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As per distribution list

PROMOTION POLICY: AIRMEN

References:-

- AFI 12/S/48
- AFI 19/62 (Amended vide Corr 3/95)
- AFI 09/56 (Amended vide Corr 4/95)
- AFI 02/98
- AFI 108/70
- AFI 19/69
- AFI 1/S/50

ACTING PROMOTION

Eligibility Criteria for Promotion

1. All airmen who have completed the minimum length of service as on 30th Jun of the year preceding the promotion panel year (e.g. 30 Jun 12 for promotion year 2012 - 13) would be eligible for promotion to the next higher rank as mentioned below: -

(a)	Cpl to Sgt	13 Yrs (Time Scale)	
(b)	Sgt to JWO	17 Yrs onwards	} Merit Based
(c)	JWO to WO	23 Yrs onwards	
(d)	WO to MWO	28 Yrs onwards	

2. The time scale promotion from Cpl to acting paid rank of Sgt will be considered **on completion of one year service as Cpl or 13 yrs of total service**, whichever is later. Date of commencement of course (COC) will be considered for determining 13 years service. **The criteria of length of service as 13 years for promotion will be effective from 01 Jul 12 onwards.** The COC for back-phased airmen will be the date of COC of the course in which they have successfully

completed the trade training. For airwarriors who have re-mustered or accorded change of trade, the COC of erstwhile trade will be considered for counting 13 years service. The promotion will be authorised on the day they complete 13 years of total service or one year as Cpl **in remustered trade** whichever is later, subject to passing of Airmen Promotion Examination (Airpex) and meeting other eligibility criteria. Time frames are calculated from the date of enrolment for all those airwarriors enrolled prior to 01 Jul 90.

3. **Passing of relevant Airpex within the stipulated number of chances is a pre-requisite for promotion to the next higher rank.** All those airmen who meet the eligibility criteria, as enumerated in subsequent paragraphs, are to be empanelled in the promotion panel for promotion to the rank of Sgt **without taking into consideration the criteria of passing Airpex.** If they have already passed the Airpex and meet the other eligibility criteria then promotion to these airmen to the rank of Sgt will be authorised on the day they complete 13 years of service. Promotion to those empanelled airmen who have not cleared their Airpex will be released wef future date as and when they pass the Airpex and media is updated at AFRO. However, their seniority will be protected from the date they have completed 13 years of reckonable service or 1st of the following month of examination cycle in which they have passed the requisite promotion examination whichever is later. For example, if an individual passes promotion examination in Jan-Jun cycle the validity of examination result will be from 1st Jul and those who pass promotion examination in Jul-Dec cycle their validity will be 1st Jan next year. Promotion to the Warranted Officers would be on selection basis.

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

(a) Flt Eng, Flt Gun & Flt Sig {AFI 19/62 (Amended vide Corr 3/95), AFI 02/98 and AFI 09/56 (Amended vide Corr 4/95)}.

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

(b) PJ I (AFI 108/70).

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

- (c) Edn Instr (AFI 19/69 and AFI 1/S/50).
- (i) Sgt to JWO - Completion of two years as Sgt
 - (ii) JWO to WO - Completion of one year as JWO
 - (iii) WO to MWO - Completion of one year as WO
- (d) GTI (S) (Air HQ/40901/1/PA I/PC/1858/DOI/D (Air III) dated 03 Jun 87).
- (i) Sgt to JWO - Completion of six months general service training plus difference between 17 years and the time-frame for promotion to the rank of Sgt for regular GTIs, at that time.
 - (ii) JWO to WO - Eligibility date for promotion to the rank of JWO, as elaborated above, plus six years.
 - (iii) WO to MWO - Eligibility date for promotion to the rank of JWO, as elaborated above, plus eleven years.

Minimum Service in Present Rank

5. Minimum service in present rank would be governed as per AFI 12/S/48. The minimum service of one year in present rank is required to be completed as on 30 Jun of the year preceding the promotion panel for the next promotion. For example, an airman who has been promoted to the rank of JWO on 01 Jul 11 and meets the criteria for promotion to next higher rank i.e. WO, would be considered for promotion in the promotion year 01 Jul 12 to 30 Jun 13 since the subject JWO would have held the present rank of JWO for complete one year, as on 30 Jun 12.

Time-Frames for Promotion

6. Rank wise time-frames for redistribution of vacancies for the purpose of promotion in different Grades would be as tabled below: -

- (a) All trades except Aircrew, Edn Instr & GTI (S).

Rank	Grade-III (10%)	Grade-II (30%)	Grade-I (60%)
Sgt to JWO	17 yrs to less than 19 years	19 years to less than 23 years	23 yrs & above
JWO to WO	23 yrs to less than 25 years	25 years to less than 29 years	29 years & above
WO to MWO	28 years to less	30 years to less	34 years & above

	than 30 years	than 34 years	
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(b) Aircrew tradesmen (Flt Eng, Flt Gun & Flt Sig) and Edn Instr.

Rank	Grade-III (10%)	Grade-II (30%)	Grade-I (60%)
Sgt to JWO	Elig to(Elig+2 nd Y)	(Elig+2Y) to(Elig+6 th Y)	>(Elig+6Y)
JWO to WO	Elig to(Elig+2 nd Y)	(Elig+2Y) to(Elig+6 th Y)	>(Elig+6Y)
WO to MWO	Elig to(Elig+2 nd Y)	(Elig+2Y) to(Elig+6 th Y)	>(Elig+6Y)

(c) G T I (S).

