

RESTRICTED

AFO... of 2014

AIR FORCE ORDER
BY
AIR CHIEF MARSHAL ARUP RAHA PVSM AVSM VM ADC
CHIEF OF THE AIR STAFF

.....
NO. 21/2014
.....

AIR HEADQUARTERS
NEW DELHI, ~~WEDNESDAY~~, 30 JUL 2014

(Valid for 10 years from the date of issue)

EXTENSION OF ENGAGEMENT: AIRMEN

Appendices:-	A	Application for extension of engagement
	B	Application for unwillingness for extension of engagement
	C	Certificate for remustering (On being found medically unfit for trade duties)
	D	Certificate of unwillingness for remustering on medical ground
	E	Engagement Register

1. The initial period of regular engagement for airmen is 20 years as per para 12 of AFI 12/S/48 (amended vide AFIs 19/77, 15/79 and 21/79). This AFO lays down the detailed procedure for grant of extension of engagement beyond the initial term of engagement as per para 917 of Regulations for IAF, 1964.

2. On completion of initial period of regular engagement, an airman may be granted extension of engagement in two blocks of three years each or a single block of six years regular service, at the discretion of the competent authority subject to general principles explained in paras 3 and 4 below. Thereafter, extension(s) of regular engagement may be granted for a period of three years at a time or such shorter period as deemed fit, upto the age of superannuation subject to fulfilling the conditions mentioned in paras 3 and 4 below. The discretion for grant of extension of engagement has been delegated to Air Officer Commanding, Air Force Record Office except in specific cases as mentioned in para 7 below which will be exercised by ACAS (PA&C) at Air HQ.

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3. This policy has been formulated to ensure that only those airmen who meet the criteria are allowed to extend their engagement. An airman who is consistent in his overall performance and willing for extension of engagement may be granted extension of engagement, which is governed by the following principles:-

- (a) Service Requirement {As per guidelines formulated from time to time with the approval of ACAS(PA&C)}.
- (b) Willingness for Extension of Engagement.
- (c) Passing of Promotion Examinations / Training Courses.
- (d) Appraisal Reports for the last seven years.
- (e) Medical Fitness.
- (f) Conduct Records.
- (g) Suitability for Extension.
- (h) Certificate of Undertaking (CoU).

4. The principles are explained below:-

(a) **Service Requirement.** Extension of service beyond the initial term of engagement cannot be claimed as a matter of right. It shall be at the discretion of Air HQ or such other authority, as may be specified by Air HQ to grant or deny extension of service. Grant of extension or its denial shall depend on the requirements of the service and also the suitability of the airmen seeking such extension. The methodology for assessing the service requirements will be formulated from time to time with the approval of ACAS (PA&C) at Air HQ.

(b) **Willingness to Extend Regular Engagement.** Airmen willing to extend their Regular Engagement (RE) beyond 20 years shall submit Willingness as per **Appendix 'A'** to this AFO. Airmen not willing to extend their engagement shall submit their Unwillingness as per **Appendix 'B'** to this AFO. Willingness/Unwillingness must reach AFRO at least **16** months before expiry of Regular Engagement (RE). A Board of Officers (BOO) will be held at AFRO biannually, to draw a panel of eligible airmen for extension of engagement in accordance with the guidelines issued by ACAS (PA&C), Air HQ. It shall be mandatory for all airmen to submit their willingness or unwillingness within the stipulated time schedule. An option once exercised will be treated as final and requests for change of option will not be entertained except under very exceptional and extreme compassionate grounds which occurred after submission of willingness/unwillingness. Documentary proof for such occurrences are to be attached along with such applications. Those airmen who do not submit any option will be deemed to be unwilling for further extension of engagement and no request for grant of extension will be subsequently entertained by AFRO. Accordingly, AOC, AFRO will authorize discharges of airmen who do not submit any option within the stipulated time along with those who have submitted unwillingness (Appendix 'B') as per expiry of their Regular Engagement. A computer generated list will be displayed bi-annually by AFRO 22 months in advance and it will be the responsibility of the airmen concerned to exercise his willingness/unwillingness by the

due date and of the Unit Adjutant to forward it to AFRO (OIC Recording Wing) directly.

