periodical school examinations.

1160. A declaration as under will invariably be obtained in all cases to facilitate action indicated in Sub Para 1159 (b) above:-

“I hereby understand that in case the date of birth as shown by me in column 5 of the application form does not tally with the date of birth as entered in my enrolment form, my final selection will be subject to the sanction of the competent auth for the rectification of the entry relating to the date of birth in my enrolment form in accordance with the procedure laid down in Para 138 of the Regulations for the Army (Revised Edition) 1987. I further understand that the decision of the competent auth in this matter is final”.

Auth:- IHQ of MoD (Army) letter No 08281/SL/Org2 (MP) (a) dt 25 Mar 94 and AI 85/74.

1161. A thorough check will be made by the Regimental Centre/ TA Battalions at the time of preparation of Sheet Rolls and discrepancies noticed, if any, will be reported to Record Office along with the explanation of the Recruiting Officer for further action.

1162. In case of personnel who pass matriculation/ equivalent examination subsequent to their enrolment, the OC unit will ensure that the date of birth entered by the individual in admission form for the said examination confirms to that recorded in the Enrolment Form/ Service document. Such certificate obtained for having passed matric subsequent

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to enrolment will not, however, be recognised for purpose of alteration of age/ date of birth recorded in the enrolment form.

Amendment in Enrolment Form

1163. As the enrolment form is a legal document and forms the basis of the contract between the Government and the individual, any alteration thereto can be made only with prior sanction of the Government and the consent of the individual. The enrolment form should be completed very carefully and correction/ erasers should be avoided. In this connection please refer to IHQ of MoD (Army) letter No 87357/ Rtg 5 (OR)(a) dt 31 May 1978.

1164. to 1168 Blank.

Appendix AAA
(Refers to Para 1126 of ROI)

NOTES FOR GUIDANCE FOR PUBLICATION OF PART II ORDER

Absence

1. The actual hour and date of absence and rejoining will be stated in Part II Orders notifying the absence, and rejoining from the absence. For purpose of reckoning of period of absence attention is drawn to AA Section 92 and Note 19 under Section 50.

Appreciation of Service

2. Commendation and Appreciation of service by officers holding appt of COAS, VCOAS, GOC-in-C in terms of Para 625 of Regulations for the Army (Revised Edition) 1987, in respect of JCOs/ OR will be published in Part II Orders by Record Office and recorded in relevant unit and basic documents. Appreciation of service notified in Part II Orders will also be promulgated in Part I Orders and be given wide publicity. Only outstanding achievements and performances of an individual whether relating to his day duties or for services rendered in a task/ job but not concerned with his routine duty will be promulgated under this heading.

Auth :- IHQ of MoD (Army) letter No B/43282/AG/CW-2 dt 23 Aug 2006.

3. A copy of the written/ typed appreciation duly signed by the officer making the appreciation will be forwarded to the Record Office, which will be kept with other certificates in the pocket of the dossier cover.

4. At the time of discharge of a soldier, a suitable entry will be made at the appropriate place in the discharge certificate (IAFY-1964) of the soldier.

Acting Allowances – JCOs

5. POR regarding grant of acting allowance to JCOs appointed to officiate in the vacancies of officers are notified in Part II Orders to enable the PAO to adjust the amount in the IRLA.

6. In order to avoid unnecessary entries being made in the IAFF-958, Part II Order entries will only be made in these document when:-

- (a) A JCO is appointed to officiate in place of an officer; and
- (b) He ceases to officiate in place of an officer.

7. The above PORs will published in accordance with specimen at Ser 0117 page 117 of Documentation Procedure JCOs/ OR Appendix 'J' (Revised -2013).

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Change in Terms of Service

8. All changes in terms of service of soldiers including extension of service will be published in Part II Orders.

Course

9. Result of all Army Courses of Instruction will be published in Part II Orders and entries made in the documents. Result of local and command courses will not be published in Part II Orders. While notifying the results of courses, recommendations for employment on instructional duties will also be indicated in Part II Orders on being fit of an individual for employment as Instructor in the course report. Such indication will be given in remarks column of item 6 page 226 of Appendix 'J' (Revised 2013) to Manual of Documentation Procedure JCOs/ OR-1992.

Auth : IHQ of MoD (Army) letter No A/00659/Rtg 8 (I of R)(a) dt 14 Mar 75.

Court Martial and Summary Disposal

10. Result of all Court Martial and summary disposal under Section 80 of the Army Act will be published in Part II Orders giving the following details :-

- (a) The date, place and type of court martial/ summary disposal.
- (b) Offence on which convicted as given in charge sheet.
- (c) Sentence awarded.
- (d) Name and appointments of Confining Officer and date (For Court Martial only).
- (e) Date and place of promulgation.
- (f) **Disposal.** Particulars of detention in barracks or in civil prison where the individual is committed and the date of committal.
- (g) Period of detention/ confinement.

