

ACCEPTANCE OF EMPLOYMENT BY AIR FORCE OFFICERS WHO ARE GRANTED PENSION, GRATUITY OR ANY OTHER BENIFITS

\* An officer irrespective of the type of commission held by him/her shall obtain the permission of the President before accepting any employment under a Gov. outside India at any time after his/her Air Force service has ceased.

\* An officer of the rank of Gp Capt or above obtain such permission prior to accepting employment before the expiry of one year from the date of his/ her Air Force Service cease in the following cases:-

\* Commercial employment in private undertaking.

\* In civil posts under any Government or in a post under a Body Corporate owned or controlled by Govt if the officer had been allowed to retire prematurely at his/ her own request, such permission will not, however, be required if the officer had retired from Air Force service in the normal course on completion of the standard service e prescribed for his/ her rank or if he/she had been invalided from AFS on ground of ill health or physical disability. Such permission will also not be necessary in cases where due to personal reasons the officers proceedings on normal retirement are allowed to retire a few days earlier (Not exceeding one month) than the due date.

\* The retired officers would have to intimate the relevant authority in the MOD about taking up commercial employment during the period of 05 Years after the retirement.

\* They would also give a declaration if the employment is within 05 years after retirements.

\* Flying Pilots- An officer who is allowed to retire prematurely with or without non effective benefits, shall not accept Any employment pertaining to flying within two years of the premature retirement from the services, without prior permission of the MOD.

(419) (131)

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Appendix 'A' to AFI 1/2011

APPLICATION FOR PERMISSION TO ACCEPT CIVIL EMPLOYMENT  
WITHIN A PERIOD OF ONE YEAR AFTER RETIREMENT (AFI 1/2011)

1. Personal Number, Rank, Name: \_\_\_\_\_

2. Date of retirement : \_\_\_\_\_

3 (a) Particulars of the officer's postings during the last ten years preceeding retirement (with duration).

| Appointment | Unit | Duration |    |
|-------------|------|----------|----|
|             |      | From     | To |
|             |      |          |    |

(b) If the officer had been on deputation to the Civil Departments during the last five years preceding retirement, give details :-

| Name of the<br>Ministry/Department/Office/<br>Public Sector Undertaking | Post held | Duration |    |
|-------------------------------------------------------------------------|-----------|----------|----|
|                                                                         |           | From     | To |
|                                                                         |           |          |    |

4. (a) Posts held at the time of retirement and period for which held : \_\_\_\_\_

(b) In case of premature retirement state the reasons (viz. Medical, Supersession or Compassionate) with a copy of the Govt of letter granting premature retirement : \_\_\_\_\_

5. Pay Scale of the post and the pay drawn by the officer at the time of retirement : \_\_\_\_\_

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6. Pensionary benefits: \_\_\_\_\_
- (a) Pension expected/sanctioned. (Commutation, if any, should be mentioned). : \_\_\_\_\_
- (b) Gratuity, if any \_\_\_\_\_
7. How has the offer or employment been made to the officer :  
\_\_\_\_\_
8. Details regarding employment proposed to taken up (Letter of appointment / offer of employment to be attached in original):
- (a) Name and particulars of the employer:
- (b) If commercial employment, whether the officer had, during his official career, any dealings with the firm ? If so; duration and nature of official dealings with the firm :  
\_\_\_\_\_

**Note:-** If the official had no dealings with the firm, company, etc, in which employment is offered, it may also be indicated whether the official had dealings with any other firm, company etc, under the control of the proposed employer. If so, details may be given at (c) below.

- (c) Duration of nature of the official dealings with the firm:
- (d) Details regarding status and the dealings of employer :
- (i) What is the status of the employer, whether it is a registered, Indian or foreign company, or any subsidiary of any foreign or Indian Company, Co-operative Society, firm or individual engaged in trading, commercial, industrial, financial, or professional business :
- (ii) Give a complete list or equipment/items manufactured by the firm:
- (iii) Give a complete list of items which the firm is dealing with including on agency basis :
- (iv) Is the firm on agent of any foreign supplier, if so, give full details of the items in respect of which such agency exists :
- (v) If the answer to (iv) above is in the affirmative, what are the principal products of the foreign supplier:

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(vi) Does the firm have any subsisting contract with any of the Departments of the Central Government or any subordinate office /organisation of the Central Govt including the Army, the Navy and Air Force and their lower formation:

