



**GOVERNMENT OF INDIA**

**OFFICE OF  
THE DIRECTOR GENERAL OF CIVIL AVIATION**

**ORGANISATION MANUAL**

**JULY 2017**

## PREFACE

Directorate General of Civil Aviation is the regulatory body governing the safety aspects of civil aviation in India. This document provides the organisation of DGCA at headquarters and regional offices including role and functions of the organization and the various existing and newly created directorates/ divisions of DGCA in a consolidated format. This document replaces the DGCA Organisation Manual issued in December 2015.



**(B. S. Bhullar)**

Director General of Civil Aviation

31<sup>st</sup> July 2017

(Approved vide F. No. 18/34/2005-VC dated 31<sup>st</sup> July 2017)



**TABLE OF CONTENTS**

PREFACE .....	i
RECORD OF REVISIONS .....	2
TABLE OF CONTENTS.....	3
1. Directorate General of Civil Aviation – Functions.....	5
2. Directorate General of Civil Aviation – Organisational Structure.....	7
I. DGCA Headquarters .....	7
II. DGCA Regional Offices .....	8
3. Directorate General of Civil Aviation – Duties and Functions of Directorates/ Divisions.....	14
A.    ADMINISTRATION .....	14
1.    Establishment I Section .....	14
2.    Establishment II Section.....	15
3.    Establishment III Section .....	16
4.    Recruitment Cell.....	17
5.    General Section .....	18
6.    Cash Section.....	19
7.    Finance Section .....	20
8.    Vigilance Section.....	21
9.    Parliament and Coordination Section .....	22
10.    Official Language Division .....	23
B.    AIRCRAFT CERTIFICATION.....	25
Aircraft Engineering Directorate.....	25
C.    CONTINUING AIRWORTHINESS.....	29
Airworthiness Directorate .....	29
D.    AIRCRAFT OPERATIONS .....	34
Flight Standards Directorate .....	34
E.    AIR OPERATOR CERTIFICATION AND MANAGEMENT .....	35
Air Transport Directorate.....	35
Air Operator Certification and Management Bureau.....	37
F.    FLYING TRAINING.....	41
Directorate of Flying Training .....	41
G.    AERODROMES AND GROUND AIDS.....	42



Aerodrome Standards Directorate.....	42
H. AIR NAVIGATION SERVICES .....	44
Directorate of Airspace and Air Navigation Services Standards.....	44
I. INVESTIGATION AND PREVENTION .....	52
Air Safety Directorate.....	52
J. LEGAL AFFAIR .....	56
Directorate of Information and Regulation .....	56
K. PERSONNEL LICENSING.....	58
DGCA Personnel Licensing System .....	58
Directorate of Training and Licensing.....	59
Licensing-I Section: .....	59
Licensing-II Section: .....	60
Medical Section.....	61
Central Examination Organisation.....	64
L. State Safety Programme.....	65
SSP Division .....	65
M. SURVEILLANCE AND ENFORCEMENT .....	66
Surveillance and Enforcement Division.....	66
N. TRAINING .....	67
Training Division .....	67
O. INFORMATION TECHNOLOGY .....	68
IT Division.....	68
P. INTERNATIONAL COOPERATION.....	69
International Cooperation Division.....	69
P. WORKFORCE EVALUATION METHODOLOGY.....	70
Q. ISSUE OF CREDENTIALS.....	73



## 1. Directorate General of Civil Aviation – Functions

1. Registration of civil aircraft;
2. Formulation of standards of airworthiness for civil aircraft registered in India and grant of certificates of airworthiness to such aircraft;
3. Licensing of pilots, aircraft maintenance engineers and flight engineers, and conducting examinations and checks for that purpose;
4. Certification of aerodromes;
5. Maintaining a check on the proficiency of flight crew, and also of other operational personnel such as flight dispatchers and cabin crew;
6. Granting of Air Operator's Certificates to Indian carriers and regulation of air transport services operating to/from/within/over India by Indian and foreign operators, including clearance of scheduled and non-scheduled flights of such operators;
7. Conducting investigation into incidents and serious incidents involving aircraft upto 2250 kg AUW and taking accident prevention measures including formulation of implementation of Safety Aviation Management Programmes;
8. Carrying out amendments to the Aircraft Act, the Aircraft Rules and the Civil Aviation Requirements for complying with the amendments to ICAO Annexes, and initiating proposals for amendment to any other Act or for passing a new Act in order to give effect to an international Convention or amendment to an existing Convention;
9. Coordination of ICAO matters with all agencies and sending replies to State Letters, and taking all necessary action arising out of the Universal Safety Oversight Audit Programme (USOAP) of ICAO;
10. Supervision of the institutes/clubs/schools engaged in flying training including simulator training, AME training or any other training related with aviation, with a view to ensuring a high quality of training;
11. Granting approval to aircraft maintenance, repair and manufacturing organizations and their continued oversight;
12. To act as a nodal agency for implementing Annex 9 provisions in India and for coordinating matters relating to facilitation at Indian airports including holding meetings of the National Facilitation Committee;

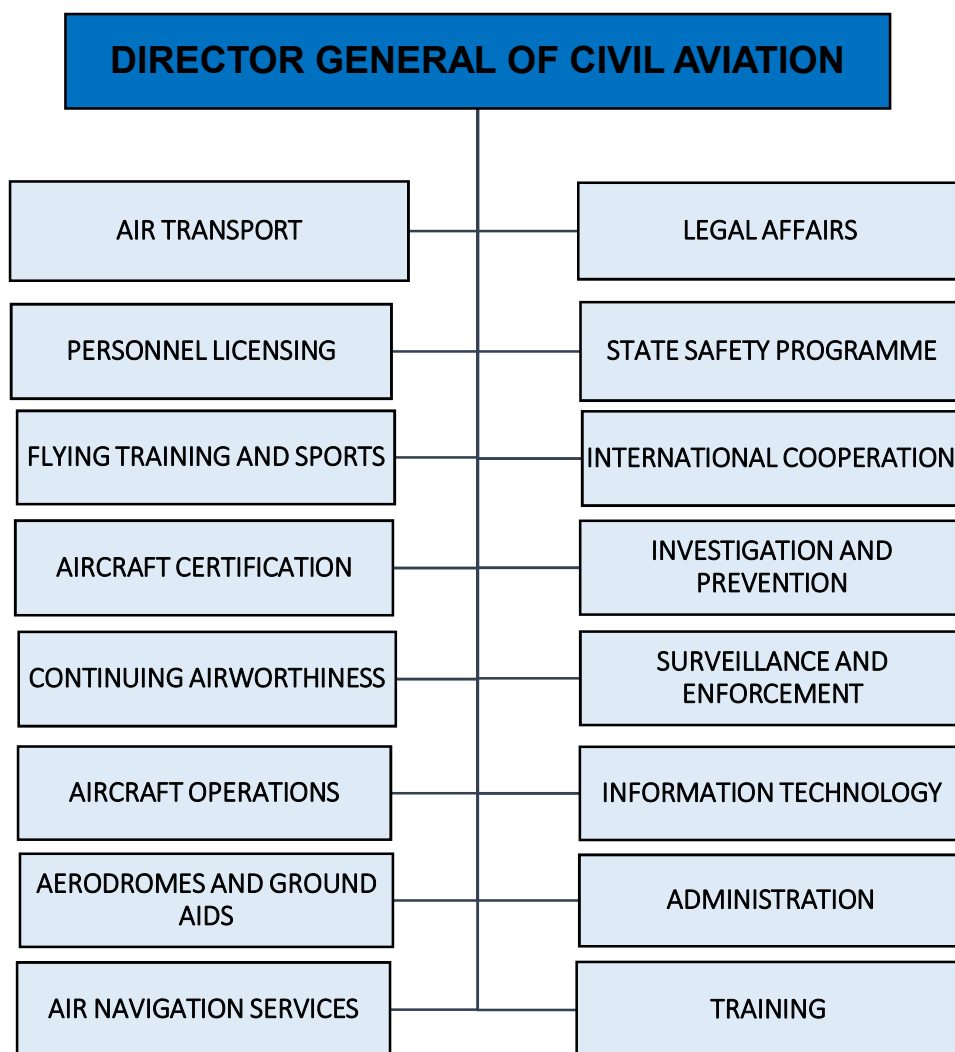


13. Rendering advice to the Government on matters relating to air transport including bilateral air services agreements, on ICAO matters and generally on all technical matters relating to civil aviation, and to act as an overall regulatory and developmental body for civil aviation in the country;
14. Coordination at national level for flexi-use of air space by civil and military air traffic agencies and interaction with ICAO for provision of more air routes for civil use through Indian air space;
15. Keeping a check on aircraft noise and engine emissions in accordance with ICAO Annex 16 and collaborating with the environmental authorities in this matter, if required;
16. Promoting indigenous design and manufacture of aircraft and aircraft components by acting as a catalytic agent;
17. Approving training programmes of operators for carriage of dangerous goods, issuing authorizations for carriage of dangerous goods, etc.
18. Safety Oversight of all entities approved/ certified/ licensed under the Aircraft Rules 1937.



