

CHAPTER 1

INTRODUCTION

1.1. Please throw light on the background of this Handbook (Right to Information Act, 2005).

This handbook is prepared in compliance with section 4 (1) (b) of RTI Act 2005.

1.2. Objective / purpose of this hand-book:

This handbook is meant to provide General information to the public about the organisation and functions of Air Headquarters.

1.3. Who are the intended users of this handbook? :

General public including the service personnel.

1.4. Organisation of the information in this hand-book

The information is organised under 17 chapters as provided in the Act. Since Air Headquarters comprises of six branches namely VCAS, DCAS, AOM, AOP, AOA and DG (I&S) under the CAS, the information is also organised branch wise.

1.5. Definitions (Please provide definitions of various terms used in the handbook).

The definition of various terms, abbreviations and acronyms pertaining to Air Force are placed at Appendix 'A' to this handbook.

1.6. Contact person in case some body wants to get more information on topics covered in the handbook as well as other information also.

CPIO/ CAPIO or Dte of PS

1.7. Procedure and Fee Structure for getting information not available in the handbook.

A bonafide citizen of India can seek information which has not been provided in the handbook by making an application to the Central Public Information Officer, Dte of PS, Air Headquarters (Vayu Bhawan), New Delhi-110 106. The fee structure for the same is as provided for in the RTI Act, 2005 & the Rules made thereunder.

CHAPTER 2

PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES

2.1. Objective/purpose of the public authority

(a) The Primary Objective / purpose of IAF is to defend the nation and its airspace against Air threats in coordination with Army and Navy. The secondary purpose is to assist civil power during natural calamities and internal disturbances.

(b) The objective/ purpose of Air HQ is to ensure efficient and effective functioning of the IAF as a whole.

2.2. Mission/Vision Statement of the public authority

To maintain high operational preparedness for defence of the Indian airspace

2.3. Brief history of the public authority and context of its formation

The Indian Air Force was officially established on 8 October 1932. Its first ac flight came into being on 01 Apr 1933. It possessed a strength of six RAF-trained officers and 19 Havai Sepoys or air soldiers. Over these years, no less than twenty new aircraft types and sub-types entered the IAF's service including various strike fighters, third-generation supersonic interceptors, tri-sonic reconnaissance aircraft, strategic heavy lift transports, medium tactical transports, light transport aircraft, heavy lift and medium-assault helicopters, basic trainers, surface-to-air missiles and an array of sophisticated weaponry propelling the IAF, or 'Bharatiya Vayu Sena', into one of the world's best equipped air arms.

2.4. Duties of the public authority:

Air HQ has different PSOs assisting CAS in various functions. Duties of their branches are Attached as Appendix 'B'

2.5. Main functions of the public authority

(a) The main function of Air HQ is to ensure smooth functioning of the IAF as a whole and work at a conceptual level.

(b) To achieve this objective, this HQ formulates, issues and reviews policies on various matters pertaining to the functioning of the IAF and exercises command and control through seven Command HQ viz. WAC, SWAC, CAC, EAC, SAC, TC and MC.

(c) Air HQ also interacts and liaises with Min of Defence Integrated Defence Services HQ and also other two sister services of Army & Navy.

2.6. List of services being provided by the public authority with a brief write-up on them.

Except for its primary and secondary functions as mentioned above, no services are provided to the public

2.7. Organisational Structure Diagram at various levels namely State, directorate, region, district, block etc (whichever is applicable):

Attached as Appendix 'C'.

2.8. Expectation of the public authority from the public for enhancing its effectiveness and efficiency.:

Nil

2.9. Arrangements and methods made for seeking public participation/ contribution.

Not applicable since the policies of IAF pertain to only service personnel and are not concerned with or affecting the public.

2.10. Mechanism available for monitoring the service delivery and public grievance resolution.

Not applicable since the policies of IAF pertain to only service personnel and are not concerned with or affecting the public.

