PART IV

THE INDIAN NAVAL AUXILARY

SERVICE REGULATIONS, 1973

AMENDMENTS TO

THE REGULATIONS FOR THE NAVY, 1965

(INBR 2)

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NAVAL HEADQUARTERS
New Delhi, the 1st October, 1977

(Batch No. 26)

The following amendment is made to the Regulations for the Navy, 1965: -

Amendment No. 82

Insert New Part IV of the Regulations for the Navy as "INDIAN NAVAL AUXILIARY SERVICE REGULATIONS, 1973."

(SRO 232 dated 7 Aug 73)

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Amendment No. 191

Amended vide SRO No. 191 dated 28 August, 1995 Published in the Gazette if India, Part II Section 4, dated 09 September, 1995)

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(File No. NL/4621)

PART IV
(STATUTORY)

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Sl No.	No. and subject of the Regulations amended	Authority	Initials and date
1.	**Amended up to 28 Aug 95**	**SRO 101 dt. 28 Aug 95**	

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RECORD OF AMENDMENTS

Sl No.	**No. and subject of the Regulations amended**	**Authority**	**Initials and date**

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PART IV
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CHAPTER I
PRELIMINARY

1. ***Short title and commencement.*** (1) These regulations may be called the Indian Naval Auxiliary Service Regulations. 1973

2. ***Definitions***. (1) In these regulations, unless the context otherwise requires,-

(a) "*Act*" means the Navy Act, 1957 (62 of 1957):

(b) "*Administrative* Authority" means such authority as may be specified from time to time in the Navy Orders;

(c) *"Battery"* means the fire power equipment and weapons situated in an establishment;

(d) "*Battery Commander*" means an officer who is overall control of a battery;

(e) "*Captain*" means an officer appointed to command a ship or an establishment;

(f) "Command" means authority vested in officers and sailors over their subordinate within their jurisdiction;

(g) "Commanding Officer" means an officer or other person on board in actual command;

(h) "Court" means a court of ordinary civil or criminal jurisdiction in India other than a Military Court or Court Martial;

(i) "Education Officer" means the officer-in-charge of the academic instructions of officers and sailors;

(j) "Electrical Officer" means the officer-in-charge of the electrical department;

(k) "Emergency" means a period during which a Proclamation of Emergency issued under clause (1) of article 352 of the Constitution is in operation;

(l) "Engineer Officer" means the officer-in-charge of the engineering department;

(m) "Executive Officer" means the officer carrying out executive duties;

(n) "Government" means the Central Government;

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(o) "Logistics Officer" means the officer-in-charge of the Logistics duties of the ship/establishment.

(p) "Medical Officer" means the officer responsible to provide medical cover to all ranks of the Navy and to advise the Commanding Officers and Administrative authorities on all medical matters;

(q) "Naval Establishment" means any establishment of the Indian Navy under the control of naval authority.

(r) "Navy Orders" means the general orders of the Chief of the Naval Staff published as "Navy Orders" and includes Confidential Navy Orders;

(s) "Prescribed Authority" means-

(i) in the case of an officer, the Central Government
(ii) in the case of a sailor, the Administrative authority under whom the service establishment is constituted;

(t) "Registrar of the Service" means an officer appointed as such by the Chief of the Naval Staff.

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(u) "Retired List" means a list of officers who have retired from the Service and are under 60 years of age liable to be called up into actual service, when an Emergency is declared or whenever required;

(v) "Schedule" means a schedule appended to these regulations;

(w) "Section" means a section of the Act;

(x) "Senior Officer" means an officer on whom the naval or military command of the service devolves

(y) "Service" means the Indian Naval Auxiliary Service;

(z) "Superior Authority" in relation to any person means the officer under whose immediate control the person may be placed or is serving for the time being;

(aa) "Training Year" means a period of twelve months beginning on the first day of April and ending on the thirty-first day of March.

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

3. Constitution of the Service. The Central Government shall constitute and maintain in the manner hereafter provided a naval force to be designed the Indian Naval Auxiliary Service.

4. Application of the Act and Regulations, All persons enrolled in the Service shall be subject to the Navy Act, 1957 (62 of 1957) and these regulations.

5. Application of Naval Regulations, Where no provision or insufficient provision has been made in these regulations in relation to any matter for which regulations have been made for the Indian Navy, the Regulations for the Navy in so far as they are not inconsistent with these regulations, shall apply to such matter.

6. Constitution of Establishments. The Central Government may constitute such number such number of establishments of the Service as it thinks fir and may disband or reconstitute any such establishments.

7. Composition of Indian Naval Auxiliary Service Cadre. The Cadre of the Service shall consist of-

(a) officers; and

(b) sailors.

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8. Observance and enforcement of the Regulations. An officer of the Service shall acquaint himself with and shall enforce the provisions of the 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 observe the established customs and practices of the Indian Navy.

9. Promulgation of Orders.

(1) The Commanding Officer shall ensure that any new orders concerning the officers and sailors working in his establishment are read to them by the Divisional Officers and copies thereof kept at a place accessible to such personnel for at least a week after their promulgation.

(2) When orders referred to in sub-regulation (1) affect particular duties, the Commanding Officer shall ensure that the personnel so affected are thoroughly instructed as to their contents.

10. **Eligibility for Recruitment.**

(1) In order to be eligible for entry to the Service, a person shall 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 has migrated from any country with the intention of permanently settling in India.

(2) Subject to the exceptions contained in sub-regulation (3) person belonging to category be a person in whose favour a Certificate of Eligibility has been issued by the Government. A person belonging to either of the said categories may also be enrolled or appointed in anticipation of the issue of the certificate to him by the Government. The Certificate of Eligibility shall be valid for one year from the date of his Appointment beyond which he shall be retained in the Service only, if he acquires citizenship of India in accordance with the provisions of the Citizenship Act, 1955.

(3) The certificate of Eligibility shall not be necessary in the case of persons belonging to any one of the following categories namely:-

(a) Persons who migrated to India from Pakistan on or after the nineteenth day of July, 1948 and have got themselves registered as citizens of India;

(b) Gorkha subjects of Nepal

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(4) Recruitment of a non-citizen to the Service except as provided in the preceding sub-regulation, shall require the specific prior approval of the Government in each case.

(5) A person shall be eligible for enrolment as a member of the Service, if-

(a) he is of good character;

(b) he is resident of the area for which the establishment in which enrolment has been applied for is constituted;

(c) he satisfies such standards of physical fitness in height, chest measurement, and in other respects as may be specified by the Chief of the Naval Staff.

(d) he has obtained permission from the Central or State Government, where he may be serving, for enrolment and also a certificate to the effect that his services will forth with be made available whenever required;

(e) he does not belong to any Reserve Force;

(f) he does not have any reserve liability;

(g) he has not any time been convicted of an offence involving moral turpitude and a sentence other than one of fine or of imprisonment in default of payment of fine has been passed in respect of such offence, such sentence not having been subsequently reversed or the offence pardoned;

(h) he has not been ordered to give security for good behaviour under the Code of Criminal Procedure, 1973;

(i) he has not been dismissed from the Army, Navy or Air Force or any Reserve Forces of India;

(j) he has not more than one wife living;

Provided that-

i. the Central Government may relax the conditions specified in clause(d) in respect of any establishments;

ii. a person who is ineligible by virtue of the provisions in clause (g) or clause (h) may be enrolled if he produces from the Government of the State of which he is a resident, a certificate that he is fir to be enrolled.

iii. the Central Government may, for special reasons, exempt any person from the operation of clause(j).

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11. Verification.

(1) An enrolling officer shall satisfy himself in the manner laid down by the Government, that the applicarion for enrolment vide schedule I, is in order and that the applicant is eligible under regulation 10.

(2) The antecedents of the person found fir for grant of Commission or for enrolment in the Service shall be verified from the Police authorities of his area.

12. Medical Examination. A person found fit for grant of Commission or for enrolment shall be required to present himself for medical examination at a time and place to be specified in this behalf.

13. Rejection. A person rejected on medical grounds for grant of commission or for enrolment in the service may reappear for the medical examination and shall be governed by the same regulations as for the regular Navy.

14. Appointment.

(1) A person enrolled in the service shall as for as possible be posted to the nearest Naval establishment from his hometown.

(2) The rules for the appointment of Officers to the Service shall be the same as for the regular Navy

15. Attestation.

(1) Every person enrolled shall be administrated an oath or affirmation by his Commanding Officer, as is done for the regular Naval personnel vide schedule II.

(2) An entry to the effect that the person enrolled has taken oath or affirmation shall be endorsed in the enrolment form and shall be signed by him and authenticated by the signature of his Commanding Officer.

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CHAPTER II

OFFICERS-BRANCHES, COMMISSIONS, EXAMINATIONS, PROBATION, PROMOTION,

SECONDMENT AND RETIREMENT

16. ***Cadre of Officers***. The cadre of officers in the Service shall be as authorized by the Government.

17. ***Branches.*** The Service shall comprise Executive, Engineering, Electrical, Medical and Education Branches.

18. ***Ranks.*** The following ranks are authorized to be held by;

(a) **Executive Branch.** – Commander, Lieutenant Commander, Lieutenant, Sub-Lieutenant, Acting Sub-Lieutenant.

(b) **Engineering Branch-** Commander, Lieutenant Commander, Lieutenant, Sub-Lieutenant, Acting Sub-Lieutenant

(c) **Electrical Branch--** Commander, Lieutenant Commander, Lieutenant, Sub-Lieutenant, Acting Sub-Lieutenant

(d) **Medical Branch.-** Surgeon Commander, Surgeon Lieutenant, Lieutenant,urgeon Lieutenant.

(e) **Education Branch-** Commander, Lieutenant Commander, Lieutenant, Sub-Lieutenant, Acting Sub-Lieutenant

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19. ***Precedence***

1. The order of precedence shall be Indian Navy and Indian Naval Auxiliary Service.

2. All officers shall take precedence in the order specified in sub-regulation (1), rank for rank irrespective of seniority.

3. Officers holding equivalent acting higher ranks shall rank among themselves according to the date of their substantive seniority.

20. ***Types of Commissions.*** There shall be two types of commissions in the Service-

(a) Permanent Commission. Officers granted permanent commission in the Service shall undergo specified training as laid down from time to time in peace time and shall be liable to be called up for actual service with the Indian Navy, in case of emergency or when grave emergency appears to be imminent or whenever required.

(b) Honorary Commission.

(i) High Government officials, officers of the Army, the Navy and the Air Force and persons of good social position may be granted honorary

commissions in the Service up to the rank of Honorary Lieutenant Commander by the President.

(ii) Retired Master Chief Petty Officers or Chief Petty Officers may also be granted Honorary Commissions in the Service up to the rank of Honorary Lieutenant by the President.

(c) **Honorary Aide-de-Camp.**

(i) Officers of the Service are eligible for appointment as Honorary Aide-de-Camp to the President of the Republic of India. Not more than one officer, at a time, should hold such an appointment which shall be for a period of five years but may be terminated earlier on the holders demise, demotion, discharge or retirement from the Service or demission of office by the President.

(ii) An officer shall be granted a step higher in honorary rank or any substantive rank held by him on appointment as Aide-de-Camp to the President.

(iii) The rank of an Officer for appointment as Aide-de-Camp to the President shall be Commander.

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21. Qualifications for entry into the Service. All new entrants for commission in any branch of the Service, except medical branch or honorary commission, shall be taken in as Acting Sub-Lieutenants. The qualifications for entry into various branches of the Service are as follows:-

(a) **Executive Branch-** In order to qualify for appointment in this branch a candidate shall-

i. have attained the age of twenty-one-years and be less than forty years of age; and

ii. be a graduate of a recognized university with Mathematics and Physics as principal subject ; and

iii. be a graduate of recognized university, preferably in Commerce and/or Law; or

iv. be a member of the Institute of Chartered Accountants; or have held responsible post in a business concern with such experience as would be of use in the service.

(b) **Engineering Branch-** In order to qualify for appointment in this branch a candidate shall-

i. have attained the age of twenty-one years and be less than forty years of age; and

ii. hold a 2nd class certificate of Competency or the Final passing out Certificate in Engineering from a recognized Mercantile Marine Institution followed by two years practical experience at sea or in a Marine Engineering concern; or

iii. hold a degree in Marine or Mechanical Engineering of a recognized university, or equivalent qualification recognized by the Institute of Engineers as exempting him from Section 'A' and 'B' of their Associate Membership Examination in Mechanical Engineering; or hold a certificate awarded after completion of five years apprenticeship (which should have included both theoretical and practical training) as an Engineer in some Marine Engineering concern of standing; or

iv. have attended a technical institute, college or school and obtained a diploma or other proof of having successfully completed a course and in addition of having acquired considerable practical engineering experience, that is having served as an apprentice with a reputable firm and having held a reasonable appointment in a mechanical, electrical or automobile; or

v. hold a degree in Mechanical, Aeronautical, Marine, Production, Metallurgical or Control Engineering or any allied discipline of a recognized university, or equivalent qualification recognized by the Institute of Engineers as exempting him from sections, 'A' and 'B' of their associate Membership examination in Mechanical Engineering.

(c) **Electrical Branch. –** In order to qualify for appointment in this branch, a candidate shall-

i. have attained the age of twenty-one years and be less than forty years of age; and

ii. hold a degree in Electrical Engineering of a recognized university or equivalent qualification in Electrical Engineering recognized by the Institute of Engineers as exempting him from Section 'A' and 'B' of their Associate Membership Examination.

or

Hold a certificate awarded after completion of five years apprenticeship, (which should both theoretical and practical training) as an Electrical Engineer in an Electrical Engineering concern of

standing;

or

have attended a technical institute, college or school and obtained a diploma or other proof of having successfully completed a course and in addition, of having acquired considerable practical engineering experience, that is, having served as an apprentice with a reputable firm and having held a responsible appointment in a mechanical, electrical or automobile firm.

(d) **Education Branch-** In order to qualify for appointment in this branch, a candidate shall-

i. have attained the age of twenty-one years and be less than forty years of age; and

ii. an engineering graduate in Mechanical, Electrical or Computer Science; or

iii. a second class Master Degree in Physics(with Maths in B.Sc.), or Maths (with Physics in BSc) or Computer Science (with either Physics or Maths in BSc.

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Explanation:-

(1) Preference may be given to those who posses, in addition teaching qualifications or who have had teaching experience.

(2) The intake of post graduate in English and Chemistry as well as graduates in Engineering may be restricted to the minimum according to the requirements for teaching these subjects, at the discretion of the Chief of the Naval Staff.

(e) **Medical Branch-** In order to qualify for appointment in this Branch a candidate shall-

(i) be less than forty years of age;

(ii) possess a medical qualification included in the First Schedule or the Second Schedule or Part II of the Third Schedule (excepting the Licentiate qualifications included in that Schedule), to the Indian Medical Council Act, 1956, and be registered on any State Medical Register.

22. Relaxation of Qualifications. In the case of ex-officers of the three Services and their reserves, the qualifications prescribed in regulation 21 may be relaxed, provided they have a distinguished record of service and the technical ability possessed by them (if applying for a technical appointment) is considered adequate by the Selection Board.

23. Relaxation in Age limit. The upper age limit may be relaxed at the discretion of the Chief of the Naval Staff in the case of ex-officers, ex-Master Chief Petty Officer/Chief Petty Officer/Petty Officer or officers holding equivalent rank in the other two Services or the Territorial Army or the Auxiliary and Reserve Forces or any person possessing technical or medical qualifications.

24. Applications for Commission. All applications for grant of commission in the Services shall be made to the prescribed authority together with a letter from the employer if any of the applicant permitting him to join the Service and giving an undertaking that the applicant shall be made available for training and embodiment as and when required by the Administrative authority of the area.

25. Method of Selection.

(1) Eligible candidates shall be required to appear for selection before a Service Selection Board appointed by the Chief of the Naval Staff or such other authority nominated by him in this behalf.

(2) Candidate called for interview before the Selection Boards shall be paid traveling allowance and daily allowance at such rates as paid to the Civilian candidates called for interviews before the Selection Board for commission in the Indian Navy.

(3) The selected officers shall be required to undergo such medical examination as may be laid down from time to time by the Director General of Medical Services (Navy).

26. **Medical Examination.**

(1) Applicant shall be examined by a Medical Board at the station where he is required to present himself for examination and shall not be granted a commission in the Service unless he is declared physically fit for service by the Medical Board.

(2) An applicant found unfit by the Medical Board under sub-regulation (1) may, if he is not satisfied with the finding of such medical board, appeal to the Secretary to the Government of India in the Ministry of Defence within a week of the date on which the result of his medical examination is made known to him.

(3) The Secretary to the Government of India in the Ministry of Defence, may after considering an appeal under sub-regulation (2) arrange, if necessary, for the re-examination of the appellant by another Medical Board called "The Appeal Medical Board", provided that where the opinion of specialist is required, such a specialist may be included in the Appeal Medical Board.

(4) An appeal under sub-regulation (2) shall be accompanied by a fee of rupees forty.

(5) If the decision of the Appeal Medical Board is in favour of the appellant or if for any reasons such a board is not convened, the fee of rupees forty shall be refunded to the appellant.

(6) The appellant shall not be entitled to any traveling or daily allowance in connection with the appeal.

(7) An applicant initially found temporarily unfit by the Medical Board on account of temporary ailment will be given six weeks time to get himself cured of the ailment and make a request to the Chief of the Naval Staff for medical re-examination at the same hospital where they were initially declared temporarily unfit. The applicant will not be entitled to any traveling or daily allowance in connection with this medical re-examination.

27. **Period of Probation.** All forces appointed to commissions in the Service shall be probation for three years and shall be confirmed in their appointment on passing the retention examination. Such confirmation shall be with effect from the date of joining the service.

