

Tele : 23010231/7334  
FAX : 23012525

Air Headquarters  
Vayu Bhawan  
New Delhi - 110106

Air HQ/S 40301/PA II

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**AIR HEADQUARTERS HUMAN RESOURCE POLICY**  
**PART II/ PA (AIRMEN) /PD/01/2013**

**POSTING POLICY: AIRMEN**

**Appendices :-**

- A List of stations with Limited Tenure of two years with choice posting.
- B List of stations with Limited Tenure without choice posting.
- C List of places with Restricted Tenure due to Demographic Pressures.
- D Proforma for choice posting from Stations with Limited tenure with Choice Posting.
- E Certificate of the Physical Stay associated with choice posting at stations with Limited Tenure.
- F List of units located at an elevation of 2700m.
- G Undertaking by airman requesting for posting to Hard Area.
- H Proforma for Quarterly Return from Stations with Limited Tenure with Choice Posting.
- J Annexure to application for Posting/cancellation of posting/screening on compassionate/medical/higher education grounds.
- K List of supporting documents required for some frequently asked grounds for posting.
- L List of places for treatment/education of differently abled children.
- M Delegated power for screening of airmen.
- N Proforma of signal for Fortnightly Movement Return.
- P Map Depicting Zones.
- Q List of Units/Dtes/organisations for Outstanding Movement Return.

## **INTRODUCTION**

1. Right man for the right job at the right time is one of the main HR functions in any organisation. Posting policy covers various HR aspects related to planning in respect of the airmen. Posting policy of airmen was last issued vide this HQ letter of even reference dated 05 Jan 07. A posting must be authorized only to meet the exigencies of service, tenure rotation, compassionate/medical grounds, promotions and other service/admin requirements. Postings abroad, deputations and courses will be governed by the provisions of HRP on the subject.

## **AIM**

2. To lay down the policy on posting of airmen on various grounds.

## **SCOPE**

3. This policy covers the subject under the following heads:-

(a) **Zones**

(b) **Posting Tenure**

(i) Categorisation of stations

(ii) Tenures at different categories of stations.

(c) **Categories of Postings**

(i) On Tenure Completion(TC)

(ii) Request posting including Self & Children education grounds

(iii) On superannuation grounds

(iv) On compassionate/medical grounds (including cases involving differently abled children)

(v) Co-location Posting – (spouse employed in central/state Govt/ public sector undertakings)

(vi) Posting before RE Expiry

(vii) Posting on disciplinary grounds

(viii) Postings of immediate nature

(d) **Change/Cancellation of Posting and/or EDP**

(i) Deferment of posting/change in EDP

(ii) Freezing of postings due to Presidential Standard Presentation

(e) **Screening from Posting**

- (i) Procedure to apply
- (ii) Screening for self education
- (iii) Screening for children education
- (iv) Screening on compassionate / medical grounds

(f) **Outstanding Movements**

- (i) Withholding movements on disciplinary grounds
- (ii) Hospitalisation/Medical Cases
- (iii) Returns from units for monitoring outstanding movements
- (iv) Returns from Command HQs and Air HQ Units
- (v) Wrong routing on posting

## (g) Joining time

(h) Use of political and extraneous influences /violation of channels of correspondence

**ZONES****Geographical Division**

4. India is divided into following five zones as shown in Appendix 'P'.

- (a) NORTH (N) : Area north of 28 degree Lat and West of Siliguri.
- (b) WEST (W) : Area between 28 degrees Lat and 18 degrees Lat & West of 76 degrees Long.
- (c) CENTRAL (C) : Area between 28 degrees Lat and 18 degrees Lat & East of 76 degrees Long except East Zone.
- (d) EAST (E) : Area East of Siliguri including Siliguri.
- (e) SOUTH (S) : Area South of 18 degrees Lat.

## POSTING TENURE

### Categories of Stations

5. Places for posting have been divided into different categories based on the living conditions, connectivity, schooling, medical reasons, weather conditions, number of requests /applications received for posting to a place, etc. The different categories are:-

(a) Places with Limited Tenure with Choice Postings. These are places which are either very remote and/or with difficult living conditions due to weather, security or lack of certain basic amenities. Tenure at these places is limited and a choice posting is given on completion of tenure to ensure that the personnel posted to these stations remain motivated. In common parlance, these are referred to as "Hard Areas (HA)".

(b) Places with Limited Tenure without Choice Posting. These places also have difficult living conditions but to an extent much lesser than the places categorised as Hard Areas. Hence, the tenure is limited but choice posting after completion of tenure is not admissible. These places are commonly referred to as "Limited Tenure Areas".

(c) Places with Restricted Tenure due to Demographic Pressures. A large number of airmen belong to these places and areas around them but the number of stations/units/vacancies are much lesser. Hence a substantial number of applications for postings to these areas have to be rejected. To increase the number of people whose applications can be considered favourably, tenure at these places has been restricted. Such places are referred to as "Restricted Tenure Areas".

(d) Places with Normal Tenure. All other stations/places not included in the above mentioned categories would fall under this category.

### Tenure at Different Categories of Stations

6. Airmen are posted from one unit to another to meet the organizational needs and also keeping in mind the personal requirements to the extent possible. The following tenures would generally be followed.

- |   |   |   |
|---|---|---|
| (a) Limited Tenure with choice posting as per <b>Appendix 'A'</b>                                   | : | 2 Yrs   |
| (b) Limited tenure without choice posting as per <b>Appendix 'B'</b> , followed by a normal tenure. | : | 2/3/4 Years as specified against each such Station/Unit |
| (c) Restricted tenure due to Demographic pressures as per <b>Appendix 'C'</b> .                     | : | 3 or 4 Yrs as specified against each Station/Unit       |
| (d) Normal tenure (Places not listed in Appendix 'A', 'B' and 'C').                                 | : | 4 - 5 Yrs   |

**Note 1.** Airmen can be picked up for posting out before completion of the tenures mentioned above depending on service exigencies. Posting before completion of one year will be done only on clearance from Air HQ.

**Note 2.** Airmen posted to specific units including BRDs, AFSBs, TETTRA Schools (instructors), examiners at GEB/REBs etc. are screened under Special Tenure Policy.

### **Limited Tenure with Choice Posting**

7. Personnel posted to a limited tenure station with choice posting as listed in **Appendix 'A'** will be entitled for a choice posting subject to availability of vacancies, utilization of their trade proficiency and after they have completed at least 01 year and 09 months of physical stay in the station. Airmen posted to hard area on request will not be eligible for choice posting. Tenure at Hard Area will be counted from TORS date. Absence due to TD, courses, annual leave and attachments of more than 10 days at a stretch is to be excluded while calculating the physical stay in hard area. However, TD to another hard area and casual leave will be included while calculating, the period of stay. In case a person is to be posted out on medical grounds then the place of posting will be as per the medical advice only. An individual may opt for an extended tenure at Hard Area subject to his medical fitness and approved by the Medical Advisor at AFRO.

8. The choice for posting or request for extended stay should be submitted after completing one year of stay in the station as per the proforma given at **Appendix 'D'**. Option for extended stay in places of limited tenure can be availed by forwarding a request through personal application duly recommended by the respective Command HQ. The same shall be considered to the extent possible subject to medical requirements. For aircrew trades the choices should be submitted soon after arrival to facilitate SRV procedure. Choice of four different geographical locations/ areas (not four units) should be given by the personnel for consideration of posting. The choice should exclude the place from where the airman had proceeded on posting to Hard Area. If none of the four choices submitted by the airman is feasible for HA choice due to vacancy / Trained Proficiency Utilisation (TPU) consideration, then the airman will be required to submit a fresh list of choices for consideration at AFRO. Posting to a place of choice is not always possible due to TPU requirements. In such cases the airman may be given an option to avail choice posting at a later stage. It may be noted that a choice for one location / area includes several nearby places. For e.g.

- (a) A choice for Delhi includes Hindon, Faridabad, Gurgaon, Palam, Rajokri, Narela, Dadri, Tughlakabad, Ayanagar, Najafgarh and Dhansa.
- (b) A choice for Kolkata includes Barrackpore, Dumdum, Fort William, Howrah, Jaffarpur, Jadavpur, Sealdah, Kalaikunda, Salua and Panagarh.
- (c) A choice for Allahabad includes Manauri and Bamrauli.
- (d) A choice for Mumbai includes Thane, Uran, Mudh Island and Kaneri Hills.
- (e) A choice for Chennai includes Tambaram and Avadi.

9. In case the choices for postings are not received in time, AFRO will issue postings based on individual's Past Posting Profile (PPP) and Trained Proficiency Utilisation (TPU).

