



GOVERNMENT OF INDIA

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

**DUTIES, FUNCTIONS
AND
RESPONSIBILITIES**

NOVEMBER 2012

PREFACE

Directorate General of Civil Aviation is the regulatory body governing the safety aspects of civil aviation in India. This document provides the role and functions of the organization and the various existing and newly created directorates/ divisions of DGCA in a consolidated format. This document replaces the earlier edition issued in August 2010.



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Director General of Civil Aviation

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RECORD OF REVISIONS

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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 incidents and serious incidents involving aircraft upto 2250 kg AWW 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.
19. Safety Oversight of all entities approved/ certified/ licensed under the Aircraft Rules 1937.

I. ADMINISTRATION DIRECTORATE

Establishment I Section

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

Establishment II Section

1. Establishment work relating to Group 'A' Officers of Civil Aviation Department (except officers belonging to the Aircraft Engineering Directorate) including processing of DPC papers, posting, transfer etc.
2. 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.
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. Annual Confidential Reports of the above categories of staff.
7. Court cases relating to above categories of staff.
8. Submission of Periodical Reports and returns.
9. Matters relating to office Council.
10. Parliament Questions on the above subjects.

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 of 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.
13. Security arrangements at Headquarters.

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.

Vigilance Section

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.

Coordination Section

1. Co-ordination of the O&M Work of the Civil Aviation Department.
2. Subject allocated to various sections - Compilation of Subject-Booklet of CAD.
3. Settlement of allocation of disputed receipts.
4. O&M inspection of Sections - arrangements of annual programme regarding.
5. Meeting of O&M Officers in the Department/Ministry of Transport.
6. Work relating to-management of Record Room at Hqrs.
7. Work of I.W.S.U/SIU reports.
8. Monthly/Quarterly/Half Yearly returns.

Welfare Work

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

General Coordination Work

12. Matter relating to JCM and Councils; established there under CAD for
13. Subordinate offices.
14. Collection and Coordination of material for Consultative Committees meetings.
15. Parliament Questions/Assurances of CAD.
16. Brief for opening speech for the Minister of Civil Aviation as well as for President for both the Houses of Parliament.
17. Matters concerning Pay-Commission.
18. Circulation of orders issued by various Ministries/ Departments.
19. Collection and submission of general information on different subjects to the Ministry as and when called for.
20. Issue of Republic Day/Independence Day celebration passes.
21. Rendition to Ministry of various monthly/quarterly and half yearly returns.
22. Coordination of all Court Cases pertaining to DGCA Hdqrs. etc.

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.

II. AERODROME STANDARDS DIRECTORATE

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

A. Aerodrome Licensing

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

B. Regulation of works at airports:

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

C. Surveillance Inspection and safety oversight of Aerodromes

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

D. Compliance and enforcement

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

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

E. Any other work assigned by Director General

REGIONAL OFFICES FUNCTIONS AND ITS COORDINATION WITH HQRS.:

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

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

COORDINATION OF REGIONAL AERODROME STANDARD OFFICES WITH HQRS.

1. Regional Offices shall coordinate with Hqrs. on all matters related to aerodromes licensing/renewal and aerodrome safeguarding and report to Director /DDG (Aero.-Stds.) Hqrs.
2. Forward the reports of aerodrome inspections carried out for the purpose of aerodrome licensing and oversight safety.
3. Coordination meeting between regional 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.

JOB DESCRIPTION FOR AERODROME OFFICERS:

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

- Heads Aerodrome Standard Directorate at Hqrs and report to Dy. Director General (Aero-Stds.)/ Jt.DG.
- Supervise and exercise Administrative control over the regional offices.
- Plan training of officials working under him/her.
- Draw surveillance and inspection plan for officials of the directorate.
- Take policy decision on the technical and administrative issues.
- Coordinate with regional offices for coordinated efforts to achieve targets.

- Evaluate application of aerodrome for exemption of non compliances.

2. Deputy Director of Operations:

- Assist DoAS at Hqrs / heads regional office.
- Examine documents and Inspect aerodrome for the purpose of fresh issue/renewal of aerodrome license to verify aerodrome data and facilities and procedures mentioned in aerodrome manual.
- Examine application for exemption submitted by airports in respect of non compliances to CAR and recommend action.
- Carry out Safety oversight surveillance inspections as per the surveillance plan or as directed by DoAS.
- Examination and processing of the alterations proposed by aerodrome operator in accordance with rule 83.
- Maintenance of updated Aerodrome Manual, SMS, etc for all licensed Airports.

3. Asst. Director of Operations:

- Examine documents for the purpose of fresh issue/renewal of aerodrome license.
- Inspect aerodromes as directed by DoAS for issue of the Aerodrome license to verify aerodrome data mentioned in aerodrome manual, operating procedures and aerodrome facilities.
- Examine application for exemption submitted by airports in respect of non compliances to CAR and recommend action.
- Carry out Safety oversight surveillance inspections as per the surveillance plan or as directed by DoAS.
- Examination and processing of the alterations proposed by aerodrome operator in accordance with rule 83.
- Maintenance of updated Aerodrome Manual, SMS, etc for all licensed Airports.

4. Operation Officer:

- Examine documents for the purpose of fresh issue/renewal of aerodrome license.
- Inspect aerodromes under the guidance and supervision of senior officer for issue of the Aerodrome license to verify aerodrome data, facilities and procedures mentioned in aerodrome manual.
- Examine application for exemption submitted by airports in respect of non compliances to CAR and recommend action.
- Carry out Safety oversight surveillance inspections as per the surveillance plan or as directed by DoAS.
- Examination and processing of the alterations proposed by aerodrome operator in accordance with rule 83.
- Maintenance of updated Aerodrome Manual, SMS, etc for all licensed Airports.

a. Aerodrome Inspector on Secondment:

- Inspection of the aerodromes for the issuance/renewal of aerodrome

License.

- Periodic and surveillance inspections of aerodrome operators.
- Scrutiny and processing of applications, Aerodrome Manuals and Safety Management Manuals for issue of aerodrome license.
- Examination and processing of the alterations proposed by aerodrome operator in accordance with rule 83.
- Inspection to ensure compliance with requirements for approval of special operations like CAT II & III etc.
- Any other function assigned by DGCA from time to time.

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. Notification of the Occurrence:

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

2. Investigation of Civil Registered aircraft Incidents:

2.1 Under Rule 13 of Aircraft (Investigation of Accidents and Incidents) Rules 2012 the serious incidents to aircraft with AUW up to 2250kg and to aircrafts other than turbojet engine aircrafts are investigated by the inquiry officer from Air Safety Directorate. Notification of the occurrence is forwarded to the concerned states. Draft report is forwarded for the comments. After the competition of the inquiry and acceptance of the report by the central government it is put on the website of the DGCA and forwarded to concerned state in accordance with ICAO Annex 13.

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

2.3. Incidents other than serious incidents are investigated by Permanent Investigation board of the Airlines under supervision of officer of the Regional Air Safety Offices.

3. Accident/Incident Prevention work

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

- a. To carry out the Regulatory audit of airlines/operators.
- b. To carry out safety audit of operations department of Airlines/operators.
- c. To carry out surveillance inspection of airlines/operators e.g., preflight medical check of crew, ramp inspection, load and trim check, FDTL etc.
- d. To issue Civil Aviation Requirements, air safety circulars, publication of annual accident summary etc.
- e. To monitor implementation of recommendations made by various courts, committees and Inspector of Accidents.
- f. To monitor action taken reports on Regulatory audits carried out on airlines and aviation agencies.
- g. To maintain the occurrence data on daily basis. Analysis of the data.

- h. To coordinate implementation of measures to prevent bird strikes to aircraft at all airports. Coordinate for organizing NBCC meetings.
- i. To coordinate with the ICAO and other aviation agencies concerning safety.
- j. To coordinate with the Ministry of Civil Aviation on various Technical issues including parliament matters.
- k. To organize safety seminars/training courses.