28. **Retention Examination.**

(1) Officers of the Service shall be required to pass the retention examination within four years of the date of grant of a commission in the Service.

(2) Where an officer fails to pass the retention examination within the period prescribed in sub-regualtion (1) he shall permitted to resign failing which he shall be removed.

(3) An officer may not take the full examination at one time and shall have the discretion to select the test(s) and the written paper(s) which he may wish to take at any one time.

(4) An officer who possess in any one of the tests, written or otherwise, shall be deemed to have passed such test on the first day of the examination in the subject(s) at which he finally qualifies.

29. Extension of Time Limit.

(1) An officer, who owing to circumstances beyond his control is unable to pass the examination within the prescribed period may apply for extension of the period by one year.

(2) An application for extension shall be submitted through the normal channels to the Naval Headquarters giving full details of the reasons for which an extension is required.

(3) An extension under this regulation may be granted for a period not exceeding one year.

(4) an officer who having resigned his commission before the expiry of four years from the date of grant of commission in the Service may pass the retention examination within four years from the date of his being recommissioned.

30. **Exemption.**

(1) An ex-officer of the Army, the Navy or the Air Force, who has a minimum of three years previous commissioned service shall not be required to take the retention examination.

(2) An officer who is not exempted under sub-regulation (1) but who successfully passes a course at any naval school of instructions in any of the subjects prescribed in the syllabus shall be exempted from taking that subject.'

31. **Syllabus for Examination.** Syllabus for the retention examination will be laid down from time to time by the Chief of the Naval Staff.

32. **Conduct of Examination.**

(1) The number of examinations to be held annually shall be at the discretion of the Administrative authority of the area.

(2) The period taken for the examination shall count against the period of annual training as prescribed in regulation 145.

(3) All question papers shall be set by the Board of Examiners constituted in this behalf by the Administrative Authority concerned.

(4) The questions set shall be sufficient to test the knowledge of the candidate and shall be confined to questions relating to the candidate's own establishment.

33. **Board of Examiners.** The Board shall consist of a President of the rank of Commander and two members of the rank of Lieutenant Commander or Lieutenant of the regular Navy.

34. **Re-examination.**

(1) If an officer fails in one or more subjects he shall be re-examined only in the subject or subjects in which he has failed.

(2) An officer may present himself for examination in any test or written paper any number of times within the prescribed period.

35. **Examination Results.**

(1) The Board of Examination shall forward the results of the candidates who have passed the examination wholly or in part, to the Administrative authority concerned

together with a copy each of the papers set.

(2) The names of successful candidates shall be forwarded through the normal channels, by the Administrative authority to the Naval Headquarters.

36. **Promotion.**

(1) An officer of the Service except one of the medical branch shall be eligible for substantive promotion to higher rank in time scale to the rank of Lieutenant and Lieutenant Commander on completion of three and eleven years of service respectively from the date of first commission if such officer-

(a) possess es a satisfactory record of service:

(b) is regular in attending training periods as laid down from time to time:

© is recommended by the Commanding Officer:

(d) has qualified in case of promotion from Sub-Lieutenant to Lieutenant.

(2) Substantive Lieutenant Commanders with six to twelve years seniority in that rank shall be eligible for promotion to the rank of Commander on the basis of selection.

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37. **Counting of previous Service.** Previous full time Commission in the Regular Forces or previous commissioned service in the Army Reserve, Territorial Army and Indian Air Force Auxiliary Service shall be counted for the purpose of promotion.

38. **Acting Paid Ranks.** Acting promotion in the Service shall be regulated as follows:-

(a) An officer selected to fill an appointment carrying a rank higher than his substantive rank may be granted acting promotion to such higher rank. Provided he possesses the following minimum reckonable service as a Commissioned Officer namely:-

Rank to which Ag Promotion Is made	Total minimum Service as Commissioned Officer
Lieutenant Commander	7 years
Commander	13 years

(b) All periods of previous service for substantive promotion shall count towards reckonable service limits mentioned in clause (a).

Provided that eminent scientists, doctors, educationists, officers of the Port

Trusts or persons with technical qualifications, may be commissioned by the Government and given higher Acting ranks commensurate with their civil status, provided they are duly recommended by the Organisation, if any to which they belong.

39. Promotion of Medical Officers :-

(1) Medical Graduates shall be commissioned as Surgen Lieutenant in the Service and shall be eligible for substantive promotion, if qualified and recommended to the rank of Surgen Lieutenant Commander after five year as Surgen Lieutenant.

(2) All previous commissioned Service of a Medical Officer shall count towards promotion, provided he is in possession of recognized medical qualifications as applicable to Medical Officers of the Navy.

(3) Surgeon Lieutenant Commander having total service of fourteen years (Nine years as Surgeon Lieutenant Commander) shall be eligible for promotion to the rank of Surgeon Commander.

(4) Regulations of acting promotion shall apply as in the case of other officers of the service.

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40. **Retention.** During the period of probation if the conduct or performance of an officer is found unsatisfactory, he may be called upon to resign his commission and in case of default he will be liable to removal.

41. **Transfer and Secondment of Officers.**

(1) A person appointed to an establishment may be transferred by the Naval Headquarters on order of disbandment of the establishment or otherwise to another establishment or otherwise to another establishment of the Service.

(2) An officer of the Service may be seconded from his establishment for a period not exceeding three years by the Administrative authority concerned, subject to the approval of the Chief of the Naval Staff.

42. **Retirement**

(1) The age of retirement from the Service shall be as follows:-

Lieutenant and Lieutenant Commanders- 50 years (55 years in the case of Medical Officers)

Commanders - 52 years (55 years in the case of Medical Officer).

(2) Officers placed on the Retired List but who have not attained the age of sixty years and are medically fit may be called up for actual service in the Indian Navy in the

event of an emergency or whenever required.

(3) Officers called up foodservice under sub-regulation (2) cannot claim to be discharged during embodiment merely on account of their attaining the age of retirement.

43. **Resignation.** Officer of the Service, may at the discretion of the Government, be permitted to resign or retire.

44. **Retention of Rank and Wearing of Uniform on Retirement or Resignation.**

(1) Serving Officers and ex-officers of the Service, who on termination of their commissions or on resignation have been granted permission by the Government to retain their rank are entitled to the use of their rank at all times if they so desire.

(2) The use of Naval titles by Government servants in civil employment shall be subject to such instructions as may be issued by the Government from time to time.

(3) An officer on retirement or on resignation after five years as a commissioned officer or fifteen years total service, including Service in the Navy and in the Service, may, if recommended by the Commanding Officer or the Administrative authority and approved by the Government be permitted to retain his rank and wear the uniform subject, to the conditions specified in these regulations.

(4) The recommendation referred to in-regulation (3) shall be accompanied by a statement of service and shall be forwarded to the Naval Headquarters through proper channel.

45. **Discharge on Medical Grounds.**

(1) Officers who become medically unfit due to reasons not attribute to service shall be put up before a Medical Board to ascertain whether the disability is of a permanent or temporary nature.

(2) In case of permanent disability, an officer if confirmed in the rank, shall be placed on the Retired List or if he has not been confirmed in his rank he shall be discharged from the Service.

(3) In case of temporary disability an officer shall be placed on the Retired List up to a maximum period of two years during which period, he may be required to appear before a Medical Board from time to time, as may be directed by the administrative authority concerned.

(4) On the expiry of two years referred to in sub-regulation (3) or on the recommendation of the Medical Board, and officer, if found fir for service, shall be taken back on the Active List or if still found unfit for service shall be deemed to have

incurred permanent disability and will be dealt with in accordance with sub-regulation.

46. **Discharge on their Grounds.**

(1) An officer who takes up an appointment with the Government not consistent with his status as an officer in the Reserve, shall be directed to give up that appointment and if he fails to relinquish such appointment, he shall be liable to be discharged from the Service.

(2) An officer who fails to undergo the requisite obligatory training, may, without prejudice to any action which may be taken against him under section 73 of the Act, be discharged from the Service at the discretion of the Government.

(3) An officer who fails to qualify for promotion shall be discharged from the4 Service at the discretion of the Government.

(4) An officer who is found unsuitable for retention in the Service on account of one of the following causes may be liable to immediate discharge after having been given a reasonable opportunity of showing cause against the action proposed to be taken in this regard namely;-

(a) unsatisfactory conduct while serving in any of the Naval Establishments, or

(b) unsatisfactory conduct as service officer while serving elsewhere in civil life.

Provided that it shall not be obligatory to give an opportunity of showing cause against the action proposed where the Government or the Chief of the Naval Staff as the case may be, is satisfied that in the interest of the security of India or for some other reasons to be recorded in writing, it is not expedient to do so.

(5) Any person maybe discharged on any of the following grounds, namely,

(a) that he has been convicted by a criminal; court of an offence punishable with imprisonment:

(b) that he has, while filling up any form prescribed by these regulations or otherwise for the purpose of obtaining his enrolment, made any statement which is false or which he knows to be false or does not believe to be true;

© that is services are no longer required;

(d) that he is medically unfit for further service.

(6) A person enrolled shall, on becoming entitled to discharge under the Act

or these regulations, be so discharged with all convenient speed.

47. **Discharge of an officer of the Service.**

(1) An officer who applies for permission to resign his commission or whose services are dispensed with, is not released from his Naval obligations as an officer of the Service until he has been formally discharged.

(2) Such discharge shall not release from his abilities in the Service or from civil liabilities in regard to any public claims against him.

48. **Certificate Books.**

(1) Each officer on entry shall be provided with a Certificate Book.

(2) The Certificate Book shall be forwarded by the Registrar to the Commanding Officer of the establishment in which the officer is appointed for duty.

(3) On completion os such duty or on discharge from the Service, the Commanding Officer of the establishment shall return the Certificate Book duly completed to the officer concerned.

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49. **Discharge Certificate.** Every enrolled person who is discharged from the Service shall be furnished with a certificate of service as in the case of regular Navy.

50. **Notification of Promotion, Transfers etc.**

(1) Promotion, removal or resignation of officers of the Service shall be notified in the Gazette of India.

(2) Promotion and transfer shall also be notified by the Naval Headquarters in Naval Appointment List.

51. **Counting of former Service for Increments of Pay to Officers.** For the purpose of increments of pay in the service, officers shall be permitted to count all commissioned service when-

(a) called out in the prescribed manner to act in support of civil power, or

(b) embodied in the prescribed manner for training or for supporting or supplementing the regular forces, or

© attached to any regular forces whether at his own request or under the prescribed conditions.

Note- On joining the Service officers shall be allowed to count for the purpose of increment of Pay-

(a) previous full paid commissioned service in the regular Armed Forces;

(b) previous called up or embodied service in full and one-fourth of other service in-

(i) **Army Reserves-**

Class X, A, B and S categories of Reserve Officers of the Army;

(ii) **Navy Reserves-**

Reserves comprising retired/released regular, Short Service and Emergency Commissioned Officer.

(iii) **Air Force Reserves-**

Reserves comprising retired/released regular, Short Service and Emergency Commissioned Officers. Air Defence Officers, Authority Air Force Officers.

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CHAPTER III

SAILORS-RECRUITMENT, PROMOTION, TRANSFER, DISCHARGES AND RETIREMENTS

52. **Recruitment of Sailors.** Enrolment of sailors fro all branches of the Service shall be carried out through the recruiting organizations, or by the Commanding Officers of establishments or by the Officer-in-Charge of Coast Batteries or any other authority nominated by Naval Headquarters as the case may be.

53. **Application for Enrolment.** (1) Application for enrolment shall be made in the enrolment form to the nearest recruiting organization, or Commanding Officer of any establishment or Officer-in-Charge of Coast Batteries.

(2) The officer to whom an application under sub-regulation (1)is made shall cause the application to fill up and sign in his presence a statement set forth in the enrolment form prescribed in this behalf.

(3) An applicant shall be required to produce a certificate from his employer, if any permitting him to join the Service and giving an undertaking that the applicant shall be made available for training and embodiment as and when required by the Administrative authority concerned.

(4) In peacetime, the period training shall be adjusted to suit the convenience of the enrolled person as far as possible.

(5) If the applicant is accepted for enrolment, he shall be required to sign a declaration provided at the foot of the enrolment form referred to in sub-regulation (2)

(6) The Recruiting Officer, when he is satisfied that the applicant understands the questions put to him and consents to the conditions of the Service, shall sign a certificate to that effect on the said enrolment form and the applicant shall thereupon be deemed to be enrolled.

54. **Age of Enrolment.** In order to be eligible for enrolment a candidate shall not be below twenty-one years of age and shall not be more than forty years of age.

Provided that the upper age limit may be relaxed in the case of specially experienced candidates at the discretion of the Chief of the Naval.

55. **Period for Enrollment.** A sailor shall be enrolled for a further period of seven years, which may further be extended for a period not exceeding two years at a time, provided that the total period so extended shall not exceed fifteen years.

56. **Educational and Technical Standards.** The educational and technical standards of the candidates shall be such as may be laid down by the Government from time for the various branches.

57. **Promotion.** Promotion shall be governed by the instructions laid down from time to time by the Government

58. **Transfer.** A person enrolled in the Service shall be transferred by the officer who enrolled him to establishment of the Service constituted for the zone in which such person for the time resides.

59. **Allotment of Personal Numbers.** (1) Every person shall, on enrolment, in the Service, be assigned a personal number.

60. **Discharge.** (1) When a sailor, while undergoing initial training is found to be suffering from a disability which is likely to prevent him becoming an efficient sailor, he shall be medically examined, and if found unfit, discharge from the Service.

(2) A sailor whose efficiency, physical condition or utility to the Service becomes materially impaired may be discharged from the Service by the Administrative authority concerned in consultation with Commodore Bureau of Sailors.

61. **Discharge on Compassionate Grounds.** A sailor may be discharged on compassionate grounds from the Service by the Administrative authority concerned in consultation with Commodore Bureau of Sailors.

62. **Discharge on Application.** (1) A sailor not entitled to discharge under the Act or these regulations, may apply in writing to the Commanding Officer of the establishment to which he is for the time being appointed, stating the reasons for which he wants to be discharged.

(2) The Prescribed Authority, on the recommendation of Commanding Officer may in the discretion, grant his application of discharge and inform Commodore, Bureau of Sailors.

63. **Discharge on other Grounds.** (1) A sailor may be discharged on any of the following grounds, namely:-

(a) that he has been convicted by a criminal court of an offence punishable with imprisonment;

(b) that he has in filling up any forms prescribed by these regulations or otherwise for the purpose of obtaining his enrolment made any statement which is false and which he knows to be false or does not believe to be true;

© that his services are no longer required

(2) Until a sailor is discharged, no irregularity or illegality in his enrolment shall affect his position as an enrolled person or invalidate any proceedings against him under the Act.

64. **Discharge to be Expedited.** A sailor shall, on becoming entitled to receive his discharge under these regulations, be so discharged with all convenient speed.

65 **Probationary Period.** A sailor shall be on probation for a period of two years.

66. **Adverse Verification.** (1) Sailor who is found, on receipt of information during post-enrolment verification, to have unsatisfactory character or antecedents, shall be liable to be discharged, as “Service on Longer Required”.

(2) All cases for discharge under sub-regulation (1) shall be reffered to the Chief of the Naval Staff for orders.

67. **Enrolment of former Government Employees.** (1) Employees of the Central or the State Government who have been dismissed or removed from Government service shall not be enrolled in the Service

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(2) Persons belonging to any branch of the permanent or the reserve cadre of the Armed Forces who have been discharged as "unsuitable" or "Service No Longer Required", or dismissed shall not be enrolled in the service. Provided that those discharged on the ground of "Service No Longer Required" consequent upon reduction of establishment may be considered for enrollment.

68. **Suspected Deserters.** Where a person offering himself for enrolment is suspected to be a deserter from the Government service, the Commanding Officer of the establishment or the Officer-in-Charge of the Coast Battery, as the case may be, shall hand over such person to the Civil Police or to the proper authority of the Service to which he is supposed to belong if such authority so claims him.

69. **Previous Service.** (1) In the case of released personnel from the Armed Forces, who may be eligible to be enrolled in the service and the Commanding Officer of the establishment or the Officer-in-Charge of the coast Battery is satisfied that such personnel are up to the standard of the class will be paid equivalent to the pay group to which such personnel belonged at the time of release.

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(2) On joining the Service, the sailors shall be allowed to count for purposes of increment of pay-

(a) full paid previous service in the regular Armwed Forces;

(b) previous called up or embodied service in full and one-fourth of other service in the Reserve Forces.

70. **Age of compulsory Retirement.** No sailor shall be retained in the Service after he attains the age of fifty-five years.

71. **Discharge certificate.** A sailor who is discharged from the Service shall be furnished with a certificate of Service as is done for the regular naval personnel.

72. The terms and conditions of service for the permanent staff, officers, Master Chief Petty Officers, Sailors and other personnel shall be as specified in Schedules III and IV.

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CHAPTER IV

APPOINTMENT AND DUTIES

Section		Regulation
I	Permanent	73-77
II	**Duties**	**78-82**

SECTION I – PERMANENT STAFF

73. **Establishment of Permanent Staff.** The establishment of the permanent staff nay be

periodically reviewed and modified by the Government.

74. **Permanent Staff to Count against the Sanctioned Complement of Establishment.** (1) Officers and sailors employed on permanent strength shall count against the sanctioned complement of the establishment.

(2) Wherever possible officers and sailors shall be nominated from the regular Naval personnel and posted with the Service on full time duty.

(3) Vacancies in the permanent staff shall be reported by the Commanding Officer to the Prescribed Authority, who may temporarily fill the vacancy in the sanctioned establishment by attachment from a regular establishment pending the appointment of an officer or a sailor possessing the requisite qualification.

