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PROMOTION POLICY : AIRMEN

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INTRODUCTION

1. Human Resource is a vital element for any organisation. Each organisation evolves its HR policies to suit the organizational requirements and also to meet individual's aspirations so that the morale of the troops always remains high.
2. Rank wise hierarchical structure of IAF has been specified for effective operations. To meet the organizational requirement, certain time bound promotions are authorized at lower level. However, at higher level, promotions are authorized on selection basis as per requirement so that best performer from the available lot is promoted. This ensures highest operational capability and availability of highly skilled supervisors at all times. Airmen, who meet the requisite eligibility criteria, are granted promotions on accrual of vacancies against authorised cadre.
3. Length of service for the purpose of promotions (acting paid or substantive) shall be calculated from the Date of Enrolment (DOE) for all those airmen enrolled prior to 01 Jul 90. For those enrolled on 01 Jul 90 or after, the length of service shall be calculated from Commencement of Course (COC) of the intake in which they successfully completed the trade training / DOE, whichever is later. For those who have been re-mustered or accorded change of trade, the COC of erstwhile trade will be considered to determine the length of service for promotions.
4. Passing of appropriate **AIRPEX** is mandatory for promotions upto the rank of JWO (acting paid or substantive). Out of turn promotions (acting paid only) for achievements in the field of sports / adventure activities will be considered without passing relevant AIRPEX. **However, passing of promotion examination shall**

be mandatory for conversion of all such acting (paid) promotions to substantive.

ACTING PROMOTION

5. Minimum Length of Service. 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 15 for promotion year 2015 - 16) would be eligible to be considered for promotion to the next higher rank as mentioned below:-

(a)	Cpl to Sgt	13 Yrs (time Scale)	
(b)	Sergeant to JWO	19 Yrs onwards	}
(c)	JWO to WO	25 Yrs onwards	
(d)	WO to MWO	30 Yrs onwards	
Merit Based			

6. The time scale promotion from Corporal to acting paid rank of Sergeant will be considered **on completion of one year service as Corporal or 13 years of total service as stipulated at para 3 of the policy**, whichever is later. The promotion of airman **who have been re-mustered** or accorded change of trade shall be authorised on completion of 13 years of total service or one year as Corporal **in remustered trade** whichever is later (i.e. if X has completed 13 years' service on 15 Mar 14 and one year as Cpl in the remustered trade on 14 Jul 15, his promotion will be authorised wef 15 Jul 15), subject to meeting stipulated criteria.

7. Empanelment for Promotion to Sgt. All 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 Sergeant without taking into consideration the criteria of passing AIRPEX. Airmen who have already passed the AIRPEX and meet the stipulated eligibility criteria will be authorised promotion to the rank of Sgt on the day following the date of completion of 13 years service. Promotion to those empanelled airmen who have not cleared their Airpex, but due for promotion, will be released wef future date as and when they pass the Airpex and accordingly media is to be updated at AFRO. However, their seniority will be protected from the day following the date of completion of 13 years reckonable service or 1st of the month following the 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 the validity of examination result will be from 1st Jan next year onwards.

8. Minimum Service in Present Rank. Minimum one year service in present rank is required to be completed as on 30 Jun of the year preceding the promotion panel for consideration for the next promotion. For example, an airman who has been promoted to the rank of JWO on 01 Jul 14 and meets the other

eligibility criteria for promotion to next higher rank i.e. WO, shall be considered for promotion in the promotion year 01 Jul 15 to 30 Jun 16 since the subject JWO would have held the present rank of JWO for complete one year, as on 30 Jun 15.

9. The following minimum eligibility criteria for select promotions for all trades having entry either direct or through remustering as Sgt shall be considered. However, other eligibility conditions such as merit, distribution of vacancies, promotion examinations, medical fitness etc. shall be governed by the relevant provisions in this policy.

	Promotion	Criteria
(a)	Sgt to JWO	six years as Sgt
(b)	JWO to WO	12 years from the date of promotion to Sgt and one year service as JWO (acting paid/substantive).
(c)	WO to MWO	17 years from the date of promotion to Sgt and one year service as WO (acting paid/substantive).

10. Time-Frames in Different Grades for Promotion to select Ranks. All eligible airmen will be considered for promotion in two grades i.e, Grade-I and Grade-II. Rank wise time-frames for distribution of vacancies for the purpose of promotion in different Grades is as given below: -

(a) Trades having Entry as AC / LAC.

Rank	Grade-II (30%)	Grade-I (70%)
Sgt to JWO	19 years to less than 23 years	23 years and above
JWO to WO	25 years to less than 29 years	29 years & above
WO to MWO	30 years to less than 34 years	34 years and above

(b) Trades having Entry as Sgt (either through Remustering or Direct Entry).

