

AIR FORCE INSTRUCTIONS
NO 1/2011
DHAKA, 18 DECEMBER 2011

AFI 1/2011 TERMS AND CONDITIONS OF SERVICE : BAF AIRMEN

Introduction

1. The skills of airmen require to increase significantly to keep pace with the technological advancement in all fields including aviation, which necessitated reorganization of trades and training curricula of airmen. Airmen enrolled in BAF now require to undergo specialized long time training to be able to perform their trade job efficiently. Therefore, considering the present requirement and greater interest of BAF, it is expedient to introduce a new service structure for airmen. The list of reorganized trades of airmen is shown at annex 'A' to this instruction. The conditions of recruitment and terms of service of airmen are mentioned below in this instruction.

Recruitment and Allocation of Trade

2. Bangladeshi nationals will be recruited to fill in the vacancies of BAF airmen. They will be allotted with trades according to requirement of service, their aptitude, intelligence, ability and results of Initial Training and Pre Trade Allocation Training (PTAT).

Age for Recruitment

3. Candidates, on the date of enrolment, must be between the ages as mentioned below:

- a. Trade serial number 1 to 20 - Between 16 and 28 years.
- b. Trade serial number 21 and 22 - Between 23 and 35 years.
- c. The Chief of Air Staff, at his discretion, may relax the upper or lower age limit of a candidate up to six months.
- d. The correct age of a candidate will be determined from the date of birth as per Secondary School Certificate/equivalent. Affidavit shall not be accepted.

Requirement of Character, Nationality and Willingness Certificates

4. All candidates will have to produce character and nationality certificate(s) from the Chairman of the local Union Council/Municipality or Commissioner of the City Corporation during recruitment. In addition, a candidate, whose age is below 18 years, will have to produce willingness certificate from the parents/guardian.

Nationality

5. Only Bangladeshi citizens shall be enrolled in the BAF.

Educational Qualification

6. The minimum educational qualification required for different trades are given below:
- a. Trade serial number 1 to 20 - SSC or equivalent.
 - b. Trade serial number 21 and 22:
 - (1) Diploma in Computer Engineering/Computer Science/Electrical Engineering/Electronics Engineering/Communication Engineering/IT or equivalent from a government recognized institution, or
 - (2) B Sc/B Com/BA or equivalent from a government recognized institution.
 - c. Religious Teachers in the trade serial number 22 - Fazil or equivalent from a government recognized institution.

Marital Status

7. The marital status of candidates will be as follows:
- a. Trade serial number 1 to 20 - Unmarried.
 - b. Trade serial number 21 and 22 - Unmarried/Married

Selection Procedure and Medical Examination

8. The procedures for selection and medical examination for recruitment are given below:
- a. **Selection.** A candidate will be required to appear before a recruiting officer and if the candidate possesses the requisite educational qualification and is considered otherwise suitable, will be enrolled.
 - b. **Medical Examination.**
 - (1) A candidate will be medically examined at the recruitment centre for the purpose of assessing fitness for service. The physical and medical standard will be as prescribed by the Air Headquarters.
 - (2) If a recruiting medical officer desires to obtain a medical specialist's opinion for a case of a candidate, free conveyance for round trip by road/rail/river will be admissible from the recruitment centre to the nearest Army/Navy/Air Force hospital where a specialist is available.

Terms of Service Conveyance

9. All candidates will be entitled to conveyance under para 221 of Passage Regulations (Provisional). Rejected candidates will be governed by para 223 of Passage Regulations (Provisional).

Subsistence Allowance

10. Prior to enrolment candidates will not be entitled to any subsistence allowance other than:

- a. The candidates selected after a preliminary selection test and detained for specialist check up and completion of enrolment formalities, will be entitled to subsistence allowance as per the rate mentioned in the Joint Services Instructions (JSI).
- b. The candidates after final call up notice for enrolment, will get subsistence allowance during travel as per the rate mentioned in the JSI.

Ineligibility

11. The following types of candidates will be ineligible for enrolment:
 - a. Dismissed from Army/Navy/Air Force.
 - b. Dismissed/removed/discharged from government service on disciplinary ground or, forbidden from government employment.
 - c. Convicted in a court of law for an offence involving moral turpitude or awarded imprisonment for any civil offence.
 - d. Discharged from BAF as 'unlikely to make an efficient airman'.