4. SSP and SMS implementation work

SSP/SMS Division has been formed in DGCA, duties and responsibilities are given in SSP India document which is placed in DGCA website.

Functions and responsibility of Air Safety Directorate are as follows:

- 4.1 Coordinate the functioning of SSP-SMS division.
- 4.2 Carryout all the activities on behalf of the DGCA for the Implementation of SSP
- 4.3 Coordinate for organizing Steering Committee meeting.
- 4.4 Acceptance of SMS and SPI of the operators in coordination with other Directorates
- 4.5 Oversight of the implementation of the SMS by the operators.

5. Approval of Flight Safety Organisation and Personnel

- 5.1 Approval of Flight safety manual
- 5.2 Approval of Flight Safety Organisation
- 5.3 Approval of Chief and Deputy Chief of flight safety of the organisation

6. Cabin Safety Division

- 6.1 Approval of training facilities, Instructors, Cabin Crew Training Manual
- 6.2 To carry out in-flight cabin inspection
- 6.3 Surveillance pertaining to cabin safety
- 6.4 To issue Civil Aviation Requirements and Air safety Circulars

7. Any other work assigned by Director General:

8. Regional Air Safety Offices:

Air Safety offices are located at Delhi, Mumbai, Hyderabad, Kolkata 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:

- 1. To carry out the investigation of incidents occurring of operators/airlines in their region.

2. To provide support in preliminary Investigation of accidents by the AAIB to the extent authorised in writing by the AAIB
3. To carry out the investigation of Ground incidents.
4. To carry out the investigation of air miss/Air Prox/ATC violations.
5. Participate in the operational area inspection, Airport security meeting, Aerodrome Environment Management Committee, Regional operator Committee meetings.
6. Monitoring of incidents of operators/airlines.
7. CVR/DFDR monitoring.
8. ATC Tape monitoring.
9. To carry out the airport inspections.
10. To carry out surveillance inspection of airlines/operators e.g., preflight medical check of crew, ramp inspection, load and trim check, FDTL etc.
11. To participate in the regulatory audit of airlines/operators.
12. To report all occurrences in their region.
13. Review of the flight safety manual of the organisation and the approval of subsequent revisions after the initial approval by the Hqrs.
14. To carry out other surveillance work as directed by Hqrs.

9. Coordination of regional Air Safety offices with Air Safety Hqs.

1. Regional Offices shall coordinate with Hqrs. on all safety matters and report all occurrences to DAS/DDG (Air Safety) and AAIB on daily basis by telephone/fax/E-Mail.
2. To forward headquarter every month the surveillance /accident prevention work carried out.
3. 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.

DUTIES AND RESPONSIBILITIES OF DIRECTOR AIR SAFETY

1. Investigation of Aircraft Accident, Serious Incident, Incident, precautionary landing, forced landing, Air Misses and other potential hazardous situation arising in air operation.
2. Framing and amendment of Regulatory requirement of all matters from time to time concerning Air Safety Directorate.
3. Issue of approval to revisions to Flight Safety Manual.
4. To review the plaint and file/prepare the draft/ written statement and file affidavits.
5. SSP/ SMS implementation in India.
6. Accident/ Serious Incident prevention work.

7. In addition Director Air Safety Headquarters has following additional functions:
 - To coordinate and review the functions of all Air Safety Regional Offices.
 - To Issue suspension of any certificate, rating, licence, authorization or approval during the investigation of any matter.
 - Issue of approval of Flight Safety Manual.
 - To issue the approval of Flight Safety Organisation, Chief of Flight Safety & Deputy Chief of Flight safety.

DUTIES AND RESPONSIBILITIES OF DEPUTY DIRECTOR AIR SAFETY

1. Investigation of Aircraft Accident, Serious Incident, Incident, precautionary landing, forced landing, Air Misses and other potential hazardous situation arising in air operation.
2. Issue of approval of Flight Safety Manual and acceptance of Operational manual.
3. Framing and amendment of Regulatory requirement of all matters from time to time concerning Air Safety Directorate.
4. To review the plaint and file/prepare the draft/ written statement and file affidavits.
5. SSP/ SMS implementation in India.
6. Accident/ Serious Incident prevention work.
7. Review the applications for approval of Flight Safety Organisation, Chief of Flight Safety & Deputy Chief of Flight safety.

DUTIES AND RESPONSIBILITIES OF SASO (E) / ADAS(E)

1. Investigation of Aircraft Accident, Serious Incident, Incident, precautionary landing, forced landing, Air Misses and other potential hazardous situation arising in air operation.
2. To compile the investigation report and to carry out analytical analysis of the happening to promote the air safety.
3. Aerodrome inspection.
4. Accident/ Serious Incident prevention work.
5. SSP/ SMS implementation in India.
6. Review of Flight Safety and Operational Manual submitted by various air operators.
7. To review the plaint and file/prepare the draft/ written statement and file affidavits.
8. Review the applications for approval of Flight Safety Organisation, Chief of Flight Safety & Deputy Chief of Flight safety.

DUTIES AND RESPONSIBILITIES OF AIR SAFETY OFFICER (E)

1. Investigation or assist in investigation of Aircraft Accident, Serious Incident, Incident, precautionary landing, forced landing, Air Misses and other potential hazardous situation arising in air operation.
2. To compile the investigation report and to carry out analytical analysis of the happening to promote the air safety.
3. To prepare the statistics of the occurrences.

4. Aerodrome inspection.
5. To assist in Accident/ Serious Incident prevention work.
6. To Assist in SSP/ SMS implementation in India.
7. Review of Flight Safety and Operational Manual submitted by various air operators.

DUTIES AND RESPONSIBILITIES OF DEPUTY DIRECTOR (OPERATIONS)-POSTED IN AIRSAFETY

1. Investigation of ATC/ CNS incidents, Airprox incidents, Apron Incidents and Runway Incursions.
2. Suggest actions required to avoid ATC incidents in future.
3. Carry out Aerodrome/Surveillance Inspection
4. Follow up action on inspection report with Airports Authority of India & aerodrome operators.
5. Bird strike data management and analysis. Co-ordination with various agencies for bird strike prevention.
6. Organise National Bird Control Committee meetings on behalf of DGCA.
7. Associate with Airfield Environment Management Committee.
8. Suggest actions required on the reports for BWHM-Wildlife bird/animal hazard management.
9. Associated in drafting of CAR, Air Safety/Operations Circular.

DUTIES AND RESPONSIBILITIES OF ASSISTANT DIRECTOR (OPERATIONS)

1. Investigation/ associate in investigation of ATC incidents, Airprox incidents, Apron Incidents and Runway Incursions.
2. Suggesting actions required to avoid ATC incidents in future.
3. Monitoring & checking readability of ATC Tape.
4. Carry out Aerodrome/Surveillance Inspection
5. Follow up action on inspection report with Airports Authority of India & aerodrome operators.
6. Bird strike data management & co-ordination with various agencies for bird strike prevention.
7. Organise National Bird Control Committee meetings on behalf of DGCA.
8. Associate with Airfield Environment Management Committee.
9. Suggest actions required on the reports for BWHM-Wildlife bird/animal hazard management.
10. Associated in drafting of CAR, Air Safety/Operations Circular.

DUTIES AND RESPONSIBILITIES OF OPERATIONS OFFICER

1. Assist in investigation of ATC incidents, Airprox incidents, Apron Incidents and Runway Incursions.
2. Monitoring & checking readability of ATC Tape.
3. Associate in carry out Aerodrome/Surveillance Inspection
4. Follow up action on inspection report with Airports Authority of India & aerodrome operators.
5. Bird strike data management & co-ordination with various agencies for bird strike prevention.
6. Organise National Bird Control Committee meetings on behalf of DGCA.
7. Associate with Airfield Environment Management Committee.

