

Tele : 3377334

Copy No /22

Air
Headquarters
Vayu Bhavan
New Delhi-
110011

Air HQ/S 40301/PA II

30 Jun 2000

AIR HEADQUARTERS HUMAN RESOURCE POLICY

PART II/P(A&C)/PD/02/2000

POSTING POLICY : AIRMEN

- Appendices:
- A List of limited tenure stations.
 - B List of Hard area stations and ALGs.
 - C Proforma for choice posting from hard area/ALG.
 - D List of places where facilities for treatment of mentally retarded children are available.
 - E Proforma for posting/cancellation/change of posting on compassionate/medical grounds.
 - F Proforma for posting/insitu screening for earning higher educational qualification.
 - G Proforma for monthly/outstanding movement(Out) Return.
 - H List of units/Dtes/organisations under Air HQ responsible to forward outstanding movement return.

BACKGROUND

1. Posting policy of airmen was last issued vide this HQ letter of even reference

dated 28 Feb 95. Since then many changes have been incorporated in the policy. Hard/limited area stations have also been reviewed. It is, therefore, decided to issue comprehensive policy for easy implementation.

AIM

2. To lay down the policy on standardisation of the tenure at various units and to ensure placement of rightly qualified airmen at right place and at right time and to issue guidelines on posting of airmen on various personal/compassionate grounds.

SCOPE

3. This policy covers the subject under the following heads :

(a) **Posting Tenure.**

- (i) Normal Tenure
- (ii) Limited/Hard Areas/ALGs Tenure
- (iii) Specified Tenure

(b) **Categories of Postings.**

- (i) Posting on Compassionate Grounds
- (ii) Posting on Educational Grounds
- (iii) Posting on Grounds of Re-settlement
- (iv) Cancellation of Posting
- (v) Screening from Posting
- (vi) Deferment of Posting

(c) **General Guidelines.**

POSTING TENURE

Normal Tenure

4. Airmen are posted from one unit to another to meet the organisational needs so that placements of rightly qualified airmen are made at right place and at right time. To fulfill this service requirement, the following maximum tenures would be observed which may vary depending upon the service exigencies:-

- (a) Normal stations : 05 years
- (b) Limited Area stations : 03 years
- (c) Hard Area stations : 02 years
- (d) ALGs : 01 year

Limited Tenure

5. The list of limited tenure stations is placed at Appendix 'A'. No choice posting would be admissible though the next posting would be planned keeping in view the tenure put in by an airman at limited tenure station.

Hard Area/ALGs.

6. The list of hard area stations and operative ALGs is given at Appendix 'B'. The tenure would include the period spent on leave but would exclude the period of temporary duty/detachment etc. The posting to ALGs would be from among those stations in the proximity and usually during the last year of airmen's tenure at the Wing/Unit. The choice return must be certified by the CO/Adjt that the airmen have actually completed two years/one year tenure at hard area/ALG as the case may be. On completion of the tenure at hard area/ALG, airmen would be eligible for choice place of posting as far as possible. Details of three choices (different places) preferred by the airmen should be submitted to AFRO four months prior to completion of tenure on proforma given at Appendix 'C'. The choice would exclude the places from where the airmen had proceeded on posting to hard area. The posting from Metro cities to Hard Area, limited tenure stations to hard area and Eastern Sector to hard area will be avoided as far as possible.

Specified Tenure

7. The tenure as specified below would be observed at following units/places :-

- (a) **Boeing Trained Personnel.** Tenure of technical tradesmen trained and working on Boeing fleet of Air HQ Comn Sqn and of 181 Flt is seven years. Boeing trained personnel may be brought back to the Comn Sqn after a break of four to five years to meet service requirements.
- (b) **Airmen Trained Abroad.** A firm tenure for six years would be given to airmen trained abroad on a system located at more than one place and seven years for system located at one place.

(c) **System Located at Single Location.** Airmen posted to systems located at one place only would be given a tenure of seven years.

(d) **Eastern Sector Tenure.** Airmen posted to stations/ units located in Eastern sector (Bagdogra and beyond) would be given tenure of four years. In case posting of a person second time to Eastern sector is inescapable, he would be given a tenure of three years.

(e) **CASB/ASCs Tenure.** The airmen hailing from the local area where CASB/ASCs are located are not to be posted to these units except one Clk GD trademan who is conversant with the local language.