Rank	Grade-II (30%)	Grade-I (70%)
Sgt to JWO	Six years to less than 10 years of service as Sgt.	10 years and above service as Sgt.
JWO to WO	12 years to less than 16 years of service from the date of promotion as Sgt.	16 years and above service from the date of promotion as Sgt.
WO to MWO	17 years to less than 21 years of service from the date of promotion as Sgt.	21 years and above service from the date of promotion as Sgt.

Note:- 1. The minimum eligibility criteria with respect to length of service for select promotions shall be affected gradually to accord fair opportunity to those who have already been considered once i.e. 18 years for Sgt to

JWO, 24 years for JWO to WO and 29 years for WO to MWO for the promotion year 2015-16. From subsequent promotion year, the criteria as per this policy will be applicable. This will also be appropriately factored in minimum length of service criteria for trades having entry as Sgt.

2. The effective date of Sgt rank in respect of airmen inducted in **Education Instructor** trade will be the date of COC of the entry along with which such airman successfully completes his trade training / DOE, whichever is later. However, remustered airman directly joining trade phase training will be accorded seniority for Sgt rank from date of COC of the course in which he successfully completes his remustering training.

11. Distribution of Vacancies for Select Promotions. The vacancies would be allotted in the proportion of 7:3 among Grade I and Grade II. Thus, 70% of the vacancies would be for the senior group (Grade I) and 30% for junior group (Grade II). For any trade and rank, if the numbers of eligible airmen in a Grade are less than the number of available vacancies, then the excess vacancies would be re-allotted to the other Grade.

12. Rounding off vacancies during distribution amongst the grades in any rank and trade will be made as given at Appendix A. Excess vacancies, if any, in a particular grade (either Grade I or II) shall be re-allocated to the other grade.

13. Minimum Performance Criteria (MPC). MPC shall be taken into account as per the following details: -

(a) Promotion to the Rank of Sgt. MPC shall be 297 marks in aggregate of preceding five years' ARs inclusive of negative marking for conduct entries, if any as stipulated in the policy. Weightage for Honours and Awards shall be considered only when an airman is not meeting the specified MPC.

(b) Promotions to the rank of JWO/WO/MWO. Assessment marks for the preceding **seven** years would be considered for the purpose of determining MPC inclusive of weightage marks for Honours and Awards and negative marking for conduct entries for promotion to the rank of JWO, WO and MWO as given below except for trades having entry as Sgt (either through remustering or direct entry). For remustered airmen in trades with entry level rank as Sgt, ARs available after remustering shall be considered and extrapolated to get seven years AR marks.

(i) Grade I Category.

<u>Maximum Marks</u>	<u>Minimum Marks</u>	<u>%age</u>
693	416	60

(ii) Grade II Category. If number of vacancies of Grade I category are equal or more than the number of eligible airmen of the same Grade, then the MPC for GD-II would remain 416 as applicable. Otherwise Minimum Performance Criteria (MPC) for Grade II category will be equal to one mark higher than the highest marks obtained in the order of merit by Grade I category airman.

(aa) E.g.

Trade - Clk GD

Rank - Sgt

No of eligible airmen in Grade I - 50 or less

No of vacancies in Grade I - 50

The MPC in Grade II under such condition shall be 416.

(ab) E.g.

Trade - ACH GD

Rank - Sgt

No of eligible airmen in Grade I - 115

No of vacancies in Grade I - 76

If the marks scored by the 1st airman in order of merit for Grade I panel is 611 then MPC for Grade II would be - 612

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

14. Weightage Marks for Seniority in Select Promotions. All eligible airmen considered for empanelment for promotion in Grade-I would be granted weightage of marks for seniority for promotion equal to 1% marks of highest total of seven years' AR marks i.e. 7 marks per year, from second consideration onwards. The weightage marks would be progressive, subject to maximum 28 marks as tabulated below: -

No of consideration	Weightage of marks
1 st	Nil
2 nd	07
3 rd	14
4 th	21
5 th	28
6 th to till making the merit for promotion	28

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

(a) Weightage of Marks for Honours / Awards.

Sl No.	Honours / Awards	Cpl to Sgt	Sgt to JWO, JWO to WO and WO to MWO
(i)	Param Vir Chakra Ashoka Chakra, Sarvottam Yuddh Seva Medal, Yuddh Seva Medal, Param Vishisht Seva Medal	30	42
(ii)	Maha Vir Chakra, Kirti Chakra, Uttam Yuddh Seva Medal, Ati Vishisht Seva Medal	24	33
(iii)	Vir Chakra, Shaurya Chakra, Yuddh Seva Medal, Vayu Sena Medal, Vishisht Seva Medal	20	28
(iv)	Mention in Dispatch	08	11
(v)	Commendation by Chief of the Air Staff/Chief of Naval Staff / Chief of Army Staff	06	09
(vi)	Commendation by Air Officer Commanding-in-Chief / Vice Chief of the Air Staff or equivalent (other Services)	04	06

(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, WO and MWO. Restriction of 5% ceiling of total AR marks will not be applicable for Presidential Awards.