Rank on Entry

12. The rank on entry will be as follows:
 - a. A selected candidate will be enrolled in BAF in the rank of Recruit (AC-2), except trade serial number 21 and 22.
 - b. A candidate selected as Cypher Assistant (trade serial number 21) and Education Instructor including Religious Teacher (trade serial number 22) will be given the initial rank of acting paid Warrant Officer on enrolment.

Rank Pattern

13. The rank pattern of airmen are set out below:

a. Recruit (Aircraftman-2)	-	AC-2
b. Aircraftman-1	-	AC-1
c. Leading Aircraftman	-	LAC
d. Corporal	-	Cpl
e. Sergeant	-	Sgt
f. Warrant Officer	-	WO
g. Senior Warrant Officer	-	SWO
h. Master Warrant Officer	-	MWO

Badges of Ranks

14. The badge for Aircraftman and other higher ranks are illustrated at annex 'B' to this instruction. There will be no badge for recruit but there shall be badge of Eagle (Shaheen) for Aircraftman-1.

Length of Service

15. The maximum length of service at various rank will be as under:

Rank	Length of service	Remarks
LAC	21 Years	-
Cpl	22 Years	-
Sgt	25 Years	-
WO	27 Years	-
SWO	29 years	-
MWO	32 Years	32 years of service or 04 years tenure of appointment as MWO whichever is earlier except Cypher Assistant and Education Instructor trade (trade serial number 21 & 22). For Cypher Assistant & Education Instructor trade the length of svc will be 32 years of service or 55 years of age whichever is earlier.

Extension of Service. The Chief of Air Staff, at his discretion in exceptional circumstances, may extend the service of an airman up to maximum of 35 years of service or 55 years of age whichever is earlier. Extension for trade serial No 21 and 22 (Cypher Assistant and Education Instructor), may be up to maximum 35 years of service or 57 years of age whichever is earlier.

Retirement Options

16. Retirement options are as follows:

- a. Subject to the requirement of the service, Air Headquarters shall exercise option to give retirement to an airman on completion of 21 years of service.
- b. Irrespective of rank, an airman will have the option to retire on or after completion of 25 years of service.

Training and Promotion

17. The training and promotion criteria are given below:

- a. **Initial Training.** After enrolment, Recruit (AC-2) will be required to undergo initial training. The syllabi and duration of initial training will be as prescribed by the Air Headquarters.
- b. **Pre Trade Allocation Training (PTAT).** On successful completion of initial training, AC-2 will undergo PTAT. After completion of PTAT, AC-2 will be allotted service number & trade. The syllabi and duration of PTAT will be prescribed by the Air Headquarters.
- c. **Trade Training (Basic).** After PTAT airmen will be sent for basic trade training in the rank of AC-2. The syllabi and duration of basic trade training will be as

prescribed by the Air Headquarters. AC-2 will be promoted to the rank of Aircraftman-1 (AC-1) after passing appropriate trade test.

d. **Trade Training (Advanced).** On completion of basic trade training airmen will undergo advanced trade training. The syllabi and duration of advanced trade training will be as prescribed by the Air Headquarters.

e. **Initial Training for Cypher Assistant and Education Instructor.** After enrolment, acting paid Warrant Officers (Cypher Assistant and Education Instructor including Religious Teacher) will be required to undergo initial training. The syllabi and duration of required training will be as prescribed by the Air Headquarters.

f. **Other Courses.** Any other courses related to the career/profession of airmen may be introduced by the Air Headquarters as and when necessary.

g. **Relegation/Termination/Seniority.** The relegation/termination/seniority will be as under:

(1) **Initial Training.** A recruit failing in the initial training as per the criteria set by the Air Headquarters will be terminated.

(2) **Trade Training (Basic).** A trainee failing in basic trade training will be given an additional chance to reappear in the test on the failed subject, which will be held separately for the failed trainees after the field training. The trainee failing to pass the test for the 2nd time will be withdrawn from course, relegated and merged with the next entry and his seniority will be adjusted accordingly. If the trainee fails for the 3rd time (along with the next entry), he will be terminated from service.

(3) **Trade Training (Advanced).** A trainee failing in advanced trade training will be given an additional chance to reappear in the test on the failed subject, which will be held separately for the failed trainees after the field training. The trainee failing to pass the test for the 2nd time will be withdrawn from course, relegated and merged with the next entry and his seniority will be adjusted accordingly. If the trainee fails for the 3rd time (along with the next entry), he will be terminated from service.

