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Air HQ/C 40651/PA (CPC)

30 Aug 06

AIR HEADQUARTERS HUMAN RESOURCES POLICY
PART – II/PA (PR)/31/2006

GUIDELINES ON PROMOTIONS : PBOR & NCs(E)

References:

AFI 1/S/50, 147/50, 12/S/48, 19/62 (as amended vide Corr 3/95), 9/56 (as amended vide Corr 4/95), 19/69, 115/69 and 2/98
Air HQ/40651/3/PA III dated 19 Oct 79
Air HQ/40653/4/PA (CPC) dated 05 Sep 81
Air HQ/C 40653/47/PA (CPC) dated 10 Feb 87, 19 Dec 88 and 27 Dec 02
Air HQ/40668/1/PA (CPC) dated 24 Jan 84
Air HQ/C 40653/50/PA (CPC) dated 18 Sep 85
Air HQ/40283/7/PA (CPC) dated 27 Dec 88
Air HQ/C 25406/685/PS dated 29 Jul 88
Air HQ/40901/1/PA I/PC/1858/DOI/D (Air III) dated 03 Jul 87
Air HQ/S 40262/21/PA/PC III dated 16 Sep 97
Air HQ/C 40651/3/PA (CPC) dated 20 Oct 98, 26 Sep 02, 05 Jun 03, 16 Jun 03, 26 Feb 04, 09 Aug 04, 23 Aug 04, 21 Sep 04, 23 Feb 05, 17 Mar 06, 22 Mar 06 and 11 May 06
Air HQ/S 40651/3/PA (CPC) dated 23 Sep 02, 18 Oct 02, 25 Oct 02 and 13 Dec 05
Air HQ/S 40653/20/1/PA(CPC) dated 20 Mar 06
GOI, MoD letter No 14(1)/99-D (AG) dated 07 Aug 03
Air HQ/40262/9/PA (CPC) dated 28 Nov 2003
Air HQ/C 40283/12/PA (CPC) dated 25 Jan 96, 17 Oct 96 and 31 Mar 04
Air HQ/40283/12/PA (CPC) dated 30 Aug 96
Air HQ/40283/15/PA (CPC) dated 27 Jun 02
Air HQ/40283/12/PA (CPC)/1741/DOI/D (Air-III) dated 26 Dec 95
RO/1854/CP dated 07 Nov 95 and 23 Aug 04
RO/1851/CP dated 28 Feb 96

RESTRICTED**Appendices:**

- 'A' Form of undertaking to be given by airmen on featuring of name in grade III of promotion panel
- 'B' Specimen example for filling the form of undertaking in case of continuing in service to coincide with term of engagement
- 'C' Promotion based on Medical Category (Aircrew)
- 'D' Promotion based on Medical Category (Ground duty airmen)
- 'E' Certificate of Undertaking
- 'F' Certificate of suitability/unsuitability for restoration of acting/substantive rank

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RESTRICTED**INTRODUCTION**

1. This HRP lays down comprehensive guidelines for acting/substantive promotions of PBOR and promotions of NCs (E). The endeavour has been to make it a compendium of all relevant policy letters existing on the subject till the date of issue. Presently, promotions till the rank of Sgt are based on completion of specified minimum length of service, minimum performance criteria and passing of relevant promotion examinations as stipulated in Air HQ/C 40651/3/PA (CPC) dated 20 Oct 98. Promotions to Warrant ranks are merit based with weightage to seniority is also being given and the policy is as laid down in Air HQ/C 40651/3/PA (CPC) dated 23 Sep 02.

AIM

2. The aim of this HRP is lay down the latest instructions on the above subject issued by the Government and this HQs, for guidance/reference by Command Headquarters/Air Force Stations/Units.

SCOPE

3. This HRP covers the following aspects.

- (a) Acting Promotions PBOR
- (b) Substantive Promotions PBOR
- (c) Promotions NCs (E)

PART : A**ACTING PROMOTIONS: PBORs****Eligibility Criteria for Promotion.**

4. All airmen who have completed the minimum length of service as mentioned below for promotion to next higher rank (except to the rank of Sgt) as on 30 Jun of the year, preceding the promotion panel year would be considered for promotion (e.g. 30 Jun 03 for promotion year 2003 - 04): -

<u>Rank</u>	<u>Min length of service</u>
(a) Cpl to Sgt	*13 ½ Yrs
(b) Sgt to JWO	17 Yrs onwards
(c) JWO to WO	23 Yrs onwards
(d) WO to MWO	28 Yrs onwards

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* 13½ years service from the date of Commencement of Course (COC)/DOE whichever is later. However, airmen who are promoted to the rank of Cpl after 9 years of service are required to serve an additional period (equal to the total of years taken for restoration of Cpl rank minus nine year) beyond 13 ½ yrs. An airman restoring his rank of Cpl by nine years and fulfilling all other requisite criteria would not lose any seniority.

5. Promotions in the following trades will be governed by AFIs as indicated against each. However other eligibility conditions such as merit, distribution of vacancies, promotion examinations, medical fitness etc would be governed by the policy as applicable.

(a) **Flt Eng, Flt Gun & Flt Sig****Eligibility**

- (i) Sgt to JWO - 16 years of service or 4 years as aircrew, whichever is later.
- (ii) JWO to WO - One year as Substantive JWO.
- (iii) WO to MWO - Two years as Substantive WO.

(b) **PJ I****Eligibility**

- (i) Sgt to JWO - 17 Yrs onwards
- (ii) JWO to WO - 23 Yrs onwards
- (iii) WO to MWO - 28 Yrs onwards

(c) **Edn Inst****Eligibility**

- (i) Sgt to JWO - Completion of two years as Sgt
- (ii) JWO to WO - Completion of one year as JWO
- (iii) WO to MWO - Completion of one year as WO

(d) **GTI (S)****Eligibility****RESTRICTED**

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- (i) Sgt to JWO - Completion of six months general service training plus difference between 17 years and the time-frame for promotion to the rank of Sgt for regular GTIs, at that time.
- (ii) JWO to WO - Eligibility date for promotion to the rank of JWO, as elaborated above, plus six years.
- (iii) WO to MWO - Eligibility date for promotion to the rank of JWO, as elaborated above, plus eleven yrs.

Minimum Service in Present Rank.

6. Minimum service in present rank would be governed as per AFI 12/S/48. The minimum service of one year in present rank is required to be completed as on 30 Jun of the year preceding the promotion panel for the next promotion. For example, an airman who gets promoted to the rank of JWO on 01 Jul 05 and is meeting the criteria for promotion to WO rank, would not be considered for promotion in the promotion year 01 Jul 06 to 30 Jun 07 since the subject JWO would not have held the present rank of JWO for complete one year, as on 30 Jun 06.

Time-Frames for Promotion.

7. Time-frames for promotion for the purpose of redistribution of vacancies would be under the following categories, rank wise: -

- (a) All trades except Aircrew, ED Inst & GTI (S)

	<u>Grade III</u>	<u>Grade II</u>	<u>Grade I</u>
(i)	Sgt to JWO 17-19 th Yr	20 th -23 rd Yr	Above 23 Yr
(ii)	JWO to WO 23-25 th Yr	26 th -29 th Yr	Above 29 Yr
(iii)	WO to MWO 28-30 th Yr	31 st -34 th Yr	Above 34 Yr

Note: 17-19th Yr implies 17 yrs of service to less than or equal to 19 yrs of service. 20th – 23rd yr implies 19 yrs one day of service to less than or equal to 23 yrs of service.

E.g. If DOE is 01 Jul 84, Length of service as on 30 Jun 2003 is 18 yrs 11 months 29 days; therefore, airman will be eligible for promotion from Sgt to JWO in Grade III.

