

**AIR FORCE ORDER****BY****AIR CHIEF MARSHAL AY TIPNIS, PVSM, AVSM, VM, ADC****CHIEF OF THE AIR STAFF****NO 14****AIR HEADQUARTERS****NEW DELHI, 29 Jun 2001 FRIDAY****DISCHARGE FROM SERVICE ON COMPASSIONATE GROUNDS****AIRMEN/NCs(E)****Grounds on which Application can be submitted**

1. Airmen are permitted, in exceptional cases, to apply and seek discharge from service on compassionate grounds ie in cases in which it is clear that undoubted material hardship to them or to their dependents is involved by their continuation in service. Cases of the following nature can be broadly viewed as compassionate nature:-

- (a) Serious illness of parents/direct dependents where the continued absence of the airmen will endanger their lives.
- (b) Cases where the entire responsibility of the family is resting on the shoulder of the airman and his presence at home is absolutely essential.
- (c) Absence of the airman from his family will cause heavy financial loss to the family.
- (d) Acute sickness of direct dependents like wife and children of the airman requiring the latter's continuous presence/attendance and care.
- (e) Unprecedented calamities/developments in the family including death, serious illness/disability of a member of the family who was hither-to-fore supporting the family resulting in a change in the family standing.
- (f) After having been selected for commissioning in the Armed Forces but being unable to successfully complete the prescribed training or on being terminated from

such training for any reason and not willing to revert to the basic trade and rank.

(g) Having been selected for Group 'A' post.

(h) Other valid personal reasons deserving sympathetic consideration.

2. Discharge from service cannot however, be claimed as a matter of right and nothing in this order shall interfere with the powers of the Air HQs to suspend/withhold discharge temporarily or otherwise on compassionate grounds or refuse the same in a particular case.

### **Procedure for Submission of application**

3. The procedure in dealing with applications of serving airmen for discharge from service on compassionate ground is given in the succeeding paragraphs;

(a) Commanding Officers are to examine carefully all applications for discharge from service on compassionate grounds from airmen and only deserving cases are to be referred for verification to the Deputy Commissioner/Collector of DSSA Board of district related to grounds on which the airman is seeking discharge and report obtained.

(b) Documents as listed in appendix 'A' are to be forwarded in original and one attested copy each thereof along with the application depending on the ground brought out in it.

(c) On receipt of the investigation report/medical certificate, applications for discharge from service will be forwarded by the Commanding Officer with their personal recommendations and supporting documents in original (i.e. Investigation report/Medical certificate etc) to the Air Force Record Office through concerned Command Headquarters, with an advance copy to AFRO.

(d) At command Headquarters, all recommendations for discharge of airmen are to be signed by the SOsA/SAASO or in his absence by SPSO/CPSO only. Units under the administrative control of Air Headquarters are to forward such applications direct to the Air Force Record Office. All such applications will be scrutinized at the Air Force Record Office and forwarded to Air Headquarters along with the recommendations of the AOC, AFRO.

(e) Applications for discharge will be considered only when submitted by the affected airmen as stated in preceding paragraphs. Applications submitted by the relatives of airmen or any other individual known to them are not to be entertained.

4. This AFO is modified reprint of AFO 04/95, which is hereby cancelled.

Case No. Air HQ/40802/7/PA-III

(AY Tipnis)  
Air Chief Marshal  
Chief of the Air Staff

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Appendix 'A'  
(Refers to para 3(b)  
of AFO 14/2001)

LIST OF DOCUMENT'S TO BE ATTACHED TO THE  
APPLICATION OF AIRMEN SEEKING DISCHARGE ON  
COMPASSIONATE GROUNDS

1. Verification report from Supdt of Police/District Collector/DSSA Board with regards to the authenticity of the grounds brought out by the individual in his application.
2. Latest medical certificate of father/mother/brother/sister/wife/children showing illness and state of health (where applicable).
3. Valid proof of landed property in support of his statement issued by the Revenue Authorities only (ie. Tehsildar) duly indicating measurement/ survey Nos/other details etc (where applicable).
4. Details of brothers showing their age, occupation, address etc. If they are separated forward legal separation certificate (an affidavit signed by Magistrate) (where applicable).
5. Confirmation certificate from Head of Department in which his wife/brother is employed showing date of employment (where applicable).
6. Confirmation certificate from Head of Institute in which his brother/unmarried sister/children is/are studying showing their age and class (where applicable).
7. A certificate of undertaking as per specimen shown in Annexure I to Appendix 'A' to this AFO for urgency of discharge (in duplicate) duly countersigned by Commanding Officer.
8. A certificate related to pending disciplinary case and an undertaking to proceed on discharge once approved as at Annexure II and III to Appendix 'A' are to accompany the application.

