

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

<u>S No</u>	<u>Item Description</u>	<u>Pts to be checked (Ready ref)</u>	
1.	<u>Education</u>	ACE - I (Hindi) and AEC - III (Matric or equivalent).	
2.	<u>Age Limit</u>	(a) Nb Sub	Upto 50 Yrs.
		(b) Sub	Upto 50 Yrs.
		(c) Sub Maj	Upto 52 Yrs.
3.	<u>Character</u>	Should be Exemplary, NOT ACCEPTABLE below Exemplary	
4.	<u>Discipline</u>	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, 38 (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.	<u>Med Cat</u>	(a) <u>Medical Examination</u> , 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) <u>SHAPE-I</u> Pers placed in LMC (both temp/ perm) during the last 5 Yrs of former service preceding the date of disch (even if upgraded to SHAPE-I before disch) due to ' <u>ALCOHOL DEPENDENCE SYNDROME</u> ' are not eligible for re-enrolment into DSC.  <u>Navy Pers S1A1</u> ] - as equivalent to SHAPE-1 of IA  <u>Air Force Pers A1G1/A4G1</u> ] - as equivalent to SHAPE-1 of IA	
6.	<u>Gap Period</u>	Max gap between the date of disch from former service and enrolment into DSC will not be more than Two Yrs.	
7.	<u>Clause of Discharge</u>	(a) <u>Army Pers</u>	13 (3) I (i) (a) & 13 (3) I (i) (b).
		(b) <u>Territorial Army</u>	TA Rule 14 (a) & 16.
		(c) <u>IN Personnel</u>	As defined by the IHQ of MoD (IN).
		(d) <u>AF Personnel</u>	Para 15 of Manual of Air Force Rules (Vol-II) AF Rules 1969 and AFO 04/2023.
8.	<u>District Police Verification</u>	<u>Other States less J&amp;K, Ladakh and Nepal Domiciles</u> . 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.	<u>Verification for J&amp;K, Ladakh &amp; Nepal Domiciles</u>	(a) <u>J&amp;K &amp; Ladakh Domiciles</u> . Online CID verification from CID Jammu / Srinagar/ Ladakh is mandatory. (b) <u>Nepal Domiciles</u> . IHQ of MoD(Army), DSC Dte to monitor receipt of verification report.  Note : 1. The CID verification should be completed by respective regt 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.	<u>Despatch of Docu to DSC Records</u>	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)

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 or 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)*

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)

5/1/1992  
SVP

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 \_\_\_\_\_ fit in Category \_\_\_\_\_ medically / 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.

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

No, Rank and Name of JC	Date of Discharge from Service and Specific Cause Of Discharge	Date of Birth	Arm' 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 Punishment Incurred during the Entire Service		
									As OR	As JCO	As M- ary
1	2	3	4	5	6	7	8	9	10	(a) _____ (b) _____ (c) _____ (d) _____ (e) _____	11
											12

International/ National level	Services Level	Command level	Last Substantive Rank Held with Date		Details of Field Service		Instructor Tenure	Honours / Awards	Decs re Fulfil all C-conditions of Eligibility	Recommendatio n of Respective Records(Recom mended/Not Recommended)
			HAA/FGC Ops	Md Fd Areas	21	22				
17	18	19	-	20						

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

Station : \_\_\_\_\_  
Dated : \_\_\_\_\_

(Signature of CRC/SSR/RO)  
Rank : \_\_\_\_\_  
Name : \_\_\_\_\_  
(Round stamp)

## 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)

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
(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 B/43435/Policy/AG/CW-2 dated 19 Jun 2020)  
(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) Hon Capt	- 05
(b) Hon Lt	- 04
(c) Hon Sub Maj	- 03
(d) Hon 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	
(b) A/AX/AY/AZ	- 04	Instr grading ie "I" & "QI" / "QFI" in "A" series and "I" in "B" series be added one more mark.
(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	- ½ 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 : \_\_\_\_\_ (Signature of the individual)

JC \_\_\_\_\_ Rank \_\_\_\_\_

Dated : \_\_\_\_\_ 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 Maj. 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 : \_\_\_\_\_

(Signature of the individual)

Dated : \_\_\_\_\_ JC \_\_\_\_\_ Rank \_\_\_\_\_  
Name \_\_\_\_\_

Signature of witness \_\_\_\_\_

JC \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_

COUNTERSIGNED

## Appx J

Appx 3 (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 Pstn - 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

5

Ergonomics

Any K

(Refers to Para 48 of DSC Dte SCOP 02/2025)

SELECT PANEL OF EX-JCOS ASSESSED TOWARDS RE-ENROLMENT INTO PAC

S No	Personnel Number	Rank	Name	Marks secured in Record of Service Scrutiny	Marks secured in Aptitude Test (Written & Computer Practical)	Marks secured in Interview	Remarks	
							Total marks	Order of merit
(a)	(b)	(c)	(d)	5	5	5	35	100
(e)	(f)	(g)	(h)	5	10	10	30	100
<u>LIST FOR SUB MAJ. RECOMMENDED</u>				(i)	(j)	(k)	(l)	(m)
<u>RESERVE</u>								
<u>LIST FOR SUB RECOMMENDED</u>								
<u>RESERVE</u>								
<u>Sig of Member No 4</u>				<u>Sig of Member - 3</u>		<u>Sig of Member - 2</u>		<u>Sig of Presiding Officer</u>
<u>CONFIDENTIAL</u>								

Sig of Member No 4 \_\_\_\_\_ Sig of Member -3

Sign of Member-2 \_\_\_\_\_ Sign of Member-1 \_\_\_\_\_

CONFIDENTIAL

Sug et al. / Prescribing OTC

## Appx 1.

(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 2:

Dated :  
(Office Stamp / Seal)

(Signature of the enrolling Offr)

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

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. Permanent Home Address

House No/Mohalla		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

Mil 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	LNUK			
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 Personal :-

(a)	Embody 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		CI 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.

-xx -Ink Signed-xx-

(To be signed by Col Records/CRO only)

Station :

Date : 2024

### PART-II : AUDIT AUTHORITY

#### Leave Encashment

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

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

#### Encashment of leave during LTC

47. Admitted by PAO (OR) : \_\_\_\_\_ days

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