IV. AIR TRANSPORT DIRECTORATE

Air Transport Directorate has following major functions:-

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

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

1. Air Transport-1(AT-1), looks after the function as stated at serial no 1 & 2.
2. Air Transport-2(AT-2), looks after the function as stated at serial no 3.
3. Air Transport Division (AED), looks after the function as stated at serial no 4.

AIR TRANSPORT - 1 (AT1).

The functions of Air Transport - 1 Section include:

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

AIR TRANSPORT - 2 (AT2)

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

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

AIR TRANSPORT DIVISION – AED

1. Approval of winter/summer domestic schedule.
2. Compliance and Monitoring of Route Dispersal Guidelines.
3. Uploading of load factor and market share of domestic schedule airline.
4. To conduct preparedness meetings of Indian schedule carrier intended to undertake International Operations.
5. Evaluation of Air Carrier's Management of Significant changes - Assessment of Impact of Financial Stress on Safety of Operations

Duties of Director (Operations) (Air Transport1)

1. Supervise and exercise administrative control of AT1 Section;
2. Initiate the 5-phase process and the final issuance of an Air Operator's Permit (AOP) as per process laid down in CAP 3100.
3. Carry out functions relating to amendment to the Operations Specifications of an Air Operator's Permit;
4. Carry out functions relating to renewal of the Air Operator's Permit.
5. Scrutinise and Issuing permission for import/acquisition of aircraft;
6. Forward application for grant of security clearance of the agencies seeking flight clearances and change in the Board of Directors of Scheduled/Non-Scheduled Operators;
7. Issue flight clearances to foreign registered aircrafts including VIPs/tourist charter flights/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;
8. Scrutiny and forwarding of the cases of foreign registered aircraft staying in India for more than 14 days;
9. Issue of flight clearances in respect of cloud seeding operation and aerial survey etc;
10. Approval of the charter flights by Indian Scheduled/Non-Scheduled operators within the country.
11. Any other work assigned by the Director General/ JDG

Duties of Deputy Director (Operations) (AT1)/ Asstt. Director (Operations)(AT1)

Assist Dir(Ops) AT1 in functions relating to:

1. Initiate the 5-phase process and the final issuance of an Air Operator's Permit (AOP) as per process laid down in CAP 3100;
2. Amendment to the Operations Specifications of an Air Operator's Permit;
3. Renewal of the Air Operator's Permit;
4. Issuance of permission for import/acquisition of aircraft;

5. Grant of security clearance of the agencies seeking flight clearances and change in the Board of Directors of Scheduled/Non-Scheduled Operators;
6. Issuance of flight clearances to foreign registered aircrafts including VIPs/tourist charter flights/ 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. Forwarding cases of foreign registered aircraft staying in India for more than 14 days;
8. Issuance of flight clearances in respect of cloud seeding operation and aerial survey etc;
9. Approval of the charter flights by Indian Scheduled/Non-Scheduled operators within the country;
10. Any other work assigned by the JDG/ Dir(Ops)

Duties attached to Director (Air Transport-II)

1. Supervise the work of Assistant and Deputy Directors;
2. Ensure timely uploading of data;
3. Prepare replies to Parliament questions, queries under RTI;
4. Initiated the following
 - Develop a model to forecast air traffic
 - Identify the various stakeholders of Civil Aviation and collect the necessary documents from them to work out the contribution of civil aviation to GDP

Duties attached to Deputy Director (Air Transport-II)

1. Supervise the work of Statistical Officers
2. Check and finalise the tables generated
3. Upload the tables on the DGCA website
4. Prepare replies to Parliament questions, queries under RTI
5. Provide data to other Ministries and users like MOSPI, RITES, TERI etc

Duties attached to Assistant Director (Air Transport-II)

1. Monitor timely submission of data by the various operators
2. Follow up through letters with the defaulting operators
3. Tabulate and analyse the data collected from the various operators

Duties attached to Senior Statistical Statistical officers (Air Transport-II)

1. Collect and compile data from the scheduled airlines
 - As per ICAO Form A every month
 - As per ICAO Forms B & C quarterly
 - As per ICAO Forms D and EF yearly
 - As per ICAO Form M yearly

2. Collect and compile data from the Airports Authority of India as per ICAO Forms I, J, K & L
3. Collect and compile data from the Directorates of Air Safety (Form G) and Air Worthiness (Form H)
4. Collect and compile data on flights operated, passenger and freight carried from the foreign airlines monthly
5. Collect and compile data from non scheduled operators
 - Traffic statistics monthly
 - Fleet, personnel and financial statistics yearly

Duties attached to Deputy Director (AED - Air Transport Division)

1. Approval of Summer and Winter Schedule of scheduled domestic airlines
2. Approval of Summer and Winter Schedule (International) of Indian Carriers
3. Approval of amendments to approved Flight Schedules of scheduled domestic airlines.
4. Approval of amendments to approved Flight Schedules (International) of Indian Carriers.
5. Random monitoring of operations of scheduled domestic airlines with respect to scheduled adherence.
6. Monitoring of ASKM deployment requirements, contained in Route Dispersal Guidelines issued by the Government, of various scheduled domestic airlines on monthly basis and suggesting various measures in case ASKM deployment in different categories is marginal.
7. Monitoring of ASKM deployment requirements of eligible Indian Carriers operating scheduled international services.
8. Monitoring of international operations of Indian Carriers with respect to utilisation of traffic rights.
9. Analysis of passenger traffic data of various scheduled domestic airlines on monthly basis in respect of passenger growth, market share and load factor.
10. Economic study for selection of suitable fixed wing aircraft/helicopter.
11. Assistance to various Committees with regard to air transportation issues and passenger traffic forecasting.
12. Examination of Operations Manual of various scheduled/non-scheduled/ private operators. Observations are communicated to the operators to bring the contents of the manual in line with the Civil Aviation Requirements.
13. Periodic review of the Citizen Charter of all scheduled domestic airlines with respect to passenger facilities.
14. Coordinating with all scheduled domestic airlines with regard to passenger grievances.
15. Coordinating with all concerned agencies/directorates with regard to scheduled domestic operations to:
16. Coordinating the meetings for Indian Carriers in respect of scheduled international operations to review their preparedness in terms of operations, engineering, ground facilities, commercial arrangements, etc. (AIC 08 of 2009)
17. Reply to the parliament questions, VIP references and RTI matters related to air transportation.

V. AIRWORTHINESS DIRECTORATE

The authority for regulatory control of Airworthiness in the Directorate General of Civil Aviation is Directorate of Airworthiness. The main functions of Airworthiness Directorate are given below:

HEADQUARTERS

1. Maintain the Civil Aircraft Register and ensure that updated information is available as and when required;
2. Reviewing, processing and recording of applications for registration of aircraft. Issuing certificates of registration, including amendments and deregistration of the aircraft;
3. Reviewing, processing and recording of applications for issue of certificate of airworthiness, renewals of such certificates and validation of foreign certificate of airworthiness;
4. Review of Airworthiness Directives and Service Bulletins issued by State of Design to determine their applicability to the civil registered aircraft;
5. Approval and renewal of foreign aircraft maintenance organizations involved in maintenance of Indian registered aircraft;
6. Review of existing Airworthiness regulations from time to time including International Standards and Recommended Practices for incorporation in Indian Airworthiness regulations.
7. Investigation of aircraft accidents/incidents as and when required;
8. Issuance of directives concerning the design standards to be met by aircraft/aircraft components/ equipment during manufacture and maintenance.
9. Participation in maintenance review board activities for development and approval of initial maintenance inspection for newly type certificated aircraft/power plants being introduced in service for the first time;
10. Issue of advisory material concerning airworthiness practices and procedures, where such advice does not warrant mandatory action, but makes a significant contribution to flight safety;
11. Investigation of violations of the national regulations concerning airworthiness and initiation of punitive/corrective actions, where necessary;
12. Reviewing, processing and recording applications for issue, renewal, validation and extension of aircraft maintenance personnel and Flight Engineer's licenses;
13. Conduct of examinations for aircraft maintenance personnel including records thereof and the issue of results for such examinations;
14. Participation at national and international levels on matters relating to airworthiness;
15. Processing of applications for issue of Aeromobile Station Licenses for an aircraft;