10. In addition to this, an individual wanting to avail choice posting after a limited tenure is required to forward a certificate as per **Appendix 'E'** countersigned by Adjutant on completion of 1 year 6 months of physical stay in the station. This certificate should reach AFRO by 1 year 9 months of physical stay of the airwarrior. In the eventuality of the certificate not reaching AFRO in time, posting out will be issued based on individual's Past Posting Profile (PPP) and Trained Proficiency Utilisation (TPU) without considering for the choices submitted.

#### Posting to High Altitude Areas

11. Stn / units located at an elevation of 2700 meters or above are classified as High Altitude area. The list of these units is placed at **Appendix 'F'**. Some of the stations are at high altitude and a High Altitude Medical Test (HAMT) is a prerequisite for posting to these stations. When an airman is posted to such stations, the SMO of his current station shall ascertain the fitness status of the individual through a High Altitude Medical Test and send a signal to AFRO (Med Adv) within three weeks from date of posting signal. In case an airwarrior becomes medically unfit while at a high altitude area, on the advice of the Medical Advisor, AOC, AFRO will attach the airwarrior immediately to a nearby suitable unit pending posting.

12. There are occasions when an airman opts for posting to Hard Area places. Such requests will be entertained only on personal application of the individual and the same should be mandatorily annexed with NOC as per **Appendix 'G'** from C Adm O of the controlling station stating that retention of accommodation is acceptable, or an undertaking from the airman duly countersigned by C Adm O that he will not retain accommodation at his current place of posting. However, in case the application is for hard area posting, an airmen who requests, will submit an undertaking alongwith his application stating that he is aware that he is not entitled for a choice posting (as per **Appendix 'G'**). An airman who is a native of Hard Area may be given an extended tenure on specific request subject to service exigencies.

13. The concerned stations are responsible for ensuring the correctness of tenure completion date. Stations are to forward a quarterly return to AFRO as per the format given at **Appendix 'H'**.

14. There may be occasions when an airwarrior is not available in station after posting is issued and adhering to the EDP given by AFRO may result in the airman completing less than two years of physical stay. In such cases units are to take up case with AFRO directly through signal for an appropriate change of EDP.

#### Limited Tenure without Choice Posting.

15. A list of places of limited tenure without choice along with their tenure is attached as **Appendix 'B'**. No choice posting shall be admissible on completion of limited tenure at these places. Generally two consecutive postings to stations under this category will be avoided. Airmen posted abroad will be considered as a part of this category.

### **Restricted Tenure due to Demographic Pressures**

16. Tenure at highly sought after places with limited vacancies has been restricted to 3 to 4 years. The list of such places with their tenures is attached as **Appendix 'C'**. Generally extended tenures are not granted at these places to accommodate more number of applicants. This provision is not applicable to units under Special Tenure Policy (STP).

### **Normal Tenure**

17. Normal tenure is specified as 4 - 5 years for all places not listed in **Appendices 'A', 'B' and 'C'**. An airman can be picked up for posting any time even before completion of 4 years owing to pressing service exigencies/operational requirements or due to administrative reasons as recommended by AOC/Stn Cdr in writing through Command HQs.

### **Tenure Policy PJIs**

18. Policy on tenure of PJIs will be issued separately.

## **CATEGORIES OF POSTING**

### **Posting on Tenure Completion (TC)**

19. Airmen are posted from one unit to another to meet the organisational needs as well as personal requirements to the extent possible. Considering the inconveniences caused to the airmen on WIE movement, it will be endeavoured to ensure that posting order is issued three months in advance before completion of their tenure at PU as far as possible. In case of urgent operational or administrative necessity, a specific date earlier than three months may be mentioned for completion of move.

### **Posting on Superannuation Grounds**

20. Individual may avail this facility within the last 10 years of service before SA. As far as possible, a posting to a requested place will be given to a superannuating airman. The tenure of such postings will be for not more than two years. Once SA posting has been availed, the airman is obligated to continue in service till superannuation if otherwise eligible. If a request posting has been availed in the last ten years of service, the airman will not be entitled for SA posting in the last two years of service. This will, however, be applicable prospectively.

## **Request Posting**

21. The Airmen seeking posting on own request are to submit personal application to their AOC/Stn Cdr/ CO along with the Proforma duly filled as per **Appendix 'J'** to this HRP. All relevant documents in support of the grounds stated in the application should invariably be attached. The application should be thoroughly scrutinised before being recommended and forwarded to respective Command HQ, who along with their recommendations would forward the same to AFRO in single copy, except in respect of Med Asst tradesmen which would be in duplicate. Applications in respect of airmen posted at Air HQ, units under Air HQ and other miscellaneous units are to be forwarded directly to AFRO with recommendations of concerned PD/AOC/CO. Application once turned down, should not be forwarded again for reconsideration on similar grounds within a period of six months. Application on compassionate grounds stating medical reasons should have the remarks from SMO and PMO of parent command.

22. An airman may apply for a posting to a specific place due to medical /domestic issues or any other compassionate grounds. The tenure of such posting is generally for a specific duration only. There are some frequently asked grounds for posting for which relevant documents are required. List of documents supporting the application for posting on these grounds is attached as **Appendix 'K'**.

## **Posting on Compassionate / Medical Grounds**

23. There may be occasions when an airman has pressing domestic problems which may compel him to seek a posting on compassionate grounds to a particular place/home zone. The Airmen seeking posting on own request are to submit personal application to their AOC/Stn Cdr/ CO in the Proforma duly filled as per **Appendix 'J'** to this HRP alongwith supporting documents. Such requests are considered on merits of each case. Posting on compassionate or medical grounds will not be granted to units engaged in selection, placement, examination and evaluation of personnel like CASB, ASCs, Drafting Wings at AFRO, AFSBs, GEB and REBs except for EDP duties.

(a) **Differently Abled Children.** The applications of airmen who have differently abled children will be given due consideration while planning their posting. Availability of special school facilities for differently abled children is a major factor to be considered while planning posting. The list of Centres/Places where facilities exist for specialized medical treatment for these children is attached as **Appendix 'L'**.

(b). **Infertility.** The policy on attachments/postings on infertility grounds is laid down by the medical authorities from time to time. Airman seeking posting for treatment of infertility through service sources can seek a posting under above policy as per following guidelines:-

(i) The couple should have had at least 5 yrs of cohabitation without conception.

(ii) Opinion of Gynaecologist of nearest MH/CH is to be endorsed/certified by the SMO and countersigned by the AOC/Stn Cdr/CO unit.



(iii) Recommendation of ART Centres at AH(R&R) Delhi or Command Hospital (SC) Pune for posting/ attachment to Delhi/Pune area is mandatory. AOC, AFRO is empowered to authorize attachments on the above grounds for a period of 89 days which is extendable up to 170 days on recommendation of medical authorities.

(iv) A couple already blessed with living male/female child would not be entitled for posting/attachments on the above grounds.

24. **Posting on Self Education Grounds.** The Airmen seeking posting on self education grounds are to submit personal application to their AOC/Stn Cdr/ CO in the Proforma duly filled as per **Appendix 'J'** to this HRP alongwith supporting documents. The application should specifically be annexed with documents indicating preliminary arrangements made with the Institution.

25. Airmen desirous of doing any course/study from a recognized institute while being posted at a specific unit (Present unit or otherwise) must not deposit tuition/admission fees for such courses/studies in case posting / screening is mandatory for the purpose of study. In such cases, **COs before granting sanction for pursuing such courses/studies must obtain prior concurrence of AFRO.** The grant of permission by the CO and/or payment of fees without prior approval of AFRO will not be an acceptable justification for consideration of application for posting / screening by AFRO.

26. **Posting on Children Education Grounds.** The option of posting to a particular place is available to an airman on grounds of children education only for Classes XI and XII. This facility is not available for children education beyond Class XII. Requests are to be restricted to a maximum of two siblings only.

27. **Co-location Posting – (Spouse Employed in Central/State Govt/Public Sector Undertakings).** As per the GOI policy under reference 28034/2/97-Estt (A) dated 12 Jun 97 on above subject, **as far as possible** and within the constraints of **administrative feasibility**, husband and wife should be posted at the same Station to enable them to lead a normal family life and look after welfare of their children, especially until the children are ten years of age depending on Trained Proficiency Utilisation (TPU). However, the same privilege can not be extended repeatedly due to service exigencies.

28. It may not be always feasible to post an airman to a particular place of request due to one or more of the following reasons:-

- (a) Manning Constraints.
- (b) Non availability of AF Stns/Units at the place requested.
- (c) Past Posting Profile of the airman e.g. if an airman has already had a posting at the place of request or to nearby area in the past ten years, his request would normally not be considered favourably.

(d) Requests for Home Zone will not be entertained in the first ten years of service.

(e) Non utilization of trained proficiency in the place of request/Home Zone.

(f) In case spouse is on compassionate ground posting.