## 2. Directorate General of Civil Aviation – Organisational Structure

### I. DGCA Headquarters

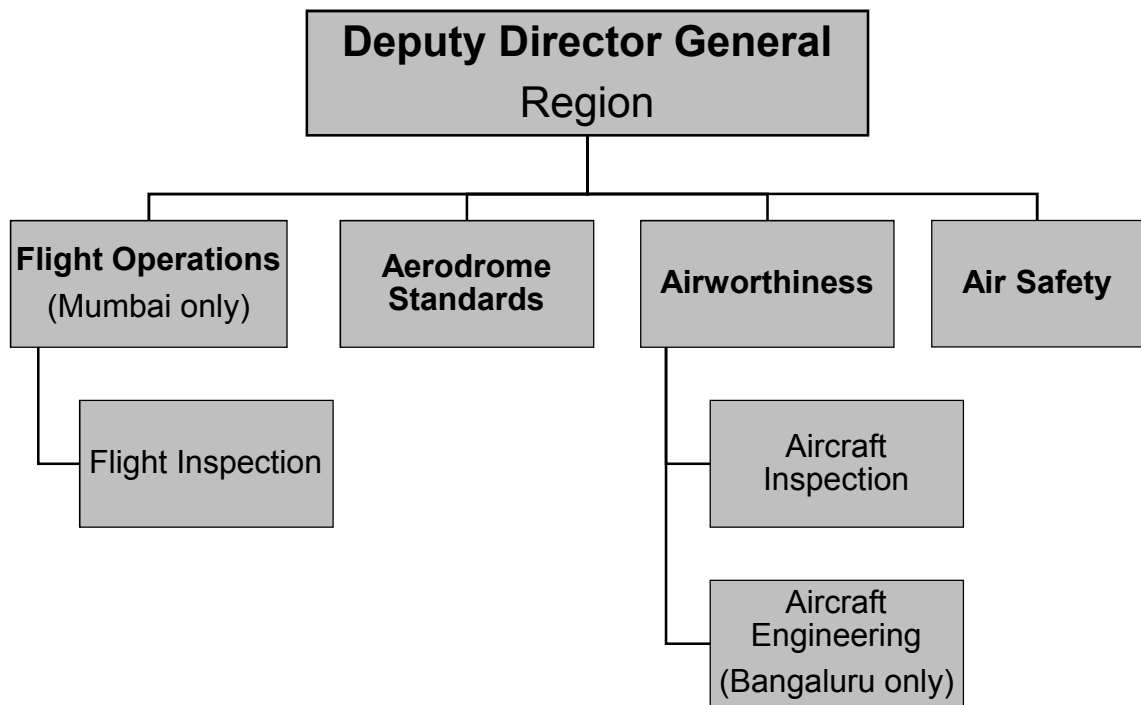






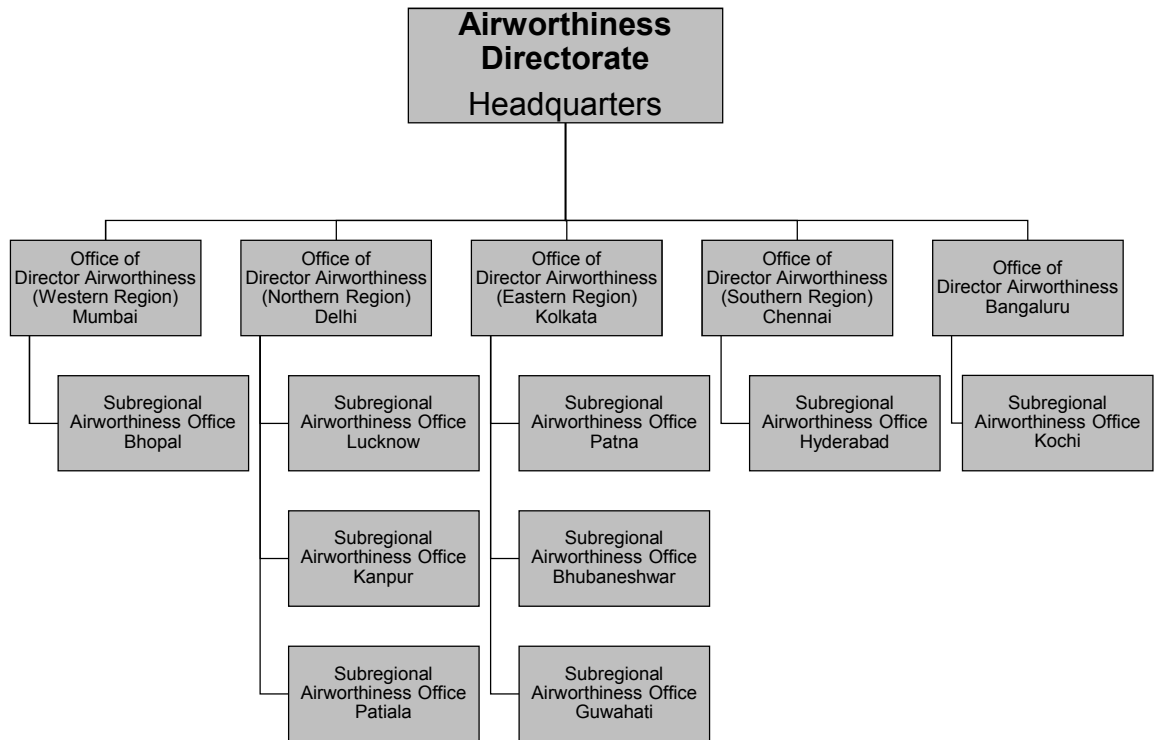
## II. DGCA Regional Offices

### 1. Regional Offices (Delhi/ Mumbai/ Kolkata/ Chennai/ Bengaluru)



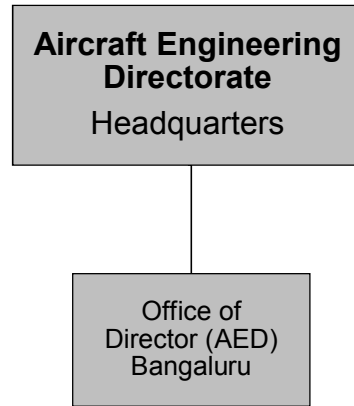


## 2. Airworthiness - Regional Offices



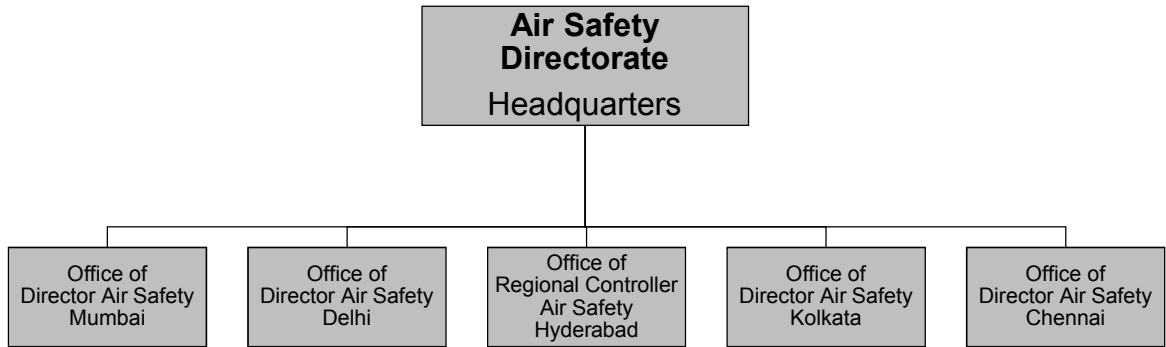


### **3. Aircraft Engineering - Regional Offices**



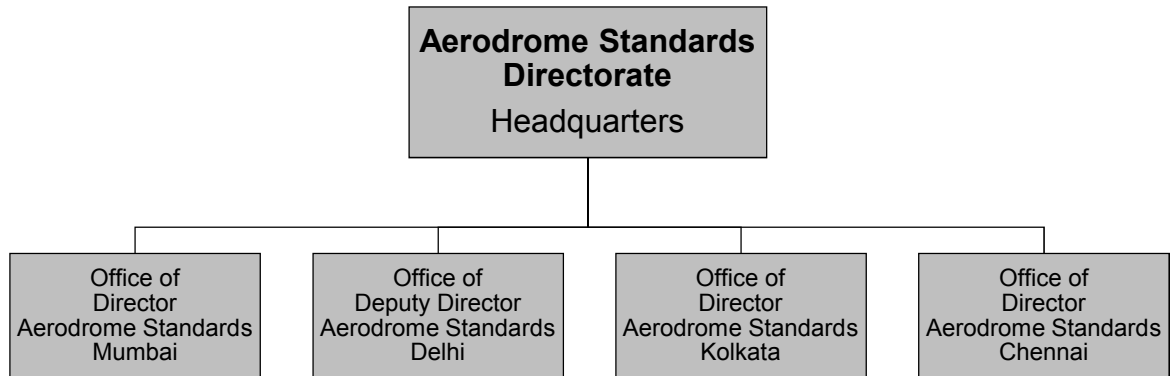


#### 4. Air Safety - Regional Offices



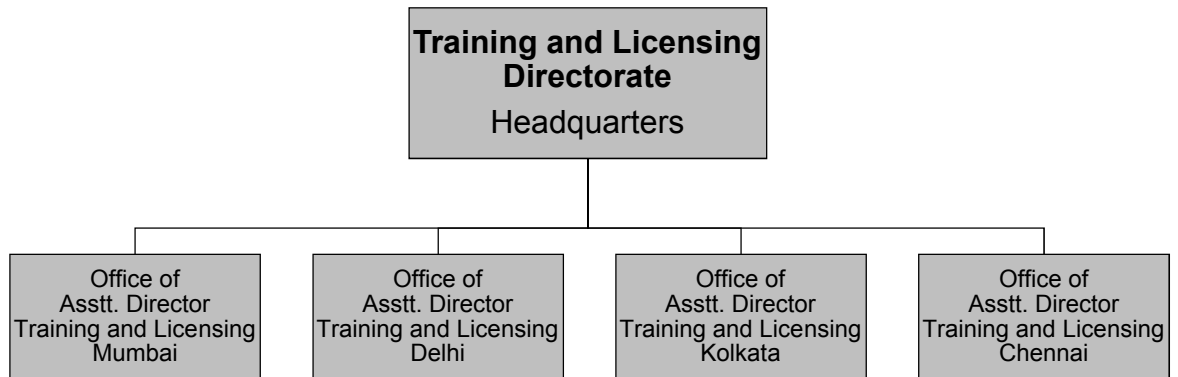


## 5. Aerodrome Standards - Regional Offices





## 6. Training and Licensing - Regional Offices





### **3. Directorate General of Civil Aviation – Duties and Functions of Directorates/ Divisions**

#### **A. ADMINISTRATION**

##### **1. Establishment I Section**

1. All Establishment work relating to Group 'A', 'B' & 'C' posts in Aircraft Engineering Directorate.
2. Establishment matters relating to Group 'B', 'C' and 'D' staff in the Regional and Sub-regional offices of the CAD.
3. All pension cases and pension related Court cases relating to retiring as well as retired employees of DGCA Hdqrs. and those of employees of CAD absorbed in Airports Authority of India.
4. Matters relating to the management of the Regional & sub-regional offices of CAD including accommodation, residential quarters and transport.
5. Issue of Exchange Vouchers for Air India/Tickets in respect of the Headquarters officers of the Civil Aviation Department except CSS, CSSS & CSCS who are selected for deputation/delegation and training abroad.
6. Scrutiny of Air-India Bills and T.A. Bills in respect of the foreign tours of the Headquarters Officers other than CSS, CSSS & CSCS and acceptance of the same.
7. Scrutiny of vouchers in respect of deputation/delegation abroad of Headquarters officer of CAD (received from Embassies/High Commission by CPAO) and acceptance of the same.
8. Service matters of Group 'A', 'B' & 'C' officers of Aircraft Engineering Directorate.
9. Work relating to Motor Transport Pool and Establishment matters relating to staff car drivers.



## 2. Establishment II Section

1. Establishment work relating to Recruitment, Promotion and Deputation of Group 'A' Officers of Civil Aviation Department (except officers belonging to the Aircraft Engineering Directorate) including processing of DPC papers, initial posting etc.
2. Creation, continuation, abolition, conversion of temporary posts etc. of all the above mentioned categories of officers and staff.
3. Court cases relating to Group 'A' officers.
4. Submission of Periodical Reports and returns.
5. Matters relating to office council
6. Parliament Questions on the above subjects.
7. RTI Matters, PMO reply, Incumbency List and other Miscellaneous works.





### 3. Establishment III Section

1. Establishment work relating to CSS, CSCS, CSSS and Group 'D' staff and ex-cadre posts viz. Caretaker, Cashier, Accountant, Hindi Translators Grade I & II, Senior Investigators, Junior Investigators, Senior Computers and Accounts Officers at Headquarters of the DGCA.
2. Maintenance of service books of the above categories of officers and staff.
3. Creation, continuation, abolition, conversion of temporary posts etc. of all the above mentioned categories of officers and staff.
4. Cases under CCS (Conduct) Rules e.g., matters relating to purchase /sale of moveable and immovable property etc. in respect of officers referred to above.
5. APAR/SPARROW of the above categories of staff.
6. Court cases relating to above categories of staff.
7. Submission of Periodical Reports and returns.
8. Matters relating to office Council.
9. Parliament Questions on the above subject.
10. RTI Matters and other Miscellaneous works.



#### **4. Recruitment Cell**

1. Recruitment Rules:
  - a) Framing of Recruitment Rules.
  - b) Revision/Amendment of Recruitment Rules.
  - c) Repealing of Recruitment Rules.
2. Appointment of Consultants on contract basis including FOIs against the vacant sanctioned post on requirement basis except the post of Multi-Tasking Staffs (MTS) , Data Entry Operator, Drivers and other casual appointment by General Section.
3. All administrative/establishment/service matter of contractual consultants working in Directorate General of Civil Aviation.



## 5. General Section

1. Receipt and issue work of the DGCA (HQ).
2. Procurement/issue and maintenance of records etc. of stores stationery including local purchases.
3. Issue of Identity Card to officers and staff.
4. Issue of uniforms.
5. Installation/changes of telephones intercoms.
6. Maintenance of staff cars/vehicles.
7. Security arrangements of DGCA (HQ).
8. Procurement and issuance of stationery/consumables/ furniture/computers and printers etc. for DGCA (HQ).
9. All maintenance and Housekeeping Service.
10. Maintenance of DGCA complex through CPWD.
11. Providing of official vehicles.
12. Floating tenders for various procurements.
13. Issue of parking label.
14. Scrap/waste papers recycling.
15. General Services for all Directorates/Sections of DGCA.



## 6. Cash Section

1. Preparing and disbursement of salary to the officers/staff of DGCA Hqrs.
2. Grant of all advances to the officers/staff of the DGCA (Headquarters) and regional offices of DGCA.
3. Drawal and disbursement of advances, withdrawals, bonus, overtime etc.
4. C.G.H.S. Scheme to officers and staff of DGCA Hqrs.
5. Re-imburement of medical expenses to officers and staff of DGCA Hqrs.
6. Sanctions for medical re-imburement to all Regional and Sub-regional offices of DGCA.
7. Allotment of Govt. accommodation to all officers/staff of DGCA Hqrs.
8. Withdrawal and disbursement of cash and depositing cheques in bank.
9. Preparing online bills through PFMS.



## 7. Finance Section

### **Budget Work**

1. Budget Estimates and Revised Estimates under Revenue Grant.
2. Budget Estimates and Revised Estimates under Capital Grant.
3. Budget Estimates and Revised Estimates under Classified Advertisements and Visual Publicity and other miscellaneous heads.
4. Budget Estimates and revised Estimates under Loans and Advances to Central Government Servants.
5. Performance Budget.
6. Issue of Re-appropriation orders in respect of Revenue and Capital Grants.
7. Matters relating to the Public Accounts Committee and Expenditure Finance Committee.
8. Appropriation Accounts under Revenue and Capital Grants.

### **Allotment of funds**

9. Declaration of Head of Office/Controlling Officer/Drawing and Disbursing Officer.
10. Preparation of Financial Effect Statements.
11. Grant of Permanent Advances (Contingencies).
12. Submission of monthly accounts to audit and submission of quarterly returns regarding maintenance of Liability Register.
13. Departmental Inspection on the accounts of the Subordinate Offices.
14. Audit Inspection Reports/Objection Reports.
15. Delegation of Financial Powers.



## 8. Vigilance Section

1. Vigilance and disciplinary cases.
2. Appeals/Reviews arising of disciplinary / Vigilance cases.
3. Maintenance of Complaint Register.
4. Periodical returns regarding complaints and Disciplinary cases, Appeals/Reviews etc.
5. Issue of Vigilance Clearance for Airport Entry Pass in respect of officers of DGCA.
6. Issue of Vigilance Clearance in respect of DGCA officers pertaining to various administrative purposes.
7. Follow up action on CVC instruction/circulars on Vigilance.
8. Court cases, RTI matters, Public Grievances related to Vigilance cases.



## 9. Parliament and Coordination Section

1. Parliament Matters like Notices/Questions, Circulation of provisional Calendar, Guidelines and procedure for dealing with Parliament Questions.
2. Aerodrome Entry Permit (AEP).
3. Co-ordination of the O&M Work of the Civil Aviation Department.
4. Action Taken Reports on Minutes of Sr. Officers Meetings.
5. Inputs on Monthly D.O Letter to Cabinet Secretary.
6. Consultative Committee Meetings; ATR on their recommendations.
7. VIP References.
8. Pending Assurances.
9. Circulation of orders.
10. Collection and Submission of General information.
11. Brief for opening speech for the Minister of Civil Aviation as well as for President for both Houses of Parliament.
12. Issue of Republic/Independence Celebration Passes.
13. Collection of Donations for Red Cross/Armed Forces/Dumb & Deaf Flag Days, Communal Harmony Day etc.
14. Providing information under Right to Information Act relating to P&C Section.
15. Providing information on various awards Padma Vibhushan, Padma Bhushan, Padma Shri, PM's Shram Awards, PM's Awards for Excellence in Public Administration, Recommendations for Jeewan Raksha Padhak Services of Awards, Recommendations for Ashoka Chakra Series of Gallantary Awards to be announced on Independence Day, Implementation for Golden Peacock Awards etc.
16. Miscellaneous References.
17. Recording and Weeding of files in DGCA.
18. Pending Issues of DGCA in MoCA.
19. Inter-Ministry Sports.



