PREFACE

Regulations for the Navy Part I are issued under the authority of the Government of India and supersede the corresponding provisions of the Regulations for the Navy Part I, 1965 (non-Statutory).

These Regulations contain a comprehensive compilation of 44 Chapters on regulations of an administrative character. Flag Officers, Commanding Officers and all other Officers are responsible for ensuring that the Regulations contained in this volume are strictly adhered to by them and by all those serving under their Command.

These Regulations, being non-Statutory, are supplemental to the relevant statutory provisions, wherever they exist, and do not supplant them. All officers are expected to interpret these Regulations with due regard to the customs and traditions of the Service.

In these Regulations no attempt has been made to provide for obvious exceptions or for matters of detail, on which administrative and departmental orders/ instructions of authorities subordinate to the Government of India are either currently in force or may be issued in future. Such orders and instructions shall, however, be deemed supplementary to and in amplification of these Regulations. As such, if any of these orders/instructions are at variance to these Regulations, the latter shall prevail.

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Secretary to the Government of India
Ministry of Defence

1st May, 1991

New Delhi

Part I
NON-STATUTORY
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RECORD OF AMENDMENTS

Sl.No.	No.of & Subject of the Regulation Amended	Authority	Initials & Date

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CHAPTER 1

GENERAL REGULATIONS

0101. Observance and Enforcement of the Regulations, etc., Every officer shall make himself acquainted with and shall duly observe and obey, and so far as he is able enforce the due execution of the Navy Act, the Regulations made there under and all orders issued by the Government, the Chief of the Naval Staff, Administrative Authority or his superior officer, and shall further conform himself in all respects to the established customs and practices of the Indian Navy.

0102. Promulgation of Navy Order. The Commanding Officer, shall ensure that any new orders concerning the ship's company are read to their sailors by the divisional officers and copies are displayed in some accessible place for at least a week. When such orders affect particular duties, care is to be taken to ensure that the sailors concerned are thoroughly instructed as to their contents.

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0103. General Application of Regulations. Although for convenience of reference these regulations are divided into chapters, it shall be distinctly understood that every direction contained therein shall be considered as applicable to all whom it may concern, notwithstanding that it may appear in a chapter addressed to a particular class of officers.

0104. Benefits may be Varied or Cancelled. Except where provision is, or may hereafter be, expressly made to the contrary, no person shall be entitled to claim as a right any promotion emolument, retired pay, pension or other benefit conferred by any provision of these or other regulations for the Government of the Indian Navy in the event of such provision being at any time varied or cancelled.

0105. Conduct to be Observed. All Naval personnel are to conduct themselves with the utmost respect to their superior officers and with strict obedience to their orders. They are at all times to discharge their duty with zeal and alacrity, and so far as circumstances admit, to assist all officers in the duties they have to perform. They should on all occasions strive to promote the welfare of the Navel service, and by the good order and regularity of their conduct show an example to those whom may be subject to their Command.

0106. Conduct to be Avoided. (1) All naval personnel are to discountenance and endeavour to repress all cursing, swearing, drunkenness and dissolute conduct. They are to abstain from gaming, rioting, quarrelling and from abusive or irritative language, especially to subordinates and are at all times to exert their influence against all that tends to the disparagement of religion and the encouragement of vice and immorality.

(2) No naval personnel shall engage in any money-lending, book-making or betting business, either on their own account or as agents for others, nor shall they act as agents in Indian Naval Ships or establishments for any commercial undertaking.

0107. Conflicting Orders. If an officer should receive from his superior an order which he deems at variance with his obedience to any regulation in these or other regulations, or with any particular order that may have been issued by the Government of India or other superior officer, he is to represent orally or in writing if it does not require immediate obedience, such contrariety to the officer from whom he received it. If after such representation, that officer shall still direct him to obey the order, he is to do so, but if he thinks it necessary he may report the circumstances, as the case may require, though his Commanding officer to the Chief of the Naval Staff or to the Government to which every officer has the right of ultimate appeal through the proper channel. See regulation 3701.

0108. Eligibility for Recruitment. (1) In order to be eligible for recruitment to the Indian Navy, a person must either be:-

(a) A Citizen of India, or

(b) A subject of Bhutan or

(c) A subject of Nepal, or

(d) A person of Indian origin who is migrated from Pakistan, Bangladesh, Burma, Sri Lanka or the East African countries or Kenya, Uganda or the United Republic of Tanzania with the intention of permanently settling in India.

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Provided that a person belonging has been issued by the Government of India. A certificate of eligibility will not, however, be necessary in the case of persons who are Gorkha subjects of Nepal.

(2) A candidate in whose case the certificate mentioned above is necessary may be admitted to an examination or interview conducted by the Union Public Service Commission or other recruiting authority and may also be enrolled/appointed in anticipation of the issue of necessary certificate to him by the Government.

(3) Persons not citizen of India shall be appointed to the union services and posts only in exceptional circumstances and only on a temporary or contract basis, the specific orders of Government being obtained in each case. Recruitment of persons not citizens of India to the Indian Navy except in cases specified in sub regulation (1) above shall ordinarily be restricted to technical appointments. Whenever it is proposed to employ such persons, the Ministry of Defence shall be furnished with a certificate that suitable citizens of India or sufficient numbers of them are not available for appointment to the posts to which they are being recruited, together with

full particulars of persons who are not citizens of India. Each such case shall be decided only under the orders of the Minister/Deputy Minister of Defence.

0109 Union Public Service Examinations. (1) No person actually serving in the Indian Navy is eligible to attend an open competitive examination for a situation in the civil service unless he produces to the Union Public Service Commission, when called upon to do so, the permission of his Commanding officer to attend the examination before the commencement of the competetion

(2) Before an applicant is granted permission to attend an examination under this regulation, his Commanding officer shall satisfy himself that the appli9cation is made for valid reasons, and that the applicant's retirement or discharge from the Indian Navy will probably be allowed in the event of his proving successful.

0110. Political Meetings and Candidature. (1) No officer or sailor is allowed to speak or appear on the platform at, or take any active part in, any meeting or demonstration held for party or political purposes, or act as a member of a candidate's election committee, or in any way actively to prosecute a candidate's interest, or to belong to, or to subscribe in aid of, any political association or, movement until he has retired, resigned or been discharged from the service.

(2) No officer or sailor is permitted to issue an address to electors or in any other manner publicly to announce himself or to allow himself to be publicly announced, as a candidate or as a prospective candidate for election to legislative body or for any political constituency until he has retired, resigned or been discharged from the service.

(3) Officers and sailors desiring to retire or resign or to be discharged with a view to standing as a candidate for election to the parliament of India, or to a legislative body of any of the states of India, or to any municipal or local body, must make an application through the usual service channel. The approval of such applications will depend on the exigencies of the service. Officers and sailors whose applications are approved will be treated as retiring or resigning voluntarily or being discharged.

(4) The prohibitions contained in sub-regulations (1) and (2) apply to officers and sailors notwithstanding that they may be seconded or lent for service elsewhere or granted leave with or without pay. They also apply to retired or emergency list officers when recalled to service or re-employed on the active list.

(5) Any form of political activity on board Indian Naval Ships or in Naval Establishments is prohibited. Political meetings, speeches, and visits by candidates, for election to a legislative, municipal local body, canvassers or political agents, shall not be allowed.

0111. Unauthorised Organisations. No one on the active list is permitted without the express sanction of the Government, to take official cognisance of, or to assist officially, any organisation that is not recognised as a part of the Indian Navy other force administered by the Government.

0112. Other Government Employment. (1) No officer or sailor shall seek other Government employment without the prior approval of the Chief of the Naval Staff.

(2) An officer while in service shall not negotiate for commercial employment to be taken up after retirement/release, without obtaining the prior permission of the Ministry of Defence if he is of the rank of Captain and above and of the Chief of the Naval Staff if he is of a lower rank. Such permission will not bee given unless there are any special reasons for doing so.

0113. Private Employment. Naval personnel may, with the permission of the Chief of the Naval Staff, receive fees from private persons or private or public bodies, whose funds are not administered by the Government, for work done for such persons or bodies under the provisions of Financial Regulations.

0114. Unnecessary Expense, etc. (1) Every officer is strictly enjoined to avoid all unnecessary public expense, and so far as may depend upon him to prevent it in others.

(2) Every officer shall report to the Commanding officer of the ship to which he belongs, or through the proper channel to the Chief of the Naval Staff, as circumstances may require, any neglect, collusion, or fraud which he may discover or know of in any contractor, agent or person concerned in supplying stores or provisions, or in executing any naval work.

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0115. Dishonesty, Fraud and Infringement of Orders. It is the duty of every person in the service to bring at once to the notice of his immediate superior any case of dishonesty, fraud or infringement of order that may come to his knowledge.

0116. Interest in Contracts. (1) Naval personnel are not permitted to have any pecuniary interest or personal advantage in any Naval contract, or in the purchase of provisions or stores of any kind for the use of I.N. ships or the Naval service generally, unless the extent of their interest has been fully disclosed and the approval of the Government given for the contract or purchase to proceed notwithstanding such interest.

(2) Any officer on the retired list rejoining for service, and any Naval pensioner called out, is required to disclose to the Government particulars of his interest in companies or firms to which Government contracts are granted, and is forbidden, whilst re-employed, to acquire any further shares or interest in such companies or firms without the approval of the Government.

(3) Responsibility for Disclosing Business Interests. It is the duty of all naval personnel, if they have occasion to come into official contact with any matter concerning a business organisation in which they have an interest, to disclose that interest to their Commanding officer, and to request that someone else may deal with the case.

(4) Directorships of Companies. Naval Personnel on the active list on full pay, or holding an appointment under the Government are forbidden to hold the post of director of a company except when they are so appointed in their official capacity

in Government companies or in any other company by or under the authority of the Government.

0117. Employment of Government Servants or Stores for Private Purposes. The employment of any Government servant or stores for private purposes is prohibited, except where such employment is specially authorised by the Chief of the Naval Staff.

0118. Insolvency. (1) When an officer or sailor in the Navy is adjudged or declared an insolvent, he will be considered liable to discharge from the service.

(2) Before an officer on active list or a sailor, while serving makes application to be declared insolvent, the circumstances of the case shall be reported to the Chief of the Naval Staff.

(3) In every case, the burden of proving that the insolvency or indebtedness is the result of circumstances which, with the exercise of ordinary care, the debtor could not have foreseen or over which he had no control, and has not proceeded from extravagant t or dissipated habits, will be upon the debtor.

0119. Acceptance of Gifts by Naval Personnel. (1) No Naval person shall directly or indirectly accept any gift, gratuity or reward in respect of any act performed in his official capacity without the consent of the Government; nor shall he accept any gift, gratuity or reward from any person, to whom he can directly or indirectly show favour or disfavour in the exercise of his official function, or in circumstances where such acceptance might place him in an embarrassing position or affect the correct discharge of his duties.

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Note:- To fulfil the spirit of this regulation, officers are responsible for ensuring that their families do not accept gifts which are likely to or may be construed to have as their object the influencing of the officer in the discharge of his official duties. Further more, gifts to an officer from relations/friends likely to have that object must be refused. If in any case, a gift cannot be refused, the instructions applicable to service personnel will apply to their families also.

(2) Gifts received from representatives of foreign Governments.

(a) Abroad

(i) Naval personnel may accept a gift with the consent of the Head of the Indian mission will, If time permits, makes a reference to the Government of India, or himself decide whether or not the gift may be accepted, if time does not permit of the reference being made.

(ii) At places where an Indian mission does not exist or where time does not permit of a reference being made to the Head of the Indian Mission or to the Government of India, Naval personnel may accept any gift made by a Head of State, Sovereign or Ruler if he considers that his declining the gift is likely to be misunderstood.

(iii) The evaluation of the gifts received by persons will be done by the Head of the Mission concerned or by a suitable agency under his orders.

(iv) Gifts, if not retained/purchased by the ipher nts should be kept at the residence of the Head of mission as an exhibit piece or an object of 'art'.

(b) In India.

(i) The Value of the gifts received by personnel posted in Delhi/New Delhi should be got assessed by the Toshakhana of the Ministry of External Affairs. The gifts received by officers stationed at various places in India outside Delhi/New Delhi, should be got evaluated through the nearest local Customs officer. A reference to the customes authorities should be made by the Commanding Officer or appropriate superior officer and not by the recipient himself.

(ii) Where a particular gift is not allowed to be retained by the recipitent, the same should be despatched to/deposited in the Toshakhana of the Ministry of External Affairs, at State expense. The recipient can, if he so desires, purchase the article deposited by him in accordance with the Toshakhana rules.

(iii) When the gift is deposited with the Toshajhana, whether before or after receipt of the final decision regarding its retention by the individual, the Chief of the Naval Staff will furnish the Toshakhana with full particulars of the gift so that the article may be taken on charge in the stock register of the Toshakhana.

(3) Acceptance of Gifts from foreigners other than Foreign Dignitaries.

The instructions contained in the preceding sub regulation are applicable to gifts received from visiting foreign dignitaries and foreign dignitaries outside India, by Naval personnel stationed abroad or visiting foreign dignitaries outside India, by naval personnel stationed abroad or visiting foreign countries and does not apply to gifts received from other foreigners including those residing or stationed, in India which should invariably be politely declined by Naval personnel explaning that regulations preclude them from accepting such gifts and in cases where Naval personnel or their wives or dependent children are unable to decline the gifts, the naval personnel concerned are to submit a report to Naval Headquarters through the superior authority and Naval Headquarters would refer all such cases to the Ministry of Defence for a decision, irrespective of the value of the gifts.

(4) Acceptance of Gifts from Commercial Firms.

(a) In the case of gifts offered by commercial firms, save in exceptional circumstances, no permission will be granted for

acceptances of gifts made to members of the Navy by firms, foreign or indigenous, with whom the officer concerned, has had or is likely to have dealings by virtue of his official position. Permission will also not normally be granted for acceptance of gifts by members of the Navy from firms which are contracting firms with the Government of India, even if the contract is entered into by another ministry or department. The question of grant of permission for acceptance of gifts from a foreign firm would therefore, normally arise only in those cases where the foreign firm concerned is neither a firm contracting with the Government of India, nor one with which the officer concerned, has had or is likely to have official dealings and that there is no reason, to doubt the bonafides of the gifts made by foreign firm, the procedure indicated regarding retention of gifts made by foreign dignitaries will be followed.

(b) Apart from the gift, Naval personnel should neither accept nor be permitted to accept offers of the cost of passage to foreign countries/and/or hospitality by way of free board and lodging if such offers are made by foreign firms contracting with Government either directly or through their agent/representatives in India, except in respect of training abroad offered by foreign firms (who obtain re-imbursement from the foreign Govt concerned) as part of aid programme.

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(5) The acceptance of gifts by Naval personnel shall immediately be reported to the Chief of the Naval Staff for information of the Government. While sending such reports as complete a description as possible about each gift should be given.

(6) Pending a decision regarding retention of the gifts, it should be deposited by the recipient for safe custody with his Commanding officer or appropriate superior officer

(7) The individual may be permitted by the Government of India to retain the gift in accordance with instructions promulgated from time to time.

(8) For acceptance of articles of trifling value offered to s Senior Naval Officer at a public reception, see regulation 0121.

0120. Acceptance of fees for Private Music Engagements by an I.N. Band or any member thereof or Ship's Company.

(1) Private Engagements by I.N.Band. Indian Navy Bands when permitted to accept 'Private Engagements' shall charge fees to the organisation or person requesting the Band's services. The Band performers may accept their share, out of the fees charged by the Band, in accordance with the rules and scale fixed by the Chief of the Naval Staff.

(2) Private Engagements by Individual Members of the Band or Ship's Company. Members of an I.N. Band or Ship's company when permitted to

accept a private music engagement, either as individuals or as a group, may accept fees.

(3) For regulations for engagement of I.N. Bands see regulation 4002.

0121. Acceptance of Gifts by Ships. (1) When I.N. Ships go to foreign countries on formal or informal visits and ships of either countries visit I.N. ports, trophies, presents, gifts, etc., given by or on behalf of any Head of State, Sovereign or Ruler, or by a Naval authority, for the common use of the Ship (as opposed to an individual present or gift) may be accepted and taken on charge and properly accounted for. Such gifts and presents will be kept in the ship itself or placed in a common place, such as a museum. The presents given for the common use of the ship, such as rice, wheat, sugar, etc., may also be accepted. A report of the receipt of such gifts shall be, made immediately to the Chief of the Naval Staff.

(2) Except as stated in sub-regulation (1), gifts offered to I.N.Ship by foreign nationals or their relatives, irrespective of whether they served in the Armed forces or not, for the common use of the ship, shall not be accepted without the prior permission of the Government.

(3) Except as stated in sub-regulations (1) and (2), sum of money and gifts in kind offered to I.N. ships for general welfare purpose shall not be accepted without the prior permission of the Chief of the Naval Staff.

(4) I.N. ship shall not accept any gifts or donations from local traders and contractors. Whenever any such offer is received by them, the Commanding officer shall decline these without making any reference to the Chief of the Naval Staff.

(5) The I.N. Benevolent Association and the Indian Navy Amenities Fund may accept gifts and donation intended for the general welfare of Naval personnel or for advancement of amenities in the service.

0122. Public Receptions in Honour of I.N. Personnel. (1) Whenever a Senior officer of the Indian Navy is invited to accept a public reception, he shall, before accepting it, ensure that:-

(a) The reception is not in any way connected with or organised by any political or communal body

(b) No form of personal presentation is received by him except articles of trifling value;

(c) The prior sanction of the Chief of the Naval Staff or where necessary, of the Government, is obtained.

(2) When attending such a reception, the officer shall, in his reply, if any, confine himself to an expression of thanks on his own behalf and on behalf of the officers and sailors under his Command, and an appreciation of the cooperation received from the local civil authorities, see regulation 0119 (Gifts). See regulation 3406. (Public speeches).

0123. Prisoners of war. (1) Officers are to take particular care that all prisoners of war are treated with humanity, that their personal property is protected, and that they receive their proper allowance of provisions; they are to have every comfort of air and exercise which the circumstances will admit of, but they are carefully to be watched and guarded to prevent their committing any hostile acts.

(2) The permanent detention of both naval and military prisoners of war will be on shore under arrangements made by the military authorities. They will be embarked in Indian Naval Ships, or in transports, for temporary custody or for transit over sea.

0124. Evolutions. Every Officer is to follow the motions of the Senior Officer present in regard to performance of any evolution or the carrying out of any duty which should be done at the same time as they are done in Senior Officer's ship, unless such Senior Officer should dispense with his doing so.

0125. Officers Performing Special Duties. Every officer holding a Command is to afford to every officer under his Command charged with special or particular duties, the means of performing them properly and faithfully, so that no officer may be enabled to allege the want of such means in case of default.

0126. Indian Naval Ship. The title "Indian Naval Ship" (I.N.S.) is to be confined strictly to commissioned ships flying the white ensign, and is not to be applied to those fleet auxiliaries which are manned by mercantile crew.

0127. Accounts. (1) Every officer who is required to keep accounts of the receipt and expenditure of public money, stores or provisions, shall take care that they are rendered correctly and that every transaction is set out in the documents precisely as it occurred.

(2) The cashbooks are to be written up in ink. Each entry is to be checked and initialled by the commissioned officer responsible for the accounts concerned.

0128. Signing of Books, Accounts, etc. (1) Every officer before he leaves the ship to which he belongs shall, as far as practicable and where necessary sign all books, accounts, and certificates which may be necessary to enable the officers to take over their respective accounts.

(2) Every officer is to examine very carefully all ship's books, accounts of the receipt, expenditure or other disposal of money, stores or provisions, and all other

books, accounts or papers before he signs them; he should sign such documents only when he knows them to be correct, and he is never to sign a certificate for any service without being satisfied that such service has actually been performed. See also regulation 1008.

0129. Procedure for Change of Name. (1) All application for change of name by officers and sailors including apprentices shall be forwarded in duplicate through the normal channel to the Chief of the Naval Staff in Form I.N. 569, in the case of sailors, a copy of the application shall also be sent to the Commodore, Bureau of Sailors, Bombay.

(2) For the purpose of those orders 'Name' includes surname and first name, and a name is deemed to be changed if the spelling is altered, or if the name is split into a given name and surname.

(3)These orders do not apply where an officer or sailor merely contests the correctness of the entry of his name in his Service Record without desiring to assume or use a new name. In such a case, documentary evidence (e.g. birth certificate, University or School Leaving Certificate or an Affidavit of the Parents/Guardian) must be produced in support of his contention, when the error may be corrected without further formality. In the case of sailors, the correction may be carried out under the signature of the commanding officer of the ship or establishment; a notation to this effect shall be made on the Service Documents and the Commodore, Bureau of Sailors, Bombay shall be informed of the alteration. Until the correction is made, the original records will be taken, to be correct.

(4) Entered under an assumed name, who A sailor wishes his services to be recorded under his true name, shall produce a certificate of birth, together with documentary evidence from some responsible person that he is the individual named therein and these documents shall be forwarded to the Chief of the Naval Staff with the application for change of name

(5) If, without contesting the correctness of the entry of his name in his Service Record, an officer or a sailor desires to be described in official documents by a name different from that stated in his Service Record, he must either produce documentary evidence, e.g. an affidavit showing that the name by which he desires to be described is that by which he is usually known, or explain satisfactorily the circumstances in which the alteration in the name is desired.

(6) Applications for change of name by officers and sailors may be approved by the Chief of the Naval Staff without further reference to any other authority. The change of name will be effected from the date approval has been given by the Chief of the Naval Staff.

(7) When a change of name has been approved, the following further action shall be taken :-

(a) After permission is accorded to applicants for change of name by the Chief of the Naval Staff, officers shall arrange to notify the change of name in

the Gazettee of India and sailors in the Gazette of India or in the Gazette of their State. Pending issue of the Gazette notification, the officers/sailors shall continue to be known by their existing names, and no change in thje records will be carried out

(b) Final approval for the change of name will be accorded after issue of the Gazette notification referred to in (a) above. This will be published in the Return of Appointments, Promotions and Awards (short title 'NA List' in the case of officers, and in the Bureau Orders in the case of sailors). Service records will than be amended and the new name will be used in all subsequent correspondence.

(c) The Controller of Defence Accounts (Navy), Bombay will be informed of the change of the name by the Chief of the Naval Staff.

(d) The service records of officers will be amended in Naval Headquarters, and those of sailors by the Commodore, Bureau of Sailors, Bombay. The new name will be recorded after the old name on all existing official records and documents. On all documents subsequently prepared, the new name only will be used. New Indian Armed Force Identity Cards and pay Books will be issued by the appropriate authorities. Soon after the change of name of an officer or sailor has been notified in the Gazette, Commanding officers will ensure that the Armed Forces Identity Cards and the Pay Book issued in the old name are returned to INS Kunjali, and the Supply Officers-in-charge, Naval Pay Office respectively for cancellation; an application will at the same time be made for issue of new ones.

(e) Officers shall forward their commissions through proper channel to the Government for amendment, quoting particulars of the Gazette in which the change of his name.

(8) When a change of name has been approved, the officer or the sailor concerned may also take any other steps necessary or desirable to give publicity to change of his name.

0130. Change in Date of Birth. (1) Requests for change in record of date of birth of officers and sailors will not be encouraged. Only in very special cases may a change be sponsored, provided there is overwhelming evidence to show that the date of birth recorded in the service record documents is incorrect. Unless such requests are made within reasonable time of the commencement of service, they will not normally be considered. No requests made about the time of superannuating shall be entertained.

(2) (a) Request for change in record of date of birth of officers and sailors shall be forwarded to the Chief of the Naval Staff.

(b) The Chief of the Naval Staff is empowered to effect changes in record of the dates of birth of officers and sailors in the following types of cases subject to the provision that no re-adjustment of pay and allowances will be made:-

(i) Cases of commissioned officers where alteration becomes necessary due to a clerical error.
(ii) All cases of sailors.
(iii) The chief of the Naval Staff may at his discretion authorise the Principal staff Officers in Naval Headquarters to dispose of cases of sailors. These cases should receive the personal attention of the Principal Staff Officer concerned.

(c) In cases other than those mentioned in sub reg (b) no change in the date of birth will be effected without the prior approval of the Government.

(3) Where a change in the record of date of birth is ordered no retrospective adjustment of pay and allowances will be permitted, in other words, the change will be given effect to from a prospective date.

(4) No alternation of the age of personnel who have become non-effective will be permitted.

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0131. Restrictions on the Marriage of Candidates for Grant of Commissions. The following restrictions on the marriage of candidates for the grant of commissions (General and Special Duties List) shall be applicable on entry and during/on completion of training:-

(a) Where the upper age limit for direct entry for pre commission training is 25 years or below, only unmarried persons (which exclude widowers and divorcees even though without encumbrances) are eligible for recruitment.

Notes (i) This rule shall also apply to married sailors.

(ii) Where the upper age limited of entry is over 25 years e.g., in case of technical branches marriage shall be no bar for entry in the case of candidates who are 25 years old or above

(iii) Direct entry officers shall not be permitted to marry during the period of probation.

(b) No officer shall be permitted to marry before completion of training.

Note The period of training in the case of an Executive officer will include training at sea for watch keeping certificates/award of wings in case of Naval Aviation Pilots; in the case of Engineering and Electrical officers it will include their entire training up to and including the specialisation courses.

(c) Officers who marry during the period specified in sub reg (a) Note (iii) and sub reg (b) shall be liable to be discharged from the service and shall be required to refund the cost of training if discharged.

(d) Officers who marry after the period specified in sub reg (a) Note (iii) and sub reg (b) but before attaining the age of 25 years, shall not be elegible for married accommodation until they attain that age, but may be permitted to live ashore under own arrangements.

0132. Acceptance of Employment by Naval Officers who are granted Pension, Gratuity or any other Benefit. (1) An officer, irrespective of the type of commission held by him, who is granted any pension, gratuity or other benefit in respect of his Naval service or who is likely to receive any pension, gratuity or other benefit, will be required to obtain permission of the Government before accepting an employment under a Government outside India at any time after his Naval service has ceased. For this purpose "employment under a Government outside India" shall include employment under a local authority or corporation or any other institution or organisation which functions under the supervision or control of a Government outside India or an International organisation of which India is not a member'. In this connection it may be added that the permission will not be granted for acceptance of employment under a foreign mission in India before the expiry of at least 3 years from the date an officer ceases to be in Naval service.

(2) An officer of the rank of Captain or above, whether substantive or not who is granted a pension or gratuity or other benefit in respect of his Naval service, or who is likely to receive any pension, gratuity or other benefit, will be required to obtain the permission of the Government prior to accepting employment before the expiry of two years from the date his Naval service ceases, in the following:-

(a) **Commercial Employment in Private undertakings.** For this purpose 'Commercial Employment' shall mean employment in any capacity including that of an agent under a company, firm or individual engaged in trading, commercial, industrial, financial or professional business, and shall include also a directorship of such company and partnership of such firm and also for setting up practice, either independently or as a partner of a firm, as adviser or consultant in matte]rs in respect of which the Service officer:-

(i) Has no professional qualification and the matter in respect of which the practice is to be set up or is carried on are relatable to his official knowledge or experience;

(ii) Has professional qualifications but the matter in respect of which such practice is to be set up are such as are likely to give his clients an unfair advantage by reasons of his previous official position.

(b) Employment in a civil post under the Central or State Government or an Administration of Union territory or in a post under a body corporate owned and controlled by Government, if an officer has been allowed to retire prematurely at his own request; such permission will not, however, be required if an officer has retired from Naval service in normal course on completion of the standard service prescribed for his rank or if he has been

invalided from Naval service on grounds of ill health or physical disability. Such permission will not be necessary in cases where due to personal reasons the officers proceeding on normal retirement are allowed to retire a few days earlier (not exceeding one month) than, the due date.

(3) No Service or disability pension or other recurring benefits shall be payable to an officer who accepts an employment in contravention of the provisions of sub-regulation (1) and (2) in respect of any period for which he is so employed or such longer period as the Government of India may direct. Gratuity where due, but not already paid, will also be liable to be forfeited in part or in full as may be decided by the Govt of India. An officer permitted by the Government of India, before his Naval service ceases, to take up a particular employment of any of the types specified in sub reg (1) and (2), shall not, however, be required to obtain subsequent permission for his continuance in that employment

(4) A retired officer who had held posts in Authorities, Boards, Tribunals, etc., involving the discharge of judicial or quasi-judicial functions shall not be given permission to set up any practice which will require appearance before the Authority, Board, Tribunal, etc., having the jurisdiction over the area which were under the jurisdiction of the retired officer during his service.

(5) Request from Naval officers while still in service for accepting post retirement commercial employment shall not be entertained.

(6) Applications from officers seeking government permission for acceptance of employment of the types specified in sub regulations (1) and (2) will be forwarded to the Chief of the Naval Staff giving full particulars in respect of employment in question on the prescribed proforma.

0133. Civil Employment While on Leave. (a) No serving officer or sailor will accept any private employment while on casual leave, annual leave or furlough.

(b) The permission of the Government will be necessary for acceptance of the following types of civil employment, while on leave preparatory to retirement or resignation of commission or release;

(i) **Employment under foreign governments.** Permission for acceptance or such employment as defined in regulation 0132 (1) is required to be obtained by all commissioned officers irrespective of their rank.

(ii) **Civil Government Employment:** All officers of the rank of Captain and above who retire prematurely (i.e. other than retirement on earning the maximum pension of the rank or on attaining the age of compulsory retirement or on invalidation on grounds of ill-health or physical disability), will be required to obtain the permission of the Government for accepting civil Government employment as defined in regulation 0132 (2) (b) during the leave preparatory to retirement.

(iii) **Commercial Employment.** All officers of the rank of Captain and above will have to obtain prior permission of the Government for

accepting commercial employment as defined in regulation 0132 (2)(a) during the leave preparatory to retirement.

(c) Application for obtaining Government permission for accepting employment under the provision of (b) above will be forwarded to the Chief of the Naval Staff giving full particulars in respect of the employment in question.

0134. Private Fire Arms. See Appendix 1 to part 1

0135. Explanation of Terms. In the construction of these regulations, unless there be something in the context or subject matter repugnant to, or inconsistent with, such construction the following terms shall have the meaning given below:-

(a) **Superior Authority –** the superior authority in relation to person means the officer under whose immediate orders the person may be placed or is serving at the time.

(b) **Command –** The authority vested in officers and sailors over their subordinates within their own department.

(c) **Military Command –** The authority vested in officers of the executive branch and in certain sailors mentioned in the statutory chapter of rank and command in Part III to command one or more ships or boats or aircraft, according to their training or duties, or to direct any work or undertaking which requires the cooperation of different branches of the service. It may be conferred on other officers and sailors by appointment or by direction of superior authority.

(d) **Naval Establishment** – Any establishment paid for out of I.N. budget and therefore coming under the control of Indian Naval authorities.

(e) **The Captain** – The officer appointed to command a ship.

(f) **Commanding officer** – The officer or other person on board and in actual command at the moment.

(g) The Executive Officer – The officer carrying out the executive duties of the ship.

(h) The Engineer Officer – The Officer-in-charge of the Engineering Department in a ship or establishment.

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(j) The Electrical Officer – The Officer-in-charge of the Electrical Department in a ship or establishment.

(k) The Logistics Officer – The Officer-in-charge of the Logistics and staff duties of ship or establishment.

(l) The Medical Officer – The Officer-in-Charge of the medical duties of a ship or establishment.

(m) The Education Officer The Officer-in-Charge of the academic instruction of officers and sailors.

(n) Yearly – On 31st December of each year.

(o) Half Yearly – On 30th June and 31st December.

(p) Quarterly – On 31st March, 30th June, 30th September and 31st December, or by the quarters ending on these dates.

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(q) For definitions of "The Chief of the Naval Staff", "Flag Officer", "Commissioned Officer", "Officer", "Subordinate Officer", "Sailor", "Petty Officer", and "Superior Officer"' See Navy Act 1957, Section 3.

0136. Retention of Financial Documents. (1) The period of retention of financial documents maintained in the Navy are in Appendix 5 to Part I.

(2) Records are to be destroyed at the end of the stipulated periods on the authority of the Commanding Officers/Heads of departments. In no case should a record connected with an audit objection be destroyed unless the objection has been finally settled by the appropriate internal or statutory audit authorities. Similarly no documents relating to cases under investigation are to be destroyed until all investigation and action has been completed.

(3) All records (excepting Secret, Confidential and other classified documents) are to be sent to the nearest Naval Stores Depot for offering them to the paper mills, etc.)

(4) A permanent record of all documents destroyed/disposed off is to be maintained duly attested by the Commanding officers/Heads of departments.

(5) In the absence of any specific instructions to the contrary, the retention periods mentioned in column (c) of Appendix 5 to Part I will be reckoned:-

(a) In the case of files, from the date of actual closing (and not of their commencement).
(b) In the case of registers, from the year they have ceased to be current.

CHAPTER 2

INSTRUCTIONS TO ADMINISTRATIVE AUTHORITIES AND SENIOR OFFICER

Section		Regulations
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SECTION I – GENERAL SERVICE

0201. Definition of Senior Officer. In this chapter the Senior Officer in relation to any detached body of Naval forces means the officer present on whom the Military Command of the forces devolves.

0202. General Responsibility of an Administrative Authority and Senior Officer. (1) The Administrative Authority or the Senior Officer present is responsible for the command, training and efficiency of the forces under his command.

(2) He is responsible for the administration of his command.

(3) He will be assisted by the staff officers appointed on his staff.

(4) He may delegate to the staff officers such responsibilities and to such an extent, as he may consider desirable, authorising them to issue orders and instructions in his name, subject to any limitations which are in any matter prescribed by regulation.

(5) In the absence of an officer borne for staff duties, the Administrative Authority or the Senior Officer concerned may nominate a suitable officer in his command to carry out the duties of that staff officer.

0203. War Organisation. (1) He is responsible for the preparation of and keeping up-to-date of war plans and war orders in accordance with standing orders or other instructions issued from time to time by the Chief of the Naval Staff, and that they are always ready to be put into force.

(2) He is responsible that: -

(a) The Chief of the Naval Staff is kept fully and promptly informed of-

(i) All occurrences of moment.
(ii) His intentions, dispositions and the state of his fleet
(iii) Important intelligence obtained.

(b) The instructions regarding the intelligence organisation, and the reporting of shipping in his command are observed. See also regulation 0233 (War Diaries).

(3) He shall cooperate with the civil, army and air authorities in preparing for war and in its prosecution.

(4) In war, he shall obey such instructions as he may receive from the Chief of the Naval Staff in regard to the conduct of the war and the responsibility for command. Should he receive orders, which he considers are not compatible with his responsibility for the safety of Indian Naval Ships or establishments under his command, he has authority to bring the fact to the notice of the Chief of the Naval Staff through Administrative Authority wherever applicable.

0204. Notification of Exercises. (1) The Administrative Authority or Senior Officer shall take care that the local Army, Air Force, Civil Aviation, port and fishery authorities are informed of any exercises and firing practices, including the laying of obstructions, which he intends to carry out.

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(2) Warnings to shipping in general regarding firing, danger areas, and fleet and submarine exercises are promulgated in notices to mariners issued at the beginning of each year. These warnings are adequate for normal practices and exercises; but if the practice or exercise is likely to involve unusual danger to shipping, or interfere to an exceptional degree with traffic on busy routes or with fishing activities, the Administrative Authority or the Senior Officer shall, in Indian waters, issue a special radio warning, and where a notice to mariners is considered necessary, ask the Chief Hydrographer of the Navy to issue one (Request for a notice to mariners should be made at least 21 days in advance); and, in foreign waters issue a radio warning and, if necessary, a local notice to Mariners.

(3) When a special warning is required for a mine-sweeping exercise, the area concerned shall be specified and the duration of the exercise stated. When a dummy mine field is laid and has to be swept, the estimated limits of the area in which the sweepers will have their sweeps out shall also be given. Special warnings shall be issued for all inshore mine-sweeping exercises and when these are carried out within twelve miles of the coast, the fishery authorities of the area shall also be informed.

(4) **Seaward Artillery Practices/Proof.**

(a) (i) The Carrying out of seaward artillery practices/proof from the coast is authorised in accordance with and subject to the provisions of the Seaward Artillery Practice Act, 1949, (Appendix 2 to Part I) and the rules made there under by the State Governments.

(ii) The Administrative Authority shall ascertain the rules from the State Governments of their area and arrange to keep the information up-to-date. These shall be reproduced in their local orders.

(b) The Chief of the Naval Staff, the Administrative Authority or the Senior Officer shall apply in writing to the State Government concerned for permission to carry out seaward artillery practices/proof over an area and during hours to be specified in the request.

(c) On receipt of the request together with the requistic information and particulars the State government shall cause to be published a notice of the State Government's intention to authorise the carrying out of seaward artillery practices/proof over the area referred to in clause (b) of sub regulation (4) by publication in the official gazette, and by publication in some newspaper circulating in the proposed area in the language commonly understood in that area, and also by beat of drums or by means of loud speakers or in any other manner which may be prescribed.

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(d) The State Government may, on the expiry of two months from the date of the first publication of the aforesaid notice in the official gazette, authorise the carrying out of the said practices/proof by issuing a notification in the official gazette.

(e) After the State Government has issued the notification authorising the carrying out of the seaward artillery practices/proof such persons as are included in the forces engaged in seaward artillery practices/proof may, within the notified area and during the period or periods specified in the notification:-

(i) Give directions prohibiting or restricting the use of the notified area or any part thereof including the use of any part of the area of the sea by any vessel, and shall take such further measures as may be necessary to ensure that no unauthorised person enters, passes over or remains in the notified area or part thereof, as the case may be, during such practices.

(ii) Carry out seaward artillery practices/proof with lethal missiles.

(f) The officer commanding the forces engaged in the seaward artillery practices/proof may declare any portion of the notified area to be a danger zone, and thereupon represent to the Collector concerned to prohibit the entry into and secure removal from such danger zone of any person, property or vessel during the times when the discharge of lethal missiles is taking place or there is danger to life and property.

(g) The Collector shall thereupon prohibit the entry into and secure, with the assistance of the Naval, Army or Air Force authorities the removal from such danger zone of any person, property or vessel during the times when the discharge of lethal missiles is taking place or there is danger of life or property.

(h) The Administrative Authority or the Senior Officer shall render such advice as the State Government Concerned may seek from him, in connection with framing of rules under the said Act.

Note: - Sub-regulation (4) governs Seaward Artillery Practices/proof from the coast and does not affect exercises at sea by an I.N. ship afloat.

0205. Station Orders. (1) All orders issued by him shall remain in force after he ceases to hold command, until cancelled or modified by any of his successors.

(2) Two copies of every new edition, of all alterations and additions issued, and of any other general orders he may issue shall be sent to the Chief of the Naval Staff. See also regulation 0233 (1) (e).

0206. Relations with Authorities in ports outside India. (1) on arriving at a port outside India he will lose no time in placing himself in communication with the Consular or Diplomatic Representative of India, if any.

(2) He shall pay due regard to requisitions he may receive at a port outside India from India's Consular or Diplomatic Representatives in foreign countries, which have for their object the protection of the Indian territory, the benefit of the trade of Indian citizens, or the general good of the government of India, it being a general obligation on all civil and military officers to afford mutual assistance to each other in cases affecting the Government of India. In urgent cases, when the requisitions may conflict with the instructions from his superior Naval authority under which he is acting, and when reference by signal or otherwise to such superior authority is impracticable, he shall consider the relative importance and urgency of the required service as compared with his instructions, whether general or special, and he shall decide as in his judgement may seem best for the Government of India; in so doing he shall always bear in mind the grave responsibility that would rest on him if the circumstances were not such as to warrant fully the postponement of the instructions from his Naval superior to the more pressing requisition for assistance. The employment of Naval units in operations on shore is impolitic, and will not be resorted to except on the strongest representations from the consular or Diplomatic Representative of India.

0207. Reporting proceedings. (1) He shall in a letter report the proceedings of the fleet, flotilla or squadron or groups of ships operating independently, under his command; but this report will not supersede the necessity of his writing separate letters on separate subjects.

(2) The letter of proceedings will normally be forwarded monthly to reach the Chief of the Naval Staff as soon as possible after the first of each month. When, however, a cruise or detached service, or a period of exercise overlaps the end of a calendar month, one letter of proceedings may be written to cover the whole period. Similarly, proceedings during prolonged foreign cruises may conveniently be reported on a geographical basis, i.e. up to the date of leaving port or area than upto the end of the month. In no case shall more than 2 months pass without a letter of proceedings.

(3) All events which require permanent record, and all intelligence which is worthy of notice shall be reported.

(4) Letter of proceedings shall contain such information and shall be in such form as is required by the current orders of the Chief of the Naval Staff.

(5) Questions which require an answer or other action shall be dealt with by signal or separate letter; it may also be more convenient to report some other matters by separate letter. In these cases a brief reference may be required in the letter of proceedings in order that it may present a clear narrative of the period under review.

0208. General Duties. As soon as practicable after assuming command, he shall make himself acquainted with the state and condition and the capabilities of the ships under his orders, and with the manner in which they are officered and manned. He shall ascertain the skill, capacity, and intelligence of the several Captains, in order that he may make the fittest selection for any particular service. He shall use every exertion to equip his ships expeditiously and keep them ready for service, and if he discovers any defects in their stores and fittings, or in the ship themselves, of such a character as to render them in any way unfit for their destined service, he shall at once inform the Chief of the Naval Staff.

0209.Change or Modification of Armament. (1) Should circumstances arise which make necessary any change in a ships armament, or in her established proportion of arms, without the previous sanction of the Chief of the Naval Staff, the Administrative Authority or the Senior Officer, who wither sanctions or is informed of such change shall immediately report the particulars to the Chief of the Naval Staff; but no such change shall ever be made unless absolutely necessary for the fighting efficiency or safety of the ship.

(2) No modification of any description shall be made in naval armament stores on board Indian Naval Ships without the special sanction of the Chief of the Naval Staff. The Administrative Authority or the Senior Officer may sanction, modifications which appear to him to be of urgent necessity but a full report shall be made immediately for the information of the Chief of the Naval Staff.

0210. Gun Barrels and Liners, Annual Review of State of Wear. The Administrative Authority or the Senior officer shall review annually in the monthly of March, the state of wear of barrels and liners mounted in I.N. ships under his command, and shall report the state to the Chief of the Naval Staff with such recommendations for the exchange of barrels and/or liners as he may envisage and consider necessary. The exchange will be ordered by the Chief of the Naval Staff taking into consideration the role of each ship and the resources available.

0211. General Arrangements for Supply and Equipment of the Fleet. (1) He is responsible for ascertaining the store requirements of his fleet for all circumstances which may reasonably be anticipated, and for reviewing the arrangements for the supply of these requirements to ensure that they are satisfactory.

(2) **Replenishing Stores.** In making arrangements for the disposition of the ships under his orders, he will take measures to obviate, so far as practicable, the necessity of their replenishing with stores by local purchases in the open market instead of from Naval sources; when from necessity he authorises local purchases, he will be careful to attend to the regulations under that head, and he will adopt every proper measure to ensure their due observance in the ships under his orders.

(3) **Regulation of Supplies.** He shall correspond with the Chief of the Naval Staff on matters connected with supplies of stores to ships and vessels under his command when necessary, and report all important or exceptional orders issued by him which may affect the supplies of stores.

0212. Damaged Naval Armament Stores. On receipt of a report from the local General Manager Naval Armament Depot that an y Naval armament stores have been returned in a condition not attributable to normal handling and use, the Administrative Authority or the Senior officer shall order an inv estigation including, if necessary, a survey by officers from ships present.

0213. Servicing Craft. (1) He is responsible for coordinating all matters concerning naval servicing craft and shall keep himself fully apprised of the capabilities and logistic requirements of all such craft required in war.

(2) He shall allocate this duty to an Executive officer on his staff who shall be advised in technical matters concerning naval servicing craft, and assisted in the coordination of the maintenance and repair of fleet servicing craft, by a Senior Engineer officer detailed for the purpose.

0214. Repairs, Defects and Dockings. (1) He is responsible that the regulations for making good defects, carrying out repairs, requirements for large repairs, and docking of ships under his command, are observed.

(2) He shall make arrangements for the periodical docking of Indian Naval Ships to ensure the preservation of the hulls and prevent undue loss of speed.

0215. Musters and Inspections. (10 He shall muster and inspect every ship placed under his orders as follows:-

(a) As soon as practicable after he assumes command.

(b) As soon as Practicable after ship joins his command.

(c) Annually from the date of such first inspection

(d) Immediately before her departure from his command.

Establishments will be inspected as at (a) and (c).

(2) If he should be prevented from carrying out a personal inspection, he shall depute this duty to an officer under his orders, senior to the Captain of the ship to be inspected, who shall render to him the Report of Inspection.

(3) In addition to these periodical musters and inspections, he will arrange for other intermediate musters or inspections, or musters only, when he deems it necessary, whether the ships are present or on detached service.

(4) Annual inspections will be reported to the Chief of the Naval Staff on forms IN 162 only in respect of those Indian Naval Ships, air squadrons and establishments as specified and promulgated by him from time to time. Inspection Reports in respect of others are to be scrutinised by the concerned Administrative Authorities and only brief reports highlighting the salient points are to be forwarded to Naval Headquarters.

(5) He shall be assisted by the senior engineer, electrical, logistics, education and medical officers and by the specialist executive officers on his staff who will sign the appropriate forms of the annual inspection reports.

(6) The submission of reports of Inspection under sub-regulation 1 (a),(b) and (d) is optional, but when rendered should be in the form of a brief report. The intermediate inspections referred to in sub-regulations (3) will not be reported to the Chief of the Naval Staff, unless for particular reason s it is considered expedient to do so.

0216. Special Instructions for Inspections: (1) The Inspecting officer shall take into consideration the length of time the ship has been in commission and in his report shall refer to anything else, such as any particular Service on which the ship may have been engaged, which has influenced his judgement of her state. He is authorised to enquire into any subject which bears upon her order, discipline, and efficiency or upon the proper observance by all on board of the regulations and customs of the service; any opinion he may express as to her proficiency in any Particular may be based on previous observation and knowledge. He shall inspect the material state of the hull, machinery, armament and other equipment and the means taken to prevent deterioration, and shall express his personal opinion about this.

(2) The books and documents listed in the report of Inspection forms will be produced at inspections and will be inspected as laid down therein. The Inspecting officer shall satisfy himself that logs, documents, books, confidential books, and accounts are kept as prescribed, and that the regulations about officers mess and wine bills and the administration of all funds are strictly observed.

(3) He shall make strict enquiry as to the observance of the regulations for the maintenance of water tight integrity and shall satisfy himself that the Damage Control Organisation is efficient.

(4) He shall satisfy himself that the Captain, and the Second-in-Command in destroyers and smaller ships, and the Captain, the Second-in-Command, the Signal Communication officer and the officer in charge of confidential books in larger ships, understand all the recognition signals which have been issued for use in the Indian Navy.

(5) Suggestions in the Inspection report for improvements which involve alterations and additions will be accompanied by a statement that they have either already been submitted, or will be submitted at the next opportunity, in accordance with chapter 44 and orders issued by the Chief of the Naval Staff from time to time.

(6) He shall take care to enquire into any complaints that may have been made in case the subject should not already have investigated.

0217. (1) He shall frequently exercise the ships in battle and other exercises. If at any time a ship displays a marked degree of excellence in any department, the name of any officer especially commendable shall be reported to the Chief of the Naval Staff. If a ship obtains markedly poor results an enquiry shall be held into the circumstances, at which the method of training employed and the conditions under which the practice was carried out shall be fully investigated. The report, with the minutes of the evidence and his remarks on the conclusions, will, at his discretion be forwarded to the Chief of the Naval Staff.

(2) He shall superintend with great attention all the ships of the force or squadron which are put under his orders; he shall see that their crew are properly disciplined that all orders and regulations are punctually attended to and obeyed and that the stores are kept as complete, and the ships are in every respect as fit for service, as circumstances will admit.

(3) He shall receive all reports of the state of the ships and of their defects, applications for repair and refitting and demands for stores. Being responsible to the Chief of the Naval Staff for the good order, discipline, and efficiency of the force or squadron which he commands, he shall receive representations of the state of their crew or of the misconduct of their officers or sailors.

0218. Conduct between Senior and Junior Officer. (1) If an officer in command of one or more of the Indian Naval Ships should meet with a Senior Officer, and the state of the weather admits, he shall wait on such Senior Officer to show all the orders under which he is acting and shall inform him of the state and condition of the ship under his orders.

(2)A Senior Officer shall not require a junior officer to show him any secret orders, which relate to a special mission nor shall he divert him from his service, take him under his command, or interfere with the orders he may have received. Should however, any pressing exigency of the public service require the senior officer to depart from these injunctions, and his measures have tended to delay the junior

officer, he sall allow him to proceed in execution of his orders as soon as possible, if it is still advisable that they should be carried out. He should lose no time in acquainting the Chief of the Naval Staff through Administrative Authority with what he has done, and, if the ship or ships so diverted belong to another Officers command, he shall inform that officer also without delay.

0219. Ships on Special Duties. (1) Although surveying ships and other ships ordered by the Chief of the Naval Staff to carry out special duties may be placed under the orders of the Administrative Authority of the area in which they happen to be operating, their programmes, and the directions for their movements will, as a rule, be ordered by the Chief of the Naval Staff. The surveying ships and ships on special duties, when so employed, shall not be interrupted in their work or required to confirm to the motions of the Senior Officer present.

(2) Should it be necessary in pressing circumstances to divert them from their special duties, or to interfere with their establishments, full particulars of change shall at one be reported to the Chief of the Naval Staff by the Senior Officer so acting except as provided in the Navy orders issued from time to time.

0220. Senior Officer at Sea. (1) When at sea, the Senior Officer shall be particularly attentive in observing that the ship which carried his flag, broad pendant or pendant, and all the ships under his orders, preserve very correctly their station preserve very correctly their station in whatever formation the fleet may be; and when any evolution is being performed he shall he be attentive to the manner in which the ships under his orders carry it out, always correcting immediately every apparent want of activity and exertion and every mistake or appearance of neglect.

(2) He may correct the mistake or negligence of a ship in another division or sub-division whenever it is probable that, from their relative situations, the ship cannot distinctly be seen by the officer commanding the division to which she belongs, or whenever being in the presence of an enemy, the officer commanding the division or sub-division, whatever may be his situation, does not himself immediately correct such mistake or negligence.

0221. Sailing Order and Speed of Ships. (1) The Chief of the Naval Staff shall appoint sailing authorities for each port. The sailing authority shall be responsible for issuing a sailing order on each occasion of ordering a ship to sea. The sailing order will be issued in accordance with orders laid down by the Chief of the Naval Staff from time to time. Amongst other directions, the sailing authority will give a direction to the Captain, generally or specifically, at what speed of advance the service will be performed, according to circumstances.

(2) Except when exercising or when for other reasons a high speed is obligatory, the most economical speed of each squadron or ship will be employed when making passage from port to port, or between harbour and exercise area. When, however, the sailing authority considers that the saving of fuel from proceeding at the most economical speed would be offset by spending inconvenient lengths of time on passage or in reaching exercise areas, he may order ships to proceed at whatever speed is in the best interests of the service, subject to maximum which will be promulgated in orders by the Chief of the Naval Staff from time to time

0222. Economy of Fuel. The Administrative Authority or the Senior Officer shall at all times be careful to economise the consumption of fuel, sio far as may be consistent with the service on which he is engaged; and, as a rule, all appliances for economising fuel which are fitted to each particular ships shall be utilised.

0223. Accidents and Serious Defects. (1) When any accident takes place which causes entire or partial disablement of a ship for service, or when any serious defect is discovered in the hull, armament, machinery, or boilers, the cause of which is not clear, the Senior Officer present shall direct an enquiry to be held at once as to the cause of the accident or defect; and a full report with evidence, finding, sketches, and photographs where possible, shall be forwarded to the Chief of the Naval Staff. Pending the inquiry, then defective parts shall, if it can be done without inconvenience to the service, be left as nearly as possible in the condition in which they were found immediately after the accident or the defect was discovered.

(2) All aircraft accidents shall be investigated and reported in accordance with regulations for the Naval Air Arm.

(3) All accidents affecting the readiness for sea of any of the ships or vessels under the orders of the Administrative Authority, or Senior Officer, or which involve, or are considered likely to involve any disciplinary action by the Chief of the Naval Staff in regard to an officer, shall be reported to the Chief of the Naval Staff with an expression of his opinion where necessary, whether or not an inquiry is held.

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0225. Pilotage of Merchant Vessels. When he considers it necessary or advisable to order a Naval officer either to take charge as a pilot, or to advise the Master of a Chartered or other vessel of the Mercantile Marine, he shall bear in mind that an order to this effect may involve the acceptance by the Government of responsibility in the event of collision or other damage. A Naval officer shall not be sent as pilot or adviser to the master in such a vessel unless the circumstances of the case justify the acceptance of this responsibility.

0226. Loan of Vessels and Craft. Vessels and craft belonging to the Indian Navy shall not be lent to private persons, State Governments or other departments of the Government, without the sanction of the Government.

0227. Hiring wharves. He shall only sanction the hiring of wharves or warehouses when absolutely necessary, and he will be careful to set out the manner and period their use in the order for so doing.

0228. Towing Operations by Naval Ships/Tugs. (1) When a vessel is to be towed by a Naval ship/tug on a Sea passage, the Administrative Authority of the area in which the vessel likes shall be responsible for:-

(a) Arranging for one or more of Indian aval Ships to act as escort if he considers it necessary.

(b) Making adequate local arrangements for the transfer of the vessel from local or harbour tugs to the ship/ocean tugs.

(c) The Provision of the necessary personnel in the vessel to be towed, and for their accommodation and victualling during the period of the tow.

(d) Ensuring that the sea worthiness, life saving appliances, and towing arrangements in the vessel to be towed are adequate. Lighters and similar vessel shall be surveyed before being towed in order to ascertain whether they can withstand the strains, dockyard assistance for this examination being sought if necessary. Before sailing the tow, the said Administrative Authority shall obtain a report from the authority in charge of the vessel that she is fully secured for sea and prepared for sea towage.

(e) Ensuring before the commencement of towing operations of vessels belonging to non-Naval authorities e.g., State Governments and departments of the Government of India, that the owners of such vessels furnish a no risk statement to the effect that neither the Indian Navy nor any of its personnel are in any way responsible for any marine risk including salvage claims in respect of vessels under towage.

(f) Issuing necessary sailing order to the ship/tug detailed and giving speed as convenient for tow. See regulations 0221.

(2) Of the said Administrative Authority deems it advisable he will appoint an experienced officer who will be known as the Towing master, to be in charge of operation. When no Towing master is specially appointed, the Captain of the ship/tug, or the Senior Captain when more than one ship/tug is used will be the Towing master. The Towing master, when specially appointed for the purpose, shall be responsible for the whole operation, including mooring and unmooring at departure, intermediate and terminal ports, and for the ultimate safety of the vessel towed.

(3) All factors relating to the operation must be taken into consideration in reaching a decision whether towage without personnel on board is acceptable: if it is, special arrangements must be made for the provision of navigation lights. If there is a crew on board, the said Administrative Authority shall appoint an officer as Commanding officer of the vessel to be towed, who, when no Towing master is specially appointed, shall be responsible for the safety of the vessel when in tow of harbour tugs and, at intermediate or terminal ports, until moored.

(4) When there is a civilian crew in the vessel to be towed, or the ships/tugs are civilian manned, a civilian Towing master may be appointed and a Master, instead of a naval officer, appointed in charge of the vessel to be towed.

(5) **Preparations for Tow.** Before any craft/floating dock/pontoon proceeds to sea under tow, the said Administrative Authority must ensure that the craft/floating

dock/pontoon is sea-worthy, particular attention being given to the following measures:-

(a) Craft/floating dock/pontoon must be brought to a condition of satisfactory stability free-board and freedom from dangerous rolling by appropriate dismantling and removal of heavy weights, if considered necessary, and by freeing the bilges of loose water which, is left, might have a serious adverse effect on stability. The hull must be adequately sealed against penetration by heavy sea, and all loose gear must be secured against movement at sea to prevent shifting towards one side thus causing a list, or damage to the hull causing leaks.

(b) The hulls of craft/floating dock/pontoon normally used only in harbour need a more thorough examination for strength and water tightness in view of their not having been normally exposed to the servere stress which occurs in rough weather.

(c) Towing speeds for small craft/floating dock/pontoon should under normal circumstances be limited to below the maximum rate for keeping them in safe trim, and voyage should be made only in fine weather.

(6) **Under Tow.** The Appropriate method of towing as laid down in the Manuals of Seamanship and other publications shall be adopted having regard to the circumstances of each case.

(7) Before the tow sails, the said Administrative Authority shall obtain the latest weather forecast and shall not order the operation, except in urgent necessity, unless the forecast shows that settled weather may be expected. He shall give instructions to provide for report6s of progress of the tow and the maintenance of communications at all times between the ship/tug and tow, and the escort, if provided.

(8) The Administrative Authorities at intermediate ports shall be informed of the sailings and the Towing master shall be given discretion in the event of bad weather, or for other reasons, to shelter where may be most convenient and, at intermediate ports where weather forecasts can be obtained, to seek instructions whether to proceed or wait.

(9) The Administrative Authority at the port of destination, and if necessary at an intermediate port, is responsible for ensuring that adequate arrangements are made for the transfer of the tow from ship/ocean tug and for the berthing and safe custody of the tow after arrival.

(10) On completion of the operation, the Towing master (see sub-regulation (2)) shall render a report of proceedings to the Administrative Authority who issued the sailing orders, sending copies to the Administrative Authority at the port of arrival, and the Chief of the Naval Staff. In addition to the normal information such reports should include the following details: -

(a) Total distance.

(b) Total Steaming time

(c) Average speed.

(11) When a Naval floating dock is to be towed, the special instructions given in the dockyard regulations shall be complied with.

0229, Convoys Authority. Etc., of Commanding Officer. The authority and responsibility of the officers of the Indian Navy appointed for the convoy and protection of ships and vessels are defined in Section 56 of the Navy Act, 1957.

0230. Aid to Civil Authorities. (1) The Naval forces may be called upon to perform any of the following duties in aid of civil authorities: -

(a) Maintenance of law and order.

(b) Maintenance of essential services.

(c) Assistance during natural and other calamities such as earthquakes, floods, famine and fires, etc.

(d) Other types of assistance which may be needed by civil authorities.

(2) **Provision of Aid** When the assistance of the Navy is required by the civil authorities the Administrative Authority or the senior officer, will, whenever possible, obtain, through proper channel, the approval of the Central Government. In emergencies and when time does not permit of a reference to the Central Government, the local Naval authorities shall comply immediately, as far as possible, with the demand reporting their action without delay, through proper channel, for confirmation.

(3) **Maintenance of Law and Order.**

(a) **Requisition: -**

(i) Every requisition made on an officer in command of Naval forces, in writing or by telegram, by a civil authority for Naval aid for maintenance of law and order (including prevention of disturbance), shall be complained with immediately

(ii) The strength and composition of the force, the quantity of ammunition, arms and equipment to be taken and the manner of carrying out the operations are matters for the Naval authorities

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alone. For instructions for dispersal of unlawful assemblies and firing on them, see clauses (c) and (d)

(b) **Liaison Officer.**

(j) To ensure that the Naval authorities immediately concerned get the earliest possible opportunity of gauging the probable requirements of the situations, the Naval authority on receipt of a warning by the civil authorities that Naval forces may be required in aid of the civil authorities will despatch a Naval liaison officer to get into personal touch with the civil authority in the affected area. The liaison officer will furnish reports regarding the situation.

(ii) Until the services of the Naval forces are no longer required by the civil authorities, the liaison officer will maintain close touch with the local civil and police authorities, and with the officer in command of the Naval force employed. He will be under the orders of the officer in command of the naval force during the presence of the latter at the scene of action, if that officer is senior to him. Alternatively, should the liaison officer be the senior, he will automatically be in military command unless specially ordered to the contrary by the officer who detailed him. It would, however, be preferable, if it can be so arranged, that the liaison officer is of such ran k that he will not have to take command of the Naval force.

(iii) On the withdrawal of the Naval force, or if it is decided that they need not be called out, the liaison officer will submit a written report to the officer who detailed him. The report will comprise a brief narrative of events and a brief summary of his observations and his appreciation of the cause of the trouble. The liaison officer will remain in the disturbed area until ordered to rejoin his ship. The report will be forwarded to the Chief of the Naval Staff through the normal channel.

(c) **Unlawful Assemblies – Dispersal of: -**

(i) The definition of 'an unlawful assembly' is given in section 141 of the Indian Penal Code. The law on the subject of dispersal of unlawful assemblies is contained in sections 129 (1) to 132 (3) of the Code of Criminal procedure – 1973.

The law referred to above is reproduced in Appendix 2 to Part 1

(ii) Requests by Civil Authorities.

(aa) Civil Authorities may call upon Naval authorities for the actual dispersal of unlawful assemblies and/or to effect arrests of persons forming part of unlawful assemblies. The civil authority who can require the dispersal of an unlawful assembly by Naval forces is the

magistrate of the highest rank who is present. (See sections 130 (1) and 130 (2) & (3) Cr.P.C.)

(ab) The request made by the Magistrate should preferably be in writing, but if made verbally, the officer in command, of the Naval force should ask the Magistrate to repeat the request in the presence of two Naval personnel, and to confirm his verbal instructions in writing as soon as possible

(ac) The requisition shall be complied with immediately.

(ad) The landing of a Naval force for the express purpose of aiding the civil authority shall not be resorted to except in cases of emergency, when, in the opinion of the magistrate, no other sufficient means are available to disperse such assemblies on shore.

(ae) The presence of a magistrate, which is inferred in the following directions, is a matter of the highest importance, and steps shall invariably be taken to secure his attention with the party.

(af) The officer in command of the Naval force will not use force unless called upon to do so by the magistrate present, and even then he must exercise his own judgement as to whether force is really necessary, and as to the mode and degree of force to be used. He should not order the men to fire unless the use of fire arms is plainly necessary; and generally he should bear in mind that it is his duty to use no more force than is necessary, and to discontinue its use altogether the moment he can safely do so.

(ag) The strength and composition of the force, the quantity of ammunition to be taken, and the manner of carrying out the task are matters for the decision of the Naval authorities alone.

(iii) For power of a commissioned officer to disperse an unlawful assembly when no magistrate can be communicated with, see section 131 Cr.P.C.

(iv) Provisions of sub clause (ii) do not apply in cases of special emergency where, in order to secure the safety of the force employed, it becomes indispensably necessary to take immediate action, and where such action cannot safely be deferred until the order or authority of the magistrate has been obtained, or consultation with him has taken place, or extraordinary occasions of immediate or pressing danger, when violent crimes are being or are likely to be committed, and for some special reason consultation with the magistrate is not possible.

(v) Naval personnel shall, under no circumstances accept any offer of appointment as magistrate.

(d) **Firing on Unlawful Assembly.**

(i) When the officer in command of the naval force is required by a magistrate under the Code of Criminal procedure, sec 130 (2) and (3), or decides that it is necessary, under sec 131 ibid, to disperse an unlawful assembly by force, he will, before taking action, adopt the most effective measures possible to explain to the people concerned whenever possible that the naval force is about to fire, and that the fire will be effective. The officer in command of the Naval force and the magistrate who accompanies the force should consult together as to the best practicable means of giving such warning.

(ii) All orders to the Naval force will be given by the officer in command. They will on no account fire except by his word of command. If it becomes necessary to order them to fire, he will exercise a humane discretion in deciding both the number of rounds and the objects to be aimed at. If the officer in command is of the opinion that a slight effort will attain the object, he will give the command to one or more selected men to fire. If a greater effort be required, will only be given on the regular word of command of the officer in command. If it is necessary for more sections than one to fire at a time, the officer in command will clearly indicate to the Naval force which subordinate commander is to order any of the sections to fire. The order to any one or more selected men or to a particular section to fire will be given only by the commander indicated.

(iii) If it becomes necessary to fire, officers and sailors have a serious duty, which they must perform with coolness and steadiness and in such a manner as to be able to cease fire the instant it is no longer necessary.

(iv) Care shall be taken to fire only on those persons who can be seen to be implicated in the disturbance .To fire over the heads of a crowd has the effect of favouring the most daring and guilty,and of sacrificing the less daring,and even the innocent.Fire should be aimed low,the idea being to injure and incapacitate rather than to kill.It should be born in mind that the amount of force ,both as regards the number of rounds used as well as the damage done,should be the minimum required to disperse the unlawful assembly or to perform the task indicated.Officers should also bear in mind that they are legally protected if they act in good faith which is held to mean “with due care and attention”.Firing with blank ammunition is forbidden.

(4) **Maintenance of Essential Services.**

(a) Naval forces will be made available for maintenance of essential services on the authority of the Central Government only.

(b) Naval forces can lawfully be commanded to maintain essential services during strikes or in an emergency if and in so far as some military object, purpose or proceedings is affected and in such cases no declaration under the Armed Forces (Emergency Duties) Act is necessary

(c) Under the provisions of the Armed Forces (Emergency Duties) Act, 1947, reproduced in Appendix 2 to Part 1, Naval forces can be employed in the maintenance of a service vital to the community if that service is to be declared by a notification issued by the Central Government.

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(5) **Assistance during Natural and other Calamities.** Assistance during natural calamities and in other serious emergencies shall be provided by the Naval forces when sanctioned by the Central Government. But where time does not permit of a reference being made to the Central Government, the local Naval authority may, at his discretion, comply with the request of the civil authority to the best of ability reporting immediately through proper channel his action to the Central Government.

(6) **Other type of Assistance.** Aid required by civil authorities other than for:-

(a) Maintenance of law and order, [sub-regulation (3)].

(b) Maintenance of essential services, [sub-regulation (4)].

(c) Assistance during natural and other clamities, [sub-regulation (5)], will be provided on the orders of the Central Government.

(7) When Indian Naval Ships, Naval Aircraft, equipment and personnel are lent to the Central Ministries, State Governments, semi-Government and autonomous bodies, under the authority of the Government of India/the Chief of the Naval Staff, recoveries on the following basis are to be made from borrowing authorities for the period of loan in respect of the various types of aids mentioned below:-

(a) Maintenance of Law and Order.

(b) Maintenance of Essential Services.

(c) Assistance during Natural and other Calamities such as earthquakes, floods, fire, famine etc.

(d) Assistance in the Execution of Development Projects.

(e) Any other type of assistance which may be needed by the civil authorities and the Armed Forces are in a position to render.

(8) **Maintenance of Law and Order .** All expenditure on the employment of Naval personnel will be borne by the Central Government although it will be open to the State Governments to contribute towards the cost, if they so desire.

(9) In cases of maintenance of essential services, assistance during natural calamities, and assistance in the execution of developments projects, no recovery will be made from the State Government on account of:-

(a) Normal pay and allowances and rations of service personnel made available from the existing service strength. However, in cases where additional ship/personnel are maintained by retaining those due for paying off/release or by recruiting new personnel specifically to meet the requirements of the State, the entire cost of the maintenance of these ships/personnel will be charged to the project for recovery from the State Government. The Government of India, however, expect that accommodation, water, etc., would be provided free for these personnel by the State Government, if required.

(b) Clothing, equipment, vehicles, etc., used by service personnel.

(c) Supervision charges or interest on the capital value of these articles.

(d) Hospitalisation and treatment of the service personnel injured whilst employed in rendering aid to civil authorities.

(10) In cases mentioned in sub-regulation (9), recovery will, however, be made in respect of the following:-

(a) Consumable stores including P.O.L. entire cost at payment issue rates.

(b) Non-consumable stores and equipment

(i) Depreciation assessed on the replacement cost on account of wear and tear.

Note:- For Aircraft, depreciation will be calculated on original cost.

(ii) Cost of repair and maintenance.

(iii) Cost of replacement of equipment rendered unserviceable as a result of such use. The assessment will be made having regard to its condition before its use on the project. In the case of aircraft, normal strike off wastage element only will be included in the charges irrespective of the actual rate of accident.

(c) Incidental expenditure necessitated by the work e.g., cost of movement of ships, personnel and equipment to and from the site of work and extra allowances, rations, clothing and amenities, where provided.

(11) In cases, mentioned in sub-regulation (9), pensions in respect of any accident to Naval personnel will be the liability of the Government of India. For this purpose, Naval personnel will be treated on duty. Any damage to crops or compensation payable to civilians will, however, be the responsibility of the State Government concerned.

(12) **Any other type of Assistance.** Liability of a State Government to whom assistance is rendered in connection with any other type of assistance, will, however, be limited to the following:-

(a) Entire cost of the naval personnel including ordinary pay and allowances, cost of transport, equipment including loss and repair expenses, etc. and extraordinary charges the shape of special pay or transportation of stores or the supply of stores to the personnel engaged.

(b) Pensions in respect of casualties occurring due to the employment of the naval personnel with the State Government. The State Government concerned, will also be liable for a proportionate share of service pension/gratuity on a service share basis.

(13) In the the event of difference of opinion arising as to the actual method of calculating the charges payable, the decision of the Government of India will be final.

0231. Prisoners from Merchant Ships. No Indian merchant seaman shall be received in one of Indian Naval Ships abroad as a prisoner, unless the witnesses necessary to substantiate the charges, or the depositions taken upon the charge under which the prisoner is in custody, accompany him, or unless the senior officer is satisfied that the witnesses will be in attendance on the arrival of the prisoner at the place where he will be handed over to the civil power.

0232. Expiration of Appointment. He will, on relinquishing his command, deliver to his successor the originals or authenticated copies of all unexecuted orders, general regulations, books of reference and other documents he may have received for

his information or guidance, and he will furnish him with all other information likely to be of use in service.

0233. War Diaries. In time of war the Administrative Authorities or the Senior Officer present and Flag Officer Area/Naval Officer-in-charge (NOIC) shall keep a Diary of policy, Planning and events in their Commands. The Diary is required to facilitate research into the effect of war-time policy, measures and operations and to provide material for the compilation of Staff histories. The diary should be rendered monthly in duplicate to the Chief of the Naval Staff in the following forms:-

(a) **Section I – Synopsis of Policy, Planning and Principal Events.** This section should contain an explanation of origin and progress of principal occurances and activities in the command. Operations covered by a separate report should only be summarised and reference made to the serial number and date of the main report. Reference to daily signals of the Chief of the Naval Staff as well as his own should be quoted.

(b) **Section II – Day by Day Record of Events.** This should include the dispositions and movements of I.N. Ships; the Fleet, Flotilla or station Daily State; the arrival and departure of convoys and independently routed merchant ships; loss of and damage to I.N.Ships; loss and damage to merchant ships within the command and whether they were in convoy or sailing independently; brief statements on enemy activities within the command and counter measures undertaken.

(c) **Section III –** Monthly summary of Losses of and Damage to Indian and allied Warships and Merchant ships.

(d) **Section IV** – Monthly summary of shipping movements recorded in section II.

(e) **Section V –** The standing orders issued in the Fleet, Flotilla or on the station. (This is additional to copies forwarded under regulation 0205 (Station orders)).

(2) The copy of the diary retained by the Administrative Authority or the Senior Officer present and Flag Officer Area, Naval Officer-in-charge shall be treated as Charge Document.

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SECTION II – AN AREA

0241 General Duties. (1) The Administrative Authority of an area shall be guided in the conduct of his general duties by the foregoing instructions, particularly

as regards preparation for war and the training of the personnel, and shall also observe the following instruction relating to the special duties connected with his command.

(2) He shall be responsible for the prompt and complete equipment and manning of all ships in the area when commissioning, refitting or paying off.

(3) He shall consider all flag or other officers who are junior to himself and all ships present as under his orders, except such as are actually under the orders of a Senior (Flag or other) Officer then present, but such vessels shall be under his control in all matters provided for b y the regulations of the port.

(4) He shall not interfere with ships arriving at or lying at ports within his station but not in sight of his flag unless specially directed to take them under his orders; and, except in some emergency which does not permit of reference to the Chief of the Naval staff, he shall not send any ships to sea except those which have been specially placed under his orders.

(5) During war he shall see that the authorised local regulations for the control of traffic are properly enforced, and he will further ensure the safety of the port by disposing the vessels under his special command in whatever manner may sem to him best suited to secure that end.

0242 In war. (1) In time of war or strained relations he is responsible for:-

(a) The control and safety of all shipping within the area of his command.

(b) The protection of ships in harbour and ofn harbour installations from attack by the enemy

(2) In exercising this responsibility he shall cooperate with the Army, Air Force and Civil Defence Commanders and shall ensure the efficient operations at ports in his command of:-

(a) The Examination Service.

(b) The control of shipping entering or leaving the port.

(c) The Local Seaward Defence Organisation

(d) The Underwater Seaward Defences.

(e) The Boom and Net Defences.

(3) He shall acquaint himself with all the powers vested in him under statutory rules framed in time of war or emergency.

(4) The Senior Officer at an Indian port in the command is responsible to the Flag or other officer in command of the area for compliance with these instructions within the area of his command.

0243. Senior Flag Officer at Port. (1) Should a Flag or other officer, who is senior to the Flag or other officer in command of the port enter the port limits, he shall not interfere with the conduct of the port but after receiving the visit of such junior officer shall direct him, whether or not his own flag remains flying, to continue to carry out the duties of the port.

(2) Ships under the actual command of such senior (Flag or other) Officer shall, while in the port, be under the control of the Flag or officer in command of the port in all matters governed by the port regulations.

0244. Reports from Ships. The Flag or other officer in command shall receive all letters, returns, and reports from the Flag and other officers and ships placed under his orders, as well as from such ships as may become subject to his control by the regulations of the port, but in that case only in regard to such matters as are affected by those regulations.

0245. Completion Postponed. Whenever the time fixed for completion of a ship's refit or readiness for any service is postponed, he shall require from the Captain a report of the cause, which he will communicate if necessary to the Chief of the Naval Staff by signal or letter, adding his own opinion as to the necessity for the delay.

0246. Completing Ships. (1) He will inform the Commodore, Bureau of Sailors of the details of the commissioning of a ship and of his special requirements, if any

(2) The Commodore, Bureau of sailors will provide the ship's company in accordance with the authorised complement and the special requirements. The flag or other officer in command of the Area shall ensure that the ship is provided an adequate ship's company.

0247. Inspections. He shall muster and inspect every ship when ready for sea on first commissioning, or on newly commissioning after a long refit out of commission, but a ship commissioning for a flag shall be inspected before the flag is hoisted on board. A brief written report to the Chief of the Naval Staff of the results of the inspection will usually be sufficient.

0248. Inspection of Detention Quarters. He shall inspect Indian Naval Detention Quarters in his area as early as possible in each year, reporting the result of his inspection to the Chief of the Naval Staff on the prescribed form.

0249. Inspection of Hospitals and Sick Bays. (1) The Administrative Authority of the area shall inspect the Naval hospitals and any permanent sick bays within his command once a year or more often as he considers necessary. He shall thereupon report to the Chief of the Naval Staff the state in which he may find them,

and whether every proper attention is paid to the care and comfort of the patients. When unable to carry out the inspection himself, he shall direct one of the Flag or other Senior Officer under his orders to do so.

(2) When temporary sick bays are hired, or established, he shall take care that they are frequently visited and inspected, in such cases not necessarily by one of the Senior Officers.

0250. Ships not to delay Sailing. He shall not allow the Captain of any of Indian Naval Ships to prolong his stay in port after receiving his sailing orders, should the state of the weather permit him to put to sea; and he shall report whenever he considers that a ship has put back or been brought into port unnecessarily.

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SECTION III – FOREIGN RELATIONS

0256. Relations with Foreigners. (1) When visits are paid to foreign ports or places, particular care shall be taken to avoid giving any cause of offence or dissatisfaction to the authorities or inhabitants; due deference shall be shown by officers and sailors to local regulations, and customs; and all shall do their best by their correct conduct to ensure the goodwill and respect of the inhabitants.

(2) In all dealings with foreigners, officers shall show an example of moderation and courtesy. They shall preserve a strict neutrality in all cases of civil dissensions and shall not interfere directly or indirectly in political questions; and in the absence of any Diplomatic or consular officer, the Senior Officer should urge upon Indian citizens the like forebearance.

0257. Communications with Foreign Authorities. (1) All communications with the local authorities or with the foreign consuls at a foreign port should, as a general rule, be made through the Indian Diplomatic or consular authorities on the spot.

(2) Any remonstrance with the civil authorities can only the duty of a naval officer in the absence of an Indian Diplomatic or Consular representative, and in such cases it must be made by the senior officer only.

0258. Landing Armed Force. No armed force shall be landed from Indian Naval Ships for exercises or for any other purpose, on foreign soil, without the permission of the local authorities, nor shall any measure be taken for apprehending leave-breakers, without such permission. On wearing uniform see regulation 2604.

0259. Protection of Indian Citizens. Protection of Indian citizens is, as a general rule, to be limited to affording them an asylum of board ship, and to securing them by boats an escape from the shore when their departure may be a measure of necessary precaution; intervention by the landing of an armed force shall only be resorted to when the lives or property of Indian citizens are actually in danger from violence which cannot otherwise be controlled. Whenever circumstances may permit,

Naval officers should communicate with the Indian Diplomatic or Consular officers on the spot before taking steps in such cases.

0260. Distressed Indian Citizens. (1) No person shall be received on board any of Indian naval Ships as a distressed Indian citizen at a port where there is an Indian consular officer, without his written requisition.

(2) If there should be no consular officer present, the Senior Naval Officer on the spot shall exercise his discretion in regard to the claim of any applicant for a passage at the public expense. The relief shall only be granted in case of destitution and the circumstances will be reported fully.

(3)The requisition and order, and a full report of the circumstances shall be forwarded to the Chief of the Naval Staff.

(4) Persons of un sound mind (unless they belong to the naval, army or air services) shall not be received on board Indian naval Ships, or fleet auxiliaries, except with the special sanction of the Chief of the Naval Staff.

0261. Refugees. (1) Ships in the ports of a foreign country shall not receive on board persons, even if Indian citizens, who are seeking refuge for the purpose of evading the laws of the foreign country to which they may be subject.

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(2) During political disturbances or popular tumults, refuge may be afforded to persons fleeting from imminent personal danger, In such cases care must be taken that the refugees do not carry on correspondence with their partisans from Indian Naval Ships, and the earliest opportunity must be taken to transfer them to some place of safety.

(3) Except in extreme cases, passages should not be given to the subjects of foreign Governments.

(4) Whenever circumstances may permit, Naval officers should communicate with the Indian diplomatic or consular officers on the spot before taking steps for the reception of refugees on board their ships.

0262. Piratical Acts. If any armed vessels, not having a commission as a war ship from a recognised foreign Government, whether defacto or de jure, should commit practical acts and outrages against the vessels and goods of India's citizens or of the subjects of any other foreign power in amity with India, and if credible information should be received thereof, such armed vessel shall be seized and detained by any of Indian Naval Ships falling in with her, and sent to the nearest Indian port where there is a court of competent jurisdiction for the trial of offences committed on the high seas, together with the necessary witnesses to prove the actor acts, and with her master and crew in safe custody, in order that they may be dealt with according to law. In the event, however, of an attack by a ship in the possession of insurgents against their own domestic Government, upon ships-of-war of that Government, upon merchant ships belonging to their own country, or the cities, ports, or people within the territorial limits of their own nation, Indian Naval Ships have no right to interfere except as mentioned in Regulation 0259 (Protection of Indian

Citizens), and then the operation must be restricted to such acts as may be necessary to attain the precise objects in view.

0263. Joint Action with Foreign Ships. The limitations in the preceding regulations apply equally to cases of joint action with foreign ships of war, when the interests of their fellow subject are involved with those of Indian citizens. In such cases Naval officers may act in concert with the foreign Naval officers so far as amicable representation is concerned, but such concert shall not be carried beyond the limits prescribed to Indian Naval Officers when Indian interests alone are concerned.

0264. Protection of Foreigner. Application for the protection of subjects of foreign powers in amity with India, may be entertained if none of their ships-of-war is present, but the application should be made through the Indian Diplomatic or Consular officer, and it should be acceded to only when the protection does not interfere with the public service or with the orders under which the naval officer is acting.

0265. Protection of Indian Ships. The foregoing regulations are also applicable to the protection to be afforded to Indian ships in foreign ports, they shall only be protected by force against actual and wrongful violence and when remonstrance has failed.

0266. Neutrality. When powers in amity with India are in a state of war, or are engaged in hostilities, it is the duty of all India's officers to observe a strict and impartial neutrality between the contending parties, and to respect unreservedly the just exercise of their respective belligerent rights.

0267. Entry into Neutral Ports. (1) Subject to any limit which the neutral authorities may place upon the number of belligerent ships of war to be admitted into any one of their ports, at the same time, the Senior Officer, by the comity of nations, may enter a neutral port with his ships for the purpose of taking shelter from the enemy or from the weather or of obtaining provisions or repairs that may be pressingly necessary.

(2) He is bound to submit to any regulations which the local authorities may make respecting the place of anchorage, the limitation of the length of stay in the, the interval to elapse after a hostile man-of-war has left the port before his ships may leave in pursuit etc.

(3) He must abstain from any acts of hostility towards the subjects, vessels, or other property of the enemy which he may find in them neutral port.

(4) He must also abstain from increasing the number of his guns, from procuring military stores and from augmenting his crew even by the enrolment of Indian citizens.

0268. Respect of Territorial Limits. The territorial limits of foreign powers in amity with India shall scrupulously be respected, in so far as they do not exceed the limits generally recognised in international law. No exercise of authority over the persons, the ships, or the goods of another nation is permissible in territorial waters,

nor shall any gun firing or other practices or hydrographic surveys take place within such limits without the permission of the appropriate authorities.

0269. Coercion of Indian Merchant Ship. If any Indian merchant ship should be coerced into the conveyance of troops or into taking part in other hostile acts, the Senior Naval Officer, should there be no Diplomatic or Consular authority at the place, will remonstrate with the local authorities and take such other steps to ensure her release or exemption as the case may demand, and as may be in accordance with the regulations.

0270. Indian Seaman ill-treated. If it should come to the knowledge of the Senior Indian Naval Officer that any Indian seaman serving in foreign merchant ships are ill-treated, he will at once apprise the consul should there be no consular officer on the spot, he will inform the local authorities of the circumstances.

0271. Some relevant provisions of the Merchant Shipping Act 1958:-

(a) Power of commissioned officers of the Indian Navy regarding forfeiture to the Government of any colours hoisted by ships contrary to the Merchant Shipping Act, 1958 are given in section 63 (2) of the Act.

(b) Power of a Senior Officer of any ship of the Indian Navy regarding convening of Boards of Marine Enquiry outside India under the Merchant Shipping Act, 1958, are given in section 373 of that Act.

(c) Powers of a commissioned officer of the Indian Navy regarding detention of a ship under the Merchant Shipping Act, 1958, are given in sections 444 and 446 of that Act.

(d) Persons acting under the Merchant Shipping Act, 1958, who shall be deemed to public servants within the meaning of section 21 of the Indian Penal Code are given in section 453 of the Merchant Shipping Act.

(e) Powers of persons authorised to investigate, etc., under the Merchant Shipping Act are given in Section 454 of that Act.

CHAPTER 3

INSTRUCTIONS TO CAPTAINS

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SECTION 1 GENERAL

(See also chapter 13 – Navigation and Direction)

0301. On Succession to Command. (1) An officer appointed to succeed another in command of one of Indian Naval Ships shall, so far as possible, make himself acquainted with the state of the ship by going round her with the officer he is relieving.

(2) He shall be furnished with a report, prepared by the head of each department, and approved by the officer he is relieving in the command, showing all existing defects in the respective departments; and he shall see the latest Form IN 378, Report of Examination of Structure.

(3) Should he be dissatisfied with the general state eof the ship, or any part of her, he shall report the mater to the Administrative Authority or Senior Officer.

0302. First Inspection. On appointment to the command of a ship, the Captain shall visit the various compartments with the appropriate departmental and specialist officers. In a newly completed ship in one of Indian naval dockyards, he shall be accompanied by the Admiral Superintendent of the Dockyard or such other officer as the latter may appoint, and in a private yard by the Warship Production Superintendent (WPS) or his representative of Control Built Ships. These officers shall afford him such general information in regard to the ship and equipment as he may require, and shall acquaint him with any alterations which the Chief of the Naval Staff may have authorised.

0303. Station and Port Orders. On commissioning, and during the commission on arrival from sea, the Captain shall take care to obtain or complete

from the office of the Flag or other officer in command of the port or station or Senior Officer, his copies of the standing orders of the port or station.

0304. Reporting Proceedings. (1) The Captain of a ship operating independently shall report his proceedings by letter to the Administrative Authority, who shall forward it to the Chief of the Naval Staff with any comments he may wish to add. In the case of ship placed under the operational control of an authority other than the Administrative Authority, a copy will be forwarded to the authority under whom the ship is operating.

(2) **Survey ships.** Letter of proceedings from ships employed on survey duties shall be forwarded to the Administrative Authority with a copy to the Chief Hydrographer. The Administrative Authority shall forward them to the Chief of the Naval Staff with any comments he may wish to add. These reports shall be rendered as above, with the exception that during the Surveying season the letters shall be forwarded so as to cover a particular hydrographic instruction/instructions covering a period of not less than 2 months. In no case, however, shall more than 3 months pass without a Letter of Proceedings being submitted.

(3) For details regarding procedure for reporting of proceedings, see regulation 0207.

0305. Economical Speed. (1) The Captain shall take the earliest opportunity, when engaged on ordinary service in calm weather, of ascertaining or verifying the most economical speed for the ship, that is to say, the speed at which the greatest distance can be run per ton of fuel.

(2) The conditions under which these trials should be carried out are laid down in orders issued by the Chief of the Naval Staff from time to time.

0306. Charge of Ship. (1) The Captain shall not entrust the charge of the ship when under way to any officer, nor to any other person, unless he has satisfied himself that such officer or person is acquainted with the regulations for preventing collisions at sea (See Chapter 42).

(2) He shall take care that an officer whom he judges not to be fully competent is never left in sole charge of an Indian Naval Ship, but shall be supervised by an officer of experience who, while not taking the ship out of the hands of the officer of the watch except in case of emergency, shall see that all orders given by him are correct and safe.

(3) He shall never allow an officer of a foreign Navy, who may be borne as a supernumerary, to be placed in charge of a watch.

0307. Safety of Life. (1) The Captain shall see that the Executive officer and the officer of the watch are aware of their responsibilities for preventing any persons going on the weather decks when the weather conditions are such as to make it dangerous. See regulations 0406 (2) and 1026 (16).

(2) In any ship in which half-rails only are fitted, he shall take care that life lines are rigged to bring the rails to the normal height.

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(3) If practicable, boats' crews should not include any non-swimmers. If it is necessary to include a non-swimmer the precautions laid down in regulation 1027 (6) shall be observed.

0308. Captain's Rounds. The Captain shall visit periodically the engine rooms, boiler rooms, and machinery spaces, as well as other ordinarily accessible parts of the ship.

0309. Engineering Master Log. The Captain shall inspect the Engineering Master Log weekly, taking care to satisfy himself that all the information required is fully and properly noted, so that a complete record of work done and changes made may be preserved.

0310. Log Books. (1) The captain shall examine weekly the Ship's Log and the Magazine Log. He is responsible that the Top Secret message logs, and other message logs are properly kept and that the instructions for their custody and disposal are complied with.

(2) The Captain shall examine monthly and countersign the Electrical Radio Equipment Log, the Electrical Log and Progress Book, the Anti Submarine Warfare Log and Progress Book and the Gunnery Log and Progress Book.

(3) Night Order Book. When the ship is at sea, and at such other times as he may think necessary, the Captain shall leave his orders for the night in the book supplied for the purpose.

0311. Confidential Books. The Captain is responsible for the correction and safe-keeping of all secret and confidential books and documents, and books "For Official Use Only" and that the instructions laid down by the Chief of the Naval Stall are complied with. See regulation 3706 regarding handling of classified documents.

0312. Moorings (1) When a ship is lying at moorings, the Captain shall take care to observe every precaution with regard to them, which the appropriate authority may deem necessary.

(2) He shall also be careful that, so far as he is concerned, no moorings of any descriptions are laid down at any of Indian Naval ports without the permission of the appropriate authority.

(3) The appropriate authority for the purpose of this regulation is in the case of

(a) **Bombay and Visakhapatanam**. The Admiral Superintendent of the Dockyard.
(b) **At other Ports**. The local Naval authority unless another authority is specified in this behalf by the Chief of the Naval Staff.

0313. Anchors and Cables. (1) The Captain shall attend most carefully to the state and preservation of the chain cables to ensure every precaution is taken to keep them from undue wear or corrosion, and he shall see that the Navigating officer and the commissioned Boatswain pay the same attention to this very important subject. He shall see that the regulations for the survey and test of cables laid down in regulation 4358 are complied with. See also regulations 1315 and 1603.

(2) He shall never cut or slip a cable while there is a possibility of weighing the anchor, except in a case of emergency such as casing an enemy or for the safety of the ship, but if it is necessary to do so or if the cable is parted, he shall use his utmost endeavour to recover it and the anchor immediately, if the weather and other circumstances admit of the attempt being made. If the ship should be sent to sea, the Senior Officer left at the anchorage shall take steps to recover them if possible.

(3) On every occasion of the parting of a cable or the loss or breakage of an anchor, a report on Form S. 541 shall at once be made to the Chief of the Naval Staff through the Administrative Authority or Senior Officer, and to the Admiral Superintendent of the nearest dockyard, giving full information as to the cause of the parting or breakage, the circumstances in which it occurred, and steps being taken to recover the lost articles. The report shall be accompanied by a plan showing the spot where the anchor is supposed to lie with any transits, bearings and distances of any shore objects or navigational marks that may have been taken from the spot, similar particulars shall be left with the Indian Consular Authority at the place for the guidance of the Captain of any Indian Naval Ship calling there who, if consistent with his orders, shall endeavour to recover an anchor or cable which has not been recovered.

0314. Captain's Ship's Books. A Captain's Ship's book will be supplied to the Captain of each ship on commissioning. While the ship is in commission, the book and its supplement, or the Captain's ship's (Guard Book), shall be kept under the immediate supervision of the Captain as directed therein, and they shall be produced for examination by the inspecting officer at the periodical inspection of the ship.

(2) When a ship is paid off, a shore establishment is decommissioned, or a depot is closed down, the Ship's Book, its supplement and the Captain's Ship's (Guard Book) in respect of Indian Navy ships, Ship's Book in respect of shore establishments and depots shall be sent to Naval Headquarters for retention.

0315. Bridge and Engine Room Clocks. (1) On all occasions immediately before proceeding to sea, Commanding officers of ships shall ensure that the bridge clock and engine room clocks are synchronised. See regulation 1026 (18).

(2) In the event of any unusual occurrence taking place concerning or likely to concern the engine room department, such as grounding, the Commanding officer is responsible that a check is made between the Bridge and engine room clocks as soon as practicable after the occurrence.

0316. Important Keys. (1) He shall cause important keys in the ship, except those issued personally to individual officers, to be kept in a box having a glass front, supplied for the purpose and provided with two keys. In time of war, the glass front shall be replaced by stout woven wire of a suitable mesh to enable the contents to be identified. The box shall be fixed outside the door of the Captain's cabin and shall be in the charge of a sentry. In ships where there is no sentry, the box shall be placed inside the door of the Captain's cabin or, if more convenient, of the Executive officer's cabin.

(2) The keys of the important key box shall be kept by the Captain or Executive officer, who may, at his discretion, place one key under the charge of the officer of the watch or sentry. In the latter case, the officer of the watch or sentry shall be furnished with a list of persons to whom access to the key box is authorised.

(3) The name of each key will be marked distinctly over its hook in the box, so that the absence of a key from its hook will show that the key is in use.

(4) When it is necessary to open the box, the authorised person to whom the keys contained therein may be entrusted, shall himself obtain the key of the box from the Captain, Executive officer, officer of the watch or sentry, as the circumstances may require. When the purpose for which the keys were removed from the box is accomplished, he shall carefully lock the compartment, at the same time ensuring that the compartment is clear personnel; return the keys to the box, and the keys of the box to the Captain, Executive officer, officer of the watch or sentry. The issue and return of the keys shall be entered by the sentry in the book kept for the purpose and initialled by the persons receiving the keys. When there is no sentry, the person receiving the keys shall enter in the book the time of receipt and return, and initial the entry.

(5) In ships where separate keyboards are provided for each department, the head of the department is to cause all-important keys of the department to be kept therein. The keyboard is to be secured to a bulkhead inside the head of the department's cabin or, if more convenient, in the departmental office. Instructions given in sub regulations 1 to 4 will apply in their entirety to these keys, except that the key of the keyboard is to be held by head of the department or an officer or a senior sailor nominated by him. The duplicate key of the departmental keyboard is to be stowed on the ship's main keyboard.

0317. Magazine Keyboard. (1) The keys of the magazines, shell rooms and all compartments containing explosives, shall be kept in a box having a glass front, provided with lock and duplicate keys. This box is hereinafter referred to as 'the magazine keyboard'.

(2) The magazine keyboard shall be fixed near the door of the Commanding officer's cabin, and is to be in the charge of a sentry. In ships where there is no sentry, the board shall be fixed inside the Commanding officer's cabin.

(3) The keys of the magazine keyboard shall be kept by the Captain, who may at his discretion issue one key to be kept in the personal possession of the sentry, or, where there is no sentry, a commissioned officer.

(4) A system of grouping g and bunching the keys of the several quarters as laid down in the Naval Magazine and Explosives regulations shall be adopted, and the names of the quarters and the group number of the keys shall be marked distinctly over their hooks in the box, so that the absence of a bunch of keys from its hook will show that the bunch is in use and the compartments to which the keys give access are to be assumed to be open.

(5) A board shall be hung above or below the box, and shall be printed red on one side, with the words 'Magazine Open" and black on the other side, with the words "Magazine Closed" and every time any No.1 key (see Naval magazine and explosives regulations) is taken away or returned, the board shall be turned accordingly. When the box is placed inside the Commanding officer's cabin , this board shall be hung up outside in a conspicuous position.

(6) When the magazine keyboard is under the charge of a sentry, the key of the board shall not leave his possession; he is personally to lock and unlock the board and issue and return the keys kept on it. Persons to whom keys are issued shall retain them in their possession until the compartments concerned are again locked; the keys are then to be returned to the magazine keyboard.

(7) The sentry, or, where there is no sentry, the persons removing the keys from the board, shall be responsible that the indicator board is turned, and shall see that all indicating lamps are burning correctly. If at any time the indicating lamps do not agree with the state of the key board, he shall immediately cause the officer of the watch or officer of the day to be informed, who shall take steps at once to have the matter investigated.

(8) When there is no sentry, the Captain shall make the necessary arrangements for the indicating lamps to be inspected frequently and for an immediate investigation to be made if they are at variance with the state of the keyboard.

0318. Poisonous Substances. No poisonous substance shall be used to clean mess traps, mess utensils and galley implements; nor shall poisonous or other substances, for the extermination of rats and other pests, be used without the prior concurrence of the Medical Officer.

0319. Relics-Preservation. (1) Whenever a ship is about to be broken up or used for any purpose that will preclude her further service as a commissioned unit in the Indian navy, the ship's bell and history scroll shall be removed and carefully preserved for issue to any future ship of the same name. At Bombay and Visakhapatnam, the Admiral Superintendent of the Dockyard and at other ports, the local Naval authority, shall be responsible for their removal from the ship and for despatch for safe custody to the Commodore Naval barracks, Bombay. The Commodore Naval Barracks, Bombay, shall be responsible for the custody , accounting and maintenance of these , obtaining if necessary , the assistance of the Admiral Superintendent of the Dockyard for their maintenance .

(2) In the event of a ship's name being changed, the bell, scroll and other relics shall be preserved as in sub regulation (1) above.

(3) Every ship in commission shall keep in the Captain's Ship's Book a list of the articles of historical interest, relics, plate, pictures, etc. on board, that are to be preserved on paying off. Particulars of any additions, deletions, other modifications made in the list shall be sent at the first opportunity to the Chief of the Naval Staff.

(4) A place shall be set apart in the Naval Barracks where articles approved for preservation can be stored and taken care of until the name is re-introduced.

0320. Execution of Will. (1) Then failure of officers and sailors to make the wills often causes considerable hardship to their dependents. Every encouragement should therefore be given to them to perform this duty towards relatives and dependents and, if they have not already made a will, they should be advised to make one in accordance with law.

(2) This will be in the best interest of not only the individual, as he would thus be ensuring the disposal of his property after his death in accordance with his wishes, but also of his dependents who would be saved the trouble and expense involved in taking various legal steps necessary for establishing their title to the estate.

(3) Execution of a will is a compulsory requirement in the case of officers/subordinate officers and sailor detailed for flying training and air crew duties and is to be complied with before commencement of flying.

(4) For detailed instructions see orders promulgated on the subject by the Chief of the Naval Staff from time to time.

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0321. On Supersession. When the Captain is superseded, he shall transfer to his successor the originals of all unexecuted orders.

0322 to 0325. Blank.

SECTION II – FITTING OUT AND MAINTENANCE
(See also Chapters 43 and 44)

0326. Preparing for Service. (1) When a ship is first commissioned, as well as at all other times, the Captain shall be very diligent in getting the ship ready for sea or for any other service ordered; he shall inspect continually, so far as he is able, all work on board.

(2) The Captain of a ship in commission is responsible for keeping his Administrative Authority informed of any work taken in hand, or proposed to be taken in hand by the dockyard, which would affect the date on which his ship would be ready for service.

(3) Should it be found necessary to extend the date originally fixed for being ready, he shall forthwith report the reasons by letter to the Administrative Authority for the information of the chief of the Naval Staff. In the event of their being any neglect or delay in her fitting on the part of the dockyard, he shall represent the same,

when no Senior Officer is present, to the Admiral Superintendent or to the Chief of the Naval Staff as circumstance may require.

0327. Local Regulations. The Captain shall make himself acquainted with the local regulations of the dockyard, armament supply depot, armament inspection organisation, victualling yards and naval stores depots in respect of matters pertaining to his ship

0328. Applications to the Admiral Superintendent. The Captain shall make to the Admiral Superintendent of the dockyard all applications relating to the ship which require the approval of that officer; he shall render every assistance to the Admiral Superintendent of the Dockyard or other dockyard officers whenever these officers may visit the ship under the directions of the Admiral Superintendent to inspect and report on defects or any proposed alteration or addition to her fittings.

0329. External Valves. When fitting out while commissioning, the Captain shall make himself acquainted with the position, dimensions, and uses of the external valves, more especially of those under water, and the Admiral Superintendent of the dockyard shall, on application, furnish any information on the subject, which may be required.

0330. Colour of Weather Work of Indian Naval Ships in time of Peace. The formulae for the dark grey, light grey, and white paints used for the weather work of Indian Naval Ships in time of peace have been standardized, and only paints mixed to these formulae shall be used. The colour, or combination of colours, which Indian Naval Ships are painted in time of peace is left to the discretion of the Chief of the Naval Staff.

0331. Drawing of Bottom Plating. (1) On commissioning a ship, the Captain shall receive from the Admiral Superintendent of the dockyard a copy of the expanded drawing to scale of the outside as well as of the inside bottom plating of each side of the ship, showing the joints and butts and the exact thickness of each plate written thereon.

(2) If the ship is surveyed or repaired during her commission, and the thickness of any of the plates ascertained, such thickness shall in each case be written in words upon the copy, with a view to estimating deterioration from past records.

(3) On Paying off, the copy of the drawings, signed by the engineer officer and the shipwright officer, and approved by the Captain, shall be returned to the dockyard.

(4) In addition to the plans and drawings referred to above, he shall be furnished with the previous reports of the ship's stowage, trim, and qualities.

0332. Position of Pumps, Cocks and Valves. (1) The Captain shall receive in writing from the Admiral Superintendent of of the Dockyard/builders on commissioning, clear drawings showing the position and lead of all pumps, pipes, cocks and valves connected with the fire service and flooding arrangements, etc. accompanied by full directions for their use.

(2) Whenever a vessel comes out of the hands of the dockyard after repair, fitting or refitting, the drawings, shall be amended, as the case may be, by the dockyard officers, and shall be handed by them to the Captain, to be preserved carefully, and retained on board for use; and they shall be returned to the dockyard officers on the ship being paid off. The officers of the dockyard shall be required to state in their reports on the examination of ships after trial whether these directions have been complied with.

(3) The Captain shall also be furnished by the Admiral superintendent of the Dockyard/builders with a plan of the stowage of the ship. During the refit, the Captain shall cause to be noted on this plan such alterations and correction as may be found necessary.

0333.Negligence, etc., of Dockyard Personnel and Base Repair Staff. (1) The Captain shall report to the Admiral Superintendent or Captain of the establishment, as the case may be, any negligent workmanship, idleness, or any other irregularity on the part of the dockyard personnel or base staff employed on board which he observes, or which is brought to his notice be the ship's officers.

(2) Every facility shall be afforded to the workman for the rapid and efficient performance of their work, and the ship's officers shall co-operate with the dockyard and base officers in the furtherance thereof.

0334. Dockyard Inspection. (1) As soon the dockyard have made good the defects, or completed additions or alternations duly sanctioned, the Admiral Superintendent of the Dockyard shall appoint a day for the inspection of the ship by the dockyard officers. The Captain shall ensure that the dockyard officers are accompanied on their inspection by the respective heads of Departments in the ship. The Captain is to assist the dockyard officers to ascertain whether his ship is in all respects complete as regards her sea-going and fighting efficiency.

(2) Report on Completion. The report, on form IN 477 or NSO 266 will be made to the Admiral Superintendent of the dockyard, and a duplicate sent to Naval Headquarters. If the Captain does not fully concur in the report, he shall represent it in writing to his Senior Officer/Administrative Authority the point on which he dissents, and his reasons for doing so, bearing in mind that the object of the inspection is to ensure that the ship is ready and properly fitted for the service on which she is employed.

0335. Completion Report. The Captain of a newly commissioned Ship shall Sign the following returns before leaving the port at which the ship was fitted out:-

(a) **Form NSO 266 –** Report of Inspection of the Ship on completion of building, Large Repair or Re-commissioning Refit.

(b) **IN 935 –** Form for Reporting Completion of Magazine and Shell Room Electrical Arrangements

0336. Docking. (1) The Captain shall report to his Administrative Authority whenever his ship is docked or undocked.

(2) When the ship is in dock, he shall take care that proper precautions are taken to prevent accidents. See also chapter 44, section II.

0337. Main Propulsion Machinery Trials. The Captain and all officers of the ship concerned shall be on board at all main propulsion machinery trials under way while they are proceeding, and the Captain and the Engineer officer shall sign the reports. In ships fitted with a combination of mechanical and electric drive, the Electrical officer shall be associated with these trials and shall also sign the reports. (See also regulations 0518 and 0606 (14).

0338. Machinery. On first appointment, the Captain shall make himself acquainted with the construction and condition of the main and auxiliary machinery and boilers, with the nature and extent of any major repairs they have undergone, and with all the facts necessary to give him a thorough knowledge of the capabilities of the ship with respect to her machinery equipment.

(2) He shall pay the most careful attention to all matters connected with their preservation and maintenance, and shall take care that they are frequently examined and overhauled by the ship's staff in order to reduce the possibility of mishaps as well as the number of defects requiring to be made good by the dockyard.

(3) Should the Engineer officer make to him any representations with reference to the repairs or preservation of the machinery or boilers which the exigencies of the service do not admit of being carried out either immediately or at an early date, he shall direct the Engineer officer to record the particulars in the Engineering Master Log.

(4) Should the Engineer officer represent to him that an order he has given may cause injury to the machinery or boilers, or a useless expenditure of fuel, he shall unless he countermands such order, cause the order given and the representation made to be recorded in the Engineering Master Log.

0339. Maintenance of Electrical Gear and Circuits. (1) A routine shall be prepared and executed for the systematic inspection and testing of all circuits and the upkeep of all boxes, motors, etc. A detailed examination of the gear shall be made monthly, and all boxes, motors, and fittings kept clean and all connections tight. Watertight fittings and boxes fitted in exposed positions should be opened only when necessary, as indicated by a faulty test or on a defect arising.

(2) No circuits shall be fitted without prior sanction of the Chief of the Naval Staff having been obtained.

(3) Regular attention shall be given to the upkeep and maintenance of all rotating machinery, such as motors, generators, etc., according to the standard practice.

(4) After a refit, when all the electrical fittings and apparatus are in place and complete, the representative of the Admiral Superintendent of the Dockyard shall carry out the final testing of electrical circuits. He shall ascertain whether all generating machinery, motors and all the electrical fittings are in working order. The equipment shall be inspected conjointly by the representative of the Admiral Superintendent of the Dockyard and the Electrical officer of the ship. They shall also submit to the Chief of the Naval Staff through the Admiral Superintendent Dockyard, a certificate, in triplicate, that the electrical equipment ios in all respects satisfactory. One copy of the certificate shall be inserted in the ship's book for record.

0340. Defects. (1) The Captain shall at all times keep himself thoroughly informed of the general state of the ship and of the condition of her hull, machinery, armament and equipment, in order that timely steps may be taken to repair any defects which may exist or are likely to develop.

(2) He shall keep the ship as free from defects and as ready for service as the means on board will permit and shall cause the artificers to repair such defects as may be within their means so that as little assistance as possible may be required of the dockyard or other establishments, In this so far as the exigencies of the service will admit, he shall be afforded the necessary opportunities by the Administrative Authority or Senior Officer. See regulation 0516(2).

(3) He shall take care that the instructions contained in Chapter 44, Section I, are complied with.

0341. Report of Accident. The Captain shall report for the information of the Chief of the Naval Staff, in detail, and by the earliest opportunity through the usual channels, whenever any important fitting or equipment is materially damaged, or whenever any accident of a serious nature occurs to the ship's hull, machinery, or boilers, or when ever an outbreak of fire occurs on board, See regulation 0313(3) on Anchors and Cables and Regulation 0357 on Reporting fires.

0342 to 0344, Blank.

SECTION III – ORGANISATION
(See also Chapter 4)

0345. Divisions. (1) The Captain shall organise the ship's company into divisions, and shall appoint a Divisional officer of each division, who shall have under his orders as many other officers as the number on board will admit.

(2) He shall delegate command and responsibility to each Divisional officer to the fullest extent possible, and shall take special care that each one conforms in every particular to the Instructions for Divisional officers (Chapter 10, Section II).

(3) He shall encourage the officers and petty officers of divisions, on whose zeal and capability the efficiency of junior sailors depends, to take a keen interest in the training, promotion and welfare of the sailors under their charge.

(4) Divisions shall be organised under the officers of their own branch or department, so far as this is practicable and, if necessary, divided into sections, according to the duties of the department, under definitely assigned petty officers.

(5) Engine-room Artificers and Mechanicians shall form a separate division.

0346. General Duties. (1) The Captain shall arrange the general duties of the ship or establishment so that all sailors bear their share so far as the departmental responsibilities of the different branches will permit according to their different circumstances, and so that necessary work out of normal working hours, whether departmental or general, is shared as evenly as possible.

(2) He should take care that officers and senior specialist sailors responsible for the efficient operation of the various quarters are not employed on work which is detrimental to their special duties.

0347. Watch and Station Bill and Quarter Bill. (1) The Captain shall cause the established Watch and Station Bill (Form I.N.339), or Station and Fire Bill (Form I.N.339), to be completed as far as applicable to the ship. They shall be distributed as necessary to ensure maximum efficiency, the officers to whom they are issued being responsible for keeping them corrected, and for transferring them to their successors on leaving the ship.

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(2) As stated on the Quarter Bill (Form S.255) one copy of which is supplied on commissioning, the stationing of the ships company at any degree of readiness is the responsibility of the Captain. The various pages of the Quarter Bill shall be inspected by the officers concerned and copies shall be made and displayed as necessary for the information of their departments. See also regulation 1401 (6).

(3) Sailors other than from seamen branch shall not be assigned duties, which require their frequent attendance at drills or exercises during their normal working hours.

(4) Logistics cadre sailors, when at action stations, generally perform duties in departments other than their own and should accordingly be allocated to specific action stations, in lieu of seamen, so far as suitable duties can be found form them. These duties should normally be such as have to be performed only in the first and second (as distinct from lower) degrees of readiness and need a minimum of technical fighting training. While it must be ensured that sailors are competent to carry out their action duties, it is important that training and practice in those duties should not make a serious inroad into their normal logistics work.

0348. Health Precautions. (1) The Captain shall see that the sailors are properly clothed in the established uniform, according to the nature of the climate in which they may be serving; that they are generally clean in their persons and dress, and that they are never permitted to remain in wet clothes, nor sleep in wet beddings, when it can possibly be avoided.

(2) Bedding is to be aired as often as possible.

(3) He shall take care that the officers and sailors are permitted to avail themselves of the special fittings provided in the ship for personal ablutions; that as much fresh water as practicable is issued for the purpose; that the bathroom, when so fitted, is kept supplied with both hot and cold water; that it is open for use every evening after quarters; and that proper times are appointed for sailors to wash their persons, so that it may be part of the daily routine.

(4) He may, at his discretion, re-allocate bathrooms when, owing to changes in complement or numbers borne, this appears necessary. The details of any such re-allocation shall be reported to the Administrative Authority

(5) Whenever it becomes necessary to improvise accommodation for officers and sailors ashore or afloat, he shall cause the same to be inspected and reported on by a medical officer before being used.

0349. Smoking Regulations. (1) Subject to the approval of the Administrative Authority or Senior Officer, who shall ensure that the regulations in ships of the same type or class under his command are similar, the Captain will appoint places where the officers and ships company may smoke and the times between which smoking is permitted. Smoking between decks shall be strictly controlled and limited to the appointed places and times.

(2) The Captain shall take care that the regulations concerning prohibition of smoking in or near any position where ammunition is stored or kept, or when ammunition is being embarked or disembarked, are strictly observed. See also regulation 0357 to 0360.

(3) He shall see that the smoking regulations concerning prohibition of smoking in the following places are enforced:-

(a) In dangerous areas.

(b) In the vicinity of dangerous areas.

(c) In the light decks of carriers except as authorised.

(d) When embarking or disembarking gasoline, kerosene, antifreeze or dope.

(e) Throughout the ship when there is a serious leakage of gasoline.

(f) When discharging Oil sullage.

(g) In gasoline or kerosense engined craft.

(4) Sailors under Training. While serving in a training ship or training establishment, during initial training no sailor shall be allowed to smoke either on shore or afloat.

(5) Smoking in the boats of Indian Naval Ships is prohibited when on duty but may be permitted at the discretion of the senior officer, subject to compliance with clause 3 (g), if a boat is detached on service for any length of time.

