

**ARMY ORDER**  
**Adjutant General's Branch**

Adjustment of Surpluses and Issue of NAC for filling up Deficiencies - Group 'C' and 'D' regular civilian employees under the Ministry of Defence.

**References - Appendices and Annexures**

**Appendices**

- (a) Appendix 'A' - Deficiencies Statement - I
- (b) Appendix 'B' - Surplus Statement - II
- (c) Appendix 'C' - List of Specialist Appointment under the various Corps/Services.
- (d) Appendix 'D' - Application for Reclassification.
- (e) Appendix 'E' - Procedure for transfer of Defence civilians on compassionate or on mutual basis.

**Annexures**

- (a) Annexure I to - Application for posting on Appendix 'E' compassionate grounds.
- (b) Annexure II to - Joint application for mutual Appendix 'E' transfer.

**Introduction**

2. A cell of personnel declared surplus by the establishment under the Army, Navy, Air Force and Inter-Services Organisations due to abolition of the establishment or on revision of authorisation in the PE/WE is maintained in the AG/MP (Civ). As per Government policy, regular personnel declared surplus have to be adjusted on priority against the existing

deficiencies and only thereafter, if required, direct recruit for the post is to be resorted after obtaining Non-Availability Certificate (NAC) from the Surplus Cell of AG/MP 4(Civ). With a view to facilitate prompt adjustment of personnel, establishments under the Army, Navy, Air Force and Inter-Services Organisations are required to forward deficiency statement in prescribed format. Similarly, the staff declared surplus on any account must be reported immediately as per the surplus statement.

3. There is a provision under the AO for the employees seeking posting on compassionate grounds to any particular station. A Waiting List of such employees are maintained and they are posted to their choice stations on their turn on availability of vacancies.

4. The SAO 8/8/76 on the subject has since been superseded and the provisions on this subject have been updated and have now been published in this AO with the concurrence of the Ministry of Defence which is to be followed strictly by all concerned.

Aim

5. The aim of this Army order is to lay down the policy and procedure for effecting adjustment of regular Groups 'C' and 'D' surplus civilian employees of Defence establishments in alternative appointments under the Raksha Mantralaya and also to ensure that the regular vacancies do not remain unfilled for long duration for want of Non-Availability Certificate (NAC) from AG/MP 4(Civ)(b).

6. These orders are applicable to all the regular civilians employed in units and formations of the Army, Navy, Air Force, Inter-Service Organisations and other defence establishments under the control of Raksha Mantralaya. The scheme covers surpluses and deficiencies occurring in Groups 'C' & 'D' appointments, in categories in which direct recruitment is carried out except those categories which are specific to a particular Arm/Service/Inter Service Organisation as listed in Appendix 'C' or those which are in direct line of promotion. Also the individuals covered under this SMO shall not be eligible for adjustment under the CCS (Redeployment of Surplus Staff) Rules, 1990.

7. It is incumbent on all units/establishments under Raksha Mantralaya to report their surpluses and deficiencies either directly to AG/MP 4(Civ)(b) or through the authorities mentioned in para/ below. Regular vacancies will not be filled by units/establishments locally without getting NAC from the Army Headquarters, AG/MP 4(Civ)(b). Similarly the services of a surplus employee whose initial appointment is as per then Recruitment Rules approved by the Govt will not be terminated without providing him an opportunity of being considered for alternative appointment, under this SMO by AG/MP 4(Civ)(b).

8. The employees, who either cannot move with the unit to operational areas owing to low medical categories, or if on move with the units to such areas, are subsequently declared unfit on medical grounds to serve in those areas, will be treated as surplus and their particulars reported for adjustment under this scheme, irrespective of the fact whether or not such individuals

are subject to Field Service Liability Rules, (FSL) 1957. In such cases, a mention will be made in the 'Remarks Column' of Statement II (Appendix 'B') that the individual has been rendered surplus on being declared medically unfit to serve in an operational area.

9. Junior most person is to be declared surplus. Such an individual will first be considered by the Officer Commanding for absorption in the same unit/establishment against an equivalent or lower appointment for which he possesses the requisite qualifications and is found suitable in all respects. Absorption in an equivalent/lower appointment will be carried out only after the individual concerned has given his willingness in writing to accept such an appointment.

10. The units/establishments will report within a week their deficiencies and surpluses which cannot be adjusted within the same unit/establishment directly to AG/MP 4(Civ)(b) or to the authorities mentioned in para 7, as the case may be on the prescribed forms in duplicate as under :-

(a) Deficiencies Statement-I Appendix 'A'.

(b) Surpluses Statement-II Appendix 'B'.