Rank	Grade-III (10%)	Grade-II (30%)	Grade-I (60%)
Sgt to JWO	Elig to(Elig+2 nd Y)	(Elig+2Y) to (Elig+6 th Y)	>(Elig+6Y)
JWO to WO	(Elig + 6Y) to(Elig+8 th Y)	(Elig+8Y) to (Elig+12 th Y)	>(Elig+12Y)
WO to MWO	(Elig +11Y)to(Elig+13 th Y)	(Elig+13Y) to(Elig+ to17 th Y)	>(Elig+17Y)

Distribution of Vacancies for Select Promotions

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

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

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

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

Grade III: Grade II (at 1: 3)	=	20: 59
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(b) If Grade II vacancies are in excess, distribution between Grade III: Grade I would be 1:6.

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

8. During the process of distribution of vacancies / redistribution of excess vacancies for any rank and trade, the rounding off will be done in a logical way except for the cases where the difference of "1", if encountered after rounding off would be added on to the vacancies of the higher service length group. An examples explaining the rounding off procedure for distribution of vacancies is placed at Appendix A.

Criteria for Promotion to the Rank of Warranted Officers

9. All airwarriors meeting minimum time frame i.e. length of service and minimum service in rank mentioned above in para 5, 6 and minimum assessment criteria given in para 10 below, would be considered for empanelment in promotion panel as per their merit viz-a-viz availability of vacancies in their rank, grade and trade by BOO. The promotions will be authorised in respect of those airwarriors who make the merit and empanelled in promotion panel by BOO, in order of grade and rank seniority in respective trades. Airmen of the same seniority will be granted promotion in order of their merit.

Assessment Criteria

10. Assessment marks would be taken into account as per the following details: -

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

<u>Maximum Marks</u>	<u>Minimum Marks</u>	<u>%age</u>
495	297	60%

(b) Promotions to Warranted Officers. Assessment marks for the preceding **seven** years would be considered for promotion to the rank of JWO and above as given below: -

(i) Grade I Category.

<u>Promotion Stage</u>	<u>Maximum Marks</u>	<u>Minimum Marks</u>	<u>%age</u>
Sgt to JWO	693	416	60
JWO to WO	1386	832	60
WO to MWO	1386	832	60

(ii) Grade II Category. If number of vacancies of Grade I category are equal to the number of eligible airmen of the same Grade, then the marks criteria would remain same as above. Otherwise Minimum Performance Criteria (MPC) for Grade II category will be equal to one

mark higher than the minimum marks obtained in the order of merit by Grade I category airmen.

e.g. Trade = ACH GD	Rank = Sgt
No of eligible airwarriors in Grade I	= 115
No of vacancies in Grade I	= 76
MPC for Grade I	= 490

If the marks scored by the 76th airman in order of merit for Grade I panel is 570 then MPC for Grade II would be = 571

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

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

Weightage Marks for Seniority in Select Promotions

11. All eligible airmen in three grades would be granted weightage marks for seniority for promotion from second consideration onwards. An additional weightage of marks equivalent to the percentage of 2%, 3% and 4% of total of AR / ACR marks of last seven years rounded off to whole number would be given as follows:-

No. of Consideration	Weightage of Marks								
	Sgt to JWO			JWO to WO			WO to MWO		
	Gd-I	Gd-II	Gd-III	Gd-I	Gd-II	Gd-III	Gd-I	Gd-II	Gd-III
1 st	-	-	-	-	-	-	-	-	-
2 nd	14	14	14	28	28	28	28	28	28
3 rd	21	21	-	42	42	-	42	42	-
4 th	28	28	-	56	56	-	56	56	-
Till making the merit for promotion / meeting of eligibility criteria	28	-	-	56	-	-	56	-	-

Note. The marks given in the above example are approximately equal to the percentages (for example, for promotion from Sgt to JWO - 99 marks x 7 years = 693; 2% of 693 marks =>13.86 marks (say 14 marks).

Weightage for Honours & Awards and Negative Marks for Punishments

12. The detailed guidelines for award of Weightage marks for various Honours and Awards are as mentioned below: -

(a) <u>Honours / Awards.</u>	<u>Promotion Stage</u>		
	<u>Cpl to Sgt</u>	<u>Sgt to JWO</u>	<u>JWO to WO</u> <u>WO to MWO</u>
(i) Param Vir Chakra, Ashok Chakra, SYSM, PVSM	30	42	84
(ii) Maha Vir Chakra, Kirti Chakra, UYSM, AVSM	24	33	66
(iii) Vir Chakra, Shaurya Chakra, YSM, VM, VSM	20	28	56
(iv) Mention in Dispatch	08	11	22
(v) Commendation by CAS / CNS / COAS	06	09	17
(vi) Commendation by AOsC-in-C / VCAS or equivalent (other Services)	04	06	11

(b) Marks will be awarded for each Honour / Award subject to the aggregate not exceeding 5% of the maximum marks against Assessment marks of last Five / Seven years i.e. max 25 marks for promotion to the rank of Sgt, max 35 marks for promotion to the rank of JWO and max 70 marks for promotion to the rank of WO and MWO. Restriction of 5% ceiling of total AR marks will not be applicable for Gallantry / Non Gallantry Awards.

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

(d) Weightage for Honours and Awards earned in the rank of Sgt and below, would be counted for the select rank of JWO, except where weightage marks have been considered for promotion to the rank of Sgt to meet the minimum performance criteria i.e. 60% marks in last five years.

(e) In the cases where airwarriors have received repeat commendations (i.e. within one year of last commendation) after issuance of AOP Directive 06/09 vide Air HQ/ C 24585/8/PP dated 15 Dec 09, weightage marks for higher commendation only will be awarded.

13. The detailed guidelines for deduction of marks/ awarding of negative marks for various entries are as mentioned below:-

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

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

(b) For Censures.

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

14. After taking into consideration the weightage for honours & awards and negative marks for punishment(s) the Minimum Performance Criteria (MPC) as per para 10 above will be applied.

