

SECTION 2

RULES AND CONVENTIONS OF SERVICE WRITING

INTRODUCTION

0201. This section contains the basic rules and conventions used in Service writing to aid the clear presentation of facts and discussion. They help:

- a. The Writer. Knowing the rules, the writer automatically conforms to standard layouts and other conventions and does not waste time devising his own.
- b. The Typist. The typist does not have to adapt drafts to make them suitable for typing.
- c. The Reader. The reader receives a document which conforms to a familiar pattern and is easy to read.

Additional conventions used in correspondence, staff papers and operational writing are explained in later chapters.

0202. The conventions apply to manuscript and typewritten work but not necessarily to printed documents. For instance, the printer commands a wide variety of type styles and sizes and can vary the spacing of words and letters to align the right-hand margin vertically.

0203. Most documents have 3 basic parts:

a. Superscription. The superscription comprises everything above the salutation, or if there is no salutation, the subject heading which marks the start of the text.

b. Text. The text is everything from the salutation, or if there is no salutation, from subject heading to the last word of the final paragraph.

c. Subscription. The subscription starts immediately after the text and consists of everything below the final paragraph of the text.

2-1

The contents of each part may vary with the documents and an example which illustrates what constitutes these parts including the basic conventions of a standard layout in Service writing is at Annex A to this section. This and other examples in this publication are designed to illustrate the position to the various elements, not all of which need appear in any one form of Service writing.

SUPERSCRPTION

Security Classification

0204. The security classification is the category or grade given to the defence information contained in a document. It indicates the degree of danger to national security that would result from its unauthorized disclosure, and the

protection to be given to guard against such a disclosure. The 4 security classifications are:

a. TOP SECRET. Information and material, the unautho-rized disclosure of which would cause exceptionally grave damage to the Nation is to be graded TOP SECRET.

b. SECRET. Information and material, the unauthorized disclosure of which would cause serious injury to the interests of the Nation is to be graded SECRET.

c. CONFIDENTIAL. Information and material, the un-authorized disclosure of which would be prejudicial to the interests of the Nation is to be graded CONFIDENTIAL.

d. RESTRICTED. Information and material, the unauthorized disclosure of which would be undesirable to the interests of the Nation is to be graded RESTRICTED.

0205. Originators of classified documents are responsible for applying the appropriate classification at the earliest opportunity. Over classification should be avoided. Military exercise papers/materials need to be protected from unauthorized disclosure. Therefore, an appropriate security classification to be given to the exercise papers/material with a prefix 'Exercise'.

2-2

0206. A classified document is to be marked in such a way that its classification can be seen at a glance and cannot be overlooked. On typed or duplicated documents the security classification is to be typed on each page of typescript in capitals in full, not underlined, centrally at the top and bottom, front and back, of each page. Similarly it can be rubber-stamped. If preprinted or pre-stamped paper is used, the security classification need not also be typed.

0207. Translucent master copies and master copies fed into photocopiers are to be boldly rubber-stamped with the security classification if required so that it is reproduced clearly on all copies.

0208. In loose-leaf books, the security classification is to be printed or stamped centrally at the top and bottom of the front and back covers and similarly on every page. Loose-leaf binders are not permanent bindings and stapling is not a secure form of fastening.

0209. In books permanently and securely bound, the security classification is to be printed or stamped in the centre of the top and bottom of the outside of the front and back covers, all pages including the title page and on any insertions such as maps, drawings, sketches or photographs which may be incorporated and which can be individually classified.

0210. In a document which embodies several self-contained sections, each page of each

section is to bear the highest classification appropriate to the section; the whole document is to bear a classification at least as high as the most highly classified section it contains.

0211. Each item of minutes of meetings or directives is to be marked with its own classification along each item heading so that subsequent action is not hampered by the general application of too high a classification, but the highest classification quoted is to be applied to the document as a whole. Section of such documents, when extracted, are considered as separate documents and classified according to the content of the portion extracted.

0212. A covering letter or minute is to be marked with a classification appropriate to its own content, and attention is to be drawn to the classification of the enclosure by marking the letter or minute at the top of the first page, eg 'COVERING TOP SECRET' or 'CONFIDENTIAL COVERING SECRET'.

2-3

Privacy Marking

0213. Documents containing information that does not involve national interests and therefore does not merit security protection, may, nevertheless require a degree of protection or special handling. Documents concerning the personal affairs of staff, for example, may fall within this category. These documents are to be endorsed with the privacy marking 'INCONFIDENCE', preceded if necessary by an appropriate prefix, eg 'STAFF IN CONFIDENCE', 'MEDICAL IN CONFIDENCE'. Privacy markings are shown at the top and bottom of every page in capital letters and are not underlined. An 'In CONFIDENCE' document that also contains classified information is to be marked with its security classification in addition to the privacy marking, the security classification appearing above the privacy marking at the top of each page and below it at the bottom.

Precedence

0214. Letters and papers requiring quick handling may be given a precedence marking. There are 2 degrees of precedence:

a. IMMEDIATE. The precedence 'IMMEDIATE' is to be reserved for matters of great urgency. Papers marked 'IMMEDIATE' take priority over all others in preparation, are despatched by the fastest means available and are given precedence in handling and action by their recipients. Authorization of 'IMMEDIATE' precedence is normally confined to senior staff officers and commanders of independent units and must be used with discrimination.

b. PRIORITY. The precedence 'PRIORITY' is to be reserved for matters which require precedence over ordinary business. Papers marked 'PRIORITY' are given first precedence after those marked 'IMMEDIATE' although dispatched by normal postal or other delivery

services. 'PRIORITY' papers can be originated by a commissioned officer or civilian of equivalent status.

0215. Marking. The precedence marking is shown in capital letters at the top right of the first page only and is not underlined or abbreviated. If the letter or draft is classified, or has a privacy marking, the precedence marking is double-spaced below the line, and to the right of, the security classification or privacy marking (see Annex A) except Loose Minute where it is shown on the left.

2-4

0216. Message Precedence. The precedence used in signal messages are shown in Section 15.

Copy Numbering

0217. All SECRET and TOP SECRET documents are to bear individual copy number, eg 'Copy Number 1 of 20' at the top right corner

of the cover or the first page of the main document below the precedence marking, if any. Similarly, the first page of each annex, appendix, trace or other attachment forming part of the copy numbered document is given individual copy number. In addition, all operation and administrative orders, instructions and appreciations whatever their security classification, are given copy numbers in the same way. When only one copy of a document requiring a copy number exists, it is shown as 'Copy Number 1 of 1'. The allocation of copy numbered documents is shown in the distribution list. When regular and wide distributions are made, each addressee should receive the same copy number every time. When copies of copy-numbered documents are authorized, they are to be marked 'Reproductions Copy Number of ' immediately above the original copy number. This would indicate the total number of copies reproduced.

Address

0218. Originator's Address. All official correspondences originated within and addressed to anyone of the 3 Services should contain the following components:

- a. Unit designation.
- b. Name of place, garrison, ship, base and/or post town, using initial capital letters followed by post box if applicable.

0219. Recipient's Address. This is written in the same manner as in Paragraph 0218a. If there are several addressees then see Paragraph 0256 for its layout. When the department, branch or directorate required to take action is known to the sender then this is included under the HQ/unit's designation. The section of the directorate, if applicable, should be shown within brackets after the directorate (in abbreviated form) as follows:

AHQ

AG's Br
PS Dte (PS-1)

2-5

0220. Non-Service Address. Letters to government departments and civilian organizations should bear the unabbreviated designation of the sender and recipient and have the full postal address (including street name if necessary) before the post town as discussed in Paragraphs 0218 and 0219. This is to ensure that the envelope can be correctly addressed. Officially recognized abbreviations eg WASA (Water and Sewerage Authority), Power Development Board (PDB) etc, can be used except in correspondence with foreign organizations.

Telephone Number

0221. The telephone extension number follows the main telephone number, eg:

Telephone: 9870011 extension 3178

Date

0222. In all Service writing (exceptions Paragraph 0105b), the month and year are typed in abbreviated form under the address block. The signatory of a document is to insert the day of the month in manuscript at the time of signing. In correspondence where there is no address block, eg loose minute, the date is inserted in the subscription under the signature block. When writing the date in full, ie day, month and year in unabbreviated form, it is not necessary to include the day in its particular word form, eg first written as 1st or sixth written as 6th; the correct method is 01 or 06 (the day of the month is always expressed in two figures eg 05 or 11). In writing the month it is always spelt out in words and not substituted by the figure of its numerical order. Additionally, dates in Bangla may be inserted before the English date. Example for date is as follows:

DSCSC
Mirpur Cantt

Tel: 8012511 ext-239

17 Baishakh 1409

30 Apr 2002

2-6

Identifying Reference

0223. All Service correspondence have an identifying reference which may be a number or numbers, a series of letters or a combination of both. In message writing this is known as originator's number. Supplementary documents other than enclosures bear the reference of the parent document. The identifying reference is placed opposite the date as shown in the examples in the annexes to this section and section 3.

TEXT

Salutation

0224. In certain correspondence, eg formal or demi-official letters, it is customary to begin with the salutation 'Sir/Dear ' as the case may be above the subject heading, if any or the text. This is normally inserted in manuscript by the signatory at the time of signing except in case of formal letters when it is typed in. No comma is to be used after the salutation or in the ending.

Heading

0225. When a document is lengthy or the subject complex, the text is divided by headings. These assist the writer's logical development of the theme and direct the reader's attention to what follows. Except in operational writing, headings should stand on their own and not form part of any sentence that follows, eg the following is wrong:

‘Plantation. This will be discussed tomorrow.