Note :- Various details regarding academic and other qualifications will be carefully checked. It is essential for the units/establishments concerned to make Statement-I and II as explanatory as possible to facilitate correct adjustment. In Statement-I, the units/establishments should invariably reflect the qualifications prescribed for the post as shown in the recruitment rules

11. Surpluses and deficiencies in respect of the following categories will be intimated to AG/MP 4(Civ)(b) through the authorities shown against each :-

(a) Civilian establishment of Arms/ services centrally controlled by their respective Record Offices eg AOC, EME, ASC, DSC and so on ----- Respective

Record Offices  
ie AOC, EME,  
ASC, DSC etc

(b) Civilian establishment of Arms/ Services centrally controlled by their respective Controlling Dtes like DG Inf, DGMS (Army), DG MT etc at Army HQ ----- Respective  
Controlling Dtes  
at Army HQ ie  
DG Inf, DGMS  
(Army), DGMT etc

(c) MES establishment-Basic categories of Group 'C' & 'D' which are centrally controlled by the CE of Command/E-in-C Branch (EIC) ----- CE of Command/  
Army HQ E-in-C's  
Branch (EIC)

(d) Establishments under DGQA (excluding Group 'D' and industrial establishments which are controlled on unit basis ----- DGQA/Adm 7(A)

- (e) DRDO establishment  
(excluding Group 'D' and  
industrial establishments which  
are controlled on unit basis ----- Defence Research  
and Development  
Organisation (DRDO)
- (f) AFMC/ALC/AFMSDs/AFTC  
(Group 'C' & 'D' appointments  
only for whom the appointing  
authority is DGAfMS ----- Office of the  
DGAfMS/DG-2B
- (g) AF Units (Group 'C'  
appointments only borne on  
common roster for whom the  
appointing authority is Air HQ ----- Air HQ/PC Wing  
of DAP
- (h) Naval Units (Group 'C' - NHQ) ----- NHQ/DCP
- (j) NCC units/estts (all Group  
'C' & 'D' appointments for  
which DG NCC is the appointing  
authority) ----- Dte Gen NCC/  
(NCC Pers(c))
- (k) Dte Gen Defence Estate and  
other defence units/estts not  
covered (a to j) above ----- Their Res-  
pective  
Controlling  
HQrs

The authorities mentioned above will, in turn, forward the net surpluses and deficiencies (after effecting adjustment within their own establishments) to MP 4(Civ)(b) within notice period.

**NOTE :** A certificate will be furnished alongwith Statement-I that these vacancies have not been notified in the past.

Order of Priority for offering alternative appointments

12. Employees with longer service will, as far as possible, be offered employment at the same station or near about and only junior employees will be posted to farther stations if vacancies in the same station or nearby are not available. Surplus employees may be posted in equivalent or lower appointments if vacancies in the same trade/appointment are not available. In such cases consent of the individual should be obtained in writing.

Eligibility of surplus employees for adjustment

13. The eligible surplus employees are to be offered alternative appointments within the notice period. If they are not adjusted within that period, they will automatically stand discharged from service. Individuals once discharged will cease to be eligible for the benefit of this scheme and will not be considered for alternative appointments. The personnel who are given pay in lieu of discharged notice will be treated as on notice and will be considered for alternative appointment alongwith those who are served with notice of discharge. If the adjustment orders are issued before expiry of notice period but are received late by the units/estts, the individuals concerned

will be despatched to their new units/estts forthwith. However, the following categories of employees will not be considered for adjustment :-

(a) Individuals whose initial recruitment is irregular e.g. being overage at the time of initial recruitment, educationally/technically unqualified for the post etc unless irregularity has been regularised by the competent authority.

(b) Individuals being discharged from service on disciplinary or medical grounds.

14. If the notice period of an individual has already expired before the date of issue of the adjustment order, the Officer-in-Charge unit or establishment will withhold his move and immediately notify the fact to AG/MP 4(Civ)(b).

15. Educational Qualifications :-

(a) Surplus Staff shall not be subject to any tests or interviews.

(b) The surplus staff shall not be ineligible for appointment in the recipient Organisation on the ground that they do not possess the minimum educational qualifications prescribed for the posts to which they are redeployed by the concerned authorities except in cases where certain minimum technical qualifications are prescribed for a particular post.

16. (a) All the rules regulating the recruitment of persons to Defence installations and posts shall be deemed to have been amended to the extent provided for in these rules.



(b) The Defence civilians rendered surplus may be transferred to the Central Pool maximum for a period of six months by AG/MP 4(Civ)(b) if issue of adjustment orders within notice period is not possible. On transfer to such pool, the concerned personnel may continue to serve in the present units/estts or be attached to an other unit/estt and shall receive his pay and allowances as admissible hithertofore.

Refusal to accept equivalent/lower appointments

17. Persons who refuse to accept the same post/trade or equivalent/lower appointment will be discharged from service on termination of their notice period.

18. The employees who are offered equivalent/lower appointments under these orders due to lack of vacancies in their own grade/trade will be informed in writing the pay scale of the new appointment before they are issued with movement orders. They will also be advised to apply to Army HQ/AG MP 4(Civ)(b) through proper channel for reclassification to their original posts on the form as at Appendix 'D' within one month on joining duty in their new posts. Only those individuals are eligible for reclassification who have rendered at least six months continuous service in a higher grade. He will be restored his original seniority on reclassification in his parent cadre/service within one year. If no reclassification orders are issued within one year of the date of issue of adjustment orders for want of a vacancy in his previous cadre/unit/estt, the adjustment orders would be final and the reclassification application shall be deemed to have been disposed off.

19. An individual <sup>adjusted</sup> posted in lower scale of pay due to non-availability of matching scale of pay, will be allowed to carry his previous scale of pay along with him, even if he was officiating in it.

