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GOVERNMENT OF INDIA  
CIVIL AVIATION DEPARTMENT  
DIRECTOR GENERAL OF CIVIL AVIATION

# AIRWORTHINESS ADVISORY CIRCULAR

**Subject: Requirement of “Notice Period” by the Post Holder to the Organization employing him.**

## Introduction

DGCA issues approval to organizations for maintenance of aircraft under CAR 145 and continuing airworthiness management under CAR M. For effective functioning under the CAR 145 and M environment, it is imperative on the part of the organization to nominate suitable post holders such as accountable manager, quality manager, maintenance manager and continuing airworthiness manager, etc. These post holders are nominated by the organization and are accepted by DGCA after ensuring their suitability for the designated posts.

As the function of post holders are to facilitate any organization always to be compliant with the CAR 145 and M, therefore, it is expected that after acceptance, post holders should work with the organization for some responsible time and provide sufficient notice period before they are leaving from the organization.

## Responsibility of Post Holders

As all post holders are nominated from the persons who are occupying responsible position in the organization, therefore they must understand their importance in continuation of organization approval.

Considering the post holders are the foundation of organization approval, they must work for some reasonable time for the organization after their acceptance by DGCA. It is also essential for the post holder to intimate their employer well in advance if they desire to leave the organization and at least should give a minimum three months notice period to enable their employer to find out suitable replacement.

## **Organization responsibility**

As the post holders in any organization are nominated person, therefore, they are holding responsible position within the organization. Therefore, while nominating such person sufficient care should be taken by the organization so as to ensure their continued availability after the acceptance.

Considering the post holders have to meet certain special requirements in terms of qualification, experience and professional competence, therefore every organization should understand their importance and ensure their availability. However, if any post holder is deciding to resign or leave the organization, prompt action should be taken to find out the replacement so as to avoid any compromise in Airworthiness and Safety standard in the aircraft maintained by the organization.

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**Draft**