

AFI 69/70**ACTING PROMOTIONS
IAF OFFICERS****69. Acting Promotions : IAF OFFICERS**

The grant of acting promotions to Air Force officers, except officers of Medical Branch seconded to the Air Force under A.F.I 176/49 and Met Officers employed under A.F.I 33/58 will be regulated by the provisions of this Instruction.

Grant of Acting Rank.

2. Acting promotions may be granted to officers posted to fill posts carrying ranks higher than the substantive ranks held by them. In other cases local unpaid rank may, however, be granted where necessary by Air Headquarters.

3. An officer granted acting promotion will be granted the appropriate acting rank from the date he actually assumes and performs the duties of the appointment. Acting rank will become paid after 21 consecutive days of duty in the appointment, though the grant of pay will then be retrospective. Acting rank will not be converted into paid acting rank unless it is held by an officer on the 22nd day.

4. If an officer proceeds on leave or combined leave (annual leave) plus furlough or on a course of Instruction of less than 10 weeks' duration while holding unpaid acting rank, the period spent on leave other than furlough, or on such course, will be considered as on duty for the purpose of conversion of unpaid acting rank into paid acting rank, provided he covers the same vacancy on the date he qualifies for such conversion.

5. If an officer, who is already filling the appointment of the higher rank but is holding the appointment in a lower substantive/paid acting rank appropriate to his length of minimum qualifying service, is on leave at the time of grant of acting rank, provided he fulfils the condition regarding length of service appropriate to that rank. The unpaid acting rank will be converted into paid acting rank from the 22nd days.

6. In order to be eligible for acting promotion against vacancies authorised for the particular ranks, an officer must have the minimum length of qualifying service indicated below. The limits laid down are subject to revision from time to time and are to be used, merely as one of the criteria for picking out officers to be considered as falling within the zone of promotion. Acting promotions will not be granted automatically but will continue to be subject to recommendation, suitability, selection and other criteria.

Sl. No.	Acting rank	Total minimum service as Commissioned officer
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1.	2.	3	
Duties		General Duties	Ground
		Branch	Branches
1.	Flying Officer to Flight Lieutenant.	2 years	3 years
2.	Flight Lieutenant to Squadron Leader	5 years	6 years
3.	Squadron Leader to ser- in Wing Commander Ldr.)	6 years (after service of 1 year* in the rank of Sqn Ldr)	6 ½ years (after vice of 1 year* rank of Sqn
4.	Wing Commander to ser- in Group Captain Cdr.)	8 years (after service of 1 year* in the rank of Wg Cdr.)	8 ½ years (after vice of 2 year* rank of Wg
5.	Group Captain to Air ser- in Commodore	11 ½ years (after service of 3 year* in the rank of Wg Cdr and rank of Wg Cdr and Gp Capt) and Gp Capt)	12years (after vice of 3 year*

1	2	3	4
6.	Air Commodore to Air Vice Marshal	15 years (after service of 5 years* in the rank of Wg Cdr, Gp Capt & Air Cdre.)	20 years (after 5 years* service in the ranks of Wg Cdr, Gp Capt and Air Cdre)
7.	Air Vice Marshal to Air Marshal	23 years total service	25 years total service.

NOTE : Periods of ante date for promotion will count towards the service limits mentioned above.

Authorised Vacancies' for the purpose of grant of acting ranks are those coveted by the establishment in force for the Air Force from time to time. Normally, acting rank will not be granted more than one step higher, than substantive rank, where an

appointment carries alternative ranks, acting promotion will be granted only in the lower rank.

7. Acting promotion to the rank of Gp Capt. and above will be considered initially by Air HQ's Posting and Promotion Board. Acting promotion to the rank of Gp Capt, and above approved by the Government of India will be notified in the Gazette of India. Acting promotion to the rank of Wg Cdr and below will be notified in C.R.Os and so also the relinquishment of such acting ranks.

Retention of Acting Rank

8. On Posting - Acting rank held will be retained on posting to an appointment of rank equivalent to or higher than the rank of that vacated provided this is within the authorised establishment. Posting instructions are to indicate whether the officer retains any acting rank previously held together with the date of effect of such retention. The retention of acting ranks is to be promulgated by the new unit in the 'Acting Rank' section of Personnel Occurrence Reports. In the absence of a clear indication in posting instructions that acting rank will be retained by an officer, immediate action is to be taken to promulgate the relinquishment of any action rank held by him.

