

RESTRICTED

AFO 16/2008

**AIR FORCE ORDER
BY
AIR CHIEF MARSHAL FH MAJOR,
PVSM AVSM SC VM ADC
CHIEF OF THE AIR STAFF**

No.16

AIR HEADQUARTERS
NEW DELHI, Friday, 19 Sep 2008

**DISCHARGE FROM SERVICE ON COMPASSIONATE AND
OTHER GROUNDS : AIRMEN & NCs (E)**

1. Airmen/NCs(E) are permitted, in exceptional cases, to apply and seek discharge from service on compassionate and other grounds before expiry of their regular engagement. The grounds and procedure for applying and seeking discharge are quoted in the succeeding paragraphs.

2. **Compassionate Grounds.** The cases in which it is clear that undoubted material hardship to airmen or to their dependents is caused by their continuation in service, can be considered of compassionate nature. These can be broadly viewed as :

- (a) Serious illness of parents / direct dependents where the continued absence of the airmen will endanger their lives.
- (b) Cases where the entire responsibility of the family is resting on the shoulder of the airman and his presence at home is absolutely necessary.
- (c) Absence of the airman from his family will cause heavy financial loss of the family.
- (d) Acute sickness of direct dependents like wife and children of the airman requiring the latter's continuous presence/attendance and care.
- (e) Unprecedented calamities / developments in the family including death, serious illness / disability of a member of the family who was hitherto supporting the family resulting in a change in the family standing.
- (f) Other valid personal reasons deserving sympathetic consideration.

RESTRICTED

RESTRICTED

2

3. **Selection / Rejection for Commissioning in the Armed Forces.**

(a) After having being selected for Commissioning, on completion of successful prescribed training.

(b) After having been selected in Cost Guard for a post equivalent to Commissioned Officer in Army, Navy or Air Force.

(c) After having been selected for commissioning in the Armed Forces, but being unable to successfully complete the prescribed training or on being terminated from such training for any reason and unwilling to revert to the basic trade and rank.

4. **Education Grounds.** Airmen who acquire academic qualification prescribed for direct commissioning in various branches of IAF, may be permitted to seek discharge from service after they have made three attempts for grant of commission in the IAF subject to fulfilling the following conditions:

(a) Airmen must have acquired academic/technical qualification for direct commissioning in the IAF with requisite percentage of marks / division as applicable and must submit their application for grant of commission within one year of acquiring the qualification (i.e date of mark sheet/Provisional certificate which ever is earlier).

(b) The airmen who fulfill the prescribed qualification and do not apply for commissioning within one year of acquiring such qualification are not eligible to seek discharge. Similarly, airmen who acquired the requisite qualification at an age which does not permit them to avail all the three chances for commissioning in the IAF are also not eligible to seek discharge on this ground.

(c) If the airman fails to qualify in the third attempt for commissioning, he may seek immediate discharge from service within six months of availing the third chance, if he so desires.

(d) The term attempt means appearing at SSBs/AFSBs which include Officer Like Quality (OLQ) testing that lasts for four to six days. Failure at Engineering Knowledge Test (EKT), Officer Intelligence Rating (OIR) test, Pilot Aptitude Battery Test (PABT) and stage-I are not to be considered as an attempt at SSBs/AFSBs.

5. **Supersession Grounds.** Airmen of the rank of Sgts and above may exercise an option of seeking discharge from service on being superseded by their Junior for promotion to the next higher rank provided they meet the laid down minimum eligibility criteria for consideration of promotion to the next higher rank. An air warrior may apply for discharge on this ground after his junior is actually promoted to the next higher rank within the grade.

RESTRICTED

RESTRICTED

3

6. **Selection to Civil Posts.** Discharges on selection to a civil post are dealt under separate policy. These cases will be considered, if airmen have been issued with NOC by the Air Headquarters/Stn/Unit under the existing policy on the subject.

7. **Discharge During the Period of Obligatory Service.** All airmen, who have rendered Certificate of Undertaking for obligatory service due to posting/courses abroad, courses within India or on promotion to next higher rank in Grade-III, are not permitted to seek discharge from service during the period of their undertaking except on extreme compassionate grounds. Such cases would be considered, on case to case basis, on the merit of each case by the competent authority.

8. Discharge from service can not however, be claimed as matter of right and nothing in this order shall interfere with the powers of the Air Headquarters to suspend/withhold discharge temporarily or otherwise on compassionate grounds or refuse the same in a particular case.