(4) The authority for appointing an officer on the permanent strength shall be the Naval Headquarters.

75. **Duties of Permanent Staff.** The duties of the permanent staff are-

(a) to instruct all Service personnel under the orders of the Commanding Officer.

(b) to carry out such administrative duties as may be entrusted to them.

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76. **Command of Establishments.** The Commands of establishment will be held in accordance with the sanctioned complement of the establishments by officers of the service or by regular Naval Officers of equivalent rank.

77. **Tenure of Appointment of Permanent Staff.** The tenure of appointment of Commanding Officer, except when otherwise ordered by Naval Headquarters, shall be as follows:-

(a) Commanders and above- Four years, In the case of officers of the regular Navy, this may be extended up to five years under orders of Naval Headquarters.

(b) Lieutenant Commanders/Lieutenants- Three years, In the case of officers of the regular Navy this may be extended up to five years under orders of Naval Headquarters, and extension being granted for one year at a time.

Note- When only one officer in any rank belonging to the permanent establishment is appointed as a Commanding Officer in the establishment, the tenure of appointment as prescribed in this regulation shall not apply in so far as officers of the regular Navy are concerned.

SECTION II - DUTIES

78. **Duties of the Commanding Officer/Battery Commander.** (1) The Commanding

Officer or the Battery Commander, as the case may be, shall supervise and control the duties performed by those under his command and shall be responsible for the training, administration, health, maintenance of discipline, efficiency and the maintenance of accounts in the establishment, or the Battery under his command, the security of buildings, armament, equipment, and other stores under his charge and shall see that these are complete, serviceable and confirm to the latest pattern and scale from which no deviation shall be allowed without the sanction of the Government.

(2) The Commanding Officer or the Battery Commander, shall bring to the notice of the Administrative authority all defects, losses and damages which such Commanding Officer has not been able to rectify.

(3) The Commanding Officer or the Battery Commander shall so that no sailor or civilian employee who is not fit to perform his duty is retained in the service.

(4) The Commanding Officer or the Battery Commander shall in the performance of his duties be guided by Chapter 3 of the Regulations for the Navy Part I.

79. **Officers other than Commanding Officer-Tenure of Appointment.** (1) The tenure of appointment of officers other than the Commanding Officers, except when otherwise ordered by the Government, shall be three years, In the case of an officer belonged to the service, it may be extended for a period of one year at a time provided that the total period so extended shall not exceed five years.

(2) Arrangements for relieving officers shall be made so as to ensure continuity of administration and training.

Note- When only one officer in any rank belonging to the permanent establishment is appointed as an officer other than a Commanding Officer in the entire establishment, the tenure of appointment as prescribed in this regulation shall not apply in so far as officers of the regular navy are concerned.

80. **Duties of Officers other than Commanding Officers.** Officers other than Commanding Officers or Battery Commanders are to be guided in the performance of their duties by Chapters 4,5,6,7,8,9,10,14,15,18 and 21 of the regulations for the Navy Part I

81. **Sanctioning Authority of Personnel of the Service.** The Commissions in the Service with designations of rank corresponding to those of regular Navy shall be granted by the President and the sanctioning authority for the appointment of officers of the service like commanding, Executive. Logistics and other officers shall be the Naval Headquarters and for sailors Commodore, Bureau of Sailors.

82. **Officers Performing Special Duties.** An officer holding a command is to afford to every officer under his command, charged with special or particular duties, the means of performing such duties properly and faithfully.

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CHAPTER V

UNIFORM, VICTUALLING AND MESS TRAPS

83. **Uniform and Mess Dress of Officers.** Officers of the Service on being commissioned shall provide themselves with their badges of rank and items of uniform as specified in Schedule V.

84. **Badges of Rank.** The badges of rank to be worn round the sleeves of the coat and on epaulettes shall consist of waved lines of gold lace, each of 0.7 cms. Width, one line superimposed upon the other so that 0.3 cms. Of blue cloth shows between the curves, a half stripe of gold lace which shall be a single straight line of 0.3 cms. Width and the letter "X" made of gold lace of width 0.3 cms. Placed inside the curl.

85. **Occasion of Clothing Items by Officers.** Officers are entitled to purchase articles of

clothing from the Indian Naval Clothing Stores under the terms and conditions applicable to officers of the regular Navy.

86. **Occasion of Wearing of Uniforms.** Officers shall wear Naval uniforms:-

(a) when embodied for service;

(b) on occasions of State ceremony within India, which shall include Reviews, official functions or entertainments given by Army, Navy or Air Force authorities or by civil functionaries;

© when attending weddings or funerals at which officers of the Armed Forces wear uniform.

(d) on initial or annual training of their establishment;

(e) at military parades as spectators;

(f) when summoned to an interview by a regular service officer.

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87. **Shoulder Flashes.** Personnel dressed in uniform shall wear, shoulder/Arms flashes as applicable, bearing the letters 'INXS' on both the shoulders/Arms.

88. **Scale of Clothing.** (1) Sailors shall be entitled to free issue of clothing on their enrolment in accordance with the scale given in Schedule VI.

(2) Articles of clothing becoming unserviceable through fair wear and tear shall be replaced free of charge on expiry of the periods of wear and tear as laid down in Schedule VII.

89 **Issue of Clothing on Embodiment for Service.** (1) On embodiment for service, the sailors shall be entitled to free replacement of clothing in accordance with the scales prescribed for sailors of the Indian Navy. All other conditions as regards to the issue of clothing, will apply mutatis mutandis to the sailors of IN Auxiliary Service.

(2) Personnel to whom articles of clothing are issued shall be required to effect all petty repairs that may be necessary and shall be liable to make good the loss or damage caused to such articles other than by fair wear and tear. The amount to be recovered for the loss or damages shall be determined by Commanding Officer based on the unexpired life of the item lost or damaged.

90. **Recovery of Clothing on Disembodiment.** (1) On disembodiment, the Commanding Officer of establishment shall cause recovery of clothing held as surplus to the scale of disembodied personnel and return the same to the issuing establishment.

Additional Items of Clothing. (1) Additional items of clothing and necessaries specified in

Schedule VII shall be issued to sailors whenever they report for annual or voluntary training or for camp and shall be recovered from sailors on conclusion of the training or camp.

92. **Application of Clothing Regulations.** The provisions of Clothing Regulations for sailors contained in Instructions relating to Supply of Victualling, Clothing and Mess Traps to IN Ships etc. (INBR 13) and Uniform Regulations for sailors in the Indian Navy (INBR 3) and in other orders issued from time to time shall apply to the personnel of the Service except where otherwise stated in these regulations.

93. **Provisioning of Clothing.** (1) Ready-made garments stocked in Clothing Stores are to be issued and any alterations to the garments so issued that may be considered necessary by the Commanding Officer of the establishment shall be carried out by the Clothing Stores.

(2) Material for making garments shall be issued when garments of the requisits size are not available in the Clothing Stores, the quantity of cloth and garniture material to be issued being restricted to the scales laid down in the Clothing Regulations.

(3) Where the material for making garments is issued under sub-regulation (1) the cost of the stitching shall be borne by Government.

94. **Maintenance of Clothing Accounts.** (1) Clothing accounts shall be maintained by the Base Logistics Officer or the Supply Officer concerned, as the case may be.

(2) Separate clothing legers for the Service shall be maintained in accordance with the current regulations.

95. **Replacement of Outgrown Garments.** (1) Where the garments are out grown by the wearer and the Commanding Officer is satisfied that the issue of new garments has become necessary and that due attention was paid to the instructions laid down for fitting he may authorize replacement of garments free of charge.

(2) The life of the garments withdrawn from the sailors shall be determined by a Board of Survey to be appointed locally by the Commanding Officer and noted in the clothing ledger when re-issuing the garments.

(3) Garments which are replaced under sub-regulation (1) shall be withdrawn from the sailors, washed if necessary, and taken on charge for re-issue.

96. **Payment issues.** Sailors are allowed to purchase on payment such item of clothing and necessaries as are included in Schedule VI and VIII.

97. **Stock of Boots.** (1) Twenty per cent of requirement of boots over and above the authorized proportion may be maintained.

(2) The Commanding Officers shall work out the estimates of the requirements of boots on the strength of their establishments on 1st April of each year.

98. **Responsibility for Safe Custody of Clothing.** (1) Sailors shall be responsible for the safe custody of all articles of clothing and necessaries issued to them which shall be recovered on their discharge from service.

(2) Sailors shall' be required to make good any deficiencies discovered at the time of their discharge in accordance with the rules applicable to sailors of the Indian Navy.

99. **Condemnation and Replacement of Clothing and Stores.** Condemnation of Clothing and Stores shall be carried out by a board of survey and demand for replacement shall be in accordance with the corresponding regulations for the Navy.

100. **Victualling.** (1) Sailors shall be entitled to rations as admissible to sailors in the Indian Navy.

(2) Directives contained in the Victualling Directive (IBR-14) shall be applicable to the units of the Service.

101. **Accounting Procedure.** The accounting procedure as laid down in Part III of the Victualling Directive shall be followed by the establishments of the service.

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102. **Payment Issues.** Officers and sailors, when embodied, shall be entitled to draw victuals on payment, as applicable to the regular personnel of the Indian Navy.

103. **Mess Traps.** (1) Commanding Officers and officers messes in establishments shall be entitled to the same common sliding scale of mess traps as is applicable to Commanding Officers of Ships or establishments and wardroom messes respectively of Indian Naval Ships and establishments.

(2) Conditions regarding initial issue, replacement, etc. shall also remain the same.

(3) Establishments shall be entitled in respect of sailors of the Service to the same common sliding scales of mess utensils, implements, and galley gear as are applicable to sailors in Indian Navy. Ships and establishments.

(4) Conditions regarding initial issue, replacement and survey shall remain the same.

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CHAPTER VI

CONDITIONS OF SERVICE

Section		Regulations
I	Mobilisations and Transfers	104-108
II	Rights/Privileges	109-117
III	Discipline, Offences and Punishment	118-139

SECTION I –MOBILISATIONS AND TRANSFERS

104. **Liability of Service and Mobilisation,** (1) No Officer or sailor shall be required to perform naval service beyond the limits of India save under a general or special order of the

Government.

(2) Subjects to the provisions of sub-regulation (1) and other conditions as may be prescribed, every officer or sailor shall be bound to serve, in the Indian Naval Ship to which he has been appointed or transferred, Provided that an officer or sailor may seek transfer to another ship with the change of residence.

(3) The personnel of the Service shall be liable to be called up for service with the Indian Navy-

(a) on declaration of War/Emergency or when grave Emergency is imminent or whenever required;

(b) to undergo training as ordered from time to time by the Chief of the Naval Staff or the Administrative authority, as the case may be;

© for supporting, manning or supplementing essential services;

(d) in aid of the civil power;

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105. **Calling up of Personnel of Service.** The personnel of the Service of a particular port or naval base may be called up for service by order of the Government without recourse to the general mobilization where it becomes necessary to activate the essential services in such port or naval base.

106. **Duties.** The establishments of the Service shall be organized in or near the Naval Bases or principal ports for the following duties:-

(a) Coast Batteries

(b) Mines Watching

© Communication

(d) Plotting

(e) Mechanical Transport

(f) Naval Control of Shipping.

(g) Engineering Service in Dockyard

(h) Base Repair Organisation

(i) General Port Duties

(j) Administrative Duties

(k) Naval Reporting Organisation in Minor Ports.

(l) Boarding and Examination Services

(m) Harbour Craft Crew.

(n) Motor Boat Patrol Service.

(o) Mates and Engineers.

(p) Aid to civil power.

(q) Such other duties as may be prescribed by the Government by notification in the official Gazette.

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107. **Control of Establishments.** The Administrative authority shall be responsible for the training, operation and administration of the establishments of the Service.

108. **Transfer and Attachment.** (1) Any person appointed to the establishment may be transferred by the Prescribed Authority on disbandment of the establishment or otherwise to another establishment of the Service in the same area.

(2) Nothing contained in sub-regulation (1) shall be deemed to authorize the transfer without the consent of the person appointed to an establishment except when such transfer is deemed necessary during a period of emergency.

(3) (a) A person who wants to be transferred at another establishment shall submit his application to his Commanding Officer stating the reasons for the transfer and establishment to which he wants to be transferred.

(b) the transfer shall be effected-

(i) in the case of sailors, by Administrative authority.

(ii) in the case of Officers, by order of the Naval Headquarters.

(4) When a person belonging to an establishment ceases to reside in the area for which such establishment is constituted, he may be transferred by the Prescribed Authority to an establishment constituted for the area in which he for the time being resides, provided that he can be absorbed in such establishment.

(5) Any person belonging to an establishment may be attached by the Prescribed Authority at his own request or otherwise to any establishment of the Service or to any establishment of the Indian Navy.

(6) Any person belonging to an establishment, who leaves his residence for the time being and thereby leaves the area in which the establishment wherein he is serving is constituted shall, if he does not intend to return to that area, notify the Prescribed Authority of that area of his change of residence.

(7) Where a person mentioned in sub-regulation (6) intends to return but does not in fact return to his area within three months of his departure, he shall immediately on the expiry of the said period send intimation in writing to the Prescribed Authority.

SECTION II-RIGHTS/PRIVILAGES

109. **Employment with the Civil Organisations.** (1) Personnel of the Service shall not join any civil organizations like Special or Reserve Police, Home Guards and Raksha Dal which provide part-time employment only.

(2) (a) Personnel of the Service desiring to join the Police Force on a full time basis may be permitted to do so by the Commanding Officer of the establishment.

(b) On receipt of intimation from the civil authorities concerned, the Commanding Officer of the establishment shall-

(i) in the case of sailors, take necessary steps to discharge such sailors:

(ii) in the case of Officers, forward the resignation of such officers to the Naval

(3) Members of the Police and the organizations specified in sub-regulation (1) shall not be permitted to join the Service.

110. **Reinstatement in Civil Service and Preservation of Rights.** (1) The employer of a person belonging to the service and called up for service in the Indian Navy under sub-regulation of regulation 104 shall, on termination of such service, reinstate such person in an occupation and under conditions not less favorable than those which would have been applicable to such person had his employment not been so interrupted.

(2) If the employer referred to in Sub-regulation (1) refuses to reinstate such person or denies his liability to reinstate such person, or if for any reason reinstatement of such person is represented by the employer to be impracticable, either party may refer the matter to the following authority namely:-

(i) in respect of an area within the Metropolitan cities of Bombay Culcutta or Madras, to the Chief Judge of the Court of Small Causes within the local limits of whose jurisdiction the person claiming reinstatement was employed immediately before he was required to perform the service;

(ii) in respect of any other area, to the District Judge within the limits of whose jurisdiction such person was employed.

(3) The authority referred to in sub-regulation (2), after considering all matters which may be put before it and where a reference is made by any party, after serving a copy of such reference on the opposite party, shall decide the matter after giving both the parties a reasonable opportunity of being heard and after making such further enquiry, if nay, as it thinks fit, and pass an order-

(a) exempting the employer from the provisions of this regulation, or

(b) requiring him to re-employ such person on such terms as it thinks fir, or

© requiring him to pay to such person by way of compensation for failure of liability to re-employ a sum not exceed an amount equal to six months remuneration at the rate at which the last remuneration was payable to such person by the employer.

(4) If any employer fails to obey the order of any such authority issued under sub-regulation (3), he shall be punishable with fine which may extend to one thousand rupees, and the court sentencing him to pay to the person whom he has failed to re-employ, a sum equal to six months remuneration at the rate at which his last remuneration was payable to him by the employer, and any amount so required to be paid by the said court shall be recoverable as if it were a fine imposed by such court.

(5) In any proceeding under this regulation, the onus shall be on the employer to prove that the person formerly employed by him did not apply to him for reinstatement within a period of two months from the termination of his service.

(6) The duty imposed by sub-regulation (1) upon an employer to reinstate in his employment a person referred to that sub-regulation, shall attach to an employer, who, before such person is actually required to report for the Service under thee regulations, terminates his employment in such circumstances as to indicate an intention to evade the duty imposed by that sub-regulation, and such intention shall be presumed until the contrary is proved, if the

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termination takes place after the issue of orders requiring him to perform the Service under these regulations.

111. **Preservation of certain Rights of Persons required to perform Indian Naval Auxiliary Service.** (1) Whenever any person is called up for service under sub-regulation (3) of regulation 104.

(a) he may, at his opinion, continue to subscribe to any provident of superannuation fund or other scheme for the benefit of employees maintained in connection with the employment which he relinquished immediately before he was so called up at such rates as were applicable to him under the rules of such fund or scheme;

(b) the employer by whom such person was employed shall continue to credit to such person's account in the fund or scheme the amount subscribed and the interest on the amount in such account in accordance with the rules of the fund or scheme.

© such person may, subject to the rules of the fund or scheme, withdraw any sum from the amount standing at his credit in the fund or scheme; and for the purpose of calculating the amount of contribution or withdrawal admissible, such person's salary shall be deemed to be the salary which he would have received had he not been so called up.

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(2) When any person called up for service under sub-regulation (3) of regulation 104 has nay rights under any provident fund or superannuation fund or other scheme for the benefit of employees maintained in connection with the employment he relinquished, he shall continue, so long as he is engaged in the Service, and if he is reinstated, until such reinstatement under the provisions of these regulations to have in respect of such fund or scheme such rights as may be laid down from time to time.

(3) Contributions to the Fund shall be deducted by the Naval Authorities and credits for recoveries made shall be transferred to the civil authorities concerned for adjustment in their books.

112. **Benefits may be varied or Cancelled.** Subject to any provision made by the Government in this behalf no person shall be entitled to claim as of right any promotion, emolument, retired pay, pension or other benefit conferred by any provision of these regulations or in the Regulations for the Navy.