29. In such cases posting may be given to an alternate location after taking consent from the airwarrior.

**Note.** All request postings except for grounds mentioned above will be considered for a tenure of two years only.

#### **Posting of SRV/RV(S)/RV Unfit Airmen.**

30. In case an airman become unfit for retention at any sensitive unit i.e. SRV/RV(S)/RV unit, he is to be immediately attached to another unit as per PPP pending posting, with the approval of AOC, AFRO.

#### **Posting on RE Expiry**

31. RE Expiry / unwillingness to seek extension of service is not a ground for seeking posting to a place of choice.

#### **Posting on Disciplinary Grounds**

32. **Recommendations for Posting.** Postings of airmen on disciplinary grounds are to be initiated by AOC/Stn Cdr and are to be effected by AFRO on the recommendations of Command HQ only. In case of Units under Air HQ, such cases are to be initiated by PD/ AOC/CO and concurred by the respective ACAS.

33. **Posting on Move of a Unit.** For operational reasons when a unit has to move out, those airmen who are on choice posting or on compassionate grounds, as far as possible will be accommodated in the same place and not moved along with the unit.

34. **Airmen Sentenced by Court Martial.** It is not desirable to retain airmen sentenced by Court Martial at their Units. They are to be posted out on confirmation of promulgation of sentence preferably to units outside the concerned command as per provisions of Regulations for the AF 1964.

#### **Posting With Immediate Effect**

35. Postings 'With immediate Effect' are to be avoided as far as possible. If such postings are inescapable due to service exigencies, then the posting signal should read as WIE, move to be completed by.....(date within one month). The airmen are permitted to avail admissible joining time as per Para 1657 of Regulations of AF 1964. The reporting date at the receiving unit, however, should not go beyond the date by which the move is to be completed.

## **CHANGE / CANCELLATION OF POSTING AND / OR EDP**

36. Postings of airmen are issued after detailed planning for new raisings, timely turnover of airmen posted in limited tenure areas and for utilization of their trained proficiencies etc. Withholding of the movement not only upsets the entire process of planning but also affects operational preparedness and administrative efficiency of the receiving unit. Request for cancellation/Change of posting should, therefore, be avoided. As a standard practice, the Section Commanders should ensure that sufficient redundancy exists in their work environment. In case of specialized tasks alternatives/reliefs/ replacement worked out from available manpower should be in place about 1 ½ to 2 yrs before tenure completion of the main worker. However, in cases where cancellation/change of posting is considered absolutely essential, either due to service exigencies or for extremely pressing individual reasons, request for cancellation should be made immediately and should be forwarded from the station within **ten working days** of the date of posting orders. Such requests for cancellation should be recommended at the minimum level of SOA & concerned ACAS at Air HQ.

### **Deferment of Posting / Change in EDP**

37. On receipt of posting order, if an airman is not in a position to move by due date for reasons beyond his control and if the AOC/Stn Cdr/CO is satisfied that the request is genuine, he is to make the request to the receiving unit for deferment or take up a case with AFRO through command for change of EDP. Applications in such cases are to be processed on top priority. In case the request has not been agreed to by the receiving unit, the concerned airman should not be retained beyond effective date of posting and is to be routed on time. In case deferment is agreed by the receiving unit, above period should not be utilized for putting up requests to AFRO on any other ground. Receiving unit may grant deferment upto a maximum period of 30 days. However, no further request for cancellation of posting will be admissible subsequently at AFRO.

38. **If a case is taken up with AFRO for change of effective date of posting, the same case is not to be taken up thereafter for screening / cancellation/change of posting.** If after consideration of the request, decision of AFRO has been communicated, no further request for review or re-consideration should be made and the move is to be completed as per the revised EDP.

### **Freezing of Postings due to PSP**

39. The Presidential Standard Presentation Ceremony is generally held twice in a year in the month of Mar and Nov. The detailed procedure is given in AFO 04/11. A freeze on large number of movements of station personnel on account of PSP is against the provisions of the AFO and has an adverse effect on HR planning and courses meant for career progression. Station hosting PSP should critically analyse the manpower requirement keeping the spirit of the AFO in mind and keep it to the barest minimum. If retention of any airman is inescapable, case needs to be taken up with AFRO through controlling Command immediately to hold his posting. Postings with EDP within two months prior to date of function only can be taken up for freezing. Such postings need to be affected within four weeks once the function is over. Similarly movements on courses / attachment scheduled within two months prior to PSP only can be taken up for cancellation. Cancellation of Mod-II and TETRA-II courses is not permitted as a routine.

## **SCREENING FROM POSTING**

### **Procedure to Apply**

40. On being posted to a place, an airman may require an assured tenure of posting due to prolonged/specialized treatment for self/family/dependents or he may intend to stay on for self education or education of children etc. Requests on this account should be submitted within two years of posting in to a station. Requests for screening after issuance of posting orders will not be entertained. Applications, when received should be thoroughly scrutinized by the AOC/Stn Cdr/CO and forwarded to AFRO through respective Command HQs with remarks. The applications should be forwarded along with the format as per **Appendix 'H'** signed by the airman and all relevant documents in support of the grounds for screening. Such requests are considered on merits of each case. If approved, a tentative period for which the screening is agreed to, subject to service exigencies, will be intimated to airman concerned through his Command/unit. The cases of airman for screening on grounds of service exigencies are to be initiated as soon as possible and these requests will not be entertained once the posting signal has been issued.

41. Airmen posted to units located in East zone may seek extended tenure through recommendation from CO / AOC one year prior to TC. Delegation of powers for screening from posting in respect of airmen is placed as **Appendix 'M'**. Any request for screening within two years of RE expiry will have to be accompanied by willingness for extension.

### **Screening on Self Education Grounds**

42. An airman desirous of acquiring higher education and has been duly permitted to pursue such a course / study, may apply for screening at a particular place for the actual period needed for completion of the course he has joined. The application on this account should, however, be made within 12 months of his arrival at the station. The screening should not exceed the tenure applicable at the place and the individual must await the decision of AFRO prior to incurring expenses towards the course/study.

### **Screening on Children Education Grounds**

43. The option of screening is also available to an airman on grounds of children education only for Classes XI and XII. This option is not available for education of children beyond Class XII. This requirement is known to the individual well in advance and hence, applications have to be submitted as early as possible and in any case two years prior to TC at the station. No application will be entertained within the last two years of TC. This however, will be limited to only two children.

**Note:** Any case for extended tenure requiring approval of AOP will have to have concurrence of PSO at Air HQ / Branch head at concerned Command HQ.

### **Screening on Compassionate / Medical Grounds**

44. An airman may have plans to undertake construction of house, prolonged / specialised treatment for self / family / dependents and may require an assured tenure of posting at his Parent Unit. Requests on this account can be made at least two years

prior to the completion of laid down tenure. The grounds advanced by the airman should be thoroughly scrutinized by the AOC/Stn Cdr/CO and forwarded to AFRO with the relevant supporting documents through respective Command HQ with their recommendations. Such requests will be considered on merits of each case and if approved, a tentative period for which the screening is agreed to, subject to service exigencies, will be intimated to airman concerned through his Command/ unit. However, requests for screening after issuance of posting orders would not be entertained.

### **OUTSTANDING MOVEMENTS**

45. Postings of airmen from one unit to another are issued in accordance with the rotational system and their posting profiles. Non-routing of an airman on posting by due date adversely affects the manning at receiving unit. It is, therefore, essential that airmen must be routed on posting by due date. In case the unit falls below its ML by more than 10% in a trade due to posting out of airmen, AFRO should be approached to make up the deficiency but the movements are not to be withheld under any circumstances. Reasons like Range Dets, Sqn Dett, Exercises, Inspection visits, DASI/CASI visits, training new incumbents and other administrative & operational commitments are not valid grounds for withholding movements, because all such commitments and posting tenures are known well in advance and provide adequate notice to build up redundancy. In case the concerned airman is on leave at the time of receipt of posting order, the receiving unit should be informed accordingly and the airmen be routed on posting immediately on return from leave. Enroute leave if applied for is to be granted only with concurrence of receiving unit.

#### **Withholding Movement on Disciplinary Grounds**

46. Deferment upto a maximum 30 days can be taken from the next unit in case the airman is involved as a witness or is a member of any disciplinary proceedings. If such a deferment has been taken then the station authorities are to facilitate the completion of the proceedings at the earliest. If the proceedings at local level are concluded, then the airman should be moved to next station/unit. If there is a requirement for reassembly due to observations from any higher formation then the airman is to be called on attachment. The new unit is to route the individual on priority. Non-routing of such cases by new unit should not be accepted unless authorized by SOA/ SAASO of their parent command. Units are to intimate progress of disciplinary proceedings on a quarterly basis to AFRO and Air HQ till the disposal of the disciplinary case if any movement is held up.

