



APPENDICES



APPENDICES

Appendix A

(Refers to Para 2 of 'Rendition of Requirements'
of Administrative Instructions)

REQUIREMENT OF COURSES IN THE INDIAN NAVY DURING _____

(To be prepared in consultation with the Indian Mission)

Sl. No.	Nomenclature of the Course	No. of vacancies required	Details of Pre/Post Course attachments required, if any	Remarks





APPENDICES

Appendix B

(Refers to Para 4 of 'Rendition of Requirements'
of Administrative Instructions)

ACCEPTANCE OF DEMAND OF COURSES BY MINISTRY OF EXTERNAL AFFAIRS

1. Country :
2. Dependent CDA :
3. Institution :
4. Course :
5. Duration of Course :
6. Training Charges :
7. Accommodation and allied
charges for the course
- (a) Single :
- (b) Married :
8. Number of vacancies :
9. Total charges due :
10. Concerned Missions :

Copy to :-

CDA (N), Mumbai

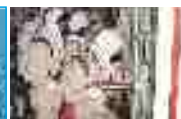
Institution Concerned

Naval Headquarters (Directorate of naval Training)

Ministry of Defence / D (Navy-II)

Note: 1. Payment should be made (in full) in favour of the CDA (N), Mumbai (Controller of Defence Accounts (Navy)).

2. A separate sheet should be used for each Institution.





Training for Tomorrow

APPENDICES

Appendix C

(Refers to Para 6 of 'Rendition of Requirements' of Administrative Instructions)

FORM 'A'

(To be filled by the Trainee)

PERSONAL DATA

My government has selected me to attend a course of training in the Indian Navy and I am submitting the following personal information, as required:-

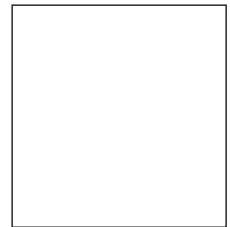
1 Name of the Course: _____

2 Duration of the Course: From _____ To _____

3. Full Name _____

4. Country _____

5. Photograph
(Passport Size)



6. Branch of Service _____

7. Rank _____

8. Service Number _____

9. Date of Rank _____

(Day)

(Month)

(Year)

10. Date of Commission(for officer) _____

11. Date of Birth _____

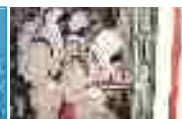
12. Place of Birth _____

13. Physical Description: Weight _____ Height _____

(Kilograms)

(Centimetres)

14. Academic Qualification	Subject	Name of School/ College	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____





APPENDICES

15. Military Education

(Details and Dates attended to be given)

16. Marital Status: Married/Single*

17. Dependents : _____

Wife's name : _____

Children's Name	Date of Birth	Sex
_____	_____	_____
_____	_____	_____
_____	_____	_____

18. Whether family will accompany: Yes*/ No*

19. If not accompanying, whether family will join later, and if so, when:

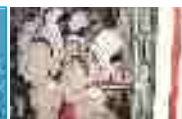
20. Religion: _____

21. Details of Course, if any, attended in India:

Name of the Course	Where	When
_____	_____	_____
_____	_____	_____

22. My last duty assignment was _____

23. Details of Naval Service: (List of all primary duties and major assignments in the last five years)





APPENDICES

24. Special qualifications, if any:

25. Mother Tongue:

26. Other Languages and fluency (Fl- Fluent; F-/ Fair; P- Poor)

Name	Speak	Write	Translate
(Example): English	Fl	P	F

<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>

27. Home

Address

28. Decorations

29. Proficiency in sports

30. Extracurricular activities/hobbies

(a) Passport number

 Valid upto

Date and port of entry





Training for Tomorrow



APPENDICES

Entry permit valid upto _____
(Date)

Visa valid upto _____
(Date)

(b) Wife's Passport number _____ Valid upto _____
Date and port of entry _____
Entry permit valid upto _____
(Date)

Visa valid upto _____
(Date)

(c) Children Passport number _____ Valid upto _____
Date and port of entry _____
Entry permit valid upto _____
(Date)

Visa valid upto _____
(Date)

(d) Others: _____

Signature:





APPENDICES

Appendix D

(Refers to Para 2 of 'General Guidelines and Information'
of Administrative Instructions)

CERTIFICATE OF SECURITY AND ASSURANCE

1. Surname _____
2. First Name(s) _____
3. Rank _____
4. Country and Service _____
5. Date and place of Birth _____

6. Next of Kin _____ Relationship _____
7. Address _____

8. Colour of hair _____ Colour of eyes _____
9. Height _____ Weight _____
10. Distinguishing Marks (if any) _____
11. Address in India (if applicable) _____
12. Highest grade of classified information for which individual is security cleared (see note of page 301).

13. The above name has been selected to attend:-
Title of Course _____ At _____
Duration of Course: From _____ To _____





APPENDICES

14. He has been subjected to political and security screening by the Government and does not constitute a security risk to the Indian Government.
15. The Government will not use any information disclosed to the individual, during his course of training, to a third Government, without the approval of the Ministry of Defence, Government of India.
16. The Government will not use any information disclosed to the individual for other military purpose.

STAMP

Signature of authorising Officer

Appointment:

Date:





APPENDICES

INSTRUCTIONS FOR COMPLETION OF FORMS GIVEN IN APPENDICES

1. Para 12 of Appendix 'D', be completed with appropriate security classification, which are defined as under, in accordance with the current Government instructions.
 - (a) 'TOP SECRET' - Documents, information and material, the security of which, is of paramount importance and whose unauthorised disclosure would cause exceptionally grave damage to the nation.
 - (b) 'SECRET' - Documents, information and material, the unauthorised disclosure of which, would endanger national security, cause serious injury to the interest or prestige of the nation or serious embarrassment to Government or would be of great advantage to a foreign nation.
 - (c) 'CONFIDENTIAL' - Documents, information and material, the unauthorised disclosure of which would endanger national security, would be prejudicial to the interest of prestige of the nation, any Government activity or individual, or would cause administrative embarrassment or difficulty or great advantage to a foreign nation.
 - (d) 'RESTRICTED' - Documents (other than covered by higher categories), which should not be published or communicated to anyone except for official purposes.
2. The certificate must be authenticated, at least, by an official or the equivalent rank of Commander and duly stamped with the official stamp of his designation and appointment, accompanied by two passport size photographs of the trainee.



