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**MILITARY ENGINEER SERVICES
BANGLADESH ARMED FORCES**



**COMPENDIUM
OF
MES ROUTINE INSTRUCTIONS-2008**

**PART-I
ESTABLISHMENT**

Approved By

**MD ISMAIL FARUQUE CHOWDHURY
Major General
Engineer in Chief
July 2008**

Ltr No. 802/REV/RI/45/E-8

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Refs:

1. AHQ, E in C's Branch office order no. 150 dated 02-02-2007.
2. Board of officers submitted vide CMES (Air) Kurmitola letter no PF/80032/89/E-1 dated 29/05/2007.

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COMPENDIUM OF MES ROUTINE INSTRUCTIONS-2008



PREFACE

1. This Compendium is issued under the authority of Engineer in Chief and applies to the three services and inter services organizations. It was first issued in the year 1952 and then amended in 1962; it was revised again in 1990. Owing to the passage of time and due to changes after reorganization of the MES, certain amendments etc were needed to be made in the book. It has, therefore, been revised for the present edition 'July 2008' incorporating all amendments made to date.
2. MES officials at all level should ensure that these Instructions are strictly observed and all local orders are guided by the letter and spirit of these Instructions.
3. The compendium has been compiled under appropriate headings with a view to facilitate references to particular instructions.
4. This Compendium is of a permanent nature. The Compendium supersedes previous editions and all Routine Instructions issued hither-to-force.

July 2008
Dhaka Cantonment.

MD ISMAIL FARUQUE CHOWDHURY
Major General
Engineer in Chief
E in C's Br, AHQ.

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HISTORY OF MES

1. The first regular establishment of “Engineers” in India was formed in the Madras Army in 1748. On 23 March 1770 the Chief Engineer of Madras Engineers was in the rank of Lieutenant Colonel. From 1776 to 1818 Bengal Sappers and Miners existed in some form or the other in Bengal Army. On 19 February 1819 the Bengal Sappers and Miners consisting of six companies officially came into being. In 01 April 1862 the Bengal and Madras Engineers were amalgamated with the Royal Engineers of British Indian Army. The Royal Engineers were thereafter employed in the Department of Public Works or Railways or Survey. But from 1851 the “Public Works Department” was under civil control and no separate organization was considered necessary for military works. After 1860 there was a boom in the construction of civil works. A large number of civil engineers were engaged and military department began to lose proper control over military works. By 1871 the situation was so unsatisfactory that “Special Military Works Branch” of the Public Works Department was given the responsibility of the major works, and ten years later the branch was placed under the military control. In 1889 the “Military Works Department” took over all the military works in India. However, it was not until 1899 that this Military Works Department became entirely military in character and was officered by Royal Engineers. It was then named as “Military Works Services” and so it remained till 1923 when it was renamed as “Military Engineer Services” which continues till this day.

2. The senior Royal Engineer officer of MES in India was called the Director General of Military Works. In 1921, his title was changed to “Director of Works”. The engineer organization of the Army consisted of two main branches, viz, “Sappers and Miners” or Combat Troops and “The Military Engineer Services”. On 4 December 1923, the appointment of an Engineer in Chief as head of the Corps of Engineers was created to control both the branches.

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**MILITARY ENGINEER SERVICES
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**CHAPTER – 1
ABBREVIATIONS**

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ROUTINE INSTRUCTION NO 1/2008
USE OF ABBREVIATIONS IN CORRESPONDENCE WITH MES

Introduction

1. Abbreviations are used in Service writing to save time and space and to make the readers as well as the authors/writers task easier by avoiding unnecessary repetition of words or group of words. Originators of all forms of Service writing and correspondence must, however guard against rash and injudicious use of abbreviations which might sacrifice clarity for the sake of brevity. Abbreviations specified in sec-2 & sec-16 of JSSDM-2003 should be followed in all correspondence within MES. However some of the selected abbreviations are given in Annex-A to this RI.

General

2. The main list of authorized abbreviations is attached as Annex A to this section and it covers, in strict alphabetical order requirements for certain ranks and appointments, unit and formation titles and designations and general words and phrases that are likely to be in frequent use in Service writing in one or more of the 3 Services.

Standard English

3. There are other abbreviations widely used in written English which are largely standard. Where convenient, such abbreviations are used in Service writing without punctuation marks. Examples are as follows:

etc	pm	BA
eg	RSVP	BSc
ie	viz	Mr.
am	SOS	Mrs.

Military Qualifications

4. Certain group of letters denoting military qualifications are used when they refer to the qualification and not to the institution, eg awc, ndc, ndu, rcds, psc, te etc.

This supersedes RI No. 43 of 1990

ABBREVIATIONS**A**

Abbreviate	abbr
Above Ground Level	AGL
Above Mean Sea Level	AMSL
Above mention	a/m
Absent without Leave	AWOL
Accommodation	accn
Account	acct
Acknowledge	ack
Action	act
Actual Time of Arrival	ATA
Additional (ly)	addl
Address	adds
Addressed	addsd
Administer/Administration/Administrative	admin
Administrative Order	adminO
Advance	adv
Advance Trade Training	ATT
Advantage	advtg
Air Headquarter Maintenance Area	AHMA
Air Traffic Control	ATC
Air Traffic Control Centre	ATCC
Airfield	air fd
Allocate/Allocated/Allocation	alloc
Allotment	Alt
Allowance	allce
Alter Course	a/c
Alternate	altn
Alternating Current	AC
Altitude	alt
Ambulance	amb
Amendment	amdt
Ammunition	ammo
Annex	anx

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Annual Confidential Report	ACR
Annual Training Grant	ATG
Answer (s)	Ans
Appendix	appx
Appoint	appt
Appreciate	aprc
Approach	app
Approximate	approx
Area Finance Controller	AFC
Armament	arnt
Armed Forces Division	AFD
Armed Forces Institute of Pathology	AFIP
Armed Forces Medical Stores Depot	AFMSD
Armed Forces War Course	AFWC
Armour	armr
Army Aviation Unit	AAU
Army Dress Regulations	ADR
Army Headquarters	AHQ
Army Post Office	APO
Army Security Unit	ASU
Army Sports Control Board	ASCB
Army Training Instruction	ATI
Artillery	arty
As Soon as Possible	ASP
Assault	aslt
Assembly	assy
Assign	asg
Assistant	asst
Assistant Engineer	AE
Assistant Garrison Engineer	AGE
Attach	att
Attack	atk
Attend	Atnd
Attention	attn
Authenticate	authen
Authorize	auth
Automatic Data Processing	ADP
Annual Development Project	ADP

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Auxiliary	aux
Average	avg
Aviation	avn

B

Balance	bal
Bangladesh Air force	BAF
Bangladesh Armed Services Board	BASB
Bangladesh Army Order	BAO
Bangladesh Machine Tools Factory	BMTF
Bangladesh National Cadet Corps	BNCC
Bangladesh Naval Armament Depot	BNAD
Bangladesh Navy	BN
Bangladesh Navy Ship	BNS
Bangladesh Ordnance Factory	BOF
Bangladesh Rifles	BDR
Barrack	bk
Base Headquarters	BHQ
Base Supply Depot	BSD
Base workshop	BWksp
Basic Trade Training	BTT
Battalion	bn
Battery	bty
Beyond Economic Repair	BER
Beyond Local Repair	BLR
Binocular	bino
Bir Protik	BP
Bir Srestha	BS
Bir Uttam	BU
Board of Enquiry	BOE
Board of Inquiry	BOI
Board of Officers	B of O
Boundary	bdry
Bridgehead	brH
Brigade	bde
Broadcast	bro
Building	bldg
Butchery	bchy

C

Cadet	cdt
Calculation	Cal
Camouflage	cam
Canteen Stores Department	CSD
Cantonment	cantt
Capability	Cap
Care and Maintenance	C&M
Carpenter	Carp
Carry	carr
Cartridge	cart
Categorize	cat
Cavalry	cav
Central Ammunition Depot	CAD
Central Mechanical Transport Depot	CMTD
Central Officers Record Office	CORO
Central Ordnance Depot	COD
Central Processing Unit	CPU
Central Procurement Technical Unit	CPTU
Centralize, Centre	cen
Centre of Gravity	CG
Certify	cery
Chittagong Hill Tracts	CHT
Circuit	CCT
Circular	cir
Civil / Civilian	civ
Civil Affairs	CA
Classify	cl
Column	colm
Combat	cbt
Combine	comb
Command Post Exercise	CPX
Competent Technical Examiner	CTE
Commander in Chief	CinC
Commando	cdo
Commitment	cmt
Communicate	comm
Company	coy

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Comparative Statement	CST
Competent Financial Authority	CFA
Competition	empt
Composite	comp
Composition	Composn
Computer	com
Concealment	conct
Concentrate	conc
Conclude	concl
Confidential (ity)	confd
Confirm	cfm
Construct	constr
Contingency	contg
Continue	cont
Control	con
Conventional	conv
Conversation	cnsn
Cooperation	coop
Correspondence	corres
Corrugated Galvanized Iron	CGI
Course of Action	COA
Court of Inquiry	C of I
Cross	X
Cross road	xrd
Crossing	Xing
Cycles per second	cps

D

Daily Maintenance	DM
Daily Maintenance Allowance	DMA
Date	dt
Date-Time-Group	DTG
Debit Voucher	DV
Deficiency	dfc
Degree	deg
Deliver	del
Demand	dmd
Demi-official	DO

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Demolish	dml
Demonstrate	demo
Department (al)	dept
Deputy	Dy
Designate (s)	des
Detach	det
Develop	dev
Diagram	diag
Direct Support	DS
Director of Engineers	D Engrs
Directorate	dte
Discipline	discip
Discussion	Disc
Distance	Dstn
Distribute	distr
District	dist
Dockyard	Dyd
Document	docu
Dozen	doz
Draft for Approval	DFA

E

Education Training Grant	ETG
Education (al)	edn
Effect	eff
Electrical and Mechanical	E&M
Electrical and Mechanical Engineers	EME
Electronic Mail	e-mail
Element (al) (ary)	elm
Emergency	emg
Employ	emp
Enclose	encl
Engagement	engt
Engine	eng
Engineer	enr
Engineer Construction Battalion	ECB
Engineering	engg
Equipment	eqpt

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Equivalent	eqvt
Extra Regimental Employment	ERE
Establish	estb
Estimate	est
Etcetera	etc
Evaluate	eval
Examine	exam
Example	eg
Exchange	exch
Exclude	excl
Execute	exec
Exercise	ex
Expedite	xpd
External	extl

F

Facsimile	FAX
Field	fd
Field Intelligence Unit	FIU
Figure	fig
Financial Year	FY
Fire Fighting	F/F
Fleet Orders	FO
Flight	Flt
Follow	fol
Foot/feet	ft
Forward	fwd
Fragment	frag
Frequency	Freq
Fresh Ration Allowance	FRA
Fresh Water	FW
Function	fun

G

Gallon	Gal
Gallon per minute	gpm
Garrison	gar
Garrison Duty Officer	GDO
Garrison Engineer	GE

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Gasoline	gas
General Duties	GD
General List	GL
Generalize	gen
Government	govt
Grenade	gren
Ground	grd
Group	GP
Guard	gd

H

Head	hd
Headquarters	HQ
Heavy/Heavily	hy
Height	ht
Helicopter	hel
High Power	HP
High Tension	HT
History	hist
Hygiene	hyg

I

Identify	ident
Identity Card	ID
Immediate	imm
Improve	impv
In respect of	iro
Include	incl
Incorporate	incorp
Individual (ity) (ly)	indl
Infantry	inf
Inform	info
Information Technology	IT
Inspection	insp
Install	instl
Instruct	instr
Intensive Care Unit	ICU
Inter Services Selection Board	ISSB

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Intercommunication	intercom
Intermediate	intmed
International	intl
Introduce	intro
Issue Voucher	IV

J

Joint	jt (J in titles)
Joint Interrogation cell	JIC
Joint Operations Center	JOC
Joint Services Instructions	JSI
Joint Services Publication	JSP
Joint Services Staff Duties (Manual)	JSSD (M)
Junction	junc
Junior	jr

K

Kerosene	kero
Key Point	KP
Kilometer per hour	kph
Kilometer per Liter	kpl

L

Landing Area	LA
Landing Ground	LG
Landing Zone	LZ
Last Pay Certificate	LPC
Last Ration Certificate	LRC
Leader	ldr
leave	lve
Leave Ration Allowance	LRA
Letter	ltr
Light Machine Gun	LMG
Limited	ltd
Limited Tenders Method	LTM
Loose Minute	LM
Low Frequency	LF
Low tension	LT
Lubricate	lub

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M

Main Signal Office	MSO
Maintain	maint
Maintenance Area	MA
Maintenance Unit	MU
Major	Maj
Management	Mgt
Manual of Bangladesh Military Law	MBML
Map Reading	MR
Mark	mk
Maximize	max
Mechanical Transport Officer	MTO
Mechanized	mech
Message	msg
Mile per hour	mph
Miles per gallon	mpg
Military	mil
Military Credit Note	MC Note
Military Engineer Services	MES
Military Intelligence	MI
Military Police	MP
Ministry of Defence	MOD
Ministry of Defence Constabulary	MODC
Miscellaneous	misc
Mission	msn
Modify	mod
Mount	mt
Move	mov
Movement Order	movO

N

National	Ntl
National Security Intelligence	NSI
Naval Headquarters	NHQ
Naval Stores Depot	NSD
Navigate	nav
Necessitate	nec

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Next of Kin	NOK
Night (ly)	ni
No Further Action	NFA
No Move Before	NMB
Not Applicable	NA
Not to all addressees	NOTAL
Nothing to Report	NTR
Notice of Move	NTM
Number	no

O

Observation	obsn
Occupation	occu
Offensive	offn
Officer	offr
Officer in Charge	OIC
Officiating	Offg
On the Job Training	OJT
Operate	op
Operation Order	opO
Ordnance	ord
Ordnance Depot	ordep
Organize	org
Originate	orig
Other Rank (s)	OR
Over Staying Leave	OSL

P

Packet	pkt
Pamphlet	pamp
Paper Under Consideration	PUC
Patrol	ptl
Pay, Pension and Accounts	PP&A
Period (ic) (ical)	pd
Permanent (ly)	perm
Personnel	pers
Personnel Administration	PA
Personnel Service	PS
Petroleum	pet

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Petroleum, Oil and Lubricants	POL
Phase	ph
Photograph	photo
Physical Training	PT
Planning	plg
Point	pt
Populate	pop
Position, Course and Speed	pcs
Post Office	PO
Practice	prac
Preliminary	prelim
Prepare	prep
President's Guard Regiment	PGR
Priority	pri
Private (ly)	pte
Privilege Leave	P Leave
Problem	prob
Produce	pro
Programme	prog
Project	proj
Provision	prov
Public Procurement Act	PPA
Public Procurement Regulations	PPR
Publish/Publication	pub
Put Up	PU
Put Up Separately	PUS
Q	
Qualify/Qualified/Qualification	qual
Quantity	qty
Quarter	qtr
Quarter Ending	QE
Quarter Guard	QG
Question	ques
R	
Railway	rly
Range	rng
Rank	rk
Rapid Runway Repair	RRR

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Ration Point	rat P
Ration (s)	rat
Recommendation	recom
Recover	rec
Recreation Leave	R Leave
Recruit	rect
Refer	ref
Regiment (al) (action)	regt
Regulate	reg
Rehabilitate	Rehab
Reinforcement	rft
Remarks	rmk
Repeated	rptd
Represent	rep
Request	req
Require	reqr
Requisition	rqn
Research and Development	R&D
Reserve (s)	res
Restricted	restd
Restricted Tendering Method	RTM
Retired	retd
Return to Unit	RTU
Revenue	rev
Right	rt
Routine Order	RO

S

Second (time)	sec
Secretariat (e)/Secretarial	sectt
Secretary	secy
Security	sy
Senior (ity)	sr
Serial (ly) (ity)	ser
Service	svc
Signal	sig
Signal Centre	sigcen
Signature	sign
Situation	sit

RESTRICTED

Sketch	sk
Soldier (ly)	sldr
Solution	soln
Speak	spk
Special Bangladesh Army Order	SBAO
Specialize	spl
Squadron	sqn
Standardize	std
Standard Tender Documents	STD
Standing Operating Procedure	SOP
Station	Sta
Stationery	sty
Stenographer	steno
Strength	str
Subject	subj
Subordinate	subord
Substantive	Subs
Superintend	suptd
Superintending Engineer	SE
Support	sp
Surplus	sur
Survey	svy
System	sys

T

Table of Organization and Equipment	TO &E
Taka	Tk
Taken on Strength	TOS
Tank	tk
Technical	Tech
Telephone Conversation	telcon
Temperature	temp
Temporary	ty
Temporary Duty	tdy
Tender Evaluation Committee	TEC
Tender Opening Committee	TOC
Time of Dispatch	TOD
Top Secret	TOPSEC
Tradesman (men)	tdn
Training	trg

RESTRICTED

Transport (ed) (ing)		tpt
Transportation		tn
	U	
Under Command		U/c
UNCLASSIFIED		UNCLAS
Under Mention		u/m
Uniform		unf
Utilize		ut
	V	
Vacancy		vac
Vehicle (s) off the Road		VOR
Very High Frequency		VHF
Very/Very Very Important Person		VIP/VVIP
Village		vill
Volume		vol
	W	
War Establishment		WE
Warning		wng
Watch keeper		w/k
Water Line		WL
Water Point		WP
Weapon (ry)		wpn
Weight (age)		wt
Wireless		wrls
With Effect from		wef
With Reference/Respect to		wrt
Withdraw		wdr
Words per Minute		wpm
Work Order		wkO
Workshop		wksp
	X	
Executive Engineer		XEN
	Y	
Yard		yd
Year (ly)		yr
	Z	
Zone (s)		Z

ROUTINE INSTRUCTION NO 2/2008
GENERAL INSTRUCTIONS-PREPARATION OF PART II ORDER

General

1. The instructions laid out in the following annexure will be adhered to for the preparation and issue of Part II Order in respect of MES personnel:

- a. **Annex A.** Casualties – Main heads for Part II Orders.
- b. **Annex B.** Specimen of daily Part II Orders.

2. Casualty in respect of class I civilian officers will be initiated by respective MES formations on casualty return form and copies to be rendered to Works Directorate and to concern Finance Controller office.

Reporting of Casualties

3. GEs/AGEs will publish casualties like arrivals, departures, discharges etc (for details see Annex ‘A’ & ‘B’) within 24 hours of the event daily in their part II orders.

4. CsMES/DW & CEs will publish consolidated part II orders of lower formations within 24 hours of their receipt. They will also include there casualties concerning their own staff (within 24 hours of occurrences).

5. On no account casualties will be allowed to accumulate.

Numbering of Part II Orders

6. a. Each issue will be serially numbered, beginning with No. 1 for the first issue made on or after the first of January in each year.

b. The number and date of the last part II order issued will also be stated.

c. When an issue is contained on one sheet only, the words “First sheet and last” will be inserted besides the serial number. When more than one sheet is used each sheet will be headed with the serial number followed by the sheet number. This is necessary to enable the recipients to take immediate action to obtain any sheets found missing legibility.

7. All part II orders must be legible, complete and identical in every detail. Deletion by erosion or amendment of erroneous entry by over writing is prohibited should it be found necessary to make any amendment; the incorrect entry should be neatly ruled through in ink so as not to obliterate it completely and the correction, if any placed above or beside the deleted entry. Alternations so made will be authenticated by the initials of the officer who signs the final sheet and will be made to every copy of the orders prepared.

Entries

8. a. Entries in part II order will be brief and concise consistent with accuracy. Month of the year will always be shown as Jan, Feb, Mar, Apr, May, Jun, July, Aug, Sep, Oct., Nov and Dec e.g. 6 Jan 2007, 8 Jan 2008. Full use may be made of authorized abbreviations
- b. Entries will be confirmed to the examples given in Annex A & B.
- c. Ensure that the main particulars required are provided.

Agenda Amendments & Cancellations

9. These will be placed immediately under the appropriate headings and will not be made in bulk at the end part II orders under heading 'amendments; amendment to a previous order published under 'Leave' should be published under the same head.

10. All details in part II orders will be carefully checked after typing by Office Staffs other than those who actually type the orders.

11. a. When more than one sheet is used the officer issuing the part II order will sign only the last sheet.
- b. The name of the officer signing must always be typed in block letters below the signature.

Authority

12. E in C's/DW & CE's authority should invariably be quoted in support of the following casualties:-

- a. Posting (in and out).
- b. New appointments.

- c. Retirement /Removal/ Dismissal /Discharge.
- d. Attachments/Detachments.
- e. Acting Allowance, fixed conveyance allowance.
- f. Charge Appointments (Office Staffs).
- g. Promotions (This should also show the date from which seniority is allowed).
- h. Examinations/ Courses.
- j. Suspension/Reinstatement.
- k. Punishment/Penalties awarded.
- l. Prohibition against employment.
- m. Death.
- n. Injuries.
- p. Medical categorisation.
- q. Personal Number.

Appointment

- 13. a. The candidate is deemed to have taken appointment from the date he reports to DW & CEs/CsMES/GEs/Independent AGEs for duty.
- b. A Candidate not in possession of Secondary School Certificate will not be entertained

Death

- 14. When publishing deaths, it should be clarified:
 - a. Whether death occurred on duty or otherwise.
 - b. If on duty, whether due to risk of office or special risk of office.

Injuries

- 15. In the case of injuries attributability to service or otherwise should be defined.

Medical Categorization

- 16. Authorities should be BAF (M) 8 or letter from medical authorities if any.

Personal Number (Officers & Non-Gazetted Staffs)

17. Personal Number will be allotted on receipt of form 'B' & 'E'. It should be quoted invariably in all correspondence and part II orders. In case of new entrant, space for personal number should be left blank (e. g No MUZAFFAR ALI).

18. Personnel Number Allotment for RTE/CP

Policy on allotment of personal number for RTE/CP has been circulated vide AHQ, E in C's Branch, Works Directorate letter no. 100/3/E-1 Date: 20 June 2006. All concern has to follow the policy accordingly.

Binding

19. a. These orders have to be bound in volumes which are required to be preserved in perpetuity.
- b. Part -II-order must be typed in foolscap size paper on both sides (the same way as this paper is) with sufficient margin for binding.
- c. As far as possible paper used for part-II-orders should be of the best quality.

This supersedes RI No. 43 of 1990

CASUALTIES MAIN HEADS FOR PART II ORDERS

1. In order to facilitate publication of part II orders it should be divided into 3 main groups which are sub-divided into various headings. For ease of reference each group has been divided into sections. These sections are merely for guidance and the section headings at (a) (b) and (c) will not be shown in part II order. Only the main heads in each section will appear in part II orders. These three groups are:

Groups	Section	Main Head
Group I	Strength increase	a. Posting in
		b. Appointments
		c. Attachments
	Strength Decrease	a. Posting out
		b. Retirement /Discharge/ Resignation
		c. Dismissals/Removals
		d. Deaths
		e. Desertion/AWOL
		f. Detachments
Group 2	Pay and allowances	a. Re-fixation of pay
		b. Increments
		c. Acting allowance
		d. Conveyance allowance
		e. Charge appointments (Office Staff)

Groups	Section	Main Head
Group 3	Miscellaneous	a. Promotion
		b. Re-categorisation
		c. Relinquishments/Reversion
		d. Examination/Course
		e. Injuries
		f. Medical categorisation and Medical board
		g. Leave
		h. Punishment (Incls Fines)
		j. Suspensions/Re-instatement
		k. Prohibition against employment
		l. Honours and Awards
		m. Allotment of personal numbers

2. The list of the main head in annex-A can not be considered as exhaustive and any other main head which is not included herein may be added under Group 3 if and when required.

SPECIMEN OF DAILY PART-II-ORDER

ISSUED BY ----- CMES -----
 PART-II-ORDER NO ----- DATE -----
 LAST PART-II-ORDER NO ----- DATE -----

Ser	Personal No, Rank & Name	Formation	Nature of Casualty	Remarks
<u>I. Posting in</u>				
1.	8000122 UDA (P) Md Ali	CMES (Army) Dhaka	On pt transfer from AHQ E-in-C's Br works Dte to CMES (Army) Dhaka	
<u>II. Appointment</u>				
2.	8000213 Office Asst (P) Md Hussain	CMES (Army) Dhaka	a. Appointed as Office Assistant (P) wef 2 Oct 2003 FN on 6 (Six) months probation. b. He signed BAFZ-2055 and his medical category is 'A'. c. He is in possession of SSC/HSC and Character certificates	

Amendments

In this office part-II-order No ----- date ----- under heading. Discharges against 8458530 Mr. RASHID AHMED SAE E/M (P) Read SAE E/M (P)

Ser	Personal No, Rank & Name	Formation	Nature of Casualty	Remark
<u>I. Desertion/AWOL</u>				
1.	8000205 UDA (P) Jamal Ahmed	CMES (Army) Dhaka	Having absented himself without leave wef 12 Nov 2007 SOS wef same date. His pay and allowances for the period 12 Nov 2007 will be forfeited to Govt.	
<u>II. Increment</u>				
2.	8000212 UDA (P) ABM Khaleq	CMES (Army) Dhaka	Granted annual increment of TK 170 raising his pay from TK 5,210/- to TK 5,380/- PM wef 1 Jan 2003.	
<u>III. Punishment</u>				
3.	8040072 D/Man Cl-B (P) Golam Mohammad	CMES (Army) Dhaka	a. Date of offence- 07 Mar 2008. b. Offence-Neglect of Duty is not keeping a proper account. c. Date of Award 20 April 2008.	

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**MILITARY ENGINEER SERVICES
BANGLADESH ARMED FORCES**



**CHAPTER – 2
MES ORGANOGRAM**

PUBLISHED BY: AHQ, E IN C'S BR, WKS DTE, DHAKA CANTT.

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ROUTINE INSTRUCTION NO 3/2008
MES ORGANOGRAM

Reference:

A. AHQ, E in C's Branch, Works Directorate letter no. 100/13/E-1 Dated 03 December 2007.

1. Latest approved standard organogram of different MES formation / office has been circulated vide reference A.

2. To use as ready reckoner of standard MES formation/office approved organogram including manpower are described in Annexes to this RI as below:

Ser	Subject	Annex
1.	Manpower Statement of MES	Annex – A
2.	Organization Chart of MES	Annex – B
3.	Organization Chart of Wks Dte	Annex – C
4.	Organization Chart of DW&CE (Army)	Annex – D
5.	Organization Chart of DW&CE (Navy)	Annex – E
6.	Organization Chart of DW&CE (Air) Kurmitola	Annex – F
7.	Organization Chart of CsMES (Army)	Annex – G
8.	Organization Chart of CMES (Navy)	Annex – H
9.	Organization Chart of CMES (Air)	Annex – J
10.	Organization Chart of Standard GE Office	Annex – K
11.	Organization Chart of Standard AGE Office	Annex – L

This supersedes RI No. 6 of 1990.

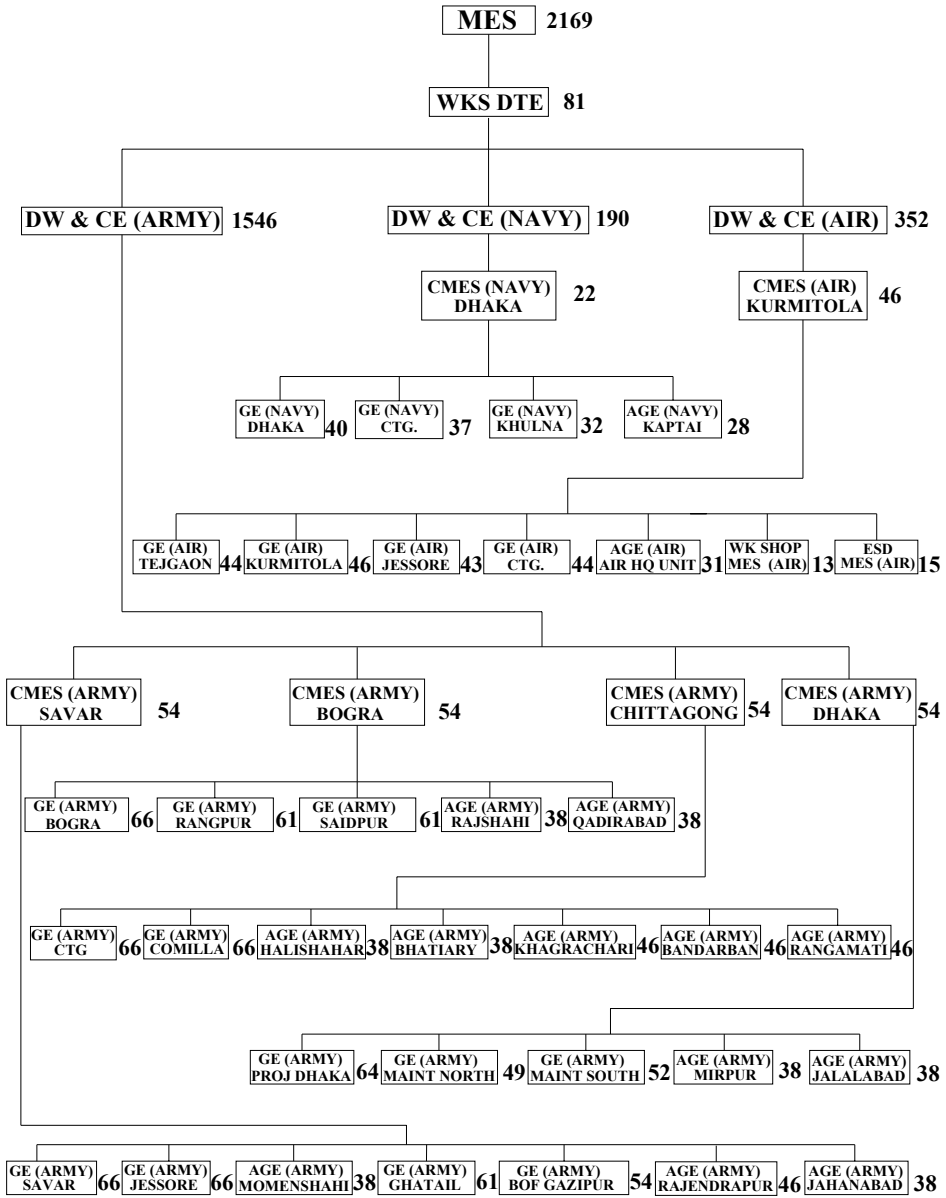
SUMMARY OF MANPOWER STATEMENT-MES (AS PER TO & E)

Ser	NAME OF FORMATION	CL-I	CL-II	NG STAFF											TOTAL
				HD DTMN	DTMN CL-A	HD ASST	STENO-GRAPHER	SUPVR F/S GDE-I	DTMN CL-B	UDA	STENO-TYPIST	OA	OTHER		
1.	WKS DTE	09	17	02	03	05	01	01	03	09	02	07	22	81	
2.	DW & CE (ARMY)	12	16	02	02	05	01	01	04	09	-	19	38	109	
3.	DW & CE (NAVY)	04	02	01	01	-	-	-	01	02	01	06	12	30	
4.	DW & CE (AIR)	08	08	01	01	05	01	01	01	05	-	11	26	68	
TOTAL =		33	43	06	07	15	03	03	09	25	03	43	98	288	
CMESs															
5.	CMES (ARMY) DHAKA	06	07	-	01	-	-	01	01	06	01	13	18	54	
6.	CMES (ARMY) CTG.	06	07	-	01	-	-	01	01	06	01	13	18	54	
7.	CMES (ARMY) BOGRA	06	07	-	01	-	-	01	01	06	01	13	18	54	
8.	CMES (ARMY) SAVAR	06	07	-	01	-	-	01	01	06	01	13	18	54	
9.	CMES (NAVY) DHAKA	05	01	-	01	-	-	01	01	03	-	06	04	22	
10.	CMES (AIR) KURMITOLA	05	05	-	01	-	-	01	01	05	01	08	19	46	
TOTAL =		34	34	-	06	-	-	06	06	32	05	66	95	284	
CMES (ARMY) DHAKA															
11.	GE (ARMY) PROJ DHAKA	04	23	-	-	-	-	01	01	05	-	12	18	64	
12.	GE (ARMY) MAINT NORTH	02	20	-	-	-	-	01	01	04	-	06	15	49	
13.	GE (ARMY) MAINT SOUTH	02	22	-	-	-	-	01	01	04	-	07	15	52	
14.	AGE (ARMY) MIRPUR	02	12	-	-	-	-	01	01	04	-	06	12	38	
15.	AGE (ARMY) JALALABAD	02	12	-	-	-	-	01	01	04	-	06	12	38	
TOTAL =		12	89	-	-	-	-	05	05	21	-	37	72	241	
CMES (ARMY) CTG.															
16.	GE (ARMY) CTG.	03	23	-	-	-	-	01	01	05	-	13	20	66	
17.	GE (ARMY) COMILLA	03	23	-	-	-	-	01	01	05	-	13	20	66	
18.	AGE (ARMY) HALISHAHAR	02	12	-	-	-	-	01	01	04	-	06	12	38	
19.	AGE (ARMY) BHATIARY	02	12	-	-	-	-	01	01	04	-	06	12	38	
20.	AGE (ARMY) KHARACHARI	02	14	-	-	-	-	01	01	05	-	09	14	46	
21.	AGE (ARMY) BANDARBAN	02	14	-	-	-	-	01	01	05	-	09	14	46	
22.	AGE (ARMY) RANGAMATI	02	14	-	-	-	-	01	01	05	-	09	14	46	
TOTAL =		16	112	-	-	-	-	07	07	33	-	65	106	346	
3A-1															

SUMMARY OF MANPOWER STATEMENT-MES (AS PER TO & E)

Ser	NAME OF FORMATION	CL-I	CL-II	NG STAFF										TOTAL	
				HD DTMN	DTMN CL-A	HD ASST	STENO-GRAPHER	SUPVR F/S GDE-I	DTMN CL-B	UDA	STENO-TYPIST	OA	OTHER		
	CMES (ARMY) BOGRA														
23.	GE (ARMY) BOGRA	03	23	-	-	-	-	01	01	05	-	13	20	66	
24.	GE (ARMY) RANGPUR	03	20	-	-	-	-	01	01	05	-	12	19	61	
25.	GE (ARMY) SAIDPUR	03	20	-	-	-	-	01	01	05	-	12	19	61	
26.	AGE (ARMY) RAJSHAHI	02	12	-	-	-	-	01	01	04	-	06	12	38	
27.	AGE (ARMY) QADIRABAD	02	12	-	-	-	-	01	01	04	-	06	12	38	
	TOTAL =	13	87	-	-	-	-	05	05	23	-	49	82	264	
	CMES (ARMY) SAVAR														
28.	GE (ARMY) SAVAR	03	23	-	-	-	-	01	01	05	-	13	20	66	
29.	GE (ARMY) JESSORE	03	23	-	-	-	-	01	01	05	-	13	20	66	
30.	AGE (ARMY) MOMENSHAHAI	02	12	-	-	-	-	01	01	04	-	06	12	38	
31.	GE (ARMY) GHATAIL	03	20	-	-	-	-	01	01	05	-	12	19	61	
32.	GE (ARMY) BOF GAZIPUR	02	14	-	-	-	-	01	01	04	-	10	22	54	
33.	AGE (ARMY) RAJENDRAPUR	02	14	-	-	-	-	01	01	05	-	09	14	46	
34.	AGE (ARMY) JAHANABAD	02	12	-	-	-	-	01	01	04	-	06	12	38	
	TOTAL =	17	118	-	-	-	-	07	07	32	-	69	119	369	
	CMES (NAVY) DHAKA														
35.	GE (NAVY) DHAKA	01	09	-	-	-	-	01	01	03	-	04	21	40	
36.	GE (NAVY) CTG.	01	11	-	-	-	-	01	01	03	-	04	16	37	
37.	GE (NAVY) KHULNA	01	07	-	-	-	-	01	01	03	-	04	15	32	
38.	AGE (NAVY) KAPTAI	01	05	-	-	-	-	01	01	03	-	03	14	28	
	TOTAL =	04	32	-	-	-	-	04	04	12	-	15	66	137	
	CMES (AIR) KTO.														
39.	GE (AIR) TEJGAON	02	11	-	-	-	-	01	01	04	-	07	18	44	
40.	GE (AIR) KURMITOLA	02	14	-	-	-	-	01	01	04	-	07	17	46	
41.	GE (AIR) JESSORE	02	11	-	-	-	-	01	01	04	-	07	17	43	
42.	GE (AIR) CTG.	02	11	-	-	-	-	01	01	04	-	07	18	44	
43.	AGE (AIR) AIR HQ UNIT	02	08	-	-	-	-	-	-	04	-	07	10	31	
44.	WK SHOP MES (AIR)	01	03	-	-	-	-	-	-	02	-	02	5	13	
45.	ESD MES (AIR)	01	01	-	-	-	-	01	-	02	-	02	8	15	
	TOTAL =	12	59	-	-	-	-	05	04	24	-	39	93	236	
	ERE														
46.	MOD	01	-	-	-	-	-	-	-	-	-	-	-	01	
47.	NHQ	01	-	-	-	-	-	-	-	-	-	-	-	01	
48.	AIR HQ	01	01	-	-	-	-	-	-	-	-	-	-	02	
	TOTAL =	144	575	06	13	15	03	42	47	202	08	383	731	2169	

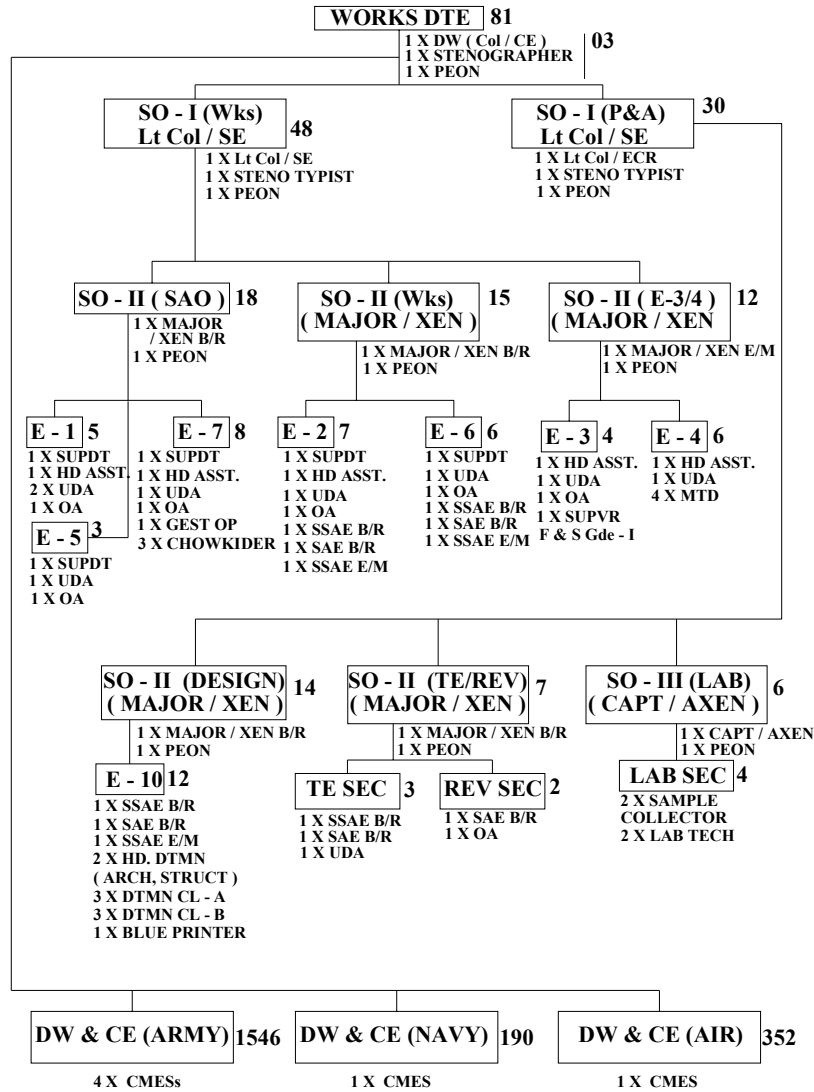
ORGANIZATION CHART OF MES



3B-1

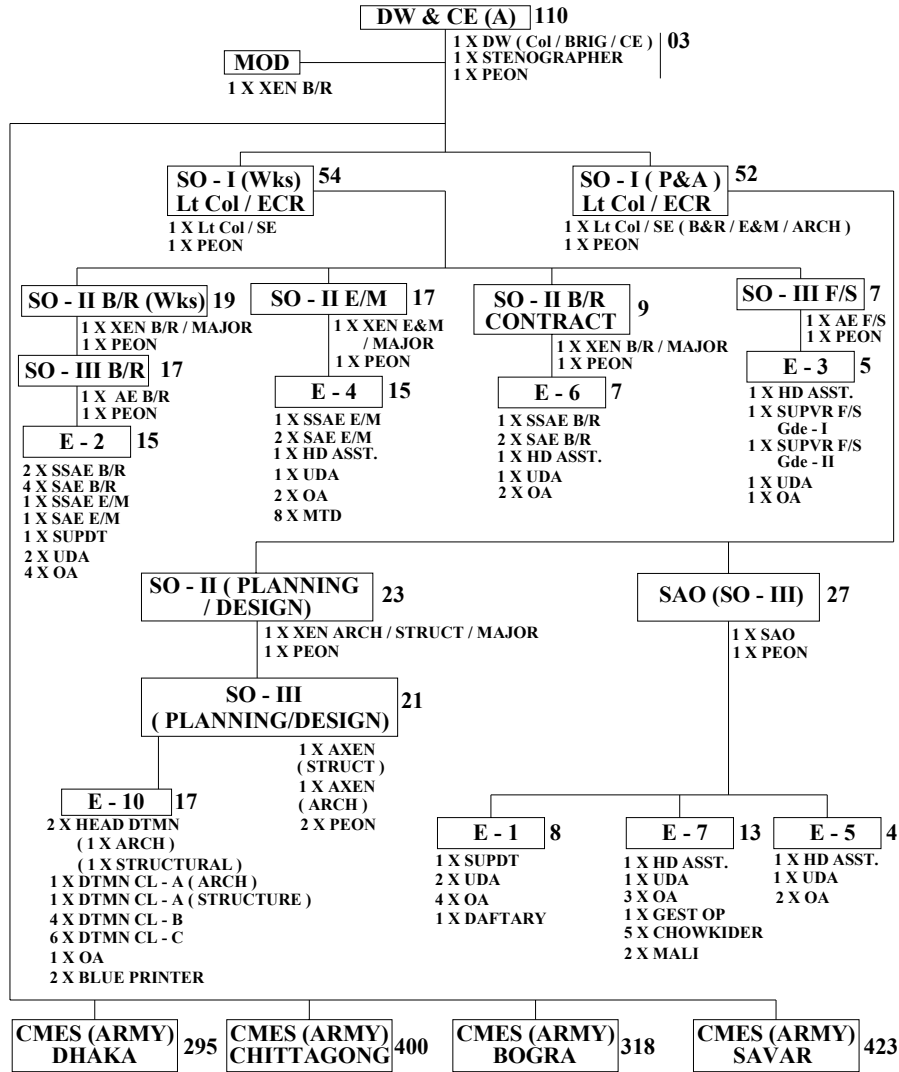
28

ORGANIZATION CHART OF WORKS DTE - 81



Note :
For further details including variations see authorisation and manpower statement in "Details of MES Organogram-Nov 2007" and "MES Organisation Chart of MES-Nov 2007" compiled and circulated by Works Directorate, E in C's Branch, AHQ.

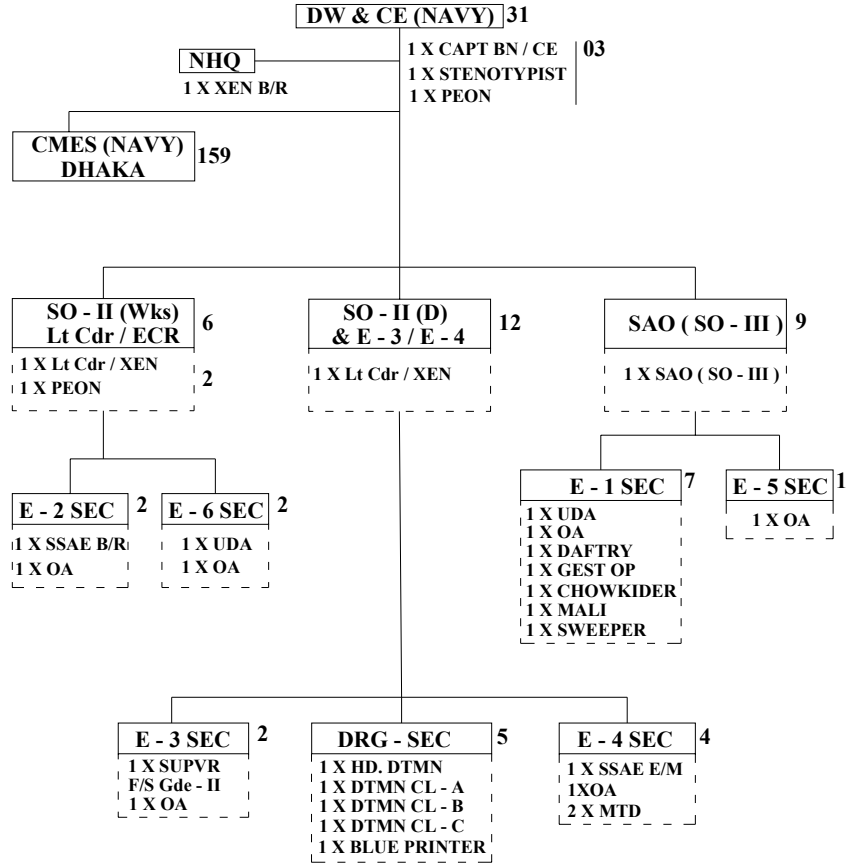
ORGANIZATION CHART OF DW & CE (ARMY) - 1546



Note :

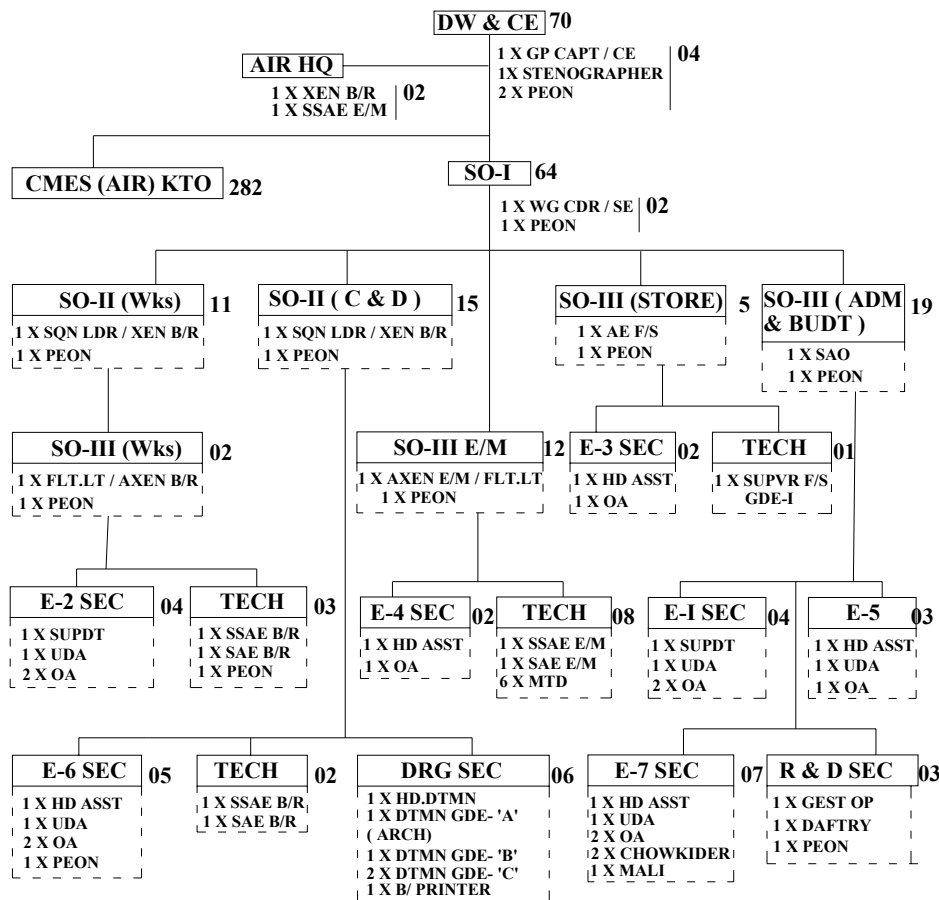
For further details including variations see authorisation and manpower statement in " Details of MES Organogram-Nov 2007" and "MES Organisation Chart of MES- Nov 2007" compiled and circulated by Works Directorate, E in C's Branch, AHQ.

ORGANIZATION CHART OF DW & CE (NAVY) - 190



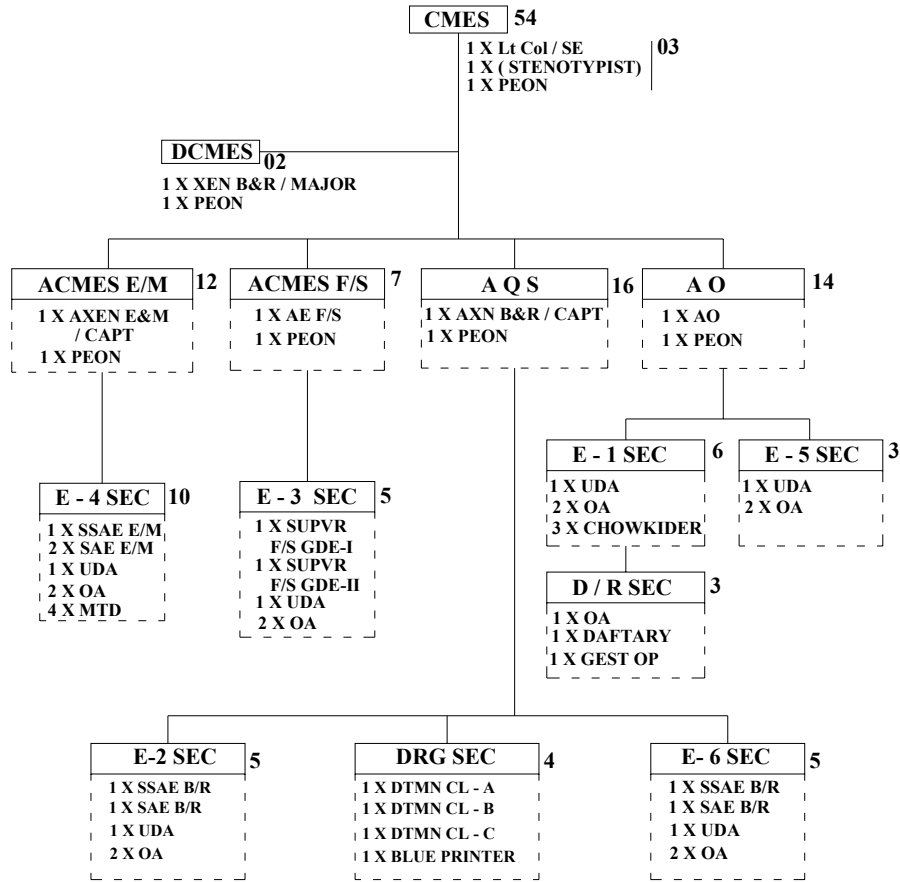
Note :
For further details including variations see authorisation and manpower statement in "Details of MES Organogram-Nov 2007" and "MES Organisation Chart of MES-Nov 2007" compiled and circulated by Works Directorate, E in C's Branch, AHQ.

ORGANIZATION CHART OF DW & CE (AIR) KURMITOLA- 352



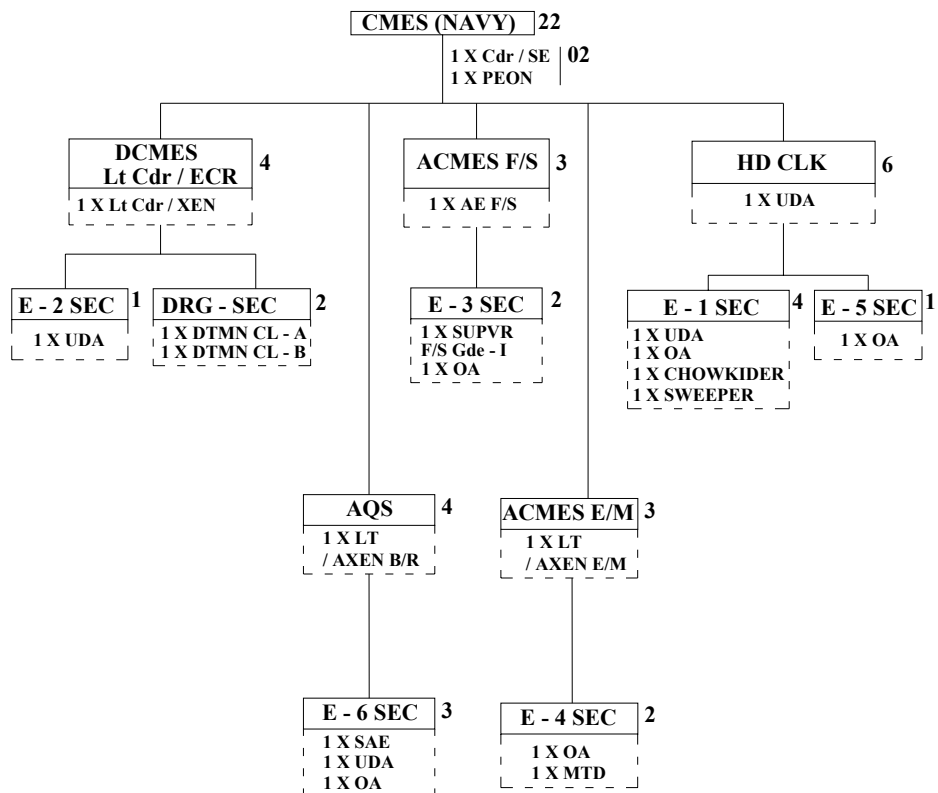
Note :
For further details including variations see authorisation and manpower statement in " Details of MES Organogram-Nov 2007" and "MES Organisation Chart of MES- Nov 2007" compiled and circulated by Works Directorate, E in C's Branch, AHQ.

ORGANIZATION CHART OF CsMES (ARMY)



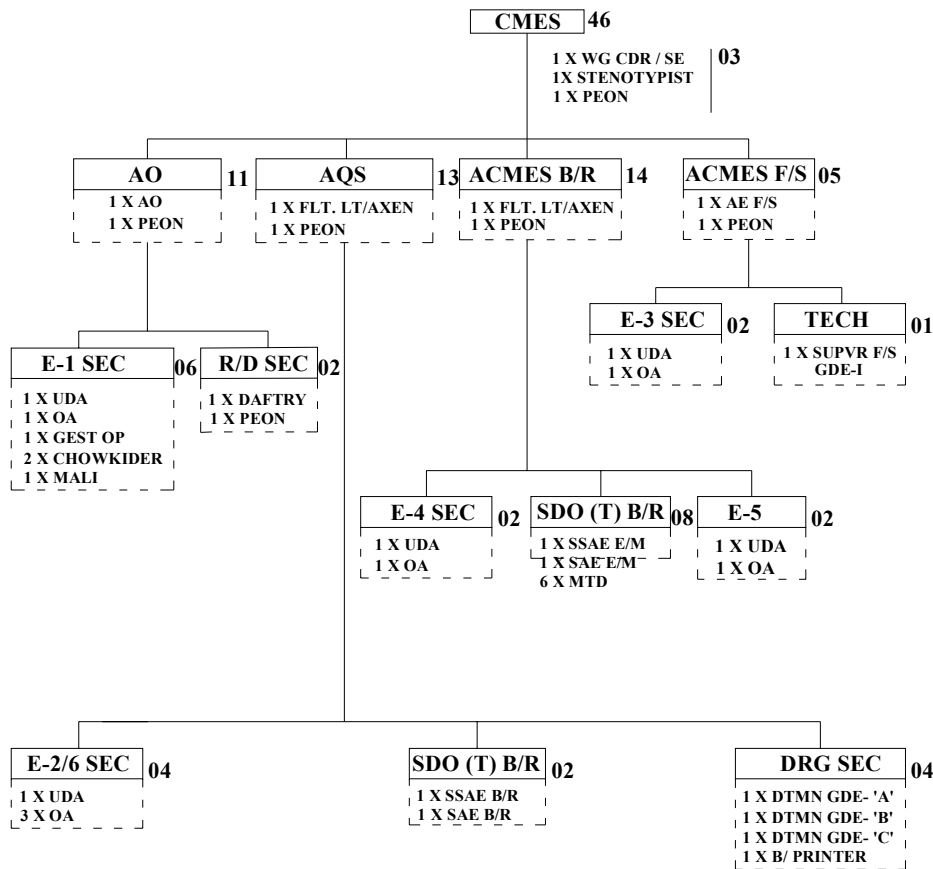
Note :
For further details including variations see authorisation and manpower statement in "Details of MES Organogram-Nov 2007" and "MES Organisation Chart of MES-Nov 2007" compiled and circulated by Works Directorate, E in C's Branch, AHQ.

ORGANIZATION CHART OF CMES (NAVY) - 159



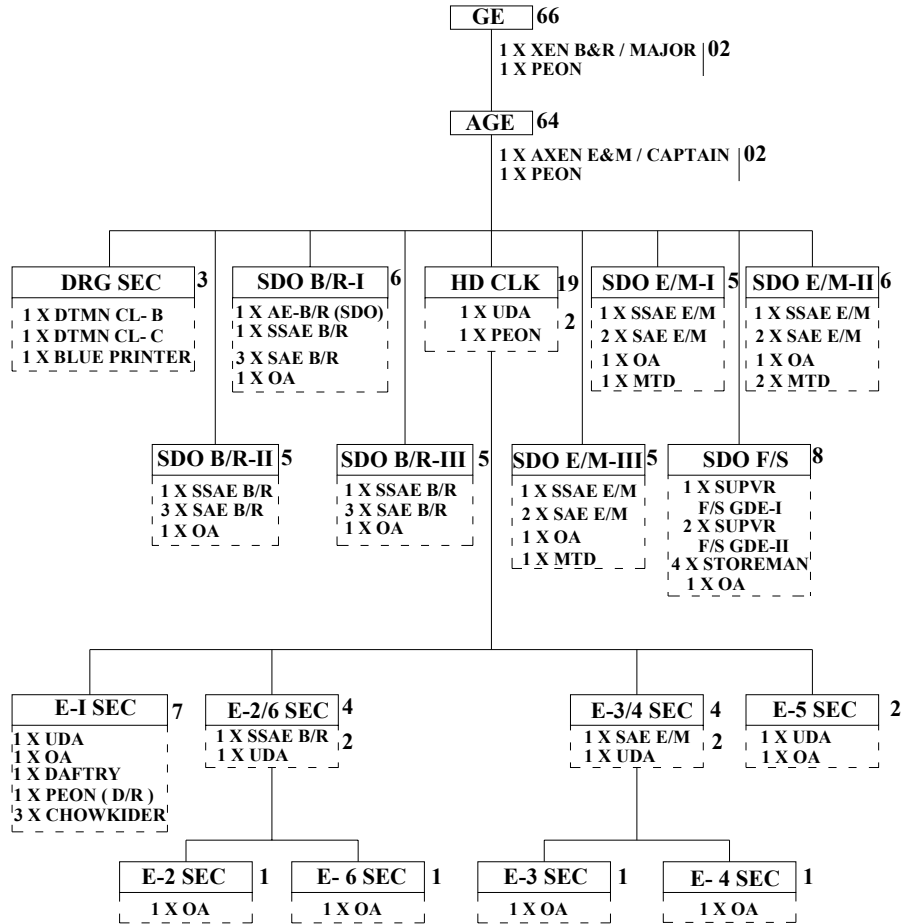
Note :
For further details including variations see authorisation and manpower statement in "Details of MES Organogram-Nov 2007" and "MES Organisation Chart of MES-Nov 2007" compiled and circulated by Works Directorate, E in C's Branch, AHQ.

ORGANIZATION CHART OF CMES (AIR) KURMITOLA-282



Note :
For further details including variations see authorisation and manpower statement in " Details of MES Organogram-Nov 2007" and "MES Organisation Chart of MES- Nov 2007" compiled and circulated by Works Directorate, E in C's Branch, AHQ.

