

PREFACE

1. These Regulations for the Territorial Army are issued under the authority of the Government of India and supersede the “Regulations for Territorial Army 1948” – (1976 Edition).
2. All concerned are responsible to ensure that these regulations are strictly observed and that any local instructions or regimental orders that may be issued are guided by their spirit and intention.
3. These regulations do not supersede or cancel any Administrative and Departmental Regulations, orders and instructions which are currently in force and which govern certain special provisions of purely administrative nature and are therefore not repugnant to the spirit of these regulations.
4. Users are expected to interpret and apply these regulations reasonably and with due regard to the interest of the service, bearing in mind that no attempt is either made to provide for necessary and self evident exceptions or for such matters as should be dealt with by local authorities.
5. Departmental and other Regulations are based on, and take their authority from these regulation. Should any variance arise between such regulations and the Regulations for the Territorial Army, the authority of the latter is paramount.

New Delhi

Secretary to the Government of India
Ministry of Defence

DEFINITIONS

In these Regulations unless inconsistent with the context :-

(a) The expression “Act” means the Territorial Army Act, 1948, and the expression “Rules” means the Rules made under the Territorial Army Act, 1948.

(b) The expression “Regulations” means the Regulations for the Territorial Army 1948, issued under the authority, of the Central Government :

(c) The expressions :-

“Enrolled”

“Officers”

“Non-Commissioned Officers”

“Prescribed”

“Regular Army”

are defined in Section 2 of the Act.

(d) The expression :-

“Form”

“Schedule”

“Training Year”

“Officer Commanding the Area”

“Provincial Unit”

“Urban Unit”

are defined in Rule 2 of the Rules.

2. All words and expressions used in these Regulations are defined in the Army Act 1950 or the Regulations for the Army 1987 and not hereinbefore defined: shall be deemed to have the meaning respectively attributed in them by that Act or those Regulations.

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REGULATIONS FOR THE TERRITORIAL ARMY, 194 (1976 EDITION)

CHAPTER – I CONSTITUTION, ORGANISATION, DISTRIBUTION AND ESTABLISHMENT

1. **Constitution** - The Territorial Army is constituted by the Territorial Army Act of 1948.
2. All persons enrolled under the Act are subject to its provisions and to the Territorial Army Act Rules made there under and to the Regulations for the Territorial Army, 1948.
3. **Organisation**- The Territorial Army may be composed of provincial and Urban units of the following arms of the service—

Armoured Corps.

Regiment of Artillery.

Corps of Engineers.

Corps of Signals.

Infantry

Army Service Corps.

Army Medical Corps.

Army Ordnance Corps.

Corps of Indian Electrical and Mechanical Engineers.

Army Postal Service.

4. **Service**-The liability of persons enrolled in the Territorial Army is as defined in Section 7 of the Act.
5. **Establishments**- The Peace Establishments of Territorial Army units will be the same as that of similar units of the regular army.

CHAPTER II-APPOINTMENTS AND DUTIES OF COMMANDERS AND STAFF

1. GENERAL :

6. **Establishment-Permanent Staff**-The establishments of the permanent staff are periodically reviewed and are notified under the authority of a Govt of India letter.

7. Permanent Staff to count against the Peace Establishment of Units—Officers, Junior commissioned officers, non-commissioned officers and other ranks employed on permanent staff will count against the Peace Establishment of the unit, they should, when possible, be regular army personnel but may be selected Territorial Army personnel employed on full time duty. Vacancies in the permanent staff will be reported by the officer commanding to the Command Headquarters who may temporarily fill the vacancy in the sanctioned establishment by attachment from a Regular unit pending the appointment of an officer, Junior commissioned officer or non-commissioned officer possessing the requisite qualifications.

8. **Terms and Conditions of Service-Permanent Staff**--Officers, Junior commissioned officers, non-commissioned officers and other ranks--The terms and conditions of service of the permanent staff are laid down in appendices VI and VII.

9. Duties of Permanent Staff--The duties of the permanent staff are :-

- (a) To instruct all Territorial Army ranks under the orders of the Commanding Officer.
- (b) To carry out such administrative duties as may be entrusted to them.

10. Deleted.

2. COMMANDING OFFICERS

11. **Command of Units**-The command of units will be held in accordance with the Peace Establishment of the unit by officers of the Territorial Army or regular army of the equivalent rank of those commanding similar units of the regular army.

12. **Tenure of Appointment on Permanent Staff--** The tenure of appointment of a commanding officer, except when otherwise ordered by Army Headquarters, will be as follows :-

- (a) Lt Col and above-4 years. In case of Territorial Army officer this may be extended upto 5 years under orders of Army Headquarters.
- (b) Major & below-3 years. In case of a Territorial Army officer this may be extended upto 5 years under orders of Army Headquarters: extension being granted for one year at a time.

Note-The above tenure will start afresh in the case of a Territorial Army Officer who is posted to a new appointment on the permanent staff in the same unit or in another unit either in the same rank or in a higher rank. In case the Commanding Officer employed on the permanent staff is the only officer in his rank in the entire establishment of the unit, the above tenure will not apply.

13. Deleted.

14. **Appointment of Commanding Officer--**The appointment of a commanding officer is classified as a regimental appointment.

15. **Duties of the Commanding Officer--**The commanding officer is responsible for the training, administration, health, maintenance of discipline, efficiency and the state of the accounts in the unit under his command; he will supervise and control all duties performed by those under his command. He is responsible for the security of buildings, armaments, equipment or other stores under his charge, and that they are complete, serviceable, and in accordance with the latest pattern and scale from which no deviation is allowed without the sanction of the Central Government. He will bring to the notice of his superior commander all defects, losses and damage which he is unable to rectify. It is the duty of every commanding officer to see that no soldier, or civilian employee, who is unfitted to perform his duties is retained in the service. He is responsible that all orders published by superior authority are conveyed to those under his command whom they may concern.

3. OFFICERS OTHER THAN COMMANDING OFFICERS

16. **Tenure of Appointment on Permanent Staff-**

- (a) The tenure of appointment of officers other than commanding officer, except when otherwise ordered by Army Headquarters, will be 3 years. In case of a Territorial Army officer the tenure may be extended upto 5 years under orders of Army Headquarters extension being granted for one year at a time.

(b) Reliefs will be so arranged as to ensure continuity of administration and training. The authority for the secondment or appointment of officer on permanent staff will be Army Headquarters.

Note - The above tenure will start afresh in the case of a Territorial Army Officer who is posted to a new appointment on the permanent staff in the same unit or in another unit either in the same rank or in a higher rank. In case such an officer employed on the permanent staff is the only officer in his rank in the entire establishment of the unit the above tenure will not apply.

17. Officers when not required for training or/and administrative duties with the Territorial Army will normally return to their own unit or group subject to such orders as may be issued from time to time. During the period of secondment of these officers the Territorial Army has at all times the prior claim on their service.

18. In the event of an officer being found unsuitable for duty with the Territorial Army unit, he will, with the approval of Army Headquarters, be returned to duty with the regular army.

19. **Duties-** Officers other than Commanding Officer- The duties of officer other than Commanding Officer are as prescribed for officers of their rank and appointment at paras 54,36,37,38,39 and 40 of the Regulation for the Army 1962.

20. **Sanctioning Authority – Territorial Army Officer-**

(a) The sanctioning authority for the appointment of Territorial Army officers as commanding officer, 2ND-in-Command, Adjutants and Quarter Masters, will be Army Headquarters.

(b) The sanctioning authority for the appointment of Territorial Army officers as Company commanders will be the Area/Div/Independent sub-Area/Independent Bde Gp/Independent Bde Commander or TA Group Commander concerned. Such appointment will be notified in Area/Div/Independent Sub Area/Independent Bde or TA Group Headquarters/ Independent Bde orders.

CHAPTER III-OFFICERS-APPOINTMENTS, PRECEDENCE, PROMOTION, RETENTION, SECONDING, RESIGNATION, TRANSFER, RETIREMENT AND RETENSION OF RANK

1. GENERAL

21. **Promotion, Transfer, Removal and Resignation-Officers-** The substantive promotion, retirement, removal and resignation of officers of the Territorial Army will be notified in the Gazette of India. Transfer will be notified in the Army Orders.

22. **Acting Promotion-Officers-** Acting promotions to appointments referred to in para 20(a) and extra regimental employments will be notified in the same manner as is in the case of regular officers.

23. Reserved.

2. APPOINTMENT

24. **Terms and Conditions-Officers-**The terms and conditions governing the appointment of officers (other than Medical) are given in Appendix VIII.

The terms and conditions for the appointment of medical officers are laid down in Appendix IX.

25. (a) **Counting of Service for Increments of Pay-**For purpose of increments of pay, officers will be permitted to count all commissioned service in the Territorial Army under Sec. 7(3)(a) (b) & (c) of the Act.

Note - On joining the T.A., officers will be allowed to count for purposes of increments of pay.

(i) Previous full paid commissioned service in the regular Armed Forces.

(ii) Previous called out or embodied service in full and 1/4th of other service in

(a) Indian Territorial Forces;

(b) Auxiliary Force (India);

(c) Army in India Reserve of Officers/Regular Reserve of officers;

(d) Royal Indian Navy Volunteer Reserve;

(e) Royal Indian Air Force Volunteer Reserve.

(iii) Previous service rendered in Field Service Area in full and 1/4th of the service otherwise rendered in the Defence of India Corps.

(iv) In the case of Burma Army Service including ABRO --ante date for purposes of increments of pay will be decided by the Government of India on the basis of the officer's suitability, competence, qualifications and length of service in the Burma Army.

(v) In the case of ex-Indian Army Officers, holding regular commission (including ex-AMC and late IMS, but excluding Veterinary and Dental) who were retired/dis-charged from service on account of their having joined the INA, full pay commissioned service rendered prior to capture as prisoners of war or upto the 15th February, 1942, whichever was earlier.

* (f) In case of TA Officers on recommissioning in the Territorial Army :-

(i) Previous called out or embodied service-- in full in the TA.

(ii) Unembodied Service in the TA. -- 1/4th

*(Auth : Mo 46347/GS/TA-3/3216/SO.II/D(GS.III) Govt of India Min of Def Dt 6th Jan 1972).

(b) **Probation-Officers**-Officers will remain on probation for a period of 3 years or till such time as they pass the Retention Examination whichever is later. Provided that ex-officers granted commission in the Territorial Army and exempted from passing the retention examination under para 11 of Appendix X to these Regs, will not be required to remain on probation.

26. Grant of ante-date to ex-VCOs/ JCOs and ex WOs class of the Regular Army ex-JCOs of the Territorial Army and ex Army Officers granted Commission in the Territorial Army:-

(a) Ex VCOs/JCOs and ex WOs I of the Regular down for acting promotion to the rank of Captain only, so long as the scheme of acting promotions is operative in the Territorial Army.

(b) Ex-Army Officers who were commissioned direct in the rank of Lieutenant in the Regular army on the basis of their previous service as JCOs/WOs and in the ranks will also be commissioned direct in the rank of Lieutenant in the Territorial Army and granted the benefit mentioned in para (a) above in addition to the benefit of their full pay commissioned service, admissible under these Regulations.

27. **Terms and Conditions-Junior Commissioned Officers-** The terms and conditions governing the appointment of junior commissioned officers (other than Medical) are given in Appendix VIII.

28. Reserved.

29. **Direct Commission-Junior Commissioned Officers (Medical)-**The conditions governing the appointment of junior commissioned officers in the Army Medical Corps are given in Appendix IX.

30. **Liability of Service-Medical Officers-**Officers of the Medical Services will be posted to Medical units constituted for the zone in which they are for the time being resident, and will be liable to be appointed in medical charge of units of the Territorial Army. When not so posted, they will be attached for training under the order and at the discretion of the Area or Div or Independent Sub Area or Independent Bde Group or Independent Brigade Commander to a military hospital or regular medical unit. Such attachment will be made, as far as circumstances permit, at such time and place as may be convenient to the officer concerned.

31. **Honorary Commissions-** High Government officials, Officers of the Army, Air Force and Navy and private gentlemen of good social position may be granted honorary commissions in the Territorial Army upto the rank of # 'Brigadier' by the Central Government.

(#Amended vide C.S. No 268/III/86)

31-A. **Honorary Aide-de-Camp-**

(i) Officers of the Territorial Army are eligible for appointment as Aide-de-Camp to the President of the Republic of India. Not more than one officer at a time, shall hold such an appointment which will be for a period of 5 years, but will terminate earlier on the holder's demise, demotion, discharge or retirement from the service or demission of office by the President.

*(ii) An officer will be granted a step of honorary rank on any substantive rank held by him on appointment as Aide-de-Camp to the President. The step higher rank granted shall however, not exceed the highest substantive rank that a TA officer can attain i.e., the rank of Brigadier.

*(Auth-- No. B/42446/TA-4/403/SO/D(GS-1) Govt of India, Min of Def, Dt 03 Apr 1998)

(ii) The rank of the officer for appointment as ADC to the President will be Lieutenant-Colonel or above.

31-B. Honorary Ranks to JCOs on retirement--Retired JCOs of the Territorial Army may be granted honorary rank upto the rank of honorary captain by the Central Government.

~31-C. TA NCOs and Sepoys, discharged on completion of term of engagement/retirement may be granted honorary rank up to Naib Subedar by the Central Government subject to the Terms and Conditions, given in Appendix III .

~(Auth : Case No-68913/GS/TA-3(a)/1665/81/D(GS-VI) Min of Fin(Def) uo No 1536/PD of 1981)

\$31-D. (i) Honorary Commission to Territorial Army Junior Commissioned Officers while in service will be awarded upto Honorary Lieuts and Honorary Captains twice in a year i.e. on Republic Day and Independence Day, based on the authorised strength of JCOs in Departmental and Non-Departmental TA Units. Over all figures of Honorary Commission will not exceed the ratio laid down from time to time. \$(Auth: C.S. No. 265/1/86)

** (ii) Grant of Honorary Commission to Territorial Army Junior Commissioned Officers while in service will be as per ratio given below :--

(a) Honorary Lieuts - 12 : 1000 JCOs

(b) Honorary Capts - 1 : 4 Honorary Lieuts

** (iii) Based on the above ratio, separate authorisation will be worked out for all the non-departmental TA Units. In the case of departmental TA units, those figures will be worked out based on the strength of each departmental unit. The overall figures of Honorary Commission will not exceed the ratio mentioned in Para (ii) above.

*(Auth : No 68913/GS/TA-3(a)/1653/B/D/(GS-VI) Govt of India, Min of Defence dated 16th Aug 1985)

32. **Local Rank-Officers**-The local rank in the Territorial Army may be given for special reasons on the recommendations of the Area/Div/Independent Sub Area/Independent BdeGp/Independent Bde Commander or TA Group Commander and subject to the sanction of the Chief of the Army Staff. Such a local rank will carry no additional financial benefits and will be surrendered as soon as the special reasons for which it was given cease to exist.

33. **Tenure of Appointment on Permanent Staff-Junior Commissioned Officers**--The tenure of appointment of a junior commissioned officer, except when otherwise ordered by Army Headquarters, will be 3 years. The tenure of a regular army junior commissioned officer may be extended upto 4 years under orders of the Officer-in-Charge Records/Engrs Group in the case of Armoured Corps, Coast Artillery, Corps of signals and Engineers units. In the case of a Territorial Army junior commissioned officer this may be extended upto 5 years under orders of Army Headquarters, extension being granted for one year at a time.

@Note-The above tenure will start afresh in the case of a JCO of the Territorial Army who is posted to a new appointment on the permanent staff in the same unit or in another unit either in the same rank or in a higher rank.

@(Amended vide Case No –55899/GS/TA-3(a)/1328/D(GS-VI) Min of Fin(Def) UO No 1262 of 1981)

~*34. **Tenure of Appointment and Promotion**-A Nb Sub Adj, Quartermaster, a MT JCO (Nb Sub), a Section Commander (Nb Sub) Mortar Section or a Section Commander (Nb Sub) MMG Section or any Nb Sub appointed on the permanent staff, when promoted to Subedar before the expiry of the tenure of his appointment, may with the approval of the Area or Div or Independent Sub Area or Independent Brigade Group or Independent Brigade Commander or TA Group Commander, be retained in the appointment for the normal tenure, if a suitable Nb Sub is not available.

~*(Auth : CS No – 1(1)/98)

3. PRECEDENCE

35. **Precedence-Territorial Army Officers**-The precedence of officers of the Territorial Army is determined by their rank and dates of appointment to that rank. The precedence of officers of the same rank will be determined on the basis of the dates of their substantive rank held and that of officers appointed to their substantive rank on the same date, in the order in which their names appear in the Army list.

36. **Seniority—Territorial Army Officers Vis-a-vis Regular Army Officer**—Territorial Army officers when serving with officers of the Regular Army will be junior to the Regular Army Officers in the same rank except that a Territorial Army Officer holding a substantive rank will be senior to a regular Army officer holding the same rank in an acting capacity.

Exception : In the case of a Rly Engrs Group (TA), its 2IC will be deemed to be senior the the Adm Officer of that unit.

37. **Precedence—Junior Commissioned Officers—**

(a) The seniority of TA JCOs amongst themselves will be determined as under :-

(i) In the case of Naib Sub and -- From the date of commission acting Subedars/Risaldars.

(ii) In the case of substantive Sube-- From the date of substantive rank Subedars/Risaldars/Subedar Majors/Risaldar Majors

(c) Regular Army Junior Commissioned Officers, When serving with Territorial Army Junior Commissioned Officers, will be allowed an ad hoc weightage of four years ante-date for the purpose of determining their seniority vis-a-vis Territorial Army JCOs Subject to this proviso both Regular Army and TA JCOs will take seniority from their respective dates of commission/substantive rank.

4. PROMOTIONS

38. (a) **Promotion—Officers other than Medical**—Officers (other than medical) will be eligible for promotion if qualified and recommended as follows :--

Substantive promotion—(i) by time-scale to the rank of Lieutenant, Captain and Major completing #3, 7 and 13 years service respectively from the date of first commission or from the date from which service for promotion reckons irrespective of vacancies.

#(Auth CS No-273/I/88)

(ii)**Substantive promotion by time scale to the rank of Lt Col will be granted to Territorial Army Officers after completing 23 years of commissioned service or 21 years embodied service, from the date of first commission or from the date from which service for promotion reckons but subject to their full filling the criteria as

prescribed by Army Headquarter for promotion to the time scale Lt Col. Time scale Lt Col will be retired from service on completion of two years tenure in that rank or on attaining 54 years of age, whichever is earlier but not before 52 years of age.

** (Auth CS No-267/II/86)

(iii) All service in the Territorial Army and previous full time commissioned service in the regular forces and previous commissioned service in the Indian Territorial Force, Auxiliary Force (India), Army in India Reserve of Officers /Regular Reserve of Officers, Royal Indian Navy Volunteer Reserve, Royal Indian Air Force Volunteer Reserve and the Defence of India Corps to count towards promotion.

Notes—(i) In the case of Burma Army Service including ABRO antedate will be decided by the Government of India on the basis of the officer's suitability, competence, qualifications and length of service in the Burma Army.

(ii) Ex-Indian Army officers holding regular commissions in the Indian Army who were retired/discharged from service on account of their having joined the Indian National Army will be granted from the date of their commission in the Territorial Army the substantive rank held by them in the Indian Army at the time of capture as prisoner of war or on 15th February 1942, whichever was earlier. Service rendered by such officer in that rank prior to the date of capture as

prisoner of war or on 15th February 1942, whichever was earlier, will reckon towards seniority in that rank. All full pay commissioned service rendered by them prior to capture as prisoner of war or upto 15th February 1942, whichever was earlier, will reckon towards time scale of promotions.

- (b) Promotion to the rank of Lieutenant Colonel will be by selection to fill vacancies in a fixed establishment. Only substantive Major with a minimum of 18 years of reckonable service, will be eligible for such selection.

(c) Territorial Army Officers will be eligible for promotion by selection to the substantive rank of Colonel against specific vacancies after completion of 22 years service.

(d) *Acting Paid Ranks*—(A) Acting promotions in the Territorial Army will be regulated as follows—

(I) (a) An officer selected to fill an appointment carrying a rank higher than his substantive rank will be granted acting promotion to the rank carried by the appointments, provided he possesses the following minimum reckonable service as a commissioned officer :--

Rank to which acting promotion is made	Total minimum service as commissioned officer
Captain	5 years
Major	7 years
Lieut-Colonel	13 years
Colonel	16 years
Brigadier	20 years

##(i) The minimum service limits for acting promotion to the rank of Captain and Major for TA Officers serving in the concessional areas and in receipt of service concessions will be as under, whether there is actual fighting in the areas or not :-

(aa) To Captain - 4 years.

(ab) To Major - 5 years.

(ac) The competent authority to make such promotions will be the officer commanding of the rank of Lt Col or above where there is actual fighting and TA Group Commander or above where there is no fighting.

##(Auth : No 34366/GS/TA-3(a)/1370/SO III/D/GS-III
Govt of India, Min of Def, Dated 11th May 1972)

(ii) All periods of previous service for substantive promotion will count towards the reckonable service limits mentioned above rendered prior to the date of discharge from the Indian Army.

- (iii) In the case of ex-INA, officers mentioned at item (iii) of the 'Note' under sub-para (a) above the Government of India may in exceptional cases, initially grant, on the advice of the Chief of the Army Staff and on the merits of each case, to an officer acting rank higher than the substantive rank in which commissioned in the Territorial Army.

- (iv) In the case of ex-Indian Army officers who formerly held non-regular commissions and who were retired/discharged from service on account of their having joined the INA the above conditions will however, be modified to the following extent only—
 - (aa) They must have the total minimum service as commissioned officer prescribed above inclusive of commissioned officer service previously. Rendered prior to the date of discharge from the Indian Army.

(v) In addition, an officer will be requisitioned to serve for the period prescribed below in a rank before becoming eligible for the grant of acting promotion to the next higher rank.

To A/Capt—After completion of 2 yers service in the rank of Lt.

To A/Major—After completion of 2 years service in the rank of Capt.

To A/Lt Col—After completion of 6 years service in the rank of Major.

Note—No acting promotion will be admissible to the rank of Lt in the case of non-Medical officers.

(vi) An officer may, in relaxation of the service limits laid down in (i) and (ii) above, be granted at the outset an acting rank not higher than the substantive or war substantive rank held by him at the time of discharge from the Indian Army. In exceptional cases, the Government of India may, on the advice of the Chief of Army Staff and on the merits of each case, initially grant to an officer acting rank higher than substantive or war substantive rank held at the time of discharge from the Indian Army. No officer will be entitled to claim acting promotion as a matter of right.

Note—The appropriate Selection Board is empowered to relax the service limits prescribed above for promotion to the rank of Lieutenant Colonel in exceptional circumstances.

(b) The possession of the minimum service limit prescribed in para (1) (a) above by an officer will not confer on him any right to claim acting promotion. Such promotion will only be granted when an officer is actually selected to fill the appointment in the rank it carried and not when hemerely carries out the duties attached to it as an interim arrangement. This is to be regarded as a working principle and it will be entirely for the competent authority prescribed in para 20 sanctioning the higher acting rank to satisfy it self that justification for the grant of acting rank exists.

(c) An officer who is posted to an appointment carrying a rank for which he has not the minimum qualifying service laid down in sub-para (I) (a) above, will not be granted the paid acting rank carried by the appointment, but will hold it in the paid acting rank appropriate to his length of service. On his completing the prescribed service limit he will hold the rank carried by the appointment.

(d) Where an appointment carries alternative ranks acting promotion will be granted in the lower rank.

*(II) As an exception to the rules in (I) above, acting promotion of officers in Railways, Signals (P&T), Docks and Inland Water Transport E&M, IOC, ONGC and other Departmental units, the recruitment to which is confined to the serving employees of Government departments, Port authorities and Government undertakings, or of those possessing the required technical qualifications, who are commissioned from civil status, will be governed under the following conditions :--

*(Auth : CS No-262/1/84)

(i) These officers may be granted acting ranks commensurate with their civil status to the extent authorised in the establishment.

(ii) They should be duly recommended by their respective departments, if any.

(iii) The deciding authority in these cases will be the Central Government.

(B) The rules for retention and relinquishment of paid acting ranks will be the same as for the regular army officers as amended from time to time except the 21 days rule. Acting ranks will be granted immediately on appointment and officers will become eligible to draw the pay and allowances of the acting ranks so granted as soon as their service in the Territorial Army under training and embodiment adds upto 21 days and the drawal of additional pay and allowances will be with retrospective effect from the date of such appointment. For this purpose the services in the Territorial Army need not be 21 consecutive days and it will not be essential that this service amounting to 21 days should be rendered within any specific period. An officer holding an acting rank when posted to another appointment carrying an equivalent or higher rank will, for purposes of retention of acting rank during transit period, be governed by the same rules as the officers of the regular army.

(C) Officers seconded from the regular army to fill vacancies in Territorial Army units will continue to be governed for purposes of acting promotions, pay and allowances by the rules applicable to them in accordance with their terms and conditions of service in the regular army.

39. **Promotion—Medical Officers**—Medical Graduates with full registerable medical qualifications recognised by the Indian Medical Council under Section II(i) of the Indian Medical Council Act 1933 and registered in India under one of the provincial Acts or possessing a foreign medical qualification recognised by the Indian Medical Council and in medical category 'AYE one' will be granted commission in the Army Medical Corps (Territorial Army) in the rank of Captain. They will be eligible for substantive promotion if qualified and recommended, to the rank of Major after 10 years of service. All previous commissioned service as a medical officer will count towards promotion, provided he was in possession of registerable medical qualifications in accordance with para 1(b) of Appx IX. Further promotion will be by selection. Rules for acting promotion will apply as in the case of other officers of the Territorial Army.

Ex AMC Officers and those who hold Commissions in the late IMS, but excluding Veterinary and Dental who are retired/discharged from service on account of their having joined the

INA will be governed by item(v) of note under para 25(a) and sub para (c) (A) (I) (a) of para 38 of these Regulation.

40. Promotion—Junior Commissioned Officers—The promotions of junior commissioned officers will be governed by establishment and as a rule will be made in accordance with their seniority in the unit, but in the interest of particular units it may be necessary to promote or appoint officers who are not next in seniority, or who have not served in the lower ranks.

When recommending a promotion by which a junior commissioned officer will be superseded, the commanding officer will state in writing the circumstances which have led to such recommendations. This statement will be forwarded to the Area/Div/Indep Sub-Area/Indep Bde Gp/Indep Bde Commander or TA Group Commander.

The promotion of Territorial Army JCOs will be carried out on a substantive basis only except during the period of embodiment for service under Rule 33, Territorial Army Act Rules 1948. The pay and allowances appropriate to the higher substantive rank will be admissible with effect from the date of grant of such rank.

During the periods of embodiment for service mentioned in para 1 above, the same rules regarding substantive as well as acting ranks, as laid down for the corresponding ranks in the Regular Army, will be applicable.

41. Promotion Examination—Officers—Lieutenants and Captains will be required to qualify for promotion to the next higher substantive rank. Details of the examination are shown in Appendix V.

5. RETENTION

42. Retention Examination—Officers—An officer of the Territorial Army will not be permitted to remain in the service if at any time during the first four years of his commission he is found unsuitable for retention. If he fails to pass the retention examination within four years from the date of his appointment, he will be permitted to resign and if he declines to do so he will be removed. An extension of the term can only be justified on special grounds beyond the officer's control.

43. **Retention Examination—Junior Commissioned Officers granted direct commissions**—A Junior Commissioned Officer who has been granted direct commission will not be permitted to remain in service, if at any time during the first four years of his commission he is found unsuitable for retention. If he fails to pass his retention examination within four years from the date of his appointment, he will have the option to revert to the rank of Havildar/Dafadar failing which he will be discharged from service. An extension of the term can only be justified on special grounds. Details of retention examination are shown in Appendix XI.

6. SECONDMENT

44. **Secondment—Officers and Junior Commissioned Officers**—An officer or a junior commissioned officer of the Territorial Army may be seconded from his unit for a period not exceeding three years, if employed in any special appointment approved by the General Officer Commanding-in-Chief subject to the approval of the Chief of the Army Staff.

7. RESIGNATION

45. **Application for Resignation—Officers and Junior Commissioned Officers**—The application of an officer or a junior commissioned officer to resign his commission will be forwarded through the normal channels to Army Headquarters. When forwarding the application, the Commanding Officer will also forward the usual 'No demand' certificate (Indian Army Form A-450) together with his remarks, stating whether—

- (a) All regimental claims have been paid.
- (b) He is aware of any outstanding public claim on account of outfit allowance or other service.
- (c) There is any objection to the resignation being accepted.

46. **Resignation on Medical grounds—Officers and Junior Commissioned Officers**—No officer or junior commissioned officer will be permitted to resign his commission on the grounds of ill-health save on the certificate of a medical board appointed by the Area/Div/Independent Sub Area/Indep Bde/Gp Commander or TA Group Commander for this purpose.

47. **Discharge of an Officer or a Junior Commissioned Officer and Liability under Section 6(2) of the Territorial Army Act**—An Officer, or a junior commissioned officer who applies for

permission to resign his commission, or whose services are dispensed with, is not released from his military obligations as an officer of the Territorial Army until he has been duly discharged. Such discharge will not release him from his liabilities under Section 6(2) of the Act or from civil liabilities in regard to any public claims against him.

48. Reserved.

8. TRANSFER

49. **Transfer—Officers and Junior Commissioned Officers—** Transfer of officers and junior commissioned officers will be governed by Rule 13.

9. RETIREMENT

50. **Retirement—Officers and Junior Commissioned Officers—** Officers and junior commissioned officers will be retired from the Territorial Army in accordance with the provisions of Rule 14(c).

10. RETENTION OF RANK

51. **Retention of Rank and Wearing of Uniform—Officers—**
 (a) Serving officers, and ex-officers of the Territorial Army, who, on termination of their commissions or on resignation etc, have been granted permission by notification in the Gazette of India to retain their rank are entitled to the style and use of their rank at all times should they so desire. The use of military titles by Government servants in civil employ is subject to instructions issued by the Central Government.

\$(b) (i) An officer on retirement from the TA will be granted the privilege of retaining his rank and wearing the uniform of the Corps in which he last served, if he is recommended by his Commanding Officer and local military authorities.

(ii) An officer on resigning his commission in the TA will be granted this privilege if he has 15 years service including service in the TA, the Army, Navy, Air Force, auxiliary forces of the three services and the erstwhile state forces or has five years aggregate embodied service in the TA and subject to having been recommended by his Commanding Officer and local military authorities.

\$(Auth : No B/55417/TA-41869/TA-4/16/B/D(GS-I) Govt of India, Min of Def, Dated 15th July 1993).

2. Cases of officers who have already retired or resigned their commissions will be decided accordingly.

Recommendation accompanied by a statement of services will be forwarded through the usual channels to Army Headquarters.

The conditions laid down in paragraph 132 regarding the wearing of uniform will apply.

52. Retention of Rank and Wearing of Uniform—Junior Commissioned Officers—Junior commissioned officers may be permitted to retain rank as below :-

- (a) A Subedar-Major/Risaldar-Major may be permitted to retain his rank on resignation on completion of the tenure of appointment as laid down in paragraph 33.
- (b) A Subedar/Risaldar or Jemadar who is recommended by his Commanding Officer and Area/Div/Indep Sub-Area/Indep Bde Group/Independent Brigade Commander may, after 5 years commissioned service and 15 years total service (including service in the regular army and the Indian Territorial Force, be permitted to retain the rank of Subedar/Risaldar or Jemadar respectively.
- (c) A Junior commissioned officer holding honorary rank may be permitted to retain such honorary rank on resignation under conditions similar to those laid down for officers.

Recommendation accompanied by a statement of service will be forwarded through normal channels to Army Headquarters.

The conditions laid down in paragraph 132 regarding the wearing of uniform will apply.

CHAPTER IV-OTHER RANKS-RECRUITING, ENROLMENT, PROMOTION, TRANSFER AND DISCHARGE

53. **Recruitment**-Recruiting for the Territorial Army will be carried out through the existing Recruiting organisations for the regular army and in addition, by the officer commanding Territorial Army units and Unit Recruiting Parties.

54. **Eligibility for Recruiting**- Recruiting to the Territorial Army will not be confined to any class or classes but will be open to all Indian nationals of Indian Domicile subject to the necessary medical standards..

55. **Recruiting-Zonal-Divisions**- Recruiting will be on zonal basis as under :-

Zone I-The States of HARYANA, HIMACHAL PRADESH, JAMMU & KASHMIR, PUNJAB and the Union territory of DELHI.

Zone II-The state of BIHAR, MADHYA PRADESH, ORISSA and UTTAR PRADESH.

Zone III-The States of ASSAM, MEGHALAYA, MANIPUR, TRIPURA, NAGALAND, SIKKIM, WEST BENGAL and the Union territories of ANDAMAN and NICOBAR ISLAND, MIZOROM and ARUNACHAL PRADESH.

Zone IV-The State of ANDHRA PRADESH, GUJRAT, KERALA, TAMIL NADU, MAHARASHTRA, KARNATAKA AND RAJASTHAN and the Union territories of DADRA and NAGAR HAVELI, GOA,DAMAN & DIU, LAKASHADWEEP and PONDICHERRY.

2. ENROLMENT

56. **Condition, period and Method of Enrolment**- The conditions, period and method of enrolment and application for the enrolment will be as defined in Section 6 of the Act and as prescribed in Rules 4, 5, 6, 7, 8, 9, 10 and 11.

57. **Medical Standards**-(a) The medical standards are laid down in Appendix XII.

Educational and Technical Standards-(b) The educational and technical standards will be as laid down from time to time.

58. Discharge on Medical Ground-(a) When a recruit while undergoing training is found to be suffering from a disability likely to prevent him becoming an efficient soldier he will be medically examined, and, if found unfit, discharged under Rule 14(b) (iv).

(b) The discharge of other Ranks of Territorial Army on medical grounds under TA Rule 14(b)(iv) read with TA Rule 15 will be carried out on the recommendation of an Invalidating Medical Board.

3. PROOF OF A RECRUIT'S WILLINGNESS TO SERVE

59. Proof of Recruit's Willingness to Serve – In the absence of evidence to the contrary, the fact that a recruit has signed the enrolment form, or recorded his thumb impression thereon, and that this has been witnessed is proof that he has expressed his willingness to serve.

4. PROMOTION OF NON-COMMISSIONED OFFICERS

60. Promotion-Non-Commissioned Officers- Promotion to non-commissioned rank within sanctioned establishment of the corps or unit rests with the commanding officers.

The promotion of TA personnel to NCO is carried out on a substantive basis only except during the period of embodiment for service under Rule 33. Territorial Army Act Rules 1948. The pay and allowances appropriate to the higher substantive rank will be admissible with effect from the date of grant of such rank.

During the period of embodiment for service mentioned as above, the same rules regarding substantive as well as acting rank, as laid down for the corresponding ranks in the Regular Army, will be applicable.

Paid lance appointments of Territorial Army personnel will, however also be made. The rules and conditions applicable to Regular Army personnel for such appointments will also apply to Territorial Army personnel. The conditions of having rendered 28 days continuous service in the appointment will not be necessary in the case of lance appointments in the Territorial Army for the grant of pay and allowances of such an appointment, ie,

the additional pay and allowances of the appointment will be admitted with retrospective effect for the period such appointment is held as soon as service rendered in the appointment under training and embodiment adds upto 28 days.

61. Recommendation for Promotion to Non-Commissioned Officer by Company Commander- No soldier will be promoted nor will a non-commissioned officer be confirmed in his rank unless he is recommended by his company commander, who must certify that-

- (a) he is a capable instructor according to his rank in the military duties appertaining to his arm of the service.
- (b) he possesses according to his rank a competent knowledge of drill, discipline, duties on guard and duties relating to the interior economy of his unit.
- (c) his character and general qualifications are such as to fit him for promotion.

62. **Promotion Examination :-** Details of the examination to be passed by non-commissioned officers before promotion to junior commissioned officer are shown in Appendix XIII.

5. APPOINTMENT AND TRANSFER

63. **Appointment and Transfer-** The rules governing appointment and transfer are as prescribed in Rules 12 and 13.

64. **Allotment of Personal Numbers-** A personal number will be assigned to every man on appointment to a unit of Territorial Army. A number that becomes vacant will not be filled up.

6. DISCHARGE

65. **Rules Governing Discharge and competent Authority-** The rules governing discharge and the authorities competent to authorise discharge are as defined in Section 8 of the Act and as prescribed in Rules 14, 15, 16 and 17.

CHAPTER V-DISCIPLINE, OFFENCES, PUNISHMENTS, ETC

1. GENERAL

66. Application of the Provisions of the Regulation for Army 1987- When not at variance with these regulations, the provisions of the Regulations for the Army 1987 apply to all ranks of the Territorial Army when subject to military law.

67. Application of the Provisions of Army Act 1950- Officers and Junior commissioned officers become subject to the Army Act, 1950, when doing duty as such, vide section 9 of the Act.

Enrolled persons become subject to the Army Act, 1950, when called out, embodied or attached to the Regular Army. The extent to which the provisions of the said Act and of Army Rules, 1954, apply to them will be found in Rule 34 and Schedules II and II-A of the Territorial Army Rules.

Officers, junior commissioned officers, warrant officers and enrolled persons of the Regular Army who are serving with the Territorial Army units, are subject to the Army Act, 1950, at all times.

Section 34 to 74, 80 to 85 and 89 of the Army Act 1950, as modified by rules 24 and Schedules II and II-A of the Territorial Army Rules, Chapter VI and VII of the Indian Penal Code, and paragraphs 85 to 91 and 93 of these Regulations will be read over to all personnel of every unit of the Territorial Army when first assembled for training and at such other times as the CO may deem expedient.

68. Meetings and Memorials- Meetings will not be held-nor memorials drawn up on any matter affecting discipline or the expenditure of money received from public funds. No meetings, except those called together by or under the authority of the commanding officer, will be recognised.

69. Unauthorised Organisations- No one belonging to the Territorial Army, while subject to the Army Act, 1950, by virtue of the provisions of Section 2(I)(e) of that Act or Section 9 of the Act, is permitted, without the express permission of the Central Government, to take official cognizance of or to attend, ad-

dress or take active part in any society, institution or organisation that is not recognised as a part of the Armed Forces of the Union. The Central Government has, however, under the provisions of Army Rule 19, decided to permit members of the Territorial Army to continue to remain members of a trade union or a labour union, recognised by it or by a State Government provided that during the period they are subject to the Army Act, 1950, they shall not attend, address or take active part in the affairs of the union.

70. Political Matters—No person subject to Military Law in India is permitted to speak or appear on the platform at, or take any active part in any meeting or demonstration held for party or political purpose, or act as a member on a candidate's election committee or in any way actively to prosecute a candidate's interest, or to belong to or subscribe in aid of any political association or movement, until he has retired resigned or been discharged. Nor may he issue an address to electors or in other manner publicly announce himself or allow to be publicly announced as a candidate or as a prospective candidate for election for any political constituency, until has retired, resigned or been discharged.

This paragraph does not apply to officers and soldiers of the Territorial Army in peace, but does apply when they are embodied or called up for service in war.

Officers and soldiers will not take part in or attend any political meetings or demonstrations in uniform, nor will they discuss political questions in speeches at military gatherings, such as dinner, prize distributions, concerts and the like, whether their attendance there at is or is not in uniform.

71. Communications to the Press—An officer or soldier of the Territorial Army is forbidden to publish in any form whatever or communicate, either directly or indirectly to the press, any military information, or his views on any military subject, without special authority, and he will be held responsible for all statements contained in communication to his friends which may subsequently be published in the press or otherwise.

72. Compliments and Censure—Deliberations or discussions by officers and soldiers of the Territorial Army with the object of conveying praise, censure, or any mark of approbation towards their superiors or any other in Government service are prohibited.

73. **Petitions and Complaints**—An officer or soldier who wishes to obtain redress for any grievance under which he conceives himself to be suffering, or, who wishes to make a petition of any sort, will do so through the proper channels. He will lay his complaint before the platoon or company commander, as the case may be, who, if unable to deal with the case himself, will refer it to the next higher authority. An officer or soldier may also make any complaint to any inspecting officer through his commanding officer. These methods of complaint will alone be recognised, and an officer or soldier is forbidden to use any other method of obtaining redress for a grievance real or supposed. Anonymous complaints are strictly forbidden.

74. **Appeals and Memorials**—Appeals or memorials to the Central Government will be submitted through normal channel. All memorials will be couched in respectful language, treating only of matters personal to the memorialist and will conclude with specific prayer. They may be written or printed but must, with all accompanying documents, be properly authenticated by the signature of the memorialist on each sheet.

75. **Laudatory Orders**—The publication of laudatory orders on officers quitting a station or relinquishing an appointment is strictly forbidden.

76. **Gift**—No presentations of plate, swords and the like to individuals will take place without the previous sanction of Army Headquarters.

77. **Compliments**—Members of the staff will not allow themselves to be complimented, either directly or indirectly, by presents or collective expressions of opinion, from persons who are serving in the unit to which they are or have been posted or attached. The presentation of testimonials either directly or indirectly is strictly prohibited.

78. **Reproof**—An officer will not reprove a non-commissioned officer in the presence or hearing of the non-commissioned officer's subordinates, unless it is necessary for the benefit of example that the reproof be made.

79. **Relinquishment of Rank(Non-Commissioned Officers)**—A non-commissioned officer may, with the consent of his commanding officer relinquish his rank and revert to the rank or position he previously held or to any lower rank.

80. **Conduct—Officers**—An officer of any rank will adopt towards his subordinates such methods of command and treatment as will not only ensure respect for authority, but also foster the feelings of self-respect and personal honour essential to military efficiency. Non-commissioned officers will be guided by the foregoing principles in dealing with each other and with their subordinates. They will avoid the use of intemperate language or the adoption of an offensive manner.

81. **Change of Address—Notification of**—Any member of the Territorial Army who changes his place of residence, must notify his change of address in accordance with the provisions of Rules 12 and 13.

82. **Obligation to bring Dishonesty to Notice of Superior**—It is the duty of every person in military employ to bring at once to the notice of his immediate superior any case of dishonesty, fraud or infringement of orders that may come to his knowledge.

83. **Venereal Disease**—In every Territorial Army unit there will be a standing order directly that a person subject to the Territorial Army Act who is suffering from venereal disease will report himself sick without delay.

The order will be communicated to all ranks when called up for Recruit or Annual Training. Care will also be taken that the order is specially brought to the notice of all recruits on joining their units. The above order will be communicated to all ranks of urban units at three successive roll calls at least every three months.

2. OFFICERS MESSES

84. **Organisation and Discipline—Officer's Mess**—If an Officers' Mess is established in a unit under the authority of the Commanding Officer, that officer will be responsible that it is organised on the lines laid down in the Regulations for the Army 1987 and that discipline is maintained and that accounts are properly kept and audited.

3. OFFENCES, PUNISHMENTS, ETC.

85. **Discipline—Regular Army Personnel Seconded to Territorial Army**—Military offences committed by personnel of the regular army when serving in the Territorial Army, shall be dealt

with by the Commanding Officer of the Territorial Army unit to which such personnel are seconded for service, in accordance with the Army Act, and Regulations for the Army 1987.

86. Military Custody, Summary Trial and Punishment—The rules governing the military custody, summary trial and punishment of all enrolled persons when embodied or otherwise undergoing military training, are as defined in section 9 of the Act as modified in Schedules II and II-A of the Rules.

87. Offences and Punishments peculiar to Urban Unit—The offences peculiar to members of Urban units when not embodied for training are specified in Rule 28. The method of disposing of, and the summary punishments for these offences, are specified in Rule 29, 30 and 31.

88. Reduction of Non-Commissioned Officer on Conviction by civil power—When a non-commissioned officer of the Territorial Army is convicted by the Civil Power of any offence, the case will be reported to the Area/Independence Sub –Area/Independent Brigade Group/Independent Brigade Area/Independent Bde Commander who, if he considers it advisable, may order the reduction of the offender.

89. Reduction of Non-Commissioned Officer when not subject to Army Act-- When not subject to the Army Act a non-commissioned officer of the Territorial Army may be reduced to a lower rank or to the ranks by the Area or Independent Sub Area or Independent Brigade group or Independent Brigade Area or Independent Brigade Commander for any sufficient reasons, including inefficiency.

90. Fines-Imposition and Recovery—A fine which may extend to hundred rupees may be inflicted, as specified in Section 10 of the Act, by the commanding officer as prescribed by Rule 25 and such fine may be recovered in the manner prescribed in Rule 26.

91. Discipline—Civilian Personnel—Civilian personnel employed with the Territorial Army units, will, for purposes of discipline, be governed by the rules applicable to other civilians paid from Defence Services Estimates.

92. Revision of Summary Punishment—(a) If any punishment awarded by a commanding officer of an Urban unit dealing

summarily with a charge appears to a superior officer, as hereinafter defined, to be wholly illegal, then the superior officer shall direct that the award be cancelled and the entry in the records of the accused be expunged.

(b) If such punishment appears to a superior officer as hereinafter defined, to be in excess of the punishment authorised by law for the offence, then the superior officer may vary the punishment awarded so that it shall not be in excess of the punishment authorised by the law, and the entry in the records of the accused be varied accordingly.

(c) If such punishment appears to a superior officer as hereinafter defined, to be too severe having regard to all the circumstances of the case, then the superior officer may remit the whole or a part of the punishment awarded, and such remission shall be entered in the record of the accused; provided that such power of remission shall be exercised by a superior officer within a period of two years from the date of the award.

(d) The expression “superior officer” means, with respect to punishments awarded by a commanding officer, any officer superior in command to the commanding officer who awarded the punishment.

(e) For the purpose of reviewing summary punishments awarded by a commanding officer, and which are found to be wholly illegal, an officer-in-charge records may exercise the power of superior officer. Such powers will not however, be exercised for the purpose referred to in sub-paras (b) and (c) above.

4. ABSENCE

93. Failure to Report for Training or for Service—A member of the Territorial Army, who fails to attend Recruit or annual training in accordance with TA Rules 19 and 20 and whose absence has not been satisfactorily accounted for, renders himself liable to punishment under the Army Act, 1950, or under Section 10 of the Territorial Army Act, 1948 or under Territorial Army Rules 29 to 31, as the case may be. One failing to report for service when called upon to do so in accordance with Territorial Army Rule 33 will be an absentee without leave and will be liable to punishment under the Territorial Army Act, Section 10, or the Army Act 1950.

CHAPTER VI—TRAINING

1. TRAINING

94. **Responsibility of Training**—The Area/Div/Independent Sub Area/Independent Brigade Group/Independent Brigade Area/Independent Brigade Commander/TA Group Commander is responsible for the training of all Territorial Army units whose headquarters are located in the area under his command.

95. **Arrangement for Training Classes**—General Officers Commanding-in-Chief, Commands, will in conjunction with Area/Div/Independent Sub Area/Independent Brigade Group/Independent Brigade Area/Independent Brigade Commander, arrange such classes at training centres in their command as may be necessary, within the limits of the funds available, and publish the places and dates of assembly as necessary.

96. **Principles of Training**—(a) In the limited time available for the training of the Territorial Army in peace, it is not to be expected that, as a whole, it can be trained up to the standard of regular troops, though of course that should be the standard to be aimed at continuously. The training should, therefore, be directed to laying the foundation on which more extended training can be based and should be confined wholly to such elements as are essential to success in war. Basic principles of training can only be laid down here. Training directives, which will vary in accordance with the type of unit, and of necessity, be altered in order to keep abreast of the latest developments both in weapons and methods of warfare, will be issued from time to time by Army Headquarters.

(b) In the case of technical units, efforts must be made to enrol personnel with the requisite technical qualifications in order to cut short the period required to bring a unit up to operational standards.

(c) Basic military training will be imparted to personnel of technical units before proceeding with their further technical training.

(d) Training must be as realistic as possible. Distinction must be made in the methods of training for personnel who have the requisite qualifications and those starting from scratch, e.g., it would be a waste of time to impart preliminary instruction to an

ex-serviceman in handling of a weapon in which he has attained proficiency prior to his release or discharge from the regular army. Similarly in the case of technical units, personnel should be so grouped so that the standard of proficiency of those in any one group undergoing training is approximately the same. Thus time can be saved and instruction imparted in accordance with the requirements of individuals.

During training stress should be laid:

- (i) on the adaptability and liveliness and readiness to handle diverse equipment;
- (ii) on initiative and building up of character and self-confidence;
- (iii) upon the cleanliness of the body, of clothing and of one's surroundings;
- (iv) upon physical fitness, nerve and determination.
- (v) upon producing an efficient body of officers and non-commissioned officers to serve both as instructors and leaders;
- (vi) on thoroughly instructing the rank and file, at first individually and then in small tactical units.

97. **Objects of Training**—Territorial Army units, in order that they may fulfil their functions satisfactorily, must be sufficiently trained in time of peace :--

- (a) to be able, after a short period of intensive training, to relieve the regular army, in time of war or national emergency, of garrison, internal security and other less exacting duties, and later, to take their places in the field beside the regular army for the defence of their country, and
- (b) in the event of internal disturbances, to act in support of the Civil Power.

98. **System of Training**—The essential feature of efficient training is that it should be systematic and progressive, which can only be assured by the adoption of the training system as laid down in the various training manuals, under which regimental officers, warrant officers and non-commissioned officers are responsible to their commanding officer for the success of this and carrying out entirely the training and instruction of their own

men. The system will be materially assisted by the arrangement of a definite scheme of instruction for each sub-unit by its commander under the general supervision of the commanding officer.

99. **Success of Training**—The success of the training will depend on the standard of military knowledge amongst the officers, warrant officers and non-commissioned officers and on their ability to instruct their men intelligently. It is one of the most important of a commanding officer's duties to ensure that all his officers and non-commissioned officers are thoroughly trained both as commanders and as instructors of their subordinates. He must ensure that they are afforded facilities for obtaining the necessary instruction and that they avail themselves of these facilities.

100. **Responsibility for Training**—(a) It is the duty of the sub-unit commanders, assisted by the Adjutant and Staff, to give instructions, under the orders of the Commanding officer.

(b) The second-in-command under the orders of the commanding officer is especially charged with the thorough instruction of officers in their duties and with their preparation for examination. The fact that courses are to be arranged by Sub-Area or higher authorities to assist officers to acquire further knowledge of their profession in no way absolves him from the duty of instructing officers of all ranks.

101. **Instructional staff from the Regular Army**—Instructional staff may be seconded from the regular army to a unit or a group of units of the Territorial Army. Their duties, in so far as the training of the unit is concerned, are mainly those of instructing, under the orders of the commanding officer, the officers, warrant officers and non-commissioned officers of the unit, and of supervising the instruction given by them to the men.

102. **System of Instruction**—The instructional staff may also be used when necessary for the elementary training of recruits. But the system to be aimed at, as far as possible, is that officers should be the instructors of their own warrant officers and non-commissioned officers, and that officers, warrant officers and non-commissioned officers, and the instructional staff, should instruct their own men. By this means only can officers, warrant officer and non-commissioned officers acquire the habit of command and powers of instruction and become, as they should be, the leaders of their men.

103. **Training—Provincial Units**—The training of Provincial units will consist of Recruit and Annual Training as prescribed in Rules 19 and 20.

104. **Training—Urban Units**—The training of urban units will consist of a fixed number of drills to be performed throughout the year, with a short period of continuous training in camp, as prescribed in Rules 19 and 20 and the completion of musketry course laid down.

105. **Voluntary Training**—Any enrolled person may be embodied under the orders of the Area/Div/Independent Sub Area/Independent Brigade Group/Independent Brigade Commander/TA Group Commander in which the unit is located, for such periods of voluntary training as may be, from time to time, sanctioned by the Central Government.

106. **Training Directives**—Training directives will be issued by Army Headquarters from time to time.

107. **Annual Musketry Course**—The annual musketry courses for recruits and for trained soldiers are shown in Appendix XV. The permanent practice scales of small arms ammunition will be as authorised in Army Instructions from time to time. For certain types of units modified range courses may be prescribed by Army Headquarters. Government ranges when available will be used for musketry practice with the approval of the Sub-Area Commander concerned.

108. **Physical Training**—Instructions for the Physical Training of Recruits and Trained soldiers are given in Appendix XVI.

2. CARE OF ARMS AND AMMUNITION

109. **Responsibility of Commanding Officer regarding Care and Custody of Arms and Ammunition**—The Commanding Officer of a unit of the Territorial Army is responsible for the issue of the necessary standing orders and instructions for the care and custody of arms and ammunition in his charge. These orders and instructions will be based on the orders on this subject contained in Regulations for the Army and will include such special orders and instructions as may be required for the care and custody of arms and ammunition when the unit is in camp.

110. **Tampering with Arms and Equipment**—The following order will be fixed to the doors of all armories and orderly rooms :-

“Members of the Territorial Army must not under any pretext tamper with their arms and equipment. If the action or any other part of a weapon is found to have been tampered with, it will be repaired at the expense of the individual concerned. Disciplinary action will also be taken against the individual(s) concerned for wilful neglect”.

111. Recovery of Cost of Repair to Arms—The State undertakes the repair of arms issued to units of the Territorial Army—when repairs are required owing to fair wear and tear, no charge is made, but charges for repairs and replacements due to any other cause than fair wear and tear will be assessed under the rules in force in Regulations for the army in India and recovered from the unit or individual concerned.

112. Examination by Assistant Inspector of Armourers—Assistant Inspector of Armourers will examine and report on the arms of units of the Territorial Army as in the case of a regular unit as also on the work of the Unit Armourer.

113. Precautions—Cartridges Drill and Blank Ammunition—Before blank ammunition or cartridges drill are issued on parade, the officer or instructor will personally inspect all rifles, magazines, pouches and bandoilers to ascertain that they contain no ball ammunition.

114. Rules for Storage of Ammunition—The Rules for storage of ammunition in regimental magazines will be observed, and in every magazine a copy of IAFO 2638 will be prominently displayed.

115. Storage of Ammunition—The storage of ammunition on charge of unit of the Territorial Army will be arranged by the competent military authority, who will decide whether the whole or any part is to be kept in the magazine or magazines of such unit, or in the magazine of a regular unit, or in an arsenal.

116. Use or Disposal of Ammunition other than for Government Purpose—The use or disposal of ammunition issued to a unit of the Territorial Army other than that for Government purpose is strictly prohibited.

117. **Unauthorised possession of Ammunition**—A soldier of the Territorial Army, unless otherwise ordered, is strictly forbidden:-

- (a) to carry any rounds of ball ammunition to a place of parade or instruction, or
- (b) to take any Government ammunition away from a rifle range or place of instruction.

An order to this effect will be published annually in unit orders at the commencement of training. This provision will also be embodied in unit standing orders.

