The Coast Guard (Seniority and Promotion) Rules, 1987

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CONTENTS

PART- I

PRELIMINARY

1. Short title and commencement

2. Definitions

PART – II
SENIORITY AND PROMOTION RULES - OFFICERS

3. Basic date

4. Seniority of officers

5. Seniority of permanently absorbed officers, re-employed officers and directly recruited officers

6. Authority for promotion

7. Promotion rules

8. Officiating promotion

9. Local ranks

10. Qualifications for promotion

11. Refund of cost of training

12. Probation

13. Refusing promotion

14. Medical

15. Officers of lower medical categories

16. Erroneous promotion

IndiaCode

PART – III
PROMOTION RULES - ENROLLED PERSONS

17. Basic Date

18. Seniority

19. Promotion rules

20. Qualifications for promotion

21. Authority for promotion

22. Leadership course

23. Probation

24. Reservation for unsuitability

25. Reversion

26. Limits of reversion

27. Authority for reversion

28. Procedure

29. Promotion after reversion

30. Promotion by Director-General

31. Inability of Enrolled Personnel to undergo Departmental examination due to exigency of service

32. Failure in basic courses

33. Number of chances in Departmental examination

34. Promotion after reduction in rank

35. Refusal to undergo Departmental examination

IndiaCode

36. Refusing promotion

37. Medical

38. Erroneous promotion

39. Reference to rank and service

40. Removal of doubts

ANNEXURE - 1
Qualifications for Promotion - Officers General Duty Branch (Law)

ANNEXURE - 2
Qualifications for Promotion - Officers General Duty Branch

ANNEXURE - 3
Qualifications for Promotion - Officers Technical (Engineering/Electrical)

ANNEXURE - 4
Qualifications for Promotion - Sailors/Subordinate Officers-General Duty (Seaman)

ANNEXURE - 5
Qualifications for Promotion - Sailors/Subordinate Officers-General Duty -(Supply Assistant)

ANNEXURE - 6
Qualifications for Promotion - Sailors/Subordinate Officers-General Duty (Mechanical)

ANNEXURE - 7
Qualifications for Promotion - Sailors/Subordinate Officers-General Duty (Domestic)

ANNEXURE - 8
Promotion Rules - Sailors (Technical)/Subordinate Officers (Marine Engineering)

ANNEXURE - 9
Promotion Rules - Sailors (Technical)/Subordinate Officers (Technical) (Hull Engineering)

ANNEXURE - 10
Promotion Rules - Sailors (Technical)/Subordinate Officers (Technical) (Electrical)

ANNEXURE - 11
Promotion Rules - Sailors (Technical)/Subordinate Officers (Technical) (Air Engineering / Air Electrical / Air Electronics)

India Code

MINISTRY OF DEFENCE

NOTIFICATION

Dated the 26th February1987

S.R.O. 6(E).- In exercise of the powers conferred by sub-section (1) and clause (b) and (c) of sub-section (2) of section 123 of the Coast Guard Act, 1978 (30 of 1978) , the Central Government hereby makes the following Rules, namely:-

The Coast Guard (Seniority and Promotion) Rules, 1987

PART –I

PRELIMINARY

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1. Short title and commencement. – (1) These rules may be called the Coast Guard (Seniority and Promotion) Rules, 1987

(2) They shall come into force on the date of their publication in the Official Gazette.

2. Definitions. - In these rules unless the context otherwise requires,-

a. "Act" means the Coast Guard Act, 1978 (30 of 1978);

b. "BUVIK" means Officer-in-Charge of the Bureau of Naviks;

c. "Coast Guard Region" means, -

(i) the Coast Guard Region, West, comprising of the coastal areas and the maritime zones of India along the coastal areas of the States of Gujarat, Maharashtra, Karnataka, Kerala and the Union Territories of Goa, Daman and Diu and Lakshadweep;

(ii) the Coast Guard Region, East, comprising of the coastal areas and the maritime zones of India along the coastal areas of the States of Andhra Pradesh, Orissa, Tamil Nadu, West Bengal and the Union Territory of Pondicherry; and

(iii) the Coast Guard Region, Andaman and Nicobar Islands, comprising of coastal areas and the maritime zones of India along the coastal areas of the Union Territory of Andaman and Nicobar Islands;

(iv) "Government" means the Central Government.

(v) All words and expressions used but not defined in these rules but defined in the Act, shall have the meanings respectively assigned to them in the Act

PART – II
SENIORITY AND PROMOTION RULES - OFFICERS

3. Basic date. - All officers on joining the Coast Guard Service shall be allocated a basic date. This date shall be the date on which an individual is called upon to report to the Coast Guard ship/authority or the date on which he actually reports or the date of commencement of training, whichever is later. The basic date shall be used for determining his service in the Coast Guard.

4. Seniority of officers. - (1) All officers holding a higher rank shall be senior to officers holding a lower rank.

(2) In a particular rank, —

(i) Inter-se seniority of officers promoted to a particular rank in a branch shall be determined in accordance with the order of merit which shall be prepared by the Departmental Promotion Committee. However, inter-se seniority of officers in a particular rank shall be determined in accordance with the date of substantive promotion to that rank and where two or more officers are promoted to a rank on the same day, their seniority shall be determined in accordance with their seniority in the previous rank. If that also happens to be the same then the basic date and ultimately the date of birth shall be the deciding factor, the elder being the senior.

(ii) officers holding substantive rank shall be senior to officers holding acting rank. Similarly, officers holding acting rank shall be senior to officers holding officiating rank.