(c) The above weightage will be given only **once in the rank** in which an airman 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 he 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 promotion to 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 airmen have received repeat commendations (i.e. within one year of last commendation), weightage marks for higher commendation only will be awarded.

16. Weightage Marks for WOLC. All eligible airmen who have undergone WOLC and are to be considered for empanelment for promotion shall be granted weightage of marks for the performance in WOLC wef promotion year 2019-20. The weightage for WOLC will be accorded in one select promotion only. The weightage of marks would be accorded as tabulated below: -

% of marks obtained in WOLC	Weightage of marks
Below 70%	Nil
Above 70 and upto 80%	04 Marks
Above 80 and upto 90%	07 Marks
Above 90 and upto 100%	11 Marks

17. Negative Marks. The detailed guidelines for deduction of marks / awarding of negative marks for various conduct 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. 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	32	21

(b) For Censures.

	Promotion to	
	Sgt	JWO/WO /MWO
Severe Displeasure by CAS		
Upto 12 months	4	5
>12 months - upto 24 months	5	7
> 24 months	6	9
Severe Displeasure by AOsC-in-C/AOA		
Upto 12 months	3	4
> 12 months	4	6
Displeasure by CAS	3	4
Displeasure by AOsC-in-C/AOA	2	3

18. The conduct entry incurred on **first time loss of AFIC** will not be counted for negative marking in the Promotion Board.

19. Marks for honours and awards and negative marks for punishment entries will cover the entire period between two promotions whether acting or substantive i.e. Honours and awards and negative marks for punishment entries incurred as AC / LAC and as Cpl will be considered for promotion to the rank of Cpl and Sgt respectively and so on. A Cpl who fails to meet the MPC for promotion to the rank of Sgt (acting paid) will be marked **DOES NOT MEET ASSESSMENT CRITERIA (DNMAC)** in that promotion year.

20. Promotion to the Rank of JWO / WO / MWO. Empanelment for promotion to JWO / WO / MWO shall be on selection basis subject to meeting Minimum Performance Criteria, stipulated length of service and minimum service in rank held as mentioned in this policy vis-a-vis availability of vacancies in respective trade, rank and grade. The promotion panel will be drawn by a BOO in the order of merit and will then be rearranged in the order of seniority in respective trade, rank & grade. The empanelled airmen shall be granted promotion in order of their seniority in their grade and trade on accrual of vacancy. For example, if the substantive / acting seniority of the two airmen are same, then promotion shall be based on date of enrolment / COC, as applicable. If DOE /COC dates (as applicable) are same, then promotion shall be based on their total reckonable marks as per BOO. If total reckonable marks are same, the merit for promotion shall be decided as per their date of birth seniority. If DOB is also same, the promotion of such airmen will be decided by the Board of Officers.

21. Number of Chances for Promotion. All airmen, who have completed the minimum length of service, **shall** to be considered for promotion to the next higher rank during their service career as per permissible number of chances in Grade II, provided they meet all laid down conditions. However, there will be no embargo on the number of chances for promotion consideration in Grade I, subject to meeting stipulated criteria.

Promotion Board

22. Promotion Board will be constituted as under: -

(a) For Promotion to the Rank of Sgts. The BOO for promotion to the rank of Sgt will be constituted as under

- (i) Presiding Officer - Wg Cdr from AFRO
- (ii) Members - One officer & four warrant officers
(To be detailed by AFRO)

(b) For Promotion to the Rank of JWO / WO / MWO. BOO for promotion to the rank of JWO / WO / MWO will be constituted as under: -

- (i) Presiding Officer - Gp Capt from Air HQ
(Other than Dte of PA)
- (ii) Members (Ten)
 - (aa) Officers (Three) - One Wg Cdr from AFRO
CP Wing
Two Wg Cdr / Sqn Ldr from
AFRO other than CP Wing
 - (ab) Members (Seven) - AFMWO
Two CMWOs
Four MWOs from AFRO

23. The promotion list shall be prepared covering 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 assessment marks in the preceding seven years (Five years for promotion to the rank of Sgt). The promotion board proceedings for promotion to the rank of Sgts will be approved by AOC, AFRO. The promotion board proceedings for Warrant Officers, after concurrence by AOC, AFRO will be forwarded to ACAS (PA&C) for approval. On approval of the Board proceedings, AFRO will prepare the promotion list in respect of each trade and rank based on anticipated vacancies during the year under consideration. This promotion list will be issued on or before 30th June and copies circulated to all Commands for further distribution to units under their control. Copies of the list will also be distributed to units directly under Air HQ by AFRO. A record of the individuals who were considered but whose names do not figure in the promotion list being low in merit will be maintained at AFRO. Representations from airmen, if any, will be forwarded to AFRO.