15. For Promotion to the Rank of Sgt. Marks of honours and awards and negative marks for punishment entries will cover the entire period between two promotions and not confined to the preceding five years. Airmen who fail to meet the minimum grade are marked **DO NOT MEET ASSESSMENT CRITERIA (DNMAC)** in that promotion year.

16. The Black Ink entry incurred on **first time loss of AFIC** by Sgts and below will not be counted for negative marking in the Promotion Board. However, Red Ink entry incurred for **first time loss of AFIC** will continue to be counted for negative marking in Promotion Board.

Promotion in Grade III

17. Airmen promoted to warranted Officer (JWO/WO/MWO) through Grade III would have to compulsorily serve for a minimum period of three years from the date of promotion / repatriation.

18. In case an individual cleared for promotion through Grade III has given willingness for extension previously then he would continue till completion of such term, if it is beyond the mandatory period of three years. However there would be airmen who would have previously rendered unwillingness for continuance in service beyond their present term of engagement, but now wish to continue till the next term of engagement, in view of being cleared for promotion. In case, such an airman chooses to leave service after the mandatory period of three years from the date as applicable, his tenure would end on a date at variance with the next extension period. For example a Sgt in Grade III with 18 years of service and promoted to the rank of JWO would only have to serve till 21 years of service. In case this Sgt opts to continue till a period coinciding with his next term of engagement then he could opt to continue in service till 23 / 26 years of service (first extension after initial RE).

19. To cater for such airmen who have been previously unwilling for extension, the form of undertaking is required to be submitted by airman on featuring his name in grade III promotion panel. A specimen is placed at Appendix B. These individuals will have to take a decision while rendering the undertaking, as to whether they wish to opt for only 3 years mandatory extension or want to coincide it with the next engagement period for which they had rendered unwillingness. In case they opt for only the mandatory three years which does not coincide with the next period of engagement then they will not be granted further extension on expiry of three years. The form of undertaking is applicable for promotion to any Warranted Officers from Grade III.

Number of Chances for Promotion

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

Merit List (Select Promotion)

21. A grade wise merit list will be prepared on the basis of marks from amongst airmen, who have rendered at least the minimum stipulated length of service and as per the criteria mentioned at para 4 to 16 above. The individuals in the Main List, within a grade would be promoted on the basis of their seniority and as per forecast vacancies, in their turn. For example, if seniority of two individuals is the same, then their promotion would be based on their marks. If the marks scored by the two individual are also the same, then promotion would be based on date of enrolment / Date of COC as applicable, which again if same, will finally be decided by a Board of

Officers. The Reserve List will be arranged as per the marks obtained and the promotions will be authorised as per the merit and not seniority. The additional vacancies would be distributed as per paras 7, 8 and 10 above, once the promotions to the Main List of Grades I, II and III are affected.

Promotion to Airmen in Low Medical Category

22. Detailed guidelines on promotions and extension to ground crew vis-a-vis their medical categories is placed at Appendix C and would be governed in the following manner:-

(a) A4 G1 & A4 G2 (T / P). These would be promotable medical categories for both time bound and select promotions. Airmen would be eligible for extension of service in the normal course as applicable.

(b) A4 G3 (T / P). These would be promotable medical categories for time bound promotions. Promotions to select ranks (JWO onwards) would be through condonation board. A4G3 (P) will be considered for promotion through a condonation board held in the month of Aug / May in the promotion panel year. A4 G3 (T) will be considered for promotion only through condonation board held in May. Notional seniority iro airmen promoted through condonation board will not be protected. Airmen would be eligible for extension of service in the normal course as applicable presently provided they fulfill all other requisite service conditions. Modality for promotion and protection of seniority in cases where airmen are holding medical category A4G3 (T) and upgraded to A4G1/A4G2 is placed at Appendix C.

(c) A4 G4 (T / P). Airmen holding these categories would be eligible only for time bound promotions and would not be eligible for select promotions. Extension of service would be only through condonation board, provided they fulfill all other requisite conditions. Modality for promotion and protection of seniority in cases, where airmen holding medical category A4G4 (T), have upgraded to A4G1 / A4G2 / A4G3 is placed at Appendix C.

23. Detailed guidelines on promotions and extension to airmen aircrew vis-a-vis their medical categories are placed at Appendix D and would be governed in the following manner:-

(a) A1G1 & A2G2 (T/P). These are promotable medical categories for both time bound and select promotions. Airmen would be eligible for extension of service in the normal course as applicable.

(b) A3 G2(T). These would be promotable medical categories for time bound promotion. Promotions to select rank (JWO & above) will be only through condonation board. Airmen aircrew holding medical category A3G2 (T) would be considered for promotion only through the condonation board held in the month of May of the promotion panel year. Notional seniority iro airmen promoted through condonation board will not be protected. If an airman

is found unfit for promotion through condonation board, he would have to revert back to his parent trade or would have the option of seeking discharge from service. In case of reverting to parent trade, then all conditions of medical category as applicable to other ground crew would be applicable to him. Airmen aircrew placed in a medical category lower than A3G2 cannot continue in the aircrew trade, and therefore would have to revert to their parent trade / seek discharge from service. Modalities for promotion and protection of seniority in their case are placed at Appendix D.

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

25. To facilitate inclusion of the names of airmen in the promotion panel / condonation board, units are advised to give preliminary information to AFRO (OIC CP Wing) about upgradation of medical category of an airman (by medical board) expeditiously by signal followed by letter, while forwarding the board proceedings to concerned Command HQ for approval. The name of the airman will be provisionally included in the promotion panel / condonation board as applicable. In case the airman's name figures in the merit of the promotion panel, or he is cleared for promotion by the Condonation Board, his promotion would be authorised on receipt of upgraded medical category duly approved by the competent authority.

