

**AIR FORCE ORDER****BY****AIR CHIEF MARSHAL AY TIPNIS, PVSM, AVSM, VM, VSM, ADC****CHIEF OF THE AIR STAFF****NO. ....11/99****AIR HEADQUARTERS**

New Delhi, 13 August 1999, Friday

**EXTENSION OF ENGAGEMENT : AIRMEN**

1. The initial term of engagement for airmen is 20 years vide para 12 of AFI 12/S/48, (amended vide AFIs 19/77, 15/79 and 21/79). There being no other type of engagement prevailing at present, this AFO lays down the detailed procedure for grant of extension of engagement beyond the initial term of engagement.
2. On completion of initial term of engagement, an airman may be granted extension of engagement for a further period of six years to complete 26 years' regular service subject to general principles explained in paras 3 and 4 below. Thereafter, extension(s) of regular engagement may be granted for a period of three years at a time or such shorter period, as deemed fit, upto the age of superannuation subject to fulfilling the conditions mentioned in paras 3 and 4 below. The discretion for grant of extension of engagement has been delegated to Air Officer i/c Air Force Records except in specific cases as mentioned in para 8 below which will be exercised by Air HQ.
3. This policy has been formulated to ensure that only those airmen who meet the minimum criteria are allowed to extend their engagement. An airman who is consistent in his overall performance may be granted extension of engagement, which is governed by the following principles:-
  - (a) Service Requirement.
  - (b) Willingness for Extension of Engagement.

- (c) Medical Fitness.
- (d) Passing of Promotion Examinations.
- (e) Conduct Records.
- (f) ACR/Assessment for the Last Five Years.
- (g) Suitability for Extension.
- (h) Certificate of Undertaking (CoU).

4. The principles are explained below :-

(a) **Service Requirement** Extension of service beyond the initial term of engagement can not be claimed as a matter of right. It shall be the discretion of Air HQ or such other authority, as may be specified by Air HQ, to grant or deny extension of service. Grant of extension or its denial shall depend on the requirements of the service and also the suitability of the airmen seeking such extension.

(b) **Willingness to Extend** Airmen willing to extend their engagement beyond 20 years shall submit Willingness Certificate as per Appendix 'A' to this AFO. Airmen not willing to extend their engagement shall submit their Unwillingness Certificate as per Appendix 'B' to this AFO. Willingness/Unwillingness Certificate must reach AFRO 18 months before expiry of Regular Engagement(RE). It shall be mandatory for all airmen to submit their willingness or unwillingness within the stipulated time schedule. An option once exercised will be treated as final and requests for change of option will not be entertained except under very exceptional and extreme compassionate grounds. Those airmen who do not submit any option will be deemed to be unwilling for further extension of engagement and no request for grant of extension will be subsequently entertained by AFRO. Accordingly AOIC AF Records will authorise discharges of airmen who do not submit any option within the stipulated time alongwith those who have submitted unwillingness (Appendix 'B') as per expiry of their engagements. No reminders will be issued by AFRO and it will be the responsibility of the airman concerned to exercise his willingness/unwillingness by the due date and of the Unit Adjutant to forward it to AFRO (OIC Recording Wing) through the concerned Command HQs.

(c) **Medical Fitness** Airmen seeking extension of engagement will be medically examined as explained below :-

(i) Those in medical category AYE & BEE will present themselves before SMO/UMO for medical examination and obtain their medical fitness on AFMS(F)2A as laid down vide para 4.3.3 IAP 4303.

(ii) Those not in medical category AYE & BEE are also to present themselves before SMO/UMO to obtain their medical fitness on AFMS (F) 15 as per para 4.4.58 IAP 4303.

(iii) Airmen who are found medically unfit for duties of their trade, but seek extension of service may be offered remustering to lower or allied trades for which they are considered suitable. For this they shall be required to submit willingness as per Appendix 'C' or 'D' to this AFO as applicable. Those airmen who are not willing to remuster to the trades so offered will be discharged. A Certificate to this effect is to be submitted as per Appendix 'E' to this AFO.

(iv) Airmen placed in medical category CEE(P) may be considered for grant of extension of engagement if they are fit to perform the duties of their trade provided they meet all other conditions. However, cases for extension of engagement in respect of such airmen will be considered by a Condonation Board consisting the following members on case to case basis:-

- (aa) AOIC, AF Records
- (ab) Medical Adviser , AF records
- (ac) O i/c Recording Wing, AF Records
- (ad) O i/c Career Planning Wing, AF Records

(v) The proceedings of Condonation Board mentioned in sub-sub-para (iv) above will be approved by ACAS(PA&C).