- (b) Flt Eng, Flt Gun & Flt Sig

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		<u>Grade III</u>	<u>Grade II</u>	<u>Grade I</u>
(i)	Sgt to JWO	Elig to (Elig+2 nd Y)	(Elig+2Y) to (Elig+6 th Y)	>(Elig+6Y)
(ii)	JWO to WO	Elig to (Elig+2 nd Y)	(Elig+2Y) to (Elig+6 th Y)	>(Elig+6Y)
(iii)	WO to MWO	Elig to (Elig+2 nd Y)	(Elig+2Y) to (Elig+6 th Y)	>(Elig+6Y)
(c) <u>ED Instr</u>				
		<u>Grade III</u>	<u>Grade II</u>	<u>Grade I</u>
(i)	Sgt to JWO	Elig to (Elig+2 nd Y)	(Elig+2Y) to (Elig+6 th Y)	>(Elig+6Y)
(ii)	JWO to WO	Elig to (Elig+2 nd Y)	(Elig+2Y) to (Elig+6 th Y)	>(Elig+6Y)
(iii)	WO to MWO	Elig to (Elig+2 nd Y)	(Elig+2Y) to (Elig+6 th Y)	> (Elig+6Y)
(c) <u>G T I (S)</u>				
		<u>Grade III</u>	<u>Grade II</u>	<u>Grade I</u>
(i)	Sgt to JWO	Elig to (Elig+2 nd Y)	(Elig+2Y) to (Elig+6 th Y)	>(Elig+6Y)
(ii)	JWO to WO	(Elig + 6Y) to (Elig+8 th Y)	(Elig+8Y) to (Elig+12 th Y)	>(Elig+12Y)
(iii)	WO to MWO	(Elig +11Y) to (Elig+13 th Y)	(Elig+13Y) to (Elig+ to17 th Y)	> (Elig+17Y)

Distribution of Vacancies (For Promotion to Warrant ranks only).

8. The vacancies would be allotted in the proportion of 1:3:6 for Grade 3: Grade 2: Grade 1 respectively. Thus, 60% of the vacancies would be for the senior most group, 30% for the middle level and 10% for the relatively junior level. A similar method would be employed for promotion to WO and MWO ranks. If the total vacancies are less than 10 in a year, the distribution of vacancies for a particular rank and trade between Grade III, Grade II and Grade I categories would be in the ratio 0:1:2. However, if the total trade-wise/rank wise vacancies for a year are equal to or more than 10, then the ratio would be 1:3:6. For any trade and rank,

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if the number of eligible airmen are less than the number of available vacancies, then the excess vacancies would be distributed as under: -

- (a) If Grade I vacancies are in excess, redistribution between Grade III: Grade II would be 1:3.

Eg. Trade = AF Fit	:	Rank = Sgt
No. of Grade I eligible airmen	=	6
No. of Grade I vacancies	=	85
Excess vacancies (85-6)	=	79

Redistribution of excess vacancies between Grade II and Grade III would be as follows: -

$$\text{Grade III: Grade II (at 1: 3)} = 20: 59$$

- (b) If Grade II vacancies are in excess, distribution between Grade III: Grade I would be 1:6.

- (c) If Grade III vacancies are in excess, distribution between Grade II: Grade I would be 1:2.

9. During the process of distribution of vacancies / redistribution of excess vacancies for any rank and trade the rounding off will be done in a logical way except for the cases where the difference of "1", if encountered after rounding off would be added on to the vacancies of the higher service length group. The examples explaining the rounding off procedure are as shown below: -

Example I: If 79 vacancies are to be distributed in Grade I, Grade II and Grade III within the ratio 6: 3:1. The distribution would be: -

Grade I - 47.4	=	47
Grade II - 23.7	=	24
Grade <u>III</u> - 7.9	=	<u>08</u>
		79

Example II: If 64 vacancies are to be distributed in Grade I, Grade II and Grade III within the ratio 6: 3:1. The distribution would be:-

Grade I - 38.4	=	38
Grade II - 19.2	=	19
Grade <u>III</u> - 6.4	=	<u>06</u>

63 - Difference of "1"

Hence final distribution would be

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RESTRICTED**Grade I** - 39**Grade II** - 19**Grade III** - 6**Criteria For Promotion (For promotion to Warrant Ranks only).**

10. All personnel would be considered if otherwise fit/suitable in all respects to hold the higher rank. The promotions will be authorised in order of merit in their respective trades. Airmen of the same seniority will be granted promotion as per their order of merit. Accordingly, an airman to be eligible for promotion is required to attain the minimum grade as per the assessment criteria given in succeeding paras.

ACR/Assessment Criteria.

11. ACR/AR/Assessment marks would be taken into account as per the following details: -

(a) For Promotion to the rank of Sgt. AR/Assessment marks for the preceding **Five** years would be considered for promotion to the rank of Sgt as shown below:-

<u>Maximum Marks</u>	<u>Minimum Marks</u>	<u>%age</u>
500	300	60%

(b) For Promotion to Warrant Ranks. ACR/Assessment marks for the preceding **Seven** years would be considered for promotion to the rank of JWO and above as given below: -

(i) Grade I Category

<u>Promotion Stage</u>	<u>Maximum Marks</u>	<u>Minimum Marks</u>	<u>%age</u>
Sgt to JWO	700	490	70
JWO to WO	1386	1005	72.5
WO to MWO	1386	1040	75

(ii) Grade II Category. If number of vacancies of Grade I category are equal to the number of eligible airmen of the same Grade, then the marks criteria would remain same as above. Otherwise MPC for Grade II category will be equal to one mark higher than the minimum marks obtained in the order of merit by Grade I category airmen.

Eg. Trade = ACH GD

Rank = Sgt

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No of Grade I eligible	=	115
No of Grade I vacancies	=	76
MPC for Grade I	=	490

If the marks scored by the 76th airman in order of merit for Grade I panel is 570 then: -

MPC for Grade II would be	=	571
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(iii) Grade III Category. If number of vacancies of Grade II category are equal to the number of eligible airmen of the same Grade, then the marks criteria would remain same as above. Otherwise MPC for Grade III category will be equal to one mark higher than the minimum marks obtained in the order of merit by Grade II category airmen.

(iv) The criteria mentioned in the above paras will be applicable to airmen of all trades.

Weight age for Honours & Awards and Negative Marks for Punishments.

12. The details of weightage marks to be awarded for various Honours & Awards and Negative marks given for various punishments are shown as under: -

(a) Honours/Awards

		<u>Promotion Stage</u>		
		<u>Cpl to Sgt</u>	<u>Sgt to JWO</u>	<u>JWO to WO WO to MWO</u>
(i)	Param Vir Chakra, Ashok Chakra, SYSM, PVSM	30	42	84
(ii)	Maha Vir Chakra, Kirti Chakra, UYSM, AVSM	24	33	66
(iii)	Vir Chakra, Shaurya Chakra, YSM, VM & VSM	20	28	56
(iv)	Mention in Dispatch	16	22	44

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(v)	Commendation by CAS/ CNS/COAS	12	17	34
(vi)	Commendation by AOsC-in-C/ VCAS or equivalent in other Services	08	11	22

Note: Marks will be awarded for each honour/award subject to the aggregate not exceeding 10% of the maximum marks against ACRs/Assessment (Five/Seven years) i.e. 70 marks for promotion to the rank of Sgt and JWO and 139 marks for promotion to the rank of WO and MWO.

The above weightage will be given only **once in the rank** he is being considered. For example, if a Sgt has been awarded CAS Commendation, before he comes up for consideration for promotion, credit for this will be given to him till such time he continues to be considered for promotion to the next rank of JWO. The CAS Commendation will not be factored in when the JWO is considered for promotion to the rank of WO.

(b) **Negative Marks.**

(i) **For Punishment Entries.** Negative marks will be given to airmen for the punishments awarded to them. The allocation of negative marks shall be effective when an individual is considered for promotion for the first time only. Negative marks considered once will not be applicable for the subsequent promotion panels. However, if an individual is awarded a punishment after the first promotion panel, then negative marks for that punishment will be effective in the next promotion panel. Thus punishment in between promotion panels will be effective in the next promotion panel. Each punishment entry will carry negative marks at the following scale.