(4) **Cypher Assistant and Education Instructor.** An acting paid Warrant Officer (Cypher Assistant and Education Instructor) failing in the initial training will be given an additional chance to reappear in the failed subject, which will be held separately. If the trainee fails for the 2nd time, he will be terminated from service.

(5) In exceptional circumstances when Air Headquarters is satisfied that an airman has been deprived of appearing at a trade test or attending a course for no fault of him, or when a test/course could not be arranged in time, and as a consequence the airman is liable to suffer loss of seniority, the airman concerned on successfully qualifying the subsequent trade test or course, held immediately thereafter, may be granted ante-dated seniority from the date on which he would have otherwise been promoted.

h. **Acting paid rank for Physical Fitness & Drill Instructor and Provost Trades.** Candidate selected as Physical Fitness & Drill Instructor and Provost on successful completion of requisite trade training, will pass out together with other trade airmen. They will be promoted to the rank of LAC on completion of 03 years

service. They will be granted acting paid rank of Cpl on completion of one year of On the Job Training period and satisfactory performance of duties in the trade at BAF Bases/Units as LAC. Their next promotion shall be governed by para 17j.

j. **Promotion Criteria.** Promotion up to the rank of Sgt will be made without any restriction of establishment vacancy. Substantive promotion of all airmen (except Cypher Assistant, Education Instructor and Aircrew trade) will be granted subject to the approval of Officer Commanding and in accordance with the rules set out below:

Rank	Minimum length of service	Minimum service on the Rank	Training/Courses/Suitability	Remarks
LAC	03 Years	-	Passing of appropriate trade test as prescribed by the Air Headquarters	-
Cpl	07 Years	03 years as LAC	Suitability and passing of appropriate trade test as prescribed by the Air Headquarters	-
Sgt	12 Years	03 years as substantive Cpl	Successful completion of proficiency test as prescribed by the Air Headquarters.	Airmen will be eligible for proficiency test on completion of 10 years of service
WO	18 Years	03 years as substantive Sgt	Successful completion of Management course and suitability	Subject to establishment vacancy
SWO	22 Years	02 years as substantive WO. However, it may be relaxed at the discretion of COAS	Suitability	Subject to establishment vacancy
MWO	25 Years	02 years as Substantive SWO. However, it may be relaxed at the discretion of COAS	Suitability	Subject to establishment vacancy

(1) **Cypher Assistants and Education Instructors.** On successful completion of initial training, an acting paid Warrant Officer (Cypher Assistants and Education Instructors) will be promoted to the substantive rank of Warrant Officer with effect from the last date of final examination. Further promotion would be subject to establishment vacancy, suitability and following minimum length of service:

WO to SWO	-	7 years as substantive WO
SWO to MWO	-	8 years as substantive SWO

(2) **Religious Teachers.** Promotion of the Religious Teachers will be as per the regulation of Education Instructor trade but they will get emoluments as per JSI or as determined by the government from time to time.

(3) **Aircrew.** Terms and conditions of svc of airmen aircrew trade (trade serial number 23) will be as per Air Force Instruction No. 49/66 or as determined by the government from time to time.

Branch List Permanent Commission

18. Suitable Warrant Officers, Senior Warrant Officers and Master Warrant Officers will be eligible for grant of Branch List Permanent Commission.

Acting Paid Rank

19. Airmen may be appointed to acting paid ranks by the Air Headquarters against authorized establishment vacancies when airmen of appropriate substantive ranks cannot be made available.

Retention of Acting Paid Rank

20. Acting paid rank will be retained as long as an airman fills an establishment vacancy. It will also be retained in the following circumstances:

- a. When undergoing conversion or other training.
- b. Up to a maximum of 4 months absence from duty due to wounds, injuries or sickness not caused due to own negligence or fault.
- c. During leave pending retirement, invalidation, discharge or transfer to the reserve.
- d. When placed in open or close arrest (including arrest by civil authorities), the acting paid rank will be converted into acting unpaid rank pending the result of the trial. If the airman is subsequently acquitted or for any reason is not brought to trial, will be reappointed to the acting paid rank with effect from the date of relinquishment and shall be deemed to have held that rank continuously. Acting paid rank will not be relinquished if the period of arrest is less than four days. If an airman ceases to perform duties in the above circumstances, the airman's post will not be filled until the result of the trial is known. Such relinquishment will be promulgated on the authority of his Officer Commanding and separate notification to be forwarded to the Officer Commanding BAF Record Office.