(vii) If there is no subsisting contract as per (vi) above has the firm tendered for or applied for any contract with any of these Government agencies mentioned in (vi) above:

- (e) Name of the job/post offered:
- (f) Whether the post was advertised? If not, how was offer made?
- (g) General
  - (i) Does the job involve participation in the marketing of the product of the firm?
  - (ii) Specify whether post offered would involve work in place of manufacture/ testing/R&D or elsewhere.
  - (iii) Is the post a technical one?
  - (iv) Does it involve liaison/contact work with Government Department?
- (h) Remuneration offered for the post and other pre-requisites offered.
- (i) Any information which the applicant desires to furnish in support of his request.
- (k) Present address with Tele No. if any

Station:

(Signature of the officer)

Date:

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DECLARATION AS PER AFI 01/2011

I, \_\_\_\_\_ declared the following as per AFI 01/2011:-

- (i) The employment, which I propose to take up, will not involve activities prejudicial to India's foreign relations, national security and domestic harmony. It will not involve national security and domestic harmony. It will not involve conflict of interest with the policies of the office held by me during the last three years and the interest represented or work undertaken the organization, I propose to join, will not bring me into conflict with the working of the Government.
- (ii) I have not been privy to sensitive or strategic information in the last three years of service, which is directly related to the areas of interest of work of the organization that I propose to join or to the areas in which I propose to practice or consult.
- (iii) My service record is clear, particularly with respect to integrity and dealings with Non-Government Organizations.
- (iv) I agree to withdraw from the commercial employment in case of any objection by the Government.

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Air HQ (VB)  
New Delhi-106

Air HQ/C 98849/3/PO-5

15 Sep 20

**AIR HEADQUARTERS HUMAN RESOURCE POLICY**  
**PART-I/PO/MISC/04/2020**

**ELIGIBILITY CONDITIONS AND PROCEDURE TO APPLY FOR ISSUE OF NOC**  
**WHILE SEEKING 'GOVERNMENT EMPLOYMENT' OR 'COMMERCIAL**  
**EMPLOYMENT': SERVING AF OFFICERS OTHER THAN MEDICAL /**  
**DENTAL BRANCH OFFICERS**

- References:** -
- (a) AFI 1/2011
  - (b) Para 220 of AF Regulation
  - (c) IAP 3904 dated 24 Feb 10
  - (d) MoD OM No 5(1)/90/D (Coord) dated 16 Feb 93
  - (e) MoD No.16 (8)/2001-D (Air-III) dated 14 Aug 01
  - (f) MoD ID No. 1(1)/2008/ D (Coord) dated 04 May 09
  - (g) Air HQ/S 24745/4/PP (O)/PC-1/184/DS/D(Air-III) dt 23 Apr 01
  - (h) Air HQ/98812/9/PO-5 dated 13 May 15
  - (j) Air HQ/98832/1/PO-5 dated 23 Feb 18
  - (k) Air HQ/98832/1/PO-5 dated 09 Apr 19

- Appendices:** -
- A Sample Application for Civil Appointment
  - B Sample No Objection Certificate

**INTRODUCTION**

1. The cadre structure, dynamics of career progression and early retirement ages in Armed Forces are such that some defence personnel may seek a second career option. This policy is based on existing GoI instructions, listed as references above, on the criteria and procedure for applying for Government Employment / Commercial Employment.

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2. This policy is being issued to provide clarity on the eligibility conditions applicable for issue of a NOC to serving officers. It also lays down the procedure to be followed for issue of a NOC to officers desirous of applying for 'Government Employment / Commercial Employment' read in conjunction with the extant HRP dealing with PSS officers as amended from time to time. The policy also aims at providing clarity on the interpretation of the extant Gol policies referred above, without prejudice to other Govt policies, not covered herein or formulated at a later date.

### **AIM**

3. The aim of this HRP is to lay down the criteria and procedure, for serving Air Force officers, to apply for issue of NOC prior to applying for 'Government Employment' or 'Commercial Employment'.

### **DEFINITIONS**

4. **'Government Employment'**. The term 'Government Employment' would include employment in a civil post under Central or State Government or a Union Territory Administration / Government or in a post under a Body Corporate owned or controlled by the Government or in a PSU.

5. **'Commercial Employment'**. The term 'Commercial Employment' shall mean employment in any capacity including that of an agent under a company, firm or individual engaged in trading, commercial, industrial, financial or professional business and shall also include a directorship of and / or a partnership of such a company. It may however be pointed out in this connection that no permission is necessary by Service Officers for starting their own business or professional career after retirement.