<u>Promotion Stage</u>	<u>Negative marks for each</u>	
	<u>Red ink entry</u>	<u>Black ink entry</u>
Cpl to Sgt	10	07
Sgt to JWO,	14	10
JWO to WO and	63	42
WO to MWO		

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RESTRICTED(ii) **For Censures**

	Promotion Stage		
	<u>Cpl to Sgt</u>	<u>Sgt to JWO</u>	<u>JWO to WO& WO to MWO</u>
Severe Displeasure by CAS	6	8	29
Severe Displeasure by AOsC-in-C/AOA	5	7	21
Displeasure by CAS	5	7	21
Displeasure by AOsC-in-C/AOA	4	6	15

Note:

1. After taking into consideration the weightage for honours & awards and negative marks for punishment(s) the Minimum Performance Criteria (MPC) as per para 10 will be applied.
2. **For promotion to the rank of Sgt.** Marks of honours & awards and negative marks for punishment entries will cover the entire period between two promotions and not confined to the preceding five years. Airmen who fail to meet the minimum grade are marked "**DO NOT MEET ASSESSMENT CRITERIA (DNMAC)**" in that promotion year.

Applicability of Marks.

13. For promotion to the rank of Sgt aggregate of five years and for JWO aggregate of seven years will be taken from the maximum total as applicable.

Promotion in Grade III.

14. Airmen promoted to any Warrant Rank (JWO/WO/MWO) through Grade III would have to serve for a minimum period of three years from the date of promotion/repatriation. This has been made applicable from the promotion year 2006-07.

15. In case an individual cleared for promotion through Grade III has given willingness for extension previously then he would continue till completion of such term, if it is beyond the mandatory period of three years. However there would be airmen who would have previously rendered unwillingness for continuance in service beyond their present term of engagement, but now wish to continue till the next term of engagement, in view of being cleared for promotion. In case such an airman chooses to leave service after the mandatory period of three years from the date as applicable, his tenure would end on a date at variance with the next extension period. For example a Sgt in Grade III with 18 years of service and promoted to the rank of JWO would only have to serve till 21 years of service. In case this Sgt opts to

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continue till a period coinciding with his next term of engagement then he could opt to continue in service till 23/26 years of service (first extension after initial RE).

16. To cater for such airmen who have been previously unwilling for extension, the form of undertaking sent vide this HQ letter of even reference dated 22 Mar 06 has been modified and is attached as appendix "A". A specimen copy as an example has also been attached as Appendix "B". These individuals will have to take a decision while giving the undertaking, as to whether they wish to opt for only 3 years mandatory extension or want to coincide it with the next engagement period for which they had rendered unwillingness. In case they opt for only the mandatory three years which does not coincide with the next period of engagement then they will not be granted further extension on expiry of three years. The modified form of undertaking is applicable for promotion to any Warrant Rank from Grade III.

Number of Chances for Promotion.

17. All airmen, who have completed the minimum length of service would continue to be considered for promotion to the next higher rank during their service career, provided they meet all other conditions. There will be no embargo on the number of chances an airman can avail.

Promotion Examination.

18. Passing of relevant promotion examination, within the stipulated number of chances, is a pre-requisite for promotion to the next higher rank.

Merit List (For Promotion to Warrant Ranks only).

19. A grade wise merit list will be prepared on the basis of marks from amongst airmen, who have rendered atleast the minimum stipulated length of service and as per the criteria mentioned at para 9 to 12 above. The individuals in the Main List, within a grade would be promoted on the basis of their seniority and as per forecast vacancies, in their turn. For example, if seniority of two individuals is the same, then their promotion would be based on their marks. If the marks scored by the two individual are also the same, then promotion would be based on date of enrolment, which again if same, will finally be decided by a Board of Officers. The Reserve List will be arranged as per the marks obtained and the promotions will be authorised as per the merit and not seniority. The additional vacancies would be distributed as per paras 8 & 9 above, once the promotions to the Main List of Grades I, II and III are effected.

Promotion to Airmen in Low Medical Category.

20. Promotions and extension to ground crew vis-à-vis their medical categories would be governed in the following manner: (Refer Appendix 'C' & 'D').

- (a) A4 G1 & A4 G2 (T/P). These would be promotable medical categories for both time bound and select promotions. Airmen would be

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eligible for extension of service in the normal course as applicable presently.

(b) A4 G3 (T/P) These would be promotable categories for time bound promotions. Promotion to select rank (JWO onwards) would be through condonation board. A4G3 (T) will be considered only through a condonation board held in Feb/Mar of the year. In such cases notional seniority will not be protected. Airmen would be eligible for extension of service in the normal course as applicable presently provided they fulfill all other requisite service conditions. Modalities for promotion and protection of seniority in case of airmen holding Category A4G3 (T) who are upgraded to A4G1/A4G2 is attached as Appendix "C".

(c) A4 G4 (T/P) Airmen holding these categories would not be eligible for select promotions. They would be eligible only for time bound promotions. Extension of service would be only through condonation board, provided they fulfill all other requisite conditions. Modalities for promotion and protection of seniority in case of airmen holding medical category A4G4 (T) who are upgraded to A4G1/A4G2/A4G3 is attached as Appendix "C". Extension of service would be only through a condonation board.

21. Promotion to airmen aircrew vis-à-vis their medical categories would be governed in the following manner:

(a) A1G1 & A2G2 (T/P). These are promotable categories for both time bound and select ranks. Extension of service would be done as per policy applicable presently.

(b) A3 G2(T/P). These would be promotable categories for time bound rank of Sgt only. Promotions to select rank (JWO & above) will be only through condonation board. Airmen aircrew holding medical category A3G2 (T) would be considered for promotion only through the condonation board held in Feb/Mar of the year. If an airman is found unfit for promotion through condonation board he would have to revert back to parent trade or would have the option of seeking discharge from service. In case of reverting to parent trade, then all conditions of medical category as applicable to other ground crew would be applicable to him. Airmen aircrew placed in a medical category lower than A3G2 can not continue in the aircrew trade, and therefore would have to revert to parent trade/seek discharge from service. Modalities for promotion and protection of seniority in their case are attached as Appendix "D".

22. **AT GT & AP GP.** An airman placed in medical category AT GT would not be eligible for any promotion/extension of service till the final category is awarded. As AP GP is a category given while medically boarding out an individual, an airman would not be eligible for promotion and extension of service.

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23. To facilitate inclusion of the names of airmen in the promotion panel/condonation board, units are advised to give preliminary information to AFRO (O IC CP Wing) about upgradation of medical category of an airman (by medical board) expeditiously by signal followed by letter, while sending the board to concerned Comd HQ for approval. The name of the airmen will be provisionally included in the promotion panel/condonation board as applicable. In case the airman's name figures in the merit of the promotion panel or he is cleared for the next rank by the condonation board, he would be given the rank only after approval of his upgraded medical category is received from the competent authority.

24. **Condonation Board.** Promotion to the higher rank in low medical category will be considered by a Condonation Board to be held half yearly in the months of Aug and Feb. "Executive Reports" in respect of such LMC airmen (who are empanelled and are likely to be promoted during the interim period of Condonation Boards as per the forecast vacancies) would be asked for, by AFRO before convening the Board. The composition of the Board will be: -

ACAS (PA & C)	:	Chairman
AOC AFRO,	}	:
DPA.		
Medical Advisor, AFRO and one officer from the Specialist Dte appropriate to trades		
	:	Members

The Condonation Board will consider the cases of LMC airmen as explained above, provided the individual makes grade for promotion in the grade wise merit list and is clinically capable of performing the duties of the next higher rank satisfactorily and his medical condition is not likely to deteriorate further as a result of performing these duties. The Condonation Board proceedings will be approved by the AOP.

Preparation of Promotion Panel.

25. A Promotion Board will be constituted by AOC, AFRO. BOO for promotion to the rank of Sgt will be presided over by an officer of the rank of Wg Cdr and for Warrant ranks will be presided over by an officer of the rank of Gp Capt. The composition of the board would be as follows: -

BOO for Promotion to the rank of Sgt.