2.11. Address/ Addresses of the main office and other officers at different levels.

Attached as Appendix 'D'

2.12. Working hours

The working hours of all Branches/ Directorates of Air HQ is as follows except for the Ops Room which is manned 24 Hrs a day 7 days a week:-

Morning hours of the office: 0900 to 1300 hrs & 1345 to 1730 hrs
Closing hours of the office: 1730 to 0900 hrs (Next day) &
1300-1345 hrs (Lunch break)

CHAPTER 3

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

1. Details of duties have been given in Appendix 'B' to this Hand Book.
2. Powers of CAS and other PSOs at Air HQ are given as follows:-

APPOINTMENT	POWERS	
	ADMINISTRATIVE	FINANCIAL
CAS	Command and control of IAF	As laid down by Govt of India
VCAS	Operational matters and supervision of Air Operations activities	-do-
DCAS	Planning and procurement for the IAF	-do-
AOP	Recruitment, Training & Posting of personnel	-do-
AOA	Supervision of administrative activities	-do-
AOM	Supervision of maintenance activities	-do-
DG I & S	Inspection and Flight safety activities	-do-

CHAPTER - 4

RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS, FOR DISCHARGING FUNCTIONS

Name / title	Type of the document	Brief Write-up	From where one can get
Air Force Act 1950	Act	Statute governing all personnel of Air Force	Any legal book stores.
Air Force Rules 1969	Rules	Rules and procedures for implementation of the provisions of Air Force Act 1950	Also published on IAF website - ' www.indianairforce.nic.in '
Regulations for the Air Force 1964(RE)	Regulations	Exhaustive guidelines governing various matters pertaining to IAF	AP & F S, Safdarjang, New Delhi. Also published on IAF website - ' www.indianairforce.nic.in '
Travel Regulations 1991		The entitlements for moves of the different officers and airmen have been given in Travel Regulations, 1991.	D Accts
Financial Regulations		Various instructions having financial implications issued by GoI	
Equipment Regulations (IAPs –1501,1541)		-DO-	DMA, Air HQ
Air Force Instructions	Instructions	Various instructions issued by GoI, having financial implications	Dte of Org
Air Force Orders	Orders	Orders issued by the CAS on various matters for general administration of the IAF	
Defence Procurement Manual-2005	Instruction	Procedure for capital procurement	Ministry of Defence website – ' www.mod.nic.in '
General Financial Rules, 1984	Rules	Lays down general principles for maintaining financial propriety in dealing with transactions of financial nature.	Dte of Fin P

GOI/MoD letter No. 16(8)/2001/D(Air-III) dated 16 Aug 01	Instructions	The letter provides delegation of administrative powers to Air HQ	MoD/ D Fin P/ PD Org
IAP 3904	Instructions	Detailed instructions governing various matters pertaining to IAF personnel	Dte of Int
IAP 4501		Detailed instructions on various matters pertaining to administrative matters	Dte of Org
Air HQ ASI 01/99	Instructions	Standard Operation Procedure for Operations Room	Dte of Air Staff Inspection
Technical Staff Instructions	Instructions	Instructions regarding maintenance of various systems and equipment in IAF	Dte of Maint Planning
IGSI 1/99	Instructions	Detailed instructions governing various matters pertaining to Inspection	A F Publications & Form stores Air HQ, RK Puram New Delhi
Aircraft Maint Manual	Manual	Instructions regarding maintenance of aircraft	Dte of Maint Planning
Personal Licensing	Manual	The document is published by International Civil Aviation organization (ICAO) and lay down the International Standards And Recommended Practices to be adopted by contracting states. India is one of the contracting states and we adopt these standards.	The Director General Civil Aviation (DGCA), Technical HQ, Opp Safdargung Airport, New-Delhi-110003 Tele No: 24622495 Fax: 24644764 Email: dgca[at]nic[dot]in
Aeronautical Information Circular (AIC)	Circular	Aeronautical Information Circular (AIC) on various subjects is issued by Director General Civil Aviation (DGCA). The AIC on medical deals with various criteria for evaluation specified disability / disease for considering certification.	
Civil Aviation requirement (CAR)		Civil Aviation requirement (CAR) is also issued by DGCA. The CAR on medical requirement is issued under section 7, Flight Crew Standards.	