6. **'Employment under a Govt Outside India'**. The term 'Employment under a Government outside India' shall include employment under a local authority or corporation or any other institution or organization which functions under the supervision or control of a Government outside India or an International organization of which India is not a member. Permission will not be granted for acceptance of employment under a foreign Mission in India before expiry of at least 3 years from the date an officer ceases to be in Air Force Service.

### **ELIGIBILITY CRITERIA FOR APPLYING FOR NOC**

7. Eligibility criteria for issue of NOC to serving officers desirous of applying for Government Employment / Commercial Employment would be governed by various factors like total commissioned service, type of commission, career prospects, and stage of application for PSS. Each bracket has specific pre-requisites that must be fulfilled

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before the application for the issue of NOC is forwarded. For the purpose of calculating total service, only actual commissioned service in the IAF excluding ante date and previous service would be taken into account. **Officers applying for NOC would be issued with the same based on service exigencies.** The NOC would be only for the appointment / job for which the officer has submitted the application. Therefore, if applying to multiple prospective employers, NOC for each application for employment has to be obtained. The criterion for applying for Government Employment or Commercial Employment is given in the succeeding paragraphs.

### **8. Officers Proceeding on Superannuation.**

(a) Officers proceeding on superannuation would not be required to apply for issue of NOC in case the officer is applying for Government Employment not earlier than two years prior to the date of superannuation and for Commercial Employment not earlier than one year prior to the date of superannuation. However, in case any organisation insists on obtaining the NOC from service, the same can be locally issued by the following officers:-

(i) **For Officers Posted to Field Units.** AOC / Stn Cdr will be issuing authority.

(ii) **For Officers Posted to Command HQ.** CPSO will be the issuing authority.

(iii) **For Officers Posted to Air HQ, Units Directly under Air HQ, Inter Services Formations or on Deputation to other Organisations outside Air Force.** Air Cmde PP {upto Gp Capt (TS)} / DPO-2 {for Gp Capt (S) and above} will be the issuing authority.

(b) The case for PSS in respect of these officers (irrespective of the number of years of service they have) would be considered favorably, subject to service exigencies and requirement, once the officer submits the offer letter for the post for which the NOC was issued. However, the time frames for processing the PSS application (Maximum of 2 ½ to 3 months) as mentioned in the HRP on PSS would remain.

### **9. Permanent Commission Officers.**

(a) **Officers with more than 24 years of commissioned service (excluding ante-date) or Non-Select officers.** Such cases would be considered favorably subject to service exigencies and requirements.

(i) Officers with more than 24 years of commissioned service (excluding ante-date) would be issued NOC only once the PSS has been approved by the competent authority. The case for PSS in respect of these officers would be processed as stipulated vide the HRP on PSS, as amended from time to time, by the P Branch (Dte of PO-3 (C) / Dte of PO-2, as applicable).

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(ii) Non-Select officers would be issued with NOC, subject to service exigencies and requirements. The case of PSS in respect of these officers would be considered favorably subject to service exigencies and requirement, once the officer submits the offer letter, for the post for which the NOC was issued. The case for PSS in respect of these officers would be processed on file by the P Branch (Dte of PO-3 (C) / Dte of PO-2).

(b) Officers with less than 24 years of Commissioned Service (excluding ante-date). Officers with less than 24 years of commissioned service (excluding ante-date) would be issued NOC only after the PSS has been approved by the competent authority. The case for PSS in respect of these officers would be processed as stipulated vide the HRP on PSS, as amended from time to time, by the P Branch (Dte of PO-3 (C) / Dte of PO-2, as applicable).

### 10. **Short Service Commission Officers.**

(a) During Initial Term of Engagement. SSC officers may be permitted to apply for 'Commercial Employment' and 'Government Employment' in the last one year from the date of completion of initial term of engagement. However, the date of joining the new establishment will only be after the date of release.

(b) During Extension. SSC officers may be permitted to apply for 'Commercial Employment' and 'Government Employment' in the last one year of their extended tenure. However, the date of joining the new establishment will only be after the date of release. In case the officer is granted Permanent Commission then the NOC, in case issued to the officer, would automatically stand cancelled. In such a case the officer is to return the issued NOC to Air HQ (VB) [Wg Cdr PO-3 (E)].