The correct version should be:

‘Plantation. The plantation programme will be discussed tomorrow.’

2-7

0226. The Subject Heading or Title. Most documents start with short statement of the subject called the subject heading or title. In a simple document and Service correspondence, the subject heading starts at the left-hand margin in underlined capitals and is not followed by a full stop. Subject headings in annexes, appendices, maps, traces, overlays, charts, graphs and other display documents should be placed in centre, in underlined capitals and is not to be followed by full stops. In documents involving the use of main headings (see Paragraph 0227), the subject heading is treated as

a main heading (except in case of the supplementary documents as just mentioned).

0227. Main Headings. In documents involving the use of both main and group headings such as Service papers, appreciations, publications and precis, the main heading is placed centrally over the typed area, in underlined capitals and is not followed by a full stop. In a 2- line heading, if one line is necessarily shorter than the other, the second line is to be the shorter and placed centrally under the first line.

0228. Group Headings. A group heading is used to introduce one or more paragraphs on the same general subject. It covers all subsequent paragraphs before the next main or group heading. It occupies a line by itself beginning at the left-hand margin; it is not numbered and is not followed by a full stop. Group headings are in initial capitals for important words and underlined.

0229. Paragraph Headings. A paragraph heading covers only its own paragraph and any integral sub-paragraphs. Initials capitals are for important words, the heading is underlined and followed by a full stop. Not every paragraph need have a heading, but, once a paragraph heading is used, succeeding paragraphs down to the next main or group heading should have headings. A paragraph heading may be on a line by itself (followed by a full stop), followed immediately by sub-paragraphs as in Paragraph 0241.

0230. Sub-paragraph Headings. Sub-paragraph headings and those of any further subdivisions follow rules similar to those for paragraph headings.

2-8

References

0231. Reference to Other Papers. If reference is made to any document not enclosed with a letter or paper, the title or identifying reference and

date of that document is shown immediately above the text and below the word `Reference (s) :`. The originating authority is to be prefixed to the identifying reference when this is not self-evident in the letter. Each document listed is identified by a capital letter and may be referred to in the text, eg, `Reference A`. Alternatively:

a. The system of notation for footnotes outlined in Paragraph 0246 and 0417 may be used as the reference system.

b. When a single reference only is involved, and particularly in demi-official letters and letters to civilians, it may be included in the text or in the space sometimes provided in a printed letter-head.

0232. Reference to Signal Messages.

Reference to signal messages is made by quoting the originator, originator's number and date-time group as shown in Paragraph 1513 of Section 15.

0233. Reference to Extracts and Translations.

Extracts from a document are identified by the original chapter, article and paragraph numbers, as appropriate, but never by page numbers. When a document is translated or reprinted, the original chapter, article and paragraph numbers are retained but page numbers may be changed.

0234. Reference to Maps and Charts. A

map is identified by the country or geographical area, sheet number and scale. If applicable, a map series may precede the country or area and the edition may be shown before the scale. A chart is identified by the number and title.

Paragraph Numbering

0235. Paragraphs are numbered in Arabic numerals, but a single paragraph is not numbered and indented except when it contains sub-paragraphs. A paragraph can never have a single sub-paragraph and so on except in writing attachments/detachments or grouping in

operational writing. Sub-paragraphs are to be numbered alphabetically in small letters, but letters `I` (India) and `O` (Oscar) are not to be used to avoid confusion with `1` (one) or `0` (Zero). If a paragraph contains a list or example which has no sub-paragraph number (s) then

2-9

the list or example is to be indented one sub-division to the right of the paragraph number. Similar rules apply to sub-paragraphs and so on. An example is at Paragraph 0105a (4) on page 1-2. In letters to the civilians, the writer should be guided by good taste in deciding whether to number paragraph, eg paragraph in letters of condolence would never be numbered.

0236. The method of numbering paragraphs and sub-paragraphs and of indenting sub-paragraphs is given in Annexes A and B to this section.

0237. In a document containing many separate parts, chapters and section, eg this publication,

the method used for numbering the paragraphs varies in that the chapter/section number and a series of one or more noughts precede the paragraph number. To provide continuity leading onto the next series of paragraphs in other chapters/sections, the unused paragraphs are listed at the end of the preceding chapters/sections, grouped together and annotated by the word “Reserved”.

Contents

0238. Punctuation. Normal punctuation is used in the text of Service writing. Lists and sub-paragraphs are introduced by a colon (except where immediately following a paragraph heading as in Paragraph 0241), and each sub-paragraph ends with a full stop unless further subdivided.

0239. Spelling. The authority for spelling is the latest edition of `The Concise Oxford Dictionary`. The first spelling given should normally be used.

0240. Underlining. Underlining is not normally used to achieve emphasis in the text.

0241. Abbreviations.

a. General.

(1) In Service writing abbreviations used are those shown in Section 16.

2-10

(2) However, other abbreviations may be used if the writer considers them helpful; in this case they must be explained the first time they appear in the text eg 'covering troops (CT)' or be listed in a separate annex, unless they are :

(a) In Section 16 of this manual.

(b) In general use, eg UNO, NATO, etc.

(c) Specialist abbreviations well understood by both writer and all likely recipients of the paper in question. See Paragraph 1611 at Section 16.

(3) Once a word has been abbreviated, it is to be abbreviated throughout the same document.

b. Other Rules.

(1) Composite Nouns/Verbs. Any composite noun or verb, or one containing a prefix or suffix, may be abbreviated by abbreviating that part of it for which there is an authorized abbreviation, eg mob (mobilize), demob (demobilize), minefd (minefield). Exceptions are in cases where there is an authorized abbreviation with prefix or suffix, eg C attk (counter attack).

(2) Full stops and Commas. Full stops are not used in abbreviations and between a person's initials or decorations/ qualifications. Commas are used after the name and between abbreviations of branches, decorations, qualifications, and Service/regiment/corps eg :

Lt Col M A Saqeb, BU, psc, E Bengal
 Brig Gen Ilyas Iftkhar Rasul, ndc, psc
 Capt T I Obaid,(L), psc, BN
 Wg Cdr M Kaiser, GD(N), BP, psc

2-11

(3) Plurals. Some abbreviations indicate both the singular and the plural forms and do not require the addition of ‘s’ eg rat (ration, rations). Abbreviations of measurements remain unaltered in the plural eg m (metre, metres), l (litre, litres). If the addition of ‘s’ is necessary, it is always placed at the end of the abbreviation eg GOCs (General Officers Commanding). A ‘s’ may be added only to the abbreviation of a noun. However, the first and third person singular of a verb which may be abbreviated are identical eg fol (follow, follows).

(4) Verbs. If there is an authorized abbreviation for a particular verb in Section 16 which is in present indefinite form, the same

should be used for abbreviating all derivatives and tenses of that verb eg sp ((support), support (ed), support (ing), support (er), support(ive)) etc. For clarity, the word in full in its intended form may be used in case of confusion. Exceptions are in case of a particular tense of a verb or a specific derivative of a word eg bldg (building), ret'd (retired), add'l (additional), etc which will be used only for that particular word(s) as given and for no other derivatives.

(5) Multiple Meanings. Some abbreviation can be used for two or more meanings as given at Section 16 eg AB for 'air borne' and 'after burner'. Again in case of confusion, the same may be written in full as mentioned.

(6) Ampersand. An ampersand '&' is to be used instead of 'and' where appropriate in departmental and similar titles, eg AA&QMG, R & D, Messrs Rahman & Sons.

(7) Compass Points. The 4 cardinal points of the compass are always written in full in small

letters, eg north. The intermediate points can be written as shown:

(a) Abbreviated using the initial letters, eg NE, NNE.

(b) In full using a hyphen, eg north-east, north-north- east.

2-12

(8) Capitals. If the first letter of the abbreviated item is in capitals as in Section 16 and other abbreviations referred there to, then it will be in capitals throughout its use anywhere eg C atk, Atk etc.

c. Use in Service Writing. In both operational and nonopera-tional writing and signal messages maximum use of abbreviations is to be made, exceptions being the paragraph headings of operational and administrative orders in operational writing (See Paragraph 1106 and Section 12) and for non- operational writing in demi-official, commanded and formal letters and

Service papers. However, in BAF abbreviations may be used while writing Service papers on operational matters.

d. Use with Allied Forces and Non-service Authorities. In Service writing, no abbreviations as at section 16 are used when corresponding with Allied Forces and non-Service authorities. However, abbreviations may be used in operational writing having para-military forces as addresses.

e. National Distinguishing Letters. The distinguishing letters which may be used to identify nations are at Annex C to this section.

0242. Numerals. Fractions and whole numbers, except 'one' are to be written in figures. When a number is the first word in a sentence or when it refers to quantitative number of formations units, ships, bases etc, it should be spelt out to avoid confusion (see Paragraph 0244b). The figure '1' is used whenever it occurs in dates, paragraph and chapter numbers, serial numbers in tables

and diagrams, etc. If adjacent numbers indicate quantities and dimensions, either the first should be spelt out, eg 'twelve 10-ton trucks', or the adjacent numbers should be separated by the multiplication sign, eg '12 X 10-ton trucks'. The procedure for referring to fractions and whole numbers in signal messages is at Section 15. Ordinals are usually abbreviated eg 6th Staff Course, 1st World War.

0243. Dates and Times. These are written as follows:

a. Dates. A date is written in the sequence: day, month, year, eg 01 July 1999. A date is abbreviated by using the number of the day in 2 figures, (02 in case of day 2) the first three letters of the month and if necessary by adding the last two digits of the years, eg 01 Jul 99 or 01 July 1999 in full.

