



GOVERNMENT OF INDIA

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

## **DUTIES, FUNCTIONS AND RESPONSIBILITIES**

MARCH 2007

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## **DIRECTORATE GENERAL OF CIVIL AVIATION**

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. Licensing of air traffic controllers;
5. Certification of aerodromes and CNS/ATM facilities;
6. Maintaining a check on the proficiency of flight crew, and also of other operational personnel such as flight dispatchers and cabin crew;
7. 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;
8. Conducting investigation into accidents/incidents and taking accident prevention measures including formulation of implementation of Safety Aviation Management Programmes;
9. 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;
10. 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;
11. 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;
12. Granting approval to aircraft maintenance, repair and manufacturing organizations and their continued oversight;
13. 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;
14. 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;

15. 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;
16. 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;
17. Promoting indigenous design and manufacture of aircraft and aircraft components by acting as a catalytic agent;
18. Approving training programmes of operators for carriage of dangerous goods, issuing authorizations for carriage of dangerous goods, etc.

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## **I. ADMINISTRATION DIRECTORATE**

### **ESTABLISHMENT I SECTION**

1. All Establishment work relating to the post of Airworthiness discipline, Air Safety Discipline and all Gazetted and non Gazetted establishment of R & D Directorate and Gliding Centre, Pune.
2. Establishment matters of ministerial and other Group `C' & `D' staff in the subordinate office of the C A D.
3. Review cases of the above mentioned categories officers and staff (Group C&D)
4. Submissions of monthly Statements to Ministry of Civil Aviation showing changes of top officers in the Civil aviation Department.
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. Implementation of SIU/Work Study recommendation in respect of Technical Officers at Headquarters.
7. Preparation of Financial effect Statement in respect of proposals relating to deputation of delegation abroad.
8. 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.
9. Circulation of various instructions received from other Ministries/Departments on deputation/delegations abroad among all the Directorates.
10. Forwarding of applications of CAD office for training/course/ Scholarship offered by Foreign Countries.
11. Various training programmes in India conducted by various training institutions other than ISTM sponsoring of officers for the training.
12. 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.
13. Deputation of CAD officers with foreign countries as expert advisers on long term basis and matters relating to their salary and pension contribution/gratuity etc.
14. Creation/Conversion of temporary posts into permanent Transfer of hosts Grown ' A', 'B' & `C' relating- to Airworthiness and Air Safety Disciplines.

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## **ESTABLISHMENT II SECTION**

1. All 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 e.g.,Recruitment, Training, posting, promotion, confirmation, transfers, seniority, fixation of pay, grant of leave etc.
2. Establishment work relating to Group 'A' Officers in the Directorate of Training & Licensing, Information and Regulations, Air Transport & CAS.
3. Maintenance of service books of the above categories of officers and staff.
4. Creation, continuation, abolition, conversion of temporary posts etc. of all the above mentioned categories of officers and staff.
5. 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.
6. Preparation of confidential Report of the above categories of staff.
7. Court cases relating to above categories of staff.
8. Medical Examination, verification and reverification of character and antecedents of the staff of the above categories.
9. Submission of Periodical Reports and returns.
10. Review of Group 'C' & 'D' staff of the above categories.
11. Matters relating to office Council.
12. Parliament Questions on the above subjects:
13. Pension cases of officers and staff retiring from DGCA (Headquarters).

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**Cash & General Section**

1. Grant of all advances to the officers and staff of the DGCA (Headquarters) and subordinate offices in the C.A.D.
2. Receipt and issue work of the DGCA (headquarters).
3. Procurement/issue and maintenance of records etc. of stores stationery including local purchases,
4. C. G.H.. S. Scheme and cases relating to re-imburement of medical expenses to officer and staff of DGCA (Headquarters).
5. Issue of Identity Card to officers and staff.
6. General Services.
7. Drawal and disbursement of Pay and Allowances of officers/ Officials of DGCA.(Headquarters).
8. Drawal and disbursement o f advances, withdrawals, bonus, overtime etc.
9. Issue of uniforms to DGCA Staff as well as subordinate offices.
10. Installation/changes of telephones.
11. Allotment of Govt. accommodation.
12. Maintenance of staff cars/vehicles.

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## **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. Foreign Exchange Budget.
6. Performance Budget.
7. Issue of Re-appropriation orders in respect of Revenue and Capital Grants.
8. Matters relating to the Public Accounts Committee and Expenditure Finance Committee.
9. Appropriation Accounts under Revenue and Capital Grants.

### **Allotment of funds**

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

## **Administration Vigilance & Coordination Section**

### **VIGILANCE WORK**

1. Vigilance and disciplinary cases.
2. Appeals/Reviews arising of disciplinary/vigilance cases.
3. Maintenance of Complaint Cell Register.
4. Periodical returns regarding complaints, Vigilance cases, Appeals/Reviews etc.
5. Issue of Airport Entry Pass to officers of DGCA.
6. Miscellaneous Orders pertaining to Administrative Vigilance.
7. Central Civil Services(Classification, Control and Appeal) Rules.
8. Security arrangements at Hqrs.

### **O & M WORK.**

9. Co-ordination of the O&M Work of the Civil Aviation Department.
10. Subject allocated to various sections - Compilation of Subject-Booklet of CAD.
11. Settlement of allocation of disputed receipts.
12. O&M inspection of Sections - arrangements of annual programme regarding.
13. Meeting of O&M Officers in the Department/Ministry of Transport.
14. Work relating to-management of Record Room at Hqrs.
15. Work of I.W.S.U/SIU reports.
16. Monthly/Quarterly/Half Yearly returns.

### **Welfare Work**

17. To look after the miscellaneous grievances of the staff and officers of CAD.
18. Grant of subsidy and other Grants-in-aid to CAD Canteen at DGCA Hqrs.
19. Collection of Donations for Red Cross/Armed Forces/Dumb & Deaf Flag Days.

## **General Coordination Work**

20. Matter relating to JCM and Councils; established there under CAD for Subordinate offices.
21. Collection and Coordination of material for Consultative Committees meetings.
22. Parliament Questions/Assurances of CAD.
23. Brief for opening speech for the Minister of Civil Aviation as well as for President for both the Houses of Parliament.
24. Matters concerning Pay-Commission.
25. Circulation of orders issued by various Ministries/ Departments.
26. Collection and submission of general information on different subjects to the Ministry as and when called for.
27. Issue of Republic Day/Independence Day celebration passes.
28. Rendition to Ministry of various monthly/quarterly and half yearly returns.

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## **Hindi Section**

1. Implementation of the Language Policy of the Government..
2. Grant of Advance Increments; Cash and Lump-sum Awards on passing various Hindi Examinations.
3. Official Language Implementation Committee Meetings.
4. All types of translation work including various reports from English to Hindi and vetting thereof.
5. Preparation of help literature in Hindi and distribution of the same.
6. Keeping liaison with the Central Translation Bureau, Central Hindi Directorate and Commission for Scientific and Technical Terminology.
7. Compilation and submission of quarterly and half yearly reports regarding the progressive use of Hindi to the Ministry of Civil Aviation and Home Affairs.
8. Organisation of Hindi Workshops.
9. Collection of data regarding Hindi qualifications of employees for the purpose of nominating them to various Hindi Classes.
10. Guidance to staff regarding the use of Hindi for official work.
11. Hindi telegraphic addresses - registration thereof.
12. To ensure the implementation of various provisions of the Official Language Act and Official Language-Rules, 1976.
13. Preparation of Departmental Terminology.
14. Guidance of Hindi Staff employed in Subordinate Office of the Civil Aviation Department.
15. Lok Sabha Questions regarding the use of Hindi.
16. Rajya Sabha Question regarding the use of Hindi.
17. Inspection of Subordinate Offices of the Civil Aviation Department to ensure implementation of Official Language Rules, 1976 ,
18. Implementation of Cash Awards Cash Awards Scheme for more and more use of Hindi in Noting and Drafting and in Issuance of Commendatory Certificates.
19. Parliamentary Committee on Official Language – Visit of Sub-Committee.
20. All India Official Language Conference.

21. Matters relating to the Kendriya Sachivalaya Hindi Parishad.
22. Grant of Honorarium to the staff of sub-offices for doing Hindi Translation.
23. Preparation of Hindi versions of Departmental English Abbreviations.
24. Grant of Honorarium to Officers for imparting instructions at the Workshop set for the facility of the staff working in Hindi.
25. Maintenance of a Hindi Library in Headquarters consisting of approximately 1000/- books and circulation of Hindi periodicals and news papers.
26. Celebration of Hindi Week in Headquarters.

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## **II. AERODROME STANDARDS DIRECTORATE**

The Aerodrome Standards Directorate in the DGCA has been entrusted with the responsibilities of licensing of aerodrome in accordance with the Part XI of the Aircraft Rules 1937. The directorate has a establishment at the DGCA HQrs New Delhi supported by the four regional offices at Delhi, Mumbai, Kolakata and Chennai. The officers of the aerodrome standards directorate are attached to the Office of Director Airworthiness for the administrative purposes and are required to report to the Director Aerodrome Standards in the DGCA HQrs for all technical issues handled by them in their regions. The functions detailed in para 1, 2 and 5 are required to be performed at DGCA HQrs., whereas other functions would be carried out at regional offices under the supervision of HQrs.

### **1. Aerodrome certification**

These tasks and responsibilities include:

- a) receiving, recording, reviewing and processing, in cooperation with the Flight Operations Division of the DGCA, the expressions of interest received from an intending applicant for an aerodrome certificate;
- b) receiving, recording, reviewing and processing, in cooperation with the Flight Operations Division of the DGCA, the formal application for an aerodrome certificate, including the initial inspection covering the review of the aerodrome manual, on-site verification, inspection and testing of aerodrome particulars, facilities and equipment, including aero- nautical studies, if and where permitted by the standards and practices, as described in 4.4.3 and 4.4.4;
- c) grant or refusal of an aerodrome certificate;
- d) estimating, recording and collecting the cost of the services from applicants (if applicable under the regulations);
- e) receiving, recording, reviewing and processing applications for the transfer of an aerodrome certificate;
- f) grant or refusal of the transfer of an aerodrome certificate;
- g) receiving, recording, reviewing and processing applications for the surrender of an aerodrome certificate;
- h) cancelling or suspending an aerodrome certificate;
- i) grant of an interim aerodrome certificate; and
- j) reviewing the factors requiring the amendment of an aerodrome certificate and issuing the required amendments.