113. **Leave of Permanent Staff.** Leave for the personnel of the service on the permanent and instructional staff shall be governed by the leave rules for personnel of the regular Navy.

114. **Leave of Temporary Clerks.** Clerks employed with the establishments of the Service, whose services are temporary or non-pensionable may be grant leave under the rules applicable to civilian personnel of such categories.

115. **Leave during Training of Staff other than Permanent Administrative or Instructional Staff.** (1) Leave of absence from the establishment may be granted to the Service personnel at the discretion of the Commanding Officer in cases of sickness or in circumstances

beyond the control of such personnel.

(2) Applications for leave of absence from all periods of training shall in case of sickness, be supported by medical certificates from a Medical Officer not below the status of an Assistant Surgeon and in other cases by a certificate from the Head of the Department or the employer of the personnel or in any other manner to the satisfaction of the Commanding Officer.

116. **Leave when called up or embodies for Service.** When embodied or called up for a period exceeding six months, leave for the personnel of the Service shall be governed by the same rules as for the regular Navy except that the personnel of the Service shall not be eligible for annual leave until they have embodied for a continuous period of not less than nine months and are expected to continue to serve for the balance of the total period of one year.

Explanation. (1) Civilian Government servants when called up or embodied for service shall continue to be governed by the civil leave rules applicable to them in their parent departments.

(2) Up to a maximum of ten days casual leave may be granted in exceptional circumstances during the period of the first six months of embodiment. This will count against their normal entitlement to casual leave when it becomes admissible.

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117. **Leave and Sick List concessions for officers and Sailors Enrolled for Training.** (1) Officers and sailors who are embodied for training shall not be entitled to any leave.

(2) During periods of sickness or injury attributable to naval service, officers and sailors shall be governed by the same rules as are applicable to officers and sailors of the Indian Navy.

(3) In case of sickness or injury not attributable to naval service, no leave or pay and allowances shall be admissible to officers and sailors and they shall be taken off the strength.

SECTION III-DISCIPLINE, OFFENCES AND PUNISHMENTS

118. **Application of.** Every person belonging to the Service shall be subject to the Act when he is-

(i) on active service; or

(ii) in or on any property of the naval service including naval establishments, ships and other vessels, aircraft, vehicles and armouries; or

(iii) called up for training or undergoing training in pursuance of these regulations, until he is duly released from his training; or

(iv) called up into actual service in the Indian Navy in pursuance of these regulations until he is duly released therefrom; or

(v) in uniform.

119. **Discipline and miscellaneous Matters.** Discipline and miscellaneous matters relating to summary punishments and procedure in the Service shall be dealt with in accordance with the provisions of Chapters II, IV, V, VII and VIII of the Regulations for the Navy, part II.

120. **Representation Relating to Matters Affecting Conditions of Service.**

(1) A sailor who wishes to make a representation relating to matters affecting his welfare or who has nay suggestion to make connected with the Service, shall bring the subject to the notice of his Divisional Officer through his Divisional Petty Officer.

(2) The procedure prescribed in sub-regulation (1) shall be followed irrespective of whether the matter affects a sailor individually or several sailors collectively.

(3) If the representation relates to a matter which the Divisional Officer is not competent to deal with, such officer shall bring it to the notice of the Executive Officer through the Departmental Officer, where applicable and subsequently, if necessary through the Departmental Officer Commanding Officer, and so on to the higher authority as the circumstances may require.

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(4) It shall be the duty of every Master Chief Petty Officer, Chief Petty Officer, Petty Officer or Leading Rank to keep himself informed of any cause of complaint or dissatisfaction among the sailors and to inform his Divisional Officer so that the matter may be investigated.

(5) A copy of this sub-regulation in English and Hindi shall be kept permanently posted on a notice board in all Master Chief Petty Officer's Chief Petty Officer's and Petty Officer's messes.

(6) The provisions of this regulation shall not affect-

(a) the procedure by which sailors may bring requests before Inspecting Officers at inspection in accordance with the custom of the Service;

(b) the custom by which any sailor is allowed to request, through his Divisional Officer, to see the Commanding Officer with regard to matters of a private nature.

© the custom by which complaints of an immediate nature other than those about food, may be taken before the officer of the watch;

(d) the customary procedure by which complaints of an immediate nature about food in ships and establishments under the general mess system are, in the first instance, taken to the senior cook sailor in the galley, or in ships and establishments organized for centralized messing, to the sailor in charge of the dining hall.

121. **Complaints to Higher Authority.** (1) If an officer or a sailor thinks that he has suffered any personal oppression, injustice or other ill-treatment or that he has been treated

unjustly in any way, he may make a complaint shall be in writing and addressed to his immediate superior.

(2) Any other method of seeking a redress from a superior authority, save as otherwise mentioned in these regulations, is forbidden.

122. **To whom complaint be made.** (1) If the complaint be a Commanding Officer of an Indian Naval Ship, the complaint shall be in writing and addressed to his immediate superior.

(2) If the complainant be an officer, the complaint shall be made orally to the Commanding Officer, in accordance with the custom of the service whereby a complainant is to make an oral request to see the Commanding Officer for that purpose.

(3) If the complainant is an officer below the rank of Commander other than a Commanding Officer, the request shall be made through the Executive Officer.

(4) If the complainant is not the Head of the Department, the request shall be made in the first place to the Head of the Department.

(5) (a) If the complainant is a sailor, the complaint shall be made orally to the Commanding Officer.

(b) A request to see the Commanding Officer shall be made to the Executive Officer through the complainant's Divisional Officer and the Head of the Department

© A sailor detached from his ship or establishment shall make the complaint to the Officer under whose command such sailor may be at that time.

123. Assistance to complaint. (1) If the complainant be an officer of junior rank or a sailor, he may request any officer in his ship to advise and assist him in the statement of his case at all stages.

(2) Where no request is made as provided in sub-regulation (1) it shall be the duty of the Divisional Officer, or such other officer as the Commanding Officer may detail, to advise and assist the complainant.

(3) It shall be the duty of the officer advising and assisting the complainant under sub-regulation (2) to invite the attention of such complainant to the provisions of regulation

124. **Rules to be Observed by the Complainant.** (1) Complaints shall be confined to a statement of facts complained of and to the alleged consequences affecting the complainant.

(2) Joint complaints by two or more sailors are not allowed.

(3) It shall be an offence against good order and naval discipline to make a complaint

in terms which comprise language or comments that are disrespectful or insubordinate or subversive of discipline, except in so far as such language or comments are necessary for an adequate statement of the facts.

125. How the Complaint shall be dealt with. (1) On receipt of any complaint, the Commanding Officer or other officer receiving such complaint shall satisfy himself that the complaint is made in accordance with these regulations and shall deal with it in the exercise of his discretion as may seem to him just and proper and cause the complainant to be informed of his decision.

(2) Where the Commanding Officer or the other officer receiving the complaint refuses or is unable to remedy the complaint made, the complainant may pray for submitting the complaint in writing, and on receiving such request, the Commanding Officer or the other Officer shall allow the complainant twenty-four hours to reconsider the matter.

(3) If the complainant is not satisfied with the decision on his complaint or if the does not get the redress asked for within a period of one month from its dispatch to the next superior authority, as the case may be, he may request that his complaint be forwarded to the next superior authority to be delt with in accordance with the provisions of sub regulation (1) and (2). All such requests shall be complied with. The complainant shall be justified in appearing direct to the next superior authority if he does not receive the final reply within a period of six months from the date of submission of his complaint.

(4) An officer or sailor shall not be penalized for making a complaint in accordance with these regulations.

126. Remarks on or Criticism against Superiors. (1) Except as otherwise provided in these regulations, no officer or sailor shall pass remarks on or make criticism against the conduct or orders of his superior officers which may tend to bring such superior officers into contempt.

(2) No Officer shall say or do anything which, if heard or seen by, or reported to those under him, might discourage them or make them dissatisfied with their condition or with the service on which they are or may be employed.

127. Combinations. (1) All combinations of officers or sailors for the purpose of bringing about alterations in existing regulations or custom of the Service, whether affecting their interests individually or collectively, are contrary to the tradition and practice of the Service and injurious to its welfare and discipline.

(2) Officers or sailors shall not combine, either by the appointment of committees or in any other manner, not shall they sign collectively memorials, petitions or applications, not obtain signatures to such documents.

128. **Unauthorised Organisation.** No officer or sailor shall, without the express sanction of the Government, take official cognizance of or attend, address, assist officially or take active

part in the proceedings or activities of an institution or organization or a labour trade union. Provided that an officer or sailor, who is not subject to the provisions of this may become a member of a Trade Union or Labour Union recognized by the Central or State Government and attend, address or take active part in the affairs of such institutions/organizations.

129. Political Meetings and Candidature. (1) No officer or sailor is allowed to speak or appear on the platform at, or to take any active part in, any meeting or demonstration held for party or political purposes or to assist in any manner a candidate for the election to a State Legislature or Parliament, until he has retired, resigned or has been discharged from the Service.

(2) No officer or sailor is permitted to issue an address to electors or to announce himself publicly announced, as a candidate, or as a prospective candidate, for election to a legislative body until he has retired, resigned or has been discharged from the Service.

Explanation- The provisions of sub-regulations (1) and (2) apply to an officer or sailor when embodied in peace time or in war but do not apply when not on active service.

(3) No officer or sailor shall take part in or attend any political meeting or demonstration in uniform nor shall discuss political questions in speeches at military gatherings such as dinners, prize distribution ceremonies, concerts and the like, whether such officer or sailor attends such gathering in uniform or otherwise.

(4) Any form of political activity on board Indian Naval Ships and establishments is prohibited.

(5) Political meetings and speeches in Indian Naval Ships and visits by candidates for election to a legislative, municipal or local body or by canvassers and political agents shall not be allowed.

130. **Publication.** (1) No officer or sailor shall communicate with the press or publish or cause to be published any book, letter or other document having bearing on any Naval, Army or Air Force subject or containing any fact or opinion calculated to embarrass the relations between the Government and the people or any section thereof or between the Government and any foreign country except with the previous sanction of the Government.

(2) Any information of a professional nature obtained by an officer or sailor when traveling or employed on duty is to be regarded as the property of the Government and shall not be published in any form either anonymously or otherwise.

131. Acceptance of Gifts. (1) No officer or sailor directly or indirectly accept any gift, gratuity or reward from any person-

(a) in respect of any act performed in his official capacity, without the consent of the Government.

(b) to whom he can directly or indirectly show favour in the exercise of his official functions, or in circumstances where such acceptance might affect the discharge of his duties.

(2) An officer or sailor shall immediately report to the Chief of the Naval Staff the acceptance of a gift by such officer or sailor with as complete a description as possible about the gift.

(4) The value of the gifts received by an officer or sailor posted in Delhi or New Delhi shall be got assessed by the Toshakhana of the Ministry of External Affairs and the gifts received by an officer or sailor stationed at places other then Delhi or New Delhi shall be got evaluated through the nearest local customs officer.

Explanation – A reference to the Customs authorizes shall be made by the Commanding Officer or the appropriate superior officer and not by the recipient of the gift.

(4) Pending a decision regarding the retention of the gift by the officer or sailor, the gift shall be deposited by the recipient for the safe custody with the Commanding Officer or the appropriate superior officer.

(5) Where a gift received by the recipient, is not allowed to be retained it shall be dispatched to or deposited in the Toshakhana.

(6) Where the gift is deposited with the Toshakhana, whether before or after the decision regarding its retention by the officer or sailor, the Chief of the Naval Staff furnish the Toshakhana with full particulars of such gift so that the article may be taken on charge in the stock register of the Toshakhana.

(7) The officer or sailor may be permitted by the Government to retain the gift if its value is commensurate with the status of such officer or sailor.

132. **Insolvency.** When an officer or sailor of the Service is adjusted or declared an insolvent, he will be considered liable to discharge from the Service.

133. **Discipline of Regular Naval Personnel.** Offences committed by the Regular Naval personnel serving with the Service shall be dealt with by the Commanding Officer of the Service to which such personnel are attached in accordance with the provisions of the Act and the regulations for the Navy.

134. **Consequences of Conviction by Civil Authorities.** When any personnel of the Service is convicted by a civil authority of any offence, the case shall be reported to the Prescribed authority who, if considered advisable, may impose the penalties enumerated in Regulations for the Navy, Part II.

135. **Reduction in Rank when not subject to the Act.** When not subject to the Act, a Master Chief Petty Officer, Chief Petty Officer, a Petty Officer or a Leading Rank may be

reduced to a lower rank by the Prescribed authorities for any sufficient reasons to be recorded in writing and after giving opportunity to the person concerned.

136. **Discipline for Civilian Personnel.** Civilian personnel employed in the Service shall for purposes of discipline be governed by the rules applicable to other civilians paid from the Defence Service Funds.

137. **Failure to Report for Training or for Service.** A member of the Service who fails to report for duty in accordance with the regulations and whose absence has not been satisfactorily accounted for shall render himself liable to punishment under the Act.

138. **Identity cards.** (1) An identity card shall be issued for a period to be specified on such card to the officers and sailors of the Service who shall be responsible for the security of the said card.

(2) The identity card is the property of the Government and shall be carried during the period of embodiment on the person of the holder, whether in uniform or in civilian clothes.

(3) Commanding Officers shall ensure by periodic inspection that all personnel under their command are in possession of their identity cards and arrangements shall be made to check the identity cards of the personnel when they leave the ship or return on board.

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139. **Procedure in case of Loss of Identity Card.** (1) An officer or sailor whose identity card is lost shall as soon as possible, report the fact to the Commanding Officer of the establishment who shall in turn at the earliest opportunity report the fact to-------

(i) the nearest police station.

(ii) the Prescribed authority

(iii) the local Provost authority.

(2) The Commanding Officer shall issue to the officer or sailor whose identity card has been lost a temporary identity pass for a period to be specified in such pass.

(3) If the original identity card is found, the temporary identity pass shall be destroyed and the Commanding Officer shall sign a certificate to that effect on the counterfoil of the pass so issued. The loss of an identity card and failure to report such a loss are offences and punishments shall be awarded accordance with circumstances of each case by the Commanding Officer in accordance with the Regulations for the Navy.

(4) Identity cards shall be withdrawn from the personnel on disembodiment and destroyed and the Commanding Officer shall sign a certificate to that effect on the counterfoils of such identity cards.

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CHAPTER VII

TRAINING AND RELATED MATTERS

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SECTION I – TRAINING

140. T**raining Directives.** Training Directives shall be issued by the Naval Headquarters from time to time.

141. **Responsibility of training and arrangement for Training Classes.** The Director of Naval Training shall be responsible for arranging training and such classes as may be necessary at the training centers in all the establishments of the Service.

142. **Instructional Staff from the Regular Navy.** (1) Instructional staff may be detailed from the Regular Naval personnel to an establishment or a group of establishments of the Service.

(2)The duties of the instructional staff, in so far as the training of the establishment is concerned, shall be to instruct the personnel under the orders of the Commanding Officer of the establishment and to supervise compliance of the instructions given by them.

143. Training. (1) The training shall consist of-

(a) Initial training:

(b) Annual training:

© Voluntary training:

(d) Musketry training:

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144. Initial Training. (1) Every person shall be liable to under go initial training, to be embodied under orders of the Director of Naval Training, for a period not exceeding in the aggregate sixty days in any one year.

(2) The Commanding Officer of an establishment may exempt, either wholly or in part any person who has, in his opinion, undergone adequate training in the regular Navy or otherwise from the liability to undergo initial training.

145. Annual Training. (1) Personnel of the Service shall be liable to undergo annual training for a period of not less than thirty-six days, and not more than sixty days in a year subject to the condition that they shall attend a minimum of three day's training during every month for nine months, in the year excluding the days spent in the camp.

(2) Personnel of the Service may, during the period of annual training, be embodied under the orders of the Director of Naval Training, for an annual camp for a period not less than eight consecutive days.

(3) The period spent in the camp under sub-regulation (2) may be extended up to a maximum of fourteen consecutive days, provided the personnel volunteer and obtain the written consent of their respective employers, if any, for the period which is in excess of the period specified in sub-regulation (2).

146. Voluntary Training. Every enrolled person may be permitted to be embodied, under the orders of the Prescribed authority of the establishment to which he is appointed, for such periods of voluntary training as may, from time to time, be sanctioned by the Government in addition to the prescribed training.

147. Musketry Training. (1) All personnel of the Service shall, in addition to the prescribed training be embodied for one day in a year to carry out firing practice.

(2) The embodiment under sub-regulation (1) shall take place on Sundays and Holidays.

Explanation. For the purposes of regulations 144 to 147 a days shall consist of four hours of actual Naval drill or instruction, and may be made up of fractions of a day not more then four in number.

148. Service on the Permanent Staff. (1) Every officer who volunteers, with the written consent of his employer, if any, for employment on the permanent staff of an establishment of the Service may, if found suitable, be embodied under the orders of the Chief of the Naval Staff, for such periods as he is required to fill a vacancy on the permanent staff of that establishment or of any other establishment of the Service to which he may be transferred.

(2) Every enrolled person who volunteers, with the written consent of his employer, if any, for employment on the permanent staff of an establishment of the Service may, if found suitable by the Commanding Officer or the Battery Commander, as the case may be, be embodied for such periods as he is required to fill a vacancy on the permanent staff of the establishment.

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Explanation- For the purpose of this regulation a person shall be deemed to be embodied with effect from the date specified for such embodiment in the orders issued by the Chief of the Naval Staff or the Prescribed authority, as the case may be.

149. Ceremonial Parades. (1) Personnel of the Service may, under the orders of the Director of Naval Training, be embodied with the consent of their respective employers, if any, for the purpose of participating in a ceremonial parade for a period of four consecutive days.

