

Appx A(Refers to Para 12 of DSC Dte
SOP 02/ 2025)**CHECK LIST FOR RE-ENROLMENT INTO DSC: EX JCOs**

| S No | Item Description | Pts to be checked (Ready ref) |
|------|--|--|
| 1. | Education | ACE - I (Hindi) and AEC - III (Matric or equivalent). |
| 2. | Age Limit | (a) Nb Sub - Upto 50 Yrs. (b) Sub - Upto 50 Yrs. (c) Sub Maj - Upto 52 Yrs. |
| 3. | Character | Should be Exemplary. NOT ACCEPTABLE below Exemplary |
| 4. | Discipline | Discipline The ex-JCO eligible for - enrolment into DSC should not have: - (a) Any red ink entry in the rank of JCO. (b) Any involvement in civil/ Criminal cases. (c) Any Punishment awarded under AA Sec 34, 35, 36 (On active service only), 37 and 41 (2) (On active service only). (d) Any Punishment awarded Red or Black ink entry AA Sec 48 or equivalent for intoxication <u>in last five years</u> of former service. |
| 5. | Med Cat | (a) Medical Examination , in r/o ex JCO for enrolment into DSC is to be carried out as per AFMSF-2A and other medical/ clinical tests, as deemed necessary. (b) Fitness Cert issued by competent med auth duly signed by the Regt Med Offr. (c) SHAPE-I Pers placed in LMC (both temp/ permt) during the last 5 Yrs of former service preceding the date of disch (even if upgraded to SHAPE-I before disch) due to 'ALCOHOL DEPENDENCE SYNDROME' are not eligible for re-enrolment into DSC. Navy Pers S1A1 - as equivalent to SHAPE-1 of IA Air Force Pers A1G1/A4G1 |
| 6. | Gap Period | Max gap between the date of disch from former service and enrolment into DSC will not be more than Two Yrs. |
| 7. | Clause of Discharge | (a) Army Pers - 13 (3) I (i) (a) & 13 (3) I (i) (b). (b) Territorial Army - TA Rule 14 (a) & 16. (c) IN Personnel - As defined by the IHQ of MoD (IN). (d) IAF Personnel - Para 15 of Manual of Air Force Rules (Vol-II) AF Rules 1969 and AFO 04/2023. |
| 8. | District Police Verification | Other States less J&K, Ladakh and Nepal Domiciles Police verification mandatorily have to be signed by the own District Superintendent of Police only (Verification signed by Police Station / SHO are not valid) |
| 9. | Verification for J&K, Ladakh & Nepal Domiciles | (a) J&K & Ladakh Domiciles Online CID verification from CID Jammu / Srinagar/ Ladakh is mandatory. (b) Nepal Domiciles IHQ of MoD(Army), DSC Dte to monitor receipt of verification report. Note : 1. The CID verification should be completed by respective rtg agencies (Sponsor Regt/ Corps Centre) before despatch of JCO to DSC Centre. 2. The verification report should be submitted with other relevant re-enrolment docu, except for Nepal Domiciles. |
| 10. | Despatch of Docu to DSC Records | Board Proceedings in original (ink signed) be despatched by Regd Post to DSC Records 40 days in advance from the date of commencement of respective course. |

(Signature by the Enrolling Offr)

IC No

Rank

Designation :

Date :

Appx B

(Refers to Para 16 of DSC Dte SOP 02/ 2025)

CHARACTER AND ANTECEDENTS CERTIFICATE OF EX SERVICEMEN

1. This is to certify that Ex serviceman JC _____ Rank _____
 Name _____ Son of Shri _____
 Belongs to permanently settled after his retirement/discharge from service, at the following
 address:-

HOUSE No/ NAME
 MOHALLA/ STREET
 VILLAGE/ TOWN
 POST OFFICE
 POLICE STATION
 TELEGRAPH OFFICE
 TEHSIL/ PATTI
 DISTRICT
 STATE
 PIN CODE
 NEAREST RAILWAY STN

2. The above named ex-serviceman is not involved in any civil/ criminal case during the period with effect from his retirement till date and is found FIT/ UNFIT for service in the Army.