(vi) Refusal to undergo medical examination/review by a duly constituted medical board will amount to disobedience of lawful command and would be punishable under the AF Act.

(d) **Passing of Promotion Examination.** Extension of engagement will be granted only to those airmen who have passed all parts of their promotion examinations which make them eligible for promotion to their next higher rank. However, those airmen who have already appeared at promotion examinations before submission of their applications for grant of extension or those who are likely to appear at such promotion examinations which will make them eligible for promotion to the next higher rank may be considered for grant of extension of engagement if they pass the promotion examinations three months prior to the expiry of their regular engagement. Airmen who do not attain the rank of Cpl within 15 years will be discharged by AOIC AF Records vide para 12(a) (i) of AFI 12/S/48 as amended by AFI 21/79.

(e) **Conduct Sheet.** Extension of engagement will be granted to airmen who are suitable for retention and amenable to service discipline. Airmen who have been declared as habitual/potential habitual offenders will not be granted extension of engagement, except if they have not incurred any Red/Black Ink entry in the preceding eight years of their current RE expiry. However, grant of extension of engagement in respect of airmen who have not been categorised/declared potential/habitual offenders but have incurred one Red Ink or two Black Ink entries in the preceding five years of the

expiry of their current RE will be considered on individual merits.

(f) **ACR & Assessment.** For the purpose of grant of extension, annual assessments and/or his assessment in confidential reports during the last five years will be considered. An airman who has secured an average of 60% or above marks in his assessment/confidential reports shall be eligible for grant of first extension of engagement subject to his fulfilling other conditions as laid down in this AFO. For the second and subsequent spells of extension of engagement, the airmen will have to score the following minimum percentage :-

- |       |        |       |
|-------|--------|-------|
| (i)   | Sgt    | 70%   |
| (ii)  | JWO    | 72.5% |
| (iii) | WO/MWO | 75%   |

Note :- The rank actually held by the airmen during the last five years will be taken into consideration while arriving at the minimum average ACR/assessment marks.

(g) **Suitability for Extension.** An airman seeking extension of his engagement, will submit his application as per Appendix `A' to this AFO, with Part I, II & III duly completed, for further action as given below :-

(i) **By Specialist Officer.** The specialist officer will render opinion in Part IV of the application regarding employability of the airmen, including those who are placed in Low Medical Category, regarding the performance of the specific duties of their trade(s) in the present and in the next higher rank, with suggestions for remustering where considered necessary. Even in the event of an airman working in a section not related to his trade, specialist officer is to fill up Part IV of the application. The airman should have served for a minimum of five months under the officer giving the recommendations or the same is to be obtained from the previous officer. If, due to any contingency, this is not feasible, the unit concerned may wait for a period of three months so as to watch the performance of the individual concerned before forwarding the recommendations.

(ii) **By Commanding Officer** AOC/CO of the airmen will make his recommendations on Part V of the application regarding their suitability. He is to give his remarks keeping in view the individual's performance and the opinion of the specialist Officer.

(iii) **Justification Report** Justification report, in a narrative form, is invariably required in the following cases to reach AFRO 12 months before expiry of Regular Engagement (RE):-

(aa) Change of option by the airmen.

(ab) Where applications for extension of engagement are not likely to reach AFRO within 18 months due to various factors such as non-receipt

of documents on posting, hospitalisation, long leave, etc.

(ac) Cases where an airman fulfils all the conditions mentioned in sub paras (a) to (g) of para 4 above but the specialist officer or AOC/OC has not recommended extension of engagement.

Note:- AOsC/COs are to satisfy themselves that the personnel have not deliberately attempted to exercise the change of option for the purpose of cancellation of posting or for prolonging their stay at a particular place.

(h) **Certificate of Undertaking (CoU)** : Airmen who proceed abroad for course or on deputation or on posting and those who are detailed for special courses in India are to give Certificate of Undertaking(CoU) to serve for specific/extended period of engagement for reasons of having undergone courses in India/Abroad or having been posted to foreign countries etc. Such CoU must invariably be submitted alongwith applications for extension of engagement for a period till the date of their next 'Due RE' even if it exceeds the prescribed period of Undertaking as extension of engagement could be granted only for a period of 06 years or 03 years as explained in Para 2 above. Copies of such applications must be forwarded to AFRO(O i/c Recording Wing) immediately.