(2) The period of embodiment under sub-regulation (1) shall be in addition to the prescribed training.

(3) A person while embodied for training under regulations 144 to 146 may be ordered to participate in a ceremonial parade for a period of four consecutive days, whereupon the period of training for which such person was embodied shall be deemed to have been extended by the number of days spent by him on the parade.

150**. Correspondence to Whom to be Addressed.** All correspondence regarding the Service shall, in the, case of officers be addressed to the Chief of the Naval Staff (Registrar of Naval Auxiliary Service). Naval Headquarters, New Delhi and in the case of sailors to the Commodore, Bureau of Sailors, Bombay.

151. Medals and Ribbons. The grant and issue of Medals and Ribbons for the Service shall be the same as that of the Indian Navy.

152. Guards of Honour and Escorts. (1) The composition and strength of guard of honour or escorts will be in accordance with the procedure in force in the regular Navy.

(2) No officer or sailor of the Service shall take part in any public procession or ceremony, or form a guard of honour or escorts will be accordance with the procedure in force in the regular Navy.

153. Medical Attendance. (1)When called up for service or embodied for emergency or otherwise, officers and sailors shall be entitled to medical (in-door and out-door) attendance for themselves and the members of their families to the extent admissible to regular officers and sailors of the Indian Navy.

(2) When called up for training, medical attendance shall be restricted to the personnel only.

151. **Death.** (1) If death occurs while in Service or when seconded to the Army or Air Force, the deceased shall be given a state funeral in the same manner and to the same extent as admissible to regular officers and sailors of the Indian Navy.

(2) Issue of Death Certificates shall be governed by Regulations 2504 of the Regulations for the Navy Part I.

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152. **Reports of Death, Injury and Illness.** (1) If any member of the Service dies or is seriously injured or becomes seriously or dangerously ill while undergoing training or when in an establishment, the matter shall be notified by telegram to the next-of-kin by the officer under whose immediate command such member is serving at the time.

(2) The telegram to the next-of-kin shall in all cases, be confirmed by a letter signed by an officer, giving full particulars of the death, injury or illness.

156. **Equipment.** The establishment shall maintain equipment and stores up to their authorized scales in accordance with the orders issued by the Naval Headquarters in this behalf.

157. **Return of Stores Issued on Loan.** Stores issued on loan shall be returned to the stores establishment on separate vouchers.

158. **Scale of Stores.** The scale of stores and equipment authorized for the establishments of the Service shall be as laid down for regular Naval Establishments.

159. **Replacement of Lost or Damaged Stores.** (1) In case of loss or damage of permanent stores demands for replacements shall be placed on the stores depots as is done for the regular Navy.

(2) The indents shall be accompanied by a loss statement duly completed under the orders of the competent financial authority who shall decide how the cost is to be adjusted.

160. **Medical Equipment.** The scale for medical equipment shall be as laid down for regular Naval establishments.

161. **Scale of Equipment to be Maintained by Officers and Sailors.** The scale of equipment to be maintained by officers and sailors shall be laid down in the warrant of armament stores.

162. **Reports and Returns.** (1) The reports and returns as required by the Prescribed authority the Naval Headquarters or any other authority shall be submitted by all the Service establishments concerned to the appropriate authorities on due dates.

(2) Annual Inspection Reprt shall be drawn up on delay occurs in the submission of reports and returns.

163. **Annual Inspection Reports.** (1) Each establishment of the Service shall prepare an annual inspection report for submission to the Naval Headquarters through the Administrative authority.

(2) Annual Inspection Report shall be drawn up on completion of annual training camps by the Inspecting Officer designated by the Naval Headquarters.

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164. **Strength, Casualty and Wastage Returns.** (1) Strength and wastage returns of the establishments of the service shall be submitted monthly on the first of each month.

(2) Casuality returns shall be submitted as and when causalities occur.

165. **Confidential Reports.** Confidential reports on officers shall be prepared in accordance with the instructions issued by the Naval Headquarters from time to time on the same dates as for the officers of the regular Navy.

166. **Record of Service of Officers.** The record of service of officers shall be maintained at the Naval Headquarters.

167. **Publications Documents and Forms.** The Commanding Officers shall ensure that the latest editions of Naval publications, documents, and forms required for their establishments are maintained duly corrected in accordance with the amendments issued from time to time. They will periodically review publications and documents in their possession and return surpluses to the issuing authority. The forms as approved by the Government are specified in Schedule IX.

168. **Documentation.** (1) Documents pertaining to officers shall be maintained at the Naval Headquarters.

(2) Documents pertaining to officers shall be maintained by the Commodore, Bureau of Sailors Bombay, and the Commanding Officers of the establishments.

SECTION II - ACCOMODATION

169. **Messing and Accommodation on Embodiment.** In respect of messing and accommodation of officers and sailors the same regulations as apply to the messing and accommodation of the officers and sailors of the regular Navy shall apply.

170. **Accommodation.** (1) The scales of accommodation authorized to be provided for the Service establishments shall be as specified in Schedule 'X'

(2) If existing accommodation is not sufficient, suitable buildings of an appropriate scale to those authorized by Schedule 'X' may be hired at the discretion of the Administrative authority.

(3) No building shall be hired without prior consultation with the Director General Defence Estates with regard to its suitablitiy.

(4) Bills for the rent shall be passed on to Military Lands and Cantonments Directorate for payment.

(5) Where no permanent or temporary accommodation is available, tenageshall be used up to authorized scales.

(6) Scales of teenage for annual establishments are laid down in Schedule 'XI'

(7) Compensation in lieu of quarters shall be available to members of permanent and instructional staff on the same terms and conditions as for the regular Navy.

171. **Accommodation on Embodiment.** (1) The officers of the Service on the permanent staff, who have been allotted accommodation (married or single) at the Headquarters station of the Service establishment shall continue to retain the accommodation in the event of their 'embodiment' for so long as that station continues to be their permanent Headquarters as in the case of officers of the regular Navy.

(2) The personnel of the Service on embodiment and moving out to other stations are entitled to accommodation as for regular naval personnel serving in peace stations provided the period of embodiment is likely to be one year or more in which case the officers of the Service shall be provided an accommodation in the manner as laid down for regular naval officers, and compensation in lieu of quarters shall be admissible to the personnel of the Service at the rates laid down for the personnel of the regular navy when not provided with quarters in accordance with the prescribed percentage applicable to personnel of the regular Navy.

(3) In case an establishment moves to an operational field service area, the personnel of the service may be permitted to retain married accommodation at the last duty (peace) station on the same conditions as are applicable to the personnel of the regular Navy.

172. **Furniture.** Furniture for the establishments of the Service shall be provided according to the same scales as for the corresponding regular naval establishments.

SECTION III – EMPLOYMENT OF CIVILIAN INSTRUCTOR OFFICERS

173. **Educational training for personnel of the permanent staff of Service establishments.** (1) Establishments located at a distance of five kilometers or more from the regular naval establishments may employ civilian educational instructors in lieu of the Education Officer of the Indian Navy for educational training of Master Chief Petty Officers/Chief Petty Officers/Petty Officers and other sailors employed on the permanent staff.

(2) Where necessary, two or more Service establishments having a small number of personnel on their permanent staff may combine to employ a civilian educational instructor provided the combined strength of the personnel on the permanent staff amounts to one hundred or more.

(3) Establishments which are located within five kilometers of a regular naval establishment shall share the facilities for the educational training of that establishment.

(4) The terms and conditions of the civilian educational instructor shall be the same as for those employed in the Indian Navy.

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CHAPTER VIII

FINANCIAL REGULATIONS

Section		Regulations
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II	**Disability Pension/Gratuity**	**189 – 195**
III	**Pension entitlements and allowances**	**196 – 241**

SECTION I – PAY AND ALLOWANCES

174. **Custody of Funds.** (1) The funds and accounts of the Service shall correspond to those of the regular Indian Naval establishments and shall be governed by the regulations applicable to the Indian Navy.

(2) Regular accounts shall be kept of all public and non-public funds and where necessary balance sheets showing in detail the assets and liabilities of the fund shall be prepared quarterly.

175. **Financial powers of Commanding Officers of Establishments.** The financial powers of the Commanding Officer of an establishment shall be as laid down in Schedules I and V of Appendix II Part II of Financial Regulations Part I (1983), applicable to the Indian Navy.

176. **Procedure for Controlling the Expenditure of Funds Allotted for the Maintenance of Indian Naval Auxiliary Service.** (1) It shall be the responsibility of the authorities to whom allotment of funds are made to watch the progress of expenditure and to see that the expenditure does not exceed the allotment.

(2) Details of the centrally controlled heads and the authorities at Headquarters responsible for the control of expenditure and initial preparation of Budget shall be as follows: -

Sub Head	Detailed Head
Indian Naval Auxiliary Service	1. Pay and Allowances of Establishments 2. pay and Allowance of Trainees. 3. Transportation Charges of Trainees.

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Explanation- For the purposes of these regulations, when the estimates included under the detailed head are controlled by the Naval Headquarters, the head is said to be centrally controlled. No estimates are required to be submitted by the Commanding or Administrative authorities under these heads.

(3) Details of locally controlled heads, the officers responsible for preparation of these estimates and control of expenditure, and the channel through and the date on which the Budget Estimates are required to be submitted shall be as shown in the table below: -

Sub Head	Detailed Head	Authority at Head-Quarters	Officer responsible for initial Preparation Of Budget	Date of receipt in Controller of Defence Accounts (Navy) Office for Budget next year	Date of receipt in Naval Head quarters for budget next year
1	2	3	4	5	6
Indian Naval Auxiliary Service	Miscellaneous Expenditure	Registrar of Naval Auxili-ary service Naval Head -quarters	Administra-tive authori-ties	10th October	30th October

(4) Estimates in respect of locally controlled heads shall be prepared by the establishment on the prescribed form and forwarded through the Controller of Defence Accounts (Navy) who shall exercise a check on the estimates and record any corrections found necessary with reference to the sanction of competent authority or the progress of expenditure giving full reasons in support of all modifications.

Explanation- When the provisions included under detailed heads are distributed to the Administrative authorities or Commanding Officers the heads are said to be locally controlled.

(5) Corrections to the original estimates of locally controlled heads shall be furnished not later than the 15th December in each year to the Naval Headquarters by the Administrative authorities in the same manner as the original estimates and thereafter major changes, if nay, shall be intimated as and when known but not later than the 15th January of the following year.

(6) The officers enumerated in column (4) of the table in sub-regulation (3) shall be responsible for exercising an effective and continuous control over the expenditure under the heads under the heads under their control so that the expenditure does not exceed the allotment of funds.

(7) The Controller of Defence Accounts (Navy) shall furnish monthly, to the local controlling authorities, statements of the actual expenditure complied under the detailed heads immediately after the monthly compilations are closed, showing the serial numbers of claims admitted in audit and the amounts debited against the allotment.

177. **Travelling allowance of Officers attached with the Service.** Officers of the regular Navy attached to the Service shall be entitled to traveling and daily allowances as are admissible to such officers under the relevant rules.

178. **Training Camp Allowance.** (1) A training camp allowance shall be admissible during periods of training at the rates as applicable to personnel of the Territorial Army.

(2) The training camp allowance shall be admissible subject to the conditions that-

(a) the individuals are actually living, messing and sleeping in the camp; and

(b) the Administrative authority is satisfied that payment of such allowance is necessary.

(3) The training camp allowance is admissible whether the camp is held within or beyond the individual's permanent station and irrespective of whether actual training takes place during the whole of the camp period or not, for the full period of-

(i) the initial and annual training,

(ii) training, additional to that required under these regulations and when such additional training is sanctioned by the Government.

(iii) preparation and striking camps.

(4) Travelling allowance admissible for attending training camps may, at the discretion of the individual be on the temporary duty scale or the permanent duty scale, irrespective of the period of such training.

Provided that no training camp allowance shall be admissible where an individual opts for the traveling allowance on permanent duty scale.

(5) Daily and subsistence allowances shall not be admissible in conjunction with the training camp allowance.

179. **Pay and Allowance of Sailors Serving with the Service Establishments on Permanent Administrative and Instructional Staff.** Sailors serving on permanent administrative and instructional staff shall be entitled to pay and allowances under the rules as applicable to personnel of the regular Navy.

180. **Civilian Clerks.**

(1) The employment of civilian clerks may be sanctioned by the Administrative authority where sailors are not available.

(2) Clerks appointed under the preceding sub-regulation shall be paid at the scale of pay and allowances admissible to Lower Division Clerks of the Government.

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181. **Employment of Training Staff Previous to and Subsequent to the Annual Training.** Officer and sailors may be employed before and after training camps for the purpose of pitching and striking camps and issuing and taking into store clothing and equipment to the extent shown below: -

(a) Officers shall normally be seconded to the permanent staff from the regular Navy till such time, as officers of the Service of sufficient seniority and experience are available.

(b) Sailors (other than permanent staff) up to 5 per cent of the authorized establishment at the discretion of the Commanding Officers may be employed – 7 days before the commencement of training and 4 days after training ends.

Explanation- Employment under this regulation shall be voluntary and a volunteer shall obtain prior consent of his employer, if any, in writing.

182. **Pay and Allowances of Officers of the Service.** Officers shall be entitled to pay and allowance as laid down for officers of the regular Navy during the period of embodiment.

183. **Grant of Qualification Pay to Officers of the Service.** Officers shall be granted qualification pay in accordance with regulation as laid down from time to time for officers of the regular Navy.

184. **Pay and Allowances of Sailors of the Service.**

(1) Sailors shall be entitled to pay and allowances as laid down for sailors of the Indian Navy, during the period of embodiment.

(2) Released personnel who may be enrolled in the Service shall be entitled to pay and allowances appropriate to the class which such personnel had attained at the time of release, where the Commanding Officer is satisfied that they are up to the standard of that class.

(3) Personnel of the Service, when called out or embodied for training, shall not be entitled to pay for the days of absence with or without leave, except as provided in regulations 113 to 116 and shall be liable to forfeiture of pay and allowances under regulation 133, Pay and Allowances Regulations for the Navy, when called out or embodied for Naval Service.

(4) On joining the Service, sailors shall be allowed to count for purpose of increment of pay-

(a) full paid previous service in the regular Armed Forces:

(b) Previous called up or embodied service in full and one-fourth of other service in-

(i) Indian Reserve and Territorial Forces,

(ii) Auxiliary Force (India).

185. **Bounties.**

(1) Bounties at the rates of Rs.50 for Master Chief Petty Officers and Rs.35 for Chief Petty Officers and below per annum shall be admissible to sailors.

Provided that they-

(a) Complete sixty days training including an annual camp of not less than four days; and

(b) Qualify in their annual weapons training course.

(2) Three-fourths of the bounty specified in sub-regulation (1) shall be admissible to those who complete training for forty-eight days or more including an annual camp of not less than four days and qualify in their annual Weapon Training Course.

186. **Medical Treatment.**

(1) Personnel of the Service shall be entitled to treatment by the Military Service at stations where Military Hospitals exist as for regular navy during the period of training, courses and embodiment, and at Stations where there are no Military Hospitals, the personnel shall be

entitled to medical treatment in a civil or private hospital to the extent admissible to personnel of the regular Navy.

(2) Personnel of the Service who receive medical treatment in a civil or private hospital during the period of training, courses and embodiment and who are transferred to the nearest Armed Forces Hospitals for any further treatment shall be entitled to the same traveling concessions as are admissible to the corresponding rank, in the Navy for journeys from civil or private hospitals to Armed Forces Hospitals and from Armed forces Hospitals to their homes or other stations not involving extra expenses.

Provided that the sailors shall also be entitled to free rations or allowances in lieu there of for so long as they are entitled to pay and allowances subject to the usual conditions applicable to personnel of the regular Navy.

(3) Personnel of the Service detained in hospitals for periods beyond the period of attachment incases of disabilities caused in and by performance of bona fide Navy duty or organized games shall be entitled to medical treatment as for the personnel of the regular Navy subject to the payment of usual hospital stoppages as prescribed in Regulations for the Medical Services of Armed Forces (1962).

187. **Dental Treatment.** Personnel of the Service shall be entitled to dental treatment only in so far as it is sanctioned for the personnel of the regular Navy during the period of training, courses or embodiment and shall be entitled to repair or renewal of artificial dentures as for regular Navy, provided the artificial denture as supplied by the Government and the repair or renewal is not necessitated through the fault of the personnel.

188. **Medical and Dental Treatment of Families.** Families of officer and sailors shall be entitled to treatment by Military Medical and Dental Services as for corresponding ranks of the Navy on embodiment.

SECTION II-DISABILITY PENSION/GRATUITY

(Disability pension will be published at a later date)

189. **Rate of Terminal Gratuity.** All officers and sailors commissioned or enrolled in the Service (excepting Civil Government servants holding permanent appointments), shall be eligible for terminal gratuity at the rates and under the conditions given below:-

A. OFFICERS.

(a) Terminal Gratuity shall be admissible in the circumstances mentioned hereinafter only to such officers as have completed a minimum of four years of aggregate embodied service which for this purpose shall include the period spent on training, at the rate of half a month's pay for each aggregate year of embodied service subject to a maximum of nine months pay.

(b) Subject to service rendered being certified by the authority mentioned in regulation 192 (2) to have been satisfactory, terminal gratuity shall be admissible to officers on retirement or discharge as the case may be, for the following causes.

(i) on disbandment or re-organisation or interzonal transfer of ship or establishment, provided there is no other ship or establishment to which the officer can be transferred, or his consent to a transfer is necessary under the rules and he refuses to consent thereto:

(ii) on reaching the compulsory retirement age as laid down in these regulations.