118. **Issue of Ammunition for Range Practices**—Ammunition for Musketry practice or competition will always be issued on the range. Ammunition will be conveyed to the range in bulk under unit arrangements.

119. **Checking etc., of Unexpended Balance of Ammunition**—The issue of ammunition from the regimental or depot magazine will be made by the Quartermaster or other responsible officer. The company, etc, commander will inspect all ammunition issued for the use of his company etc., and will be personally responsible for the correctness of the description and quantity of ammunition drawn, and for the care and expenditure of such ammunition. He will also personally check any unexpended balance of ammunition when collected from the men and will be responsible for its return to the magazine.

120. **Inspection of Ammunition by Commanding Officer**—All ammunition on regimental charge will be inspected at least once a month by the commanding officer or an officer deputed by him. Touring Ordnance officer will carry out the inspection of the ammunition as in the case of regular army units.

CHAPTER VII—GENERAL DUTIES

1. LEAVE

121. **Leave—Permanent Staff**—Leave for military personnel of the permanent and instructional staff will be governed by leave rules for personnel of the regular army as revised from time to time except that the leave sanctioning authority in case of OsC and Second-in-Command of unembodied TA units will be T.A. Group Commander at the Command Headquarters concerned.

During Annual and Recruit training no leave, except on medical certificate or compassionate grounds, will be granted.

Note—The restriction laid down in the second-sub para will not be insisted upon in the case of the units which carry out training in batches. provided that the sanctioning authority is satisfied that the grant of leave during training period will not have any adverse effect on the efficiency of the unit training.

122. **Leave—Temporary Clerks**—Clerks employed with the units of the Territorial Army whose services are temporary or non-pensionable may be granted :-

- (a) leave as laid down in Army Instructions from time to time.
- (b) Casual leave not exceeding 15 days in the year at the discretion of the officer commanding provided no substitute is employed or no extra expenditure is incurred.

123. **Leave—During Training other than Employment on the Permanent Administrative or Instructional Staff**—In case of sickness or in circumstances beyond their personal control, leave of absence from camp may be granted at the discretion of the commanding officer. Applications for leave of absence from all periods of training should be rare and will be examined with a view to deciding whether the retention of the applicant is desirable. Applications for leave should in case of sickness be supported by medical certificate from a medical officer not below the status of an Assistant Surgeon; in other cases by a certificate from head of the department or employer or be otherwise substantiated.

124. **Leave—When called out or Embodied for Service—**

*(a) Territorial Army personnel embodied for service under TA Rule 33 will from the date of their embodiment be governed by the same leave rules as for the regular Army except that they will be granted annual leave equal to one-sixth of their actual embodied service subject to the maximum limit of annual leave prescribed for the regular Army.

Provided that such leave will be granted to them irrespective of the condition of continued embodiment of the individual concerned during the leave period.

*(Auth –Case No 59910/GS/TA-3(a) 2846B D(GS-VI)
M of F(Def) U.O. No- 2710-PD of 1978)

** (b) TA pers who could not avail Annual leave due to exigencies of service and also could not proceed on Annual leave on the last day of embodiment due to extension of embodiment period are permitted to carry forward their unavailed Annual leave to the next year of their embodiment.

** (Auth-Case No 59910/GS/TA-3(a)38213/D(GS-VI)
Min of Def (Fin) UO No 279/GS/93)

2. DUTIES IN AID OF THE CIVIL POWER

125. Liability of Territorial Army Personnel in Aid of Civil Power—The liability of personnel of the Territorial Army to be called out in aid of the Civil Power is as defined in Section 7(3)(a) of the Act.

3. EMPLOYMENT WITH THE CIVIL ORGANISATIONS

126. Employment with the Civil Organisations—(a) Personnel of the Territorial Army are not permitted to join any civil organisations like Special/Reserve Police Home Guards and Raksha Dal which provide part-time employment only.

(b) TA personnel desirous of joining Police, GREF and like forces on full time basis are permitted to do so. Applications for employment in the police, GREF and like forces will be made through the officer commanding unit, who will, on receipt of intimation from the civil authorities concerned, take necessary steps to discharge the other ranks affected, and in case of officers and JCOs, their resignations will be forwarded to Army Headquarters through normal channels.

(c) Members of the Police and the above mentioned organisations will not be permitted to join the Territorial Army.

4. REPORTS OF DEATH, INJURY AND ILLNESS

127. **Reports of Death, Injury and Illness**—If any member of the Territorial Army dies or is seriously injured or becomes seriously or dangerously ill while undergoing training or when in camp the matter will be notified by telegram to the next of kin by the officer under whose immediate command the member of the Territorial Army is serving at the time.

The telegram to the next of kin will in all cases be confirmed by a letter, written and signed by an officer giving full particulars of the death, injury or illness.

5. GUARDS OF HONOUR AND ESCORTS

128. **Guards of Honour and Escorts**—The composition and strength of a guard of honour or escort will be in accordance with procedure in force in the regular army.

No body of officers or soldiers of the Territorial Army will take part in any public procession or ceremony, or form a guard of honour or escort except, when ordered or allowed to do so by competent military authority.

CHAPTER VIII—UNIFORM, CLOTHING, EQUIPMENT AND ACCOMMODATION

1. GENERAL

129. **Application of “Regulation for the Equipment of the Army”**—The provision of the Regulations for the Equipment of the Army will apply to the Territorial Army in all cases except where otherwise stated in these Regulations.

129A. **Dress—Territorial Army**—Territorial Army Personnel will wear the same dress including badges and buttons as of the Corps/Regts to whom they are affiliated. The letters “TA” will, however, be worn below the shoulder titles, except in the case of Infantry, where these letters will be worn below the number of the battalion e.g. #“101 INF BN” In the case of TA
TA

Personal of units affiliated to the brigade of the Guards they will wear arm titles e.g. #“117 INF BN (TA)” in lieu of their shoulder titles worn at present.

#(Auth-Case No 51062/GS/TA3(a)/2809/B/D(GS-VI)
Min of Fin(Def) uo No 2452/GSI of 1978)

The personnel of the regular army seconded to the Territorial Army will continue to be governed by the rules regarding dress of their parent Corps/Regts.

2. UNIFORM AND EQUIPMENT—OFFICERS

130. **Uniform and Mess Dress—Officers**-Officers of the Territorial Army are required to provide themselves with uniform and equipment as laid down in Appendices XVII and XVIII. Officers will wear such dress in mess, as is ordered by the Commanding Officers.

131. **Purchase from Army Ordnance Corps**—Territorial Army Officers are entitled to purchase articles on payment from Ordnance Depots under the same terms and conditions as are applicable to officers of the regular army.

3. WEARING OF UNIFORM

132. **Wearing of Uniform**—The following are the only occasions on which uniform may be worn by officers and other ranks of the Territorial Army:--

- (a) Recruit or Annual training of their unit.
- (b) Military parades as spectators.

- (c) Military or civil functions for which court levee or military uniform is prescribed.
- (d) Weddings or funerals at which regimental military officers and gazetted civil officers wear uniform.
- (e) When attached to any regular unit for training.
- (f) When summoned to an interview by a regular army officer.

4. CLOTHING AND EQUIPMENT—JUNIOR COMMISSIONED OFFICERS, WARRANT OFFICERS, NON COMMISSIONED OFFICERS AND MEN

133. **Scale of Clothing and Equipment—Junior Commissioned Officer**—Junior Commissioned officers will provide themselves with the scale of clothing as laid down in Appendix XVII out of their out-fit allowance. Subsequent replacement will also be on payment. The scale of equipment, which will be issued free, is laid down in Appendix XVIII.

134. **Scale of Clothing and Necessaries—**

(1) **Warrant officers and Other Ranks—**
Warrant Officers and Other Ranks of the Territorial Army will be issued free with the scale of clothing as laid down in Appendix XIX. Subsequent free replacement will be made subject to the periods of wear of the various articles of clothing and necessaries laid down in Appendix XX.

(2) These Territorial Army personnel (except JCOs) on embodiment for military service will be changed over from free replacement system to clothing allowance system as for the regular Army (except when their units are intended to be sent immediately or within the next three months from the date of embodiment to a theatre of operations where this system does not operate). A board of survey will be held at the time of embodiment and the following action taken:--

- (a) Articles authorised to the individuals under these Regulations which they are required to retain on embodiment for service and which in the opinion of the Board have less than three months life under active service conditions will be replaced free. Any articles found deficient/unserviceable due to reasons other than fair wear and tear will, however, be replaced on payment at payment issue rates.

- (b) Additional items of clothing not authorised in these regulations but required to complete to scales as for regular army personnel will be issued free.

(3) Likewise Board of Survey will also be held at the time of disembodiment of Territorial Army units and the following action taken:--

- (a) Articles of personal clothing and necessaries falling within the scale of disembodied TA personnel which have less than three months life under active service conditions will be replaced at individuals' expense at the special recovery rates.
- (b) Items of clothing held surplus to the scales of disembodied Territorial Army personnel will be withdrawn and returned to the appropriate Ordnance Depots. Cost at special rates will be recovered from the individuals in respect of such surplus items which have less than three months life under active service conditions.
- (c) Articles found deficient having been lost stolen or rendered unserviceable through neglect will be made good at the individuals expense at special recovery rates plus 5 per cent or the payment issue rates whichever are higher. No recovery will be effected in case it is proved to the satisfaction of the unit Commander that the deficiency was caused by the circumstances beyond the individual's control.

(4) Clothing allowance to Territorial Army personnel on embodiment, will be admissible from the first of the month in which the Board of Survey is held. Similarly on disembodiment the clothing allowance will be stopped from the first of the month in which the Board of Survey is held. Territorial Army units which are intended to be sent immediately or within the next three months from the date of embodiment to a theatre of operations where clothing allowance system does not operate, will continue to remain on free replacement system for the period to be spent in peace area. Similarly TA units which are to be disembodied immediately or within 3 months of their return from theatre of operations will continue to remain on free replacement system.

135. Additional Items of Clothing—In addition to the ordinary scale, units will hold on charge additional clothing as laid down in Appendix XXI. This clothing will be issued subject to the conditions laid down in the above Appendix.

136. **Application of Clothing Regulation**—The general rules in respect of clothing are laid down in Clothing Regulations, and except when at variance with paragraphs of the chapter, will also be applicable to the Territorial Army.

137. **General Orders regarding Indenting, Size, Scale, Replacement and Stocking of Clothing**—(a) Clothing and necessaries for warrant officers and other ranks will be supplied free on indent from the Army Ordnance Corps supplying establishments. Ordinarily readymade garment will be issued and the fitting rates of articles of clothing will be admissible in cases where fitting is required.

(b) In order to provide for men whom readymade garments will not fit, 10 per cent of the authorised cloth material in any one indent may, if desired, be drawn and made up regimentally. In such cases the authorised making rate only will be admissible.

(c) Claims preferred on account of making and fitting will be admitted at rates prescribed in para 218 of these Regulations.

(d) In order to ascertain the correct sizes suitable for each man, specifications (Size scales) for each garment will be obtained from the Ordnance Depot on which dependent. Full instructions as to the method of measuring will be found in I.A.F.O.—1446.

(e) In order to assist them in fitting out personnel and to effect replacements as and when they become necessary, units will maintain in addition to their authorised scale, calculated on their actual strength on the 1st of April each year, permanent stocks of clothing and necessaries up to 5 per cent of the number of each article authorised.

(f) All clothing and necessaries which are condemned of are not considered suitable for re-issue will be returned to Ordnance.

(g) All articles of clothing and necessaries, including foot wear, issued to the Territorial Army are Government property.

(h) In the case of Provincial units personnel clothing and equipment for other ranks will be stored with the unit and issued when required for training.

Other ranks of Urban units doing training on the drill system will be permitted to keep the appropriate clothing and equipment in their personnel possession but will only wear it on occasions laid down in para 132.

138. **Making and Fitting Charges**—Claims on account of making and fitting will be preferred of I.A.F.A. 115, which will be submitted for pre-audit. The rates claimed will not exceed those prescribed in para 218 of these Regulations, and the Indian Army Form will bear a certificate that the work was essential and that the rates quoted were the lowest obtainable.

139. **Maintenance of Clothing Ledgers**—Units will maintain clothing ledgers on IAFZ—2286A for articles of clothing and necessaries issued free. These ledgers will be subject to local audit under the orders of the Controller of Defence Accounts concerned.

140. **Free Replacements of Clothing**—Free replacement will be made only on condemnation of any article of clothing or ordnance equipment by the commanding officer. Indents for initial issues or replacements will be submitted quarterly but emergency indents may be submitted at any time for special reasons, which will be stated in writing.

Every condemned article will be handed in. All repairable and unserviceable clothing in this category will be reported in the Memo form to the CAOC/ADOS/DADOS/SC(O) who will arrange for the clothing to be conditioned by ordnance personnel at the unit and disposed of as follows—

- (a) repairable clothing to the appropriate ordnance depot except as conditioned in (b) below;
- (b) clothing beyond economic repair and all unserviceable items to salvage.

141. **Replacement of Outgrown Garments**—When garments are outgrown by the wearer and the commanding officer is satisfied that a new issue has become necessary from this cause and that due attention was paid to the instructions laid down for fitting, the outgrown clothing will be withdrawn and taken on unit charge for re-issue and new articles required, issued free, in replacement. The life of the withdrawn articles will be determined by a Board and noted when re-issuing.

142. **Payment Issues**—When warrant officers, non-commissioned officers and other ranks of the Territorial Army are issued on payment clothing stores which form part of their authorised uniform, the charges for the payment issue will be the same as for the regular army personnel as per Catalogue of Clothing.

The commanding officer of the unit will certify on the indent that the articles indented for are required for the individual's uniform.

143. Submission of Indents for Clothing and Necessaries—Quarterly indents for clothing, necessaries and boots will be submitted by the Territorial Army units on 1st of March, June, September and December. Territorial Army units will demand clothing from Army Ordnance Corps supplying establishments in their own area of supply.

All indents for ordnance stores and clothing will be prepared in accordance with the orders laid down in Regulations for the Equipment of the Army, Part I.

144. Stock of Boots to be Maintained—20 per cent of requirements of boots over and above the authorised proportion may be maintained.

To arrive at correct figures commanding officer will work out the estimates on the strength of their units as on 1st April each year.

145. Responsibility for Safe Custody of Clothing etc.—The soldier is responsible for the safe custody of all articles of clothing and necessaries in his charge.

At the end of Recruit and Annual Training in the case of Provincial units, when disembodied and on discharge, a soldier will hand in clothing and necessaries in his possession, and will be required to pay for any deficiencies and for wilful damage to any article of clothing and necessaries.

146. Wearing of Badges and Shoulder Title—Territorial Army units will wear the badges and shoulder titles as are authorised.

147. Distinguishing Armlets—A free issue of distinguishing armlets will be made to the units at the scale of one per man as required, for the services mentioned below :--

Runners—Red

Regimental Police—Black with letters 'RP'.

Sanitary Services—Yellow.

Renewals, if required, will be made every two years. These armlets will be worn during all field training maneuvers, etc, or when specially ordered.

148. Condemnation and Replacement of Clothing and Stores—Condemnation of clothing and stores will be carried out by the Board of survey and demands for replacement will be accompanied by IAFO-2705 in duplicate. Stores and clothing rendered unserviceable through other than fair wear and tear will be charged against the unit or individual concerned.

Officers commanding units will ensure that each individual under his command has sufficient balance credit in his account to cover the cost of loss, or damage by unfair wear and tear, of clothing and necessaries issued to him. Balance, if any, having deducted the cost of articles lost or damaged by unfair wear and tear, will be refunded to the individual on his being discharged.

5 EQUIPMENT

149. Maintenance of Ordnance Equipment—The Ordnance equipment of the Territorial Army will be stored in unit charge in the recognised stores, arms kots or armoury, or, if no such stores, arms kot or armoury exists, under orders of the Area/Div or Independent Sub Area Commander.

Units will maintain arms and equipment upto their authorised equipment tables and in accordance with orders as may be issued for various types of units by Army Headquarters.

150. Web Equipment Repairing Courses—Personnel of Territorial Army units are permitted to attend courses of instructions in the repair of web equipment held in arsenals annually, provided they are employed on repairing such equipment in their units. Such individuals will be included by Commands in the total number of candidates authorised in courses of instruction.

151. Return of Hired or Loaned Stores—Stores issued on hire or loan must be returned to ordnance charge on separate vouchers, on which be clearly endorsed in red ink:

- (a) The ordnance establishment from which the stores were received.
- (b) The number and date of the original issue voucher.

152. **Scale of Equipment**—The scale of equipment authorised for units of the Territorial Army will be as laid down in the relevant Peace Equipment Tables.

153. **Expenditure—Lamps, Wicks, Oil etc**—Expenditure on account of lamps, wicks and oil etc, for units of the Territorial Army for use during the non-training period, is debitable to the Defence Services Estimates. All stores will be purchased as re-payment issues from the department concerned or if not available, then locally and the cost claimed on contingent bills from the Controller of Defence Accounts concerned.

154. **Indents for Replacement of Lost or Damaged Stores**—In case of stores lost or damaged, indent for replacements will be accompanied by I.A.F.A-498, duly completed with the orders of the competent financial authority who will decide how the cost is to be adjusted.

6. MEDICAL EQUIPMENT

155. **Medical Equipment**—(a) For Medical units, the scale is as laid down in the Medical Mobilization Equipment of the corresponding Medical unit of the regular army.

(b) For non-medical units, the scale is as laid down for the corresponding unit of the regular army. But the medical equipment will not be drawn by non-medical units until ordered by the Deputy Director Medical Services at Command Headquarters. The same will be drawn when so ordered from the Medical Stores Depot in the Command.

7. ACCOMMODATION

156. **Accommodation**—(a) The buildings authorised to be provided at the headquarters of a Territorial Army unit are given in Appendix XXII. If existing accommodation is not available, suitable buildings of an appropriately similar scale to those authorised may be hired at the discretion of the Area/Div or Independent Sub-Area/Independent Bde Gp Commander. No building should be hired without previously consulting the local Military Engineering Services authorities as to its suitability. Bills for rent should be passed to the local Military Engineering Services for payment for building rented.

Where no permanent or temporary accommodation is available tentage will be used upto authorised scales.

(b) Scale of tentage for annual camps is laid down in Appendix XXIII.

(c) Compensation in lieu of quarters is applicable to members of permanent and instructional staff on the same terms and conditions as for the regular army.

(d) Territorial Army officers serving on the permanent staff, who have been allotted accommodation (married or single) at the Headquarters station of a Territorial Army unit will continue to retain the accommodation in the event of their embodiment for service under TA Act Rule 33 for so long as that station continues to be their permanent Headquarters, as in the case of service officers of the regular army.

(e) Territorial Army officers and personnel on embodiment for service under TA Act Rule 33 and moving out to other peace stations are entitled to accommodation as for the regular army personnel serving in peace stations provided the period of embodiment is likely to be one year or more. In such an event. Territorial Army officers will be provided accommodation in the manner laid down in SAO 10/S/86 as for regular army officers and compensation in lieu of quarter will be admissible to TA personnel at the rates laid down in Rule 280 P&A Regs (ORs), when not provided with quarters in accordance with the prescribed percentage applicable to personnel of the regular army. In case the embodied unit moves to an Operational/Field service area, the TA officers and personnel may be permitted to retain married accommodation at the last duty (peace) station on the same conditions as are applicable to service officers and personnel of the regular army.

(f) If and when officers of the Territorial Army employed on permanent administrative and instructional staff cannot be provided with Government accommodation as laid down in para 156 of Territorial Army Regulations, 1948 they will be entitled to the re-imburement of house rent paid for privately arranged accommodation within the prescribed percentage of 50% for married officers and 50% for single officers under the same terms and conditions as are applicable to regular Army Officers.

Reimbursement claims of TA Officers which are pending on the date of issue of AI 28/64 will be admitted if the officers fall within the prescribed percentage of 50% for married accommodation.

157. **Furniture**—Furniture for Territorial Army units will be provided according to the scales prescribed for corresponding regular army units.

CHAPTER IX FINANCE

1. GENERAL

158. **Custody of Funds**—The funds and accounts of Territorial Army units will correspond to those of regular army units.

Regular accounts will be kept of all public and regimental funds and balance sheets showing in detail the assets and liabilities of each fund on the date of the expiration of each financial quarter, will be prepared.

The regulations as to the custody of funds are as contained in Regulations for the Army, Rules 802 and 810.

159. **Rules for the Administration of Regimental Funds**—The rules for the administration, inspection and audit of regimental fund accounts are laid down in Rules..... and Instructions....., Regulations for the Army. Quarterly Audit Board will be convened to check all public accounts and cash balances and audit the accounts of regimental funds in accordance with the procedure as laid down from time to time for the regular army units. General rules for the administration of regimental accounts are laid down in the pamphlet “Regimental Accounts—Indian Units”. The Controller of Defence Accounts of the Area in which a unit is raised will arrange for any instructions or advice necessary for the maintenance of the Unit’s accounts.

160. **Audit Boards—Provincial Units**—In the case of Provincial units only two audit boards annually one at the beginning and one subsequent to the completion of annual training will be assembled for the purpose of auditing the accounts of regimental funds.

161. **Banking of Regimental Funds**—Rules regarding the banking of Regimental funds are contained in Rules, Regulations for the Army.

162. **Financial Powers of Officer Commanding a Unit**—The Financial powers of the officer commanding a unit of the Territorial Army will be as laid down in paras ... and, Financial Regulations,, Part I, as amended from time to time.

163. Procedure for Controlling the Expenditure of Funds Allotted for the Maintenance of the Territorial Army Under Main Head 2 of Defence Services Estimates—Effective—It is the responsibility of the authorities to whom allotments are made to watch progress of expenditure and to see that the expenditure does not exceed allotment.

(a) *Budget Estimates for the ensuing year*—When the estimates included under a detailed head are controlled by Army Headquarters, the head is said to be centrally controlled. No estimates are required to be submitted by local authorities under these heads. Details of (i) centrally controlled heads and (ii) authority at Headquarters responsible for the control of expenditure and initial preparation of the budget are shown in Appendix XXIV.

When the provision included under a detailed head is distributed to the local controlling authorities the head is said to be locally controlled. Details of (i) locally controlled heads (ii) the officers responsible for the preparation of these estimates and control of expenditure and (iii) the channel through, and the dates on which the Budgeted Estimates are required to be submitted are given in Appendix XXV. The estimates of these heads will be prepared by Units on I.A.F.(TA)-3. All estimates in respect of locally controlled heads are forwarded through Controllers of Defence Accounts who will exercise a check on the estimates and record any corrections found necessary with reference to the sanctions of competent authority or the progress of expenditure. They will give full reasons in support of all modifications.

Corrections to the original estimates of locally controlled heads should be furnished to Army Headquarters in the same manner as the original estimates so as to reach them not later than the 15th December, and thereafter major changes if any, should be intimated as and when known but not later than 15th January.

(b) *Periodical Estimates*—The process of estimating does not end with the preparation of the original Budget Estimates for the ensuing year but continues throughout the year. The various other periodical estimates in respect of locally controlled heads that are to be prepared in the course of a year and sent to Headquarters in addition to the original Budget Estimates, are:--

(i) *Preliminary Report*—This estimate will show the extent to which the sanctioned Budget Estimates for the

year are affected by circumstances known or orders promulgated either before or after 1st April which may necessitate modifications in those estimates and will be based on the actual expenditure for the first three months. The estimate is required to be submitted by local authorities to Army Headquarters through the Controller of Defence Accounts concerned so as to reach them by 15th August.

- (ii) *Preliminary Revised Estimates*—This estimate is a forecast as accurate as possible for what the actual results for the year are likely to be. All important changes tending to increase or decrease the budget estimates as indicated by actual figures available or by other circumstances which have come to notice are taken into account, and will be based on the actuals for the five months. Information required for this estimate will be furnished by the local authorities to Army Headquarters through the Controller of Defence Accounts concerned so as to reach them by the 30th October.
- (iii) *Revised Estimates*—This estimate is by way of corrections to Preliminary Revised Estimates which is a more accurate estimate of what the results of the year are likely to be and is based on the actuals for the first seven months of the year. This estimate will be furnished by local authorities to Army Headquarters through the Controller of Defence Accounts concerned so as to reach them by the 15th December. Major changes, if any, to this estimate will be notified by local authorities to Army Headquarters in the usual manner as and when known but not later than 15th January.
- (iv) *Modified Appropriation*—This is a final estimate for the year and will be based on the latest known actuals, and the likely expenditure during the remaining period of the year. This estimate will be furnished by local authorities to Army Headquarters through the Controller of Defence Accounts concerned so as to reach them by the 10th March.

(c) *Control by General Officers Commanding*—The authorities enumerated in column 4 of Appendix XXV are responsible for exercising an effective and continuous control over the expenditure under the heads under their control so as to see that the expenditure does not exceed allotment. To enable them to

exercise this check, Controllers of Defence Accounts will furnish monthly to the local controlling authorities statements of the actual expenditure compiled under those detailed heads immediately after the monthly compilations are closed. These statements will show the serial number of claims admitted in audit and the amounts debited against the allotment.

(d) *Reappropriation of Funds*—(i) The local controlling authorities shown in column 4 of Appendix XXV may, with the concurrence of the Controller of Defence Accounts concerned, reappropriate saving under one detailed head to meet authorised expenditure under another detailed head of the same minor head under their control within the respective areas. Any excess or savings anticipated after reappropriations between the detailed heads will be reported to Army Headquarters, through the Preliminary Revised Estimates which, if accepted, should be viewed as the modified appropriation for limiting expenditure. Any changes made at Army Headquarters, in the preliminary Revised Estimates, will be intimated to the local controlling authorities so as to reach them by the 15th December each year. In the absence of any such intimation local controlling authorities should assume that their estimates have been accepted. Transfers between Commands, etc, may be sanctioned by the controlling authority at Army Headquarters with the concurrence of the Ministry of Defence(Finance).

(ii) Variations to the preliminary revised estimates may be reported through the revised estimates and corrections thereto. Any changes made in the revised estimates by the controlling authority at Army Headquarters will be intimated to the local controlling authorities by the 15th February annually. In the absence of any such intimation, local controlling authorities will assume that the revised estimates have been accepted as modified appropriation figures. The authorities at Army Headquarters will take into consideration excesses and savings reported by the local authorities in framing their periodical estimates, such as the Preliminary Report; Preliminary Revised and Revised Estimates for the sub head as a whole.

(e) *Excess over Estimates*—In cases where excess over modified allotments under locally controlled heads are noticed after the close of the year, they should be brought to the notice of the local authorities, by the Controllers of Defence Accounts concerned. Local authorities will report all such excesses with full explanations for the excesses to the controlling authority at Army Headquarters through the Controller of Defence Accounts

concerned. When this has been done the Controller of Defence Accounts can remove his objection to the excesses.

2. PAY AND ALLOWANCES OF STAFF

164. Travelling Allowance of Regular Officers Serving with the Territorial Army—Regular Officers serving with the Territorial Army will be entitled to travelling and daily allowances as are admissible to regular officers of the regular army under existing rules.

165. Training Camp Allowance—A training camp allowance at the following rates is admissible during periods of training in camp of Territorial Army units :--

	per day Rs. np.
Officers of the Regular Army	10. 00
Clerks (excluding enrolled Clerks) ..	0. 50
Permanent Establishment (Class IV servants)	0.25

The issue of this allowance is conditional on :-

- (a) The individual's actually living, messing and sleeping in the camp.
- (b) The Sub-Area/TA Group Commander being satisfied that it is necessary.

Subject to the above conditions the camp allowance is admissible at the above rates, irrespective of whether the camp is held within or beyond the individual's permanent station and irrespective of whether actual training takes place during the whole of the camp period or not, for the full period of :--

- (i) Recruit and Annual training;
- (ii) Training additional to that prescribed under the Act and Rules when such additional training is sanctioned by the Central Government.
- (iii) Preparing and striking camps.

Travelling allowances admissible for attending training camps will be at the temporary duty scale, irrespective of the period of such training. Individuals will, however, have the

option to travel on permanent duty scale, but in such cases training camp allowance will not be admissible.

Note—Daily and subsistence allowances are inadmissible during the camp period.

166. Junior Commissioned Officers, Warrant Officers and other Ranks of Permanent and Instructional Staff—Junior Commissioned Officers, Warrant officers and other ranks of the permanent administrative and instructional staff will be entitled to regular army pay of rank and allowances under the New Pay Code.

167. Reserved.

168. Civilian Clerks—The entertainment of civilian clerks may be sanctioned by Sub-Area or equivalent Commanders of TA Group Commander provided no enrolled clerks are available for training. Such clerks will be paid at the prescribed scale of pay and allowances for lower division clerks according to the corresponding arm of the service as for the regular army.

169. Employment of Training Staff Previous to and Subsequent to the Annual Training—To enable units of the Territorial Army to take full advantage of the limited period prescribed for their Annual Training, staff may be employed before and after training camps for the purpose of pitching and striking camp and issuing and taking into store clothing and equipment etc., to the extent shown below :--

- (a) *Permanent Staff*—Are always available, vide Appendices VI and VII.
- (b) *Territorial Army personnel*—Junior Commissioned Officers and other ranks (other than permanent staff) upto 5 per cent of the authorised establishment of the unit at the discretion of the Area/Div/Independent Sub Area/Indep Bde Gp/Indep Bde Commander or TA Group Commander for a period of seven days before training commences and for a period of four days after training ends. Such periods shall be voluntary and a volunteer shall obtain the prior written consent of his employer, if any.

3. PAY AND ALLOWANCES OF TERRITORIAL ARMY OFFICERS AND OTHER RANKS

170. **Officers**—Pay and allowances of officers including officers of the Army Medical Corps (Territorial Army) are laid down in Rule 23 and Schedule III and IV.

171. **Grant of Qualification Pay to Officers of the Territorial Army**—Territorial Army officers and Nursing officers will be granted qualification pay in accordance with Army Instruction issued from time to time.

172. **Junior Commissioned Officers**—(a) Junior Commissioned Officers will receive pay and allowances including rations or an allowance in lieu, as prescribed in Rule 23 and Schedules III and IV.

(b) Junior Commissioned Officers will receive the lowest rate of pay of rank in the appropriate groups of the New Pay Code on entry into the Territorial Army.

For purposes of increments of pay, J.C.Os. will be permitted to count all JCO's service in their respective ranks in the Territorial Army under Sec 7(3). (a) (b) & (c) of the Act.

Note—On joining the Territorial Army, JCOs will be allowed to count for purposes of increments of pay—

- (i) full paid JCO's/VCO's service in the same or higher rank in the regular Armed Forces.
- (ii) Previous called out or embodied service as junior commissioned officers in the same or higher rank in full and 1/4th of other service in that rank or higher rank in the late Indian Territorial Force.

(c) Junior Commissioned Officers holding Honorary ranks of Captains and Lieutenants will be paid in accordance with the rank they held prior to being granted the Honorary ranks.

(d) Ex-JCOs of the Territorial Army who are permitted to relinquish their commission on grounds other than discipline or inefficiency, will, on their recommissioning in the Territorial Army, be entitled to count their previous service as indicated below :--

Increments of pay—They will count their previous service in the Territorial Army under Section 7(3) of the TA Act 1948 for increments of pay. In their case, only service in the same or higher rank will be allowed to count. Any other service reckonable for increments of pay will also count for the purpose.

(e) JCOs of Territorial Army units may be remustered from one category to another provided they fulfil the technical standard required of the latter.

The competent authority for remustering in the case of Territorial Army JCOs will be the Additional Director General Territorial Army.

Other terms and conditions will be the same as laid down for the Regular Army personnel from time to time except that no training facilities will be provided in the case of unembodied units.

173. **Warrant Officers**—(a) Warrant Officers are entitled to pay and allowances including rations, or an allowance in lieu, as authorised in Rule 23 and Schedules III & IV.

(b) Warrant Officers will receive the lowest rate of pay of rank in their appropriate groups of the New Pay Code on entry into the Territorial Army.

For purposes of increments of pay, warrant officers will be permitted to count all service in that class in the Territorial Army under Section 7(3), (a) (b) & (c) of the Act.

Note—On joining the Territorial Army warrant officers will be allowed to count for purposes of increments of pay—

- (i) full paid service in their respective ranks in the regular Armed Forces;
- (ii) Previous called out or embodied service as warrant officer in that class in full and 1/4th of other service as warrant officer in that class in

(a) Indian Territorial Forces;

(b) Auxiliary Force (India).

(c) When called out or embodied for training no pay is admissible for days of absence with or without leave, except as provided in Chapter VII para 124. Territorial Army personnel are liable to forfeiture of pay and allowances under the rule laid down in Rule 51, P & A Regs (ORs) (Revised Edition 55), when called out or embodied for military service.

(d) Ex-Warrant Officers of the Territorial Army who are discharged on grounds other than discipline or inefficiency, will, on their re-enrolment in the Territorial Army, be entitled to count their previous service as indicated below :--

Increments of pay—They will count their previous service in the Territorial Army under Section 7(3) of the TA Act 1948 for increments of pay. In their case, only service in the same or higher rank will be allowed to count. Any other service reckonable for increments of pay will also count for the purpose.

174. **Other Ranks**—(a) Other Ranks are entitled to pay and allowances including ration, or an allowance in lieu, as prescribed in Rule 23 and Schedules III and IV.

(b) For all arms, on enrolment the recruit's entry rate of pay under the New Pay code will be given, but for further classification upto Class 3, the service and educational qualifications may be waived, provided the individual successfully passed the prescribed test.

Personnel possessing requisite technical qualifications as determined by the application of the prescribed tests, who are recruited in the technical units of the Territorial Army to all categories of the Various Groups (including Group 'Z') will, however, be granted, on enrolment, skilled entry rates of pay under the provisions of the New Pay Code and classified into the lowest class of the Group. In such cases, however, the only exemption permissible is Army educational examination, provided they are in possession of civil educational qualifications as laid down in clause (c) below.

(c) For further advancement they will be governed by the rules and qualification laid down for the regular army, but the civil educational qualification may be substituted for Indian Army examinations. The civil education equivalents are set out in Appx XXX-A.

In the case of technical personnel of technical TA units, service of an individual in a corresponding grade in the civil employment (Whether Government or Private) based on certificate of the civil employer will be reckoned for purposes of determining qualifying service in a class.

In the case of non-technical Other Ranks of TA units service on part time engagement will be counted as shown below for the purpose of service in class below for advancement to class 2 only.

- (i) Four year's service on TA engagement will be counted as one year's service in the regular army.
- (ii) Six year's services on TA engagement will be counted as two year's service in the regular army. "Total man's service" prescribed for this purpose will not be insisted upon. These relaxations will not apply to the award of class 2 to those embodied for service. Such cases as well as all case of award for class I will be governed by the normal rules. Where, however, the normal rules affect an embodied other rank adversely in comparison with the above relaxations, in so far as advancement to class 2 is concerned, these relaxations will apply.

(d) In the case of released personnel who may be enrolled in the Territorial Army, pay will be given under the New Pay Code, appropriate to the class which such personnel had attained at the time of release provided the commanding officer is satisfied that they are up to the standard of that class.

Note I- The element of Deferred pay include in the rates of pay of other ranks and non-combatants (enrolled)_will be paid to such personnel with their pay.

Note II- Classification of OR will be regulated in accordance with para 174 (d)

(e) When called out or embodied for training, no pay is admissible for days of absence with or without leave, except as

provided in Chapter VII paras 121 and 124. Territorial Army personnel are liable to forfeiture of pay and allowances under the rule laid down in Rule 51, P & A Regs (OR) (Revised Edition 55,) when called out or embodied for military service.

(f) For purposes of increments of pay other ranks excluding J.C.Os. and W.Os. but including N.C.Os. will be permitted to count all service in the Territorial Army under Section 7(3) (a), (b) and (c) of the Act;

Note- On joining the Territorial Army, other ranks will be allowed to count for purpose of increments of pay,

(i) full paid previous service in the regular Armed forces;

(ii) Previous called out embodied service in full and 1/4th of other service in

(a) Indian Territorial Force;

(b) Auxiliary Force (India).

(g) The Control of entry into classes I and 2 under the New pay Code will, for the purpose of sub paras (c) and (d) above, be exercised on unit basis by the OC TA unit

(h) In the case of Personnel of Railway Engineers and Signal (Posts and Telegraphs) units of Territorial Army, a certificate of proficiency as set out hereunder from the head of the Department will be acceptable for their initial classification and further advancement on the basis of prescribed trade tests in accordance with Qualification Regulations for Soldiers 1958.

CERTIFICATE OF TRADE PROFICIENCY

This is to certify that No.....Rank.....
is working as.....in.....
(Department), is proficient in his trade of.....
and is considered to have achieved the technical qualifications equivalent
to class.....standard required vide Quali-
fication (Regulations for Soldiers 1958).

Signature.....

Designation.....

Date.....

.....
Signature of OC Unit

Office Stamp/Seal
(Deptt. issuing the Certificate)

Rank.....

(j) Ex OR and NCs(E) of the Territorial Army who are discharged on grounds other than discipline or inefficiency, will, on their re-enrolment in the Territorial Army, be entitled to count their previous service as indicated below :--

Increments of pay—They will count their previous service in the Territorial Army under Section 7(3) of the TA Act 1948 for increments of pay. Any other service reckonable for increments of pay will also count for the purpose.

(k) OR of Territorial Army Units may be remustered from one category to another provided they fulfil the technical standard required of the latter.

The competent authority for remustering in the case of Territorial Army OR will be the Sub Area or equivalent Commander.

Other terms and conditions will be the same as laid down for the Regular Army personnel from time to time except that no training facilities will be provided in the case of unembodied units.

175. **Bounties for Urban Units**—*(a) Bounties will be admissible to Officers, Junior Commissioned Officers, Non-Commissioned Officers and Other Ranks of Urban as well as Provincial units at the following rates :--

	Rs per Annum
Officers	Rs 450/-
Junior Commissioned Officers	Rs 300/-
Non-Commissioned Officers and Other Ranks	Rs 175/-

Provided that they—

* (i) Complete 100 per cent of the maximum training viz; 60 days, as prescribed in Rule 20(I)(b), including an annual camp of not less than 14 days in case of Urban units and Annual training for a period not exceeding two calendar months as prescribed in Rule 20(I)(a) in case of Provincial Units ; and

(ii) Qualify in their annual weapon training course.

**Note—Bounty will also be permissible to all TA personnel who while undergoing training are embodied under Rule 33 of TA Rules, 1948 and are unable to complete the training due to such embodiment.

**(Auth—Case No B/54312/GS/TA-3(a)/952/5/D(GS-VI)
Min of Def(Fin) I.D. No. 691/DFA/GS of 1988)

*(b) Three-fourths of the bounty shown in para (a) above will be admissible to those, who complete 80 percent or more of the maximum training prescribed as mentioned in sub-para (a) above.
 *(Auth—Case No B/54312/GS/TA-3(a)/189/SO/D(GS-I)
 Min of Def(Fin) UO No 9636/PD of 1996).

176. **Medical Treatment—(a)** All ranks of the Territorial Army will be entitled to treatment by Military Medical Services as for the regular army, during the period of training, courses and embodiment, subject to payment of usual hospital stoppages by officers and nursing officers. In the absence of military hospitals, these persons will be entitled to medical treatment in the civil/private hospital to the extent admissible to regular army personnel.

(b) All ranks of the Territorial Army detained in hospitals for the periods beyond embodiment in cases of disabilities caused in, and by, performance of bonafide military duty or organised games will be entitled to medical treatment as for regular army personnel subject to payment of usual hospital stoppages by officers and nursing officers.

Note—TA personnel who receive medical treatment under this para in civil/private hospitals during periods of training, courses and embodiment and who are transferred to the nearest Armed Forces Hospital for further medical treatment under para 181, will be entitled to the same travelling concessions as are admissible to corresponding ranks of the Regular Army for journeys from civil/private hospitals to Armed Forces Hospitals and again from Armed Forces Hospitals to their homes or other stations not involving extra expenses. JCO's WO's and ORs, NCs(E) will also be entitled to free rations or allowances in lieu thereof for as long as they are entitled to pay and allowances. under para 181 subject to the usual conditions applicable to Regular Army personnel.

177. Reserved.

178. **Dental Treatment**—All ranks of the Territorial Army will be entitled to dental treatment only in so far as it is sanctioned for regular troops, during the period of training courses or embodiment. They will also be entitled to repair/renewal of artificial dentures at State expense, as for regular army, provided the initial issue was supplied at State expense and the repair renewal is not necessitated through the man's own fault.

179. Medical and Dental Treatment- Families- Families of Territorial Army officers and other ranks will be entitled to treatment by military medical and dental services, as for corresponding ranks of the regular army on embodiment.

#180. Pension, Gratuity, Disability and Family Pensions—

(a) Pension will be admissible to other than civil Government Servants and Civil pensioners at the rates and conditions laid down from time to time in accordance with Appendix XXVII. #(Auth—Case No 68699/GS/TA-3(a)/339/B/D(GS-VI) Fin. Div U.O. No. 711-GS of 1986)

(b) Terminal gratuity will be admissible at the rates and under the conditions laid down in Appendix XXVI.

(c) No disability contracted in, and by, the performance of military duty shall entail any loss of pay and allowances for the day or for the period of camp, as may be, which would have been admissible had the disability not occurred.

181. Pay and allowances while in Hospital (i) Members of Territorial Army incurring disability in or by the performance of military duty (including regimental sports or games of military character held with approval of the competent military authority) will be entitled to pay and allowances for the period for which they may have to be detained in military/civil hospital or invalidated out of service, subject to the following limitations :-

- (a) For a period extending upto six months beyond the completion of tenure on permanent staff or on disembodiment of the unit as the case may be.
- (b) For a period extending upto six months beyond the duration of embodiment for training or service or beyond date of incurring such disability during training in urban units without having been embodied.
- (c) For a period of three months in case of disabilities incurred in the performance of regimental sports or games of military character held with the approval of competent military authority.

(2) For disability necessitating invalidment out of service pay and allowances will be admissible from the date of occurrence of disability to the date of invaliding out of service subject to the limits stated above. Disability pension, if admissible under the rules, will be granted from the date following that of invaliding out.

(3) In the above cases, if the period of disability does not exceed 15 days in a year, claim in respect of pay and allowances will be admitted on submission by OC unit with the counter-signature of the OC hospital concerned. In case the period of disability exceed 15 days, the OC unit will forward the claim

supported by the proceedings of the Medical Board to Army HQ in the case of officers and to HQ Command concerned in case of others. Such pay and allowances will be admissible at the discretion of the ****Additional Director General, Territorial Army** in case of officers and General Officer Commanding-In-Chief in case of others.

** (Auth-CS No. 269/III/86 Dated Dec 86)

(4) The provisions of this para would equally apply to civil Government servants who are members of the Territorial Army, except where specific orders may have been issued to the contrary.

(5) No pay and the allowances for the period of sick leave (period of sickness outside hospital) will be admissible under these provisions in the case of civil Government servants the leave salary for the period would however be regulated under the normal civil leave rules applicable to them.

182. Admissibility of Disability certificate by Commanding Officer – For the purpose of aiding the Medical Board regarding the disability being attributable to military service or otherwise, the commanding officer of the Unit concerned will provide the hospital to which the members of the Territorial Army may be admitted with a certificate to the effect that in his opinion the disability contracted is or is not attributable to military service. If the disability is incurred in the performance of regimental sports, the certificate will include the fact that the sports have been held with the approval of the competent military authority.

183. Composition of Medical Board—The Medical Board mentioned in paras 181(b) and (c) above will be composed as under :--

(a) In military hospitals, the President will be the commanding officer and the board will consist of at least 2 other medical officers. The proceedings shall be approved by the Assistant Directors, Medical Services of the Area, before they are disposed of as laid down in para 181(b).

(b) If an officer or junior commissioned officer, warrant officer or other rank is admitted to a civil hospital, the Assistant Director, Medical Services Area concerned will be informed by the Officer Commanding the unit. The Assistant Director Medical Services will then arrange for a Medical Board. The Board may consist of civil doctors not below the status of Assistant Surgeon, and not less than three including the President. The proceedings of the Medical Board will be sent to Assistant Director Medical Services of Area concerned for approval.

184. **Medical Certificate on Discharge from Hospital**—The medical Board will, on sending an officer, junior commissioned officer, warrant officer or other rank, home disabled, or discharging him from hospital, give him a certificate stating :--

- (a) whether he is in need of further medical treatment,
- (b) whether he is incapable from following his trade or calling and
- (c) the minimum probable duration of his disability.

185. **Sick Attendance**—The employment of Territorial Army personnel as sick attendants should seldom be necessary, but, if their services are specially required, they will be furnished on the written authority of the unit commander. Pay and allowances will be admissible only for such period as is certified by the medical authorities concerned to necessitate the employment of a sick attendant. This period should normally not exceed one month.

186. **Death of a Disabled Person while at Home**—

187. **Pay and Allowances—Pensioners**—In the case of pensioners who are officers, junior commissioned officers, warrant officers or enrolled personnel pay and allowances admissible under regulations to personnel of the Territorial Army will be drawn in addition to pensions of any nature received from the state, except that, in the event of embodiment for service or on the permanent administrative or instructional staff (as distinct from embodiment for Recruit, Annual and voluntary training) the pay and allowances of all such persons will be regulated as follows :--

- (a) In the case of those drawing civil pension- The amount of pay will be fixed after deducting the amount of pension, including the commuted portion, if any. The pension will continue to be drawn in addition to pay so fixed.
- (b) In the case of Armed Forces pensioners and Military pensioners of former States Forces.
 - (i) *Commissioned Officers*—When the officer is in receipt of a pension it will be held in abeyance and he will receive the pay and allowances of his appointment. The pension will be restored on dis-embodiment.

- (ii) *JCOs/WOs/OR*—An individual who is in receipt of a pension will be eligible to draw that pension in addition to pay and allowances and his re-employed service will not count for any increase in pension.

188. Pay and Allowances—Government Servants—

189. Funeral Allowance—If death occurs during embodiment or training or is attributable to military duty or training, funeral allowance will be admissible in accordance with the rules applicable to personnel of the regular army.

190. Advance of Pay and Allowances—(a) A Commanding Officer may, if he considers it necessary, advance to each member of the Territorial Army during training a sum not exceeding three-fourths of the pay due to him. The amount required will be obtained by means of a bill claiming a portion to advance of pay from the Controller of Defence Accounts concerned. The demand should be based on the number of men attending training and will be made in the following form :--

Rank	Number attending training	Approximate amount of pay due

Total

Advance required for $\frac{3}{4}$ of total : Rs.....

Such portion of the advance as remains undisbursed at the close of the training will be forthwith ;refunded into the Treasury on a receivable Order (IAFA 507).

(b) *Advance of Pay and Allowances of the Territorial Army personnel called out in aid of Civil Power*—The Territorial Army personnel when called out in aid of Civil Power may be paid an advance upto a maximum of seven days of pay and allowances. The advance of pay will be paid from the Field Imprest on reporting for duty by the Territorial Army unit or any other imprest holder to which the Territorial Army personnel will be attached for payment of advance of pay and the acquittance rolls sent to the P.O. concerned. Further payments to these personnel as and when made will be reduced by the above amount.

4. TRAVELLING AND DAILY ALLOWANCES

191. Travelling and Daily Allowance to Recruiters—(a) Travelling allowance will be admissible to recruiters of Territorial Army recruiting parties at the same scales and under the same conditions as laid down from time to time for recruiters of the regular army.

(b) *Subsistence allowance and free conveyance for Recruits including Rejected Recruits*—Subsistence allowances and conveyance at Government expense will be admissible to Recruits including rejected Recruits at the same scales as laid down from time to time for Recruits for the Regular Army or the rejected Recruits. These concessions will also be admissible to the Recruits including rejected Recruits for their journey back home.

(c) While proceeding from their places of residence to join their units, recruits after enrolment, will be granted advance of ration allowance at the same scale and under the conditions as laid down from time to time for recruits of the Regular Army.

192. Allowances and Travelling Allowance for Persons Presenting Themselves for Interview for Junior Commissioned Officer's Commissions—The Recruiting allowance, the travelling allowance and conveyance allowance payable in respect of persons presenting themselves for enrolment in the regular army, including rejected recruits, will be admissible to persons presenting themselves for interview for Junior Commissioned Officers' Commissions in the Territorial Army.

193. Travelling and Daily Allowances—(a) Persons for commission as officers proceeding to and from Selection Boards, will be granted travelling allowance in accordance with the same rules as apply for the regular army.

Candidates seeking commission in the Territorial Army when called by before the preliminary Interview Boards at Sub Area/Bde HQ or Area/Command HQ level, as the case may be, will also be entitled to the same Travelling and Daily Allowances as are admissible to candidates for commission in the Regular Reserve of officers for preliminary interviews.

(b) An officer of the Territorial Army will travel and draw travelling allowances under military rules as for an officer of the regular army, from his home, or from any other place not involving extra expense, and back irrespective of any change in his home address during training, when called out or embodied, or when detailed to proceed for attachment to a regular unit or

when detailed to attend any authorised or local course of instruction under the orders of the Area/Div/Indep Bde Gp/Indep Bde Commander or TA Group Commander or when attending the annual or any other training camp authorised by the competent military authority, or when directed to serve on a court of enquiry or audit board, or to appear before a medical officer for examination, or when directed to attend a retention or promotion examination or on transfer from one unit to another whilst employed on the permanent administrative or instructional staff, or other military duty undertaken under the orders of a competent authority in circumstances entitling a regular army officer to travelling and daily allowances.

(c) Officers of Urban units of the Territorial Army proceeding to and from obligatory parades including various kinds of authorised training referred to Rule 18 as well as administrative duties performed by them for which pay and allowances are admissible, will receive road mileage allowance at *32 paise a kilometer for the actual number of miles travelled. A higher rate may be authorised with the previous sanction of the Sub Area Commander/TA Group Commander subject to the proviso that the maximum rate of mileage allowance laid down in Passage Regulations, for an individual of the first grade is not exceeded. Territorial Army officers employed on the permanent administrative and instructional staff will not however, be entitled to any road mileage allowance for their journeys from their residence to place of duties at their Headquarters and back. The moves will be notified in Unit Orders and the claim to travelling allowance will be supported by these orders.

*(Auth—CS No. 263/II/84)

(d) *Free conveyance to convicts and prisoners*—Officers declared deserters or absentees of the Territorial Army when brought back to their units or elsewhere for trial after apprehension and those sentenced to penal servitude, imprisonment or detention, travelling to and from a military prison or detention barracks and the necessary escorts, will be granted free conveyance as admissible to the regular army officers. Free conveyance will also be admissible for their return home on acquittal or expiry of the term of punishment. Baggage will be restricted to “Railway free allowance”.

(e) TA Officers undergoing voluntary training or an authorised or local course at their own Headquarters will not be admitted the allowance of Rs 5 per day but mileage allowance will be admissible to them subject to a maximum of Rs 5 per day. In case an officer is required to live, mess and sleep with the unit/formation he will be granted the allowance of Rs 5 per day, but not mileage allowance in addition. In the latter

cases, a certificate will be furnished by the OC unit/formation concerned as the case may be, that the officer's living, messing and sleeping with the unit/formation was necessary.

Note I—Candidates for Territorial Army Commissions who have been interviewed in the first instance by Service Selection Boards and not medically examined immediately but directed to appear before Medical Board Tests at a subsequent date are eligible to TA/DA at the rates and under the conditions as are applicable to the candidates for the regular army commissions.

Candidates for the grant of TA commission declared medically unfit temporarily/provisionally by the Medical Boards and directed to appear at subsequent dates for re-examination by other medical boards will be entitled to travelling and daily allowances as in the case of candidates for the grant of commission in the regular army.

Note II—Candidates for Territorial Army Commissions appearing before Selection Boards will be eligible for DA at the rates and under the conditions applicable to candidates for the regular army. DA will be granted to officers of the Territorial Army in circumstances under which this allowance is admissible to officers of the regular army.

Note III—Territorial Army Officers when proceeding to join duty on embodiment under Section 7(3)(a), (b) and (c) of the Act, or when returning home on disembodiment will be entitled to travelling allowances on temporary duty scale as admissible to officers of the regular army.

Note IV—TA Officers when proceeding to join duty on embodiment for service under TA Rule 33 or when returning home on disembodiment will be entitled to travelling allowance on temporary duty scale. If, however, the period of embodiment-exceeds one year, travelling allowance will be allowed on permanent duty scale.

2. Conveyance will be admissible to their families from and to home station in case the period of embodiment exceeds three months.

Note V—Territorial Army officers when proceeding to take charge of permanent staff appointments or relinquishing charge thereof will also be entitled to travelling allowance for themselves and their families on permanent duty scale as applicable to officers of the regular army.

Note VI—Candidates of the P&T Department appearing before OC Unit/DCSO Area concerned for interview/medical examination in connection with the grant of commission as officers and JCOs in comm Z Singnal Units (P&T) of the Territorial Army will be granted travelling and daily allowance at the rates to which they are entitled under the rules of their own service for journeys from their duty station to places of interview/medical examination and back. The full journey will, where necessary, be performed on warrant in the appropriate class of accommodation.

Note VII—Travelling allowance claims after being counter-signed by the controlling officers and pre-audited by the CDA concerned will be dealt with finally and payments made to officers before they leave for their homes. Each claim will be supported by a certificate from the officer concerned to the effect that he undertakes to complete the journey and in the class for which he has received payment.

Note VIII—The intention of the term “home” used in the paras 193 and 195 of the TA Regs, is the “ordinary place of residence”. In other words, officers, JCOs and OR of the Territorial Army when called up for training, service or any other duty will be entitled to travelling allowance or free conveyance, as the case may be, from their ordinary place of residence or any other station not involving extra expense, to the place of training/service/duty.

194. **Railway Warrants**—Class I warrants by rail, river and road are admissible to junior commissioned officers holding Honorary commissions in the Territorial Army (with designation of rank corresponding to the Commissioned officers of the regular army) when travelling on duty at public expense as for the regular army. The scale of servants and luggage will be the same as laid down in Passage Regulations for corresponding ranks in the regular army travelling on warrant. All warrants and credit notes will be endorsed “Debitable to Territorial Army Estimates”.

195. **Travelling Allowance to Junior Commissioned Officers, Warrant Officers and Other Ranks (a)** Junior Commissioned Officers Warrant officers and other ranks of Provincial units of the Territorial Army will be entitled to free conveyance rail, river and sea when proceeding from their homes, or from any other station not involving extra expense, for cadre, Recruit or Annual training and back, irrespective of any change in their home addresses during the training, and at other times when proceeding on duty connected with the Territorial Army. Junior commissioned officers (not Honorary Commissioned officers with designation of rank

corresponding to the Commissioned officers of the regular army) and Warrant Officers will be entitled to Class I rail accommodation and will travel on warrant form B-(I.A.F.T—1707). They will also be entitled to free conveyance from place of recruitment to their homes (irrespective of whether they receive training at the time of recruitment or not) if they are not required to proceed direct to the place of training on recruitment but return to homes.