(c) **Passing of Promotion Examination.** Extension of engagement will be granted only to those airmen who have passed all parts of their promotion examinations and mandatory training courses which make them eligible for promotion to their next higher rank. However, those airmen who have already appeared for promotion examinations before submission of their applications for grant of extension may be considered for grant of extension of engagement if they pass the promotion examination three months prior to their actual date of discharge. Airmen from Med Asst and Aircrew trades will be eligible for grant of extension of service, only on successful completion of Mod III (erstwhile JWOLC/MOD IV/Advance Course) and AEB exam respectively which make them eligible for promotion to the next higher rank, respectively.

Note 1. Since an airman is eligible to become Sgt at 13 years of service, he gets a window of approximately 5½ years to pass JPE. Hence the onus is on the individual to apply for and pass the relevant promotion exam to become eligible for extension consideration well before the due date.

(d) **AR & Assessment.** For the purpose of grant of extension, Appraisal Reports of last seven years will be considered. An airman who has secured an average of 60% or above marks in AR will be considered by the BOO for grant of extension(s) of engagement, subject to his fulfilling other conditions as laid down in this AFO.

(e) **Medical Fitness.** Airmen seeking extension of engagement will be medically examined as explained below:-

(i) Those in medical category A4G1, A4G2 (T/P) and A4G3 (T/P) will present themselves before AMA for medical examination and obtain their medical fitness on AFMS (F) 2A as laid down vide para 5.4.10 (b) of IAP 4303 (4th edition). Those not in medical category A4G1, A4G2 (T/P) and A4G3 (T/P) are also to present themselves before AMA for medical examination and obtain their medical fitness on AFMS(F)15 as per para 5.4.19 (b) of IAP 4303 (4th edition).

(ii) Refusal to undergo medical examination/review under Authorised Medical Authority (AMA)/duly constituted medical board will amount to disobedience of lawful command and would be punishable under the AF Act, 1950.

(iii) Airmen placed in medical category A4G4(T/P) may be considered for grant of extension of engagement, if they are fit to perform their trade duties provided they meet all other conditions. However, cases for grant of extension of engagement in respect of

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such airmen will be considered by a Condonation Board consisting of the following members on case to case basis:-

- (aa) AOC, AFRO.
- (ab) Rep of Dte of PA.
- (ac) Medical Advisor, AFRO/Rep of DMS(MB).
- (ad) OIC Recording Wing, AFRO.
- (ae) OIC Career Planning Wing, AFRO.
- (af) Rep from Specialist Dte

(iv) The proceedings of Condonation Board mentioned at sub-sub para (iii) above, will be approved by ACAS(PA&C) at Air HQ.

(v) On up gradation of medical category of an airman rejected earlier, the case may be reconsidered for extension of service by Condonation Board subject to receipt of application for re-consideration of grant of extension from the individual, duly recommended by the AOC/Stn Cdr/CO.

(vi) Airmen in medical category ATGT will not be considered for grant of extension of engagement unless the final medical category is awarded. In such cases application for grant of extension is to be forwarded to AFRO only after award of medical category by the appropriate Medical Authority.

(vii) Airmen who are found medically unfit for duties of their trade while rendering option 16 months prior to RE expiry will be considered for remustering subject to meeting the laid down timelines and criteria for remustering as amended from time to time. In such cases extension will be for not less than six years. If not eligible for remustering such air warriors would not be granted extension. Those seeking remustering subject to meeting eligibility criteria shall be required to submit willingness as per **Appendix 'C'** and those not willing to remuster are to submit a certificate as per **Appendix 'D'**.

(f) **Conduct Sheet.** Extension of engagement will be granted to airmen who are suitable for retention and amenable to service discipline subject to meeting eligibility criteria. Airmen who have been declared as Habitual/Potential Habitual Offenders during eight years preceding the date of RE expiry will not be granted extension of engagement. However, grant of extension of engagement in respect of airmen who have not been categorized/declared Potential Habitual Offenders but have incurred one or more Red or more than one black punishment entries in the preceding five years of the expiry of their current RE period will be considered on individual merit provided the offences for which punishment entries awarded are not for offences involving moral turpitude.

(g) **Suitability for Extension of Engagement.** An airman seeking extension of his engagement, will submit his application as per Appendix 'A' to this AFO, with Part I, II & III duly completed, for further action as given below :-

(i) **By Specialist Officer.** The specialist officer will render opinion in Part IV of the application regarding employability of the airman, including those who are placed in Low Medical Category, regarding the performance of the specific duties of their trade(s) in the present and in the next higher rank. In case of unsuitability, the same is to be based on performance records and documentary evidence. Even in the event of an airman working in a section not related to his trade, specialist officer is required to fill up Part IV of the application. The airman should have served for a minimum period of five months under the officer giving the recommendations or the same is to be obtained from the previous officer under whom the airman had served for at least five months. If, due to any contingency, this is not feasible, the unit concerned may wait for a period of three months so as to watch the performance of the individual concerned before forwarding the recommendations.