Remustering, Reduction and Reversion

21. The Remustering, Reduction and Reversion procedures are appended below:

a. Remustering.

(1) **AC-2/AC-1/LAC (Under Training).** Airmen undergoing training in the allocated trade if found unsuitable may be transferred or remustered to another suitable trade. In this case the airman will be relegated to next course and seniority will be adjusted accordingly.

(2) **LAC and above.** Remustering from one trade to another would not normally be necessary and an airman, therefore, would not normally be encouraged to remuster. When it is considered necessary for service reasons, remustering will be effected on passing appropriate trade tests on completion of a prescribed course of instruction. Rules regarding ranks, seniority, pay etc on remustering of airmen will be as prescribed from time to time by the Air Headquarters.

b. Reduction, Reversion and Remustering for Misconduct, Inefficiency or Unsuitability.

- (1) The Chief of Air Staff or any officer empowered by the Government may reduce any non-commissioned officer to any lower grade or to a lower rank or to the ranks for misconduct, inefficiency or unsuitability.
- (2) The Chief of Air Staff or any officer empowered by the Government in this behalf, may reduce an airman other than a non-commissioned officer to a lower class in the ranks, for inefficiency.
- (3) On active service, an officer commanding the air forces in the field may reduce any non-commissioned officer under his command to a lower grade or to a lower rank or to the ranks for misconduct, inefficiency or unsuitability.
- (4) The Chief of Air Staff may also without reduction, transfer or remuster any Warrant Officer, NCO or other airman for inefficiency.
- (5) Reduction for inefficiency shall normally be to the rank immediately below that held. In exceptional circumstances reduction by more than one step may be ordered but this power shall be exercised by the Chief of Air Staff only.
- (6) An order for reduction or reclassification shall state whether such reduction or reclassification is for misconduct or inefficiency or unsuitability, and when reduction is to the ranks, the class in the ranks to which the airman is reduced. The order shall also state the date from which the reduction or reclassification is to take effect.
- (7) A non-commissioned officer who is reduced to ranks by sentence of a court-martial, or who is deemed to be reduced to ranks under section 79 of the Act, shall be deemed to be reduced to the highest classification in the ranks.
- (8) A non-commissioned officer sentenced by a court-martial to imprisonment, detention, field punishment or dismissal from the service shall be deemed to be reduced to the ranks.
- (9) An airman remustered or transferred to a trade under clause (4) resulting in reduction in his rate of pay compared to that previously drawn by him, has the option of claiming discharge from the service.
- (10) The commanding officer of an acting non-commissioned officer may order him to revert to his substantive rank as a non-commission officer, or if he has no substantive rank, to the ranks.

Pay and Allowances

22. Pay and allowances will be admissible as per JSI or as determined by the Government from time to time.

Leave and Leave Travelling Concession

23. Leave and leave travelling concession will be admissible as per AFI/JSI/PR(P) or as determined by the Government from time to time.

Medical Treatment

24. Except the paragraphs, which relate to the grant of sick leave and transfer to home establishment, the rules contained in paragraphs 546 to 570 of the regulations for the medical services of Army will be applied mutatis mutandis to BAF airmen.

Accommodation, Clothing, Conservancy, Ration etc

25. Airmen will be entitled to free accommodation, clothing, conservancy and ration in accordance with the prescribed scales and the conditions laid down there under. If services in kind are not provided, airmen will be entitled to allowance(s) in lieu thereof as laid down from time to time. Other entitlements during the service will be as laid down by the Government from time to time.

Clothing Issue and Exchange

26. Airmen will receive free initial issue of clothing and accessories according to the scale laid down from time to time and will also be entitled to kit maintenance allowances as per existing rules.

Pension and Gratuities, Disability and Family Pension

27. Pension/gratuities, disability and family pension will be admissible in accordance with the rules laid down by the government from time to time.

Liabilities

28. Airmen will be loyal to the People's Republic of Bangladesh, the Constitution of Bangladesh and the President of the People's Republic of Bangladesh. Airmen will be bound to carry out any duty assigned by the Bangladesh Air Force with sincerity and loyalty and also be bound to go anywhere by the sea, land and air whenever ordered to do so.