47. However, if there is a need to withhold the movement beyond 30 days then the case should be referred to AFRO on legal channel by the station authorities where the proceedings are being conducted through the parent command giving the following details :-

- (a) Type of case (Col, SoE, etc.)
- (b) Type of involvement (Accused, witness etc.)
- (c) Date of commencement of procedure.
- (d) Likely date of completion.

- (e) Reason as to why the airman cannot be attached from his next station.
- (f) Estimated date of completion of proceedings (which can be calculated in consultation with the station authorities).

### **AWL/Deserter**

48. The action of posting an airman, who is AWL, to PHS can be taken only after he is declared deserter and the required formalities are completed based on AFO on the subject. Once it becomes clear to the parent unit that an AWL case is likely to result in outstanding movement, unit should take up a case with AFRO through parent Stn/Command for the posting to be Held in Abeyance (HIA). For this the following details are to be forwarded to AFRO:-

- (a) Date of AWL.
- (b) Action Taken by unit.
- (c) Any intimation from or interaction with the airman.

49. Such cases should be actioned at each level within two working days. AFRO will issue a 'HIA' in such cases. If at any stage the airman joins back then a signal should be initiated by Parent Unit immediately, addressed to parent station, command and AFRO stating clearly the expected SORS date. Action on the case forwarded earlier by the unit for HIA will be ceased immediately.

### **Habitual Offenders**

50. Posting orders will not be issued in respect of airmen who have been declared as Habitual Offenders and necessary proceedings for their discharge from service have been initiated. This will include those airmen also who have been issued with 'Show Cause Notice' by Command HQ. AFRO is to be informed of such cases and approached through Command HQ for cancellation of posting, if issued.

### **Hospitalization/Medical Cases**

51. In case an airman is unable to move on posting due to hospitalization, sick leave or medical board, a case needs to be initiated immediately and forwarded to AFRO through parent station and command on 'P' channel based on which AFRO will issue HIA for posting.

52. If at any stage the airman joins back after hospitalisation, a signal should be initiated by parent unit immediately and addressed to parent station, command and AFRO stating clearly the expected SORS date. Action on the case forwarded earlier by the unit for HIA should be ceased immediately.

### **Returns From Unit for Monitoring Outstanding Movements**

53. A movement on posting is deemed to be completed only after the SORS from old unit and TORS at new unit is updated at AFRO. Till then the movement is reflected as outstanding.

54. To ensure that the movement is updated without delay, the dispatching unit should generate e-Movement Order from the AFRO website. Similarly, the receiving unit should update the TORS on the website itself.

55. Units are also to ensure that when an airman is routed from the unit and reports to the new unit on posting, his SORS/TORS (as applicable) is sent in a posting confirmation signal to AFRO within 48 hours of the occurrence.

56. Besides this, both dispatching and receiving units are required to send a Fortnightly Movement Return (FMR) as per the format given at **Appendix 'N'** for the period from 1<sup>st</sup> to 15<sup>th</sup> and from 16<sup>th</sup> to 30<sup>th</sup>/31<sup>st</sup> of each month. FMR signal should reach AFRO latest by 20<sup>th</sup> of the same month and by 5<sup>th</sup> of the next month respectively.

57. Units which are utilizing the e-movement order available on main page of AFRO Website ([url:http://www.afro.iaf.in/ipis/dbservices/posting-summary](http://www.afro.iaf.in/ipis/dbservices/posting-summary) or AFRO website> Integrated Personnel Information System>Posting Summary) may be permitted to stop this return on explicit instructions of Air HQ. If there is a movement subsequently for which e-movement order could not be generated or TORS could not be updated electronically for any reason, then an FMR for the same needs to be forwarded.

#### **Returns From Command HQ and Air HQ Units**

58. A Monthly Outstanding Movement Return (MOMR) will be compiled at AFRO by 5<sup>th</sup> of every month. This return will be based on e-movement order update, Fortnightly Movement Return (FMR) and posting confirmation signals forwarded by the units to AFRO. Thus, the Monthly Outstanding Movement Return compiled by AFRO will be current with EDP in previous 15 days based on SORS reports. TORS will be updated subsequently when the airman is taken on ration strength in the new unit to ensure that the movement is complete. MOMR will be prepared by AFRO as per the following procedure:-

(a) Initially AFRO will forward draft MOMR to all Command HQ, AF Station New Delhi and other controlling directorates/units/organisations under Air HQ responsible to forward inputs for MOMR. The list of these directorates / units / organizations is placed at **Appendix 'Q'**.

(b) All Command HQs, AF Station New Delhi and other controlling directorates at Air HQ will liaise with the units under them and forward feedback to AFRO about any updates on SORS/TORS and reasons/authority for each outstanding movement by 20<sup>th</sup> of the same month.

(c) On receipt of the feedback, AFRO will examine each outstanding movement and compile the final MOMR with its remarks, which will be forwarded to Air HQ by last day of the same month.

(d) Wherever possible, data may be communicated to AFRO through ICS / AFNET and followed up through SDS.

### **Wrong Routing on Posting**

59. At times, cases of wrong routing by Units, either due to corrupt signals or due to error by the dealing clerk are referred to AFRO for regularisation. A Col should be conducted at the dispatching unit for apportioning blame. The proceedings should be forwarded to AFRO for further action. A wrong routing case happens due to incorrect clerical action of dispatching unit on most occasions and may remain unknown due to inadequate or incorrect action on the part of receiving unit.

### **Joining Time**

60. Airmen posted out after course of instruction and where EDP is immediately on completion of course of instruction, will be permitted to avail admissible joining time after effective date of posting. Similarly, all personnel posted out from Stations/Units at Leh, Thoise, Srinagar, Patni Top and Awantipur are to be granted permissible joining time after effective date of posting.

### **Use of Political and Extra Official Influence/ Violation of Channels of Correspondence**

61. Para 595 (b) of Regulations for Air Force 1964 Revised Edition stipulates that, attempts by airmen to obtain favourable consideration through extraneous influences are strictly forbidden. Representation/applications received from relatives of airmen will also not be entertained. Airmen are, therefore, to be advised not to violate channels of correspondence and to desist from use of outside influence for favourable action. Even in cases where requests are received from politicians/bureaucrats the case is actioned only in response to an official request from individual concerned through proper channel. No requests on websites for posting / screening will be actioned.

## **CONCLUSION**

62. Postings are generally effected by automated means and a lot of planning goes into each posting. Interference through recommendations and through frivolous applications affects the overall planning of postings effected by AFRO. Exceptional circumstances requiring immediate attention will always be considered when reflected by the AOsC/Stn Cdrs and other senior appointees.

### **Supersession of Existing Policy**

63. This policy supersedes all the previous instructions and amendments issued on the subject.

Sd/-xxx  
(PR Sharma)  
Air Mshl  
AOP



**Distribution**

**External**

HQ WAC, IAF

HQ SWAC, IAF

HQ EAC, IAF

HQ CAC, IAF

HQ SAC, IAF

HQ TC, IAF

HQ MC, IAF

(AOsC-in-C)

HQ ANC (C-in-C)

HQ IDS (CSIC)

HQ SFC (C-in-C)

AFRO (AOC)

**Internal**

VCAS

DCAS

DG (I&S)

AOM

AOA

AA to CAS

All controlling Dtes/ Organisations listed in Appendix 'Q'

**Appendix 'A'**  
 (Refers to Para 6(a) of  
 Air HQ/S 40301/PA II  
 Dated 21 Nov 13)

**LIMITED TENURE OF TWO YEARS WITH CHOICE POSTING**

	<b><u>Place</u></b>	<b><u>Command</u></b>
1.	Awantipur(J&K)	WAC
2.	Leh (J&K)	WAC
3.	Patnitop (J&K)	WAC
4.	Pir Bhadeshwar (J&K)	WAC
5.	Rajouri (J&K)	WAC
6.	Razdan Pass (J&K)	WAC
7.	Salyar Chatta (J&K)	WAC
8.	Shahsitar (J&K)	WAC
9.	Srinagar (J&K)	WAC
10.	Thoise (J&K)	WAC
11.	Phalodi (Rajsthan)	SWAC
12.	Kurseong (WB)	EAC
13.	Rangapahar (Nagaland)	EAC
14.	Carnicobar (UT)	ANC
15.	Great Nicobar (UT)	ANC
16.	Lunglei(Mizoram)	HQ DSI (SI-8)
17.	EOI Kabul	AIR HQ(MISC)
*18.	HQ CAC / 44 Wg / 17 Wg / HQ ANTF / 105 HU / 159 HU	CAC

\* Applicable only for airmen posted to work in Op Triveni AOR.  
 (Airwarrior should have worked minimum for one year in Op Triveni AOR for availing choice posting on completion of tenure)

**Note:** Four choices will be submitted by airwarriors on completion of one year of stay at the units listed above and one may be accorded subject to service exigencies.