24. Airmen posted on the Staff of Indian Diplomatic Missions / on deputation / undergoing any course of instructions abroad shall not be granted acting paid promotions if their promotion falls due during the period of stay abroad. However, acting unpaid (local) ranks shall be granted in specific cases as enumerated below:-

(a) Posted At Indian Diplomatic Missions or on Deputation Abroad (except to Missions Abroad as Specified from Time to Time). Acting unpaid (local) ranks shall be granted, within the provisions of Para 287 of the Regulations for the Air Force, on confirmation from AFRO that the individual has been cleared for promotion from a particular date. Grant of such higher rank by Air Attaché / Air Advisor under their discretion shall be subject to the airmen being found suitable to hold the next higher unpaid rank at the present place of posting. **However, no financial benefits accrue from this promotion.** POR for grant of local acting unpaid rank (not for appointment to acting unpaid rank) shall be promulgated 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. Seniority in rank for such airmen will be protected from the date they originally became due for promotion as per accrual of vacancy.

(b) Prior to Proceeding Abroad. Airman whose name figures in the approved promotion panel, but not yet authorised to wear the next higher rank and proceeding abroad on posting / deputation / course shall submit an undertaking to the effect that he is willing to forego promotion during the period of such posting / deputation / course abroad. However, in cases of posting abroad only, on reporting abroad, airmen may be granted the next higher local unpaid rank for which they have been authorised, in terms of para 24 (a) of this policy. In such cases, their notional seniority will be protected from the original date of promotion.

(c) On Deputation to Missions Abroad. Airmen on deputation to Missions abroad as specified from time to time shall 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 **Appendix B**. Airmen who opt to proceed abroad in the rank held will be granted promotion to higher authorised rank only on return to India. Their seniority would be protected from the date of original promotion to the next rank. However, they have to serve physically for one year in the rank before they are considered for subsequent promotions. In case the airman opts to wear the rank, his name shall be deleted from the deputation panel, which is applicable for all ranks.

25. Airmen while on T/D, attachment, course of instruction at service / civil institute, on 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 / nearest Air Force Unit in case of individual is undergoing PRC / course of instruction at civil institute 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.

26. Airmen will not be granted promotion while on leave or during hospitalization. They will be authorised promotion only on reporting back to unit for duty / discharge from hospital. Promotions to the rank of **JWO / WO / MWO** shall be authorised on discharge from hospitals only after confirming that they are in promotable medical category. Protection of seniority for the purpose of authorizing substantive promotion will be considered as per the provisions laid down in this policy.

Additional Promotion Board for Promotion to the Rank of JWO / WO / MWO

27. There may be instances when additional vacancies may accrue due to unforeseen reasons such as immediate / unscheduled discharges, casualties and fluctuation in establishment vacancies etc. To cater to such situations an Additional Promotion Board will be constituted at AFRO every year in the month of Feb / Mar of the promotion year. The eligibility conditions / criteria for selection of airmen will remain same as applicable for main promotion panel. The composition of the board would be as follows: -

- (a) Presiding Officer - Gp Capt from Air HQ
(Other than Dte of PA)
- (b) Members - Two Officers from AFRO
AFMWO,
One CMWO from any Command
Two MWOs from AFRO

Promotion to Airmen in Low Medical Category

28. Criteria for consideration of promotion of airmen (other than aircrew) vis-à-vis their medical categories shall be governed in the following manner:-

- (a) A4G1 & A4G2 (T/P). These shall be promotable medical categories for both time bound and select promotions.
- (b) A4G3 (T/P). Airmen in low medical category of A4G3 (T/P) shall not be promoted to the next higher select rank. However, such airmen empanelled for promotion shall be promoted only on upgradation of their medical category to promotable medical category during the pendency of the promotion year i.e. A4G1 / A4G2 (T/P). However, on upgradation of such medical category, the responsibility for communicating the latest medical category by fastest means to AFRO (Medical Adviser / OIC CP Wing) will be the responsibility of the parent unit and the concerned airman before expiry of validity of the promotion year. For example: An airman is empanelled for promotion to the acting rank of WO in the promotion year 2014-15 and is presently placed in low medical category A4G3 (T). The airman shall have to upgrade his medical category to A4G2 (T/P) or A4G1

and ensure that the same is communicated to AFRO so that his promotion is released before expiry of validity of the promotion panel i.e. prior to 30 Jun. In case he is unable to upgrade his low medical category, he will not be promoted and he will be considered for promotion afresh in subsequent promotion years. No seniority will be granted to airmen empanelled in one year but not promoted due to medical unsuitability and makes merit in subsequent promotion boards.