On the above occasions, junior commissioned officers, warrant officers and other ranks will be restricted to the railway free allowance of baggage.

They will also be allowed refund of any conveyance expenses incurred on road journeys (combined or not) performed by them to reach rail, river or steamer head subject to the following provisions :--

(i) No such refund will be admissible if the distance travelled is less than 3 Kilometers in each direction.

(ii) The officer commanding a unit may authorise any payment made on this account at a rate not exceeding **16 paise a Kilometer.

** (Auth-CS No 263/II/84)

(iii) Where buses, tramways, or similar conveyance can be utilised, the actual fares only will be admissible and in all cases public transport facilities will be taken into consideration in determining the rate of allowance, which will not however, exceed the rate of road mileage allowance admissible to corresponding ranks of the regular army for the appropriate conveyance used.

When called up on embodiment for service they will be allowed refund of any conveyance expenses incurred on road journeys under the following circumstances subject to the conditions laid down in sub paras (i) to (iii) above :--

(i) For journeys performed by them to and from their places of residence to reach rail or steamer head.

(ii) For journeys performed by them to and from their places of residence by road when these places are not connected by railway.

(b) Junior commissioned officers, warrant officers and other ranks of Urban units proceeding to and

from obligatory parades will be allowed refund of any conveyance expenses incurred, subject to the following provisions :--

- (i) No such refund will be admissible if the distance travelled is less than 3 kilometers in a single direction.
- (ii) The officer commanding a unit may authorise any payment made on this account at a rate not exceeding **16 paise a kilometer. A higher rate of mileage not exceeding the rate of road mileage allowance admissible to corresponding personnel of the regular army for the appropriate conveyance used may be authorised by the Sub Area Commander/TA Group Commander.

** (Auth-CS No 263/II/84)

- (iii) Where railways, tramways, or similar conveyance can be utilised the actual fares only will be admissible and in all cases public facilities will be taken into consideration in determining the rate of allowance, which will not, however, exceed the rate of conveyance allowance admissible to corresponding ranks of the regular army.

(c) Junior commissioned officers, warrant officers and other ranks of Provincial units when travelling in the circumstances mentioned in clause (a) above, and of Urban units when travelling on duty will be entitled to conveyance and daily or mileage allowance from and to their place of residence as follows :--

- (i) *Junior Commissioned Officers and Warrant Officers—Road journey*—Daily allowance for journey less than 32 kilometers and road mileage for journey more than 32 kilometers at the rates laid down in paragraph 138 Passage Regulations. *Rail Journey*—Conveyance on Warrant and daily allowance as laid down in paragraph 132 (ii) Passage Regulations. *Combined Journeys*. Mileage allowance is admissible for a journey by road when it is combined with a journey by rail, but such mileage allowance is limited to the amount of daily allowance unless the journey by road exceeds 32 kilometers.
- (ii) *Other Ranks—Journeys*—Ration allowance at the same rates as are admissible to regular troops. Such ration allowance will be admissible for every 24 hours or part thereof of the journey provided the journey exceeds 6 hours, allowance between 6 and 12 hours being half the ordinary rate and between 12 and 24 hours at full rate. For journey commenced and complete between

2200 hours and 0600 hours, the allowance will not be admissible. Actual travelling expenses in addition to ration allowance will in no case be admissible unless sanctioned under paragraph 162, Passage Regulations. Such expenses will be limited to mileage allowance as laid down in paragraph 138, Passage Regulations. Rail journey—Conveyance on IAF(TA)-11 or warrant and ration allowance at the same rates as are admissible to regular troops. Such ration allowance will be admissible for every 24 hours or part thereof of the journey provided the journey exceeds 6 hours. Allowance between 6 and 12 hours will be half the ordinary rate and between 12 and 24 hours at full rate. For journeys commenced and completed between 2200 hours and 0600 hours, the allowance will not be admissible.

Note I—JCOs, WOs, OR when proceeding to join duty under sections 7(3) (a),(b) or (c) of the Act or when returning home on disembodiment will be entitled to conveyance in the manner and at the scale as admissible to the corresponding ranks of regular army.

Note II—JCOs, NCOs and OR when proceeding to take charge of permanent staff duty appointment or relinquishing charge thereof will be entitled to conveyance on permanent duty scale for themselves and their families as admissible to personnel of the regular army.

Note III—Candidates of the P&T Department appearing before OC unit/DCSO Area concerned for interview/medical examination in connection with the grant of commission as JCOs in Comn Z Sig units (P&T) of the Territorial Army will be governed by Note V under para 193 of the Regulation.

Note IV—Conveyance allowance where admissible to JCOs, WOs and OR employed on the permanent and instructional staff will be regulated under the same rule as applicable to the corresponding ranks of the regular army for journeys from their residence to the place of duty and back.

Note V—The intention of the term “home” used in the paras 193 and 195 of the TA Regs, is the “ordinary place of residence”. In other words, officers, JCOs and OR of the Territorial Army when called up for training, service or any other duty will be entitled to travelling allowance or free conveyance, as the case may be, from their ordinary place of residence or any other station not involving extra expense, to the place of training/Service/duty.

195.A. Free Conveyance on Discharge—Free conveyance is admissible to TA personnel to their homes on discharge as under :--

- (a) On discharge under Territorial Army or the Rules thereunder.
- (b) On services being no longer required, viz,
 - (i) For misconduct.
 - (ii) Unlikely to become an efficient soldier.
 - (iii) On reduction of establishment.
- (c) Being found medically unfit for further service.

195-B. (a) Subject to provisions of sub paras (b) and (c) below, Officers, JCOs and OR of the Territorial Army, while embodied as shown below, will be allowed the same leave travel concessions as admissible to corresponding ranks of the Regular Army vide Rules 340, 341 and 349 Travel Regulations as modified from time to time :

- (i) While embodied in the prescribed manner for employment on the permanent administrative or instructional staff; or
- (ii) When called out or embodied in prescribed manner in support of civil power or to provide essential guards, or for supporting or supplementing the Regular army.

(b) The above concession will be subjected to admissibility of leave under para 121 or para 124 of these Regulations, as the case may be.

(c) The leave travel concession under Rule 340 Travel Regulations will be admissible to officers once in the second year of continuous embodiment and thereafter every second calendar year during such embodiment.

195-(c) Travelling Allowance to Territorial Army—Junior Commissioned Officer and Other Ranks—Junior Commissioned Officers and other ranks of the Territorial Army when proceeding to and from their places of residence to attend approved courses of instructions, including approved voluntary training, attachments and for the purpose of military training, will be entitled to the same scale of travelling facilities as are admissible to the corresponding ranks of the regular army.

195-D. Allowances to Personnel Employed in Railway Units of the Territorial Army while Travelling to Attend Parades—

Personnel of the Railway units of the Territorial Army when travelling by rail to attend parades (or to carry out administrative duties in the case of part time COs) will be granted the following allowances to extent indicated below for the period of the journey :--

- (a) Territorial Army Officers of Railway units of the Territorial Army when undertaking railway journeys on free passes in connection with training/authorised duty in the Territorial Army will in future draw travelling allowances under the Military rules normally as applicable to corresponding regular army officers, deducting from their travelling allowances claims for such journeys the amount of the fares which but for the free transit, they would have paid for self.
- (b) JCOs, NCOs and ORs—Only ration allowance for the period of journey at the rates applicable to the corresponding ranks of the regular army. They will not be entitled to any daily allowance.

195-E. Free conveyance to convicts and prisoners—JCOs and OR declared deserters or absentees of the Territorial Army when brought back to their units or elsewhere for trial after apprehension and those sentenced to penal servitude, imprisonment or detention, travelling to and from a military prison or detention barracks and the necessary escorts will be granted free conveyance as admissible to corresponding ranks of the regular army. Free conveyance will also be admissible for their return home on acquittal or expiry of the term of punishment. Baggage will be restricted to Railway free allowance.

195-F. Territorial Army personnel residing in TRIPURA Territory will be granted the following facilities when called up for service or training in Territorial Army units located in Assam :--

- (a) Free conveyance by air from AGARTALLA to GAUHATI and back.
- (b) Advance of TA for Air travel mentioned in (a) above.

196. Privately Entertained Non-Combatant's (Unenrolled)—

(a) Privately entertained non-combatants (unenrolled) of both Provincial and Urban units when sent to an out-station on duty

connected with their unit or when permitted to attend a course of instructions will be entitled to daily allowance on the scale laid down in Passage Regulations for individuals of the IV Grade. For such journeys, officer commanding will pay the rail-fare of the lowest class in cash and recover this as well as the daily allowance from the audit officer on a contingent bill, countersigned by the Sub Area Commander.

(b) The personnel referred to above when proceeding on the above journeys beyond 8 kilometers radius from their permanent station to places not connected by rail will be entitled to actual travelling expenses by public conveyance provided that the officer commanding certifies that :

- (i) the journeys were of an essential nature;
- (ii) the hire of conveyance was necessary; and
- (iii) the amount claimed was actually incurred (receipts to be attached).

197. Conveyance for Certain Individuals Called up for Temporary Employment with Territorial Army Units—Ex-Officers, junior commissioned officers, warrant officers, non-commissioned officers (pensioners and non-pensioners) and pensioned armourers, who are called up for temporary employment with the Territorial Army will be issued with railway warrants for their outward and return journey. The class of rail accommodation will be the same as that which was admissible to them prior to their leaving the services.

5. MISCELLANEOUS GRANTS AND ALLOWANCES

198. Pay and Allowances—Civilian Employees—Civilians may be employed on the lowest nerrick rates of pay, on a scale not exceeding that authorised in the case of tradesmen of the corresponding units of the regular army during the period of embodiment, and at the discretion of the commanding officer for seven days before the assembly, and seven days after the disposal, of camps.

Additional civilians establishment may, at the discretion of the competent Financial Authority prescribed in paragraph 20 of Financial Regulation, Part I, be entertained at the lowest local rate to meet requirements. Civilians in lieu of combatants who are essential for training and who are not available for enrolment may also be so employed.

199. **Peons**—The entertainment of one office peon per unit at the lowest rate is admissible.

Additional Class IV establishment, which may include Class IV servants other than office peons, may, at the discretion of the competent Financial Authority prescribed in paragraphs 20 and 30 of Financial Regulations, Part I be entertained at the lowest local rate to meet requirements without restriction as regards the period of employment.

Office peons employed by units will be granted liveries at government expenses as admissible in para 12, Appendix II, Financial Regulation, Part II.

200. **Armourers**—An armourer will be on the permanent establishment of all units, corresponding units of which in the regular army are authorised an armourer. Where a Territorial Army armourer is not available or is absent from the unit on courses or attachment, an armourer from a regular unit may be attached to the Territorial Army unit under the orders of the Sub Area or equivalent Commander.

All armourers so attached will continue to draw their own rates of pay.

201. **Employment of Pensioned Armourers**—If and when serving armourers cannot be made available from regular units the General Officer Commanding-in-Chief, the Command in which the TA unit is stationed, may sanction the temporary employment of pensioned armourers. The pensioned armourers will receive pay as for armourers in the regular army, plus pension.

202. **Permission for Clerk to Accompany Commanding Officer on Recruiting Duty**—A Commanding Officer of a Territorial Army unit, when proceeding on recruiting duty, and when it is anticipated that not less than 20 recruits will be obtained, may, if he so desires take with him a clerk from the existing establishment of clerks employed with the unit.

In the case of civilian clerks, travelling allowance will be admissible under the rules and conditions prescribed for civil subordinates in Passage Regulations.

203. **Absence from Duty of Government Servants Enrolled in Territorial Army**—When Government servants enrolled in the Territorial Army attend the Annual training, or courses of instruction,

the period of absence from duty shall not be deducted from any casual or other leave which may be admissible to them, and shall be regarded as duty for the purposes of civil leave and pension.

204. Service of Government Servants to Count towards Increment of Pay etc.—Government servants, called out or embodied under Section 7(3) of the Act if on incremental salary, will count such military service towards increment in civil pay and also towards civil pension, if they would have counted for that purpose their corresponding service in the civil department but for their deputation to military service. As regards leave will continue to be governed by the civil rules applicable to them before transfer to military service.

205. Acting Promotions in the Place of Civilian Government Servants Undergoing Training—Under Rule 36 of the Fundamental Rules and Article 86 of the Civil Service Regulation, acting promotions may be made in place of Government servants undergoing training in the Territorial Army, who under paragraphs 203 and 204 of these Regulations, are treated during the period of training as on duty for the purpose of civil leave and pension.

206. Free Rations—Provincial and Urban Units—During Annual and Recruit Training for provincial units, annual and recruit training camps for Urban units and also for both Provincial and Urban units during courses of instruction, when called out in aid of the civil power or when otherwise embodied or when taken into and kept in military custody vide Section 9(2) of the Act, junior commission officers, warrant officers and other ranks of the Territorial Army will be entitled to free rations or allowance in lieu on the scale laid down for the regular Army.

Note—TA personnel who receive medical treatment under this para in civil/private hospitals during periods of training, courses and embodiment and who are transferred to the nearest Armed Forces Hospital for further medical treatment under para 181, will be entitled to the same travelling concessions as are admissible to corresponding ranks of the Regular Army for journeys from civil/private hospitals to Armed Forces Hospitals and again from Armed Forces Hospital to their homes or other stations not involving extra expenses. JCO's, WO's and ORs will also be entitled to free rations or allowance in lieu thereof for so long as they are entitled to pay and allowances under para 181 subject to the usual conditions applicable to Regular Army personnel.

207. **Payment Issue—Army Service Corps Articles to Officers' Messes**—During Annual training officers' messes may obtain articles of ration from the Army Service Corps on payment at the same rates as officers of the regular army.

208. **Reward for Apprehension of Deserters**—A grant of Rs 5 is admissible to any person who apprehends an individual of the Territorial Army who is declared to be in a state of desertion or absence without leave from his unit (other than an individual who voluntarily surrenders himself).

The grant will be paid as soon as possible after the person has been delivered into military or police custody.

When notifying a commanding officer of the apprehension of a deserter from his unit, the District Superintendent of Police should at the same time furnish the commanding officer with the name and address in full of the actual person to whom the reward is payable. As soon as the deserter reaches his unit in charge of the escort, the commanding officer will at once remit the reward by money order direct to the person entitled to it whose money order acknowledgement will be accepted by the audit authorities as a sufficient voucher for the amount paid as a reward and for the money order fee.

209. **Office Allowance**—Office allowance for units of the Territorial Army will be drawn on the following scales:--

	Provincial Units per mensem	Urban Units per mensem
	Rs	Rs
For units with a total strength of 500 or more	20	30
For units with a total strength of less than 500	10	10

This allowance is intended to meet expenses incurred on the purchase of articles mentioned in the Annexure to Army Instruction (India) No. 617 of 1946 as amended from time to time.

The cost of stationery obtained from the Government of India Stationery Office, CALCUTTA, or the Command Stationery Depot or purchased locally in accordance with the existing rules is not debitable to office allowance.

To enable them to obtain their requirements of articles annually in bulk units of the Territorial Army may draw, in advance, a lump sum equivalent to their monthly office allowance

for six months. In addition they will be paid one half of their monthly allowance each month throughout the year, including the month in which the lump sum advance is drawn. The total amounts drawn during the whole year will not exceed those stated above.

209-A. **Office Allowance on Embodiment for Service**—The Territorial Army units when embodied or called out for service under Rules 33 and 34, are entitled to office allowance at the rates laid down in Pay and Allowances Regulations Vol. II and other Government orders for the corresponding regular army Units. The amount of allowance will be proportionate to the period of embodiment.

210. **Upkeep Allowance—Bicycles**—The same rules as applicable to the Regular Army will apply.

211. **Supply of Stationary**—Territorial Army units will draw stationery from Stationery Depots on an 'as required' basis in accordance with A.I.91/54.

212. **Supply of Service Labels**—Service postage labels will be obtained in accordance with the procedure in force for their supply by Civil Treasuries and military treasure chest officers.

213. **Permanent Advance**—(a) A permanent advance may be authorised in order to provide the commanding officer with cash to meet immediate payments. This imprest may also be utilised for making advance payment, prior to the completion of training, of messing allowance; musketry prizes; rail fares to men who cannot utilise their warrants, in accordance with paragraph 115(V), Passage Regulations; recruiting allowance; pay of discharged men, and cost of repairs to clothing. Such advances will be adjusted after completion of training. The Area/Div/Independent Sub Area/Independent Brigade Group/Independent Brigade Area/Independent Brigade Commander/TA Group Commander in consultation with the Controller of Defence Accounts concerned will take into consideration the actual requirements of individual units and will fix a suitable amount for the imprest.

213(a). Advance of pay and allowances will be paid to the officers embodied under Rule 33 of TA Act Rules 1948, on ad-hoc basis, for each rank as indicated below from the imprest accounts of units in case they have not received their pay and allo-

wances from the CDA(O) till the 15th of the second month after the date of their reporting for duty on embodiment—

2/Lt	Rs 500/-
Lt	Rs 500/-
Capt	Rs 550/-
Major	Rs 900/-
Lt Col	Rs 1000/-

(b) The procedure for the maintenance of Imprest Accounts in the Territorial Army Units will be the same as laid down from time to time for the regular army units.

213-A. **Advance for Regimental Funds**—A refundable advance will be granted to the reconstituted or newly raised units to the extent of the following amount :--

(a) Infantry Battalion		Rs 2,000 each
Armoured Regiment		
Regiment of Artillery		
Railway Engineer Group		
Port and Docks Engineer Group		
Comms Z Signal Regiments		
(b) Other units		Rs 400 each

Applications for such advances will normally be submitted to Area/Div/Independent Sub Area/Independent Brigade Group/Independent Brigade Area/Independent Brigade Commander/TA Group Commander. Any application made after the lapse of three years from the date of raising/reconstitution will, however, be forwarded through usual channel to Army Headquarters for obtaining sanction of the Government of India.

The loan will be granted subject to the following conditions:

- (a) Advance granted above will be refundable in three years by instalments of amounts not less than $1/36^{\text{th}}$ of the advance will be re-paid to Government during each of the first and second years.

- (b) The advance will be liquidated earlier if the unit is disbanded/mobilised prior to the expiry of the period of recovery, and
- (c) If the unit fails to comply with condition (a) above, interest at a rate to be determined later, will be charged on the outstanding balance.

The expenditure involved is debitable to Head 'P'—Deposits and Advances—Advance Repayable—Interest free. Advances and recoveries effected should be credited to that head.

214. **Monthly Band Allowance**—Band allowance will be paid for 3 months in each year in accordance with Pay and Allowances Regulations, Part II, Para 571.

215. **Advance for Raising a Band**—An advance up to a maximum of Rs. 1,500 may be made to Territorial Army units to be repayable by withholding the monthly allowance.

216. **Typewriters**—Territorial Army units are entitled to typewriters under the terms and conditions and at the scales laid down in Army Instruction 295/50 as amended from time to time. Officers commanding units will ensure that demands for typewriters are based on the number of clerks authorised on the P.E.

217. **Duplicators**—Territorial Army units are entitled to duplicators under the terms and conditions and at the scale laid down in Army Instruction 295/50 as amended from time to time.

217-A. **Repairs to Typewriters and Duplicators**—The repair to typewriters and duplicators will be carried out in accordance with the terms obtaining in the regular army units.

218. **Fitting, Making, Marking and Repairing Charges**—(a)
 (i) In the case of Urban units, the personnel may be attached to Regular Army Units located in the same station for purposes of making and fitting of the clothing, and in places where no regular army units are located, actual making and fitting charges may be paid subject to the limits shown below for different garments:

Articles	Making Charges	Fitting rate
	R.P.	R.P.
Blouse Celular/Bush Shirts or Shirts OG/ Khaki each	5.00	2.50
Shirts, Drill OG/Khaki (Universal), per pair	3.00	1.25
Trousers, Drill OG/Khaki all ranks per pair	4.00	1.75

The above arrangement will be applicable only in units which have no tailors posted against their authorised establishments.

Note—Claim on these accounts will be submitted as prescribed in para 138 of these regulations.

(ii) In the case of provincial units, where tailors are not authorised on the permanent staff of the unit, tailors may be employed, if necessary, seasonally for a period not exceeding two months in addition to the period of annual camp ie, two months before the commencement of the annual camp as well as during the period of training, or one month before and one month after the period of training under the terms obtaining in the regular army.

Note—Only outside garments will be made regimentally both in Urban and Provincial units.

(b) The marking of clothing, necessaries and equipment will be carried out free in accordance with arrangements to be made, regimentally, see para, Clothing Regulations, and Section XXIII of Regulations for the Equipment of the Army, Part I.

(c) Officers commanding Territorial Army units are authorised to recover on contingent bills the actual cost of petty repairs to clothing on charge, upto a limit of Re. 1 (Rupee one) per man per annum. This allowance will not include repairs to boots, the actual cost of which will be recovered separately on contingent bill. Bills for petty repairs will be supported by a certificate from the officer commanding to the effect that the repairs were not rendered necessary by culpable negligence.

Note—The term ‘petty repairs’ as used in sub para (c) above, includes redyeing of clothing due to premature fading while articles are in store during the non-training season.

219. **Musketry Prize Allowance**—An annual allowance of two rupees for every officer, junior commissioned officer, warrant officer, non-Commissioned officer or man who completes his musketry course will be placed at the disposal of the officer commanding the unit for expenditure, at his discretion, on musketry and other prizes.

220. **Allowance for the Upkeep of Musketry and Range Appliances**—An annual allowance of three annas (19 naya paise) for every officer, junior commissioned officer, warrant officer, non-commissioned officer and man, who on the 1st April each year, or at the option of the officer commanding on the first day of Annual training is borne on the strength of the Territorial Army unit, will be placed at the disposal of the officer commanding unit, for the upkeep of musketry and range appliances. To this sum may be added any recoveries made by the officer commanding on account of lead and empty cartridges cases under Equipment Regulations for the Army in India, Part I.

221. **Charcoal for Drying Purposes**—Charcoal will be issued on an “as required” scale for drying the equipment and clothing in store of Territorial Army units during the non-training period. Issues will be made on the authority of the Sub-Area Commander where conditions of humidity warrant the issue of charcoal.

222. **Outfit Allowance—TA Officers**—(a) Officers of the Territorial Army will receive an initial outfit allowance as for the officers of the regular army and will be required to provide and maintain clothing and equipment as for regular officers. An officer who has already drawn an outfit allowance from the Central Government will be governed by the same rules as applicable to regular army officers.

“(b) A JCO on grant of Honorary commission is entitled to receive the actual cost of kit, subject to a maximum of Rs 800 and when an honorary commissioned officer is granted a Commission in the Territorial Army, he will be entitled to outfit allowance equal to the difference between the full amount of initial outfit allowance admissible as a Commissioned Officer in the Territorial Army and the amount he received at the time of grant of Honorary Commission. Officers of the Territorial Army will receive a fresh outfit allowance on completion of ten years `TA Commissioned service or seven years` effective service which will consist of embodied service, service on Permanent, Administrative and Instructional Staff and full pay commissioned service rendered with the Regular Army, whichever is earlier. Where,

however, an officer has only two years or less to serve before retirement from the Territorial Army, the fresh outfit allowance will not be admissible. The other conditions for the grant of the allowance will be the same as for officers of the Regular Army. The period of seven years effective service or ten years commissioned service will as the case may be, count from the date of grant of Honorary Commission.”

(c) The rules regarding recovery of initial or renewal outfit allowance in respect of Territorial Army Officers will be the same as Regular Army Officers with the following modification:

An officer who has been paid renewal outfit allowance and who fails to serve for a period of three years from the date the allowance became due, will be required to refund 1/6th of such allowance for each period of six months (or part of such period) by which his service falls short of three years. This will have effect from 13th July, 1962.

- (i) No refund of the outfit allowance will be made if an officer relinquishes his commission after completion of 4 years from the date of appointment to the Territorial Army in case he received only the initial outfit allowance or in case he received a fresh outfit allowance after completion of 4 years from the date of entitlement of fresh outfit allowance.
- (ii) Officers who do not fulfil the condition in (i) above will be required to refund the initial or fresh outfit allowance, as the case may be, as under:
 - (a) Those who relinquish their commissions after completion of 3 but not 4 years after the date of first appointment to the Territorial Army in case they received only the initial outfit allowance or in case they received a fresh outfit allowance after completion of 3 but not 4 years from the date of entitlement of that allowance Rs 150.00
 - (b) Those who relinquish their commission after completion of 2 but less than 3 years after the date of the first appointment to the Territorial Army in case they received only the initial outfit allowance or in case they received a fresh outfit allowance after completion of 2 but less than 3 years from the date of the entitlement of that allowance300.00

- (c) Those who relinquish their commission after completion of 1 but less than 2 years after the date of first appointment to the Territorial Army in case they received only the initial outfit allowance or in case they received a fresh outfit allowance after completion of 1 but less than 2 years from the date of entitlement of that allowance.....Rs 450.00
- (d) Those who relinquish their commission within a year after the date of the first appointment to the Territorial Army in case they received only the initial outfit allowance or in case they received a fresh outfit allowance within a year from the date of entitlement of that allowance.....Rs 650.00

223. **Outfit allowance—Junior Commissioned Officer**—(a) Junior Commissioned officer will receive on first appointment, an outfit Allowance of Rs **275/- and will be required to provide and maintain clothing and necessaries on the scale shown in Appendix XVII.

The articles detailed therein may be obtained by the officer from Government by submitting a payment indent through his unit. He will furnish to his commanding officer a certificate to the effect that he is in possession of the articles enumerated.

(b) The sum of Rs **275 referred to above includes maintenance allowance for the first year. In subsequent years a maintenance allowance at the rate of Rs. 9 per month will be admissible for periods spent in authorised training, when attached to a regular unit, or when attending authorised courses. The annual training of an Urban unit will count as two months for this purpose.

** (Auth—Case No 72165/171/GS/TA3(a)/2655-B/D(GS-VI) M of F (Def) uo No 2448/PD of 1978)

The grant of clothing allowance as for the regular army to JCOs embodied for service within one year from the date of their appointments will, however, be regulated as under:--

- (i) if the annual training for two months has already been completed prior to embodiment for service, clothing allowance will be admitted from the date of embodiment.
- (ii) if embodied for service before completion of two months annual training, clothing allowance will be withheld for that period by which the training falls short of two months prior to the date of embodiment.

(iii) A Board of survey will be held at the time of embodiment for service and any item of clothing authorised to them in these Regulations having less than three months life under active service conditions will be replaced at the individual's expense at payment issue rates. Articles found deficient will also be replaced at payment issue rates. Additional items, not authorised in these Regulations, but required to complete to scales as are admissible to regular Army JCOs will be issued free. Likewise Board of Survey will also be held at the time of their disembodiment and action as per para 134(3) also taken in their case.

(c) A junior commissioned officer who relinquishes his commission within 3 years from the date of first appointment to the Territorial Army will be required to refund the amount paid to him on account of initial Outfit Allowance unless the General Officer Commanding-in-Chief, Command, on the recommendation of the Area/Independent Sub Area/Independent Bde Group/Independent Brigade Area/Independent Brigade Commander/TA Group Commander waives recovery of the amount.

(d) JCOs of the Territorial Army will be eligible for a renewal grant of outfit allowance of ****Rs 275/-** on completion of a period of 10 years commissioned service (excluding embodied period of service) on the same terms and conditions as laid down for the initial outfit allowance. Where, however, a JCO has only two years or less to serve before retirement from the Territorial Army, the renewal outfit allowance will not be admissible. **** (Auth—Case No 72165/171/GS/TA3(a)/2655-B/D(GS-VI) M of F (Def) uo No 2448/PD of 1978)**

224. Outfit Allowance on Reappointment—(a) Neither the Outfit Allowance nor the maintenance allowance referred to in para 223 above will be admissible on reappointment or otherwise, to an officer who has previously drawn a full Outfit Allowances, except as stated in sub-paragraph (b).

(b) An officer who has previously drawn and outfit allowance on first appointment to the Territorial Army will, on reappointment, receive only the difference, if any, between the amount so drawn (less any refund made to Government) and allowance therein laid down. In such cases maintenance allowance will also be admissible.

224-A. Mufti Clothing Allowance—Mufti clothing allowance will be admissible to personnel when employed in the permanent administrative or instructional staff of the units at the same rates

and under the same terms as applicable to the personnel of the regular army.

“225. Mess Maintenance Allowance in respect of TA units will, during the periods of embodiment for training, be drawn only on the basis of the posted strength of officers during such training. During the periods of non-training, when officers of the TA cannot be attached to messes of regular army units and are authorised a mess of their own, this allowance will be granted on the basis of the authorised strength of the Permanent Staff. During embodiment of the units for service, under TA Rule 33, this allowance will be based on the total authorised strength of the unit concerned.

Initial issue of monetary grants, as and when allowed under para 236, will be based on the total authorised strength of the unit.”

226. Messing Allowance condiments—The monetary monthly grant or issue in kind as for the regular army will obtain for the Territorial Army.

227. Incidental Charges Grant—(a) The following allowances towards incidental Charges Grant are admissible to :-

Provincial Units—

- (i) Rs. 450 for periods of Recruit training of one month.
- (ii) Rs. 450 per company or an equivalent sub-unit, during Annual training of one month.
- (iii) Rs 150 per company or an equivalent sub-unit for units undergoing additional Annual training.

Urban Units.—

Rs. 600 per company or an equivalent sub-unit annually.

(b) Subject to the discretion of Sub Area or equivalent Commander or TA Group Commander, the officer commanding units may be authorised to draw advance against Incidental Charges Grant equal to one half of the allotment for the previous year, or for the current year, whichever is less, irrespective of the fact whether the annual training camp is held in the beginning or end of the year, provided that more than one half of the current year's grant is available.

(c) Expenditure will be limited to the amounts shown above and will be incurred at the discretion of the officer commanding in connection with training, subject to the counter-signature of the Area/Independent Brigade Group/Independent Brigade Area/Independent Brigade Commander/TA Group Commander and to audit by the Controller of Defence Accounts concerned.

(d) The cost of the following items will be met from the Grant :--

- (i) Washing of clothing on "as required" basis.
- (ii) Compensation for damage to crops.
- (iii) Rent of camp site.
- (iv) Clearing of camp site.
- (v) Conservancy charges incurred in standing or temporary training camps in or out of cantonments.
- (vi) Water charges when the supply is not obtained from or through the agency of the Military Engineering Service.
- (vii) Provision for manuals, maps, etc.
- (viii) Incidental charges on account of battle practices, e.g. chatties, bamboos, screens, discs, etc.
- (ix) Cleaning and polishing materials.
- (x) Grass for bedding in camp and during voluntary attachment training under TA Rule 21. Charpoys may be hired in lieu, provided the total expenditure does not exceed that normally expended for the purchases of grass.
- (xi) Hire of furniture and other expenses in connection with the maintenance of a junior commissioned officers' club.
- (xii) Incidental and miscellaneous charges in connection with training when such expenditure is not covered by other authorised heads.
- (xiii) Hire and Purchase (under the authority of Area/independent Sub Area/Independent Brigade Group/Independent Brigade Area/Independent Brigade Commander/TA Group Commander concerned) of camp furniture and maintenance thereof.
- #(xiv) Provisions of refreshments and other requirements during inspections and visits by important personages.

#Auth – CaseNo 698331/GS/TA-1(a)/8435/61/D(GS.III)Min of Fin (Def) u.o No. 3837/M/GS of 1961).

228-A Annual Training Grant for All Units – Annual Training Grant will be admissible to all Territorial Army units.

The procedure for budgeting and allotment of this grant will be the same as for the corresponding units of the regular army.

228-B. Annual Grant—Engineer Units—Annual Field Practice and Training Grant (Engr units only).

(i) This grant will be available to the Engineer-in-Chief who will sub-allot according to the strength and type of training carried out by Territorial Army Engineer units.

(ii) Officer Commanding Territorial Army Engineer units requiring allotments from the above grant will conform to the procedure followed by similar units of the regular army.

(iii) The expenditure from Field practice and Training Grant may be incurred on items pursuant to the efficient training of Corps of Engineers, such as:--

- (a) Movements and Territorial Army expenses in connection with bridging camps and other engineer training.
- (b) Purchase of special items of Engineer stores, tools and plant not included in Equipment Tables.
- (c) Casual labour for training requirements (e.g. handling of stores, manufacture of special articles, etc.).
- (d) Purchase or manufacture of training expedients.

228-C. Technical Training and Instructional Equipment Grant (for Signal Units only)—This grant will be available to Signal units at the rates as laid down from time to time. Drawing and accounting will be as for the corresponding units of the regular army.

The following are legitimate charges against this grant :--

- (i) Purchase of technical equipment not available from Ordnance sources.
- (ii) Purchase of wireless, electrical and other components for making technical aids and instructional equipment.
- (iii) Purchase of instructional and reference books.
- (iv) Purchase of Post & Telegraph Stores.

229. Cook Houses, Latrines and Similar Structures—Expenditure is authorised on account of erection and removal of cook

houses, latrines and similar structures when free tentage, where authorised, is not available. Expenditure is also authorised in connection with the erection and removal of chulas partitions and similar structures required to be constructed within free tentage authorised. The actual cost to be sanctioned by Area or Independent Sub Area/Indep Bde Gp/Independent Brigade Area/Independent Bde Commander/TA Group Commander and to be debitable to expenses of Defence Services Estimates.

230. **Transport Charges**—Occasional expenditure on account of the transport of clothing, equipment and stores, provided Government transport is not available, is authorised. Transportation to be authorised by the Sub-Area or equivalent Commander/TA Group Commander and the cost thereof to be debited to Transportation Charges, Territorial Army.

231. **Hair Cutting, Hair Cleaning and Washing Allowances**—The hair cutting, hair cleaning and washing allowances will be admissible to personnel of the Territorial Army, when on courses of instruction or called up or embodied for service or for training or when employed on the permanent administrative or instructional staff, at the same scales and rates as laid down from time to time for the Regular Army. During training in Urban Units as prescribed in Rules 19(b) and 20(I)(b) an allowance of 2 annas (12 Naya Paise) per drill per member may be made for every completed 2 hours of drill.

232. **Amenities Grant**—The annual per capital amenities grant for Territorial Army units will be promulgated through Army Instructions from time to time.

233. **Mineral Water and Ice Allowance**—During periods of Recruit and Annual training and when attending courses of instruction or when called out in aid of the civil power or otherwise embodied, mineral water and ice allowance will be as for the regular army.

234. **Conservancy Allowance**—The conservancy allowance will be admissible to the permanent staff of Territorial Army units at the same scale and same conditions as applicable to the regular army.

235. **Telegraphic Addresses**—In telegraphic addresses, Territorial Army units will use the word TERRIER preceded by their unit designation, e.g., 101 SIG TERRIER DELHI.

236. Issue of Monetary Grants for the Initial Equipment of Officers' Messes—General Officer Commanding-in-Chief, Command, is empowered to sanction the initial issue of monetary grants upto the maximum amounts stated in the scales below for the equipment of an officers' mess for all units and formation headquarters, provided he is satisfied that it is essential that the unit or formation headquarters should form a Territorial Army mess.

Scale of maximum monetary grants:--		Rs.
Mess of 1 officer		150
Mess of 2 officers		275
Mess of 3 officers		400
Mess of 4 to 5 officers		500
Mess of 6 to 10 officers		950
Mess of 11 to 15 officers		1,350
Mess of 16 to 20 officers		1,750
Mess of 21 to 25 officers		2,000
Mess of 26 to 30 officers		2,300
Mess of 31 to 40 officers		2,750
Mess of 41 or more officers		3,000

The above grants will be paid only when necessary equipment cannot be issued in kind from stocks held by Government. Where full equipment is not issued in kind, the total grant will be reduced by the amount of cost of equipment issued in kind from stock. The amount of the grant is liable to revision from time to time.

237. Grant of Refreshment Allowance for Urban Units—Urban Units will be entitled to draw a cash allowance of Rs 3/- (Rupee Three) per head for every four hours of parade/drill completed by junior commissioned officers, other ranks and non-combatants (enrolled) for payment to them. The period of drill etc. done by an individual on any day for less than two hours will be ignored for the purpose of this allowance.

*(Auth—CS No : 257/III/84)

Chapter X-Documentation Report, Returns, Books and Forms

238. **Reports and Returns**—The reports and returns, as ordered by the Army Statistical Organisation or any other authority with their concurrence, will be submitted by all Territorial Army units to appropriate authorities on due dates. Commanding officers will ensure that there occurs no delay in submission of reports and returns.

239. **Annual Inspection Reports, IAF(T.A.)-4**—(a) Each unit of the Territorial Army will prepare the Annual Inspection Report, in triplicate which will be submitted as follows:--

To reach Inspecting officer by—15th April.

To reach Area/Div/Independent Sub-Area/Independent Bde Gp/Independent Bde by—15th May.

To reach Command Headquarters—15th June.

To reach Army Headquarters—15th August.

(b) The report of reporting officers will deal primarily with the fitness of units for the following rules :--

(i) Provincial Units—For embodiment under Section 7,(3)-(b) of the Territorial Army Act.

(ii) Urban units—for embodiment under Section 7,3(a) and (b) of the Territorial Army Act.

(c) On receipt of the reports, I.A.F.(TA)-4, Commands will:--

(i) Add any comments of the General Officer Commanding-in-Chief to the Annual Inspection Report, and return one copy to the unit, through the usual channel.

(ii) forward the other two copies to Army Headquarters who will bring to the notice of the Chief of Army Staff any reports which are exceptionally good or bad.

(d) One copy will be retained at Army Headquarters and one copy will be returned to Headquarters Command, who will communicate any additional remarks to the unit concerned, and retain the report for a period of three years, after which it will be destroyed.

240. **Strength, Casualty and Wastage Returns**-Strength and wastage returns of the Territorial Army units will be submitted monthly on the first of each month on IAFsF. 3008. 3009 and ASO Pers 1 (TA) and ASO Pers 2(TA). Casualty returns will be submitted as and when they occur on I.A.Fs.F. 3010 and 3011.

241. **Confidential Reports**-(a) Confidential Reports will be initiated and prepared in accordance with the instructions issued from time to time by the Military Secretary. Annual confidential reports on officers and JCOs of Territorial Army will be initiated and prepared on completion of the annual training. Reports on JCOs will be prepared on IAFI-1153 in accordance with the instructions issued from time to time for the Junior Commissioned Officers of the Regular Army and submitted through prescribed channels and finally recorded and maintained by the Record Office of the respective Corps/Regiment/Group.

(b) For this purpose the officers and Junior Commissioned officers will be medically examined and, if necessary, may be hospitalised for observation/investigation in accordance with the procedure applicable to the corresponding ranks of the Regular Army. Such medical examination will in case of provincial units be held during the annual training in sufficient time so that the examination is completed before termination of the training period and, in case of the Urban units, the medical examination will be carried out during weekly parades at the close of training year but not during the periods of the compulsory annual camps. TA units such as Railways and Post and Telegraphs or any other unit doing their training for a continuous period of 30 days in the a year will carry out the medical examination for this purpose during their annual camps.

(c) Reports in respect of officers and JCOs who are exempted from or fail to attend the annual training or who attend annual training for less than the minimum specified period, will not be initiated for that year. MS Branch, Army HQ, in the case of officers, and Record Officers concerned, in the case of JCOs, will be informed of the names of such officers/JCOs.

(d) When a report is of an adverse nature, it will invariably be brought to the notice of the Director Territorial Army through staff channels before it is finally recorded.

242. **Record of Service-Officers**-The record of service of officers will be maintained on I.A.F.Z. 2041.

243. **Character Rolls-Non-Commissioned Officers-**Character Rolls I.A.F.D. 903 (Revised) will be maintained for non-commissioned officers.

244. **Army Publications Documentations and Forms-**Unit commander will ensure that the latest editions of army publications, documents and forms required for their units are maintained duly corrected in accordance with the amendments issued in their respect from time to time. They will periodically review the publications and documents in their possession and return surpluses to the issuing authorities. They will produce them when required for inspection.

The utmost economy will be exercised in use of the forms. Stocks will be kept to the minimum and surpluses will be returned to the issuing establishments. The forms in use are contained in the publication, 'Classified List of Army Forms and Books used by the Defence Services, 1953' as amended from time to time.

245. **Documentation all ranks-**

(a) *Officers-*Documents of officers will be maintained by Territorial Army Officers Record Section. Territorial Army Directorate, General Staff Branch, Army Headquarters.

(b) *Junior Commissioned Officers and Other Ranks*

(i) Service documents viz., Sheet Rolls (I.A.F.K. 1155, 1156) Universal Record Card (I.A.F.Z. 2174). Location Card (I.A.F.A. 814) and Stats Summary Card (I.A.F.Z. 3013) will be maintained by the Record Office of the respective Regiment/Corps Centre to which a Territorial Army unit is affiliated. Long Rolls and (I.A.F.F. 958) service and casualty forms will be maintained by Territorial Army units.

(ii) Service documents viz., Sheet Rolls (I.A.F.K.-1155 or 1156), Universal Record Card (I.A.F.Z. 2174), Location Card (I.A.F.A. 814) And Stats Summary Card (I.A.F.Z. 3013) of JCOs and other ranks of the Territorial Army of one arm of service attached to a unit of another arm of the service will be maintained by the Record Office of the parent Regiment/Corps to which the men belong.

APPENDIX I

TERRITORIAL ARMY ACT 1948

An Act to provide for the constitution of a Territorial Army

WHEREAS it is expedient to provide for the constitution of a Territorial Army.

It is hereby enacted as follows :-

1. *Short title, extent and application*-(1) This Act may be called the Territorial Army Act, 1948.

(2) It extends to the whole of India and applies to all classes of persons in the Territorial Army, wherever they may be.

2. *Definitions*-In this Act, unless there is anything repugnant in the subject or context-

(a) “enrolled” means enrolled in the Territorial Army under the provisions of the Act;

(b) “Officer” means an officer of any of the two classes specified in section 5;

(c) “non-commissioned officer” means a person holding a non-commissioned rank in the Territorial Army, and includes an acting non-commissioned officer;

(d) “prescribed” means prescribed by rules made under this Act;

(dd) “public utility service” means any undertaking which supplies power, light, gas or water to public, or carries on a public transport, or maintains any system of public conservancy or sanitation and which is declared by notification in the Official Gazette, by the Central Government to be a public utility service to which this Act applies:

Provided that no such notification shall be issued unless the Central Government is satisfied that, having regard to the needs of the Territorial Army, the persons employed in any such public utility service should, in the public interest, be made compulsorily liable for service in that Army under this Act.

(e) the expression 'regular army' means officers and other ranks who, by their commission, terms of enrolment or otherwise, are liable to render continuously for a term military service under the Army Act, 1950 (XLVI of 1950); and

(f) all words and expressions used herein and defined in the Army Act, 1950 (XLVI of 1950) and not herein-before defined, shall be deemed to have the meanings respectively attributed to them by that Act.

3. *Constitution of the Territorial Army*-(1) There shall be raised and maintained in the manner hereinafter provided an army to be designated the Territorial Army.

(2) The Central Government may constitute such number of units of the Territorial Army as it thinks fit and may disband or reconstitute any unit so constituted.

4. *Personnel of the Territorial Army*-There shall be the following classes of persons in the Territorial Army, namely-

- (a) Officers; and
- (b) enrolled persons.

5. *Officers*-Officers in the Territorial Army shall be of the two following classes, namely-

- (a) Officers holding commissions in the Territorial Army granted by the President with designation of rank corresponding to those of Indian commissioned officers of the regular army; and
- (b) Junior commissioned officers holding commissions in the Territorial Army granted by the President with designation of rank corresponding to those of junior commissioned officers of the regular army.

6. *Person eligible for enrolment*-Any person who is a citizen of India may offer himself for enrolment in the Territorial Army, and may, if he satisfies the prescribed conditions, be enrolled for such period and subject to such conditions as may be prescribed.

6A. *Liability-Certain person for compulsory service in the Territorial Army*-(1) Without prejudice to the provision

contained in Section 6, every person employed under the Government or, in a public utility service who has attained the age of twenty years but has not completed the age of forty years, shall, subject to the other provisions contained in the section and subject to such rules as may be made in this behalf, be liable, when so required to do, to perform service in the Territorial Army.

(2) Where it appears to the prescribed authority that, having regard to the strength of the Territorial Army or of any unit thereof in any area or place or, having regard to the exigencies of service in the Territorial Army, it is necessary that persons compulsorily liable to perform service in the Territorial Army under sub-section (1) should be called upon such number of persons as he thinks fit for the purpose of performing service in the Territorial Army.

(3) In requisitioning the services of any person under sub-section (2) the prescribed authority shall have regard to the age, physical fitness, qualifications and experience of the persons to be called upon for service and the nature of the work previously performed by them while employed under the Government or in the public utility service, and the work to be performed by them in the Territorial Army.

(4) Every person liable to perform service under sub-section (1) shall, if so required by the prescribed authority, be bound to fill up such forms as may be prescribed and sign and lodge them with the prescribed authority within such time as may be specified in the requisition.

(5) The prescribed authority may require any person in charge of the management of a public utility service to furnish within such time as may be specified in the requisition such particulars as may be prescribed with respect to person employed under him, who may be liable to perform service under sub-section (1).

(6) Any person whose services are requisitioned under this section may be required to join the Territorial Army as an Officer or as an enrolled person according to the rules made in this behalf by the Central Government, and where any person has so joined the Territorial Army, he shall be entitled to the same rights and privileges and be subject to the same liabilities as an officer or enrolled person under the provisions of this Act.

Explanation-For the purposes of this section, the expression 'person employed under the Government or in a public utility service' shall not include :-

- (a) a woman;
- (b) a member of the regular Army, the Navy or the Air Force or a member of any Reserve Force;
- (c) a person who is not a citizen of India;
- (d) a person employed under the Govt in any country or place outside India for so long as he is so employed; and
- (e) any other persons as may be exempted from the operation of this Act by the Central Government, by notification in the Official Gazette, on the ground that, having regard to the nature of the service performed by such persons or to the exigencies of the service in which they are employed, it is, in the opinion of the Central Government, expedient in the public interest that they should not be liable to perform service under this Act.

7. *Liability for military service*-(1) No officer or enrolled person shall be required to perform military service beyond the limits of India save under a general or special order of the Central Government.

(2) Subject to the provisions of sub section (1) every officer or enrolled person shall, subject to such conditions as may be prescribed, be bound to serve in any unit of the Territorial Army to which he is for the time being attached, and shall be subject to all the rules made under this Act in relation to such Unit.

(3) Every officer or enrolled person shall be liable to perform military service-

- (a) when called out in the prescribed manner to act in support of the civil power or to provide essential guard;
- (b) when embodied in the prescribed manner for training or for supporting or supplementing the regular forces; and
- (c) when attached to any regular forces either at his own request or under the prescribed conditions.

7A. Reinstatement in civil employ of person required to perform military service-(1) It shall be the duty of every employer by whom a person who is required to perform military service under section 7 was employed to reinstate him in his employment on the termination of the military service in an occupation and under conditions not less favourable to him than those which would have been applicable to him had his employment not been so interrupted.

Provided that if the employer refuses to reinstate such person or denies his liability to reinstate such person, or if for any reason reinstatement of such person is represented by the employer to be impracticable, either party may refer the matter to the prescribed authority and that authority shall, after considering all matters which may be put before it and after making such further inquiry into the matter as may be prescribed, pass an order :-

- (a) exempting the employer from the provisions of this section, or
- (b) requiring him to re-employ such person on such terms as he thinks suitable, or
- (c) requiring him to pay to such person by way of compensation for failure or inability to re-employ a sum not exceeding an amount equal to six months' remuneration at the rate at which his last remuneration was payable to him by the employer.

(2) If any employer fails to obey the order of any such authority as is referred to in the proviso to sub section (1), he shall be punishable with fine which may extend to one thousand rupees, and the court by which an employer is convicted under this section shall order him (if he has not already been so required by the said authority) to pay to the person whom he has failed to re-employ a sum equal to six months' remuneration at the rate at which his last remuneration was payable to him by the employer and an amount so required to be paid either by the said authority or by the court shall be recoverable as if it were a fine imposed by such court.

(3) In any proceeding under this section it shall be a defence for an employer to prove that the person formerly employed did not apply to the employer for reinstatement within a period of two months from the termination of his military service.

4. The duty imposed by sub section (I) upon an employer to reinstate in his employment a person such as is described in that sub section shall attach to an employer, who, before such person is actually required to perform military service under section 7, terminates his employment in circumstances such as to indicate an intention to evade the duty imposed by that sub section, and such intention shall be presumed until the contrary is proved if the termination takes place after the issue of orders requiring him to perform military service under this act.

7B. Preservation of certain rights of persons required to perform military service—When any person required to perform military service under section 7 has any rights under any provident fund or superannuation fund or other scheme for the benefit of employees maintained in connection with the employment he relinquishes, he shall continue, so long as he is engaged in military service and if he is reinstated, until such reinstatement under the provisions of this Act, to have in respect of such fund or scheme such rights as may be prescribed.

8. Discharge—Every person enrolled under this Act shall be entitled to receive his discharge from the Territorial Army on the expiration of the period for which he was enrolled and any such person may, prior to the expiration of that period, be discharged from the said army by such authority and subject to such conditions as may be prescribed;

Provided that no enrolled person who is for the time being engaged in military service under the provisions of this Act, shall be entitled to receive his discharge before the termination of such service.

9. Application of the Army Act 1950(XLVI of 1950)—(1) every officer, when doing duty as such officer, and every enrolled person when called out or embodied or attached to the Regular Army shall, subject to such adaptations and modifications as may be made therein by the Central Government by notification in the official Gazette, be subject to the provisions of the Army Act, 1950 (XL VI of 1950) and the rules or regulations made thereunder in the same manner and to the same extent as if such officer or enrolled person held the same rank in the regular army as he holds for the time being in the Territorial Army.

(2) When an offence punishable under the Army Act. 1950 (XL VI 1950), has been committed by any person whilst sub-

ject to that Act under the provisions of sub section (1) such person may be taken into and kept in military custody, and tried and punished, for such offence as aforesaid in like manner as he might have been taken into and kept in military custody, tried and punished, if he had continued to be so subject.

10. Summary trial and punishments—In addition to, or in substitution for any punishment or punishments to which he may be liable under the Army Act, 1950 (XLVI of 1950) any enrolled person may be punished either by a criminal Court or summarily by order of the prescribed authority for any offence under that \Act or for the contravention of any of the provisions of this Act or of any rules made thereunder with fine which may extend to one hundred rupees to be recovered in such manner and by such authority as may be prescribed.

Provided that no fine shall be summarily inflicted by order of the prescribed authority in any case in which the accused claims to be tried by a criminal court.

10A. Punishment for failure to lodge forms duly filled up etc—

If any person fails without sufficient cause –

- (a) to comply with any requisition under sub section (4) or sub section (5) of section 6 A or
- (b) to report himself for service when so required to do by the prescribed authority under sub section (2) of that section, or
- (c) to submit himself to medical or other examination when so called upon to do by the prescribed authority under rules made under this act.

he shall be punishable with imprisonment which may extend to three months or with fine which may extend to two hundred rupees, or with both.

11. *Jurisdiction to try offences*—No court inferior to that of a Presidency Magistrate or a Magistrate of the first class shall try any offence made punishable by or under this Act.

12. *Presumption as to certain documents*—Where an enrolled person is required by or in pursuance of any rule made under this Act to attend at any place a certificate purporting

to be signed by the prescribed officer stating that the person so required to attend failed to do so in accordance with such requirement shall, without proof of the signature or appointment of such officer, be evidence of the matters stated therein.

13. Persons subject to this Act to be deemed part of regular army for certain purpose—For the purposes of sections 128, 130 and 131 of the Code of Criminal Procedure, 1898 (V of 1898) all officers, non-commissioned officers and other enrolled persons who have been attached to a unit shall be deemed to be officers, non-commissioned officers and soldiers respectively of the regular army.

14. *Power to make rules*—(I) The Central Government may make rules to carry out the purposes of this Act.

(2) In particular, and without prejudice to the generality of the foregoing power, such rules may—

- (a) prescribe the form under sub section (4) of Section 6A. the particulars that should be furnished therein and the authority with which, and the period within which, the form should be lodged;
- (aa) prescribe the procedure for requiring persons liable for compulsory service in the Territorial Army to be medically or otherwise examined with a view to determining whether they satisfy the conditions imposed under the Act;
- (aaa) prescribe the manner in which, the period for which and the conditions subject to which any person may be enrolled under this Act, or may be required to perform compulsory service in the Territorial Army;
- (b) prescribe the manner in which and the conditions subject to which officers an enrolled persons may be called out for service, or embodied for training or for supporting or for supplementing the regular army or attached to the regular army;
- (c) prescribe preliminary and periodical military training, compulsory and voluntary, for any enrolled persons and provide for the embodiment of any unit for that purpose;
- (d) define the manner in which and the conditions under which any enrolled person may be excused from training :

- (dd) specify the authority for the purpose of the proviso to sub section (1) or section 7A and the manner in which any inquiry may be held by him;
- (ddd) define the rights under section 7B ;
- (e) prescribe the authorities by which and the conditions subject to which enrolled persons may be discharged under section 8;
- (f) prescribe the authorities by which offences under this Act may be punished and the fine inflicted may be recovered.
- (g) prescribe the officers by whom certificates may be signed under section 12;
- (h) generally provide for any other matter which under this Act is to be or may be prescribed.

15. *Repeal of Act XLVIII of 1920*—The Indian Territorial Force Act, 1920 (XLVIII of 1920) is hereby repealed.

APPENDIX II

THE TERRITORIAL ARMY ACT RULES 1948

In exercise of the powers conferred by section 14 of the Territorial Army Act 1948 (LVI of 1948), the Central Government is pleased to make the following rules:-

1. *Short title*—These rules may be called the Territorial Army (Amendment) Rules, 1964. They extend to the whole of India.

2. *Definitions*-In these rules, unless there is anything repugnant in the subject or context:-

- (a) “the Act” means the Territorial Army Act, 1948;
- (b) “Form” means a Form as set out in Schedule 1;
- (c) “Schedule” means a schedule to these rules;
- (d) “Section” means a section of the act;
- (e) “training year” means a period of twelve months beginning on the first day of April and ending on the thirty first day of March;
- (f) the expression “Officer Commanding the Area” means the General or other officer commanding an Area or an Independent Sub Area, or an equivalent Commander within the limits of whose command the headquarters of a unit constituted under the Act is situated or such other officer as may be specified by the Central Government in this behalf.
- (g) “Provincial Unit” means a unit having training annually in camp.
- (h) ‘Urban unit’ means a unit having training throughout the year on the weekly drill system and at an annual camp”.