**Appendix 'B'**  
(Refers to Para 6(b) of  
Air HQ/S 40301/PA II  
Dated 21 Nov 13)

**LIMITED TENURE (WITHOUT CHOICE POSTING)**

SI No	Place of Units	Command	Tenure
1	Dalhousie(HP)	WAC	3 yrs
2	Kasauli (HP)		3 yrs
3	Udhampur		4 yrs
4	Yol		3 Yrs
5	Borgad (Maharastra)	SWAC	4 yrs
6	Jaisalmer (Raj)		3 yrs
7	Mothala (Guj)		3 yrs
8	Mount Abu (Raj)		4 yrs
9	Naliya (Guj)		3 yrs
10	Pokharan (Rajsthan)		2 yrs
11	Samana (Guj)		3 yrs
12	Uttarlai (Raj)		3 yrs
13	Chabua (Assam)	EAC	4 yrs
14	Digaru (Assam)		4 yrs
15	Dinjan (Tinsukia)		4 yrs
16	Hasimara (W.B.)		4 yrs
17	Jorhat(Assam)		4 yrs
18	Kalaikunda/Salua/Khargpur		4 yrs
19	Kumbhigram		3 yrs
20	Laithkar Peak (Shillong)		3 yrs
21	Missamari		3 yrs
22	Mission Charaili (Assam)		4 yrs
23	Mohanbari (Assam)		4 yrs
24	New Jalpaiguri(W.B.)		4 yrs
25	Panagarh		4 yrs
26	Purnea (Bihar)		4 yrs
27	Singharsi (Jharkhand)		2 yrs
28	Shillong (Meghalaya)		4 yrs
29	Tezpur(Assam)		4 yrs
30	Chandinagar (UP)	TC	3 yrs (Non-Metro)
31	Koraput (Odisha)	MC	3 yrs
32	Korwa		3 yrs
33	Nainital (Uttarakhand)	CAC	3 yrs
34	Bapatata, Suryalanka(AP)	SAC	4 yrs
35	Kudankulam (Thiruvananthapuram)		2 yrs
36	Thanjavur(T.N)		4 yrs
37	Chautan (Raj)	HQ DSI(SI-8)	2 yrs
38	Dwarka(Gujrat)		3 yrs
39	Ramgarh(Raj)		2 yrs

**Appendix 'B' (Cont'd)**  
(Refers to Para 6(b) of  
Air HQ/S 40301/PA II  
Dated 21 Nov 13)

40	Mohammadpur (Haryana)	HQ SFC	3 yrs (non-Metro)
41	Wellington	HQ IDS	3 yrs
42	Port Blair	HQ ANC	2 Yrs
43	Aizwal (Mizoram)	HQ DG NCC	2 Yrs

**Appendix 'C'**  
 (Refers to Para 6(c) of  
 Air HQ/S 40301/PA II  
 Dated 21 Nov 13)

**PLACES WITH RESTRICTED TENURE  
 DUE TO DEMOGRAPHIC PRESSURES**

<b>Sl. No.</b>	<b>Place of Units</b>	<b>Tenure</b>
1	Allahabad	3 yrs
2	Bengaluru	4 yrs
3	Chennai	4 Yrs
4	Coimbatore	3 yrs
5	Gandhinagar	4 yrs
6	Hyderabad (excluding AFA)	4 yrs
7	Kanpur	3 yrs
8	Kolkata	3 yrs
9	Lucknow	3 yrs
10	Nagpur	4 yrs
11	Patna, Darbhanga & Bihta	3 yrs
12	Sulur	3 yrs
13	Thiruvananthapuram	3 yrs
14	Vadodara	3 yrs

**Note:** Exceptions are:-

- (i) Instructional / Technical staff at FTEs/TIs/TETTRAs/Training Establishments/ ASCs/AFSBs for five years.
- (i) All airwarriors in SRV/RV(S)/RV units for five years.
- (iii) Tech trades in BRDs except communication trades (Rdo Tech, RTO & Comn Tech) as per STP.
- (iv) Examiners in GEB/REBs for five years.

**Appendix 'D'**  
 (Refers to Para 8 of  
 Air HQ/S 40301/PA II  
 Dated 21 Nov 13)

**CHOICE POSTING PROFORMA**

(To be forwarded on completion of physical stay of one year)

Unit:-

Command:-

SI No	Service No	Rank	Initials & Name	Trade	Date of Arrival on posting	Period of TD, Course, Detachment, Annual Leave to be excluded	Date completing Tenure of 2 yrs/3 yrs	Places for choice Posting in order of Preference (Four Places (not units) are to be specified)
1	2	3	4	5	6	7	8	9

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Signature of individual

**CERTIFICATE BY ADJT**

It is certified that the information given by the airman has been checked with the station records and found correct. The date of completing tenure is as specified above.

Signature of Adjt

**Countersigned by C Adm O**

**Appendix 'E'**  
(Refers to Para 10 of  
Air HQ/S 40301/PAII  
Dated 21 Nov 13)

**CERTIFICATE OF PHYSICAL STAY**

I Service No. \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_  
Trade \_\_\_\_\_ PU \_\_\_\_\_ Stn \_\_\_\_\_ have completed a physical stay  
of \_\_\_\_\_ Yrs \_\_\_\_\_ months. I may be considered for posting to places as per the  
hard area choices submitted by me, on completion of tenure.

Date:

Signature:  
Name:  
Stn / Unit:

**COUNTERSIGNED BY ADJT**

Certified that information submitted above is correct.

Date:

Adjt

**Appendix 'F'**  
(Refers to Para 11 of  
Air HQ/S 40301/PA II  
Dated 21 Nov 13)

**LIST OF UNITS LOCATED AT AN ELEVATION OF 2700 METERS**

	<b><u>Place</u></b>	<b><u>Command</u></b>
1.	901 SU	WAC
2.	740 SU	WAC
3.	21 Wg	WAC
4.	Thoise	WAC
5.	Kargil	WAC
6.	Base Camp	WAC
7.	45 WEU & 45 WEU 'B'	HQ DSI (SI-8)



**Appendix 'G'**  
(Refers to Para 12 of  
Air HQ/S 40301/PA II  
Dated 21 Nov 13)

**UNDERTAKING BY AIRMAN REQUESTING FOR POSTING TO HARD AREA**

1. I Service No. \_\_\_\_\_ Name \_\_\_\_\_ Trade \_\_\_\_\_  
certify that I am aware that I am not entitled for choice posting in case I am posted to  
Limited Tenure with choice posting area (Hard Area) on the basis of my personal  
application dated \_\_\_\_\_ / DO letter by .....dated .....

2. I state that I will not be retaining service accommodation at \_\_\_\_\_  
(Name of the AF Stn) for my posting to Hard Area.

OR

The \_\_\_\_\_ (Name of AF Stn) has no problems in me retaining  
service accommodation during my stay at Hard Area.

Date:

Sign of individual

**COUNTERSIGNED BY C ADM O OF CONTROLLING STATION**

Date:

C Adm O

**Appendix 'H'**  
 (Refers to Para 13 of  
 Air HQ/S 40301/PA II  
 Dated 21 Nov 13)

**QUARTERLY RETURN ON AIRMEN : SORS FOR THE QE.....**

**Station:**

SI No	Particulars	EDP In	TORS	EDP Out	SORS	Attachment/TD/Courses		Total No. of days spent in station*	Remarks
						No of days	Place		

**\* Excluding TD/Attachment/Courses/A/L of more than 10 days at a stretch**

The airwarriors mentioned above have had a physical tenure of two years in station except for those against which reasons are endorsed in Remarks column.

Signature of Adjt

**COUNTERSIGNED BY C ADM O**

**Appendix 'J'**  
 (Refers to Para 21 of  
 Air HQ/S 40301/PA II  
 Dated 21 Nov 13)

**POSTING/CANCELLATION/CHANGE OF POSTING/SCREENING ON  
 COMPASSIONATE/MEDICAL/HIGHER EDUCATION GROUNDS: AIRMEN**

**PART – I**

1. Service No
2. Rank
3. Name and Initials
4. Trade
5. Present Unit
6. Date of arrival at present unit
7. Date of Birth
8. Date of enrolment
9. Present term of engagement expires on
10. Date of superannuation
11. Present Med Cat (if low Med Cat is temporary, give reasons and period)
12. Educational Qualification
13. Special qualification including foreign courses
14. Permanent Home Address
15. Nearest AF Unit
16. Willingness/unwillingness for further extension of service
17. Record of last five postings: -

	<u>Unit</u>	<u>Location</u>	<u>From</u>	<u>Period</u>	<u>To</u>
(a)					
(b)					

- (c)
- (d)
- (e)

18. Details of posting to Hard area, if any:-

19. Details of applications put up for posting /cancellation of posting /screening on any ground since enrolment:-

Sl. No.	Applied in year	Details on which ground	Requested place	Request posted by	Disposal of Application	Reason of rejection, if any

20. Details of course cancellations along with date and reason since enrolment.

21. Have you applied for posting in quick succession in less than 06 months since last application contrary to the HRP?

22. Have you given any undertaking relinquishing privilege of choice posting after hard area, SA posting, etc for getting a posting in the past?