(c) A4G4 (T/P). Airmen in LMC A4G4 (T/P) will be eligible only for time bound promotions and not for select promotions.

29. Criteria for consideration of promotion of airmen (aircrew) vis-à-vis their medical categories shall be governed in the following manner:-

(a) A1G1 & A2G2 (T/P). These shall be promotable medical categories for both time bound and select promotions.

(b) A3 G2(T/P). Airmen in low medical category of A3G2 (T/P) shall not be promoted to the next higher select rank. Such airmen empanelled for promotion shall be promoted only on upgradation of their medical category to promotable medical category within the pendency of the promotion year i.e. A1G1 / A2G2 (T/P). However, on upgradation of such medical category, the responsibility for communicating the latest medical category by fastest means to AFRO (Medical Adviser / OIC CP Wing) will be the responsibility of the parent unit and the concerned airman before expiry of validity of the promotion year. For example: An airman is empanelled for promotion to the acting rank of WO in the promotion year 2014-15 and is presently placed in low medical category A3G2 (T/P). The airman shall have to upgrade his medical category to A2G2 (T/P) or A1G1 and ensure that the same is communicated to AFRO so that his promotion is released before expiry of validity of the promotion panel. In case he is unable to upgrade his low medical category, he will not be promoted and he will be considered for promotion afresh in subsequent promotion years. No seniority will be granted to airmen empanelled in one year but not promoted due to medical unsuitability and makes merit in subsequent promotion boards. Airmen aircrew placed in a medical category lower than A3 G2 (T/P) cannot continue in the aircrew trade, and therefore 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.

30. AT GT & AP GP. An airman placed in medical category AT GT would not be eligible for any promotion till the final category is awarded. An airman with medical category AP GP would not be eligible for promotion.

31. One time Condonation of LMC. An airman placed in low medical category of A4G3 (T/P) or A3G2 (T/P) (for airman aircrew only), if empanelled for promotion, will be considered for promotion to next higher rank with condonation of his LMC through a condonation board to be

held at Air HQ in the month of May. Such cases will be forwarded to AFRO by the respective COs / Stn Cdrs / AOsC along with the present medical status. Accordingly, AFRO is to prepare medical case sheet of all the airmen to be considered by Condonation board. The board is to ascertain that the airman is medically capable of performing the trade duties of the next higher rank as per AFO 10/95 satisfactorily without affecting his medical condition. Such condonation for promotion in low medical category shall be available **only once** in the service career of the airmen. Such condonation, if accorded, shall not become a precedence or eligibility for subsequent promotion considerations. All future promotion to such airman shall be considered only if he holds medical category A4G1 / A4G2 (T/P) (other than airmen aircrew) and A1G1 / A2G2(T/P) (for airmen aircrew). The board proceedings will be approved by ACAS (PA & C). The composition of the Board will be as under: -

AOC AFRO	:	Presiding Officer
DPA.	}	Members
Rep of DMS(MB)		
Medical Advisor, AFRO and one officer from The specialist Dte appropriate to trades		
Rep of AFRO	:	Secretary

Withholding / Release of Promotion

32. Withholding of Promotion. 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 such 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 (by signal followed by detailed letter) and request for authority to withhold the promotion. **Promotion will not be effected to such airmen under any circumstances at the unit.** AFRO will examine such cases and process for consideration and decision of AOC, AFRO. 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. Release of Promotion. In all cases where promotions have been withheld due to investigations / inquiries being or intended to be held, such investigations / inquiries will be conducted with top most priority. The results of such proceedings along with recommendations for or against promotion will be communicated by the Commanding Officers 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. A review of such cases

will be carried out by AFRO. The following course of action will be initiated by the concerned unit:-

(a) For Disciplinary Proceedings within Service. In cases of non-completion of disciplinary proceedings within the service even after expiry of six months' time from the date from which an airman was authorised promotion, AOC / Stn Cdr / CO will submit report to AFRO in detail covering the reason for not completing the same with top most priority.

(b) For Pending Court Case(s) / FIR. In case of pending court case(s) / FIR, details of charges framed and court case(s) are to be forwarded for consideration at Air HQ through AFRO. In such cases, the time line of six months will be reckoned from the date of authorization of promotion. AFRO will maintain record of such cases and carry out review for effective monitoring.