3. *Constitution and zones*-(a) Units of the Territorial Army shall be raised on a zonal basis.

(b) Zones shall be constituted and defined by the Central Government by notification in the official Gazette.

(c) The Central Government may, by notification in the Official Gazette constitute for any zone, one or more provincial units or one or more urban units of the Territorial Army.

(d) Provided that the Central Government may, however it considers it necessary, direct that recruitment to Territorial Army units may be made from persons (being citizens of India) irrespective of their place of residence.

PART 1-ENROLMENT

4. *Qualifications of enrolment*-No person shall be eligible for enrolment as a member of the Territorial Army-

(a) unless he is of good character: (ia) The Central Government may relax the condition prescribed in clause (c) in respect of any or all units of the Territorial Army.

(b) Unless he has attained the age of 18 years and has not attained the age of-

(i) 40 years in the case of enrolment in the Railways or Port, Dock, inland water Transport or Electrical and Mechanical Engineer units;

(ii) 45 years in the case of enrolment in Posts and Telegraphs units.

(iii) 45 years in the case of women employees of Posts and Telegraphs Department enrolled in the posts Telegraphs units.

(iv) *42 years in all other cases.

*(Auth—Letter No 52160/GS/TA-3(a) dated 08 Aug 85)

(c) unless he is a resident of the zone for which the unit in which enrolment has been applied for is constituted.

(d) unless he satisfies such standards of physical fitness in height, chest measurement and other respects as may be specified by the Ministry of Defence, Government of India;

(e) if he is in the service of the Central or a State Government unless he has obtained from the Government permission for enrolment and also a certificate to the effect that his services will forthwith be made available for service in the Territorial Army, whenever required;

- (f) if he belongs to any Reserve Force.
- (g) if he has any reserve liability.
- (h) if he has at any time been convicted of an offence involving moral turpitude and a sentence other than one of fine or of imprisonment in default of payment of fine has been passed in respect of such offence, such sentence not having been subsequently reversed or remitted or the offence pardoned.
- (j) if he has been ordered to give security for good behaviour under the Code of Criminal Procedure 1898.
- (k) If he has been dismissed from the Territorial Army or the Auxiliary Forces (India or the Indian Territorial Force, Militia or the scouts, regular army or the Navy or the Air Force;
- (l) if he has more than one wife living.

Provided that—

- (i) the Chief of the Army Staff, in any case, and any authority empowered by the Chief of the Army Staff in this behalf, in such cases and to such extent as the Chief of the Army Staff may specify, may relax the age limits prescribed by clause (b)
- (ia) The Central Govt may relax the condition specified in clause (e) in respect of any unit or all units of the Territorial Army.
- (ii) a person who is ineligible by virtue of the provisions in clause (h) or (j) may be enrolled if he produces a certificate that he is fit to be enrolled from the Govt of the State of which he is a resident.
- (iii) The Central Government may, for special reasons exempt any person from the operation of clause (k).

5. *Application for enrolment—(I)* A person desirous of being enrolled shall apply to the Officer Commanding a unit for service in which he desires to be enrolled or to an officer who is a recruiting officer or assistant recruiting officer for the purpose of the enrolment of persons under the Army Act, 1950, or to such other officer as may be appointed by the Central Government in this behalf.

(2) The officer to whom an application under sub-rule (I) is made shall cause the applicant to fill up and sign in his presence a statement set forth in Form I.

6. *Verification*—The officer aforesaid—

(a) shall satisfy himself in the manner laid down by the Central Government that the application is in order and that the applicant is eligible for enrolment under rule 4 and

(b) may make such further inquiry as he thinks necessary regarding the suitability of the applicant for enrolment in the unit.

7. *Medical Examination*—Where such officer is satisfied that the application is in order, that the applicant fulfils the conditions of enrolment, that he is suitable for enrolment in the unit in which he desires to be enrolled, and that a vacancy exists in that unit, he shall cause the applicant to be served with a notice requiring him to present himself for medical examination at a time and place to be specified in the notice.

8. *Rejection*—Where such officer is satisfied that the application is not in order or that the applicant does not fulfil the conditions of enrolment or that he is not suitable to be enrolled in the unit of his choice or if the applicant fails to comply with the notice served on him under rule 7 or is found to be medically unfit for service in the Territorial Army, such officer shall reject the application and shall inform the applicant accordingly. Such applicant shall, however, have a right of appeal against the decision of the officer who rejected his application to the Commander of the Sub Area in which the unit of his choice is located.

9. *Method of enrolment*—(a) If the applicant is accepted for enrolment he shall be required to sign a declaration at the foot of Form I.

(b) Where the Officer referred to in sub rule (I) of rule 5 is satisfied that the applicant understands the questions put to him and consents to the conditions of service, he shall sign a certificate to that effect on the said Form, and the applicant shall thereupon be deemed to be enrolled.

10. *Attestation*—(a) Every person enrolled shall be attested by his commanding Officer and for this purpose an oath or affirmation shall be administered to him in one of the forms specified in form II, or in such other form to the same purport

as the Commanding Officer deems to be in accordance with the religion of the person to be attested or otherwise binding on his conscience.

(b) An entry of the fact that a person enrolled has taken the oath or affirmation directed by this rule shall be endorsed on the enrolment form signed by him and shall be authenticated by the signature of the Commanding Officer.

11. *Period of enrolment*—Subject to the provisions of Part III of these rules, the period of enrolment as a Member of the Territorial Army, in the case of every person who is accepted for such enrolment in the Territorial Army on or after the 1st day of January 1972, be seven years commencing on and from the date of his enrolment for service in the Territorial Army.

Provided that—

(i) the service of any person in the Territorial Army as aforesaid may be extended with the consent of the individual by two years at a time or by such longer periods as may be specified in this behalf by the Director Territorial Army, but the maximum period of service of any person in the Territorial Army shall not exceed *Seventeen years for other ranks and *Twenty years for Non-Commissioned Officers commencing on and from the date of his enrolment for such service;

*(Auth—SRO 73 dated 6th April 1999)

(ii) nothing contained in this rule shall apply to a person enrolled prior to the 1st day of January 1972 except that such person shall not carry out reserve liability on expiry of this period of enrolment specified before the date aforesaid.

PART I—A LIABILITY FOR COMPULSORY SERVICE IN THE TERRITORIAL ARMY

11A. *Power to call upon persons to perform service in Territorial Army*—Where the Central Government is of opinion that it is necessary so to do, it may, by a notification in the official Gazette, direct that all or any of the employees or certain classes of employees of a certain office or group of offices in a specified area, under the Central Government or a State Government or in the public utility service, who has or have attained the age of twenty years but has or have not completed the age of forty years, shall, when called upon to do so, perform service in the Territorial Army;

Provided that in selecting persons to perform service in the Territorial Army, the Central Government shall have regard to

the age, physical fitness, qualifications, experience and also the nature of work, previously performed by the persons concerned while employed under the Government or in a public utility service and the work to be performed by him in the Territorial Army.

Note--**(1) Officers and enrolled persons of the Territorial Army shall also be liable to perform military service beyond the limits of INDIA.

** (Auth—PC No 71853/GS/TA 3/66-IS/62/D(GS-III))

11B. *Prescribed authority for purposes of sections 6A and 10A—(1)* The prescribed authority for the purpose of sub sections (2) and (3) of section 6A shall be the Central Government in all cases.

(2) The prescribed authority for the purpose of sub-section (4) of section 6A and clause (c) of section 10A shall—

- (i) in relation to persons who are required to join the Territorial Army as enrolled persons, be the Director Territorial Army or the Recruiting Officer or the Assistant Recruiting Officer of the area or place in which such persons are for the time being employed:
- (ii) in relation to persons who are required to join the Territorial Army as Junior Commissioned Officer, be the Director, Territorial Army or the Officer Commanding in the Area in which such persons are for the time being employed: and
- (iii) in relation to persons who are required to join the Territorial Army as officers, be the Director, Territorial Army.

3. The prescribed authority for the purpose of sub section (5) of section 6A shall be the Officer Commanding the Area in which the office of the employer is located.

11C. *Obtaining particulars of persons liable for compulsory service—*The authority specified in sub rule (2) of rule 11B may serve any employer with a notice in the form set out in Schedule 11B requiring him to furnish to such authority particulars specified in the Forms set out in Schedules 11C & 11D relating to any of his employees or class of employees who are liable under the Act to perform compulsory service in the Territorial Army within such period (not less than ten days after the service of the notice) as may be specified in the notice.

11.D. *Collection of particulars of persons liable for compulsory service—*(1) Any person who is liable for compulsory service in the Territorial Army may be served with a written notice in

the Form set out in schedule 11E by the authority specified in sub rule (I) of rule 11B requiring such person to fill up, sign and lodge the Form set out in schedule II-F with such authority and within such time (not earlier than seven days after the service of the notice) as may be specified in the notice.

(2) Every such person who has lodged the Form set out in schedule II-F with the authority under sub rule (1) shall be bound to report to that authority any change in the particulars given by him in that Form, within twenty one days of occurrence of such change.

(3) Every such person shall be bound to furnish such additional information as may be required from him by the authority.

11E. *Liability to attend interviews, Tests and medical examinations*—If the authority specified in sub rule (1) of rule 11B considers that a person who has lodged the form under rule 11D is qualified to join the Territorial Army as an officer or as an enrolled person, that authority shall serve upon such person a written notice in the Form set out in Schedule IIG requiring him to attend such interviews, undergo such tests and examinations, including physical tests, and submit to such medical examinations as may be specified in the notice. Any date or dates fixed for such interview, tests and examinations shall not be earlier than seven days after the service of the notice.

11F. *Joining the Territorial Army*—(1) If the authority specified in sub rule (I) of rule 11B finds, after the interviews, tests and examinations referred to in rule 11E, and after making such further inquiries, if any, that a person is suitable for performing service in the Territorial Army, that authority shall serve upon that person a notice in the form set out in Schedule II-H stating that he shall join the Territorial Army as an officer, or Junior Commissioned Officer or enrolled person, and requiring him to present himself to such authority, and at such place, date and time as may be specified in the notice, such date being not earlier than seven days after the service of the notice.

(2) On any person reporting to an authority in pursuance of a notice serviced under sub rule (I) that authority shall sign the following certificate at the foot of the Form set out in Schedule 11-H, namely :-

Certified that(here insert the name of the person) has joined _____(here insert the Terri-

torial Army unit where the person has reported) on _____
 (here insert the date of reporting as an officer/JCO/enrolled person)

Place

Date:--

Signature of authority
 *(Delete whichever not applicable)

(3) Every person who joins the Territorial Army as an enrolled person in pursuance of a notice under sub rule (1) shall sign part I of the Form set out in Schedule II-I and, as from the date of such joining, be deemed to be enrolled in the Territorial Army for the same period for which persons are enrolled under rule II, and appointed to the unit indicated in the aforesaid notice. He shall also be attested as provided in rule 10 and a record of the fact shall be made in Part II of the said Form.

11G. *Notices*—(1) Any notice to be served on a person under this part, shall be either personally delivered to such persons or sent to him by registered post at his last known address.

(2) When a notice has been served on any person under this part, the authority who issued the notice, may at any time, while that person remains liable for compulsory service under the Act, cancel it and, in any such case, shall cause to be served on that person a further notice cancelling the original notice.

(3) A notice served on any person under this part shall cease to have effect if, before the date on which he is thereby required to present himself he ceases to be liable for compulsory service in the Territorial Army.

11H. *Mode of lodging forms*—Any form to be lodged under this part shall be either delivered at the office of the authority with whom it is required to be lodged or sent by registered post to such authority.

11-I. *Payment of travelling and other allowances*—Every person liable for compulsory service in the Territorial Army, who is required to present himself in accordance with any notice under this part, shall be paid by the authority to whom he presents himself, travelling and other allowances at such rates as may be determined by Government from time to time.

Provided that such rates shall in no case be less than those admissible to the said person in his civil appointment under similar conditions.

11-J. Appeals-(1) If any person liable for compulsory service in the Territorial Army or his employer, feels aggrieved by any notice issued under the rules in this Part, he may appeal against such notice to the authority specified in sub rule, (2).

(2) The authority to which an appeal may be made under sub rule (1), shall be-

(i) The Central Government, if the notice was issued by the 'ADGTA, Army Headquarters',

(ii) The Chief of the Army Staff, if the notice was issued by an Officer Commanding the Area or by a Recruiting or Assistant Recruiting Officer.

(3) Every appeal under this rule shall be made within fifteen days of the receipt of the notice by the aggrieved person.

(4) Any notice against which an appeal has been made under this rule, shall be deemed to be suspended until the decision on the appeal is communicated to the appellant, and if the decision is against the appellant, the time fixed in the original notice for compliance shall commence from the day on which the decision of the appellate authority is communicated to him.

(5) Every appeal under this rule shall be forwarded in the first instance to the authority who issued the notice appealed against, and that authority shall forward the appeal to the appellate authority with his report thereon.

(6) (a) The decision of the Central Government on appeal under sub rule 2(i) shall be final.

(b) Any person aggrieved by the decision of the Chief of the Army Staff on appeal under sub rule 2(ii) may file a revision to the Central Government and the decision of the Central Government thereon shall be final.

PART II-APPOINTMENT AND TRANSFER

12. *Appointment*-(a) A person enrolled in the Territorial Army shall be appointed by the officer who enrolled him to a unit of the Territorial Army.

(b) Rules for appointment of officers of the Territorial Army shall be the same as for the regular army.

13. *Transfer and attachment*-(1) Any person appointed to a unit under rule 12 may be transferred by the prescribed authority whether on disbandment of the unit or otherwise to another unit of the Territorial Army or the Director of Signals.

(2) Nothing contained in sub rule (1) shall be deemed to authorise the transfer without his own consent of any person appointed to a unit except when such transfer is deemed necessary and a period of emergency declared in this behalf in a notification published in the official gazette by the Central Government or such transfer is from one provincial unit to another similar provincial unit within the same zone, or from one urban unit to another similar urban unit in the same town.

(3) A person who desires to be transferred to another unit shall submit his application in writing to his Commanding Officer and in such application shall state reasons for desiring the transfer and the unit to which he desires to be transferred. There upon the transfer shall be effected in the case of an enrolled person by mutual agreement between his Commanding Officer and the Commanding Officer of the unit to which he desires to be transferred, and in the case of an officer by order of the prescribed authority.

(4) When a person belonging to a unit ceases to reside in the zone for which such unit is constituted he may be compulsorily transferred by the prescribed authority to a unit constituted for the zone in which he for the time being resides provided that he can be absorbed in such unit.

(5) Any person belonging to a unit may be attached by the prescribed authority at his own request or otherwise to any unit of the Territorial Army or to any unit of the regular army.

(6) Any person belonging to a unit who leaves his place of residence for the time being and thereby leaves the zone in which the unit wherein he is serving is constituted shall, if he does not intend to return to that zone, notify the prescribed authority in that zone of his change of residence.

(7) Where a person mentioned in sub rule (6) intended to return but did not in fact return to his zone within three months of

his departure he shall immediately on the expiry of the said period send intimation in writing to the prescribed authority.

Explanation—In this rule, the expression “prescribed authority means—

- (1) In the case of an enrolled person the Officer Commanding the Sub-Area/Div/Independent Sub-Area/Indep Bde Gp/Indep Bde as the case may be within which the unit of the person is constituted or the Director Territorial Army or the Director of Signals.
- (2) In the case of an officer the Director Territorial Army or Director of Signals.

PART III

14. *Discharge*—(a) Every person enrolled shall, on becoming entitled to receive his discharge under the Act or these rules, be so discharge with all convenient speed.

(b) Any such person may be discharged as hereinafter provided on any of the following grounds namely—

- (i) That he has been convicted by a criminal court of an offence punishable with transportation or imprisonment.
- (ii) That he has in filling up any form prescribed by these rules or otherwise for the purpose of obtaining his enrolment made any statement which was false and which he knew to be false or did not believe to be true.
- (iii) That his services are no longer required.
- (iv) That he is medically unfit for further service.

(c) *Discharge, dismissal, removal, retirement—Officers*—Rules for the discharge, dismissal, removal and retirement of the officers of the Territorial Army shall be the same as for the regular army provided that the retiring age for the officers of the Territorial Army shall be as specified in the table below—

** (d) Notwithstanding, anything contained in clause (c) of rule 14, the Territorial Army Officers who do not attend annual training camps for two consecutive years without securing the exemption, as provided for in sub-rule (2) of 20 of these rules and who cannot urge any valid reasons, justifying their absence from such training, may, for reasons to be recorded in writing by the competent authority, be discharged from the Territorial Army service.

** (Auth—SRO No 192 of 30 June 1981)

(e) An Officer of the Departmental (TA) units who resigns/is dismissed/removed from his civil job of the concerned Department shall automatically relinquish his commission from the Territorial Army w.e.f. the date of release from the civil department.

*** (Auth –CS No 274/I/90)

TABLE

**#Rank	RETIRING AGE
Brigadier	58 years or 4 years tenure whichever is earlier but not before 56 years of age. 59 years in case of AMC(TA) other than those employed in GH(TA).
Lt Col/Colonel	56 years or 4 years tenure whichever is earlier but not before 54 years of age.
Major and below	54 years of age.
Subedar Major/Risaldar Major	54 years or on completion of 34 years of service or for a period of service specified in the Regulations for the Army in India for his appointment whichever event may occur first.
Subedar/Risaldar/Jamedar Head Clk	54 years or on completion of 30 years of service which ever event occurs first.
Naib Subedar	54 years or on completion of 26 years service whichever event occurs first.

Note :- An Army Medical Corps (Territorial Army) Officer employed in a General Hospital (Territorial Army) shall retire from Territorial Army service on the date he attains the age of Superannuation under the civil rules of the State to which he belongs.

**#(Auth –SRO 59 dated 29 Jan 1999).

15. (1) The authority competent to authorise the discharge of an enrolled person under the provisions specified in column I of the annexed table shall subject to the provision of sub rule 2 be the authority specified in the corresponding entry in coloumn 2 thereof.

Provision under which discharge authorised	Authority competent to authorise discharge of enrolled person.
Sub rule (a) of rule 14	The Commanding Officer
Clause (i) of sub rule (b) of rule 14	Sub Area or TA Gp Commander
Clause (ii) of sub rule (b) of rule 14	Do
Clause (iii) of sub rule (b) of rule 14	At any time during the enrolled person's first two years of training if he is unlikely to become an efficient soldier or is untraceable , or does not report for training for a period of one year, or in the case of an unattested recruit at his own request, the Commanding Officer in all other cases, the Sub Area Comdr or TA Gp Commander.
Clause (iv) of sub rule(b) of rule 14	The Commanding Officer.

(1A) Where a discharge is authorised under the provisions of clause (ii) and (iii) of sub rule (b) of rule 14, the competent authority before authorising the discharge shall if the circumstances of the case permit, give the enrolled person an opportunity to show cause against the discharge, unless such discharge is at the request of the enrolled person.

(2) In a case in which the authority competent to authorise discharge under sub rule (1) is the Commanding Officer, the discharge may also be authorised by the Officer Commanding the Sub-Area, the Area, TA Group Commander, the General Officer Commanding-in-Chief a Command, the Chief of the Army staff or the Central Government, and in a case in which the authority competent to authorise discharge thereunder is the Officer Commanding sub-Area/TA Group Commander, the discharge may also be authorised by the Officer Commanding the Area, the General Officer Commanding-in-Chief the Command, the Chief of the Army Staff or the Central Government.

(3) Any enrolled person discharged under sub-rule (1) or sub-rule (2) shall have a right of appeal against the decision of the authority which authorised his discharge to the next higher authority provided that there shall be no appeal where the order of discharge is made by the Central Government.

(4) A discharge duly authorised under this rule shall be carried out by the Commanding Officer with all convenient speed.

16. *Discharge on application*—(1) Any enrolled person not entitled to his discharge under the Act or these rules who is

desirous of being discharged before the expiration of the period for which he was enrolled, shall apply in writing stating the reason for his application to the Officer Commanding the unit to which he is for the time being appointed.

(2) The Officer Commanding the unit shall, on receipt of such an application forward the same to the Sub Area or TA Group Commander or an equivalent or higher Commander who may in his discretion authorise the discharge of such applicant.

17. *Discharge Certificate*—Every enrolled person who is discharged from the Territorial Army shall be furnished by his Commanding Officer with a Certificate similar to that referred to in section 23 of the Army Act 1950.

PART IV – TRAINING

18. *Military Training*—Military training for Territorial Army unit shall consist of—

- (a) Recruit Training
- (b) Annual Training
- (bb) Post Commission Training
- (c) Voluntary Training and
- (d) Service on the permanent staff

19. *Recruit Training*—(a) Every person appointed to a provincial unit shall be liable for the purpose of undergoing recruit training, to be embodied under the orders of the Officer Commanding the Area/TA Group Commander in which the unit is located, for a period or periods not exceeding in the aggregate 30 days in any one year.

(b) Every member of an urban unit other than Railway Engineers units or Signal (Post and Telegraphs) units, or General hospital (TA) unit, shall be liable to undergo recruit training for a period of 32 days, during which period he may be embodied for not less than four consecutive days. This embodied period, may, however, be extended upto a maximum of fourteen consecutive days in all provided that, in so far as the additional period beyond the initial period of four days in concerned, the individual volunteers and obtains the written consent of his employer, if any.

(bb) Every member of a General Hospital (TA) shall be liable for the purpose of undergoing recruit training to be embodied under the orders of the Officer Commanding the Area or TA Group Commander in which the General Hospital (TA) unit is located for a period not exceeding thirty days in any one training year. The training will be on urban system without a camp.

(c) Every member of a Railway Engineer unit or Signal (Post & Telegraph) unit shall be liable for the purpose of undergoing recruit training, to be embodied under the orders of the Officer Commanding the Area/TA Group Commander in which the unit is located for a period of thirty days in any one year.

(d) Every member of an Urban unit shall be liable for the purpose of firing the annual musketry course to be embodied for one day in the year in addition to the period prescribed in clause (b). Such periods of embodiment shall only take place on Sundays or other recognised holidays.

(e) The Officer Commanding of any unit may exempt either wholly or in part from liability to undergo recruit training any person who has in his opinion undergone adequate military training in the regular army or otherwise.

Explanation—For the purpose of clause (b), a day shall consist of 4 hours of actual military drill or instruction, and may be made up of fractions of a day not more than 4 in number.

20. Annual Training—(I) Every person who has undergone the recruit training required by rule 19, or has been exempted from undergoing such training shall be liable to undergo annual training as hereinafter provided namely—

(a) Every such person who is appointed to a Provincial unit shall be liable to be embodied, ;under the orders of the Officer Commanding the Area/TA Group Commander in which the unit is located, for annual training for period not exceeding two calendar months in each training year, whether or not such person has been embodied for recruit training that year.

(b) Every such person who is appointed to an urban unit other than Railway Engineers unit or Signal (Post and Telegraph) unit or General Hospital (TA) unit shall be liable to undergo annual training for a period of not less than 36 days, and not more than 60 days, subject to the provision that he shall attend a minimum of three days training during every month for

9 months in the year excluding the days spent in camp. During the aforesaid period of training, he may, under orders of the Officer Commanding the Area/TA Gp Cdr in which the unit is located, be embodied for an annual camp of not less than fourteen consecutive days.

Explanation—For the purposes of clause (b) a day shall consist of 4 hours of actual military drill or instruction, and may be made up of fractions of a day not more than 4 in number.

(ba) Every such person who is appointed to a General Hospital (TA) unit shall be liable to be embodied, under the orders of the Officer Commanding the Area or TA Group Commander in which the General Hospital (TA) unit is located, for annual training for a period of thirty days in each training year. The training will be on urban system without a camp.

(bb) Every such person who is appointed to a General Hospital (TA) unit may, under the orders of the Area or Independent Sub Area Commander or TA Group Commander, be embodied for a period not exceeding seven days for the purpose of passing prescribed trade tests;

Provided that the individual volunteers and obtains the written consent of the employer, if any. The period of embodiment shall count against the period of annual training as prescribed in clause (ba).

(c) Every member of a Railway Engineer Unit or Signal (Post and Telegraph) unit shall be liable, for the purpose of undergoing annual training, to be embodied under the orders of the officer Commanding the Area/TA Group Commander in which the unit is located, for a period of thirty days in each training year, whether or not such person was embodied for recruit training that year.

(d) Every person who is appointed to an urban unit shall be liable, for the purpose of firing the annual musketry course, be embodied for a period not exceeding one day in the year in addition to the period prescribed in clause (b) of Rule 20(1).

The period of one day of embodiment for the purpose of firing annual musketry course may be increased to two days in cases where the training could not be completed in one day provided that the increased period on one day is within the maximum period of annual training laid down in clause (b). Such period of embodiment shall only take place on Sundays or recognised holidays.

(c) Junior Commissioned Officers and other ranks (other than permanent staff) upto five per cent of the authorised establishment of the unit, may be employed at the discretion of the Area or Independent Sub Area Commander or TA Group Commander for a period of seven days before training commences and for a period of four days after training ends, for the purpose of pitching and striking camp and issuing and taking into stores clothing and equipment etc.

(f) Every such person who is appointed to an Urban unit may, under the orders of the Area or Independent Sub Area Commander or TA Group Commander be embodied for a period not exceeding seven days for the purpose of passing prescribed trade tests, provided the individual volunteers and obtains the written consent of his employer if any. The period of embodiment shall count against the extended period of annual camp as prescribed in Clause (b).

(g) Every officer commissioned in the Territorial Army shall, for the purpose of appearing at the prescribed test in Hindi, be embodied for the period of actual duration of the test. Such period of embodiment shall count towards the period prescribed for annual training.

(h) Every such person may, under the orders of the Officer Commanding the Area/TA Group Commander be embodied with the consent of his employer, if any, for the purpose of participating in the ceremonial parade for a period upto four consecutive days. The period of embodiment shall be in addition to the period of annual training prescribed in clauses (a).(b) and (c).

(i) A person while embodied for annual training under clauses (a), (b) or (c) may be ordered to participate ;in a ceremonial parade for a period upto four consecutive days, in which case, the period of annual training for which such person was embodied shall be deemed to have been extended by number of days spent by him in training for and participation in such ceremonial parade.

(2) The Officer Commanding of any unit may exempt wholly or in part, any person from the obligation to undergo the annual training prescribed by sub rule (1).

*\$20-A. Post-Commission training for officers appointed to non-departmental TA units—*Every officer commissioned in the Territorial Army shall be liable, for the purpose of undergoing

post-commission training, to be embodied under the orders of the officer Commanding the Area in which the unit is located or the Territorial Army Group commander, for a total period not exceeding seventy-five days in a maximum of two modules within a period of two years from the date of being commissioned, in addition to the training prescribed by Rules 19 and 20. For imparting post commission training, Territorial Army officers of the non-departmental TA units shall be attached to the corresponding Regiments/Battalions or deputed to any other training Institutions of the Army specifically approved by the Min of Def for this purpose.
 \$(Auth—Case No 68416/PCT/TA-2/665/B/D(GS-VI)
 Min of Def (Fin) u.o. No 846/GS/92 dt 16 April 1992)

20-B. *Post-commission training for officers appointed to Departmental TA units*—Every officer commissioned in the Territorial Army and appointed to railway engineer groups, port and inland water transport companies or communication zone signal companies (Post and Telegraphs), shall be liable, for the purpose of undergoing post-commission training, to be embodied under the orders of the Officer Commanding the Area in which the unit is located or the Territorial Army Group Commander, for a continuous period not exceeding thirty days (excluding the period of journey), within a period of two years from the date of being commissioned, in addition to the training prescribed by rules 19 and 20.

21. *Voluntary training*—Every person may be permitted to be embodied under the orders of the Officer Commanding the Area/TA Group Commander in which the unit to which he is appointed is located, for such periods of voluntary training as may from time to time be sanctioned by the Central Government in addition to the training prescribed by rules ;19 and 20.

21-A. *Service on the Permanent Staff*—(a) Every enrolled person who volunteers with the written consent of his employer, if any, for employment of the permanent staff of a Territorial Army unit , may, if found suitable by the Commanding Officer of the unit, be embodied under the orders of the Officer Commanding the Area/TA Group Commander in which the unit is located for such period as he is required to fill a vacancy on the permanent staff of the unit.

(b) Every Officer who volunteers with the written consent of his employer, if any, for employment on the permanent staff of a Territorial Army unit, may if found suitable, be embodied under the orders of the ADGTA, for such

period as he is required to fill a vacancy on the permanent staff of that unit or of any other unit of the Territorial Army to which he may be transferred.

22. *Embodiment*—For the purposes of clause (a) of rule 19, rule 20, rule 20-A, rule 20-B, rule 21 and rule 21-A, a person shall be deemed to be embodied with effect from the date specified for such embodiment in the order issued under the authority of the Officer Commanding the Area/TA Group Commander in which the unit is located or the ADGTA, as the case may be.

PART V—PAY AND ALLOWANCES

23. *Pay and Allowances*—(a) Every person subject to the Act, shall be entitled to such pay and allowances as are specified in Schedule III.

(i) For every day of military training completed or duty performed in accordance with paragraph 15 of TA Regulations, provided that no pay and allowances shall be admissible for any days of such training or duty in excess of the number of days for which these rules provide and for the actual periods of journey to and from their permanent place of residence subject to a maximum of 7 days in all. @@For such journey period, the Government servants shall be allowed to draw pay and allowances at military rates, and if, the civil rates admissible to such Government servants are higher than the military rates, the Government servants shall also be allowed to draw the difference between these two rates and the extra expenditure involved shall constitute a charge against the head of expenditure to which the civil pay of the individuals concerned is debitable.

Note—In the case of an urban unit, a day shall consist of 4 hours of actual military drill or instruction, and may be made up of fractions of a day not more than 4 in number.

(ii) For periods of actual attendance, and for such period, not exceeding two days, as is required by the students to reach a school of army instruction before the commencement of course, at authorised course of instruction in army schools with regular units or otherwise, including intervening Sundays and holidays and for the actual periods of journey not exceeding 7 days in all to and from their permanent place of residence. @@For such journey period, the Government servants shall be allowed to draw pay and allowances at military rates, and if, the civil rates admissible to such Government servants are higher than the military rates, the Government servants shall also be allowed to draw the difference between these two rates and the extra expenditure involved shall constitute a charge against the head of expenditure to which the civil pay of the individuals concerned is debitable.

Provided that no such person shall be entitled to any such pay and allowances for any day or days for which he

may be absent, except that a member of a provincial unit, who is embodied or called out for training, may be granted casual leave with pay and allowances on Sundays and notified public holidays at the discretion of the Commanding Officer and a member of Provincial or Urban unit, who is attending an authorised course of instruction in any army school, may be granted casual leave with pay and allowances on intervening Sundays and holidays at the discretion of the commandant of the School.

Note—‘Period of journey’ will include any period spent on journey from permanent place of residence to parent unit and vice-versa.

(iii) For such period as a person is borne on the establishment of the permanent, administrative or instructional staff of a unit in the Territorial Army and for the actual periods of journey to and from their permanent place of residence subject to a maximum of 7 days in all. @@For such journey period, the Government servants shall be allowed to draw pay and allowances at military rates, and if, the civil rates admissible to such Government servants are higher than the military rates, the Government servants shall also be allowed to draw the difference between these two rates and the extra expenditure involved shall constitute a charge against the head of expenditure to which the civil pay of the individuals concerned is debitable.

@@(Auth—SRO—170 dated 14th March 1986)

Explanation—For the purpose of this Sub-clause an officer other than a Junior Commissioned Officer, shall be deemed to be borne on the establishment of the permanent staff of a unit during the period, not exceeding four days, he is taking over charge of an appointment on the said establishment from an officer holding that appointment. In the case of Quarter Masters of units or sub-units, the said period of four days may, for the purpose of taking over charge of stores including arms and ammunition, be extended upto a maximum of seven days at the discretion of Sub Area/Brigade/TA Group Commander.

Note—Pay and Allowances to personnel of the Territorial Army (employed on the permanent, administrative or instructional staff or embodied for service otherwise than for training) while under arrest or suspension, otherwise than for absence without leave, shall be governed by the terms of clause (b) of section 90 of the Army Act, 1950.

Any such personnel of the Territorial Army undergoing training shall not be entitled to any pay and allowances while under arrest or suspension.

(b) Every person subject to the Act shall be entitled to such pay and allowances as are specified in schedule IV for every day during which he is called out or embodied for military service.

Note I—Such person shall also be entitled to pay and allowances for the actual periods of journey to and from their permanent place of residence subject to a maximum of 7 days in all. @@@ Provided that for journey period under these rules, the Government servants shall be allowed to draw pay and allowances at military rates, and if, the civil rates admissible to such Government servants shall also be allowed to draw the difference between these two rates and the extra expenditure involved shall constitute a charge against the head of expenditure to which the civil pay of the individual concerned is debitable. @@@ (Auth—SRO 170 dated 14th March 1986)

Note 2—Persons employed on the permanent staff under Rule 21-A or embodied for service under Rule 33, shall on transfer from one unit/formation to another be allowed joining time with pay and allowances as admissible to regular army personnel. Such joining time will not, however, be allowed when persons are posted to embodied units or employed on the Permanent Staff from their place of residence and vice versa: they will be governed by the provisions of note 1 above.

(c) Pay of Government servants—Government servants who are members of the Territorial Army are entitled, when called out or embodied for training to pay and allowances at the rates admissible for the Territorial Army.

In cases where a Department of the Government of India, or its attached and subordinate offices or a State Government may have specially authorised in respect of its own servants who belong to the Territorial Army the payment of the difference if any, between their civil pay and military pay at the rates above referred to, the extra expenditure involved shall constitute a charge against the ordinary head of expenditure to which the civil pay of the individuals concerned is debitable.

Every Government servant who is a member of the Territorial Army will intimate to his Commanding Officer the designation of head of the office or department to which he belongs for the time being during the period of his enrolled service. Summons to military training or service of any kind will be issued by the Commanding Officer through the head of the office with copies to the Controller of Defence Accounts concerned. After payment to the individual of whatever military pay and allowances are due to him, the Controller of Defence Accounts will intimate periodically to the head of the office, in the case of a non-gazetted Government servant, and to the audit officer, in the case of a gazetted officer, what remuneration and for what period, has been disbursed to the individual from Defence Estimates.

PART VI—DISCIPLINE DURING TRAINING

24. *Application of the Army Act, 1950, to enrolled persons—*

(1) The Army Act, 1950 and the rules and regulations made thereunder in their application to enrolled persons of the Territorial Army during training shall, subject to the provisions of sub rule (2), be modified in the manner and to the extent specified in Schedule II in the case of males and Schedule II-A in the case of females.

(2) Enrolled persons not being females who are serving on the permanent staff of a unit or are undergoing training at the National Defence Academy shall be subject to the said Act and the rules and regulations made thereunder without any modifications.

25. *Authority for purpose of Section 10—*The prescribed authority for the purpose of Section 10 of the Act shall, in case where the accused is below the rank of warrant officer, be the Officer Commanding the unit to which the accused belongs, and in the case of a warrant officer be the Officer Commanding the Sub-Area or equivalent Commander in which the accused's unit is located.

26. *Recovery of Fines—*(a) A fine imposed under Section 10 of the Act or under Clause (b) of rule 30 or sub-clause (v) of clause (a) of rule 31 may be recovered in the following manner, that is to say—

- (i) By the officer imposing the fine from the pay and allowance and other public money due to the person on whom the fine is imposed.
- (ii) If the officer imposing the fine is unable to recover the same he shall send a certified copy of the order to the District Magistrate or the Chief Presidency Magistrate as the case may be, having jurisdiction in the area in which the fine has been inflicted, and such Magistrate shall recover the fine in accordance with the provisions of the Code of Criminal Procedure, 1898, as if it had been imposed by him, and shall remit the amount recovered to the officer concerned.

(b) All fines recovered shall be credited to the Government.

27. *Prescribed Officer under Section 12—*The certificate referred to in Section 12 of the Act shall be signed by the commanding Officer of the unit to which the person concerned belongs.

URBAN UNITS

28. Offences—Every enrolled person of an urban unit when undergoing military training without having been embodied for the purpose commits an offence, if he does any of the following acts, namely.

- (a) when on parade, engaged on any military duty or wearing the uniform of the Territorial Army—
 - (i) strikes, or uses or offers violence to or uses threatening or insubordinate language to, or behaves with contempt to, his superior officer; or
 - (ii) disobeys any standing order of, or lawful command given by his superior officer; or
 - (iii) neglects to obey a general or garrison order made specially applicable to the Territorial Army, by the Officer Commanding the unit to which he belongs; or
 - (iv) is in a state of intoxication; or
 - (v) being a warrant officer or a non-commissioned officer strikes or ill-treats any person subject to the Army Act, 1950, or to the Act, who is his subordinate in rank or position.
- (b) without sufficient cause fails to appear at the place of parade at the time fixed or to attend at any place in his capacity as a member of the Territorial Army, when duly required so to attend, or when on parade, without sufficient cause quits the rank;
- (c) without sufficient cause fails to perform any part of the training which by or under the Act he is required to perform;
- (d) strikes, or uses or offers violence to any person whether subject to Army Act, 1950, or to the Act or not, in whose lawful custody he is placed, and whether such person is or is not his superior officer;
- (e) resists an escort whose duty it is to arrest him or detain him in military custody;
- (f) being under arrest or detention or otherwise in lawful military custody escapes or attempts to escape;
- (g) when in charge of any property belonging to the Government, or to a unit of the Territorial Army, dishonestly.

misappropriates or converts to his own use, or is concerned in such misappropriation or conversion of any such property.

- (h) wilfully injures, or by culpable neglect loses or causes injury to, any such property as is mentioned in clause (g);
- (i) wilfully ill-treats a horse or other animal used in the public service;
- (j) knowingly furnishes a false return or report of the number or state of men under his command or charge, or of any money, arms or ammunition, clothing, equipment, stores or other public property in his charge;
- (k) through design or culpable neglect, omits to make or send any return of any matter mentioned in clause (j) which it is his duty to make or send;
- (l) when it is his official duty to make a declaration respecting any matter, makes a declaration respecting such matter which he either knows or believes to be false or does not believe to be true;
- (m) knowingly makes against any person subject to the Army Act, 1950, or to the Act, an accusation which he either knows or believes to be false or does not believe to be true;
- (n) falsely personates any other person at any parade or on any occasion when such other person is required by or under the Act to do any act or attend at any place; or abets any such act of personation.

29. *Disposal of Offences*-An Officer Commanding an urban unit shall, subject to the provisions of section 10 of the Act and after investigation of a charge made against an enrolled person appointed to that unit, or any offence specified in rule 28 deal with the matter in one or other of the following ways, that is to say, he may-

- (a) dismiss the charge; or
- (b) deal with the case summarily; or
- (c) take steps for bringing the offender to trial by a criminal court; or
- (d) refer the matter to superior authority for instructions and deal with it accordingly.

30. *Summary punishments*-A commanding officer dealing summarily with an offence under rule 28 may inflict punishment according to the following scale, that is to say, he may-

- (a) order dismissal of the offender, below the rank of a non-commissioned officer from the Territorial Army with or without forfeiture of all or any arrears of pay and allowances and other public money due to him at the time of such dismissal; or
- (b) order the offender to pay a fine not exceeding Rs. 100; or
- (c) order stoppages of pay and allowances until any proved damage or loss occasioned by the offence of which the offender is charged is made good; or
- (d) severely reprimand the offender; or
- (e) reprimand the offender;

Provided that in every case in which the officer proposes to order the offender to pay a fine he shall first ask the offender whether he claims to be tried by criminal court, and if the offender does so claim, he shall take steps for bringing the offender to trial by a criminal court.

31. *Summary punishment of Warrant Officer and Non-Commissioned Officer*-An Officer having powers not less than that of Sub-Area or equivalent Commander dealing summarily with an offence under rule 28 may award any of the following punishments-

- (a) In the case of a Warrant Officer-
 - (i) Dismissal.
 - (ii) Reduction to a lower grade or place in the list of his rank or to the ranks.
 - (iii) Forfeiture of seniority or rank.
 - (iv) Severe reprimand or reprimand.
 - (v) Fine.
 - (vi) Stoppages of pay and allowances until any proved loss or damage occasioned by the offence of which the offender is charged is made good.

Provided that in every case in which the officer proposes to order the offender to pay a fine he shall first ask the offender

whether he claims to be tried by a criminal court, and if the offender does so claim, he shall take steps for bringing the offender to trial by a criminal court.

(b) In case of Non-Commissioned Officers-

(i) Dismissal.

(ii) Reduction to a lower class or a lower rank or to the ranks.

(iii) Forfeiture of seniority of rank.

32. (a) Any enrolled person who deems himself wronged by any superior or other officer may complain to the officer under whose command or orders he is serving.

(b) When the officer complained against is the officer to whom any complaint should, under sub-rule (a) be referred the aggrieved person may complain to such officer's next superior officer.

(c) Every officer receiving such complaint shall inquire into it, and when necessary, refer it to superior authority; provided that a decision by an authority competent to dispose of the matter complained of shall be final.

(d) Every such complaint shall be preferred through such channels as may from time to time be specified by the appropriated authority.

PART VII

33. Every officer and every enrolled person of the Territorial Army shall by order of the Central Government or by order of such other authority as may be empowered by the Central Government in this behalf, be liable, to be called out to act in support of the civil power or to provide essential guards or to be embodied for the purpose of supporting or supplementing the regular army.

Provided that an officer or an enrolled person who volunteers with the written consent of his employer, if any, for an appointment with a Headquarters or a unit of the Regular Army, may if found suitable, be embodied with the Headquarters or the unit of the Regular Army, as the case may be, under the orders of the Director Territorial Army.

34. Every officer and every enrolled person when called out or embodied as in rule 33, shall under the orders of the Commander of the Sub-Area in which the unit to which he is attached may for the time being be serving, act in support or supplement the regular army.

****(a) Disembodiment on compassionate grounds**—An Officer or enrolled person embodied under rule 33 may be disembodied on compassionate grounds under the orders of the following authorities, namely :--

- (i) Officer - Director, Territorial Army
- (ii) JCO - Commander Territorial Army Group Headquarters or Area/Sub Area/Brigade Commander.
- (iii) Enrolled Person. - Officer Commanding Territorial Unit.

****(Auth—SRO 326 dated 01 Nov 1973)**

PART VIII- RENISTATEMENT AFTER COMPLETION OF MILITARY SERVICE

35. *PRESCRIBED AUTHORITY UNDER 7A*- The prescribed authority, referred to in the proviso to sub-section (1) of Section 7A, shall-

- (a) in respect of any area within the presidency town of Bombay, Calcutta or Madras, be the Chief Judge of the Court of small Causes within the local limits of whose jurisdiction the person claiming reinstatement was employed immediately before he was required to perform military service under Section 7, and
- (b) in respect of any other area, be the District and Sessions Judge within the limits of whose jurisdiction such person was employed.

36. *Nature of inquiry by prescribed authority*- Where a reference is made by any party under the proviso to sub-section (1) of section 7A to the authority referred to in rule 35, a copy of such reference shall be served upon the opposite party and the said authority shall decide the matter after giving both the parties a reasonable opportunity of being heard and after making such further inquiry, if any, as it thinks fit.

37. *Prescribed rights under Section 7B-* When any person subject to the Act is required military service under section 7-

- (a) he may, at his option continue to subscribe to any provident or superannuation fund or other scheme for the benefit of employees maintained in connection with the employment which he relinquished immediately before he was called out embodied or attached for military service, at such rates as applicable to him under the rules of such fund or scheme.
- (b) the employer by whom such person was employed shall continue to credit such person's account in the fund or scheme with the amount subscribed and the interest on the amount in such account in accordance with the rules of the fund or scheme; and
- (c) such person may, if the rules of the fund or scheme so permit and in accordance with such rules, withdraw sums from the amount, standing at his credit in the fund or scheme; and for the purpose of calculating the amount of contribution or withdrawal admissible, such person's salary shall be deemed to be the salary which he would have received had he not been so called out, embodied or attached.

SCHEDULE I

I.A.F.(T.A..)-1

Territorial Army Enrolment Form

FORM I

(See Rules 2, 5, 9(a) and 10(a))

NOTE-Names should be hand-printed

Enrolment

of

No..... Name in the.....
unit Category in which the person
 desires to be enrolled.....
 (Also enter rank and entry rate of pay *e.g.* 'Sepoy (Normal Entry Rate)', 'Sepoy (Matric Entry Rate).')

Questions to be put before enrolment	Number
1. What is your name ?	1
2. What is your father's name and address ?	2
2A. (i) Are you married ?	2A(i)
(ii) If married, how many wives have you got living at present ?	2A(ii)
(iii) If you have more than one wife living, state whether permission of the Government of India to your enrolment has been obtained quoting authority	2A(iii)
3. Are you a citizen of India ?	3
4. What is your Village, Thana/Police Station/Taluk, Tehsil/District and State?	4
5. What is your (a) Post Office ?	5(a)
(b) Telegraph Office ?	5 (b)
6. What is (a) your nearest Railway station ?	6(a)
(b) the distance from railway Station to your home ?	6(b)
7. What is your present trade, profession or occupation ? (See not 1 below)	7
8. What is your (a) nationality	8(a)
(b) religion ?	8(b)

Question to put before enrolment	Number
9. Where are you employed ?	9

10. What are your educational qualification ?	10
11. What is your age ?	11
12. Have you ever been convicted by a Criminal Court, and if so, in what circumstances, and what was the sentience ?	12
13. Do you now belong to the regular forces, the Reserve or the Indian States Forces of the Nepal State Army ?	13
14. Have you ever served in the regular forces, the Reserve or the Indian State Forces or the Nepal State Army ? If so, state in which, the period of service and the cause of discharge ?	14
15. Are you willing to be enrolled under the Territorial Army Act, 1948 ?	15
16. In which unit do you desire to be enrolled ?	16
17. Are you willing to undergo military training and to perform military services as specified in the Act and to allow no caste usages to interfere with your military duty ? Note – Non interference with caste usages will be observed exactly as in the case of the regular forces.	17
18. Are you willing to serve until discharged as provided in the Act ?	18
19. Have you ever previously applied for enrolment under the Act, and if so with what result ?	19
20. Have you been dismissed from the Territorial Army ?	20
21. Are you willing to be vaccinated or re- vaccinated ?	21
22. Are you in receipt of any allowances from Government ? If so, on what account ?	22

Note I – In the case of technical personnel a certificate or other documentary evidence of technical proficiency will be required from his employer.

Signature or thumb impression of applicant.....

Witnessed by.....

Declaration on acceptance for enrolment

I solemnly declare that the answers I have given to the question in this form are true and that no part of them is false, and that I am willing to fulfil the engagement made.

Signature or thumb impression.....

Certified that the applicant understands and agrees to the conditions of enrolment.

Signature of enrolling officer.....

Date of Enrolment.....

FORM II

I.....do swear in the name of God that I will bear true faith and allegiance to the Constitution of India as by law established and that I will, as in duty bound, honestly and faithfully serve in the Territorial Army of the Union of India and go wherever ordered, by air, land or sea, and that I will observe and obey all command of the President of the Union of India and the commands of any officer set over me even to the peril of my life.

***FORM OF OATH

(For AMC (TA) officers and personnel in General Hospitals(TA))

I, _____do swear in the name of God/do solemnly affirm that I will bear true faith and allegiance to the Constitution of India as by law established and that I will, as in duty bound, honestly and faithfully serve in the Territorial Army of the Union of India in any General Hospital(TA) in the State_____and go by air or land as ordered and that I will observe and obey all commands of the President of the Union of India and the commands of any officer set over me even to the peril of my life.

(SIGNATURE)

Sworn duly affirmed before me at _____this _____day of _____197

Station :

Signature of attesting officer
(with stamp)

Dated :

*** (Auth—SRO No 106 of 2nd April 1973)

FORM OF AFFIRMATION

I.....do solemnly affirm that I will bear true faith and allegiance to the Constitution of India as by law established and that I will, as in duty bound, honestly and faithfully serve in the Territorial Army of the Union of India and go wherever ordered, by air, land or sea and that I will observe and obey all commands of the President of the Union of India and the commands of any officer set over me even to the peril of my life.

(1) I agree to extend my Territorial Army Service foryears with liability to transfer to the Reserve until I have completed the total period of Service for which I am liable under this enrolment.

Signature.....

Signed in my presence atthisday of19.

Signature of Commanding Officer
.....

(2) I agree to extend my Territorial Army Service foryears with liability to transfer to the Reserve until I have completed the total period of Service for which I am liable under this enrolment.

Signature.....

Signed in my presence atthisday of19.

Signature of Commanding Officer
.....

(3) I agree to extend my Territorial Army Service for..... years with liability to transfer to the Reserve until I have completed the total period of service for which I am liable under this enrolment.

Signature.....
Signed in my presence atthisday of19.

Signature of Commanding Officer
.....

TRANSFER TO THE RESERVE

Name..... was transferred to the Reserve from (date).....

Strike out the line which is not applicable --

He was not given the option of extending his Army Service/or
He was given the option of extending his Army Service but elected not to exercise it.

Signed at.....thisdat of19

Signature of Commanding Officer.....

DESCRIPTION ON ENROLMENT

(See instructions below)

To be completed by Recruiting Officer

*Date of birth/Apparent age Years.

- (a) Chest measurement:--
- Minimum.....inches
- Maximum.....inches
- Height.....feet.....inches
- Weight.....pounds.

To be completed by Medical Officer.....I
consider him fit/unfit for the Army

**Category (A, B or C)

Identification marks

or

Cause or unfitness

Date.....

Place.....

(a) To be completed by the M.O. of the unit in the case of a recruit enrolled at unit headquarters.

(b) The measuring tape should be applied evenly but not lightly, its upper edge touching the lower border of the shoulder blades and its lower edge passing just over the nipples, the arms hanging by the sides. The minimum measurement will be taken after the breath has been expelled from the chest and the maximum when the chest is fully expanded. There should be a difference of at least 2 inches between the minimum and maximum measurements.

*Should tally with age given in one of these certificates :-

(i) Birth certificate, (ii) High School Examination (or equivalent examination) certificate, (iii) School-Leaving Certificate. If a man is not in possession of any of these certificates, the age shall be assessed by the enrolling officer.

**Insert here A, B, C.

SCHEDULE II

(See Rule 24)

Modification of the Army Act, 1950

1. Sections 2, 4 to 8, 13 to 17 and 22 to 24 shall be omitted.

2. In clauses-(a) and (b) Section 80, for the words 'Twenty-eight days' the words 'Ten days' shall be substituted.

3. Subject to the provisions of Section 73 of the Army Act 1950 the punishment awarded for any of the military offences under the said Act, except those under Section 34, 37 and 49 thereof shall not exceed a term of imprisonment for a period of six months.

4. Section 69, 70, 75, 76, 78 Clause (j) of Section 80, Section 98 and 106 shall be omitted.

Modification of Army Rules

1. Chapter II shall be omitted.
2. Chapter III shall be omitted excluding Rules 17 and 18
3. Rules 183 shall be omitted.
4. In Rule 187 sub-rules (1) and (2) shall be omitted and in sub-rule (3) the following item shall be added, namely-

“(g) Each unit constituted under sub-section (2) of section 3 of the Territorial Army Act, 1948”
5. Rules 189, 190 and 91 shall be omitted.

SCHEDULE II-A

(See Rule 24)

MODIFICATION OF THE ARMY ACT 1950, IN SO FAR AS IT IS CAPABLE OF APPLICATION TO FEMALES

1. All the Sections directed to be omitted in Schedule II shall also be omitted for the purpose of this Schedule.
 2. Of Section 34 to 68 only clause (a) and (b) of Section 39 and Section 63 shall apply and in their application shall be read a follow:-

’39. Absence without leave-

Any person subject to his Act who commits any of the following offences that is to say-

 - (a) absent herself without leave.
 - (b) without sufficient cause overstay leave granted to her shall, on conviction by court martial, be liable to suffer any one or more of the punishments specified in clauses
 - (e) to (l) of Section 71 of the Act.
63. *violation of good order and discipline.*

Any person subject to this Act who is guilty of an act or omission prejudicial to good order and discipline, shall on conviction by court martial, be liable to suffer any one or more of the punishments, specified in clauses (e) to (l) of Section 71 of the Act.

3. Clauses (a) (b), (c) and (d) of section 80 shall be omitted.

MODIFICATION OF ARMY RULES

1. Chapter II shall be omitted.

2. Chapter III shall be omitted excluding Rules 17 and 18

3. Rules 183 shall be omitted.

4. In Rules 187, sub-rules (1) and (2) shall be omitted and in sub-rule (3) the following item shall be added namely.

“(g) Each unit constituted under sub-section (2) of Section 3 of the Territorial Army Act 1948.”

5. Rules 189, 190 and 191 shall be omitted.

SCHEDULE II-B

(See rule II-C)

(Warning- Failure without sufficient cause to comply with the notice is an offence punishable under section 10 A of the Territorial Army Act, 1948, (56 of 1948).

To

Whereas you are in-charge of the management of a public utility service as defined in clause (dd) of section 2 of the Territorial Army Act, 1948:

And whereas it is desired to know the particulars of the persons employed under you are liable to perform compulsory service in the Territorial Army under sub-section (l) of section 6A of the said Act;

Now therefore by virtue of the powers conferred on me under sub-section (5) of section 6A of the said Act read with

rule IIB and IIC of the Territorial Army Rules 1948, I hereby require you to furnish (in duplicate/triplicate) the particulars shown in the attached Form (Schedule II-D) in respect of each person employed under you is liable to perform service in the Territorial Army under sub-section (I) of section 6A of the said Act.

The particular should reach the office of the undersigned by _____

Place : _____ Signature.....

Date : _____ Designation.....

(Note:- The provisions of the TA Act and rules referred to in this form should be reproduced in extenso on the back of the Form).

Schedule II-C

(see Rule II-C)

To

The

Dear Sir,

Reference your notice No _____ dated _____ requiring me to furnish particulars of our employees who are liable for compulsory service in the Territorial Army under section 6A of the Territorial Army Act, 1948, I hereby forward the required information on the prescribed form (Schedule II-D) in duplicate/triplicate.

2. I hereby certify that the names of none of our employees who are liable for compulsory service in the Territorial Army have been omitted from the annexed lists.

Signature of person in charge of
management.

Date :

Place :

N.B.—All information must be given in block capitals.