Medical Information Circular		Medical Information Circular (MIC) is issued by DGMS (AIR) to IAF, boarding Centres carrying out medical evaluation for issue of civil pilot licence. These circulars deal with criteria for assessing various diseases/ disability in connection with medical evaluation of civil aircrew. The same criteria/ guidelines are forwarded to DGCA for issue as AIC whenever required.	
IAP 4303 (3 rd Edition)	Manual	It is the manual of Medical examinations & Medical boards of IAF.	Air Headquarters DGMS (Air)
RMS AF 1983	Regulation	Regulations for the Medical Services of the Armed Forces	West Block – VI, RK Puram New Delhi – 110 066

AFO/ AFI's	Medical Orders	<p>(i) AFO 168/74 Med Exam & Med Boards "Flt Cadets, Offrs and airmen aircrew</p> <p>(ii) AFO 20/97 Introduction med treatment entitlement certificate for ex-servicemen and their widows and families of ser personnel residing away from the head of the family</p> <p>(iii) AFO 52/98 Preservation of medical documents after non effectiveness/ other ranks</p> <p>(iv) AFO 29/88 Physical fitness rating tests, (v) AFO 10/99 Appeal medical board : Candidates enrolment in IAF</p> <p>(vi) AFO 11/99 Extension of engagement : Airmen</p> <p>(vii) AFO 33/95 Discharge of Airmen/NCs (E) on medical grounds except for cases of pulmonary TB/ Leprosy,</p> <p>(viii) AFO 266/77 Reporting of casualties in the Indian Air Force, (ix) AFO 282/74 Medical treatment and disposal of Armed Forces Personnel and their families suffering from Pulmonary TB/Leprosy,</p> <p>(x) AFO 112/77 Discharge of Airmen on medical grounds,</p> <p>(xi) AFO 102/98 Payment procedure for re- imbursement of medical treatment taken in civil/private hospitals by officers, airmen and their families,</p> <p>(xii) AFO 9/2004 Procedure for appeal medical board candidates for enrolment in IAF</p>	<p>Tele No: 23010231 Extn: 7807</p>
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CHAPTER 5

PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF

Formulation of Policy

5.1. Whether there is any provision to seek consultation/ participation of public or its representatives for formulation of policies? If there is, please provide details of such policy in following format.

Not applicable since the policies of IAF pertain to only service personnel subject to AF Act, 1950 and are not concerned with general public.

Implementation of Policy

5.2. Whether there is any provision to seek consultation/ participation of public or its representatives for implementation of policies? If there is, please provide details of provisions in following format.

Not applicable since the policies of IAF pertain to only service personnel subject to AF Act, 1950 and are not concerned with general public.

CHAPTER 6

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL

All directorates of Air HQ maintain Files for the subject matter handled by them. For every subject, a policy file, a general correspondence file and separate files for individual cases are maintained. This is in addition to the info provided under Chapter four of this Hand Book.

Sr. No	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by /under control of
1	Files	Policy, Correspondence and Individual Cases	<p>1. A citizen can request for the specific info/ document required by him under Section 6 of the RTI Act by an application made on plain paper addressed to CPIO/ CAPIO, Air HQ (VB).</p> <p>2. Rs 10/- should be paid alongwith application, by way of DD/Banker's Cheque(not personal cheque)/Indian Postal Order payable to 'Air Force Public Funds Account, Air HQ(VB)' or Cash against receipt from Accounts Section of any Air Force Station.</p> <p>3. He should also write his correspondence details along with telephone number, if any, so that he can be contacted for payment of additional fees and providing the info without delay.</p>	Concerned Directorate

CHAPTER 7

A STATEMENT OF BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSTITUTED AS ITS PART

No board/ council / committee has been formed as part of Air HQ
whcih pertains to general public.