34. The following course of action will be taken by AFRO and respective unit in conjunction with the Command HQ:-

(a) Check the latest position of each court / disciplinary case(s) pending against any individual for more than six months, from the concerned unit.

(b) Ascertain complete details of disciplinary proceedings / court case / charges together with the remarks of the AOC / Stn Cdr / CO in writing for consideration of case for release of promotion.

(c) Examine each case on its merit and make recommendations to Air HQ regarding release / denial of promotion. Authority for release of promotion would be granted on case to case basis and will not be given as a routine.

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

(e) Such promotions, if recommended will not be given with retrospective effect. Grant of promotion from retrospective date / notional seniority for pay and allowances and future promotions would only be considered depending on the outcome of the case.

(f) Release of promotion in such cases will be decided on case to case basis on merit in consultation with Department of JAG (Air) at Air HQ.

35. In case of acquittal of charge(s) / court case(s), protection of notional seniority will be granted for future promotions. Entry to this effect will be promulgated appropriately in POR and necessary documentation will be carried out. However, pay fixation and arrears of pay will be considered on case to case basis in consultation with Dte of Accounts / JAG (Air) at Air HQ. The following aspects will be taken into account while according authority for release of such withheld promotions:-

(a) Clear acquittal of charge(s) / court case (s).

(b) Finalization of disciplinary proceedings / court cases has not been delayed due to any reason for which responsibility rests with individual concerned.

36. In case(s) of summary disposal of charge(s) or award of punishments through court martial / civil court(s) or administrative action, airman's eligibility for promotion to the next higher rank will be ascertained afresh after taking into account negative marks for such punishment(s). In case, the airman makes the merit after deduction of marks for such punishment(s), the promotion will be released on accrual of vacancy and no seniority protection will be considered for such cases.

Promotion to Habitual Offenders

37. 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.

SUBSTANTIVE PROMOTION

38. Eligibility for Substantive Promotion. The minimum eligibility criteria for grant of substantive promotion for different ranks subject to accrual of establishment vacancies are given below:-

(a) Promotion to the rank of Sub Cpl will be confined to LAC, who has passed appropriate tests and attested in the IAF, provided he has served in that classification for three years or has completed five years service.

(b) Promotion to the rank of Sub Sgt will be made to Sub Cpls. The promotion shall be on selection basis within the authorised establishment and will be confined to Cpls who have served in that rank for four years or have completed 13 years service.

(c) Promotion to the sub rank of JWO will be made to **Sub** Sgts on selection basis within the authorised establishment. The promotion shall be confined to those who have served in that rank for six years (acting or substantive) and holding acting paid rank of JWO.

(d) Promotion to the Sub rank of WO will be made to Sub JWOs on selection basis within the authorised establishment. The promotion shall be confined to those who are holding acting paid rank of WO and completion of two years from the date of promotion to the rank of JWO.

(e) Promotion to the Sub rank of MWO will be made to Sub WOs on selection basis within the authorised establishment. The promotion shall be confined to those who are holding acting paid rank of MWO and completion of two years from the date of promotion to the rank of WO.

(f) The criteria stipulated above at sub para (c) to (e) shall be applicable to Edn Inst tradesmen also.

39. Eligibility Criteria for Substantive Promotion of Re-mustered Trades other than Edn Inst. The eligibility criteria for grant of substantive promotion for re-mustered trades having entry rank as Sgt are as follows: -

(a) Substantive Promotion to the rank of Sgt will be against overall establishment vacancies in the trade and will be confined to Cpls who:-

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

(ii) Pass the education tests or such other tests as prescribed (equivalent to Sgt Promotion Exam) for promotion by Air HQ.

(b) The criteria outlined at Para 38 (c) to (e) will be applied for selection of a Sgt, JWO and WO for substantive promotion to the rank of JWO, WO and MWO.

40. The eligibility for substantive promotion to the rank of Sgt, JWO, WO and MWO will be determined through a Board of Officers convened twice in a year at AFRO. Generally, seniority of an airman for grant of substantive promotion may remain same as drawn previously while considering relevant acting paid promotion. However, an airman's eligibility may change, if he has incurred any conduct entry including censure during the intervening period (i.e. after grant of acting paid rank and prior to release of substantive rank). Hence, the BOO is to ascertain the following: -

(a) MPC will be 297 and 416 marks for substantive promotion to the rank of Sgts and JWO / WO / MWO respectively. This will be determined by taking into account total AR marks, weightage for Honours & Awards and negative marks for conduct entries including censures, if any, as stipulated for acting paid promotions in this policy.