5. The following actions will be taken at various stages in regard to extension of engagement of airmen :-

(a) **By the Individual** An airman seeking extension of his engagement is to submit his willingness on the prescribed format as per Appendix "A" to this AFO in a manner so that his application is received by AFRO 18 months before expiry of his regular engagement. The airman is to present himself before the appropriate medical authority to obtain his medical fitness for extension of engagement on part II of the prescribed form at Appendix "A". An airman not willing to extend his engagement is to submit his unwillingness on the prescribed format as per Appendix 'B' to this AFO in a manner so that the same reaches AFRO 18 months before expiry of his regular engagement. Delay in submission of options on grounds of planned leave and/or routine administrative reasons is to be scrupulously avoided.

(b) **By the Unit** The SMO/UMO is to ensure that airmen are medically examined and their fitness for performing the trade duties for grant of extension of engagement is rendered on part II of the prescribed form, as applicable. The Unit Adjutant is to verify and complete part III of the form from the service documents. All applications for extension of engagement or change of option (i.e. suitable/not suitable, recommended/not recommended, medically fit/unfit etc.) will invariably be forwarded to AFRO through Command HQs with the Justification Report where required. They are not to be disposed off at Command HQs/Unit level. The unit must maintain RE Registers as per Appendix 'F' to this AFO so as to monitor engagement information. Unit copy of Sheet Roll IAFF(P) 17 will be updated on the receipt of approval from AFRO for grant of extension of engagement quoting their letter as authority.

(c) **By AFRO**

(i) AOIC AF Records will accord extension of engagement to applicants who fulfil the conditions given above. However, where the discretion to grant extension of engagement rests with Air HQ, AFRO will obtain approval of Air HQ. POR entry to this effect will be promulgated accordingly. The airman's unit is to update the unit copy of sheet roll IAFF(P) 17 quoting AFRO letter as authority. In cases of last spells of extension upto the age of superannuation, the extension will be granted upto the date of superannuation and the number of days in the IAF service (upto the last date of the month) will be regularised in the NE POR.

(ii) In cases of airmen not willing to extend their engagement or cases where extension of engagement has not been approved by the competent authority or where willingness certificate as required under paras 4(b) and 5(a) above has not been received, AOIC AF Records will issue discharge orders 14 months before the expiry of the engagement.

(iii) Cases of airmen whose extension of engagement has not been approved under para 4(f) above, i.e., on account of their not meeting the ACR/assessment criteria will be reviewed if one more ACR/Assessment has become due after issue of discharge orders, as mentioned in sub para (c)(ii) above provided that the expiry date of RE falls beyond 31 Jan. ACR/assessment in such cases must invariably reach AFRO by 15 Dec so as to enable AFRO to undertake the review. Awards/honours, if granted during such review period may also be taken into consideration as mentioned in para 6 below. AFRO will send a list of such airmen to the concerned Unit/Command HQ by 15 Sep and call for ACR by 15 Dec.

(iv) Cases of airmen whose extension of engagement has not been approved under para 4(d) above, i.e., on account of not passing the promotion examination will also be reviewed for grant of extension if such airmen pass promotion examinations three months prior to the expiry of their engagement.

6. **Awards/ Honours.** Airmen in receipt of various honours and awards will be given weightage of marks for consideration of grant of extension of engagement. Marks will be given for each honour/award subject to the aggregate not exceeding 10% of the maximum marks against ACR/assessment (five years) i.e. 50 marks for Sgts and below and 66 marks for JWOs and above. This weightage will be given only once, i.e. If a Sgt has been awarded commendations by CAS before his case comes up for consideration of extension of engagement, credit for this will be given. For subsequent spells of extension of engagement, awards, if any, given thereafter will be taken into account in the aforesaid manner. Weightage marks to be awarded for various honours and awards are shown as under :-

<b>Honours/Awards</b>	<b>Marks</b>
(i) Param Vir Chakra, Ashok Chakra and SYSM, PVSM	30
(ii) Maha Vir Chakra, Kirti Chakra and UYSM, AVSM	25
(iii) Vir Chakra, Shaurya Chakra, YSM, VM and VSM	20

(iv) Mention in Despatches	15
(v) Commendation by CAS/CNS/COAS	12
(vi) Commendation by AOsC-in-C/VCAS or equivalent in other Services	10