(f) **Compassionate/Medical/Second Tenure.** A posting on compassionate or medical grounds or a second normal tenure at units engaged in selection, placement, examination and evaluation of personnel such as AFRO, CASB, ASCs, AFSBs, GEB, TEBs etc. will not be given.

(g) **Tenure Translators.** Russian translators at RTC will be given a seven years tenure including the initial training and OJT. The tenure of Chinese and Burmese translators irrespective of place of posting will be four years excluding the training and OJT period. Alternate posting to Delhi and consecutive posting to East in case of Chinese and Burmese translators, wherever inescapable, can be resorted to.

(h) **PJI Tenure.** The posting tenure in respect of PJI tradesmen posted to PTS (Agra) is not fixed. They will continue to be on the posted strength of PTS till they are medically fit to perform the duties of PJI.

(j) **Tenure at AFMC Pune.** Tenure of airmen (Sgt & below specialist Med Asst) at AFMC Pune will be three years i.e. at par with Army personnel to cater for uniform application of prevalent service married accommodation rules at AFMC. However, airmen applying for retention upto five years and willing to stay under own arrangement will be permitted to stay accordingly.

(k) **Tenure of Dog Handlers.** Tenure of airmen Dog handlers will be six years at stations other than hard and limited areas.

(l) **Tenure of Core Group at ASTE, Comn Sqn.** A core group of technicians in each trade at ASTE not exceeding 10 % of the TBM may be screened upto six years. A core of 10 % of the strength of technicians in each trade working on HS-748 and MI-8 fleet at Air HQ Comn Sqn may be screened upto 7 years. The list of core group after due vetting from Air HQ(D Proj) (in case of ASTE) and HQ WAC(in case of Comn Sqn), be forwarded to AFRO for further action. These airmen should be identified within first two years of their stay at unit.

CATEGORIES OF POSTING

Posting on Compassionate/Medical Grounds

8. There may be occasion when an airman has pressing domestic problems which may compel him to seek a posting on compassionate grounds to a particular place. The circumstances such as his own illness or that of his close family members, when his absence may endanger their life or the airman's dependents are exposed to acute financial hardships due to his absence etc. can be some of the grounds under which an airman may apply for such posting. The grounds brought out in the application should be fully supported by documents. The tenure of posting on such moves is generally for a specific duration. However, full tenure may be granted in exceptional cases purely on merit of the case and the posting profile.

9. The applications of airmen who have mentally retarded/ physically handicapped children will be given due consideration while planning their posting. The list of Centres/places where facilities exist for specialised medical treatment for mentally retarded/physically handicapped children is attached as Appendix 'D'. The airmen applying on such grounds must keep in mind that while sympathetic approach would remain uppermost, the service interest would prevail during processing of such applications.

10. Airmen seeking posting on compassionate or medical grounds are to submit application to their AOC/Stn Cdr/CO as per appendix 'E' to this letter. The application should be thoroughly scrutinised before recommending and forwarding these to respective Command HQ who along with their recommendations would forward the same to AFRO in single copy, except in respect of Med Asst tradesmen which would be in duplicate. Applications in respect of airmen posted at Air HQ, units under Air HQ and other misc units should be forwarded directly to AFRO duly supported by the recommendations of concerned Director/AOC/CO.

Posting on Educational Grounds

11. An airman desirous of acquiring higher education may apply for posting to a particular place. The tenure of posting on this account may vary between the period

equivalent to the duration of the course or normal tenure depending upon the feasibility and service exigencies. Likewise, airmen may also apply for in-situ extension of their tenure for the actual period needed for completion of the course. The application on this account should, however, be made within 12 months of his arrival at that station. Airmen, having exceeded this period of stay may also apply for extension of tenure but must await decision of AFRO before committing to course/study. Airmen desirous of doing any course/study at a specific unit (present unit or otherwise) must not deposit tuition/admission fees for such courses/studies and COs, before granting such sanction for pursuing such courses/studies, must obtain the concurrence of AFRO before granting such sanction. The grant of permission by the CO and/or payment of fees without prior approval of AFRO will not be an acceptable justification for consideration of application for posting/in-situ screening by AFRO. The procedure to be followed is given in succeeding paragraph.

