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Army Policy (23)
Addl Dte Gen Territorial Army
General Staff Branch
Integrated HQ of MoD (Army)
L' Block, Church Road
New Delhi - 110 001

81655/Prom/GS/TA-3 (Policy)

30 Nov 2006

TA Group Headquarters
Southern Command
Eastern Command
Western Command
Central Command
Dir DSC, HQ Northern Command
Dir DSC, HQ South Western Command

**CRITERIA FOR PROMOTION: NCOs AND JCOs OF TERRITORIAL ARMY
(NON DEPARTMENTAL UNITS)**

References: -

- (a) Para 40, 60, 61 & 62 of TA Regulations 1948 (1976 Edition).
- (b) Appx VIII and XIII of TA Regulations.
- (c) TA Dte letter No 81655/GS/TA-3 (a) dt 04 Feb 94.
- (d) TA Dte letter No 81655/GS/TA-3 (a) dt 31 Mar 94.
- (e) TA Dte letter No 81655/GS/TA-3 (a) dt 14 Oct 96.
- (f) AG's Branch letter No B/33513/AG/PS 2 (c) dt 10 Oct 97.
- (g) TA Dte letter No 34456/GS/TA-3/Policy dt 11 Aug & 06 Oct 2005.

2. There is a need to streamline the procedure for promotion in TA units. The guidelines given in succeeding paragraphs will be treated as Criteria for promotion.

Eligibility for promotion

3. All promotions will be governed by establishment and as a rule in accordance with their seniority in the unit. However, at times it may become necessary to promote or appoint personnel who are not next in seniority or who have not served in the lower ranks of unit. When recommending a promotion in which a NCO/JCO is being superseded, the Commanding Officer will state in writing the circumstances that have lead to such recommendations. (Auth Para 40 & 60 of TA Regs 1948, 1976 Editions).

4. Promotions of Territorial Army will be carried out on substantive basis only. However, during embodiment for service under Rule 33 (Territorial Army Act Rule 1948) the same Rule regarding substantive as well as acting ranks, as laid down for the corresponding ranks in the Regular Army, will be applicable (Auth Para 40 & 60 of TA Regs 1948, 1976 Edition).

5. Paid lance appointments of Territorial Army personnel will also be made. The Rules and conditions applicable to Regular Army personnel for such appointments will also apply to Territorial Army personnel. (Auth Para 60 of TA Regs 1948, 1976 Editions).

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Eligibility for promotion to the rank of Hav

(a) **Promotion Cadre:** - Should have passed promotion cadre. (Ref Appx XIII of TA Regs).

(b) **Education:** -

(i) Army 2nd Class Certificate of Education or Civil equivalents as laid down in Appx XXX - A of TA Regs 1948, 1976 Edition.

(ii) MR - II

(c) **Trade Classification:** - Two classes below the highest class of his Category except for field categories of the Corps of Engineers.

(d) Must have completed two years of service in the present rank.

(e) Must have completed two annual Training Camps. The condition of attending two Annual Training Camps will not apply to Ex Hav of regular Army with more than three years of service in the regular Army in that rank provided that they join within two years of release/discharge from regular Army. In case they join after two years of release/discharge from Regular Army, they will be required to complete one ATC before they become eligible for promotion (Auth Appx XIII of TA Regs 1948, 1976 Edition).

(f) Must have earned two ACR and in both the reports the ratee should not be graded less than **High Average** and should have been recommended for promotion in both the reports.

(g) **Medical Category:** - Should be 'SHAPE - I'.
(Auth: Appx XIII of TA Regs 1948, 1976 Edition).

For promotion to the rank of Np Sub

(a) **Promotion Cadre:** - Should have passed promotion cadre (Ref Appx XIII of TA Regs).

(b) **Education:** -

(i) Army 1st Class certificate of education or civil education equivalent as laid down in Appx XXX - A.

(ii) Map Reading - I Std.

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Classification: - Two classes below the highest class of his trade except categories of the Corps of Engineers.

- (d) Must have completed minimum two years in the present rank.
- (e) Must have attended last five ATCs and earned five ACRs. Minimum two ACRs should be in the rank of Hav and in case of shortfall rest may be in the rank of NK.

- (f) Out of five ACRs, three should be of Above **Average** with minimum two in the rank of Hav and remaining should not be less than High Average. Should have been '**RECOMMENDED**' for promotion in the last five reports.