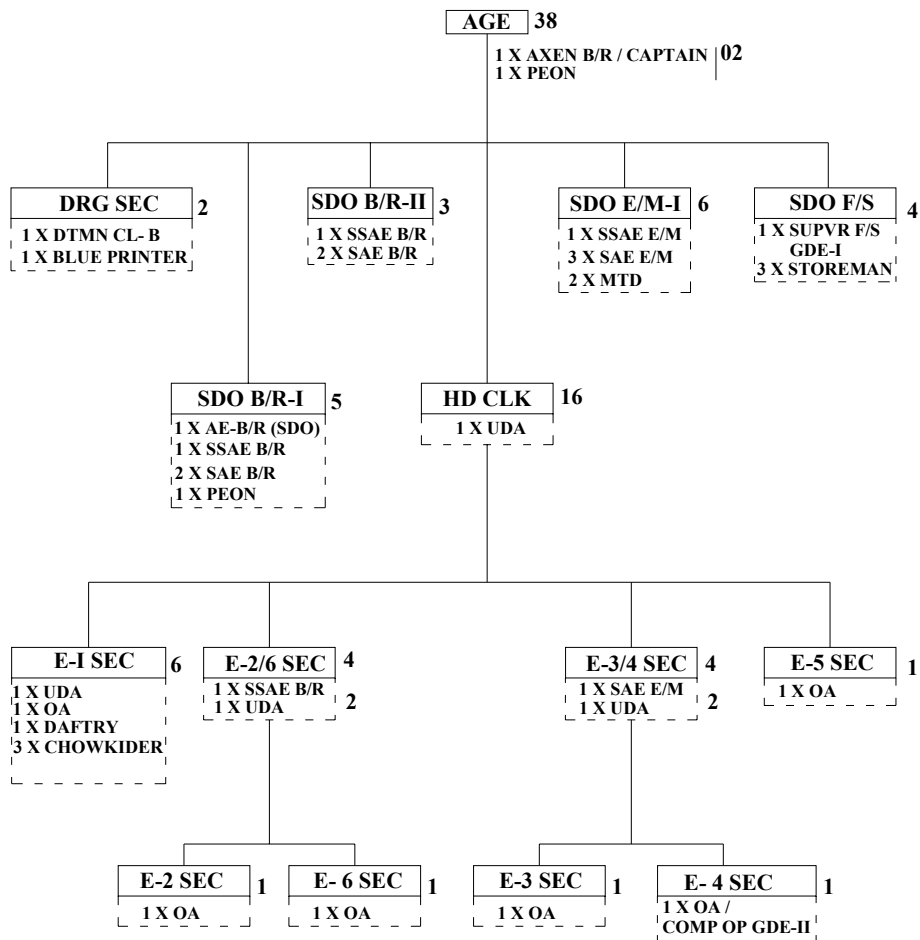
STANDARD ORGANIZATION CHART OF GE OFFICE



Note :

For further details including variations see authorisation and manpower statement in " Details of MES Organogram-Nov 2007" and "MES Organisation Chart of MES- Nov 2007" compiled and circulated by Works Directorate, E in C's Branch, AHQ.

STANDARD ORGANIZATION CHART OF AGE OFFICE



Note :

For further details including variations see authorisation and manpower statement in "Details of MES Organogram-Nov 2007" and "MES Organisation Chart of MES-Nov 2007" compiled and circulated by Works Directorate, E in C's Branch, AHQ.

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**MILITARY ENGINEER SERVICES
BANGLADESH ARMED FORCES**



**CHAPTER – 3
CHARTER OF DUTIES**

PUBLISHED BY: AHQ, E IN C'S BR, WKS DTE, DHAKA CANTT.

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ROUTINE INSTRUCTION NO 4/2008
CHARTER OF DUTIES FOR KEY APPOINTMENTS

Refs:

- A. Defence Services Regulations for the MES 1964.
- B. AHQ, E in C's Branch, Works Directorate letter no. 1000/15/General/E-10 Dated 08-05-2008.

1. **Introduction.** The charter of duties for the key appointment holders serving in MES are given in Defence Services Regulations and various office orders circulated time to time by the competent authority. In order to amplify, simplify and clarify the matter, these duties are compiled in separate booklet (Issued vide ref B).

2. **Aim.** The aim of this publication is to amplify charter of duties for the key appointment holders serving in MES and prompt implementation of guiding principles given in Defence Services Regulations for the MES.

3. **Scope.** There are five parts in this publication. These parts are as follows:

- a. Part I - Duties of E in C's Branch (Coord)
- b. Part II - Duties of Works Directorate
- c. Part III - Duties of DW & CE's
- d. Part IV - Duties of CMES
- e. Part V - Duties of GE/Independent AGE

4. **Effective Date.** The charter of duties in this publication will be implemented and effective from 1st July 2008. The competent authority may revise, suspend or enforce any provisions given in the charter of duties as and when required.

5. **Conclusion.** These duties may be used as ready reference and general guidelines for all concerned about their duties. MES officials at all level should ensure that these duties are strictly observed.

Note:

1. For details see “Charter of duties for key appointments in MES” vide refs B and Para 84 to 112 Tables ‘C’ to ‘E’ of Defence Services Regulations for the MES 1964.

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This supersedes RI No. 161 of 1990

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**MILITARY ENGINEER SERVICES
BANGLADESH ARMED FORCES**



**CHAPTER – 4
OFFICIAL
CORRESPONDENCE/PROCEDURE**

PUBLISHED BY: AHQ, E IN C'S BR, WKS DTE, DHAKA CANTT.

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ROUTINE INSTRUCTION NO 5/2008
ORGANIZATION & PROCEDURE

1. These instructions are issued in order to achieve uniformity of procedure in all MES offices by laying down general duties as guide which may be modified to suit local conditions and intimation to E in C. These instructions are intended primarily for lower formation of the three wings of MES viz ARMY, NAVY and AIR.

2. The organisation set up of D Wks/DW&CE office is comprised of the following sections:

a. **E-1 Establishment.** Employment, Recruitment/Appointment of Non - Gazetted Staff in the MES, Recruitment/Appointment Casual Personnel in MES, Posting and Transfer, MES Military Cadre, Increments, Temporary Duty Move-Sanction, Security Deposits - MES Staff, Organization & Procedure, Accident, MES Departmental Examinations - General, Service Verification for Pension Purpose, Seniority Rules-MES Civilian Non-Gazetted Basic Establishments, Annual Confidential Reports - MES Civilian Officer & NGS (Basic Category), Appeals and Petitions, Discipline Recording of Punishment in Service Documents of Civilian Personnel of the MES, Discipline, Training, Foreign Mission, Welfare etc.

b. **E-2 Works.** Accommodation, Numbering Doors and Windows, External Service, Planning of Works, Siting Board, Preparation of Estimates & their Technical Scrutiny, Execution of Works & Control of Expenditure, Construction Accounts, Storm Damage/Barrack Damage and Measurement Book.

c. **E-3 Furniture/Stores & Contract for E-3 Matters.** General Orders, Forecast of Demand, Stores for projects, Stores for Maintenance, Stores Accounting & Inspection, Disposal and Furniture.

d. **E-4 Electrical/Mechanical Works, T&P and Contract for E-4 Matters.** Engr Plant & Machinery, POL Installation, Refrigeration Equipment & Misc.

- e. **E-5 Budget.** Accounts General, Payment of Bills, Budget Estimate & Audit Objection.
- f. **E-6 Contract for B/R Works.** Tenders & Contracts, Issue of Stores, Payment and Recoveries, Arbitration & Misc.
- g. **E-7 Office Administration.** Internal Office Administration for E in C & DW & CE's offices only.
- h. **E-8 Revision.** Revision of Books and Publication regarding MES for E-in-C's Branch only.
- j. **E-9 Tech Examination.** Tech Examination of all completed, on going project & maintenance works for E-in-C's Branch only.
- k. **E-10 Design (Structure).** Specification for concrete floors & Hard standing, Standardisation of Works, Colour Scheme: MES Accommodation, Cleaning of Mosaic-from Maintenance Grant, Concrete Cover, Record of Building & their numbering & Annual Exchange of Registers etc.
- l. **E-11 Testing Lab.** Procurement of necessary equipment for testing, repair & maintenance all testing equipments. General Correspondence related to testing lab, Testing of Concrete, Steel, Sand and Cement etc.
- m. **E-12, E-13 & E-14.** Details will be published after approval of revised TO&E.
- n. **E-15 Design (Architecture).** Preparation of Architectural plan, elevation, section and aesthetic view of MES wks & Deposit wks, Revision of MES type plan (Architectural part).
- p. **Main Heading of Files.** Details list of ``Main Headings of files for different sections in MES`` are shown as annex – A to this RI.

3. Division into these sections is generally applicable in a CMES office but it may be necessary to combine certain sections.

4. "Main Headings" to be used for files. The principal object of maintaining the files under main headings is to enable a letter in which no office number is quoted to be allocated to its correct file.

The subject of the letter leads to be main heading and a reference to the register in which files are recorded by main headings will indicate whether an appropriate file exists or not.

5. It is inadvisable to have more than 40 files under any one main headings, if necessary main headings may be subdivided by localities, units etc, as convenient.

6. As regard files relating to E-4 section, it will not be possible to subdivide main heading into localities and units etc. therefore an alternative sub-division applicable to E-4 installation should be done in the following groups by installations:

- a. Projects & New Commitments (e.g. Minor works)
- b. Dealing with suppliers including correspondence on agreement.
- c. Returns and costing (e g Monthly and annual Returns)
- d. M & O (Technical paper)
- e. Dealings with consumers (Complains etc).

7. The Administrative Officer / Superintendent / Head Assistant are generally responsible for the work in the office and for the discipline of all employees in the office.

8. In DW & CE/CMES Offices, each section will be under the charge of a section in charge. All papers will pass through his hands before being put up to an officer. In small offices this will be done by the Head Assistant.

9. The UA attached to the office of a GE/AGE will act as financial adviser to the GE/AGE. His duties are laid down in MES Regulations and other special orders issued by the CGDF. He is under the FC and deals direct with the Audit Officer on all matters affecting audit and finance which are outside the scope of the MES.

Attendance

10 Working hours are thirty two and half hours per week subject to change, if any made through special orders from time to time. The actual time may be fixed in conformity with the local Administrative Authorities as laid down :

E - IN- C	-	AHQ
DW & CEs	-	AHQ/NHQ/Air HQ
CsMES	-	Div or L of C Sub Area/Group HQ
GEs/AGEs	-	Sta HQs/Base HQ of Air/Navy

Office Procedure Receipt

11 Secret and Confidential correspondence letters will be opened by an officer who will initial and date it. Registered and all other receipts will be opened by the Superintendent/Head Assistant preferable in the presence of an officer and shall date and initial the letters. The receipt of Top secret letters will be strictly followed as per instructions given in the pamphlet "Classification Treatment of Protected Documents".

Urgent and Immediate slips will be attached where action demands immediate attention and such letters will be passed at once to the officer concerned. The Superintendent/Head Assistant will mark the section number on the letter with his dated initial and pass it on to receipt diary office staff for its registration.

All register Dak receipts in the first instance by the receipt office staff shall be entered in the register before passing registered letter to Superintendent/Head Assistant. This is necessary to check at a later date and undelivered letter.

12 The Receipt Office staff will enter receipts in the dak Book/Schedule and will then pass on to the office staff or section concerned. The recipient will verify the delivered Dak with Dak Book/Schedule and return one copy of the schedule duly signed. Letters will be placed on the files; page numbered and put up duly linked with the previous correspondence on the subject, if any with a brief note to the officer for disposal orders. If the file is not available, the letter will be put up without it on a temporary file which will be subsequently merged when the main file becomes available.

13. When the officer has passed the draft reply, it will be typed. The Superintendent /Head Assistant/ Sec I/C will ensure that the draft contains all the informations required by the typist viz, number of copies, headings etc. Typed copies will be checked by the Supdt/ Head Assistant /Sec I/C put up duly initialled for signature together with the draft. The office copy will be placed on the file and the remainder sent to the despatching office staff for despatch. The despatching office staff will check through enclosure if any and will ensure that none is omitted. Where an enclosure consists of print of a register drawing, the original of which is filled in the office of origin, one copy of the enclosure need be kept with the office copy but the number of the drawing be quoted on the letter, unless the print has been annated or endorsed in amendment of the original tracing.

An original drawing will never under any circumstances accompany a letter until a copy has been taken for record.

14. The despatching office staff will make the necessary entries in the postage Account Register (BAFZ-2016). The postage register serves the purpose of a despatch Register.

15. A line will be drawn through the item on the Dak Book Schedule to show the item that has been dealt with. The Dak Schedules will be kept by the Superintendent /Head Assistant / Sec I/C on his table till all items have been cancelled or transferred to the Arrear Report.

16. When a file is no longer required it will be cleared by removing all slips and kept in the record of the section with any necessary disposal orders noted on it (such as Bring Forward on). If the file is required on a definite date. It will be entered in the Remainder book and put up on due date. It is essential that files which are not immediately required for use should not be allowed to remain on office staffs tables. A constant check on this is an important part of the duty of the Superintendent /Head Assistant /Sec I/C.

17. Urgent and immediate letters- The attachment or removal of an urgent or immediate slip will be done at the discretion of an officer, who will endorse the letter with the word and initial on it.

Arrear Report

18. Every Thursday the Head Assistant /Section I/C will enter up in an Arrears report (S 22) any receipts that have been received and not disposed off in a week. The report will be submitted to the officer for his information and then returned to the Superintendent/Head Assistant/Sec I/C who will keep it on his table until it is disposed off in the same way as the Dak Book/Schedule. (See paragraph 15). The submission of arrears report to the officer should be a permanent feature to ensure quick disposal of the pending letters.

Issues

19. A specimen letter is given in Appendix E. Endorsements of the original receipts should only be used for purely routine matters.

20. Important letters addressed to civilians for whom an acknowledgement is required may advisably be sent by registered acknowledgement post. All letters requiring acknowledgement will specifically ask for acknowledgement.

21. In the case of telegram, the file number only will be used as the office reference whenever possible.

22. All letters issued from an office will be signed by an officer. Except where power to sign documents is delegated under regulation, the signature of the Head of the office is required e.g in the case of contracts. Letters of censure will be signed by the Head of the office.

23. Files should not be removed from the records without the knowledge of the office staff in-Charge. In his absence, it may be done but a chit showing who has taken it will be left.

24. Copies of reminders will not be kept, but a note will be made in the file showing the date on which it was issued.

25 Registered letter may be signed for by the Superintendent/Head Assistant. The receipt will be entered in the register of registered letters.

Secret and Confidential Letters

26. These will be dealt with in accordance with the rules conditioned in the pamphlet "Classification & Treatment of protected Documents, Pakistan, in 1963 as adopted in Bangladesh and the rules in the Army Regulations".

27. Files containing SECRET letters will be kept locked up with the key in the custody of an officer. These files will be dealt with by an officer only but typing may be done in the office at his discretion. Confidential files will be held in the custody of Superintendent/ Head Assistant/Section I/C.

28. The security classification i.e. SECRET/CONFIDENTIAL will be given at the top and bottom of the letter for identification purposes.

29. Before a secret letter is sent to the despatch office assistant, it will be sealed in an envelope addressed and enclosed with the word 'Secret' or

'Confidential' and the office number of the letters. The despatching office assistant will enclose it in another cover which is not marked secret or confidential.

Demi Official Letters

30. Correspondence by demi official letter with formations, units or military officers should not be used where official correspondence will convey the same information. It is to be regarded as private and the opinions expressed must be considered personal and not authoritative. Demi-Official correspondence will not, therefore be referred to in official correspondence or included in official records and should only be included in routine notes. This does not apply to correspondence with civilians. It is of the utmost importance, however, that D.O letters received in the office should be recorded, and that copies should be kept of any outgoing D. O letter whether in reply to these received or as originals. All officers should keep personal files for this purpose.

Files

31. A file consists of two parts:-

- a. Correspondence, comprising of all the letters (receipt and issues).
- b. Noting. This is used for internal correspondence in the offices of E in C/DW & CEs/CsMES but will seldom be used in GEs/AGEs offices.

Correspondence: All receipts and issues will be filled chronologically. Each sheet will be page numbered on the top right hand corner.

Noting: At the top of the first noting sheet, the file number and subject will be entered.

The object of noting is to relieve the officer of work in looking up references, etc. When essential, office staff may summarise the point under reference, but the habit of copying out the contents of the letters must be rigidly discouraged, as it is merely waste of time. As a rough guide, it may be said that it is the duty of the office staff to put up relevant facts but not to express opinions unless asked for. If opinions are required, they can be obtained much quicker by discussion than by writing. In CsMES office where there are several sections, co-ordination is achieved by noting (see paragraph 45).

Note: It is important that there should be a separate policy file on each subject to serve as a ready reckoner. This should contain nothing but policy letters.

32. Sections will be responsible for the custody and issue of files. Personal files may not be issued to office assistant without the authority of the Superintendent/ Head Assistant/Upper Division Assistant.

Record-keeping office assistant must know the location of any file at any moment. They are not responsible for the contents of a file.

33. The Superintendent/Head Assistant is responsible that the contents of a file are kept up to date and for its safe custody while it is in use.

Numbering of Files

34. Each section will be allotted a batch of numbers which should be ample to cover its requirements. A new file may only be opened with the approval of an officer. A file cover will be prepared to show:

- a. File Number
- b. Main Head (A selection from Annex 'A')
- c. Locality
- d. Sub Heading
- e. Subject

Reference to other files whether belonging to the MES or another office.

The noting sheet, when used, will be prepared and placed within the cover or a file board. The file will be entered in the register of files.

Destruction of Files

35. It is most important that files which are closed should be regularly sorted out and destroyed where possible. Files of permanent value will be deposited and kept separate from files in use.

36. The Superintendent/Head Assistant/ Sec I/C will submit a list of files for destruction or deposit yearly to the head of the office. The list will be checked by an officer.

37. Annex 'B' gives a list of documents and the period after which type may be destroyed.

38. A file which is to be deposited will be checked through by an officer and unimportant pages will be removed. The file will be placed in a paper cover with the file heading enclosed. The file number will also be written on, so that it is visible when the file is put away on the shelf.

File Register

39. Sections maintain the following:

- a. Register of current files in numerical order.
- b. Register of current files by main and sub-headings.
- c. Register of deposited files.
- d. Register of files issued.

40. All issues will be entered in the files issue register showing the date of issue and the individual to whom issued. When a file is received back the entry will be struck out.

41. When a file has been out for more than ten days, the entry will be struck out and a fresh entry made as a new issue unless the individual holding the file can return it.

42. It is convenient in large offices to have a reminder file shelf on which all files noted for bringing forward on a certain date are deposited under the date number on the shelf. The receipt office staff will look at the appropriate date and put files accordingly.

43. The section office staff will keep a reminder diary showing the numbers of files against the date of which the file required.

44. Current files will be kept in open racks properly numbered. Every file will be kept in its proper place. The absence of a file must be accounted for by an entry made in the "movement of files register".

Co-Ordination

45 It is important that sections do not deal with questions affecting other sections, but it is equally important to see that any matter is referred to every section affected by it Co-ordination is the responsibility of the officer dealing with the matter first. He is responsible that any other

sections affected are consulted before a reply is issued. This will be done by circulating the file to the section concerned who will record their remarks on the noting.

46. It is a fundamental rule that there should only be one file in the office on any one subject, but it may be necessary in special cases to distribute copies of a letter to other sections. Such cases are rare and must be rigidly controlled. When it is done the noting sheet will be endorsed accordingly.

Official Secret Act

47. All officers and sub-ordinates on joining will be required to read the "Pakistan as adopted in Bangladesh" official secrets Act 1923 and will sign the certificate on the register maintained for the purpose. This register will be kept by the Superintendent/Head Assistant who will get it signed monthly from the staff. They will make them acquainted with the regulations of office procedure contained in Army regulations. Those concerned will also make themselves acquainted with the rules for the security of Secret, Confidential and f. o. u. o. documents and articles.

File Board

48. In order to ensure economy in consumption of boards it is desirable that a file board should be used as far as possible with periodical repairs till the board itself becomes beyond repair.

49. Receipt and despatch of correspondence etc, relating to accounts will be done through the CsMES/GEs/AGEs receipt and despatch register. Charges on bearing covers receive by UA through the post will be debited against the MES office contingent allotment .

Note Books

50. GE/AGE, SDOs and SAE will keep official note books BAFW-1834 wherein will be entered orders received or given. This book will be carried at the time of inspection of superior officers.

Alterations in Forms

51. No amendments will be made to standard Army Forms, W-Series except with the approval of the E in C. This does not however preclude the rectification of any printers errors in contract and other forms. Suggestions for amendments to these forms will be submitted to the E in C, when the necessity is felt.

52. The use of indelible pencils for signing and initialing correspondence e.g memoranda, etc is permitted. This permission does not apply to vouchers and accounts documents relating to monetary transactions or to contracts and legal documents which must be signed or initialed in ink. Indents on various Departments firms, etc for the supply of stores will be typed or written in indelible pencil copies being prepared by carbon process. The original copy will be signed in indelible pencil. The use of signature stamps on indents is prohibited.

Amendment to Technical Publications

53. In order to facilitate the necessary identification of corrections made in estimates and bills in various offices through which they have passed the following coloured inks or pencils and no others, will be used:

E in C and T E	Pink
DW&CEs	Green
CsMES	Blue
GEs (Alterations by executive)	Black
AGEs (Alterations by executive)	Brown
DADS	Red

Coloured pencils when used must be used with care all ticks and initials on measurement books, abstracts and bill etc must be small and near care being taken to avoid obliteration of detail.

Amendment to Regulations

54. Correction to Regulations and official publications will be carried out neatly. Where the correction is of trivial misprints or involves cancellation, without substitution, of words, sentences, or paragraphs, the amendment will be made neatly in manuscript. The correction slip cutting will not be pasted in the Book but the number and date will be given in the margin in red ink. Where the correction involves the rewording or addition of complete sentences or paragraphs the amendment will be made by neatly pasting in the correction slip.

Inspection by Local Audit Officers

55. GE/AGE will as far as possible arrange to be present when the visit of local Audit officer of the Military Accounts Department is notified.

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56. All letters containing important instruction and orders etc will be stamped or endorsed with the words "Acknowledge receipt by return". If no acknowledgement is received within the normal period taken by the post for a reply to be received allowing grace of a day or so a further copy is to be sent at once. This procedure is to be followed only in the case of important communications otherwise unnecessary extra work will be involved. Cyclostyled memos may be prepared for this acknowledgment, so that only references need be filled in. The Superintendent/Head Assistant might in some cases be permitted to sign for the head of the office.

This supersedes RI No. 6 of 1990 & 8 of 1990

LIST OF "MAIN HEADINGS"

1. **E-1 (Establishment)**
 - a. Engineer Units
 - b. Engineer Training
 - c. Training and Maneuvers
 - d. Training Manuals
 - e. Engineer Operations
 - f. Engineer Intelligence
 - g. Engineer Preparation for War
 - h. Mobilization and Demobilization
 - j. Mobilization Schemes and Operations
 - k. Organization
 - l. Establishment-General
 - m. Officers
 - n. NG Staff –Permanent
 - p. NG Staff-Officiating
 - q. Office and Interior Establishment Permanent
 - r. Office and Interior Personnel-Officiating
 - s. Casual Personnel
 - t. Pay and Allowances
 - u. Advances
 - v. Security Deposits of Establishment
 - w. Office and Contingencies
 - x. Transfer of Charges
 - y. Examinations
 - z. Honours and Rewards
 - aa. Inspections and Tours
 - ab. Records
 - ac. Stationery, Books, Forms etc.
 - ad. Orders, Instructions etc.
 - ae. Amendments to Regulations
 - af. Reports and Returns
 - ag. Courses
 - ah. G P Fund
 - aj. TA/DA Claim
 - ak. Pension Gratuity

2. **E-2 (Works Section)**

- a. Accommodation –General
- b. Major works- Officers quarters and Messes
- c. Major Works- Troops
- d. Major Works- Miscellaneous Units
- e. Major Works- Hospitals-General
- f. Major Works- Auxiliary and Territorial Forces
- g. Major Works- Buildings for Depots
- h. Major Works- Special Works Defences
- j. Major Works- Special Works- Mobilizations
- k. Major Works- Special Works –Miscellaneous
- l. Major Works- Lands
- m. Major Works- Military Road in Cantonments
- n. Major Works- Military Roads Ex-Cantonments
- p. Major Works- Railways Sidings
- q. Major Works- Drainage
- r. Major Works- Conservancy
- s. Minor Works- Military
- t. Minor Works- Buildings
- u. Maintenance Works- Military Road in Cantonment
- v. Maintenance Works- Military Roads Ex-Cantonment
- w. Maintenance Works- Miscellaneous
- x. General Charges- Rents for Buildings
- y. General Charges- Rents for Lands
- z. General Charges- Rates for Taxes
- aa. General Charges- Payment for Railway Sidings
- ab. General Charges- Care of Vacant Buildings
- ac. General Charges- Miscellaneous
- ad. Rifle and Artillery Ranges
- ae. Camping Grounds
- af. R. A. F. Works
- ag. Landing Grounds
- ah. Ordnance and Clothing Factory Works
- aj. Army Remount Department Works
- ak. Army Farms Works
- al. Navy Works
- am. Civil Works General – Under the E in C
- an. Political

- ap. Cantonment Works
- aq. Deposit Works
- ar. Engineer Works- War
- as Engineer Works- Maneuvers
- at. Re-appropriation of Buildings etc
- au. Disposal of Buildings etc
- av. Register of Civil Buildings
- aw. Reports and Returns
- ax. Fixtures

3. **E-3 (Stores Section)**

- a. Store-Rules and Regulations
- b. Stock Taking
- c. Furniture- General
- d. Furniture- New Supply
- e. Furniture- Maintenance
- f. Tools and Plants
- g. Stocks
- h. Store Purchases for Stock
- j. Store Purchases for Works
- k. Engineer Stores and Equipment (Mobilization Reserves)
- l. Materials Accounts
- m. Stores in Hand Accounts
- n. Disposal of Stores etc
- p. Losses of Stores etc
- q. Catalogues and Price Lists
- r. Reports and Returns
- s. Contract for Stores & Furniture.

4. **E-4 (Electrical and Mechanical Section)**

- a. Rules and Regulations E & M
- b. Water Supplies
- c. Electrical Supplies
- d. Refrigerators /Air Conditioners/Heating
- e. Miscellaneous Machinery
- f. Renewals- Installations
- g. P. O. L

- h. Lightning Conductors
- j. Defence Lights
- k. Manufactures
- l. Contracts E & M
- m. Disposal of Machinery etc
- n. Transport
- p. Schedule of Rates E & M
- q. Specifications – E & M
- r. Reports & Returns
- s. Contract for E & M
- t. Contract for T & P

5. **E-5 (Budget Section)**

- a. Accounts- General
- b. Accounts-Routine
- c. Budget and Allotments- Rules and Regulations
- d. Budget Allotments – MES Works (Army/BAF/Navy)
- e. Schedule of Demands – Rules and Regulations
- f. Schedule of Demands – MES Works (Army/Navy/ BAF)
- g. Suspense – General
- h. Revenue Receipts –MES
- j. Audit Objections
- k. Reports and Returns
- l. Review of MES Expenditure
- m. Appropriation Accounts
- n. Draft Para for Audit Reports

6. **E-6 (Contracts, Technical Examination & Drawing Section)**

- a. Technical Scrutiny
- b. Schedule of Rates
- c. B of Q
- d. Specifications
- e. Contracts
- f. Contracts B & R
- g. Measurement Book
- h. Cantonment Surveys
- j. Routes and Distances
- k. Register of Military Buildings

- l. Reports and Returns
 - m. Scales and Designs
 - n. Type Plans.
 - p. Records Drawings
 - q. PPR/PPA
7. **E-7 (Office Administration).** Only for E in C & DW&CE's Office.
- a. General Correspondence
 - b. Pay & Allowances Officers
 - c. Pay & Allowances M Cadre
 - d. Pay & Allowances NG
 - e. Monthly Bill RTE/CP
 - f. Part II Order
 - g. Casualty Return
 - h. Office Order
 - j. Movement Order Officers & NGs
 - k. GP Fund
 - l. TA/DA Officers& NG
 - m. Identity Card Officers& NG
 - n. Family Pension Officers
 - p. Pension & Gratuity NG
 - q. Allotment of Accommodation-Officers & NG
 - r. Occupation /Vacation Govt. Quarter
 - s. Type writer, Computer & PPC etc
 - t. Police Verification
 - u. Telephone
 - v. MES Kallayan Tahbil
 - w. Budget Allotment
 - x. MES Departmental Exam
 - y. Discipline
 - z. Course for Officers & NG
 - aa. ACR
 - ab. Ration & Payment Auth
 - ac. Service Book
 - ad. Liveries
8. **E-8 (Revision).** Only for E in C's Branch.
- a. General Correspondence

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- b. Board of Officers Regarding Revision Rules Regulation/Drg
 - c. Policy Letter Regarding Revision Rules Reg/Drg
 - d. MES Regs
 - e. Compendium of MES RI
 - f. Technical Bulletin
 - g. Technical Instruction.
 - h. Barrack Synopsis
 - j. Barrack & Hospital Schedule.
 - k. MES Schedule of Rates.
 - l. Company File for Use of Different Product in MES.
9. **E-9 (Tech Examiner)**. Only for E in C's Branch.
- a. General Correspondence Regarding Technical Inspection
 - b. Time to Time Issue of Policy Letters
 - c. Technical Inspection – All GE/AGE Offices
10. **E-10 Design (Struc)**
- a. General Correspondence
 - b. Type Plan
 - c. CE's Drawing
 - d. Amendment Drawing for A & B type Bungalow
 - e. Seismic Zone
 - f. Policy
 - g. Deposit Works
 - h. Engagement of Consultant & Design
11. **E-11 (Testing Laboratory)** Only for E in C's Branch.
- a. General Correspondence
 - b. Sand Testing Report
 - c. Cylinder Testing Report
 - d. Steel Testing Report
 - e. Cement Testing Report
 - f. Report on unsatisfactory result of Steel, Concrete, Sand, Cement etc.
 - g. Bill Payment/Bank Letter
 - h. Board Proceeding
 - j. Maintenance/Change of Machines

- k. MES Archive
- l. Soil Test
- m. Receive Voucher
- n. Bill Voucher
- p. Standing Operating Procedure
- q. Budget
- r. Comparative Statement
- s. Calibrations

12. **E-12** See Routine Instruction No.-5 Para – 2 Sub-Para – m.

13. **E-13** See Routine Instruction No.-5 Para – 2 Sub-Para – m.

14. **E-14** See Routine Instruction No.-5 Para – 2 Sub-Para – m.

15. **E-15 Design (Arch)**

- a. General Correspondence
- b. Preparation of Architectural plan and aesthetic view of MES
wks & Deposit wks
- c. Revision of MES type plan (Architectural part)

PERIOD OF DESTRUCTION OF RECORDS

List showing documents and the period after which type may be destroyed:-

Ser	Description of Records	Period after which documents may be destroyed
1.	Rough drafts or circulation copies letter issued.	Rough drafts- As soon as letters are signed. Circulation copies after one month.
2.	Duplicate copies of General Register of receipts meant for section office staffs and triplicate copy for circulation to officer.	(Duplicate copies) If prepared Triplicate copies) when seen by all concerned. Original to preserve.
3.	Current files that will never be required for reference or which have not had an entry on their noting sheet for over a year.	List to be put on by each section annually.
4.	Attendance Books	Annually.
5.	Record section for destruction	List to be put up annually.
6.	Annual Return from which other printed returns are compiled.	Two years.
7.	E & M Annual installation Return.	During the life of the plant concern.
8.	Budget estimate.	Five Years.
9.	Annual Confidential Report establishments.	Three years after final retirement, dismissal or resignation
10.	Register of contracts kept by CMES.	Ten Years.
11.	Duplicates of contracts and correspondence dealing with contracts	Six years after the date of completion of contracts.
12.	Un-accepted tenders.	One Year after annual audit.

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Ser	Description of Records	Period after which documents may be destroyed
13.	Books, nominal rolls, return etc serving temporary purpose only.	One year (Original nominal Rolls of interest will be preserved).
14.	Part II orders and Office Orders.	To be preserved in perpetuity.
15.	Register of letters received and dispatched (Old System).	Five Years.
16.	Minor correspondence with subsidiary papers relating to stores and supplies indents, office accessories handing over certificates etc.	One year after audit.
17.	Office Cash Books	To be preserved in perpetuity.
18.	Security Deposit Register.	To be preserved in perpetuity.
19.	Register of Stationary	One Year after audit.
20.	Register of Service labels and local dispatch.	One Year after audit
21.	Comparative statement of tenders.	Five Years.
22.	Completion Reports of Minor Works and Repairs.	Three Years.
23.	Completion Report of Major Works.	Ten Years.
24.	Periodical technical journals purchased by MES viz Builders Trade Journals etc.	Four to five Years.
25.	All drawing kept by E-6 Section, Except record plans of any description.	Five Years.
<u>Accounts Documents</u>		
26.	Civilian subordinate pay lists and documents relating there to (except duplicate copies of which acquaintances are obtained)	Six Years. This Period applies to pay bills in respect of which necessary verification of service has been recorded in the service books/rolls of the individual concerned.

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Ser	Description of Records	Period after which documents may be destroyed
27.	Duplicate copies of officers pay bills	Five Years.
28.	Vouchers and store accounts including registers and subsidiary documents (furniture T & P Ledger etc).	Ten Years.
29.	Audit Objections of DFD	Ten Years.
30.	DFD Office Inspection Reports.	Ten Years.
31.	Counterfoils of Impersonate Account Book (Old)	Ten Years.
32.	Counterfoils Receipt Book S. 119	Ten Years.
33.	Expense ledgers (Construction Accounts)	Ten Years.
34.	Register of Appropriations.	Ten Years.
35.	Register of approvals.	Ten Years.

After closing the accounts of any work expenditure relating to this is recorded therein.

Note:

1. At present, PPA-2008 is followed for all types of tender and contract. So tender and contract documents need to be destructed as per time duration stated in Appendix-B of the procedure for implementation of the PPA-2008.

ROUTINE INSTRUCTION NO 6/2008
REPRESENTATION AND USE OF
PRIVILEGED DOCUMENTS

1. All correspondence and noting leading up to the issue of a decision affecting any MES personnel is to be treated as privileged document and copies of such correspondence /noting are not to be given to or retained by the individual concerned. He should however be informed of the final decision in his case. Copy of relevant Part-II-orders or transfer orders may be retained if desired by the individual concerned.

2. Disciplinary action will in future be taken in all cases when copies of such correspondence and noting are attached or referred to in representations submitted by any individual. Such disciplinary action will not be limited to the individual but extended to the custodians of such papers.

This supersedes RI No. 45 of 1990

ROUTINE INSTRUCTION NO 7/2008
OFFICE MACHINERY AND APPLIANCES

1. The provision in MES offices of special office machinery appliances e.g. indexing cards, etc required for the propose of keeping complete and handy records relating to establishments and stock etc, will be governed by the following rules :
 - a. The CMES of an area may with the approval of the DW&CE concern authorise the introduction of special office machinery and other appliances in his office as well as in the subordinate to him provided economy is manifest in directions such as saving time better supervision of work and getting better value for money etc. In the initial stage of the system the need for economy should be studied e.g. wooden trays may be used for cabinets required indexing cards.
 - b. The cost of such appliances must be ultimately covered by at least a corresponding reduction in the annual ministerial establishment charges.
 - c. Necessary funds for the purpose must be found from within the authorised allotment placed at the disposal of the office concerned.
 - d. The introduction into an office of any device which does not meet the provisions laid down in (b) above will require the previous sanction of the CFA.
 - e. The extension of any system, which may have been introduced as an experimental measure, to others, etc must be reviewed in the light of the results of the experiments which should be reported to HQ showing the saving in establishment involved with a view to its being considered and adopted as a standard procedure.
 - f. Following the above principles, the use of any special forms or registers other than those authorised by Regulation can be permitted by the CMES subject always to the condition that prior sanction to printing etc is obtained.
 - g. The introduction of any such forms etc is not binding on successor other than an officiating officer.
2. This supersedes RI No. 8 of 1990

ROUTINE INSTRUCTION NO 8/2008
CLASSIFICATION OF CONTINGENT CHARGES

Ref:

A. Defence Services Regulations for the MES 1964 Para 168.

1. The following charges will be classed as contingent charges debitable to the appropriate sub / minor head relating to 'Establishment' as amended up to date of the relevant MES head of account of the service concern. In the case of E in C's Branch these charges will be debited to main head 12 sub head K (4) as amended up to date.

- a. Cost of stamps
- b. Carriage of parcels etc. and tonga or taxi hire for cashing cheques.
- c. Hot weather establishment
- d. Small payments for drinking water and for dusting offices.
- e. Payments on account of law charges pertaining to the MES (Charges which are incidental to a work or to the hiring of accommodation or resumption of sides are, however, treated as General charges).
- f. Charges on account of advertisements other than those for works.
- g. Charges for local printing at private presses and binding charges, where authorised.
- h. Pay of Sweepers and Bhisties employed for offices.
- j. Perishable articles of office use for inspection bungalows.
- k. Cost of books and periodicals.
- l. Chemicals for Ferro prints.
- m. Language rewards and honoraria.
- n. Municipal professional tax on MES personnel.
- p. Other miscellaneous charges not included in the above but which are ordered by the MES in consultation with the C of A concern to be classed as contingent charges or which are authorised in Service Instructions or other Government Orders issued from time to time, as a correct charge against the office allowances of units.

2. The contingent charges referred to above will be met out of the imprest granted to the E in C /DW&CE/CMES by the C of A concerned and from cash assignments are held.

ROUTINE INSTRUCTION NO 9/2008
MES AUTHORITY EMPOWERED TO ORDER MOVES ON DUTY

Refs:

- A. Defence Services Regulations Passage Regulations (Provisional) 1952.
- B. Defence Services Regulations for the MES 1964. Para 137.
- C. Compendium of MES Routine Instructions 1990 RI No. - 4.
- D. Compendium of MES Routine Instructions 1990 RI No. - 406.

Move Authority for MES Personnel

1. The authorities competent to sanction moves of the Army/Civilian Officers and other individuals of the MES on permanent and temporary duty within Bangladesh are given in Passage Regulation (Provisional) Appendix 'D'. Salient aspects of move are as follows:

Unless otherwise provided for by existing orders of general application, moves on duty within Bangladesh authorised by regulations will be sanctioned as under:

Ser	Person and type of move	Authority	Remarks
1.	Postings and transfers to and from MES.	E in C	Military and Civilian officers & subordinates.
2.	Permanent moves	E in C	Military and civilian officers and all other individuals.
	a. Moves from one area to another.		
	b. Within an area (1) Military and civilian officers	E in C	Except AEs.
	(2) Military and civilian officers	CMES	AEs and all other individuals below AEs.
	c. Within an MES Division	GE	Military and civilian officers and all other individuals.

Ser	Person and type of move	Authority	Remarks
3.	Temporary moves	E in C	Military and civilian officers and all other individuals.
	a. From one area to another		
	b. From one CMES area to other CMES area	DW&CEs	Military and civilian officers and all other individuals.
	c. Within respective area	CMES	Military and civilian officers and all other individuals.
	d. Within MES Division	GE	Military and civilian officers and all other individuals.

2. Sanction for temporary duty move should be obtained before commencement of the move. However, under emergency circumstances ex-post-facto sanction may be obtained.

Move Authority for MES Vehicles

3. The competent authority in sanctioning the move of MES vehicles are as follows:

Ser	Area	Authority	Remarks
1.	For all stations outside the area of DW&CE/CMES (i.e) inter area moves.	E in C	
2.	Outside the area of a CMES but within the area of DW&CEs	DW&CE	
3.	Outside a parent Division but within the area of the CMES	CMES	
4.	Within GEs/AGEs Division	GEs/AGEs (If independent AGE)	

4. **Delegation of Power to Sanctioning Authority.** Authority specified in Para 3 above may delegate their power of sanctioning moves of vehicles to their staff officers as follows:

Ser	Competent Authority	Delegated Authority	Remarks
1.	E in C	D Wks	Not below the rank of Col/CE
2.	DW&CEs	SO-I	Not below the rank of Lt Col/SE
3.	CsMES	DCMES	Not below the rank of Maj/XEN
4.	GEs	AGE	Not below the rank of Capt/AXEN
5.	Independent AGEs	AE/SSAE	Not below the rank of AE/SSAE

Applications for inter area moves will be submitted to E in C's Branch normally a week before the move is due. In urgent cases, authority will be obtained by signal or telephone prior to the move.

5. **Responsibility for the Vehicles.** When using Govt. transport the Senior Officer/person will ensure that no un-authorized person are allowed to travel in the vehicle. The duty slip should indicate the number of persons and their designations traveling in the vehicle. It should also indicate the exact nature of duty and the specific place to be visited.

6. **Authority for MTO.** For "Recreation Purpose" the unit MTO is authorised to detail a vehicle, if available. In such cases the duty slip should be endorsed in red ink "On Hire" and a board marked "On Hire" should be fixed to the front bumper of the vehicle.

Note:

1. In MES Organogram, Mechanical Transport Officer (MTO) is not authorised. Adhoc basis, MTO may be nominated by the Head of respective office from existing available under command officers.

This supersedes RI No. 4 of 1990 & 406 of 1990

ROUTINE INSTRUCTION NO 10/2008
ACCIDENT INVOLVING DAMAGE TO
BUILDING & HUMAN LIFE

Report on Accidents involving damage to building, human life etc.

1. In the case of any accident of a serious nature which involve damage to a human being or structure, whether the work is being done by contract or not, an official report will be made at once by the officer in charge of the work to his next superiors. The first information report (FIR) will be made immediately on phone or by a signal to the E in C and the Director of works concerned and will be followed by detailed report .
2. If the damage to the structure is of such a nature that the completion of the building will be seriously delayed, the CMES will forward the report with his remarks to the DW & CE , who will use his discretion in deciding whether to inform the E in C or not .
3. In all Cases where the building or structure is being built for another Department, the reports (1) and (2) will be rendered by the ordinary channels to service HQs for information the date will be made at once.
4. Accidents and breakdown in E/M installation will be prepared to the E in C/DW & CE if:
 - a. A serious situation is likely to occur which may affect the troops.
 - b. The failure is due to defects in the plant which it is desired to bring to the notice of the DGDP etc.
 - c. Personnel are seriously injured.
5. In case of accidents wherein a Govt. Vehicle is involved causing the death of a civilian employed in MES a report should also be made to civil police.
6. Death of MES employee will be reported to AHQ, E-in-C's Br, Wks Dte along with NOK and address within 24 Hrs.
7. On occurrence of an accident involving human life, limb or part there of a Station Court of Inquiry be conducted to determine cause of accident and fix responsibility and make recommendation for payment of compensation.

This supersedes RI No. 7 of 1990

ROUTINE INSTRUCTION NO 11/2008
ANONYMOUS AND PSEUDONYMOUS LETTERS

Ref:

A. The Army Regulations volume II – (Instructions) 1975 Rule 316 Para 237.

1. Writing and submission of anonymous letters, petitions etc., or being concerned in any way with their initiation etc., is FORBIDDEN and constitutes a grave offence against good order and Military discipline. Grievances will NOT be aired anonymously, the proper procedure to be followed for their redress is laid down in BAA Section 167 and 168 and AR (I) 193 and 194.

2. Anonymous / pseudonymous communications will normally be destroyed by their recipient. No action of any kind is to be taken on them and no notice of any kind is to be taken on their contents.

3. These letters should as a rule be ignored but the recipients of such letters should use their discretion and take action on such letter if the information given appears to be specific and likely to prove of value.

This supersedes RI No. 81 of 1990

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**MILITARY ENGINEER SERVICES
BANGLADESH ARMED FORCES**



CHAPTER – 5
RECRUITMENT/APPOINTMENT IN MES

PUBLISHED BY: AHQ, E IN C'S BR, WKS DTE, DHAKA CANTT.

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ROUTINE INSTRUCTION NO 12/2008
RECRUITMENT/APPOINTMENT OF NON-GAZETTED STAFF
IN THE MES

1. Employment in MES falls under the following Categories:
 - a. Permanent employees
 - b. Regular temporary employees (RTE)
 - c. Casual employees

2. This RI deals with recruitment/appointment to (a) and (b) of Para 1 above. Recruitment rules published in Appendix to SPAO 6/65 up-to-date ammended will be strictly followed.

3. Minimum educational and technical qualification required of a candidate for appointment to various gazetted & non-gazetted basic establishment in the MES are laid down in Annex `KA`.

4. All technical personnel for E&M and B&R cadre who are in possession of Diploma of Electrical, power, Mechanical & Civil Engineering from any Govt. polytechnic Institutes or other similar Institutes recognized by the Govt. are eligible for appointment as SAE E&M & SAE B&R after obtaining their original Diploma.

5. Recruitment of Class-III and Class-IV basic categories will be controlled by the authorities as laid down in the “Administrative book-2007 for classification, appointment and promotion of MES officers and staffs”.

6.
 - a. Ineligible candidates will be regretted straightway through endorsement on the original applications.
 - b. Eligible candidates will be called for interview and test where necessary.
 - c. Those found suitable will be listed in order of priority essentially based on merit with date on which interview and tested.
 - d. Candidates declared successful will be asked to fill in the application form already in use.

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e. Successful candidates when placed on waiting list may be informed of the fact.

7. DW&CE (Army), (Air) and (Navy) will maintain waiting list registers for all categories up to and including Gde-I. Waiting list Register will contain the information as per specimen appended below:

Ser	Date of Approval	Name	Home Dist	Postal Address	Date interviewed/Tested	Approved as Gde/Cat
1	2	3	4	5	6	7

Whether Ex-servicemen (Engineers or other Arms)	Authority	Remarks
8	9	10

8. On the fall of a vacancy the candidates will be offered appointments in order of priority. Where possible the candidates will be posted initially to their home district. In case a candidate fails to report by the specified date without any valid grounds, offer made will be cancelled.

9. Candidates in first appointment will be on probationary period as given in Appendix `A` to Annexure of SPAO 6/65.

10. Priority of selection and employment will be as follows:-

- a. CPs of MES personnel.
- b. Sons and daughter of MES Employee.
- c. Ex-servicemen (Engineers).
- d. Others.

11. Direct recruitment/appointment qualification required for UDA is Graduate (2nd Class).

This supersedes RI No. 162 of 1990

მისამართების კატეგორიების განმარტება (საქართველო) ვებ-გვერდი

მუდკ	ცაი ბვგ I მსLv	მივმი ვბტვტი Rბ ეგმმრგვ	ვბტვტი ცxwZ	ც0qRბxq thvMvZv
	ტეZბ ტvj (2005)			
1	2	3	4	5
1	K ცაიბ ც0Kსკj x t 04 16,800-650 x 6- 20,700	-	ZEყეავqK ც0Kსკj x nBტZ ცაი ვბZi გვატგ	Dc ცაიბ ც0Kსკj x wnmvტe 3 ermi mn 18 ermi Pvkix
2	ZEყეავqK ც0Kსკj x t 11 15,000-600x8- 19,800/-	-	wბეფhx ც0Kსკj x we/Avi, B/Gg, AvK^nBტZ ცაი ვბZi გვატგ	K ჟKZ wekpe vj q A_ev GvტmwmტqU ტგ=fi kxc Ae w BbivwUDU Ae BwAvloqvi (evsj vτ k) cvU© OG0 I 0ue0 cvm L wბეფhx ც0Kსკj x wnmvტe b-bZg 5 ermi Pvkixi AwfÁZvmn 12 eQტი i Pvkixi AwfÁZv

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μwgK	ct`i bvg l msL`v	mi vmwi wb`qtMi Rb` eqmmxgv	wb`qvM c`wZ	c`qvRbxq thwM`Zv
	teZb t`j (2005)			
1	2	3	4	5
3	wbe`fx c`KSkj x we/Avi t 37 11,000-475x 14- 17,650/-	-	K ct` vbwZi gva`tg mnKvi x wbe`fx c`KSkj x we/Avi nBtZ ct` vbwZi gva`tg	mnKvi x wbe`fx c`KSkj x we/Avi wrmvte b`bZg 3 ermi PvKixi Awf`AZv
4	wbe`fx c`KSkj x, AvK`o`K/Kw`u`DUvi wmt`og G`vbvuj`o` t 01 11,000-475x14- 17,650/- ⁽¹⁾	-	-	w`g`vbw`qvM weva`tZ tbB wKs`- mvsMvVwbK KvWrt`gtZ A`sf` AvtQ
5	wbe`fx c`KSkj x B/Gg t 02 11,000-475x14- 17,650/-	-	mnKvi x wbe`fx c`KSkj x B/Gg nBtZ ct` vbwZi gva`tg	mnKvi x wbe`fx c`KSkj x B/Gg wrmvte b`bZg 3 ermi PvKixi Awf`AZv
6	K mnKvi x wbe`fx c`KSkj x, we/Avi t 38 6800-325 x 7-9,075- Bwe-3655x 11-13090/-	K ct` vbwZi t`q`t` c`hvR` b`tn L mi vmwi wb`qtMi t`q`t` 25-40 ermi	K wmw`fuj` qvb kb` ct` i 50% mnKvi x c`KSkj x we/Avi nBtZ ct` vbwZi gva`tg L wmw`fuj` qvb kb` ct` i 50% mi vmwi wb`qtMi gva`tg	K ct` vbwZi t`q`t` mnKvi x c`KSkj x we/Avi wrmvte 04 eQti i PvKixi Awf`AZv wefvMxq ci x`qvq cvm L mi vmwi wb`qtMi t`q`t` Abt`gvw` Z wek`te` `vj` q nBtZ wrmfj Bw`Abqwis G wMw`avi x Ges 4 (Pvi) eQti i ev`e Kv`Ri Awf`AZv

tbvUt (1) tmbvm`i, wR Gm kvLv, GmwW cwi`Bi cT bs- 1701/1/GgBGm/8/GmwW-1 Zwi Lt
02-01-1991 Bs |

12K-2

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μwgK	c` i bvg l msl`v teZb t`j (2005)	mi vmwi wb`qv`Mi Rb` eqmmxgv	wb`qvM c`wZ	c`qvRbxq thwM`Zv
	1	2	3	4
7	mnKvi x wbev`ix c`KSkj x, AvK` 01 6800-325x 7-9,075- Bwe-3655x 11-13090/- (2)	-	-	1991 mv`j GgBGm (tmbv) KZ` Abt`gv` Z mvsMVwbK KvVtgv`Z AšF` i`qtQ wKŠ` 1982 mv`j Abt`gv` Z wb`qvMweat`Z Dtj E bvB
8	mnKvi x wbev`ix c`KSkj x, o`K t 01 6800-325x 7-9,075- Bwe-3655x 11-13090/- (3)	-	-	-
9	mnKvi x wbev`ix c`KSkj x, B/Gg t 09 6800-325x 7-9,075- Bwe-3655x 11-13090/-	K c` vbwZi t`jt` eqtmi mxgve`Zv bvB L mi vmwi wb`qv`Mi t`jt` 25-40 ermi	K wmwfwj qvb kb` c` i 50% mnKvi x c`KSkj x we/Avi nBt`Z c` vbwZi gva`tg L wmwfwj qvb kb` c` i 50% mi vmwi wb`qv`Mi gva`tg	K c` vbwZi t`jt` mnKvi x c`KSkj x B/Gg wrmvte 04 eQt`i PvKixi AwfAZvnn wefvMxq ci x`lvq cvm L mi vmwi wb`qv`Mi t`jt` Abt`gv` Z wekte`vj q nBt`Z Btj K`vK`vj / tgKmbK`vj / cvi qvi Bw`vwbqwi s G wMwavi x Ges 4 (Pvi) eQt`i ev`e Kv`Ri AwfAZv

tbvUt (2) Ges (3) tmbvm` i, wRGmkvLv, GmwW cwi` Bi c` bs- 1701/1/GgBGm/8/
GmwW-1 Zwi L02-01-1991Bs|

12K-3

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<p>μwgK</p>	<p>ct` i bvg l msL`v teZb t`j (2005)</p>	<p>mi vmwi wb`qtMi Rb` eqmmxgv</p>	<p>wb`qtM c`wZ</p>	<p>c`qvRbxq thvM`Zv</p>
<p>1</p>	<p>2</p>	<p>3</p>	<p>4</p>	<p>5</p>
<p>10 </p>	<p>mnKvi x c`KSkj x, we/Avi t 18 6800-325x 7-9,075- Bwe-3655x 11-13090/-</p>	<p>K <u>ct` vbwZi</u> <u>t`j t`</u> eqtmi mxgve`Zv bvB </p>	<p>K wmwfij qvb kb` ct` i 1/3 DaZb Dc mnKvi x c`KSkj x we/Avi , l fvi wkqvi tMw-1 Ges tnW WtdUmg`vb nBtZ ct` vbwZi gva`tg </p>	<p>K <u>ct` vbwZi</u> <u>t`j t`</u> (1) G Gg AvB B (cvU`G Ges we) <u>A_ev</u> (2) wmwfj Bw`Abqwi s G wW`tcvgravi x A_ev WtdUmg`vbwktc wW`tcvgravi x (3) l fvi wkqvi tMw-1 / tnW WtdUmg`vb wmwte 5 (cuP) eQt i i AwfAZvnn wefvMxq ci x`jvq cim </p>
		<p>L <u>mi vmwi</u> <u>wb`qtMi</u> <u>t`j t`</u> 20-30 ermi </p>	<p>L wmwfij qvb kb` ct` i 2/3 mi vmwi wb`qtMi gva`tg </p>	<p>L <u>mi vmwi</u> <u>wb`qtMi t`j t`</u> Abt`gw` Z wekte``vj q nBtZ wmwfj Bw`Abqwi s G wW`Mxavi x </p>

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μwgK	cť i bvg l msl'v teZb t'j (2005)	mi vmi wbťqvťMi Rb" eqmmxgv	wbťqvM c xwZ	cťqvRbxq thvM'Zv
1	2	3	4	5
11	mnKvi x cťKŠkj x, B/Gg t 06 6800-325x 7-9,075- Bwe-3655x 11-13090/-	K cť vbmZi ťŕťť eqťmi mxgve x Zv bvB L mi vmi wbťqvťMi ťŕťť t 20-30 ermi	K vmi vfwj qvb kb" cť i 1/3 vmbqi Dc- mnKvi x cťKŠkj x B/Gg nBťZ cť vbmZi gvaťg L vmi vfwj qvb kb" cť i 2/3 mi vmi wbťqvťMi gvaťg	K cť vbmZi ťŕťť G Gg AvB B (cU'G Ges ue) cvm A_ev Bťj KwK'vj / tgKwbK'vj / cvi qvi Bw'vbmZi s-G wv'cvgvavi x 5 (cuP) ermi PvKi xi Avf'ÁZv m=úbæ m'cvi bťUťU B/Gg tMŮ-1 Zrmn uefvMxq ci x'vq cvm L mi vmi wbťqvťMi ťŕťť Abťgv Z wekte"vj q nBťZ Bťj KwK'vj / tgKwbK'vj / cvi qvi Bw'vbmZi s G wv'vbmZi cŮB
12	mnKvi x cťKŠkj x, Gd/Gm t 08 5100-280x 7-7060- Bwe-300x11-10360/-	eqťmi mxgve x Zv bvB	m'cvi fvBRvi Gd/Gm tMŮ-1 nBťZ cť vbmZi gvaťg	m'cvi fvBRvi Gd/Gm tMŮ-1 vnmvte 5 (cuP) eQťi i KvťRi Avf'ÁZv GgBGm uefvMxq ci x'vq cvm

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μwgK	c̄i bvg l msL̄v teZb t̄j (2005)	mi vmi wb̄qv̄Mi Rb̄ eqmmxgv	wb̄qv̄M c̄x̄Z	c̄q̄v̄Rbxq thv̄M̄Zv
	1	2	3	4
13	(GmGI) t 03 5100-280x 7-7060- Bwe-300x11-10360/-	-	c̄k̄vm̄bK KḡR̄Zv̄n̄B̄Z c̄t̄ v̄b̄m̄Zi gvātg	c̄k̄vm̄bK KḡR̄Zv̄® w̄nm̄te 02 erm̄ti i Kv̄t̄Ri Aw̄f̄ÁZv̄mn GḡBGm̄ w̄efv̄M̄xq cix̄q̄lv̄q̄ c̄vm̄
14	c̄k̄vm̄bK KḡR̄Zv̄t 05 4100-250x 7-5850- Bwe-270x11-8820/-	eq̄t̄mi m̄xgv̄ēx̄Zv̄ bv̄B̄	K 10% kb̄ c̄ t̄ó̄t̄bv̄M̄d̄vi (w̄m̄t̄j Kkb̄ t̄M̄v̄) n̄B̄Z c̄t̄ v̄b̄m̄Zi gvātg L 90% kb̄ c̄ m̄yc̄wi b̄t̄Ūt̄Ū (K̄w̄i K̄vj) n̄B̄Z c̄t̄ v̄b̄m̄Zi gvātg	m̄yc̄wi b̄t̄Ūt̄Ū (K̄w̄i K̄vj) Ges t̄ó̄t̄bv̄M̄d̄vi (w̄m̄t̄j Kkb̄ t̄M̄v̄) c̄t̄ 2 (̄β) eQ̄t̄i i Kv̄t̄Ri Aw̄f̄ÁZv̄mn w̄efv̄M̄xq̄ cix̄q̄lv̄q̄ c̄vm̄
15	m̄yc̄wi b̄t̄Ūt̄Ū t 09 (c̄t̄ēP̄ m̄yc̄wi b̄t̄Ūt̄Ū K̄w̄i K̄vj) 5100-280x 7-7060- Bwe-300x11-10360/-	eq̄t̄mi m̄xgv̄ēx̄Zv̄ bv̄B̄	K t̄n̄W Ḡv̄w̄m̄t̄ŪŪ n̄B̄Z c̄t̄ v̄b̄m̄Zi gvātg L t̄n̄W Ḡv̄w̄m̄t̄ŪŪ w̄nm̄te Kḡc̄t̄q̄ 02 erm̄ti i Pv̄Ki xi Aw̄f̄ÁZv̄	w̄efv̄M̄xq̄ cix̄q̄lv̄q̄ c̄vm̄ m̄v̄t̄c̄t̄q̄

t̄bv̄Ut̄ μwgK 12,13 Ges 14 c̄ ex mḡt̄ni Ab̄K̄t̄j c̄f̄veZ wb̄qv̄M̄w̄ēat̄Z teZb t̄j
6800-325x 7-9,075-Bwe-3655x 11-13090/- w̄nt̄m̄te c̄f̄ve Ki v̄ n̄t̄q̄t̄Q̄ |

RESTRICTED

μwgK	cṫ i bvg l msL`v ṫeZb ṫ`j (2005)	mi vmwi wbṫqvṫMi Rb` eqmmxgv	wbṫqvM c×wZ	cṫqvRbxq ṫhvM`Zv
1	2	3	4	5
16	vmwbqi Dc mnKvi x cṫKŠkj x, we/Avi (cṫeP l fvi wkqvi ṫMÖV-1) ṫ 122 5100-280 x 7-7060- Bwe-300x11-10360/-	K mi vmwi wbṫqvṫMi ṫṫṫṫ 18-30 ermi L cṫ`vbwZi ṫṫṫṫ eqṫmi mxgve×Zv bvB	K 25% mi vmwi wbṫqvṫMi gva`ṫg L 75% l fvi wkqvi ṫMÖV-2 nBṫZ cṫ`vbwZi gva`ṫg	K weGmw BwÄwbqwi s (wvwfj) L wefvMxq ci xṫlv cvm
17	vmwbqi Dc mnKvi x cṫKŠkj x, B/Gg (cṫeP mpcvt B/Gg ṫMÖV-1) ṫ 72 5100-280x 7-7060- Bwe-300x 11-10360/-	K mi vmwi wbṫqvṫMi ṫṫṫṫ 18-30 ermi L cṫ`vbwZi ṫṫṫṫ eqṫmi mxgve×Zv bvB	K 25% mi vmwi wbṫqvṫMi gva`ṫg L 75% mpcvt B/Gg ṫMÖV-2 nBṫZ cṫ`vbwZi gva`ṫg	K weGmw BwÄwbqwi s (Bṫj KwÜK`vj / ṫgKwbK`vj) L wefvMxq ci xṫlv cvm
18	Dc mnKvi x cṫKŠkj x, we/Avi (cṫeP l fvi wkqvi ṫMÖV-2) ṫ 215 5100-280x 7-7060- Bwe-300x11-10360/-	20-30	K Gm Gm w A_ev mggvbmn mi Kvi Abṫgw`Z ṫKvb BbwöwUDU nBṫZ wvwfj BwÄwbqwi s G wWṫcvgvavi x Ges ev`e KvṫRi AwfÁZv	K evsj vṫ`k ṫMṫRU cÄvcbt bs 1c-1/ 95/wW- 12/184- ms`vcb gšṫvj ṫqi mg (weva-2) cṫ`vbwZ-27/94- 164 Zwi L 19 bṫfṫṫ 1994 Bs

RESTRICTED

<p>μwgK</p>	<p>cṫ i bvg l msLṫv ṫeZb ṫṫj (2005)</p>	<p>mi vmi wbṫqvṫMi Rbṫṫ eqmmxgv</p>	<p>wbṫqvM c×wZ</p>	<p>cṫqvRbxq ṫhvMṫZv</p>
<p>1</p>	<p>2</p>	<p>3</p>	<p>4</p>	<p>5</p>
			<p>L Gm Gm wm (A_ev mggvṫbi) Ges l fviṫkqvi ṫMṫV-2 wefvMxq ci xṫlv cvm </p>	<p>L wefvMxq ṫhvMṫṫ cṫ_Pbv cvl qv ṫMṫj mi vmi wbṫqvṫMi nvi eq×ṫhvMṫṫ </p>
<p>19 </p>	<p>Dc mnKvi x cṫKṫkj x, B/Gg (cṫeṫ mṫvṫ B/Gg ṫMṫV-2) t 157 5100-280x 7-7060- Bwe-300x11-10360/-</p>	<p>20-30</p>	<p>K Gm Gm wm A_ev mggvbmn mi Kvi Abṫgvṫ Z ṫKvb BbwṫUDU nBṫZ Bṫj wUKṫvj / ṫgKwbKṫvj / cvl qvi Bwṫwbqwi s-G wṫṫcvṫvavi x L Gm Gm wm (A_ev mggvṫbi) Ges mṫvṫi bṫUb- ṫWṫU B/Gg ṫMṫV- 2 wnmṫe wefvMxq ci xṫlv cvm </p>	<p>K evsj ṫṫ k ṫMṫRU cṫṫvcbt bs 1c-1/ 95/wṫ- 12/184- msṫvcb gṫṫvj ṫqi mg (weṫa-2) cṫṫ vbwZ-27/94- 164 Zwi L 19 bṫṫṫṫ 1994 Bs L wefvMxq ṫhvMṫṫ cṫ_Pbv cvl qv ṫMṫj mi vmi wbṫqvṫMi nvi eq×ṫhvMṫṫ </p>