## 10. Official Language Division

1. Implementation of Official Language Policy of Government of India in accordance with the provisions of Official Language Act 1963, Official Rules 1976 and Presidential Orders issued from time to time.
2. All types of translation work including various reports from English to Hindi and vetting thereof.
3. Meetings of Official Language Implementation Committee of DGCA.
4. Grant of Advance Increments; Cash and Lump-sum Awards on passing various Hindi Examinations.
5. Organising Hindi Workshops in the office.
6. Preparation of help literature in Hindi and distribution of the same.
7. Compilation and submission of quarterly, half yearly and annual assessment reports regarding progressive use of Hindi to the Ministry of Civil Aviation and Department of Official Language, (Ministry of Home Affairs).
8. Collection of data regarding Hindi qualifications of employees for the purpose of nominating them to various Hindi trainings.
9. Special emphasis on compliance of section 3(3) of Official Language Act, 1963.
10. Overall guidance to staff regarding the use of Hindi for day to day official work on individual basis.
11. Parliament Questions regarding the use of Hindi.
12. Inspection of Subordinate and Regional Offices of DGCA to review the implementation of Official Language Policy of Government of India and to give guidance thereon.
13. Implementation of Incentive Scheme for noting drafting and Hindi dictation issued by Department of Official Language.
14. Parliamentary Committee on Official Language – Visit of Second of Sub-Committee of Committee of Parliament.
15. All India Official Language Conference.
16. Work relating to purchase of Hindi Books & Newspapers for the library of DGCA(Hqr) as per norms prescribed by Department of Official Language (Ministry of Home Affairs).
17. Celebration of Hindi Day and Hindi Pakhwara in DGCA Headquarters.
18. Overall monitoring of Subordinate/Regional Offices regarding progressive use of Hindi.
19. Notifying Subordinate/Regional offices under rule 10(4) of Official Language Rules 1976.
20. Issuance of individual orders under rule 8(4) of Official Language Rules 1976 for doing cent percent work in Hindi.
21. Matters relating to Hindi Advisory Committee of Ministry of Civil Aviation.
22. Matters relating to Official Language Implementation Committee Meeting of Ministry of Civil Aviation.
23. Review of Quarterly Progressive Report and Minutes of Meeting received from Subordinate Offices /Regional Offices.
24. Translation of Civil Aviation Requirements (CAR) and some other material of present website in Hindi with a view to preparing website bilingual.
25. Keeping liaison with the Central Translation Bureau, Central Hindi Directorate and Commission for Scientific and Technical Terminology.
26. Preparation of Departmental Terminology.





27. Matters relating to the Kendriya Sachivalaya Hindi Parishad.
28. Preparation of Hindi versions of Departmental English Abbreviations.



## B. AIRCRAFT CERTIFICATION

### Aircraft Engineering Directorate

The following are the four divisions in Aircraft Engineering Directorate:

- A. Aero Engineering Division (AED)**
- B. Aero Laboratories Division (ALD)**
- C. Aviation Environment Unit (AEU)**
- D. Air Transport Division (ATD)**

The functions of each of the divisions are listed below: -

(A) Aero Engineering Division (AED):

1. Approval of Design Organizations (DO) and subsequent renewal of approval of Design Organisations in accordance with CAR 21 Subpart JA and JB.
2. Audit/ surveillance of Design Organizations in accordance with Annual Surveillance Plan.
3. Issue of Type Certificate for aeronautical product designed & developed in India under rule 49 of the Aircraft Rules, 1937.
4. Validation of Type Certificate (TC) issued by foreign regulatory authorities for aeronautical products designed in foreign countries in the circumstance when the product will be manufactured, and/or operated in India, under rule 49B of the Aircraft Rules, 1937.
5. Recognition of Type Certificate (TC) of aeronautical product issued by a contracting state whose airworthiness requirements are at least equal to the requirements established in accordance with the national regulation contained in CAR 21, for operation in India under rule 49E of the Aircraft Rules, 1937.
6. Issuance of Supplemental Type Certificate (STC) for aeronautical products designed & developed in the country under rule 49F of the Aircraft Rules, 1937.
7. Recognition of Supplemental Type Certificate issued by a contracting state whose airworthiness requirements are at least equal to the requirements established in accordance with the national regulation contained in CAR 21 for design changes to be incorporated on aeronautical product under rule 49G of the Aircraft Rules, 1937.
8. Issue of Indian Technical Standard Order (ITSO) authorizations for development of ITSO appliances and publishing ITSO standards under rule 49H of the Aircraft Rules, 1937.
9. Issue of noise certificate for indigenised designed and developed aircraft;
10. Continued airworthiness of aeronautical products, parts & appliances including issuance of Airworthiness Directives (AD) for aeronautical products designed in India and dissemination of the information to all air operators and to CAAs located in States that have the affected aeronautical product on their respective national aircraft register under Subpart A & B of CAR 21.
11. To support international Cooperation Programmes (ICP) such as Bilateral Aviation Safety Agreements (BASA)/ Memorandum of Understanding (MoU)/ Working Arrangements (WA) and their related Implementation Procedures of Airworthiness (IPA) in the field of mutual acceptance of aeronautical products/ parts, technical cooperation and in general promotion of aviation safety.
12. Approval to changes in type design/type certificate and approval to repair design for indigenously designed and developed aeronautical product under Subpart D & M of



- CAR 21 respectively. Assisting DAW for approval of modification / repair where design documents are not from approved source as per AAC 1 of 2017.
13. Witnessing of the Qualification tests to ensure the adherence to the Qualification test program.
  14. Acceptance/Approval of the Qualification test schedules of parts & appliances.
  15. Issue of permit to fly for aircraft that do not meet applicable airworthiness requirements, but are capable of safe flight e.g. prototype aircraft under Subpart P of CAR 21.
  16. Participation in and overseeing the activities of the type certification board (TCB) for indigenized aeronautical product;
  17. Inspect prototype aircraft, test specimens and test installation, as necessary. This includes:
    - a. determine the conformity of each part, article and test installation with its applicable design data, as well as with the approved test proposal; and
    - b. issue conformity inspection reports;
    - c. evaluate proposals pertinent to manufacturing aspects of the design, repair and modification of an aircraft or its parts to ensure conformity with CAA specifications;
  18. Ensure that a system is in place through which the air operator will report malfunctions, failures, defects and other occurrences that might cause adverse effects on continuing airworthiness to the type design organization. Ensure the type design organization, under its authorization, reviews the reports it receives on malfunctions, failures, defects and other occurrences and takes appropriate corrective action(s) on unsafe conditions, where necessary under 21.3A of CAR 21.
  19. Participate in maintenance review board (MRB) activities related to the development and approval of initial maintenance and inspection requirements for newly type certificated indigenised aircraft and engines being introduced into service for the first time;
  20. Prepare and recommend regulatory changes and amendments to the national aviation legislation concerning all matters of airworthiness within the scope and function of the AED.
  21. Develop/adopt standards and procedures for the type certification of an aircraft including its components, engines, systems, instruments and equipment in line with ICAO Annex 8;
  22. Approval of test pilots under AC 1 of 2001 and AC 1 of 2002.
  23. Ensure that the type data necessary to support the type certificate of aircraft in the State of aircraft registered is maintained; and
  24. The regional office at Bengaluru functions as a satellite office of AED Headquarters. The functions & responsibilities of officers of Bengaluru region are as follows:
    - a. Design Organization renewal/surveillance in accordance with CAR 21, Subpart JB & JA.
    - b. Scrutiny and acceptance/approval of the Qualification test schedules of parts & appliances.
    - c. Witnessing of the Qualification tests to ensure the adherence to the Qualification test program.
    - d. Scrutiny/approval of the compliance against the applicable Airworthiness Standards.
    - e. Performing conformity inspection of aircraft / aircraft parts, systems & item of equipment indigenously produced in the country.
    - f. Co-ordination with HQs in granting approvals/ certification etc.
    - g. Submitting monthly report to Headquarters, which depicts the entire activities carried out by the regional office during the month.



- h. Scrutiny/approval of design/compliance documents pertaining to approval of modification and repair with respect to indigenously designed & manufactured aircraft.
- i. Participation in MRB/FRB meeting meant to deliberate & discuss the mitigation action to be taken on the failures/malfunctions/ defects/ occurrences on the aircraft designed & manufactured in India.
- j. Scrutiny of SBs/ASBs and its substantiation documentation submitted by the TC holder.
- k. Recommend and issue of PAD for consideration of DGCA(AED) Hqrs
- l. Any other work assigned by DGCA Hqrs.

**(B) Aero Laboratories Division (ALD):**

**B1. Failure Analysis Laboratory:**

- Engaged in analysing failed aircraft components involved in accident/incident and also during in-service to find out the probable cause and suggest remedial measures
- Failed parts are analysed
  - Microscopically (to examine the failure mechanism viz. ductile failure, brittle failure, fatigue, corrosion, etc.)
  - Metallographically (to examine grain size, cracks, microstructure, etc.)

**B2. Flight Recorder Laboratory:**

- Engaged in monitoring of CVRs and DFDRs for the purpose of ensuring continued airworthiness of recorders and crew performance
- Analysis of flight recorders of aircraft involved in accident/incident to know cockpit environment and aircraft attitude.
- Lab equipped to decode CVRs and DFDRs of Honeywell and L3 Communications make

**B3. Physical & Chemical Laboratory:**

- Testing and analysis of Aviation Turbine Fuel samples for:
  - Quality control monitoring
  - Approval of fuel samples for VVIP flights
  - Commissioning of new fuel tanks
  - Accident investigation purpose
- Fuel Samples analysed in accordance with DEF STAN 91-91/IS 1571 requirements on the following:
  - Appearance (Colour, Particulates, etc.)
  - Composition (Acidity, Aromatics, Sulphur, etc.)
  - Volatility (Distillation, Flash point, Density, etc.)
  - Fluidity (Freezing point, Viscosity, etc.)
  - Combustion (Smoke point, Naphthalene, Specific energy, etc.)
  - Corrosion
  - Contaminants
  - Water separation characteristics

**B4. Material Testing Laboratory:**

- Testing of welding samples
  - Ultimate tensile strength
  - Bend test
  - Micro testing



– Testing of upholstery material

- Flame time
- Dripping
- Burn length

(C) Aviation Environment Unit (AEU)

- To develop carbon footprint for civil aviation for monitoring purpose.
- To disseminate the guidelines and measures adopted by ICAO to the stakeholders in respect of environment protection.
- To share various global best practices to the stake holders in respect of environment protection.
- To assess local air quality in and around airports for monitoring purpose.
- To assist Central Pollution Control Board (CPCB) in formulating noise standards for airports.
- To assist in developing noise contours around airports in coordination with AAI/ATC, CPCB and Air Operators.

(D) Air Transport Division (ATD)

- Approval of flight schedules:
  - Scheduled domestic airlines
  - Indian carriers for international operations
  - Amendments to approved flight schedules
- Scrutiny of traffic data of submitted by scheduled domestic airlines with respect to adherence of :
  - ASKM deployment requirements contained in Route Dispersal Guidelines
  - On-Time performance of scheduled domestic airlines and foreign carriers
  - Compliance of regulations on denied boarding/ cancellations/delays
  - International operations of Indian Carriers with respect to utilisation of traffic rights
  - Tariff of scheduled domestic airlines
- Analysis of passenger traffic data of scheduled domestic airlines on monthly basis in respect of passenger growth, market share, load factor, etc.
- Review of preparedness of Indian carriers to new international destinations in respect of operations, engineering, safety, security, ground facilities, commercial arrangements, etc.
- Study in respect of technical feasibility for selection of suitable fixed wing aircraft/helicopter.



## C. CONTINUING AIRWORTHINESS

### Airworthiness Directorate

#### A. HEADQUARTERS (AIRWORTHINESS DIRECTORATE)

The main functions and responsibilities of the Airworthiness Directorate (Headquarters) are detailed below:

##### 1. Regulations, Policies and Guidance functions

- a) develop national regulations, standards, policy and guidance; related to airworthiness, continuing airworthiness of aircraft etc.
- b) amend, as appropriate, national airworthiness regulations, policy and guidance, based on a continual review of the viability and effectiveness of those regulations, policy and guidance;
- c) examine changes in ICAO requirements for incorporation into Aircraft Rule or Civil Aviation requirements, or the filing of appropriate differences;
- d) examine current and, as necessary, new foreign regulations (EASA based) and determine the need for adaption of critical features of such regulations in the DGCA requirements concerning airworthiness.
- e) establish working relationships with other CAAs and industry that facilitate the certification of foreign aeronautical products to enable their import and export;
- f) Issue of advisory circulars concerning airworthiness practices and procedures, where such advice does not warrant mandatory action, but makes a significant contribution to flight safety;
- g) Participation at national and international levels on matters relating to airworthiness;
- h) Evaluation and processing for grant of exemption received from Regional office(s).

##### 2. Staffing and Training functions

- a) Develop process for evaluation of work force requirements to perform the function related to airworthiness;
- b) Develop training program for training and qualification of Airworthiness Officers;
- c) Develop procedures for nomination and authorisation of appropriately qualified technical personnel as inspectors based on qualifications, training provided (including specialized training and OJT);
- d) Implementation of training policy of Airworthiness Directorate including OJT.



### 3. Approvals and Certification functions

- a) Review, process and record applications for registration, de-registration, amendment of registration of aircraft as appropriate, and issuance of certificates of registration.
- b) maintain the Civil Aircraft Register and ensuring updated information are available as and when required;
- c) grant or validate aircraft noise certification;
- d) issuance/ validation of certificate of airworthiness and issuance of initial ARC and processing of documents, as appropriate;
- e) Approval and renewal of foreign aircraft maintenance organizations involved in maintenance of Indian registered aircraft;
- f) record, review and process application for issue of aircraft maintenance personnel /flight engineers licence, renewal /validation and extension of licenses and ratings for additional category of CAR-66 licence,
- g) Evaluate and issue export certificates of airworthiness for aircraft.
- h) Evaluate and approve or accept maintenance organization exposition, and, maintenance training organization exposition related to foreign organisations.
- i) Certification and approval of initial applications of air operators (airworthiness aspects) as per CAP 3100, CAP 3300 and CAP 3400;
- j) Participation in maintenance review board activities for development and approval of initial maintenance inspection for newly type certificated aircraft/power plants being introduced in service for the first time;
- k) Issuance of directives concerning the design standards to be met by aircraft/aircraft components/ equipment during manufacture and maintenance.
- l) issue special flight permits with operating limitations for aircraft for delivering or export of aircraft.
- m) Review of Airworthiness Directives and Service Bulletins issued by State of Design to determine their applicability to the civil registered aircraft;

### 4. Liaison functions

- a) Prepare and distribute to the public documents containing all issued MCAI and airworthiness advisory material;
- b) Confer at national and international levels on matters relating to the regulations and technical matters concerning airworthiness.
- c) Processing of proposal for foreign deputation for inspection, oversight, training, attending workshops related to officers of the directorate.
- d) Processing of applications for issue of Aero mobile Station Licenses for an aircraft;



- e) Co-ordination with international agencies on matters relating to RVSM approval/ operations of Indian civil registered aircraft;

## **5. Surveillance, Investigations and Enforcement**

- a) Planning of annual surveillance programme of foreign organizations.
- b) Co-ordinate with FSD for implementation of Ramp Inspection programme for domestic/ foreign operators.
- c) Investigation of violations of the national regulations concerning airworthiness and initiation of punitive/corrective actions, where necessary.

