

AIR FORCE ORDER

BY

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CHIEF OF THE AIR STAFF

NO. 16/2024

AIR HEADQUARTERS

NEW DELHI, WEDNESDAY, 25 SEP 2024

(Valid for 10 years from the date of issue)

ISSUE OF INDIAN AIR FORCE VETERAN IDENTITY CARD
TO DISCHARGED INDIAN AIR FORCE AIRMEN/ NCs(E)

Introduction

1. Airmen and NCs(E) proceeding on discharge with pensionary benefits will be issued with an Indian Air Force Veteran Identity Card (IAFVIC) similar to the ROIC issued to Retired Officers and Hony Commissioned Officers.

Occasions for Usage of IAFVIC

2. The IAFVIC issued to Airmen and NCs(E) proceeding on discharge is to be used only on occasions such as availing of URC and medical facilities.

3. On occasions when discharged Airmen/ NCs(E) visit offices of the Indian Air Force or other Service formations/ units, they will have to seek entry through the Main Guard Room/ Reception, like other visitors and not on production of IAFVIC.

Categories

4. To whom IAFVIC would be Issued. Airmen and NCs(E) proceeding on discharge from IAF with pensionary benefits would qualify for issue of IAFVIC.

5. To whom IAFVIC would not be Issued. IAFVIC would not be issued to following Airmen/ NCs(E):-

(a) Airmen and NCs(E) dismissed from service.

(b) Airmen and NCs(E) proceeding abroad for settling down/ employment.

- (c) In event of loss of IAFVIC occurring for the **third time**.

Issuing Agencies

6. Initial issue of IAFVIC to all airmen/ NCs(E) proceeding on discharge will be the responsibility of AFRO. Subsequent issue of IAFVIC to the veterans due to any reasons will be the responsibility of Directorate of Air Veteran (DAV). AFRO and DAV will maintain a complete record of IAFVIC issued by them. OIC Recording Wing at AFRO is designated as issuing officer for initial issue of IAFVIC.

Procedure for Initial Issue of IAFVIC

7. Action by Applicant. The following procedure will be followed by the applicant: -

- (a) Fill up the application with required information including photograph in civil clothes (red background), signature in black ink and thumb impression, as per the details mentioned at **Appendix A**. The cost of the photograph will be borne by the individual.
- (b) Airmen/ NCs(E) proceeding on discharge from service should submit an application at least 90 days prior to date of discharge to the unit Adjutant.
- (c) The personnel likely to be promoted to next higher rank within 90 days prior to date of discharge will submit their application post grant of new rank **only**.

8. Action by Unit Receiving the Application. The following procedure will be followed by the unit receiving the application:-

- (a) Verification of information given in the application by Adjutant.
- (b) Post verification Adjutant will forward application to AFRO so as to reach atleast 60 days of prior to date of discharge.

9. Action by AFRO.

- (a) On receipt of application, AFRO will prepare the IAFVIC as per **Appendix B** with **Ultra High resolution, along with Invisible Security features (viewed by Ultra-Violet (UV) light)**.
- (b) Maintain a record indicating the serial number of the IAFVIC vis-à-vis the particulars of the individual.
- (c) Despatch IAFVIC to concerned Stn/ Unit, ensuring that it reaches atleast 15 days before date of discharge.

10. Action by Unit prior to Issue of IAFVIC. Unit after receiving the IAFVIC from AFRO will proceed as follows:-

- (a) On the date of discharge of the individual, Unit Adjutant will withdraw the Armed Forces Identity Card (IAFZ-2015)/ Temporary Identity Card (TIC) and issue the IAFVIC to the personnel proceeding on discharge.
- (b) The withdrawn Armed Forces Identity Card/ TIC will be destroyed at the unit and destruction certificate will be forwarded to DPM(B).
- (c) Maintain record of the following information, prior to issuing of IAFVIC to the individual:-
- (i) Rank, full name and initials.
 - (ii) Service number and trade.
 - (iii) Permanent residential address.
 - (iv) IAFVIC No. and date of issue.
 - (v) Signature of recipient and issuing officer.
 - (vi) Remarks.
- (d) Raise two copies of the acknowledgement slip as per **Appendix C** for issue of IAFVIC. One copy will be retained by the Unit and the second copy will be forwarded to AFRO/ DAV (as applicable) for record purpose.