RESTRICTED

μwgK	cṫ i bvg l msL`v	mi vmwi	wbtqvM c×wZ	cṫqvRbxq
	ṫeZb ṫ`j (2005)	wbtqvṫMi Rb` eqmmxgv		ṫhvM`Zv
1	2	3	4	5
20	ṫnW WṫdUṫng`vb t 06 4100-250x 7-5850- Bwe-270x11-8820/-	eqṫmi mxgve×Zv bvB	WṫdUṫmg`vb Kvm ṫGṫ nBṫZ cṫ`vbwZi gva`ṫg	1 WṫdUṫmg`vb Kṫk ṫGṫ wnmvṫe Gg B Gm G 2 ermṫi i PvKṫi xi AwfÁZv mn 16 ermi PvKṫi x 2 WṫdUṫmg`vb Kṫk ṫmṫ wnmvṫe mi vmwi wbtqvṫMi ṫṫṫṫ 11 ermi PvKṫi x 3 wfvMxq ci xṫṫvq cvm 4 ṫnW WṫdUṫng`vb c`wJ wmtj Kkb c`
21	m`vṫúj Kṫṫj ±i t 02 3000-150 x 7-4050 Bwe-170 x 11-5920 ⁽⁴⁾	-	-	wē`gvb wbtqvM wewaṫZ ṫbB wKŠ` mvsMvVvbK KvVvtgvtZ AŠfṫ AvṫQ
22	j`veṫi Uix ṫUKṫvbKqvb t 02 3000-150 x 7-4050 Bwe-170 x 11 -5920 ⁽⁵⁾	-	-	wē`gvb wbtqvM wewaṫZ ṫbB wKŠ` mvsMvVvbK KvVvtgvtZ AŠfṫ AvṫQ

ṫbvUt (4) Ges (5) ṫmbvm`i, wRGmkvLv, Gmiw cwi`Bi cĀ bs- 1701/1/Gmiw-1 Zwi L
20-02-1990 Bs|

RESTRICTED

μwgK	cť i bvg l msL'v teZb t'j (2005)	mi vmwi wbťqvťMi Rb'' eqmmxgv	wbťqvM c×wZ	cŇqvRbxq thvM'Zv
1	2	3	4	5
23	mŷcvi fvBRvi , Gd/Gm tMŮV-1 t 42 3500-210x 7-4970- Bwe-230x11-7500/-	eqťmi mxgve×Zv bvB	mŷcvi fvBRvi , Gd/Gm tMŮV-2 nBťZ cť vbmZi gva'tg	mŷcvi fvBRvi , Gd/Gm tMŮV-1 cť wefvMxq ci xŇ vq cvm
24	tŇťbvMŮdvi t 03 3500-210x 7-4970- Bwe-230x11-7500/-	K <u>mi vmwi</u> <u>wbťqvM </u> 18-30 ermi L <u>cť vbmZi</u> <u>tŇťt </u> eqťmi mxgve×Zv bvB	K <u>mi vmwi</u> <u>wbťqvťMi</u> ťŇťt 25% mi vmwi <u>wbťqvťMi</u> gva'tg L cť vbmZi ťŇťt 75% tŇťbvUvBwćó nBťZ cť vbmZi gva'tg	K <u>mi vmwi</u> <u>wbťqvM </u> Gm Gm wv Zrmm Bst'Rx kUŇ'vťŮ 100 Ges UvBwćs-G cŇZ wgvbťU 40 kã L <u>cť vbmZi</u> <u>tŇťt </u> Gm Gm wv Ges tŇťbvMŮdvi cť wefvMxq ci xŇ vq cvm
25	WřdUŇg'vb Kvm-ŮGŮ t 13 3700-230x 7-5310- Bwe-250x11-8060/-	eqťmi mxgve×Zv bvB	WřdUŇg'vb Kvm ŮweŮ nBťZ cť vbmZi gva'tg	WřdUŇg'vb Kvm ŮGŮ wvrvťe wefvMxq ci xŇ vq cvm 2 ermti i we'gvb c`mn 14 ermi PvKai x WřdUŇg'vb Kvm ŮmŮ wvrvťe mi vmwi wbťqvťMi ťŇťt 9 ermi

RESTRICTED

μᵃḡK	cḗ i bvg l msl'v ḗZb t'j (2005)	mi vmwi wbṭqvṭMi Rb' eqmmxgv	wbṭqvM c×wZ	cḡqvRbxq thvM'Zv
	1	2	3	4
26	ḥnW G'vmmṭUṭU (cḗeP G'vmmṭUṭU BbPvR, ^ḡ G'vmmṭUṭU KṭK, ^ḡ ḥnW KṭK ^ḡ) t 15 3700-230x 7-5310- Bwe-250x11-8060/-	eqṭmi mxgv×Zv bvB	BDwWG nBṭZ cḗ' vbwZi gva'ṭg	wefvMxq ci xḡlvq cvm ṭ'ḗcḗḡ BDwWG wnmvṭe 5 ermi PvKixmn 12 ermi PvKix
27	WḗdUḡ'vb Kwṃ ŐweŦt 47 3500-210x 7-4970- Bwe-230x11-7500/-	eqṭmi mxgv×Zv bvB	WḗdUḡ'vb Kwṃ ŐmŦ nBṭZ cḗ' vbwZi gva'ṭg	1 WḗdUḡ'vb Kwṃ ŐweŦ wnmvṭe wefvMxq ci xḡlvq cvm 2 WḗdUḡ'vb Kwṃ ŐmŦ wnmvṭe 7 ermi PvKixmn ṭgvU PvKix 12 ermi 3 WḗdUḡ'vb Kwṃ ŐmŦ ṭZ mi vmwi wbṭqvṭMi ṭḡṭṭ 7 ermi PvKix
28	BDwWG (cḗeP BDwWm) t 202 3300-190x 7-4630- Bwe-210x11-6940/-	K mi vmwi wbṭqvṭMi ṭḡṭṭ 18-30 ermi L cḗ' vbwZi ṭḡṭṭ eqṭmi mxgv×Zv bvB	K mi vmwi wbṭqvṭMi ṭḡṭṭ 25% mi vmwi wbṭqvṭMi gva'ṭg L cḗ' vbwZi ṭḡṭṭ 75% Awdm mnKvix nBṭZ cḗ' vbwZi gva'ṭg	K <u>mi vmwi</u> <u>wbṭqvṭMi ṭḡṭṭ</u> ḡvZK wVMḡavi x (2q wefvM) L <u>cḗ' vbwZi</u> <u>ṭḡṭṭ</u> wefvMxq ci xḡlvq cvm M Awdm mnKvix wnmvṭe 5 ermti i PvKixi AwfÁZv

RESTRICTED

μwgK	cṫ i bvg l msl'v teZb t'j (2005)	mi vmwi wbṫqvṫMi Rb'' eqmmxgv	wbṫqvM c×wZ	cṫqvRbxq thwM'Zv
1	2	3	4	5
33	t'ovi g'vb t 107 3000-150 x7-4050- Bwe-170x11-5920/	18-30 ermi	mi vmwi wbṫqvṫMi gva'tg	GBPGmwm ci x'ṫvq cvm (2q wefvM)
34	GgwJ WṫBfvi t 62 3000-150x7-4050- Bwe-170x11-5920/	18-30 ermi	mi vmwi wbṫqvṫMi gva'tg	K 8g tkYx cvm L mi Kvi x WṫBwfs j vBṫmY cṫB ṫct'ṫ M mgq mgq Rvi xKZ tUṫW thwM'Zv
35	vij dṫ g'vb t 04 3000-150x 7-4050- Bwe-170x11-5920/-(6)	-	-	we' gvb wbṫqvM wewaṫZ tbB wKŠ' mvsMvwbK KvVṫgvṫZ AŠfṫ AvṫQ
36	vij dṫ tgKwbK t 01 3000-150x 7-4050- Bwe-170x11-5920/-(7)	-	-	we' gvb wbṫqvM wewaṫZ tbB wKŠ' mvsMvwbK KvVṫgvṫZ AŠfṫ AvṫQ
37	ey-wcṫvi t 42 2600-120x 7-3440- Bwe-130x11-4870/-	18-30 ermi	mi vmwi wbṫqvṫMi gva'tg	Aóg tkbx cvm
38	ṫMmṫUUbvi Acvṫi Ui / WwṫṫKwUs tgwkb Acvṫi Ui t 13 2600-120 x 7-3440- Bwe-130 x 11-4870/-	18-30 ermi	mi vmwi wbṫqvṫMi gva'tg	K 8g tkYx cvm L ṫfvṫKkbyj ṫKum'cvm

ṫbvU t (6) Ges (7) cṫZi ṫv gš'vj q cṫ bs- 19-3/82/W-6/870 Zwi L 24-06-82Bs |
12K-13

RESTRICTED

μwgK	ct` i bvg l msL`v	mi vmwi	wbtqvM c×wZ	c@qvRbxq
	teZb t`j (2005)	wbtqvM Rb` eqmmxgv		thvM`Zv
1	2	3	4	5
39	`Bix t 40 2500-110 x 7-3270- Bwe-120 x11-4290/-	18-30 ermi	mi vmwi wbtqvM gva`tg	8g tkYx cvm
40	wcqb t 154 2400-100 x 7-3100- Bwe-110 x 11-4010/-	18-30 ermi	mi vmwi wbtqvM gva`tg	8g tkYx
41	tPŠwK`vi t 119 2400-100 x 7-3100- Bwe-110 x 11-4010/-	18-30 ermi	mi vmwi wbtqvM gva`tg	5g tkYx
42	gwj t 10 2400-100 x 7-3100- Bwe-110 x 11-4010/-	18-30 ermi	mi vmwi wbtqvM gva`tg	5g tkYx
43	mβcvi t 06 2400-100 x 7-3100- Bwe-110 x 11-4010/-	18-30 ermi	mi vmwi wbtqvM gva`tg	A¶ i Avb mαúbf

tbvUt

1| GZ`wettq we`wi Z Rvbvi Rb` tmbvm`i, B Bb wmo`i kvLv, cZ`cwi`Bi cÎ bs-100/3/B-1 Zwi L 05 tm†D†† 2007 Gi gva`tg cKwKZ ŪGgBGm G KgPZ KgRZ# KgPvi†`i tkYx web`vm, wbtqvM l ct`vbwZ mspvš-cKvmbK c¶`Kv - 2007Ū Abmi Y Ki†Z nte|

ROUTINE INSTRUCTION NO 13/2008
SENIORITY RULES-MES CIVILIAN
NON-GAZETTED BASIC ESTABLISHMENTS

General

1. These Seniority Rules will be applicable to all categories of Non-Gazetted Civilian personnel born on the basic MES establishments.
2. Normally seniority in a grade shall take effect from the date of actual assumption of duties in an appointment in that grade. Only continuous service in a grade counts towards seniority in that grade. Broken periods of temporary or officiating service (which are synonymous terms) do not count for this purpose.
3. The seniority of an individual appointed on probation shall reckon from the date of his appointment and not from the date of satisfactory completion of the probationary period, irrespective of the fact whether the probationary period is immediately followed by confirmation or not.
4. Where under the recruitment rules, vacancies in a post are partly filled by direct recruitment and partly by promotion of departmental candidates, promotions shall be made first and the posts for direct recruitment filled later. Consequently departmental candidates shall, as a class, rank, senior to outside candidates selected through direct recruitment as their appointments would be finalised earlier than those of the later.

Note:

1. For the purpose of this rule casual personnel and those born on the temporary establishments who are appointed to vacancies in the basic establishments after having qualified in the prescribed departmental examination will be treated as direct recruits and their previous service as casual or temporary establishments will not count towards seniority in the post on the basic establishment
5. All persons permanently employed in grade shall, as a class, rank, senior to all other persons employed in that grade in a temporary capacity.

Seniority on First Appointment

6. When two or more candidates are nominated on different dates on the results of the same examination/interview, their seniority enter shall be determined according to the place obtained by them in the examination/interview in order of merits (where direct recruitment is made on the basis of an interview, the appointing authority is required to arrange the successful candidates in order of merit) provided the candidates join within the specified period. If a candidate does not join within the time allowed and the delay is not due to circumstances beyond his control, his seniority shall be determined from the date on which he joins. The appointing authority is the sole judge to decide whether the circumstances in question were beyond the control of the individual or not.

7. When two or more candidates are nominated on different dates on the results of the same examination/ interview, their seniority shall determine by the date of joining provided that:

a. A candidate originally nominated to a vacancy expected to become permanent (generally called a quasi-permanent vacancy) who fails to secure confirmation for no fault of his own and who fails to secure confirmation for no fault of his own and is renominated to another vacancy shall count for seniority the service rendered by him in the quasi permanent vacancy in his previous appointment.

b. And if a candidate is delayed in joining by circumstances beyond his control with the result that another candidate posted later joins earlier, the relative seniority of these two candidates shall be determined in accordance with the date of posting instead of the date of joining.

Note:

1. The appointing authority shall be the sole judge to take decision on such matters.

Seniority on Promotion

8. Seniority on promotion shall be reckoned from the date of assumption of duty provided that if an individual is delayed in his new appointment by

circumstances beyond his control with the result that another candidate posted later, joins earlier, the relative seniority of these two candidates shall be determined in accordance with the date of posting instead of the date of joining.

9. When two or more persons are promoted to higher post simultaneously, their seniority in the higher post shall be determined according to their seniority in the lower post from which promoted.

Seniority on Confirmation

10. Seniority on confirmation in a grade which generally follows temporary seniority of individuals in that grade provided that they have otherwise qualified for such confirmation shall be determined from the date of confirmation. When two or more persons are confirmed in a grade simultaneously, their seniority in that grade shall be determined by their temporary seniority in that grade (See Para 9 of above).

11. a Personnel transferred to the MES from other departments/offices in the public interest, shall be allowed to count their previous continuous service in the grade towards seniority in that grade in the MES.

b. An individual obtained on transfer from another office/department shall be assigned his appropriate place in the MES in the list of persons appointed on a permanent or temporary basis to the grade to which he belongs, according as he holds that grade in a substantive or temporary capacity in his parent office/department.

Seniority in MES persons on deputation to other departments

12. If an individual holding a permanent post in the MES transferred on deputation to other office/department in the public interest, the period of his deputation shall count towards seniority in the post on which he holds a lien. Similarly if he was officiating at the time of his transfer or would have officiated but for his deputation in a post higher than the one in which he was employed permanently he shall be considered for confirmation in or formal promotion to the higher post, when his turn comes. This would enable him to occupy on reversion to MES, the position that he would have occupied had he not been away on deputation.

13. The interests of an individual holding a permanent post in the MES who is compulsorily transferred to another office/department as a result of conscription, shall be adequately protected in the MES as stated in Para 12 above.

14. In case of an individual transferred to another office/department along with his work, the question of protection of his interests in the MES shall not arise since he will be transferred on a permanent basis and will thus serve his connection with the MES.

15. In case of an individual employed on temporary basis there is no question of the protection of his interest in the MES since on transfer to another office/department he will automatically ceases to be member of MES as he does not acquire a lien on his original temporary post.

16. If however an occasion arises in which temporary person is compulsorily transferred to another office/department as a result of conscription etc or is allowed to serve with a BDR Battalion or the reserves or the Armed Force etc on embodiment he shall be considered during the period of his service in that office or with his BDR Battalion as the case may be as a member of the MES for purpose of seniority in the grade concerned or in the higher grade to which he may be formally promoted during his absence from the MES.

17. In this regard “Administrative book-2007 for classification, appointment and promotion of MES officers and staffs” to be followed accordingly. Seniority of Non Gazetted basic staffs is appended as Annex – ‘KA’.

This supersedes RI No. 44 of 1990

**SENIORITY RULES-MES CIVILIAN
NON-GAZETTED BASIC ESTABLISHMENTS**

μgK	c`ew/c`bvg	c`ghP v	gše`
1	fnW Wtdlmg`vb	3q tkYx	GmicGI -6 Zwi Lt 19 gvP ^o 1965 Ges GmieGI -5/81 Zwi L 21 Rj vB 1981
2	m`v=új KvTj ±i		
3	j`vefi Ui x tUKubkqvb		
4	mpvi fvBRvi , Gd/Gm tMÜV-1		
5	tófbvMödi		
6	WtdUng`vb Kvm-G		
7	fnW G`vmmfUu		
8	BDW/G		
9	WtdUng`vb Kvm-ue		
10	tófbv-UvBwó		
11	mpvi fvBRvi , Gd/Gm tMÜV-2		
12	Awdm mnKvi x		
13	WtdUng`vb Kvm-um		
14	tóvi g`vb		
15	GguU WfBfvi		
16	uj dWg`vb		
17	uj dW tgKmbK		
18	eyucÜvi	4`kYx	
19	tMmÜUubi Acvfi Ui /WicfKwUs tgwkb Acvfi Ui		
20	`Bi x		
21	wcqb		
22	tPšwK`vi		
23	gvvj		
24	mBcvi		

ROUTINE INSTRUCTION NO 14/2008

RECRUITMENT/APPOINTMENT CASUAL PERSONNEL IN MES

1. Casual personnel are recruited/employed in the MES and their categories are shown in Annex 'A' to this RI with their relevant scales of pay.
2. Those casual personnel who are employed continuously are entitled to incremental rates of pay subject to their good conduct and efficient approved service.
3. E in C/ DW&CE/ CMES/ GE is the appointing authorities for their respective services.
4. Para 129 of MES Regs empowers E-in-C, DW & CEs, Cs MES and GEs to sanction casual establishment for limited periods on the basis of their work loads. These powers are restricted to the monthly salaries ceilings under para 129 of MES Regs read in conjunction with para 133 of MES Regs.
5. All appointment which is for limited periods be on fixed rates of pay and not incremental rates. The period for these appointments will not exceed 2 Years.
6. Priority for selection and appointment will be as follows:
 - a. Sons & daughter of Ex-MES personnel
 - b. Sons & daughter of MES personnel
 - c. Ex-servicemen (Engrs)
7. As a matter of policy, the following procedure will be strictly observed in future:
 - a. All appointments to the casual MES Estb will be made by the respective authorities.
 - b. Normally the pay on first appointment will be fixed at the minimum of the scale.

c. In exceptional cases, when it is considered that a man by virtue of his previous experience or superior qualifications deserves a higher initial pay prior concurrence of the E in C will be obtained before making the appointments.

d. Such cases of higher pay at the first appointment will be submitted to this HQ with a complete statement of case showing the previous experience, rates of pay previously drawn and any special qualifications of the candidates recommended.

e. Cases of higher scale/time scale will be allowed to casual personnel after passing the departmental examination. Where there is no proven of deptl exam, satisfactory svc record for these categories will be required for enjoying higher scale/time scale.

f. Indl failing to qualify deptl exam within six years in the present category with maximum chances of three sittings including compartmental, will be discharged from service without financial benefit. Directly recruited employees of tech category having no provision of departmental examination will be liable to be discharged without financial benefit, if fails to qualify in the concerning trade test within three years. However class IV employees are exempted.

8. The standard of educational / technical qualifications mentioned in Annex 'KA', 'KHA' and 'GA' in this RI will be applicable for the recruitment of casual personnel. Categories of supervisor & tradesman in MES are shown as Annex – 'D' in this RI.

9. **Recruitment of Casual Personnel (CP).** CP will be recruited as per recommended policy published by Works Directorate E in C's Branch vide letter no 100/3/E-1 Dated 21 November 2007.

This supersedes RI. No. 163 of 1990

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μuqK	cṫ i bvg l msLṫv ṫeZb ṫṫj (1997)	mi vmi wbṫqvṫMi Rbṫ eqmmxgv	wbṫqvM c×wZ	cṫqvRbxq ṫhvMṫ Zv
1	2	3	4	5
3	Dc mnKvi x cṫKṫj x, we/Avi (cṫeṫ l fvi wkqvi ṫMṫV-2) ṫ 3400- 170 x 7- 4590-Bwe -185x 11 -6625/-	18 - 30	K GmGmwm A_ev mgyvbm n mi Kvi Abṫgwm Z ṫKvb BbwṫwJDU nBṫZ wvrfj BwÄwbqvwi s G wṫṫcvgvavi x Ges evṫe KvṫRi AwfÄZv L GmGmwm (A_ev mgyvṫbi) Ges l fvi wkqvi ṫMṫV-2 wefvMxq cixṫ v cvm	K evsj vṫṫ k ṫMṫRU cṫÄvcbt bs 1c-1/ 95/wv- 12/184- msṫvcb gṫṫyṫ ṫqi mg (wewa-2) cṫṫ vbwZ- 27/94-164 Zvwi L 19 bṫṫṫṫ 1994 Bs L wefvMxq ṫhvMṫ cṫṫṫbv cvi qv ṫMṫj mi vmi wbṫqvṫMi nvi eq×ṫhvMṫ
4	Dc mnKvi x cṫKṫj x, B/Gg (cṫeṫ mṫcvt B/Gg ṫMṫV-2) 3400- 170 x 7- 4590- Bwe-185 x 11- 6625/-	18 - 30	K GmGmwm A_ev mgyvbm n mi Kvi Abṫgwm Z ṫKvb BbwṫwJDU nBṫZ Bṫj wJKṫj / ṫgKwbKṫj / cvi qvi BwÄwbqvwi s-G wṫṫcvgvavi x L GmGmwm (A_ev mgyvṫbi) Ges mṫcwi bṫUbṫWṫU B/Gg ṫMṫV-2 wvrfṫe wefvMxq cixṫ v cvm	K evsj vṫṫ k ṫMṫRU cṫÄvcbt bs 1c-1/ 95/wv- 12/184- msṫvcb gṫṫyṫ ṫqi mg (wewa-2) cṫṫ vbwZ- 27/94-164 Zvwi L 19 bṫṫṫṫ 1994 Bs L wefvMxq ṫhvMṫ cṫṫṫbv cvi qv ṫMṫj mi vmi wbṫqvṫMi nvi eq×ṫhvMṫ

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μwgK	cť` i bvg l msL`v ťeZb t`j (1997)	mi vmi wbťqvťMi Rb` eqmmxgv	wbťqvM c×wZ	cŕqvRbxq thvM`Zv
1	2	3	4	5
6	mȳvi fvBRvi ve/Avi 1975-105 x 7-2710- Bwe-110 x 11-3920/-	18 - 30	mswké weI tq evsj vť` k Kwii Mwi wkŕlv tevtWŕ AvI Zvaxb GBP Gm wm (ťfvťKkbvj) Ges 02 eQťi i ev` e AwfÁZv	vefvMxq tUW tUó cvm
7	PvRŕvŮ 1875-90 x 7-2505- Bwe-100 x 11-3605/-	18 - 30	mswké weI tq evsj vť` k Kwii Mwi wkŕlv tevtWŕ AvI Zvaxb GBP Gm wm (ťfvťKkbvj) Ges 02eQťi i ev` e AwfÁZv	vefvMxq tUW tUó cvm

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μḡK	ct̄ i bvg l msL̄v	mi vmwi wb̄tqv̄Mi Rb̄	wb̄tqv̄M c×wZ	c̄q̄Rbxq̄ thvM̄Zv
	teZb̄ t̄j (1997)	eqmmxgv		
1	2	3	4	5
3	W̄dUḡvb K̄m Ūm̄ t 1975-105 7-2710- B̄ie-110 x 11-3920/-	K mi vmwi wb̄tqv̄M 18-30 ermi L ct̄ vb̄Z eq̄mi mxgv×Zv bvB	K mi vmwi wb̄tqv̄M 75% mi vmwi wb̄tqv̄Mi gvātg L ct̄ vb̄Z t̄j̄ 25% eȳc̄Uvi nB̄Z ct̄ vb̄Z gvātg	K Gm Gm ṽm Ges w̄W̄cvgv Bb W̄dUḡ vb̄kxc cvm L ct̄ vb̄Z i t̄j̄ w̄fM̄xq̄ ci x̄j̄ cvm
4	Āw̄dm mnK̄vi x (c̄t̄eP̄ Gj w̄W̄m) 1875-90 x 7-2505- B̄ie-100 x 11-3605/-	18-30 ermi	mi vmwi wb̄tqv̄Mi gvātg	K GBP Gm ṽm/mggvb (2q w̄f̄vM) L ēsj v/Bsi vR̄tZ c̄Z w̄ḡwb̄tU h_ȳμtḡ 25/30 k̄ā UvB̄ics M̄wZ M Ab̄tgw̄ Z B̄bw̄=̄w̄DU nB̄Z GgGm l q̄w̄ev mgK̄v̄th̄c̄thvM̄x̄ mdU l q̄vi cwi P̄vj bvq 01 erm̄t̄ i Āw̄f̄ÁZv
5	t̄ovi ḡvb 1875-90 x 7-2505- B̄ie-100 x 11-3605/-	18-30 ermi	mi vmwi wb̄tqv̄Mi gvātg	GBP Gm ṽm / mggvb (2q w̄f̄vM)

GgBGm mvgvqK (mivc) tUWmḡvbt̄ i vbt̄qM veia

μῖgK	cḡ i bvg	ḡkYv/tMŌV/ t̄-j-1997 vbt̄qM cŌvZ	ḡhvM̄Zv	eqm AvfÁZv	ḡkḡvbwek Kvj
1	2	3	4	5	6
1	Bgvḡ	<u>3q</u> <u>14</u> 2100- 4315/- 100% mi vmi vbt̄qM	1 ḡKZ tevW ^{ev} cŌZŌvb nt̄Z b̄bZḡ dvr̄j cixḡvq DĒxY ^ḡ 2 ḡKvi Avḡb nv̄tdR Ges ḡKvb Rvḡḡ ḡmvRḡ ^ḡ BgvḡZi AvfÁZv m̄úbcŌ ^ḡ K AMŌraKvi t̄ qv nḡe	20-30	01 eQi (cŌqvRḡb 06 ḡvm ev̄x Kiv th̄t̄Z cv̄ti)
2	m̄cvi f̄vBRvi ve/Avi	<u>3q</u> <u>15</u> 1975- 3920/- 75% mi vmi vbt̄qM	m̄svkḡ-vel ḡq ev̄sj vḡ k Kvi Mvi ḡkḡv ḡev̄W ^ḡ Avl Zvaxb GBPGm̄m (ḡfv̄t̄Kkbj) Ges 02 eQḡi i ev̄-e AvfÁZv	18-30	01 eQi
		25% cḡ v̄bwZ (ḡgkb ḡ_ḡK)	vefv̄Mxq t̄UW t̄UŌ cv̄m	08 eQi (m̄svkḡ- t̄UḡW)	06 ḡvm
3	PvR ^ḡ vŪ	<u>3q</u> <u>15</u> 1875- 3605/- 25% mi vmi vbt̄qM	m̄svkḡ-vel ḡq ev̄sj vḡ k Kvi Mvi ḡkḡv tev̄W ^ḡ Avl Zvaxb GBP Gm̄m (ḡfv̄t̄Kkbj) Ges 02eQḡi i ev̄-e AvfÁZv	18-30	01 eQi

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μḡK	cḡ i bvg	ḡkYv/tMŌV/ ḡj -1997 wbḡqM cŌwZ	ḡhvM"Zv	eqm ArfÁZv	ḡkḡvbwēk Kvj
1	2	3	4	5	6
		75% cḡ vbwZ (j vBbgvb Bḡj KḡUḡkqvb cvBc wclUvi , cvḡfi , gḡvKwḡbKḡvj wclUvi , ḡRbvtiUi AcvḡiUi , Gḡm GŪ ḡi wclt ḡgKvt, I ḡqḡ vi , GḡwḡcG, wḡUvi wi Wvi , wḡj dḡ i "g GḡvḡUḡbḡWḡU wḡj dḡ ḡgKwḡbK nḡZ)	wēfvMḡxq ḡUW ḡUó cvm	08 eQi (mḡsḡkḡḡ- ḡUḡḡW)	06 gvm
4	wḡj dḡ ḡgKwḡbK	3q 15 1875- 3605/- 50% mi vḡmwi wbḡḡqM 50% cḡ vbwZ (mḡsḡkḡḡ- mḡnKvi x ḡUWmḡḡvb ḡ_ḡK)	mḡsḡkḡḡ wēl ḡq evsj vḡ k Kwi Mwi wḡkḡḡv ḡḡvtWḡḡ Avl Zvaxb GmGmḡm (ḡḡfvḡKkbyj) Ges 02 eQḡḡi i evḡe ArfÁZv	18-30	01 eQi
			wēfvMḡxq ḡUW ḡUó cvm	08 eQi (mḡsḡkḡḡ- ḡUḡḡW)	06 gvm

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μḡK	cḏ`i bvg	ḏkYv/tMÖW/ ḏ`j -1997 wbḏqvM cÖwZ	ḏhvM`Zv	eqm AvfÁZv	wkḏjvbwk Kvj
1	2	3	4	5	6
5	G`vj ḡḡwbqvg ḏdneḏKUi	3q 15 1875- 3605/- 50% mi vmwi wbḏqvM 50% cḏ`vbwZ (mswké- mnKvi x ḏUWmḡvb ḏ`ḏK)	mswké-ḡel ḏq evsj vḏ`k Kwii Mwi wkḏjv ḏevḏWḏ Avl Zvaxb GmGmwm (ḏfvḏKkbyj) Ges 02 eQḏi i ev`e AvfÁZv	18-30	01 eQi
			ḡefvMxq ḏUW ḏUó cvm	08 eQi (mswké- ḏUḏW)	06 ḡvm
6	ḡvkb	3q 16 1875- 3605/- 25% mi vmwi wbḏqvM 75% cḏ`vbwZ (mswké- mnKvi x ḏUWmḡvb ḏ`ḏK)	mswké-ḡel ḏq evsj vḏ`k Kwii Mwi wkḏjv ḏevḏWḏ Avl Zvaxb GmGmwm (ḏfvḏKkbyj) Ges 02 eQḏi i ev`e AvfÁZv	18-30	01 eQi
			ḡefvMxq ḏUW ḏUó cvm	08 eQi (mswké- ḏUḏW)	06 ḡvm
7	ḏcBḏlvi	3q 16 1875- 3605/- 25% mi vmwi wbḏqvM 75% cḏ`vbwZ (mswké- mnKvi x ḏUWmḡvb ḏ`ḏK)	mswké-ḡel ḏq evsj vḏ`k Kwii Mwi wkḏjv ḏevḏWḏ Avl Zvaxb GmGmwm (ḏfvḏKkbyj) Ges 02 eQḏi i ev`e AvfÁZv	18-30	01 eQi
			ḡefvMxq ḏUW ḏUó cvm	08 eQi (mswké- ḏUḏW)	06 ḡvm

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μgK	cṫ`i bvg	ṫkYx/tMŪ/ ṫ`j-1997 wbṫqvM cŌwZ	ṫhvM`Zv	eqm AurFÁZv	wkṫvbwek Kvj
1	2	3	4	5	6
8	Bṫj KuUṫkqvb	3q 16 1875- 3605/- 25% mi vmwi wbṫqvM 75% cṫ`vbwZ (msṫkṫ- mnKvi x ṫUWmṫṫ vb ṫ`ṫK)	msṫkṫ- wēl ṫq evsj vṫ` k Kwi Mwi wkṫv ṫevṫWṫ Avl Zvaxb GmGmwm (ṫfvṫKkbyj) Ges 02 eQṫi i ev`e AurFÁZv wēfvMṫq ṫUW ṫUó cvm	18-30 08 eQi (msṫkṫ- ṫUṫW)	01 eQi 06 gym
9	AṫUv Bṫj KuUṫkqvb	3q 16 1875- 3605/- 25% mi vmwi wbṫqvM 75% cṫ`vbwZ (msṫkṫ- mnKvi x ṫUWmṫṫ vb ṫ`ṫK)	msṫkṫ- wēl ṫq evsj vṫ` k Kwi Mwi wkṫv ṫevṫWṫ Avl Zvaxb GmGmwm (ṫfvṫKkbyj) Ges 02 eQṫi i ev`e AurFÁZv wēfvMṫq ṫUW ṫUó cvm	18-30 08 eQi (msṫkṫ- ṫUṫW)	01 eQi 06 gym
10	j vBbg`vb	3q 16 1875- 3605/- 25% mi vmwi wbṫqvM 75% cṫ`vbwZ (msṫkṫ- mnKvi x ṫUWmṫṫ vb ṫ`ṫK)	msṫkṫ- wēl ṫq evsj vṫ` k Kwi Mwi wkṫv ṫevṫWṫ Avl Zvaxb GmGmwm (ṫfvṫKkbyj) Ges 02 eQṫi i ev`e AurFÁZv wēfvMṫq ṫUW ṫUó cvm	18-30 08 eQi (msṫkṫ- ṫUṫW)	01 eQi 06 gym

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μwgK	cť` i bvg	‡kYx/tMŰ/ ť`j-1997 wb‡qvM cŰwZ	‡hvM`Zv	eqm AurFÁZv	wk¶ vbwek Kvj
1	2	3	4	5	6
11	tgKwbK`vj wdUvi	3q 16 1875- 3605/- 50% mi vmwi wb‡qvM 50% cť` vbwZ (msuké- mnKvi x tUWmġ vb t_‡K)	msuké-wel ‡q evsj vť` k Kwii Mwi wk¶ v ‡ev‡W¶ Avl Zvaxb GmGmwm (ťfv‡Kkbyj) Ges 02 eQ‡i i ev`e AurFÁZv weFvMxq tUW tUó cvm	18-30 08 eQi (msuké- ‡U‡W)	01 eQi 06 gvm
12	Gqvi KwiŰkb (Gim) GŰ ti wdRv‡iUi tgKwbK	3q 16 1875- 3605/- 50% mi vmwi wb‡qvM 50% cť` vbwZ (msuké- mnKvi x tUWmġ vb t_‡K)	msuké-wel ‡q evsj vť` k Kwii Mwi wk¶ v ‡ev‡W¶ Avl Zvaxb GmGmwm (ťfv‡Kkbyj) Ges 02 eQ‡i i ev`e AurFÁZv weFvMxq tUW tUó cvm	18-30 08 eQi (msuké- ‡U‡W)	01 eQi 06 gvm
13	wgUvi wi Wvi	3q 16 1875- 3605/- 50% mi vmwi wb‡qvM 50% cť` vbwZ (msuké- mnKvi x tUWmġ vb t_‡K)	GBPGmwm cvk K) msuké-wel ‡q evsj vť` k Kwii Mwi wk¶ v ‡ev‡W¶ Avl Zvaxb GmGmwm (ťfv‡Kkbyj) Ges 02 eQ‡i i ev`e AurFÁZv L) weFvMxq tUW tUó cvm	18-30 08 eQi (msuké- ‡U‡W)	01 eQi 06 gvm

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μwgK	cť` i bvg	‡kYx/tMŰ/ ť`j -1997 wb‡qvM cŰwZ	‡hvM`Zv	eqm AurfÁZv	wk¶ vbwek Kvj
1	2	3	4	5	6
14	Uj m GŰ cŰU (uJ GŰ wc) WŰBfvi	3q 16 1875- 3605/- 25% mi vmwi wb‡qvM 75% cť` vbwZ (msuké- mnKvi x tUWmŋ vb t_‡K)	msuké- weI ‡q evsj vť` k Kwi Mwi wk¶ v ‡ev‡WŰ AvI Zvaxb GmGmwm (‡fv‡Kkbyj) Ges 02 eQ‡i i ev`e AurfÁZv weFvMxq tUW tUó cvm	18-30 08 eQi (msuké- ‡U‡W)	01 eQi 06 gvm
15	tgvUi U†Y†cvU® (GgUJ) WŰBfvi	3q 16 1875- 3605/- 75% mi vmwi wb‡qvM 25% cť` vbwZ (msuké- mnKvi x tUWmŋ vb t_‡K)	1) Gm Gm wm cvk 2) wmwFj WŰBwFs j vB‡mY mn 05 eQ‡i i ev`e AurfÁZv 1) wmwFj WŰBwFs j vB‡mY cŰB 2) weFvMxq tUW tUó cvm	18-30 08 eQi (msuké- ‡U‡W)	01 eQi 06 gvm
16	‡Rbv‡i Ui Acv‡i Ui	3q 16 1875- 3605/- 25% mi vmwi wb‡qvM 75% cť` vbwZ (msuké- mnKvi x tUWmŋ vb t_‡K)	msuké- weI ‡q evsj vť` k Kwi Mwi wk¶ v ‡ev‡WŰ AvI Zvaxb GmGmwm (‡fv‡Kkbyj) Ges 02 eQ‡i i ev`e AurfÁZv weFvMxq tUW tUó cvm	18-30 08 eQi (msuké- ‡U‡W)	01 eQi 06 gvm

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μwgK	cṫ` i bvg	ṫkYx/tMŪ/ ṫ`j-1997 wbṫqvM cŌwZ	ṫhvM`Zv	eqm AurFÁZv	wkṫvbwek Kvj
1	2	3	4	5	6
17	mṫP tevW® G`vṫUṫWṫU (GmweG)	3q 16 1875- 3605/- 50% mi vmwi wbṫqvM 50% cṫ` vbwZ (msuké- mnKvi x ṫUWmṫj vb ṫ`ṫK)	msuké- weI ṫq evsj vṫ` k Kwi Mwi wkṫv ṫevṫWṫ AvI Zvaxb GmGmwm (ṫfvṫKkbyj) Ges 02 eQṫi i ev`e AurFÁZv	18-30	01 eQi
			weFvMiq ṫUW ṫUó cvm	08 eQi (msuké- ṫUṫW)	06 gym
18	I ṫqṫi vi	3q 16 1875- 3605/- 50% mi vmwi wbṫqvM 50% cṫ` vbwZ (msuké- mnKvi x ṫUWmṫj vb ṫ`ṫK)	msuké- weI ṫq evsj vṫ` k Kwi Mwi wkṫv ṫevṫWṫ AvI Zvaxb GmGmwm (ṫfvṫKkbyj) Ges 02 eQṫi i ev`e AurFÁZv	18-30	01 eQi
			weFvMiq ṫUW ṫUó cvm	08 eQi (msuké- ṫUṫW)	06 gym
19	cvBc wclUvi	3q 16 1875- 3605/- 25% mi vmwi wbṫqvM 75% cṫ` vbwZ (msuké- mnKvi x ṫUWmṫj vb ṫ`ṫK)	msuké- weI ṫq evsj vṫ` k Kwi Mwi wkṫv ṫevṫWṫ AvI Zvaxb GmGmwm (ṫfvṫKkbyj) Ges 02 eQṫi i ev`e AurFÁZv	18-30	01 eQi
			weFvMiq ṫUW ṫUó cvm	08 eQi (msuké- ṫUṫW)	06 gym

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μwgK	cṫ` i bvg	ṫkYx/ṫMŪ/ ṫ`j -1997 wbṫqvM cŌwZ	ṫhvM`Zv	eqm AurFÁZv	wkṫṫvbwek Kvj
1	2	3	4	5	6
23	ṫKBbg`vb	3q 16 1875- 3605/- 25% mi vmwi wbṫqvM 75% cṫ` vbwZ (msuké- mnKvi x ṫUWmṫj vb ṫ`ṫK)	msuké- weI ṫq evsj vṫ` k Kwi Mwi wkṫṫv ṫevṫWṫ AvI Zvaxb GmGmwm (ṫfvṫKkbyj) Ges 02 eQṫi i ev`e AurFÁZv weFvMxq ṫUW ṫUó cvm	18-30 08 eQi (msuké- ṫUṫW)	01 eQi 06 gvm
24	Kvṫcṫvi	3q 16 1875- 3605/- 25% mi vmwi wbṫqvM 75% cṫ` vbwZ (msuké- mnKvi x ṫUWmṫj vb ṫ`ṫK)	msuké- weI ṫq evsj vṫ` k Kwi Mwi wkṫṫv ṫevṫWṫ AvI Zvaxb GmGmwm (ṫfvṫKkbyj) Ges 02 eQṫi i ev`e AurFÁZv weFvMxq ṫUW ṫUó cvm	18-30 08 eQi (msuké- ṫUṫW)	01 eQi 06 gvm
25	KgṫcBb wi wmfvi	3q 16 1875- 3605/- 100% mi vmwi wbṫqvM	K GBP Gm wm cvk Awdm mnKvi x cṫ` c` cwi eZṫ K evsj v/Bsi vRṫZ cŌZ ugubṫU h_vṫṫg 25/30 kā UvBwcs MwZ L Abṫgw` Z Bbw`wJDU nBṫZ GgGm I qW`cwi Pjṫ bṫq 01 ermṫi i ev`e AurFÁZv	18-30	01 eQi
26	gṫṫwṫ4b	3q 18 1625- 2905/- 100% mi vmwi wbṫqvM	`ṫKZ ṫevW`ev cŌZōvb nṫZ b`bZg `wLj cixṫṫvq DÉxY`Ges ṫKvi Avṫb nvṫdR nṫZ nṫe	18-30	01 eQi (cŌqvRṫb 06 gvm ewx Kiv ṫṫZ cvṫi)

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μwgK	cṫ` i bvg	ṫkYx/ṫMŪ/ ṫ`j-1997 wbṫqvM cŌwZ	ṫhvM`Zv	eqm AurFÁZv	wkṫ vbwek Kvj
1	2	3	4	5	6
27	eqj vi G`vṫUbṫW>U	3q <u>18</u> 1625- 2905/- 100% mi vmwi wbṫqvM	K) Gm Gm um cvk L) 06 gvṫmi Kwi Mwi wkṫ vmn ev`e AurFÁZv	18-30	01 eQi
28	mnKvi x ṫUWmg`vb	4_© <u>17</u> 1625- 2905/- 100% mi vmwi wbṫqvM	K) Gm Gm um cvk L) 06 gvṫmi Kwi Mwi wkṫ vmn ev`e AurFÁZv	18-30	01 eQi
29	kṫgK	4_© <u>20</u> 1500- 2400/- 100% mi vmwi wbṫqvM	Aóg ṫkYx cvk	18-30	01 eQi
30	gwj	4_© <u>20</u> 1500- 2400/- 100% mi vmwi wbṫqvM	Aóg ṫkYx cvk	18-30	01 eQi

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μῆγΚ	çt`i bvg	†kYx/tMŌW/ †-j -1997 wb†qvM çŌwZ	†hvM`Zv	eqm AvfÁZv	wk¶jvbwk Kvj
1	2	3	4	5	6
31	wbivcĒv çŌix	4_© 20 1500- 2400/- 100% mi vmi wb†qvM	Aóg †kYx çvk	18-30	01 eQi
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მპვი ფიბრვი I ჟივოცა ვბჟა ი თკყხ ებჟიმ

მე 91 თმუ-1	მე 91 თმუ-2	` 91	~ 91 თმუ-1	~ 91 თმუ-2	A` 91
1975- 105 x 7- 2710-ბიე- 110 x 11- 3920/-	1875- 90 x 7- 2505-ბიე- 100 x 11- 3605/-	1750- 80 x 7- 2310-ბიე- 90 x 11- 3300/-	1625- 65 x 7- 2080-ბიე- 75 x 11- 2905/-	1560- 60 x 7- 1980-ბიე- 65 x 11- 2695/-	1500- 50 x 18- 2400/-
მპვი ფიბრვი ე/ავი	გ`ვკბ	ბგვგ	გგვგ/4ბ		გვჯ
პირაჟი	ჟცბჟი		ეკვი გ`ვტუბჟი		კიგკ
	ბჟი კიუიკვი		მნიკვი x თუვმგ`ვი		მბცი ჟპსნიკ`ვი
	აჟი ბჟი კიუიკვი				
	ი ვბგ`ვი				
	ჟგკვიკ`ვი უდი				
	გვი გუ ტიუტი გ`ვიკვი.				
	ვივი ვი ვვი				
	ვი გუ უ ვბფვი				
	გვი ვბფვი				
	ჟრბჟი აკრჟი				

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1975- 105 x 7- 2710-Bwe- 110 x 11- 3920/-	1875- 90 x 7- 2505-Bwe- 100 x 11- 3605/-	1750- 80 x 7- 2310-Bwe- 90 x 11- 3300/-	1625- 65 x 7- 2080-Bwe- 75 x 11- 2905/-	1560- 60 x 7- 1980-Bwe- 65 x 11- 2695/-	1500- 50 x 18- 2400/-
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ROUTINE INSTRUCTION NO 15/2008
EMPLOYMENT OF AEs
AE B & R

1. It is intended to employ AE B&R in either of the two following ways:
 - a. As Assistant Engineers in large divisions.
 - b. As Sub-divisional Officers in-Charge of large Sub-division.
2. When an AE B & R is employed as AGE, there is no difficulty about his duties which remains as before.
3. When an AE B & R is employed as a Sub-divisional officer, he would have under him certain SSAE B/R in extreme necessity only.
4.
 - a. The AE performing the duties of Sub-divisional Officer should divide his sub-division into various charges. One of these charges, he holds himself and the remainders are held by his Overseers. He then has a dual function, namely, he works both as a Sub-Divisional officer in executive charge of all work in his sub-division and also has immediate charge of one section of the Sub-Divisional area which he retains for himself. It is incorrect for an AE B & R performing the duties of Sub-Divisional officer to work as if his Sub-Division was a division and he was a Garrison Engineer elevating his Overseers to the equivalent status of SDOs.
 - b. AE May be appointed instead of AXEN where earmarked in TO&E as “AXEN/AE” with the permission of MOD.

AE E & M

5. An AE E & M is responsible to his GE for planning, testing and checking as under:
 - a. Planning
 - (1) E in C's standing orders section 8 para 154 – 163.

Note: This requires careful investigation at site. AEs must not remain in the office and trust to reports. The certificate in para 162 is most important.
 - (2) Spare parts, E in C's standing orders para-362. The AE must personally prepare indents checking all details at site.

(3) Proposals for CME's standing orders for E&M installations (E in C's standing orders para 360 – 361).

b. Checking and Testing

(1) Under Indian electricity Act (1910) section 36 (2) the AE is in the position of an Electrical Inspector and must test all work on completion.

(2) Check of existing wiring and formulation of proposals adequately supported by figures for renewals.

(3) Test of lightning Conductors

(4) Test of MT and plant in use. Check of Routine Maintenance Charts.

(5) Carryout Technical Inspection in his area.

(6) Check and cause to be put in practice, such precautions as may be required to safeguard life and property.

c. Break Downs. The AE must immediately take personal charge of action on a break down.

d. General Supervision. The AE, E & M will continually visit and supervise all aspects of E&M work and working of installations in the whole division and also supervise the work of the subordinates.

e. Annual Returns. He will ensure that records are kept correctly throughout the year, in order that he can prepare and satisfy the GE on all details, in Annual returns.

6. AEs E&M who are University Graduates and directly recruited as AEs E&M and have no experience in a lower capacity will be given charge of an E&M sub-Division so that they get a chance to learn departmental procedure. Similarly senior AEs E&M who are considered suitable, may be appointed as AGEs and given the opportunity to learn the general duties in the GE's office. Their appointment as AGE will depend, however, on whether or not they can be spared from the E&M work in the Division. In many cases this may not be practicable.

7. AEs E&M will not hold charge of any B&R Sub-Division owing to the shortage of E&M officers.

This supersedes RI No. 121 of 1990

ROUTINE INSTRUCTION NO 16/2008
EMPLOYMENT OF A CAPTAIN (ENGINEERS)

1. A Captain when first posted to the MES will normally be appointed as an AGE. He will, however, be given the charge of a sub-Division (A home sub-division as far as possible for at least six months).
2. The GE concerned will ensure that the Captain performs the full functions of an SDO and becomes well conversant with the departmental procedure and construction accounts etc. With this and in view he may withdraw the SSAE/Overseer Gde-I employed in that sub-division for any length of time deemed necessary by him.
3. In no case, a SSAE/an Overseer Gde-I etc. will be allowed to hold the charge of a Sub-Division when a Captain is made in charge of that sub-division.

This supersedes RI. No. 122 of 1990

ROUTINE INSTRUCTION NO 17/2008
RECATAGORISATION-NGS/RTE/CP

1. The question of recategorisation has been considered at this HQ. It has now been decided that:

a. The recategorisation will be restricted to the categories which are co-related to one another provided it does not involve adm difficulties.

b. Class III Pers

(1) The recategorisation will be made only in the lowest grade of the new category. On recategorisation personnel will stand a chance alongwith others for promotion in that grade after passing the requisite promotion examination.

(2) Permanent Personnel

(a) They will hold lien in their previous Pt appointment, till they are confirmed in the recategorised appointments. This provision will in no case be counted in the new cadre.

(b) Their previous service will not be counted for the purpose of seniority and confirmation in the recategorised cadre except for pension and refixation of pay. The individual concerned will have to give an undertaking duly countersigned by a Gazetted Officer class I to this effect.

(3) Temporary Personnel

(a) After remustering their pay and seniority in the new cadre will take effect from the date of recategorisation. The pervious service rendered will not be taken into account for the purpose of seniority, confirmation and pay in the new cadre, except for pension purpose at the time of retirement.

(b) The individual concerned will have to give an undertaking duly countersigned by a Gezatted officer Class I to the effect that he shall have no lien on his previous post.

c. Class IV Servants

The recategorisation will only be considered in the event of retrenchment provided the pay scales are identical and there are vacancies in the new category and persons are willing. In the event of retrenchment, Class IV servants on un-identical (Higher rates) scales of pay will be considered for absorption in lower grade provided there is a vacancy and the individual is willing for the absorption. After remustering their seniority will effect from the date of recategorisation.

2. Request for recategorisation as and when necessary will be made to the appointing authorities with the recommendations of the officer In-charge formation in which the individual is serving.

3. This does not constitute a guarantee that requests for recategorisation will be entertained. Each case will be considered on its merits.

This supersedes RI. No. 165 of 1990

RECATAGORISATION-NGS/RTE/CP

Ser	Personal No	Name	Present category & Gde Pt & Ty	Date of Apptt in MES
1	2	3	4	5

Education/ Tech Qualifications		Departmental qualifications Give code letters and years	New Category for Recategorisation
Civil	Army		
6		7	8

Recommendations GE/DCE/ CMES	Remarks
9	10

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**MILITARY ENGINEER SERVICES
BANGLADESH ARMED FORCES**



**CHAPTER – 6
MES MILITARY CADRE**

PUBLISHED BY: AHQ, E IN C'S BR, WKS DTE, DHAKA CANTT.

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ROUTINE INSTRUCTION NO 18/2008
MES MILITARY CADRE

General

1. MES Military Cadre consists of a number of JCO's and OR's of the Corps of Engrs, who are held against authorised establishment of the MES. Their terms and conditions of service will be the same as for other enrolled personnel of the Corps of Engrs.

Selection

2. Selection for the cadre is made by the E in C on the recommendations of the Comdt ECSME from serving personnel of the Corps of Engrs. The conditions for selection are laid down in Pay & Allowances Regulations for the Bangladesh Army, Volume 1 (Provisional) 1952 as follows:

Category		Group	Ref to P & A Regs	
1.	Draughtsman E & D	A	Page	137
2.	SAE B & R	A	Page	147
3.	SAE E & M	A	Page	153
4.	Clerk GD	B	Page	168
5.	Store man & Technical	B	Page	221
6.	Supervisor F & S	B	Page	222

Normally rank of a person selected for the cadre will not be higher than a Sgt. New entrant will have to pass departmental examination within three years from the date of their joining MES (M) failing which they will be reverted to tps.

Conditions for Mustering

3. Personnel selected for this cadre will be given necessary training of their MES category under arrangements to be made by the E in C. having successfully attained the working knowledge of the category, the man will be mustered from his "Corps-of Engrs category" to the lowest class of the MES category as laid down in Pay and Allowances Regs, Volume I. Personnel once remustered or promoted on the basis of cadre seniority will not be reverted to tps unless exigencies of the service so demand.

Up-Classification

4. After having been regularly re-mustered to one of the categories of MES the following conditions will be fulfilled for further up classification and promotion:

Ser	Category	To be qualified
1.	SSAE B/R & E/M	PEO-6
2.	SAE B/R	PEO-7
3.	SAE E/M	PEO-8
4.	Head Draughtsman	PEN-9
5.	Draughtsman Class - A	PEN-8
6.	Draughtsman Class - B	PEN-7
7.	Draughtsman Class - C	PEN-6
8.	Blue Printer	PEN-5
9.	Superintendent	PEN-4
10.	Head Assistant	PEN-3
11.	UDA	PEN-2
12.	Office Assistant	PEN-1
13.	Store man	PEN-11
14.	Supervisor F/S Gde-II	PEN-12
15.	Supervisor F/S Gde-I	PEN-13

Initial Employment on Joining MES

5. Selected personnel on joining will initially be employed in the lowest class/grade of the MES category for which selected, irrespective of their ranks. Employment to higher class/grade will be subject to passing the MES departmental examinations laid down in Para 4 above. For statistical purpose, they will be counted against the appointment/class/grade for which actually employed, eg a SWO who is selected for F&S will be initially employed as a Supervisor F&S Grade II and accounted for as such until such time as he qualifies in PEN-12 examination and absorbed as Supervisor F&S Grade I.

An individual cannot claim employment in higher grade of MES category merely by virtue of his rank.

Army Ranks Vis- A – Vis MES Appointments

6. A table showing MES appointments equivalent to Army Ranks which would normally be held by the cadre personnel possessing necessary educational and technical qualifications, laid down in Para 2 & 4 above is given below:

Ser	MES	Equivalent Rank
1.	Head Draughtsman	MWO
2.	Draughtsman Class - A	SWO
3.	Draughtsman Class - B	WO
4.	Draughtsman Class - C	Sgt/CPL
5.	SSAE B/R & E/M/Overseer Grade-I	MWO
6.	SAE	SWO
7.	Overseer / Superintendent E/M Grade-II	WO
8.	Supervisor B/R & Charge Hand (Service at least 10 years)	Sgt
9.	Supervisor B/R & Charge hand (Service below 10 years)	CPL
10.	Supervisor Grade-I	WO
11.	Supervisor Grade-II	Sgt
12.	Store man	CPL
13.	Superintendent	MWO
14.	Head Assistant	SWO
15.	UDA (Service above 18 years)	WO
16.	UDA (Service below 18 years)	Sgt
17.	Office Assistant	CPL

Status/Seniority

7. The men, when selected for cadre will remain on the strength of Corps of Engrs up to the date of their permanent absorption in the MES. There after they will be borne supernumerary on the role of Corps of Engrs. Seniority will be maintained on the cadre basis and will count from the date of rank. Personnel who are regularly remustered to MES category and attained the grade/class equivalent to their Army rank will NOT ordinarily be reverted to tps.

Promotions to Army Ranks

8. Promotions to army ranks will not only be governed by up-classification in the MES category but qualification for promotion as laid down in Annex 'A' to this RI will also be taken into consideration. Promotions will be made by the E in C. Promotion Roll for promotion to WO will be prepared by the Engr Records on instruction from E in C's Branch.

Administration

9. While in MES, the cadre personnel will be attached by their local MES Comd etc. to the nearest military unit for the purpose of accommodation, ration, clothings and pays through Station HQ.

10. Cadre personnel being subject to the Bangladesh Army Act can be dealt with for discipline by military officers only. When an MES Officer under whom an individual is serving is not a military Officer, he will arrange with military unit commander for disciplinary action against a defaulter.

11. Representations, appeals etc. pertaining to the subjects for which attached with a military unit will be made through OC unit. Any requests, representation appeals on the following subjects will be made to the local MES Comd:

- a. Postings and Transfer
- b. Promotions
- c. Discharges
- d. Extension of Service
- e. Leave
- f. Courses
- g. Examinations
- h. Up-Classification

The MES Officer concerned will take necessary steps to redress an individual's grievance. When he cannot do so, he will refer the matter to his immediate superior. The channel of Comd to be followed for this purpose will be local MES Comd/CMES/DW & CE/E in C.

If any matter requires reference be made to the Comdt ECSME the OIC Records, ECSME or any other Engr Units, it may be made by a CMES direct.

12. a. Mob documents of cadre personnel will be maintained by CMES/GE concerned to which they are attached. Casualties affecting those personnel as given in Appendix 'B' of R/A Administrative Instruction No. 1 of 25 Sep 57 (part II order Guide) will be notified through DDGs Part II Orders. Casualties given in Appendix "C" R/A Administrative Instruction No I of 25 SEP 57 will be published by the CMES/GE concerned in his Daily orders Part II. If the individuals are further attached to other Mil units by the CMES/GE for rations, accommodation and discipline purposes then the casualties affecting these personnel will be obtained by the CMES/GE from the unit concerned and published in his Daily orders part II to avoid undue loss to the individual. Copies of unit Part II Orders will be forwarded to all concerned as per distribution given in para 13 of the above said Administrative Instruction plus one copy to E in C's Branch. Draft Daily orders Part II regarding monetary increase/decrease, promotion reversions and discipline will be routed through E in C's Branch AHQ.

b. Entries concerning pay from part II orders will be made in the man's Pay Books (AB 64 M) Part II by the CMES/GE concerned to which the personnel are permanently attached. CMES/GE etc. will keep a close liaison with the other military units concerned to ensure satisfactory administration and welfare of cadre personnel who are attached to them.

Strength Return BAFY 1974

13. This Return will be initiated by E in C's Branch. Copies of part II Orders notifying casualties of Strength (Increase/Decrease) and promotion issued by units concerned (CMES/GE) and Engineer centre (Record Wing) in respect of MES (M) personnel will be provided to the following in addition to the normal distribution :-

- a. E in C's Branch (Wks Dte E-1) - - - - - 5 copies
- b. CMES concerned - - - - - 1 copy
- c. GE concerned - - - - - 1 copy
- d. Mily Unit concerned - - - - - 1 copy

Postings and Transfers

14. Postings and transfers of MES (M) personnel from Corps of Engrs to MES and between MES areas will be controlled by the E-in-C. Transfers within the areas will be done by the DW&CE's and within divisions by the GEs.

Confidential Reports

15. Confidential Reports will be submitted by the local MES Comd of an individual to E-in-C BAFI-2081-A, as the case may be, yearly on 31 March.

Detailed instructions regarding initiation of these reports are laid down in SPAO 19/59. These are given in Appendix 'B' to this RI.

Training

16. Apart from technical training the cadre personnel will be given opportunity for carrying out military training to maintain their efficiency as soldiers. For this purpose, arrangements will be made with the military unit to which attached. All cadre personnel must pass their annual range classification course and physical efficiency tests. In addition following instructions are to be followed:

- a. Military cadre personnel may be given opportunity for attending course/cadre/prepare classes before appearing any MES departmental examination.
- b. Military cadre personnel must appear in the practice firing and yearly firing (CAS trophy firing) as per Sena Operational Shooting Nirdesika – 2005 with unit attach /under command for administration.

Pension/Discharge

17. This is controlled by Comdt ECSME.

Ref: Engr Dte LM No. 2466/1/Engrs/G Date 11 June 2008

This supersedes RI No. 166 of 1990

QUALIFICATIONS FOR PROMOTION
OF MES MILITARY CADRE

1. **SWO to MWO**

- a. Education : SSC
- b. Map Reading : BMR
- c. Service : 25 years minimum
- d. Technical : Must have passed MES departmental exam and promotion exam.
- e. General : Must be recommended for promotion.

2. **WO to SWO**

- a. Education : SSC
- b. Map Reading : BMR
- c. Service : -
- d. Technical : Must have passed MES departmental exam, PLC and promotion exam.
- e. General : Must be recommended for promotion.

3. **SGT to WO**

- a. Education : SSC
- b. Map Reading : BMR
- c. Service : -
- d. Technical : Must have passed MES departmental exam, AFE & SGC and promotion exam.
- e. General : Must be recommended for promotion.

4. **CPL to SGT**

- a. Education : SSC
- b. Map Reading : BMR
- c. Service : -
- d. Technical : Must have passed MES departmental exam and ATT
- e. General : Must be recommended for promotion.

Ref: Engr Dte LM No. 2466/1/Engrs/G Date 11 June 2008

5. **LCPL to CPL**

- a. Education : SSC
- b. Map Reading : BMR
- c. Service : -
- d. Technical : Must have passed MES departmental exam and FE&PC.
- e. General : Must be recommended for promotion.

6. **SAINIK to LCPL**

- a. Education : SSC
- b. Map Reading : BMR wef 01 January 2011
- c. Service : 07 years
- d. Technical : Must have passed MES departmental exam and BTT, PC and Arms Cdo Cadre.
- e. General : Must be recommended for promotion.

7. **SWO CLK to MWO CLK**

- a. Education : SSC
- b. Map Reading : BMR
- c. Service : 25 years minimum
- d. Technical : Must have passed MES departmental exam and OSC promotion exam.
- e. General : Must be recommended for promotion.

8. **WO CLK to SWO CLK**

- a. Education : SSC
- b. Map Reading : BMR
- c. Service : -
- d. Technical : Must have passed MES departmental exam and OSC promotion exam.
- e. General : Must be recommended for promotion.

Ref: Engr Dte LM No. 2466/1/Engrs/G Date 11 June 2008

9. **SGT to WO**

- a. Education : SSC
- b. Map Reading : BMR
- c. Service : -
- d. Technical : Must have passed MES departmental exam and OSC promotion exam.
- e. General : Must be recommended for promotion.

10. **CPL CLK to SGT CLK**

- a. Education : SSC
- b. Map Reading : BMR
- c. Service : -
- d. Technical : Must have passed MES departmental exam and Clerk ATT
- e. General : Must be recommended for promotion.

11. **LCPL CLK to CPL CLK**

- a. Education : SSC
- b. Map Reading : BMR
- c. Service : -
- d. Technical : Must have passed MES departmental exam and Clerk BTT & JCC.
- e. General : Must be recommended for promotion.

12. **SAINIK CLK to LCPL CLK**

- a. Education : SSC
- b. Map Reading : BMR wef 01 January 2011
- c. Service : 07 years
- d. Technical : Must have passed MES departmental exam and Clerk BTT & svc Cdo cadre.
- e. General : Must be recommended for promotion.

