

**CHAPTER – I**  
**CONSTITUTION, ORGANISATION, DISTRIBUTION**  
**AND ESTABLISHMENT**

1. **Constitution** - The Territorial Army is constituted by the Territorial Army Act of 1948.
2. All persons enrolled under the Act are subject to its provisions and to the Territorial Army Act Rules made there under and to the Regulations for the Territorial Army, 1948.
3. **Organisation-** The Territorial Army may be composed of provincial and Urban units of the following arms of the service -
  - Armoured Corps.
  - Regiment of Artillery.
  - Corps of Engineers.
  - Corps of Signals.
  - Infantry
  - Army Service Corps.
  - Army Medical Corps.
  - Army Ordnance Corps.
  - Corps of Indian Electrical and Mechanical Engineers.
  - Army Postal Service.
4. **Service** - The liability of persons enrolled in the Territorial Army is as defined in Section 7 of the Act.
5. **Establishments** - The Peace Establishments of Territorial Army units will be the same as that of similar units of the regular army.

## CHAPTER - II

### APPOINTMENTS AND DUTIES OF COMMANDERS AND STAFF

#### GENERAL

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

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

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

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

(a) To instruct all Territorial Army ranks under the orders of the Commanding Officer.

(b) To carry out such administrative duties as may be entrusted to them.

10. Deleted.

#### COMMANDING OFFICERS

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

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

(a) **Lt Col and above - 4 years** - In case of Territorial Army officer this may be extended upto 5 years under orders of Army Headquarters.

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

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

13. Deleted.

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

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

## **OFFICERS OTHER THAN COMMANDING OFFICERS**

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

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

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

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

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

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

19. **Duties** - Officers other than Commanding Officer - The duties of officer other than Commanding Officer are as prescribed for officers of their rank and appointment at paras 36, 37, 38, 39, 40, 41, 42 and 54 of the Regulation for the Army Volume I Revised Edition 1987.

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

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

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

## CHAPTER - III

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

#### GENERAL

21. **Promotion, Transfer, Removal and Resignation-Officers** - The substantive promotion, retirement, removal and resignation of officers of the Territorial Army will be notified in the Gazette of India. Transfer will be notified in the Army Orders.
22. **Acting Promotion-Officers** - Acting promotions to appointments referred to in para 20(a) and extra regimental employments will be notified in the same manner as is in the case of regular officers.
23. Reserved.

#### APPOINTMENT

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

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

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

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

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

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

(aa) Indian Territorial Forces;

(ab) Auxiliary Force (India);

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

(ad) Royal Indian Navy Volunteer Reserve;

(ae) Royal Indian Air Force Volunteer Reserve.

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

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

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

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

(aa) **Previous called out or embodied service** - In full in the TA.

(ab) **Unembodied Service in the TA** - ¼<sup>th</sup>.

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

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

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

(a) Ex VCOs/JCOs and ex WOs Class I of the Regular Army and ex JCOs of the Territorial Army who are granted commission in the Territorial Army and who have eight years' combined Regular Army and/or embodied Territorial Army service as VCOs/JCOs/WOs Class I and in the ranks at the time of grant of commission, will be gazetted in the rank of Lieutenant and granted two year's ante-date for the purpose of pay. This period will also count towards service limits laid down for acting promotion to the rank of Captain only, so long as the scheme of acting promotions is operative in the Territorial Army.

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

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

28. Reserved.

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

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

31. **Honorary Commissions** - High Government officials, Officers of the Army, Air Force and Navy and private gentlemen of good social position may be granted honorary commissions in the Territorial Army upto the rank of Brigadier by the Central Government. ( As amended vide C.S. No 268/III/86)

(a) **Honorary Aide-de-Camp.**

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

(ii) An officer will be granted a step of honorary rank on any substantive rank held by him on appointment as Aide-de-Camp to the President. The step higher rank granted shall however, not exceed the highest substantive rank that a TA officer can attain i.e., the rank of Brigadier. (Auth - No. B/42446/TA-4/403/SO/D(GS-1) Govt of India, Min of Def, Dt 03 Apr 1998)

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

(b) **Ranks to JCOs on Retirement** - Retired JCOs of the Territorial Army may be granted honorary rank upto the rank of honorary captain by the Central Government.

(c) TA NCOs and Sepoys, discharged on completion of term of engagement / retirement may be granted honorary rank up to Naib Subedar by the Central Government subject to the Terms and Conditions, given in Appendix III. (Auth : Case No-68913/GS/TA-3(a)/1665/81/D(GS-VI) Min of Fin(Def) uo No 1536/PD of 1981).



(d) **Honorary Commission.**

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

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

(aa) Honorary Lieuts - 12 : 1000 JCOs

(bb) Honorary Capts - 1 : 4 Honorary Lieuts

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

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

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

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

**Note** - The above tenure will start afresh in the case of a JCO of the Territorial Army who is posted to a new appointment on the permanent staff in the same unit or in another unit either in the same rank or in a higher rank. ( As amended vide Case No . 55899/GS/TA-3(a)/1328/D(GS-VI) Min of in (Def) UO No1262 of 1981)

34. **Tenure of Appointment and Promotion** - A Nb Sub Adj, Quartermaster, a MT JCO (Nb Sub), a Section Commander (Nb Sub) Mortar Section or a Section Commander (Nb Sub) MMG Section or any Nb Sub appointed on the permanent staff, when promoted to Subedar before the expiry of the tenure of his appointment, may with the approval of the Area or Div or Independent Sub Area or Independent Brigade Group or Independent Brigade Commander or TA Group Commander, be retained in the appointment for the normal tenure, if a suitable Nb Sub is not available. (Auth : CS No . 1(1)/98)

## PRECEDENCE

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

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

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

37. **Precedence - Junior Commissioned Officers.**

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

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

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

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

## PROMOTIONS

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

(i) **Substantive promotion** - By time-scale to the rank of Lieutenant, Captain and Major on 6 and 12 years service respectively from the date of first commission or from the date from which service for promotion reckons irrespective of vacancies. (Auth CS No - 273/I/88).

(ii) Substantive promotion by time scale to the rank of Lt Col will be granted to Territorial Army Officers after completing 23 years of commissioned service or 21 years embodied service, from the date of first commission or from the date from which service for promotion reckons but subject to their full filling the criteria as prescribed by Army Headquarter for promotion to the time scale Lt Col. Time scale Lt Col will be retired from service on completion of two years tenure in that rank or on attaining 54 years of age, whichever is earlier but not before 52 years of age. (Auth CS No-267/II/86).

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

**Notes -**

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

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

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

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

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

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

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

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

(aa) To Captain - 4 years.

(ab) To Major - 5 years.

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

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

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

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

(v) In the case of ex-Indian Army officers who formerly held non-regular commissions and who were retired/discharged from service on account of their having joined the INA the above conditions will however, be modified to the following extent only:-

(aa) They must have the total minimum service as commissioned officer prescribed above inclusive of commissioned officer service previously. Rendered prior to the date of discharge from the Indian Army.

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

To A/Capt - After completion of 2 years service in the rank of Lt.