## **6. Miscellaneous Function**

- a) Matters pertaining to RTI Act, 2005 and replies thereof relating to Airworthiness;
- b) Coordination with other directorates on matters relating to airworthiness, and initial airworthiness of an aircraft, as required;

## **B. REGIONAL/ SUB-REGIONAL AIRWORTHINESS OFFICE**

The main functions and responsibilities of the Regional/ Sub-regional offices are detailed below:

- a) Implementation of regulations to verify compliance of national regulations.
- b) Implementation of training policy of Airworthiness Directorate including OJT in regional and sub-regional offices.
- c) Provide on the job training to officers before they are authorised to function independently.
- d) Forwarding recommendations (annually) to Hqrs for training requirements of officers based upon training need analysis.
- e) Maintenance of training records of the officers.
- f) Compilation of Monthly News Letter and forwarding to Headquarters (Airworthiness Directorate).
- g) Co-ordination with senior officers of DGCA during their official visits.
- h) Ensure safety and security of office premises.
- i) Reviewing, processing and recording of applications for issue /validation of Certificate of Airworthiness and Airworthiness Review Certificate of an aircraft and provide recommendation to Hqrs for initial issue of C of A and ARC.
- j) Reviewing, processing and recording of applications for issue of Export Certificate of Airworthiness of an aircraft and provide recommendation to Hqrs.





- k) Reviewing, processing and recording of applications for issue / renewal/ variation of approval of organizations.
- l) Reviewing, processing and recording of applications for special operations such as RVSM, EDTO, Cat-II/CAT-III, PBN etc related to Airworthiness and providing recommendations to Hqrs for further action.
- m) Inspection and airworthiness control of leased aircraft (CAP-3200).
- n) Approval of continuing airworthiness related documents such as maintenance programme, MEL, approval/ acceptance of modifications/ repairs, technical log book, acceptance of maintenance and continuing airworthiness management contracts etc.
- o) Certification and approval of initial applications of air operators (airworthiness aspects) as per CAP 3100, CAP 3300 and CAP 3400.
- p) Evaluation and approval of weight schedule and load & trim sheet.
- q) Conduct written/ on-line examinations for issue/ extension of licenses of aircraft maintenance personnel and flight crew.
- r) Record, review and process application forms of aircraft maintenance personnel/ flight engineers licence (renewal), renewal and extension/ change of licenses and ratings for additional category of AME licence.
- s) Conduct of skill test for type rating of aircraft maintenance personnel/ issuance of authorization.
- t) Processing, reviewing, assessment for issuance of special flight permission. Review and approval/ acceptance of expositions, procedures related to maintenance, production, continuing airworthiness, on job training etc.
- u) Review of Engineering Statistical Reports of operators and initiate appropriate action, if required.
- v) Investigation/ analysis of defects in the aircraft and suggest corrective actions to arrest negative trends, if needed. Approval or acceptance of modifications and repairs relevant to continuing airworthiness of aircraft.
- w) Monitoring and control of mandatory continuing airworthiness information (MCAI).
- x) Co-coordinating requests for deviations from requirements and specifications, and ensuring adequate treatment for those deviations.
- y) Identifying and assessing industry problems which threaten timely and satisfactory achievement of safety objectives related to national requirements, including issuing recommendations for corrective action.



- z) Witnessing critical tests performed and approving testing methods and test reports.
  - aa) Investigation of major problems or defects discovered in aeronautical products or parts in service, and determine appropriate corrective action to be taken, when the airworthiness objectives of national requirements are not being met.
  - bb) monitor manufacturer's service bulletins (SB) to consider their implications on design, production and maintenance.
  - cc) evaluate accidents, incidents and service difficulties to determine possible unsatisfactory designs or processes.
  - dd) Processing of requests of exemption of approved organisations and recommendation to Hqrs.
  - ee) Surveillance and Periodic review of the approved organizations to assess their capability to have continuous approval.
  - ff) Develop and implement annual surveillance programme based on the airworthiness complexity of the organisation. Continuing airworthiness oversight including ACAM and enforcement actions.
  - gg) Perform ramp inspection on domestic and foreign air operators.
  - hh) Perform periodic and unannounced surveillance of industry activities to ensure compliance with national requirements, manufacturer standards and good maintenance practices.
  - ii) Ensure timely corrective action on deficiencies noted during oversight of certificated operators. Maintenance of record.
  - jj) Investigate possible violations of the national law or regulations in regard to airworthiness and to enforce corrective and initiate enforcement action, if legal actions, if required.
  - kk) Take enforcement action, when necessary, to ensure compliance with airworthiness requirements.
- ll) Maintenance of records pertaining to all activities.
- mm) Maintaining fees records for various services rendered to organizations/ personnel.
- nn) Attending VVIP movements, Airport Coordination Committee Meetings, Bomb Threat Assessment Committee Meetings and Security Committee Meetings etc. at respective airports.



## D. AIRCRAFT OPERATIONS

### Flight Standards Directorate

The Flight Standards Directorate in the DGCA has been entrusted with the responsibilities of certification of air operators, designee oversight and PEL support. The Directorate has establishment at the DGCA Hqrs New Delhi supported by the regional office at Mumbai. The functions and responsibilities of Flight Standards Directorate are as follows:

#### A. Air Operator Certificate - Issuance and management (surveillance and inspection activities)

1. Provide technical support in flight operations to Air Operator Certification Bureau (AOCMB) for the issuance of an air operator certificate.
2. Carry out surveillance and inspection activities for the management of an AOC.

#### B. Designee oversight

1. Carry out authorization of Instructors and Line Training Captains (LTCS)
2. Carry out appointment of examiners and their oversight

#### C. PEL support

1. Carry out flight crew proficiency and competency checks
2. ATOs/ TRTOs (Approval and management) - Carry out all approval issuance and management tasks related to ATO/ TRTOs.
3. Reviewing, processing and recording of applications for issuance of approval for flight dispatchers

#### D. Approval of Flight Simulation Devices

#### E. Surveillance of Air Operators, Training Organisations and Designees

1. Prepare annual surveillance programme
2. Carry out surveillance of Air Operators/ ATOs/ TRTOs/ Designees as per ASP
3. Carry out random inspections
4. Follow up action on surveillance reports

#### F. Other

1. Preparation of changes to regulations to include ICAO Annex amendments;
2. Reply on parliamentary matters/ VIP references/ RTI.



## **E. AIR OPERATOR CERTIFICATION AND MANAGEMENT**

### **Air Transport Directorate**

Air Transport Directorate has following major functions:

1. Issue/renewal and endorsement of Air Operators Certificate/ Permit and other issues related to the issuance of permission for import/acquisition of aircraft, endorsement/deletion of the aircraft on the Operator's Certificate/ Permit.
2. Issuance of flight clearances to foreign registered aircrafts including VIPs/tourist charter flights under ITP/cargo flights/ambulance flights, which are overflying/landing/technical landing to/across India. Issues flight clearances to Indian registered aircraft also operating outside the country for revenue/nonrevenue purposes and clearances for the Ballooning flights;
3. Collection and compilation of data on passenger and freight traffic from AOP holders including uploading of the data on DGCA web site and submission of statistical information to ICAO;
4. Approval of the domestic flight schedules (winter/summer) along with monitoring of flight movements and their load factor.

In order to discharge the above functions the directorate has been divided into two parts.

1. Air Transport-1(AT-1), looks after the function as stated at serial no 1 & 2.
2. Air Transport-2(AT-2), looks after the function as stated at serial no 3.

Note: Air Transport Division (AED), looks after the function as stated at serial no 4.

#### **AIR TRANSPORT – 1 (AT1).**

The functions of Air Transport – 1 Section include:

1. Issue/ amendment of an Air Operator's Permit – The Section is responsible for initiating the 5-phase process and the final issuance of an Air Operator's Permit (AOP) as per process laid down in CAP 3100.
2. Issue of NOC for import/acquisition of aircraft/helicopter.
3. Renewal of the Air Operator's Permit
4. Issuance of flight clearances to foreign registered aircrafts including VIPs/tourist charter flights under ITP/cargo flights/ambulance flights, which are overflying/ landing/ technical landing to/ across India. Issuance of flight clearances to Indian registered aircraft also operating outside the country for revenue/ non-revenue purposes and clearances for the Ballooning flights.

#### **AIR TRANSPORT – 2 (AT2)**

1. Collection and compilation of data on passenger and freight traffic from scheduled operators both domestic and international airlines, on scheduled operator and airports.



2. Uploading monthly data on traffic from the scheduled airlines on the DGCA website.
3. Uploading annually data from all operators including traffic statistics, financial data, fleet statistics and personal statistics.
4. Submission of statistical information to ICAO.



## Air Operator Certification and Management Bureau

1. The Air Operator Certification and Management Bureau (AOCMB) in DGCA covers the functions relating ICAO Annex 6 (*Operations of Aircraft*) and to a limited extent Annexes 8 (*Airworthiness*) and 1 (*Personnel Licensing*).
2. The AOCMB is headed by the Joint Director General of Civil Aviation and supported by Chief Flight Operations Inspector (CFOI) in Flight Standards Directorate, Director of Airworthiness in Airworthiness Directorate, Director of Air Transport in Air Transport Directorate and encompasses the flight operations inspectors, airworthiness inspectors, cabin safety inspectors and dangerous goods inspectors involved in the certification and management of an AOC.
4. The functions of the (AOCMB) include:
  - Issuance of Air Operator Certificate for various types of organizations
  - Management (surveillance and inspection activities) of AOC
5. The responsibility for the above functions is spread across commercial, general aviation/ business aviation and helicopter operations.

*Note: 'Organisation' herein means air transport operators (Scheduled and Non-scheduled), and Approved training organizations (for type-rating of pilots).*

### 6. **Certificate issuance and management:**

#### A) **Air Operator Certificate (AOC) Team:**

Composition: Flight operations, airworthiness, cabin safety, and dangerous goods inspectors (and other personnel as appropriate), headed by a Project Manager.

Functions:

- 1) To manage the certificate of one or more scheduled or non-scheduled operators.
- 2) Conduct certification, surveillance, and inspection activities related to its assigned air operator(s).

*Note: The number of operators assigned to a team will be based on the size and complexity of the operators.*

### 7. **Role of Inspectors in AOCMB**

#### 7.1 Flight Operations Inspectors:

1. To carry out functions assigned in accordance with CAP 3100/ CAP 3300/CAP 3400 and CAP 8200 for certification of an Air Operator;



2. To carry out related functions in accordance with CAP 3100/CAP 3300/CAP 3400 and CAP 8200 for continuous management of the AOC for the assigned Air Operator(s);
3. To carry out surveillance of assigned Air Operator as per the laid down surveillance plan.

#### 7.2 Airworthiness Inspectors:

1. To carry out functions assigned in accordance with CAP 3100/ CAP 3300/ CAP 3400 and APM for certification of an Air Operator;
  2. To carry out related functions for continuous management of the AOC in accordance with CAP 3100/ CAP 3300/ CAP 3400 and APM for the assigned Air Operator(s);
  3. To carry out surveillance of assigned Air Operator as per the laid down surveillance plan.

#### 7.3 Cabin Safety Inspectors:

1. To carry out functions assigned in accordance with CAP 3100/ CAP 3300/CAP 3400 and CAP 8400 for certification of an Air Operator;
2. To carry out related functions for continuous management of the AOC in accordance with CAP 3100/ CAP 3300/CAP 3400 and CAP 8400 for the assigned Air Operator(s);
3. To carry out surveillance of assigned Air Operator as per the laid down surveillance plan.

#### 7.4 Dangerous Goods Inspectors:

1. To carry out functions assigned in accordance with CAP 3100/ CAP 3300/CAP 3400 and Dangerous Goods Inspector's Manual for certification of an Air Operator;
2. To carry out related functions for continuous management of the AOC for the assigned Air Operator(s) accordance with CAP 3100/ CAP 3300/CAP 3400 and Dangerous Goods Inspector's Manual;
3. To carry out surveillance of assigned Air Operator as per the laid down surveillance plan.

### 8. Role of other officers in AOCMB

#### 8.1 Director (Operations), FSD

1. Administration of AOCMB;
2. To plan training of inspectors (Flight Operations, Airworthiness, Cabin Safety and Dangerous Goods Inspectors) in coordination with DAW (AOCMB), Dir(I&R) and CFI;
3. Coordinate activities pertaining to the functioning of AOCMB with AT directorate.

#### 8.2 Deputy Director (Operations), FSD

1. Administration of AOCMB;
2. Development of surveillance plan;
3. Coordinate activities pertaining to functioning of AOCMB with AT directorate;



4. Any other duty or function as assigned by Director (Operations)/CFOI.

### **8.3 Assistant Director (Operations), FSD**

1. Development of surveillance plan;
2. Follow up action on surveillance reports of air operators;
3. Maintain certification folders of operators;
4. Maintain record of training of all inspectors/ officers in AOCMB as per laid down policy.