(ii) **By Commanding Officer.** AOC/Stn Cdr/CO of the airman will make his remarks on Part V of the application regarding the suitability. He is to give his remarks keeping in view the individual's performance and the opinion of the specialist officer.

(iii) **Justification Report by the AOC/Stn Cdr/CO.** Justification report, in a narrative form, is invariably required in the following cases to reach AFRO at least **Nine** months before expiry of Regular Engagement (RE):-

(aa) Change of option by the airmen.

(ab) Where application for extension of engagement are not likely to reach AFRO within 16 months due to various factors such as non receipt of documents on posting, hospitalization, long leave, etc.

(ac) Cases where an airman fulfils all the conditions mentioned in sub paras (a) to (g) of para 4 above but the specialist officer or AOC/Stn Cdr/CO has made adverse remarks. In such cases detailed justification along with corrective measures initiated in the interim to accord opportunities to the airman to improve is to be annotated. If required, the same may be annexed as a separate sheet.

Note 2. AOsC/Stn Cdrs/COs are to satisfy themselves that the personnel have not deliberately attempted to exercise the change of option

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for the purpose of cancellation of posting or for prolonging their stay at a particular place.

(h) **Certificate of Undertaking (CoU).** Airmen who proceed abroad for course or on deputation or on posting and those who are detailed for special courses in India or are promoted to the next higher rank in Grade III etc are to give Certificate of Undertaking (CoU) to serve for specific/extended period of engagement. Such certificates are to be submitted by the concerned individuals prior to commencement of posting abroad, deputation abroad, course abroad or in India, date of Re expiry for promotees in Grade – III. Further, such CoU must be submitted along with applications for extension of engagement for the period to cover his period of undertaking from the date of repatriation/date of course completion as per policy on the subject, date of RE expiry for promotees in Grade - III. Copies of such applications must be forwarded to AFRO (OIC Recording Wing) immediately. However, if the airman renders willingness for further extension, the same will be considered from the date of original RE expiry.

(j) **In-Service Courses.** Air Warriors detailed three years prior to their RE expiry, for in-service trade/system related courses of more than three months duration, are required to render CoU for three years from the date of course completion. Those who do not submit CoU will not be detailed for such courses and such air warriors are required to render unwillingness for extension and the same will be annotated in AFRO media. No change of option to willingness will be entertained subsequently.

(k) In case grant of extension is rejected twice earlier during the same cycle, no further reconsideration will be entertained. Any such application received will be accepted by unit and forwarded to AFRO without any recommendations.

(l) **Change of Option.** As a general rule an option once exercised will be treated as final and requests for change of option will not be entertained. Air warriors may apply for change of option under very exceptional and extreme compassionate grounds which occurred after submission of initial willingness/unwillingness. (Documentary evidences are to be attached along with such applications). However, consideration of such applications will be subject to the following criteria:-

(i) **Air Warriors who have undergone PRC.** Change of Option to Willingness will not be normally accepted if the airman has undergone or undergoing Pre-release Course except in case of extreme compassionate grounds beyond the control of the air warrior provided the duration of the Pre-release Course undergone is less than 180 days. All such cases will be decided at Dte of PA, Air HQ (VB). Cases for extensions of airmen who have undergone Pre-release Course for more than 179 days will not be entertained at any stage.

- (ii) **Certificate of Undertaking.** Change of Option to Unwillingness will not be entertained in cases where the airman is under obligatory period of service due to Certificate of Undertaking.
- (iii) **Screening/Posting on Unwillingness/RE Expiry.** Post-rendering of Unwillingness, any request for screening/posting to Home Zone or Choice areas will be treated as request on Unwillingness and RE expiry grounds by AFRO. Accordingly, subsequent change of Option to Willingness will not be entertained in such cases.
- (iv) **In-Service Courses.** Change of Option to willingness will not be entertained in cases where unwillingness was rendered for in-service courses as mentioned at para 4 (j) above.
- (v) **No Dues Certificate (NDC)/No Objection Certificate (NOC).** No Dues Certificate/No Objection Certificate (NDC/NOC) from IAFBA or certificate from SAO of the unit stating NIL outstanding loans from IAFBA along with the application for change of option to unwillingness is mandatory.