Ref: Engr Dte LM No. 2466/1/Engrs/G Date 11 June 2008

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**MILITARY ENGINEER SERVICES
BANGLADESH ARMED FORCES**



**CHAPTER – 7
TRAINING OF MES PERSONNEL**

PUBLISHED BY: AHQ, E IN C'S BR, WKS DTE, DHAKA CANTT.

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ROUTINE INSTRUCTIONS NO 19/2008
TRAINING & DEPARTMENTAL EXAMINATION
OF MES PERSONNEL

Introduction

1. Detailed updated instructions regarding manual of qualification, training & departmental examination of MES personnel is given in 'Training Manual for MES Personnel-2007' which is to be followed strictly. However some of the important items are described in the subsequent paras of this RI.

Aim

2. To ensure that all personnel achieve and maintain a uniform standard for the efficient discharge of their duties.

General

3. Examination will be compulsory for all civilian officers and others personnel on the basic establishment of MES including RTE/CP resembling basic establishment.

4. All MES personnel will have to pass MES departmental exam. Passing of MES departmental exam is essential for retention, further promotion in the category concerned enjoying of time scale/higher scale and crossing of efficiency bar.

5. Passing of an examination will not entitle an individual to claim promotion out of turn. These will continue to be governed by the rules in force.

6. If an individual Officiating/RTE/CP qualifies departmental examination within specified period would enjoy the facility of promotion/higher scale/time scale/crossing of efficiency bar provided he is recommended for promotion in ACR.

7. a. Serving individual on the basic establishment as well as personnel resembling basic category who fails to pass MES departmental examination within the specified period laid down herein, of joining MES will render himself liable to be reverted to casual establishment in case of regular employees and discharged from service in case of casual personnel.

b. A Regular employee who is reverted to casual establishment due to non qualifying in MES Departmental examination within specified period laid down herein may be given two more chances to clear the departmental examination. In such cases he may be converted to regular employment but his seniority will be counted from the date of re-entry.

OFFICERS EXAMINATION

Scope

8. All directly recruited civilian officers will be required to pass this examination

SUBORDINATES EXAMINATION

Recruitment Test

9. These tests will be held by E in C's Branch or the DW&CE concerned. CsMES may also hold these tests in respect of casual categories for which they are appointing authorities with prior intimation to the DW&CE concerned.

Scope

10. These tests will be applicable to the categories listed in Annex 'B'. Prior passing of these tests is compulsory for recruitment in the MES.

11. Non-basic category personnel, Charge Hands and Supervisors B/R who qualify the departmental examination of their respective category may be appointed as SAE E/M, SAE B/R basic establishment in accordance with the Recruitment Rules for MES published in Appendix 'A' to SPAO 6 of 1965. These individuals will only be eligible to sit for PEN 16 & PEN 17 if they are HSC and have put in 3 years continuous service as Charge Hand/Work Supervisors & who has Diploma-in-Engineering may be allowed to sit for departmental examination PEO-6 directly on completion of 3 years service.

12. SAE B/R & SAE E/M having Diploma-in-Engineering will have to pass PEO-6 & PEO-7 for further promotion. Similarly directly recruited UDA will have to pass the Routine and Procedure, Construction Account and Computer Typing in Bengali & English papers of code letter PEN 2 & 3 before being considered for absorption in permanent establishment, higher appointment and promotion.

Directly recruited SAE B/R & SAE E/M will have to pass the Retention Exam within three years of their joining the service for retention in the Dept failing which they will be discharged from service without notice. No one will be allowed to take the promotion exam unless he has passed the Retention Exam.

Departmental Examination

13. This examination will be held centrally every year.

Eligibility

14. a. Serving personnel of MES may be permitted to sit for the departmental examination of their category provided they have rendered continuous service in their existing category as noted against each:

(1) Office Assistant, Steno typist, Storeman, Supvr F/S Gde-II, SAE B/R & SAE E/M	Three years continuous service in the existing category
(2) Draughtsman Class - C, B & A, Supervisors B/R and Charge hands.	Three years continuous service in the existing category

15. **Qualifying Marks**

- a. Officer's Examination 50% or above PASS
- b. Subordinates of all categories
 - (1) 40% or above in each paper PASS
 - (2) 40% or above in all papers except one.....

Compartmental: To reappear in that particular paper only in subsequent exam but within the specified time limit obtaining 40% or above in that paper will give the candidate a PASS

- (3) Below 40% in two more papers FAILED
- (4) For steno typist
 - (a) English-Speed 80 words per minute with 5% mistakes PASS
 - (b) Bengali- Speed 60 words per minute with 5% mistakes PASS

(5) For Stenographers

- (a) English-Speed 100 words per PASS
minute with 5% mistakes
- (b) Bengali- Speed 80 words per PASS
minute with 5% mistakes

16. Graduates from a recognized University may be appointed as UDAs against directly recruited quota. But they will have to qualify exam before they are confirmed or considered for further promotion.

SCREENING OF PERSONNEL FOR PROMOTION EXAM

17. All candidates will be properly screened/scrutinized at all levels prior to the submission of their names. The CMES, GE or DW&CE concerned will also certify the nominal roll accordingly.

18. Serving personnel may be permitted recategorisation provided they fulfill the following conditions:

- a. Possess requisite educational qualification required for the category
- b. Have less than 4 years service (Relaxable under orders of the E in C)
- c. Have acquired prescribed technical qualification from a recognized Technical Institute.

19. a. A period of 6 years of service in MES in the present category and with a maximum number of 3 (three) chances including compartmental exam is allowed to clear the dept exam. Compartmental paper is to be cleared in the subsequent exam failing which he will have to take the exam in his category in all subjects.

b. If a candidate is debarred for certain period to sit in the departmental examination due to copying, tempering and any other reason including misbehaviour in the exam will not be given any additional chance beyond specified period of six years.

c. However if due to unavoidable circumstances the departmental exam is not held in particular year, the specified period of 6 years will be enhanced automatically.

Examination Board

20. A Board composed as under will be appointed by the E in C every year in April:

- a. Lt Col/SE -1 - To act as president - Officer of higher rank may also be detailed
- b. Major/XEN -3 - To act as members
- c. SAO, E in C's Branch-To act as member secy.

21. At least two member must possess previous experience of these examinations. The Board will assemble and work in E in C's Branch.

Submission of Nominal Rolls

22. The nominal rolls after careful scrutiny will be submitted in duplicate to E in C's Branch through proper channel by 31st July or any other date fixed by E in C. Late receipt of nominal rolls will not be accepted. E in C may accept the recommendation of DW&CE as a special case if the nominal rolls are sent late on genuine ground.

23. Commanders at all levels will ensure that:

- a. The candidates are eligible to sit for the examination applied for as per Para 17 & 18 above.
- b. The particulars of each individual are correct as per their service record
- c. To ensure if he is not debarred for sitting in exam due to other reason

24. All nominal rolls will be checked in E in C's Branch and roll number will be allotted to candidates. Lists of candidates giving their roll number and examination centers will then be forwarded to the board and distributed to all concerned.

Publication of Results

25. The results will be compiled by examination board and submitted to E in C by the President of Board for approval. The results will be published and distributed for all concerned after approval of E in C.

Review of Papers

26. The Board will thoroughly scrutinise each paper and marking. No application for review of results or answer script will be entertained.

Training Instruction for MES Personnel: Part-I

27. MES is a service oriented organisation for Bangladesh Armed Forces. It deals with construction & maintenance works regarding buildings, roads, air field, bridges, electric supply, water supply, gas supply, sewage & sewerage disposal, drainage system, furniture & store etc. To ensure the desired standard of all these services the technical know how of MES personnel are to be improved. To enhance the potential and to increase the capability or skill of MES personnel at all levels, training related with modern technology and professional field, is essentially required.

28. Technology is continuously modifying and updating. MES is exposed to modern contingents in different UN mission. To cope up with advance technology and added responsibility a systematic and specific training system is to be followed. Training for MES officers/staffs at various levels would surely ensure good quality of works, sound administration and better discipline. Thereby MES will achieve high standard of performance.

Manual of Qualification for MES Personnel: Part-II

29. MES is a service oriented organisation. Here MES personnel are working with different types of construction work, maintenance work and office administrative/financial management related work. To build up their working ability, efficiency and to orient them with modern technology, training is essentially required at different levels. At the same time to ensure proper intake at different levels recruitment examination should be arranged in a planned way. Beside these, during service period to encourage sincere and efficient personnel perfect and judicious promotion examination is to be ensured at different levels. Thus the performance of MES personnel will be improved at a desired level and they will be able to maintain their honour and dignity.

30. In Manual of qualification necessary guideline, directions are introduced in a precise form regarding MES recruitment procedure, departmental examination and training system. Academic qualification and practical experience required during recruitment for a particular post/trade,

length of probationary period, pre-requisite courses for retention examination, minimum service length required for next promotion, course/training required to be qualified before next promotion etc are consolidated in this manual of qualification.

MES Departmental Examination: Part-III

31. The examinations are compulsory for all categories of civil personnel including civil officers of the MES basic establishment and casual personnel resembling basic establishment. No exemptions are allowed except as mentioned in succeeding Paras.

32. On passing the appropriate examination, the individual concerned becomes eligible for:

- a. Recruitment
- b. Retention
- c. Promotion

When an occasion for such appointment and promotion arises under the relevant orders in force. The passing of an examination does not however confer on the individual concerned any right to recruitment, retention, promotion out of turn or in contravention of any relevant orders in force.

Implementation Instructions of Training Manual for MES Personnel - 2007

33. Details of implementation instructions of training manual for MES personnel -2007 are circulated vide reference letter no. 100/81/E-1/Wks Dte (Trg) dated 25 October 2007 which is attached as Annex A to this RI.

This supersedes RI No. 19 of 1990

L| WZiq aic| c k Y bxiZgvj vi Avtj vtK mKj cZ cwi Pj K I c vb c KSkj xi  Bi KZR Aaxb mKj KgRZ KgPvix i c k Y cwi K i bv Z_v Career Plan c qb|

M| ZZiq aic| c ZKZ c k Y cwi K i bv Z_v Career Plan Abhvqx GgBGm Gi mKj KgRZ KgPvix i  K Kvh i fite c k Y c vtbi gva tg tckvMZ   Zv e x Kiv|

4| KgRvj vi AvtqvRb| Training Manual for MES Personnel-2007 Gi Avtj vtK c k Y cxiZi Dci tKw tfite cZ cwi  Bti e vcbvq 02 ( B) w  bi GKwJ KgRvj v Xivki GgBGm AvBwe Z b f f 2007 Gi c g mBv n AvtqvRb Kiv nte| D  KgRvj vq cZ cwi  Bi, mKj cZ cwi Pj K I c vb c KSkj x Ges wmgBGm Gi  Bi n Z tUbs msuk  01 Rb KgRZ Ges 01 Rb BDwG AskM Y Ki  eb| D  KgRvj vq Awab  GgBGm KgRZ KgPvix i c k Y cwi K i bv Z_v Career Plan  Zixi wel q we wi Z c k Y c vb Kiv nte| cieZ Z GKBFite mKj wmgBGm Gi  wq Zi b f f Gi 3q mBv n GKwJ 01 w  bi KgRvj v cwi Pwj Z nte thLv b Awab mKj wRB I  Z GwRB  Bi n Z c k Y msuk  01 Rb KgRZ Ges 01 Rb Awdm mnKvix AskM Y Ki  eb|

5| c k Y cwi K i bv Z_v Career Plan c Z| c k Y cwi K i bv Abymib K i AvtqvRZ KgRvj vi gva tg j   vb I Avf Zvi Avtj vtK mKj cZ cwi Pj K I c vb c KSkj x, wmgBGm, wRB Ges  Z GwRBM Y Z i Aaxb mKj KgRZ KgPvix i c vbmZ I Ab v  Service benefit (Time scale) wetePbvq G b Aaxb mKj KgRZ KgPvix i c k Y cwi K i bv Z_v Career Plan  Zix Ki  eb Ges Career Plan  Zix Kivi mgq msuk   wqZc B KgRZ MY mZK vKteb thb msuk  KgRZ KgPvix MY cieZ  c  c vbmZi Rb  m w  mgtqi g a c qvRbxq mKj c k Y/tKvm mga m ub Ki  Z c f b|  Ucb Career Plan  Zix I ev evq bi Rb  Kvb KgRZ KgPvix f f vMx n j Zvi Rb msuk   Bti  wqZc B KgRZ vqx vKteb| wW m f 2007 Zwi  Li 1g mBv ni g a c k Y cwi K i bv Z_v Career Plan m ub Kiv nte Ges wW m f 2007 Zwi L Gi g a mKj   i c k Y w f Rbv c qb m ub Ki  Z nte|

6| c k Y cwi K i bv ev evq| c k Y bxiZgvj v Training Manual for MES Personnel-2007 Gi w f Rbv Abhvqx msuk  mKj  Bi KZR 2q avtc c vZ c k Y cwi K i bv 01 Rvq vix 2008 Zwi L n Z Kvh i etj Mb  Kiv nte| c wqK fite cZ  cwi  Bi KZR ev Z c k Y Kvh  gi mvt  mg   K i mKj c k Yb Kvh  g cwi Pj bv Kiv nte| cieZ Z D  Kvh  g BwmGmGgB, Kw ivev  mbwber m Aew Z G WnK tUbs tmj Gi Z yeav b cwi Pwj Z nte| msuk  cZ cwi Pj K I c vb c KSkj x, wmgBGm Ges wRB/  Z GwRBM Y D  tUbs tmj Gi mvt  mg   K i wR wR  Bti KgRZ KgPvix i Rb  ZixKZ Career Plan Abhvqx c k Y Kvh  g ev evq Ae vnZ ivLteb|

10| Dcmsnvi | eZgub ev`eZvi AvtjvK 00 Training Manual for MES Personnel-2007” c0qb Kiv ntjv| fiel`tZ Pvn`vi tci`tZ G bwiZgvj v mstkrab/cwieZ0thvM`| ewYZ bwiZgvj vi tKvb vbt` Rbv cwieZ0/cwiea0 Gi c0qvRYxqZv t`Lv v`tj msik0` Bti i mpcwi`tki wfiE`tZ cZ`cwi` Bti i gva`tg BBbm gtnv` tqi Abtgr` b mtg c0qvRbxq mstkrabri e`e`v M0Y Kiv nte| bwiZgvj vi m0zev`evqtb GgBGm Gi mKj `ti i KgRZ/KgPvix` i mnthvMxZv GKvšfvte Kvg`|

GgBGm Gi KgRZP/KgPvix` i c` vbZ/vefMxq cix¶vi veib

1| KgRZP 1g tkYx

μgK	c` ex	c` vbZ/vefMxq cix¶vmgñ	gše`
1	mnKvix cĀKŠkj x (we/Avi I B/Gg)	mnKvix ubeñx cĀKŠkj x (we/Avi I B/Gg) c` c` vbZi Rb` vefMxq cix¶v (PEO-1)	
2	mnKvix ubeñx cĀKŠkj x (we/Avi I B/Gg)	ubeñx cĀKŠkj x (we/Avi I B/Gg) c` c` vbZi Rb` vefMxq cix¶v (PEO-2)	
3	mnKvix ubeñx cĀKŠkj x (AvK [©] óK)	ubeñx cĀKŠkj x (AvK [©] I óK) c` c` vbZi Rb` vefMxq cix¶v (PEO-3/PEO-4)	For Arch- PEO-3, For Struc PEO-4
4	ckvmbK KgRZP (GI)	DaYzb ckvmbK KgRZP (GmGI) c` c` vbZi Rb` vefMxq cix¶v (PEO-5)	

2| KgRZP 2q tkYx

μgK	c` ex	c` vbZ/vefMxq cix¶vmgñ	gše`
1	GmGB we/Avi	GmGmGB we/Avi c` c` vbZi Rb` vefMxq cix¶v (PEO-7)	
2	GmGmGB we/Avi I B/Gg	mnKvix cĀKŠkj x c` c` vbZi Rb` vefMxq cix¶v (PEO-6)	

μḡK	c`ex	cf`vbwZ/vefvMxq cix¶vmgñ	gše`
3	mnKvix cØKŠkj x we/Avi	mnKvix ubeñx cØKŠkj x cf` cf`vbwZi Rb` wefvMxq cix¶v (PEO-1)	
4	mnKvix ubeñx cØKŠkj x we/Avi	ubeñx cØKŠkj x cf` cf`vbwZ Rb` wefvMxq cix¶v (PEO-2)	
5	GmGB B/Gg	GmGmGB cf` cf`vbwZ Rb` wefvMxq cix¶v (PEO-8)	
6	mnKvix cØKŠkj x B/Gg	mnKvix ubeñx cØKŠkj x cf` cf`vbwZi Rb` wefvMxq cix¶v (PEO-1)	
7	mnKvix ubeñx cØKŠkj x B/Gg	ubeñx cØKŠkj x cf` cf`vbwZi Rb` wefvMxq cix¶v (PEO-2)	

3| **bb-ḡMḡRḡUW (GbR) KgPvix**

μḡK	c`ex	cf`vbwZ/vefvMxq cix¶vmgñ	gše`
1	Awdm mnKvix	BDwWG cf` cf`vbwZi Rb` wefvMxq cix¶v (PEN-1)	
	BDwWG	ḡnW G`vmmḡUḡU cf` cf`vbwZi Rb` wefvMxq cix¶v (PEN-2)	
	ḡnW G`vmmḡUḡU	mḡcwi bḡUḡbḡWḡU cf` cf`vbwZi Rb` wefvMxq cix¶v (PEN-3)	
	mḡcwi bḡUḡbḡWḡU	cØkvmwbK KgRZP (GI) cf` cf`vbwZi Rb` wefvMxq cix¶v (PEN-4)	

μἰγK	c`ex	cf`vbwZ/vefvMxq cix¶ vmgñ	gše`
2	eywCÜvi	WtdUmg`vb Kwm Om0 cf` cf`vbwZi Rb` vefvMxq cix¶ v (PEN-5)	
	WtdUmg`vb Kwm Om0	WtdUmg`vb Kwm Om0 cf` cf`vbwZi Rb` vefvMxq cix¶ v (PEN-6)	
	WtdUmg`vb Kwm Om0	WtdUmg`vb Kwm OG0 cf` cf`vbwZi Rb` vefvMxq cix¶ v (PEN-7)	
	WtdUmg`vb Kwm OG0	tnW WtdUmg`vb cf` cf`vbwZi Rb` vefvMxq cix¶ v (PEN-8)	
	tnW WtdUmg`vb	GB we/Avi cf` cf`vbwZi Rb` vefvMxq cix¶ v (PEN-9)	
3	tótbvUvBwC0	tótbvM0dvm©cf` cf`vbwZi Rb` vefvMxq cix¶ v (PEN-10)	
4	j`vefiUix tUKtbwkqvb/ tm=új Kvjtj KUi	GB we/Avi cf` cf`vbwZi Rb` vefvMxq cix¶ v (PEN-14)	
5	tóvi g`vb	myvt Gd/Gm tMÜV-2 cf` cf`vbwZ cix¶ v (PEN-11)	
	myvt Gd/Gm tMÜV-2	myvt Gd/Gm tMÜV-1 cf` cf`vbwZ cix¶ v (PEN-12)	
	myvt Gd/Gm tMÜV-1	GB Gd/Gm cf` cf`vbwZ cix¶ v (PEN-13)	

μḡK	c`ex	cḏ vbḡZ/ḡefvMxq cixḡ vḡḡ	gḡe`
12	ḡRbḡḡiUi AcḡḡiUi	PvRḡḡvŪ cḏ cḏ vbḡZi Rb` ḡUW ḡUó	
	PvRḡḡvŪ	mḡcḡt B/Gg ḡMŪ-2 A_ev GmGB B/Gg cḏ cḏ vbḡZi Rb` ḡefvMxq cixḡ v	
13	ḡḡUvi viWvi	PvRḡḡvŪ cḏ cḏ vbḡZi Rb` ḡUW ḡUó	
	PvRḡḡvŪ	mḡcḡt B/Gg ḡMŪ-2 A_ev GmGB B/Gg cḏ cḏ vbḡZi Rb` ḡefvMxq cixḡ v	
14	ḡU GŪ ḡc WḡBfvi	ḡUW ḡUó	UvBḡḡ-j cŪBi ceḡZ®
15	KḡcBb viwḡfvi	ḡUW ḡUó	UvBḡḡ-j cŪBi ceḡZ®
16	eqḡ vi G`ḡUḡḡWḡU	ḡUW ḡUó	UvBḡḡ-j cŪBi ceḡZ®
17	GḡḡcG	PvRḡḡvŪ cḏ cḏ vbḡZi Rb` ḡUW ḡUó	
	PvRḡḡvŪ	mḡcḡt B/Gg ḡMŪ-2 A_ev GmGB B/Gg cḏ cḏ vbḡZi Rb` ḡefvMxq cixḡ v	
18	cḡḡi	PvRḡḡvŪ cḏ cḏ vbḡZi Rb` ḡUW ḡUó	
	PvRḡḡvŪ	mḡcḡt B/Gg ḡMŪ-2 A_ev GmGB B/Gg cḏ cḏ vbḡZi Rb` ḡefvMxq cixḡ v	

μḡK	c`ex	cf`vbZ/vefVxq cix¶vḡḡ	gšē
19	j vBbg`vb	PvRñ`vÜ cf` cf`vbZi Rb` tUW tUó	
	PvRñ`vÜ	mçvt B/Gg tMŰ-2 A_ev GmGB B/Gg cf` cf`vbZi Rb` vefVxq cix¶v	
20	wj dU g`vKwbK	PvRñ`vÜ cf` cf`vbZi Rb` tUW tUó	
	PvRñ`vÜ	mçvt B/Gg tMŰ-2 A_ev GmGB B/Gg cf` cf`vbZi Rb` vefVxq cix¶v	
21	cvBc wduvi	PvRñ`vÜ cf` cf`vbZi Rb` tUW tUó	
	PvRñ`vÜ	mçvt B/Gg tMŰ-2 A_ev GmGB B/Gg cf` cf`vbZi Rb` vefVxq cix¶v	
22	I tqi vi	PvRñ`vÜ cf` cf`vbZi Rb` tUW tUó	
	PvRñ`vÜ	mçvt B/Gg tMŰ-2 A_ev GmGB B/Gg cf` cf`vbZi Rb` vefVxq cix¶v	
23	mBP tevW® G`vUbtW>U (GmweG)	PvRñ`vÜ cf` cf`vbZi Rb` tUW tUó	
	PvRñ`vÜ	mçvt B/Gg tMŰ-2 A_ev GmGB B/Gg cf` cf`vbZi Rb` vefVxq cix¶v	
24	Kvfc@vi	tUW tUó	UvBg†`j cñBi ce®kZ®
25	G`wmm†UE tUWmg`vb ve/Avi	tUWmg`vb cf` cf`vbZi Rb` tUW tUó	
	tUWmg`vb	mçvi fvBRvi cf` cf`vbZi Rb` tUW tUó	
26	G`wmm†UE tUWmg`vb (wi t‡ tUW tUW- B†j wUkqvb, A†Uv B†j wUkqvb, j vBbg`vb, tgKwbK`vj wduvi ,	tUWmg`vb cf` cf`vbZi Rb` tUW tUó	

μgK	c`ex	c` vbwZ/vefW/mq cix¶vmga	gŠe`
	Gim GÜ †i wclR†i Ui †gKwb- , wguvi wi Wvi , wU GÜ wC WwBfvi , GgwU WwBfvi , GmieG, I †qì vi , cıBc wclUvi , cıwfi , GgwıG Ges eqj vi G`†UbtWbU	†UWmg`vb c` c` vbwZi Rb` †UW †Uó	
	†UWmg`vb	PvR¶vÜ c` c` vbwZi Rb` †UW †Uó	
27	G`wmm†UE †UWmg`vb (†KBbg`vb)	†UWmg`vb c` c` vbwZi Rb` †UW †Uó	
28	G`wmm†UE †UWmg`vb (K†c¶vi)	†UWmg`vb c` c` vbwZi Rb` †UW †Uó	

†bvU t

K| †UWmg`vb† i `c† †UW †U÷ (PET)

L| mpcvi fvBRvi we/Avi n†Z c` vbwZ cix¶v (PEN-16)

M| PvR¶vÜ n†Z c` vbwZ cix¶v (PEN-17)

RESTRICTED

**MILITARY ENGINEER SERVICES
BANGLADESH ARMED FORCES**



**CHAPTER – 8
ANNUAL CONFIDENTIAL REPORT**

PUBLISHED BY: AHQ, E IN C'S BR, WKS DTE, DHAKA CANTT.

RESTRICTED

ROUTINE INSTRUCTION NO 20/2008
ANNUAL CONFIDENTIAL REPORTS-MES CIVILIAN
OFFICER & NG'S (BASIC CATEGORY)

1. **Aim.**
 - a. To assess the fitness of an individual for promotion, increment, retention in service and permanency.
 - b. To enable posting of the individual to suitable job.

2. **Considerations.**
 - a. In view of the above, officers initiating the reports must realise that they are performing a very responsible duty affecting the individual's future career and therefore, they should bear in mind that they must be completely impartial and fair (without any personal preference or prejudice to colour their reports)
 - b. The first consideration is the value of the individual to the service. Too often it seems obvious that it is the interest of the individual which has been uppermost in the reporting officers .This is wrong and may prove a very bad thing for the service in the end. Certainly we must do our best for the individual of his career but the service interest must come first at all times.

3. Before writing a report the reporting officer should check up the following for the period of report:
 - a. Special efficiency or inefficiency in the work
 - b. Instances of his special credit or discredit
 - c. Indiscipline, misdemeanours etc and
 - d. Disciplinary case and any punishments awarded.

4. The man should be informed of any major failing/faults/omissions whenever notice (preferably in writing) in order to enable him to eradicate these. This will also minimize representation against any adverse remarks. This however dose not mean that adverse remarks cannot be written without the faults etc having been previous pointed out.

5. The report should not deal with the back history which is or should have been covered in the previous reports.

6. **General Instruction.**

a This instruction is the authority for procedure on preparation, submission and disposal of confidential reports on all MES civilian employees of basic categories.

b Reports of individuals whose retirement, release etc has been authorised in the normal course will be submitted if they have served for six months or more since the date of submission of their previous reports.

c Annual confidential reports for the year ending 31 December will be written on BAFW-1790 in case of NG's BD Form 290 (Gha) (Amendment) in case of Class-I Gazetted Officer and BD Form 290 KA for Class-II Gazetted Officer. These will be initiated after 31 December and submitted by the initiating officer to the next higher authority so as to reach the finalising authority by 31 March. Exceptions to these are mentioned on sub Para below :

d. When an individual is posted away between 1 October to 31 December the following action will be taken before his departure:

(1) His report will be initiated by his superior officer and initialled by him.

(2) He will initiate reports of those subordinates whose initiating officers he is.

(3) The reports in (1) and (2i) above will be dispatched expeditiously duly endorsed by all concerned to DW&CE /EinC.

e No corrections will be made on an ACR as far as possible. If a correction however becomes necessary it will be initialled by the initiating officer as well as the individual reported on.

f. Only one copy in case of NG's and two copies in case of class-I & Class-II officer will be prepared. The report together with two copies of nominal roll by categories showing the following will be sent:

(1) Personnel on whom confidential reports are submitted.

(2) Personnel on whom confidential reports are not sent giving reason thereof and a probable date of their submission.

g. Channel of submission of reports is shown in Annex-A to K in this R.I.

h Higher grading in ACR will enable an individual for suitable posting but not for superseding others in the category in case of promotion. However outstanding grading cases may be given special consideration for accelerate promotion. Details of existing grade / next higher grade appointment are shown in Annex B to this RI.

7. **Completion Report.** Paras 1 to 6 of this Report BAFW-1790 will be filled in by the office and BD form 290 (Gha) Amendment part 1 will be filled in by the office and the officer report on respectively. Medical examination in respect of officer Class –I will be arranged by the initiating Officer from CMH. The medical officer will fill in medical category of the officer, sign and put the seal of his office. In case of the officers permanent or temporary in capacity further action will be taken by formations concerned in accordance with existing rules as a separate subject without awaiting further orders from this HQ. Medical examination is necessary at all events when a report on BD form 290 (Gha) (Amended) is initiated.

NB : Class-I Civilian Gazetted officers will be medically examined and the medical report on part-II of BD Form 290 (Gha) (Amended) will be completed and signed with date and office seal by Medical officer.

Technical Ability /Departmental Efficiency

8. All the questions of BAFW-1790, BD Form 290 Gha (Amended) and BD Form 290 (Ka) will be answered except where they do not specifically apply NA will be inserted against them. Mere answers “Yes/No” are not very helpful and will be avoided wherever possible. It is of no use giving remarks such as Good, very good Yes etc and then grade a man as Below Average etc. The answers to these paras should be given after careful thought so that the final grading is consistent with the answers. While filling up the ACR of officers instructions laid down in inner cover of BD form 290 Gha (Amended), in place of class –II Officers instructions laid down in last page of BD form 290 (Ka) should also be followed.

Other Marks Para 9 of BAFW-1790 & Para-3 part VII of BD Form 290 (Gha)

9. It should be noted that it is not necessary to mention anything in this Para that has already been stated. Remarks which are not covered in previous or recommendations which are not appropriately covered earlier will be made in this Para. Reports on separate sheet will not be attached. Irrelevant recommendations regarding discharges remustering etc will not be made. Such recommendations should form the subject of a letter.

Recommendations

10. a. Increments Enter “Yes” or “No” only. It will however be “No” if the man is graded lower than “Below Average” procedural formalities for with holding increments will be observed as usual.

b. One cannot be recommended for confirmation in a grade unless he has passed the requisite departmental examination of that grade. Recommendations will be not made in vague terms as “Yes” subject to passing the departmental examination” etc. The correct answer therefore is a clear “Yes” or “No”, “Yes” only when the individual has passed the departmental examination of that grade and if otherwise fit.

c. Promotion Enter “Yes” or “No” or Not Yet will only be “Yes” if a man has passed promotion examination. However recommendation for promotions will be restricted to a maximum of 25% in each category and it will be for the next higher grade appointments to which recommendations for promotions can be made. In the case of E&M AEs and AXENs this panel will be endorsed either as “Yes” (This will mean for E&M duties only) or “Yes as an AGE or GE”

Grading

11. The following grading will be used in future:

a. **Outstanding.** This grading implies that the individual is of exceptional all round ability and is likely to reach the highest rank in the MES.

b. **Above Average.** This grading implies that an individual is above normal ability and the efficiency in the performance of his work in comparison with his other co-worker of the same length of service.

c. **High Average.** This grading implies that an individual is higher than the normal ability and efficiency in the performance of his work in comparison with his other co-worker of the same length of service.

d. **Average.** This grading implies that an individual works efficiency taken all round is satisfactory. An “Average” grading is in no way derogatory to the individual.

e. **Below Average.** This grading implies that an individual does not perform his duty with average efficiency either because he is lacking inability knowledge or industry or reliability. He makes more mistakes, is lazier or is less capable than the average man in the job ought to be. A succession of Below Average Report might lead to his removal from service.

12. The grading to be awarded will be restricted as shown below:

Ser	Grading	Officers Authorised to Award	Maximum percentage permissible
1.	Outstanding	Colonels or equivalent and above	No limit
2.	Above Average	All initiating/ Reporting officer	10% but no limit for Cols and above
3.	High Average	-Do-	20%
4.	Average	-Do-	No Limit
5.	Below Average	-Do-	No Limit

The percentage shown (2) and (3) will be calculated for each category separately. The above mentioned percentages are not obligatory to be awarded but will be given to deserving individuals only. There is no limit for average and Below Average percentages.

Initiating of Reports

13. The officer who initiates a confidential report whether favorable or otherwise will communicate it to the individual reported upon thus giving him an opportunity for making representation if he desires to do so against any adverse remarks in the report before it is forwarded to higher authority. Words of advice given in the report which are intended for an individual to improve upon should NOT be taken as adverse. Normally submission of the reports will NOT be delayed for more than 72 hours for this purpose.

14. The individual reported on will initial the report. An individual may not refuse to initial his report. In initialing it he only indicates that he has seen the report and is aware of its contents and NOT that he agrees with what has been written. He will NOT write any remarks on the report form.

15. a. Representations from Gde-II non Gazetted staff against the adverse remarks in ACRs made by any officer will be finalised by DW&CE concerned. Representations from officers and Gde-I Non gazetted staff will be forwarded to E-in-C's branch along with comments of the initiating/endorsing officer.

b. Decision given by the DW&CE (in case of Gde-II Non-Gazetted staff) and by E-in-C's branch (in case of officers and Gde-I Non-Gazetted staff) will be final and no further representations or request for interview will be entertained.

16. a. If an individual is not available to initial his report given by the initiating officer the whole contents of the report will be communicated to him by name and the initiating officers will make a note to that effect on the report form and will add his initials and the date. If report contains adverse remarks any representations the individual desires to make must be obtained in accordance with para 13 and the report held up until the individual has had reasonable time (72 hours normally excluding any period of transit) to submit any representation before submitting the report to higher authority. When the copy of report is received back from the individual duly initialled a note to that effect will be kept on record on units file and the copy of report will be destroyed.

b The remarks and grading of next reporting officer or next superior reporting officer will be communicated to the individuals reported upon in the following cases before forwarding reports to DW&CE /E-in-C's Branch:

- (1) Where they are more adverse than the previous remarks on the form.
- (2) Where words of advice have been given by next reporting officers or superior reporting officers.
- (3) Where initiating officers recommendations for advancement or promotion are not supported.
- (4) Where the grading awarded is changed by next reporting/superior reporting officer.

c. The remarks and grading will be communicated to the individual reported on either direct to him by name or through the officer who initiated the report (and officer who remarked upon in as a next reporting officer/next superior reporting officer, if necessary) in case where the superior reporting officer considers that the initiating officer etc should know his weak points in order to assist him with advice and training to over come them. When such remarks are communicated direct to the individual he will return them direct to the officer from whom received together with any representation he may wish to make.

d. Where an individual is posted to new formation since his report was initiated adverse remark or grading will be communicated direct to the individual by name and not through new formation Comd.

e. Where the remarks of the final reporting officers are adverse and opposed to the remarks of next reporting officer/next superior officer these will be communicated to the individual reported on.

Remarks by the next Reporting officer (Paras 12, 13 & 14) of ACR of BAFW-1790

17. On completion paras 1 to 11 of BAFW-1790 an initiating officer will not write anything in paras 12 & 14. When the next superior officer has personal knowledge of the individual he should add his general remarks and may revise the grading and recommendations given by the initiating officer. Where the superior officer has no idea of an individual's works or has no personal knowledge of him the report will be endorsed

accordingly. “Do not know him” “Have not seen his work” etc Vague remarks such as “seen” etc will be avoided.

Probationary Reports

18 All individuals promoted to the higher rank in an officiating capacity and all officer appointed on selection by the Civilian Recruitment committee will be considered as on “Probationary Reports “ for the periods specified below from the date of assuming duty in such officiating appointments:

- | | |
|--|----------|
| a. Non-Gazetted recruited direct | 1 Year |
| b. Non-Gazetted promoted to higher grade | 6 Months |
| c. Gazetted promoted to higher grade | 6 Months |
| d. Non-Gazetted promoted to Gazetted | 1 Year |
| e. Gazetted recruited direct | 2 Years |

Formation concerned will submit probationary reports on BAFW-1790 and BD form 290 (Gha) immediately when these became due and specify in particular whether the individual/Officer is fit to hold the officiating appointment. These probationary reports will be submitted so as to reach this HQ a fortnight in advance except for gazetted officers recruited directly in whose case a time of 6 week in advance from the date the individual completes his probationary period para 10 (b) (c) and 13 (b) and (c) of BAFW-1790 will not be completed in such cases. The probationary report is in addition to the normal ACR which will be submitted as usual except if they happen to coincide in which case in the normal ACR a special mention regarding termination of probationary period will be made.

Special Reports

19 A special Report is one which is used in case where the submission of the annual report would be in addition. Appropriate special reports will be initiated in the following cases for a special period but not exceeding six months.

- a. Individuals who are graded Below Average in their ACRs.
- b. Individuals whose work/conduct is considered unsatisfactory.

Although a special Report may be initiated on a individual at any time yet its use should be restricted to cases where it is considered absolutely essential. Before the man is placed on special report he must be warned of the failing/faults etc in writing. The only exception to this will be when the man is placed on special report as a result of explanation/Charge sheet. There will be no appeal against being placed on a special report. Special confidential report after completion by the initiating officers will be shown to the individual concerned and initials obtained. There will however be no appeal or representation against the remarks in the special reports. The individual graded Below Average in ACR will be posted under another command immediately and final decision will be taken after obtaining special report from the new command.

20. Special report can be ordered by the following only:

Ser	Classification of Grade	Auth
1.	Subordinates up to and including grade II level	CMES
2.	Subordinates of grade II	DW&CE / E-in-C
3.	Officer	DW&CE / E-in-C

Interim Reports

- 21. a Owing to moves and changes of officers good service rendered by and individual in a previous unit or appointment during the year may be unknown to the officer initiating his Annual Confidential Report.
- b To cover such cases interim report may be submitted under the authority of E-in-C in the case of transfer from one service to the another and DW&CE in the case of transfers within services . The heading of the form will be altered to read “INTERIM REPORT” and the reason for rendering it will be stated on the form e.g. officer transferred “Initiating officer vacating appointment” etc.
- c. If the move or change occurs with three months of date for submission of ACR an early ACR will be submitted.
- d. In the case of an individual leaving a unit/appointment on whom an interim report has been initiated the initiating officer concerned will give the individual a letter to the effect that such a report has been initiated stating the date and will instruct him to present the letter to his new commanding officer.

RESTRICTED

e. An interim report should not be initiated if a report has been initiated within the previous three months or the individuals have NOT actually served for minimum 3 months under the initiating officer.

22. ACR Form BAFW-1790 as per Annex 'C' to this RI will be used for NG Staff.

23. Details regarding annual confidential reports on JCO/JCO clerks/NCOs (Military Cadre) will be maintained as per Annex 'D' to this RI.

This supersedes RI No. 46 of 1990

CHANNEL OF SUBMISSION OF ACRs
ON
MES CIVILIAN OFFICER & NGS

Ser	Reported on	Initiating officer	NRO	Final Remarks	Remark
MES CIVILIAN OFFICER					
1.	D Wks/ DW&CE	E-in-C/ SVC HQ	---	E-in-C/ SVC HQ	
2.	D Wks/ Officers of DW&CE 's Staff	SO-II/SO-I D Wks/DW&CE		a. DW&CE b. E-in-C*	*If recommended for SE
3.	CMES	DW&CE	Fmn Comd	E-in-C	
4.	GE/AGE	CMES or equivalent	Sta Comd or equivalent**	a. DW&CE b. E-in-C*	**In case of
5.	Officers of CMES Staff	CMES	----	a. DW&CE b. E-in-C*	independent AGE/GE directly
6.	Officers of GE/ AGE	GE/AGE	CMES	DE&CE	under the DW& CE etc it is for the DW&CE to decide as to which of his SO is to initiate the report. Necessary instructions about this should be issued to all concerned under intimation to this HQ.

RESTRICTED

Ser	Reported on	Initiating officer	NRO	Final Remarks	Remark
7.	SO-II NHQ	SO-I/Gde-I Rank Officer or Director Works	ACNS OPS	-	
8.	SO-II AIR HQ	DO	ACAS Admin	-	
NON GAZETTED STAFF					
9.	E-in-C's Branch	SAO/SO-III /SO-II	SO-I	a. D Wks b. Respective SO-I	For Grade-I staff only For Grade-II staff only
10.	CMES/ DW & CE	Officer under whom directly employed i.e. AO/SAO /SO-III/SO-II/ACMES /DCMES/ SO-I /CMES	CMES/ SO-I	a. DW & CE b. CMES/ SO-I	For Grade-II staff only
11.	GE/AGE	GE/AGE/CMES	----	a. DW & CE b. SO-I	

Note:

- For serial no. 7 & 8 AHQ, E in C's Branch, Wks Dte ltr no. 100/8/E-1 Dt 21-04-2008 to be followed.

EXISTING GRADE / NEXT HIGHER GRADE APPOINTMENT

Ser	Present Rank	Next Higher Rank	Remark
1.	SE	CE	Cl - I
2.	XEN B&R/E&M/Arch	SE B&R/E&M/Arch	Cl - I
3.	AXEN B&R	XEN B&R	Cl - I
4.	a. AXEN (Arch)	XEN (Arch/Struct)	Cl - I
	b. AXEN (Struct)		
5.	AXEN E&M	XEN E&M	Cl - I
6.	AE B&R	AXEN B&R	Cl - I
7.	AE E&M	AXEN E&M	Cl - I
8.	SSAE B&R	AE B&R	Cl - I
9.	SSAE E&M	AE E&M	Cl - I
10.	SAE B&R	SSAE B&R	Cl - II
11.	SAE E&M	SSAE E&M	Cl - II
<u>F & S</u>			
1.	Supervisor Grade-I	AE F/S	Cl - I
2.	Supervisor Grade-II	Supervisor Grade-I	Cl - III
3.	Store Man	Supervisor Grade-II	Cl - III
<u>ESTABLISHMENT DRAWING</u>			
1.	Head D/Man	AE B/R	Cl - I
2.	Draughtsman Cl - A	Head D/Man	Cl - III
3.	Draughtsman Cl - B	Draughtsman Cl - A	Cl - III
4.	Draughtsman Cl - C	Draughtsman Cl - B	Cl - III
<u>OFFICE STAFF</u>			
1.	AO	SAO	Cl - I
2.	Superintendent	AO	Cl - I
3.	Head Assistant	Superintendent	Cl - II
4.	UDA	Head Assistant	Cl - III
5.	Office Assistant	UDA	Cl - III
6.	Stenographer Selection grade	AO	Cl - I
7.	Stenographer	Stenographer Selection Grade/ Superintendent	Cl - II
8.	Steno typist	Stenographer	Cl - III

ACR FORM FOR NG STAFF

IN LIEU OF BAFW-1790

NOT TO BE FOLDED

CONFIDENTIAL

ANNUAL CONFIDENTIAL REPORT FOR THE YEAR ENDING DECEMBER
2002 INTERIM/SPECIAL/PROBATIONARY PERIOD FROM

1. Personal no and name (as given in service book) :
2. Date of birth :
3. Category and grade in MES :
(Both permanent and present grade with dates)
4. Has he passed the MES dept examination?
(Give year and name of examination) :
5. Has he been serving under you during the whole
period covered by this report ? If not, state period:
6. How has he been employed during the year? :
7. TECHNICAL ABILITY :
 - a. Technical knowledge :
 - b. Application of theoretical knowledge
to practical work. :
 - c. Special knowledge :
8. DEPARTMENTAL EFFICIENCY:
 - a. Organizing ability :,,,,,,

20C-1
CONFIDENTIAL

- b. Is he systematic and methodical in his work? :
- c. Reliability :
- d. Knowledge and control of accounts :
- e. Does he execute works economically :
- f. Does he carry out adequate inspection of work :
- g. How is his control over his subordinates and does he check their work properly ? :
- h. Are his relations with superiors and subordinates good and does he take interest in the welfare on his subordinates ? :
- j. Is he loyal to his superiors and to his subordinates?

9. OTHER REMARKS :

10. DO YOU RECOMMEND HIM/HER FOR :

(a) Increment	(b) Permanent appointment	(c) Promotion

11. GRADINGS :
 (Strikeout grading not applicable)
- a. OUTSTANDING
 - b. ABOVE AVERAGE
 - c. HIGH AVERAGE
 - d. AVERAGE
 - e. BELOW AVERAGE

Initial of individual reported upon with date..... As.....
 (Specify highest Offg. or pt appt or grade held)

or, if communicated by post, initials of initiating officer and date.

Signature & Date.....
 Name :
 (IN BLOCK LETTERS)
 Rank:
 Apptt:

12. REMARKS BY NEXT REPORTING OFFICER

13. DO YOU RECOMMEND HIM/HER FOR:

(a) Increment	(b) Permanent appointment	(c) Promotion

14. GRADING.....

Initial of individual (Where applicable) reported upon & date..... or if communicated by post, initials of Officer communicating the report and date

Signature & Date

Name : (IN BLOCK LETTERS)

Rank:

Apptt :

15. REMARKS BY NEXT SUPERIOR REPORTING OFFICER

- a. General Remarks
- b. Grading

Initial of individual (Where applicable) reported upon & date..... or if communicated by post, initials of Officer communicating the report and date

Signature & Date

Name : (IN BLOCK LETTERS)

Rank:

Apptt :

16. REMARKS BY THE FINAL REPORTING OFFICER .

- a. General Remarks.
- b. Grading.

Signature & Date.....

Name: (IN BLOCK LETTERS)

Rank:

Apptt:

DETAILS REGARDING ANNUAL CONFIDENTIAL REPORTS ON
JCO/JCO CLERKS/NCOs

General Instructions

1. The revised BAFI-2081, PAFI-2081-A and BAFI-2081-B have been designed to cater for the varying requirements of all Arms/Services BAFI-2081 (Cover for Annual Confidential Reports) will be field in once by the GE/CMES along with the first Annual Confidential Report after the introduction of the new forms disposed of in accordance with directions contained hereunder.
2. GE/CMES/SO must point out in writing to the individual concerned his failings and weaknesses as soon as they come to notice and not wait until his confidential report is initiated. The soldier must be advised in what manner such weaknesses can be eradicated and in what the instructions, he can improve his all round efficiency.
3. Where the printed forms are not available, strong durable paper will be used.
4. Confidential reports are an important and permanent part of soldier's record. They should, therefore, complete correctly in accordance with these instructions. The use of vague terms will be avoided as far as possible.
5. Confidential Reports will be prepared as follow:
 - a. BAFI-2081-Cover for Annual Confidential Report.
 - b. BAFI-2081-A Annual Confidential Report Form for NCOs
 - c. BAFI-2081-B Annual Confidential Report Form for JCOs.
6. The confidential reports will invariably be kept in original only; additional copies will on no account be made. CsMES/units may however, keep the following particulars for reference purposes:
 - a. Next Appointment Recommended.
 - b. Whether recommended for an instructional appointments

7. It is of particular importance that all reporting officers should, whenever possible, make a specific recommendation regarding promotion, retention, removal or charge of employment where necessary.
8. Remarks will be confined to the period covered by the reports/period sent by an individual under the initiating/superior reporting officer and based on the personal knowledge of the reporting officer.
9. Grading will be made by the initiating officer and endorsed by the Superior Reporting Officer. Grading will be based on an Arm/ Service average and not on a unit average.
10. Report may be typed or hand-written.
11. If the medical category is other than `A` ie `B` or `C` it will be shown whether it is permanent or temporary., In case of temporary, period will be specified.
12. All the remarks will be entered on the form itself and on extra papers will be attached to the report.

Initiation of Reports

13. JCOs and NCOs- reports will be initiated by AGE/GE/SO except as provided for in para 14 below covering the period from 1 JUL to 3 JUN of the preceding year provided that :-
 - a. JCOs/NCOs being reported upon have served under the initiating officer for a minimum period of 3 months. In case the individual concerned has not served for a minimum period of 3 months, the report may be delayed until the minimum period of 3 months, is completed.
 - b. No early confidential report has already been initiated vide paras 14 and 15 below.

**SPECIAL PROCEDURE TO COVER CHANGES
AND MOVEMENTS**

14. Moves of Initiating Officers/Superior Reporting Officer.

a. When the initiating officer/superior reporting officer is leaving the unit on transfer/permanent posting etc between 1st Oct to 31 Dec, he will initiate this report on the individuals of his command before vacating the command, provided the JCO's/NCO's concerned have served under him for 3 months, then the procedure laid down in para 13 (a) above will apply.

b. If the initiating officer is transferred/permanently posted etc between the period 1st Oct to 31 Dec, he will not initiate the report on this from on individuals of his command but leave his remarks in manuscript form for the information and guidance of his successor, who will initiate the report as provided in Para 13 and 14 (a) above, as the case may be, taking into consideration the manuscript report handed over to him by his predecessor.

15. Moves of Individuals Reported Upon.

a. When a JCO/NCO is being transferred to another formation between the period 1 APR to 30 JUN a report will be initiated by the GE etc concerned before the individual leaves his present formation provided the individual concerned has served for a minimum period of 3 months under the initiating officer. If the JCO/NCO has not served under him for a minimum period of 3 months the procedure as laid down in para 13 (a) above will apply.

b. If the JCO/NCO is leaving the formation on transfer between 1 JAN to 31 MAR, a report will be forwarded in manuscript form to formation to which the individual concerned is transferred/posted/reverted, who will initiate this report in accordance with paras 13 and 14 (a) above, as the case may be, taking into consideration the manuscript report.

Initialing of Reports

16. All reports will invariably be shown to the individual concerned and his initial obtained in the column provided for the purpose.

Adverse Reports

17. A below average grading will be taken to be an adverse reports. Such a person will be placed on special report for 6 months and transferred to another formation under arrangements of DW & CE on completion of 6 months the new formation commander will initiate special report on the same proforma, the heading of which will be amended to read "Special Confidential Report for the period from ----- to -----" instead of "Annual Confidential Report" and forward the same to DW & CE.

18. Person who are again graded "below average" in the special reports will be disposed of under orders of E in C's Branch.

19. Two consecutive good reports (average and above) earned by an individual after he is graded as "Below Average" or promotion to next higher rank will be deemed to have expunged the previous adverse report.

Custody of Reports

20. Reports of JCOs/NCOs duly completed and initialed by the individual concerned, will be forwarded by formation concerned to DW & CE for safe custody latest by 30 SEP.

Photograph

21. Passport size photographs of JCOs will be affixed on the space provided on the cover. These photographs will be placed every five years.

22. In case of an NCO's promotion of JCO's rank, the unit concerned will forward one attested copy along with the first report after the person concerned is commissioned as such.

**POINTS TO BE CONSIDERED WHEN WRITING
CONFIDENTIAL REPORTS**

23. The following points are given assist reporting officers in writing Confidential Reports. Remarks will be given on as many points as possible. Reporting Officer may include remarks on points not included in the following paras:

24. **JCOs.** Following guide lines are given for reporting Officer:

a. General and Professional Ability. Consider the extent of his military knowledge, administrative, technical and practical of his own and other arms/services.

b. Application to Practical Task. Consider his keenness in practical affairs, his energy and enthusiasm. Does he find difficulty in applying his theoretical knowledge in practical work? Is he alert, Industrious and thorough?

c. Instructional Ability. Consider his ability to instruct, train and explain things to others. Is he clear in thought and lucid in expression? Can he argue well and logically?

d. Leadership and Power Of Command. Consider his dash, drive and assertiveness. To what extent does he inspire others to follow him? Does he set personal example to his men and succeed in getting the best from them?

e. Intelligence. Consider his uptake and ability to grasp a situation readily.

f. Initiative and Resourcefulness. Consider his capacity to start and do things without being told. Is he resourceful? Is he fit to take an independent job?

g. Integrity. Consider his reliability, honesty and sincerity. Has he spirit of sacrifice or is he selfish in his aims? Is he loyal to the service?

h. Discipline. Consider his personal discipline. Does he show good adjustment to military discipline and insist it from others? Is he a grumbling type?

j. Management. Consider his concern with the welfare and comfort of his men. Is he tolerant, sympathetic and tactful and can get the best out of others without causing resentment?

k. Organisation Ability. Consider his ability to arrange and plan things in a systematic way using judgmental and initiative.

l. Personal Appearance - Physical & Mental Endurance. Consider his deportment, carriage, toughness, stamina and courage. Has he dignity and poise? Does he keep cheerful in conditions of hardship and discomfort?

25. NCOs. Following guide lines are given for reporting Officer:

- a. Knowledge of appointment held.
- b. Power of command and leadership qualities.
- c. Sense of responsibility and honesty.
- d. Initiative and drive.
- e. Personality and reliability.
- f. Instructional ability, games/sports etc.

26. Clerks. In case of clerks (JCOs/NCOs) remarks on the following additional points will also be made:

- a. Typing efficiency giving speed: whether by touch or sight system.
- b. Suitability for running different sections of MES office/ store.
- c. Fitness to hold an independent charge an office.
- d. Any special aptitude.
- e. Military knowledge.

This supersedes RI No. 166 of 1990

**გგბგმ გ კგპზ 1გ თკყი შემვიკ კგრზთი ემი რ მცხვრ ციზე`ბ`ვლჯ გი პ`ტბჯ
 ესჯ ე`კ დიგ ბს 290 N (მსტკვაZ)**

მუგკ	ცა`ი ბვი	აბჟე`ბკვი x კგრზტ 3გ ნბტZ 6ô Ask	ციZ`თქი კვი x კგრზტ 7გ Ask	8გ Ask	გსე`
1	B Bb მ0i კვLv, cZ`cwi`Bi K cZ`cwi Pvj K L ÷vd Awdmvi -1 M ÷vd Awdmvi -2/ ÷vd Awdmvi -3/ DaZb ცქვმბK კგრზტ	B Bb მ cZ`cwi Pvj K ÷vd Awdmvi -1	- B Bb მ cZ`cwi Pvj K	- - -	

მწ`ტ ჟმბმ`ი, BBბმ0i კვLv, cZ`cwi`Bi ცა`ბს 100/25/B-1 Zვი L 20 გვი 2003

**GgBGm G KgPZ 1g tkYxi temvgui K KgRZMti eul R tMvcbxq cZte`b`wLj Gi P`vbj
 evsj v`k dig bs 290 N (mstkwaZ)**

მუგკ	ცთ`i big	Abte`bKvi x KgRZPt 3q nBtZ 6ô Ask	cZ`vfi Kvix KgRZPt 7g Ask	8g Ask	gše`
1	cZ`cui Pj K I cãvb c0KŠkj x (tbS) K cZ`cui Pj K I cãvb c0KŠkj x L ÷vd Awdmvi -1 M ÷vd Awdmvi -2/ ÷vd Awdmvi -3/ DaZb ckvmbK KgRZP`	mswké`wcGmI cZ`cui Pj K I cãvb c0KŠkj x mswké` ÷vd Awdmvi -1	B Bb im B Bb im cZ`cui Pj K I cãvb c0KŠkj x	- - -	
2	imGgBGm K imGgBGm L wWimGgBGm/GimGgBGm/ GimKDGm/ckvmbK KgRZP`	cZ`cui Pj K I cãvb c0KŠkj x imGgBGm	mswké`wcGmI cZ`cui Pj K I cãvb c0KŠkj x	- -	
3	wRB, `ZŠj;GwRB K wRB/`ZŠj;GwRB L Awab`GwRB	imGgBGm wRB	GWwgb XvKv/KgwiPU/Gbl AvBim Lj bi/ AwabvqK knx` tgvqt`3/4g imGgBGm	- -	

tbvU t cZ`cui Pj K I cãvb c0KŠkj x (tbS) tZ eZv`v ÷vd Awdmvi -1 bv`vKvq ÷vd Awdmvi -2/ ÷vd Awdmvi -3/DaZb ckvmbK KgRZMti GwAvi Gi 3q niGZ 6ô Ask cZ`cui Pj K I cãvb c0KŠkj x (tbS) ciY Ki t`eb| Gt`f`f` 7g Ask ci`tbi c0qRb t`bB|

**გგBGm G KგPZ 1g tkYxi temvui K KგRZმYi ewl R tMvcbxq cZte`b`wLj Gi P`vbj
 evsj v`k dig bs 290 N (mstkwaZ)**

მუგK	ცქ`i bvg	Abte`bKvix KგRZPt 3q nBtZ 6ô Ask	cZ`v`li Kvix KგRZPt 7g Ask	8g Ask	gše`
1	cZ`cui Pj K I câvb cKŠkj x (uegub) K cZ`cui Pj K I câvb cKŠkj x L ÷vd Awdmvi -1 M ÷vd Awdmvi -2/ ÷vd Awdmvi -3/ DaZb ckvmbK KგRZP	msuké wGmI cZ`cui Pj K I câvb cKŠkj x msuké ÷vd Awdmvi -1	B Bb wm B Bb wm cZ`cui Pj K I câvb cKŠkj x	- - -	
2	wmGgBGm K wmGgBGm L w/wmGgBGm/GwmGgBGm/ GwKDGm/ckvmbK KგRZP	cZ`cui Pj K I câvb cKŠkj x wmGgBGm	msuké wGmI cZ`cui Pj K I câvb cKŠkj x	- -	
3	wRB, `ZŠj;GwRB K wRB/`ZŠj;GwRB L Awab`GwRB	wmGgBGm wRB	GI wm/tem KgvUvi /I wm Gqvi tnW tKvqvUfi BDwbU wmGgBGm	- -	

GgBGm G KgPZ 2q tkYxi temvgwi K KgRZMἡYi ewl R ἡMcbxq cἡZte`b`wLj Gi mstkwaz P`ἡbj
evsj ἡ`k dig bs 290 K

μἡgK	cἡ` i bvg	wi ἡcvUἡcἡ vbKvi x KgRZP	cἡZ`ἡἡi Kvi x KgRZP	gše`
		2q I 3q LÉ	4_ἡLἡ	
1	B Bb ἡmἡi kvLv, cZἡcwi` Bi ἡἡἡbqi Dc mnKvi x cἡKἡkj x/ Dc mnKvi x cἡKἡkj x	msiké ÷vd Aἡdmvi -2	msiké ÷vd Aἡdmvi -1	
2	cZἡcwi Pj K I cἡvb cἡKἡkj x (tmbv)/ (tbἡ)/ (ἡegvb) ἡἡἡbqi Dc mnKvi x cἡKἡkj x/ Dc mnKvi x cἡKἡkj x	msiké ÷vd Aἡdmvi -2	msiké ÷vd Aἡdmvi -1	
3	ἡmGgBGm (tmbv)/ (tbἡ)/ (ἡegvb) ἡἡἡbqi Dc mnKvi x cἡKἡkj x/ Dc mnKvi x cἡKἡkj x	msiké ÷vd Aἡdmvi	msiké ἡmGgBGm	
4	ἡRB, `ZἡἡGἡRB (tmbv)/ (tbἡ)/ (ἡegvb) ἡἡἡbqi Dc mnKvi x cἡKἡkj x/ Dc mnKvi x cἡKἡkj x	msiké ἡRB/`ZἡἡGἡRB	msiké ἡmGgBGm	

ἡbvU t cZἡcwi Pj K I cἡvb cἡKἡkj x (tbἡ) ἡZ eZἡἡἡb ÷vd Aἡdmvi -1 bv ἡKvq D³ cwi` βἡi i KgRZMἡYi GἡmAvi dig Gi 4_ἡLἡ cZἡ
cwi Pj K I cἡvb cἡKἡkj x (tbἡ) cἡZ` ἡἡi Ki ἡeb|

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ANNEX -K TO
RI – 20/2008

CHANNEL OF SUBMISSION OF ACR OF GE/INDP AGE – ARMY, NAVY & AIR
MILITARY OFFICER'S

Ser	Offr to be Reported Upon	Initiating Offr (Part II & III)	Tech Reporting Offr (Part IV)	Superior Reporting Offr (Part V)	Next Superior reporting Offr (Part VI)	Remarks
a	b	c	d	e	f	g
1.	GE/Indp AGE (Army)	CMES	-	Sta Comd	Area Comd	
2.	GE (Navy) Dhaka	CMES	-	DW & CE (Navy)	Admin Dhaka	
3.	GE (Navy) Chittagong	CMES	-	DW & CE (Navy)	COM CHIT	
4.	GE (Navy) Khulna	CMES	-	DW & CE (Navy)	COM KHUL	
5.	AGE (Navy) Dockyard	CMES	-	DW & CE (Navy)	CSD	
6.	AGE (Navy) Kaptai	CMES	-	DW & CE (Navy)	COM CHIT	
7.	GE (Air)	CMES	-	DW & CE (Air)	AOC/Base Cdr	
8.	AGE (Air) Air HQ Unit	CMES	-	DW & CE (Air)	OC Air HQ Unit	

20K-1
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**MILITARY ENGINEER SERVICES
BANGLADESH ARMED FORCES**



**CHAPTER – 9
DISCIPLINE**

PUBLISHED BY: AHQ, E IN C'S BR, WKS DTE, DHAKA CANTT.