16. Matters pertaining to RTI Act, 2005 and replies thereof relating to Airworthiness;
17. Co-ordination with international agencies on matters relating to RVSM approval / operations of Indian civil registered aircraft;
18. Approval of AME Training Institutes and renewal thereof;
19. Coordination with other directorates on matters relating to airworthiness, flight operations and initial airworthiness of an aircraft, as required;

REGIONAL AIRWORTHINESS OFFICE

1. Reviewing, processing and recording of applications for validation/renewal of Certificate of Airworthiness and Airworthiness Review Certificate of an aircraft;
2. Approval/renewal and surveillance of manufacturing, maintenance, testing and training organizations including aviation fuel vendors;
3. Surveillance and Periodic review of the approved organizations to assess their capability to have continuous approval;
4. Investigation/ analysis of defects in the aircraft and suggest corrective actions to arrest negative trends, if needed;
5. Conduct written examinations for issue/extension of licenses of aircraft maintenance personnel and Flight Crew;
6. Conduct of oral-cum practical examinations for type rating of aircraft maintenance personnel;
7. Reviewing, processing and recording of applications for endorsement/renewal of licenses for aircraft maintenance personnel;
8. Maintaining fees records for various services rendered to organizations/personnel;
9. Attending VVIP movements, Airport Coordination Committee Meetings, Bomb Threat Assessment Committee Meetings and Security Committee Meetings etc. at respective airports.

* * *

VI. FLIGHT STANDARDS BUREAU

The Flight Standards Bureau (FSB) in DGCA covers the functions of ICAO Annex 6 (*Operations of Aircraft*) and to a limited extent Annexes 8 (*Airworthiness*) and 1 (*Personnel Licensing*).

2. The FSB is headed by the Chief Flight Operations Inspector (CFOI) and encompasses the flight operations inspectors, airworthiness inspectors, cabin safety inspectors and dangerous goods inspectors.

Note: With the formation of FSB, the Flight Standards Directorate has been subsumed into the FSB.

3. The CFOI reports to the Director General through the concerned JDG. In urgent matters or emergency, he shall directly report to the Director General.

4. The functions of the FSB include:

- Certificate issuance and management (surveillance and inspection activities) for various types of organizations
- Designee oversight
- PEL support

5. The responsibility for the above functions is spread across commercial, general aviation/ business aviation and helicopter operations.

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

6. **Certificate issuance and management:**

A) **Air Operator Permit (AOP) Team:**

Composition: Flight operations, airworthiness, cabin safety, and dangerous goods inspectors (and other personnel as appropriate), headed by a Principal Flight Operations Inspector (POI) or a Principal Airworthiness Inspector (PAWI).

Functions:

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

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

B) ATO/TRTO Team:

Composition: Flight Operations Inspectors (FOIs) and may include other types of inspectors or supporting personnel as appropriate for a particular ATO/ TRTO.

Function: To carry out all certificate management tasks related to one or more assigned ATO/ TRTOs.

8. **Designee oversight** is carried out by Designee Oversight team(s) comprising of assigned FOIs with any necessary support personnel. The Designee oversight team(s) carry out oversight activities related to designees at one or more locations.

Note: 'Designees' herein means Examiners/ Check Pilots of air operators

9. **PEL support:** Inspectors in FSB, in addition to the above functions, also provides support to DGCA's personnel licensing functions by administration of skill tests to license applicants.

10. Role of Chief Flight Operations Inspector

In addition to his/her role as a Flight Operations Inspector, CFOI being the head of FSB has the following functions:

1. Advise and assist the Director General (DG)/ Joint Director General (FSB) in providing support in the justification of budget estimates, administration of executive decisions, and development and maintenance of productive relationships with the public, the aviation community, and other government agencies.
2. Provide for the development, coordination, and execution of the following, and is accountable to the Director General (DG)/ Joint Director General (FSB) for the adequacy of DGCA:
 - (1) Policies, standards, systems, and procedures.
 - (2) Public rules, regulations, and standards.
 - (3) Program plans issued by or on behalf of the Director General.
3. Provide effective evaluation of program performance, and ensure adequacy of follow-up to secure correction of deficiencies.
4. Provides leadership and direction in the planning, management, and control of office activities.

11. Role of Deputy Chief Flight Operations Inspector

1. Monitor duties and activities carried out by Flight Operations Inspectors;
2. Monitor surveillance data and identify trends for continued oversight;
3. Monitor designee oversight;
4. Any other work assigned by the JDG/ CFOI.

12. Role of Inspectors in Flight Standards Bureau

12.1 Flight Operations Inspectors: (includes CFOI/ DCFOIs/ SFOIs and FOIs)

1. To carry out functions assigned in accordance with CAP 3100 for certification of an Air Operator;
2. To carry out related functions for continuous management of the AOP for the assigned Air Operator(s);
3. To carry out surveillance of assigned Air Operator as per the laid down surveillance plan;
4. To carry out all certificate management tasks related to one or more assigned ATO/ TRTOs;
5. To carry out designee oversight;
6. To carry out skill tests of pilot license applicants (PEL support);
7. Any other work assigned by the Director General/ JDG/ CFOI/ DCFOI.

12.2 Airworthiness Inspectors: (includes DAW(Hq.)/ DDAW/ Asst. Director (Airworthiness)/ AWOs assigned to FSB)

1. To carry out functions assigned in accordance with CAP 3100 for certification of an Air Operator;
2. To carry out related functions for continuous management of the AOP for the assigned Air Operator(s);
3. To carry out surveillance of assigned Air Operator as per the laid down surveillance plan;
4. To carry out skill tests of AME license applicants (PEL support);
5. Any other work assigned by the Director General/ JDG/ CFOI.

12.3 Cabin Safety Inspectors:

1. To carry out functions assigned in accordance with CAP 3100 for certification of an Air Operator;
2. To carry out related functions for continuous management of the AOP for the assigned Air Operator(s);
3. To carry out surveillance of assigned Air Operator as per the laid down surveillance plan;
4. Any other work assigned by the Director General/ JDG/ CFOI.

12.4 Dangerous Goods Inspectors:

1. To carry out functions assigned in accordance with CAP 3100 for certification of an Air Operator;
2. To carry out related functions for continuous management of the AOP for the assigned Air Operator(s);
3. To carry out surveillance of assigned Air Operator as per the laid down surveillance plan;
4. Any other work assigned by the Director General/ JDG/ CFOI.

13. Role of other officers in Flight Standards Bureau

13.1 Director (Operations)

1. Administration of FSB;
2. To plan training of inspectors (Flight Operations, Airworthiness, Cabin Safety and Dangerous Goods Inspectors) in coordination with DAW (FSB);
3. Examination of the documents for approval of Training Captains of scheduled/ non scheduled/ general aviation and recommend the case for necessary approval to the Director General;
4. Scrutinizing the documents for Ground Instructor and conduct oral examination.
5. Conduct oral examination of Flight dispatcher and approval.
6. Examination of documents for approval of TRTO and FSTDs (simulators).
7. Development of surveillance plan in coordination with CFOI.
8. To prepare changes to regulations to include amendments to ICAO Annexes.
9. Follow up action on surveillance reports of air operators.
10. Reply on parliamentary matters/ VIP references/ RTI.
11. Coordinating activities pertaining to functioning of FSB with AT directorate;
12. Any other work assigned by the Director General/ JDG/ CFOI.