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

ACAS (PA & C)	:	Chairman
AOC AFRO, DPA. Rep of DMS(MB) Medical Advisor, AFRO and one officer from the specialist Dte appropriate to trades	}	Members
Rep of AFRO	:	Secretary

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

Preparation of Promotion Panel

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

- (a) Presiding Officer - Wg Cdr from AFRO
- (b) Members - One officer & four warranted officers
(To be detailed by AFRO)

29. BOO for promotion to Warranted Officers will be presided over by an officer of the rank of Gp Capt. The composition of the board would be as follows: -

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

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

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

- (a) Airmen who are posted on the Staff of Indian Diplomatic Missions abroad or on deputation abroad or undergoing any course of instruction there, will not be granted acting paid promotions if their promotion falls due, during the period of their course/stay abroad. However, airmen who are posted on the Staff of Indian Diplomatic Missions abroad or deputation abroad (except on deputation to UN peace keeping missions) would be granted acting unpaid (local) ranks in terms of

para 287 of the Regs for the Air Force. Such ranks should only be given on receipt of confirmation from AFRO that the individual has been cleared for promotion from a particular date. On receipt of confirmation from AFRO, the Air Attaché / Air Advisor is to use his discretion, as to whether the SNCO whose promotion has been authorised by AFRO is suitable to hold the next higher unpaid rank at the present place of posting. In case he is suitable, the local acting unpaid rank would be granted. However, it is stressed that no financial benefits accrue from this promotion. This is to enable these airmen to be considered for next promotion as the Regs and AFI 12/S/48 stipulate the minimum period of one year to be held in a rank prior to next promotion. POR for grant of local acting unpaid rank (not for appointment to acting unpaid rank) should be taken by PHS C/O AFCAO or Air HQ Misc Est, as the case may be, on receipt of confirmation from such missions. Acting unpaid (local) rank thus authorised to airmen would be converted to acting paid rank on the date of their return to India. However, their seniority will be protected from the date they originally became due for promotion. Airmen whose names figure in the approved panel and are proceeding abroad on posting and if cleared for the next rank will give unwillingness for the promotion if they wish to proceed on posting abroad. On reporting at the place of posting, they will be given the next local acting unpaid promotion for which they have been cleared. However, their notional seniority will be protected from the original date of promotion. Such cases will only occur in case the abroad posting has been approved by the competent authority **before** the promotion panel for the year / additional promotion panel has been declared and the individual's name figures in it.

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

(c) Airmen while on T/D, attachment, course of instruction (except Pre-release course) and deputation within India are eligible for promotion. The responsibility of ensuring fulfilment of eligibility conditions for promotions and grant of promotions on due date will remain with COs of the parent units of the individuals. After ascertaining and ensuring that the individual meets all eligibility conditions for promotion, parent unit should inform the airman's unit, where he is on T/D, attachment or undergoing course of instruction for promoting him to next higher rank. POR for promotion to next higher rank will be promulgated by the parent unit on receipt of confirmation from the unit where the individual is granted promotion.

In the case of airmen posted to fill up vacancy of higher rank, promotion will only be authorised to next higher rank from the date he is TORS in the next unit or effective date of posting, whichever is later.

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

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

Withholding / Release of Promotion

32. If an airman, whose name has been included in the promotion panel or who has been authorised promotion (Acting / Substantive) from any future date or retrospectively, has committed any grave misconduct or offence of which he has been found guilty or because of any inquiry or investigation being or intended to be held into any matter(s) involving any misconduct or offence on the part of such airman (whether under Civil / Air Force jurisdiction), the Commanding Officer of airman or the higher authority will immediately inform AFRO to that effect giving full circumstances of the case and request for authority to withhold the promotion. **Promotion will not be effected to such airmen under any circumstances.** AOC, AFRO will examine such cases and forward his comments together with all papers received by him to the ACAS (PA&C) at Air HQ for a decision. It is also imperative on the part of the unit to inform the details of such cases to the next unit and the respective Command HQ, when the individual is posted out. A copy of all such communication will be given to AFRO.

33. In all cases, where promotion has been withheld because of any investigation or inquiry being or intended to be held, such investigation / inquiry will be conducted with top most priority, and the results of such proceedings alongwith recommendations for or against promotion will be communicated by the Commanding Officer directly to AFRO forthwith, with copies endorsed to intermediate formations. Authorisation of promotion will be intimated to the concerned unit by AFRO after obtaining the approval of ACAS (PA&C) at Air HQ. Promotion will be authorised to an individual only when authority is given for the same by Air HQ and communicated to the unit / Command through AFRO.

34. Promotion Withheld for more than Two Years from Date of Applicability. In cases where the disciplinary / court proceedings are not concluded even after expiring of two years from the dates from which an airman was authorised promotion, then a review of such cases will be carried out by AFRO. The following course of action will be taken by AFRO in conjunction with the respective unit and Command HQ:-

- (a) Check the latest position of each civil / disciplinary case pending against any individual for more than two years, from the concerned unit.
- (b) Ask for the recommendation of the Commanding Officer for grant of promotion.
- (c) Examine each case on its merit and only then make recommendations to Air HQ regarding grant / denial of promotion. Promotion being granted here would be on a case to case basis and will not be given as a routine matter.
- (d) Any person in custody will not be granted promotion.
- (e) Such promotions, if recommended will not be given with retrospective effect. It should also be made clear to such airmen that grant of promotion from retrospective date / notional seniority / arrears of pay and allowances would only be considered depending on the outcome of the case.

Restoration of Rank on Reduction / Deprivation

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

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

- (i) The effective date of reduction / deprivation.
- (ii) The date on which original proceedings have been signed by the Presiding Officer [in the case of reduction of substantive rank(s)].