9. On Course of Instruction. - Officers attending Courses of Instruction will be governed for the purposes of retention of acting rank as under :-

(a) Courses of less than Ten Weeks duration.

(i) The officer will remain on the strength of his unit and subject to the provisions set out in sub-clauses (ii) and (iii) below, he will not be required to relinquish any acting rank held at the commencement of the Course.

* Inclusive of broken periods.

(ii) No promotion will be admissible in the Officer's unit for the officer coming duty for him. If, however, it becomes definitely known during the course that the officer will not return to his unit at the end of his course, he will be struck off the strength of his unit with effect from the date of which it becomes known that he will not return. In that event, he will relinquish any acting rank with effect from the date on which he is so struck.

NOTE :- An officer attending a course of less than 10 weeks, duration may be transferred Performa during the course to another unit in a vacant equivalent appointment. When such a transfer is carried out, the officer will continue to retain any acting rank which from the date of transfer, will count against the strength of his new unit/formation will be permissible from the date the officer is taken on the strength of the new Unit/Formation.

(ii) The retention of acting rank will be for the following periods :-

(aa) During the journey period as well as any precourse attachment or training, i.e from the date of being struck off duty to the date of

commencement of the course.

(bb) For the duration of the course and any post-course attachment.

(cc) From the date of conclusion of the course or any post-course attachment to the date the officer reports back for duty or on completion of any leave (not exceeding sixty days) granted at the end of the course, or post - course attachment, whichever is earlier. Thereafter the retention of acting rank will be governed by the normal rules.

NOTE :- The rules in the above sub-clauses (ii) and (iii) will apply in all cases of attendance of courses of less than ten weeks, irrespective of the actual duration of absence from unit/formation.

(b) *Courses of Ten Week's duration or more.*

(i) An officers' who is ordered to attend an authorised Course of Instruction lasting ten weeks or more, will be struck off the strength of his unit and held supernumerary to the establishment and will retain acting rank only in the circumstances and for the periods mentioned in the succeeding sub-clauses. The officer, if any, posted against the post thus vacated also remains eligible for the simultaneous grant of acting rank under the normal rules. In other cases, acting rank will be relinquished with effect from the date of its grant to the successor.

(ii) An officer who has held acting rank for an unbroken period of not less than 3 months at the time of proceeding on a course in or ex-India will retain such rank -

(aa) During the journey period as well as any precourse attachment or training, i.e. from the date of being struck off duty to the date of commencement of the course;

(bb) for the duration of the course and any post-course attachment ;

(cc) from the date of conclusion of the course or any post-course attachment to date the officer reports back for duty or on completion of any casual leave, annual leave, combined leave or furlough, granted at the end of the course or post-course attachment. The retention of acting rank during the period of furlough or during that portion of combined leave which represents furlough will be governed under Para 14 below. Thereafter the retention of acting rank will be governed under the normal rules.

(iii) An officer on return from furlough or combined leave to the same appointment or an equivalent appointment will be required to complete 21 consecutive days or duty in that appointment to be eligible for the grant of pay and allowances of the acting rank retrospectively, vide Para 3 above.

NOTE 1 :- An officer granted higher acting rank for a specified period in an officiating capacity or in an appointment sanctioned for a specified period, will not be eligible to retain that rank when detailed to attend a course of instruction. If, however such an officer becomes eligible for promotion to that acting rank in the normal course by virtue of his seniority before proceeding on a course and would have continued to retain that rank if he had not proceeded on the course, he will not be required to relinquish that rank if he fulfils all other conditions for holding that acting rank during the course.

NOTE 2 :- The period of annual leave granted to an officer before proceeding on the course will reckon towards the limit of 3 months mentioned in sub Para (ii) to (b) above.

NOTE 3 :- When an officer is granted annual leave before proceeding on the course or after termination thereof (if posted back to the original appointment from where he proceeded on the course), no journey period will be admissible in addition.

(iv) When such an officer is granted casual leave in lieu of journey period before proceeding on the course, he will retain acting rank during such leave provided he has held the acting rank for an unbroken period of not less than 3 months before the commencement of such leave. The period of casual leave exceed not be restricted to the length, of journey period for purpose of retention of acting rank during the period of leave.