(b) Conduct entries including censures incurred, if any, during intervening period, i.e. from date of acting promotion and date due for substantive rank, by an airman is to be confirmed from his parent unit. To ascertain the same, the eligibility list is to be hosted on AFRO website and a confirmation be sought through a K Broadcast from all concerned field units.

(c) In case of confirmation, if any, from parent unit that an airman has incurred conduct entry including censure during such intervening period, his eligibility for release of substantive promotion is to be ascertained afresh after factoring appropriate negative marking as has been envisaged for corresponding acting paid ranks.

(d) If after factoring negative marking also the airman meets MPC criteria for promotion, his substantive promotion will be released as per his seniority.

(e) In case, after factoring negative marking, the airman concerned does not meet MPC criteria for promotion, weightage for Honours and Awards received during intervening period shall be factored. If still an airman does not meet MPC criteria, feasibility for release of substantive promotion of such airman is to be ascertained in next considerations until he makes merit for same.

(f) Negative marking for a conduct entry including censure will be considered only once either in acting or substantive promotions.

Withholding / Release of Promotion

41. Withholding / Release of substantive promotion will follow the same procedure as laid down for acting promotions in this policy.

ACTING PROMOTIONS : SPORTSMEN / ADVENTURE ACTIVITIES

Out of Turn Promotion / Weightage to Outstanding Sportsmen

42. 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.

43. 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, however, **passing of promotion examination is mandatory before conversion of said acting promotion to substantive promotion:** -

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

(ii) In those disciplines wherein Services Championships are not held, but Services team are selected based on conduct of trials, viz the

games of chess, cycling, wushu, fencing, archery, taekwondo, triathlon, judo, track cycling, the teams or individuals who win a Gold / Silver / Bronze medal **in the National championship** will be granted out of turn promotion.

(iii) In those disciplines wherein Services Championships are not held, IAF teams participate directly in Senior National Championships viz Shooting, Cycle Polo, Table Tennis, Badminton, only those individuals or teams who win a Gold / Silver / Bronze medal **in the National championship** 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. **However, passing of promotion examination is mandatory for conversion of all such acting promotion to substantive promotion:-**

(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 eight 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.

(vi) Sportsmen representing Services at recognized Senior National championship 5 times in a span of 9 years excluding one representation accounted for first out of turn promotion would be eligible for second out of turn promotion.

(vii) In those disciplines wherein Services teams are selected on trials and in events where IAF teams participate directly in Senior National championships, only those teams or individuals who win a Gold/ Silver/ Bronze medal at recognized Senior National championship 5 times in a span of 9 years excluding the one representation accounted for first out of turn promotion, would be eligible for second out of turn promotion.

- (c) Grant of Weightage for Promotion. The airman would be awarded weightage of 11 marks for representing Air Force in Inter Services / Sports Events either individually or as a member of the team only once in his career.

Grant of Out of Turn Promotion to Coaches

44. 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 eight 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 on winning 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 Physical Conditioners

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

- (a) Coaches / Physical Conditioners 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 / Physical Conditioners of Air Force under whom the sportsman undergoes training and win at least a silver medal in the National / Inter-Services championships in individual events like athletics, swimming, cycling, boxing, wrestling, weight-lifting and body building etc.
- (c) An individual who has got one 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). However, those

individual who got two out of turn promotions as sportsman, will not be eligible for weightage of marks as a coach.

(d) Weightage of marks for promotion will be accorded only in one promotion to individuals in his service career as Coach or Physical Conditioner.

46. The weightage of marks for promotion to coaches / physical conditioners would be as under: -

(a) Weightage of Marks to Coaches. The coaches would be awarded weightage of 11 marks.

(b) Weightage of Marks to Physical Conditioners. The Physical Conditioners would be awarded weightage of 06 marks.

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.

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

48. 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 pass the requisite promotion examination for that rank and fulfil other eligibility criteria.

Out of Turn Promotion to Airmen Excelling in Approved Adventure Activities

49. Grant of out of turn promotion to the next higher rank to airmen 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.

50. 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.

51. 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 airman 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.

(d) Participation in National / International competitions and establishment of records alone will not merit consideration for out of turn promotion. All achievements will be judged, taking into consideration factors such as level of competition, number of participants & degree of risk involved.

52. 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.

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

(a) Units will forward particulars of eligible airmen 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 airmen, 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) 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 pass the requisite promotion examination for that rank and fulfil other eligibility criteria.

SUBSTANTIVE PROMOTIONS : SPORTS / ADVENTURE ACTIVITIES

54. Conversion of acting paid ranks to airmen (granted out of turn promotion) to substantive rank shall be subject to passing requisite promotion examinations for

that rank and fulfilling the eligibility criteria stipulated for other airmen in this policy at para 38 to 41.