(iii) seniority of officers appointed to any rank in an acting or officiating capacity shall be determined in accordance with the seniority in the substantive rank.

iv. [In the case of officers who fail to qualify the training prescribed in rule 10,sub-rule (5) with their entry batch, and qualify with any subsequent batch, their inter-se seniority for the purpose of promotion shall be determined in the order of merit of the batch with which they finally qualify

5. Seniority of permanently absorbed officers, re-employed officers and directly recruited officers.-

(1) (a) Seniority of permanently absorbed officers in the rank of Deputy Inspector General shall be determined from the date of grant of substantive Captain's rank in the Indian Navy or from the date of grant of rank of Deputy Inspector General in the Coast Guard, whichever is earlier.

(b) Seniority of permanently absorbed officers in the rank of Commandant shall be determined from the date arrived at after taking into consideration full service in the rank of substantive Commander in the Indian Navy.

(c) Seniority of permanently absorbed officers in the rank of Commandant (Junior Grade) shall be determined from the date of completion of ten years' commissioned service in the Indian Navy.

(d) Seniority of permanently absorbed officers in the rank of Deputy Commandant shall be determined from the date of completion of five years' commissioned service in the Indian Navy.

(e) Seniority of permanently absorbed officers in the rank of Assistant Commandant shall be determined from the date of commissioned in the Indian Navy.

(2) Seniority of re-employed officers shall be determined as follows:—

(a) Deputy Inspector General. — Date of promotion to substantive rank of Captain in the Indian Navy.

(b) Commandant. — Date of promotion to substantive rank of Commander in the Indian Navy.

(c) Commandant (Junior Grade).— Date of completion of ten years commissioned service in the Indian Navy.

(d) Deputy Commandant.— Date of completion of five years commissioned service in the Indian Navy.

(e) Assistant Commandant. — Date of commissioned in the Indian Navy**.**

Note. — In the event of there being an intervening period between the date of retirement from the Indian Navy and date of re-employment in the Coast Guard, this period will be deducted for the purpose of reckoning seniority in the substantive rank.

(3) Seniority of directly recruited officers and enrolled personnel promoted to the officer rank shall be determined on the basis of the marks obtained during initial training or departmental examination as prescribed by the Director General as the case may be.

6. Authority for promotion. - The authority for promotion of officers shall be the Central Government or the Director General where so empowered by the Central government.

7. Promotion rules. – (1) Officers shall be eligible for promotion against vacancies occurring during a financial year in the respective branches and cadres to which they belong.

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(2) The promotion of officers to the rank of Deputy Commandant and Commandant (Junior Grade) shall be made on the basis of their seniority subject to fitness and possession of requisite qualifications contained in the relevant Annexure to these rules.

(3) The promotion of an officer to the rank of Commandant and above shall be made on relative merit based selection within the eligible batch of officers of his cadre and branch to which he belongs and subject to possession of requisite qualifications contained in the relevant Annexure to these rules.

(4) The promotion of officers to the rank of Commandant and above shall be on acting basis. They will be confirmed from the date of their promotion on rendering satisfactory service for a period of one year in the higher rank. The service shall be assessed from the Annual Confidential Report rendered on the officers.

(5) All reports of Coast Guard Officers of the rank of Commandant(JG) and Commandant will undergo a 'Performance Appraisal Review' at CGHQ by a Performance Appraisal Review Board(PARB) with a view to analyse instances of wide deviations from their previous overall career profile. The Reporting and Reviewing Officers will be required to support very high or low grading in the remarks column. At Coast Guard Headquarters the numerical grades may be suitably moderated on the recommendation of PARB with the approval of the Director General Coast Guard so as to bring the same in tune with officer's demonstrated past performance.

8. Officiating promotion. - The Director-General may, with the prior approval of the Government grant an officiating higher rank to an officer subject to the following conditions: -

(a) Where a short term vacancy is created due to leave, deputation, training etc. and an officer approved for promotion by Departmental Promotion Committee is not available.
(b) Officiating promotions shall be restricted upto the rank of Deputy Inspector General only.
(c) Officiating rank under this rule shall initially be unpaid and shall become paid after twenty-one consecutive days of duty in the appointment carrying the higher rank from the date of its grant.

(c) An officer granted officiating rank shall not be entitled to claim any seniority in that rank.

(e). An officer granted officiating rank shall cease to hold the rank when he ceases to hold the appointment for which the rank was granted.

(f) Only such officers who have completed the minimum service required for the next rank shall be eligible for this promotion.

(g). The promotion shall normally be made from the officers of the same ship/establishment station.

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9. Local ranks. - The Director-General may grant an officer of the Coast Guard any local higher rank whenever considered necessary by him in the interest of better functioning of the service subject to the following conditions:-

(a) The officer shall exercise the command and be vested with the powers of an officer holding that rank.
(b) The officer shall not be entitled to any extra pay and allowances for holding such rank.
(c) The officer shall not be entitled to claim any seniority over other officers of the Coast Guard by virtue of having held such rank.
(d) The officer granted local rank shall cease to hold the rank when he ceases to hold the appointment for which the rank was granted.

10. Qualifications for promotion. - The qualifications for promotion in various branches of the Coast Guard for respective ranks are given in Annexures 1, 2 and 3. The general rules pertaining to these qualifications are:—

(1) Service. —The entire service in the Coast Guard in that rank shall reckon as qualifying service with the exemption of time for which pay is not allowed, such as, time

lost during desertion, waiting trial for desertion, extraordinary leave or time during which a person has been out of service for any cause.