Adjustment of Staff in lieu of Combatants

20. Regular vacancies which are left over after adjustment of surpluses, reclassification of employees adjusted earlier in lower grades will be utilised for absorption of civilians employed in lieu of combatants who have rendered at least 3 month's continuous service and cannot be absorbed in regular civilian posts of Arm/Service concerned, particulars of such individuals will be forwarded in duplicate to reach Army HQ/AG/MP 4(Civ)(b) at least two weeks before the date of termination of service notice period ends.

21. If any posts, reserved for SC/ST etc are filled by adjustment of surpluses/compassionate posting, filling up of those posts would be treated as one by transfer and the orders for reservations for SC/ST etc will not apply to such posts. However posts reserved for physically handicapped persons need not be filled by adjustment of surplus personnel. However, when a reserved vacancy is to be filled even when it is done by transfer by relaxation of the Recruitment Rules, it must be filled by a SC/ST candidate.

Grant of TA to the individuals offered alternative appointments

22. The adjustment orders issued under the scheme are to be treated as appointment on permanent transfer in public interest. The individuals will thus be entitled to TA/joining time etc as admissible under the existing Govt orders on the subject.

Transfers on compassionate grounds and on mutual basis

23. Applications for compassionate/mutual postings will be forwarded to Army HQ/AG MP 4(Civ)(b) in accordance with the instructions at Appendix 'E'. Individuals posted on compassionate grounds are not entitled for TA for these moves and shall consequently travel at their own expense. Individuals posted on mutual basis are also not entitled for TA for the moves and shall consequently travel at their own expense. The journey period in connection with these postings will be covered by grant of earned leave/half pay leave, if due, or extra-ordinary leave, if there is no such leave due to their credit.

Instructions for despatching units

24. OsC units/estts will ensure that LPC and other records of the personnel posted out are forwarded to the new units/establishments within one month. The following details will be indicated in the movement orders :-

- (a) Trade/Appointment;
- (b) Pay (including scale of pay);
- (c) GPF A/c No. & monthly subscription;
- (d) Casual and earned leave to the credit of the individual on the date of his transfer.

It will also be mentioned in the movement order that the individuals are required to make their own arrangements for accommodation at the new station where they are being posted.

Instructions for receiving units

25. The units where the individuals are being posted will ensure that the individuals posted are TOS as soon as they report for duty. In no circumstances, will the individual be returned to the despatching unit.

Filling up of vacancies through local recruitment

26. If reported vacancies are not filled by adjustment/posting on compassionate grounds, NAC will be issued to the concerned units/estts by the Army HQ/AG MP 4(Civ)(b) to effect local recruitment as per Govt orders on the subject. In no case regular vacancies be filled locally by the units/establishments until NAC is received from Army HQ/AG MP 4(Civ)(b). It will be ensured that the individuals recruited fulfill the age and other essential qualifications laid down in the Recruitment Rules. Recruitment of an individual including a civilian in lieu of combatant without obtaining non-availability certificate from Army HQ will be treated as irregular and their pay & allowances will not be admitted by the audit authority.

27. Vacancies, once confirmed, cannot normally be cancelled. Where such vacancies have ceased to exist under special circumstances, intimation to this effect will be sent by OP IMMEDIATE signal to the despatching unit and all concerned. Reason for cancelling the vacancies will also be intimated.

Exemption of Specialist Categories

28. Specialist categories, which are specific to the respective Corps/Service only, as shown in Appendix 'D' to this Order, will be exempted from the purview of this order. Surpluses and deficiencies belonging to these categories will be adjusted in their respective Corps/Service only and the net deficiencies will be filled as per Govt orders. Any surpluses of these categories who cannot be adjusted within the Corps/Service concerned, will be forwarded to Army HQ/AG MP 4(Civ)(b) for consideration and absorption in vacancies in any other grades, for which they may be qualified and found suitable. In order to

facilitate such action, the type of posts for which such individuals are likely to prove suitable and which they are willing to accept, will be clearly indicated.

29. Responsibility for timely submission of surplus/deficiency statements and implementation of these orders, will rest with Heads of units/establishments/formations, as the case may be. Violation of any provision of this SAD by any authority shall be viewed seriously.

Superseded

30. (a) SAD 8/8/76  
(b) AD 69/81  
(c) AD 104/81  
(d) AD 31/85  
(e) AD 6/94  
(f) CBDA letter No. 80/II/2000-XXXVIII dated 31.3.94  
(g) Army HQ letter No. 70535/243/Org 4(Civ)(b) dated 17 Sep 83.  
(g) Army HQ letter No. 15902/AG/Org 4(Civ)(b) dated 22 Apr 98.