12. Airmen seeking posting or in-situ extension of tenure on account of improving their academic career, should apply on proforma given at Appendix 'F'. The application, accompanied by supporting evidence indicating preliminary arrangements made, should be submitted to AOC/Stn Cdr/CO, who after satisfying himself would forward the same to respective Command HQ along with his recommendations. The concerned Command HQ will inturn forward the application to AFRO with their remarks in single copy, except in cases of Med Asst tradesmen which will be in duplicate. Similarly, applications in respect of airmen posted at Air HQ, units under Air HQ and other misc units, will be forwarded to AFRO directly by the concerned Director/AOC/CO.

Posting on Grounds of Re-settlement

13. In order to assist airmen due for superannuation in the near future, AFRO as far as possible, accommodates their requests for posting to the place of their re-settlement or retain them at present location to allow them to retire in-situ in case they intend settling down at that place. Such requests may be made through application on plain paper two years prior to the date of superannuation. However, posting to a place on grounds of re-settlement on superannuation to an airman who has had a tenure at the same place just prior to present posting will not be considered except in exceptional cases. This privilege will not be available to airmen leaving service on any other grounds or on expiry of regular engagement.

Cancellation/Change of Posting

14. Postings of airmen are issued after detailed planning keeping in view the needs of new raising, timely turn over of airmen posted in hard/limited tenure areas and utilisation of their proficiencies etc. Withholding of the movement not only upsets the entire process of planning but also leads to set-back to operational preparedness and administrative efficiency to a great extent. Request for cancellation/change of

posting should, therefore, be restricted to the barest minimum. However, in cases where cancellation/change of posting is considered absolutely essential, either due to service exigencies or for extremely pressing individual reasons, request on this account should be made for cancellation within a period of seven days of receipt of posting orders. Such requests for cancellations should be recommended at the minimum level of SPSO/CPSO. If no reply is received from AFRO two months after the case has been taken up, it is to be taken as rejection of the case. If a case is taken up for change of effective date of posting, the case is not to be taken up thereafter for cancellation of posting. Procedure as outlined in Para 10 above should be followed in this case also. If after consideration of the request, decision of AFRO has been communicated, no further request for review or re-consideration should be made and the order for move should be complied with expeditiously.

15. Cancellation of Posting to the East. Requests for cancellation of postings to the units under EAC will only be processed if received from parent units through proper channel.

Screening from Posting

16. On being posted to a place, an airman may have plans to undertake construction of house, prolonged/specialised treatment for self/family/dependents or intend to stay on for education of children etc, and may require an assured long posting tenure. Requests on this account can be submitted any time but should be made at least two years before the completion of usual tenure. Applications, when received should be thoroughly scrutinised by the AOC/Stn Cdr/CO and forwarded to AFRO through respective Command HQ with their recommendations. Such requests are considered on merits of each case and if approved, a tentative period for which the screening is agreed to, subject to service exigencies, will be intimated to airman concerned through his unit. The cases of airmen for screening on grounds of service exigencies are to be initiated as soon as necessary. However, requests for screening after issuance of posting orders would not be entertained. The screening of airmen beyond laid down tenure will be decided by the authorities as given below:-

<u>Tenure</u>	<u>By AFRO (AOC level)</u>	<u>By Air HQ</u>
(a) Normal Stns other than Metro cities (05 yrs)	06 years	Beyond 06 years
(b) Hard area(02 yrs)	03 years	Beyond 03 years
(c) Ltd area(03 yrs)	04 Yrs	Beyond 04 yrs
(d) Metro cities (05 Yrs)	Nil	Upto 06 yrs by ACAS(PA) Upto 07 yrs by AOP Beyond 7 yrs by CAS.

17. Selective screening at BRDs, AMSE R&SU, RAMEs and EE&IU due to service requirement will be as given below :-

(a) For 3rd and 4th line servicing at 7 BRD, AMSE and EE&IU, 10 % airmen will be screened for a period of six years by this Headquarters on specific recommendations of HQ MC, IAF or Dte of GL at this HQ in case of EE&IU.

(b) 20 % airmen (Supervisors not more than 10 %) at BRDs, R&SUs and RAMEs in non-metro units will be screened by AOC AFRO for a period of six years, again on recommendations of HQ MC.

(c) Projections for screening in respect of para 17(a) and (b) above must be made within three years of the airmen's tenure at the unit.