13.2 Deputy Director (Operations)

Assist Director (Operations) in:

1. Administration of FSB;
2. Planning training of inspectors (Flight Operations, Airworthiness, Cabin Safety and Dangerous Goods Inspectors);
3. Examination of the documents for approval of Training Captains of scheduled/ non scheduled/ general aviation;
4. Scrutinizing documents for Ground Instructor and conduct oral examination;
5. Conduct of oral examination of Flight dispatcher;
6. Examination of documents for approval of TRTO and FSTDs (simulators);
7. Development of surveillance plan;
8. Preparation of changes to regulations to include ICAO Annex amendments;
9. Follow up action on surveillance reports of air operators;
10. Reply on parliamentary matters/ VIP references/ RTI;
11. Coordinating activities pertaining to functioning of FSB with AT directorate;
12. Any other work assigned by the JDG/ CFOI/ Dir(Ops).

13.3 Assistant Director (Operations)

Assist Director (Operations)/ Dy. Dir(Ops) in:

1. Planning training of inspectors (Flight Operations, Airworthiness, Cabin Safety and Dangerous Goods Inspectors) in FSB;
2. Development of surveillance plan;
3. Preparation of changes to regulations to include ICAO Annex amendments.
4. Follow up action on surveillance reports of air operators.
5. Preparing reply on parliamentary matters/ VIP references/ RTI.
6. Maintain record of training of all inspectors/ officers in FSB as per laid down policy;
7. Any other work assigned by the JDG/ CFOI/ Dir(Ops).

13.4 Director (Airworthiness) – Headquarters (FSB)

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

1. Supervise and exercise administrative control of Airworthiness Inspectors in FSB;
2. To plan training of Airworthiness Inspectors in FSB with Dir(Ops);
3. Ensure coordination of activities in FSB;
4. Development of surveillance plan in coordination with Dir(Ops);
5. To prepare changes to regulations to include amendments to ICAO Annexes.
6. Follow up action on surveillance reports of air operators on airworthiness matters;
7. Reply on parliamentary matters/ VIP references/ RTI;
8. Any other work assigned by the Director General/ JDG/ CFOI.

13.5 Deputy Director (Airworthiness) – Headquarters (FSB)

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

1. Supervise and exercise administrative control of Airworthiness Inspectors in FSB;
2. Plan training of Airworthiness Inspectors in FSB;
3. Ensure coordination of activities in FSB;
4. Development of surveillance plan;
5. Prepare changes to regulations to include amendments to ICAO Annexes.
6. Follow up action on surveillance reports of air operators on airworthiness matters;
7. Reply on parliamentary matters/ VIP references/ RTI;
8. Any other work assigned by the Director General/ JDG/ CFOI/DAW(Hdqrs.-FSB).

13.6 Airworthiness Officers/ Operations Officers at Headquarters (FSB)

The Operations Officers and Airworthiness Officer (Hdrs.-FSB) shall assist Asst. Director (Operations/ Airworthiness) in maintaining:

1. Certification records for Air Operators;
2. All other records relating to functioning of FSB;
3. Training records of inspectors;
4. Record of Surveillance and follow-up;
5. Any other work assigned by the CFI/Dir(Ops)/DAW(Hdqs.-FSB).

IX. 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 11 Safe Transport of Dangerous Goods Series 'C' Part I dated 08.01.2010.
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 Organization, receives all correspondence from ICAO, disseminates decisions taken by ICAO to other aviation agencies and obtains 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.

DUTIES ATTACHED TO THE POST OF DIRECTOR

1. Participate in the Indian Delegations appointed for talks in India as well as abroad with the Delegations of the foreign countries for negotiating, revising & reviewing etc. of Agreements relating to Air Services.
2. To act as Secretary of the Standing Facilitation Committee and the High Level Facilitation Committee.
3. Formulation of recommendations for submission to Government in regard to policies to be adopted in matters concerning International Civil Aviation Organization, Air Services Agreements.
4. Formulation of recommendations for submission to Government in regard to the implementation in India on various International Conventions relating to Civil Aviation.
5. Taking of policy decisions concerning the work of amendments that should be made to the Indian Aviation Law necessitated by the advances made in the field of Civil Aviation, ICAO's Standards etc. and to approve draft amendments.
6. Formulations of policies in regard to the dissemination of Aeronautical Information necessitated by the India's obligations to I.C.A.O. and by the International Character of the present day Aviation.
7. Advise other Directorates on Legal matters with particular reference to Aviation Law, International Aviation Law, and International Conventions etc.
8. Approval and issue of Statutory permit in respect of carriage of arms and ammunitions and dropping of articles from air.
9. Economic regulations of Air Transport in India.
10. Supervise the work relating to Air Transport Directorate.

DUTIES ATTACHED TO THE POST OF DEPUTY DIRECTOR

1. Making draft proposals for carrying out amendments to the Aircraft Act, 1934 and Aircraft Rules, 1937.
2. Review of international conventions and protocols relating to civil aviation and formulation of proposals for ratification by India of such conventions.
3. Examination of questions raised from time to time in regard to Aviation Law, International Aviation Law, International Conventions, etc.
4. Preparation of briefs for lawyers for defending Government of India in court cases relating to Warsaw/Hague/ Montreal liability regime and other civil aviation Acts/Rules.
5. Handling of work relating to bilateral air service agreements including participation in air talks.
6. Examination of schedules and requests for extra flights, change in schedules, etc. filed by foreign airlines in light of the provisions of the bilateral air services agreements.
7. Coordination of slot allocation to international airlines.
8. Coordination of the Facilitation Programme in India with a view to implement the provisions of Annex 9 to the Chicago Convention.
9. Handling of ICAO matters such as coordination with other aviation agencies with a view to finalise replies to State letters, participation by India in ICAO meetings and follow-up action thereon, etc.
10. Compilation and editing of reports and miscellaneous write-ups on civil aviation matters including the annual reports of the Ministry/Department.

DUTIES ATTACHED TO THE POST OF ASSISTANT DIRECTOR

1. Making draft proposals for carrying out amendments to the Aircraft Act, 1934 and Aircraft Rules, 1937.
2. Review of international conventions and protocols relating to civil aviation and formulation of proposals for ratification by India of such conventions.
3. Examination of questions raised from time to time in regard to Aviation Law, International Aviation Law, International Conventions, etc.
4. Handling of work relating to bilateral air service agreements.
5. Examination of schedules and requests for extra flights, change in schedules, etc. filed by foreign airlines in light of the provisions of the bilateral air services agreements.
7. Handling of work relating to facilitation.
8. Handling of ICAO matters such as coordination with other aviation agencies with a view to finalize replies to State letters, participation by India in ICAO meetings and follow-up action thereon, etc.
9. Compilation of the annual reports of the Ministry/Department.

X. AIRCRAFT ENGINEERING DIRECTORATE:

The following are the four divisions in Aircraft Engineering Directorate:-

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

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

(A) Aero Engineering Division (AED):

The AED has two units, one in Headquarters in New Delhi and the other in Regional office in Bangalore.