Provided that in the case of the officers who fail to qualify the training prescribed in rule 10 sub-rule(5) with their entry batch their inter-se-seniority and service for the purpose of promotion shall be determined in the order of merit of the batch with which they finally qualify.

(2) Counting of pervious service for promotion of Defence Service Officers : —

(a). Permanently absorbed.— (i). In the case of Assistant Commandants who are ex-Naval Officers, their entire Commissioned service shall be counted for promotion to the rank of Deputy Commandant.

(ii) In the case of Deputy Commandants who are ex-Naval officers, their entire commissioned service shall be counted for promotion to the rank of Commandant (Junior Grade).

(iii) In the case of Commandants (Junior Grade) who are ex-Naval officers, their entire commissioned service shall be counted for promotion to the rank of Commandant.

(iv) In the case of Commandants who are ex-Naval officers, their entire previous service, if any, in the rank of Commander shall be counted for promotion to the rank of Deputy Inspector General.

(v) In the case of Deputy Inspector Generals, who are ex-Naval officers, previous service in the rank of Captain, Indian Navy, shall be counted in full for promotion to the rank of Inspector General**.**

(b). Re-employed. — In the case of re-employed officers their service from the date of re-employment shall be counted for promotion purposes.

Note. — Extraordinary leave granted on medical certificate or due to the inability of the individual to join duty on account of civil commotion or for the purpose of prosecuting studies certified to be in public interest shall be reckoned as qualifying service.

(3) Sea service. — Sea service shall consist of duties performed on a Coast Guard ship on permanent duty for the period specified in the relevant annexure. For administrative convenience, this sea service may not be continuous and as long as the entire period constitutes the minimum stipulated, sea service, it shall be deemed to have met the essential requirement.

(4) Swimming. — Passing the swimming test shall be an essential condition for

qualifying in the basic training course. Officers who do not qualify in the swimming test on completion of this course may be liable for discharge from the service.

(5) Training and treatment of failures. — On entry officers of the respective branches will undergo successfully basic training, technical courses and specialisation as specified by Director-General from time to time. The consequences of failure shall be as follows:—

(i) Basic training. — Cases of failure in the examination shall be referred to Director-General for consideration. Those who fail in the examination may, at the discretion of the Director-General, be given further training in the subject or subjects in which they have failed and be re-examined. Such of these officers, who in the opinion of Director-General will not benefit by further training, shall be liable to be discharged from the service as unsuitable. Those who fail in the examination at the second attempt shall also be liable to be discharged from the service as unsuitable.

(ii). Technical courses. — Officers failing in not more than 2 subjects in any one course but obtaining pass marks for that course shall be given further instructions and re-examined in the subject or subjects in which they have failed.

Officers failing to obtain pass marks for the course or failing in more than 2 subjects shall be required to do the whole course again.

Removal of probation of officers failing in technical courses shall be delayed to the extent of duration as shown below: —

(a). Courses of more than 4 weeks duration — 2 months.

(b). Courses of 4 weeks or less duration — 1 month.

Officers passing on re-examination shall be given a 'Pass' class and awarded minimum passing marks for the course.

Those who fail in the examination at their second attempt shall be liable to be discharged from the service as unsuitable.

(iii) Seamanship board (only for General Duty officers). — Assistant Commandants (General Duty) who fail to qualify in the Seamanship Board may be required to repeat this phase of training with the subsequent course. They may also be delayed in their removal from probation by six months. Those who fail at the second attempt shall be liable to be discharged from the service as unsuitable.

(vi) Specialisation courses (only for Technical Officers with electrical/engineering specialisation). — Technical Officers with electrical/engineering specialisation who fail to qualify in the final examination of the specialisation course or courses shall be put back a term at the conclusion of which they shall be re-examined. The officers shall also be delayed in their removal from probation by 6 months. The officer failing twice in the final examination of these specialisation courses shall be liable to be discharged from the service as unsuitable.

(vii) Watch Keeping Certificate (for General Duty officers only). — Assistant Commandants (General Duty) who fail to obtain a Watch Keeping Certificate on completion of their initial training, will be required to continue this phase of training for a duration recommended by Commanding Officer/Board of Officers and re-examined. However, such duration is not to exceed six months. Their removal from probation shall be delayed correspondingly. Those who fail to qualify in re-examination shall be liable to be discharged from the service as unsuitable.

(viii) Air crew conversion on type (General Duty, Pilot/ Navigators only). — Assistant Commandants (General Duty) Pilot/Navigator who fail to complete Air crew conversion training on type, shall be liable to be discharged from service as unsuitable.

(vii.) Award of Engine Room Watch Keeping Certificate/Certificate of Competency of Electrical Specialisation (Assistant Commandant Technical Engineering/Electrical). — Assistant Commandants (Technical) who fail to obtain Engine Room Watch Keeping Certificate/Certificate of Competency of Electrical specialisation during their afloat training shall be required to continue this phase of training for the duration recommended by the Commanding Officer/Board of Officers. However, such duration is not to exceed six months. Their removal from probation will be delayed correspondingly. Those who fail to qualify in re-examination shall be liable to be discharged from the service as unsuitable.

11. Refund of cost of training. - If an officer from any Branch in the Coast Guard requests to be withdrawn from any phase of the training or resigns during the probationary period and such request or resignation is accepted by the Government, he shall be required to refund the cost of training in whole or in part as may be determined by the Government and all money received by him as pay and allowances from the Government together with interest on the said amount calculated at the rate in force for Government loans.

