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AFO 19/2015

AIR FORCE ORDER
BY
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CHIEF OF THE AIR STAFF

NO/19/2015

AIR HEADQUARTERS
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ISSUE OF ARMED FORCES IDENTITY CARDS TO RETIRED
AIR FORCE OFFICERS

Introduction

1. Officers and Honorary commissioned officers proceeding on retirement/release with both pension and gratuity benefits will be issued with laminated plastic card as Retired Officers Identity Card in lieu of IAFZ-2015A with word 'RETIRED' printed on it.
2. The Identity Cards issued to retired officers are to be used only on occasions such as:-
 - (a) Ceremonial and other service functions, in uniform.
 - (b) Drawing service ration or availing of canteen/medical facilities.
 - (c) Any other occasion when uniform is permitted to be worn. On other occasions retired officers visiting offices of Air Force or other Service formations/units will have to seek entry through the Main Guard Room/Reception, like other visitors and not on production of Retired Officers Identity Card.

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3. Preparation and issue of Retired Officers Identity Card. Officers and Honorary commissioned officers retiring/ retired from service with pensionary benefits will be issued with laminated plastic identity card. The new pattern of laminated ROIC will be prepared and issued by **Dte of Air Veterans (DAV)** at Air HQ to the unit concerned for further issuance to the retiring/ retired officers and Honorary commissioned officers.

4. The Officers and Honorary commissioned officers retiring/ retired with pensionary benefits should submit an application along with required information including photograph in civil clothes (red background) and signature in black ink, as per the details mentioned in **Appendix 'A'**, in hard copy to the unit Adjutant. The retired officers holding IAFZ-2015A are to deposit the application for new laminated ROIC to the nearest AF unit. The unit Adjt will verify the application and forward to DAV at Subroto Park.

5. The cost of the photograph is to be borne by the individual officer.

6. Retired Officers Identity Card is not to be issued to officers released, retired, dismissed, cashiered etc without pensionary benefits.

7. Retired Officers Identity Card is not to be issued to officers proceeding abroad for settling down/ employment.

8. Officers invalided out of service due to battle casualties or otherwise and who are in receipt of pensionary benefits will be issued with the Retired Officers Identity Card with the word **INVALIDED OUT** printed on it.

9. The application in respect of retiring officers and honorary commissioned officers submitted as per Para 4 will be dispatched by the Unit Adjutant to DAV at least 60 days prior to the date of retirement.

10. On receipt of application, DAV will accordingly prepare the new ROIC and dispatch it to concerned Stn/ Unit. A separate register will be maintained by the issuing unit for the issue of Retired Officers Identity Card with the following information:-

- (a) Rank, full name and initials.
- (b) Service number, branch/trade.
- (c) Permanent residential address.
- (d) Retired Officers Identity Card No. and date of issue.
- (e) Signature of recipient and issuing officer.
- (f) Remarks.

11. Directorate of Air Veterans will maintain a complete record of Retired officers Identity Card issued by them.

12. The Unit Adjutant will withdraw the Armed Forces Identity Card IAFZ-2015 and issue the laminated ROIC to the officer proceeding on retirement. The withdrawn Armed Forces Identity Card will be destroyed at the unit and destruction certificate will be forwarded to Directorate of AV, Air Headquarters.

13. **Re-Employment of Retired Officers.** In the event of a retired officer, holding Retired Officers Identity Card is being re-employed, the ROIC is to be withdrawn and retained by the unit concerned, and regular Armed Forces Identity Card (IAFZ-2015) is to be issued. On his being released again, ROIC is to be re-issued by the unit after withdrawing the IAFZ-2015 with prior concurrence of DAV, Air Headquarters.

14. Safe Custody. Holders of Identity Cards must secure them against loss or misuse.

15. Return of Identity Card. In the event of the retired officer leaving India, permanently or temporarily, the Identity Card issued to him must be sent by the Officer to Air Headquarters (Directorate of Air Veterans) through the unit from where it was issued, or the nearest Air Force Unit. On return to India, the same may be obtained on request. In case of the death of the holder of ROIC, the Next of kin must surrender the ROIC to the nearest Air Force Station or dispatch it through registered post to "Directorate of Air Veterans, Air Headquarters, 1st Floor, SMC Building, Subroto Park, New Delhi – 110 010". In such cases the unit Adjt will destroy the ROIC and dispatch destruction certificate to DAV. On receipt of ROIC received directly at DAV from NoK, it will be destroyed at DAV.

16. Accounting of Identity Cards by Directorate of Air Veterans. The Dte of Air Veterans, Air HQ is to maintain a record indicating the serial number of the ROIC vis-a-vis the particulars of the officer, to whom ROIC is issued. Future replacement, losses, withdrawal or cancellation, if any, of the of the Identity Card, are to be noted against the respective issues and cross linked with the serial number of the new Identity Card, if issued.

Loss of Retired Officers Identity Card

17. In the event of loss of Retired Officers Identity Card, the officer must immediately report the loss to the Officer Commanding of the nearest Air Force Unit, lodge FIR with Civil Police and Directorate of Air Veterans giving the following details:-

- (a) When and where was the Identity Card last seen and discovered to have been lost.

- (b) Circumstances and sequence of events leading to the loss.
- (c) Action taken to recover the document and the result thereof.
- (d) Particulars of earlier loss of ROIC, if any. On receipt of the report, Air Headquarters (Directorate of Air Veterans) after examining the merits of the case, will authorise the issue of a new ROIC.

Replacements

18. Retired Officers Identity Card can be replaced on the following occasions:-

- (a) Replacement of IAFZ-2015A with new ROIC.
- (b) When worn out due to fair wear and tear.
- (c) Change in facial appearance.
- (d) Loss (refer para 17 above).

19. Replacement of the Retired Officers Identity Card , if agreed to by Directorate of Air Veterans, Air HQ will be regulated as follows:-

- (a) No cost for conversion from IAFZ-2015A to new ROIC.
- (b) A fee of Rs. 100/- will be levied for replacement of ROIC, if replacement is due to reasons covered at Para 18 (b) & (c).

(c) If replacement is due to loss of ROIC, an amount of Rs. 500/- will be recovered for first loss and Rs. 1000/- for second loss.

(d) No Identity Card will be issued if the loss occurs for the third time.

20. In case of ROIC replacement due to loss, the retired officer is to deposit application form as per **Appendix 'A'** along with copy of FIR and Challan for requisite fee to the nearest AF unit. The unit Adjt will verify the application and forward the ROIC to the unit concerned for issue of ROIC to the retired officer. **Lost ROIC, if recovered later, is not to be re-issued.**

Action at the Issuing Unit

21. Two copies of the acknowledgment slip as per **Appendix 'B'** will be raised for issue of Retired Officer Identity Card. One copy will be retained by the Unit and the second copy will be forwarded to Directorate of Air Veterans for record purpose.

22. Unit receiving the defaced/ lost ROIC received after the death of the holder is to destroy the same and forward the destruction certificate to Directorate of Air Veterans..

23. This AFO supersedes AFO 25/ 2008, 14/ 2012 (Corrigendum to AFO 25/2008) and all other instructions on this subject.

Case No. Air HQ/S 20162/AI(S)

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