CHAPTER 8

THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS

(The following information is subject to change without prior notice due to service necessities)

DESIGNATION	NAME	ADDRESS	PHONE/ FAX/ EMAIL
Assistant Public Information Officers	(a) Sqn Ldr RA Kumar	CAPIO Room No.160 Dte of PS, Air HQ(VB), Rafi Marg, New Delhi-106	Office: 011-23010231 Extn 6160 Home: 011-23386499 Extn 319 Fax: 011-23017605 Email: Not Available
	(b) Flt Lt V Chopra	CAPIO AFRO, Subroto Park, New Delhi -10	Office: 011-25697505 Fax : 011-25696359 Email: afro[at]vsnl[dot]net
	(C) Wg Cdr M Mujeeb	CAPIO 412 AF Stn, Race Course Road, New Delhi -03	Office: 011-23010231 Extn: 7603 Email: Not Available
	(d) Wg Cdr PJP Singh Waraich	CAPIO AFCAO, Subroto Park, New Delhi -10	Office: 011-25697551 Extn: 7535 Fax : 011-25696366 Email: Not Available
Public Information Officer			
Public Information Officer	Wg Cdr T Sajan	CPIO Room No.160 Dte of PS, Air HQ(VB), Rafi Marg, New Delhi-11	Office: 011-23010231 Extn 7160 Home: 011-24502702 Fax :011-23017605 Email: Not Available
Department Apellate Authority:			
Air Officer-in- charge Administration (AOA)	Air Marshal JN Burma, AVSM, VSM	AOA Air HQ(VB), Rafi Marg, New Delhi-11	Office: 011-23012934, 23010231 Extn 7134 Home: 011-24616980 Fax : 011-24616980 Email: aoa1134[at]yahoo[dot]com

CHAPTER 9

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

9.1. What is the procedure followed to take a decision for various matters?

(a) In all matters, notes are put up on file in the following chain of hierarchy depending on the organizational set up for decision.

Dy Directors/ Jt Directors à Director/ PD à ACAS à Concerned PSO*.

(b) In policy matters, the decision of CAS would be obtained through PSO. In certain cases concurrence of MoD is also obtained.

9.2. What are the documented procedures/ laid down procedures/ Defined Criteria /Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves?

Same as in para 9.1

9.3. What are the arrangements to communicate the decision to the public?

Wherever applicable, letter(s) communicating the decision would be sent directly to the concerned persons by concerned officers.

9.4. Who are the officers at various levels whose opinions are sought for the process of decision making?

Same as in para 9.1

9.5. Who is the final authority that vetts the decision?

(a) In policy matters: CAS

(b) In other matters: Concerned PSO

9.6. Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.

As mentioned above

Contact information of above mentioned officers

As given in Directory

If not satisfied by the decision, where and how to appeal.

Not Applicable

CHAPTER 10

DIRECTORY OF OFFICERS AND EMPLOYEE

Air HQ being a sensitive Organisation, the details of Officers and other employees employed at this HQ are considered to be sensitive information which if falls in the hands of anti-national elements may jeopardize the security of the nation. Therefore the directory of officers and employees are not published in this handbook in the interest of the security of the nation. However, relevant details can be made available to a genuine citizen of India with bonafide interest on a case to case basis in accordance with the RTI Act, 2005.

CHAPTER 11

THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN REGULATIONS

Air Force Central Accounts Office (AFCAO) maintains the records pertaining to monthly remunerations of all employees of IAF. The records are variable, huge and sensitive in nature. Therefore it will not be feasible to catalogue and index such individual records of pay and allowances. However, any information requested by public in any particular case can be provided by AFCAO as per records.

CHAPTER 12

THE BUDGET ALLOCATED TO EACH AGENCY (PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENT MADE)

For Public Authorities responsible for developmental, construction,
technical works

1. Not applicable since no developmental, construction, technical works concerning public are undertaken by IAF.
2. However, information related to infrastructure development and technical works pertaining to the IAF, can be provided on a request submitted under RTI Act, subject to the provisions of Section 8 of the Act.

CHAPTER - 13

THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES

Not Applicable since no subsidy programmes are undertaken in IAF.

CHAPTER -14

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATION GRANTED BY IT

Not applicable since there are no concessions, permits or authorizations granted to the public by IAF.