(iii) on being declared medically unfit for further service, subject to the provisions of this regulation.

(iv) on completion of tenure of appointment or service limits specified in clause (ii).

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(c) in the case of termination of service on account of medical unfitness, the terminal gratuity shall be payable if the officer does not qualify for a disability pension.

(d) in the case of pensioners (both Civil and Military) serving with the Service, the gratuity shall not be payable for any period of service during which pension continues to be drawn, except in the case of civil pensioners whose pay is fixed after deducting the amount of pension,

(e) including the commuted portion, if any, under the provisions of regulation 196.

Provided that no gratuity shall be payable to any retired Commissioned Officer or a retired Civilian Gazetted Officer irrespective of whether his pension is held in abeyance or not.

(f) Terminal Gratuity admissible to any person under this regulation shall be assessed on the pay of substantive rank last held by him.

B. SAILORS. The provisions relating to officers shall apply mutatis mutandis to the sailors except that the terminal gratuity shall be admissible on discharge for the following reasons:-

(a) 0n becoming entitled to discharge from the service;

(b) on being declared medically unfit for further service, provided the sailor does not qualify for a disability pension;

(c) when services are no longer required for reasons other than disciplinary reasons.

190. **Pay for Assessment of Terminal Gratuity.**

(1) Pay for the purpose of assessment of terminal gratuity for sailors shall include:-

(a) basic pay of the substantive rank last held;

(b) increment of pay;

(c) good conduct pay.

(2) The authorities for certifying that service rendered is satisfactory for the purpose of grant of terminal gratuity shall be-

(a) **In the case of an officer-** The Director of Personal Services, Naval Headquarters;

(b) **In the case of a sailor-** The Commanding Officer of the establishment.

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(3) No disability contracted in, and by the performance of military duty shall entail any loss of pay and allowances for the day or for period of camp, as the case may be, which would have been admissible had the disability not occurred.

191. **Pay and Allowances while in Hospital.**

(1) For disabilities other than those necessitating invalidment out of service and for which personnel of the Service have to be detained in Service or civil hospitals or sent home disabled, pay and allowances shall be continued in accordance with the provisions of sub-regulations (2) to (4) but the provisions of sub-regulations (2) to (4) shall not apply to personnel eligible for disability pension.

(2) (a) The disabilities referred to in sub-regulation (1) should be certified by a Medical Board as having been caused in and by the performance of naval duty.

(b) The Commanding Officer of the Establishment shall forward a claim supported by the proceedings of the Medical Board to the Naval Headquarters in the case of officers and to the Commodore, Bureau of sailors, Bombay, in the case of sailors.

(c) Pay and allowances shall be admissible at the discretion of the Chief of the Naval Staff in the case of officers and the Administrative authority in the case of sailors, for a period not exceeding six months beyond the duration prescribed for training or embodiment of the particular ship or establishment.

(3) (a) Subject to the conditions specified in sub-regulation (2), pay and allowances shall be admissible to members of the Service who, by reason of a disability contracted in, and by, the performance of naval duty, are certified by a Medical Board as unable to follow their trade or calling up to a maximum of six months from the day on which the disability was incurred.

(b) Pay and allowances shall be admissible for a maximum period of three months when the disability is incurred in the performance of regimental sports or games of definitely military or naval character which are held with the approval of competent Naval Authority and is certified by a Medical Board as provided in clause (a).

(4) In the case of sickness (ailment or injury) or disability of a temporary nature sustained in and by the performance of bona fide Naval training or duty involving hospitalization for a maximum period of fifteen days in year pay and allowances shall be admissible on submission of the claim by the Commanding Officer of the hospital concerned for every day of stay in the hospital-

(a) when undergoing training.

(b) when undergoing weekly drills or instructions.

(c) when embodied.

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192. **Admissibility of Disability Certificate by Commanding Officer.** For the purpose of aiding the Medical Board in determining whether the disability is attributable to naval service or otherwise, the Commanding Officer of the establishment concerned shall provide the hospital to which the member of the Service may be admitted with a certificate to the effect that in his opinion the disability contracted is or is not attributable to naval service, and where the disability is incurred white participating in regimental sports or games, the certificate shall include the fact that such sport or games had been organized or approved by the competent Naval authority.

193. **Medical Board.**

(1) The Medical Board Armed Force in hospital shall be composed of-

(a) the Commanding Officer who shall be the President of the Medical Board;

(b) One or two other medical officers nominated by the President of the board.

(2) The proceedings of the Medical Board shall be approved by the Command Medical Officer of the establishment shall inform the Command Medical Officer of such admission and shall arrange for the constitution of a Medical Board.

(3) If an officer or a sailor is admitted to a civil hospital the Commanding Officer of the establishment shall inform the Command Medical Officer of such admission and shall arrange for the constitution of a Medical Board

(4) The Medical Board composed under sub-regulation (3) shall consist of not less than three civil doctors including the President who shall not below the status of Assistant Surgeon.

(5) The proceedings of the Medical Board shall be sent to the Command Medical Officer concerned for approval.

194. **Medical Certificate on Discharge from Hospital.** The medical Board shall on sending an officer, or a sailor, home for being disabled, or on discharging him from hospital, give him a certificate stating-

(a) whether he is in need of a further medical treatment;

(b) whether he is incapapble of following his trade or calling; and

(c) the minimum probable duration of his disability.

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195. **Sick Attendance.**

(1) Where services of the personnel are required as sick attendants such attendants may be provided on the written authority of the Commanding Officer.

(2) Pay and allowances shall be admissible to sick attendants for such period as is certified to be necessary by the medical authorities concerned.

Provided that the period for which sick attendants may be employed shall not normally exceed one month.

SECTION III-PENSION ENTITLEMENTS AND ALLOWANCES

196. **Pay and Allowances of Pensioners.** In the case of pensioners of the Service, pay and allowances admissible under these regulations shall be drawn in addition to pensions of any nature received from the Government, except in the event of embodiment for service or on the permanent administrative or instructional staff (as distinct from embodiment for the initial annual and voluntary training) when the pay and allowances of such pensioners shall be as follows:-

(a) **In the case those of drawing Civil Pension.** The amount of pay shall be fixed after deducting the amount of pension including the commuted portion of the pension, if any, The pension shall continue to be drawn in addition to the pay so fixed under this clause.

(b) **In the case of Armed Forces Pensioners.**

(i) **Officers.** When an officer is in respect of a pension, it shall be held in abeyance and officer will receive the pay and allowances of his rank. Officers who wish to commute during the period of re-employment in the service any portion of the pension which has been held in abeyance, may be permitted to do so provided the commutation of pension is otherwise permissible under the rules. A deduction equivalent to the amount of pension commuted shall be made from their pay from the date on which the commutation becomes effective. The pension shall be restored on his reversion to the pension establishment. The re-employed service will, however, not count for any increase in his pension.

(ii) **Sailors.** A sailor who is in receipt of a pension shall be eligible to draw that pension in addition to pay and allowances. His re-employed service will, however, not count for any increase in his pension.

Note—Sailors who perform continuous embodied service for fifteen years or more shall be subject to the same pension rules as may be laid down from time to time for the sailors of the regular navy.

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197. **Funeral Allowances.** If death occurs during embodiment or training or is attributable to service, funeral allowances shall be admissible in accordance with the rules applicable to personnel of the regular Navy.

198. **Maintenance of Pay Accounts.** The pay accounts of personnel of the Service shall be maintained by the Supply Officer-in-Charge, Naval Pay Office Disbursement and advance of pay shall be regulated in the same manner as in the case of the personnel of the regular Navy.

199. **Advance of Pay and Allowances.** (1) The Commanding Officer may, if he considers it necessary, advance from the imprest to each member of the Service during training a sum not exceeding three-fourths of his pay.

(2) Personnel called out in aid of the Civil Power may be paid an advance up to a maximum of seven days of pay and allowances.

200. **Traveling and Daily Allowances to Recruits.** Traveling allowance shall be admissible to recruits of the Service at the same scales and under the same conditions as may be laid down from time to time for entrants in the regular Navy.

201. **Subsistence and Traveling Allowance for Recruits including Rejected recruits.**

(1) Subsistence and traveling allowances shall be admissible to persons seeking recruitment to the Service at the same scale as may be laid down in this behalf from time to time for recruits of the regular Navy, Allowances shall be admissible to such persons during their journey back home.

(2) While proceeding from their place of residence to join their establishment, recruits after enrolment shall be granted an advance of ration allowance at the same scale and under the same conditions as may be laid down from time to time for recruits of the regular Navy.

202. **Traveling and Daily Allowances.**

(1) Persons called for entry as officers proceeding to and from Selection Boards shall be granted traveling allowance in accordance with the same rules as are applicable to officers of the regular Navy.

(2) An officer of the Service shall be eligible to an allowance under the rules applicable to officers of the regular Navy for journeys from his home or from any other place not involving extra expense and back irrespective of any change in his home address during training when called out for Service, when detailed to proceed for attachment to an establishment, or when detailed to attend anu authorized course or local course of instructions under the orders of the competent authority or when called out for Service, when detailed to attend any authorized course or local course of instructions under the orders of the competent authority or when attending the annual or any other training camp authorized by the Administrative authority, or when directed to serve on a board of inquiry or audit board or to appear before a medical officer for examination, or when directed to attend a retention promotion examination, or on transfer from one ship or establishment to another, while employed on the permanent administrative or instructional staff, or on other military duty undertaken under the orders of a competent authority.

(3) Officers proceeding to and from obligatory parades including authorized training and administrative duties performed by them for which pay and allowances are admissible, shall receive road mileage allowance at the specified rates as applicable for the actual number of kilometers traveled. A higher rate may be authorized with the previous sanction of Administrative authority subject to the condition that the maximum rate of mileage allowance laid down in Travel Regulations for an individual of the first grade is not exceeded. Officers employed on the permanent administrative and instructional staff shall not be entitled to any road mileage allowance for their journey from their residence to place of duties at their headquarters and back. The move will be notified in the movement orders and the claim for traveling allowances shall be supported by the relevant Movement orders.

(4) Officers when proceeding to take charge of permanent staff appointments or relinquishing charge thereof shall also be entitled to traveling allowance for themselves and their families at permanent duty scale as applicable to officers of the regular Navy. Claims for traveling allowance after being countersigned by the Controlling officers and pre-audited by the Controller of Defence Accounts (Navy) shall be dealt with finally and payment made to officers before they leave for their homes. Each claim shall be supported by a certificate from the officer concerned to the effect that he undertake to complete the journey and in the class for which he has received payment.

203. **Free Conveyance to Convicts and Prisoner Officers.** Officers declared deserters or absentees from Service when brought to their ships or establishments or elsewhere for trial after apprehension and those sentenced to death or imprisonment for life or any term of imprisonment or detention, when traveling to and from a military or naval prison or naval detention barracks or quarters and the necessary escorts shall be granted free conveyance as admissible to the officers of the regular Navy. Free conveyance shall also be admissible for their return home on acquittal or expiry of the term of punishment. Baggage shall be restricted to railway free allowance.

204. **Traveling Allowance to Sailors.**

(1) Sailors proceeding to and from obligatory parades shall be allowed refund of any conveyance expenses incurred by them subject to the following provisions: -

(a) No such refund shall be admissible if the distance traveled is less then three kilometers in a single direction.

(b) The Commanding Officer may authorize any payment made on this account specified rates as applicable. A higher rate of mileage not exceeding the rate of road mileage allowance admissible to corresponding personnel of the regular Navy for the appropriate conveyance used may be authorized by the Administrative authority.

(c) Where facilities for public conveyance like railways, tramways, buses or similar conveyances are available and can be utilized, the actual fares only shall be allowed, and in all cases the availability of such public facilities shall be taken into consideration in determining the rate of the allowance which shall not exceed the rate of conveyance allowance admissible to the corresponding ranks of the regular Navy.

(2) Sailors when traveling on duty shall be entitled to conveyance, daily or mileage allowance from and to their place of residence as follows:-

(a) **Master Chief Petty Officers, Chief Petty Officers and Petty Officers-**

(i) **Road Journeys.** Daily allowance for journeys less than thirty-two kilometers shall be allowed at the rates laid down in rule 61 of Travel Regulations.

(ii) **Rail Journeys.** Conveyance on warrant and daily allowance shall be as laid down in rule 59 of Travel Regulations.

(iii) **Combined Journeys.** Mileage allowance is admissible for a journey by road when it is combined with a journey by rail but such mileage allowance is limited to the amount of daily allowance unless the journey by road exceeds thirty –two kilometers.

(b) **Leading Seamen and below-**

(i) **Road Journeys.** Ration allowance shall be at the rates as is admissible to the personnel of the regular Navy. Such ration allowance shall be admissible for every twenty-four hours or part thereof the journey provided the journey exceeds six hours, allowance between six and twelve hours being at half the ordinary rate and between twelve to twenty-four hours at full rate. No allowance shall be admissible for journeys commenced and completed between 2200 hours and 0600 hours. Actual traveling expenses in addition to ration allowance shall in no case be admissible unless sanctioned under regulation 70 (a) (i) (3) and rule 61 of Travel Regulations. Such expenses shall be limited to mileage allowance as laid down in rule 201 of Travel Regulations.

(ii) **Rail Journeys.** Conveyance on warrant and ration allowance shall be admissible at the same rates as are admissible to sailors of the regular Navy. Such ration allowance shall be admissible for every twenty-four hours or part thereof of the journey provided the journey exceeds six hours. Allowance between 0600 hours and 1200 hours shall be at half the ordinary rate and between twelve and twenty-four hours shall be at full rates. No allowance shall be admissible for journeys commenced and completed between 2200 hours and 0600.

Explanation-

1. Personnel of the Service when proceeding to join duty under these regulations or when returning home on disembodiment shall be entitled to conveyance allowance in the manner and at the scale admissible to the corresponding ranks of the regular Navy.

II. Personnel of the Service when proceeding to take charge on permanent staff duty or appointments or to relinquish any charge thereof shall be entitled to conveyance allowance on permanent duty scale for themselves and their families as is admissible to the personnel of the regular Navy.

205. **Free Conveyance on Discharge.** Free conveyance is admissible to personnel of the Service to their home on discharge as under-

(a) on discharge under these regulations;

(b) on service being no longer required-

(i) for misconduct;

(ii) as unlikely to become an efficient

(iii) on reduction of establishment.

(c) on being found medically unfit for further service.

206. **Railways Concession in Conjunction with Leave.**

(1) Officers and sailors while embodied shall be allowed the same leave travel concessions as are admissible to corresponding ranks of the regular Navy-

(i) When embodied in the prescribed manner for employment on the permanent administrative or instructional staff, or

(ii) when called out or embodied in the prescribed manner in aid of the civil power or to provide essential guards, or for supporting or supplementing the regular Navy.

(2) The concessions shall be subject to admissibility of leave under these regulations.

(3) The leave travel concession under rule 177A of the Travel Regulations shall be admissible to officers once in two years of continuous embodiment and thereafter every second calendar year during such embodiment.

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207. **Traveling Allowance for Courses, etc.** Personnel of the Service when proceeding to and from their place of residence to attend approved courses of instructions including approved voluntary training, attachments and for the purpose of military training shall be entitled to the same traveling facilities as are admissible to the corresponding ranks of the regular Navy.

208. **Free Conveyance to Convicts and Prisoner Sailors.** (1) Sailor declared deserters or absentees from the Service when brought back to their ship or establishments or elsewhere for trial after apprehension and those sentenced to death or imprisonment for life or any term of imprisonment or detention, traveling to and from a prison or naval detention quarters or barracks and the necessary escorts shall be granted free conveyance as admissible for their return home on acquittal or expiry of the term of punishment. Baggage shall be restricted to railway free allowance.

(2) Sailors residing in the state territory of Tripura shall be granted the following facilities when called up for service or training in areas located in Assam: -

(a) Free conveyance by air from Agartala to Gauhati and back.

(b) Advances of traveling allowance for air travel mentioned in clause (a).

209. **Conveyance for Certain Categories of Persons Called up for Temporary Employment with the Service.** Ex-Officers, sailors (pensioners and non-pensioners) who are called up for temporary employment with the Service shall be issued with railway warrants for

their outward and return journey. The class of railway accommodation shall be the same as that which was admissible to them prior to their leaving the Service.

210. **Civilian Employee.** Civilians may be employed on the lowest nerrick rates of pay at the discretion of the Commanding Officer for a period of seven days before the assembly and seven days after the dispersal of camps. Civilians in lieu of service personnel who are essential for training and who are not available for enrolment may also be employed. Additional civilian establishment may at the discretion of the competent financial authority prescribed in regulation 59 of the Financial Regulations Part I be entertained at the lowest local rate to meet requirements.

211. **Peons.** The entertainment of one office peon per slip or establishment at the lowest rate is admissible. Additional Class IV establishment, which may include Class IV servants other than office peons, may, at the discretion of the competent Financial authority prescribed in regulations 58 and 59 of the Financial Regulations Part I, be entertained at the lowest local rates to meet requirements without restriction as regards the period of employment. Officer peons employed by an establishment shall be granted liveries by the Government as admissible.

212. **Permission for Clerk to Accompany Commanding Officer on Recruiting Duty.**

(1) A Commanding Officer of any establishment when proceeding on recruiting duty and when it is anticipated that not less then twenty recruits shall be obtained may, if he so desires, take with him a clerk from the existing establishment of clerks employed with his establishment.

(3) In the case of civilian clerks traveling allowance shall be admissible under the rules and conditions prescribed for Civilians (Subordinate) in Travel Regulations.

213. **Absence from Duty of Government Servants Enrolled in the Service.** When Government servants enrolled in the Service attend the annual training, or courses of instructions, the period of absence from duty shall not be deducted from any casual or other leave which may be admissible to them and shall be regarded as duty for the purposes of civil leave and pesnsion.