Summary of Amendments

31.	<u>Amendment No.</u>	<u>Authority</u>
	(a) 1	_____
	(b) 2	_____
	(c) 3	_____
	(d) 4	_____
	(e) 5	_____

15902/MP 4(Civ)(b)

Approved

MP-1 (PP & Coord)

Appendix 'A' to AO 22/2001/MP

Deficiency Statement- I

Showing the number of vacancies in the office of

Post	No of vacancies	Qualification/ experience required (These should correspond to recruitment rules)	Scale of pay	Nature and duration of vacancy (i) Regular (ii) in lieu of combatant	Whether the post is subject to: (a) Army/ Navy/AF Act (b) FSL Rules (ii) in 1957	Strength authorised in the PE as sanctioned by the Govt	Strength held against the posts given in Col No 7	Govt letter No and date authorising posts in Col No 7	Remarks
1	2	3	4	5	6	7	8	9	10

Un-reserved =

Scheduled Caste =

Scheduled Tribe =

Other Backward Classes =

Ex-serviceman =

Handicapped =

(i) Separate statements will be prepared in respect of Group C and D.

(ii) The details of qualifications and experience required will be given in detail as per Recruitment Rules to facilitate posting of right type of persons in the appointments reported.

(iii) Particular requirement, if any, will be clearly indicated in the remarks column.

(iv) For Consy Staff, a copy of the Board Proceedings approved by the competent authority and concurred in by the concerned Area Account Officer must accompany the statement.

Appendix 'B' to AO 22/2001/MP

Surplus Statement - II

Particulars of surplus  
Defence Civilian Employees  
in the office of \_\_\_\_\_

Srl No	Name	Date of birth	Age on initial recruitment Yr-M-Days	Apptt held	Qualifi- cation/ experience including typing	Whether indl belongs to SC/ST/ OBC/Ex-s/man /handicapped
1	2	3	4	5	6	7
	Pay & grade of post	Details of pervious service showing appts held with dates under Central Govt	Total conti- nuous service in the present post Yr-M-Days	Date of expiry of no- tice period	If joined service prior to 1st Jul 98 and recruited through Employment Exchange, quote Employment Exchange letter No & date	Reasons being rendered surplus
	8	9	10	11	12	13
	Whether willing to move out of (a) Sta- tion (b) Zone (c) Command	Whether willing to accept equiva- lent/ lower post	Whether medica- lly fit for FSL	Stations of choice for posting	Total No of posts authori- sed in pre- revised PE	Total No of per- sons held against the posts authorised in Col 20
	14	15	16	17	18	19
	Total No of posts authori- sed in revised PE	Govt letters Nos and dates sanctioned pre-revised and revised PEs of the Units/Essts		Remarks, if any		
	20	21		22		

(a) Separate statements should be furnished in respect of Group 'C' & 'D' employees.

(b) Particular care should be taken in furnishing the details in the various columns of this statement. Details given should be specific and accurate.

(c) In the case of female employees, Kumari/Shrimati/Miss/Mrs should be added to their names as appropriate.

Explanatory Notes pertaining to Statement II :-

(a) Column 4 -- In case the individual was not employed within the prescribed age limit please quote and attach a copy of the authority under which relaxation in age limit has been granted by competent authority.

(b) Column 5 -- In this column please indicate whether the individual is regular or employed in lieu of combatant.

(c) Column 6 -- In case an individual is holding a technical appointment please also indicate the equivalent or lower appointment, if any for which the individual is qualified and suitable.

(d) Column 8 -- In this column please furnish details of the service rendered by the individual indicating names of offices/estts with dates and appointments held.

(e) Column 9 -- Please also indicate service rendered in any other establishments in the same or higher appointments

(f) Column 11 -- If the answer in this column is 'No' state whether employed after obtaining non-availability



certificate from Employment Exchange or in relaxation of normal recruitment procedure being a dependent of a Govt Servant who was invalided out of service or who died in harness.

(g) Column 14 -- The certificate to the effect that the individual concerned is prepared to accept a lower appointment will be taken in writing.

.....18/-

List of Specialist appointments under the various Corps/Services

Signal

1. Operator Wireless and line
2. Operator Keyboard and line
3. Operator Wireless and Keyboard
4. Draughtsman (Sigs)
5. Lineman Field
6. Linemen PI
7. Lineman Test
8. Despatch Rider
9. Operator Cipher

Medical units

1. Health Inspector
2. Junior Physic Therapist
3. Junior Dietitian
4. Occupational Therapist
5. Medical Social Worker
6. Blood Transfusion Asstt
7. Mental Nursing Asstt/Nursing Asstt
8. Special Treatment Asstt
9. X-Ray Asstt
10. Operating Room Asstt
11. Masseur
12. Dental Technician
13. Dental Hygienist
14. Radiographer
15. Civilian Sister

Ordnance

1. Sand Modeller
2. Operator Laundry
3. Asstt Foreman

EME

1. Telecom Mechs Field
2. Grinders Precision
3. Crystal Grinders

MES

1. Supdt B/R Gde I and II
2. SA Gde I and II
3. Supdt. E/M Gde I and II
4. Supervisor B/S Gde I and
5. Storekeeper Gde I
6. Charge Mechanic
7. Charge Electrician
8. Charge Mechanic (Refrig)
9. Armature Winder
10. Instrument Repairer
11. Pattern Maker
12. Driver Mech Equipt
13. Boiler Attendent
14. Driver Engine Static
15. Lineman
16. Wireman
17. Cabinet Maker
18. Valveman
19. Coal Trimmer
20. Charpoy Stringer