(6) Smoking may be permitted in ships alongside, in dockyards and establishments, and on wharves and jetties at the hours and in the places sanctioned by the regulations applicable to Indian naval dockyard control or in armament depots shall be strictly observed.

0350. Posting Sentries. (1) The Captain is responsible that when a sentry is posted, the officer or sailor posting the sentry defines clearly the purpose for which he is posted and the extent of his post.

(2) When the sentry is armed and issued with ammunition, his orders shall be read to him at the beginning of his watch. These shall be in writing and shall give him precise instructions regarding the loading and use of fire arms, the accounting for ammunition and his posting and relief.

0351. Working Parties. (1) The Captain shall take care that detached working parties are, when practicable, placed in the charge of a commissioned officer with a proportion of subordinate and petty officers to assist him. The officer-in-charge shall on n o account quit the party to follow his private affairs, nor shall he allow any person under his orders to do so, and he shall conform to the regulations of the establishment in which he may be employed at the time.

(2) Arrangements shall, as far as possible, always be made for sailors in working parties, or employed out of the ship, to return to their dinners at the ususal time, as no sailors should be absent from the ship during meal hours except in case of necessity. Working parties for the shore shall, on all ordinary occasions, breakfast before being sent away from the ship.

0352. Kit Lockers. (1) When Indian Ships are built, they are equipped with sufficient kit lockers to provide one for each sailor in the war complement. To provide for mobilisation or other emergency, it is essential that all these lockers should be in their authorised positions even though some may not be used in peacetime. Approval of the Administrative Authority shall always be sought before landing or transferring any kit lockers from ships in commission, under refit or reserve.

(2) The Captain shall ensure that sufficient numbers of kit lockers of the appropriate types are at all times maintained on board to met the requirements of the latest approved war complement. Any deficiencies shall be reported

(3)The Captain shall assign blocks of lockers to heads of departments on the basis of the war complement; they in turn shall allot groups of lockers to Divisional officers, who are responsible for individual allocation to sailors and who shall keep

record of such allocation. The Master-At-Arms shall also keep a complete record for the whole ship's company.

(4) Divisional officers shall ensure that all lockers, including spares allotted to them are kept in an efficient state and shall report all defects. Lockers should invariably be inspected before re-allocation.

(5) The Shipwright officer is responsible for raising defect lists for locker repairs beyond the capacity of ship's staff; these must be kept to a minimum. Minor repairs shall be effected as follows:-

(a) Lockers assigned to Engine Room sailors.	Engine-room Department.
(b) Lockers assigned to Naval Air Arms sailors.	Air Department.
(c) Lockers assigned to Electrical sailors.	Electrical Department.
(d) Lockers assigned to all other sailors.	Shipwright Department.

0353. Muster by open list.

(a) The Captain is to muster the ship's company once in each quarter. If due to operational/administrative reasons, this cannot be done, the Captain is to explain the same to his Administrative Authority. The Administrative Authority shall have the discretion to waive this requirement for the quarter.

(b) In case of ships/establishments with complements of 300 and above, the authority to muster may be delegated by the Captain to the Heads of departments/Officer-in-charge to muster their own sailor.

(c) These musters are to be reported by the duly assigned sailors of the Regulating branch or in his absence by the sailor carrying out these duties as nominated by the Captain (See regulation 1906).

SECTION IV – NUCLEAR BIOLOGICAL CHEMICAL AND DAMAGE CONTROL (N.B.C.D.) ORGANISATION, VENTILATION, WATERTIGHT INTEGRITY AND FIRE.

0354. N.B.C.D. Organisation. (1) N.B.C.D. Organisation concerns in varying degrees all departments in the ship. It requires forethought, preparation (including careful and continual maintenance of structure and equipment) and training beforehand, followed by swift correct action to minimise the effect of damage and casualties when they occur. In general the forethought and preparation directly concern heads of departments, whose activities are co-ordinated by the Executive officer. Whilst training and action are primarily the concern of the N.B.C.D team, under the direction of the N.B.C.D officer, in certain circumstances heads of

departments will become directly involved. In ships, the N.B.C.D officer should be made responsible for “darken ship” arrangements.

(2) Full details of the responsibilities of heads of departments, specialists officers and other concerned are given in orders issued by the Chief of the Naval Staff from time to time. The Executive officer is responsible to the Captain for the overall efficiency of the N.B.C.D officer. Monitoring officer, and Damage control Engineer officer.

(3) In the absence of officers specifically appointed by the Chief of the Naval Staff for these duties, the Captain shall detail officers to act a N.B.C.D. officer, Monitoring officer, and Damage Control Engineer officer.

0355. Ventilation. (1) The Captain shall use his best endeavours to ensure that cleanliness and good ventilation prevail through-out the ship; that all compartments are kept dry, and that the drains are frequently flushed and maintained in good order, also that all ventilation pipes and fittings are efficient and ready for use.

(2) He shall establish regulations for the control of ventilation in accordance with the orders issued by the Chief of the Naval Staff and shall cause a properly organized ventilation party to be formed for this purpose. Subject to the regulations for watertight integrity, he shall take every means to ensure a thorough natural circulation of air throughout the ship at all times.

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(3)The N.B.C.D officer shall be responsible for the ventilation organisation and routine throughout the ship except in the machinery compartments, which are the responsibility of the Engineer Officer.

(4) The Captain shall take care that the regulation s laid down in orders issued by the Chief of the Naval Staff for the storage and handling of gasoline, kerosene, etc. and for the ventilation of gasoline compartments are strictly observed.

(5) The Engineer officer shall have charge of all ventilating trunks and valves in connection with the ventilating system, including forced draught and fan ventilation trunking to or from boiler room and main engine-rooms and its associated flaps and gratings, but excluding other ventilating trunking above the weather deck and its associated flaps, gratings, cowls and mushroom tops. These shall be in the charge of the Shipwright officer, (see regulation 1711).

0356. Watertight Integrity. (1) The Captain is responsible that the rules for watertight integrity contained in the Damage Control Manual are strictly observed, and shall issue orders for the maintenance of watertight integrity at all times. A record of the opening and closing of watertight compartments shall be kept in the Watertight Integrity Log. Form S. 326.

(2) He is responsible for the letter markings on all watertight openings, the colour of the markings being determined by the Chief of the Naval Staff. He shall see that all colours, letters and other damage control markings are at all times readily distinguishable.

(3)With the exception of weather doors and hatches fitted on the weather decks, all watertight doors and all watertight hatches of whatever nature and where-ever fitted, with their securing arrangements and gears, as well as all armoured hatches with their lifting and securing gear, are in the charge of the Engineer officer, who is responsible for their efficiency.

(4) The Shipwright officer's responsibility for the efficiency of watertight fittings is laid down in regulation 0355(5) and Chapter 17.

(5) The Captain shall pay the strictest attention to the necessity for frequently exercising the crew in watertight discipline, in order that the fullest advantage may be derived in case of need, from the means provided for the protection of the ship from the risks incidental to action damage, collision or fire, and a record of such practice shall be inserted in the ship's log.

(6) Sailors shall be detailed whose duty it will be, when the order is given, to proceed with all speed and close the doors to which they are severally appointed, This shall be a peremptory arrangement in all ships, and the Captain shall take special care that the ships company, so detailed shall be sufficient to provide for the casualties in action, or from sickness and other causes of absence.

0357. Fire Regulations. (1) The Captain shall take every precaution for the security of the ship against fire and shall establish fire stations and general regulations for the duties to be performed by officers and sailors should any fire break out, either during action or at any other time; in doing this he shall be guided by the ship's Watch Bill, and orders issued by the Chief of the Naval Staff.

(2) He shall cause copies of the drawings showing the position and lead of all pumps, cocks and valves connected with the fire service and flooding arrangements of the ship to be displayed in a conspicuous position for the use of officers and sailors.

(3) He shall see that the instructions and precautions against fire laid down in orders issued by the Chief of the Naval Staff and in I.N.B.R. 12 – Naval Storekeeping Manual are strictly observed.

(4) Every ship in dock, or alongside within an dockyard with reduced crew shall go to fire stations daily at the usual time of evening quarters and care shall be taken to ascertain that everything is in readiness for extinguishing fire and that in the absence of a portion of the crew on leave or from any other cause the sailors remaining on board are properly acquainted with, and capable of performing, all the duties appertaining to such an emergency.

(5) Copies of poster IN 397 precaution against fire on board I.N.Ships, will be displayed on the messdeck, in the engine-room and in the officer's quarters.

(6) On reporting fires on board see regulation 0341, and orders issued by the chief of the Naval Staff from time to time.

0358. Compartments to be Tested Periodically. (1) The compartments of ships shall be tested periodically for watertightness. Once a year in each ship a compartment, selected by the Flag or Senior Officer in command, will be especially

tested by flooding or by air pressure as the Flag or Senior Officer in command, may direct. If the test is by flooding and the compartment selected is a small one, no previous notice will be given. If it is intended to flood a large one, opportunity should be taken of the ship being in dock. The keel should rest entirely on the blocks, sufficient water only being removed from the dock to allow this to be done, the vessel being adequately shored for the purpose by dockyard staff as necessary. Due precautions shall be taken to remove any stores or fittings liable to damage. The result of the test shall be reported.

(2) Effect upon Stability. If it is at any time decided to test a large compartment by flooding when the ship is afloat, special attention should be given to the effect upon the stability of the ship and its range, according to the amount of water admitted at one time and that the periodical tests have been carried out properly.

(3)**Inspection.** Whenever ships are inspected, inspecting officers shall satisfy themselves that the condition of the watertight compartments, fittings, etc., is satisfactory, and that the periodical tests have been carried out properly.

0359. Safety Matches and Lighters. (1) The Captain shall take care that only safety matches are brought on board I.N. Ship and that proper precautions are taken in their use and storage.

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(2) He shall see that the instructions regarding the use of safety matches are strictly observed, and that they are never taken into dangerous areas, store rooms, slop-rooms or holds.

(3)The carriage of spirit-filled, gas filled, or other automatic lighters and non-safety matches is prohibited in the following circumstances:-

(a) In Indian Naval Ships carring aircraft.

(b) In aircraft and hangars.

(c) By persons working on or in the vicinity of aircraft.

(d) In compartments containing explosives.

(4) At inspection the inspecting officer shall satisfy himself that proper precautions have been taken to prevent accidents from the use of matches or lights. See regulation 0349 smoking regulations.

0360. Inflammable Liquids and Substances. (1) The Captain shall take care that no inflammable liquid nor any substance of an explosive or dangerous character (including fuel for spirit-filled, gas-filled, or other automatic lighters), nor anything susceptible to spontaneous ignition, shall be on board as private property without the special sanction of the Administrative Authority except the following which shall be stowed as indicated below:-

(a) Spirits for the use of officers will be stowed in the appropriate officer's store or mess

(b) Photographic and cinematographic films shall be stowed in compartments adjacent to magazines.

(c) Private ammunition, which shall be brought on board only by permission of the Captain, shall be stowed in a position, approved by the Captain, above the water line and not with other explosives or with any firearms. See Appendix 1 to Part 1.

(2) No inflammable liquids other than those specified in the sea store establishment, and spirits for consumption, shall be received on board except for conveyance. Unless in the sea store establishment, they shall not be received on board for completing defects.

(3)No mineral oil of any kind other than specially approved by the Administrative Authority shall be used for lighting or any other purpose.

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(4) Whenever materials, substances, or equipment, which can be regarded as constituting a fire or explosive risk are intended to be used by dockyard workmen in ships in commission, the ship's officers shall invariably be informed before the work begins.

0361. Stability. Removal of Ice, Restriction on Use of Furnace Fuel Oil, Flooding of Furnace Fuel Oil Tanks. (1) As ship become older, their normal stability is likely to be reduced, and it becomes necessary from time to time for the chief of the Naval Staff to issue instructions, relating to particular ships or classes of ship-s, which impose restrictions on the use of furnace fuel oil or on the flooding of furnace fuel oil tanks when the ship is approaching the light condition, Such instructions must be strictly observed.

(2) In destroyers and frigates, special consideration must also be given to maintaining the most stable conditions when severe weather, typhoon conditions or heavy ice and snow are encountered. In such circumstances, Commanding officers shall be guided by the following general directions.

(a) It is always desirable to remove ice and snow from the upper decks and every effort shall be made to this end. The necessary measures should, whenever possible, be instituted before the ice or snow has had time to accumulate.

(b) If conditions preclude attempts to remove ice or snow, compensation for the top weight effect can be achieved to a certain extent by bringing the ship to her deep condition, This will necessitate filling the empty furnace fuel oil tanks with sea water. During this operation free surface will be created, by its effect is of secondary importance in this particular case and

it can be lessened by filling (or emptying) tanks one at a time, or in pairs (port and starboard), if undue heel would be caused by filling single tanks.

(c) No definite instructions can be given about the exact stage at which oil tanks should be flooded to combat the effect of ice. This will depend on the circumstances at the time and the decision must rest with the Commanding officer. Subject to sub regulation (1) above, as a general rule flooding should not be carried out unless the icing is severe.

(d) If an engagement is expected, and time is available, as much ice as possible should be removed as an evolution and the ship shoul then be brought to the deep condition.

(e) Flooding of furnace fuel oil tanks should also be carried out promptly when the approach of severe weather is indicated or when operating near the path of a typhoon.

(f) In order to facilitate the flooding of empty tanks with salt water in emergency, it is desirable, except in ships where specific instructions to the contrary exists, to empty completely each pair of furnace fuel oil tanks (port and starboard) before changing over to other tanks when steaming.

(3) It is realized that delay in refuelling will occur owing to the necessity for cleaning fuel oil tanks contaminated by water. Where circumstances permit, as much pumping out of water as possible shall be done before the ship reaches the oiling base, but care must be taken that no fuel oil or fuel oil/water emulsion is discharged overboard. Avoidance of pollution of the sea shall be regarded as of first importance, subject only to overriding operational necessity.

SECTION V – ARMAMENT

0362. Quarter Bill. (1) As early as possible after commissioning, the Captain shall make arrangements for quartering all the officers and sailors of the ship as laid down in the Quarter Bill. In order that the necessary supervision may be given to all quarters at drill as well as in action, he shall detail an officer of quarters for all quarters even though such officer may be stationed elsewhere in action,. See also Chapter 10, Section IV for instructions to officers of quarters.

(2) Armament ready for Use. The Captain shall take care that the armament is all on board, and, whether in peace or in war, that everything is kept ready for immediate use.

(3) **Readiness for War.** When no special instructions have been received from the chief of the Naval Staff, Administrative Authority or Senior Officer, the Captain shall keep the ship at such notice for war as is indicated by the circumstances prevailing, In time of war or strained relations, he is responsible that, in harbour or at sea, the ship is kept in the state of preparedness for action determined by the risk of attack. In determining this degree, he shall be guided by the Fighting Instructions.

(4) Approaching Foreign Ships. He shall not approach a foreign warship at any time without being prepared to defend his ship in case of necessity, but in taking all proper precautions he shall give no reasonable cause of offence to such foreign ship by exhibiting any outward marks of preparation.

(5) Degaussing Equipment. He shall ensure that the Electrical officer, maintains the degaussing installation in an efficient state and that it is at all times ready for immediate use, and that when no Electrical officer is borne an officer is detailed for its proper maintenance, see regulations 0606 and 0617. He shall ensure that the Navigating officer, or where none is borne, the officer detailed to perform such duties, is thoroughly conversant with all the instructions, see regulation 1317.

(6) Explosive Stores; Safety Precautions. The Captain shall take care that the ammunition and explosive stores supplied are only used with due regard to the safety precautions laid down in the relevant publications.

(7) Ammunition Expenditure. The Captain shall cause the quantities of ammunition and stores specified for practice to be expended according to the instructions laid down. Both in peace and war he shall not suffer the quantity of service ammunition to be reduced below two-thirds of the proportion of each description allowed to the ship, except in action with an enemy. See also regulation 1416. A half yearly return showing the quantities of ammunition (including small arms ammunition, fuzes and tubes) expended shall be rendered as laid down in the Indian Navy List of Returns (I.N.B.R. 10).

(8) Drill and exercise. Then Captain shall take care that the prescribed drills and exercises are carried out as laid down in the appropriate4 publications, and that they are reported on Form IN – 162 A, S. 427, S.428, IN.295 and as requisite. He shall also see that the officers and instructors adhere strictly to the established exercises. He shall exercise the crew at General Quarters by day and night often enough to maintain a high standard of efficiency. Ships newly commissioned shall n ot carry out night firing until the gun crews are sufficiently trained, and have been exercised for this purpose in the day time, to show the ship's company clearly what would be require at night.

(9) Anti Submarine Warfare (ASW) Practices. He shall take care that anti-submarine warfare practices are carried out in accordance with the instructions laid down in the appropriate publications, and should be careful not to give cause for offence by carrying out such exercises in the waters of any foreign nation, without getting prior permission.

(10) Loss of Torpedo. In the event of a torpedo being lost during practice, the instructions for searching and reporting laid down in the appropriate publications shall be carried out.

(11) Gunnery Defects:

(a) The Captain shall report to the Administrative Authority, for the information of the Chief of the Naval Staff, any defect, that, may arise in the gunnery equipment which is beyond the capacity of the ship's staff to rectify or make good, stating the supposed cause of the defect and all relevant factors. Where mechanical questions of any importance affecting the design or efficiency of gunnery equipment arise out of any damage or defect to gunnery equipment, the Captain shall cause the Gunnery officer and Weapon Maintenance officer to carry out a joint inspection and report to him on the damage and its probable cause.

(b) Failures of fire control, director and gun mounting equipment which occur during action firings, at drill, or at any other time shall be reported on Form I.N. 411-R. Electrical or electronic failures of gunnery equipment or fir control radar shall be reported on Form S.1183 in addition to form I.N. 411-R.

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(c) In any report referring to guns, mountings and associated control equipment, the correct nomenclature shall always be used in describing details, and the numbers and distinguishing marks shall be given in full.

(d) Should a serious defect arise in any gunnery equipment, the equipment shall be left as nearly as possible in the condition in which it was found immediately after the defect was discovered, pending an investigating which shall at once be held into the cause of the defect.

(e) A full report of the investigation, accompanied by sketches or impressions of the injured parts, shall be transmitted to then Administrative Authority, for the information of the Chief of the Naval Staff, without delay.

(f) Mention of the circumstances of such report shall be made in the periodical returns.

(g) Whenever ships outside Indian waters have any items of gunnery equipment rendered defective, which seriously affect the fighting efficiency of the ship, a report by signal to Naval Headquarters and

the operational authority shall be mad as soon as the defect is discovered.

(12) Gunnery Accidents. Any failures, misfires or accidents experienced with armament stores shall be reported on the form provided for the purpose in the I.N.411 series. In the case of ordnance, a note shall be made in the memorandum of inspection of any accident or exceptional occurrence, and the round at which it happened.

(13) Failure of ASW Weapons or Equipments. The method of reporting accidents, defect, failures or misfires in connection with ASW weapons and equipment is laid down in the appropriate publications. Reports shall include all relevant details required to enable a correct appreciation to be formed of the cause of failure.

(14) Opening Magazines. The Captain sjall take care that magazines are opened only in accordance with the instructions contained in the Naval Magazine and Explosive Regulations. When hatches of shell rooms or magazines have to be necessarily left open for ventilation, a sentry should be placed during the time the hatches are open to prevent the entry of un-authorised persons.

(15) Explosives on Docking:-

(a) The Captain shall take care to observe the instructions contained in the Naval Magazine and Explosive Regulations as regards the removal of explosives from ships going alongside a dockyard wharf, or into a basin or dock, or coming in hand for refits

(b) **Keys.** All keys which are kept on the magazine keyboard are to be retained on board during the period the ship is in dockyard hands, and the key and all compartments containing explosives are to be subject to the usual regulations for safeguarding and inspection

(c) Flooding Appliances. Admiral Superintendent shall take the necessary steps to have the dockyard hydrants and hoses kept constantly ready to flood the magazines if necessary, and as far as practicable, to have everything ready to run water into the docks for the use of the ship in case of fire on board.

(d) Removal of Explosives. When explosives are being discharged from or received on board a ship, he shall ensure that no transmission by W/T takes place. If it is essential to transmit by power during embarkation or disembarkation of explosives, the work shall be stopped and precautions laid down in the Naval Magazine & Explosive Regulations observed. When thunderstorm conditions prevail in the near vicinity, the embarking or

disembarking of explosive shall be discontinued and similar pre cautions taken.

SECTOR VI – LOGISTICS DUTIES
(See also chapter 7, 27, 28, 38 and 39)

0363. Public Money. (1) The Captain is responsible for verifying the balance of public money in the hands of the Logistics officers and any other officer keeping such cash, and shall comply with the detailed instructions contained in financial Regulations, in other regulations and ‘ in orders issued by the Chief of the Naval Staff from time to time.

(2) The Captain is responsible for verifying the balances of non-public cash of various funds deposited for custody with the Logistics officer and an y other officer, and shall comply with detailed instructions contained in this book, and in orders issued by the Chief of the Naval Staff from time to time.

(3) All the public and non-public cash in the charge of any individual officer will be brought before the Captain for verification at one and the same time.

(4) The Captain’s responsibilities in regard to demands for public money, banking accounts, approval of payments and the procedure to be followed on the death or removal of the Logistics officer and other matters relating to public money are laid down in the Financial Regulations. See also regulations 1008 and 0703.

(5) For verification of cash on an Indian Naval Ship prior to sailing for foreign cruise. See regulation 0365 (4).

(6) The Captain will be personally responsible for the provision of suitable escorts to safeguard all money or cheques drawn from or despatch to banks or treasuries.

0364. Payments made under Captain’s Authority. Payments for services not immediately connected with the Logistics officers’ duties will be allowed on the production of satisfactory vouchers, but the amounts will be charged against the captain should there be any irregularity or deficiency in the vouchers attributable to him, or should he have sanctioned an excessive or improper expenditure.

0365. Foreign Currencies. (1) All transactions in foreign exchange are subject to the provisions of the Foreign Exchange Regulations Act 1973 and regulations and instructions issued there under by the Government of India and the Reserve Bank of India

(2) Individuals on board an I.N. ship may import or export foreign and other currency subject to the above provisions of law, and those contravening them are liable to prosecution under the said Act. Officers and sailors contravening them are liable to disciplinary action under section 68 of the Navy act 1957.

(3) The Captain shall bring the above to the notice of all concerned from time to time.

(4) The Captain, or two officers deputed by him, hall verify the cash held on board both in Public and Non-public Accounts before the departure of the ship from India on a foreign cruise. Certificates to this effect shall be affixed in the cashbooks concerned.

(5) Officers and sailors desiring to exchange Indian currency for foreign currency shall do so only on board an I.N. Ship in accordance with the arrangements made by the Captain and subject to such limits as may be specified from time to time by the Government.

(6) Foreign currency held by Naval personnel in an I.N. ship on cruise will be exchanged into Indian currency by the Logistic officer of the ship only if the Captain/Logistics officer is satisfied that the transaction is not for the purpose of making gain by exchange.

(7) When a ship is left over with currency of a foreign country after sailing from that country, the amount of such currency shall be in currency notes only. The Captain shall in n o case permit any foreign coins to be exchanged for Indian currency.

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(8) For detailed instructions on the supply, exchange and accounting of foreign currencies, see Financial Regulations and orders issued by the Chief of the Naval Staff from time to time.

0366. Payments to Ship's Company. (1) The Captain shall arrange for the ship's company and Supernumeraries to be mustered for payment at the time most convenient top the service and when the smallest number of sailors will be absent on duty.

(2) H shall give all necessary facilities for mis-muster payments removing any cause for money transactions being conducted other than by strict service methods.

(3) As far as possible, Logistics officers are required to make payments. However, the Commanding officer at his discretion may nominate and authorise an officer of any other branch for payments to ship's company.

(4) Before making the payment, paying officer will check the identity card to ensure the payment is made to the correct individual.

0367. Subsidiary and Non-Public Funds. The responsibility of the Captain in connection with the initiation, conduct and audit of all subsidiary and non-public funds is laid down in Chapter 28, section II, to which he shall give special attention.

0368. Stores. (1) In regard to his general responsibility for the demand, custody, survey and issue of stores, the Captain shall be guided by the instructions in Chapters 38 and 39 of these regulations, I.N.B.R. 12, Naval Storekeeping Manual,

I.N.B.R. 13, instructions relating to the supply of Victualling, Clothing and Mess Traps to I.N. Ships, and I.N.B.R.. 14 Indian Navy Victualling Directive and such other special instructions as may be issued

(2) When officers in charge of stores are to be discharged/transferred the Captain shall satisfy himself that their accounts have been kept in accordance with the regulations and are complete. Should this not be the case, the Captain shall report the circumstances to the Administrative Authority. See also regulations 3708(2) and 3721 (3).

(3) Before sailing or on being ready for service ordered, the Captain shall take care that the respective officers in charge sign the necessary receipts for supplies obtained and procure receipts for stores returned.

(4) His approval is required on all surveys of stores or equipment. Should he dissent from the recommendations of the surveying officers, he shall state his reasons either on the report or by a separate letter.

(5) He shall take on board such quantities of provisions as may be considered necessary, having due regard to the service and station on which the ship is to be employed.

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(6) In sea-going ships, the stocks of provisions shall be regulated also far as possible throughout the commission so that the quantities on board do not fall below the minimum stocks and special reserves laid down in the “Manual of Victualling”.

0369. Store Vessels. (1) The Captain shall ensure that vessels sent to the ship to deliver or collect stores or ammunition are given every facility for getting alongside, and are discharged or loaded without delay. The Masters of such attendant vessels shall not be diverted from fulfilling the orders of the department to which they belong.

(2) Should any delay occur in the discharge or loading of such a vessel, the Captain shall report the circumstances promptly, by signal if necessary, to the Senior Naval Officer and where appropriate, the department concerned. If stores or ammunition cannot be accepted or returned on the day or at the time arranged, the Captain should give sufficient notice to allow the departments concerned to re-arrange the movement of the vessels, if desirable.

(3) In the event of any commercial vessel being detained beyond the time specified in the contract or agreement, the Captain is to furnish the master with a certificate stating the period of his detention and the reasons for the delay. Copies of this certificate should be sent to the Senior Naval Officer and the department concerned, for use in dealing with any claim for demurrage

(4) The Captain is not normally to appropriate for use any stores or ammunition intended for another ship. If exceptional circumstances make such appropriation necessary, details should be reported immediately to the Senior Naval Officer, organisation/ unit issuing stores or ammunition and the Captain of the ship for which the supply was intended.

0370. Issue of Clothing. Facilities shall be provided for the issue of clothing to the entitled personnel as frequently as is necessary, and the captain shall satisfy himself that the arrangements are adequate.

SECTION VII – LOSS OF SHIP

0371. Loss of Ship. (1) If a ship is wrecked or otherwise lost or destroyed the Captain or senior surviving officer shall use every exertion to preserve the lives of the crew; and when as many of them as possible have been saved he shall use his utmost endeavours to save the confidential books and fittings, stores, provisions and portable equipment. If confidential books and fittings cannot be saved, he shall if possible, cause them to be destroyed to prevent them falling into improper hands. This especially applies to a vessel wrecked on a foreign coast.

(2) He shall himself take special care to prevent all cryptographic material, secret orders, signals and instructions falling into improper hands. Unless their preservation can absolutely be assured, he shall ensure that all secret documents are destroyed by fire and that all ipher machines are rendered unrecognisable and useless, either by explosive charge or smashing with a heavy hammer and disposed of overboard.

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(3) He shall give his particular attention to the saving of all books and papers relating to the ship's accounts, so that he may be enabled to cause the necessary books to be made out for transmission to the Chief of the Naval Staff pending the holding of a board of inquiry and an y subsequent court-martial. Should he find himself unable to comply with these directions, he shall immediately report the cause to the chief of the Naval staff in order that, if judged proper, directions may be given for the books to be made out from the last accounts received by the audit authorities concerned.

(4) He shall dispose of the crew in the manner most conducive to their comfort and to economy, that the circumstances admit. As the Chief of the Naval Staff is normally in the best position to make arrangements for the passages from abroad of officers and sailors, and the freight of stores, the Chief of the Naval Staff is to be consulted before action is taken to send home the ship's company or stores. He shall place sufficient guards over the stores and provisions to prevent their being embezzled, and shall be careful that the wine and spirits are so disposed of that they cannot be tampered with. He shall keep the crew together, and shall be very particular in preserving regular and perfect discipline among them and in preventing the committal of any irregularities or the giving of opportunity to commit offence to the inhabitants of the country they are in. Should a sufficient quantity of provisions not be saved, he shall authorise the purchage of whatever may be required; and should the sailors be in want of clothes, he shall cause whatever may be absolutely requisite for their comfort to be purchased, and duly accounted for. Should the ship be wrecked on the coast of a foreign power in amity with India, he shall apply to the concerned local Government authority of the place for such assistance as he may stand in need of, and he shall particularly attentive in observing and conforming to all the laws and regulations of the country, so long as he shall continue in it.

(5) Where a vessel is actually sunk, or is stranded, and salvage operations are abandoned, a list of the survivors should be made and the crew kept together, so far as possible, pending the holding of a court-martial or a board of inquiry. The ship will be paid off as soon as possible after the court-material, or when the main body of her crew arrives at an Indian port, whichever is later Sailors who may be retained for the purpose of guarding stores, or any other purpose, will be transferred to the books of a convenient ship, or depot, as from the date on which the main body of the crew leaves for India, and the Logistics officer or the responsible officer will arrange as may be necessary for payments to be made to the sailors. See Chapter 29 on reporting casualties.

SECTION VII – MAIL-ARRANGEMENTS FOR DELIVERY AND DESPATCH IN I.N SHIPS AND ESTABLISHMENTS.

0372. Duties of the Ship's Mail Staff. The Captain shall appoint a commissioned officer as the ship's Mail Officer. Sailors from the regulating branch shall be detailed to assist the ship's Mail officer. When no regulating branch sailors are borne, other Petty officers and Leading hands shall be detailed.

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0373. (1) The Ship's Mail officer, assisted by his staff, shall carry out the following duties:-

(a) Maintain on board an adequate stock of the following mail books and forms:-

(i) Record book S.568.	(vi)	Inland Telegraph form.
(ii) Register List I.N. 462.	(vii)	Double Postcards.
(iii) Receipt I.N. 400.	(viii)	Postal Order form.
(iv) Letter of Parcel Bill IN 463.	(ix)	Money Order forms.
(v) Air Letter forms.	(x)	Mailman's authority to collect mail.

(b) Ensure that all members of the ship's company are aware of the regulations concerning addressing and posting of mail and the various postal concessions to which they are entitled.

(c) Ensure that a record is maintained in the ship of all personnel on board and transferred away from the ship, the letter with date of departure and forwarding addresses formal; and re address mail for personnel who have left the ship

(d) Receive on board, record and deliver to the addresses, if on board, mail for the ship in accordance with regulation 0374; receive, record, make up and despatch mail from the ship in accordance with regulation 0375(2).

(e) Inform the Captain of delay and non-receipt of mail so that the latter can report the fact to the Naval authority or civil post officer concerned.

(f) Take care that registered items pass through as few hands as possible, and that all possible precautions are taken to prevent their being tampered with while in Navy custody. They shall be kept under lock and key until delivered. A signature shall be obtained when they are transferred from one person to another.

(g) Before sailing, make proper arrangements for diversion of the ship's mail, stating the latest time at which mail for the ship on be received at ports before the ship's departure.

(2) The ship's mailman shall be a trustworthy Petty officer or Leading sailor who must be furnished with written authority, signed by the Commanding officer and bearing the signature of the mailman, to collect mail for them ship. His duties are to:-

(a) Deliver mail from the ship to the appropriate Naval shore authority and to the post office as instructed by the ship's mail officer, obtaining signatures for registered items.

(b) Deliver and collect special items of mail at places ashore on the instructions of the ship's Mail officer.

(c) Collect mail for the ship from the naval shore authority and post office, and from other places as specially instructed; check and sign for registered items and deliver the mail to the ship's mail officer.

(3) When one mailman is authorised to collect mails for several vessels, the Mail officer of the ship to which he delivers the mails shall see that full particulars of the registered items (or sealed registered bags) for each ship, as well as his own, are entered in the ship's Record Book S.568 and placed in safe custody until called for by the addressee or the postman from the addressee's ship.

0374. Receipt of Mail on Board. (1) Particulars of each registered item received on board shall be entered in Record Book S.568. The letter bill and register list enclosed in sealed bags of mail shall be checked and, if correct, one copy shall be signed and returned promptly to the officer from which the mail was despatched and the other copy signed and filed for reference. Discrepancies in the number of registered items received, or damage to a registered item or to a parcel enclosed in the bag shall be reported by signal to the office from which the mail was despatched. The

bag, seal, label, string, letter bill and register list concerned shall be retained in the receiving office until the query has been satisfactorily settled in case it is required by the despatching office. Before such a report is made, a commissioned or gazetted officer shall be called by the person who has discovered the loss or damage to witness the correctness of the report.

(2) After entry, registered items shall be signed for in S.568 by the addressee and the ship's mailman who issues them before delivery to the addressee. Each entry shall be countersigned by the ship's mail officer. It is important that the signature thus obtained shall be legible to enable the movements of missing packets to be traced throughout.

(3) If the addressee of a registered item has left the ship, the item shall be redirected and the entry in S.568 endorsed according to indicated disposal.

(4) Unregistered mail shall be divided into divisions and messes and delivered accordingly. Mail for personnel who have left the ship shall be clearly readdressed and redirected to the address to which the person was transferred from the ship, or in accordance with any special instructions left by the addressee.

0375. Mails received in a ship for Conveyance. (1) A record shall be kept in an S.568 of all bags of mail received for conveyance and a receipt obtained when they are transferred. This receipt shall be pasted in S.568.

(2) **Make up and Despatch to the Store.** When registered mail is handed in by the sender to the ship's mail officer for despatch, the mail officer shall give the sender a completed receipt for the item on I.N. 400.

(3) Telegrams must be completed with the name and address of sender in the space provided on the telegraph form.

(4) To facilitate sorting, letters shall not be despatched loose in mailbags but shall be, tied in bundles with the address facing in one direction.

(5) Mailbags must be kept for mail purposes only. Surplus mailbags shall be passed ashore to the appropriate Naval authority or to the post office.

SECTION IX – NAVAL AIR ARM

0376. General Responsibilities. (1) The Captain of a ship or air station is responsible for the general command, discipline, efficiency and safety of the air units under his command and for ensuring that the correct procedure is carried out for the custody, maintenance and reporting of all aircraft and air equipment held by such units until they are properly transferred to another authority.

(2) The Captain shall issue such instructions as may be necessary to ensure the safe and proper conduct of flying from their stations/ships.

0377. Airworthiness of Aircraft. (1) When for any reason the Captain of a ship or air station has cause to question the airworthiness, either generally or for any particular purpose, of any type of aircraft, he shall report the matter by signal to the appropriate Naval authorities, repeated to Naval Headquarters. If necessary, the Captain shall order the cessation or restriction of flying on the particular type of aircraft in question under his command. Any such orders, if issued, shall be similarly reported.

(2) Instructions to the Naval service generally on the matters dealt with in sub regulation (1) will be issued by the Chief of the Naval Staff.

(3)Should it be necessary, in emergency, for the Captain to issue orders for the removal of such flying restrictions, pending the receipt of covering approval from the Chief of the Naval Staff, he shall inform the Chief of the Naval Staff and the appropriate Administrative Authorities.

0378. Authorisation of Flights. The Captain is responsible that every flight made by a service aircraft is authorised by an officer empowered in this behalf. He shall promulgate within his ship or air station the names of officers to whom he delegates responsibility for the authorisation of flights.

0379. Unserviceability of Airfield. (1) Captain of an air station shall ensure that routine inspections of the airfield are made to ascertain whether any obstructions exist and whether the airfield or any portion of it is unserviceable through bad ground or other causes. Any such areas or obstructions shall be indicated as laid down in the Air Traffic Control Regulations and other relevant instructions.

(2) If the extent of the unserviceable area renders it necessary, the airfield, or a portion thereof, shall be declared unfit for flying.

(3) To enable warnings to be issued to aircraft, the Captain shall report by signal to all appropriate Naval, Indian Air Force (I.A.F) and civil authorities if the airfield or any substantial portion of it becomes unserviceable, or if any temporary obstructions, not clearly discernible by pilots from the air, cannot be effectively indicated by the standard methods. The report shall state:-

(a) The nature and position of the unserviceable area or obstruction.
(b) The nature of markings by day and night.

(c) The approximate period for which the area will remain unserviceable.

(4) When the state of unserviceability or obstruction ceases to exist, the fact shall be reported to the authorities referred to in sub regulation (3).

0380. Closing of Airfield. (1) An airfield may not be declared closed for reasons of bad weather alone, but only when exceptional circumstances such as unserviceability of the landing area make it impossible for aircraft to land safely.

(2) The Captain is responsible that the I.A.F and Civil Aviation Authorities are informed of bad weather and other adverse local conditions and may advise aircrew against landing, but may not forbid this solely on account of bad weather.

0381. Responsibility for Airfield Surfaces. (1) The Captain of an air station is responsible for the upkeep of the grassed surfaces throughout the station after their construction has been completed and they have been handed over to his charge.

(2) The Commander Works Engineer is responsible for the maintenance of all hard surfaces and drainage and will also undertake any repairs to the grassed surfaces, which are agreed to be beyond the capacity of the station staff.

0382. Air Publications. The Captain shall ensure that facilities are provided for all aircrews and officers and sailors to make themselves acquainted with such air publications as may concern them.

0383. Airfield Dummy Deck Landing Control. The Captain of an air station at which deck landing practice is carried out may delegate the local control of air traffic during the period of these practice to Mirror Control officers or selected officers of the instructional staff, provided that close liaison with the Air Traffic Control officer is maintained.

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0384. Navigational Warnings to Aircraft. The Captain shall ensure that all navigational warnings to aircraft, which are received, are promulgated to all concerned and that the necessary action to ensure the safety of aircraft is taken. He shall also ensure that the necessary authorities are notified of all practices or other activities, which shall be carried out under his direction and may affect the safe navigation of aircraft.

0385. Aircraft Overdue. Detailed instructions relating to the procedure to be followed when an aircraft becomes overdue are laid down in regulations for the Naval Air Arm. If it is apparent that an aircraft is overdue or has force landed or crashed, it is the responsibility of the Commanding officer of any I.N. establishment which received information regarding the incident to put into operation the Search and Rescue Organisation.

0386. Local Flying Areas and Weapon Firing Ranges. (1) Proposals for the establishment of low flying areas or routes, armament practice areas and general training areas shall be made by the Captain after consultation with other Naval authorities and with local civil, I.A.F and Army authorities.

(2) These proposals shall be submitted to the Chief of the Naval Staff through the Administrative Authority. The Chief of the Naval Staff will ensure that the proposed areas do no conflict with the interests of the other services or of other Government departments. When final agreement is reached, the Chief of the Naval Staff will authorise the use of the areas proposed and will promulgate the details of any restrictions to be observed in their use.

0387. Areas for Operating winged Targets. (1) Captains of air stations from which winged targets are operated shall lay down routes which are clear of built-up areas, between the airfield from which they are operated and the firing areas. In firing areas the distance from the populated areas (including populous beaches) at which winged targets are towed shall be such as will ensure that the target will n ot enter a populated area in the event of the tow parting. This distance should if possible be at least two miles.

(2) The operation of winged targets shall be confined to sparsely populated areas.

0388. Local Flying Orders. (1) The Captain shall issue and promulgate such local orders for the conduct of flying as may be necessary in amplification of instructions issued by the Chief of the Naval Staff and by Administrative Authorities.

(2) Operations and Practices. The Captain is responsible that only those operations or practices take place which have be authorised by him or b y an officer empowered to act on his behalf for this purpose, and that proper instructions are issued for their conduct.

(3) **SAR (Search And Rescue) Cover During Flying.** The Captain is responsible for ensuring that when Single Engine (SE) aircraft from a ship or air station are carrying out exercises over the sea or when the circuit crosses the coast at least one of the following Search and Rescue precautions is taken:-

(a) A SAR helicopter is ready for immediate take-off or is airborne within the circuit.

(b) A power boat is in the vicinity of the practice area and is in direct communication with the air station or ship or at a buoy or alongside a pier in the vicinity of the practice area manned by her crew in instant readiness to proceed and in direct communication with the air station or carrier.

(c) A sea boat is maintained in instant readiness for use as a crash boat.

(d) A ship specially detailed is under way in the exercise areas and in direct communication with the carrier or the air station.

(4) When none of these facilities can be made available aircraft may operate over the sea only provided that they are flying at such a height that they can reach land by gliding or can ditch alongside a ship and are under positive control or radar surveillance.

(5) Single engine aircraft flying beyond gliding distance to the shore are not to operate singly.

(6) A Medical officer should, if possible, be embarked in ships acting in accordance with sub regulation 1(d) above.

(7) Section VI Chapter 65 on SAR operations of INAP-2 (orders for the Air Arm of the Indian Navy) is also relevant.

Note1. **Medical Cover**. In the interest of flight safety all Captains are to ensure that before permitting any flying, a medical officer and a medical assistant is available for immediate duty with the ambulance in the sick bay

Note 2. **Exceptions**. On ships conducting flying operations, a Medical officer/Medical assistant is to be available on the flight deck. However, under exceptional circumstances helicopter operations may be undertaken from a ship without a Medical officer provided a Medical officer is present on board another ship in company. This is to be resorted to only after approval of the Senior Officer present.

Note 3. **Pre-flight Medical**. All aircrew are to undergo pre-flight medical prior to flying. Details are covered in article 3307 INAP –2 (Orders for the Air Arm of the Indian Navy).

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0389. Fire Precautions. (1) The Captain is responsible that officers and sailors are drilled regularly in fire-fighting in aircraft and in the4 use and care of the equipment.

(2) In aircraft carriers, ships operating aircraft/helicopters, at least two sailors shall always be fully dressed in crash tender rig whenever aircraft are landing on, taking off, or being catapulted.

(3) **Crash Tender and Ambulance.** The Commanding officer of an air station is to ensure that when flying is being carried out, a properly equipped crash tender and light rescue vehicle with crew dressed in protective clothing and an ambulance with driver, are in readiness for immediate use. These vehicles are to be under the operational control of the Air Traffic Control officer. The crash tender is always to proceed to the scene of a crash whether there is a fire or not.

(4) Aircraft Being Ferried. When aircraft and aero-engines are ferried in Indian Naval ships the Captain is responsible for the maintenance of the state of preservation.

0390. Handling Aircraft for Alterations. (1) The Captain shall ensure that work which involves alterations to aircraft or their fittings is not carried out as general drill. New parts shall be fitted only to replace unserviceable equipment or in accordance with approved alterations or modifications.

(2) The handling of aircrafts may be carried out at speed after proper training, but shall not be treated as an evolution.

0391. Guarding Landed Aircraft. When crashed, unserviceable aircraft are landed at Naval establishments from Indian Naval Ships for collection by a salvage party, the ship landing the aircraft shall turn it over to the local naval authority, who will be responsible for the security of the aircraft or portion thereof, providing a guard, if necessary, until it has been entirely removed by the salvage party.

0392. Duty Crew. A duty crew shall be detailed at every air station which is in use for flying. It shall always be available to meet any requirements in connection with visiting aircraft, work out of normal routine, and salvage if separate duty salvage crews cannot be provided.

0393. Air Displays. No Naval aircraft shall be used in air displays organised by civil authorities, without the prior approval of the Government of India. All applications of such nature will be forwarded to the Chief of the Naval Staff. Approval for air display organised by the Navy, where civilians are invited is to be obtained from the respective Administrative Authorities who will in turn keep the Chief of the Naval Staff informed.

0394. Customs and Health Regulations. The Captain shall ensure that customs and health regulations are observed in accordance with current instructions. Naval aircraft may not carry:-

(a) Any Goods whose importation is prohibited.

(b) Any dutiable goods except in small quantities, which may be required for consumption by the crew in the flight.

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CHAPTER 4

INSTRUCTIONS TO THE EXECUTIVE OFFICER

0401. General Responsibility. The Executive officer, under the Captain is responsible for the discipline, training, general organisation and welfare of the ship's company, notwithstanding the direct responsibility of Heads of Department to the Captain for the efficiency and technical training of their own departments.

0402. Fighting Organisation. The Executive officer shall supervise the preparation and completion of the Watch and Station Bill by specialist and departmental officers and is responsible under the Captain, for the damage control organisation and training, in which he shall be guided by B.R. 1294 Damage Control Manual.

0403 Paravane and Minesweeping Equipment. The Executive officer, or such other commissioned officer as the Captain may consider suitable, shall be made responsible for the handling and maintenance of the ship's minesweeps and paravanes.

0404. Magazines and Explosives. Under the Captain, the Executive officer is responsible for the safety of all explosives on board and shall comply with the instructions laid down in B.R. 862 Naval Magazine and "Explosives Regulations.

0405. Shipwright Artificers and Artisans. When no Shipwright officer is borne, the Executive officer shall supervise the work of the Shipwright artificers and artisans and other sailors working under them.

0406. Precautions at Sea. (1) The Executive officer is responsible to the Captain that hatches are closed and that everything is properly secured on deck before the ship leaves harbour.

(2) When the ship is at sea, should he give an order, which may place sailors in a position of danger without previously ascertaining from the Officer of the Watch that the upper deck is safe, he assumes full responsibility for their safety.

0407. Joining and Leaving Routines. It is important that standing orders of every ship and establishment should provide for a definite routine to be carried out by all officers and sailor joining or leaving the ship. It is necessary to provide for adequate advance notice of discharges being given to all departments concerned, such as regulating, pay, store, vi8ctualling and clothing offices, sick bay, etc., and the routine should ensure that all stores on loan, including loan clothing (other than such articles issued on personal loan as are authorised to be retained during service), are withdrawn from officers, and sailors before they leave.

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CHAPTER 5
THE ENGINEERING DEPARTMENT

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SECTION I – INSTRUCTIONS TO ENGINEER OFFICERS ON THE STAFF

0501. Staff Engineer Officer. The Flotilla Engineer officer on the staff of a Flag or other officer in command of a flotilla shall perform such duties in connection with the ships and establishments within and attached to the command as may be ordered by the said flag or other officer.

0502. Flotilla Engineer Officer. The Flotilla Engineer officer on the staff of a flag or other officer in command of a flotilla shall perform such duties in connections

with the ships attached to the flotilla as may be ordered by the said Flag or other officer.

0503. Squadron Engineer Officer. The Engineer officer detailed for staff duties in each squadron shall perform such duties in connection with the ships under the command of the Flag or Senior Officer as are ordered by him. These shall include the following;-

(a) To superintend generally, in the ships attached to the squadron all maters connected with the propelling machinery, boilers and all other machinery and details for which the Engineer officer of the ship is responsible; he shall visit ships in connection with his duties at any time that he may require to do so.

(b) To carry out the inspections of the machinery and boilers of ships attached to the squadron in accordance with the instructions laid down in Marine Engineering Manual.

(c) To maintain a detailed and upto-date knowledge of the condition and durability of the machinery and boilers of ships and establishments under his superintendence, to bring at once to the notice of the Flag or Senior Officer on whose staff he is borne any important defects, or reduction in the efficiency of the machinery of any ship, and to ensure that the necessary steps are taken to remedy such defects using all the resources available.

(d) To examine quarterly or as convenient, the engineering master log of the shops under his superintendence to ascertain whether they are correct and whether the instructions have been complied with.

(e) To propose to the Flag or Senior officer, for his consideration, any measure which in his opinion may conduce to economy or to the efficiency and improvement of all maters under his superintendence.

(f) To take every opportunity of ascertaining the capabilities of engineer officers to enable him to point out when called upon to do so, those who may be best qualified for any particular service or for promotion and to note during his inspections that the instructions for the training and promotions of junior officers and sailors are being fully complied with.

0504. Blank

0505. Staff Air Engineer Officer. The Staff Air Engineer officer borne for staff duties in each fleet, flotilla, squadron or shore command shall perform such duties as may be ordered by the Flag or other officer or Senior Officer on whose staff he is borne. He shall carry out the instructions given in regulation 0503 (e) and (f) in relation to Air Engineering Department, officers and sailors shall in addition:-

(a) Superintend generally all matters connected with the maintenance and repair of aircraft and associated equipment and all other machinery and details for which the air engineer officers of the ships or stations are responsible; he shall visit ships or establishments in connection with his duties at any time that he may require to do so

(b) Carry out the inspection of the air engineering departments of the ships and establishments attached to the fleet, flotilla, squadron or shore command.

0506. Duties When Absent. In the absence of any of the staff officers, designated in the preceding regulations, their duties shall be undertaken, as far as possible, by the officers indicated here under:-

(a) Staff Engineer Officer	-The Engineer officer detailed by the Flag or other officer or Senior officer on whose staff he is to be borne.
(b) Flotilla Engineer Officer	- A squadron engineer officer detailed by the Flag or other officer in command of the flotilla or when necessary, the engineer officer of the flotilla flag ship
(c) Squadron Engineer Officer	- An Engineer officer of the squadron detailed by the Senior officer.
(d) Staff Engineer Officer on the staff of a flag officer (Air). Staff Air Engineer Officer of a Shore Command.	-The Engineer officer detailed on the staff of a Flag by the flag or senior officer (Air).
(e) Staff Air Engineer of a Sea going Command	The Ship's Air Engineer officer of a Sea going command of the flag ship or ship of the Senior Officer.

0507-0510 Blank.

SECTION II – INSTRUCTIONS TO THE ENGINEER OFFICER

0511. Machinery. On first appointment, the Engineer officer shall make himself acquainted with the construction and condition of the main and auxiliary machinery and boilers with the nature and extent of any major repairs they have undergone and with all facts necessary to give him a thorough knowledge of the capabilities of the ship with respect to her machinery and equipment.

0512. Duties of the Engineer Officer. The Engineer officer of ship or submarine, as head of the engineering department, is responsible to the Commanding officer for:-

(a) The organisation, administration training and good order of his department, including the welfare of personnel but taking due account of the general organisation of the ship or submarine.

(b) The operation, repairs, performance, availability, security and safety of machinery systems and equipments in his charge.

(c) The custody of spare gear, stores, drawing and publication, associated with sub regulation 2 (b) above.

(d) The records, reports, returns and other forms associated with sub regulations 2 (a) & (b) above

(e) The Nuclear Biological Chemical Defence of Damage Control duties described in BR 2170, Ship NBCD Manual, Chapter 18.

(f) The provision of technical advise and assistance to other departments.

(3) Responsibilities of the Engineer Officer. Machinery, equipment and fittings in the charge of the engineer officer are as follow:-

(a) Main propulsion machinery and control, except for electric generators and motors used for propulsion system.

(b) All prime-movers of power generation plants and associated system and controls.

(c) All auxiliary and ancillary machinery and associated pipe systems in main machinery and outside machinery spaces.

(d) Main transmission shafting systems, propellers steering gear and ship’s stabilisers.

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(e) All bulk Petrol oil Lubricants storage tanks with associated pumps and distribution systems, and all pumping, flooding, draining and ballasting systems with associated pumps and fittings.

(f) All air, oxygen and other gas compression machinery, storage arrangements and supply mains, excluding those dedicated to systems on charge of any other officer; upto the 'Stop Valve' supplying equipment, in charge of the other officer.

(g) Hydraulic and pneumatic machinery and systems, excluding helo handling winches and those on the charge of the department ts.

(h) All refrigeration and air-conditioning machinery unless forming an integral part of a system for which another department is responsible.

(i) All domestic machinery and systems excluding electrical components of appliances.

(j) All machinery and equipment in the engineer's workshop.

(k) In the ships fitted with flight deck machinery, the catapult, arresting gear, barrier mast, aerial operating units and catapult ancillary loading equipment gear.

(l) The efficiency and maintenance of all material arrangements for collective protection against fire, damage and Nuclear Biological Chemical hazards. The custody of all such equipment, however, rests with the department in which they are stored.

(4) The Engineer officer is responsible for the operation, maintenance in efficient order and as far as possible the readiness for immediate use, of all machinery and equipment under his charge, for the organisation and good order of the engineering department and for the instruction of officers and sailors therein.

(5) The machine shop under the charge of the Engineer officer will be the main workshop for all repairs throughout the ship. The Engineer officer shall co-ordinate the requirements of work of all departments therein so that the manpower of the ship's repair organisation, and the machine tools, are utilised to the best advantage.

(6) He shall be regarded as the mechanical expert of the ship and his advice shall be sought when necessary in connection with the upkeep of machinery and mechanical fittings not in his charge.

(7) In the case of any mechanical repairs to machinery in the charge of the Gunnery, ASW, Electrical or Shipwright Officers where, owing to the extent or nature of the work the respective staff are unable to carry out the repairs, the Engineer officer shall coordinate requirements and carry out all or such part of the work as may be required to enable it to be completed expeditiously.

Note : In the performance of these duties he shall comply with the instructions laid down in the Engineering Manual which shall be considered as supplementary to the instructions contained herein.

0513. Positions of Pumps, Valves etc. He will be furnished, when fitting out, on application to the officers of the dockyard, through his captain, with any information not already in his possession respecting fittings and also with drawings showing the positions of the pumps, valves and cocks and the leads of the suction and delivery pipes, which shall be returned to the dockyard on paying off.

0514. Station of Engineer Officer. (1) The station of the Engineer officer in action shall be that approved by the Captain, who shall be guided by the instructions in B.R. 2170 ships NBCD Manual.

(2) When the ship is going into or out of harbour and at other times when particular care is necessary in the operation of machinery under his charge, his station shall normally be in the machinery control room or the controlling engine room. Should, however, the Engineer officer consider that in his judgement his presence is necessary elsewhere in his department, he shall proceed there and arrange that the Captain is informed immediately of his whereabouts.

0515. Telegraphs and Steering Gear. (1) On all occasions before getting underway, the steering gear and engine room telegraphs shall be tested by the Engineer officer r other responsible officer nominated by him. The electrical officer shall be associated with these tests.

(2) The testing officer shall satisfy himself, by personal inspection and by actual working of the steering gear and telegraphs that these fittings are free from obstructions and are in good working order. A report that they are correct shall be made by Engineer officer to the Captain at the same time as the main engines are reported ready.

(3) A recognised emergency method of communication between the engine room and the bridge shall be arranged so that :-

(a) The Captain can be informed that an engine or engines have had to be stopped owing to circumstances beyond control; or

(b) The captain can be asked for permission to stop immediately an engine or engines, to prevent serious damage to the machinery.

0516. Defects. (1) Every opportunity shall be taken both at sea and in harbour of making progress with repairs, adjustments and examinations. Whenever possible, defects shall be made good as soon as they are discovered.

(2) On each occasion on arrival in harbour, the Engineer officer shall ascertain from the Captain, who will have been informed by his Administrative/Operational Authority, what time is available for examining and making good machinery defects. The Engineer officer shall then make the necessary arrangements for completing the work, if possible, by the time then ship is required next, or for proceeding with it in such a manner as will enable him to undertake that which is the most urgent and important while keeping the ship's machinery ready for steam/motoring.

(3) **Defects which Necessitate Putting into Port.** When the engineer officer considers it absolutely necessary that the ship should put into port on account of defects in the machinery or boilers, he shall make a written report to that effect to his captain starting the reasons which render such a step necessary instead of making the requisite repairs at sea. If there is a Senior Indian Navy officer at the port visited, this report shall be forwarded to him with the defect list and after making upon it any remarks he may have to offer, he will transmit it to the Chief of the Naval Staff; if no Senior Indian Navy officer is present, the Captain will forward it direct. See regulation 4406 (preparation of Defect Lists) and regulation 4404 (Defects in ships refitted elsewhere).

(4) A careful examination is to be made of any defect which is considered to be due either to faulty design of the machinery or for want of care and in the case of the former a recommendation should be made as to how kit is proposed to modify the design.

0517. Representations to Superior. He should represent to the Captain or to the officer of the watch anything which is being done or which is ordered to be done, tending in his opinion to injure the machinery or boilers or to cause wastage of fuel. Having made this representation he shall be guided by the directions contained in the Marine Engineering Manual.

0518. Machinery Trails. (1) The Engineer officer is responsible for ensuring that machinery trials are carried out as laid down in the Marine Engineering Manual.

(2) In order that positive assurance may be obtained that the machinery is at all times fit for service in all respects, and that the engine room staff are trained in operating the machinery under high power conditions. Full power trials shall be carried out as laid down in the Marine Engineering Manual.

(3) When a passage, which gives an opportunity for carrying out such trials, is not made during the period directed, the vessel is to proceed to sea especially for this purpose, as soon as the exigencies of the service permit doing so.

(4) The distance run through the water during such a trial shall be ascertained as correctly as possible, both by indicating log and observations of the ship's position taken during the trial, due allowance being made for currents.

(5) In view of the importance of the annual full power trial as a means of obtaining accurate information of the performance of the machinery of Indian Naval Ships, the period of the trial should not coincide with any exercise which might adversely affect the carrying out of the trial and the records required to be obtained.

(6) The Flag or other officer in command of the fleet, or of the area, may order a full power trial whenever he thinks it desirable that such a trial should be made; but such trial is not to exceed in power or duration those specified in the Marine Engineering Manual.

0519. Engine Room Master Log. (1) The Engineer officer shall keep the engine room master log, filling up the several columns daily and carefully following the direction given in the book. Each days proceedings shall be verified by his signature and the register shall be given to the Navigating officer to enter the particulars required in the ship's log. It shall be laid before the Captain weekly and when complete, shall be delivered to him for transmission.

(2) In vessels and crafts where the engine room complement allows for continuous steaming/motoring and where there are two or more watch keepers in each engine room when under way, a record shall be kept, either in the rough engine room register or in a supplementary rough engine room register (Form IN 363) of all orders received for starting, stopping or altering the revolutions of the main engines, when entering and leaving harbour and manoeuvring.

0520. Load on Safety Valve. He will report to the Captain if he should at any time consider it necessary to reduce the load on the safety valves and with the captain's approval and the sanction of the Senior Officer present, the load shall be reduced accordingly. The amount of reduction and the reasons for making it, shall be stated in the engine-room master log and reported to the Administrative Authority for information of the Chief of the Naval Staff.

0521. Responsibility for Underwater Valves. The Engineer officer is responsible for ascertaining that all sea connections are shut whenever a ship or submarine is undocked or unslipped, with the exception of those valves under repair by the dockyard or contractors, for which the dockyard officers or contractors are responsible and those for which other departments or the ASW officers are responsible. A certificate shall be rendered to the dockyard authorities that the valves are all tight and close. In the case of a new ship built at the dockyard or received from contractors or of a ship or submarine undergoing extensive repairs at the dockyard, the dockyard officers or respective shipbuilding contractors are responsible.

0522. Blank.

0523. Absence of Engineer officer. During the absence from the ship of the Engineer officer, the senior Engineer officer, senior engine-room artificer or mechanician remaining on board shall observe and follow the instructions for that

officer and shall be responsible for the care and proper working of the machinery and all parts connected therewith.

0524-0525. Blank.

SECTION III – INSTRUCTIONS TO THE AIR ENGINEER OFFICERS

0526. Ship's Air Engineer Officer. (1) The Air Engineer officer is the Aeronautical Engineering and Aircraft mechanical technical training expert of the ship. His advice shall be sought accordingly.

(2) He shall co-ordinate the allocations of the aircraft servicing and maintenance resources of the ship. He shall liaise with the other technical officers and the Logistics officer, to ensure that the fullest use is made of all the facilities available.

(3) He shall clear the crashed aircraft from the flight path. His responsibilities in connection with aircraft explosives, with particular reference to an aircraft involved in an accident or returning with explosives in an abnormal condition are detailed in regulation 2138.

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(4) He shall promulgate maintenance orders and ensure compliance by support facilities on board ship; squadrons and flights permanently or temporarily resident in the ship; and detached units.

(5) He shall coordinate all aircraft maintenance reports, and where necessary, aircraft defect and technical reports.

(6) He shall have charge of all aircraft not in squadrons and is responsible for their custody, servicing, maintenance, securing and stowage including helo handling winches.

(7) He shall exercise general supervision over the maintenance organisation and the mechanical maintenance of aircraft in squadrons, and advise squadrons commanders and squadron Air Engineer officers, as necessary. He shall visit squadrons in connections with these duties at any time that he may require. This does not in any way absolve the squadron commander from his responsibilities in regulations 2102 (1) (a) (b) and (c)

(8) As directed by the Commander (Air), to meet special circumstances, he shall ensure the most effective employment of all air engineer officers and air engineering sailors to meet the current task.

(9) He shall take every opportunity of ascertaining the capabilities of all air engineer officers on board and of instructing the les experienced.

(10) He shall exercise general supervision over the technical training of all air engineering sailors on board.

(11) He is also responsible for the following duties:-

(a) The allocation of all aircraft serving and maintenance resources in his charge.

(b) The Receipt and Despatch accounting, in accordance with the current regulations, for all aircraft not in squadrons.

(c) The custody and maintenance of all material in his charge.

0527. Station Air Engineer Officer. (1) The Station Air Engineer officer is the mechanical, aeronautical, engineering and mechanical technical training expert of the station. He is responsible to the Captain for the efficient discharge of his duties.

(2) He shall coordinate the allocation of the aircraft servicing and maintenance resources of the station. He shall liaise with the other technical officers and the Logistics officers, to ensure that fullest use is made of all the facilities available.

(3) He shall clear crashed aircraft from the airfield. His responsibilities in connection with aircraft explosives with particular reference to an aircraft involved in an accident or returning with explosives in an abnormal condition, are to be, as detailed in current instructions.

(4) He shall promulgate the necessary technical orders concerning the metho9ds of aircraft mechanical maintenance, except for weapons system equipment, to be observed by all air units in the station.

(5) He shall coordinate all aircraft maintenance returns and where necessary, aircraft defect and technical reports.

(6) He shall have charge of all aircraft not in squadron and is responsible for their custody, servicing, maintenance, securing and stowage.

(7) He shall exercise general supervision over the maintenance organisation and the mechanical maintenance of aircraft in squadrons and advise squadron commanders and squadron Air Engineer officers as necessary. He or the Senior Engineer shall visit squadrons in connection with these duties at any time that he may require. This does not in any way absolve the squadron commander from his responsibility in regulation 2102 (1) (a) and (c).

(8) As directed by the Captain to meet special circumstances, he shall ensure the most effective employment of all air engineer officers and air engineering sailors to meet the current task.

(9) He shall take every opportunity of ascertaining the capabilities of all air engineer officers borne and of instructing the less experienced.

(10) He shall exercise general supervision over the technical training, promotion and other divisional matters of air engineering sailors borne.

(11) He is also responsible for the following duties:-

(a) The allocation of all aircraft servicing and maintenance resources in his charge.

(b) The receipt and despatch accounting, in accordance with current regulations for all aircraft not in squadrons.

(c) The custody and maintenance of all material in his charge

(d) The storage and handling of liquid aviation fuel and lubricants as laid down in current instructions.

(e) The custody, maintenance and running of station machinery and the maintenance of motor transport.

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(12) He shall advise the Commanding officer and other heads of departments as required on all engineering matters affecting the Air stations.

0528. Squadron Air Engineer Officer. (1) The Squadron Air Engineer officer is the mechanical and aeronautical engineering expert of the squadron. His advice shall be sought accordingly.

(2) He shall have direct access to the ship's (or station) air engineer officer for advice on professional matters, as necessary.

(3) He is responsible to the Squadron Commander for:-

(a) The Co-ordination of the servicing and maintenance work of all branches upon squadron aircrafts.

(b) The mechanical servicing and maintenance and the security of all aircraft.

(c) The employment of the sailors directly under him.

(d) The technical training of the sailors under him and advice upon advancement and other divisional matters in connection with the air engineering sailors in the squadron.

(e) The custody and maintenance of all material in his charge.

0529. When no Air Engineer Officer is Borne. In any ship, air station or air squadron in which no officer is borne for air engineering duties, the senior aircraft artificer or aircraft mechanician shall assume the technical responsibilities of the air engineer officer, whose divisional duties shall be carried out by an officer detailed by the Captain.

0530 to 0534. Blank.

SECTION IV – INSTRUCTIONS TO CONSTRUCTOR OFFICERS

0535. Duties of Naval Constructors on the Staff. Naval Constructors are primarily responsible for ship/submarine design, construction, quality assurance, research and developments and ship/submarine repairs. The constructor officer on the staff will perform such duties in connection with the ship/submarine and other establishment within or attached to the command as may be ordered by the Flag or Senior Officer concerned. As the principal technical authority on hull matters and associated systems, he shall under the directive of Flag or Senior Officer concerned perform the following duties :-

(a) Advise generally on all hull matters under responsibility of the Constructor officer by personal visits to ships and unit5s and he shall keep himself informed of the condition of hull structure, system and equipment and of the standard of maintenance.

(b) Assist at inspection and report on the state of the hull and hull equipment on board IN ships and submarines.

(c) Investigate the failure of equipment and determine the possible cause. Advise on action to be taken in effecting the repairs.

(d) He is to monitor and finalise the defect return, survey and inspection report in respect of ships and submarine hull and equipment and initiate corrective action.

(e) He is to study and initiate alteration, addition and modification concerning ships and submarine hull, hull equipment and systems.

(f) He is responsible to coordinate all activities in respect of refits of IN ships and submarines in commercial yards.

(g) He is responsible for compiling the facilities and manpower requirement in the existing departments and carry out review and ensure that additional facilities are included in a phased manner.

(h) He is to render professional advise on procurement and distribution of publications. BRs, CBs, RCBs pertaining to Naval architecture discipline.

(j) He is to deal with all problems arising out of action damage of ship and submarine hull and advise/initiate necessary repair action.

(k) He is responsible for monitoring and compliance with promulgated policy directive issued on hull aspects of ships and submarines.

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(l)He is to conduct/participate in various test & trials on hull and hull equipment & systems and recommends improvement in the trial documents from the lessons learnt.

(m)He is to carry out feasibility studies regarding induction of latest technology on ship design, repairs and maintenance.

(n)He is responsible for indigenising materials, process and technology used in hull construction and hull systems after full evaluation with appropriate modification to suit national need.

(o)He is to advise on career planning and cadre management in respect of Naval constructors, shipwrights, civilian design officers and draughtsman of construction cadre.

(p)He is to render specialist advise regarding training of Naval constructors, shipwright officers, sailors and draughtsman of the construction cadre.

(q)He is to initiate and recommend various R&D (Research & Development) projets as regards to ship/submarine design and construction and offer technical guidance and monitor the progress of the project. He is also to render technical advise to R & D organisation in the innovation of new material technology and processes necessary for maintenance and preservation of ships.

(r)He is to advise and initiate necessary action for setting up new facilities in defence laboratories on ship design, repairs etc.

0536. Duties of Naval Architect in Dockyards and other establishments. The Constructor officer is a technical authority on hull matters of ships, submarines, yard crafts and boats and ism responsible to the head of the establishment. The duties of Naval architect may vary from establishment to establishment. However, as the principal technical authority on hull matters and associated system he under the directive of head of establishment shall perform the following duties:-

(a) Be responsible for procurement and inspection of hull material spares and equipment.

(b) Be responsible for carrying out survey/repairs of hull structure, system and equipments on board IN ships, submarine, yard crafts and boats

(c) Be responsible for maintaining high order of watertight and gas tight integrity of ships and submarine during construction and periodical survey and repairs.

(d) He would ensure that quality of ship building material being used during construction and repairs are of high quality and as per the laid down specification.

(e) He shall ensure that correct welding technique standards are employed during fabrication of hull structure of ships and submarines.

(f) He is to ensure that stability; structural integrity, survivability and sea-worthiness of ships, submarines and crafts are maintained to designed standard.

(g) He is responsible for proper installation, inspection and testing of various systems like air-conditioning and ventilation, fresh water (FW) systems, scupper and drainage and sanitary system and habitability standards on board IN ships and submarines.

(h) He is responsible for installation, survey/inspection and load testing of deck machinery such as capstan windlass winches, anchor and chain cable, derrick, boat davits, cranes etc.

(j)He is responsible for survey/inspection and testing of life saving appliances such as life raft, life jackets, lifeboats, life buoys etc.

(k)He is to carry out feasibility study of various Additions and Alterations proposal on board IN ships/submarines and initiate necessary action to implement the same.

(l)He is to analyse defect reports and returns and initiate corrective action regarding obsolescence of ships hull equipment, fittings and machinery

(m)In the absence of an overseeing team, he is also responsible for inspection and overseeing of naval vessels being refitted in commercial yards and to ensure that all designed standards and specifications with regard to hull equipment are being met.

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(n)He is to ensure that habitability standards onboard IN ship & submarines are maintained and suggest ways and means to improve the same.

(o)He is to analyse and study working environment and various practices used in workshops and on board ships and suggest ways and means to improve the same by inducting latest technology.

(p)He is responsible for safe docking/undocking and slipping/unslipping of ships and submarines.

(q)He is responsible for men, material and equipment in all workshops, which are provided solely for the maintenance and repair of ships hull structure equipment and fittings.

(r)He is to call for assistance from other departments in executing work, for which his department is not manned or equipped to undertake.

(s)He is responsible for meeting the requirement of other departments using hull equipment and requiring assistance from hull department for the maintenance, repair and testing of equipment.

(t)He is to get involved with various R&D (Research and Development) activities in the DNRD/DRDO (Directorate of Naval Research and Development/Defence Research and Development Organisation) and render technical assistance and advise. He is also to initiate/recommend new R&D project to be undertaken on ship design and repairs technology.

0537 to 0544. Blank.

SECTION V – GENERAL

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0545. Engineer Officer of the Watch. The Officer of the Watch in the engine room department, whether an officer of chief petty officer, shall comply strictly with the instructions in regard to his duties and responsibilities as laid down in Marine engineering Manual.

0546. Charges in Separate Compartment. The responsibilities of and instructions for, an officer or sailor who is in charge of a separate compartment are laid down in the Marine Engineering Manual and shall be strictly complied with.

0547. Requisitioned or Hired Merchant Ships. In requisitioned or hired merchant ships, in commission or ordered by the Chief of the Naval Staff to be commissioned, to which Marine Engineering Manual may be issued for guidance and in which the machinery is run by the mercantile crew, the instructions in the marine engineering manual shall be observed so far as they are applicable to the machinery and boilers fitted to the ship and are not opposed to the regulations and instructions issued to the mercantile crew or those under which such crew is serving.

0548. Engine room Complement. (1) Engine room complements are determined so as to enable vessels to steam/motor as laid down her in under after allowing for sufficient sailors to meet other essential services whilst under way and with due regards to the condition that the machinery shall be maintained at all times in a state of maximum efficiency and readiness for action.

(a) **In Peace**

(i) Capital Ships and cruisers. - Continuous steaming/motoring at maximum power in three watches.

i. Fast Minelayers, destroyers, frigates and minesweepers - Continuous steaming/motoring at half power in three watches.

(b) **In War.** Continuous steaming/motoring at maximum power in three watches.

(2) Repair and depot ships, tugs, trawlers and other special service vessels have engine-room complements fixed by the requirements of the services on which they are engaged.

0**549. Engine room Sailors' Watches.** (1) When main engines are in use or at short notice, engine-room sailors are not to be worked in two watches except in urgent circumstances; and when they are necessarily so employed, it is only in real emergency that watch on and watch off is to be continued for more than 24 hours.

(2) Whenever employment in two watches exceeds 12 hours, a report of the circumstances shall be forwarded to the Chief of the Naval Staff.

0550. Classification of Speed and Power. (1) The following classification of the power to be used on various occasions shall be adopted: -

Classification	**Approximate Percentage of full speed**	**Remarks**
(a) 'At full sped'	100	Authorised full power.
(b) 'With all despatch'	97.5	Maximum continuous sea-going power. See sub-regulation (3), and regulation 0548 & 0549.
(c) 'With despatch'	87	
(d) 'With all convenient despatch'	77	
(e) 'With moderate despatch'	65	Unless below economical
(f) 'At economical speed'		As determined by trial.

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(2) The authorised full power as defined in the Marine Engineering Manual is only to be exceeded in circumstances of emergency during actual war service, due consideration being given to be condition of the machinery and other factors. At other times, full power is only to be used in cases of real urgency or as directed in the regulation relating to trials laid down in the Marine Engineering Manual, and should, except in emergency, be maintained for periods exceeding twelve hours (see regulation 0549).

(3) The authorised maximum continuous seagoing power is 90 percent of the authorised full power, except where special instructions to the contrary are issued.

(4) For steaming/motoring at economical speeds, see regulations 0221(2) & (3).

0551. Blank

0552. Allowance of Fuel. (1) The amount of fuel oil and diesel oil allowed to each ship for expenditure during the financial year will be promulgated in orders issued by the Chief of the Naval Staff from time to time.

(2) A periodical return showing the total amount of fuel oil and diesel oil received and expended onboard during the period under report shall be rendered in accordance with the orders issued by the Chief of the Naval Staff from time to time.

(3)When submitting programmes for independent cruises, Captains shall always state the balance of fuel remaining for expenditure during the year and the estimated expenditure during the cruise.

0553. Power Boats. The employment of powerboats will be limited to occasions of necessity. When two or more ships are together the Senior Indian Naval Officer will arrange that no more powerboats are employed than required for the service of the port, or of the ships present.

0554. Marine Engineering Manual. (1) In addition to the instructions contained herein, all officers shall be guided, in the use and management of the machinery and boilers by the further regulations and instructions given in the Marine engineering Manual, which are furnished for their information, guidance and compliance, so far as they may concern the machinery and boilers fitted to their ships.

(2) In armed merchant cruisers and other hired ships in commission or ordered by the Govt. of India to be commissioned, to which the machinery is run by the mercantile crew, the instructions in the Marine Engineering Manual shall be observed so far as they are applicable to the machinery and boilers fitted to the ship, and not opposed to the regulations and instructions issued to the mercantile crew, or under which such crew is serving.

0555 to 0558. Blank.

SECTION VI – FUELLING

0559. General Instructions. The instructions in this section shall be read in conjunction with the instructions for handling fuel contained in Marine Engineering Manual, regulations for storage and handling of gasoline, kerosene etc. Naval Air Logistics Instructions, regulations for the storage and handling of aviation fuels and fuels at naval air stations, replenishment at sea and regulations and instructions relating to the registered Indian fleet auxiliaries.

0560. Filling Bunkers, Tanks or Compartments.(1) Where no special instructions to the contrary have been inserted on the statement of stability in the

Ship's Book the bunkers, tanks or compartments may be filled at the option of the Captain.

(2) Before receipt of the statement of stability, instructions should be asked in any case of doubt on this point.

0561. Inferior Quality of Fuel. If oil fuel supplied should appear to be of inferior quality or be found to possess peculiar qualities as to waste, smoke or difficulty in generating steam/combustion, full particulars of these defects shall carefully be noted in the Engine Room Master Log, and a report by letter sent immediately to the Chief of the Naval Staff, accompanied by all the particulars as to the name, source and age of the fuel; and if received direct from contractors, the obligations specified in the conditions of contract should be ascertained an d enforced.

0562. Supplies of Fuels, Lubricating Oils and Greases. (1) Supplies of authorised types of lubricating oils and greases may be obtained by the ships and establishments by placing the demand on the nearest Materials Organisation in the normal manner. As regards fuel oil, supplies are to be obtained through the Materials Organisation at Bombay, Visakhapatnam, Cochin and at other ports by giving advance information to the Administrative Authorities concerned, who will arrange supplies through the oil companies against the rate and running contracts.

(2) At ports ex-India, supplies of fuel oil are, wherever possible to be obtained from companies with whom, the Government of India has a contract. Requirements are to be intimated sufficiently in advance to enable necessary arrangements to be made for supply.

0563. Movement of Tankers. (1) Responsibility for ordering all movements and fuelling operations of tankers in attendance on a fleet and for their economical employment is to be taken by the Administrative/Operational Authority. I n the case of Dockyard tankers, the Naval Stores Officer is responsible for the economical employment of the tankers and will arrange their movements and fuelling operations in consultation with the Captain of the Yard and the Captain of the ship. When large fuelling programmes are in hand, the Senior Officer will be consulted.

(2) Great importance is attached to rapid fuelling and close cooperation with the tanker's staff is essential to ensure this and to prevent damage to the oiling outfit. Fuelling is to be completed and tankers released as soon as possible after their arrival alongside an IN Ship.

0564. Fendering of Tankers. Fenders should be so placed that the load will bear on the ship's framing and thus avoid damage to the shell of the tanker.

(2) Although fenders are normally carried by tankers, care shall be taken that when such ships are berthed alongside others, there are sufficient fenders in place between the two ships to prevent damage to the shell plating of either.

(3) No tankers shall be alongside an aircraft carrier until the special catamaran fenders provided for this purpose (or a suitable lighter where fenders are not available) have been placed in position.

0565. Return of Fuel Oil. (1) When it is necessary to discharge fuel oil tanks of ships for docking or any other purpose, the fuel oil shall be surveyed and the Dockyard/Base authorities advised of the result, in order that special arrangements may be made as necessary for the rejection of any fuel oil found to be unserviceable owing to admixture with water or to other causes.

(2) When fuel oil is returned to commercial oil companies, action is to be taken in accordance with I.N.B.R 12 on removal of fuel oil from ships reducing to reserve.

CHAPTER 6

THE ELECTRICAL DEPARTMENT

Section		Regulations
I.	Instructions to Electrical Officers on the Staff	0601-0605
II.	Instructions to the Electrical Officer	0606-0610
III.	Instructions to Air Electrical Officers	0611-0616
IV.	General	0617-0624
V.	Weapon Systems and Instructions to Weapons Maintenance Officer	0625-0628

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Note:- The term "Electrical Equipment" includes Electrical, Electronic and Weapon equipment.

SECTION I – INSTRUCTIONS TO ELECTRICAL OFFICER ON THE STAFF

0601. Fleet, Flotilla, Squadron and Staff Electrical Officers. (1) The Electrical officers on the staff of a lag or other officer in command of a fleet, of a flotilla, or of an area or Senior Officer shall perform such duties in connection with the ships and with the Naval Air Stations and other establishments within or attached to the command as may be ordered by the Flag, other, or Senior Officer concerned.

(2) As the principal technical authority on electrical matters he shall, the direction of the Flag, other or Senior officer concerned:-

(a) Advise generally on all matters under the responsibility of the Electrical officer within or attached to the command. By personal visits to ships and units he shall keep himself informed of the condition of electrical equipment and of the standard of maintenance.

(b) Assist at inspections and report on the state of the electrical equipment, the organisation of the department and on training and other personnel matters

(c) When failures of electrical equipment are referred to him for report, investigate them and if possible determine the cause. He shall advise on any action to be taken and on any assistance considered necessary in affecting repairs.

(d) Propose for consideration or for transmission to higher authority any measure likely to effect improvement in any matter under his surveillance.

(e) Advise on all electrical defect lists and proposals for electrical Alterations and Additions before they are forwarded to higher authority.

(f) Advise on the professional conduct and ability of the Electrical officers within the command.

(g) Constitute boards to undertake feasibility studies for installation of electrical equipment or major modifications to electrical equipments and scrutinise the same before forwarding to higher authority.

(h) Ensure technical coordination as directed and provide administrative cover for Special System Tuning Group, Trials/Modification Units and System Engineering Groups.

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0602. Absence of Electrical Officers on the Staff. In the absence of the Electrical officer borne for staff duties, the Flag or other officer in command of a fleet, of a flotilla, or of an area or Senior Officer concerned shall nominate a suitable Electrical officer in his command to carry out the foregoing instructions. See regulation 0202 (5).

0603-0605. Blank

SECTION II – INSTRUCTIONS TO ELECTRICAL OFFICER

0606. Duties and Responsibilities. (1) The Electrical officer is the technical authority on electrical matters in the ship, unit or establishment and is responsible to the Captain for the efficient discharge of his duties.

(2) He is responsible for controlling the supply and distribution of electrical power and in-conjunction with the Engineer officer for ensuring that sufficient reserve of power is available to meet all requirements which can be foreseen, due regard being paid to economy, and to the existing circumstances. Where power is supplied from mechanically driven generators, his responsibility begins at the coupling

between the engine and the generator, except in submarines where the responsibility for bearings remains with the Engineer officer. Where such mechanically driven generator packages are controlled by an electrical/electronic control system, the maintenance of the control systems shall be the responsibility of the Electrical officer.

(3) He is responsible for the maintenance and repair of machinery and equipment, which his department operates and that all such gear is available in a state of operational efficiency at the required notice for service. He shall report any departure from this notice for service, which is necessary for maintenance or repair.

(4) He is responsible for meeting the requirements of other department in-charge of or using electrical equipment, for the electrical maintenance and periodical examinations and tests, and for the repair of electrical defects. Such other departments are equally responsible for providing opportunity for executing the necessary work.

(5) The testing and maintenance of a ship's electrical equipment referred to in sub-regulations (3) and (4) shall be carried out even whilst the ship is undergoing a refit in the dockyard.

(6) Where the work of examining, testing or repair referred to in sub-regulation (4) involves work by another branch, or where the sequence of work must be regulated by that of another branch, the co-ordinating authority for this work will normally be that officer who uses or has on charge the complete assembly, or such officer as the Captain may direct. In such circumstances, the Electrical officer shall meet the requirements of the co-ordinating authority.

(7) The correct functioning of all electrical or electrically controlled apparatus necessary for the safe conduct of the ship when under way is to receive his special attention. On all occasions before getting under way, he shall satisfy himself that such gear is functioning correctly and shall make a report to this effect to the Captain. See regulation 0515.

(8) He shall call into consultation or call for the assistance of other branches in executing any work, which his department is not manned or equipped to undertake. He shall afford similar facilities to other branches, which require his assistance or advice.

(9) He shall ensure that correct standard and practices are employed in maintenance and repair.

(10) He is responsible for the electrical aspect of the Nuclear, Biological, Chemical, and Damage Control (NBCD) Organisation of the ship. See regulation 0354.

(11) He is in-charge of all workshops and other equipment, which are provided solely for the maintenance and repair of electrical equipment.

(12) He shall adhere to the instructions in B.R.862 Naval Magazine and Explosives Regulations relevant to electrical wiring, lighting and appliances.

(13) He shall keep such technical records as are required and prepare reports on electrical equipment as may be ordered.

(14) In ships, including submarines, fitted with a combination of mechanical and electric drive, the responsibility for the correct execution of telegraph orders lies with the department responsible for the machinery, which actually rotates the propeller. The Electrical officer shall be associated with main machinery trials of vessels so fitted and shall sign the reports in conjunction with the Captain and the Engineer officer.

(15) In ships or establishments where no Air Electrical officer is borne, the Electrical officer shall assume duties as necessary.

(16) Other duties of the Electrical officer are: -

(a) Maintenance of office and coding machinery.

(b) Maintenance of cinema equipment and the technical supervision of operation.

(c) Minor repairs to cameras, where no Air Electrical officer is borne.

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0607-0610. Blank.

SECTION III – INSTRUCTIONS TO AIR ELECTRICAL OFFICERS

0611. Ship's Air Electrical officer. (1) The ship's Air Electrical officer is the technical authority on air electrical equipment in use within the air department. His advice will be sought accordingly.

(2) He is directly responsible for the maintenance and repair of all air electrical equipment, air electrical components and instruments and the minor repair of cameras, except when such gear is fitted in aircraft under the control of Squadron Air Electrical officers. In such maintenance he shall ensure that the correct standards and practices are employed.

(3) He is responsible for the organisation of air electrical workshops and for all work carried out in them.

(4) He is responsible for meeting the requirements of other department's in-charge and using electrical equipments, for the air electrical maintenance and periodical examination and tests and for the repair of air electrical defects. Such other departments are equally responsible for providing opportunity for executing the necessary work.

(5) Where the work of examining, testing and repair referred to in sub-regulation (4) involves work by another branch, the co-ordinating authority for this work will normally be the officer who uses or has on-charge the complete assembly,

or such officer as the Captain may direct. In such circumstances, the Air Electrical officer shall meet the requirements of the co-ordinating authority

(6) He shall call into consultation or call for the assistance of other branches in executing any work, which his own department is not manned or equipped to undertake. He shall afford similar facilities to other branches that require his assistance or advice.

(7) He shall promulgate technical orders, as necessary, concerning the methods of air electrical maintenance to be employed in all units of the air department.

(8) He shall exercise general supervision over the air electrical maintenance of aircraft in squadrons and advice Squadron Commanders and Squadron Air Electrical officers as necessary. He shall visit squadrons in connection with these duties at any time that he may require. This does not in any way absolve the Squadron Commander from his responsibilities in regulation 2102 (1) (a), (b) and (c).

(9) As directed by the Cdr (Air), to meet special circumstances, he shall ensure the most effective employment of all Air Electrical officers and sailors to meet the current task.

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(10) He shall exercise general supervision over the technical training of all Air Electrical officers and sailors.

(11) He shall co-ordinate all aircraft electrical defect and technical reports, in conjunction, as necessary, with other departments.

(12) He shall be responsible for the welfare and good morale of Air Electrical Department personnel.

0612. Station Air Electrical Officer. (1) The Station Air Electrical officer is the technical authority on electrical equipment in use in the station. He is responsible to the Captain for the efficient discharge of his duties.

(2) He is directly responsible for the maintenance and repair of all electrical equipment, electrical components, instruments and officer machinery and the minor repair of cameras, except when such gear is fitted in aircraft under the control of Squadron Air Electrical officers. In such maintenance, he shall ensure that the correct standards and practices are employed.

(3) He is responsible for the organisation of air electrical workshops and for all work carried out in them.

(4) He is responsible for meeting the requirements of other department's in-charge of and using electrical equipment for the electrical maintenance and periodical examination and tests and for the repair of electrical defects. Such other departments are equally responsible for providing opportunity for executing the necessary work.

(5) Where the work of examining, testing and repair referred to in sub-regulation (4) involves work by another branch, the co-ordinating authority for this work will normally be the officer who uses or has on charge the complete assembly, or such officer as the Captain may direct. In such circumstances the Air Electrical officer shall meet the requirements of the co-ordinating authority

(6) He shall call into consultation or call for the assistance of other branches in executing any work, which his own department is not manned or equipped to undertake. He shall afford similar facilities to other branches that require his assistance or advice.

(7) He shall promulgate technical orders, as necessary, concerning the methods of air electrical maintenance to be employed.

(8) He shall exercise general supervision over the electrical maintenance of aircraft in squadrons and advise Squadron Commanders and Squadron Air Electrical officers as necessary. He shall visit Squadrons in connection with these duties at any time that he may require. This does not in any way absolve the Squadron Commander from his responsibilities in regulation 2102 (1) (1); (b), and (c).

(9) As directed by the Captain, to meet special circumstances he shall ensure the most effective employment of all Air Electrical officers and sailors to meet the current task.

(10) He shall exercise general supervision over the technical training of all Air Electrical officers and sailors.

(11) He shall co-ordinate all aircraft electrical defects and technical reports, in conjunction as necessary with other departments.

(12) At Air stations where the responsibility for maintenance of the power generation and/or distribution system is that of some other authority, he shall :-

(a) Keep the Commanding officer fully informed regarding the responsibilities of such authority, and progress on maintenance, repair, repair, new work, etc.;

(b) Exercise effective day-to-day control of the ground electrical installations necessary for the operation of the station

0613. Squadron Air Electrical Officer. (1) The Squadron Air Electrical officer is the technical authority on electrical equipment in the Squadron.

(2) He is responsible to the Squadron Commander for: -

(a) The maintenance and repair of all electrical equipment, electrical components, and instruments and the minor repair of cameras,

fitted in squadron aircraft and for ensuring that the correct standards and practices are employed in maintenance.

(b) Duties corresponding to those prescribed for the Ship's Air Electrical officer in regulation 0611 (4), (5) and (6).

(c) The maintenance of portable and transportable air electrical apparatus in the squadron

(d) The investigation of squadron aircraft electrical defects and initiating air electrical defect reports.

(e) Divisional duties for air electrical personnel in the squadron.

(3) He shall have direct access to the ship's or Station Air Electrical officer for advice on technical and personnel matters.

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SECTION IV – GENERAL

0617. When no Electrical Officer is borne. When no Electrical officer is borne, the Captain shall detail one ship's officer to assume the duties of the Electrical officer. This officer shall delegate technical responsibility to appropriate sailors under the general direction of the senior electrical branch sailors, taking care to provide him with all relevant Nos, correspondence and handbooks and supervising the work of preparing reports and return.

0618. Relief of Electrical Officer or Air Electrical Officer. (1) When the Electrical officer is about to be relieved he shall inspect all materials either on his charge or for which he has maintenance responsibilities and report on its condition to the Captain. Such inspection will normally be carried out in the presence of the relieving officer. Whenever practicable the Squadron/Staff Electrical officer should be associated with this inspection

(2) The officer giving up charge shall prepare a list of all known defects in electrical material and of any examination overdue.

(3) If on the next occasion of stripping down a piece of equipment for examination, serious defects are revealed which were not reported previously, the Captain may requisite the services of an Electrical officer from another ship as a surveying officer, and the latter, in conjunction with the Electrical officer of the ship, will report to the Captain on the condition of any defective part. The report shall be submitted to the Chief of the Naval Staff through normal administrative channels.

(4) The transfer of stores, fittings and fixtures, spare gear, drawings and books shall be carried out in accordance with instructions in relevant orders and publications.

0619. Dismantling of Electrical Equipment. Dismantling of Electrical equipment will be carried out only by or under the supervision of electrical branch personnel.

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SECTION V – WEAPON SYSTEMS AND INSTRUCTIONS TO WEAPONS MAINTENANCE OFFICER

0625. Definition of Weapons Systems. The Weapon System of a ship will consist of the electrical, electronic, hydraulic and mechanical equipment associated with the gunnery, missiles and anti submarine warfare (ASW) systems as follows: -

(a) Gun mountings and missile launchers, its associated remote control, hoists, fire control sensors including target and missile tracking radars, computers, directors, pre-launch check equipment and recording equipment.

(b) Torpedo, rocket and depth charge launchers, its associated remote control, hoists, sonars, fire control computers and sonic ray plotters.

(c) Weapon inter-lock system and vertical gyros.

0626. Weapon Maintenance Officer. (1) The Weapon Maintenance officer is responsible to the Electrical officer for the following: -

(a) Maintenance and repairs of weapon systems.

(b) Custody of spare parts, tools and accessories belonging to weapon systems.

(c) Custody and maintenance of portable test and measuring equipment belonging to weapon systems.

(d) Custody of relevant drawings, Books of Reference (BRs) Maintenance Handbooks, Electrical Maintenance and Parameters (EMAPS) catalogues, test/parameter sheets and service certificates.

(e) Planning, execution and record of modifications and Alterations and Additions (As and As) to weapon systems.

(f) Planning and conduct of refits, testing and tunning and alignment of weapon systems.

(g) Liaison with dockyards, Base Maintenance Units (BMU), Fleet Maintenance Units (FMU), Weapon Equipment Depots (WED), Materials Organisations, Missile Base, Research and Development Laboratories etc.

(h) Training of Quarter Armour (QA), Under Water (UW) sailor attached for the maintenance of mountings and launchers.

(j)Advice on modern development on ship borne weapon systems in the international field.

(k)Initiation of relevant reports and returns.

(2) On being relieved, the Weapon Maintenance officer shall inspect all material either on his charge or for which he has maintenance responsibility and report on its condition to the Captain, through the electrical officer. Such inspection should normally be carried out in the presence of the relieving officers.

0627. Distribution of Responsibility. Depending on the density of the weapons systems and the size of the ships, the responsibility of Weapon Maintenance officer may be distributed to more than one Electrical officer.

0628. When no Weapon Maintenance Officer Borne. In case there is no officer of the electrical branch borne, such duties may be assigned by the Captain to any officer of the Executive branch.

CHAPTER 7

THE LOGISTICS DEPARTMENT

0701. Command, Fleet, Area, Flotilla, Squadron and Staff Logistics Officers. (1) The Logistics officer on the staff of a Flag or other officer in Command of a fleet, or a flotilla, or of an area or Senior Officer shall perform such duties in connection with the ships and establishments within or attached to the Command as may be ordered by the said officer concerned.

(2) These duties shall include the following: -

(a) To advise the said officer on all matters related to logistic functions and work of the Logistics cadre/branch.

(b) To advise and assist the Logistics officers of the individual ships/establishments under the Command of the said officer.

(c) To advise on all matters pertaining to stores and spares (other than D 787 spares, gun wharf, ammunition and armament stores).

(d) To advise on all matters connected with mechanical transport.

(e) To advise on all matters pertaining to Management Information System (MIS) including the use of hardware and software for such purposes.

(f) To advise on all matters pertaining to civil works.

(g) To advise on all matters relating to financial management including matters related to budgets, control of expenditure, contracts and audits.

(h) To advise on all aspects of accounting, custody and disbursement of public cash in accordance with Financial Regulations.

(j)To advise on all matters related to pay, allowances and pension of Naval personnel.

(k)To carry out or arrange surprise verification of cash balance and the examination of accounting procedure in ships and establishments.

(l)To carry out departmental inspections on his behalf.

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(m)To advise on proposed fittings, alterations and additions affecting logistic offices, galleys, bakeries, store rooms and computer centres.

(n)To supervise the training of officers and sailors of the logistics cadre/branch.

(p)To advise on legal and disciplinary matters.

(3)In addition, Squadron Logistics officers shall advise and assist officers responsible for logistics duties in ships of the squadron which do not carry Logistics officers, and afford such professional supervision to sailors of the logistics branch in performance of their duties as is practicable. They shall also keep in touch with Base Logistics officers maintaining the accounts of such ships

0702. The Logistics Officer- Duties in General. (1) The Logistics officer under the directions of the Commanding officer, shall use all proper and reasonable means to ensure that the duties required of him by these and other regulations, instructions and orders issued from time to time are correctly and efficiently performed. In doing so he shall employ his staff as directed in regulations 0717 to 0719.

(2) He shall be responsible to the Commanding officer for all matters relating to ship board inventory including stores (Naval, Air, Clothing and Victualling), the custody and accounting of public cash and other logistics duties of the ship but see regulation 0701 (2) (c).

(3) He shall be responsible for the receipt, custody, issue and accounting of all travel forms.

(4) He shall ensure that complete turnover takes place on handing over and taking over charge and on every change of a junior Logistics officer, see regulation 1008.

(5) He shall arrange for periodical musters of various stores and spares in accordance with regulations and other orders.

(6) He shall supervise the Management Information System activities.

(7) He shall be responsible for civil works.

(8) Whenever the ship is to proceed to sea he shall inform the Commanding officer of: -

(a) The number of days provisions on board at the average rate of consumption.

(b) The number of months' consumable Naval/Air stores and spares on board.

(c) Public money held.

(9) **Loss Statements.** He is responsible that loss statements and applications to write off all kinds of stores in his charge are prepared immediately after the loss is discovered, furnishing reasons for any delay.

0703. The Logistics Officer Cash Duties. (1) The Logistics officer shall invariably take charge of the public money and be responsible for its safe custody and accounting.

(2) He is responsible for receipts, custody, disbursements, and accounting of public funds, but he shall obtain the Commanding officer's written authority for any purchase, payment or issue, which is not specifically authorised by regulations.

(3) (a) **When there is more than one Logistics officer borne.** The Logistics officer may delegate the duty of making smaller cash disbursements to a junior Logistics officer, or with the authority of the Commanding officer to an officer of any other branch. All large transactions shall be made by the Logistics officer himself. He only, or such junior officer as he may, when necessary entrust with the duty, is authorised to issue money from the public safe for such payments, and to receive for return to the public safe such money as may for any reason, not have been paid.

(b) When only one Logistics Officer is borne. The Logistics officer is specially charged with the duty of paying all persons serving in the ship or establishment. When necessary, the Commanding officer may authorise any other officer to assist the Logistics officer in making payments.

(4)**Safe Custody of Cash.** The Logistics officer shall be held personally responsible for the safe custody of public cash on his charge and that the money is kept as a distinct account. He is strictly prohibited from receiving into the public account any money not applicable to the public service, and also from applying any of the money in his charge as a public officer to any purpose or in any manner not authorised by regulations. He shall never withdraw for his own private purposes, or private purpose of others any sum of money for which he is accountable. Where no separate arrangements exist for safe custody of non-public cash by the officer-in-charge of the non-public account, the Logistics officer may at the direction of the Commanding officer, accept such cash including sailor's private cash for deposit for safe custody. He shall ensure that public and non-public cash are kept separate.

0704. Person authorised to Pay and Receive.(1) Only the Logistics officer, or other duly authorised officer, shall make payments or receive unpaid money or moneys for sailors' safe deposit, remittance and safe custody of non-public funds. Monetary transactions with any other persons will not be recognised and will be at the officers' or sailors' own risk.

(2) The cash for clothing sold shall, whenever possible, be taken by a Logistics officer, but if this is impracticable it may be taken by a senior Logistics sailor under suitable arrangements approved by the Commanding officer, Money not taken by a Logistics officer personally shall be handed over to him on the same day; he shall satisfy himself that the amount is correct, immediately after each day's issues. On no account should the sailors be allowed to retain the money over night.

0705. The Logistics Officer – Materials management Duties. (1) The Logistics officer is responsible for obtaining all requisite supplies and replenishments of shipboard stores and spares and clothing items other than gun wharf, ammunition and armament stores, for the ship. Also see regulation 0701 (2) (c)

(2) He is responsible for the care and preservation of all stores and spares in his charge, as well as for their being issued, expended and accounted for according to regulations.

(3) **Muster of stores.** He shall ensure that all stores (including naval/air, clothing and victualling stores, mess traps, mess utensils and galley implements) and spares {but see Regulation 0701 (2) (c)}, on his charge are mustered on the due dates as required by the regulations.

(4) He shall make adequate arrangements for the security of the public records in his charge.

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0706. The Logistics Officer – Victualling and Clothing Duties.

(1) He is responsible for obtaining all requisite supplies and replenishments of victualling and clothing stores.

(2) **Messing of Ship's company.** See Chapter 27.

(3) **Emergency Messing Arrangements.** He, in conjunction with the Executive officer shall prepare for the approval of the Commanding officer schemes for messing in the following circumstances: -

(a) **Action Stations** – Both for short periods and for prolonged alarms.

(b) **Landing Parties** – As may be sent out of the ship in various emergencies.

0707. The Logistics Officer – Mechanical Transport Duties. (1) he is responsible for the mechanical transport holdings of the ship/establishment other than specialised vehicles, their upkeep maintenance and efficient running.

(2) He is responsible for the optimum utilisation of the mechanical transport and for authorised purposes only.

(3) He is responsible for the custody and accounting of petrol, oils and lubricants (POL) and other mechanical transport spares.

0708. The Logistics Officer – Civil Works Duties. (1) He is responsible for the raising of major and minor works.

(2) He is responsible for the monitoring and speedy implementation of all works sanctioned for the establishment.

(3) He is responsible for ensuring the maintenance and up keep of all Government buildings by the concerned agencies.

(4)He is responsible for all matters related to the acquisition of Naval land and their holdings.

(5)He is responsible for the quartering of Naval personnel in the establishment including allotment of married accommodation etc.

0709. The Logistics Officer – Management Information System (MIS) Duties. (1) He is responsible for the supervision of MIS activities.

(2) He is responsible for the operation, maintenance and custody of MIS hardware and software.

(3) He is responsible for the security of software for MIS functions.

0710. The Logistics Officer – Base Logistics Duties. (1) The Base Logistics officer shall be responsible to the Administrative Authority for all logistic functions of non-self accounting ships placed under his charge. He is to advise the Commanding officers of such ships and establishments on all matters related to their logistic functions. Subject to regulation 3721 he may correspond as necessary direct with such ships and establishments and with their Administrative Authorities.

(2) The responsibilities are briefly stated below: -

(a) **Pay and Cash** – To keep pay accounts in accordance with orders in force and make or authorise payments; to provide or arrange supply of cash to non-self accounting ships and establishments and self accounting ships in harbour.

(b) **Stores** – To advise Commanding officers of non-self accounting ships on all stores matters including mechanical transport spares and to arrange for supply and accounting of stores in accordance with existing orders.

(3) The Base Logistics officer shall arrange for officers and sailors detailed for logistics duties in small ships to be given instructions in logistics duties by his staff.

0711. Logistics Officers of Air Stations and Carriers. In addition to the normal Logistics duties, the Logistics officers of an air station or carrier has the following specific functions related to Naval aviation: -

(a) He shall be responsible to the Commanding officer for obtaining all stores and Air publications required for use in the ship or station and in the workshops and squadrons for the maintenance and rpair of aircraft and their ancillary equipment.

(b) He shall be responsible for maintaining adequate stocks of flying clothing safety equipment and for ensuring in conjunction with the Safety Equipment and Survival officer (See also regulation 217) that the stocks are at all times fully modified and serviceable.

(c) He shall maintain close liaison with Commander (Air), the Air Engineer officer and other technical officers in order that he may be fully aware of future commitments and be able to make provision for them, thus ensuring that these officers obtain the best possible service from the logistics organisation.

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0712. Change of Logistics Officers. In transferring charge, the provisions of regulation 1008 shall be carefully observed by both the incoming and out going Logistics officers and the following action shall be taken: -

(a) Cash, victualling, mess traps, clothing and mechanical transport spares, accounts shall be closed, balances struck and carried forward. The items remaining on each page of the clothing stock and mess traps ledgers shall be initialled by the successor after a complete physical muster, certifying the balance remaining.

(b) Procedure laid down in Chapter 26 and Article 237 of Naval Store Keeping Manual, (I.N.B.R. 12) shall be observed as regards naval stores, mechanical transport spares, POL and air stores.

0713. Absence of the Logistics Officer. In the absence of the Logistics officer for any temporary cause, the next senior officer of the logistics cadre/branch shall take charge of the duties for him. Where no such officer is present, logistics duties shall be delegated in writing by the Commanding officer to commissioned officers of the other branches

0714. Incapacity of Logistics Officer. If the Logistics officer is unable to perform his duties on account of illness or any other cause, the Commanding officer shall take necessary steps for ensuring that the balance of cash is verified forthwith and compared with the book balance. He shall also ensure that all books and accounts are kept posted upto-date.

0715. Death or Removal of the Logistics Officer. If the Logistics officer should die or be removed for any cause, the Commanding officer shall arrange to appoint a board of two or more officers for an immediate verification of all moneys and balance of victualling, clothing, mess traps, valuable and attractive items of naval stores in Logistics officer's charge. His accounts shall be completed by his successor,

and transmitted by the Commanding officer to the audit authority concerned. See also regulation 0712. Public books and documents not required by the Controller of Defence Accounts (Navy) or Naval Local Audit Officer relating to the accounts are to be retained on board.

0716. Temporary Charge. If any officer should be placed in temporary charge of the duties of the Logistics officer owing to the death or removal of the latter, he shall render accounts for the period during which he may have been in charge. See also regulation 0712.

0717. Logistics Staff Officers. (1) The Logistics officer shall have control under the directions of the Commanding officer, of all Logistic borne (other than those forming part of Admiral's, Commodore's or Senior officer's Staff) and shall allocate to them such duties as he thinks fit. He shall exercise careful supervision over them in the discharge of their duties. While junior Logistics officer is primarily responsible for the cash, stores and accounts in his charge, the Logistics officer is not absolved from his ultimate responsibility to the Commanding officer for the proper performance of the duties entrusted to his subordinates. He shall accordingly guide and instruct these officers in the discharge of their professional responsibilities and ensure that they understand and carry out the duties assigned to them.

(2) **The Commanding Officer's Staff officer.** The Commanding officer's staff officer is responsible to the Commanding officer for the work of the Commanding officer's officer and for such duties as the Commanding officer may direct.

0718. Special Duties List Officers. (1) The Logistics officer is at liberty to employ any Writer officer or Stores officer of the special duties list on duties for which he considers him fit.

(2) **The Special Duties List Officer (Catering).** When a special duties list officer (catering) is borne in a ship, he shall be responsible to the Logistics officer for the preparation of wholesome and varied diet for the ship's company and for such other duties as may be entrusted to him by the Logistics officer.

0719. Logistics Staff – Sailors. (1) The Logistics officer shall have under his control all Writer, Stores, Cook and Steward sailors borne, except those forming part of the Admiral's retinue. While the Logistics officer shall have the over all responsibility, all logistics sailors shall be primarily responsible for the physical custody, receipt and issue of stores placed under their charge. For authority to delegate the responsibility for store's to leading ranks and above see Article 294, Naval Storekeeping Manual (INBR 12). The sailors detailed for duty with the logistics department shall also work under his supervision.

(2) He is responsible that cook (o) and steward sailors are allocated to the officer's mess and to particular duties to the best advantage, and although these sailors shall come under the immediate control of the President of the Mess, the Logistics officer shall exercise general supervision to ensure that they carry out their in accordance with the orders in force. He or his representative (e.g., the Logistics divisional officer) shall be consulted in all questions about the routine of these sailors and of any matter of importance connected with their work.

0720. Logistics Duties in Ships without a Logistics Officer. Where no Logistics officer is borne the Commanding officer shall depute any other commissioned officer to perform logistics duties.

CHAPTER 8

THE MEDICAL DEPARTMENT

Section		Regulations
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SECTION I – ORGANISATION

0801. (1) The Medical Branch of the Navy is composed of: -

(a) Medical/Dental Officers seconded from Army Medical/Dental Corps.

(b) Nursing Officers attached from Military Nursing Service.

(c) Commissioned Special Duties List Officers (Medical).

(d) Sailors of Medical Branch.

(2) The terms and conditions in respect of the above mentioned categories of personnel are contained in relevant regulations.

(3) The organisation is as under: -

(a) Director General Medical Services (Navy) (DGMS (N) assisted by Directors of Medical Services and other staff officers.

(b) Command Medical Officers/Fleet Medical Officers holding staff appointments under Administrative Authorities and Dental Adviser (NAVY).

(c) Medical Officers and Medical Assistants employed in ships and establishments.

SECTION II – INSTRUCTIONS TO MEDICAL OFFICERS

0802. Director General of Medical Services (Navy). The Director General Medical Services (Navy) is the adviser to the Chief of the Naval Staff on all matters of health affecting the Navy. He will deal with all technical questions pertaining to the Medical Services that do not require reference to the Government. He will advise on the appointments and deployment of Medical and Dental officers and sailors so as to ensure equitable distribution of medical manpower as required for a high level of health care delivery. He will visit all the medical installations of the Navy and such ships and establishments, as he consider necessary. He will be responsible for preparation of budget forecast and estimates in respect of medical and dental stores required for the Navy. He will plan and advise on the professional training of the medical officers, Special Duties List Officers (Medical), officers and sailors of the Medical Branch. He will keep the Director General Armed Forces Medical Services (DGAFMS) informed of all general policy decisions and directive issued by the Chief of the Naval Staff in so far a they affect the Medical Services of the Navy, such as planning of hospitals, laboratories, sick bays, pathological institutions, development of preventive medicine and research at the Naval Dental Centres.

0803. Command Medical Officer/Fleet Medical 0fficer. The Command Medical officer is the adviser to the Administrative Authority of the Command on medical matters and questions affecting the health of the personnel borne in ships and establishments in the Command. The following duties shall be carried out by him within the Command: -

(a) He shall carry out inspections of all Naval hospitals, sickbays, dental centres and other medical installations, as he considers necessary and ensure that they are administered in conformity with the regulations and that the equipment and stores are properly maintained.

(b) He shall satisfy himself that patients in hospitals and sickbays are properly cared for and that due economy is observed.

(c) He shall visit all ships and establishments as considered necessary, with a view to ascertaining efficiency of the medical arrangements and the state of health of the ship’s company.

(d) He shall be responsible for medical arrangements in aid of civil power. He shall arrange to carry out inspection of medical equipment kept for the

purpose and report on its condition and rediness for service to the Administrative Authority.

(e) He shall be responsible for the medical arrangements of Naval personnel moving by rail, road, river or air.

(f) He shall render technical advice regarding the medical aspects in the selections of new sites and in the construction of buildings proposed for accommodation for Naval personnel.

(g) He shall maintain close liaison and coordination with other medical authorities located in the Command. He shall keep himself informed of the incidence of diseases, specially epidemic diseases among the civil population in the area of his jurisdiction, and make appropriate recommendations to check the spread of disease amongst service personnel, as and when necessary

(h) He shall scrutinise all Medical Board Proceedings before forwarding them to the appropriate authority and approve of such boards for which authority is delegated to him from time to time.

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(j)He shall supervise training of the sailors of medical branch and ensure that the same is carried out in accordance with the instructions in force.

(k)He shall mobilise medical services in the Command during war.

(l)The Fleet Medical officer shall acquaint himself as fully as possible regarding climatic conditions, health and incidence of disease prevailing in the ports proposed to be visited by the ships of the fleet and render advice as necessary, regarding the protective measures to be adopted. He shall liaise wherever practicable with the local service and the civil health authorities at ports of call, and obtain as detailed information as possible regarding the health problems, water supply and hospital facilities available in the ports visited.

0804. Commanding Officer- Naval Hospital. The Commanding Officer of Naval Hospital shall carry out his duties in accordance with the Regulations for the Medical Services of the Armed Forces(RMSAS). He shall be assisted by an Executive Officer. The duties of Register when appointed will be formulated by the Commanding officer. He shall also be guided in the performance of his duties by Chapter 3, Instructions to Captains, Regulations for the Navy Part II and III (statutory) and instructions/orders issued from time to time.

0805. Medical Officer. The duties of Medical officer of a ship/establishment are: -

(a) To advise the Captain in such preventive and remedial measures as are conducive to preservation of health and welfare of the ship's company.

(b) To treat the sick and the wounded placed under his care and be responsible to decide the correct disposal commensurate with the physical and mental fitness of the patient at the time of his discharge from sickbay.

(c) To demand from the Logistics officer, articles of diet, extras and medical comforts necessary for the use of the patients admitted in the sickbay.

(d) To be in-charge of the medical department, sickbay and medical assistants.

(e) To be responsible for the provision, replenishment and accounting of medical stores and equipment and the preparation of vital statistics.

(f) To be responsible for continued training of sailors of the medical branch placed under his charge.

(g) To examine and report upon the health of all ranks of the Navy, as may be necessary.

(h) To examine civilians, when required by the Administrative Authority.

(i) Such other duties as detailed in regulations for the medical services of the Armed Forces or prescribed from time to time by their Captains.

0806. Authority in Sick Bay. (1) He shall judge what patients should remain in the Sick Bay, and when necessary, will apply to the Captain for any further requisites that may be needed for the sick. In the case of much sickness on board or any emergency, the Captain shall, at the request of the Medical officer, detail as many attendants as may be necessary and available.