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

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

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

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

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

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

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

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

(b) **As an exception to the rules in sub para (d) (i) above**, acting promotion of officers in Railways, Signals (P&T), Docks and Inland Water Transport E&M, IOC, ONGC and other Departmental units, the recruitment to which is confined to the serving employees of Government departments, Port authorities and Government undertakings, or of those possessing the required technical qualifications, who are commissioned from civil status, will be governed under the following conditions (Auth : CS No-262/1/84) :-

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

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

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

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

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

**39. Promotion - Medical Officers** - Medical Graduates with full registerable medical qualifications recognised by the Indian Medical Council under Section II(i) of the Indian Medical Council Act 1933 and registered in India under one of the provincial Acts or possessing a foreign medical qualification recognised by the Indian Medical Council and in medical category 'AYE' will be granted commission in the Army Medical Corps (Territorial Army) in the rank of Captain. They will be eligible for substantive promotion if qualified and recommended, to the rank of Major after 10 years of service. All previous commissioned service as a medical officer will count towards promotion, provided he was in possession of registerable medical qualifications in accordance with para 1(b) of Appx IX. Further promotion will be by selection. Rules for acting promotion will apply as in the case of other officers of the Territorial Army. Ex AMC Officers and those who hold Commissions in the late IMS, but excluding Veterinary and Dental who are retired/discharged from service on account of their having joined the INA will be governed by item (v) of note under para 25(a) and sub para (c) (A) (I) (a) of para 38 of these Regulation.

40. **Promotion - Junior Commissioned Officers** - The promotions of junior commissioned officers will be governed by establishment and as a rule will be made in accordance with their seniority in the unit, but in the interest of particular units it may be necessary to promote or appoint officers who are not next in seniority, or who have not served in the lower ranks. When recommending a promotion by which a junior commissioned officer will be superseded, the commanding officer will state in writing the circumstances which have led to such recommendations. This statement will be forwarded to the Area/Div/Indep Sub-Area/Indep Bde Gp/Indep Bde Commander or TA Group Commander. The promotion of Territorial Army JCOs will be carried out on a substantive basis only except during the period of embodiment for service under Rule 33, Territorial Army Act Rules 1948. The pay and allowances appropriate to the higher substantive rank will be admissible with effect from the date of grant of such rank. During the periods of embodiment for service mentioned in para 1 above, the same rules regarding substantive as well as acting ranks, as laid down for the corresponding ranks in the Regular Army, will be applicable.

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

## RETENTION

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

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

## SECONDMENT

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

## RESIGNATION

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

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

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

47. **Discharge of an Officer or a Junior Commissioned Officer and Liability under Section 6(2) of the Territorial Army Act** - An Officer, or a junior commissioned officer who applies for permission to resign his commission, or whose services are dispensed with, is not released from his military obligations as an officer of the Territorial Army until he has been duly discharged. Such discharge will not release him from his liabilities under Section 6(2) of the Act or from civil liabilities in regard to any public claims against him.

48. Reserved.

## TRANSFER

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

## RETIREMENT

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

## RETENTION OF RANK

### 51. Retention of Rank and Wearing of Uniform – Officers -

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

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

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

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

(iii) Cases of officers who have already retired or resigned their commissions will be decided accordingly. Recommendation accompanied by a statement of services will be forwarded through the usual channels to Army Headquarters. The conditions laid down in paragraph 132 regarding the wearing of uniform will apply.

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

(a) A Subedar-Major/Risaldar-Major may be permitted to retain his rank on resignation on completion of the tenure of appointment as laid down in paragraph 33.

(b) A Subedar/Risaldar or Jemadar who is recommended by his Commanding Officer and Area/Div/Indep Sub Area/Indep Bde Group/Independent Brigade Commander may, after 5 years commissioned service and 15 years total service (including service in the regular army and the Indian Territorial Force, be permitted to retain the rank of Subedar/Risaldar or Jemadar respectively.

(c) A Junior commissioned officer holding honorary rank may be permitted to retain such honorary rank on resignation under conditons similar to those laid down for officers. Recommendation accompanied by a statement of service will be forwarded through normal channels to Army Headquarters. The

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

## CHAPTER - IV

### OTHER RANKS - RECRUITING, ENROLMENT, PROMOTION, TRANSFER AND DISCHARGE

53. **Recruitment** - Recruiting for the Territorial Army will be carried out through the existing Recruiting organisations for the regular army and in addition, by the officer commanding Territorial Army units and Unit Recruiting Parties.
54. **Eligibility for Recruiting** - Recruiting to the Territorial Army will not be confined to any class or classes but will be open to all Indian nationals of Indian Domicile subject to the necessary medical standards..
55. **Recruiting - Zonal- Divisions** - Recruiting will be on zonal basis as under :-
- (a) **Zone I** - The States of HARYANA, HIMACHAL PRADESH, JAMMU & KASHMIR, PUNJAB and the Union territory of DELHI.
  - (b) **Zone II** - The states of BIHAR, MADHYA PRADESH, ORISSA, UTTAR PRADESH.
  - (c) **Zone III** - The States of ASSAM, MEGHALAYA, MANIPUR, TRIPURA, NAGALAND, SIKKIM, WEST BENGAL and the Union territories of ANDAMAN and NICOBAR ISLAND, MIZOROM and ARUNACHAL PRADESH.
  - (d) **Zone IV** - The State of ANDHRA PRADESH, GUJRAT, KERALA, TAMILNADU, MAHARASHTRA, KARNATAKA AND RAJASTHAN and the Union territories of DADRA and NAGAR HAVELI, GOA, DAMAN & DIU, LAKSHADWEEP and PONDICHERRY.

### ENROLMENT

56. **Condition, period and Method of Enrolment** - The conditions, period and method of enrolment and application for the enrolment will be as defined in Section 6 of the Act and as prescribed in Rules 4, 5, 6, 7, 8, 9, 10 and 11.
57. (a) **Medical Standards** - The medical standards are laid down in Appendix XII.
- (b) **Educational and Technical Standards** - The educational and technical standards will be as laid down from time to time.
58. **Discharge on Medical Ground.**
- (a) When a recruit while undergoing training is found to be suffering from a disability likely to prevent him becoming an efficient soldier he will be medically examined, and, if found unfit, discharged under Rule 14(b) (iv).

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

### **PROOF OF A RECRUIT'S WILLINGNESS TO SERVE**

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

### **PROMOTION OF NON-COMMISSIONED OFFICERS**

60. **Promotion-Non-Commissioned Officers** - Promotion to non-commissioned rank within sanctioned establishment of the corps or unit rests with the commanding officers. The promotion of TA personnel to NCO is carried out on a substantive basis only except during the period of embodiment for service under Rule 33. Territorial Army Act Rules 1948. The pay and allowances appropriate to the higher substantive rank will be admissible with effect from the date of grant of such rank. During the period of embodiment for service mentioned as above, the same rules regarding substantive as well as acting rank, as laid down for the corresponding ranks in the Regular Army, will be applicable. Paid lance appointments of Territorial Army personnel will, however also be made. The rules and conditions applicable to Regular Army personnel for such appointments will also apply to Territorial Army personnel. The conditions of having rendered 28 days continuous service in the appointment will not be necessary in the case of lance appointments in the Territorial Army for the grant of pay and allowances of such an appointment, ie, the additional pay and allowances of the appointment will be admitted with retrospective effect for the period such appointment is held as soon as service rendered in the appointment under training and embodiment adds upto 28 days.