- (a) Presiding Officer - Wg Cdr from AFRO
- (b) Members - To be detailed by AFRO

(one officer & four warrant ranks)

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RESTRICTED**BOO for Promotion to Warrant Rank.**

- (a) Presiding Officer - Gp Capt (to be detailed by Air HQ)
- (b) Members (Ten)
 - (i) Officers (Three) - Wg Cdr from AFRO CP Wing
Two Wg Cdr/Sqn Ldr from AFRO other than CP Wing
 - (ii) Members (Seven) - AFMWO
Two CMWOs
Four Warrant ranks from AFRO

The panel will be prepared for a period of one year i.e. from 01 Jul to 30 Jun of the next year by the Promotion Board after detailed scrutiny of the assessments marks in the preceding seven years (Five years for promotion to the rank of Sgt). The promotion board proceedings, after concurrence by AOC, AFRO will be forwarded to ACAS (PA&C) for approval. On approval of the Board proceedings, AFRO will prepare the promotion panel in respect of each trade and rank based on anticipated vacancies during the year under consideration. This panel will be issued for the promotion on or before 30th June and copies circulated to all Commands, who in turn will distribute the same to the units under their control. AFRO will similarly distribute the copies intended for units directly under Air HQ. Representations from airmen, if any, will be forwarded to AFRO. A record of the individuals who were considered but whose names could not be published in the panel being low in merit would be maintained at AFRO.

26. The following points are relevant in connection with authorisation of promotions:-

(a) Airmen who are posted on the Staff of Indian Diplomatic Missions abroad or on deputation abroad or undergoing any course of instruction there, will not be granted acting paid promotions if their promotion falls due, during the period of their course/stay abroad. However, airmen who are posted on the Staff of Indian Diplomatic Missions abroad or deputation abroad (except on deputation to UN peace keeping missions) would be granted acting unpaid (local) ranks in terms of para 287 of the Regs for the Air Force. Such ranks should only be given on receipt of confirmation from AFRO that the individual has been cleared for promotion from a particular date. On receipt of confirmation from AFRO, the Air Attache/Air Advisor is to use his discretion, as to whether the SNCO whose promotion has been authorised by AFRO is suitable to hold the next higher unpaid rank at the present place of posting. In case he is suitable, the local acting unpaid rank would be granted. However, it is stressed that no financial benefits accrue from this promotion. This is to enable these airmen to be considered for next promotion as the Regs and AFI 12/S/48 stipulate the minimum period of one year to be held in a rank prior to next promotion. POR for grant of local acting unpaid rank (not for appointment to acting unpaid rank) should be taken by PHS C/O AFCAO or Air HQ Misc Est, as the case may be, on receipt of confirmation from such missions. Acting unpaid (local) rank

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thus authorised to airmen would be converted to Acting unpaid rank on the date of their return to India and to paid rank on completion of 28 days in Actg unpaid capacity. However, their seniority will be protected from the date they originally became due for promotion.

(b) Airmen on deputation to UN Peace Keeping Missions would be promoted only on repatriation to India. Their seniority will be protected from the date they originally became due for promotion. Airmen empanelled for promotion to the next higher rank and selected for deputation abroad are to render an undertaking whether they prefer promotion or to proceed on deputation abroad in the present rank in which they were selected. Specimen copy of undertaking is attached as Appendix 'E'. Airmen who opt to proceed abroad in the present rank will be granted promotion only on repatriation to India. However, his seniority would be protected from the date of original promotion to the next rank. In case the airman opts to wear the rank, his name would be deleted from the deputation team. This would be applicable for all ranks. Though the seniority of these airmen would be protected, they would still have to serve physically for one year in the next rank before they are considered for subsequent promotions. This would be applicable for all contingents which have proceeded abroad on or after 01 Jan 06.

(c) Airmen while on T/D, attachment, course of instruction (except Pre-release course) and deputation within India are eligible for promotion. The responsibility of ensuring fulfilment of eligibility conditions for promotions and grant of promotions on due date will remain with COs of the parent units of the individuals. After ascertaining and ensuring that the individual meets all eligibility conditions for promotion, parent unit should inform the airman's unit, where he is on T/D, attachment or undergoing course of instruction for promoting him to next higher rank. The period of course instruction/ T/Duty/ attachment would be treated as on duty for the purpose of fulfilment of the clause of 28 days consecutive service. POR for promotion to next higher rank will be promulgated by the parent unit on receipt of confirmation from the unit where the individual is granted promotion. In the case of airmen posted to fill up vacancy of higher rank, promotion will only be authorised to next higher rank from the date he is TORS in the next unit or effective date of posting, whichever is later.

(d) Airmen undergoing Pre-release course would become eligible for promotion only on reporting back to his parent unit after completion of the course. No protection of notional seniority is applicable in this case. They have to give an undertaking as per Appendix 'G' to AFO 11/99.

(e) Airmen will not be granted promotion while on leave/admitted to hospital. They will be authorised promotion only on reporting back to unit after expiry of leave or surrendering the un-expired portion of leave/discharge from hospital. Promotions to **Warrant ranks** are to be authorised on discharge from hospitals only after confirming that they are in promotable medical category.

(g) The promotion (appointment to acting unpaid rank) will not be converted into paid rank unless an airman completes 28 consecutive days in acting unpaid capacity and it is held on the 29th day (para 284 (b) of Regs). Hence, airmen proceeding on

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Annual leave or admitted to hospital during this period are to be authorised promotion afresh on reporting back from leave/discharge from hospital. However, Casual leave can be availed during the period.

Withholding of Promotion.

27. Where a Commanding Officer or a higher authority considers that in the case of an airman, whose name has been included in the promotion panel or who has been authorised promotion from any future date, or who has been authorised substantive promotion to the rank of Cpl or above retrospectively, promotion ought not to be effected because of any grave misconduct or offence of which he has been found guilty after the submission of the last ACR/Assessment or because of any inquiry or investigation being or intended to be held into any matter(s) involving any misconduct or offence on the part of such airman, he (the Commanding Officer) or the higher authority will immediately make a recommendation to Air Force Record Office to that effect giving full circumstances of the case.

28. Where a recommendation about an airman as referred to at para 27 above has been made, then notwithstanding the orders, if already issued authorising promotion of such airman, he is not to be promoted unless a decision on such recommendation has been received from Air Force Record Office.

29. AOC, AFRO will examine such cases and forward his comments together with all papers received by him to the ACAS (PA&C) at Air HQ for a decision.

30. In all cases, where promotion has been withheld because of any investigation or inquiry being or intended to be held, such investigation/inquiry will be conducted with top most priority, and the results alongwith recommendations for or against promotion will be communicated by the Commanding Officer directly to AFRO forthwith, with copies endorsed to intermediate formation HQs and Air HQ. Authorisation of promotion will be intimated to the concerned unit by AFRO after obtaining the approval of ACAS (PA&C) at Air HQ.

Restoration of Rank on Reduction/Deprivation.

31. The following procedure to be followed meticulously by units when an airman is reduced to rank(s) as a result of punishment awarded by DCM/GCM or awarded "Deprivation of Actg rank" by the Commanding Officer under Section 82 of AF Act 1950:-

- (a) Action by the Unit. As soon as the punishment is effected, CO of the affected airman shall inform AFRO (Attn: OIC Dtg Admin & OIC CP Wing) by signal to post out the airman with immediate effect. This should be followed up with a detailed letter to AFRO (OIC CP Wing & OIC Dtg Admin) and also to the new unit of the airman, where he has been posted to, enclosing a copy of POR wherein the relevant entry was promulgated. It is mandatory that POR is promulgated in Section II under heading 'C' Reduction/Relinquishment of

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rank as well as under heading 'L' Punishment. While forwarding the detailed letter to AFRO, the following information should also be incorporated: -

- (i) The effective date of reduction/deprivation.
 - (ii) The date on which original proceedings have been signed by the Presiding Officer [in the case of reduction of substantive rank(s)].
- (b) Action by the New Unit. The CO of the new unit is to intimate the date on which airman reported to his new unit by signal to AFRO (OIC CP Wing & OIC Dtg Adm). He is also required to render a **suitability/unsuitability** report on the airman (specimen attached as appendix 'F'), addressed to AFRO (OIC CP Wing) on completion of six months stay at the new unit under his Command. The report is required to be forwarded in both cases, i.e. reduction and deprivation. In case of reduction of ranks the suitability report is to be forwarded after every six months for restoration of each rank, till the airman regains his original substantive rank. If the CO does not consider the affected airman fit for restoration of rank on completion of six months, an unsuitability report is to be rendered. His case is to be reviewed after every three months till he is found suitable.
- (c) Restoration of Acting Rank on Deprivation. The restoration of acting rank will be authorised on receipt of suitability report from the new CO, which is raised on completion of six months of stay at the new unit. The airman will regain his original seniority for further promotions.
- (d) Restoration of Acting Rank on Reduction. In case an airman had been holding an acting rank prior to award of reduction, then he will have to remain in his last substantive rank for the period as specified in para 16 of AFI 12/S/48 (for next acting rank) before being considered for the next acting paid rank. In case the acting paid rank was that of JWO/WO/MWO, he will have to make the merit in his grade, rank & trade each time he is considered for promotion to next higher rank. The seniority for further promotion will be counted from the date of promotion to the rank held.