(b) Action by the New Unit. The CO of the new unit is to intimate the date on which airman reported to his new unit by signal to AFRO (OIC CP Wing & OIC Dtg Adm). He is also required to render a **suitability / unsuitability** report on the airman addressed to AFRO (OIC CP Wing) on completion of **six months stay at the new unit under his Command**. A specimen of suitability report is placed at Appendix F. The report is required to be forwarded in both cases, i.e. reduction and deprivation. In case of reduction to ranks the suitability report is to be forwarded after every six months for restoration of each rank, till the airman regains his original substantive rank. If the CO does not consider the affected airman fit for restoration of rank on completion of six months, an unsuitability

report is to be rendered. His case is to be reviewed after every three months till he is found suitable.

(c) Restoration of Acting Rank on Deprivation. The restoration of acting rank will be authorised on receipt of suitability report from the new CO, which is raised on completion of six months of stay at the new unit. The airman will regain his original seniority for further promotions.

(d) Restoration of Acting Rank on Reduction. In case an airman had been holding an acting rank prior to award of reduction, then he will have to remain in his last substantive rank for the period as specified in para 16 of AFI 12/S/48 (for next acting rank) before being considered for the next acting paid rank. In case the acting paid rank was that of JWO / WO / MWO, he will have to make the merit in his grade, rank and trade each time he is considered for promotion to next higher rank. The seniority for further promotion will be counted from the date of promotion to the rank held.

Promotion to Habitual Offenders

36. Promotions to Habitual Offenders, whose cases have been referred to Air HQ for discharge under **Habitual Offender** category is not to be granted by the unit. Such cases are to be referred to AOC, AFRO by signal. Promotion is to be effected only after obtaining confirmation from AFRO.

Promotion to Potential Habitual Offenders

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

Out of Turn Promotion / Weightage to Outstanding Sportsmen

38. Air Force Sportsmen who have distinguished themselves in various events whether individually or as members of a team will be considered for grant of out of turn promotion / weightage marks for promotion. Minimum acting paid rank to be given to ACs / LACs on promotion will be Sgt. The case for out of turn promotion / weightage

marks to these outstanding sportsmen will be scrutinized twice a year by a BOO at AFSCB, which will have representatives from AFSCB and AFRO. The Chairman, AFSCB will be the convening authority. The board proceedings duly concurred by Chairman AFSCB will be forwarded to AFRO (for vetting), who in turn will forward the same to ACAS (PA&C) for approval.

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

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

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

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

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

(b) Second Out of Turn Promotion. Second out of turn promotion is to be considered after a gap of minimum two years from the first out of turn promotion. Participation in events subsequent to those counted during first out of turn promotion is to be considered. The acting paid promotion will be granted to the following categories of sportsmen who have been granted first out of turn promotion without passing the requisite promotion examination: -

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

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

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

(iv) On selection as the Best Services Sportsmen.

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

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

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

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

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

- (a) A coach producing at least a Gold Medallist at Commonwealth Games / Asian Games / Asian Championships / Commonwealth Championships (more than 08 countries should participate in the Championships) / Recognised World Championships (more than 12 Countries should participate in the Championship).
- (b) Coaches of Services Teams who bring the team standard to first place in the National Championships on three occasions.
- (c) Coaches of Services teams in individual events and produce Gold Medal by Air Force personnel trained under them on three occasions. No coach will be eligible for out of turn promotion on the basis of performance of an individual if a promotion has been authorised to a coach earlier on same individual's similar achievements.
- (d) A coach of Air Force team who brings the team standard to first place on four occasions in five years span in team events or producing minimum three gold medallists in individual events every year for a period of four years at Services level will qualify for first out of turn promotion.
- (e) Only one out of turn promotion is permitted.

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

41. The eligibility criteria for grant of weightage of marks to coaches are as follows:-

- (a) Coaches of both Air Force and Service Teams who bring up the standard of the team to at least a second place in Services and National Championships.
- (b) Coaches of Air Force personnel who win at least a silver medal in the Nation / Inter-Services championships in individual events like athletics, swimming, cycling, boxing, wrestling, weight-lifting and body building etc.

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

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

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

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

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

43. Grant of Seniority for Promotion. Sportsmen of the rank of Cpls representing in inter services sports events either individually or as members of the team events will be given six months ante-date seniority, once only for promotion to the rank of Sgt.

44. Airmen would be eligible only for acting paid ranks if granted out of turn promotion. Conversion of this to substantive rank would be only after they complete the requisite training for that rank as per JITT concept and fulfil the conditions as applicable to other airmen for grant of substantive rank.

Out of Turn Promotion to Airmen Excelling in Approved Adventure Activities

45. Grant of out of turn promotion to the next higher rank to airwarriors who have distinguished themselves in various adventure activities specified by Dte of AF Adventure could be for an individual achievement or for an achievement as a member of the team. Minimum acting paid rank to be given on promotion would be Sergeant.

46. Guidelines for Promotion.

(a) Risk to life, hazardous terrain, extreme weather, endurance, initiative, devotion and excellence in adventure sports have been given due consideration in deciding the criteria for promotion. As achievement in adventure activities cannot always be quantified, broad guidelines have been laid down.

(b) These guidelines would also ensure that the provisions are not misused and that there is a check on number of promotions, which would be based on the level achieved. Achievements would have to be clear, unambiguous and acceptable to the BOOs and the director, AF Adventure, whose decision based on the advice of the specialist officer, would be final for making the recommendation.

47. Criteria for Promotion.

(a) For all activities in which competitions are held, individual should have either: -

(i) Won a medal in the National championship.

Or

(ii) Represented the country in any recognized International competition.