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

(a) he is a capable instructor according to his rank in the military duties appertaining to his arm of the service.

(b) he possesses according to his rank a competent knowledge of drill, discipline, duties on guard and duties relating to the interior economy of his unit.

(c) his character and general qualifications are such as to fit him for promotion.

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

### **APPOINTMENT AND TRANSFER**

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

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

### **DISCHARGE**

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

## CHAPTER V

### DISCIPLINE, OFFENCES, PUNISHMENTS, ETC

#### GENERAL

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

67. **Application of the Provisions of Army Act 1950** - Officers and Junior commissioned officers become subject to the Army Act, 1950, when doing duty as such, vide section 9 of the Act. Enrolled persons become subject to the Army Act, 1950, when called out, embodied or attached to the Regular Army. The extent to which the provisions of the said Act and of Army Rules, 1954, apply to them will be found in Rule 34 and Schedules II and II-A of the Territorial Army Rules. Officers, junior commissioned officers, warrant officers and enrolled persons of the Regular Army who are serving with the Territorial Army units, are subject to the Army Act, 1950, at all times. Section 34 to 74, 80 to 85 and 89 of the Army Act 1950, as modified by rules 24 and Schedules II and II-A of the Territorial Army Rules, Chapter VI and VII of the Indian Penal Code, and paragraphs 85 to 91 and 93 of these Regulations will be read over to all personnel of every unit of the Territorial Army when first assembled for training and at such other times as the CO may deem expedient.

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

69. **Unauthorised Organisations** - No one belonging to the Territorial Army, while subject to the Army Act, 1950, by virtue of the provisions of Section 2(l)(e) of that Act or Section 9 of the Act, is permitted, without the express permission of the Central Government, to take official cognizance of or to attend, address or take active part in any society, institution or organisation that is not recognised as a part of the Armed Forces of the Union. The Central Government has, however, under the provisions of Army Rule 19, decided to permit members of the Territorial Army to continue to remain members of a trade union or a labour union, recognised by it or by a State Government provided that during the period they are subject to the Army Act, 1950, they shall not attend, address or take active part in the affairs of the union.

70. **Political Matters** - No person subject to Military Law in India is permitted to speak or appear on the platform at, or take any active part in any meeting or demonstration held for party or political purpose, or act as a member on a candidate's election committee or in any way actively to prosecute a candidate's interest, or to belong to or subscribe in aid of any political association or movement, until he has retired, resigned or been discharged. Nor may he issue an address to electors or in other manner publicly announce himself or allow to be publicly announced as a candidate or as a prospective candidate for election for any political constituency, until has retired, resigned or been discharged. This paragraph does not apply to



officers and soldiers of the Territorial Army in peace, but does apply when they are embodied or called up for service in war. Officers and soldiers will not take part in or attend any political meetings or demonstrations in uniform, nor will they discuss political questions in speeches at military gatherings, such as dinner, prize distributions, concerts and the like, whether their attendance there at is or is not in uniform.

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

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

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

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

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

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

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

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

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

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

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

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

83. **Venereal Disease** - In every Territorial Army unit there will be a standing order directly that a person subject to the Territorial Army Act who is suffering from venereal disease will report himself sick without delay. The order will be communicated to all ranks when called up for Recruit or Annual Training. Care will also be taken that the order is specially brought to the notice of all recruits on joining their units. The above order will be communicated to all ranks of urban units at three successive roll calls at least every three months

## **OFFICERS MESSES**

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

## **OFFENCES, PUNISHMENTS, ETC.**

85. **Discipline - Regular Army Personnel Seconded to Territorial Army** - Military offences committed by personnel of the regular army when serving in the Territorial Army, shall be dealt with by the Commanding Officer of the Territorial Army unit to which such personnel are seconded for service, in accordance with the Army Act, and Regulations for the Army 1987.

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



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

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

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

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

91. **Discipline - Civilian Personnel** - Civilian personnel employed with the Territorial Army units, will, for the purposes of discipline, will be governed by the rules applicable to the other civilians paid from defence service estimates.

92. **Revision of summary Punishments** -

(a) If any punishment awarded by commanding Officer of an urban unit dealing summarily with the charge appears to superior Officer, as herein after defined, to be wholly illegal, than the superior officer shall direct the award be cancelled and entry in the records of the accused be expunged.

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

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

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

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

## **ABSENCE**

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

## CHAPTER VI

### TRAINING

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

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

96. **Principles of Training-**

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

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

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

(d) Training must be as realistic as possible. Distinction must be made in the methods of training for personnel who have the requisite qualifications and those starting from scratch, e.g., it would be a waste of time to impart preliminary instruction to an ex-serviceman in handling of a weapon in which he has attained proficiency prior to his release or discharge from the regular army. Similarly in the case of technical units, personnel should be so grouped so that the standard of proficiency of those in any one group undergoing training is approximately the same. Thus time can be saved and instruction imparted in accordance with the requirements of individuals.

During training stress should be laid on:-

(i) on the adaptability and liveliness and readiness to handle diverse equipment;

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

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

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

98. **System of Training** - The essential feature of efficient training is that it should be systematic and progressive, which can only be assured by the adoption of the training system as laid down in the various training manuals, under which regimental officers, warrant officers and non-commissioned officers are responsible to their commanding officer for the success of this and carrying out entirely the training and instruction of their own men. The system will be materially assisted by the arrangement of a definite scheme of instruction for each sub-unit by its commander under the general supervision of the commanding officer.

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

100. **Responsibility for Training** -

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

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

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

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

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

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

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

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

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

## **CARE OF ARMS AND AMMUNITION**

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

the Army and will include such special orders and instructions as may be required for the care and custody of arms and ammunition when the unit is in camp.

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

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

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

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

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

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

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

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

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

(a) to carry any rounds of ball ammunition to a place of parade or instruction, or

(b) to take any Government ammunition away from a rifle range or place of instruction.

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

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

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

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

## CHAPTER VII

### GENERAL DUTIES

#### LEAVE

121. **Leave-Permanent Staff** - Leave for military personnel of the permanent and instructional staff will be governed by leave rules for personnel of the regular army as revised from time to time except that the leave sanctioning authority in case of OsC and Second-in-Command of unembodied TA units will be T.A. Group Commander at the Command Headquarters concerned. During Annual and Recruit training no leave, except on medical certificate or compassionate grounds, will be granted.

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

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

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

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

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

- (a) Territorial Army personnel embodied for service under TA Rule 33 will from the date of their embodiment be governed by the same leave rules as for the regular Army except that they will be granted annual leave equal to one-sixth of their actual embodied service subject to the maximum limit of annual leave prescribed for the regular Army. Provided that such leave will be granted to them irrespective of the condition of continued embodiment of the individual concerned during the leave period. (Auth . Case No 59910/GS/TA-3(a) 2846B D(GS-VI) M of F(Def) U.O. No- 2710-PD of 1978)
- (b) TA pers who could not avail Annual leave due to exigencies of service and also could not proceed on Annual leave on the last day of embodiment due to extension of embodiment period are permitted to carry forward their

unavailed Annual leave to the next year of their embodiment. (Auth-Case No 59910/GS/TA-3(a)38213/D(GS-VI) Min of Def (Fin) UO No 279/GS/93).