Promotion to Habitual Offenders.

32. Promotions to Habitual Offenders, whose case has been referred to Air HQ for discharge under '**Habitual Offender**' category is not to be granted promotion by the unit. Such cases are to be referred to AFRO (Attn AOC) by signal for obtaining clearance from Air HQ. Promotion is to be effected only after obtaining confirmation from AFRO.

Promotion to Potential Habitual Offenders.**RESTRICTED**

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33. An individual identified as a potential habitual offender and cleared for the next rank, wear it only if the CO/Stn Cdr/AOC recommends the same. Any denial of promotion under such circumstances needs to be immediately reported by CO/Stn Cdr/AOC with details of the case against the individual in writing to Command, AFRO and DPA at this HQ. In case of an adverse remark form the CO/Stn Cdr/ACO, the individual will have six months to improve his record. A suitability certificate would be rendered by the CO/Stn Cdr/AOC after every six months for granting promotion. It is mandatory that promotion be granted only on the recommendation of CO/Stn Cdr/AOC in such cases. The cycle of six months for suitability report would continue till the CO/Stn Cdr/AOC gives a recommendation for promotion. The date of promotion would be the first of the month following the date of receipt of recommendation by CO/Stn Cdr/AOC at AFRO (CP Wing). There would be no protection of seniority in such cases.

Out of Turn Promotion / Weightage to Outstanding Sportsmen.

34. Air Force Sportsmen who have distinguished themselves in various events whether individually or as member of a team will be considered for grant of out of turn promotion / weightage of marks for promotion. Minimum acting paid rank to be given to ACs / LACs on promotion will be Sgt. The out of turn promotion/weightage of marks of these outstanding sportsmen are scrutinized twice a year by convening a BOO at AFSCB which will have representative from AFSCB and AFRO. The Chairman, AFSCB will be the convening authority. The board proceedings duly concurred by Chairman AFSCB will be forwarded to AFRO (for vetting), who in turn will forward the same to ACAS (PA&C) for approval.

35. The eligibility conditions for out of turn promotion are as follows:-

(a) First Out of Turn Promotion. The following category of sportsmen will be granted acting paid promotion to the next higher rank with effect from the date of qualifying in such events, irrespective of the length of service or any qualifications: -

(i) Sportsmen representing Services at the recognized Senior National Championships/Games.

(ii) Sportsmen in team events will qualify for promotion to next higher rank on playing at least 50% of the matches as members of Services teams at National level and not by virtue of merely being a reserve.

(iii) In those disciplines wherein Services Championships are not held, but Services teams are selected on trials and in events where IAF teams participate directly in Senior National Championships, only those individuals who win a Gold/Silver/Bronze medal will be granted out of turn promotion.

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(b) Second Out of Turn Promotion. A second out of turn acting paid promotion will be granted to the following categories of sportsmen who have been granted first out of turn promotion without passing the requisite promotion examination: -

(i) Sportsmen representing India in recognised International Championships/meets for three times in individual as well as team event.

(ii) Sportsmen winning I/II/III position in World Championships, Asian Games, Commonwealth Games, Asian Championships or Commonwealth Championships and other International Championships (more than 8 countries should participate in the championships).

(iii) Sportsmen attaining at least a sixth position in Olympics.

(iv) On selection as the "Best Services Sportsmen".

(v) On selection for Arjuna award/Rajiv Gandhi Khel Ratna award.

(vi) Second out of turn promotion is to be considered after a minimum gap of two years for any such achievement since the last promotion. Participation in events subsequent to those counted towards the last out of turn promotion are to be considered.

(c) Grant of Weightage for Promotion. The airman would be given weightage of marks for representing Air Force in Inter Services/ Sports Events either individually or as a member of the team. The marks, would be as under:-

(i)	Sgt to JWO	-	11
(ii)	JWO to WO and WO to MWO	-	22

Grant of Out of Turn Promotion to Coaches and Coaches of GTI (S).

36. The eligibility criteria for out of turn acting paid promotions for Coaches are as follows: -

(a) A coach producing at least a Gold Medallist at Commonwealth Games/ Asian Games / Asian Championships / Commonwealth Championships (more than 08 countries should participate in the Championships) /Recognised World Championships (more than 12 Countries should participate in the Championship).

(b) Coaches of Services Teams who bring the team standard to first place in the National Championships on three occasions.

(c) Coaches of Services teams in individual events and produce Gold Medal by Air Force personnel trained under him on three occasions. No coach will be eligible

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for out of turn promotion on the basis of performance of an individual if a promotion has been authorised to a coach earlier on same individual's similar achievements.

(d) A coach of Air Force team who bring the team standard to first place on four occasions in five years span in teams events or producing minimum three gold medallists in individual events every year for a period of four years at Services level will qualify for first out of turn promotion.

(e) Only one out of turn promotion is permitted for coaches of GTI (S).

Grant of Weightage for Promotion to Coaches and Coaches of GTI (S).

37. The eligibility criteria for grant of weightage of marks to Coaches are as follows:-

(a) Coaches of both Air Force and Service Teams who bring up the standard of the team to atleast a second place in Services and National Championships.

(b) Coaches of Air Force personnel who win atleast a silver medal in the Nation / Inter-Services championships in individual events like athletics, swimming, cycling, boxing, wrestling, weight-lifting and body building etc.

(c) An individual who may have got an out of turn promotion as a sportsman will still be eligible for out of turn promotion as a coach if he fulfils the criteria as laid down above at sub-para (a) & (b).

(d) Weightage of marks to a GTI (S) as a sportsman will be considered for one promotion.

38. The weightage of marks for promotion to Coaches would be as under: -

(a)	Sgt to JWO	-	11
(b)	JWO to WO and WO to MWO	-	22

Note: Policy for GTI (S) trade sportsmen will continue to be governed by MOD Letter No. Air HQ/10901/1/PA1/PC/1858/DOI/D (Air III) dated 03 Jul 87.

39. **Grant of Seniority for Promotion.** Sportsmen of the rank of Cpls representing in inter services sports events either individually or as members of the team events will be given six months ante-date seniority, once only for promotion to the rank of Sgt. (Air HQ/C 40651/3/PA (CPC) dated 01 Oct 04).

Out of Turn Promotion to Airmen Excelling in Approved Adventure Activities.**RESTRICTED**

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40. Air Force PBOR who distinguished themselves in various adventure activities specified by Dte of AF Adventure either individually or as a member of team will be eligible for grant of out of turn promotion. Minimum acting paid rank would be Sgt.

Guidelines for Promotion.

(a) Risk to life, hazardous terrain, extreme weather and environment hardship, prolonged endurance, initiative devotion and excellence in aero sports would be given due consideration in deciding the criteria for promotion.

(b) The achievements are to be clear, unambiguous and acceptable to the Dte of AF Adventure. The decision of Dte AF Adv would be final.

Criteria for Promotion.

(a) Mountaineering. Members of a successful expedition to all peak of 8000m AMSL and above.