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ROUTINE INSTRUCTION NO 21/2008
DISCIPLINE

eivZ t

- K| c0Zi 9lv ewnbx temvgwi K KgPvix tkYx web`vm wboqšY Avcxj wevagij v-1961 (Gm we G I -5/Gm/80)
- L| GgBGm temvgwi K KgPvix k;Lj v weia (GgBGm i`wUb BYU0Kkb bs- 86/1990)
- M| AvPiY Ges k;Lj v ZZxq tkYxi mi Kvix KgPvix (GgBGm i`wUb BYU0Kkb bs- 88/1990)
- N| k;Lj v Ges PvKi x ewntZ kw`-wj wce×KiY (GgBGm i`wUb BYU0Kkb bs- 85/1990)
- O| GmweGI -05/Gm/80 evsj vq Abjev` KiY (tmbvm` i, c0kvmwbK kvLv c1 bs 5158/18/wKD-3 Zwi L 02 AvM÷ 2001)
- P| w0Zxq tkYxi kw`-c0 vb KZE9 (c0Zi 9lv gšYvj q c1 bs 1c0-2/98/wW-12/602 Zwi L 26 btf`af 1998)
- Q| k;Lj v weia/wb0` 0Kkv (tmbvm` i, GwR0i kvLv, wCG cwi` Bi c1 bs-2093/Avi /GwR/wCG-5(wmwmc)/wm Zwi L 20 tmtP`af 2001)
- R| k;Lj v weia/wb0` 0Kkv (tmbvm` i, GwR0i kvLv, wCG cwi` Bi c1 bs-2093/Avi /GwR/wCG-5(wmwmc)/wm Zwi L 11 AvM÷ 2003)
- S| GmweGI -05/Gm/80 Gi Bsti Rx ntZ evsj vq Abjev` (tmbvm` i, GwR0i kvLv, wCG cwi` Bi c1 bs2093/Avi /GwR/wCG-5(wmwmc)/wm Zwi L 26 tde`qwi 2007)

1| c0Zi 9lv gšYvj tqi Avl Zvaxb temi Kvix KgRZ0/KgPvixM0Yi e`w0MZ 00k;Lj v00 eRvq titL` wqZi cij b we0kl GKwJ ce0kZ0 mYzivs mKj KgRZ0/KgPvix0 i k;Lj vteva _vKv Ges weia-wearb tgbt Pj v AZ`vek`K| we` gvb k;Lj v weia Bsti Rx Ges evsj vq weifb0KZE9 KZR weifb0vte c0kwkZ ntqt0| mKtj B hv0Z mnRfvte weia _tj v e0tZ cvti tm Kvity mKj wevagij v GwKfZ Kti msw0B AvKv0i c0Z Kiv ntj v| GtZ k;Lj v weia m0ut`K0mKj` 0i i KgRZ0/KgPvixM0Yi mg`K avi Yv tctZ mnR nte|

2| GZ`wettq we`wi Z Rvbi Rb` tmbvm` i B Bb w00i kvLv, cz0cwi` Bi c1 bs 100/5/B-1 Zwi L 30 tmtP`af 2007 Gi gva`tg c0kwkZ 00GgBGm temvgwi K KgRZ0/KgPvix0 i k;Lj v wclqK weia-wearb Gi mvi mst`0c - tmtP`af 200700 bwiZgvj v AbmiY Ki0Z nte|

3| c0Zi 9lv ewnbx temvgwi K KgPvix tkYx web`vm wboqšY Avcxj wevagij v-1961 (Gm we G I -5/Gm/80) tμvoc1 - 0K0 AvKv0i h0 Kiv ntj v|

4| kw̄/PvRRxU c0vbKvix KZē¶¶i Channel t KgRZ¶¶KgPvix` i tkYx Abjvqx weifbœ KZē¶¶ KZē¶¶ kw̄-c0vb/PvRRxU PdvS-KiY hv wbtgœD†j E Ki v ntj v|

K| c0Zi¶¶v ewnbx temvgwi K KgPvix tkYx web`vm wbtqšY Avcxj weiwagvj v-1961 (GmweGI - 5/Gm/80) Gi G†b- -G Ges eivZ 0P0 tgvZ†teK 1g I 2q tkYxi KgRZē¶¶ i kw̄-Ges gl K†di KZē¶¶ wbtgœfc t

μwgK	†kYx	Awf†hvM D† vcbKvix KZē¶¶	kw̄-c0vbKvix KZē¶¶	kw̄-gl KdKvix KZē¶¶
1	1g †kYx	msuké wefvM/` Bi	mipe, c0Zi¶¶v gšYj q	†c0m†WbU
2	2q †kYx †M†R†UW	msuké wefvM/` Bi	B Bb w̄m	B Bb w̄m
3	2q †kYx bb †M†R†UW	msuké wefvM/` Bi	w̄w̄weD GÜ w̄mB	B Bb w̄m

L| mKj 3q I 4_¶¶tkYx KgPvix` i kw̄-c0vb KZē¶¶ Gg B Gm Avi AvB bs-88 Abjvqx wbtgœ`c t

μwgK	e`w³e†M¶ PvKix`vb	j Ny`Ü		i` `Ü	
		DchY³ KZē¶¶	Avcxj KZ KZē¶¶	DchY³ KZē¶¶	Avcxj KZ KZē¶¶
1	B Bb w̄m0i kvLv	Gm I - 1	cZ [©] cwi Pvj K	cZ [©] cwi Pvj K	B Bb w̄m
2	c† cwi t I c0 c0Kškj x0i ` Bi	Gm I - 1	c† cwi t I c0 c0Kš	c† cwi t I c0 c0Kš	B Bb w̄m
3	w̄mGgBGm / w̄RB /GwRB0i ` Bi	w̄mGgBGm	c† cwi t I c0 c0Kš	c† cwi t I c0 c0Kš	B Bb w̄m
4	B w̄m Gm Gg B	w̄m AvB GgBGm DBs	KgvÜ`w̄U	KgvÜ`w̄U	B Bb w̄m

5| k:Lj vgj K e`v M0Y Kivi weifbœavc / c0μqv tμvoc† - 0L0 AvKv†i hY³ Ki v ntj v|

This supersedes RI No. 86 of 1990

O| tKvb e^{w3} wetk^tli t^qt^t GB weagvj vi c⁰qM m^ut^Khw^h tKvbifc msk^tqi D^tK nq, Zv ntj we^lq^u w^bt^qvMKvix KZ^et^qi w^bKU t^cY Ki^tZ nte Ges D³ KZ^et^qi w^xv^sB Pov^s-etj MY^h nte|

P| GB weagvj v A_{ev} Z^h ax^tb c⁰xZ th tKvb we^a 0^vi v tKvb e^{w3}t^K Zvi Av^aKvi ev m^yev ntZ ew^AZ Kiv hv^te bv, hv w^Zv^b w^bawj w^LZfv^te Av^aKvi x t

(1) tKvb Av^Bb 0^vi v ev Av^Bt^bi Aaxb, A_{ev}

(2) D^wj w^LZ weagvj v Kvh^Rix n^lqvi w^h em ntZ D³ e^{w3} Ges mi K^vtⁱ i g^ta^h m^uw^h Z P^w3 i kZ^ej x Ab^yn^ti |

O| mi K^vi c⁰q^vRb g^tb Ki^tj GB weagvj vi Aaxb tKvb e^{w3}i P^vKⁱxi kZ^ej x m^s_{uv}s-tKvb we^tkl we^av^b c⁰q^b Ki^tZ cvⁱte, H e^{w3}i m^vt^h mg^tS^vZvi g^va^tg GB we^av^b c⁰q^b Kiv mi K^vtⁱ i R^b Av^Bv^bY^M nte|

R| GB weagvj v m^wPZ n^lqvi c⁰v^tj w^MZ m^Kj c⁰Zwe^av^bg^jK Kvh^avⁱv m^sik^e weagvj vi Kvh^avⁱv wⁿt^mte MY^h nte Ges GB weagvj vi Aaxb w^bi e^wPQ^bv^te P^jt^Z v^Kte|

2| msAv t we^lq ev c^hst^Mi c^wi c^st tKvb w^KQ^ybv v^Kt^j, GB Av^Bt^b ;

K| 00Av^rFh^y00 A_{ev}tKvb mi K^vix K^gP^vix hvⁱ weⁱt^x G weagvj vi Aaxb tKvb Kvh^eg M^hY Kiv n^tQ;

L| 00w^bt^qvMKvix KZ^eq⁰⁰ A_{ev}Z^dm^tj e^wY^Z KZ^eq Ges Z^dm^j Ab^yn^ti c⁰Aw^cZ K^gR^ZMY;

M| 00g^tb^vb^xZ KZ^eq⁰⁰ A_{ev}Z^dm^tj e^wY^Z KZ^eq Ges Z^dm^j Ab^yn^ti c⁰Aw^cZ K^gR^ZMY;

N| 00mi K^vi 00 A_{ev}c⁰Zi q^lv g^sY^vj q;

O| 00Am^vPiY00 A_{ev}Av^PiY hv^hea Av^tk, P^vKⁱx k^hL^jvi c^wi c^st A_{ev} G^KR^b f^ht^jv^K wⁿt^mte K^gR^ZMY m^vt^h A^tkv^fb Av^PiY;

P| 00c⁰Aw^cZ00 A_{ev}mi K^vix t^mt^Rt^U c⁰K^wk^Z tKvb c⁰Av^cb;

Q| 00kw^h00 A_{ev}G weagvj vi Aaxb Av^ti w^cZ kw^h;

R| 00Z^dm^j 00 A_{ev}G weagvj vi m^sik^e Z^dm^j ;

Aa'vq 2 - tk'Yx web'vm

3| GB weiwagvj vi Aaxb mKj KgPvi xi tk'Yx web'vm wba'ifc nte t

K| c0Zi q'v ewnbxi PvKi x (temvgwi K) c0g tk'Yx (AZtci c0g tk'Yxi PvKi x wntmte D'ij wLZ)|

L| c0Zi q'v ewnbxi PvKi x (temvgwi K) w0Zxq tk'Yx (AZtci w0Zxq tk'Yxi PvKi x wntmte D'ij wLZ)|

M| c0Zi q'v ewnbxi PvKi x (temvgwi K) w0Zxq tk'Yx (A#Nwvl Z) (AZtci w0Zxq tk'Yxi A#Nwvl Z PvKi x wntmte D'ij wLZ)|

N| c0Zi q'v ewnbxi PvKi x (temvgwi K) ZZxq tk'Yx (AZtci ZZxq tk'Yxi PvKi x wntmte D'ij wLZ)|

O| c0Zi q'v ewnbxi PvKi x (temvgwi K) PZL' tk'Yx (AZtci PZL' tk'Yxi PvKi x wntmte D'ij wLZ)|

P| GB weiai D'i'ik' mi Kvi KZR c'AwicZ c0Zi q'v gš'Yvj tqi Aaxb temvgwi K c` , hv wba'ie c0g Kj v'g ew'Y' PvKi x mg' w0Zxq Kj v'g ew'Y' c` gh' v Ab'jvqx web' - nte t

eZ'v'v c` ex	bZ'b c` ex
1 tRbv'ij tm'U'ij mwf' 1g tk'Yx (tNwvl Z)	1g tk'Yxi PvKi x
2 tRbv'ij tm'U'ij mwf' 2q tk'Yx (tNwvl Z)	2q tk'Yxi PvKi x
3 tRbv'ij tm'U'ij mwf' 2q tk'Yx (A#Nwvl Z)	2q tk'Yxi (A#Nwvl Z) PvKi x
4 tRbv'ij tm'U'ij mwf' 3q k'Yx	3q tk'Yxi PvKi x
5 tRbv'ij tm'U'ij mwf' 4' tk'Yx (tNwvl Z)	4' tk'Yxi PvKi x

4| 1g, 2q, 2q (A#Nwvl Z), 3q Ges 4' tk'Yxi PvKi x c0g w'hy' D'ch' wba'qM Kvi x KZ' q' KZR nte|

5| mi Kvi mgq mgq c'Awic'bi gva'ig Z'w'vj mst'krab Ki tZ cvi te|

6| wba'qM Ges c' v'w'Z

K| 1g Ges 2q tk'Yxi c` exi wba'qM I c' v'w'Z msp'v's-wewagvj v mi Kvi KZR c'Y'Z Ges c'AwicZ nte| GB mg' - PvKi x m'p'ut'K' Awic'ZZt ej er weia mi Kvi KZR c'w' ew'Z' ev Aw'Z'p'v's-bv nI qv ch' - Pj tZ _v'K te|

L| wbtæwY Z KZ@¶ KZR ^-^wqšYvxb 2q tkYx (A†Nwl Z), 3q tkYx Ges 4_ tkYxi KgPvi xM†Yi wbtqM Ges c† vbwZ mspvš-wagvj v cŶqb Ki te|

tmbvewnbx cåvb, evsj v† k tmbvewnbx,
tbš ewnbx cåvb, evsj v† k tbš ewnbx,
wegvb ewnbx cåvb, evsj v† k wegvb ewnbx,
†Pqvi g`vb, evsj v† k AW@vY d`v±ix,
gnvcwi Pvj K, tgmWK`vj mwf¶mm, Ges cåvb cŶvmbK KgRZP|

G mKj PvKixi †¶†† cŶvj Z GZ` mspvš-wagvj v cwi ewZ Z Ges AwZµvš-bv nI qv chS-Pj †Z _vKte|

Aa`vq 3 - AvPiY I k;Ljv

7| **kw† wfvE** | wbtqMKvix KZ@¶ A_ev g†vbxZ KZ@¶ wbtgewY Z Kvi†Y th †Kvb mi Kvi x KgPvi x†K kw†-cŶ vb Ki †Z cvi b|

K| wbtæv³ Kvi†Y A`¶ ev Ab†cvh³ ntj t

- (1) kvi xwi K A_ev gvbmK Amy`Zv ; A_ev
- (2) mvavi Y `¶Zv i¶v ev evx`i Rb` wba¶i Z wfvMxq cix¶vq ci ci `ß ev Z†ZwaK evi AKZKvh`ntj ; A_ev
- (3) Dvj wEZ Giƒc cix¶vq hv³msMZ Kvi Y e`wZ†i†K AskMhY Ki†Z e`_ntj A_ev GB`¶Zv c†t AR¶bi †Kvb mætebv bv _vKtj ; A_ev

L| Ab` †Kvb Am`vPi†Yi †`v†I ; A_ev

M| `jxZ ci vqY A_ev hv³msMZ fite wbtæv³ Kvi†Y `jxZ ci vqY weteWZ nq t-

- (1) wZvb ev Zvi Dci wbf¶kxj †Kvb e`w³ A_ev Zvi gva`tg ev Zvi c†¶ Ab` †Kvb e`w³ hv` †Kvb Aw`R mæú` (hvi hv³msMZ wnmve w` †Z wZvb A¶g) `L†j Av†bb A_ev Awakvix nb, hv Zvi ÁvZ Av†qi mv†_ AmsMwZcY©, A_ev
- (2) Zvi Av†qi mv†_ msMwZcY©†n Giƒc Rxeb hv†v wbe¶h Kiv; A_ev

N| bvkKZvgj K Kv†R RwoZ _vKtj ev RwoZ _vKevi hv³msMZ m†`n _vKtj A_ev bvkKZvgj K Kv†Ri mv†_ RwoZ Ab`vb` e`w³i mv†_ thMmvR†ki hv³msMZ m†`n _vKtj Ges AZtci PvKix†Z Zvi Ae`vb RvZxq wbi v cEvi Rb` ¶wZKi weteWZ ntj, wbtqMKvix KZ@¶ Zvi Dci GK ev GKwaK th †Kvb „i“ ev j Nykw`-Av†ivc Ki†Z cvi te A_ev g†vbxZ KgRZPZvi Dci GK ev GKwaK j Nykw`-Av†ivc Ki†Z cvi te;

8| kw̄-mgn t

K| wbæwj wLZ kw̄-mgn j Nj Ê t-

(1) wZi ̄vi ;

(2) GKwU mybw̄ ̄ mgqm̄xgv ch̄S- c̄t̄ vbw̄Z ev ewl̄ R̄ teZb ep̄xmn ̄ ¶Zv m̄xgv AwZµg eÜKi Y;

(3) Aetnj v l mi Kvix Av̄ k j sN̄tbi Kv̄iY mi Kv̄i i Awl̄ R̄ ¶w̄Z mw̄aZ n̄j D³ ¶w̄Zi mḡy q ev Avs̄w̄k A_̄ Aw̄fh̄j³ i teZb n̄Z Av̄vq, Z̄te D³ Av̄vq̄thM̄ ¶w̄Zc̄i Y Zvi Oq gv̄tmi teZ̄tbi Dtaēh̄te br; Ges

wbæwj wLZ kw̄-mgn , i ̄ Ê t-

(4) Aetnj v l mi Kvix Av̄ k j sN̄tbi Kv̄iY mi Kv̄i i Awl̄ R̄ ¶w̄Z mw̄aZ n̄j D³ ¶w̄Zi mḡy q ev Avs̄w̄k A_̄ Aw̄fh̄j³ i teZb n̄Z Av̄vq Kiv, hw̄ Gifc Av̄vq̄i cwi gv̄Y Zvi Oq gv̄tmi teZ̄tbi Aw̄aK nq ;

(5) wbæ c̄t̄ ev UvBg t̄ ̄j bw̄gtq t̄ ̄qv, A_̄ ev UvBg t̄ ̄j i wbæ av̄tc bw̄gtq t̄ ̄qv

(6) eva ̄Zvḡj K Aemi ;

(7) PvK̄i x n̄Z Ac̄mvi Y;

(8) PvK̄j xP̄iwZ;

L| PvK̄i x n̄Z Ac̄mvi ̄Yi t̄ ¶̄t̄ e ̄ZxZ w̄K̄S' PvK̄i xP̄iwZi t̄ ¶̄t̄ wZvb f̄we l ̄t̄Z PvK̄i x̄t̄Z w̄b̄t̄qv̄t̄Mi Rb ̄ Āth̄vM̄ n̄teb |

M| Am̄ v̄Pīt̄Yi Rb ̄ Dc̄w̄eia 1-G Dw̄j wLZ kw̄-c̄0 vb Kiv hv̄te | Z̄te Āth̄vM̄ Zvi Rb ̄ Dc̄w̄eia Gi ̄ dv (L), (M), (N), (O) ev (P) Ges ̄ j̄p̄w̄Z ev bv̄kKZvḡj K Ac̄i v̄tai Rb ̄ Dc̄w̄eia ̄ dv (O), (P), (Q) ev (R) Ab̄h̄vq̄x kw̄-c̄0 vb Kiv hv̄te |

e ̄vL̄ v̄ t-

(1) GB w̄eiai Āt_̄ Ac̄mvi Y ev PvK̄wi P̄iwZ e ̄ZxZ w̄b̄t̄æv̄³ t̄ ¶̄t̄ t̄Kvb e ̄w̄³ t̄K KgP̄iZ Kiv hv̄te t

e ̄vL̄ v̄ t-

(K) w̄k ¶̄v̄bex̄k Kv̄t̄j w̄k ¶̄v̄bex̄k w̄n̄t̄m̄te w̄b̄t̄qv̄M̄c̄0B n̄t̄j ;

(L) P̄iw̄³ i Aaxb e ̄ZxZ Ab ̄ t̄Kvb c̄K̄v̄i A ̄v̄q̄x̄f̄v̄te w̄b̄t̄qv̄w̄RZ n̄t̄j , D³ w̄b̄h̄ȳ³ Kv̄j t̄kl n̄t̄j ;

(M) GB P̄iw̄³ i Aaxb w̄b̄h̄ȳ³ n̄t̄j tm̄ t̄ ¶̄t̄ P̄iw̄³ i kZ̄ Āb̄ym̄v̄i |

(2) k:Lj v weltaqi mvt_ m:u:3 bv ntj wk:lvbexkKvtj gj ct` cZ`veZ8 A_ev D"P ct` ct`vbwzi t:tt A`vqx wbtqvM c`vebwZ etj weteiPZ nte bv|

9| A`qZv, Am`vPiY Ges `bxzi t:tt k:Lj vgj K e`v MhtYi cxwZ t

K| weia-7 Gi `dv K, L ev M Abjvqx tKvb miKvix KgPvixi wei"tx e`v MhtYi t:tt wbaej wLZ Dcweia AbjniY KitZ nte t

L| Z`st

(1) gtbvbxZ KZE: h:3h:3 gtb Kitj Awfhy3 e`w:3i Kvhtj q A_ev wfvM KgPZ tKvb KgRZP wbtqvM vb Kitb A_ev tKvb Z`S-Av`vj Z MVb Kitb, Awfhy3 e`w:3i wei"tx AvbxZ AwfthvM m:u:kZ`S, Zvi KZ Acivtai e`vL`v Avneb Ges NUBvi weiy gtbvbxZ KZE:ti wBKU Ztj aiteb hvZ gtbvbxZ KZE: Awfhy3 e`w:3i wei"tx c:uj Z weia tgvZvteK AwfthvM cVqb Kiv hvte wKbv Zv wetePbv KitZ cvtib| Awfhy3 e`w:3i AwabvqK gtbvbxZ KZE: bv ntj l wZvb wbtRB Duj wLZ Z`S-cwi Puj bv KitZ cvtib Ges e`vL`v Avneb KitZ cvtib A_ev Ab` KZE:tk Z`S-Kivi Rb` wbt` R c0vb KitZ cvtib |

(2) Dcti wj wLZ Z`S-ev Abjfc tKvb Z`S-e`wZtik gtbvbxZ KZE: Awfhy3 e`w:3i wei"tx c:uj Z weia tgvZvteK AwfthvMbv cVqb Kitb wK bv Ges D3 cVxZ AwfthvM hw` cgvwYZ nq Zv ntj Awfhy3 e`w:3tk j Ny`E ev `i` `U c0vb Kitb wK bv tmB gtg`m:vS-MhtYi Kitb|

M| jNy`Ei Rb` mwgZ Z`S-

(1) jNy`E c0vbi t:tt gtbvbxZ KZE: ev GZi`k` wbtqvRZ qZvc0B Gifc KgRZP AwfthvM MVb Kitb Ges Awfhy3tk AeMZ Kivi ci mw` 8 mgq hv Abb` mvZ w`b Ges AbaY`P: i w` tbi gta` Reve`vbi Rb` ej teb Ges Zvi e`w:3MZ i`bvb Ges AvZc` mg` tbi Rb` tKvb mv` c0vb KitZ B`QK wK bv Zv RvbtZ ej teb|

(2) Reve n`MZ ni qvi ci gtbvbxZ KZE: ev D3 KgRZP hw` mS6 nb th, Awfhy3: i wei"tx AvbxZ AwfthvM c0_wgKfvte cgvwYZ ntqtQ Ges Awfhy3 hw` e`w:3MZ i`bvb l Zvi ct` mv` c0vbi BQv e`3 Kti _vtKb Zv ntj ZvtK tmB gtg`m:thvM c0vb Kitb t

Zte kZ`_vtK th, gtbvbxZ KZE: ev D3 KgRZP wj wLZfvte KviY D: EceR tKvb wv` 8 mv`xk WvktZ ev wbtRB `v`xk nvi Ri KitZ ev MhtYi KitZ A`xvi KitZ cvitb|

(3) hw` wv` 8 mgtqi gta` Awfhy3 e`w:3 Reve c0vbi e`_nb A_ev i`bvxZ Dcw`Z ntZ e`_nb ev Abjcw`Z _vtKb Zv ntj gtbvbxZ KZE: ev D3 KgRZP

Z`tsi Kvhaviv Ae`vnZ ivLz cvtib Ges c0B Z`w` wj wceX KitZ cvtib |
Z`stktl gtbvbxZ KZE` Awfhy e`w3tK AwfthvM ntZ gy3 w`tz cvtib
A_ev ZvtK GK ev GKwaK jNy`E c0vb KitZ cvtib, Z`s-weeiYx Ges
AwfthvM ntZ gy3 ev `U Avtivc mn m`uY`Kvhaviv wj wceX Ges msiw`fZ
_vKte | hw` mxwGZ Z`stktl `i` `U cvl qvi thvM` etj` c0ZfvZ nq Ges tm
gtg` `i` `E Avtivci mpcwik Kiv nq, Zv ntj cieZi`wewaZ ewY` c`wZ
AbjniY KitZ nte |

(4) 3q Ges 4_`tkYxi KgPvixM`Yi t`f`f` hLb t`Kej wZi`vi c0vb Kiv nte
ZLb gtbvbxZ KZE` ev D3 KgRZP`t`Kej wZi`vi c0vb hy3hy3 gtb Kitj
wR` f`lgZv etj Awfhy3tK AwfthvM Ges msiké NUBv tg`S`LKfvte Rvbrteb Ges
tg`S`LK` i`bvxi ci wj wLZ Avt`tki gva`tg wZi`v`i`i kw`-Avtivc Kiteb hvi
gta` msiw`f`BvKvti AwfthvM, msiké NUBv, Awfht`3i e`3e` Ges KgRZP` ivq e`3
_vKte Avt`tki GKwU Abvj w` Awfhy3tK c0vb KitZ nte |

N | `i` `E Avtivci t`f`f` m`uY`Z` s`c0uqv |

(1) `i` `Ei t`f`f` wbtqvMKvix KZE` Abtgv`b mvtct`f` `wqZc0B KZE`
Awfht`3i wBKU ntZ e`vL`v Pvteb Ges th NUBvi Dci wfw`E Kti AwfthvMbvq
c0vb Kiv ntqt0, Zvi weeiYx Ges wbtqvMKvix KZE` Ab` th tKvb welaq
wetePbv Kitj Zv Awfhy3tK Avt`k` `vbKvtj AwfthvM Kiteb |

(2) `wqZc0B KZE` Awfhy3tK AvZt`c`f` mg`f`b wj wLZ e`3e` Dc`vcb Ges
e`w3MZ` i`bvxi BPOv Avt`Q wKbv Zv D`tj E ceR` AwfthvMbvq c0Bsi w`em ntZ
b`bZg mvZ w`b Ges AbwaK t`P`S`i w`b, Gi`fc hy3hy3 mg`tqi gta` wj wLZfvte
RvbrtZ ej`teb |

(3) hw` Awfhy3 Abjfc BPOv tcvlY Ktib A_ev gtbvbxZ KgRZP` wbtqvMKvix
KZE`f`f`i AbgwiZ`m`tg Z`ifc wbt`R c0vb Ktib, Zv ntj wewa 11 Gi Aaxb
GKRb Z`SKvix KgRZP`wbtqvM KitZ nte whwb tg`S`LK` i`bvxiKvtj Z`S`-Abp`vb
Kiteb, hv`fZ tg`S`LK` i`bvxiKvtj, th mKj Awfthv`Mi t`f`f`f` m`v`f`f` M`h`Y Kiv nq
bvB/Awfhy3` `x`Kvi Ktib bvB, tm mKj Awfthv`Mi m`v`f`f` M`h`Y Kiteb | G ch`f`q
Awfhy3` Zvi wei`tx Dcw`Z m`v`f`f`MYtK tRiv KitZ cviteb, wZwb e`w3MZfvte
m`v`f`f` c0vb KitZ cviteb Ges B`Qv Kitj wZwb mvdvB m`v`f`f`xl nwiRi Kiv`fZ
cviteb t

Zte, kZ`_vtK th, A`xKvti`i KviY wj wLZ fvte D`tj EceR` Z`SKvix KgRZP`
BPOv Kitj tKvb wbw`0 m`v`f`f`x`K WvKtZ ev tKvb wbw`0 m`v`f`f`x`K nwiRi KitZ ev
M`h`Y KitZ A`xKvi KitZ cviteb |

(4) Z`tsi Kvhavivq ht`o` `wj j c`w` I m`v`f`f`xi m`v`f`f` Ges Z`SKvix KgRZP`
KZR`D` wvUz Z`vej x I Zvi wfw`E wj wceX _vKte |

(5) Z`tsi` c0Zte`b wetePvts-gtbbvZ KgRZP kw-c0vbi wltq mvgwqK
wmvts-DcbvZ ntj Zv Dtt E Ki Zt Z`s-c0Zte`bi GKwU Abvj w AwfhytK
n`vst ceR tKb ZvtK c0weZ kw-c0vb Kiv nte bv G gtg`b-bZg mvZ w b
A_ev AbwaK tPti w`b, Gifc hy³hy³ mgtqi gta` KviY`kftZ ej teb |
gtbbvZ KgRZP mKj c^xwZ m^uy^oKievi ci wbtqvMKvix KZetji Avt`tki
Rb` Dc`vcb Ki teb |

e`vL`v t GB wewai Dcwewa 020, 030, 040 Ges wewa-11 Gi Aaxb gtbbvZ
KZetjK tlgZv c0vb Kiv mtEj, wbtqvMKvix KZetj c0qvRb gtb Kij wbtRB
tlgZv c0qvm Kitz cvi teb |

O| AwfthM | Dcwewa 030 I 040 Gi Aaxb c0ZwU Aciva ev t`vli Rb` c_wK c_wK
AwfthM c0xZ nte; c0ZwU AwfthM wj wLZ AvKvti I mjbw`0 Ges AwfthM msk6
Aciva A_ev t`vli c0wZ, NUbvi mgq, `vb, e`w³, cwi gyY BZ`w` wltq my`uofvte
Dtt E`vKtz nte |

P| G wewagvj vi Aaxb Kvh^oiv Pj vKvj xb tKn wbtRtK Dc`vctbi Rb` Ab` tKvb
c0ZwbwtK t^oY Kitz cvi teb bv |

10| e`wZug | wewa-9 Gi tKvb wKQB c0hvR` nte bv t

K| th tjtAwfhy³ e`w³ Zvi AvPitYi Rb` A`E ev Kvi`E c0B ntj eiLv`-
A_ev PvKix ntZ AcmviY, A_ev c`vevZ NtU, A_ev

L| th tjtAwfhy³tK KviY`kfevi mthM`vbi hy³msMZ tKvb KviY bvB gtg`
wbtqvMKvix KZetj mso nb, Zv ntj Gifc mthM c0vb bv Kivi KviY wj wLZfvte
tiKw³ Kitz nte |

11| cY`Z`tsi` tjt Z`SKvix KgRZP wbtqvM Ges Z`S-Kvh^ocwi Pvj bv c^xwZ t

K| th tjt tKvb miKvix KgPvixi wei`tx wewa-7 Gi `dv 1, 2 ev 3 Gi Aaxb
e`e`v MpxZ nq Zvi wei`tx AwfthM c0wgKfvte c0wYZ nI qvq wZwb `i`U cvl qvi
Dch³ wetePZ nb, tjtAwfhy³ gtbbvZ KZetj wbtqvMKvix KZetji Abtgv`b mvtctj
Z`S-Kvh^ocwi Pvj bvi Rb` Gifc GKRB KgRZP wbtqvM Ki teb hvi c`gh³v Awfht³i
c`gh³v Awfht³i c`gh³v ntZ h_wm^oe tR`o nte |

L| Z`SKvix KgRZP c0Zw`b gvj vi `i bvb MhY Ki teb Ges gj Zexi KviY wj wce^x
bv Kti `i bvbxi gj Zexi vLtz cvi teb bv wKs`GK mBvtni AwaK gj Zexi vLv hte bv |

M| hw` Z`SKvix KgRZP mso nb th, Awfhy³ e`w³ Z`SKvt^h AMMwZtZ evamyo
Kite ev evamyo tPov Kitz, Zv ntj wZwb Awfhy³tK mZK^qKti w`teb Ges Gi ci I

hw` Avfhy³ mZKxRiYtK AeAv Ki+0 etj Z` šKvix KgRZ³mšb nb, Zv ntj wZvb
G wcltq wmxvš-wj wce^x Ki+eb Ges b`vq wPviti i`-t³h c^xwZ mte³ch³ etj gtb
Ki+eb tm c^xwZtZ Zv mgvB Ki+eb |

N| Z` tš+ KvR tkI nI qvi `k w` tbi gta` A_{ev} gtbvbxZ KZ³t³ji Abtgv` b
mvtct³ji Gi Zj bvq tekx mg³tqi c⁰qRb ntj, D³ mg³tqi gta` Z` šKvix KZ³t³ji
D` NmUJ Z_{vej} xi wfvE³tZ Zvi gš³e` kw³+ tKvb mpcw³ik vKtj Zv mn gtbvbxZ
KZ³t³ji w³KU c⁰Z³te` b t⁰Y Ki+eb, c⁰Z³te` b c⁰Bi ci wZvb, wewa 9 Gi 4 (0)
tgvZvteK cieZx³e`e`v M⁰Y Ki+eb |

12| **mgvqK eiLv⁻+** tKvb mi Kvix KgPvixi wei³t^x wewa-7 Gi `dv 2 ev 3 Gi Aaxb
kw³+ c⁰ve MnxZ ntj gtbvbxZ KZ³t³ji mgvqK eiLv⁻-Kivi c⁰qRb I mgxPxb gtb Ki+tj
ZvtK mgvqK eiLv⁻-Ki+tZ cvtib |

13| **bwkKZvgj K Kvth³ t³t³ i Z` š-c^xwZ t**

K| hLb tKvb mi Kvix KgPvixi wei³t^x wewa 7 Gi `dv 4 Gi Aaxb Kvth³g MnxZ nq,
ZLb wbtqvMKvix KZ³t³ji t

(1) ZvtK KviY `k³Z ej +eb Ges kw³-c⁰v³bi KviY Ges c⁰w³eZ kw³+ wfvE³
m³u³tK³ij wLZfvte ZvtK AeinZ Ki+eb ; Ges

(2) AwfthvtMi mZ`Zv w³bifct³Yi Rb` Dc-wewa (2) Gi Aaxb Z` š-Kw³U MVtbi
c³e³Awfhy³tK KviY `k³bvi Rb` h³msMZ m³thvM c⁰vb Ki+eb |

Zte kZ³v³tK th, evsj vt`k ev Gi tKvb Astki w³bivc³Ev i³t³ i v³otwZ h³msMZ
gtb Ki+tj Gi fc m³thvM c⁰vb i wZ Ki+tZ cvtib |

(3) msuk³ mi Kvix KgPvixtK Zvi c⁰c` Q³U³ wfvE³tZ Avt` tk D³ij wLZ Zwi L
ntZ Q³U³tZ thtZ wj wLZfvte w³t` R c⁰vb Ki+tZ cvtib |

L| Dc-wewa (1) Gi Aaxb `dv (L) tgvZvteK Z` š-Kw³U MVtbi w³b³ij wLZ c^xwZ
Aej ³b Ki+tZ nte t-

(1) c⁰g I w³Zxq tkYxi PvKi xi Z KgRZ³ i t³t³ i v³otwZ evsj vt`k mi Kviti i
wZbRb m³Pe mgš³tq Ges 2q tkYx (A³tNwl Z), 3q tkYx I 4³t³tkYxi KgPvixt` i
t³t³ wewa 6 Gi Dc-wewa (2) G D³ij wLZ KZ³t³ji wZb Rb mgvwi K A_{ev} temvwi K
KgRZ³ mgš³tq Kw³U MVb Ki+eb (c³e³ t³t³ tj t K³Y³ c`gh³vi Gi w³t³e
b³tn) ;

Aa'vq - 4 (Avcxj)

17| K| GB wewagvj vi Aaxb c0Z'K e'w3 KZE't'q'i tKvb Avt`tki wei'tx wbaewY'Z t'q'it' GkuU Avcxj Ki'tZ cvi'teb t-

- (1) hw` Zvi Dci wewa 8 G ewY'Z kw`-Av'ti wncZ nq |
 - (2) hw` tKn mybow` 0 A_ev Anbw` 0 tgqv't` Pw`3 w'f'w'EK tKvb Pvkix'tZ wbtqwmRZ _vt'Kb Ges Pw`3 i kZ'0'hw'qx Pvkix' n'tZ Acmw'wi Z n'l qvi mgq chS-GKvav'ti cv'P erm'ti i Aw'KKvj Pvkix'tZ wbtqwmRZ _vt'Kb |
 - (3) hw` Pvkix'i kZ'0'hw'qx c'P'w'j Z t'cbkb f'v'Zvi c0Z'K'tj Zvi t'cbk'tbi m'te'P'P ev Zvi c0c` Aw'Zwi`3 tKvb t'cbkb KZ'0 ev i'w'Z Kiv nq t
- Z'te kZ'0_vt'K th, i'v0'cw'Z KZ'R wbtq'wM c0B tKvb Kg'P'vix i'v0'cw'Z KZ'R Rvi'x'KZ tKvb Avt`tki wei'tx Avcxj Ki'tZ cvi'teb bv | Z'te w'Zwb D'3 Avt`k c'pt wete'P'v'v' Rb` Avt'e`b Ki'tZ cvi'teb | c'pt wete'P'v'v' Avt'e`b wewa 19 Ges 20 G ewY'Z kZ'0'hw'qx Ki'tZ n'te Ges i'v0'cw'Zi w'bkU t'c0'i Z tKvb Avt'e`b th'i'f'c w'b'ub'w'nt'q, t'm'i'f'c c'pt wete'P'v'v' Avt'e`b wete'w'P'Z n'te |

L| (1) g't'bv'bx'Z Kg'R'Z'f' Avt`tki wei'tx c0'g t'k'Y'xi th tKvb m`m` i'v0'cw'Zi w'bkU Avcxj Ki'tZ cvi'teb |

- (2) w0Z'xq t'k'Y'xi Pvkix'f'3 th tKvb Kg'P'vix wbtq'wM'vix KZE't'q'i Avt`tki wei'tx m'p'tei w'bkU Avcxj Ki'tZ cvi'teb, Z'te th t'q'it' Zvi wbtq'wM'vix KZE't'q' m'p'e/h'w'f' m'p'e, t'm t'q'it' w'Zwb i'v0'cw'Zi w'bkU Avcxj Ki'teb |
- (3) w0Z'xq t'k'Y'x (A't'Nw'l Z) ev Z'Z'xq t'k'Y'x ev PZ'0't'k'Y'xi Kg'P'vix g't'bv'bx'Z Kg'R'Z'f' Avt`tki wei'tx wbtq'wM'vix KZE't'q'i w'bkU Avcxj Ki'tZ cvi'teb |
- (4) wbtq'wM'vix KZE't'q'i Avt`tki wei'tx Avcxj Ki'tZ n'tj wewa 6 Gi D'ci wewa 2(K)-G ewY'Z wewa c'v'q'Y'K'vix KZE't'q' KZ'R c'0'Aw'ic'Z KZE't'q'i w'bkU Ki'tZ n'te |

Z'te kZ'0_vt'K th, m'k`_i'ew'n'bx'i m`i` `Bi Gi t'q'it' wbtq'wM'vix KZE't'q' c0'v'b c'k'v'm'w'b'K Kg'R'Z'P'n'tj Zvi g'j Avt`tki wei'tx m'p'e/h'w'f' m'p'tei w'bkU Avcxj Kiv hv'te |

M| t'cbk'tbi m'te'P'P ev c0B Aw'Zwi`3 t'cbkb KZ'0 ev i'w'Z Kivi Avt`k`v'b'K'vix KZE't'q'i Avt`tki wei'tx D'3 Avt`k`v'b'K'vix KZE't'q'i Ae'e'w'n'Z Da'Y'Z'b KZE't'q' KZ'R w'b`ub'w'nt'q |

18| GB weagvj vi Avl Zvf³ c⁰Z⁰K e^w³ wbtqmKvix KZE⁰¶i Aat⁻b tKvb KZE⁰¶i wbaifc Avt⁻tki wei^tx wbtqmKvix KZE⁰¶i wBKU GKeviB Avcxj Ki tZ cvi teb t

K| Pvkix, teZb, fvZv ev tcbkb Pvkixi kZfign wqšYKvix Pvkixi weia ev Pw³ i kZfign Zvi c⁰ZKtj cwi eZ⁰ Kiv; A₋ev

L| Pvkix, teZb, fvZv ev tcbkb A₋ev Pvkixi kZfign wqšYKvix Pvkixi weia ev Pw³ i kZ⁰mgfni e^vL^v Zvi c⁰ZKtj Kiv nq|

19| c⁰Z⁰K e^w³ wBR bvtg c₋Kfirte Avcxj `vtqi Ki teb|

20| weagvj v Abhvqx `vtqi KZ c⁰Z⁰K Avctj Avte⁻bKvix wbf⁰ Ktib GBifc mgj q e⁻wb⁰ e³e⁻ Ges h^w³ mubtewkZ₋vKte| Avctj i fvlv A^tmSRb⁰gj K nte bv Ges Brv⁻qsm⁰uy⁰nte | c⁰Z⁰Kw Avcxj Avcxj Kvixi Avdm c⁰avtbi gva⁰tg A₋ev wZwb Pvkixi Z bv₋vKtj fZce⁰Avdm c⁰avtbi gva⁰tg Ges th KZE⁰¶i Avt⁻tki wei^tx Avcxj Kiv n^tQ, tm KZE⁰¶i gva⁰tg Avcxj `vtqi Ki tZ nte|

21| weia-1 G ewYZ tKvb kw⁻+ Avt⁻tki wei^tx Avcxj `vtqi ntj D³ Avctj i KZE⁰¶i wbt³ vel q₋wj wetePbv Ki teb Ges thi⁰fc h^w³h³ gtb Ki teb tmi⁰fc Avt⁻k w⁻tebt-

K| kw⁻+ Avt⁻k th NUbvi Dci wfi⁰E Kti c⁰vb Kiv n^tq⁰Zv c⁰ymYZ wK bv;

L| c⁰ymYZ NUbvi t⁰¶tZ Kvhrix e⁻v M⁰tYi Rb⁻ h^t₀ Kvi Y Avt⁰ wKbv;

M| Avti wcz kw⁻-AwZwi³, ch⁰ß A₋ev Ach⁰ß wKbv t

Zte kZ⁰₋vK th, Avcxj KZE⁰¶i h^w⁻ kw⁻+ gv⁰v ewaZ Ki tZ gb⁻n Ktib Zte Abjfc Avt⁻k `vtbi c⁰te⁰Avcxj Kvix⁰K c⁰E kw⁻-tKb ewaZ Kiv h⁰te bv GB g⁰tg⁰Kvi Y⁻ k⁰ßtZ ewj teb |

22| th KZE⁰¶i Avt⁻tki wei^tx weia Abhvqx Avcxj Kiv n^tq⁰J, H KZE⁰¶i Avcxj KZE⁰¶i Avt⁻k Kvhrix Ki teb |

23| K| th KZE⁰¶i Avt⁻tki wei^tx Avcxj `vtqi Kiv n^tq⁰Zvi wæ c⁻gh⁰vi btn Ggb KZE⁰¶i Avcxj⁻ wMZ Ki tZ cvi teb, h^w⁻ t-

(1) GB weagvj vi Aaxb Avcxj Ac⁰hvR⁻ nq;

(2) kw⁻+ Avt⁻k c⁰Bi Oq gym mgq mxgvi g⁰ta⁻ Avcxj `vtqi Kiv bv nq Ges wej t⁰ h₋vh₋ Kvi YI Dc⁻vcb Kiv bv nq ;

(3) cte vtqi KZ Avctj i cpi veE nq ;

(4) weva 19 Ges 20 Gi weavb AbymZ bv nq ;

(5) GBifc KZEttK mtrab Kti Avctj Kiv ntqtQ hvi wku tkvb Avctj Kiv hvq bv; Zte kZ_vtK th t

(i) Dctiv³ th tkvb KviY Avctj wMZ Kitj Avctj Kvi xtK wMtzi Nubv l Zvi mjbw⁸ KviY AemZ KitZ nte |

(ii) weva 19 A_ev 20 Gi weavb AbmitY e_vvi KviY Avctj wMZ Nubv th w etm Avctj Kvi x AvZ ntqtQb tm w em ntZ GK gvftmi gta wZvb cpi vq Avctj Dc_vcb KitZ cvi teb Ges weavb gtZ Ges h_vh_fvte cyivq Avctj vtqi Kitj H GKB KviY Avctj w wMZ Kiv hvte bv |

L| i^ tUi Avt` kmgfni wei`tx vtqi KZ Avctj mgn wMZ ivLij KZEttK Zvi KviY Dtt E ceR wMZ Avctj mgfni Zvij Kv ^TgwmK wfvEtZ Avctj KZEttKi wku tciY KitZ nte |

24| weva 23 Gi Aaxb Dch³ KZEtt KZR Avctj wMZ ivLvi wei`tx tkvb Avctj Pj te bv |

25| th KZEttKi Avt` tki wei`tx Avctj Kiv ntqtQ H KZEtt th mg^-Avctj wevai Aaxb wMZ ivLv nq bvB, tm mg^-Avctj gse mnKvfi Avctj KZEttKi wku tciY KitZ t |

26| Aat`b KZEtt KZR wMZ Avctj mgn Avctj KZEtt wevai Aaxb MhYthvM Avctj mgn Zje KitZ cvi teb Ges h³h³ gtb Kitj ZvtZ tm gfgAvt` k c0vb KitZ t |

27| cte³ weavtb hv wQb emY² vKk bv tkb, miKvi ev tkvb Avctj KZEtt Ztc0Yw Z ev Ab` fvte Aaxb^-KZEtt KZR GB weavtbi AaxY c0 E Avt` kKZ th tkvb gvj vi bw_ Zje l wtaemY² th tkvb qigZv c0qM KitZ cvi teb t-

- K| c0 E Avt` k Abtgv` b, mstkrab ev emZj ; A_ev
- L| Nubvi wltq cjt Z` tsi wbt` R c0vb; A_ev
- M| Avt` tk Avti mcZ kw` t gvTv nrm ev ep; A_ev
- N| h³h³ gtb Kitj Ab` cKvi wbt` R c0vb t

Zte kZ_vtK th, kw` t gvTv ep x Kivi c0 ve wbt` kZ ntj msuk0 mi Kvi x KgPvi xtK c0 weZ kw` t gvTv ep x i wltq Kvi b` kfbvi mthvM c0vb KitZ nte t

WUKv t

(1) Awfhy³ tK h_vh_ KZ³ KZ³ Avtiwicz kw⁻-m³ij Z Povš-³wt³ ki AweKj
Abyj wci cwi etZ³ mvi mst³ c c⁰ vb Ki tZ nte |

(2) Awfhy³ tK j Ny kw⁻-c⁰ vb Kivi c³ e³ wZnb Z³ š-Kg³ Z³ c⁰ Ę wi t³ cvtUP Abyj wci
ve Ki tZ cvi t³ eb bv |

(3) weva-9 Gi Dc-weva-4(M) Gi t³ t³ t³ tg³ s³ LKfvte i³ bmbi w³ l³ t³ q h³ w³ Awfhy³ i
Avcw³ Ę _vtK A_ev w³ t³ qvMKvix KZ³ t³ t³ i Ab³ t³ gv³ b m³ v³ t³ c³ t³ t³ g³ t³ b³ v³ b³ Z Kg³ Z³ t³
tg³ s³ LKfvte i³ bmb M³ h³ t³ Yi w³ t³ R c⁰ vb bv K³ t³ _vtKb Zv ntj weva-11 Gi Aaxb
w³ t³ qvM c⁰ B Z³ š-Kg³ Z³ Gi c³ tg³ s³ LK i³ bmb e³ w³ Z³ t³ t³ K Awfhy³ c⁰ Ę wj wLZ Reve Ges
D³ N³ w³ UZ Z³ _vej x w³ e³ t³ e³ Pbv K³ t³ Zvi AwfgZ wj wLZfvte g³ t³ b³ v³ b³ Z Kg³ Z³ w³ b³ KU
Dc³ v³ cb Ki t³ eb |

SBAO 05/S/80 dated Dhaka 25 June 1980

1. Authority for appointment/discipline of civilian employees in Defence Services (Classification Control and Appeal) Rules. 1961
2. Civilian Employees in Defence Services (Classification, Control and Appeal) Rules, 1961 as adopted in Bangladesh and amended from time to time are reproduced as Annexes 'A' to 'H' to this SBAO for information and guidance of all concerned.
3. This supersedes all other instructions on the subject.
4. **S. R O. 59 (R)/61.** In pursuance of the proclamation of the seventh day of October, 1958, and in exercise of all powers enabling him in that behalf, the President is pleased to make the following rules, namely Authority for appointment/discipline of civilian employees in Defence Services

SCHEDULE FOR APPOINTMENT

Ser	Classification	Service/HQ/ Dept	Appointing Authority	Designated Authority
(a)	(b)	(c)	(d)	(e)
1.	Class I services	All Departments	President	Secretary, Defence
2.	Class II services	Army	PSO, E-in-C, DMS	Authority to be notified by the appointing authority.
3.	Class II Non- Gazetted Services	Army	Authority to be notified by Adjutant General	Authority to be notified by Adjutant General.
4.	Class III and Class IV Services	-Do-	-Do-	-Do-

Auth: SBAO 05/S/80 dated Dhaka 25 June 1980

APPENDIX - 2 TO
ANNEX - A TO
RI NO – 21/2008

In pursuance of the provisions of the schedule to the Civilian Employees in Defence Services (Classification, Control and Appeal) Rules, 1961 the E-in-C is pleased to notify the designated authorities as set out in the 'Table' below in regard to the services under his administrative jurisdiction.

SCHEDULE TO THE CIVILIAN EMPLOYEES IN
DEFENCE SERVICES

Classification	Designated Authorities	Authority to whom an appeal may be made from an order passed by the Designated authority	Authority to whom an appeal may be made from an order of the appointing authority.
Class II Services	Div/Sub Area Comd Sta/Bde Comd/DW DW&CE O C/Comd/SOI (MES)	* E in C	Secretary, Defence

*The powers will be exercised by the authority under whom/within whose administrative jurisdiction the individual serves.

Auth: SBAO 05/S/80 dated Dhaka 25 June 1980.

APPENDIX - 3 TO
ANNEX - A TO
RI NO – 21/2008

In pursuance of the provisions of the Schedule to the civilian Employees in Defence services (classification Control and Appeal). Rules, 1961, the Adjutant General is pleased to notify the appointing and designated authorities as set out in the 'Table' below in regard to the services specified therein.

SCHEDULE TO THE CIVILIAN EMPLOYEES IN
DEFENCE SERVICES

Classifi- ca-tion	Service/HQ/D ept		Appointing Authorities	Designated Authorities	Authority to whom an appeal may be made from an order passed by the Designated Authority	Authority to whom an appeal may be made from an order of the Appointing Authority
(a)	(b)		(c)	(d)	(e)	(f)
Class II (Non- Gazetted) services	1	Military Engineer services (Army)	DW & CE (Army)	SO-I (Planning & Admn)	DW & CE (Army)	E-in-C

Note :- The powers of the Designated Authorities shall be exercised by the Authority under whom and within whose administrative jurisdiction the individual serves.

Auth: SBAO 05/S/80 dated Dhaka 25 June 1980.

APPENDIX - 4 TO
ANNEX - A TO
RI NO – 21/2008

In pursuance of the provisions of the Schedule to the civilian Employees in Defence Services (Classification, control and Appeal) Rules, 1961, the Adjutant General is pleased to notify the Appointing and Designated authorities set out in the " Table" below in regard to the services specified therein.

SCHEDULE TO THE CIVILIAN EMPLOYEES IN
DEFENCE SERVICES

Classification	Service/HQ/Dept	Appointing Authorities	Designated Authorities	Authority to whom an appeal may be made from an order passed by the Designated Authority	Authority to whom an appeal may be made from an order of the Appointing Authority
(a)	(b)	(c)	(d)	(e)	(f)
Class III and Class IV Services	1. Military Engineer Services (Army)	DW&CE (Army)	SO-I (Planning & Adm) / CMES/ GE/AGE	DW&CE (Army)	E in C

Note: The powers of the Designated Authorities shall be exercised by the Authority under whom and within whose Administrative jurisdiction the individual serves.

Auth: SBAO 05/S/80 dated Dhaka 25 June 1980.

1. Disciplinary action comprises of the following steps in order of precedence:

a. Investigation of the Case. Investigation of the case such as offence, violation of orders, instructions, rules and regulations, committing financial irregularities, theft, fraud, gross negligence, inefficiency etc. and fixing responsibility of the personnel concerned and determining the actual financial loss to state if any. Detailed procedure for investigation is given in Appendix 1.

b. Framing of Charges. When the charges are established by investigation and it is decided by the competent authority to take departmental disciplinary action, charge sheet will be framed against the offenders by the office in which he is employed in the case of non-gazetted officer, by the EinC's branch in the case of Gazetted officer Class II, and Ministry of Defence in case of gazetted officer Class I. Detailed procedure for framing of Charge sheets is given in Appendix 2.

c. Defence/Explanation. The defence/explanation to the charge must be furnished within the period of 14 days from the receipt of the charge sheet and may be recorded on the form if it can conveniently be accommodated in the space provided for the purpose, otherwise it will be attached as an annexure and reference thereto quoted on the charge sheet.

Original/Certified true copies of all reference etc. quoted in the defence will be attached. If copies so attached are of official letters, documents etc. the immediate officer after personal verification and satisfaction will countersign all such copies taken of their authenticity.

d. Previous Offences. The relevant case in the form will be completed or these may be given in a separate sheet by reference to the service documents of the individual concerned, and the responsibility for its correct completion will rest with the head of the office (Immediate officer) who normally holds service documents,

conduct sheets etc. Entries in this column will invariably be made over the signature of the immediate officer. Where there is no previous offence a line will be drawn through and through word NIL written as under:-

``..... NIL"``

Over the dated initials of the immediate officer.

e. Remarks by Immediate Officer. This column will be completed or remarks will be given on a separate sheet by the Immediate officer who will express his opinion taking into consideration the evidence and defence of the individual.

f. Remarks by Intermediate Officer. The officer will give his remarks specifically stating whether or not in his opinion the individual concerned is guilty of the charge (s) .

Note :-The Immediate officers or Intermediate officers are required to offer their comments on the defence statement of the individual either refusing or accepting the defence, but will not endorse their recommendations regarding punishments on the charge sheets. They will only endorse their remarks on the charge sheets to show if the charge is considered proved, or not, supported by definite reasons i.e. the man is guilty or not guilty and the reasons for arriving at the conclusion.

g. Inquire into the Charge and Defence. In case where it is decided that the offence prima facie calls for a major penalty and officer being senior in rank, to the persons proceeded against will be appointed with the approval of the appointing authority to conduct the proceedings. The Inquiry officer on hearing the case will submit his findings and recommendations for penalty if any.

h. Show Cause Statement. When a charge sheet against a Government servant is completed and it is proposed by the competent authority as a result of the inquiry to remove, dismiss, revert him or impose any major punishment, he shall be called upon by the competent authority to show cause within a reasonable time (not exceeding 14 days) as to why the particular penalty should not be imposed on him. This show cause notice is to be served before the proposed penalty is recorded on the charge sheet. Any cause shown or any representation submitted by the accused in this behalf shall be

taken into consideration before final order are passed. In the letter asking for show cause statement, the individual should be clearly informed that if his statement is not received by the competent punishing authority within the stipulated period the final decision will be recorded ex-parte.

j. Award of Punishment by Competent Authority. Orders of the appropriate authority competent to award punishment will be endorsed on the charge sheet under his full and dated signatures.

The individual concerned will then be notified in writing of the penalty awarded to him and a copy of the decision of the competent authority as recorded on the charge sheet will be given to him free of charge if required by him.

2. **Departmental Action in case of Acquittal by a Court of Law.** Case of acquittal by a court of law for fraudulent, misappropriation, theft of embezzlement, causing loss of public money or stores, should be reviewed in order to ascertain whether it is possible or desirable to take departmental action on a charge different from these on which the trial took place.

3. Cases in which the civil authorities consider that the evidence is insufficient to prove a charge judicially or for other reasons, through the facts may be true and justified disciplinary action are referred to the department for taking action, against the delinquents. Such cases may be dealt with as indicated above depending upon the nature of the case.

4. The following orders/instruction will also be followed in the case of disciplinary matters in respect of the civilian employees of the MES:

a. The civilian employees in Defence services (Classification, control and Appeal) Rules 1961 in the case of regular personnel from class I to class IV as reproduced in SBAO No-05/S/80.

5. Discharge/retirement of persons.

Investigation of Charges

1. Before disciplinary action is taken against an individual, it is essential to investigate and establish the charge. Necessary investigations (or a Court of Inquiry) must be conducted most expeditiously.
2. For offences of more serious nature, a preliminary investigation will be carried out by the officer under whom the individual is serving. If he is satisfied he will send a brief summary of his investigation to station HQ with a copy to his next higher authority for further investigation either through the medium of a Station Court of Inquiry (C of I) or through the Military Intelligence Branch, and provisionally suspend the alleged accused from service, if necessary, subject to confirmation by the appointing authority. On the charge being established the HQ will forward copies of the investigation together with the recommendations of the Station Commander to the officer reporting the case.
3. Serious offence of the nature of fraud, corruption, forgery, embezzlement, theft or gross negligence resulting in losses, whether of public money or of Government stores, lost, destroyed found be deficient, damaged by fire or otherwise, or damage caused to Government building or machinery either through an act of God or otherwise, will be investigated by the officer directly in charge of the Government stores, money, buildings etc.

Procedure for Dealing with Cases of Theft, Fraud or Gross Negligence

4. The procedure for dealing with these cases will be.
 - a. Where a prima- facie case of theft, fraud or gross negligence leading to a loss has been established, the fact will be reported to the Station Commander who will order a Station Court of Inquiry to be convened in accordance with Army Regulations volume II (1960) Instruction 334 and FR Rule 73.

b. (1) Where the known facts of a case do not make it manifestly apparent that there has been theft, fraud, neglect but that reasonable grounds exists to suspect that theft, fraud or neglect has actually occurred, the MES Officer will personally investigate the same for the purpose.

(2) If such investigation reveals that there is a prima-facie case of theft, fraud or neglect, the MES Officer concerned will immediately report the matter to Sta Comd and furnish a statement of the case to him if the matter was investigated by him personally.

(3) The Sta Comd may then give his ruling or convene a Station Court of Inquiry under his orders.

c. Minor cases of neglect, carelessness, human error etc. involving losses valuing upto Tk. 500/- will be dealt with by submitting a loss statement of CFA for sanction with recommendations as to whether or not the individual concerned should be called upon to make good the loss in question. A Court of Inquiry may not be necessary in all such cases as provided for in Rule 73 FR part I. The sequence of action as given below:-

(1) Preparation of loss statement.

(2) Issue of orders by the Bde/Div Comd on the C of I/Loss statement.

(3) Acceptance/refusal of the loss statement by the MES personnel to make good the loss. Departmental disciplinary action will be initiated to enforce recovery (unless it has been decided by Bde/Div Comd or the Govt. as the case may be, to proceed against the accused persons in a Civil Court).

Departmental or Station Court of Inquiry

5. The convening officer is responsible to ensure that a C of I is composed of such members whose experience and training shows them as most suitable to deal with the case. For obvious reasons, however such members must be found from amongst persons who are NOT interested in the outcome of the inquiry.

6. The C of I may consist of officers only, or one or more officers together with one or more civilian Non-Gazetted staff or JCO's as may be found necessary. When a C of I is convened under the orders of the station Commander, and MES Military or Civilian Officer fully conversant with the case will be detailed as a member of the C of I but if for an administrative or any other reason it is not possible to do so then the attendance of an MES Officer to assist and advise the C of I on the departmental Rules & Regs must be insisted upon.

7. Before a MES Officer is detailed as a member of a C of I, or as an advisor, the officer responsible for detailing him must ensure that an inexperienced officer is not put on such duty. The officer so detailed should possess sufficient knowledge of MES working procedure, regulations and instructions. In the case of C of I the Officer should be fully briefed by the detailing officer.

8. Young officers may, however be detailed as officers under instruction for training purpose.

9. When an officer is alleged to be involved, the President of the C of I as well as the MES member on the Sta C of I will always be senior in rank to the officer alleged to be involved.

10. It is emphasised that the object of a C of I is not merely to record the statement of individuals but to ascertain the true facts of the case, how and why it happened and to find out the personnel responsible/involved and where possible to recommend remedial measures.

11. The President of the C of I should as far as possible be given at the outset a brief summary of the case together with the names of the personnel involved to enable them to examine the case fully in a systematic and thorough manner. The staff suspected to be involved will be afforded full opportunity of being present throughout the Inquiry to make or to cross examine any witness/witnesses whose evidence in his/their opinion affects his/their character or reputation and to produce any witness(s) in defence.

12. All necessary witness and the official record in connection with the subject of the C of I will be produced by the officer asking for the C of I. He will also be responsible to supply necessary stationery etc.

13. Every witness will be warned that any mis-statement made by him will be treated as an offence and may result in disciplinary action being taken against him. Whenever a witness makes a statement at variance with that of a previous witness he must be cross examined on the point at once before he can consult any one else.

14. If during the course of investigations any other individual is implicated in any way in the subject of the C of I he will be called in and given all the facilities to cross examine the witnesses. In order to rebut any possible plea by the affected personnel that they were NOT offered these facilities, especially where their character is involved, the Court should call upon the individual to make a statement to the effect that they do not wish to ask any question.

The Court may sit in camera when the nature of the investigation so demands, this is however a matter to be decided by the officer ordering the C of I and the President.

15. When all the witnesses have been examined, the C of I should go through the evidence and using their imagination work out the various things that might have happened and what further developments might have occurred in each case. Each of the possibilities must be pursued and investigated until it can be ruled out or it appears to be the likely explanation. Omission and discrepancies should be noted to decide what other information is required. Old witnesses may be cross examined again and new witnesses called where necessary. They should be questioned thoroughly in the light of possibilities under consideration remembering always that curiosity to get to the bottom of the problem and due attention to small points and little discrepancies always pay a handsome dividend.

16. C of I will then record their findings and opinion in clear terms fixing the responsibility for losses etc. Remedial measures where possible may be suggested.

17. The Sta Comd will endorse his remarks/ recommandations on C of I proceedings. In the case of financial loss for which a station C of I has been held, final orders will be given by the Bd./Div Comd. The Sta/Bd./Div Comd should recommend as to how the loss in question should be regularised.

RESTRICTED

18. Where necessary the Sta/ Bde/Div Comd may refer the proceedings of the C of I to their GE/CMES/DW&CE for their opinion before endorsing their remarks.

19. When it is desired to hand over a case relating to corruption and bribery for investigation to the SPE prior sanction of the appointing authority should be obtained first. If, however, the SPE/local police have initiated a case on their own and started investigations, no parallel inquiry concerning the same matter should be held, and they should be given full assistance in this respect.

20. TOP SECRET or SECRET correspondence should NOT be shown to the SPE/Police unless a particular document has a direct bearing on the case confidential documents containing relevant evidence may be shown to the SPE/Police. It should be remembered that classified documents which have a definite bearing on the case may be shown to SPE/Police with the approval of the head of the office.

21. Proper receipts should always be taken for any documents handed over to the SPE/police and care should be taken that these documents are returned by the SPE/police on finalization of the case or earlier if possible.

22. Where the SPE/police have intimated that there is no case against the individual (s) concerned which could be proceeded with in a civil court, than a C of I will be necessary to investigate the financial loss caused to state and fix responsibility to adjust the loss etc.

Charge Sheets Preparation & Submission

1. Instruction for the preparation of charge sheets and their submission are as under:

a. Charge Sheet

(1) BAFW-910-A will invariably be used for this purpose. If printed form is not available typed or cyclostyled copies may be used, but no modifications in the printed text of the form will be made. Correct Army No. and full designation of the alleged accused together with his length of service and rate of pay should be given on the charge sheet. The charge sheet must be dated.

(2) Every charge must be appropriate and consistent with the offence. It must be clear, concise and free from ambiguity. For guidance please refer to 2nd Appendix to India Army Act Rules (Pages 335 to 374 of Manual of Indian Military law 1937).