Schedule II-D

(see Rule II-C)

S.No.	Name	Father's Name	Nationality	Date of Birth
1	2	3	4	5

Educational and technical qualification	Permanent address	Appt held and experience	Weather convicted for any criminal offence during the period of current employment? If So particulars thereof	Signature of the employee
1	2	3	4	5

I hereby certify that the information given above is correct to the best of my knowledge and any change that may occur in the above will be notified to you on or before 20th of each month. I also declare that in the event of any of the above employees being called up for training or service I shall make him available for such training or service in the Territorial Army as and when required.

Signature of person in-charge of management

Seal

Schedule II-E

(see Rule II-D)

Warning – Failure without sufficient cause to comply with this notice is an offence punishable under section 10A of Territorial Army Act, 1948 (56 of 1948)

To

Whereas, according to information received, you are a person employed under Government or in a public utility service

which has been so declared in the notification of the Government of India in the Ministry ofNo..... dated.....to which the territorial Army Act, 1948 (56 of 1948) applies.

And whereas it is believed that you have attained the age of 20 years but not completed the age of 40 years and are not a person who is or has exempted from the operation of the said Act.

And whereas it is necessary to obtain the required information from you;

Now therefore by virtue of the power conferred on me by sub-section (4) of section 6A of the said Act read with rule IIB and IID of the Territorial Army Rules 1948, I..... hereby require you.....to fill up the attached Form (Schedule II-F) in duplicate/triplicate sign and deliver or cause the same to be delivered to me or my office, by.....at the latest or send the same to me by registered post, so that it reaches me by date aforesaid

Signature.....

Designation.....

Place :

Date :

Note- The TA Act Sections and TA rules referred to should be reproduced on the back of the form.

Schedule II-F

(see Rule II-D)

1. Name in full (Block letter)
2. Postal and Telegraphic Address :-
 Official
 Residential
 Permanent Home
3. Father's name and postal Address.
4. If dead, give last address, his profession and status
5. Are you a citizen of India by birth and /or by domicile ?

6. If not, state your nationality.
7. Religion.
8. Date and place of birth.
(Documentary proof required)
9. Present employment.
10. Present emoluments.
11. Date from which employed with the present employer.
12. How long is your employment to last ?
(If employment is on contract, state term of contract).
13. Are you liable to transfer? If so, where and how often?
14. Present employers.
15. What are your prescribed working hours ?
16. Educational Qualification :
Qualifications School/ Collage attended
17. Technical/ Professional Qualifications :-

Qualifications	Institutions attended	Date of entry	Date of leaving
18. Previous experience (Civil or services)

Nature of employment	Name of employer	Duration of employment

with dates
19. Have you ever served Army, Navy or Air Force,
Indian Territorial Army, National Cadet Core, State Forces?)
20. If so, State-
Service
Units
Ranks, status and capacity
Date of joining
Date of leaving
Cause of leaving
Character on discharge (if applicable)
Last rank held

Personal and Regimental number
Decoration held

Courses of Instructions attended and qualification
obtained.

21. Were you ever convicted by a Criminal Court, Court
Martial or other service authorities?

If so, state the offence charged and the sentence/
award.

22. Are you now a member of any of the Reserve Forces?
If so, give details.

23. Are you now a member of the National Cadet Corps?
If so, give details.

24. Have you ever previously applied for enrolment or
Commission in the Territorial Army? If so, with what
result?

25. Which arm/service will you prefer, if you are called up
for service in the Territorial Army ?

I hereby declare that the information given by me in this
form is correct to the best of my knowledge and belief.

Place
Date

Signature of person
Required to fill up this form

Forwarded in compliance with your notice.

No
To

Dated

.....
.....

SCHEDULE II-G

(See Rule II-E)

Warning—Failure without sufficient cause to comply with
this notice is an offence punishable under section 10A of the
Territorial Army Act, 1948 (56 of 1948).

To

.....
.....

Whereas it appears from information submitted by you to that you are liable for compulsory service in the Territorial Army;

And whereas it is necessary that your suitability for performing service in the Territorial Army should be determined in accordance with the rules and regulations of the Territorial army;

Now, therefore, by virtue of the powers conferred on me by clause (c) of section 10A of the Territorial Army Act, 1948 (56 of 1948) I hereby require you.....to present on..... atAM/PM or on such adjourned date or time as may be intimated to you on the date/dates fixed, for interview/examination/medical examination, by

(Please bring the following documents with you).

.....
.....

Travelling and other allowances admissible under the rules will be paid to you at the conclusion of the interview/examination/medical examination.

Your appeal, if any, against this notice should be made to

*within fifteen days of the receipt of this notice by you.

*See Rule II-J

Place
Date

Signature
Designation

(Note—TA Act Sections and TA Rules referred to should be re-produced on back of the form).

SCHEDULE II-H

(See Rule II-F)

Warning—Failure without sufficient cause to comply with the notice is an offence punishable under section 10A of the Territorial Army Act, 1948 (56 of 1948).

To
.....
.....

Whereas you.....are a person liable for compulsory service in the Territorial Army under section 6A of the Territorial Army Act, 1948 (56 of 1948);

And whereas you have been selected to join the Territorial Army as an Officer in the rank of.....
Junior Commissioned Officer in the rank of
Enrolled persons in the rank of

And whereas it is necessary that you should be called up for performing service in the Territorial Army;

Now, therefore, by virtue of the powers conferred on me by sub-section(2) of section 6A of the Territorial Army Act, 1948 (56 of 1948) read with rules II-B and II-F of the Territorial Army Rules 1948, I.....
appoint you to.....(unit) and hereby require you.....to present yourself toat.....on.....at.....
AM/PM with this notice.

Travelling and other allowances admissible under the rules will be paid to you by

Your appeal, if any, against this notice should be made to.....*within fifteen days of the receipt of this notice by you.

Place

Date

Signature
Designation

Note—TA Act Section and TA Rules referred to should be reproduced on the back of the form).

*See rule II-J.

SCHEDULE II-I

(See Rule II-F(3))

PART I

(To be completed on the date a person reports in compliance with a notice under sub-rule (I) of rule II-F).

I understand that as from.....the date I joined the Territorial Army in compliance with notice No..... dated.....served upon me onunder rule.....I have become a member of the Territorial Army as an enrolled person and I am liable to serve therein for a period of years in the Territorial Army andyears in the Territorial Army Reserve and that service in Territorial Army may be extended by two years at a time or such longer periods as may be specified in this behalf by the ADGTA so as to complete a total period of.....years in the Territorial Army.

I also understand that I will be entitled to discharge from the Territorial Army only as provided in the Territorial Army Act, 1948 (56 of 1948) and the Territorial Army Rules, 1948.

Place

Date Signature of individual.....

Place Signature of Commanding Officer.....

Date

EXTENSION OF TERRITORIAL ARMY SERVICE IN LIEU OF TRANSFER TO THE RESERVE

(I) I agree to extend my Territorial Army Service for.....years with liability to transfer to the Reserve until I have completed the total period of service for which I am liable under this engagement.

Signature.....

Signed in my presence at.....this..... date of.....20.....

Signature of Commanding Officer.....

(2) I agree to extend my Territorial Army Service for years with liability to transfer to the Reserve until I have completed the total period of service for which I am liable under this engagement.

Signature.....

Signed in my presence atthis..... day of20.....

Signature of Commanding Officer.....

(3) I agree to extend my Territorial Army Service for years with liability to transfer to the Reserve until I have completed the total period of service for which I am liable under this engagement.

Signature.....

Signed in my presence atthis..... day of20.....

Signature of Commanding Officer.....

TRANSFER TO THE RESERVE

(Name)was transferred to the Reserve from (date).....

*He was not given the option of extending his Territorial Army service.

*He was given the option of extending his Territorial Army Service but elected not to exercise it.

*Strike out the one which is not applicable.

Signed at.....this..... day of20 .

Signature of commanding officer.....

PART II

ATTESTATION

FORM OF OATH

Ido swear in the name of God that I will bear true faith and allegiance to the Constitution of India as by law established and that I will, as in

duty bound, honestly and faithfully serve in the Territorial Army of the Union of India and go wherever ordered by air, land or sea, and that I will observe and obey all commands of the President of the Union of India and the commands of any officer set over me even to the peril of my life.

FORM OF AFFIRMATION

I.....do solemnly affirm that I will bear true faith and allegiance of the Constitution of India as by law established and that I will, as in duty bound, honestly and faithfully serve in the Territorial Army of the Union of India and go wherever ordered by air, land or sea, and that I will observe and obey all commands of the President of the Union of India and the commands of any officer set over me even to the peril of my life.

Signature.....

Sworn/duly affirmed before me at.....
thisday of.....20 ..

Signature of Attesting Officer.....

SCHEDULE III

*Pay and allowances admissible under Rule 23*I. *Officers (other than Junior Commissioned Officers)-*

(a) Pay of rank and dearness allowances as may be admissible for corresponding ranks of the regular army in accordance with the regulations for the time being in force.

(b) An allowance of Rs 10 per day for every day of-

- (i) actual attendance at recruit, annual or voluntary training in camp, provided that a minimum period of three consecutive days at any one time is spent in camp and provided the officers concerned live, mess and sleep in camp;

- (ii) voluntary training, when such voluntary training consists of attachment to a regular unit or a Territorial Army unit;
- (iii) actual attendance at authorised or local courses of instructions with a regular unit or otherwise.

II Junior Commissioned officers, Warrant Officers, Non-Commissioned Officers, Other Ranks and Non-Combatants (Enrolled)-

(a) Pay of rank, appointment, increments of pay, if any, and dearness allowances as may be admissible for corresponding ranks of the regular army in accordance with the regulations for the time being in force. Pay of rank and appointment include basic pay.

(b) Non-commissioned officers employed on the permanent administrative or instructional staff of any Territorial Army unit shall be entitled to good service pay as may be admissible for corresponding ranks of the regular army. All embodied service rendered under Rules 21-A and 33 shall count for the grant of Good Service Pay.

(c) Ration allowance when travelling on duty will be admissible as for the regular army.

SCHEDULE IV

Pay and allowances admissible under rule 23(b) will be as for the corresponding ranks of the regular army.

APPENDIX III

**

TERMS AND CONDITIONS FOR GRANT OF HONORARY RANK
TO TERRITORIAL ARMY HAVILDARS, NAIKS AND SEPOYS
AFTER RETIREMENT

Percentage for grant of Honorary ranks

- (a) Havildars - 10% of retiring Havildars.
- (b) Naiks - 15% of retiring Naiks.
- (c) Sepoys - 20% of retiring Sepoys.

*Criteria for grant of Honorary ranks*Honorary rank of Naib Subedar

- (a) Honorary rank of Naib Subedar to Havildar on retirement irrespective of trade category who have minimum of 18 years meritorious service in Territorial Army.
- (b) Should have served for last two years as Havildar.
- (c) Should not have more than two red ink entries in his conduct sheet and no red ink entry in the last two years of service.
- (d) Should not have been convicted by a court martial.
- (e) Should have exemplary character.
- (f) Recipient of TA medal.

Honorary rank of Havildars

- (a) Honorary rank of Havildar to Naiks after retirement irrespective of trade category who have minimum of 18 years of meritorious service in Territorial Army.
- (b) should have served for last two years as Naik.
- (c) should not have more than two red ink entries in his conduct sheet and no red ink entry in his last two years service.
- (d) should not have been convicted by a Court Martial.
- (e) should have exemplary character.
- (f) recipient of TA medal.

APPENDIX IV

(Not yet allotted)

Honorary rank of Naik

- (a) Honorary rank of Naik to OR after retirement irrespective of trade category who have minimum of 15 years of meritorious service.
- (b) should not have more than two red ink entries in the last two years.
- (c) should have exemplary character.
- (d) recipient of TA medal.

2. The following categories of NCOs and Sepoys will not be eligible for grant of respective honorary ranks:--

- (a) Promoted/likely to be promoted before their retirement.
- (b) Released/likely to be discharged pre-maturely before their actual dates of retirement on any ground.
- (c) involved in a disciplinary case.
- (d) Granted/contemplated to be granted extension of service.
- (e) Having become ineligible for the award due to any other reason.

** (Auth—Letter No 68913/GS/TA-3(a)227/D(GS-VI)
dated 8th May 1981)

APPENDIX V

PROMOTION EXAMINATION-TERRITORIAL ARMY OFFICERS OTHER THAN AMC (TA) OFFICERS

INTRODUCTION

1. With effect from 1st January, 1971, Territorial Army officers will have to pass promotion examination before they are granted substantive promotion from Lieutenant to Captain and Captain to Major. Syllabus for promotion examination is given in Appendices 'A' and 'B' for Territorial Army officers of non-departmental and departmental Territorial Army units respectively.

2. The object of promotion examination is to ensure that officers have the necessary professional knowledge before promotion to the next substantive rank.

3. Promotion examinations will be held as under:-

- | | |
|---------------------------|--|
| (a) Lieutenant to Captain | -- Part 'A' Practical Examination
-- Part 'B' Written Examination |
| (b) Captain to Major | -- Part 'C' Practical Examination
-- Part 'D' Written Examination |

GENERAL INSTRUCTION

4. Territorial Army officers are required to pass the examination for promotion to Captain and Major before they have completed the prescribed period of service for promotion to these ranks laid down in paragraphs 38 (a), Territorial Army Regulations 1948 (Reprint-1958). Officers failing to pass within the prescribed time will be permitted to complete the examination within one year from the date they are due for promotion. For the purposes of this limit, any period of service forfeited by an officer for promotion as a result of disciplinary action will not be ignored.

5. Officers who pass the examination within the time limit will be promoted, if recommended, on completion of prescribed

length of service. Those passing the examination after expiry of prescribed limit and within the 12 months extra time allowed, will be promoted, if recommended, from the date of passing their examination. An officer who passes in any of the practical tests or written test will be deemed to have passed such tests or paper on the *first day of the examination (in any particular part), at which he finally qualifies.

*(Auth--)

6. To be eligible to sit for examination for promotion to the rank of Captain and Major, an officer must have attained the substantive rank of Lieutenant and Captain respectively. Every officer must pass the practical portion of the examination before he is permitted to appear in the written portion. Officers failing to pass the promotion examination within the prescribed time limit, vide para 4 above, will be called upon to resign their commissions. Should they decline to do so they will be compulsorily removed from the service and terminal gratuity, if any-admissible will be paid to them.

CONDUCT OF EXAMINATION

7. (a) The examination will be held once yearly as shown below:

Parts 'A' and 'C'—1st week of February. Parts 'B' and 'D'—1st Tuesday of June (Note:-- Vide AI 3/61, the written examination will be held on the 1st Tuesday of the month or subsequent day or days if Tuesday is a holiday).

(b) Examination in Parts 'A' and 'C' will be held under orders of the GOC Area/Div or equivalent formation Commander/Independent Sub Area or equivalent Formation Commander who will appoint the examining Board as necessary and set the question papers in accordance with the syllabus given in Appendix 'A'.

(for Territorial Army officers of non-departmental Territorial Army units).

(c) The Board will consist of a Presiding officer not below the rank of Lieutenant Colonel and two Majors, one of whom will be from the Regular Army and the other may be from the Territorial Army.

(d) Question papers for Parts 'B' and 'D' will be set and corrected under arrangements of Army Headquarters (MT Dte).

8. Officers will normally be examined within the Territorial Army Zone in which their unit is located and at centre nearest

to their permanent residence. They are required to take the whole of the examination at first sitting. Should an officer fail in one or more subject(s) he will be re-examined only in the subject (s) in which he has failed.

NOMINAL ROLLS

9. Nominal rolls of officers appearing for practical examinations Part 'A' and 'C' will be submitted, on the form given at Appendix 'C' direct to the formation HQ concerned where the officers are desirous of appearing in the examination.

10. TA Group Headquarters Command will consolidate and submit, in duplicate, a separate nominal roll for individual officer appearing for a part or the whole of Parts 'B' and 'D' of the examination so as to reach the Vice Chief of the Army Staff (MT-20) by 25th April on the form given at Appendix 'D'.

EXEMPTION

11. The following will be exempted from passing the promotion examinations:--

- (a) Officers of the Army Medical Corps.
- (b) Officers who have already passed these examinations while serving with the Regular army.
- (c) Officers who are permitted to count their full pay commissioned service in the Regular Army for seniority which would entitle them to promotion to the next substantive rank in less than two years from the date of joining the Territorial Army.
- (d) Officers of departmental TA units (Railways, Signal, Post and Telegraphs, Docks and Inland Water Transport) from Parts 'A', 'B', 'C' and 'D' applicable to Non-Departmental TA officers. They will, however, be required to pass an examination to be called- Departmental TA Officer Promotion Examination (Lt to Capt)- within first five year of their service, without attaining substantive rank of Lt, as laid down in para 6 above. Those who are unable to pass within this period will, however, be permitted to pass this examination before they complete the prescribe period of service, that is 8 years as laid down in para 38 (a) of TA Regs for promotion to the substantive rank of Captain. Officers

failing to pass this examination will be permitted to complete the examination within one year from the date they are due for promotion but will be promoted from the date of passing the examination.

- (e) EME Territorial Army officers are exempted from passing Parts 'A' and 'C' of the Promotion Examination.
- (f) Officer and non- Departmental Territorial Army units who have previously passed in :-
 - (i) 'Administration and Morale' will not be required to pass in the new paper 'Organisation and Administration'.
 - (ii) 'Military Law' will not be required to pass in the new paper 'Military Law and Internal Security Duties'.
 - (iii) the combined paper on 'Administration and Military Law' will not be required to pass in both the new papers introduced with effect from 1 Jan 1971, and will be deemed to have passed the whole examination Parts 'B' and 'D' from that date, as applicable.
- (g) Officers of departmental Territorial Army units who had passed previously in Administration and Military Law papers will not be required to pass this paper now prescribed for these officers in Appendix 'B'. However, those departmental Territorial Army officers who have passed in only one of the two papers of Administration and Military Law will be required to pass the whole paper i.e. Administration and Military Law given in Departmental TA Officers Examination (Appendix 'B').
- (g) Officers of non- departmental TA units will be exempted from passing Parts 'A' and 'B' provided they fulfil the following conditions :-

PART 'A'

Infantry TA Officers

- (a) Must have carried out post-commission training and should have qualified/should qualify on Platoon Weapons Officers Course within the prescribed time limit.

Arty TA Officers

- (a) Must have carried out post-commission training and should have qualified/should qualify on Introductory Officer (AD) Course within the prescribed time limit.

PART 'B'*Infantry TA Officer*

- (a) Should have qualified/should qualify on Junior Commanders Course within the prescribed time limit

Arty TA Officers

- (a) Should have qualified/should qualify on Junior Commanders Course or in one of the following courses within the prescribed time limit.
 - (i) Regimental Officers (AD)
 - (ii) Arty Staff Officers
 - (iii) Junior Command and staff (AD)
- (j) Those Departmental TA officers, who have completed 7 years service (attained the substantive rank of Capt) will not be required to take any examination for promotion to the substantive rank of Major. However, those officer who have completed five years or more but less than 7 years service will be given two years to pass the examination without loss of seniority for promotion to the substantive rank of Captain.

12. Territorial Army Officers granted Emergency/SSRC and reverting to the Territorial Army will have to pass the Promotion examination if they do not fulfil the condition laid down in para 11 above. However, they will get the same number of chances as they would have got but their joining the Regular Army.

RESULT

13. The name of officers who pass in a part or portion of the examination will be published in Army Order. The result of practical tests will be forwarded by the President of the Board direct to the Vice Chief of the Army Staff (MT-2) by registered post immediately on the conclusion of the examination. The form given in Appendix 'C' will be used for the purpose.

EMBODIMENT

14. Officer taking the examination in any part will be embodied under Rules 20 and 22. The period taken for examination(s) will be counted against annual training prescribed under Rule 20.

TA/DA

15. Officer attending the examination will be treated as on duty. TA/DA will be admissible as for the officers of the regular Army, vide paras 25 and 26 of SAI 23/S/68.

APPENDIX 'A' TO APPENDIX V TO TA REGS, 1948,
Syllabus for Promotion Examination—Territorial Army Officers
other than Medical and Department units.

Paper	Total marks	Pass marks	Time allowed hours	Syllabus	Remarks
(a)	(b)	(c)	(d)	(e)	(f)

PART 'A'

FOR PROMOTION FROM LIEUTENANT TO CAPTAIN

(PRACTICAL)

General Test	200	100		*Practical examination will consist of a simple tactical exercise without troops involving the employment of a company/ Battery and the affiliated arms at the level in any operations of war. The problem will include use of radiotelephony, practical map reading and simple questions on administration in the field.	*At the examination Boards.
discretion of exa-					

(a)	(b)	(c)	(d)	(e)	(f)
-----	-----	-----	-----	-----	-----

PART 'B'

FOR PROMOTION FROM LIEUTENANT TO CAPTAIN

(WRITTEN)

Organisation and Administration	500	250	3	<p>Organisation and Administration</p> <p>(a) Outline organisation of all equivalent level.</p> <p>(b) Handling of a rifle company (TA) in Co-operation with other Arms in various operations of war.</p> <p>(c) Independent tasks of upto company group including raids, ambushes, patrols and special missions.</p> <p>(d) Characteristics, roles and employment of arms, in all operations of war.</p> <p>(e) Detailed organisation of AD Regt (TA) and Inf Battalion (TA) including Modification 'A'.</p> <p>(f) Detailed knowledge of the duties of a company or equivalent Commander in the candidates own arm of service in peace and war.</p>	<p>Notes:--</p> <p>1. Problems may be any Arms up to company or type of terrain.</p> <p>2. All the topics mentioned need not necessarily be included in a paper.</p> <p>3. No reference book will be allowed for answering this paper.</p>
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(a)	(b)	(c)	(d)	(e)	(f)
<p>Organisation and Administration (Contd.)</p>				<p>(g) General knowledge of the following is also required:-</p> <ul style="list-style-type: none"> (i) The titles and scope of the official publication which concern the administration of the unit. (ii) General system of administration and war upto brigade group and Sub-Area level. <p>(h) Question of a general nature will also be set on the following :-</p> <ul style="list-style-type: none"> (i) Promotions, transfers and discharge from service. (ii) Pay system in peace and war. (iii) Accommodation for troops including hygiene and sanitation. (iv) System of demand and supply of clothing, equipment, rations, POL and ammunition in the field within a brigade group. (v) Evacuation of sick and wounded within a brigade group including first aid in nuclear warfare. (vi) Morale and welfare of troops. 	<p>4. The paper will contain at least ONE obligatory question specifically dealing with administration in Territorial Army.</p>

(a)	(b)	(c)	(d)	(e)	(f)
Organisation and Administration (Contd.)				(vii) The GENEVA Conventions. (viii) Documentation at unit level.	
Military Law and Internal Security Duties	500	250	3	<p data-bbox="784 464 1090 515"><i>Military law and Internal Security Duties.</i></p> <p data-bbox="784 520 1090 841">Candidates should have sufficient knowledge of the arrangement of the Manual of Indian Military Law, Regulation for the Army. Territorial Army Act and Territorial Army Rules to enable them to solve problems likely to arise in the course of their duties. Questions will be set on the following with particular reference to Territorial Army personnel :-</p> <p data-bbox="784 845 1090 876">(a) Enrolment and attestation.</p> <p data-bbox="784 903 1090 975">(b) Offences and punishments, arrests and military custody. investigation of charges.</p> <p data-bbox="784 1011 1090 1083">(c) Power of punishments of a Company Commander and minor punishments.</p> <p data-bbox="784 1118 1090 1149">(d) Courts on inquiry.</p> <p data-bbox="784 1176 1090 1282">(e) Summary of evidence, duties of members of Court Martials prosecuting officer and defending officer.</p>	<p data-bbox="1109 464 1347 495"><i>Notes :-</i></p> <p data-bbox="1109 520 1347 789">1. Manual of Military Law (Re-Print 1983). Regulation for the Army 1987. Territorial Army Act and Territorial Army Rules will be allowed for answering this paper.</p> <p data-bbox="1109 820 1347 924">2. These books may not contain any additions other than authorised amendments.</p>

(a)	(b)	(c)	(d)	(e)	(f)
Military Law and Internal Security Duties—Contd.				(f) Penal deductions from pay redress of wrongs. (g) Duties in aid of civil power to include :- (i) Disposal of unlawful assemblies. (ii) Legal aspects in aid of civil power/disposal of unlawful assemblies. (iii) Right of private defence. (iv) Guiding principles when acting in aid of civil power.	

PART 'C'

FOR PROMOTION FROM CAPTAIN TO MAJOR

(PRACTICAL)

General Test	200	100	*Practical examinal will consist of a tactical exercise without troops involving employment of an Infantry Battalion (TA)/Air Defence Regiment (TA) and affiliated arms and their administration in the field in any operation of war. Practical map reading and question covering administration in the field and use of radio telephony will be included.	*At the discretion of examination boards.
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(a)	(b)	(c)	(d)	(e)	(f)
PART 'D'					
FOR PROMOTION FROM CAPTAIN TO MAJOR					
(WRITTEN)					
Organisation and Administration	500	250	3 Organisation and Administration		
			<p>1. Same topics as for Part 'B' However questions will be set in greater detail at a battalion or equivalent level including their characteristics and capabilities.</p>		
			<p>2. Questions will also be set on the following :-</p>		<p>Note :-- 1. The paper will contain at least ONE obligatory question specifically dealing with administration in Territorial Army.</p>
			(a) Office routine and correspondence.		
			(b) Messing, Canteen, Regimental Funds and barrack damages,		
			(c) Organisation and duties of the staff upto divisional level.		
			(d) Morale and welfare of troops.		

(a)	(b)	(c)	(d)	(e)	(f)
<i>Military Law and Internal Security duties.</i>					
Military Law and Internal Security Duties	500	250	3	<p>1. The same syllabus as for Part 'B', but in greater detail. Questions will also be set on the following :-</p> <p>(a) Suspension of Sentences.</p> <p>(b) Kinds of Court Martial composition, convening of courts, procedure and confirmation.</p> <p>(c) Power of punishment of Commanding Officers.</p> <p>(d) All aspects concerning duties in aid of civil power.</p>	<p>Note:--</p> <p>1. Manual of Military Law, 1983. Regulations for the Army, 1987. Territorial Army Act and Rules will be allowed for answering this paper.</p> <p>2. These books may not contain any addition other than authorised amendments.</p>

NOTES :--

EME Territorial Army Officers will undergo the same type of written examination as envisaged for non-departmental Territorial Army units of the rank of Lieutenant to Captain and Captain to Major for Parts 'B' and 'D'.

APPENDIX 'B' TO APPENDIX V OF TA REGULATIONS

Paper	Total marks	Pass marks	Time allowed hours	Syllabus	Remarks
(a)	(b)	(c)	(d)	(e)	(f)

PROMOTION EXAMINATION—DEPARTMENTAL TA OFFICERS (FROM Lt TO Capt)

Administration and Military Law

Administration and Military Law	500	250	3	<p>1. Candidates will be expected to know the general system at least ONE Obligatory sub unit/unit level in particular and Bde Group and Sub Area level in general.</p> <p>2. Questions of a general nature will also be set on the following :--</p> <p>(a) Promotion, transfer and discharge from service.</p> <p>(b) Pay system in peace and war.</p> <p>(c) Accommodation for troops including hygiene and sanitation.</p> <p>(d) Documentation at unit level.</p>	<p>(Written) Notes</p> <p>1. The paper will contain of Adm in peace and war at obligatory question specifically dealing with administration in Territorial Army.</p>
---------------------------------	-----	-----	---	--	--

(a)	(b)	(c)	(d)	(e)	(f)
				(e) Messing, Canteens, Regimental funds and barrack damages.	
				(f) Organisation of staff upto Bde/Sub Area level.	
				(g) Territorial Army Regulations.	
			3. Candidates should have sufficient knowledge of the arrangement of the Manual of Indian Military Law, Regulation for the Army, Territorial Army Act and Territorial Army Act Rules to enable them to solve problems likely to arise in the course of their duties.		2. Manual of Military Law (Reprint 1983). Regulation for the Army 1987. TA Act and TA Act Rules will be allowed for answering this paper. These books may ;not contain any additions other than authorised amendments.
			Questions will also be set on the following :--		
			(a) Powers of Company Commanders and minor punishments.		
			(b) Powers of Commanding Officers summary disposal and minor punishments.		
			(c) Courts of Inquiry.		
			(d) Penal deduction from pay redress of wrongs.		

APPENDIX 'C' TO APPENDIX V TO TA REGS, 1948*Promotion Examination Officers—Lieutenant to Captain/Captain to Major**

(Separate forms to be used for Lieutenants and Captains)

Nominal roll of officers appearing for Part A/C* from (date).....to

Serial No	Index No.	Personnel No.	Rank/Sub-tantive/Acting	Name	Corps	Unit	Authority passing *Retention *Part 'B'	Marks Obtained	Passed or failed	Remarks
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(j)	(k)	(l)

Note:-- 1. *Delete whichever is not applicable.

APPENDIX 'B TO APPENDIX V TO TA REGS. 1948

Promotion* Examination-Territorial Army Officer Lieutenant to
Captain/Captain to Major

(Separate form to be used individual Officer)

INDEX NUMBER

(To be allotted by Army Headquarters)

1. Promotion Examination Part*.....B/D.
 2. Appearing at.....Centre
 3. Personnel Number.....
 4. Rank.....
 5. Name.....
(in block letter according to Army List)
 6. Arm/Service.....
 7. Date of Commission.....
(with seniority for promotion, if any)
 8. Unit.....
(Departmental/ non-Departmental)
 9. Authority for passing Part *A/C.....
 10. Subject in which desirous of appearing (a)
(b).....
 11. Subject in which previously
passed with authority.....
 12. Signature of the candidate.....
- Certify that the particulars given in the nominal rolls have
been scrutinised and are correct.
13. Signature of the Commanding officer.....
 14. To be signed by the candidate in the examination Hall

1st day

2nd day

*Note:--Delete whichever is not applicable.

APPENDIX VI

TERMS AND CONDITIONS OF SERVICE FOR THE PERMANENT STAFF

A. OFFICERS

1. *Selection*-(a) Officers will normally be seconded to the permanent staff from the regular army till such time Territorial Army Officers of sufficient service are available.

(b) Officers of the Territorial Army selected for employment on the permanent staff of a unit will normally be selected from the officer Cadre of that unit.

2. *Attachment to Regular Army Units*- Officer seconded from the regular Army when not required for training or administrative duties with the Territorial Army will normally return to their own unit or group subject to such orders as may be issued from the time to time. In the case of Territorial Army Officers they may be attached to the nearest group or unit under orders of GOC-in-C Command . During the period of attachment of these officer, the Territorial Army has at all times the prior claim on their services.

3. *The Establishment of Permanent Staff* – The establishment of officers on the permanent staff will count against the peace establishment of the unit.

4. *Tenure of Appointment*- See paras 12 and 16 of these Regulations.

Note- All officers will not be relieved in any one year. The relief will be so arranged as to ensure continuity for administration and training.

5. *Action if Officer is found unsuitable*- In the event of an officer being found unsuitable for employment on the permanent staff he will be relieved and may in the case of a regular army officer be returned to the regular army and in the case of TA officer be relieved of his full time employment.

6. *Re-appointment*—No officer of the regular army will be re-appointed on the permanent staff within 2 years of completion of his previous tenure, except when otherwise ordered.

7. *Leave and Furlough*—Leave and pay and allowances during leave will be as for the regular army and will be regulated by the Officer Commanding the Territorial Army unit.

No leave or furlough may be granted from training camps except in very exceptional cases.

8. *Seniority*—Territorial Army Officers vis-a-vis Regular Army Officers—Territorial Army Officers when serving with officers of the Regular Army will be junior to the Regular Army Officers in the same rank except that a Territorial Army Officer holding a substantive rank will be senior to a Regular Army Officer holding the same rank in an acting capacity.

9. *Vacancies*—Vacancies in the permanent staff of officers will be reported by the Officer Commanding to Army Headquarters through normal channels in sufficient time for another officer to be posted in relief. Command Headquarters may temporarily fill the vacancies in the sanctioned establishment by attachment from a regular unit pending the appointment by Army Headquarters of an officer possessing the requisite qualifications. If the officer commanding the unit wishes that a Territorial Army Officer be appointed he will forward such recommendation to Army Headquarters through normal channels.

B—JUNIOR COMMISSIONED OFFICER

1. *Selection*—(a) Junior Commissioned Officers seconded to the permanent staff from the regular army will as far as possible belong to the zone in which the unit is raised.

(b) Junior Commissioned Officers of the Territorial Army selected for appointment on the permanent staff of a unit will be selected from the junior commissioned officers cadre of that unit.

2. *Attachment to Regular Army Units*—Junior Commissioned Officers seconded from Regular Army when not required for training or administrative duties with the Territorial Army will normally return to their unit or group in order to keep up-to-date in administration and instructional methods. In the case of Territorial Army Junior Commissioned Officers they may be attached to the nearest group or unit under order of Area/Div/Independent Sub Area/Independent Bde Gp/Independent Bde Commander/TA Group Commander. During the period of attachment of these junior commissioned officers the Territorial Army will at all times have prior claim on their services.

3. *Establishment of Permanent Staff*—The establishment of Junior Commissioned Officers for the permanent staff will count against the Peace Establishment of the unit.

4. *Tenure of Appointment*—The tenure of appointment of Junior Commissioned Officers seconded from regular army will be as laid down in Paras 33 and 34 of these Regulations.

Should a commanding officer wish to replace a regular J.C.O. by a Territorial Army J.C.O. before the tenure of appointment of the former is finished he may submit such recommendations to Command Headquarters through normal channels.

5. *Action if a Junior Commissioned Officer is found Unsuitable*—Junior Commissioned Officer found unsuitable for employment on the permanent staff will be relieved and may in the case of regular army junior commissioned officer be borne supernumerary to his unit establishment until absorbed and in the case of Territorial Army J.C.O. be relieved of his full time employment.

6. *Re-appointment*—No junior commissioned officer seconded from the regular army will be re-appointed to the permanent staff within two years of completion of his previous tenure, except when otherwise ordered.

7. *Responsibility of Pay and Accounts*—The officer commanding a Territorial Army unit will be responsible for the pay and accounts of the Junior Commissioned Officers of T.A. on the permanent staff and the officer commanding the Training Centre or the regular unit, as the case may be, will be responsible for the pay and accounts of Junior Commissioned Officers of the regular army on the permanent staff during their period of secondment.

8. *Appointment and Relief of Permanent Staff*—The appointment and relief of the Junior Commissioned Officers of the regular army on the permanent staff will be co-ordinated by the commanding officer of the Territorial Army unit concerned in consultation with the officer commanding the Training Centre/ Record Office or unit concerned. The appointment and relief of Territorial Army J.C.O. will be sanctioned by Army Headquarters.

9. *Leave and Pay and Allowances during Leave*—Leave and pay and allowances during leave will be as for the regular

army, Leave will be regulated by the officer commanding the Territorial Army unit.

No leave may be granted from training camps except in very exceptional circumstances.

10. *Small Arms Course*—At least one Junior Commissioned Officer per Territorial Army unit of a strength exceeding two hundred must have passed a weapons course of any Army School.

11. *Seniority*—Seniority of Regular Army Junior Commissioned Officer vis-a-vis Territorial Army Junior Commissioned Officers, when serving on the permanent staff, will be determined in accordance with para 37(b) of the TA Regs 1948.

12. *Employment of Ex-JCOs with Honorary Commissions*—Pensioned and non-pensioned Junior Commissioned Officers with honorary commission when entitled to rank as such, will not be employed as Junior Commissioned Officers on the permanent staff.

13. *Filling up Vacancies*—Vacancies of Junior Commissioned Officers in the permanent staff will be reported by the officer commanding to Command Headquarters, who may temporarily fill the vacancies in the sanctioned establishment by attachment from a regular unit pending the appointment of a Junior Commissioned Officer by a Regimental/Training Centre/Record Office concerned, possessing the requisite qualifications. If a J.C.O. from the regular army is not required, the commanding officer may recommend a Territorial Army J.C.O. for full time employment to Command Headquarters through normal channels.

APPENDIX VII

TERMS AND CONDITIONS OF SERVICE FOR THE PERMANENT STAFF (WARRANT OFFICERS, NON-COMMISSIONED OFFICERS AND OTHER RANKS)

1. *Selection*—(a) Warrant officers, non-commissioned officers, and other ranks seconded to the permanent staff from the regular army will, as far as possible, belong to the zone in which the unit is raised.

(b) If the commanding officer does not require regular army personnel on account of suitable T.A. personnel being available. Territorial Army warrant officers, non-commissioned officers, and other ranks of the appropriate ranks may be selected for full time employment on the permanent staff of a unit.

2. *Attachment to Regular Army Unit*—Warrant officers, non-commissioned officers and other ranks seconded from regular army, when not required for training or administrative duties with the Territorial Army will normally return to their own unit or group subject to such orders as may be issued from time to time. In the case of Territorial Army personnel, they may be attached to the nearest group or unit under orders of the Area/Div/Independent Sub Area/Independent Bde Gp/Independent Bde Commander/TA Gp.

3. *Establishment of Permanent Staff*—The establishment of warrant officers, non-commissioned officers and other ranks of the permanent staff will count against the Peace Establishment of the unit.

4. *Tenure of Appointment*—The tenure of appointment will be as follows—

(a) *Regular Army*—3 years except when otherwise ordered. The tenure may be extended upto 4 years, under orders of OIC Records/Engrs Group (in the case of Armed Corps, Coast Arty, Corps of Signals and Engr units).

(b) *Territorial Army*—3 years except when otherwise ordered. The tenure may be extended up to 5 years (7 years in case of clerks) under orders of OC unit; extension being granted for one year at a time:

Provided that the above tenure will start afresh in case of a WO, NCO or OR of the Territorial Army, who is posted to a new appointment on the permanent staff in the same unit or in another unit either in the same rank or in a higher rank. In

case such a WO, NCO or OR employed on the permanent staff is the only one in his rank and trade in the entire establishment of the unit, the above tenure will not apply.

5. *Action if a Warrant Officer, Non-Commissioned Officer, or Other Rank is found unsuitable*—Any warrant officer, non-commissioned officer or other rank found unsuitable for employment on the Territorial Army permanent staff will be relieved and may in the case of regular army personnel be borne supernumerary to his unit establishment until absorbed, and in the case of Territorial Army personnel be relieved of his full time employment.

6. *Re-appointment*—No warrant officer, non-commissioned officer or other rank seconded from the regular army will be re-appointed to the permanent staff within two years of completion of his previous tenure except when otherwise ordered.

7. *Responsibility for pay and Accounts*—The officer commanding a Territorial Army unit will be responsible for the pay and accounts of the WOs, NCOs, and other ranks, on the permanent staff and the Officer Commanding Training Centre or the regular unit, as the case may be, will be responsible for the pay and accounts of the WOs, NCOs, and other ranks of the regular army on the permanent staff during their period of secondment.

8. *Appointment and Relief of Permanent Staff*—The appointment and relief of all the WOs, NCOs, and other ranks of the regular army on the permanent staff will be coordinated by the commanding officer of the unit concerned in consultation with the officer commanding the Training Centre/Record Office or unit concerned.

9. *Leave and Pay and Allowances during Leave*—Leave and Pay and allowances during leave will be as for the regular army. Leave will be regulated by the officer commanding the Territorial Army unit.

No leave may be granted from training camps except in very exceptional circumstances.

10. *Seniority*—All regular Army warrant officers, non-commissioned officers and other ranks of the permanent staff will be senior to all Territorial Army warrant officers, non-commissioned officers, and other ranks of the same rank.

11. *Qualification for Appointment of Warrant Officer, Non-Commissioned Officers and Other Ranks*—The following minimum

qualification will be required for warrant officers, non-commissioned officers and other ranks, for appointment to the permanent staff of the Territorial Army—

(a) *General*—

- (i) Must be of the appropriate rank.
- (ii) Must be active, intelligent, smart, steady and reliable.

(b) *Warrant Officers and N.C.O. Instructors*—

- (i) First Class shot.
- (ii) A certificate by the Commanding Officer to the effect that he is thoroughly competent to instruct in the following subjects—

Physical Training.

Weapon Training.

Drill.

Appropriate Technical subjects.
(for Technical units.)

- (iii) 2nd Class (R.U.) certificate of education or equivalent civil educational standard certificate.

- (c) *Other Ranks* —They must be in possession of the same qualifications as are considered necessary for the performance of similar duties in the regular army.

12. *Reversion from the Permanent Staff*—WOs NCOs and Other Ranks of the Territorial Army who are embodied for employment on the permanent administrative and instructional staff will, on the expiry of their tenures on that staff, revert on the part-time strength and the least efficient person on the entire establishment of the unit concerned in the same rank and trade be discharged, if necessary, on account of surplus establishment.

APPENDIX VIII

TERMS AND CONDITIONS OF SERVICE COVERING THE APPOINTMENT OF TERRITORIAL ARMY OFFICERS AND JUNIOR COMMISSIONED OFFICERS (OTHER THAN MEDICAL)

A—OFFICERS

1. *Eligibility*—Territorial Army Commissions may be granted in the Indian land forces to any national of India, with the requisite qualifications.

2. *Nationality*—A candidate must be;

- (a) a citizen of India; or
- (b) a subject of Sikkim, or
- (c) a person who has migrated from Pakistan with the intention of permanently settling down in India, or
- (d) a subject of Nepal or of a Portuguese or of a former French possession in India.

Note—The appointment of candidates in categories (c) and above will be subject to the issue of certificates of eligibility in their favour by the Government of India. Certificates of eligibility will not, however, be necessary in the case of candidates belonging to any of the following categories—

- (1) Persons who migrated to India from Pakistan after 18th July, 1948, and have ordinarily been resident in India since then.
- (2) Persons who migrated to India from Pakistan after 18th July, 1948 but before 30th September, 1948 and had got themselves registered as citizens within the time allowed.
- (3) Gorkha subjects of Nepal.
- (4) Non-citizens who entered service under the Union before the commencement of the Constitution, viz, 26th January, 1950, and who have continued in such service since then. Any such persons who re-entered or may re-enter such service with a break, after the 26th January, 1950, will, however, require certificates of eligibility in the usual way.

3. *Age limit*—Applicants should have attained the age 18 years and not have attained the age of *42 years, 45 years in case of employees of P & T department joining Sig Coys P&T (TA), on the date of application, but the upper age limit may be relaxed at the discretion of the Chief of the Army Staff, in the case of (a) ex-officers, ex-VCOs/JCOs and WOs (or their equivalent) of the three Services, the Indian Territorial Forces, State Forces, Auxiliary Forces and the Reserve, (b) ex-serving JCOs of the Territorial Army, (c) Government officials and persons possessing technical and medical qualifications.

*(Amended vide CS No 264/1/85)

4. *Minimum Qualifications*—Civilian Candidates only—

(a) For Engineer Units—

- (i) For Field Companies, Field Park Companies, Construction Companies, Workshop and park, Companies, Electrical and Mechanical Companies Field Survey Companies—Associated Members of the Institute of Engineers or equivalent qualification.
- (ii) *For Commander Railway Group*—Must hold appointment not less than an administrative appointment in any Railway.
- (iii) *For Railway Operating Company*—Must hold appointment not less than an Assistant Traffic Officer or a Junior Assistant Commercial Officer in any Railway.
- (iv) *For Railway Workshop Company*—Must hold appointment of not less than an Assistant Mechanical Engineer or an Assistant Electrical Engineer or an Assistant Works Manager (Production) in Railway.
- (v) *For Railway Construction Company*—Must be a qualified Civil Engineer or an officer holding appointment not less than an Assistant Engineer in any Railway.

(b) *For Corps of Electrical and Mechanical Engineer Units*—

- (i) to be a member of an associated member Institute of Mechanical Engineers or the Institute of Electrical Engineer or have passed such other

exempting examination as qualify for Membership or associated Membership of these Institutes.

or

(ii) to be in possession of an Engineering Degree of a recognised University and have at least one year's practical Engineering experience.

(iii) if not in possession of full academic qualifications specified in sub paras (i) and (ii) above, to have attended a technical institute, college or school and gained there at a diploma or other proof of having successfully completed a course and in addition to have considerable practical engineering experience, i.e. have served an apprenticeship with a reputable firm and held a responsible appointment in a mechanical, electrical, or automobile firm.

(c) *For Corps of signal units—*

(i) must be in possession of a degree or diploma of a recognised university in Electrical Engineering with experience in tele-communication.

or

(ii) must be in possession of a degree in Physics and Mathematics and have good knowledge of Radio.

N.B.—(These standards may be relaxed if the candidate has an extensive knowledge of Communications)

(d) *For Air Observation Squadron Artillery Units—*Applicants for the Air Defence Operation Squadron must be in possession of class A flying licence.

(e) *For other Arms and other Categories of Officers not specified in para 4(a). (b), (c) and (d) above—*

(i) *Education—*The candidate should have passed Intermediate or its equivalent from a recognised university.

List of examination considered equivalent to matriculation is at Appendix XXX-B.

(ii) *Other Qualifications—*Preference may be given to a candidate who has served with credit in the

National cadet Corps and is recommended for a commission by the Officer commanding. The candidate must satisfy the interviewing officer and Selection Board that he is in all respects suitable to receive a Commission in the Territorial Army and to this end may be required to undergo certain Selection Board Tests.

NOTE—With effect from 1st January 1964, in the case of Infantry, for promotion to Nb Sub, the Examining Board will be as per para 4(a) above and convening authority will be unit commander not below the rank of Lieutenant colonel.

(Amendment No 174/IV/64)

5. *Qualification*—For ex-officers, ex-VCOs/JCOs and WOs (or their equivalents) of the three services, the Indian Territorial force, State Forces, Auxiliary Forces and Reserve and for Ex/serving JCOs of the Territorial Army the above qualifications may be relaxed provided they have a creditable record of service and provided their technical ability (if applying for a technical appointment) is considered adequate by the Selection Board.

6. *Physical and Medical Fitness*—A candidate must be physically and medically fit in all respects, vide Appendix XII.

7. *Method and Submission and Disposal of the Application Form*—(a) The application or I.A.F.(T.A.) – 9 will be completed for all categories of persons applying for an officer's commission in the Territorial Army.

- (i) For candidates who are applying for non-technical commissions the form should be submitted in the first instance to Sub-Area Headquarters. After the verification and interview by the Sub-Area or equivalent Commander, and medical examination by the Service medical authorities the application forms of suitable candidates will be forwarded to Army Headquarters together with the medical certificate.
- (ii) For candidates, who are applying for technical appointments the form will be submitted in the first instance to Area or Command Headquarters (whichever is nearest) where candidates for technical arms will attend for interview and medical examination. The completed form will then be forwarded to Army Headquarters.

(b) The certified true copies of the following certificates must accompany the application form and must be attested by a magistrate or a gazetted or a commissioned officer who is to endorse his full name designation and address. Originals of all certificates must be produced at all interviews;

(i) Certificate of age, i.e. Matriculation Certificate.

or

a certificate from a local Registrar supported by a judicial affidavit from the father or guardian of the candidate or other satisfactory proof, instead

or

a certificate from a local Registrar supported by a judicial department in the case of a civil Government servant :-

“Certified that the date of birth of Shri _____
 _____ son of Shri _____
 _____ as recorded in his service documents is

_____ and further certified that this date of birth has been duly verified from his educational certificates.”

(ii) Educational certificates

(iii) Technical certificates

(iv) Certificate, where necessary, of nationality or domicile.

(v) In the case of Government servants, a certificate indicating written consent from the head of the Branch or Department concerned that the applicant will be available for military training and embodiment as and when required by the prescribed military authorities.

8. *Method of Selection*—Normally all candidates for non-technical commissions will be required to present themselves for interview by Sub Area commander and those candidates for commissions in technical appointments will be required to present themselves for interview by the head of the appropriate Corps or Service at Area or Command Headquarters.

The completed applications of all candidates will then be forwarded to Army Headquarters; approved candidates will then be required to present themselves before Selection Boards. Ex-officers and candidates for certain technical appointments may be required to present themselves for interview by an Army Headquarters Selection Board. This provision will not apply to

candidates for commission in non-departmental TA units of the Corps of Engineers, Signals, and Electrical and Mechanical Engineers, who will appear before Services Selection Board.”

9. *Period of Probation*—All officers appointed to commissions in the Territorial Army will be on probation for 3 years and will be confirmed in their appointment on passing the prescribed examination for retention. During this period if found unsatisfactory, an officer on probation may be called upon to resign his commission; if he declines he will be liable to removal.

Ex-officers granted commission in the Territorial Army and exempted from passing the retention examination under para 11 of Appendix X to these Regs, will however not be required to remain on probation.

10. *Medical Examination*—Each applicant will be examined by a Medical Board at the station where he is required to present himself for examination and will not be granted a commission in the Territorial Army unless he is pronounced physically fit for service by the medical board.

11. Candidates pronounced unfit by the Medical Board under para 10 above, may, if they are not satisfied with the finding of such medical boards, appeal to the Secretary to the Government of India, Ministry of Defence, within a week of the date on which the result of their medical examination is made known to them. The secretary to the Government of India, Ministry of Defence, will after considering such appeals, arrange, if necessary, for their re-examination by another Medical Board called “The Appeal Medical Board”. (In cases where a specialist opinion is required, a specialist may be included in the appeal board). Appeals for re-examination in each case, will be accompanied by a fee of Rs. 40 without which no appeal will be considered.

If the appeal proves successful, or if for any reason an “Appeal Medical Board” is not convened, the special fee of Rs. 40 will be returned to the appellant.

The appellant will not be entitled to any TA/DA.

B—JUNIOR COMMISSIONED OFFICERS

12. *Eligibility*—(a) Territorial Army Commissions as junior

commissioned officer may be granted to any national of India

who possesses the requisite qualifications. Such commissions will normally be granted to suitable candidates from the ranks.

(b) Civilians will not normally be granted direct commissions as junior commissioned officers. They will be required to join a Territorial Army unit as enrolled persons. They may thereafter be recommended for JCO's commission by their commanding officers, in their own units, if considered suitable in all respects for the grant of such a commission.

Civilian candidates possessing requisite technical qualifications and recommended by Area/Sub Area/TA Group Headquarters concerned may, in exceptional cases, be considered for the grant of direct JCO's commission in the Corps of Engineers, Signals and Electrical and Mechanical Engineers units of the Territorial Army.

(c) Direct Commissions may, however, be granted to suitable candidates who fulfil the following conditions:--

(i) have served for not less than four years in the regular army as warrant officers or havildars or their equivalents in any of the other two services. State forces, ITF, and AF(I) and are recommended for a commission by the commanding officer of the unit for which they apply;

or

(ii) have been junior commissioned officers/viceroy's commissioned officers in the regular army or its equivalent in the other two services, State Forces and ITF;

or

(iii) be serving employees of the Port Commissioners, Railways, or P&T Department who are in possession of the technical qualifications set out in para 16 below and are considered suitable;

or

(iv) have served with credit in a contingent of the National Cadet Corps and have obtained the Proficiency Certificate 'C' and be recommended for a commission as junior commissioned officer by the officer commanding of his unit.

13. *Nationality*.—A Candidate must fulfil the same conditions of nationality as laid down for TA officers in para 2 of this Appendix.

14. *Age Limit*—Applicants should have attained the age of 18 years and not have attained the age of 35 years, 45 years in the case of employees of P&T department joining Sig Coys (P&T) (T.A.) on the date of application. The upper age limit may, however, be relaxed in the case of ex-servicemen and also in the case of civilians possessing technical qualifications at the discretion of the Chief of the Army Staff or on his behalf by the ADGTA, if so empowered by the Chief of the Army Staff.

15. *Physical Fitness*—A candidate must be fit in all respects and must produce a medical certificate to this effect from a Government medical officer not below the status of an Assistant Surgeon.

16. *Qualifications for Civilian Candidates only*—If the candidate fulfils the requisite technical qualifications, the educational qualifications may be waived—

(a) *For Corps of Engineers (TA)*—

(i) Should be capable of controlling and organising not less than 50 skilled tradesmen either in the workshop or in the Field or both.

(ii) *For Port—Docks and Inland Water Transport units*—Should have had a minimum of 2 years service in a supervisory capacity in one of the following trades :--

Foreman, Serang, Engineer, (Marine, Internal Combustion and Steam), Boiler Inspector, Shipwright, Workshop Chageman Chuker, Jetty Superintendent, Docks Officer Superintendent, Labour Superintendent Inland Master, Tugmaster and Driver Marine, IC or Steam.