(c) *Sickness during Course of Instruction* - An officer who falls sick during a course will relinquish acting rank in accordance with the rules in Para 13 below ; but it may be restored to him with effect from the date of relinquishment if he subsequently returns and finishes the course. An officer, who relinquishes acting rank under this clause but recovers too late to finish the course, may, if he rejoins the course next following without returning to his duty, reassumes the date of joining, whichever is later.

(d) *Detailed on Completion of One Course to Attend Another Course -*

(i) An officer holding acting rank, who, on completion of a course of ten weeks duration or more, proceeds to attend a course, of less than ten weeks duration without having joined his unit/formation, will continue to retain his acting rank subject to the conditions in clause (b) above, provided that the holder of acting rank will be allowed this concession only if he is reabsorbed in a post of equivalent or higher rank on his return to duty on completion of the first course.

(ii) An officer holding an acting rank, who, on completion of a course of less than ten weeks duration proceeds to attend a course of ten weeks duration or more without having joined his unit / formation, will continue to retain his acting rank in accordance with clause (b). In this even the officer may be struck off the strength of his unit and the officer, if any, posted against this post will be eligible for the simultaneous, grant of acting rank.

(iii) An officer holding an acting rank, who, on completion of a course of ten weeks duration or more proceeds direct to attend another course of ten weeks duration or more will continue to retain his acting rank during the second course. On the completion of the second course, the relinquishment of acting rank will be governed by clause (b) above.

(e) *Falling Sick on Completion of Course.-* An officer, who falls sick immediately on termination of the course, will be governed for the purposes of retention of acting rank under Para 13 below.

(f) *Posted to Station Other Than One From which proceeded on Course -* An officer, who at the end of the course in or ex-India is posted to a station other than that from where he proceeded on the course, will be entitled to retain acting rank during the period of joining time admissible under AFI 42/55. When such an officer is granted annual leave immediately at the end of the course, he will still be entitled to joining time and will retain acting rank during the entire period.

10. *Officers Posted Supernumerary Pending Taking Over a New Appointment of Equal or Higher Rank.* - Till the pay of the new appointment becomes available, an officer posted supernumerary to an appointment pending his taking it over will be viewed as holding his previous appointment and may retain the acting rank already held by him, provided it is not higher than that of the new appointment he will take over. If, in

the chain of arrangements, an officer, is taking over an appointment the pay of which is not yet available but it is considered necessary that he should hold the acting higher rank attached to it, he may be granted such rank but in a local (unpaid) capacity by Air Headquarters.

11. *On Temporary Duty.* - An officer proceeding on temporary duty will not be required to relinquish his acting rank, if during such duty he is not filling a vacancy in any other unit or formation for which an authorised establishment exists. No acting promotion will be made in his place. If, however, the absence on temporary duty is expected to exceed or exceeds three months and a replacement is considered necessary, steps will be taken to authorize an appointment for the duty, with a rank commensurate with it a responsibilities. Acting promotion will than be admissible in place of the absentee from the date the new appointment is created.

12. ***On Annual Leave.***

(a) An officer will remain on the strength of his unit/establishment for the period of 60 days annual leave (or the portion thereof if leave is taken in installments) and retain his acting rank for the period of leave. No acting promotion will be admissible in his place for this period.

(b) An officer will be struck off the strength of his unit/establishment from the date following that of expiry of annual leave. He will relinquish his acting rank from the same date. Acting promotion will be admissible in his place from the date he is struck off the strength of his unit/establishment.

NOTE :- Replacements and acting promotions will be permissible during the annual leave porting of the leave pending retirement.

13. *Wounds, Injuries or Sickness.* - An officer, who ceases to perform his duties on account of wounds, injuries or sickness attributable to air force service , will retain his acting rank during the entire period of his leave including periods spent in hospital provided he would have held the acting rank had he not been so wounded, injured etc. Where the wound, injury or sickness is not attributable to the conditions of Air Force Service, acting rank is to be retained upto the date of expiry of 4 months of absence from the date of last performance of duty or date of rejoining duty, whichever is earlier. Acting rank may be granted to a relief in the duties with effect from the date of posting into the higher rank vacancy provided the C.A.S. is satisfied about the need to make such an arrangement and the officer is qualified to hold the acting higher rank.