2-13

b. Night. A night is described by both dates over which it extends, eg Night 29/30 September

or Night 30 September or Night 30 September/
01 October.

c. Midnight. The term 'midnight' is not used when referring to that precise time. '0000 hours' and the date are used eg '0000 hours 16 June' represents midnight on the Night 15/16 June; note however, that there are special rules for, message/signal writing (see Paragraph 1512).

d. Twelve-Hour Clock System. While never used in Service writing, time expressed in terms of the 12-hour clock followed by 'am' or 'pm' is normal in dealing with civilians and in invitation to social events.

e. Time. Time is expressed in 4 figures by reference to the 24- hour clock; the first pair of figures indicates the hour and the second pair the minutes past the hour.

(1) In Operational Writing. In operational writing, the 4 figures are followed by a time zone suffix, eg 2359F. The time zone system is

explained in Annex D to this section. In appreciations and orders where the format includes the phrase 'Time Zone Used Throughout the Order:.....', times in the text do not require a zone suffix.

(2) In Service Writing. In other Service writing, the 4 figures may be followed by the time zone suffix or 'hours' when confusion with other figures, such as grid references and other time zones, is possible, eg 1100F or 1100 hours.

f. Date-Time Groups (DTGs). DTGs are used to give the date and time including time zone of origin of signal messages and certain orders. They consist of 6 figures, (the first 2 giving the date and the last 4 the time) followed by a time zone suffix.

(1) In Operational Writing. The format in appreciations and orders includes the phrase 'Time Zone Used Throughout the'. Date-time groups in the text of appreciations and orders in such cases are followed by the first 3

letters of the month, eg 221415 Feb. Where there is a possibility of an ambiguity, this may be amplified by the addition of the last 2 figures of the year, eg 221415 Feb 02.

2-14

(2) In Service Writing. The DTG may also be used in the text of Service writing. It should then be followed by a time zone suffix when the format does not include the phrase ‘Time Zone Used Throughout the....’: and may be amplified by the addition of the month and year, eg 1415F on 22 February 2002 is written 221415F Feb 02.

(3) In Signal Messages. See paragraph 1504 d of Section 15. Remember DTGs of signal messages must be followed by a time zone suffix and first 3 letters of the month.

g. In Relation to an Operation. The system of relating days and hours to an operation is at Annex E to this section.

0244. Description of Formations, Units and Detachments. Titles of formations and units are

normally written in their abbreviated form as shown:

a. Identifying numbers are written in Arabic numerals before the description:

11 Inf Div (11 Infantry Division)

35 PCS (35 Patrol Craft Squadron)

5 Sqn (Number 5 Squadron)

b. Quantitative numbers of formations, units, ships, bases etc are always written in full:

One division or one div (a single division)

One patrol craft squadron or one PCS (a single patrol craft squadron)

Twenty-eight squadrons or twenty-eight sqns

c. A formation or unit from which a portion is excluded is described as '2 Inf Bde less two bns' (2 Infantry Brigade less two battalions).

0245. Description of Locations and Areas.

There are many ways of describing locations positions and areas. These are enumerated below:

a. Locations and Points. There are 5 ways of identifying positions:

2-15

(1) Place Name. In addition to the place name, the grid reference or latitude and longitude is normally given the first time the place is mentioned.

(2) Grid Reference. The group of 4 or 6 figures must always be preceded by the alphabetical block of 2 capitals designating the 60-nautical mile square in 1:1,000,000 maps and the 100,000 - yard square in 1:250,000 maps.

(3) Geographical Reference System (GEOREF). GEOREF is a grid system based on latitude and longitude. Each 15-degree square is identified by a pair of letters; within each 15-degree square, one-degree squares are also indentified by 2

letters. A full GEOREF would therefore be ML NK 2052; the abbreviation would be NK 2052.

(4) Latitude and Longitude. It is usual to give the 4 or 5 figures indicating degrees and minutes of arc, followed by the letter appropriate to the particular hemisphere, without the use of symbols or words denoting degrees or minutes, eg '5452N 00136W'.

(5) Bearing and Distance from a Simple Reference Point. A bearing may be given in points of the compass or in figures, eg 'north-west' or '315 degrees (315^0)' or '5600 mils'; bearings are given as from true magnetic or grid north and the type used must always be specified. A bearing and distance is usually expressed with the bearing-from before, and the distance-from after, the name of the reference point, eg ' 315^0 (T) NAB TOWER 7.9 miles' or '5600 mils (T) NAB TOWER 9.8 kilometres'.

b. Ground Locations, Areas and Boundaries.

(1) Names of Places and Features. The names of places and features are spelt exactly as on the map in use, except that word 'River', written in full, precedes the names of all rivers regardless of the language in which this word appears on the map. The addition of a grid reference square is nearly always necessary, and for a river it should be square in which the name appears.

2-16

(2) Roads, Tracks and Railways. Roads, tracks and railways are described by the names of places located on them. The word 'Road', 'Track' or 'Railways' must precede, not follow the place names, eg 'Road Dhaka - Tangail'.

(3) River Banks. River banks are described as right or left from the point of view of an observer facing down stream or, if this cannot be done, by using cardinal points. 'Near' or 'far' may be used

with reference to the friendly force in operations involving a river crossing.

(4) Canals. The name of the canal, or names of places on it are used to describe a canal. The banks are usually described by means of the cardinal points, eg the north bank of the GK Canal.

(5) Channels. Channels are described by name, or by the name of the nearest feature or town, followed by the word `Channel`. Buoys in a channel are referred to by name, port hand or starboard hand (left and right-hand side of the channel, facing in the direction of the main or flood stream), by their shape (can, conical, spherical, etc), or by position.

(6) Routes. When movement is involved, a route is described by a sequence of points on the route named in the direction of movement. When no movement is involved, the sequence of points named is to be from left to right or rear to front, assuming that the person designating the route is

facing the enemy. Cardinal points may be added if required.

(7) Areas. An area is described by taking the northern most point first and giving the remaining points in clock-wise order.

(8) Positions. Positions are described from left to right and front to rear facing the enemy. To avoid confusion, cardinal points may be used to describe flanks, rather than 'left' or 'right'.

2-17

(9) Boundaries. Boundaries are designated by easily distinguishable features on the ground in the sequence in which they occur. They are described from rear to front during an advance and from front to rear in defence and withdrawal. If generally parallel to the front, eg rear boundaries, they are described from left to right facing the enemy. Cardinal points may be added if required. When describing boundaries between units and formations, the words 'inclusive' or

‘exclusive’ are used before the place to which they refer. The description of a boundary must state specifically to which unit or formation an area or a point is inclusive or exclusive.

0246. Notes. Amplification of specific points in tables or diagrams may be made by using ‘Notes’. They are not normally used in the text of Service papers. When used:

a. Notes are numbered consecutively in Arabic numerals, the series starting anew for each chapter. They are listed under the heading ‘Notes:’ at the foot of the page on which they occur, on the left margin above the security classification.

b. Attention is drawn to the relevant note by inserting the appropriate numeral in brackets immediately after the point. See the annexes to this section for examples.

0247. Cross References. Reference to another part of the text in the same paper is made by

paragraph only, eg 'see Paragraph 0237'. The words 'above' and 'below' are not used.

SUBSCRIPTION

Complimentary Ending

0248. This is inserted in formal letter correspondences where a salutation precedes the subject heading. It is customary to end such correspondence by inserting 'Yours faithfully' written as shown in the example in Annex E to Section 3. In the case of demi-official letters, this is 'Yours sincerely' or any other appropriate ending. See also Annex A to Section 3.

2-18

Signature

0249. In all Service writing, other than demi-official letters, the identity of the signatory is to be shown in the signature block together with his rank and appointment. When the

signatory signs a document on behalf of his superior, the appointment of the superior on whose behalf the document is signed is shown, with the word 'For' typed before the appointment. Routine correspondence addressed either singly or simultaneously to higher and lower addressees can be signed for the commander. In such cases two separate signature blocks are not necessary. The signature block therefore contains:

- a. On the top line, initials and the name of the signatory in block capitals without brackets. No decorations, awards or symbols are to be shown.
- b. On the centre line, the signatory's rank and Service where appropriate.
- c. On the last line, the appointment of the signatory or the appointment of the individual on whose behalf the document is signed for by the signatory.

Examples of signature block are as follows:

M Z HASAN	M A KHAN	S S MANSUR	M A LATIF
Brig Gen	Cdr BN	Wg Cdr	CSO 1 (Stat)
For CGS	D Budget	For ACOAS (A)	

0250. The signatory should personally sign all copies of documents going to action and information addressees. When numerous copies are produced it is usually acceptable for the signatory to sign the original or stencil. It is the prerogative of the Chiefs of Staff to sign in green ink. Formation commanders, base commanders, commandants of training institutions when corresponding within their respective formations or establishments may also sign in green ink. For all other official correspondence black ink is to be used.

2-19

0251. When a commander or senior officer has personally drafted or approved an urgent policy or other important document and is unable to sign through unavoidable absence, the document can be signed over the commander's complete

subscriptions block by an officer on his behalf. The officer signing must identify himself fully and explain why he is signing. On these occasions 'For' is written in manuscript alongside the signature block together with an explanation, eg 'Absent on duty', also in manuscript. The person signing should insert below his signature sufficient detail of his name, rank, appointment etc to enable him to be clearly identified eg:

REZAUL KARIM
 Brig Gen
For Comd
 (Wrong example)

REZAUL KARIM
 Brig Gen
 Comd
 (Correct example)

Recommendations, important requests or opinions should always be signed by the commander himself. Letters of minor censure may be signed by the senior staff officer but only after approval by the commander. Serious reprimands should be signed by the commander.