(iii) Railway personnel holding the supervisory posts in the Railways as shown below, will be eligible for the grant of direct JCO commission in Railway (TA) units provided the individuals concerned have put in a minimum of 2 years service in their respective supervisory posts and are in receipt of minimum basic pay of Rs. 425 per month:--

Sl. No.	Name of Civil Railway Trades
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1. Yard Master

2. Assistant Yard Master.

Sl. No.	Name of Civil Railway Trades
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3. Yard Supervisor
 4. Station Superintendent
 5. Deputy Station Superintendent.
 6. Station Master
 7. Asstt Station Master
 8. Cabin Master
 9. Head Train Clerk
 10. Loco Foreman
 11. Asstt Loco Foreman
 12. Running Shed Supervisor
 13. Loco Inspector
 14. Engine Examiner
 15. Fuel Inspector
 16. Lubricating/Greasing Supervisor
 17. Shed man Grade I
 18. Senior Grade Boiler Inspector
 19. Boiler Maker Foreman
 20. Boiler Maker Chargeman
 21. Boiler Inspector
 22. Block Inspector
 23. Block Signal Inspector
 24. Asstt Block/Signal Inspector
 25. Tele Com Inspector
 26. Asstt Tele com Inspector
 27. Asstt Telegraph Inspector
 28. Inspector Telegraph and Phones
 29. Bridge Inspector
 30. Inspector of Works
 31. Asstt Inspector of Works
 32. Asstt Bridge Inspector
 33. Surveyor
 34. Permanent Way Inspector
 35. Asstt Permanent Way Inspector
 36. Head Draftsman
 37. Chief /Head/Senior Draftsman
 38. Cheif/Head/Senior planner and Estimator
-

Sl. No.	Name of Civil Railway Trades	
39.	Drafts Planner and Estimator	
40.	Chief Head/Senior Design Assistant (Drawing Office)	
41.	Chief/Senior Jig and Tool Designer.	
42.	Senior Engine Driver	
43.	Driver Grades 'A' and 'B'	
44.	Instructor/Lecturer Driver with practical experience	
45.	Train Examiner	
46.	Asstt Inspector/Lecturer Driver, with practical experience	
47.	Carriage and Wagon Inspector	
48.	Chief/Head/Senior Train Examiner	
49.	Instructor/Lecturer	} With practical experience in Train Examining, train light- ing Carriage and Wagon
50.	Asstt Instructor/Lecturer	
51.	Traffic Inspector	
52.	Transportation Inspector	
53.	Asstt Transportation Inspector	
54.	Train Inspector	
55.	Asstt Train Inspector	
56.	Area Supervisor/Chaser	
57.	Movement Inspector	
58.	Asstt Movement Inspector	
59.	Wagon Movement Inspector	
60.	Tank Wagon Inspector	
61.	Coaching Inspector	
62.	Transit Inspector	
63.	Safety Inspector	
64.	Time Table Inspector	
65.	Relieving Transportation Asstt	
66.	Transit/Transshipment Asstt	
67.	Asstt/Transit/Transshipment Inspector	
68.	Instructor/Lecturer	} Traffic Transportation Commercial with practical experience.
69.	Asstt. Instructor/Lecturer	
70.	Head Clerk	
71.	Office Superintendent	
72.	Chief/Head Clerk	

Sl. No.	Name of Civil Railway Trades
73.	Chief Goods Shed Superintendent
74.	Commercial Supervisor
75.	Asstt Commercial Inspector
76.	Claims Inspector
77.	Asstt Claims Inspector
78.	Rates Inspector
79.	Asstt Rates Inspector
80.	Train Controller
81.	Chief Controller
82.	Deputy Chief Controller
83.	Section Controller
84.	Power Controller
85.	Traction Power Controller
86.	Relief Train Supervisor
87.	Guard Grade 'A'
88.	Workshop Foreman
89.	Foreman
90.	Asstt Foreman
91.	Foreman(carriage)
92.	Asstt Foreman (Carriage)
93.	Shop Superintendent
94.	Asstt Shop Superintendent
95.	Chargeman.
96.	Asstt Chargeman
97.	Supervisor Inspection and Progress.
98.	Motor Foreman
99.	Motor Chargeman
100.	Inspector Manufacturing/Furnishing
101.	Senior Outdoor Machinery Inspector
102.	Millright Inspector/Foreman
103.	Engine Crane Inspector
104.	Safety Inspector (Shops)
105.	Inspector Development
106.	Engineering Instructor/Lecturer Workshops, with practical Experience.
107.	Asstt Instructor/Lecturer Workshops, with practical experience

Sl. No.	Name of Civil Railway Trades
108.	Senior Trade Instructor, with practical experience.
109.	Junior Trade Instructor, with practical experience.
110.	Chief/head Transshipment Clerk.
111.	Commercial Inspector.

(iv) *For Field and Communications zone units other than units mentioned above—* Should have had a minimum of 2 years service as a Foreman of a Workshop, Overseer or its equivalent.

##(v) Personnel holding the supervisory posts in the Indian Oil Corporation (including other oil corporations) and Oil and Natural Gas Commission as shown below shall be eligible for the grant of direct JCO Commission in IOC(TA) and ONGC(TA) Units, provided the individual concerned have put in a minimum 2 years service in their respective supervisory posts and are in receipt of minimum basic pay of Rs 1,500 per month. However the requirement of two years supervisory service in the respective parent department, may be waived by the Additional Director General (TA) with the approval of the COAS.

INDIAN OIL CORPORATION

Ser No	Name of Civil IOC trades and other Oil Corporation
1.	Office Superintendent.
2.	Office Secretary
3.	Superintendent (Purchase)
4.	Superintendent (Time)
5.	Superintendent (EDP)
6.	Store Supdt
7.	Accountant
8.	Material Control Assistant
9.	Engineering Asstt Gr I (Civil)
10.	Engineering Asstt Gr I (Elect)
11.	Master Tech (Maint)
12.	Master Tech (Welding)
13.	Master Tech (A/M)
14.	Senior Assistant
15.	Sr Purchase Assistant
16.	Junior Accountant
17.	System Operator
18.	Supervisor (T/L)
19.	Operator Grade I (Production)
20.	Technician Grade I (Production)
21.	Tech Gr I (Electrical)
22.	Technician Gr I (TC)
23.	Technician Gr I (A/C)
24.	Technician Gr I (Maint)
25.	Technician Gr I (A/M)

Ser No	Name of Civil IOC trades and other Oil Corporation
26.	Technician Gr I(Welding)
27.	Technician Gr I(Rigging)
28.	Technician Gr I(Inst)
29.	Engineering Asstt Gr II(Civil)
30.	Engineering Asstt Gr II (Electrical)
31.	Turbine Attendant
32.	Boilor Attendant
33.	Water Treatment Opr Grade 'A'
34.	Central Room Operator
35.	Operator (Utilities) Grade 'A'
36.	Operator (Utilities) Grade 'A' (PH)
37.	Equpt Operator Gr I (Loco)
38.	Equpt Operator Gr I
39.	Sr machine Operator
40.	Asstt Cashier
41.	Engineering Asstt Gr III (Civil)
42.	Engineering Asstt Gr III(Elect)
43.	Technician Gr II(Maint)
44.	Technician Gr II (AM)
45.	Technician Gr II (Welding)
46.	Technician Gr II (Rigging)
47.	Technician Gr II(Production)
48.	Technician Gr II (Inst)
49.	Operator Gr 'B' (Production)
50.	Operator Gr 'B' (Turbine)
51.	Operator Gr'B' (Compressor)
52.	Boiler Opr Gr 'B'
53.	Operator Gr 'B' (F&S)
54.	Asstt Control Room Opr
55.	Operator (U) Gr 'B'
56.	Operator (U) Gr 'B' (PH)
57.	Comptometer Operator/Compist
58.	Technician Gr II (Elect)
59.	Technician Gr II (T/C)
60.	Head Compounder
61.	Sr Laboratory Technician
62.	X-Ray Technician
63.	Assistant Chemist
64.	Technician Gr II MM(PH)
65.	Pipe Fitter Gr I & II
66.	Safety Inspector
67.	Crane Operator
68.	Ganger-Cum Operator Assistant

Note :-Employees from IOC, R&D Centre, Assam Oil Division of IOC and Oil companies such as Hindustan Petroleum Corpn, Bharat Petroleum Corpn, Cochin Refineries, Madras Refineries, Indo Burma Petroleum Corpn and Bongagaon Refineries and Petro Chemicals in Refinery & Pipeline (TA) Units provided the employees concerned are holding posts equivalent to IOC(R&P) Trades mentioned above.

OIL AND NATURAL GAS COMMISSION

Ser No	Name of Civil ONGC trades
1.	Assistant Engineer
2.	Assistant Driller
3.	Assistant Chemist
4.	Assistant Geologist
5.	Assistant Geophysicist
6.	Assistant Palynologist
7.	Assistant Photographer
8.	Assistant Economist & Statistician
9.	Assistant Horticulturist
10.	Assistant Fire Officer
11.	Foreman
12.	Head Draftsmen
13.	Head Glass Blower
14.	Head Pharmacist
15.	Head Radiographer-cum-X-Ray Technician
16.	Head Lab Technician
17.	Head Operator Telecom
18.	Head Operator Wireless
19.	Superintendent
20.	Accountant
21.	Senior Dock Hand
22.	Senior High Pressure Welder
23.	Senior Roustabout
24.	Marine Radio Operator
25.	Private Secretary
26.	Junior Engineer
27.	Junior High Pressure Welder
28.	Junior Supervisor Welder
29.	Junior Accountant
30.	Junior Superintendent
31.	Senior Inspector (Fire)
32.	Senior Inspector (Transport)
33.	Senior Surveyor
34.	Senior Pharmacist
35.	Senior Radiographer-cum-X-Ray Technician
36.	Senior Lab Technician
37.	Senior Operator Telecom/Wireless
38.	Senior Technical Assistant
39.	Senior Geophysical Assistant
40.	Senior Dental Assistant
41.	Drilling Assistant
42.	Marine Assistant Radio Operator
43.	Design Draftman
44.	Senior Draftman
45.	Senior Technician

Ser No	Name of Civil ONGC trades
46.	Senior Boiler Operator
47.	Technical Assistant Grade I
48.	Senior Winch Operator
49.	Assistant Grade I
50.	Surveyor Grade I
51.	Pharmacist Grade I
52.	Radiographer-X-Ray Technician Grade I
53.	Lab Technician Grade I
54.	Glass Boiler Grade I
55.	Map Assistant Grade I
56.	Supervisor (Heavy-Vehicles)
57.	Supervisor (Crane)
58.	Supervisor (Heavy Equipment)
59.	Dock Head Grade I
60.	Roustabout Grade I
61.	Fire Inspector Grade I
62.	Operator Grade I, Telecom/Duplicate/Wireless
63.	Chargeman
64.	Topman
65.	Inspector (Transport)

(Auth—CS No 270/1/87 dated 30 Jan 1987)

(b) *For the Corps of Electrical and Mechanical Engineers (TA)*

- (i) *Educational*—Must be in possession of the matriculation Certificate of a recognised University or its recognised equivalent.
- (ii) *Technical*—Should be able to command and instruct subordinates, have experience of supervising the work of not less than 40 men and should be able to pass the trade test for class I in their respective trades.
- (iii) *For Workshop Coy*—Should be able to keep technical accounts and records in English and should have served an apprenticeship of not less than 3 years in either an automobile or electrical engineering firm or have a sound knowledge and practical experience of general engineering.

(c) *For the Corps of Signals (TA)*

(i) *Educational*—Should be in possession of the matriculation certificate of a recognised university or its recognised equivalent with science and Mathematics as optional subjects.

(ii) *Technical*—Should have sufficient knowledge of signal and radio communications.

(d) *For other Arms/Services*

Educational—Should be in possession of the matriculation certificate of a recognised University or its recognised equivalent.

17. *Method of submission and disposal of the application form*—(a) Information regarding the type and number of Territorial Army Units in a particular locality may be obtained from

the recruiting officer, or from the Sub-Area/Bde Area/Div or Command Headquarters.

(b) Certified true copies of the following certificates attested by a magistrate or a gazetted or a commissioned officer showing full name, designation and address must accompany the application form :--

(ORIGINALS ARE TO BE PRODUCED AT ALL INTER-VIEWS)

(i) *Certificate of age*—Matriculation Certificate in case of civilian candidates.

or

(ii) a judicial affidavit from the father or guardian of the candidates duly certified by a Local magistrate,

or

Certificate of age produced from the candidate's record of service

or

any other satisfactory proof.

(ii) Educational Certificates.

(iii) Technical Certificates.

(iv) Medical Certificate.

(v) Discharge Certificate in the case of ex-servicemen.

(c) The application form IAF (TA)-14 will be completed by all categories of persons applying for JCO commission in the Territorial Army. After completion of parts I and II including sections A, B and C the form will be submitted to the commanding officer of the unit for which the candidate is applying.

18. *Method of Selection*—Selection of JCOs for the TA will be made as follows :--

All candidates will be interviewed initially by the commanding officer of the unit for which they apply who will satisfy himself that the conditions for the grant of a TA commission are fulfilled. The Commanding Officer will then record his recommendations in Section D of the form.

Any candidate thus recommended will be interviewed by the Area/Independent Sub Area/Sub Area/Bde Area/Brigade Commander/TA Group Commander who will

satisfy himself about the suitability of the candidates or otherwise and endorse Section E of the form accordingly. The application form will then be submitted to the TA Dte, Army Headquarters, for the grant of a JCO commission.

19. *Period of Probation*—(a) Persons granted direct JCO commission in the TA will be on probation for a period of three years and will be confirmed in the appointment on passing the prescribed retention examination and if found suitable in all other respects. If any JCO fails to pass this examination within the prescribed period, he will have the option to revert to the rank of Havildar/Dafadar failing which he will be discharged from service. Those who elect to revert may be considered for promotion to Naib/Subedar on having passed the promotion examination and if found otherwise suitable.

(b) Ex-JCOs/VCOs and their equivalents of the other two services, State Forces ITF, AF-(I), MDSC, Def Bns and Border Scouts, who have a minimum of three years previous commissioned service and are granted JCO commission in the TA will not be required to remain on probation and pass the retention examination.

(c) Serving NCOs who pass the promotion examination from havildar/dafadar to Jemadar and are promoted to Jemadar will not be required to remain on probation or pass the retention examination.

APPENDIX IX

APPOINTMENT OF TERRITORIAL ARMY OFFICERS AND JUNIOR COMMISSIONED OFFICERS AND ENROLMENT OF OTHER RANKS IN THE ARMY MEDICAL CORPS (TERRITORIAL ARMY)

1. *Officers*—(a) *Eligibility*—The conditions for eligibility regarding nationality for a commission in the Army Medical Corps will be the same as applicable to other arms and services of the Territorial Army.

(b) *Qualifications, Age and Medical fitness*—(i) Only those medical practitioners with registerable medical qualifications recognised by the Indian Medical Council under Section 11(i) of Indian Medical Council Act, 1933 and registered in India under one of the Provincial Medical Acts or possess a foreign medical qualification recognised by the Indian Medical Council and are in Medical category 'A' will be eligible. Candidates should not have attained their 40th birthday on the date of application. This upper age limit may be waived in the case of released ex-Indian Medical Services/Army Medical Corps and Short Service Commissioned Army Medical Corps Officers if the interval since such candidate last served in the Army does not exceed five years.

#@(ii) The upper age limits will be relaxed to the following extent for grant of commissions in AMC(TA) :--

(aa) Medical Superintendents/
Dean/Head of the Institute/
Civil Hospitals/Matron.....upto 45 years (relaxable upto
52 years at the discretion of
DMS at Army HQ).

(ab) All other categories of Officers.....upto 50 years (In the case of ex officers & ex JCOs granted commission as Quartermasters/Coy Officers, the age may be relaxed upto 50 years at the discretion of the ADGTA at Army HQ).

#@([Auth—81655/2/GS/TA](#) 3(a)/1014/SO II/D(GS-III)
Govt of India, Min of Def dated 20th June 1972)

(c) *Method of Application and Selection*—Application forms for Commission, IAF(TA)—9, duly filled by the applicants in their own handwriting, should be sent direct to Army headquarters (TA Directorate) together with necessary documents in original or certified true copies thereof in support of age, qualifications previous commissioned service in Indian Medical Service/

Selected candidates will, be medically examined by a Medical Board arranged by Army Headquarters and a list of finally selected candidates drawn for commission in Medical units of the Territorial Army.

Note—The above procedure for submission of application forms and selection of Medical officers will not be applicable in the case of Railway/Medical Officers applying for AMC(TA) commission in Railway Engrs (TA) units. They will be governed under the same procedure as is applicable to candidates applying for the grant of TA Commission in Railway Engrs (TA) units. They will, however, be governed by other terms and conditions as laid down in this appendix.

(d) Nursing Officers

(i) *Qualifications and age*—As for regular Indian Medical Nursing Service Sisters.

(ii) *System of Selection*—Same as for Medical Officers but the selection Board at Army Headquarters will include the Chief Principal Matron at Army Headquarters as an additional member.

(e) *Terms and Conditions*—As for officers of other arms and services of the Territorial Army, but the rules of promotion will be as laid down in para 39.

(f) *Retention and Promotion Examination*—Medical Officers will not have to pass these examinations.

2. *Junior commissioned Officers and Other Ranks*—(a) *Method of Recruitment*—As for other Arms or Services of the Territorial Army.

(b) *Terms and conditions*—Same as for others in the Territorial Army.

(c) *Educational Standard for Enrolment*—

Trades	Educational Standard required
1	2
Laboratory Assistant Technician and Radiographer	} Matriculate or above with Science subjects as optionals, or equivalent.
Male Nurse	

1	2
Nursing Orderlies Operation room Assistants Masseurs Mental Nursing Orderlies Sanitary Assistant Dispenser Special Treatment Orderly X-Ray Orderly Clerks General Duty Storeman Technical	IV, V, or VI Forms or 8—10 class or equivalent.
Store hand technical Stretcher bearer General Duty Orderly	I Form or 4 to 7 class standard or equivalent.
Cook Hospital Cook Unit Carpenter Tinsmith Equipment and Boot Repairer Tailor Brick layer Painter (Unit)	May be uneducated.

(d) Only ex-junior commissioned officers will be recruited directly as Junior Commissioned Officers ordinarily. Junior Commissioned Officers will not be required to pass the retention examination as laid down in paras 42 and 43.

3. *Period and System of Training—Medical Units*—As for other Arms and Services of the Territorial Army.

Training syllabus and other connected instructions will be issued from Army Headquarters from time to time.

Army Medical Corps, as applicable. The copies of certificates or documents should be certified as true by a commissioned officer of the Armed forces or a civilian gazetted officer.

**Candidates for grant of commission in AMC(TA) (other than OC TA General Hospital) who satisfy the conditions laid down for commission will be interviewed by selection board composed as under, at their normal place of civil duty :--

- | | |
|-------------|---|
| President - | Assistant Director of Medical Services Area
HQ not below the rank of Colonel/Representative
of Deputy Director of Medical Service Command
HQ not below the rank of Colonel. |
| Members - | TA Group Commander at Command HQ.

Station Commander or his representative not
below the rank of Lt Col.

Head of the Institution where TA General
Hospital is being established. |

(i) The proceedings of the selection board will later be confirmed by DGMS (Army).

(ii) As regards the appointment of OC TA General Hospitals, in case the Medical Superintendent of the Civil Hospitals professor or an officer of an equivalent grade from the Hospital applies, his application should be forwarded direct to DGMS (Army) for acceptance and issue of Gazette Notification. If the Medical Superintendent, professor or an officer of the equivalent grade does not volunteer and an officer of lower grade only volunteers then procedure as in para 1 above will apply.

**(Auth -No 65689/GS/TA-3(a)/312/SO-II/D(GS-III)
Govt of India, Min of Def dated 19th February 1971)

APPENDIX X

RETENTION EXAMINATION—TERRITORIAL ARMY OFFICERS (OTHER THAN MEDICAL)

OBJECT

1. To ensure that officers on probation have sufficient military knowledge to justify their retention in the Territorial Army on completion of 4 years service in accordance with para 42.

GENERAL

2. Officers of the Territorial Army will be required to pass the retention examination within 4 years of the date of grant of a TA commission.

3. Should an officer fail to pass the examination within the prescribed period he will be permitted to resign and if he declines to do so will be removed.

4. An officer will not be obliged to take the complete examination at one time; the test(s) and the written paper(s) he may wish to take at any one time will be left to his discretion.

5. An officer who passes in any of the tests, written or otherwise, will be deemed to have passed such test on the first day of examination in the subject(s) at which he finally qualifies.

EXTENSION OF TIME LIMIT

6. Any officer who, owing to circumstances beyond his control, is unable to pass the examination within the prescribed period may apply for extension of the period. Such extension will be granted by Army Headquarters (DTA) and will not exceed one year. Applications for extension will be submitted through the normal channels to Army headquarters (Territorial Army Directorate) giving full details of the reasons for which an extension is recommended. Applications will be endorsed by respective higher formation commanders.

Any officer who, having resigned his commission, before the expiry of four years, due to change in residence, again secures a Territorial Army Commission, will be required to pass the retention examination within four years from the date of his being commissioned.

SYLLABI EXAMINATION

7. The examination will consist of 3 parts i.e. Part 'A' practical, Part 'B' written and Part 'C' oral.

8. The practical part of other examination will consist of the following tests :--

- (a) Tactical exercise without troops involving a platoon and other equivalent sub-units of other arms. Practical map reading will also be included and questions covering administration in the field.
- (b) Foot and arms drill.
- (c) Field formations and field signals.
- (d) Range duties.
- (e) Weapon training i.e. instructing a squad on any of the small arms and in case of units other than Infantry, the main weapon of the arm with which his unit is armed.
- (f) Qualify in the annual musketry course (s) as laid down in these Regulations.
- (g) R/T Operating.
- (h) *Technical Training*—(i) A written and/or oral/practical examination in technical subjects for officers of TA\ units. And officer who has attended a relevant technical course at any Army school of instruction will be exempted from qualifying in this subject.
- (ii) Officers of the Corps of Electrical and Mechanical Engineers who possess the Engineering degree of a recognised University will be exempted from the technical test.
- (iii) Officers of the Corps of Signals who possess a degree in Telecommunications Engineering of a recognised University, will be exempted from the technical test of the retention examination.
- (iv) Officers of the Corps of Engineers who either possess an engineering degree of a recognised University or have successfully completed the normal probationary course as laid down by the Ministry of Railways (Railway Board)/port authorities for the particular appointments that they are holding in the Railways/Docks and IWT and have successfully held that appointment for one year after the completion of the said course in their own department will be exempted from the technical test of the retention examination.

9. The written part of the examination will consist of the following tests –

(a) Administration—

Questions will be set on the following—

(i) Promotions, transfers and discharge from service, other ranks.

(ii) Office organisation.

(iii) Pay system, other ranks.

(iv) Hygiene and sanitation.

(v) Regiment accounting.

(vi) Ordnance stores.

(vii) Documentation, other ranks.

(b) *Discipline*—

(i) Enrolment and attestation.

(ii) Summary trial and punishment.

(iii) Courts of Inquiry.

(iv) Disposal of offences.

(v) Framing of charges and charge sheet.

(vi) Powers of commanding officer and Coy commander or equivalent.

10. The oral part of the examination will consist of general question on Territorial Army Regulations.

EXEMPTION

11. Ex-officers of the Army, Navy, Air Force, State Forces, ITF, AFI, Defence Bns, Border Scouts, DSC and AIRO who have a minimum of 3 years previous commissioned service will not be required to take the examination.

12. An officer who is not exempted vide para 11, but who successfully passes a course(s) at any Army School of Instruction in any of the subjects prescribed in the syllabi will be exempted from taking that subject(s).

CONDUCT OF EXAMINATION

13. The number of examinations to be held annually will be as the discretion of the Area or equivalent Commander/TA Group Commander.

14. The period(s) taken for the examination will count against the period of annual training as prescribed vide Rule 20.

15. All question papers will be set by the Board of Examiners and approved by the Area or equivalent Commander. The question set will be sufficient in number to test the knowledge of the candidate and will be confined to questions relating to the candidate's own unit.

BOARD OF EXAMINATION

16. The Board will consist of a President of the rank of Lt Col and two members of the rank of Major/Captain of the regular Army.

RE-EXAMINATION

17. If an officer fails in one or more subject(s) he will be re-examined only in the subject(s) in which he has failed.

18. There is no restriction as regards the number of times an officer may present himself for examination in any test or written paper within the prescribed period laid down.

EXAMINATION RESULTS

19. The Board will forward results of candidates who have passed the examination wholly or in part, to Area or equivalent Commander together with a copy of papers set. Names of successful candidates will be forwarded, through the normal channels, by Area or equivalent Commander to the Director, Territorial Army, Army Headquarters.

APPENDIX XI**RETENTION EXAMINATION—JUNIOR COMMISSIONED OFFICERS****TERRITORIAL ARMY (OTHER THAN MEDICAL)****OBJECT**

1. To ensure that junior commissioned officers on probation have sufficient military knowledge to justify their retention in the Territorial Army on completion of 4 years service in accordance with para 43.

GENERAL

2. Junior Commissioned Officers of the Territorial Army will be required to pass the retention examination within 4 years of the date of grant of a TA commission.

3. Should a junior commissioned officer fail to pass the examination within the prescribed period he will be permitted to resign and if he declines to do so, will be removed.

4. A junior commissioned officer will not be obliged to take the complete examination at one time; the test(s) and the written paper(s) he may wish to take at any one time will be left to his discretion.

5. A junior commissioned officer who passes in any of the tests, written or otherwise, will be deemed to have passed such tests on the first day of examination in the subject(s) at which he finally qualifies.

EXTENSION OF TIME LIMIT

6. Any junior commissioned officer who, owing to circumstances beyond his control is unable to pass the examination within the prescribed period may apply for extension of the period. Such extension will be granted by Army Headquarters (ADGTA) and will not exceed one year. Applications for extension will be submitted through the normal channels to Army Headquarters (TA DTE) giving full details of the reasons for which an extension is recommended. Applications will be endorsed by respective higher formation commanders.

Any junior commissioned officer, who having resigned his commission before the expiry of 4 years, due to change in the residence, again secures a Territorial Army Commission, will be required to pass the retention examination within four years from the date of his being recommissioned.

SYLLABI EXAMINATION

7. The examination will consist of the following—
 - (a) Drill—Platoon drill including foot and arms drill.
 - (b) Weapons Training—Supervision of training and range duties.
 - (c) Tactics-Command of a platoon or equivalent sub-unit in situations likely to be encountered in the field (including map reading, verbal order and message writing).
 - (d) Organisation and administration including discipline upto the standard of a platoon or equivalent sub-unit.
 - (e) Technical Training—A written and/or oral/practical examination in technical subjects for JCOs of TA units. A JCO who has attended a relevant course at an army school of instruction will be exempted from qualifying in this technical examination.
 - (f) JCOs of the Corps of Engineers who have successfully completed the normal probationary course as laid down by the Ministry of Railways (Railway Board)/Port authorities for the particular appointments that they are holding in the Railway/Docks and IWT successfully held that appointment for one year after the completion of the said course within their own department will be exempted from the technical test of the retention examination.

8. The examination in all subjects will be practical and oral and will be conducted in English or in the vernacular whichever the candidate prefers.

EXEMPTED

9. Ex-junior commissioned officers and their equivalents of the Army, Navy, Air Force, State Forces, ITF, AFI, Defence Bns, Border Scouts and DSC, who have a minimum of 3 years previous commissioned service, will not be required to take the examination.

10. A JCO who is not exempted vide para 9, but who successfully passes a course (s) at any army school of instruction or who does an attachment to a regular army unit and qualifies in any of the subject(s) prescribed will be exempted from taking that subject(s).

11. Non-commissioned officers who pass the promotion examination for havildar to jemadar and are subsequently promoted to JC rank will not be required to pass the retention examination.

CONDUCT OF EXAMINATION

12. The number of examinations to be held annually will be at the discretion of the Area or equivalent Commander/TA Group Commander.

13. The period(s) taken for the examination will count against the period of annual training as prescribed vide Rule 20.

14. All question papers will be set by the Board of Examiners and approved by the Area or equivalent Commander. The questions set will be sufficient in number to test the knowledge of the candidates and will be confined to questions relating to the candidate's own unit.

BOARD OF EXAMINATION

15. The Board will consist of a President of the rank of Lt Col and two other officer members of the regular army.

RE-EXAMINATION

16. If a JCO fails in one or more subject(s) he will be re-examined only in the subject(s) in which he has failed.

17. There is no restriction as regards the number of times a JCO may present himself for examination in any test within the prescribed period laid down.

EXAMINATION RESULTS

18. The board will forward result of candidates who have passed the examination wholly, or in part, to Area or equivalent Commander together with a copy of papers set. Names of successful candidates will be forwarded, through the normal channels, by Area or equivalent to the ADGTA, Army Head-quarters.

19. The names of successful candidates will be modified on unit(s) Part II orders and the necessary copies made on the candidates sheet roll.

APPENDIX XII

PHYSICAL STANDARD FOR RECRUITMENT AND COMMISSIONING (ALL RANKS)

1. (a) *Officers*—As laid down in para 2 below.

(b) *Junior Commissioned Officers and other Ranks*—As laid down in para 2 below.

2. *Officers*—(a) To be passed as fit for a commission in the Territorial Army, a candidates must be in Medical category 'A'. The height, expanded chest and weight will not be less than given below—

(i) Arm/Service	Expanded chest with		Weight
	Height	5 cm expansion	
	Cm	Cm	Kg
Armoured Corps	160	82	50
Artillery	162	84	52
Engineers (Except Railway, Port, Docks, and E&M Engrs units)	162	84	52
Signals (Except P&T Signals units)	160	82	50
Infantry	160	82	50
AOC	152	82	48
ASC	160	82	50
AMC (A&N Sec)	157	82	50
AMC (Other Sec)	152	82	48
EME	160	82	50
Others	157	82	50

Notes—(1) Minimum measurements for Gorkhas, Garhwalis and Assamese for all Arms and Services will be as under :--

Height	.	.	152Cm
Weight	.	.	50 Kg
Chest expanded	.	.	82 Cm
Expansion	.	.	5 Cm

(2) For Madrasis minimum expanded chest 81 Cm in all cases, provided the range of expansion is not less than 5 Cm.

(3) At the discretion of the Recruiting Medical Officer standards for height may be relaxed by two Cm, Standard for the expanded chest girth by one Cm and weight by 2 Kg for all Arms and Services.

(4) Minimum measurements for Adibasis for all Arms and Services will be as under :--

Height .	.	155 Cm
Weight .	.	50 Kg
Chest (unexpanded)	.	. 77 Cm

(ii) Minimum physical standards for all Railway, Port, Docks IWT and E & M Engineers and P&T Signals units will be as follows for all ranks :--

Height .	.	154 Cm
Expanded chest	.	77 Cm (Range of expansion 5 Cm)
Weight .	.	45 Kg

(b) *Vision*—A candidate will be considered fit if his vision without the aid of glasses is not less than 6/6 in each eye provided that with the aid of glasses, if necessary, his vision is not less than 6/9 in one eye and 6/18 in the other.

A candidate will be considered fit if he has one eye (R or L) with vision of not less than 2/60 and with good field of vision as tested by hand movements provided that his vision in the other eye is 6/6 not less than 6/12 without glasses and capable of correction of 6/6 with the aid of glasses.

Inability to distinguish principal colours will not be regarded as a case for rejection but the fact will be noted in the medical board proceedings and the candidate will be informed.

(c) Candidate's hearing must be good.

(d) His speech should be without impediment.

(e) His teeth should be in good order. He must have ten sound teeth in upper jaw functionally opposed to 10 sound teeth in the lower jaw. Two of these teeth in each jaw must be molars and missing teeth, if any, must be made good by artificial dentures. Well-fitted teeth will be considered as sound.

3. *Junior Commissioned Officers and Other Ranks*—

(a) Standard minimum height, expanded chest and weight will be the same as given under sub-para 2(a) above.

(b) Physical Fitness—

- (i) Recruits must be sufficiently intelligent.
- (ii) Hearing must be good and the recruit should have no sign of ear disease.
- (iii) His speech should be without impediment.
- (iv) He should not have glandular swellings.
- (v) His heart and lungs should be sound.
- (vi) He should have no congenital defect or deformity.
- (vii) He should have perfect movements of all joints.
- (viii) He should not bear traces of previous acute or chronic disease pointing to an impaired constitution.
- (ix) Visual standards.

Infantry	Artillery & Armed Corps	Right eye 6/12	right 6/6 or left
		Left eye 6/12	6/36
	Other	Right eye 6/24	right or better
		Left eye 6/24	eye 6/12 or worst eye 6/38

(c) Men presenting the following conditions will be rejected :--

- (i) Indications of T.B.
 - (ii) Indication of Venereal disease.
 - (iii) Valvular disease of heart.
 - (iv) Otitis media.
 - (v) Deafness partial or complete.
 - (vi) Pronounce stammering.
 - (vii) Loss or decay of teeth to such an extent as to interfere with efficient mastication.
 - (viii) Contraction or deformity of the chest.
 - (ix) Abnormal curvature of spine.
 - (x) Mental or nervous instability.
 - (xi) Deformity of feet.
 - (xii) Hernae and varicocoele.
 - (xiii) Enlargement of spleen or liver.
 - (xiv) Trachoma.
 - (xv) Severe pyorrhoea.
- (d) (i) The medical standards prescribed in sub paras (b) and (c) above may be relaxed for the types of units mentioned in sub para 2(a).

(ii) above in the case of JCOs and OR, as under:--

- (a) Spectacles and artificial dentures may be permitted.
- (b) Minor deformities and defects such as minor degree of knock knee bow legs, varicose veins be condoned.
- (c) Trachoma to the following extent be condoned.
 - (i) A few follicles in the tarsal conjunctiva and retro-tasal fold.
 - (ii) Smooth cicatricial bands in the tarsal conjunctiva. (This is an evidence of healing).
 - (iii) Retrogressive pannus, which doesnot extend to more than a third of the cornea. Pannus is re-trogressive if the blood vessels have gone beyond the grey line of corneal infiltration.
 - (iv) Mild corneal infiltration limited to a couple of M. Ms. from the Cornea-Seleral margin.
 - (v) There should be no photophobia and undue irritation to bright light.

Note—Cases which are likely after treatment upto a period of 2 months to improve sufficiently as to be “fit for enrolment” will be classified as “Temporarily Unfit”. These cases will be re-examined by a medical board.

(ii) Disability and special family pensions, if and when admissible, will not be admitted on the basis of aggravation of the defects listed in para (i) above or if disability or death can be attributed to or can be considered as aggravated by any of these minor defects. This restriction will, however, not apply to claim to special family pensions arising out of death by accident while individual is on duty.

APPENDIX XIII

PROMOTION EXAMINATION—NCOs (TA) (ALL ARMS)

INTRODUCTION

1. To ensure a uniform standard of basic military knowledge and technical knowledge amongst the NCOs and JCOs of the Territorial Army, all NCOs will qualify at a promotion examination, details of which are given in Annexures “A to I” to this Appendix, before they can be considered for promotion to the rank of havildar (or equivalent rank) or to the rank of Nb Sub. This comes into force with effect from 1st January 1952.

While successful completion of a promotion examination will qualify an NCO for promotion, it does not automatically entitle him to such promotion.

2. Promotion examinations will be held as required.

BASIC QUALIFICATION

3. An NCO must possess the following basic qualifications before he can be permitted to undergo the promotion examination test—

(a) For Promotion to Havildar—

- (i) *Education*—Army 2nd Class Certificate of Education or civil equivalents as laid down in Appendix XXX—A.
- (ii) *Trade Classification*—2nd classes below the highest class of his category except for field categories of the Corps of Engineers.
- (iii) Must have completed two annual training camps.

Note—The condition of attending two annual training camps will not apply to ex-havildars of the regular Army with more than three years’ service in the regular Army in that rank, who join the Territorial Army with in two years’ of their release/discharge from the regular Army. Ex-Havildars who have rendered more than three years’ service as havildars in the regular Army but who join the Territorial Army more than two years’ after their release/discharge from the regular Army, will be required to complete only one training camp to become eligible to undergo the promotion examination test.

- (b) *For promotion to Nb Sub*
- (i) Education—Army 1st class certificate of education or civil education equivalents as laid down in Appendix XXX-A.
 - (ii) *Trade Classification*—Two classes below the highest class of his trade except field categories of the Corps of Engineers.
 - (iii) Must have completed five annual training camps. (This may be waived at the discretion of the commanding officer in case of NCOs considered for promotion before 1st January 1955)

CONDUCT OF EXAMINATION

4. Examination will be oral and the examining boards will be comprised as under :--

- (a) For promotion to Havildar or equivalent rank—

President	.	.	A Major or Lt Col.
Members	.	.	One officer not below the rank of a Captain and one JCO not below the rank of a Subedar.

- (b) For promotion Nb Sub—

President	A Lt-Col.
Members	Two Majors or one Major and one Captain.

- (c) Convening Authorities—

- (i) For 4(a) above—

Unit commander. Where the unit commander is below the rank of Major, the OC Station

- (ii) for 4(b) above—

Sub Area/Brigade/Independent Sub Area/Bde Area Commander.

Note—With effect from 1st January 1964, in the case of Infantry, for promotion to Nb Sub, the Examining Board will be as per para 4(a) above and convening authority will be the unit commander not below the rank of Lieutenant Colonel.

QUALIFICATIONS

5. To qualify in the examination a candidate must pass in all the subjects.

The minimum pass marks will be 40 per cent of the passable marks in each subject.

The board proceedings must be countersigned by the convening authority.

RE-QUALIFICATION

6. If a candidate fails in one or more subjects he will be re-examined only in the subject/subjects in which he has failed.

RESULTS

7. Names of those NCOs who successfully pass the promotion examination will be published in unit Part II Orders.

EXEMPTION

8. NCOs who have qualified at a course or courses at one of the Army Schools within a period of four years preceding the examination will be exempted from the subject/subjects covered thereby.

9. For promotion to Havildar—

(a) All NCOs of the following trades vide AI 39/S/47, are exempted from taking weapon training and signal procedure of Part I and whole of Part II of the syllabus.

Bandsman/Bugler/Drummer/Piper/Trumpeter(Unit)

Blacksmith(Unit)

Bricklayer (Unit)

Carpenter (Unit)

Cook Hospital (AMC)

Cook (Unit)

Equipment and Boot Repairer (Unit)

Painter (Unit)

Storehand GD (various)

Storehand Technical (various)

Tailor (unit)

Tinsmith (unit)

Upholsterer (EME)

(b) All EME NCOs of the following trades vide AI 39/S/47, are exempted from signal procedure of Part I—

Carpenter and Joiner

Driver Recovery

Moulder

Operator Tyre Repair plant

Painter and Decorator

Tin and Copper Smith

Cycle Repairer

Driver MT

Blacksmith

Storehand GD

Driver Special Vehicles

(c) All NCOs of the Departmental TA units and General Hospitals (TA) are exempted from passing Promotion Examination for promotion to Havildar.

10. For promotion N.B. Sub

The following trades are exempted from taking weapon training and signal procedure of Part I and whole of Part II of the syllabus—

Clerk GD

Clerk GS (SD)

Bandsman

11. All Havildars of Departmental TA units and General Hospitals (TA) are exempted from passing the Promotion Examination to the rank of Naib subedar.

SYLLABUS FOR CADRE COURSE—PART I

(General Military Subjects)

Serial No.	Subject	For promotion to Havildar or equivalent	For promotion to Jemadar	Remarks
(a)	(b)	(c)	(d)	(e)
1.	Drill	Drill with and without arms of an Infantry platoon or equivalent including guard mounting.	Drill with and without arms of an infantry company or equivalent including ceremonial drill.	
2.	P.T.	Table 1—6	Trained Soldiers P.T.	
3.	Weapon Training	(a) Knowledge of infantry platoon or equivalent sub unit weapons and ability to instruct a squad of recruits or trained soldiers in them. (b) Maintenance of Butt and Firing point Registers	(a) Knowledge of infantry company weapons and ability to instruct a squad of trained soldiers in them. (b) Field firing range procedure. *(c) Method of laying out a close combat range.	*Not applicable to AMC personnel.
4.	Signal Procedure	(a) Message writing in Roman Hindustani. (b) Ability to pass a simple message/order on telephone.	Message writing as for promotion to havildar, but of a higher standard	

(a)	(b)	(c)	(d)	(e)
5. Administration and Morale.	<p>(a) Sanitation, hygiene and anti-malaria measures required in a platoon.</p> <p>(b) First Aid.</p> <p>(c) Reconnaissance of a camp site for a platoon and the setting up of a camp or a bivouac.</p> <p>(d) Regimental cuts for each rank.</p> <p>(e) Duties of an orderly NCO in a unit.</p> <p>(f) Close and open arrests.</p>	<p>(a) Sanitation, hygiene and anti-malaria measures required in a company.</p> <p>(b) Reconnaissance of a camp site for a company and the setting up a camp or bivouac.</p> <p>(c) Simple questions on the war system of pay accounting with special reference to the preparation of acquittance rolls.</p> <p>(d) Pay and allowances of other ranks.</p> <p>(e) Scales of rations, clothing and personnel equipment.</p> <p>(f) Exchange and condemnation of clothing and equipment.</p> <p>(g) Other ranks messing and its organisation.</p> <p>(h) Organisation and upkeep of information and recreation rooms.</p> <p>(j) Duties of a company JCO/JCO orderly room.</p>		

Note—Clerks GD are exempted from taking drill and weapon training.

SYLLABUS FOR CADRE COURSE—PART II

(Special Corps Subjects—Armoured Corps TA))

Serial No.	Subject	For promotion to Havildar or equivalent	For promotion to Jemadar	Remarks
(a)	(b)	(c)	(d)	(e)
1.	Tactics	(a) Tactical command of an AFV (b) Elementary knowledge of tactics upto troop level.	(a) Tactical handling and employment of a troop. (b) Elementary knowledge of tactics upto squadron level. (c) Ability to Command an AFV troop.	
2.	Technical	Sufficient *knowledge of gunnery, wireless and driving and maintenance to be able to command an AFV efficiently.	(a) Sufficient working *knowledge in all the three trades to be above to command a troop efficiently. (b) Ability to send and receive by R/T any type of order or message accurately.	

*Commensurate with the training facilities available to Territorial Army.

SYLLABUS FOR CADRE COURSE—PART II

(Special to Corps Subjects—Regiment of Artillery (TA))

Serial No.	Subject	For promotion to Havildar or equivalent	For promotion to Jemadar	Remarks
(a)	(b)	(c)	(d)	(e)
1.	Tactics, organisation and employment	Elementary knowledge of organisation and employment in the field and tactical handling of a troop of his branch of artillery.	Elementary knowledge of organisation and employment in the field and tactical handling of a battery of his branch of artillery.	1. A havildar for promotion must have qualified in one of the following courses at the School of Artillery or courses run at the unit equivalent to those:
2.	Technical	(a) For all branches-- (i) Duties of No 1 in action. (ii) Gun drill in detail-laying sight testing, care and maintenance of equipment. (iii) Preparation and storage of ammunition in action. (b) For field and medium artillery only-- (i) Must qualify as Driver MT Class 3.	(a) Same syllabus as for promotion to havildar but in greater detail. (b) For all branches. (i) Duties of troop leaders be able to carry out vehicle inspection. (c) For field and medium artillery only--	Field branch and anti-tank artillery-Survey Instructors Technical Assistants' Course. (ii) Instrument Instructor's Course. Anti-tank Instructor's or any other Instructors course for NCOs. Anti-Aircraft artillery— Radar Course, OsFC Course or any other Instructors Course for NCOs. Coast Artillery— Radar Course.

(a)	(b)	(c)	(d)	(e)
2. Technical—Contd.	<p>(ii) Must qualify as driver SP Artillery Class 3 if in a SP unit.</p> <p>(c) For mountain artillery only Stable management, feeding, watering, simple ailments of mules, fitting of harness and driving drill</p> <p>Education and Ist Class</p> <p>(d) For anti-tank artillery only--</p> <p>(i) Principles of direct laying</p> <p>(ii) Fire discipline</p> <p>(e) For LAA artillery only--</p> <p>(i) Must qualify as Grade I at air-craft recognition.</p> <p>(ii) Must understand the drills employed in LAA BARRAGE.</p> <p>(f) For HAA Artillery only--</p> <p>Must have a knowledge of command post and control room drills and procedure.</p> <p>(g) For coast artillery only—</p> <p>Must be conversant with the duties of all category of personnel in his unit.</p>	<p>Must have qualified as Driver MT Class 2</p> <p>(d) For SP artillery only-- must have qualified as driver SP artillery class 2.</p> <p>(e) For mountain artillery only-- of a sub-section.</p> <p>horse.</p> <p>3. For promotion to Jemadar</p> <p>(a) be interviewed and recommended by his C Arty and B Arty.</p>	<p>Special course, or any other instructor's course for NCOs.</p> <p>2. A havildar clerk for promotion to Jemadar head clerk must be clerk Grade I and possess Indian Army Ist Class Certificate of Must be able to ride a</p> <p>English Certificate or Matriculation Certificate of a recognised University.</p> <p>dar an NCO must—</p> <p>(b) If in a para regiment, be the seniormost para volunteer.</p>	

(a)

(b)

(c)

(d)

(e)

(h) For suveyor artillery
only-

(i) Drills in details, observa-
tion and booking traverse,
working of computing
centre.

(ii) Duties and positions of
survey groups in column
and in action.

Annexure 'D' to Appendix XIII

SYLLABUS FOR CADRE COURSE—PART II

[Special to Corps Subjects—Corps of Engineers (TA)]

Serial No.	Subject	For promotion to Havildar	For promotion to Jemadar	Remarks
(a)	(b)	(c)	(d)	(e)
1.	Use of Tools	Be able to- Use and maintain the normal handimen's set of tools of a Fd Coy Use cross-cut saws. Drive nails, spikes and dogs effieently. Drive pickets to a given slope Know and apply the principles of simple levers. Operate compressor tools under supervision tools.		As for Havildar PLUS- Use of any tool in common use in Field Engineering weather or not it can be classified as a trademan's tool (e.g. Adze) Select augers and make holes for given size of spikes Fit and operate the common compressor
2.	Field Geometry	Be capable of- Carrying out measurements using hand foot, pick helve.	,	As for Havaladar PLUS- Set out given slopes using field level bening rods and pegs.

(a)	(b)	(c)	(d)	(e)
2.	Field Geometry	<p>Opening and closing field level and know all its uses thoroughly. Laying out a right angle by eye and 3/4/5(triangular) methods.</p> <p>Pace given distances upto a 91, 44mm (Max. errors 5%</p>		<p>Measure a gap without using an instrument. Measure a gap with a “gap measuring instrument”.</p> <p>The use of Foot-Metric equivalents.</p> <p>The use of the Prismatic compass. Know the use of Mathematical compass. Take right angled offset from a chain line. Hold a level staff correctly. Know the correct use of a chain and /or steel tape.</p>
3.	Basic	<p>Capable for making the following knots and hitched.</p> <p>Bowline, Running Bowline, Rccf Thumb Single and double Sheet Bend. Clove Hitch. Fisherman’s Bend Round Turn and Twin Half Hitches.</p> <p>Nip the end of rope Use a block Make a seizing on a trackle Able to reeve trackles Maul or pick helve as Anti-twister in a tackle.</p>		<p>As for Havildar PLUS- Capable for making all knots and hitches used in Engr work and knoe their uses.</p> <p>Make :-</p> <p>(a) Sheers lashing. (b) Gun lashing. (c) Fishing two spars. (d) Picket holdfast lashing.</p> <p>Withdraw pickets by-</p> <p>(a) a cordage method. (b) a chain method (c) principle of par buckings.</p>

Making fast S.W.R. to anchorage of block using :-

(a) Bulldog clips and double throated clamps

(b) Timber and Spun yarn.

Joining two lengths SRW without using clips or clamps

Able to make :-

(a) Square lashing.

(b) Diagonal lashing.

(c) Lashing a block to a spar.

Using S.W.R. or cordage.

Know how loads are taken by steel cribs.

Know method of joining steel cribs

Use of tubular scaffolding

4. Field Defences Should be capable of-
Filling sandbags and beating to correct size.
Laying a small sandbag wall correctly.

Be able to know-
Principles of revetment, Positioning pickets for barbed wire fences.

Know care and maintenance of cordage and SWR.

Know parts of a double bent trestle and how to assemble it.

Operate and maintain a winch.

Capable of construction :-

(a) Gun (b) Sheers (c) Derrick

Capable of constructing a crib pier.

Preparation of timber piles for driving.

Be thoroughly conversant with the use of mechanical and hydraulic jacks of all types and with the methods employed for lifting, traversing and lowering heavy girders by means of jacks.

As for Havildar PLUS-

Be capable of

Constructing various types of skin revetment.

Sizing of deliberate weapon slits.

Erecting concertina road blocks.

Setting out pickets for standard barbed wire

(a)	(b)	(c)	(d)	(e)
4. Field Defences -Contd.	Know types of barbed wire fences, principles of fastenings and all knots.	fences.		Setting out a tack from a simple sketch And know- Main principles governing field defences. Principles of drainage. Principles of concealment and simple cam-ouflage. Know and be able to construct all types of- (a) anti-tank obstacles. (b) prepared defences e.g. pill, boxes, dug-outs, Bunkers.
5. Field Engineering Mines, Demolitions and Bomb Disposal	Should know essential safety precautions. Name and recognies all services explosives and accessories. Know how to assemble Fuze, detonator and primer. Fixing of simple charges.			As for Havildar PLUS- Be able to lay a ring main in Cordtex. Be able to lay out electrical method of initiation for use with ring main using correct joints in cable. Know names and methods of initiation of all types of prepared charges. Be able to set and neutralise all current types of iginitors. Be able to test an exploder using a testing set. Know sequence of latest hasty mine laying

	<p>Be able to use an earth auger. Be able to recognise our, mines, fuzes and igniters in current use.</p> <p>Be able to arm and disarm our current mines Be able to assemble, use and turn one current mine detector. Know how to detect mines by the prodding method. Know the principles of ignitors. Know the sequence of neutralising all our mines and booby traps.</p>	<p>drill and latest standard mine clearing drill Know the principles of fixing charges.</p>
<p>6. Field Engineering- Road</p>		<p>Be capable of – Laying a hand pitched base. Applying tar, bitumen or emulsion to a surface.</p> <p>Preparing concrete of a given mix.</p> <p>Construction of waterbound surfacing.</p> <p>Preparing shuttering for concrete to a given level and the principles of laying concrete.</p> <p>Constructing simple box culverts.</p> <p>Know the general use of Bull-dozers, Angle dozers, autopatrol and backacter in connection with road work.</p> <p>Know and apply the use of a standard Track material, fascines etc.</p>

(a)	(b)	(c)	(d)	(e)
7.	Water supply and camp structure	<p>Should be capable of-</p> <p>Starting and stopping current field pumping sets.</p> <p>Assembling and using field unit equipment hand pumps.</p> <p>Joining victaulic and screwed pinning upto 101mm by using correct tools</p> <p>Reecting and replacing field unit pattern water tanks.</p> <p>Know how to work syphon.</p>	<p>As for Havildar PLUS-</p> <p>Should be capable of connecting pluso-meter pumps for series or parallel pumping and operating the set.</p> <p>Fit up and have working knowledge of water tank truck.</p> <p>carry out Horrocks Test.</p> <p>Erection of improvised water tank using tarpaulins, fabricated tanks, etc.</p> <p>Care and maintenance of pumping sets.</p> <p>Elementary knowledge of concreting, carpentry and plumbing as necessary for construction of camp kitchens, ablutions and latmines, incinerator for both temporary camp and bivouacs.</p>	
8.	Bridging, Rafting and watermanship		<p>Know names of component part , and sequence of construction of-</p> <p>(a) Assault rafts.</p> <p>(b) Close support rafts.</p> <p>(c) Cl 550 rafts.</p> <p>(d) Cl 40 rafts.</p>	

capable of taking command of the following when hand and power propelled :-

- (a) Assault, boat rafts.
- (b) Cl 5 rafts.

Fit and operate Propulsion unit.

Know "Rule of the river".

Operate a storm boat.

Know a method of getting a cable across a river

Make up simple improvised rafts.

Keeping boats to any given position.

Know sequence of construction of FEE trestle.

Adjust FEE trestle transom by using jacks.

9. Bridging Bailey

Know sequence of construction for

- (a) Launching Nose.
- (b) DS Construction.
- (c) TS construction.

Lay grillage and understand principles.

Know method of loading equipment in lorries of Bailey Pl.

(a)	(b)	(c)	(d)	(e)
10.	Bailey Pontoon		Be able to recognise Class 40 Special parts and know where and how they fit into bridge. Know sequence of construction for a floating and an end floating class 40 Bay. Know sequence of connecting rafts and bays in floating bridge. Lay out preventer tackles for landing Bays. Know method of loading equipment in the lorries in Bailey Pontoon Pl.	

Annexure 'E' to Appendix XIII

SYLLABUS FOR CADRE COURSE—PART II

(Special to Corps Subjects—Corps of Signals(TA))

Serial No.	Subject	For promotion to Havildar	For promotion to Jemadar	Remarks
(a)	(b)	(c)	(d)	(e)
1.	Organisation and tactical employment.	(a) Organisation and employemnt in the field of any one of the following types of signal section. (i) Cipher Section. (ii) Technical maintenance section (iii) Terminal Equipment Section. (iv) Stores Section. (v) Operating Telegraph-Operating Switchboard-Operating Section. (vi) Line-Line construction/line maintenance section. (vii) Despatch Rider section. (viii) Wireless Section.	same syllabus as for promotion to Havildar but in greater details.	NOTES- (i) Clerks will be tasted in the office organisation and filing system of an orderly room of a field/ststic unit commanded by a Licutenant-Colonel. (ii) Havildars for promotion to Jemadar clerk will be tested in the office organisation and filing system of an orderly form of a field/static unit commanded by a Lieutenant Colonel or the organisation and functions of Records office. (iii) Draftsman will be tested in the organisation or drawing office.

(a)	(b)	(c)	(d)	(e)
				<p>(iv) Carpenter's and jointers will be tested in the organisation of a carpenters shop.</p> <p>(v) Drivers Special/Drivers MT will be tested in the maintenance and employment of the motor transport of a major signal unit.</p>

Annexure 'F' to Appendix XIII

SYLLABUS FOR CADRE COURSE—PART II

(Special to Corps Subjects—Infantry(TA))

Serial No.	Subject	For promotion to Havildar	For promotion to Jemadar	Remarks
(a)	(b)	(c)	(d)	(e)
1.	Tactics	Tactical handing of a section in one of the operations of war (simple questions).	Tactical handling of a platoon in one of the operations of war (simple questions).	
2.	Planning	To draw up a training programme for a two week cadre course for trained soldiers, based on training directive from the platoon commander. Principles of good instruction.	To draw up a training programme for a three week cadre course for NCOs of a platoon based on training directive from the company commander.	All pamphlets required for preparing the training programme will be made available.

SYLLABUS FOR CADRE COURSE—PART II

(Special to Corps Subjects—Army Service Corps(TA))

Serial No.	Subject	For promotion to Havildar	For promotion to Jemadar	Remarks
(a)	(b)	(c)	(d)	(e)
1.	Organisation and employment	Organisation and employment in the field of a platoon/troop of a division Regiment, Army Service Corps.	(a) Detailed organisation and employment in the field of platoon/troop of a divisional regiment, Army Service Corps. (b) Saving and protection of a field supply depot of AT/MT harbour.	The knowledge expected of a TA personnel will be commensurate with the training facilities available to them.
2.	Administration	Animal management (AT personnel).	Animal management (AT personnel only).	

SYLLABUS FOR CADRE COURSE—PART II

(Special to Corps Subjects—Army Medical Corps(TA))

Serial No.	Subject	For promotion to Havildar	For promotion to Jemadar	Remarks
(a)	(b)	(c)	(d)	(e)
1.	Organisation and employment.	Organisation and employment in the field of a company of field ambulance, or a section of a hospital consisting of 100 beds.	(i) Organisation and employment of one of the following units in the Field i.e., Field Ambulance, Field Hygiene section anti-malaria unit, casualty clearing station, staging section, general hospital (up to 500 beds) and convalescent depot. (ii) Outline, organisation and function of military hospital and AMC Record Offices.	
2.	Stretcher exercise	Bearer formation, preparation and carriage of stretchers. Stretcher improvisations.	Must be able to train and organise stretcher squads.	
3.	Evacuation of casualties	(a) An outline organisation of the chain of evacuation of casualties from the front	(a) Siting of bearer relay posts, car posts and advance dressing station.	