12. Probation. - (1) On entering into service direct recruit officer shall be on probation for the period specified in the relevant recruitment rules or till such time as the officer completes his professional training, passes swimming test, qualifies for award of watch keeping certificate in the General Duty Branch award of wings in General Duty

(Pilot/Navigator) branch awarded engine room watch keeping certificate/awarded certificate of competency of specialisation in the engineering and electrical specialisations respectively of the technical branch or such other courses as may be prescribed, by the Director General, whichever is later.

(2) The period of probation may be extended beyond the period specified in the relevant recruitment rules by one year with the approval of the Central Government.

(3) As long as no specific orders of satisfactory completion of probation are issued to a probationer, such probationer shall be deemed to have continued on probation.

13. Refusing promotion. - Generally no officer shall be permitted to refuse promotion. However, such refusal may be permitted under special circumstances with the approval of the Government. If subsequently, the officer desires to be promoted, he may be required to submit an application to Director-General in this regard through his Commanding Officer, and his Administrative Authority and the case shall be considered on its merits by the Departmental Promotion Committee along with the next batch of promotees. Such an application can be submitted only after one year of the date of refusal.

14. Medical. - The officer must be in medical categories S_1A_1, S_2A_1, or S_2A_2 on the date of promotion. Cases of officers who are placed in medical categories S_3 A_1, S_3A_2, or S_3A_3 temporarily or permanently shall be forwarded through Administrative Authority to Director-General and each case shall be considered on its merit. The Medical Board proceedings should accompany all such recommendations which must also contain the date from which the Departmental Promotion Committee approved the individual for promotion.

15. Officers of lower medical categories. - Officers placed in medical category S_1A_4 shall be considered for promotion in accordance with the procedure laid down in rule 14 depending upon the revised medical category in which they are placed on discharge from the hospital.

16. Erroneous promotion. - If it is discovered that an officer has been promoted wrongly (for example he was not fully qualified when promoted) the promotion may be cancelled. Excess payments made for the period of erroneous promotion shall be recovered.

PART - III
PROMOTION RULES - ENROLLED PERSONS

17. Basic date. - All personnel on joining the Coast Guard Service shall be allocated a basic date. This shall be the date on which an individual is called upon to report to the Coast Guard ship/authority or the date on which he actually reports or the date of commencement of training whichever is later. The basic date shall be used for determining his service in the Coast Guard.

18. Seniority. - (1) The seniority of Enrolled Persons shall be decided on the basis of the merit list drawn upon completion of basic training courses for their respective branches.

(2) Inter-se seniority of enrolled persons promoted to a particular rank in one branch shall be determined in accordance with the order of merit which shall be prepared by the Departmental Promotion Committee. However, inter-se seniority of enrolled persons in a particular rank shall be determined in accordance with the date of promotion to that rank and if that happens to be the same, then it shall be determined in accordance with the seniority in the previous rank or ranks. If that also happens to be the same, then the date of birth will be the deciding factor, the elder being the senior.

(3) The seniority of enrolled persons on transfer from the Army/Navy/Air Force shall be fixed with reference to date of transfer to Coast Guard or the provisions of the respective recruitment rules whichever is applicable.

(4) Seniority of enrolled persons re-employed shall be determined from the date of re-employment in the rank.

19. Promotion rules. - (1) Enrolled persons shall be eligible for promotion against the vacancies occurring in their respective cadre to which they belong.

(2) The promotion of enrolled persons shall be effected by selection/non-selection method as stipulated in the respective recruitment rules.

20. Qualifications for promotion. - The qualifications for promotion in various branches of the Coast Guard for respective ranks are given in Annexure 4 to 11. The general rules pertaining to these qualifications are : -

(1) Service -The entire service in the Coast Guard in that rank shall reckon as qualifying service with the exception of time for which pay is not allowed such as, time lost during imprisonment, detention, desertion, waiting trial for desertion, extraordinary leave or time during which a person has been out of service for any cause.

Note: 1. Extraordinary leave granted on medical certificate or due to the inability of the individual to join duty on account of civil commotion or for the purpose of prosecuting studies certified to be in public interest shall be reckoned as qualifying service.

2. Service rendered in the Army/Navy/Air Force shall also be counted as provided in the recruitment rules. Normally Naviks transferred from one branch to another will not be allowed to count time served in their previous branch for promotion purposes in the branch to which they are transferred, however, the following exceptions may be made, namely : -

(i) Where the transfer is effected to meet service requirements.

(ii) Where the transfer is effected on medical grounds.

(iii) Where an individual is reverted to his original branch after a change of branch, on being found unsuitable.

(iv). Where the transfer is between specialisations of the same branch, such as, Navik (General Duty) seaman or store assistant.

(2) Very Good Conduct. - The minimum period of Very Good Conduct necessary for promotion to various ranks is given in Annexures 4 to 11.

(3) Departmental examinations. - A pass in professional examination or professional and specialist examination as stipulated in Annexures 4 to 11 for the respective ranks and branches shall be treated as pass in departmental examination.

(4) Sea service. - Sea service shall consist of duties performed on board a Coast Guard Ship on permanent duty for the period specified in the relevant annexure. For administrative convenience, this sea service may not be continuous and as long as the entire period constitutes the minimum stipulated sea service, it shall be deemed to have met the essential requirement.

(5) Swimming. - An individual who has not passed the swimming test may be recommended for promotion by the Departmental Promotion Committee and promoted subject to the condition that he passes the test at the earliest date in which case he shall be promoted as per his original seniority in that rank. Enrolled persons who do not pass the test before the meeting of the next Departmental Promotion Committee, are liable to forfeit their original seniority and be required to be considered afresh along with other personnel eligible for promotion.