Junior staff officers must not sign letters refusing a request.

Supplementary Documents

0252. Annexes. Supplementary documents that amplify the parent document are called annexes. They are used when the inclusion of all the detail in the body of the parent document would make it cumbersome. Annexes should normally be attached to the document to which they relate but may be issued separately if needed. Distribution of annexes dealing with specialized matters which do not concern all recipients of the main document may be restricted to those who require special information. Annexes should be:

- a. Referred to in the text of the parent document.
- b. Lettered consecutively in capitals in the order in which they appear in the text; this includes a single annex ie Annex A.

c. Given their own subject headings.

2-20

d. Listed at the close of the parent document prior to the distribution, under the heading 'Annex(es)' which is followed by a colon and not underlined. While listing the wording used to identify the annex(es) will be the same as their subject headings.

e. Copy numbered in accordance with Paragraphs 0217.

The annex block is inserted in the top right-hand margin of the first page in underlined capitals showing the identifying reference of the main document, so that annexes can be identified if for any reason they become detached, the form of wording normally used which may be on 2 or more lines as convenient, being:

ANX A TO
HQ 9 DIV LTR G/23
DT JAN 02

ANX A TO
SER 5 TO
EX AGNI BEENA

0253. Appendices. Supplementary documents that amplify an annex are called appendices. They should be:

- a. Referred to in the text of the parent annex.
- b. Numbered consecutively in Arabic numerals in the orders in which they appear in the text; this includes a single appendix, ie Appendix 1.
- c. Given a subject heading like that of an annex.
- d. Listed at the close of the parent annex, (but not the main parent document), under the heading ‘Appendix(ces)’, which is followed by a colon and is not underlined just like an annex. The wording used to identify appendices will be the same as their subject headings.
- e. Copy numbered as an annex.

The appendix block is inserted in the top right-hand margin of the first page in underlined capitals, showing the identifying reference of the

main document, the form of wording normally used, which may be on 3 or more lines as convenient, being:

APPX 1 TO
ANX A TO
HQ 9 DIV LTR G/23
DTJAN 02

2-21

0254. Enclosures. Documents that are complete in themselves and sent with a covering document are called enclosures: they are referred to in the text of the covering document. Enclosures are listed numerically at the end of the parent document prior to distribution under the heading 'Enclosure:' and stating the title, reference and date as appropriate. If an enclosure has a copy number, this is also to be stated against such listings (see Annex A to Section 2).

Address/Distribution

0255. In a Service writing, the addressees are listed under the heading 'Distribution'

immediately after the signature block, but on the left hand side of the last page or on a separate sheet of paper. However, if a letter/document contains supplementary documents, then the distribution is shown immediately after listing the supplementary documents eg annexes, enclosures etc.

0256. When there are several addressees the order in which they are listed in the distribution is:

- a. External action addressees. (1)
- b. External information addressees. (1)
- c. Internal addressees (action and information area shown separately if required). The order in which internal addressees are listed depends on the established practice of the originating Service or headquarters.

0257. If more than one copy of document is being sent to any addressee the number of copies

is added in brackets unless it is ‘copy numbered’ when the copy numbers are shown. See Paragraph 0217.

Note:

1. External addressees are listed in order of seniority. Within seniorities they are shown in order of numerical title, if appropriate or alphabetically. In the Navy, correspondence is always addressed to the holder of the appointment, not to a headquarters or unit. See Section 3, Annex A, Appendix 2.

2-22

0258. When it is necessary to ensure that correspondence is seen by a certain individual, the expression, ‘For the attention of :’ is inserted in brackets beneath the addressee above all other details of the address and the envelope is similarly marked.

0259. Examples of the layout of distributions are shown at the annexes to this section and Section 3.

Page Numbering

0260. All pages of all documents, other than single-page documents (for exceptions see Paragraph 0261), are numbered at the bottom centre, immediately above the security and privacy markings. Pages of chapters are normally to be numbered consecutively from the beginning to the end of the whole document. When this is administratively inconvenient, eg in the case of a loose-leaf book or when constituent parts are circulated separately, pages may be given the chapter or section number followed by the page number, as in this publication. Pages of an annex, including a single page annex, are then given the letter of the annex followed by the page number, eg 'A-1', 'A-2' etc. In addition pages of annexes that follow chapters, as in this publication, are to have the

annex letter preceded by the chapter number, eg '1A-1', '1A-2', etc. The pages of an appendix including a single-page appendix, are given the annex letter followed by the appendix number and the number of the page, eg, 'A1-1', 'A1-2', 'B1-2' etc.

0261. For all copy numbered documents as shown at Paragraph 0217, the following rules also apply:

- a. Single page documents are to be page numbered.
- b. The main document is to include, below the copy number a statement of the total number of pages in the entire document (including all annexes or other attachment but not enclosures) in the form 'Total pages.....'
- c. The total number of pages in the main part (excluding annexes and other attachments) is to be shown on the first page of the main part in the form '1 of 1' or '1 of 20'.

2-23

d. The total number of pages in each annex, appendix or other attachment is to be similarly shown on its first page in the form 'A-1 of 1', 'B2-1 of 3'. Either system of page numbering described in Paragraph 0260 may be adopted but whatever system is used, it must ensure that it will be clearly evident whether any pages are missing when a document is mustered or the pages checked eg 'B-1 of 1', 'A1-1 of 2' etc.

Privacy Marking

0262. See Paragraph 0213.

Security Classification

263-264. See Paragraphs 0204-0212.

OTHER RULES

Expressing Orders and Intentions

0265. Orders and instructions are conveyed by the use of the following words:

- a. ‘Is to’ or ‘Are to’ (Imperative). The words ‘is to’ or ‘are to’ are used to convey a direct order.
- b. ‘To’ (Infinitive). The infinitive form of the verb is used to express an aim or intention. The executive form is used to give out a mission eg ‘Hold river line.....’ or ‘Capture Objective A.....’ etc.
- c. ‘Should’. In directives or instructions ‘should’ may be used to express the requirement where it is necessary to leave initiative and discretion to the commander on the spot.

0266. Specific Meanings. The following word have specific meanings in the Services:

a. 'Intend'. 'Intend' is used to signify an intention which will be carried out unless countermanded by higher authority.

2-24

b. 'Propose'. 'Propose' is used, more usually in signal messages, to suggest a course of action which will not be carried out unless approved by a higher authority.

c. 'Request'. When used by a senior to a junior, 'request' is a courteous method of conveying an order; otherwise its meaning accords with English usage.

d. 'Will'. The verb 'will' is used only to convey information or express the future tense.

Capitals

0267. Capitals letters are used for every letter of the following:

- a. Subject headings.
- b. Main headings.
- c. Code words and nicknames.
- d. Proper nouns in operational writing.
- e. Precedence markings
- f. Security classifications and privacy markings on top and bottom of all pages.
- g. The word 'DRAFT' at the top centre of a draft.
- h. Paragraph headings of written operational and administrative orders. (See Paragraph 1106 and Section 12)

- j. Certain abbreviations, as shown in Section 16 of this manual.
- k. The names of ships.
- l. The reference block on annexes and appendices (top right).
- m. The postcode where applicable.

2-25

- n. The name of the signatory in the signature block of a letter.
- p. Time zone when spelt out in full.
- q. Message writing and writings in army symbols.

0268. In addition to the opening word of a sentence, capital letters are used for the first letter of:

- a. A proper noun, or adjective derived therefrom, eg 'Bangladesh', 'Bangladeshi'.
- b. The important words in group, paragraph and subparagraph headings.
- c. The first word of listed items.
- d. The principal words in the list of subsidiary documents ie annexes, appendices, enclosures, flags, side flags etc and that of the agenda of a meeting.
- e. Words associated with the particular, eg 'Paragraph 3', 'Page 2', 'Annex A' or by rule of common usage eg days of the week and months of the year.
- f. The principal words in ranks and appointments when referring to a specific individual or appointment, but not when using the word collectively.
- g. The principal words in column headings.

- h. The words Service(s), Army, Navy, Air Force where they refer to the Bangladesh Armed Forces eg, ‘Service writing’, ‘Army officers’.
- j. Certain abbreviations that are already capitals as shown in Section 16 of this manual.

2-26

Drafting and Typing

0269. Manuscript Drafts. Manuscript drafts should be double spaced and similar in layout to the required format.

0270. Rules for Typists. An example of the standard layout is at Annex A and rules governing layout are outlined in Annex B to this section. Detailed examples of individual types of correspondence for use by the 3 Services are in the annexes to Section 3.

0271. The Rules Governing Preparation of Signal Messages. See Section 15.

Code Words and Nicknames

0272. A code word is a single word to provide security cover for reference to a particular classified matter, whereas a nickname consists of 2 words used for convenience for reference to a particular matter where security protection is not required.

0273. Code Words. The primary purpose of code words is to ensure proper security concerning intentions and to safeguard information pertaining to classified operations and projects. Examples of the use of code words include:

a. Providing names for plans, projects and operations.

b. Concealing intentions in documents, communications and discussions relating to plans, projects and operations.

c. The designation of geographical locations in conjunction with Paragraphs 0273a and b.

All code words are to be taken from a list maintained by the Armed Forces Division, Ministry of Defence or the Services Headquarters. Their issue and cancellation are registered.