(d) Screening beyond six years will be considered by this Headquarters on need based requirements as and when projected by HQ MC.

Deferment of Posting

18. On receipt of posting order, if an airman is not in a position to move by due date for the reasons beyond his control for a period not exceeding one month and AOC/Stn Cdr/CO is satisfied that the request is genuine, he is to make the request to the receiving unit for deferment. If receiving unit concurs the deferment, a copy of signal conveying the same is to be endorsed to AFRO (Drafting Admin). In case the request has not been acceded to by the receiving unit, the concerned airman should not be retained beyond effective date of posting and is to be routed as authorised.

GENERAL GUIDELINES

Reckoning of Tenure on Movement of Squadron/Unit

19. The procedure for reckoning of tenure in a Sqn/Unit which may move from one station to another, would be as follows :-

(a) When a Sqn/Unit moves from one hard area to another hard area, all airmen who have completed hard area tenure will be posted to a non-hard area. Tenure of remaining airmen who move with the Sqn/Unit would be the combined tenure counted from the date of his posting to Sqn/Unit at its previous location.

(b) When a Sqn/Unit moves from hard area to a non-hard area, the tenure at the new station will count from the date of the movement of the Sqn/Unit and airmen would be permitted to complete the tenure applicable to the new station. However, airmen who have put in more than half the hard area tenure will be considered for choice posting on merit of the case. This move will be authorised from his new unit.

(c) When a Sqn/Unit moves from a non-hard area to a hard area, the tenure at the hard area station will commence from the date of the movement.

(d) When a Sqn/Unit moves from a non-hard area to another non-hard area, the tenure at the new unit will commence from the date of the movement. However, if such Sqn/Unit move is within the same region, the total tenure in such region will be six years or two years at new location, whichever is later.

(e) No posting orders are required to be issued when a Sqn moves from one location to another permanently. However, on

completion of movement, unit is to forward movement completion report to AFRO alongwith details of all the personnel held on strength for required regularisation/updation of records.

Posting of Technical Airmen

20. Airmen of technical trades, after completion of TETTRA/TTCU course, would be initially posted to operating Sqns only. Technical airmen as far as possible, are to be posted to BRDs after they have put in at least one reasonable tenure in the operating Sqn/Unit.

Posting on Recommendation of Concerned Directorates.

21. The posting of airmen belonging to following trades will be affected by AFRO as per recommendations of the concerned directorates as given below :-

Trade

- (a) GTI(S)
- (b) Med Asst Specialists and Non-specialists (Sgt & Above)
- (c) Dog Handlers
- (d) Musicians
- (e) Translators

Concerned Directorate

- Air Force Sports Control Board (AFSCB)
- DGMS(Air)
- PM(Air)
- Dte of Org

- (i) Russian
- (ii) Others

Dte of RTC
Dte of Sig(Int)

22. The recommendations made by Directorates will be scrutinised by AFRO to ensure that the recommended airmen are feasible for posting at the recommended places in accordance with posting policy and their past posting profiles. Final decision on this regard will, however, vest with AFRO.

Out of Stream Posting

23. Technical tradesmen are specially trained on a specific weapon system to meet the organisational needs. Frequent shifting of these personnel from one weapon system to another adversely affect the operational preparedness of the Air Force. It is, therefore, essential that required number of trained personnel are always available in operational/maintenance units and their postings restricted within trained proficiency only. However, technical airman can be considered for out of stream posting on extreme compassionate grounds where it is not feasible to absorb him in the weapon system on which he is trained. AOC AFRO will approve cases of airmen for out of stream posting. Posting tenure on this account would normally be restricted to two years and he is to be re-inducted into the stream or allied stream depending upon his tenure in the original stream.

Posting of Personnel to Units Located Above 2700M AMSL

24. Personnel posted to units located above 2700 meters AMSL should be medically examined before their routing. The posting draft note should specifically indicate this requirement.

Posting to Hard Area on Request

25. Airmen seeking posting to Hard Area/limited tenure station on choice/compassionate grounds for the reasons of their hailing from these places, would be given a normal tenure. No choice posting would, however, be admissible on completion of such a tenure. Airmen seeking posting to hard areas for second tenure on request would not be given a choice posting on completion of the tenure.