(a)	(b)	(c)	(d)	(e)
3. Evacuation of casualties—contd.		lines or a base general hospital. (b) Rest stations in divisional/Corps areas.	(b) Recording of casualties in the field ambulance. (c) Instruct other ranks in methods of evacuation and layout of medical aid posts in the chain of evacuation.	
4. First Aid		(a) Structure and functions of the body. (b) Field dressings and bandages. (c) Fractures, Thomas Splint, Improvising splints and slings. (d) Injuries to joints and muscles. (e) Bleeding, treatment of wounds, burns, cuts, bites, blisters, snake bites and their first aid. (f) Drowning and artificial respiration. (g) Effects of heat, cold and their first aid.	(a) Shock and its first aid. (b) Must be able to instruct other ranks in the first aid.	

(a)	(b)	(c)	(d)	(e)
5. Hygiene and Sanitation	<p>(a) Hygiene set up of a coy or equivalent, duties of sanitary, anti-malaria squads and water duty personnel.</p> <p>(b) Vaccination and inoculation.</p> <p>(c) Disposal of excreta and refuse.</p> <p>(d) Layout of temporary and permanent camps including latrines, urinals and water storage.</p> <p>(e) Hygiene and sanitation of barracks, dining halls, cook-houses, canteens and barber shops, Antifly measures.</p> <p>(f) Hygiene on the march and care of the feet.</p> <p>(g) Causes and general preventive measures of malaria including personal protection and anti-malaria drill.</p>	<p>(a) Hygiene set up of a unit, duties of sanitary, anti-malaria and water duty personnel.</p> <p>(b) Water supplies in the field.</p> <p>(c) Intestinal diseases, causes and general preventive measures.</p> <p>(d) Venereal diseases and their prevention.</p> <p>(e) Must be able to instruct other ranks in elementary hygiene and sanitation.</p>		

SYLLABUS FOR CADRE COURSE—PART II

(Special to Corps Subjects—Corps of Electrical and Mechanical Engineers(TA))

Serial No.	Subject	For promotion to Havildar	For promotion to Jemadar	Remarks
(a)	(b)	(c)	(d)	(e)
1.	Organisation and employment	(a) Role of EME (as laid down in Army Order 763/49). (b) Functions of Inf Wksp Coy (as laid down in Chap I paras 2 (b) and 5 of Military Training Pamphlet 30). (c) Chain of Evacuation of Equipment/Vehicles in the Field (as laid down in Chap II of Military Training Pamphlet 30).	(a) Repair and Recovery organisation in an Inf Div. (b) functions, organisation and establishment of an Inf Wksp Coy.	

APPENDIX XIV

SYLLABUS OF TRAINING

1. *Principles of Training*—The general principles of training are set out in Chapter VI.

2. *Tests*—Concurrent with training at all phases it is essential that constant training and testing facilities be provided for soldiers to pass their trade tests etc. in order to qualify for enhanced rates of pay.

3. *Training subjects*—

(a) *Recruits (All Arms)*—

- (i) Proficiency in the use and maintenance of the rifle including its handling, aiming and firing. All TA recruits (excl excused ex-soldiers) will fire the Recruits Rifle Course, Parts I, II and III in their first year of training (for Courses see Appx XV).
- (ii) The use of the bayonet, except for Port Engrs, E & M Coys, Rly Engrs, Signal units (P & T) and Medical units.
- (iii) Guard and sentry duties and turn out.
- (iv) Drill to ensure steadiness and discipline.
- (v) Physical Welfare (including compulsory games, route marches, PT, swimming and assault course).
- (vi) Personal hygiene, cleanliness of lines and sanitation.
- (vii) Discipline.
- (viii) Care of clothing and equipment.
- (ix) Security.

(b) *Trained Men (Non-Technical Units)*—

- (i) Proficiency in the use and maintenance of the personal weapon including its handling, aiming and firing.
- (ii) TA Range Courses (to be fired in 2nd year)—
Parts I and II Trained Soldiers (Rifle)—For all personnel armed with the rifle except members of LMG Sections.

Parts I, II and III (LMG)—For all personnel of LMG Sections.

Machine Carbine(sten) Course—For all personnel armed with the Sten.

Revolver Course—For all personnel armed with the Revolver.

TA Range Course to be fired in the 3rd and subsequent years.

Part III (Retention of Efficiency Test Rifle)—For all personnel armed with the rifle (except members of LMG section).

Part IV (LMG)—For Nos 1 and 2 of LMG Sections.

In their 4th and subsequent years Nos 1 and 2 of LMG Sections will fire Part V (LMG—Retention of Efficiency Test) only.

Part IV (LMG) and Part III (RET Rifle)—for other members of LMG Sections. Machine Carbine (Sten) Course—For all personnel armed with the the Sten.

Revolver Course—For all personnel armed with the revolver.

- (iii) Further instructions in subjects noted in Sub-paras (a) (ii)—(vi) above.
- (iv) Handling and use of grenades (For course see Appx XV—F).
- (v) Handling and use of 2” Mortar (For course see Appx XV—G).
- (vi) Handling and use of 3” Mortar (For course see Appx XV—H).
- (vii) First aid and stretcher drill.
- (viii) Tent pitching.
- (ix) Local topography and map reading.
- (x) Elementary field engineering including use of tools, construction of trenches and wiring.
- (xi) Field-craft, battle drill and field signals.
- (xii) Visual and observation training including judging distances, indication and recognition.

- (xiii) Application of fire and fire control and range cards.
 - (xiv) Specialist training for Signal Platoon, MT Platoon and Pioneer Platoon.
 - (xv) Use of M9AI (See Appendix XV-J).
 - (xvi) Section and Platoon Training.
 - (xvii) Duties in aid of Civil Power.
- (c) *Training Men (Technical Units)*—
- (i) Further training in the subjects noted in sub-paras (a)(ii)—(ix) above and in sub-paras (b)(i)—(x) above, where applicable.
 - (ii) Completion of the appropriate Range Course noted in sub-para (b)(ii) above.

Where an adequate standard has been reached in the above basic training subjects, technical training as under may commence but continuous revision of selected, basic training subjects must be given concurrently.

4. *Armoured Corps*—

- (a) *Driver B Vehicles*—
- Principles of I/C engine. The Otto cycle.
 - Multi cylinder petrol engine.
 - Lubrication incl wet sump.
 - Cooling and maintenance.
 - Carburation.
 - Petrol pump, filters, tanks, and carburetters.
 - Air cleaners and maintenance.
 - Petrol system sequence fault finding.
 - Electrical circuits.
 - Batteries.
 - Battery and coilignition (incl fault finding).
 - Stoppages.
 - Charging system—component and operation, maintenance and common defects.
 - Starting system—components and operation.
 - Lighting and accessories—components and maintenance.

Engine clutches, objects, components, operation and maintenance.

Gear Box (Crach Type) object, components, operation and maintenance.

Transmission—Gear Box to raod wheels (no theory).

Brakes—mechanical and hydraulic, bleedin g and adjust-
ing.

Front Axles—Description and types.

Steering—object, components, operation and mainten-
ance.

Suspension—object and maintenance.

Wheels and tyres incl components, types and maintenance.

Practical maintenance.

(b) *Driving*—

Take over of vehicle.

Recognition, stowage of tools and equipment.

Highway code and accident reports.

Crew drill.

Driving controls.

Starting drill.

Moving off, stopping and steering and width adjust-
ment.

Changing up and down.

Reversing.

Practical road driving.

Fitting chains.

Cross country driving.

Towing and unditching.

Task system of maintenance.

Drivers inspection.

Driving tests.

(c) *Armoured Cars (Theory)*—

General lay out and data.

Engine lubrication.

Engine cooling.

Fuel system.

Carburetter and air cleaners.
 Petrol system fault finding.
 Ignition system including fault finding.
 Lighting, starting and charging.
 Fluid fly wheel (Daimlers).
 Gearbox.
 Transfer-Box.
 Transmission.
 Shock absorbers and suspension.
 Braking and steering system.

(d) *'A' Vehicles-Driving—*

Taking over AFV-tool check, drivers stowage and records.
 Driving and use of hand signals.
 Controls and starting up, moving off stopping and elementary steering.
 Gear changing up and down.
 Cross country driving.
 Steering and width adjustment.
 Elementary obstacle driving.
 Road driving.
 Towing and recovery.
 Drivers inspection.
 Parade maintenance.

(e) *Gunners—*

Investigation of AFV.
 Introduction 2 Pdr* loading, firing and unloading.
 2 Pdr* stripping, care and cleaning, names of parts.
 30 Brown or 7.92 Besa-Introduction, loading, firing and unloading.
 30 Brown or 7.92 Besa-Stripping and mechanism, care and cleaning.
 2 Pdr* and mechanism.
 Telescope, periscope and binoculars.

*or whichever, weapon is issued.

Fire orders and crew drill.
 Pellet or sub Calibre range.
 Recognition of ammunition.
 Care and cleaning.
 30 Brown or 7.92 Besa-Immediate action.
 Recoil system-action, components' fault, filling and
 tapping up and maintenance.
 Tests and adjustments firing gear.
 Handling AFV.
 Point of aim.
 Hand traversing.
 T and A Sights-AFVs.
 Investigation of AFV.
 Mount and dismount Co-AX-AFV.
 Local smoke weapons-Introduction and stripping-
 mounting and dismounting on AFV.
 Firing gear AFVs.
 Preparation of armament for action.
 Crew control run. Fire orders and crew drill.
 AFV recognition and visual training-British AFVs-
 Cromwell, Comet, Churchill, Centurian, Avenger
 Aluto, Archer, Daimler, Humber.

Recognition of Targets.
 Judging distance.
 American AFVs—(Recognition)
 Herman, Stuart, Chaffee, Pershing, MIO, Sexton,
 Staghound.
 Russian AFVs—(Recognition) Josef Stalin, T 34 KVSU
 152.
 Shadow graph and training aids.
 AFV Camouflage.

(f) *Operator Wireless—*

Codes.
 R/T Procedure.
 W/S No 19 (incl maintenance).
 Electricity.

Batteries.
Wave meter
W/S No 38.
Telephones.
Morse.

(g) *Crew and Troop Driving*

Crew drill and duties
Stowage.
Flag and arm signal code.
R/T orders messages and reports.
Fire orders and fire control.
Concealment and Camouflage.
Use of ground and cover
Fire Tactics.
Unditching and Towing.
Dismounted action.

5. *Artillery-*

(a) *Gun drill:-*

Duties of a detachment and its composition.
Gun drill
Name of parts.
To bring a gun into action and out of action.
Fire discipline.
Sequence of orders.
Examination, care and maintenance of equipment.
Ammunition.
Preparation of gun pits.
Development of a gun position.

(b) *Instrument and connected Equipment Drill—*

Duties of a detachment and its composition.
Name of parts.
To set up the instrument.
To bring the instrument out of action.

Instrument drills (at all system of fire control).
 Tests and adjustments.
 Examination, care and maintenance of equipment.
 Sequence of orders.
 Fire discipline.
 Development of command-post.

(c) *Operators Wireless-Artillery-*

Wireless equipment.
 Operate on RT/WT both as out station and control.
 Carry out operators daily maintenance on set.
 Connect up, operate and maintain charging equipment.
 Maintenance of secondary batteries.
 Lay and maintain field cables.
 Connect, test and operate exchange.
 Connect, operate and maintain a telephone set.
 Procedure as laid down in Signal Training (All Arms)
 Pamphlet NO9. Appendix 'D' para 4.

(d) *Drivers M.T-*

(i) *Driving- To-include-*

Drill to start, march and stop a vehicle.
 Hand signals.

Reversing into a Garage.
 Correct drill for cornering, negotiating hair-pin
 bend, overtaking slow moving vehicle and
 turning about on the road.

Ascending and decending-stopping and starting
 on steep incilines.
 City/Heavy traffic driving.
 Cross-country-driving.
 Night driving-with and without lights.
 Convoy driving.
 Driving a vehicle on tow or towing another vehicle
 or gun.

(ii) *Chassis and Vehicle Maintenance To**Include-*

Names and uses of tools and equipment of the Vehicle.

Daily maintenance task system.

Use of jack, fire appliances, skid chains.

Wheel changing, tyre removing and repair of tubes.

Finding and rectifying petrol and electrical stoppages of minor nature.

Joint on 'D' class canle, including soldering outfit

(iii) *Dismounted Drill-To include-*

Rules of the road.

Road surface sense.

Road signs.

Accident procedure-preparation of accident report form duties of driver.

Knowledge of all MT forms carried by the driver.

Battery and tyre economy.

6-A. *Engineers-*(a) *Field works-*

Field geometry-marking ground, measuring slopes and gap marking right angles.

Use of tools-including ranging and 100 tapes, rod, levels, cutting tools, rules and bonning rods.

Timber frames for culverts.

Knotes and their uses.

Lashing including bull dig clip and double throated clamps, constructing a bridge with lasted trestles.

Tackles-Rope and SWR.

Anchorage-picket, ordance and log and buried holdfasts.

Camouflages-Natural, camouflage-nets, camouflage weapon pits and vehicles.

Revetment-Pickets, CGI, XPM, PSP, brushwood, Sandbags.

(b) *Watermanship-*

Pantoon parts, rowing gear, detailing crew, rowing cutters, non-folding boats, assault boats, pantoon and ranger boats.

Throwing breast line.

Preparing anchor and laying.

Improvised rafts.

(c) *Demolition-*

Use of explosives.

Type of explosive-safty fuse, primers, detonators, igniters and electric firing appliances.

Testing and igniting safty fuses.

Use of cordtex prima cord and orange fuse

Cutting a SWR with gun cotton

Use of exploder dyanmo and test set.

Joining electrical cables.

Safety precautions.

Making rings mains with cordtex or prima cord.

Firing detonator with safety fuse.

Use of camouflet charge and set.

Making a creater with camouflet equipment.

Bore-hole charge in wood and concrete.

Preparing an RSJ, or SWR bridge for demolition.

(Dummy charge)

Making and firing pole cherges, Bangalore torpedoes, General Wade and Beehive charges.

(d) *Bobby Traps-*

Use of British switches.

To bobby trap a house and area.

Use of bobby traps-igniters, trip-wire, silent sentry, Pangies,

(e) *Water Supply-*

Equipment.

L and F pumps and Nos 3 and 5 pumping sets.
 Erection of 'S' tank and 359 gal mule through
 Trapaulin and picket tank.
 Purification of drinking water.
 Use of screw pipes.
 Erection of a water supply system.

(f) *Mines-*

Arming and disarming A/TK mines A/Per mines
 and 75 grenade.
 Use of laying of above.
 Laying and recording of minefields.
 Clearing and breaching minefields.
 Mine-detector.

(g) *Auxiliaries-*

Construction field kitchen, urinals, soak pits etc.

(h) *Tubular scaffolding-*

Including couplers, and loading and side loading pier
 observation/water tower.
 Suspension bridge, scaffolding frame.

(i) *Aerial Rope way.*

(j) *Bailey Bridge (Dry)*

Components, Bailey circus, making grillage, laying out
 stores, making 60 BB and DD bridge.

(k) *FBR-*

Carrying a folding boat.
 Name of parts.
 Making FBB raft.
 Detailing crew and rowing
 Making a trestle.
 Making a half floating bay.
 Joining half floating bay with shore and ransom and
 completing bridge.
 Driving FBE rafts with propulsion units.
 Use of out board motors and power boats.

Making and dismantling A/TK gun raft.
 Making half floating bays in both banks of a river.
 Raft ferrying between landing stages.
 Making a bl 5' tracked raft.
 Use of balancing gear and making shore landing raft.
 landing stages, ferring of stores.

(i) *Baily Bridge (Wet)-*

Naming of arts, making, launching and dismantling
 a 60' DS bending, Bay, Making a floating Bay (incl
 end Floating bay) making and dismantling a half
 floating bay.

6-B. *Transportation Units-*

(a) *Rilway Construction Coy. Construction of-*

A main line and curves.
 A station siding.
 Cross-overs.
 Erection of short spans upto 30'.
 Erection of one major bridge.
 Span, launching and dismantling.
 Formation building.
 Drainage.
 Works under traffic.

(b) *Railway Operation Coy-*

Operating on a main line according to Military rules.
 Operating within station limits.
 Yard operating.
 Depot operating.

(c) *Railway Workshop Coy Pl (TA)*

Various types of priodical repair and maintenance of
 locs, carriages and wagons.

(d) *Railway Bridge Repair Pl (TA)*

Inspection and Maintenance of various types of bridges.

Minor repairs to damaged bridges.

(e) Railway Bridge Construction Coy (TA)

Pile Driving

Construction of piers.

Fabrication of girders.

Launcing of girders.

(f) Docks Operation Coy-

Dummy ships and for working cargo.

Dummy quay-sides to work form.

Working offshore.

7. *Signals.*

(a) *MT Drivers- Driving to include-*

Correct drill to start, march and stop a vehicle.

Correct hand- signals.

Correct rules of the road.

Cross country driving and night driving with and without
blackout lights.

Names and uses of tools and equivalent of the vehicles.

Daily tasks and weekly maintenances.

Use of fire-appliances, skid-chains and sand channels.

Minor fault finding, wheel changing tyre removing and
repair of inner tubes.

Rectifying minor petrol and ignition stoppages.

Road signs.

Rules of the road.

Accident procedure.

MT Documents.

Vehicle recovery.

POL accounting

(b) *Despatch Riders-*

Signal office duties.

DR Clerk and Orderly Clerk duties.

Route plans and loaction lists.

Convey duties.

Army organisation upto Corps level.
 To ride a service motor-cycle, including cross-country riding by day with without balckout lights.

Unit maintenance on motor cycles.
 Detailed report on road conditions.
 To reconnoitre and report on telephone and telegraph line.

Pole crossing and tying back-‘D’ class cables.
 Joint on ;D’ class cables including soldring outfit.

Service secondary battries.
 To unpack, connect up and test field service telephones.
 MT Driving.

(c) *Linemen--*

Electric Current, units of electricity conductors and inslators cells in series and parallel.

Ohms Law, theory of telephone receiver and microphone, simple telephone circuits and protection of line circuits.

Working member of detachments for the following types of construction-

Filed cable.

Cable airline.

PVC

Poledquad.

Joint in all types of cables and wires using soldering materials.

Construction of PL routes of all types.

Recognition of PL stores.

Method and uses of transposing.

To unpack, connect and test the following--

Switch board magnetoo.

Test set portable.

Distribution and test frames.

Superimposing unit.

Field telephones.

Bridge meggar.

Wheatstone bridge.

To lead in and wire upto Corps or equivalent signal office.

Diagram and plans showing types of construction.

Connection and also pole diagrams.

Elementary AC and line transmission theory to include loading devices and superimposing.

Routine line tests with test sets and to locate faults not involving calculation.

To write fault reports and compile and maintain frame records.

(d) *Operator Trades-*

AC theory, electricity and magnetism, propagation and reception of wireless waves.

To send messages on teleprinter.

To send and receive messages by fullphones and wireless.

To operate telephone exchanges.

To operate teleprinter switchboard.

To send and receive by phone.

To type messages with no errors.

Procedure as laid down for sending and receiving messages by L/T and W/T under all conditions.

Signals office procedure and duties of all signal clerks.

To connect up and operate L/T instruments and W/T set in use in the Regt including radio teleprinters.

Aerials- their types and uses.

Battery charging care and maintenance.

(e) *Workshop Trades-*

Electricity and magnetism, AC theory, W/T theory in application to W/T sets, principles of telephone repeaters L.C telegraphy, VF telegraphy, Tele, electromagnetic waves, aerials, transmission phenomenon, waves meters, R/T procedure.

VF signalling, carries telephony, application to single and multi-channel service equipment.

Teleprinter circuits, telephone switch Boards, VF telegraph equipment VF telegraph repeaters.
 To test, locate and rectify faults on-power supply from mains.
 Telegraph instrument.
 W/T sets.
 Teleprinters.
 Field telephones.
 Teleprinters and terminal units.
 Multichannel telephgone carrier equipment.
 Audio telephonbe repeaters.
 Carrier telephone repeaters.

A.C and D.C generators and their maintenance.

Secondary batteries and their charging from mains and charging plants.
 Preparation of line balances for two wire working, line tests and fault localisations, operation of rerouting schedule and organisation of fault control centre.
 Circuit diagrams.
 Types and uses of testing and measuring instruments.

(f) *Fitter Signals*—

Fitter Signals tools and their uses.
 Taps, dises, feeler gauges.
 Brazing and soldering.
 To make up and temper small tools.
 Knowledge of electricity and magnetism.

Sound knowledge of IC Engine (petrol and diesel solid injection) and of charging and lighting sets.

To carry out drivers daily and weekly maintenance and to start, operate, and close down charging and lighting sets and also IC Engines.

Battery charging, battery servicing and use of battery testing appliances.

Motor driving and motor cycle riding.

8. ASC—

(a) G.T. Coys—

(i) Driving to include—

Correct drill to start, march and stop a vehicle.

Correct hand signals.

Reversing into a garage.

Correct drill for cornering, negotiating hairpin bends, over-taking slow moving vehicles, and turning about on the road.

Ascending and descending—stopping and starting on steep inclines.

City/Heavy traffic driving.

Cross country driving—through ditches, ‘nallahs’ soft and boggy ground.

Night driving—with and without lights.

Convoy driving.

Driving a vehicle on tow or towing another vehicle.

(ii) Chassis and Vehicle Maintenance to include—
Names and uses of tools and equipment of the vehicles.

Daily maintenance task system.

General knowledge of essential components of ‘B’ vehicles.

Use of jack, fire appliances, skid chains and sand channels.

Wheel changing, tyre removing and repair of inner tubes.

Finding and rectifying petrol and electrical stoppages of minor nature.

(iii) Dismounted Drill to include—

Rules of the road.

Road surface sense.

Road Signs.

Accident procedure—preparation of accident report form—duties of driver.

Knowledge of all M.T. forms carried by the driver.

Vehicle recovery – simple.

Battery and tyre economy and maintenance.

Procedure for drawing P.O.L. and accounting for the driver—use of various forms.

- (b) *Composite platoon*—
- ASC organisation of supply and P.O.L. units.
 - Depot routine.
 - Identification of supplies and case markings.
 - Handling of civil labour and care of depot equipment.
 - Weights and measures in common use.
 - Preparation of sites for storage of supplies and use of dunnage.
 - Storing, stacking and handling of supplies and use of gravity rollers.
 - Correct method of loading and unloading all types of transport—road and rail.
 - Recognition of P.O.L. containers and contents.
 - Storage, stacking and handling—P.O.L.
 - Use of more common carpenter's tools.
 - Protection of supplies against vermin, pests, pilferage and preventable losses.
 - Use of Depot fire fighting appliances.
 - Accounting for and classification of packing materials and method of bundling.
 - Hygiene and chemical stores.
 - Disposal of salvage and containers.
 - Warranty periods.
 - Elementary store accounting and upkeep of tally sheets and stack cards.
 - Types of fodder and method of storage.
 - Stock taking procedure.
 - Reconditioning of supplies.
 - Sampling procedure.
 - Handling of fresh fruit, vegetable, ice, bread, fish and meat.
 - Characteristics of fuel light and disinfectants.
 - Control of and accounting for Depot contingents.

9. EME—

(a) *Individual Technical Training*—

The technical training of tradesmen in EME, Territorial Army units as outlined in the following syllabi is designed to give such tradesmen a fair knowledge of Army equipments and practice in Army workshop methods. The aim of these syllabi is to bring a TA tradesman upto a standard approximating to the lowest class in the equivalent trade in the army. In the event of their being embodied in the regular army tradesmen will be required to undergo short and intensive course of trade training at EME training establishments.

(i) *Armourers*—

Armourers duties and responsibilities. Workshop practices such as use of—
 Armourers gauge.
 Care and use of Armourers tools.
 Wood working—draw patching to stocks of small arms.
 Fore and fitting-making of simple tools appropriate to his trade.
 Hardening, tempering, soldering and brazing.
 Practical instruction in care—preservation—stripping. cleaning-re-assembling.
 Identification of component parts.
 Inspection of arms and detection of faults.
 Repair, modification and adjustments to rifles, bayonets and scab-boards, pistols Brens, Thompson and Stens, Vickers M.G. mortars (Depending on the arms available with the unit).
 Zeroing and testing of all weapons.
 Instruction in general maintenance and repair of bi-cycle and cookers.

(ii) *Blacksmiths*—

Workshop practices as applied to his trade in the Army.
 Practical instruction in cre and use of blacksmiths tools-nomenclature, recognition of and usage of the various metals and materials used.
 Practice in trade-manufacture of simple blacksmith's and lathe tools, tempering, normalising, annealing and case hardening.

Whenever practicable these tradesmen will be given practice in carrying out actual repairs to unit equipments.

(iii) *Carpenters and Joiners*—

Workshop practice as applied to his trade in army.

Wherever practicable the tradesmen will be given practice in carrying out repairs to unit equipments, e.g. vehicle bodies.

Practical instruction in the care and use of carpenter tools.

Selection of timber for suitable jobs-defects in timber.

Simple carpentry operation-tonguing, grooving, scarfing, splicing, dove-tailing, mortice and tenon jointing.

Simple wood turning.

Estimation of quantities.

Storage and preservation of timber.

(iv) *Electrician AFV*--

Practical instruction on electrical system on AFV's armoured cars and slave battery charging plant (dependent on available unit's equipment mentioned).

Instruction on Ignition, charging, turret, power traverse and lighting systems.

Practicle fault finding, adjustment of components and wiring.

(v) *Electrician MV*—

Practical instruction of electrical systems on 'B' Vehs.

Battery charging.

Practical fault finding, adustment of components and wiring.

Motor cycle electrical equipment incl magdyne-regulator cut out and head lamp circuits.

Electrical equipment, generators, motors and starter gears, switch panel and battery charging equipment of workshop lorry (if available with unit).

(vi) *Drivers MT*—

Instruction in driving Army 'B' Vehicle and where necessary motor cycles.

Practice in negotiating difficult terrain, reversing in confined areas, stopping and starting on gradients.

Instruction in task system of maintenance—maintenance parades.

Care and use of tools.

Driving Recovery Vehicles (where available)—reversing with suspended low-operation of which gear etc.

Recovery methods.

(vii) *Fitters*—

Workshops practice in his trade as applied to the Army.

Simple turning, and screw cutting.

Practical instruction in care and preservation of Field AA Guns.

Practice in the maintenance, repair and modification of ordnance, carriage mounting and recoil systems of artillery equipment (Department on types of equipments held by units maintained).

Identification of parts and their functions.

Instruction on care and use of sight and field clinometers.

Setting of sights (This will not be undertaken until the fitter has acquired a sound knowledge of the theory of guns sights).

(viii) *Instrument Mechanics*—

Instruction in the correct method of using, and the care and preservation of tools and machinery peculiar to instrument workshop. (Department on equipments held by units).

Practice in tempering, hardening, soft and hard soldering and heat treatments.

Simple turning and screw cutting.

Practice in the use of precision measuring instruments.
e.g., verniers, micrometers etc.

Practice in the preservation, repair maintenance and adjustment of compasses, binoculars, telescopes, range finders, direct dial sights, periscope, speedometers and other instruments in use in the service.

(ix) *Turners*—

Instruction in care, use and daily maintenance of lathes—care and preservation of lathe tools and hand tools associated with lathe work.

Practice in turning, simple screw cutting—use of callipers, micrometer and limit gauges, chasers.

Practice in facing up block to give dimensions, Whenever practicable tradesmen will be put on work actually required on unit equipments.

(x) *Welders*—

Instruction in the care, use and maintenance of oxy-acetylene and electrical welding equipments with emphasis on safety precautions which must be observed.

Practice in welding metal steel, high carbon steel, cast iron, copper, brass, bronze and aluminum, lead welds, flat and over-head welds, oxyacetylene cutting.

Wherever practicable tradesmen will be put on jobs actually required on unit equipments.

(xi) *Upholsterers*—

Instruction in the use, care and maintenance of sewing machines, accessories and tools associated therewith.

Practice in hand sewing, machining, cutting out and making up stuffed buttons and eyelets, leather working.

Wherever practicable the tradesmen will be put on actual repairs required to unit equipments.

(xii) *Painters and Decorators*—

Instruction in use, care and maintenance of painters tools and materials.

Practice in painting, use, of blow lamp, mixing preparation and matching of point, preparation of surface, use of stencils, cutting glass, glazing etc.

Instruction in the principles of disruptive painting.

Wherever practicable the tradesmen will be put on actual painting jobs required by the unit.

(xiii) *Vehicle Mechanics MV*—

Wherever practicable the tradesmen will be put on to jobs on unit vehicles to familiarise them with methods of repair of army vehicles.

Practice in over-haul, dismantling, repair modification of major assemblies, fault location and adjustment as applied to B vehicles and motor cycles.

Instructions in the elements of blacksmithing, tinsmithing, brazing and soldering.

(xiv) *Vehicle Mechanic AFV*—

In addition to training given to vehicle Mech MV—

Practical instruction in repairs (upto 2nd echelon standard) of AFV engines, transmission, suspension tracks, turrets etc.

Practice in inspection before and after repair, knot taping and slicing and their many uses in A vehicle repairs.

(xv) *Armament Artificers*—

Armament Artificers of the EME TA will be found from ex-regular armament artificers or civilians employed in a supervisory capacity in engineering concerns who have a sound theoretical knowledge and considerable practical experience in one of the following trades—

Automobile Engineering.

Electrical Engineering.

Wireless Engineering.

In the case of the latter category of tradesmen the object of their technical training in the T.A. will be to apply their knowledge and experience in civil

trades to military equipments and workshop practices in order that they may take their place in the T.A. as Technical specialists on a particular group of military equipments. The following training syllabi cover in general the training of all armament artificers. They are equally applicable to ex-regular armament artificers in as much as they provide a means of keeping such tradesmen in touch with their army trades.

In the event of their being embodied in the regular army, armament artificers of the T.A. will be required to undergo an intensive short course in their particular trades at the EME school, in order that they may be brought up to the basic standards laid down for armament artificers in the regular army.

(xvi) *Armament Artificers, Guns*—

Theoretical and practical instruction in such subjects as the principles of AA and Field Gunnery and gun construction breech mechanisms, firing mechanisms, obstruction, recoil systems, carriages and mountings. Practice in the examination and inspection of ordnance—taking impressions of bores condemnation procedure etc.

Care and preservation, maintenance, repair and modification of Artillery equipments.

Testing and setting of sights.

Care and use of Artillery tools, sight, and field clinometers.

Care and preservation, maintenance, and repair, inspection and modification of the common types of light, medium and heavy machine guns.

(xvii) *Armament Artificers, Instruments*—

Instructions in the principles of optics—construction and function of optical and other instruments in current use in the service.

Practice in the repair, adjustment and maintenance of service instruments.

Inspection routine and procedure for testing various types of telescopes, binoculars, clinometers, directors and height and range finders, dial sights, range finders, theodolites and levels.

Instruction on the construction, maintenance and repair of gyro stabilisers, and gyro directional indicators (if available with unit maintained).

(xviii) *Armament Artificers, Vehicles—*

Instruction on the general principles of C.I. and I.C.
Engines and workshop practices concerned with the maintenance and repair thereof.

Instruction in construction and design of A and B vehicles in current use, chassis, suspension, steering systems, brakes engine lubrication systems, transmission, electrical systems, etc.

Practice in “in” and “out” inspection of A and B vehicles, location of faults requiring working repair, lining up and testing a chassis for distortion, treatment of loose components major overhauls, examination, adjustment and assembly of vital engine parts, e.g. cam, crank, and rocker shaft, oil pumps and relief valves, connecting rod etc, remounting of main and big end white metal bearing, bedding in crank shaft etc.

Practice in testing, dismantling, cleaning, inspection, timing and equalising of injectors, phasing and calibrating etc. timing and fault finding on C.I. engines.

Practice in electric and acetylene welding and its uses in vehicle electrical circuits and equipments.

(xix) *Armament Artificers, Wireless—*

Instructions in the principles, construction, care and use of all measuring instruments used in the inspection and repair of wireless equipments in the service.

Instruction in the theory, construction, circuit diagrams, etc., of wireless equipments used in the Service and practice in the maintenance, repair, adjustment and preservation of these equipments.

(xx) *Armament Artificer, Electrical—*

Practical instruction on electrical system on AFVs and B Vehs, armoured cars, motor cycles, slave battery-charging plants (if available) in current use.

Practical fault finding and adjustment of wiring of all A and BV Vehs, also such electrical equipment as generators, motors and starter gears, switch panel and battery charging equipment of workshop lorry etc. (If available with unit).

Instruction in the use, construction and functions of all electrical tests equipments.

Instruction and practice in house and power wiring, insulation, installation, methods of detecting faults in same.

(xxi) *Armament Artificers, Radar—*

Instruction in construction and function of the various type of radar equipment in use in the army.

Instruction in the construction and methods of using various test instruments associated with radar equipment.

Practice in repair, maintenance, adjustment, calibration, fault finding, and preservation of radar equipments.

(b) *Training common to all EME Personnel—*

EME Unit organisation and functions.

Stores procedure.

Army Workshop Methods.

*Inspection procedure.

*Repair procedure.

*Unit MT procedure.

*Duties of EME Staff and EME Officers.

*Relations of EME with other Arms and Services.

EME Units in the field, disposal, concealment vehicle distance convoys, loading and unloading.

Procedure for dealing with defect reports.

EMER (I) Procedure.

*Instruction in these subjects will be given only to officers, JCOs and WOs.

10. AMC—

(a) All Units—

Further stretcher drill and exercise including loading and unloading Ambulance Cars.

Elementary anatomy and physiology.

Field Medical Cards.

Further elementary military hygiene and sanitation.

First aid—including bleeding, fractures and use of splints (including Thomas Splint) dislocation and burns.

Artificial respiration.

Heat stroke, effect of cold, shock.

Asepsis and antisepsis.

Head injuries.

Dressing of wounds—first field and shell dressings.

Bandaging and bandages.

Essentials of nursing.

Military medical organisation.

Hospital dietary.

(b) *Field Amb and Surgical Teams*—

ADS and MDS lay out in role, defence after attack, retirement.

Care of sick and wounded.

Relay post-stretcher bearers.

Operation Theatre field surgical team.

Pre-operative preparations and post-operative nursing, temperature chart and pulse graphs.

(c) *Field Hygiene Sections and Anti-Malaria Units*—

Back ground of military hygiene.

Hygiene organisation—peace and war.

Climate and health.

Food and nutrition.

Water supplies.
 Disposal of waste products.
 Hygiene appliances.
 Hygiene inspections.
 Control of malaria.
 Anti-malaria organisation—peace and war.
 DDT—barrier and selective spraying.
 Control of preventable disease.
 Disinfection and disinfestation.

Note—Advance medical training in specialist subjects will be effected by attachments to existing military medical establishments.

11. *POSTALS*—

(a) *Packers*—

English numerals and letters.
 Hindustani in prescribed script.
 Stamping postal articles correctly.
 Types of seals and stamps, clearing, charging, storing.
 'Face' postal articles for sorting and examination.
 Stringing and bag lables.
 Typing and sealing mail bags.
 Exchange of mails with other POs and RMS sections.
 Mail carrier and escorts duties.

(b) *Postmen*—

Simple Arithmetic.
 Simple English.
 Hindustani in prescribed script.
 Latest rates inland and FS postage.
 Money-order commission and registration fee.
 Filling up of postal forms, money orders, savings bank
 and cash certificates, registration and other postal
 services.
 Test from P & T Pocket Guide and Army Postal Guide.
 Sale of Postage Stamps and simple accounts for same.
 Preliminary sorting into arms of service.
 Check slips on labelled bundles.

Booking and delivery registered articles at outstations.
Incoming and outgoing mail bags-outstation.

(c) Clerks—

Army and Postal Regulations orders and instructions.

Departmental correspondence.

Simple arithmetic including compound fraction, simple
and compound interest and rule of proportion.

Territorial Geography especially of India.

Nomenclature of army units and abbreviations.

Sorting of mail.

Booking of various postal articles.

Closing , opening and sealing mail.

Preparing mail.

Registered and parcel lists and abstracts.

Answering enquiries of all postal matters.

Typing.

Office organisation and routine.

Provisioning and accounting for stationery and forms.

Field and Base Post Office accounts.

Duties of Field Postmaster.

Instructions based on P & T Manual, P & T, Guide, clas-
sified.

APPENDIX XXII—*contd*

APPENDIX XV

MUSKERY COURSES FOR RECRUITS AND TRAINED SOLDIERS RIFLE AND LMG

THE MINIATURE RANGE COURSE

This course will be fired by recruits of all arms and services.

Practice Remarks number	Practice	Target	Range in metres	Rounds	Instructions	Scoring
(a)	(b)	(c)	(d)	(e)	(f)	(g)
1	Grouping	30.4 cm target with white aiming mark	22.86 m	5	Position lying with rest	1 inch 3 points 2 inch 2 points 3 inch 1 point HPS 3 points
2	Deliberate	30.4 cm target	22.86 m	5	Position lying with rest	Bul and inner --3 points Magpie --2 points outer --1 point HPS --15 points
3	Snapshotting	Rep Fig. 12	22.86 m	5	(a) Position lying with rest (b) 5 exposures of 5 seconds each. Control at firing point	3 points per bit HPS—15 points

Note—The course will be fired twice by recruits of all arms and services and may be repeated in case of weak recruits at the discretion of the COs.

INSTRUCTIONAL COURSE RIFLE

This course will be fired by recruits of all arms and services.

Practice Remarks number	Practice	Target	Range in metres	Rounds	Instructions	Scoring
(a)	(b)	(c)	(d)	(e)	(f)	(g)
1.	Grouping	1.22 m Grouping target	91.440 m	5	(a) Recruit fires one Group of 5 rounds (b) Position lying with rest.	4 inches—3 points 8 inches—2 points 12 inches—1 point HPS --3 points
2.	Deliberate	Fig 11 with two rectangles inner rectangles size 15.2 cm x 20.25 cm outer rectangle size 30.4 cm x 40.5 cm	91.440 m	5	Position standing in fire trench with rest	Inner rectangle—3 points Outer rectangle—2 points Anywhere else on target --1 point HPS --15
3.	Snapshooting	Fig 12	91.440 m	5	(a) Position lying with rest. (b) There will be 6 exposures of 5 seconds each.	3 points per hit HPS --15 points
4.	Deliberate	Fig 13	27.43 m	10	(a) This practice will be fired during night (b) Position lying with rest. (c) Target will be illuminated at the butt.	3 points per hit HPS --30 points
				Total	<u>25</u>	

RECRUITS CLASSIFICATION COURSE RIFLE

This course will be fired by recruits of all arms and services.

Practice Remarks number	Practice	Target	Range in metres	Rounds	Instructions	Scoring
(a) (h)	(b)	(c)	(d)	(e)	(f)	(g)
1. points points	Deliberate	Fig 11 target with 2 rectangle inner re- ctangle size 15.2 cm x 20.25 cm outer rectangle size 30.4 cm x 40.5 cm	91.440 m	5	Position lying without rest	Inner rectangle—3 Outer rectangle—2 Anywhere else on target --1point HPS -- 15 points
2.	Snapshotting	Fig 11	91.440 m	5	(a) Standing in fire trench with forearm rested (b) There will be 6 expos- ures of 5 secs. each	3 points per hit HPS ---15 points
3.	Snapshotting	Fig 12	91.440 m	5	(a) Standing in fire trench with forearm rested (b) There will be 6 expos- ures of 5 secs. each	3 points per hit HPS ---15 points
4.	Deliberate (sustained firing)	Three Fig 11 Target mounted on a target frame	91.440 m	15	(a) Position lying with rest. (b) The exposures for tar- gets will be 2 minutes (c) Not more than 5 hits to count on any one target	3 points per hit HPS --45 points
				Total	30	
Qualifying scores will be as given below :--						
HPS	MM	1st Class	SS	Remarks		
90	67	58	45	MM --75% 1st Class—64% SS---- 50%		

TRAINED SOLDIERS CLASSIFICATION COURSE (RIFLE)

This course will be fired by recruits of all arms and services.

Practice Remarks number	Practice	Target	Range in metres	Rounds	Instructions	Scoring
(a)	(b)	(c)	(d)	(e)	(f)	(g)
1. awarded	Grouping	1.22 m grouping target	91.440 m	5	(a) Position lying without rest (b) Firer fires one Group of 5 rounds	points will not be
2. points points point	Timed	Two Fig 11 Targets with 2 rectangles in- ner rectangle size 15.2cm x 20.25 cm outer rectangle size 30.4cm x 40.5 m	182.880 m	10	(a) Position standing in fire trench (b) Exposure to be Con- trolled from butt and to be 45 seconds (c) Not more than 5 hits per target to count	Inner rectangle – 3 Outer rectangle—2 Anywhere else on target -- 1 HPS -- 30 points
3. 3points Points	Deliberate	Fig 11 target with 2 rectangle inner re- ctangle size 15.2 cmx20.25 cm outer rectangle size 30.4 cm x 40.5 m	182.880 m	5	Position lying without rest	Inner rectangle— Outer rectangle—2 Anywhere else on target --1point HS ---15 point
4. exposures will given firing practice for first time as instructional	Snapshooting	Fig 12	182.880 m	5	(a) Position standing in fire trench (b) Exposures of 4 sec each (c) Exposures to be con- trolled from butt	3 points per hit 6 be the the HPS--15 points

(h)	(a)	(b)	(c)	(d)	(e)	(f)	(g)
5.	Snapsbooting	Fig 11	182.880 m	5	(a) Position lying without rest (b) 5 exposures of 4 sec each (c) Exposures to be controlled from butt.	3 points per hit	6
6.	Deliberate	1 Fig 13	27.43 m	10	(a) This practice will be fired during night (b) Position lying with rest. (c) Targets will be illuminated at the butt	3 points per hit HPS----30 points	6
				Total	40		

NOTES--
as per the

1. This course will be fired by trained soldiers of all arms and services twice, first as instructional and then as classification details given below :-

(a) Infantry Trained Soldiers

-- Whole Course

(b) Trained Soldiers other arms and services including departmental units

-- Practice 1, 2, 4 and 6

2. The practices may be fired from shorter ranges if necessary range facilities for 182.880 m do not exist.

3. All practices will be fired without rest unless otherwise laid down

4. Where standing position is not possible lying position without rest is permissible.

5. Qualifying standards will be as per details given below :-

	HPS	MM	Ist Class	SS	Remarks
Infantry trained soldiers	105	79	67	52	MM—75%
Other arms and services trained soldiers	75	56	48	38	1st Class —64% SS—50%

SHORT RANGE COURSE LMG

This course will be fired by personnel of all arms and services in the 2nd year of service except by AMC .

Practice Remarks number	Practice	Target	Range in metres	Rounds	Instructions	Scoring
(a) (h)	(b)	(c)	(d)	(e)	(f)	(g)
1.	Grouping (Single round)	LMG Screen	22.86 m	10	(a) Two groups of 5 rounds each to be fired (b) Each group to be examined before firing the next one	Nil
2.	Grouping (Burst)	Do	22.86 m	10	One group of 10 rounds to be fired in bursts of 2/3 rounds each	Nil
3. points	Deliberate (Single Round)	30.4 cm x 30.4 cm Target	22.86 m	5	Practice to be fired from lying position	Bull and inner—3 Magpie—2 point Outer -- 1 point
4. points point	Deliberate (burst)	30.4 cm x 30.4 cm Target	22.86 m	10	(a) Practice to be fired from lying position (b) Bursts of 2 or 3 rounds to be fired	HPS --15 points Bull & inner—2 Magpie & Outer—1 HPS ---30 points
			Total	35		

(CLASSIFICATION COURSE LMG)

This course will be fired by personnel of all arms and services in the 2nd year of service except AMC

Practice number	Practice	Target	Range in metres	Rounds	Instructions	Scoring
(a) (h)	(b)	(c)	(d)	(e)	(f)	(g)
1. points points	Deliberate	Fig 11 with 2 rect- angles inner size 15.2 cm x 20.25 cm Outer size 30.4 cm x 40.5 cm	91.440 m	5	(a) Position lying (b) Hits will be signalled	Inner rectangle—3 Outer rectangle—2 Any where else on target –1 point HPS --15 points
2.	Snapshooting	Fig 11	182.880 m	5	(a) To be fired from a fire trench (b) LMG will be on the shoulders throughout (c) 6 exposures of 4 secs each. First exposure to be a trial exposure (d) Hits will be signalled	3 points per hit HPS -- 15 points
3.	Snapshooting	Fig 12	182.880 m	5	As per practice 2	As per practice 2
4.	Timed Brusts (Sustained fire)	2 x Fig 12	182.880 m (2 magazine of 10 rds each)	20	(a) Position standing in fire trench (b) Brust of 2/3 rounds will be fired. Penalty for firing single round (except for reasons of stoppage and the last round in the maga- zine) will be minus one point. (c) Targets to be exposed for 50 secs.	I point per hit HPS --20 points
				Total	35	

NOTES :

1. This course will be fired twice, first as instructional and then as classification as per details given below :--

- | | |
|---|----------------------|
| (a) Infantry men in second year of service-- | Whole course |
| (b) Other arms and services men in second year of service | Practice 1, 2 and 3. |
| (c) LMG Nos, 1, 2 and 100% Reserve of departmental units holding LMGs | --do-- |

2. Classification standard will be as given below :--

	HPS	MM	1st Class	SS	Remarks
Infantry	65	45	36	29	MM 70 %
Other arms and service including departmental units	45	32	25	20	1st Class 56% SS 44%

TRAINED SOLDIER CLASSIFICATION COURSE (LMG)

This course will be fired by trained soldiers of all arms and services in the 3rd and subsequent year of service except AMC .

Practice number	Practice	Target	Range in metres	Rounds	Instructions	Scoring
(a) (h)	(b)	(c)	(d)	(e)	(f)	(g)
1. point	Deliberate (Single round)	One 1.22 m in target with Fig 12 Superimposed in the centre.	182.880 m	5	(a) Position lying (b) Each shot will be signalled.	Bull and Inner—3 Magpei—2 points Outer ---1 point HPS ---15 points
2.	Deliberate (brusts)	--do--	182.880 m	10	(a) Position standing in fire trench. (b) Ammunition in one magazine. (c) Penalty for each single round fired except the last round 2 points. (d) MPI of each bust to be signalled.	As per practice 1
3.	Snapshotting (single round)	Fig 12	182.880 m	5	(a) Position standing in fire trench (b) Five exposures of 5 secs each.	3 points per hit HPS --15 point
4. any	Snapshotting (single round)	Two Fig 11	274.320 m	10	(a) Position standing in fire trench (b) Five exposures of 8 secs each. (c) Both the targets will be engaged separately in each exposure. Single round will be fired.	1 point per hit Maximum of 5 hits on one target will count HPS --10 point

(h)	(a)	(b)	(c)	(d)	(e)	(f)	(g)
5.	Timed distributed Brusts (sustained firing)	Three Fig 11 targets mounted on target frame	274.320 m (in two magazines)	30	<p>(a) Pair in lying position behind the gun, 10 yds behind the firing point, gun ready for action. Sight set at 200.</p> <p>(b) Targets will be exposed for 50 secs.</p> <p>(c) The appearance of the target will be the signal for the LMG firer to move to the firing point, take lying position, adjust the sights and engage the targets.</p> <p>(d) No 2 will assist No 1 in observation of fire and changing magazines and clearing stoppages.</p> <p>(e) Penalty for each single round fired will be 3 points.</p> <p>The last brust may be of single round which will not be penalised.</p> <p>(f) A pair firing in turn will complete the practice in two details on separate sets of targets.</p> <p>(g) No signals.</p>	1 point per hit HPS --30 points	
6.	Deliberate (single round)	1 Fig 11	457.200 m	10	<p>(a) This practice will be fired during night</p> <p>(b) Position lying</p> <p>(c) Targets will be illuminated at the butt.</p>	1 point per hit HPS --10 point	
				Total	70		

NOTES :

1. The LMG Classification Course will be fired twice, first as instructional and then as classification as per details below:--

- (a) Infantry Trained Soldiers -- Whole course.
 (b) Trained Soldiers of other arms and services -- Practice 1 to 3 and 6.
 (c) LMG Nos 1 and 2 and 100% reserve of departmental units holding LMG. ---do---

2. All timings will be kept at the firing point for the first instructional firing and at the butt for the second firing for classification.

3. Where standing position is not possible lying position without rest is permissible.

4. Classification standard will be as per details given below :-

	HPS	MM	1st Class	SS	Remarks
Infantry	95	67	53	42	MM 70% 1st Class 56%
Other arms, service and departmental	55	39	30	24	SS 44%

'D' -MACHINE CARBINE STEN

(For instructional and Classification Procedure see footnote)

To be fired in the 2nd and subsequent years by all personnel armed with the STEN who have exercised in the Rifle as Recruits.

Targets—All figures targets for the STEN COURSE have an outer rectangle inscribed upon them measuring 0.405 mm (16 in.) (Vertically) by 0.304 mm (12") (horizontally)

Inside this rectangle is another measuring 101 x 50 mm (4 in x 2 in.). To assist concentration in the early stages there is (25.4 x 25.4 mm) (1" x 1 in) in black patch centrally inside the (0.101 x 0.50 mm) (4" x 2") rectangle. This black patch is removed after practice.

Scoring 101 mm x 50 mm (4" x 2") rectangle 10 points
 405 mm x 304 mm(16"x12") rectangle 8 points
 Remainder of target 5 points Wounds } Kills

No Remarks	Practice	Object	Target	Range	Rds	Method	Per Score			
							HPS	MM	1st	SS
							CI			
1	2	3	4	5	6	7	8	9	10	11
12										
1.	FEEL OF THE MACHINE CARBINE	To accustom the firer to 'hold' against the force of the main spring driving the firing mechanism forward.	One Fig 2	9.14 m (10 yds)	4	The change lever, if lifted, is set at "single" shot. Four deliberately aimed rounds are taken from the shoulder, the gun being lowered between shots. The instructor will stress that the LEFT hand is the master hand with all machines Car-	40	30	20	10

1	2	3	4	5	6	7	8	9	10	11
12										
1.	FEEL OF THE MACHINE CARBINE—Contd.						bines (differing from rifle shooting where the right hand must be the master one), both to give direction muzzle and to counteract the action of the main spring throwing the muzzle out of alignment.			
2.	SALOON Hit on the SHOOTING points..Hit the rect-angle 5 points.	This practice is meant to remove any doubts about the gun, and to prove its efficiency.	Playing cards pinned on any suitable target. A pencilled rectangle is made 25.4 mm(1") outside each edge of the card.	7.31 m (8 yds)	*6 Change lever, (Where fitted) at single shot.	With the Machine Carbine, the 6 shots are fired from the shoulder, the gun being lowered between shots. All playing cards should be signed by the instructor present, and handed to the firer as a personnel record.	60	50	40	30
3.	THE BATTLE CROUCH	To practice the Battle Crouch, and teach that the	One Fig No 2	4.572 m (5 yds)	*4 Change lever	The firer assumes, the Battle Crouch with his loaded weapon.	40	30	20	10

gun should be held very firmly during firing and to keep Machine Carbine centrally aligned on the centre of the rectangle, and at the same time to overcome the force of the mainspring.

at single shot.

He directs the muzzle towards the centre of the rectangle and "squeezes off" one shot. Any error is corrected and the second shot taken. The remaining two shots are fired rapidly to test the firer's ability to control the weapon. The gun will be cocked after each shot.

4.	MACHINE CARBINE IN ACTION	To practise correct and quick footwork thereby ensuring that when engaging a number of targets the muzzle of the weapon is always truly directed on the centre of each.	3 Fig No 2 (spaced 1.83 m (2 yds) a part	6.4 m (7 yds)	6	The firer assumes the Battle Crouch position with his loaded weapon, (change lever at single shot), directed on the centre of the rectangle of the right hand target. He fires one round at each target working from right to left and then one round at each from left to right. Correct footwork is essential between each shot so that the body is pivoted to bring the muzzle on to the centre of the next target.	60 50 40 30
5.	THE PENALTY FOR POSITION IS ADOPTED IN THE CHANGE LEVER SHOT 5 poi-	To explain and pra-	One fig No 2 INDIAN (8 yds)	7.315 m	*10 ctisce of always lay- and the ten rounds	The Battle Crouch each double	100 m 90 80 70 *In HAR-

<p>MONIUM nts off the total score, and for tri- ple shot 10 points.</p>	<p>at "Automatic". To practise the firing of single shots at will, thereby ensur- ing ammunition control, gun con- trol, and a reserve of fire power.</p>	<p>zine</p>	<p>fired singly. This can be accomplish- ed fairly easily if the trigger finger is employed as if inplucking a guitar string The object is to fire a single shot. One double shot may be forgiven, nothing more.</p>			
<p>6. THE ROLL Scoring OF HONOUR within the rectangle only. Score 60, Bo- nus of 10 points for each round.</p>	<p>To test the mastery of the Machine Carbine as regards control combined with correct foot- work.</p>	<p>Six Fig No 2 spaced at 914m (1 yd's) interval in a straight line.</p>	<p>7.315 *10 m *In one (8 yds) magazine</p>	<p>As in serial 5 but the firer is required to fire a single shot at each target.</p>	<p>100 90 80 70</p>	<p>--</p>

1	2	3	4	5	6	7	8	9	10	11	12
	over 6 sav-										
	ed. HPS										40
	points.										
	BPS 100.										A
	possible										
	places the										
	firer on the										
	“Roll of										
	Honour”.										
7.	FIRING MACHINE CARBINE ROUND COVER RIGHT AND LEFT HANDED.	Training to shoot from both should- ers when firing round cover, thereby en- suring the maxi- mum protection to the firer.	One Fig. No 2	Between 27.482 m (30 yds) x 45.720 m (50 yds)	4	A suitable breast- work of sandbags representing the two corners of a building is erected or alternatively a tree may be used. Two single aimed rounded with chan- ge lever at auto- matic will be fired round the right and two rounds the left of the cover, the weapon being in the right and left shou- lders respectively.	40	30	20	10	
					Total	44	440	370	300	230	

N.B.---- All the practices in the above Machine Carbine Crouch will be fired once for Instructional purposes consecutively previous to firing them consecutively for classification.

'E' REVOLVER

To be fired in the 2nd & subsequent years by all personnel armed with the revolver who have been exercised in the Rifle as Recruits

(For Instructional Classification procedure see footnote)

No Remarks	Practice	Object	Target	Range	Rds	Method	Per Score			
							HPS	MM	1st	SS
							CI			
1	2	3	4	5	6	7	8	9	10	11
12										
1.	THE QUICK AND THE DEAD.	Close Quarter Battle, speed must be combined with accuracy. There are only two kinds of Gunmen—the quick and the Dead.	Fig 6 No 2 or 3	9.15m (10 yds)	6	The firer fires three rounds, at one each of the six figure target. He then changes hands and feet and fires three rounds, one each at the remaining three figure targets. The revolver will be cocked after each shot.				
						Before the rounds are fired, the firer is given an empty revolver rehearsal against the stop watch, to test his time sense.				