(2) In ships where no medical branch sailors are borne, the Captain shall detail a sailor to work under the Medical officer as medical assistant. The sailor so detailed should not be changed frequently.

0807. Transfer of Sick. He shall arrange for the transfer to hospital or sickbay ashore of such sick personnel as he considers to be unfit for duty and unsuitable for treatment on board, and at his discretion, he shall arrange a sick attendant to accompany such patients.

0808. Medical Examination. (1) He shall carry out the necessary medical examination of officers and sailors ordered on operational service. He shall inspect sailors joining the ship on the morning after joining whether from another ship as recruits, or on return from leave.

(2) He shall inspect six monthly or more frequently if necessary all sailors in his medical charge to satisfy himself as to their physical fitness. Whenever special examinations are made, each individual sailors shall be examined by the Medical officer in private and in the presence of a third person who should be a Medical Assistant, if possible, or a MCPO/CPO/PO. Medical examination of food handlers is to be carried out every month.

(3) He shall examine medically all civilians' employ in ships and establishments when they join, and also on all occasions when the ship's company is subjected to medical examination.

(4) He shall examine medically sailors who desire to extend their service or re-enroll and when doing so he is to inspect their medical records. Such sailors are not to be rejected for minor defects or trivial aliments which are not likely to interfere with their duties but the facts are to be noted on their medical examination reports. In cases of fitness, the Medical officer's certificate shall be accepted as final, but cases of sailors considered unfit shall be finally decided by a medical board.

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(5)In the case of persons re-entering for further periods of Naval service, the examining officer may exercise his discretion and accept persons with minor defects, who may be desirable candidates from service point of view. The applicant's medical records should, however, be consulted whenever practicable so that persons who are subjected to chronic complaints may not be accepted.

(6) He shall examine medically men in the Indian Naval Auxiliary Service. This examination shall be limited to ascertaining their physical fitness for further duty according to the average of their class and length of service. They are not to be rejected on account of minor disabilities.

(7) When directed by them Captain to examine sailors, the medical officers shall not only examine their persons very carefully, to ascertain whether they are fit for the Service, but he shall also inquire very particularly into their previous history, so as to be able to judge whether there is any risk of their bringing infection into the ship.

(8) When ordered to do so, the Medical officer shall proceed on recruiting duty for the medical examination of recruits for the Indian Navy.

0809. Preventive Immunisation. (1) All persons entering service shall be immunised against Enteric groups of fever, Tetanus and when necessary protected against other diseases. Immunisation will be carried out as per the laid down Administrative instructions.

(2) The Principal Medical officer (PMO)/Medical officer of a ship/establishment shall satisfy himself that all personnel under his care have been

successfully immunised. He shall furnish the Command Medical officer/Fleet Medical officer through his Captain with a preventive immunisation return, showing the percentage protected in accordance with current orders.

(3) Entries of preventive immunisation shall be made in the Naval Pay book.

(4)When preventive immunisation is required to be carried out on board a ship in a foreign port, he shall contact the local port health medical authorities for carrying out the immunological procedure.

0810. Physical Training. He shall keep himself informed on all matters concerning the physical training of sailors and shall give his advice on such subjects specially with regard to new entries.

0811. Inspection of Ship. (1) He shall be the adviser to Captain on all sanitary matters. He shall carry out sanitary rounds of the ship atleast once in a month. He shall report to the Captain any defects, which he may no0tice and a record of such defects together with his recommendations for remedying them, shall be entered in a sanitary diary maintained for the purpose. This sanitary diary will be submitted to Command Medical officer/Fleet Medical officer once in a quarter. During sanitary round of the ship, MO/PMO will be accompanied by First Lieutenant/officer so detailed by captain of the ship.

(2) He shall satisfy himself that there is no avoidable over crowding and that all quarters, galleys, wash basins, lavatories etc. are suitably lighted and provided with sufficient means of ventilation, and that they are clean and in a satisfactory condition. He shall survey and report on the habitability state of the ship from time to time.

0812. Ventilation and Clothing. Suggestions for suitable clothing to be worn in varying climates shall be made by him to the Captain as necessary.

0813. Water Supply. (1) He shall satisfy himself that the quantity, quality and arrangements for the distribution of drinking water are satisfactory.

(2) When water tanks are cleaned, the work shall be carried ojut under his supervision.

0814. General Health of the Ship. (1) His attention is not to be confined exclusively to men on the sick list, but he shall also watch attentively every circumstance likely to affect the health of the ship generally. Should he suspect the presence of disease or indisposition in any man, he is at once to examine and deal with him as may be appropriate (see also Regulation 0811). No perishable food items suspected of turning inedible or injurious to health will be disposed of without the inspection of Medical officer.

(2) **Supervision of Food.** The wholesomeness of the food supplied on board is an important part of his responsibilities, concerning which he shall collaborate with the Logistics officer. He shall pay particular attention to meat, milk, mineral water, tinned provision, fruit and vegetables. If he should have reason to suspect anything of a deleterious nature, he should immediately inform the Captain in order that investigation may be made and, if necessary, steps taken to prevent its issue.

0815. Sexually Transmitted Disease. (1) Sexually transmitted disease is one of the major causes of loss of effective manpower; prevention and cure of these diseases are, therefore, of utmost importance.

(2) Orders and instructions issued from time to time in regard to the treatment, leave and disposal of personnel suffering from sexually transmitted disease shall be followed.

(3) Concealment of disease, especially sexually transmitted disease, is a punishable offence.

0816. Infectious Diseases. (1) When a case of infectious disease occurs on board, he shall at once apprise his Captain and take necessary action for its notification in accordance with orders issued from time to time.

(2) Cases of infectious diseases shall, if practicable, be sent to the nearest hospital/sickbay ashore as soon as possible or also isolated in any suitable part of the ship.

(3) He shall decide the necessity for disinfections which shall be carried out under his supervision in accordance with the approved procedure.

0817. Infectious Diseases Precautions. He shall advise the Captain on the precautions to be taken against infectious diseases. Detailed instructions with regard to precautions against infectious diseases contained in Regulations for the Medical Services of the Armed Forces shall be followed.

0818. Infectious Diseases Amongst Naval Personnel Moving or About to Move. When a communicable disease occurs amongst the ship's company, within a few days of movement of a ship under orders, to sailors amongst those transferred to a ship, a signal shall be sent by the Captain to the Administrative Authority concerned, Naval Headquarters and the Embarkation Commandant vide item 115 of IAFZ 2000. When the quarantine period is completed and the ship or the personnel who reported on transfer are clear of infection, all relevant information as per instructions shall be forwarded by signal to the above-mentioned authorities.

0819. Mental Cases. (1) As soon as a mental or suspected mental case comes under his observation, the Medical officer shall arrange constant supervision and ensure that the individual is deprived of all articles with which he might injure himself or others.

(2) He shall arrange, as soon as possible, for transfer of the individual, duly escorted, to the nearest hospital/sickbay ashore.

0820. Injuries. When an officer or sailor is maimed or injured except in action or when immediately fatal, the Medical officer shall make a report on form IAFY 2006 to the Captain of the injured. (For detailed instructions see orders issued from time to time).

0821. Malingering. Whenever in the course of his duties, the Medical officer shall discover that any person has wilfully produced, concealed, aggravated or feigned any disease to the prejudice of the service, he shall report the particulars of the case to the Captain so that, if deemed advisable the offender may be punished as the case shall deserve. (See section 61 of the Navy Act, 1957 and orders issued from time to time).

0822. Wounded Men. (1) He shall take care that every preparation is made for the accommodation and treatment of the wounded. When clearing for action he, and others appointed to assist him shall report to their respective stations.

(2) Treatment on Board. The following instructions, indicating the broad lines on which the wounded should be treated on board a vessel of war, shall be observed: -

(a) It may be possible during an action to bring the wounded to the dressing stations, and thus clear the fighting parts of the ships, but in other ships all that can be done is to place the wounded in a comfortable position near where they fall, and out of the way of combatants.

(b) Nothing but first aid should be attempted during action. It is probable that opportunities will occur during lulls when the Captain of a ship may summon, by some pre-determined broadcast, the Medical officer and his staff to render assistance whenever it may be required.

(c) The Medical officer's life is of the greatest possible value when regarded from the standpoint of the sick and wounded. For this reason he sould be stationed under the best possible protection.

(d) A distributing station should be determined upon (iof not laid down in the ship's design) where all medical stores, instruments etc., should be placed for their conservation and whence the 'first aid' supplies can be replenished. In addition to this station, provision should be made for the supply of 'first aid' in other parts of the ship

(e) The most suitable place for the treatment of wounded after action in all classes of ships will probably be some portion of the upper deck properly screened in, so as to afford some protection against the weather and yet to permit of free ventilation. Failing the use of the upper deck for this purpose owing to objections, which might at the time be considered paramount the places selected must be the very best the ship can offer. In the event of the possibility of a further action being fought it will be essential to remove the wounded to spaces between decks under whatever protection can be obtained.

(f) In selecting a situation for the performance of pressing operations and other surgical work after action, the choice must be governed by the

conditions, which obtain at the time. In many ships it is probable that the best possible space will be found on the upper deck. Between decks, the Captain's cabin is probably the most suitable place, taking into consideration questions of light, ventilation etc, and its temporary occupation would inconvenience the least number of persons.

(3) **Instructions in First Aid.**

(a) He shall arrange for the instruction of officers and sailors in the principles of first aid to the injured and shall be responsible that the necessary appliances for use by those instructed are readily available in the parts of the ship where they will be needed in action.

(b) He shall pay particular attention in the first aid training of those sailors detailed to assist him in action and after wards, such sailors are, in addition to first aid, to be given instruction in some of the simple nursing procedures.

(c) The syllabus to be used is that laid down in the manual 'First Aid in the Navy', two copies of which are supplied to each ship. The conduct, the duration and the qualifying requirements will be as per current Navy Orders. The fact that a sailor has qualified in first aid is to be noted on his service certificate.

(d) A minimum of 25 percent of the complement should be qualified in first aid.

(e) Sailors are to be re-examined if the notations on their service certificates are more than four years old, and subsequently at intervals of four years from the date of the last examination

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(4)Health Lectures. He shall deliver health lectures to the ships company and a record of such lectures shall be maintained. The subject matter of such lectures is left to his discretion except that prevention of sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), Family Welfare Programme and First Aid (Specially during Nuclear Biological and Chemical Warfare) shall be included.

0823. Sudden Deaths. See regulations 2902 to 2905.

0824. Prophylaxis of Mosquito borne Diseases. He shall arrange to institute personal preventive measures and suppressive treatment in respect of the two important diseases, i.e., malaria and filarial according to the existing instructions in malarious/filarious districts and especially to all personnel proceeding on leave or duty.

0825. Merchant Ships. He shall render every assistance when an emergent or surgical treatment is required on board a merchant ship. For services rendered, no charge will be made, except recovery of the cost of the public stores expended.

0826. Signature on Documents. He shall sign as 'Medical Officer' all reports and returns having a medical bearing, medical board proceedings and documents in respect of all personnel. Such medical documents shall be treated as confidential and forwarded to higher medical authority through medical channels.

0827. Statistics and Records. He shall maintain such books and records and render such reports and returns as are ordered from time to time.

0828. Medical Documents. (1) The provisions of Regulations 3402 apply with particular force to official medical documents. Officers and sailors who have access to them are specially cautioned against divulging the contents, without obtaining special authority, to any person not normally officially entitled to know of them, this includes any information regarding attributability of a disability to or aggravation by service.

(2) The above instruction is not to be construed in any way to hinder the Medical officer from affording access to the patient/the relatives of the patient under treatment to the official documents. The medical officer shall apprise the patient/his relatives of his present condition, treatment being given to him and the progress of the treatment.

Note: - The Medical officer may use his discretion in the matter of informing the patient of his present condition/treatment etc., where he feels that such a information is likely to adversely affect treatment of such patient. The next of kin/relatives of patient however will be informed of the patient's condition, progress and treatment.

(3) Medical Documents in respect of officers and sailors shall be completed and maintained in accordance with the orders issued from time to time.

0829. Hospital Dietary. He shall demand from the Logistics officer such articles of diet, extras and medical comforts, according to authorised scales issued by Government from time to time, as he may consider necessary for the use of the sick. In this respect, while providing fully for the comfort and subsistence of those for whom the ordinary ration is unsuitable, he shall do so in the most economical manner possible.

0830. Medical Information. As he is afforded opportunities of obtaining medical information of the places he visits while on board Naval ships, he shall report all the information in the form prescribed from time to time.

0831. Transfer to Successor. He shall deliver the whole of the stores in his charge by survey to his successor or in his absence to the authorised person on being relieved alongwith handing over notes.

0832. Ship not Carrying a Medical Officer. In a ship not carrying a Medical officer, the Captain shall detail an officer to take charge of medical stores and equipment according to the authorised scale, and these stores shall be properly accounted for. The medical stores shall be replenished as necessary. The Captain shall keep a daily sick book in which the Medical officers visiting the ship shall enter the necessary particulars including diagnosis and treatment. The Captain shall be informed on each occasion entries are made so that medical returns may be complied when necessary.

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SECTION III – INSTRUCTION TO DENTAL OFFICERS

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0836. (1) **Dental Services-Organisation.**

(a) Dental Adviser (Navy)

(b) Officer-in-Charge Dental Centres of ships and establishments.

(c) Specialised Dental Officers.

(d) Dental Officer.

(2) **Administration.**

(a) The senior most Dental Officer posted to IN Ships/Hospitals/Establishments shall be Officer-in-Charge and Head of Department of the Dental Centre. He will be under the administrative control of the Commanding officer of IN Ships/hospitals/establishments.

(b) Specialist Dental Officers/Dental Officers when posted as second officer will work under officer-in-charge, Dental Centre.

(c) Senior most Dental Officer in the Fleet will be designated as the Fleet Dental Officer.

(3) **Duties of Dental Adviser (Navy)/Officer-in-Charge, Naval Dental Centre.**

(a) Dental Adviser (Navy) will be the adviser to the Chief of the Naval Staff on all matters of Dental administration and treatment.

(b) Office-in-Charge Dental Centre: -

(i) He is responsible for the smooth and efficient running of his department.

(ii) He is responsible for the discipline, welfare and personal matters of officers, sailors and civilians placed under his charge.

(iii) He is responsible for the planning inspection, documentation and treatment of all troops placed under his care. For this purpose he will keep a close liaison with Commanding officers of ships/establishments. Army and Air Force units in and around station. He is to ensure that inspection of personnel is carried out in a phased manner so that all personnel are inspected well in time during each year.

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(iv) He is to ensure that treatment of all priority I & II cases are completed as early as possible and as many as possible priority III cases are completed during the year.

(v) He is to ensure that treatment and advice to patients is given promptly and that there is no unusual delay in providing treatment to patients.

(vi) He is responsible for the correct and timely preparation of all reports and returns pertaining to his department.

(vii) He will be responsible for the care, custody, cleanliness and accounting of buildings, equipment, furniture, fittings and stores of his department. He will ensure that strict economy is used in the expenditure of materials and stores. He will maintain proper books, ledgers and vouchers as are required by audit authorities.

(c) **Specialist Dental Officers.** He shall: -

(i) Carry out dental inspection/selection/treatment of all enrolled personnel under cover and all other entitled

personnel as per the direction given by Officer-in-charge, Dental Centre

(ii) Take up the cases of his speciality and keep an up-to-date treatment record of these cases.

(iii)Be responsible for proper maintenance and up keep of various equipment in the Dental Surgery.

(iv)Carry out the duties as directed by Officer-in-Charge Dental Centre.

(d)Dental Officer. (i) In addition to his normal dental duties, he shall perform such other duties as may be required of him by his Captain.
(ii) He shall instruct the ship's company in the principles of oral hygiene, by lectures and demonstrations.

(iii)He, in consultation with the Captain, shall arrange dental inspection of all persons within a month of their enrolment and subsequently once a year. If he is of the opinion that an individual is not taking sufficient care of his teeth, he shall bring this fact to the notice of the Captain of the individual. Priority for dental inspection/treatment shall be given in accordance with the procedure laid down regulations for Medical Services of the Armed Forces.

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(iv)He shall inform the Medical officer promptly of any case which may require medical attention. Should it appear necessary to admit a patient to the sick list, he shall report the circumstances to the Medical Officer, who shall take such action as may be necessary.

(v)Dental treatment/artificial dentures will be provided to personnel in accordance with their entitlement, regulation for which are contained in Regulations for the Medical Services of the Armed Forces.

0837. General (1) The Commanding Officer of ships/establishments/hospitals are to ensure that the ships company is inspected once every calendar year.

(2) The commanding Officer shall issue ma completion certificate as per current orders.

(3) The Commanding Officer shall make the personnel available for dental inspection and treatment as and when required by the Dental Centre.

(4)Incoming/Outgoing routine will be routed through Dental Centre to ensure that 100% inspection/treatment is completed.

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SECTION IV – INSTRUCTIONS TO NURSING OFFICERS

0841. (1) **The Nursing services is Maintained for: -**

(a) The performance of nursing duties in hiospital including family wards thereof;

(b) The supervision and training of the Nursing staff:

(c) The performance of administrative duties relating to their service.

Note: - The will not be available for nursing in quarters.

(2) **Principal Matron/Matron/Senior Sister-in-Charge Hospital: -**

The Principal Matron/Matron/Senior Sister-in-Charge of a hospital shall be responsible to the Captain for: -

(a) The General nursing arrangements of the hospital including the family wards thereof.

(b) The performance of the duties and the maintenance of good conduct, efficiency and discipline amongst the Nursing officers, Civilian sisters and probationer nurses.

(c) The cleanliness and good order of the wards.

(d) Detailing Nursing officers in rotation for duty as night sisters in accordance with Standing orders of the Captain.

(e) Supervision of the technical training of the nursing staff and ensuring that the prescribed courses of training in nursing are carried out.

(f) In all cases of doubt or difficulty, she shall apply to the Captain who shall render her every assistance in the performance of her duty.

(g) When neglect of duty, insubordination, or impropriety of conduct on the part of Nursing officer, other nursing staff or patient comes to her notice, she shall report to the Captain. Any complaint in

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regard to the conduct of visitors shall also be reported to the Captain

(h) The efficient administration and discipline of the Nursing officers Mess. When she proceeds on transfer or leave, other than casual leave, she will hand over all stores and funds in her charge to her successor. A certificate to this effect shall be forwarded to the Command Medical officer and Director General Medical Services (Navy).

(3) **Nursing Officers.**

(a) Every Nursing officer in a hospital shall be under the immediate supervision of the Principal Matron/Matron/Senior Sister-in-Charge and directly responsible to her in all matters relating to conduct and discipline.

(b) In the absence of the Medical Officer-in-Charge of a Ward Duty Medical officer, she shall be responsible for the care and treatment of the patients in her charge. Medical Assistant shall carry out her orders in connection with the nursing of patients.

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(c) She shall be responsible to the Medical Officer-in-Charge of the Ward for the articles of medical equipment on charge of the Ward, and to the Principal Matron/Matron/Senior Sister of the Hospital for the Red Cross supplies, if taken over by her.

(d) She shall carry out such orders and instructions relating to the treatment of the sick and ward management, as she may receive from the Medical Officer-in-Charge or the Duty Medical Officer whom she will accompany on his visit.

(e) She shall receive from the hospital dispensary and store keeper such medicine and supplies for the patients in her ward, as may be ordered. She shall ensure that they are correctly distributed in accordance with the orders of the Medical Officer-in0Charge.

(f) She shall ensure that the patients on admission into her ward receive suitable nourishment and nursing care without undue delay, and that they are seen by a Medical officer within a reasonable time.

(g) When any case of illness or accident is brought to her ward or in the event of any accident, emergent illness or attempted suicide occurring in her ward, she shall arrange to inform at once the Medical officer of the Ward or in his absence, them Medical officer on duty and pending his arrival, she shall take necessary steps to meet the requirements of the case.

(h) Before going off duty, she shall submit a written report on special cases, or other important matters for the information of the officer in medical charge of the case and for the guidance of the Nursing officer relieving her. This report shall be written in the 'Report Book'. The relieving Nursing officer shall see that the instructions regarding the patients are carried out.

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SECTION V – INSTRUCTIONS TO SPECIAL DUTIES LIST OFFICER (MEDICAL) AND MEDICAL ASSISTANTS

0844. Special Duties List Officer (Medical). (1) Sailors of the Medical Branch are eligible for promotion to the rank of officer of the Special Duties List of Medical Branch.

(2) The following definition of the duties of an officer of the Special duties List (Medical) is given as a general guide, but the Senior Medical officer serving in the ship, establishment is at liberty to employ the officer herein referred to on other duties suitable to his rank.

(3) The Special Duties List officer (Medical) shall be fully conversant with duties related to advance nursing and care of the sick and medical administration.

(4) In addition to general duties, selected Special Duties List officer (Medical) shall be appointed to perform instructional and specialist duties.

(5) When appointed as regulating officer in hospital: -

(a) He shall ensure that the correct procedure with regard to request-men and defaulters is carried out and is to bring these sailors before the Captain as may be necessary.

(b) H shall be responsible to the Captain for the fire organisation of the hospital, for arrangements for funeral and inquests.

(c) He shall ensure that the staffs under him conduct their routine duties with regularity and attention, ensuring that there is no interference to the orders given by the Medical officers.

(d) He shall when required to do so, accompany the Captain on rounds of the hospital.

(6) In hospital/sickbay the Special Duties List Officer (Medical) shall carry out medical, administrative and staff duties under the Captain, staff or other Medical officer. He shall keep himself informed of orders generally in force there under

0845. Instructions to Medical Assistants. Sailors of the Medical branch are employed in general nursing, administrative and specialist duties in hospitals, sickbays and MI room of the Navy both ashore and afloat. In addition, they may be allotted such other duties, as considered appropriate by the Captain.

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SECTION VI – GENERAL

0848. Hospitals. Sailors sent to hospitals for indoor treatment are to take with them: -

(a) Medical statement of the case.

(b) Order of admission to the hospital.

(c) Naval pay book

(d) Such articles of kit as may be necessary for their personal us

0849. Visits to Patients in Hospitals. The Captain or his representative shall visit the patients from his ship admitted in hospital once a week or more frequently as necessary with a view to ascertain their progress and comforts. A record of such visits is to be maintained, which is to be seen by the Captain every week.

0850. Invaliding Boards. Invaliding Boards shall be held at such places as ordered by the Administrative Authority of the officer/sailors concerned. Board papers shall be prepared on the prescribed forms (See regulation for Medical Services of the Armed Forces for detailed instructions).

0851. Operations and Administration of General Anaesthetics. (1) Whenever an operation or administration of a general anaesthetic is required, the medical officer shall obtain consent in writing if circumstances permit, from the patients or guardians for patients under the age of 18 years, or from the patient himself if 18 years of age or more. The document of consent shall be retained permanently with the medical records of the case.

(2) When an immediate operation or administration of a general anaesthetic is considered necessary to save the life of a patient under 18 year of age, or the delay that would ensure would be injurious to the patient or would involve unnecessary and prolonged retention in hospital or elsewhere, the consent of parents or guardians need not be obtained, but they must be informed at once of the reasons necessitating such action.

0852. Refusal of Medical Examination/Treatment. (1) It is the duty of the Captain and the Medical officer to safeguard the health of the ship's company. It is a reciprocal duty of a member of the service to accept medical examination or to appear before a medical board when directed to do so by the competent authority; any refusal is to be dealt with under the appropriate section of the Navy Act, 1957.

(2) An individual cannot be forced to undergo an operation/treatment in a service hospital. The risk of consequences of refusal to undergo an operation/treatment is, however, to be explained to the individual in his own language or the language he fully understands, by the medical Officer-in-Charge of the case in the presence of an officer, preferably from his own ship/establishment, if available in the station. A certificate starting that all the consequences of the refusal of an operation/treatment have been explained to him and understood by him shall be obtained from the individual. The matter shall also be brought to the notice of the individual's Captain.

(3) A refusal to undergo treatment or an operation may be held to be reasonable: -

(a) When in the opinion of the Medical authorities, it is improbable that such treatment/operation would cure the disability or reduce its percentage, or when such treatment or operation may be severe and dangerous to life; or

(b) When in the opinion of the individual's Captain the operation or the treatment prescribed is opposed to religious or caste prejudices of the patient and the refusal is the bonafide outcome of such prejudices.

(4) The refusal to undergo medical treatment or an operation shall be treated as unreasonable: -

(a) When it is due to malingering; or

(b) When it is due to the desire to avoid further service or to obtain or retain a pension or to receive an enhanced pension.

0853. Medical Stores and Equipment. (1) IN ships and establishments, hospitals including wings and centres, sickbays and other medical establishments will draw stores and equipment according to prescribed scales promulgated by the Government from time to time.

(2) **Demands.** Medical Stores and equipment including vaccine and sera shall be demanded from the dependent Medical Stores Depots/Government institutions in accordance with instructions issued by the Director General Armed Forces Medical Services from time to time.

(3) **Unpacking.** All medical stores and equipment received shall be un packed and checked by the Medical officer or any other officer deputed for this purpose by the Captain as early as possible, if circumstances do not permit immediate checking.

(4)Observations regarding breakage and deficiencies shall be submitted on discrepancy report form (IAFG 985) immediately and action taken as per current instructions.

(5)Accounting. All medical stores and equipment held on charge shall be accounted for on the prescribed ledgers and expense books.

(6) **Storage and Maintenance.** Storage of medical stores and equipment shall be carefully planned. Special care must be taken in the storage and maintenance of items, which have a scheduled life and are of perishable nature. The instructions of the Inter Services Stores Preservation Organisations and other instructions issued by Administrative Authority from time to time shall be strictly observed with regard to maintenance of all kinds of stores.

(7) **Stock Verifications**. Stock verification of all medical stores and equipment shall be carried out periodically in accordance with current orders and records of stock verification shall be maintained.

(8) **Local Purchase.** Local purchase of medical stores and equipment shall be accounted for in the ledgers. The cost of such stores shall be debitable to the local purchases of medical stores allotment and may be effected in the uindermentioned circumstances: -

(a) In an emergency.

(b) When Price Vocabulary Medical Stores (P.V.M.S.) items required are not available from the Medical Stores Depot on which dependent against non-availability certificate from the A.F.M.S. depot.

(c) When non P.V.M.S. items are considered absolutely essential for the treatment of the patient.

(d) When ships are at foreign ports and it is not in the interest of the patient to wait till the item could be obtained from India. Such purchases will be made byy the Commanding officer of the ship and sanction of the Administrative Medical Authority concerned shall be obtained before the bills are sent to the CDA (N) for post-audit. The reasons for making these purchases will be stated against each item when forwarding the monthly return of local purchase.

(9) **Disposal.** (a) When a ship is paid off or placed in reserve necessitating disposal of her medical stores and equipment, the following procedures shall be adopted: -

(i) All Outstanding demands shall be cancelled by signal.

(ii) Medical Stores and equipment shall be brought before a Board of Survey and classified and returned to the appropriate Armed Forces Medical Stores Depot.

(b) When a ship proceeds for refit and it becomes necessary to deposit her medical stores and equipment, the following procedure shall be adopted: -

(j) All outstanding demands shall be cancelled by signal.

(ii) Medical stores and equipment shall be surveyed, classified and deposited with the nearest Armed Forces Hospital/Sickbay for re-issue when the ship is ready for service.

0854. Poisons and Dangerous Drugs. (1) Poisons and dangerous drugs shall be stored in befitting containers and properly labelled.

(2) They shall be kept under lock and key apart from other medical stores. Careful supervision to prevent improper expenditure shall be exercised in regard to the issue, dispensing and use of hypnotic, poisonous and dangerous drugs.

(3) The key of the poison cupboard shall be kept on the keyboard under a sentry's charge and shall be issued only to the Medical officer or, with the permission of the Offficer of the Watch, to his approved representative.

(4) Dangerous drugs and scheduled poisons shall be accounted for separately; musters of these drugs shall be carried out regularly and certified on the ledgers.

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(5)Such drugs where issued to ships not carrying a Medical officer are supplied as a personal charge of the Captain and the same procedure as detailed above, will be observed in regard to their safe custody and accounting procedure.

0855. Medical Treatment of Naval Personnel. Whenever practicable medical attention and treatment is to be obtained from the authorised service sources. The entitlement to medical treatment and the sources from which it is to be obtained is contained in Regulations for the Medical Services of them Armed Forces.

0856. Artificial Limbs, Spectacles, Hearing aids and Surgical Appliances. The procedure in respect of supply, repair or renewal of artificial limbs, spectacles, hearing aids and surgical appliances shall be same as laid down in Regulations for the Medical Services of the Armed Forces.

CHAPTER 9

THE EDUCATION DEPARTMENT

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SECTION I – ORGANISATION

0901. Education Branch. (1) The Education Branch of the Navy consists of commissioned officers.

(2) The organisation is as under: -

(a) A Directorate of Naval Education at Naval Headquarters un der the Director of Naval Education who is assisted by a Joint Director, Deputy Directors and Assistant Directors.

(b) A Directorate of Naval Oceanology and Meteorology at Naval Headquarters under the Director of Oceanology and Meteorology for professional duties in the field of Oceanology and Meteorology.

(c) Command Education officers holding Staff appointments under Administrative Authorities.

(d) Command Met officers/Staff Met officers holding staff appointments under Administrative Authorities/Senior Officer.

(e) Staff Officers "Education" holding staff appointments under Fortress commander/Flag Officers Commanding Naval Areas/Senior Officers.

(f) Senior Education officers and Education officers employed in ships and establishments.

(g) Naval Institute of Education and Training Technology under a Director.

SECTION II – DUTIES AND RESPONSIBILITIES

0902. (1) The Education Branch is responsible for the following:-

(a) Scientific and mathematical instruction including instruction including instruction in theoretical aspect of technical/professional subjects to the officers and the sailors of all branches of the Navy.

(b) General education work.

(c) Meteorological duties.

(d) Oceanological duties.

(e) Establishment and maintenance of reference libraries.

(f) Electronic data processing

(g) Provision of schooling facilities.

(h) Setting question papers for educational and recruitment examinations and their contract in naval ship/establishments.

(j)Conduct of Command/Professional management and staff college entrance examination.

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(k)Implementation of the official language policy of the government.

(l)Training, technology and methodology

SECTION III – INSTRUCTIONS TO EDUCATION OFFICERS

0903. Command Education Officer or Staff Officer 'Education'. (1) On the staff of a Flag Officer Commanding-in-Chief or a Fortress Commander or a Flag Officer Commanding a Naval Area or a Senior Officer, he shall advise him on all matters stated in regulation 0902 above except Meteorology and Oceanology.

(2) He shall be responsible for carrying out departmental inspection of all ships/establishments under the Command/Area.

(3) He shall advise the command in the administration of Kendriys Vidyalayas, Naval Schools and KG Schools in the Command.

(4)He shall be responsible for implementation of the official language policy of the Government.

(5) He shall ensure proper utilisation of the modern training technology and methodology in training of officers and sailors.

0904. The Senior Education Officer. (1) The Senior Education Officer is responsible to the Commanding officer for all matters concerning education , scientific and mathematical instruction including instruction in theoretical aspects of technical/professional subjects to officers, midshipmen, cadets, sailors and apprentices.

(2) He shall organise and supervise the work of other Education officers and shall see that instruction is carried out efficiently.

(3) He shall arrange such instruction and lectures as the Commanding officer may think desirable for the general education of officers and sailors.

(4) He is responsible for the conduct of educational examinations.

I. He is responsible for the organisation of the ship's library and the maintenance of information rooms. He shall demand from the appropriate authorities textbooks, stationery and other material, as may be required for instruction. He shall administer library grants, educational training grants and other training grants as directed by the Chief of the Naval Staff

(6) He shall be responsible for the recruitment of sailors and artificer apprentices, where applicable.

(7) He shall advise the Commanding officer in the administration of Kendriya Vidyalayas, Naval Schools and KG Schools.

0905. Education Officer. (1) An Educations officer shall normally be employed in the instruction of the officers, midshipmen, cadets, sailors and artificer apprentices.

(2) He shall provide suitable educational facilities for the sailors, aspiring to become officers through CW Scheme/Special Duty List Scheme.

(3) He shall provide suitable educational facilities to the sailors for their promotional examinations.

(4) He shall organise such activities that will contribute to the general education of the officers, midshipmen, cadets, sailors and apprentices.

(5) He may also be employed in the following duties if duly qualified: -

(a) Meteorology and Oceanology.

(b) Electronic data processing.

(c) Operations research.

(d) Selection of officers at SSBs.

(e) Foreign languages translation cells.

(f) Research and development.

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0906. (1) An Education officer qualified in Navigation and Direction (ND) is responsible for the instruction of cadets and midshipmen in professional subjects, primarily navigation, and for preparing them for examinations. He shall encourage and help the midshipmen and cadets who wish to study voluntarily, and shall give guidance to those who desire to widen their educational background.

(2) When practicable he shall superintend the taking of observation and working out the ship's position by the cadets and midshipmen of the navigating party.

0907. When no Education Officer is Borne. (1) In ships and establishments where no Education officer is borne, an officer shall be detailed by the Commanding officer to supervise educational work.

(2) He shall be responsible to the Commanding officer for all duties laid down in Regulations 0904 and 0905 as applicable.

0908. Educational Tests. Particulars opf educational tests and educational certificates for promotion to all ranks including officers' rank shall be laid down by the Chief of the Naval Staff from time to time.

0909. Examinations (1) The Commanding officer shall ensure that all examination are held on the occasions required by these regulations, Navy Orders or as ordered by the Chief of the Naval Staff.

(2) He shall be responsible for the safe custody of examination papers, which shall be locked up on receipt and not handed over to the supervising officer until the day of the examination.

(3) He shall arrange that each examination held in the ship shall be supervised by an officer not below the rank of Lieutenant if one is borne.

0910. Libraries. (1) In ships and establishments, libraries of reference books, text books and technical books provided by the Government through various grants shall be under the charge of an Education officer if available or any other officer detailed by the Commanding officer to be designated as Officer-in-Charge library. These libraries shall be managed in accordance with orders issued by the Chief of the Naval Staff and such arrangements must be made for issue and return of books and for safeguarding them against loss or pilferage as are reasonably consistent with the full and free use of the library. The accounts are auditable by the Controller of Defence Accounts (Navy).

(2) The books comprised in the various libraries shall be mustered and examined by a board of officers including the Officer-in-Charge of the library and from time to time.

(3) Books of fiction, periodicals, magazines and newspapers etc. purchased out of public and non-public funds or presented to ships and establishments shall be taken on charge separately, as applicable, by the Officer-in-Charge library and accounted for, and charged off as prescribed from time to time.

CHAPTER 10

INSTRUCTIONS TO OFFICERS

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SECTION I – OFFICERS IN GENERAL

1001. General Instructions. (1) The following general instructions to officers and the instructions to Divisional officers, Officers of the Watch and Officers of Quarters contained herein shall be observed by all officers, of whatever rank or branch who, under the authority of the Captain, may be called upon to perform the duties assigned. These instructions to Officers of the Watch and Officers of Quarters shall be taken as a guide by officers performing similar duties in shore establishments.

(2) An officer shall see that all on board subordinate to him perform their duties with diligence and propriety. He shall check all profane swearing and use of improper or obscene language and all disturbances, noise or confusion. See also regulation 0105 and 0106. He shall take care that sailors obey orders in silence and with alacrity.

(3) He shall be attentive to his duties and zealous in carrying into effect the several orders and directions he may receive from the Captain or any other of his superior officers.

(4) He shall at all times assist in preserving order and regularity in his mess and when he is senior member, he shall take care that any directions the Captain may give as to the expenses of the mess are adhered to. See also regulations 2705 and 2706.

1002. Officer of the Guard or Boarding Officer. (1) The Officer of the Guard or Boarding officer shall attend to the directions of these duties in peace time contained in Form IN 352 and when required to do so, he shall make his report accordingly.

(2) In time of war or emergency, he shall be guided by the instructions contained in the Boarding Book (Form S.554).

1003. Stores. When in charge of stores, he shall be guided by the instructions relative to the accounts of the stores in his charge, and shall keep the necessary books and documents for accounting their receipt and expenditure. He shall exercise at all times a proper economy in their consumption and take care regarding their safe storage.

1004. Instruments. He shall provide himself with such instruments and books, not supplied at the public expense, as may be necessary for the performance of his duties. The official instruments shall be produced at inspections, when the inspecting officer will satisfy himself that these instruments are suitable and efficient.

1005. Training in Navigation. He shall work with the Navigating officer, when so detailed by the Captain.

1006. Officers on Special Service. All officers belonging to, or having duties to perform in connection with, training, recruitment or other special services, will be guided by any special instructions issued relative thereto in so far as they in any way add to, or modify, the regulations contained in this book.

1007. Compliance with Local Naval Orders. Except where they interfere with the internal organisation of the ship in which they are serving, officers shall be guided by the station or other local orders issued by the Senior Naval officer of the station on which they are serving.

1008. Charge of Cash or Stores. (1) Every officer in charge of Government money or stores shall, on handing over charge, muster and verify the cash, stores and other Government property, in his custody in company with the officer who relieves him.

(2) A transfer of charge shall always take place when an officer proceeds on any duty by which he ceases to hold a lien on his appointment. A transfer of charge shall also take place when an officer proceeds on leave out of India or on leave pending retirement. In other cases an officer need not finally hand over charge,. Provided he holds himself responsible for the acts of locum tenens (an officer officiating in his place) but he should record a certificate that he remains so responsible before he leaves his ship or office.

(3) In every case where cash or stores are handed over, the duty of verifying cash or stores balances devolves upon the relieving officer who shall make an entry of his having done so in the relevant books.

(4)The relieving officer shall take all necessary measures to satisfy himself that he cash or stores correspond with the ledger balances that the books are correct and complete and shall then sign the transfer certificate (Form IN 79). This transfer certificate shall be disposed of as follows: -

(a) Individual officer serving under a Head of Department	To the Head of his Department.
(b) Head of the Department in a ship or establishment.	To his Commanding Officer who will forward one copy to the Administrative Authority.
(c) Commanding Officer	To the Administrative Authority.
(d) Officers on the staff of an Administrative Authority.	To the Administrative Authority.
(e) An Administrative Authority/	To the Chief of the Naval

A Principal Staff Officer/ A Director at N.H.Q.	Staff.

(5)Any omission to furnish the transfer certificate renders the relieving officer responsible for his predecessor's liabilities. Lists of all damaged property and discrepancies, if any, shall be made out and attached to the transfer certificate. Whenever cash or stores are transferred from one charge to another, a temporary receipt shall be taken in anticipation, if necessary, of the issue of formal receipt vouchers.

(6) If an officer in charge of Government property dies or is admitted to hospital before being duly relieved, it shall be the duty of the Senior officer on the spot to provide for the security of the Government property, and at once to take over the cash or stores himself, or detail a suitable officer to do so. In case the officer taking over charge does not arrive before the departure of the outgoing officer, a board of officers, shall be assembled to check the cash, stores and books, and a suitable officer detailed to take over and be responsible for all cash or stores till handed over by him to the officer assuming charge. Where the foregoing procedure is impracticable, the Commanding officer or the Senior officer present shall take over the cash or stores and complete the transfer.

(7) An officer or other person in charge of public cash or stores of any kind is strictly forbidden to lend money or any article under his charge for any purpose not sanctioned by his Commanding officer.

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SECTION II – DIVISIONAL OFFICERS

1011. Divisional Duties. (1) The Divisional officer shall have charge of the sailors in his division and supervise their work and shall be responsible, under the Senior Officer of the department and the Executive officer, for their discipline, training and welfare, including the encouragement and supervision of games, sports and other forms of recreation. He shall keep in close touch with his sailors and should be ready at all times to advise and Petty officers on all occasions practicable.

(2) He shall pay particular attention to the training in divisional duties of the junior officers, Petty officers and junior sailors who are placed under his orders. He shall, by his example, instil into them the necessity for firmness, tact and sympathy, coupled with unswerving fairness in all their dealings with subordinates, and he shall be careful to check any tendency, which he may observe in them to undue harshness or irritating language. Officers and Petty officers shall be given the fullest possible responsibility whilst in charge of their sailors.

(3) He shall uphold the authority of the Petty officers and Leading sailors, being on the alert to see that they do their duty impartially and courageously and bring to notice any who stand out prominently as leaders, or who fail in this respect by reason of unsatisfactory qualities or habits. He shall ensure that all the Officers, Petty officers and junior sailors of his division are fully acquainted with their duty to preserve order and regularity and to keep themselves informed of any cause of

complaint or dissatisfaction amongst the sailors. See regulation 0105 and 0106 of regulations for the Navy Part I, Section 23 of the Navy Act, 1957 and regulations 222, 223 and 234 to 239 of Regulations for the Navy Part II (Statutory).

Note: 'Petty Officers' include Master Chief Petty Officers and Chief Petty Officers. See 3(17) of the Navy Act, 1957.

1012. Training. (1) He shall interest himself in the general standard of professional ability amongst the sailors in his division paying particular attention to backward and inefficient sailors, and encouraging his Petty officers to do like-wise.

(2) He is responsible that sailors who have not passed the requisite technical examinations are considered for attachment to the training classes and given every opportunity to attend. Although the responsibility for the actual instructions of the training classes may rest with specialist officers, the Divisional officer shall give his sailors every assistance which may be necessary, in addition to the instructions given in the classes.

1013. Promotion. He is responsible that sailors of his division are encouraged to prepare and present themselves for examination for higher rank. He shall submit the names of such sailors who, because of zeal and ability in the discharge of their duties, may be worthy of promotion and he shall encourage suitable candidates for commission (including S.D. List) to prepare themselves for promotion.

1014. Assistance at Trials and with Complaints, Requests, etc. (1) He shall attend when any of his sailors appear before the Captain or Executive officer either to put forward requests or as defaulters; in either event it is his duty to assist the sailors to state his case clearly and to his best advantage, unless the sailor is adequately assisted by any other person. At summary investigations before the Captain or Executive officer he shall where necessary, undertake the cross examination of witnesses for the prosecution and the examination of witnesses for the defence.

(2) When a sailor is sentenced, whether by court material or summarily his Divisional officer shall explain to him the full effects both direct and indirect, of the punishment awarded. In particular, when a sailor is sentenced to imprisonment (whether under the Navy Act, 1957 or by civil power) or detention, his Divisional officer shall inform him of the effect of such sentence on his pay, allotments and allowances. The sailor shall be advised to inform his next-of-kin immediately of his sentence and of its effects. If necessary, and if the sailor himself has no objection, his Divisional officer should write to the next-of-kin on the sailor's behalf and should, if possible, inform them of the name of the prison or detention quarters to which the sailor is being committed.

(3) When a sailor is dismissed with disgrace from the Naval service he shall be informed of his incapacity to serve the Government of India or any of the State Governments again in any Naval, Military, Air or Civil Service, and that should he re-enter the Navy, he will, without prejudice to any other action available to Government, be discharged at once when detected and will not be entitled to claim any pay alleged to be due to him and any benefits arising from his service after such re-entry. See section 82 of the Navy Act. 1957.

1015. Requests. He is responsible that the sailors of his division who become due for the award of good conduct badges, medals, incremental pay and confirmation or promotion in rank, request to see the captain in sufficient time for the awards to be made on the dates they are due, and that a sailor who has been marked 'Run' applies for removal of the notation 'R' immediately after he has completed the requisite period of service with continuous 'Very Good' conduct.

1016. Complaints. (1) He shall give careful attention to all representations made to him in accordance with Section 23 of the Navy Act, 1957 and regulations 234 to 239 Regulations for the Navy Part II (Statutory) by the sailors of his division through the Divisional Petty officer, and shall ensure that he sailors understand the correct procedure for making such representations. He shall always deal direct with the applicant, the Divisional Petty officer being present, unless a request is made through the Divisional Petty officer to see the Divisional officer on a private matter.

(2) If he is unable personally to obtain remedial measures or to improve conditions in cases, which he considers reasonable, he shall bring to the notice of the Executive Officer (through the departmental officer where applicable) and, if necessary through him to the Captain with a view to further action being taken. He shall use his discretion whether to represent the matter himself to the Executive officer to state his case, should he receive complaints or requests which are unreasonable he shall, when investigating them, take into consideration the factors which have prompted them, and shall explain the various reasons which may preclude action.

(3) He shall keep the Executive officer (and the departmental officers when applicable) informed of all such representations, and shall keep a record of them so that throughout a commission he or his successor will be familiar with the representations that have been made and the results thereof.

1017. Cleanliness and Dress. (1) He is responsible for the cleanliness, physical efficiency, smartness, dress and general appearance of his sailors. He shall see that his sailors are at all times as clean as the duties of the ship allow and that they are properly dressed. He shall adopt such measures, as may be necessary and proper to correct any sailor who is habitually careless or dirty.

(2) He shall be particularly careful that all sailors who handle food are in a healthy and clean condition.

1018. Kits and Bedding. (1) He is responsible that the sailors of his division keep their clothing, anti-flash gear, respirators, and bedding in a clean and serviceable condition and that they are in possession of the various items required by the Uniform Regulations.

(2) He shall see that these are properly marked and tallies with the issues reflected in the individual's Clothing History Book (CHB) IN 166 (Revised). He shall see that the instructions laid down n in regulation 1020 are observed and should he find that any sailor has sold or made away with any of his clothes or effects improperly, he shall report the fact.

(3) Medals shall be produced at inspections and if any are missing the fact shall be reported.

(4) He shall satisfy himself that all articles of clothing are uniform in material and pattern, and are of a good fit.

1019. Sale or Exchange of Clothes. Sailors are not allowed to sell, exchange or in any manner dispose of their clothes or bedding except as provided in Uniform Regulations. However, in exceptional circumstances sale, exchange or disposal of clothes or bedding may be made with the permission of the Divisional Officer's permission, shall suitably marked at the time of transfer.

1020. Tool Kits. (1) He is responsible for seeing that the sailors in his division maintain their tool kits in an efficient condition.

(2) He shall muster all tool kits once every half year. He shall investigate all deficiencies and see that they are made good.

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SECTION III – OFFICERS OF THE WATCH

1025. General Responsibilities at Sea and in Harbour. (1) The Authority for command of Officers of the Watch is laid down in Chapter XI of Regulations for the Navy Part III (Statutory). In ships, in harbour and in shore establishments the duties and authority of the Officer of the Watch may, at the Captain's discretion, be delegated to an Officer of the Day.

(2) **Safety of the Ship.** The Officer of the Watch is responsible for the safety of the ship, both when under way as defined in regulation 4201 and when in harbour, subject to any orders which he may receive from the Captain.

(3) **Instruction of Subordinates.** He shall see that the Sub Lieutenants and subordinate officers are constantly at their posts and attentive to their duties. He shall take pains to instruct the Midshipmen and the Sailors of the Watch in their respective duties, pointing out any mistake that may have been made in the discharge of them and how they should be avoided in future.

(4) **Night Rounds.** During the night he shall be careful that the Midshipmen of the Watch, if one is available, and the Petty officer of the Watch carry out rounds and visit frequently every part of the ship to see that there are no irregularities, no unauthorised lights burning and no unauthorised smoking; and he shall see that the results of such rounds are reported to him.

(5) **Radio and Steam Pipe Safety Precautions.** Before granting permission for an y of the following operations to be undertaken he shall see that the necessary radio safety precautions have ben taken and during the restriction period, shall keep in his charge the appropriate controlling devices fuses or keys: -

(a) Man aloft.

(b) Dressing ship.

(c) Embarkation, disembarkation and handling of explosives.

(d) Fuelling of aircraft.

(e) Embarkation and disembarkation of inflammable stores. The term 'aloft' in this sub-regulation does not include tripod masts.

(6) He shall comply with the instructions on Naval Magazine and Explosives issued by the Chief of the Naval Staff from time to time regarding the responsibility of the Officer of the Watch for radio transmissions when explosives are being embarked or disembarked.

(7) He is responsible that sailors are n ot employed aloft in the v9c9n9ty of the waste steam pipes until the Engineer officer has confirmed that special orders have been given to guard against lifting safety valves or atmospheric exhaust valves.

(8) **Ship's Log.** He shall see that the Ship's Log (regulation 1308) is written up correctly and that all entries required by the instructions printed in side the cover of the log are duly made. At the end of his watch, he shall initial the log in proof that all necessary entries have been made and are correct.

(9) He shall keep the Signal Communication officer informed of movements of ships and aircraft and of the approach of fog or thunderstorms.

1026. Taking Charge and Handing Over the Watch. (1) On every occasion before taking charge of a Watch at sea, he shall see that the ship is in her correct station or position. If the ship is out of station or position he shall not take charge until the Captain has been informed and has given orders that he shall do so. In every such case the bearings and distances of the next ship in the line, or the flagship, or of points on land shall be noted in the Ship's log.

(2) After taking charge of the Watch he shall not leave the bridge until he is properly relieved; he shall see that the Watch are alert and attentive to their duties; that every necessary precaution is taken to prevent accident; and, in war, that the ship is as perfectly prepared for battle as circumstances admit.

(3) On giving up charge of the Watch he shall be careful to inform his relief of all the orders, whether conveyed by signal or otherwise, which remain unexecuted. If in company with other ships he shall point out the position of the Flagship of the Officer Commanding the division to which the ship belongs, and of the ships

generally; he shall inform his relief under what orders for steam the ship is and whether she is coming up or dropping astern; and, generally he shall give him all information that may serve to enable him to keep station and out of danger.

(4) **Responsibilities in Relation to the Captain.** All the duties and responsibilities of the Officer of the Watch at sea referred to in this section remain with him whether the Captain is on the bridge or not unless he is relieved of any or all of them by the specific order of the Captain.

(5) **General Conduct of the Ship.** At all times when at sea, so far as is practicable, he shall keep himself informed of the position of the ship. He shall be careful that the ship is properly steered, and that an account of her movements is kept in the Ship's log by noting navigational information in sufficient detail for the track of the ship, at any time, to be accurately reconstructed. See also regulations 1348 and 1349.

(6) He shall inform the Captain, cause him to be informed, of all strange vessels seen; of all signals of which, in his opinion, or in accordance with the Captain's orders, he should be made immediately aware; of all changes of course or speed made by the guide of the fleet, the leading ship of his column, or the next ahead (other than small alterations made without signal for the purpose of keeping station) and in general, of all occurrences worthy of notice.

(7) He shall be extremely careful to keep station with other ships, and shall report at once to the Captain if unable to do so.

(8) He shall never change the course or speed without directions from the Captain unless to avoid immediate danger. See regulations 1302.

(9) He shall make himself thoroughly acquainted with the regulations for preventing collisions laid down in chapter 42 which are on all occasions, and particularly in fog, to be very carefully observed.

(10) When approaching land, or in pilotage waters, he shall ascertain whether land or lights are insight and, if not, whether they are likely to be seen; and all other particulars which may be of use in keeping the ship out of danger. He shall ascertain the Captain's instructions regarding the use of radar and other radio navigational aids as well as the taking of soundings and the clearing aaway of anchors and cables, When soundings are being taken he shall see that they are obtained with sufficient frequency. See regulation 1327.

(11) **Watertight Integrity.** At sea, he shall take care that the Shipwright officer, or one of his staff, at least once during every watch examines all those doors, hatches, sky lights and ventilators on the weather decks, ports and side scuttles which should be closed, to ensure that they are properly secure; and, whenever flooding takes place by accident or damage that the Shipwright officer himself makes frequent reports on the state of such flooding and damage.

(12) **Routine Duties.** He shall ensure that the necessary orders are given for carrying out the routine duties of the ship. In war he may be relieved of this responsibility at the discretion of the Captain.

(13) **Signals and Lights.** He shall take care that a good look-out is kept for all signals; that no unauthorised visual or sound signals are made; that, between the hours of sunset and sunrise, the authorised navigation lights are displayed; that no light are visible from outboard which might cause them authorised lights of the ship to be obscured or mistaken; and, when the ship is darkened, that no unauthorised lights are visible from outboard. See also regulation 1342.

(14) **Look-out men.** Both by day and by night he shall station look-out men in accordance with the Captain's orders; he shall ensure that they are at their proper stations and know their duties; he shall frequently caution them to be on the alert; he shall take care at all times to have them relieved sufficiently and frequently.

(15) **Sea boats.** When he takes charge of the watch he shall satisfy himself that the seaboats are ready for lowering and that they are correctly rigged and equipped. When he takes charge at night, and at any other time he may think necessary, he shall cause the watch and the seaboat's crew to be mustered.

(16) **Safety of Personnel on Upper deck.** At sea, he is primarily responsible that orders are given to prevent any person going on to the weather decks when the weather is such as to make it dangerous, especially when he is aware that an alteration of course or speed is likely to render the upper deck unsafe. See regulation 0406.

(17) **Sighting Strange Vessel.** If, during war, a strange vessel is sighted he shall immediately inform the Captain and take all other steps necessary to bring the ship to a state of immediate readiness for action.

(18) **Bridge and Engine Room Clocks.** He is responsible that at sea, the bridge clock is synchronised with the Engine Room clock at the beginning of each watch.

Responsibilities in Harbour

1027. Taking Charge and Handing Over the Watch. (1) On every occasion before taking charge of a watch in harbour he shall ascertain the following information from the officer he is relieving: -

(a) The anchor bearings, is the ship is at anchor.

(b) The anchor or anchors down, if the ship is at anchor, and the amount of cable veered on each anchor.

(c) The number of boats lowered, and any boats, which are away from the snip.

(d) The routine in force.

(e) The positions of any flag ship in company and of the ship of the Senior officer of the squadron or division to which the ship belongs.

(f) Any orders, whether conveyed by signal or otherwise, which remain unexecuted.

After taking charge of the watch he shall be constantly on deck until properly relieved. On giving up charge of the watch he shall be careful to turn over to his relief all relevant information in regard to his watch and that of his relief.

(2) **General Responsibilities.** He is responsible for the outward appearance of the ship, the orderly conduct of all on board, the safety and appearance of all boats working under his order and that the proper marks of respect are paid to passing vessels and officers visiting the ship.

(3) He shall see that the routine duties are carried out on deck and that the regulating staff carry out the instructions laid down in chapter 19.

(4) He shall keep a good lookout on the weather, and if the weather or the visibility deteriorates he shall inform the Captain or the Senior Officer on board and shall take such precautions as may be necessary for the safety of the ship, her boats, and her equipment.

(5) **Signals and Lights.** He shall take care that a good lookout is kept for all signals; that no unauthorised signals are made; that between the hours of sunset and sunrise, the authorised anchor and position lights are displayed; and when the ship is darkened, that no unauthorised lights are visible from out board.

(6) Life Saving Precautions in Boars. He is responsible that: -

(a) All powe4r boats are equipped at all times in harbour with a bucketed lifebuoy. Other boats should carry such a lifebuoy when engaged on duties involving more than the ordinary degree of hazard.

(b) A life jacket is provided for each member of the crew, and one spare, of all power boats, seaboats and the night boat. Crews of other boats should be provided with life-jackets at his discretion. He shall see that any member of a b oat's crew who is a non-swimmer wears a life jacket at all times in the boat and also when manning and disembarking.

(c) That particular care is taken that he number of persons carried in a boat never exceeds the number given in the statement of the

carrying capacity of the boat in smooth water, and that large numbers do not stand on deck or sit on cabins or superstructures. If the weather deteriorates he shall see that the maximum number of persons carried in any ship's boat is reduced, having regard to the character of the service to be undertaken, the experience of the officer or sailor in charge and the weather likely to prevail while the boat is away.

(7) **Inspection of Fire Arms.** He shall inspect all small arms, sporting guns and other weapons brought over the gangway to ensure that they are not loaded.

(8) **Foul Hawse.** When the ship is moored should the hawse become foul he shall immediately report to the Captain, and cause the Navigating officer to be informed as well. See regulation 1315.

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SECTION IV – OFFICERS OF QUARTERS

1031. (1) The Officer of Quarters is responsible that all officers and sailors under his command are at their quarters and do their duty with spirit and alacrity, whether in time of action or in the course of such drills and exercises requiring their presence as may be ordered by his superior officers.

(2) The term 'Officer of Quarters' includes all officers who are detailed for duty in action in-charge of the several stations specified in the ship's Quarter Bill, and those detailed for the supervision of training and preparation for action.

1032. Duties. The Officer of Quarters is responsible fopr the safety and efficiency of the equipment and stores of all nature comprising, or appertaining to his quarters, and for the drill and instruction of the officers and sailors stationed there.

(2) He is responsible that any failure or defect, whether in material or in organisation of personnel, is reported without delay to the senior or specialist officer immediately concerned.

(3) When equipment trials are being carried out, the responsibility of the Officer of Quarters is vested in the officer in-charge of the trials.

1033. Director Quarters. (1) At Director or Control Position Quarters, he shall ensure that the director mounting, director sights binoculars, director firing gear and the stabilisation, auto-aiming, power elevating and training arrangements and all other gunnery mechanisms in the director, are efficient.

(2) He is responsible for the correct operation of the director equipment and for the correct drill being carried out, under the general supervision of the Gunnery officer.

(3) He should assist in the analysis of all firing practices carried out with his director.

(4) He shall be available to assist the commissioned gunner in carrying out of sight tests, director and radar alignment tests, and director tests. When no commissioned gunner is borne, he shall carry out these tests under the general super vision of the gunnery officer.

(5) He shall consult the Gunnery officer on all questions relating to the conduct and maintenance of his quarters.

1034. Transmitting Station quarters. (1) At Transmitting Station Quarters he shall ensure that the fire control and radar instruments are efficient, and that all communications to outlying positions are correct.

(2) He is responsible for the correct operation of the fire control and radar equipment in his quarters.

(3) He shall assist the control officer in the completion of analysis and be available to assist in all director tests.

(4) He shall consult the Gunnery officer on all questions relating to the conduct and maintenance of his quarters.

1035. Gun or ASW Quarters. (1) At Gun or ASW Quarters he shall ensure that in his quarters the mechanisms of all gun s, mounting, and sights, or torpedoes and torpedo tubes, and all gear appertaining thereto are in proper working order, and that the system employed for directing and controlling the fire of guns or torpedoes is understood and strictly adhered to; that all instructions for periodical tests of flooding and spraying arrangements and of mechanisms laid down in various official publications issued from time to time, are rigidly carried out, and that the ammunition supply parties are properly organised and trained

(2) He shall take care that instructions on Naval Magazine and Explosives issued by the chief of the Naval Staff from time to time are strictly observed with regard to his quarters, except when the Captain may have definitely assigned this responsibility to another officer.

(3) He shall consult the Gunnery or ASW officers on all questions relating to the conduct and maintenance of his quarters.

CHAPTER 11

INSTRUCTIONS TO THE ANTI SUBMARINE WARFARE OFFICER

Section		Regulations
I.	The Anti Submarine Warfare Officer	1101-1112

SECTION I – THE ANTI SUBMARINE WARFARE OFFICER

1101. General Duties. (1) The Anti Submarine Warfare (ASW) officer is responsible to the Captain for the operations, efficiency and for the proper use (except equipment and armament fitted on aircraft) of the ship ASW armament and equipment, which consists of: -

(a) Naval weapons whether ship, shore, or air launched, including those in which guidance techniques may be used, which are design ed primarily to function explode or function and explode under water.

(b) The mountings, control equipment and stores associated with the above underwater weapons, other than an aircraft equipment, see regulation 1102

(c) Detecting equipment designed for the sub-surface detection and location of underwater targets, including sonobuoys, but se regulation 1102.

(d) Mine and torpedo counter measures equipment other than degaussing equipment and devices used for silencing ships, but see regulation 0403.

(e) Diving and clearance diving equipment when no Diving officer is borne, see regulation 1105.

(f) Demolition and underwater weapon disposal equipment.

(g) Underwater pyrotechnics, smoke candles, grenades and decoy devices in submarines

(2) The ASW officer shall keep himself informed concerning the latest developments in underwater warfare in all its aspects so that he may be qualified, inconjunction with other officers concerned, to give: -

(a) Advice on the operation of all forces against enemy submarines.

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(b) Advice on the tactics of surface ships when using underwater weapons and sensors and when threatened by underwater weapons.

(c) Technical advice on the tactics of submarines and coastal forces when using underwater weapons and sensors and when threatened by underwater detection or attack.

(d) Advice on all aspects of mine warfare, including the planning of minefields and all mine countermeasures.

(e) Advice on all naval aspects of seaward defence.

(3) With reference to sub-regulation (2) (a) and (c), though the officers of the submarine arm are best qualified to advice on submarine matters generally and the tactics and capabilities of new submarines in particular, the ASW officer is qualified to advice on the tactics and capabilities of enemy submarines and underwater weapons.

(4) In conjunction with other officers concerned he is responsible to the Executive officer for the establishment of the Watch and Quarter Bill.

1102. Aviation. (1) In addition to his responsibilities under regulation 1101 the Anti-Submarine Warfare officer in aircraft carriers and at Air Stations is responsible, in conjunction with the Commander (Air), for advising the Captain on: -

(a) The tactical requirement of aircraft in operations and exercises against submarines, particularly when surface forces are also involved.

(b) Tactical and technical matters concerning the use by aircraft of underwater weapons and sensors but see sub-regulation (5).

(2) He is responsible to the Commander (Air) for: -

(a) The supply to and from, and arming up and disarming of aircraft with underwater weapons and sonobuoys, and their final preparation on the aircraft, (see regulation 2138, Regulations for the Navy Part I and duties of Weapons Maintenance officer).

(b) The material efficiency of aircraft equipment to which underwater weapons and sonobuoys are attached or connected, and of airborne sensors, in conjunction, as necessary, with the Gunnery officer and the appropriate Air Electrical officer.

(c) Technical advice to the Squadron Commander on the ASW requirements of airborne weapons sights and detection equipment.

(d) Advising and assisting Squadron Commander, jointly with Squadron Air Warfare Instructors where appropriate, in ASW training and tactics and in the organisation and conduct of ASW exercises and practices.

(e) Recording and analysing underwater weapons practices and airborne sensor exercises with the appropriate squadron officers.

(3) In connection with clauses (a) and (b) of sub-regulation (2) his responsibilities will be subject to the responsibilities of the appropriate Fleet Air Arm officers for the airworthiness of the aircraft and for the co-ordination of aircraft servicing and maintenance, See regulation 2102 (1) (b) and instructions to Air Engineer officers.

(4) In the event of an aircraft returning to the ship or air station with ASW explosives in an abnormal condition, and when an aircraft carrying ASW explosives is involved in an accident, the ASW officer is responsible as detailed in regulation 2136.

(5) Advice to the command on the air aspects of weapons tactics is the responsibility of the Fleet Air Arm officers (Chapter 21).

1103. Material (other than aircraft equipment). (1) The Anti-Submarine Warfare officer is responsible to the Captain of the ship, base, or air station for the efficiency and preparation for use of all ASW equipments mentioned in regulation 101, and for ensuring that they ae at the required notice for service. He shall report any departure from this notice, which is necessary for maintenance, repair or training. He shall report any departure from this notice, which is necessary for maintenance, repair or training. He shall co-ordinate the maintenance and repair of these equipments by the Weapons Maintenance officer/Electrical officer (SDAE) nominated Air Engineer officer to meet operational and training requirements.

(2) He shall arrange with the technical officers referred to in sub-regulation (1) for routines and functional tests which can be conducted without skilled technical knowledge to be done by appropriate ASW sailors. These sailors should be made available to assist the weapons Maintenance officer/Electrical officer (SDAE) nominated Air Engineer officer staffs in periodical inspections, overhauls and skilled repair work. See regulation 0619. (Dismantling of Electrical Equipment).

(3) He may delegate his responsibility for the co-ordination of day-to-day maintenance and repair of ASW equipment to the Weapons Maintenance officer/electrical officer (SDAE) nominated Air Engineer officer in accordance with the particular instructions.

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(4) He is responsible for the watertight integrity of openings in the hull in connection with detecting apparatus and underwater weapons, particularly when the ship undocks, except when the openings are under repair by the dockyard or contractors (regulation 0521); this does not apply in submarines, where the Engineer office is the responsible officer.

(5) He shall take charge of all diving, clearance diving and underwater weapons disposal equipment if no diving officer is borne (see regulation 1105) and of all minesweeps.

(6) He is responsible for ensuring that all ASW naval armament stores, demolition stores and spare equipment are maintained in an efficient condition and in the quantities laid down.

(7) He is responsible for ensuring that the stowage, conveying and handling arrangements for ASW weapons and equipment are kept in an efficient state.

(8) He is responsible to the Executive officer: -

(a) For the custody, maintenance, examination, embarkation, disembarkation, handling, fuzing and preparation for service of all explosive components of ASW weapons and equipments and demolition stores in IN ships and establishments including air station

(b) For ensuring that the magazine log is kept up to date with regard to ASW explosives.

1104. Responsibilities of A.S.W. Officer. The Anti-Submarine Warfare officer, under the Captain shall: -

(a) Have charge of and be responsible for all torpedoes and explosive stores pertaining thereto when they are embarked in one of the Indian Naval Ships, and for their transport to and from torpedo stowages and magazines and for the operation of loading in the tubes as laid down in the relevant Torpedo Maintenance Regulation (See Note).

(b) Have charge of all demolition stores, mines, depth charges and other underwater weapons and the torpedo tubes, discharge gear and machinery connected with them outside them line of demarcation where the responsibility of other officers ends; and the underwater pyrotechnics, smoke candles, grenades and decoy devices in submarines and their associated discharge gear. (See Note)

(c) Be associated with the final preparation of the aircraft of all aircraft underwater explosives and ender such technical assistance as necessary to the Air Engineer officer (See Note).

Note: - He is responsible for explosives as laid down in BR 862 Naval Magazine and Explosives Regulations or BR 863 Naval Air Station Magazine and Explosives Regulations.

(d) Have charge of all underwater sensor instruments; machinery and fittings for its operation including the underwater fittings in connection therewith.

(e) Have charge of and advise on the use of anti-mining and anti-torpedo devices except degaussing gear (regulation 1317). See regulation 0403 on handling minesweeps.

(f) Have charge of and advise on the use of all mine sweeping and bomb and mine disposal equipment which are remotely operated. All countermining operations involving divers will be advised and supervised by a CD qualified officer. In absence of CD qualified officer or when ASW officer is qualified in CD, he will be responsible as per regulation 1205

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(g) Have charge of and advise on the use of all diving equipment when carrying out the duties of diving officer or when no diving officer is borne.

(h) Be responsible that openings in the hull in connection with detecting apparatus and underwater weapons for which he is responsible are properly closed when the ship undocks (see regulation 0521), this does not apply in submarines, where the engineer officer is the responsible officer.

(j) Be responsible that the correct drill is carried out by the crew of all underwater weapons and sensors.

(k)Co-operation with the other officers concerned under the supervision of the Executive officer, in preparing and completing the Quarter Bill.

(l)Have charge of Forms S 304- ASW log and progress book, and be careful that all required particulars are duly inserted.

(m)Be responsible for training of officers and sailors on the handling of ASW equipment.

1105. Diving. (1) The ASW officer is qualified to advise on the tactical aspect of diving and clearance diving but is not normally a qualified clearance diver or ships diver.

(2) An ASW officer qualified in clearance diving and borne for clearance diving duties shall be responsible for the duties laid down in Regulation 1202.

(3) Responsibility for the conduct of diving operations generally is dealt with in chapter 12, Regulations for the Navy Part I

1106. Compressed Air Services. The responsibilities of the Anti-Submarine Warfare officer and of the Engineer officer for compressed air services are laid down in BR 16, Engineering Manual.

1107. Special Instructions. Further special instructions for the Anti-Submarine Warfare officer are given in the appropriate manuals and maintenance handbooks.

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1108. Staff Duties. When born e for Command, Fleet, Flotilla or Squadron duties he is responsible to the Senior Officer that the training of officers and sailors necessary for operation of all ASW weapons and equipment is efficiently organised and conducted throughout the Command, Fleet, flotilla or Squadron. For this purpose he should visit ships as necessary, under the general directions of the Senior Officer.

1109. Relief of the ASW Officer. (1) The relief of the ASW officer shall be noted in all training, maintenance, store and ammunition record books for signature by the Captain.

(2) On his relief, or on leaving a ship without relief, he shall satisfy himself that the fir defect book is up to date, and that, in conjunction with the registers of the equipment, it gives a true indication of the condition of the armament. A statement to this effect shall be inserted in the fair defect book and signed by the ASW officer and the Captain.

(3) The relieving ASW officer on joining may if he requires, make an inspection of any part of the equipment for which he shall be responsible and require machinery to be run, if this is possible.

(4) If, after relief of the Anti-Submarine Warfare officer, serious defects, which were not reported previously, are revealed on the next occasion of stripping down or opening out of any of the machinery for which he was responsible, the Captain shall requisition the services of an Anti-Submarine Warfare officer from another ship as a surveying officer and the latter, in conjunction with the Anti-Submarine Warfare officer of the ship, and with the assistance of the appropriate technical officers, shall

report to the Captain on the condition of the defective part. This report shall be submitted to the Chief of the Naval Staff, through Administrative Authority.

1110. When no ASW Officer is borne. In ships in which no specialist Anti-Submarine Warfare officer is borne as part of the complement, the Captain shall nominate the most suitable officer or officers to perform the duties laid down in thes regulations. See regulation 1113.

1111 – 1112. Blank.

SECTION II – SPECIAL DUTIES (ASW) OFFICER

1113. General Duties. (1) The Special Duties (ASW) officer is responsible to the ASW officer or, when no specialist ASW officer is borne, to the officer nominated by the Captain to perform the duties of the ASW officer, see regulation 1110: -

(a) For the performance of such duties as may be delegated to him.

(b) For observance of the various instructions given in the Naval Magazine and Explosives Regulations, as applicable.

(c) For the care and custody of ASW naval armament stores, including demolition stores and explosives in accordance with the regulations.

(d) When qualified in clearance diving and borne for clearance diving duties he shall be responsible for the duties laid in chapter 12, Regulations for the Navy Part I.

(e) For ensuring that: -

(i)The full quantities of stores and explosives authorised for his charge are on board and in serviceable condition and for demanding replenishment and replacements.

(ii)All records and returns relating to stores and explosives on his charge are properly complied and rendered.

(iii)All History Sheets of ASW weapons, but not mountings, and Memoranda of Inspection for Anti-Submarine mortars, are complied in accordance with the instructions.

(2) It would be appropriate, if no qualified ASW officer is borne, for the Special Duties (ASW) officer under sub-regulation (1) (a) to be charged with responsibility for ASW material and training duties.

(3) In addition to the above duties a Special Duties (ASW) officer in an aircraft carrier or at an air station in the absence of a commissioned airman is the explosive Accounting officer and shall assist the ASW officer and Gunnery officers in the following: -

(a) Stowage, maintenance and inspection.

(b) Transport to and from Torpedo Bomb Room, Bomb Room and Magazine.

(c) Fuzing, preparation and testing before loading.

(d) Supply to and form aircraft.

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CHAPTER 12

INSTRUCTIONS TO OFFICERS QUALIFIED IN DIVING DUTIES

1201. General Responsibilities. (1) Officers qualified in diving duties shall be responsible to the Captain for the performance of diving duties and any other matter connected with diving duties including upkeep and maintenance of diving equipment. Commanding officers are to be guided by section 2 of Intra IN Amendment No.1 and Intra IN Supplement No.1 of BR 2806, as amended from time to time.

(2) Diving officers shall be guided by the policy and regulations laid down in current publications, which includes: -

(a) BR 2806, including Intra IN Amendment No.1 and Intra IN Supplement No.1

(b) Command, Fleet and Ship/Establishment standing orders.

(c) Any other orders issued by the Superior Authority.

(3) In ships where no qualified Diving officer is available, Diving can only be carried out as per Article 2314 of Intra IN Amendment No.1 to BR 2806, as amended from time to time.

1202. Clearance Diving Qualification. (1) Officers of Executive Branch only would be entitled to qualify in Clearance Diving. Officers joining the Clearance Diving Branch would be volunteers having medical standards as laid down in the current Navy Order.

(2) Officers and sailors qualified in Clearance Diving would be separately selected to carry out the duties of Explosive Ordnance Disposal, Deep Diving, Experimental Diving, Clandestine Warfare or any other specific duties connected with diving, for which adequate training would be imparted to them prior to assigning them to such sub cadre.

1203. Officer qualified in Clearance Diving (CD). (1) He is required to have full and up-to-date knowledge of all types of Diving Equipment, Salvage Equipment, Explosive Ordnance Disposal Equipment, Associated Underwater Equipment; Remotely operated Vehicles and Submersibles in the Service.

(2) He shall be fully qualified in the use of all the above-mentioned equipment.

(3) He shall supervise Clearance Diving operations and free underwater swimming to the depths as laid down in Article 2325 in Intra IN Amendment No.1 to BR 2806 as amended from time to time.

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(4) He shall keep himself updated on the following aspect, as applicable, depending upon sub-specialisation: -

(a) Doctrines of Clearance Diving Operations including Clandestine Warfare

(b) Explosive Ordnance Disposal.

(c) Deep Diving including Bounce and Saturation Diving techgniquies using Di/Tri Mix Mixtures.

(d) Defence against underwater sabotage.

(e) Submarine Rescue.

(f) Salvage.

(g) Chariot Operations.

(h) Special Operations.

(5) He shall be in-charge of all types of Diving, Salvage, Explosive Ordnance Disposal Equipment and associated gear and shall be responsible for routine

test of, and modification of all such equipment, depending upon his sub-specialisation.

(6) He shall ensure that all the divers borne under him are exercised as frequently as possible and are kept in optimum operational readiness.

(7) He shall ensure that divers borne under him have up-to-date knowledge of the diving and associated equipment including latest procedures and regulations.

1204. Officer qualified as Ships Divers (SD). (1) He shall be qualified for diving in depths upto 35 mtrs in open circuit diving equipment using compressed air.

(2) He shall be qualified to supervise diving in open circuit Compressed Air Diving Equipment upto a depth of 35 mtrs as laid down in Article 2325 of Intra IN Amendment No.1 to BR 2806, as amended from time to time.

(3) He is required to have an up-to-date knowledge of techniques involved in Diving, commensurate to his qualifications including defence in underwater sabotage.

(4) He is to ensure that all divers borne under him are exercised as frequently as possible and are available in optimum operational readiness.

(5) This qualification may be held by the officers of all branches on volunteer response.

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1205. Officer qualified as Special Duty (Clearance Diving). (1) Sailors of Clearance Diving Branch, holding CD I qualification, will only be entitled to become Special Duty (CD) provided they have fulfilled all the terms and conditions for SD cadre as laid down in current Regulations, Nis/Nos.

(2) He shall continue to be a Diving Supervisor for diving as laid down in Article2325 of Intra IN Amendment No.1 to BR 2806 as amended from time to time, depending upon his sub-specialisation as a CD I.

(3) He is required to have full and up-to-date knowledge of all types of Diving Equipment, Salvage Equipment, Explosive Ordance Disposal Equipment, associated Underwater Equipment, Remotely Operated Vehicle and Submersibles in the service, depending upon his sub-specialisation.

(4) All the provisions contained in sub-regulations (4) to (7) of regulation 1203 in this chapter will apply mutates mutandis to officers qualified as Special Duty Clearance Divers.

CHAPTER 13

NAVIGATION AND DIRECTION

Section		Regulation
I.	Instructions to Navigation Direction Officers	1301 – 1323
II.	General	1324 – 1354
III.	Pilotage	1355 – 1367
IV.	Grounding, Collision and definitions of the Navigating Officer and the Direction Officer.	1368 – 1378

SECTION I – INSTRUCTIONS TO NAVIGATING DIRECTION OFFICERS

1301. Navigating Officer. (1) All Executive officers are liable to be called upon to perform navigating and pilotage duties in Indian Naval Ships. See definition of "Navigating Officer" in regulation 1377.

(2) The duties of the Navigating officer will be carried out by the specialist officer of the Navigation Direction Branch appointed for such duties by the Chief of the Naval Staff. When no officer so qualified is appointed as the Navigating officer the Captain may delegate to any officer such of the duties laid down in these instructions as he thinks proper to the latter's experience.

(3) Lieutenant Commanders, Lieutenants and Sub Lieutenants appointed for navigating duties shall participate in watch-keeping, divisional, and general ship duties but this is not to interfere with their special navigating duties and shall be arranged at the discretion of the Captain.

(4) A Commander, when borne for navigating duties will not be appointed as the Executive officer of the ship.

1302. General Navigating Responsibility. (1) He Navigating officer, under the direction of the Captain, shall have the charge of the navigation of the ship; he shall point out to the Captain every possible danger in or near the ship's course and the way to avoid it; and if it be imminent, report it to the Officer of the Watch with a view to immediate action.

(2) Whenever the ship is approaching the land or shoals, or is navigating in pilotage waters, he shall keep a careful lookout and ascertain the ship's popsition frequently by employing the navigational aids at his disposal to their best advantage. He shall bear in mind the safety of the ship at all times and advise the Captain accordingly.

1303. Relations with pilot. He shall always be very attentive to the manner in which the ship is conducted by a pilot. If he perceives the ship to be running into danger, or if he has any reason to think that the pilot is not properly qualified to conduct her, he shall immediately inform the Captain. See also section III.

1304. Daily Reckoning. When at sea, everyday, immediately after noon, and at such other times as circumstances may render necessary, he shall deliver to the Captain, on form IN 468, an account of the latitude and longitude the ship is in and all other particulars regarding her position which the Captain shall require.

1305. Work and Note Books. The Navigating officer shall keep, in the work book provided for that purpose, the results of all observations and calculations connected in any way with the navigation of the ship. He shall also record I n the note book supplied, all angles, bearings, and other information connected with navigation. These books will be examined by the Captain whenever he may think fit to call for them.

1306. Reports of Lights. On sighting a light, the Navigating officer shall compare it with the Admiralty List of Lights, or the latest official information on the subject, and if it should not agree with the description there given of it, or if the light be inefficient, he shall make a report thereof.

1307. Ship's Performance. (1) He shall watch attentively the ship's qualities at sea so that he may be able to suggest, if necessary, any alterations calculated to improve them.

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(2) In order that records of the performance of a ship under all conditions of wind and weather gained in one commission may be available for the next, a manuscript Navigational Data Book shall be kept by the Navigating officer and shall contain the information indicated in Chapter II of BR 45 (1) Admiralty Manual of Navigation Volume I.

(3) This book shall be produced at inspections, transferred to successive navigating officers and on paying off shall be handed over to the Officer-in-Charge, Chart Depot, Bombay for custody

Ship's Logs when completed shall b retained on board for a period of one month. They will then be sent to the Administrative

1308. Ship's Log. (1) He shall have charge of the Ship's Log (Form IN 472) and shall present it weekly for the Captain's inspection. He shall take care that it is correctly and neatly written up and that all the required entries have been made; he shall ensure that it is initialled by the Officers of the Watch while the facts are fresh in their memories.

(2) After it has been signed by the Officer of the Watch, he shall allow no alteration to be made, however trifling, without the concurrence of the Officer of the Watch concerned and the sanction of the Captain. Alterations so authorised shall be initialled by the Officer of the Watch concerned.

(3) He shall be particular that all the entries required by the established form of log are correctly inserted in the Ship's Log, in addition to the following circumstances and all other occurrences of moment: -

(a) Notice of main engines for steam/motoring. Times of weighting and proceeding

(b) The arrivals, departures, the meeting at sea of finding at anchor of Indian Naval Ships and ships-of war of all nations, transports and fleet auxiliaries and strange ships observed. Salutes and ceremonies. Half-masting and re-hoisting colours. Dressing ship, the occasion being stated.

(c) An account of the ship's movements noting navigational information such as bearings, courses and speeds in sufficient detail for the track of the ship, at any time, to be accurately reconstructed. The set and velocity of currents experienced shall be entered in the space provided.

(d) Whenever the clocks are altered the fact shall be noted in the remarks column and a notation of the time being kept shall be made daily at noon.

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(e) At the end of each watch the columns for wind, whether and waves shall be completed and any unusual phenomenon shall be recorded. During threatening and stormy weather the corrected barometer reading shall be recorded.

(f) When in company, the positions of the leading ships, and the necessary particulars about the ship herself, and the other ships if out of station, shall recorded.

(g) The anchoring or mooring of the ship with death of water, nature of bottom, amount of cable, and position by bearings. The securing of the ship to a wharf or buoy. The draught, fore and aft, before siling and on arrival in harbour. Se instructions to Shipwright officers, Chapter 17.

(h) Evolution, exercises and landings on service for drill. The Damage Control state.

(j)The employment of the ship's company. The inspection of the ship's company at divisions. The leave given, stating to which watch or part of watch.

(j)The embarkation and disembarkation of all passengers.

(k)The entry and discharge of officers and sailors, the number only of the latter to be given.

(l)The details and times of any accidents occurring on board, or damage to important stores, articles or fitments. Any damage caused by or to vessels berthing alongside. The circumstances of the loss of all important stores; it will be sufficient to specify in the log only the description of the important articles. See regulations 0341 and 1368.

(m)The names and descriptions of any vessels or craft berthing alongside, with the times of arrival and departure and the purpose for which brought alongside. See also regulation 0369

(n)Details of any aircraft sighted at sea which are thought to be in distress, or are acting in an unusual manner, together with the details of any action taken in the ship.

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(o)The particulars of the hire or purchase of any vessel, boat, wharf, or building for the service of the ship

(p)Ship's company payments. See regulation 0366.

(q)All punishments requiring warrants, the serial numbers being noted.

(r)Musters of Ship's company on special occasions.

(s)All births and deaths on board.

(t)All courts-material, boards of enquiry and special investigations held on board.

(u)Terms of engagement, whether written or oral, of a licensed pilot for a lengthened service, or an un-licensed pilot, fisherman, or boatman for any service. See Regulation 1363.

(4) At the end of each calendar month, the Navigating officer shall deliver to the Captain the completed Ship's Log, signed by himself. If the Navigating

officer is superseded he shall sign the Ship's Log then in his possession and deliver it to his successor.

(5) Authority who shall ensure that a high standard in the writing up of Logs is maintained. He will, after inspection, return these to the ship for retention on board until final disposal in accordance with sub regulation (6).

(6) Completed Ship's Log shall be finally forwarded to the Officer-in-Charge, IN Chart Depot, Bombay, in batches of twelve, on the expiration of two years from the first Ship's Log of the series.

1309. Gyro-Compass Equipment. (1) The Navigating officer is responsible for the correct use of the gyro-compass equipment and shall give the Electrical officer due notice when the compass will be required for use, and inform him of al settings. See regulation 0606.

(2) The Electrical officer shall have the gyro-compass equipment with the exception of the ship's repeaters and associated Azimuth circles on his charge and is responsible for running and maintaining the compass, for lining up the repeaters, and for making the settings in accordance with the Navigating officer's instructions.

(3) In ships where no Electrical officer is borne, the technical responsibility is to be assumed by the senior Electrical Branch sailor. In such instances the Captain shall select an officer in whose charge the gyro-compass equipment is to be placed.

1310. Spare Compass and Keys. (1) The Navigating officer is responsible for the proper stowage of spare magnetic compasses and gear.

(2) He will also have charge of the keys of binnacles.

1311. Charts and Navigational Publications. (1) The Navigating officer shall have charge of the charts, maps, navigational books and publications, and shall comply with the instructions given in BR 45 (1) 45 (2), 45(3) Admiralty Manual of Navigation.

(2) He shall observe strictly the instructions contained in the Hydrographic Supplies handbook (Hydrographic Publication H.51). When a Notice to Mariners is received on board, he shall at once cause the particulars to be inserted on all charts affected and in other navigational publications, in accordance with the above handbook. Record of all Hydrographic supplies received on board and of corrections carried out shall be maintained in the Register of Hydrographical Supplies (Form IN 83).

(3) He shall note carefully any inaccuracies in the charts supplied to the ship, so that the requisite alterations may be made. If the inaccuracies he may have detected in the charts are of importance, he shall report them immediately to the Captain in order that they may be transmitted to the Chief Hydrographer at the earliest opportunity so that so that no time shall be lost in making the necessary corrections.

(4) When the Captain forwards a Hydrographic Report or a Hydrographic Note on form H.102, as required by regulation 1339, the remarks of the Navigating officer shall be so distinctly expressed as to admit of no ambiguity and they shall be accompanied by a written explanation of the amendments he proposes to make, either in the configuration of the coast, in the latitude and longitudes, in the soundings, or in the position of dangers, and he shall in all case forward the evidence he possesses of the existence of change, and the angles, bearings, or other observations he has employed to determine the true position.

1312. Chronometers and Watches. (1) The Navigating officer shall have charge of the chronometers and watches supplied for navigational use and shall comply with the instructions given in Chapter XI of BR 45 (1) Admiralty Manual of Navigation Vol I and in H.51 Hydrographic Supplies Handbook and in Form H.112.

(2) He is responsible that chronometers and watches are wound daily at a fixed hour and that the fact that they have been so wound is reported to the Captain.

1313. Navigational Instruments. He is to obtain from the Logistics officer the instruments and stores which are allowed for navigation of the ship, as laid down in the Establishment of Naval Stores, and he shall furnish him with receipts for the articles obtained. He is responsible for their custody, and when a ship is ordered for refit, he shall see that the compass and gear retained on board are in a serviceable condition for the ship's immediate use on completion of refit. On supersession, he shall obtain a receipt from the officer in whose charge the instruments are placed

1314. Sextants. (1) On qualifying in navigation, a specialist Navigation Direction officer shall be supplied with a sextant as a personal issue. This sextant shall be returned when he relinquishes finally his "ND" qualifications.

(2) When any other officer is carrying out the duties of the Navigating officer, his requirement of a sextant will be met from those allowed to the ship under the sea store establishments.

1315. Cables. (1) The Navigating officer shall be careful that the inner ends of the cables are properly secured.

(2) When the ship is moored, he shall see that proper measures are taken to keep the hawse clear. Should the hawse become foul he shall make the necessary representations to the Captain so that it may be cleared as soon as practicable, and shall also cause the Officer of the Watch to be informed See regulations 1027 (8).

1316. Sounding Equipment and Logs. He shall see that the lead lines are marked correctly and that they, as well as the sounding machines and logs are at hand and in good order whenever they may be required. He is also responsible for issuing instructions regarding "raising" and "lowering" the log.

1317. Degaussing. Equipment. (1) He is responsible for the correct use of the degaussing equipment fitted and shall make himself acquainted with all instructions appertaining to its use.

(2) The Electrical officer is responsible for the maintenance of the degaussing equipment. See regulation 0606.

1318. Action Information. (1) The senior specialist Navigation Direction officer o the officer carrying out navigating duties if no specialist Navigation Direction officer is borne, is responsible (subject to the provisions of sub-regulation (2) for the general conduct of the Action Information Organisation, which includes: -

(a) Responsibility for the instruction and training of Radar Plot sailors in the Action Information Organisation.

(b) The collective training of Action Information Organisation crews.

(c) General responsibility, in conjunction with the appropriate technical officers, that the equipment fulfils the function of the organisation and is in good order whenever it is required.

(d) General responsibility for the use of all Warning Radar. See regulation 1319.

(e) Efficient distribution and control of traffic on voice waves allocated for use by the Action Information Organisation. See regulation 1506.

IndiaCode

(2) In Aircraft Carriers and AD frigates responsibility for the Action Information Organisation shall lie with the Direction officer (See regulation 1378 for definition of Direction officer) provided such an officer is borne, irrespective of the seniority of the Navigating officer. He is responsible, that the surface plotting organisation meets the requirements of the Navigating officer.

(a) Production of data, such as vertical coverage diagrams and height calibration, in conjunction with the Electrical officer.

1319. Warning Radar. (1) The Officer responsible for the Action Information Organisation (regulation 1318) is responsible for the uise of all warning radar, which includes: -

(b) The operational use of the warning radar equipment. See Chapter 15 for the responsibility of the Signal Communication officer.

(c) Responsibility that this equipment is switched on in good time and ready for instant use and working efficiently wherever it is required.

(d) Making the equipment available to the Electrical officer for maintenance. See regulation 0606.

(e) Individual and collective training of Radar Plot sailors in the use of this equipment.

(2) At air stations, the officer responsible for the Warning Rader is responsible through the Commander (Air to the Captain for these duties.

1320. Aircraft Direction. (1) The Direction officer is responsible to the Captain for: -

(a) The direction of aircrafts as requisite.

(b) The control of airborne defensive fighters.

(c) The safety of all aircraft that he is directing.

(d) The homing of lost aircraft.

(e) The fixing of ditched aircraft and bailed out aircrew.

(2) In Carriers he is responsible that the Action Information Organisation (AIO) and Aircraft Direction Organisation meet the requirements of the Commander (Air).

(3) At Naval Air stations, he is responsible to the Commander (Air) for: -

(a) The direction of aircraft on exercises, subject to Air Traffic Control Regulations.

(b) Ensuring, as far as possible, subject to instructions from Air Traffic Control, the safety of all aircraft under his direction

(c) The tracking of such other aircraft as Air Traffic Control may require, being prepared at all times to assist Air Traffic Control by the provision of any data available and the passing of such instructions to aircraft as Air Traffic Control may order. See also regulation 1378.

IndiaCode

1321. Meteorological Duties. In a ship in which no qualified Meteorological officer is borne, meteorological duties shall be undertake n by the Navigating officer. See also regulation 2212 (5).

1322 – 1323. Blank.

SECTION II – GENERAL

1324. Senior Officer's Responsibility. (1) The Flag or other Senior Officer is responsible for the safe conduct of the fleet, flotilla, squadron, ships or ship present with him and acting in concert under his orders, the Senior Officers-in-Charge of Divisions or columns being responsible for the ships under their immediate orders.

(2) Should any officer in command observe a ship standing into danger, he shall at once act or make known the same, as the actual circumstances of the case may seem to require.

IndiaCode

1326. Duties of Navigating Officer. The Navigating officer, under the direction of the Captain shall have the charge of the navigation of the ship; and whenever the ship is approaching the land or any shoals, the Captain shall take care that the Navigating officer keeps a good look out. See regulation 1302.

1327. Safety Precautions. (1) When approaching land or shoals and when under way in the vicinity thereof, the Captain shall ensure that the position of the ship is not only ascertained in good time but is constantly fixed thereafter by the best means available including radar and other radio aids/equipments to position fixing, in addition to visual fixing, sounding or other methods.

(2) When in the vicinity of rocks or shoals, and when ship is in pilotage waters the Captain shall take care that soundings are obtained by the best means available, not only as a guide for securing the safe conduct of the ship, but also as a precaution against any mistake in navigation even when a pilot is borne. Such precautions shall be maintained even in the most frequented channels.

(3) The Captain shall take care that preparation has been made to anchor the ship at the shortest notice.

1328. Approaching Land during Darkness. The Captain shall exercise a very careful discretion before endeavouring to make it to unlighted or dangerous land or shall get into or close to difficult unlighted ports during darkness. Except in cases of emergency or other necessity, he should consider whether, instead, the service he is employed upon will not be more certainly performed by standing off until daylight.

1329. Speed in Low visibility. Any officer in command of a fleet, flotilla, or squadron, or of one of Indian Naval Ships, when under way in fog, mist, falling snow, heavy rainstorms or any other condition similarly restricting visibility, shall proceed at a safe speed consistent with the distance at which other ships or objects can be located wither visually or by radar. At the same time due consideration must be given to the proper maintenance of control over the unit under his command as well as to the distance which must be travelled before any vessel can be made to lose all her way if required to do so. The possibility that other ships met may not be equipped with radar must constantly be borne in mind.

1330. Precautions when Anchoring. When anchoring, the Captain, shall take care to place the ship in a safe berth, and in such a position as not to endanger ships already anchored; also that the bearings of headlands or other distinguishable objects, with the depth of water and the nature of the bottom, are ascertained and noted in the ship's log. If there is no accurate chart of the place or when in doubt, he shall cause the Navigating officer to sound round the ship within a radius of at least three cables to ascertain the fitness of the anchorage.

1331. Report of Collision or Grounding. (1) If the ship is involved in a collision or touches the ground, the Captain shall intimate this occurrence to the Operational Authority, Administrative Authority and the Chief of the Naval Staff by signal. The Captain and the Navigating officer shall then by the first opportunity, transmit to the Operational Authority for the information of the Administrative Authority and the Chief of the Naval Staff, a joint statement on Form IN 868, Report of collision or Grounding, A copy of the report shall at the same time be sent to the Senior officer of the Shore Command in whose Operational Area the accident has taken place. A full report of the circumstances leading up to the collision or grounding shall be included in the covering letter and extracts from the ship's log and rough and fair engineering master log or control room log in a submarine are to accompany the statement. See regulation 1368.

(2) Reports on navigational matters other then collision or grounding shall also be rendered at the first opportunity after the occurrence.

(3) All reports mentioned in sub-regulations (1) and (2) should, whenever practicable, be accompanied by diagrams indicating the relative positions and movements of the vessels concerned.

(4) When ship is in Dockyard hands and evidence of damage due to grounding, etc., is detected, the Admiral Superintendent of the Dockyard shall report the matter to Operational Authority/Administrative Authority and the Chief of the Naval Staff.

1332. Entering Dock. Every precaution shall be taken to prevent ships when being taken into or out of a dock or basin, from striking or bearing hard against the sides of the entrance; should such a case occur, the Captain shall report the particulars to his superior authorities as mentioned in regulation 1331 (1) and (4) in order that it may be noted in the same way as if the ship had grounded. If it should occur at a dockyard, the dockyard officers shall report whether, in their opinion, the ship has sustained any damage.

1333. Striking Wharves or Objects. If a ship comes into contact with floating or sunken objects, or with wharves or pier, the facts shall fully be stated with a view to a careful examination being made of the plating affected in case it should seem to be necessary. See regulations 1332 and 1334.

1334. Movement of Ships in Naval Dockyards. (1) Whenever any Indian Naval Ship or vessel is ordered to enter or leave harbour, to enter locks or docks, or pass through basins in any Naval dockyard, the responsibility for the arrangements for the movement rests with the dockyard officers.

(2) Whenever one of Indian Naval Ship or vessel is under the control of tugs employed for the purpose of berthing or manoeuvring the ship inside the harbour, the Captain should normally request the Captain of the Yard or the Naval Pilot to handle the ship; but this does not relieve the Captain of his responsibility for the safety of his ship and in the event of an accident which would have been prevented by a common degree of attention on the part of the Captain or the Navigating officer, these officers will be deemed to have neglected their duty. See regulation 1359.

(3) Whenever any Indian Naval Ship or vessel is being moved without power, either by tugs or hawsers, the dockyard officers are responsible for the movement.

(4) Whenever any Indian Naval Ship is proceeding alongside a dockyard wharf from sea, or is being moved from one berth to an other in dockyard, the ship's company shall assist and a berthing party shall be landed if necessary to work under the orders of the Captain of the Yard or other dockyard official.

(5) Whenever any Indian Naval Ship or vessel is ordered to come alongside a jetty or wall of a tidal basin, the dockyard officers will be responsible for the arrangements for receiving and securing her, but the responsibility for the movement unless she has no power at command, will rest with the Captain. Similarly, when a ship is leaving a jetty or wall of a tidal basin, the dockyard officer will be responsible for letting go the hawsers. The Captain will be responsible for the movement and will direct the order in which the hawsers are to be let go.

(6) Whenever one of the Indian Naval Ships or vessels is ordered to leave a dock or lock in one of Naval dockyards the dockyard officers are responsible for the methods to be followed and for all arrangements until the last shore hawser is slipped. The vessel remains in dockyard charge until she is clear of the wall and proceeding under her own power. The dockyard officers shall tell the Captain what method they propose to follow and inform him of any special precautions, which may be necessary. If the Captain does not agree with proposed arrangements, the dockyard officers shall obtain the decision of the Admiral Superintendent

(7) If on account of local conditions the Senior Naval Officer of the port directs the dock yard officers to assume entire responsibility for certain movements within the dockyard. The Captain shall cause the ship to be handled as directed by the Captain of the Yard or his representative.

(8) If on account of wind, Weather, for, tide or for any other reason the dockyard officers consider it undesirable to move or sail a vessel, they shall so inform

the Captain; but if he still wishes the movement to take place and officers to accept the responsibility the matter shall be referred to the Senior Naval Officer of the port for decision.

1335. Hiring Tug. Commercial tugs shall be hired only when the Senior Officer present considers it essential for the safety of the vessel requiring towage. The hire charge should not exceed the local commercial tariff rate. As tug owners usually charge for stand-by time, great care shall be taken to avoid stand by charges or enganging a tug before towage can commence. The services rendered shall be agreed at the time with the master of the tug and his claim certified formally and sent to the Administrative Authority of the port for settlement.

1336. Derelicts. (1) Should any of Indian Naval Ships fall in with any water-logged vessel abandoned at sea, which constitutes a danger to navigation, the derelict shall be examined, and unless the cargo is composed of such large bulks of timber as would themselves become a danger if released or the position of the derelict is such as to make it probable that she may soon be towed into port, every effort shall be made to sink or otherwise to destroy her

(2) The Captain shall warn all shipping in the vicinity, by the most immediate method, of the date, position, and description of any derelict vessel or floating obstruction, which is sighted. In Indian waters, he shall inform the Chief Hydrographer and when abroad, the appropriate naval authority of that area.

IndiaCode

1337. Hydrographic Surveys and observations for Magnetic Variation. (1) When opportunity offers, and the charts supplied are imperfect, the Captain shall cause surveys to be undertaken and charts to be made of the harbours and coasts, visited, by the navigating or other qualified officers, to whom every facility for this purpose shall be given and who shall always affix their signatures to their drawings and remarks.

(2) Observations for the magnetic variation, obtained by swinging the ship in deep water, are of particular value for the correction of charts of magnetic variations. Results of such observations shall be forwarded (in original only) to the Chief Hydrographer on form H-88.

(3) In carrying out such surveys in foreign places, the Captain and all other officers shall be very careful to avoid giving any ground for offence to the authorities and before undertaking a hydrographic survey in the territorial waters of a foreign state, permission shall be obtained from the local authorities.

1338. Hydrographic Informations. (1) The particulars of all information which may from time to time be obtained affecting charts, sailing directions, and other publications supplied with chart folios, shall be forwarded to the Chief Hydrographer direct on form H.102; but if the information is of an urgent nature a preliminary report shall also be made by signal to Naval Headquarters. A duplicate copy of report on form H.102 shall be sent to the operational authority of the Area.

(2) In Indian waters hydrographic information of an urgent nature will be promulgated by the Chief Hydrographer. In foreign stations, the Senior Officer

present is authorised to promulgate such information but he shall not, without the concurrence of the Chief Hydrographer, promulgate information that a charted danger to navigation does not exist.

(3) The Captain of a ship employed on special service such as trooping passage, experimental cruise, or a visit to an unfrequented place, shall forward with his Report of Proceedings (regulation 0304) a Hydrographic report in accordance with the instructions contained in Chapter II of BR 45 (1) Admiralty Manual of Navigation Vol I. A copy of this report shall be sent direct to the Chief Hydrographer. See also regulation 2006.

1339. Uncharted Dangers. If the Captain of one of the Indian Naval Ships should become aware of the existence of any danger in the ordinary track of shipping not hitherto charted, he shall cause careful examination to be made by soundings so as to show the nature, extent, position and depth of water, in respect of such danger, and shall report the same to Naval Headquarters immediately by signal, forwarding at the first opportunity the angles and other means used to fix the position and, if possible a plan of the locality. A delay of a few days waiting for suitable conditions to make a survey of a new danger cannot be considered as time misspent.

1340. Ship's Performance Trial. (1) When opportunities offer, the Captain shall make the necessary trials at the specified speeds to obtain the necessary data for completion of form IN 885.

(2) All the trials specified on form IN 885 shall be completed within the six months of the ship being first commissioned. Diagrams, and any necessary particulars, shall be furnished in each instance. The results, as recorded on form IN 885 shall be inserted in the Captain's Ship's Book (regulation 0314) and the Navigational Data Book (regulation 1307) and three copies shall be forwarded to the Chief of the Naval Staff.

(3) For ships other then carriers, cruisers, mine layers, squadron leaders and repair and depot ships, the Chief of the Naval Staff will direct only one of each class of small ships to carry out the trials and will promulgate a copy of form IN 885 which shall be retained in the Captain's Ship's Book to the other ships of the class.

1341. Ammunition Ships. Ships shall give a wide berth when practicable to ammunition ships or vessels laden with explosives, which are distinguished by a red flag at the masthead.

1342. Navigating Lights. (1) Whenever any light which has been hoisted or is being used on board Indian Naval Ships, in compliance with the regulations for preventing collisions at sea, is removed for the purpose of being trimmed, or for any other purpose, it should immediately be replaced by another, so that there may not be any interval during which a light is not exhibited (See also Chhapter42).

(2) Care shall be taken to prevent green or red lights showing out board as they may be mistaken for the sidelights of the ship. See regulation 1026 (13).

1343. Fishing Vessel Log. The Captain shall see that the instructions contained in the Fishing Vessel Log, Form s-1176 are complied with.

1344. Navigation Manual. BRs 45 (1), 45(2), 45(3) Admiralty Manual of Navigation Volumes 1,2 and 3 shall be regarded as the standard work on navigational questions in the Indian Navy and the information contained therein shall be studied most carefully and instructions contained therein complied with.

1345. Use of Charts. Navigating and other Executive officers shall also most carefully study the remarks on the use of charts as navigational aids, and general remarks relating to practical navigation placed at the beginning of each volume of the Admiralty sailing directions, and shall be guided by the instructions contained therein.

1346. Magnetic Compasses. Where reference is made in these regulations to magnetic compasses, this applies also, unless indicated to the contrary, to transmitting magnetic compasses and to gyro-magnetic compasses.

1347. Arrangement of Compasses. (1) The exact positions of the magnetic and master-gyro-compasses will be determined by the Chief of the Naval Staff and no change shall be made without his authority.

(2) No modification to any portion of the gyro-compass equipment shall be carried out without the authority of the Chief of the Naval Staff.

(3) The "Rules for the arrangement of structures and fittings in the vicinity of Magnetic Compasses and Chronometers" shall be strictly observed as specified.

(4) The electric lighting of a magnetic compass fitted by the Naval dockyard shall not be altered without the authority of the Chief of the Naval Staff.

1348. Repair of Compasses. (1) Before each annual refit, and when the date of commencement is known approximately, the Admiral Superintendent of the Dockyard shall be notified so that his representative in conjunction with the Electrical officer, may inspect the gyro and transmitting magnetic compass equipment and decide what overhauling is necessary. In any event, the annual routine will be carried out in accordance with the relevant technical publications.

(2) All ships fitted with gyro and transmitting compasses shall carry out the following procedure when going in for refit: -

(a) **On Commencing Refit** (i) In case the refit is under dockyard control, the ASD shall be informed before hand of a suitable date which should be as soon as possible, after the arrival of the ship at her port of refit, when the equipment will be inspected by the representative of ASD. ASD shall then be responsible for the normal routines and maintenance to be carried on the gyro and transmitting magnetic compasses.

(ii) In case the ship is not in dockyard control, normal routines and maintenance is to be carried out by the ships staff with the assistance of dockyard staff.

(b) On Completing Refit. The equipment shall be tested by the representative of ASD in the presence of the officers of the ship,

after the successful completion of which the responsibility of the equipment shall devolve on the officers of the ship.

(3) The services of commercial firms shall not be sought for the repair of gyrocompass except in emergency abroad when no assistance is obtainable from Naval sources.

(4) Admiralty pattern magnetic compasses and their accessories shall not be sent to commercial compass firms or local instrument makers for repair. Any defective compasses or accessories shall be return ed to the local Naval Stores officer and replacements demanded. Minor repairs to binnacles may be carried out by the Naval dockyard/Base Repair Organisation.

1349. Compass Errors, Deviations and Returns. (1) The Navigating officer is responsible for the adjustment of magnetic compasses and of compasses corrector coils. The Captain, Navigating officer, and the other executive officers, of the ship shall keep a constant watch over the errors of the gyro-compasses and the deviations of the magnetic compasses, and they shall make themselves thoroughly acquainted with the practical instructions relating thereto as given in Chapter IX of BR 45 (1) Admiralty Manual of Navigation Vol I and in the various manuals and handbooks issued on the subject from time to time.

(2) Whenever possible the errors of the standard and gyro-compasses shall be observed on each course steered and shall be recorded in the ship's log. The errors of the gyro-compass shall also be recorded in the gyro-compass log.

(3) Magnetic compasses shall be adjusted by swinging the ship in the manner laid down and on the occasions stated in Chapter IX of BR 45 (1) Admiralty Manual of Navigation Vol I. On each occasion of swinging ship, all magnetic compasses in the ship shall be adjusted (both for conditions of D.G. ON and D.G OFF, where applicable). The "Record of observations for Deviations" on form IN 884 shall be rendered to the Chief Hydrographer for record, and a copy inserted in the Navigational data Book.

(4) A report shall be rendered annually on 31st December to the Chief I of the Naval Staff through the Administrative Authority showing the dates during the preceding year on which the ship was swung for the adjustment of magnetic compasses.

(5) Ships shall take every opportunity to swing to obtain values of "c" and "f" at magnetic compass positions, forwarding the results and the data on which they are based to the Chief of the Naval Staff.

(6) **The Gyro-Compass Log.** Form IN 326 shall be kept in accordance with the instructions contained therein; the compass report, Form IN 279 shall be forwarded to the Admiral Superintendent of the Dockyard as directed by form IN 326.

1350. Compass Bearings. (1) Whenever magnetic compass bearings are taken, whether to be noted in the log or other documents or for any other purpose, they shall be corrected for deviation and the correct magnetic bearing shall be used. Where, however, bearings are obtained from a repeater operated from a magnetic

compass, they shall be corrected for both deviation and variation, and the correct true bearing shall be used

(2) Gyro-compass bearing shall similarly be corrected for any error from the true meridian and the correct true bearing given.

1351-1354. Blank.

SECTION III – PILOTAGE

1355. (1) **Normal Arrangements.** (a) In ordinary circumstances the Navigating officer is the pilot of the ship, but if the borne for navigating duties is not a specialist officer of the Navigation Direction Branch qualified in navigation, the duty of pilotage devolves on the Captain, who may either perform it himself or at his discretion, depute any executive officer of the ship's complement to do so. The amounts awarded for this duty at ports where pilotage fees are admissible shall be paid in the proportion of two-thirds to the Captain and one-third to the Navigating officer.

(b) Restriction of Pilotage Fees. The gnt of pilotage fees to an officer is restricted to six times in and six times out of any one port or channel, and six times for picking up the same anchorage during the period for which the officer is borne continuously for service in the same ship

(2) In the absence of a specialist direction officer qualified in navigation, a pilot shall not b hired to perform the ordinary duties of navigation, nor to conduct the ship into a port for which the charts and directions are a sufficient guide.

1356. When Pilot Authorised. For ports and channels which are difficult of access, or for which the charts are not a sufficient guide, a licensed or regular pilot may be employed. If an officer pilots the ship, he will be allowed for his services, remuneration, the rates of which will be published by the Chief of the Naval Staff from time to time.

1357. When Pilot not Authorised. If a pilot is employed for a port or anchorage normally disallowed, an explanation for the reasons for so doing shall be made on the Pilotage Certificate. If the Chief of the Naval Staff does not consider the explanation satisfactory, he may direct the expense or any part thereof to be charged against the Captain o Navigating officer.

1358. Payment of Pilotage. Payment shall be made in accordance with the instructions contained in the Pay and Allowances Regulations for the Navy 1966 (INBR 3).

1359. Relations Between Captain and Pilot. (1) When a pilot is employed, the Captain at his discretion may either use him in an advisory capacity or may direct him to take full control of the handling of the ship. The employment of a pilot does not relieve the Captain of his responsibility for the safety of his ship, and in the event of an accident, which would have been prevented by a common degree of attention on the part of the Captain or the Navigating officer, these officers, will be deemed to

have neglected their duty. If the Captain should consider that the pilot is not able to conduct the ship, the Captain shall relieve him of his duties. When a pilot is relieved, the time shall be noted in the log; a report shall be made to the Senior Naval Officer present. If possible, the Senior Naval Officer shall order a board of inquiry to investigate the reasons for the Captain's action.

(2) In Naval ports when the Captain of the Yard, his assistant, o a Naval Pilot is employed, the provisions of sub-regulation (1) apply generally subject to any local orders that may be in force.

(3) When any Indian Naval Ship or vessel is under the control of tugs employed for the purpose of berthing or manoeuvring the ship inside a dockyard port, the Captain shall normally direct the Captain of the Yard, or Naval Pilot, to handle the ship, see also regulation 1333 to 1335.

1360. Unlicensed Pilots. No unlicensed pilot shall be allowed to take charge of any Indian Naval Ship except in case of necessity, when a licensed or regular pilot cannot be obtained, if such an occasion arises, particular caution shall be observed by the Captain and Navigating officer to guard against such unlicensed pilot running the ship into danger.

1361. Rights Regarding Pilots. Indian Naval Ships have the right to demand the services of any Indian licensed pilot not otherwise engaged at the time, but no Indian pilot can claim the right of piloting any Indian Naval Ship.

1362. Compulsory pilotage. (1) Except for the Hooghly river, Indian Naval Ships are exempt from compulsory pilotage when entering or leaving Indian ports but must comply strictly with any local regulations when going long side wharfs, etc. In the Hooghly river, Indian Naval Ships ae subject to the local pilot regulations.

(2) In foreign ports, Indian Naval Ships are not necessarily exempt from compulsory pilotage, but must conform to the local regulations which shall be ascertained before employing a pilot.

1363. Pilot's Engagement. Whenever it may be necessary to engage a licensed pilot for a lengthened service, or any unlicensed pilot, fisherman, or boatman for any service, the Captain shall enter into a written engagement if circumstances admit; but if not, a verbal agreement shall be made in the presence of witness specifying the rate of sum to be paid in satisfaction of all demands and if it is for a lengthened period, when the payments shall be made. If a written engagement is entered into, it shall be signed by both parties and the witness and he terms shall be noted in the log; if not in writing, the terms shall similarly be noted in the log; nd these shall be specially reported to the Administrative Authority. The Captain is to ensure that the charges for pilotage are in accordance with local rates or in absence thereof, are fair and reasonable. The stipulated payments are, under the authority of the Captain, to be made by the Logistics officer as may be agreed on and the vouchers are to show the whole of the services performed within the period.

1364. Pilot's Accommodation. (1) The Captain shall arrange for the pilot, during his stay on board, to be accommodated in situation convenient for his attending

to his duty and shall see that he is treated with proper attention and respect. A pilot will mess as the Captain may direct.

(2) When embarking or disembarking a pilot, a ladder of adequate length and strength with sufficient width of trade, and fitted with two manropes, shall always be provided. At night, when circumstances permit, the ladder shall be suitably illuminated.