Procedure for Submission of Application

9. The procedure in dealing with applications of serving airmen for discharge from service before completion of their regular engagement is enumerated below :

(a) Applications seeking premature discharge from service shall be carefully examined by the AOC/Stn Cdr/CO concerned and deserving cases shall be processed expeditiously. The AOC/Stn Cdr/CO concerned may thus forward applications for discharge from service without going into the process of verification through the District authorities related to the grounds on which the discharge is sought by an airman. Only in those cases where any doubt exists, necessary verification is to be done through Dy Commissioner/Collector or DSS&A Boards of the district related to grounds on which the airmen are seeking discharge.

(b) Documents as listed in Appendix 'A' are to be forwarded in original and one attested copy each thereof along with the application depending on the grounds brought out in it.

(c) On receipt of the investigation report / medical certificate (cases on which report had been sought for from agencies referred at sub para 9(a) above), applications for discharge from service will be forwarded by the Commanding Officer with their personal recommendations and supporting documents in original (i.e investigation report/Medical certificate etc), to the concerned Command Headquarters for onward submission to AFRO, In addition an intimation through signal be sent to AFRO/AFGIS/IAFBA for ascertaining the outstanding loan.

(d) At Command Headquarters, all recommendations for discharge of airmen are to be signed by SOs/SAASO or in his absence by SPSO/CPSO only. Units under the administrative control of Air Headquarters are to forward such application directly to the AFRO. All such applications will be scrutinized

RESTRICTED

RESTRICTED

4

at the AFRO and forwarded to Air Headquarters along with the recommendations of AOC, AFRO.

(e) Applications for discharge will be considered only when submitted by the affected airmen through proper service channel as stated in preceding paragraphs. Applications/correspondence submitted by the relatives of airmen or any other individual known to them will not be considered or entertained at Air Headquarters.

10. **Discharge NCs(E).** NCs(E) can apply for discharge from service at any stage of their career on compassionate grounds, educational grounds and selection to civil post grounds as applicable to the airmen. The powers to grant discharge to NCs(E) are delegated to Command HQs. Discharge applications of NCs(E) posted to units directly under Air HQs are to be submitted to AFRO directly. In case a request for discharge after 20 years of service is not acceded to for any reason, such cases are to be referred to Dte of PA at Air HQ (VB) through AFRO for decision.

11. **Review / Reconsideration of Discharge Cases on Compassionate Grounds.** Application for review / reconsideration of discharge on compassionate grounds, once not approved by the competent authority, can only be submitted after one year unless the grounds advanced earlier by the airmen for discharge have changed. However, in exceptional cases, the competent authority may review / reconsider the discharge on compassionate grounds before completion of one year.

12. **Cancellation of Discharge on Non-Refunding of Loan.** Approval of discharge would automatically lapse, in case the outstanding amount of IAFBA loan is not liquidated by the concerned airmen within three months from the date of approval of their discharge. The date of approval of discharge would be intimated by AFRO only in the cases where airmen have not refunded the IAFBA outstanding loan within two months from the date of approval of discharge. Thereby giving them one month more time before the approval for their discharge is lapsed.

13. This supercedes AFO 14/2001 and Air HQ policy letters No. Air HQ/40802/PAIII dated 01 Nov 2000, Air HQ/40802/ Policy/PAIII dated 29 Sep 03, 30 Jul 04 & 27 Oct 04 and on the subject.

Case No. Air HQ/40802/7/PA-I

(FH Major)
Air Chief Marshal
Chief of the Air Staff

RESTRICTED

RESTRICTED

5

Appendix 'A'
(Refers to Para 9(b)
of AFO 16/2008

LIST OF DOCUMENTS TO BE ATTACHED WITH THE
APPLICATION OF AIRMEN SEEKING DISCHARGE
ON COMPASSIONATE AND OTHER GROUNDS

1. Verification report from Supdt of Police/District Collector/DSSA Board with regards to the authenticity of the grounds brought out by the individual in his application (only for cases referred at para 9(a)).
2. Latest medical certificate of father/mother/brother/sister/wife/children showing illness and state of health (where applicable).
3. Valid proof of landed property in support of his statement issued by the Revenue Authorities only (i.e Tehsildar) duly indicating measurement/survey Nos./other details etc (where applicable).
4. Details of brothers showing their age, occupation, address etc. If they are separated, forward legal separation certificate (an affidavit signed by Magistrate).
5. Confirmation certificate from Head of Department in which his wife/brother is employed showing date of employment (where applicable).
6. Confirmation certificate from Head of Institute in which his brother/unmarried sister/children is/are studying showing their age and class (where applicable).
7. A certificate related to an undertaking to proceed on discharge once approved, pending disciplinary cases, undertaking certificate on obligatory service and recovery certificate on outstanding loans taken through service sources as per Annexure I, II, IV and V to Appendix 'A' respectively are to accompany the application.
8. A certificate of undertaking as per specimen shown in Annexure-III to Appendix 'A' to this AFO for urgency of discharge (in duplicate) duly countersigned by CO/Stn Cdr/AOC.