23. Number of postings in Home Zone (other than after a tenure at hard area).

24. Has the unwillingness to continue in service been changed to willingness while on a posting on grounds of expiry of RE?

25. Status on promotion examination.

26. Place to which posting or screening is requested (Give as many alternative places as possible which will help in meeting compassionate grounds):-

27. Details of children: -

Sl No.	Age	Sex	Class/Year in which studying	Name of School/Institution	Place
(a)					
(b)					

(Attach separate sheet if required)

28. Details of Father and Brothers/Sisters:-

Father.....Age.....Occupation .....  
Place at which residing.....

Brother/Sister.....Age.....Occupation.....  
Place at which residing.....

Brother/Sister.....Age.....Occupation.....  
 Place at which residing.....

Brother/Sister.....Age.....Occupation.....  
 Place at which residing.....  
 (Attach separate sheet, if required)

**PART-II**  
**(Only for applications on grounds of higher education)**

- 29. Details of Course/qualification for which posting/screening is requested
- 30. Details of College /Training institution /joined/ joining for the course.
- 31. Duration of training/ course

**From**                      **To**

(a)

(b)

- 32. Particulars of documents enclosed in support of the statement made in column 28, 29 and 30.

**PART – III**  
**(Only for cases on grounds of self sickness/sickness of family or dependents)**

- 33. Particulars of person suffering from disease/disability
- 34. Diagnosis
- 35. Brief summary of case with date of start of the problem
- 36. Details of treatment/hospitalization
- 37. Opinion of specialist with date  
 (should be within two months of date of application)
- 38. Details of special facilities available at the present unit/new unit/other stations
- 39. Whether present posting taken on same medical grounds as for the screening being requested

40. If yes, the time elapsed in days between start of treatment and EDP

41. I fully understand that:-

(a) Posting on compassionate grounds will be for tenure of two years only.

(b) In case of posting/ screening on education grounds I should inform my Commanding Officer if I am not able to start/continue the course. In such a case I may be posted to any place without completion of normal tenure at the station.

42. I certify that the information given by me is accurate and complete. I understand that misrepresentation or suppression of facts in the application or supporting documents on my part, will lead to rejection of application and such an act will also invite disciplinary action against me.

Date:

Signature

---

**Remarks by SMO** (Required in case of Medical Grounds only)

Date:

Signature

**(Particulars of the Individual)**

**Recommendation of PMO /Medical Board** (Required in case of Medical Grounds only)

Date:

Signature

**Recommendations of Section Commander**

Date:

Signature

**Recommendation of CO** (To be completed after interviewing the applicant)

Date:

Signature

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**Recommendations of AOC/Stn Cdr**

Date: \_\_\_\_\_ Signature \_\_\_\_\_

**Remarks/Recommendations of Director/Head of Organisation/CO**

(Applicable to airmen posted at Air HQ, Units under Air HQ and other Misc Ests)

Date: \_\_\_\_\_ Signature \_\_\_\_\_

**Remarks of Command Headquarters** (Not below the level of SPSO / CPSO)

Date: \_\_\_\_\_ Signature \_\_\_\_\_

**PART – IX**  
For use at AFRO

**Note:** Strike out column whichever is not applicable.

**Appendix 'K'**

(Refers to Para 22 of

Air HQ/S 40301/PA II

Dated 21 Nov 13)

**SUPPORTING DOCUMENTS REQUIRED FOR  
SOME FREQUENTLY ASKED GROUNDS FOR POSTING**

<b>Sl No</b>	<b>Grounds</b>	<b>Description</b>	<b>List of Document Required</b>
01.	SA Grounds	If taken in a period before commencement of last two years of service.	Undertaking to continue till superannuation (57 yrs).
02.	Education Grounds	Self Education	List of Institutes providing distance education.
		Children Education	Bonafide certificate from school principal.
03.	Compassionate Grounds	To look after dependent parents with other siblings not sharing responsibility or are separated	Affidavit by parents authenticated by Judicial Magistrate that other siblings have relinquished their right on ancestral property along with statement of parents.
		To look after ancestral property	Documents relating to property ownership duly translated in English.
		To attend court hearings- Divorce/property dispute.	Case related documents supporting the requirement projected in the application.
		On co-location grounds	Copy of appointment letter with terms and conditions & serving certificate and latest employment certificates from the employer/head of the organization.
		Medical grounds of family members	Remarks by SMO and PMO of parent command.
04.	Medical Grounds	Self/Dependent Medical Grounds	(a) Latest Medical Documents and certificate from the treating specialist issued within last three months.  (b) Recommendation from treating specialist on Appx 'A' to Army letter No. Army HQ/DGMS-5A Letter No/11001/DGMS-5-5A dated 27 Oct 05.
		Infertility	Specialist recommendation from ART centre, AH R&R/CHSC Pune on Appx 'A' to Army letter No. Army HQ/DGMS-5A Letter No/11001/ DGMS-5-5A dated 27 Oct 05.

**Note:** All documents should be translated into English and attested by Adjt.



**Appendix 'L'**  
 (Refers to Para 23 (a) of  
 Air HQ/S 40301/PA II  
 Dated 21 Nov 13)

**PLACES FOR TREATMENT/EDUCATION OF  
 DIFFERENTLY ABLED CHILDREN**

**ANDHRA PRADESH**

1. General Secretary, Andhra Pradesh State, Council for Child Welfare, 6-3-1247, Somaji Guda, Raj Bhavan Road, Hyderabad- 04.
2. Adviser, Radha Institute for Mentally Retarded Children, 8555-MG Road, Opposite TVS Secunderabad.
3. Andhra Pradesh Association for the welfare of the Mentally Retarded, 11-06-170, Vallabhdas Bldg, Public Garden Road, Near Nampally, Hyderabad- 500001.
4. The superintendent, PCD Hospital, Rehabilitation Centre for Handicapped Children, Vishakhapatnam-3.
5. Child Guidance Centre, 3-5-1103, YMCA Road, Narayanguda, Hyderabad- 29.
6. The Hyderabad Special School for Children in need of Special care, 1-3-20/9, Mahankali Street, Secunderabad- 500003
7. The Integrated Programme for the Welfare of the Mentally Retarded Children, (School for Special Education), St, Ann's School, BHEL Township, Ramachandrapuram, Hyderabad – 500032.
8. School for Mentally Retarded Children, Niloufer Hospital, Red Hills Hyderabad.
9. LEBENSDHILFE (Regd), (Asst for the Mentally Retarded) Lawpons Bay, Vishakhapatnam-530017.

**BIHAR/JHARKHAND**

10. School of Hope, Jamshedpur Society for the Welfare of the Mentally Retarded, No.1, K.D. Flats, Kadma, Jamshedpur –831005.

**GUJRAT**

11. B.M. Institute of Mental Health, Ashram Road, Navrangpura, Ahmedabad-380009.
12. General Secretary, Jyoti Sangh, Mentally Retarded, Adolescent Girls Groupo, Relief Road (No. 1) Ahmedabad-380001.
13. Psychiatrist, The learning Clinic, Samaj Kalyan Kendra, Himvan, Paldi, Ahmedabad-380007.

14. Superintendent, Home for Mentally deficient children, Ponsionpara, Fatehganj, Baroda-2
15. Superintendent, Home for mentally Deficient children, Bhakti Nagar Station Road, Rajkot.
16. Child Guidance Clinic, C/o Faculty of Social Work, ICSW, Fatehgung, Baroda-2
17. Secretary, Jivan Vikas Trust, A-12, Chandralok Society, Near Navyug College, Rander Road, Surat-1
18. Principal, Education & Training Institute for the Mentally Retarded children, A-12 Chandralok Society, near Navyug College, Rander Road, Surat-1.
19. Secretary, Society for the Welfare of Mentally Retarded, 13, Vardhaman Nagar Dada Sahib's Pagala, Navrangpura, Ahmedabad-380009.
20. Govt Mental Hygiene & Psychiatric Child Guidance Clinic, Viswanath Bhawan, Near Sanyas Ashram, Ahmedabad-380006.
21. Centre for Mental health and Child Guidance, Kusum memorial Welfare Trust, Machwana Nivas, Civil Court's Lane, Jua Rasta, Anand-368001.
22. The Banyan City Jaycees Education Trust, C/O M/S Swastik Eng & Mfg Co. Pvt Ltd., MS Patel Mishra Shala, Opp. Parsi Agiari, Near Sayagigunj post office, Baroda-390005.
23. Manavsmruty, Special Residential and Day School for mentally Retarded Block, 143/5, 'CH' Sector 17 Gandhinagar.
24. The Hon. Secretary, Bhavnagar Kalvani Sahayak Mandal, School for mentally retarded, Kherghada Street, Khergate Bhavnagar.
25. Bhavnagar Kelvani Sahayak Mandal, School of Mentally Retarded Kherghada Street, Khargate, Bhavnagar-384001.
26. Sharda Mental Hygiene Centre, Kotari Sadan, Keshav Nagar, Sabarmati, Ahmedabad- 380027.
27. "Shishu Kunj" (Special School for Mentally Retarded), Rupaliba Garden, MG Road, Porbandar 360575.
28. Uttam Talim Kendra, Behind people's Cooperative Bank, Paldi, Ahmedabad.
29. "Prakash" (residential & Training center for Mentally retarded) C/O Prakash College, Sarkhej Road, Ahmedabad-380007.
30. Dr. Jit Mehta Balshala, EKAKI, near Mamt Park, Ashram Road, Ahmedabad.