(3) Vague statements such as work was inspected etc. will not be made. If the charge is the result of an inspection or an inspection has been carried out to verify the facts of the case or the statement of the accused the charge or text should clearly state "So & so alongwith so & so (preferably the accused) inspected such and such work at hours on (date) and found the following irregularities..... etc.

(4) If the allegation is serious the GE/CMES should carryout the inspection personally before framing the charge. In both cases, however, the original inspection report or a certified true copy thereof will always accompany the charge sheet.

(5) Though legal exactitude in framing the charge is not necessary, yet it is essential to bring forward the essentials of the offence for which the individual is being charged. It is some time advisable to frame an alternative charge also.

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(6) Where a person is charged with more than one offence one charge sheet would suffice provided each charge is indicated separately and is serially numbered e. g.

Charge No. 1.....

Charge No. 2.....

In such cases the evidence in respect of each charge will also be indicated separately and serially numbered.

(7) Unnecessary and avoidable references and details must not be quoted or attached. Charge sheet in respect of each individual should be enclosed in a separate cover and supported by necessary documents. Where the same document is referred to in more than one charge sheet, the original will be attached to the charge sheet, of one individual and certified copies of the same will, invariably, be placed with each of the other charge sheets.

(8) The charge will be framed by the officer in whose office the individual concerned is employed in the case of non-gazetted officer and by E-in-C/Ministry of Defence in case of gazetted officer.

(9) No additions or alterations will be made in the text of the charge or evidence except by the officer who originally prepared the charge. Such amendments will invariably be attested by the officer with full signature and dated.

(10) If the charge sheet has already been served and any amendment is considered necessary, the dated initials of the officer as well as the alleged accused will be necessary on the amendments so made. Under no circumstances slips of paper will be pasted on the charge sheets.

b. Evidence

(1) It is necessary that an independent statement of allegations is prepared and attached to the charge sheet as evidence. All essential evidence having direct bearing on the charge will be recorded under the column 'Evidence'. Where reference to documents is made, certified true copies of the documents will be attached to the charge sheets and reference thereto made as annexure 'A' , 'B' & 'C' etc on the charge sheets., When the charge is established as a result of a C of I, evidence documentary or otherwise will be recorded on the charge sheet, Where for any reason such evidence is considered to be inadequate, certified true copies of relevant, extracts only from the C of I may be used but in no case copies of the findings of a C of I and the orders of the competent financial authority thereon will be furnished to the accused. Complete proceedings of the C of I will not be used as evidence.

(2) If a case has been investigated by a C of I in the first instance and subsequently it is intended to hand over the case to the civil authorities for a trial, the accused will not be furnished even with a copy of the proceedings. In such cases he will be supplied with a brief summary to showcause why he should not be prosecuted in a Court of law.

(3) In certain cases it may be considered expedient to ensure that original documents do not leave an office or be allowed to all into the hands of the alleged accused or any other unauthorised person. In such cases certified true copies only of the document may be attached supplied to the alleged accused. If reference to original documents is necessary these will be supplied to the head of the office under which the alleged accused is serving who will show them to the accused in his presence and will be responsible for their safety and return after reference.

(4) Where proceedings of a C of I form the basis of evidence, relevant certified true extracts will be attached to each charge sheet so as to make each charge sheet complete in itself in every respect without referring to any other charge sheets.

(5) Discharge / Retirement of persons.

c. Submission of Charge Sheet

On receipt of the defence of the accused when the charge sheet is submitted to the competent authority for decision, the original documents in support of the charge (s) /evidence may accompany the charge sheet, if these are required by the competent authority for reference before giving his award.

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		KgPZ`Bi
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<u>AvZlc† mg_</u>	t	
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		Awfhy³ KgRZP
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<u>Aciva Ges c`E kw`-</u>	t	
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ROUTINE INSTRUCTION NO 22/2008
DISCIPLINE RECORDING OF PUNISHMENTS IN
SERVICE DOCUMENTS OF CIVILIAN PERSONNEL

1. To ensure uniformity in the publication and recording of punishments in the service documents of Civilian personnel of the MES, the following instructions are issued for strict compliance and are applicable to all categories of establishment including officers:

- | | | |
|--|---|--|
| a. (1) Warning or severe warning
(2) Displeasure or severe Displeasure of E in C
(3) Admonishments
(4) Exonerations | } | These will neither be published in office Part II Orders (or casualty Reports) nor recorded in the service documents of the individual concerned but a copy of the letter conveying the warning etc will be placed in the officers personal file and attached to the conduct sheets in the case of Non-Gazetted staff. |
| b. (1) Censure
(2) Forfeiture of increments fines, recovery of loss.
(3) Suspension
(4) Reduction to lower Grade
(5) Conviction by Civil Court
(6) Removal/Dismissal from the service
(7) Any other punishments that affect pay & allowances | } | These will be published in Casualty Returns Part II orders and entries made in red ink in the service books as well as the Conduct sheets where maintained. |

2. The punishments, referred to in (b) above, will be published in the Casualty Returns/Office Part II Orders, in the following form:

No. _____ Name _____ Category _____

Date of Offence _____

Offence _____

Award _____

Date of Award _____

Auth: SBAO 05/S/80 dated Dhaka 25 June 1980

This supersedes RI No. 85 of 1990

ROUTINE INSTRUCTION NO 23/2008
BROADCAST TALKS BY GOVERNMENT SERVANTS

1. Government has ruled that there is no objection to Civilian Government servants giving talks from Radio Bangladesh, but the following principles will be borne in mind:

a. The broadcast talks by the Govt. servants are ``public utterances`` within the meaning of rule 20 of the Government servants Conduct Rules and

b. That talks differ from newspaper articles, in that it is the policy of the Govt. of Bangladesh that their broadcasting service shall not be used for the purpose of political propaganda.

2. In order to ensure that Govt. servants Conduct Rules are observed and that the services are kept free of political propaganda, the Government of Bangladesh have decided to impose the following safeguards:

a. A broadcast talk:-

(1) Shall contain nothing in the nature of political propaganda or discussion of political views.

(2) Shall contain nothing that is likely to offend the feelings of any community, class of persons or sect,

(3) Shall contain nothing which is capable of embarrassing the relations between the Govt. and the people or any section thereof, or any foreign country.

(4) Shall contain nothing which would amount to disparagement of the policy or the decisions of Government.

b. Any Government servant who has been asked to deliver a broadcast talk just report the subject on which he proposes to talk, whether it is connected with his official work or not to the competent authority under whom he is employed.

- c. If the talk is on a subject connected with his official work, on which he is at present employed, or on which he has been employed, he must submit the full text of the talk to the competent authority under whom he is employed for examination.
 - d. If the talk is on a subject not connected with his official work, the competent authority, may in his discretion call for the text of the talk in order to scrutinize it.
3. The musical items broadcast from the stations of Radio Bangladesh come within the term ``talk``. The Department will receive the fee (if any), in whole, or in part, as may be admissible under rules.
 4. DsW&CE/CsMES will be the competent authorities to grant permission in respect of their areas. When however, they themselves have to broadcast, permission will be obtained from this HQ.
 5. E in C is the competent authority for his office. Before Govt. servant delivers a broadcast talk, he will submit his application, along with the text of his talk to the competent authority at least 10 days before the scheduled date of broadcast for scrutiny and granting permission.

This supersedes RI No. 82 of 1990

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**MILITARY ENGINEER SERVICES
BANGLADESH ARMED FORCES**



**CHAPTER – 10
PROMOTION**

PUBLISHED BY: AHQ, E IN C'S BR, WKS DTE, DHAKA CANTT.

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ROUTINE INSTRUCTION NO 24/2008
PROMOTION OF MES CIVILLIAN OFFRS & STAFFS

1. Promotion of MES Civilian Officers & Staffs against vacancies on existing ratio as per Govt. policy i.e. SPAO-6/1965, SPAO-20/1964 (Amendment 1982) and Order Instructions / Amendment issue time to time by The People's Republic of Bangladesh and this Directorate will be strictly followed.
2. After completion of different courses as Annex- M & N of Training Manual of MES Personnel Part-III persons will be eligible for promotion.
3. SPAO 6/1965 will be followed strictly.
4. Also strictly follow the following instructions while considering the promotion of NG Staff:
 - a. Length of service in the present post and total service required for each category is shown in Annex 'A' to this RI.
 - b. Last 5 years ACR's will be examined. At least three ACR's should contain recommendation for promotion out of five. However two ACR out of last three years ACR's must be contain recommendation.
 - c. Henceforth ACR's in respect of Supervisor B/R, Charge hand & Blue Printer whose promotion cases are considered by the E in C's promotion committee are also to be initiated.
 - d. Any punishment awarded within the period of last three years will disqualify the candidate for promotion. Major punishment awarded prior to the period of last three years may also lead to the disqualification for promotion. However punishment like 'censured' may be overlooked.

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ANNEX – A TO
RI - 24/2008

LENGTH OF SERVICE REQUIRED FOR PROMOTION

Ser	Present post	Next promotion post	Minimum svc required		Remark
			Present post	Total svc	
<u>Technical Cadre</u>					
1.	Supervisor B/R & Charge hand	Overseer Gde-II / Supdt E/M Gde-II (SAE B/R & SAE E/M)	10 years	*10 years	*5 years for diploma holder
2.	Overseer Gde-II & Supdt E/M Gde-II (SAE B/R & SAE E/M)	Overseer Gde-I & Supdt E/M Gde-I (SSAE B/R & SSAE E/M)	07 years	17 years	* (a) 17 years for non-diploma * (b) 12 years for promote with diploma holder * (c) 07 years for diploma holder appointed direct as Overseer Gde-II/ Supdt E/M Gde-II
<u>F/S Cadre</u>					
3.	Store man	Supvr F/S Gde-II	05 years	05 years	
4.	Supvr F/S Gde-II	Supvr F/S Gde-I	05 years	10 years	

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Ser	Present post	Next promotion post	Minimum svc required		Remark
			Present post	Total svc	
<u>Official Cadre</u>					
5.	Office Assistant	UDA	05 years	05 years	
6.	UDA	Head Assistant	05 years	*10 years	* 05 years for direct recruited UDA
7.	Head Assistant	Superintendent	02 years	*12 years	* 07 years for direct recruited UDA
<u>Draughtsman Cadre</u>					
8.	Blue printer	Dtmn Cl-C	05 years	05 years	
9.	Dtmn Cl-C	Dtmn Cl-B	07 years	*12 years	* 07 years for direct recruited Dtmn Cl-C
10.	Dtmn Cl-B	Dtmn Cl-A	02 years	*14 years	* 09 years for direct recruited Dtmn Cl-C
11.	Dtmn Cl-A	Head Dtmn	02 years	*16 years	* 11 years for direct recruited Dtmn Cl-C

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**MILITARY ENGINEER SERVICES
BANGLADESH ARMED FORCES**



**CHAPTER – 11
POSTING/TRANSFER**

PUBLISHED BY: AHQ, E IN C'S BR, WKS DTE, DHAKA CANTT.

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ROUTINE INSTRUCTIONS NO 25/2008
POSTING / TRANSFER

eivZ t

- K| ms`vcb wefM `vi K bs BmW/GmG-1/82-227 Zwi L 06 tg 1982|
- L| G cwi`Bi cT bs 100/8/B-1 Zwi L 26 Rj vB 1989|
- M| GgBGm Avi AvB bs 164/90|
- N| tmbvm`i, B Bb wm0i kvLv, cZ`cwi`Bi cT bs 100/19/B-1 Zwi L 31 AvM6 1998|
- O| c0Zi`v gS`vj q cT bs 1we-28/2002/W-1/159 Zwi L 27 Rvbjwii 2005|
- P| tmbvm`i, GmR0i kvLv cT bs 2088/Avi/G/GmR/wcG-5 (wmiRvc)/G Zwi L 10 Rj vB 2005|

1| e`jx ejtZ miKvix KvRi `t`GK`Bi t`K Ab`Bti A_ev GKB`Bti GKw c` t`K Avti Kw c` `wqZfvi M0tYi Rb` Mgb eSvq| KgRZ#KgPvix`i e`jx / `vbsi`i we`gvb bwiZgvj v m`u`K`m`u`o avi Yv mi Kvix PvKi xRwe`K cwi ewi K ce`c0wZ M0tY mrvqZv c0vb Kti `v`K| GgBGm G KgPZ temvgwi K KgRZ#KgPvix`i e`jx / `vbsi`i c0stM miKvix weva, tmbvm`i KZR c0xZ bwiZgvj v, B Bb wm0i Avi AvB Ges cZ`cwi`Bi KZR cte`RvixKZ w`K w0t`Rbvi Avtj vtK m`u`o e`jx / `vbsi`i mstkrabx bwiZgvj v c0vq Kiv ntqtQ|

2| e`jxi mvaviY w0t`Rvejxt e`jxi mvaviY w0t`Rvejx w0tgdTj L Kiv ntjv t

K| Avst mwfM e`jxi t`T w`wZ tgq`Kvj nte GgBGm tmbvq 5 eQi, cZ`cwi`Bi, GgBGm tbfX Ges GgBGm Gqvi Gi t`T 2¹/₂ eQi |

L| e`jx / `vbsi`i Avt`k GKevi Rvix Kiv ntj Dnv emZj / mstkrab Kiti j`T tKvb cKvi Avte`b/w0te`b M0YthvM` nte bv| `Bi c0vb KgRZ# KgPvix`i m`te` e`jxKvj Aek`B hvPvB Kti t`Lteb|

M| e`jx / `vbsi`i DcthvMx ntj e`jxKZ KgRZ#KgPvix`K msv`B mgtqi gta` wetgwiPZ/Mgbv`k c0vb Kiv ntj hvZ KvRi tKvb cKvi e`vNvZ m0o bv nq Zvi Rb` `Bi c0vb KZR ht`vch` e`v M0Y Kiteb|

N| `Bi c0vtbi Dci w0f`Kvj tKvb KgRZ#KgPvixi `vfwek e`jxi mgq cvi ntq tMtj l hw` ZvtK tKvb `i`ZcY`KvR ev`evqtbi mvt`m`u` `v`K Zte msk0`Bti c0qvRb Abhvqx e`jxi mgq ew` Kivi Rb` h`vmgtq thvM` KZE` eiveti c0ve cWteb| Zte e`jx / `vbsi`i Avt`tki `i`Zi`Avpveb ceR tKvb cKvi Avte`b/w0te`b mstkrab KiY mvavi Yfite RvUj Zv m0o nq hv cwi nvi thvM` |

O| cãvb c0KŠkj x I ZËyearqK c0KŠkj xt` i e`j x c0ZI ¶lv gšÿvj q KZR Rvix Kiv nte|

P| wbtgewYZ KgRZP I KgPvixt`i wbcwgZ Ges Avšt mwfñ e`jxi Avt`k tmbvm` i, B Bb w0i kvLv, cZCwi`Bi ntZ Rvix Kiv nte t

(1) wbcwgZ e`jxt

(K) 1g tkYxi KgRZP t wbeñx c0KŠkj x, mnKvix wbeñx c0KŠkj x, mnKvix c0KŠkj x, DaYzb c0KvmbK KgRZPGes c0KvmbK KgRZP|

(L) 2g tkYxi KgRZPKgPvix t wmbqi Dc mnKvix c0KŠkj x we/Avi I B/Gg Ges mpcwi bUbtWU|

(M) GbwR óvd t tnW W0dUmg`vb, tnW G`wmmtUu Ges mpcvi fvBRvi Gd/Gm tM0-1|

(2) Avšt mwfñ e`jxt

(K) Dc mnKvix c0KŠkj x, we/Avi I B/Gg|

(L) mKj 3q I 4_9tkYxi KgPvi xMY|

Q| cZCwi Pj K I cãvb c0KŠkj xMY Zvt` i ^-^Avl Zvaxb KgPZ Dc mnKvix c0KŠkj x, we/Avi I B/Gg mn 3q I 4_9tkYxi Ab`vb` KgPvixt` i e`j x/`vbsi Avt`k c0vb Ki teb (Avšt mwfñ e`j x e`ZZ)|

R| mvavi Yfiŧe GgBGm G KgPZ GbwR KgPvixt` i GKB t0ktb PvKixi tgqv` Kij 03 eQi ntZ 05 eQti i gta` mxwgZ _vKte| G tgqv` i ci e`j x/`vbsi i Rb` weteiPZ nte|

S| i v0tq ^_9 PvKixi AZ`vek`KZv AM0Y`Zv wntmte Ab`vb` weliŧi Dtx`weteiPZ nte| G t¶t¶ c0ij Z bwxZgij vi wfiEiZ ht_vchp` KZE¶ KZR tKvb c0Kvi wte`b weteiPZ nte bv|

T| tKvb e`j x/`vbsi Avt`k Rvixi cte¶¶gZveb KZE¶ KZR msik0`Bi cãvtbi mv_ Avtj vPbv Kiv ev bv Kiv m0uYpfc ¶lgZveb KZE¶¶i GLwZqvi f3|

ROUTINE INSTRUCTIONS NO 26/2008
**APPLICATION FROM MES PERSONNEL FOR EMPLOYMENT/
TRANSFER TO OTHER DEPARTMENT**

1. All applications from serving personnel permanent or officiating for appointment within or outside the defence services will be entertained and forwarded to the department concerned through AHQ E in C's Branch.
2. No advance copy of the application is endorsed to the addressee's department but in a case of non-technical personnel where the appointing authority considers that due to 'Short notice' applications are not likely to reach the addressee in time if submitted through proper channel, and advance copy of the same may be forwarded direct to the addressee concerned with remarks that the original is being forwarded through proper channel.
3. Application of CP and RTE non-technical will be forwarded by the appointing authority direct, but in the case of technical person it will be forwarded to the E in C Branch.
4. As regards applications relating to employment abroad is to be submitted to E in C's Branch.
5. It has been noticed that civilian personnel employed in the lower formations of the Army are approaching Foreign Governments/ Commissions/Embassies for seeking employment with them and abroad. This practice is not desirable and should be stopped forthwith.
6. If any individual is keen to obtain employment with a foreign Employer within the country or abroad, he should first resign from the service and after his resignations has been accepted, arrange employment as an ordinary citizen of Bangladesh.
7. All civilian employees should, therefore, be warned to refrain from making approaches to Foreign Government/Commissions/ Embassies for the purpose of seeking employment with them or abroad. Contravention of this order will render them liable to severe disciplinary action.

This supersedes RI No 168 of 1990

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**MILITARY ENGINEER SERVICES
BANGLADESH ARMED FORCES**



CHAPTER – 12
WELFARE

PUBLISHED BY: AHQ, E IN C'S BR, WKS DTE, DHAKA CANTT.

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ROUTINE INSTRUCTIONS NO 27/2008
WELFARE

Refs:

- A. AHQ, E in C's Branch letter No. 100/124/E-1 Date 21 March 2007.
- B. AHQ, E in C's Branch letter No. 100/193/E-1 Date 28 August 2007.
- C. AHQ, E in C's Branch letter No. 100/124/Health Insurance/E-1 Date 30 September 2007.
- D. AHQ, E in C's Branch letter No. 800/Policy/E-8 Date 06 December 2006.
- E. AHQ, E in C's Branch letter No. 100/124/Health Insurance/E-1 Date 05 June 2008.

1. To ensure smooth dealings with welfare related matters of MES personnel following detailed policies/instructions are to be followed by all concerned:

- a. **MES Kallayan Tahbil Revised Policy – March 2007** shown as Annex 'A'.
- b. **Foreign Mission Revised Policy for MES Personnel – 2007** shown as Annex 'B'.
- c. **Burial Policy for MES Personnel – 2007** shown as Annex 'C'.
- d. **Policy for Commendation by E in C** shown as Annex 'D'.
- e. **Health Insurance Revised Policy for MES Personnel – 2008** shown as Annex 'E'.

2. Should there be any amendment by the competent authority of these polices/instructions published by the RI No. 27/2008 is to be updated by all concerned as per amendment.

GgBGm KJ "Y Znej mstkwaz bwiZgvj v - gvP©2007

eivZ t

K| cZ©cwi`Bi cT bs 100/124/B-1 Zwi L 25 Rj vB 2005|
L| GgBGm KgRZPewl R mtaj b - 2006 Gi Kvhfey Yx AvBtUg bs 05 GtRÜv bs B-1/5
Gi m×vš-bs 11|

1| figKv| miKvix Ges temiKvix weifbæ cÅZõtB KgPZ KgRZ/KgPvixt i KJ "Ygj K KvRi Rb" Znej itqtQ| wKš GgBGm G KgPZ mKj temvgwi K KgRZ/KgPvixMY Gi KJ "Ygj K Ges Aw_R mrvqZv cÅvbi tKvb LvZ bv _vKvq welqWj _i"Z; Abæveb ceR me©cÅtg 08 btfa† 1990 mtj GgBGm KJ "Y Znej PjyKiv nq| ewYZ Znej mstkwaz bwiZgvj v - 2005 Gi Avtj vtK cwi Pwj Z ntqtQ| eZgvtb ev`eZvi mvt_ mvgAm` titL KgRZP clP i gva`tg (cZ©cwi`Bi Awdm Avt`k bs 96 Zwi L 26 wWtm† 2006) cÅqbKZ mstkwabxq mpcvwi k B Bb m gtn`q KZR Abtgw Z ntqtQ| gj Zt GgBGm G KgPZ KgRZ/KgPvixt i (wbqwgZ/Avi wUB/wmic) wBKU ntZ Av`vqKZ A_Øviv GgBGm KJ "Y Znej cwi Pwj Z ntq _vtK| weifbemgq cZ©cwi`Bi KZR cT gvi dZ mstkwaz AvKvti cÅxZ bwiZgvj v Ges B Bb m gtn`q KZR Abtgw Z mstkwabxi welq mgn GwKfZ Kti "GgBGm KJ "Y Znej mstkwaz bwiZgvj v - gvP©2007" cÅqb Kiv ntj v|

2| GgBGm KJ "Y Znej Gi m`m`| GgBGm Gi temvgwi K KgRZ/KgPvixMY (vqx/Avi wUB/mvgwgK) hvnvi wbgwgZfvte GgBGm KJ "Y Znej G Pv`v w`tg _vtKb, tKej gvT Zvni vB GgBGm KJ "Y Znej Gi m`m` wntmte wetewPZ nteb|

3| Pu`vi nvi wbaFY| GgBGm Gi cÅZ`K temvgwi K KgRZ/KgPvixt i (wbqwgZ/Avi wUB/wmic) GwKf 2007 gvtm cÅ`q teZb ntZ (gvP©2007 gvtmi teZb ntZ KZBthvM`) gwmK Pv`v Av`vtqi nvi wbgæfc t

µwgK	gj teZb	gwmK Pv`vi nvi	gše`
1	UvKv 15,481.00 ntZ Z` ža©	UvKv 200.00	
2	UvKv 10,361.00 ntZ 15,480.00	UvKv 150.00	
3	UvKv 5,921.00 ntZ 10,360.00	UvKv 100.00	
4	UvKv 2,400.00 ntZ 5,920.00	UvKv 75.00	

4| Aw_℞ mnvqZvi weeiY|

K| PvKixiZ Ae`vq gZieiY KiTj| GgBGm Gi tKvb temvgwiK Kg℞Z℞KgPvix (wbqvgZ/AviUB/immc) PvKix/ GjmcAvi Kvjxb Ae`vq gZieiY KiTj Zvi DĒiwaKvixMY gZieiYKvix Kg℞Z℞KgPvix KZ℞ cĔ q gtbvbqbcĪ (gtbvbqbcĪ miKvix wea Abhvqx cwi evĪi m`m`tK cĔvb KiTj nte) A_ev mvKtmkb mwiĪdĪKU Gi wfvĒtZ wbgewYℴ nvti GKKvjxb Aw_℞ mnvqZv cĪc` nte| ˆx AbĪ weevn KiTj G Aw_℞ mnvqZv Zvi Dchβ Ab`vb` DĒiwaKvixMY cĪc` nte t

μvgK	gj teZb		Aw_℞ mnvqZvi cwi gvb		gše`
1	UvKv	15,481.00 nĪZ Z`Ķa [©]	UvKv	85,000.00	
2	UvKv	10,361.00 nĪZ 15,480.00	UvKv	80,000.00	
3	UvKv	5,921.00 nĪZ 10,360.00	UvKv	75,000.00	
4	UvKv	2,400.00 nĪZ 5,920.00	UvKv	70,000.00	

L| tgvWK`vj tew`KZ℞ PvKixi AthvM` tNwl Z nĪj| GgBGm Gi tKvb temvgwiK Kg℞Z℞KgPvix tgvWK`vj tew`KZ℞ PvKixi AthvM` tNwl Z nĪj eqm mxgv 50 eQi chš-wbgewYℴ nvti GKKvjxb Aw_℞ mnvqZv cĪB nte| 50 eQi i Dtx`eqtmi tĪtĪ bwiZgvjv AbĶ`Q` 10(M) tgvZvteK ˆfvweK Aemi MĪhYKvjxb mgĪqi cĪc` nvti Aw_℞ mnvqZv cĪvb Ki v nte t

μvgK	gj teZb		Aw_℞ mnvqZvi cwi gvb		gše`
1	UvKv	15,481.00 nĪZ Z`Ķa [©]	UvKv	40,000.00	
2	UvKv	10,361.00 nĪZ 15,480.00	UvKv	35,000.00	
3	UvKv	5,921.00 nĪZ 10,360.00	UvKv	30,000.00	
4	UvKv	2,400.00 nĪZ 5,920.00	UvKv	25,000.00	

M| փհեK/տ՝Պոq/eva՝Zvgj K Aemi MhY Ki t j | GgBGm Gi tKvb temvgwi K KgRZf/KgPvix փհեK/տ՝Պոq/eva՝Zvgj K Aemi MhY Ki t j msuké KgRZf/KgPvix tK wbgewYZ nvti GKkuj xb Avu R mnvqZv c0vb Kiv nte| th gvfm Aemi MhY Ki te tm gvfti tkl ZwiL chS- Puv c0vb KitZ nte| tKvb KgRZf/KgPvix kslj vgj K Kvity Avu R mjeav wenxb PvKixPiz ntj wZwb G mjeav t tK ewAZ nteb t

μwgK	gj teZb	wbqwgZ/Avi wJB/KgRZf/KgPvix t` i tej vq c0c`	wmwic KgRZf/KgPvix t` i tej vq c0c`
1	UvKv 15,481.00 ntZ Z` ta©	03 (wZb) gvfti gj teZtbi mgcwi gvb A_φ	12 (evi) gvfti gj teZtbi mgcwi gvb A_φ
2	UvKv 10,361.00 ntZ 15,480.00	03 (wZb) gvfti gj teZtbi mgcwi gvb A_φ	12 (evi) gvfti gj teZtbi mgcwi gvb A_φ
3	UvKv 5,921.00 ntZ 10,360.00	03 (wZb) gvfti gj teZtbi mgcwi gvb A_φ	15 (ctbi) gvfti gj teZtbi mgcwi gvb A_φ
4	UvKv 2,400.00 ntZ 5,920.00	03 (wZb) gvfti gj teZtbi mgcwi gvb A_φ	15 (ctbi) gvfti gj teZtbi mgcwi gvb A_φ

5| **DËi waKvix gtbvqb** | gtbvqbtbi mgq Puv `vZvi tKvb cwi evi eZgub vKtj (A_φ KgRZf/KgPvixi փ ev փMY, cĴ, `EKcĴ, gZ ctĴi weaev փ ev փMY I mšĴvbMY) miKvix wea Abhvqx wZwb cwi evtii ewntii tKvb e`w³tK gtbvqb KitZ cvi te b| Avi cwi evi eZgub bv vKtj cwi evtii ewntii e`w³tK gtbvqb KitZ cvi te b| wKš' cieZP mgtq Zvi cwi evi ntj cwi evtii ewntii gtbvqbKZ H e`w³i gtbvqb ewZj ntq hvte|

2| GZ`wel t q we`wi Z Rvbvi Rb` tmbvm`i, B Bb wmi kiLv, cz©cwi`Bi cĴ bs-100/124/B-1 ZwiL 21 gvP©2007 Gi gva t g cKwvkZ 00 GgBGm Kj `vY Znwej mstkwaz bwiZgvj v - gvP©200700 Abjni Y KitZ nte|

GgBGm KgRZ/KgPvix i vgb Mgtbi mstkwaZ bwiZgvj v - 2007

eivZt

K| cZCwi`Bi Awdm vbt`R bs 97 Zwi L 26 wWtm` 2006 |
L| cZCwi`Bi cI bs 100/193/B-1 Zwi L 20 Rp 2007 |

1| fygKv| vek| kws`i`v Kti RwiZmsN kws`-vgk`bi Avl Zvq evsj vt`k tmbv KwUb`R`U Gi mvf_ GgBGm Gi wKQyml`K c`exi m`m`i`i vet`k vgb tco`tyi Kih`ug tg 1991 mvfj `i` nq| ZLb ntZ vet`k vgb MgbKZ KgRZ/KgPvix MY t`k, RwiZ Ges AvSR`ZK cwi gU`j evsj vt`k tmbvewnbxi cvkvcwk AZ`S`-`v`I vbovi mvf_ `vqZ; cvj b Kti AvmtQ| dtj t`k I AvSR`ZK cwi gU`j GgBGm Gi m`vug w`b w`b ep` cvt`Q, hv Avgv`i Rb` AZ`S`-MteP velq| RwiZmsN kws`-vgk`bi Avl Zvq tmbv KwUb`R`U Gi mvf_ GgBGm ntZ KgRZ/KgPvix tco`tyi vobgtE BtZvc`e`cZCwi`Bi KZR wevfbcI gvi dZ RvixKZ bwiZgvj v ch`j vPbv I PvKi xKvj xb mg`q we`gvb kw`-I Ab`vb` velqiv` wkw_j Ki Ymn vet`k vgb tco`tyi Gi vobgtE tmbvewnbxi KZR c`vqbKZ nvj bvmv` bwiZgvj v mgn ch`j vPbv/AbmiY I vet`k Mgtbi m`thvM ntZ ewAZ Ab`vb` c`exi KgRZ/KgPvix/tUWng`vb vet`k vgb tco`tyi Kiv hvq wKbv Zv ch`j vPbvmn ev`eZvi mvf_ mvgAm` ti`L MhY`thvM` I mg`qvc`thvMx GKwU bwiZgvj v c`vq`bi j`f` cZCwi`Bi Awdm vbt`R bs 97 Zwi L 26 wWtm` 2006 gvi dZ GKwU KgRZ/cI` MVb Kiv nq|

2| vgk`b KgRZ/KgPvix tco`tyi Gi tkYx| vbgewZ KgRZ/I KgPvix`i ga` ntZ tR`oZvi vfiE`Z RwiZmsN kws`-vgkb G tco`tyi Kiv n`et

K| 1g tkYxi KgRZP

μvgK	c`ex	vbtqvM	vgk`b tco`tyi c`
1	vbe`fx c`KSkj x we/Avi Ges B/Gg	tgRi wntmte	tgRi
2	mnKvi x vbe`fx c`KSkj x we/Avi Ges B/Gg	K`vt`Pb wntmte	K`vt`Pb
3	mnKvi x c`KSkj x we/Avi Ges B/Gg	tj d`tUb`vU wntmte	tj d`tUb`vU

L | 2q tkYxi KgRZP

μigK	c`ex	wbtqvM	wgktb tciYi c`
1	GmGmGB we/Avi Ges B/Gg	wmibqi I qvfi>U Awdmvi wntmte	wmibqi I qvfi>U Awdmvi
2	GmGB we/Avi Ges B/Gg	I qvfi>U Awdmvi wntmte	I qvfi>U Awdmvi

M | GbuR óvd/tUWmg`vb

μigK	c`ex	wbtqvM	wgktb tciYi c`
1	fnW WiclWmg`vb	WiclWmg`vb wntmte	wmibqi I qvfi>U Awdmvi
2	WiclWmg`vb Kvm-G	WiclWmg`vb wntmte	I qvfi>U Awdmvi
3	WiclWmg`vb Kvm-we	WiclWmg`vb wntmte	mvfR@
4	WiclWmg`vb Kvm-um	WiclWmg`vb wntmte	j`vY Ktcfvj / c@BtfU
5	mpvi fvBRI we/Avi	mpvi fvBRI we/Avi wntmte	Ktcfvj
6	PvRfvU	PvRfvU wntmte	Ktcfvj
7	fgU/g`vkb	g`vkb wntmte	j`vY Ktcfvj / c@BtfU
8	fkvetbu tgKvi / Kvfc@lvi / Avctnj óvi	Kvfc@lvi wntmte	j`vY Ktcfvj / c@BtfU
9	Btj KwUlkqv/ / j vBbg`vb/I q`vi g`vb	Btj KwUlkqv/ / j vBbg`vb wntmte	j`vY Ktcfvj / c@BtfU
10	Gim/ti wdt tgKwb-	Gim GU ti wdt tgKwb- wntmte	c@BtfU
11	cvBc wdlUvi /cv`vi / M`vm wdlUvi	cvBc wdlUvi /cv`vi wntmte	c@BtfU

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μἰgK	c`ex	wbtqvM	wgkḡb ḡcō ḡYi c`
12	I BwM/BwM/ ḡRbvḡiUi AcvḡiUi	I BwM/BwM/ḡRbvḡi Ui AcvḡiUi wḡḡḡḡḡ	j`vY Kḡcḡḡvj / cōBḡḡFU
13	GgḡU wḡUvi / ḡRbvḡiUi wḡUvi / BwAb wḡUvi / wUGŪw c wḡUvi / g`vKwbK`vj wḡUvi / B`YUḡḡU wḡ ḡcqvivi / ḡj` ḡḡwbḡv`vb	g`vKwbK`vj wḡUvi wḡḡḡḡ	cōBḡḡFU
14	I ḡḡi vi / M`m I ḡḡi vi / ewK w`ḡ / wḡb w`ḡ / n`vgvi g`vb	I ḡḡi vi wḡḡḡḡ	cōBḡḡFU
15	ḡcBḡUvi / cḡj kvi / mḡBbi vBUvi / ḡMwRqvi	ḡcBḡUvi wḡḡḡḡ	cōBḡḡFU
16	GgḡU WḡBfvi	GgḡU WḡBfvi wḡḡḡḡ	Kḡcḡḡvj / j`vY Kḡcḡḡvj

3| ḡ`kxq ḡeZb I fvZv| wḡḡ`k wḡkḡb KgḡZ`_vKv Ae`vq bḡwZḡvj vq Dḡj wLZ kZ[©]
ḡḡvZḡḡeK i vR`^ LḡḡZi KgRZḡ/KḡḡvixMY ḡ`kxq ḡeZb I fvZv cḡc` ḡḡḡḡ wKŠ'
cZḡḡ ḡḡYḡḡḡY LḡḡZi A_ḡ AvḡwḡB/wbqḡḡZ/wḡw c KgḡḡvixMY ḡ`kxq ḡeZb I fvZv cḡc`
ḡḡḡḡ bḡ|

4| GZ`wḡḡḡḡ wḡ`wḡi Z Rvbi Rb` ḡḡbḡm`i, B Bb wḡḡi kvLv, cZ`cḡw`Bi cḡḡ bs-
100/193/B-1 Zwi L 28 AvM÷ 2007 Gi gvaḡḡḡ cḡKwḡZ Ū GḡBGm KgRZḡ/Kḡḡvixḡ`i
wḡkb Mgḡḡbi mḡḡkḡwZ bḡwZḡvj v - 2007Ū Abḡḡi Y KiḡZ ḡḡḡ|

GgBGm Gi temvgwi K KgRZP/KgPvixi gZiZ `vdb/mrKvii
e`e`vcbv bwiZgvj v - 2007

eivZ t

- K| GgBGm Kj`vY Znvej ms`tkvnaZ bwiZgvj v - gvP©2007|
- L| Kt`u`u`Uqvg UzGgBGm i`u`Ub Bb`v`Kkkm - 1990 Gi Abt`Q` bs 7|

1| figKv t GgBGm G th mKj temvgwi K KgRZP/KgPvix Pvkixi Z/Gj wAvi i Z Ae`vq gZieiY Ktib Zv`i KgRxe`bi Ae`v`bi Rb` Zv`i gZii ci c`qvRbxq ag`q I mvgvRK Avb`p`mbKZv m`u`b`e Kiv c`qvRb| KgRZP/KgPvixi gZiZ ag`q Abkvm`bi Avtj`vK m`p`f`v`te KiYxq w`elq`_tjv m`u`v``bi j`t`q` "GgBGm Gi temvgwi K KgRZP/KgPvixi gZiZ `vdb/mrKvii e`e`vcbv bwiZgvj v - 2007" c`v`qb Kiv nt`qtQ hrvv`Z v`b`t`g`e`v`Z w`elq`w` m`u`t`K`v` K v`b``Rbv i`t`qtQ t

- K| KgRZP/KgPvix`i gZiZ c`v`w`gK e`e`vcbv|
- L| KgRZP/KgPvix`i gZii ci mweR e`e`vcbv|

2| gZiZ`_c`v`n t KgPZ KgRZP/KgPvix gZieiY Kitj Zvi gZii w`e`wi Z Z`_w` ms`uk`e` w`PvkrmK t`_tK c`v`B (hv` w`Pvkrmvaxb Ae`vq gZieiY Ktib) A`_ev Zvi cieZ`P`D`E`i`waKvix t`_tK c`v`B (w`Pvkrmvaxb bv t`_tK _vKtj) gZii 24 N`u`vi g`ta` Zvi cieZ`P`D`E`i`waKvix (NOK) Gi gva`tg Zvi KgPZ ms`uk`e` `Bi c`v`b eivei c`v`v`Z n`te|

3| gi`n`c`v`enb Gi e`q`fvi msKj v`b t gZieiYKvix GgBGm Gi temvgwi K KgRZP/KgPvixi gi`n` Zvi w`bR M`u`g`/_v`q` w`Kv`v`q t`c`S`Q`v`b`v` `v`d`t`bi hveZxq e`q`fvi/LiP Zvr`q`w`bKf`v`te ms`uk`e` `Bi enb Kite| cieZ`P`Z m`w`K Li`t`Pi `v`e`x`b`g`v` mg`S`t`qi Rb` h`_v`h`_ KZ`e`t`q`i gva`tg cZ`c`v`i` `B`ti `w`L`j Ki`Z` n`te {eivZ 'K' Abt`Q` 16(K) Abjv`ti }| Li`t`Pi c`v`i`g`v`b t`K`v`b Ae`v`t`Z`B 5,000.00 (c`u`P n`v`Rvi) UvKvi A`v`a`K n`te bv {eivZ 'K' Abt`Q` 10(P) Abjv`ti }|

4| GZ`w`el`t`q` w`e`wi Z Rv`bvi Rb` t`b`v`m`i, B Bb w`m`li kvLv, cZ`c`v`i` `Bi c`v` bs-100/124/_v`e` exgi/B-1 Zvii L 30 t`m`t`P`v`t` 2007 Gi gva`tg c`K`v`w`KZ `GgBGm KgRZP/KgPvix`i gZiZ `vdb/mrKvi e`e`vcbv bwiZgvj v-2007`v` Abjvi Y Ki`Z` n`te|

B Bb um KZR Commendation (cksmvt) c0vbi bmvZgvj v

eivZ t

K| tmbvm`i, B Bb um0i kvLv, cZ`cwi`Bi, XvKv cT bs 100/19/B-1 Zwi L 30-1-2006 Bs (AvBtUg 21 GtRUv B-9/2)|

L| tmbvm`i, B Bb um0i kvLv, cZ`cwi`Bi, XvKv Awdm Avt`k bs 143 Zwi L 21-1-2006 Bs|

M| tmbvm`i, B Bb um0i kvLv, cZ`cwi`Bi, XvKv cT bs 943/cuj um/95/B-9 Zwi L 22-10-2006 Bs|

1| fwgKv| GgBGm 0evsjvt`k mk`T ewnbxi0 mKj c`exi KgRZP I m`mMtYi tmev c0vbi mvefWYKfvtv vbtqwrZ GKwU c0Z0vb| mKj tmbwbevfm GgBGm Gi KgRZP I KgPvixMY Awdm/evm`vb I weirfbv`vcbwv` vbgfYmn w`ev-iwvI cwb, we`yr, M`vm BZ`wv` %bvb` Ri`ix AZ`vek`Kxq tmev c0vbi GKvb0fvtv` vqZi cvj b Kti `vtK| KvRB mk`i; ewnbxi Ab`vb` c0Z0vbi b`vq GgBGm-Gi c0vb **B Bb um KZR** Zvt`i cksmbxq KvRi Rb` `KwZ c0vbi Dt`vM M0Y GKwU hv`h3` c`f| KvRB `f, mr I vb0evb KgRZP/KgPvixMtYi PvKixZ fvj KtgP Rb` cksmvtIi (Commendation) c0Z0 GgBGm-Gi mKj KgRvtU MvZkxj Zvnm KgRZP/KgPvixMtYi gta` gtbvej I KgDixcbv ewx Kite| my`u0 bmvZgvj v h`vthvM` e`w3`/Bi`K vbevPb Kivi tftI Dvj LthvM` fwgKv cvj b Kite|

2| cksmvt c0Bi Rb` c0qvRbxq thvM`Zv| B Bb um KZR (cksmvt) c0vbi Rb` `B chq cksmvt c0Bi Rb` thvM`Zv mgn wetePbv Kiv thtZ cvti t

- K| `Bi chq cksmvt c0Bi Rb` c0qvRbxq thvM`Zv
- L| e`w3` chq cksmvt c0Bi Rb` c0qvRbxq thvM`Zv

3| `Bi chq cksmvt c0Bi Rb` c0qvRbxq thvM`Zv| vbtge Dvj wLZ c0qvRbxq thvM`Zv mgn wetePbvq M0Y Kiv thtZ cvti t

- K| Kwix
- L| c0k`Y
- M| cKí ev`erqb
- N| tmev c0vbi gvb
- O| c0vmbK wv`q
- P| wevea

4| e^{w3} ch^q c^ksmv c^I c⁰Bi Rb^{''} c⁰qvRbxq th^MZv | w^bt^ge D^tj w^LZ c⁰qvRbxq
th^MZv m^gn w^et^ePbvq M^hY Kiv th^tZ cv^ti t

- K| bZb ch^{y3} D^meb
- L| KZ^ew^bov
- M| Kg^oq^lZv
- N| Awdm k^zLj v l c^kvmwbK
- O| c^kq^lY
- P| w^ew^ea

5| c^ksmv c^I c⁰v^tbi w^et^eP^{''} Kvj | c⁰Z Aw^{_}R eQi A^{_}Rj vB n^tZ Rb ch^S-mgqKvj
c^ksmvc^I c⁰v^tbi Rb^{''} w^et^ew^PZ n^te |

6| c^ksmv c^I i mg^zov | B Bb w^moⁱ c^ksmv c⁰B e^{w3}t^k w^bg^uj w^LZ mg^zov c⁰vb Kiv
n^te t

- K| mw^Uc^tku (Commendation Certificate)
- L| t^uo |
- M| 1000/- (GK nvRvi) UvKvi c⁰BReU |

7| m^hW m^yav c⁰vb | B Bb w^moⁱ Commendation c⁰B^t i w^bz^ew^YZ m^hW/m^yav
c⁰vb Kiv th^tZ cv^ti t

- K| w^et^{''} k w^gk^tb t^co^tY AM⁰aKvi c⁰vb Kiv th^tZ cv^ti |
- L| w^et^{''} k c^kq^lY Ges w^co^wk^ct^gU B^Yt^cKk^tb t^co^tY AM⁰aKvi c⁰vb Kiv th^tZ
cv^ti |
- M| w^mw^c n^tZ w^bq^ug^Z Ki^tY AM⁰aKvi c⁰vb Kiv th^tZ cv^ti |
- N| c^t v^bw^Z Ab^tg^v t^b AM⁰aKvi c⁰vb Kiv th^tZ cv^ti |
- O| Pv^ki x c⁰v^tbi t^ql^t t^cv^l t^{''} i AM⁰aKvi c⁰vb Kiv th^tZ cv^ti |
- P| m^yea^ug^Z t^vb e^{''} j w^{''} v^bv^s tⁱ AM⁰aKvi c⁰vb Kiv th^tZ cv^ti |

5| GZ^{''}w^el^tq w^e wⁱ Z Rv^bvi Rb^{''} t^mb^vm^{''} i, B Bb w^moⁱ kvLv, cZ^ocwi^{''}Bi c^I bs-
800/cwj w^m/B-8 Z^wi L 06 w^wt^m t 2006 Gi g^ua^tg c^kvmkZ 00 B Bb w^m KZ^R
Commendation (c^ksmvc^I) c⁰v^tbi b^wz^gvj v⁰⁰ Ab^yni Y Ki^tZ n^te |

GgBGm temvgwi K KgRZP Ges KgPvix -v' exgv cKí - mstkwaz bwiZgvj v 2008

eivZ t

- K| wetkl evsj v' k AwgAWA/ bs 01/2000 Zwi L 16 Rvbgwi 2000 Bs|
- L| mstkwabx evsj v' k AwgAWA/wetkl evsj v' k AwgAWA Kwi bs 21/2005 Zwi L t 22 b'f' 2005 Bs|
- M| GgBGm Gi temvgwi K KgRZP Ges KgPvix -v' exgv cKí mstkwaz bwiZgvj v-2005

1| **fygKv| miKvix** Ges temiKvix weifbæ cZôv' b KgPZ KgRZP/KgPvix' i Kj vYgj K Kv' Ri Rb'' wPwKrmv mrvqK cKí itq' Q| wKš' GgBGm G KgPZ mKj temvgwi K KgRZP/KgPvix MY Gi Rb'' wPwKrmv mrvqK cKí bv vKvq wcl qwLi i' Z; Abpaveb ceR me' c' d' g 01 b' f' 2001 n' Z GgBGm Gi temvgwi K KgRZP Ges KgPvix -v' exgv cKí Pjy Kiv nq| eZg' v' b ev' eZvi m' v' t' mvg' Am'' ti' L KgRZP c' l' P' i gva' t' g (cZ' cwi' Bi Awdm Av' k bs 78 Zwi L 30 Rvbgwi 2008) c' v' qbKZ mstkwaz m' c' wii kgvj v B Bb w' m' g' t' n' v' q KZR Ab' t' g' w' Z n' t' q' Q| gj Zt GgBGm G KgPZ KgRZP/KgPvix' i (-vqx/wbqwgZ/Avi wUB/wmic) w' b' KU n' Z Av' v' q' KZ A_ ' 0' viv GgBGm Gi temvgwi K KgRZP Ges KgPvix -v' exgv cKí cwi Pw' j Z n' t' q v' t' K|

2| **Dí' k'** GgBGm G PvKi xi Z mKj temvgwi K KgRZP/KgPvix' i e' q eú' j wPwKrmv c' l' v' t' bi t' q' t' i' w' e' a m' s' Z' f' v' t' e Aw' R m' n' t' h' v' M' x' Z' v c' l' v' t' bi j' t' q' i' mstkwaz bwiZgvj v - 2008 c' v' qb|

3| **Znwe' j i bvgKi Y|** G Znwe' j 0GgBGm -v' exgv cKí, B Bb w' m' o' i kvLv, cZ' cwi' Bi' 0 b' v' t' g cwi w' PZ n' t' e|

4| **Pu' vi nvi|** GgBGm Gi c' 0' Z' K temvgwi K KgRZP/KgPvix (-vqx/wbqwgZ/Avi wUB/wmic) 01 Rj vB 2008 n' Z w' b' g' e' w' Y' Z n' v' t' i ewl R Pu' v c' l' v' b Ki t' e' b' t

µwgK	KgRZP/KgPvixi tkYx	Rbc' 0' Z c' 0' Zermi Pu' vi cwi gyY	gše''
1	1g I 2q tkYx	UvKv 400.00	K' v' R' t' qj GB Ges GmGBmn
2	3q I 4_ ' kYx	UvKv 200.00	K' v' R' t' qj mn

5| Aw_R mnvqZvi weeiY | GgBGm temvgwi K KgRZP Ges KgPvix` i wPwKrmvi t`q`i
Aw_R mnvqZv c0v`bi weeiY wbtgæwYZ ntj vt

K| GgBGm Gi temvgwi K mKj KgRZP/KgPvixMY wBR Ges `y/-`vgx G Znvej
ntZ Aw_R mnvqZv cvte|

L| tKvb KgRZP/KgPvixK Zvi PwKix Rxe`b wBR Ges `y/-`vgxi ga` ntZ
mvivRxe`b 01 (GK) Rb m`yV`P `Bevi A_ev 02 (`B) Rb GKevi Kti Aw_R
mnvqZv c0c` nteb| Zte BBbm gtnv`q AwZe`wZµgagx`tk`mi t`q`i we`kl
we`tePbvq Bnv wkw_j KiZt wPwKrmv mjeav c0vb KiZ cviteb|

M| wmgGBP G wPwKrmv cvlqv mæe bq Ggb we`kl ai`bi wPwKrmvi t`q`i
wmgGBP Gi Ww`vi A_ev wmgGBP Gi ewntii tKvb we`klA Ww`vi KZR
GgBGm Gi PwKixiZ/GjwCAviiZ temvgwi K KgRZP/KgPvixi wbtRi Ges Zvi
`y/-`vgxi t`tk A_ev we`tk wPwKrmvi Rb` Dc`k c0vb Kiv ntj A_ev Ri`ix
A`cPvi Kiv ntj (4`c`kYxi KgPvixi `y/-`vgxi t`q`i wmgGBP Gi ewntii tKvb
we`klA Ww`vi KZR cingkc0vb hv msuké `Bi KZR mZ`Zv hvPvB KiZ nte)
tm`q`i h_vh_ msuké KvMRCI Ges Li`Pi we`wi Z Z_` c0vb mv`ct`q`i Zv`i
Avte`tbi t`c`q`iZ Aw_R mnvqZv c0vb Kiv nte|

P| G cKti i AvlZvfj KgRZP/KgPvixMY GjwCAvi G `vKvKvj xb mg`q`l
h_viwZ Pw`v c0vb Ki`te Ges G cKti i m`thvM mjeavi Ašf`P `vKte|

Q| Aw_R mnvqZv c0vb Gi cwi gvb KgRZP/KgPvixi wBR Ges Zvi `y/-`vgxi ga`
ntZ mvivRxe`b 01 (GK) Rb m`yV`P `Bevi A_ev 02 (`B) Rb m`yV`P GKevi
wlogewYZ nti wPwKrmv eve` mnvqZv cvteb| Zte Aw_R mnvqZv c0vb Gi cwi gvy
ejx KiTY BBbm gtnv`q Gi wmxvS-PovS-etj we`tewPZ nte

(1) t`tk wPwKrmvi t`q`i 01 (GK) Rb m`yV`P `Bevi A_ev 02 (`B) Rb
m`yV`P GKevi UvKv 70,000.00 Gi gta` m`xgve`x `vKte|

(2) we`tk wPwKrmvi t`q`i 01 (GK) Rb m`yV`P `Bevi A_ev 02 (`B) Rb
m`yV`P GKevi UvKv 1,00,000.00 Gi gta` m`xgve`x `vKte|

(3) GKevi t`tk Ges GKevi we`tk wPwKrmvi t`q`i 01 (GK) Rb m`yV`P
`Bevi A_ev 02 (`B) Rb m`yV`P GKevi UvKv 85,000.00 Gi gta` m`xgve`x
`vKte|

6| GZ`wetq we`wi Z Rvbvi Rb` tmbvm`i, B Bb wmi kvLv, cz`cwi`Bi cI bs-
100/124/`v`exgv/B-1 Zwi L 05 Rb 2008 Gi gva`tg cKwKZ 00 GgBGm temvgwi K
KgRZP Ges KgPvix `v`exgv cKí - m`stkwaZ bwxZgvj v 200800 AbmiY KiZ nte|

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**MILITARY ENGINEER SERVICES
BANGLADESH ARMED FORCES**



**CHAPTER – 13
RETIREMENT/PENSION**

PUBLISHED BY: AHQ, E IN C'S BR, WKS DTE, DHAKA CANTT.

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ROUTINE INSTRUCTION NO 29/2008
SERVICE VERIFICATION FOR PENSION PURPOSES

1. To avoid delay in the verification of service pension cases will be initiated one year in advance of the retirement of the individual concerned.
2. Service verification statement for the last 3 year will be sent to pay Audit Officer concerned for verifications of the service from audited pay bills.
3. On completion of verification as above further action will be taken to expedite the pension case.
4. Most of the cases are delayed ordinarily on account of the following:
 - a. Verification Certificate is not recorded in the service books.
 - b. Entries in the service book tampered with
 - c. Date of birth changed without orders of competent authority
 - d. Re-fixation of pay not made or increments not granted in permanent rank
 - e. Important entries i, e permanent appointment date and cause of retirement, option certificates of revised pension rules etc not recorded in the service books.
5. It is the duty of the head of the office & Adm Officer concerned that such discrepancies are spotted and settled long before the question of pension is taken up.
6. Case of delay on the part of Audit Officers in verification of service and the resultant delay in the finalization of pension, which have already come to notice or which may in future occur should be reported to this HQ.

This supersedes RI No. 41 of 1990

ROUTINE INSTRUCTION NO 30/2008
SERVICE BOOK

1. **Maintenance.** In order to have a uniform procedure throughout the MES for the maintenance of service books of Civilian personnel the following instructions are issued for strict compliance by all concerned
2. **Opening of Service Books.** Record of service of all MES personnel employed on the Basic Establishment will be maintained on ATC-4 (Service Books)
3. **Safe Custody.**
 - a. Responsibility for the safe custody of service books lies with the Head of office
 - b. All service books will remain under lock and key and only be removed by a senior clerk when it is actually required. Relevant entries will be made in a service book either by a UDA/or under the supervision of a UDA.
 - c. All service books will be entered in the register of service books showing the details of documents it contains. This register must show all movements of the service book.
4. **Responsibility for Maintenance.**
 - a. Service books will be maintained as under:

(1) Non-Gazetted staff	By Head of the office
(2) Permanent Gazetted officer	AHQ, E-in-C's Br, Works Dte
(3) Temporary officers directly recruited and not yet confirmed	-do-
(4) Temporary Officiating Officers holding permanent or offrs status in Non-Gazetted Appointments	Head of the office until the officers are confirmed in a gazetted appointment
 - b. Reference (4) above
Service books for Civilian Gazetted officer when employed as Head of office will be maintained by the next higher authority.

5. **Events to be Recorded.**

- a. All events which are published in part-II-Order of Casualty Returns will be recorded in service books.
- b. All punishments will be recorded in RED ink except warnings.
- c. Where a service books has been transferred before making an entry the old formation will be responsible to communicate the entry casualty to the new unit and ensure that it has been recorded in the relevant service book.

6. **Completion of Page-2.**

- a. **Name:** Spellings of the name should be exactly as shown in Degree/Secondary School Certificate/School leaving certificate.
- b. **Address:** Permanent residential address (not temporary address) will be recorded
- c. **Date of Birth:**
 - (1) This will be exactly as shown in SSC/School leaving certificate.
 - (2) This will be written in figure as well as in words to avoid tampering.

7. **Completion of Remaining Page.**

- a. All pages of Service books should be signed and dated by Adm Officer/Head of the office on the left hand corner.
- b. Page 2 of each part/Volume of a service book should be fully completed. The present practice of writing as per part-I will be discontinued.
- c. All entries will be serially numbered.
- d. All entries will be recorded across the 2 page i e from column 5 to column 15 straight away. Efforts will be made to use 2 lines at the most for one entry. A space of one line will be left between each entry where individual and Head of office will sign in appropriate place.
- e. Heading under leave Account vize date of commencement of service date of attaining the age of 57/60 years etc will be completed on first appointment of an individual. Relevant portions of subsequent parts of service Book will be completed accordingly. This page must be signed by adm officer/ Head of office as the case may be

8. **Five Yearly Attestation.**

- a. All Service books will be re-attested after 5 years.
- b. Entries of re-attestation will be made on page-2 part-I of a service book in accordance with the note on the bottom of page. page-2 of remaining parts of the service book will not be used for this purpose.

9. **Signing of Entries.**

- a. As soon as an entry in the service book is recorded this will be initialed by individual concerned as a token of having seen it. This will NOT be left in arrears
- b. In case of Civilian whose service book is maintained in AHQ E-in-C's Brach works Dte will be signed by the officer as and when he visits the HQ. If this is not done service book should be sent to the officer under Registered/ Insured post for signature.

10. **Verification of Service.**

- a. In case of Non-Gazetted staff the service verification should be carried out by the head of office from the paid copies of the pay bills and should be worded as under:

Service from ----- to ----- verified
from paid copies of pay bill -----

----- (Signature)
----- (Designation)

Vague terms like 'Service verified in terms of al (I) 214/44 for verified from duplicate copies of pay Bills will not be used.

- b. Verification of service in respect of officer mentioned in para 4 (a) (4) will be done from office copies of pay Bills by the Head of the office. Service verification will be done separately for each calendar year. In case of transfer/discharge etc the verification will be completed upto effective date in similar manner.

11. **No Manuscript Page.** Another service book proforma (ATC-4) should be obtained and utilized when the first part has been used up to No manuscript page etc will be added to the finished part

12. **Tampering with Entries.** It must be stressed upon all concerned that tampering with entries is an offence. When such a case comes to light it will be investigated by the formation concerned and a report submitted to this HQ immediately

13. **Transfer of Service Book.** As soon as an individual is transferred to another formation his service book along with his personal documents completed in all respects will be transferred to the next formation within a fortnight.

14. **Handing Over of Service Books on Discharge.**

a. If an individual is discharged from service without any fault of his own service book duly completed will be returned to him on demand. Inefficiency is not considered to be a fault

b. If an individual is discharged as a result of disciplinary case against him or his further service/appointment has been prohibited his service book will not be returned to him

c. Service Book in respect of personnel struck off strength on account of Superannuation etc will be handed over on demand after finalisation of their pension claims .

15. **Loss - Court of Inquiry.**

a. Wherever a service Book is reported to be missing every effort will be made by all concerned to trace it out.

b. When all efforts to trace service book fail a departmental Court of Inquiry will be convened by the Head of office with a view to fix responsibility etc for the loss and take suitable action against the individual responsible for such loss under intimation to all concern.

This supersedes RI No 42 of 1990

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**MILITARY ENGINEER SERVICES
BANGLADESH ARMED FORCES**



**CHAPTER – 14
FINANCIAL ASPECTS**

PUBLISHED BY: AHQ, E IN C'S BR, WKS DTE, DHAKA CANTT.

RESTRICTED

ROUTINE INSTRUCTION NO 31/2008
FINANCIAL ASPECTS

Salary Bills and Travelling Claims

1. Officers will forward their salary bills on BAFW-35, duly allocated stamped and receipted to reach the SFC not later than the 20th of the month. After audit, the SFC will pay officers in accordance with the rules laid down in F.R. part I. At the end of each month he will forward to the office concerned an abstract showing the gross amount of salary drawn the deductions made on account of income tax, house rent, etc and the net amount for which cheques have been issued.
2. A salary bill on BAFA-38 for each office will be prepared monthly in duplicate by the head of the office concerned. The original, after signature, will be allocated and submitted to reach the SFC not later than the 20th of month. After audit the SFC will send the payment authority by the first of the month (together with a memorandum showing any change made by him) to the office concerned who will pay out the amounts from the Cash assignment and will obtain the receipts of the payees on the duplicate copies of salaries bills will remain in the offices.
3. Separate salary bills will be prepared for personnel whose pay and allowances are chargeable to work.
4. Office travelling claim for Pt/Ty duty, will be prepared on BAFT-1715/1716 respectively. After approval and countersignature by the controlling authority these claims will be allocated and passed to the SFC for audit and payment direct to the officer concerned.
5. Travelling allowance claims of all establishment other than officers will be prepared in triplicate on the form mentioned above. The originals after signature by the controlling authority will be allocated, scheduled and passed to the SFC. The controller of Accounts will send payment authority (together with a memorandum showing any change made by him) to the Head of the office concerned. The latter will pay the claims and obtain the payees on the duplicate copy.

This supersedes RI No 8 of 1990

ROUTINE INSTRUCTION NO 32/2008
SECURITY DEPOSITS – MES STAFF

- 1 In accordance with rules laid down in para 126 and 127 MES Regulations security deposits will be taken from each of the following categories when entrusted with the custody of cash or stores:
 - a. Storeman
 - b. Supervisors F &S Gde –II
 - c. SSAE E/M and SAE E/M
 - d. SSAE B/R and SAE B/R
2. Cashiers will always be required to furnish a security deposit.
3. The amount of security will, in cash be Tk. 500.00 to be paid in a lump sum.
4. Personnel of the categories described above when tendering their security deposits will invariably sign the security bond BAFW-1802
5. These instructions will equally apply to casual personnel of the above categories, including charge hands E&M, when under very exceptional circumstances the necessity to entrust them with the custody of cash/stores arises. Such case will, however, be limited to the absolute minimum, and will only be permitted by the DW & CEs/CsMES concerned under very special conditions.

This supersedes RI No 5 of 1990

ROUTINE INSTRUCTION NO 33/2008
INCREMENTS

1. In terms of Art 152 CSR, authorities as shown below will sanction the periodical increments and crossing of efficiency bars in respect of MES Civilian Gazetted and Non-Gazetted staff on the periodical increment certificate (BAFW-456).

Ser	Category	Authority competent to sanction	
		Normal increment	Crossing of efficiency bar
1.	All categories	DW	DW (In case of DW sanctioning authority E in C)
2.	SEs & below (all categories)	SO-I (P)/DW &CE	SO-I (P)/DW &CE
3.	Officers-XEN and below including casual	CMES/GE/AGE	SO-I (P)/DW &CE
4.	Non-Gazetted staff including casual	CMES/GE/AGE	SO-I (P)/ DW & CE/ CMES

2. At efficiency bar stage it is to be considered whether a man is efficient in the grade. If he is considered to be inefficient and it is not desired to allow him to cross the efficiency bar his case will be referred to AHQ E- in -C's Br, Works Dte with reasons for orders. This applies to all categories.