1365. Certificate and Payment. (1) The Captain shall give a pilot, when employed, certificate on the appropriate official form showing the exact positions from and to which the ship was piloted.

(2) At various ports both in India and abroad, the rates payable to local pilots may depend on Net, Gross or Standard Displacement. Care shall be taken that the appropriate figure is correctly entered on the pilotage account form or card. In cases where the ship's Displacement Tonnage is required to be kept secret, the ship's Gross Tonnage shall be quoted on the pilotage form, when the ship is piloted at a point where the Standard Displacement is the normal basis. List of ships whose Standard Displacement may not b disclosed, will be promulgated from time to time by the Chief of the Naval Staff. The following special rules re applicable in the Kiel Canal: -

(a) In the Suez Canal the Tonnage according to the Danube rule is used.

(b) In the Kiel Canal the Net register Tonnage of a warship for the purpose of assessing transit dues is determined by dividing the Gross Tonnage by 1.7.

(3) The Government of India Tonnage certificate, which shows th Gross and Net register, also the Danube tonnage is furnished to all Indian Naval Ships on completion, or re-measurement after structural alterations, and will be ound in the Captain's Ship's Book.

(4) Care shall be taken to ascertain from the local authorities on which class of Tonnage, Pilotage is correctly payable. Pilotage of Merchant Vessels – see regulation 0225.

1366-1367. Blank

SECTUIB IV – GROUNDING, COLLISION ND DEFINATION OF THE NAVIGATING OFFICER AND THE DIRECTION OFFICER

1368. Report of Collision. (1) Immediately upon the occurrence of a collision between any Indian Naval Ships and another vessel, whether in Indian waters or elsewhere, the Captain shall report the matter by signal to the Chief of the Naval Staff stating, so far as possible, whether the other vessel is considered to be at fault, where she shall be found up to what date, her port of registry, her owner's name and address, and furnishing a rough preliminary estimate of the cost of and time required for, repair to the Indian Naval Ship, or alternatively, indicating whether the damage appears to be serious. The report by signal must be followed without delay by

the transmission of a full written report of form IN 868, which shall be forwarded through the Administrative Authority, and should be supported by statements in detail, from such of the officers and crew as the Captain may consider desirable, of the circumstances of the occurrence. See also regulation 1331(1).

(2) A careful note should be made of the foregoing details whenever one of Indian Naval Ships comes into such close proximity to another vessel that there is the possibility of damage having been done, as claims in respect of damage are often received when, on subsequent inquiry, the Captain has report that no apparent damage was caused or that no record of the incident is held.

1369. Preservation of Documents. (1) Whenever a grounding or collision or narrow escape from a grounding or collision occurs, care should be taken to preserve the Ship's log. Engineering master log, the Navigating officer's note book (regulation 1305) the plot if in use, and the charts by which the Indian Naval Ship was being navigated at the time.

(2) Entries shall be erased, but if correction is found to be necessary the entry should be crossed through so that the correction may be shown, and the alteration initialled. Subsequent marking or amendment of the chart or plot should not, in any circumstances, be made.

(3) If the Indian Naval Ship is paid of before the case is settled, these books should be forwarded to the Chief of the Naval Staff, with a reference sheet giving the necessary reference to the incident.

1370. Joint Survey of Damage. (1) When collisions occur or are alleged to have occurred, it is of great importance that the damage caused or alleged so to have been caused to both ships shall be jointly surveyed at the earliest possible moment by competent surveyors representing the Government of India and the owners of the other vessel. The reports of these surveys should give an accurate description of the damage together with full details of the repairs necessary, an estimate of the cost of such repairs, and the time required to affect them. It should also be stated whether docking is required to enable repairs to e undertaken, and if so, the amount included in the total cost to cover docking charges should be stated. Details of the repairs and the time required should be agreed to by both surveyors. If possible, the estimate of cost should also be agreed; but if agreement cannot be reached the surveyor representing the Government of India should give his estimate of the cost of repairs. Such reports of survey should be forwarded to the Chief of the Naval Staff and in cases of considerable damage, should be accompanied by diagrams showing in detail the nature of the damage surveyed, together with photographs when practicable, and all information which will enable the angle of the blow and the direction and force of the impact to be determined. These particulars are required for the information of the Government of India only and should not in any circumstance be supplied to the representatives of the owner of the other vessel. These surveys should be made on all occasions of collision, even though it is believed that the blame for the accident rests entirely upon the other vessel. If the collision occurs in or near a dockyard, the Admiral Superintendent should at once be informed so that he may arrange for the surveys. If the collision occurs elsewhere in Indian waters, arrangements for the surveys will be made by the nearest Naval authority who shall be similarly informed. If the collision occurs outsider Indian waters, the nearest diplomatic or Consular

Representative of India will be similarly informed so that he may arrange for survey by a competent person.

(2) It is important that in all communications with the owner or representatives of the other vessels, in regard to surveys or otherwise in relation to the collision, in order to avoid the suggestion of an admission of liability or the waiver of any legal right, it should be made clear that the action in question is being taken "without prejudice". These words imply that the action proposed to be taken does not involve any acceptance of liability.

(3) In order to ensure that the owners of the other vessel shall be informed when the survey of an Indian Naval Ship by their representative can take place, the following instructions shall be observed: -

(a) If an Indian Naval Ship which is damaged has to proceed at once to a Naval dockyard for repair and it is more convenient for the survey to take place there, all arrangements with the owners of the other vessels as to the survey shall be made by the dockyard officers, who should also, if requested by the Captain of Indian Naval Ships, make arrangements for the survey of the other vessel, if the latter is in the neighbourhood of the dockyard. This rule will also apply to surveys of under water damage to an Indian Naval Ship, which may have been postponed until subsequent docking. In every case in which it is necessary for an Indian Naval ship to proceed to a dockyard for the repair of damage due to collision, it is desirable that the Captain of an Indian Naval Ship should inform the Admiral Superintendent and the chief of the Naval Staff, or any correspondence that has passed between him and the owners of the vessel, and whether, and if so by whom any survey has already been made of either vessel. The Admiral Superintendent will then be responsible for seeing that all necessary steps are taken to arrange the requisite surveys and will arrange with the Captain for the attendance of officers able to point out the collision damage. Where it is desirable that the survey of underwater damage should be postponed until the next periodical docking of an Indian Naval Ship, the Captain shall arrange with the owner of the other vessel accordingly, informing him that further definite arrangements will be made by the dockyard concerned. He shall also inform the Admiral superintendent of the Dockyard of the arrangements made with the owner of the other vessel, giving the latter's name and address.

(b)If an Indian Naval Ship, which is damaged, has to proceed to a commercial port for repairs, the same procedure should be followed as in clause (a), all the arrangements being made by the Senior Officer of the area or the Captain

1371. Damage to docks and wharves. Similar action in all respects both as to reports and as to surveys, should (so far as applicable) be taken when damage has been caused to docks, locks, basins, wharves and piers not owned or controlled by the Government of India, by one of Indian Naval Ships, or to docks, locks, basins, wharves and piers owned or occupied by the Government of India, by a privately owned vessel. The Senior Officer should make use of the services of a technical officer whenever one is available in the district for the purposes of the survey of such damage. See regulations 1331 to 1334

1372. Private ships at Naval Dockyard. If n any special circumstances if should be necessary for repairs to a private vessel damaged in collision with one of Indian Naval Ships to be carried out in a Naval dockyard because other resources are not available, work should not be ordered or taken in hand until the owners or their agents have made written application for this to be done at their charge, but without prejudice to the question of liability for the collision as between the Government of India and themselves.

1373. Stores Lost or Damaged. Whenever a collision occurs between one of the Indian Naval Ships and another vessel, complete lists of all naval armament, victualling, clothing and medical stores lost or damaged as a consequence of the collision or while affecting repairs, shall be prepared at the earliest possible moment nd sent to the Administrative Authority and the Chief of the Naval Staff. These lists need not be valued, but should be accompanied by a statement giving the proportion of the original value at the time of loss. A valued list of private effects lost or damaged should also be forwarded. A detailed statement of the cost of any repairs effected to either ship by the ship's staff, should accompany those lists.

1374. Settlement of Small Claims for Compensation. (1) Settlement of small claims for compensation for damage done by IN Ships (and hired transport) to private ships, etc. may be made by the authorities so empowered in the Financial Regulations, Schedule XXI (Appendix II – Part II-Navy), subject to the financial limits and other conditions therein laid down.

(2) If settlement has been made as above or if disciplinary action has been taken, the facts should be reported on form IN 868.

(3) Except as provided above, there should not be any acceptance of liability and except in extreme cases, to save life or to avert further serious damage to ship or cargo, no steps should be taken to effect repairs to the private ship, etc., nor should anything be done which may be construed as an admission of liability, until orders from the Government of India have been received.

1375. Legal Procedure, Bail, etc. (1) When the Government solicitor or the appropriate Law officer considers it necessary for the purpose of civil proceedings, he will make arrangements with the Captain for a representative to visit the Indian Naval Ship to obtain information and evidence whilst the events are still fresh in the minds of witnesses. As it would be to the advantage of the Government of India to produce in any civil legal proceedings the evidence of surveyors accustomed to dealing with collision litigation, the Government solicitor or the appropriate Law officer has been authorised to instruct such a surveyor, when he considers it necessary, to report to him after surveying both ships. The arrangements will be made direct by the Government

solicitor or the appropriate Law officer with the Captain of the ship or with the Admiral Superintendent of the Dockyard as required.

(2) Any ship other than a ship owned by a foreign state, that has caused injury to any ship or other property of the Government of India can be arrested through the established legal procedure by the proper officer of any court having jurisdiction and the requisite steps to this end will be taken by the Government solicitor or the appropriate Law officer direct or through agents he may appoint for the purpose.

(3) Legal Proceedings should not be taken or authorised in any court by any officer either in India or abroad, without the sanction of the Government of India.

1376. Detention of Shi. (1) Any commissioned officer of the Indian Navy is empowered under section 69 of the Merchant Shipping Act 1958 to detain a ship where its detention is authorised or ordered under that Act. (See section 69 of the Merchant Shopping Act, 1958).

(2) When the power of detention is exercised, a signal or telegram starting the name of the ship detained and where she is detained shall be sent at once by the officer who has det5ained her to the Chief of the Naval Staff and the Administrative Authority. The local officer of customs shall also be informed. The Chief of the Naval Staff shall inform the Government of India and the Government solicitor or the appropriate Law officer so that legal action if any, may be taken.

(3) The purpose of detention or arrest of a ship anywhere is to obtain security to meet the claims of the Government of India but if prompt notice is given to the Government of India security can usually be obtained by the Government solicitor or the appropriate Law officer by agreed bail. Where, however, it is found essential in cases of special urgency for officer abroad to fix the amount of security locally, regard must be has to the possibility that the claim will include charges for loss of use of Indian Naval Ship, pay and allowances of officers and crew during the period of such loss of use and charges for use of dock, plant, and other dockyard facilities.

1377. The Navigating Officer. The Navigating officer is the specialist Navigation Direction officer, qualified in navigation, who is appointed for or who is carrying out navigating duties, or in a ship where no qualified Navigation Direction officer is borne for Navigating duties, the officer whom the Captain may direct to carry out these duties. See regulation 1301.

1378. The Direction Officer. The direction officer is the specialist Navigation Direction officer, qualified in Aircraft Direction (or the senior of such officers if two or more are borne), who is appointed for or is carrying out Aircraft Direction duties. The duties of Direction officer are not be carried out by a non-specialist officer. See regulation 1320.

CHAPTER 14

INSTRUCTION TO THE GUNNERY OFFICER

Section **Regulations**

I.	The Gunnery Officer	1401 – 1410
II.	The Special Duties List (Gunner) Officer (SDG)	1411 – 1415
III	The Special Duties List (Air Engineer) Officer (SDAE) (borne for explosive accounting duties)	1416 – 1417

SECTION I – THE GUNNERY OFFICER

1401. General Duties. (1) The Gunnery officer is responsible to the Captain for: -

(a) The fighting of the Ships gunnery weapons, missiles and the efficiency of the officers and sailors who man them.

(b) The co-ordination of the ships' gunnery weapons and missile defence with fighter defence

(c) The efficiency of the seamen landing and boarding parties.

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(2) He shall advice the Captain on the tactics to employ to obtain the best results form the ships' gunnery weapons and missiles.

(3) He shall in conjunction with the Commander (Air) advise the Captain on the capabilities of airborne gunnery weapons and missiles and on the selection of targets for these weapons.

(4) That he may be able to fulfil the provisions of sub-regulations (1) and (2), he shall keep himself informed of: -

(a) The capabilities of his gunnery, missiles equipment and the standards of efficiency expected of it.

(b) The characteristics of enemy ships and aircraft and the capabilities of enemy equipment.

(c) The tactics likely to be employed by the enemy and the probable effectiveness of these measures.

(5) He is responsible to the Captain for the firing of any gun salutes, which may be ordered.

(6) In conjunction with other officers concerned he is responsible to the Executive officer for the establishment of the Watch and Quarter Bill.

(7) He is to ensure that the (SWG) or the nominated Air Weapons Maintenance officer (SDAE) executes their function as per their specific duties or as directed from time to time by the Gunnery officer.

1402. Material. (1) He is responsible to the Captain for the efficiency of the Ships' gunnery weapons, missiles and their associated equipment and to the Commander (Air) for the material efficiency of airborne gunnery weapons and equipment, and for ensuring that all these weapons and equipment are available/at an agreed notice for service. He shall report such departures from this agreed notice as are made necessary by the requirements of maintenance, repair and training.

(2) The terms ships' and airborne gunnery weapons, missiles and equipment are to include all naval weapons missiles whether launched from ships or aircraft respectively, including those in which guidance techniques are employed, which are designed primarily to strike on ships (above the water line) or on land, or in the air. Ships' gunnery weapons, missiles and their associated equipment also include all associated direction, acquisition and ranging radars, guidance, sighting, fire control and power control electrical equipment and all ordnance and ancillary machinery; together with all small arms and other weapons of naval landing parties except demolition stores, see regulation 1101 (1) (f). Airborne gunnery weapons and equipment also include in conjunction with ASW officer where appropriate, see regulation 1102 (2) (b) all associated radar, sighting, fire control and weapon release equipment. Multipurpose radar and associated equipment, however, are the responsibility of the Squadron commander.

(3) He is responsible for arranging for the assistance of the Naval Armament Inspection Organisation, in accordance with current regulations, to determine the wear and life of the guns as are required by the Weapons Maintenance officer/Electrical officer/(SDAE)/ nominated Air Engineer officer. The Gunnery officer is also responsible for initiating defect or failure reports as and when they occur, in accordance with instructions issued by the Chief of the Naval Staff from time to time.

(4) He is responsible for arranging for the assistance of the Naval Armament Inspection Organisation, in accordance with current regulations to carry out gun/launcher trials and series inspection of guns/launchers.

(5) He is responsible for landing of samples of ammunition stores periodically at Naval Armament Depots for Annual Inspection by the Naval Armament Inspection organisation in accordance with the current regulations.

(6) He is responsible for ensuring that the ammunition embarked on board ship is fully serviceable i.e. duly affixed with Inspecting officers' "Acceptance Labels".

(7) He is responsible for the co-ordination of the maintenance and repair of ships' gunnery equipment by the Weapons Maintenance officer/Electrical officer (SDAE) or nominated Engineer officer/Air Electrical officer with work done by other

departments and with operational and training requirements. He shall arrange with the technical officers concerned for routines and functional tests, which can be conducted without skilled technical knowledge to be done by appropriate gunnery sailors. These sailors should be made available to assist the Electrical and Weapons Maintenance officer/Electrical officer (SDAE) or nominated Air Engineer officer/Air Electrical officer staffs in periodical inspections, overhauls and skilled repair work. (See Regulation 01619 Dismantling Electrical Equipment). He may delegate his responsibility for the co-ordination of day-to-day maintenance and repair of ships' gunnery equipment missile to the Weapon Maintenance officer in accordance with existing instructions.

(8) He is responsible for ensuring that the best adjustments are made to the fire control systems to correct for internal and external ballistics and other effects and for the mutual alignment of gunnery direction radar, gunnery control radar, director sight, gun sight and gun bore systems, bomb right and bomb release equipment, and guided missile radar and systems.

(9) Her shall ensure that the naval armament stores and spare equipment are maintained in an efficient condition and in the quantities laid down and that the spare equipment likely to be required in action is conveniently and efficiently stowed.

(10) He shall make a report to the Captain of such munitions as may be received in a defective condition in order that they may be exchanged. This report is to include a statement whether the defects are considered to be due to accidental causes or neglect. See also Regulation 0212 on damaged naval armament stores returned.

(11) He is responsible for ensuring that the equipment on charge to the Gunnery Department (in which is included such portable or consumable electrical stores as are not the responsibility of them Electrical officer) is properly accounted for and mustered.

(12) He is responsible for explosives as laid down in B.R. 862 Naval Magazine and Explosives Regulations or BR 863 Royal Naval Air Station Magazine and Explosives Regulations.

(13) He is responsible to the Executive officer-

(a) For the custody, maintenance, examination, embarkation, disembarkation handling, fuzing and preparation for service of all explosives and missiles in ships and naval establishments, including air stations, other than underwater and demolition stores, but including (for them present) fissile components of all weapons which may be used in naval warfare.

(b) For ensuring that the Magazine Log is kept up-to-date with regard to gunnery explosives and missiles. See also regulation 0310.

(14) In the event of an aircraft returning to the ship or station with gunnery explosive in an abnormal condition, and when an aircraft carrying gunnery explosives is involved in an accident, the Gunnery officer is responsible as detailed in regulation 2138.

(15) He is to ensure that basic required standards (SHOPs) are achieved in the Gunnery Department.

1403. Training. (1) He is responsible: -

(a) For the training of officers and sailors in their gunnery duties and in particular for the drill, discipline and smartness at gunnery quarters.

(b) For the instruction of officers and sailors (except aircrew, see Regulation 216) in ship and aircraft recognition.

(c) For the instruction of Midshipmen in gunnery.

(d) For instruction and training of system Gunnery officers and sailors on board ships where multiple systems are fitted in particular for firing/launching drills, misfire/mislaunch drill and firing/preparation of various missiles and ammunition.

(e) For training of Surface to Air Missile officer, Surface to Surface Missile officer on pre and post firing analysis of the missile systems.

(f) For ensuring that: -

(i) Sailors seeking gunnery advancement are given facilities to study.

(ii) The Gunnery history sheets and recommendation for higher specialist qualification are properly complied and rendered.

(2) He shall advice the Captain on the arrangements of ships' gunnery weapon practise missile firings and in conjunction with the other officers concerned shall ensure that they are conducted with due regard to safety precautions.

(3) He is responsible to Commander (Air), in conjunction with the Squadron Commander, for the recording, assessment and analysis of practices involving the delivery of airborne gunnery weapons and missiles and for ensuring that such practices are planned with due regard to safety precautions.

(4) He is to ensure that all frequency crystals, reserve frequencies of various gunnery radars and systems are accounted for and safeguarded.

1404. Guidance. He shall be guided by the policy and drill laid down in the various publications, which should include: -

(a) Fighting Instruction and Air Fighting Instructions.

(b) Firing Manuals.

(c) Handbook of Gunnery Organisation.

(d) Naval Magazine and Explosives Regulations and Naval Air Station Magazine and Explosive Regulations.

(e) Naval Cordite Regulations.

(f) Relevant Allied publications.

(g) Gunnery Training Manual.

(h) Promotion Regulations.

(j)Drill Books.

(k)Fleet, Flotilla and/or Command Orders.

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1405. Staff Duties. When borne for command, fleet, flotilla or squadron duties, he is responsible to the Senior Officer for ensuring that the training of officers and sailors necessary for the operation of all gunnery weapons missile and equipment is efficiently organised and conducted throughout the command, fleet, flotilla or squadron. For this purpose he should visit ships as necessary under the general directions of the Senior Officer of the command, fleet, flotilla or squadron.

1406. Relief of Gunnery Officer. (1) The relief of the gunnery officer shall be noted in all training, maintenance, store and ammunition record books for signature by the Captain.

(2) On his relief, or on leaving a ship without relief, he shall satisfy himself that the fair Defect Book 0535(8) is up to date, and that, in conjunction with the registers of the equipments, it gives a true indication of the condition of the armament. A statement to this effect shall be inserted in the fail Defect Book and signed by the Gunnery officer and the Captain.

(3) The relieving gunnery officer on joining may if he requires make an inspection of any part of the equipment for which he shall be responsible and require machinery to be run, if this is possible.

(4) If on the next occasion of opening out any mechanism for examination, serious defects are revealed which were not reported previously, the Captain should requisition the services of a Gunnery officer, and if required a Weapons Maintenance officer/Electrical officer/(SDAE)/nominated Air Engineer officer from another ship as surveying officers, who, in conjunction with the Gunnery officer and Weapons Maintenance officer/Electrical Officer/(SDAE)/nominated Air Engineer officer of the ship should report to the Captain on the condition of the defective part. The report

shall be submitted to the Chief of the Naval Staff through the Administrative Authority.

1407. When no Gunnery Officer is borne. When no specialist Gunnery officer is borne as part complement, the Captain shall nominate the most suitable officer or officers to perform these duties. Where possible a Lieutenant should be selected and the Commissioned Gunner, and (SDAE) of nominated Air Engineer officer (AEO) should be left to undertake the responsibilities laid down in Regulation 1413 and 1417.

1408-1410. Blank.

SECTION II – THE SPECIAL DUTIES LIST (GUNNER) OFFICER

1411. General Duties. He shall assist the Gunnery officer as required. See regulation 1407.

1412. When borne for Fire Control Duties. (1) He is responsible to the Gunnery officer of Ships' gunnery weapons as follows: -

(a) Checking the mutual alignment and adjustment of gunnery radar, director sight, gunsight, and gun bore systems in the ship. He shall co-ordinate the work of the Weapons and Electrical Departments on the occasion of such adjustments or tests.

(b) The calculation and setting of adjustments to allow internal and external ballistics.

(c) The detailed preparations of firing of them gunnery fire control equipment which is not the direct responsibility of them Weapons Maintenance officer/Electrical officer/(SDAE)/nominated Air Engineer officer/Air Electrical officer as laid down in regulations.

(d) The training of recorders and safety trainers.

(e) The analysis of firings.

(f) The training of all control personnel.

(g) The organisation and administration of the Gunnery officers.

(h) The custody of Confidential Books of Reference, valuable stores and such portable fittings of the gunnery system as are classified as stores but do not come under the charge of the Weapons Maintenance officer, Electrical officer, (SDAE), nominated Air Engineer officer, or the officers borne for explosive accounting duties.

(2) He shall be guided by: -

(a) Firing Manuals.

(b) Handbooks of Equipments.

(c) Drill Books.

(d) Fleet, Flotilla and/or command Orders.

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1413. When borne/nominated for Explosive Accounting Duties. (1) He is responsible to the Gunnery officer for ship's gunnery weapons as follows: -

(a) For the execution of his duties generally and for the particular observance of the various instructions given in the Naval Magazine and Explosives Regulations and the Naval Cordite Regulations.

(b) For the custody and replenishment of naval armament stores.

(c) For the drill at and firing of saluting guns.

(d) For ensuring that: -

i. The munitions in his charge are kept in good order and are properly expended.

ii. The full quantity of munitions authorised for his charge is on board.

iii. A proper economy is exercised in the consumption of naval armament stores.

iv. The necessary books and documents relating to the account of munitions are kept up-to-date.

v. The samples of the ammunition stores are landed at Naval Armament Depots periodically for annual inspection in accordance with current regulations.

vi. The ammunition embarked on board is fully serviceable i.e. affixed with Inspection officer's "Acceptance Labels"

(2) He is responsible to the Weapons Maintenance officer/Electrical officer/(SDAE)/nominated Air Engineer officer for the issue, replenishment and stowage of such naval armament stores as may be require for repair or maintenance.

(3) At sea he is responsible to the Executive officer for ensuring that a boat's distress signal box is kept in the sea boat, and that the signal rocket machines are loaded. The correctness of these matters shall be checked and reported to the Officer of the Watch daily at sunset.

(4) On proceeding to sea he is responsible to the Captain for the rigging and placing of sea life buoys and shall report to the Captain that this has been done.

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(5) He shall ensure that the munitions required by the landing and boarding organisations are immediately available for service. Whenever an armed party leaves the ship he shall take care that all munitions are checked before removal and again on return so that any expenditure may be properly accounted.

(6) He is responsible for the safe custody of all small arms and is to arrange that they are kept in racks in such positions that the absence of any one of them can readily be noticed, each spare space being marked by a certificate signed by himself stating the reason for that space not being occupied. When in their racks the small arms shall be secured against removal by a chain passed through their trigger guards and locked. A place for the keys shall be kept on the magazine keyboard. See regulation 0317. The greatest care shall always be taken to safeguard against the theft of pistols. They shall invariably be accounted for by their registered numbers and stowed in a locked, illuminated glass fronted case with a locked solid bar through the trigger guards. The case shall be under the eye of the sentry, but in ships in which no sentry is posted it shall be in the wardroom.

(7) He shall ensure that careful account is kept of the expenditure of munitions in action.

(8) He shall keep the Memorandum of Inspection of each gun upto-date and shall enter therein any damage sustained.

(9) He shall keep a current record showing the amount of the annual ammunitions allowance which remains unexpended.

(10) He shall be guided by: -

(a) Naval Magazine and Explosives Regulations.
(b) Naval Cordite Regulations.

(c) The ships' Warrant of Naval Armament Stores issued by the Chief of the Naval Staff.

(d) Orders from the Chief of the Naval Staff and the Administrative Authority and Port Orders.

1414-1415. Blank.

SECTION III – THE SPECIAL DUTIES LIST (AIR ENGINEERING) OFFICER (BORNE/NOMINATED FOR EXPLOSIVE ACCOUNTING DUTIES)

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1416. General Duties. Lt Cdr/Lt/Sub-Lt (SDAE) shall the Gunnery officer as required. See regulation 1407. In the absence of (SDAE) officer, the Commanding Officer is to nominate one AEO to carry out these duties.

1417.(1) He is responsible to the Gunnery officer: -

(a) For the execution of his duties generally and for the particular observance of the various instructions given in the Naval Magazine and Explosives Regulations, the Naval Air Station Magazine and Explosives Regulations and the Naval Cordite Regulations. See also regulation 2136.

(b) For custody and replenishment of Air Armament Stores, ammunition and missiles.

(c) For ensuring that: -

(i) The munition and other stores in his charge are kept in good order and are properly expended.

(ii) The full quantity of munitions authorised for his charge is on board.
(iii) The necessary books and documents relating to the account of munitions are kept upto-date.
(iv) The samples of the ammunition stores are landed at Naval Armament Depots periodically for Annual Inspection in accordance with current regulations.

(v) The ammunition embarked on board is fully serviceable i.e. affixed with Inspecting officer's 'Acceptance Labels'

(2) He shall ensure that careful account is kept of the expenditure of munitions on operations.

(3) He shall keep a current record showing the amount of the annual ammunition allowance, which remains unexpended.

(4) He shall be guided by: -

(a) Naval Magazine and Explosives Regulations.

(b) Naval Air Station magazine and Explosives Regulations.

(c) Naval Cordite Regulations.

(d) The proportion Book of Naval Aircraft Armament Stores.

(e) Fleet, Flotilla and / or Command Orders.

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(5) He shall train the air weapons and missile handling personnel on preparation, care, maintenance and its various routines.

(6) He shall supervise the loading of missiles and ammunition in the aircrafts/helicopters and ensure their correctness.

(7) He shall check the alignments of the missile loading rails, ammo racks on the helicopter/aircrafts and ensure correctness of launching and releasing mechanism.

(8) He shall be responsible for fuzing, preparing, assembling and testing for correctness for all air weapons and missiles

CHAPTER 15

INSTRUCTIONS TO THE SIGNAL COMMUNICATION OFFICER

1501. Signal Communication Officer. The Signal Communication office is the qualified (C) officer, or the senior qualified (C) officer if more than one is appointed, or the special duty officer of the Signal Communication Branch specifically appointed by the Chief of the Naval Staff as Signal Communication Officer. I no such officer is borne, the Captain shall detail a commissioned officer to perform the duties of Signal communication officer.

1502. Duties of signal communication Officer. The Signal Communication officer's responsibilities can be grouped into ten main categories. These are: -

(a) Co-ordination of all radio emission and the allocation of all radio guards.

(b) Co-ordination and allocation of the use of communication equipment.

(c) Advice to the command on all aspects of electronic warfare.

(d) Provision and operation of radio circuits manned by the Signal Communication Department and any security devices used with them.

(e) Provision and operation of radio circuits for other "user" departments and any security devices used with them.

(f) The control of VS Signalling and line telecommunications.

(g) The organisation for the handling and internal distribution of messages, including cryptographic arrangements.

(h) The administration of the Signal Communication Department.

(j)Communication for aviation.

(k)Ensuring physical security of all communication compartments.

Note 1. The responsibility of the Officer of the Watch as regards VS Signalling and Wireless Communication ism laid down in Regs. 1025 (5) and 1026 (13).

Note 2. The responsibility of the Officer of the Watch to keep the Signal Communication officer informed of the movements of ships and aircraft, and of the approach of fog or thunderstorms is laid down in regulations 1025 (9).

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1503. Co-ordination of all Radio Emission and Allocation of all Radio Guards.

(1) The Signal communication officer is responsible for the co-ordination of all radio emission and for advising the command on the formulation and interpretation of all communication security policy and electronic emission policy, and the rules, for imposing or relaxing radio silence on, or otherwise limiting transmission by, all forms of radio equipment. These equipment embrace those installed for operating the following systems: -

(a) Wireless Communication.

(b) Radar.

(c) Radio beacons.

(d) Electronic counter measures.

(e) Remote control of weapons/aircraft by radio.

(f) Miscellaneous systems involving transmission by radio, e.g. aids to flying control, aircraft homing, approach and and landing systems etc.

(g) **I.F.F.** The I.F.F. policy shall be the responsibility of the ND officer who shall, in consultation with the Signal Communication officer advise the command in the matter.

(h) **Sonar including UW Telephone.** Sonar will be the responsibility of ASWO who shall, in consultation with SCO advise the command in the matter

(2) Co-ordination shall be designed to: -

(a) Ensure that the radio equipment is employed to the maximum benefit and that restrictions on its use accord with fleet/flotilla and operation orders and the requirements of strategical and tactical

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situations, and that, if necessary, adequate guards are arranged on all radio systems.

(b) Ensure that alterations in policy, required by any user officer owing to changed situation, are compatible with the overall policy.

(c) Obviate any likelihood of mutual interference between radio radar equipment, counter measures equipment, etc., in order that optimum value shall be obtained from all equipment that it is permissible to operate under the policy in force.

(d) Ensure rapid appreciation of the effect on transmission or reception of breakdowns, or other difficulties in equipment, and to devise alternative means of transmission or reception until repair has been effected.

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1504. Co-ordinations and Allocation of the Use of Communication Equipment. The Signal Communication officer is responsible to the command for the allocation, as between user departments (of which the Signal Communication Department is one), of all the equipment used for communications.

1505. Electronic Warfare. In addition to the responsibilities in Regulation 1503, the Signal Communication officer is responsible to the command for the conduct of all other aspects of electronic warfare. These include: -

(a) Search for enemy radio and electronic emission and reporting of information obtained thereform.

(b) Organisation and employment of all types of electronic counter measures.

(c) Advice on the general policy and method for evading enemy counter measures.

(d) Radio security.

(e) Radio ruses and deceptions.

(f) Collation of Electronic Intelligence.

Note: Where an officer is specifically appointed for electronic warfare duties he may at the discretion of the command assume all or any of these responsibilities.

1506. Provision and Operation of Radio circuits manned by the Signal Communication Department: The Signal Communication officer is responsible: -

(a) For the provision and effective operation of all radio circuits manned by the signal communication department. They include ESM, Fascimile and Satcom. The term "Provision" covers selection of equipment and frequency, tuning and wave changing.

(b) For ensuring that the Signal Communication Channels prescribed in the Chief of the Naval Staff, port, fleet/flotilla and operation orders are manned as appropriate to the strategical and tactical situation.

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1507. Provision of Radio Circuits for other Users. (1) The Signal Communication officer shall ensure that all communication channels prescribed in the Chief of the Naval Staff, port, fleet/flotilla and operation orders, appropriate to the strategical and tactical situation, are provided to the "User" departments as required by them. This entails the tuning of the transmitting and receiving units of wireless apparatus, in the charge of the Signal Communication Department, which is used by the other departments

(2) Subject to the policy laid down by the command, the responsibilities delineated in sub-regulation (1) in no way effect those of the navigation and direction, gunnery or other user officers for the timely manning and correct operation of their respective communication channels and radio equipment, or for drawing up departmental orders for the operation, use and control of the communication channels and radio equipment with which they are concerned.

1508. Control and Operation of VS Signalling and Line Telecommunication. The Signal Communication office is responsible for the control and operation of VS Signalling and LT communication (including control and operation of all naval exchanges ashore and main ship's telephone exchanges afloat) and for advising the command of the formulation of the policy for using all form of VS Signalling and LT Communication equipment.

1509.Message Handling and Cryptography. The Signal Communication officer is responsible for the Organisation, handling and internal distribution of messages, including their security and cryptographic treatment. This includes the routing of all through and out message. He is also responsible for all signal despatch services. The Signal Communication officer has no responsibility for the text, degree of precedence or the security classification of messages originated by officers of other departments but shall advise originators on these matters whenever called upon to do so.

1510. Administration of Signal Communication Department. The Signal Communication officer is responsible to the command for the following: -

(a) Internal signal organisation generally and co-ordination of all branches of the Signal Communication Department.

(b)General supervision of the training and duties of communication personnel.

(c)For the overall charge and allocation of all Wireless and ESM equipment, the external maintenance of this equipment and the upkeep of the compartments in which it is installed and for the arrangements for dealing with radio hazards

(d)Ensuring that: -

(i)All electrical defects of failures to produce optimum performance in wireless, electronic warfare and visual signalling equipment and internal communication equipment, in the Signal Communication Officer's charge are promptly reported to the Electrical officer.

(ii)Opportunity is provided for the Electrical officer to carry out periodic examination and testing for electrical reliability maintenance and repair of all wireless, electronic warfare and visual signalling equipment and internal communication equipment in the Signal Communication officer's charge

(iii) The Appropriate calibrations are carried out, polar diagrams drawn and assistance obtained as necessary from the Electrical officer.

(iv) All stores issued to the Signal Communication Department are properly used and that adequate precautions are taken for their safe custody.

(v) The signal log is correctly kept.

(vi) Communication personnel are supplied with the publications and other books or documents (including intelligence from orders issued by the Chief of the Naval Staff or local authorities), necessary for the performance of their duties.

Note: Responsibility for the safe custody of signal books etc. is laid down in BR 150, SOX 07000 and Current navy Orders.

(vii) All signal publications and other documents supplied to the Signal Communication Department are duly

corrected by the addenda or other orders issued by the Chief of the Naval Staff or local authorities.

(viii) Current instructions promulgated from time to time in Navy Orders etc, for the custody or destruction of plain and encrypted copies of classified messages are properly observed and that filed message forms and tapes are destroyed or otherwise disposed of according to instructions.

(e) For all returns in connection with visual signalling and wireless and LT Communication other than those concerning material and accounting.

1511. Aviation. The Signal Communication officer is responsible for: -

(a) The Communication organisation within Squadrons (acting in consultation with the Commander (Air) and Squadron Commander).

(b) The provision of information for the briefing of aircrews in all communication matters affecting ship/air communications.

(c) Orders to aircraft about communication security.

(d) The provision to aircrews, to ship's Air Department and to aircraft direction personnel of all relevant codes, call sign and recognition signal.

(e) Advising on, and the provision of information for briefing aircrews in wireless beacon, and ESM organisation.

(f) Advising on electronic warfare policy affecting aircraft.

1512. Signal Exercise with Merchant Ships. (1) Subject to such instructions as may be given by the Chief of the Naval Staff, Indian Naval Ships during peace time shall take any suitable opportunity of carrying out signalling exercises with Indian merchant ships by day and night. These exercises should not be confined to the exchange of signals by light. The use of flags, when conditions permit, shall be encouraged.

(2) In harbour it is not always convenient for merchant ships to exercise VS. However, every opportunity shall be taken to carry out such exercises in harbour when conditions are favourable. At sea, exercises should not be carried out when

ships are in pilotage waters nor during the hours when merchant vessels are preparing to make their noon observations. If security conditions permit, Indian Naval Ships should make known their identity to merchant vessels participating in an exercise.

(3) The above instructions in no way restrict the custom of Indian Naval Ships communicating with foreign merchant ships.

CHAPTER 16

INSTRUCTIONS TO THE SPECIAL DUTIES (BOATSWAIN) OFFICER

1601. The Special Duties (Boatswain) officer shall frequently be on deck when the hands are employed. He shall see that sailors generally go quickly on deck when called and do their work well and with alacrity.

1602. Rigging. (1) He is responsible that the standing and running rigging, hawsers, boats' falls, derrick purchases and all items detailed in his list of portable fittings and spare gear are in a thoroughly serviceable condition, taking care that they are refitted as necessary. He shall acquaint himself of their state by frequent examination, reporting the result to the Executive officer so that immediate steps may be taken to refit or replace whatever may require to be dealt with.

(2) He is also responsible for the provision, stowage and maintenance of all gear used for replenishment at sea except those items which are under the charge of the Engineer or Electrical officers.

(3) He shall take charge of the ship's riging warrant and shall insert therein any alterations or additions, which arise during the commission.

1603. Anchors and Cables. (1) When the ship is commissioned he shall inspect all gear, except hull fittings, which is supplied for the working of anchors and cables to ensure that it is complete and correctly fitted. Thereafter, until the ship pays off, he is responsible that such gear is maintained in an efficient condition and ready for immediate use. See also regulations 4358 and 4359.

(2) When the ship proceeds to sea, he shall assist the officer detailed for cable duties in seeing that the anchors are secure, and again on returning to harbour that the anchors and cables are ready for immediate use.

1604. Sea Boats. He shall report to the Captain at 0800 and evening quarters when at sea that the sea boats are properly secured and ready for immediate service.

1605. Weather Decks. On the ship proceeding to sea and throughout the period at sea, he shall ensure that all booms, derricks and gear on the weather decks are properly secured. Similarly, he is responsible for the security against wind and weather of any stores carried on the weather decks.

1606. Canvas Gear. He shall examine any sail and all canvas gear received on board which are in his charge and shall take the proper steps to keep all such stores repaired and fir for use or replace if necessary by the dockyard; he is responsible that none of them suffer from damp or vermin, and that they are properly tallied and conveniently stowed in the appointed places so as to be at hand when wanted. He shall keep the Executive officer informed of these particulars.

1607. Portable Fittings and Spare Gear. He shall take charge of all gear detailed in the ship's list of portable fittings and spare gear for the commissioned Boatswain. On the ship paying off he is responsible that these items are tallied and are returned to the custody of the dockyard.

1608. Periodical Examination and Testing of Gear Defects. (1) He shall ensure that all gear under his charge is periodically inspected and tested in accordance with the regulations and instructions.

(2) He shall keep an accurate account of al defects to the gear and fittings on his charge, and record the steps taken for test or repair either by the ships staff or by the dockyard when the ship is taken in hand for refit. When preparing the list of defects he shall be guided by the instructions contained in Chapter 44, Section I.

(3) He shall bring all defects in the hull fittings which may concern him to the notice of the Shipwright officer and shall obtain the latter's assistance in the maintenance of the anchors and cables.

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1609. Special Duties (Clearance Diving). The SD (Boatswain) officer (CD) when borne for diving duties shall be responsible for the duties laid down in Regulations 1205.

1610. Special Duties (PR) Officer. (1) The (SDPR) officer shall at all times attend to the directions of the Navigation Direction officer responsible for the ship's Action Information Organisation (see regulation 1318), to whom he shall be responsible particularly for the organisation and training of sailors employed on Action Information and Warning Radar duties, and for the care and custody of stores in the ND Department other than those held by the Navigating officer for navigational use.

(2) In ships in which no Special Duties Boatswain officer is borne, the Special Duties (PR) officer shall be considered as available to undertake the other duties laid down in this Chapter. Where no Special Duties Boatswain/PR officer is available, the Commanding officer may nominate any Executive officer to carry out the duties of Boatswain officer.

CHAPTER 17

INSTRUCTIONS TO THE SHIPWRIGHT OFFICER

1701. On first appointment to a ship, the Shipwright officer is to inspect the state of her hull, masts, yards, derricks, davits, awning and guard stanchions, guard rails and ropes, fresh water, ventilation, air-conditioning system and sanitary systems; he is responsible that they are kept in a thoroughly serviceable condition and is to inspect them frequently, reporting, the result to the Executive officer. He is also to thoroughly acquaint himself with the system of hull protection against corrosion and fouling.

1702. The Shipwright officer is to be regarded as the competent authority on all hull matters (concerning hull and its system) and is responsible for all repairs, modifications, alterations and additions, welding, burning, cutting or drilling connected with the hull structures, he is to be consulted when any of these are required and is to safeguard the strength of the ships structure and her water tight integrity and stability. In landing ships and landing crafts bow doors, ramps and associated fittings are part of the hull structure and its system.

Ship's Structure

1703. He is to take care top kept every part of the ship's structure in the highest possible state of efficiency and will be responsible for remedying all structural defects, reporting at once to the Captain through Executive officer, whenever he ism of the opinion, that any repairs should be taken in hand.

IndiaCode

1704. He is to carry out a continual examination of the ships structure while the ship is in commission and a quarterly examination of any compartments in which water is liable to accumulate, recording full particulars of these examinations on Form IN 378. Hull maintenance schedules of ships and BR 3000 are to be consulted for guidance.

1705. He is responsible for the preservation, including the scraping, chipping and coating by both hand and mechanical methods, of such spaces as are not in the charge of the Engineer officer and is frequently to examine passages giving access to compartments, particularly those in the region of the waterline, to see that they are kept clear so that all parts of the ship accessible through them m ay be reached instantly if required. Particular attention is to be given to wet compartments, bathrooms, water-closets, compartments housing air treatment units, heat exchangers, the bilges in machinery rooms sonar compartments and in log and echo sounding compartments.

1706. When flooding occurs, either by intent or as a result of an accident or damage, the Shipwright officer is to attend personally whenever possible to see that action is taken to limit and prevent further flooding and to guard against undue stresses in the weakening of the ship's structure, reporting frequently the state of flooding and damage to the officer of the watch and to the damage control headquarters, if manned.

1707. He is to ensure that fittings which are permanently attached to the hull and on which safety of life depends are examined periodically for flaws or defects and

if there is any doubt, that they are removed, fire proved and tested. Results of examination are to be reported on form IN 305.

1708. He is responsible for the maintenance and periodical examination of the structure of derricks, davits and similar lifting appliances and that the periodical tests of such structures are carried out; he is to assist the Electrical officer as necessary in the maintenance and periodical examination and testing of structures of fitted electrical deck cranes.

1709. He is responsible for the water tightness, of barbettes and gun turrets and for the securing of gun pedestals where these are secured direct to the hull structures.

1710. He is responsible for the custody and care of all drawings of the hull structure and fittings, including the docking plan.

Water-tight Openings

1711. He is responsible for the repair and maintenance in efficient working order of all weather doors, hatches and skylights, all ports and side scuttles and all ventilating trunking above the weather deck and associated flaps, gratings, cowls and mushroom tops, except forced draught and fan ventilation trunking to and from boiler rooms and main engine rooms and its flaps and gratings when at sea. He is to arrange that those, which should be closed, are frequently inspected by himself or his staff to ensure that they are properly secured, their condition being reported during each watch to the Officer of the Watch and to the Damage Control Headquarters if manned.

1712. He is to be thoroughly acquainted with the air conditioning and ventilating system of the ship. He, or in his absence, the senior shipwright artificer borne, is to be included in the organised ventilation party.

Main and Domestic Services

1713. He is responsible for the sanitary services, from the reducing valve on the fire main, including any gravity tanks, sewage treatment tanks and fresh water services from the fresh water tank. He is responsible that all pipes, valves, cocks, drains, sinks, troughs and pumps and any manual pumps connected with these services are kept in efficient working order and that the tanks for main storage and distribution of fresh water are kept in a clean and efficient condition with the covers to their manholes properly secured. He is to take care that all necessary safety arrangements such as open ended supply pipes, open ended expansion pipes, closed expansion chambers, relief valves, etc., where fitted to electric water heater tanks and piping systems are kept efficient and in good order; he is at all times to report at once the absence of safety arrangements.

1714. He is to be thoroughly acquainted with the pumping, flooding and drainage systems of the ship and is to see that any manual pumps connected therewith are kept in efficient working order.

1715. He is responsible for the drainage system from the superstructure, weather and other decks, barbettes, heads, bathrooms, galleys and other spaces which drain by gravity through scuppers discharging near or above the light water line, including associated pipes, valves, cocks, sinks, troughs, sumps and storm valves.

1716. He is responsible for the repair and maintenance of galley ranges, cooking equipment and atmospheric hot-water boilers excepting oil-burning and electrical heating component parts.

Fire Precautions

1717. He is to see that any sheathing, insulation, logging and lining paints, furniture and furnishing fitted on board ships are of approved type of fire retardant material and are kept in good order. He is to ensure that, whenever any of his staff are engaged on welding or burning operations, the regulations for the prevention of fire are strictly observed.

1718. In the event of fire, he and his staff are to being attendance in order to render assistance.

IndiaCode

Capstans, Anchors and Cables

1719. He is responsible that all capstans, cable-holders and windlasses, their connecting gear, brakes and deck glands, and all hull fittings associated with the anchors and cables are kept in efficient working order. He is to render all possible assistance in maintaining the anchors and cables in efficient and serviceable condition.

Docking

1720. He is responsible that the necessary item and other relevant information concerning the docking of the ship is included in the defect list, when appropriate.

1721. On each occasion of docking, he is to examine carefully the ship's bottom, its hull protection system against corrosion and fouling. He is tio thoroughly acquaint himself with the type of paint system and the type of electro-chemical system for hull protection used against corrosion. He is to examine the quality of paint, the condition of sacrifical anodes/condition of cathodes of Impressed Current Cathodic Protection (ICCP) system installed on the ship. He is also to examine the condition of ships underwater fittings like rudder, passive stablisers, bilge keels, "A" brackets etc., any defects observed while examining the ship's bottom and its fittings are to be made good while ship is in dry dock. He is to ensure that the ship's bottom is properly treated against corrosion and fouling and is to se that the draught marks are correctly marked.

Boats and Fittings

1722. He is to keep the boats, life rafts, ladders, deck coverings and all fittings in as good condition as possible, always repairing any damage they may sustain as soon as he discovers it.

1723. (1) He is to see that all pulling and sailing boats when swamped positive buoyancy is maintained an amount equal to at least 10 per cent of the weight of the boat complete with all fittings and equipment. All such boats are to be tested by the ship's staff every two years and the dates of all tests are to be marked on the inside of the transom or inside the stern abaft the backboard where no transom exists. Dockyard officer should only be called upon to test boats that are considered by the ship's officers, after a preliminary swamping test and careful survey to be deficient in buoyancy, the ship's staff assisting the dockyard as far as possible at the test so as to ensure that ship's officers are satisfied with the final efficiency of each boat. Any boats, except launches and pinnaces, requiring additional buoyancy tanks are to be dealt with by the dockyard. Launches and pinnaces are to be brought up to the requisite standard by fitting casks or barricoes under the thwarts from ship's resources. Where the buoyancy when swamped does not come up to the standard quoted above, such temporary measures as are possible are to be taken until the matter can be dealt with by the dockyard on the next visit of the vessel. A report stating the result of tests carried out by the ship's officers should accompany the communication to the dockyard in all cases.

(2) He is to ensure that he maintains a kit for repairs to glass reinforced plastic (GRP) boats. In case the damage is extensive he is to seek dockyard help. After repairs he is to ensure that the water tight integrity of the boar is intact.

1724. Blank.

1725. Inflatable life rafts equipment requires periodic servicing. The procedure is set out in BR 1977 – Life-saving Equipment Maintenance Manual.

Defects.

1726. He is to keep accurate account of all defects to the hull boats and fittings as they may develop and record the steps taken for their repair, either by ship's staff or by the dockyard.

1727. In preparing defect lists, he is to comply with the instructions contained in regulation 406 and to prepare them from the information contained in the record of defects.

1728. He is to take particular care on being superseded or prior to the ship paying-off or going into reserve, that full particulars of defects and of outstanding and forthcoming surveys and periodical tests are contained in the record of defects.

Draught

1729. Before sailing and on arrival in harbour the Shipwright officer is to report to the Captain, and to the Navigating officer for entry in the ship's log, the draught of water forward and aft.

Keys

1730. He is responsible for the repair and maintenance in good working order of all fitted locks and keys (and their tallies) except those of safes, money chests and confidential book cupboards. After he has received the keys, properly tallied, from the shipbuilder or refitting authority, he is to be responsible for their custody until they are placed on the ship's keyboard or delivered to the officers who require them.

Shipwright Department

1731. He is to have a charge of all shipwright artificers and other sailors borne for duty with or on loan to the shipwright department, including those on loan from other ships, establishments or departments and is to supervise their work, ensuring that their services are fully devoted to the repair and maintenance of the hull, boats and fittings.

1732. He is to be the divisional officer of the sailors of his department and is to keep under his particular supervision any shipwright artificers who are under training and is to se that every opportunity is taken to instruct them in the application of their trade.

Absence of Shipwright Officer

1733. In the absence of the Shipwright officer, or when no Shipwright officer is borne, his duties are to be undertaken as follows: -

(a) If one or more shipwright artificers are borne, the Executive officer is to supervise the work of the Shipwright Artificers and other sailors lent to or borne for duty with them and is to be responsible for seeing that these regulations are observed.

(b) In depot and repair ships this work is to be supervised by the Principal Repair officer.

(c) If no Shipwright Artificer is borne, the Engineer officer or senior engine room sailor is to be responsible for the hull equipment specified in the engineering Manual, the Executive officer being responsible for compliance with the remainder of these regulations.

Fleet Establishments

1734. The responsibilities in these instructions, whenever circumstances can be interpreted as comparable, are to be applied in Indian Naval Shore Establishments and repair and maintenance bases.

1735. When employed as barrack master the shipwright officer is responsible to the Captain for recording and forwarding defects to the appropriate authorities and for co-ordinating and preparing all major, minor and reserve works proposals and fleet shore machinery proposals for the establishment and attached properties.

1736. He is to requisition the appropriate authorities for the repair, maintenance, preservation and glazing of the buildings and attached properties and all their supply, domestic and communication services and also of roads, pavements, fences, jetties, fire appliances and trees.

1737. The Shipwright officer is responsible for the hull repair, docking and slipping of landing, coastal and servicing craft when these are undertaken at naval establishments or bases and is answerable to the Captain that duties are efficiently performed.

1738. He is to be the dock master of any Naval-manned floating-dock, graving-dock or slipway attached to his establishment or base and is in-charge of and responsible for it and its equipment and crew. After each vessel has been secured in the dock or slipway, preparatory to docking or slipping, he will be responsible for her accurate positioning and for her safety, in so far as any movements in or connected with the dock or slipway are concerned, until she is again waterborne.

IndiaCode

CHAPTER 18

INSTRUCTIONS TO THE PHYSICAL TRAINING OFFICER

1801. Physical Efficiency-General. Commanding officers shall hold the Divisional officers and Petty officers responsible for the physical efficiency and smartness of the sailors of their divisions. All officers shall make themselves familiar with the system of physical training laid down in the handbooks.

1802. Duties-Staff P.T. Officer. When appointed for physical training duties on the staff of a Senior Officer, he shall assist Flag, Commanding and Divisional officers in the provision of physical training and welfare services, being responsible for: -

(a) Advice on physical training sailors.

(b) Supervision of physical training sailors.

(c) Supervision of swimming instructions.

(d) Assistance in the provision of games and sports facilities for officers and sailors.

(e) Promulgation of information on welfare facilities generally.

(f) Advice on the provision and conditions of canteens, recreation rooms, clubs and hostels to meet Naval requirements.

(g) Assistance in the provision of social entertainments.

(h) Assistance in the provision of welfare amenities and recreational gear.

(j)Maintenance of close co-operation with the welfare authorities of the Army, Air Force, Merchant Navy, and with voluntary organisations and local authorities.

(k)Provision of information about welfare and benevolent organisations who work benefits members of the Naval service.

IndiaCode

1803. P.T. Officer. (1) When an officer is detailed to carry out the duties of the P.T. officer, he shall conduct physical training in accordance with Handbooks of Physical Training in force and shall assist in the provision of games and sports for officers and sailors. He shall advise the Captain and Divisional officers on the physical well-being of the sailors, and on welfare matters.

(2) He shall supervise the swimming instructions and shall constantly examine the record of instructions in swimming.

1804. Medical Officers. Medical officers appointed for physical training duties shall carry out such advisory and other duties as may be required by the officers to whose Commands they are attached.

CHAPTER 19

INSTRUCTIONS TO THE PROVOST STAFF

1901. Responsibility and Authority. (1) The Executive officer, and the officer of the Watch when appropriate, are responsible that the Master-at-Arms and regulating sailors carry out the instructions contained in this chapter.

(2) The provost staff includes At-Arms officers, Special Duties (Regulating) (SDREG) officers and Master Chief-at-Arms (MC-at Arms), Master-at-Arms (MAA), Regulating Petty officers (RPO) and Leading Patrolmen (LPM), Provost sailors include sailors of the regulating branch and other sailors performing or assisting in the performance of Provost and regulating duties.

(3) MCPOs, CPOs, Pos, of the Executive Branch of the watch onboard shall assist the MC-at-Arms MAA, RPO and other provost sailors out of working hours. Other sailors shall be detailed for this duty in turn as part of their normal duties, depending upon the requirements of the service.

(4)In the absence of MC-at-Arms/MAA his duties shall be performed by a senior RPO/LPM. Where non-is borne by such other MCPO/CPO/PO as the Captain may appoint.

(5)Sailors employed on regulating, patrol or sentry duties are authorised in the execution of these duties, to give lawful orders to other sailors including those superior to them in rank.

IndiaCode

(6) Provost and regulating duties are mainly those connected with the maintenance of law and order, prevention of irregularities and offences, breach of security and discipline, custody of offenders etc. and not with detailing of individual sailors for work in be performed on board or ashore.

1902. Patrols and Escorts. (1) Leading patrolmen both afloat and ashore when more than one is borne shall be employed primarily on provost duties. They are to exercise special care when the ship is on a foreign cruise or in a port. They may be ordered ashore by the Senior Officer to augment standing patrols.

(2) Patrols and escorts, when formed of sailors other than Leading Patrolmen, shall always include sailors below the rank of Petty officer, so that no opportunity may be given to a drunken sailor to his superior officer.

(3) A Petty officer, or the person in charge of a patrol or escort, should not himself arrest a refractory man, except when his assistance has actually become necessary.

(4) Naval Police badge shall be worn on the right upper arm when on board or ashore by sailor employed on provost/regulating duties while actually on duty.

1903. Provost Officers and Sailors – General Conduct. (1) Provost Officers, MC-at-Arms/MAA/RPO shall take care that the provost sailors carry out their duties with firmness and good temper and that all altercation with excited or drunken sailors are avoided.

(2) Provost personnel shall take special care to check all bad language, quarrelling, gambling, trafficking and disorderly behaviour among the ships company.

1904. Sailors Under Punishment. (1) Provost officers and sailors shall make themselves acquainted with all the summary and warrant punishment regulations, Regulations for the Navy, Part II (statutory) and they shall see that the punishments awarded are properly carried out.

(2) The MC-at-Arms, MAA/RPO or the assigned sailor acting as such shall keep the Daily Record of Offences, form IN 47 (a), in which he shall enter all offences committed by the sailors in the ship as well as the punishment awarded to them.

(3) Every morning he shall furnish the Executive officer with a list on form IN 442 of all sailors under punishment and of all sailors in the report whose cases have not been investigated.

(4) He shall have the general charge of all persons under or awaiting punishment, until released to duty or disposed off otherwise.

(5) He or one of the provost sailors shall visit the sailors in cells at least once in a watch.

(6) In case of fire or when a ship is otherwise in danger he is responsible for the release of offenders from custody.

1905. Liberty men. (1) The MC-at-Arms/MAA/RPO or the provost sailor on duty shall pass sailors going on leave out of the ship, and on their return, shall inform the officer of the Watch/Day when they are ready for inspection.

(2) When necessary they shall search all boats and boat's crew or sailors except officers, The following rules amongst others will be strictly observed when conducting such a search: -

(a) If the person to be searched is of the rank of Petty officer or above, the search must be carried out in accordance with Regulation 222 (5), Regulations for the Navy Part II, (statutory) and by a person not below the ran k of a Junior commissioned officer or a sailor of equivalent rank.

(b) If the person to be searched is a female, the search must be conducted by a female after ensuring the privacy.

(3) **Bum Boats.** He and the provost sailors shall examine all articles brought off in bum boats to see that no unripe fruit, unwholesome vegetable or other objectionable articles are introduced into the ship, reporting any doubtful cases to the Medical officer. See regulation 0814, supervision of food. They shall watch closely the prices charged and any case of inflated or exaggerated prices shall be reported to the Executive officer.

1906. Muster and Reports. (1) MC-at-Arms/MAA or the assigned provost sailor acting as MAA, shall take charge of all general musters and clear lower decks of the ships company and account for absentees.

(2) He shall prepare muster list of the ships company which shall be maintained independently of the pay office records of the ship.

(3) He shall obtain daily, the names of sailors admitted to sickbay or in a hospital and of sailors discharged to duty from the sick list, and he shall take care that the Petty officers of the part of the ship to which they belong and the Regulating Petty officers are duly informed thereof.

(4) When a patient, other then an officer goes to hospital the MC-at-Arms shall ensure that a list of his cloths and effects accompanies him.

(5) Effects of Absentees, etc. He shall collect and keep in his charge the effects of all absentees and deceased sailors until they are duly disposed off. The list of such effects will be prepared in triplicate, original to be left inside the sealed kit, duplicate to be handed over to the sailor's Divisional officer and the triplicate to be retained in the Regulating officer.

(6) He shall be present at all general payments and at the sale of effects of all deceased sailors and deserters.

1907. Visits and Rounds. (1) The MC-at-Arms/MAA or the assigned provost sailor acting as Master-at Arms shall frequently visit the various parts of the ship to see that due order prevails and that his subordinates are doing their duty. He or the provost sailor on duty, shall report to the Officer of the Watch/Day all offences and irregularities in the ship which may come to their knowledge.

(2) When the order is given to clear lower decks, he shall see that it is obeyed with alacrity and that no one remains below unless authorised. When the decks are clear, he or the assigned provost sailor acting as MAA shall report the fact to the Executive officer.

(3) He shall go for the evening rounds with the officer performing that duty, when he shall account for all keys on the important keyboard.

(4) He or the provost sailors on duty shall see that all fires and lights are put out at the proper hours and that during the night nom lights are permitted except those authorised by the Captain. He shall report to the Officer of the Watch when any unauthorised lights are burning.

1908. Trafficking and Smuggling. The MC-at-Arms/MAA and the provost sailors shall be careful that no public stores, provisions or other articles are improperly taken out of the ship by any person and shall prevent all trafficking in wines and spirits, tobacco and all other prohibited articles.

1909. Books and Records to be kept. (1) The MC-at-Arms/MAA/sailor assigned to carry out these duties shall keep the record of short leave the gangway victualling and check books and gangway wine book.

(2) He shall take care that the gangway, victualling and the check books are faithfully kept and that the proper sheets are detached and taken daily to the victualling officer in sufficient time to enable the sailors whose names are recorded therein duly to be victualled or checked

(3) He shall keep record of the address of each sailor on long leave, See also regulations 1904 (Punishments) and 1906 (Muster Lists).

(4) He shall assist the Mail officer as directed by the later in the performance of duties in connection with mail.

CHAPTER 20

THE HYDROGRAPHIC DEPATRTMENT

IndiaCode

2001. General. Ships employed on hydrographic duties shall be under the Operational command of Naval Headquarters, which shall be exercised through the Chief Hydrographer

2002. Programme of Survey Work. (1) Annually a programme of the work to be undertaken during the next survey season shall be approved by the Hydrographic Survey Sub-Committee constituted by the Ministry of Surface Transport.

(2) While working out this programme first consideration shall be given to any strategic requirements and the requirements of surveys necessary for the mobility and security of IN ships.

2003. Navigational Charts and Publications. The Chief Hydrographer shall be responsible for the accurate execution of the surveys and for obtaining and publishing information regarding navigation,. He shall also be responsible for the preparation, production and publication of charts, Sailing Directions, Light Lists and other ancillary publications for the use of mariners

2004. Charts and Publications Issue. (1) The Chief Hydrographer shall be responsible for the sale of Indian Charts and allied publications, issued by the Naval Hydrogrphic office. He shall also be responsible for the maintenance of supplies adequate to meet the needs of the Indian Navy and maritime interests. Copies of charts and publications may be exchanged by the Chief Hydrographer on reciprocal basis with the appropriate Indian and foreign authorities.

(2) At the discretion of the Chief Hydrographer, results of surveys in the form of Photozinco Charts may be issued to various Government departments and other authorities on requisition on cash or book debit.

(3) The chief Hydrographer shall be responsible for the procurement and supply of all maps and publications required by ships and establishments from the survey of India and Geographical Section General Staff.

2005. Notices to Mariners and Radio Navigational Warnings. (1) The Chief Hydrographer shall be responsible for the promulgation of all information regarding dangers to navigation and important changes affecting navigational aids. Such warnings shall be issued through Indian Notices to Mariners or Radio Broadcasts as considered appropriate in each case.

(2) Copies of the Notices to Mariners shall be issued gratis to all maritime interests and Government departments.

2006. Discovery of Navigational Dangers. (1) On the discovery of new or suspected dangers to navigation, Commanding officers are to forward to the Chief Hydrographer details immediately by signal or in the form of Hydrographic note as appropriate. Whenever possible, they should also carry out an examination.

(2) When such dangers are reported by local authorities and require an immediate investigation, Commanding officers may undertake this work if it is of a minor nature and does not involve undue deviation from the ship's programme. In all other cases, the mater is to be reported to Naval Headquarters, so that investigation can be carried out by one of the Indian Naval Survey Ships. The results of all such investigations should be forwarded to the Chief Hydrographer, a copy, where applicable, being given to the local authority concerned.

2007. Training. The Chief Hydrographer in co-ordination with the Director of Naval Training shall be responsible for preparation of training syllabi of survey officers and sailors and for providing the specialist training facilities required by the Hydrographic School.

2008. The Chief Hydrographer shall represent the Chief of the Naval Staff and Government of India on such committees and organisations as the Government may decide from time to time.

CHAPTER 21

THE NAVAL AIR ARM

Section		Regulations
I.	Instructions to Naval Air Arm Officers	2101 – 2120
II.	Special and Passenger Flights	2121 – 2131
III.	Aircraft Explosives	2132 – 2139

Note: Detailed Instructions for the conduct of flying and other associated air matters will be found in Regulations for the Naval Air Arm and Orders for the Air Arm of Indian Navy (INAP-2), see also chapter 3, Section IX, on the Captain's responsibilities.

SECTION I INSTRUCTIONS TO NAVAL AIR ARM OFFICERS

2101. Duties of Commander (Air). (1) In an aircraft carrier the Commander (Air) is the Head of the Air Department and shall be responsible to the Captain for the proper conduct of all flying and other air matters.

(2) At an air station, the Commander (Air) is the aviation expert of the establishment. He is responsible to the Captain for the proper conduct of all flying at the air station and for ensuring that all squadrons/ flights attain the requisite standard of training and operational readiness.

(3) In addition, he is responsible for Nuclear, Biological, and Chemical Protection, Damage control (NBCD) and fire fighting as laid down in curren t instructions for NBCD Organisation in ships.

2102. Duties of Squadron Commander. (1) The Squadron commander is responsible to the Command for maintaining high standards of operational readiness, flight safety and aircraft availability at all times. He is responsible to the Commander (Air) for the routine functioning of the squadron. His duties and responsibilities are as follows: -

(a) Custodian of all aircraft and air equipment held in the squadron and accounting of such aircraft and equipment in accordance with current instructions.

(b) The Administration, discipline, training and efficiency of the squadron

(c) The airworthiness of the squadron aircraft and safety of the aircrew and aircraft under his Command.

(d) The equipping and modification of the squadron aircraft in accordance with current instructions.

(e) The efficiency of the Communication equipment within the squadron and for meeting the requirements of the Signal Communication officer (regulation 151) so that efficient ship-air communications are ensured.

(f) Keeping the Commander (Air) and the ship's or air station's specialist and technical officers informed of the state of readiness and serviceability of the squadron aircraft so that maintenance facilities and equipment can be allocated to the best advantage.

(g) Seeking the advice as necessary of the ship or station technical officers on technical maters affecting the squadron and its training.

(h) Keeping a complete record of all accidents for which written reports are rendered. Duplicate copies of accident reports shall be retained in squadron records.

(2) He shall make the squadron aircraft and, the publications, log books and records associated with their maintenance available to the ships or air station's Air Engineer officer and the ships' or air stations' Air Electrical officer for independent inspection when required, in order to ensure that the correct maintenance standards and practices are being observed in the squadron.

(3) Guidance as to the responsibilities of Squadron Commanders in particular respects is given below: -

a. He is to issue instructions in accordance with the service customs and practices, should a situation arise which is not covered by the current regulations.

b. He is responsible that the divisional duties as laid down in regulations for the Navy are carried out in his squadron.

c. In order that other officers in the squadron gain maximum benefit of the available experience, they should be detailed by the Squadron Commander to assist in the various ground duties such as stores, armament and sports etc.

d. The Squadron Commander is responsible for maintaining high flight safety standards in the squadron. He is invariably to check any tendency towards laxity of flying discipline or of good airmanship on the part of those under his command.

e. He is to watch for any physical or psychological idiosyncrasies in aircrew under his command which may affect their ability to exercise full control over a particular type of aircraft in flight.

f. On receipt of a special meteorological warning or a gale warning or when unfavourable weather conditions appear likely, he is to take necessary steps to ensure the safety of all aircraft under his command.

g. Details of his duties in connection with aircraft maintenance are laid down in Naval Aircraft maintenance Manual AP(N) 140.

(4) He is to issue detailed orders regarding the following: -

(a) Duties assigned to various officers in the squadron.

(b) Standard operating procedures pertaining to the type of aircraft flown by the squadron.

(c) Armament policy and operational tactics to be followed in the squadron during exercises and during actual operations.

(d) Fire and security.

(5) He shall make available to the Weapons Maintenance Officer such of his squadron sailors as are necessary to meet the maintenance and arming task.

2103. Duties of Flight Commander. (1) The Flight commander of a helicopter flight is responsible as follows: -

(a) **On Board the Carrier and at Air Stations.** He is responsible to Commander (Air) for the operational efficiency and administration of his flight.

(b) **At Naval Establishments.** To the Commanding officer of the establishment in which the flight is based. If more than one flight is operating from an establishment, the senior of the Flight Commanders will act as the Head of the Air Department.

(c) **Ship Borne.** He is directly responsible to the Commanding officer of the ship for all matters concerning his flight. For all other purposes, he forms the part of the executive department. He is to be designated as Head of the Department, if he is of the rank of Commander.

(d) **Detached Flight**. The duties of the detachment Commander will be the same as at (a) above when operating from Naval Air Stations. When operating away from his parent ship/air station, he will be responsible to the local commander for all aspects of flying and administration of the detachment. The Detachment Commander is to carry written power of authorisation and appropriate instructions from his parent ship/establishment.

(e) **Combined Detachments**. When two or more detached flights are operating together, the senior most aircrewman present will be responsible for all the aircraft and aircrew, and their operations. He will take over the overall duties of them Detachment Commander.

(2) The Flight Commander's duties on ships consist of the following: -

(a) The administration, discipline, training and operational efficiency of the flight. He is to issue orders for this purpose where none

exists and they should be approved by the ships' Commanding officer.

(b) The airworthiness and safety of the flight aircraft and any liaison required towards this object within the departments of the ship or with outside authorities.

(c) Accident prevention of the flight and aircraft accident reporting.

(d) Advising the commanding officer on tactics to be employed in order to obtain the best results from flight's aircraft.

(e) The Maintenance of equipment and modification of the aircraft in accordance with the current regulations.

(f) Rendering routine reports and returns (including technical returns) in accordance with current regulations.

(g) Making recommendations concerning the improvement of aircraft maintenance, spares and facilities.

(h) The proper custody of confidential books and all classified material issued to the flight.

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(j)The custody of an amendments to the flight publications.

(k)Lowering and hoisting of helicopter by crane, when required.

(l)Making available flight's aircraft and publications, log books and records associated with their maintenance to the ship/ air station Air Engineer officers and the Air Electrical officers for independent inspection when required.

(m)Ensure that divisional duties, as laid down in regulations for the Navy, are carried out in his flight.

(n)Check any tendency towards laxity in flying discipline or good airmanship on the part of those under his command.

(o)Observe pilots under his command for any physical or psychological idiosyncrasies, which may affect their ability to carry out flying operations.

(p)Take necessary steps to ensure the safety of all aircraft under his charge on receipt of special meteorological warnings or gale warnings or when unfavourable weather conditions appear likely.

(q)Carry out duties in connection with aircraft maintenance as laid down in the Naval Aircraft maintenance Manual for Squadron Commander.

(3) The Flight Commander must be consulted when planning day to day ships' programme so that adequate amount of flying is included to keep the aircrew in the required state of efficiency.

(4) The Flight Commander's responsibilities concerning the preparation of air-launched weapons are to ensure attachment of the weapons to aircraft and final preparation of weapons system and providing flight sailors.

(5) Whilst on board an aircraft carrier or at an air station, a number of duties mentioned above will be taken over by the specialist officers. Flight Commander's responsibilities will thus be reduced.

2104. Duties of Squadron Senior Pilot. The Squadron Senior Pilot is responsible to the Squadron Commander for the: -

(a) Training, flying discipline and efficiency of pilots in the squadron.

(b) Accident prevention organisation of the squadron.

(c) State of readiness of aircraft and equipment in the squadron to met the flying task.

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2105. Duties of Squadron Senior Observer. The Squadron Senior Observer is responsible to the Squadron Commander for: -

(a) The training and efficiency of observers and aircrewmen in the squadron.

(b) The communication and meteorological organisation within the squadron.

(c) Staff work in connection with search, interception and observation problems.

(d) Planning and execution of operational and training tasks.

(e) The maintenance and state of readiness of navigational and Anti Submarine Warfare (ASW) and other equipment used solely by observers and aircrewmen.

2106. Duties of Squadron Air Warfare Instructor (AWI) The squadron AWI is responsible to the Squadron Commander through the senior pilot for: -

(a) Advice on the type of weapons and tactical delivery to be used against targets.

(b) The training of aircrew in the tactical use of air weapons.

(c) The proper assessment of all weapons exercise.

(d) The instructions to pilots in the safety precautions to be taken during weapons exercises.

(e) Advising range officers on the training of range personnel and the conduct of the range.

(f) Recording of assessments and analysis practices in target analysis, weapon selection and air effort planning in conjunction with Gunnery or Anti Submarine Warfare officers as appropriate.

2107. Duties of Squadron Qualified Flying Instructor. The squadron qualified flying instructor is responsible to the Squadron Commander through the senior pilots for: -

(a) The conversion of new pilots joining the squadron.

(b) Continuation training and refamiliarisation of pilots joining the squadron after break in flying.

(c) Conducting regular lectures on aeronautical subjects and aircraft systems.

(d) Organising quizzes/tests in aeronautical subjects and aircraft systems, to ensure maintenance of high standard of professional knowledge among the squadron aircrew.

(e) Maintaining aircrew folders and flying reports in training squadrons only of all squadron pilots. In other squadrons, he is to keep a record of lectures taken and quizzes conducted.

(f) Ensuring that all flying publications and orders are up-to-date and their contents known to aircrew in the squadron.

(g) Help squadron pilots in overcoming special problems in flying if any, keep a good watch on the performance of squadron pilots in general flying and ensure that they do not deviate from the laid down squadron standard operating procedures.

2108. Duties of Squadron Qualified Navigation Instructor. The squadron qualified navigation instructor is responsible to the Squadron Commander through the senior observer for: -

(a) The Conversion of new observers joining the squadron.

(b) Continuation training of observers joining the squadron after a break in flying.

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(c) Conducting regular ground lectures on subjects pertaining to air navigation, anti submarine warfare function and aircraft systems.

(d) Organising quizzes/tests on aeronautical and tactical subjects and aircraft systems in order to maintain a high standard of professional knowledge and state of readiness among squadron aircrew.

(e) Maintaining observers' folders and flying reports in training squadrons only. In other squadron he is to keep a record of lectures taken and quizzes conducted.

(f) Ensuring that all navigational publications and orders are up-to-date and their contents known to aircrew in the squadron.

(g) Helping squadron observers in overcoming any special problems they might encounter in performing their duties. He is to keep a good watch on the performance of squadron observers in tactical flying and laid down procedures and ensure that they do not deviate from the squadron standard operating procedures.

2109. Duties pf Squadron Senior Flight Engineer. The squadron senior flight engineer is responsible to the Squadron Commander for: -

(a) The training and efficiency of the flight engineers.

(b) Promoting and maintaining high standard of technical knowledge of the aircrew in regard to aircraft systems and equipment through technical instructions and training.

(c) Assisting and advising the Squadron commander in formulating standard and emergency operating procedures.

(d) Liaison with the Squadron Air Engineer officer and Squadron Air Electrical officer to ensure correct defect reporting and modification.

2110. Duties of Lieutenant Commander (Flying). (1) Lieutenant commander (Flying) is responsible to Commander (Air) for: -

(a) The organisation of the aircraft control room, flight deck and hangars and, at air stations, the airfield, fire fighting and damage control organisation of the air department.

(b) Control and safety of all aircraft taking off, being catapulted and landing on, and of all aircraft, airborne in the immediate vicinity of the carrier or airfield. In a carrier, he is responsible that the relative wind speed, direction and the condition of the flight deck are suitable before giving the signal, permitting aircraft to be launched or landed on.

(c) The safety of aircraft and equipment, other than maintenance equipment, being operated on the flight deck and in hangars.

(d) The organisation and flying efficiency of the ship's/station's flight.

(2) In addition he is responsible to Commander (Air) for: -

(a) Aircraft fuelling.

(b) The conduct of operations of the crash tender and the crash ambulance at the air station.

(c) Ensuring that all persons whose duties may require them to be in the vicinity of aircraft are warned of the dangers from propellers, rotors and jet engines.

(d) Correct setting up, daily checking and cleanliness of the landing sight on board a ship or at an air station.

(3) Lieutenant Commander (Flying) will also carry out the duties of the Chairman of Flight Safety Committee at stations and on carriers.

2111. Duties of Mirror Control Officer Afloat. The Mirror Control officer will act as the second flight deck officer and is responsible to the Lieutenant Commander (Flying) for: -

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(a) Making the necessary adjustments to the Mirror landing lights to ensure that each aircraft being landed may make a safe approach along its correct glide path.

(b) The Checking and cleanliness of the mirror sight and that it is correctly set up for the type of aircraft landing.

(c) Advising flying control of the serviceability of the mirror sight.

(d) The monitoring of all approaches to the deck.

(e) Waiving off any aircraft which in his opinion is making such an approach which, if allowed to continue, would be dangerous.

(f) The operation of the 'Wave Off' signal in the event of mechanical or electrical failure of the sight.

(g) The manual operation of the sight in the event of a failure of the gyro-stabilizing unit.

(h) The direction of the work of the Mirror Control officer's talker and for his training and efficiency.

(j)Checking that the aircraft on finals has its wheels, hook and flaps fully down.

2112. Duties of flight Deck Officer. The Flight Deck officer is responsible to Lieutenant Commander (Flying) for: -

(a) The Direction of the work of the aircraft handling party .
(b) The stowage and securing of aircraft on the on the flight deck.
(c) The direction of the movement of aircraft before launching and for giving the executive signal to launch.
(d) The organisation for ranging and striking down aircraft.
(e) Assisting any aircraft in danger on the flight deck.
(f) The organisation of the flight deck fire fighting deck.
(g) Security against fire during fuelling and defuelling of aircraft on the flight deck.

2113.Duties of Hangar Control Officer. (1) The Hangar Control Officer in a carrier is responsible to lieutenant Commander (Flying) for:-

(a) Organising the stowage of aircraft to facilitate the ranging, striking down, and servicing of aircraft in accordance with the requirements of squadrons and the maintenance organisation.

(b) The securing of aircraft in the hangar, other than those under repair which are the responsibility of the appropriate Air Engineer officer.

(c) The General supervision of the handling of aircraft in the hangar.

(d) The organisation and arrangements for damage control, fire fighting and fire precautions in the hangars.

(e) Security against firing during fuelling and defuelling or aircraft in the hangar.

(f) The securing and stowage of all equipment and spares in the hangars other than those items which are the responsibility of the Air Engineer officer.

(2) He shall undertake the duties of the ship's safety equipment and Survival officer (regulation 2117) when the later is absent from the ship.

2114. Duties of Senior Air Traffic Control Officer. The Senior Air Traffic control officer is responsible to Commander (Air) for: -

(a) The organisation, efficiency and the supervision of the air traffic control staff.

(b) Reporting to the appropriate station officer any unserviceability of ground radio equipment or navigational aids.

(c) Reporting to the appropriate Naval and air traffic control authorities any special instructions about the serviceability of the airfield radio and visual aids or other relevant equipment.

(d) Recording for display in the air traffic control approach room the serviceability of airfields, visual and radio safety aids, and warning about navigation dangers relevant equipment.

(e) The display in the Air traffic control approach room of a plan of the airfield showing the flying hazards and obstructions within the airfield circuit.

(f) The display in the Air traffic control approach room of a plan of the air field showing the flying hazards and obstructions within the airfield circuit.

i. Low flying areas.
ii. Instrument flying area.
iii. Local flying practice area.
iv. Prohibited area.
v. Local obstructions and hazards.
vi. Local control zones.
vii. Target towing lines areas.
viii. Air to ground range.
ix. Air to ground range.
x. Ship firing range, if any.

(g) The custody and amendment of all publications and maps in use by the Air Traffic control.

(h) In-charge of all aircraft fire fighting equipment and custodian of all items/equipment in the Air Traffic control building.

2115. Duties of Lieutenant Commander (Operations). (1) The Lieutenant Commander (Operations) is responsible to the Commander (Air) for: -

(a) Control of aircraft operations and exercises.

(b) The safety of all aircraft in the air for which Lieutenant Commander (Flying)

(c) The organisation and efficiency of briefing and interrogation of aircrew and analysis of sorties.

(d) Air traffic control arrangements for all flights from the ship.

(e) The correction of air charts and maps and in a carrier, the air traffic control documents.

(f) Ship's photographic arrangement generally and the administration and direction of the ship's photographic sailors in the absence of a photographic officer.

(g) The duties of the Naval Air Intelligence officer, when no Naval Air Intelligence officer is borne.

(h) The duties of the Carrier Borne Ground Liaison officer (C.B.G.L.O.), when no Carrier Borne Ground Liaison officer is borne.

2116. Duties of Naval Air Intelligence Officer. The Naval Air Intelligence officer is responsible to the Lieutenant Commander (Operations) for: -

(a) The instruction of aircrew in ship and aircraft recognition.

(b) Compiling and filling information on: -

(i) Enemy tactics.

(ii) Potential targets.
(iii) Enemy air orders of able.

(iv) Details of enemy anti-aircraft defences.

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(c) Preparation of intelligence for use in briefing and interrogation after sorties.
(d) General charge of the air intelligence room and material.

2117. Duties of Ship/Air Station Safety Equipment and Survival Officer. (1) The Ship/Air Station Safety Equipment and Survival officer is responsible to the commander (Air) for: -

(a) The organisation and efficiency of the safety equipment section.

(b) The employment and training of safety equipment sailors in the section.

(c) Installation of safety and survival equipment in aircraft.

(d) Training of aircrew in safety equipment and survival matters.

(e) Periodical inspection of items of flying clothing and safety equipment held on the charge of the Logistics officer to ensure that they are serviceable and fully modified at all times.

(f) The custody and amendments of relevant publications.

(g) Proposal of modification to safety equipment and embodiment of approved modifications.

(2) Squadron Safety Equipment and Survival officers are to undertake and carry out similar duties and responsibilities within their squadron.

2118. Duties of Fire and Assistant Passive Defence Officer at an Air Station. (1) The Fire and Assistant Passive Defence officer is responsible to the Commander (Air) at an air station for: -

(a) The provision of a fully manned crash tender in working order to be used for watch keeping on the airfield under the direction of the Air Traffic Control officer. See regulation 0389.

(b) The training and the efficiency of the crash tender crews.

(c) Ensuring that equipment, as supplied to the crash and fire tenders, is kept in proper working order by regular care and maintenance, and complete dress for the crew is available and worn correctly when on duty. All mechanical defects shall be reported to the Air Engineer officer.

(d) Rendering reports of aircraft fires.

(e) Precautions against fire within the areas of the air station which are the responsibility of the Commander (Air).

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(2) He is responsible to the Executive officer for fire fighting and for precautions against fire within those areas of the air station which are the responsibility of the Executive officer.

2119. Duties of Carrier Borne Ground Liaison Officer. Carrier Borne Ground Liaison officer is responsible to the Commander (Air) both afloat and ashore for: -

(a) Assisting in the training of squadrons by giving instruction in all relevant maters of Army organisation and tactics generally, and by arranging visits to Army units and demonstrations.

(b) Instructing aircrew in recognition of military equipment and targets, and in security, escape and evasion.

(c) Maintaining, in Co-operation with the Squadron Commander records showing the state of training of aircrew in land-air warfare.

(d) Maintaining, in co-operation with Fleet staff, situation maps, enemy intelligence records, intelligence summaries, combat, reports and records.

(e) Briefing pilots for reconnaissance sorties with relevant military and air intelligence and assisting in the briefing of pilots assigned to Army support tasks.

(f) Assisting in the interrogation of all pilots on their return from such tasks.

(g) First-phase interpretation in the absence of photographic interpreters.

(h) Passing relevant information obtained, to the Flagship, Army Headquarters, and to the staff of the carrier to which he is attached.

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SECTION II SPECIAL AND PASSENGER FLIGHTS

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Note: In regulations 2121 to 2126 the term 'Naval aircraft' includes aircraft chartered by the Navy from the Indian Air force or other source.

2121.Duty Flights-Naval Personnel. (1) Flights in service aircraft by Naval personnel are to be encouraged, Such flights will be regarded as duty flights when the personnel concerned are: -

(a) Under training for duty with the aircraft.

(b) Permanently or temporarily for duty with the aircraft.

(c) Ordered by the Captain to make casual flights according to current regulations. See regulation 3023.

(d) Taking passage in Naval communication aircraft.

(e) Permitted to make flights in order to obtain air experience. Air experience flights by non flying personnel may be permitted by the Captain if: -

(i) Experience gained is likely to be of benefit to the service.

(ii) Persons concerned are not on leave.

(iii) Flights are not undertaken for convenience or amusement.

(2) Indian Naval personnel may be ordered to make casual flights in aircrafts in the course of their duties. No extra pay and allowance apart from travelling/daily allowance governed by the normal rules, in Travel Regulations, will be granted in such circumstances.

(3) If members of the Naval service are killed or injured as a result of an accident wile they are being carried on duty in service aircraft, disability/family pensionary awards will be awarded under the regulations governing cases of injury or death attributable to the service.

2122. Duty Flights-Indian Army and Air Force Personnel. Members of the Army and Air Force may be carried as passengers on duty in Naval aircraft provided that they have a certificate from their commanding officer stating that they are required to go by air on duty.

2123. Civilians Employed Directly Under the Central Government. (1) (a) **Duty Journeys by air.** The Chief of the Naval staff, Flag officers, Administrative Authorities or the Captain of a detached carrier or air station, if of Captain's rank, may at his discretion authorise transport by air in naval aircraft of a civilian employed directly under the central Government provided: -

(i) That he is satisfied that the proposed journey is on official duty and is authorised by a responsible officer of the department or establishment to which the intendi9ng passenger belongs.

(ii) That there is no alternative means of travel, or that the urgency alone justices air transport. Should the passenger be killed or injured as a result of an accident while carried in a Naval aircraft, compensation will be awarded under the appropriate regulations.

(b) **Duty Flights (other than journeys).** Scientific and technical staffs of the Central Government, who are required to fly in the normal course of their duties, shall be afforded suitable facilities, provided that they are in possession of written authority. Provision for compensation will be as in sub regulation 1 (a) above. In no circumstances should a woman be compelled to fly.

(c)No liability can be accepted for loss or damage to the baggage of a central government servant travelling by air. This shall be brought to the notice of intending passengers as they may wish to effect personal insurance.

(2) Civilians not employed directly under the Central Government.

(a) **Transport in Official Interest.** Proposal for transport of civilians other than central government servants shall be approved by the government through Naval Headquarters.

(b) Government contractors engaged in the repair or overhaul of Naval Aircraft, and their employees, may be carried in Naval aircraft provided that they have written authority of the Senior Officer of

the Naval establishment concerned stating that they are required by the said contractors to go into the air on duty. The central government or any central government servant will, however, not be responsible for any clams arising out of death/injury or loss of personal effects as a result of this flight.

2124. Flights by Foreign Personnel in Naval Aircraft and Naval Personnel in Foreign Aircraft. (1) A Commanding officer not below the rank of Captain may, at his discretion and subject to the conditions laid down in sub-regulation (2): -

(a) Grant permission to suitably qualified members of the Naval, foreign naval, army and air services to fly naval aircraft.

(b) Authorise suitably qualified members of the Naval, foreign naval, army and air services to fly naval aircraft.

(2) Flights shall not be authorised in accordance with sub-regulation (1) unless: -

(a) The Government concerned will accept full financial responsibility for its own members in respect of: -

(i) Death or injury.

(ii) Loss of, or damage to uniform and personal equipment.

(b) The government owning the aircraft will accept full financial liability for:-

i. Injury to the person, or damage to the property of third parties, irrespective of the nationality of the pilot or the precise circumstances in which the injury or damage was caused.
ii. Loss of, or damage to, its own equipment and property.

(3) Before granting permission under sub-regulation (1) (a), the commanding officer concerned shall obtain from a responsible authority of the foreign Government or service concerned a written acceptance of the conditions laid down in sub-regulation (2) (a), and an understanding that reciprocal facilities will, should an occasion arise, be afforded to members of the Naval service to fly corresponding types of the aircraft in then service of the foreign government concerned, with acceptance by that government of the risks involved, as provided for in sub regulation (2) (b). Before authorising flights under sub regulations (1) (b), the Commanding officer shall obtain written acceptance of the condition laid down in sub regulation (2) (b) and may, if necessary, give an assurance regarding reciprocal facilities.

(4) Any case in which difficulty is encountered in securing agreement to the conditions set out above or in which special considerations are thought to arise shall be referred to the Chief of the Naval Staff.

(5) A Commanding officer not below the rank of Captain may give permission to members of foreign Naval, Army or Air services to fly as passengers in Naval aircraft. All such flights will be undertaken at the risk of the person making the flight. See regulation 2131 (1).

(6) A Commanding officer not below the rank of Captain may authorise members of the naval service to accept invitations to fly as passengers in Foreign Service aircraft. Officers and sailors carried in foreign service aircraft with due authority under this sub regulation will in the event of injury or death, be dealt with for non-effective purposes as if the aircraft had been an Indian service aircraft. See regulation 2131 (2).

(7) No foreigners are to fly in East European origin, Indian naval aircraft unless they are from the same country as the aircraft. Even under these circumstances, prior permission for carriage of such personnel is to be obtained from Naval Headquarters. Commanding officers may, however, undertake search and rescue/mercy missions involving foreigners when the same is inescapable in the absence of an alternate aircraft.

2125. Flights by Foreign Naval, Army or Air force Personnel in Connection with Approved Courses of Training or Instructions. Foreign Naval, Army or Air force personnel undergoing instructions or training, in the course of which they may be required to fly in Naval aircraft, shall sign a release from claims as prescribed in regulation 2131.

2126. Definition of VVIP/VIP. (1) The term VVIP includes the President, Prime Minister, Vice President, Deputy Prime Minister, visiting Heads and Vice Heads of States, Heads of Governments and other dignitaries specified as VVIP by Naval Headquarters or the Government of India from time to time.

(2) The term VIP includes Governors of States, Ministers of Cabinet rank. Deputy Ministers, Ministers of State, Chief Ministers of States, Service Chiefs and other dignitaries as specified by Naval Headquarters.

2127. Aircraft for VVIP. VVIps will be carried only in twin engined aeroplane/helicopter. Should conveyance by singly engine aeroplane/helicopter by inescapable, the matter is to be referred to Naval Headquarters for obtaining orders from the government.

2128. Air Move of VVIP/VIP Passengers. (1) When circumstances make it necessary for VIPs to be carried as passengers in naval aircraft, the flight must be authorised by the Chief of the Naval Staff. The Captain providing the air transport is to select suitable and reliable aircrew, experienced on the type of aircraft and the type of flight which the air move will entail and captained by an officer who is cleared to self authorise.

(2) When naval air transport of a VVIP/VIP is authorised, full information about the provision of an air escort when necessary, the special security arrangements to be made, and the degree of urgency attaching to the completion of the journey will be provided to the Commanding officer of the ship or air station concerned.

(3) The Captain of the aircraft has the same authority over and the same duty towards a VIP as he has to the other occupants of his aircraft. See regulation 2130.

(4) The briefing authority is to ensure that the VIP has been handed the form of notice quoted in Regulation 2130 (3).

(5) On completion of VIP flights, a comprehensive report is to be rendered to the Administrative Authority with a copy to Naval Headquarters.

2129. Carriage of VVIPs/VIPs- Special Checks on the Aircraft. (1) In the interest of flight safety, all aircraft allotted for VVIP/VIP commitments are to be subjected to additional checks detailed in relevant (India) Naval Technical Instruction (I) NTIs/policy letters.

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(2) At least 24 hours prior to the VVIP/VIP commitments, the aircraft is to be placed unserviceable in the unserviceability log of form A. 700 for compliance of the relevant (I) NTIs policy letters.

(3) The Captain of the ship/air station undertaking the VVIP/VIP commitment is to ensure that the check/test schedule is strictly followed and once the aircraft is declared service able for the commitment, it is not touched thereafter. The aircraft is to be parked in a safe place and suitable sentries placed around it. No unauthorised person is to touch/enter the aircraft it has been declared serviceable for the commitment

2130. Briefing of Passengers. (1) Passengers carried in seats which are in close proximity to cockpit controls are to be fully briefed on the importance of avoiding contact or interference with controls, control rods, switches and instruments.

(2) The Captain of the aircraft is to satisfy himself that the passengers have been briefed on the aircraft, equipment and emergency drills. For this purpose he may accept the assurance of the briefing officer, or the officer authorising the flight, but not the unsupported assurance of the passenger

(3) **Form of Notice to be given to Passengers.** The following notice shall be given to all passengers in a naval aircraft: -

Notice to Passengers

(a) The Captain of the aircraft has authority over all occupants of the aircraft irrespective of rank, and is entirely responsible for the safety of the aircraft in the air, on the ground, or on the water.

Passengers must therefore, carry out any instructions given by him immediately before the flight and until it has been completed.

(b) The Captain of the aircraft is entitled to make a decision that conditions are unsuitable for taking off and in n o circumstances is he required to consider representations to the contrary made by a passenger.

(c) If a passenger wishes to represent that his journey is urgent, he should state his case to the senior most officer available under whose authority the Captain of the aircraft is at the moment. Where none of these is available representation should be made to the Senior Naval Officer available. The Naval authority providing the air transport will be informed as to the degree of urgency attached to the completion of the journey without delay.

(d) Passengers must arrive at the station of departure sat the hour stated in order to allow adequate time for their briefing by the responsible authority on regulations covering the conduct of passengers during the flight and action in an emergency. Misunderstanding or disobedience of instructions issued by the Captain of the aircraft to any occupant of an aircraft may result in injury to passengers or the loss of the aircraft.

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2131. Release from Claims Forms. (1) All civilians (including ladies) not employed directly under the central government and members of foreign army, naval and air force permitted to fly as passengers are required before embarking to sign a Release from Claims Form 1, placed at Appendix 3.

(2) Members of the Naval service authorised to fly in foreign service aircraft as passengers unless a suitable form is provided by the foreign country concerned are required to sign before embarking a Release from Claims Form 2 placed at Appendix 3.

(3) Members of foreign naval, army or air force who are permitted to fly in connection with course or training are required to sign a Release from Claims Form 3 placed at Appendix 3 which is to be completed at the outset of the course of training or instructions. The purpose and effect of the form are to be explained in simple terms where necessary to foreigners who knowledge of English may be imperfect.

SECTION III AIRCRAFT EXPLOSIVES

2132. Introduction. All personnel concerned with aviation are to be thoroughly acquainted with their duties and responsibilities in connection with armament equipment and explosives stores as laid down in the Naval Magazine and Explosive Regulations (BR 862) and other relevant regulations/instructions.

2133. Definition of Aircraft Explosives. Aircraft explosives in both ships and air stations include all explosive used in and on aircraft whether associated with weapons or not. Examples are guided missiles, bombs, rockets, gun ammunition, pyrotechniques torpedoes, mines depth charges, anti-submarine weapons, rocket assisted take off motors, starter and ejection seat cartridges and cable cutters.

2134. Responsibilities of Executive officer. The Executive officer is responsible to the Captain for the safety of all explosives stowed on board.

2135. Responsibilities of Gunnery and Anti Submarine Warfare (ASW) Officers. (1) The Gunnery and ASW officers are responsible to the Executive officer for the safety of all aircraft explosives in their charge.

(2) They are responsible to the Commander (Air) for other aspects of these weapons and explosives, except for the requirements for airworthiness and co-ordination of servicing and maintenance.

2136. Responsibilities of Lt Cdr/t/Sub Lt (SDG) (ASW). The Lt Cdr/Lt/Sub Lt (SDG) (ASW) are the Explosive Accounting Officers for aircraft explosives and will assist the gunnery and ASW officers in the following aspects of explosives: -

(a) Stowage, maintenance and inspection.

(b) Transport to and from torpedo room, bomb room or magazines.

(c) Fusing, preparation and testing before loading.

(d) Supply to and from the aircrafts.

2137. Responsibilities of Air Weapons Maintenance Officer. **(1) The Air Weapons Maintenance officer is responsible: -**

(a) For Loading and unloading from the aircraft and for final preparation and testing after loading of all weapons and explosives.

(b) To the appropriate Air Engineer officer for the mechanical preparation and fitting of non-weapon explosives to the aircraft.

(2) He shall be assisted, as necessary, by the officers mentioned in Regulation 2136 and is subject to co-ordinating requirements of the appropriate Air Engineer officer.

2138. Responsibilities in an Emergency. (1) In the event of an aircraft returning to the ship or air station with weapon explosives in an abnormal condition and when an aircraft carrying weapon explosives is involved in an accident, the Gunnery and ASW officers shall advice the Station/Ship Air Engineer officer on the action to be taken on the weapon aspect and render specialist assistance.

(2) The Station/Ship Air Engineer officer is responsible for work on the aircraft and everything attached to it, including Gunnery and ASW explosives, until he has handed over responsibility for these to the Gunnery or ASW officer.

2139. Photographic Officer. The duties of Photographic officer are laid down in Chapter 23 Regulations for the Navy Part I. In the absence of a Photographic officer, these duties are to be performed by the Lt Cdr (Operations) on Carriers and in Air Stations.

CHAPTER 22

METEOROLOGY AND OCEANOGRAPHY

Section		Regulations
I.	General	2201 – 2210
II.	Instructions to Meteorological and Oceanological (METOC) Officers	2211 – 2212

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SECTION I – GENERAL

2201. Meteorological and Oceanological Services. (1) The Object of the Meteorological and Oceanological services of the Indian Navy is to provide necessary Meteorological and Oceanological information, warnings and outputs for: -

(a) Efficient planning and execution of Naval operations including air and submarine operations.

(b) Safety of aircraft, ships and submarines.

(c) Strategic and tactical exploitation of environmental parameters for Naval exercises and operations.

(2) The services will also be provided for civil aircraft/vessels of the Indian Union and foreign (civil) and military aircraft/vessels operating from and through Indian Naval airfields/ports/harbours.

2202. Meteorological and Oceanological Information. (1) Meteorological and Oceanological information normally issued by Naval METOC officers is divided into following categories: -

(a) Reports - which describe the actual environmental conditions at specified times and locations.

(b) Forecasts - which describe the forecast environmental conditions at specified future period over a definite route or area.

(c) Warnings – which give notice of expected hazardous environmental conditions for safety of aircraft, ships, submarines and for conduct of Naval operations over a specified region and during an indicated period of time.

(d) Briefings – this will include synoptic situation reports, forecasts and warnings in respect of specified area and period.

(2) Any other type of Met and Ocenological information required for operations, planning and safety of structures, harbours etc.

2203. Meteorological and Oceanlogical Organisation. (1) The Meteorological and Oceanological organisation in the Navy is as follows: -

(a) A Director of Naval Oceanology and Meteorology at Naval Headquarters who is responsible for Naval Meteorological and Oceanological services in the Navy.

(b) Command METOC officers holding staff appointments under Administrative Authorities.

(c) Staff METOC officers under Senior Officer/Fortress Commander/Flag Officers Commanding.

(d) Senior METOC officer and Officer-in-charge of Meteorological and Oceanological offices in establishments/units.

(e) The Officer-in-Charge, School of Naval Oceanology and Meteorology.

(2) The details of the Meteorological and Oceanological organisation in the Navy will be promulgated by orders and instructions issued fro time to time.

2204. Duties of Meteorological and Oceanological Staff. (1) The Meteorological and Oceanological staff is to provide Meteorological and Oceanological information and to describe the environmental conditions (present and future) with all possible promptness and accuracy but not to pronounce upon its suitability for Naval operations, environmental reports, forecasts, warnings and briefings will not, therefore, contain any opinion (on the part of Meteorological and Oceanological staff) as to the suitability or otherwise of the atmospheric and oceanological conditions for exercises or operations.

(2) Details of the duties of Meteorological and Oceanological staff will be as promulgated from time to time by the Chief of the Naval Staff and through command, fleet, ships/establishment orders.

(3) In a ship or establishment in which no qualified Meteorological and Ocenologcal officer is borne, Meteorological and Oceanological duties shall be performed by the Navigating and ASW officers respectively.

(4) In a ship or establishment in which no qualified Ocenological officer is borne, Ocenological duties shall be performed by the Meteorological officer.

2205. Meteorological and Oceanological Equipment/Instruments. (1) The METOC officer is responsible for accounting, care and custody of all Meteorological and Oceanological equipment but in a ship/establishment in which no officer qualified in Meteorology and Ocenology is borne, the Navigating officer and ASW officer will be responsible for Meteorological and Oceanological equipment/instruments respectively.

(2) The officers responsible for Meteorological equipment/instruments are to ensure that all barometers under their custody are compared with the standard barometer, calibrated and latest correction displayed on each barometer so that accurate barometric readings are obtained for use. Other meteorological instruments should be periodically checked and calibrated to ensure accuracy of observations.

(3) The officers responsible for Meteorological and Oceanological equipment/instruments are to ensure that Meteorological equipment is kept in serviceable state and timely actions are taken for spares, consumables and repair/replacement in respect of all Meteorological and Oceanological equipment/instruments under their custody.

(4) All Meteorological and Oceanological electrical and electronic equipment/instruments in ship/establishment will be repaired/maintained in accordance with the policy promulgated by Naval Headquarters.

2206.Meteorological and Oceanological Books, Periodicals, Journals, Charts and Publications. (1) Meteorological and Oceanological books, periodicals and journals will be procured by the IN Meteorological Reference Libraries.

(2) All Meteorological and Oceanological charts and publications will be centrally procured by the Naval Chart Depot and supplied to all IN ships and establishments based on the demands raised by them as per normal procedures.

(3) Special Meteorological and Oceanographic data/publications will be procured by Naval Headquarters from various agencies like India Meteorological Department, National Institute of Oceanography, Geological Survey of India, National Geophysical Research Institute, National Physical and Oceanological Laboratory, National Physical Laboratory, National Scientific and Technological Laboratory, etc.

2207. Meteorological and Oceanological Training. (1) In order to ensure adequate number of Meteorological personnel in the specialisation,

arrangements for advanced and specialised training of officers and sailors in Meteorology and Oceanology shall be made both within the service and outside.

(2) The School for Naval Oceanology and Meteorology shall be responsible for conducting the training of officers and sailors in Meteorological and Oceanological duties within the service and will be responsible for reviewing the syllabi of the training courses periodically, after obtaining the approval of Naval Headquarters.

2208. Meteorological Reports and Bathy Observations. (1) All IN ships at sea shall make regular Meteorological, Oceanological and Bathy observations in accordance with instructions issued by the Chief of the Naval Staff from time to time. When ships are in company, the Senior Officer will designate one ship for Meteorological, Oceanological and Bathy observations.

(2) Details of arrangements for supplying Meteorological and Oceanological information to IN ships and shore establishments will be promulgated in orders issued by the Chief of the Naval Staff from time to time, in Notices to Mariners, Notices to Airmen in station, Command orders etc.

2209 – 2210. Blank.

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SECTUON II

INSTRUCTIONS TO METOC OFFICERS

2211. Duties of the Command METOC Officers or Staff Officers- "Meteorology and Oceanology". (1) The Command METOC officer and Staff officers "METOC" will be responsible to the Flag Officer Commanding-in-Chief or to other officer in command of a fleet, flotilla, area or Senior Officer for ensuring that all necessary Meteorological and Oceanological information is readily available for the efficient administration and conduct of naval exercises and operations. However it is the duty of the appropriate staff officers to advise the "Senior Officer as to its significance in relation to exercises/operations and the safety of ships, submarines and aircrafts.

(2) He is to ensure that all Meteorological and Oceanological information is readily made available to ships, aircrafts, submarines and establishments.

(3) He is responsible for periodical inspection of Meteorological and Oceanological organisation in the Command.

(4) He will be responsible for collection, analysis and archiving of Meteorological and Oceanological data by ships, aircrafts and establishments and for subsequent analysis including determination of derived parameters and statistical normals and trends for Naval requirements.

(5) He is to arrange training of personnel on board ships performing METOC duties to ensure that they are well conversant with the procedures and

regulations for the care and custody of Meteorological and Oceanological equipment/instruments and collection and recording of Meteorological and Oceanological data at sea.

(6) H is to ensure timely installation of meteorological and oceanological equipment/instruments in the ships/establishments.

(7) He is to ensure that METOC staff is fully conversant with Meteorological and Oceanological periodicals, journals, publications, scientific reports etc.

(8) He is responsible for use of computers for Meteorology and Oceanology.

(9) He is to ensure that all Meteorological and Oceanological data pertaining to the areas of responsibility of the respective Commands is collected and stored properly for quick retrieval. He is also responsible for obtaining data from other agencies like national Physical and Ocenological Laboratory, Naval Scientific and Technical Laboratory etc.

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(10) He is to ensure that all Meteorological and Oceanological equipment/instruments on board ships/establishments in the command are in good working condition.

(11) He is to monitor the stock of METOC charts, publications, forms, spares and consumables for Meteorological and Oceanological equipment/instruments held on board ships/establishments in the command to ensure regular uninterrupted supply of items.

(12) He is to ensure that all changes in regulations and procedures for Meteorological and Oceanological services are brought to the notice of all concerned.

2212. The Senior METOC Officers/METOC Officers. (1) The senior METOC officer is responsible to the commanding officer for all matter concerning Meteorology and Oceanology.

(2) At air stations, his immediate responsibility is to the Captain (Air) Commander (Air) in respect of duties concerning flying operations, safety of aircraft, for organisation of the metorological staff in the control tower, and for: -

(a) Providing the Captain (Air) or Commander (Air) with such information on the present and future weather as will enable him to provide for the correct operation and safety of aircraft.

(b) The meteorological briefing of pilots and other aircrews.

(3) It is not part of the METOC officer’s duties to give a decision on the suitability of weather for flying: -

(4) The meteorological briefings of pilots and other aircrew will be carried out by the senior METOC officer and METOC officer to whom he has delegated this duty. He shall comply with the regulations for the Naval Air arm given in chapters 3 and 21.

(5) On receipt of a warning of weather conditions which may affect the safety of personnel or material, or should he suspect the development of such conditions when no special warning has been received, he shall at once inform the Commanding officer of the extent to which, in his opinion, the ship or air station will be affected. In a Carrier of Air station he shall also give immediate warning to the Captain (Air) or Commander (Air)/Lieutenant Commander (Air) if the weather deteriorates or is likely to deteriorate to such an extent that conditions are below the minimum required for visual Flight Rules. Also see regulations on the Naval Air Arm, chapters 3 and 21.

(6) He shall organise and supervise the work of other METOC officers.

(7) He shall b responsible for timely installation and serviceability of Meteorological and Oceanological equipment/instruments.

(8) He is to ensure that METOC staff is up to date with information relevant for Naval operations and all Meteorological and Oceanological books, reports, periodicals, journals and publications held on board are regularly studied by the METOC staff. He is to periodically organise lectures on Meteorological and Oceanological topics relevant to the service.

(9) He shall be responsible for the use of computers for Meteorology and Oceanology.

(10) He shall be responsible for the administration and efficient functioning of all METOC equipment.

(11) He shall be responsible for the timely demand of charts, publications, spares and consumables for Meteorological and Ocenological equipment, so as to ensure that a continuous supply in of these items is maintained.

(12) He shall be responsible for organising on-the-job training of officers and sailors.

(13) At stations which form part of a national weather reporting organisation, he will make weather reports to the appropriate authority at the times laid down.

(14) He will be responsible for recording of weather observations, preparation of maps, forecasts and briefs required for the service.

(15) He is responsible for the computation and dissemination of upper wind values and for the provision of the equivalent constant wind and ballistic temperature data for gunnery purposes, fallout and pollution patterns.

(16) He will have charge of the Meteorological and Ocanological instruments and is responsible for their sitting, maintenance and performance.

(17) He is to have charge of the meteorological chart book and publications and is responsible for their amendments and disposal in accordance with the current regulations.

(18) He is responsible for keeping meteorological logs and statistical records in accordance with current orders.

CHAPTER 23

PHOTOGAPHY

Section		Regulations
I.	Instructions to Photographic Officers	2301 – 2304
II.	General	2305 – 2307

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SECTION I – INSTRUCTIONS TO PHOTOGRAPHIC OFFICERS

2301. Photographic Officer. (1) The Photographic officer is responsible to Commander (Air) for advising on the tacti8cal aspects and use of air and ground photography, including interpretation and modelling.

(2) He is responsible to: -

(a) The Commander (Air) for: -

i. Advising on the uses and tactics of photography.
ii. Photographic interpretation (in co-operation with the Air Intelligence officer nd the Ground Liaison officer).
iii. The production of briefing models.
iv. The satisfactory performance of all photographic work carried out by the photographic section.
v. The organisation and executive control of the photographic section.
vi. The administration and direction of the photographic sailors.
vii. The custody and maintenance of all photographic equipment in accordance with current regulations.
viii. The instruction of aircrew in photography and assisting in briefing when required.

(b) The Air Engineer officer for: -

The installation in the aircraft of cameras, cine cameras and camera guns.

(3) In a Carrier, Photographic officer is responsible to: -

(a) The Lieutenant commander (Operations) for all items in sub regulation 2 except 2(a)(viii) and 2(b).

(b) The Squadron commander for: -

(i) The installation in the aircraft of cameras and camera guns.

(ii) The instruction of aircrews in photography and assisting in briefing for tactical photographic operations when required.

(c) The Lieutenant Commander (Flying) for ensuring that the stabilised recording camera for use with the Mirror Sight is fitted, serviceable and ready for use when required,

(d) In a carrier he also combines the duty of Photographic officer with that of: -

(i) Assistant to commander (Air), or Lieutenant commander (Operations).

(ii) Aircrew of the Search and Rescue aircraft, if he is fit for full flying duty.

(iii) Staff Photographic officer, in a Carrier flagship.

(4) Where no Naval Air Arm officer of Lieutenant's rank or above is available, the Staff Gunnery officer is the adviser on photographic matters, assisted technically by a Lt/Sub-Lt (SDAV), if borne for photographic duties.

(5) The Lt/Sub-Lt (SDAV), borne for photographic duties is responsible to the Photographic officer for: -

(6) The Lt/Sub-Lt (SDAV), borne for photographic duties is responsible to the Photographic officer for: -

(a) The detailed organisation of the Photographic Section.

(b) The efficient performance of all work carried out by the photographic section.

(c) The construction of briefing models.

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(d) The custody and maintenance of all photographic equipment including the stabilised recording camera for use with the Mirror Sight, in accordance with current regulations.

2302-2304. Blank.

SECTION II – GENERAL

2305. Purpose of photographic organisation. The Photogrphic orgnisation is provided for: -

(a) Operational purposes.

(b) Surveys.

(c) Record and analysis of practices and exercises.

(d) Instruction and training.

(e) Technical assessment and record.

(f) Naval information.

(g) Historical record.

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2306. Security. (1) All negatives and prints, whether taken form the air or on the ground, whether by private individuals or officially by service units, are to be accorded a security grading. They are to be accorded the same security grading as the material photographed, but the tactical employment of any technical equipment may be in a higher security category than the equipment itself. The authority ordering the photographs should be consulted about security grading where appropriate. In all cases of doubt, negatives and prints are to be classified **CONFIDENTIAL** and forwarded to the Chief of the Naval Staff for assessment to be made.

(2) Removal of photographs from any secutiry category is only to be done by the authority directly concerned.

(3) It is the responsibility of all concerned to ensure that classified photographs do not fall into the hands of unauthorised persons.

2307. Private Photography. (1) The possession or use of cameras in ships, establishments and Service aircrafts is to be allowed only with the permission of the Captain or the Head of the establishment.

(2) The first copy of every photograph taken privately on board ship or within or from an establishment, or from Service aircraft, is to be submitted for inspection to a commissioned officer specially appointed by and responsible to the Captain for this duty. This officer will decide whether a photograph may be given away, sold or other

wise published, and will stamp the prints accordingly. Any captions, which it is proposed shall accompany a photograph, are also to be submitted for censorship.

(3) If a private photograph is considered to be of a classified nature it is thenceforth to be dealt with in all respects as an officially taken photograph or the photographer is to be directed to destroy the negative and all prints and the officer referred to above is to satisfy himself that this has been done.