## **DUTIES IN AID OF THE CIVIL POWER**

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

## **EMPLOYMENT WITH THE CIVIL ORGANISATIONS**

126. **Employment with the Civil Organisations.**

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

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

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

## **REPORTS OF DEATH, INJURY AND ILLNESS**

127. **Reports of Death, Injury and Illness** - If any member of the Territorial Army dies or is seriously injured or becomes seriously or dangerously ill while undergoing training or when in camp the matter will be notified by telegram to the next of kin by the officer under whose immediate command the member of the Territorial Army is serving at the time. The telegram to the next of kin will in all cases be confirmed by a letter, written and signed by an officer giving full particulars of the death, injury or illness.

## **GUARDS OF HONOUR AND ESCORTS**

128. **Guards of Honour and Escorts** - The composition and strength of a guard of honour or escort will be in accordance with procedure in force in the regular army. No body of officers or soldiers of the Territorial Army will take part in any public procession or ceremony, or form a guard of honour or escort except, when ordered or allowed to do so by competent military authority.

## CHAPTER VIII

### UNIFORM, CLOTHING, EQUIPMENT AND ACCOMMODATION

#### GENERAL

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

129A. **Dress-Territorial Army-** Territorial Army Personnel will wear the same dress including badges and buttons as of the Corps/Regts to whom they are affiliated. The letters TA will, however, be worn below the shoulder titles, except in the case of Infantry, where these letters will be worn below the number of the battalion e.g. 01 INF BN. In the case of TA Personal of units affiliated to the brigade of the Guards they will wear arm titles e.g. 17 INF BN (TA) in lieu of their shoulder titles worn at present. The personnel of the regular army seconded to the Territorial Army will continue to be governed by the rules regarding dress of their parent Corps/Regts. ( **Auth** - Case No 51062/GS/TA3(a)/2809/B/D(GS-VI)Min of Fin(Def) uo No 2452/GSI of 1978)

#### UNIFORM AND EQUIPMENT- OFFICERS

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

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

#### WEARING OF UNIFORM

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

- (a) Recruit or Annual training of their unit.
- (b) Military parades as spectators.
- (c) Military or civil functions for which court levee or military uniform is prescribed.
- (d) Weddings or funerals at which regimental military officers and gazetted civil officers wear uniform.



- (e) When attached to any regular unit for training.
- (f) When summoned to an interview by a regular army officer.

### **CLOTHING AND EQUIPMENT - JUNIOR COMMISSIONED OFFICERS, WARRANT OFFICERS, NON COMMISSIONED OFFICERS AND MEN**

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

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

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

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

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

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

(i) Articles of personal clothing and necessaries falling within the scale of disembodied TA personnel which have less than three months life under active service conditions will be replaced at individuals expense at the special recovery rates.

(ii) Items of clothing held surplus to the scales of disembodied Territorial Army personnel will be withdrawn and returned to the appropriate Ordinance Depots. Cost at special rates will be recovered

from the individuals in respect of such surplus items which have less than three months life under active service conditions.

(iii) Articles found deficient having been lost stolen or rendered unserviceable through neglect will be made good at the individuals expense at special recovery rates plus 5 per cent or the payment issue rates whichever are higher. No recovery will be effected in case it is proved to the satisfaction of the unit Commander that the deficiency was caused by the circumstances beyond the individual's control.

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

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

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

137. **General Orders regarding Indenting, Size, Scale, Replacement and Stocking of Clothing.**

(a) Clothing and necessaries for warrant officers and other ranks will be supplied free on indent from the Army Ordnance Corps supplying establishments. Ordinarily readymade garment will be issued and the fitting rates of articles of clothing will be admissible in cases where fitting is required.

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

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

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

(e) In order to assist them in fitting out personnel and to effect replacements as and when they become necessary, units will maintain in addition to their authorised scale, calculated on their actual strength on the 1<sup>st</sup>

of April each year, permanent stocks of clothing and necessaries up to 5 per cent of the number of each article authorised.

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

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

(h) In the case of Provincial units personnel clothing and equipment for other ranks will be stored with the unit and issued when required for training. Other ranks of Urban units doing training on the drill system will be permitted to keep the appropriate clothing and equipment in their personnel possession but will only wear it on occasions laid down in para 132.

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

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

140. **Free Replacements of Clothing** - Free replacement will be made only on condemnation of any article of clothing or ordnance equipment by the commanding officer. Indents for initial issues or replacements will be submitted quarterly but emergency indents may be submitted at any time for special reasons, which will be stated in writing. Every condemned article will be handed in. All repairable and unserviceable clothing in this category will be reported in the Memo form to the CAOC/ADOS/DADOS/SC(O) who will arrange for the clothing to be conditioned by ordnance personnel at the unit and disposed of as follows:-

(a) Repairable clothing to the appropriate ordnance depot except as conditioned in (b) below;

(b) Clothing beyond economic repair and all unserviceable items to salvage.

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

142. **Payment Issues** - When warrant officers, non-commissioned officers and other ranks of the Territorial Army are issued on payment clothing stores which form part of their authorized uniform, the charges for the payment issue will be the same as for the regular army personnel as per Catalogue of Clothing. The commanding officer of the unit will certify on the indent that the articles indented for are required for the individual's uniform.

143. **Submission of Indents for Clothing and Necessaries** - Quarterly indents for clothing, necessaries and boots will be submitted by the Territorial Army units on 1<sup>st</sup> of March, June, September and December. Territorial Army units will demand clothing from Army Ordnance Corps supplying establishments in their own area of supply. All indents for ordnance stores and clothing will be prepared in accordance with the orders laid down in Regulations for the Equipment of the Army, Part I.

144. **Stock of Boots to be Maintained** - 20 per cent of requirements of boots over and above the authorised proportion may be maintained. To arrive at correct figures commanding officer will work out the estimates on the strength of their units as on 1<sup>st</sup> April each year.

145. **Responsibility for Safe Custody of Clothing etc** - The soldier is responsible for the safe custody of all articles of clothing and necessaries in his charge. At the end of Recruit and Annual Training in the case of Provincial Units, when disembodied and on discharge, a soldier will hand in clothing and necessaries in his possession, and will be required to pay for any deficiencies and for wilful damage to any article of clothing and necessaries.

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

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

Runners - Red

Regimental Police - Black with letters `RPq

Sanitary Services - Yellow.

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

148. **Condemnation and Replacement of Clothing and Stores** - Condemnation of clothing and stores will be carried out by the Board of survey and demands for replacement will be accompanied by IAFO-2705 in duplicate. Stores and clothing rendered unserviceable through other than fair wear and tear will be charged against the unit or individual concerned. Officers commanding units will ensure that each individual under his command has sufficient balance credit in his account to cover the cost of loss, or damage by unfair wear and tear, of clothing and necessaries issued to him. Balance, if any, having deducted the cost of articles lost or damaged by unfair wear and tear, will be refunded to the individual on his being discharged.