3. Where crossing of an efficiency bar is allowed an endorsement as under will invariably be made by the head of the office/section etc on the periodical increment certificate:-

“ Considered suitable and recommended to cross the efficiency bar at stage in the pay scale.....

Sd/xxx
Signature of officer

4. In terms of Art 152 CSR read in conjunction with Rule 8 of the Civilian Employees in Defence Services (Classification, control and Appeal) Rules 1961 as amended from time to time, increment can only be stopped/withheld in fol cases:

- a. As a punishment on finalization of the charge sheet where it is decided to stop an increment .
- b. When an individual is graded “BELOW AVERAGE” or not recommended his increment will not be withheld.

5. In case of 4 (b) above authority competent to grant the increment should endorse his orders on the PIC withholding increment as per specimen below:-

“Increment withheld with non-cumulative effect for a period of one year only for the reasons

Sd/xxxx
Signature of Officer

This supersedes RI No 3 of 1990

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**MILITARY ENGINEER SERVICES
BANGLADESH ARMED FORCES**



**CHAPTER – 15
ACCOMODATION**

PUBLISHED BY: AHQ, E IN C'S BR, WKS DTE, DHAKA CANTT.

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ROUTINE INSTRUCTION NO 34/2008
ACCOMMODATION

Refs:

- A. AHQ, E in C's Branch letter No.100/148/E-1 Date 14 September 2006.
- B. AHQ, E in C's Branch letter No.100/148/E-1 Date 27 January 2008.
- C. AHQ, E in C's Branch letter No. 100/3/E-1 Date 29 November 2006.
- D. AHQ, E in C's Branch letter No.100/148/E-1 Date 29 May 2008.

1. To ensure smooth dealings with accommodation related matters of MES personnel following detailed policies/instructions are to be followed by all concerned:

- a. **Govt. Family Qtr Allotment Policy Oct 2006 for MES Civil Personnel** shown as Annex 'A'.
- b. **Plot/Flat Allotment at Sena Pally Project for MES Civil Personnel 2nd/3rd Class Employee** shown as Annex 'B'.
- c. **Policy for Conducting MES Inspection Banglow Dhaka – November 2006** shown as Annex 'C'.
- d. **Policy for Allotment & Maintenance of SM BK for MES Staff - April 2008** shown as Annex 'D'.

2. Should there be any amendment by the competent authority of these polices/instructions published by the RI No. 34/2008 is to be updated by all concerned as per amendment.

mi Kvi x cwi ewi K evm`vb eiv`I I e`env`ti i bwi Zgvj v
A`t`zvei 2006 - GgBGm temvgwi K m`m`

eivZ t

- K| tKvqvUf m&GÜ ti>Um&1990|
- L| cZ`cwi`Bi cÎ 723/B-7 Zwi L 01 Rj vB 1997|
- M| cZ`cwi`Bi cÎ 723/B-7 Zwi L 22 tde`qwi 2001|
- N| cZ`cwi`Bi cÎ 723/188/B-7 Zwi L 28 Rb 2003|
- O| GgBGm KgRZ`ewi R m`t`sj b 2004 Gi Kvh`eei Yx AvB`Ug bs 8 G`rÜv bs B-1/7 Gi wv`v`š`|
- P| wvGgBGm (tbfx) cÎ bs 1070/wGb/120/B-1 Zwi L 26 Gw`G 2006 (mKj tK b`tn)|
- Q| tmbvm`i, wKDGgwRÖi kvLv, GgGÜwKD cwi`Bi cÎ bs 3901/Avi/BD/ GgwKD-2 Zwi L 31 tg 2006 (mKj tK b`tn)|

1| **fvgKv|** evm`vb eiv`I i bwi Zgvj v cZ`cwi`Bi KZR weifbæmg`tg cKvk Kiv nq| evm`v`tbi `fZv A`ev wv`w`Ögv`tbi evm`v`tbi mSL`v`vb we`k`tl AcZj nI qvq B`wbs evm`vb eiv`I i w`l`q`w`LpB`ú`k`RvZi n`tg`w`ot`q`Q| GZØ`wZZ PvkixKvj xb mg`tg gZi, Pvkix t`tK Aemi, BDGb w`g`k`b/tc`b Mgb, m`š`v`b`i` t`j Lv cov, cwi ev`ti i tKvb m`m`i w`P`Krmv BZ`w` e`u`ea Kvi`Y evm`v`tbi tgqv` ewx ev eiv`I/cpt eiv`I i w`l`q`t`j v m`w`w`Öf`v`te bwi Zgvj vq D`t`j`L`bv`_v`Kvq weifbæmg`q evm`vb eiv`I/e`env`ti R`w`Uj Zv t`Lv w`š`Q| G m`sp`v`š`-w`el`tg c`K`w`k`Z m`st`k`w`a`Z bwi Zgvj v Abjnit`Yi gva`tg G mKj R`w`Uj Zv w`b`i`m`b Ki`z` m`t`P`o`_v`K`z` n`te|

2| **emv eiv`I cÖBi thvM`Zv|** GgBGm tmbv, tbs I wegvb Awdm mg`tni w`U`I`GÜBf`3`v`qx (Permanent) KgRZ`K`g`P`v`ix`i` g`Ä`j`xi` Dci w`f`w`E`K`ti` c`äv`b` c`Ö`K`š`k`j`x`LvZ`Gi`Avl`Z`v`q` evm`vb`m`g`n`w`b`g`f`Y`Kiv`n`tg`_v`t`K`w`e`a`v`q`G`m`g`-evm`vb`i`a`g`v`I`t`ó`k`b`t`R`ö`Z`vi`w`f`w`E`t`Z`v`qx`KgRZ`K`g`P`v`ix`i`g`v`t`S`eiv`I`c`ö`v`b`Ki`z`n`te|Avi`w`U`B`Ges`w`m`w`c`KgRZ`K`g`P`v`ix`i`i`b`w`b`K`v`R`i`_i`Z`i`w`e`t`e`P`bv`K`ti`m`w`g`Z`f`v`te`03`e`Q`ti`i`Rb`evm`v`eiv`I`c`ö`v`b`Kiv`t`h`z`c`v`ti|Avi`w`U`B`Ges`w`m`w`c`KgRZ`K`g`P`v`ix`i`Rb`eiv`I`i`cwi`g`v`b`t`g`v`U`evm`v`t`bi`15%`Gi`t`e`k`x`n`te`bv|Av`te`t`bi`t`R`ö`Z`vi`w`f`w`E`t`Z`evm`vb`eiv`I`Ki`z`n`te`Ges`Av`te`b`K`v`ix`i`Av`te`t`bi`t`R`ö`Z`v`Ab`j`v`qx`evm`v`t`bi`t`k`Y`x`Ab`j`n`v`ti`c`_`K`c`_`K`A`t`c`q`l`g`v`b`Z`w`ij`K`v`m`si`q`Y`Ki`z`n`te|

3| **XvKvi evm`v`t`bi t`k`Y`x`w`e`Y`vm`I`eiv`I`c`ö`Bi`A`w`a`K`v`ix`KgRZ`K`g`P`v`ix|** w`e`g`v`b` evm`v`t`bi`U`v`B`c`Ab`j`v`qx`GgBGm`cwi`ewi`K`evm`v`t`b`t`k`Y`x`I`eiv`I`c`ö`Bi`A`w`a`K`v`ix`KgRZ`K`g`P`v`ix`i`e`Y`b`w`b`t`g`ac`Ö`E`n`t`j`v`t`

μwgK	evm`v`bi tkYx	eiv`i c`Bi AwKvix KgRZ/KgPvix
1	Awdmvm`evm`vb t ŌwŌ UvBc (B Bb wŌm Kgtc-)	ZĒyeavqK c`KŠkj x I tR`ō wbeŋx c`KŠkj xMY (ōvd ct` wbtqwmRZ Ges evm`vb Lwj _vKtj kZ` `tct` Ab`vb` KgRZ/MY)
2	Awdmvm`evm`vb t ŌBŌ UvBc (B Bb wŌm Kgtc-, knx` gvbwb j vBb I weGGd Kwg`Uvj v)	Kwbō wbeŋx c`KŠkj x, mnKvix wbeŋx c`KŠkj x, wmbqi G`wWigb Awdmvi, G`wWigb Awdmvi, mnKvix c`KŠkj x Gd/Gm (ōvd ct` wbtqwmRZ)
3	tRwmI Ōm UvBc evm`vb	GmGmGB (we/Avi I B/Gg), GmGB (we/Avi I B/Gg), mpcwi b`UbtW`U, tnW G`wmmt`U, tnW WtdWmg`vb, mpcvt Gd/Gm tMŌ-1, tōt`bvMōdvi, WtdWmg`vb Kvk ŌGŌ, BDwWG (hvt` i tgvU PvKixKvj 18 eQi Ges Z``a), WtdWg`vb Kvk ŌeŌ (hvt` i tgvU PvKixKvj 18 eQi Ges Z``a), tōt`bvUvBwó (hvt` i tgvU PvKixKvj 18 eQi Ges Z``a), j`ve tUKwbkqvb
4	I qvi Ōm UvBc evm`vb	BDwWG (hvt` i tgvU PvKixKvj 18 eQti i Kg), WtdWmg`vb Kvk ŌeŌ (hvt` i tgvU PvKixKvj 18 eQti i Kg), tōt`bvUvBwó (hvt` i tgvU PvKixKvj 18 eQti i Kg) mpcvt Gd/Gm tMŌ- 2, Awdm mnKvix, WtdWmg`vb Kvk ŌmŌ, tōvi g`vb, m`v`uj Kv`j ±i, GgwUwW
5	d`tj vqvm`UvBc evm`vb	wR/Acv`i Ui, ey-wc`Uvi, `Bix, wj dWg`vb, wqcb, tPŠk`vi, gvj x, mβcvi, kigK Ges Ab`vb` tU`Wi KgPvixe`

4| evm eiv`i i t`t` Abni b`q vel q t evm eiv`i i t`t` wbtg³ vel qmgn Abni Y
Ki tZ n`et

K| c`avb c`KŠkj x LvZ Gi Avl Zvq XvKvq wbugZ Awdmvm`evm`vb mgn eiv`i i
wbqšY tK``xqfvte cZ`cwi` Bti Dci b`-vKte| G Rb` cZ`cwi` Bi tK``xqfvte
GKwU tiwRóvi msi`Y Ki te| e`j xKZ Awdmvi bZb Awd`m thvM`v`bi ci Avt``bi
tc`t`Z tiwRóv`i bvg Ašf` Ki tZ n`et| tiwRóv`i Ašf` Zwj Kvi tR`óZvi wfv`E`Z
evm eiv`i Ki tZ n`et| Zte XvKv` GK Awdm n`Z Ab` Awd`m ōvd ct` e`j xKZ
Awdmv`i i t`t` G wbgg c`hvR` n`te bv|

L| cZ©cwi`Bi, cZ©cwi Pvj K I cāv̄b cĀKŠkj x tmbv, tbs̄ I weḡvb Gi cĀZ©K
Awdt̄m `wJ c`/wb̄tqv̄tMi KgRZĀK AMāKvi w̄f̄wĒtZ ev̄m̄ eiv̄i cĀv̄t̄bi m̄t̄hv̄M
_vKt̄e| D³ AMāKvi c`/wb̄tqv̄M c̄t̄eB ^^^cZ©cwi Pvj K I cāv̄b cĀKŠkj x̄e` cZ©
cwi`Bi t̄K Aew̄Z Ki t̄e|

M| mKj cZ©cwi Pvj K I cāv̄b cĀKŠkj x/wmGgBGm/ w̄RB/`Zš;GwRBM̄Y th̄t̄nZi ^^^
tók̄b/mw̄f̄t̄mi Avl Zv̄axb, tm̄t̄nZi Zv̄t`i Ab̄Kt̄j cāv̄b cĀKŠkj x LvZ Gi Avl Zv̄q
wb̄vḡZ ev̄m̄ eiv̄i Kiv hv̄t̄e bv| Zt̄e t̄Kvb Kvi t̄Y tók̄b cj n̄t̄Z ev̄m̄ eiv̄i bv cvl qv
t̄M̄t̄j Ges cāv̄b cĀKŠkj x LvZ Gi Avl Zv̄q wb̄vḡZ ev̄m̄ Lw̄j _vKt̄j th t̄Kvb mḡq Lw̄j
Kivi kZ©m̄v̄t̄c̄t̄q̄ B Bb w̄m̄ ḡt̄n̄`q w̄t̄kl w̄t̄ePbv̄q Zv th t̄Kvb Kgv̄Ū `w̄q̄t̄Z;wb̄tqv̄w̄RZ
KgRZĀK eiv̄i cĀv̄b Kiv th̄t̄Z cv̄t̄i |

N| óvd Kv̄t̄R wb̄tqv̄w̄RZ ZĒȳeav̄qK cĀKŠkj x I w̄m̄wb̄qi w̄b̄ēf̄x cĀKŠkj xM̄t̄Yi Rb` B
Bb w̄m̄m̄ Kḡt̄c̄t̄ i ŪM̄Ū Ūv̄Bc w̄ew̄i s bs 587 m̄si w̄q̄Z _vKt̄e| Zt̄e ev̄m̄ Lw̄j _vKt̄j th
t̄Kvb mḡq Ri`ix cĀqv̄R̄t̄b Lw̄j Kivi kZ©m̄v̄t̄c̄t̄q̄ B Bb w̄m̄ ḡt̄n̄`t̄qi w̄t̄kl w̄t̄ePbv̄q
Zv t̄R`ōZvi w̄f̄wĒtZ Ab` th t̄Kvb c`exi KgRZĀK eiv̄i cĀv̄b Kiv th̄t̄Z cv̄t̄i |

O| Ab`vb` t̄k̄Yxi ev̄m̄`vb mḡt̄ni eiv̄i t̄Kv̄Ūv Ab̄hv̄qx m̄s̄ik̄é cZ©cwi Pvj K, cZ©
cwi Pvj K I cāv̄b cĀKŠkj x tmbv, tbs̄ I weḡvb Gi Avl Zv̄q _vKt̄e| t̄Kvb Kvi t̄Y ev̄m̄
Lw̄j _vKt̄j th t̄Kvb mḡq Ri`ix cĀqv̄R̄t̄b Lw̄j Kivi kZ©m̄v̄t̄c̄t̄q̄ m̄s̄ik̄é eiv̄i
cĀv̄bKvi x KZĒq̄ w̄t̄kl w̄t̄ePbv̄q Zv th t̄Kvb cĀKvi f̄³ mḡgh̄P̄vi c`exi Ab`
Awdt̄mi (Xv̄Kv e`w̄ZZ) KgP̄vi t̄K eiv̄i cĀv̄b Ki t̄Z cv̄i t̄eb|

5| Xv̄Kv̄q ev̄m̄ eiv̄i Kvi x KZĒq̄ Xv̄Kv̄q ev̄m̄ eiv̄i Kvi x KZĒq̄ w̄bḡt̄c̄ t

- | | | |
|---|--|--|
| K | cZ©cwi`Bi | - cZ©cwi Pvj K, cZ©cwi`Bi |
| L | cZ©cwi Pvj K I cāv̄b cĀKŠkj x
tmbv/tbs̄/weḡvb cwi`Bi | - cZ©cwi Pvj K I cāv̄b cĀKŠkj x
tmbv/tbs̄/weḡvb |
| M | wmGgBGm Av̄vḡt̄b̄f̄x/Gqvi`Bi | - m̄s̄ik̄é-wmGgBGmMY |
| N | w̄RB/Gw̄RB`Bi | - m̄s̄ik̄é-wmGgBGmMY
(w̄RB/Gw̄RBM̄t̄Yi m̄yc̄wi t̄ki t̄cĀq̄t̄Z |

6| GZ`w̄el̄t̄q̄ w̄e`wi Z Rv̄bvi Rb` t̄mb̄v̄m`i, B Bb w̄m̄Ūi kv̄Lv, cZ©cwi`Bi cĀ bs-
100/148/B-1 Zwi L 14 tm̄t̄P̄t̄ 2006 Gi ḡv̄a`t̄ḡ cĀK̄w̄k̄Z Ūmi Kvi x cwi ew̄i K ev̄m̄`vb
eiv̄i I e`env̄t̄i i b̄w̄Zgv̄j v Āt̄±v̄ei 2006 - GgBGm tem̄vḡwi K m`m̄Ū Ab̄j̄ni Y Ki t̄Z n̄t̄e|

tmbv cj x-cKí cU/dW eiví i bWZgvj v
Gg B Gm temvgwi K 2q/3q tkYxi KgRZP/KgPvix

eivZt

- K| Awg⁹ tñj tñqvi U⁹ ÷ cÎ bs 4726/1/U⁹ ÷ /cR± Zwi L 08 Rj vB 2007 |
- L| tmbvm` i, GmR0i kvLv, Kj`vY I cbe⁹mb cwi` Bi cÎ bs 4723/1/tRiml -I Avi/Avevm Zwi L t 15 Rvbqwi 2006 |
- M| tmbvm` i, B Bb w0i kvLv, cZ⁹cwi` Bi Awdm AWA⁹ bs 02 Zwi L 12 AvM ÷ 2007 |
- N| tmbvm` i, B Bb w0i kvLv, cZ⁹cwi` Bi gše` cÎ bs 100/148/B-1 mxU bs 1 ntZ 7 |

1| fvgKv | Gg B Gm G KgPZ Ges Aemic0B 2q I 3q tkYxf;³ KgRZP Ges KgPvix` i gtbvej ewx I Aemi M0tYi ci Dbz cwi te⁹k` f g⁹tj` wbi vc` em`vb wbg⁹Yi Rb` tmbvcj x-Avevm b cKí mvfvi Ges weifb0Gj vKvq cU/dW c0 vtbi m⁹thvM m⁹o Kiv ntqtQ |

2| cimi | GB bWZgvj v` i agvÎ Gg B Gm G PvKixi Z/Aemi c0B/gZ 2h I 3q tkYxi wbg⁹gZ (w) Ges AviuUB (w) KgRZP I KgPvix` i m`m`MY Ges we⁹tkl we⁹tePbvq Zvt` i DËiwaKvixM⁹tYi Rb` c0hvR` nte |

3| cU/dW eiví c0Bi Rb` thvM`Zv |

K| Avte` bKvix 2q I 3q tkYxi PvKixi Z KgRZP I KgPvixMYtK 18 (Avvi) ermi PvKix m⁹úbeKi⁹tZ nte | GQovl tKvb 2q I 3q tkYxi KgRZP I KgPvix 18 (Avvi) ermi PvKix m⁹úbeKivi c⁹teB` vBwi K KvR m⁹úv` b Ki⁹tZ wM⁹tq` N0bvq gZi eiY Kitj Zvi DËiwaKvix (wK0viti⁹tj D⁹tj wLZ DËiwaKvix A_{ev} t`tki cPwj Z AvBb Ab⁹mv⁹t⁹i DËiwaKvix) cU/dW eiví i Rb` Avte` b Ki⁹tZ cvi te |

L| weifb0e⁹t` wK w⁹gk⁹t⁹b/t` tk KgPZ Ae⁹vq knx` /`v⁹fweK gZi eiYKvix 2q I 3q tkYxi KgRZP I KgPvixMY Gi weaev cZwDËiwaKvix (wK0viti⁹tj D⁹tj wLZ DËiwaKvix A_{ev} t`tki cPwj Z AvBb Ab⁹mv⁹t⁹i DËiwaKvix) cU/dW eiví i Rb` thvM` we⁹tePZ nte |

M| weifb0e⁹t` wK w⁹gk⁹t⁹b/t` tk KgPZ Ae⁹vq knx` /`v⁹fweK gZi eiYKvix 2q I 3q tkYxi KgRZP I KgPvixMY hw` gw⁹nv nb Zte Zvi wecZ⁹wK` v⁹g⁹v/DËiwaKvix (wK0viti⁹tj D⁹tj wLZ DËiwaKvix A_{ev} t`tki cPwj Z AvBb Ab⁹mv⁹t⁹i DËiwaKvix) cU/dW eiví i Rb` thvM` we⁹tePZ nte | hw` eqm lvU Gi D⁹x⁹o⁹nq A_{ev} bvej K t0tj/tgtq` vtK Zvntj cPwj Z wea tgvZ⁹teK Zvi cU/dW eiví tctZ cvi |

N| th mg⁻-tU[†]W we[†] k wgtb Mg[†]bi m[†]hM[†] tbB ev tRö[†]Zvi Kvi[†]Y m[†]hM[†] cv[†]Q bv
Zv[†] i t[†]q[†] c[†]U/d[†]U eiv[†] i mel q[†]U we[†]Pbv Kiv n[†]e| Z[†]e w[†]R A[†]hM[†]Zv (kwi i xK
A[†]hM[†]Zv e[†]wZZ) ev t[†]U[†] Kvi[†]Y t[†]KD wgtb A[†]hM[†] n[†]tj Zv[†] i mel q[†]U we[†]Pbv Kiv
n[†]e bv|

O| mi Kvi[†]x/Avav mi Kvi[†]x c[†]U/d[†]U 2q I 3q tk[†]Yxi Kg[†]RZ[†]/Kg[†]Pvi[†]x w[†]R/[†]xi b[†]vtg
B[†]zC[†]te[†]eiv[†] i c[†]ti Zv mi Kvi[†]x c[†]q[†]R[†]tb A[†]wM[†]h[†]Y Kivi d[†]tj q[†]U[†]ZM[†] n[†]tq [†]vK[†]tj w[†]Zvb
t[†]mbv c[†]j x-c[†]K[†]t[†]i c[†]U/d[†]U cvl q[†]vi th[†]M[†] e[†]tj we[†]te[†]PZ n[†]e|

P| k[†]sL[†]j v R[†]w[†]Z Kvi[†]tb P[†]vK[†]i x e[†]w[†]t[†]Z O[†]2[†]U ch[†]S[†]-j vj Kwj i [†]vM we[†]kó Av[†]te[†] bKvi[†]x
c[†]U/d[†]U cvl q[†]vi th[†]M[†] we[†]te[†]PZ n[†]e h[†]w[†] Zv[†] i Ac[†]iva [†]b[†]w[†]ZK k[†]sL[†]j v R[†]w[†]Z Kvi[†]Y
(Moral Turpitude) bv n[†]q|

Q| [†]ea Av[†]tqi Drm R[†]v[†]bt[†]Z n[†]e|

4| eiv[†] c[†]ü[†]Bi R[†]b[†] A[†]h[†]M[†]Z[†]v[†]

K| th t[†]Kvb f[†]v[†]te P[†]vK[†]i x n[†]t[†]Z ei Lv[†]-KZ Ges Ac[†]m[†]wi Z e[†]w[†]³eM[†]q

L| ei Lv[†]-KZ, P[†]vK[†]i x n[†]t[†]Z Ac[†]m[†]wi Z Ges t[†]-[†]Q[†]vq P[†]vK[†]i x n[†]t[†]Z Aemi M[†]h[†]bKvi[†]x 2q I
3q tk[†]Yxi Kg[†]RZ[†] I Kg[†]Pvi[†]xMY cieZ[†]q[†]Z we[†]tkl Ab[†]K[†]ú[†]vq [†]vf[†]w[†]eK Aemi t[†]f[†]vM
Ki[†]tj I c[†]U/d[†]U cvl q[†]vi R[†]b[†] A[†]h[†]M[†] we[†]te[†]PZ n[†]e|

M| Aemi M[†]h[†]bKvi[†]x 2q I 3q tk[†]Yxi Kg[†]RZ[†] I Kg[†]Pvi[†]xMY t[†]Kvb t[†]d[†]S[†]r[†] vix Av[†] vj t[†]Z
P[†]vi[†]S[†]f[†]v[†]te t[†]v[†]ix m[†]v[†]e[†]-n[†]tj w[†]Zvb I Zvi D[†]E[†]i[†]w[†]aKvi[†]xMY c[†]U/d[†]U cvl q[†]vi R[†]b[†] A[†]h[†]M[†]
we[†]te[†]PZ n[†]e|

N| R[†]w[†]ZmsN wgtb Ask M[†]h[†]bK[†]v[†]tj t[†]Kvb g[†]w[†]³h[†]t[†]x kn[†]x[†]/gZ 2q I 3q tk[†]Yxi Kg[†]RZ[†]
I Kg[†]Pvi[†]xMY Gi we[†]a[†]ev c[†]Z[†] c[†]U/d[†]U eiv[†] cvl q[†]vi c[†]te[†]c[†]pt we[†]evn e[†]Ü[†]tb Ave[†]x n[†]tj
c[†]U/d[†]U cvl q[†]vi R[†]b[†] A[†]h[†]M[†] we[†]te[†]PZ n[†]e|

O| 2q I 3q tk[†]Yxi Kg[†]RZ[†] I Kg[†]Pvi[†]xM[†]t[†]Yi w[†]R/[†]gxi/[†]xi/Act[†]B eq[†] c[†] m[†]S[†]h[†]w[†]i i
b[†]vtg ers[†]v[†]t[†] t[†]ki t[†]Kvb we[†]f[†]vM[†]xq kn[†]t[†]i i t[†]Kvb mi Kvi[†]x/Avav-mi Kvi[†]x
c[†]U/d[†]U/ev[†]U/c[†]U/d[†]U eiv[†] t[†]c[†]tq [†]vK[†]tj A[†]_ev Zvi D[†]E[†]i[†]w[†]aKvi[†] m[†]† t[†]c[†]tq [†]vK[†]tj I Zviv
G c[†]U/d[†]U cvl q[†]vi R[†]b[†] A[†]h[†]M[†] we[†]te[†]PZ n[†]e|

P| t[†]Kvb 2q I 3q tk[†]Yxi Kg[†]RZ[†] I Kg[†]Pvi[†]xMY P[†]vK[†]i xi Z Ae[†]-vq [†]b[†]w[†]ZK k[†]sL[†]j v R[†]w[†]Z
Kvi[†]tb (Moral Turpitude) kw[†]-c[†]ü[†] n[†]tj c[†]U/d[†]U cvl q[†]vi R[†]b[†] A[†]h[†]M[†] we[†]te[†]PZ
n[†]e|

5| baf c0vb vbqg|

K| Gg B Gm-G thvM`v`bi Zwi L nZ Pvkixi mgqKvj wbañY Kti baf c0vb Kiv nte|

L| Aemi c0B 2q I 3q tkYxi KgRZP KgPvi xMY Gj wCavi Pj vKij xb mgqK PvkixKij wntmte aiv nte| Gj wCavi tkl nl qvi Zwi tL (SOS) Ges ZrcieZRZ 60 ermi eqmmxgv chS-Aemi tevbm wntmte AwZwi 3 01 (GK) baf c0vb Kiv nte| AZtci 60 ermi AwZµgKvix 2q I 3q tkYxi KgRZP/KgPvi x` i Rb` Avi tKvb baf thvM Kiv nte bv|

M| GKwaK Avte`bKvixi AwRZ baf mgvb ntj Pvkixi eqm wbañY ceR `R`oZv wbyq Kiv nte| AwRZ baf I Pvkixi eqm GKB ntj Pvkixi tR`oZvi wfvE tZ AM0waKvi Zvwj Kv `Zix Kiv nte| Zte Gt`ñt` tKvb Ruj Zv mwo ntj tmbvm`i , B Bb wmo kvLv, cZ`cwi`Bi KZR PdvS`m xvs`c0vb Kiv nte|

6| GZ`wel tq we`wi Z Rvbi Rb` tmbvm`i , B Bb wmo kvLv, cZ`cwi`Bi cI bs-100/148/B-1 Zwi L 27 Rvbgwi 2008 Gi gva`tg cKwkZ 00 tmbv cj x-cKtí cH/dwU eivt`i bxwZgv v Gg B Gm temvgwi K 2q/3q tkYxi KgRZP/KgPvi x 00 Abñi Y Ki tZ nte|

ANNEX - C TO
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Gg B Gm cwi`k8 evstj v XvKv cwi Pvj bvi bxiZgvj v - btfaf 2006

eivZ t

K| cwi`k8 evstj v cwi Pvj bv/e`vcbv bxiZgvj v 1992 (tmbvm`i, B Bb w0i kvLv, cZ` cwi`Bi, XvKv cI bs 100/3/B-1 Zwi Lt 03 tmtaf 1992 Bs)|

L| cwi`k8 evstj v cwi Pvj bv I e`vcbv bxiZgvj v (1g mstkvabx)-1995 (tmbvm`i, B Bb w0i kvLv, cZ`cwi`Bi, XvKv cI bs 100/3/AvBue/B-1 Zwi Lt 05 Gwcj 1995 Bs)|

M| cwi`k8 evstj v cwi Pvj bv/e`vcbv (2q mstkvabx)-1999 (tmbvm`i, B Bb w0i kvLv, cZ`cwi`Bi, XvKv cI bs 100/3/AvBue/B-1 Zwi Lt 31 AvM÷ 1999 Bs)|

N| cwi`k8 evstj v cwi Pvj bv/e`vcbv bxiZgvj v (3q mstkvabx)-2004 (tmbvm`i, B Bb w0i kvLv, cZ`cwi`Bi, XvKv cI bs 100/3/AvBue/B-1 Zwi Lt 19 wtfaf 2004 Bs)|

fvgKv

1| miKvix KvR Dcj tfl` XvKvq AvMZ KgRZMtiYi wbi vc` I mnR Avevmtbi e`v w0Z Kti fZce12-tK (eZvrb c0vb c0KSkj x LvZ) LvZi A_0tb 1992 mtj XvKv tmbvbevmt` KPtfZ evRvi msj M0ce0i tK 12 Kfl wek0 GKw wZj feb wgp Kiv nq| D3 febw 0GgBGM cwi`k8 evstj v XvKv bvtg 1992 mtj hvIv`i` Kti| GgBGM Gi KgRv0i cwi wa epix mvt_ mvt_ GgBGM AvBue XvKvZ GgBGM G KgPZ KgRZMtiYi AvMgb euj vstk epix tctqtQ| KvRB mgqi Pwin`vi mvt_ mvgAm`Zv weavbKti GgBGM cwi`k8 evstj vi we`gvb Kfl, Avby swMK AvevmtK mthvM mjeav, mveR wbi vcEv e`v Ges Avq e`qi wmvve msi fltiYi vel tq GKw hMvcthvMx bxiZgvj v c0qb Kiv ntqtQ|

cwi`k8 evstj v e`envti i c0aKZ KgRZP

2| tm mKj KgRZP cwi`k8 evstj v e`envi Kitz cvi teb wbtg0Zt`i AM0Y`Zvnn weeiY Dti E Kiv ntjt vt

K| Gg B Gm-G KgPZ mKj mvgwi K Ges temvgwi K KgRZPGes Zt`i cwi evi eM0

L| tKvi Ae BwAwbqvm0G KgPZ KgRZMY|

M| Gg B Gm-G PvKi x Kti tQb Ggb Aemi c0B mvgwi K Ges temvgwi K KgRZMY|

eivl Kvix KZE¶

3| wvfbwAbpnb/mt±sj b/Ae`v`bi h_vh_ Abtgv` bKvix KZE¶ wbgjct
K| GgBGm G bZb e`jxtZ mvgwi K/temvgwi K KgRZMY t wmggBGm
Awg¶bfx/Gqvi XvKv KZR mtePP 01 gvm (30 w` b), cZ`cwi Pvj K KZR cieZP01
gvm (30 w` b) Ges Gi AwZwi³ mgtqi Rb` B Bb wmgtnv`tqi Abtgv` b MhY KiZ
nte|

L| A`vqx KZfe` AvMZ Ab`vb` mvgwi K/temvgwi K KgRZMY t wmggBGm
Awg¶bfx/Gqvi XvKv KZR mtePP 10 w` b Ges Gi AwZwi³ mgtqi Rb` cZ`
cwi Pvj tKi Abtgv` b MhY KiZ nte|

M| A`vqx KZfe` AvMZ GgBGm KgRZMYi t¶¶t t 03 (wZb) w` b chS`-wqZcB
wRB (Kvhwefhx cwi l` i mfvwZ) eivl` c0vb KiZeb|

N| Ab`vb` Abpnb/mt±sj b AvtqvRtbi t¶¶t t B Bb wmgtnv`q Gi Abtgv` b MhY
KiZ nte|

cwi`k0 evstjvi Avq I e`tqi wmwve msi¶¶Y

4| cwi`k0 evstjvi fvov I Ab`vb` LvZ ntZ Avq I e`tqi wmwve msi¶¶Yi Rb` GKwJ
Avj v`v e`vsK GKvDvU_vKte| D³ GKvDvU wRB (Awg¶)tgBvU mvD_ XvKv Gi bvtg cwi Pwj Z
nte| GKvDvU msi¶¶Yi Rb` wRB KZR GKRB BDwGtK tKvlva`¶¶ wntmte`wqZj c0vb
KiZt wbgjctfite GKvDvU msi¶¶Y KiZ nte t

K| Av`vqKZ A_`cwi`k0 evstjvi bvtg tLvjv e`vsK GKvDvU mvBwnK wfvE`tZ Rgv
KiZ nte|

L| GgBGm cwi`k0 evstjvi we`jr, cwb I M`vtmi wej mi Kvix tKvlvMrti wJ Avi Gi
gra`tg Rgv KiZ nte|

M| mwvfm PvR`eve` Av`vqKZ A_`ntZ evstjvi Rb` c0qvRbxq fixg, nviwK, mvevb,
Pv`i, gkvix, K±¶, ewj k BZ`w` taSZ eve` e`q Kiv nte Ges D0E` UvKv 0vivi msvk0
wmggBGm KZR wbtqWRZ KgRZP cwi`k0 evstjv cwi`k0 I 0K tUwKs tktl
c0qvRbxq gkvix, Pv`i, ewj k, ewj k Kfvi, tµvKvwi R BZ`w` µq Kiv nte| e`tqi
AbKtj mKj fvDPvi msvk0 wRB KZR c0Z`¶¶i KiZt c0Zgv¶mi Li¶Pi wmwve
weeiYxtZ mshp` KiZ nte| Gi ci I A_`D0E` ntj H A_`0vivi evstjvi Rb`
c0qvRbxq wRwblc1 µq Ges Ab`vb` KvR e`q Kiv nte|

cwi`k8 evstj vZ fvoivi nvi/c8aKZ KgRZv

5| cwi`k8 evstj vZ Ae`vbi Rb` c8Zw` tbi (24 NÈv ev Ask wètkl) fvoivi nvi w8wuj mLZfvte w8vPvY Kiv n8tj vt

µugK	Kt¶i tkYx wefvM	c8aKZ KgRZv	fvoivi nvi (UvKv)	
			mi Kvi x KvR AvMgb Dcj ¶¶ `f tgqv`x Ae`vb	`xN¶ggv`x Ae`vb
1	mvavi Y i`g	GgBGm G KgPZ/ Aemic8B/ fZce ⁸ mKj 1g tkYxi KgRZv	50.00	80.00
2	mvavi Y i`g	GgBGm G KgPZ bq Ggb tKvi Ae BwAwbqv¶mP KgRZv	80.00	150.00
3	AvBwC ev Gvm i`g	GgBGm G KgPZ tjt Ktb¶/ GmB Ges Z`¶ ⁸	120.00	200.00
4	AvBwC ev Gvm i`g	GgBGm G KgPZ bq Ggb tKvi Ae BwAwbqv¶mP tjt Ktb¶ Ges Z`¶ ⁸	200.00	300.00
5	nj i`g/ Kbdvti Y i`g	GgBGm G KgPZ mKj 1g tkYxi KgRZv	K weevn ewl Rk L Rb¶ b M tj wWm/wPj tWb Kve N GgBGm evrmwi K m¶s¶j b O GgBGm Gi Ab` th¶Kvb Ab¶vb	2000.00 2000.00 webvg¶j` webvg¶j` webvg¶j`

¶bvU t XvKvq `vqx e`jx RwbZ Kvi¶Y GgBGm cwi`k8 evstj vZ GK gvm (30 w`b) Gi Awak Ae`vb¶K `xN¶ggv`x Ae`vb wnt¶te MY` Kiv n8tj vt

6| GZ`wèl¶q wè`wi Z Rvbvi Rb` ¶bvm`i, B Bb w88i kvLv, cZ`cwi`Bi c¶ bs-100/3/B-1 Zwi L 29 b¶f¶¶ 2006 Gi gva¶g c¶KwKZ w8Gg B Gm cwi`k8 evstj v XvKv cwi Pvj bvi bwiZgvj v - b¶f¶¶ 2006 w8 Ab¶i Y Ki¶Z n8tj vt

GgBGm ÷vdḥ` i Rb` wbgZ Gm Gg e`vivK e`envi I
i ḡYḡeḡY mspvš-bwZgvj v - ḡg 2008

eivZ t

- K| wWḥdY mwfḡmm ti ḡj kb di w` wḡj Uvix BwAwbqvi mwfḡmm 1964 c`viv 767 G`vḡcbwW· 0l 0Gi G`vḡb· 0G0|
- L| ḡKvqUḡ GÜ tiḡU 1990|
- M| GgBGm KgRZḡewl R mḡḡj b 2003 (AvBḡUg bs 37 GḡRÜv 2/6)|
- N| ḡmbvm` i , B Bb wḡi kvLv, cZ`cwi` Bi Avḡ`k bs 42 Zwi L 05 Gwḡ 2004|
- O| wmgBGm (ḡbfx) cḡ bs 1070/wGḡ/121/B-1 Zwi L 20 Rj vB 2004|

1| GgBGm ḡmbv, ḡbḡ Ges wḡgvb Gi wḡḡMj ḡvbḡ` i ḡvKvi Rb` wḡvfbḡmgḡḡ 12ḡK (eZḡvb cḡvb cḡKḡjx) LvZ ḡḡZ e`vivK wbgḡY Kiv ḡḡḡQ| wḡḡl Kḡi ḡviv AvDU ḡḡkb ḡḡZ e`jx ḡḡḡ Avḡm Ges cwi ewi K emv eivḡ` cvl qvi ce`chḡ-Aḡcḡḡgvb ḡḡK Ges Ri`ix KvḡR wḡḡqḡRZ ḡUWmg`vbMY Dḡ e`vivḡK Ae`vb Kḡib| GB ḡ`ZcY`ḡvcbv ḡjv mḡWK e`e`vcbv I i ḡYḡeḡYḡYi Afvḡe KvḡRixfvḡe e`envi Kiv mḡḡ ḡḡ`Q bv| G Qrov fvov I i ḡYḡeḡY BZ`w` e`ḡ wḡḡḡ AḡbK ḡḡḡḡ AwWU Avcḡḡ Dḡ wḡZ nḡ| G Ae`v wḡimb Kḡḡ GmGg e`vivḡKi e`envi I i ḡYḡeḡYḡYi Dci GKḡU bwZgvj v ḡKv cḡḡRb| e`vivḡKi ḡ`Zḡ Ges Pḡw`v AḡbK ḡḡkx ḡḡj I evḡRḡUi AcḡZj Zvi KviḡY cḡḡRbxq msl`K e`vivK wbgḡY Kiv mḡḡ ḡḡ`Q bv| Zḡe fvḡl ḡZ Avil e`vivK wbgḡY ev DḡḡLx mḡcḡḡviY Kivi cwi Kḡi bv i ḡḡḡQ|

GmGg e`vivK e`envi cḡḡKvi fḡ e`wḡeMḡ

- 2| wbgḡwYZ e`wḡeMḡGm Gg e`vivK e`envi KiḡZ cviḡḡb
 - K| GgBGm ḡmbv, ḡbḡ Ges wḡgvb G KgḡZ 2q, 3q Ges 4_ḡḡkYxi wḡḡMj ḡvb KgRZḡKḡPvixMY GmGm e`vivḡKi cḡḡRbxq kZ`cḡY ḡḡcḡḡ Ae`vb KiḡZ cviḡḡb|
 - L| GK diḡḡkb ḡḡZ Ab` diḡḡḡḡ e`jx ḡḡḡ Avmv KgRZḡKḡPvixMY cwi ewi K emv eivḡ` cvl qvi AvM chḡ-Ae`vb Kiḡḡb|
 - M| Ri`ix KvḡR wḡḡqḡRZ ḡUWmg`vbMY GKK em`vb wḡḡḡḡ emḡm Kiḡḡb|
 - N| GgBGm Kwi Mwi cixḡḡK `j /AwWU wḡḡḡ Ae`vḡbi Rb` GKḡU Kḡḡ 0ḡMoi`ḡḡ wḡḡḡḡ msi wḡḡZ ḡKḡe|

O| GmGg e'vivtK Ae'vbKvixt`i tgnqvb D³ tMoi'tg Avmb Lwj _vKv mvtct¶¶
Ae'vb Ki tZ cvi tteb|

P| GmGg e'vivtK gwj v AwZw_ AvevmbthvM' bq|

GmGg e'vivtK Amb eivt'i i vbgqvex|

3| vbgqvex vbgqvbyvvti GmGg e'vivK eivt' Ki tZ nte t

K| GgBGm GmGg e'vivtKi cZwU Kt¶¶ b'bzg 04 Rb m`tm'i Rb' Avmb eivt'
Ki tZ nte|

L| GmGg e'vivtKi Kt¶¶i mvBR hvPvB ceR e'vivK cwi Pvj bv KvgwU G msL'v
nvm/epx Ki tZ cvi tteb|

M| 2q tkYxi KgRZ¶¶tRuml Om mgvvtbi KgPvixt`i Rb' i'tgi mvBR hvPvB Kti G
msL'v 02 Rb ev Z` aYmsL'v cwi Pvj bv KvgwU vba¶¶Y Ki tteb|

N| cZ'K M'wimtb we'`gvb GmGg e'vivtK Ae'vbthvM' Avevmtbi GKwU Avmb
Zvj Kv/ bKkv cwi Pvj bv KvgwU c¶¶qb/msi ¶¶Y Ki tteb|

O| vetkl KvitY tKvb 1g tkYxi KgRZ¶¶ tmLvtb Avevmtbi c¶¶qvRb ntj cwi Pvj bv
KvgwU KZR MpxZ vnxvS-PovS-etj Mb' nte|

GmGg e'vivtK Amb eivt'i i c¶¶qv|

4| vbgqvex fvte vmsMj gv'v e'vivtK Avmb eivt' Ki tZ nte t

K| odv't`i Avte` tbi vfwEtZ Avmb eivt' Ki tZ nte|

L| Avte` bKvixMtYi Avte` tbi Zwi L Abjvqx tR'ozvi vfwEtZ Avmb eivt' Ki tZ
nte|

M| Ri'ix KvR vbtqvRZ KgPvix/tUWmg'vbt`i t¶¶t¶ Avmb eivt'i i c¶¶qv vkw_j
Kiv thtZ cvi tteb|

N| c¶¶aKvti i AwZwi ³ Avmb eivt' Kiv hvte bv|

O| vmsMj gv'v e'vivtK emevmKvix tKvb e'w³ eivt' KZ Avmb ewZj Ki tZ PvBtj
msuké odv'tdi Avte` tbi tcv¶¶tZ ewZj Ki tZ nte|

RESTRICTED

**MILITARY ENGINEER SERVICES
BANGLADESH ARMED FORCES**



**CHAPTER – 16
MISCELLANEOUS**

PUBLISHED BY: AHQ, E IN C'S BR, WKS DTE, DHAKA CANTT.

RESTRICTED

ROUTINE INSTRUCTION NO 35/2008
MISCELLANEOUS

Refs:

- A. AHQ, E in C's Branch letter No.100/202/E-1 Date 06 November 2006.
- B. AHQ, E in C's Branch letter No.100/3/E-1 Date 20 November 2006.

1. MES is a service providing organization. To monitor construction and maintenance work and to ensure smooth supply of electricity, gas, water etc MES officials need to visit different installations/office/residential area. To ensure proper security of these places and for easy identification of MES personnel following detailed instructions regarding Identity Card and Dress Code are to be followed by all concerned.

- a. **Identity Card issue & Maintenance Policy for MES Personnel – September 2006** shown as Annex 'A'.
- b. **Dress Code for MES Personnel – November 2006** shown as Annex 'B'.

2. Should there be any amendment by the competent authority of these polices/instructions published by the RI No. 35/2008 is to be updated by all concerned as per amandment.

cwiPq cĀ cĀvb I msiŕŕY bwiZgvj v Gg B Gm temvgwi K m`m` - tmĀPĀt 2006

eivZt

- K| G Avi (AvB) bs 214 nĀZ 225 chŠĀ
- L| cZĀcwi`Bi cĀ bs 100/19/G/B-1 Zwi L 31 Rvbgvix 1991|
- M| cZĀcwi`Bi cĀ bs 100/202/B-1 Zwi L 20 AvMó 1992|
- N| cZĀcwi`Bi cĀ bs 100/202/B-1 Zwi L 09 GwĀj 1996|

fngKv t

1| GgBGm eivj vĀ k mk`; ewnbxi cZĀKgĀmsµvš-tmev cĀvĀb mveŕŕwĀKfvĀte wĀtqwiRZ GKwĀ ſi"ZĀYĀms`v| tmbwbevtmi AeKvVvtgv, wewfĀe`vcbv wbgŕY Ges i ŕŕvteŕŕYmn w`ev- i wĀ cwb, w`jr, M`vm mieivn BZ`w` `` bwi` b Ri`ix I AZ`vek`Kxq KvĀRi gva`tg GgBGm Gi KgRZĀ I KgPviXMY tmev cĀvb KĀi _vĀK| DĀj E` tmbwbevm mgn wĀkI msiwŕŕZ GjvKv| KvĀRB tmbwbevtmi Af`šĀi AvBbMZfvĀte PjvPĀj i DĀĀk` GgBGm Gi mkj m`tm`i cwiPq cĀ _vKv Acwi nvhŕ G cwiPq cĀ cĀvb I msiŕŕYi e`e`v mĀutKĀ`-úó aviYv ivLv cĀZ`KwĀ GgBGm m`tm`i GKvš-cĀqvRb| wĀlqwi ſi"Zi AbĀveb KĀi cwiPq cĀ cĀvbĀi tŕŕĀĀ cĀqvRbxq Z`w` mĀŕj Z GKwĀ mjbw`ŕ bwiZgvj v hv mnĀR tevaMg`, cĀŕqb Kivi cĀqvRbxqZv t`Lv t`q|

DĀĀk` t

2| G Avi (AvB) Gi AvĀj vĀK GgBGm Gi temvgwi K KgRZĀ I KgPviX` i cwiPq cĀ cĀvb I msiŕŕY bwiZgvj v cĀŕqb Kiv|

bwiZgvj vi cwiĀ

3| GgBGm e`w`ĀetMŕ cwiPq cĀ cĀvb I msiŕŕYi bwiZgvj vq wbgŕwĀYŕ wĀlqwi i Dci AvĀj vKcvZ Kiv nĀŕĀQt

- K| cwiPq cĀ cĀvbĀi thvM` e`w`ĀeMŕ
- L| cwiPq cĀ cĀvbKvix KZĀŕŕ|
- M| cwiPq cĀ cĀvbĀi ceRZŕ
- N| cwiPq cĀ cĀvbĀi Dcj ŕŕ` mgn|
- O| PvKixPiz/Aemi MĀY Ges AvšĀ DBs e`j xi tŕŕĀĀ KiYxq|
- P| cwiPq cĀ `Zixi e`q|

- Q| cwi Pq cĀi ti wRóvi msi ǾY|
- R| cwi Pq cĀi bgbv|
- S| cwi Pq cĀi e'envi I msi ǾY|
- T| cwi Pq cĀi nwi tǾ ev bó ntǾ tMǾj Ki Yxq|
- U| Ab'vb' wbt' Rvej x|

cwi Pq cĀi cĀBi thM' e'w³eM'

4| GgBGm Gi wbtǾewYZ tkYxi KgRZǾKgPvi xMY 03 gvǾmi DǾx' wbtǾvM cĀB mvtcǾǾ wbtǾwZ cwi PqcĀ cĀBi thM' t

K| cĀg, wDZxq, ZZxq I PZL' tkYxi mKj 'vqx KgRZǾKgPvi xMY|

L| mKj tkYxi wmw I AviwUB KgRZǾKgPvi xMY|

5| 03 gym I Zvi tPǾ Kg mǾtǾi Rb' wbtǾvM cĀB wmw e'w³eM' mvgwqK cwi PqcĀ cĀvǾbi Rb' wbtǾewYZ 00K0 e'envi Ki tZ nte| 0K Gi bgbv wbtǾwZ t

wfZǾii Ask

KgPvi xi
One

I
ǾǾi

- e'w³MZ bs
- bvg
- c' ex
- wcZvi bvg.....
- gvZvi bvg
- Rb'Zwi L
- i t³i tkYx.....
- mbv³Ki Y wPý

- μwgK msL'v
- GB KwWǾvi x e'w³tK
- Ǿ Bi
- kvLv/ Dc-kvLv
- cǾek Kw evi AbgwiZ cĀvǾ Kiv nBj |
- KwW'cĀvǾbi Zwi L
- enbKvi xi ǾǾi
- A_ev wJc min

GB KwW'Ǿ' wš' thM' bǾn *

ewntǾii Ask

- GgBGm
- evsj vǾ' k mk' Ǿewmbx
- cwi Pq cĀi - A'vqx
- Ǿmvgwi K
- Ǿ Bi
- tmbwbevm

cwiPq cĪ cĀvbKvix KZĒŋ

6| wbgawj wLZ KZĒŋ KZĒ cwiPq cĪ cĀvb Kiv nte t

K| B Bb wŋi kvLv, cZĒcwi`Bi

- (1) cĀg tkYxi mKj KgRZP(˘vqx/wmw)|
- (2) wĀZxq tkYxi mKj KgRZP(˘vqx)|
- (3) ZZxq I PZLŋtkYxi mKj KgPvix (˘vqx/Avi wUB)|

L| msikĒ cZĒcwi Puj K I cĀvb cĀKŠkj x

- (1) wĀZxq tkYxi mKj KgRZP(wmw)|
- (2) ZZxq I PZLŋtkYxi mKj KgPvix (wmw)|

cwiPq cĪ cĀvĕbi ceRZĒ

7| cwiPq cĪ cĀvĕbi tŋĕt wbgawj wLZ wew qw` mĀubakĪĕZ nte t

K| cŋj wk Z`š-cĀZte`b|

L| cwiPq cĪĪ i Rb` h_vh_ KZĒŋi gra`tg 02 Kwc ōvĀú mvĕĕRi iwzb Qwemn h_vh_ KZĒŋi gra`tg cwiPqcĪ cĀvbKvix KZĒŋi wĕKU Avte`b KiĕZ nte|

M| Dĕj E` th, I qwKŋ tWĕm Qwe DVĕZ nte, Zte Uwc, iwzb Mvm Gi Pkgv BZ`w` mĀŋj Z Qwe cwiPq cĪĪ i Rb` cĀhvR` nte bv|

N| cwiPq cĪ cĀvbKvix KZĒŋ KZĒ 01wU Qwe cwiPq cĪĪ Ges 01wU Qwe ti KWĒ msi ŋĕYi Rb` ti wRōvĕi mshP KiĕZ nte|

O| Qwei LiP Avte`bKvix KZĒ cĀvb KiĕZ nte|

P| KwĒcĀvbKvix KZĒŋ KZĒ cwiPq cĪĪ i μwgK bĀĕ eivĪ KiĕZ nte|

Q| cwiPq cĪ cĀvbKvix KZĒŋ cĀqvRbxq msL`K cwiPq cĪĪ i (KwĒ) Pwĕv`v cZĒ cwi`Bĕi tĀY KiĕZ nte (wmw KgPvixĕ i cwiPq cĪ cĀvĕbi Rb` ˘˘˘cZĒcwi Puj K I cĀvb cĀKŠkj xMY G cwi`Bĕi cĀqvRbxq msL`K Lij x KvĕWĒ Pwĕv`v tck Kiĕeb)|

R| cwiPq cĪ mgMĀersj vĕ`ĕki Rb` `ea| Zte th mKj ˘vcbvq cĀĕĕki Rb` c_wK cĀĕk cvk cĀqvRb tm mKj ˘vcbvq G cwiPq cĪ cĀĕĕki Rb` `ea etj Mb` nte bv|

cwiPq cĪ cĀvĕbi Dcj ƒĪ mgn

8| wbgwj wLZ Dcj ƒĪ GgBGm Gi KgRZƒKgPviĕ i cwiPq cĪ cĀvb KiĕZ nĕ t

- K| bZb wĕqvm cĀB KgRZƒKgPviĕ i |
- L| cĕ vbwZ/cĕ vebZx cĀB KgRZƒKgPviĕ i |
- M| KwWĕvix cieZƒZ kkĀgwĪZ nĕj ev ĕwo ivLĕj |
- N| cwiPq cĪ nviĕbv ƒMĕj ev bĀ nĕq ƒMĕj |

PvKixPĕZ/Aemi MĀY Ges AvŠĕ DBs eĕ jxi ƒĪĕĪ KiYxq

9| Dctiv³ wĕlĕq wbgwj wLZ cĕ ƒĪc MĀY KiĕZ nĕ t

K| ƒKvb KgRZƒKgPviĕ PvKixPĕZ nĕj PvKixPĕwZi ZwiL nĕZ Zvi cwiPq cĪ ewZj KiĕZ nĕj G Rbĕ AaŠĕ ĕBi mgn cwiPq cĪ cĀvbKvix KZĕƒĪi wĕKU cwiPq cĪ ewZĕj i cĕve tck Kiĕeb |

L| ƒKvb KgRZƒKgPviĕ Aemi MĀYi ƒĪĕĪ D³ eĕw³i Aemĕi hvlqvi GK mĕvĕn cĕe³Zvi KwW³Rgv ƒbqvi Rbĕ eĕeĕv MĀY KiĕZ nĕj Ges Aemi MĀYi ZwiL nĕZ Zvi KvĕW³ ĕeaZv ewZj KiĕZ nĕj |

M| cZ³cwi ĕBi KZƒ cĀvbKZ cwiPq cĪ GgBGm Gi mKj DBs G ĕea eĕj MYĕ nĕj |

N| wmwĕ KgPviĕ i AvŠĕ DBs eĕ jxi ƒĪĕĪ Zvĕ i cwiPq cĪ ĕĕĕcZ³cwi Pvj K I cĀvb cĀKŠkjx cwi ĕBi Rgv KiĕYi eĕeĕv KiĕZ nĕj Ges bZb DBs G eĕjĕZ ƒhvMĕvĕbi ci D³ wmwĕ KgPviĕ cwiPq cĪ mĕwĕĕ cZ³cwi Pvj K I cĀvb cĀKŠkjx ĕBi KZƒ cĀvĕbi eĕeĕv KiĕZ nĕj |

cwiPq cĪ %Zixi eĕq

10| cwiPqcĪ ĕZixi wbgĕĕĕ 02 (ĕB) Kwĕ 3ĕvĕv mĕvĕĕRi i sĕMb Qwĕ Ges bMĕ 100.00 (GKkZ) UvKv wbgewYZ ŪQKŪ ƒgvZvĕk bvgxq Zwj Kv KwW³cĀvbKvix KZĕƒĪi ĕBi cĕvĕZ nĕj cĀqvRĕb UvKvi cwi gvb cZ³cwi ĕBi KZƒ ewx/ Kgĕbv ƒĕZ cĕĕi |

µwgK	eĕw ³ MZ bs Ges cĕex	bvg (ĕvq/AviwĪB ƒejvq wĕZv/ĕgxi bvgmn)	cĕe ³ cwiPq cĕĕi bĕĕ	ĕvq wKvĕv	RbĕZwiL wĕqvmi ZwiL Aemi MĀYi ZwiL	iĕ ³ i MĀc I mĕv ³ KiY wPĕ	cĕj kx ZĕŠKvi x KZĕƒĪi bvg, cĪ bĕĕ bs I ZwiL	gŠĕ (hw ĕĕK)
1	2	3	4	5	6	7	8	9

cwiPq cġi tiwRóvi msiġġ

11| cwiPq cġi cġ vbKvix KZġġi ħBi KZġġ wbtgġġ QK mġġj Z tiwRóvi msiġġ KiġZ nte Ges cġġ gġfm cwiPq cġ enbKvix KZġġ ħġġi KivtZ nte t

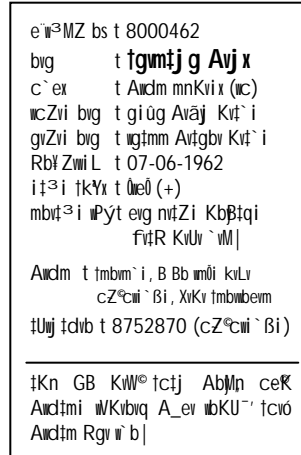
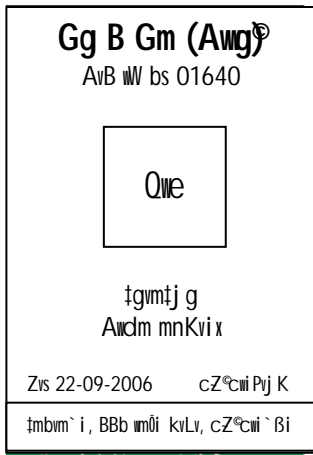
μwgK	KwWāvi xi e ^w MZ bs l c`ex	bvg	KwW ^o bs	Bmji Zwi L	KvġWP tgqv`	KwWāvi xi Qwe	KwWāvi xi ħġġi	ħwgZcġB KgRZġġ ħġġi	gš e`
1	2	3	4	5	6	7	8	9	10

cwiPq cġi bgbv

12| cwiPq cġi bgbv wbtgġġwYġ nġj v t

mwġġbi w`K (Front Side)

wcQb w`K (Back Side)



8.5 x 5.5 wgt wgt

cwiPq cġi e`envi l msiġġ

13| cwiPq cġi e`envi l msiġġġi tġġġ wbtgġġwYġ wbgg l wbt`Rbv mġm Abġni b KiġZ nte t

K| KZġġ cġj b Kvġj cwiPq cġi `k`gġv Ae`vq eġKi Dci Suj ġq tiġL e`envi/enb KiġZ nte|

L| KZ@` cvj tbi mgq e`wZZ Ab` mgta cwiPq cT wKvbn m`oj Z GKwU Lvgti wFZi ti tL mhtZaenb Ki tZ nte|

M| cwiPq cT Ges UvKv GKB ctKtU i vLv hvte bv|

N| cwiPq-cT avixtK cwiPq ctI i mugK b`at Bmji Zwi L, c0vbKvixi `Bti i bvg c_wK fvte msi tY Ki tZ nte|

O| `Bi/ms`v c0vb KZK c0Zgvtm cwiPq cT cixtY Ki tZ nte|

cwiPq cT nwi tq ev bo ntq tMtj Ki Yxq

14| cwiPq cT nvi tbn ev bo ntq tMtj wbtgaenY c`tYc mgn MhY Ki tZ nte t

K| Kw`nvi tbn `Ebq Aciva| KvRB Kw`nvi tbn tMtj Kw`avixtK Zv`YwbK fvte Kw`nvi tbn velq Rwbta KvWp cY`Z`mn `Bi c0vb eivei c0Zte`b `wLj Ki tZ nte| tmB mstM wBKUZg cyj k toktb (_vbq) mvavi Y Wtqix wj wceX Ki tZ nte|

L| cwiPq cT avixi `Bi KZK GKwU nvi tbn c0Zte`b Kw`c0vbKvix KZ@tYi `Bti tc0Y Ki tZ nte|

M| cwiPq cT nvi tbn Rb` wfvMxq Z`S-Av`vj Z MVb Ki tZ nte Ges Av`vj tZi mpcwi tki wfvEtZ Kw`nvi tbn e`w3i wei`tx e`e`v MhY Ki tZ nte| Zte Kw` nvi tbn e`vcvti t`vl bv tctj msukto i wei`tx kw`-gj K e`e`v MhY Kiv hvte bv|

N| cwiPq cT nvi tbn e`w3tK h_vkxN0bZb Kw`c0v tbi e`e`v MhY Ki tZ nte| G Rb` msuké e`w3 KvWp LiP eve` A`c0vb Ki te|

Ab`vb` wbt` Rvej x

15| cwi cwkK I ev`eZvi tc0YtZ cwiPq cT cwi eZ0 I bZbfvte Bmj, ewZj I c0Z`vnyi m`uukZ mgn`v/ c0qvRbxqZv t`Lv w`tZ cvti| GgZve`vq Ki Yxq velq mgn wbg0fc t

K| cwiPq cT `i`Zcy`m`u` Ges tKvb Ae`vtZB Dnv n`vst`thvM` bq| cwiPq ctI i cwi eZ0, tYwZmvab A`ev Ab` KrvtKI n`vst` Kiv `Ebq Aciva|

L| cwiPq cT avixi PvKixi tqv` Kuj tkl ntj BDwbU/`Bi Z`vM Kivi cte`cwiPq cT c0Z`vnyi Ki Zt cwiPq cT c0vbKvix KZ@tYi wBKU tdi Z c0vb Ki tZ nte|

M| ̀vqx (Permanent) KgKZ/KgPvixt` i cwiPq cT c`exi ci (uc), AviuJB
(RTE) KgPvixt` i cwiPq cT c`exi ci (Avi) Ges umuc (CP) KgPvixt` i cwiPq
cT c`exi ci (vm) Dtg L KiZ nte|

Dcmsvi

16| Dctiv³ bwxZgyj v ev`evqtbi dtj cwiPqcT c0vb l msiTtYi RmUj Zv nvm tctq
GgBGm Gi cwiPq cT meP GKwU MhYthvM`Zv cvte etj Avkv Kiv hvq| GgZve`vq
bwxZgyj v ev`evqtbi j tT mKtj i mnthvMxZv GKvS-Kvg`|