Note 3. An air warrior will be entitled to come to AFRO for final clearance only once during his service career. Subsequent moves, if any on Change of Option by the individual, will be on leave as per entitlement of the year.

5. The following actions will be taken at various stages with regard to extension of engagement of airmen:-

(a) **Action by the Individual.** An airman seeking extension of engagement is to submit his willingness on the prescribed format as per **Appendix 'A'** to this AFO in a manner so that his application is received by AFRO 16 months before expiry of his regular engagement. The airman is to present himself before the appropriate medical authority to obtain his medical fitness for extension of engagement on Part II of the prescribed form at **Appendix 'A'**. An airman not willing to extend his engagement is to submit his unwillingness on the prescribed format as per Appendix 'B' to this AFO in a manner so that the same reaches AFRO 16 months before expiry of his regular engagement. Delay in submission of options on grounds of planned leave and/or routine administrative reasons will not be entertained.

(b) **Action By the Unit.** The AMA is to ensure that airmen are medically examined and their fitness for performing the trade duties for grant of extension of engagement is rendered on Part II of the prescribed form, as applicable. The Unit Adjutant is to verify and complete Part III of the form from the service documents. All applications for extension of engagement or change of option (as applicable) (i.e. suitable/not suitable, recommended/not recommended, medically fit/unfit etc) will invariably be

forwarded directly to AFRO with the Justification Report where required. AFRO will in turn convey the decision directly to the units concerned, with a copy of the letter to controlling Command HQ for information. They are not to be disposed off at Unit level. The unit must maintain RE Registers as per **Appendix 'E'** to this AFO so as to monitor engagement information in r/o airmen posted to the unit. Unit copy of Sheet Roll IAFF (P) 17 will be updated on receipt of approval from AFRO for grant of extension of engagement quoting their POR as authority.

(c) **Action By AFRO**

(i) AOC, AFRO will accord extension of engagement to applicants who fulfill the conditions given above and are recommended for extension of engagement by the BOO. The terms of reference for the BOO will be obtained from Dte of PA at Air HQ (VB). However, where the discretion in terms of para 4(e) (iv), 4(l) and para 8 to grant extension of engagement rests with Air HQ, AFRO will obtain approval ACAS (PA&C), Air HQ. Subsequent to receipt of disposal from Air HQ (VB) POR entry to this effect will be promulgated accordingly. The airman's unit is to update the unit copy of sheet roll IAFF (P) 17 quoting AFRO POR as authority. In cases of last spells of extension up to the age of superannuation, the extension be granted up to the date of superannuation and the number of days in the IAF service (up to the last date of the month) will be regularized in the NE POR.

(ii) In cases of airmen not willing to extend their engagement or cases where extension of engagement has not been approved by the competent authority or where willingness certificate as required under para 4(b) and 5(a) above has not been received, AOC, AFRO will issue discharge orders 13 months before the expiry of the engagement.

(iii) Cases of airmen whose extension of engagement have not been approved under para 4(d) above, i.e. on account of their not meeting the assessment criteria will not be reviewed once their discharge orders have been issued.

(iv) Cases of airmen whose extension of engagement has not been approved under para 4(c) above, i.e. on account of not passing the promotion examination or mandatory training courses will be reviewed for grant of extension if such airmen pass the promotion examination which they had appeared before rendering option prior to their actual date of discharge.

(v) Airmen who do not meet the minimum criteria will not be considered for extension of engagement and no relaxation will be made in this regard. Accordingly, where extension of engagement is not considered by AFRO for not meeting the minimum eligibility

criteria, no application for reconsideration will be forwarded to Air HQ as relaxation in the minimum eligibility criteria is not permissible.

6. **Awards/Honours.** Airmen in receipt of various honours and awards will be given weightage of marks for consideration of grant of extension of engagement. Marks will be given for each honour /award subject to the aggregate not exceeding 5% of the maximum marks of AR (of last seven years) i.e. 35 marks for Sgts and below and 70 marks for JWOs and above. This weightage will be given only once, i.e. if a Sgt has been awarded an honour before his case comes up for consideration of extension of engagement, credit for this will be given. For subsequent spells of extension of engagement, awards, if any, given thereafter will be taken into account in the aforesaid manner. Weightage of marks to be awarded for various honours and awards will be as per promotion policy of airmen existing at the time of consideration.