(b) Other Adventure Activities. PBOR breaking existing records and/or winning a gold medal in National championship or any medal in International championship in the fields of Skydiving, Paramotor, Paragliding, Micro light Flying, Powered Hang Gliding, Hot Air Ballooning, Rafting, Skiing and Motor Rally would be considered.

Eligibility Conditions.

(a) Achievements only in those events recognised by Dte of AF Adventure would be considered.

(b) Prior permission of Dte of AF Adventure is to be taken to participate in any other recognised competition or event.

Procedure.

(a) Particular of eligible candidates is to be forwarded by Units to Dte of Adventure to initiate the case for sanction.

(b) Dte of AF Adv would convene the BOO twice in a year in Mar and Oct to scrutinise the application. The Presiding Officer would be Director, AF Adventure, with members from AFRO, AOA Branch and Dte of AF Adventure. The list of eligible candidates would be scrutinised by the Board. The BOO would be concurred by PD Org and would be sent to ACAC (PA&C) for approval through AFRO.

(c) The date of conclusion of the event (summit, in case of mountaineering) will be the effective date of promotion of the concerned person in most cases. However, the actual date would be that specified by the BOO.

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(d) The promotion will be authorised by AFRO on approval of the BOO by ACAS (PA&C).

(e) Airmen would be eligible only for acting paid ranks. Conversion of this to substantive rank would be only after they complete the requisite training for that rank as per JITT concept and fulfil the conditions as applicable to other airmen for grant of substantive rank.

(f) The policy has been effected wef 01 May 2005. No promotions would be granted from retrospective date.

Seniority Protection.

41. If an airman is not promoted on the due date because of any of the following reasons, his seniority will be protected from the retrospective date for authorising substantive promotion: -

- (a) Undergoing Course of Instructions Abroad.
- (b) Hospitalisation.
- (c) Delay due to Natural calamities and late running of trains.
- (d) Late receipt of Posting – cum – promotion instructions.
- (e) Leave on extreme compassionate grounds, such as deaths of Parents, Children, and close relatives and also marriages of daughters/ sisters.
- (f) Personnel who are Posted / Deputed Abroad (incl PARO).
- (g) Sportsmen granted out of turn promotion, seniority will be protected from the date of commencement of qualifying event.
- (h) Promotion delayed due to any other Administrative reasons.

Unwillingness for Promotion.

42. Airmen who are unwilling for promotion authorised to them for any reason are to apply for the same. If AOC, AFRO approves the application, he will be considered afresh in the promotion panel of the following year. If these airmen do not make the minimum grade in the following year, they will not be considered at all. But if they make the grade, they will be authorised promotion only on completion of one-year period. Appropriate endorsement will be made in the promotion panel. Unwillingness for promotion by individuals is not to be used as an excuse for not moving on posting. Appropriate action, as deemed fit, will be initiated against the individual.

RESTRICTED**PART : B****SUBSTANTIVE PROMOTION : PBORs****43. Eligibility for Substantive Promotion (Cpl to WO).**

(a) Promotion to the rank of Sub Cpl will be confined to LAC, who served in that classification for 3 years or have completed 5 years total service and have passed the appropriate tests. However, for airmen enrolled after 01 Jul 90, the total service will be counted from the date of commencement of ab-initio course in which he successfully passes out or DOE whichever is later.

(b) Promotion to Sub Sgt will be made by selection within the authorised establishment and will be confined to Cpls who have served in that rank for 4 years or have completed 8 years total service. An airman enrolled after 01 Jul 90, will be promoted to Sub Sgt if he has completed 8 years total service from the date of Commencement of ab-initio course in which he successfully passes out or DOE whichever is later.

(c) Promotion to JWO will be made by selection within the authorised establishment and will be confined to Sgts who have served in that rank for 4 years or have completed 16 years total service

(d) Promotion to WO will be made by selection within the authorised establishment and will be confined to JWO with two years service as such.

44. Eligibility for Substantive Promotion MWO.

Warrant Officers with 2 years service as such will be eligible for appointment as substantive MWO.

45. BOO: Substantive Promotion to MWO.

A Board of Officers is to be convened at AFRO for granting substantive promotions to acting MWOs.

46. Substantive Promotion – Edn Inst.

(a) A Sgt (Edn Inst) on completion of four years service will, if recommended, be eligible for promotion to the rank of substantive JWO.

(b) Promotion to WO rank will be made by selection from amongst JWOs who have completed 2 years as JWO.

(c) Promotion to MWO will be made by selection from amongst WOs.

RESTRICTED**47. Eligibility for Substantive Promotion - Flt Signalers, Flt Engrs and Flt Gnrs.**

- (a) Promotion to Sgt will be against overall vacancies in the trade and will be confined to Cpls who:-
- (i) Complete the period of probation and are selected for permanent absorption in the trade.
 - (ii) Complete 8 years of total service.
 - (iii) Pass the education tests / or such other tests as prescribed for promotion by Air HQ.
- (b) Promotion to JWO will be **subject to availability of vacancy** in the rank of JWO and will be confined to Sgts who:-
- (i) Complete 16 years of total service or 4 years as Sgt whichever is later.
 - (ii) Pass such proficiency test as laid down by Air HQs.
- (c) Promotion to WO will be by selection against vacancies in that rank and will be confined to JWOs who: -
- (i) Complete 2 years of service as substantive JWO.
 - (ii) Pass such proficiency test as laid down by Air HQs.
- (d) Promotion to MWO will be by selection against vacancies in that rank and will be confined to WOs who complete 4 years of service as substantive WO.

Seniority Fixation of Sgt for GTI (Sports).

48. The seniority of Sgt (GTI) sports will be treated at par with serving GTIs, as if they are promoted to the rank on the date of completion of six months of general service training. Further promotion will be regulated accordingly. As such, they are to be considered for substantive promotion against overall establishment vacancies of GTIs along with normal cases (i.e serving GTIs) as per the normal seniority in the acting rank of GTIs or on successful completion of 3 years probation period whichever is later.

49. **Seniority and Restoration of Rank after Reduction : Airmen.** [AFI 115/69]

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(a) An airman including a WO and MWO who has been reduced to the ranks or a lower rank/classification either by or as a consequence of a sentence of a court martial or by an order issued under sub section (2), (4) or (5) of Section 20 of AF Act 1950, shall take his original seniority in the rank or classification to which he has been reduced. He may thereafter be restored to the rank or classification, which he held in accordance with the provisions of the succeeding paragraphs.

(b) Subject to provisions of para (c) below and on fulfilling the following conditions, an airman who has been reduced, may be promoted to next higher rank/classification by successive steps only until he is restored to his original rank:-

(i) He must complete a minimum period of six-month service on full pay in each lower rank/classification.

(ii) His Commanding Officer must verify that his proficiency and conduct justify promotion to the next higher rank or reclassification.

(c) Restoration to the rank of Sgt and above will be dependent on the availability of vacancy.

50. Airmen Reduced in Rank/Classification and Subsequent Restoration of Rank/Classification.

(a) As soon as airman is reduced in rank/classification the CO of the airman shall make a request by signal to AFRO for posting out of the airman. O IC AFRO shall then post the airman out immediately. The CO of the unit to which the airman is posted will be informed of the position by O IC AFRO and requested to render suitability report as to the fitness of the airman for promotion to the next higher rank/classification immediately after he completes six months service with full pay from the effective date of reduction. If the CO does not consider the airman fit for the promotion/reclassification at this stage, O IC AFRO will request him to review the case every three months thereafter and to submit the suitability report till such time the airman is considered fit for promotion/reclassification. On receipt of the report recommending promotion, OIC AFRO shall issue instructions for promotion subject to provisions of paras 3, 5 & 6 of AFI 115/69.

(b) The above procedure will be repeated until the airman is eventually restored to the rank or classification from which he was reduced. The procedure is applicable only for substantive ranks.

(c) The case of every airman whose names has not been considered for promotion to the next higher rank, on the expiry of minimum period of six months service on full pay in the lower rank, shall be reviewed every three months thereafter, by his CO.

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(d) On promotion/reclassification to any immediate rank or classification, such an airman shall resume his original seniority in that rank or classification also but when eventually restored to the rank/classification from which he was reduced his seniority will count from the date of such restoration.