SENIORITY PROTECTION

55. 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 in assuming duties due to Natural calamities or reasons beyond individual's control.
- (d) All types of leave of absence except Sick Leave / Special Casual Leave.
- (e) Personnel who are Posted / Deputed Abroad.
- (f) From the date of commencement of qualifying event for sportsmen granted out of turn promotion.
- (g) Promotion withheld due to pending investigation / disciplinary proceedings / court cases and subsequently released on exoneration.

RESTORATION OF RANK(S) / CLASSIFICATION ON REDUCTION / DEPRIVATION

56. The procedures to be followed by units and AFRO when an airman is reduced to a lower rank or to the ranks as a result of punishment awarded by Court Martial or otherwise is awarded Deprivation of Acting rank by his Commanding Officer / Air Officer Commanding in terms of provisions envisaged in AF Act 1950 have been outlined below: -

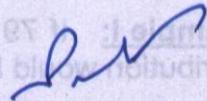
- (a) An airman including a WO and MWO who has been reduced to the rank(s) / classification either by or as a consequence of a sentence of a court martial or by an order issued under sub section (2), (4) or (5) of Section 20 of AF Act 1950, shall take his original seniority in the rank or classification to which he has been reduced.
- (b) An airman who has been reduced to rank (s) / classification may be promoted to next higher rank / classification, subject to fulfilling the following conditions: -
 - (i) He must complete a minimum period of six months service with 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 irrespective of the availability of vacancy in such rank and trade but within the overall cadre.
- (d) As soon as an airman is reduced in rank (s) / 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. This should be followed up with a detailed letter to AFRO and new unit of the airman 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 and new unit, 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.
 - (iii) Date of confirmation by Air HQ / Cmd HQ.
 - (iv) Detention, if any.
- (e) The CO of the unit, to which the airman is posted in after reduction / deprivation, will be informed of the position by AFRO and requested to render suitability report 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**. A specimen of suitability report is placed at Appendix C. 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 irrespective of the availability of vacancy in such rank and trade but within the overall cadre.
- (f) The above procedure will be repeated until the airman eventually regains his original rank, whether acting (Paid) or substantive / classification from which he was reduced.
- (g) On promotion / reclassification to next higher rank or classification, such airman shall resume his original seniority in that rank or classification but when eventually restored to the rank / classification from which he was reduced, his seniority will count from the date of such restoration.

57. The reduction by or as a consequence of the sentence of a court-martial shall take effect from the date on which the original proceedings were signed by the Presiding Officer.

CONCLUSION

58. This policy letter supersedes the promotion policy circulated vide letter No. Air HQ/C 40651/PA(CPC) dated 04 Jan 12 and amendment vide Air HQ/C 40651/PA(CPC) dated 28 Jan 13.


(PN Pradhan)
AVM
ACAS(PA&C)

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Appendix A
 (Refer Para 12 of
 Air HQ/C 40651/PA(CPC)
 Dated 14 Jan 15)

EXAMPLE : DISTRIBUTION OF VACANCIES

Example I: If 79 vacancies are to be distributed in Grade I & II in ratio 7:3, the distribution would be: -

$$\begin{array}{rcl} \text{Grade I} & - & 55.3 & = & 55 \\ \text{Grade II} & - & 23.7 & = & \underline{24} \\ & & & & 79 \end{array}$$

Example II: If 64 vacancies are to be distributed in Grade I & II in ratio 7:3, the distribution would be: -

$$\begin{array}{rcl} \text{Grade I} & - & 44.8 & = & 45 \\ \text{Grade II} & - & 19.2 & = & \underline{19} \\ & & & & 64 \end{array}$$

Example III: If 65 vacancies are to be distributed in Grade I & II in ratio 7:3, the distribution would be: -

$$\begin{array}{rcl} \text{Grade I} & - & 45.5 & = & 46 \\ \text{Grade II} & - & 19.5 & = & \underline{19} \\ & & & & 65 \end{array}$$

Appendix B
 (Refer Para 24(c) of
 Air HQ/C 40651/PA(CPC)
 Dated 14 Jan 15)

CERTIFICATE OF UNDERTAKING WHILE PROCEEDING ON DEPUTATION
 (ABROAD)

1. I, Service No..... Rank..... Name &Initials
 Trade have been selected for deputation
 (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 C
(Refer Para 56(e) of
Air HQ/C 40651/PA(CPC)
Dated 14 Jan 15)

SUITABILITY REPORT FOR RESTORATION OF 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/Trail 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 from the date of
Reduction / Deprivation and months anddays at this Unit
/ Stn. His proficiency and conduct justify / do not justify restoration of
..... rank.

Unit :

Date :

Signature of CO / AOC

*Strike out whichever is not applicable