### **2. Notifications to AIS and other organizations**

These tasks and responsibilities include:

- a) notifying AIS of the certified status of an aerodrome and providing the particulars of the aerodrome described in Part 3 of Appendix 1 to this manual for promulgation by the AIS;

- b) reviewing any amendments to aerodrome manuals and notifying AIS of the changes to be made in the AIS publications;
- c) coordinating with AIS in the review of any notification received from an aerodrome operator for promulgation by AIS, such as notification of: inaccuracies in AIS publications; changes in aerodrome facilities, equipment and level of services planned in advance; obstacles, obstructions and hazards; closure of any part of the manoeuvring area; immediate reduction in the level of service at the aerodrome and any other conditions that could affect the safety at or near the aerodrome and warrant precautions to be taken; and
- d) coordinating with other agencies and service providers such as aeronautical information service, air traffic services, designated meteorological authorities, and security.

### 3. Safety audits

3.1 These tasks and responsibilities include:

- a) periodic or special on-site audits of the aerodrome safety management system including verification of the aerodrome, and data published in the AIP and inspection of the aerodrome facilities, equipment and operating procedures; and
- b) review of the aerodrome operator's daily audits and special safety audit reports and actions thereon.

*Note.— An aerodrome audit programme should operate on the principle that the aerodrome certificate holder's internal audit programme is of primary importance and that the CAA's audits are conducted to review and evaluate that programme and, in addition, to independently check and verify the particulars of the aerodrome notified in the AIP, as well as the aerodrome operating procedures, safety measures, facilities and equipment.*

3.2 Periodic inspections are therefore required to ensure that aerodrome certificate holders meet their obligations under the terms of the certificate, as set out in Section D of the model regulations, and the requirements of the accepted/approved aerodrome manual.

3.3 The frequency of such inspections may correspond to the class of the aerodrome as categorized by the State. For example, one State requires its aerodromes, which are categorized as large, medium and small certified hub aerodromes, to be inspected annually, reducing the frequency to once in eighteen months in the case of non-hub aerodromes. For its "limited certified" aerodromes, the recommended frequency is once in twenty-four months, which can be reduced to once in thirty-six months if circumstances so require.

3.4 The tasks and responsibilities associated with periodic inspections are described in **para 7**. These tasks may be carried out in the following phases:

- a) *Pre-inspection briefing* with aerodrome management, including coordination with air traffic control tower personnel.
- b) *Administrative inspection* of the aerodrome safety management system, including such items as snow and ice control plans (if applicable); current NOTAMs; medical and RFF training records; aviation fuel suppliers' safety records; fuelling agents' certificates and fire safety training records; documentation of the annual review of the aerodrome emergency plan, including full-scale emergency exercises, and the aerodrome operator's records of the safety audits of fixed-base operators, ground handling agents and other agencies engaged in airside activities.
- c) *Movement area inspection* including the inspection and checking of runways and taxiways in order to ascertain the condition of pavements, markings, lighting, signs, shoulders, strips and runway end safety areas; checking for potentially hazardous conditions if construction work is in progress, such as excavations, trenches, stockpiled material, inadequate construction area markings, construction equipment in the movement area and inadequate marking and lighting of temporary thresholds; checking ground vehicle operations in the movement area to verify that only authorized vehicles have access to the area and that the required procedures are being followed, the vehicles are properly marked and the drivers know and use the proper communication terminology; checking that the public is protected against unauthorized entry to the movement area and against jet or propeller blast; checking for wildlife hazards and wildlife attractants; and checking landing direction indicators and wind direction indicators.
- d) *Rescue and fire-fighting* including the checking of training records; random testing of the knowledge of firefighters; checking that the equipment is in position, is functional and meets the category requirements; conducting a time response drill; checking the alarm system; checking and examining proximity suits, other protective clothing and fire-fighting and rescue tools and supplies in the inventory.
- e) *Fuel facilities* including the examination of the inspection records by qualified and authorized personnel, particularly checking that the aerodrome fire-fighting standards are adequately covered in the inspection checklist, and spot checking, including fuel sampling, for compliance with the applicable requirements.
- f) *Night inspections* including the evaluation and checking for compliance with the standards related to runway, taxiway and apron lighting and signage; pavement markings; aerodrome beacons; wind direction indicator lighting; obstacle lighting and the marking and lighting of construction areas.
- g) *Post inspection briefing* with the aerodrome management, including the determination of appropriate enforcement action for non-compliance with the regulations.

#### **4. Other safety functions**

These tasks and responsibilities may include:

- a) a first-hand evaluation of full-scale airport emergency exercises to identify problems and deficiencies;
- b) the provision of guidance at the design and construction stages of aerodrome projects, particularly complex projects or where there is significant work that may impact compliance with the regulations;
- c) final inspection of completed projects involving complex or significant work to identify problems or deficiencies that need to be corrected in order to comply with the requirements of the regulations;
- d) the organization of, and participation in, aerodrome safety seminars and other training programmes to promote a safety culture.

## **5. Compliance and enforcement**

- 5.1 It is the responsibility of aerodrome operators to comply with the requirements of the aerodrome certification regulations. Aviation safety at aerodromes depends primarily on voluntary adherence to these requirements by the aerodrome operators. Promoting compliance with the regulations through education, training and counselling is therefore of primary importance, and only when these efforts have failed should formal enforcement action be taken. Sanctions can be administrative or legal depending on the severity of the violation of the regulations and its impact on aviation safety. It is recognized that States may have their own policies for enforcement of their regulations.
- 5.2 Administrative action in the form of a warning letter or correction letter may be considered appropriate when legal action is deemed unnecessary. Administrative enforcement action is intended to bring the violation to the attention of the aerodrome operator, to document corrective action and to require future compliance. Such actions are warranted when the violation does not result in a significant unsafe condition, is not caused by incompetence or lack of required qualifications on the part of the aerodrome operator, is not deliberately caused, the attitude of the operator is constructive and positive towards compliance with the regulations and there is no history of such a violation by the operator.
- 5.3 Formal legal enforcement action may be warranted to prevent future violations of the regulations. Such action may include the issuance of cease-and-desist orders and injunctions and the imposition of sanctions after the act to deter violations. Such sanctions may include revocation, suspension or amendment of the certificate. Legal enforcement actions are pursuant to appropriate statutory provisions in the civil aviation legislation of a State.
- 5.4 In determining the appropriate type and measure of sanction to be applied, the factors to be considered may include the nature of the violation, whether it was deliberate or inadvertently caused; the potential or actual hazard to aviation safety created by the violation; the aerodrome operator's level of responsibility; records of previous violations; the operator's attitude toward the violation, including whether the operator voluntarily disclosed the violation and whether action was taken to correct it; the impact of the proposed sanction on

the violator and its value as a deterrent to other operators in similar situations.

5.5 Certificate-related legal sanctions can have a significant impact on air services and may also have other repercussions. Since the public interest and aviation safety are the principal objectives of aerodrome certification regulations, recourse to the imposition of sanctions may be warranted only after all other means of resolving safety violations have failed to ensure compliance.

5.6 Suspension of an aerodrome certificate may be considered if:

- a) the aerodrome operator's safety management system is found to be inadequate;
- b) it is in the interest of operational safety;
- c) all other means for timely correction of the unsafe condition or ensuring safe aircraft operations have not yielded the required results;
- d) the technical proficiency or qualifications of the aerodrome operator to perform the duties to meet the critical safety requirements in accordance with the regulations are found inadequate;
- e) the operator resists or is unwilling to take action to correct or mitigate the condition affecting aviation safety; or
- f) the operator wilfully fails to perform an already agreed upon corrective action and suspension of the certificate is the last resort to avoid unsafe operations in the aerodrome movement area.

5.7 Revocation of an aerodrome certificate may be warranted if the aerodrome operator:

- a) is incapable or unwilling to carry out corrective action or has committed/repeated serious violations;
- b) has demonstrated a lack of responsibility, such as deliberate and flagrant acts of non-compliance or falsification of records jeopardizing aviation safety; or
- c) has made it convincingly clear that the continued operation of the aerodrome will be detrimental to the public interest.

## **6. Aerodrome standards**

These general tasks and responsibilities may include the following:

- a) reviewing ICAO State letters on the subject of aerodromes, preparing responses thereto and taking action thereon;
- b) developing and continuing to review the national standards and practices for aerodrome design, operation and maintenance, and engineering specifications;
- c) developing and issuing orders, rules, advisory circulars and guidance material relating to aero- drome standards and practices;

- d) reviewing plans and designs for new aerodromes or the further development of, or modification to, existing aerodromes, submitted to the CAA for approval, to ensure that the requirements of the ICAO SARPs and the State's national regulations are complied with; and
- e) advising the aerodrome inspectors, as required, on aerodrome standards and practices.