7. **Pre-Release Courses.** The request for extension of engagement from the airmen detailed to undergo pre-release and pre-cum-post release courses will not be entertained. A certificate (Appendix "G") is to be obtained by the Unit from the individuals seeking PRC that change of option or extension of engagement under any circumstances shall not be admissible. However in exceptional cases extension may be granted at the discretion of Air HQ on the merit of each case.
8. **Extension of Engagement in Certain Specific Cases.** Cases for extension of engagement in the following specific cases will be referred to Air HQ by AFRO for a final decision with the specific recommendations of AOIC AF Records, alongwith brief facts of the case in duplicate, application of the airman and extract of conduct sheet.
- (a) Airmen who have either undergone or are undergoing pre-cum-post release course.
- (b) Airmen whose discharges have duly been authorised but subsequently submit willingness to extend their service due to compelling compassionate grounds.
- (c) Airmen who have not been categorised/declared potential/habitual offenders but have one Red Ink or two Black Ink entries in the preceding five years as mentioned in para 4(e) above.
- (d) Airmen not recommended by Dte of Intelligence, Air HQ.
9. **Retention after completion of Regular Engagement** :- Even if an airman has become eligible for discharge under the terms and conditions of his enrolment, his discharge can be suspended by the Central Government, if the situation so demands. Such discharge will normally be suspended under the conditions stipulated under para 13 of AFI 12/S/48 as amended from time to time.
10. This AFO supersedes all letters on this subject.

Case No. Air HQ/40811/PA-III

**AY Tipnis**  
**Air Chief Marshal**  
**Chief of the Air Staff**

**Appendix 'A'**

(Refers to Para 4(b) of AFO 11./99)

**APPLICATION FOR EXTENSION OF ENGAGEMENT**  
**FROM AIRMEN**

(To reach AFRO 18 months prior to RE expiry in single copy)

**PART I**

**DECLARATION OF THE AIRMAN**

1. I, Ser No. .... Rank ..... Name .....  
 ..... Trade ..... Unit ..... at present serving in the  
 Indian Air Force as regular Airman agree to extend the period of my regular engagement  
 by \$. .... years and ..... days or such lesser period for which I may  
 be considered suitable.
2. I know that the option once exercised is to be treated as final and no change is  
 permissible under the rules.

Date :

Signature of the Airman

\$Fill in as applicable

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Contd.....2/-

**PART II**

**MEDICAL CERTIFICATE**

(To be rendered by Medical Officer/SMO)

I certify that No. ....Rank ..... Name & Initials ..... Trade ..... has been medically examined by me on AFMSF-2A/15 on ..... (date). His present medical category in terms of IAP 4303 is ..... and he is ..... for carrying out his trade duties.

His disability of ..... is @ attributable/@ not attributable to service. His disability is @ aggravated/@ not aggravated due to service.

Date : Signature and Rubber Stamp of MO/SMO

@ (Strike out whichever is not applicable)

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**PART III**

**CERTIFICATE BY THE ADJUTANT**

1. **EXTENSION OF REGULAR SERVICE**

(a) Date attested .....

(b) CoU .....

- (c) Date of Birth .....
- (d) Date of Enrolment .....
- (e) Date First Regular Extension granted (with period) .....
- (f) Date Last Extension granted .....
- (g) Date Present Term Expires .....

2. **EXAMINATIONS**

**Year Remarks**

- (a) Sgt's Promotion Exam(GEB) .....
- (b) JWO's Promotion Exam(GEB) .....

3. **EXTRACT OF CONDUCT SHEET** \*

<u>Year</u>	<u>Offence</u>	<u>Punishment</u>	<u>POR No.</u>	<u>Nature of Entry</u>
				(Red/Black)

Date :

Signature of Adjutant

Name

Unit Seal :

Rank

- Attach separately, if required.

**PART IV**

**OPINION OF SPECIALIST OFFICER\***

(The Specialist Officer is to record his opinion in narrative form highlighting suitability of the airman for performance of duties specific to his trade, including on medical grounds).

Date : (Signature of Specialist Officer)  
Name  
Rank  
Unit : Designation

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**PART V**

**RECOMMENDATIONS BY AOC/COMMANDING OFFICER\***

(A Justification Report is to be rendered if an airman is considered ‘‘Not Suitable’’ or when application for extension of service is not likely to reach AFRO within the stipulated time or in case of change of option).

Date :

Signature of AOC/CO

Unit Seal :

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- Attach separately, if required.

**APPENDIX 'B'**

(Refers to para 4 (b) of AFO 11/99)

**CERTIFICATE OF UNWILLINGNESS FOR EXTENSION**

**OF ENGAGEMENT ; AIRMAN**

1. I Service No ----- Rank ..... Name & Initials .....Trade .....Unit.....hereby certify that my present regular engagement expires on ..... and that I am not willing to extend my regular engagement on completion of the present term of engagement/undertaking period . I further certify that my earlier willingness dated .....for extension of service wef ..... be hereby treated as cancelled .

2. Certified that ;--

(a) I have remustered/ converted to ..... on .....

(b) I have undergone specialised course in India on ----- which was completed on -----.