21. Authority for promotion. - The recommendation for promotion/confirmation/extension of probationary period shall be made by the Departmental Promotion Committee. The Departmental Promotion Committee shall take into consideration the reservation, relaxation of age limit and other concession required

to be provided for the Scheduled Castes, Scheduled Tribes and other specialist categories of persons in accordance with the order issued by the Government from time to time in this regard. Nomination of officers for Departmental Promotion Committee shall be by the respective Administrative Authorities as directed by the Coast Guard Headquarters. The Promotion/ confirmation/ extension of probationary period shall be intimated by the BUVIK after approval of the proceedings of the Departmental Promotion Committee by the Director- General.

22. Leadership course. - Qualifying in the leadership course is essential for promotion from Pradhan Navik to Adhikari and Pradhan Yantrik to Sahayak Engineer.

23. Probation. - The period of probation shall be as stipulated in the respective recruitment rules. As long as no specific orders of satisfactory completion of probation are issued to a probationer, such probationer shall be deemed to have continued on probation.

The period of probation can be extended by a period of two years by appointing authority on the recommendations of the Departmental Promotion Committee. Extension of probation beyond 4 years shall be made with the approval of Government. Enrolled persons who do not complete the period of probation satisfactorily are liable to be reverted to their formed rank or discharged from service.

24. Reservation for unsuitability. - Uttam Navik/UttamYantrik and above who are unable to perform their duties adequately for want of knowledge or inability or who are considered to be unsuitable for the higher rank are liable to be reverted to a lower rank.

25. Reversion. - Reversion is not a punishment and shall never be used as means of dealing with an offence but the character of an offence or offences for which an enrolled personnel has been punished may be such as to show that the individual professionally unsuitable for the rank he holds in which case consideration may be given to reversion under the procedure given below.

26. Limits of reversion. - No enrolled person shall be reduced in his rank more than one rank at a time.

27. Authority for reversion. - In all cases of reversion the Authority will be vested in the Director -General.

28. Procedure. - (1) The normal procedure when an enrolled person shows a want of knowledge or ability or appears unsuitable (other than for reasons coverable by disciplinary action) is that he shall be interviewed by his Head of Department. He shall be informed of his shortcomings and, where reversion is contemplated, he may be

formally warned, in writing, that if no improvement occurs, his case will be reported to the Commanding Officer with a view to reversion.

(2) When the character of a proved offence is such as to show that the enrolled person is unsuitable for his rank, either professionally or for reasons other than those coverable by disciplinary action, the case shall be dealt with by the Commanding Officer without following the procedure laid down in sub-rule(1).

(3) The Commanding Officer shall formally investigate all cases where reversion is in question. The enrolled person shall be allowed to defend his case with the assistance, if he so wishes, of an officer who need not necessarily be the enrolled persons Divisional Officer. The Commanding Officer shall apply for reversion to the Director-General under advice to the Administrative Authority and the Officer-in-Charge BUVIK and Enrolled Person is to be informed accordingly. The service book of the enrolled person must accompany such applications.

(4) The Administrative Authority on receiving an application for reversion may direct that the enrolled person is to serve for a further period of trial in the same or another ship, if he considers that this additional service is justified. The Administrative Authority is to thereafter constitute a board of 3 officers to assess the professional competence of the enrolled person and submit its recommendation alongwith recommendations of the Commanding Officer to Director-General.

(5) When reversion has been approved by the Director-General, the decision shall be communicated to the enrolled person by the Commanding Officer, this being the effective date of reversion.

29. Promotion after reversion. - An enrolled person may be placed before the Departmental Promotion Committee for reinstatement to his original rank six months after his reversion. Based on the recommendations of the Commanding Officer, the Departmental Promotion Committee may clear enrolled person for promotion based on his original seniority. In all such cases the individual shall be on probation for a minimum of one year. Time served in the higher rank before reversion shall count for further promotion after the rank has been restored.

30. Promotion by Director-General. - Director-General may promote a limited number of outstanding enrolled personnel even though not fully qualified, whose abilities and fitness for higher rank are brought to his notice. The promotions shall be limited in number so as not to interrupt the normal working of the Departmental Promotion Committee. Such promotions shall be distinguished by a special notation in the service book. This promotion may normally be restricted to once in an individual's career.

31. Inability of Enrolled Personnel to undergo Departmental examination due to exigency of service. - In the event of enrolled personnel not being able to undergo departmental examination due to exigencies of service, the Departmental Promotion Committee may recommend promotion of such enrolled personnel on provisional basis provided they are fully eligible otherwise and qualify such departmental examinations at the earliest opportunity. Such enrolled personnel may be liable for reversion to their former rank in case they fail to qualify in the departmental examination.

32. Failure in basic courses. - The cases of enrolled personnel failures in the basic training or professional/specialist qualification courses on entry into service shall be referred to BUVIK for consideration. Those who fail in the examination may at the discretion of BUVIK be given further training in the subject or subjects in which they have failed and be re-examined. Such enrolled personnel who in the opinion of BUVIK will not benefit by further training shall be liable to be discharged from service as 'unsuitable' with the approval of the Inspector-General in the Coast Guard Headquarters. Those who fail in the examination at the second attempt , shall also be liable to be discharged from the service as 'unsuitable', as provided in the Coast Guard (General) Rules, 1986.