## **EQUIPMENT**

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

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

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

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

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

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

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

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

## **MEDICAL EQUIPMENT**

155. **Medical Equipment.**

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

## ACCOMMODATION

### 156. Accommodation

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

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

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

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

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

(f) If and when officers of the Territorial Army employed on permanent administrative and instructional staff cannot be provided with Government accommodation as laid down in para 156 of Territorial Army Regulations, 1948 they will be entitled to the re-imbusement of house rent paid for privately arranged accommodation within the prescribed percentage of 50% for married officers and 50% for single officers under the same terms and conditions as are applicable to regular Army Officers. Reimbursement claims of TA Officers which are pending on the date of issue of AI 28/64 will be admitted if the officers fall within the prescribed percentage of 50% for married accommodation.



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

## CHAPTER IX

### FINANCE

#### GENERAL

158. **Custody of Funds** - The funds and accounts of Territorial Army units will correspond to those of regular army units. Regular accounts will be kept of all public and regimental funds and balance sheets showing in detail the assets and liabilities of each fund on the date of the expiration of each financial quarter, will be prepared. The regulations as to the custody of funds are as contained in Regulations for the Army, paras 802 - 810.

159. **Rules for the Administration of Regimental Funds** - The rules for the administration, inspection and audit of regimental fund accounts are as laid down in para 801 to 809 , 820 and 833 to 838 of Regulations for the Army. Quarterly Audit Board will be convened to check all public accounts and cash balances and audit the accounts of regimental funds in accordance with the procedure as laid down from time to time for the regular army units. General rules for the administration of regimental accounts are laid down in the pamphlet **Regimental Accounts - Indian Units**. The Controller of Defence Accounts of the Area in which a unit is raised will arrange for any instructions or advice necessary for the maintenance of the Unit's accounts.

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

161. **Banking of Regimental Funds-** Rules regarding the banking of Regimental funds are contained in paras 821 to 832 of the Regulations for the Army.

162. **Financial Powers of Officer Commanding of a Unit-** The Financial powers of the officer commanding a unit of the Territorial Army will be as laid down in paras 20 to 73 , Financial Regulations as amended from time to time.

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

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

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

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

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

(i) **Preliminary Report** - This estimate will show the extent to which the sanctioned Budget Estimates for the year are affected by circumstances known or orders promulgated either before or after 1<sup>st</sup> April which may necessitate modifications in those estimates and will be based on the actual expenditure for the first three months. The estimate is required to be submitted by local authorities to Army Headquarters through the Controller of Defence Accounts concerned so as to reach them by 15<sup>th</sup> August.

(ii) **Preliminary Revised Estimates** - This estimate is a forecast as accurate as possible for what the actual results for the year are likely to be. All important changes tending to increase or decrease the budget estimates as indicated by actual figures available or by other circumstances which have come to notice are taken into account, and will be based on the actuals for the five months. Information required for this estimate will be furnished by the local authorities to Army Headquarters through the Controller of Defence Accounts concerned so as to reach them by the 30<sup>th</sup> October.

(iii) **Revised Estimates** - This estimate is by way of corrections to Preliminary Revised Estimates which is a more accurate estimate of what the results of the year are likely to be and is based on the actuals for the first seven months of the year. This estimate will be furnished by local authorities to Army Headquarters through the Controller of Defence Accounts concerned so as to reach them by the 15<sup>th</sup> December. Major changes, if any, to this estimate will be notified by local authorities to Army Headquarters in the usual manner as and when known but not later than 15<sup>th</sup> January.



(iv) **Modified Appropriation** - This is a final estimate for the year and will be based on the latest known actuals, and the likely expenditure during the remaining period of the year. This estimate will be furnished by local authorities to Army Headquarters through the Controller of Defence Accounts concerned so as to reach them by the 10<sup>th</sup> March.

(c) **Control by General Officers Commanding** - The authorities enumerated in column 4 of Appendix XXV are responsible for exercising an effective and continuous control over the expenditure under the heads under their control so as to see that the expenditure does not exceed allotment. To enable them to exercise this check, Controllers of Defence Accounts will furnish monthly to the local controlling authorities statements of the actual expenditure compiled under those detailed heads immediately after the monthly compilations are closed. These statements will show the serial number of claims admitted in audit and the amounts debited against the allotment.

(d) **Reappropriation of Funds.**

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

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

(e) **Excess over Estimates** - In cases where excess over modified allotments under locally controlled heads are noticed after the close of the year, they should be brought to the notice of the local authorities, by the

Controllers of Defence Accounts concerned. Local authorities will report all such excesses with full explanations for the excesses to the controlling authority at Army Headquarters through the Controller of Defence Accounts concerned. When this has been done the Controller of Defence Accounts can remove his objection to the excesses.

## **PAY AND ALLOWANCES OF STAFF**

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

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

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

The issue of this allowance is conditional on :-

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

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

- (i) Recruit and Annual training;
- (ii) Training additional to that prescribed under the Act and Rules when such additional training is sanctioned by the Central Government.
- (iii) Preparing and striking camps. Travelling allowances admissible for attending training camps will be at the temporary duty scale, irrespective of the period of such training. Individuals will, however, have the option to travel on permanent duty scale, but in such cases training camp allowance will not be admissible.

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

**166. Junior Commissioned Officers, Warrant Officers and other Ranks of Permanent and Instructional Staff** - Junior Commissioned Officers, Warrant

officers and other ranks of the permanent administrative and instructional staff will be entitled to regular army pay of rank and allowances under the New Pay Code.

167. Reserved.

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

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

(a) **Permanent Staff** - Are always available, vide Appendices VI and VII.

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

#### **PAY AND ALLOWANCES OF TERRITORIAL ARMY OFFICERS AND OTHER RANKS**

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

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

172. **Junior Commissioned Officers.**

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

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

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

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

(i) Full paid JCOs/VCOs service in the same or higher rank in the regular Armed Forces.

(ii) Previous called out or embodied service as junior commissioned officers in the same or higher rank in full and 1/4<sup>th</sup> of other service in that rank or higher rank in the late Indian Territorial Force.

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

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

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

(e) JCOs of Territorial Army units may be remustered from one category to another provided they fulfil the technical standard required of the latter. The competent authority for remustering in the case of Territorial Army JCOs will be the Additional Director General Territorial Army. Other terms and conditions will be the same as laid down for the Regular Army personnel from time to time except that no training facilities will be provided in the case of unembodied units.

### 173. **Warrant Officers.**

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

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

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

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

(i) Full paid service in their respective ranks in the regular Armed Forces;

(ii) Previous called out or embodied service as warrant officer in that class in full and 1/4<sup>th</sup> of other service as warrant officer in that class in

(aa) Indian Territorial Forces.

(ab) Auxiliary Force (India).

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

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

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

#### 174. **Other Ranks.**

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

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

Personnel possessing requisite technical qualifications as determined by the application of the prescribed tests, who are recruited in the technical units of the Territorial Army to all categories of the Various Groups (including Group ~~3~~ will, however, be granted, on enrolment, skilled entry rates of pay under the provisions of the New Pay Code and classified into the lowest class of the Group. In such cases, however, the only exemption permissible is Army educational examination, provided they are in possession of civil educational qualifications as laid down in clause (c) below.

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

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

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

(i) Four years service on TA engagement will be counted as one year service in the regular army.

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

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

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

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

(e) When called out or embodied for training, no pay is admissible for days of absence with or without leave, except as provided in Chapter VII paras 121 and 124. Territorial Army personnel are liable to forfeiture of pay and allowances under the rule laid down in Rule 51, P & A Regs (OR) (Revised Edition 55,) when called out or embodied for military service.