## **APPROVING AUTHORITY**

11. The approving authority for grant and denial of NOC / permission for officers other than those covered under para 8 above is as follows:-

(a) **AVM and Above.** MoD will be the approving authority for grant / denial of NOC / permission for Govt / Commercial / flying related employment.

(b) **Air Cmde and Below.** ACAS (PO) will be the approving authority for grant / denial of NOC for Govt / Commercial employment.

(c) **Permission to Join Flying Related Employment: Air Cmde and Below.** AOP will be the approving authority for grant / denial of permission for flying related employment.

**Note:** As stipulated vide GoI MoD letter No.16 (8)/2001-D (Air-III) dated 14 Aug 01, approval for joining the employment for which an NOC has been issued will be accorded by AOP.

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**PROCEDURE**

12. The procedure for applying for 'Government Employment' or 'Commercial Employment' is given in the subsequent paragraphs.

13. All applications (with relevant newspaper cuttings / printout of relevant web page / other such documents) by serving officers, for Government Employment or Commercial Employment are to be processed as follows:-

(a) **Officers Posted at Air HQ.**

(i) Recommendation / Remarks of respective ACsAS should include the task / role performed by the officer and the appointments tenanted in the last one year with special reference to sensitivity / utility for commercial exploitation of the information that the officer may be privy to. In case the officer has served for less than a year in the present appointment, then the applicant is to additionally obtain similar endorsement from the previous ACAS / Branch Head / AOC / Stn Cdr (as applicable) on his application for NOC.

(ii) To be forwarded to Wg Cdr PO-3(C) [for Gp Capt (TS) and below] or DDPO-2(B) [for Gp Capt (Select) and above].

(b) **Officers Posted at Comd HQs.**

(i) Recommendation / Remarks of Branch Heads should include the task / role performed by the officer and the appointments tenanted in the last one year / tenure with special reference to sensitivity / utility for commercial exploitation of the information that the officer may be privy to. In case the officer has served for less than a year in the present appointment, then the applicant is to additionally obtain similar endorsement from the previous ACAS / Branch Head / AOC / Stn Cdr (as applicable) on the application for NOC.

(ii) To be forwarded to Wg Cdr PO-3(C) [for Gp Capt (TS) and below] or DDPO-2(B) [for Gp Capt (Select) and above].

(c) **Officers Posted to Wings / Units.**

(i) Recommendation / Remarks of respective AOC / Stn Cdr should include the task / role performed by the officer and the appointments tenanted in the last one year / tenure with special reference to sensitivity / utility for commercial exploitation of the information that the officer may be privy to. In case the officer has served for less than a year in the present appointment, then the applicant is to additionally obtain similar endorsement from the previous ACAS / Branch Head / AOC / Stn Cdr (as applicable) on his application for NOC.

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(ii) To be forwarded to Wg Cdr PO-3(C) [for Gp Capt (TS) and below] or DDPO-2(B) [for Gp Capt (Select) and above].

(d) **Officers on Posting / Deputation to Non IAF Organisations.**

(i) Recommendation / Remarks of respective ACsAS of the specialist Dtes should include the task / role performed by the officer and the appointments tenanted in the last one year / tenure with special reference to sensitivity / utility for commercial exploitation of the information that the officer may be privy to. In case the officer has served for less than a year in the present appointment, then the applicant is to additionally obtain similar endorsement from the previous ACAS / Branch Head / AOC / Stn Cdr (as applicable) on his application for NOC.

(ii) In such cases, the applicant is to bring out the mandatory period of engagement as prescribed at the time of such appointments.

(iii) To be forwarded to Wg Cdr PO-3(C) [for Gp Capt (TS) and below] or DDPO-2(B) [for Gp Capt (Select) and above].

(e) Officers are to ensure that all applications reach the concerned Sub Dte at Air HQ through proper channels in time. Processing of the applications would be done only after receipt of the application with requisite recommendations from Air HQ (Specialist Dte) / Controlling Dte / Command HQ / Wing / Unit. The NOC application is processed at various levels within Air HQ, before AOP / MoD's decision. The estimated time required to complete the processing of the application at Air HQ is one month. Officers are to submit their applications keeping these time frames in mind.

**Notes.**

1. Non-Select officers and officers left with two years for superannuation may forward an advance copy of the application to the Govt Controlled organisation / PSU only.