Posting of Habitual Offenders

26. Posting orders will not be issued in respect of airmen who have been declared as Habitual Offenders and necessary proceedings for their removal from service have been initiated. This will include those airmen also who have been issued with "Show Cause Notice" by Command HQ. AFRO is to be informed of such cases and approached through Command HQ for cancellation of posting, if issued, during processing of such cases.

Withholding of Movement on Disciplinary Grounds

27. The movement of airmen on posting should not be withheld. However, in case an airman under orders of posting is involved in a disciplinary case and proceedings thereof are likely to be delayed beyond the effective date of posting, the matter should be immediately referred to AFRO through Command HQ for withholding the posting. Besides, efforts should be made for expeditious completion of disciplinary proceedings and airman routed on posting at the earliest.

Outstanding Movements

28. Posting of airmen from one unit to another are issued in accordance with the rotational system and their posting profiles. Non-routing of an airman on posting by due date adversely affects the manning at receiving unit. It is, therefore, essential that airmen must be routed on posting by due date. In case the unit falls below its TBM level due to posting out of airmen, AFRO should be approached to make up the deficiency but the movements are not to be withheld under any circumstances. In case of outstanding movements, the following procedure is to be followed :-

(a) In case the concerned airman is on leave at the time of receipt of posting order, the receiving unit should be informed accordingly and their concurrence be obtained vide para 18 above. If concurred, the airman should be routed on posting immediately on return from leave.

(b) Movement of airmen, if withheld for specific operational or administrative commitment, such as exercise, range duties, Court of Inquiry/Summary of Evidence etc., receiving unit and controlling Command HQ should be informed accordingly. Command HQ are to intervene and take up the cases vide para 18 above for deferment or for change of effective date of posting with AFRO if required. Airmen should be routed immediately after completion of the commitment/task.

(c) In case the concerned airman is admitted to hospital, receiving unit and AFRO should be informed accordingly. Immediately on discharge from hospital/sick leave, the concerned airmen should be routed on posting.

(d) A monthly movement return/outstanding movements return on format given at Appendix 'G' be compiled by all units and sent to respective Command HQ with copy to AFRO.

(e) A list of outstanding movements based on outstanding movement returns received from various units will be compiled by all Commands and forwarded to AFRO quarterly by 10th of Jan, Apr, Jul and Oct covering EDP as on 30 Sep, 31 Dec, 31

Mar, and 30 Jun respectively. Similar action will be taken by Air Force Station, New Delhi and other controlling Directorates in Air HQ for units controlled by them and organisations for units which fall under them as per Appendix 'H'. AFRO will examine each case of quarterly returns received from all Commands, AF Stn New Delhi and other controlling Directorates /organisation and will communicate action taken to all concerned under intimation to this HQ.

(f) Enroute leave, if applied for, be granted only with the concurrence of the receiving unit.

With Immediate Effect Posting

29. Postings 'With Immediate Effect' as far as possible, are to be avoided but in cases where necessitated, married airmen will report to receiving unit within 30 days and unmarried airmen within 15 days of receipt of posting order and will be permitted to avail admissible joining time vide para 1657 of Regs of AF 1964. The reporting date at the receiving unit, however, should not go beyond 30/15 days as the case may be.

Joining Time

30. Airmen posted out after course of instructions and where EDP is immediately on completion of course of instructions, will be permitted to avail admissible joining time after effective date of posting.

Route Form

31. A copy of Route Form {IAFF(P)9} in respect of airmen routed on posting should be endorsed to AFRO (Movement Monitoring Cell) within 48 hours of their routing.

Use of Political and Extra Official Influence/Violation of Channels of Correspondence for Favourable Consideration of Case

32. Para 595 (b) of Regulations for Air Force 1964 Revised Edition stipulate that, attempts by airmen to obtain favourable consideration through the use of outside influence are strictly forbidden. Representation/ applications received from relatives of airmen will also not be entertained. Airmen are, therefore, to be advised not to violate channels of correspondence and to desist from use of outside influence for favourable action. Airmen may also advise their relatives accordingly.

Supersession of Existing Policy

33. This policy supersedes this HQ letter No. Air HQ/S 40301/PA II dated 28 Feb 95

and all subsequent amendments made by previous orders on the subject.