Annexure 1 to appendix 'A' to AFO 14/2001

CERTIFICATE OF UNDERTAKING BY THE AIRMAN

I undertake that since I am seeking to be struck off the strength from the service immediately after the approval of my discharge application, it may take six to twelve months for sanctioning of pension/gratuity after the date of SOS. I will not make any representation against the delay in the sanctioning of my pension/gratuity.

Signature

Service No

Rank

Name &amp; Initials

Trade

Unit

Date

COUNTERSIGNED BY COMMANDING OFFICER

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Annexure II to appendix 'A' to AFO 14/2001

CERTIFICATE BY THE ADJUTANT

It is certified that there is no disciplinary/administrative action pending against Service No.....Rank.....Name.....

Trade.....

2. It is further certified that no ROG application or interview with higher authorities is held up/in progress in respect of the abovenamed airman.

Signature by Adjutant

Unit :

Date:

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Annexure III to appendix 'A' to AFO 14/2001

CERTIFICATE OF UNDERTAKING

I.....hereby certify that I will not ask for cancellation of compassionate ground discharge under any circumstance once approval of my discharge by the competent authority.

Unit:

Date:

Signature

Service No

Rank

Name & Initials

Trade

COUNTERSIGNED BY COMMANDING OFFICER

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Tele: 3777334

Copy No. \_\_\_\_\_

Air Headquarters  
Vayu Bhawan  
New Delhi 110011

Air HQ/40802/PA-III

01 Nov 2000

**AIR HEADQUARTERS HUMAN RESOURCE POLICY**

**PART II/P (A&C) DIS/10/2000**

**DISCHARGE OF AIRMEN ON EDUCATIONAL GROUNDS**

Appendix 'A'	Certificate of Undertaking-I.
'B'	Certificate by the Adjutant
'C'	Certificate of Undertaking II
'D'	Certificate by the Airman

**Background**

1. Airmen who acquire higher academic qualification prescribed for direct commissioning in various branches of IAF may be permitted to seek discharge from Service after they have made three attempts for grant of commissioning in the IAF. The object behind permitting such discharge is to offer these airmen an avenue to settle in the civil stream, not being successful in getting a career as commissioned officers in the IAF. The provision to grant discharge under this policy is in addition to those laid down in AFOI 04/95.

**Aim**

2. This HRP lays down the policy in respect of airmen for seeking discharge from Service on educational grounds.

**Determining the Eligibility**

3. The following guidelines are laid down for the purpose of determining the eligibility to seek discharge from service by the airmen on educational grounds.

(a) **Qualification.** A serving airman must have acquire the academic/ technical qualifications prescribed for direct commissioning in the IAF with requisite percentage of marks/division as applicable and must submit his application for grant of commission within one year of his acquiring the qualification (i.e. Date of Mark Sheet/Provisional Certificate, whichever is earlier). This aspect is to be verified by the unit while forwarding the application for commissioning to this HQW (Dte of PO). The airmen who fulfill the prescribed qualification and do not apply for commissioning within one year of acquiring such qualification are not eligible to seek discharge. However, the airmen who have acquired the educational qualification required for direct commissioning within one year from that date i.e. by 14 Mar 97.

(b) **Age.** AFOI 20/76 as amended from time to time relaxes upper age limit of airmen for applying for commissioning the IAF. Airmen who acquire the requisite qualification mentioned at (a) above at an age which does not permit them to avail all the three chances for commissioning in the IAF are not eligible to seek discharge under this policy.

(c) **Attempt.** The term 'attempt' mentioned in para 1 above and sub para (d) below means appearing at SSBs/AFSBs which include Officer Like Quality (OLQ) testing that lasts for four to six days. Failure at Engineering Knowledge Test (EKT), Officer Intelligence Rating (OIR) test, Pilot Aptitude Battery (PAB) test and Stage-I are not be considered an attempt at SSBs/AFSBs.

(d) **Number of Attempts.** After acquiring the requisite qualification mentioned at (a) above, airmen must avail a maximum of three attempts for grant of commissioning in the IAF, within the prescribed (relaxed) age limits as clarified in (b) above. The application for the first attempt must be submitted within one year of acquiring the qualification mentioned in (a) above and if the airman fails to qualify in the third attempt, he may seek immediate discharge from Service within six months of availing the third chance, if he so desires.