**Himachal Pradesh**

31. Sister-in-charge, Prem Ashram, Children's Home, (Residential Mentally Retarded Children School), INA-174003.

**Karnataka**

32. Director, Fellowship with Mentally Retarded (FMR (India), Asha Niketan, 53/7, Bannerghatta Road, Bangalore-560029.

33. The Trustee, Navjuothi Trust, Vasantha Vihar, 14 Spencer Road, Bangalore-560005.

34. Hon. Secy, The Association for the Mentally handicapped, Nr. Mental Hospital , Byrasandra Road, Bangalore- 560027.

35. BELK Special School, Bharat Electronics Ltd., Jalahalli Post, Bangalore-560013.

36. Hony Secretary & Director, Dr. Steiner's Curative Education Institute, Vidyagiri, Dharwar-580004.

37. Sister-in-charge Special School, St Agnes College, Mangalore.

38. Headmistress, Bala Manokikase Kendra Association for Pre school Education (School for mentally Retarded), Gandhi Sahuthya Sangha, 8th Cross, Malleswaram, Bangalore.

39. Director, Opportunity School, 3-Rhenius Street, Bangalore.

40. Opportunity School, Sophia High School, 70 Palace Road, Bangalore.

41. 'Margadarshini' Dept of Psychiatry, MKC Hospital, Manipal-576119.

42. 'Asha Vidyalaya', School for Mentally Handicapped Children, 22 Lalitha Mahal Road, Mysore-10.

43. CSI Council for Child Care, Central office, 25 Lavelle Road, Bangalore.

44. The Marthoma Opportunity School, No. 11, Prime Road, Bangalore.

45. Air Force Diamond Jubilee institute at Habbal, Bangalore.

46. Nirekshana, School for the Mentally Handicaped, 134, KHB Koramangala layout, (Near Jyothi Nivas College), Bangalore.

47. APARNA, CSI School for Special Education, All Saints Church Compound, 1, Hosur Road, Bangalore – 560025.

48. Asha Nilaya C/O CSI (BASEI Mission) Hospital , Udupi-576101.

**Kerala**

49. Superintendent, Home for the mentally Deficient children, Kuruvaan Konam, Trivendrum-690003.
50. Secy, Asha Bhavan, Vesoore PO Changanachery-686104.
51. The Association for the Welfare of the Handicapped, PB No. 59 Calicut -1
52. Director, Rotary Institute for Children in Need for Special Care Behind Tagore Theatre, Trivandrum-695010.
53. Pope Paul Mercy Home, SANTIVANAM, Peringandoor-680581 Trichur Distt.
54. Snehanilayam Special School , Kakkanad, Cochin –682021.
55. The Director, Bala Vikas Institute for mentally Retarded Children, Udara Siromani Road, Vellayambalam, Trivandrum-695010.
56. Kerala Ecumenical Mission, School for Mental Care of Children Lourdes Mount, Vattapara PO , Trivandrum.
57. Principal, St. Paul's New Life School, Manarcadu PO, Kottayam.

**Madhya Pradesh**

58. The Administrator, Asha Niketan, Rehabilitation Centre, Private Sector E/6, Bhopal 462006.
59. Supervisor, "Opportunity School", Post Box No. 43, Jabalpur-482001
60. The Hon. Secretary, Rotary Club of Indore, Tilak Nagar Main Road , Noar PO Indore-452001.

**Maharashtra**

61. Principal, Dilkush Special School, Teacher Training Centre, Church Road, Opp Theosophical Colon, Juhu, Santa Cruz(West), Bombay-400054.
62. Superintendent, Home for Mentally Deficient Children Sion Trombay Road Mankhurd, Deonar, Bombay-400088.
63. President, Gujrat Research Society, Lions Juhu Centre for mentally Handicapped Children, Samshodhan Sadan, South Avenue Khar, Bombay-52
64. Director, Sashi Mangalayam School , Satchit Opp. Theosophical college , Juhu Road, Santa Cruz (west) Bombay-400054.
65. Director, School for children in need of Special Care, Sewri Hill, Sewri Road, Bombay-400033.

66. President, Society for the Vocational Rehabilitation of the Retarded, Kilachand Mansion, 298-Shamaldas, Gandhi Marg, Bombay-400002.
67. Principal, Sophia College, Convent of the Sacred Heart, Bhulabhai Dasai Road, Bombay-26.
68. Superintendent, "Nandanvan" School for the Mentally Retarded Children, Sitabuldi, Nr Shri Talkies, Nagpur.
69. Principal, The School for Mentally Retarded, 1187/64, Shivaji Nagar, Pune-06.
70. Secretary, Indian Society for Mentally Retarded, Kedia Shopping Centre, Opp Rly Stn, Malad (west) Bombay.
71. Executive Secretary, Maharashtra State Women's College, Town Hall, (Central Library), S Bhagat Singh Marg Bombay-23.
72. National Society for Equal Opportunities for the Handicapped, Chhatrapathi Shivaji Maharaja Market, 1st Floor, Palton Road, Bombay.
73. Hon Gen Secretary, The Society for the Rehabilitation of crippled children, Haji Ali Park, Opp Willingdon Sports Club, Clerk Road, Mahalakshmi, Bombay-400003
74. Hon. Secretary, Association for the welfare of Persons with Mental Handicap, 1st floor, Bharat Insurance Building, 15 A Horniman circle, Bombay-400001.
75. Spl Executive Magistrate St. Anthony's Hight School, Vankola, Santa Cruz (East), Bombay-56.
76. Trustee and Hon. Secy, Cheshire Home India, C/O Mr. PM John, FCA, Seervai Bldg, No. 2, 20-C, Sleater Rd, Bombay.
77. Canossa HS Special Education Dept. Canossa Convent High School, Pitambar Lani, Mahim, Bombay-16.
78. The Manager, Dommic Savio Vidyalaya, Pan Nagar, Ghatkopar East , Bombay
79. Chief Medical Superintendent, HAL Nasik Division, Centre for Mentally Retarded Children.
80. PUNARVAS, A Rehabilitation center for Mentally Retarded Girls and Boys, C/O Gurgaon Yastwant Nagar, Co-operative Societ, Gurgaon (west), Bombay.

### **Punjab**

81. Home for mentally Handicapped children, Nangal Township 140124.

### **Rajasthan**

82. In charge, Rehabilitation Centre for Handicapped children , J-14, Deepak Mark, Moti Doongari Road, Adarsh Nagar ,Jaipur.

83. Santokba Durlabji Memorial Hospital, Bhawani Singh Marg, Babu Nagar, Jaipur –04.

### **Tamilnadu**

84. Principal, Bala Vihar Training School, Kilpauk, Halls Road Madras –07.

85. Headmistress, Balar Kalvi Nilayam, Opportunity School, 5 Ritherden Road, Madras- 07

86. Hony Director-cum-Hoon. Secy, “ANBAGAM” Institution for the Mentally Retarded Children, Stadium Grounds, Race Course Road, Madurai.

87. President, Special School for the Mentally Retarded Children, The Society for the Aid of Handicapped Children, Mettupalayam Road, Coimbatore.

88. Deputy Director, Vocational Rehabilitation unit, Andhra Mahila Sabha, 7-A Rossary Church Road, Santhome, Madras-40

89. Hon Secy, Deepa School for Retarded Children, Ritta Villa, 21, Sixth West Cross Street, Senoy Nagar, Madras-40.

90. Balar Gnana ILLAM, Church of South India, Hasthampatti Selem –636007.

91. Psychotherapy Clinics & Centre, 16/5, Sterling Road, Madras-20.

92. Director Mahabothi Institute for Mentally Handicapped Children, 10-Kennet Lane, Madras-08.

93. Mental Health Centre, Christian Medical College & Hospital,

94. St. Christopher’s Training College, Vepery, Madras-34.

95. ‘Puthuir’, CSI Opportunity School, 43, Raghav Chari Street, Sembium, Madras.