2. Officers (except those proceeding on superannuation) who are applying for civil / commercial posts through online application are to forward the application to the concerned organisation only after receipt of the NOC from Air Cmde PP / DPO-2 / Gp Capt PO-5. Serving officers (except those proceeding on superannuation) who are applying online through the IAF Placement Cell portal, are also to take necessary NOC from Air Cmde PP / DPO-2 / Gp Capt PO-5).

3. **Flying Related Employment.** Irrespective of the clauses mentioned above, an officer who is allowed to retire prematurely with or without non-effective benefits shall not accept any employment pertaining to flying within two years of the premature retirement from the service, without prior permission of the competent authority. The approval of such employment is vested with AOP for officers of the rank of Air Cmde and below and with MoD for officers of the rank of AVM and

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above. Applications for such permission are to be forwarded to Wg Cdr PO-3(C) [for Gp Capt (TS) and below] or DDPO-2(B) [for Gp Capt (Select) and above].

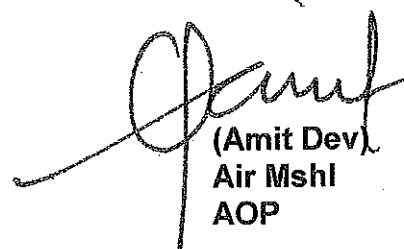
14. On receipt of the application through the prescribed channel laid down in para 12 above, the case will be processed as follows:-

- (a) Applications would be scrutinised at Air HQ {Dte of PO-2/ Dte of PO-3 (C)}.
- (b) The spare ability of the officer will be ascertained by Dte of PO-1 / Dte of PO-2 as applicable.
- (c) Dte of PO-2 / 5 will ascertain that there is no conflict of interests of the concerned officer with the prospective organisation and the IAF, for which, the application may be forwarded to concerned specialist dte for comments if not endorsed in the application. Recommendation of specialist dtes, extant provisions of IAP 3904, HRPs and GoI MoD provisions amended from time to time will also be referred for establishing the same.

15. The case will be further processed for officers found 'spareable'. Also, only after the necessary clearances / approvals will an application be forwarded to the prospective employer by Air HQ (Dte of PO-5 / 2) under a covering letter with a copy to the concerned officer. Organisation specific NOC would be issued by DPO-2 / Air Cmde PP in case the application is forwarded to the prospective employer. A sample of the forwarding letter and the NOC are placed at **Appendix A** and **Appendix B** respectively.

16. In case an officer is granted employment by the prospective employer, then the officer is to forward an application for PSS, as per HRP 02/2018 as amended from time to time to the Dte of PO-2 / 5, as the case may be. The application for PSS will be processed under the extant provisions and HRP on PSS.

17. This HRP supersedes all previous correspondence on the subject including HRP 01/2014 and amendments issued thereafter.

  
(Amit Dev)  
Air Mshl  
AOP

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Appendix 'A'  
(Refers to Para 15 of Air HQ/  
C 98849/3/PO-5 dt **15** Sep 20)

Tele : AFNET 2111-7348  
FAX : 011-23016119  
E-mail : Wg Cdr PO-3(C)/DDPO-2(B)@aop.iaf.in

Dte of PO-3/ PO-2  
Air HQs (VB)  
New Delhi - 110106

Air HQ/  
  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date

**FORWARDING OF APPLICATION FOR CIVIL APPOINTMENT**  
**(Particulars of the Officer)**

1. Annexed please find the application dated \_\_\_\_\_ by  
\_\_\_\_\_ for the post of \_\_\_\_\_ in  
\_\_\_\_\_(Name, Address of Org).

2. In case the officer is selected for the said post, then he / she would be released as per the extant policy.

(  
DPO-2 / Wg Cdr PO-3(C)  
For AOP

Encl: As stated

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Appendix 'B'  
(Refers to Para 15 of Air HQ/  
C 98849/3/PO-5 dt **15** Sep 20)

**NO OBJECTION CERTIFICATE**  
(APPLICATION FOR CIVIL APPOINTMENT)

1. The Indian Air Force has no objection to \_\_\_\_\_ (Rank, Name & Ser No. of the Officer) applying for the post of \_\_\_\_\_ in \_\_\_\_\_ (Name and Address of the Organisation) as per the Human Resource Policy Part-I/PO/Misc/04/2020 dated 15 Sep 20. The date of joining will only be after the date of release as per extant policy.

(  
Air Cmde PP / DPO-2

Date:

Unit Seal

File Ref No.

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