**7. The typical duties of an aerodrome inspector should include but not be limited to:**

- a) verification of the aerodrome data in the aerodrome manual including details of:
  - 1) the location of the aerodrome;
  - 2) the name and address of the aerodrome operator;
  - 3) the movement area;
  - 4) the runway declared distances available;
  - 5) aeronautical ground lighting;
  - 6) ground services; and
  - 7) notices of special conditions and procedures, if any;
- b) on-site verification and audits of aerodrome operating procedures including:
  - 1) the overall aerodrome safety management system;
  - 2) the aerodrome emergency plan and periodic aerodrome emergency exercises;
  - 3) rescue and fire-fighting
  - 4) inspection and maintenance of aeronautical ground lighting;
  - 5) promulgation of changes to published aerodrome information;
  - 6) the prevention of unauthorized entry to the aerodrome, particularly the movement area and protection of the public against jet or propeller blast;
  - 7) the operator's daily inspection of the aerodrome;
  - 8) the planning and carrying out of aerodrome construction and maintenance work including compliance with construction safety requirements;
  - 9) apron management and parking control;
  - 10) the control of vehicles operating on or in the vicinity of the movement area;
  - 11) wildlife hazard management;
  - 12) the monitoring of obstacle limitation surfaces and notification;
  - 13) the removal of disabled aircraft;
  - 14) hazardous materials, including aviation fuel;
  - 15) the protection of radar and navigational aids; and
  - 16) low-visibility operations;

- c) on-site checking and testing of aerodrome facilities and equipment including:
- 1) the dimensions and surface conditions of runways, taxiways, stopways, runway end safety areas, runway and taxiway strips, shoulders and aprons;
  - 2) aeronautical ground lighting systems including flight check records;
  - 3) standby power;
  - 4) landing direction indicators and wind direction indicators, aerodrome markings and markers;
  - 5) guidance signs and warning signs in the movement area;
  - 6) aerodrome maintenance equipment;
  - 7) disabled aircraft removal plan;
  - 8) wildlife control equipment;
  - 9) the presence of obstacles in obstacle limitation surfaces;
  - 10) runway visual range measuring equipment;
  - 11) the presence of dangerous lights;
  - 12) rescue and fire-fighting equipment;
  - 13) fuelling facilities; and
  - 14) runway surface friction measuring equipment;
- d) flying assessments and aeronautical studies at aerodromes:  
in cooperation with the Flight Operations Unit of the CAA and other specialists as required, organize flying assessments at aerodromes and conduct aeronautical studies, if and where permitted by the standards and practices;
- e) general duties:  
all other functions relating to the certification of aerodromes including receiving and processing of expressions of interest and applications for aerodrome certificates; processing requests for the amendment, transfer or surrender of certificates or requests for interim certificates; reporting to AIS; initiating NOTAMs and determining appropriate enforcement action in the event of non-compliance with the regulations

**8. Any other work assigned by Director General.**

**9. Regional Aerodrome standard Offices:**

Regional Aerodrome standard offices are located at Delhi, Mumbai, Kolkatta and Chennai. These offices are headed by Deputy Directors (Aerodrome Standards). All regional heads of Aerodrome Standards reports directly to Director Aerodrome standard /DDG (Aerodrome Standard).

Regional Aerodrome Standard offices shall perform following functions:

- To receive, review and processing of applications and documents for aerodrome site inspection in their region.
- To carry out site inspection of aerodrome.

- To receive, review and processing of applications and documents for aerodrome licensing in their region and forward to headquarter.
- To receive, review and processing of applications and documents for renewal of aerodrome licensing in their region and forward to headquarter.
- To carry out aerodrome/helipad inspection.
- To carry out surveillance inspection of Aerodromes.
- To participate in the safety audit of Aerodromes operators.
- To report issues related to aerodrome licensing and aerodrome safeguarding in their region.
- To carry out other surveillance work as directed by Hqs.

**9.1 Coordination of regional Aerodrome Standard offices with Hqrs.**

- 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.
- To forward headquarters every quarterly the status of aerodrome inspections/surveillance and works carried out in respect of aerodrome licensing and safety.
- Coordination meeting between regional air safety offices and air safety Hqrs. will be held every 6 months. During this meeting all the technical and financial/administrative issues will be discussed pertaining to their region.

**Duties and Responsibilities of Aerodrome Inspectors**

**Director of Operations (Aero.-Stds.)**

**Pay Scale :14300-400-18300**

**Qualification:**

Deputy Directors of Operations with 5 years' regular services in the grade.

**Functions:**

1. Heads Aerodrome Standard Directorate at Hqrs.
2. Report to Dy. Director General (Aero-Stds.)/ JDG.
3. Supervise and exercise Administrative control on the regional offices.
4. To plan training of officails.
5. Draw surveillance and inspection plan for offices.
6. Take policy decision on the technical and administrative issues.
7. Inspection of aerodrome for issue and renewal of the licence
8. Examination of the documentation for the purpose of licensing/ issue/ renewal.
9. Safety oversight surveillance inspections.
10. Examination and processing of Safety Management System, runway safety, etc. documents.

11. Processing the cases for demolition/ reduction of obstacles around the airports.
12. Processing the cases for grant of NOC under Rule 91 to slaughter houses, etc.
13. Maintenance of updated Aerodrome Manual, SMS, etc for all licensed airports
14. Processing the cases for development and changes in the airport under Rule 83
15. Issue Civil Aviation Requirements (CAR) and advisory circulars on aerodrome related issues.

**Deputy Director of Operations (Aero.- Stds.)**

**Pay Scale :10000-325-15200**

**Qualification:**

**Essential:**

- (A) (i) Degree in Engineering in Aeronautical /Electrical/Electronics/Computer Science from recognized University or equivalent; and
- (ii) 5 years' experience in Air Traffic Control or Licensing of Aerodrome/Aircrew/Air transport.
- Or
- (B) (i) B.Sc. degree from a recognized University or equivalent with Physics and mathematics as subject; and
- (ii) 7 years' experience in Air Traffic Control or Licensing of Aerodrome/Aircrew/Air transport.

[ 66.67% by promotion, failing which by deputation (including short term contract); 33.33% by by deputation (including short term contract)]

**Promotion:**

Assistant director of operations with 5 years regular service in the grade and who have successfully undergone the training course of Aerodrome officer conducted by Airports Authority of India at Civil Aviation training Centre (CATC) , Allahabad (U.P.)  
Deputation ( Including short term contract):

Officers of the Central Government /Autonomous or Statutory Organisations /Public sector Undertaking-

- (A) (i) Holding analogous post on regular basis ; or
- (ii) With 5 years' regular service in posts in the pay scale of Rs 10000-325-15200 or equivalent; and
- (B) Possessing the following qualifications and experience:-
  - (I) (i) Degree in Engineering in Aeronautical / Electrical/ Electronics/ Computer Science from recognized University or equivalent; and
  - (ii) 7 years' experience in Air Traffic Control or Licensing of Aerodrome/Aircrew/Air transport.
- Or

- (II) (i) B.Sc. degree from a recognized University or equivalent with Physics and mathematics as subject; and  
(ii) 10 years' experience in Air Traffic Control or Licensing of Aerodrome/Aircrew/Air transport.

With 5 years' regular service in posts in the pay scale of Rs 8000-275-13500 or equivalent; and  
Possessing the qualifications and experience prescribed for direct recruits as Essential mentioned above.

**Functions:**

1. Assist Director (Aero.-Stds.) at Hqrs /Heads Regional offices
2. Inspection of aerodrome for issue and renewal of the licence
3. Examination of the documentation for the purpose of licensing/ issue/ renewal.
4. Safety oversight surveillance inspections.
5. Examination and processing of Safety Management System, runway safety, etc. documents.
6. Processing the cases for demolition/ reduction of obstacles around the airports.
7. Processing the cases for grant of NOC under Rule 91 to slaughter houses, etc.
8. Maintenance of updated Aerodrome Manual, SMS, etc for all licensed airports
9. Processing the cases for development and changes in the airport under Rule 83
10. Assist in drafting CAR and advisory circulars on aerodrome related issues.

**Assistant Director of Operations (Aero.- Stds.)**

**Pay Scale :10000-325-15200**

**Qualification:**

**Essential:**

- (I)(i) Degree in Engineering in Aeronautical /Electrical/Electronics/Computer Science from recognized University or equivalent; and  
(ii) 5 years' experience in Air Traffic Control or Licensing of Aerodrome/Aircrew/Air transport.

Or

- (II) (i) B.Sc. degree from a recognized University or equivalent with Physics and mathematics as subject; and  
(ii) 7 years' experience in Air Traffic Control or Licensing of Aerodrome/Aircrew/Air transport.

( 20% by promotion, failing which by deputation including short term contract and 80% by direct recruitment.)

**Promotion:**

Operations officer with 5 years regular service in the grade and who have successfully undergone the training course of Aerodrome officer conducted by Airports Authority of India at Civil Aviation training Centre (CATC) , Allahabad (U.P.)

**Deputation ( Including short term contract):**

Officers of the Central Government /Autonomous or Statutory Organizations / Public sector Undertaking-

- (a) (i) Holding analogous post on regular basis \; or
- (ii) With 5 years' regular service in posts in the pay scale of Rs 8000-275-13500 or equivalent; and
- (b) Possessing the qualifications and experience prescribed for direct recruits as Essential mentioned above.

**Functions:**

1. Assist Dy. Director(Ops.)/Director (Ops.)
2. Inspection of aerodrome for issue and renewal of the licence
3. Examination of the documentation for the purpose of licensing/ issue/ renewal.
4. Safety oversight surveillance inspections.
5. Examination and processing of Safety Management System, runway safety, etc. documents.
6. Processing the cases for demolition/ reduction of obstacles around the airports.
7. Processing the cases for grant of NOC under Rule 91 to slaughter houses, etc.
8. Maintenance of updated Aerodrome Manual, SMS, etc for all licensed airports
9. Processing the cases for development and changes in the airport under Rule 83
10. Assist in drafting CAR and advisory circulars on aerodrome related issues.

**Operations Officer**

**Pay Scale :8000-275-13500**

**Qualification:**

**Essential:**

- (I)(i) Degree in Engineering in Aeronautical /Electrical/Electronics/Computer Science from recognized University or equivalent; and
- (ii) 2 years' experience in Air Traffic Control or Licensing of Aerodrome/Aircrew/Air transport.

Or

- (II) (i) B.Sc. degree from a recognized University or equivalent with Physics and mathematics as subject; and
- (ii) 3 years' experience in Air Traffic Control or Licensing of Aerodrome/Aircrew/Air transport.

**Functions:**

1. Assist Asisstant Director (ops.) / Dy. Director(Ops.)/Director (Ops.)
2. Inspection of aerodrome for issue and renewal of the licence
3. Examination of the documentation for the purpose of licensing/ issue/ renewal.
4. Safety oversight surveillance inspections.
5. Examination and processing of Safety Management System, runway safety, etc. documents.
6. Processing the cases for demolition/ reduction of obstacles around the airports.
7. Processing the cases for grant of NOC under Rule 91 to slaughter houses, etc.
8. Maintenance of updated Aerodrome Manual, SMS, etc for all licensed airports
9. Processing the cases for development and changes in the airport under Rule 83
10. Assist in drafting CAR and advisory circulars on aerodrome related issues.

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### **III. AIR SAFETY DIRECTORATE**

Air Safety Directorate at DGCA (Hqrs) is headed by Director Air Safety. The Director Air Safety /DDG (Air Safety) reports directly to the DG.