(c) I have undergone specialised course aboard in ..... which was completed on --- -----.

(d) I have undergone Pre-cum-Post Release course in .....

..... at -----

(e) .....

3. I know that the option for unwillingness once exercised will be treated as final and no change is permissible under the rules.

Date :

Signature of the Airman

Certified that the above named Airman signed the above certificate in my presence and that the statement made by him in para 2 above is correct as per records held at this unit.

Date :

Name, Rank & Signature of Adjutant

Unit Stamp :

Note : Delete whichever is not applicable and add details of additional courses etc, if any.

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**APPENDIX 'C'**

(Refers to para 4 (c) (iii) of AFO 11/99)

**CERTIFICATE FOR REMUSTERING : AIRMEN**  
**ON MEDICAL GROUNDS**

1. I Service No. .... Rank ..... Name & Initials ..... Trade ..... hereby accept remustering to the trade of ..... . I understand that my remustering is subject to the following terms and conditions.

(a) On being detailed for the course of instructions for remustering I will not ask for permission to withdraw from the course.

(b) I will be remustered in the classification for which I qualify in the TEB Exam at the end of the course.

(c) Promotion to the rank of Cpl will be on the basis of total length of service or three years as LAC in remustered trade, whichever is earlier as per AFI 12/S/48. I will be restored to the rank of Cpl attained by me in the previous mustered/remustered trade on attaining the classification of LAC in the newly remustered trade.

(d) I understand that I am being permitted to remuster to improve my prospects in service and to give my best to the service in the mustered trade.

(e) I hereby undertake to serve for a period of six years after remustering.

(f) I hereby confirm that I am voluntarily remustering to the trade of ..... and will accept the promotion policy and career profile of the new trade as applicable to my performance.

Date :

Signature of the Airman

Unit :

**COUNTERSIGNED**

Date :

Commanding Officer

Unit Seal :

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**APPENDIX 'D'**

(Refers to para 4 (c) (iii) of AFO 11/99)

**CERTIFICATE FOR REMUSTERING TO ACH/GD TRADE**

**ON MEDICAL GROUNDS**

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1. I, Service No. .... Rank ..... Name & Initials ..... Trade ..... hereby certify that I am willing for remustering to the trade of ACH/GD, on medical grounds being unfit for ..... trade. My Educational Qualification is .....

2. I hereby undertake to continue to serve in the IAF if required to do so for a period of SIX years after remustering to the trade of ACH/GD.

Unit :

Signature of the Airman

Date :

**COUNTERSIGNED BY COMMANDING OFFICER**

Date :

Commanding Officer

Unit Seal :

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**APPENDIX 'E'**

(Refers to para 4(c)(iii) of AFO 11/99)

**CETIFICATE OF DISCHARGE ON MEDICAL GROUNDS**

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1. I, Service No. .... Rank ..... Name & Initials ..... Trade ..... hereby express my UNWILLINGNESS for remustering to any other trade on being medically unfit for ..... trade.

2. I am willing to proceed on discharge form the IAF.

Date :

Signature of the Airman

SIGNED IN MY PRESENCE

Date :

Commanding Officer

Unit Seal :

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## APPENDIX 'F'

(Refers to para 5 (b) of AFO 11/99)

**ENGAGEMENT REGISTER AIRMEN**

Sl. No.	Service Number	Rank	Name & Initial	Trade Birth	Date of	Date of Enrolment
1	2	3	4	5	6	7
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Date of	Due date for	Option forwarded	Remarks
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Expiry of submission to AFRO on  
Present RE of Option to  
/CoU AFRO

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**APPENDIX 'G'**

(Refers to para 7 of AFO 11/99)

**CERTIFICATE OF UNDERTAKING (PRC)**

1. I, Service No. .... Rank ..... Name .....  
Trade ..... certify that if I am detailed for the pre-release/pre-cum-post release course, I will not ask for extension of engagement and will not claim for my promotion during the training period.  
I am aware of the fact that the promotion will not be authorised/given during my training period/till completion of my trade test.
  
2. Certified that if I am detailed for the course, I will not ask for cancellation from the course and change of training centre/trade.
  
3. I will bear the full cost of training in case I withdraw from the training.
  
4. I understand that I can be detailed for only one pre-release course.
  
5. I understand that if I am detailed for a pre-release/pre-cum-post release course and I withdraw from this course before its commencement, I shall not be eligible to be detailed for any such course in the future.

Unit : Signature of the Applicant

Date :

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**COUNTERSIGNED**

Certified that the above mentioned particulars are verified and found to be correct. He will be kept in readiness to attend the course.

Date : Signature of the Adjutant

Name

Rank

-