Place
 Dated :

Office Stamp

(Signature of District Superintendent Police)

Appx C

(Refers to Para 23 of DSC Dte SOP 02/2025)

FORM OF APPLICATION FOR GRANT OF JCO COMMISSION
(APPENDIX A TO AO 620/65)

SECTION A

(To be completed by the candidate and to be verified by the respective
Record Office of the JCO)

1. Name in full (in Block Capital) _____
2. Father's Name _____
3. Personal number with rank _____
4. (a) Are you a citizen of India, if so, _____
whether by birth of descent or registration
of naturalization or otherwise
(b) If you are not a citizen of India to what _____
place do you claim to belong
5. (a) Are you married _____
(b) If so, have you more than one wife living _____
6. What is your religion class or Sub class _____
(if a member of Scheduled Caste/
Scheduled Tribe)
7. House address in full: -
Village/ Town _____
House No/ House Name _____
Lane/ Street/ Road _____
Thana _____
PO _____
Pargana/ Tehsil _____
Dist/ State _____
8. Details of Punishments: -
(a) Period of Imprisonment undergone _____
(b) No of Red Ink Entries incurred _____
9. Do you now belong to the Indian Armed
Forces, the Reserve, the TA, the Nepalese
Army or to any Police Forces? If so, give details _____

(Signature of the RO/ SRO/ CRO of the
respective Record Office of the JCO with
stamp for verification as per records
as applicable)

(Initial of the Applicant)

SLW
JST

JC _____ Rank _____ Name _____

10. Exact Date of Birth/ age (in Christian era) : _____

11. Particulars of educational qualification: -

(a) Civil : _____

(b) Military : _____

(i) ACE (Hindi) : _____

(ii) AEC (English) : _____

12. Particulars of previous service: -

| Rank | Unit | Period | |
|------|------|--------|----|
| | | From | To |
| | | | |
| | | | |
| | | | |

13. Do you desire your former service in the Indian Armed Forces to reckon towards pension, gratuity increments of pay, if such are admissible, and agree to recovery being effected of any gratuity, you discharged in the manner as prescribed in the rules? : _____

14. Are you willing to be commissioned as a JCO? *(say Yes or No); * _____ as**
** Mention rank ie Sub Maj, Sub or Nb Sub)

15. Are you willing to be vaccinated or Re-vaccinated? : _____

16. (a) Are you willing to go wherever ordered by land, sea or air and not to allow any caste usage to interfere with your military duty? : _____

(b) You will like to be employed for serving any where within India if this is permissible under the rules? : _____

17. Are you aware that during your service you are not permitted to or to subscribe in aid of any political association or movement? : _____

18. Are you free from debt?
Answer "Yes" or "No". : _____

(Signature of the RO/ SRO/ CRO of the respective Record Office of the JCO with stamp for verification as per records as applicable)

(Initial of the Applicant)

SVP
5/2

JC _____ Rank _____ Name _____

19. Give a list of the documents as proof of age : (a) _____
Educational and trade qualifications (b) _____
(c) _____

DECLARATION TO BE SIGNED BY THE CANDIDATE

I, JC _____ Rank _____ Name _____
declare that the statements made in this form are true to the best of my knowledge and belief
and I am willing to serve in the Armed Forces for so long as my services are required.

Signature of Witness

Designation

Rank _____ Name _____

Signature of the Applicant

Dated: _____

(Signature of the RO/SRO/CRO of the
respective Record Office of the JCO with
stamp for verification as per records
as applicable)

SECTION B

(To be completed by CO Unit/Adm or Depot Bn/OIC Army Placement/Recruiting Cell
and Medical Officer)

Description on Recruitment

Height _____ Cms

Chest Measurement -

Weight _____ Kg

Minimum _____ Cm

Maximum _____ Cm

JC- _____ is considered Not suitable /
Suitable for re-enrolment as a JCO in the DSC.

