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Air HQ/S 40301/PA II

26 Nov 13

As per distribution list

**AIR HEADQUARTERS HUMAN RESOURCE POLICY**  
**PART II/ PA (NCs(E) /02/2013**

**POSTING POLICY: NCs(E)**

**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 Annexure to application for Posting/cancellation of posting/screening on compassionate/medical/higher education grounds.
- H Proforma for Quarterly Return from Stations with Limited Tenure with Choice Posting.
- J Proforma of signal for Fortnightly Movement Return.
- K List of Units/Dtes/Organisations for Outstanding Movement Return.

**INTRODUCTION**

1. Postings of NCs(E) should take into account their Home Zone or the area from where they were initially recruited. However, this does not impose any embargo to post them to other areas to meet service and disciplinary requirements.

## TENURES

### Limited Tenure with Choice Posting

2. 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 and after they have completed at least 01 year and 09 months of physical stay in the station. NC(E) 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.

3. The choice for posting 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. 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.

4. NCs(E) hailing from limited tenure area with choice posting, when posted in these areas can be given a normal tenure of 5 years on the individual's request.

5. 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 NC(E). In the eventuality of the certificate not reaching AFRO in time, posting out will be issued based on individual's Past Posting Profile (PPP) without considering for the choices submitted.

### Eastern / Limited Tenures

6. 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.

7. Following guidelines are to be adhered to:-

(a) A NC(E) should have 6-8 postings in a span of approximately 37 years of service, including atleast one posting to a Limited Area/East Area during first 20 years of service.

(b) To the extent possible, the first posting of an individual after enrolment should be to a Limited/Eastern area.

(c) NCs(E) hailing from Eastern/Limited area, when posted in these areas can be given a normal tenure of 5 years on the individual's request. For further extension cases could be considered, depending upon feasibility.

### **Normal Tenure**

8. The places not listed in Appendix 'A', 'B' and 'C' are categorized as normal stations. Tenure of all the NCs(E) tradesmen in normal station will be for five years. NCs(E) who have availed three or more tenures in home zone and not done hard/east/limited area, will not be considered for home zone posting during their last ten years of service. However, if they apply for hard area posting, they will be posted to hard area to fill up the deficiencies in hard area. This will also enable them to avail hard area choice combined with their home zone posting during the last ten years of service.

### **Restricted Tenure due to Demographic Pressure**

9. Tenure at highly sought after places with limited vacancies has been restricted to 03 – 04 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.

### **Extension of Tenure**

10. All cases for extension of tenure will be considered on willingness submitted by the individual through proper channel subject to service exigencies. Approving authority for extension of tenure will be as follows:-

<b>Approving Authority for extension of tenure</b>	<b>Limited (2 years)</b>	<b>Restricted Tenure area (3 to 4 years)</b>	<b>Metro (4 to 5 years)</b>	<b>Other Stations (4 to 5 years (except the places mentioned at Appendix 'C'))</b>
O I/C DNT	05 years	Upto 05 years	05 years	06 years
AOC AFRO	Beyond 05 years	Beyond 05 till 07 years	06 years	07 years
ACAS (PA&C)	--	Beyond 07 years	Beyond 06 years	Beyond 07 years

## **Home Zone**

11. Postings within Home Zone/same zone and to adjacent zones without distance restrictions are permitted. Postings from Home Zone/East unit to Limited area are permitted. Postings from Limited to East will be avoided as far as possible except in case of home zone/individual's willingness.

## **Posting to High Altitude Areas**

12. 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 NC(E) 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 a NC(E) becomes medically unfit while at a high altitude area, on the advice of the Medical Advisor, AOC, AFRO will attach the NC(E) immediately to a nearby suitable unit pending posting.

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. All postings before completion of 2 years should be with the approval of AOC, AFRO.

## **CATEGORIES OF POSTING**

### **Postings on Recommendations of Concerned Directorates at Air HQ**

15. Postings in respect of Dog Handlers are to be effected on the recommendation of Dte of PM (Air).

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

16. The applications (through proper channel) along with **Appendix 'G'** for posting on compassionate/medical/ children education grounds are to be given due consideration based on the merit of each case.

### **Posting of SRV/RV(S)/RV unfit NC(E)**

17. In case an NC(E) 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 Disciplinary Grounds**

18. Posting on disciplinary grounds are to be initiated by AOC / Stn Cdr and are to be effected by AFRO on the recommendations of Command HQs only. In case of units under Air HQ, such cases are to be initiated by PD/AOC/CO and concurred by the respective ACAS.