(4) Private photography is not to be discouraged but it must be clearly understood that the use of service consumable materials, either free of charge or on repayment is strictly prohibited.

(5) It is the duty of every officer or sailor owning a private camera to acquaint himself with all order regarding the security aspect of photography. See regulation 2306.

CHAPTER 24

OFFICERS - SPECIALSATION ND COURSES

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Section		Regulations
I.	General	2401 – 2409
II.	Officers of the Executive Branch	2410 – 2416
III.	Officer of Branches other than Executive	2417 – 2423
IV.	Officers of all Branches	2424 – 2427

SECTION I – GENERAL

2401. Power of the Chief of the Naval Staff in Respect of Orders Affecting Syllabi of Courses, Examinations, etc. The Chief of the Naval Staff is empowered to frame orders regarding courses of instruction, syllabi and conduct of examinations provided that, when any alterations in syllabi involve financial commitments i.e., the provisions of additional instructional staff and/or equipment, prior Government approval will be obtained. Syllabi include subjects to be taught, duration of course, examination, passing percentage, etc.

2402. Subordinate and Junior Officers Training and Examination. (1) The detailed instructions for the training and examination of subordinate and junior officers are contained in Regulations for the Navy, Part III (statutory) and orders issued by the Chief of the Naval Staff from time to time.

(2) The Flag Officer commanding-in-Chief, Southern Naval Command is responsible for the conduct and co-ordination of shore nd afloat training of cadets and midshipmen in the Naval Academy and other training establishments, training

squadron and ships of various fleets and for the conduct of appropriate examination in accordance with the orders promulgated from time to time.

(3) The Flag Officer Commanding-in-Chief, Western Naval Command is responsible for the conduct and co-ordination of training for junior medical officers at the Naval hospitals/medical establishments and for the conduct of appropriate examinations in accordance with the orders promulgated from time to time.

(4) The Flag Officer Naval Aviation is responsible for the conduct and co-ordination of Naval aviation training and for the conduct of appropriate examinations in accordance with orders promulgated from time to time, for all the subordinate and junior officers who may have opted to join the Naval Aviation cadre.

(5) The Flag Officer Submarines is responsible for the conduct and co-ordination of submarine training and for the conduct of appropriate examinations in accordance with orders promulgated from time to time for all the subordinate and junior officers who may have opted to join the Submarine Arm

2403. Divisional and Management Courses. Divisional and Management course are to be given to the officers as follows: -

(a) Subordinate/Junior Officer.	As part of their post commission initial/basic training.
(b) Special Duties List Officers.	As soon as possible after promotion to Acting Sub Lt. (SD).
(c) Direct Entry Officers.	As soon as possible after recruitment.
(d) Army Medical Corps Officers seconded to the Navy.	As and when possible.

2404. Defence Services Staff College, Wellington. (1) Officers of the rank of Commander and Lieutenant Commander will be selected by the Chief of the Naval Staff to undergo the Staff Course at the Defence Services Staff College Wellington, Tamil Nadu.

(2) Officers who successfully complete courses at the Defence Services Staff College, Wellington, shall be granted the symbol “psc” Such officers who carry out the duties of the Directing Staff at the Defence Services Staff College satisfactorily for one year shall be granted the symbol “psc”.

2405. Study of Foreign Languages. (1) Regulations governing the study of modern foreign languages by officers are given in Language Regulations for the Armed Forces.

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(2) For allowance admissible to official interpreters filling authorised appointments, see pay and Allowances Regulations for the Navy.

2406. Specialisation, Abroad. Officers may, with the prior approval of the Government, be select to undergo specialist courses abroad in specialist subjects as and when the Chief of the Naval Staff deems it necessary.

2407. Specialist Courses held by the Army, Air Force, Director General Civil Aviation and other Institutions of the Government of India. Subject to availability of vacancies, officers may, with the prior approval of the Government, be selected to attend the various specialist courses being conducted by the Army, Air Force, the Director General of Civil Aviation and other institutions set up by the Government of India.

2408. Distinguishing Symbol. (1) On satisfactorily completing a specialist or advanced course, an officer will be distinguished in the Navy List by an appropriate symbol given therein.

(2) These letters and symbols will be retained only while the officer is actually employed, or is available for employment on specialist duties.

2409. Authorised Courses of Instruction. The following are authorised courses of instruction in India: -

Any course or refresher course conducted in the following authorised training establishments: -

(i) INS Abhimanyu (including College of Navl Warfare (CNW)

(ii) INS Arani

(iii) INHS Asvini (including Institute of Naval Medicine)

- (aa) School of Navl Medicine.
- (ab) School of Nursing.
- (ac) School of Health.
- (ad) School of Medical Assistants
- (ae) Radio Isotope Centre.
- (af) Chamber Complex.
- (ag) Medical Officers Internship Training.

(iv) INHS Sanjeevani.

- (aa) School of Nursing.
- (ab) Medical Officers Internship Training.

(v) Ins Chilka.

(vi) INS Droncharya.

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(vii) INS Garuda.

(aa) School for Naval Airmen.
(ab) School of Naval Oceanology and Meteorology.
(ac) Observer School.
(ad) Helicopter Training School (HTS).

(viii) INS Hamla

(aa) Supply and Secretariat School (S&S School).

(ix) INS Kunjali

(aa) Naval Police and Regulating School.
(ab) Motor Driving School.

(x) INS Trata (School of Music).

(xi) INS Mandovi (Naval Academy).

(xii) INS Satavahana.

(aa) Escape Training School.
(ab) Submarine School

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(xiii) INS Shivaji

(aa) Naval College of Engineering.
(ab) Nuclear Biological Chemical Warfare and Damage Control (NBCD) School.

(ac) School of Marine Technology.

(xiv) INS Valsura

(xv) INS Venduruthy

(aa) Seamanship School
(ab) Naval Institute of Educational Training Technology (NIETT)
(ac) Pre-commissioning Training (OCT) School.
(ad) Anti-Submarine Warfare (ASW) School.
(ae) School for Maritime Warfare & Tactics (SMWT)
(af) Diving School
(ag) Navigation and Direction (ND) School.
(ah) Signal School.
(aj) Indian Naval Physical Training (INPT) School.

(xvi) Hydrographic School.

(xvii) Constructor Training Officer, Naval Dockyard, Visakhapatnam.

(xviii) Tactical Trainer, Bombay.

(xix) Any other institution that may be assigned training role by an order of the Government form time to time.

(xx) Any course conducted in the Army training institutions.

(xxi) Any course conducted in the Air Force training institutions.

(xxii) Defence Services Staff College, Wellington.

(xxiii) Courses for Medical officers conducted at the Armed Forces Medical College and other institutions under arrangements of the Director General Armed Forces Medical Services..

(xxiv) National Defence College, Delhi.

(xxv) College of Defence Management, Secunderabad.

(xxvi) Any course conducted by the DDO Organisation.

(xxvii) Any course conducted in any Governmental/Non-Governmental organisation with prior approval of the Government.

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SECTION II – OFFICERS OF THE EXECUTIVE BRANCH

2410. Specialisation Preferences. (1) On promotion to the rank of Lieutenant, all officers of the Executive Branch ar required to state in order of preference the subjects in which they wish to specialise.

(2) An officer may change his choice of specialisation at any time before final selection for a specialist course. Such changes shall be reported at once in order that up-to-date information may be available for the selection for Long Courses.

(3) Whenever a Commanding officer renders a report on Form IN 475C on a Lieutenant of less than five year seniority, he shall give his opinion on the suitability of the officer to specialise in the subject the officer has chosen. The subjects shall be indicated in the order of preference.

(4) In selecting officers for specialisation, the Chief of the Naval Staff shall give consideration to the preferences expressed, but shall select officers, in accordance with the requirements of the service.

2411.Specialist courses. (1) The subjects in which the officers of the Executive Branch may specialise are gunnery, anti submarine warfare, communication, navigation and direction, clearance/deep sea diving, Naval armament

inspection, Hydrographic survey, Logistics and Management, Nuclear Biological Chemical Damage Control, Provost, Electronic Data Processing and as promulgated from time to time.

(2) Selection of officers for specialisation will normally be made from amongst Lieutenmants.

(3) Of the officers who have qualified as specialists, a limited number may be selected from time to time for advanced courses.

(4) Executive officers, forming part of the Aviation and Submarine cadres, may from time to time, undergo specialisation courses peculiar to their cadres.

2412. Observer. (1) Officers of the Executive Branch may volunteer for specialization as 'Observer'.

(2) Selection for this specialization will normally be made from officers upto and including the rank of Lieutenant below 25 years of age who are in possession of full Naval Watch-Keeping Certificate.

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(3) On successful completion of the course, the observers will wear the Observer's Badge.

2413. Pilot. (1) Officer of the Executive Branch may volunteer for specialisation as 'Pilot'.

(2) Selection for this specialisation will normally be made from officers upto and including the rank of Lieutentant but below 24 years of age.

(3) Qualified Pilots will wear the Pilot's Badge.

2414. Submarine Arm. (1) Officers of the Executive Branch may volunteer for specialisation as submariners.

(2) Selection for this specialisation will normally be made from officers upto and including the rank of Lieutentant but below 24 years of age.

(3) On passing the final submarine qualifying board, the officers will become entitled to wear the Submarine Arm Badge.

2415. Advanced Courses. Particulars of the qualifying and advanced courses in Gunnery, Antisubmarine Warfare, Signal Communication, Navigation and Direction, Clearance/Deep Sea Diving, Observer, Pilot, Hydrography, Naval Armament Inspection and Submarine Arm are contained in orders issued by the Chief of the Naval Staff from time to time.

2416. Blank

SECTION III – OFFICERS OF BRANCHES OTHER THAN EXECUITIVE

2417. Advanced Courses in Marine, Air Engineering and Submarine Arm. Engineer Officer of the rank of Lieutenant Commander and Lieutenant Commander and Lieutenant may be selected to undergo advanced courses in EDP, Marine, Mechanical, Air Engineering, Submarine Arm, Nuclear Engineering, Naval Architecture, Warship Design at DRDO establishments, Universities, Factories or elsewhere, in India or abroad, as arranged by the Chief of the Naval Staff with the prior approval of the Government.

2418. Advanced Electrical Engineering Course. Electrical officers of the rank of Lieutenant Commander and Lieutenant may be selected to undergo advanced courses in EDP, Electrical, Electronics, Air Electrical Submarine Arm and Nuclear Engineering at DRDO establishments, Universities, Factories or elsewhere, in India or abroad, as arranged by the Chief of the Naval Staff with the prior approval of the Government.

2419. Education Branch. (1) Based on their basic qualifications, officers from the Education Branch may be selected for any one of the following specialist courses: -

(a) Gunnery.

(b) Anti-Submarine Warfare.

(c) Communication.

(d) Navigation and Direction.

(e) Advanced Meteorological Course.

(f) Oceanography.

(g) Electronic Data Processing.

(h) Nuclear Biological Chemical Damage Control.

(j)Advanced Marine Engineering course.

(k)Advanced Electrical Engineering Course.

(l)MSC (Operations Research).

(m)M.Phil. (Physics).

(n) M.Phil. (Mathematics).

(P) M.Tech. (Computer Science).

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(2) Specialisation in Meteorology will be a prerequisite for selection for the course in Oceanography.

2420. Study leave-Specialist and Advanced Medical Courses. Medical officers of the rank of Surgeon Lieutenant and above may be selected to undergo specialist and advanced courses on study leave in the various disciplines of medical sciences within the service, in inter-service training establishments, universities, hospitals, in India or abroad, as arranged by the Director General Armed Forces Medical Services with the prior approval of the Government.

2421. Whenever a Commanding officer renders a report on form IN 475C on a Lieutenant of Engineering, Electrical or Education Branch of less than six and a half years seniority, he shall give his opinion on the suitability of the officer to specialize in advanced/specialist courses, as may be appropriate branch wise. Similar recommendations for Medical officers are to be made throughout their tenure s Surgeon Lieutenants.

2422. Blank.

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SECTION IV – ADHOC SPECIALIST AND ADVANCED COURSES FOR OFFICERS OF ALL BRANCHES

2424. National Defence college, Delhi. (1) Officers of the rank of Commodore and Captain will be selected by the Chief of the Naval Staff to undergo a course at the National Defence College (NDC), Delhi.

(2) Officers who successfully complete courses at the NDC, shall be granted the symbol “ndc” Such officers who carry out the duties of the Directing Staff at the National Defence college satisfactorily for one year shall be granted the symbol “ndc+”.

2425. College of Naval Warfare. Bombay. (1) Officers of the rank of Captain and Commander will be selected by the Chief of the Naval Staff to undergo Naval Higher Command Course (NHCC) at the College of Naval Warfare (CNW), Bombay.

(2) Officers who successfully complete the course at the College of Naval Warfare, shall be granted the symbol “nhc” Such officers, who carry out the duties of the Directing Staff at the College of Naval Warfare satisfactorily for one year shall be granted the symbol “nhc+”.

2426. College of Defence Management, Secunderabad. Officers of the rank of Commander and Lieutenant Commander will be selected by the Chief of the Naval

Staff to undergo Long Defence Management Course (LDMC) at the College of Defence Management (CDM), Secunderabad.

(2) Officers who successfully complete LDMC shall be granted the symbol "idmc". Such officers, who carry out the duties of the Directing Staff at the CDM satisfactorily for one year shall be granted the symbol "idm+/CDM+".

2427. Adhoc Specialist and Advanced Courses. Due to changes necessitated in the pattern of Naval warfare and advances in technology, officers of all branches may be selected to undergo specialist/advanced courses at service institutions, DRDO establishments, universities, factories or elsewhere, in India or abroad, as arranged by the Chief of the Naval staff with the prior approval of the Government.

CHEPTER 25

PERSONAL RECORDS

Section		Regulations
I.	General Instructions	2501-2509
II.	Officers	2510-2515
III.	Sailors	2516-2528

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SECTION – GENERAL INSTRUCTIONS

2501. Identity Cards – Indian Armed Forces. (1) These Identity cards are common to all the three services, In the Navy, these are issued to all officers and sailors.

(2) These identity cards shall be issued to: -

(a) Officers on the active list.

(b) Nursing Officers of the Military Nursing service seconded or attached to the Navy.

(c) Honorary Commissioned officers on the active list.

(d) Other Honorary Commissioned officers.

(e) Foreign officers under training in the Indian Navy.

(f) Sailors on active service and re-engaged sailors.

(g) Retired officers when re-employed/recalled/mobilized.

(h) Indian Naval Auxiliary Service officers when called for training or on active service.

(3) Identity cards are the property of the Government of India and shall be carried on the person of the holders, at all times, on duty whether in uniform or in civilian clothes.

Note: When engaging in sporting activities such as swimming, sailing surfing etc. or when not in use, the Identity card must be kept locked in a secure place.

(4) Commanding officers shall ensure by periodic inspection that all personnel under their command are in possession of these identity cards. They should also impress the importance of security of identity cards on all officers and sailors under their command. Arrangements should be made to check identity cards of all personnel when they leave the ship or return on board.

(5) The identity cards shall be issued or replaced at Government expenses on the following occasions: -

(a) On the first issue.

(b) On promotion from the lower deck.

(c) When there is change in facial appearance.

(d) When an identity card is issued against the return of one worn out by fair wear and tear, ordinarily after three years or earlier in exceptional circumstances.

(e) Change of name.

(f) On promotion to higher rank except from Seaman II to Seaman I and its equivalent ran k, reduction or reversion in rank.

(g) Accidental loss not due to the fault of the individual.

(h) On loan to a foreign Government or on an assignment abroad, if the identity card does not show the appropriate rank.

(j)On retirement to Officers, Armed Forces identity cards are to be withdrawn from the retiring Naval officers or retiring honorary Commissioned officers and fresh identity cards issued to them if so desired, with the words 'Retired' endorsed on it, to facilitate their identification on ceremonial occasions, service functions, while drawing pension, rations, canteen goods and POL etc.

(6) On all other occasions when a replacement of identity card is done, a sum of Rs.10/- shall be realized from the person concerned and credited to the Government.

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(7) **Procedure in case of loss: -**

(a) Personnel serving ashore shall report the los of identity card immediately to the Commanding officer of the establishment who shall report the fact to the following authorities at the earliest opportunity: -

(i) Nearest Police Station.

(ii) The Administrative Authority.

(iii) Local Naval Provost Authority.

(b) Personnel serving afloat shall report the loss of an identity card immediately to the Commanding officer who shall inform immediately: -

(i) The Senior Officer of the Port concerned who in turn will inform the nearest Police Station if the loss is believed to have occurred ashore.

(ii) The Administrative Authority.

(iii) Local Naval Provost Authority.

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(c) Personnel on leave shall report the loss of an identity card immediately: -

(i) To the nearest Police Station.

(ii) To the Commanding officer giving all the details regarding the loss.

(d) Commanding officers shall issue temporary identity passes (Form IN 150) to officers and sailors who lose their Indian Armed Forces Identity Cards. This should be issued for a specified period to be decided by them.

(e) Commanding officers shall also arrange with the Naval Provost Marshal, Western Naval Command, Bombay for the issue of a duplicate identity cads giving the following particulars: -

(i) Date of loss of identity card.

(ii) Date of detection of loss.

(iii) Circumstances of loss of identity cards.

(iv) Punishment awarded, if any.

(f) On the issue of a duplicate identity card or if the original identity card is found, the temporary pass shall be returned to the issuing authority for cancellation. In case the original is found after the issue of the duplicate, the duplicate shall be returned to the Naval Provost Marshal, Western Naval Command, Bombay. In all cases when the original is found, the Naval Provost Marshal Western Naval Command, Bombay, and the various authorities to whom the information about the loss has been given in accordance with sub regulations (a) and (b) shall be informed.

(8) Loss of identity card occurred due to negligence of the holder shall be an offence. Circumstances in which loss occurred and subsequent conduct of the cardholder shall determine the gravity and mitigation of the offence.

(9) Permanent identity cards shall be withdrawn from personnel on release or discharge and prior to their proceeding on release leave. These shall be returned to the Naval Provost Marshal, Western Naval Command, Bombay, for cancellation. Such personnel are to be issued form IN 150 for the period of their release leave with the date on which this pass becomes invalid clearly stamped in red ink. All other forms of temporary passes shall be withdrawn from such personnel.

(10) These identity cards or any other form of temporary passes shall be withdrawn at the port of embarkation by the Local Naval Authority from the personnel of foreign navies under training with the Indian Navy, and returned to the Naval Provost Marshal, Western Naval Command, Bombay, For cancellation.

(11) Indian Armed Forces Identity Cards shall not be issued to civilians serving with the Navy.

2502. Naval Pay Book. (1) All officers and sailors shall be issued with Pay Books to enable them to draw thereon their pay. Officers and sailors shall present themselves in person to the pay disbursing authorities with their pay books to receive payment. When a new pay book is issued, the old one is to be returned. Old pay books shall be forwarded by the Commanding officer to the supply officer-in-Charge, Naval Pay Office, Bombay.

(2) In case of loss of pay books, officers and sailors are to report the loss immediately to their Commanding officer, who is to report the fact to the following authorities at the earliest opportunity: -

(a) Administrative Authority.

(b) Nearest Police Station.

(c) Naval Pay Office.

(3) Paying officers are top bring at once to the notice of their immediate, superior or Commanding officer any case of misuse of pay books for impersonation or fraud which they may discover.

(4) Pay books are to be withdrawn from personnel on the following occasions: -

(a) **Officers**

(i) Retirement, release or discharge from the Service.

(ii) Resigning their Commission.

(iii) When appointed on the Staff of missions abroad or seconded to other services or deputation to pu7blic sector undertaking or when appointed as ADC to Governors.

(b) **Sailors**

(i) Release or discharge from service.

(ii) Promotion to commissioned rank.

(iii) When appointed on the staff of missions abroad.

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2503. Flying Log Books. Instructions relating to Flying Log Books are given in Indian Naval Air Publication 2 (INAP2). The Log Books shall be produced at inspections whenever required.

2504. Certificate of Death or Presumption of Death. (1) When an officer or a sailor dies, the issuance of a death certificate by civil authorities is governed by civil law.

(2) A certificate of death may be issued by or under the authority of the chief Of the Naval Staff when an officer or an sailor: -

(a) Dies and no death certificate is issued by civil authorities or;

(b) Is killed in action.

When an officer or a sailor is missing, a certificate may be issued by or under the authority of the Chief of the Naval Staff, after due enquiry, that he is confirmed or presumed to be dead.

(3) Under Section 180 of the Navy Act, 1957, the following officers are also prescribed for the issue of certificates mentioned kin sub regulation (2), on active service: -

(a) Joint Secretary, Ministry of Defence- for officers.

(b) Administrative Authorities – for Sailors.

See SRO 389 dt 12 Dec 61 as amended by SRO 257 dt 05 Aug 67).

(4) When no conclusive proof that a missing officer or sailor is dead has been produced at the end of six months, the Chief of the Naval Staff shall cause further inquiries to be made from: -

(a) The next of kin.

(b) The ship or establishment of the missing officer or sailor.

(c) Any other likely source.

(5) A certificate of presumption of death may be issued when: -

(a) Inquiries made under sub regulation (4) of this regulation fail to produce information indicating that the missing officer or sailor may still be alive.

(b) In the opinion of the Chief of the Naval Staff or other prescribed officer, the circumstances surrounding the disappearance of the missing officer or sailor raise beyond reasonable doubt the presumption that he is dead.

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(6) In a certificate of presumption of death, the issuing authority shall: -

(a) Declare that the missing officer or sailor is deemed to be dead.

(b) State the date on which his death is presumed to have occurred.

(7) When a certificate of presumption of death has been issued, in respect of a missing officer or sailor, stating the date on which the death is presumed to have occurred, such officer or sailor shall thenceforth be deemed to have died on that date.

(8)(a) When an officer or a sailor is declared missing while in service the family will be paid the following benefits subject to adjustment of outstanding dues in respect of the missing personnel: -

(i) **Immediately after the Date of Declaration of Disappearance.** The amount of salary due, leave encashment due and Defence Services Officers Provident/Armed Forces Personnel Provident (DSOP/AFPP) Fund amount subject to nomination made by the missing personnel.

(ii) **After the Lapse of One Year from the Date of Declaration of Disappearance/Presumption of Death.** Family pension/Death-cum-Retirement Gratuity (DCRG) etc. as admissible in normal conditions.

(b) The above benefits may be sanctioned after observing the following formalities: -

(i) The family must lodge a report with the concerned police station and obtain a report that the individual has not been traced after all efforts had been made by the police.

(ii) The claimant will be required to furnish an indemnity bond with two solvent sureties to the effect that all payments thus made will be recovered from the amount due to the person if he/she reappears and makes any claims.

(c) The family can apply to the concerned authority for grant of family pension and DCR Gratuity after one year from the date of declaration of disappearance of the service personnel in accordance with the procedure for sanction of family pension and DCR Gratuity. In case the disbursement of DCR Gratuity is not effected within 3 months of the date of application, the interest shall be paid at the rates applicable and responsibility for the delay fixed.

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SECTION II – OFFICERS

2510. Confidential reports on Officers. (1) Confidential Reports on Naval officers shall be rendered on forms as prescribed and as per general instructions issued by the Chief of the Naval Staff.

(2) All reports are to be rendered in original only. There should be no erasures or overwriting of numerical assessments. If amendment is to be made, the old assessment should be crossed through and new assessment entered and signed in full. No copies shall be made or retained by any authority. Extracts of relevant portion of confidential Reports may however be made under the following circumstances: -

(a) For communicating adverse remarks to the officer by post.

(b) When an officer reported upon feels aggrieved by the adverse comments which are communicated to him under the provisions of this regulation and requests for a copy of relevant extracts.

(3) Confidential Reports are of the following types: -

(a) Annual Confidential Report. (ACR).

(b) Early Annual Confidential Report. (Early ACR).

(c) Delayed Annual Confidential Report (Delayed ACR).

(d) Interim Confidential Report. (ICR).

(e) Special Confidential Report (SCR).

(f) Quarterly Confidential Report (QCR).

(4) Annual Confidential Reports (ACR). A confidential report is to be rendered annually on every officer on dates as prescribed by the Chief of the Naval Staff.

Note: (i) If an ACR is not rendered, reasons for non-initiation are to be reported.

(ii) Confidential reports are not required to be rendered on officers undergoing formalized specialist or other courses in a civil/Naval/Inter-services institute either in India or abroad. However, reports are to be rendered on officers undergoing specialist or other training involved in commissioning and acquisition of ships, submarines, aircraft, weapons and equipment and transfer of technology which do not fall under the category of formalized courses. Naval Headquarters will normally issue necessary instructions when deputing officers for such courses.

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(5) Early Annual Confidential Report (Early ACR). An Annual Confidential Report may be initiated up to three months earlier than the normal date of its initiation, if the officer reported upon or the initiating officer leaves his respective appointment, or when considered necessary by Naval Headquarters.

(6) Delayed Annual confidential Report (Delayed ACR). Initiation of an Annual Confidential. Report may be delayed up to a maximum period of three months from the normal date of initiation. If the officer reported upon does not complete three months service under the initiating officer and no ACR or Early ACR has been rendered on him in that rank for that reporting year.

(7) Interim Confidential Report (ICR). An Interim Confidential Report is to be rendered on an officer in the following circumstances provided that a report has not been rendered on him in the preceding six months, and that an annual report cannot be initiated under sub regulations 4 or 5 above: -

(a) Permanent transfer or retirement of the initiating officer or the officer reported upon.

(b) Change of Administrative/Operational Authority (applicable only in the case of Commanding officers) provided no confidential report has been initiated in the preceding three months. When an officer's performance afloat in an operational ship may go unreported if an ACR was rendered during the preceding six months when the ship was no operational. In such cases, an ICR may be rendered at the discretion of the Commanding officer provided the officer has rendered at least

three months service under the initiating officer from the date of last report. However, if an early ACR becomes due in terms of sub regulation (5) above the same should be initiated in all cases.

Note: If an ICR is not rendered under any of the above circumstances, reasons for non-initiation are to be reported in a manner prescribed by the Chief of the Naval Staff.

(8) Special Confidential Report (SCR). A Special Confidential Report may be initiated under the following circumstances: -

(a) When called for either by Naval Headquarters or the Administrative Authority for any specific purpose.

(b) When an officer is recommended for urgent transfer from the ship/establishment on grounds of unsuitability, or when a change of appointment is recommended for some other reasons. Should such a report contain any adverse comments or numerical assessment below 5, normal action should be taken to inform the officer reported upon and obtain his signature on the form.

(c) When a substantial drop in performance is noticed in respect of an officer select listed for promotion, which in the opinion of his superior officer may render him unsuitable for promotion. Such report would normally be adverse in content and should therefore be signed by the officer reported upon.

(d) When an officer is recommended for discharge from service after having been suitably and sufficiently warned in writing through the medium of quarterly reports as specified in sub regulation, (9) below.

(9) Quarterly Confidential Reports (QCRs). Officers of the rank of Lieutenant Commander and below may be placed on Quarterly Confidential Reports by the Administrative Authority under intimation to Naval Headquarters. Officers above that rank may be placed on Quarterly Confidential Reports only by the orders of the Chief of the Naval Staff. Reports on officers so placed are to be rendered every three months until ordered to be discontinued by the authority placing the officer on quarterly report. If an officer placed on quarterly reports is transferred, the Commanding officer of his next ship and the new Administrative Authority are to be informed of this by the previous Commanding officer and a copy of the letter placing him on quarterly report forwarded to each of them. An officer is to be informed if he is placed on quarterly report and again when removed.

Note:(i) All the short comings/weaknesses of the officer are to be listed in the letter placing him on quarterly reports and the officer is to be informed of the same. The quarterly reports subsequently rendered on him are to contain specific comments/assessment of the initiating officer as well as superior officers on those shortcomings/weaknesses.

(ii) All quarterly reports are to be shown to the officer and his signature obtained in the form.

(10) Importance of Accuracy and Fairness in Reporting.

(a) Selection of officers for appointments, courses and promotion in the Navy depends largely on the accuracy and fairness with which reports are rendered. When reporting on a number of officers in the same rank and roughly same seniority, it may help to first place them in order of their relative merit before commencing with the report writing.

(b) Confidential reports must be rendered as objectively as possible. Subjective reports can be detrimental to the officer reported upon and may also undermine the credibility of the reporting officer.

(c) An officer is to be assessed in the appointment actually held by him during the period under report, and as far as possible, in comparison with other officers of his rank and seniority.

(d) Recommendations for special assignments and courses should be made after a careful consideration of the officer's performance, growth potential and specific attributes. Giving such recommendations as a matter of routine may well lead to selection of a wrong person for such assignments/courses.

(e) Executive officers serving afloat should invariably be assessed for command at sea. In the case of officers belonging to the submarine cadre, suitability for Principle control officer/C ommandi9ng officer 'Q' Course should be assessed as applicable.

(f) It must be clearly understood that over assessment of an officer will be prejudicial to other officers who are better than him. Hence reporting officers should avoid such tendency which may throw doubt on their judgment and ability to appraise.

(11) **Adverse Traits.** Adverse traits are those which affect an officer's good conduct or performance, and may eventually harm the service. It is the duty of the reporting officers, to take note of any adverse traits in officers serving under them, and to try and remove, them rather than have to report on them. The aim should be to help an officer to overcome his shortcomings by timely action. This can be achieved through frequent advice or warning well in advance of a report being initiated. Should an officer fail to show improvement in spite of the advice or warning given to him, the reporting officer must enter the adverse traits in his confidential report. If a previous report by the same reporting officer had reported an y shortcomings, which have since been overcome, this fact should also be made clear in the latest report, especially where an officer has made a distinct effort to improve.

(12) The officer reported upon will not decline to sign adverse comments, nor will he enter remarks like "signed under protest" etc. If it is not possible for any reason to obtain the officers signature in the form, a copy of the written communication sent to the officer to be enclosed with the Confidential report. The communication, duly signed by the officer reported upon is then to be affixed to the report when received. Similarly, if the Senior Reviewing officer endorses numerical assessment below 5 a copy of the written communication of adverse remarks and reason for numerical assessment below 5 is to be enclosed with the Confidential report.

(13) All correspondence between the reporting officer and the officer reported upon is to be marked "Personal and Confidential" and addressed by name. If the reporting officer has been transferred or the officer reported upon has been transferred to another appointment under a different initiating officer, the correspondence will be confined to between the officer reported upon and the reporting officer. Under no circumstances will such correspondence be addressed to the office er reported upon through his new initiating officer.

(14) Formalised Appraisal Contact with Officers. The appraisal or officers by their initiating officer should be an ongoing process rather than a one time annual exercise. This can only be achieved by periodic dialogue between the initiating officer and the officer reported upon, wherein the strengths and weaknesses of the latter are made known to him. The purpose of such communication is to help the officer to overcome his shortcomings by timely action. Such dialogue will eventually result in a balanced assessment of the concerned officer. Accordingly a formalized appraisal contact is to be maintained with officers wherein: -

(a) Every officer on joining his new unit should be formally interviewed by his initiating officer during which he is to be given broad guidelines on how he is expected to perform his duties and conduct himself.

(b) Formalised appraisal discussions be held between initiating officers and officers of the rank of Lt. Cdrs and below only once every six months.

(c) A record showing the dates of discussions with individual officers be maintained.

2511. Addresses, etc. of Officers' Next of Kin. (1) Whenever an officer joins a ship or establishment (except for a short period of training or for an instructional course), he shall give particulars of the next-of-kin to whom information concerning his death or illness should be communicated. A fresh form should be completed whenever a change occurs in the next-of-kin or in the address of the next0of-kin.

(2) The form mentioned in sub-regulation (1) shall be completed in duplicate, one copy being retained in the ship or establishment concerned, the other copy shall be forwarded without delay to the Chief of the Naval Staff. Tenders or ships, not keeping accounts shall prepare and forward an extra copy to their parent ship.

(3) The particulars so rendered shall be verified annually on 1st September. Any alterations then found necessary shall be reported in accordance with sub regulation (2).

(4) Officers themselves are responsible for notifying any alterations that may occur in the interim. Officers on leave shall report changes direct to the Chief of the Naval Staff.

(5) Army and Air Force officers embarked in I.N. Ships should be requested to complete this form in triplicate. One copy shall be retained on board, the duplicate shall be forwarded to the Chief of the Naval Staff and the third copy shall be sent to the Army or Air Headquarters as appropriate.

2512 – 2515. Blank.

SECTION III – SAILORS

2516. Service Documents of Sailors. (1) Service Documents of sailors comprise a vital and essential record on which are dependent their pay, allowances, promotions, leave and ultimately their discharge from the Service with or without pension.

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(2) All ships and establishments shall periodically: -

(a) Prepare and forward to the Commodore Bureau of Sailors, Bombay a nominal roll of all sailors borne whose Service Documents are: -

(i) Not held.

(ii) Not complete (stating the documents missing).

(b) Forward to Commodore, Bureau of Sailors, Bombay for disposal of any surplus service documents found on board.

(3) **Annual Inspection of Service Documents.** All Service Documents including the Service Certificate (IN 271) History Sheets and Conduct and Offences Records Sheets (IN 285 and IN 286) of all sailors serving in the Navy shall be carefully inspected in the Service Documents Section, Bureau of Sailors, Bombay, once in each year in order that any irregularities may be detected and corrected, and to ensure that the Conduct and Offences Record Sheets (IN 285 & IN 286) are dealt with as directed in INBR 77. The date of inspection is to be noted in the report of inspection of each ship.

(4) **Documents to be Delivered to Sailors on Discharge etc.** Every sailor who is dismissed, discharged, retired, permitted to resign or released from service shall be furnished with IN 272 (Revised), Sailors Service and Discharge Certificate (INSADC) after verification by the Commodore, Bureau of Sailors in the language which is the mother tongue of such sailor and also in the English language setting

forth the authority terminating his service, the cause of such termination and the full period of his service in the Indian Navy/Indian Naval Auxiliary Force. (see section 17(4) of the Navy Act 1957).

NOTE: Educational certificates are handed over to the sailors direct by the Training Establishments.

(5) **Disposal of Service Documents on Death, Missing or Desertion.** On the death or missing of a sailor or discharge from the ship's books of a deserter, the Service Certificate (IN 271) after notation thereon of the date of death, missing or desertion as the case may be, shall be forwarded to the Commodore, Bureau of Sailors, Bombay.

(6) **Tampering with Service Documents.** Prior to final discharge from the service all sailors on being handed documents referred to in sub regulation (4), shall be warned that these are official documents and that any tampering with them, i.e. any alteration, whether by addition, erasure, insertion, obliteration, removal or otherwise without proper authority renders offenders liable to prosecution.

(7) **Inspection of Service Documents by Sailors.** On the completion of Annual Assessment of Character, all sailors shall be afforded the opportunity of seeing their Service Documents with the exception of: -

(a) Record of Offences Sheet (IN 286).

(b) Divisional Officer's Record Sheet (IN 703), and continuation sheet for Form IN703 (IN 703A).

(c) Medical History Sheet (IAFM 1242) and S.T.D. Card (AFMSF 6).

2517. Service Certificate. (1) A Service Certificate (IN 271), together with cover (IN 271 A, B or C), shall be prepared for every sailor, on first entry, by the ship or establishment where the person reports for initial training. When any person offers himself for entry, special enquiry shall be made whether he has ever been in the service; if so, and he fails to produce his service certificate, a new certificate shall not any account, be prepared for him until the necessary particulars have been obtained from the Commodore, Bureau of Sailors, Bombay, to whom application is to be made.

(2) **New Service Certificates.**

(a) If a sailor's Service Certificate is lost, the same be reported to Administrative Authority for sanction of reconstruction giving full details of loss of Service document. The sanction letter is to be forwarded to the commodore, bureau of Sailors, Bombay, who will reconstruct the Service Certificate (IN 271) and Leave Sheet (IN 183) only. The remaining parts will be reconstructed by the ship/establishment where the sailor is borne under the authority of the commanding officer. The following will be recorded under the last entry on page 2/3: -

"This is a true copy of Certificate of Service, duly corrected. The original has been lost in INS…"

(b) If a sailor's Service Certificate is defaced, a new certificate, showing the whole of his service, may be obtained from the Commodore, Bureau of Sailors, Bombay, and issued to the sailor when necessary, the damaged certificate being impounded and forwarded to the Commodore, Bureau of Sailors, Bombay. The following will be recorded under the last entry on page 2/3 of the new certificate (IN 271): -

"This is a true copy of Certificate of Service, duly corrected. The original has been impounded".

(c) Should it become necessary through the length of a sailor's service to issue him a second certificate, a note shall be placed in the service columns of the old certificate, "Continued on new Certificate" and on the new one, "Continued from the original certificate".

(3) **Irregularities.** The Captain shall report to the Commodore, Bureau of Sailors, Bombay, under intimation to the Captain of the last ship of the sailor any irregularities observed in the sailor's Service Documents ion his joining the new ship. In the case of serious irregularities or where the sanction of the Chief of the Naval Staff is required to correct an error in accordance with sub-regulation (4), the Commodore, Bureau of Sailor, Bombay, shall report the same to the Chief of the Naval Staff, endorsing a copy of his letter to the Commanding officer of the ship or establishment concerned.

(4) **Erasures or Alterations.** In no circumstances shall any erasure be made on the certificate, but if an error is committed, and detected at the time, it shall at once be corrected, without erasure, under the authority of the Captain, and attested by his signature. Except as provided by regulation 2516 (3), no alteration relative to the past shall be made on the certificate without the sanction of the Chief of the Naval Staff.

(5) **Custody.** Certificates shall be kept in the Captain's officer of the ship in which the sailors are borne or actually serving.

(6) **Authority of Service Certificate:** In all questions relative to a sailor's character, or those which depend upon it, the notations made upon his Service Certificate shall be considered as conclusive unless the certificate should appear to have been tampered with, or bear any irregular notations, in which case the Captain, on noticing it, shall immediately report the particulars to the Commodore, Bureau of Sailors, Bombay, in order that reference may be made to the records in the Bureau to clear up the matter and on the result being communicated, the Captain shall note upon the certificate, and attest it with his signature.

(7) Awards and restorations of good conduct badges properly made by the Captain shall normally be accepted as final and shall not be altered without the prior approval of the Chief of the Naval Staff.

2518. Notations of Service. The Service of every sailor shall be shown on his Service Certificate, and for this purpose the name of every ship in which he is borne for pay, whether as part complement or otherwise, or borne while awaiting trial for desertion or undergoing imprisonment or detention, shall be noted thereon, together with the dates of his entry and his discharge from each ship. If a sailor is serving in a tender, the name of the tender shall be inserted first with the name of the parent ship recorded in brackets after it and any change in tender, etc., shall be noted as it occurs.

2519. Record of Efficiency in Rank. (1) Except as stated in sub-regulation (2) below, the efficiency in the rank of every sailor shall be assessed and noted on his Service Certificate by the Captain in his own handwriting on the occasions laid down in section XII, Chapter XII, Regulations for the Navy Part III (Statutory), for the award of character. The normal annual efficiency and character assessments viz., Satisfactory (Sat) and Very Good (VG) respectively, of the sailors borne on the books of Naval Establishments commanded by Commodores and ships bigger than Frigates/Destroyers, may be recorded by the Officers-in-Charge of Schools/Heads of Departments of the rank of Commander on behalf of the Commanding Officers, on the Certificate of Service (IN 271) and recommendations for promotion and Conduct record Sheet (IN 258). In cases where there is any change from the annual efficiency assessment of the previous year or assessment which is higher or lower than 'Sat' the Certificate of Service will continue to be signed by the Commanding officer in his own handwriting according to the existing regulations.

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(2) Efficiency shall not be assessed for sailors who, by reason of being still under preliminary training, are not yet eligible for transfer. This rule includes new entries, sailors reentered after one year and sailors transferred to new ranks if they under go preliminary training.

(3) **Terms Used.** (a) The terms to be employed in assessing efficiency are the following: -

Superior …….	to be written Supr
Satisfactory ……..	to be written Sat
Moderate ……..	to be written Mod
Inferior ……	to be written In ferior

(b) The rank held by the sailor at the time shall be noted in brackets after each assessment thus : Supr. (Sea I). When the promotion of a sailor is antedated to a date earlier than that of the assessment of efficiency, the rank in which the assessment was made shall remain unaltered.

(4) **Definition of Terms.** As a guide to Commanding officers when making their award, the following definitions are given of the terms to be used: -

Superior efficiency	A Sailor who performs his duties with more than average	
	Satisfactory	A Sailor who performs his duties with average efficiency.
	Moderate	A sailor who performs his duties with less than average efficiency.
	Inferior	A sailor who performs his duties in an inefficient manner.

Note: In these definitions 'duties' means the general duties of the rank held, and 'average efficiency' the average efficiency of all sailors in the Service holding the same rank.

(5) **'Supr' 'Sat' and 'Mod': -**

(a) The awards 'Superior' and 'Satisfactory' are intended to be given to none but efficient sailors.

(b) The assessment 'Mod' does not mean that a sailor is inefficient but merely that his efficiency is lower than that of sailors of average efficiency who hold the same rank.

(6) **Sailors in shore Establishments.** When sailors are serving in isolated stations or in shore establishments, their efficiency should be assessed in accordance with sub regulations (1) to (5), but in branches where the sailor's efficiency should depend ideally on ability demonstrated at sea, Commanding officers should give due regard to the assessment last made at sea.

2520. Notations on Service Certificate. (1) Notations shall be made only in the columns provided and in accordance with headings. Blue-black record ink only is to be used, and all entries shall be in manuscript in accordance with the authorized abbreviations. Dates shall be filled in thus: -

01 Jan 90 and not 1/1/90 and the months shall be entered as follows: -

Jan	Apr	Jul	Oct
Feb	May	Aug	Nov
Mar	Jun	Sep	Dec

(2) **When to be Made.** Notations shall be made at the time when the fact recorded occurs, except that the date of desertion and other necessary entries to close the certificate of a deserter shall not be made until discharge from ship's book is effected, or recovery if earlier. When, however, a sailor who has been marked 'RUN', is not recovered by 31 Dec., care must be taken to ensure that his character and efficiency assessments on the date of the 'RUN', are then entered on his Service Certificate. If the sailor subsequently returns to the service and desertion is not proved, the entry shall be deleted and the annual assessment of character and efficiency inserted.

(3) **Medals, Honours and Awards.** All notations about medals, honours and awards shall be made at the time of the award. Recommendations for the Long Service and Good Conduct Medal with or without gratuity as also its award shall be noted in the Service Documents as directed in Section X, chapter XII, Regulations for the Navy Part III (Statutory).

(4) **Meitorious Service.** Apart from commendations by the Chief of the Naval Staff (See sub regulation 5), only services which have received Government recognition but for which no medal is awarded, shall be noted as 'Metritorious Service' in the space provided at the foot of page 2 of the Service Certificate; the number and date of the Government letter or order shall be indicated as the authority for each such notation.

(5) **Commendations.** Commendations by the Chief of the Naval Staff and Flag Officers Commanding-in-Chief for specific acts, or for good service and devotion to duty, shall be noted on Service Certificates and reported to Commodore Bureau of Sailors, Bombay. Reference to Naval Headquarters letter shall also be noted.

(6) Recommendation for promotion to the special Duties List on Form IN 708.

(7) Recommendation for Discharge. See Section IV, Chapter XII, Regulations for the Navy Part III (Statutory).

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(8) **War Services.** Notations of war services on Service Certificate, in the space provided for the purpose, shall be limited to notations which fall under the following heads, and care shall be taken that such notations are made: -

(a) Wounds received in action.

(b) Prize or grants.

(c) Awards, published in 'The Gazette' or 'Mentions' or commendations by the Government for good services, or 'Mentions' by the Army or the Air Force Authorities.

(d) Such other notations as may be authorized by direct order from superior authority.

(9) **Religion.** The religious denominations of every sailor shall be noted on his Service Certificate on first entry; in the event of any sailor satisfying his Commanding officer that he has become a member of a religious denomination other than that under which he has been entered, and is desirous of having the record altered accordingly, the Captain may permi9t the change to be made.

(10) **Injuries.** When a hurt certificate is granted for an injury received in an act of duty, a notation 'Hurt Certificate granted' with date, shall be made on the service certificate. Particulars of the injury shall not be added.

(11) **'Cause of Discharge' Column.** The column of 'Cause of Discharge' shall be filled in under the heads given below. The notation shall be made in full except where abbreviations are definitely authorized in this list.

		Cause	*Notation*
(a)	From the Service	Death	"D.D"
		Desertion.	"R"
		Invading.	(i) If the disability would not appreciably handicap the sailor in ordinary civil employment "Below Naval physical standard."
			(ii) If earning capacity is appreciably impaired by disability or disease "Physically unfit for Naval Service"
		Unsuitable	"Unsuitable for the rank of.." (the Actual rank held on the date of discharge being stated).
		On compassionate grounds.	"Discharge on compassionate grounds".
		Pensioned.	"Pensioned"
		Expiration of Engagement.	"Engagement Expired
		Fradulent Entry	"Fradulent entry" (when discharging a sailor where it is evident that the case is one of fraud on the part of the sailor and reflection on character is involved, his Discharge Certificate shall be endorsed 'Case of fraud on the part of sailor and reflection on character involved').
		Service no longer required.	"S.N.L.R."

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	Dismissal.	"Dismissed from the Naval Service" (add with disgrace' where applicable
(b) To prison, naval detention quarters or military detention barracks by sentence of court material.		"C.M."
(c) To prison, naval detention quarters or military detention barracks by sentence of Commanding officer, if such sentence is to be followed by discharge from the service.		"P.D. & D.S".
(d) No entry I the column is required for transfers from one ship to another without break of time or pay; or for changes in rank except: -		
(i) When reduced in rank by sentence of court martial.		"C.M".
(ii) When reduced in rank by commanding officer.		"Reduced in Rank"
(iii) When reverted for unsuitability.		"Reverted"
(iv) When reverted at own request.		"Reverted at own request"
(v) When specially promoted by the CNS" Chief of the Naval Staff.		"Specially ranked by
(e) Promoted to special Duties List.		"Promoted to…(Rank to be stated) "S.D".

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(12) **Time Forfeited.** The following instructions shall be observed in connection with notations in 'Time forfeited' column of the Service Certificate: -

Loss of time caused by waiting trial for desertion, by imprisonment, detention or confinement in cells, by conviction by the civil power, shall be shown on the certificate by notation in the division for 'Time Forfeited' using the authorised abbreviations as follows: -

Detention	
Imprisonment for disciplinary offences only, or Imprisonment considered by the Captain to have been awarded in lieu of detention where a detention establishment is not available.	**D**
Imprisonment under the Navy Act for other than disciplinary offences, except as provide above.	**P**
Confinement in cells.	**C**
Conviction by Civil power.	**CP**
Waiting trail for desertion,	**WTD**

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(13) **Corner cut off.** The corner of the Service Certificate of a sailor shall be cut off when he is discharged with a 'bad' character, with disgrace, or when specially directed by the Chief of the Naval Staff.

(14) **Permanent Loan of Stores.** A notation that a book, tool kit, or any item of Naval store other than clothing, has been issued on permanent loan to or is held by a sailor, shall be made on the Service Certificate of the individual concerned and receipted copies of inventories enclosed with it.

(15) **Examinations, etc.- Results of Examinations.** Final examinations passed shall be noted under the proper heading on the Service Certificate when no history sheet exists applicable to the subject, the date of passing being that on which the examination ends, except as otherwise provided for the professional examinations for promotion to higher rank. Passing certificates of professional examinations need not be retained except of examinations for Special Duties Lists. Educational certificates shall be distributed by the Commanding officer at divisions on the first suitable day after their receipt. At the time of distribution, sailors shall be informed that the educational certificates are their personal property. Failure at examinations shall not be noted on Service Certificates. When failure cannot be noted on a history sheet, the correspondence relating to it, or a notation on a sheet of paper shall be attached to the Service Certificate.

(16) Except in the case of Electrical Branch sailors (see sub-regulation (18), the passing of a provisional examination shall not be entered on the Service Certificate until it is confirmed by the passing of a final examination. Both results shall then be entered on the Service Certificate under their respective dates, the entry

of the provisional examinations being supported by the signature of the officer who certified the entry the of final examination.

(17) Pending the final examination, the provisional, passing certificate (or a signed duplicate if the original has to be forwarded elsewhere) shall be kept with the candidate's Service Certificate and shall not be handed to the candidate. It shall be produced at the final examination and attached to the final passing certificate if the candidate is successful or destroyed by the examining authority if he fails.

(18) **Electrical Branch Sailors.** In the case of Electrical Branch sailors results of provisional examinations are entered in their Trade History Sheets. These results are not entered in the Service Certificate.

2521. Conduct and Offences Record Sheets. (1) A complete record of a sailors foreign service, date of actual promotion and seniorities, recommendations awarded for promotion on Form IN 350, etc., is to be maintained on 'Recommendation for Promotion and Conduct Record Sheet, (Form IN 285), a complete record of his offences being kept separately in 'Record of Offences sheet' (Form IN 286). Both the sheets will be collectively known as 'Conduct and Offences Record Sheets'.

(2) The "Conduct and Offences Record Sheets" (IN 285 and IN 286) are to be kept either with the Service Certificates or in loose-leaf files and are always to be in the charge of an officer, who is to be responsible to the Captain for notation thereon and for the safe custody of the documents.

(3) For inspections under regulation 2516 (3) the "Conduct and Offences Record Sheets" (IN 285 and IN 286) are to be placed in the Service Certificate covers.

(4) **Use of Conduct and Offences Record Sheets.** "Conduct and Offences Record sheet" (IN 285 and In 286) are o be prepared for each sailor in the ship, irrespective of whether offences are committed, and are to form a continuous record regarding foreign service, recommendations for promotion, badges, class for conduct, efficiency, offences, punishments etc., so as to afford, at one place, the entire data upon which record of his character is founded, and guide the Captain in awarding punishments. Whenever it is necessary for a sailor's Service Certificate to be brought up for inspection, or to accompany him, his "Conduct and Offences Records Sheets" (IN 285 and IN 286) should be attached to the Service Certificate. On a sailor's transfer to another ship, the entries relating to his service up to that date are to be signed and dated by the Commanding officer.

(5) Where a sailor is marked "Run" his character efficiency are to be assessed on his "Recommendations for Promotion and Conduct Record Sheet" up to and inclusive of the date on which his absence began. If he is recovered, tried and punished, his character and efficiency are again to be assessed on his "Recommendation for Promotion and Conduct Record Sheet" (IN 285) on the date of return from prison.

(6) **Disposal.** It is not desired that all the petty offences committed by a sailor should remain on permanent record against him, and for this reason when he joins a ship with a record of any offences in previous ships, a new "Record of Offences Sheet" (IN 286) is to be made out but the old one is also to be retained until the next assessment of character on the Certificate of Service, after which it is to be destroyed unless the assessment was made at the time of desertion.

(7) The "Record of Offences Sheet" (IN 286) of a sailor discharged from the service is similarly to be destroyed. The "Recommendations for Promotion and Conduct Record Sheet" (IN 285) is, however, to be handed to the sailor on final discharge from the service.

(8) **Sailors on Passage.** It is not necessary to make any notation on these forms for a sailor borne for passage unless a change for the worse takes places in his conduct or in rank.

(9) **Transfer of Notations.** When it is necessary to make a new "Recommendation for Promotion and Conduct Record Sheet" (IN 285) the record as to badges, conduct assessment of efficiency, recommendations for promotion etc., are to be transferred from the former sheets. The new sheet is be initialed by the divisional officer who will be responsible for its correctness.

(10) At the expiration of the year, after the character of each sailor has been assessed, a line in red ink is to be drawn across the "Record of Offences Sheet" (IN 286) below the record of offences committed by him.

2522. History Sheets. (1) A History Sheet is used to provide a record of the sailors specialist and departmental qualifications and of examinations and courses. It forms a guide to officers who have to allocate sailors to their particular duties or recommend them for promotion. When a sailor is transferred, his History Sheet shall always accompany his Service Certificate.

(2) The following History sheets for sailors of each branch of the Indian Navy have been introduced: -

(a) Seaman's History Sheet (IN 26).

(b) Gunnery History Sheet (IN 136).

(c) Gunnery History Sheet (IN 269) (for Radar Control sailors).

(d) Submarine and Torpedo Detector History Sheet (IN 284).

(e) Radar Plot History Sheet (IN 268).

(f) Surveying Recorder History Sheet (IH IA).

(g) Driver History Sheet (IN 403 (m) (i)).

(h) Quartermaster History Sheet (IN 287).

(j)Physical and Recreational Training Instructor's History Sheet.

(k)Signal History Sheet (IN 403).

(l)Wireless History Sheet (IN 403H).

(l)Regulating Branch History Sheet (IN 705).

(m)History Sheet for Engineering Mechanic sailors (IN 840).

(n)Engine room artificer's History Sheet (IN 138).

(p)Shipwright Artificer's History Sheet.

(q)History Sheet for Electrical Artificer (Power, Radio, Air Electrical and Air Radio) (IN 288).

(r)Medical Assistant's History Sheet (IN 807).

(s)Musician Sailors History Sheet.

(t)History Sheet for Electrical Non-Artificers (Power, Radio, Air Electrical and Air Radio) (IN 289).

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(u)History Sheet for Writers and Stores Assistants (IN 290).

(v)Cook Sailors' History Sheet (IN 290).

(w)Steward Sailors' History Sheet (IN 290).

(x)Mechanicians History sheet (S 455-A).

(y)History Sheet for Air Engineering sailors. (S 1245-I).

(aa) History Sheet for Telegraphists (Flying).

(ab) History Sheet for Aircraft Artificer and Aircraft Mechanician. (S 1246 T).

(ac) History Sheet for Naval Airman (Aircraft Handler, Metereological Observer, Photographer, or Safety Equipment sailor) (IN 820).

(ad) Strella Aimers History Sheet.

2523. Blank.

2524. Divisional Officer's Record Sheet (IN 703)/Additional Sheet for form IN 703 (IN 703A). (1) The Divisional officer's Record Sheet (IN 703) contains the following particulars: -

(a) **Particulars of the Sailor on Entry and of his Previous Record.** These shall be entered at his Entry Establishment, and the particulars under 'Next-of-kin's shall be kept up-to-date as changes occur.

(b) **Details of the Sailor's Career.** Additional information about the sailors capabilities and interests, which is not contained in the Service Certificate is also to be entered. Particulars shall be kept up-to-date as changes occur and shall be checked against the Service Certificate by the Divisional officer as often as may seem necessary to ensure correctness, and always on joining a new ship.

(c) **Remarks of the Divisional Officer.** These remarks shall be seen by the Head of the Department who shall countersign all adverse reports and all reports on sailors of the rank of Petty officers and above. Any amendment or obliteration by another officer of the remarks made by the Divisional officer is, however, not permitted. The Head of the department or the Commanding officer may write his remarks separately, if considered necessary.

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(2) The Divisional officer's Record Sheet shall be treated as a confidential document.

(3) Continuation Sheets (IN 730A) when attached to Divisional officer's Record Sheet shall be serially numbered.

(4) While forwarding the Service Documents of offenders to the Naval Detention Quarters, their Divisional officer's Records Sheet (IN 703) shall be completed up to the date of punishment so as to provide full information for the Commanding officer of the Detention barracks about the sailors who has been sentenced.

(5) Where a sailor, who is eligible by service, etc., fails to take the necessary examination for higher rank, the reasons thereof shall be noted.

(6) In the event of a sailor being transferred within three months of his joining the ship, the Divisional officer shall express his opinion with regard to the sailor's capabilities in so far as he is able to do so.

(7) The notations 'Time only' of 'Same as previous report' etc. shall not be used.

2525. Clothing History Book (IN 166 Revised). A Clothing History Book (CHB) shall be prepared in duplicate for every sailor on his joining the service, one copy held by the Clothing Store and the other copy retained by the sailor. All issues recoveries, etc., are to be recorded on both copies of the CHBs. This is an auditable document. Whenever a sailor proceeds on transfer and his CHBs have not been audited, the sailor's copy is to be authenticated by the clothing officer as correct and the ship's copy retained for audit. Closed CHBs are to be returned to the Commodore Bureau of Sailors, Bombay, for record.

2526. Blank

2527. Leave sheet (IN 183). A Leave Sheet (IN 183) shall be prepared for every sailor on joining the Service and shall be kept with his Service Documents.

2528. Next-of-Kin. The name, relationship and address of each sailor's nearest relative or friend, together with the date of making the notation, shall be noted in pencil on his Service Certificate by ships and establishments where the sailor reports for initial training and shall be subsequently maintained up to date by the ship or establishment where he is borne. These entries shall be verified by the Divisional officer on the occasions stated below, any changes being reported to the Commodore Bureau of Sailors, Bombay: -

(a) Before transfer to sea from a shore establishment.

(b) Whenever a sailor notifies any alteration.

(c) Annually on 1st September by interviewing the sailors. If any sailor is not available at the time of annual verification (being on leave, sick in hospital, etc.,) the verification shall be made on his return. If the Service Certificate of a sailor has been transferred with him to another ship or establishment before the verification could be made, the necessary intimation shall be sent to the ship or establishment to which he is discharged.

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CHAPTER 26

UNOFORMS, DECORATIONS AND MEDALS

Section		Regulations
I.	Uniform and Dress	2601 – 2610
II.	Decorations and Medals	2611 – 2645
III.	Foreign Decorations	2646

SECTION I – UNIFORMS AND DRESS

2601. Uniforms General. (1) The officers and sailors (including artificer apprentices) of the Indian Navy shall wear uniforms as the Central Government may, from time to time, direct. The uniforms directed to be worn are specified and described in the Uniform Regulations. The prescribed patterns shall be strictly adhered to.

(2) The number of articles authorized for sailors by the Uniform Regulations may be exceeded provided that these are of the authorised pattern and can be stowed conveniently.

(3) All officers and sailors shall be in possession of, and wear, the proper ribbons for the medals which have been awarded to them.

2602. Officers. (1) Every officer, from the time of his joining the Naval Service and till he is removed from it or retires shall wear the uniform as prescribed for his rank, except when he is absent on authorised leave or as is hereinafter provided

(2) At reviews, public functions or entertainments given by the Naval, Army or Air Force authorities, by civil functionaries, or by the Armed forces messes, officers shall wear the uniform of their rank, as prescribed for the various occasions specified in the Uniform Regulations, and no deviations shall be allowed without special authority from the Senior Naval officer present.

(3) Uniform shall not be worn at fancy dress functions.

(4) Officers may wear plain cloths whilst on ordinary leave. Sub ordinate officers, while under initial training, may wear plain clothes in accordance with the rules framed by the training ship/establishment.

2603. (1) Unless otherwise directed by the Chief of the Naval Staff, officers on the retired an d emergency lists whose names, appear in the Navy List are permitted to wear the uniform of their respective ranks on state and other occasions of ceremony only.

(2) Officers in civil employment shall also be entitled to wear the uniform of their rank, when engaged on Naval duties, but not when carrying out civil duties. However, officers when deputed temporarily to assist the civil administration may wear uniform.

(3) (a) Officers and sailors who are not borne on the Active List of the Navy, and who wither have been or are released in future from naval service for any purpose, shall not wear uniform except with the specific sanction of the Chief of the Naval Staff. Such special permission shall be granted only in exceptional circumstances.

(b) Officers and sailors to whom special permission is so given shall carry Naval identity papers/ discharge certificates whilst wearing uniform.

(c) These provisions do not apply to the following categories: -

(i) Any person who has been granted an honorary commission in the Indian Navy.

(ii) Personnel of the National Cadet Crops when carrying out parades, when in camps of instruction or when on duty in an organized body.

2604. In Foreign Countries. In foreign countries, generally, officers and sailors shall not in the absence of agreement by the local authorities, wear uniform when on shore except in a port at which their ship is lying. When it is uncertain whether there is any prohibition on the wearing of uniforms when traveling inland, enquiry shall be made of the local authorities and such permission as is necessary obtained.

2605. Moustaches and Beards. (1) The Captain may permit officers and sailors to wear moustaches and beards or shave them off, if they so desire. Moustaches and beards shall be worn with or without the beard and moustaches respectively. Side-whiskers shall be permitted down to the level of the lobe of the ear. The privilege may be withdrawn in case of untidy growth.

(2) Moustaches, beard and whiskers shall be neatly cut and trimmed.

(3) The provisions of sub-regulations (1) and (2) are not applicable to Sikh officers, and sailors wearing long hair, moustaches and beards, who are required to keep them n eat and tidy.

2606. Emblems. Officers and sailors may wear an emblem of the occasion in accordance with the orders issued by the Chief of the Naval Staff, e.g. on the Armed Forces Day, the Navy Day, the Martyrs Day, and Red Cross Day etc.

2607. Mourning. (1) In the event of 'National Mourning' or 'Service Mourning' being ordered, special instructions shall be issued regarding its application and duration.

(2) Wearing of black armbands: -

(a) Black bands shall not be worn with nun iform during official mourning in India.

(b) When abroad, officers shall conform to the practice prevailing in the foreign country as required by protocol.

(c) In cases of personal bereavement, however, the wearing of black armbands may be permitted if such is required by custom or religion of the mourners concerned.

2608. Wearing of Plain Clothes by Sailors. Sailors may be permitted to wear plain clothes on such occasions and subject6 to such restrictions as the Chief of the Naval Staff may, from time to time, order.

2609. For uniform allowance admissible to officers see Pay and Allowances Regulations for the Navy.

2610. Blank.

SECTION II – DECORATIONS AND MEDALS

2611. In accordance with Article 18 of the Constitution, no title, not being a military or academic distinction, shall be conferred by the State.

2612. Grant and Issue of Medals and Ribbons.

(a) The institution of medals and decorations shall be published in the Gazette of India and Navy Instructions.

(b) Instructions for issue and disposal of medals for gallantary awards shall be contained in Navy Orders or Navy Instructions published at the time. Claims in respect of personnel on active service shall be initiated by the Chief of the Naval Staff in the case of officers and by the Commodore Bureau of Sailors, Bombay, in the case of sailors after they are posted to peace stations. Medals and decorations directed by high dignitaries to the awardees shall not be issued.

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2613. Permission to Wear Medal Ribbons (1) When the grant of a medal has been notified and the medal rolls submitted to the medal section, Ministry of Defence, Commanding officer may authorize officers and sailors whose names are entered in the rolls to wear the ribbons. Ribbons for medals shall be obtained free on demand from the Naval Stores officer, Bombay, but such demands shall not be made until the publication of necessary authority in the Gazette of India or Navy Instruction.

(2) No officer or sailor shall wear any order, decoration or medal on the ribbon representing any of these without authority.

2614. Method of Wearing Ribbons and Medals. The instructions regarding the method of wearing decorations and medals are contained in Uniform Regulations (for the order in which these shall be worn, see regulation 2644).

2615. Recommendations for Gallantry and Distinguished Service Awards. (1) Recommendations for gallantry and distinguished service awards and 'Mention in Despatches' shall be submitted to the Chief of the naval Staff through normal administrative channel and shall be accompanied by a full statement of the grounds on

which the claims to the distinctions are based. Recommendations for the award of Padma Vibhushan Padma Bhushan and Padma Shri are to be submitted once in a year so as to reach the Chief of the naval Staff before the 20th July. These awards shall be made on the following Republic Day.

(2) Great care shall be taken that recommendations come strictly within them spirit of regulations and that nom individual is deprived of the due recognition of his services.

(3) All recommendations for special awards including awards of 'Mention in Despatches' shall be considered as strictly confidential. In no case will any indication be given to the individual concerned or to a person not directly concerned in an official capacity that a recommendation for an award has been made to a higher authority.

2616. Publication of Awards.

(1) **Gallantry Awards.** The names of those persons upon or on account of whom a decoration may be conferred by the President shall be published in the Gazette of India together with the full citations for the Param Vir Chakra and Ashoka Chakra, and brief citations for the remaining awards, namely, the Maha Vir Chakra, the Kiirti Chakra, and the Shaurya Chakra.

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(2) **Awards 'Padma Vibushan, Padma Bhushan and Padma Shri'.** The names of those persons upon or on account of whom the decoration Padma Vibushan, Padma Bhushan and Padma Shri are conferred by the President shall be published in the Gazette of India.

(3) These awards will there upon be notified through Navy Order.

2617. Presentation of Medals and Decorations. (1) The procedure for presentation of insignia of the Param Vir Chakra Maha Vir Chakra, Ashoka Chakra, Kirti Chakra, Shaurya Chakra, Sarvotam Yuddh Seva Medal and Uttam Yuddh Seva Medal, Param Vishisht Seva Medal and Anti Vishisht Seava Medal will be as follows: -

(a) The Param Vir Chakra and the Ashok Chakra medals shall be presented by the President Immediately before the Republic Day Parade on the 26th January. Along with the medal a scroll, signed by the President, setting out the deed or deeds of valour shall also be presented to the recipient (or next-of-kin for posthumous awards).

(b) Other decorations namely, the Sarvotam Yuddh Seva Medal, the Param Vishisht Seva Medal, the Maha Vir Chakra, Kirti Chakra the Uttam Yuddh Seva Medal, the Anti Vishisht Seva Medal, the Vir Chakra and the Shaurya Chakra shall be presented by the President at a formal investiture, annually, on such day as the Central Government may fix.

(c) When a recipient/next-of-kin is unable to attend the President's Investiture, the presentation shall be made b y the Governor of the State concerned at a formal ceremony to be arranged under his orders.

(2) **Service Medals and Decorations.** Service Medals and decorations other than those mentioned in sub-regulation (1) shall, whenever, possible, be presented to the recipients at Divisions with befitting ceremony.

2618. Safe Custody of Medals. (1) An officer receiving medals for issue shall be responsible for their safe custody and shall maintain proper account of receipt and disposal of all stars and medals, etc.

(2) When medals are presented to individuals, receipts shall be obtained from the recipients and such receipts as are required to be returned to the Ministry of Defence, medal section.

2619. Distribution, Disposal and Replacement of Medals and Decorations. (1) The Commanding officer of IN ships and establishments shall ensure that all medals and decorations received for distribution are delivered to the awardees as soon as possible.

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(2) Medals received for individuals who have been transferred to other ships and establishments shall be forwarded to their Commanding officers.

(3) Undelivered medals and decorations shall be returned to authorities as shown below: -

(a) To the Chief of the Naval Staff in the case of officers.

(b) To the Commodore Bureau of Sailors, Bombay, in the case of sailors.

(4) The authorities mentioned in sub-regulation (3) shall return to the medal section, Ministry of Defence, all undelivered medals and decorations on the expiry of two months in the case of costly medals and decorations (gold and silver) and on the expiry of one year in the case of others, except in the case of Campaign Stars/medals which will be returned on the expiry of six years. Ribbons in pieces of less than 6 inches will not be accepted.

(5) Replacements of medals and decorations lost by individuals shall be made on payment only. Free replacement will be made only if it is established that the awardee has not received the medal/decoration and that the medal/decoration is not in possession of any distributing agency. In all such cases the awardees must furnish a declaration in the form given below duly attested:

STATUTORY DECLARATION FOR NON-RECEIPT OF MEDALS/DECORATIONS TO WHICH CLAIMANT IS ENTITLED.

I, (No.) (rank) (name) (ship/establishment) do hereby solemnly affirm that I have not yet received from any source the following medal(s) decoration(s) to which I am entitled for having served (give details of operations during which service was rendered): - Name of medals(s)/decoration(s)

Signature of applicant

Declared before me this day of at

(Signature of CO/Magistrate-Whichever applicable)

(6) If an awardee is not prepared to pay the cost of replacement, he will be issued with a certificate of entitlement: and not the actual medal/decoration.

(7) In the case of old British awards, duplicates will only be issued if available in stock with the medal section. Duplicates will not be obtained from U.K.

2620. Safe Custody of Medals while Proceeding on Active Service. Medals and decorations shall not normally be taken into an operational area. All officers and sailors, including reservists recalled to active service, who have any medals and decorations in their possession at the time of proceeding from as shore establishment to a ship, shall be asked to place their medals in safe custody as instructed by local administrative authority.

2621. Safe Custody of Medals on Board Transport. On board transports when troops are proceeding to or returning from abroad, all medals and decorations of officers and sailors shall be handed over to the Commanding officer of the troops for safe custody during the voyage.

2622. Storage of Meals. Every possible care shall be taken by the authorities who are required to store medals.

2623. Disposal of Medals of Individuals Illegally Absent. Medals left behind by an individual who absents himself without leave and is declared a deserter shall be forwarded to the Chief of the Naval Staff in the case of officers and to the Commodore Bureau of Sailors, Bombay, in the case of sailors. If such an individual remains absent for more than three years, the medals shall be returned to the medal section, Ministry of Defence.

2624. Disposal of Medals of Persons of Unsound Mind. Medals of persons who become insane and are subsequently removed from active list or discharged from service shall be made over to their claimants/heirs along with the individual's other personal effects. If there are no such claimants or heirs traceable, the provisions of regulation 2626 shall apply. Also see Chapter XIX of the Navy Act 1957.

2625. Disposal of Medals of Ex-Servicemen. Medals of ex-servicemen shall be sent to them by the Chief of the Naval Staff in the case of officers, and Commodore Bureau of Sailors, Bombay in the case of sailors, through Zila Sainik Boards or civil authorities, and receipts shall be obtained from the persons to whom they are sent. Gold and Silver medals shall be sent by registered and insured post and the other medals by registered post.

2626. Disposal of Medals of Deceased Personnel. Medals and decorations of deceased personnel, whose next-of-kin are not traceable, shall remain in the custody of the medal section, Ministry of Defence. Such medals, may, however, be disposed of in accordance with the provisions of regulations 2627. Also see Chapter XIX of the Navy Act 1957.

2627. Disposal of Medals on Death in Service. The medals of an officer or sailor dying in service, whether issued before or after his death, shall be disposed of as follows: -

(a) If there is a will, the medals shall be sent to the person who, in the opinion of the committee of adjustment/commanding officer, named in the will as being intended to receive them or any articles that would, in their opinion, include them, or as being a general or residuary legatee of the estate.

(b) In default of and subject to any such testamentary disposition, the medals shall be sent to the widow/widower or next-of-kin in the following order of relationship, eldest surviving son or grandson, eldest surviving daughter or daughter's son, father, mother, eldest surviving brother or sister.

(c) In the case of a universal or residuary bequest to more than one person either in common or jointly, or when medals cannot be disposed as in sub regulation (a) or (b) they may be sent to any relative or other interested party, e.g., ship/establishment, municipality/village committee of the deceased who, in the opinion of the committee of adjustment/Commodore Bureau of Sailors, Bombay, shall preserve them with due care as a memorial to the deceased.

2628. Param Vir Chakra (PVC). The Gallantry award of Param Vir Chakra shall be awarded for most conspicuous bravery, or some daring or pre-eminent act of valour or self-sacrifice in the presence of the enemy, whether on land, at sea or in the air. It may also be awarded posthumously. If any recipient of the Chakra shall again perform such an act of bravery as would have made him or her eligible to receive the Chakra, such further act of bravery shall be recorded by a Bar to be attached to the ribbon by which the Chakra is suspended and for every such additional act of bravery, an additional Bar shall be added, and any such Bar or Bars may also be awarded posthumously. Persons eligible for the decoration are: -

(a) Officers, and sailors of all ranks of the Indian Navy, of the Indian Naval Reserve Forces and of any other Naval forces

lawfully constituted, including any auxiliaries that may be established.

(b) Matrons, Sisters, Nurses and the staff of the Nursing Services and other services pertaining to Hospitals and Nursing, and civilians of either sex serving regularly or temporarily under the orders, directions or supervision of any of the above mentioned forces. For the rates of special pension per month attached to PVC, see Pay and Allowance Regulations for the Navy.

2629. Maha Vir Chakra (MVC). The gallantry award of Maha Vir Chakra shall be awarded for acts of gallantry in the presence of the enemy whether on land, at sea or in the air. The Chakra may also be awarded posthumously. If any recipient of the Chakra shall again perform such an act of bravery as would have made him or her eligible to receive the Chakra, such further act of bravery shall be recorded by a Bar to be attached gto the rib on by which the Chakra is suspended and for every such additional act of bravery, an additional Bar shall be added, and any such Bar or Bars may also be awarded posthumously. Categories of persons eligible for this decoration are the same as for Param Vir Chakra (PVC) show in regulation 2628. For the rates of special pension per month attached to MVC, see Pay and Allowances Regulations for the Navy.

2630. Vir Chakra (Vr C). The gallantry award of Vir Chakra shall be awarded for acts of gallantry in the presence of the enemy whether on land, at sea or in the air. The Chakra may also be awarded posthumously. If any recipient of the Chakra shall again perform such an act of bravery as would have made him or her eligible to receive the Chakra, such further act of bravery shall be recorded by a Bar to be attached to the ribbon by which the Chakra is suspended, and for every such additional act of bravery, an additional Bar shall be added and any such Bar or Bars may also be awarded posthumously. Categories of persons eligible for this decoration are the same as for Param Vir Chakra shown in regulation 2628. For the rates of special pension per month attached to Vr C, see Pay and Allowances Regulations for the Navy.

2631. Ashoka Chakra, Kirti Chakra, Shaurya Chakra. (1) The gallantry award of Ashoka Chakra, Kirti Chakra and Shaurya Chakra shall be awarded for acts or series of act of gallantry, other than in the face of the enemy, on land, at sea or in the air. The extent of gallantry to determine the class of the award shall be as follows: -

(a) Ashoka Chakra shall be awarded for most conspicuous bravery, or some daring or pre-eminent acts of valour or self-sacrifice.

(b) Kirti Chakra shall be awarded for conspicuous gallantry.

(c) Shaurya Chakra shall be awarded for Gallantry.

(2) The Ashoka Chakra, Kirti Chakra and Shaurya Chakra may be awarded posthumously. If a recipient of any of these gallantry awards shall again perform such

an act of gallantry as would have made him/her eligible to receive any of these gallantry awards such further act of gallantry shall be recognized by a Bar to be attached to the ribbon by which the gallantry award is suspended and, for every subsequent act of gallantry, an additional Bar shall be added and such Bar or Bars may also be awarded posthumously.

(3) If a recipient of any of the gallantry awards (Ashoka Chakra, Kirti Chakra or Shaurya Chakra) performs such an act of gallantry as would have made him or her eligible for the award of any of other two gallantry awards different from the one already received, such further act of gallantry shall be recognized by the award of other appropriate gallantry award and may be awarded posthumously.

(4) Persons eligible for the decorations are: -

(a) Officers and sailors of all ranks of the Indian Navy, of the Indian Naval Reserve Forces and of any other Naval forces lawfully constituted, including any auxiliaries that may be established.

(b) Member of the Nursing Services of the Armed forces.

(c) Civilian citizens of either sex in all walks of life, other than members of Police Forces and or recognized Fire Services.

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(5) Monetary allowances attached to various gallantry/ non-gallantry awards shall be as promulgated by the Government from time to time.

2632. Mention-in-Despatches. (1) The institution of a system of Mention-in-Despatches has been approved by the President.

(2) A person is mentioned in Despatches in recognition of distinguished and meritorious service in operational areas and acts of gallantry which are not of a sufficiently high order to warrant the grant of gallantry awards. All Naval, Army and Air Force personnel including personnel of the Reserve Forces, Territorial Army, Militia and other lawfully constituted Armed Forces, members of the Nursing Services and civilians working under or with the Armed Forces are eligible for Mention-in-Despatches. Posthumous awards can be made. There is no objection to a person's name being mentioned in more than one Despatch, but he shall however, not be issued with a second emblem.

(3) A recipient of a Mention-in-Despatches shall be entitled to wear an emblem, which shall be a lotus leaf on the ribbon of the campaign medal, relating to the campaign in which the mention was made. Not more than one lotus leaf emblem shall be worn on the ribbon of one medal. Two or more Mention-in-Despatches for services qualifying for the same medal shall be denoted by the wearing of only one emblem.

2633. Padma Vibhushan. The decoration shall be awarded for exceptional and distinguished service in any field including service rendered by Government

servants. Any person without distinction of race, occupation, position or sex shall be eligible for the award. The decoration may be awarded posthumously.

2634. Padma Bhushan. The decoration shall be awarded for distinguished service of a high order in any field including service rendered by Government servants. Any person without distinction of race, occupation, position or sex shall be eligible for the award. The decorations may be awarded posthumously

2635. Padma Shri. The decoration shall be awarded for distinguished service in any field including service rendered by Government servants. Any person without distinction of race, occupation, position or sex shall be eligible for the award. The decoration may be awarded posthumously.

2636. Sarvottam Yudh Seva Medal, Uttam Yudh Seva Medal, Yudh Seva Medal. (1) The decoration shall be awarded for distinguished service during war/conflict/hostilities. The extent of distinguished service to determine the award shall be as follows: -

(a) Sarvottam Yudh Seva Medal shall be awarded for distinguished service of the most exceptional order during war/conflict/hostilities.

(b) Uttam Yudh Seva Medal shall be awarded for distinguished service of an exceptional order during war/conflict /hostilities.

(c) Yudh Seva Medal shall be awarded for a distinguished service of a high order during war/conflict/hostilities.

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(2) If a recipient of the medal is subsequently awarded the medal again, every such further award shall be recognized by a Bar to be attached to the riband by which the medal is suspended. For every such Bar, a miniature insignia of a pattern approved by the Government shall be added to the ribbon when worn alone. The medal may be awarded posthumously.

(3) Persons eligible for the award are: -

(a) Officers and sailors of all ranks of the Indian Navy, of the Indian Naval Reserve Forces and of any other Naval forces lawfully constituted, including any auxiliaries that may be established.

(b) Nursing officers and other members of the Nursing Services in the Armed Forces.

2637. (1) Param Vishisht Seva Medal, Ati Vishisht Seva Medal, Vishisht Seva Medal shall be awarded for distinguished service. The extent of distinguished service to determine the award shall be as follows: -

(a) Param Vishisht Seva Medal shall be awarded for distinguished service of the most exceptional order.

(b) Anti Vishisht Seva Medal shall be awarded for distinguished service of an exceptional order.

(c) Vishisht Seva Medal shall be awarded for distinguished service of a high order.

(2) If a recipient of the medal is subsequently awarded the medal again every such further award shall be recognized by a Bar to be attached to the *riband* by which the medal is suspended. For every such Bar, a miniature insignia of a pattern approved by the Government shall be added to the *riband* when worn alone. Persons eligible for the awards are: -

(a) Officers and sailors of all ranks of the Indian Navy, of the Indian Naval Reserve Forces and of any other Naval forces lawfully constituted including an y auxiliaries that may be established.

(b) Nursing officers and other members of the Nursing Services in the Armed Forces.

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2638. Effective date of Awards. The effective date of an awarde shall be determined as follows: -

(a) Immediate Awards: -

(i) Where the act occurs on one specified day, it would be that day.

(ii) Where that act or acts extend over a period of more than one day, the last day will be taken as the effective date.

(iii) Where the citation quoted several acts occurring on separate dates at intervals, the effective date should be taken as the last day of the act, i.e. the final act which caused the recommendation to be submitted.

(b) **Periodical Awards: -** In this case, effective date would be the last day of the period covered by dispatch.

(c) **Awards to Prisoners of War: -**

(i) When the acts relate to a period prior to capture, the principles in sub-regulation (a) (i) and (b), whichever is appropriate, would be applied.

(ii) When the award has been made for an escape, the effective date would be the date of joining the nearest Armed Forces Unit.

(d) Doubtful cases: -

Such cases shall be decided by the Chief of the Naval Staff to whom the matter shall be referred.

2639. Long Service and Good Conduct Medal an d Meritorious Service Medal. The regulations governing the award of the Long Service and Good Conduct Medals and of the Meritorious Service Medal to sailors are contained in section X, Chapter XII, Regulations for the Navy Part III (Statutory). For monetary benefits attached to these medals, see Pay and Allowance Regulations for the Navy.

2640. Cancellation and Restoration of Gallantry and Distinguished Service Awards. (1) **Param Vir Chakra, Maha Vir Chakra and Vir Chakra.** The President may cancel and annual the award of Param Vir Chakra, Maha Vir Chakra or Vir Chakra to any person together with any pensions appertaining thereto not already paid, and thereupon his or her name in the register shall be erased and he or she shall be require to surrender his or her insignia, but it shall be competent for the President to restore the decoration when such cancellation and annulment has subsequently been withdrawn and with it such pensions as may have been forfeited.

(2) **Ashoka Chakra, Kirti Chakra, Shaurya Chakra.** The President may cancel and annual the award of the Ashoka Chakra, Kirti Chakra and Shaurya Chakra to any person and thereupon the name of such recipient in the register shall be erased and the recipient shall be required to surrender his or her insignia but it shall be competent for the President to restore the decoration when such cancellation and annulment has been withdrawn.

(3) **Padma Vibhushan, Padma Bhushan, Padma Shri.** The President may cancel and annul the awards of Padma Vibhushan, Padma Bhushan or Padma Shri to any person and thereupon his name shall be erased from the register and he shall be required to surrender the decoration and the San ad. But it shall be competent for the President to restore the decoration and sanad and to withdraw the orders of cancellation and annulment.

(4) **Notice of Cancellation/Restoration.** The notice of cancellation or restoration in every case shall be published in the Gazette of India.

2641. Forfeiture of Medals, Decorations and Pensions etc. See sections 49 (2) and 82 (6) of the Navy Act, 1957.

2642. Campaign and Commemorative Stars and Medals – Disqualification. (1) A person, who during or after the period of qualification has been found guilty of treason, sedition, mutiny or cowardice shall also be disqualified, from receiving a campaign or commemoration star or medal for which he may be qualified. A person may be so disqualified at the discretion of the Chief of the Naval Staff, if during or after the period of qualification he has been found guilty of

disgraceful conduct of an unnatural kind, or has been dismissed (with or without disgrace), removed or discharged from the service.

(2) The disqualification may be removed on fulfillment of the conditions laid down in regulation 60 Regulations for the Navy Part II, (Statutory) regarding the restoration of medals.

(3) Sub-regulation (1) does not apply to the forfeiture of orders, decorations, gallant awards, or medals granted for length and /or merit of service or conduct.

2643. Nao Sena Medal. (1) Nao Sena Medal will be awarded for such individual acts exceptional devotion to duty or courage as have special significance for the Navy.

(2) All ranks of the Navy shall be eligible for the medal. Awards may be made posthumous.

(3) A bar shall be given for every subsequent award of the medal to a person.

2644. Order of Precedence of Awards. The Order of precedence of various awards is follows: -

Serial No.	**Awards.**
1.	Bharat Ratna
2.	Parama Vir Chakra.
3.	Ashoka Chakra.
4.	Padma Vibhushan.
5.	Padma Bhushan.
6.	Sarvottam Yudh Seva Medal.
7.	Param Vishisht Seva Medal.
8.	Maha Vir Chakra.
9.	Kirti Chakra.
10.	Padma Shri.
11.	Sarvottam Jeevan Raksha Padak.
12.	Uttam Yudh Seva Medal.
13.	Ati Vishisht Seva Medal.

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14.	Vir Chakra.
15.	Shaurya Chakra
16.	Yudh Seva Medal
17.	Sena Medal.
18.	Nao Sena Medal.
19.	Vayu Sena Medal.
20.	Vishisht Seva Medal.
21.	Uttam Jeevan Raksha Padak.
22.	Wound Medal.
23.	General Service Medal 1947 with clasps.
24.	Samanya Seva medal 11965 with clasps.
25.	Samar Seva Star 1965.
26.	Poorvi Star.
27.	Paschimi Star.
28.	Raksha Medal 1965.
29.	Sangram Medal.
30.	Sainya Seva Medal with clasps.
31.	Videsh Seva Medal with clasps.
32.	Meritorious Service Medal.
33.	Long Service & Good Conduct Medal.
34.	Jeevan Raksha Padak.
35.	Terriotorial Army Decoration.
36.	Territorial Army Medal.
37.	Indian Independence Medal 1947.

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38.	Independence Medal 1950.
39.	25th Independence Anniversary Medal.
40.	Trinshat Varsha Dirgha Seva Medal.
41.	Vinsha Varsh Dirgha Seva Medal
42.	Nava Varsha Dirgha Seva Medal.
43.	Unnat Raksha Suraksha Corps Medal.
44.	Raksha Suraksha Corps Medal.
45.	Commonwealth Awards.
46.	Other Awards.

2645. Blank.

SECTION III – FOREIGN DECORATIONS

2646. Foreign Titles, Orders and Medals. (1) Article 18(2) of the Constitution lays down "no citizen of India shall accept any title from any foreign state".

(2) Naval personnel shall not accept orders/decorations or awards of any kind from a Commonwealth or foreign country without the prior permission of the Government of India.

(3) Commonwealth and foreign orders/decorations/awards as well as the ribbons pertaining to them, which have been accepted with permission of the Government of India, shall not be worn in India except: -

(a) At ceremonials and other functions arranged either in honour of the Head of State or the Prime Minister or some other important dignitary of the country awarding the decoration during his visit to India.

(b) When the awardees are attached to the liaison staff of the foreign dignitary during such visits.

(4) Restrictions contained in sub-regulations (2) and (3) shall not apply to Commonwealth/foreign awards accepted by Naval personnel prior to January 26th, 1950.

(5) No person, who is not a citizen of India, shall, while he holds any office of profit or trust under the Navy, accept, without the consent of the President, any title from any foreign state.

(6) Hereditary titles and awards for acts of gallantry conferred on officers and sailors of Indian nationality prior to 15th August, 1947, may be referred to in official documents. All other titles and awards including awards for meritorious services, and awards in the various classes of orders of the British Empire whether for gallantry or otherwise, conferred prior to 15th August, 1947 on officers and sailors who are citizens of India shall not be referred to in official documents though these need not be surrendered. For allowances, monetary rewards and 'Inams' admissible to the recipients of decorations and 'Inams' granted prior to 15th August 1947, see Pay and Allowances Regulations for the Navy.

CHAPTER 27

MESSING AND ACCOMODATION

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SECTION I – MESSING – OFFICERS

2701. Flag Officer's Table. The table of Flag officer or Commodore shall be considered as the regulated place for the daily entertainment of the Captain of the Fleet, Captain of the Ship, Staff officer and such officers comprising the staff of the Flag officer or Commodore as he may think fit to receive, when he is actually resident on board.

(2) When the table of the Flag officer or Commodore is not kept on board, those officers must make the necessary arrangement of messing on their own account.

2702. Commanding Officer's Table. With the exception of Flag Captains, Captains in command shall keep a separate table. Commanders, Lieutenant Commanders and Lieutenants in command of destroyers, frigates or larger ship shall keep a separate table. Commanders, Lieutenant Commanders and Lieutenants in command of other ships in which space and furniture perm kit of a mess for the Commanding officer, may keep a separate table.

2703. Wardroom Mess. (1) Officers shall mess in the wardroom mess except as otherwise provided for in regulations 27012702 and 2704.

(2) Officers taking passage or temporarily embarked shall be messed as shown in regulation 2724.

2704. Gunroom Mess. (1) Midshipmen and Cadets will mess in the Gunroom mess, however, in ships in which no Gunroom is maintained they shall mess at the Wardroom table.

(2) The Captain has discretion to allow any of the above officers to mess in the wardroom if age or other circumstances should make this desirable.

(3) Gunroom messes will not be maintained in ships where no Midshipmen or Cadets are borne. If an exception to this rule is considered desirable application shall be made to the Chief of the Naval Staff.

2705. Conduct of Officers Messes. The Captain shall take care that the officers' messes are conducted in an orderly manner, and so economically as to be within the means of every member. If he should discover that excess, extravagance or irregularity has occurred, either in the case of any mess generally or in that of individual officers, he shall give such directions as he may think proper in order to prevent a repetition of it, and, if necessary, report the matter to the Administrative Authority.

2706. President of the Mess and Mess Committee. (1) Each mess shall be regulated by a Mess Committee comprising a minimum of three and a maximum of six members. The Commanding officer shall nominate the senior most officers borne for ship's duties i.e., excluding those borne additional, regardless of the branch to which he belongs, as the President of the Wardroom mess. The President shall nominate the next senior living-in-member, regardless of the branch to which he belongs, as the Vice-President of the mess. In shore establishments, however, the Commanding officer, shall be the President of the wardroom and the senior most living-in-officer, irrespective of the branch, shall be the Vice-President, Other members of the committee shall be elected. Messes under the administrative control of INS India will be governed by orders issued by Naval Headquarters from time to time.

(2)(a) **Duties.** The internal economy of each mess shall be conducted by the Committee, but all irregularities shall be checked by the Senior Officer present, and if necessary, shall be reported to the Mess President or to the Captain. The Captain shall give such directions as may be necessary for conduct of the mess.

(b) Mess rules shall be framed for the operation of messes and shall be submitted to the Captain for approval.

2707. Officers to Join Mess. (1) All officers belonging to and doing duty in the ship shall join the mess to which by their rank they belong, and shall take their meals at the public table, unless prevented from doing so by illness.

(2) **Supernumeraries.** Supernumerary officers living on board who are doing duty, or awaiting or taking passage, shall join their proper mess.

(3) Army and Air Force officers, serving with the Navy may become members of the wardroom mess.

2708. Honorary Members of a Wardroom Mess. The Mess Committee with the consent of a general mess meeting and the approval of the Captain, may, invite any gentleman to become an honorary member of a wardroom mess for a term not exceeding one year. The honorary membership may be renewed in subsequent years. Such members shall not have a vote.

2709. Mess Subscription. A monthly mess subscription as prescribed by the Chief of the Naval Staff from time to time shall be charged to defray operational cost.

2710. Mess Traps for the use of officers of Flag rank, Commodores, Commanding officers. Wardroom and Gunroom messes shall be issued as per scale laid down in the Government orders/instructions issued from time to time.

2711. Advances for Messes. Advances for messes on first formation, or on fresh formation consequent to closing down, to assist the messes in laying in their first supplies, may be granted in accordance with pay & Allowance Regulations for the Navy.

2712. Mess Maintenance Allowance. For Mess Maintenance Allowance admissible to all officers' messes in respect of officers, see Pay and Allowance Regulations for the Navy.

2713. For toasts in Naval Messes and at official dinners see Chapter II on Ceremonies & Distinctions in Regulations for the Navy Part III (Statutory).

2714. Closing of Bars and Pantries. (1) The bars and pantries in officers mess rooms shall be closed latest by the following times: -

Wardroom Mess :	At Sea – 2300 In Harbour – 2300
Gunroom Mess :	At sea – 2200 In Harbour – 2230

(2) No refreshments will be served after these hours without the express permission of the Mess President.

(3) The gunroom mess shall be closed at the same time as the bar and the pantry. Permission to keep the Gunroom mess open after these hours shall be granted only with the special authority of the Executive officer.

(4) The wardroom mess shall be closed as directed by the Captain.

2715. Blank.

2716. Limit to Wine Bills. The monetary limits of wine bills of officers shall be as prescribed from time to time by the Chief of the Naval Staff.

2717. Restrictions on Sale of Wines, Etc. (1) Except with the special sanction of the Captain, no wine, spirits or beer shall be sold to or exchanged with any person not belonging to the mess for which they were obtained, nor shall they be given away to any person except to a guest for consumption on board.

(2) Spirits on which duty has not been paid shall not be issued in bottle to any officer or other person. Duty paid spirits shall not be issued in bottle without the permission of the Captain.

(3) No subordinate officer under the age of 20 shall be allowed spirits either for his own consumption or for his guests; in special cases, subject to the prior consent of the Captain or of the Executive officer, this prohibition may be waived as regards guests.

(4) **Gangway Wine Book.** All wines, spirits, beer and tobacco (including cigars and cigarettes), of whatever description they may be, and for whatever mess or person, shall be entered in the Gangway Wine Book IN 454 (Form S 251) when received on board and also if disembarked. The book shall be kept by the Master-at-Arms, signed by him weekly, and inspected and initialed weekly by the Captain; it shall be produced, on request, to the officers of Customs, The date of return of shipping bills shall also be noted in the Gangways Wine Book inn red ink against the entry of the stores in question and the Captain shall be informed of any shipping bills outstanding when the book is initialed by him.

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(5) A Gangway Wine Book need not be kept in ships and establishments which are not entitled to the privilege of duty-free mess and canteen stores.

(6) **Stocks of Wine, etc.** The stock of wine, spirits and beer allowed on board shall be limited strictly to the requirements of each mess. Before any of these articles is ordered by a gunroom mess, or obtained by them from other messes, a list of what is required, signed by the wine secretary shall be taken, together with the wine book, showing what has already been received or ordered by the mess, to the Captain for his approval and signature, and these permits shall afterwards be pasted into the wine book.

(7) **Supplies of Wine etc.** The Captain may sanction supplies of wine, etc. being received from messes at the risk of the wine merchant, provided it is to be paid form, as consumed by at least quarterly installments

2718. Payments of Mess Bills. (1) The Captain shall see that all mess and wine bills are settled monthly by each member. Payments must be made in cash or by cheques. A part from such payments by cheque, private bills or cheques shall not be received by or cashed from the mess, wine or other funds. Any pay, half pay, pension, retired pay, gratuity or other allowances payable to an officer are liable to be abated in order to meet mess bills or other liabilities in respect of his mess, or any similar debts or liabilities

(2) **Mess Bills of Officers under Arrest**. Mess Bills of officers under arrest, when they are not able to meet such bills from their own resources, may be claimed from CDA (Navy). For the procedure which the Captain shall follow when the amount has to be claimed from CDA (Navy). See Financial Regulations.

(3) **Debts on Transfer to Another Ship.** All officers should clear their bills before proceeding on transfer. If an officer is unable to do so, the Commanding officer shall after due investigation, direct the Supply Officer-in-Charge, Naval Pay Officer to recover the said amount from his individual Pay Account under intimation to the officer concerned. A cheque for the amount due to the mess shall be forwarded by the Naval Pay Officer to the Commanding officer to settle the mess dues. See section 28 (7) of the Navy Act, 1957 and SRO 355 dated 18 Dec 63 as amended by SRO 80 dated 14 Mar 73.

(4) The balance of pay due to a deserter shall not be used to reduce mess debts. Such balance of pay becomes the property of the State and cannot be appropriated for the liquidation of mess debts. If, in exceptional circumstances, it should be considered desirable to recover a mess debt from the proceeds of the sale of a deserter's effects prior sanction must be obtained from the Government.

2719. Wine Book. (1) A wine book (IN 435) shall be kept and with the quarterly mess statement (IN 341) shall be produced whenever called for by competent authority.

(2) **Inspection of Wine Books.** The Captain shall inspect the wine books of the wardroom and gunroom messes weekly; but all officers, wine books and wine chit books shall be examined by him as often as he thinks fit. After each inspection of the books, the Captain shall initial them to show that he has examined them.

(3) When a ship ism inspected, a statement of the condition of the wine fund shall produced, with the wine and gangway books, to enable the inspecting officer to ascertain that the regulations relating to the wine accounts have been complied with.

(4) **Balances.** If a surplus over the amount of balance which is necessary for the efficient working of the wine fund has accumulated, it may be divided amongst the members in proportion to the amount of their individual interests or for any other legitimate purpose as decided by common consent. Distribution of this surplus may be made on such occasions as are approved by the Mess Committee.

2720. Mess and Wine Debts. (1) Before leaving a port, all debts for goods not at the risk of the merchant should be discharged if practicable. The Captain may approve of a

reasonable amount of debt being left outstanding on receiving from the mess and undertaking to pay it off at the first reasonable opportunity, which undertaking the Captain shall see carried out. In such cases it must be understood that the Government whatever the Circumstances, will not be responsible for, nor contribute to satisfy, any claim which may be made for losses which may occur; and officers, for the protection of their interests, should make their own arrangements with the tradesmen. The Government will not be liable in any case for the loss of mess stock which has been taken on board.

(2) The payment of mess and wine debts shall be made in cash, or by money order or draft, or by cheque if a (wardroom mess fund) banking account is kept, and not by means of private cheques or bills of exchange unless such a course is specially sanctioned by the Captain. All such remittances and payments shall be verified by the auditing officers.

2721. Quarterly Accounts and Audit. (1) Instructions in Chapter 28, as applicable shall be complied with, in addition to the directions given in this chapter and orders issued by the Chief of the Naval Staff/ Administrative Authorities from time to time.

(2) The statements to be prepared by the Mess Committee shall be: -

(a) For wine accounts, on the forms provided in the wine book (IN 435), copies of the quarterly statement being also made on form IN 341 in duplicate.

(b) For the Mess accounts (which accounts shall include all the mess funds for which the members of the mess as a body are liable) on form IN 341 in duplicate. The cash account books of the various funds, including the cash account in the wine book (IN 435) shall also be signed by the auditing officers.

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(3) The auditors of the wine accounts shall examine the account signed by the wine secretary showing the stock remaining in hand at the last stocktaking. Stock shall be taken jointly by the auditing officers, and the result, showing the stocks remaining in hand recorded in the wine accounts and signed by the auditing officers and the wine secretary. The auditors shall, after full enquiry, certify that, to the best of their belief, all instructions on the subject of the wine accounts have been duly complied with during the period under examination. The gangway book shall be produced at this audit, in order that the quantities credited to the messes in the wine books may be compared with those in the gangway book. The wine chit books shall also be produced and the quantities shown on the counterfoils compared with those entered in the wine book.

(4) Change of Wine Secretary. Whenever a change takes place in the wine secretary of a mess, an audit shall take place, the usual statement on form IN 341 being made out and signed by the auditing officers. Stock shall be taken jointly by the old and new wine secretaries, the result, showing the stocks remaining in hand on transfer of secretary ship, being recorded in the wine accounts and signed by both secretaries, before being produced to the auditing officers.

(5) Auditing officers shall always comply strictly with sub-regulations (4) and (5) of regulation 2814 and shall report to the Captain any breaches of sub-regulations (1) and (2) of regulation 2720 which come to their notice while carrying out the audit.

2722. Tenders. In the case of tenders commanded by officers below the rank of Lieutenant Commander, the Captain of the parent ship is responsible for ensuring that the foregoing instructions are duly carried out, subject to such special modifications in regard to details as may be approved by superior authority on account of the small number of officers in any particular mess.

2723. Command Messes. (1) The officer's messes at Bombay, Visakhapatnam and Cochin are the Command, Messes of the respective Commands.

(2) All officers of the rank of Captain and below serving in the command in which a command mess is established shall be members of that mess unless they are already members of the officers mess of their own ship or establishment formed with the approval of the government. Officers borne on the books of a ship or establishment having a wardroom mess of its own may voluntarily become members of a command mess in addition to being members of the ship's or establishment's mess.

(3) Members of a command mess whether living in or living out of it, are required to pay subscription to the mess at the rates laid down by the mess committee.

(4) The President of a command mess will be the Commanding officer of the parent establishment on whose books the command staff is borne. The Vice President of the command mess will be nominated by the Administrative Authority. The President shall be responsible to the Administrative Authority for the discipline, administration and control of the mess and shall personally supervise all matters pertaining there to and issuing such orders as may be necessary for that purpose. The Vice President shall be responsible to the President in the matters set out above.

2724. (1) Officers taking passage or embarked for duty shall mess as follows: -

(a) At the Commanding officer's table (regulation 2702). Captain and non-executive officers of the relative rank of Captain, and above Colonels Group Captains and above.

(b) At the table of a Commander in Command. Commanders and non-executive officers of the relative rank of Commander.

(c) **In the Wardroom.**

(i) Commanders and non-executive officers of the relative rank of Commander, where sub-regulation (b) is not applicable.

(ii) Wardroom officers (regulation 2703).

(iii) Commissioned officers of the Army and of the Air Force, other than those in sub-regulation (a) and (b).

(d) **In the Gunroom.** Gunroom officers (regulation 2704). Officers of the Army and of the Air Force for whom there is no room in the wardroom as decided by the Captain. Officers over 21 years of age should mess in the wardroom whenever possible.

(2) Civilians of officer's status should mess at the Commanding officer's table, or in the wardroom mess at the Captain's discretion.

Note 2: For messing of Junior Commissioned Officers of the Army, Warrant officers of the Air Force and Civilians of the Status of sailors see regulation 2729 (2).

2725 – Blank.

SECTION II – CABINS

2726. Allocation OF Cabins. (1) The allocation of officer's in IN ships will be governed by the following order: -

(2) **Flag Ship.**

(a) When Aircraft Carrier.

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Named wing cabins are to be appropriated to Commanders as follows: -

(i) (aa) Admiral

(ab) Fleet Operation Officer

(ac) Fleet Navigating Officer

(ad) Admiral's Staff Officer

(ii) Ships Staff

(aa) Commander

(ab) Commander (Air)

(ac) Commander (E)

(ad) Commander (L)

(ae) Commander (Logistics)

(af) Commander (ED)

(ag) Principal Medical Officer

(iii) Commander (AE) and Surg Commander (D) will be allocated named athwartships cabins alongwith other officers of the rank of Lt Cdr.

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(b) When Cruiser.

Named cabins are to be appropriated for the following: -

(i) (aa) Admiral

(ab) Admiral's Staff Officer

(ac) Flag Lieutenant

(ad) Fleet Operations Officer

(ae) Fleet Communications Officer

(ii) (aa) Captain
(ab) Executive Officer

(ac) Engineer officer

(ad) Electrical Officer

(ae) Logistics Officer

(af) Education Officer

(ag) Medical Officer

(ah) First Lieutenant

(aj) Navigating Officer

(ak) Senior Engineer

(al) NBCD Officer (Only if the officer is of the rank of Commander).

(am) Shipwright Officer

(c) Staff Officers other than those mentioned in sub-regulations (a) (i) and (b) (i) shall be allocated numbered cabins in order of seniority together with the ship's officers as in sub-regulation 5 (b).

(d) When a Flag ship is employed as a private ship, the cabins in (a) (i) and (b) (i) above, may be occupied by other officers by seniority at the Captain's discretion but must be vacated immediately they are required by the Flag Officer and his staff.

(3) **Cruiser** (when not the Flag Ship).

Named cabins are to be appropriated as in sub-regulation (2) (b) (ii).

(4) **Destroyers/Frigates and other Ships.**

(a) The named cabins in Frigates/Destroyers carrying helicopters be appropriated for the following: -

(i) Captain

(ii) Executive Officer

(iii) Engineer Officer

(iv) Electrical Officer

(v) Logistics Officer

(vi) Medical Officer

(vii) Navigating Officer

(viii) Flight Commander

(b) In a private self-accounting ship the Logistics officer shall be allocated a single named cabin in preference to the Electrical officer.

(c) A cabin may also be appropriated for then Senior Engineer in a position as near the engine room as is convenient and practicable.

(5) **All Ships: -**

(a) In an Aircraft Carrier an appropriate number of cabins will be allocated specifically for Squadrons. The pilots and observers borne for full operational flying duties will have precedence in so far as is necessary to provide them with such single cabins as are available, When the Squadrons are disembarked, their cabins may be temporarily occupied by other officers, with the Captain's permission, but must be vacated immediately they are required by the Squadrons

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(b) Numbered Cabins will be provided for the remaining officers to whom they will be allocated in order of seniority subject to the following considerations: -

(i) Officers regularly employed on watch-keeping duties both at sea and in harbour are to take precedence over other officers of the same rank in so far as this may be necessary to provide them with single cabins if these are available.

(ii) Lieutenants and below who are more than 40 years of age will take precedence over all Lieutenants except those in sub-regulation (1), in so far as may be necessary to provide them with single cabins if these are available.

(iii) In his allocation of numbered cabins, the Captain should take into account the desirability of some dispersal of officers to reduce the effect of war or other damage.

(iv) An officer allowed by complement (including staff officers and permanent supernumeraries) will normally take precedence in cabin accommodation over an officer of whatever rank who is appointed supernumerary, additional, or for passage. The Captain may, however, make an exception in cases where officers are appointed additional to perform some special and important duty.

(v) An officer who elects to occupy a cabin which he is not normally entitled to, will do so on the clear understanding that if required to vacate it, he must take such other cabin as may then be vacant in order to cause the minimum of disturbance to other officers.

(vi) An officer borne in lieu of one of a higher or lower rank will be considered for cabin accommodation in respect of his actual rank.

(vii) The Captain is at liberty to retain one cabin for the use of officers without cabins who may be sick

(viii) Cabins will not be appropriated as offices without the sanction of the Chief of the Naval Staff.

(ix) An officer without any cabin will have precedence over other officers in allocation of an unnamed cabin whenever it falls vacant.

(6) The orders in which officers are mentioned in the various sub-regulations above for the allocation of cabins does not indicate the order of priority.

2727. Blank.

SECTION III- MEESSING OF SHIP'S COMPANY

2728. Provisions for Berthing and Messing. (1) A return showing the details of accommodation available for officers and sailors is to be rendered as follows: -

(a) On first commissioning by the commanding officers of ships.

(b) On subsequent occasions by the commanding officers of ships in commission when any changes occur to available accommodation as a result of large repairs, modernization, conversion, or other causes

(c) Three copies of the return shall be forwarded through the administrative Authority to the chief of the naval staff and a copy is to be inserted in the Captain's. Ship's Book

2729. Messing of Ship's Company. (1) Within the overriding proviso that available mess deck space is equitably distributed to provide the best possible habitability conditions, sailors are to be messed and accommodated according to branches, except than Master Chief Petty Officers / Chief Petty Officers and Petty Officers of all branches will be messed and accommodated separately in enclosed messes according to their rank, wherever practicable as also the Regulating sailors who will be provided with a separate mess.

(2) (a) Wherever practicable, Junior Commissioned officers of the Army, Master Warrant officers, Warrant officers, and Junior Warrant officers of the Air Force shall, when embarked in Indian Naval Ship for any purpose, be messed with Master Chief Petty officers/Chief Petty officers, and the non-commission officers, viz. Dafadars and Havildars of the Army and Sergents of the Air Force, with the Petty officers.

(b) L/Dafadars and Naiks, and men of the Army, Corporals and Aircraftsmen of the Air Force shall, when embarked in Indian Naval Ships, for any Purpose be messed with sailors other than Master Chief Petty officers/Chief Petty officers/Petty officers according to the availability of space in sailors' messes.

(c) The commanding officer, may at his discretion, arrange for the common messing at I.N.scale of rations, of Army and Air Force personnel, with the ship's company, in a ship or shore establishment.

(3) The President of the Master Chief Petty officers' mess or Chief Petty officers' mess or petty officers' mess will be the senior most Master Chief Petty officer, Chief Petty officer or Petty officer accommodated in the mess, not being borne 'additional' or for training only unless the Captain, for good and sufficient reasons, should specifically nominate another Master Chief Petty officer, Chief Petty officer or Petty officer.

(4) Sailors below petty officers shall mess together in broadside mess.

(5) In ships and shore establishments where the strict application of the above regulations is not found to be practicable, the rules contained in this regulation shall be applied so far as the accommodation provided admits. Commanding officers are to use their discretion in the allocation of messes so that the accommodation available in the ship or establishment is always used to the best advantage. Commanding officers of trooping ships shall use their direction in re-arranging and grouping messes, according to the number of each class requesting passage

2730. Mess man. A sufficient number of suitable junior sailors shall be attached as mess men to all Master Chief Petty officers, Chief Petty officers or Petty officers messes. On board submarines the Captain may resort to cafeteria system for senior

sailors in case there is a shortage of junior sailors in case there is a shortage of junior sailors for performing Mess men duties.

2731.Meal Hours. (1) Adequate time must be set aside for meals to be taken, the actual time allowed for each meal being arranged by the Commanding officer according to the circumstances. Subject to the exigencies of the Service, 2 ½ hours shall be allowed for meals between the time sailors go to breakfast and 1800 hrs. In addition, half an hour shall be allowed for supper. The period of 2 ½ hours may include time spent in changing in to the rig of the day and shifting in to night clothing.

(2) A commissioned officer detailed by the commanding officer shall visit the mess decks during the serving of meals to confirm that the food is of good quality and properly cooked and to see whether there are any complaints. He should personally taste the food and deal with any general complaint in the normal service manner.

2732. Watch-keepers. (1) Arrangements shall be included in the routine of each ship to enable the watch-keepers to obtain adequate meal hours of the same length as those of the ship's company, and for hot meals to be served to them.

(2) Subject to the internal organization of the ship, the middle watch keepers at sea and first and middle watch keepers in harbor may be permitted to lie in until such time as up guard and steerage is piped.

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2733.Civilians when Carried in Indian Navy Sea-going Ships. (1) Non-Gazetted civilian government servants, civilian staff of the Indian Naval canteen Service, etc… when carried shall be provided with sleeping accommodation and messed with sailors.

(2) For accommodation and messing of civilian gazetted officers see regulation 2724(2)

2734. Consumption of Liquor in MCPOs/Pos Messes Ashore. MCPOs/CPOs/Pos are permitted to consume Liquor in their respective messes ashore.

(a)**Bar Hours.** The days and times for opening the bar will be laid down by the Administrative Authorities subject to the condition that in the evening the closing time of the bar should not be later than half an hour before 'Pipe Down' except on special occasions as approved by the Commanding officer.

(b)**Treating.** Treating as between members of the mess is forbidden, however, service guests are allowed and the individual quota of a member is not to be exceeded in the entertainment of the service guest.

(c)**Monetary Limits.** It would be up to the mess concerned to decide whether issue of Liquor is to be restricted to only living –in-members and to such other living out members who surrender there privilege of drawing their liquor from Indian Naval Canteen Service canteens. The monetary limits will be as promulgated by the chief of the Naval Staff from time to time

(d) **Mode of payment.** By cash /coupon or card system. No credit is to be permitted.

(e) **Supervision.** A mess Committee constituted as under is to be is jointly responsible to the commanding officer: -

(i) The Executive officer.
(ii) Senior most Living-in-member.
(iii) Mess Secretary.
(iv) Wine Secretary.

(f) **Accounting and Audit.** The necessary books and accounts are to be maintained and audited by the audit boards appointed by the commanding officer at regular intervals as lay down by the Administrative Authority.

CHAPTER 28

CANTEENS AND NON-PUBLIC FUNDS

Section		**Regulations**
I.	Canteens	2801 – 2810
II.	Non-Public Funds	2811 – 2819

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SECTION I – CANTEENS

2801. Establishment of Canteens.

(1)(a) As a general rule a canteen shall be established in each of the Indian Naval ships for the use of its personnel. Accommodation for canteen staff and stores will be specifically allocated and marked on the Ship's drawings. Where necessary, the Captain may allocate additional accommodation if available.

(b) Should the Captain, for any reason, consider it inadvisable to establish a canteen he shall make a full report of the circumstances to the Chief of the Naval Staff, through Administrative Authority who will transmit it to the Chief of the Naval Staff, with an expression of his opinion thereon.

(2) The regulations contained in sub-regulation (1) do not apply to minor war vessels in which suitable space for a canteen is not available or which do not go to sea regularly. If desired by the Captain of such vessel, special arrangements shall be made by the Captain of the parent ship to which such vessel is attached, for their supplies.