0274. Nicknames. Nicknames do not provide security cover and may be used for convenience in inter-communication, for references to unclassified and RESTRICTED matters, for target indication and for routine exercise/operations. When used in reference to geographical locations to indicate the whereabouts of

troops during operations, they do not provide much security cover particularly in situation where our activity becomes identifiable to an enemy. They can be useful as references to places, eg it is easier to say AGNI BEENA than BRAHMANBARIA BAZAR. They are not to be used to indicate commanders or to identify units or formations. When selecting nicknames, the following points must be considered:

- a. Nicknames may be selected at random by the originator who is also responsible for informing all concerned of their meaning.
- b. Neither of the 2 word may be a colour.
- c. The first word of a nickname is not to be either 'OPERATION' or 'EXERCISE'.
- d. In no case may the second word be 'ROUTE', 'ROOT', 'ROUT', or any similar sounding word.

e. The words chosen should not be such that they can be run into one another and so be confused with a code word, eg 'MATCH BOX' could become 'MATCHBOX'.

f. The use of a word, say 'IRON', with numbers to give 'IRON ONE', 'IRON TWO', etc, to indicate particular phases of an operation may comprise a code word and is to be avoided.

g. The use in one operation of a series of associated words eg item of clothing is to be avoided.

Units of Measurement

0275. Methods of expressing measurements have been standardized and are to be used accordingly. The symbols used for units of measurement and other details are at Annex F to this section.

Acknowledgement of Source of Quoted Material

0276. Quotations. Material quoted in Service writing is acknowledged by annotating the text as outlined in Paragraph 0231 and the acknowledgement treated as a note except that the heading 'Notes:' is not used. The quotation will appear as '1. The Government Economic Plan from Current Affairs by M. Jalal'.

2-28

0277. Bibliographies. A bibliography is a list of material used for authorities consulted in the preparation of a paper. It should include the authors' names, titles of books or articles, the publishers, and the dates of publication. The list appears at the end of the paper under the main/group heading 'BIBLIOGRAPHY'/ 'Bibliography'.

Amendments

0278. When a paper or letter is revised or resubmitted with amendments, paragraphs which contain amendments or new subject matter are to be sidelined for ease of reference. It is

particularly important to follow this practice when long and involved drafts are being amended. However, every document should have an amendment sheet to record such amendments or additions to its text. Proposals to effect any changes are listed under one amendment list followed by a figure and the date (see Amendment Record Sheet in this manual for layout). Whenever such changes are incorporated, the number of such change eg 'CHANGE 1' is to be written at the bottom right corner of every page or part there of so amended.

Seniority of Service

0279. The seniority of the Services in Service writing is as follows:

- a. Army.
- b. Navy.
- c. Air Force.

d. Inter Services organizations.

0280. In documents or correspondence where the addressees include those from the originator's Service as well as those from one or more of the other 2 Services, the address block or distribution list is listed out in the following order of seniority:

a. Headquarters, units and individuals of the originator's Service.

b. Headquarters, units and individuals of the other Services based on the seniority as given in Paragraph 0279.

2-29

c. Headquarters, units and individuals of the other inter Services organizations in the sequence given at Annex G to this section.

0281. The seniority within the Services is at Annex G to this section.

Seniority of Para- Military Forces

0282. Para-Military forces will be listed after all the Services headquarters/ formations/units and the inter Services organization as per following seniority:

- a. Bangladesh Rifles.
- b. Coast Guard.
- c. Bangladesh Police.
- d. Bangladesh National Cadet Corps.
- e. Bangladesh Ansar and Village Defence Party.

Use of Ranks by Retired or Released Personnel

0283. Retired or released Service personnel may indicate their ranks with their names as shown below:

- a. Major Mohammad Fazle Ali, psc (retd).

- b. Air Commodore S Rahman (retd).
- c. Commander Ismat Harun,(C), psc, BN (retd).
- d. O NO 920241 M A Alim L/Wtr (retd).

0284. The Bangla meaning of security classifications are as follows:

- a. TOP SECRET AwZ †Mvcbxq
- b. SECRET we†kl †Mvcbxq
- c. CONFIDENTIAL †Mvcbxq
- d. RESTRICTED mxwgZ

2-30

0285. Security classification is required to be given for exercise. The unauthorized disclosure of information and material used in exercise, which would cause harm to conduct of military

operation related to military training and to that organization will have security classification. The grading of security classification will be given as described in para 0204 basing on the merit of information related to exercise. The word exercise will prefix before the grading. The Bangla meaning of word exercise will be Abyxjb.

0286. The Bangla meaning of precedences and privacy markings are as follows:

- a. IMMEDIATE Ri“ix
- b. PRIORITY AMÖMb“
- c. IN CONFIDENCE e“w³MZ †Mvcbxq

0287 - 0300 Reserved.

Annexes:

A. Standard Layout of Service Writing.

B. Rules for Typing.

C. National Distinguishing Letters.

D. Zone Time.

E. System of Relating Days and Hours to an
Operation.

F. Units of Measurement.

G. Seniority of Armed Forces, Regiments, Corps
and Units.

2-31

ANNEX A TO SECTION 2

2

STANDARD LAYOUT OF
SERVICE WRITING

2

SECURITY
CLASSIFICATION (1) (2)

2

PRIVACY MARKING (1) (2)

2

PRECEDENCE (1) (2)

2

Reproduction Copy No
...of...(2)

2

Copy Number..... of.....(2)

2

Total pages.....(2)

2

Address of Sender (1)

2

Telephone.....extension (2)	2
Identifying Reference (1)	
Date (1)	2
Salutation (1) (2)	2
<u>SUBJECT HEADING (1)</u>	
Reference (s) :	2
A.	
B.	
1. This example illustrates the basic conventions of standard layout in skeleton, using notes in the superscription and subscription and words in the text. Not all the examples given need necessarily appear in every type of paper.	2
1 of 3 (2)	2

PRIVACY MARKING (1) (2)
 SECURITY
 CLASSIFICATION (1) (2)

2A-1

SECURITY
 CLASSIFICATION (1) (2)

PRIVACY MARKING (1)
 (2)

MAIN HEADING

2. The text may be divided by main, group and paragraph headings. The heading above this paragraph is a main heading. It is placed centrally as is the subject heading because the letter covers both main and group headings.

Group Heading (3)

3. Group headings introduce one or more paragraphs on the same subject; the heading immediately above this paragraph is an example.

2
2
2

4. Paragraph Heading. A paragraph heading covers only its own paragraph and any sub-paragraphs in it. Any subdivision of a paragraph may have a heading.

2
2
2

5. Sub-paragraph.

a. This is an example of a sub-paragraph but further subdivision is possible:

(1) By sub-sub-paragraphs, of which this is an example, and by:

PRIVACY MARKING (1)
(2)

SECURITY
CLASSIFICATON (1) (2)

2A-2

PRIVACY MARKING (1)	
(2)	2
SECURITY	2
CLASSIFICATON (1) (2)	
(a) Sub-sub-sub-paragraphs of which there may be several. Still further subdivision could be achieved thus:	2
i.	2
.....	
..	2
(b)	2
.....	
.....	2
(2)	
.....	
.....	

b.	
.....	2
.....	
<u>SUPPLEMENTARY</u>	4
<u>DOCUMENTS</u>	(
	m
6. A variety of documents	in
might accompany this paper.)
An annex which accompanied	
it would be referred to in the	2
text and would be listed	
below; an appendix to that	2
annex would be referred to in	
the annex and listed at the	
close of it; an enclosure would	2
be complete in itself, but its	
existence would be indicated	2
at the close of the parent	
document.	
7. An example of the layout	
of an annex is at Annex A to	

this paper.

Appropriate ending and
subscription (1)

Annexes :

A. Layout of an Annex.

B. (Layout example only-not
enclosed) (1) (2)

3

PRIVACY MARKING (1)
(2)

SECURITY
CLASSIFICATION (1) (2)

2A-3

	2
SECURITY	
CLASSIFICATION (1) (2)	2
PRIVACY MARKING (1)	2
(2)	
	2
Enclosures: (4)	
1.	
.....	2
. Copy Number of....	
(2)	2
2.	
	2
3.	
	2
Distribution: Copy	
Number (2)	2
External : (5)	2
Action : (5)	2
.....	2
.....	
RESTRICTED	2

and is thereafter laid out in the most appropriate form for the information it contains. 2

2. The paragraphs are numbered, and headings may be used in the normal way. The subject heading should be in the centre of the annex in capitals as per Paragraph 0226. 2

3. When the parent paper present a long or involved subject containing statistical or tabular information which relates to a particular annex only, such information may be presented as at Appendix 1 to this annex. 2

A-1 of 2 (2)

PRIVACY MARKING (1)
(2)

SECURITY
CLASSIFICATION (1) (2)

2A-5

PRIVACY MARKING (1)
(2)

SECURITY
CLASSIFICATION (1) (2)

2

2

2

4. An appendix is headed in a similar way to an annex and may be given a lower security

classification. Appendices are identified by a number and given individual titles. They are listed below the text of their parent annex.

Appendix : (2)

1. Tabular Presentation.

2

2

2

A-1 of 2 (2)

PRIVACY MARKING (1)
(2)

SECURITY
CLASSIFICATION (1) (2)

Note: See page 2A-8.

2A-6

SECURITY			
CLASSIFICATION	(1)	(2)	2

PRIVACY MARKING (1)	2
(2)	

Serial	(Column Title)(1)	(Column Title)(1)	(Column Title)(1)	(Column Title)(1)	(Column Title)(1)
(a)	(b) (9)	(c) (9)	(d) (9)	(e) (9)	(f) (9)

Copy Number.....of.....(2)

APPENDIX 1 TO
ANNEX A TO (8)

DATED

TABULAR PRESENTATION

Facts may be presented in tabular form. The following is an example:

1. (9)	2
2. (9)	2
3. (9) (Lines may be drawn between columns and between serials if desired)	2
4. (9)	2
5. (9)	2
Notes : (10)	2
A1-1 of 1 (2)	
PRIVACY MARKING (1) (2)	
SECURITY CLASSIFICATION (1) (2)	

Notes: See page 2A-8.