### **8.4 Director (Airworthiness) – Headquarters**

In addition to his/ her role as an Airworthiness Inspector, DAW(Hdqrs.) has the following functions:

1. Supervise and exercise administrative control of Airworthiness Inspectors in AOCMB;
2. To plan training of Airworthiness Inspectors in AOCMB with Dir(Ops), FSD;
3. Ensure coordination of activities in AOCMB with project manager;
4. Development of surveillance plan in coordination with Dy. Dir (Ops), FSD;
5. Follow up action on surveillance reports of air operators on airworthiness matters;

### **8.5 Deputy Director (Airworthiness) – Headquarters**

In addition to his/ her role as an Airworthiness Inspector, DDAW(Hdqrs.) , shall assist DAW(Hdqrs.):

1. Supervise and exercise administrative control of Airworthiness Inspectors in AOCMB;
2. Ensure coordination of activities in AOCMB with project manager;
3. Development of surveillance plan;
4. Follow up action on surveillance reports of air operators on airworthiness matters.

### **8.6 Assistant Director (Airworthiness) – Headquarters**

In addition to his/ her role as an Airworthiness Inspector, ADAW(Hdqrs.), shall assist DAW(Hdqrs.):

1. Development of Surveillance plan;
2. Follow up action on surveillance reports of air operators;
3. Ensure maintenance of certification folders on Airworthiness Aspects along with Assistant Director (FSD);
4. Maintain record of training of all Airworthiness inspectors/ officers in AOCMB as per laid down policy.

### **8.6 Airworthiness Officers at Headquarters / Operations Officers of FSD at Headquarters**

The Operations Officers, FSD and Airworthiness Officer (Hdqs.) shall assist Asst. Director (Operations/ Airworthiness) in maintaining:





1. Certification records for Air Operators;
2. All other records relating to functioning of AOCMB;
3. Training records of airworthiness inspectors/ flight operations inspectors;
4. Record of Surveillance and follow-up.

### **8.7 Director (Information and Regulation)**

1. Supervise and exercise administrative control of Dangerous Goods Inspectors in AOCMB;
2. To plan training of Dangerous Goods Inspectors in AOCMB with Dir(Ops), FSD;
3. Ensure coordination of activities in AOCMB with project manager;
4. Ensure maintenance of certification folders on Dangerous Goods aspects in AOCMB;
5. Development of surveillance plan in coordination with Dy.Dir(Ops), FSD;
6. Follow up action on surveillance reports of air operators on dangerous goods matters.

### **8.8 Director (Air Safety)**

1. Supervise and exercise administrative control of Air Safety Officers in AOCMB;
2. Ensure coordination of activities in AOCMB with project manager;
3. Ensure acceptance of SMS in coordination with FSD and Airworthiness;
4. Ensure maintenance of certification folders on FSDS and SMS aspects in AOCMB;
5. Development of surveillance plan on SMS in coordination with Dy.Dir(Ops), FSD and DAW(Headquarters);
6. Follow up action on surveillance reports of air operators on SMS and FSDS matters.

### **8.9 Director (Air Transport)**

1. Responsible for Phase 1 (Initial Application), Phase 2 (Formal Application) and Phase 5 (Certification) of the AOC process.
2. Supervise nominations of inspectors (flight operations, airworthiness, Cabin Safety and Dangerous Goods or any other discipline, as required) from AOCMB, for the formation of the AOC team.
3. Ensure coordination of activities in AOCMB with project manager during Phases 1, 2 and 5;
4. Supervise issuance of AOC/ Ops Specs in coordination with CFOI.

### **8.10 Deputy Director/ Assistant Director (Air Transport)**

1. Responsible for Phase 1 (Initial Application), Phase 2 (Formal Application) and Phase 5 (Certification) of the AOC process.
2. Supervise nominations of inspectors (flight operations, airworthiness, Cabin Safety and Dangerous Goods or any other discipline, as required) from AOCMB, for the formation of the AOC team.
3. Ensure coordination of activities in AOCMB with project manager during Phases 1, 2 and 5;
4. Process issuance of AOC/ Ops Specs.



## **F. FLYING TRAINING**

### **Directorate of Flying Training**

1. Approval of flying training organization
2. Renewal of Flying Training Organisation
3. Permission for import/acquisition of aircraft
4. Approval of Chief Flying Instructor / Flying Instructor Incharge
5. Approval of Chief Ground Instructor
6. Conduction of Examination (Oral ) for Asst. Flight Instructor / Flight Instructor rating



## **G. AERODROMES AND GROUND AIDS**

### **Aerodrome Standards Directorate**

The Aerodrome Standards Directorate in the DGCA has been entrusted with the responsibilities of licensing of aerodromes in accordance with the Part XI of the Aircraft Rules 1937. The Directorate has establishment at the DGCA Hqrs New Delhi supported by the four regional offices at Delhi, Mumbai, Kolkata and Chennai. The functions and responsibilities of Aerodrome Directorate are as follows:

#### **A. Aerodrome Licensing**

1. Licensing and renewal of aerodromes licenses under Part XI of the Aircraft Rules, 1937.
2. Inspection of aerodromes to verify infrastructure, services, procedures and documentation as required under CAR Section 4 Series B Pt I/II, Advisory Circular and recommended practices and as mentioned in aerodrome manual.
3. Develop and issue orders, rules, advisory circulars and guidance material relating to aerodrome standards and practices.
4. Reviewing plans and designs for new aerodromes or the further development of, or modification to, existing aerodromes, submitted to the DGCA for approval, to ensure that the requirements of DGCA and ICAO are complied with.
5. Review the factors requiring the amendment of an aerodrome license and issue the required amendments.
6. Notification to AIS for publication in AIP.
7. Coordination with other directorates of DGCA on the related matters.

#### **B. Regulation of works at airports:**

8. Regulation of airside works to ensure safe guarding of aerodrome and aircraft operations.

#### **C. Surveillance Inspection and safety oversight of Aerodromes**

9. Carry out surveillance inspection and safety oversight of Aerodromes as per Annual Surveillance programme to ascertain that the conditions as mentioned in the aerodrome license under para 83 of Part XI of the aircraft Rules 1937 are complied with.

#### **D. Compliance and enforcement**

10. The holder of an aerodrome license shall not contravene or cause or permit to be contravened any conditions of the aerodrome license. The licensee is required to maintain an aerodrome in a fit state to the satisfaction of DGCA during the whole period of currency of the license. If it is observed that aerodrome licensee is not complying with the conditions of the license or not adhering to the laid down standards, DoAS shall give adequate opportunity to the licensee to comply with the Regulations and Standards.



11. If DoAS is satisfied that the licensee is not taking enough corrective measures for compliance with the conditions of the aerodrome license he/she shall recommend to Jt. DG/DG for appropriate action against the licensee.

#### **E. Any other work assigned by Director General**

#### **REGIONAL OFFICES FUNCTIONS AND ITS COORDINATION WITH HQRS.:**

Regional Aerodrome standard offices are located at Delhi, Mumbai, Kolkata and Chennai. These offices are headed by Director/Deputy Director (Aerodrome Standards). All regional heads of Aerodrome Standards report directly to DoAS. Regional Aerodrome Standard offices shall perform following functions:

1. Process the application and documents; inspect aerodromes for the purpose of aerodrome licensing.
2. To carry out site inspection of aerodrome for the purpose of commissioning of facilities.
3. Carry out surveillance inspection of Aerodromes as per surveillance inspection programme decided by head quarters.
4. Participate in the safety audit and contingency exercises of Aerodrome operators.
5. Report to Hqrs regarding issues related to aerodrome licensing within their region.
6. Any other job assigned by Hqrs

#### **COORDINATION OF REGIONAL AERODROME STANDARD OFFICES WITH HQRS.**

1. Regional Offices shall coordinate with Hqrs. on all matters related to aerodromes licensing/renewal and aerodrome safeguarding and report to Director /DDG (Aero.-Stds.) Hqrs.
2. Forward the reports of aerodrome inspections carried out for the purpose of aerodrome licensing and oversight safety.
3. Coordination meeting between regional Aerodrome Standard Offices and Aerodrome Standards Hqrs. will be held every 6 months. During this meeting all the technical and financial/administrative issues will be discussed pertaining to their region.



## H. AIR NAVIGATION SERVICES

### Directorate of Airspace and Air Navigation Services Standards

In order to improve aviation safety, ICAO and the DGCA collaborated to establish Air Navigation Services regulatory and safety oversight capability in respect of ATM, MET, CNS, SAR, PANS-OPS and AIS. Based on the deficiencies identified in the ICAO USOAP Audit of 2006, the project focused on legislation, ANS safety oversight regulations, policies and procedures, DGCA staffing with sufficient qualified and experienced personnel, development of an ATS safety program, approval of policies, procedures, and programs for determining staffing requirements, review/development of AAI's ANS document management process and MET safety oversight program.

Airports Authority of India has been entrusted with the job of providing Air Traffic Management i.e. Air Traffic Services & Air Traffic Flow Management services in India. The ATM services within entire Indian airspace over continental and oceanic areas, with the exception of certain military areas, state, military and private aerodromes, are provided by AAI. The total area of Indian airspace is 2.8 Million Square NM, out of these 1.7 Million Square NM is oceanic and rest 1.1 Million square Nm is continental. It is the responsibility of Directorate of Airspace & ANS, DGCA to regulate these activities of ATM.

Aeronautical information/data is provided by Aeronautical Information Services Department of Airports Authority of India, through Integrated Aeronautical Information Package consisting of Aeronautical Information Publication (AIP), AIP Amendments, AIP Supplements, NOTAM and Pre-flight Information Bulletins (PIB). Aeronautical Information Circulars (AICs) are published and distributed by Directorate General of Civil Aviation (DGCA). The Integrated Aeronautical Information Package constitutes fundamental tool for Aviation Industry, as the data so published is utilized by Airlines, General Aircraft Operators, ATS Personnel, Aviation Service Providers, etc.

The aeronautical data, so published, is immensely utilized by Aviation Services Providers as the aeronautical data has grown sensitive and earned more significant importance with technological developments with regard to sophisticated computer based air navigation systems, such as Flight Management System (FMS). The provision of Aeronautical Information Services in India is in conformity with the promulgated standards and recommended practices of ICAO.

The Search & Rescue service in India is organized in accordance with the Standards and Recommended Practices of ICAO Annex 12. The Airports Authority of India is responsible for maintenance and operation of the aeronautical rescue coordination centres however the actual search and rescue operations and search and rescue facilities are provided by the Ministry of Defence, Coast Guard, Central Government and State Governments. The Ministry of Defence has the responsibility for making the necessary facilities available. The Search & Rescue service is responsible for entire Indian Territory including territorial waters as well as airspace over high-seas encompassed by Chennai, Kolkata and Mumbai FIRs.

#### GENERAL:



1. Issue of Civil Aviation Requirements (CARs) in the field of ANS i.e. ATM, CNS, MET, AIS, Aeronautical Charts & SAR in order to meet the provision of Article 28 of the Convention on International Civil Aviation.
2. Revision to the CARs in the field of ANS i.e. ATM, CNS, MET, AIS, Aeronautical Charts & SAR in order to meet the provision of Article 37 of the Convention on International Civil Aviation adopt and amend from time to time.
3. To ensure proper implementation of CARs, related documents, manuals and directives issued by DGCA.
4. To prepare procedure manual for the safety oversight of the ANSP in the field of Airspace, ATM, CNS, MET, PANS-OPS, AIS, Aeronautical Charts & SAR in order to ensure safety of aircraft operations.
5. To prepare inspectors' handbook/checklist and specify the guidelines to the Inspectors for the job to be carried out in a standardized manner.
6. To prepare Inspection schedule for inspection in the field of ANS i.e. ATM, CNS, MET, PANS-OPS, AIS, Aeronautical Charts & SAR.
7. To develop training program for inspectors.
8. Oversee analytical assessments of the relationship between separation standards, emerging technological concepts and new procedures, developed by ANS service providers, for use in developing future airspace separation minima.
9. To participate in ICAO Regional meetings on ANS matters.

**AIRSPACE:**

1. Matters relating to Air Space Management, including airspace design, planning and procedures.
2. Approval of ATS route structure, realignment of existing ATS routes and airspace in consultation with ANS provider, user airlines and international bodies such as IATA and ICAO.
3. Approval of control zones and control areas and changes to existing ones.
4. Coordination with military authorities on air space planning issues – Flexible use of air space.

**ATM:**

1. Approval of new ATS concepts, systems and procedures and inter-discipline coordination.
2. Coordination for development of new airports and heliports, Flying Training Institutes etc.
3. Ensuring efficient and safe operation of ATS units as per approved policies, standards and procedures.



4. To prepare Inspection schedule for inspection of ATM facilities at all Civil Airports.
7. To inspect the performance of ATM facilities at airports as per approved schedule.
  - a. Surveillance of services and procedures of service provider.
  - b. Approval and surveillance of service provider training program.
8. To prepare inspection report and highlight the deficiencies pertaining to risk and safety hazards, if any, and review the mitigation plan as received from service provider.
9. To assist service provider in preparing the remedial/corrective action plan and follow up its progress.
10. Coordination with AAI on operational issues
11. Analysing the staffing needs to keep the controller workforce sufficiently staffed, based  
  
on controller workload created by air traffic, encompassing both commercial non-commercial and military activity and issuing suitable recommendations to the ANS service provider on the requirement of additional Air Traffic Controllers.
12. Surveillance of ATS Procedures for uniform application
13. Approval of ATM separation standards and provisions
14. Dealing with matters related to VVIP and VIP movements.
15. Parliament questions and Committees.
16. Dealing with matters related to Cartography and Aeronautical charts.
17. Dealing with Issues of noise abatement procedures.

#### SMS in ATM

1. Implementation and overseeing of ATM Safety Management Program.

#### CNS:

1. Surveillance inspection of following CNS/ATM facilities provided by AAI at all airports and civil enclaves and standalone stations in India.
  1. DVOR
  2. DME
  3. ILS
  4. VHF
  5. HF



6. VHF/HF data link
7. VCCS
8. DVTR
9. AMSS
10. ATM/ ATS message handling system
11. DATIS/ ATIS
12. GPS clock
13. NDB
14. Markers
15. ASR
16. MSSR
17. ARSR
18. ASMGCS
19. ADSB/C & WAM ADS-B
20. SBAS (GAGAN)
21. GBAS
22. ATS Automation System
23. ASBS

2. To associate with the various phases of development of emerging technologies in India at concept, implementation stages and represent DGCA at different levels.
3. To prepare Inspection schedule for inspection of CNS facilities at all airports and civil enclaves and standalone stations in India.
4. To inspect the performance of CNS facilities at airports as per approved schedule.
  - a. Surveillance of services and procedures of service provider.
  - b. Approval and surveillance of service provider training program.
5. To prepare inspection report and highlight the deficiencies pertaining to risk and safety hazards, if any, and review the mitigation plan as received from service provider.
6. To assist service provider in preparing the remedial/corrective action plan and follow up its progress.
7. To inspect and verify training and duty record of technical personnel on sample basis.