(f) For purposes of increments of pay other ranks excluding JCOs. and WOs. but including NCOs. will be permitted to count all service in the Territorial Army under Section 7(3) (a) (b) and (c) of the Act;

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

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

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

(aa) Indian Territorial Force.

(ab) Auxiliary Force (India).

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

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

## CERTIFICATE OF TRADE PROFICIENCY

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

Signature.....

Designation.....

Date.....

.....  
Signature of OC Unit  
Rank.....

Office Stamp/Seal  
(Deptt. issuing the Certificate)

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

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

(k) OR of Territorial Army Units may be remustered from one category to another provided they fulfil the technical standard required of the latter. The competent authority for remustering in the case of Territorial Army OR will be the Sub Area or equivalent Commander. Other terms and conditions will be the same as laid down for the Regular Army personnel from time to time except that no training facilities will be provided in the case of unembodied units.

### 175. **Bounties for Urban Units.**

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

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

**Provided that they -**

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

**Note -** Bounty will also be permissible to all TA personnel who while undergoing training are embodied under Rule 33 of TA Rules, 1948 and are unable to complete the training due to such embodiment. (Auth-Case No B/54312/GS/TA-3(a)/952/5/D(GS-VI) Min of Def(Fin) I.D. No. 691/DFA/GS of 1988)

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

**176. Medical Treatment.**

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

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

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

**177. Reserved.**

**178. Dental Treatment -** All ranks of the Territorial Army will be entitled to dental treatment only in so far as it is sanctioned for regular troops, during the period of

training courses or embodiment. They will also be entitled to repair/renewal of artificial dentures at State expense, as for regular army, provided the initial issue was

supplied at State expense and the repair renewal is not necessitated through the man's own fault.

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

180. **Pension, Gratuity, Disability and Family Pensions.**

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

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

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

181. **Pay and allowances while in Hospital.**

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

(i) For a period extending upto six months beyond the completion of tenure on permanent staff or on disembodiment of the unit as the case may be.

(ii) For a period extending upto six months beyond the duration of embodiment for training or service or beyond date of incurring such disability during training in urban units without having been embodied.

(iii) For a period of three months in case of disabilities incurred in the performance of regimental sports or games of military character held with the approval of competent military authority.

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

(c) In the above cases, if the period of disability does not exceed 15 days in a year, claim in respect of pay and allowances will be admitted on submission by OC unit with the countersignature of the OC hospital

concerned. In case the period of disability exceed 15 days, the OC unit will forward the claim supported by the proceedings of the Medical Board to Army HQ in the case of officers and to HQ Command concerned in case of others. Such pay and allowances will be admissible at the discretion of the Additional Director General, Territorial Army in case of officers and General Officer Commanding-In-Chief in case of others (Auth-CS No. 269/III/86 Dated Dec 86).

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

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

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

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

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

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

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

(a) whether he is in need of further medical treatment,

(b) whether he is incapable from following his trade or calling and

(c) the minimum probable duration of his disability.

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

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

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

(a) In the case of those drawing civil pension- The amount of pay will be fixed after deducting the amount of pension, including the commuted portion, if any. The pension will continue to be drawn in addition to pay so fixed.

(b) In the case of Armed Forces pensioners and Military pensioners of former States Forces.

(i) **Commissioned Officers** - When the officer is in receipt of a pension it will be held in abeyance and he will receive the pay and allowances of his appointment. The pension will be restored on disembodiment.

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

188. **Pay and Allowances - Government Servants.**

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

190. **Advance of Pay and Allowances.**

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

Rank	Number attending training	Approximate amount of pay due

Total

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

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

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

#### **4. TRAVELLING AND DAILY ALLOWANCES**

##### **191. Travelling and Daily Allowance to Recruiters.**

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

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

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

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

##### **193. Traveling and Daily Allowances.**

(a) Persons for commission as officers proceeding to and from Selection Boards will be granted traveling allowance in accordance with the same rules as apply for the regular army. Candidates seeking commission in the Territorial Army when called by before the preliminary Interview Boards at Sub

Area/Bde HQ or Area/Command HQ level, as the case may be, will also be entitled to the same Travelling and Daily Allowances as are admissible to candidates for commission in the Regular Reserve of officers for preliminary interviews.

(b) An officer of the Territorial Army will travel and draw travelling allowances under military rules as for an officer of the regular army, from his home, or from any other place not involving extra expense, and back irrespective of any change in his home address during training, when called out or embodied, or when detailed to proceed for attachment to a regular unit or when detailed to attend any authorised or local course of instruction under the orders of the Area/Div/Indep Bde Gp/Indep Bde Commander or TA Group Commander or when attending the annual or any other training camp authorised by the competent military authority, or when directed to serve on a court of enquiry or audit board, or to appear before a medical officer for examination, or when directed to attend a retention or promotion examination or on transfer from one unit to another whilst employed on the permanent administrative or instructional staff, or other military duty undertaken under the orders of a competent authority in circumstances entitling a regular army officer to travelling and daily allowances.

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

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

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

(e) TA Officers undergoing voluntary training or an authorised or local course at their own Headquarters will not be admitted the allowance of Rs 5 per day but mileage allowance will be admissible to them subject to a maximum of Rs 5 per day. In case an officer is required to live, mess and sleep with the unit/formation he will be granted the allowance of Rs 5 per day, but not mileage allowance in addition. In the latter cases, a certificate will be furnished by the OC unit/formation concerned as the case may be, that the officer's living, messing and sleeping with the unit/formation was necessary.



**Note I** - Candidates for Territorial Army Commissions who have been interviewed in the first instance by Service Selection Boards and not medically examined immediately but directed to appear before Medical Board Tests at a subsequent date are eligible to TA/DA at the rates and under the conditions as are applicable to the candidates for the regular army commissions. Candidates for the grant of TA commission declared medically unfit temporarily/provisionally by the Medical Boards and directed to appear at subsequent dates for re-examination by other medical boards will be entitled to travelling and daily allowances as in the case of candidates for the grant of commission in the regular army.

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

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

**Note IV** - TA Officers when proceeding to join duty on embodiment for service under TA Rule 33 or when returning home on disembodiment will be entitled to travelling allowance on temporary duty scale. If, however, the period of embodiment exceeds one year, travelling allowance will be allowed on permanent duty scale. Conveyance will be admissible to their families from and to home station in case the period of embodiment exceeds three months.

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

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

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

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

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

**195. Travelling Allowance to Junior Commissioned Officers, Warrant Officers and Other Ranks.**

(a) Junior Commissioned Officers Warrant officers and other ranks of Provincial units of the Territorial Army will be entitled to free conveyance rail, river and sea when proceeding from their homes, or from any other station not involving extra expense, for cadre, Recruit or Annual training and back, irrespective of any change in their home addresses during the training, and at other times when proceeding on duty connected with the Territorial Army. Junior commissioned officers (not Honorary Commissioned officers with designation of rank corresponding to the Commissioned officers of the regular army) and Warrant Officers will be entitled to Class I rail accommodation and will travel on warrant form B s(I.A.F.T-1707). They will also be entitled to free conveyance from place of recruitment to their homes (irrespective of whether they receive training at the time of recruitment or not) if they are not required to proceed direct to the place of training on recruitment but return to homes.