7. **Extension of Engagement in Certain Specific Cases.** Cases for extension of engagement in the following specific cases will be referred to Air HQ by AFRO for a final decision with the specific remarks of AOC, AFRO, along with brief facts of the case in duplicate, application of the airman and extract of conduct sheet.

(a) Airmen who had undergone PRCs of duration less than 180 days.

(b) Airmen who have not been categorized/declared potential/habitual offenders but have one or more Red or more than one black punishment entries in the preceding five years as mentioned in para 4(f) above.

(c) Airmen against whom observation(s) has/have been made by Dte of Intelligence/PM (Air) at Air HQ.

8. **Retention after completion of Regular Engagement.** Even if an airman has become eligible for discharge under the terms and conditions of his enrolment, his discharge can be suspended if the situation so demands. Such discharge will normally be suspended under the conditions stipulated in para 13 of AFI 12/S/48 as amended from time to time due to exigencies of service.

9. **Review of cases on disciplinary grounds subsequent to approval of Extension.** If any adverse entry, initiation of disciplinary proceedings, adverse report involving moral turpitude etc is reported against any airman subsequent to approval of extension three months prior to his present RE expiry, such cases will be reviewed at AFRO and referred to Air HQ (Dte of PA) for final decision with specific recommendation of AOC, AFRO along with brief facts of the case. Units of the airmen will be responsible to intimate AFRO regarding the details of offence/disciplinary proceedings/adverse reports (through signal/FAX) within 24 hours of such occurrences, if any.

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10. This AFO supersedes AFO 16/2010, Corrigendum, all earlier letters on the subject and would be effective for airmen due to render option as per revised eligibility from the year 2016.

Case No. Air HQ/40811/PA-I

(Arup Raha)
Air Chief Marshal
Chief of the Air Staff

**APPLICATION FOR EXTENSION OF ENGAGEMENT
FORM AIRMEN**

(To reach AFRO 16 months prior to RE expiry in single copy)

PART – I

DECLARATION OF THE AIRMAN

1. I, Ser No. Rank.....Name.....
.....Trade..... Unit..... at present
serving in the Indian Air Force as regular Airman request to extend the period of
my regular engagement by \$.....years and.....days or such
lesser period for which I may be considered suitable.

2. I know that the request once exercised will be treated as final and no change
is permissible under the rules.

Date :

Signature of the Airman

\$ 'Number of years' as applicable

PART – II

MEDICAL CERTIFICATE
(To be rendered by Medical Officer/SMO)

1. I certify that No.RankInitials &
Name.....Trade. Has been medically
examined by me on AFMSF2A/15 on.....(date). His present medical
category in terms of IAP 4303 is.....and he
is.....for carrying out his trade duties.

2. His disability of.....is @ attributable/@ not
attributable to service. His disability is @ aggravated/@ not aggravated due to
service.

Date :

Signature and Rubber Stamp of MO/SMO

@(Strike out whichever is not applicable)

Note : The Medical Officer/SMO has only to indicate the present medical category
and certify that the airman is fit/unfit for carrying out his trade duties, indicating
whether the disability is attributable/not attributable to service. The medical
officer/SMO is not to recommend an airman fit or unfit for further extension which
is to be decided by the Condonation Board.

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Appendix 'A'
(Refers to Para 4(b)
of AFO No.../2014)

PART - III
CERTIFICATE BY THE ADJUTANT

1. EXTENSION OF REGULAR SERVICE

- (a) Certificate of Undertaking
- (b) Date of birth
- (c) Date of Enrolment
- (d) Date First Regular Extension granted with(period)
- (e) Date last Extension granted
- (f) Date Present Term Expires

2. EXAMINATIONS

Year Remarks

- (a) Sgt's Promotion Exam(REB/GEB)
- (b) JWO's Promotion Exam (REB/GEB)
- (c) For Med Asst trade required special course
- (Details to be furnished)

3. EXTRACT OF CONDUCT SHEET *

Sl No.	Offence	Punishment	Date of punishment	Nature of entry (Red/Black	POR No.

Note : In case of HO/PHO, copy of warning letter must be attached along with willingness application.

Date:

Signature of Adjutant

Unit Seal :

Name
Rank

• Attach separately, if required

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Appendix 'A'
(Refers to Para 4(b)
of AFO No. 21/2014)

PART - IV

OPINION OF THE SPECIALIST OFFICER *

(The Specialist officer is to record his opinion in narrative form highlighting suitability of the airman for performance of duties specific to his trade, including on medical grounds) In case of unsuitability report, the same is to be based on performance records and documentary evidence.