2802. (1) The Government of India does not accept responsibility for the business conducted by canteens. The Captain shall ensure that this is understood by all with whom the canteen conducts business.

(2) **Operation of Canteens.** The canteen shall operate as a business concern only, subject to such instructions as may be issued by the Chief of the Naval Staff from time to time. The Canteen may operate coffee/tea/coco bars, ice cream bars, soda fountains, book stalls, hair dressings, boot repairs, tailoring and private trading generally.

2803. System. The Business of a canteen in an IN ship may be conducted by: -

(a) The Indian Naval Canteen Service, when the canteen shall be called 'INCS

(b) The ship, when the canteen shall be called 'Ship-run' as may be directed by the Chief of the Naval Staff.

INCS RUN CANTEENS

2804. (1) The Indian Naval Canteen Service is established under the orders of the Chief of the Naval Staff. The funds of the Indian Naval Canteen Service shall be non-public funds.

(2) **Administration.** The INCS run canteens shall be administered in accordance with the Indian Naval Canteen Service constitution.

(3) **Discipline.** The canteen staff on board a ship of the Indian Navy, shall be subject to the Navy Act 1957 in so far as that Act applies to passengers.

(4) **Custody of Money.** The canteen manager shall be allowed, at the risk of the Indian Naval Canteen Service to deposit with the Logistics officer, for safe custody sums of money which he has received for the purposes of the canteen.

(5) Government transport may be hired by the Indian Naval Canteen Service, of available, under the terms of orders issued by the Government of India from time to time.

(6) **Indian Naval Canteen Service Staff.** The staff of INCS run canteens on IN ships will be entitled to the following concessions: -

(a) **Clothing.** The canteen staff may be issued with articles of clothing other than uniform articles from the ship's clothing store. Recoveries for such issues of clothing will be made at the normal payment issue rates.

(b) **Victualling.** The canteen staff may be issued with rations at the scale admissible to IN sailors. Recoveries for such issues will be made at payment issue rates.

(c) **Medical Examination and Treatment.** All the canteen staff employed by the Indian Naval Canteen Service shall be medically examined by the Service Medical officers before being so employed. Canteen employees serving on board IN ships shall be subject to the same medical examination, inspection and supervision as members of the ships company and when transferred from one ship to another, they shall be medically examined in the same manner as sailors. Employees of the Indian Naval Canteen Service shall be treated when afloat by the Medical officer of IN ships free of charge, and when serving ashore may receive medical treatment at the hands of naval medical officers where treatment other than from naval sources is not available. They are not, however, entitled to free attention or medicines nor may they be attended by a civil practitioner or surgeon and agent at the public expense. If admitted to a naval hospital or a hospital ship, full charges for their maintenance and treatment shall be made as directed in the hospital instructions. They are not eligible to receive free dental treatment.

SHIP – RUN CANTEENS

2805. Administration. (1) The Captain shall cause proper rules to be drawn up for the conduct and administration of the canteen.

(2) The affairs of the canteen shall be administered by the ship's canteen committee under the guidance of the Captain. Se regulations 2806 Ship's Canteen committee.

(3) The Captain shall appoint an officer to act as Canteen officer and shall hold him responsible for all purchases, sale prices, custody of cash, and cash transactions in connection with the canteen.

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(4) The Captain will also detail suitable sailors, as may be necessary, to carry out the duties of the Canteen Manager/Canteen Assistants under Canteen officer. The Canteen Manger shall, interalia be responsible for custody of canteen stores unless the custody is delegated to any other person in writing by the Captain, These sailors may be paid an honorarium from the ship's canteen fund, as laid down by the ship's canteen committee from time to time.

(5) The Captain shall exercise careful supervision over the working of the canteen and shall satisfy himself that it is being conducted on business lines.

(6) A part of the profit accruing in the canteen fund shall on the recommendations of the ship's canteen committee and approval by the Captain, be transferred to the Ship's Welfare Fund (Non-Public).

(7) **Selling Price**. Retail selling prices shall be displayed in a prominent place ion the canteen.

(8) Stock taking (including verification of cash) shall be done quarterly by officers detailed by the Captain for this purpose. The certificate of stocktaking shall be attached to the statement of account for purposes of quarterly audit.

GENERAL

2806. Ships Canteen Committee.

(a) There shall be established for the ship a canteen committee consisting of such officers as may be nominated by the Captain,. With the Executive officer as ex-officio President, together with such representatives of the ship's company as may be detailed or arranged for by the Captain, care being taken that messes consisting of sailors other than Master Chief Petty officers, Chief Petty Officers and Petty officers, are adequately represented.

(b) **Duties of the Committee.** The duties of this committee will be to decide upon the administration of the ship-run canteens and to investigate any queries and complaints that may arise in regard to prices and quality of canteen goods, weights and measures, and the general working of the canteens, both INCS-run and Ship-run. Canteen committee shall meet as often as necessary and in any case at least once a month.

(c) Nothing in this regulation will interfere with or prejudice the right of an individual sailor to put forward suggestion through his Divisional officer in accordance with regulation 234, Regulations for the Navy Part II (Statutory) or affect the responsibility of the Divisional officer for looking after the interest of his sailors, see regulation 1011.

2807. Complaints. (1) All complaints by individuals about goods sold in the canteen whether in respect of quality, weight, price, or any other particular, will be made at once to the Canteen Manager or to the Canteen Assistant on duty. If the Canteen Manager or Canteen Assistant is unable, or unwilling, to remedy the complaint it will be reported by the individual to his Divisional officer. This does not debar an individual from taking a complaint of an immediate nature before the officer of the Watch/Officer of the Day.

(2) All irregularities noticed shall be brought to the notice of the Captain in the normal manner.

(3) **Canteen Notice Boards and Posters.** Notices relating to canteen matters shall be posted up on special notice boards reserved for the purpose.

2808. Sale of Beer, Wines and Spirits. Beer, wines and spirits may be sold to sailors in canteens in shore establishments in accordance with such instructions as may be issued by the Chief of the Naval Staff from time to time.

2809. Purchases Abroad. IN ships visiting a port outside India, may make purchases at that port to meet canteen requirements, subject to such conditions as may be imposed by the Government to which the port belongs.

2810. Blank.

SECTION II – NON-PUBLIC FUNDS

2811. Non-Public Funds. (1) No Non-public fun, other than officers' mess and wine funds, officers' welfare fund, sailors' welfare fund and ship's sports fund shall be opened without the written approval of the Captain. In ships where the total number of officers borne does not exceed four, the opening of any such fund (including officers' mess and wine funds, officers welfare fund, sailors' welfare fund and ship's sports fund) shall be submitted to the Administrative Authority for approval. The Captain may authorize the opening of any other fund in writing and shall report to the Administrative Authority. In the case of non-commissioned establishments the prior approval of the Administrative Authority will be sought for opening of non-public funds.

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(2) The officer approving the opening of a fund shall issue instructions for: -

(a) The supervision of the fund.

(b) The duties of personnel responsible for the fund.

(c) Keeping the accounts.

(d) Custody of cash.

(e) Auditing accounts.

(f) Fixing prices, where sales take place, indicating who is responsible in each case.

(g) Custody of stores.

(3) The officer supervising the fun d is responsible that the cash in hand and stock, if held, never exceed actual requirements.

(4) No person having the custody of cash, being or forming part of a non-public fund, is permitted to cash his own cheque or I.O.U. from the money in his charge or otherwise to use such money for his own purpose. Cashing private cheques of individuals from non-public funds is forbidden except when specially authorized by the Commanding officer. Commanding officers are not to authorize the cashing of private cheques except in pressing circumstances. At no time shall money be loaned to an individual on an I.O.U. or otherwise. See also regulation 2718(1).

(5) When no special account book is otherwise, provided, account of non-public funds shall be kept in form IN 12.

2812. Where Stocks of goods are Held. The following regulations shall be observed in connection with funds, such as book stalls, or canteens run on the service system, which involve the purchase of goods for re-sale: -

(a) A price list of all articles for sale shall be prominently displayed.

(b) A "Sales Book " shall be kept in which all articles sold and their selling price shall be recorded. The money realized from sales shall be handed over daily to the officer-in-charge of the fund; the amount so received shall be compared with that shown in the sales book, which shall be signed daily by the officer in acknowledgement of receipt of the money.

(c) The accumulation of large sums of money shall not be permitted. Cash must be kept in a mo9ney chest, and where no other arrangement is possible it shall be placed with the Logistics officer for safe custody pending an opportunity of remitting it. For custody of canteen money, se regulations 2804 (4) and 2805 (3).

(d) "Stock Book" shall be used and an accurate account kept of all goods received, together with cost prices. Stock taking shall be held at least once a month.

(e) A "Cash Book" shall be kept by the officer-in-charge of the fund and shall contain a daily record of moneys received for sales and all other cash transactions. It shall be balanced, at least once a week, to check possible errors or irregularities, and shall then be inspected and initialed by the Captain.

2813. Balance Sheets. (1) At the end of each quarter, accounts shall be closed and balance sheets prepared by the mess, wine, canteens or other committees, or for other non-public funds where there is no committee, by the officer responsible for the accounts, showing the whole of the assets and liabilities or the funds for which they are responsible.

(2) The assets shall show the money in hand to meet the liabilities, the amounts owing by members or subscribers and the value of the stock in hand. Where stocks are held, a stock taking by two officers of the committee of the fund shall take place immediately preceding the preparation of the balance sheet, and a signed statement of stocks held, certified by these two officers, shall be handed to the auditing officers.

(3) The balance sheet for wine accounts shall be prepared in the appropriate section of the Wine Book (Form IN435) and for other accounts on Form IN341, Mess Account balance sheet and audit. Duplicate and triplicate copies, including those of wine accounts, shall also be made on Form IN341.

(4) Separate balance sheets may be prepared for subsidiary mess funds, e.g. catering account, mess subscription account, etc., but where this is done a final balance sheet shall also be prepared by the Mess Committee to include all the mess funds.

(5) The balance sheets may be prepared for subsidiary mess funds, e.g. catering account, mess subscription account, etc., but where this is done a final balance sheet shall also be prepared by the Mess Committee to include all the mess funds.

2814. Audit. (1)Accounts shall be audited not later than the 15th of the first month of each quarter and whenever the accounts are transferred from one officer to another or are finally closed.

(2) The auditing officers shall be a board of three officers selected by the Captain but no officer is to be selected to audit his own accounts. The board shall include, when available, one Executive officer not below the rank of Lieutenant, and one Logistics officer or Education officer. When four officers or less, including the Captain, are borne in the ship, the auditing officers shall be three officers detailed by the Administrative Authority, who shall ensure, when any accounts are kept personally by the Captain, that at least one of the auditors is an officer of another ship. In case of ships/establishments where sufficient number of officers are not available, Commanding officer of the ship may include one Master Chief Petty officer/Chief Petty officer/Petty officer in the Audit Board set up for audit of the funds.

(3) In ships in reserve, the auditing officers shall be appointed by the Senior officer of the Reserve Fleet.

(4) Auditing officers shall follow the procedure laid down in orders issued by the Chief of the Naval Staff from time to time.

(5) Administrative Authorities are authorised to approve the employment of qualified civilian auditors for the audit of mess, wine and other non-public funds where in their opinion th3 volume of business warrants it, the cost being borne by the fund concerned.

(6) The cash balance and accounts of all public and other funds in the charge of the officer keeping the particular account shall be produced and examined at the same audit. A note shall be made by the auditing officers (on form IN 341 Mess Account balance sheet for mess funds) to show that this has been done.

2815. Sailors' Messes. (1) The instructions in this section shall apply to all sailors' messes which have permanent messing funds. Such messes shall always have a messing committee, all members of which shall sign the periodical statements and balance sheets. The Captain shall make adequate arrangements to ensure continuous compliance with regulation 2811 (3).

(2) When the account of a sailors' mess are audited, the Captain shall appoint a sailor who is not a members of the messing committee to be an auditor in addition to the offices prescribed in regulation 2814 (2).

2816. Examination of Accounts. The audited accounts and balance sheets shall be examined and initialed by the Captain, who will retain a duplicate copy of each balance sheet. The accounts shall then be returned to the committee concerned, or to the officer maintaining the fund, who shall see that the audited balance sheets are exhibited publicly for the information of members or subscribers.

2817. Inspection of Accounts. A list shall be maintained of all non-public funds held in the ship. At inspection, this li9st shall be produced for the scrutiny of the inspecting officer, together with the accounts.

2818. Non-Public Funds on Paying Off. On paying ogg, the Captain shall take steps to ensure that all non-public accounts are closed and audited. The amount realized by sale proceeds of canteen items as well as other equipment/ items purchased from non-public funds along with any amount left in non-public fund accounts is forwarded to Naval Headquarters for credit in IN Amenities fund or any other fund specified by NHQ.

2819. Loss, etc. of Stores. The State is not liable for any loss or damage to officers' mess or canteen stores owing to fire, shipwreck, deterioration or any other cause. However, in the case of losses and breakages of mess traps due to service conditions, e.g. rolling of the ship and firing of armament, the liability will be borne byu the State if the circumstances of the losses are covered by the existing regulations. See also regulation 3903 (3).

CHAPTER 29

BIRTHS, DEATHS, INJURIES, INQUESTS, ETC.

2901. RPORT OF births and Deaths. (1) When a birth or death occurs on board any of the Indian Naval Ships, or when an officer or sailor, belonging to the ship dies on detached service, the Commanding officer shall record particulars in the Ship's Log. In the case of births at sea, burial at sea and cremation/burial abroad, he shall also make a report to the Chief of the

Naval Staff on such forms as may be prescribed by him. For reports of cremation/burial in India see sub-regulation (3).

(2) When a birth or death occurs in a shore establishment the Commanding officer shall report the birth or death to the Local Registrar of Births and Deaths on the form prescribed by the local authorities. Where the birth or death occurs in Naval Hospital, the commanding officer of the Hospital shall make the necessary report irrespective of the ship or establishment to which the individual belongs.

(3) When a dearth has occurred on board a ship and the body is brought ashore for cremation/burial the procedure laid down in sub-regulation (2) shall be followed. On arrival at homeport the local civilian authority should be informed and a death certificate obtained. See also regulation 2904.

2902. Accidental Death or Serious Injury. (1) The circumstances attending the accidental death of, or serious bodily injury to any person on board one of the Indian Naval Ships or at IN Establishment shall at once be investigated by a board of inquiry composed of members specially qualified to deal with any technical questions involved. One member of the board shall if possible be a Medical officer, and medical evidence about the cause of the death or injury shall always be taken.

(2) The board is to be convened by the Senior Officer present or Administrative Authority. It shall sit with closed doors and no part of the report or of the proceedings shall be divulged without the sanction of the Chief of the Naval Staff, except abroad when the Senior Officer may use his discretion in the matter.

(3) The minutes and proceedings shall be forwarded to the Chief of the Naval Staff with as little delay as possible.

(4) If a formal board of inquiry cannot be held, a full and detailed report of the occurrence shall be forwarded to the Chief of the Naval Staff together with statement of the reasons, which prevented the holding of formal inquiry.

(5) The disappearance of a person who is missing in circumstances that point to the possibility of accidental death shall similarly be investigated and reported.

2903. All Injuries Sustained on Duty to be reported. (1) It shall be brought to the notice of all officers and sailors that any injury received in carrying out any act of duty (which includes participation in games or other forms of physical recreation definitely organized by Naval authority) shall be reported at the first opportunity to the Medical officer of the ship or establishment.

(2) This regulation applies particularly to damage to the ears by gunfire, and claims to compensation on the ground of attributability to the service. In the event of disability development from such in injury as to necessitate invaliding from the service cannot be accepted unless the injury is reported and an injury report rendered at the time, or unless satisfactory evidence is available that the injury was actually sustained as claimed. See regulation 0820.

2904. Sudden or Unnatural Deaths. In cases of sudden or unnatural death in suspicious circumstances the following action shall be taken:

(a) Afloat. When circumstances do not permit of the help of shore authorities being obtained for the examination of the body, the Commanding officer shall instruct the Medical officer to examine the body to ascertain the cause of death. The Medical officer may, if the considers it necessary or advisable, after prior consent (in the absence of next –of-kin) of the Commanding officer, conduct an internal examination of the body. Should there be any appearance of a suspicious character, the Medical officer shall retain evidence in accordance with the normal medico-legal requirements. He shall also inform the Commanding officer of his suspicions. The Commanding officer shall there-upon take appropriate steps to investigate the case reporting the same to the Senior Officer present or the Administrative Authority who shall thereupon convene a board of inquiry. If the ship is near an Indian port, the Commanding officer may, if he considers it advisable, inform the Coroner or other appropriate Civil Authority ashore so that an inquest may be held. Where, however, the body is to be cremated/buried ashore, the commanding officer shall inform the Coroner or other Civil Authority of the case; action shall also be taken in accordance with sub-regulation (3) of regulation 2901 and sub-regulation (1) of regulation 2905.

(b) Ashore. A report to the Coroner and or other appropriate authorities regarding the death shall be made, and instructions from them shall be carried out. See also regulation 2905.

(2) Whenever practicable, the consent of the next-kin shall be obtained before a post-mortem examination is carried out. No consent is required when a post-mortem examination has been ordered by the Coroner or other appropriate Civil Authority, but the next-0n-kin should be informed if necessary that an examination has been so ordered.

2905. Inquest. (1) When it may be necessary to hold an inquest touching the death of any person on abroad and belonging to a ship, the Commanding officer shall acquaint the Coroner or other appropriate Civil Authority, within whose jurisdiction the ship may be, with all the circumstances of the case, care being taken to have all the witness in attendance at the time the Coroner or other appropriate Civil Authority, may appoint for holding the inquest. It is not the responsibility of the Commanding officer to warn the next-of-kin of the deceased of the time and place of the inquest. He must, however, ensure that the Coroner's officer or other appropriate Civil Authority are given particulars of the next-of-kin so that action may be taken to inform them. In no case shall any service personnel be called upon to serve as juniors on these inquiries. Even when death has occurred outside his jurisdiction a Coroner or other appropriate Civil Authority and take such action as would have been taken had death occurred on board in harbour.

(2) In order that the Government of India may, if possible, be legally represented at the Coroner's or other appropriate Civil Authority's Inquest, the Commanding officer shall, except as stated in sub-regulation (3) immediately acquaint the Government (Civil) Law officer concerned (see regulation 3311) and if time permits the Administrative Authority and the Chief of the Naval Staff. In an emergency, when time does not permit instructions being obtained by signal, a local lawyer of repute may be employed to represent the Government of India.

(3) When the deceased is on leave at the time of his death, the Government of India will not be legally represented unless there is reason to believe that death occurred in circumstances, which might give rise to a claim against the Government of India or to respect of an act committed on duty. Arrangements shall, however, be made for the attendance of any Naval witnesses whose evidence is required, and a formal report of the result of the proceedings shall invariably be obtained.

(4) In cases where the Government of India is leally represented, the legal representative shall be shown the full transcript of the proceedings before the board of inquiry, as well as the report of the board, and shall also be given all such further information as he may require, or the Senior Officer may think necessary. He shall, however, be reminded that the board of inquiry documents must be treated as

confidential, and not referred to in the course of the inquiries, and his attention shall also be drawn to matters connected with the case which ought to be regarded as confidential.

(5) The legal representative's report of the inquest, or the fatal accident or sudden death inquiry, shall be forwarded to the Chief of the Naval Staff for the information of the Government of India. In cases where the Government of India was not legally represented, the Commanding officer shall furnish a report.

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CHAPTER 30

CONVEYANCE OF PASSENGERS, MAIL, CARGO, ETC.

Section		Regulation
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II	Passage by Transport or Merchant Ship	3011 – 3015
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SECTION I- PASSAGES – GENERAL INSTRUCTIONS.

Note: The term 'Port' includes an 'Airport'. The term 'Embark' includes 'emplane'.

3001. Entitlement to Passage. Regulations regarding the admissibility and provision of conveyance to officers and sailors of the Navy and their families are given in Travel Regulations and other orders issued by the Government from time to time.

3002. Provision of Passages. (1) All passages from India for destinations abroad whether by sea, land or air shall be arranged by the Chief of the Naval Staff, or by the Administrative Authority or the Local Naval Authority concerned on instructions from the Chief of the Naval Staff.

(2) All passages from abroad whether by sea, land or air shall be arranged by the Diplomatic or consular Representative of India concerned on instructions from the Chief of the Naval Staff.

3003. Report of Passengers Proceeding from India. When Naval personnel proceed abroad whether by sea, land or air from India, a signal shall be made by naval Headquarters, or the Administrative Authority or the Local Naval Authority at the port of departure, as the case may be to the Diplomatic or Consular Representative concerned giving information of departure of Naval personnel in accordance with the orders issued by the Chief of the Naval Staff. The signal shall be repeated to Naval Headquarters where it is not the originator. In the case of sailors, signal shall also be repeated to the Bureau of Sailors.

3004. Report of Passengers Proceeding to India. The Diplomatic or Consular Representative shall inform the Administrative authority Or the Local Naval Authority at the port of arrival, by signal, of departure of Naval personnel for India, in accordance with the orders issued by the Chief of the Naval Staff from time to time. The signal shall be repeated to Naval Headquarters. In case of sailors, signal should also be repeated to the Bureau of Sailors.

3005.Oficers and Sailors Returning to India on Medical Grounds. (1) All officers and sailors returning to India from abroad on medical grounds shall be instructed to report on disembarkation to the nearest Services Hospital or Sick Bay. The authority ordering the passage shall ensure so far as practicable, that the individuals are disembarked at the port

of call nearest to Services Hospital or Sick Bay and that they are able to proceed thereto direct. The individuals themselves shall be told the name of the port of disembarkation.

(2) If such an individual is permitted to select his own route, he shall be given orders to report at Service Hospital or Sick Bay nearest to the port at which he will arrive. The name of the officer, the route by which he is traveling, the date of departure for India and the hospital at which he has been ordered to report shall be signaled to Naval Headquarters. Should he arrive in India away from the neighborhood of a Service Hospital or Sick Bay and he is medically unfit to travel on to one, he must, as soon as possible forward to the Chief of the Naval Staff a certificate of such inability, signed by the Medical officer of the ship in which he took passage, or by the Civil Surgeon at the port of arrival, or as a last resort, by another doctor. As soon as he is fit to travel, he must attend at the nearest Services Hospital or Sick Bay unless otherwise instructed by the Chief of the Naval Staff.

(3) When application is made for passage of persons who have to be returned to India on medical grounds, the classification for embarkation shall be in accordance with the orders issued by the Chief of the Naval Staff.

(4) Any alteration in classification between the date of recommendation for evacuation and the date of embarkation shall be notified to the embarkation authority.

(5) A signal reporting the departure of individuals being returned to India on medical grounds will be made by the Diplomatic or Consular Representative concerned to the Administrative Authority or the Local Naval Authority at the post of arrival in accordance with the orders issue by Chief of the Naval Staff. The signal shall be repeated to Naval Headquarters and the Commanding officer of the Services Hospital. In case of sailors the signal should also be repeated to the Bureau of Sailors.

(6) The Authority ordering the passage of invalids shall take steps to ensure that the Medical officer of the vessel or aircraft in which passage is ordered, or the Service Medical officer when one is embarked in medical charge, is acquainted fully as to the medical particulars of the invalids through the Medical officer conversant with them. If this is not practicable, the officer in charge shall be notified accordingly. See regulation 3013.

(7) Arrangements shall be made with the Master of the vessel or the Captain of aircraft for a signal to be sent in good time before the arrival of the ship or aircraft India, giving an y alterations which may have occurred in the state of invalids as set on the signal referred to in sub-regulation (5) above.

(8) A signal should not be sent if there have been no alterations.

(9) Arrangements shall also be made with the Master of the Vessel or Captain or aircraft for a report to be made to Naval Headquarters by a signal if it should become necessary to discharge or transfer an invalid while on passage to India.

3006. Report on Arrival in India. All officers and sailors ordered passages to In by any route shall, immediately, on their arrival in India, report their date of arrival address in accordance with the orders issued by the Chief of the Naval Staff.

3007. Passage of Sailors by Sea – General Procedure. (1) The instructions in ceding sub-regulations are for guidance of authorities arranging the passage.

(2) Requisitions for passage from India shall be made inaccordance with the order issued by the Chief of the Naval Staff from time to time. They shall alwayus include following information: -

(a) Destination and name of ship.

(b) Total number of each category of sailors as in regulation 3007 (16) (Na) are not required except as under sub-regulation (3)

(c) Date on which sailors will be available.

(d) Authority to whom embarkation instructions shall be sent (if other than questioning authority.

(3) When a sailor is traveling other than on duty the following details shall given: -

(a) Name, Rank and Number.

(b) Brief statement of circumstances, e.g. compassionate leave, etc.

(c) Whether passage is at public or own expense.

(d) A reference to the authority for passage, whether free or not.

(4) **Invalids.** When passage for an invalid is requisitioned, the following details be given on the requisition: -

(a) Name, Rank and Number.

(b) Disability. See regulation 3005 (3) and (5).

(c) Whether cot or non-cot.

(d) Whether he requires the attention of a Medical officer during the voyage

The information under sub-regulation (b), (c) and (d) shall be reproduced on the nominal list.

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(5) **Passage in IN Ships.** It shall be noted that when sailors are to travel in IN ships, embarkation will be arranged by the Chief of the Naval Staff with the Administrative Authority at the port. Some of the sub-regulations will obviously not apply in these circumstances. See also regulation 3019.

(6) **Service Documents.** Service Documents shall be conveyed, whenever possible, by the officer or sailor conducting the passage of Naval contingent of sailors and handed to the Officer Commanding Naval Contingent of sailors or the senior in charge of it on board the transport, or for passages in IN Ships, to the Commanding officer. See also regulation 3705.

(7) **Offenders Under Escort Included in Naval Contingent of Sailors.** To regulate the reception and accommodation of offenders under escort, the following procedure will be adopted. Offenders will be divided into three categories, viz: -

(a) Those under sentence of imprisonment or detention who are being sent to India to undergo their sentence or are being transferred from one place of confinement to another. They shall be confined to cells during the passage.

(b) Those who are under postponed sentence i.e., whose sentences have been postponed until they reach a proper place of confinement. These shall be kept in open custody whilst on passage, unless their safe keeping or misbehaviour renders it necessary to place them in cells. Any period of close confinement counts as part of their sentence.

(c) Those who are under suspended sentences or who, on account of their past record, cannot be relied upon not to break away from contingent enroute but who, once on board, become part of the Naval contingent of sailors and shall not be confined to cells.

On receipt of embarkation instructions, authorities arranging the passage of Naval contingent of sailors shall inform the appropriate movement authorityn of the port of the number of sailors under category (b) who will be included in the Naval contingent of sailors. When the Naval contingent of sailors embark in IN Ship, the authorities arranging the passage of Naval contingent of sailors shall inform the Commanding officer of IN Ship and the Administrative Authority at the port.

(8) **Notification to Officer Commanding Naval Contingent of Sailors.** Whenever offenders are included in foreign Naval contingent of sailors brief particulars about them shall be shown on the nominal roll referred to in sub-regulation (15).

(9) **Notification of Offenders to Authorities Abroad.** Full particulars of sailors under punishment or suspended sentence shall be entered in red ink on all copies of passage orders and their Service Documents shall invariably accompany the contingent of sailors. See sub-regulation (6).

(10) **Uniform.** Instructions about dress while on passage and the marking and packing of kits are given in orders issued by the Chief of the Naval Staff.

(11) **Immunisation.** Attention is directed to current orders on the subject. See also regulation 3013 (5).

(12) **Pay Arrangements.** Instructions regarding the pay accounts, advances of pay and pay books of sailors transferred abroad or returning to India are given in IN Centralised Pay Accounting and other orders issued from time to time.

(13) **Mail Arrangements for Naval Contingent of Sailors.** The current organization is given in Navy Orders.

(14) **Air Mail Copies of Nominal Rolls.** Nominal Lists giving the appropriation of sailors transferred abroad shall be sent by airmail to the authorities concerned.

(15) **Nominal Rolls.** Nominal rolls shall be prepared in accordance with the orders issued by the Chief of the Naval Staff from time to time ogiving oserial number, surname, initials, number, rank specialist qualification and appropriation of sailors embarked.

(16) **Notification of Numbers Embarking.** Embarkation instructions will be sent by the Chief of the Naval Staff, giving the port of embarkation and authorities arranging passage of Naval contingent of sailors shall make a signal, by the date shown on those instructions, to the Naval embarkation officer at the port of embarkation repeated to Naval Headquarters and the Commodore Bureau of Sailors, Bombay in the following form, the number of sailors for each destination being shown separately: -

(a) Name of ship in which taking passage.

(b) Number of MCPOs/CPOs.

(c) Number of Pos.

(d) Number of Leadings and below.

(e) Total number of Naval contingent of sailors.\

(f) Weight of baggage.

(g) Detraining station and time of arrival.

(17) **Detraining.** When Naval contingent of sailors arrive at the place of embarkation, officer conducting the passage of Naval contingent of sailors shall be instructed

to muster the sailors in sequence of nominal roll numbers. Compliance with this will greatly expedite the work of detailing sailors for their berths in the transport.

(18) **Conducting Officers.** After mustering, the Naval contingent of sailors shall be reported to Naval embarkation officer, who is responsible for the embarkation of the sailors from quay to transport (or tender) and the conducting officers (or senior sailors) shall remain with the Naval contingent of sailors is checked against the nominal roll and other embarkation formalities completed.

(19) **General.** Strict compliance with the foregoing instructions is essential if embarkation is to work smoothly and expeditiously. When sailors are moved from a sub-passage arranging establishment which may not be familiar with the requirements for nominal rolls, the principal authority arranging the passage of Naval contingent of sailors shall draw particular attention to this regulation.

(20) **Commercial Ships.** When sailors are taking passage in commercial ships whether as individuals or as a party, the Chief of the Naval Staff will forward full instructions regarding nominal rolls, embarkation and any immigration requirements, etc.

(21) **Customs Regulations and Currency Restrictions.** The attention of all sailors entering or leaving India shall be drawn to the customs regulations and restrictions on the use of currency which are given in orders issued from time to time.

(22) **Baggage.** The officer or the sailor in charge of arranging the passage of Naval contingent of sailors shall impress upon all sailors that they are individually responsible for their own baggage. In troop ships the Officer commanding Naval contingent of sailors is responsible for seeing that baggage in holds is unloaded, if necessary retaining on board sufficient sailors to supervise the work.

3008. Passports and Visas. (1) It is essential that all persons proceeding overseas on duty shall acquaint themselves with current orders on this subject, as passport and visa requirements vary according to the political relationship between governments.

(2) Officers and sailors and their families traveling from India as entitled passengers will be supplied with necessary passports and visas free of cost.

(3) Officers and sailors proceeding on leave must make their own arrangements for any necessary passports, military permits, visas, etc.

3009 – 3010. Blank.

SECTION II – PASSAGE BY TRANSPORT OR MERCHANT SHIP

3011. Officers Commanding Naval Contingent of Sailors (O.C.N.C.S.). (1)

(a) Naval contingent of over 25 sailors embarked for passage in a troop transport or commercial ship shall be accompanied by an officer. Exception to this should be rare and shall have approval of the Chief of the Naval Staff.

(b) Unless an officer has been special reason, the senior most officer accompanying the Naval contingent of sailors (except officers of Medical and Education branches) shall be the Officer Commanding the Naval contingent of sailors. He shall be in command of sailors but shall have power to detail officers junior to himself for duty with the Naval contingent of sailors.

(c) Naval contingent of under 25 sailors may be in command of the senior most sailor regardless of branch.

(2) For outward passage, the O.C.N.C.S. shall be selected from the officers taking passage by the chief of the Naval Staff, who shall issue appointments and instructions. For passages to India this shall be done by the Diplomatic or Consular Representative concerned.

(3) On appointment an O.C.N.C.S. will be given instructions in writing.

(4) While the O.C.N.C.S. is responsible for the general supervision and discipline of the Naval contingent of sailors, it must always be understood that the Master of the ship is in the position of final authority on board. He exercises this authority through his own officers and, where members of the services are concerned, through co-operation with the Ship's captain and, or O.C.N.C.S. Any complaints which the O.C.N.C.S. may wish to make about the ship or her administration shall in the first instance be raised with the ship's officers during the voyage. If no satisfaction is obtained, or if it is felt that further investigation is desirable, the complaint can then be included in the Voyage report and in the report which the O.C.N.C.S. is required to make to the Administrative Authority of the port of disembarkation in accordance with the orders issued from time to time.

(5) The O.C.N.C.S. and those under his order shall wear uniform as laid down in orders issued by the Chief of the Naval Staff. They shall be organized into divisions and shall carry out so far as practicable the routine which has been laid down for the purpose and such special instructions as may be issued in specific instances for the maintenance of discipline and for cleanliness, health and comfort.

(6) An O.C.N.C.S. who is placed by superior authority in command of a Naval contingent of sailors is, by virtue of his position, empowered, to exercise all authority and command over them, and is vested by section 93 (3) © of the Navy ct, 1957 subject to regulation 9 of the Regulations for the Navy Part II (Statutory) with powers of summary trial and punishment.

(7) While the O.C.N.C.S. exercising the summary powers to try and to punish the sailors under his orders, he may consider it impossible himself to punish an offender on passage. In this event he may report particulars of the offence to the Commanding officer of the Depot or other IN Ships to which the offender may be transferred on arrival at his destination, in order that the case may be delt with either by court-martial, or summarily by the Commanding officer of the ship to which he is transferred. If, however, the offence is of so serious a nature as to render the sailors removal advisable, the officer-in-charge shall report particulars to the Senior Officer at the first port at which any IN Ships may be present. Steps can then be taken for the transfer of the offender to man of war, in

order that either his case may be dealt with summarily if permissible, or that he may be detained more conveniently in Naval custody until an opportunity occurs of sending him to India in one of IN Ships. If force or physical restraint is necessary for the safety of the ship or the discipline of the crew, the Master of the ship has power to take the requisite steps, and Naval officers shall render him every assistance; but any restraint thus put upon offenders shall be a measure of security, and not of punishment (see also section 83 (3) and 84 (4) of the Navy Act, 1957).

3012. Mental or Infectious Cases. Mental cases, or persons infected with a loath-some or infectious disease, shall not be ordered passage in merchant vessel without the previous consent of the Master or of the local agent of the owners, after they have been duly informed of all particulars. Details of the arrangements made with the shipping company for the accommodations, etc., of such invalids shall be reported. Except with the permission of the shipping company, persons who have been in contact with a non-notifiable infectious disease shall not be embarked for passage in other than IN Ships until they are out of quarantine.

3013. Medical Attendance. (1) When a service Medical officer is appointed as senior Medical officer in medical charge of service personnel embarked, he shall also be medically responsible for: -

(a) Personnel of foreign defence services.

(b) Dependants of all services personnel.

(c) Government entitled civilian passengers.

(d) Red Cross personnel.

(2) The ship's surgeon will be in medical charge of: -

(a) Members of the ship's crew including distressed Indian Seamen.

(b) Destitute refugees and evacuees.

(c) Non-Government civilian passengers including Merchant Navy personnel i.e. fare paying passengers.

(3) When service invalids proceed in any vessel not carrying a service Medical officer, they shall be under the care of the ships surgeon. The ship's surgeon will be paid at the rates authorized by the Government from time to time when it is necessary for the surgeon to give medical treatment to passengers normally the responsibility of the service Medical officer. The officer responsible for embarkation shall accompany invalids on board and hand them over to the ship's surgeon, explaining the nature of the cases. See regulation 3005 (6).

(4) In commercial ships, when there is no service Medical officer, all entitled passengers of the Naval service are eligible for medical treatment from the ship's surgeon at Government expense. An authority proving entitlement to free medical attention shall be given to each individual passenger, other than sailors traveling under an Officer Commanding Naval contingent of sailors. The Officer Commanding Naval contingent of sailors shall certify, if required to do so by the ship's surgeon, that the individual members of the Naval contingent taking passage are entitled to free medical treatment.

(5) The requirements for immunisation are given in passage instructions. These requirements shall be complied with before embarkation. Any such treatment obtained from the ship's surgeon, including immunisation not required by the passage instructions, shall be paid for as a private arrangement. If charges in this respect appear in the accounts received from the ship's surgeon, the individual will be held responsible for reimbursement to the Government of India unless good reasons can be shown why it was not possible to comply with the passage instructions before embarkation or that the treatment was prescribed after embarkation, e.g. in case of infectious disease on board.

3014. Medical Returns. (1) When the ship's surgeon is placed in medical charge of Nasal personnel, including invalids on passage to India, he shall be instructed by the Senior Naval Officer at the first port of embarkation to complete records of all sick personnel treated during the voyage, in accordance with the instructions issued by the Chief of the Naval Staff from time to time.

(2) The Senior Naval Officer shall supply to the ship's surgeon the necessary blank forms.

(3) The ship's surgeon shall be instructed to send all Naval medical documents to the Senior Naval Officer of the port of disembarkation.

3015. Blank.

SECTION III – CONVEYANCE OF PASSENGERS, CARGO AND MAILS IN I.N. SHIPS AND FLEET AUXILIARIES

3016. Passengers (1) No passenger shall be embarked, or given a passage, in one of Indian Naval Ships or fleet auxiliaries without the express permission of the Chief of the Naval Staff, except as provided in sub regulation (3) or else where in these regulations. When

time does not admit of reference to him, the Senior Naval Officer present may sanction such embarkation, reporting the circumstances of the case in writing to the Chief of the Naval Staff.

(2) In the case of women and children, this authority may be exercised when the ship is about to make a direct passage from one port to another but on no account shall it be exercised when ships are cruising for practice or evolutionary purposes.

(3) Whenever the Senior Naval Officer present, on the formal requisition of an Ambassador, Minister, Charge d'affaires, or Consul, or of the Governor of a State or head of administration in a Union Territory may receive, or order to be received, any passenger, he shall report the circumstances to the chief of the Naval Staff in writing.

3017. Entitled Passengers from India. (1) The Chief of the Naval Staff may issue such instructions as he considers necessary with regard to the embarkation, movement, passage, etc. of entitled civilians in Naval employment.

(2) **Security Codes.** For security reasons all Naval contingent of sailors shall be given code names in wartime.

(3) **Notification of Civilians to Immigration Authorities.** Notice of the proposed embarkation of civilians in IN ships or fleet auxiliaries passage abroad must always be given by the appropriate Naval authority at the embarkation port to the local Immigrations or Customs authorities in order that they may have the opportunity of passing such civilians through their control. In cases where large parties are expected at any port as long as possible notice shall be given to the Immigration or Customs authorities.

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3018. Conveyance of Cargo and Mail in IN Ships. (1) See section 57 of the Navy Act, 1957.

(2) Instructions on the conveyance of packages in IN Ships are given in regulation 3509. When cargo is shipped in IN Ships, the Shipping officer responsible for co-ordinating the loading shall obtain a receipt for the cargo on the copy of the Bill of Lading headed 'Consignors copy' and shall provide the ship with four copies of the Bill of lading, which shall be disposed of as follows: -

(a) One copy headed 'Master's Copy. for ship's use.

(b) One unheaded copy.

(c) One copy headed 'Consignee's copy. for delivery to the consignee

(d) One unheaded copy. for Customs purposes at the port of discharge

(3) An accurate check of all cargo shipped in IN Ships shall be made at the time of loading and discharge. Care of cargo while so shipped is the ultimate responsibility of the Commanding office. Evidence suggesting that cargo might have been damaged or interfered with shall be brought to the notice of the Commanding officer immediately and the 'Master's Copy' of the Bill of Lading endorsed accordingly. Established losses or damage shall also be brought to notice and dealt with as laid down in chapter 38, section III, where applicable

3019. Cargo Capacity of IN Ships. Guidance on the maximum carrying capacity of various classes of IN Ships and particulars of size and weight of packages to be used are given in orders issued by the Chief of the Naval Staff from time to time.

3020. Conveyance of Troops. If Indian Naval Ships are required to convey troops or a body of the Air Force otherwise than from ports in India (where arrangements will be

centralized by the Chief of the Naval Staff) the Senior Naval Officer at the port will decide what accommodation for passengers, baggage and stores can be provided.

3021. Treasure Shipped. (1) Treasure shall not be embarked in Indian Naval Ships, except upon receipt of definite instructions from the Chief of the Naval Staff.

(2) When the treasure is conveyed in Indian Naval Ships (except on behalf of the Government of India) a charge will be made for freight. Applications for approval of the Chief of the Naval Staff shall state the nature and value of the shipment concerned, from whom it is to be received and to whom consigned. The rate of charge will be assessed on the declared value of the treasure accepted for conveyance. For freight only, the charge will be at the current market rate which if it be not ascertainable from local representatives of shipping companies, may be learnt by inquiry from the Mint Master, Bombay. On rare occasions when the conveyance of treasure is of national utility and the consignor is unable to effect his own insurance, the insurance risk may be undertaken on behalf of the Government of India, and a charge mad for freight and insurance at the appropriate rates. The charges are to be collected whenever possible, either on receipt of the treasure for conveyance or on its delivery to the consignee and shall be taken on charge in the cash account.

(3) Commanding officers my however, accept treasure for local shipment on the official requisition of Consular or Diplomatic Representative of India abroad if time does not permit prior approval of the Chief of the Naval Staff being obtained. Such shipment shall be on the understanding that the Government of India will accept no liability for loss etc.,

(4) On the occasion of each conveyance of treasure in Indian Naval Ships, a report shall be made to the Chief of the Naval Staff sating the nature and value of the treasure, from whom it was received and to whom consigned, whether it has been safely delivered and a receipt for its safe delivery obtained and whether charges have been paid.

3022. Blank.

SECTION IV – AIR TRAVEL

3023. Casual Flights in Aircraft. All officers and sailors of the Indian Navy may be ordered as necessary, to make casual flights in aircraft in the course of their duties. No extra pay and allowances apart from traveling allowance and daily allowance which will be governed by the normal rules in Travel Regulations on the subject will be granted in such circumstances.

3024. Naval Aircraft. Detailed instructions on the carriage of passengers in Indian Naval Aircraft and in foreign service aircraft are given in chapter 21, section II.

3025. General Regulations on Air Conveyance. (1) The regulations showing when conveyance by air may be authorized are given in Travel Regulations.

(2) Whenever possible, air passage for Naval passengers and civilians in Naval employment, traveling at Government expense should be arranged in India and paid for in India in rupees with national airlines. Air India International and Indian Airlines Corporation are Government concerns and booking with them shall be made directly and not through any travel agencies.

3026 Conveyance of currency and other valuables by Air Freight.

(1) For dispatch of stores by air, see Travel Regulations.

(2) When it is necessary to send specie currency, radium and precious metals by a civil airlines, care shall be taken that the consignment is classified and treated as 'precious cargo' and so described in the documents in order that the requisite precautions may be taken by the company, for which higher freight rates are charged.

(3) The use of diplomatic bags for the conveyance of money shall be avoided, if possible, as this increases the risk of loss of secret matter in the event of the practice becoming known. There are however occasions when the diplomatic bag may be the only method of obtaining the necessary security.

(4) Prompt advice of dispatch and receipt of 'precious' packages shall be made by secret signal and at all stages the handling of the packages shall be carried out 'By hand of officer'.

(5) The regulations in sub regulation (2) above do not apply when transport is undertaken by Indian Air Force. In such cases application for carriage by air of precious consignments shall be prepared in accordance with orders issued by the Chief of the Naval Staff.

(6) Authority from the reserve Bank of India must be produced for the export of specie and currency from India to destinations outside India.

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CHAPTER 31

CONFERENCES AND VISITS

3101. Senior Officers conference. A conference may be held every year at Naval Headquarters, to be attended by the Administrative Authorities and other Senior Officers who may be required so to do by the Chief of the Naval Staff. The object of the conference is to discuss matters of general policy affecting the Navy.

3102. Training conferences. (1) The following Training conference may be held annually at such time and place as may be ordered by the Chief of the Naval Staff.

(a) Aviation Training conference.

(b) Submarine Cadre Management/Training Conference.

(c) Annual Training Conference.

(2) **Scope.** The scope of the conferences will cover the following: -

(a) **Aviation Training Conference.** Discussion on training policy and various training problems pertaining to the Aviation cadre.

(b) **Submarine Cadre Management/Training Conference.** Discussion on cadre management, training policy and allied problems pertaining to the Submarine cadre.

(c) **Annual Training Conference.**

(i) Discussions on training policy and various training problems pertaining to basic and professional training, excluding specialised training of the Aviation and Submarine cadres.

(ii) Discussions on residual matters arising out of Aviation and submarine conferences.

(3) The Conferences shall be attended by such officer as are required so to do by the chief of the Naval Staff.

3103. Departmental conference of the Engineering Branch. (1) A Departmental Conference of Senior Officers of the Engineering branch may be held annually at such time and place as may be ordered by the Chief of the Naval Staff.

(2) **Scope.** The scope of the conference will cover the following: -

(a) Material problems concerning machinery maintenance and repair.

(b) Problems arising out of the implementation of the annual refit programme.

(c) Consideration of improved types of machinery or engineering equipment and stores for introduction into Naval service.

(d) Other items of general engineering interest.

(e) Progress of action on decisions taken at previous conferences.

(f) Discussion on current/emerging technologies s applicable to Marine engineering System.

(3) The conference shall be attended by Senior Officers as are required so to do by the Chief of the Naval Staff.

3104. Departmental Conference of the Electrical Branch. (1) A Departmental Conference of Senior Officers of the Electrical branch may be held annually at such time and place as may be ordered by the Chief of the Naval Staff.

(2) **Scope.** The scope of the conference will cover the following:

(a) Problems relating to the maintenance of electrical and electronic equipment.

(b) Consideration of effecting modifications to the existing equipment, also the introduction of new electrical and electronic equipment into the Naval service.

(c) Other items of general electrical engineering interest.

(d) Progress of action on decisions taken at previous conferences.

(e) Discussion on current/emerging technologies as applicable to weapon and other electrical systems

(3) The conference shall be attended by such officers as are required so to do by the Chief of the Naval Staff.

3105. Departmental Conference of the Education Branch. (1) A Departmental Conference of Senior Education officers of the Education branch may be held annually at such time and place as may be ordered by the Chief of the Naval Staff.

(2) **Scope.** The scope of the conference will cover the following: -

(a) Educational and administrative problems in general.

(b) Items of professional and service interest n the field of education and training technology

(c) Other professional matters and items of interest for Education Branch.

(d) Progress of action on decisions taken at previous conferences.

(3) The conference shall be attended by such officers as are required so to do by the Chief of the Naval Staff.

3106. Departmental conference of the Medical Branch. (1) A Departmental conference of the officers of the Medical branch may be held annually at such time and place as may be ordered by the Chief of the Naval Staff.

(2) **Scope.** The Conference will consider problems concerning administrative and technical matters pertaining to the Medical branch and progress of action on decisions taken at previous conferences.

(3) The Conference shall be attended by such officers as required so to do by the Chief of the Naval Staff.

3107. Naval Armament Supply Officers Conference. (1) A Departmental conference of Naval Armament Supply officers may be held annually at such time and place as may be ordered by the Chief of the Naval Staff.

(2) **Scope.** The scope of the conference will cover the following: -

(a) To review the work done at each Naval Armament Depot during the previous year.

(b) To plan the programme for the next year.

(c) To discuss and find ways and means to step up productivity and thus enhance the efficiency of the organization.

(d) To discuss policy matters and other matters of departmental interest.

(e) Progress of action on decisions taken at previous conferences.

(3) The Conference shall be attended by such officers as required so to do by the Chief of the Naval Staff.

3108. Departmental Conference of Judge Advocates. (1) A Departmental Conference of Judge advocates may be held at such time and place as may be ordered by the Chief of the Naval Staff.

(2) **Scope.** The scope of the Conference will cover the following: -

(a) Legal and administrative problems in general in the Navy.

(b) Items of professional and service interest in the field of law.

(c) Other professional matters and items of interest of the Judge Advocate General's department.

(d) Progress of action on decisions taken at previous conferences.

(3) The Conference shall be attended by such officers, as are required so to do by the Chief of the Naval Staff.

3109. Logistics Conference. (1) A Logistics conference may be held annually at such time and place as may be ordered by the Chief of the Naval Staff.

(2) **Scope.** The scope of the conference will cover the following: -

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(a) Important policy matters pertaining to logistics management in Navy.

(b) Training policies for logistic functions.

(c) Matters related with logistic aspects if refits.

(d) Matters related with quality assurance

(e) Progress of actions on decisions taken at previous conferences.

(3) The Conference shall be attended by such officers as are required so to do by the Chief of the Naval Staff.

CHAPTER 32

LEAVE FOR OFFICERS AND SAILORS – GENERAL INSTRUCTIONS

Section		Regulations
I.	General	3201 – 3210
II.	Officers	3211 – 3218
III.	Sailors 3219 – 3222	

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SECTION I – GENERAL

See Section 19 (4) of the Navy Act, 1957.

3201. Leave Regulation. Leave regulations applicable to commissioned officers (including Special Duties officers), subordinate officers, sailors and artificer apprentices of the Indian Navy, are given in the Navy Leave Regulations (INBR 53), as amended from time to time. The regulations given in this chapter apply in addition to those given in INBR 53.

3202. Leave Abroad. Officers and sailors desirous of proceeding on leave to a foreign country shall obtain the prior sanction of the Chief of the Naval Staff and conform to any special directions issued from time to time.

3203. Illness on Leave. The regulations applicable to officers and sailors taken ill whilst on leave are given in chapter 8 and other orders issued from time to time.

3204. Flag Papa (Blue Peter). Whenever Flag Papa (Blue Peter) is hoisted in any ship, it shall be understood as recalling all persons belonging to her who may be on leave, and they are immediately to return to the ship.

3205. Leave to Take Part in Expeditions, Explorations, International Events, etc. Any application by an officer or a sailor for taking part in expeditions, explorations, international events, etc., shall be forwarded to the Chief of the Naval Staff for consideration.

3206 – 3210. Blank

SECTION II – OFFICERS

3211. Attendance On Board. (1) Every officer so long as he belongs to a ship shall be constant in his attendance on board; no officer subordinate to the Captain shall leave the ship without proper authority, except for some pressing reason in the public service.

(2) NO officer shall remain out of his ship for the night without the prior permission of the Captain.

(3) If the Captain should be absent for the night, or, by reason of sickness or for other cause, has ceased to exercise command, the Executive officer or any one officer of the Executive branch who is either senior to the Executive officer or of Commander's rank (other than officers appointed additional for staff or special duties) shall sleep on board, This regulation may be relaxed by special permission of the Senior Officer present.

3212. Application for Leave. All applications by officers for leave, or for extension of leave shall be made to the commanding officer of the ship.

3213. Movement on Leave. All officers on leave shall keep their Commanding officers informed of their movements in case the exigencies of the service should require their recall. Any officer granted permission to sleep ashore shall leave his address in writing on board.

3214. Overstaying leave – Report to be furnished. If an officer overstays any leave granted to him, a full explanation, supported by the necessary certificates, shall be forwarded to the to the authority granting the leave.

3215 – 3218. Blank.

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SECTION III – SAILOORS

3219. Sailors Who Have Never Broken Leave or Broken Out Ship. In every seagoing ship a list shall be kept of sailors who have neither broken their leave nor broken out since they joined the ship. This list should be made use of only on very special occasions and the utmost care shall be taken that it is not used unnecessarily.

3220. Young Sailors. (1) Where he considers it desirable to do so, the Captain may restrict the night leave of Seaman Second Class (and equivalent sailors of other branches) under the age of 20 by requiring them to be on board by 2300 hours. This should be done in special circumstances when it would be undesirable to give these young sailors the same privileges as older sailors or where in the opinion of the Senior Officer abroad, conditions peculiar to a certain area make it desirable. In the latter case the Senior Officer abroad should issue instructions for the guidance of Captains.

(2) Sailors shall be allowed leave frequently at such ports as are considered suitable for the purpose, but they shall be allowed to sleep out of the ship except in special cases with the Captain's permission. They should, as a rule, return from leave in time for supper, but in homeport leave for junior sailors up to the age of 18 years age group, may be extended to 2300 hours if they are of good behaviour.

3221. General Regulations for Long Leave. See the Navy Leave Regulations (INBR 53).

3222. Absentees on ship Sailing. Sailors who miss their passage, owing to improper absence from their ships on leaving port, shall after undergoing such punishment as may be awarded for the offences, be sent to their own ships, ships, should an opportune it be likely to occur within a reasonable period.

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CHAPTER 33

GENERAL LEGAL MATTERS

3301. Legal Proceedings. When any suit or other legal proceeding which has reference to his ship is brought in any court of law, the Commanding officer shall send a full report of all the proceedings in the matter, together with all paper connected therewith, through the normal channels to the Chief of the Naval Staff for transmission to the Government.

3302. Requests from Lawyers and other Persons for Information. Requests for information concerning Naval person el which may be received from solicitors and others in connection with actual or potential litigation shall be submitted to the Chief of the Naval Staff, or in a foreign port to the Consular or Diplomatic Representative of India, for advice as to the action to be taken.

3303. Naval Witnesses in civil Courts. (1) Every officer is required to obtain the approval of the Chief of the Naval Staff before giving evidence by his own consent as an expert witness in lawsuit or arbitrations between private parties. In the case of the Chief of the Naval Staff, prior approval of the Central Government shall be obtained. If, however, time does not permit of obtaining the approval of the Chief of the Naval Staff before the date on which an officer has been summoned to appear, the summons shall be obeyed and the matter reported forthwith to the Chief of the Naval Staff.

(2) When any such officer is allowed, or compelled under summons of a court, to give evidence in court or at an arbitration as an expert witness in matters coming before him in his official capacity, or where his evidence is likely to involve statements of Government or Naval practice, the fees to be paid for his services will be credited to Naval Estimates as public money. The officer will be entitled to traveling allowance appropriate to his rank, as prescribed for an officer on duty.

(3) Where the evidence to be given involves no reference to Naval or Government practice, the officer may submit to the Chief of the Naval Staff that he be allowed leave of absence, subject to the exigencies of the service, to give such evidence and to retain any fees which may be offered. Any leave with pay so taken will be treated as part of ordinary leave allowed by the regulations.

3304. Engagement of Counsel at Courts-Marital. (1) Officer empowered to convene courts-martial may, with prior approval of the Chief of the Naval Staff, for each case, engage counsel for conducting the prosecution at courts-material.

(2) The recommendation for engagement of counsel should not be made unless convening officers are satisfied that it is essential in the interest of adequate prosecution.

(3) The counsel should be engaged in consultation with the Judge Advocate General of the Navy and fees should be fixed in consultation with him, subject to such restrictions regarding the maximum amount payable to the counsel as laid down by the Government from time to time. See regulation 163, Regulations for the Navy Part II, (Statutory).

3305. Person Subject to the Navy Act Charged Before Magistrate. See regulation 114A, Regulations for the Navy Part II and Appendix IV thereof.

3306. Legal Assistance. (1) In criminal cases of such urgency that immediate action is absolutely necessary (e.g., where it is essential to have the offender arrested and charged before reference can be made to higher authorities), legal assistance may be obtained as directed in regulations 3307 and 3308.

(2) In all cases a report of the circumstances shall be forwarded to the Chief of the Naval Staff.

(3) In criminal cases which are not so urgent, and in all other cases except inquests (for which the instructions are contained in regulation 2905 (2)) when legal aid is required for official purposes, the matter should be referred to the Chief of the Naval Staff, but see sub-regulation (4).

(4) Payment of fees to lawyers for drafting legal opinion or interpretation of terms of contract, etc; -

(a) The advice of a Government Law officer, if available, or of a selected private practitioner may be obtained for the legal interpretation of the terms of and the determination of them obligations arising from contracts, the settlement whereof is in dispute. A reference for obtaining such advice whether initiated by the officer empowered to conclude the contract or by the Controller of Defence Accounts (Navy), Bombay, shall be made through the Administrative Authority concerned, who before referring the matter for legal advice, shall obtain the views of both the Controller of Defence Accounts (Navy), Bombay, and the officer administering the contract, so that both the points of view may be placed before the Law officer or the private practitioner as the case may be.

(b) The payment of fees for such advice is to be sanctioned by the Administrative Authority concerned or the Chief of the Naval Staff in accordance with the procedure laid down for similar payment under regulations 3307 and 3308.

(c) Administrative Authorities are hereby empowered inter alia to engage a counsel to conduct the following proceedings in a court of law, after a case has been referred for arbitration: -

(i) For securing implementation of the award of an arbitrator.

(ii) To challenge the award of an arbitrator.

(iii) When the matter is referred by an arbitrator for the opinion of the court.

(d) The proceedings before an arbitrator not being proceedings in a court of law, Administrative Authorities are not to employ a lawyer to conduct a case on behalf of the Government, before an arbitrator, without the previous approval of the Chief of the Naval Staff.

(5) A list of civil law officers, and the Naval officers who are entitled to consult them, is given in regulation 3311.

3307. Criminal Prosecution of an Offender in Civil Court in Cases in which the Indian Navy is Directly Interested. See regulation 126, Regulations for the Navy Part II (Statutory) and Appendix II thereof.

3308. Defence of Sailors Charged with Criminal Offences. See regulation 126 (1), Regulations for the Navy II (Statutory) and Appendix II thereof.

3309. Defence of Sailors Charged with Criminal Offences. See regulation (2), Regulations for the Navy Part II (Statutory).

3310. Officers Authorised to Sign and Verify Plaints or Written Statements in Suits by or Against the Central Government. In exercise of the powers conferred by Rule 1 of Order XXVII of the First Schedule to the Code of Civil Procedure 1908 (Act V of 1908), the Central Government has appointed: -

(a) The officers specified in the schedule annexed hereto as persons by whom plaints and written statements in suits in any court of civil jurisdiction by or against the Central Government shall be signed.

(b) Those of the officers referred to in sub-regulation (a) who are acquainted with the facts of the case, as persons by whom such plaints and written statements shall be verified.

SCHEDULE. (INDIAN NAVY)

1. Chief Of the Naval Staff.
2. Vice chief of the Naval Staff.

3. Flag Officer Commanding-in-Chief of a Command.

4. Flag Officer Commanding Fleet.

5. Flag Officer Commanding Area.

6. Assistant Chief of Personnel, at Naval Headquarters.

7. All Directors at Naval Headquarters.

8. Admiral/Commodore/Captain Superintendent of Dockyards.

9. Director General of Naval Project, Bombay, Visakhapatnam, Karwar.

10. Chief Staff Officer (Personnel and Administration) at Command Headquarters.

11. General Manager (Personnel)/Deputy General Manager (Personnel)/Personnel Manager Dockyard.

12. Commanding officers of all ships and establishments.

3311. List of Central Government (Civil) Law Officers who may be consulted by the chief of the Naval Staff and Administrative Authorities on matters of civil law are as given below: -

(a) **On Behalf of Central Government: -**

In respect of matters arising in			Designation of the Civil law officers (Advisers)
	(i)	In the high Court of Karnataka the subordinate courts of Bangalore City.	Additional Legal Advisor, Branch Secretariat, Banglore.
	(ii)	In the High Courts of Maharashtra, Gujarat, Goa and subordinate courts In Bombay (in which Central Government is a party or otherwise Interested).	Joint Secretary and Legal Advisor, Branch Secretariate, Bombay
	(iii)	In the High Courts of Calcutta, Gauhati, Patna, Orissa and Sikkim, Cases of the Central Government In the city Civil Court, small causes Court, Bank shall courts at Calcutta And Alipore courts (civil and Criminal) as well as other District	Joint Secretary and Legal Advisor, Branch Calcutta.

	Courts.	
(iv)	In the High Courts of Andhra Pradesh, Kerala and Tamil Nadu (cases of the Central Government).	Deputy Legal Advisor, Branch Secretariat, Madras.
(v)	In the Supreme Court, High Courts of Delhi, Allahabad (including Lucknow bench), Madhya Pradesh, Punjab, Haryana and Rajasthan.	Joint Secretary and Legal Advisor, Main Secretariat, New Delhi.

(b) **In Respect of Matters Other Than Those Mentioned at (a) Above: -**

	In respect of matters arising in Law	Designation of the Civil Officers (Advisers).
(i)	Andaman & Nicobar Islands	Chief Secretary, Andaman & Nicobar Islands, Port Blair,
(ii)	Andhra Pradesh	Secretary, Law Department, Government of Andhra Pradesh, Hyderabad (AP).
(iii)	Arunachal Pradesh	The Secretary (Law & Judicial) Arunachal Pradesh Administration Shillong.
(iv)	Assam	Secretary, Law Department, Government of Assam, Dispur, Gauhati-6.
(v)	Bihar	Secretary to the Government of Bihar Law Department, Patna.
(vi)	Chandigarh	The Legal Remembrancer, Union Territory Administration, Chandigarh.

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(vii)	Dadra & Nagar Haveli (Via Vapi Distt) Dist. Surat.	Chief Secretary, Dadra & Nagar Haveli, Silvassa
(viii)	Delhi	Chief Secretary, Delhi Administration, Delhi – 110006.
(ix)	Goa, Daman, Diu	Chief Secretary, Goa Daman, Diu, Panaji.
(x)	Gujarat	Secretary to the Government of Gujarat, Legal Department, Gandhinagar.
(xi)	Haryana	Secretary to the Government of Haryana, Law Department, Chandigarh.
(xii)	Himachal Pradesh	Secretary to the Government of Himachal Pradesh, Law Department, Shimla.
(xiii)	Jammu & Kashmir	Secretary to the Government of Jammu & Kashmir, Law Department, Jammu/Srinagar.
(xiv)	Karnataka	Secretary to the Government of Karnataka, Law & Parliamentary Affairs, Bangalore.
(xv)	Kerala	Secretary to the Government of Kerala, Law Department, Trivandrum.

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(xvi)	Lakshadweep	Chief Secretary, Lakshadweep, Kavaratti.
(xvii)	Madhya Pradesh	Secretary to the Government of Madhya Pradesh, Law Department, Bhopal (MP).
(xviii)	Maharashtra	Secretary to the Government of Maharashtra, Law & Judicial Department, Bombay.
(xix)	Manipur	Chief Secretary to the Government of Manipur, Imphal.
(xx)	Meghalaya	Secretary to the Government of Meghalaya, Law Department, Shillong.
(xxi)	Mizoram	Chief Secretary, Union Territory of Mizoram, Aaizwal.
(xxii)	Nagaland	Secretary to the Government of Nagaland, Law Department, Kohima.
(xxiii)	Orissa	Secretary to the Government of Orissa, Law Department, Bhubaneswar.
(xxiv)	Pondicherry	Chief Secretary, Government of Pondicherry, Law & Labour Department, Pondicherry.
(xxv)	Punjab	The Legal Remembrancer and Secretary to the Government of Punjab, Legislative Department, Chandigarh.

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(xxvi)	Rajasthan	Secretary to the Government of Rajasthan, Law Department, Jaipur.
(xxvii)	Sikkim	Secretary to the Government of Sikkim, Legal Department, Gangtok.
(xxviii)	Tamil Nadu	Secretary to the Government of Tamil Nadu, Law Department, Madras.
(xxix)	Tripura	Secretary to the Government of Tripura, Agartala.
(xxx)	Uttar Pradesh	Secretary to the Government of Uttar Pradesh, Law Department, Lucknow.
(xxxi)	West Bengal	Secretary to the Government of West Bengal, Legislative Department, Calcutta.

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3312. Institution of Civil Suit. (1) No legal proceedings shall be undertaken on behalf of the Government without the sanction of the Chief of the Naval Staff or the Administrative Authorities who may, on the advice of the proper Government Law officers sanction filing or defending civil suits or appeals. The conduct of the case will rest with the Government Law officer, is available, the payment of his fees and other expenses in connection with counsel and witnesses being san ctioned by the chief of the Naval Staff or Administrative Authorities at the rates and under the conditions obtaining in the locality under the civil rules of the state concerned. Otherwise the employment of a selected private practitioner may be sanctioned b y the Chief of the naval Staff or the Administrative Authority who may fix the fees in consultation with the Government Law officer, subject to such restrictions regarding the maximum amounts payable to counsel as are laid down by the Central Government from time to time. Claims for expenses in connection with counsel and witnesses will be accompanied by a certificate from the legal remembrancer that they are reasonable. No suit by or against the Central Government in respect of contracts relating to military land shall be filed or defended without the prior sanction of the Central Government.

(2) A List of Government officers who may be consulted is given in regulation 331. The procedure with regard to consulting those officers is governed by the rules on the subject framed by the Central Government or local Government as applicable, In case of matters coming within regulation 3311 (b) the local Government will be that in whose jurisdiction the area of the Administrative Authority concerned is situated. In the case of a Naval Area which is situated within the jurisdiction of more than one state law officer of the state in which the case originated or is intended to be filed should be consulted.

(3) When an officer receives intimation that a civil suit has been or is likely to be instituted against the Government or a public servant in his official capacity, he will report the circumstances to the Administrative Authority in order to avoid exparte decree being made against the Government. In this connection it should be remembered that the Code of Civil Procedure Section 80, requires two months notice of such a suit to be given before a valid suit can be instituted.

(4) To enable the Administrative Authority to decide on the advisability of instituting legal proceedings, the officer immediately concerned will prepare memorandum explaining the necessity for the suit and including a statement of the claim, that will show the subject of the claim, its amount when it accured, steps taken to obtain satisfaction, pleas urged by the defence and the answers of such pleas. Copies of all important documents (with translations where necessary) will accompany the memorandum.

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(5) If it is desired to institute a civil suit for the recovery of monies due to Government, the officer immediately concerned will ascertain from the civil officer of the district in which the defendant lives whether the sum could be paid by the latter. If the civil officer reports that the defendant is in a position to satisfy a decree for the amount claimed, application for sanction will be made to the Administrative Authority concerned.

(6) When sanction is accorded to the defence or prosecution of civil suits in which a public servant in his official capacity is implicated, the fees of one counsel will be allowed.

(7) Rules regarding the procedure in connection with suits by or against sailors are contained in the first schedule to the Code of Civil Procedure 1908 Order V, Rules 28 and 29 and Order XXVIII, Rules 1 to 3.

CHAPTER 34

OFFICIAL SECRETS AND PUBLICITY

3401. Security Classification. In this Chapter them term “Classified” shall be read as including “Restricted”, “Confidential”, “Secret” and “Top Secret”. These authorised security classifications are defined below: -

(a) Top Secret shall be applied to information and material, the unauthorized disclosure of which could be expected to cause exceptionally grave damage to the national security or national interest.

Note: This category is reserved for the nation's closest secrets and is to be used with great reserve.

(b) Secret shall be applied to information and material, the unauthorized disclosure of which could be expected to cause serious damage to the national security, or national interests, or cause serious embarrassment to the Government in its functioning.

Note: This classification should be used for highly important matters and is the highest classification normally used.

(c) Confidential shall be applied to information and material the unauthorized disclosure of which could be expected to cause damage to the national security or would be prejudicial to the national interests or would embarrass the Government in its functioning.

Note: Most matters will on proper analysis be classified no higher than CONFIDENTIAL.

(d) Restricted shall be applied to information and material, which is essentially meant for official use only and which should not be published or communicated, to anyone except for official purpose.

3402. Official Documents. (1) Official reports, correspondence and documents of whatever description, whether classified or not are the property of the Government and shall not be disclosed, without special authority, to any person not officially entitled to receive them.

(2) The privilege of refusing to produce official documents, or give evidence as regards official communications is, as regards civil and criminal courts in India, and courts martial under the Navy Act, 1957, regulated by sections 123, 124 and 162 of the Indian Evidence Act, 1872.

3403. Official Information. (1) All members of the Naval service are forbidden: -

(a) To communicate any information, which might directly or indirectly assist an enemy, to any person other than a person to whom they are authorized to communicate it, or a person to whom it is, in the interests of the State, their duty to communicate it.

(b) To make any statement of fact or opinion which may give rise to a controversy or which is capable of embarrassing: -

(i) The relations between the Government of India or a State Government, and the citizens of India.

(ii) The relations between the Government of India and any foreign country.

(2) Any information of a professional nature obtained when traveling or employed on duty is the property of the Government. No such information shall be published in any form either anonymously or otherwise except with the prior permission of the Chief of the Naval Staff.

(3) It is an offence against the Indian Official Secrets Acts, 1923 (XIX of 1923), for a person whether still belonging to the Naval service or not, to divulge an y classified information, or any information acquired by him as a member of the Naval service unless authorised by the Chief of the Naval Staff to do so.

(4) An officer who has ceased to be on the Active List, wishing to publish any information acquired by him as a member of the Naval service, as a book or newspaper article or otherwise, should, in his own interest, obtain the prior permission of the Chief of the Naval Staff.

(5) When instruction is given in classified matters, care should be taken to explain what is classified and what is not, and officers and sailors should be reminded of this regulation and warned that the provisions of the Official Secrets Act, 1923 (XIX of 1923), will still apply to them after they have left the Naval service.

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3404. Classified Books and Documents. (1) Every care shall be taken in the handling of classified books and documents and the Captain shall ensure that all persons who have to deal with them, or to handle keys giving access to them, are fully conversant with the detailed instructions issued on the subject. See also regulation 3706 on "Handling of Classified Documents".

(2) Care shall be taken that all books and documents, such as rough signal and deck logs, which may contain classified matter are burnt when no longer required.

3405. Secrecy Regulations. The Captain shall ensure that the instructions of the Government of India governing visits of persons not in the service, and the communication of information to such visitors, are carefully observed.

3406. Publications, Broadcasts and Public Speeches dealing with Naval Matters. (1) Prior permission of the Government of India must always be obtained before publication in book or other form information relating to th Naval service, and this requirement includes in particular the following: -

(a) The publication of any wireless message, cable or other communications received or intercepted through Naval channels or of the fact that any such communication has been received or intercepted.

(b) The publication in the press or otherwise, directly or indirectly, of matter or information relating to the Naval service or any criticism thereof, or anything of a controversial nature affecting other

departments of the Government of India or of a State Government or relating to matters of public policy.

(c) Accounts of current or recent Service operation, these, if involving security, diplomatic or political considerations, will not be permitted. However, if they do not involve these considerations (e.g. reports of 'flag showing cruises'), such accounts will receive consideration in accordance with the procedure set out in this sub-regulation.

(2) Permission will not normally be given for the publication of books of memoirs or reminiscences of their Naval career by authors who are still serving. Individuals are therefore advised to consult the Chief of the Naval Staff before embarking upon the preparation of such accounts with a view to publication.

(3) Matters for publication must be submitted to the Chief of the Naval Staff through the usual service channels in duplicate and in typescript. The Commanding officers shall scrutinize the drafts and ensure that attention is invited to any undesirable reference to local happenings or personalities, the significance of which would not necessarily be apparent to the Chief of the Naval Staff. The Commanding officers shall not make any amendment, nor refuse to forward such documents for the Chief of the Naval Staff's consideration, and any remarks which they may wish to make, should be forwarded separately. In order to avoid delay, Commanding officers may at their discretion forwarded the draft document with their remarks direct to the Chief of the Naval Staff instead of to their Administrative Authority. The usual channels for correspondence must, however, be followed if the document appears objectionable or if it deals with current local matters or with any question with which the Administrative Authority is likely to be concerned. Copies of articles shall not be forwarded to prospective publishers before the Government of India approves publication. The approved articles may be published under the author's own name.

(4) **Public Speeches and Broadcasts.** Members of the Naval service must always obtain the permission of the Chief of the Naval Staff to deliver publicity or broadcast any lecture or read any paper dealing with the subjects mentioned in sub-regulation (3) and regulation 3403 (2) or to make any public speech dealing with such subjects in which opinions may be expressed which are likely to give rise to controversy. Applications for
permission to deliver lectures shall be submitted to the chief of the Naval Staff through the usual service channels accompanied by the full text of the proposed lecture in duplicate and in typescript. In cases, however, of IN Ships abroad when a reference to the Chief of the Naval Staff is not possible, the prior concurrence of the Consular or Diplomatic Representative, of India at the station, will be obtained and where there is no such representative the Senior Officer may use his discretion subject to the other provisions of this regulation.

(5) Whenever a Senior Officer of the Indian Navy accepts an invitation to a public reception he shall, when attending such a reception, in his reply, if any, confine himself to an expression of thanks on his own behalf and on behalf of officers and sailors under his command, and an appreciation of the co-operation received from the

local civil authorities. See regulation 019 (gifts) and regulation 0122 (Public Receptions in honour of IN personnel).

(6)(a) The Administrative Authorities may, in order to maintain close and friendly relations with the press, give them reasonable assistance and facilities. The Administrative Authorities may give informal Press conferences or handouts subject to restrictions given in this regulation and orders issued from time to time, provided controversial issues are avoided, matters of policy are not divulged, and due regard is paid to security. These press conferences or 'handouts' must relate to matters of fact and impending events only. Any opinions regarding matters of policy shall not be expressed. The Public Relations officer should be present at such briefings. He should be provided with unclassified background material from which he can prepare a handout for distribution to the Press

(b) **Lectures.** Suitable officers may be permitted to lecture at schools, etc., subject to restrictions in this regulation.

(7) The instructions in this regulation apply to all serving officers and silors. They do not apply to those temporarily released from service. Such persons are governed by regulation 3403 (4).

(8) Articles on service subjects in a Service Journal may not be submitted to the Chief of the Naval Staff for approval. The editors shall vet them from security point of view and in cases of doubt, refer the matter to the chief of the Naval Staff for clearance.

3407. Incidents Liable to Parliamentary or Press Comment – Early Reports.

(1) The Administrative Authorities and Senior Officers shall provide the Chief of the Naval Staff with very early official information of any serious accident or occurrence within their commands in which Indian Naval Ships or Naval personnel and others paid from Defence Services Estimates are in any way concerned, and which may be liable to form the subject of comment in Parliament/a Legislature in any State of India, or in the Press.

(2) Some incidents, though trivial in themselves, may possess news value. Examples of the type of incident on which information should always be given are as follows: -

(a) Disturbances of any kind in which members of the Naval Service are involved.

(b) Collisions involving Indian Naval Ships.

(c) Despatch of Indian Naval Ships to render assistance to any civil authority.

(d) A disturbance on the high seas in a merchant vessel with a request to Indian Naval Ships for assistance.

(e) Strikes and other incidents involving civilians paid from Defence Services Estimates.

(3) When it is not possible for a full account of any incident to be rendered before the facts have been thoroughly examined, it is of the greatest importance that even an incomplete account should be signaled at the earliest moment, followed in due course by any detailed report considered necessary.

(4) Where a ship is not in company with a Senior Officer, the Commanding Officer shall inform the Chief of the Naval Staff direct by priority signal, as well as the Administrative Authority and such other authorities as may be laid down in local orders.

CHAPTER 35

QUARANTINE AND CUSTOMS REGULATIONS

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Section **Regulations**

I. Quarantine 3501 – 3505

II. Customs Regulations 3506 – 3511

SECTION I – QUARANTINE

3501. Compliance With Local Regulations. (1) Officers in command of flotillas, squadrons or single ships shall be very careful when arriving at a port, whether commonwealth or foreign, to comply strictly with all local regulations relative to quarantine; in cases of doubts, and when the local regulations may not be known, no communication should be held with the shore, with boats or with other ships, until a sufficient time has elapsed to allow of the visit of the Health officer.

(2) **When Quarantine Flag to be Flown.** If the ship or ships shall have arrived from an infected port, or shall have any infections or contagious disease on board, or shall have communicated with a ship from an infected port, or with contagion or infection on board, the quarantine flag shall be hoisted and kept flying until pratique is received.

The following detailed procedure should be observed in this respect: -

(a) Indian Naval Ships when within easy signaling distance of the Port Signal Station should hoist flag Q, if healthy, and the Port Signal Station should have orders that it shall be immediately answered by the Signal T.Q. At night the same signal shall be made by flashing.

(b) If the ship is unhealthy, she should make the QQ or QL signal which the Port Signal Station should answer immediately. The signal will the n be hauled down in the ship. At night the same signal will be made by flashing. After anchoring, the ship will display them appropriate flag signal (QQ or QL), or the appropriate light signals at night, until the Port Health officer has boarded. This should be done without delay.

(3) Every facility shall be afforded to Health officers when performing their duties.

3502. Bill of Health. Before a ship sails for any port outside India, the Captain will take care to obtain a bill of health from the Port Health officer.

3503 – 3505. Blank.

SECTION II – CUSTOMS REGULATIONS

3506. Non-observance of Customs Regulations. (1) Any or sailor belonging to Indian Navy, and borne on the books of, or embarked for passage in any of Indian Naval Ships, who shall fail to comply with, o whom shall commit a breach of the Customs Regulations, either by smuggling, or attempting to smuggle, dutiable goods, or in any other way evading or attempting to evade such regulations, will be liable to disciplinary action.

(2) The Captain shall investigate without delay any breach of the customs regulations on the part of an officer, or sailor and forward a report thereon to the Administrative authority for onward transmission to the Chief of the Naval Staff.

(3) **Notice as to Dutiable Goods.** A notice shall be posted in conspicuous parts Indian Naval Ships to the effect that dutiable goods unshipped or landed without due authority from the customs officers, are liable to seizure, and the offending persons to punishment under the Navy Act, 1957, and penal action under the Customs Act, 1962 (Act No.52 of 1962) and that IN personnel shall acquaint themselves with the customs regulations of a port before they unship or land dutiable goods.

3507. Searches for Contraband (Including Dutiable Articles not Declared or Misdeclared). (1) Under the law a Customs officer has the right to go aboard Indian Naval Ships and search for contraband. Commanding officer shall render every assistance to the Customs officers in carrying out such searches.

(2) On arrival on board, the Customs officers will report to the Commanding officer. He shall ensure that an officer or a petty officer accompanies the customs officers while the search is in progress. The Captain shall give them every possible assistance in discovering such articles of contraband as may be on board, and shall ensure that they are allowed to execute their duty without obstruction, The customs authorities, on the other hand will ensure that their officers will exercise their right of search with circumspection, and will only proceed to a detailed search when information available with them renders such a course necessary.

(3) When the Customs officers have finished their examination they will, accompanied by the officer or petty officer detailed in accordance with sub-regulation (2), see the Commanding officer before leaving the ship, and shall furnish him with particulars of any irregularity discovered by them to enable prompt inquiries being made.

3508. Provisions and Stores. (1) Unless the provisions and stores are obtained from bonded stock (in which event no import duty is payable), a drawback of the whole of the customs duties will be allowed on provisions and stores intended for the consumption of Naval personnel on board any of Indian Naval Ships in accordance with the provisions of section 90 of the Customs Act 1962 and the rules made thereunder.

Note: Provisions and stores obtained from bonded stock without payment of duty are intended for consumption by Naval personnel borne on the books of the ship only. If these are served to persons other than persons of that ship, customs duty is payable. Commanding officer should ensure that appropriate duty is defrayed to the customs authorities concerned when such provisions and stores are served to nonentitled persons.

(2) **Receipt of Stores.** (1) All dutiable mess and canteen stores must be entered in the gangway book which must be produced on request to Customs officers. The shipping bills forwarded by the Customs officer must be completed by a receipt signed by the responsible commissioned officer and countersigned by the Commanding officer, and be responsible commissioned officer and countersigned by the commanding officer, and be returned by the latter immediately to the Customs officer. See regulation 3511, sub regulation (1). This receipt is accepted as evidence that the stores have been shipped, and the Customs rely on Naval officers verifying the particulars of dutiable stores before certifying to their receipt on board.

3509. Conveyance of Packages. (1) Packages shall not be received on board any of Indian Naval Ships for conveyance without the knowledge and approval of the Captain. The Captain shall see that the contents are stated on the package lists of all packages containing anything but letters, the contents of all packages included shall be stated on the package list of each bag.

(2) **Merchandise.** So far as possible, such packages shall be limited to articles brought or sent by Naval, Army and Air Force officers and Government officials, to their friends, and the shipment of anything in the way of merchandise is distinctly forbidden.

(3) The Government accept no responsibility for damage or loss by pilfering or otherwise for goods purchased from private firms for individual officers, messes, etc., deposited in Government establishments, and any expense incurred in connection with the handling of such goods will be recovered from the officer or officers concerned. Ordinary commercial facilities for the dispatch of private goods to officers, messes, etc., shall be employed and such stores shall not be consigned to the care of the Naval Store officer.

(4) **Landing Packages.** Unless previously cleared on board, all such packages shall be landed within 48 hours of the ship's arrival in harbour and removed to the Customs baggage warehouse to await the authority of the Customs for deliver.

3510. Arrival from a Foreign Port. (1) Forty-eight hours before an Indian Naval Ship returning from a foreign port is due to enter any port in India, the Captain, and where IN ships are in company, the Senior Indian Naval Officer, shall by signal, request the Administrative Authority of the port, to arrange for Customs Authorities to come on board the ship/ships on arrival, as convenient, with a view to get the personnel on board to comply with the Customs Regulations and for the purpose of taking duty. Where duty has been paid onboard, a landing pass is not required, but the receipt of the Customs officer must be reproduced if asked for on or after landing

.

Note: Officers and sailors of the ship's company will be allowed to retain reasonable quantities of dutiable goods declared on the prescribed from, on the clear understanding that they are for use on board only and shall not be landed except under customs authority. Dutiable goods in excess of the quantities allowed duty free for use on board must be cleared on payment of duty, as soon as possible after arrival from foreign ports or placed in bond. Any of the ship's company found with dutiable goods not so declared are liable to disciplinary action.

(2) Each officer and sailor shall render a baggage declaration from in respect of dutiable goods brought home by him in the ship. Wherever duty is leviable on goods brought in along with bonafide baggage, such goods will be declared.

(3) The following returns will be furnished to the customs: -

(a) A list (or a "Nil" return) of Naval Stores acquired abroad intended for landing.

(b) A list (or a "Nil" return) of unaccompanied baggage and cargo for landing (the term "Cargo" also includes Government stores other than Naval Stores carried in the vessel). The actual customs clearance will be effected on the usual statutory documents.

3511. Unshipment and Landing of Dutiable Goods. (1) The following rules govern the unshipment and landing of dutiable goods from Indian Naval Ships, and any breach of them without customs permission may be treated as a smuggling offence.

(2) If it is desired to reland any dutiable stores, other than victualling or Naval stores e.g., mess and canteen stores for return to the merchant supplying them, previous notice shall be given to the Collector of Customs at the intended port of landing, who will then make the necessary arrangements. Before any dutiable goods the property of a private or official personage, are landed at the conclusion of a voyage in one of Indian Naval Ships, the same procedure shall be followed.

(3) **Transfer of Dutiable Stores from one Ship to Another.** In Indian waters, then transfer of such stores from one of Indian Naval Ships to another will not be allowed unless both ships are at the same port.

(4) Except as provided in sub-regulations (2) and (6), officers and sailors may not unship or land dutiable goods unless either: -

(a) Duty has previously been paid.

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(b) The written orders of a commissioned officer of the ship have ben obtained.

(5) **Proceeding on Leave.** Officers and sailors and sailors proceeding on leave must produce to the customs officers on demand all dutiable goods in their possession.

(6) **Landing on Duty.** When it is necessary to land dutiable stores on the public service, an application should be forwarded to the Collector of Customs by a responsible commissioned officer of the ship, stating the number and description of the package(s) and their contents, the value of the goods, and the name or names of the persons to whom the goods belong.

(7) **Parcel Post.** No dutiable goods may be posted on board Indian Naval Ships in Indian waters, unless the full duty thereon has previously been paid to a Customs officer, and his receipt obtained. Private parcels posted from Indian Naval Ships in Indian waters shall have the name of the ship and the sender's name, rank and personal number where applicable clearly written on the outside. Private parcels posted on board Indian Naval Ships in foreign waters must be accompanied by a customs declaration form. Commanding officers should hold the ship's Regulating staff, responsible for checking the accuracy of the information as to sender's name, etc., which is noted on the parcel or on the Customs declaration form.

(8) **Officers and Sailors residing on Shore.** The landing of dutiable goods for officers and sailors whose duties compel them to reside onshore is prohibited.

3512. Observance of customs and foreign Exchange Regulations. (1) It is the express responsibility of every Commanding officer to ensure strict observance of the customs and foreign exchange regulations by all naval and civilian personnel on board his ship and to institute measures for preventing smuggling.

(2) Commanding officers are to issue comprehensive instructions for the observance of foreign exchange and customs regulations by all personnel on board during a foreign cruise, together with the warning that, any infringement of these regulations would attract severe disciplinary action.

CHAPTER 36

SALVAGE SERVICES – GENERAL

3601. Salvage Services. Salvage services are services rendered by persons by whose assistance a ship, its apparel, cargo or wreck, lives of people on board thereof, has been saved when in danger, either at sea or in tidal waters or on the shores thereof. It is not necessary that the danger should be imminent; it is sufficient if, at the time when the services are rendered, then ship has encountered any danger or misfortune which might possibly expose her to injury or destruction if the services were not rendered. Services rendered to ships not amounting to salvage services will in this chapter be referred to as "Assistance".

3602. Aircraft. The law relating to wreck and to salvage of life or property and to the duty of rendering assistance to vessels in distress applies to aircraft on or over the sea of tidal waters as it applies to vessels. The instructions contained in this chapter are to be read as applying to the salvage of or assistance rendered to aircraft and to salvage services or assistance rendered by aircraft.

3603. Receiver Of Wreck. On any vessel being standard or in distress at any place on the shore of the sea or of any tidal water within India, it is the duty of every officer or sailor in the neighbourhood present at the wreck to obey the directions of the Receiver of Wreck or of the person duly authorised to act in his behalf and to afford him every assistance in the performance of the duties imposed upon the Receiver by sections 390 to 401 of the Merchant Shipping Act, 1958.

SALVAGE SERVICES RENDERED TO PRIVATE SHIPS

3604. Aid to Ships in Danger. (1) All officers and sailors of the Indian Navy are to afford every possible aid to vessels in danger, distress or in want of assistances, and in saving life. They are to use their best efforts to save and protect property on board any vessel in danger or distress and, if necessary, to remove such property to a place of safety. Though there may well be other valid considerations in time of war, public economy and policy require that in time of peace Indian Naval Ships should not take action in this respect to the prejudice of any private ship which may be present and capable of affording effective help.

(2) When assistance from Naval sources has been dispatched and has been accepted by the Master of the vessel and there is reasonable hope of saving the vessel or her cargo, salvage operations are to proceed without delay in order to prevent any deterioration in the ship's position. The service will be governed by the terms of the Standard Form of Salvage Agreement in Form 1 set forth in Appendix 6 (hereinafter referred to as the Government of India Standard Form of Salvage Agreement) and any subsequent deviation will be a matter for arrangement with ship owners either by the Central Government or under instructions of the Central Government.

(3) Whether or not any salvage agreement has been signed, nothing which may be done to assist the vessel can in any way prejudice the Central Government's right to discontinue operations or to continue on such terms only as may be agreed between the parties.

3605. Salvage Agreement. When salvage services or assistance is rendered to a private vessel by any Indian Naval Ship or by any vessel belonging to the Central Government or by any vessel hired on conditions which amount to a demise to the Central Government, the Captain or owner or agent of the private vessel should be asked to sign Government of India Standard Form of Salvage Agreement, a supply of which should be kept on board all vessels which are likely to require them. It is important that this agreement should be signed before the operations commence, if reasonably possible, but where insistance on this condition would entail danger to human life, or is for other reasons impracticable, every endeavour should be made to make it clear at the time to the owner or Captain of the vessel that the services are

being rendered subject to the terms of the agreement, which should then b e signed later, and if practicable, before the termination of the salvage operations.

3606. Right to Claim Salvage. Under Section 402 of the Merchant Shipping Act, 1958 when salvage service are rendered by or on behalf of the Government or by a vessel of the Indian Navy or the Commander or crew of any such vessel, the Government, the Commander or the crew, as the case may be, shall be entitled to salvage and shall have the same rights and remedies in respect of those services as any other salvour provided that the services are rendered: -

(a) Wholly or in part within the territorial waters of India in saving life from any vessel, or elsewhere in saving life from a vessel registered in India.

(b) In assisting a vessel or saving the cargo or equipment of a vessel which is wrecked, stranded or in distress at any port or place in India or within the territorial waters of India.

(c) By any person other than the receiver of the wreck in saving anay wreck.

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3607. Report by Signal. (1) Short report of the services is to be made immediately to the Chief of the Naval Staff by signal stating in addition to the nature of the services.

(a) The Name of the salved ship, the name of her owners, the port which she belongs and the nature of her cargo, if any.

(b) Where she lies.

(c) Whether Government of India Standard Form of Salvage Agreement has been signed or whether it is desired that this should be done on reaching a port.

(d) Whether bail or security has been given and for what amount bail has been given or should be required.

(e) If the Government of India Standard Form of Salvage Agreement has not been signed, whether the vessel or property has been arrested. (See also regulation 3608).

(f) Whether a claim will be made on behalf of any of the officers and sailors engaged stating, if so, whether it is desired that the Central Government Solicitor should represent them.

(2) **Interim Reports by signal.** Where salvage operations extend over more than a few days, the chief of the Naval Staff is to be kept fully informed by signal of the progress of the work and of the prospects of success.

(3) A full report is to be made in writing at the first opportunity through normal channels, one copy being sent direct to the Chief of the Naval Staff by the quickest method. The incident is to be described in detail in narrative form and the services rendered are to be shown in chronological order. In addition to the information sent by signal, the report is to contain full reference to dates and time and is to be accompanied by a copy of the ship's log for the relevant [period. It is to cover in detail all operations from day to day and, in particular, include the following information: -

(a) Whether the service was rendered at the request of the vessel receiving it or on whose instructions it was rendered.

(b) Name and description of the disabled ship, name and address of her owners, the position (i) in which the casualty occurred and (ii) in which assistance was first rendered, the cause of the casualty, the extent to which the vessel was disabled and all factors relevant in assessing the damages which the vessel would have encountered if the services had not been rendered.

(c) The extent of the damage to the ship with the fullest possible description including statement of any compartments flooded.

(d) Details of weather conditions : wind, tide, sea, etc., showing in what respects these conditions made the operations more difficult or dangerous.

(e) Description of all the services rendered.

(f) Any conditions making the work or any part of it more arduous or dangerous.

(g) Whether any of the officers and sailors involved are desirous of claiming salvage. If so, the report should contain a complete and verified list in duplicate of all officers and sailors on board at the time of the operation together with a list of the persons who on the material date were absent on duty otherwise. Full names of all persons concerned together with their rank is and numbers, if any, should be furnished. Officers and sailors who performed special services, e.g., boat boarding and steaming parties should specially be indicated.

3608. Enforcement of claims. (1) When the salvage services have been completed the first step is to obtain ball or security for the amount of the salvage likely to be awarded to the Government and personnel salvors. Subject to sub-regulation (4) of this regulation, the salvors should not consent to the release of the vessel or property salved until they have been informed that proper security has been given. This is important when the services are rendered to a foreign ship. The Central Government Solicitor or the Chief of the Naval Staff's reference to him of the report by signal; mentioned in regulation 3607 will normally obtain bail to cover the claims of the Government and officers and sailors whom he is to represent.

(2) If the salvage agreement has not been signed, and if it is likely that the salved ship or cargo will be removed before action can be taken by the Central Government Solicitor, or advice can be received from him and the Master, owners or agents of the vessel salved will not provide a satisfactory guarantee or security, the salvors should, subject to sub-regulation (4) take such steps as may be necessary to get the salved ship and cargo arrested or detained by the local court or detaining officer at the nearest port until bail or security is given.

(3) If the salvage agreement has been signed, the provision of clause (7) of the agreement must be carefully observed. Only if an attempt is made, or is known on good evidence to be contemplated, to remove the property salved without the consent of the Government before security has been given, it is justifiable to arrest or detain the vessel and or cargo. If such an attempt is made or is believed to be contemplated steps should be taken to enforce the possessory lien conferred on the Government by clause (7) of the agreement by placing an officer on board the salved ship, if this can be done without the exercise of force. If notwithstanding this action, the intention to remove the vessel or cargo is apparent, the vessel and/or cargo may be detained by legal process until bail or security has been given.

(4) If the salvage agreement has been signed and the vessel salved belongs to owners of good standing and reputation of whatever nationality, she should not in any circumstances be arrested or detained without the authority of the Government. This provision also applies to vessels belonging to Indian owners of good standing and reputation even if the salvage agreement has not been signed.

3609. Processing of Claim. When a claim is made by the Government, officers and crew of Indian Naval Ships or any other vessels belonging to the Government or hired by the Government on conditions amounting to a demise to the State and officers attached to shore establishments are at liberty to utilise for the purpose of their personal claims the services of the Government Solicitor to whom a letter of retainer should be sent direct by the Commanding officer of the ship or the vessel or other officer. These services will only be given on the terms that the Central Government Solicitor may enforce compromise or withdraw the claim as he in his absolute discretion may think advisable and without prior communication with the officers and sailors concerned. Where a lump sum is recovered in respect of the joint claims of the Government and of officers and sailors represented by the Central Government Solicitor, his apportionment of that sum as between the respective claimants or groups of claimants must be accepted without question. The names, ranks and numbers of those on whose behalf the claim is to be made should be furnished in duplicate and reference should be made to those who performed any special services. This list is required in addition to that referred to in regulation 3607(3) (g).

3610. Salvage Services Rendered Abroad. (1) If the services have been rendered abroad and the steps recommended in regulation 3608 have proved abortive, it will be necessary to adopt one or other of the methods hereinafter stated.

(2) The salvour should first endavour to obtain in Form 2 given in Appendix 6 the agreement of the Master of the vessel salved to abide by the decision of a High Court in India and if necessary to give his bond with security to answer the claim

against the vessel and her cargo and freight in such manner and in such sum as may be agreed on by the parties to the agreement. This is a course which it will be found very desirable to take when the destination of Indian Naval Ship and of the vessel salved are such that they cannot without inconvenience to one or both proceed to a place where there is a consular officer or judge.

(3) Such an agreement involves the abandonment by the salvor of his lien upon the ship, cargo or property salved; therefore, if the vessel or cargo salved is owned by persons not domiciled in India, the master should provide a guarantee of a reliable bank or other security for the due performance of the agreement to the satisfaction of the salvor, and for the payment to the salvor of any amount found or agreed to be due. The sum inserted in the agreement must depend on circumstances, it should not in any case exceed one half of the value of the property salved, and such maximum should be required only in exceptional circumstances. Rs.50,000 should be included to cover costs.

(4) On the agreement being made, the salvor and the Master must respectively make statements in writing, which need not be on oath, specifying so far as possible, and so far as they are applicable, the particulars of the ship, cargo, salvage services etc., as laid down in Form 3 of Appendix 6. Should the parties be unable to give all the particulars, the reasons for omitting any of them should be stated.

(5) The salvor must, as soon as practicable, transmit the agreement and statements to Government Solicitor so as to enable him to take steps in the court in which the agreement is to be adjudicated upon.

3611. Detention of Ship. (1) If the salvor is unable to obtain from the Master the agreement above referred to or from the owners or agents of the vessel salved a satisfactory guarantee for the payment of any salvage which may be awarded, he may take the vessel to some foreign port where there is a consular officer, or to some Indian port where there is a court having jurisdiction of the Admiralty; and in so doing, the salvor is, so far as his primary duty to the Government Solicitor permits, to be guided by the convenience of the vessel salved. Within 24 hours after arriving at such port, the salvor, and the Master or other person in charge of the property alleged to be salved, are each to deliver to the consular officer or to the Judge of the court having jurisdiction of the Admiralty, a statement containing so far as possible, the particulars set out in Form 3 Appendix 6. In this case the statement must be on oath.

(2) Upon receiving these statements, the consular officer or judge must proceed within four days to fix the amount of the bond in such sum as he thinks sufficient to answer the demand for salvage service and to cover any additional claim for costs. In doing this, he is instructed to remember that the claim will have to be decided by the court to which the matter is referred after the consent of the Central Government shall have been obtained, and that for an Indian vessel the only security required is a bond by the Master. For an Indian vessel therefore, hem is to fix a sum which will cover the claim actually made by the salvor, with an additional of about Rs.50,000/- for costs. For a foreign vessel, where sureties are required, it is important that the amount secured should not be excessive and the consular officer or judge is therefore, to exercise special discretion. He should approximate as nearly as he can to what he considers sufficient compensation for the services rendered; and will be

guided, so far as he has the means an d knowledge by the rules which ordinarily guide the court exercising jurisdiction of the Admiralty in such cases, adding to the amount Rs.50,000/-n or thereabout to cover the costs. He is to remember that the bond being substituted for the property by way of security for the claim, the amount should be large enough to cover it; on the other hand that no award is ever made exceeding one half of what is considered to be the true value of the property salved.

Should either party fail to make the statement referred to in sub-regulation (1) within 24 hours after arrival at the port, the consular officer or Judge may proceed exparte, but he should not, except in pressing circumstances, do so without giving notice; and if the property or vessel salved is to be sold, he is to allow a reasonable time for the purpose of giving the particulars of the sale. He has no power ever to require the cargo to be unladen.

(4) Should the consular officer of Judge require additional information, he may examine the parties or witnesses upon oath and the evidence is then to be taken in writing, and is to be attached to or to accompany the statements.

(5) When the consular officer or judge has determined the amount, he is to give notice to the parties to cause a bond to be prepared in the form of the agreement set out in Form 2 of Appendix 6 and to see that it is properly filled yup with the particulars as given to him and with the sum which he has determined. If the parties wish that the cause should be adjudicated upon in any court of the Indian Union, the name of the court and the place for which it acts, is to be inserted in the bond, If not, any High Court in India will be the court to adjudicate upon it. This bond must be executed by the Master in the presence of the consular officer or Judge, and must be attested by him. The consular officer or Judge will then deliver it to the salvor and thereupon the lien of the salvor on the property will cases and his remedy will be upon the bond.

(6) Should, however, the vessel or property salved be owned by persons who reside in any foreign country, such additional security must be given as the consular officer or Judge may approve; for this purpose, it is his duty to see that the persons giving the security are solvent persons and that the security is one which is capable of being enforced in an Indian Court of Justice. When duly accepted and attested, it must be given to the consular officer, or judge, or should the salvour so desire, it must be placed in the joint possession of the consular officer, the Judge, and any other person whom the salvor may appoint for the purpose, to be dealt with afterwards as the court which shall adjudicate upon it may direct.

(7) If the Master or other person in-charge of the salved property is still unable or unwilling to execute the bond in the form set out in Form 2 of
Appendix 6, in such amount as the consular officer or Judge shall fix, the salvor is free to take proceedings in the court having jurisdiction over the place where the salved vessel or property is at the time of the institution of the proceedings and to proceed to judgement, and may detain the salved vessel or property through the proper officer of the court until the claim is satisfied or security given.

3612. Distribution of Salvage Award. All salvage remunerations whether received from the court or as a result of an award made by an arbitrator or by mutual

agreement out of court or from a voluntary gift from the owners shall be taken on charge by the Controller of Defence Accounts (Navy), who shall, after giving credit to the expenses involved in the salvage operations make the distribution of part of the balance amount to officers and sailors in accordance with the directions of the Government unless otherwise already decided by court, or by Government Solicitor under the provisions of regulation 3609.

(2) If the ship is abroad and any amount is recovered by the ship by way of salvage award, this amount shall be taken on charge in the ship's cash account and shall be transferred to the Controller of Defence Accounts (Navy) in due course. The distribution of this amount shall be in accordance with the procedure prescribed in sub-regulation (1) of this regulation.

SALVAGE AND RECOVERY OF INDIAN NAVAL SHIPS, STORES ETC., REWARDS TO PRIVATE INDIVIDUALS

3613. Salvage of Stores or Articles which are Government Property. (1) If any articles lost from one of Indian Naval Ships shall be brought on board and the Captain shall be satisfied that the person who brings them did not obtain them by improper means, he is to be given a receipt for them. Particulars as to the description, quantity and condition of the articles recovered are to be shown on this receipt, and a copy kept with the ship's store accounts in which they are taken on charge.

(2) **Cost of Recovery.** When losses occur of important stores which cannot be recovered by the ship or the local Naval authorities and the employment of private individuals or local authorities is desirable, it should carefully be considered, before a contract is entered into, whether the expenses likely to be incurred would be justified. It should be understood that it is very seldom, if ever, that salvors are granted more than half the value of the property salved, except where the services have been highly meritorious and the value of the property is small. In forwarding the report of loss to the Government of India, the arrangements made in regard to the recovery of the articles should be stated

(3) **Local Payments for Salvage.** The captain is to authorise small payments for salvage by private individuals without previous submission to the Government of India in cases where the salvage value does not exceed Rs.75. The payments should be the following scale: -

(a) When the estimated net value of the articles salved does not exceed Rs.40 a sum not exceeding two-thirds of such value may be paid.

(b) When the estimated net value of the articles is over Rs.40, but under Rs.75, the sum paid should not exceed half such value.

(4) **Documents Required.** T he following documents are required in connection with the salvage of Government property, namely: -

(a) Duplicate copy of the receipt given for the articles salved.

(b) Report of survey showing condition and estimated present value of the articles.

(c) Statement indicating: -

(i) The service for which the articles are expected to be required.

(ii) Whether the parties claiming salvage were assisted by part of the crew of any of Indian Naval Ships.

(iii) Why the crew had not been able to recover the articles.

(iv) The proper amount of salvage to be paid or proposed to be paid.

The statement should also give an expression of opinion whether the salvors were put to any expense or experienced any risk in recovering the articles. If the salvage value exceeds Rs.75, these documents are to be forwarded by the Commanding officer, through the Chief of the Naval Staff to the Government of India. Where the salvage value is Rs.75 and under, and payment is authorised locally, these documents are to be attached to the cash account voucher.

3614. Mines – Awards for Recovery of etc. (1) following awards will be paid for the recovery of a floating mine, or for the first report of a mine washed up on shore: -

(a) For recovery of a floating mine found at 2 miles or less distance from the coast of, and delivery to the local authority in India – Rs.25.

(b) For recovery of a floating mine found at a distance of more than two miles from the coast of, and delivery to the local authority in India – Rs.75.

(c) For the first report of a mine washed yup on the shore of India – Rs.5.

Beyond the awards quoted at (a), (b) and (c) above, no payments is to be made for loss, material damage, loss of earnings, or other damage incurred in the salvage of the mine.

(2) No award is payable in respect of sunken mines brought up in fishing trawls, nor is compensation payable for damage to trawls, nor for damage sustained in destroying or sinking a mine. Instructions for the guidance of fisherman in dealing with mines caught in the trawl are given in Ministry of Transport notice to mariners.

(3) Reports and claims should be made to the nearest Indian Naval Authority.

(4) Awards under sub-regulation (1) may be approved for payment by the chief of the Naval Staff or Senior Naval Officer present.

CHAPTER 37

CORRESPONDENCE AND RETURNS

Section		Regulations
I.	Correspondence	3701 – 3720
II.	Returns	3721 – 3723

SECTION I – CORESPONDENCE

3701. Authorised Channels. (1) Administrative Authorities and Flag or other officers in independent command shall correspond direct with the Chief of the Naval Staff. Except where direct correspondence is authorised by Regulations or orders, other members of the Naval service shall submit all correspondence to their Administrative Authority through their immediate superiors. The Administrative Authority if he thinks fit, may forward it to the Chief of the Naval Staff, with his remarks and recommendations.

(2) If any circumstances should occur, or any intelligence be obtained, which in the opinion of a Flag Officer or Commanding officer should reach the Chief of the Naval Staff or the Administrative Authority without delay, he shall still address his report to his immediate superior but may at the same time send a copy direct to the Chief of the Naval Staff or the Administrative Authority, informing his superior that he has done so.

(3) The Chief of the Naval Staff will normally correspond with Administrative Authorities only; on certain occasions subordinate authorities may be addressed direct. In order to save time, however, copies of letters concerning individual ships and establishments may be endorsed to the Commanding officers concerned. Ships and authorities receiving copies of letters shall take such administrative action as is necessary without waiting for further instructions. Executive action, such as the movement or sailing of a ship, shall never be taken unless the ship is addressed direct.

(4) Other authorities should normally approach individual ships and establishments on matters of importance or policy through the Administrative Authority concerned. Minor and routine matters may be dealt with directly between authorities concerned.

(5) Naval Advisers and Attaches appointed to Indian Missions abroad may correspond direct with the chief of the Naval Staff. They may correspond on Naval matters with the Government of the country where they are serving as directed by the

Chief of the Naval Staff. Important matters shall be brought to the notice of the Diplomatic or, consular Representative of India in that country by the Naval Adviser or Attache. The Chief of the Naval Staff shall, however, intimate the Government of India, Ministry of Defence, at the earliest possible opportunity whenever policy matters are involved. He shall ensure that in all important t matters of policy which may come up during the course of correspondence with Naval Advisers or Attaches abroad, the Ministry of Defence are informed or consulted as the case may be at a sufficiently early stage and an y important problems that are required to be solved put up to them, particularity when the Governments are concerned.

(6) On routine matters connected with their duties, Logistics officers and other Accounting officer may correspond with each other and with the appropriate Heads of Department in Naval Headquarters and in dockyards and other establishments, but correspondence shall be conducted through and signed by the Captain of the ship or establishment if it involves questions of discipline, principle or controversy, alterations or exceptions to the regulations, appeal against previous decisions by the Chief of the Naval Staff, defects, alterations and additions, deficiencies in quantity or quality of stores or losses of sores, and if such correspondence is forwarded to the Chief of the Naval Staff, it shall be sent through the Administrative Authority or Senior Officer, who should address it to the Chief of the Naval Staff. See regulations 3708 (Signatures) and 3721 (Returns and Accounts).

(7) Ships fitting out, etc., and officers on leave or duty abroad are authorised to communicate direct with the Naval Officer (if one is borne) on the staff of the Indian Mission concerned or with the Indian Diplomatic or Consular Representative if the latter has no Naval officer on his staff, as necessary.

(8) For communication by IN Ships with Commonwealth and foreign Governments and Indian Diplomatic or Consular Representatives abroad, while visiting commonwealth and foreign ports see Chapter II, Regulations for the Navy, Part, III (Statutory) on Ceremonies and Distinctions.

(9) For communication with foreign authorities see regulation 0257.

3702. Communication with other Services. (1) Except as authorised above, no person in the Navy shall enter into direct communication with any service or department of the Central or an y State Government or with any subordinate officer of such service or department, at home or abroad, on subjects connected with the Naval service or with his particular duties or present or future employment, unless authorised to do so by the regulations or superior authority. All communications on such subjects shall be made through the proper channels to the Chief of the Naval Staff in order that such steps may be taken therein as may be necessary. Administrative Authorities are empowered to authorise such direct communication with other services on local or routine matters as may be necessary for the proper performance of combined duties or the working of combined staff. See regulation 0257 communication with foreign authorities.

(2) During an emergency and for such time thereafter as the officers of the Reserves may be employed in the Naval service, they may enter into director communication with any such authority in connection with their future employment.

3703. Channel of Correspondence with Members of Parliament. (1) Naval personnel shall not conduct correspondence relating to Defence matters with Members of Parliament direct; all correspondence of this nature shall be routed through the Chief of the Naval Staff for onward transmission to the Government of India, Ministry of Defence.

(2) Any such requests for information or action received direct from Members of Parliament shall be forwarded to the Chief of the Naval Staff together with the information or action sought. The Chief of the Naval Staff will then take appropriate action through the Ministry Defence.

(3) Letters from Members of Parliament are to be acknowledged without delay and they are to be informed in all cases that their inquiries are being forwarded to the Chief of the Naval Staff.

3704. Register of Correspondence. A re3gister of the receipt and another register of the transmission of all letters and accounts shall be kept in the Captain's officer. These books shall be produced at inspections.

3705. Documents of Officers and Sailors Transferred. (1) It is important, both for organization and discipline and for the general convenience of officers and sailors, that all their official documents should be sent with them to the ship to which they are transferred. This is specially necessary for ships newly commissioned.

(2) If it is not possible to send all the papers with the officers/sailors to the ship to which they are transferred, a notification to this effect should accompany them and the outstanding papers should be forwarded at the earliest possible date.

(3) Service documents sent by post shall be registered.

3706. Handling of Classified Documents. (1) Letters and other documents which it is desired to treat as classified shall clearly be marked as such. They shall be enclosed to envelopes marked Top Secret, Secret or Confidential and sealed, and further enclosed in an envelope, super scribed with the address and reference number of the document only. Care shall also be taken that the instructions for the treatment of such documents contained in orders issued by the Government of India are complied with.

(2) Top Secret and Secret documents forwarded are to be accompanied by a receipt note, unless they are sent direct to the addressee by closed bag containi9ng a schedule of contents. Receipt notes are to be signed by the recipient and returned to the sender as soon as possible. A record shall be kept of the dispatch of such documents to enable their safe arrival to be checked and if the return of a receipt note is unduly delayed enquiry is to be made by signal.

(3) Care shall be taken that the instructions for the treatment of accountable documents contained in orders issued time to time are complied with.

3707. Indication of Precedence. (1) Detailed definitions of the authorized indications of precedence, with instructions for the use of these to indicate the relative urgency of messages are given in the orders issued by the chief of the Naval Staff from time to time.

(2) **Correspondence.** The two recognized precedence for use on files and on correspondence are as follows: -

(a) **Immediate.** It denotes maximum urgency requiring instant attention.

(b) **Priority.** It denotes more urgent action than papers of routine nature.

(c) Another precedence like 'Time und' is normally used for Parliament Questions, Draft Audit Paras, Court cases and cases to be dealt with by a fixed time. This precedence indicates action is to be completed within the time specified in the minute.

(3) A similar systems should be adopted for envelopes, the words IMMEDIATE or PRIORITY being written or affixed at the top left hand corner of the envelope

Note: Unrealistic or unauthorized Precedences like 'Operations Immediate', Most Immediate' or 'Rush' etc are not to be used.

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3708 Signatures. (1) Letters Connected with the ship shall normally be signed by the Captain of the ship and not by the officers-in-charge of the special departments. Reports from such officers dealing with special or technical details may be enclosed in the letter only if thought necessary to elucidate the subject. The Captain may, however, on his own responsibility authorize any officer to sign on his behalf, letters connected with ship.

(2) The signature of an officer to an account, return or report will be taken as conclusive that the officer renders or makes it as just and true to the best of his knowledge and belief.

3709. Description of Officers and Sailors. (1) The following methods are to be used to described officers in correspondence and signals: -

(a) Officers

(i) Rank.

(ii) Initials.

(iii) Surname.

(iv) Personal Number in brackets and decorations, if any, when required to be shown.

Example: -

R Adm HC Malhotra (00065K)

Lt Cdr MK Madhok (60309R)

(b) Sailors aere to be described in all official documents, correspondence and signals in the following manner: -

(i) Initials.