96. Life Help Centre for the Handicapped, 11, Crescent Park Second Rd, Gandhinagar Adyar, Madras-20.

97. MITHRA, Madras Institute to Habilitation Retarded Affiliated, 802 RV Nagar, 4. Anna Nagar Madras-10.

98. CSI Home for Mentally Retarded Children, St. Peter’s Church Compound, Mission Church Road, Thanjavur-613001.

99. Vidya Vikasini School, 64, Ponnurangam Road, RS Puram Coimbatore-02.

100. IELS, School & Home for Mentally Retarded Children, Bungalow Medu, Mission Compound, Perambur N.A. Dist.

101. Bishop Sargent School & Home for Mentally Retarded, CSI-CCC Murugankurchi, Palayamkottai, Tirunelveli Dist.

102. SUDHAR, School for the Mentally Retarded, Lakshmi Nagar, Manjipati (PO), Thanjavur-04.

### **Uttar Pradesh**

103. General Secretary, Chetna (Society for the Welfare of Mentally Retarded), B-8, Nirala Nagar Lucknow.

104. Raphael, Ryder Cheshir International Centre, PO Box No 157 Dehradun.

105. The President, Manav Shishu Sadan (Care Centre for Mentally Retarded & Handicapped Children) KC-120A, Kavi Nagar Ghaziabad.

106. Institute for mentally Retarded Children (Sponsored by Indian medical Gorakhpur Branch) C/O Dr GP Mathur, prof. Head of the Dept of Pediatrics, BRD Medical College, Gorakhpur.

### **West Bengal**

107. Hony Secy, Alakendu Both Niketan P1/4/1, CIT Scheme, VII, MVIP Road, Kankurgachi, Calcutta-26

108. Director Psycholab, Psychological Service Centre, 15A, Sadananda Road, Calcutta 26.

109. Secretary, Ashabay Bandhab Gita, Ashram Trust, Press Town Jagacha PO, Dist Howrah.

110. The West Bengal Spastics Spociety, 10 Kind Edward Court, 55 Chowringhee Road Calcutta.

111. Superintendent, Bodhi Peet, 20-Harinath Dey Road Calcutta.

112. Institute of Psychological & Educational Research, IPER Remedical School for Mentally Handicapped Children, 27 Circus Avenue, Calcutta.

113. Manovikas Kendra, 11, Pretoria Street Calcutta-71.

114. Umeed Asha Kiran School, Barrackpore.

### **Union Territory (Delhi)**

115. Society for the Rehabilitation of Physically Handicapped & Mentally Backward, A1/9, Panchsheel Enclave, New Delhi –17.

116. Principal, Delhi Society for the Welfare of the Retarded Children, Okhla Centre, Opp Holy Family Hospital, New Delhi –25.

117. Principal, Modal School for Mentally Deficient Children, Dept. of Social Welfare, Govt of India, Kasturba Niketan, Lajpat Bhawan, Lajpat Nagar, New Delhi.

118. Principal, Balwantraoi Mehta Vidya Bhawan, Lajpat Bhawan, Lajpat Nagar, New Delhi.
119. Child Guidance School, 32, Rajendra Park, New Delhi-60.
120. Municipal Centre for mentally Retarded Children East Patel Nagar Near Lal Mandir, New Delhi-08.
121. Incharge, Municipal Centre for Mentally Retarded Children, Rajouri Garden Extn, Opp. Gurdwara, Near Market, New Delhi.
122. Special Education Centre of Bharatiya Vidya Bhavan, Mehta Sadan, Kasturba Gandhi Marg, New Delhi –13.
123. New Delhi YMCA Centre for Education Nizamuddin East New Delhi-62.
124. NDMC Child Guidance Clinic, Mandir Marg Near NDMC Workshop, New Delhi.
125. Air Force Golden Jubilee Institute, Subroto Park, New Delhi –10
126. Centre for mentally Retarded, Municipal Corp School, Madangiri, Phase II, New Delhi-62.

### **Manipur**

127. Secretary, The Centre for Mental Hygiene, Sega Road, Thigom Leikai, Near City High School, Imphal 795001

### **LIST OF PLACES WHERE FACILITIES FOR DIFFERENTLY ABLED CHILDREN ARE AVAILABLE**

128. National Institute of Rehabilitation, Bairoi Post, Cuttack, Orissa-10.
129. National Institute for the Orthopaedically Handicapped, Bonhooghly, BT Road, Calcutta- 90.
130. Institute for physically Handicapped, 04 Vishnu Digamber Marg New Delhi-02.
131. Ali Yavar Jang National Institute for Handicapped Bandra Reclamation, Bandra(W), Bombay-50.



**Appendix 'M'**

(Refers to Para 412 of  
Air HQ/S 40301/PA II  
Dated 21 Nov 13)

**DELEGATED POWER FOR SCREENING OF AIRMEN****Airmen**

<b>Tenure</b>	<b>By AOC AFRO</b>	<b>By Air HQ</b>
Normal Station other than Metro cities (4-5 Yrs)	06 Years	Beyond 06 years by ACAS(PA&C)
Limited Tenure area (2 to 4 years)	Extension by one year	Extension beyond one year by ACAS (PA&C)
Restricted Tenure area (3 to 4 years)	Extension by one year	Extension beyond one year by ACAS (PA&C)
Metro cities (4-5 years)	5 years	Upto 06 years by ACAS (PA&C) Upto 07 years by AOP Beyond 7 years by CAS

**Note 1.** Extended tenures under Special Tenure Policy as approved from time to time for postings to BRDs / CSDO / AFSBs / ASCs will be approved by ACAS (PA&C).

**Note 2.** Extended tenures are subject to medical fitness and advice of Medical Advisor at AFRO.

**Appendix 'N'**  
 (Refers Para 56 of  
 Air HQ/S 40301/PA II  
 Dated 21 Nov 13)

**IN LIEU OF MESSAGE FORM**

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**PRIORITY**

PA/

UNC (.)

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FROM :

TO :

INFO :

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FORTNIGHTLY MOVEMENT RETURN FOR THE PERIOD FROM  
 TO (.)

ALPHA (.) <b><u>MOVEMENT OUT</u></b> (.)							
SER NO	RANK	NAME	TRADE	UNIT TO	EDP	AUTHY & DATE	SORS
BRAVO (.) <b><u>OUTSTANDING MOVEMENT OUT</u></b> (.)							
SER NO	RANK	NAME	TRADE	UNIT TO	EDP	AUTHY & DATE	REASON
CHARLIE (.) <b><u>MOVEMENT IN</u></b> (.)							
SER NO	RANK	NAME	TRADE	UNIT FROM	EDP	AUTHY & DATE	TORS

DELTA (.) LAST FMR FORWARDED FOR THE PERIOD FROM \_\_\_\_\_ TO \_\_\_\_\_  
 VIDE ORIG \_\_\_\_\_ DATED \_\_\_\_\_ (.) // // //

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**Appendix 'P'**  
(Refers to Para 4 of  
Air HQ/S 40301/PAII  
Dated 21 Nov 13)

**MAP DEPICTING ZONES**



**Appendix 'Q'**

(Refers to Para 58(a) of  
Air HQ/S 40301/PA II  
Dated 21 Nov 13)

**LIST OF UNITS /DIRECTORATES /ORGANISATION****FOR OUTSTANDING MOVEMENT RETURN**

<b><u>Controlling Dtes/Organisations</u></b>	<b><u>Units</u></b>
1. Air HQ (VB) {Sub O/R}	All directorates at Air HQ (VB)
2. Air HQ (RKP) {Sub O/R}	All directorates at Air HQ (RKP)
3. Air HQ (Misc Est) {Sub O/R}	All directorates and Misc Estt under Air HQ
4. AFND (Stn Adjt)	All personnel of AFND and some directorates of Air HQ (VB), Air HQ (RKP), Air HQ (PB) located at AFND
5. HQ SFC (JD Pers)	All personnel of HQ SFC
6. HQ IDS {Dir (Adm & Coord)}	All personnel of HQ IDS
7. Dte Gen of NCC	All NCC Units
8. HQ WAC (OIC P3)	All stations/units & its lodger units controlled by HQ WAC
9. HQ CAC (OIC P3)	All stations/units & its lodger units controlled by HQ CAC
10. HQ EAC (OIC P3)	All stations/units & its lodger units controlled by HQ EAC
11. HQ SWAC (OIC P3)	All stations/units & its lodger units controlled by HQ SWAC
12. HQ SAC (OIC P3)	All stations/units & its lodger units controlled by HQ SAC
13. HQ TC (OIC P3)	All stations/units & its lodger units controlled by HQ TC
14. HQ MC (OIC P3)	All stations/units & its lodger units controlled by HQ MC
15. HQ ANC {SSO (Pers)}	All stations/units & its lodger units controlled by HQ ANC