33. Number of chances in Departmental examination. - (1) On completion of half the time stipulated for service in that rank, enrolled personnel may be nominated for professional courses. Normally an individual may be given three chances to qualify in a professional course and in exceptional cases a fourth chance may be given at the discretion of the Director-General.

(2) An enrolled person who fails in higher rank professional/specialist qualification course should not normally be sent to undergo the same or any other specialist qualifications course until a period of one year has elapsed since the date of completion of the course in which he failed or from which he has been withdrawn.

34. Promotion after reduction in rank. - Enrolled personnel reduced in rank by sentence of Coast Guard Court or summarily shall not be repromoted without the special authority of the Director-General which shall be required, for each step of promotion and is to be sought accordingly. This application may normally be made only after the enrolled personnel have qualified for promotion by rendering Very Good Conduct Service given in Annexures 4 to 11.

35. Refusal to undergo Departmental examination. - Generally no enrolled person shall be allowed to refuse a professional course/departmental examination for which he has been detailed. Commanding Officers are to ensure that enrolled personnel are sent for the courses for which they are selected. Refusal to comply with instructions to undergo a course shall render an individual ineligible for consideration for all further courses/examinations for a period of one year.

36. Refusing promotion. - Under normal circumstances no enrolled person shall be permitted to refuse promotion. However, such refusal may be permitted under special circumstances with the approval of the Director-General. If subsequently, the individual desires to be promoted he may be required to submit an application in this regard to his Commanding Officer and his case shall be considered on its merits by the Departmental Promotion Committee along with the next batch of promotees. Such an application may be submitted only after a year of the refusal.

37. Medical. - (1) An enrolled person must be in the medical category S_1A_1 or S_2A_2 on the date of promotion.

(2) Cases of enrolled personnel who are placed in medical categories S_3A_1, S_3A_2 and S_3A_3 (temporarily or permanently) shall be forwarded to Director-General through Officer-in-Charge BUVIK and each case shall be considered on its merit. The service book of the enrolled person and the Medical Board proceeding should accompany all such recommendations.

(3) Enrolled personnel placed in medical category S_4A_4 shall be considered for promotion in accordance with the procedure laid down in sub-rules (1) and (2) depending upon the revised medical category in which they are placed on discharge from hospital.

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38. Erroneous promotion. - If it is discovered that an enrolled person has been promoted wrongly (for example he was not fully qualified when promoted) the promotion may be cancelled. Excess payment made for the periods or erroneous promotion shall be recovered.

39. Reference to rank and service. - In these rules a reference to Naval ranks and service shall cover equivalent ranks and service in the Army and the Air Force.

40. Removal of doubts. - If any doubt arises as to the interpretation of any of the provisions of these rules, the matter shall be referred to the Government or such other authority as may be specified by the Government by general or special order and the decision of the Government of such other authority shall be final.

Annexure- 1

Qualifications For Promotion

OFFICERS GENERAL DUTY BRANCH (LAW)

Serial Number	Qualifica-tions	Assistant Commandant to Deputy Commandant	Deputy Commandant to Commandant (Junior grade)	Commandant (Junior Grade) to Commandant	Commandant to Deputy Inspector General	Deputy Inspector General to Inspector General	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	Service	6 Years	2 Years as Deputy Commandant with total 11 years service	2 Years as Commandant (Junior Grade) with total 15 years service	3 Years as Commandant with total 20 years of service	2 Years as Deputy Inspector General with total 24 years of service	For promotion to the rank of Inspector General the Officer should have 2 years residual service on the date of promotion.
2.	Sea Time	1 Year	1 Year	Not applicable	Not applicable	Not applicable	Sea time may be waived by Director-General in exceptional circumstances.
3.	Swimming	Yes	Not applicable	Not applicable	Not applicable	Not applicable	Essential for passing basic training.

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Annexure- 2

QUALIFICATIONS FOR PROMOTION

OFFICERS GENERAL DUTY BRANCH

Sl. No.	**Qualifica-tions**	**Assistant Commandant to Deputy Commandant**	**Deputy Commandant to Commandant (Junior grade)**	**Commandant (Junior Grade) to Commandant**	**Commandant to Deputy Inspector General**	**Deputy Inspector General to Inspector General**	**Remarks**
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	Service	6 Years	2 Years as Deputy Commandant with total 11 years service	2 Years as Commandant (Junior Grade) with total 15 years service	3 Years as Commandant with total 20 years of service	2 Years as Deputy Inspector General with total 24 years of service	An officer on the date of promotion to the rank of Inspector General should have minimum 2 years residual service.
2.	Sea Time	2 Years	1 Year	1 Year	1 Year	1 Year	The aggregate sea time in the two ranks of Deputy Commandant and Commandant (Junior Grade) should be a minimum of 2 years for eligibility of promotion to Commandant.
3.	Swimming	Yes	Not applicable	Not applicable	Not applicable	Not applicable	Essential for passing basic training.

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Annexure 3

QUALIFICATIONS FOR PROMOTION

OFFICERS TECHNICAL (ENGINEERING/ELECTRICAL)

Sl. No.	Qualifica-tions	Assistant Commandant to Deputy Commandant	Deputy Commandant to Commandant (Junior grade)	Commandant (Junior Grade) to Commandant	Commandant to Deputy Inspector General	Deputy Inspector General to Inspector General	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	Service	6 Years	2 Years as Deputy Commandant with total 11 years service	2 Years as Commandant (Junior Grade) with total 15 years service	3 Years as Commandant with total 20 years of service	2 Years as Deputy Inspector General with total 24 years of service	An officer on the date of promotion to the rank of Inspector General should have minimum 2 years residual service.
2.	Sea Time	2 Years	1 Year	1 Year	1 Year	Not applicable	(1) Coast Guard Technical Officers upto the rank of Commandant shall be appointed to sea billets on comparative merit and as per service exigencies. (2) Sea time may be waived in exceptional circumstances by Director-General. (3) The aggregate sea time in the two ranks of Deputy Commandant and Commandant (Junior Grade) should be a minimum of 2 years for eligibility of promotion to Commandant.
3.	Swimming	Yes	Not applicable	Not applicable	Not applicable	Not applicable	Essential for passing basic training.