14. *During Furlough :-* Officers granted furlough (in combination with annual leave or otherwise under Leave Rules for the Services Part III- air Force) will retain the acting rank held by them at the time of proceeding on leave until the expiry of furlough. The period of acting rank so held will not :-

(a) be treated as service in that rank required to be put in under Para 6 of this A.F.I before acting promotion to the next higher rank can be granted ; and

(b) reckon for purposes of any additional pension admissible on the basis of acting rank.

NOTE :- The provision of this Para will not be applicable to officer proceeding on combined leave pending retirement or resignation.

15. *Prisoners of War.* - An officer who holds acting rank at the time of his becoming a prisoner of war or being interned will retain that rank.

Relinquishment of Acting Rank

16. Posting instructions are to indicate whether the officer relinquishes any acting rank held, together with the date of effect of such relinquishment. The relinquishment of the acting rank is to be promulgated in the Acting Rank Section of Personnel Occurrence Reports. Acting rank will be relinquished in the following circumstances :-

(a) If, for any reason, the ceases to be a vacancy in the establishment e.g. owing to the posting to the unit of an officer of the appropriate substantive rank or to a reduction in the establishment of the unit, etc.

(b) On posting to an appointment of rank lower than that of the acting rank held.

(c) If the officer is considered unsuitable to continue to hold the acting rank.

(d) Officer under arrest / suspension from duty / attached to another unit for disciplinary purposes

(i) An officer who ceases to carry out the duties of his appointment through being placed under open or closed arrest, or by suspension from duty under Regulations for the IAF Rules, Rule 113 or by being attached to another unit for disciplinary purposes will vacate his appointment and relinquish any acting rank after 21 days.

(ii) If the officer is subsequently acquitted or, for any reason is not brought to trial or his character is vindicated to the satisfaction of the appropriate authorities at Air Headquarters, by such enquiry as is made under Regulations for the IAF Rules, Rule 113, he may, at the discretion of Air Headquarters, be reappointed to the post he has vacated with effect from the date of vacation and his acting rank will then be deemed to have been held by him continuously.

(iii) If such an officer is convicted and receives a sentence of less than dismissal, he may, at the discretion of the CAS or the AOC Command, be reappointed from the date he returns to duty.

(iv) The officer temporarily filling the appointment in place of the officer who is attached to another unit for disciplinary purposes or under arrest or suspension will, in the case of conviction of the latter, be granted acting rank for the period when such rank was not held by the accused (i.e from the twenty-second day after the date on which the accused ceased to perform the duties of his appointment on being attached to another unit or placed under arrest or by suspension).

(v) These provision will not affect the principle that two officers cannot draw pay for the same appointment at the same time and as the officer who is attached to another unit for disciplinary purposes or suspended or under arrest may be reappointed under clause (ii) above, and may hold the appointment continuously the promotion of the officer temporarily performing the duties of the appointment will not be published until the result of the trial, etc. is known and the case of the officer for re-appointment under clause (ii) above is decided. If the

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former is not so re-appointed retrospectively, the appointment will be available for the latter from the date the former relinquished it.

(vi) The record of service of an officer who is being tried by Court Martial of dealt with under Air Force Act, 1950, section 86 must show clearly and accurately his substantive rank and also acting rank held by him, or held by him at the time of arrest but subsequently relinquished under these provisions. Care must be taken when awarding a sentence of loss, of seniority to ensure that the sentence relates to a rank held by the accused on the date of award, otherwise this part of the sentence will be inoperative.

(e) Acting rank will be relinquished from the date of leaving the appointment by officers attending any Course of Instruction which will subsequently involve a change of Branch or aircrew category.

17. *Reported Missing, Deserters etc.* - The continuance or otherwise of an acting higher rank by Air Force officers who are missing or are deserters will be regulated by specific orders dealing with such circumstances.

18. A.F.I. 14/57 as amended from time to time is cancelled and its current provisions are republished in this Instruction.

Case No. air HQ/23968/26/PP&R/4538/D(AIII)
M.of F. (D) Dy. No. 256/Pay/S/AF of 1970

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Dy Secy.