Ordnance

1. Sand Modeller
2. Operator Laundry
3. Asstt Foreman

EME

1. Telecom Mechs Field
2. Grinders Precision
3. Crystal Grinders

MES

1. Supdt B/R Gde I and II
2. SA Gde I and II
3. Supdt. E/M Gde I and II
4. Supervisor B/S Gde I and II
5. Storekeeper Gde I
6. Charge Mechanic
7. Charge Electrician
8. Charge Mechanic (Refrig)
9. Armature Winder
10. Instrument Repairer
11. Pattern Maker
12. Driver Mech Equipt
13. Boiler Attendent
14. Driver Engine Static
15. Lineman
16. Wireman
17. Cabinet Maker
18. Valveman
19. Coal Trimmer
20. Charpoy Stringer

21. Glazier
22. Cane Weaver
23. Operator Pneumatic Tools
24. MPA
25. Hammerman
26. Lift Attendent
27. Lift Mechanic
28. Cable Joiner
29. Engine Fitter
30. Driller Well Boring
31. Machinist Wood Working
32. Plumber
33. Sand Modeller
34. Engine Artificer
35. Mill Wright

DGAFMS

1. Curator
2. Artist Modeller
3. Painter and Decorator
4. Insect Collector
5. Limb Maker (Carpenter)
6. Limb Maker (Leather Fabric and Cartalmid)
7. Boot and Shoe Maker
8. Armament Trg Instructor
9. Hosiery Knitter
10. Speech Therapist
11. Medical Social Worker
12. Public Health Nurse
13. Lady Health Visitor

14. Lady Warden
15. Junior Scientific Assistant
16. Junior Technical Assistant
17. Lab Technician
18. Library attendant
19. Junior Computer
20. Case Worker

R&D Organisation

1. Foreman
2. Asstt Foreman
3. Chargeman Gde I and II
4. Supervisor Tech
5. Senior Scientific Asstt
6. Junior Scientific Asstt (Gde I and II)
7. Chief Draughtsman
8. Draughtsman Gde I to III
9. Commercial Artist/Artist-cum-Photographer
10. Chief Class Blower
11. Glass Blower/Asstt Glass Blower
12. Precision Mechanic
13. Optical Polisher
14. Optical Fitter
15. Wireless Test Mechanic
16. Grinder Precision
17. Tool Maker

DGQA Establishment

1. Senior Scientific Asstt
2. Junior Scientific Asstt Gde I and II
3. Supervisor Tech

4. Chief Draughtsman
5. Draughtsman Gde I to III
6. Foreman
7. Astt Foreman
8. Glass Blower
9. Artist-cum-Photographer
10. Chargeman Gde I and II

DGOF Organisation

1. Highly Skilled Workmen
2. Armature Winder 'A', 'B' and 'C'
3. Assembler 'A' 'B' and 'C'
4. Bar Mill Head Boller 'A' and 'B'
5. Blacksmith 'A' and 'B'
6. Boiler Attendant 'A' and 'B'
7. Borer 'A' 'B' and 'C'
8. Bricklayer 'A' and 'B'
9. Cable Jointer 'A' 'B' and 'C'
10. Carpenter 'A' and 'B'
11. Chemical Plumber 'A' 'B' and 'C'
12. Compositor 'A' and 'B'
13. Core Maker 'A', 'B' and 'C'
14. Die Sinker 'A', 'B' and 'C'
15. Draw Bench Operator 'A' and 'B'
16. Driver Crane (EO) 'A', 'B' and 'C'
17. Driver Crane (Mobile) 'A' and 'B'
18. Compressor Attendant 'A' and 'B'
19. Driver Extrusion Press 'A' and 'B'
20. Driver Forge Press 'A' and 'B'
21. Driver Locomotive 'A' and 'B'

22. Driver Power House Engine 'A' and 'B'
23. Driver Mill (Bar & Rod) and Driver Fire Brigade
24. Drop Forger 'A' and 'B'
25. Fitter (Electronics) 'A'
26. Electroplater 'A', 'B' and 'C'
27. Fitter (Boiler) 'A', 'B' and 'C'
28. Fitter (Inst) 'A', 'B' and 'C'
29. Fitter Pipe 'A', 'B' and 'C'
30. Fitter (Erector and Electric) 'A', 'B' and 'C'
31. Fitter (Tool & Gauge) 'A', 'B' and 'C'
32. Foregeman 'A' and 'B'
33. Furniceman Leading 'A' and 'B'
34. Ganger 'A' and 'B'
35. Goat Skin Selecteer
36. Grinder Spl Gde 'A', 'B' and 'C'
37. Jig Borer 'A', 'B' and 'C'
38. Kiln Operator 'A' and 'B'
39. Lapper 'A', 'B' and 'C'
40. Lead Burner 'A', 'B' and 'C'
41. Line Mistry 'A', 'B' and 'C'
42. Machinist Spl Gde 'A' & 'B' and Machinist 'B' & 'C'  
(STRANDER & PE)
43. Marker Off 'A', 'B' and 'C' and 'D'
44. Metal Roller 'A' and 'B'
45. Mill Wright 'A', 'B' and 'C'
46. Miller 'A', 'B' and 'C'
47. Mistry 'A', 'B' and 'C'
48. Moulder 'A', 'B' and 'C'
49. Optical Worker Spl Gde 'A', 'B' and 'C'