214. **Service of Government Servants to Count towards Increment of Pay.** Government servants called up for service, if on incremental salary, shall count such naval service towards increment in civil pay and also towards civil pension, if they would have counted for those purposes in their corresponding service in the civil department but for the deputation to naval service. As regards leave they shall continue to be governed by the civil rules applicable to them before transfer to naval service

215. **Free rations.** During annual and initial training camps for ships or establishments and training camps during courses of instructions or when called up in aid of the civil power or when otherwise embodied or when taken into and kept in military custody, all sailors shall be entitled to free ration or allowance in lieu thereof as laid down for the personnel of the regular Navy.

216. **Reward for Apprehension of Deserters.**

(1) A grant of one hundred rupees is admissible to any person who apprehends a person belonging to the service who is declared to be on a state of desertion or absence without leave from his establishment (other than a person who voluntarily surrenders himself.) The grant shall be paid as soon as possible after the person has been delivered to service authorities or civil custody.

(2) In case of apprehension of a deserter when notifying to a Commanding Officer of such apprehension the Police Officer concerned should at the same time furnish the Commanding Officer with the name and address in full of the actual person to whom the reward is payable. As soon as possible after the deserter reaches his establishment the Commanding Officer shall remit the reward by money-order direct to the person entitled to it whose money-order acknowledgement shall be accepted by the audit authorities as sufficient voucher for the amount paid as reward and for the money-order fee.

217. **Office Allowance.**

(1) Office allowance of establishments shall be drawn on the following scales: -

For establishments with a total strength of 500 or more Rs. 30p.m.

For establishments with a total strength of less than 500- Rs. 10 p.m.

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(2) The office allowance is intended to meet expenses incurred on purchase of articles of stationery. The cost of stationery obtained from the Government sources or purchased locally in accordance with the relevant rules shall not be debitable to office allowance.

(3) To enable establishments to obtain their requirements of articles annually in bulk, the establishments may draw in advance a lump sum equivalent to their monthly office allowance for six months. In addition they shall be paid one half of their monthly allowance each month throughout the year including the month in which the lump sum advance is advanced. The total amount so drawn during the whole year shall not exceed the amount calculated at the appropriate scale laid down in sub-regulation (1).

218. **Office Allowance on Embodiment of Service.** An officer or a sailor, when embodied or called up for service is entitled to office allowance at the rates laid down in Pay and Allowances Regulations Vol.II and other Government orders for the corresponding Naval Units. The amount of allowance shall be proportionate to the period of embodiment.

219. **Upkeep Allowance of Bicycles.** Expenditure on repairs and maintenance of Government owned bicycles should be restricted to a maximum of thirty rupees per bicycle per financial year on an average.

220. **Supply of Stationery.** Establishments shall draw stationery from Stationery Depots in accordance with the regulations as laid down for regular naval establishments.

221. **Supply of Service Labels.** Service postage labels shall be obtained in accordance with the procedure in force for their supply by a civil treasury or Military Treasury Chest Officers.

222. **Permanent Advance.** A permanent advance may be authorized in order to provide the Administrative authority with cash to meet immediate payments. This imprest may also be utilized for making advance payments, prior to completion of training of messing allowance, musketry prizes, rail fares to men who cannot utilize their Warrants in accordance with rule 37 (ii) of the Travel Regulations, recruiting allowance, pay of discharged sailors and cost of repairs to clothing. Such advances shall be adjusted after completion of the training. The Administrative authority in consultation with the Controller of Defence Accounts (Navy) shall take into consideration the actual requirements of establishments and fix a suitable amount for the Imprest.

223. **Advance for Establishment Funds.** A refundable advance of four hundred rupees shall be granted to each of the reconstituted or newly raised ship or establishment.

224. **Duplication and Typewriters.** Establishments shall be entitled to typewriters under the terms and conditions and at the scales as applicable to the regular Navy. The Commanding Officer of the establishment shall also be entitled to duplications under the terms and conditions and at the scales as laid down for the regular Navy. The repair of typewriters and duplicators shall be carried out in accordance with the terms obtaining in the regular Navy.

225. **Musketry Price Allowance.** An annual allowance of two rupees for every officer or sailor who completes his musketry course shall be placed at the disposal of the Commanding Officer of the establishment for expenditure, at his discretion, on musketry and other prizes.

226. **Allowance for Upkeep of Musketry and Range Appliances.** An annual allowance of nineteen paise for every officer and sailor who on the first day of April each year or at the option of the Commanding Officer of the establishment on the first day of the annual training is borne on the strength of the establishment shall be placed at the disposal of the Commanding Officer of the establishment for the upkeep of the musketry and range appliances. To this sum may be added any recoveries made by the Commanding Officer on account of lead and empty cartridges cases.

227. **Characoal for Drying Purposes.** Charcoal shall be issued on an "as required" scale for drying of the equipment and clothing in store of ships or establishments during the non-training period. Issues shall be made on the authority of the Administrative authority where conditions of humidity warrant the issue of charcoal.

228. Payment of Uniform and Clothing Allowances.

(1) Officers shall receive an initial outfit allowance as for the officers of the regular Navy and shall be required to provide and maintain clothing and equipment as for regular navy officers. An officer who has already drawn an outfit allowance from the government shall be governed by the same rules as are applicable to the officers of the regular Navy.

(2) Officers shall be entitled to receive a fresh outfit allowance on completion of ten year's Naval Auxiliary Commissioned Service or seven year's effective Service which shall consist of embodied Service, service on the permanent, administrative and instructional staff and full pay commissioned service rendered with regular Navy, whichever is earlier. Where an officer has only two years or less to serve before retirement from the Service, no fresh outfit allowance shall be admissible. The other conditions for the grant of the allowance shall be the same as for officers of the regular navy.

(3) The rules regarding recovery of the initial/fresh outfit allowance in respect of officers shall be the same as for officers of the regular Navy with the following modifications.

(i) An officer who was in the service on the 13th July 1962 and who has been paid fresh outfit allowance and who fails to serve for a period of three years in the service from the date the allowance becomes due shall be required to refund one-sixth of such allowance for each period of six months (or part of such period) by which his service falls short of three years;

Provided that no refund of the outfit allowance shall be made if an officer relinquishes his Commission after completion of four years from the date of appointment to the service in case he receives a fresh outfit allowance after completion of four years from the date of entitlement of fresh outfit allowance.

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(ii) Officer who do not fulfill the conditions laid down in clause (i) shall be required to refund the initial or fresh outfit allowance, as the case may be, as under: -

(a) Those who relinquish their commission after completion of three years but before completion of four years after the date of first appointment to the service in case they received only the initial outfit allowance or in case they received a fresh outfit allowance after completion of three years but before completion of four years from the date of entitlement to that allowance- Rs.150.00.

(b) Those who relinquish their commission after completion of two years but before completion of three years after the date of the first appointment to the service in case they received only the initial outfit allowance or in case they received a fresh outfit allowance after completion of two years but before completion of three years from the date of the entitlement to that allowance- Rs.300.00.

(c) Those who relinquish their commission after completion of one year but before completion of two years after the date of first appointment to the service, in case they received only the initial outfit allowance or in case they received a fresh outfit allowance after

completion of one year but before completion of two years from the date of entitlement to that allowance- Rs.450.00.

(d) Those who relinquish their Commission within a year after the date of the first appointment to the service in case they received only the initial outfit allowance or in case they received a fresh outfit allowance within a year from the date of entitlement to the allowance-Rs.650.00.

229. **Outfit Allowance on Re-appointment.** The initial outfit allowance or the fresh outfit allowance referred to in the preceding regulation shall be admissible on re-appointment to an officer who has previously drawn a full outfit allowance except as stated below: -

An officer who has previously drawn an initial outfit allowance on first appointment to the Service shall on re-appointment receive only the difference, if any, between the amount so drawn (less any refund made to Government) and the actual allowance. In such cases kit maintenance allowance shall also be admissible.

230. **Civilian Clothing Allowance.** Civilian clothing allowance shall be admissible to personnel when employed in the permanent administrative or instructional staff of the ship or establishment at the same rates as are applicable to personnel of the regular Navy.

231. **Officer's Mess Allowance.** Mess maintenance allowance shall as admissible to messes of the regular Navy shall be admissible to messes of the Service.

232. **Incidental Charges Grant.**

(1) An incidental charges grant of two thousand rupees shall be allowed for each ship or establishment subject to the discretion of the Administrative authority. The Commanding Officer may be authorized to draw advance against the incidental charges grant equal to one half of the allotment for the previous year or for the current year, whichever is less, irrespective of the fact whether the annual training camp is held in the beginning or at the end of the year provided that more than one half of the current year's grant is available.

(2) Expenditure shall be limited to the amount mentioned in sub-regulation (1) and shall be incurred at the discretion of the Commanding Officer of the ship or establishment in connection with the training subject to the counter-signature of the Administrative authority and to audit by the Controller of Defence Accounts (Navy).

(3)The cost of the following items shall be met from incidental charges grant: -

(i) compensation for damage to crops;

(ii) rent for camp site;

(iii) clearing of camp site;

(iv) conservancy charges incurred in erecting of temporary camps;

(v) water charges when the supply is not obtained from or through the agency of the Military Engineering Service;

(vi) Provision of manuals, maps, etc;

(vii) incidental charges on account of battle practice, such as cahttaies, bamboos, screens, discs, etc.

(viii) cleaning and polishing materials;

(ix) grass for bedding in camp and during voluntary attachment and training, Charpoys may be hired in lieu of grass provided the total expenditure does not exceed that normally expended for the purchase of grass.

(x) incidental and miscellaneous charges in connection with the training when such expenditure is not covered by other authorized heads;

(xi) hire and purchase (under the authority of Administrative authorities concerned) camp furniture and maintenance thereof;

(xii) hire of furniture;

(xiii) washing of clothing on 'as required basis'.

233. **Annual Training Grants.** Annual training grants shall be admissible to all ships and establishments. The rules for drawing the amount and the accounting procedure for budgeting shall be the same as for the establishment of the regular Navy.

234. **Cook Houses, Latrines and Similar Structures.** Expenditure is authorized on account of erection and removal of cookhouses, latrines and similar structures when free teenage, where authorized, is not available. Expenditure is also authorized in connection with the erection and removal of chulas, partitions and similar structures required to be constructed within free teenage authorized. The actual cost shall be sanctioned by the Administrative Authority and debited to the expenses of the Defence Services Funds.

235. **Transport Charges.** Occasional expenditure on account of the transport of clothing, equipment and stores, provided Government transport is not available, shall be authorized. Transportation shall be authorized by the Administrative Authority and the Cost thereof debited to transportation charges of the Service.

236. **Haircutting, Hair cleaning and Washing Allowance.** Haircutting, hair cleaning and washing allowance shall be admissible to personnel of the Service when on courses of instructions or when called up or embodied for Service or training or when employed on the permanent administrative on instructional staff, at the same scales and rates as are laid down,

from time to time, for sailors of the regular Navy. During training periods an allowance of twelve paise per drill per member may be made for every completed two hours of drill.

237. **Amenities Grant.** The annual per capita amenities grant for the establishments shall be promulgated through Navy Instructions from time to time.

238. **Mineral Water and Ice Allowance.** During period of initial and annual training and when attending courses of instructions or when called up in aid of the civil power or otherwise embodied, mineral water and ice allowance shall be admissible to personnel of the service as for personnel of the regular Navy.

239. **Conservancy Allowance.** Conservancy allowance shall be admissible to the permanent staff of the Service at the same scale conditions as are applicable to the regular Navy.

240. **Issue of Monetary Grants for the Initial Equipment of Officer's Messes.** (1) The Administrative authority may sanction the initial issue of monetary grants up to the maximum amounts stated in the table below for the equipment of the officer's mess for all establishments provided the said authority is satisfied that it is essential that the establishment should form mess: -

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	Rs.
Mess of 1 officer	150
Mess of 2 officers	275
Mess of 3 officers	400
Mess of 4 to 5 officers	500
Mess of 6 to 10 officers	950
Mess of 11 to 15 officers	1,350
Mess of 16 to 20 officers	1,750
Mess of 21 to 25 officers	2,000
Mess of 26 to 30 officers	2,300
Mess of 31 to 40 officers	2,750
Mess of 41 or more	3,000

(2) The amounts specified in sub-regulation (1) shall be paid only when necessary equipment cannot be issued in kind from stocks held by the Government.

(3) Where full equipment is not issued in kind, total grant shall be reduced by the amount of the cost of equipment issued in kind from stock.

(4) The amount of the grants shall be liable to revision from time to time.

241. **Grant of Refreshment Allowance.** Ships or establishments shall be entitled to draw a cash allowance of one Rupee per head for every four hours parade or drill completed by sailors. The period drill done by a sailor on any day for less than two hours shall be ignored for the purposes of this allowance.

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SCHEDULE I

INDIAN NAVAL AUXILIARY SERVICE ENROLMENT FORM

Form INXS I

(Application for enrolment)
(See Regulation 4)

NOTE – Names should be hand-printed

Enrolment of

No……..Name……in the……

Establishment……

Questions to be put before enrolment

1. What is your name?

2. What is your father's name and address?

2A. (i) Are you married?

(ii) If married, how many wives are living ar present?

(iii) If you have more than one wife living, state whether permission of the Government of India to your enrolment has been obtained quoting authority.

3. Are you a citizen of India?

4. What is your village, Thana/Police Station/Taluk, Tehsil, District and State?

5. What is your

(a) Post Office?

(b) Telegraph Office?

6. What is

(a) Your nearest Railway Station?

(b) The distance from Railway Station to your home?

7. What is your present trade, profession or occupation? (See Note 1 below)

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8. What is your

(a) Nationality?

(b) Religion?

9. Where are you employed?

10. What are your educational qualifications?

11. What is your age? (See Note 2).

12. Have you ever been convicted by a Criminal Court, and if so in what circumstances, and what was the sentence?

13. Do you now belong to the regular forces, or the reserve forces?

14. Have you ever served in the regular forces, the Reserve or the Indian State Forces or the Nepal State Army? If so, state in which, the period of service and the cause of discharge?

15. Are you willing to be enrolled under the Navy Act, 195

16. In which establishment do you desire to be enrolled?

17. Are you willing to undergo naval training and to perform naval service as specified in the Act and to allow no caste usages to interfere with your naval duty?

18. Are you willing to serve until discharge as provided in the Act?

19. Have you ever previously applied for enrolment under the Act, and if so, with what result?

20. Have you been dismissed from the Indian Naval Auxiliary Service?

21. Are you willing to be vaccinated or re-vaccinated?

22. Are you in receipt of any allowance from Government? If so, on what account?

NOTE- (1) In the case of technical personnel, a certificate or other documentary evidence of technical proficiency will be required from his employer.

Signature or thumb impression of applicant……..

Witnessed by……

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Declaration on acceptance for enrolment

I solemnly declare that the answers I have given to the question in this form are true and that no part of them is false, and that I am willing to fulfill the engagement made.

Signature or thumb impression……

Certificate to be completed by the Employer or his Representative…….

This is to certify that the applicant Name……son of ……will be made available for training and service in the Indian Naval Auxiliary Service when required. He understands and agrees to the conditions of enrolment.

Place……..

Signature…….

Designation……

Date……

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NOTE- (2) Age should tally eith the age given in one of these certificates:-

(i) Birth certificate;

(ii) High School Examination (or equivalent examination) certificate;

(iii) School Leaving Certificate. If a candidate is not in possession of any of these certificates, the age shall be assessed by the enrolling officer.

SCHEDULE II

(Regulation 15)

FORM OF OATH/AFFIRMATION

"I …… do swear in the name of God / solemnly affirm that I will bear true faith and allegiance to the Constitution of India as by law established and that I will, as in duty bound, honestly and faithfully serve in the naval service and go wherever ordered by sea, land or air, and that I will observe and obey all commands of the President and the commands of any superior officer set over me, even to the peril of my life".

Signature……..

Sworn/duly affirmed before me at…….this……day of……19

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Signature of officer……

(Commanding Officer)

SCHEDULE III

TERMS AND CONDITIONS OF SERVICE OF OFFICERS ON THE PERMANENT STAFF

(See Regulation 72)

1. **Selection.**

(a) Officers shall normally be seconded to the permanent staff from the regular Navy till such time, as Service Officers of sufficient service are available.

(b) Officers of the Service selected for employment on the permanent staff of a ship or establishment shall normally be selected from the officer cadre of that ship or establishment.

2. **Attachments to IN Ships or Establishment.** Officers seconded from the regular Navy when not required for training or administrative duties with the Service shall normally return to their own ship or establishment subject to such orders as may be issued from time to time. In the case of the Service Officers they may be attached to the nearest ship or establishment under orders of the Administrative authority. During the period of attachment of these officers, the Service shall at times have prior claim on their services.

3. **The Establishment of Permanent Staff.** The establishment of officers on the permanent staff shall count against the sanctioned strength of the ship or establishment.

4. **Tenure of Appointment.** The tenure of appointment shall be as follows: -

Indian Naval Auxiliary Service- five years; except when otherwise ordered. The tenure may further be extended up to five years, under orders of Commanding Officer of ship or establishment, extension being granted for one year at a time and approval obtained.

NOTE- All the officers shall not be relieved in any one year while the relief shall be so arranged as to ensure continuity for administration and training.

5. **Action if Officer is Found Unsuitable.** In the event of an officer being found unsuitable for employment on the permanent staff he shall be relieved and may in the case of an officer of the regular Navy be returned to the regular Navy and in the case of an officer of the Service be relieved of his full time employment.