1. Type Certification of aeronautical products.
2. Validation of Type Certificate (TC) [issued by foreign regulatory authorities] for aeronautical products designed in foreign countries.
3. Type acceptance of aeronautical products for operation in the country, for which TC have been issued by those ICAO contracting states whose airworthiness codes have been adopted in Indian National Regulations. Continued airworthiness of type certificated products and accepted parts & appliances.
4. Continued airworthiness of aircraft including issuance of Airworthiness Directives (AD).
5. To support international Cooperation Programmes (ICP) such as Bilateral Aviation Safety Agreements (BASA)/ Memorandum of Understanding (MoU)/ Working Arrangements (WA) and their related Implementation Procedures of Airworthiness (IPA) in the field of mutual acceptance of products/ parts, technical cooperation and in general promotion of aviation safety.
6. Approval of Design Organizations (DO) and subsequent renewal of approval/ audit/ surveillance of DO.
7. Issuance of Supplemental Type Certificate (STC) for products developed in the country and acceptance of STC issued by FAA/ EASA for modification/ changes to be incorporated in Indian registered aircraft.
8. Issue of Indian Technical Standard Order (ITSO) authorizations for development of ITSO appliances and publishing ITSO standards.
9. Approval of change in design/ major modifications/ retrofits/ major and minor repairs.
10. Approval of test pilots for prototype aircraft.
11. Scrutiny and acceptance/approval of the Qualification test schedules of parts & appliances.
12. Witnessing of the Qualification tests to ensure the adherence to the Qualification test program.
13. Scrutiny of the compliance against the applicable Airworthiness Standards.

14. Performing conformity inspection of aircraft / aircraft parts indigenously produced in the country.
15. Consideration of approval of modifications.

NOTE:

- The regional office of at Bangalore functions as a satellite office of AED Headquarters. The functions & responsibilities of officers of Bangalore region are the same as that of their Headquarters counterparts.
- AED Bangalore will send monthly progress report to DGCA Headquarters on regular basis. The monthly progress report will be reviewed by Headquarters and observations, if any, would be forwarded to regional office.
- Officers from AED headquarters will be nominated to visit regional office on quarterly basis for quality assessment of the work done based on sampling of work.

(B) Aero Laboratories Division (ALD):

The following are the laboratories of the ALD:-

- Failure Analysis Laboratory
- Flight Recorders Laboratory
- Physical & Chemical Laboratory
- Material Testing Laboratory

B. 1. Failure Analysis Laboratory:

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

B.2. Flight Recorder Laboratory:

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

B.3. Physical & Chemical Laboratory:

- Testing and analysis of Aviation Turbine Fuel samples for:
 - Quality control monitoring
 - Approval of fuel samples for VVIP flights
 - Commissioning of new fuel tanks
 - Accident investigation purpose
- Fuel Samples analysed in accordance with DEF STAN 91-91/IS 1571 requirements on the following:

- Appearance (Colour, Particulates, etc.)
- Composition (Acidity, Aromatics, Sulphur, etc.)
- Volatility (Distillation, Flash point, Density, etc.)
- Fluidity (Freezing point, Viscosity, etc.)
- Combustion (Smoke point, Naphthalene, Specific energy, etc.)
- Corrosion
- Contaminants
- Water separation characteristics

B.4. Material Testing Laboratory:

- Testing of welding samples
 - Ultimate tensile strength
 - Bend test
 - Micro testing
- Testing of upholstery material
 - Flame time
 - Dripping
 - Burn length

(C) Aviation Environment Unit (AEU)

- To develop measures that helps in reduction of fuel consumptions and to provide necessary guidance to adopt these fuel reduction measures,
- To develop measures to improve Fuel Efficiency and to provide necessary guidance in adopting these measures,
- To guide and provide necessary guidance to the stakeholders in adopting voluntary measures in reducing carbon footprints,
- To assess the local air quality around all domestic and international airports in the country in order to develop emissions inventory from aviation sector,
- To develop a baseline data for carbon dioxide emissions around airports with year 2005 as base year in order to compare the results after implementing various emissions mitigation techniques,
- To develop noise mitigating techniques in order to reduce noise due to aircraft movements in the vicinity of airport,
- To develop noise contours around the airport to define zones with prescribed noise limits,
- To develop a threshold noise levels in the airport vicinity along with MOEF/CPCB where the noise limits would be expected to be higher than normal categories.

(D) Air Transport Division (ATD)

- Approval of flight schedules:
 - Scheduled domestic airlines
 - Indian carriers for international operations
 - Amendments to approved flight schedules
- Monitoring :
 - Operations of scheduled domestic airlines with respect to scheduled adherence
 - ASKM deployment requirements contained in Route Dispersal Guidelines
 - On-Time performance of scheduled domestic airlines and foreign carriers
 - Compliance of regulations on denied boarding/ cancellations/delays
 - International operations of Indian Carriers with respect to utilisation of traffic rights
 - Tariff of scheduled domestic airlines

- Analysis of passenger traffic data of scheduled domestic airlines on monthly basis in respect of passenger growth, market share, load factor, etc.
- Review of preparedness of Indian carriers to new international destinations in respect of operations, engineering, safety, security, ground facilities, commercial arrangements, etc.
- Economic study for selection of suitable fixed wing aircraft/helicopter

Duties & Responsibilities of AED Officers

1. Aeronautical Officer

(PB-3 , Rs 15600- 39100 , Grade Pay: Rs. 5400, Group- A, Gazetted)

1A. Aeronautical Officer (Aero Engineering Division)

- Assistance in examining documents pertaining to type certification (TC) of aeronautical products.
- Assistance in examining documents pertaining to validation of type certificates issued by other countries.
- Assistance in examining documents pertaining to acceptance of type certificate issued by FAA/EASA.
- To assist in renewal audit and regulatory audit of DOs
- Any other job assigned by senior officers.

1B. Aeronautical Officer (Aero Laboratories Division)

- Assistance in analysis of data derived from FDRs & CVRs.
- Assistance in testing of aeronautical materials in material testing laboratories.
- Assistance in analysing of the failed components of airplane / helicopter involved in accident/incident to find out probable cause of failure.
- Assistance in testing of aviation turbine fuel samples, oil samples & commissioning of new tanks.
- Any other job assigned by senior officers.

2. Assistant Director

(PB-3 , Rs.15600-39100 , Grade Pay: Rs.6600, Group- A, Gazetted)

- Scrutiny of documents pertaining to type certification (TC) of aeronautical products.
- Scrutiny of documents pertaining to validation of type certificates issued by other countries.
- Scrutiny of documents pertaining to acceptance of type certificate issued by FAA/EASA.
- Witnessing of qualification tests of parts and appliances.
- To assist senior officers in work related to international cooperation programme.
- Formulation of draft regulations (CARs), amendment to Handbook of Procedures, draft ITSO.
- Co-ordination in induction, recurrent & on job training(OJT) programme.
- To assist in renewal audit and regulatory audit of DOs.
- Any other job assigned by senior officers

3. Deputy Directors (DDAED)

(PB-3 , Rs 15600-39100 , Grade Pay: Rs. 7600, Group- A, Gazetted)

- DDAEDs in charge of type certification of airplane /helicopter along with their groups carry out the scrutiny of relevant reports (submitted by the designer/ TC applicant) related to structures, performance, stability & control, electrical system, mechanical system, avionics, instrument & equipment , security & certification documents, compliance check list, statement of demonstration of compliance to the applicable regulations
- DDAEDs along with their groups carry out all works related to validation of type certificates of aeronautical products certified by other countries.
- DDAEDs along with their groups carry out all works related to acceptance of type certificates issued by FAA/EASA for aeronautical products to be operated in the country.
- DDAEDs along with their groups carry out renewal and regulatory audit of Design Organisations (DO) based in location other than Bangalore.
- DDAED along with his group carry out all works related to aircraft environment unit & air transport assigned to them.
- DDAED along with his group carry out all works related to various laboratories related work.
- Monitor the prototype development activities.
- Carry out conformity inspection.
- Coordination of type tests/ static strength tests of various aircraft components and accessories.
- Compliance check of fuel system, hydraulic and other mechanical systems.
- Systems integration.
- Coordination of flight testing activities.
- Overall compliance evaluation.
- Renewal of DOs based at Bangalore.
- Assessment and approval of minor modifications of aircraft.
- Any other job assigned by senior officers.