RESTRICTED

RESTRICTED

6

Annexure-I
(Refer to Appendix 'A'
of AFO 16/2008

CERTIFICATE OF UNDERTAKING

I, Service No. _____ Rank _____ Name & Initial _____
Trade _____ hereby certify that I will not ask for cancellation of discharge under
any circumstance once approval of my discharge by the competent authority.

Unit :

Date :

Signature
Service No
Rank
Name & Initials
Trade

COUNTERSIGNED BY CO/STN CDR/AOC

RESTRICTED

RESTRICTED

7

Annexure-II
(Refer to Appendix 'A'
of AFO 16/2008)

CERTIFICATE BY ADJUTANT

1. It is certified that there is no disciplinary/administrative action pending against
Service No. _____ Rank _____ Name _____
Trade _____

2. It is further certified that no ROG application or interview with higher
authorities is held up/ in progress in respect of the above named airman.

Signature by Adjutant

Date:

RESTRICTED

RESTRICTED

8

Annexure-III
(Refer to Appendix 'A'
of AFO 16/2008)

CERTIFICATE OF UNDERTAKING BY THE AIRMAN

I undertake that since I am seeking to be struck off the strength from the service immediately after the approval of my discharge application, it may take six to 12 months for sanctioning of pension/gratuity after the date of SOS. I will not make any representation against the delay in the sanctioning of my pension/gratuity.

Unit

Date:

Signature
Service No
Rank
Name & Initials
Trade

COUNTERSIGNED BY CO/STN CDR/AOC

RESTRICTED

RESTRICTED

9

Annexure - IV
(Refer to Appendix 'A'
of AFO16/2008)

CERTIFICATE OF UNDERTAKING BY AIRMAN

I, Service No Rank Name & Initial
Trade..... certify that I have not undergone any course of instruction within
country / abroad or posting / deputation abroad or promoted in Grade – III and that I
have not qualified as NIS coach or any other course / qualification which imposes
obligation upon me to serve in the IAF for a specific period.

OR

I have completed the prescribed obligatory period ofyears after
undergoing..... (Posting/Deputation/Course/Qualification) or on promotion in
Grade-III as per undertaking given by me.

Unit :

Date :

Signature
Service No
Rank
Name & Initials
Trade

COUNTERSIGNED BY CO/STN CDR/AOC

RESTRICTED

RESTRICTED

10

Annexure - V
(Refer to Appendix 'A'
of AFO 16/2008)

**CERTIFICATE FOR RECOVERY OF LOAN
TAKEN THROUGH SERVICE SOURCES**

1. I, service No _____ Rank _____ Name & Initial _____
Trade _____ PU _____ certify that the following are the outstanding
loans against me. I undertake to repay all the outstanding loans on approval of my
Discharge from Service by the competent authority in the following manner :

(a) **AFGIS**

- (i) HBA : Rs_____ (to be adjusted against NE dues/amount will be personally liquidated by me)
- (ii) Conveyance : Rs_____ (to be adjusted against NE dues/amount will be personally liquidated by me)
- (iii) Computer : Rs_____ (to be adjusted against NE dues/amount will be personally liquidated by me)
- (iv) Any other : Rs_____ (to be adjusted against NE dues/amount will be personally liquidated by me)

(b) **IAFBA**

- (i) BA loan : Rs_____
 - (ii) Any other : Rs_____
- } (Amount will be personally liquidated by me before approval of my discharge, since the same can not be adjusted from likely NE benefits due to me)

RESTRICTED

RESTRICTED

11

(c) **Govt**

- | | | | | |
|-------|------------|---|---------|--|
| (i) | HBA | : | Rs_____ | } (Amount will be personally liquidated by me before approval of my discharge, since the same can not be adjusted from likely NE benefits due to me) |
| (ii) | Conveyance | : | Rs_____ | |
| (iii) | Computer | : | Rs_____ | |
| (iv) | Any other | : | Rs_____ | |

Unit / Place

Date :

Signature of Airman
Service No. _____
Rank _____
Trade _____

COUNTERSIGNED BY CO/STN CDR/AOC

RESTRICTED