Place :

Date :

(Signature of CO Unit/Depot/Adm Bn/
OIC Army Placement/Rtg Cell)

(Sushim Biswas)
Brig
Brig DSC

JC _____ Rank _____ Name _____

I consider JC- _____ medically
fit in Category _____ / unfit for re-enrolment into DSC.

Identification marks 1. _____

2. _____

*Cause of unfitness _____

Place :

Date :

(Round Stamp)

Signature of Medical Officer

(To be completed by the Appointing Authority only)

Certified that _____ is
eligible for the grant of commission as JCO in DSC in the rank of @ _____ by virtue
of his age, educational qualification and medical fitness. It is further certified that the date of
birth / age as shown in question No 10 of Section A namely _____ has
been duly verified from amongst the undermentioned documents.

- (a) Birth Certificate.
- (c) PPO
- (d) Aadhar Card.
- (e) Passport.
- (f) School leaving Certificate.
- (g) Election Photo Iden Card (EPIC)
- (h) PAN Card

I recommend / do not recommend, him for the grant of such a commission for the
reason given below :-

(delete inapplicable portion)

Place :

Date :

Signature

Rank

Designation

DSC Centre

@Mention rank for which considered suitable for commission as per the vacancy
mode available to the Regt / Corps Centre.

BIO-DATA IN RESPECT OF JC **RANK NAME** **[TO BE PREPARED BY RESPECTIVE RECORD OFFICE]**

| TO BE PREPARED BY JCOs | | | | | | | | | | | | | | | |
|--------------------------|--|---------------|-------------------------------|----------------------------|--------|---|--|--|----------------------------------|---|--|--------------------------|------------------|--|----|
| No. Rank and Name of JCO | Date of Discharge from Service and Specific Cause Of Discharge | Date of Birth | Arm's Service In which Served | Period of Service Rendered | | Edn Qualification Civil/ Army (incl TA) | Character Assessed on Discharge from Service | Medical Category at the time of Disch from Service | Grading in ACR (Last five years) | Details of Army (incl TA) Course Attended with Grading & Security Related Courses | Details of Punishment Incurred during the Entire Service | | | Whether Red Ink Entry or Black Ink Entry | |
| | | | | As OR | As JCO | | | | | | Dt of Award | AA Sec under which Tried | Sentence Awarded | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| | | | | | | | | | | (a) _____ (b) _____ (c) _____ (d) _____ (e) _____ | | | | | |

| Representation in Sports | | | Last Substantive Rank Held with Date | | Details of Field Service | | Instructor Tenure | Honours / Awards | Does he Fulfill all Conditions of Eligibility | Recommendatio n of Respective Records (Recom m-ended/Not Recommended) |
|-------------------------------|----------------|---------------|--------------------------------------|--|--------------------------|--------------|-------------------|------------------|---|---|
| International/ National level | Services Level | Command level | | | HAA/FdCI Ops | Mod Fd Areas | | | | |
| 17 | 18 | 19 | 20 | | 21 | 22 | 23 | 24 | 25 | 26 |
| | | | | | | | | | | |

Certified that the particulars of JCO given above are correct and he is eligible for re-enrolment into DSC in all respect

Station : _____

Dated : _____

(Round stamp)

(Signature of CRO/SRO/RD)

Rank : _____

Name : _____

Appx E(Refers to Para 23 of DSC Dte
SOP 02/ 2025)**FORMAT FOR CERTIFICATE BY THE SERVING JCO WHO APPLIES FOR
RE-ENROLMENT INTO DSC**

This is to certify that I, JC _____ Rank _____ Name _____
fulfill all the eligibility criteria for re-enrolment into DSC. I further undertake that in case of
any drop in my Medical Category or award of any red ink entry punishment between
submission of my application and date of my discharge the same will be communicated to
my Record Office immediately; failing which I shall be liable for disciplinary action which
include termination of DSC service.