50. Over Looker 'A' and 'B'
51. Painter 'A'
52. Pattern Maker 'A' and 'B'
53. Photo Etcher 'A' and 'B'
54. Plater 'A' and 'B'
55. Plate Setter 'A' and 'B'
56. Plumber 'A' and 'B'
57. Printing Machine Operator 'A' and 'B'
58. Rigger 'A' and 'B'
59. Riveter 'A' and 'B'
60. Saw Doctor 'A' and 'B'
61. Setter Component 'A' and 'B'
62. Sheet Metal Worker 'A', 'B' and 'C'
63. Steel Melter 'A', 'B' and 'C'
64. Switch Board Attndt 'A' and 'B'
65. Tailor 'A'
66. Teemer 'A' and 'B'
67. Tindal Furnance (Skull Breaker)
68. Tinsmith 'A'
69. Tool Hardiner 'A', 'B' and 'C'
70. Tool Maker 'A', 'B' and 'C'
71. Turner 'A'
72. Tool Setter 'A', 'B' and 'C'
73. Type Cutter 'A' and 'B'
74. Viewer 'A' and 'B'
75. Welder 'A'
76. Wireman Gde 'A'
77. Acide Tank Worker (Pickler )
78. Annealer

79. Bankman
80. Bar Mill, Roll Hands
81. Bar Mill Operator
82. Bar Mill Machine Operator
83. Bate Yard Worker
84. Battery Attendant
85. Beltman
86. Billet Breaker
87. Boiler Cleaner
88. Brazer
89. Chemical Process Worker 'A' and 'B'
90. Chillman
91. Chill Dreser
92. Cupolaman
93. Cutter Band Knife
94. Cutter Hand Ballard
95. Dieman (extrusion press)
96. Discardman (Extrusion Press)
97. Driver Hammer (Steam, Hydraulic) 'A' and 'B'
98. Driver Press Screw
99. Engine Attendant
100. Forgerman, Gun Forge Helper
101. Furnaceman Pourer 'A' and 'B'
102. Gangman
103. Kiln Attendant
104. Pattern Perforater
105. Sand & Shot Blaster 'A' and 'B'
106. Shell Forge Operator
107. Spring Maker 'A' and 'B'

108. Wire Drawer 'A' and 'B'
109. Supervisor 'A' and 'B' (Tech)
110. Draughtsman (Senior)
111. Estimator
112. Retefixer
113. Planner
114. Messenger Boy
115. Senior Nurse Gde I & II
116. Matron
117. Public Nurse
118. Teaching Staff
119. D.B. Worker/Attendant

Naval Establishment

1. Master (Oil Tanker)
2. Master 1st Class and 2nd Class
3. Mate (Asstt to the Master)
4. Chiet Syrang of Lascar
5. Syrang Lascar
6. Sukhari
7. Tindal of Lascars
8. Winchman
9. Cassab (Deck)
10. Lascar 1st Class
11. Lascar (OD) (Yard Craft Marine)
12. Topass
13. Saloon Boy
14. Senior Engine Driver
15. Engine Driver 1st Class
16. Engine Driver 2nd Class

17. Syrang (ER)
18. Tindal (ER)
19. Cassab (ER)
20. Greaser (Boat Crew)
21. Fireman (Ship duties only)
22. Asstt. Fireman (Ship duties only)
23. Crane Operator (FC)
24. Civilian Educational Instructor
25. Bugler Instructor
26. Boxing Instructor
27. Swimming Instructor
28. Gun Mechanic
29. Gyro Mech
30. Optical Mech
31. Boiler Maker Gde I & II
32. Ship Fitter Gde I
33. Platers Gde
34. Engine Fitter Gde I and II
35. Leading Rigger
36. Boat Builder Gde I
37. Shipwright Gde I
38. Mast Spark Maker Gde I
39. Sail Maker Gde I
40. Electrical Fitter Gde II
41. Plater Gde II
42. Ship Fitter Gde II
43. Rigger Gde I
44. Sail Maker Gde I and II
45. Flag Maker

46. Mast & Spar Maker Gde II
47. Boat Builder Gde II
48. Dockgate Operator
49. Senior Foreman (Mech)
50. Foreman (Mech)
51. Mech Examiner
52. Joiner Examiner
53. Gauge Checker
54. Senior Foreman (Amn) and Foreman (Amn)
55. Loading Examiner, Senior Examiner and Examiner (Amn)
56. Chief Draughtsman
57. Draughtsman Gde I and II
58. Senior Photographer
59. Civ Hydrographic Asstt
60. Group Leader
61. Asstt Supervisor
62. Mechanic (A, B & C) (Naval Aircraft Repair Org)
63. Compounder Gde I
64. Compounder Gde II (Dispensing of Drugs)
65. Sanitary Inspector Gde I and II
66. Sanitary Overseer
67. Foreman (Tech) (Naval Wksp Section)
68. Inspector
69. Chargeman
70. MT Driver Gde I
71. Control Mechanic
72. Torpedo Mech
73. U/W Weapon Mech
74. Control Fitter