### **AIS/AERONAUTICAL CHARTS:**

1. To prepare Inspection schedule to inspect Aeronautical Maps & Charts Division at AAI CHQ.
2. To prepare inspection report and highlight the deficiencies, if any, and propose the corrective action plan.
3. To participate in ICAO Regional meetings on AIS matters.
4. To develop training program for inspectors.
5. To prepare Inspection schedule to inspect AIS Division at AAI CHQ, International NOTAM Offices (NOFs) and other Aerodromes concerning AIS matters.

### **PANS-OPS**

1. Issue the guidelines on the process of development, designing, validation and promulgation of instrument approach procedures at civil airports in India.
2. Examine the draft procedures forwarded by AAI to ensure that:
  - i. criteria in respect of designing has been complied as per requirement of ICAO Doc 8168 Vol. II and other related documents.
  - ii. Instrument approach chart has been prepared as requirement of ICAO Annex 4.
3. Issue approval of conventional instrument approach procedures for flight trials
4. Liaise with airlines for carrying out of flight trials. If required, conduct the meetings with Operators.
5. Examine the flight trial reports forwarded by operators.
6. Issue the approval to AAI for promulgation of procedures after ensuring the Satisfactory flight trial reports
7. Issue approval for promulgation of conventional Standard Instrument Departures (SIDs), Standard Instrument Arrival (STARs) forwarded by AAI.
8. Examine the following PBN procedures when forwarded by AAI:



- RNAV(GNSS) LNAV, LNAV/VNAV, LPV(GAGAN),
  - RNAV Standard Instrument Departures (SIDs)
  - RNAV Standard Instrument Arrival (STARs)
9. Issue approval of promulgation to AAI of all PBN procedures after ensuring compliance with ICAO Documents (Doc 8168 Vol. II, Doc 9613 etc.)
10. Approval of RNP-AR instrument approach procedures
11. To ensure that procedures are reviewed periodically by service provider (AAI) as provided in the Guidelines issued by DGCA (para 1).
12. Oversight of service provider( AAI ) at least once a year to ensure that
- i. Procedures are developed as per criteria specified as per ICAO DOC 8168 Vol. II
  - ii. AAI has sufficient no. of procedure designers,
  - iii. All records regarding the procedure design and procedure designers are maintained satisfactorily
13. To prepare inspection report and highlight the deficiencies, if any, and propose the corrective action plan.
14. To assist service provider in preparing the remedial /corrective action plan and follow up its progress.
15. To prepare inspection report and highlight the deficiencies, if any, and propose the corrective action plan.
16. To assist service provider in preparing the remedial /corrective action plan and follow up its progress.
17. Approval of RNP-AR instrument approach procedures.
18. Approval of updates on instrument approach procedure DA (H)/OCA (H) and Aerodrome Operating Minima.
19. Implementation of Cat II & III ILS.

## **SEARCH & RESCUE**

1. To amend the DGCA CAR from time to time to ensure compliance with ICAO Annex on the subject and / or issue any other directions, if required.
2. To file differences with ICAO, if required.



3. To develop and amend Inspector Handbook / Checklist necessary for inspection.
4. To formulate and implement SAR Safety Audit Program.
5. Prepare safety oversight inspection schedule to inspect SAR Division at ATS / SAR service provider HQrs. and RCCs.
6. To carry out safety oversight inspection and surveillance of ATS / SAR service provider and RCCs to ensure the proper compliance / implementation of CAR, ICAO Annexes'. Concerned manuals, documents, rules, regulations & directives of DGCA as per the approved program of the ANS Directorate.
7. To prepare inspection report and highlight the deficiency, if any for appropriate remedial action by the concerned agency.
8. To ensure flight safety, issue immediate directives to the ATS / SAR providers, if there are any issues requiring immediate and urgent action.
9. To coordinate with the concerned ATS / SAR providers to amend SAR related documents for incorporating changes in ICAO Standards & Recommended Practices and / or amendments in DGCA CAR or any other directions.
10. To participate in any in-house and abroad workshops and seminars etc. related to SAR matters.
11. To develop training program for inspectors.
12. To review SAR manual, SAR plan and other documents including amendments received from ATS / SAR providers and submit for approval.

#### **MET**

1. Regulate the provisions and disseminations of Civil Aviation Requirement (CAR) in India in accordance with ICAO Annex 3 and any other requirement deemed appropriate.
2. To amend the DGCA CAR from time to time to ensure compliance with ICAO Annex on Meteorology (Annex 3).
3. Regulate the Aeronautical Meteorological services provider's compliance with the directions issued from time to time.
4. Preparation of Annual surveillance programme for Met facilities at the civil airports in India.



5. To develop and amend MET Inspectors Handbook.
6. Periodic inspections and surveillance of the aviation MET stations to ensure that the performance and maintenance of the MET services and / or equipment is in accordance with the stipulated regulations.
7. Review of inspections and surveillance of the aviation MET stations and highlight the deficiency, if any for appropriate remedial action by the concerned authority.
8. To deal with the matters related to aviation meteorology.
9. Update of ICAO documents, adoption, amendments of proposed Standards and Recommended Practices (SARPs) of ICAO Annex 3. Thereafter amendments are to be incorporated in the CAR.
10. To coordinate with the meteorological service provider to amend MET related documents for incorporating changes in ICAO SARPs and / or amendments in DGCA Car or any other documents.
11. To develop training programme for MET inspector.
12. To monitor the performance of the Aeronautical Meteorological services at civil airports in India.
13. To provide meteorology inputs from India to ICAO meteorological policy, standards and recommended practices development and future systems planning.
14. To provide assistance & contribution of India at international aviation meteorology.



## I. INVESTIGATION AND PREVENTION

### Air Safety Directorate

#### 1. Investigation of Civil Registered Aircraft Incidents:

1.1 Under Rule 13 of Aircraft (Investigation of Accidents and Incidents) Rules 2012 the serious incidents to aircraft with AUW up to 2250kg and to aircrafts other than turbojet engine aircrafts are investigated by the inquiry officer from Air Safety Directorate. Notification of the occurrence is forwarded to the concerned State i.e State of Manufacture, State of Design, State of registry, State of Operator in accordance with the Aircraft Rules 2012 and ICAO Annex 13. Draft report is forwarded for the comments to states that participated in the investigation. After the completion of the inquiry and acceptance of the report by the central government it is put on the website of the DGCA and forwarded to concerned states in accordance with ICAO Annex 13.

1.2 A significant occurrence is intimated to the MOCA, in addition if on the basis of the initial notification/preliminary investigation an occurrence falls in the category of serious incident/accident, it is intimated to AAIB.

1.3 Under Rule 13 of Aircraft (Investigation of Accidents and Incidents) Rules 2012 the incidents are investigated by the inquiry officer from Air Safety Directorate.

1.4 Incidents other than para 1.1 and 1.3 are investigated by Permanent Investigation board of the Airlines under supervision of officer of the Regional Air Safety Offices.

#### 2. Accident/Incident Prevention work:

In addition to investigation work, Air Safety Directorate shall perform the following Accident/ Incident prevention programme:-

2.1 To carry out the Regulatory audit of airlines/operators.

2.2 To carry out surveillance inspection of airlines/operators e.g., preflight medical check of crew, ramp inspection, load and trim check, FDTL etc.

2.3 To issue Civil Aviation Requirements, Air Safety Circulars, publication of annual accident summary etc.

2.4 To carry out spot checks, night inspection of airlines/operators and any aviation related agencies.

2.5 To monitor implementation of recommendations made by various courts, committees pertinent to DGCA.

2.6 To monitor action taken reports on Regulatory audits carried out on airlines and aviation agencies.



2.7 To maintain the occurrence data and analysis of the data.

2.8 To coordinate implementation of measures to prevent Wildlife (bird/ animal) Strikes to aircraft at all airports. Coordinate for organizing NBCC meetings.

2.9 To coordinate with the ICAO and other aviation agencies concerning safety.

2.10 To coordinate with the Ministry of Civil Aviation on various Technical issues including parliament matters.

2.11 To organize safety seminars/training courses.

### **3. SSP and SMS implementation work:**

SSP/SMS Division has been formed in DGCA, Safety Accountabilities and responsibilities have been incorporated in SSP India document which is also placed on DGCA website.

Functions and responsibility of Air Safety Directorate are as follows:

3.1 Coordinate the functioning of SSP/SMS division.

3.2 Carryout all the activities on behalf of the DGCA for the Implementation of SSP

3.3 Coordinate for organizing Steering Committee meeting.

3.4 Acceptance of SMS Manual, Phase wise implementation of SMS and SPI's of the operators in coordination with other Directorates

3.5 Oversight of the implementation of the SMS by the operators.

3.6 To issue Civil Aviation Requirements and SSP/SMS Division circulars

3.7 Acceptance of FSDS Manual of Operators.

### **4. Approval of Flight Safety Organisation and Personnel:**

4.1 Approval of Flight safety manual.

4.2 Approval of Flight Safety Organisation.

4.3 Approval of Chief and Deputy Chief of Flight Safety of the organization.

### **6. Regional Air Safety Offices:**

Air Safety offices are located at Delhi, Mumbai, Hyderabad, Kolkata and Chennai. The Delhi, Mumbai, Kolkata and Chennai offices are headed by Director Air Safety and



Hyderabad office is headed by Controller of Air Safety. All regional heads of Air Safety report directly to Director Air Safety HQ/DDG (Air Safety). A Regional Head of Air Safety Office is responsible for effective functioning of his office. He should distribute the works pertaining to his office among his officers based on their qualification, knowledge, experience, training and expertise in the specific areas etc.

Regional Air Safety offices shall perform following functions:

- a. To carry out the investigation of incidents occurring to operators/airlines in their region.
  - b. Preservation of evidences in case of accidents/ Serious Incident till the arrival of representative of AAIB.
  - c. To carry out the investigation of Ground incidents.
  - d. To carry out the investigation of Air Miss/Air Prox/ATC violations.
  - e. Participate in the Airport operational area inspection, Airport security meeting, Airfield Environment Management Committee, Regional operator Committee meetings.
2. Monitoring of incidents of operators/airlines.
  3. CVR/DFDR monitoring.
  4. ATC Tape monitoring.
  5. To carry out the airport inspections (Surveillance/ Audit).
  6. To carry out surveillance inspection of airlines/operators e.g., preflight medical check of crew, ramp inspection, load and trim check, FDTL etc.
  7. To carry out night inspections and spot checks.
  8. To participate in the regulatory audit of airlines/operators.
  9. To report all occurrences in their region.
  10. To submit Safety data on routine basis.

#### **7. Coordination of Regional Air Safety Offices with Air Safety Directorate (HQ).**

1. Regional Offices shall coordinate with Air Safety Directorate (HQ) on all safety matters and report all occurrences to DAS/DDG (Air Safety) on daily basis by



telephone/fax/E-Mail. In addition they will report all occurrences to AAIB by mail on daily basis.

2. To forward headquarter every month the surveillance /accident prevention work carried out.
3. Coordination meeting between regional Air Safety offices and Air Safety Directorate (HQ) will be held once in a year. During this meeting all the technical and financial/administrative issues will be discussed pertaining to their region.





## J. LEGAL AFFAIR

### Directorate of Information and Regulation

- i) Participation in the bilateral air talks for negotiating and reviewing the Air Services Agreement with foreign countries.
- ii) Advising the Government on matters relating to bilateral Air Services Agreement and on international air transport in general.
- iii) Grant of Operating Authorisations to foreign airline under the bilateral Air Services Agreement.
- iv) Approval of Summer/Winter Schedules of foreign airlines operating to India
- v) Participation in the meetings of the ICAO Legal Committee and Air Law Conferences etc.
- vi) Formulation of recommendation with regard to ratification/accession of the International Conventions on Civil Aviation.
- vii) Co-ordination of the work relating to International Civil Aviation Organisation (ICAO), including amendments to Annexes to the Chicago Convention.
- viii) Amendment of the Aircraft Act, Aircraft Rules and the Aircraft (Carriage of Dangerous Goods) Rules.
- ix) To advise other Directorates on legal matters with particular reference to aviation law and International Conventions etc.
- x) Compilation of the material for inclusion in the Annual Report of the Ministry of Civil Aviation.
- xi) Grant of permission for carriage of arms and ammunitions by air.
- xii) Approval of Dangerous Goods Training Programmes.
- xiii) Grant of permission for ground photography at aerodrome and aerial photography in India.