Dated :

(Signature of the candidate)

COUNTERSIGNED BY THE CO UNIT

1. Countersigned.
2. Any drop in medical category or award of red ink entry that occurs in respect of
JC _____ Rank _____ Name _____ till
last day in the service will be intimated to respective Record Office immediately to avoid
any irregularity in re-enrolment of the JCO into DSC, through fastest means.

Station:

(Signature of the Commanding Officer)

Dated :

CERTIFICATE BY CO ADM BN / DEPOT BN

Certified that no drop in criteria has occurred in respect of JC _____ Rank _____
Name _____ while the JCO was undergoing discharge drill till
the last day of his service.

Station:

Dated :

(Signature of the CO Adm Bn/ Depot Bn)

(Signature of the JCO who applies for re-enrolment)
Date: _____
Signature of the JCO who applies for re-enrolment

Appx F

(Refers to Para 28 of DSC Dte SOP 02/ 2025)

LATERAL ENTRY OF JCOs INTO DSC: DETAILS OF MARKS TO BE AWARDED ON SCRUTINY OF RECORD OF SERVICE OF EX JCO (MAX 60 MARKS)**1. Distribution of marks Record of Service.**

| | | |
|-----|--|------|
| (a) | Award/ Decoration | - 05 |
| (b) | Honorary Commission/rank in Service/Retirement | - 05 |
| (c) | ACRs | - 10 |
| (d) | Age | - 05 |
| (e) | Course | - 10 |
| (f) | Field Service | - 10 |
| (g) | Instructor Tenure | - 10 |
| (h) | Sports | - 05 |

2. Marks to be awarded based on the aptitude test & interview of JCO - 40**3. Award / Decorations.**

| | | |
|--|---|------|
| (a) | AC, KC, VrC, SC & SM | - 05 |
| (b) | Mention in Despatches | - 04 |
| (c) | CDS / COAS (Equivalent) | - 03 |
| (Auth - IHQ of MoD letter No B/43435/Policy/AG/CW-2 dated 19 Jun 2020) | | |
| (d) | VCOAS / GOC-in-C / CISC / C-in-C SFC and C-in-C A&N Comd (and Equivalent in IAF/ IN) | - 02 |
| (f) | Battle wounded | - 01 |
| (Auth - IHQ of MoD letter No A/65869/DSC-1 dated 13 Sep 2019) | | |

4. Honorary Commission / Rank.

Maximum marks will be 5, these will be awarded as under:-

| | | |
|-----|--------------|------|
| (a) | Hony Capt | - 05 |
| (b) | Hony Lt | - 04 |
| (c) | Hony Sub Maj | - 03 |
| (d) | Hony Sub | - 02 |

5. ACRs

Maximum marks will be 10, these will be awarded for the last five ACRs as under: -

| | | |
|--|---------------|------|
| (a) | Outstanding | - 10 |
| (b) | Above Average | - 08 |
| (c) | High Average | - 06 |
| (Total number of points earned be divided by 5 to get the average marks of ACRs) | | |
| (Auth - IHQ of MoD Army letter No A/65869/DSC-1/100 dated 15 Feb 2016). | | |

6. Age.

Maximum marks will be 5, these will be awarded as under: -

| | | |
|--|---------------|------|
| (a) | Upto 45 years | - 05 |
| (b) | Upto 47 years | - 03 |
| (c) | Upto 50 years | - 02 |
| (Auth - IHQ of MoD (Army) letter No A/65869/DSC-1/Policy dated 30 Oct 2014). | | |

7. Courses

Maximum marks will be 10, these will be awarded as under:-

- | | | | |
|-----|----------------|------|---|
| (a) | Distinction | - 06 | } Instr grading ie "I" & "QI" / "QFI" in "A" series and "I" in "B" series be added one more mark. |
| (b) | A/ AX/ AY/ AZI | - 04 | |
| (c) | B/BX/BY/BZ/Q | - 03 | |
| (d) | C/CX/CY/CZ | - 02 | |

Note: (i) Security related courses done during service /post-retirement period from Govt/ Private Institutions be given max 2 marks for each course irrespective of grading subject to not exceeding the total marks ie. 10 including the above.