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Annexure- 4

QUALIFICATIONS FOR PROMOTION

SAILORS / SUBORDINATE OFFICERS
GENERAL DUTY (SEAMAN)

Serial number	Qualifications	Navik to Uttam Navik	Uttam Navik to Pradhan Navik	Pradhan Navik to Adhikari	Adhikari to Uttam Adhikari	Uttam Adhikari to Pradhan Adhikari	Remarks
(1)	**(2)**	**(3)**	**(4)**	**(5)**	**(6)**	**(7)**	**(8)**
1.	Very Good Conduct	1 Year	1 Year	3 Years	4 Years	3 Years	_
2.	Service Qualification	5 Years	4 Years	3 Years	4 Years	3 Years	_
3.	Sea Service	1 Year	1 Year	1 Year	Not applicable	Not applicable	_
4.	Professional Qualifications	Uttam Navik Course	Pradhan Navik Course	Subordinate Officer 'Q' Course	Uttam Adhikari Course	Pradhan Adhikari Board	_
5.	Sub-Specialist Qualifications	_	As promulgated by the Director-General from time to time.				Applicable to Enrolled Persons of Aviation, Diving and Radio Operator.
6.	Swimming	Passed Provisional Test/Passed Standard Test	Not applicable	Not applicable	Not applicable	Not applicable	_

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7.	Leadership Course	Not applicable	Not applicable	Yes	Not applicable	Not applicable	_

NOTE FOR ANNEXURE 4 TO 11

1. Personnel may be promoted on provisional basis if they cannot be detailed for courses due to exigencies of service.

2. Sea time may be waived by Director-General in exceptional circumstances.

3. 'Very Good' conduct in case of re-employed personnel shall not be more than the re-employed service.

4. Tenure in squadron/Air Station will be considered as sea service for Enrolled persons (General Duty and Technical) of Aviation sub-specialization.

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Annexure- 5

QUALIFICATIONS FOR PROMOTION

SAILORS / SUBORDINATE OFFICERS
GENERAL DUTY (SUPPLY ASSISTANT)

Serial number	Qualifications	Navik to Uttam Navik	Uttam Navik to Pradhan Navik	Pradhan Navik to Adhikari	Adhikari to Uttam Adhikari	Uttam Adhikari to Pradhan Adhikari	Remarks
(1)	**(2)**	**(3)**	**(4)**	**(5)**	**(6)**	**(7)**	**(8)**
1.	Very Good Conduct	1 Year	1 Year	3 Years	4 Years	3 Years	_
2.	Service Qualifications	5 Years	4 Years	3 Years	4 Years	3 Years	_
3.	Sea Service	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	_
4.	Professional Qualifications	Uttam Navik Course	Pradhan Navik Course	Subordinate Officers 'Q' Course	Uttam Adhikari Course	Pradhan Adhikari Board	_
5.	Swimming	Passed Provisional Test/Passed Standard Test	Not applicable	Not applicable	Not applicable	Not applicable	_
6.	Leadership Course	Not applicable	Not applicable	Yes	Not applicable	Not applicable	_

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Annexure- 6

QUALIFICATIONS FOR PROMOTION

SAILORS / SUBORDINATE OFFICERS
GENERAL DUTY (MECHANICAL)

Serial number	Qualifications	Navik to Uttam Navik	Uttam Navik to Pradhan Navik	Pradhan Navik to Adhikari	Adhikari to Uttam Adhikari	Uttam Adhikari to Pradhan Adhikari	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	Very Good Conduct	1 Year	1 Year	3 Years	4 Years	3 Years	_
2.	Service Qualifications	5 Years	4 Years	3 Years	4 Years	3 Years	_
3.	Sea Service	1 Year	1 Year	1 Year	Not applicable	Not applicable	_
4.	Professional Qualifications	Uttam Navik Course	Pradhan Navik Course	Subordinate Officers 'Q' Course	Uttam Adhikari Course	Pradhan Adhikari Board	_
5.	Swimming	Passed Provisional Test/Passed Standard Test	Not applicable	Not applicable	Not applicable	Not applicable	_
6.	Leadership Course	Not applicable	Not applicable	Yes	Not applicable	Not applicable	_

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Annexure- 7

QUALIFICATIONS FOR PROMOTION

SAILORS / SUBORDINATE OFFICERS
GENERAL DUTY (DOMESTIC)

Serial number	Qualifications	Navik to Uttam Navik	Uttam Navik to Pradhan Navik	Pradhan Navik to Adhikari	Adhikari to Uttam Adhikari	Uttam Adhikari to Pradhan Adhikari	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	Very Good Conduct	1 Year	1 Year	3 Years	4 Years	3 Years	_
2.	Service Qualifications	5 Years	4 Years	3 Years	4 Years	3 Years	_
3.	Sea Service	6 months	6 months	6 months	Not applicable	Not applicable	_
4.	Professional Qualifications	Uttam Navik Course	Pradhan Navik Course	Subordinate Officers 'Q' Course	Uttam Adhikari Course	Pradhan Adhikari Board	_
5.	Swimming	Passed Provisional Test/Passed Standard Test	Not applicable	Not applicable	Not applicable	Not applicable	_
6.	Leadership Course	Not applicable	Not applicable	Yes	Not applicable	Not applicable	_