2A-7

NOTES ON ANNEX A TO SECTION 2

1. These words are not included in the document.
2. When applicable.
3. It is not obligatory to use group headings or headings to every individual paragraph or sub-paragraph (but see Paragraphs 0229 and 0230).
4. As necessary (see Paragraph 0254).
5. These headings are optional.
6. The small figures at the right-hand block indicate the spacing between the end of one component and the beginning of the next. See also Paragraphs 9, 10, 11 and 12 of Annex B.

7. For indenting and horizontal spacing see Annex B.

8. The identifying block of an annex or appendix is included in the first page only.

9. By identifying each line of a table by a serial number and each column by a letter, precise reference can be made to any item without recourse to asterisks or other indicator marks.

10. When it is necessary to use notes to amplify previous text or tabulated information, the heading 'Notes:' should be used and each note numbered serially in Arabic numerals and fully justified to the left margin.

2A-8

ANNEX B TO
SECTION 2

RULES FOR TYPISTS

INTRODUCTION

1. These rules are applicable in the preparation of type written work. Primary horizontal spacing is given, as specified, throughout this annex and at Annex A to Section 2. The linear distance through which a typewriter carriage moves for a depression of the space bar varies with different machines, but this variation, provided it is even and conforms to spacing rules, is acceptable.

2. Now a days typing with the help of computer is widely used in Service writing. Although there are differences in spacing and size of letter between computer and typewriter; the basic convention and rules enumerated in this section may remain same with as little adjustment as

possible, and to the convenience of computer setting.

SPACING OF TYPESCRIPT

Horizontal Spacing

3. Margins.

a. The left margin of documents is to be 3 centimetres (15 spaces) from the edge of the paper. Adjustments may be done for window envelopes or files/bindings. The right margin is to be at least one centimetre or 5 spaces wide.

b. For briefs, minutes of meetings and summaries of files an extra wide right margin of 3 centimetres is provided for the reader to make notes.

c. When the reverse of a sheet is used, the margins are to be transposed so that both sides will be readable when the whole document is bound.

d. The left margin is the datum for horizontal spacing in Service documents, except for those elements mentioned in Paragraphs 7b and 8.

2B-1

4. Printed Margins. On paper overprinted with a vertical margin, the printings to be used as the left margin irrespective of the width of the margin.

5. Paragraphing. All lines in a main paragraph are justified to the left margin. If the paragraph is identified, this is by a number, with a full stop, followed by 3 spaces. If there is also a heading, this is followed by a full stop and then a further 3 spaces before any succeeding text. Sub-paragraphs are identified by a lower case letter with a full stop. Otherwise they are treated as main paragraphs except that all lines are justified to a point 5 spaces from the left margin. Increased subdivisions may be achieved by using numbers in brackets and then lower case letters in

brackets followed in each case by a further 3 spaces before commencing the text.

6. Indenting Block indenting is to be used to indicate sub-divisions of paragraphs. Sub, sub-sub, etc, paragraphs follow the same general rules as for paragraphs, except that the sub-paragraph letter is typed 5 spaces from the margin. Succeeding sub-sub, etc, paragraphs commence 10, 15 and so on, spaces from the margin. Thus if the paragraph starts on the left margin at point one (1), the succeeding sub etc paragraphs would start at point 6, 11, 16 and so on. See the example at Appendix 1 to this annex.

7. Block Presentation.

a. Justification to the Left Margin. The following elements of a letter or document are justified to the left margin:

(1) The identifying reference (unless indicated by a printed letterhead).

(2) The subject heading (except in complex document where use is made of both main and group headings, in which case the subject heading is centred).

(3) The word 'Reference' where reference is made to other documents and the identifying letter of each reference, eg:

References:

A.

B.

2B-2

(4) The text of the letter or document (see Paragraphs 3 to 6 of this annex).

(5) The heading 'Annexes:', if required, followed by the list of individual indexes in sequence. Appendices and notes are treated similarly, each heading and each item listed below the heading being justified to the left margin.

(6) The heading 'Enclosures:', if required, followed by the list of enclosures in sequence, each justified to the left margin.

(7) The heading 'Distribution:', followed by the list of addressees in the correct order of Service precedence. Distribution lists should be broken down into 'External' and 'Internal' listings when appropriate, and these listings may be further subdivided into 'Action' and 'Information' addressees if desired. Each heading, and each addressee is justified to the left margin.

b. Alignment with the Standard Tabulation Stop. Except where otherwise indicated by a printed letterhead, elements of the superscription and subscription of a document written on the right of a page on separate lines should be vertically aligned. Thus the copy number, precedence, originator's address, telephone number, the first typewritten element of the date and the signature block should all have a

common starting point which can be set by tabulator key.

8. Centre Headings. Subject heading when centred and main headings are to be positioned in the centre of the typewritten area and not of the whole page (see Paragraph 0227 for 2-line headings).

9. Spacing after Punctuation. One space is to be left after a comma, colon or semicolon, and 2 after a full stop, question or exclamation mark (but see Paragraph 5)

Vertical Spacing

10. Vertical spacing of typescript is usually in single or double spacing. Double spacing is normally used for drafts (see Paragraph 14) and may be used in briefs if desired.

2B-3

11. Vertical Spacing of the Text. Successive lines of text within paragraphs are to be separated by single spacing. Successive paragraphs without

centre or group headings and all subdivisions of paragraphs are to be separated by double spacing. Main and group headings are to be separated from each other and from the preceding and succeeding lines of text by double spacing.

12. Vertical Spacing Outside the Text.

Elements of a document which do not form a part of the text are to be separated by double spacing if standing alone, eg precedence and telephone number, and by single spacing if forming an item within a block, eg one address in a list of addresses. However, the following rules always apply:

a. Precedence. The precedence is double spaced below the security classification or privacy marking as appropriate. The latter 2 are double spaced as well.

b. Identifying Reference. The identifying reference is to be placed opposite the date. See Paragraph 0223.

c. Salutation. If a salutation is used, 4 spaces should be left between the identifying reference and (the subject heading if there is one) the first line of the text.

d. Signature. At least 4 spaces should be left between the end of the text and the signature block (for the signature) in the subscription.

e. Other Rules. All other rules are as for hand written work.

Tables/Tabulation

13. In any form of table, vertical columns are to be lettered in small letters in brackets beginning with ‘(a)’, and horizontal items are to be numbered consecutively in Arabic numerals starting with ‘1’. See page 2D-1.

2B-4

Drafts

14. Horizontally a typewritten draft is to be spaced in the normal way throughout; but the vertical spacing between successive lines of text, including that immediately before and after the headings, is to be doubled. Normal vertical spacing is to be used outside the text ie before the subject heading and in and after the subscription block. The heading 'DRAFT' is to be inserted at the top centre of the first page, below the security classification or privacy marking when applicable. It will be in block capitals and not underlined like a subject heading. See page 3H-1.

STANDARD CONVENTIONSPunctuation

15. With certain exceptions, normal punctuation is used in Service writing. The following additional conventions apply:

a. Full Stops. Full stops are used:

(1) After a paragraph or sub-paragraph number or letter which is not in brackets.

(2) After paragraph and sub-paragraph heading and so on.

(3) At the end of each sub-paragraph and further sub-divisions except in case of unnumbered ones eg list of examples(s). (See Paragraph 15(c) (6) that follows.)

(4) After the description of each reference or supplementary document.

b. Colon. A colon is used to introduce a list or a succession of sub-paragraphs.

c. Exceptions.

(1) Full stops and commas are not used in an address.

(2) There is no comma after a salutation or a complimentary ending.

2B-5

(3) In the text, no full stops are placed after, or unnecessary spaces left between, separate letters of familiar abbreviations.

(4) No comma is to be used after a subscription.

(5) In a tabular display, full stops are normally omitted except after serial numbers or to separate sentences or disparate notes within a column.

(6) Full stops are not used at the end of unnumbered sub-paragraph(s) or further subdivisions eg in case of list or example(s) excepting (complete) sentences. See Paragraph 0241 b(2) for example.

Salutation and Subscriptions

16. Salutations follow common usage and begin with initial capitals. Subscriptions are in stylized

form; examples are given at the annexes to Section 3.

Inserting the Date

17. In documents having the originator's address block at the top right corner of the first page, the date or date-time group is placed under that address block opposite the identifying reference, the first typewritten element commencing at the standard tabulation stop. In other correspondence the date or date-time group is placed under the signature block.

18. The day of the month or the date-time group as applicable are omitted for later insertion in manuscript by the signatory.

Underlining

19. All subject headings, main, group, paragraph and sub-paragraph headings are underlined.

Page Numbering

20. The rules for page numbering are given in Section 2.

2B-6

Miscellaneous Points

21. Addressees. Officially recognized abbreviations for departments and establishment titles, eg WASA, PWD etc, are to be used except in correspondence with foreign armed forces.

22. Dates. Dates, including dates in the text, are normally abbreviated, eg 19 Jul 99 except in formal, commanded and DO letters.

23. Catchwords. Catchwords are not to be used.

24. Name, Rank and Appointment of Writer. See Paragraph 0249.

25. Ampersand. The ampersand is to be used instead of 'and' in departmental and similar titles, eg DAA&QMG, Messrs Saleh & Co, etc.