11. Award of admonition will not be notified in Part II Orders.

Desertion

12. The date on which a deserter is arrested by military or civil authorities or surrenders will be treated as the date on which a deserter rejoining from desertion and will be taken on strength from that date.

Appendix AAA (Contd)

Donation of Blood

13. Donation of blood by military personnel will be published in Part II Orders and recorded in the Sheet Roll.

Hospital Admission and Discharge

14. In case of admission or discharge to and from Military Hospital the actual hour of admission to or discharge from and date of struck off strength or taken on ration strength will be included in relevant PORs in Part II Orders. The period of stay in the hospital includes the day on which an individual is admitted, if he reports sick before 1200 hr and the day of his discharged after 1000 hours. Accordingly an individual admitted after 1200 hr or discharged after 1000 hr should be struck off ration strength and taken on ration strength by the unit from the date following that of admission and discharge respectively and if admitted or discharged before the above hours from the date of admission or discharge.

15. In case a person falls sick and is admitted to a military hospital on duty, the POR of his admission to or discharge from the hospital will be published in Part II Orders. The original Part II Orders in which ration allowance were notified will be suitably amended by canceling the grant of ration allowances for the period he remained in the Military Hospital.

16. A separate Part II Orders will be published in the case of personnel who are admitted to hospital on account of disease due to neglect or misconduct and willful, self inflicted injury, showing the period spent in Hospital. Entry will be made in their service document. Regulations for the Army (Revised Edition) 1987 Para 388 (b) refers.

Next of Kin

17. Change of next of Kin or change of address of next of kin will be notified promptly in Part II Orders.

Map Reading

18. Integrated HQ of MoD (Army) have ruled that a candidate must pass Map Reading Standard II before being permitted to take standard I examination.

Auth :- Qualification Regulations for Soldiers, 1958.

Reduction in Class

19. POR reduction of an individual to a lower class for failure to maintain efficiency under Rules 47, Pay and Allowances Regulations (or) will be published as reduction and not punishments.

Appendix AAA (Contd)

High Altitude/ Uncongenial Climate Allowance

20. Condition for and the areas where this allowance is admissible are contained in Government of India letter No F/69/2/60/573-S/D(Pay/Services) of 01 Oct 62 and IHQ of MoD (Army) letter No A/00659/Org/ 8(I of R) (a) dt 19 Jun 92. The allowance will continue to be admissible to an individual who is absent from the area for a maximum period of 14 days once or more of the following circumstances provided he returns to the area where this allowance is admissible:-

- (a) While on Casual Leave.
- (b) While on Temporary Duty.

21. The allowances is not admissible during absence from the area on Annual Leave, Sick Leave or any other leave except Casual Leave.

Auth :- IHQ of MoD (Army) letter No A/00659/Rtg 8(I of R) (a) dt 14 Mar 75.

Allotment of Separate Serial No for Separate Occurrence

22. If two more occurrences of similar nature but pertaining to separate dates of the individual are published each occurrence will be allotted separate Serial No, Army No, Rank and Name. All occurrences will not be published under one serial as ARPAN Package do not accept the same for example:-

Wrong Publication

- | | | | |
|----|---------------------------------------|-----|-------------------------|
| 1. | JC-558921N Nb Sub/Clk Nanda Kumaran T | NRA | <u>051196</u>
101196 |
| 2. | JC-558921N Nb Sub/Clk Nanda Kumaran T | NRA | <u>151196</u>
181196 |
| 3. | JC-558921N Nb Sub/Clk Nanda Kumaran T | NRA | <u>201196</u>
221196 |

Correct Publication

- | | | | |
|----|---------------------------------------|-----|-----------------------------|
| 1. | JC-558921N Nb Sub/Clk Nanda Kumaran T | NRA | <u>05111996</u>
10111996 |
| 2. | JC-558921N Nb Sub/Clk Nanda Kumaran T | NRA | <u>15111996</u>
18111996 |
| 3. | JC-558921N Nb Sub/Clk Nanda Kumaran T | NRA | <u>20111996</u>
22111996 |

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23. **Hospital Admission and Discharge.** In case of admission or discharge to and from military hospital, the actual hour of admission to or discharge from and date of struck off ration strength or taken on ration strength will be included in relevant personal occurrences in Part II Orders. The period of stay in the hospital including the day on which an individual is admitted, if he reports sick before 1200 hr and the day of his discharge if discharged after 1000 hr. Accordingly an individual admitted before 1200 hr or discharged after 1000 hr should struck off ration strength and taken on ration strength by the unit from the date following that of admission and discharge respectively, and if admitted or discharged before the above hours, from the date of admission or discharge.