(b) In mountaineering, all airwarrior members who successfully summit any peak which is 8000 meters AMSL and above, will be considered eligible. The degree of difficulty increases in direct proportion to the height of the mountain. There are only 14 mountains on the earth which are above 8000M. The extreme low temperatures, acute shortage of oxygen and low atmospheric pressure make it a death zone above 8000M. The peaks above 8000M are Mt Everest (Nepal / China), Mt Godwin Austen (K2) (Pakistan / China), Mt Kanchenjunga (Nepal / India), Mt Lhotse (Nepal / China), Mt Makalu (Nepal / China), Mt Cho Oyu (Nepal / China), Mt Dhaulagiri (Nepal), Mt Manaslu (Nepal), Mt Nanga Parbat (Pakistan), Mt Annapurna I (Nepal), Mt Gasherbrum I (Pakistan / China), Mt Broad Peak (Pakistan / China), Mt Gasherbrum II (Pakistan / China) and Mt Shishapangma (China).

(c) In other adventure activities, an individual will also be considered eligible if he creates a new record or breaks a recognized existing record in any of the activities authorised in the annual Govt. sanction letter for conduct of adventure activities.

48. Conditions and QRs.

(a) Achievements only in those events recognized by Directorate of AF Adventure and covered in their current sanction letter would be considered.

(b) Prior permission of Directorate of AF Adventure is to be taken to participate in any other recognized competition or event or record-making attempt.

(c) Achievements of the last two years would be considered during the concurrent BOOs.

(d) Air warriors will be considered for out of turn promotion **only once during entire career** of individual for their achievement. Air warriors would not be eligible for second out of turn promotion irrespective of repeat performance / achievement in same discipline or if achieved in any other adventure activity.

(e) More weightage would be given to the achievements of any individual(s) in any adventure activity as compared to the team events **within the same discipline.**

(f) Activities undertaken routinely as authorised in the annual sanction for adventure activities are not to be considered under this category.

49. Procedure. Following procedure would be adopted for consideration for promotion:-

(a) Units will forward particulars of eligible airwarriors to Directorate of AF Adventure to initiate the case for sanction under the provisions of this letter. Since Dte AF Adv possesses all relevant data of all eligible airwarriors, D Adv would initiate the process for sanction and would seek relevant information from Units / Commands, if required.

(b) A BOO will be convened by Dte of AF Adventure once a year in the first quarter (Jan-Mar). The Presiding Officer would be of the rank of Gp Capt with members from AFRO, AOA branch and Dte of AF Adventure. The list of eligible candidates would be scrutinized by the board. Specialist opinion of Director, AF Adventure may be sought to ratify and authenticate the credentials / achievements of the individuals. The BOO after concurrence by PD SAS would be submitted to Dte of PA through AFRO for approval of ACAS (PA&C).

(c) The date of conclusion of the event (date of first summit by any team member, in case of mountaineering) will be the effective date of promotion. The actual date would be specified by the BOO, in case of events, other than mountaineering.

(d) The promotions will be authorised by Air Force Record Office on approval of BOO by ACAS (PA&C).

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

Seniority Protection

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

(a) Undergoing Course of Instructions Abroad.

- (b) Hospitalisation.
- (c) Delay due to Natural calamities and late running of trains.
- (d) Late receipt of Posting – cum – promotion instructions.
- (e) All types of leave of absence except Sick Leave / Special Casual Leave.
- (f) Personnel who are Posted / Deputed Abroad (incl PARO).
- (g) Sportsmen granted out of turn promotion, seniority will be protected from the date of commencement of qualifying event.
- (h) Promotion delayed due to any other Administrative reasons.

Unwillingness for Promotion

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

SUBSTANTIVE PROMOTION

52. Eligibility for Substantive Promotion (Cpl to WO). AFI 12/S/48 lays down the minimum time frames for grant of substantive promotion. However, it should be borne in mind that substantive promotions to the rank of Sgt / JWO / WO / MWO can only be given by selection against establishment vacancies. Presently, the time frames for giving substantive promotions in these ranks are beyond those prescribed in AFI 12/S/48. Substantive promotion time frames thus vary depending on accrual of establishment vacancies.

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

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

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

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

53. Eligibility for Substantive Promotion MWO. A Warrant Officer with two years substantive service will be eligible for appointment as substantive MWO.

54. Substantive Promotion to MWO. A Board of Officers is to be convened at AFRO for grant of substantive promotions to acting MWOs.

Substantive Promotion – Edn Instr

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

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

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

Eligibility for Substantive Promotion - Flt Signalers, Flt Engrs and Flt Gnrs

56. (a) Promotion to Sgt will be against overall vacancies in the trade and will be confined to Cpls who:-

(i) Complete the period of probation and are selected for permanent absorption in the trade.

(ii) Complete eight years of total service.

(iii) Pass the education tests / or such other tests as prescribed for promotion by Air HQ.

(b) Promotion to the rank of JWO will be **subject to availability of vacancy** in the rank of JWO and will be confined to Sgts who:-

- (i) Complete 16 years of total service or four years as Sgt whichever is later.
- (ii) Pass such proficiency test as laid down by Air HQs.

(c) Promotion to the rank of WO will be by selection against vacancies in that rank and will be confined to JWOs who: -

- (i) Complete two years of service as substantive JWO.
- (ii) Pass such proficiency test as laid down by Air HQs.

(d) Promotion to the rank of MWO will be by selection against vacancies in that rank and will be confined to WOs who complete four years of service as substantive WO.

Seniority Fixation of Sgt for GTI (Sports)

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

Seniority and Restoration of Rank after Reduction : Airmen

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

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

- (i) He must complete a minimum period of six months service on full pay in each lower rank / classification.
 - (ii) His Commanding Officer must verify that his proficiency and conduct justify promotion to the next higher rank or reclassification.
- (c) Restoration to the rank of Sgt and above will be dependent on the availability of vacancy.