IndiaCode

Annexure- 8

PROMOTION RULES

SAILORS (TECHNICAL) / SUBORDINATE OFFICERS (MARINE ENGINEERING)

Serial number	Qualifications	Yantrik to Uttam Yantrik	Uttam Yantrik to Pradhan Yantrik	Pradhan Yantrik to Sahayak Engineer	Sahayak Engineer to Uttam Sahayak Engineer	Uttam Sahayak Engineer to Pradhan Sahayak Engineer	Remarks
(1)	**(2)**	**(3)**	**(4)**	**(5)**	**(6)**	**(7)**	**(8)**
1.	Very Good Conduct	1 Year	1 Year	3 Years	4 Years	3 Years	_
2.	Service Qualifications	2 Years	2 Years	3 Years	4 Years	3 Years	_
3.	Sea Service	1 Year	1 Year	1 Year	Not applicable	Not applicable	_
4.	Professional Qualification	Internal Combustion Engine Watch Keeping Certificate	Unit Watch Keeping Certificate	Charge Certificate	Uttam Adhikari Course	Pradhan Sahayak Engineer Board	_
5.	Swimming	Passed Provisional Test/Passed Standard Test	Not applicable	Not applicable	Not applicable	Not applicable	_
6.	Leadership Course	Not applicable	Not applicable	Yes	Not applicable	Not applicable	_

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Annexure- 9

PROMOTION RULES
SAILORS (TECHNICAL) / SUBORDINATE OFFICERS (TECHNICAL) (HULL ENGINEERING)

Serial number	Qualifications	Yantrik to Uttam Yantrik	Uttam Yantrik to Pradhan Yantrik	Pradhan Yantrik to Sahayak Engineer	Sahayak Engineer to Uttam Sahayak Engineer	Uttam Sahayak Engineer to Pradhan Sahayak Engineer	Remarks
(1)	**(2)**	**(3)**	**(4)**	**(5)**	**(6)**	**(7)**	**(8)**
1.	Very Good Conduct	1 Year	1 Year	3 Years	4 Years	3 Years	_
2.	Service Qualification	2 Years	2 Years	3 Years	4 Years	3 Years	_
3.	Sea Service	1 Year	1 Year	1 Year	Not applicable	Not applicable	_
4.	Professional Qualification	Certificate of Competency by Commanding Officer	Professional Examination Regional Headquarters Board	Professional Examination in Ship Wright Artificer Training School	Uttam Adhikari Course	Pradhan Sahayak Engineer Board	_
5.	Swimming	Passed Provisional Test/Passed Standard Test	Not applicable	Not applicable	Not applicable	Not applicable	_
6.	Leadership Course	Not applicable	Not applicable	Yes	Not applicable	Not applicable	-

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Annexure- 10

PROMOTION RULES

SAILORS (TECHNICAL) / SUBORDINATE OFFICERS TECHNICAL (ELECTRICAL)

Serial number	Qualifications	Yantrik to Uttam Yantrik	Uttam Yantrik to Pradhan Yantrik	Pradhan Yantrik to Sahayak Engineer	Sahayak Engineer to Uttam Sahayak Engineer	Uttam Sahayak Engineer to Pradhan Sahayak Engineer	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	Very Good Conduct	1 Year	1 Year	3 Years	4 Years	3 Years	_
2.	Service Qualification	2 Years	2 Years	3 Years	4 Years	3 Years	_
3.	Sea Service	1 Year	1 Year	1 Year	Not applicable	Not applicable	_
4.	Professional Qualification	Certificate of Competency by Commanding Officer	Professional Examination Regional Headquarters	Professional Examination In Electrical School	Uttam Adhikari Course	Pradhan Sahayak Engineer Board	_
5.	Swimming	Passed Provisional Test/Passed Standard Test	Not applicable	Not applicable	Not applicable	Not applicable	_
6.	Leadership Course	Not applicable	Not applicable	Yes	Not applicable	Not applicable	_

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Annexure-11

PROMOTION RULES

SAILORS (TECHNICAL) / SUBORDINATE OFFICERS (TECHNICAL) (AIR ENGINEERING / AIR ELECTRICAL / AIR ELECTRONICS)

Serial number	Qualifications	Yantrik to Uttam Yantrik	Uttam Yantrik to Pradhan Yantrik	Pradhan Yantrik to Sahayak Engineer	Sahayak Engineer to Uttam Sahayak Engineer	Uttam Sahayak Engineer to Pradhan Sahayak Engineer	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	Very Good Conduct	1 Year	1 Year	3 Years	4 Years	3 Years	_
2.	Service Qualification	2 Years	2 Years	3 Years	4 Years	3 Years	_
3.	Sea Service	1 Year	1 Year	1 Year	Not applicable	Not applicable	_
4.	Professional Qualification	Certificate of Competency by Commanding Officer	Professional Examination (Award of Unit Certificate)	Professional Examination (Award of Change Certificate)	Uttam Adhikari Course	Pradhan Sahayak Engineer Board	_
5.	Swimming	Passed Provisional Test/Passed Standard Test	Not applicable	Not applicable	Not applicable	Not applicable	_
6.	Leadership Course	Not applicable	Not applicable	Yes	Not applicable	Not applicable	_

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