6. **Re-appointment.** No officer of the regular Navy shall be re-appointed on the permanent staff within two years of completion of his previous tenure, except when otherwise ordered.

7. **Leave and Furlough.** (1) Leave, pay and allowances during leave shall be as for the regular Navy and shall be regulated by the Commanding Officer of the Indian Navy Auxiliary Service ship or establishment.

(2) No leave or furlough may be granted from training camps except in very exceptional cases.

8. **Seniority.** The officers of the Service when serving with the officers of the Regular Navy shall be junior to the regular officers in the same rank except that the officer of the Service holding a substantive rank shall be senior to an officer of the regular Navy holding the same rank in an acting capacity.

9. **Vacancies.** (1) Vacancies in the permanent staff of officers shall be reported by the Commanding Officer to the Naval Headquarters through normal channel in sufficient time to another officer to be posted in relief.

(2) The Administrative authority may temporarily fill the vacancies in the sanctioned establishment by attachment from a regular ship or establishment pending the appointment by Naval Headquarters of an officer possessing the requisite qualifications.

(3) If the Commanding Officer of the ship or establishment wishes that an officer of the service may be appointed he shall forward such recommendation to the Naval Headquarters through normal channel.

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SCHEDULE IV

TERMS AND CONDITIONS OF SERVICE OF MASTER CHIEF PETTY OFFICERS, AND OTHER SAILORS ON THE PERMANENT STAFF

(See Regulation 72)

1. **Selection.** (1) A person seconded to the permanent staff from the regular Navy shall, as far as possible, belong to the zone in which the ship or establishment is raised.

(2) If the Commanding Officer does not require regular naval personnel on account of suitable personnel of the service being available, suitable sailors of the service of the appropriate rank may be selected for full time employment on the permanent staff of a ship or establishment.

2. **Attachment to regular Naval Ship or Establishment.** Master Chief Petty Officers, Chief Petty Officers and other sailors seconded from regular Navy, when not required for training or administrative duties with the service shall normally return to their own ship or establishment subject to such orders as may be issued by the Administrative authority or Commodore. Bureau of sailors from time to time. In the case of the personnel of the Service, they may be attached to the nearest ship or establishment under orders of the Administrative or Commodore, Bureau of Sailors.

3. **Establishment of Permanent Staff.** The establishment of Master Chief Petty Officers and other ranks of the permanent staff shall count against the authorized strength of the ship or establishment.

4. **Tenure of Appointment.** The tenure of appointment shall be as follows: -

Indian Naval Auxiliary Service- five years, except when otherwise ordered. The tenure may further be extended up to five years, under orders of the Commanding Officer of the ship or establishment, extension being granted for one year at a time and approval obtained from the Commodore, Bureau of sailors or the Naval Headquarters:

Provided that the above tenure shall start afresh in case of a Mater Chief Petty Officer/Chief Petty Officer and other rank of the service who are posted to a new appointment on the permanent staff in the same ship or establishment or in another ship or establishment either in the same rank or in a higher rank. In case such sailors employed on the permanent staff are the only ones in their rank and trade in the entire establishment, the above tenure shall not apply.

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5. **Action if a Sailor is found Unsuitable.** Any sailor found unsuitable for employment on the permanent on the permanent staff of the Service shall be relieved and may, in the case of regular Navy personnel, be borne supernumerary to his ship or establishment until absorbed and, in the case of Service personnel, be relieved for his full time employment.

6. **Re-appointment.** No sailor seconded from the regular Navy shall be re-appointed to the permanent staff within two years of completion of his previous tenure except when otherwise ordered by the Administrative authority or Commodore, Bureau of Sailors.

7. **Responsibility for Pay and Accounts.** The Commanding Officer shall be responsible for the disbursement or accounting of cash in respect of the sailors on the permanent staff.

8. **Appointment and Relief of Permanent Staff.** The appointment and relief of sailors of the regular Navy on the permanent staff shall be coordinated by the Commanding Officer of the ship or establishment concerned in consultation with the Commodore, Bureau of Sailors.

9. **Leave and Pay and Allowances during Leave.** (1) Leave and pay and allowance during leave shall be as for the regular Navy.

(2) Leave shall be regulated by the Commanding Officer of the ship or establishment.

(3) No leave may be granted from the Service training camps except in very exceptional circumstances.

10. **Seniority.** All regular Naval personnel of the permanent staff shall be senior to all the personnel of the Service of the same rank.

11. **Qualification for Appointment of Sailors.** The following minimum qualifications shall be required for all sailors for appointment to the permanent staff of the Service: -

(a) **General-**

(i) Should be of the appropriate rank; and

(ii) Should be active, intelligent, smart, steady and reliable.

(b) **Instructors-**

(i) Should be a first class shot; and

(ii) Should have a certificate by the Commanding Officer to the effect that he is thoroughly competent to instruct in the following subjects: -

Physical Training:

Weapon Training:

Drill or Parade Training:

Appropriate Technical Subjects.

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12. **Reversion from the Permanent Staff.** Personnel of the Service who are embodied for employment on the permanent administrative and instructional staff shall, on the expiry of their tenure on that staff, revert on the part time strength and the least efficient person of the establishment concerned in the same rank and trade be discharged, if necessary, on account of surplus establishment.

SCHEDULE V

LIST OF UNIFORM ITEMS REQUIRED TO BE MAINTAINED BY OFFICERS

(See regulation 83)

SI No.	Articles	Nos.
1.	Badges , Uniform, for Caps/Pugrees	2
2.	Bow Ties, Black	1
3.	Buttons, Gilt for Mess Jacket	6
4.	Buttons, Gilt for White tunic	6
5.	Caps, Uniform/Pugree for Sikh Personnel	2
6.	Gloves Black leather	1 pair
7.	Kamarband, Black	1
8.	Mess Jackets (white)	2
9.	Neckties, Black	2
10	Shirt, White, Cotton (Half sleeves) or Shirt, White, Polyester Cotton (Full sleeves)	12 6
11.	Shirt, White, Cotton (Full sleeves) or Shirt, White, Polyester Cotton (Full sleeves)	4 2
12.	Shoes, Black, Leather (Derby Pattern)	2 pairs
13.	Shoes, White, Buckskin (Derby Pattern)	1 pair
14.	Shoes, White, Canvas (Leather soles) (Derby Pattern)	1 pair
15.	Shorts, White, Cotton or Shorts, White, Polyester Cotton	10 pairs 4 pairs
16.	Shoulders Strips	2 pairs
17.	Socks, Black, Woolen (Nylon)	3 pairs

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18.	Socks, White, Woolen (Nylon)	3 pairs
19.	Stockings, White (Nylon)	6 pairs
20.	Stockings, Blue (Nylon)	1 pair
21.	Trousers, Black (Plain)	2 pairs
22.	Trousers, Black (Plain for evening wear)	1 pair
23.	Trousers, White (Cotton) or Trousers, White Polyester (Cotton)	4 pairs 2 pairs
24.	Black DB Coat	1
25.	Tunics, White (Cotton) or Tunics, White (Polyester Cotton)	2 1
26.	Belt for Sword	1
27.	Sword with Knot	1

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Note- The possession of articles 26 and 27 is optional.

SCHEDULE VI

BASIC SCALE OF CLOTHING FOR SAILORS

[See Regulation 88 (1)]

SI No.	Item	Qty.	Remarks
1.	Shirts white half sleeves Polyester Blended with Cotton	5	
2.	Shirts white Cotton Polyester Blended with Cotton	3 pairs	
3.	Boots ankle black Leather	1 pair	
4.	Beret Knitted one piece Dark Blue	1	
5.	Cap peak plastic top	1	
6.	Pagri White/Navy Blue	2(5.5 Mtrs each)	For Sikhs only
7.	Shoes black leather	1 pair	
8	Pag black (Fifty 1m X 200	2	For Sikhs only
9.	Bag kit Seaman	1	
10.	House wife, Refil for	1	
11.	Laces Boots Black, spare	1 pair	
12.	Stockings nylon white/black nylon	2 pairs	
13.	Towels ordinary	3	
14.	Badges rank MCPO/CPO	2 sets	
15.	(a) Badges, Cap/Beret/Pugree, MCPO/CPO	4	
	(b) Badges, Cap/Beret/Pugree, PO	2	
	(c) Badges, Cap/Beret/Pugree, Jr. Sailors	2	
16.	Overall Navy Blue	1	

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17.	Trousers Navy Blue	2 pairs
18.	Shirts Sky Blue	4
19.	Flashes shoulders	1 pair

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SCHEDULE VII

PERIODS OF WEAR OF ARTICLES OF CLOTHING

[See Regulation 88 (2)]

SL No.	Item	Period of Wear in months
1.	Shirts half sleeves Polyester blended with Cotton/shirts white	24
2.	Shorts white Polyester Blended with Cotton	24
3.	Boot ankle black leather	18
4.	Beret knitted one piece dark blue	24
5.	Cap peak plastic top	12
6.	Purgee white/Navy blue	9
7.	Shoes black leather	15
8.	Pag black (fifty) 1m X 200mm	6
9.	Bag Kit Seaman	30
10.	Housewife, Refil for	24
11.	Laces Boot black spare	3
12.	Stockings White Nylon	6
13.	Towels ordinary	6
14.	Badges Rank MCPO/CPO	24
15.	(a) Badges, Cap/Beret/Pugree, MCPO/CPO	36
	(b) Badges, Cap/Beret/Pugree, PO	36
	© Badges, Cap/Beret/Pugree, Jr. Sailors	36
16.	Overall Navy blue	12
17.	Trousers Navy Blue	12
18.	Shirts Sky blue	12
19.	Flashes shoulder	48

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SCHEDULE VIII

ADDITIONAL ITEMS OF CLOTHING AND NECESSARIES

[See Regulation 91 (1)]

SI No.	Description	Qty.	Remarks
1.	Blanket Brown	1	
2.	Net Mosquito universal Khakhi MP	1	
3.	Comb Hair	1	
4.	Disc, Identity	1	
5.	Drawers cotton	2 pairs	
6.	Jersey, Black woolen	1	
7.	Cover, Bed	1	
8.	Durrie	1	
9.	Pillow Kopak	1	
10.	Shoes canvas white uniform	1 pair	
11.	Slips pillow	2	
12.	Sheets Barrack	2	
13.	Vests Summer cotton	3	
14.	Coat Water Proof	1	} During rainy season
15.	Boots Rubber knee	1 pair	}at the discretion
16.	Souvester	1	} of CO

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SCHEDULE IX

FORMS

(See Regulation 167)

INX-1 **Application for enrolment.**

INX-2. Budget Estimate, Centrally Controlled Heads.

INX-3. Budget Estimate, Locally Controlled Heads**.**

INX-5. Weapon Training Return.

INX-6. Discharge Certificate.

INX-8. Distinctive Coloured envelopes for use in sending out order for embodiment to members of the service**.**

INX-9. Application for the grant of Commission as Officer in the service**.**

INX-10. Notification of change of address.

INX-11. Notice for calling up.

INX-12. Certificate for proficiency in trades-All arms**.**

INX-16. Ledger Account.

INX-17. Role of the service.

INX-20. Service Decoration.

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SCHEDULE X

SCALES OF ACCOMMODATION FOR INDIAN NAVAL AUXILIARY SERVICE UNITS

[See Regulation 170(1)]

SI. No.	Item of Accommodation	Details
1	2	3
1.	Band Practice Room	A room in the barracks 400 sq.ft.
2.	Drill Shed	120'x 30' for a major unit, 6 sq.ft. per man for minor units to be provided where necessary.
3.	Garages, repair bays connected works	'A' vehs-36' x 16, 3 ton vehs. 30' x 12.15 Cwt. Vehs 15' x 12' No. special provision for motor cycle. Office 100 sq.ft. per 15 vehs. Tech stores 160 sq. ft. per 15 vehs. Repair bay 10 per cent for garages For class 'B' vehs. 20 per cent for garages For Class 'A' vehs. **Note-** Garages of smaller Dimensions may be provided for Small vehs.
4.	Shed for Guns and Radar	24' x 12' x 10' high for gun/limber.
5.	Office for permanent establishment only.	31 units-16ft.high, average 60 sq. ft. Per unit.
6.	Office Bounty for Permanent Establishment only.	8 units-16 ft. high, average 60 sq. ft. per unit.
7.	Institutes	Up to 750-men-3sq. ft. per man 750-1000 men 3000 sq. ft.

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For smaller units, i.e., less than 250 men, the area per man may be increased by 50 per cent at the discretion of the Administrative authority and if for administrative reasons it is Not possible to amalgamate, the minimum provision will be 480 sq. ft.

8. Ranges — Existing ranges to be used. Where none Exists both long and short ranges to be provided.

9. Guard Room and Cells

		over 600	351-600	100-350	Under 100 men
(a)	Guard room	1.305 sq.ft.	87 sq.ft.	580 sq.ft.	290 sq.ft.
(b)	Detention	435 sq.ft.	290 sq.ft.	217 sq.ft.	145 sq.ft.
©	Cells each 100 sq.ft.	3	2	2	1

10. Armoury — 2 sq.ft. per rifle Approx. 15 sq.ft./LMG Mortor 1-30 sq.ft. with a minimum of 90 sq. ft. 5-8;20 sq.ft. with a minimum of 120 sq.ft.; 9 and upward 15 sq.ft. with a minimum of 100 sq.ft.

11. Armoury Workshop — 100 sq.ft.

(a) Ammunition Kot — ¼ sq. ft. per rifle with a minimum of 60 sq.ft. and 1 ½ sq.ft. per automatic weapon and mortor.

(b) General Stores — 720 sq.ft. per 2 Coys or equivalent.

© Coy., Sqn. Or Battery Stores — 2 sq.ft. per man.

(d)Parade Ground — 450’ x 300’ per major unit 420’ x 240’ for small unit.

12. Quarter for Permanent Staff — For administrative and instructional staff.

(a) Married offices — As per scales for regular Naval personnel.
(b) Single Officers

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©	Mess for officers	
(d)	Sailors-Married	
(e)	Sailors Single-Barrack Accommodation and ancillaries	As per scale for regular Naval personnel.
(f)	Mess/Club-Sailors-Single	
(g)	Cookhouse	1-5- men-580 sq.ft. 51 to 100 men-725 sq.ft. 150 men-1420 sq.ft. 300 men-2406 sq.ft.
(h)	Urinals	4%
(i)	Lecture Room	4 Rooms 600 sq.ft.
(j)	Telephone Exchange	220 sq.ft.
(k)	Store Room-Technical	3 Rooms sq.ft. each.

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SCHEDULE XI
SCALE OF TENAGE FOR CAMPS

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(See Regulation 170 (6)

Purpose	IP Private	IP 180 lbs	IP Stores	112 lbs	Remarks
1. Living accommodation (a) Officers	(i) One per three officers below the rank of Lt Cdr	One per officer of the rank of Lt Cdr and above	-	(i) One per officer of the rank of Cdr and above in addition to 180 lbs tent	The scale as per cols. 3 and 5 is only a temporary measure until such time as IP Private tents become available
	(ii) One per two Lt Cdr	-	-	(ii) One per officer below the rank of Lt Cdr	-
	(iii) One per officer Cdr and above	-	-	-	-
(b) Master Chief Petty Officers/Chief Petty Officers	1 per 4 MCPOs/CPOs	1 per 2 MCPOs/CPOs	-	1 per MCPOs	One 112 lbs tent for the MCPOs on either scale.
(c) Officers Mess	1 per 8 officers	1 per officers	-	-	-
(d) MCPOs/CPOs	1 per 8 MCPOs/CPOs or less	1 per 6 MCPOs/CPOs	-	-	-
(e) Dinning	1 per 72 sailors or less	1 per 36 sailors	-	-	-
(f) Workshop	1 per 200 strength or less	1 per 100 strength or less	-	-	-
(g) Guard Detention Room	1 per 100 strength	1 per 50 strength or less	-	-	-
(h) Stores	1 per 150 strength or less	1 per 75 strength or less	-	-	-
(i) Gun Park Stores	1 per Battery	2 per Battery	-	-	-
(j) Gymnasium	1 per unit	2 per unit	-	-	-
(k) Officers	1 per 200 men or less but excluding units of under 100 strength	1 per men . 1 per unit of less than 100 strength	-	-	180 lbs. tent for Units less than 100 strength on either scale.
(l) Recreation Room Institute	-	1 per 100 men	1 per unit of 200 strength. 2 per unit of 200 to 400 strength. 3 per unit of 400 to 600 and above strength	-	180 lbs. tent to be issued if IP Stores not available

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(m)Wash houses of bathrooms	-	1 per 4 officers 1 per 60 sailors One per 4 private tents allowed for hospital	-	1 per 4 officers 1 per 50 sailors 1 per 3 private tents allowed for the hospital	(i) 180 lbs. tents issued if 112 lbs. tents are not available. (ii) Unserviceable tents will be demanded.
(n) Cook Houses	-	1 per sailors. 1 per 3 tents allowed for hospital	-	-	(i) 180 lbs. tents to be issued on either scale. (ii)Unserviceable tents will be demanded.
(o) Latrines	-	1 per 300 men or less for covering latrines 1 per hospital	-	1 per 200 men or less for covering latrines 1 per hospital	(i) 180 lbs. tnets to be issued if 112 lbs. tents are not available. (ii) Unserviceable tents will be demanded
(p) Ration Issue Tents	-	1 per 400 men excluding units with less than 200 men.	-	1 per 200 men	180 lbs tents to be issued on other scale.

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SCHEDULE XII

I agree to extend my Indian Naval Auxiliary Service for…… ……..years with liability to transfer to the Reserve until I have completed the total period of Service for which I am under this enrolment.

Signature……..…….

Signed in my presence at…….this……

day of……19……..

Signature of Commanding Officer…….…….

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