4. Director AED(DAE)

(PB-4 , Rs 37400-67000 , Grade Pay: Rs. 8700, Group- A, Gazetted)

- DAE is the main link between the higher officers (like DG, JDG and DDG) and subordinate officers.
- DAE works as a coordinator to get the work done by the subordinate officers .
- All DDAED report to DAE and the various assignments are assigned by DAE to various DDAEDs depends on the nature of the work.
- DAE is also the Project Certification Manger (PCM) for all Indian Technical Standard Order Authorisation (ITSOA) projects.

5. Deputy Director General [(DDG)(AED)]

(PB-4 , Rs 37400-67000 , Grade Pay: Rs. 8900, Group- A, Gazetted)

- DDG(AED) is responsible for the overall activities undertaken by the Directorate.
- He reports to Joint Director General (JDG) and Director General(DG).
- It is his responsibility to ensure that all AED activities are being carried out smoothly.

XI. LICENSING DIRECTORATE

Training and licensing Directorate of DGCA has two main sections to carry out various functions related to pilot licensing. A list of functions of each section is as under:-

1. Licensing-I Section
2. Licensing-II Section

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 enforcement action.
5. Parliamentary question and matters pertaining to license renewal.
6. Budget and accounts including maintenance of Advance Deposit account/ Revenue registers.
7. Maintenance of R Cards of aircrew personnel and personnel returns received from different airlines operators.
8. Posting of licenses after type endorsements and renewal.
9. Updation of R Card received from Regional offices after intimation of renewal.
10. Maintenance of Registers for various types of licenses giving records of renewals of aircrew licenses.
11. Maintenance of registers in respect of application received for type rating, PIC endorsements.
12. Compliance of material for six monthly and yearly progress reports of Civil Aviation.
13. Examination of Log Books with a view to detecting infringement of Rule 42A of Indian Aircraft Rules, 1937.
14. Matter related to Amendment to Indian Aircraft Rules, 1937 relating to renewal of licenses.
15. Matter related to examination and training of flight crew experience for VVIP flights.

Licensing-II Section:

1. Issue of aircrew licenses/ratings of the categories mentioned in Rule 38 shown below including disposal of general or 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 and issue of FATA.
3. Conversion of foreign licenses into Indian Licenses in their corresponding categories.
4. Policy matters regarding the issue of Indian and Foreign aircrew licenses.
5. Amendments to Licensing Rules.
6. Delegation of powers in respect of Licensing rules.
7. Exemption from Aircraft Rules for the issue of Indian Licenses.
8. Parliament Questions relating to issue of aircrew licenses.
9. Budget for expenditure to be incurred for items pertaining to L-2 Section.

XII. FLYING TRAINING DIRECTORATE

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

XIII. MEDICAL SECTION

1. PMR Maintenance and Upkeep.

- (a) Updating and safekeeping of Previous Medical Records (PMR) of all civil pilots of the country.
- (b) Receiving request for and positioning of PMR for the timely conduct of Periodic Medical Examination at the eighteen (18) Indian Air Force (IAF) Boarding Centers.

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

- (a) Class I Initial and Renewal Medical Examination conducted at eighteen (18) Boarding Centres of IAF, three (03) civil centres conducting initial medical examination and nine (09) Class I Medical Examiners.
- (b) Class II Initial and Renewal Medical Examination conducted by a panel of Class II Medical Examiners.
- (c) Cases requiring decision on the fitness/ unfitness/ follow up of review/ special medical examinations in respect of aircrew with disabilities/ diseases.
- (d) Cases requiring decision on temporary/ permanent unfitness of aircrew recommended unfit at Boarding Centres.
- (e) Cases of Appeal Medical and review/ court cases pertaining to medical matters.
- (f) Issue of 'Medical Assessment' after perusal and assessment of a medical examination.
- (g) Decisions on cases of Permanent Unfitness, review after Appeal Medical examinations in conjunction with the office of DGMS (Air), the advisor to DGCA on medical matters.
- (h) Address and decide on cases of False Declaration made by candidates/ aircrew on CA-34.
- (i) Granting No Objection Certificate (NOC) for conduct of delayed/ early/ special (after disease/ disability) medical examination.

3. Other Duties. The other duties include

- (a) Updating and maintaining a panel of Class II Medical examiners including periodic training of examiners on policy matters.

- (b) Conducting periodic updates to keep the Class I Medical Examiners/ Centres current in their knowledge.
- (c) Conducting periodic updates to keep the Class II Medical Examiners current in their knowledge.
- (d) Advise Civil Airline Medical Departments on medical matters.
- (e) Overseeing the implementation of medical policies of DGCA in the Civil Aviation Industry. Providing assistance and inputs on medical matters to other directorates of DGCA in formulating policies relevant to their area of concern.
- (f) Revision and updating of medical policy pertaining to Civil Aviation and maintaining the medical section of DGCA website.
- (g) Conduct medical regulatory checks on scheduled airlines.
- (h) Interface between the IAF Class I Boarding Centres and DGCA for mutual needs.
- (i) Advise DGCA on all medical matters.
- (j) Answer RTI/ questions pertaining to Medical Section.
- (k) Other duties as assigned by DG/ JDG.

XIV. DIRECTORATE OF AIRSPACE AND AIR NAVIGATION SERVICES STANDARDS

INTRODUCTION

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

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

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

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

The Search & Rescue service in India is organized in accordance with the Standards and Recommended Practices of ICAO Annex 12 by the Airports Authority of India in collaboration with the Ministry of Defence, Coast Guard, Central Government and State Governments. The Ministry of Defence has the responsibility for making the necessary

facilities available. The Search & Rescue service is responsible for entire Indian Territory including territorial waters as well as airspace over high-seas encompassed by Chennai, Kolkata and Mumbai FIRs.

GENERAL:

1. Issue of Civil Aviation Requirements (CARs) in the field of ANS i.e. ATM, CNS, MET, AIS, Aeronautical Charts & SAR in order to meet the provision of Article 28 of the Convention on International Civil Aviation.
2. Revision to the CARs in the field of ANS i.e. ATM, CNS, MET, AIS, Aeronautical Charts & SAR in order to meet the provision of Article 37 of the Convention on International Civil Aviation adopt and amend from time to time.
3. To ensure proper implementation of CARs, related documents, manuals and directives issued by DGCA.
4. To prepare procedure manual for the safety oversight of the ANSP in the field of Airspace, ATM, CNS, MET, AIS, Aeronautical Charts & SAR in order to ensure safety of aircraft operations.
5. To prepare inspectors' handbook/checklist and specify the guidelines to the Inspectors for the job to be carried out in a standardized manner.
6. To prepare Inspection schedule for inspection in the field of ANS i.e. ATM, CNS, MET, AIS, Aeronautical Charts & SAR.
7. To develop training program for inspectors.
8. Issue Air Traffic Controller's license, Ratings and fixing the Duty Time Limitation of Civil Air Traffic Controllers in India.
9. Issue approval to training organisations for conducting an approved training course for student ATCOs to enable them to attain the level of competency required for obtaining a licence or rating.
10. Oversee analytical assessments of the relationship between separation standards, emerging technological concepts and new procedures, developed by ANS service providers, for use in developing future airspace separation minima.
11. To participate in ICAO Regional meetings on ANS matters.

AIRSPACE:

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

ATM System:

1. Planning and development of new ATS concepts, systems and procedures and inter-discipline coordination.
2. Development of QRs/specifications of new systems.
3. Implementation plans for new ATS systems including procedures and coordination.
4. Coordination for development of new airports and heliports, Flying Training Institutes etc.
5. Ensuring efficient and safe operation of ATS units as per approved policies, standards and procedures.
6. To prepare Inspection schedule for inspection of ATM facilities at all Civil airports.
7. To inspect the performance of ATM facilities at airports as per approved schedule.
 - a. Surveillance of services and procedures of service provider.
 - b. Approval and surveillance of service provider training program.
 - c. To inspect the training establishments
8. To prepare inspection report and highlight the deficiencies pertaining to risk and safety hazards, if any, and review the mitigation plan as received from service provider.