(g) **Grant of Direct JCO Commission (Auth Para 12 to Appx VIII of TA Regs 1948, 1976 Edition):** - Civilians will normally not be granted direct JCO Commission in the rank of Nb Sub. They will join a Territorial Army unit as enrolled persons. They may thereafter, be recommended for JCOs Commission by Commanding Officer in their own units, if considered suitable in all respects for the grant of such a Commission. Direct JCO Commission may however be granted to suitable candidates who fulfill the following conditions (Auth Para 12 to Appx VIII of TA Regs 1948, 1976 Edition).

- (i) Have served for not less than four years in the regular Armed Forces in the rank of Havaldar or equivalent rank in Navy/Air Force.

Or

- (ii) Have been a JCO in the regular Army or its equivalent in Navy/Air Force.

Or

- (iii) Should have served with credit in a contingent of the National Cadet Corps and have obtained the Proficiency Certificate 'C' and is recommended by Commanding Officer of the unit.

- (h) Unit will take following actions for grant of Direct JCO Commission: -

- (i) Prior permission of ADGTA will be obtained by the unit before publishing/initiating action for filling up of unit vacancy in such cases.

- (ii) All candidates will be interviewed initially by the Commanding Officer of the unit, who will satisfy himself that the conditions for the grant of a TA commission are fulfilled. The recommendations of the Commanding Officer will be recorded in Section D of the prescribed form.

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(iii) Any candidate thus recommended, will thereafter be interviewed by the TA Group Commander who will satisfy himself about the suitability of the candidates or otherwise and endorse his recommendations in Section E of the form. The application form will then be submitted to the TA Dte, Integrated Headquarters of MOD (Army) for the grant of a JCO commission.

Medical Category: - Should be 'SHAPE - I'

(k) **Period of Probation** Persons granted direct JCO commission will be on probation for a period of three years and will be confirmed in the appointment only on passing the prescribed retention examination and also if found suitable in all respects. If any JCO fails to pass this examination within the prescribed period he will have the option to be reverted back to the rank of Hav failing which he will be discharged from service. Moreover who opts to be reverted may be considered for promotion to Nb Sub on having passed the promotion cadre and if found suitable. Following are exempted from passing retention examination and will not be on probation.

(i) Ex JCOs and their equivalents of other two services who have a minimum of three years of previous commissioned service and are granted JCO commission in TA.

(ii) A JCO who is not exempted vide Para 9 of TA Regs 1948, but who successfully passes a course (s) at any army school of instruction or who does an attachment to a regular army unit and qualifies in any of the subject (s) prescribed will be exempted from taking that subject(s).

(iii) Serving NCOs of TA who pass promotion examination from Hav to Nb Sub and are promoted to the rank of Nb Sub.

(Auth:- Para 19 of Appx VIII to Para 9 to 11 of Appx XI of TA Regs 1948, 1976 Edition).

For promotion to the rank of Sub: -

(a) Must have attended last five ATCs and should have earned minimum of five ACRs, out of which two should be in the rank of Nb Sub, and in case of short fall rest may be in the rank of Hav.

(b) Three out of five reports should be high average or above and should have been recommended for promotion in the last five reports.

(c) Must have completed minimum two years in the present rank.

(d) In case of Direct JCO commission in the rank of Nb Sub should have passed retention examination. Should have attended last five ATCs and should have earned minimum of five ACRs.

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For promotion to the rank of Sub Maj: -

- (a) Should have done tenure of three years on Permt staff of unit as JCO and as well as an NCO.
- (b) Must have attended last five ATCs and should have earned five ACRs as CO out of which at least three ACRs should be above average and remaining two should be of **High average**.
- (c) Should have been recommended for promotion in all the last five ACRs.

For promotion to Head Clk (JCO): -

- (a) Eligibility Criteria as laid down vide Para 7 (a) to (f) above will be applicable, except in their case MR-II will be applicable.
- (b) Promotion cadre will incl written test to judge knowledge of office procedures/TA Rules & Regulation and proficiency in computer knowledge.
- (c) Should have worked in A&Q Br of unit as Hav/Clk and should be proficient in working/dealing with any subject. CO unit will render certificate to this effect.