The functions of the Air Safety Directorates are as under:-

#### **1. Investigation of Civil Registered aircraft accidents:-**

1. Under Rule 71 of Aircraft Rules 1937 the accident are investigated by Inspector of Accidents, appointed by Director General of Civil Aviation from Air Safety Directorate.
2. Under Rule 74 of Aircraft Rules 1937 the accident are investigated by Committees of Inquiry set up by the Central Govt. This Directorate is responsible for providing technical expertise to committees of inquiry.
3. Under Rule 75 of the Aircraft Rules 1937 the accident are investigated by Courts of Inquiry set up by the Central Govt. This Directorate is responsible for providing technical expertise to Courts of Inquiry.

#### **2. Accident to foreign registered aircraft in India**

Under Rule 77 of the aircraft Rules the investigation will be carried out in any of the following manner.

1. Under Rule 71 of Aircraft Rules 1937 the accident are investigated by Inspector of Accidents appointed by Director General of Civil Aviation from Air Safety Directorate.
2. Under Rule 74 of Aircraft Rules 1937 the accident are investigated by Committees of Inquiry set up by the Central Govt. This Directorate is responsible for providing technical expertise to committees of inquiry.
3. Under Rule 75 of the Aircraft Rules 1937 the accident are investigated by Courts of Inquiry set up by the Central Govt. This Directorate is responsible for providing technical expertise to Courts of Inquiry.
4. Under Rule 77C the serious incident are investigated by the inquiry officer from Air Safety Directorate.
5. An accredited representative of country in which the aircraft is registered from country of manufacture/country of operator any other country which has special interest, may participate in the investigation, inquiry or formal investigation as the case may be. He may be accompanied by such technical

advisor as consider necessary by the authority of the country by which he is appointed.

**3. Accident to Indian registered aircraft out side India**

1. The accredited representative from air safety directorate will be nominated by Director General of Civil Aviation who will participate in the investigation as per Annex 13. Air Safety Directorate will provided as and when required information with respect to aircraft, crew and other details to the state of occurrence.

**4. Investigation of Civil Registered aircraft Incidents:**

1. Under Rule 77 C the serious incidents are investigated by the inquiry officer from Air Safety Directorate.
2. Incidents other than serious incidents are investigated by Permanent Investigation board of the Airlines under supervision of officer of the Regional Air Safety Offices.

**5. Accident/Incident Prevention work**

In addition to accident/investigation work Air Safety Directorate shall performs the following oversight functions:-

- To carry out the Technical safety audit of airlines/operators.
- To carry out safety audit of operations department of Airlines/operators.
- To carry out in-flight Cabin inspections.
- To carry out surveillance inspection of airlines/operators e.g., preflight medical check of crew, ramp inspection, load and trim check, FDTL etc.
- To issue Civil Aviation Requirements, air safety circulars, publication of annual accident summary etc.
- To monitor implementation of recommendations made by various courts, committees and inspector of accidents investigating aircraft accidents.
- To monitor action taken reports on safety audits carried out on airlines and aviation agencies.
- To coordinate implementation of measures to prevent bird strikes to aircraft at all airports.
- Inspection of aerodromes and facilities therein.
- To coordinate with the ICAO and other aviation agencies concerning safety.
- To coordinate with the Ministry of Civil Aviation on various Technical issues including parliament matters.

- To organize safety seminars/training courses.

## **6. Any other work assigned by Director General:**

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

Air Safety offices are located at Delhi, Mumbai, Hyderabad, Kolkatta and Chennai. The Delhi, Mumbai offices are headed by Director Air Safety and other offices are headed by Controller of Air Safety. All regional heads of air safety reports directly to Director Air Safety Hqrs/DDG (Air Safety).

Regional Air Safety offices shall perform following functions:

- To carry out the investigation of incidents/accidents occurring of operators/airlines in their region.
- To carry out the investigation of Ground incidents.
- To carry out the investigation of air miss/Air Prox/ATC violations.
- Participate in the operational area inspection, Airport security meeting, Aerodrome Environment Management Committee, Regional operator Committee meetings.
- Monitoring of incidents of operators/airlines.
- CVR/DFDR monitoring.
- ATC Tape monitoring.
- To carry out the airport inspections.
- To carry out surveillance inspection of airlines/operators e.g, preflight medical check of crew, ramp inspection ,load and trim check, FDTL etc.
- To participate in the safety audit of airlines/operators.
- To report all occurrences in their region.
- To carry out other surveillance work as directed by Hqs.

### **8. Coordination of regional air safety offices with Air Safety Hqs.**

- Regional Offices shall coordinate with Hqrs. on all safety matters and report all occurrences to DAS/DDG (Air Safety) on daily basis by telephone/fax/E-Mail.
- To forward headquarters every month the surveillance /accident prevention work carried out.
- Coordination meeting between regional air safety offices and air safety Hqrs. will be held every 3 months. During this meeting all the technical and financial/administrative issues will be discussed pertaining to their region.

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#### **IV. AIR TRANSPORT DIRECTORATE**

The Air Transport Services in the country are governed by the Rule 134 and Schedule XI of Aircraft Rules 1937. Besides this, the Civil Aviation Requirements (CAR) Section 3 Series C Part I to VI deals with the minimum requirements and procedures for issue/renewal of Scheduled/Non-Scheduled Operators Permit in different categories like passenger/cargo/charter. The main functions and responsibilities of Air Transport- 1 Section are as follows:-

1. Issue/renewal of Scheduled/Non-Scheduled Operators Permit in passenger/cargo/charter categories including holding of the preparedness meeting before issue of permit.
2. Issuance of permission for import/acquisition of aircraft to Scheduled/Non-Scheduled operators;
3. Endorsement/deletion of the aircraft on the Operator's Permit;
4. Public complaints pertaining to the Scheduled Operators;
5. Issues relating to the security clearance of the agencies seeking flight clearances and change in the Board of Directors of the Scheduled/Non-Scheduled Operators;
6. 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/non-revenue purposes and clearances for the Ballooning flights;
7. Processing the cases of foreign registered aircraft staying in India for more than 14 days;
8. Flight clearances in respect of cloud seeding operation and aerial survey etc;

In order to deal with the above, the following procedure is followed:-

##### **(A) Issue of Scheduled/Non-Scheduled Operators Permit**

1. Scrutiny of application for issue of Scheduled/Non-Scheduled Operators Permit (on receipt);
2. Respond to the Ministry's query for import of commercial aircraft with the consent of DDG concerned after obtaining confirmation of type certificate acceptance by R&D Directorate;
3. Once the NOC from Ministry of Civil Aviation has been received, the same will be retained in Air Transport Directorate in the file already opened during the receipt of application;
4. In case Operations Manual has already been received, Air Transport Directorate will send a copy of Operations Manual each to :
  - a) Airworthiness Directorate (Headquarters)
  - b) Flight Inspection Directorate
  - c) Research & Development Directorate (Hqrs.)

- d) Air Safety Directorate (Hqrs.)
  - e) Directorate of Regulations and Information
5. On hearing from the operator that they are ready for attending preparedness meeting, operator will be called with seven days notice period.
  6. Coordinate for preparedness meeting and call the following Directorate for the same :-
    - i. Flight Inspection Directorate
    - ii. Airworthiness Directorate (Headquarters)
    - iii. Airworthiness Directorate (Region of operation)
    - iv. Training and Licensing Directorate
    - v. Air Safety Directorate
    - vi. Research and Development Directorate
    - vii. Directorate of Regulations & Information
  7. Preparation of minutes of the meeting and circulation thereof;
  8. Issue NOC for import of aircraft subject to the intended operator's compliance to the minutes of the preparedness meeting.
  9. On receipt of the documents as per checklist for issue of Scheduled/Non-Scheduled Operators Permit, prepare the file and documents for issue of permit.

**(B). Renewal of Scheduled/Non-Scheduled Operators Permit**

The renewal of Scheduled/Non-Scheduled Operators Permit is considered on compliance of the provisions of the Civil Aviation Requirements as contained in CAR Section 3 Series C Part II to V.

**(C). Flight clearances**

As regards to the non-scheduled flight clearances to foreign/Indian registered aircraft, there are Air Transport Circulars, which contains guidelines for operations duly approved by the Ministry of Civil Aviation. The requirements for the operation of non-scheduled flight by foreign registered aircraft are also contained in Aeronautical Information Publication India Volume 1 Section GEN published by Airports Authority of India.

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## **V. AIRWORTHINESS DIRECTORATE**

The authority in India for regulatory control of Airworthiness is Directorate of Airworthiness in the Directorate General of Civil Aviation. The functions of Airworthiness Directorate are broadly outlined below

### **HEADQUARTERS**

- (A) Keeping the national register of Civil Aircraft and making the information available from the register as and when required;
- (B) Reviewing, processing and recording of applications for registration of aircraft; issuing certificates of registration including amendments and deregistration of the aircraft;
- (C) Recording, reviewing and processing application for certificate of Airworthiness, renewals of such certificates and validations of foreign certificates of Airworthiness;
- (D) Review of Airworthiness Directives, Service Bulletins issued by foreign airworthiness authorities to determine their applicability to the Indian registered aircraft;
- (E) Approval and surveillance of foreign organizations;
- (F) Review of current and new foreign airworthiness standards and determination of the need for adoption of critical features of those standards to national requirements;
- (G) Coordination with other directorates in the Director General of Civil Aviation on the shipment of dangerous goods, licensing of operators and on other technical matters relating to airworthiness, flight operations and aeronautical engineering as may be required;
- (H) Deputing officials of airworthiness directorate to assist in the investigation of aircraft accidents as and when required;
- (I) Recommendation and, where necessary, issuance of directives concerning the design standards to be met by aircraft and aircraft components and equipment, requirements to be complied with in the manufacture and maintenance of aircraft and aircraft components and equipment, and procedures to be followed by the aviation industry to comply with the national air law and regulations;
- (J) Participation in maintenance review board activities towards development and approval of initial maintenance inspection requirements for newly type certificated aircraft and power plants being introduced in service for the first time;
- (K) Preparation and distribution to the aviation industry of advisory material concerning airworthiness practices and procedures where such advice

does not warrant mandatory action but may still make a significant contribution to flight safety;

- (L) Framing and subsequent amendments to national air law, regulations, requirements from time to time pertaining to all airworthiness matters;
- (M) Formulation of changes in airworthiness policies and requirements having economic impact on the aviation industry;
- (N) Investigation of possible violations of the national air law regarding airworthiness and initiation of legal or other corrective action where necessary;
- (O) Reviewing, processing and recording applications from aircraft maintenance personnel for issue, renewal, validation and extension of licenses and ratings for the same;
- (P) Conduct of examinations for aircraft maintenance license, maintaining past and current license records and the issue of results for such examinations;
- (Q) Conferring at national and international levels on matters relating to airworthiness;
- (R) Maintaining fees records for aircraft registration, certificate of Airworthiness, aircraft maintenance personnel licenses; and / or for any other airworthiness services requiring fees.