- 75. Fuze Spinner
- 76. Fuze Mechanic
- 77. Pattern Maker Gde I
- 78. Weapon Fitter Gde I and II
- 79. Lab Asstt Gde I and II
- 80. Ammunition Repair Labourer Gde I and II
- 81. Gun Fitter
- 82. Senior Foreman (Stores)
- 83. Foreman (Stores)
- 84. Senior Storekeeper
- 85. Boiler Maker Gde I
- 86. Ferro Printer

Air Force Units

- 1. Civilian Storekeeper Gde IV

Appendix 'D' to AO 22/2001/MP

Application for Reclassification

(Only those individuals are eligible for reclassification who have rendered at least six months continuous service in a higher grade)

APPLICATION FOR THE POST OF \_\_\_\_\_

- (a) Name in block letters \_\_\_\_\_
- (b) Date of birth and age at the time of initial recruitment \_\_\_\_\_ Yrs \_\_\_\_\_ month \_\_\_\_\_ days
- (c) Educational & technical qualifications (Typing speed in case of Clks) \_\_\_\_\_
- (d) Present appointment held (Total period of service with dates in the present grade/trade) \_\_\_\_\_
- (e) Pay and Grade of the present post \_\_\_\_\_
- (f) Previous appointment held before absorption in lower grade/trade. (total period of service with dates in grades/trades and unit/formations where served) \_\_\_\_\_
- (g) Pay and grade of the previous post \_\_\_\_\_
- (h) Authority under which absorb in the lower post \_\_\_\_\_
- (j) Date of relinquishing the higher post \_\_\_\_\_
- (k) Whether initially recruited through the Employment Exchange if joined service prior to 1st July 1998 \_\_\_\_\_
- (l) Whether belongs to Scheduled Caste/Scheduled Tribes/OBC/Ex-Serviceman/Handicapped \_\_\_\_\_

It is certified that the information furnished above is correct to the best of my knowledge and belief and that I am prepared to travel to the new station of posting at my own expense.

Signature of Applicant

The particulars given above have been verified from records. No disciplinary case is pending against Shri \_\_\_\_\_  
Shri \_\_\_\_\_ will be relieved of his duties within 7 days of receipt of confirmation regarding availability of vacancy from the receiving unit.

\_\_\_\_\_  
(Signature of Officer Commanding Unit)

Notes:- In case Shri \_\_\_\_\_ is posted out to any other Unit or discharged from service prior to receipt of his standing order regarding restoration of his original trade/grade, immediate information to that effect will be sent to Army HQ.



**Procedure for transfer of defence civilians on  
compassionate grounds or on mutual basis**

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**Posting on compassionate grounds**

1. Applications for posting on compassionate grounds will be submitted by civilian employees on the form as per Annexure I to this Appendix.
2. In case transfer is sought on domestic grounds, facts of the case will be verified in consultation with the civil authorities. If, however, the Officer Commanding of a unit/establishments is satisfied about the genuineness of the grounds submitted by the individual, verification from civil authorities may be dispensed with. In case transfer is sought on medical grounds, the application must be accompanied by a medical certificate from the prescribed medical authority indicating the nature of illness and justification for transfer of the individual to the station of his choice.
3. The unit/establishment forwarding the application will render a certificate that on receipt of the posting order and after ascertaining availability of the vacancy from the receiving unit, the individual will be relieved of his duties within seven days and directed to report to his new unit of posting. Move of the individual will not be withheld awaiting relief. The resultant vacancy will be reported for adjustment in the normal manner as per SAO.
4. Applications from individuals borne on a common Zone/Command/Corps/Service roster, will be forwarded to the Zone/Command/Record Office concerned or the Controlling Branch/

Directorate as the case may be. These will be forwarded to Army Headquarters (AG/MP 4(Civ)(b)) only if postings cannot be arranged within the Corps/Service. Applications from locally controlled civilian employees will be forwarded by the units/establishments directly to Army Headquarters (AG/MP 4(Civ)(b)) who alone will arrange their transfer and issue posting orders.

5. Applications received at Army Headquarters will be scrutinized and those found complete in all respects will be registered on the waiting list and allotted registration number strictly in accordance with the date of receipt of the application. The registration number will be intimated to the unit concerned for information of the individual. In case no intimation is received by the unit within a month of forwarding an application, a reminder will be sent to Army Headquarters asking for registration number.

6. All cases will be treated alike and a person whose application is accepted and registered first will be placed senior to another person brought on the waiting list subsequently. Hence transfers will be ordered strictly in order of the seniority on the waiting list and ~~requests for granting priority to any applicant over others will not~~ be entertained under any circumstances.

7. Implementation of transfer of any individual to any of the stations of his choice is dependent on availability of vacancy in his turn. Reminders to expedite transfer or enquiries regarding position of the applicant are therefore not fruitful and need not be sent.

8. Applicants who give more than one station as their choice for transfer are considered against any one of those stations where a vacancy becomes available on their turn according to the waiting list. Registration is not made in any order of preference of stations. Hence

grounds for compassionate cease to exist once the transfer is ordered to any one of the stations of choice. In case the transfer is not accepted, the posting order will be cancelled and the name of the individual deleted from the waiting list. In case a person is still desirous of posting to a station other than the one to which posted earlier, he will be brought on the waiting list afresh from the date of receipt of his fresh application.