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

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

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

(ii) The officer commanding a unit may authorise any payment made on this account at a rate not exceeding 16 paise a Kilometer. (Auth-CS No 263/II/84).

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



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

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

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

(b) Junior commissioned officers, warrant officers and other ranks of Urban units proceeding to and from obligatory parades will be allowed refund of any conveyance expenses incurred, subject to the following provisions :-

(i) No such refund will be admissible if the distance traveled is less than 3 kilometers in a single direction.

(ii) The officer commanding a unit may authorise any payment made on this account at a rate not exceeding 16 paise a kilometer. A higher rate of mileage not exceeding the rate of road mileage allowance admissible to corresponding personnel of the regular army for the appropriate conveyance used may be authorised by the Sub Area Commander/TA Group Commander. (Auth-CS No 263/II/84).

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

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

(i) **Junior Commissioned Officers and Warrant Officers-Road journey** - Daily allowance for journey less than 32 kilometers and road mileage for journey more than 32 kilometers at the rates laid down in paragraph 138 Passage Regulations. Rail Journey - Conveyance on Warrant and daily allowance as laid down in paragraph 132 (ii) Passage Regulations. Combined Journeys. Mileage allowance is admissible for a journey by road when it is combined with a journey by rail, but such mileage allowance is limited to the amount of daily allowance unless the journey by road exceeds 32 kilometers.

(ii) **Other Ranks-Journeys-** Ration allowance at the same rates as are admissible to regular troops. Such ration allowance will be admissible for every 24 hours or part thereof of the journey provided the journey exceeds 6 hours, allowance between 6 and 12 hours being half the ordinary rate and between 12 and 24 hours at full rate. For journey commenced and complete between 2200 hours and 0600



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

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

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

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

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

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

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

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

(c) Being found medically unfit for further service.

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

(i) While embodied in the prescribed manner for employment on the permanent administrative or instructional staff; or

(ii) When called out or embodied in prescribed manner in support of civil power or to provide essential guards, or for supporting or supplementing the Regular army.

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

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

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

**195.D. Allowances to Personnel Employed in Railway Units of the Territorial Army while Travelling to Attend Parades** - Personnel of the Railway units of the Territorial Army when travelling by rail to attend parades (or to carry out administrative duties in the case of part time COs) will be granted the following allowances to extent indicated below for the period of the journey :-

(a) Territorial Army Officers of Railway units of the Territorial Army when undertaking railway journeys on free passes in connection with training/authorised duty in the Territorial Army will in future draw travelling allowances under the Military rules normally as applicable to corresponding regular army officers, deducting from their travelling allowances claims for such journeys the amount of the fares which but for the free transit, they would have paid for self.

(b) JCOs, NCOs and ORs-Only ration allowance for the period of journey at the rates applicable to the corresponding ranks of the regular army. They will not be entitled to any daily allowance.

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

their return home on acquittal or expiry of the term of punishment. Baggage will be restricted to Railway free allowance.

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

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

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

(a) Privately entertained non-combatants (unenrolled) of both Provincial and Urban units when sent to an out-station on duty connected with their unit or when permitted to attend a course of instructions will be entitled to daily allowance on the scale laid down in Passage Regulations for individuals of the IV Grade. For such journeys, officer commanding will pay the railfare of the lowest class in cash and recover this as well as the daily allowance from the audit officer on a contingent bill, countersigned by the Sub Area Commander.

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

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

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

5. **MISCELLANEOUS GRANTS AND ALLOWANCES**

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

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

199. **Peons** - The entertainment of one office peon per unit at the lowest rate is admissible. Additional Class IV establishment, which may include Class IV servants other than office peons, may, at the discretion of the competent Financial Authority prescribed in paragraphs 20 and 30 of Financial Regulations, Part I be entertained at the lowest local rate to meet requirements without restriction as regards the period of employment. Office peons employed by units will be granted liveries at government expenses as admissible in para 12, Appendix II, Financial Regulation, Part II.

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

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

202. **Permission for Clerk to Accompany Commanding Officer on Recruiting Duty** - A Commanding Officer of a Territorial Army unit, when proceeding on recruiting duty, and when it is anticipated that not less than 20 recruits will be obtained, may, if he so desires take with him a clerk from the existing establishment of clerks employed with the unit. In the case of civilian clerks, travelling allowance will be admissible under the rules and conditions prescribed for civil subordinates in Passage Regulations.

203. **Absence from Duty of Government Servants Enrolled in Territorial Army**- When Government servants enrolled in the Territorial Army attend the Annual training, or courses of instruction, the period of absence from duty shall not be deducted from any casual or other leave which may be admissible to them, and shall be regarded as duty for the purposes of civil leave and pension.

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

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

206. **Free Rations-Provincial and Urban Units** - During Annual and Recruit Training for provincial units, annual and recruit training camps for Urban units and



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

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

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

208. **Reward for Apprehension of Deserters** - A grant of Rs 5 is admissible to any person who apprehends an individual of the Territorial Army who is declared to be in a state of desertion or absence without leave from his unit (other than an individual who voluntarily surrenders himself). The grant will be paid as soon as possible after the person has been delivered into military or police custody.

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

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

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

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

The cost of stationery obtained from the Government of India Stationery Office, CALCUTTA, or the Command Stationery Depot or purchased locally in accordance with the existing rules is not debitable to office allowance. To enable them to obtain their requirements of articles annually in bulk units of the Territorial



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

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

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

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

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

213. **Permanent Advance-**

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

(b) Advance of pay and allowances will be paid to the officers embodied under Rule 33 of TA Act Rules 1948, on adhoc basis, for each rank as indicated below from the imprest accounts of units in case they have not received their pay and allowances from the CDA(O) till the 15th of the second month after the date of their reporting for duty on embodiment-

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

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

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

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

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

The loan will be granted subject to the following conditions:

- (a) Advance granted above will be refundable in three years by instalments of amounts not less than 1/36<sup>th</sup> of the advance will be re-paid to Government during each of the first and second years.
- (b) The advance will be liquidated earlier if the unit is disbanded/mobilised prior to the expiry of the period of recovery, and
- (c) If the unit fails to comply with condition (a) above, in-terest at a rate to be determined later, will be charged on the outstanding balance.

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

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

215. **Advance for Raising a Band** - An advance up to a maximum of Rs. 1500 may be made to Territorial Army units to be repayable by withholding the monthly allowance.

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

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

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

218. **Fitting, Making, Marking and Repairing Charges.**

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

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

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

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

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

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

- (b) The marking of clothing, necessaries and equipment will be carried out free in accordance with arrangements to be made, regimentally, see para 382, Clothing Regulations 1939, and Section XXIII of Regulations for the Equipment of the Army, Part I.