51. The reduction by or as a consequence of the sentence of a court-martial shall take effect from the date of which the original proceedings were signed by the Presiding Officer.

52. **Withholding of Promotion.**

(a) Where a Commanding Officer or a higher authority considers that in the case of an airman, whose name has been included in the promotion panel or who has been authorised promotion from any future date, or who has been authorised substantive promotion to the rank of Cpl or above retrospectively, promotion ought not to be effected because of any grave misconduct or offence of which he has been found guilty after the submission of the last ACR/Assessment or because of any inquiry or investigation being or intended to be held into any matter(s) involving any misconduct or offence on the part as such airman, he (the Commanding Officer) or the higher authority will immediately make a recommendation to AFRO to that effect giving full circumstances of the case.

(b) Where a recommendation about an airman as referred to para (a) above has been made, notwithstanding orders, if already issued authorizing promotion of such airman, he is not to be promoted unless a decision on such recommendation has been received from AFRO.

(c) AOC, AFRO will examine each such case and forward his comments along with the relevant documents to the ACAS(PA & C) at Air HQ for a decision.

(d) In all cases, where promotion has been withheld because any investigation or inquiry is being or intended to be held, such investigation/inquiry will be conducted with top most priority, and the results along with recommendations for or against promotion will be communicated by the CO directly to AFRO forthwith, with copies endorsed to intermediate formation HQs and Air HQ. Authorization of promotion will be intimated to the concerned unit by AFRO after obtaining the approval of ACAS (PA & C) at Air HQ.

53. **Issue of President's Warrant to sub JWOs.**

Issuance of President's Warrant to substantive Junior Warrant Officer is in accordance with Air HQ Letter No. **Air HQ /40283/7/PA (CPC) dated 27 Dec 88.**

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RESTRICTED54. **Gazette Notification.**

List of Sub WOs are included in the Gazette published by Min of Def.

RESTRICTED**PART : C****PROMOTIONS: NCs(E)****55. Betterment of Career Profile of NCs (E) in the IAF**

NCs(E) are being granted promotion to the post of NCs(E) Tindal on fulfilling eligibility conditions as laid down in the succeeding paragraphs. The government had sanctioned 1066 posts of NCs(E) Tindal in the category of NCs(E) in the IAF with a view to improving their career prospects. These posts are to be restricted to 1:9 ratio of the establishment of NCs(E).

56. Eligibility Conditions for Promotion to NCs(E) Tindal

- (a) Promotion of NC(E) Tindal will be granted on completion of 15 years of total service and thereafter only.
- (b) Promotion will be granted as per the seniority, subject to the following: -
 - (i) There should not be any Red ink entry preceding five years of his consideration.
 - (ii) There should not be any Black ink entry preceding two years of his consideration.
 - (iii) Habitual offenders, who have been given a chance can be considered, subject to they fulfilling (i) and (ii) above and recommended for promotion by AOC/Stn Cdr/OC.
- (c) Seniority of NCs (E) for the purpose of promotion is to be fixed based on the following:-
 - (i) For NCs (E), who have joined with previous service as civilian, the date of enrolment as NCs (E) as shown in enrolment form.
 - (ii) NCs (E) who were enrolled directly from civil stream and detailed for general training course immediately or at a later date would also be considered as per the date of enrolment as shown in enrolment form.
- (d) He is in medical category A4G1/A4G2
- (e) A Board of Officers is to be constituted at AFRO to empanel the eligible NCs (E) to be promoted to the post NC(E) Tindal for approval by ACAS (PA&C).

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(f) The competent authority to grant the promotion is delegated to AOC AFRO who is to authorise promotion to NCs(E) within the parameters indicated above.

(g) **Withholding of promotion.**

(i) Where a CO or a higher authority considers that in the case of NCs (E), who has been authorised promotion, promotion ought not to be effected because of any grave misconduct or offence of which he has been found guilty or any investigation being or intended to be held into any matter(s) involving any misconduct or offence on the part of such NCs(E), the CO or higher authority will immediately make a recommendation to AFRO giving full circumstances of the case.

(ii) Where such a recommendation has been made in case of an NC(E) vide (i) above, notwithstanding orders if any issued authorizing promotion, the NC(E) is not to be promoted unless a decision on such recommendation has been received from AFRO.

(iii) AOC, AFRO will examine each such case and forward the case with his comments together with all papers to DPA at Air HQ for a decision.

(iv) In all cases, where promotion has been withheld because any investigation or inquiry being or intended to be held, such investigation/inquiry will be conducted with top most priority, and the results along with recommendations for or against promotion will be communicated by the CO directly to AFRO forthwith, with copies endorsed to intermediate formation HQs and Air HQ. Authorization of promotion will be intimated to the concerned unit by AFRO after obtaining the decision of DPA at Air HQ.

(h) **Deprivation of Promotion to Tindal Post**

(i) If the NC(E) is considered by his CO to be unsuitable to continue to hold the post of Tindal he will be reverted to NC(E). In such cases, the authority of AOC AFRO is to be obtained before reversion is effected.

(ii) If the NC(E) ceases to perform the duties of Tindal through being placed in open or close arrest (including being placed in custody by the civil authorities) he will immediately revert to NC(E). if, however, he is subsequently acquitted or for any reason is not brought to trial, he may be reappointed to fill the establishment vacancy with effect from the date of acquittal/date of such authorisation. **All such cases of NCs(E) where any penalty has been awarded, may be considered for restoration of rank by AOC AFRO on receipt of a suitability**

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report from the CO of the unit but not before three months from the date of reduction of rank.

(iii) Authority to restore the rank is to be obtained from AOC AFRO in cases falling under (ii) above.

57. **Promotion NCs(E) Tindal**

As per Air HQ/40283/15/PA(CPC) dated 28 May 2002 promotion to NCs(E) Tindal will be authorised from 1st of the following month as and when the vacancy becomes available.

58. **Shifting of period for NCs(E) Promotion BOO**

The period of promotion panel in respect of NCs(E) is from 01 Jul – 30 Jun.

59. **Career Profile Enhancement for NCs(E)**

Promotion of NCs(E) will be authorised if they are in medical category A4G1/A4G2 as being authorised to airmen of the IAF. Promotion in medical category A4G3 will be subject to the following conditions:-

- (a) Medical Category A4G3 does not affect performance of his service (trade) duties.
- (b) Each case of promotion for NCs(E) in A4G3 is recommended by the Unit Commander.
- (c) Promotion in respect of NCs(E) in Med Cat A4G3 is considered subject to recommendation by Medical Authorities.

60. **ACP Scheme for NCs(E)**

(a) The first financial upgradation in the pay scale as applicable will be granted after completion of ten years of service and the second financial upgradation will come into effect on completion of 20 years of qualifying service, subject to conditions given in the Appendix to the Govt of India letter dated 07 Aug 03, *ibid*.

(b) A Departmental Screening Committee shall be constituted to AFRO for the purpose of processing and considering the cases for grant of benefits to NCs (E) of the IAF under the ACP Scheme. The composition of the committee (as applicable to promotion boards) shall follow a time-schedule and meet twice in a financial year – preferably in the first week of Jan and Jul for advance processing of the cases. Cases maturing during the first half (Apr – Sep) of a particular financial year for grant of benefits under the scheme

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shall be taken up for consideration by the screening committee meeting in the first week of Jan of the previous financial year. Screening committee meeting in the first week of Jul of a financial year shall process the cases that would be maturing during second half (Oct – Mar) of the same financial year.

(c) The ACP Scheme shall become operational from the date of effect of MOD letter dated 07 Aug 2003, *ibid*, ie 07 Aug 2003.

(d) Select list of NCs(E) recommended by the Screening Committee for grant of first and second financial upgradation will be circulated to all concerned by AFRO from time to time for which POR action would be taken by the concerned units.

CONCLUSION

61. This HRP lays down comprehensive guidelines for acting / substantive promotions of PBOR and promotion of NCs(E). This HRP is meant to only serve as ready reckoner, guide for all personnel and is to be read in conjunction with AFOs, AFIs and other policy letters issued on the subject.