26. Right-Hand Margin. For all briefs, minutes of meetings and summaries, a vertical line 3 centimetres from the right edge of the paper is drawn in. This margin commences with the first line of the first paragraph and ends in line with the last sentence on the first page. In subsequent pages, it commences with the first sentence and ends at the last line.

27. Annex and Appendix Blocks. These blocks are inserted in the right-hand margin and underlined.

Appendix:

1. Example on Spacing the Horizontal Text.

2B-7

ANNEX C TO
SECTION 2

NATIONAL DISTINGUISHING LETTERS

1. The following national distinguishing letters (Federal Information Processing Standard) are used whenever it is necessary to identify a nation or any part of that nation's armed forces:

Afghanistan	AF	Korea, Republic of (South)	KS
Algeria	AG	Kuwait	KU
Angola	AO	Laos	LA
Argentina	AR	Lebanon	LE
Australia	AS	Malaysia	MY
Bahrain	BA	Maldives	MV
Bangladesh	BD	Morocco	MO
Belgium	BE	Mozambique	MZ
Bhutan	BT	Myanmar	MN
Bosnia and Herzegovina	BK	Namibia	WA

Brazil	BR	Nepal	NP
Brunei	BU	Netherlands	NL
Myanmar	MN	New Zealand	NZ
Cambodia	CB	Oman	MU
Canada	CA	Pakistan	PK
China	CH	Philippines	RP
Congo (Brazzaville)	CF	Portugal	PO
Congo (Kinshasa)	CG	Qatar	QA
Denmark	DA	Russia	RU
Egypt	EG	Rwanda	RW
France	FR	Saudi Arabia	SA
Georgia	GG	Sierra Leone	SL
German Federal Republic	GE	Singapore	SG
Germany	GM	Somalia	SO
Greece	GR	South Africa	SF
Haiti	HA	Sri Lanka	SL
Hong Kong	HK	Switzerland	SZ
India	IN	Tajikistan	TI
Indonesia	ID	Thailand	TH
Iran	IR	Tunisia	TS

2C-1

Iraq	IQ	Turkey	TU
Israel	IL	United Arab Emirates	TC
Italy	IT	United Kingdom	UK
Japan	JA	United States	US
Jordan	JO	Uzbekistan	UZ
Kenya	KE	Vietnam	VM
Korea, Democratic Peoples (North)	KN	Zimbabwe	ZI
Syria	SY		

2. When used to identify a national force, or component of a national force, the distinguishing letters are bracketed immediately following the force, formation, or unit number, eg 6th (US) Fleet.

3. National distinguishing letters for army elements smaller than a division are only used when this is necessary to avoid confusion.

4. Nations which do not appear in the above list will be requested for their national distinguishing letters as and when necessary.

2C-2

ANNEX D TO
SECTION 2ZONE TIME

1. The Earth is divided into 25 time zones, the centre of the system being the meridian of Greenwich; the centre division therefore lies between the meridian of 7.5° east (E) and that of 7.5° West (W), and is described as Zone Zero (0). The zones lying to eastward are numbered in sequence up to 12 with a negative (-) prefix, those lying to westward being similarly numbered with a positive (+) prefix.

2. Time in adjacent zones differs by one hour and each zone is indicated by a letter known as the zone time suffix. Greenwich Mean Time (GMT) is indicated by Z (Zone 0). The 12 zones to the east (therefore ahead of GMT) are lettered from A to M, the letter J being omitted. The 12 zones to the west of GMT are lettered N to Y.

Serial	Zone Boundary			To Obtain GMT from Zone Time, Add or Subtract the Following Number of Hours	Zone Times Suffix
(a)	(b)			(c)	(d)
1.	7.5 ⁰ W	to	7.5 ⁰ E	0	Z
2.	7.5 ⁰ E	to	22.5 ⁰ E	-1	A
3.	22.5 ⁰ E	to	37.5 ⁰ E	-2	B
4.	37.5 ⁰ E	to	52.5 ⁰ E	-3	C
5.	52.5 ⁰ E	to	67.5 ⁰ E	-4	D
6.	67.5 ⁰ E	to	82.5 ⁰ E	-5	E
7.	82.5 ⁰ E	to	97.5 ⁰ E	-6	F
8.	97.5 ⁰ E	to	112.5 ⁰ E	-7	G
9.	112.5 ⁰ E	to	127.5 ⁰ E	-8	H
10.	127.5 ⁰ E	to	142.5 ⁰ E	-9	I
11.	142.5 ⁰ E	to	157.5 ⁰ E	-10	K
12.	157.5 ⁰ E	to	172.5 ⁰ E	-11	L

13.	172.5 ⁰ E	to	180 ⁰	-12	M (See Paragraph 3)
14.	7.5 ⁰ W	to	22.5 ⁰ W	-13/+1	N (See Paragraph 5)

2D-1

(a)	(b)			(c)	(d)
15.	22.5 ⁰ W	to	37.5 ⁰ W	+2	O
16.	37.5 ⁰ W	to	52.5 ⁰ W	+3	P
17.	52.5 ⁰ W	to	67.5 ⁰ W	+4	Q
18.	67.5 ⁰ W	to	82.5 ⁰ W	+5	R
19.	82.5 ⁰ W	to	97.5 ⁰ W	+6	S
20.	97.5 ⁰ W	to	112.5 ⁰ W	+7	T
21.	112.5 ⁰ W	to	127.5 ⁰ W	+8	U
22.	127.5 ⁰ W	to	142.5 ⁰ W	+9	V
23.	142.5 ⁰ W	to	157.5 ⁰ W	+10	W
24.	157.5 ⁰ W	to	172.5 ⁰ W	+11	X
25.	172.5 ⁰ W	to	180 ⁰	+12	Y (See Paragraph 3)

3. The letters Y and M are used for +12 and -12 hours respectively depending on whether a position is to eastward or westward of the International Date Line ie 180 east or west.

4. The boundaries of time zones on land in countries where this system has been adopted agree generally with those at sea, which are defined by the meridians of 7.5, 22.5, etc, except when modified as necessary by the territorial limits of the countries concerned.

5. The letter N is used for -13 hours as well as +1 hour. Zone -13 is used for a position in Zone -12 using 'summer' ie ('daylight saving') time. There can be no confusion as the 2 zones are widely separated.

6. By this system the same time is therefore kept, whether on land or sea, throughout each zone (except during periods of summer time) and in different zones the time differs from one another by an integral number of hours, the minutes and seconds in all zones remaining the same.

7. GMT is kept in Zone O (Z). In zone -8 (H), the time kept is 8 hours in advance of GMT, while in Zone +8 (U) it is 8 hours behind that of

Greenwich. It will thus be seen that in order to obtain GMT in any zone, the number of hours given by the zone number + or – must be added or subtracted from the zone time.

8. On board vessels at sea, the date is changed at the 180th meridian. The date kept on islands, etc, in the vicinity of this meridian is indicated by a pecked line. On the other side of the Date Line, the day of the week and the day of the month differ by one day, the date on the western side being later than that the eastern.

2D-2

ANNEX E TO
SECTION 2

SYSTEM OF RELATING DAYS AND HOURS
TO AN OPERATION

Definitions.

1. By international agreement certain letters are used to indicate the day or hour from which an

operation is timed. The rules for applying this principle are set out below:

a. Days. The following letters have meanings related to specific days:

(1) D Day. The day on which an operation begins or is due to begin is known as 'D Day'. This may be the beginning of hostilities or any other operation, also see Paragraph 2.

(2) E Day. The day on which an exercise commences is called 'E Day'.

(3) M Day. The day on which mobilization begins or is due to begin is known as 'M Day'.

(4) G Day. The day and the hour on which the decision to mount any given operation is promulgated is known as 'G Day' and 'G Hours' respectively. They are expressed as a 6 figure date- time groups.

(5) K Day. The day on which a convoy system is introduced, or due to be introduced, on any particular convoy lane is known as 'K Day'.

b. Hours and Minutes. The following letters have significance with respect to hours and minutes:

2E-1

(1) H Hour. 'H Hour' is the specific time at which an operation or exercise commences, or is due to commence. When used in conjunction with planned operations it is the specific time at which the main operation begins. It is usually the time at which the leading troops cross the start line, tactically speaking.

(2) A Hour/B Hour. For multi-phased operation, timings for the second and the subsequent phases are denoted by A Hour, B Hour etc. However, certain letters used to indicate specific activities as given in this annex are not to be included for this purpose.

(3) G Hour. See G Day.

(4) L Hour. In amphibious operations, the time at which the first helicopter of the helicopterborne assault wave touches down in the landing zone is known as 'L Hour'.

(5) N Hour. The time planned for the explosion of the first of a series of tactical nuclear weapons as part of a specific ground forces operation (or in the case of a single strike, the time planned for that explosion) is termed 'N Hour'.

(6) P Hour. The time of drop of the first sticks of the main force in an air borne operation is known as 'P Hour'.

Numbering of Days

2. Day before and after a designated day are shown in accordance with the following system:

D-2, D-1, D, D + 1, D + 2

Numbering of Hours and Minutes

3. Hours and minutes before and after a designated time are shown in accordance with the following system:

H – 1 hour, H – 30 minutes, H Hour, H +1 hour
(1)

2E-2

Nicknames or Code Words

4. When a particular operation or exercise is identified by nickname, or code word, this is to be placed before any letter used in the context of this annex, eg:

BALD EAGLE - E DAY
ANVIL EXPRESS -H Hour

Multiple Operations

5. When several operations or phases of an operation are being mounted in the same theatre,

and confusion may arise through the use of the same day or hour designation for 2 or more of them, they may be referred to by any letter of the alphabet except those shown in Paragraph 1.