#### **REGIONAL AIRWORTHINESS OFFICE**

- (A) Reviewing, processing and recording applications for renewals of certificate of Airworthiness;
- (B) Approval and surveillance of manufacturing, maintenance, testing, training organizations including aviation fuel vendors;
- (C) Approval of maintenance system for aircraft, aircraft components and equipment and approval of the design of modifications and repairs to aircraft, aircraft components and equipments;
- (D) Surveillance and Periodic review of the approved organizations to assess the adequacy of their airworthiness standards and competence and diligence of the maintenance personnel;
- (E) Surveillance of aircraft for ensuring continuing airworthiness;
- (F) Investigation/ analysis of defects in the aircraft and suggest corrective actions to arrest negative trends, if needed;
- (G) Conduct written examinations for aircraft maintenance engineers, flight crew licenses;
- (H) Conduct of oral-cum practical examinations for type rating of aircraft maintenance engineers;

- (I) Reviewing, processing and recording applications from aircraft maintenance personnel for issue, renewal, validation and extension of licenses and ratings for the same;
- (J) Inspection of maintenance organization for the purpose of issue of AOP;
- (K) Surveillance of the carriage of dangerous goods, shippers and related organizations
- (L) Maintaining fees records for renewal of certificate of Airworthiness, aircraft maintenance personnel licenses; issue/renewal of approvals and other services performed for which charges may be prescribed;
- (M) Attend VVIP movements.

### **Duties of Airworthiness Officers**

#### **Designation: Airworthiness Officer (Group A Gazetted)**

**Scale:** PB-3 Rs 15600-39100 + 5400

#### **Qualifications & Experience:**

##### **Essential:**

- (A) (i) Bachelor degree with Physics or Mathematics as one of the main subjects from recognized university or equivalent and
- (ii) 3 Years experience in the field of aircraft maintenance (engineering)

##### **OR**

- (B) (i) Degree in Mechanical/Electrical/Electronics/ Aeronautical Engineering from a recognized University or equivalent.

**Desirable:** AME License in any of the categories

#### **Duties & Responsibilities**

- a. Reviewing applications for certificate of registration, certificate of airworthiness, permit to fly and amendments, renewals of such certificates;
- b. Inspection of aircraft for issue, renewal, validation and cancellation of certificates of airworthiness/permit to fly and the subsequent execution of such documents as appropriate;
- c. Reviewing applications of aircraft maintenance personnel for issue, renewal, validation and extension of licenses;
- d. Supervision of the aircraft maintenance and flight crew licensing examinations;
- e. Periodic review of the airworthiness conditions and records of aircraft to assess the adequacy of their maintenance and to assess the competence and diligence of the persons who perform the maintenance;

- f. Investigation of major defects in aircraft and determination of corrective actions to be taken where airworthiness may be affected;
- g. Inspections on the aircraft undergoing routine maintenance, in order to assess the standard of work and adherence to maintenance procedures;
- h. Review of service bulletins and the airworthiness directives of foreign airworthiness authorities w.r.t aircraft, engines, propellers to determine applicability to the national aircraft; monitoring the implementation of the relevant airworthiness regulations issued by the headquarters;
- i. Surveillance of the approved organisations for issue and renewal of certificates of approval to conduct activities bearing on the airworthiness of aircraft;
- j. Surveillance of the carriage of dangerous goods, shippers and related organizations;
- k. Surveillance of approved organizations;
- l. Framing and amendment of regulatory requirements from time to time concerning all matters of airworthiness within the scope of the functions and responsibilities of the Airworthiness Directorate;
- m. Investigation of possible violations of the national air law or regulations in regard to airworthiness and to suggest corrective action where necessary.

**Designation: Senior Airworthiness Officers (Group A Gazetted)**

**Scale:** PB-3 Rs 15600-39100 + 6600

**Qualifications & Experience:**

**Essential:**

- (A) (i) Bachelor degree with Physics or Mathematics as one of the main subjects from recognized university or equivalent and
- (ii) 7 Yrs in the field of aircraft maintenance (engineering)

**OR**

- (i) Degree in Mechanical, Electrical/Mechanical/Electronics/ Aeronautical Engineering from a recognized university or equivalent and

- (ii) Five years experience in the field of air frame aircraft structure, systems, or engines/ power plants/ electrical/ avionics in the reputed manufacturing / overhauling/ maintenance establishments.

**OR**

- (B) Airworthiness officer with five years regular service in the grade

**Duties & Responsibilities**

- a. Reviewing applications for certificate of registration, certificate of airworthiness, permit to fly and amendments, renewals of such certificates;

- b. Inspection of aircraft for issue, renewal, validation and cancellation of certificates of airworthiness/permit to fly and the subsequent execution of such documents as appropriate;
- c. Reviewing applications from aircraft maintenance personnel for issue, renewal, validation and extension of licenses. Grant of authorizations, approvals and certificate of competency to aircraft personnel.
- d. Supervision of the aircraft maintenance licensing examinations and other examinations;
- e. Periodic review of the airworthiness conditions and records of aircraft to assess the adequacy of their maintenance and to assess the competence and diligence of the persons who perform the maintenance;
- f. Investigation of major defects in aircraft and determination of corrective actions where airworthiness may be affected. Inspections on the aircraft undergoing routine maintenance, in order to assess the standard of work and adherence to maintenance procedures;
- g. Review of service bulletins and the airworthiness directives of foreign airworthiness authorities w.r.t aircraft, engines, propellers to determine applicability to the national aircraft; monitoring the implementation of the relevant airworthiness regulations issued by the headquarters;
- h. Surveillance of the approved organisations for issue and renewal of certificates of approval to conduct activities bearing on the airworthiness of aircraft;
- i. Surveillance of the carriage of dangerous goods, shippers and related organizations;
- j. Surveillance approved organizations
- k. Framing and amendment of regulatory requirements from time to time concerning all matters of airworthiness within the scope of the functions and responsibilities of the Airworthiness Directorate;
- l. Investigation of possible violations of the national air law or regulations in regard to airworthiness and to suggest corrective action where necessary.

**Designation: Dy. Director of Airworthiness/Controller of Airworthiness (Group A Gazetted)**

**Scale:** PB-3 Rs 15600-39100 + 7600

**Qualifications & Experience:**

**Essential:**

Senior airworthiness officer with five years regular service in the grade

## **Duties & Responsibilities**

- a. Issue of certificate of registration, certificate of airworthiness, permit to fly and amendments, renewals of such certificates;
- b. Inspection of aircraft for issue, renewal, validation and cancellation of certificates of airworthiness/permit to fly and the subsequent execution of such documents as appropriate;
- c. Issue, endorse, renewal, validation and extension of licenses of aircraft maintenance personnel and grant of authorizations, approvals and certificate of competency to aircraft personnel.
- d. Supervision of the aircraft maintenance and flight crew licensing examinations and other examinations;
- e. Periodic review of the airworthiness conditions and records of aircraft to assess the adequacy of their maintenance and to assess the competence and diligence of the persons who perform the maintenance;
- f. Investigation of major defects in aircraft and determination of corrective action to be taken where airworthiness may be affected. Inspections on the aircraft undergoing routine maintenance, in order to assess the standard of work and adherence to maintenance procedures;
- g. Review of service bulletins and the airworthiness directives of foreign airworthiness authorities w.r.t aircraft, engines, propellers to determine applicability to the national aircraft; monitoring the implementation of the relevant airworthiness regulations issued by the headquarters;
- h. Surveillance of the approved organisations for issue and renewal of certificates of approval to conduct activities bearing on the airworthiness of aircraft;
- i. Surveillance of the carriage of dangerous goods, shippers and related organizations;
- j. Framing and amendment of regulatory requirements from time to time concerning all matters of airworthiness within the scope of the functions and responsibilities of the Airworthiness Directorate;
- k. Investigation of possible violations of the national air law or regulations in regard to airworthiness and to suggest corrective action where necessary

**Designation: Director of Airworthiness (Group A Gazetted)**

**Scale:** PB-4 Rs 37400-67000 + 8700

**Qualifications & Experience:**

**Essential:**

Dy. Director of Airworthiness/Controller of Airworthiness with five years regular service in the grade

**Duties & Responsibilities**

- a. Issue of certificate of registration, certificate of airworthiness, permit to fly and amendments, renewals of such certificates;
- b. Issue, endorse, renewal, validation and extension of licenses of aircraft maintenance personnel and grant of authorizations, approvals and certificate of competency to aircraft personnel, validation of foreign maintenance licenses. Supervision of the aircraft maintenance licensing examinations and other examinations;
- c. Periodic review of the airworthiness conditions and records of aircraft to assess the adequacy of their maintenance and to assess the competence and diligence of the persons who perform the maintenance;
- d. Investigation of major defects discovered in aircraft and determination of corrective action to be taken where airworthiness may be affected. Inspections on the aircraft undergoing routine maintenance;
- e. Issue of service bulletins and the airworthiness directives of foreign airworthiness authorities w.r.t aircraft, engines, propellers to determine applicability to the national aircraft; monitoring the implementation of the relevant airworthiness regulations issued by the headquarters;
- f. Surveillance of the approved organisations for issue and renewal of certificates of approval to conduct activities bearing on the airworthiness of aircraft, carrying out routine surveillance check of the standard of work in the hangars, workshops and associated facilities of approved organizations;
- g. Surveillance of the carriage of dangerous goods, shippers and related organizations;
- h. Framing and amendment of regulatory requirements from time to time concerning all matters of airworthiness within the scope of the functions and responsibilities of the Airworthiness Directorate;
- i. Investigation of possible violations of the national air law or regulations in regard to airworthiness and to suggest corrective action where necessary.