Discipline: -

- (a) An individual should not have more than of three red ink entries in his entire service, including not more than one red ink entry during the last five years.
- (b) A JCO/NCO who has been convicted for one offence mentioned in Appx 'A' to this letter will be permanently debarred for further promotion.
- (c) A JCO/NCO awarded red ink entries for any offence as per Appendix 'B' to this letter will not be eligible for further promotion for a period of next three yrs from the date of award of red ink entry. CO unit will render certificate to the effect.
- (d) In exceptional cases the stipulations as per Sub paras (a) to (c), above in respect of those individuals who have distinguished themselves in war or peace may be waived by the Addl Director General Territorial Army.
- (e) No promotion will be made with in one year of the award of red ink entry, for Offences other than as mentioned in Appx 'B' to this letter.
- (f) Black ink entries awarded to JCO/NCO for offences as per Appendix 'B' to this letter will not debar a JCO/NCO for promotion.

2. **Medical Std : (All Promotion to the Rank of Hav and above):** - For all promotion to the rank of Hav & above the med std will be category SHAPE-1. However personnel in the temporary low medical category temporary as result of the following circumstances would be eligible.

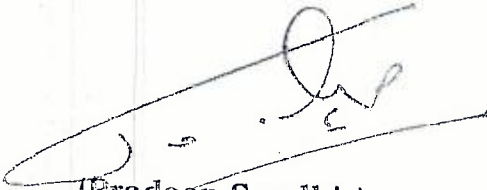
(i) Battle casualties as defined in special Army Order 8/S/85.

(ii) Personnel wounded/injured during deployment in 'OP Meghdoot', 'OP Rhino', 'OP Rakshak', 'OP Pawan', 'OP Bajrang', 'OP Bluestar', 'OP Cactus Lilly', and other similar CI Operations.

(iii) JCOs/NCOs wounded/injured during battle inoculation, field firing and mine training using live ammunition.

11. Revised list of documents required for finalizing the promotion case for TA pers and check list in case of Direct JCO Commission is attached as Appx 'C' & 'E'. Format for supersession certificate is attached as Appx 'F'.

12. This is a consolidation of all policy letters issued for ready ref.


(Pradeep Sandhir)
Lt Col
GSO-1/TA-3
For Addl Dir Gen TA

Copy to :-

All Records

All TA Units

Internal

1A-3/Policy File

1A/1/*

Appendix 'A' to Army HQ letter
No B/33513/AG/PS 2 (c) dated
10 Oct 97 (Para 3 (b) refers)
and TA Dte letter No.
81655/Prom/GS/TA-3 (Policy)
date 30 Nov 2006

**OFFENCES PERMANENTLY DEBARRING FOR
PROMOTION OF JCOs/NCOs**

Set No	Section of Army Act	Offences
(a)	(b)	(c)
1	Section 34	Offences in relation to the enemy and punishable with death.
2	Section 35	Offences in relation to the enemy not punishable with death.
3	Section 36	Offences punishable more severely on active service. (On active service only)
4	Section 37	Mutiny
5	Section 41 (2)	Disobedience to superior officers (on active service only)

Note: Certificate to be rendered by CO unit to this effect that indl recommended for promotion has not been punished for only offence as referred above.

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OFFENCES DEBARRING FOR THREE YEARS FOR PROMOTION

Sr No	Section of Army Act	Offences
	(b)	(c)
	Section 36 (service).	Offences punishable more severely (Not on active
	Section 38	Desertion.
	Section 39 (a)	Absence without leave
	Section 39 (b)	Overstay of leave
		} For JCOs Only
	Section 40 (a)	Using criminal force to or assaulting his superior officers.
	Section 41 (1)	Disobedience to superior officers.
	Section 41 (2)	Disobedience to superior officers. (Not on active service)
	Section 42 (a) & (b)	Insubordination and obstruction
	Section 43	Fraudulent enrolment.
	Section 45	Unbecoming conduct (for JCOs only).
	Section 46 (a)	Certain forms of disgraceful conduct.
	Section 52 (a), (b) (c), (d) and (f)	Offences in respect of property .
	Section 53	Extortion and corruption.
	Section 54 (a)	Making away with equipment.
	Section 57 (c) (d) and (e)	Falsifying official documents/ false declaration.
	Section 58 (a)	Signing in blank and failures to report.
	(a) Section 64 (c)	Attempt to Commit Suicide.
	(b) Section 64 (e)	Accepting illegal gratification .
	Section 69	Civil Offence.

Note: CO unit will render Certificate to this effect that No red ink entry for any offence referred above at the time of recommending for promotion.