(ii) If any applicant cumulatively earns more than 10 marks, his best one will be taken into account subject to not exceeding the total of 10 marks.

8. Field Service

Maximum marks will be 10, these will be awarded as under: -

- | | | |
|-----|--|----------------|
| (a) | For every year in HAA/Fd/CI | - 01 Point |
| (b) | For every year in Mod Fd | - 1/2 Point |
| (c) | For a period of 6 months and above but less than one year, the individual will qualify | - 50% of above |

Note: While considering the entire service in operational/fd/HA/CI areas, absence period due to leave, temporary duty, course, hospital admission, attachment or any other absence of 90 days and above at a stretch will only be deducted from the entire tenure. Otherwise, the initial entry date to finally left date is required to be considered for allotting points.

9. Instructor Tenure

Maximum marks will be 10, these will be awarded as under: -

- | | | |
|-----|---|------|
| (a) | Instr tenure of 2 years or more in Cat 'A' inst | - 04 |
| (b) | Instr tenure of less than 2 yrs in Cat 'A' inst | - 03 |
| (c) | Instr tenure of 2 yrs or more in Cat 'B' inst | - 02 |
| (d) | Instr tenure of less than 2 years in Cat 'B' inst | - 01 |

10. Sports

Maximum marks will be 5, these will be awarded as under: -

- | | | |
|-----|------------------------------------|------|
| (a) | International/ National Team level | - 05 |
| (b) | Service level | - 03 |
| (c) | Command level | - 02 |

Appx G

(Refers to Para 30 of DSC Dte SOP 02/ 2025)

Index No _____

WILLINGNESS CERTIFICATE

1. I, JC-_____ Rank _____ Name _____
am willing to accept re-enrolment in DSC in the rank of _____ (One or more ranks
ie, ex Sub Maj may apply for an option between Sub Maj/ Sub. Ex Sub may opt for
Sub / Nb Sub. But an ex Nb Sub has to mandatorily apply in the rank of Nb Sub
only).
2. I am not willing to be re-enrolled in any rank except that mentioned at Para 1
above.
3. I am willing to be re-enrolled in DSC as JCO (GD).
4. In the event of my selection, call letter may be sent to me on the address as given
below: -

House No/Name _____

Village _____ PO _____

Tehsil _____ Dist _____

State _____ PIN Code _____

Contact Telephone/Mobile Number _____

Nearest Railway Station _____

Station :

Dated :

(Signature of the individual)

JC _____ Rank _____

Name _____

COUNTERSIGNED

Appx H

(Refers to Para 37 of DSC Dte SOP 02/ 2025)

Index No _____

CONSENT CERTIFICATE

I, JC- _____ Rank _____ Name _____
 hereby undertake that in the event of reduction of the establishment in DSC, I will accept
 reversion to a lower rank that to which I have been selected in the Corps based on the
 combined seniority of serving promotees vis-à-vis appointed under lateral entry system.

I further undertake that, if need arises I will have no objection to be discharged from
 service before completion of terms of engagement of five years in case of Nb Sub/Sub
 and four years tenure or till the age of 57 years whichever is earlier in the case of Sub
 Maj.

I will not request for posting on compassionate/ medical/ any other ground before/
 during/ after completion of orientation training at DSC Centre.

I understand and accept that serving in the DSC would mean serving any where in
 the country and I am prepared to accept this all India liability as far as my posting to any
 place within India is concerned.

Station : _____

Dated : _____

(Signature of the individual)

JC _____ Rank _____

Name _____

Signature of witness _____

JC _____ Rank _____ Name _____

COUNTERSIGNED

Appx J

(Refers to Para 43 (c) of DSC Dte SOP 02/ 2025)

**LATERAL ENTRY OF JCOs INTO DSC: DETAILS OF MARKS TO BE AWARDED
BASED ON THE APTITUDE TEST AND INTERVIEW OF JCO (MAX 40 MARKS)**

1. **Written Test (30 Mks)**. A written test to assess proficiency of the ex JCO to take on the responsibilities of a capb and indep PI Cdr is inevitably reqd. The assessment be carried out such that rudimentary knowledge on the u/m aspect is unambiguously established.