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## **VI. Flight Inspection Directorate (FID)**

The Flight Inspection Directorate (FID) shall conduct regular Inspections and Surveillance of Scheduled Airlines and their aircrew in particular to ensure effective implementation of safety related Standards and Recommended Practices contained in the ICAO Annexes, particularly Annex 6, and the relevant Rules, Regulations, Procedures and Requirements laid down in Aircraft Rules, Civil Aviation Requirements, Aeronautical Information Circulars, AIP India etc. In addition to above, the Continued Surveillance of various operational aspects of operators is to be ensured by conducting various Inspections/Surveillance Checks regularly viz. Cockpit En-route Inspection, Cabin Inspection, Ramp Inspection, Station Facility Inspection and Proficiency Check etc. In addition to this, Simulator Evaluation and Main Base Inspection etc. of the operators and Standardization/Proficiency Checks of their Training Captains are to be conducted as per the requirements. The functions and responsibilities of FID shall broadly include the following:

### **A. SAFETY OVERSIGHT FUNCTIONS:**

- Development of Action Plan by Chief Flight Operations Inspector for Continued Surveillance of Airline Operators.
- Surveillance of operational aspects of Airline Operators and follow-up action thereof in accordance with the 'Duties & Responsibilities of the Flight Operations Inspectors' laid down in Flight Operations Inspector's Manual (Ref. ICAO Doc. 8335-AN/879, Chapter 9, Para 9.5 & Para 9.6).
- Random Checks of Pilots on their Proficiency & Skill.
- Periodical Inspection of Airline Operators, Shippers/Freight Forwarders and Cargo Terminals/Ware Houses at Airports with regard to transportation of carrying Dangerous Goods as per Civil Aviation Requirements.

### **B. TRAINING PROGRAMME OF AIRLINE OPERATORS**

- Examination and scrutiny/approval of Training Programmes of Flight Crew on Multi-engine Aircraft (both Fixed Wing & Helicopters) for Scheduled/Non-scheduled and General Aviation Operators as per Standardized Check-list.
- Examination and scrutiny/approval of Training Programmes of Airline Operators for Specific Authorizations and Limitations (ETOPS, RNP, RVSM, R-NAV, CAT-II/III).
- Standardization of Flight Dispatchers' Training Programme of Airline Operators.
- Standardization of Training Requirements to be followed by Airline Operators for their Foreign Pilots.

- Examination and acceptance/updating of Training Manuals of Airline Operators as per Civil Aviation Requirements as per Standardized Check-list.
- Development and/or revision of Specific Operating/Training regulations.
- Approval/Renewal of Simulator Training Institutes of Airlines Operators in India.

#### **C. STANDARDIZATION OF TRAINING CAPTAINS**

- Approval of Checks Pilots/Instructors/Examiners of Scheduled/Non-scheduled/General Aviation Operators (Fixed Wing & Helicopters) as per Civil Aviation Requirements (CAR).
- Standardization Checks of Training Captains – Check Pilots/Instructors/Examiners.

#### **D. EXAMINATION OF OPERATIONAL DOCUMENTS**

- Review and update of Flight Operations Inspector's Manual for Operations Inspection and Continued Surveillance as per ICAO Doc. 8335-AN/879.
- Examination/Review and Acceptance of Operations Manual of Airline Operators as per Civil Aviation Requirements as per Standardized Check-list.

#### **E. OTHER OPERATIONAL APPROVAL**

- Approval of Flight Dispatchers as per Civil Aviation Requirements (Standardized check-list to be followed).
- Approval of Pilot's/Operator's Authorization for ILS CAT-II/III Operations as per Civil Aviation Requirements (Standardized Check-list to be followed).
- Approval of Standard Operating Procedures for operations to New Stations & Critical Airports i.e. Airports surrounded by Hilly/difficult Terrain (as per Standardized Check-list).
- Examination of Flight Trial Reports of Instrument Approach & Landing Procedures.
- Examination of Minimum Equipment List (MEL) from operational aspects in co-ordination with Directorate of Airworthiness.

## **F. CERTIFICATION OF AIRLINE OPERATORS**

- Participation in Meetings conducted by Air Transport Directorate for Certification of Airline Operators to ensure compliance of Operating Requirements as per the Standardized Check-list.

## **G. EXAMINATION**

- Standardization of written examination questions of Pilots' Examination as per the requirements of CEO/Orders of Director General.
- Oral Examination of Foreign Pilots/Flight Dispatchers as per the Board constituted by DG.

## **H. GENERAL**

- All Flight Operations Inspectors / Chief Flight Operations Inspector shall maintain their personal files. The personal files shall contain information of their Technical Qualification/Training Courses.
- CFOI / FOIs shall keep a record of all Checks & Reports wherever they are nominated by the Director General as observer on board and record of Test Fees being realized in their individual capacity from the operators under Schedule-II of the Aircraft Rules, 1937.

- I. Any other work assigned by Director General.

### **Duties, Functions & Responsibilities of Officers in Flight Inspection Directorate (FID)**

The Duties, Functions & Responsibilities of Officers in Flight Inspection Directorate have been determined in accordance with the duties attached with the post (copy placed below) and in accordance with power delegated to them under S.O. 726(E), S.O. 727(E) & S.O. 366.

#### **1. Chief Flight Operations Inspector, Deputy Director General (in-charge of FID)**

- Development of Action Plan for Flight Inspection programme by Flight Operations Inspectors for Continued Surveillance of Airline Operators and to ensure implementation of follow-up instructions issued by him/Director General of Civil Aviation.
- Standardization Checks of Training Captains – Check Pilots/Instructors/Examiners to be conducted by CFOI.
- Acceptance of Operations Manual of Scheduled/Non-scheduled and General Aviation Operators as per Standard Check-list.

- Acceptance of Training Manual of Scheduled/Non-scheduled and General Aviation Operators including Standardization of Flight Dispatchers' Training Programme as per Standard Check-list.
- Approval of Training Programmes of Airline Operators for Specific Authorizations and Limitations (ETOPS, RNP, RVSM, R-NAV, CAT-II/III).
- Approval of Flying Training Programme of Flight Crew on Multi-engine Aircraft (both Fixed Wing & Helicopter) for Scheduled/Non-scheduled and General Aviation Operators as per Standard Check-list.
- Development and/or revision of specific Operating/Training regulations – Issuance of CARs, AICs, Operations Circulars, Amendment to Aircraft Rules (Schedule II).
- Approval of Draft replies to Director General/VC Section on Parliamentary Matters, VIP References, RTI Act, 2005.
- Scrutiny of Training Records pertaining to approval of Examiners – Check Pilot/Instructor/Examiner of Scheduled/Non-scheduled/General Aviation Operators.
- Approval of Examiners of Scheduled/Non-scheduled/General Aviation on one time basis.
- Oral Examination of Indian Pilots under AIC 17 of 1994 as per the Board constituted by Director General.
- Oral Examination for approval of Flight Dispatchers by the Board constituted by Director General and their approval.
- Approval of Flight Dispatchers.
- Quarterly meeting with Airline Operators on important operational and training matters pertaining to Scheduled/ Non-scheduled/General Aviation (Fixed Wing & Helicopter) and updating Director General about the same.
- To liaise with Director (Training & Licensing) and Director (Air Safety) in all aspects specially pertaining to giving guidance on operational matters for Airline Operator.
- To liaise with Joint Director General In-charge of Training & Licensing and Joint Director General of Air Safety, specially pertaining to giving guidance on operational matters for Airline Operations.
- Approval of Pilot's/Operator's Authorization for ILS CAT-II/III Operations as per Civil Aviation Requirements (Standardized Check-list to be followed).

- Approval of Standard Operating Procedures for operations to New Stations & Critical Airports i.e. Airports surrounded by Hilly/difficult Terrain (as per Standardized Check-list).
- Participation in Meetings conducted by Air Transport Directorate for Certification of Airline Operators to ensure compliance of Operating Requirements as per the Standardized Check-list.
- Acceptance of Flight Trial Reports of Instrument Approach & Landing Procedures.
- Acceptance of Minimum Equipment List (MEL) from operational aspects in co-ordination with Directorate of Airworthiness.
- Chief Flight Operations Inspector shall maintain his personal files. The personal files shall contain information of their Technical Qualification/Training Courses.
- Chief Flight Operations Inspector shall keep a record of all Checks & Reports wherever he is nominated by the Director General as observer on board and record of Test Fees being realized in their individual capacity from the operators under Schedule-II of the Aircraft Rules, 1937.
- Any other work assigned by the Director General.

## **2. Flight Operations Inspectors**

- To carry out Surveillance Checks of Airline Operators (Fixed Wing & Helicopters) and follow-up action thereof in accordance with the duties laid down in Flight Operations Inspector's Manual.
- Examination and Scrutiny of Training Programme of Flight Crew on Multi-engine Aircraft (both Fixed Wing & Helicopters) for Scheduled/Non-scheduled and General Aviation Operators as per Standard Check-list.
- Periodical Inspections of Airlines Operators with regard to transportation of Dangerous Goods as per Civil Aviation Requirements and follow-up action thereon. Standard Check-list to be adopted.
- Development and/or revision of specific Operating/Training regulations – Issuance of CARs, AICs, Operations Circulars, Amendment to Aircraft Rules (Schedule II).
- Examination and scrutiny of Operations Manual as per Standard Check-list.