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

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

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

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

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

222. **Outfit Allowance - TA Officers.**

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

(b) A JCO on grant of Honorary commission is entitled to receive the actual cost of kit, subject to a maximum of Rs 800 and when an honorary commissioned officer is granted a Commission in the Territorial Army, he will be entitled to outfit allowance equal to the difference between the full amount of initial outfit allowance admissible as a Commissioned Officer in the Territorial Army and the amount he received at the time of grant of Honorary Commission. Officers of the Territorial Army will receive a fresh outfit allowance on completion of ten years TA Commissioned service or seven years effective service which will consist of embodied service, service on Permanent, Administrative and Instructional Staff and full pay commissioned service rendered with the Regular Army, whichever is earlier. Where, however, an officer has only two years or less to serve before retirement from the Territorial Army, the fresh outfit allowance will not be admissible. The other conditions for the grant of ; the allowance will be the same as for officers of the Regular Army. The period of seven years effective service or ten years commissioned service will as the case may be, count form the date of grant of Honorary Commission.

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



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

(i) No refund of the outfit allowance will be made if an officer relinquishes his commission after completion of 4 years from the date of appointment to the Territorial Army in case he received only the initial outfit allowance or in case he received a fresh outfit allowance after completion of 4 years from the date of entitlement of fresh outfit allowance.

(ii) Officers who do not fulfil the condition in (i) above will be required to refund the initial or fresh outfit allowance, as the case may be, as under:-

(aa) Those who relinquish their commissions after completion of 3 but not 4 years after the date of first appointment to the Territorial Army in case they received only the initial outfit allowance or in case they received a fresh outfit allowance after completion of 3 but not 4 years from the date of entitlement of that allowance ..... Rs 150.00

(ab) Those who relinquish their commission after completion of 2 but less than 3 years after the date of the first appointment to the Territorial Army in case they received only the initial outfit allowance or in case they received a fresh outfit allowance after completion of 2 but less than 3 years from the date of the entitlement of that allowance .....300.00

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

(ad) Those who relinquish their commission within a year after the date of the first appointment to the Territorial Army in case they received only the initial outfit allowance or in case they received a fresh outfit allowance within a year from the date of entitlement of that allowance.....Rs 650.00

**223. Outfit allowance - Junior Commissioned Officer.**

(a) Junior Commissioned officer will receive on first appointment, an outfit Allowance of Rs 275/- and will be required to provide and maintain clothing and necessaries on the scale shown in Appendix XVII. (Auth - Case No 72165/171/GS/TA3(a)/2655-B/D(GS-VI) M of F (Def) uo No 2448/PD of 1978)

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

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

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

(i) if the annual training for two months has already been completed prior to embodiment for service, clothing allowance will be admitted from the date of embodiment.

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

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

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

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

**224. Outfit Allowance on Reappointment.**

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

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

**224-A. Mufti Clothing Allowance-** Mufti clothing allowance will be admissible to personnel when employed in the permanent administrative or instructional staff of the units at the same rates and under the same terms as applicable to the personnel of the regular army.

225. Mess Maintenance Allowance in respect of TA units will, during the periods of embodiment for training, be drawn only on the basis of the posted strength of officers during such training. During the periods of non-training, when officers of the TA cannot be attached to messes of regular army units and are authorised a mess of their own, this allowance will be granted on the basis of the authorised strength of the Permanent Staff. During embodiment of the units for service, under TA Rule 33, this allowance will be based on the total authorised strength of the unit concerned. Initial issue of monetary grants, as and when allowed under para 236, will be based on the total authorised strength of the unit.+

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

**227. Incidental Charges Grant.**

(a) The following allowances towards incidental Charges Grant are admissible to :-

**Provincial Units-**

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

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

(b) Subject to the discretion of Sub Area or equivalent Commander or TA Group Commander, the officer commanding units may be authorised to draw advance against Incidental Charges Grant equal to one half of the allotment for the previous year, or for the current year, whichever is less, irrespective of

the fact whether the annual training camp is held in the beginning or end of the year, provided that more than one half of the current year's grant is available.

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

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

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

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

228. (a) **Annual Training Grant for All Units** - Annual Training Grant will be admissible to all Territorial Army units. The procedure for budgeting and allotment of this grant will be the same as for the corresponding units of the regular army.

(b) **Annual Grant-Engineer Units** - Annual Field Practice and Training Grant (Engr units only).

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

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

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

(aa) Movements and Territorial Army expenses in connection with bridging camps and other engineer training.

(ab) Purchase of special items of Engineer stores, tools and plant not included in Equipment Tables.

(ac) Casual labour for training requirements (e.g. handling of stores, manufacture of special articles, etc.).

(ad) Purchase or manufacture of training expedients.

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

The following are legitimate charges against this grant :-

(i) Purchase of technical equipment not available from Ordnance sources.

(ii) Purchase of wireless, electrical and other components for making technical aids and instructional equipment.

(iii) Purchase of instructional and reference books.

(iv) Purchase of Post & Telegraph Stores.

229. **Cook Houses, Latrines and Similar Structures** - Expenditure is authorised on account of erection and removal of cook houses, latrines and similar structures when free tentage, where authorised, is not available. Expenditure is also authorised in connection with the erection and removal of chulas partitions and similar



structures required to be constructed within free tentage authorised. The actual cost to be sanctioned by Area or Independent Sub Area/Indep Bde Gp/Independent BrigadeArea/Independent Bde Commander/TA Group Commander and to be debitable to expenses of Defence Services Estimates.

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

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

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

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

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

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

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

Scale of maximum monetary grants:-

	Rs.
Mess of 1 officer . . . . .	150
Mess of 2 officers . . . . .	275
Mess of 3 officers . . . . .	400

Mess of 4 to 5 officers . . . .	500
Mess of 6 to 10 officers . . . .	950
Mess of 11 to 15 officers . . . .	1,350
Mess of 16 to 20 officers . . . .	1,750
Mess of 21 to 25 officers . . . .	2,000
Mess of 26 to 30 officers . . . .	2,300
Mess of 31 to 40 officers . . . .	2,750
Mess of 41 or more officers. . . .	3,000

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

237. **Grant of Refreshment Allowance for Urban Units -** Urban Units will be entitled to draw a cash allowance of Rs 3/-(Rupee Three) per head for every four hours of parade/drill completed by junior commissioned officers, other ranks and non-combatants (enrolled) for payment to them. The period of drill etc. done by an individual on any day for less than two hours will be ignored for the purpose of this allowance (Auth-CS No : 257/III/84).

## CHAPTER X

### DOCUMENTATION REPORT, RETURNS, BOOKS AND FORMS

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

239. **Annual Inspection Reports, IAF(T.A.)-4.**

(a) Each unit of the Territorial Army will prepare the Annual Inspection Report, in triplicate which will be submitted as follows:-

(i) To reach Inspecting officer by-15<sup>th</sup> April.

(ii) To reach Area/Div/Independent Sub-Area / Independent Bde Gp / Independent Bde by-15<sup>th</sup> May.

(iii) To reach Command Headquarters-15<sup>th</sup> June.

(iv) To reach Army Headquarters-15<sup>th</sup> August.

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

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

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

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

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

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

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

240. **Strength, Casualty and Wastage Returns** - Strength and wastage returns of the Territorial Army units will be submitted monthly on the first of each month on

IAFsF. 3008. 3009 and ASO Pers 1 (TA) and ASO Pers 2(TA). Casualty returns will be submitted as and when they occur on I.A.Fs.F. 3010 and 3011.

#### 241. **Confidential Reports.**

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

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

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

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

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

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

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

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

245. **Documentation all ranks.**

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

(b) **Junior Commissioned Officers and Other Ranks.**

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

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