19. **Posting on Move of a Unit.** For operational reasons when a unit has to move out, those NCs(E) 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.

20. **NCs(E) Sentenced by Court Martial.** It is not desirable to retain NC(E) 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**

21. 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 NCs(E) 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.

### **Screening from Posting / Cancellation of Posting**

22. Applications (through proper channel) alongwith **Appendix 'G'** for screening from posting / cancellation of posting are to be given due consideration based on the merit of each case.

23. Cancellation of postings to HQ EAC and its units be scrutinized and considered only on extreme compassionate/medical grounds. Authority for cancellation of postings to the East will rest with AOC, AFRO.

### **Postings / Deputation Abroad**

24 Postings/deputation abroad are merit based and governed by Air HQ policy issued vide Air HQ/S 40362/PA(Dep) dated 04 Jul 13.

25. The posting tenure at Paro is strictly for 2 years. Extension of tenure is not permissible under any circumstances. AFRO is to explore the possibilities to post out personnel on completion of tenure at Paro, to units where adequate schooling and medical facilities are available. Approval authority is AOC, AFRO.

### **NCs(E) Working for Air Officers**

26. NCs(E) working with PSOs at Air HQ/Command Headquarters are to be posted as far as feasible on clearance and recommendations from concerned Directorate/Officer.

### **NCs(E) Working in Special Units**

27. Tenure of NCs(E) at SRV units (Com Sqn, 129 HU, 118 HU & 107 HU) will be 7 years.

28. Postings from/to Liaison Units are to be effected on recommendation of Air HQ (Dte of Int).

## **OUTSTANDING MOVEMENTS**

29. Postings of NC(E) from one unit to another are issued in accordance with the rotational system and their posting profiles. Non-routing of a NC(E) on posting by due date adversely affects the manning at receiving unit. It is, therefore, essential that NCs(E) 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 NCs(E), AFRO should be approached to make up the deficiency but the movements are not to be withheld under any circumstances. Reasons like Range Detts, 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 NC(E) is on leave at the time of receipt of posting order, the receiving unit should be informed accordingly and the NC(E) 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**

30. Deferment upto a maximum 30 days can be taken from the next unit in case the NC(E) 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 NC(E) should be moved to next station/unit. If there is a requirement for reassembly due to observations from any higher formation then the NC(E) 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.

31. 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 NC(E) 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**

32. The action of posting a NC(E), 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 NC(E).

33. 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 NC(E) 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**

34. Posting orders will not be issued in respect of NCs(E) who have been declared as Habitual Offenders and necessary proceedings for their discharge from service have been initiated. This will include those NCs(E) 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**

35. In case a NC(E) 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.

36. If at any stage the NC(E) joins back after hospitalisation, 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 should be ceased immediately.

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

37. 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.

38. 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.

39. Units are also to ensure that when a NC(E) 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.

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

41. 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**

42. 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 NC(E) 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 all BCOs at Air HQ/units/organisations under Air HQ responsible to forward inputs for MOMR. The list of units / all BCOs / organizations is placed at **Appendix 'K'**.

(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**

43. 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 CoI 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 After EDP**

44. All NCs(E) 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**

45. Para 595 (b) of Regulations for Air Force 1964 Revised Edition stipulates that, attempts by NCs(E) to obtain favourable consideration through extraneous influences are strictly forbidden. Representation/applications received from relatives of NCs(E) will also not be entertained. NCs(E) 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**

46. 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.

47. In case of provisions not covered in the policy, cases shall be dealt as far as possible in accordance with para 1.

48. This policy supersedes this HQ letter No. Air HQ/S 40301/PA II dated 23 Jan 07 and all subsequent amendments made on the subject.

Sd/-xxx  
(PN Pradhan)  
AVM  
ACAS (PA & C)

**Distribution****External**

HQ WAC, IAF	}	(SOsA)
HQ SWAC, IAF		
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HQ TC, IAF		

HQ MC, IAF (SAASO)

HQ ANC (Dy C-in-C)

HQ IDS {ACIDS (DOT)}

HQ SFC (CSO Ops and Coord)

AFRO (AOC)