Date : (Signature of Specialist Officer)
Name
Rank
Unit: Designation

PART - V

RECOMMENDATIONS BY AOC/STN CDR/CO

(A Justification Report is to be rendered if an airman is considered "Not Suitable" or when an application for extension of service is not likely to reach AFRO within the stipulated time or in case of change of option. Cases of Non-Suitability or at variance with that of Specialist Officer, detailed justification along with corrective measures initiated in the interim to accord opportunities to the airman to improve is to be annotated. If required, the same may be annexed as a separate sheet.)

Recommended/Not Recommended

Date : Signature of AOC/Stn Cdr/CO
Unit Seal :

*Attach separately, if required.

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Appendix 'B'
(Refers to Para 4(b)
of AFO No.../2014)

**APPLICATION FOR UNWILLINGNESS FOR EXTENSION
OF ENGAGEMENT : AIRMAN**

1. I Service No Rank Initials & Name.....
Trade..... Unit..... hereby certify that my present
regular engagement expires on And that I am not willing to extend
my regular engagement on completion of the present term of
engagement/undertaking period.

2. Certified that :-

(a) I have been remustered/converted to.....(trade) on
.....(date)

(b) I have undergone specialized course in India on.....which
was completed on.....

(c) I have undergone specialized course abroad in.....which
was completed on.....

(d) I have undergone Pre- Release course in at

(e) I am under obligatory period upto(Date) on account of
.....(reasons like promotion in Gd III, Abroad posting/Deputation
etc as applicable)

3. I know that the option for unwillingness once exercised will be treated as
final and no change is permissible under the rules.

Date :

Signature of the Airman

Certified that the above named Airman signed the above certificate in my
presence and that the statement made by him in para 2 above is correct as per
records held at this unit.

Date :

Name, Rank & Signature of Adjutant

Unit stamp:

Note : Delete whichever is not applicable and add details of additional courses
etc, if any

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Appendix 'C'

Refers to Para 4(e)(vii)
of AFO No. 2/2014)

CERTIFICATE FOR REMUSTERING : AIRMEN
ON BEING FOUND MEDICALLY UNFIT FOR TRADE DUTIES

1. Service No. Rank.....Name & Initials.....
Trade.....hereby accept remustering to any trade in lower group as per
medical fitness and availability of vacancies. I understand that my remustering is
subject to the following terms and conditions:-

(a) On being detailed for the course of instructions for remustering I will
not ask for permission to withdraw from the course.

(b) I will be remustered in the classification for which I qualify in the
REB(T) Exam at the end of the course.

(c) I understand that my extension will be subject to successful
completion of remustering training and passing the promotion examination
for next higher rank in the remustered trade within the stipulated period
prior to expiry of original RE Expiry.

(d) I understand that I am being permitted to remuster to improve my
prospects in service and to give my best to the service in the mustered
trade.

(e) I hereby undertake to serve for a period of six years after
remustering.

(f) I hereby confirm that I am voluntarily opting for remustering and will
accept the promotion policy and career profile of the new trade as
applicable to my performance.

Unit :

Date :

Signature of the Airman

COUNTERSIGNED

Date :

Commanding Officer

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Appendix 'D'
Refers to Para 4(e)(vii)
of AFO No.../2014)

**CERTIFICATE OF UNWILLINGNESS FOR REMUSTERING ON MEDICAL
GROUNDS**

1. I, Service No. Rank Name & Initials
..... Trade hereby express my UNWILLINGNESS for
remustering to any other trade on being found medically unfit for trade.
2. I am willing to proceed on discharge from IAF as per my original RE Expiry
(including obligatory service, if any).

Date :

Signature of the Airman

SIGNED IN MY PRESENCE

Unit Seal

Date :

Commanding Officer

CHECK LIST

1. Submission of Willingness/Unwillingness certificate by individual as per Appendix A & B to AFO well in advance before RE expiry.
2. Unit will verify the applications in all aspect as per AFO and forward the same to AFRO 16 months before RE expiry. In case change of option in eligible cases personal application and justification report must be annexed.
3. AFRO will verify the applications and process the cases as per AFO.
4. AFRO will take up the cases with Air HQ on case to case basis wherever required as per AFO.
5. After approval of request for extension of service, AFRO will promulgate the POR and dispatch to unit as per AFO.
6. After receiving of POR from AFRO, Unit will make entry in the individual's sheet roll.