Loss of IAFVIC

11. **Action by Individual.** Immediately report the loss to the Commanding Officer of the nearest Air Force Unit, lodge FIR with Civil Police and intimate DAV 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) Deposit application form as per **Appendix A** along with copy of FIR and deposit requisite fee to the nearest AF unit as per para 7(b).

12. **Action by Unit.** Unit Adjt will verify the application and forward the request to DAV for re-issue of IAFVIC. **Lost IAFVIC, if recovered later, is not to be re-issued.**

Replacement of IAFVIC

13. The agency to re-issue IAFVIC will be DAV. The IAFVIC can be replaced on the following occasions:-

- (a) When worn out due to fair wear and tear.
- (b) Change in facial appearance.
- (c) Loss of IAFVIC.

14. Actions by DAV before Issuing Replacement IAFVIC. DAV before issuing a replacement card will ensure following:-

- (a) Examine the merit of the case and deny replacement if not deemed fit.
- (b) In case of loss of IAFVIC:-
 - (i) Note particulars of earlier loss of IAFVIC, if any.
 - (ii) Ensure the loss is not for the third time. **No Identity Card will be issued if the loss occurs for the third time.**
- (c) Record of the replacement against the individual and cross link with the serial number of the new Identity Card, if issued.
- (d) Charge the individual replacement fee as following:-
 - (i) Rs. 100 will be levied for replacement of IAFVIC if replacement is due to reasons covered at Para 13 (a) & (b).
 - (ii) If replacement is due to loss of IAFVIC, an amount of Rs. 500 will be recovered for first loss and Rs. 1000 for second loss.

15. Action at the Unit issuing Replacement IAFVIC. The unit issuing the replacement IAFVIC post receipt from DAV will proceed as follows:-

- (a) Keep record as enumerated in para 10(c).
- (b) Unit receiving the defaced/ lost IAFVIC is to destroy the same and forward the destruction certificate to DAV.

Return of Identity Card

16. In the Event of the Discharged Personnel Leaving India Permanently. The IAFVIC must be sent by the individual to DAV through the unit from where it was issued, or the nearest Air Force Unit.

17. In case of Death of the Holder of IAFVIC. The Next of Kin (NoK) must surrender the Identity card to the nearest Air Force Station or despatch it through registered post to 'Dte of Air Veterans, Subroto Park, New Delhi - 110010'. In such cases the unit Adjt will destroy the IAFVIC and despatch destruction certificate to AFRO and DAV. On receipt of IAFVIC directly at DAV from NoK, it will be destroyed at DAV.

18. The subject orders will come into immediate effect for the personnel proceeding on discharge with pensionary benefits.

(VR Chaudhari)
Air Chief Marshal
Chief of the Air Staff

PRECAUTIONS TO BE TAKEN WHILE FILLING AND FORWARDING
IAFVIC APPLICATIONS

1. Application is to be raised in **single copy only**.
2. Two recent colour passport size photographs in civil dress with red background and Service Number endorsed at right top corner of photograph to be pasted at appropriate columns. One photograph (pasted at the top) only should be attested by Unit Adjt.
3. No column is to be left blank.
4. **Left thumb impression (in blue ink) and signature (in black ink) to be done without touching any printed portion of form. Second photograph should be without any marks. These things are used for scanning.**
5. Application to be sent to this office at least 90 days prior to discharge/ date of promotion to next higher rank, so that IAFVIC is issued in time.
6. In case of discharged Airman/ NC(E) a copy of PPO to be attached.
7. In case of loss of IAFVIC, copy of FIR and Challan/ MRO/ Recovery voucher of Rs.500/- or Rs.1000/- as applicable to be attached alongwith. In case of replacement of IAFVIC due to fair wear and tear or change in facial appearance, Challan/ MRO/ Recovery voucher of Rs.100/- to be attached.
8. **No other documents to be attached except mentioned in para 6 & 7.**
9. IAFVIC application to be signed by Unit Adjt and Adjt to appraise the Airman/ NC(E) going on discharge or already discharged about information/ instructions/ content given in AFO/2024.
10. Special care to be taken while filling columns like Service Number, Name, Date of Birth, Height, colour of Eyes, Blood Gp, Visible Identification Marks, Address and contact number.
11. Applications duly vetted by Adjt, to be sent to following address:-

(For Initial issue)
AFRO (Recording Wing)
Subroto Park
New Delhi - 110010

OR

(For Subsequent issue)
Directorate of Air Veteran
Subroto Park
New Delhi - 110010