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

59. (a) As soon as airman is reduced in rank / classification, the CO of the airman shall make a request by signal to AFRO for posting out of the airman. AFRO shall then post the airman out immediately preferably out of jurisdiction of concerned command HQ. The CO of the unit, to which the airman is posted, will be informed of the position by AFRO and requested to render suitability report as to the fitness of the airman for promotion to the next higher rank / classification immediately after he completes six months service with full pay from the effective date of reduction. If the CO does not consider the airman fit for the promotion / reclassification at this stage, AFRO will request him to review the case every three months thereafter and to submit the suitability report till such time the airman is considered fit for promotion / reclassification. On receipt of the report recommending promotion, AFRO shall issue instructions for promotion, subject to provisions of paras 3, 5 & 6 of AFI 115/69.
- (b) The above procedure will be repeated until the airman is eventually restored to the rank or classification from which he was reduced. The procedure is applicable only for substantive ranks.
- (c) On promotion / reclassification to any immediate rank or classification, such an airman shall resume his original seniority in that rank or classification also but when eventually restored to the rank / classification from which he was reduced his seniority will count from the date of such restoration.
60. The reduction by or as a consequence of the sentence of a court-martial shall take effect from the date of which the original proceedings were signed by the Presiding Officer.

Withholding / Release of Promotion

61. Withholding / Release of substantive promotion will follow the same procedure as laid down for acting promotions.

CONCLUSION

62. This policy letter supersedes the promotion policy letters No. Air HQ/C 40651/3/PA (CPC) dated 15 May 07 and all subsequent amendments to the policy as mentioned in list of amendments placed at Appendix G. The issuance of this policy would require few changes in HRP 31/06. The list of changes required in said HRP is placed at Appendix H.

Sd/-xxx
(SRK Nair)
AVM
ACAS (PA&C)

<u>Appendices:-</u>	A	Example : Distribution of Vacancies
	B	Specimen Form of Undertaking by Airmen
	C	Promotion Based on Medical Category : Ground Duty
	D	Promotion based on Medical Category : Airmen Aircrew
	E	Certificate of Undertaking for Proceeding on Deputation
	F	Suitability / Unsuitability Report for Restoration of Rank
	G	List of Amendments
	H	Amendments required in HRP 31/06

<u>Distribution</u>	<u>No. of Copies</u>	<u>Copy No.</u>	<u>Method</u>	<u>Remarks</u>
HQ WAC, IAF	}			(For SOsA / SAASO)
HQ EAC, IAF				
HQ CAC, IAF				
HQ SWAC, IAF				
HQ SAC, IAF				
HQ TC, IAF				
HQ MC, IAF				
HQ ANC				(For COS)
HQ SFC				(For PD Adm)
HQ IDS				(For Dir Adm & Coord)
All ACsAS at Air HQs				
AFRO (AOC)				
412 AF Stn (AOC)				
All units under Air HQ				

Appendix A
 (Refer Para 7 of
 Air HQ/C 40651/PA(CPC)
 dated 04 Jan 12)

EXAMPLE: DISTRIBUTION OF VACANCIES

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

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

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

Grade I	-	38.4	=	38
Grade II	-	19.2	=	19
Grade III	-	6.4	=	<u>06</u>
				63 - Difference of "1"

Hence final distribution would be

<u>Grade I</u>	-	39
<u>Grade II</u>	-	19
<u>Grade III</u>	-	6

Appendix B
 (Refer Para 19 of
 Air HQ/C 40651/PA(CPC)
 dated 04 Jan 12)

**FORM OF UNDERTAKING TO BE GIVEN BY AIRMEN ON FEATURING
 OF NAME IN GRADE III OF PROMOTION PANEL**

Note :- Only one of the part is to be filled and strike off the other.

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

OR

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

Date:

Signature of airman

COUNTERSIGNED AOC/STN CDR/CO

Appendix C
 (Refer Para 22 of
 Air HQ/C 40651/PA(CPC)
 dated 04 Jan 12)

PROMOTION BASED ON MEDICAL CATEGORY : GROUND DUTY AIRMEN

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

Appendix D
 (Refer Para 23 of
 Air HQ/C 40651/PA(CPC)
 dated 04 Jan 12)

PROMOTION BASED ON MEDICAL CATEGORY : AIRMEN AIRCREW

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

Appendix E
 (Refer Para 31(b) of
 Air HQ/C 40651/PA(CPC)
 dated 04 Jan 12)

CERTIFICATE OF UNDERTAKING ON PROCEEDING DEPUTATION

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

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

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

Date:

Signature of the individual

COUNTERSIGNED BY CONTINGENT COMMANDER

Appendix F
 (Refer Para 35(b) of
 Air HQ/C 40651/PA(CPC)
 dated 04 Jan 12)

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

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

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

Unit :

Date :

Signature of CO

*Strike out whichever is not applicable

Appendix G
(Refer Para 62 of
Air HQ/C 40651/PA(CPC)
dated 04 Jan 12)

**LIST OF LETTERS WHICH HAVE BEEN SUPERCEDED
BY THIS POLICY LETTER**

1. Air HQ/C 40651/3/PA(CPC) dated 15 May 07
2. Air HQ/C 40651/3/PA(CPC) dated 22 Apr 08
3. Air HQ/C 40651/3/PA(CPC) dated 28 May 08
4. Air HQ/C 40651/3/PA(CPC) dated 16 Jul 08
5. Air HQ/C 40651/3/PA(CPC) dated 29 Dec 08
6. Air HQ/C 40651/3/PA(CPC) dated 01 Apr 09
7. Air HQ/C 40651/3/PA(CPC) dated 25 Feb 09
8. Air HQ/C 40651/3/PA(CPC) dated 21 May 09
9. Air HQ/C 40651/3/PA(CPC) dated 12 Jan 10
10. Air HQ/C 40651/3/PA(CPC) dated 24 Feb 10
11. Air HQ/C 40651/3/PA(CPC) dated 19 May 10
12. Air HQ/C 40651/3/PA(CPC) dated 11 Jan 11
13. Air HQ/C 40651/3/PA(CPC) dated 28 Jul 11
14. Air HQ/C 40651/3/PA(CPC) dated 24 Aug 11
15. Air HQ/C 40651/3/PA(CPC) dated 07 Sep 11
16. Air HQ/C 40651/3/PA(CPC) dated 04 Oct 11
17. Air HQ/C 40651/3/PA(CPC) dated 12 Dec 11

Appendix H
 (Refer Para 62 of
 Air HQ/C 40651/PA(CPC)
 dated 04 Jan 12)

AMENDMENTS IN HRP

The following amendments will be carried out in the HRP No. 31/2006 issued vide this HQ letter No. Air HQ/C 40651/1/PA(CPC) dated 30 Aug 06.