**Internal**

BCO, VCAS Branch

BCO, DCAS Branch

BCO, DG (I&S) Branch

BCO, AOM Branch

BCO, AOA Branch

BCO, AOP Branch

AA to CAS

AFND

CASB

Dtes under Air HQ as per attached list

**LIST OF DIRECTORATES**

<b><u>Directorates</u></b>	<b><u>Responsible for Units</u></b>
1. Dte Gen of NCC	All NCC Units
2. Addl Dte of Sig Inst (SI-8)	All WEUs, WEC
3. Dte of Int	AFLUs
4. DGMS(Air)	AFCME, AFMC (PUNE)
5. Dte of Edn	GEB, All REBs
6. Dte of PO	All AFSBs
7. Dte of MP	CSDO, CSDO Dett
8. Dte of AS	IFS
9. Dte of Org	AFF&SD
10. Dte of Projects	ASTE, SDI
11. Dte of GL	AFSC, 17 SU, EE&IU
12. PM(Air)	All P&S Units
13. Dte of Accts	AFCAO, AFGIS IAF(NPF)
14. Dte of Ops(Off)	CPRU, AFI(NBC)
15. DRDO Bangalore	ADE, GTRE & ADRDE

**Appendix 'A'**  
(Refers to Para 2 of  
Air HQ/S 40301/PA II  
Dated 26 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 NCs(E) posted to work in Op Triveni AOR.  
(NCs(E) 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 NCs(E) 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 of  
Air HQ/S 40301/PA II  
Dated 26 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	Bapatala, 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 of  
Air HQ/S 40301/PA II  
Dated 26 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	Imphal	HQ DG NCC	2 Yrs

**Appendix 'C'**  
 (Refers to Para 9 of  
 Air HQ/S 40301/PA II  
 Dated 26 Nov 13)

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

<b>Sl. No.</b>	<b>Place of Units</b>	<b>Tenure</b>
1	Allahabad Area	03 years
2	Bareilly Area	03 years
3	Hyderabad Area	04 years
4	Kanpur Area	03 years
5	Kolkata Area	03 years
6	Lucknow Area	03 years
7	Sarsawa Area	03 years
8	Trivendrum Area	03 years

**Note:** All NCs(E) in SRV/RV(S)/RV units to be given tenure of five years.

**Appendix 'D'**

(Refers to Para 3 of  
Air HQ/S 40301/PA II  
Dated 26 Nov 13)

**CHOICE POSTING PROFORMA**

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

Unit:-

Command:-

Sl 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 NC(E) has been checked with the station records and found correct. The date of completing tenure is as specified above.

Signature of Adjutant

**Countersigned by C Adm O**



**Appendix 'E'**  
 (Refers to Para 5 of  
 Air HQ/S 40301/PAII  
 Dated 26 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:

Adjutant

**Appendix 'F'**  
(Refers to Para 12 of  
Air HQ/S 40301/PA II  
Dated 26 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 16 of  
 Air HQ/S 40301/PA II  
 Dated 26 Nov 13)

**POSTING/CANCELLATION/CHANGE OF POSTING/SCREENING ON  
 COMPASSIONATE/MEDICAL/HIGHER EDUCATION GROUNDS: NCs(E)**

**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 (Attach certificate in duplicate along with CTC of unit copy of sheet roll)

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: -

SI 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
- |     | <u>From</u> | <u>To</u> |
|-----|-------------|-----------|
| (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 \_\_\_\_\_

**Recommendations of AOC/Stn Cdr**

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

**Remarks/Recommendations of Director/Head of Organisation/CO**  
(Applicable to NCs(E) posted at Air HQ, Units under Air HQ and other Misc Ests)

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

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

Date:

Signature

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**PART – IX**  
For use at AFRO

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

**Appendix 'H'**  
 (Refers to Para 13 of  
 Air HQ/S 40301/PA II  
 Dated 26 Nov 13)

**QUARTERLY RETURN ON NCS(E) : 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/Annual Leave of more than 10 days at a stretch**

The NCS(E) 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 Adjutant

**COUNTERSIGNED BY C ADM O**



**Appendix 'J'**  
 (Refers Para 40 of  
 Air HQ/S 40301/PA II  
 Dated 26 Nov 13)

**IN LIEU OF MESSAGE FORM**

**PRIORITY**

PA/

UNC (.)

FROM :

TO :

INFO :

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 \_\_\_\_\_ (.) // // //

**Appendix 'K'**

(Refers to Para 42(a) of  
Air HQ/S 40301/PA II  
Dated 26 Nov 13)

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

<b>Sl. No.</b>	<b>Controlling Dtes /Organisations</b>	<b>Units</b>
1.	Air HQ (VB) {Sub O/R}	All BCOs at Air HQ (VB)
2.	Air HQ (RKP) {Sub O/R}	BCO DG (I&S) 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