(ii) Surname.

(iii) Rank and specialist qualification, when required to be shown.

(iv) Personal number and decoration, if any, when required to be shown.

Example: -

RK Saini, MCPO WTR II, 140173 A

DR Singh, ERA 2, 24606R, NM

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(2) In signals/correspondence concerning commendations or casualities of officers and sailors, the initials are not to be used. The name is to be mentioned in full.

(3) In charge sheets, circumstantial letters, signals/correspondence-convening courts martial, the full name with decorations, if any, are to be used. These are to follow immediately after the personal number.

3710. Mail Arrangements. (1) Mail addresses of Indian Naval Ships are arranged by the3 Chief of the Naval Staff, and not by General Post Office.

(2) The Commanding officer of an Indian Naval Ship shall forward any communications as regards his mail arrangements to the Administrative Authority with a copy to the Chief of the Naval Staff.

(3) Communications as to changes of address shall state the latest time at which the correspondence can be received at the port of departure.

(4) Communications as to mail addresses shall not, in any circumstances, be addressed to the General Post Officer, but Indian Naval Ships shall, before leaving a port arrange with local Postmasters for the re-direction of any mails which may arrive after their departures.

3711. Transmission of Bulky Documents.(1) All bulky documents shall be made up and sent as parcels, when practicable, instead of as letters, and if forwarded by mail steamer or private ship, they shall be sent on freight, in-charge of the mail agent or master, from whom a receipt shall be taken for the parcels that may be delivered for transmission.

(2) **Ledgers and Accounts.** All accounts having to do with money, with the exception of cash accounts, shall be sent by parcel post when there is not an immediate direct opportune it by freight. Cash accounts shall be sent by registered letter post as it is important that they should reach the Controller of Defence Accounts (Navy), Bombay, as early as practicable after completion.

(3) **Method of Despatch of Mails.** To save trouble and delay to the post officer, letters and package should not be dispatch loose in mail bags from Indian Naval ships, but should when practicable, be tied in bundles, with the addresses facing in one direction, and with the stamps in the top right hand corner.

3712. Postage. The procedure for the purchase of service postage stamps is contained in Financial Regulations.

3713. Telegrams, General Instructions. (1) Telegrams shall be expressed as concisely as is consistent with clearness, particular care being taken to omit all superfluous words and punctuation. Whenever an airmail or ordinary letter will answer the purpose a telegrams are contained in the appropriate Signal Publications.

(2) Telegram sent by, or at the request of, officers applying for leave, supersession, exchange, or on other points entailing a modification of the rules of the service for their own convenience, and the answers thereto, will be charged to such officers at the full ordinary rate. The cost shall not be included in the cash accounts rendered b y Indian Naval Ships or establishments, but shall be recovered at the time from the officer's or private individuals concerned. If however, an officer is at a place far distant from the ship, from which the telegram is sent, the amount may be brought to account as a charge against him, but he shall be requested to refund it at once, in order that the transaction as a whole may appear in the same account.

(3) **Cypher Telegram.** The Special regulations as top telegrams sent in cipher shall be observed most strictly.

(4) **Cost.** The cost of telegram is not chargeable to the State unless the subject of the message relates strictly to the Naval service. Messages of congratulation or condolence are chargeable to the senders. (See Chapter 29 on Casualty Reports).

(5) **Inland Telegrams.** Inland State telegrams may be sent as and when necessary, the degree of propriety depending on the circumstances of each case.

(6) **Telegrams at State Expense.** State telegrams for onward dispatch are to be passed to the nearest Naval Signal Centre in signal form.

(7) The procedure for meeting expenditure on sending service telegrams is contained in Financial Regulations.

3714. Questions relating to Regulations. (1) All questions relating to the interpretation of or departure from these or other regulations shall be addressed by Captains to the Administrative Authority concerned with a copy to the Chief of the Naval Staff.

(2) Whenever it is desired to ascertain the effect of any regulation or order on the entitlement of a particular individual, the correspondence on the subject should b be routed to the Chief of the Naval Staff through the Controller of Defence Accounts (Navy) who will furnish an audit report. The correspondence will be carried on by the Commanding officer of the ship or establishment to which the particular individual concerned belongs.

3715. Safe Custody of Ship's Seal. The ship's seal shall be kept looked up when not in use.

3716 – 3720. Blank.

SECTION II – RETURNS

3721. Returns and Accounts. (1) Returns shall be rendered when due in accordance with the instructions issued from time to time by the Chief of the Naval Staff. A list of the periodical and occasional returns is contained in 'Indian Navy List of Returns' (INBR 10).

(2) The Captain shall take care that all returns, accounts and reports required to be sent to the Chief of the Naval Staff and other authorities are forwarded within the time prescribed, or within a reasonable time after they are due. Should any delay occur in the preparation or dispatch of such documents he shall require an explanation from the officer responsible and forward this with his own observations, to the authority concerned.

(3) Officers who are required to transmit accounts or returns to any authority shall submit them to their Commanding officers for approval and signature as required by the forms in use and other instructions relating to them. See regulations 3708 (signatures).

3722. Genform. This form IN (Pay) 238-A or its equivalent devised for the purpose of computerization of records shall be used by Commanding officers, ships/establishments, or by an officer empowered on their behalf, for communicating all changes in name, personal number, rank, engagements, branch of service, recovery of deserters, punishments, transfers to and from other ships and establishments, grant of leave admissions to and discharges from hospital etc., as and when they occur, affecting the Pay and Allowances and other entitlements of officers and sailors or any other occasion when it is necessary to acquaint respective authorities of the movement, etc., of an officer or sailor. Detailed instructions are given in "IN Centralised Pay Accounting".

3723. Occurrences Affecting Members of other Services. When a member of another service is serving with or attached to the Navy, any occurrences affecting his pay, discipline or records shall, in the absence of any special orders, be reported to the Administrative Authority who shall pass the information to the Chief of the Naval Staff for onward transmission to the Headquarters of the service concerned.

CHAPTER 38

STORES AND EQUIPMENT – GENERAL INSTRUCTIONS

Section

Regulations

I	General Regulations	3801 – 3807
II	Purchases	3808 – 3810
III	Losses	3811 – 3813

SECTIION I – GENERAL REGULATIONS

3801. Stores General (1) The Regulations contained in this Chapter are broadly confined to general principles regarding custody and accounting of the particular types of equipment and stores supplied in the service. The details as regards the provisioning, procurement, allowances, demands, receipts, issues, preservation, stocktaking, survey disposal and accounting etc., are, whoever, available in the relevant publications and other orders issued from time to time as indicated in column 4 of the table in sub-regulation (2) and in other orders issued from time to time See also Chapters 2, 3, 8, 39 and 40.

(2) The particulars regarding the principal type of stores in the service, the authorities responsible for the provisioning, accounting officers and relevant regulations are furnished in the following table: -

Sl.No. Stores etc.	Authority responsible for provisioning	Accounting officer	Relevant regulation
(a) (i) Air Stores (ii) Armament Instructions Stores begin	DNAM/DCV/DNAS /DLS DAS	Logistics Officer Gunnery ASW Officer	INBR 12 Officer at the ning of the new NAS Ledger
(b) Band Instruments (i) For the Central	DPS	Director of	Regulation

Band		Music	4001 (8)(a)
(ii) For other Band	DPS	Local Senior sailor of the Musician Branch	Regulation 4001 (8)(a)
(c) Publications			
(i) Charge Documents issued and secret book to	Indian Naval Distributing Authority	Commanding officer	Orders from time to time
(ii) Charge Books	Indian Naval Distributing Authority	Officer appointed by the Commanding officer	-do-
(iii) All Books of Reference designated BR and INBR	Indian Naval Distributing Authority	officer appointed by the Commanding officer	-do-
(iv) Books of Reference other Than BR & INBR	Directorate concerned at NHQ	Officer appointed by Commanding officer	-do-
(v) Air Publications	Indian Naval Distributing Authority	BR officer	-do-
(d) Navigational	See under Charts at serial (f)		
(e) Library			
(i) Reference Libraries	DNE	OIC Library	Article 0910
(ii) Technical Libraries issued to	Directorate concerned at NHQ	-do-	Orders from time to time
(f) Chart folios and Navigational Publications	Naval Chart Depot	Navigating officer	-do-

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(g) Chronometers and Watches (other than Naval Stores	Naval Chart Depot	Navigating officer	Orders issued to from time to time
(h) Clothing	DCV	Logistics officer	INBR 12/ Orders issued to from time to time
(j) Dental	DGMS(N)	Dental Officer	Orders issued to from time to time
(k) Flying clothing	DNAS/DCV	Logistics officer	INBR 12/ Orders issued to from time to time
(l) Forms	DLS	Logistics officer	Orders issued to from time to time
(m) Weapons equipment			
(i) Mechanical	DOS(W)	User/Electrical officer	-do-
(ii) Electrical	DOS(W)	Electrical officer	-do-
(n) Medical Stores	DGMS(N)	Medical officer	-do-
(p) Central stores Hospital equipment	DGMS(N)/DLS	Logistics officer/ Medical officer	-do-
(q) Mess gear	DCV	Logistics officer	INBR 12/ Orders issued to from time to time
(r) Naval Stores including	DLS	Logistics officer	INBR 12

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machinery Base & Depot spares of Naval stores origin			
(s) Officer Equipment	DLS	Logistics officer	INBR 12
(t) Portable fittings & spare gear, Drawing issued and Instruction to Books.	DLS	Department concerned	INBR 12 Orders from time to Time
(u) Stationery except at NHQ	DLS	Logistics officer	INBR 12
(v) Stationer at NHQ from time to time	DOA	Department concerned	Orders issued from time to time
(w) Victualling stores	DCV	Logistics officer	INBR 14
(x) Water to ships afloat issued to	DCV	Engineer officer	Orders from time to time

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3802. Establishment. (1) The Commanding officer and the officers-in-charge of stores shall take care that all stores, supplies, mess gear and other equipment of the ship are kept up to the authorized establishment and that all articles are stowed and properly preserved so as to be ready for immediate use when required.

(2) No article on the authorised establishment is to be landed on deposit without the approval of the Administrative Authority, who is to obtain approval of the Chief of the Naval Staff in the case of ships proceeding abroad.

(3) Ships proceeding abroad shall complete with stores before leaving home waters.

(4) Any demand for permanent stores in excess of allowance shall be dealt with in accordance with the instructions in Naval Storekeeping Manual (INBR 12) and orders issued from time to time.

3803. Expenditure. (1) Non of the ship’s stores shall be wasted or applied to unauthorized private use.

(2) No service fixtures, fittings, stores or equipment shall be removed from a ship or establishment without proper authority.

3804. Safeguarding Stores. (1) The Commanding officers and officers shall at all times take every possible precaution to avoid losses of stores, including fitted equipment, and shall see that satisfactory arrangements are made to safeguard all stores, particularly attention being given to the arrangements for the custody and issue of store, particularly attention being given to the arrangements for the custody and issue of store room keys. See regulations 0316 and 0317.

(2) When the ship is under repair, refitting or berthed alongside, the commanding officer shall make, if practicable special security arrangements at the dockside, and shall cause additional sentries to be posted in different parts of the ship and in storerooms where is being done. In these circumstances particular care is required to safeguard small arms normally stowed in open racks about the ship, and dangerous drugs dispersed in first aid cabinets shall be returned to the poisons cupboard. All portable stores which are valuable or particularly liable to pilferage and such stores which, though not portable, can easily be unshipped and removed, shall be kept in a place of security when not in use. Locked drawers of cupboards in cabins, or a locked compartment in the chartroom, shall not be regarded as providing adequate protection, unless the cabins or chartroom are themselves locked and the keys are kept in safe custody.

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(3) Only essential clocks are to be retained in position and they shall be fixed securely.

(4) When a ship is refitting with crew living ashore, all small arms may be returned to the nearest Naval Armament Depot on deposit, for safeguarding during the period of the refit. See also regulation 3811.

3805 – 3807. Blank.

SECTION II – PURCHASES

3808. Purchases. Regulations regarding local purchases of stationery stores, water, etc., are given in financial Regulations. Also see regulation 0211(2).

3809 – 3810. Blank.

SECTION III – LOSSES

3811. Loss of Stores. Regulations dealing with losses of stores are given in Financial Regulations.

3812. Loss of Explosive Stores Overboard. The loss overboard of any explosive stores, whether by accident or design, shall be reported to the local Naval authority or the Senior Officer at Naval ports, if within the precincts of the port, or to the local port authorities at other places, so that they may take steps to prevent accidents. The report shall include all relevant information about the nature of the stores and the locality in which lost and, if made to the local port authority, shall

include a warning about the nature of the risk and the precautions to be taken. The port authority shall also be informed that, if recovered, the stores are to be placed in a safe position and either the Local Naval authority or the Senior Officer at the nearest Naval port, or the Chief of the Naval Staff, asked for instructions for their disposal.

3813. Stores Found. If an officer or sailor should find any lost Government stores, whether they belong to his own ship or not, he shall at once report the fact to the Officer of the Watch in order that the matter may be enquired into if necessary and the stores taken on charge by a responsible accounting officer. Failure to comply with these instructions will render the person findings the stores liable to be charged with theft.

CHAPTER 39

VICTUALING, CLOTHING AND MESS TRAPS – GENERAL INSTRUCTIONS

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Section	Regulations	
I.	General Regulations	3901 – 3910
II.	Victualling	3911 – 3915
III.	Clothing	3916 – 3918

SECTION I – GENERAL REGULATIONS

3901. (1) All officers and sailors are entitled to be victualled at state expense. In living sailors are entitled to use of service mess gears subject to the provisions hereinafter stated.

(2) Scales of free rations admissible to officers and sailors are given in Indian Navy Victualling Directive (INBR 14), Instructions and other orders issued by the Government, from time to time.

(3) Rate of ration allowance admissible to officers and sailors will be as promulgated by Navy Instructions and orders of the Government, from time to time.

(4) The purchase of victualling stores by entitled personnel shall be in accordance with orders issued from time to time.

3902. Instructions Relating to the Supply of Victualling, Clothing and Mess Traps to IN Ships etc. Detailed instructions regarding messing, the supply of mess gear and arrangements for clothing, and about victualling and clothing stores, including allowances, stocks, demands, supply, custody, expenditures, surveys, stock

takings and accounting generally are contained in INBR 14, Navy Instructions and orders issued by the Government, from time to time.

3903. Mess Gear. (1) Supply of mess gear, comprising, sailors' mess utensils and galley equipment are made to all service messes free of charge, according to scale. These shall be accounted for as Government property. For mess maintenance allowance admissible to officers' messes ashore see Pay and Allowances Regulations for the Navy and Financial Regulations. Losses and breakages of crockery and glassware etc., in Flag and Commanding officer's mess, wardroom mess and sailors' messes afloat, due to services conditions, e.g., rolling and pitching of the ship due to rough weather and firing of armament, accident etc., will be borne by the state.

(2) Ships are entitled to the supply of sailor's mess utensils, implements and cookery, bakery and sick bay utensils in accordance with orders issued by the Government from time to time. Replacement shall be made on condemnation on Survey Reports (From IN 426/S 331).

3904. Mess Utensils for Action Food Stations in IN Ships. Action mess traps, consisting of articles as per separate scale sanctioned by the Government, for utilization
at Action Food Stations, by officers and sailors, shall be maintained by IN Ships. These shall be allocated to action messes and stowed separately in a storeroom, ready for use only at action stations. They shall be accounted for separately in the mess traps ledger of the ship. Replacements of articles broken, lost or rendered unserviceable due to service conditions shall be made at state expense; such demands being specifically endorsed.

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3905 – 3910. Blank.

SECTION II – VICTUALLING

3911. Responsibility FOR Organisation of General Messing. (1) On board IN ships and establishments equipped for general messing the officer carrying out logistics duties guided by a Messing Committee elected from the ships' company and presided over by the Executive officer shall supervise closely the working of the general mess. The officer carrying out logistics duties is responsible for the maintenance and issue of Government rations, for (a) messing, (b) accounting of all transactions in connection with the messing of the ships' company, (c) preparation of menus and, (d) preparation and cooking of food.

(2) In all ships and establishments on general messing, if circumstances so require, a standing general mess party shall be detailed to assist in the handling of victualling stores and preparing food (e.g., vegetables) for cooking.

(3) The officer carryi8ng out logistics duties, shall give immediate attention to any irregularities, waste, complaints, etc., see regulation 2731 (2).

(4) In ships equipped for general messing, in which an officer carrying out logistics duties is not borne, the Commanding officer shall detail an officer for victualling duties who shall be responsible for the whole victualling organization on

board. The officer carrying out logistics duties of the parent ship or base responsible for examining the ship's victualling accounts, shall maintain close touch with the general working of the messing arrangements and give guidance as required, particularly in regard to the planning of the dietary and regulation of stocks of provisions and accounts.

(5) In ships, on broadside general mess in, the officer carrying out logistics duties, is responsible for the organization up to and including the point at which meals in mess dishes are issued from the servery to the representatives of the messes. The officer carrying out logistics duties is responsible for serveries, the Executive officer for dining spaces and mess pantries

(6) In ships on centralized general mesing, the officer carrying out logistics duties is responsible for the organization up to and including the point at which the food helpings are issued, whether to individual sailors or to mess servers; he is responsible for serveries, bread pantries, central mess pantries and serving points for tea, where provided, and these compartments and any serving equipment which may be outside these shall normally be manned by cook(s) sailors. The Executive officer, is responsible for the dining spaces, enclosed mess pantries and sculleries. These compartments shall be manned entirely by sailors of branches other than cook(s).

(7) In shore establishments, the division of responsibility remains the same, except that where sculleries, are an integral part of galleys and associated compartments, these shall be regarded as the responsibility of the officer carrying out logistics duties.

(8) The galleys and ship's cooks shall be directly under the charge of the officer carrying out logistics duties.

(9) Sailors of all branches should be organized in convenient messes.

(10) Each mess shall have its own sanctioned number of mess utensils into which the cooks serve the food from the galleys. When a meal is over, these shall be cleaned by the mess men of the week and stowed in racks which should be fitted on the mess deck, in a convenient place away from the galley.

(11) Each mess shall have a food locker in which the weekly ration of sugar in one utensil along with the daily ration of bread is to be kept.

(12) No rations or food shall be kept in the kit in the kit lockers without the permission of the Commanding officer.

(13) No sailor shall be allowed a special cooking pot, nor shall mess utensils be used in the galleys.

(14) **Messing Committee.** Messing committee shall be composed of: -

(a) The Executive officer of the ship, as ex-officio president.

(b) The officer carrying out logistics duties of the ship or an officer representing him.

(c) Members representing sailors on 'S' and 'V' rations duly elected by the ships' company.

The Committee, under such rules, as the commanding officer may approve, will administer the general messing fund and purchase of extras.

(15) Government rations are considered sufficient. However, if sailors by general consent desire to supplement rations by extras, this may be permitted at the Commanding officer's discretion. The monthly subscription should be kept as low as possible and it should not normally exceed Rs.4/- and Rs.7/- per head per month, for junior and senior sailors respectively. In special cases, however, with the approval of the Commanding officer, the subscription may be raised to a limit of Rs.6/- and Rs.10/- per head per month for junior and senior sailors respectively when it is established that no hardship will thereby accrue to any of the mess members. However, for combined galleys and messes afloat lower rates namely Rs.4/- and Rs.7/- for junior and senior sailors respectively may be adopted. The subscription shall in no case exceed Rs.6/- and Rs.10/- per head per month for junior and senior sailors respectively. The extras brought in this way by the messing committee or the representatives of a particular mess shall be kept in separate bins or lockers from Government rations. The keys of these bins or lockers shall be kept by a member of the messing committee and the extras shall be issued to the cooks by him. All transactions shall be on cash basis.***HoHoweverHoweverHHHHHHhhhhhHHHhhhhhhhkkkkjjjjjjpokiooooo***

3912 – 3915 – Blank.

SECTION III – CLOTHING

3916. Officers' Uniform. (1) Outfit allowance shall be given as an intitial grant-in-aid for the purpose of authorised uniform to officers on first commission.

(2) Expenditure on maintenance of uniform is borne by officers who are allowed a rabate of income-tax towards this expenditure.

(3) Renewal of outfit allowance and monthly kit maintenance allowance shall be given to commissioned officers in accordance with the provisions contained in the Pay and Allowances Regulations for the Navy (INBR 3).

(4) The rates of initial, renewal and special outfit allowances are also contained in INBR 3. Orders relating to officers' uniform, the occasion on which they shall be worn and the scale of articles of uniform required to be maintained by officers, shall be promulgated by the Chief of the Naval Staff, from time to time.

(5) Naval Cadets, under initial training, are supplied with an initial outfit of uniform in accordance with the regulations governing the entry of cadets of the

National Defence Academy, Khadakwasla, Uniform allowance admissible to subordinate officers on passing out of the National Defence Academy are as shown in INBR 3.

3917. Sailors' Uniform. The clothing regulations for sailors are incorporated in INBR 290, Navy Instructions and orders, issued bny the Government from time to time.

3918. Maintenance of Sailors Uniform – Kit Maintenance Grant. (1) Kit Maintenance grant is payable to all sailors to enable them to maintain their kit, issued, on first entry and as replacement subsequently, by the Government.

(2)(a) This grant shall be payable quarterly in arrears. It shall be paid with pay and will be admissible proportionately in respect of broken periods of less than one quarter.

(b) The grant shall cease to be admissible during periods of desertion and imprisonment, but be continued during periods of detention and while in hospital.

(c) Recovered deserters, awaiting trial are entitled to the allowance from the date they are re3ceived in Naval custody.

(3) Loan Issues of Clothing to Sailors. At the discretion of the Commanding officers, and guided by the climatic conditions and medical advice, special items of clothing such as warm clothing, mosquito nets, extra blanket etc., be provided to sailors on loan.

CHAPTER 40

BANDS

4001. (1)

(a) The chief of the Naval Staff may approve the formation of Bands in IN Ships and Establishments provided the sanctioned cadre of sailors of the musician branch is not exceeded thereby.

(b) The Bands shall be composed of Indian Naval personnel only and will be controlled by a Musician officer appointed as the Director of Music.

(c) A Band will comprise of sailors of the musician branch but the Captain may permit any other sailor of the ship, who volunteers, to play for the ship's band; provided this does not interfere with either the efficiency of the ship or the normal duties of the sailor. However, prior to effecting or recommending a permanent change

of branch, advice of the Director of Music is to be sought and forwarded to the chief of the Naval Staff for approval.

(2)

(a) The Expenditure involved in connection with the payment, clothing, victualling, and transporting (in respect of journeys on Government duty) of Naval personnel serving with Banks, shall be met by7 the Government.

(b) The Government shall provide free of charge musical instruments to al IN Bands which are sanctioned, and to such other ships of the Indian Navy as may be decided from time to time.

(c) The Government shall grant a recurring Band Maintenance Allowance of the amount to be fixed by them from time to time, to be utilised towards the upkeep of various Bands

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(3) **Band Maintenance Allowance.**

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(a) Sources of Income.

(i) The Band Maintenance Allowance received from the Government, as fixed by them from time to time.

(ii) Officers and sailors may subscribe to this fund.

(iii) Donations to this fund by private individuals is permitted.

(iv) Grants and loans to this fund may be made from any other non-public funds of the Indian Navy

(b) The Chief of the Naval Staff may allocate the recurring Band Maintenance Allowance received from the Government to the various bands, as he deems fit.

(4) **Ship's Band Maintenance Fund.**

(a) Sources of Income.

(i) The share of the Band Maintenance Allowance and grants and loans received from the Government, will be credited to the Ship's Band Maintenance Fund.

(ii) Subscriptions to this fund may be made by officers and sailors.

(iii) Donations to this Fund by private individuals may be accepted subject to the prior approval of the Chief of the Naval Staff.

(b) Expenditure involved in purchasing musical instruments and equipments together with music will be met from the sources of the ship's Band Maintenance Fund, where the same are not provided free of cost by the Government. However, prior to purchase of musical instruments and musical scores locally, advise and recommendations of the Director of music is to be sought. The funds will also bear the cost of maintenance and repairs becoming necessary due to fair wear and tear and any other unforeseen expenditure for the upkeep of instruments.

(5) **Ship's Band Welfare Fund.**

(a) **Sources of Income.**

(i) 10% of proceeds of private engagements.

(ii) Subscription/loans received from other funds as approved by the Commanding officer.

(ii) Any allocations made from the command.

(b) **Expenditure.**

(i) This fund is to be utilised for various aspects of welfare activities of musician sailors subject to the approval of the commanding officer

(ii) For the upkeep of decorum and standard of the band equipment/stores as approved by the Commanding officer.

(6) **The Central Band and the Central Band Committee.** The Central Band of the Indian Navy is also the Band of the Naval Headquarters to be based at such place as directed by Naval Headquarters from time to time. This Band will be controlled by a committee as nominated by the Chief of the Naval Staff. The committee shall render yearly reports through the Administrative Authority to the Chief of the Naval Staff, covering all activities of the band. A half yearly statement of accounts of the central band duly audited will be sent to Naval Headquarters.

(7) **Ship's Band Committee.** A committee for the purposed of controlling the ship's band and for administering the Ship's Band Maintenance Fund shall be appointed quarterly by the Captain of the ship/establishment concerned. The ship's Band Maintenance fund will be spent as directed by this committee. The Committee shall function subject to the supervisory control of the Captain. The committee shall render quarterly reports to the Captain covering the activities of the ship's band.

(8) **The Director of Music.**

(a) The Director of Music assisted by other Musician officers and selected senior sailors shall undertake the musical instructions of both theory and practical, of the sailors of the musician branch. He

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shall be assisted in his role of imparting training by the in charges of the other bands. He shall lay down guidelines and promulgate the same to ensure proper training so as to achieve a high standard of musicians, from time to time. Detailed training reports/engagements of all the bands are to be rendered to the Director of Music quarterly, as feed backs on training and other activities.

(b) The Director of Music shall visit and inspect various bands from time to time and render reports to Naval Headquarters coverin details as per Regulation 4003.

(c) The Director of Music in the case of Central Band, and the Bandmaster in charge ion the case of the other bands, shall be held personally responsible for band stands and music supplied to the and under his charge. He shall ensure that all instruments, cases and appurtenances are thoroughly examined at least once a week and that they are properly cleaned and cared for He will report any damage and defects and shall take steps to obtain a certificate (S 1417) if required.

(d) Individual Bandsmen are responsible for then safe custody/care of musical instruments and other equipments issued to them.

(e) All cases of loss or damage to instruments, from whatever cause arising shall be reported.

(i) In the cases of central band to the Director of Music and by him to the Captain of the establishments where borne.

(ii) In the case of other bands to the Captain of the ship/establishment and by him to the command.

(9) **Musical Scores/National Anthem.** Demand for various musical scores are to be forwarded to the Director of Music to be supplied from the Central Music Library. However, all bands shall provide themselves with National Anthems of various countries. These can be obtained from the Chief of the Naval Staff.

(10) **Band Property.**

(a) Band property issued from Government sources shall not be disposed off without the permission of the Chief of the Naval Staff in the normal manner.

(b) The Captain of the ship/establishment in which the band property is held is responsible that the property is kept available at all times in a serviceable condition. The Administrative3 Authority or the Senior Officer shall, at his inspection satisfy himself that this is infact done.

(c) Band property purchased out of the ships Band Maintenance Fund shall not be disposed off without the prior approval of the Administrative Authority and the proceeds from the disposal shall be credited to the ship's Band Maintenance Fund.

4002. Band Engagements. (1) Types of Band Engagements. The band engagements normally fall into the following categories: -

(a) **Category I – Duty Engagements.** The provision of Music for: -

(i) Ceremonial and training purposes in IN Ship's and Establishments.

(ii) Showing the flag in connection with parades and displays.

(iiii) Maintaining morale. This includes playing in officer's messes and ships company concerts.

(iv) Official ceremonies and entertainments which form part of public entertainments offered in the interests of the service4 and showing the flag.

(v) Army, Airforce or general official functions where no profit is made by any person out of the Band's performance.

(b) **Category II – Public Engagements.** A public engagement is one when the band by order of the appropriate Naval authority, attends a function, which though organized by a non-service organization, is either in the interests of the service or entirely in aid of officially sponsored Naval, Army or Airforce charities or organizations.

(c) **Category III – Service Engagements.** Functions organized solely for the entertainment of officers or any part of ship's company, including periodical dances and entertainments given by a band outside their own ship's or establishments except the annual or bi-annual dances for officers or ship's companies ashore in their home port or fleet base and dances organized to celebrate national days, will be regarded as duty engagements under category I (iv) above.

(d) **Category IV – Private Engagements.** Engagements which bands may be permitted to undertake at the request of the civilian organizations or individuals, subject to the exigencies of the service.

(e) **Category V -** Such other engagements as may be authorized by the Chief of the Naval Staff from time to time.

(2) **Conditions under which Band Engagements may be Undertaken.** The conditions governing engagements in the above categories will be as follows:

(a) **Category I Duty Engagements.**

(i) No fees shall accepted.

(ii) All expenses are borne by public funds.

(iii) Personnel are on duty.

(b) **Category II – Public Engagements.**

(i) No fees shall be accepted.

(ii) All expenses will be charged to the organizers by the authority on whose instructions the engagement is undertaken.

(iii) Personnel are on duty.

(iv) The responsible Naval authority will make arrangements as in sub regulations (3).

(c) **Category III – Service Engagements.**

(i) The mess receiving the services of the band may be required to make a contribution to the band fund in accordance with rules made by the Chief of the Naval Staff. The rules may provide for distribution of the whole of the contribution, or any part of it to members of the band. When a performance is solely for sailors no charge should be made.

(ii) Expenses are borne by public funds.

(iii) Personnel are bon duty.

(d) **Category IV – Private Engagements.**

(i) Fees (as promulgated by the Naval Headquarters from time to time) will be charged to the organization, or person requesting the band's services.

(ii) Personnel are on duty.

(iii) Transport will be provided by the party booking the band.

(iv) Should a band be required to leave station, all costs arising out of traveling, meals accommodation and other incidental expenses shall be borne by organization or person requesting trhe band services.

(e) Category V – As laid down by the Chief of the Naval Staff from time to time

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(3) **Liabilities of organization or persons accepting the loan of bands.**

(a) **Public Engagements.** As officers and sailors are on duty, they will be subject to the normal regulations for the grant of disability pension and family pension/gratuity and allowances. Before detailing a band to undertake public engagements, the appropriate Naval authority shall require the organisers to enter into an undertaking in writing to defray all expenses incidental to the engagement, including the traveling and subsistence expenses of the band.

(b) **Private Engagements.**

(i) Fees will not be lower than those which would, in similar circumstances, be accepted by a comparable civilian band in the locality and unless the local civil rate is know, the authority engaging the band will be required to certify before the contract is completed that the fees satisfy this condition.

(ii) All expenses will be defrayed as the first charge against the payment received from the organisers.

(iii) After all expenses have been met, the net proceeds shall be apportioned as directed by the Chief of the Naval Staff.

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(4) **Acceptance of Private Engagements.** Band sailors and other of the ship's company may at the discretion of the Chief of the Naval Staff or other Senior Officer present, be permitted to accept private engagements provided that undue interference with civilian bands or musicians, is avoided. Bands will, whoever, be available at all times for duty.

(5) Requests for bands to perform should be addressed to the Captain of the ship/establishments where the band is borne and to the Administrative Authority concerned in the case of the central band.

(6) Engagements shall not be sought through the public press or initiated through the medium of musical or other agents. Approved engagements may however be accepted through agents acting directly on behalf of the party desirous of engaging the band provided that no commission is deducted from the Band's recognized fee.

(7) The share of the engagements fees will not be allotted to any member of the Band unless he is present and takes an active part in the performance, to which the fee relates.

(8) **Acceptance of Private Engagements whilst Bands are on Another Engagement: -**

(a) Private engagements may be accepted additionally whilst a band is engaged on a duty, public or service engagement at the discretion

of the Officer-in-Charge of the band, provided they do not interfere with the programme arranged for the other function.

(b) Fees received from private engagements accepted under this sub-regulation will, after any expenses have been defrayed, be apportioned to the Band fund and the performers as directed by the Chief of the Naval Staff from time to time.

Amendments made to the original programme which do not involve acceptance of a private engagement will be classified under Category I, II or III by the authority, or his representative on the spot, responsible for the arrangements of the visit and he will make any further arrangements, which the amendments may entail in accordance with the provisions of this regulation.

(9) **Acceptance of Private Engagements by Individual Members of a Band or Ship's Company.** Members of a band or ship's company who are permitted to accept a private engagement when not required for duty, either as individuals or as a group, will not allow themselves to be publicly described as belonging to a band of their services, ship or establishment and will not wear uniform during the performances. The fee to be charged will not be lower than that which would be charged in similar circumstances by a comparable instrumentalist or group in the locality. They will make good at their own expense, any loss of or damage to instruments or other articles which are the property of the band.

(10) **Political Functions.** No engagement will be accepted for Bands to play at political meetings, demonstrations or entertainments organised by political parties. Also see regulation 0110.

(11) **Engagements while Civil Musicians are on Strike.** Engagements which involve the replacement of civilian bands/ music organizations which are on strike, are not permitted.

4003. Inspection of Bands. The aspects to be covered during inspection of bands by the Director of Music/Musician officers will be as follows: -

(a) **Instruments Held.**

(i) Maintenance.

(ii) Standard.

(iii)Utility.

(b) **Music Scores.**

(i) Whether update.

(ii) If there is variety.

(c) **Musicians.**

(i) Adequacy.

(ii) Appropriate Instrumentation.

(iii) Progress.

(d) **Training.**

(i) Are regular classes being held.

(ii) Syllabus awareness.

(iii) Adequate and appropriate training periods

(iv) Dog-watch.

(v) Steps taken to improve the standard.

(e) **Funds.**

(i) Maintenance.

(ii) Utility.

(iii) Adequacy.

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CHAPTER 41

INVENTIONS, PATENTS AND IMPROVEMENT FUNDS

Section **Regulations**

I. Inventions and patents 4101 – 4105

II. Improvement Funds 4106 – 4107

SECTION I – INVENTIONS AND PATENTS

4101. Inventions by Members of the Naval Forces. (1) In these regulations the term "inventor" means a member of the Indian Navy and its Reserves and Auxiliary Forces making an invention by himself or in collaboration with some other person or persons.

(2) All inventions made by inventors as defined in sub-regulation (1) shall be the property of the Government and shall be held in trust for the Government by the inventor.

(3) The inventor shall not disclose this invention or any information whatsoever with regard to the invention to any person except as authorized by these regulations.

(4) The trial or use of any invention shall not be carried out except authorized by these regulations.

(5) No inventor is permitted to apply for or obtain a patent except as laid down in these regulations.

(6)

(a) Any person governed by these regulations shall submit any invention he may make together with all necessary data including specifications, drawings, etc., and a full description of the invention in the form at Appendix 4 in duplicate to the Head of the establishment or his Commanding officer, as the case may be.

(b) Commanding officers of ships, establishments and Heads of Departments should assist in the preliminary examination of ideas submitted to them. Ideas and suggestions should be sympathetically and constructively discussed so that the experience of others in the ship, establishment or department can be contributed to them. Notions

which may appear fanciful should not be discouraged if they contained a germ of an idea which might be put to good use. Commanding officers and Head of Departments should not fix too high a standard in making a decision to forward such suggestions,. It is important that a careful record is kept of the inventor's original suggestion and of the authorship and any precise details of elaboration. Embodied therein. Such suggestions as and when they arise are to be immediately forwarded to the chief of the Naval Staff.

(c) The Head of the Establishment or the Commanding officer shall forward the documents to the Chief of the Naval Staff together with his remarks as follows: -

(i) The specific work on which the inventor is employed, the nature of his duties and the extent to which knowledge gained as a result of his employment has assisted the inventor;

(ii) The extent to which the inventor has used the facilities provided at Government expense in making the invention.

(iii) The estimated needs of, or possible value of the invention to the Defence Services and the Government as a whole.

(iv) Recommendations, if any, as to further action deemed appropriate.

(d) The Chief of the Naval Staff will submit the invention and data to the Government with his further remarks as per sub-regulation (c) (i) to (iv), together with an opinion as to the merits, utility and possible use of the invention. The forwarding officer should also report whether he has reason to doubt that the applicant is the true inventor or whether the invention is not a new one having been patented already.

(e) The Government will decided whether any such invention is likely to be of use to the Defence Services or to the Government and whether a patent should be taken with regard to it. The Government will also decide whether any such invention is of such general interest and utility that the public interest would be best served by allowing the patent to be made available to an authority, person or body other than the Defence Services on such terms as the Government may lay down. In case the Government decides not to take out a patent with regard to any such invention, it shall not be open to the inventor to apply for a patent in his own name unless permitted to do so by the Government. The following policy will be followed regarding grant of such permission provided the invention is not considered useful to the Government: -

(i) If the invention is a direct consequence of the type of work on which the inventor is employed or as a result of his training on such work at Government expense, permission will not normally be granted to him to take out a patent for the invention in his own name.

(ii) If the invention is in a field different from the type of work for which the inventor has been trained or is engaged in, then permission to take out a patent for the invention in his name will normally be granted to him.

(7) The inventor or any other person to whom the invention or data in regard thereto is communicated in the course of duty or who otherwise gains knowledge thereof shall not disclose it to any other person except as provided in these regulations

(8) Where the Government decides to take out a patent, the inventor shall assign to the Government the invention and all patents which may be granted in respect thereof. All expenses in connection with the securing of patents and the

assignment of patent rights will be borne b y the Government and the inventor shall execute all application papers, assignments and other documents required for carrying into effect the decision of the Government.

(9) The manner in which any invention may be dealt with is entirely at the discretion of the Government.

(10) The inventor whose invention has been put into use by the Government may be accorded, suitable commendation/awards (including cash awards), where deemed necessary.

4102 – 4105. Blank.

SECTION II – IMPROVEMENT FUNDS

4106. Ships Improvement Funds. The Captain shall ensure that the regulations for the administration of the Ship's Improvement Fund given in the Pay and Allowances Regulations for the Navy are strictly observed.

4107. Proficiency Prizes. Regulations for the payment of proficiency prizes are given in 'The Pay and Allowances regulations for the Navy.

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CHAPTER 42

REGULATIONS FOR PREVENTING COLLISIONS AT SEA

4201. The International Regulations for Preventing Collisions at Sea (1972) reproduced below shall be observed in order to prevent collisions at sea and all officers of the Executive branch shall make themselves thoroughly acquainted therewith [See also Regulations 1026(9)].

1.TRAFFIC REGULATIONS

INTERNATIONAL REGULATIONS FOR PREVENTING COLLISIONS AT SEA, 1972

PART A. GENERAL

RULE 1

Application

(a) These Rules shall apply to all vessels upon the high seas and in all waters connected therewith navigable by seagoing vessels.

(b) Nothing in these Rules shall interfere with the operation of special rules made by an appropriate authority for roadsteads, harbours, rivers, lakes or inland

waterways connected with the high seas and navigable by seagoing vessels. Such special rules shall conform as closely as possible to these Rules.

(c) Nothing in these Rules shall interfere with the operation of any special rules made by the Government of any State with respect to additional station or signal lights or whistle signals for ships of war and vessels proceeding under convoy, or with respect to additional station or signal lights for fishing vessels engaged in fishing as a fleet. These additional station or signal lights or whistle signals shall, so far as possible, be such that they cannot be mistaken for any light or signal authorized else where under these Rules.

(d) Traffic Separation schemes may be adopted by the 'Organisation for purpose of these Rules.

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* *i.e.* IMCO, as stated in Article II of the Convention on the International Regulations for Preventing collisions at Sea,1972.

(e) Whenever the Government concerned shall have determined that a vessel of special construction or purpose cannot comply fully with the provisions of any of these Rules with respect to the number, position, range or arc of visibility of lights or shapes, as well as to the disposition and characteristics of sound signaling appliances, without interfering with the special function of the vessel, such vessel shall comply with such other provisions in regard to the number, position, range or are of visibility of lights or shapes, as well as to the disposition and characteristics of sound signaling appliances, as her Government shall have determined to be the closest possible compliance with these Rules in respect to that vessel.

RULES 2

Responsibility

(a) Nothing in these Rules shall exonerate any vessel, or the owner, master or crew thereof, from the consequences of any neglect to comply with these Rules or of the neglect of any precaution which may be required by the ordinary practice of seamen, or by the special circumstances of the case.

(b) In construing and complying with these Rules due regard shall be had to all dangers of navigation and collision and to any special circumstances, including the limitations of the vessels involved, which may make a departure from these Rules necessary to avoid immediate danger.

RULE 3

General definitions

For the purpose of these Rules, except where the context otherwise requires.

(a) The word ‘vessel’ includes every description of water craft, including non-displacement craft and seaplanes, used or capable of being used as a means of transportation on water.

(b) The term ‘power-driven vessel’ means any vessel propelled by machinery.

(c) The term ‘sailing vessel’ means any vessel under sail provided that propelling machinery if fitted, is not being used.

(d) The term ‘vessel engaged in fishing’ means any vessel fishing with nets, lines trawls or other fishing apparatus which restrict manoeuvrability, but do not restrict manoeuvrability.

(e) The Word ‘seaplane’ includes-any aircraft designed to manoeuvre on the water.

(f) The term ‘vessel not under command’ means a vessel which through some exceptional circumstances is unable to manoeuvre as required by these Rules and is therefore unable to keep out of the way of another vessel.

(g) The term ‘vessel restricted in her ability to manoeuvre’ means a vessel which from the nature of her work is restricted in her ability to manoeuvre as required by these Rules and is therefore un able to keep out of the way of another vessel.

The following vessels shall be regarded as vessels restricted in their ability to manoeuvre:

(i) a vessel engaged in laying, servicing or picking up a navigation mark, submarine cable or pipeline;

(ii) a vessel engaged in dredging, surveying or underwater operations;

(iii) a vessel engaged in replenishment or transferring persons, provisions or cargo while underway;

(iv) a vessel engaged i9n the launching or recovery of aircraft;

(v) a vessel engaged in minesweeping operations;

(vi) a vessel engaged in a towing operation such s severely restricts the towing vessel and her tow in their ability to deviate from their course.

(h) The term ‘vessel constrained byu her draught’ means a power-driven vessel which because of her draught in relation to the available depth of water is severely restricted in her ability to deviate from the course she is following.

(i) The word underway means that a vessel is not at anchor, or made fast to the shore, or aground.

(j) The words ‘length’ and ‘breadth’ of a vessel mean her length overall and greatest breadth.

(k) Vessels shall be deemed to be in sight of one another only when one can be observed visually from the other.

(l) The term ‘restricted visibility’ means any condition in which visibility is restricted by fog, mist, falling, snow, heavy rainstorms, sandstorms or any other similar causes.

PART B. STEERING AND SAILING RULES

SECTION I. CONDJUCT OF VESSELS IN ANY CONDITION OF VISIBILITY

RULE 4

Application

Rules in this Section apply in any condition of visibility.

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RULE 5

Look-out

Every vessel shall at all times maintain a proper look-out by sight and hearing as well as by all available means appropriate in the prevailing circumstances and conditions so as to make a full appraisal of the situation of collision.

RULE 6

Safe speed

Every vessel shall at all times proceed at a safe speed so that she can take proper and effective action to avoid collision and be stopped within a distance appropriate to the prevailing circumstances and conditions.

In determining a safe speed the following factors shall be among those taken into account:

(a) By All Vessels:

(i) the state of visibility;

(ii) the manoeuvrability of the vessel with special reference to stopping distance and turning ability in the prevailing conditions;

(iii) the manoeuvrability of the vessel with special reference to stopping distance and turning ability in the prevailing conditions;

(iv) at night presence of background light such as from shore lights or from back scater of her own lights;

(v) the state of vind, sea and current, and the proximity of navigational hazards

(vi) the draught in relation to the available depth of water;

(b) Additionally, by vessels with operational radar:

(i) the characteristics, efficiency and limitations of the radar equipment;

(ii) any constraints imposed by the radar range scale in use;

(iii) the effect on radar detection of the sea state, weather and other sources of interference;

(iv) the possibility that small vessels, ice and other floating objects may not be detected by radar at an adequate range;

(v) the number, location and movement of vessels, detected by radar;

(vi) the more exact assessment of the visibility that may be possible when radar is used to determine the range of vessels or other objects in the vicinity.

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RULE 7

Risk of collision

(a) Every vessel shall use all available means appropriate to the prevailing circumstances and conditions to determine if risk of collision exists. If there is any doubt such risk shall be deemed to exist.

(b) Proper use shall be made of radar equipment if fitted and operational, including long-range scanning to obtain early warning of risk of collision and radar plotting or equivalent systematic observation of detected objects.

(c) Assumptions shall not be made on the basis of scanty information, especially scanty radar information.

(d) In determining if risk of collision exists the following considerations shall be among those taken into account:

(i) Such risk shall be deemed to exist if the compass bearing of an approaching vessel does not appreciably change;

(ii) such risk ,ay sometimes exist even when an appreciable bearing change is evident, particularly when approaching a very large vessel or a tow or when approaching a vessel at close range.

RULE 8

Action to avoid collision

(a) Any action taken to avoid collision shall, if the circumstances of the case admit, be positive, made in ample time and with due regard to the observance of good seamanship.

(b) Any alteration of course and/or speed to avoid collision shall, if the circumstances of the case admit, be large enough to be readily apparent to another vessel observing visually or by radar, a succession of small alteration of course and/o speed should be avoided.

(c) If there is sufficient sea room, alteration of course alone may be the most effective action to avoid a close-quarters situation provided that it is made in good time, is substantial and does not result in another close-quarters situation.

(d) Action taken to avoid collision with another vessel shall be such as to result in passing at a safe distance. The effectiveness of the action shall be carefully checked until the other vessel is finally past and clear.

(e) If necessary to avoid collision or allow more time to assess the situation, a vessel shall slacken her speed or take all way off by stopping or reversing her means of propulsion.

RULES 9

Narrow channels

(a) A vessel proceeding along the course of a narrow channel or fairway shall keep as near to the outer limit of the channel or fairway which lies on her starboard side as is safe and practicable.

(b) A vessel of less than 20 meters in length or a sailing vessel shall not impede the passage of a vessel which can safely navigate only within a narrow channel or fairway.

(c) A vessel engaged inn fishing shall not impede the passage of any other vessel navigating within a narrow channel or fairway.

(d) A vessel shall not cross a narrow channel or fairway if such crossing impedes the passage of a vessel which can safely navigate only within such channel or

fairway. The latter vessel may use the sound signal prescribed in Rule 34 (d) if in doubt as to the intention of the crossing vessel.

(e) (i) In a narrow channel or fairway when overtaking can take place only if the vessel to be overtaken has to take action to permit safe passing, the vessel intending to overtake shall indicate her intention by sounding the appropriate signal prescribed in Rule 34 (c) (i). The vessel to be overtaken shall, if in agreement, sound the appropriate signal prescribed in Rule 34 (c) (ii) and take steps to permit safe passing. If in doubt she may sound the signals prescribed in rule 34 (d)

(ii) The rule does not relieve the ov retaking vessel of her obligation under rule 13.

(f) A vessel nearing a bend or an area of a narrow channel or fairway where other vessels may be obscured by an intervening obstruction shall navigate with particular alertness and caution and shall sound the appropriate signal prescribed in rule 34 (e).

(g) Any vessel shall, if the circumstances of the case admit, avoid anchoring in a narrow channel.

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RULE 10

Traffic separation schemes

(a) This Rule applies to traffic separation schemes adopted by the *Organization (i.e.IMCO);

(b) A vessel using a traffic separation scheme shall:

(i) Proceed in the appropriate traffic lane in the general direction of traffic flow for that lane;

(ii) So far as practicable keep clear of a traffic separation line or separation zone;

(iii) normally join or leave a traffic lane at the termination of the lane, but when joining or leaving from the side shall do so at as small an angle to the general direction of traffic flow as practicable;

(c) A vessel shall so far as practicable avoid crossing traffic lanes, but if obliged to do so shall cross as nearly as practicable tat right angles to the general direction of traffic flow.

(d) In shore traffic zones shall not normally be use by through traffic which can safely use the appropriate traffic lane within the adjacent traffic separation scheme.

(e) A vessel, other than a crossing vessel, shall not normally enter a separation zone or cross a separation line except:

(i) in case of emergency to avoid immediate danger;

(ii) to engage in fishing within a separation zone.

(f) A vessel navigating inn areas near the terminations of traffic separation schemes shall do so with particular caution.

(g) A vessel shall so far as practicable avoid anchoring in a traffic separation scheme or in areas near its terminations.

(h) A vessel not using a traffic separation scheme shall avoid it by as wide a margin as is practicable.

(i) A vessel engaged in fishing shall not impede the passage of any vessel following a traffic lane.

(j) A vessel of less than 20 meters in length or a sailing vessel shall not impede the safe passage of a power-driven vessel following a traffic lane.

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SECTION II. CONDUCT OF VESSELS IN SIGHT OF ONE ANOTHER

RULE 11

Application

Rules in this Section apply to vessels in sight of one another.

RULE 12

Sailing vessels

(a) When two sailing vessels are approaching one another, so as to involve risk of collision, one of them shall keep out of the way of the other as follows:

(i) when each has the wind on a different side, the vessel which has the wind on the port side shall keep out of the way of the other;

(ii) when both have the wind on the same side, the vessel which is to windward shall keep out of the way of the vessel which is to leeward;

(iii) if a vessel with the wind on the port side sees a vessel to windward and cannot determine with certainty whether the

other vessel has the wind on the port or on the starboard side, she shall keep out of the way of the other

(b) For the purposes of this rule the windward side shall be deemed to be the side opposite to that on which the mainsail is carried or, in the case of a square-rigged vessel, the side opposite to that on which the largest fore-and-aft sail is carried.

RULE 13

Overtaking

(a) Notwithstanding anything contained in the rules of this section any vessel overtaking any other shall keep out of the way of the vessel being overtaken.

(b) A vessel shall be deemed to be overtaking when coming up with another vessel from a direction more than 22.5 degrees abaft her beam, that is, in such a position with reference to the vessel she is overtaking, that at night she would be able to see only the sternlight of that vessel but neither of her sidelights.

(c) When a vessel is in any doubt as to whether she is overtaking another, she shall assume that this is the case and act accordingly.

(d) Any subsequent alteration of the bearing between the two vessels shall not make the overtaking vessel a crossing vessel within the meaning of these Rules or relieve her of the duty of keeping clear of the overtaken vessel until she is finally past and clear.

RULE 14

Head-on situation

(a) When two power-driven vessels are meeting on reciprocal or nearly reciprocal courses so a to involve risk of collision each shall alter her course to starboard so that each shall pass on the port side of the other.

(b) Such a situation shall be deemed to exist when a vessel sees the other ahead or nearly ahead and by night she could see the masthead lights of the other in a line or nearly in a line and/or both sidelights and by day she observes the corresponding aspect of the other vessel.

(c) When a vessel is in any doubt as to whether such a situation exists she shall assume that it does exist and act accordingly.

RULE 15

Crossing situation

When two power-driven vessels are crossing so as to involve risk of collision, the vessel which has the other on her own star-board side shall keep out of the way and shall, if the circumstances of the case admit, avoid crossing ahead of the other vessel.

RULE 16

Action by give-way vessel

Every vessel which is directed to keep out of the way of another vessel shall, so far as possible, take early and substantial action to keep well clear

RULE 17

Action stand-on vessel

(a)

(i) When one of two vessels is to keep out of the way, the other shall keep her course and speed.

(ii) The latter vessel may however take action to avoid collision by her manoeuvre alone, as soon as it becomes apparent to her that the vessel required to keep out of the way is not taking appropriate action in compliance with these Rules.

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(b) When, from any cause, the vessel required to keep her course and speed finds herself so close that collision cannot be avoided by the action of the give-way vessel alone, she shall take such action as will best aid to avoid collision.

(c) A power-driven vessel which takes action in a crossing situation in accordance with sub paragraph (a) (ii) of this Rule to avoid collision with another power-driven vessel shall, if the circumstances of the case admit, not alter course to port for a vessel on her own port side.

(d) This Rule does not relieve the give way vessel of her obligation to keep out of the way.

RULE 18

Responsibilities between vessels

Except where Rules 9, 10 and 13 otherwise require:

(a) A power-driven vessel underway shall keep out of the way of:

(i) a vessel not under command;

(ii) a vessel restricted in her ability to manoeuvre;

(iii)a vessel engaged in fishing;

(iv)a sailing vessel.

(b) A sailing vessel underway shall keep out of the way of:

(i) a vessel not under command;

(ii) a vessel restricted in her ability to manoeuvre;

(iii)a vessel engaged in fishing;

(c) A vessel engaged in fishing when underway shall, so far as possible, keep out of the way of:

(i) a vessel not under command;

(ii) a vessel restricted in her ability to manoeuvre.

(d)

(i) Any vessel other than a vessel not under command or a vessel restricted in her ability to manoeuvre shall, if the circumstances of the case admit, avoid impeding the safe passage of a vessel constrained by her draught, exhibiting the signals in Rule 28;

(ii) a vessel constrained by her draught shall navigate with particular caution having full regard to her special condition.

(e) A seaplane on the water shall, in general, keep well clear of all vessels and avoid impeding their navigation. In circumstances, however, where risk of collision exists, she shall comply with the Rules of this part.

SECTION III. Conduct of Vessels in Restricted Visibility

RULE 19

Conduct of vessels in restricted visibility

(a) This Rule applies to vessels not in sight of one another when navigating in or near an area of restricted visibility

(b) Every vessel shall proceed at a safe speed adapted to the prevailing circumstances and conditions of restricted visibility. A power-driven vessel shall have her engines ready for immediate manoeuvre.

(c) Every vessel shall have due regard to the prevailing circumstances and conditions of restricted visibility when complying with the Rules of section I of this part.

(d) A vessel which detects by radar alone the presence of another vessel shall determine if a close-quarters situation is developing and/or risk of collision exists. If so, she shall take avoiding action in ample time, provided that when such action consists of an alteration of course, so far as possible the following shall be avoided:

(i) an alteration of course to port for a vessel forward of the beam, other than for a vessel being overtaken;

(ii) an alteration of course towards a vessel abeam or abaft the beam.

(e) Except where it has been determined that a risk of collision does not exist, every vessel which hears apparently forward of her beam the fog signal of another vessel, or which cannot avoid a close quarters situation with another vessel forward of her beam, shall reduce her speed to the minimum at which she can be kept on her course. She shall if necessary take all her way off and in an y event navigate with extreme caution until danger of collision is over.

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PART C. LIGHTS AND SHAPES

RULE 20

Application

(a) Rules in this part shall be complied with in all weathers.

(b) The Rules concerning lights shall be complied with from sunset to sunrise, and during such times no other lights shall be exhibited, except such lights as cannot be mistaken for the lights specified in these Rules or do not impair their visibility or distinctive character, or interfere with the keeping of a proper look out.

(c) The lights prescribed by these Rules shall, if carried, also be exhibited, from sunrise to sunset restricted visibility and may be exhibited in all other circumstances when it is deemed necessary.

(d) The Rules concerning shapes shall be complied with by day.

(e) The lights and shapes specified in these Rules shall comply with the provisions of Annex I to these regulations.

RULE 21

Definitions

(a) ‘Masthead light’ means a white light placed over the fore and aft centerline of the vessel showing an unbroken light over an arc of the horizon of 225 degrees and so fixed as to show the light from right ahead to 22.5 degrees abaft the beam on either side of the vessel.

(b) ‘Sidelight’ means a green light on the starboard side and a red light on the port side each showing an unbroken light over an arc of the horizon of 112.5 degrees and so fixed as to show the light from right ahead to 22.5 degrees abaft the beam on its respective side. In a vessel of less than 20 meters in length the sidelights may be combined in one lantern carried on the fore an d aft centerline of the vessel.

(c) ‘Sternlight’ means a white light placed as nearly as practicable at the stern showing an unbroken light over an arc of the horizon of 135 degrees and so fixed as to show the light 67.5 degrees from right aft on each side of the vessel.

(d) ‘Towing light’ means a yellow light having the same characteristics as the ‘stermlight’ defined in paragraph (c) of this rule.

(e) ‘All-round light’ means a light showing an unbroken light over an arch of the horizon of 360 degrees.

(f) ‘Flashing light’ means a light flashing at regular intervals at a frequency of 120 flashes or more per minute.

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RULE 22

Visibility of lights

The lights prescribed in these Rules shall have an intensity as specified in Section 8 of Annex I to these regulations so as to be visible at the following minimum ranges:

(a) In vessels of 50 meters or more in length:

a masthead light, 6 miles;

a sidelight, 3 miles;

a sternlight, 3 miles;

a towing light, 3 miles;

a white, red, green or yellow all-round light, 3 miles.

(b) In vessels of 12 meters or more in length but less than 50 metres in length.

A masthead light, 5 miles; except that where the length of the vessels is less than 20 metres, 3 miles;

a sidelight, 2 miles;

a sternlight, 2 miles;

a towing light, 2 miles;

a white, red, green or yellow all-round light, 2 miles.

(c) In vessels of less than 12 metres in length:

a masthead light, 2 miles;

a sidelight, 1 miles;

a sternlight, 2 miles;

a towing light, 2 miles;

a white, red, green or yellow all-round light, 2 miles.

RULES 23

Power-driven vessels underway

(a) a power-driven vessel underway shall exhibit:

(i) A masthead light forward;

(ii) a second masthead light abaft of and higher than the forward one; except that a vessel of less than 50 meters in length shall not be obliged to exhibit such light but may do so;

(iii) Sidelight;

(iv) a sternlight.

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(b) An air-cushion vessel when operating in the non-displacement mode shall, in addition to the lights prescribed in paragraph (a) of this rule, exhibit an all-round flashing yellow light.

(c) A power-driven vessel of less than 7 metres in length and whose maximum speed does not exceed 7 knots may, in lieu of the lights prescribed in paragraph (a) of this rule, exhibit an all-round white light. Such vessel shall, if practicable, also exhibit sidelights.

RULE 24

Towing and pushing

(a) A power-driven vessel when towing shall exhibit:

(i) instead of the light prescribed in Rule 23 (a) (i), two masthead lights forward in a vertical line. When the length of the tow,

measuring from the stern of the towing vessel to the after end of the tow exceeds 200 meters, three such lights in a vertical line;

(ii) sidelights;

(iii) a sternlight;

(iv) a towing light in a vertical line above the sternlight;

(v) when the length of the tow exceeds 200 meters, a diamond shape where it can best be seen.

(b) When a pushing vessel and a vessel being pushed ahead are rigidly connected in a composite unit they shall be regarded as a power-driven vessel and exhibit the lights prescribed in Rule 23.

(c) A power-driven vessel when pushing ahead or towing alongside, except in the case of a composite unit, shall exhibit:

(i) instead of the light prescribed in rule 23 (a) (i) two masthead lights forward in a vertical line.

(ii) sidelight;

(iii) a sternlight;

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(d) A power-driven vessel to which paragraphs (a) and (c) of this Rule apply shall also comply with Rule 23 (a) (ii).

(e) A vessel or object being towed shall exhibit:

(i) sidelight;

(ii) a sternlight;

(iii) When the length of the tow exceeds 200 meters, a diamond shape where it can be seen.

(f) Provided that any number of vessels being towed alongside or pushed in a group shall be lighted as one vessel;

(i) a vessel being pushed ahead, not being part of a composite unit, shall exhibit at the forward end, sidelights;

(ii) a vessel being towed alongside shall exhibit a sternlight and at the forward end, sidelights;

(g) Where from any sufficient cause it is impracticable for a vessel or object being towed to exhibit the lights prescribed in paragraph (e) of this Rule, all possible

measures shall be taken to light the vessel or object towed or at least to indicate the presence of the unlighted vessel or object.

RULE 25

Sailing vessels underway and vessels under oars

(a) A sailing vessel underway shall exhibit:

(i) sidelights;

(ii) a sternlight.

(b) In a sailing vessel of less than 12 meters in length the lights prescribed in paragraph (a) of this Rule may be combined in one lantern carried at or near the top of the mast where it can best be seen.

(c) A sailing vessel underway may, in addition to the lights prescribed in paragraph (a) of this rule, exhibit at or near the top of the mast, where they can best be seen, two all-round lights in a vertical line, the upper being red and the lower green, but these lights shall not be exhibited in conjunction with the combined lantern permitted by paragraph (b) of this Rule

(d) (i) a sailing vessel of less than 7 metres in length shall, if practicable, exhibit the lights prescribed in paragraph (a) or (b) of this Rule, but if she does not, she shall have ready at hand an electric torch or lighted lantern showing a white light which shall be exhibited in sufficient time to prevent collision.

(ii) a vessel under oars may exhibit the lights prescribed in this rule for sailing vessels, but if she does not, she shall have ready at hand an electric torch or lighted lantern showing a white light which shall be exhibited in sufficient time to prevent collision.

(e) A vessel proceeding under sail when also being propelled by machinery shall exhibit forward where it can best be seen a conical shape, apex downwards.

RULE 26

Fishing vessels

(a) A vessel engaged in fishing, whether underway or at anchor, shall exhibit only the lights and shapes prescribed in this Rule.

(b) A vessel when engaged in trawling, by which is meant the dragging through the water of a dredge net or other apparatus used as a fishing appliance, shall exhibit:

(i) two all-round lights in a vertical line, the upper being green and the lower white, or a shape consisting of two cones with their apexes together in a vertical line one above the other, a vessel of less than 20 metres in length may instead of this shape exhibit a basket.

(ii) a masthead light abaft of and higher than the all-round green light; a vessel of less than 50 metres in length shall not be obliged to exhibit such a light but may do so;

(iii) when making way through the water, in addition to the lights prescribed in this paragraph, sidelights and a sternlight.

(c) A vessel engaged in fishing, other trawling, shall exhibit:

(i) two all-round lights in a vertical line, the upper being red and the lower white, or a shape consisting of two cones with apexes together in a vertical line one above the other; a vessel of less than 20 metres in length may instead of this shape exhibit a basket.

(ii) when there is outlying gear extending more than 150 metres horizontally from the vessel, an all-round white light or a cone apex upwards in the direction of the gear.

(iii) when making way through the water, in addition to the lights prescribed in this paragraph, sidelights and a sternlight.

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(d) A vessel engaged in fishing in close proximity to other vessels engaged in fishing may exhibit the additional signals described in Annex II to these Regulations.

(e) A vessel when not engaged in fishing shall bnot exhibit the lights or shapes prescribed in this Rule, but only those prescribed for a vessel of her length.

RULE 27

Vessels not under command or restricted in their ability to manoeuvre

(a) A vessel not under command shall exhibit:

(i) two all-round red lights in a vertical line where they can best be seen;

(ii) Two balls or similar shapes in a vertical line where they can best be seen:

(iii) when making way through the water, in addition to the lights prescribed in this paragraph, sidelights and a sternlight.

(b) A vessel restricted in her ability to manoeuvre, except a vessel engaged in minesweeping operations, shall exhibit

(i) three all-round lights in a vertical line where they can best be seen. The highest and lowest of these lights shall be red and the middle light shall be white;

(ii) three shapes in a vertical line where they can best be seen. The highest and lowest of these shapes shall be balls and the middle one a diamond;

(iii) when making way through the water, masthead lights, sidelights and a sternlight, in addition to the lights prescribed in sub-paragraph (i);

(iv) when at anchor, in addition to the lights or shapes prescribed in sub-paragraph (i) and (ii), the lights, light, or shape prescribed in Rule 30

(c) A vessel engaged in a towing operation such as renders her unable to deviate from her course shall, in addition to the lights or shapes prescribed in sub-paragraph (b) (i) and (ii) of this Rule, exhibit the lights or shape prescribed in Rule 24 (a).

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(d) A vessel engaged in dredging or underwater operations, when restricted I n her ability to manoeuvure, shall exhibit the lights and shapes prescribed in paragraph (b) of this Rule and shall in addition, when an obstruction exists, exhibit:

(i) two all-round red lights or two balls in a vertical line to indicate the side on which the obstruction exists;

(ii) two all-round green lights or two diamonds in a vertical line to indicate the side an which another vessel may pass;

(iii) when making way through the water, in addition to the lights prescribed in this paragraph, masthead lights, sidelights and a sternlight;

(iv) a vessel to which this paragraph applies when at anchor shall exhibit the lights or shapes prescribed in sub-paragraphs (i) and (ii) instead of the lights or shape prescribed in Rule 30

(e) Whenever the size of a vessel engaged in diving operations makes it impracticable to exhibit the shapes prescribed in paragraph (d) of this Rule, a rigid replica of the International Code flag'A' not less than 1 m in height shall be exhibited. Measures shall be taken to ensure all-round visibility.

(f) A vessel engaged in minesweeping operations shall, in addition to the lights prescribed for a power-driven vessel in Rule 23, exhibit three all-round green lights or three balls. One of these lights or shapes shall be exhibited at or near the fore

masthead and one at each end of the foreyard. These lights or shapes indicate that it is dangerous for another vessel to approach closer than 1,000 metres astern or 500 metres on either side of the minesweeper.

(g) Vessels of less than 7 metres in length shall not be required to exhibit the lights prescribed in this Rule.

(h) The signals prescribed in this Rule are not signals of vessels in distress and requiring assistance. Such signals are contained in Annex IV to these Regulations.

RULE 28

Vessels constrained by their draught

A vessel constrained by her draught may, in addition to the lights prescribed for power-driven vessels in Rule 23, exhibit where they can best be seen three all-round red lights in a vertical line, or a cylinder.

RULE 29

Pilot vessels

(a) A vessel engaged on pilotage duty shall exhibit:

(i) at or near the masthead two all-round lights in a vertical line, the upper being white and the lower red;

(ii) when underway in addition, sidelights and a sternlight;

(iii) when at anchor, in addition to the lights prescribed in sub-paragraph (i), the anchor light, lights or shape.

(b) A pilot vessel when not engaged on pilotage duty shal exhibit the lights or shapes prescribed for a similar vessel of her length.

RULE 30

Anchored vessels and vessels aground

(a) A vessel at anchor shall exhibit where it can best be seen:

(i) in the fore part, an all-round white light or one ball;

(ii) at or near the sten an d at a lower level than the light prescribed in subparagraph (i), an all-round white light;

(b) A vessel of less than 50 meters in length may exhibit an all-round white light where it can be seen instead of the lights prescribed in paragraph (a) of this Rule.

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(c) A vessel at anchor may, and a vessel of 100 metres and more in length shall, also use the available working or equivalent lights to illuminate her decks.

(d) A vessel aground shall exhibit the ilghtsd prescribed in paragraph (a) or (b) of this Rule and in addition, where they can best be seen:

(i) two all-round red lights in a vertical line;

(ii) three balls in a vertical line.

(e) A vessel of less than 7 metres in length, when at anchor or aground not in or near a narrow channel, fairway or anchorage, or where other vessels normally6 navigate, shall not be required to exhibit the lights or shapes prescribed in paragraphs (a), (b) or (d) of this Rule.

RULE 31

Seaplanes

When it is impracticable for a seaplane to exhibit lights and shapes of the characteristics or in the positions prescribed in the Rules of this Part she shall exhibit lights and shapes as closely similar in characteristics and position as is possible.

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PART D. SOUND AND LIGHT SIGNALS

RULE 32

(a) The word ‘whistle’ means any sound signaling appliance capable of producing the prescribed blasts and which complies with the specifications in Annex III to these Regulations.

(b) The term ‘short blast’ means a blast of about one second’s duration.

(c) The term ‘prolonged blast’ means a blast of four to six seconds’ duration.

RULE 33

Equipment for sound signals

(a) A vessel of 12 meres or more in length shall be provided with a whistle and a bell and a vessel of 100 metres or more in length shall, in addition, be provided with a gong, the tone and sound of which cannot be confused with that of the bell. The whistle, bell and gong shall comply with the specifications in Annex III to these regulations. The bell or gong or both may be replaced by other equipment having the same respective sound characteristics, provided that manual sounding of the required signals shall always be possible.

(b) A vessel of less than 12 meters in length shall not be obliged to carry the sound signaling appliances prescribed in paragraph (a) of this Rule but if she does not, she shall be provided with some other means of making an efficient sound signal.

RULE 34

Manoeuvring and warning signals

(a) When vessels are in sight of one another, a power-driven vessel underway, when manoeuvring as authorized or required by these Rules, shall indicate that manoeuvre by the following signals on her whistle;

one short blast to mean I am altering my course to starboard;

two short blasts to mean I am altering my course to port;

three short blasts to mean I am operating astern propulsion;

(b) Any vessels may supplement the whistle signals prescribed in paragraph (a) of this Rule by light signals, repeated as appropriate, whilst the manoeuvre is being carried out:

(i) these light signals shall have the following significance.

one flash to mean I am altering my course to starboard;

two flashes to mean I am altering my course to port;

three flashes to mean I am operating astern propulsion;

(ii) the duration of each flash shall be about one seciond, the interval between flashes shall be about one second, and the interval between successive signals shall be not less than ten seconds;

(iii) the light used for this signal shall, if fitted, be an all round white light, visible at a minimum range of 5 miles, and shall comply with the provisions of Annex I.

(c) When in sight of one another in narrow channel or fairway:

(i) a vessel intending to overtake another shall in compliance with rule 9 (e) (i) indicate her intention by the following signals on her whistle:

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two prolonged blasts followed by one short blast to mean 'I intend to overtake you on your starboard side';

two prolonged blasts followed by two short blasts to mean 'I intend to overtake you on your portside';

(ii) the vessel about to be overtaken when acting in accordance with Rule 9 (e) (i) shall indicate her agreement by the following signal on her whistle:

One prolonged, one short, one prolonged and one short blast, in that order.

(d) When vessels in sight of one another are approaching each other and from any cause either vessel fails to understand the intentions or actions of the other, or is in doubt whether sufficient action is being taken by the other to avoid collision, the vessel in doubt shall immediately indicate such doubt by giving at least five short and rapid blasts on the whistle. Such signal may be supplemented by a light signal of at least five short and rapid flashes.

(e) A vessel nearing a bend or an area of a channel or fairway where other vessels may be obscured by an intervening obstruction shall sound one prolonged blast. Such signal shall be answered with a prolonged blast by any approaching vessel that may be within hearing around the bend or behind the intervening obstruction.

(f) If whistles are fitted on a vessel at a distance apart of more than 100 metres, one whistle only shall be used for giving manoeuvring and warning signals.

RULE 35

Sound signals in restricted visibility

In or near an area of restricted visibility, whether by day or night, the signals prescribed in this Rule shall be used as follows:

(a) A power-driven vessel making way through the water shall sound at intervals of not more than 2 minutes one prolonged blast.

(b) A power-driven vessel underway but stropped and making no way through the water shall sound at intervals of not more than 2 minutes two prolonged blasts in succession with an interval of about 2 seconds between them.

(c) A Vessel not under command, a vessel restricted in her ability to manoeuvre, a vessel constrained by her draught, a sailing vessel, a vessel engaged in fishing and a vessel engaged in towing or pushing another vessel shall, instead of the signals prescribed in paragraphs (a) or (b) of this Rule, sound at intervals of not more than 2 minutes three blasts in succession, namely one prolonged followed by tow short blasts.

(d) A Vessel towed or if more than one vessel is towed the last vessel of the tow, if manned, shall at intervals of not more than 2 minutes sound four blasts in succession, namely one prolonged followed by three short blasts. When practicable, this signal shall be made immediately after the signal made by the towing vessel.

(e) When a pushing vessel and a vessel being pushed ahead are rigidly connected in a composite unit they shall be regarded as a power-driven vessel and shall give the signals prescribed in paragraphs (a) or (b) of this Rule.

(f) A Vessel at anchor shall at intervals of not more than one minute ring the bell rapidly for about 5 seconds. In a vessel of 100 metres or more in length the bell shall be sounded in the forepart of the vessel and immediately after the ringing of the bell the gong shall be sounded rapidly for about 5 seconds in the after part of the vessel. A vessel at anchor may in addition sound three blasts in succession, namely one short, one prolonged and one short blast, to give warning of her position and of the possibility of collision to an approaching vessel.

(g) A Vessel aground shall give the bell signal and if required the gong signal prescribed in paragraph (f) of this Rule and shall in addition, give three separate and distinct strokes on the bell immediately before and after the rapid ringing of the bell. A vessel aground may in addition sound an appropriate whistle signal.

(h) A Vessel of less than 12 metres in length shall not be obliged to give the abovementioned signals but, if she does not, shall make some other efficient sound signal at intervals of not more than 2 minutes.

(i) A pilot vessel when engaged on pilotage duty may in addition to the signals prescribed in paragraphs (a), (b) or (f) of this Rule sound an identity signal consisting of four short blasts.

RULE 36

Signals to attract attention

If necessary to attract the attention of another vessel any vessel may make light or sound signals that cannot be mistaken for any signal authorized elsewhere in these Rules, or may direct the beam of her searchlight in the direction of the danger, in such a way as not to embarrass any vessel.

RULE 37

Distress signals

When a vessel is in distress and requires assistance she shall use or exhibit the signals prescribed in Annex IV to these Regulations.

PART E. EXEMPTIONS

RULE 38

Exemptions

Any vessel (or class of vessels) provided that she complies with the requirements of the International Regulations for Preventing Collisions at Sea, 1060, the keel of which is laid or which is at a corresponding stage of construction before the entry into force of these Regulations may be exempted from compliance therewith as follows:

(a) The installation of lights with ranges prescribed in Rule 22, until four years after the date of entry into force of these Regulations.

(b) The installation of lights with colour specifications as prescribed in section 7 of Annex I to these Regulations, until four years after the date of entry into force of these Regulations.

(c) The repositioning of lights as a result of conversion from imperial to metric units and rounding off measurement figures, permanent exemption.

(d)

(i) The repositioning of masthead lights on vessels of less than 150 metres in length, resulting from the prescriptions of Section 3 (a) of Annex I permanent exemption

(ii) The repositioning of masthead lights on vessels of 150 metres or more in length, resulting from the prescriptions of Section 3 (a) of Annex I to these Regulations, until nine years after the date of entry into force of these Regulations.

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(e) The repositioning of masthead lights resulting from the prescriptions of Section 2 (b) of Annex I, until nine years after the date of entry into force of these Regulations

(f) The repositioning of sidelights resulting from the prescriptions of Sections 2(g) and 3 (b) of Annex I, until nine years after the date of entry into force of these Regulations.

(g) The requirements for sound signal appliances prescribed in Annex III, until nine years after the date of entry into force of these Regulations.

ANNEX I

Positioning and technical details of lights and shapes

1. ***Definition***

The term' height above the hull' means height above the uppermost continuous deck. *

2. ***Vertical positioning and spacing of lights.***

(a) On a power-driven vessel of 20 metres or more in length the masthead lights shall be placed as follows: -

(i) the forward masthead light, or if only one masthead light is carried, then that light, at a height above the hull of not less than 6 metres, and, if the breadth of the vessel exceeds 6 metres, then at a height above the hull not less than such breadth, so however that the light need not be placed at a greater height above the hull than 12 metres.

(ii) when two masthead lights are carried the after one shall be at least 4.5 metres vertically higher than the forward one.

(b) The vertical separation of masthead lights of power-driven vessels shall be such that in all normal conditions of trim after light will be seen over and separate from the forward light at a distance of 1,000 metres from the stem when viewed from sea level.

(c) The mashted light of a power-driven vessel of 12 metres but less than 20 metres in length shall be placed at a height above the gunwale of not less than 2.5 metres.

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(d) A power-driven vessel of less than12 metres in length may carry the uppermost light at a height of less than 2.5 meters above the gunwale. When however a masthead light is carried in addition to sidelights and a sternlight, then such masthead light shall be carried at least 1 metre higher than the sidelights

(e) One of the two or three masthead lights prescribed for a power-driven vessel when engaged in towing or pushing another vessel shall be placed in the same position as the forward masthead light of a power-driven vessel.

(f) In all circumstances the masthead light or lights shall be so placed as to be above and clear of all other lights and obstructions.

(g) The sidelights of a power-driven vessel shall be placed at a height above the hull not greater than three-quarters of that of the forward masthead light. They shall not be so low as to be interfered with by deck lights.

(h) The sidelights, if in a combined lantern and carried on a power-driven vessel of less than 20 metres in length, shall be placed not less than 1 metre below the masthead light.

(i) When the Rules prescribe two or three LIGHTS TO be carried in a VERTICLE LINE, THEY shall be SPACED as follows:

◘ I) ON a VESSEL OF 20 metres in length OR more such lights shall be spaced not less than 2 metres apart, and the lowest of these lights shall, except Where a towing light is required, not be less than 4 metres above the hull;

- II) ON a vessel of les than 20 metres in length such lights shall be spaced not less than 1 metre apart and the lowest of these lights shall, except where a towing light is required, not be less than 2 metres above the gunwale;

- IIi) When three lights are carried they shall be equally spaced.

(j) The lower of the two all-round lights prescribed for a fishing vessel when engaged in fishing shall be at a height above the sidelights not less than twice the distance between the two vertical lights.

(k) The forward anchor light, when two are carried, shall not be less than 4.5 metres above the after one. On a vessel of 50 metres or more in length this forward anchor light shall not be less than 6 metres above the hull.

3. ***Horizontal positioning and spacing of lights***

(a) When two masthead lights are prescribed for a power driven vessel, the horizontal distance between them shall not be less than one-half of the length of the vessel but need not be more than 100 metres. The forward light shall be placed not more than one quarter of the length of the vessel from the stem.

(b) On a vessel of 20 metres or more in length the sidelights shall not be placed in front of the forward masthead lights. They shall be placed at or near the side of the vessel.

4. ***Details of location of direction indicating lights for fishing vessels, dredgers and vessels engaged in underwater operations.***

(a) The light indicating the direction of the outlying gear from a vessel engaged in fishing as prescribed in rule 26 (c) (ii) shall be placed at a horizontal distance of not less than 2 metres and not more than 6 metres away from the two round red and white lights. This light shall be placed not higher than the all-round white light prescribed in Rule 26 (c) (i) and not lower than the sidelights.

(b) The lights and shapes on a vessel engaged in dredging or underwater operations to indicate the obstructed side and/or the side on which it is safe to pass, as prescribed in Rule 27 (d) (i) and (ii), shall be placed at the maximum practical horizontal distance, but in no case less than 2 metres, from the lights or shapes prescribed in Rules 27 (b) (i) and (ii). In no case shall the upper of these lights or shapes be at a greater height than the lower of the three lights or shapes prescribed in Rules 27 (b) (i) and (ii).

5. ***Screen for sidelights***

The sidelights shall be fitted with inboard screen s painted matt black, and meeting the requirements of Section 9 of this Annex. With a combined lantern, using a single vertical filament and a very narrow division between the green and red sections, external screens need not be fitted.

6. ***Shapes***

(a) Shapes shall be black and of the following sizes:

(i) a ball shall have a diameter of not less than 0.6 metres;

(ii) a cone shall have a base diameter of not less than 0.6 metre and a height equal to its diameter;

(iii) a cylinder shall have a diameter of a least 0.6 metre and a height of twice its diameter;

(iv) a diamond shape shall consist of two cones as defined in (ii) above having a common base.

(b) The vertical distance between shapes shall be at least 1.5 metres.

(c) In a vessel of less than 20 metres in length shapes of lesser dimensions but commensurate with the size of the vessel may be used and the distance apart may be correspondingly reduced.

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7. ***Colour specification of lights***

The chromaticity of all navigation lights shall conform to the following standards, which lie within the boundaries of the area of the diagram specified for each colour by the International Commission on Illumination (CIE).

The boundaries of the area for each colour are given by indicating the corner co-ordinates, which are as follows:

(i) ***White***

x	0.525	0.525	0.452	0.310	0.310	0.443
y	0.382	0440	0.440	0348	0283	0.382

(ii) ***Green***

x	0.028	0.009	0.300	0.203
y	0.385	0.723	0.511	0.356

(iii) ***Red***

x	0.068	0.660	0.735	0.721
y	0.320	0.320	0.265	0.259

(iv) ***Yellow***

x	0.612	0.618	0.575	0.575
y	0.382	0.382	0.425	0.406

8. ***Intensity of lights***

(a) The minimum luminous intensity of lights shall be calculated by using the formula.

$$I = 3.43 \times 10^{6} \times T \times D^{2} \times K^{-D}$$

Where I is luminous intensity in candelas under service conditions,

T is threshold factor 2×10^{-7} lux,
D is range of visibility (luminous range) of the light in nautical miles,
K is atmospheric transmissivity.

For prescribed lights the value of K shll be 0.8, corresponding to meteorological visibility of approximately 13 nautical miles.

(b) A selection of figures derived from formula is given in the following table:

Range of visibility (luminous range) of light in nautical miles	Luminous intensity of light in candelas for K = 0.8
D	I
1	0.9
2	4.3
3	12
4	27
5	52
6	94

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Note: The maximum luminous intensity of navigation lights should be limited to avoid undue glare.

9. ***Horizontal sectors***

(a)

(i) In the forward direction, Sidelights as fitted on the vessel mist show the minimum required intensities. The intensities must decrease to reach practical cut-off between 1 degree and 3 degrees outside the prescribed sectors.

(ii) For sternlights and masthead lights and at 22.5 degrees abaft the beam for sidelights, the minimum required intensities shall be maintained over the are of the horizon up to 5 degrees within the limits of the sectors prescribed in Rule 21. From 5 degrees within prescribed sectors the intensity may decrease by 50 per cent up to the prescribed limits; it shall decrease steadily to reach practical cut-off at not more than 5 degrees outside the prescribed limits.

(b) All-round lights shall be so located as not to be obscured by masts, topmasts or structures within angular sectors of more than 6 degrees, except anchor lights, which need not be placed at an impracticable height above the hull.

10. ***Vertical sectors***

(a) The vertical sectors of electric lights, with the exception of lights on sailing vessels shall ensure that:

(i) at least the required minimum intensity is maintained at all angles from 5 degrees above to 5 degrees below the horizontal;

(ii) at least 60 per cent of the required minimum intensity is maintained from 7.5 degrees above to 7.5 degrees below the horizontal.

(b) In the case of sailing vessels the vertical sectors of electric lights shall ensure that: -

(i) at least the required minimum intensity is maintained at all angles from 5 degrees above to 5 degrees below the horizontal;

(ii) at least 50 per cent of the required minimum intensity is maintained from 25 degrees above to 25 degrees below the horizontal.

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(c) In the case of lights other than electric these specifications shall be met as closely as possible.

11. ***Intensity of non-electric lights***

Non-electric lights shall so far as practicable comply with the minimum intensities, as specified in the Table given in Section 8 of this Annex.

12. ***Manoeuvring Light***

Notwithstanding the provisions of paragraph 2 (f) of this Annex the manoeuvring light described in Rule 34 (b) shall be placed in the same fore and aft vertical plane as the masthead light or lights and, where practicable, at a minimum height of 2 metres vertically above the forward masthead light, provided that it shall be carried not less than 2 metres vertically above or below the after masthead light. On a vessel where only one masthead light is carried the manoeuvring light, if fitted, shall be carried where it can best be seen, not less than 2 metres vertically apart from the masthead light.

13. ***Approval***

The construction on lanterns and shapes and the installation of lanterns on board the vessel shall be to the satisfaction of the appropriate authority of the State where the vessel is registered.

ANNEX II

Additional signals for fishing vessels fishing in close proximity

1. ***General***

The lights mentioned herein shall, if exhibited in pursuance of Rule 26 (d), be placed where they can best be seen. They shall be at least 0.9 metres apart but at a lower level than lights prescribed in Rules 26 (b) (i) and (c) (i). The lights shall be visible all round the horizon at a distance of at least 1 mile but at a lesser distance than the lights prescribed by these Rules for fishing vessels.

2. ***Signals for trawlers***

(a) Vessels when engaged in trawling, whether using demersal or pelagic gear, may exhibit:

(i) when shooting their nets:
two white lights in a vertical line;

(ii) when hauling their nets:
one white light over one red light in a vertical line;

(iii) when the net has come fast upon an obstruction:
two red lights in a vertical line.

(b) Each vessel engaged in pair trawling may exhibit:

(i) by night, a searchlight directed forward and in the direction of the other vessel of the pair;

(ii) when shooting or hauling their nets or when their nets have come fast upon an obstruction, the lights prescribed in 2 (a) above.

3. ***Signals for purse seiners***

Vessels engaged in fishing with purse seine gear may exhibit two yellow lights in a vertical line. These lights shall flash alternately every second and with equal light and occultation duration. These lights may be exhibited only when the vessel is hampered by its fishing gear.

ANNEX III

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Technical details of sound signal appliances

1. ***Whistles***

(a) ***Frequencies and range of audibility***

The fundamental frequency of the signal shall lie within the range 70-700 Hz.

The range of audibility of the signal from a whistle shall be determined by those frequencies, which may include the fundamental and/or one or more higher frequencies, which lie within the range 180-700 Hz (+ 1 percent) and which provide the sound pressure levels specified in paragraph 1 (c) below.

(b) ***Limits of fundamental frequencies***

To ensure a wide variety of whistle characteristics, the fundamental frequency of a whistle shall be between the following limits:

(i) 70-200 Hz, for a vessel 200 metres or more in length;
(ii) 130-350 Hz, for a vessel 75 meters but less than 200 metres in length;
(iii) 250-700 Hz, for a vessel less than 75 metres in length.

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(c) ***Sound signal intensity and range of audibility***

A whistle fitted in a vessel shall provide, in the direction of maximum intensity of the whistle and at a distance of 1 metre from it, a sound pressure level in at least one $1/3^{rd}$ octave band within the range of frequencies 180-700Hz (+ 1 per cent) of not less tha the appropriate figure given in the table below.

length of vessel in metres	$1/3^{rd}$ octave band level at 1 m in dB referred to 2×10^5 N $1m^2$	Audibility range in nautical miles
200 or more	143	2
75 but less than 200	138	1.5
20 but less than 75	130	1
Less than 20	120	0.5

The range of audibility in the table above is for information and is approximately the rnge at which a whistle may be heard on its forward axis with 90 per cent probability in conditions of still air on board a vessel having average background noise level at the listening posts (taken to be 68 dB in the octave band centred on 250 Hz and 63 dB in the octave band centred on 500 Hz).

In practice the range at which a whistle may be heared is extremely varible and depends critically on weather conditions; the values given can be regarded as typical but under conditions of strong wind or high ambient noise level at the listening post the range may be much reduced.

(d) ***Directional Properties***

The sound pressure level of a directional whistle shall be not more than 4 dB below the sound pressure level on the axis at any direction in the horizontal plane within $\pm$ 45 degrees of the axis. The sound pressure level at any other direction in the horizontal plane shall be not more than 10dB below the sound pressure level on the axis, so that the range in any direction will be at least half the range on the forward axis. The sound pressure level shall be measured in that 1/3rd-octave band which determines the audibility range.

(e) ***Positioning of Whistles***

When a directional whistle is to be used as the only whistle on a vessel, it shall be installed with its maximum intensity directed straight ahead.

A whistle shall be placed as high as practicable on a vessel, in order to reduce interception of the emitted sound by obstructions and also to minimize hearing damage risk to personnel. The sound pressure level of the vessel's own signal at listening posts shall not exceed 110 dB (A) and so far as practicable should not exceed 100 dB (A).

(f) ***Fitting of more than one whistle***

If whistles are fitted at a distance apart of more than 100 metres, it shall be so arranged that they are not sounded simultaneously.

(g) ***Combined whistle systems***

If due to the presence of obstructions the sound field of a single whistle or of one of the whistles referred to in paragraph 1(f) above is likely to have a zone of greatly reduced sign al level, it is recommended that a combined whistle system be fitted so as to overcome this reduction. For the purposes of the Rules a combined whistle system is to be regarded as a single whistle. The whistles of a combined system shall be located at a distance apart of not more than 100 metres and arranged to be sounded simultaneously. The frequency of any one whistle shall differ from those of the others by at least 10Hz.

2. ***Bell or gong***

(a) ***Intensity of signal***

A bell or gong, or other device having similar sound characteristics shall produce a sound pressure level of not less than 110 dB at 1 metre

(b) ***Construction***

Bells and gongs shall be made of corrosion-resistant material and designed to give a clear tone. The diameter of the mouth of the bell shall be not less than 300mm, for vessels of more than 20 metres in length. Where practicable, a power-driven bell

striker is recommended to ensure constant force but manual operation shall be possible. The mass of the striker shall be not less than 3 per cent of the mass of the bell.

(c) ***Approval***

The construction of sound signal appliances, their performance and their installation on board the vessel shall be to the satisfaction of the appropriate authority of the State where the vessel is registered.

ANNEX IV

Distress signals

1. The following signals, used or exhibited either together or separately, indicate distress and need of assistance;

(a) a gun or other explosive signal fired at intervals of about a minute:

(b) a continuous sounding with any fog signalling apparatus;

(c) rockets or shells, throwing red stars fired one at a time at short intervals;

(d) a signal by radiotelegraphy or by any other signalling method consisting of the group….._____…….(SOS) in the Morse Code;

(e) a signal sent by radiotelephony consisting of the spoken word ‘Mayday’;

(f) the International Code Signal of distress indicated by N.C.;

(g) a signal consisting of a square flag having above or below it a ball or any thing resembling a ball;

(h) flames on the vessel (as from a burning tar barrel, oil barrel, etc.);

(i) a rocket parachute flare or a hand flare showing a red light;

(j) a smoke signal giving off orange-coloured smoke;

(k) slowly and repeatedly raising and lowering arms outstretched to each side;

(l) the radiotelegraph alarm signal;

(m) the radiotelephone alarm signal;

(n) signals transmitted by emergency position-indicating radio becons;

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2. The use or exhibition of any of the foregoing signals except for the purpose of indicating distress and need of assistance and the use of other signals which may be confused with any of the above signals is prohibited

3. Attention is drawn to the relevant sections of the International Code of Signals, the Merchant Ship Search and Rescue Manual and the following signals:

(a) a piece of orange-coloured canvas with either a black square and circle or other appropriate symbol (for identification from the air).

(b) a dye marker.

CHAPTER 43

TESTS, TRIALS, SURVEYS AND MAINTENANCE OF MATERIAL

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SECTION I – HULL AND GENERAL

4301. Survey and Examination. Periodic survey and examination are undertaken to assess the condition of all structure and fittings contributing to hull strength and watertight integrity. They form an integral part of the continuous assessment of hull material state. Structure found defective is to be repaired to restore the material state of the ship for a further extensive period in service. Periodic surveys are generally confined to the underwater hull of the vessel. Any specific survey of particular part or fittings in connection with machinery, equipment and system, which is beyond the capacity of ship's staff, is to be undertaken by dockyard. The Commanding officer is responsible for providing defect list details of all planned and maintenance work on a defect list IN 488.

4302. Long Refits. 100% hull survey of hull structure, fittings and other equipment and systems shall be carried out by refitting authorities during long refit. The work package for the major refit is to be defined in a Refit Planning Document by: -

(a) Defect List form IN 296 S.

(b) Survey.

(c) Alterations and Additions (A's & A's) work package approved by Administrative Authority/Naval Headquarters.

4303. Procedures, which Contribute to Successful Survey. (1) The following procedures are to be applied whenever practicable in order to achieve continuity of effective survey throughout the life of the ship.

(a) **Pre-refit Visit.** It is a prerequisite of a successful survey that the optimum information on the overall condition of the ship be obtained before the refit commences. The pre-refit visit by a small Dockyard Planning Team is to include the following investigation, which are allied to an assessment of survey: -

(i) Discussions with the ship's officer on the material state of ship's structure, main and auxiliary machinery and all the systems.

(ii) Scrutiny of records of previous survey carried out by the dockyard.

(iii) Where possible, examination of areas covered in the ship's defect list where known defects have occurred so that the extent of the repair task and work in wake can be determined.

(iv) Investigation as far as is practicable in a running ship of area known to be difficult to maintain where conditions are likely to promote deterioration.

(v) As far as practical, the pre-refit survey carried out prior to restorative refit should include and count towards as much of the refit survey as possible.

(b) **Detailed Planning of the Survey Task.** Detailed planning and professional and technical involvement at all levels are essential for the satisfactory survey of hull structure and systems. Milestones are to be included in the refit plan, defining the completion of survey and examination. It is essential that the survey be commenced and completed during an early stage of refit to ensure of refit to ensure timely rectification of defects. Particular importance must be paid to hull survey. Completion of under water hull survey is to be planned for the mid docking period and the remainder of the survey by the mid refit stage

(c) The inspection and reports on the hull structure and fitting rendered by ship's staff are to be examined by Dockyard officers when assessing the survey requirement.

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(d) **Use of Non-destructive Technique.** Non-destructive technique i.e. the use of an ultrasonic thickness measuring gauge are to be employed wherever practicable for survey of hull. The reading of hull thickness are only to be supplemented by drill testing if this is considered to be essential and is approved by the constructor officer. The results of the examination of the hull are to be recorded on ship's drawing to supplement the IN 378 information.

(e) **Location of Ship in Dock.** Ships are to be docked on minimum number of blocks commensurate with block loading limitation, taking into account the possibility that the keel may not be straight and also the intention with regards to block removal. On each occasion of docking, opportunity is to be taken to inspect area in the wake of dock blocks, particularly where the dock blocks are closely spaced or where the keel is likely to have been deteriorated. Previous copies of forms IN 379 and IN 378 are to be examined for representative block removal to occur over a succession of docking periods. Vessels are to be docked in a different position from the last docking.

(2) **General Instruction for Carrying out Survey.**

(a) The dockyard survey forms a major part of the continuous assessment of the material state of the ships, supplemented by structural system, and machinery examination carried out by ship's staff. The limit of

survey envisaged on each particular type of refit is to be in accordance with the order promulgated by the Chief of the Naval Staff from time to time. It is important that the decision on the critical areas of repair arising from the survey should be at the highest professional level.

(b) Dockyard officers are regularly to consult and inform ship's and Administrative Authority of any findings and decisions on a survey which may affect the ship's programme and are to conduct a formal mid term refit discussion with the administrative authorities.

4304. Procedure for Reporting Structural Survey. (1) To ensure that the survey is adequately documented, Dockyard officers are to initiate a record of each survey on form IN 378 Part I & Part II and as per order promulgated by the Chief of Naval Staff from time to time. The record is to show completely the compartments and places surveyed and work done on each occasion. The repair carried out on the under water hull should also be indicated in form IN 379.

(2) On completion of structural survey a report is to be rendered as stated in sub regulation (1) above and forwarded to the Chief of the Naval Staff within one month of completion of refit. Copies are to be forwarded to Administrative Authority concerned and the Commanding officer of the ship.

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4305. Periodic Survey. Periodic hull surveys are to be conducted: -

(a) To determine the state of main structural members of the hull, super-structure and important internal structural members.

(b) To ensure that rapid/further deterioration of important structures affected by corrosion does not occur or is controlled.

(c) To ensure that repairs are carried out to all defective structures.

4306. Types of Hull Structure Survey. (1) **Surface Ships.** Types of hull survey carried out in each refit is as follows: -

(a) **Short Refit.** Underwater hull to be visually inspected, underwater structure graded 'critical' during the precedings refit are to be examined and specific defect if any to be rectified. Cathodic protection system is to be checked and repairs/renewal carried out as required.

(b) **Normal Refit.** Drill test survey or ultrasonic survey is to be conducted on 1/3rd of underwater hull of aircraft carrier, 50% of underwater hull of frigates, tankers, survey vessels, Utility Landing Crafts (LSTs) and depot ships and 100% of underwater hull of remaining ships. The remaining 2/3rd of underwater hull of aircraft carrier and 50% of underwater hull of frigates and above are to be usually inspected; specific defects if any to be rectified. Cathodic protection system is to be checked and repair/renewal to be carried out.

(c) **Long Refit.** Drill test or ultrasonic test is to be carried out for the full underwater hull. Drill test/ultrasonic/visual survey is to be carried out for the remaining structural members as considered necessary by the refitting authority. The Cathodic protection system is to be checked and repair/renewal to be carried out.

(2) **Submarines.** The type of hull survey to be carried out on each refit is as follows: -

(a) **Short Refit.** Critical structure i.e. pressure hull pressure water tight bulkhead plates, ballast tank casing outer hull, ballast tank frames, outer hull dock conning towers, superstructure etc. are to be examined and specific defects be rectified, cathodic protection system is to be examined and repairs/renewal are to be carried out as necessary. Sample survey of following inaccessible areas of pressure hull are to be carried out: -

(i) Inaccessible aress around the conning tower.

(ii) Areas above water line in the region of diesel engine exhaust.

(iii) Free flooding areas.

(iv) Torpedo loading hatch.

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(b) **Normal Refit.** Ultrasonic survey of pressure hull and external tanks is to be carried out. Specific defect, if any, is to be rectified, cathodic protection system is to be examined and repairs/renewal to be carried out as necessary.

(c) **Long refit.** Ultrasonic survey of complete hull structure is to be carried out and defects, is any, are to be rectified. Cathodic protection system is to be examined and repairs/renewal are to be carried out.

(3) **Glass Reinforced Plastic (GRP) Ships-Inspection, Testing and Survey Procedure to be followed on each Refit.**

(a) Visual methods are used predominantly for inspections, testing and survey. Practically all physical testing is destructive and hence its use is limited to occasional samples from large production runs like major repair, construction of boats, domes etc,.

(b) Non-destructive physical tests are confined to those of dimensional checks, weight checks, resin hardness determination etc., using devices such as snap gauges, micrometers, scales, portable hardness gauges, etc.

(c) Type of defects found by visual inspection and their possible causes are listed below for guidelines.

Defects	Possible causes
(i) Blisters	**Cure too rapid, mould too hoot, moisture in the resin filler or glass, resin starvation due to re-moulding layup and curing no scaling or weathering coat in case of structure in contact with water.**
(ii) Pin holes Pits and Voids.	Poor m ould surface, entrapped air, insufficient mould pressure, dirty mould.
(iii) Sin Monks.	
(iv) Crazing.	Resin rich areas caused by poor glass distribution, impacts prior to proper hardening.
(v) Ripples and Wrinkles Partial coming.	Cure too rapid, use of old resin improper, use of reinforcement, washing or moving the glass, use of glass which is not compatible with particular type of resin.
(vi) Exposed Fibres	Glass content too high, poor glass distribution, poor impregnation
(vii) Delamination	Poor impregnation, glass content too high, improper overlaps, wrong overlap direction with respect to the direction of water flow.
(viii) Air pocket.	Lay up done by untrained personnel use of low viscous binder or vertical applications, restricted pot life of binder which hardens up prior to proper impregnations and placement of reinforcement.

(4) **Survey General Procedure.** Carry our visual inspection/survey of all compartments including inaccessible areas covering up the shipside, bulkheads, frames, beams, grinders, deck foundations of various equipments and machineries, superstructure both internally and externally, the joint between the superstructure and the deck during refits, Normal Refit (NR) and above. During Short Refit (SR) such survey shall be carried out to the extent possible except machinery foundation since it may not be possible to inspect them.

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(5) **State of Deck/Hull/Bulkhead.** Slicing, delamination of reinforcing layers, fittings such as stanchions, bulwork stiffers, etc., are the commonly observed defects. Suspected are to be tested with a light hammer and a dull sound could indicate a defect beneath the top layer. Visible signs of slicing or bulging, unevenness, contour that is not gradual etc.

(6) **Frames, Girders, Beams.** These types of structural members are fabricated separately and are fixed with the hull/deck by means of reinforcing angles. Check to be made to find out whether there is slicing of the angles, the main members or otherwise to be surveyed for intactness and defects such as, crazing, cracks, delamination etc.

(7) **Hull**. To be examined externally and internally when the ship is in dry dock. Any major defects observed and repairs effected are to be recorded in the docking report giving all particulars, such as location, nature of defect repair procedure adopted, details of materials, used etc. with a view that such repairs are examined during the subsequent docking.

4307. Survey of Yard Crafts. (1) Drill test or ultrasonic survey is to be conducted on full underwater hull during every alternate refit (24 months). Visual survey of the underwater hull is to be carried out during the other refit.

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(2) The Captains of the yard are to initiate an item in the defect list when hull survey by dockyard are due to be carried out. Any proposal to prolong or curtail the period between surveys is to be referred to the Chief of the Naval Staff for consideration.

4308. Renewal of Hull Structure of Ships and Submarines. (1) **Surface Ships.**

(a) All main structural members normally have a corrosion allowance in scantling equal to approximately 25% of the thickness.

(b) Structures of surface ships for which the percentage reduction in scantling (K-value) exceeds the following values will require renewal: -

(i) 40% and over for minor partitioner, superstructure and intermediate decks (non-strength decks).

(ii) 25% and over for shell plates, strength-deck plates, main bulkheads, tank tops, machinery bearers.

(iii) 30% and over for internal structure like frames, longitudinals, beams and girders.

(2) **Submarines.** Structure of submarine which requires renewal are as follows. The maximum overall permissible wear compared with design thickness (K-value) is indicated against each structural location: -

(a) K=6 = for pressure hull plating and frames, pressure and bulkheads, pressure bulkheads and pressure tank plates.

(b) K=15 = for pressure hull watertight bulkhead plates.

(c) K=30 = for ballast tank casing plates.

(d) K=20 = for outer hull ballast tank frames.

(e) K=35 = for outer hull plates (deck ends and conning tower superstructure etc).

4309. Ship's Staff Survey of Maintenance Hull Structure and Fittings. (1) The commanding officer of the ship is responsible for proper maintenance of ship's structure and fittings. The Commanding officer should carry out the periodic maintenance routines laid down in hull maintenance schedule and render regularly hull maintenance and defect return on form IN 926 and 927 respectively.

(2) In general, all maintenance schedules are based on specific periodicity.

(3) **Protective Coatings.** To ensure that approved paint schemes have been applied to different parts of the ship, it is essential that deteriorated coatings, rust products and contaminators are removed before hand. The extent of removal and renewal is to be determined from inspection of the existing coatings.

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(4) **Cathodic Protection.**

(a) Ships fitted with Impressed Current Cathodic Protection (ICCP) system should carry out periodic maintenance routines as laid down in Chapter 4 of INBR 372 and orders issued by the Chief of the Naval Staff from time to time.

(b) The hull potential and anode current is to be recorded once in a day in the ship's logbook as per table 1 of Chapter 4 of INBR 372. The data is required to be forwarded to the Chief of Naval Staff with a copy to Administrative Authority, refitting authority and Naval Chemical Metallurgical Laboratory (NCML).

(c) In the event, the system fails or hull potential readings are beyond permissible limit, ships staff are to inform Administrative Authority, NCML and Naval Dockyard and to request Naval Dockyard to provide portable handing anodes for use by the ship when alongside.

(d) Ships fitted with sacrificial anodes should measure the hull potential regularly and record the same once in a fortnight using an external zinc or silver/silver chloride reference electrode. A logbook is to be maintained to record the hull potential as per order in force. One copy of logbook is to be forwarded to the Chief of the Naval Staff with a copy to Administrative Authority, Naval Dockyard and NCML on monthly basis.

(e) Whenever the hull potential reading is found beyond permissible limit specified in Chapter 1 Para 1.13 of INBR 372, the ship's staff are to inform administrative Authority, NCML and Naval Dockyard and to request Naval Dockyard to provide portable hanging anodes.

(f) **Precautions.**

(i) When ICCP system is to be operated with the ship at alongside berth, it should be ensured that all metallic contacts with ship via steel gangway and steel ropes to the jetty are removed.

(ii) Ships at alongside berths are to ensure that steel ladders, ship to ship and ship to shore are supported on rubber pads and steel ropes, for securing ships alongside.

(iii) Welding operation alongside is likely to effect the ICCP system. During electric welding, it is to be ensured that reverse polarity is avoided.

(5) **Ship's Officers Survey Report.** In addition to periodical hull maintenance routines of hull structure and fittings, a thorough examination of every part of the structure fittings/machinery/seats affecting strength or watertight sub-division should be carried out by ship's officers quarterly and a report on the condition of structure/fittings and paint work should be forwarded to the Chief of the Naval Staff with a copy to Administrative Authority and Dockyard Authority.

4310. Inspections and Test & Trials of Hull Structure & Equipment. (10 **Air Testing of Compartment.** To ensure the essential maintenance of watertight and gas tight integrity, ships structure are to be regularly air tested during normal refits or major refit. The list of compartments, to be air tested is laid down in each ship and submarine maintenance schedule. Complete record of all air testing are to be rendered on form IN 378.

(2) **Citadel Test.** In addition to general air testing of individual compartments a complete citadel test is to be carried out "on completion of normal refit/major refit" in accordance with BR 2170 Vol 2 NBCD Manual Chapter 41. A report of citadel test is to be forwarded to the Chief of the Naval Staff through Administrative Authority.

(3) **Inspections & test of Life Saving Appliance.** Ships staff should carry out all periodical maintenance routines of all life saving appliances i.e. life rafts, life buoys, lifting nets etc. All life rafts and survival packs complete with GRP containers are to be landed in the Dockyard's Life Raft Repair Cell, for yearly inspection and servicing.

(4) **Inspections and Test of Lifting Appliance**

(a) Ships staff to carry out periodical maintenance routines of lifting appliances and associated machinery fittings as laid down in the hull

maintenance schedule and orders promulgated by the Chief of the Naval Staff from time to time.

(b) All lifting appliances i.e. derrick, davit, crane winches, overhead runways, turn table, chain block, grabe etc. are to be load tested by Dockyard officers on each occasion of normal refit and major refits. The request for such tests by dockyard are to be initiated by ships staff on defect list

(c) The interval between test should not exceed 27 months.

(5) **Heeling Trials.** Heeling trials are to be carried out on ships after completion of long refit/modernisation. The Commanding officer should ensure that all necessary precautions as laid down in chapter 41 of ship NBCD Manual (BR 2170) Vol II and orders issued by the Chief of the Naval Staff from time to time are being observed during trials.

(6) **Insulation Test of Refrigerated Spaces.** Test of insulation of all refrigerated spaces are to be carried out in accordance with General Hull Specifications after a major refit. The test period should not exceed 6 years. A trial report on Form D-741A is to be forwarded to the Chief of the Naval Staff through the Administrative Authority.

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(7) **Air-conditioning/Ventilation Trials.** Thorough air-conditioning and ventilation trials are essential during long refits/modernisations to ensure that the designed conditions are maintained. The trials should be conducted as per procedure laid down in Section 'R' of Air Conditioning General Hand Book INBR 304. The results of the trial are to be tabulated in standard test sheet specified and a comprehensive report to be forwarded to the Chief of the Naval Staff with copies to Administrative Authorities and Commanding officer of the ship. The trial report should comprise of the following: -

(a) Fans & performance data.

(b) Compartment air quantities (designed and actual temperature and humidity of the compartment.

(c) Chilled water quantity and inlet/outlet temperature of each cooler.

Note: For submarines, above trials are to be conducted under various regimes of ventilation. Separate record for each regime is to be maintained.

(8) **Trial of Galleys and Bakeries.** Trials of Ships' galleys which have been modernised are to be carried out in accordance with, Procedure for the Supervision of Ships and Vessels Building by Contract (BR 1921) article 1432. The trial is to consist of operating each piece of equipment and machinery for the minimum time necessary to ascertain that it is fit to be used for its particular purpose.

(9) **Laundry Trials.** Whenever a large modification is effected to the existing plant, a laundry trial under working conditions is to be carried out as laid down in BR 1921 Article 1432. When minor modifications are involved it will be sufficient to test the additional items and associated services to the satisfaction of ship's officer.

(10) **Testing of Brows.**

(a) Brows carried on IN ships are to be normally tested in Naval Docyards. Ships are required to add an item to their defect list to cover the testing of brows as these tests become due during major refits.

(b) The test load to be calculated from the formula

$$\text{Test load in tons} = \frac{\text{area of brow in square feet}}{14}$$

(c) The test load ios to be evenly distributed over the length of the brow, the brow being supported at its ends in horizontal position. No end restraint is to be imparted to the brows by the supports for steel and aluminium brows. No permanent set should remain after removal of the test load. For wood brows the permanent set should not exceed 6mm per 3-metre length of brow.

(11) **Return of Weights.** The Admiral Superintendent of Dockyard or the Warship Production Superintendent as the case may be will render on form NSO 317 a return of weight of everything on board with other particulars required by the form on the following occasions: -

(a) With the officer's report of the inclining experiment.

(b) After any large refit.

(c) On commissioning.

(d) The Commanding officer shall furnish the information desired by dockyard or NPS authorities which will assist in compilation of the return of weight. When actual weights are not known, they should be carefully estimated.

4311. Cleaning and Painting During Refit. (1) Cleaning and painting of the following is to be carried out by dockyard during refit and the remaining portion is to be cleaned and painted by ship's staff.

(a) Flag Officer's and Captain's apartment, wardroom sickbay, and other items in the accepted work package.

(b) In submarines the control room,. Torpedo space and living spaces.

(c) Paint work damaged by the dockyard in the immediate vicinity of specific items of refitting work carried out by the dockyard.

(d) All underwater hull and fitting below the deep waterline.

(2) In the vessel undergoing a refit where a care and maintenance party or reserve complement is not attached, the cleaning and painting shall be carried out as may be arranged by the Admiral Superintendent Dockyard.

4312 – 4320 Blank.

SECTION II – GUNNERY

4321. Trials of Fitting. (1) The following instructions shall be observed in carrying out trials of the gunnery and associated electrical fittings of IN Ships.

(2) Gunnery inspections and acceptance trials in new construction ships and ships refitting, including those in reserve, shall be carried out as indicated in the table below. Detailed orders for inspection and trials and the authorities by whom these are to be carried out will be as prescribed by the Chief of the Naval Staff from time to time.

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TABLE

Authority for Initiating Inspections or Trials

Condition of ship	Authority for Initiating Inspections or Trials
New construction (Contraction Built in India)	The Chief of the Naval Staff.
New construction (Contraction Built outside India)	The Chief of the Naval Staff.
New construction (Dockyard Built)	Admiral Superintendent of the Dockyard concerned.
Refitting or conversion for service, but not in reserve.	Commanding officer through Admiral Superintendent Dockyard and Administrative Authority, concerned.
Refitting or conversion before being placed in reserve.	Commanding officer if in Commission otherwise Admiral Superintendent Dockyard concerned.
Refitting or conversion while in reserve.	Senior Officer, Reserve Fleet.

Refitting or conversion from reserve.	Commanding officer through Admiral Superintendent Dockyard and Administrative Authority concerned.

(3) Authorities responsible for initiating inspections of trials should give as much notice to conducting authorities as possible. Conducting authorities carry out their inspections and trials on behalf of ship's officers, and in the case of equipment to be accepted from manufactures, on behalf of the Chief of the Naval Staff.