- Examination and scrutiny of Training Manual of Scheduled/Non-scheduled and General Aviation Operators including Standardization of Flight Dispatchers' Training Programme as per Standard Check-list.
- Examination and scrutiny of Training Programmes of Airline Operators for Specific Authorizations and Limitations (ETOPS, RNP, RVSM, R-NAV, CAT-II/III).
- Examination and scrutiny of Flying Training Programme of Flight Crew on Multi-engine Aircraft (both Fixed Wing & Helicopter) for Scheduled/Non-scheduled and General Aviation Operators as per Standard Check-list.
- Examination and scrutiny of Training Programme of Airline Operators for Specific Authorization & Limitations.
- To carry out Initial Approval of all Simulators and thereafter give yearly certification of all Flight Simulators and check the compatibility of Simulators vis-à-vis the Aircraft being used by all Indian Operators before recommending their use to Chief Flight Operations Inspector/Director General of Civil Aviation.
- Review and update of Flight Operations Inspector's Manual for Operations Inspection and Continued Surveillance as per ICAO Doc. 8335-AN/879.
- Examination of Training Records for Pilot's/Operator's Authorization for ILS CAT-II/III Operations as per Civil Aviation Requirements (Standardized Check-list to be followed).
- Examination of Standard Operating Procedures (SOPs) for operations to New Stations & Critical Airports i.e. Airports surrounded by Hilly/difficult Terrain (as per Standardized Check-list).
- Participation in Meetings conducted by Air Transport Directorate for Certification of Airline Operators to ensure compliance of Operating Requirements as per the Standardized Check-list.
- Examination of Flight Trial Reports of Instrument Approach & Landing Procedures.
- Examination of Minimum Equipment List (MEL) from operational aspects.
- Flight Operations Inspectors shall maintain their personal files. The personal files shall contain information of their Technical Qualification/Training Courses.
- Flight Operations Inspectors shall keep a record of all Checks & Reports wherever they are nominated by the Director General as observer on board and record of Test Fees being realized in their

individual capacity from the operators under Schedule-II of the Aircraft Rules, 1937.

- Any other work assigned by CFOI / Director General.

### **3. Deputy Director (Operations)**

- Follow-up action on Surveillance Check Reports of Airline Operators.
- Examination of documents pertaining to approval of Check Pilots/Instructors/Examiners of Scheduled/Non-scheduled & General Aviation Operators.
- Development of Check-lists for examination of Operations/Training Manual, Specialized Operations etc. in consultation with FOI/CFOI.
- Examination and scrutiny of Annual Reports.
- Development and/or revision of specific Operating/Training regulations – Issuance of CARs, AICs, Operations Circulars, Amendment to Aircraft Rules (Schedule II).
- Coordinating activities pertaining to functioning of Flight Inspection Directorate with Airlines, Flight Operations Inspectors, Chief Flight Operations Inspector, Director General and other Directorates in DGCA.
- Examination/scrutiny of cases pertaining to approval of Examiners on one time basis.
- Preparation of Draft replies to CFOI on Parliamentary Matters, VIP References, RTI Act, 2005 for approval of Director General.
- Any other work assigned by Director General.

### **4. Assistant Director (Operations)**

- Submission of Draft replies on follow-up action on Surveillance Check Reports of Airline Operators.
- Examination of documents pertaining to approval of Check Pilots/Instructors/Examiners of Scheduled/Non-scheduled & General Aviation Operators.
- Development of Check-lists for examination of Operations/Training Manual, Specialized Operations etc. in consultation with FOI/CFOI.
- Examination and scrutiny of Annual Reports.

- Development and/or revision of specific Operating/Training regulations – Issuance of CARs, AICs, Operations Circulars, Amendment to Aircraft Rules (Schedule II).
- Coordinating activities pertaining to functioning of Flight Inspection Directorate with Airlines, Flight Operations Inspectors, Chief Flight Operations Inspector, Director General and other Directorates in DGCA.
- Examination/scrutiny of cases pertaining to approval of Examiners on one time basis.
- Preparation of Draft replies to Dy. Director (FID) / CFOI on Parliamentary Matters, VIP References, RTI Act, 2005 for approval of Director General.
- Any other work assigned by Director General.

#### **5. Operations Officer**

- Examination of cases pertaining to approval of Flight Dispatchers.
- Examination of matters pertaining to Oral Examination of Indian Pilots under AIC 17 of 1994.
- Examination of Training Syllabus of individual Pilots for type endorsement/conversion on various Helicopter types.
- Examination of matters pertaining to approval of Examiners for Helicopter Operators on regular/one time basis.
- Development and/or revision of specific Operating/Training regulations – Issuance of CARs, AICs, Operations Circulars, Amendment to Aircraft Rules (Schedule II).
- Upkeep of Operations/Training Documents of various Airline Operators.

#### **6. Section Officer**

- Maintenance of Records of Surveillance Check Reports/Main Base Inspections of Airline Operators.
- Processing of documents pertaining to approval of Check Pilots/Instructors/Examiners of Scheduled/Non-scheduled & General Aviation Operators.
- Submission of Draft Annual Report.
- Updating of website on list of Examiners of Scheduled/Non-scheduled and General Aviation Operators and Operations Circulars.

- Monitoring of Test Fees Records.
- Processing of cases pertaining to approval of Examiners on one time basis.
- Submission of Draft replies to CFI on Parliamentary Matters, VIP References, RTI Act, 2005 for approval of Director General.
- Follow-up action
- Any other work assigned by Chief Flight Operations Inspector/Deputy Director (Operations).

**Note:** Flight Operations Inspectors (Aeroplane) will be under the control of Chief Flight Operations Inspector/Deputy Director General In-charge of the Flight Inspection Directorate and assisting in the smooth functioning of the Flight Inspection Directorate.

The above Officers will also carry out any other duties of Technical or Administrative nature assigned to them from time to time.

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## **VII. INFORMATION & REGULATIONS DIRECTORATE:**

1. Preparation of brief/documentation and participation in the Bilateral Air Services Agreements with foreign countries. (Bilateral Air Services Agreements have been signed with 100 countries).
2. Clearance of schedules and any other operational matters pertaining to the foreign airlines. At present, 64 foreign airlines are operating to/from India.
3. Preparation of draft notifications for amendment to the Aircraft Rules, 1937 and draft note for the Cabinet for amendment to the Aircraft Act, 1934.
4. Discussions with the Ministry of Law and legal matters and vetting of the draft notifications.
5. Grant of approval of the Dangerous Goods Training Programmes in accordance with the "Civil Aviation Requirement Section 3-Air Transport Series `L' Part III dated 04.10.2006.
6. Permits of photography, arms and ammunition, dangerous goods etc:
  - i) This office grants permission for photography/videography from the ground at the airports and aerial photography under rule 13 of Aircraft Rules, 1937.
  - ii) This office grants permission for the carriage of arms and ammunitions, munitions of war etc. by air to/from/within India under rule 8 of the Aircraft Rules, 1937.
7. In regard to International Civil Aviation Organisation, receives all correspondence from ICAO, disseminates decisions taken by ICAO to other aviation agencies and obtained comments for submission of India's stand ICAO.
8. Preparation of Annual Report after obtaining materials/activities from different directorate.
9. In regard to AIS, functions like publication of Aeronautical Information Circulars and distribution of ICAO publications to concerned directorate of this office and other aviation agencies.
10. Work related to library such as purchase of books, periodicals and Gazettes and accessioning, classification, cataloguing, distribution of books and periodicals.

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## **VIII. RESEARCH & DEVELOPMENT DIRECTORATE:**

### **Table of contents:**

- (A) **Laboratories:** The Research and Development Directorate has the following Laboratories:
1. Flight Recorder Lab
  2. Material Testing Lab
  3. Failure Analysis Lab
  4. Physical and Chemical Lab
- (B) **Design Section/ Type Certification (Head Quarter)**
- (C) **Design Section/ Type Certification (Bangalore Sub-Office)**

### **Functions of Laboratories**

#### **A. 1. Flight Recorder Laboratory:**

This lab is engaged in analysis of data derived from randomly selected CVRs and FDRs for the purpose of monitoring crew performance and integrity of data recording. In addition to this, CVR and FDR of aircraft involved in accident/incident are also analyzed to determine any handling problem associated with the accident/incident. This lab also provide assistance to operators in downloading, decoding and analyzing of any type of flight recorder with using dedicated tools (in form of software and hardware).

#### **A.2. Material testing Laboratory:**

This lab is engaged in the development and approval of indigenous aeronautical materials for construction of light aircraft and gliders. This includes materials like aircraft fabric, furnishing materials, rubber seals etc. In addition; this lab is engaged in calibration of torque meter and tensiometer etc.

#### **A.3. Failure Analysis Laboratory:**

This lab is engaged in the area of promoting air safety by analyzing the failed component of aircraft/helicopter involved in accident/ incident to find out the probable cause of failure and also suggesting the remedial measures.

#### **A.4. Physical and Chemical Laboratory:**

This lab is engaged in testing of randomly selected samples of Aviation Turbine fuel and also fuel samples for VVIP flights for quality control, testing of fuel and oil samples of aircraft involved in accident/incident and commissioning of new fuel tanks.

## **(B) Design/ Type Certification:**

### **Functions/ Responsibilities at HQ**

#### **B.1. Issue/ Validation of Type Certificate (TC) of Aeronautical product (Aircraft, engine and propeller):**

Application for issue/ revalidation of Type Certificate is to be submitted in the forms as given in Annexure I (for aircraft) and Annexure II (for rotorcraft) of Civil Aviation Requirements (CAR), section 2, series 'F', part II, in duplicate along with fees (as per Aircraft Rule 62), to the Directorate of Research & Development of DGCA.

It is essential that the designer of the product consults the DGCA prior to commencement of design activity to ensure that the design of aircraft/ helicopter/ engine/ propeller he intends to design conforms to airworthiness code of Federal Aviation Regulations of FAA/ Certification Standards of EASA or to that design code acceptable by the DGCA. For this purpose, the applicant shall furnish the type design record, duly approved by the Chief Designer to prove that the design complies with the relevant airworthiness design requirements. R&D Directorate scrutinizes drawings and specifications, various reports on analysis and tests undertaken to substantiate compliance with the applicable requirements, compliance documents, etc. Special conditions are imposed by the DGCA to provide additional safety standards and to cover novel and unusual design features and high intensity radiated field effects (HIRF). Additionally, the aircraft has to meet noise and engine emission standards prescribed in ICAO Annex-16 or equivalent standards as of date. Concurrently the applicant is required to get his design organisation approved by the R&D Dte., as per CAR 21, Subpart JA.

It should be possible to issue a Type Certificate in 3 to 5 years depending on the type of the product, provided the required design reports, test reports and compliance documents have been submitted and the applicable design standard has been complied with, up to the satisfaction of DGCA.