Note:

1. The words ‘hours (s)’ and ‘minute (s)’ must always be mentioned. Again, alternatively ‘plus’ or ‘minus’ instead of ‘+’ or ‘-’ may be used.

2E-3

ANNEX F TO SECTION 2

UNITS OF MEASUREMENT

1. The abbreviations/symbols used for units of measurement should be those which are internationally agreed. Please note that abbreviations/symbols of measurements remain unaltered in the plural eg in (inch, inches). A

selection of abbreviations/symbols most commonly used is tabulated below:

Quantity	Unit	Abbreviation	Alternative/ symbol
(a)	(b)	(c)	(d)
Length	inch	in	"
	foot	ft	`
	yard	yd	x
	mile	mile	M
	fathom	fath	fm
	nautical mile (UK 6080ft)	nm	-
	millimetre	mm	-
	centimetre	cm	-
	decimetre	dm	-
	*metre	m	-
	Kilometre	km	-
Area	square inch	sq in	in ²
	square foot	sq ft	ft ²
	square yard	sq yd	yd ²
	square mile	sq mile	mile ²
	*square metre (similarly for square centimetre, etc)	sq m	m ²

2F-1

(a)	(b)	(c)	(d)
Volume	cubic inch cubic foot cubic yard cubic Centimetre *cubic metre (similarly for cubic decimetre, etc)	cu in cft cu yd cc cu m	in^3 ft^3 yd^3 cm^3 m^3
Capacity (Liquid)	pint quart gallon fluid ounce *litre millilitre	pt qt gal fl oz l ml	- - - - - -
Angle	second minute degree *radian (plane angle) *steradian (solid angle)	sec min deg rad sr	" ` ° - -
Time	second minute hour	sec min hr	" ` -

Speed	feet per second	ft/sec	-
	mile per hour	mph	-
	knot (nautical mile per hour)	kt	-
	metre per second	m/sec	-
	kilometre per hour	km/hr	kph
	revolution per minute	rpm	rev/min
	radian per second	rad/sec	-
	velocity	vel	-


2F-2

(a)	(b)	(c)	(d)
Mass (weight)	ounce (avoirdupois)	oz	-
	pound	lb	-
	hundredweight	cwt	-
	long ton (2240 lb)	ton	-
	short ton	ST	-
	* gramme	g	-
	Kilogramme	kg	-
	tonne (metric ton = 1000 kg)	t	-
	maund	md	-
	kiloton	KT	-
Density	gramme per cubic centimetre	g/cc	g/cm ³
	pound per cubic foot	lb/cft	lb/ft ³

	tonne per cubic metre	t/cu m	t/m ³
Force	poundal	pdl	-
	pound-force	lbf	-
	ounce-force	ozf	-
	ton-force	tonf	-
	kilogramme-		-
	force(similarly for	kgf	-
	gramme force, etc)		-
	dyne	dyn	-
	* newton	N	
Moment of Force (Torque)	pound- force foot	lbf ft	-
	newton metre	Nm	-
	dyne centimetre	dyn cm	-
	kilogramme- force metre	kgf m	-
Work/Energy	foot-pound force	ft lbf	-
	joule	J	-
	metre- kilogramme force	m kgf	-
	* watt	W	-
	* kilowatt hour	kWh	-

2F-3

(a)	(b)	(c)	(d)
Power	horsepower	hp	-
	brake horsepower	bhp	-
	watt	W	-
	kilowatt	kW	-
	megawatt	MW	-
Temperature	degree Kelvin	⁰ K	-

	degree Celsius (centigrade) degree Fahrenheit	$^{\circ}\text{C}$ $^{\circ}\text{F}$	- -
Heat	British Thermal Unit calorie kilocalorie	Btu cal kcal	- - -
pressure	atmosphere, standard millibar millimetre of mercury (conventional) inch of mercury (conventional) pound per square inch	atm mb mmHg inHg psi	- - - - -
Current	* ampere	amp	-
Voltage	* Volt	V	-
Resistance/ Impedance	* ohm 		-
Inductance	* henry	H	-
Capacitance	* farad	F	-
Acoustic Level	decibel	dB	-
X ray Dosage	rontgen	R	-
Frequency	* hertz	Hz	-
	cycle per second	cps	-
Miscellaneous			
	* becquerel	Bq	-

	* gray	Gy	-
	* sievert	Sv	-
	coulomb	C	-
	tesla	T	-
	weber	W	-
	Siemens	S	-

2F-4

2. Abbreviations/symbols remain unaltered in the plural, eg '10 pounds' is written as '10 lb' and not '10 lbs' (see also Paragraph 1).

3. Prefixes Denoting Decimal Multiples or Fractions. The prefixes denoting decimal multiples or fractions of quantities, together with the abbreviations/symbols used, are as follows:

Multiple/or Fraction	Prefix	Abbreviation
(a)	(b)	(c)
$\times 10^{18}$	exa	E
$\times 10^{15}$	peta	P

$\times 10^{12}$	tera	T
$\times 10^9$	giga	G
$\times 10^6$	mega	M
$\times 10^3$	kilo	k
$\times 10^2$	hecto	h
$\times 10$	deca	da
$\times 10^{-1}$	deci	d
$\times 10^{-2}$	centi	c
$\times 10^{-3}$	milli	m
$\times 10^{-6}$	micro	u
$\times 10^{-9}$	nano	n
$\times 10^{-12}$	pico	p

x 10 ⁻¹⁵	fento	f
x 10 ⁻¹⁸	atto	a

2F-5

The prefixes for multiples may be used with any of the units marked * in Paragraph 1. Combinations of more than one prefix are not permitted. There should be no space between the prefix and the name of the unit which it qualifies; no hyphen should be used eg kilogram. Similarly there should be no space or hyphen between the abbreviations for the prefix and the unit or between symbols, eg cm (centimetre), kl (kilolitre).

Methods of Expression of Units

4. In correspondence addressed to, or documents intended for use by foreign forces and agencies, measurements and where necessary tolerances, are to be expressed in the units customarily used in the country of origin,

followed in brackets by the equivalent, of our own, eg :

$$60.32 \text{ mm} + 1.59 \quad (2.3/8 \pm 1/16 \text{ in})$$

$$- 1.58$$

$$84.32 \text{ mm} \pm 1.52 \quad (93.32 \pm 0.06 \text{ in})$$

5. Equivalent measurements need not be quoted where there is a recognized standard unit of measurement or where reference is made to conversion scales in the text of a letter or document.

6. Units of measurement are to be written in full the first time they appear, in the language of the country originating the letter or document, before being expressed in abbreviated forms or as symbols, eg a letter originated in the UK would use 'imperial gallon (imp gal)' whereas a letter originated in the USA would use 'US gallon (US gal)'.

2F-6

ANNEX G TO
SECTION 2

SENIORITY OF ARMED FORCES,
REGIMENTS, CORPS AND UNITS

Seniority of Joint Service Organization

1. Armed Forces Division.

Army

2. The order of seniority of regiments and corps is as follows:

- a. Armoured Corps.
- b. Regiment of Artillery.
- c. Corps of Engineers.
- d. Corps of Signals.

- e. East Bengal Regiment (EB).
- f. Bangladesh Infantry Regiment (BIR).
- g. Army Aviation.
- h. Army Service Corps.
- j. Army Medical Corps.
- k. Army Ordnance Corps.
- l. Corps of Electrical and Mechanical Engineers.
- m. Remount, Veterinary and Farms Corps.
- n. Army Dental Corps.

2G-1

- p. Corps of Military Police.

- q. Army Education Corps.
- r. Army Corps of Clerks.
- s. Postal (If raised or in exercise).
- t. Armed Forces Nursing Service.

3. The order of seniority of other divisions, branches, headquarters, units and establishments of the Army will be in accordance to the distribution lists issued by Army Headquarters. These lists are amended from time-to-time as new establishments, divisions, branches, headquarters and units are formed.

Navy

4. In Service writing the order of seniority is as follows:
- a. Operational and administrative headquarters.
 - b. Operational units.

- c. Support bases.
- d. Training units.
- e. Reserve divisions.

Air Force

5. In Service writing the order of seniority is as follows:

- a. Air Headquarters.
- b. Bases in alphabetical order.
- c. Air Headquarters (Unit).

2G-2

- d. Flying squadrons in numerical order.
- e. Air Defence Operation Centre.
- f. Air defence units in numerical order.

- g. Field Units, Provost and Security Units and Maintenance Units in numerical order.
- h. Supporting Units in alphabetical order.
- j. Training units in alphabetical order.
- k. Care and maintenance units in alphabetical order.
- l. Reserve units in numerical order.

Seniority of Inter Service Organization

- 6. In Service writing the order of seniority is as follows:
 - a. Directorate General of Medical Service.
 - b. Directorate General of Forces Intelligence.
 - c. Directorate General of Defence Purchase.

- d. Inter Services Selection Board.
- e. Bangladesh Armed Services Board.
- f. Armed Forces Medical Store Depot.
- g. Inter Service Press Release.

2G-3

Seniority of Inter Service Training Institution

7. In Service writing the order of seniority is as follows:

- a. National Defence College.
- b. Defence Service Command and Staff College.
- c. Military Institution of Science and Technology.
- d. Armed Forces Medical College.

- e. Armed Forces Institute of Pathology.
- f. Bangladesh Institute of Peace Support Operation Training.
- g. Armed Forces Medical Institute.

2G-4