(4) Reports shall be rendered by the authority carrying out the trials as follows:-

(a) **New Construction Ships and those Undergoing Conversion or Modernisation.** To the Chief of the Naval Staff with copies to authorities concerned.

(b) **Ships Refitting.** To Administrative Authority, with copies to authorities concerned. I, however, the equipment reported on has been received from the manufactures, or if decision by the Chief of the Naval Staff is required on any item, reports shall be forwarded jointly to the Chief of the Naval Staff and the Administrative Authority.

(c) **Gunnery School, Training Establishments and firing Ranges.** Such units/firing ranges having equipment which requires inspection or trial, should comply with the provisions of this Regulation in so far they are applicable.

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4322. When Ready to Receive Guns. The Captain shall give notice in writing. Through the Administrative Authority or Senior Officer, to the General Manager Naval Armament Stores on every occasion when the ship is ready to receive or land guns, projectiles, cordite, or other heavy armament stores.

4323 – 4325 Blank.

SECTION III – UNDERWATER WEAPONS

4326. Underwater Weapon Trials. Detailed orders for the trials will be as promulgated by the Chief of the Naval Staff.

4327. Torpedo Equipment Trials. (1) A torpedo equipment trial of all new vessels, shall be carried out by an officer nominated by the Chief of the Naval Staff, before the vessel leaves the dockyard or the contractor's works. Abroad this trial shall be arranged for locally. The Commanding officer of the ship shall be associated in all such trials and ensure that the fittings and equipment are satisfactory. This trial is to include a trial of the torpedo control equipment.

(2) A similar trial is required after any alterations have been carried out, affecting the torpedo equipment in ship's refitting, modernising or converting. This trial will be carried out by the Refitting Dockyard.

4328. Torpedo Discharge Trials. (1) Standard torpedo discharge trials shall be carried out by an officer nominated by the Chief of the Naval Staff in all ships having torpedo armament. First of class torpedo discharge trials shall be carried out in the first two ships of a new class after the ship is commissioned.

(2) Full speed is required for all discharge trials except those of submarines.

4329. Alignment of Torpedo Sights and Tubes. Alignment of torpedo sights and tubes in ships shall be carried out in ships under construction, and a check alignment in ships and vessels refitting is to be carried out by the Dockyard officer concerned. The necessary arrangements shall be made by the Administrative Authority. Abroad, local arrangements shall be made for check alignment.

4330. Trials of Anti Submarine (AS) Weapons, Anti Torpedo (AT) Devices, and Underwater Detection Equipment. (1) Equipment and sea-trials of underwater detection equipment, anti submarine weapons and anti-torpedo devices of all new vessels shall be carried out by an office nominated by the Chief of the Naval Staff, and of ships refitting, modernising or converting shall be carried out by the dockyard concerned, before the vessel leaves the contractor's yard or dockyard. The Administrative Authority shall make available specialist officers to the dockyard as necessary.

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(2) Similar trials are required after any major alterations have been m ade to this equipment.

4331 – 4333. Blank.

SECTION IV – MINELAYING AND MINESWEEPING GEAR

4334. Minelaying Equipment Trials. Minelaying equipment trials shall be carried out by an officer nominated by the Chief of the Naval Staff, in all vessels fitted for minelaying, before leaving the contractor's yard or dockyard on completion, or after a refit win which alterations and additions, or repairs have been made to existing minelaying equipment. Detailed orders will be promulgated by the Chief of the Naval Staff as necessary.

4335. Minelaying Tests. To test the organisation for maintenance, preparation and issue of mines, the Flag or other officer in command of a fleet, or a flotilla, or of an area shall arrange that mines are drawn periodically from every mine depot on his station from which issues to minelayers are normally made and that these are laid under conditions favourable for the detection of any defects and their causes

4336. Minesweeping Equipment Trials. Minesweeping equipment trials shall be carried out by an officer nominated by the Chief of the Naval Staff, in all

minesweepers before leaving the contractor's yard or dockyard on completion. After a refit in which alterations and additions, or repairs, have been made to existing minesweeping equipment, the trials will be carried out by the dockyard concerned. The Administrative Authority shall make available specialist officers to the dockyard as necessary.

4337. Blank.

SECTION V – ENGINEERING

4338. Engineering Trials. Full details of Engineering trials are given in the orders issued by the chief of the Naval Staff.

4339. Capstans etc. (1) The Captain will take care that the capstans are turned round, and that both capstan and spindle are properly lubricated once a week; also, that the spindles and deck bushes of the capstans are examined once in a every twelve months, and, also that when capstan bars are shipped they are invariably well secure and swiftered to prevent accidents.

(2) Great care shall be taken in the use of patent capstan compressors and controllers which are fitted to ships, and the directions for their use shall be strictly adhered to.

(3) In capstans where the capstan head is secured by means of screws or bolts to a disc keyed to the spindle,k the capstan head and the disc shall be parted once in every twelve months, and the bearing surfaces, keys and screws examined for deterioration by rust and any other damage, such as fractured bolts, faulty feather keys,. etc.

(4) The bearing surface shall be cleared of any rust and well greased before the capstan head and disc are rejoined. If any repairs are found to be necessary and beyond the capabilities of the ship's staff they shall be included in the next defect list forwarded for the vessel concerned.

4340. Blank.

SECTION VI – ELECTRICAL

4341. Electrical Trials. (1) Scope of electrical equipment has been defined un der sub-regulation 2 of regulation 0606.

(2) Scope of electrical trials will be as promulgated by the Chief of the Naval Staff from time to time as applicable to following: -

(a) Pre-refit/post refit trials for existing equipment.

(b) Pre-installation/post installation trials for new construction ships.

(c) Evaluation trials for new induction equipment.

4342. Category of Electrical Trials. (1) Trials to be conducted on completion of refit, modernisation or conversion of a ship in a naval or commercial yard. These trials shall be conducted by agencies nominated by the Chief of the Naval Staff as per the trial directive promulgated.

(2) The trials on indigenous new construction ships shall be conducted in two parts viz installation inspection trials and post installation trials. The installation inspection trials shall be carried out by agency nominated and in accordance with the trials directive issued by the Chief of the Naval Staff. The post installation trials shall be conducted as specified in sub-regulation 4342 (1), Chapter 43.

(3) For ships being constructed/acquired from abroad installation inspection trials shall be conducted by the agencies nominated by the Chief of the Naval Staff.

(4) The post installation trials shall be conducted by the Delivery and Acceptance Trials team in accordance with the ship builders specification and trial directive promulgated by the Chief of the Naval Staff.

4343. Forwarding of Trials Defect Reports. (1) In case of newly constructed ships, or ships which have undergone modernisation, conversion or major repairs or in which a complete electrical system has been installed by the dockyard, the electrical trials are to be carried out in accordance with regulation 4342 (1), (2). The agencies nominated to conduct the trials shall forward the trial reports to the Chief of the Naval Staff under intimation to all concerned agencies.

(2) The Captain of the ships mentioned at regulation 4343 (1), through their respective Administrative Authorities, shall report any abnormal electrical defects discovered within three months after completion of installation and trials. The instruction does not apply to defects in design which are dealt with by Form S.316. A copy of the report shall be sent to the superintendent of the building or refitting yard if the work has been carried out in one of Indian Naval Dockyards. The report shall be limited to a statement of facts and a suggested explanation of the causes of each defect. It should not include minor defects which may be looked upon as being normal under working conditions. Such reports shall not be made the subject of correspondence between dockyard and fleet officers, except in special instances in which the Superintendent of the Dockyard concerned may desire further information

4344. Testing and Tuning. (1) Testing and tuning shall be carried out by officers of the yard in conjuction with the appropriate authorities. This should be commenced immediately after the initial installation inspection and completed before final inspection.

(2) In new construction ships and submarines, and in the case of repairs, modernisation and conversions of ships and submarines in Naval Dockyards, testing and tuning will be treated as part of the dockyard work. In all cases, the Admiral Superintendent of the Dockyard is responsible for arranging preliminary inspection, final inspection and sea trials.

4345. Sea Trials of Electrical Equipment. (1) Trials shall be carried out at sea to ascertain that all contractor's or dockyard work has been carried out and that the equipment is working correctly and is in a fit state to be accepted by the acceptance agencies.

(2) The Captain is responsible for ensuring that satisfactory sea trials have been carried out before the ship finally leaves the dockyard.

4346. Electrical Equipment Trials inshore Establishments. (1) The testing, tuning, trials and arrangement for acceptance of electrical equipment in shore establishments are the responsibility of Administrative Authorities.

(2) The Captains of individual establishments are responsible for test and calibration of electrical equipment.

(3) The Administrative Authority shall prepare a final inspection report addressed to the Chief of the Naval Staff, copy to the Captain of the Establishment concerned.

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4347. Division of Responsibility between Electrical and User Branches for the Maintenance of Electrical Equipment. (1) The 'User' Branch is responsible for: -

(a) The overall operational efficiency of all equipment belonging to its departments.

(b) Ensuring that all equipment is at the required notice for service.

(c) Arranging for daily checks routine and functional tests as laid down in the relevant handbooks which do not require skilled technical knowledge, Such tests are top be continued where possible, when the ships are undergoing a refit.

(d) Arranging the sufficient sailors from the departments are made available to the maintenance staff so that periodical inspections, overhauls and skilled repair work can be carried out.

(2) The Electrical Branch is responsible for: -

(a) Maintaining all electrical equipment in a staff of operational efficiency.

(b) Testing and servicing equipment for which skilled technical knowledge is required. This is, where possible, to be continued whilst the ship is undergoing refit.

(c) Allocation of priority for maintenance work in conjuction with the user branches. The Captain of the ship is to indicate the priorities in cases where demands of the various 'Users' cannot be met within the time available.

(3) In cases where the duties of user and the electrical branches overlap, the division of responsibility laid down above should be shared in such a way so as to prevent breakdown and loss of efficiency in equipment and, if either occurs, the speedy restoration of equipment to operational efficiency is to be ensured.

(4) The user branches, in consultation with the electrical branch, shall ensure that before a ship is taken in hand for refit, normal checks and ship tests are carried out as laid down in the relevant publications before any defects noted are included in the defect lists. All entries in regard to electrical defects shall be made b y the Electrical officer.

4348 – 4355. Blank.

SECTION VII – VISUAL SIGNALLING (VS) EQUIPMENT

4356. VS Inspections. (1) Technical inspection of the work of fitting visual signalling equipment in all ships under construction and in ships undergoing large repairs, will be carried out by officers nominated for the purpose

(2) Preliminary VS inspections should be arranged at an early date in the ship's programme and final VS inspection is to be carried out just prior to the inspection by the Admiral Superintendent of the Dockyard, or the officer nominate by the Chief of the Naval Staff in the case of contract built ships. Reports of all inspections are to be sent to the appropriate authorities.

(3) Detailed instructions will be as promulgated by the Chief of them Naval Staff.

4357. Blank.

SECTION VIII – ANCHORS, CHAIN CABLE, STEEL WIRE ROPE, SLINGS, RIGGING ETC.

4358. Flukes of Anchors. The arms of all anchors with moveable flukes on board Indian Naval Ships shall be moved and lubricated once a month to prevent their setting fast, see regulation 1603. The anchors which have undergone extensive repair are to be tested in accordance with Article 14, Chapter 5m BR 367 (1) of 1977.

4359. Chain Cables and Associated Equipment. (1) All chain cables are to be surveyed annually at an interval of 12 to 15 months, taking advantage, where possible, of ships refit and maintenance programme. The chain cable shall also be heat treated, retested and examined at an interval of 4 to 6 years in accordance with the procedure laid down by the Chief of the Naval Staff.

(2) The tests to be applied to the cables of Indian Fleet Auxiliaries, or other vessels classified in Llyod's Register of shipping, shall be dealt with in accordance with orders issued by the chief of the Naval Staff.

(3) The Senior Officer ordering the survey shall arrange for an experienced blacksmith from the dockyard, or if not available one from a ship present, to assist the surveying officers.

(4) The report of survey shall be rendered in duplicate on Form IN 305 and dealt with as follows

(a) The original, duly signed and approved, shall be forwarded to the Chief of the Naval Staff.

(b) The duplicate shall be inserted in the Captain's Ship's Book.

(5) If cables are found defective, the steps taken to make them good shall be recorded on Form IN 305. If new cables should be required, a demand on Form IN 936/EDPS 1, for the requisite quantity shall accompany the report, together with a letter explaining the reasons for making the demand.

(6) **Periodical Examinations of Fittings.** Whenever cables are periodically surveyed or tested, the eyeplates, etc, for use with anchors and chain cables will also be thoroughly examined for flaws or defects, and if there is doubt, fire-proofed and tested and the result noted on Form IN 305. The examination of eyeplates, etc., during periodical surveys of cables should be made by the ship's staff, assistance from the dockyard being obtained if necessary, to remove fittings for fir-proof and test.

4360. Hawsers, Slips, Boar Gear and Associated Equipment. (1) All steel wire hawsers and slips, shackles, stoppers, etc., associated with them, and guard wires and chains, shall be carefully examined and have the necessary steps taken for their preservation at intervals not exceeding six months. The dates and details of these examinations shall be reported when rendering Form IN 305 in accordance with regulation 4359.

(2) All slips used for towing and taking in tow, carpenters' stoppers, chain stoppers, shackles and slips associated with the use of steel wire hawsers shall be tested periodically as laid down for chain cables and gear and the results reported on Form IN 305.

(3) All rigging screws, including screws and slips for securing anchors davit guys, guard rails, etc., on board ship shall be worked and greased periodically at intervals not exceeding six months, and the dates on which the routine was carried out shall be reported when Form IN 305 is rendered.

(4) Boat's slings, bridles and disengaging gear of all ships should be landed for retest on each occasion of ships refit at the nearest dockyard or place where testing facilities exist, and at all times immediately after repairs have been affected by ship's artificers, In no case should the period between test exceed 2 $^{1}/_{4}$ years. Form In 701 shall be rendered in triplicate on each occasion. In order that attention may be drawn to possible errors before the ship leaves the port, ship's officers should carefully scrutinise the certified tests before inserting the form in the ship's book.

(5) The test load at the time of re-testing shall be stamped on the ring, or when the legs of double slings are tested separately on the enlarged end link.

(6) The testing of boats' slings should be included in the periodical pink defect lists.

4361. Steel Wire Rope. The Captain shall srrange that the officers of each department on board take steps to ensure that frequent examination is made of all steel wire ropes in their departments, as well as fittings in connection therewith and all splices, with a view to eliminating as far as possible the liability to accident. In addition to these frequent examinations, all wire ropes should be subjected to a dead load test of twice the working loan, at intervals not exceeding 2 $^{1}/_{4}$ years; the rope shall be unrove by the ship's artificers an d sent to dockyard for testing if such a test cannot be carried out on board.

4362. Blank.

SECTION IX – CRANES AND LIFTS

4363. Power Operated Deck Cranes. All electrically and hydraulically operated deck cranes shall be tested as follows:

(a) The working load shall be raised and lowered at the maximum specified radius, by means of the hoisting motion, raised and lowered by means of the topping motion of cranes so provided and slewed each way with the shop not heeled.

(b) At the maximum specified radius a load 50 per cent greater than the working load shall be raised, held, * topped* (when applicable) and slewed each way with the ship not heeled and lowered slowly so as to test all parts of the cranes.

*Except with hydraulic cranes, where the overload is to be placed on the hook, not raised or topped, and the remaining tests carried out.

(c) No greater test load than that described in sub-para (b) above should be applied to deck cranes.

(d) Electrically operated cranes should be tested in all their movements when carrying the maximum working load. The speeds of operation and motor current obtained in this test should approximate to those obtained when the cranes were installed. Where this information is not held on board, it should be obtained from the Chief of the Naval Staff.

4364. Aircraft Quick Release Coupling. The periodic testing of these couplings is to be carried out by the Admiral Superintendent, Naval Dockyards, who is to be responsible for their withdrawal from service at intervals not exceeding 18 months.

4365. Lifts. (1) All lifts in aircraft carriers shall be tested as follows:

(a) **Quarterly by ship's staff.** ---- The full working load is to be raised and lowered.

(b) **At each ship refit period.** ------ By dockyard, subject to the period between tests not exceeding 4 years, the specified loads are to be raised and lowered slowly so as to test all parts of the lift.

(c) Bt Dockyard. ------ On all occasions after adjustments of brakes or other major work and before the lift is considered available for use it is to b e tested as in sub-regulation 1 (b) above.

(d) Tests as may be further prescribed in the relevant maintenance schedules.

(2) In lifts fitted with roller chains, the chains shall be visually inspected every three months by the ship's staff and attention is drawn to the following;

(a) Though the operating speed of the chain is comparatively slow, it is essential that the bearing surfaces be adequately lubricated.

(b) The inside plates of the chain should be examined to se whether there are indications of rubbing against the when teeth, which would indicate mal-alignment.

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The safety gear to the cages of the lifts shall be examined thoroughly cleaned and dried once a quarter by the ship's staff.

(3) Attention is drawn to the necessity of securing lifts by tackle or other means independent of the safety gear whenever the wires are being repaired or overhauled and before men are sent to work in the lifts or trunks. When the wires of lifts are being overhauled or repaired, the safety gear shall never be relied upon as the only means of securing the lifts in position.

4366. Blank.

SECTION X – BOATS AND FLOATS

4367. Boats. (1) In all pulling and sailing boats, when swamped, positive buoyancy shall be maintained of an amount equal to at least 10 per cent of the weight of the boat complete with all fittings and equipment.

(2) All such boats shall be tested by the ship's staff every two years, and the dates of all tests shall be marked on the inside of the transom, or inside the stern abaft the backboard where no transom exists.

(3) Dockyard officers should only be called upon to test boats that are considered by the ship's officers, after a preliminary swamping test and careful survey, to be deficient in buoyancy, the ship's staff assisting the dockyard as far as possible at the test so as to ensure that the ship's officers are satisfied with the final

efficiency of each boat. Any boats requiring additional buoyancy tanks should be dealt with by the dockyard.

(4) Where the buoyancy when swamped does not come up to the standard quoted above, such temporary measures as are possible should be taken until the matter can be dealt with by the dockyard on the next visit of the vessel.

(5) A report stating the results of the tests carried out by the ship's officers should accompany the communication to the dockyard in all cases.

4368 to 4370. Blank.

SECTION XI – ARTICLES UNDER TRIAL

4371. Articles under Trial. (1) Instructions for articles to be put under trial in IN Ships, including the nature, and when practicable, the duration of the trial, will be promulgated through the Flag or other officer in command of a fleet, of flotilla or of an area.

(2) The Flag or other officers in command of a fleet, of a flotilla or of an area and Senior Officers of squadrons shall keep a record of all articles, apparatus and systems under trial in ships under their orders. Each ship shall keep a record of orders to put articles under trial and of the results thereof

(3) When a ship joins a fleet, flotilla or squadron, or is transferred to another, a list of all articles under trail, or ordered to be put under trial, shall be supplied by the Captain to the Flag or other officer in command of the fleet, of the flotilla or of the area and the Senior Officer of the squadron so that their records may be completed.

(4) If a ship is ordered to pay off into dockyard control, the Flag or other officer in command of a fleet, of a flotilla or of an area shall forward to the Chief of the Naval Staff a list of the articles under trial in the ship and is to request instructions for their disposal.

(5) These instructions do not apply to complete assemblies or sets of stores which are being developed for trial afloat.

CHAPTER 44

REPAIRS, DEFECTS, DOCKING, ALTERATIONS AND ADDITIONS

Section **Regulations**

I. Repairs and Defects 4401 – 4415

II. Docking 4416 – 4430

III. Alterations and Additions 4431

SECTION I – REPAIRS AND DEFECTS

4401. Repairs on Board. Artificers and artisans of various trades being borne in ships, and tools and materials being supplied, it is expected that repairs to stores, so far as practicable, will be executed on board; and serious notice will be taken if stores, which could have been made serviceable on board, be returned to the concerned Materials organisation, or if stores be returned in bad condition, not due to fair wear and tear. See also regulations 4406 (2) and 4408 (1).

4402. Dockyard Repairs. (1) When ships in commission come into dockyard hands to have defects made good, only such defects as have been represented by the officers of the ship and are shown in defect lists, or become apparent during the opening up necessary to make good known defects, and which may be approved to be taken in hand, shall be made good. No special examination will be made by Dockyard officers in search of further defects.

(2) The examination of the hulls of ships in commission by the Dockyard officers will take place as ordered by the Chief of the Naval Staff, quarterly examinations, by the officers of the ship being considered sufficient in the intervals.

(3) When defects of ships in commission have been made good the certificate require shall be made out on Form IN 477.

4403. Record of Defects. (1) A record of defects will be kept by each departmental officer.

(2) The Captain shall inspect these records at least once a week, and shall see that the detailed instructions issued by the Chief of the Naval Staff are duly complied with.

(3) In squadrons with a repair ship, the approval of the Flag or other Senior Officer shall be obtained before defects are included in the list of work proposed to be done by the dockyard, in order that it may be judged whether the repair ship can undertake the work, or whether it is advisable to detach the ship at once for dockyard repairs.

(4) The record of defects shall be produced on the following occasions:

(a) At annual or paying of inspection.

(b) At any time called for by the Senior Officer.

(5) When a defect list is forwarded, the record of defects shall be made available for examination by the concerned Refitting Authority if required by him. In the event of the record being handed over to the dockyard, it will be re3turned to the Captain of the ship concerned within three working days, but while it is absent from

the ship, temporary arrangements will be made by the ship's officers for making an y necessary notes, which will be transferred to the main record immediately on its return to the ship.

4404. Defects in Ships Refitted Elsewhere. (1) Whenever a ship newly commissioned or just refitted at one port, arrives at another port, and a list of defects to be made good, or of alterations required, is submitted to the Administrative Authority at such port unless the defects are evidently occasioned by stress of weather, by accident, or by collision, the Administrative Authority, or Senior Officer present, before otherwise dealing therewith, shall take the necessary steps to cause a survey to be held upon them for the purpose of inquiry.

(2) The report shall be in duplicate, one copy for the Administrative Authority, the other for the Refitting Authority. On receiving the report from the Administrative Authority, the Chief of the Naval Staff will proceed to act on the case and the relative responsibility of the several officers as may require.

4405. Dockyard Assistance in making good Defects. (1) The periods at which dockyards and Base Repair Organisations may be called on to make good defects and at which defect lists shall be rendered are:

(a) Short refits, normal refits, medium refits, long refits, modernisation and conversions.

(b) At intermediate docking periods. Normally on these occasions only underwater defects shall be dealt with, together with those which are absolutely essential for operations efficiency and cannot possibly await the next refit.

(2) Only in exceptional circumstances will dockyard assistance be rendered in making good the defects at other than the above periods. Such assistance will be confined to defective items which are essential to render a ship operational. Any such item should be reported to the Administrative Authority and Refitting Authority by signal.

(3) The above instructions apply to assistance required from dockyard and Base Repair Organisation. They do not affect the authorised practice of obtaining assistance in making good the defects from a depot or repair ship, or training establishment, or from other ships in the Squadron or Fleet or Base Maintenance Units (BMU/FMU).

(4) Dockyards and Base Repair Organisations shall not be called upon to render assistance in making good defects simply by virtue of the ship being preset at a dockyard port.

(5) Administrative Authorities shall ensure that all items of defects which the regulations lay down as responsibility of the ship's staff, FMU/BMUs are undertaken by them, see regulation 4409. On no account are such items to appear in the defect lists presented to the dockyards.

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(6) During Self Maintenance Periods (SMP) the demand of the dockyards and Base Repair Organisations should be limited to the supply of electric power, stem for domestic heating, compressed air and water, and to such work which is essential to enable ship's staff to carry out as much work as possible.

4406. Defect Lists. (1) Lists of defects of ships (actual defects arising from wear and tear or accident) shall b e forwarded to the Administrative Authority for onward transmission to the Refitting Authority, as per the programme promulgated by the latter. A copy of the vetted defect list shall be forwarded by the Administrative Authority to the Chief of the Naval Staff so as to reach him at least one week before the commencement of the refit. Only those defects which are beyond the capabilities or resources of the ship's staff, FMU/BMU, shall be included in these forms. The object of this is to able the Dockyard officers to form a good idea of the extent of the work required, and of the approximate cost involved, also to enable any preliminary work that is possible to be put in hand prior to commencement of refit.

(2) The defect list is to be complied as follows: -

(a) Part I shall contain the maintenance routines which are/would fall due by end of refit by time interval or running hours.

(b) Part II is to contain a list of all known defects.

(c) Part III is to contain alterations and additions and minor modifications. Authority letter/reference for each item is to be quoted.

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(3) The nature of each defect shall be stated concisely and specifically. The words "necessary", "as required", etc., should be avoided. If any authority exists for an item, this shall be quoted, Should a defect be related to an alteration, a note to this effect shall be inserted.

(4) If the Dockyard officers consider that a visit to the ship would facilitate the carrying out of refit and shorten the time required for the ship to be in dockyard hands, the Refitting Authority will communicate direct by signal with the Operational Authority of the ship, to ascertain the most convenient day for the officers to visit the ship, in order to examine with the ships' officers the items of work to be undertaken during the refit.

(5) Whenever the defects of a ship are examined by the Senior Office, Refitting Authority or other representative, the Captain of the ship shall accompany the inspecting officer round the ship, and explain all the important items of repair which cannot be done by ship's staff.

(6) The Captain shall be responsible for keeping the Operational Authority, informed of any work taken in hand or proposed to be taken in hand by the dockyard, which would affect the date on which his ship would be ready for service.

(7) The attention of the Captain is especially called to the certificate on the front page of Forms IN 488 and IN 347 which places the responsibility upon him for the proposals made in the defect list.

(8) He shall ascertain, by reference to the "Record of Defects" (see regulation 4403), whether all the items necessary are included in the list of defects presented for his signature, and that no existing defects have been concealed.

4407. Weapon Equipment Including Associated Radars, Sonars, Fire Control Systems (FCS) etc – Periodical Examination. (1) Six weeks before the ship is due to arrive at the dockyard for annual refit, such information shall be forwarded to the Refitting Authority as will enable the Dockyard officers to form an estimate of the time and cost required for authorised examination and refit of the weapon equipment. Wherever possible this information should be assessed from the results of trials conducted by ship's staff in the scheduled manner for overall Weapon Control Trials and Auto Trials.

(2) As soon as possible after, and within six days of, the ship's arrival at the dockyard, a short summary of the work proposed, and an approximate estimate of the time and cost, shall be forwarded from the dockyard to the Chief of the Naval Staff for a decision on work to be proceeded with, if these defects are considered to be abnormal.

(3) Before forwarding this summary and approximate estimate, an assessment of the work involved on the weapon equipment defects shall be made by the Dockyard officers in conjunction with ship's officers to enable economical manning of defects to be arranged. The equipment shall be operated as necessary by ship's staff and the overall results compared with the latest text data available. The assessment should provide for detailed examination and refit of such portions of equipment as are most in need of it, as revealed by the assessment and operation of the equipment by ship's and Dockyard officers. The amount of refit to be carried out will depend on the condition revealed by the detailed examination. Particular attention should be given to the correct functioning of complete systems.

(4) While the general efficient of the whole of the Weapon equipment machinery is to be maintained, so much work shall be done each year that at the end of six years or such other period as is laid down by the Chief of the Naval Staff for the item in question, the equipment will have undergone a complete examination and refit as necessary.

(5) The opportunity afforded by a long refit, or other special circumstances, should be utilised for dealing with those portions which require the most time for their examination and refit.

(6) For ships in full commission, the tests and examinations included in the complete examination are laid down in orders issued by the Chief of the Naval Staff in regard to the maintenance of Naval Ordnance and Weapon Equipment, together with instructions as to the responsibility of the ship's staff or dockyard for carry in out the work of testing, opening up, examining and re-adjusting the various items of the examination.

(7) All defects known to exist in the weapon equipment machinery which require to be remedied by dockyard labour shall be included in the defect list in the ordinary manner.

(8) A very thorough examination shall be made in ships passing into reserve which are likely to be recommissioned. As far as is practicable, defects revealed by the inspection should be rectified before such a ship is placed in reserve. A record of all outstanding defects should be complied for completion at the first available opportunity.

(9) In ships in reserve, the work which can be carried out by the ships staff will be dependent upon the number of sailors available, and it will be necessary for the dockyard to undertake many of the items laid down for ship's staff.

(10) If it is not considered possible for the ship's staff of a ship in commission to carry out the whole of the work of examinations for which they are responsible, a report giving the reasons for requiring dockyard assistance, also a list of the work which it is proposed should be carried out wholly or partially by dockyard labour, shall accompany the estimate, for a decision of the Administrative Authority.

4408. Supplementary Defect Lists. (1) Supplementary defect list shall not be forwarded during short refits. Defects observed since submission of Part II Defect List are to be projected in then Additional Works Requisition Forms (AWRFs). For normal refits and above, the Supplementary Defect List is to be forwarded for all defects observed since rendition of the Part II Defect List.

(2) Any additional defects which arise during the course of the refit, and which are outside the resources of the ship's staff, FMU/BMU, shall be projected in the AWRFs.

4409. Defects Which can be Made Good by Ship. (1) Defects which can be made good by the ship's staff either with the resources available in the ship or with the materials drawn from the Materials organisation for the purpose (or if away from a dockyard port, from an y other vessels), shall not be included in either of the lists.

(2) Where sailors are not available for work which is normally carried out by them in connection with the refits of Indian Naval Ships, the Circumstances shall be stated on the defect list and the work carried out by the dockyard. When, however, sailors are available for work normally carried out by them the dockyard should n ot carry out the work except in exceptional circumstances.

(3) If necessary the Captain shall give orders for the staff of one department to assist in remedying the defects of another.

(4) If the defects are beyond the capacity of an individual ship, the Captain shall send a requisition for such assistance as he may require, both in men and material, to the Senior Officer, who shall arrange for the work to be carried out, if possible by the combined resources of the fleet; or, if he finds that the material required is not available in the fleet, he should forward demands to the nearest Materials organisation in accordance with this regulation, stating the nature of the defects to be rectified and the stores required to complete them, and adding the data and place to which the store should be sent and the means of conveyance proposed. The Senior Officer will be held responsible that only such materials or stores are

demanded as are actually required for repairs, and that no alterations or additions are made in any of the ships under his command without the sanction of the Chief of the Naval Staff.

4410. Naval Stores for making Good Defects. Demands for Naval stores to make good the defects may include, besides material (e.g., wood, steel plates, screws, bolts and nuts etc.,), complete manufactured articles such as are generally allowed by the seastore establishments, also certain complete articles not allowed by establishment, if required solelty for the replacemebnt of similar defective articles on board, If the ship is at a dockyard when demands for making good defects are forwarded, the concurrence of the professional officers of the dockyard will be obtained before supply is made, otherwise the Commanding officer will be wholly responsible for vouching for the necessity for the supply. Commanding officers are enjoined to exercise care not to demand, and Administrative Authorities are required not to approve supply, complete manufactured articles to replace similar articles fitted in the ship, if the latter are repairable and the work of repair can be undertaken in the fleet, having regard to the facilities existing in warships and in repair and depot ships for the repair of stores and fittings.

4411. Repairs by Private Yard. (1) No repairs or work of any description shall normally be undertaken for a ship except in a Naval Dockyard, but should circumstances require resort to a private yard for the execution of repairs or works, complete lists in duplicate of the work required shall be made out in established form of Defect List. The Captain/Administrative Authority/Administrative Authority of the Port/ Senior Officer will then cause such of his officers as he may think fit, to survey and report on the various items in the columns reserved in other cases for Dockyard officers, and will then take steps to have the work done in the most economical way either by calling for competitive tenders or making an agreement with the firm best able to carry out the repairs.

(2) Sanction for such work and expenditure will only be given in cases of absolute necessity.

4412. Defects occurring in Foreign Ports. Essential repairs to ships in foreign port5s may be undertaken with the concurrence of the Administrative Authorities to the extent financial powers permit and inn such cases it shall be ensured that repairs are absolutely necessary for the fighting and sea going efficient of the ship.

4413. Refit Conference. (1) Refit programme of ships and submarines shall be promulgated by Naval Headquarters.

(2) A refit Conference may be held annually to review scheduling of planned refit of ships and submarines and problems relating to repairs and refits.

(3) **Scope.** In order to formulate policy directives and optimisation of resources, the scope of the conference will cove the following: -

(a) The development of repair and refit policies.

(b) Modernising refits.

(c) Logistics support.

(d) Dockyard management.

(e) Maintenance policies.

(4) Naval Headquarters is to promulgate the date and venue of the refit conference. The Administrative Authorities are to forward points to Naval Headquarters for inclusion in the agenda along with proposals for scheduling of refit of ships and submarines, at least four months prior to the commencement of the conference. Naval Headquarters is to formulate a two years 'Refit Programme' after it is ratified in the conference, wherein the first year's programme would be firm and the subsequent year's programme be subject to changes envisaged, if any.

(5) The Refit Conference will be chaired by the Chief of Material (COM).

4414 – 4415. Blank.

SECTION II – DOCKING

4416. Periodical Docking and Refitting. Ships shall be taken in hand for docking and refitting at regular intervals as promulgated from time to time for each class and type of ship.

4417. Earthing of Ships. On all occasions of a ship being dry docked, she is to be electrically bonded to earth in an efficient manner. The Commanding officer shall ensure that this is carried out.

4418. Report of Docking. (1) The Refitting Authority will report to the Chief of the Naval Staff and the Administrative Authority whenever then ship is docked or undocked.

(2) Whenever Indian Naval Ships are being moved by the dockyard authorities, the ship's company shall assist as far as possible, so as to reduce the cost of yard labour.

(3) When a ship is proceeding alongside a dockyard wharf from sea, or being moved from one berth to another in a dockyard, an advance party of seamen shall be sent from the ship to work the hawsers on the jetty. The party shall be under the orders of the Refitting Authority or other dockyard official who should be accompanied by a few expert riggers or members of the staff of the Refitting Authority to assist as necessary

(4) The Captain will take care, when the ship is in dock, that proper precautions are taken to prevent accidents.

4419. Changes in Weight. (1) The greatest care shall be taken that no water is run into or out of the boilers, tanks filled or emptied, or weights put on board, moved from one position to another or removed from ships while in a graving or floating dock, or on a hauling-up slipway, without the agreement of the Refitting Authority being first obtained in writing.

(2) Whenever applicable the Captain shall give the following certificate to the Refitting Authority: -

> "With reference to Regulations for the Navy, regulation 4419, I hereby certify that no changes have been or will be made, while the ship is in dry dock, in the distribution of weights which will effect the draught, trim, or stability of the ship on being undocked".

(3) When the certificate cannot be given, the Captain shall report, at least two days before undocking, direct to the Refitting Authority, any difference in the amount or distribution of weights on board at the time of undocking, as compared with those on board at the time of docking.

(4) The observance of this instruction is of great importance, as any disregard of it may lead to very serious consequences in undocking ships.

(5) If any departure from the reported distribution of weights should unavoidably be made, the Dockyard officers shall be informed immediately.

4420. Responsibility for Valves. See regulation 0521.

4421. Flooding Dock. When it is intended to flood a dock for undocking or other purposes the officer immediately responsible for, and who controls the admission of water into the dock shall notify in writing direct to the Captain, Engineer officer and Anti Submarine Warfare (ASW) officer of the ship concerned, the time when it is proposed to commerce that operation.

4422. Ship's Company when in Dock. When a ship is docked to clean her bottom or for slight repairs, the Dockyard Orders shall be observed by such officers and sailors as remain on board. (See regulation 1331 (4).

4423. Docking in a Foreign Port. If it is essential to dock or repair a ship in the port of a foreign power, where there is a dockyard, the Captain shall apply to the local authorities for permission to do so at the dockyard, and he shall request such assistance as the circumstances may require. He shall give a fully detailed statement of the work required to be carried out. He shall also prepare a fully detailed description of each item of work actually carried out, and the materials and stores supplied. Receipt for the stores with which the ship may be supplied shall be given by the officer to whom they are issued, certified by the Captain. See also regulation 4410.

(2) When the ship is docked in a dock belonging to a foreign power, the docking particulars shall be furnished by the officers of the ship which is docked, an d a report on the state of the compositions on the bottom, on Form IN 379 shall be

transmitted to the Chief of the Naval Staff, through the Administrative Authority, by the Captain.

4424. Docking in Private Yard. The reports required by the previous regulation shall be similarly rendered when the ship is docked in a private yard in cases where no overseer is available.

4425. Foreign Warships. When a foreign warship is taken into a dockyard for docking, the explosive outfit shall be dealt with according to the instructions issued by the Chief of the Naval Staff in respect of Naval Magazines and Explosives.

4426 – 4430. Blank.

SECTION III – ALTERATIONS AND ADDITIONS

4431. (1) An Alteration and Addition (A's & A's) beings out changes or improvement in the operational performance, design, availability,. Habitability of ships and shall be defined as a modification which involves: -

(a) Fitment of new equipment.

(b) Modification to the basic design of existing equipment/systems/habitability items.

(c) Removal of redundant equipment/fittings.

(d) Replacement of old equipment by modified ones.

(2) A's & A's shall be minor or major. Minor A's & A's are those which do not involve procurement of new equipment/fitting/stores and the job can be completed within the resources of Refitting Authorities. All other fall within the category of major A's & A's.

(3) A's & A's are to be proposed by the Commanding officers, Administrative Authorities, Refitting Authorities, or Naval Headquarters, keeping in view the following:

(a) Justification of the proposal vis-a-vis the remaining operational life of the ship.

(b) The necessity of the proposal for sea-going and fighting efficiency of the ship.

(c) The effect on the morale of the ship's company, if concerning habitability.

(4) Proposal for A's & A's (minor as well as major) shall be initiated by a letter as follows: -

(a) By Naval Headquarters – to Administrative Authority for feasibility study.

(b) By Administrative Authority.

(c) By ship directly under the control of the Administrative Authority or Fleet Commander to the Administrative Authority in duplicate with a copy to the Refitting Authority.

(d) By ship of the Squadron – to the Squadron Leader, in triplicate, who is to consider the feasibility and its applicability to the other ships of the same class. The Squadron Leader is to forward one copy each of the proposal together with his comments to the concerned Administrative Authority and the Refitting Authority.

(5) On receipt of the proposal for major A's & A's Administrative Authority shall convene a board of officers representing the Command, Refitting Authority, Materials organisation, squadron/ ship staff for examining in detail the feasibility of the proposal.

(6) **Final Proposal.** Final proposal shall be forwarded by the Administrative Authority to the Chief of the Naval Staff, as applicable, in triplicate, on Form In 359, along with the proceedings of the feasibility board. Each proposal should have a distinguishing number.

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(7) The Administrative Authority, when submitting the proposal to the Chief of the Naval Staff shall recommend one of the following classifications:

'A' It is to be used in exceptional circumstances only, when it is considered that this item, if approved, will improve sea-going and fighting efficiency of the ship or similar consideration resulting in great economy, and undertaking of this item cannot be postponed till the next refit.

'B' Items which are of importance but can be undertaken at the next refit of the ship.

'C' Items which should be done during long refits, major conversions or
modernisation.

'D' Items which are not recommended for undertaking in the existing ships due to the high cost or old age of the ships but are recommended for inclusion in future designs, when it is intended to construct ships of the same class.

(8) All proposals received in Naval Headquarters will be scrutinised and decision communicated to the concerned Administrative Authority and Refitting Authority.

(9) Immediately on receipt of the approval in principal, the concerned Refitting Authority shall prepare working drawings and bill of installation material. Thereafter, the estimates shall be prepared and forwarded to Naval Headquarters with the following details:

(a) Cost of labour.

(b) Overheads on labour.

(c) Bill of material, other than main equipment and their cost and availability ex-stock.

(d) Overheads on material.

(e) Source of supply and anticipated cost of materials not held in stock.

(f) Approximate period required for implementation.

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(10) On receipt of the estimate of cost, the proposed A's & A's will be considered at Naval Headquarters in totality and the decisions for its implementation along with the following information will be communicated to all concerned: -

(a) Description.

(b) Identification number allocated, to be quoted in all future correspondence.

(c) Financial approval.

(d) Classification.

(11) On receipt of financial approval from Naval Headquarters, Materials organisation will initiate provisioning/earmarking of stores/equipment ship wise.

(12) Naval Headquarters shall intimate to the Administrative Authority and the Refitting Authority the list of A's & A's required to be undertaken during any refit based on the delivery schedule of main equipment. As a general rule, all major A's & A's, will be undertaken during normal refit and above.

(13) The ship's staff shall forward a list of 'as fitted' drawings and fixtures, where changes will be involved due to implementation of A's & A's, to the concerned Administrative Authority and Refitting Authority prior to commencement of work.

(14) The Refitting Authority shall forward the following details in Naval Headquarters half yearly: -

(a) Approved A's & A's in Progress.
(b) Approved A's & A's awaiting supply of stores/spares/equipment.
(c) Approved A's & A's likely to be undertaken at the next refit of the ship.
(d) Approved A's & A's awaiting financial sanction.
(e) Approved A's & A's completed during the last 6 months.
(f) Approved A's & A's under estimation.

(15) The Refitting Authority shall render a completion report on all A's & A's on Form In 477 immediately on completion of refit of a ship. The revised 'as fitted' drawings along with technical documents shall be forwarded by refitting Authority within three months of the completion of refit

(16) The ships shall render 6-monthly returns indicating the position of all A's & A's pertaining to the ship.

(17) **Alterations in Stores and Spare Gear.** When certain stores or equipment become redundant as a result of the implementation of Alterations and Additions, commanding officer of the ship shall ensure that such stores or equipment are surveyed to the respective store-holding authority for disposal in the normal manner.

(18) **Demanding of the Main Equipment/Unit for Installation.** The demands for the equipment will be raised on respective Materials organisation by the concerned Refitting authority who will regularise the transaction on Form NSO IN 478 after the fitment of the items.

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APPENDEX I

REGULATION RELATING TO THE POSSESSION OF PRIVATE ARMS BY OFFICERS AND SAILORS

(See regulations 0134)

1. Possession of Private Arms. Regulations governing the acquisition, possession and custody of private firearms are contained in the Arms Act 1959 (Act No.54 of 1959) and Arms Rule 1962.

2. General Provisions.

(a) The Arms Act 1959 provides that any person disposing of arms, which he possesses for his own private use, to an y other person not entitled by law to possess the same, is liable to be published with imprisonment, which may extend to six months or with a fine, which may extend to five hundred rupees, or with both.

(b) No one shall possess, acquire or carry any private arms or ammunition without valid licence, unless he is exempted from taking a licence. The arms which an officer or sailor is allowed to possess will not include weapons, the import of which is prohibited under the Arms Rule 1962,

Rule 8, Clause (a) nor will it include captured enemy weapons, ammunition, explosives and dangerous substances and bayonets except when individuals have already been permitted to retain these (even if in an unserviceable condition) and a licence, if necessary, has been obtained from the licensing authority. No licence will be granted for the possession of rifle, muskets, pistols and revolvers specified in that clause unless such weapons have been lawfully imported into India.

(c) If any person wishes to dispose of arms and ammunition either by private sale, public auction or otherwise, he will ascertain that the prospective purchaser is a person entitled by law to possess them and is not a person who is, by any enactment for the time being in force, prohibited from possessing them. Except when the purchaser is a person entitled to posses arms or ammunition under the Arms Act 1959 Section 9, the vendor will ensure that the weapons being sold or otherwise disposed of and without unnecessary delay give to the magistrate of the district or to the officer-in-charge of the nearest police station notice of the sale and full particulars as under: -

(i) Name, rank and unit of vendor.
(ii) Licence number with details of arms and ammunition disposed of,.
(iii) Manner of disposal.
(iv) Name of purchaser, licence number and issuing authority. In the case of an individual below the rank of an officer, the procedure in (b) above will be conducted through commanding officer of the unit, ship or establishment concerned.

(d) Failure to comply with these instructions renders the vendor liable to be punished with imprisonment, which may extend to three years, or with a fine or with both.

(e) Private arms and ammunition for which licence is required must be recorded in the ship/establishment private arms register. The private arms register of all ships or establishments shall render by 15th December each year an annual report to the District Magistrate concerned showing details of private arms and ammunition held in the ship or establishment. Private arms register together with a certificate that licences for those arms and ammunition for which license are required, exist.

(f) While serving with the inter service organisation or on deputation with a civil ~~department, officers wishing to reta~~in their private arms and ammunition for which no licence is required, will get such arms and ammunition recorded in the private arms register at their respective base establishment. They will be personally responsible to report to the commanding officer of the base establishment regarding disposal or purchase of arms and ammunition. They may, if they so desire, deposit their private arms and ammunition for safe custody in the armoury of the nearest Naval unit/establishment

(g) Arms and ammunition, the possession of which has ceased to be lawful, will without necessary delay be deposited either with the officer-in-charge of the nearest police station or with a licensed dealer or in a ship's/establishment's armoury. In case the arms and ammunition are deposited on account of suspension revocation or refusal to renew the licence, the deposited on account of suspension revocation or refusal to renew the licence, the depositor or in case of his death his legal representative may during the period prescribed under Arms Rule 46, sell or otherwise dispose off the arms and ammunition to any person lawfully entitled to possess the same. If the arms and ammunition, so deposited have not been disposed off or their possession has not become lawful with I the prescribed period, they are liable to be forfeited to the Government. Any arms and ammunition deposited in a unit armoury may, unless returned or disposed off earlier be transferred after expiry of a period of 30 days after such deposit to the nearest police station under intimation to the depositor and the licensing authority.

(h) Service personnel, during the tenure of their service, may also deposit their arms and ammunition duly licensed either with the officer-in-charge of the nearest police station or with a licensed dealer or in a ship's/establishment's armoury, who will satisfy that the possession of arms and ammunition was lawful. In the event of failures to get the licence of the arms and ammunition deposited for safe custody, renewed for three years, the matter will be brought to the notice of the District Magistrate for such action, as he may consider necessary.

(j) When arms and ammunition are deposited vide sub-regulation (g) and (h) above, a card will be attached with each article showing the following: -

(i) Description of article.
(ii) Name and address of depositor.
(iii) Particulars of licence or exemption (if any).
(iv) Serial No. in register and date of deposit.
(v) Date of expiry of licence due for forefeiture or disposal.
(vi) Date up to which deposited (in case deposited for safe custody).
(vii) (signature of depositor).
(viii) (signature of gunnery officer).

A receipt containing the above particulars will be issued to the depositor a copy thereof will also be sent to the authority who granted the licence or renewed it last. (Note Arms Act section 21 and Arms Rule 46 and 46 regarding deposit of arms and ammunition refer).

(k) Register of arms and ammunition deposited in a ship's/establishment's armoury under sub-regulation (h) and (j) above, will be maintained in the manner as may be prescribed by the Central Govt. or the

Government or administration (under delegated authority) of the place where the armoury is situated. A copy of the entries in the registers relating to the quarters' ending the last day of March, June, September or December, each year, certified as true copy under the signature of the officer-in-charge of the ships/establishment armoury will be forwarded to the District Magistrate concerned as early as possible after the expiry of each quarter. The officer in-charge of the unit armoury will also submit to District Magistrate by 15th December each year, a report showing the particulars of arms or ammunition in the unit armoury which have or will become liable to forfeiture by the end of that year.

(l) Arms and ammunition deposited in a ship's/establishment's armoury and the register maintained for this purpose will be inspected periodically by the Commanding officer of the ship's/establishments, or any other officer empowered by him, in accordance with the procedure prescribed by the state Government where the ship or establishment is located.

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(3) **Officer.** An officer is allowed to possess fire arms for the purposes of sport provided that before their purchase he takes out a licence on payment of prescribed fee for the possession of such weapons unless otherwise exempt.

(4) **Sailors.** Sailors whether on the active list or retired and in receipt as such of a pension, if granted a licence to carry or possess a sporting gun, a rifle together with a reasonable quantity of ammunition for sporting purposes, in Form III set out in Schedule III to Arms Rule 1962, are exempt from the payment of any fee for such a licence, provided that if application for renewal is not made within one month of the date on which the licence expired and unless the applicant satisfies the licensing authority that he had sufficient cause for not making the application within that period, the licensing authority may, in his discretion, levy renewal of the rate specified in the form. If an individual wishes to carry these Arms and ammunition on a journey outside the area covered by the licence (se out in Schedule III to the Arms Rule) on payment of the prescribed fee. Arms and ammunition will not be carried when proceeding on leave to foreign countries.

(5) **Purchase of Arms by Sailors.** A sailor shall not purchase arms or ammunition unless: -

(a) He has been furnished by his Commanding officer or head of department with a written permit specifying, in the case of arms, the period for which it is valid, and in the case of ammunition, the amount purchase able on the occasion by each individual purchase

(b) The arms and ammunition are purchased from a person entitled under the Arms Act, 1959 (Act 54 of 1959) and Arms Rules 1962, to possess or sell arms or ammunition.

(c) The arms and ammunition so purchased by him and the arms and ammunition already possessed by him do not exceed the numbers authorised by these regulations.

(6) **Grant of licences to Sailors.** A sailor may on the recommendation of his Commanding officer, be given, at the discretion of the licensing authority, a licence, free of charge, to carry or possess for his personal use one sporting gun or rifle, one sword, dagger or knife, together with a reasonable quantity of ammunition. The conditions are as follows: -

(a) He is of good character.

(b) The possession of arms and ammunition, to which these regulations apply is immediately reported and their description entered in the private arms register, maintained in the ship/establishment, extracts of which shall be sent with the sailors documents when he is transferred.

(c) All arms are kept in the armoury while he is in the ship or establishment.

(d) The loss of arms or ammunition is immediately to be reported.

(e) If he wishes to take his arms on furlough or leave, he shall obtain a pass from his Commanding officer. This pass shall be produced on return, together with the arms to which it relates. The Commanding officer shall satisfy himself that the arms have not been changed, failure to produce the arms or pass shall be punished by deprivation of pass for one year, which should be communicated to the magistrate concerned. If an absentee uis found in possession of arms and ammunition not covered by a pass, he shall be made over to the Naval Authority for trial.

(f) The licence shall only be valid while he is serving in the Navy. When recommending sailors to be granted licences, Commanding officer shall judge each case on its merits and not issue recommendations indiscriminately. The Commanding office shall certify that arms are required for sporting purposes or for the protection of crops. The date the applicant is due for discharge or transfer to the reserve shall also be stated, and where the discharge is imminent, whether the applicant will be eligible for a pension or not.

(7)

(a) **Passes.** Every pass shall be granted by the Commanding officer who shall not delegate his authority. The pass shall contain: -

(i) A full description of arms, with a record of their distinctive remarks and ammunition, authority. The pass shall contain: -

(ii) The parentage, religion, class, tribe and home of the holder of the pass.

(b) The Magistrate of the district in which the pass holder intends to reside shall be furnished with a duplicate copy of pass by the Commanding officer in the case of sailors proceeding on leave or furlough. When passes are cancelled or withdrawn, the Civil officer shall be informed.

(8) **Special Licences for Exporting Arms outside India.** Officers and sailors possession, at the time of their release/retirement/discharge, a weapon requiring licence, shall be warned if their home is situated beyond the limits of India they must obtain through their Commanding officer an export licence. Application for export licences shall be forwarded by Commanding officers to the Central Government (Ministry of External Affairs) through the Chief of the Naval Staff. An export licence is not required for a kukri lawfully held by a Gorkha proceeding to Nepal.

(9) **Indian Naval Auxiliary Service Personnel and Pensioners**. A sailor before transfer to the IN Auxiliary service or to pension establishment, wishing to retain his private arms, subject to the extent specified in sub-regulation (2) of this Appendix, shall full inn a form in triplicate and give full description of the arms in respect of which he desired exemption from payment of licence fees. The Commanding officer shall endorse his recommendations on all three forms and shall given one copy to the sailor before he leaves the ship, and one copy shall be dispatched to the Civil officer concerned. The third copy shall be kept in the ship for record. The licensing authority has full discretion to grant or refuse a licence.

(10) **Applications of Indian Naval Auxiliary Service Personnel and Pensioners for Renewal of Licence.** An application by an Indian Naval Auxiliary service person or pensioner for the renewal of licence fee shall be submitted direct to the civil authority.

(11) **First Licences Indian Naval Auxiliary Service Personnel and Pensioners.** An ex-sailor does not receive preferential treatment as regards the grant of an arms licence, when his first application is made after leaving the Navy. He does, however, enjoy the previlage of recommendation from his Commanding officer for continuance or renewal of licence, exemption from fee, for arms, for which he has already obtained a licence, while in the Navy.

12. **Offences by Indian Naval Auxiliary Service Personnel and Pensioners.** Offences under Arms Act 1959 (Act 54/59) and Arms Rule 1962, committed by Indian Naval Auxiliary Service personnel and pensioners will be dealt with in an ordinary manner by the civil authorities.

(13) **Report of Loss of Arms by Indian Naval Auxiliary Personnel and Pensioners.** Every sailor before transfer to the Indian Naval Auxiliary service or pension establishment, and every Indian Naval Auxiliary service person before returning home after training shall be warned by his commanding officer that he must report the loss or theft of an y arms covered by the licence, to the nearest police station as required by the conditions on the licence form.

(14). **Passes to be given to IN Auxiliary Personnel and Discharged Sailor.** Sailors and IN Auxiliary service personnel on discharge from the Navy cannot be granted arms passes and any such passes shall be withdrawn from them.

(15). **Kirpans.** All kirpans possessed or carried by Sikhs while in the Navy are exempt from the operation of the Arms Act 1959 and the Arm Rule 1962, provided they conform to the measurements laid down which ha a maximum length of blade of 22.86 cms and a maximum width 5.08 cms.

Note: Sikh personnel in the Navy shall, however, conform to such restrictions as the State Government may impose by special order during an emergency on the carrying of kirpans vide Arms Rule 1962.

(16) **Possession of Arms.** The Arms Act 1959 does not apply to the bearing or possession of arms in the course of duty. The following are the personal arms permitted to be borne or possessed by commissioned officers including those of the Special Duty list officers: -`

(a) Two revolvers or two pistols or one revolver and one pistol of an y pattern, one of which must take ammunition of the bore of the service pistol/revolver, as authorised from time to time.

(b) One sword; and

(c) One dirk.

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Note: 1. Officers only if already in possession, are allowed to retain two swords.

2. No licence fee is chargeable from ex-Indian Commissioned Officers of the Navy so long as they are entitled to wear the uniform of the Navy in respect of revolvers or automatic pistols which formed part of equipment when in employment as such officers together with a reasonable quantity of ammunition for the same and for which licence may be granted/renewed.

(17) **Arms in possession of officers – Custom Duty.**

(a) Of the two revolvers/pistols referred to above in the case of commissioned officers in sub-regulation (16) one will be a service one and the other privately owned by him. An officer while serving is allowed to possess without a licence the latter weapon.

(b) He is permitted to import this second pistol or revolver into India free of custom duty, because at the time it is treated as “Naval Armament Store” and part of his personal equipment. But when the officer sells his privately owned weapon to a civilian or is released from service, it ceases to be “Naval Armament Store” and becomes liable to custom duty. Further a firearm licence is at once necessary.

(c) Officers due for release or wishing to dispose off their privately owned weapons to a civilian if they so desire, may do so, after completing the due custom formalities.

(d) Officers wishing to retain any pistol or revolver on release or desirous of selling their privately owned weapons to a civilian at any time shall ensure that the requisite fire arms licence is obtained before hand.

(18). **Carrying of Private Arms for Game Shooting Purposes on Courses Abroad.**

(a) Officers and sailors proceeding abroad shall ensure that if they take private arms and ammunition, their licences to possess such arms and ammunition are current for the period of stay abroad. A licence for acquisition and possession of such arms and ammunition will, unless revoked earlier, continue in force for a period of three years from the date of its issue, provided that such a licence can be granted for such a shorter period if the licensees so desire, or the licensing authority, for reasons to be recorded in writing, considers in any case that the licence should be granted for shorter period.

(b) At the port of embarkation ex-India, officers concerned shall declare their private arms and ammunition to the Collector of Customs and obtain a certificate in the proper form from him that they have declared their intention to bring back such arms and ammunition to India on the completion of their courses abroad. On the basis of such certificates, private arms and ammunition brought back to India within three years are not liable for customs duty.

(c) For any further clarification, the Collector of Customs at the port of embarkation should be addressed.

(d) At the port of disembarkation abroad, the private arms and ammunition in question will be declared to the Custom Authorities. The customs take possession of the weapons and give the owner an Arms Certificate. The owner then applies to a specified authority for a firearms certificate, where the officer is attending this course. A fee is payable for the certificate. The certificate when obtained has to be handed over to the customs authorities and the arms and ammunition are then handed back

(19). A certificate is not necessary in U.K. where the bore is smooth and the barrel 20” or over in length.

(20). To use a private arm abroad a gun licence has to be obtained (in U.K. from the local post officer) on payment pf a fee.

APPENDIX 2

DISPERSAL OF UNLAWFUL ASSEMBLIES – EXTRACTS FROM RELEVANTACTS

(See regulations 0230 (3) (c))

EXTRACTS FROM THE INDIAN PENAL CODE (ACT XLV OF 1860), THE CODE OF CRIMINAL PROCEDURE (1973), THE ARMED FORCES (EMERGENCEY DUTIES ACT, 1947) AND SEAWARD ARTILLERY PRACTICE ACT, 1949.

I

"The Indian Penal Code (Act XLV of 1860)

141. Unlawful assembly. An assembly of five or more persons is designated an "unlawful assembly", if the common object of the persons composing that assembly is –

First. To overawe by criminal force, or show of criminal force, the Central or any state Government, or Parliament or the Legislature of any state, or any public servant in the exercise of the lawful power of such public servant; or

Second. To resist the execution of any law, or of any legal process; or

Third. To commit any mischief of criminal trespass, or other offence;

Fourth. By means of criminal force, or show of criminal force, to any person to take or obtain possession of any property or to deprive any person, of the enjoyment of a right of way, or of the use of water or other incorporated right of which he is in possession or enjoyment or to enforce any right or supposed right; or

Fifth. By means of criminal force, or show of criminal force, to compel any person to do what he is not legally bond to do, or to omit to do what he is legally entitled to do.

Explanation. An assembly which was not unlawful when it assembled may subsequently become an unlawful assembly.

II

"The Code of Criminal Procedure (1973)

129. Dispersal of Assembly by use of Civil Force. (1) Any Executive Magistrate or officer in charge of a police station or, in the absence of such officer-in-charge, any police officer, not below the ran k of a sub-inspector, may command any unlawful assembly, or any assembly of five or more persons likely to cause a disturbance of the public peace, to disperse; and it shall thereupon be the duty of the members of such assembly to disperse accordingly.

(2) If, upon being so commanded, any such assembly does not disperse, or if, without being so commanded, it conducts itself in such a manner as to show a determination not to disperse, any Executive Magistrate or police officer referred to in sub-section (1), may proceed to disperse such assembly by force, and may require the assistance of any male person, not being an officer or member of the armed forces and acting as such, for the purpose of dispersing such assembly, and, if necessary, arresting and confining the persons who form part of it, in order to disperse such assembly or that they may be published according to law.

130. Use of armed forces to disperse assembly. (1) If any such assembly cannot be otherwise dispersed, and if it is necessary for the public security that it should be dispersed, the Executive Magistrate of the highest rank who is present may cause it to be dispersed by the armed forces

(2) Such magistrate may require any officer in command of any group of persons belonging to the armed forces to disperse the assembly with the help of the armed forces under his command, and to arrest and con fine such persons forming part of it as the magistrate may direct, or as it may be necessary to arrest and confine in order to disperse the assembly or to have them punished according to law.

(3) Every such officer of the armed forces shall obey such requisition in such manner as he thinks fit, but in so doing he shall use as little force, and do as little injury to person and property, as may be consistent with dispersing the assembly and arresting and detaining such persons.

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131. Power of certain Armed Forces Officers to Disperse Assembly. When the public security is manifestly endangered by any such assembly and no executive magistrate can be communicated with, any commissioned or gazetted officer of the armed forces may disperse such assembly with the help of the armed forces under his command, and may arrest and confine any persons forming part of it, in order to disperse such assembly or that they may be punished according to law; but if, while he is acting under this section, it becomes practicable for him to communicate with an Executive Magistrate, he shall do so, and shall thenceforward obey the instructions of the magistrate as to whether he shall or shall not continue such action.

132. Protection against Prosecution for ACTS Done Under Proceeding Section. (1) No prosecution against any person for any act purporting to be done under section 129, section 130 or section 131 shall be instituted in any criminal court exept:

(a) With the sanction of the Central Government where such person is an officer or member of the armed forces.

(b) With the sanction of the State Government in any other case.

(2)

(a) No Executive Magistrate or police officer acting under an y of the said Sections in good faith;

(b) No person doing any act in good faith in compliance with a requisition under Section 129 or Section 130;

(c) No officer of the armed forces acting under Section 131 in good faith;

(d) No member of the armed forces doing any act in obedience to an y order which he was bound to obey; shall be deemed to have thereby committed an offence.

Provided that no such prosecution shall be instituted in any criminal court against any officer or soldier, sailor or airman in the armed forces except with the sanction of the Central Government.

(3) In this Section and in the preceding Sections of this Chapter:

(a) The expression "armed forces" means the Military, Naval and Air forces, operating as land forces and includes any other armed forces of the union so operating;

(b) "Officer", in relation to the armed forces, means a person commissioned, gazetted or in pay as an Officer of the armed forces and includes a junior commissioned office, a warrant officer, a petty officer, a non-commissioned officer and a non-gazetted officer;

(c) "Member", in relation to the armed forces, means a person in the armed forces the than an officer,

III

"THE ARMED FORCES (EMERGENCY DUTIES) ACT, 1947"
(XV OF 1974)

AN ACT TO ENABLE DUTIES IN CONNECTION WITH VITAL SERVICES TO BE IMPOSED IN AN EMERGENCY ON THE ARMED FORCES

WHEREAS it is expedient to enable duties in connection with vital services to be imposed in an emergency on the Armed Forces;

It is hereby enacted as follows;: -

Short title and extent. This may be called the Armed Forces (Emergency Duties) Act, 1947.

(2) **Emergency duties of Armed Forces.** (1) The Central Government may, by notification in the official gazette, declare any specified service in a State to be a service of vital importance to the community:

Provided that such notification shall remain in force for one month in the first instance, by may be extended, from time to time, by a like notification.

(2) Upon a declaration being made under sub-section (I) and until it is rescinded, it shall be the duty of every person subject to the Army Act, 1950, or the Air Force Act, 1950, or the Navy Act, 1957, to obey any command given by any Superior Officer in relation to employment upon or in connection with the service specific in the declaration; and every such command shall be deemed to be a lawful command within the meaning and for the purposes of the said Acts".

IV

SEAWARD ARTILLERY PRACTICE ACT, 1949
(ACT 8 OF 1949)

(17th February 1949)

An Act to provide facilities for carrying out seaward artillery practice. Whereas it is expedient to provide facilities for carrying out sea ward artillery practice.

It is hereby enacted as follows; -

(a) For Statement of Objects and Reasons, see Gazette of India 1949, Pt. V.P. 17.

This Act and all rules, notifications orders, schemes, forms and bye-laws made there under, as in force in the State of Bombay, were extended to and made enforceable in the absorbed areas of Shahda, Nandurbar and Taloda Talukas of the West Khandesh district and the Dohad Taluka and the Jhalod Mahal of the Panch Mahal District.

See the Absorbed Areas (Laws) Act, 1954 (20 of 1954), S.3 and Sch. II (30-4-54).

The Act has been extended to the Union Territories of –

(1) Goa, Daman and Diu by Regn. 12 of 1962 (31-1-1963).
(2) Pondicherry by Regn, 7 of 1963 (1-10-1963).
(3) Laccadive, Minicoy and Amindivi Islands by Regn.8 of 1965 (1-10-1967)

1. Short title, extent and application. (1) This Act may be called THE SEAWARD ARTILLERY PRACTICE ACT, 1949.

(2) It extends to ll the States which have a sea coast and applies also to, and to persons on any vessel which is registe3red in India or which belongs to any person domiciled in India, wherever it may be.

2. Interpretation. (1) In this Act, unless there is anything repugnant in the subject or context.

(a) "Notified area" means any part of the area of the sea and the shore adjoining that area which may be specified in this behalf by notification under Section 3.

(b) "Prescribed" means prescribed by Rules made under this Act.

(c) "Seaward Artillery Practice" Means artillery practice or coastal firing, towards the sea, whether within or beyond the territorial waters and includes air armament practice.

(d) "Vessel" includes any ship, boat, country craft or any other description of vessel.

3. Power of Central Government to Authorise Seaward Artillery Practice. (1) The Central Government may, by notification in the official gazette, authorise the carrying out of seaward artillery practice over such area and during such period or periods as may be specified in the notification. Provided that there shall be an interval of at least fourteen days between the date publication of such notification in the official gazette and the date of carrying out of seaward artillery practice.

(2) The Central Government shall, as soon as may be, after the publication of a notification under sub-section (1), cause the substance thereof to be published: -

(a) In some newspaper circulating in, and in the language commonly understood in, the area specified in the notification.

(b) In such other manner as may be prescribed.

(3) If any question arises whether the substance of a notification under sub-section (1) was published as required by sub-section (2) a certificate by the Collector of the district in which the notified area is situated that the substance of the notification was so published shall be conclusive.

3-A. Power to delegate. The Central Government may by notification in the official gazette, direct that the power to issue notifications under Section 3 shall, subject to such conditions, if any, as may be specified in the notification, be exercisable also by such State Government as may be specified therein.

4. Powers Exercisable for Purpose of Seaward Artillery practice. (1) After a notification under sub-section (1) of Section 3 has been issued, such persons as are included in the forces engaged in seaward artillery practice may, within the notified area and during the period or periods specified in the notification: -

(a) Give directions prohibiting or restricting the use of the notified area or any part thereof including the use of any part of the area of the sea by any vessel, and take such further measures as may be necessary to ensure that no u7nauthorised person enters, passes over or remains in the notified area or part thereof, as the case may be during such practice.

(b) Carry out seaward artillery practice with lethal missiles.

(2) The officer commanding the forces engaged in any such practice may declare any portion of the notified area to be a danger zone, and thereupon the Collector shall, on application made to him by the officer commanding the forces engaged in the practice, prohibit the entry into and secure, with the assistance of the Naval or military authorities concerned, the removal from such danger zone of any person, property or vessel during the times when the discharge of lethal missiles is taking place or there is danger to life or property.

5. Compensation. Where by reason of a notification issued under Section 3 the carrying out of seaward artillery practice is authorised in any notified area compensation shall be payable for any damage to person or property or interference with rights or privileges arising from such practice including expenses reasonable incurred in protecting person, property, rights or privileges.

6. Method of Assessing Compensation. (1) For the purpose of determining the amount of any compensation payable under Section 5, the Collector of the district in which any notified area is situated shall depute one or more Revenue officers to accompany the forces engaged in the practice.

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(2) The Revenue officer so deputed shall consider all claims for compensation under Section 5 and determine, on local investigation and after affording the claimant an opportunity of being heard, the amount of compensation, if any, which shall be awarded in each case, and shall disburse on the stop to the claimant compensation so determined as payable.

(3) Compensation payable under sub-section (2) shall include compensation for the removal from any portion of a notified area declared to be a danger zone of any person, property or vessel and for any damage sustained in the course of any such removal. The compensation for removal will be disbursed on the spot at not less that the minimum prescribed rates before the removal is enforced.

(4) Any claimant dissatisfied with the refusal of the Revenue officer to award him compensation or with the amount of compensation awarded to him by the Revenue officer may, at any time within one month of the communication to him of the decision of the Revenue officer, prefer an appeal to the Collector against the decision.

(5) The decision of the Collector on such appeal shall be final and no suit shall lie in any civil court in respect of any matter decided by the Collector under this Section.

(6) No fee shall be charged in connection with any claim, notice, appeal, application or document filed before the Revenue officer or the Collector under this Section.

7. Offence. If within a notified area and during any period specified in a notification issued under sub-section (1) of Section 3, any person: -

(a) Wilfully obstructs or interferes with he carrying out of seaward artillery practice.

(b) Without due authority enters or remains in any camp.

(c) Without due authority enters or remains in any area declared to be a danger zone at a time when entry thereto is prohibited.

(d) Without due authority interferes with any flag or mark or target or buoy or any apparatus used for the purposes of seaward artillery practice, shall be punishable with fine which may extend to twenty rupees or with imprisonment which may extend to fifteen days, or with both.

8. Protection of action taken under this Act. (1) No suit, prosecution or other legal proceeding shall lie against any person for anything which is in good faith done or intended to be done in pursuance of this Act or any rules made there under.

(2) Except as otherwise provided in this Act, no suit or other legal proceeding shall lie against the Central Government or the (State Government) in respect of an y damage caused or likely to be caused by anything in good faith done or intended to be done in pursuance of this Act or any rules made there under.

9. Power to make rules. (1) The Central Government may, by notification in the official gazette, make rules for giving effect to the provisions of this Act and different rules may be made for different states o for different areas thereof.

(2) In particular and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely: -

(a) The manner in which the substance of a notification under Section 3 may be published.

(b) Regulating the use under this Act of the notified area for seaward artillery practice in such manner as to secure the public against danger, and to enable the practice to be carried out with the minimum inconvenience to the inhabitants of the area affected.

(c) The minimum rates at which compensation shall be payable under sub-section (3) of Section 6, and generally regarding the making of claims for compensation, the procedure to be followed by the authorities granting compensation the expeditious settlement of claims and filing of appeals for original awards pf compensation.

(d) The principles to be followed in assessing the amount of compen sation to be awarded under the Act.

(e) Any other matter which is required to be, or may be, prescribed.

(3) Every rule made under this section shall be laid, as soon as may be after it is made, before each House of Parliament, while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive

sessions aforesaid, both Houses agree in making any modification in the rule or both Houses agree that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

APPENDIX 3

FORMS OF RELEASE FROM CLAIMS FOR USE IN CONNECTION WITH SERVICE AIRCRAFT

(See regulation 2131)

Form No.1 to be used for civilians not employed directly under the Central Government and for members of foreign Naval, Army or Air services permitted to fly oas passengers.

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To
The President of India,
(Hereinafter referred to as the Government of India)

In consideration of your having granted permission to me to fly as a passenger in an aircraft operated by or on behalf of the Government of India, I HEREBY UNDERTAKE and agree for myself and my representatives that no claims will be made by me or my representatives against the Government of India or any Minister, officer, servant or agent of the Government of India in respect of any injury (including injury resulting in death), loss or damage to me, my property or estate sustained on board the aircraft or whilst embarking or disembarking there from or which arises from or in consequence of the flight or anything done or omitted in connection therewith or preparatory thereto, whether such loss, damage or injury is caused or occasioned by the act, neglect or default of the Government of India or any Minister, officer, servant or agent of the Government of India or otherwise howsoever.

I FURTHER AGREE THAT this undertaking shall be construed and have effect I accordance with Indian Law.

In this undertaking the expression “claims” includes actions, demands, costs, charges and expense of whatever kind or nature and whether legally enforceable or not; and the expression “representatives” includes executors, administrators, successors and dependants.

Dated……
Signature of Applicant……

Address and Designation of

Applicant…….
……..
Next of Kin……..

Address and Designation of

Next of Kin……
…….

Signature of First Witness Signature of Second Witness

……
…….

Address and Designation of Address and Designation of

First Witness Second Witness

……..
……

DISTRIBUTION: Original to be retained by the officer authorising the passage. Duplicate to be retained by passenger

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Form No. 2 to be used (unless a suitable form is provided by the Foreign authority concerned) for members of the Naval Service authorised to fly as passengers in Foreign Service aircraft (the name of the foreign government concerned shall be inserted where indicated throughout this form)

To (Insert Foreign Government concerned),

In consideration of the permission granted to me to fly as a passenger in an aircraft operated by or on behalf of the Government of…… (hereinafter called the Government), I HEREBY UNDERTAKE and agree for myself and my representative that no claim will be made by me or my representatives against the Government in respect of any injury (including injury resulting in death), loss or damage to me, my property or estate sustained on board the aircraft, or whilst embarking or disembarking there from , or which arises from or in consequence of the flight or anything done or omitted in connection therewith or preparatory thereto whether such loss, damage or injury is caused or occasioned by the act, neglect or default of the Government or otherwise howsoever. In this undertaking the expression "the Government" includes any Minister, officer, servant or agent of the government; the expression "claims" includes actions, demands costs, charges and expenses of whatever kind or nature and whatever legally enforceable or not; and the expression "representatives" includes administrators, successors and dependants.

Dated……
Signature of Applicant……

Address and Designation of

Applicant…….
……..
Next of Kin……..

Address and Designation of

Next of Kin……
…….

Signed in the presence of……..
……..

Address and Designation……
……..
……..

DISTRIBUTION: The original shall be sent to the Commanding officer of the Unit to which the aircraft belongs and the duplicate shall be retained by the officer authorising the passage.

From No. 3 to be used for members of foreign Naval, Army or Air services who are required to fly in connection with courses of training or instruction.

To
The President of India,
(Herein after referred to as the Government of India)

In consideration of being permitted to receive instruction and training in Naval aviation (which expression shall be taken to include all ground and aerial duties and circumstances connected therewith) by or with the armed forces of the Government of India and to fly in any Government of India aircraft whether in connection with such instruction and training o otherwise, I HEREBY UNDERTAKE AND AGREE for myself and my representatives that no claim will be made against the Government of India or any Minister, officer, servant or agent of the Government of India or any person rendering services to the Government of India whether pursuant to a contract of service or otherwise in respect of any injury (including injury resulting in death), loss or damage to me, my property or estate sustained whilst receiving such instruction or training or whilst on board embarking on or disembarking from a Government of India aircraft, or which arises from or in consequence of such instruction or training, or from or in cosequence of a flight in a Government of India air craft or anything done or omitted in connection therewith or preparatory thereto, whether such injury, loss or damage is caused or occasioned by the act of neglect or default of the Government of India or any Minister, officer, servant or agent of the Government of India or any person rendering services to the Government of Indian whether pursuant to a contract of service or otherwise, and I understand that no compensation will be paid by the Government of India or any Minister, officer, servant or agent of the Government of India in respect of any such injury, loss or damage.

I FURTHER AGREE that this undertaking shall be construed and have effect in accordance with Indian law.

In this undertaking the expression ”Government of India aircraft” means an aircraft belonging to or exclusively employed in the service of the Government of India; the expression “claims” includes action, demands, costs, charges and expenses of whatever kind or nature and whether legally enforceable or not; and the expression “representatives” includes executors, administrators, successors and dependants.

Dated……
Signature of Applicant……

Address and Designation of Applicant…….
……..
Next of Kin……..

Address and Designation of Next of Kin……
…….
…….
Signature of first Witness

Signature of Second Witness
…….
……

Address and Designation of First Witness

Address and Designation of Second Witness

……..
……
……..
……

DISTRIBUTION: Original to be retained by Commanding officer with signatory’s training documents. Duplicate to be retained by signatory

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APPENDIX 4

FORM FOR SUBMITTING FULL DESCRIPTION OF INVENTIONS

(See regulation 4101) (6)

1. I/We hereby submit full details in respect of (here give the title of the invention) together with all necessary data, including specification, etc., and a full description of the invention which are attached herewith.

2. I/We will act in accordance with the provision of regulation 4101 Regulations for the Navy.

3. I/We have not omitted any record of the description of the invention or any of the data, specifications, drawings, etc., in respect thereof nor shall I/We

subsequently omit any such information or take any further step to do so except as authorised under the said Regulations.

4. I/We shall not employ without the previous sanction in writing by the Government and agent or any other person in connection with the preparation of provisional specification or take any other action with regard to taking out a patent in respect of this invention in India or in any other country except when and in the manner permitted by the Government.

5. I/We hereby assign to the Government or any authority under it the benefit of the invention and of any patent that may be granted and the authority to enter into such agreement for its use by or on behalf of the Government as considered necessary.

6. I/We hereby declare that I/we am/are true inventor(s) of this invention based on the data attached herewith and that to the best of my/our knowledge and belief it has not been patented by anybody else anywhere else hitherto.

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APPENDIX 5

(See regulation 0136)

LIST OF FINANCIAL DOCUMENTS

Sl No.	Category/Kind of financial document	Period for which to be retained	Remarks
PAY AND CASH ACCOUNTS			
1.	Cash Accounts and connected vouchers	6 years after test audit	
2.	Register of Money Orders	6 years after the data of last entry.	
3.	Receipt Books	6 years after the date of last entry.	
4.	Money Order Receipts and Acknowledgements signed By the payee or his authorised agent for the following remittances:-		
	(a) Family Allotment	5 years	
	(b) Casual Remittances	5 years	
	(c) Reservists Retaining Fee	5 years	
5.	Family Allotment Register	3 years after the individuals mentioned in register become non-effective.	
6.	List of Payments/Allotments/ Remittances : Officers/Sailors.	3 years	
7.	Books of Counterfoils of completely used books and partly used books of	$3^1/_2$ years from the date of issue of last form.	

	Railway forms.	
8.	Counterfoils of used Cheque Books	3 years
9.	Public funds Accounts and connected vouchers.	5 years after test audit.
10.	IPAs of officers retired/released from service on attaining age of Superannuation.	10 years from the date of final settlement of the account.
11.	IPAs of officers retired/released from service due to reasons other than those in Sl.No.10 above and released non-regular officers such as SSC/EC/NCC/TA.	35 years years after their initial release.
12.	I.P.As (Sailors)	10 years from the date a sailor retires or becomes non-effective.
13.	I.P.As (Reservists).	5 years after becoming non-effective.
14.	I.Pas (Deserters).	5 years after they are marked 'Run' if not apprehended.
15.	Personal Case Files of Officers/ Sailors Released Discharged/ Dismissed.	3 years after the individuals becoming non-effective
16.	Personal case Files of effective Officers/Sailors.	
	(a) Authorisation Slips.	Officers-5 years Sailors-3 years after the month to which they relate.
	(b) Rent Bills.	3 years from the month of adjustment in the pay account.
	(c) Contingent Bills and connected vouchers relating to reimbursement of electricity and water charge (Officers).	3 years from the month of adjustment.
	(d) Payment authorities issued by the Controller of Defence Accounts (Navy) Bombay, and the Controller of Defence Accounts	3 years from the month of adjustment.

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	(Fys), Calcutta.	
	(e) Hospital Stoppage rolls.	3 years from the month of adjustment.
	(f) Pay Book: (i) Officers. (ii) Sailors.	 3 years 3 years
	(g) Conservancy, Children Education Allowance and Tuition Fees Vouchers (Sailors).	3 years from the date of claim.
17.	Personal Case files of Officers retired.	5 years from the month of retirement.
18.	M.L.R Vouchers	3 years after audit of the vouchers.
19.	Acquittance Rolls – Officers/Sailors Effective/Non-effective	3 years
20.	Genforms – Officers/Sailors	3 years
21.	Declaration of Family Allotments-Officers/Sailors.	3 months after the effective Date of cancellation.
22.	Cancellation of Family Allotments-Officers/Sailors	6months from the effective date of Cancellation.
23.	Correspondence Files regarding Remittances, Family Allotments-Officers/Sailors.	3 years after the individual becoming non-effective.
24.	Correspondence with ships/ Establishments – Officers/Sailors Effective/non-effective.	4 years
25.	Correspondence relating to Audit Objections, Draft Audit Paras, Appropriation Accounts, etc.	3 years after settlement.
26.	Service Documents of Civilian personnel: -	
	(a) Service book of a Government servant who has resigned	5 years from the date of resignation

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	(b) Service Book of a Government servant who has been retrenched Removed/dismissed.	(1) 5 years, if no case is pending in any court. (2) 3 years after final judgement under the normal course of law. i.e. the last judgement or judgement of the highest court, as established by law where the court has upheld the Government's decision to retrench/remove/dismiss the Government servant.
	(c) Service Book of Government servant who retires from Service/dies while in service.	25 years from the date of retirement/ death.
	(d) Family Pension Papers.	25 years from the date of death of the Government servant.
27.	Individual Abstracts.	3 years
28.	Consolidated Abstracts.	3 years
29.	Account Books & Receipts: -	
	(a) Educational Training Grant.	5 years
	(b) Welfare & Amenities Grant.	5 years
	(c) Annual Training Grant.	5 years
	(d) Musketry Training Grant.	5 years
	(e) Grant for Swimming Instruction.	5 years
	(f) Boys Fund.	5 years
	(g) Artificer Apprentices and Mechanicians Training fund.	5 years
30.	Contract Deeds	10 years after the period of Currency.
31.	Budget Estimates and Foreign Exchange	3 years
32.	Accounting Procedure, e.g. S.P.D.C. Cost Accounting, Foundry Conversion accounts, etc.	Permanent for Department administering relevant rules/ subjects. In other cases, only Standing orders to be preserved, Orders to be preserved, others Being weeded out as and when They become obsolete.

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33.	Overtime Statements in Naval Dockyards.	5 years

NAVAL STORES/VICTUALLING STORES ACCOUNTS

34.	Naval Stores & Clothing Ledgers with connected Vouchers.	4 years after completion of audit on destoring.
35.	Victualling Account and connected Vouchers.	3 years after the accounts have been passed in audit.
36.	Naval Stores Valuation Returns and Vouchers.	5 years
37.	Annual Review Demands.	7 years
38.	Indents, Supply Orders & Local Purchase Orders.	7 years
39.	Naval Stores Depot/Base Victualling Yard Ledgers.	7 years
40.	Receipt Vouchers.	7 years
41.	Survey Reports.	7 years
42.	Packing Accounts.	7 years
43.	Inspection Notes.	5 years
44.	Contracts with firms.	10 years
45.	Machinery/Equipment ledger N.S.O.189.	Permanent
46.	Indents.	7 years after the receipt of Stores.
47.	Alteration/Additions Documents.	5 years after the date of completion of work.
48.	Contract deeds and associated correspondence dealing with supply of stores or rendition of service other than those referred to at serial Nos. 24 and 35.	10 years after the period of currency

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NAVAL ARMAMENT SUPPLY ORGANISATION

49.	Pay Bills of Non-Industrial Staff.	10 years after the pay bills have been passed in audit.
50.	Balance Sheets of Non-Public Funds.	3 years
51.	Contingent Bills	5 years
52.	Pay Bills of Gazetted Officers.	10 years after the officer becomes non-effective.
53.	T.A. and L.T.C. Claims.	5 years
54.	Cash Book.	25 years
55.	Rejected pension and Gratuity Claims.	10 years
56.	Pension and Gratuity Cases.	10 years
57.	Bills for Local Purchase.	10 years
58.	Muster Rolls.	7 years after the muster date.
59.	Files on demands on U.K. Army/ Air force/ D.G.O.F.	5 years
60.	Files dealing with financial transactions with foreign countries.	7 years after the transactions have been audited.
61.	Re-payment Vouchers, Issue Vouchers, Receipt Vouchers, Return Notes and connected registers and documents (02, 02A,016,061,060,062,064)	15 years
62.	T & C Vouchers (07).	15 years
63.	Discrepancy Reports (09)	15 years
64.	Rough Notes for Stores received after re-packing, Abstract forms, requisition transfer form, P.J. forms (056, 098, 0100).	3 years
65.	Stock taking records (047, 047A, 0144).	5 years

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66.	Articles held on loan (044).	5 years
67.	Ledger Folios, Tally Book Folios, (0374, 0376, 0377, 0378, 0379, 0371).	25 years
68.	Demand Issue Order and Internal Transaction Forms and Registers (015, 054, 0160, 0161, 058, 063A, 061).	3 years
69.	Warrants (051).	3 years after disposal of the ship and settlement of all objections.
70.	Cordite appropriation of lots for issue of cordit (019, 0130).	5 years
71.	Ammunition Expense Book.	3 years after adjustment of all registers.
72.	Ammunition Expense Book.	3 years
73.	Requisition forms and register (055, 063).	3 years
74.	Annual Inspection Forms (026, 27, 31, 34, 40, 41, 43, 45, 46, 107, 123, 467, etc.).	5 years
75.	Duty Slips (I.N.274).	3 years
76.	V.D.R.A(I.A.F.Z. 1171).	3 years
77.	M.C.Notes (I.A.F.T. 1171).	5 years
78.	Production Request Forms (PRI-1, PRI-2).	3 years
79.	Packing Account, Invoices, Invoice Register, NHQ Demands and Indents.	7 years after the inclusion of the relevant items in the Rate list.
80.	Packing Notes and Bills on loading (D 71 & D 79).	7 years
81.	N.A.S. Ledgers of I.N.Ships/ Establishments.	3 years

MEDICAL DOCUMENTS

82.	Permanent Ledgers of all Stores (IAFM 1224) Naval Medical and Hygiene Stores).	10 years after test audit.

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83.	Medical Stores Loan Registers.	10 years
84.	Expense Book (IAFM 1227).	1 year
85.	Loss statement – Medical Stores. (A.F.A. 498).	2 years after test audit
86.	Receipt and Issue Vouchers (I.A.F.M. 2096).	2 years
87.	Medical Stores Indent forms (I.A.F.M. 1260).	1 year
88.	Naval Stores Indent Forms (N.S.O.7).	1 year
89.	Stock detailed sheet of short Life items (I.A.F.M. 1192).	1 year after the stocks are exhausted.
90.	Return of Surveyed Stores ((I.N. 426).	3 years after audit.
91.	Admission and Discharge Book (A.F.M.S. 40).	25 years after audit.
92.	Audit Objection Statement.	1 year after settlement.
93.	Diet sheet (I.A.F.M. 1286).	3 years after test audit.
94.	X-Ray Film Expenditure Register (I.A.F.M. 28).	3 years after test audit.
95.	Hospital Stoppage Roll (I.A.F.A.55).	3 years after test audit.
96.	Board of Survey Proceedings (I.A.F.D. 931).	3 years after disposal of stores.

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APPENDIX 6

FORM 1
[See regulation 3604(2)]

STANDARD FORM OF SALVAGE AGREEMENT

To be signed by the Master/Owner of the ship to be salvaged as agent for the ship and cargo and the respective Owners thereof and the President of India.

IT IS HEREBY AGREED on the_____day of _____19_____ BETWEEN_____ MASTER (or OWNER) of the ship"_____" (Hereinafter called the Master or Owner) as agent for the said ship and cargo and/or freight and the respective Owners thereof jointly and severally and the PRESIDENT OF INDIA (therein after called the Government) as follows: -

1.The Government agree to use such endeavours as they or their officers may in their absolute discretion think fit to salve or assist the ship"_____" and her cargo and/or freight if any, and the Master (or Owner) hereby engages the services of the Government for such purposes. In the event of the services referred to in this Agreement or any part of such services having been already rendered by the Government to the said vessel or her cargo or freight at the time of signing this Agreement, the Government undertake to treat the provisions of Clause 7 hereof as applicable to all claims in respect of the said services and, in consideration of their undertaking, it is hereby agreed that all the provisions of this Agreement shall apply to such services as if they had been wholly rendered after the signing of this Agreement

2. The Government may make reasonable use of the salved vessel's gear, anchors, chains and other appurtenances during and for the purpose of the operations, free of cost, but shall not unnecessarily damage, abandon or sacrifice the same or an y other of the property.

3. The remuneration under this agreement for any services rendered shall, unless agreed with the Government, be fixed b y arbitration in India as hereinafter provided.

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4. The remuneration shall, if the services are successful or beneficial, consist of a reasonable amount of salvage.

5. If the services are not successful or beneficial, then the actual out of pocket expenses incurred by or on behalf of the Government in the endeavours to salve or assist the said ship and/or her cargo and/or freight, together with compensation not exceeding Rs.50, 000/- for any loss or damage incurred in such endeavours, shall be the measure of the remuneration payable to the Government under this Agreement, but these shall not be included in the said expenses or compensation for any charge for the use of any ship or tug belonging to the Government.

6. The Government shall, after the termination of the services, notify the Judge Advocate General of the Navy of the amount for which the Government may require security to be given and failing any such notification within a 'week after the termination of the services the Government shall be deemed to require security to be given for such sum and in such manner and from as the Judge Advocate General of the Navy in his absolute discretion shall consider sufficient', but them Judge Advocate General of the Navy shall not be in an y way responsible for the sufficiency (whether in amount or otherwise) of any security accepted by him nor for t5he default or insolvency of those giving the same.

7. Pending the completion of the security as aforesaid, the Government shall have a maritime lien on the property salved for their remuneration and the Master (or Owner) hereby undertakes not to remove or to permit the removal without the consent of the Government of the property salved or any part thereof from the port of_____ or the place of safety to which the property is taken or at which it is left by the Government on the completion of the salvage services until security has been given to the satisfaction of the Judge Advocate General of the Navy. In consideration of this undertaking the Government engage not to arrest or detain the property salved un less the security be not given within 14 days of the termination of

the services, or the Government have reason to believe that the removal of the property salved is contemplated contrary to the above undertaking.

8. In the event of any question, dispute of difference or difference arising as to the amount of the remuneration payable under this agreement, or an y other question arising out of this Agreement, the same shall be referred to the sole arbitration of an arbitrator to be appointed by the Judge advocate general of the Navy.

9. The arbitrator shall have power to receive and act upon any oral or documentary evidence or information he may think fit, whether admissible in law as evidence or not, and may call for such documents as the parties hereto would be bound respectively to produce in an action if one were pending between them in connection with the subject mater of his arbitration. The arbitrator may conduct the arbitration in any such manner as he may think fit and shall decide by whom the costs of the arbitration and award shall be paid. The arbitrator may charge such fees as he may think reasonable, and the Judge Advocate General of the Navy may charge a reasonable fee for his services in connection with the arbitration, and all such fees shall be treated as part of the costs of the arbitration and award, and shall be paid by such of the parties as the award may direct. Save as aforesaid, the provisions of the Indian Arbitration Act shall apply.

10. The Judge Advocate General of the Navy shall realise or enforce the security and pay to the Government the amount of remuneration and costs, if any, awarded or fixed by7 agreement or arbitration as aforesaid, so far as the amount of the security is sufficient for that purpose. The receipt of the Government shall be a good discharge to the Judge advocate General of the Navy for any monies so paid. If the award with costs (if any) exceeds the amount of the security, the parties mentioned in Clause 12 shall pay the difference to the Government, each for his portion.

11. Any dispute between any of the parties interested in the property salved, as to the proportions in which they are to contribute to the sum awarded, or provide the security or as to an y other matter concerning them, shall be referred to and determined by the Judge Advocate General of the Navy or an arbitrator appointed by him for the purpose and his decision shall be final, and is to be complied with forthwith.

12. The Master (or Owner) enter into this Agreement as agent for the vessel and her cargo and freight, and the respective Owners, thereof and binds each (but not the one for the other or himself personally except as Owner) to the due performance thereof.

13. Any award, notice, authority, order or other document signed by any authorised representative on behalf of the Judge Advocate General of the Navy shall be deemed to have been duly made or given by the Judge Advocate General of the Navy and shall have the same force and effect in all respects as if tit had be signed by the Judge Advocate General of the Navy.

(Signed)

Master (or Owner of the
……as
Agent for the said ship

and

Cargo, and the respective
Owners thereof.

For and on behalf of the President of India.

FORM 2

(See regulation 3610(2) and 361(5) & (7)

AGREEMENT FOR PAYMENT OF SALVAGE CHARGES TO BE SIGNED BY CAPTAIN/MASTER OF A MERCHANT SHIP

WHEREAS certain salvage services are alleged to have been rendered by Indian Naval Ship (insert names of ship and of Captain) Captain, to the merchant vessel (insert names of vessel and of the Master) Master, belonging to (name and place of business or residence of owner of vessel), freighted by (the name of the freighter), and to the cargo therein, consisting of (state very shortly the description and quantities of the goods, and the names and addresses of their owners and consignees).

AND WHEREAS the said (insert name of Captain of ship) has voluntarily agreed to abandon his lien upon the said vessel (insert name of merchant vessel), and the cargo thereof, upon the Master of the said vessel entering into such agreement as hereinafter contained, as is testified by the said (insert name of Captain) signing this Agreement, and the parties hereto have agreed the amount o be inserted in this bound at the sum of (state the sum).

NOW, I, the said (name of Master) in consideration of the premises do hereby bind the several owners for the time being of the said vessel and the cargo therein and of the freight payable in respect of such cargo, and their respective heirs, executors and administrators to pay among them such sum, not exceeding the said sum opf (state the sum fixed) in such proportion and to0 such persons as the High Court in India (or if the parties agree on any other Court, substitute the name of it here) shall adjudge to be payable as salvage for the service so alleged to have been rendered as aforesaid.

IN WITNESS WHEREOF We hereunto set out hands this day

Of 19

Signed by the said

(Captain's signature)

(Master's signature)

In the presence of us

of

and

of

Signature and full description of witnesses.

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FORM 3

(See regulations 3610 (4) and 3611(1)

THE PARTICULARS OF THE STATEMENT TO BE MADE BY THE SALVOR AND THE MASTER OF THE SALVED SHIP

(1) The place, conditions and circumstances in which the vessel, cargo or property was at the time when the services were rendered for which salvage is claimed.

(2)The nature and duration of the services rendered.

Additional particulars to be stated by the salvor: -

(i) The proportion of the Vessel, Cargo and property, and of the freight which he claims for salvage, of the value at which he estimates the vessels, freight, cargo and property respectively, and the several amounts that he claims for salvage in respect of the same.

(ii) Any other circumstances whi8ch he thinks relevant to the said claim.

Additional particulars to be stated by the said Master or other person in charge of the said vessel, cargo or property: -

(a) A copy of the certificate of registry of the said vessel and of the endorsements thereon, stating any change which (to his knowledge or belief) has occurred in the particulars contained in the certificate; an d

stating also, to the best of his knowledge and belief, the state of the title to the vessel for the time being, and of the encumbrances and certificates of mortgage or sale, if any, affecting the same, and the names and places of business of the owners and encumbrancers.

(b) The name and place of business or residence of the freighter (if any) of the said vessel, and the freight to be paid for the voyage on which she then is.

(c) A general account of the quantity and nature of the cargo at the time the salvage service were rendered.

(d) The name and place of business or residence of the owner of the cargo and of the consignee thereof.

(e) The values at which the master or person making the statement estimates the vessel, cargo and property and the freight respectively, or if he thinks fit, in lie of the estimated value of the cargo, a copy of the vessel's manifest.

(f) The amounts which the Master thinks should be paid as salvage for the services rendered.

(g) An accurate list of the property saved when the vessel itself is not saved.

(h) An account of the proceeds off the sale of the vessel, cargo or property in cases when they or any of them are sold at the port where the statement is made.

(i) The number, capacities and conditions of the crew of the vessel at the time when the services were rendered.

(k) Any other circumstances he thinks relevant to the matters in question.

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OVERALL CHAPTERWISE CONCORDANCE
FROM OLD REGS NAVY TO NEW REGS NAVY (PART I)

Old Chapter No.	New Chapter No.	Authority
1	1	NI – 12/91
2	2	NI – 20/91
3	3	NI – 15/91

4	4	NI – 3/89
5	5	NI – 27/90
6	6	NI – 5/91
7	7	NI – 17/91
8	8	NI – 11/91
9	9	NI – 24/89
10	10	NI – 24/90
11	11	NI – 4/90
12	12	NI – 15/89
13	13	NI – 4/91
14	14	NI – 9/91
15	15	NI – 19/89
16	16	NI – 20/89
17	17	NI – 22/90
18	18	NI – 7/89
19	19	NI – 9/90
20	20	NI – 28/90
21	21	NI – 19/91
22	22	NI – 21/89
23	23	NI – 14/89
24	24	NI – 18/89
25	25	NI – 20/90
26	26	NI – 20/90 & 3/91
27	27	NI – 13/90
28	28	NI – 14/90
29	29	NI – 22/89
30	30	NI – 2/91
31	31	NI – 17/89 & 19/90
32	32	NI – 10/90
33	33	NI – 25/89
34	34	NI – 3/90
35	35	NI – 16/89
36	36	NI – 21/90
37	37	NI – 23/89
38	38	NI – 11/90
39	39	NI – 11/89
40	40	NI – 12/90
41	41	NI – 26/89 & Addendum No. 7/91
42	42	NI – 8/89
43	43	NI – 16/91
44	44	NI – 18/91

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APPENDICES

Old Appendix No.	New Appendix No.	Chapter	Authority
1	1	1	NI 12/91
2	2	2	NI 20/91
3	3	21	NI 19/91
4	-	33	Deleted
5	4	41	NI 26/89 & Addendum No 7/91
6	5	1	NI 12/91
7	6	36	NI 21/90

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REGULATIONWISE CONCORDAN CE FROM NEW REGS NAVY TO THE OLD REGS NAVY

Note: Regulations that have not undergone any changes or those regulations which have only minor alterations on account of changes of terminology, redundancy and obsolescence, have not been listed bellow.

S.No.	New Regulation	Old Regulation	Remember
	Chapter 1		
1	0108 to 0136	012 to 0139	Renumbered
	Chapter 3		
2.	0320 (2) to (4)	Nil	New
3.	0353 (c)	Nil	New
4.	0362(2) to (15)	0362 (A) to (N)	Renumbered
5.	0366 (4)	Nil	New
6.	0375(1)	0375	Renumbered
7.	0375 (2) to (5)	0375-A (1) to (4)	Renumbered
8.	0376 (2)	Nil	New
9.	Nil	0386 (3)	Deleted
10.	Nil	0386-A (1) & (2)	Deleted
11.	0388 (1) & (2)	0388 & 0388A	Renumbered
12.	0388 (3) to (7)	0388-B (a) to(c)	Amended
13.	0389 (3)& (4)	0389-A & B	Renumbered
	Chapter 5		

14.	Nil	0503(g)	Deleted
15.	Nil	0504	Deleted
16.	Nil	0506 (4th sub paragraph)	Deleted
17.	0512 (2) & (3)	Nil	New
18.	0512 (4) to (7)	0512 (2) to (5)	Renumbered
19.	Nil	0512 (6)	Deleted
20.	Nil	0522	Deleted
21.	0527 (12)	Nil	New
22.	0535	Nil	New
23.	Nil	0535 (1) to (14)	Deleted
24.	0536	Nil	New
25.	Nil	0536	Deleted
26.	Nil	0551	Deleted
27.	0601 (1) (g) & (h)	Nil	New
28.	0611 (12)	Nil	New
29.	0620 to 0624	Nil	New (Blank)
30.	0625 to 0628	Nil	New

Chapter 7

31.	0701 (2) (b) to (g)	0701 (2) (b) to (g)	Amended
32.	0701 (2) (h) to (p)	Nil	New
33.	0702 (6)	Nil	New
34.	0702 (7)	Nil	New
35.	0702 (8)	0702 (6)	Renumbered
36.	0702 (9)	0702 (7)	Renumbered
37	0706 & 0706 (1)	Nil	New
38.	0706 (2) & (3)	0705 (5) & (6)	Renumbered
39.	0707 to 0709	Nil	New
40.	0710 to 0720	0706 to 0716	Renumbered

Chapter 8

41.	0802	Blank	New
42.	0803 (k)	Nil	New
43.	0803 (l)	0803 (k)	Renumbered
44.	0836 (1), (2) & (3)	Nil	New
45.	0836 (3) (d)	0836	Renumbered
46.	Nil	0837	Deleted
47.	0837	Nil	New

Chapter 9

48.	0901 (2)	Nil	New
49.	0902 (1) (a) to (c)	0902 (2)	Renumbered
50.	0902 (1) (d) to (l)	Nil	New
51.	Nil	0902	Deleted
52.	0903 to 0906	Nil	New
53.	Nil	0903 to 0905	Deleted

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54.	0907	0906	Amended
55.	Nil	0907 to 0908	Deleted
56.	0908 to 0910	0909 to 0911	Renumbered
	Chapter 10		
57.	Nil	1019	Deleted
58	1019 to 1020	1020 to 1021	Renumbered
	Chapter 11		
59.	1104 (m)	Nil	New
	Chapter 12		
60.	1201	1201	Amended
61.	Nil	1202 to 1206	Deleted
62.	1202 to 1205	Nil	New
	Chapter 14		
63.	1401 (7)	Nil	New
64.	1402 (4) to (6)	Nil	New
65.	1402 (7) to (14)	1402 (4) to (11)	Renumbered
66.	1402 (15)	Nil	New
67.	1403 (1) (d) & (e)	Nil	New
68.	1403 (1) (f)	1403 (1) (d)	Renumbered
69.	1403 (4)	Nil	New
70.	1413 (1) (d) (v) & (vi)	Nil	New
71.	1417 (1) (b)	Nil	New
72.	1417 (1) (c) (i) to (iii)	1417 (1) (b) (i) to (iii)	Renumbered
73.	1417 (1) (c) (iv) & (v)	Nil	New
74.	1417 (5) to (8)	Nil	New
	Chapter 15		
75.	1502 (k)	Nil	New
76.	Nil	1503 (1) (d)	Deleted
77.	1503 (1) (d) to (g)	1503 (1) (e) to (h)	Renumbered
78.	1503 (1) (h)	Nil	New
79.	1505 (f)	Nil	New
80.	Nil	1512 (3)	Deleted
81.	1512 (3)	1512 (4)	Renumbered
	Chapter 16		
82.	1610 (2)	1610 (2)	Amended
	Chapter 17		

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83.	1704 to 1705	1704 to 1705	Amended
84	1723 (2)	Nil	New
85.	Nil	1724	Deleted
	Chapter 19		
86.	Nil	1902 (4)	Deleted
87.	1902 (4)	Nil	New
88.	1905 (2)	1905 (2)	Amended
89.	1909 (1) to (4)	1909 (1) to (3)	Renumbered
	Chapter 20		
90.	2007	Nil	New
91.	2008	2007	Renumbered
	Chapter 21		
92.	2101 (3)	Nil	New
93.	2102 (1) (a)	Nil	New
94.	2102 (1) (b) to (h)	2102 (1) (a) to (g)	Renumbered
95.	Nil	2102 (3)	Deleted
96.	2102 (3) (a) to (g)	Nil	New
97.	Nil	2102 (4)	Deleted
98.	2102 (4) (a) to (d)	Nil	New
99.	Nil	2102 (5)	Deleted
100.	2102 (5)	Nil	New
101.	Nil	2102 (6)	Deleted
102.	2103 & 2104	Nil	New
103.	2105	2103	Amended
104.	2106	2104	Amended
105.	2107 to 2109	Nil	New
106.	2110	2105	Renumbered
107.	2110 (3) & (4)	Nil	New
108.	2111	2106	Amended
109.	2112	2107	Renumbered
110.	2113	2108	Amended
111.	2114 (a) to (f)	2109	Amended
112.	2115 & 2116	2110 & 2111	Renumbered
113.	2117	2112	Amended
114.	2118 & 2119	2113 & 2114	Renumbered
115.	2121	2121	Amended
116.	2123 & 2124	2125 & 2126	Renumbered
117.	2124 (7)	Nil	New
118.	2125	2127	Renumbered
119.	2126 & 2127	Nil	New
120.	2128	2128	Amended
121.	2129 & 2130	Nil	New

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122.	Nil	2129	Deleted
123.	2131	2130	Renumbered
124.	2132	Nil	New
125.	2133 to 2136	2131 to 2134	Renumbered
126.	2137	2135	Amended
127.	2138	2136	Renumbered
128.	2139	Nil	New

Chapter 22

129.	2201	Nil	New
130.	2202	2203 & 2204	Amended
131.	2203	2211	Amended
132.	2204	Nil	New
133.	2205	2206 & 2212	Amended
134.	Nil	2205	Deleted
135.	2206	Nil	New
136.	2207	2208	Amended
137.	2208	2211	Amended
138.	2211	2201	Amended
139.	2212	2202 & 2207	Amended

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Chapter 24

140.	2402 (2)	2402 (2)	Amended
141.	2402 (3) to (5)	Nil	New
142.	Nil	2404 (3)	Deleted
143.	2409	2409	Amended
144.	2411 (1), (2) & (4)	2411 (1), (2) & (4)	Amended
145.	2412 (2)	2412 (2)	Amended
146.	2413 (2)	2413(2)	Amended
147.	2414	Nil	New
148.	2415	2414	Renumbered
149.	2416	Nil	Blank
150.	2417 & 2418	2416 & 2417	Renumbered
151.	Nil	2418	Deleted
152.	2419	2419	Amended
153.	Nil	2420	Deleted
154.	2420 to 2427	Nil	New

Chapter 25

155.	Nil	Note below title	Deleted
156.	Note below 2501(3)	Nil	New
157.	Nil	2502 (4) (a) (iv)	Deleted
158.	2502 (4) (b) (iii)	Nil	New
159.	2504 (8)	Nil	New

160.	2510	2510	Amended
161.	2511	2512	Renumbered
162.	Nil	2511	Deleted
163.	2516 (4)	2416 (4)	Amended
164.	2519 (1)	2519 (1)	Amended
165.	Nil	2520 (19)	Deleted
166.	2522 (2) (p) to (ac)	2522 (2) (o) to (ad)	Renumbered
167.	2522 (2) (ad)	Nil	New
168.	Nil	2523	Deleted
169	2525	2525	Amended
170.	Nil	2526	Deleted

Chapter 26

171.	Nil	2603 (2) (d)	Deleted
172.	2620	2620	Amended
173.	2631 (5)	2631 (5)	Amended
174.	2636 & 2637	Nil	New
175.	2638 to 2642	2636 to 2640	Renumbered
176.	2643	2641	Amended

Chapter 27

177.	2703 (1)	2703 (1)	Amended
178.	2704 (1) &(2)	2704 (1) & (2)	Amended
179.	2706 (1)	2706 (1)	Amended
180.	Nil	2715	Deleted
181.	2718 (3)	2718 (3)	Amended
182.	2721(1)	2721(1)	Amended
183.	Nil	2726 (4) (b)	Deleted
184.	Nil	2729 (4)	Deleted
185.	2729 (4) & (5)	2729 (5) &(6)	Renumbered
186.	2730	2730	Amended
187.	2734 (c)	2734 (c)	Amended

Chapter 28

188.	2811 (1)	2811 (1)	Amended
189.	2811 (2) (b) & (g)	Nil	New
190.	2811 (2) (c) to (f)	2811 (2) (b) to (e)	Renumbered
191.	2818	2818	Amended

Chapter 29

192.	2901 (3)	2901(3)	Amended

Chapter 30

193.	3003 & 3004	3003 & 3004	Amended

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194.	3005 (5)	3005 (5)	Amended
195.	3007 (16)	3007 (16)	Amended
	Chapter 31		
196.	3102 (1) & (2)	3102 (1) & (2)	Amended
197.	3103 (2) (f)	Nil	New
198.	3104 (2) (e)	Nil	New
199.	Nil	3105	Deleted
200.	3105 to 3107	3106 to 3108	Renumbered
201.	3108 to 3109	Nil	New
	Chapter 33		
202.	Title	Title	Amended
203.	Nil	3305	Amended
204.	3307 to 3311	3307 to 3311	Amended
	Chapter 34		
205.	3401	3401	Amended
206.	3406 (6) (a)	3406 (6) (a)	Amended
	Chapter 35		
207.	3512	Nil	New
	Chapter 36		
208.	3606	3606	Amended
209.	3610 (3)	3610 (3)	Amended
210.	3611 (2)	3611 (2)	Amended
	Chapter 37		
211.	3707 (2)	3707 (2)	Amended
212.	3707 (3)	3707 (3)	Amended
213.	3709	3709	Amended
	Chapter 38		
214.	3801	3801	Amended
	Chapter 39		
215.	3901	3901	Amended
216.	3903 (1)	3903 (1) & (2)	Amended
217.	3903 (2)	393 (3)	Renumbered
218.	Nil	3918 (4)	Deleted
219.	3918 (1), (2) (a) & (b)	3918 (1), (2) (a) & (b)	Amended

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Chapter 30

220.	4001 (1) (c)	4001(1) (c)	Amended
221.	4001 (3) (i)	4001 (3) (i)	Amended
222.	Nil	4001 (3) (c)	Deleted
223.	Nil	4001 (4) (a) (ii)	Deleted
224.	4001 (4) (a) (ii) & (iii)	4001 (4) (a) (iii) & (iv)	Renumbered
225.	4001 (4) (b)	4001 (4) (b)	Amended
226.	4001 (5)	Nil	New
227.	4001 (6)	4001 (5)	Amended
228.	4001 (7)	4001 (6)	Renumbered
229.	4001 (8)	4001 (7) & (8)	Amended
230.	4001 (9)	4001 (9)	Amended
231.	4002 (2) (d)	4002 (2) Cat IV	Amended
232.	4002 (3) (b) (iii)	Nil	New

Chapter 41

233.	4101 (6) (b)	Nil	New
234.	4101 (6) (c)	4101 (6) (a) in part	Renumbered
235.	4101 (6) (d) & (e)	4101 (6) (b) & (c)	Renumbered
236.	4101 (10)	4101 (10)	Amended

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Chapter 43

237.	4301 to 4311	4301 to 4317	Amended
238.	4321 (4) (a) (b) & (c)	4321 (4) (a) & (b)	Renumbered
239.	4341 & 4343	4341 & 4342	Amended
240.	4344	4347	Renumbered
241.	4345	4349	Amended
242.	4346	4352	Renumbered
243.	Nil	4344 to 4346	Deleted
244.	4347	4343	Renumbered
245.	Nil	4348	Deleted
246.	Nil	4350 & 4351	Deleted
247.	4358	4358	Amended
248.	4365 (1) (b) (c) & (d)	4365 (1) (b)	Amended
249.	Nil	4368 & 4369	Deleted

Chapter 44

250.	4406 (2)	4406 (2)	Amended
251.	4408	4408	Amended
252.	Nil	4410 (2)	Deleted
253	4413	Nil	New
254.	4419 (5)	4419 (5)	Amended
255.	4431 (1) to (15)	4431 (1) to (15)	Amended
256.	4431 (16) to (18)	Nil	New

APPENDICES

S.No.	New Paragraph Number	Old Paragraph Number	Remarks
	Appendix 1		
257.	1	1	Amended
258.	2 (f) to (1)	Nil	New
259.	4	4	Amended
260.	7 (a) (i), (ii) & (b)	7 (a) & (b)	Renumbered
261.	Nil	17 (d)	Deleted
262	17 (d)	17 (e)	Renumbered
263.	18 (a)	18 (a)	Amended
264	19	Nil	New
	Appendix 2		
265.	Nil	Section II	Deleted
266.	Section II	Nil	New
267.	Section IV	Nil	New
	Appendix 4		
268.	Nil	Full Appendix 4	Deleted
269.	Full Appendix 4	Full Appendix 5	Renumbered
	Appendix 5		
270.	Full Appendix 5	Full Appendix 6	Renumbered
	Appendix 6		
271.	Full Appendix 6	Nil	New

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