- | | | |
|-----|-------------------|------|
| (a) | Security | - 05 |
| (a) | Tac Knowledge | - 07 |
| (c) | Office Automation | - 08 |
| (d) | Sub Unit Adm | - 05 |
| (e) | Logical reasoning | - 05 |

2. **Cmptr Handling Practicals (05 Mks)**. A practical test to assess proficiency of the ex JCO in handling of cmptrs need to be carried out. The assessment be carried out such that rudimentary knowledge on the u/m aspect is unambiguously established.

- | | | |
|-----|---|------|
| (a) | Creation Files & Folders | - 01 |
| (b) | Preparing a 3 slide Powerpoint Pstrn | - 02 |
| (c) | Accessing Data from DSC Website over Internet | - 02 |

3. **Interview by Bd of Offrs (05 Mks)**.

- | | | |
|-----|------------------------|------|
| (a) | Appearance and Bearing | - 01 |
| (b) | General Awareness | - 02 |
| (c) | Management / Org Capb | - 02 |

| | |
|-------|------|
| Total | - 40 |
|-------|------|

CONFIDENTIAL

31

Appx K

(Refers to Para 48 of DSC Dha SOP 02/2025)

SELECT PANEL OF EX JCOs ASSESSED TOWARDS RE-ENROLMENT INTO DSC

| S No | Personel Number | Rank | Name | Marks secured in Record of Service Scrutiny | | | | | | | | | | | | | Marks secured in Aptitude Test (Written & Cmptr Practical) | | | | Marks secured in Interview | | | | Remarks |
|------|-----------------|------|------|---|---------------------------------------|------|-----|--------|------------|-------------------|--------|-------------------------------------|--------------|----------------|---------------------|-----------------|--|--------------|-------------|--|----------------------------|-----|--|--|---------|
| (a) | (b) | (c) | (d) | Award/Decoration | Many Commission in service/retirement | ACRs | Age | Course | Fd Service | Instructor Tenure | Sports | Total on Record of Service Scrutiny | Written Test | Cmptr Handling | Total marks secured | Appearance & Bg | Gen Awareness | Mgt Org Capb | Total marks | Total marks in Record of Service Scrutiny, Aptitude Test & Interview | (v) | (w) | | | |
| | | | | 5 | 5 | 10 | 5 | 10 | 10 | 10 | 5 | 50 | 30 | 5 | 35 | 1 | 2 | 2 | 2 | 5 | 100 | | | | |

LIST FOR SUB MAJ RECOMMENDED

LIST FOR SUB MAJ RECOMMENDED

RESERVE

LIST FOR SUB RECOMMENDED

RESERVE

LIST FOR NB SUB RECOMMENDED

RESERVE

Sig of Member No 4 _____ Sig of Member -3 _____

Sig of Member-2 _____

Sig of Member -1 _____

Sig of Presiding Officer _____

CONFIDENTIAL

Appx I

(Refers to Paragraph 50 of DSC Dte SOP 02/ 2025)

MEDICAL FITNESS CERTIFICATE

It is certified that the medical examination in r/o No
Rank Trade Name
 has been carried out by me and found FIT / UNFIT for re-enrolment into DSC.

Station :

 Dated :
 (Office Stamp / Seal)

(Signature of the Regt Med Offr)

PHYSICAL FITNESS CERTIFICATE

It is certified that the physical fitness in r/o No Rank Trade
Name has been carried out by me and
 found FIT / UNFIT for re-enrolment into DSC.