ṭcvlvK cwi avb bwiZgij v (DRESS CODE) Gg B Gm temvgwi K m`m`-bṭfṭ 2006

eivZ t

- K| ṭcvlvK Avī - 2003 G embZ 4_ḡkbi KgPviṭ`i mvr-ṭcvlvK mSMḥ cḡṭqv|
- L| Pvkixi weiwagij v - 1985 mṭbi mi Kvix KgPviṭ (kṣLj v I Avcxj) weiwagij v 2 (Gd)|
- M| cZḡcwi`Bi cĪ bs 100/3/B-1 Zwi L 05 Gwḡ 2006|

fvgKv

1| GgBGm evsj vṭ`k mk`j ewnbxi tmev`vbKvix GKūJ HwZn`evnx mSMVb| mk`j ewnbxi GB Acwi nvhḡ i`ZcYḡmsMVṭb KgPZ temvgwi K m`m`Mṭbi Rb` ṭcvlvK cwi avṭbi mḡḡḡ ḡ w`K vṭ`Rbv bv`vKvq wewfbcwiṭṭk GgBGm Gi temvgwi K m`m`ṭ`i bvbwea weeZKi cwi w`wzi mḡḡḡ nṭZ nq| vḡḡ ḡ ṭcvlvK cwi`Q` GKūJ cṭZōṭṭbi cwi w`PvZ I` i`Zi enb Kṭi| Zivov h_vh_ ṭcvlvK cwi avb evsj vṭ`k mk`j ewnbxiZ GgBGm Gi temvgwi K m`m`ṭ`i`Zṣj`ḡKwZ ARḡb mrvqK fvgKv ivLṭe|

Dṭi`k`ṭ

2| GgBGm Gi temvgwi K m`m`ṭ`i Rb` ṭcvlvK cwi avb bwiZgij v (DRESS CODE) cḡqb Kiv |

gj bwiZt

- 3| ṭcvlvK cwi avb bwiZgij v (DRESS CODE) Gi gj bwiZ`ṭj v vṭḡḡḡḡḡ nṭj vt
- K| `vBwi K KvṭRi cḡqvRṭb /Pwn`vbḡḡḡ i`ḡPkxj ṭcvlvK cwi avb vḡḡḡ Kiv |
 - L| ṭcvlvK cwi avṭbi cḡḡj Z i`wzi mṭ`mvgÄm`Zv eRvq ivLv|
 - M| cḡZōṭṭbi temvgwi K KgRZvḡ KgPviṭMYṭK Ai`ḡPkxj ṭcvlvK cwi avb nṭZ weiz ivLv|

mavi Y vṭ`Rvej xt

4| ṭcvlvK cwi avṭbi mavi b vṭ`Rvej x mshyḡ cwi w`kó 1 G eYḡv Kiv nṭj v|

weṭkl vṭ`Rvej xt

5| ṭcvlvK cwi avb mḡḡḡḡ weṭkl vṭ`Rvej x cwi w`kó 2 G we`wi Z eYḡv Kiv nṭj v|

ev`evqbt

6| tcvlvK cwi avb bxiZgvj v ev`evqtb wbtg`e wbt` Rbv Abyni Yxqt-

K| AvMvgx 01 Rvbgvix 2007 ntZ tcvlvK cwi avb bxiZgvj v (DRESS CODE) KvhRi etj MY` nte|

L| tWm tKvW ewYZ tcvlvK gwRZ I i`wPkxj nlqvq KZ@` Kvj xb mgtdi cti I e`envi DcthvMx weavq G tcvlvK wbr Li tP e`envi Ki tZ nte| Zte wetkl wetePbvq 3q I 4_@tkYxi KgPvix t` i tcvlvK i wKq`sk GgBGm Gi KwUbtRvU/ i qYvte qly LvZ ntZ wbgqZwisk fvt`e msKj vb Kiv th tZ cvti |

M| tcvlvK cwi avtbi bxiZgvj vq (DRESS CODE) ewYZ wbt` Rvej x Abyni Y evAbxq| G wltq eivZ 0L0 G ewbZ `vBvi K kslj v gj K e`e`v wewai 1985 m tbi mi Kvix KgPvix (ksLj v I Avcxj) wewagj v 2 (Gd) e`envi thvM` etj wetePZ nte|

Dcmsviti

7| tcvlvK cwi avb bxiZgvj v (DRESS CODE) G ewbZ tcvlvK i`Zi m`utK© GgBGm Gi temvgwi K m`m`ti m tPZb Ges tWm tKvW ev`evqb Kti mkj KgRZ/KgPvix t` i mweR mntvMxZv I Avšwi KZv GKvšfvte Kvg`|

tcvl vK cwi avb bwiZgvj v (DRESS CODE)
GgBGm- femvgwi K m`m`

tkYx	cj "l/gwj v	MŃ®Kvj (gvP®b†F±†)	kxZKvj (wW†m±†-†de°qwi)
1g tkYwi KgrZ®	vßwi K KvR	th tKvb nvj Kv GK is/óŃBc Gi Dbžgv†bi mj k" nvd/dj nvZv kvU®Tuck-in K†i th tKvb Mvp is Gi dj c`wU Gi mv†_ th tKvb is Gi Pvgovi teëmn ci†Z n†e A_ev gwRŽ is Gi mvdvix mjU civ th†Z cr†i tgvRvmn th tKvb is Gi Pvgovi Ržv (A. †dvW®m) ci†Z n†e	th tKvb nvj Kv GK is/óŃBc Gi Dbžgv†bi mj k" dj nvZv kvU® (UvBmn) Tuck-in K†i th tKvb Mvp is Gi dj c`wU Gi mv†_ th tKvb is Gi Pvgovi teëmn ci†Z n†e A_ev gwRŽ is Gi mvdvix mjU civ th†Z cr†i tgvRvmn th tKvb is Gi Pvgovi Ržv (A. †dvW®m) ci†Z n†e kv†U® Dc†i th tKvb is Gi tKvU/mjU/teRvi ci†Z n†e
	gv ch†q KvR	th tKvb nvj Kv GK is/óŃBc Gi Dbžgv†bi mj k" nvd nvZv/dj nvZv kvU®Tuck-in K†i th tKvb Mvp is Gi dj c`wU Gi mv†_ th tKvb is Gi Pvgovi teëmn ci†Z n†e tgvRvmn th tKvb is Gi Pvgovi Ržv/†KW†n ci†Z n†e	th tKvb nvj Kv GK is/óŃBc Gi Dbžgv†bi mj k" dj nvZv kvU® Tuck-in K†i th tKvb Mvp is Gi dj c`wU Gi mv†_ th tKvb is Gi Pvgovi teëmn ci†Z n†e tgvRvmn th tKvb is Gi Pvgovi Ržv/†KW†n ci†Z n†e kv†U® Dc†i th tKvb is Gi tKvU/mjU/teRvi/ †m†qUvi ci†Z n†e
	Avb†wbK	th tKvb nvj Kv GK is Gi Dbžgv†bi mj k" dj nvZv kvU®Tuck-in K†i th tKvb Mvp is Gi dj c`wU Gi mv†_ th tKvb is Gi Pvgovi teëmn ci†Z n†e tgvRvmn th tKvb is Gi Pvgovi Ržv (A. †dvW®m) Ges UvB ci†Z n†e	th tKvb is Gi Kguc† mjU (UvBmn)

tkYx	cj`l/gmjv	MšKvj (gvPb†f†)	kxZKvj (w†m†-†de†qwi)
1g tkYx KgrZP	`vBwi K KvR	GK is e`ZxZ Dbzgv†bi m†k` †PK, w†U, Rvg`vbx, e†JK BZ`w` kvox A_ev w†U/†PK/÷†Bc Kv†oi m††jvqvi, KwgR ci†Z n†e th †Kvb is Gi Pvgovi tj w†m Rz†v/te†mn m†††j ci†Z n†e gv_vq `†d†civ H†PQK	MšKvj xb tcvlvK Gi m††_ n†j Kv is Gi teRvi/tj w†m †KvU ci†Z n†e
	gv ch†qi KvR	GK is e`ZxZ Dbzgv†bi m†k` †PK, w†U, Rvg`vbx, e†JK BZ`w` kvox A_ev w†U/†PK/÷†Bc Kv†oi m††jvqvi, KwgR ci†Z n†e th †Kvb is Gi Pvgovi tj w†m Rz†v/te†mn m†††j ci†Z n†e gv_vq `†d†civ H†PQK	MšKvj xb tcvlvK Gi m††_ n†j Kv is Gi teRvi/tj w†m †KvU ci†Z n†e
	Avb†wbK	GK is e`ZxZ Dbzgv†bi m†k` †PK, w†U, Rvg`vbx, e†JK BZ`w` kvox ci†Z n†e th †Kvb is Gi Pvgovi tj w†m Rz†v/te†mn m†††j ci†Z n†e gv_vq `†d†civ H†PQK	MšKvj xb tcvlvK Gi m††_ n†j Kv is Gi teRvi/tj w†m †KvU ci†Z n†e

tkYx	cj"l/gwj v	Ml®gKvj (gvP® btfæ†)	kxZKvj (wWtmæ†-†de°qwi)
2q tkYwi KgRZP		th tKvb nvj Kv GK is/÷†Bc Gi DbæZgvtbi my k" nvd nvZv/dj nvZv kvU© Tuck-in Kti KvTjv is Gi dj c"vU Gi mv†_ th tKvb is Gi Pvgovi teëmn ci†Z nte tgvRvmn KvTjv is Gi Pvgovi RZv ci†Z nte	th tKvb nvj Kv GK is/÷†Bc Gi DbæZgvtbi my k" dj nvZv kvU©Tuck-in Kti KvTjv is Gi dj c"vU Gi mv†_ th tKvb is Gi Pvgovi teëmn ci†Z nte tgvRvmn KvTjv is Gi Pvgovi RZv ci†Z nte kv†U® Dcti th tKvb is Gi tKvU/dj nvZv tmvtqUvi ci†Z nte
	gvV ch†qi KvR	th tKvb nvj Kv GK is/÷†Bc Gi DbæZgvtbi my k" nvd nvZv/dj nvZv kvU© Tuck-in Kti KvTjv is Gi dj c"vU Gi mv†_ th tKvb is Gi Pvgovi teëmn ci†Z nte tgvRvmn KvTjv is Gi mjeavRbK Pvgovi RZv/tKWæn ci†Z nte	th tKvb nvév GK is /÷†Bc Gi DbæZgvtbi my k" dj nvZv kvU© Tuck-in Kti KvTjv is Gi dj c"vU Gi mv†_ th tKvb is Gi Pvgovi teëmn ci†Z nte tgvRvmn KvTjv is Gi mjeavRbK Pvgovi RZv/tKWæn ci†Z nte kv†U® Dcti th tKvb is Gi dj nvZv tmvtqUvi ci†Z nte
	AvbôwbK	th tKvb nvj Kv GK is Gi DbæZgvtbi my k" dj nvZv kvU© Tuck-in Kti KvTjv is Gi dj c"vU Gi mv†_ th tKvb is Gi Pvgovi teëmn ci†Z nte tgvRvmn KvTjv is Gi Pvgovi RZv ci†Z nte	th tKvb nvj Kv GK is Gi DbæZgvtbi my k" dj nvZv kvU©(UvBmn) Tuck-in Kti KvTjv is Gi dj c"vU Gi mv†_ th tKvb is Gi Pvgovi teëmn ci†Z nte tgvRvmn KvTjv is Gi Pvgovi RZv ci†Z nte kv†U® Dcti th tKvb is Gi tKvU/teRvi ci†Z nte

tkYx	cj`l/gmj v	MŃŠKvj (gvP@b†F±†)	kxZKvj (wV†m±†-†de°qwi)
2q tkYxi KgRZP		<p>GK is e`ZxZ Dbzgv†bi mÿk` tPK, wCU, Rvg`vbx, eJUK BZ`w` kvox A_ev wCU/tPK/÷†BC Kvc†oi m`vtj vqvi, KwgR ci†Z n†e th tKvb is Gi Pvgovi tj wVm Rz†v/teemn m`††Uj ci†Z n†e gv_vq `†d°civ HwPQK </p>	<p>MŃŠKvj xb tcvlvK Gi mv†_n vj Kv is Gi teRvi/tj wVm †KvU ci†Z n†e A_ev mÿk` tj wVm Pv`i e`envi Ki†Z n†e </p>
	<p>gv ch††qi KvR</p>	<p>GK is e`ZxZ Dbzgv†bi mÿk` tPK, wCU, Rvg`vbx, eJUK BZ`w` kvox A_ev wCU/tPK/÷†BC Kvc†oi m`vtj vqvi, KwgR ci†Z n†e th tKvb is Gi Pvgovi tj wVm Rz†v/teemn m`††Uj ci†Z n†e gv_vq `†d°civ HwPQK </p>	<p>MŃŠKvj xb tcvlvK Gi mv†_n vj Kv is Gi teRvi/tj wVm †KvU ci†Z n†e A_ev mÿk` tj wVm Pv`i e`envi Ki†Z n†e </p>
	<p>Avb†wbK</p>	<p>GK is e`ZxZ Dbzgv†bi mÿk` tPK, wCU, Rvg`vbx, eJUK BZ`w` kvox ci†Z n†e th tKvb is Gi Pvgovi tj wVm Rz†v/teemn m`††Uj ci†Z n†e gv_vq `†d°civ HwPQK </p>	<p>MŃŠKvj xb tcvlvK Gi mv†_n vj Kv is Gi teRvi/tj wVm †KvU ci†Z n†e A_ev mÿk` tj wVm Pv`i e`envi Ki†Z n†e </p>

tKyx	cj"l/gwvj v	M@SKvj (gvrP btfaf)	kxZKvj (wWtmaf-tdeqwi)
3q tkYwi KgPvix	cj"l	<p>vBwi K KvR</p> <p>mv`v GK is/÷tBc Gi my`k" nvdnvZv /dj nvZv kvU©Tuck-in Kti Mvp QvB is Gi dj c"uU Gi mv`_ Kv`jv is Gi Pvgovi teemn ci`Z nte tgvRvmn Kv`jv is Gi Pvgovi Rzv ci`Z nte </p> <p>tcvltKi is Gi bgpv cniwkó 4 Gi Abj"c </p>	<p>mv`v GK is/÷tBcGi my`k" dj nvZv kvU©Tuck-in Kti Mvp QvB is Gi dj c"uU Gi mv`_ Kv`jv is Gi Pvgovi teemn ci`Z nte tgvRvmn Kv`jv is Gi Pvgovi Rzv ci`Z nte kvU© Dcti th tKvb nvj Kv is Gi tKvU/nvdnvZv/dj nvZv tmtqUvi ci`Z nte </p> <p>-</p>
		<p>gvV chPqi KvR</p> <p>mv`v GK is/÷tBc Gi my`k" nvd nvZv/dj nvZv kvU©Tuck-in Kti Mvp QvB is Gi dj c"uU Gi mv`_ Kv`jv is Gi Pvgovi teemn ci`Z nte tgvRvmn Kv`jv is Gi Pvgovi/mv`v is Gi Kvctoi Rzv ci`Z cvi te </p>	<p>mv`v GK is/÷tBc Gi my`k" dj nvZv kvU©Tuck-in Kti Mvp QvB is Gi dj c"uU Gi mv`_ Kv`jv is Gi Pvgovi teemn ci`Z nte tgvRvmn Kv`jv is Gi Pvgovi/mv`v is Gi Kvctoi Rzv ci`Z nte kvU© Dcti th tKvb nvj Kv is Gi tKvU/nvd nvZv/dj nvZv tmtqUvi ci`Z nte </p>
		<p>AvbpbwK</p> <p>mv`v GK is Gi my`k" dj nvZv kvU©Tuck-in Kti Mvp QvB is Gi dj c"uU Gi mv`_ Kv`jv is Gi Pvgovi teemn ci`Z nte tgvRvmn Kv`jv is Gi Pvgovi Rzv ci`Z nte </p>	<p>mv`v GK is Gi my`k" dj nvZv kvU©Tuck-in Kti Mvp QvB is Gi dj c"uU Gi mv`_ Kv`jv is Gi Pvgovi teemn ci`Z nte tgvRvmn Kv`jv is Gi Pvgovi Rzv ci`Z nte kvU© Dcti th tKvb nvj Kv is Gi tKvU/dj nvZv tmtqUvi ci`Z nte </p>

tkYx	cj "l/gnj v	MfSKvj (gvP® btfaf)	kxZKvj (wVtmaf -fdeqwi)
3q tkYxi KgPvix		GK is e ZxZ DbZgvtbi my k" tPK, wOU, Rvg`vbx, eUK BZ`w` kvox A_ev wOU/tPK/-fBc Kvcfoi m`vtjvqvi, KwgR ciZ nte th tKvb is Gi Pvgovi tj wWm RzV/teemn m`vtUj ciZ nte gv_vq `wd® civ HiPQK	MfSKvj xb tcvlvK Gi mvt_ nvj Kv is Gi my k" tj wWm Pv`i /tmvtqUvi e`envi KiZ cvi te
	gv chfqi KvR	GK is e ZxZ DbZgvtbi my k" tPK, wOU, Rvg`vbx, eUK BZ`w` kvox A_ev wOU/tPK/-fBc Kvcfoi m`vtjvqvi, KwgR ciZ nte th tKvb is Gi Pvgovi tj wWm RzV/teemn m`vtUj ciZ nte gv_vq `wd® civ HiPQK	MfSKvj xb tcvlvK Gi mvt_ nvj Kv is Gi my k" tj wWm Pv`i /tmvtqUvi e`envi KiZ nte
	AvbpbwK	GK is e ZxZ DbZgvtbi my k" tPK, wOU, Rvg`vbx, eUK BZ`w` kvox ciZ nte th tKvb is Gi Pvgovi tj wWm RzV/teemn m`vtUj ciZ nte gv_vq `wd®civ HiPQK	MfSKvj xb tcvlvK Gi mvt_ nvj Kv is Gi my k" tj wWm Pv`i /tmvtqUvi e`envi KiZ nte

tkYx	cj"l/gwjv	Ml®Kvj (gvP® btfaf)	kxZKvj (wWtmaf-tdeqwi)
4_ #kYi KgPux	cj"l	<p>vBwi K KvR</p> <p>nvj Kv bxj is Gi nvd nvZv/dj nvZv kvU® Tuck-in Kti tbfy ey- is Gi dj c"uU Gi mvf_ KvTjv is Gi Pvgovi teemn ciTZ nte tgvRvmn KvTjv is Gi Pvgovi RzV ciTZ nte </p> <p>tcvltKi is Gi bgpv cuiwkó 5 Gi Abj"cl</p>	<p>nvj Kv bxj is Gi dj nvZv kvU®Tuck-in Kti tbfy ey- is Gi dj c"uU Gi mvf_ KvTjv is Gi Pvgovi teemn ciTZ nte tgvRvmn KvTjv is Gi Pvgovi RzV ciTZ nte kvTU® Dcti Mvp bxj is Gi nvd nvZv/dj nvZv tmvtqUvi ciTZ nte </p>
		<p>gvV ch®qi KvR</p> <p>nvj Kv bxj is Gi nvd nvZv/dj nvZv kvU® Tuck-in Kti tbfy ey- is Gi dj c"uU Gi mvf_ KvTjv is Gi Pvgovi teemn ciTZ nte tgvRvmn KvTjv is Gi Pvgovi /mv`v is Gi Kvctoi RzV ciTZ cvi te </p>	<p>nvj Kv bxj is Gi dj nvZv kvU®Tuck-in Kti tbfy ey- is Gi dj c"uU Gi mvf_ KvTjv is Gi Pvgovi teemn ciTZ nte tgvRvmn KvTjv is Gi Pvgovi /mv`v is Gi Kvctoi RzV ciTZ cvi te kvTU® Dcti Mvp bxj is Gi nvdnvZv/dj nvZv tmvtqUvi ciTZ nte </p>
		<p>Avb®wbK</p> <p>nvj Kv bxj is Gi dj nvZv kvU®Tuck-in Kti tbfy ey- is Gi dj c"uU Gi mvf_ KvTjv is Gi Pvgovi teemn ciTZ nte tgvRvmn KvTjv is Gi Pvgovi RzV ciTZ nte </p>	<p>nvj Kv bxj is Gi dj nvZv kvU®Tuck-in Kti tbfy ey- is Gi dj c"uU Gi mvf_ KvTjv is Gi Pvgovi teemn ciTZ nte tgvRvmn KvTjv is Gi Pvgovi RzV ciTZ nte kvTU® Dcti Mvp bxj is Gi dj nvZv tmvtqUvi ciTZ nte </p>

tkYx	cj"l/gwj v	MŃŠKvj (gvP® b†f²†)	kxZKvj (wV†m²†-†de°qwi)
4_ŠkYxi KgPlix	`vBwi K KvR	GK is Gi mÿ k" kwŃ A_ev m'†jvqvi, KwŃR ci†Z n†e th tKvb is Gi Pvgovi tj wV/m RZv/teëmn m'†††j ci†Z n†e gv_vq `wd°civ HwPQK	MŃŠKvj xb tcvlvK Gi mv†_ nvj Kv is Gi mÿ k" tj wV/m Pv` i/†mv†qUvi ci†Z n†e
	gvV ch††qi KRv	GK is Gi mÿ k" kwŃ A_ev m'†jvqvi, KwŃR ci†Z n†e th tKvb is Gi Pvgovi tj wV/m RZv/teëmn m'†††j ci†Z n†e gv_vq `wd°civ HwPQK	MŃŠKvj xb tcvlvK Gi mv†_ nvj Kv is Gi mÿ k" tj wV/m Pv` i/†mv†qUvi ci†Z n†e
	Avb†wbK	GK is Gi Dbzgv†bi mÿ k" kwŃ n†e th tKvb is Gi Pvgovi tj wV/m RZv/teëmn m'†††j ci†Z n†e gv_vq `wd° civ HwPQK	MŃŠKvj xb tcvlvK Gi mv†_ nvj Kv is Gi mÿ k" tj wV/m Pv` i/†mv†qUvi ci†Z n†e

†bvUt

1| †UWmg`vb Ges wbi vcE`v c†hi x (†PŠK`vi)† i tcvlvK wba`c n†et

K| †UWmg`vb| th mKj †UWmg`vb w††† KvR Ki†e Zviv c††qvR†b tbfx eyis
Gi Wswi, gv_vq K`vc Ges c††q LvKx is Gi Kv††oi RZv cwi avb Ki†e| Wswi i
w†††b †mvbvx is Gi MES †j Lv_vK†e| w†Kí e`e`v w††††e w†R`^†cvlv†Ki
mv†_ Mvp QvB is Gi G††††b ci†Z n†e| hvi w††††b †mvbvx is Gi MES †j Lv
_vK†e|

L| wbi vcE`v c†hi x (†PŠK`vi)| LvKx is Gi kvU°c`v†U | gv_vq LvKx is Gi Umc
(RwK K`vc) _vK†e| c††q LvKx is Gi Kv††oi RZv cwi avb Ki†Z n†e| kv†U† evg
eK c††††U Ges Umc†Z †mvbvx is Gi MES †j Lv_vK†e|

2| kv†U† c††††U ev Umc†Z MES kãw †j Lvi mgq tLqvj ivL†Z n†e thb c†ZwU A†††† i
D"†Zv 1" cwi gvY nq|

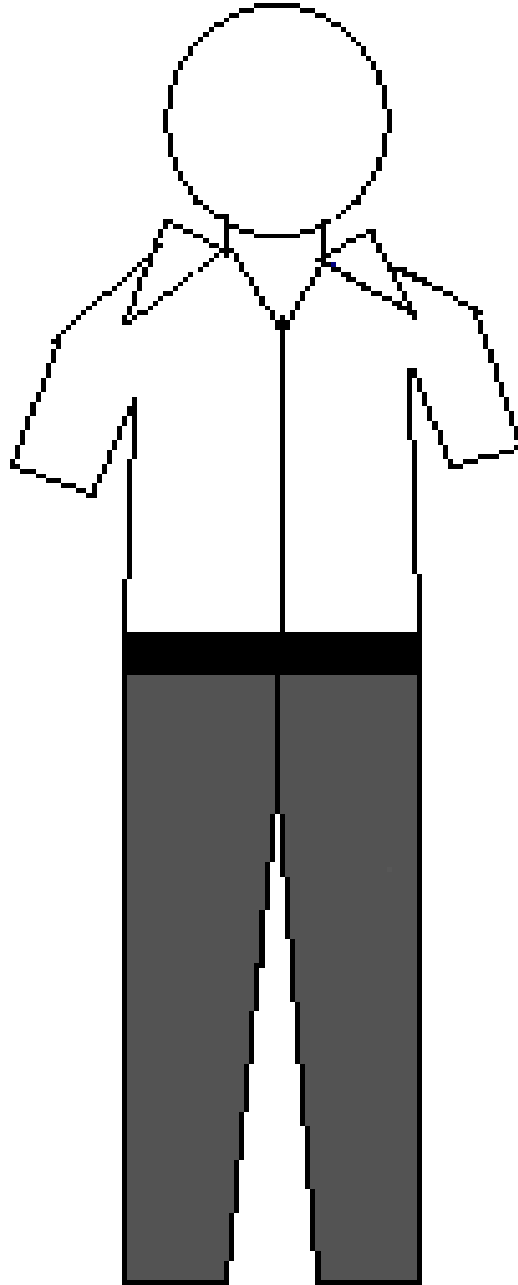
3| Wswi/G††††bi w††††b MES kãw †j Lvi mgq tLqvj ivL†Z n†e thb c†ZwU A†††† i
D"†Zv 6" cwi gvY nq|

tcvlvK cwi avb bwiZgvj v (DRESS CODE) GgBGm- temvgvii K m`m`
vetkl vbt` Rvej x

- 1| gµnij g agRq Abpvtb mKj tkYxi cij`l e`w³eMqUicmn cvqRvqv cvÄvex cwi avb Ki teb Ges teemn Pvgovi m`vtUj citZ nte| gµnj vMY Gt¶¶Ī kvj xb I mvgÄm`cY©tcvlvK citeb|
- 2| mvgwRK Abpvtb Ges QvUi w`tb mKj cij`l I gµnj vMY wba¶¶i Z ``bw`b tcvlvtKi e`wZµg Ki Zt kvj xb I i`wPkj tcvlvK citeb|
- 3| tLj vajvi Abpvtb cĪg tkYxi cij`l m`m`MY mv`v tMÄx (Kj vi mn), mv`v dj c`wU Ges t`cvU¶ mycwi avb Ki teb Ges wZxq tkYxi KgRZ¶MY mv`v kvU©mv`v dj c`wU Ges mv`v Kvctoi Rzv Ges ZZxq I PZL©tkYxi KgPviMY mv`v mvU©Kvtjv dj c`wU Ges mv`v Kvctoi Rzv cwi avb Ki teb| gµnj v m`m`MY th tKvb i`wPkj is Gi m`vtjvqv, KwGR cwi avb Ki teb|
- 4| tKvb wlv`θ Abpvtb vetkl tcvlvtKi Dĳ E bv _vKĳ bwiZgvj vq ewvZ Avb¶wvK tcvlvK citZ nte|
- 5| mKj (cij`l/gµnj v) cĪg, wZxq, ZZxq Ges PZL©tkYxi KgRZ¶KgPviMY Kv¶¶ĪĪ KgRvj xb mgĳq (On Duty) AvBw KwW©wZv θviv Mj vq Svĳ ĳq e`envi Ki teb| cwi Pq cĪĪ i bgbv cwi wkó 3 G cĪ wkZ nĳ v|
- 6| mg-ifcZv Ges wlv`θgvb i¶¶Ī_©ZZxq Ges PZL©tkYxi KgPviMY Zvt`i tcvlvK cwi PQĳ`i hveZxq Kvco wGmW nĳZ msM¶ Ki teb| 1g tkYxi KgRZ¶MY cĪhvR` t¶¶ĪĪ tKvi Ae BwÄwqvm`Gi UvB (A_ev Ab` tKvb mj k` UvB) e`envi Ki ĳZ cvi teb|
- 7| kv¶U¶ dj nvZv tKvbifc fivR Kiv hvte bv|
- 8| cij`lĳ`i gv_vi Pj my`i fvte Klv _vKte Ges wKb tkf _vKte| Zte tKn agRq Kvĳĳ `wio ivLĳZ PvBĳ wvR`^DaZb KZĉ¶ĳĳ AewZ Ki Zt `wio ivLĳZ cvi teb| wKS` wio gvĳb Ki ĳZ nĳ msuké DaZb KZĉ¶ĳĳ i wj wLZ Abĳgv`b cĪqvRb nte|
- 9| Zwer cwi avb, Aj sKvi h³, bKkv Kiv PKPĳK Rvqv I tMÄ Ges tLj vi tcvlvK cwi avb Kĳi Awĳtm Avmv mKj KgRZ¶I KgPvi xi Rb` wlv x _vKte|
- 10| Kv¶¶ĪĪĪ agRq Kvĳĳ Abĳgv`b mvct¶¶ gvbm`cbem`v/Kvtjv istMi Uic e`envi Kiv thĳZ cvĳi |
- 11| Kv¶¶ĪĪĪ wRb¶n Gi c`wU, D¾ĳj `wKUZ is Gi kvU¶U kvU©cwi avb wlv x _vKte|

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Служба - 3
Тренинг - L
Ави АvB - 35/2008

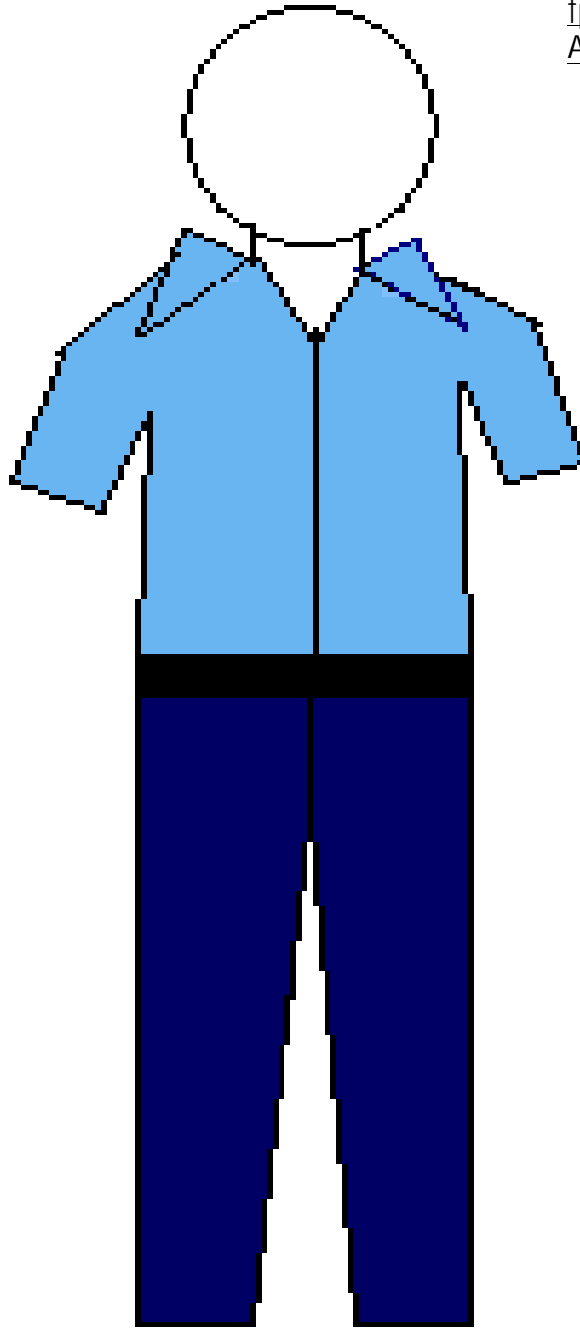


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свишкó - 4
тμvocÎ - L
Avi AvB - 35/2008

тμvocÎ 000
тсvI vK сви avb бvиz
Gg B Gm темvгvи K



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ROUTINE INSTRUCTION NO 36/2008

**INSTRUCTION ON CONFERENCES HELD
IN
MILITARY ENGINEER SERVICES**

1. **Introduction.** Conferences are held to allow direct discussion and free exchange of ideas and options on any subject of current interest or concern. It saves time, minimizes correspondence and removes possibility of misunderstanding and enables quick actions to be taken when needed. There are different types of conferences held in MES. To make the conferences effective and fruitful proper planning is of utmost requirement. Specific guidelines in this regard may help the concerned authority to conduct the conferences smoothly.
2. **Aim.** The aim of this instruction is to provide specific guide lines to plan and conduct the conferences in an effective and fruitful way.
3. **Major Aspects.** Major aspects of MES, which need discussion and free exchange of ideas are as follows:
 - a. **Administrative Aspects.** Deals with recruiting, posting, training, promotion, discipline, retirement, pay and allowances etc.
 - b. **Technical Aspect.** Deals with technical sanction, financial concurrence, revision of type plan, drawing and design of various project works, laboratory test of construction material, enlistment of modern material, procurement of tools and plants etc.
 - c. **Revision and Technical Examination Aspects.** Deals with technical examination, schedule of rates, revision of books and pamphlet/ publication etc.
 - d. **Project Works.** Deals with technical, contractual and financial aspects of deposit works, project works of MES (Army/Navy/Air) and works of Chief Engineer's budget head.
 - e. **MES Records.** Deals with Personal Information Management System (PIMS) of MES personnel such as establishment state, discipline state, training state, promotions state, UN msn state, project state, tools & plant state etc.

f. **Welfare Aspects.** Deals with allotment of plots, UN mission, welfare fund, health insurance, posting on humanitarian/compassionate ground, sports activities and E in C's commendations etc.

4. **Types of Conferences.** Under the arrangement of Works Directorate following five types of conferences are held in MES:

- a. Director of Works Staff Conference : Details in Annex - A
- b. Engineer in Chiefs Staff Conference : Details in Annex - B
- c. Quarterly Technical Conference : Details in Annex - C
- d. Quarterly Administrative Conference : Details in Annex - D
- e. MES Officers' Annual Conference : Details in Annex - E

5. **Effective Date.** This instruction will be implemented and effective from 1st July 2008. The competent authority may revise, suspend or enforce any provisions given in the instructions of conferences as and when required.

6. **Conclusion.** This instruction should be used as ready reference and general guidelines for all concerned to conduct and make necessary preparation for any conference. Concerned MES officials are requested to make necessary arrangement for proper implementation of this instruction.

DIRECTOR OF WORKS STAFF CONFERENCE

1. **Introductions.** This conference should be held once in a week preferably on Sunday at Director Work's office. The conference shall be known as Director of Works staff conferences. It will be presided over by Director of Works.

2. **Aim of Conference.** To carry out charter of duties of Works Directorate efficiently and effectively as per time schedule with a view to ensure quality of MES works services.

3. **Objective of Conference.**
 - a. Find out viable solution of important issues through detail discussion and free exchange of ideas with staff officers.

 - b. Direct communications with the progress of routine tasks.

 - c. Appraisal of latest state of outstanding issues.

 - d. Select the critical issues to be discussed in E in C's staff Conference.

4. **Main Agenda.** Staff officer of grade-II level in every section will finalize the agenda in consultation with concerned grade-I officer on Thursday. Every point on the agenda to be studied thoroughly by concerned staff officer, so that he can appraise it very clearly with correct information in front of conference. However some guidelines on discussions are given below:
 - a. **Technical Aspects.** Design/Drawing, Lab test of Construction material, Enlistment of new material in MES schedule, Technical inspection, Technical sanction (Financial concurrence) of project works, Procurement of tools & plant.

- b. **Administrative Aspects.** Recruitment, Training, Discipline, Posting, Promotion & Retirement of MES personnel.
 - c. **Financial Aspects.** Financial concurrence of contract agreement, Audit objections settlement, Recovery for technical objections, Pay & allowances of MES personnel.
 - d. **Welfare Aspects.** Allotment of plots, UN Mission, Welfare fund, Health insurance, Posting on humanitarian / compassionate ground, sports activities, E in C's Commendations, Cultural programme & Publication of MES annual journal.
 - e. **Progress of Revision.** Discussion on major problems and probable solutions for effective and timely revision.
 - f. **Progress of Project Works.** Discussion on major problems and probable solutions for timely completion of project works.
 - g. **Miscellaneous.** Any other relevant aspects not mentioned in above paras.
5. **Administrative Arrangement.** The secretary may need to make the following arrangement:
- a. Preparation of the conference room.
 - b. Ensure seating arrangement.
 - c. Ensure light refreshment.
6. **Attendance.** Following Officers will attend the subject conference:
- a. SO-I (Planning & Admin)
 - b. SO-I (D & C)-Acting
 - c. SO-I (Works)
 - d. All other staff officers of Works Directorate.

7. **Organizing Responsibilities.** SO-II (SAO) will act as secretary of the conference and he will be responsible for all necessary preparations, including the issue of agenda and for writing important decisions.

8. **Conduct of Conference.** The conference will be conducted as per following sequences:

- a. SO-I (P&A) : Will appraise on administration and welfare aspects.
- b. SO-I (D&C) : Will appraise on technical aspects.
- c. SO-I (Works): Will appraise on works aspects.
- d. SO-II (SAO) : Will appraise on local administration aspects.
- e. Director of Work: Will give his comments/decisions and select issues which need to be discussed in E in C's staff conference.

9. **Records.** Important decisions, action required and name of responsible officer are to be recorded by SO-II (SAO).

ENGINEER IN CHIEF'S STAFF CONFERENCE

1. **Introductions.** This conference should be held in the 1ST & 3RD Sunday of every month at the Engineer in Chief's conference room. The conference shall be known as Engineer in Chief's staff conference. It will be presided over by the Engineer in Chief.
2. **Aim of Conference.** To oversee and monitor activities of Works Directorate with a view to enhance speed and improve the quality of staff works.
3. **Objectives of Conference.**
 - a. Make quick decision on critical issues through direct discussion and exchange of ideas with concerned staff officers.
 - b. Appraise the major problems to perform the assigned tasks in order to provide necessary instructions/advices to overcome those problems.
 - c. Apprise about the new major assignments.
 - d. Early warning for the preparation of future major tasks.
 - e. Select the critical issues need to be discussed with the DW&CEs and CMESs in Quarterly Technical/Administrative conference..
4. **Main Agenda.** Secretary for the conference will finalise the agenda in consultation with grade-I staff officers and Director of Works on Thursday. Agenda will be issued before the conference so that those attending may know in advance what items will be discussed and have time to study each item. Guidelines for agenda are given below:
 - a. **Technical Aspects.** Design/Drawing, Lab test of construction material, Enlistment of new material in MES schedule, Technical inspection, Technical sanction (Financial concurrence) of project works, Procurement of tools & plant.

- b. **Administrative Aspects.** Recruitment, Training, Discipline, Posting, Promotion and Retirement of MES personnel.
 - c. **Financial Aspects.** Financial concurrence of contract agreement, Audit objections settlement, Recovery for technical objections and Pay & allowances of MES personnel.
 - d. **Welfare Aspects.** Allotment of plots, UN Mission, Welfare fund, Health insurance, Posting on humanitarian/compassionate ground, sports activities, E in C's Commendations, Cultural programme and Publication of MES annual journal.
 - e. **Progress of Revision.** Discussion on major problems and probable solutions for effective revision.
 - f. **Progress of Project Works.** Discussion on major problems and probable solutions for timely completion of project works.
 - g. **Miscellaneous.** Any other relevant aspects not mentioned in above paras.
5. **Administrative Arrangement.** The secretary may need to make the following arrangement:
- a. Preparation of the conference room.
 - b. Ensure seating arrangement.
 - c. Arrangement for visual aids.
 - d. Prepare a Nominal Roll for those attending and fill in their names and appointments.
 - e. Ensure that spare paper and pencils are available.
 - f. Ensure light refreshment.
6. **Attendance.** Following Officers will attend the conference:
- a. Director of Works
 - b. SO-I (Planning & Admin)
 - c. SO-I (D & C)-Acting

- d. SO-I (Works)
- e. All Grade-II Staff Officers of Works Directorate.
- f. SO-III (D) of Works Directorate.

7. **Organizing Responsibilities.** E in C's Coord will act as secretary for the conference and will be responsible for all the necessary preparations, including the issue of agenda and for writing the minutes.

8. **Conduct of Conference.**

- a. Director of Works will appraise about the critical issues to E in C.
- b. All Gd-I staff officer will appraise issues as per agenda.
- c. E in C's comments/questions and discussion.
- d. Selection of critical issues need to be discussed with the DW & CEs and CMESs.

- d. E in C's concluding remarks.

9. **Minutes.** Important decisions, actions required and name of responsible officers are to be recorded by SO-II (SAO).

QUARTERLY TECHNICAL CONFERENCE

1. **Introductions.** This conference should be held quarterly at Engineer in Chief's conference room. Fourth Technical Conference will merge with MES Annual Conference. The conference shall be known as Quarterly Technical Conference. It will be presided over by Engineer in Chief.

2. **Aim of Conference.** To make necessary decision on policies relating to technical aspects with a view to keep pace with modern technological development and solve critical technical problems in times.

3. **Objective of Conference.**
 - a. Make quarterly technical decision on policy related aspects.
 - b. Feasibility study to adopt new technology in MES.
 - c. Select critical technical issues need to be discussed with GE & AGEs in Annual conference.
 - d. Enlistment of new materials in MES schedule of rates.
 - e. Appraisal & discussion about the progress of MES projects works.

4. **Main Agenda.** Agenda of the conference will be prepared by Director of Works and to be approved by E in C before commencement of the conference. However some guidelines for agenda, are given below:
 - a. **Technical Aspects.** Design/Drawing, Lab test of Construction material, Enlistment of new material in MES schedule, Technical inspection, Technical sanction (Financial concurrence) of project works and Procurement of tools & plant.

b. **Project Works.** Discussion on project works of Chief Engineer's Head, Deposit Works and major project works of MES(Army/Navy/Air).

c. **Revision.** MES schedule of rates, Revision of books & pamphlets and periodical Publications.

d. **Miscellaneous.** Any other relevant aspects not mentioned in above paras.

5. **Administrative Arrangement.** The secretary may need to make the following arrangement:

- a. Preparation of the conference room.
- b. Ensure seating arrangement.
- c. Arrangement for visual aids.
- d. Prepare a Nominal Roll for those attending and fill in their names and appointments.
- e. Ensure that spare paper and pencils are available.
- f. Arrangement for AHQ entry pass for concerned officers and their transport.
- g. Ensure light refreshment.

6. **Attendance.** Following Officers will attend the conference:

- a. Director of Works
- b. All DW & CE's
- c. All CsMES (Army/Navy/Air)
- d. All SO-I/Representative (Wks Dte/Army/Navy/Air)
- e. All Gde-II Staff Officers of Works Directorate.

7. **Organizing Responsibilities.** SO-II (Works)/SO-II (D) will act as secretary for the conference and he will be responsible for all preparations, including the issue of agenda and for writing the minutes.

8. **Conduct of Conference.**

a. Quarterly Technical & Admin conference will be conducted in the same day in two phases:

(1) **Phase – I.** Quarterly Technical Conference.

(2) **Phase – II.** Quarterly Admin Conference.

b. Director of Works will appraise about critical issues to E in C.

c. E in C's comments/questions and discussion.

d. DW & CE's comments/Opinion

e. E in C's decision

f. Selection of critical issues need to be discussed in MES officers annual conference.

g. E in C's concluding remarks.

9. **Minutes.** Record the decisions taken, the action required and who is to perform it. Only the essence of the discussion should be recorded, so that a reader who was not at the conference can understand the reasons for decisions taken.

QUARTERLY ADMINISTRATIVE CONFERENCE

1. **Introductions.** This conference should be held quarterly at Engineer in Chief's conference room. Fourth Administrative Conference will merge with MES Officers Annual Conference. The conference shall be known as Quarterly Administrative Conference. It will be presided over by Engineer in Chief.

2. **Aim of Conference.** To make necessary decision on policies relating to admin aspects in order to carry out effective management of MES Establishment.

3. **Objective of Conference.**
 - a. Make quarterly administrative decision on policy related aspects.
 - b. Select critical administrative issues need to be discussed with GEs & AGEs in Annual conference.

 - c. Appraisal of critical administrative aspects.
 - d. Appraisal of outstanding administrative aspects.

4. **Main Agenda.** Agenda for the conference will be prepared by Director of Works and to be approved by E in C before commencement of the conference. However some guidelines for agenda are given below:
 - a. **Admin Aspects.** Recruitment, Training, Discipline, Posting, Promotion and Retirement of MES personnel.

 - b. **Financial Aspects.** Financial concurrence of contract agreement, Audit objections settlement, Recovery for technical objections and Pay & allowances of MES personnel.

 - c. **Legal Aspects.** Discussion on Court cases and discipline relate outstanding cases.

d. **Welfare Aspects.** Allotment of plots, UN Mission, Welfare fund, Health insurance, Posting on humanitarian/compassionate ground, sports activities, E in C's Commendations, Cultural programme and Publication of MES annual journal.

e. **MES Records.** Deals with Personal Information Management System (PIMS) of MES personnel such as establishment state, discipline state, training state, promotions state, UN msn state, project state, tools & plant state etc.

f. **Miscellaneous.** Any other relevant aspects not mentioned in above paras.

5. **Administrative Arrangement.** The secretary may need to make the following arrangement:

- a. Preparation of the conference room.
- b. Ensure seating arrangement.
- c. Arrangement for visual aids.
- d. Prepare a Nominal Roll for those attending and fill in their names and appointments.
- e. Ensure that spare paper and pencils are available.
- f. Arrangement of AHQ entry passes for concerned officers and their transport.
- g. Ensure light refreshment.
- h. Ensure necessary move order for the attendances.

6. **Attendance.** Following Officers will attend the conference:

- a. Director of Works
- b. All DW & CE's

- c. All CsMES
- d. All SO-I/Representative (Wks Dte/Army/Navy/Air)
- e. All Gde-II Staff Officers of Works Directorate.

7. **Organizing Responsibilities.** SO-II (SAO) will act as secretary for the conference and he will be responsible for all preparations, including the issue of agenda and for writing the minutes.

8. **Conduct of Conference.**

a. Quarterly Technical & Administrative conference will be conducted in the same day in two phases:

- (1) **Phase - I.** Quarterly Technical Conference.
- (2) **Phase - II.** Quarterly Admin Conference.

b. Director of Works will appraise about critical issues to E in C.

c. E in C's comments/questions and discussion.

d. DW&CE's comments/Opinion

e. E in C's decision

f. Selection of critical issues need to be discussed in MES officers annual conference.

g. E in C's concluding remarks.

9. **Minutes.** Record the decisions taken, the action required and who is to perform it. Only the essence of the discussion should be recorded, so that a reader who was not at the conference can understand the reasons for decisions taken.

MES OFFICERS' ANNUAL CONFERENCE

1. **Introductions.** The conference should be held once in a year in December. Conference place to be selected by Works Directorate. The conference shall be known as MES Officers' Annual Conference. It will be presided over by the Engineer in Chief.
2. **Aim of Conference.** To make necessary critical decision on technical & admin aspects with MES Commanders at all levels in order to improve the standard of works and services with a view to ensure the satisfaction of users following existing regulations and instructions.
3. **Objective of Conference.**
 - a. Make new policies on technical & administrative aspects.
 - b. Make decision on critical administrative and technical issues.
 - c. Enlistment of new items in MES schedule.
 - d. Development of interaction of MES members through study tour/seminar/workshop.
 - e. Maintenance of good health through conduct of annual sports activities.
 - f. Ensure necessary incentives through E in C's commendation award.
 - g. Ensure timely settlement of critical audit objections.
4. **Main Agenda.** Agenda of the conference will be prepared by Director of Works in consultation with all DW & CE and to be approved by E in C at least 10 days prior to the commencement of the conference. However some guidelines for agenda are given below:
 - a. **Technical Aspects.** Design/Drawing, Lab test of Construction material, Enlistment of new material in MES schedule, Technical inspection, Technical sanction (Financial concurrence) of project works and Procurement of tools & plant.

- b. **Administrative Aspects.** Recruitment, Training, Discipline, Posting, Promotion and Retirement of MES personnel.
 - c. **Financial Aspects.** Financial concurrence of contract agreement, Audit objections settlement, Recovery for technical objections and Pay & allowances of MES personnel.
 - d. **Legal Aspects.** Discussion on Court cases and discipline related outstanding cases.
 - e. **Revision.** MES schedule of rates, Revision of books & pamphlets, Revision for use of construction material, Publication.
 - f. **MES Records.** Deals with Personal Information Management System (PIMS) of MES personnel such as establishment state, discipline state, training state, promotions state, UN msn state, project state, tools & plant state etc.
 - g. **Welfare Aspects.** Allotment of plots, UN Mission, Welfare fund, Health insurance, Posting on humanitarian/ compassionate ground, sports activities, E in C's Commendations, Cultural programme and Publication on MES annual journal.
 - h. **Miscellaneous.** Any other relevant aspects not mentioned in above paras.
5. **Administrative Arrangement.** The secretary may need to make the following arrangement:
- a. Preparation of the conference room.
 - b. Ensure seating arrangement.
 - c. Arrangement for visual aids.
 - d. Prepare a Nominal Roll for those attending and ensure fill in their names and appointments.
 - e. Ensure that spare paper and pencils are available.
 - f. Arrangement for a shorthand typist and tape recorder.
 - g. Ensure necessary security arrangement.
 - h. Ensure light refreshment.

6. **Attendance.** Following Officers will attend the conference:
 - a. Director of Works
 - b. All DW & CEs
 - c. All CsMES
 - d. All staff officers of Works Directorate
 - e. All SO-I of DW & CEs
 - f. One Gde-II offr from each DW & CE.
 - g. All GEs & AGEs
 - h. Representative of CGDF, SFC (Wks/Navy/Air), FC (Misc) & LAO

7. **Organizing Responsibilities.** SO-II (SAO) of Works Directorate will act as secretary for the conference and he will be responsible for all preparations, including the issue of agenda and for writing the minutes.

8. **Conduct of Conference.** The conference will be conducted as per following sequences:
 - a. E in C's opening address.
 - b. Director of Works will raise points in front of the house according to the agenda.
 - c. Concerned SO-I/CMES will amplify the issue.
 - d. Participants will give their opinion through discussion.
 - e. DW & CEs will give their concluding remarks.
 - f. E in C will give the final decision.
 - g. Director of Works will supervise the decision of the conference.
 - h. E in C's concluding remarks.

9. **Minutes.** Secretary of the conference will record the decisions taken, actions required and who are to perform it. Only the essence of the discussion should be recorded, so that a reader who was not at the conference can understand the reasons for decisions taken.

ROUTINE INSTRUCTION NO 37/2008
INSTRUCTION ON INFORMATION TECHNOLOGY SECURITY
AND INTERNET USAGE

Refs:

- A. AHQ, E in C's Branch, Works Directorate Letter No-200/9/E in C's Annual Conference/E-2 Date 31 Jan 2008.
- B. AHQ, E in C's Branch, Works Directorate Letter No -100/Computer/Internet Date 27 September 2007.

Introduction

- 1. In view of the permission granted to all MES formations to acquire Internet connection and use it for communication, it is pertinent to have a policy in place for its use.
- 2. This policy identifies the rules and procedures that all persons accessing computer resources within MES must adhere to in order to ensure the Confidentiality, Integrity and Availability of information and resources. The implementation of cyber security is based on the guiding principal that the person who is generating information is also responsible for its security.
- 3. The policy is applicable to all users of Internet as well as personnel tasked to undertake the administration of such resources.

Aim

- 4. To lay down a policy for the Information Technology security and Internet usage by MES formation.

Physical Security

- 5. The physical security of PC will be provided by the competent authority of the formation. Responsibilities for physical security of the PC shall be defined and assigned to individuals by name. Physical access to the PCs at all times will be controlled and restricted to authorised personnel only.

Desktop Security

- 6. **Desktop Firewall.** All users must display and use desktop firewalls on their PCs.

7. **Anti Viruses and Patch Management.** Viruses and worms can be a major threat to PCs. Responsibilities and duties must be assigned to ensure that all PCs are equipped with up-to-date virus protection and detection software. All users must regularly update the patches and signature of antivirus. Appropriate records will be made on updating.

8. **Password-use.** Log-on and screen server password should be employed and compliance should be ensured. A summary of guidelines for password is given at annex A.

Internet Connectivity

9. The computer name of the Internet connected computer shall not reveal the appointment of the establishment identity. The guidelines for Internet users are given in annex B. 'DOs and Don'ts' for all computer users related to cyber security are give at annex C.

10. **Exchange of E-mails.**

a. E-mail on Internet will be used for exchanging unclassified message/correspondence.

b. Most viruses, Trojans and worms are spread through e-mail message attachments. Some of the file extensions identified as dangerous are- .ade, .adp, .bat, chm, .exe, .hlp, js, .jse, .scr, .url, .vb, etc. E-mail attachments must be scanned for virus before opening.

c. E-mails with extensions/attachments of the type referred above must not be opened unless received from a known source.

Official E - Mail Address of Different MES Formations

11. For easy access and to have uniformity in email addresses a list of suggested email addresses for different MES formation is given at annex 'D'.

Conclusion

12. To get the optimum output from modern communication system all concern office/formation should use email for easy exchange of correspondence

GUIDELINES FOR PASSWORDS

1. Passwords will be kept confidential by users. These will not be shared with anyone, for any reason whatever.
2. No paper record of passwords will be kept. If felt absolutely necessary and inescapable, such records will be treated as SECRET, and escrowed with the head of the department/organization.
3. Password will not be inserted into-e-mail message, or any other form of communication.
4. Passwords should be:
 - a. Minimum six characters in length.
 - b. Not based on something that can be easily guessed or obtained using person- related information such as name, date of birth etc.
 - c. Free of consecutive identical characters or all letters.
5. **Log-on Passwords.** All users will ensure use of log-on passwords on their computers. Where required, operating systems will be suitably upgraded.
6. **Change of Passwords.** Passwords will be changed as given below. Where possible, change of password will be forced by the system.
 - a. System level password (root, enable, and admin) should be changed at least once in a quarter.
 - b. User level passwords should be changed once in two months.

SECURITY GUIDELINES FOR INTERNET USERS

1. Internet services are based on open architecture with minimal security features. They are also open to malicious attacks, hacking, virus activities and cyber crimes. Unauthorized and unregulated use of Internet can lead to compromise in security. These Instructions apply to all users of the MES accessing Internet in any manner.
2. A networked computer will not be connected or used to access the Internet. Stand-alone computer having no classified data/information of importance, from security point of view, on hard disks can only be used to access Internet. No information of military value will be passed using Internet as a media.
3. Army networks are a special attraction to the hackers for obvious reasons. The users will strictly Adhere to the following:
 - a. Access to, Internet will be provided to only those users that have an established need for Internet access.
 - b. The Internet computer will have latest anti-virus software with latest patch at all the times.
 - c. The Internet computer will have a Personal Firewall, whose configuration will deny all incoming services. No outgoing services like FTP; Web Server etc. will be hosted.
 - d. No software will be downloaded from such Internet computer that is not checked for viruses.
 - e. No executable file will be downloaded from the Internet and installed on the clients on Intranet without permission.

RESTRICTED

- f. Keep abreast of detected weaknesses in systems and take actions to prevent own network from such vulnerabilities.
4. Only authorized Internet connection will be installed in offices. Unauthorized Internet connections will be considered as breach of these instructions.
5. The Internet connected computer will have its own peripherals such as UPS, Printer, Scanner, etc. which will not be shared with any other system under any circumstances.
6. The Internet connected computer will be in physical custody of the owner, who will take all security measures to prevent its misuse by any unauthorized persons.
7. Internet connected computer will have BIOS, user and screen saver passwords to prevent unauthorized use of the system.
8. Enticing sites advertising, money, games, free gifts, etc are a sure invitation to attacks by cyber criminals. Such unknown or non-certified sites must be avoided at all costs. Any unusual activity such an appearance of unsolicited messages, slowing down of the system, abnormal shut downs or restarts, appearances of foreign files, etc are and indication of attack on the system. Under such situations, system should be shut down and help of specialist may be sought from.
9. Users should be aware that their personal computers (user owned) at their homes, when connected to the Internet must not have any official data lest the same is 'hacked' from their home computer systems.

DOs AND DON'Ts FOR COMPUTER USERS

1. **DOs:** All computer users are requested to follow the DOs listed below:
 - a. Use complex passwords at different levels having at least eight characters and a mix of alphabets, numerals and special characters.
 - b. Change the password periodically.
 - c. Choose a password that would be hard to guess.
 - d. Allow only authorized personnel to access areas housing critical equipment.
 - e. Use secure deletion instead of normal delete for classified information.
 - f. Update yourself on software vulnerabilities reported.
 - g. Download and apply patches as applicable.
 - h. Install a personal firewall on your system.
 - j. Correctly configure firewall.
 - k. Study the firewall logs regularly.
 - l. Install anti-virus program on your machine.
 - m. Update Anti-virus signatures regularly.
 - n. Organize maintenance or repair of your system under supervision.
 - p. Use UPS to prevent corruption of data and software.
 - q. Check source of e-mail before opening its attachments.
 - r. Do log off before you leave your office.

2. **DON'Ts:** All computer users should abide by the DON'Ts listed below:

- a. Don't use or copy software that you have not purchased.
- b. Don't install any unauthorized software on your machine.
- c. Do not share or disclose your password.
- d. Don't let any unauthorized persons use your computer system.
- e. Don't reveal the root password to any unauthorized person, particularly an outsider.
- f. Don't use pirated or gifted copies of software as these may contain viruses and even facilitate intrusions into the system.

**OFFICIAL E-MAIL ADDRESS OF
DIFFERENT MES FORMATIONS**

Ser	Name of Formation	E-Mail address	
		Existing	Proposed
1.	E in C	–	einc@yahoo.com
2.	Works Dte	wksdte@yahoo.com	wksdte@yahoo.com
3.	DW & CE (Army)	dwncearmy@yahoo.com	dwarmy@yahoo.com
4.	DW & CE (Navy)	dwce_navy@yahoo.com	dwnavy@yahoo.com
5.	DW & CE (Air)	dwceair@yahoo.com	dwair@yahoo.com
6.	CMES (Army) Dhaka	cmes_armydhaka@yahoo.com	cmesdhaka@yahoo.com
7.	CMES (Army) Savar	cmesarmysavar@yahoo.com	cmessavar@yahoo.com
8.	CMES (Army) Bogra	cmes_bogra@yahoo.com	cmesbogra@yahoo.com
9.	CMES (Army) Ctg	cmesarmyctg@yahoo.com	cmesctg@yahoo.com
10.	CMES (Navy)	cmes_navy@yahoo.com	cmesnavy@yahoo.com
11.	CMES (Air)	cmesair@yahoo.com	cmesair@yahoo.com
12.	GE (Army) Proj Dhaka	ge.projdk@gmail.com	gearmyproj@yahoo.com
13.	GE (Army) Maint North Dhaka	gearmymn@yahoo.com	gearmymaintnorth@yahoo.com
14.	GE (Army) Maint South Dhaka	south_ge@yahoo.com	gearmymaintsouth@yahoo.com
15.	GE (Army) Mirpur	gemirpur@yahoo.com	gearmymirpur@yahoo.com
16.	GE (Army) Jalalabad	gearmyjalalabad@yahoo.com	gearmyjalalabad@yahoo.com
17.	GE (Army) Savar	gesvrmes@yahoo.com	gearmysavar@yahoo.com
18.	GE (Army) BOF Gazipur	gearmybof@yahoo.com	gearmybofgazipur@yahoo.com

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Ser	Name of Formation	E-Mail address	
		Existing	Proposed
19.	GE (Army) Ghatail	-	gearmyghatail@yahoo.com
20.	GE (Army) Jessore	gearmyjsr@yahoo.com	gearmyjessore@yahoo.com
21.	GE (Army) Bogra	gearmy_bogra@yahoo.com	gearmybogra@yahoo.com
22.	GE (Army) Rangpur	gearmyrangpur@yahoo.com	gearmyrangpur@yahoo.com
23.	GE (Army) Comilla	ge_armycml@yahoo.com	gearmycomilla@yahoo.com
24.	GE (Army) Saidpur	ge_army_sp@yahoo.com	gearmysaidpur@yahoo.com
25.	GE (Army) Ctg	gearmyctg@yahoo.com	gearmyctg@yahoo.com
26.	GE (Navy) Dhaka	genavydhaka@yahoo.com	genavydhaka@yahoo.com
27.	GE (Navy) Ctg	genavyctg@ctpath.net	genavyctg@yahoo.com
28.	GE (Navy) Khulna	genkln@yahoo.com/	genavykhulna@yahoo.com
29.	GE (Air) Kurmitola	geairkurmi@yahoo.com	geairkurmitola@yahoo.com
30.	GE (Air) Tejgaon	geairtej@yahoo.com	geairtejgaon@yahoo.com
31.	GE (Air) Jessore	geairjsr@bttb.net.bd	geairjessore@yahoo.com
32.	GE (Air) Ctg	geairctg@yahoo.com	geairctg@yahoo.com
33.	AGE (Army) Rajshahi	age_army_raj@librabd.net	agearmyrajshahi@yahoo.com
34.	AGE (Army) Momenshahi	-	agearmymomenshahi@yahoo.com
35.	AGE (Army) Bhatiary	-	agearmybhatiary@yahoo.com
36.	AGE (Army) Rangamati	agermt@yahoo.com	agearmyrangamati@yahoo.com

RESTRICTED

Ser	Name of Formation	E-Mail address	
		Existing	Proposed
37.	AGE (Army) Qadirabad	ageqbd@yahoo.com	agearmyqadirabad@ yahoo.com
38.	AGE (Army) Parbotipur	agearmy_pbt@ yahoo.com	agearmyparbotipur@ yahoo.com
39.	AGE (Army) Jahanabad	-	agearmyjahanabad@ yahoo.com
40.	AGE (Army) Feni	ageramyf@yahoo. com	agearmyfeni@yahoo. com
41.	AGE (Army) Khagrachary	-	agearmykhagrachary @ yahoo.com
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