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Appx 'C'

**DOCUMENTS TO BE ATTACHED FOR FINALISING OF
PROMOTION CASES HAV TO NB SUB (NON DEPARTMENTAL UNITS)**

HAV TO NB SUB

- Recommendation Roll along with certificates by the Commending Officer to the effect that:-
- (a) NCO has completed five ATC.
 - (b) No supersession is involved in the promotion.
 - (c) He fulfils the criteria for promotion.
 - (d) No disciplinary/vigilance case is pending against the individual.
 - (e) Vacancy with date and reason.
- | | |
|---|------------------|
| Promotion cadre Board proceedings | Two |
| Certificate for passing MR Std-I | (Xerox Copy) One |
| Age certificate | (Xerox Copy) One |
| Educational certificate of civil / Army
(ref Appx XIII of TA Regs) | (Xerox Copy) One |
| Certificate of Med category | One |
| Individual Willingness certificate | One |
| Extract of ACRs, of last five years to include the following - | One |
| (a) Box grading of IO & RO | |
| (b) Pen picture by IO & RO | |
| (c) Recommendation for promotion to the next higher rank. | |
| Vacancy State of Hav/Nb Sub/Sub | One |
| Certificate to the effect that Para 11 of letter has been complied with duly signed by CO unit. | |
| Draft Gazette Notification (English, Hindi) | Two copies each |

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Appx 'D'

DOCUMENTS TO BE ATTACHED FOR FINALISING PROMOTION
FROM NB SUB TO SUB & SUB TO SUB MAJ
(NON DEPARTMENTAL UNITS)

Recommendation Roll along with certificate by Commanding Officer to the effect that no suppression is involved in the promotion and the vacancy with date and reason.

Certificate of Med Category by RMO

One

Photocopy of ACRs for last three years :- (In case of Nb Sub to Sub) and five years (in case of Sub to Sub Maj) to include:-

- (a) Box grading of IO & RO
- (b) Pen picture by IO & RO
- (c) Recommendations for promotion to next higher Rank.

Vacancy State (Xerox copy of strength return)

One

Draft Gazette Notification (English & Hindi)

Two

Certificate as per Appx A (Offences permanently debarring for promotion IOs/NCOs)

Certificate as per Appx B (Offences debarring promotion for three years).

No Supersession / Supersession certificate as the case may be.

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Appendix 'E' to TA Dte letter
No. 81655/Prom/GS/TA-3
(Policy) dated 30 Nov 2006)

Appx 'E'

DOCUMENTS TO BE ATTACHED FOR FINALISING
GRANT OF DIRECT JCO COMMISSION IN TA (NON DEPTL TA UNITS)

- (a) Copy of release of Vac from TA Dte, Integrated Headquarters of MOD (Army)
- (b) JCO Commission Application Form (IAF (TA)-14) duly recommended by CO unit & Cdr TA Gp HQs.
- (c) Certificate to prove date of Birth.
- (d) Educational cert (Photocopy) duly verified by TA Group HQs at the time of Interview
- (e) NCC 'C' certificate (Photocopy).
- (f) Primary Medical examination report (Original)
- (g) Declaration regarding plural Marriage
- (h) Verification roll for combatant Recruits (IAF) police verification certificate
- (i) Passport size photographs. - One
- (j) Draft Gazette Notification (English & Hindi) - Two copies each
- (k) Vacancy State of JCOs (Extract of latest strength return) - One

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APPX 'F'

(Ref this Dte letter No 81655/From/
/GS/TA-3 dt 30 Nov 2006

SUPERSESSON CERTIFICATE

It is certified that following JCOs/NCOs are senior to No _____ Rank _____
Name _____ and are superseded due to reasons mentioned against
each.

<u>Sr/</u>	<u>Army No.</u>	<u>Reasons of</u>	<u>Details of</u>	<u>Details of</u>	<u>Details of</u>	<u>Remarks</u>
<u>No</u>	<u>Rank &</u>	<u>Suppression</u>	<u>Chances</u>	<u>Chances</u>	<u>Chances</u>	
	<u>Name</u>		<u>Given to</u>	<u>given to</u>	<u>given to</u>	
			<u>pass</u>	<u>pass MR-1</u>	<u>pass edn</u>	
			<u>Promotion</u>		<u>Std</u>	
			<u>cadre with</u>			
			<u>year</u>			

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