Station :

 Dated :
 (Office Stamp / Seal)

(Signature of the enrolling Offr)


 (Signature of the enrolling Offr)
 (Office Stamp / Seal)

Appx M(Refers to Para 51 (k) of DSC Dte
SOP No 02/2025)Indl photo
affixed**DATA-CUM-RECORD SHEET IN RESPECT OF PERSONNEL
RE-ENROLLED INTO DSC**Joint
photograph
affixed

| | | | |
|-----------------------------------|--|--|--|
| 1. Army No | | 2. Substantive Rank at the time of Disch | |
| 3. Last Rank Seniority Date | | 4. Honorary Commission/Rank (If any) | |
| 5. Name (In Full) | | | |
| 6. Regt/Corps | | 7. Enrolment Date | |
| 8. Attestation Date | | 9. Trade | |
| 10. Date of Birth | | 11. Religion | |
| 12. Class | | 13. Sub Class | |
| 14. Pay Group | | 15. Pay Class | |
| 16. AADHAR No | | 17. PAN No | |
| 18. Mobile No | | 19. Email ID | |
| 20. Med Cat at the time of Disch | | | |
| 21. <u>Permanent Home Address</u> | | | |

| | | | |
|-----------------|--|---------|--|
| House No/Mohala | | Village | |
| Post Office | | Tehsil | |
| District | | State | |
| NRS | | PIN | |

22. Civil Edn Qualifications

| Education | Examination Passed | Subjects (with/without) | Year/Month | School/Board/University | Roll No | PT II Order No |
|-----------------------|--------------------|-------------------------|------------|-------------------------|---------|----------------|
| (a) Before Enlistment | | | | | | |
| (b) Before Enlistment | | | | | | |

23. Military Edn Qualifications

| MII Education Description | Exam Date | Unit | PT II Order No |
|---------------------------|-----------|------|----------------|
| BFC1 | | | |
| MR3 | | | |
| MR2 | | | |
| MR1 | | | |
| TTT3 | | | |
| TTT2 | | | |
| TTT1 | | | |

24. Promotion Cadre(s)

| Cadre Details | Date | Unit | Part II order No |
|---------------|------|------|------------------|
| NK | | | |
| HAV | | | |

25. Details of Army Courses attended (With Grading)

| Course Name | Name of School/Inst | Duration | | Grading/Result | PT II Order No |
|------------------------------------|---------------------|-----------|---------|----------------|----------------|
| | | From Date | To Date | | |
| PARA SAILING COURSE | | | | | |
| PARA SAILING INSTRUCTOR COURSE | | | | | |
| PARA BASIC COURSE | | | | | |
| ADVANCE MEDICAL COURSE | | | | | |
| ADVANCE SNIPER COURSE | | | | | |
| SPECIAL FORCES SQUAD LEADER COURSE | | | | | |

26. Details of Lower Promotion(s)

| Ser No | Sub Rank | Date of Assumption | Date of Seniority | Auth of Part II Order |
|--------|----------|--------------------|-------------------|-----------------------|
| 1 | LNK | | | |
| 2 | SBNK | | | |
| 3 | LHAV | | | |
| 4 | SBHAV | | | |

27. Details of ACP/MACP

| Ser No | Scale/Grade | Date of Award | Auth of Part II Order |
|--------|-------------|---------------|-----------------------|
| | | | |

28. Former Service, If Any

| | | | |
|-----|--------------|------|----|
| (a) | First Spell | From | To |
| (b) | Second Spell | From | To |

29. Details of Embodied/Disembodied Service & No of ATC Attended, in case of TA Personnel :-

| | | |
|-----|--------------------------|--|
| (a) | Embodied Service | |
| (b) | Disembodied Service | |
| (c) | Total Service | |
| (d) | Total No of ATC attended | |

30. Details of Punishment

| Name of Punishment | Date of Award | AA Sec | Black/Red | Pub Unit | PT II Order No |
|--------------------|---------------|--------|-----------|----------|----------------|
| | | | | | |

31. Details of Non Qualifying Service

35

| Description | Time of Absence | Date of Rejoining | No of Days | Pub Unit | PT II Order No |
|-------------|-----------------|-------------------|------------|----------|----------------|
| | | | | | |