PARA TO BE AMENDED	AMENDED AS								
Refer Para 4	To be replaced with para 1 and 2 of this letter.								
Refer para 6	To be replaced with Para 5 of this letter.								
Refer Para 7	To be replaced with para 6 of this letter.								
Refer Para 11 (b) (i)	The minimum marks and percentage for Sgt to JWO, JWO to WO and WO to MWO to be amended as follows:- <table style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><u>Minimum Marks</u></th> <th style="text-align: center;"><u>%age</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">416</td> <td style="text-align: center;">60%</td> </tr> <tr> <td style="text-align: center;">832</td> <td style="text-align: center;">60%</td> </tr> <tr> <td style="text-align: center;">832</td> <td style="text-align: center;">60%</td> </tr> </tbody> </table>	<u>Minimum Marks</u>	<u>%age</u>	416	60%	832	60%	832	60%
<u>Minimum Marks</u>	<u>%age</u>								
416	60%								
832	60%								
832	60%								
Refer Para 20(b)	To be replaced with para 22 (b) of this letter.								
Refer Para 25 BOO for Promotion to Warrant Rank (b) members (i) & (ii)	Officers (three for Seven) and members (seven for Three)								
Para 26 (a)	Add the following in continuation to Para 26 (a) "Airmen whose names figure in the approved panel and are proceeding abroad on posting and if cleared for the next rank will give unwillingness for the promotion if they wish to proceed on posting abroad. On reporting at the place of posting, they will be given the next local acting unpaid promotion for which they have been cleared. However, their notional seniority will be protected from the original date of promotion. Such cases will only occur in case the abroad posting has been approved by the competent authority before the promotion panel for the year / additional promotion panel has been declared and the individual's name figures in it.								
Refer Withholding of promotion Para 27 to 30,	Amend heading as Withholding / Release of Promotion and paras 27 to 29 by para 32 to 34 of this letter and make para 30 blank.								
Refer Para 35 Out of	Replace with Para38 to 40 of this letter.								

turn Promotion	
Para 39.	Add the following in continuation to para 39 "Airmen would be eligible only for acting paid ranks if granted out of turn promotion. Conversion of this to substantive rank would be only after they complete the requisite training for that rank as per JITT concept and fulfil the conditions as applicable to other airmen for grant of substantive rank".
Refer Para 40 Out of turn promotion to airman in excelling approved adventure activity	To be replaced with Para 45 to 49 of this letter.
Amend Para 40 Procedure sub para (e) to read as follows	Airmen would be eligible only for acting paid ranks if granted out of turn promotion. Conversion of this to substantive rank would be only after they complete the requisite training for that rank as per JITT concept and fulfil the conditions as applicable to other airmen for grant of substantive rank.
Refer Para 41	To be replaced with Para 50 of this letter.
Amend Para 52	<p>52. <u>Withholding / Release of Promotion</u></p> <p>(a) If an airman, whose name has been included in the promotion panel or who has been authorised promotion (Acting / Substantive) from any future date or retrospectively, has committed any grave misconduct or offence of which he has been found guilty or because of any inquiry or investigation being or intended to be held into any matter(s) involving any misconduct or offence on the part of such airman (whether under Civil / Air Force jurisdiction), the Commanding Officer of airman or the higher authority will immediately inform AFRO to that effect giving full circumstances of the case and request for authority to withhold the promotion. Promotion will not be effected to such airmen under any circumstances. AOC, AFRO will examine such cases and forward his comments together with all papers received by him to the ACAS (PA&C) at Air HQ for a decision. It is also imperative on the part of the unit to inform the details of such cases to the next unit and the respective Command HQ, when the individual is posted out. A copy of all such communication will be given to AFRO.</p> <p>(b) In all cases, where promotion has been withheld because of any investigation or inquiry being or intended to be held, such investigation / inquiry will be conducted with top most priority, and the results of such proceedings alongwith recommendations for or against promotion will be communicated by the Commanding Officer directly to AFRO forthwith, with copies endorsed to intermediate formations. Authorisation of promotion will be intimated to the concerned unit by AFRO after obtaining the approval of ACAS</p>

(PA&C) at Air HQ. Promotion will be authorised to an individual only when authority is given for the same by Air HQ and communicated to the unit / Command through AFRO.

(c) **Promotion Withheld for more than Two Years from Date of Applicability.** In cases where the disciplinary / court proceedings are not concluded even after expiring of two years from the dates from which an airman was authorised promotion, then a review of such cases will be carried out by AFRO. The following course of action will be taken by AFRO in conjunction with the respective unit and Command HQ:-

(i) Check the latest position of each civil / disciplinary case pending against any individual for more than two years, from the concerned unit.

(ii) Ask for the recommendation of the Commanding Officer for grant of promotion.

(iii) Examine each case on its merit and only then make recommendations to Air HQ regarding grant / denial of promotion. Promotion being granted here would be on a case to case basis and will not be given as a routine matter.

(iv) Any person in custody will not be granted promotion.

(v) Such promotions, if recommended will not be given with retrospective effect. It should also be made clear to such airmen that grant of promotion from retrospective date / notional seniority / arrears of pay and allowances would only be considered depending on the outcome of the case.