							This is repeated five times. All playing cards should be signed and dated by the instructor present, and handed to the firer as a personal record.			
4.	THE BATTLE CROUCH	To practise the Battle Crouch, and especially to teach that the revolver should be held very firmly during firing in order to avoid the pulling down of the wrist by the revolver.	One Fig. No. 2	4.57m (5 yds)	4	The firer assumes the Battle Crouch with his loaded weapon. He directs the muzzle towards the centre of the rectangle and "squeezes off" one shot. Any error is corrected and the second shot is taken. The remaining two shots are fired rapidly to test the firer's ability to control the weapon. The Revolver will be cooked after each shot.	40	30	20	10
5.	THE REVOLVER IN ACTION	The teaching of the importance of foot work to aid the sense of direction.	3 Fig No 2 spaced at 1.828m (2 yds) interval in a straight line. Three shots to be taken right to left, and three left to right.	7.32 m (8 yds)	6	The six rounds will be fired from the Battle Crouch position cocking the revolver for each shot. The body must be pivoted each time so that the belt buckle, left-toe, revolver and target are in line.	60	50	40	30

1	2	3	4	5	6	7	8	9	10	11	
12	6.	TWO GUN SHOOTING	Uplifts morale. The firer learns to use a revolver in both hands simultaneously that he is and repidly becoming a master of the weapon.	2 Fig No 2 1.37 m(1.30 yds) apart(no blank patches).	3.657m (4 yds) 5.03m (5 yds) 6.4 m (7 yds)	6(3 for each)	Instructor explains three essential points viz:-- (a) Don not try impossible angles. (b) Keep the wrist rigid. (c) Look BETWEEN the targets when firing. The firer loads one revolver with 3 rounds. The instructor similarly loads the other revolver, and hands it to the firer. The firer assumes the Battle Crouch position, cocks, both revolvers, levels them, looks between the targets and "squeezes off" both revolvers simultaneously. Facing the targets, the firer steps back one and a half spaces, cocksand 'squeezes off' both revolvers simultaneously. He steps back another one and a half paces and repeats. The instructor explains that as the range was increased a narrowing angle of fire was produced which can be corrected by na-	60	50	40	30

						rowing the forearm angle, but must never be attempted by bending the wrist.			
7.	BLIND FOLD SHOOTING	To teach the importance of the strictly vertical raise and the common error of bending the wrist.	One fig No 2	2.74 m (3 yds)	3	The firer adopts the prone position. The elbows should be well forward from the body. The revolver is gripped by the two handed method.	30	20	10 ...
						The weapon is cocked and raised to the target, the elbows rested on the ground, and the revolver sighted on the centre of the rectangle. It will be then lowered.			
						The firer now lowers his head, raises the revolver and "squeezes off" one round without locking. This is repeated twice.			
8.	SHIPING OVER COVER	Training to shoot over cover.	One Fig No 2	Between 27.432 m and 45.720 m 30 and 50 yds).	3	A breast work of sandbags with a sandbag kneeling rest is corrected to represent a low wall or earth on bank.	30	20	10
						The firer will take up a kneeling position behind the breastwork, resting his elbows on it and holding the revolver with the two handed, grip as in practice "Blindfold			

1	2	3	4	5	6	7	8	9	10	11	12		
						shooting". He will sight his revolver on the target and "squeezes off" three shots.							
				Total	36.576m (49 yds)					400	320	240	160

N.B.—All the practices in this Course will be fired once for instructional purposes prior to firing them for classification.

F-36 GRENADE

For Recruits (in their 1st year) of all Arms-
Training with drill grenades only, including throwing safety

Precaution (see AO 33/ of 47).

Each recruit to fire one drill grenade.

For Trained Soldiers (in their 2nd year) Inf and Engrs units
only).

Instruction in the use of live grenades including safety pre-
cautions.

For Trained Soldiers (in their 3rd and subsequent years) Inf
and Engr units only).

Safety precautions.

*Selected personnel (upto 10 per cent of unit) to throw one
live grenade.

*Selected personnel (upto 10 percent of unit) to fire one live
grenade.

*Need not be same personnel.

'G' 2 IN MORTAR

For 2 in Mortar numbers in their 1st year as such-

(a) Preliminary instruction and drill in the use of the 2 in
Mortar including the safety precautions as laid in AO
33/S of 1947.

For Mortar numbers in their 2nd and 3rd years as such—

(b) Practice in direct and indirect firing (high and low an-
gle) Bombs per number annually-HE/smoke 3/3.

For Mortar numbers in their 4th and subsequent years as
such-

(c) Practice in direct and indirect firing (high and low an-
gle) Bombs per number annually-HE.

(d) When an adequate individual standard has been reach-
ed—

- (i) Mortar detachment will be practised annually on a Field Firing Range with HE Bombs in simple controlled fire problems.
- (ii) They will also be practised in laying a smoke screen (Cross-wind) Bomb per number annually = 4 HE* & 4 smoke*.
*Armoured Corps will fire 5 per cent only of the total unit allotment.

'H'—3 IN MORTAR

For 3 in Mortar numbers in their 1st, 2nd and 3rd year as such—

- (a) Preliminary instruction and drill in the use of the 3 in mortar including the safety precautions as laid down in AOs 1772 of 43 and 33/S of 47.

For 3 in Mortar numbers in their 4th & subsequent years—

- (b) Individual practice in firing at static target. Bombs per number –3 HE
- (c) When adequate individual standards have been reached, detachments may be practiced in the following:--

Part I—

- (a) Object— To exercise untrained fire-controllers in ranging and mortar numbers in handling live ammunition.
- (b) Conduct— The motor to be within easy voice control of the Observation post.

Only simple target to be engaged.

On conclusion of practice orders given to be discussed by the Platoon Commander with all spectating fire Controllers still to be exercised. Similarly the Platoon Havildar will point out to spare mortar number mistakes made.

Fire Controller and detachment numbers to be changed round after each shoot.

5 HE Bombs to be allotted to each Fire Controller.

Part II—

(a) Object— To neutralize small areas and targets.

OR

To screen areas with smoke. (Each under service conditions)

(b) Conduct— Shoots to be controlled by Non-Commissioned Officers of the Platoons.

A simple tactical situation must be given to the Fire Controller by the Platoon Commander and after each shoot the latter will comment on—

(i) Position of Observation Post and of Base Plate.

(ii) Occupation of position.

(iii) Engagement of target.

A senior Non-Commissioned Officer will comment on work of Detachment on conclusion.

5 HE or smoke Bombs to each Fire controller.

J—M 9-AI

For personnel armed with the M 9-AI projector 1st and 2nd years training

(a) Preliminary instruction and drill in fitting the Projector and in the use and firing of grenades including safety instructions and precaution
vide Ass 69/S of 44 and 33/S of 47.

3rd Year training

(b) As for (a) above and in addition to fire the following practices :--

COURSE WITH DRILL GRENADES

No.	Practice	Target	Range	No. of Gren	Detail	Remarks
1.	Stationary practice is of the with the	Any suitable target such as a 1.83m(6 feet) target may be used. A dark strip 305 mm (1 foot) in width should be pasted across the middle of the target to represent a bunker slit.	36.58m (40 yds)	2	One grenade will be fired lying behind cover, the other stand- ing in a slit trench.	The object of this to show the accuracy grenade when firing special sight.
2.	Crossing tank the towing 45.720m slit trench. The sledge is the re- The diffi- moving position upon firers.	Any suitable screen target, re- presenting the side of a tank sledge.	36.58m (40 yds) may be used, mounted on a (50 yards) long. A hit any-	2	One grenade will be fired lying behind cover, the other stand- will be towed from left to right and back again at a approxi- mately 15 miles per hour. The firer will judge his own time to fire.	For reason of safety rope must be at least ing in a where on the target quired standard. culty of firing at a target in the laying must be impressed

4th & subsequent years training

(c) As for (b) above and in addition

COURSES WITH LIVE GRENADES

3.	Stationary mark should be target in order	Any suitable target, such as a piece of plate, an old vehicle, a wall or a bank may be used.	36.58m (40 yds)	1	The firer will be in a slit trench and protected by sandbag cover	A definite aiming marked on the to judge accuracy.
4.	Stationary	Any suitable target, such as a piece of plate, an old vehicle, a wall or a bank may be used.	64 m (70 yds)	1	The firer will be in a slit trench and procted by sandbag cover.	As above.

APPENDIX XVI

PHYSICAL TRAINING

1. *The aim of Physical Training*—

(a) The aim of physical training is to assist in the preparation of the soldier for his role in battle. Only those who are systematically and progressively trained and developed can stand up to the strain and hardships of modern war.

(b) The soldiers must be trained to walk and run with economy of effort over all types of ground at varying speeds. They must learn to scale or climb ropes, trees, buildings, and mountains, how to jump or vault over natural obstacles skilfully, to lift and carry weights without strain, to haul a truck out of a ditch without undue waste of energy. They must know and realise that every muscular movement a soldier is called upon to perform must be done with a view to conservation of bodily energy which will serve them in that greatest of ordeals—close contact with the enemy.

2. *Recreational Training*—

(a) Recreational training, though it cannot take the place of physical training, plays an important part. Games and sports are complementary to physical training, and conducted in the proper spirit, have great influence on the formation of character.

(b) Recreational training intelligently applied will not only develop physique and stamina, but will also develop initiative, leadership, team-spirit, the spirit of co-operation, self reliance and self-discipline which are not only the qualities of good soldier but the attributes of a good citizen.

3. *Physical Training Pamphlets*—

Basic and Battle Physical Training is the main title of fourteen pamphlets dealing with all aspects of physical and recreational training, and other allied subjects. A list of all the pamphlets is given on the inside cover of each pamphlet.

These pamphlets provide comprehensive details of the technique of the various subjects including methods of instruction.

4. *The Syllabus*—

(a) With Territorial Army units time is the limiting factor. By a careful study of the pamphlets a Syllabus must be prepared

to the three chief principles of physical training—Harmonious Development, Steady and Systematic Progression, and Continuity. The men must, therefore, be encouraged to appreciate the benefits of physical training and to realise that its object is to help in the production and maintenance of fitness of mind, body and character. Thus ensuring that whether as civilians or soldiers, they are mentally alert and physically able to withstand the strains and fatigues of daily life. They should be taught to realise that physical and recreational training is not only to be practiced during periods allotted for these subjects, or while training in camp, but must also form part of their private interests. In this way they themselves will contribute substantially to their training.

(b) Every soldier should consider it his duty to be able to take his place beside first line troops, with the minimum of intensive training.

5. *Application of the Basic Recruits Tables—*

(a) Full details are given in Basic and Battle Physical Training. Pamphlet II—Recruits Basic Physical Training Tables and Physical Efficiency Tests. The tables should be carried out strictly according to the instructions contained in Section 5 of this Pamphlet.

(b) Where full equipment such as vaulting horses, beams, climbing ropes, medicine balls and bamboo sticks, is not available, only the free standing exercise can be performed. As the full benefit of the basic tables cannot be obtained without the use of apparatus, every effort should be made to improvise. Vaulting horses can be made from filled sandbag, climbing-ropes can be suspended from trees, and so on. See also Section 10, Pamphlet II.

(c) Whether only the free standing exercises are performed or whether the alternative exercise with apparatus can also be used, the requisite number of exercises from each of the five groups in the tables must be carried out. To obtain the full benefit of the training the table of exercise for that day must be completed. If the time allotted for each group is strictly observed, and not too much time is spent on any one exercise to the exclusion of others, completion of the table will be ensured.

(d) The number of periods to be spent on each basic table must be governed by the time available. To teach the tables adequately, not less than twelve forty-minute periods are necessary for each table.

(e) Recruits basic tables I to VI should therefore be used progressively to the second year.

(f) From the 3rd, 4th and subsequent years, Battle Physical Training should be taught. Battle Physical Training wisely applied will provide an interesting means of maintaining strength, endurance, ability, nimbleness, speed of movement and reaction, alertness, determination and resourcefulness. The eight variations of Battle Physical Training provide a suitable selection of activities for all occasions.

(g) Full details of the application of Battle Physical Training are given in Basic and Battle Physical Training Pamphlet III—Syllabus of Battle Physical Training and Battle Physical Training Tests.

(h) In Territorial units where perhaps the physical ability of personnel varies more than in regular units, it will be advisable to promote ex-servicemen and first year men to the advanced tables according to ability. This method apart from facilitating training will also provide incentive to keenness and enthusiasm.

6. *The Variations—Battle Physical Training—*

Variation I (without apparatus), Variation II (Stick exercises), and Variation III (Log Exercises) are designed as tables similar to Basic Tables—and are easily applied. The remaining five variations—Endurance, Training, Battle Obstacle Training, Battle Swimming and Potted Sports, require some organisation, and can be made intensely interesting for trained soldiers.

7. *Basic and Battle Physical Efficiency Tests—*

Basic and Battle Physical Efficiency Tests should be conducted progressively throughout the training. See Pamphlets II and III.

APPENDIX XVII

MINIMUM SCALE OF CLOTHING AND NECESSARIES
TO BE MAINTAINED BY OFFICERS AND JUNIOR
COMMISSIONED OFFICERS

Item No	Item	Scale		Remarks
		Officers	J.C.Os	
1	2	3	4	5
1	Bush Shirts or Shirts OG . . .	3	2	
2	Trousers Drill OG. . .	3	2	
3	Boots Ankle . . . Prs	2	2	
4	Beret	1	1	Not for Sikhs
5	Hats/Caps FS	1	1	Not for Sikhs
6	Pag-Sikh	2	2	For Sikhs only
7	Pagri	2	2	Ditto
8	Shoes Canvas rubber sole . Pr.	1	1	
9	Anklets Web . . . Pr.	1	1	
10	Shorts O.G. . . .	1	1	
11	Bags Kit Universal	1	
12	Jersey Pullover	1	1	Where necessary
13	Laces leather . . . Pr.	1	1	
14	Lines bedding	1	
15	Socks Worsted . . . Prs	4	2	
16	Titles shoulder . . . Pr.	1	1	
17	Towls Hand	4	2	
18	Great Coat Universal	1	1	
19	Water Proof Coat	1	1	
20	Battle Dress Warm	1	1	Where necessary
21	Ties	2	2	Where necessary

APPENDIX XVII—*Contd.*

1	2	3	4	5			
22	Shirts Cotton Khaki	.	.	.	2	2	If Battle Dress worn.
23	Badges of rank	.	.	Set	2	2	
24	Stocking	.	.	Prs	2	..	
25	Shoes	.	.	Prs	2	1	
26	Shirts Flannel..	.		2	..		

“*Note*—Lady Medical Officers of the Territorial Army will provide themselves with uniform and equipment as laid down in SAO 10/S/53 as amended from time to time”.

APPENDIX XVIII

SCALE OF PERSONAL EQUIPMENT TO BE MAINTAINED
BY OFFICERS AND JUNIOR COMMISSIONED OFFICERS

Item No	Item	Scale	Remarks
1	2	3	4
1	Attachment Brace W.E. Patt'37.	2	
2	Belt Waist W.E Patt'37 Normal	1	
3	Bottle Water	1	
4	Braces W.E. Patt'37 Large or Small	2	
5	Carrier Water Bottle W.E. Patt'37	1	
*6	Case Pistol.	1	
7	Haversack W.E. Patt'37 Othet Ranks.	1	
8	Haversack W.E.Patt'37 Officer	1	
9	Packs	1	
*10	Pouches Amunition Pistol Patt'37	1	
11	Starps shoulder, Haversack W.E. Patt'37 Right	1	
	Starps shoulder, Haversack W.E. Patt'37 Left.	1	
12	Starps Web supporting	2	
13	Mess Tins	1	
14	Cover Mess Tin	1	
*15	Lanyard Pistol.	1	
16	Blanket, Barrack	3	
17	Net Mosquito, Universal, O.G.	1	
18	Mug Enamelled	1	
19	Duree	1	
20	Whistle with strap	1	
	OFFICERS ONLY		
21	Map Case	1	

APPENDIX XVIII—Concl.

1	2	3	4
22	Lantern Hurricane . . .	1	
23	Bedstead Camp, Officers . . .	1	
24	Valise Camp, Officers. . . .	1	
25	Basin and Bath Camp, Officers Set . . .	1	
26	Chair Camp, Officers	1	

*Will be authorised if armed with pistols, otherwise sten gun magazine pouches will be authorised.

“*Note*—Lady Medical Officer of the Territorial Army will provide themselves with uniform and equipment as laid down in SAO 10/S/53 as amended from time to time”.

APPENDIX XIX
BASIC SCALE OF CLOTHING AND NECESSARIES FOR
WARRANT OFFICERS, OTHER RANKS AND
NON-COMBATANTS (ENROLLED)

N.B.- When embodied for Service T.A. personnel will receive the same Clothing and Necessaries as are admissible to regular army personnel.

Serial No.	Item	Scale	Remarks
1	2	3	4
1	Blouse Cellular O.G.	2	
2	Trouser Drill O.G pr	1	Personnel of Urban Units are entitle pair additional pair of Trousers.
3.	Boots Ankle (with laces) pr	2	
4	Hats F.S.	1	Not for Sikhs.
5	Beret	1	Not for Sikhs.
6	Pag-Sikhs	1	For Sikhs only.
7	Pagri O.G	1	For Sikhs only.
8	Anklet Wed pr	1	
8-A	Pagari Coloured	1	For Sikhs only.
9	Shorts O.G pr	1	
10	Bags Kit universal	1	
11	Bucket Brass Nickel plated	2	
12	Buckle Nickle plated prongless	1	
13	Housewife	1	
14	Laces leather. . . . pr	1	
15	Socks Worsted prs	2	
16	Title SHOULDERS	2	
17.	Towel Hand	1	

APPENDIX XIX— *concl.*

1	2	3	4
18	Badge cap }	1	If entitles initial issue and replace- ments
19	Medal Bars }		
20	Medal Bibbon }	..	

APPENDIX XX

PERIOD OF WEAR OF VARIOUS ARTICLES OF CLOTH-
ING AND NECESSARES ISSUED TO W.Os & O.R. OF THE
TERRITORIAL ARMY

Serial No	Article	Period of Wear (in Years)
1	Blouse Cellular O.G.	2
2	Trouser Drill O.G.	3
3	Boots Ankle	4
4	Hat F.S.	3
5	Beret	5
6	Chaplis	3
7	Pag Sikh	5
8	Pagri O.G.	3
9	Anklets Web	4
10	Shorts O.G.	3
11	Bags Kit Universal	8
12	Buckle Brass Nickle Plates	8
13	Buckle Brass Nickle Plated Prongless	8
14	Housewife	2
15	Leaces Leather	1
16	Socks Worsted	2
17	Titles Shoulder	4
18	Towels Hand	3
19	Badge Cap	5
20	Medal Bars	10
21	Medal Ribbon	2

Note—(a) The period of wear shown herein is for one article Only. In cases where the scale is more than one, the period of wear will be multiplied by the number authorised. But the free replacement of one of the article is admissible after the lapse of the normal life of one article, the free replacement of the second article is admissible after the lapse of the normal life of the two article and so on. Article worn out before the period of wear has expired, may be exchanged free of charge if, in the opinion of the commanding officer, the articles are worn out or damaged by fair, wear and tear.

(b) The Permanent Administrative and Instructional Staff will be on the same system as prevailing in the regular army as regards the initial issue, maintenance and replacement of clothing.

APPENDIX XXI

ADDITIONAL ITEMS OF CLOTHING AND PERSONNEL
EQUIPMENT

Items require for special roles Scale of Clothing

Serial NO	Description of stores	Scale
1	2	3
1	Tins Dubbin Protective	1
2	Dubbin Protective Ozs	2
3	Blankets Barrack	1
4	Nets Mosquito	1
5	Combs Hair	1
6	Disc Identity Stainless Steel Oval	1
7	Disc Identity Stainless Steel Round	1
8	Cord Disc Identity Inches	38
9	Drawers Cotton Short O.G. For I.T. (other than Sikhs)Prs	2
10	Drawers Cotton Short OG for Sikhs Prs	2
11	Jersey Pullover O.G.	1
12	Lines Bedding	1
13	Durrie 6' x 3'	1
14	B.D. Trousers Drill OG, 1943 Patt. Prs	1
15	Vests Cotton No	1
16	Shoes Canvas Pr	1

(a) Items required for special released Scale of clothing as laid down in Army instruction 14/8/65 and if any other authority will be issued to units of the Territorial Army when called out for Internal Security duties during annual camp of Provincial units and training in an annual camp of Urban units or when attached to Regular Army units/Courses of instruction and for voluntary training or when serving on the permanent staff of TA units. Such issues will be restricted to the absolute minimum and will be confined to stores available, from stocks

only. In addition, they will also be authorised the following items which though otherwise authorised, are not included in AI 14/S/65;

(i) Tin Dubbin Protective	1
(ii) Dubbin Protective Ozs	2
(iii) Blanket Barrack	1
(iv) Net Mosquito	1

Note— E.I Clothing including Short great Coats be issued on “as required” basis in confirmation with the scale as laid down for the Regular Army.

APPENDIX XXII

SCALE OF ACCOMMODATION FOR TERRITORIAL ARMY

UNITS

Serial No Units	Item of Accommodation	Urban units	Provincial
1	2	3	4
1	Band Prattice Room	A room in the barrack 400 Sq.ft.	Nil
2	Drill Shed	120' X 30' for a major unit 6 sq. ft. per man for minor units, to be provided where necessary.	Nil
3	Garages, repair bays and connected works	'A' vehs-30' X 16'.3 ton 30' X 12', 15 Cwt vehs 15' X 12'. No special provision for motor cycles. Office-100 sq. ft. per 15 vehs. Tech stores 160 sq.ft. per 15 vehs. Repair bays 10 per cent for garages for class 'B' vehs. 20 per cent for garages for class 'A' vehs. NOTE— Garages for Smaller Dimensions may be provided for smaller vehs.	As for Urban
4	Shed for Guns and Radar Urban Units.	As per scales laid down in Govern- ment of India Ministry of Defence letter No 42142/Q3W iii/997-W/D (works), dated 25 th April 1956.	As for

- 5 Offices Regtl for permanent establish- 31 units-16ft.high,average 60 sq.ft. As for
Urban Units. ment only. per unit.
- 6 Office Coy/Squadron/ Bty for per- 8 units-16 ft. high,average 60 sq.ft As for
Urban Units. manent establishment only. per unit.
- 7 Institutes Upto 750 men—3sq.ft.perman For permanent
staff only, 750— 1000 men 3000 sq.ft. scale to be as for
Urban Units

For smaller units i.e. less than 250 men, the area per men may be increased by 50 per cent at the discretion of the GOC-in-C and if for administartive reasons it is not possible to amalgamate, the minimum provision will be 480 sq.ft.

- 8 Ranges Existing ranges to be used. Where As for
Urban Units. none exists both long and short
ran- ges to be provided.

- 9 Quater Guard and Cells As for
Urban Units

Over 600 men	351-600 men	100-350 men	Un-der 100 men
1.305sq.ft.	870sq.ft.	580sq.ft.	290sq.ft.
435 sq.ft.	290sq.ft.	217sq.ft.	145sq.ft.
3	2	2	1

Guardroom

Detention Room

Cells each 100 sq.ft.

APPENDIX XXII-Cond

Serial No	Items of Accommodation	Urban Units	Provincial Units
1	2	3	4
10	Armourer	2 sq.ft per rifle. Approx 15 sq. ft./LMG Motar 1-4:30 sq.ft. with a minimum 90 .ft. 5-8: 20 sq.ft. with a minimum of 120 sq. ft.,9 and upward 15 sq.ft. with a minimum of 100 sq.ft.	As for Urban Units.
11	Armoury Workshop	100 sq.ft.	100 sq.ft.
12	Ammuntion Kot	¼ sq.ft. per rifle with a minimum of 80 sq.ft and 1 ½ sq.ft. per auto-matic weapon and mortar.	As for Urban Units.
13	Generals Stores	720 sq.ft. per 2 Coys or equivalent.	720 sq.ft. per 2 Coy or equivalent.
14	Coy, Sqn,or Bty Stores	2sq.ft. per man	2 sq.ft. per man.
15	Parade Ground	450' X300' for major Units 420X 240' for small units.	As for Urban Units.
15A	Play ground	360' X 240' Major units.	As for Urban Units.
16	Quarter for permanent staff only	For administrative and instructional staff.	For Administrative staff

(a) Married Officers Units.	Captain and above 75% of the es- tablishment **. Subalterns 33 ½ % of the establish- ment.	Scales as for Urban
(b) Single Officer**	Captain and above 25% of the es- tablishment** Subalterns 66 2/3 of the establish- ment.	Do.
(c) Mess for officers	Mess 23-30 members- 3400 sq.ft. 11-15 members- 2200 sq.ft. 7-10 members-1016 sq.ft. 4-6 members -654 sq.ft.	Do.
NOTE—A separate mess will not be provided for less than 4 officers. Billiard Room 1 table each.		

(Note—The scales for Family accommodation laid down in SAO 10/S/86 will now apply).

**These scales are for planning purposes but officers will be allotted married/single accommodation on station seniority as applicable to Regular Army.

APPENDIX XXII-*Concl.*

Serial No Units	Items of Accommodation	Urban Units	Provincial
1	2	3	4
	(d) JCOs married	100% JCOs Quaters	Scales as for
Urban Units.	(e) Mess/Club JCOs	15-20 members-1305 sq.ft. 11-14 members-1015 sq.ft. 4-10 members-781 sq.ft. NOTE-No separate Mess/Club will be provided for less than 4 JCOs	Do
	(f) NCOs & ORs (Married)	14% ORS family Qrs.	Do
	(g) NCOs & ORs (Single)	Barrack accommodation ORS-54 ft. per man.	Do
	(h) Cookhouse for single men	Havildar-110 sq.ft. per man 1-50 men-580 sq.ft. 51—100 men—725sq.ft. 150men—1420sq.ft. 300men—2406sq.ft.	Do Do
	(i) Dining halls	9 sq.ft. per man	Do
	(j) Bath Rooms	4%	Do
	(k) Latrines	10%	Do

(l) Urinals	4%	Do
(m) Caretakers and Followers	100%	Followers	Qrs with bathrooms,			Do
			latrines and urinals in Bvlocks.			
17 Ancillaries for units—						
(a) Cookhouses	1-50 men-580sq.ft.
51-100 men						725 sq.ft. 150 men-
1420 sq.ft.						300 men—2406 sq.ft.
(b) Bath-shower and foot bath.	4% of establishment
plus two or one						in each bath house
for Daffadars and						
			Havildars for large or small units			
					respectively.	
(c) Latrines	4%	These will be provided near the				10%
			parade ground			
(d) Urinals	4%
(e) P.A. Rooms		145 sq.ft. per Inf.
Bn or equivalent.						

SPECIAL SCALES OF ACCOMMODATION FOR TERRITORIAL ARMY SINGLE UNITS

A raised platform (movable) will be provided at one end of each lecture room.

Serial No	Items of accommodation	Normal area	Normal	Special
Fittings detail		sq.ft. 3	height	
1	2	3	4	5
1	Comn Z Sig Regt (TA) (Corp Sig Regt TA)			
	4 Lecture Rooms (each)	600	B	
	4 Traffic training room (each)	220	B	
	1 Telephone exchange room	220	B	
	3 Tech store rooms	220	B	(Racking)
	1 Charging room (with partition between or equivalent charging set and switch board batteries etc.) /wide 3'6''high and length as required.	480	B	Glazed earthenware topped bench 2 and
2	Bde Sig Sec (TA)/HQ Sig Arty (AA) Sig Sec (TA)/HQ AA Bde Sig Sec (TA)/ Med/Fd/ Hy Regt Sig Sec (TA)/AA Ops Room Sig Sec (TA)			
	1 Lecture room	400	B	
	1 Lecture room	300	B	As for Comn Z Sig
Regt (TA)	1 Charging room	100	B	(Racking)
	1 Tech Store room	228	B	

3.	Light Armoured Regt Sig Sec/Hy Lt AA Regt (Arty) Sig Sec			
	Lecture Room	400	B	
	Charging Room	100	B	
	Tech Store Room	220	B	
4	Indep Sig Coy (TA)			
	2 Lecture Rooms	1200	B	
	2 Traffic Rooms	440	B	
	1 Telephone Exchange Room	220	B	(Racking)
	1 Tech Store Room	220	B	
	1 Charging room with facilities for equivalent top- charging off mains	240	B	(Glazed earthenware or ped bench if required).

APPENDIX XXIII

SCALE OF TENTAGE FOR CAMPS

Purpose	I.P. Private	I.P. 81.647 Kg,	I.P Store
1	2	3	4
50.802 Kg	Remarks		
5	6		
1 Living accommodation per officer Lt	(i) One per three officers below the rank of Major and above	One per officer of the rank of Major	..
(a) Officers above in addi- tion to 31.647 Kg tent. measure untill such time as I.P. private tents become available.			(i) One Col and
The scale as per Cols 3 and 5 is only a temporary rank of Major			
per Officer be- rank of Major	(ii) One per two Major
..	(iii) One per Officer Lt Col and above
..			
(b) JCOs & W.Os .. Sub Maj One per 50.802 Kg tent	1 per 4 J.C.Os.	1 per 2 J.C.Os and W.Os.	1 per
for Sub Maj on either scale.			
(c) O.Rs. and N.Cs (E)	1 per 10 men	1 per 8 men	..
..			
2 Miscellaneous	Sufficient to provi-	Sufficient provide	..
(a) Hospital Medical authorities will only accept 81.647 Kg. as a last resort as they are entirly unsuitable.	de accn for 5% of the unit strength of 8 beds per tent	accn for 5% of unit strength at 2 beds per tent	..
(b) Guard	1 per 8 men or less forming a guard or picquet	1 per 6 men or less forming a guard or picquet	..
(c) Officer's Mess	1 per 8 Offrs	1 per 4 Offrs	..
..			
(d) J.C.Os & W.Os. Mess	1 per 8 J.C.Os and W.Os or less	1 per 6 J.C.Os and W.Os	..
(e) Dining	1 per 72 O.Rs or less	1 per 36 J.C.Os and W.Os	..
..			
..			



(f) Workshop	1 per 200 strength	1 per 100 strength
..	or less	or less		
(g) Guard Detention Room	1 per 100 strength	1 per 50 strength or
..		less		
(h) Stores .	1 per 150 strength	1 per 75 strength or
..	or less	less		
(i) Gun park stores .	1 per battary	2 per battary
..				
(j) Band Gymnasium .	1 per Cavalry or	2 per Cavalry or
..	infantry unit	Infantry unit		
(k) Offices	1 per 200 men or	1 per 100 men
81.647 Kg tent for units	less but excluding	1 per unit of less		
less than 100 strength	Units of under 100	than 100 strength		
on either scale.	strength			
(l) Recreation Room .		1 per 100 men.	1 per unit of 200	..
81.647 Kg. tents to be			strong.	
Regt Institute			2 per unit of	
issued if I.P. stores not			200 to 400 strong	
available.			400 to 600 and	
			above strong.	
(m) Wash houses or Bathrooms ..		1 per 4 Officers	..	1 per 4 Officers,
(i) 81.647 Kg, tents	1 per 60 O.Rs	issued if 50.802 Kg		1 per 50 ORs.
	1 per 4 Private tents	tent are not available.	1 per 3 private tents	
		allowed for the		allowed for the
Hospital		hospital		
(ii) Unserviceable tent				
will be demanded.				
(n) Cook houses .		1 per 50 O.Rs
(i) 81.647 Kg. tent to		1 per 3 tent allowed		
be issued on either			for Hospital	scale.
(ii) Unserviceable tents				
will be demanded.				

APPENDIX XXIII—Contd.

Purpose Remarks 1 6	I.P. Private 2	I.P. 81.647 Kg, 3	I.P Stores 4	50.802 Kg 5	
(o) Latrines 81.647 Kg. tents to be if 50.802 Kg. not available. Unserviceable tents	..	1 per 300 men or less for covering lat- rines 1 per hospital	..	1 per 200 men or less for coving latri- nes 1 per hospital	(i) issued tents are (ii)
	will be demanded.				
(p) Forage store Kg. tents to be on either scale.	..	1 per 100 animals	81.647 issued
(q) Harness or saddle room DO	..	1 per 26 animals	
(r) Ration Issue Tents Kg. tents to be on either scale.	..	1 per 400 men ex- cluding units with less than 200 men		1 per 200 men	81.647 issued
Screen Latrine 1 per 40 men or less plus 1 tent latrine authorised.					

NOTES

1. The scale of tentatge above are based on the maximum quantities admissible for the purpose shown. Tents will not be utilised for any other purpose than that for which authorised and, where the scale is in excess of requirements only the tents actually required will be demanded.
2. Part worn tents will always be demanded for standing camp. Indents will be accompanied by a copy of the order authorising the camp. The indent will show the actual number and ranks of men in camp (excluding those on detached duty) and also the number and ranks of men accommodated in huts or buildings.
3. One Lantern and one Empty Tin Kero Oil or Ghee for each I.P. Private 81.647 Kg. tent may be demanded if required. Empty tins Kero Oil or Ghee will be demanded from A.S.C. under the authority on para 142(d) of A.S.C. Regs 1950.

APPENDIX XXIV

STATEMENT SHOWING CENTRALLY CONTROLLED HEADS AND THE AUTHORITY RESPONSIBLE FOR THE CONTROL OF EXPENDITURE AND INITIAL PREPARATION OF THE BUDGET UNDER MAIN HEAD 2—TERRITORIAL ARMY—OF DEFENCE SERVICES ESTIMATES—EFFECTIVE

Sub and Minor Heads for control of preparation of	Detailed Heads	Authority responsible expenditure and initial budget
1	2	3
1. Territorial Army	1. Pay and allowances* of Establishment	
General	2. Pay and allowances of Trainees	Adjutant
	3. Transportation charges of trainees	

*Pay and allowances of the Regular Army personnel attached to the Territorial Army are compilable to Main Head 1-A under the appropriate corps to which the personnel belong.

! Transportation charges of Instructors are compiled under Main Head 4-A.

APPENDIX XXV

STATEMENT SHOWING LOCALLY CONTROLLED HEADS, THE AUTHORITIES
RESPONSIBLE
FOR THE CONTROL OF EXPENDITURE AND THE PREPARATION OF THE BUDGET
AND THE CHANNEL THROUGH AND THE DATES ON WHICH THE ESTIMATES ARE
TO BE SUBMITTED UNDER MAIN HEAD 2—TERRITORIAL ARMY—OF DEFENCE
SERVICE ESTIMATES—EFFECTIVE

Sub and Minor Heads Date of receipt	Detailed Heads	Authority at Headquarters	Officers responsi- ble for initial pre- paration of bud- get.	Date of receipt in Controller of Defence Accounts officer of budget for next year.	in
1	2	3	4	5	6
Army Head- quarters etc. of budget for next year.	3 Miscellaneous expenses 5 Incidental charges grant	Director, Territorial Army	General Officer Commanding in- Chief, Commands	10 th October	30 th

APPENDIX XXVI

DISABILITY PENSION AND GRATUITIES

A. Disability Pension

(Will be published later)

B. Terminal Gratuity

1. All officers, JCOs other ranks and NCs(E) commissioned/enrolled in the Territorial Army (excepting civil Government servants holding permanent appointments), who were in the Territorial Army on the 30th March 1955 or who joined it on or after that date will be eligible for terminal gratuity at the rates and under the conditions given below :-

2. *Officers and JCOs*

Rate of terminal gratuity and conditions governing the grant-

(a) Terminal gratuity will be admissible to only such officers and JCOs of the Territorial Army as have completed either a minimum of five years of aggregate embodied service (which for this purpose will include the period spent on training under TA Act Rule 18) or 10 years engagement in TA (combined embodied and non-embodied service) at the rate of one month's pay (Pay for this purpose is not to exceed *Rs. (1500 per month) for each aggregate year of embodied service, subject to a maximum of fifteen months' pay or *Rs. 22,500 whichever is less.
*(Auth—CS No 261/1/84)

(b) Subject to the service rendered being certified by the prescribed authority (*vide* para 4 below) to have been satisfactory, terminal gratuity will be admissible to Officers and JCOs on retirement, or discharge as the case may be, for the following causes :-

- (i) On disbandment/re-organisation/inter-zonal transfer of unit, provided there is no other unit to which the Officer/JCO can be transferred, or his consent to a transfer is necessary under the rules and he refuses to consent thereto.
- (ii) On reaching the retiring age as prescribed in Rule 14 (c).
- (iii) On being declared medically unfit for further service subject to the provision of sub para (c) below.

(iv) On completion of tenure of appointment or service limits;
or

(v) When services are no longer required other than for disciplinary reasons (in case of JCOs only).

(c) In case of termination of service on account of medical unfitness, the terminal gratuity will be payable only if the officer/JCO does not qualify for disability pension.

(d) In the case of pensioners (both civil and military) serving in the Territorial Army, the gratuity will not be payable for any period of service in the Territorial Army during which pension continues to be drawn, except in the case of civil pensioners whose pay is fixed after deducting the amount of pension including the commuted portion if any, under the provisions of para 187. No gratuity will, however, be payable to any retired commissioned officer or retired civilian Gazetted officer irrespective of whether their pension is held in abeyance or not.

Pay for Assessment of Terminal Gratuity—

In the case of officers, terminal gratuity will be assessed on the pay on the substantive rank last held. In the case of JCOs, pay for assessment of terminal gratuity will consist of—

- (a) Basic pay of the substantive rank last held; and
- (b) Dearness allowance appropriate to the emoluments of the substantive rank last held.

3. *OR and NCs(E)—*

Rate of terminal gratuity and conditions governing its grant—

The provisions of para 2 above will also apply to other ranks and NCs(E) of the Territorial Army, except that terminal gratuity will be admissible on discharge for the following cause :--

- (i) On become entitled to receive discharge under TA Rules.
- (ii) On being declared medically unfit for further service, provided the OR/NCs(E) does not qualify for disability pension.
- (iii) When services are no longer required other than for disciplinary reasons.

Pay for Assessment of Terminal Gratuity—

Pay for the purpose of assessment of terminal gratuity in the case of other ranks and NCs(E) will consist of :-

- (a) Basic pay (including deferred pay) of the substantive rank last held.
- (b) Rank/appointment pay of the substantive rank last held.
- (c) Increment of pay.
- (d) Good service pay; and
- (e) Dearness allowance appropriate to the emoluments of the substantive rank last held.

4. *Prescribed authority for certifying that service rendered is satisfactory for purpose of grant of terminal gratuity.*

- (i) In the case of an officer -- Director, Territorial Army, Army Headquarters.
- (ii) In the case of JCOs, OR and NCs(E) -- The Officer Commanding; the Sub-Area or equivalent Commander or in the absence of such formation, the Area or equivalent Commander, appropriate to the location of the unit of the individual.

*****APPENDIX XXVII**

**Grant of Service Pension/Gratuity to TA Officers, JCOs/ORs other than
Civil. Govt. Servants and Civil Pensioners**

1. *Pension*:-- Service pension to TA Officers and JCOs/ORs (other than Civil Government servants and Civil Pensioners), who have a minimum qualifying aggregate embodied service of 20 years in the case of officers and 15 years in the case of JCOs/ORs will be admissible as indicated below :--

(a) Former qualifying regular service in Army, Navy and Air Force in any rank will be counted to the same extent as admissible to the regular Army personnel.

(b) The weightage added to the qualifying service of regular Army personnel will not be allowed in the case of Territorial Army personnel.

(c) The qualifying embodied service, as mentioned above, may be continuous or rendered in broken spell. For calculating the total embodied service, the breaks in embodied service due to disembodiment, will be treated as condoned but the period of breaks itself will not be treated as qualifying service for pension. Where qualifying, embodied service has been rendered in broken spells, five per cent cut will be imposed on the pension of those JCOs/ORs, who have completed 15 years or more of aggregate embodied service, but have not completed 20 years of aggregate embodied service.

2. (a) Officers, JCOs and ORs who had formerly served in the regular Army, Navy and Air Force and are now serving in the Territorial Army will have the option either :--

(i) to continue to draw military pension and retain gratuity received on discharge from military service in which case their former military service shall not count as qualifying service for pension under these orders.

OR

(ii) to cease to draw pension henceforth and refund the service pension already drawn during the TA service and gratuity, including DCRG, if any, already drawn for the previous military service and count the previous military service as qualifying service for grant of pension etc, under these orders. In the case of TA personnel who have already retired, the service pension drawn during the TA service and gratuity, including DCR gratuity already drawn for previous military service will be adjusted by deduction from the DCR gratuity admissible under these orders.

- (b) The option above shall be exercised at the time of enrolment in *TA. In the case of serving TA personnel and retired personnel* covered by these orders, the option shall be exercised within six months. Option once exercised shall be final. If no option is exercised within the period referred above the TA personnel shall be deemed to have opted for clause (i) of para 2(a) above.
- (c) In the case of Officers, JCOs/ORs who opt for 2(a) (ii) above, the provisions of the TA Regulations, para 187(b) (i) and (ii) will not apply. In case they do not complete the minimum qualifying service for TA pension, even after including former military service, they shall be granted terminal gratuity at the prescribed rates. Terminal gratuity shall not be paid for the embodied service in addition to service pension and DCR gratuity admissible under the provisions of this regulation.
3. (i) Territorial Army pensioners covered by these orders will also be entitled to commute their pension in accordance with the rules and orders, applicable to the corresponding ranks in the regular Army.
- (ii) Death-cum-retirement-Gratuity and ordinary Family Pension will be admissible, as applicable to the Regular Army.
- (iii) Periodic Relief, sanctioned from time to time, for pensioners of the Regular Army, will be payable to TA pensioners also on the same basis/scale.

*** (Auth—CS No 266/1/86)

APPENDIX XXVIII**INDIAN ARMY FORMS PECULIAR TO THE TERRITORIAL ARMY**

IAF(TA)-1	Application for enrolment.
IAF(TA)-2	Budget Estimate, Centrally Controlled heads.
IAF(TA)-3	Budget Estimate, Locally Controlled heads.
IAF(TA)-4	Annual Inspection reports.
IAF(TA)-5	Weapon Training return.
IAF(TA)-6	Discharge Certificate.
IAF(TA)-7	Mileage and Subsistence Allowance Forms.
IAF(TA)-8	Distinctive Coloured envelopes for use in sending out orders for embodiment to members of the T.A.
IAF(TA)-9	Application for the grant of Commission as officers in T.A.
IAF(TA)-10	Notification of change of address.
IAF(TA)-11	Notice for calling up.
IAF(TA)-12	Certificate for proficiency in trades—All Arms.
IAF(TA)-13	Register of miscellaneous charges.
IAF(TA)-14	Application for the grant of JCO Commission in T.A.
IAF(TA)-15	Paramount Cards.
IAF(TA)-16	Ledger Account.
IAF(TA)-19	Territorial Army Medal or Clasp.
IAF(TA)-20	Territorial Army Decoration.

Note—Forms for reports and returns, as applicable to corresponding units of the Regular Army, will be used.

APPENDIX XXIX

REGULATIONS GOVERNING THE AWARD OF THE TERRITORIAL ARMY DECORATION AND THE TERRI- TORIAL ARMY MEDAL

TERRITORIAL ARMY DECORATION

1. The decoration shall be styled and designated the “TERRITORIAL ARMY DECORATION”.

2. The decoration shall be oval in shape, made of Silver. On the obverse it shall have a lotus wreath along the rim, a five pointed star in Gold gilt embossed in the centre and the State Emblem in Gold gilt resting on the upper point of the star. On the reverse it shall have a lotus flower with buds and leaves embossed in the center and the words “
“ in the form of an arch above it. A sealed pattern to the Decoration shall be deposited and kept.

3. The decoration shall be suspended from a Silver bar brooch, with the word “TERRITORIAL” embossed thereon, by a silk ribbon 3.175 centimetres in width. The ribbon shall be divided into 5 stripes by 4 white vertical lines. The stripe in the centre shall be orange and the other four stripes blue. The width of the orange stripe shall be double than that of a blue stripe. The orange colour denotes renunciation and sacrifice, blue devotion and white purity.

4. The decoration shall be an award to Commissioned Officers of the Territorial Army for 20 years meritorious service of proved capacity. The qualifying service shall be reckoned in accordance with the conditions herein after mentioned.

5. The following service shall count as two-fold qualifying service :-
 - (a) The period of commissioned service rendered in a theatre of war by an Officer of the late Indian Territorial Force or the late Auxiliary Force (India) during the period 3rd September 1939 to 2nd September 1945;

 - (b) Embodied commissioned service in India by an Officer of the late Indian Territorial Force or the late Auxiliary

Force (India) during the period 3rd September 1939 to 2nd September 1945; and

- (c) Embodied commissioned service in the Territorial Army during an emergency declared by Government.

6. The following service shall count as single qualifying service:-

- (a) Commissioned Service in the Territorial Army;
- (b) Commissioned Service in the late Indian Territorial Force or on the active list of late Auxiliary Force (India) during the period 3rd September 1939 to 2nd September 1945;
- (c) Commissioned Service in the Army, the Navy and the Air Force during the period 3rd September 1939 to 2nd September 1945;
- (d) Commissioned Service in the Army, the Navy and the Air Force during an emergency declared by Government;
- (e) Service rendered as a Junior Commissioned Officer, Non-Commissioned Officer or Other Ranks in the Army and equivalent ranks of the Navy and the Air Force in a theatre of war during the period 3rd September 1939 to 2nd September 1945;
- (f) Embodied service as a Junior Commissioned Officer, Non-Commissioned Officer or Other Ranks of the Indian Territorial Force or the Auxiliary Force (India) during the period 3rd September 1939 to 2nd September 1945;
- (g) Embodied service as a Junior Commissioned Officer, Non-Commissioned Officer or Other Ranks in the Territorial Army during an emergency declared by Government.

7. The following service shall count as half-qualifying service:-

- (a) Service as a Junior Commissioned Officer, Non-Commissioned Officer or Other Ranks in the Territorial Army other than that covered by clauses sixthly and seventhly;
- (b) Unembodied service as a Junior Commissioned Officer, Non-Commissioned Officer or Other Ranks in the late

Indian Territorial Force or on the active list of the late Auxiliary Force in India, during the period 3rd September 1939 to 2nd September 1945;

- (c) Service as a Junior Commissioned Officer, Non-Commissioned Officer or Other Rank in the Army or equivalent rank in the Navy and the Air Force during the period 3rd September 1939 to 2nd September 1945; and
- (d) Service rendered as a Junior Commissioned Officer, Non-Commissioned Officer or Other Ranks in the Army or equivalent ranks in the Navy and the Air Force during an emergency declared by Government.

8. No period of service in the force in which an officer qualified for the Efficiency Decoration shall be reckoned as qualifying service for the Territorial Army Decoration.

9. Service requisite to qualify for the decoration shall not necessarily be continuous service.

10. An officer already in possession of the Efficiency Decoration or any Long Service and Good Conduct Medal or Efficiency Medal and Clasp shall be eligible to receive the Territorial Army Decoration and to wear them provided that he has completed the full period of qualifying service for such awards and that no qualifying service towards one award is permitted to count towards the other.

11. The miniature decoration which may be worn on certain occasions by those to whom the decoration is awarded shall be half the size of the decoration and a sealed pattern of the miniature decoration shall be deposited and kept.

**12. The President may cancel and annul the award of the decoration to any person and he shall be required to surrender the decoration; but it shall be competent for the President to restore the decoration subsequently when such cancellation and annulment has been withdrawn.

**13. It shall be competent for the Government to frame such instructions, as may be necessary, to carry out the purpose of these ordinances.

**(Auth—CS No 1/7/82)

TERRITORIAL ARMY MEDAL

1. The Medal shall be styled and designated the “TERRITORIAL ARMY MEDAL”.
2. The medal shall be oval in shape, made of Silver, with a fixed fitting for the ribbon in the form of two leaves and a scroll on which shall be embossed the word “TERRITORIAL”. On the obverse, it shall have embossed the State Emblem and on the reverse the inscription. The award
of a clap to the medal shall be denoted by a bar with the ASHOKA CHAKRA embossed in the centre to be worn on the ribbon of the medal. A sealed pattern of the medal shall be deposited and kept.
3. The medal shall be suspended by a ribbon of dark blue silk, 3.175 centimeters in width. It shall be divided into six equal strips by five vertical lines. The central vertical line shall be orange in colour and the remaining four lines shall be white. The orange colour denotes renunciation and sacrifice, blue devotion and white purity.
4. The medal shall be an award to Junior Commissioned Officers, Non-Commissioned Officers and Other Ranks of the Territorial Army for 12 years efficient service. The qualifying service shall be reckoned in accordance with the conditions hereinafter mentioned.
5. The following service shall count as two-fold qualifying service:--
 - (a) The period of service rendered in a theatre of war by a member of the late Indian Territorial Force or the late Auxiliary Force (Indian) during the period 3rd September 1939 to 2nd September 1945;
 - (b) Embodied service in India by a member of the late Indian Territorial Force or the late Auxiliary Force (Indian) during the period 3rd September 1939 to 2nd September 1945; and
 - (c) Embodied service in the Territorial Force during an emergency declared by Government.

6. The following service shall count as single qualifying service :--

- (a) Service in the Territorial Army;
- (b) Service in the late Indian Territorial Force or on the active list of the late Auxiliary Force (India) during the period 3rd September 1939 to 2nd September 1945;
- (c) Service in the Army, the Navy and the Air Force during the period 3rd September 1939 to 2nd September 1945; and
- (d) Service in the Army, the Navy and the Air Force during an emergency declared by Government.

7. A clasp to be worn on the ribbon of the medal, shall be awarded to those who having been awarded the medal complete a total of 18 years efficient service and a further clasp shall be awarded after completing 24 years service. When the ribbon is worn without the medal, the grant of clasps shall be denoted by the wearing on the ribbon of small Silver rosettees, one or more according to the number of clasps awarded.

8. No period of service in the force which has previously been counted for any Long Service, Good Conduct or Efficiency Medals/Clasps shall be reckoned as qualifying service for the Territorial Army Medal.

9. Service requisite to qualify for the medal shall not necessarily be continuous service.

10. The recipient of any Long Service, Good Conduct or Efficiency Medal and Clasps shall be eligible to receive the Territorial Army Medal and clasps and to wear them, provided that he has completed the full periods of qualifying service for such awards and that no qualifying service towards one award is permitted to count towards the other.

11. The miniature medal which may be worn on certain occasion by those to whom the medal is awarded shall be half the size of the medal and a sealed pattern of the said miniature medal shall be deposited and kept.

**12. The President may cancel and annul the award of the Medal to any person and he shall be required to surrender the Medal; but it shall be competent for the President to restore the Medal subsequently when such cancellation and annulment has been withdrawn.

**13. It shall be competent for the Government to frame such instructions, as may be necessary, to carry out the purpose of these ordinances.

** (Auth –CS No 1/7/82)

APPENDIX XXX-A

CIVIL EDUCATIONAL EQUIVALENTS (REF PARA 174(C))

State	English Anglo Certificate Vernacular Certificate	1 st Class Army Certificate	2 nd Class Army Tests	3 rd Class Army Vernacular/Ver-	Army Recruits Certificate
1	2	3	4	5	6
Hyderabad	(a) High School (b) Anglo Vernacular	X Class	IX Class	VIII Class	VI & VII Class
Madras	Anglo- Vernacular	VIII Standard or III Form	VII Standard or II Form	VI Standard or I Form	VI Standard or V Class
Bombay	English, Anglo- Vernacular or	V Standard Secondary	III Standard Secondary	II Standard Secondary	VI Standard or Primary Vernacular
Madhya Pradesh	(a) Indian English Middle School Exam	VIII Class (without English)
	(b) Indian Middle School Exam.	. .	VI Class
	(c) Primary School Exam.	IV Class	III Class

Bhopal	(a) Anglo-Vernacular Certificate (b) Vernacular Certificate	VIII Standard ..	VII Standard ..	IV Standard II Standard
Bihar	Vernacular	Senior Basic Standard or Middle Standard of new type.	Upper Primary Standard of new type	Junior Basic or Class IV of new type	Lower Primary Standard
West Bengal		VIII Class (High School)	VI Class (Middle School)	IV Class Upper English (Primary School)	II Class Lower Primary School
Assam	Anglo	VIII Class	VII Class	VI Class	IV Class
UP & Ajmer	(a) Anglo Hindustani (b) Hindustani	IX Class ..	VIII Class VII old or VIII new	VIII Class VI old or VII new	VI Class IV old or V new
East Punjab & Delhi	(a) Anglo Vernacular (b) Vernacular or Anglo Vernacular (c) Vernacular	IX Class VIII Class VI Class Primary
Standard					

APPENDIX XXX-B

LIST OF EXAMINATIONS CONSIDERED EQUIVALENT TO MATRICULATION EXAMINATION

1. Junior Examination of the Jamia Millia Islamia, Delhi.
2. Bensal (Science) School Certificate.
3. Indian Air Force Educational Test for re-classification to leading Aircraftsman.
4. Royal Air Force educational Test for reclassification to leading Aircraftsman.
5. Matriculation (Social Service) Certificate of the Punjab University.
6. Pass in the Entrance Examination of the SMDT Indian Women's University, Bombay.
7. Madras SLC Certificate with eligibility either for the University course of study or for service under the Government of Madras.
8. Bombay School Leaving Certificate.
9. High School Examination Certificate of the Rajputana University.
10. Indian Army Special Certificate of Education.
11. Higher Educational Test for the Indian Navy.
12. Senior Cambridge Certificate.
13. Delhi Higher Secondary School Certificate.

Note—This examination is definitely higher than Matriculation examinations of Indian Universities. A 10th class Certificate from a Higher Secondary School in Delhi/Simla is accepted by U.P.S.C. as equivalent to Matriculation.

14. Vernacular School Leaving Certificate (Burma), and Burma High School examination certificate with eligibility (in both cases) for the University course of study.

15. The examination for certificate issued by the Inter Provincial Board for Anglo-Indian and European Education to 9th Standard students who join the Forces.
 16. The Higher Secondary Technical Examination Certificate of the Delhi Polytechnic.
 17. European High School examination held by State Government.
 18. Ceylon Senior School Certificate Examination.
 19. School leaving Certificate Examination of the Government of Nepal.
- Note—School Leaving Certificate of the Punjab University is not accepted as equivalent to the Matriculation certificate.
20. Post War School Leaving Certificate Examination of Burma.
 21. Certificate granted by the East Bengal Secondary Education Board, Dacca.
 22. Advanced Class (IN) Examination.

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