32. (a) Medals awarded (Including 9,20,30 yrs, 25th and 50 (I) anniversary and TA Medals etc with auth of Part II Order :-

| Medal Name | Medal Date | PTO Unit | Pt II Order No |
|------------|------------|----------|----------------|
| | | | |

(b) Honours & Awards (Incl COAS/Army Cdr Commendation Cards with auth of Part II Order) :-

| Medal Name | Medal Date | PTO Unit | Pt II Order No |
|------------|------------|----------|----------------|
| | | | |

33. Kindred Roll(CTC of KRP to be att)Wife

| Name | Date of Marriage | DOB | Pub Unit | Pt II Order No |
|------|------------------|-----|----------|----------------|
| | | | | |

Children

| Name | Sex | DOB | Pub Unit | Pt II Order No |
|------|-----|-----|----------|----------------|
| | | | | |

Parents, Brothers & Sisters

| Name | Relationship | DOB | Pub Unit | Pt II Order No |
|------|--------------|-----|----------|----------------|
| | Father | | | |
| | Mother | | | |
| | Brother | | | |
| | Sister | | | |

Note : In case exact date of birth not available, age on date of enrolment to be mentioned.34. Details of relationship cert Issued if any

| Name of Dependent | Relationship | Date of Birth | Issued On | RC No | Enrolled on | PT II Order No |
|-------------------|--------------|---------------|-----------|-------|-------------|----------------|
| | | | | | | |

35. Achievements in sports (Give details of each sports and level of each sports and level achieved) with auth of Part II Order :-

| Sport Type | Sports Level | Medal | Pt II Order No |
|------------|--------------|-------|----------------|
| | | | |

36. Gratuity Paid (In case of non pensioner) :

| | | | |
|-----|--|--|--|
| 37. | Date of Disch | | |
| 38. | Cause of Disch | | |
| 39. | Clause of Disch | | |
| 40. | Total qualifying service rendered (in years and days) | | |
| 41. | Character at the time of Disch | | |
| 42. | Last unit served (Except Depot/Centre for disch drill) | | |

43. Last Pay Drawn :-

| | | | | | |
|-----------|---|--|-----------|---|--|
| Basic Pay | : | | Grade Pay | : | |
| MS Pay | : | | Cl Pay | : | |
| X-Gp Pay | : | | Total | : | |

44. Details of Pension/Gratuity Sanctioned and PPO (CTC to be att)

| | | | |
|-----|---|---|--|
| (a) | Service Pension Sanctioned | : | |
| (b) | Service Gratuity | : | |
| (c) | Whether Joint Notification | : | |
| (d) | PPO No and Date (Att CTCs) | : | |
| (e) | Residual Pension per Month | : | |
| (f) | Amount Commuted | : | |
| (g) | Capitalised Value of Pension | : | |
| (h) | Effective date of commutation | : | |
| (i) | Other Terminal benefits i.e AFPP Fund, Credit balance etc (CTC of FSA to be att) with Acct No | : | |

| | | | |
|-----|--|---|-------------------------------|
| 45. | Pension Paying agency (DPDO/Bankers etc) with account No | : | SBI, IFSC Code - Acct No - |
|-----|--|---|-------------------------------|

Certified that the above mentioned particulars have been checked from the sheet roll and Enrolment Form of No _____ Rank _____ Name _____ are certified to be correct.

Station :

-xx -Ink Signed-xx-
(To be signed by Col Records/CRO only)

Date : 2024

PART-II : AUDIT AUTHORITYLeave Encashment

46. Total No of days admitted by PAO (OR) : _____ days

Encashment of leave during LTC

47. Admitted by PAO (OR) _____ days

Note: Ink signed copy by Audit Authority be submitted within 45 days of commencement of Reorientation Course.

Certified that the enrolment and disch date of the indi have been verified and found correct from audit point of view.

Station :

(Signature of Audit authority)

Date : 2024