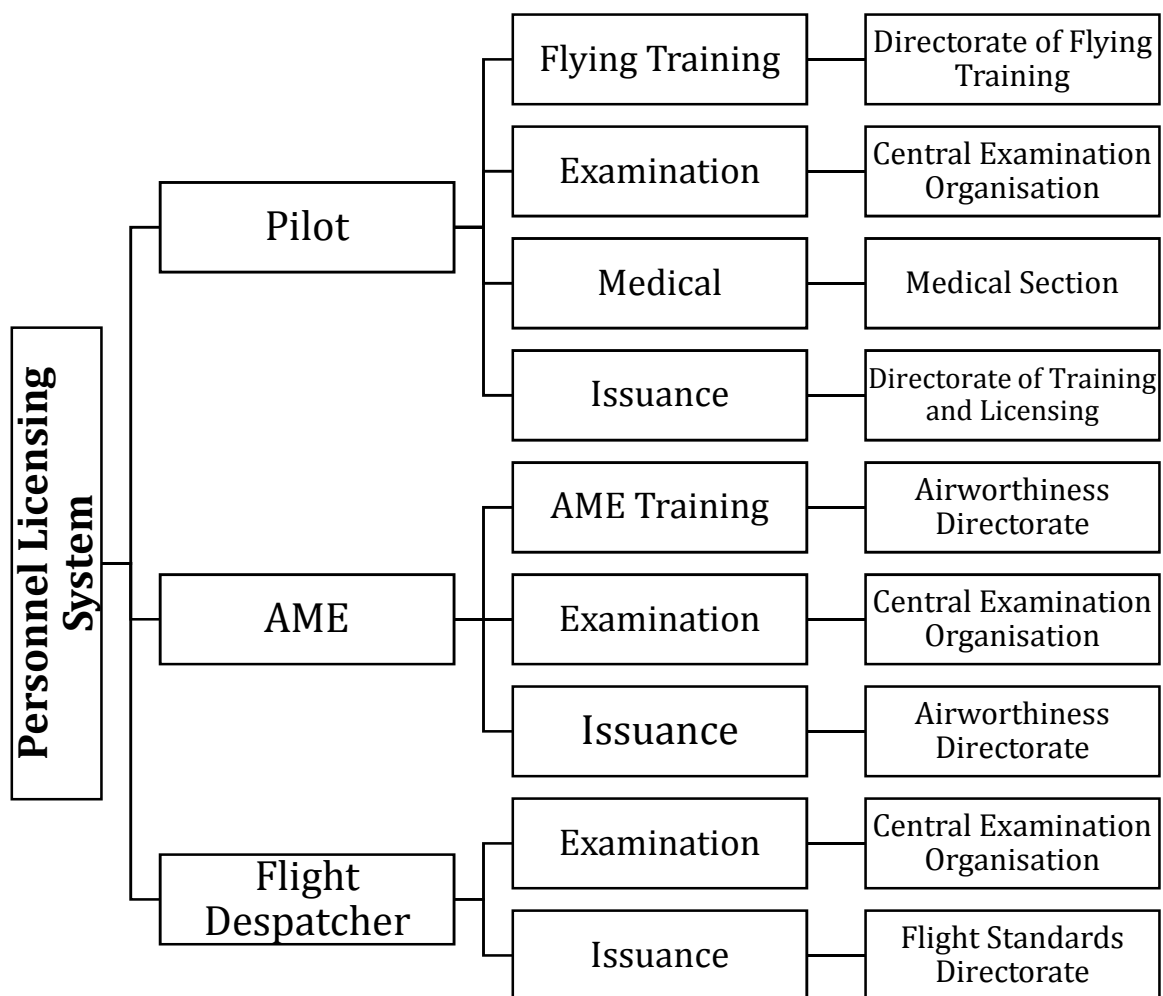
- xiv) Recommendation to MHA for grant of visa to employees of foreign airlines.
- xv) Management of the Aeronautical Information Services (AIS).
- xvi) Grant of exemptions/approvals related to Dangerous Goods.
- xvii) Grant Approval to an operator to carry Dangerous Goods by Air.
- xviii) Review and Inspection of dangerous goods procedures for all air operators.
- xix) Inspection of shippers and handling companies related to dangerous goods.
- xx) Certification of General aviation operations by approving Dangerous Good Training programme in ops manual.
- xxi) To file differences from Annex 18 and ICAO Technical Instructions as per ICAO guidelines.



### K. PERSONNEL LICENSING

#### DGCA Personnel Licensing System

DGCA issues licenses to Pilots and Aircraft Maintenance Engineers and approvals to flight dispatchers. DGCA has allocated licensing responsibilities to the Training and Licensing Directorate, Airworthiness Directorate and Flight Standards Directorate within the DGCA for the issuance of these licenses/ approvals and does not have a dedicated Licensing Section. The DGCA Personnel licensing system involves the following Directorates/ Section of DGCA:





## Directorate of Training and Licensing

### Licensing-I Section:

1. Policy pertaining to renewal of licenses of aircrew personnel.
2. Renewal of all aircrew licenses including disposal of general enquiries pertaining to renewals.
3. Grant of extension of aircraft rating to include additional types of aeroplanes, open rating, Night Rating etc. and Pilot-in-Command endorsement on various type of aircraft.
4. Cases relating to accidents and infringement of rules by licensed aircrew personnel and disciplinary action against them.
5. Parliamentary question and matters pertaining to unemployed aircrew personnel.
6. Budget and accounts including Advance Deposit account. Maintenance of Advance Deposit and Revenue registers.
7. Maintenance of cards of aircrew personnel and personnel returns received from different airlines operators.
8. Proficiency checks, their checking and posting.
9. Posting of type endorsements and renewal intimations of aircrew licenses received from the Regional Directors, Calcutta/ Bombay / New Delhi/ Madras.
10. Maintenance of Registers for various types of licenses giving records of renewals of aircrew licenses.
11. Maintenance of registers for type rating, PIC endorsements, and infringement of Rules/ Accidents etc. 12. Endorsement of medical restrictions on licenses and R/cards.
13. Compliance of material for six monthly and yearly progress reports of Civil Aviation.
14. Compliance of History of Pilots consequent upon accident.
15. Checking of Log Books with a view to detecting infringement of Rule 42A of Indian Aircraft Rules, 1937.
16. Amendment to Indian Aircraft Rules, 1937.
17. VVIP flights – Proficiency checks of flight crew.

**Licensing-II Section:**

1. Issue of aircrew licenses/ratings of the categories shown below including disposal of general of particular enquiries pertaining to issue of license:
  - (a) Student Pilot's License (Aeroplanes, Helicopters, Gliders and Balloons);
  - (b) Private Pilot's License (Aeroplanes);
  - (c) Commercial Pilot's License;
  - (d) Airline Transport Pilot's License;
  - (e) Instrument Rating;
  - (f) Assistant flight Instructor's Rating (Aeroplanes);
  - (g) Flight Instructor's Rating (Aeroplanes);
  - (h) Flight Instructor's Rating (Gliders);
  - (i) Glider Pilot's License;
  - (j) Private Helicopter Pilot's License;
  - (k) Commercial Helicopter Pilot's License;
  - (l) Student Navigator's License;
  - (m) Flight Navigator's License;
  - (n) Flight Radio Telephone operator's License;
  - (o) Flight Radio Telephony Operator's License;
  - (p) Private Pilot's License (Balloons)
2. Revalidation of foreign license (FATA)
3. Conversion of foreign licenses into Indian Licenses in their corresponding categories.
4. Policy matters regarding the issue of Indian and Foreign aircrew licenses.
5. Amendments to Licensing Rules.
6. Exemption from Aircraft Rules for the issue of Indian Licenses.
7. Policy matters pertaining to conducting medical examination and their assessment.
8. Disposal of medical reports pertaining to the issue and renewal of aircrew licenses and correspondence connected therewith.
9. Parliament Questions relating to issue of aircrew licenses.
10. Budget for expenditure to be incurred for items pertaining to L-2 Section.
11. Verification of Indian License upon request from Contracting states



## Medical Section

### **1. Functions**

- (a) Issue of Medical Assessments for Initial, Renewal, Re-initial, Special Medicals, Temporary/Permanent Unfit and Appeal medical examination of civil aircrew.
- (b) Updating and safekeeping of Pilot Medical Records (PMR) of civil aircrew.
- (c) Updating empanelment of Class I and II medical examiners and civil hospitals.
- (d) Conduct of periodic updates/workshop for Class I & II medical examiners, Air Force and airline doctors.
- (e) Ensuring smooth conduct of DGCA Licensing Medical Examination of civil aircrew at Air Force Medical Centres, Civil Hospitals and by DGCA empaneled Class I & II Medical Examiners.
- (f) Whenever required to associate with Aircraft Accidents Investigation Bureau (AAIB) team as medical member for aircraft accidents/serious incident investigations.
- (g) Reply to RTI, Parliament questions and handling of Court cases pertaining to Medical issues.
- (h) Update of medical policies and their promulgation on DGCA website.
- (j) Issue of NOC for conduct of delayed/early/Special/After Temporary Unfit medical examination.
- (k) Change of personal details (Name, DOB, Place of birth and Address) in medical records.
- (l) Conduct of False Declaration Committee Board Meeting and disposal of cases.
- (m) Conduct of Class II medical examination of cabin crew at Air Force Medical Boarding Centres (contentious and appeal cases).

### **2. Duties and Responsibilities of DMS(CA)/JDMS (CA)**

DMS (CA)/JDMS(CA) acts as the 'Medical Assessor' who peruses and approves (on behalf of DGCA) the medical examinations conducted by 'Medical Examiners'. These include the following:

- (a) Class I Medical Examination at Air Force Medical Centres (20) Civil Hospitals (02) and Class I Medical Examiners (17).



- (b) Class II Medical Examination by a panel of Class II Medical Examiners.
- (c) Issue of medical assessment on the fitness/ unfitness/ follow up of review/ special medical examinations in respect of aircrew with disabilities/ diseases/ temporary unfitness of aircrew.
- (d) To decide on Permanent Unfitness/ Appeal Medical examination cases in conjunction with the office of DGMS (Air) who is the advisor to DGCA on medical matters.
- (e) Address and decide on cases of False Declaration made by candidates/aircrew on CA-34.
- (f) Granting No Objection Certificate (NOC) for conduct of delayed/ early/ special (after disease/ disability) medicals and after completion of Temporary Unfit period.
- (g) Updating and maintaining a panel of Class I and Class II Medical examiners including periodic training of examiners on policy matters.
- (h) Conducting periodic updates to keep the Class I Medical Examiners/ Class II Medical Examiners, Air Force and Airline doctors current in their knowledge.
- (i) Advise civil airlines doctors on medical matters and to oversee the implementation of medical policies of DGCA in the civil airlines medical department. The task also entails providing assistance and inputs on medical matters to other directorates of DGCA in formulating policies relevant to their area of concern.
- (j) Reply to RTI questions and handling of court cases pertaining to Medical Section.
- (k) To perform the duties of medical member of Aircraft Accident/Incident investigation team formed by DGCA in Civil Aircraft Accident/serious incidents.
- (l) Other tasks/Duties as assigned by Director General at DGCA and Director General Medical Services (Air).

### **3. Duties and Responsibilities of Asstt Director (Medical Cell)**

- (a) Updating and safekeeping of Pilot Medical Records (PMR) of all civil Aircrew.
- (b) Monitoring of receipt of medical examination documents from Air Force Medical Centres and Medical Examiners followed by merger of medical documents into respective PMR files.
- (c) Administration and supervision of DGCA staff posted to Medical Section.



- (d) Change of personal details i.e. Name/DOB/Place of birth and Address.
- (e) To ensure that E-payment of DGCA Medical Examination fee is remitted correctly.
- (f) To conduct training of DGCA staff.
- (g) Issue of Medical Assessment to civil aircrew after seeking details from CA 34/34A and CA-35 Forms.
- (h) To ensure receipt and despatch of all official mail addressed to Director Medical Section, DGCA in a stipulated time frame and maintenance and regular updation of all files/documents of Medical Cell.
- (i) Any other duty assigned by DMS(CA) and JDMS(CA).





## Central Examination Organisation

The Central Examination Organisation (CEO) is responsible for conducting various examinations in accordance with Rule 61 and Schedule II of Aircraft Rules, 1937.

The CEO has the following functions and responsibilities:

1. Conduct examinations for issue and extension of licences/ ratings/ approvals for:
  - a. Pilots
  - b. Aircraft Maintenance Engineers (AME)
  - c. Flight Dispatchers (FDEG)
  - d. Flight Engineers ( FE )
  - e. Flight Instructor Ratings (FIR)
  - f. Assistant Flight Instructor Ratings (AFIR)
  - g. Foreign Aircrew Temporary Authorization (FATA)
2. Preparation and maintenance of question bank.
3. The conduct of examination includes:
  - a. Inviting Application and to Scrutinize the application for allotment of Computer Number / Roll Number
  - b. Issuance of Admitted / Rejected Candidates list
  - c. Conduct and evaluation of examination
  - d. Declaration of result



## **L. State Safety Programme**

### **SSP Division**

The SSP/SMS Division is under overall Chairmanship of the Director-General and for carrying out its functions/responsibilities is headed by Joint Director-General in-charge of Air Safety.

The SSP/SMS Division has the following functions and responsibilities:

1. To assist Steering Committee in the preparation and implementation of SSP,
2. Coordination, monitoring and review of implementation of SSP,
3. Coordination, monitoring and review of implementation of SMS,
4. Any other work relating to SSP/SMS as assigned by Director-General and Steering Committee.



## M. SURVEILLANCE AND ENFORCEMENT

### Surveillance and Enforcement Division

The Surveillance and Enforcement Division in Headquarters has a key role to plan, monitor, oversee and enforce actions on behalf of Directorates/Regional and Sub Regional offices. Key functions of SED are: -

1. Development of a consolidated system of Surveillance for all Directorates and to monitor compliance of the program as applicable to each Directorate.
2. Compile the Annual Surveillance Program (ASP) comprising of all Directorates.
3. To notify Annual Surveillance Plan for various Directorates and publish the same on and DGCA website. The plan includes the area of activity to be inspected month wise.
4. ASP is published in two Parts – Part I outlining ASP of Airworthiness Directorate and Part II outlining the ASP of the remaining directorates.
5. To compile data on surveillance received from various directorates of DGCA Headquarters and field offices on standard formats.
6. To maintain data Base of Surveillance deficiency findings.
7. To organize a monthly monitoring meeting with all Directorates and Regional Heads to analyze the deficiencies pointed out by the field inspectors.
8. To refer all Level 1 and important level 2 findings to Board for Aviation Safety (BFAS) for taking action as per administrative provisions of Enforcement policy and Procedures Manual and Rules as applicable.



## **N. TRAINING**

### **Training Division**

1. To lay down the training policy for DGCA.
2. To organize trainings at Indian Aviation Academy
3. To ensure conduct of Module 1 training for all officers of DGCA except for Consultants or Officials on-contract.
4. To issue credentials to officers of DGCA



## **O. INFORMATION TECHNOLOGY**

### **IT Division**

Information and Technology Division of DGCA caters to the IT needs of the office of the Directorate General of Civil Aviation.