Sd/xx
(KS Bindra)
Air Marshal
AOP

Time : 1730 h

Distribution

No. of copies Method

External

1. HQ WAC, IAF (AOC-in-C) 02 By DR
2. HQ SWAC, IAF " 02 By SDS
3. HQ EAC, IAF " 02 By SDS
4. HQ CAC, IAF " 02 By SDS
5. HQ SAC, IAF " 02 By SDS
6. HQ TC, IAF " 02 By SDS
7. HQ MC, IAF " 02 BY SDS

Internal

8. VCAS 01 By Hand
9. DCAS 01 By Hand
10. IG 01 By Hand
11. AOM 01 By Hand
12. AOA 01 By Hand
13. AA to CAS 01 By Hand

14. DPP 01 By Hand

Appendix 'A'
(Refers to
Para 5 of
Air HQ/S
40301/PA II
dated 30 Jun
2000)

LIMITED TENURE STATIONS

Stations (Under Respective Command HQ)

1. **WAC.**

- (a) Dalhousie
- (b) Kasauli
- (c) Nal
- (d) Suratgarh

2. **EAC.**

- (a) Chabua
- (b) Dinjan
- (c) Kumbhigram
- (d) Laithkar Peak
- (e) Missamari
- (f) Mission Charli
- (g) Mohanbari
- (h) Purnea
- (j) Singharsi

3. CAC.

- (a) Bihta
- (b) Darbhanga
- (c) Nainital

4. SWAC.

- (a) Borgad
- (b) Jaisalmer
- (c) Kanheri Hills
- (d) Lonavala
- (e) Mount Abu
- (f) Naliya
- (g) Samana
- (h) Uran
- (j) Utterlai

5. SAC. Thanjavur**6. MC. Koraput****7. Dte of SI Int.**

- (a) Abohar
- (b) Balijan(42 WEU)
- (c) Dwarka

8. DG NCC.

- (a) Dimapur
- (b) Kulu

- (c) Manipur
- (d) Warrangal

Appendix 'B'
(Refers to
Para 6 of
Air HQ/S
40301/PAII
dated 30 Jun
2000)

HARD AREA STATIONS AND ALGs
Hard Area Stations (Under Respective Command HQ)

1. **WAC.**

- (a) Awantipur (b) Leh
- (c) Patnitop (Ladha)
- (d) Razdan Pass
- (e) Srinagar
- (f) Thoise
- (g) Rajouri (included vide Air HQ/S 40303/PA II(Ty BM)
dated 06 Jan 2003)

2. **SWAC.** Pokhran

3. **SAC.**

- (a) Car Nicobar
- (b) Great Nicobar
- (c) Lakshadweep

4. **EAC.**

- (a) Kurseong
- (b) Rangapahar

(c) Lungleh (included vide Air HQ/S 40303/PA II dt 09 Aug 02).

ALGs (Under Respective Controlling Station)

5. 42 Wing.

- (a) Along
- (b) Pasighat
- (c) Vijaynagar
- (d) Tawang

6. 10 Wing.

- (a) Mechuka
- (b) Tuting

7. 19 Wing. Zero

8. 22 Wing

- (a) Kamzawl
- (b) Tural
- (c) Mon
- (d) Aizwal
- (e) Chakabama
- (f) Mokokchung

Appendix 'C'
(Refers to
Para 6 of
Air HQ/S
40301/PA II
Dated 30 Jun
2000)

CHOICE POSTING PROFORMA FROM HARD AREA/SPECIFIED ALGs

(To be forwarded four months before completion of tenure of the concerned airman)

Unit :

Command :

S No	Service Number	Rank & Initials	Trade	Date of arrival on posting	Periods of TD, detachment	Date completing tenure	*Places for choice posting in order of preferences (Three preference different places are to be given)	Remarks	
1	2	3	4	5	6	7	8	9	10

Certified that airmen listed above have completed physical stay of two years/one year at Hard area/ALG.

Signature of
CO/Adjt

Appendix 'D'
(Refers to
para 09 of
Air HQ/S
40301/PA II
Dated 30 Jun
2000)

**LIST OF PLACES WHERE FACILITIES FOR
TREATMENT OF MENTALLY RETARDED
CHILDREN ARE AVAILABLE**

ANDHRA PRADESH

1. General Secretary, Andhra Pradesh State, Council for Child Welfare, 6-3-1247, Somaji Guda, Raj Bhavan Road, Hyderabad-04.
2. Adviser, Radha Institute for Mentally Retarded Children, 8555-MG Road,

Opposite T.V.S., Secunderabad.