Applicability

29. Airmen already in service on the date of issue of this instruction will also be governed by the terms and conditions laid down in this AFI.

30. An airman who wishes to retire from service on completion of his current engagement/re-engagement tenure will be required to apply accordingly within three months of promulgation of this AFI. In this case the airman may be retired with benefits as admissible subject to exigencies of service and in light of para-32.

31. At the time of implementation of this AFI airmen in extended period of svc (beyond 25 years) will not be governed by this AFI. Their retention/discharge/retirement will be decided by the Air Headquarters as per the requirement of service.

32. Air Headquarters is responsible to determine the number of different categories of airmen to be retained under this AFI for smooth and efficient functioning of BAF. Moreover, to ensure the flow of recruitment and the career progression of BAF airmen overall manpower is to be kept at required level. The screening process is to be done basing on the airmen's technical know-how, skill, abilities and performance to fulfill the force requirement.

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

Change over on Implementation

34. Airmen in service at the time of issuance of this AFI will change over to the new trade structure as mentioned in annex "A" to this AFI.

35. AFI 1/78, Corrigendum 1/84, CS No 1/X/88, Corrigendum 3/2002. MOD Ltr no 2R-3/D-21/83/94 dt 12 Sep 83 and other instruction contrary to this instruction are hereby superseded by this AFI.

KHONDAKER M. ASADUZZAMAN
Secretary
Ministry of Defence

TRADES

Trade Serial No	Name of Trade	Remarks
1.	Airframe Fitter (Afr Fitt)	-
2.	Engine Fitter (Eng Fitt)	-
3.	Electrical and Instrument Fitter (E&I Fitt)	Electrical Fitter (Elect Fitt) and Instrument Fitter (Inst Fitt) are merged.
4.	Radio Fitter (Radio Fitt)	Wireless Fitter (Wrlds Fitt) and Radar Fitter (Rad Fitt) are merged.
5.	Armament Fitter (Armt Fitt)	Armament Fitter (Armt Fitt), Photographer-I (Photo-I) and Live Saving Equipment Workers (LSEW) are merged.
6.	General Engineering (Gen Engg)	Consists of General Mechanic-I (Gen Mech-I), Metal Worker (MW) and Carpenter-I (Carp-I).
7.	Ground Signaling (GS)	-
8.	Radar Operator (Rad Op)	-
9.	Air Traffic Control Assistant (ATCA)	-
10.	Meteorological Assistant (Met Asst)	-
11.	Mechanical Transport Operator and Fitter (MTOF)	Mechanical Transport Fitter (MTF) and Mechanical Transport Operator (MTO) are merged.
12.	Physical Fitness and Drill Instructor (PF&DI)	Ground Combat Instructors (GCI) and Physical Training Instructors (PTI) are merged.
13.	Ground Combateers (GC)	-
14.	Provost (Pro)	-
15.	Logistic Assistant (Log Asst)	Earlier Supply Assistant (Sup Asst), is renamed as Logistic Assistant (Log Asst)
16.	Secretarial Assistant (General Duties) Sec Asst (GD)	Clerk General (Clk Gen) and Clerk Typist (Clk Typ) are merged.
17.	Secretarial Assistant (Accounts) Sec Asst (A)	Clerk Pay Account (Clk PA) and Clerk Equipment Account (Clk EA) are merged.
18.	Medical Assistant (Med Asst)	Consists of Medical Assistant, Laboratory Technician, Operation Theatre Assistant, Intensive Care Assistant, Dental Technician, Radiographer, Pharmacist, Hygienist, Physiotherapist, Mental Medical Assistant, Physiological Training Assistant and Nursing Assistant.
19.	Administrative Assistant (Admin Asst)	Administrative Assistant (Admin Asst) and Catering Assistant (Cat Asst) are merged.
20.	Musician	-
21.	Cypher Assistant (Cy Asst)	-
22.	Education Instructor (Edn Instr)	Consists of Education Instructor (End Instr) and Religious Teacher (RT).
23.	Aircrew	Consists of Flight Engineer (Flt Engr), Load Master (LM), Air Gunner (AG) and Air Steward (Air Std).



Aircraftman



Leading Aircraftman



Corporal



Sergeant



Warrant Officer



Senior Warrant Officer



Master Warrant Officer

B-1