## P. INTERNATIONAL COOPERATION

### International Cooperation Division

The International Cooperation Group (ICG) in DGCA handles all the international programs with international organizations on matters relating to policy, technical, and safety matters with the main aim of enhancement of aviation safety in India.

International Organizations participating in the international programmes underline their willingness to maintain and enhance a high level of aviation safety in India through joint cooperation.

The first component of the ICG is a voluntary partnership between international bodies, non-governmental organizations, national aviation authorities, operators, research organizations, as well as aircraft and equipment manufacturers aiming at enhancing aviation safety through safety analysis, implementation of cost effective action plans, and coordination to promote safety initiatives.

DGCA has ensured that through ICG there exists a global mechanism for information exchange for timely communication among the aviation community at national and international levels.

The ICG ensures:

- Cooperation on regulatory matters.
- Information for sharing arrangements.
- Exchange of technical information.
- Convergence in regulatory practices and harmonization of regulations.
- BASA and Technical Arrangements.

The ICG intends to promote information sharing at the national or international levels. This enhances global recognition of participating countries, larger market acceptance and increased potential for business.



## P. WORKFORCE EVALUATION METHODOLOGY

The Workforce Evaluation Methodology, to determine staffing requirements according to the size and complexity of civil air operations in India is described below. The Workforce Evaluation Methodology is conducted separately for each offices of the concerned Directorate of DGCA to determine the officer's requirements. The Methodology should be re-visited periodically to account for aviation system growth or when a brand new type of Aircraft / Airlines is introduced into the system.

### STEP 1: Calculate Total Officers Hours Required

1. First, it is necessary to calculate Total Officers Hours Required. This requires collection of three types of information:
  - a. The identification of each work function broken down into categories of activities
    - i. Surveillance activities
    - ii Certification activities
    - iii. Renewal activities
    - iv. Other regulatory and administrative activities
  - b. The annual frequency of each work function
  - c. The total number of inspector hours required to complete each work function
2. Enter the information into an Excel spreadsheet (see Figure 1 for a sample Workforce evaluation Worksheet). The total number of annual hours required for each work function can be calculated by multiplying the times per year each work function is performed by the number of inspector hours required to complete each work function.
3. Calculate the total Officers Hours required by each office separately (Hqrs, Regional/ Sub-Regional Office), then find the sum of the total number of hours required for each work function performed by the Directorate.

### STEP 2: Calculate Total Officers Hours Available

1. There are two important components to calculating Total Officers Hours Available:
  - a. The number of hours that each officer is available to conduct work functions
  - b. The total number of Officers
2. To determine the number of work hours, assumptions must be made regarding:
  - a. The number of hours each day each officer is expected to work (typically 8 hours per day)



- b. The number of days annually an officer will work (typically between 1500 and 1600 hours)
  - c. The number of work days annually the officer will be in training, on vacation or unavailable to work for other reasons. For example, if it is assumed an officer works 8 hours per day, and devote 5 days weeks to vacation and training activities, the inspector's available work hours will be  $8 \text{ hours} \times 220 \text{ work days} = 1,760$ .
3. This analysis is conducted separately for each offices of the Directorate. Therefore, the total number of offices of the Directorate refers to the total number of current, qualified and available officers.
  4. Once these two numbers are determined, total officers of the office Hours Available can be calculated by finding the sum of the number of hours each officer is available to perform work function and the total number the officers. Thus, if an officer has 1,760 hours available, and there are 6 officers then the Total Hours available of that office are  $10,560 (1,760 \times 6)$ .

### **STEP 3: Compare Total Hours Required and Total Hours Available**

Compare the Total Officers Hours Required calculated in Step 1 to the Total Inspector Hours Available calculated in Step 2. If the Total Inspector Hours Required is less than the Total Inspector Hours Available, then the office has sufficient staffing. However, if the Total Officers Hours Required is more than the Total Inspector Hours Available, then be DGCA may consider adding additional staff to that office.



**Figure: Sample Officers Inspector Workforce Evaluation Worksheet**

REGION

NEW DELHI

**STEP 1: Calculate Total Inspector Hours Required**

<b>Work Function</b>	<b>Annual Frequency</b>	<b>Hours per Function</b>	<b>Hours Required</b>
Function 1	36	24	864
Function 2	48	6	288
Function 3	24	4	96
Function 4	108	2	216
Function 5	12	24	288
Function 6	18	36	648
<b>Total Inspector Hours Required</b>			<b>2400</b>

**STEP 2: Calculate Total Airworthiness Officers Hours Available**

Annual Hours Available per Officers	1760
Current Number of Officers	2
<b>Total Officers Hours Available</b>	<b>3520</b>

**STEP 3: Compare Total Hours Required To Total Hours Available**

**Total Officer Hours Available 3520**  
**Total Officer Hours Required 2400**  
**Difference 1120**



## Q. ISSUE OF CREDENTIALS

1. The Chapter provides guidance and criteria for issuance, use, and control of DGCA Credentials (Authorisation Cards) for Inspectors.

2. **DGCA Credentials (Authorisation Cards)** is the credential issued to qualified inspectors of DGCA issued by the Director-General under Rules 82 and 156 of the Aircraft Rules, 1937 for use in performance of official duties and presented when credentialed identification is requested.

### 3. Issuance of DGCA Credentials (Authorisation Cards)

(1) DGCA assigns the Inspectors to official duties based on his or her specialty.

(2) Based on the place of posting, DGCA Credential shall be issued to Inspectors assigned in the following directorates of DGCA:

- a. Airworthiness Directorate (Airworthiness Inspectors)
- b. Flight Standards Directorate (Flight Operations Inspector)
- c. Aircraft Engineering Directorate (Aircraft Engineers)
- d. Aerodromes Standards Directorate (Aerodromes Inspectors)
- e. Directorate of Air Space and Air Navigation Services Standards (ANS Inspectors)
- f. Information and Regulations Directorate (Dangerous Goods Inspectors)
- g. Flying Training Directorate (Flight Operations Inspector – Flying Training/ Flying Training Inspectors)
- h. Air Safety Directorate (Investigation and Prevention Inspectors)
- i. Directorate of Training and Licensing

### 4. Contents of the Credential (Authorisation Card)

The Credential shall contain the following information:

- (a) Identification number
- (b) Name and title
- (c) Photograph of the inspector
- (d) The validity period of the credential (issue and expiry date)
- (e) The empowering Law/Regulation (reference that the credential is issued under the Aircraft Rules, 1937)
- (f) Signature of the issuing Authority (signature of Director General)

See sample in Annex 1.

5. The Credential allows for the person to enter, inspect and search any aircraft or any aviation facility, including air navigation services, and also interact with any personnel, and inspect documents and records for the purpose of securing



compliance with the Aircraft Rules, 1937 and the provisions of the Aircraft Act, 1934 (22 of 1934).

## 6. DGCA Credentials (Authorisation Cards) Issuance and Retention Process.

6.1 On assignment in one of the above directorates/ divisions, inspector's immediate supervisor must approve all requests for the credentials. As part of the process, the inspector must meet the training requirements (see subsequent paras) before requesting the issuance of the DGCA credentials.

**6.2 Initial issuance of Credential – Training Requirements.** Inspectors must complete required training as applicable to their specialty consisting of:

- Module 1 (Coordinated and conducted by DGCA Training Division)\*
- Module 2 (Theoretical training – Consisting of specific area training in relevant identified fields, as determined by the concerned supervisor)

\* May/ or may have not been conducted at the time of application for issuance of credential

**6.3 Continuing Qualification.** Upon transfer of Operations Cadre officers to/ from Aerodromes Standards Directorate, it shall be the responsibility of the concerned Officer that he/ she applies for the new credential. The supervisor signing the Credential (Authorisation) Request form shall ensure that the officer has undergone requisite training as per above before the application is signed.

**7. Application Procedures.** The Training Division issues credentials.

**7.1** Use the following application process to request a DGCA credential.

- (a) Complete the DGCA Credential application (Appendix A) containing the requested information.
- (b) The applicant's supervisor must verify that the applicant has completed the applicable training requirements, and sign the form.
- (c) The application shall be provided to Training Division who will process the form for issuing the Credential.

**7.2** Use the same process for renewal of the DGCA credential.



## 8. Responsibilities: Issuance, Reissuance and Cancellation

### a. Issuance and Control.

- (1) The Joint Director General (Training) is responsible for the overall management and control of the DGCA Credentials and will keep and maintain a record of all credentials in a register.
- (2) Before a Credential is issued to the inspector, the inspector will sign in the register. Each inspector is responsible for keeping his credential in good condition and checking the expiry date.
- (3) The inspector shall apply for renewal of his/her credential four weeks before the expiry date of the credential.
- (4) Training Division will maintain a database log identifying all credentials issued by number, employee's name, title, issuance date, validity date, location and specialty.

### b. Loss or Theft.

- (1) It is the responsibility of the inspector to safeguard and protect the DGCA credentials, to prevent physical loss, theft or damage. Inspectors must use care to protect the integrity of all credentials to prevent physical loss and damage.
- (2) If an inspector loses the credential or if someone steals them, the inspector must report the loss or theft within 48 hours to Joint Director General (Training).

### c. Reissuance of Credentials.

- (1) The issuance of replacement credentials requires the same application process required for an original issuance. Replacement credential shall be issued once the report describing the loss or theft is received along with an FIR report.
- (2) Replacement of lost or stolen credentials requires issuance of a new credential number.
- (3) Credentials will be reissued when any of the following circumstances exist:
  - (a) Name change of the holder;
  - (b) Mutilation or excessive wear of the credential;
  - (c) Change in holder's personal appearance;
  - (d) Lost or stolen credentials; or



(e) Expiration.

**d. Surrender of Credentials (When Applicable).**

(1) Holders of DGCA Credentials shall surrender their credentials for return to the Training Division under any of the following conditions:

- (a) Upon termination of employment, including resignation, retirement, expiration of appointment, etc.;
- (b) Upon expiration of the credential;
- (c) Upon the request of DGCA management.

**6. Use of DGCA Credentials to Access Secure Areas of Indian Airports.** Proper use of identification credentials, checkpoint procedures, and resolution of misunderstandings with airlines and other government agencies are crucial for the creation of an environment where DGCA Inspectors can carry out effective inspections and surveillance.

- a. Official Duty.** DGCA Inspectors can only use their credential for official duties. An inspector's supervisor authorizes these duties. DGCA Inspectors shall use their DGCA credentials in accordance with the requirements of this Chapter, their respective inspector guidance, and within the authorization of the respective supervisor.
- b. Credential Use.** A DGCA Inspector must prominently display the DGCA Credential on his or her outermost garment. The Airport Entry Pass, in itself, does not constitute the authority and privileges of DGCA Credential.



**Annex 1**

**Credential (Authorisation Card)**

FRONT SIDE	
	GOVERNMENT OF INDIA DIRECTORATE GENERAL OF CIVIL AVIATION
	<p>No. _____</p> <p style="text-align: center;"><b>AUTHORISATION</b> (TO EXERCISE POWER DELEGATED UNDER THE AIRCRAFT RULES)</p> <p>Name _____</p> <p>Title _____</p> <p>Issued ON _____</p> <p>Valid UPTO _____</p> <p style="text-align: right;">Signature of the issuing Authority</p>

BACK SIDE (For Authorisation other than Aerodrome Inspectors)
<p>The holder of this card is authorised to exercise the power delegated to him/her under Aircraft Rules, 1937 read with the Govt. of India then Ministry of Civil Aviation &amp; tourism Notification No. S. O. 726(E) &amp; 727(E) dated the 4<sup>th</sup> October 1994.</p> <p>The holder is also authorised to:-</p> <ol style="list-style-type: none"> <li>a. At all reasonable times enter any place to which access is necessary for the purpose of exercising his powers or carrying out his duties under these rules;</li> <li>b. At all times during working hours enter that portion of any organisation, factory or place in which aircraft, aircraft components, items of equipment, materials are being designed, manufactured, overhauled, repaired, modified, assembled, tested, stored, and inspect any such organisation, factory or place, aircraft, aircraft component and item of equipment and drawings relating thereto;</li> <li>c. At any time inspect any aircraft including a private aircraft which is required by these rules to be certified as airworthy or in respect of which as certificate of airworthiness is in force or has been suspended or deemed to be suspended.</li> <li>d. Enter, inspect and search any aircraft or any aviation facility, including air navigation services, and also inspect any personnel, document and records for the purpose of securing compliance with any of these rules or the provisions of the Aircraft Act, 1934 (22 of 1934).</li> </ol>

**BACK SIDE (For Aerodrome Inspectors)**

The holder of this card is authorised to exercise the power delegated to him/her under Aircraft Rules, 1937 read with the Govt. of India then Ministry of Civil Aviation & Tourism Notification No. S. O. 726(E) & 727(E) dated the 4th October 1994.

The holder is also authorised to at all reasonable times or intervals, enter any place to which access is necessary and to inspect and carry out tests on the aerodrome facilities, services and equipment, inspect aerodrome operator's documents and records, and verify the aerodrome operator's safety management system before the licence is granted or renewed and subsequently, at any other time, for the purpose of surveillance to ensure safety and order at the aerodrome.



**PROFORMA FOR ISSUANCE OF AUTHORISATION CARDS**  
(under Rule 82/156 of Aircraft Rules, 1937)

**FOR OFFICE USE**

1. Approval of Concerned Director/ Reporting Officer  
obtained: Yes ( ) No ( )

2. Authorisation Card No.: \_\_\_\_\_

3. Valid upto: \_\_\_\_\_

Affix passport  
size photo

**TO BE FILLED BY APPLICANT**

1. Name

2. Designation

3. Reason for Issue

a. Fresh Issue / Re-issue (I/R). \_\_\_\_\_

b. For Fresh issue tick ( ) reasons mentioned below.

Fresh Appointment ( ) Designation Change ( )

Mutilation ( ) Loss ( ) Expiry ( )

Any other reason:

\_\_\_\_\_.

4. Date of  
superannuation/  
Date on which  
Contract ends

5. Nature of Duties

Date:

Signature of the applicant

Signature of Concerned Director/ Reporting officer

Name:

Date:

Designation: