

CHANNEL OF SUBMISSION AND LEVEL OF FINAL DISPOSAL OF VARIOUS CASES IN THE OFFICE OF THE DIRECTOR GENERAL OF CIVIL AVIATION

R & D

(A). Laboratories:

S.N.	Lab	Subject	Channel of Submission	Final Level of Disposal
1.	Flight Recorder Lab	CVR Routine Monitoring	J.Sc.O/Sc.O	DRD
		FDR Routine Monitoring	J.Sc.O/Sc.O	DRD
		CVR accident/incident analysis	DRD/DAS	DDG
		FDR accident/incident analysis	DRD/DAS	DDG
2.	Material testing Lab	Welding samples evaluation	J.Sc.O/Sc.O	S.Sc.O
		Flammability of Aircraft furnishing material evaluation	J.Sc.O/Sc.O	S.Sc.O
		Calibration of tensiometer and torque meter	J.Sc.O/Sc.O	S.Sc.O
		Hardness of failed aircraft parts	J.Sc.O/Sc.O	S.Sc.O
		Evaluation of glue aerolite	J.Sc.O/Sc.O	S.Sc.O
3.	Failure Analysis Lab	Analysis of failed aircraft component	J.Sc.O/SC.O/ S.Sc.O	DDRD
		Quality Control Monitoring of Aviation Turbine Fuel samples	J.Sc.O	Sc.O
		Analysis of VVIP Flight fuel samples	J.Sc.O	Sc.O
		Analysis of Aviation Gasoline samples	J.Sc.O	Sc.O
4.	Physical and Chemical Lab	Complete analysis of fuel samples for the purpose of approval commissioning of tanks, pipelines, refineries for new batch formation fuel samples and approval of labs.	J.Sc.O	Sc.O
		Testing of Engine Oil/ lubricating oil	J.Sc.O	Sc.O
		Testing of Hydraulic Fluid	J.Sc.O	Sc.O
		Analysis of Micro Water detecting capsules	J.Sc.O	Sc.O
		Procurement and modernization of laboratories	Sc.O/DRD/ DDG	DG

(B) Design/ Type Certification:

S. No.	Subject	Channel of Submission	Final level of disposal
1	Issue/ Validation of Type Certificate (TC) of Aeronautical product (Aircraft, engine and propeller)	JSO/SO/SSO/ DDRD/ DRD	DDG (R&D)/ JDG (R&D)
2	Issue of Type Approval of Aircraft parts and appliances	JSO/SO/SSO/ DDRD/ DRD	DDG (R&D)/ JDG (R&D)
3	Acceptance of Type Certificate issued by Foreign CAA for operation in India	JSO/SO/SSO/ DDRD	DRD/ DDG (R&D)
4	Approval of Design Organisation	JSO/SO/SSO/ DDRD	DRD/ DDG (R&D)
5	Approval of aircraft/ aircraft part modifications	JSO/ SO/SSO	DDRD/ DRD

Aero. Stds.

S.NO.	SUBJECT	CHANNEL OF SUBMISSION	FINAL LEVEL OF DISPOSAL
1.	Site inspection of Aerodrome for Licence issue	SO/AD/DD/DOAS	DOAS
2.	Issue of Aerodrome Licence	SO/AD/DD/DOAS/DDG	JDG/DG
3.	Renewal of Aerodrome Licence	SO/AD/DD/DOAS/DDG	JDG/DG
4.	Permission under Rule 91	SO/AD/DD/DOAS	DDG/JDG/DG
5.	Joint Inspection of Aerodromes for commencing Schedule flight	SO/AD/DD	DOAS
6.	Day to day routine work	SO/AD/DD	DOAS

I & R

S.NO.	SUBJECT	CHANNEL SUBMISSION	OF	LEVEL FINAL DISPOSAL	OF
I.	<u>BILATERAL AIR SERVICES AGREEMENTS:</u>				
1.	Nomination for participation	SO-ADRI/DDRI-DRI- DDG		DG	
2.	Preparation of brief/documentation for air talks/negotiations.	SO-ADRI/DDRI-DRI- DDG		DG	
3.	Correspondence in regard to interpretation and application of various provisions of air agreements	SO-ADRI/DDRI-DRI		DRI/DG	
4.	Requests/representations for air links of various countries/cities with India.	SO-ADRI/DDRI		DRI/DDG	
5.	Examination of Double Taxation Avoidance Agreements vis-à-vis Air Services Agreements	SO-ADRI/DDRI		DRI	
6.	Issuance of Operating Permit	SO-ADRI/DDRI-DRI- DDG		DG	
7.	Clearance of schedules of foreign airlines to/from India	SO-ADRI/DDRI		DRI/DDG	
8.	Clearance of extra section flight to/from India including change of aircraft/route and carriage of passengers on restricted sectors.	SO-ADRI/DDRI		DRI/DDG	
9.	Clearance of schedules of foreign airline for overflights	SO-ADRI/DDRI		DRI	
10.	Clearance of extra section overflights including change of aircraft/route	SO		ADRI/DDRI	

II. <u>Facilitation</u>			
1.	Calling of Agenda items for, preparation of brief for, convening of, and preparation of the minutes of the meeting of FAL Committee.	SO-ADRI-DDRI-DRI	DDG
2.	Follow-up action on these meetings	SO-ADRI-DDRI-DRI	DDG
3.	Issuance of circulars and Instructions on FAL matters	SO-ADRI/DDRI-DRI	DDG
4.	Convening of, preparation of minutes of, the Standing Central Scheduling Committee and follow up action.	SO-DDRI-DRI	DDG
5.	Declaration of aerodromes as International aerodromes and correspondence in regard to provision of customs, immigration Health facilities.	SO-DDRI	DRI
6.	Advisory Committee on Civil Aviation Security and Central Committee to deal with emergency arising out of hijacking of aircraft	SO-DDRI-DRI-DDG	DG
7.	Arrangements for light refreshment and lunches/dinners to foreign delegations visiting India for talks on bilateral air arrangements. I	SO	DDRI
8.	Annual Report of the Civil Aviation Department – Compilation and distribution	SO-ADRI-DDRI-DRI-DDG	DG
9.	Compilation of the material for the Annual Report of the Ministry of Civil Aviation	SO-ADRI-DDRI-DRI-DDG	DG
10.	Material for the Monthly Summary and Fortnightly note for the Prime Minister/Cabinet.	SO-DDRI	DRI
11.	Material for the Consultative Committee of Parliament attached to the Ministry of Civil Aviation	SO-DDRI	DRI
12.	Material for standard brief for Minister	SO-DDRI-DRI-DDG	DG
13.	Preparation of various articles and write-ups on Civil Aviation	SO-DDRI-DRI-DDG	

14.	Material for the World Aviation Directory/Interavia ABC Directory, Reference India and Statesman Year Book, etc.	SO-DDRI	DRI
15.	Examination of requests and issuance of permits for:-		
(a)	Ground Photography at Govt. Aerodromes;	SO-ADRI	DRI
(b)	Aerial Photography	SO-ADRI	DRI
(c)	Carriage of arms and ammunition by air to/from/across India.	SO-ADRI	DRI
(d)	Carriage of radioactive material by air to/from/across India.	SO-ADRI	DRI
(e)	Carriage of other dangerous goods by air to/from across India.	SO-ADRI	DRI
(f)	Dropping of articles (including flower petals, leaflets, balloons and skydiving)from the air; and	SO-ADRI	DRI
(g)	Miscellaneous requests like towing of objects and aerial advertising and cloud seeding etc.	SO-ADRI	DRI
16.	Issuance of blanket permits.	SO-ADRI	DRI
17.	Matters relating to the policy and procedures in connection with issuance of aforesaid permits.	SO-ADRI/DDRI	DRI
18.	International meetings and Conferences.	SO-DDRI-DRI-DDG	DG
19.	Examination of various Annexes to International Civil Aviation and amendments thereto vis-à-vis Indian Law/practice and filing of disapprovals/differences in this regard with ICAO.	SO-ADRI-DDRI	DRI/DDG
20.	Examination of International Conventions relating to Civil Aviation and action in regard to its adoption/ratification.	SO-ADRI-DDRI-DRI-DDG	DG
21.	Compilation and submission of information on national civil aviation to ICAO.	SO-ADRI-DDRI	DRI
22.	Preparation of proposals for the deputation of delegations	SO-DDRI-DRI-DDG	DG

	to various ICAO meetings and conferences including ICAO General Assembly Session		
23.	Preparation of brief/documentation for ICAO General Assembly Session and other meetings.	SO-ADRI-DDRI-DRI-DDG	DG
24.	Submission of information ICAO in regard to hijacking etc.	SO-ADRI-DDRI	DRI
25.	Training in India of foreign national sponsored by ICAO/UNDP	SO-ADRI-DDRI	DRI
26.	Processing of cases relating to examination, interpretation and implementation of the provisions of Aircraft Act and Rules made thereunder and other laws relating to Civil Aviation.	SO-ADRI-DDRI	DRI/DDG
27.	Drafting of amendments to the Aircraft Act and Aircraft Rules and other laws pertaining to Civil Aviation and liaison with the Ministry of Civil Aviation and Ministry of Law.	SO-ADRI-DDRI-DRI-DDG	DG
28.	Drafting of AIC's on the amendment to the Rules/Act.	SO-ADRI-DDRI-DRI-DDG	DG
29.	Examination of the proposals for the delegation of powers to various officers of the Department under the Aircraft Act, 1934 and Aircraft Rules, 1937 etc. and drafting of Gazette Notification, and Statutory Orders.	SO-ADRI-DDRI-DRI-DDG	DG
30.	Reprinting of the Aircraft Manual(India) and its distribution.	SO-ADRI-DDRI-DRI-DDG	DG
31.	Grant of visas to foreign employees of foreign airlines, working in India.	SO-ADRI	DRI
32.	Issue of authorization cards to officer of Civil Aviation Department	SO-ADRI-DDRI	DRI
33.	Recommendations to P&T for telephone/telex and its distribution	SO-ADRI-DDRI	DRI
34.	Budget proposals and correspondence on financial matters.	SO-ADRI	DRI

35.	Complaints against foreign airlines.	SO-ADRI	DDRI
36.	Returns in regard to progress in the use of Hindi	SO	DDRI
37.	Miscellaneous work pertaining to O&M Office Orders/circulars etc.	SO	DDRI
38.	Parliament Questions	SO-ADRI/DDRI-DRI-DDG	DG

Note: Stroke (/) implies either of the two officer dealing with the matter.

AIS

S.NO.	SUBJECT	CHANNEL OF SUBMISSION	LEVEL OF FINAL DISPOSAL	OF
1.	Approval of AICs/Notams/AIRACs & AIP Amds.	ACO/AO/ADRI/DRI	DDG/DG	
2.	Sale and distribution of AIP India and its Amds.	ACO	ADRI	
3.	Preparation & Issue of CMC	ACO/ADRI	DRI	
4.	Submission of monthly/Quarterly returns to various Sections of Hqrs.	ACO	ADRI	
5.	Distribution of AICs/Notams & AIP Amds of foreign countries.	ACO	ADRI	
6.	Updating the AIPs of the foreign countries	----	ACO	
7.	Distribution of ICAO documents	ACO/ADRI/DRI	DG	
8.	Printing and Distribution of AIP	ACO/AO/ADRI/DRI	DG	
9.	Procurement & Sale of Aircraft Manual & Keeping its record to date.	---	ACO	
10.	Budget proposals and correspondence on financial matters.	ACO/AO/ADRI	DRI	

Library.

S.NO.	SUBJECT	CHANNEL SUBMISSION	OF	LEVEL OF FINAL DISPOSAL
1.	Procurement of books upto the cost of Rs. 500/-	Chief Libn		ADRI
2.	Procurement of books upto the cost of Rs. 2,500/-	Chief Libn/ADRI		DDRI
3.	Procurement of books upto the cost of Rs. 12,500/-	Chief Libn/ADRI		DRI
4.	Procurement of books upto the cost of Rs. 25,000/-	Chief Libn/ADRI/DRI		DDG
5.	Procurement of books upto the cost of Rs. 25,001/-	Chief Libn/ADRI/DRI/DDG		DG
6.	Subscription towards periodicals/Newspapers/Gazettes/updates etc. against advance payment.	Chief Libn/ADRI/DRI/DDA/DDG		DG
7.	Procurement of Hindi books	Chief Libn/ADRI/Selection Committee		DG
8.	Subscription towards Hindi periodicals/newspapers	Chief Libn/ADRI/Selection Committee		DG
9.	Issue of sanction for the procurement of books to Regional Offices upto Rs. 500/-	Chief Libn.		ADRI
10.	Issue of sanction for the procurement of books to Regional Offices upto Rs. 2,500/-	Chief Libn/ADRI.		DDRI
11.	Issue of sanction for the procurement of books to Regional Offices upto Rs. 12,500/-	Chief Libn/ADRI.		DRI
12.	Issue of sanction for the procurement of books to Regional Offices upto Rs. 25,000/-	Chief Libn/ADRI/DRI.		DDG
13.	Issue of sanction for the procurement of books to Regional Offices upto Rs. 25,001/-	Chief Libn/ADRI/DRI/DDG.		DG
14.	Issue of sanction to subscribe for periodicals etc. to the Regional Offices	Chief Libn/ADRI/DRI/DDG.		DG
15.	Deletion of obsolete/Mutilated books and publications	Chief Libn/ADRI/DRI/DDG		DG
16.	Write off of books and publications lost by the library/borrowers etc.	Chief Libn/ADRI/DRI/DDG		DG
17.	Miscellaneous work regarding reminders for overdue books/issues of periodicals not received, issue of orders for the procurement of books/periodicals/submission of monthly/quarterly reports etc.	Chief Libn.		Chief Libn/ADRI
18.	Passing of bills and issue of sanction to CPAO/SO C&G.	Chief Libn/ADRI		DDA

AT-II
(S.D)

S.NO.	SUBJECT	CHANNEL OF SUBMISSION	FINAL LEVEL OF DISPOSAL
1.	Submission of ICAO Air Transport Reporting Forms to ICAO Montreal, Canada.	AD/DD/Director	Director
2.	Annual Publication of "India Air Transport Statistics"	AD/DD/Director/JDG/DG	DG
3.	Supply of data to Govt. and non-Govt. organizations.	AD/DD/Director/JDG	JDG

E-II

S.NO.	SUBJECT	CHANNEL OF SUBMISSION	FINAL LEVEL OF DISPOSAL
1.	Fixation of pay on promotion	S.O./DDA	DDA
2.	NOC for issue of Passport	S.O./DDA	DDA
3.	Permission to join Educational Institute	S.O./DDA/Director (Finance & Admn.)	Director General
4.	Appointment on compassionate grounds	S.O./DDA/Director (Finance & Admn.)/ D.G.	Ministry of Civil Aviation.
5.	Forwarding of applications for higher posts / ex-cadre posts	S.O./DDA/Director (Finance & Admn.)	D.G. (for Group A posts)
6.	Leave application	S.O. / DDA	DDA
7.	Release of Notional Increments	S.O./DDA	DDA

Finance

S.NO.	SUBJECT	CHANNEL OF SUBMISSION	FINAL LEVEL OF DISPOSAL
1.	Preparation of Budget	AO/DDA/Director (F&A)/ DGCA	MCA
2.	Execution of Budget	AO/DDA/Director (F&A)/DGCA	MCA
3.	Diversion of Funds	AO/DDA/Director(F&A)	DGCA
4.	Re-appropriation of Funds	AO/DDA/Director(F&A)/ DGCA	MCA
5.	Annual Plan	AO/DDA/Director(F&A)/ DGCA	MCA
6.	Monitoring of Expenditure & Revenue	AO/DDA/Director(F&A)	DGCA/MCA
7.	Examination of Financial proposals	AO/DDA/Director(F&A)	DGCA/MCA
8.	Audit (External & Internal)	AO/DDA/Director (F&A)	MCA

AT-I

S.No.	Subject	Channel of Submission
1.	Issue of Scheduled Operators Permit in passenger/cargo categories	SO/ADAT/DDG/JDG/DG
2.	Renewal of Scheduled Operators Permit in passenger/cargo categories	SO/ADAT/DDG
3.	Issue of Non-Scheduled Operators Permit in passenger/cargo/charter categories	SO/ADAT/DDG/JDG
4.	Renewal of Non-Scheduled Operators Permit in passenger/cargo/charter categories	SO/ADAT/DDG
5.	Issue of NOC for import of aircraft by Scheduled/Non-Scheduled Operator based on the clearance from Ministry of Civil Aviation	SO/ADAT/DDG
6.	Endorsement of the aircraft on the Operator's Permit	SO/ADAT/DDG/JDG
7.	Deletion of the aircraft from the Operator's Permit	SO/ADAT/DDG
8.	Issues relating to the security clearance of the agencies seeking flight clearances – for forwarding to the Ministry of Home Affairs	SO/ADAT/DDG
9.	Issuance of flight clearances to foreign registered aircrafts operating private/non-	SO/ADAT

revenue/business flights, ITP tourist charter flights/cargo charter flights

10. Issuance of flight clearances to foreign registered aircrafts for overflying Indian air space or making a technical landing in India; SO/ADAT
11. Issuance of flight clearances to VIP flights/flights recommended by the Ministries/Department of Government of India and Ambulance flights by foreign registered aircraft as well as by Indian registered aircraft. SO/ADAT
12. Issuance of flight clearances to Indian Registered aircraft operating revenue charter flights SO/ADAT
13. Processing the cases of foreign registered aircraft staying in India for more than 14 days upto 2 months SO/ADAT/DDG/JDG/DG
14. Processing the cases of foreign registered aircraft staying in India for more than 2 months – for forwarding the application MCA SO/ADAT/DDG
15. Flight clearances in respect of cloud seeding operation and aerial survey etc SO/ADAT/DDG/JDG
16. Issue of NOC for import of aircraft by Scheduled/Non-Scheduled Operator based on the clearance from Ministry of Civil Aviation SO/ADAT/DDG

DAW(Hqrs)

Sl. No	Subject	Channel of submission	Final level of disposition
1.	Parliament Questions - Starred	SO/AWO/SAWO/DDAW/DAW/DDG/JDG	JDG/DG
2.	Parliament Questions – Un Starred	SO/AWO/SAWO/DDAW/DAW	DDG/JDG
3.	Proposals relating to amendment to the Aircraft Rules	AWO/SAWO/DDAW/DAW/DDG/DRI/JDG	DG
4.	Amendment to Civil Aviation Requirements	AWO/SAWO/DDAW/DAW/DDG/ /JDG	JDG
5.	Amendment to Airworthiness Advisory Circulars	AWO/SAWO/DDAW/DAW/DDG	DDG
6.	Forwarding of recommendation to	SO/AWO/SAWO/DDAW/DAW	DAW/DDG

7.	MCA for import of aircraft for private use Permission for employment of foreign AME Engineers/ Flight Engineers/ cabin crew	SO/AWO/SAWO/DDAW/DAW/DDG	DDG/JDG
8.	Issue of AME Licence / Flight Engineer's Licence	SO/AWO/SAWO/DDAW	DDAW/DAW
9.	Renewal of AME/FE Licences of Engineers working abroad	SO/AWO/SAWO/DDAW	DDAW/DAW
10.	Issue of Mandatory Modification in respect of aircraft/engine/ equipment	SO/AWO/SAWO/DDAW/DAW	DAW
11.	Issue of Certificate of Registration	SO/AWO/SAWO/DDAW	DDAW/DAW
12.	De-Registration/cancellation of Registration	SO/AWO/SAWO/DDAW/DAW	DDG/JDG
13.	Issue of Certificate of Airworthiness	SO/AWO/SAWO/DDAW	DDAW/DAW
14.	Approval of MEL	SO/AWO/SAWO/DDAW/DAW/FID	DAW
15.	Allotment of Registration Markings/ Mode ' S' code	SO/AWO/SAWO/DDAW	DDAW
16.	Approval of Special Operations (ETOPS/RVSM/All weather Operations/MNPS/RNAV	SO/AWO/SAWO/DDAW/DAW/FID	DAW
17.	Approval of foreign Aircraft Maintenance Organisations	SO/AWO/SAWO/DDAW/DAW	DAW/DDG
18.	Security clearance for manufacture/ registration/operation of Microlight aircraft/Balloons	SO/AWO/SAWO/DDAW/Security agencies	DDAW/DAW
19.	Security clearance for foreign Engineers for grant of approval/ validation of foreign AME Licence	SO/AWO/SAWO/DDAW/Security Agencies	DDAW/DAW
20.	Approval of training programme / courses proposed to be conducted abroad for	SO/AWO/SAWO/DDAW/DAW	DAW/DDG

21.	engineers /cabin crew Approval of AME Training Schools	Concerned Regional/ Sub- Regional office/SO/AWO/SAWO/DDAW/DAW	DAW/DDG
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E-I

Sl. No	Subject	Channel of Submission	Final Level. of disposal
1.	<u>Departmental Promotion Committee</u>		
	Group 'A' Officers	SO/DDA/DFA/JDG/DG	Ministry
	Group 'B' (Gazetted)	SO/DDA/DFA/JDG/DG	Ministry
	Group 'B' (Non-Gazetted)	SO/DDA/DFA/JDG	DG
	Group 'C'	SO/DDA/DFA	DDG
	Group 'D'	SO/DDA	DFA
2.	<u>Recruitment Rules:</u>		
	Group A	SO/DDA/DFA/DDG/JDG/DG	Ministry
	Group 'B'	SO/DDA/DFA/DDG/JDG/DG	Ministry
	Group 'C' & 'D'	SO/DDA/DFA/JDG	Ministry
3.	<u>Joint Consultative Machinery (Submission of Material)</u>	SO/DDA/DFA	DG
4.	Fixation of Pay	SO	DDA
5.	<u>Parliament matters:</u>		
	Starred Questions	SO/DDA/DFA/DG	Ministry
	Unstarred Questions/Assurances	SO/DDA/DFA/DG	Ministry
6.	<u>Appointment/Promotion/Permanency:</u>		
	Group A	SO/DDA/DFA/JDG/DG	Ministry
	Group B (Gazetted)	SO/DDA/DFA/JDG/DG	Ministry
	Group B (Non-Gazetted)	SO/DDA/DFA/JDG	DG
	Group C	SO/DDA	DFA

	Group D	SO/DDA	DFA
7.	Verification of character and antecedents	SO/DDA	DFA
8.	Seniority List	SO/DDA	DFA
9.	<u>Training /Deputation</u>		
	(a) Processing of FTA Bills	SO	DDA
	(b) Circulation of Training notices	SO/DDA	DFA
10.	<u>Administrative Matters relating to Regional Offices</u>		
	Group B (Gazetted)	SO/DDA	DFA
	Group B (Non-Gazetted)	SO/DDA	DFA
	Group C	SO/DDA	DFA
	Group D	SO/DDA	DFA
11.	<u>Posting/Transfers:</u>		
	Group A	SO/DDA/DFADDG	DG
	Group B (Gazetted)	SO/DDA/DFA	JDG
	Group B (Non-Gazetted)	SO/DDA/DFA	JDG
	Group C	SO/DDA	DFA
12.	<u>Grant of Honorarium:</u>		
	Gazetted/Non-Gazetted (upto Rs.2500/-)	SO/DDA/DFA	DG
		SO/DDA/DFA/DG	Ministry
	Gazetted/Non-Gazetted (over Rs.2500/-)	SO	DDA
	Issue of Sanctioned		
13.	<u>Creation of Posts:</u>		
	Group A	SO/DDA/DFA/JDG/DG	Ministry
	Group B	SO/DDA/DFA/JDG/DG	Ministry
	Group C & D	SO/DDA/DFA/JDG	DG

14.	<u>Permission for undertaking of employment after retirement:</u>		
	Group A	SO/DDA/DFA/DG	Ministry
	Group B (Gazetted)	SO/DDA/DFA/DG	Ministry
15.	<u>Grant of Leave</u>		
	Gazetted	SO	DDA
	Non-Gazetted	SO	SO
16.	<u>Joining Report</u>	SO	SO
17.	<u>Confirmation</u>		
	Group 'A' Officers	SO/DDA/DFA/JDG/DG	Ministry
	Group 'B' (Gazetted)	SO/DDA/DFA/JDG/DG	Ministry
	Group 'B' (Non-Gazetted)	SO/DDA/DFA	DG
	Group 'C'	SO/DDA	JDG
18.	<u>Forwarding of application:</u> (for higher posts/ex-cadre posts)		
	Group A	SO	DDA
	Group B and C	SO	DDA
19.	<u>Permission for acquiring higher Education</u>	SO/DDA/DFA	DG
20.	<u>Permission for issue of Passport</u>	SO	DDA
21.	<u>Appointment on compassionate grounds</u>	DDA/DFA/DG	Ministry
22.	<u>Confidential Rolls: (forwarding of forms)</u>		
	Group A, B, &C	SO	DDA
23.	<u>Conduct Rules:</u>		
	Group A	DDA/DFA	DG
	Others	DDA/DFA	DDG
24.	<u>VVIP/VIP reference</u>	SO/DDA/DFA/JDG/DG	Ministry

25. Court Case

SO/DDA/DFA/DDG

DG

FID

S.NO.	SUBJECT	CHANNEL OF SUBMISSION	FINAL LEVEL OF DISPOSAL
1.	Parliament Questions – Starred	SO/AD/ DD/ FOI/ CFOI	DG
2.	Parliament Questions – Unstarred	SO/AD/ DD/ FOI/ CFOI	DG
3.	Consultative Committee meetings – Brief on items	SO/AD/ DD	CFOI
4.	Policy matters relating to Amendment of Civil Aviation Requirements	AD/ DD/ FOI/ CFOI	DG
5.	Matters relating to approval of Examiners on one time basis	SO/ AD/ DD	FOI/ CFOI
6.	Matters relating to approval of Regular Check Pilot/ Instructor/ Examiner – Scheduled/ Non-Scheduled / General Aviation Operators	SO/ AD/ DD/ FOI	DG
7.	Approval of Flight Dispatcher after compliance of Civil Aviation Requirements	SO/OPS OFFICER/ FOI	CFOI
8.	Request for Oral Examination of Flight Dispatchers	SO/ OPS OFFICER	FOI/ CFOI
9.	Oral Examination for Pilots under AIC 17/ 1994.	SO/ OPS OFFICER/ FOI	CFOI/ DG
10.	Examination of Operations Manual/ Training Manual – Sched/ Non-Scheduled/ General Aviation Operators	SO/ FOI	CFOI
11.	Approval of Training Program of Flight Crew–General Aviation Operators	SO/ AD/ DD	FOI/ CFOI
12.	Approval of Training Program of Flight Crew – Non-Scheduled Operators	SO/ AD/ DD	FOI/ CFOI
13.	Approval of Training Program of Flight Crew – Scheduled Operators	SO/ AD/ DD	FOI/ CFOI
14.	Initial Approval of Simulators	SO/ FOI	CFOI/ DG
15.	Renewal of Simulators	SO/ FOI	FOI/ CFOI
16.	Approval of Standard Operating Procedures for operations to New Stations and Critical Airports surrounded by Hilly Terrain	SO/ AD/ DD	FOI/ CFOI
17.	Authorisation of Pilots for Cat II/ Cat II Operations.	SO/AD/ DD	FOI/ CFOI
18.	Examination of Operating Checklist Operators Authorisation to Cat II/ Cat III Operations	SO/ FOI	FOI/ CFOI
19.		SO/ AD/ DD/ FOI	CFOI
20.	Application under Right to Information Act	SO/ AD/ DD/ FOI/ CFOI	DG

Hindi Section

S.NO.	SUBJECT	CHANNEL OF SUBMISSION	FINAL LEVEL OF DISPOSAL
1.	Translation Work	AD(OL)	AD(OL)
2.	Implementation of Official Language Policy:		
i)	Ensuring the compliance of statutory and administrative requirements of official language policy	AD(OL) / DDA DFA / DG	DG
ii)	Nagar Vimanan Hindi Salahkar Samiti	AD(OL) / DDA DFA / DG	DG
iii)	Scheme of writing books in Hindi on Civil Aviation subjects	AD(OL) / DDA DFA / AD(OL) / DDA DFA /	DFA
iv)	Incentive scheme for promoting use of Hindi	DG / AD(OL) / DDA DFA /	DG
v)	Providing assistance to Parliamentary Committee on Official Language during its visits.	DG / AD(OL) / DDA DFA /	DG
vi)	Holding meetings of the official language Implementation Committee	DG / AD(OL) / DDA DFA /	DG
vii)	Quarterly Progress Reports on official Language policy	AD(OL) / DDA DFA /	DFA
viii)	Training in Hindi/Hindi Typing/Hindi Stenography under the Hindi Teaching Scheme		DFA
5.	Miscellaneous work relating to use of Hindi:	AD(OL) / DDA DFA / DG / AD(OL) / DDA DFA / DG /	
i)	Inspection of subordinate offices	AD(OL) / DDA DFA / DG / AD(OL) / DDA DFA /	DG
ii)	Organising workshops etc.	DG	DG
iii)	Organising Hindi fortnight		
iv)	Purchase of books and magazines for the Library etc.		DG