Transfer on mutual basis

9. Applications for transfers on mutual basis will be submitted on the form as per Annexure II to this appendix, and will be forwarded to Army Headquarters (AG/MP 4(Civ)(b)) in the same manner as applications for transfer on compassionate grounds.

10. Applications for mutual transfers can also be submitted for reasons other than compassionate. No clarification of reasons is necessary.

11. These provisions are applicable only to the grade/post in which direct recruitment is made. Compassionate postings in promotional post/grade is not permissible under these orders. Posting orders in respect of those holding promotional posts will be made to the lower post/grade to which direct recruitment is made. Also posting to equivalent trade/post will be considered if requested for in their applications by the individuals.

12. In accordance with the instructions contained in Raksha Mantralaya letter No 25(15)/67/D(Apts) dated 06 Nov 67, forwarded vide Army HQ letter No 93791/4/MP 4(Civ)(a) dated 30 Nov 67, the lien of a permanent Government servant on his transfer to other department/office is to be retained for a period of two years. The individual, if so desires may apply for reversion to his parent department/office within this period.

13. If an individual, after his application has been forwarded to Army Headquarters, is rendered surplus, the fact will be intimated to Army HQ immediately. Similarly if the individual is subsequently not desirous of his transfer, the request for withdrawal of his application will be forwarded to Army HQ without any delay.

14. No application for posting from one unit to another unit in the same station will normally be entertained. In special circumstances, however, such applications may be forwarded to Army headquarters for consideration explaining in detail the circumstances warranting special treatment.

15. No application will be withheld on the ground that the individual has not completed any specific period of service in the unit. In case a person has been transferred to a station of choice, his request for further transfer from that station will not normally be entertained except in special circumstances and that too only after he has served at that station for a period of 3 years.

16. Persons posted on compassionate grounds or on mutual basis will reckon their seniority in the new unit in accordance with the instructions contained in CPRO 73/73 as amended vide CPRO 11/75. They will travel at their own expense. Their pay will be fixed as per CPRO 30/82.

Application for posting on compassionate grounds

Name of the applicant

(in block letters)

Date of birth

Present appointment held

Name of the present unit

Location of present unit

Date from which serving in the  
present unit

Authority under which posted  
to present unit

Pay and grade of the present post

(a) Basic Pay

(b) Scale of Pay

Initial (First) appointment held

Name of unit where recruited

Date of initial appointment (recruitment)

Whether initially recruited through

Employment Exchange. If not, the reasons  
thereof (applicable to those who joined  
service prior to 1st July 1978)

Whether the individual is Scheduled

Cast/Tribe/Ex-serviceman/OBC/Handicapped.

Whether willing to accept equivalent  
post/grade in the same pay scale.

If so, mention the categories

Whether willing to accept lower post/grade

16. Names of stations where the individual is desirous of posting
17. Reasons for transfer (in case transfer is applied on medical grounds, medical certificate be attached)

Station \_\_\_\_\_

Date \_\_\_\_\_

Signature of Applicant

10038/-

Certificates by the OC Unit

a) Certified that the grounds on which Shri/Smt/Km \_\_\_\_\_ has applied for posting have been verified in \_\_\_\_\_ consultation with the civil authorities and found to be correct.

OR

Certified that I am satisfied of the genuineness of the grounds on which Shri/Smt/Km \_\_\_\_\_ has applied for posting to the station(s) of his/her choice.

Certified that on receipt of the posting order, and after ascertaining the availability of the vacancy from the receiving unit, \_\_\_\_\_ will be relieved \_\_\_\_\_

\_\_\_\_\_ is held \_\_\_\_\_  
17 days. \_\_\_\_\_  
Certified that Shri/Smt/Km \_\_\_\_\_  
\_\_\_\_\_ is held \_\_\_\_\_  
\_\_\_\_\_ the post sanctioned in the PE by the Government vide \_\_\_\_\_  
\_\_\_\_\_ dated \_\_\_\_\_  
\_\_\_\_\_ sent letter No \_\_\_\_\_

(Officer Commanding)  
Unit/Establishment

Annexure II Appendix 'E'

Joint application for mutual transfer

We, No (if any) \_\_\_\_\_  
 (present appointment) \_\_\_\_\_ pay scale \_\_\_\_\_  
 Name \_\_\_\_\_ of (Name of unit) \_\_\_\_\_  
 \_\_\_\_\_ (Location) \_\_\_\_\_, and  
 No. (if any) \_\_\_\_\_ (Name) \_\_\_\_\_  
 (present appointment) \_\_\_\_\_ pay scale \_\_\_\_\_  
 of (Name of unit) \_\_\_\_\_ (Location) \_\_\_\_\_  
 are willing for mutual transfer.

Date \_\_\_\_\_

(Signatures of the first individual)

Date \_\_\_\_\_

(Signatures of the second individual)

Countersigned

Station \_\_\_\_\_

Date \_\_\_\_\_

(Officer Commanding)  
Unit/Establishment of  
the first individual

Station \_\_\_\_\_

Date \_\_\_\_\_

(Officer Commanding)  
Unit/Establishment of  
the second individual