3. Andhra Pradesh Association for the Welfare of the Mentally Retarded, 11-6-170, Vallabhdas Bldg, Public Garden Road, Near Nampally, Hyderabad – 500001.
4. The Superintendent, P.C.D Hospital, Rehabilitation Centre for Handicapped Children, Vishakhapatnam-3.
5. Child Guidance Centre, 3-5-1103, Y.M.C.A. Road, Narayanguda, Hyderabad-29.
6. The Hyderabad Special School for Children in need of Special care, 1-3-20/9, Mahankali street, Secunderabad-500003
7. The Integrated Programme for the Welfare of the Mentally Retarded Children, (School for Special Education), St. Ann's School, BHEL Township, Ramachandrapuram, Hyderabad-500032.
8. School for Mentally Retarded Children, Niloufer Hospital, Red Hills Hyderabad.
9. LEBENSHILFE (Regd), (Asst for the Mentally Retarded), 26, Lawpons Bay, Visakhapatnam-530017.

BIHAR

10. School of Hope, Jamshedpur Society for the Welfare of the Mentally Retarded, No. 1, K.D. Flats, Kadma, Jamshedpur-831005.

GUJRAT

11. B.M. Institute of Mental Health, Ashram Road, Navrangpura, Ahmedabad-380009.
12. General Secretary, Jyoti Sangh, Mentally Retarded, Adoloscent Girls Group, Relief Road (No. 1) Ahmedabad-380001.
13. Psychiatrist, The learning Clinic, Samaj Kalyan Kendra, Himvan, Paldi, Ahmedabad-380007
14. Superintendent, Home for Mentally deficient children, Ponsionpara, Fateganj, Baroda-2
15. Superintendent, Home for mentally Deficient children, Bhakti Nagar, Station Road, Rajkot.
16. Child Guidance Clinic, C/O Faculty of Social Work, ICSW, Fatehgunj, Baroda-2.

17. Secretary, Jivan Vikas Trust, A-12, Chandralok Society, Near Navyug College, Rander Road, Surat-1.
18. Principal, Education & Training Institute for the Mentally Retarded children, A-12, Chandralok Society, Near Navyug College, Rander Road, Surat-1.
19. Secretary, Society for the Welfare of Mentally Retarded, 13, Vardhaman Nagar Dada Sahib's Pagala, Navrangpura, Ahmedabad-380009.
20. Govt Mental Hygiene & Psychiatric Child Guidance Clinic, Viswanath Bhawan, Near Sanyas Ashram, Ahmedabad-380006.
21. Centre for Mental health and Child Guidance, Kusum memorial Welfare Trust, Machwana Nivas, Civil Court's Lane, Jua Rasta, Anand-388001.
22. The Banyan City Jaycees Education Trust, C/O M/S Swastik Eng. & Mfg Co. Pvt. Ltd., MS Patel Mishra Shala, Opp. Parsi Agiari, Near Sayagigunj post office, Baroda – 390005.
23. Manavsmruty, Special Residential and Day School for mentally Retarded Block, 143/5,"CH", Sector 17, Gandhi nagar.
24. The Hon. Secretary, Bhavnagar Kalvani Sahayak Mandal, School for mentally Retarded, Kherghada Street, Khergate, Bhavnagar.
25. Bhavnagar kelvani Sahayak Mandal, School for Mentally Retarded, Kherghada Street, Khargate, Bhavnagar-384001.
26. Sharda Mental Hygiene Centre, Kotari Sadan, Keshav Nagar, Sabarmati, Ahmedabad-380027.
27. "Shishu Kunj" (Special School for Mentally Retarded), Rupaliba Garden, MG Road, Porbandar-360575.
28. Uttam Talim Kendra, Behind people's Cooperative Bank, Paldi, Ahmedabad.
29. "Prakash" (Residential & Training Centre for Mentally Retarded), C/O Prakash College, Sankhej Road, Ahmedabad-380007.
30. Dr. Jit Mehta Balshala, EKAKI, near Mamta Park, Ashram Road, Ahmedabad.

Himachal Pradesh

31. Sister-in-Charge, Prem Ashram, Children's Home, (Residential Mentally Retarded Children School), UNA-174003.