C&G Section

S.NO.	SUBJECT	CHANNEL OF SUBMISSION	FINAL LEVEL OF DISPOSAL
1.	Sanction of new residential telephones:		
	a) Non-entitled officers	S.O./DDA/DFA/DG	IF, MCA
	b) Entitled officers	S.O./DDA/DFA	DG
2.	Expenditure on Contingencies		
	Recurring Non-Recurring	S.O.	DDA
	Upto Rs.1000/- Rs.2000		(Declared as H/O office)
		S.O./DDA/	DFA
3.	For above		
	Maintenance of Building:		
	Ordinary repairs to Govt.Owned buildings.	S.O./DDA/DFA	DG
4.	Writing off of losses:		
	a) Irrecoverable losses of Stores for public money (Rs.10,00,000 for losses of stores not due to theft, fraud or negligence and Rs.1,00,000 for other cases). Loss of Revenue or irrecoverable loans and advances (upto Rs.50,000)	S.O./DDA/DFA/DG	IF, MCA (as per DFPR)
	b) Deficiencies and depreciation in the value of stores upto Rs.50,000	S.O./DDA/DFA	DG
5.	Disposal of obsolete surplus and unserviceable stores.	S.O./DDA/DFA	DG
6.	Printing and binding:		
	Where work is got executed through CCPS	S.O./DDA/DFA (as per competence in DFPR)	DG
7.	Local purchase of petty stationery	S.O./DDA/DFA (as per competence in DFPR)	DG

8.	Motor Vehicle (Staff Car)	S.O./DDA/DFD/DG	Secy.(E)
	a) Purchase	S.O./DDA/DFD	DG
	b) Maintenance, upkeep and repairs		
9.	Furniture and fixtures, purchases and repairs	S.O. /DDA /DFD (as per competence in DFPR)	DG
10.	Publications		
	a) Purchase of official publications	S.O./DDA/DFD	DG
	b) Non-official publications	S.O./DDA/DFD (as per competence in DFPR)	DG
11.	Freight and demurrage/Warehouse charge (subject to the conditions that Airlifting of stores can be sanctioned only in Consultation with I.F., MCA)	S.O./DDA/DFD/DG (as per competence in DFPR)	IF, MCA
12.	Repair/Maintenance of Typewriters and other machines:		
	a) Upto Rs.1000/- per annum in each case	S.O. S.O./DDA	DDA DFD
	b) Above Rs.1000/- in each case		
13.	Telephone charges	S.O./DDA/	DFD
14.	Local purchase of rubber stamps and other seals	S.O.	DDA
15.	Supply of uniforms, badges and other articles of clothing and Washing allowance	S.O./DDA/DFD	DG
16.	Expenditure on entertainments and light refreshments		
	a) Where expenditure is limited to Rs.3.50 per head	S.O./DDA S.O./DDA/DFD/DG	DFD IF,MCA
	b) Where expenditure is not limited to Rs.3.50 per head	(as per competence in DFPR)	
17.	Supply of Identity cards (Photo/Temporary):-	S.O.	DDA

	a) Casual Labourers	S.O.	DDA
	b) Temporary/Permanent Employees		
18.	Investigation of arrears:		
	a) Non-gazetted	S.O.	DDA
	b) Gazetted	S.O./DDA/ DFA	DFA
19.	Relaxation of time limit prescribed for family of Govt.servant on transfer to proceed or follow him. SR-116(b)(iii):		
	a) Group D	S.O.	DDA
	b) Group C and B	S.O./DDA	DFA
	c) Group A	S.O./DDA/DFA	DG
20.	Revised and Budget Estimates	S.O./DDA/DFA/DG	IF, MCA
21.	Re-appropriation of accounts and surrender of savings	S.O./DDA/DFA/DG	IF, MCA
22.	Action on audit paras	S.O./DDA	DFA
23.	Grant of House Building Advance	S.O./DDA/DFA	DG
24.	Reimbursement of Medical Expenses	S.O./DDA/DFA	DG
25.	Grant of Cycle/Fan/Festival Advance	S.O.	DDA
26.	Grant of Scooter/Car/Computer Advance	S.O./DDA/DFA	DG
27.	Issue of CGHS Cards	S.O.	DDA
28.	Disposal of complaints regarding cleanliness, repair of furniture etc.	Care Taker/S.O.	DDA
29.	T.A./LTC Advance and GPF Withdrawal / Advance	S.O.	DDA
30.	Reimbursement of Newspaper expenses, Conveyance and other petty contingency payments.	S.O.	DDA
31.	Payment of Pay & Allowances	S.O./DDO	DDA