Sd...../-
(YR Rane)
Air Mshl
AOP

Distribution:

External	Internal
HQ WAC, IAF (AOC-in-C)	VCAS
HQ EAC, IAF (AOC-in-C)	DCAS
HQ CAC, IAF (AOC-in-C)	DG(I&S)
HQ SWAC, IAF (AOC-in-C)	AOM
HQ SAC, IAF (AOC-in-C)	AOA
HQ TC, IAF (AOC-in-C)	AA to CAS
HQ MC, IAF (AOC-in-C)	DPP
HQ IDS (DC IDS-DOT)	
HQ ANC (C-in-C)	
HQ SFC, IAF (AOC-in-C)	

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RESTRICTED**Appendix 'A'****FORM OF UNDERTAKING TO BE GIVEN BY AIRMEN
ON FEATURING OF NAME IN GRADE III OF PROMOTION PANEL
(ONLY ONE OF THE PORTIONS IS TO BE FILLED/STRIKE OFF THE OTHER)**

Having been selected for promotion to next higher rank in Grade III(10%), I
 Service No.....RankName Trade
 hereby undertake to continue to serve in the IAF, for a period of
 three years from the date of promotion / completion of RE, which ever is later.

OR

Having been selected for promotion to next higher rank in Grade III(10%), I
 Service No.....RankName Trade
 hereby undertake to continue to serve in the IAF, for a period
 coinciding with my regular term of engagement of _____(20/23/26/29 etc)years
 which would expire on (date)_____.

Date:

Signature of airman

COUNTERSIGNED AOC/STN CDR/CO

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RESTRICTED**Appendix 'B'****SPECIMEN EXAMPLE FOR FILLING THE FORM OF UNDERTAKING IN CASE OF CONTINUING IN SERVICE TO COINCIDE WITH TERM OF ENGAGEMENT**

EXAMPLE: NAME: K MORE Service No: 100000 DOE : 01 Jul 1988

Promoted to rank of JWO wef 01 Apr 2007 in Grade III (Approximate service 19yrs) previously unwillingness given for continuing in service. Date of expiry of initial RE was 30 Jun 2008.

Please Note: If this individual would have given willingness to continue in service only for 3 years from date of promotion then he would have retired on 31 Mar 2010.

Appendix to B**FORM OF UNDERTAKING TO BE GIVEN BY AIRMEN ON FEATURING OF NAME IN GRADE III OF PROMOTION PANEL (ONLY ONE OF THE PORTIONS IS TO BE FILLED/STRIKE OFF THE OTHER)**

~~On being selected for promotion to next higher rank in Grade III(10%), I Service No.....Rank Name Trade hereby undertake to continue to serve in the IAF, for a period of three years from the date of promotion / completion of RE, which ever is later.~~

OR

On being selected for promotion to next higher rank in Grade III(10%), I Service No. 100000. Rank Sgt Name K More Trade ACH GD hereby undertake to continue to serve in the IAF, for a period coinciding with my next regular term of engagement of 23 (20/23/26/29 etc) years which would expire on (date) 30 Jun 2011.

Date:

Signature of airman

COUNTERSIGNED AOC/STN CDR/CO

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RESTRICTED**Appendix 'C'****PROMOTION BASED ON MEDICAL CATEGORY****(GROUND DUTY AIRMEN)**

A4G1	A4G2	A4G3(T/P)	A4G4(T/P)
Time bound/select promotion will be given.	Time bound/select promotion will be given.	Only time bound promotion to be given. Select promotion will be given through Condonation Board. In case A4G3(T) regains medical category A4G1/A4G2(T/P) before Condonation Board, then will be given promotion to next rank with notional seniority protection. No seniority protection. if rank through Condonation Board, date of such cases would be first of the month following the date of approval of Condonation Board. A4G3 (T) will be considered in only one Condonation Board in Feb/Mar of that promotion year. In case an individual eligible for promotion in the current panel but after the Condonation Board of Feb/Mar, has his medical category downgraded to A4G3(T/P) before promotion, such airmen would have to again be in the merit list of the next promotion board. He would be considered in the first condonation	Only time bound promotion. No select promotion. (a) In case A4G4 upgrades to A4G1/A4G2(T/P). (i) In the validity of the current board then will be given the next rank with protection of notional seniority from original date of promotion. (ii) After validity of current promotion board expires, then the airman would have to be placed in the merit of the subsequent board. He would then be given promotion with protection of notional seniority from the original date from which his promotion had been cleared. (b) In case A4G4(T) upgrades to (i) A4G3 (T/P) during the validity of the promotion

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		board of the next promotion year.	<p>board and before the Condonation Board (for promotion) takes place then he would be considered for promotion through the Condonation Board of Feb/Mar. No protection of notional seniority would be applicable in this case.</p> <p>(ii) A4G3(T/P) after the expiry of the Condonation Board, then he would have to again be in the merit list of the subsequent promotion board. He would then be considered by the Condonation Board. Promotion would be given from the first of the month following the date of approval of the Condonation Board.</p>
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Time Bound Promotions : Presently till Sgt rank, provided all other requisite criteria are fulfilled.

Select Promotion: JWO rank onwards.

RESTRICTED**Appendix 'D'****PROMOTION BASED ON MEDICAL CATEGORY
(AIRMEN AIRCREW)**

<u>A1G1</u>	<u>A2G2</u>	<u>A3G3</u>
Time Bound/ select promotion will given	Time Bound/ select promotion will given	Time bound promotion only (till Sgt rank). Select promotion only through Condonation Board. Airmen holding medical category A3 G2(T) would be considered only through Condonation Board held in Feb/Mar of the year. In case airman in the merit of promotion panel, holding medical category A3G2(T) upgrades to A1G1(T/P) or A2G2(T/P) before Condonation Board then he would be given the next rank with protection of notional seniority. However, in case he is cleared for the next rank through the Condonation then there would be no protection of seniority. In case an individual eligible for promotion in the current panel but after the Condonation Board of Feb/Mar, has his medical category downgraded to A3G2(T/P) before promotion, such airmen would have to again be in the merit list of the next promotion board. He would be considered in the first Condonation Board of the next promotion year. Airmen can exist in the aircrew branch with medical category A3G2(T/P) only if cleared for promotion to the next rank through Condonation Board. If not or if the medical category is lowered further they would have to revert to parent branch /can seek discharge from service.

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RESTRICTED**Appendix 'E'****CERTIFICATE OF UNDERTAKING ON PROCEEDING DEPUTATION**

1. I, Service No..... Rank..... Name & Initials..... Trade have been selected abroad to (Place) and am likely to proceed on (date). My name is also featuring in the Promotion Panel (Year) for promotion to next higher rank.

2. I, hereby undertake that I am willing to proceed on deputation in my present rank in which I have been selected. I will not claim any financial / other benefits for my next higher rank while on deputation abroad.

3. I am aware that I would be promoted to the next higher rank, if authorised, only on repatriation to India and my seniority will be protected from the date of original promotion to the next higher rank for further promotion. I am also aware that I would be considered for subsequent promotion only on serving physically for one year in the rank for which my seniority had been protected.

Date:

Signature of the individual

COUNTERSIGNED BY CONTINGENT COMMANDER

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RESTRICTED**Appendix 'F'**

CERTIFICATE OF SUITABILITY/UNSUITABILITY FOR
RESTORATION OF ACTING/SUBSTANTIVE RANK

1. Certified that Service No..... Rank..... Name & Initials
 Trade arrived on posting to this unit on
 (date) from..... (Unit). He was awarded Reduction of
 rank(s) / Deprivation of Acting rank wef (date) at
 (unit) either by or as a consequence of a GCM/DCM/Trail by the CO under Sec 82 of
 AF Act 1950 and awarded(days) detention (if applicable). He is
 considered **SUITABLE/UNSUITABLE** for restoration of Substantive/Acting rank of

2. He has completed a minimum period of six months / and a further period of
 months under my command and his proficiency and conduct justify /
 do not justify the restoration of rank.

Unit :

Date:

Signature of CO

*Strike out whichever is not applicable

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