(e) **Certificate of Undertaking (COU).** Airmen who had given undertaking to serve for a particular period after undergoing courses within the country/abroad or posting/deputation abroad or qualified as NIS coach etc are not permitted to apply for discharge under this policy within the period for which they are under obligation to serve in the IAF.

(f) **Discretion.** The grant of discharge is at the discretion of Air HQ.

#### **Procedure for Processing.**

4. Command HQs are requested to screen the applications for Discharge on Educational Grounds as per para 3 above. The following confirmation/documents are required to be forwarded to AFRO (OIC Recording Wing) along with the application for discharge:-

(a) Date on which the applicant acquired the requisite qualification (i.e. Mark Sheet/Provisional Certificate) alongwith certified true copy of educational qualification.

(b) Actual age of the airman on the date of acquiring the requisite qualification.

- (c) Details of chances actually availed by the applicant as Cpl/Sgt for commissioning at AFSB with Course No, Date of application, Batch No, Chest No AFSB No, Date of appearing at AFSB and disposal.
- (d) An undertaking from the airman as per Appendix 'A' duly countersigned by the Commanding Officer that the airman will not ask for cancellation of discharge on any grounds once approval of competent authority is accorded.
- (e) A certificate by the Adjutant as per Appendix 'B' that no admin/disciplinary action is pending against the airman and that no ROG submitted with the higher authorities is held up or is in progress at the unit level.
- (f) A certificate of undertaking as per Appendix 'C' duly countersigned by the Commanding Officer that no representation will be made up to twelve months from the date of discharge against delay in sanctioning of Pension/Gratuity.
- (g) A certificate from the airman as per Appendix 'D' duly countersigned by the AOC/Stn Cdr/CO to the effect that the airman has not undergone any course within the country/abroad/or posting/deputation abroad or has not qualified as NIS coach which impose obligation upon him to serve in the IAF for a specific period.

### **Effective Date of Implementation**

5. This policy will come into effect from the date of issue of this policy. The applications already in pipeline will be disposed of in accordance with this HQ letter No Air HQ/40802/PA-III dated 09 Dec 97 which shall cease to be applicable after this policy comes into effect.

### **Cancellation.**

6. This policy supersedes this HQ letter No Air HQ/40802/PA-III dated 09 Dec 97 and all subsequent amendments made by previous orders on the subject.

(KS Bindra)  
Air Marshal  
AOP

Time **1000 h**

Appendix A  
(Refers to Para 4 (d) of  
Air HQ/40802/PA-III  
Dated Nov 2000

CERTIFICATE OF UNDERTAKING

I.....hereby certify that once the competent authority approves my discharge on educational grounds, I will not ask for cancellation of the same under any circumstances.

Signature

Service No

Rank

Name & Initials

Trade

Unit :

Date :

COUNTERSIGNED BY COMMANDING OFFICER

Appendix B  
(Refers to Para 4 (e) of  
Air HQ/40802/PA-III  
Dated Nov 2000

CERTIFICATE BY THE ADJUTANT

It is certified that no disciplinary/administrative action is pending against Service  
No.....Rank.....Name.....Trade.....

2. It is further certified that no ROG application or Interview with higher authorities is held  
up/in progress in respect of the abovenamed airman.

Signature by Adjutant

Date :

Appendix C  
(Refers to Para 4 (f) of  
Air HQ/40802/PA-III  
Dated Nov 2000

CERTIFICATE OF UNDERTAKING BY THE AIRMAN

I undertake that since I am seeking to be struck off the strength from the service  
immediately after the approval of my discharge application, it may take six to 12 months for  
sanctioning of pension/gratuity after the date of SOS. I will not make any representation

against the delay in the sanctioning of my pension/gratuity.

Signature

Service No

Rank

Name & Initials

Trade

Unit :

Date :

COUNTERSIGNED BY COMMANDING OFFICER

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Appendix D  
(Refers to Para 4 (g) of  
Air HQ/40802/PA-III  
Dated Nov 2000

CERTIFICATE

I, Service No.....Rank.....Name.....certify that I have not undergone course of instructions within the country of posting/deputation abroad and that I have not qualified as NIS coach which imposes obligation upon me to serve in the IAF for a specific period.

**OR**

I, have completed the prescribed obligatory period of..... years after undergoing.....(course/posting/deputation) as per undertaking given by me.

Signature

Service No

Rank

Name & Initials

Trade

Unit :

Date :

COUNTERSIGNED BY AOC/STN CDR/CO

Date :