#### **B.2. Issue of Type Approval of Aircraft parts and appliances:**

Application for issue of Type Approval is to be submitted in the form as given in Annexure - I of Civil Aviation Requirements (CAR) Section-2, Series 'X', Part IX, in duplicate along with fees (as per Aircraft rule 62) to the Directorate of Research & Development (DR&D) of the DGCA. The process begins when the designer / manufacturer of a new aircraft / helicopter components, systems, equipment etc., submits an application (along with required drawings, documents and fees) to the DR&D. After receiving the same, it is ensured that the organisation has design organisation approval from the DGCA as per CAR 21, subpart JB.

Once it is ensured that the design and analysis reports, drawings, etc. are in order and meet necessary requirements as stipulated by DR&D, clearance may be given to the designer/ manufacturer to carry out type tests on the parts/ appliances. These tests are witnessed by R&D representatives. After the type tests are carried out successfully and DGCA is fully satisfied in regard to the parts/ appliances and

the manuals submitted by the applicant, type approval in respect of the parts / appliances may be issued to the designer/ manufacturer by the DGCA.

It should be possible to issue a Type Approval in 1 year depending on the type of the parts/ appliances, provided required test reports, compliance documents and manuals have been submitted and the applicable standard has been complied with, up to the satisfaction of DGCA.

### **B.3. Acceptance of Type Certificate issued by Foreign CAA for operation in India:**

The aircraft Type Certified by foreign Civil Aviation Authority (FAA/ EASA) is accepted by DGCA for operation in India. The applicant is required to submit an application specifying the type of operation, he intends to carry out, along with copy of Type Certificate, Type Certificate Data Sheet, approved Aircraft Flight Manual, safety records, list of Service Bulletins and Airworthiness Directives, reports on equivalent level of safety findings (ELOS), reports of special conditions and exemptions and compliance status of the aircraft as per ICAO Annex-6 (Operating Limitations).

It should be possible to issue a Type Acceptance in 2 to 3 months depending on the type of the aircraft, provided required reports as mentioned above have been submitted and the applicable standard has been complied with, up to the satisfaction of DGCA.

### **B.4. Approval of Design Organisation:**

Rule 133B of the Aircraft Rules, 1937 stipulates that organisations engaged in design and manufacture of aircraft, aircraft components and items of equipment including materials, forgings, castings and standard parts shall be approved by the Director General of Civil Aviation. DGCA may, on request and being satisfied, approve an organisation to operate under the system of approval. On receipt of completed application form (CA-182E) and its scrutiny by DGCA, a preliminary meeting will be convened with the applicant to get familiarized with the organisation. The organisation will be appraised of the various requirements of DGCA and the documents required to be submitted, including compliance against various paragraphs of CAR-21. The design organization prepares and submits Design Organisation Manual (DOM) as per applicable subpart of CAR 21. On scrutiny of the submitted documents if the applicant is found to meet the requirements, a team of experts from DGCA will visit and inspect the organisation to confirm that the applicant has established the required capability. The DGCA team during its course of visit shall satisfy that the organisation can satisfactorily accomplish the work relevant to the proposed scope of work. Subject to the satisfactory report made by the DGCA team, the organisation may be authorized to undertake the work and issue 'design/analysis/test report' in respect of the product. The organisation shall be approved and the scope of work will be defined. The validity of approval is for one year and renewed subsequently.

It should be possible to grant Design Organisation Approval in 6 months depending on the type of design organization and scope of work, provided required

manuals and documents have been submitted and the applicable requirements have been complied with, up to the satisfaction of DGCA.

#### **B.5. Approval of aircraft/ aircraft part modifications:**

Many alterations that are commonly called major alterations are in reality major design changes and require a supplemental type certificate. Major changes to the type design are those which might appreciably affect mass, balance, structural strength, reliability, operational characteristics, or other characteristics affecting the airworthiness of the product. Major changes to Type Design require engineering approval and should be referred to the R&D Dte. of DGCA. For the approval of major alterations/modifications/repairs, the applicant shall submit an application to the R&D Dte along with applicable fees. He also has to submit design, load, stress analysis reports, drawings, etc., which are required to be scrutinized.

On satisfactory completion of required tests, compliance document against applicable airworthiness requirements is prepared by the applicant and submitted to the R&D Dte. Specifications, manuals, operating limitations, continued airworthiness instructions are prepared by the applicant and submitted to the DGCA. On satisfaction of DGCA, approval may be issued to major alterations/ modifications/ repairs specifying operating limitations and other conditions.

It should be possible to approve modification in 6 to 8 months depending on the type of modification to be carried out, provided required test reports and updated manuals have been submitted and the applicable requirements have been complied with, up to the satisfaction of DGCA.

#### **Functions/ Responsibilities at Bangalore Regional-Office**

The R&D office at Bangalore was established in 1995 to look after Type Certification activities of Advanced Light Helicopter (at HAL), Hansa 3 & SARAS aircraft (at NAL) and other civil aircraft related activities of the sub region.

#### **Type Certification Activities at Bangalore**

The following functions are the functions of this office:

- i) Design Organization Approval in accordance with CAR 21, Subpart JB & JA.
- ii) Scrutiny and acceptance/approval of the Qualification test schedules of the parts in line with Internationally followed practice.
- iii) Witnessing of the Qualification tests to ensure the adherence to the Qualification test program.
- iv) Scrutiny of the compliance against the applicable Airworthiness Standards.

- v) Performing conformity inspection of aircraft / aircraft parts indigenously produced in the country.
- vi) Co-ordination with HQs in granting approvals/ certification etc.

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## **IX. TRAINING & LICENSING DIRECTORATE (INCLUDING FG & TRAINING)**

### **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.
18. Delegation of Powers relating to renewal of licenses.

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## **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.
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. Delegating of powers in respect of Licensing rules.

7. Exemption from Aircraft Rules for the issue of Indian Licenses.
8. Policy matters pertaining to conducting medical examination and their assessment.
9. Disposal of medical reports pertaining to the issue and renewal of aircrew licenses and correspondence connected therewith.
10. Parliament Questions relating to issue of aircrew licenses.
11. Budget for expenditure to be incurred for items pertaining to L-2 Section.

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## **Training Section:**

1. Budget: allotment of funds etc. under capital Grant for Gliding Centre and appropriation of Accounts, Liabilities Returns, Expenditure Returns etc. Preparation of Brief for P.A.C. on Budget matters.
2. Budget: Allotment of funds etc. under Revenue Grant for Govt. Gliding Centre and appropriation of accounts preparation of Brief for P.A.C. on the Budget matters.
3. Training of Gliding Instructions and Winch Operators and their approval for appointment in Gliding Clubs.
4. Five-Year Plans.
5. Foreign Exchange Budget.
6. Miscellaneous subjects on the general queries on glider training and approval of appointment of Gliding Instructors and Gliding Instructor-in-Charge by Gliding Clubs / Wing.
7. Approval of Chief Flight Instructors / AFI / Instructor-in-Charge / Honorary instructors and patter Flying for employment in lying Club.
8. Matters relating to other International Organization / Aero Club of India and other Committees / Conferences.
9. Allotment and loan of Gliders / Gliding equipment to Flying and Gliding Clubs from Central Govt. / N.C.C.
10. Audit Objections, Reconciliation of accounts.
11. Brief for President Address in both the Houses of Parliament on the eve of Budget Session, Consultative Committee of Parliament, attached to the Ministry of Tourism & Civil Aviation.
12. Matters relating to I.C.A.O. / various Annual reports to I & R Section.
13. Allotment of Aircraft to various Flying Clubs on loans basis.
14. Maintenance of aircraft with the flying clubs in purview of the Penalty clause.
15. Monthly aircraft returns from various flying clubs and preparation of various reports connected with that.
16. Fixation of Insurance Value of the aircraft.

17. Periodical and other miscellaneous returns to AVU / O&M / E-II / GC /Hindi and R & I etc. relating to section Administration.
18. Release of Foreign Exchange for studies abroad.
19. Recovery of Cost and Overhaul / Repair of aircraft loan to various Flying Clubs.
20. FOREIGN NATIONALS: Training under Colombo Plan / ITEC / Programme etc. and clearance from Intelligence authorities (Clubs / Gliding Centres) at (Civil Aviation Training Centre) and other Centres of Training.
21. Sanction of estimates received from AI Directorate and disposal of surplus stores at Subordinate Offices
22. Sanction of Estimates for purchase of equipment under maintenance grant of Gliding Centres (Government).
23. Delegation of Financial Powers and General Instructions regarding.
24. Administrative matters relating to G.C. Pune.
25. Accident to aircraft & Gliders – Write Off and recovery of Insurable value thereof.
26. Purchase of Aircraft / Gliders and purchase of equipment under Capital Grant & Manufacture of Indigenous equipment for Gliding Centres.

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## **FG Section:**

1. Opening of Flying and Gliding Clubs – their Administration, functioning and inclusion in the subsidy scheme.
2. Approval of constitution and bye-laws of clubs.
3. Allotment of Flying hours / launches to Clubs.
4. Execution & Enforcement of subsidy Agreement with Flying and Gliding Clubs.
5. Sanction and payment of Flying Subvention to Clubs.
6. Approval of Chief Engineer for Flying Clubs & Gliding Clubs.
7. Scrutiny of Accounts of Clubs – General Supervision and control over the activities of Flying / Gliding Clubs with a view to ensuring proper utilization of Government grants.
8. Inspection of Flying / Gliding Clubs by Accounts Officer.
9. Audit Inspection of Clubs by Accountant General of respective States.
10. Matters relating to confessional flying training including N.C.C. training at Flying & Gliding Clubs.
11. Contribution / withdrawals from Accident, Reserve Fund / and renewal of FERs pertaining thereto.
12. Managing Committee Meetings of Clubs.
13. Activity Report of Flying / Gliding Clubs (CA-82).
14. All financial matters and Budget pertaining to Flying / Gliding Clubs.
15. Rates of fees etc. chargeable by Clubs.
16. Administrative matters relating to Aero Club of India, Ballooning Club of India, Federation of Aeronautique Internationals, All India Aeronautical Association and Skydiving.
17. Air Rallies, Championships and conferences organized by Clubs.
18. Parliament Questions relating to Flying & Gliding Clubs.
19. Standard Rules regarding services conditions of the employees of Flying and Gliding Clubs.
20. Payment of Scholarship and Stipends to the SC/ST candidates selected under Free Flying Scholarship Scheme.
21. Miscellaneous work relating to above subjects.

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