9. To assist service provider in preparing the remedial/corrective action plan and follow up its progress.
10. Coordination with AAI on operational issues
11. Analyzing the staffing needs to keep the controller workforce sufficiently staffed, based on controller workload created by air traffic, encompassing both commercial non-commercial and military activity and issuing suitable recommendations to the ANS service provider on the requirement of additional Air Traffic Controllers.
12. ATS Procedures for uniform application
13. Evaluation and development of ATC procedures
14. Approval of ATM separation standards and provisions
15. Coordination with India Meteorological Department, development of MET infrastructure and augmentation of MET services
16. Dealing with matters related to VVIP and VIP movements.
17. Anti-hijacking control activity.
18. Parliament questions and Committees.
19. Dealing with matters related to Cartography and Aeronautical charts.
20. Dealing with Issues of noise abatement procedures.

SMS in ATM

1. Implementation and overseeing of ATM Safety Management Program.
2. Coordination with various Agencies in achieving Target Level of Safety.
3. Evaluation of ATM System Requirement and Performance to achieve the desired target level of Safety.
4. Analysis of Air Traffic Data for Safety Assessment of Air Space.

CNS:

CNS / ATM facilities for Commissioning / Certification by DGCA:

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

CNS/ATM System:

1. To associate with the various phases of development of emerging technologies in India at concept, implementation, installation and commissioning stages and represent DGCA at different levels.
2. To examine the performance of the facility at the time of commissioning.
3. To prepare Inspection schedule for inspection of CNS facilities at all Civil airports and stand alone stations in India.
4. To inspect the performance of CNS facilities at airports as per approved schedule.
 - a. Surveillance of services and procedures of service provider.
 - b. Approval and surveillance of service provider training program.
 - c. To inspect the training establishments.

5. To prepare inspection report and highlight the deficiencies pertaining to risk and safety hazards, if any, and review the mitigation plan as received from service provider.
6. To assist service provider in preparing the remedial/corrective action plan and follow up its progress.
7. To provide guide lines for monitoring training and duty record of technical and communication operation personnel.
8. To inspect and verify training and duty record of technical personnel on sample basis.
9. To grant renewal of commissioning /certification of CNS facilities.
10. To certify the performance of the facility at the time of commissioning.

AIS/AERONAUTICAL CHARTS:

1. To prepare Inspection schedule to inspect Aeronautical Maps & Charts Division at AAI CHQ.
2. To prepare inspection report and highlight the deficiencies, if any, and propose the corrective action plan.
3. To assist service provider in preparing the remedial /corrective action plan and follow up its progress.
4. To participate in ICAO Regional meetings on AIS matters.
5. To develop training program for inspectors.
6. Acceptance and surveillance of service provider training program.
7. To prepare Inspection schedule to inspect AIS Division at AAI CHQ., International NOTAM Offices (NOFs) and other Aerodromes concerning AIS matters.

PANS-OPS

1. Approval of conventional instrument approach procedures, Standard Instrument Departures, Standard Instrument Arrival Routes at all airports in India.

2. Liaise with airlines for carrying out of flight trials and promulgation of instrument approach procedures.
3. Review of Instrument Flight procedures.
4. Oversight of Instrument flight Procedure Designer i.e. AAI.
5. To prepare inspection report and highlight the deficiencies, if any, and propose the corrective action plan.
6. To assist service provider in preparing the remedial /corrective action plan and follow up its progress.
7. Approval of PBN, GNSS/Baro-VNAV instrument approach procedures, RNAV/RNP Standard Instrument Departures, RNAV/RNP Standard Instrument Arrival Routes at all airports in India.
8. Approval of RNP-AR instrument approach procedures.
9. Maintenance of AIP INDIA pages in AD section relevant to instrument approach procedures/SIDs/STARs at all airport.
10. Approval of updates on instrument approach procedure DA(H)/OCA(H) and Aerodrome Operating Minima.
11. Implementation of Cat II & III ILS.

SEARCH & RESCUE

1. To amend the DGCA CAR from time to time to ensure compliance with ICAO Annexure on the subject and / or issue any other directions, if required.
2. To file differences with ICAO, if required.
3. To develop and amend Inspector Handbook / Checklist necessary for inspection.
4. To formulate and implement SAR Safety Audit Program.
5. Prepare safety oversight inspection schedule to inspect SAR Division at ATS / SAR service provider HQrs. and RCCs.
6. To carry out safety oversight inspection and surveillance of ATS / SAR service provider and RCCs to ensure the proper compliance / implementation of CAR, ICAO

Annexes'. Concerned manuals, documents, rules, regulations & directives of DGCA as per the approved program of the ANS Directorate.

7. To prepare inspection report and highlight the deficiency, if any for appropriate remedial action by the concerned agency.
8. To ensure flight safety, issue immediate directives to the ATS / SAR providers, if there are any issues requiring immediate and urgent action.
9. To coordinate with the concerned ATS / SAR providers to amend SAR related documents for incorporating changes in ICAO Standards & Recommended Practices and / or amendments in DGCA CAR or any other directions.
10. To participate in any in-house and abroad workshops and seminars etc. related to SAR matters.
11. To develop training program for inspectors.
12. To review SAR manual, SAR plan and other documents including amendments received from ATS / SAR providers and submit for approval.

MET

1. Renewal of Certification of MET equipment, facilities and systems.
2. Review of inspections and surveillance of the MET stations.
3. Periodic inspections and surveillance of the MET stations to ensure that the performance and maintenance of the MET equipment is in accordance with the stipulated regulations.
4. Surveillance of MET facilities.
5. To deal with the matters related with aviation meteorology.
6. Oversight of meteorological services at the airports.
7. Update of ICAO documents, adoption, amendments of proposed SARPs of ICAO Annex 3. Thereafter amendments are to be incorporated in the CAR.
8. Formulate and implement policies and planning for provisions of Meteorological services to Civil Aviation in India.

9. Regulate the provisions and disseminations of Civil Aviation Requirement in India in accordance with ICAO Annex 3 and any other requirement deemed appropriate.
10. Regulate the Aeronautical Meteorological services provider's compliance with the directions issued from time to time
11. To monitor performance of the Aeronautical Meteorological services provider.
12. To monitor calibration of MET facilities.
13. To provide meteorology input from India to ICAO meteorology policy, standards and recommended practices development and future systems planning.
14. To provide assistance & contribution of India at international aviation meteorology.
15. To monitor Meteorological services provisions to all aviation sectors in India, processing including aerodrome meteorological inspections, standards for metrological observations and Met information in AIP India.
16. Where a difference from ICAO SARPs has been declared, requirements for meteorological services will be as specified in the Aeronautical Information Publication India.
17. Preparation of Handbook of inspectors (Met).
18. Preparation of Annual surveillance plan for Met facilities at the civil airports.

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XV. SURVEILLANCE AND ENFORCEMENT DIVISION

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

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

XVI. SSP DIVISION

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

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

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

XVII. IT DIVISION

1. Management of DGCA website: Check and ensure that the information uploaded on the website of DGCA is updated periodically.
2. Work closely with the Directorates to help them in data digitisation and process automation.
3. Monitor eGCA Project and ensure project meets the objectives during the implementation period.
4. Provide guidance to directorates on a continued basis during the post implementation period of the project.
5. Act as Project Management Unit for eGCA Project.

XVIII. CENTRAL EXAMINATION ORGANISATION

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

The CEO has the following functions and responsibilities:

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