CHAPTER 15

NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

Highest possible norms and standards are set for execution. However, Restricted and S & C classified information on the types and nature and specifics of projects cannot be provided. However, the unclassified information is available on MoD website.

CHAPTER 16

INFORMATION AVAILABLE IN AN ELECTRONIC FORM

1. All rules and Regulations governing administration of airforce viz, Air Force Act, 1950, Air Force Rules, 1969, Regulations for the Air Force, 1964 (Revised) and all current policy letters/ AFOs/ and IAPs are available in electronic form with concerned Directorates as well as on the IAF website: 'www.iaf.nic.in'.
2. Some of the information related to records and other documents pertaining to various files are also available in electronic form with concerned Directorates.
3. Old records/ documents are made available in electronic form by scanning or reproducing certified true copies of the relevant document, as and when need arises.

CHAPTER 17

PARTICULARS OF THE FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

1. Facility is available as mandated by RTI Act 2005. Citizens can approach CPIO/ CAPIO for information under the provisions of the RTI Act and the same shall be made available within the specified time frame. Particulars of the CPIO/ CAPIO of Air HQ are given below.

- (a) Public Information Officer: Wg Cdr T Sajan
- | | | |
|---------------|---------------|-------------------------|
| Phone No. | Office | 011-23010231 E xtn 7160 |
| | Fax | 011-23017605 |
| Designation | CPIO | |
| Email Address | Not Available | |
- (b) Assistant Public Information Officer: Sqn Ldr RA Kumar
- | | | |
|---------------|---------------|------------------------|
| Phone No. | Office | 011-23010231 Extn 6160 |
| | Fax | 011-23017605 |
| Designation | CAPIO | |
| Email Address | Not Available | |

(The above information is subject to change without prior notice due to service necessities)

2. These are also published on the IAF website: 'www.indianairforce.nic.in'

CHAPTER 18

OTHER USEFUL INFORMATION

18.1. Frequently Asked Questions and their Answers by Public:

Nil

18.2. Related to seeking Information

- Application form (a copy of filled application form for reference) :

No Standard Application forms are available. Applications can be made on plain papers addressed to CPIO/ CAPIO.

- Fee :

(a) Rs 10/- should be paid alongwith application, by way of DD/Banker's Cheque(not personal cheque)/Indian Postal Order payable to 'Air Force Public Funds Account, Air HQ(VB)' or Cash against receipt from Accounts Section of any Air Force Station.

(b) Additional fees for providing the required information shall be charged as per Right to Information (Regulation of fee and cost) Rules, 2005 which are as follows:-

- (i) Rs.2/= per page(A4/A3 size paper) created or copied
- (ii) Actual charge/ cost price for larger size papers actual cost/price for models/ samples
- (iv) For inspection of records: No fee for the first hour. Rs.5/- for each 15 minutes (or fractions) thereafter.
- (v) Rs. 50 per Diskette/ Floppy.
- (vi) In case of publications/ books, the actual cost of such publication/ book.

- How to write a precise information request. Few Tips :

A citizen is expected to specify the details of exact information / document required by him. He should not generalize. He should also write his correspondence details alongwith telephone number if any so that he can be contacted for payment of fees and providing the information without delay.

- Right of the Citizen in case of denial of information and procedure to appeal

In case of denial of information or if the applicant is not satisfied with the information provided by CPIO, he/she may submit an appeal, within 30

days from the date of receipt of the reply from CPIO, to the first Appellate Authority the details of whom are provided below:-

Air Officer-in-charge Administration (AOA)
Air HQ (VB), Rafi Marg,
New Delhi – 110106

Phone No.	Office	011-23012934, 23010231 Extn 7134
	Res	011-23018379
	Fax	011-23012934

Email: aoa1134[at]yahoo[dot]com

18.3. With relation to training imparted to public by Public Authority:

NOT APPLICABLE

18.4. With relation to Certificate, No objection certificate etc issued by the Public authority not included in Manual - 13:

NOT APPLICABLE

18.5. With relation to registration process:

NOT APPLICABLE

18.6. With relation to collection of tax by Public Authority ((Municipal Corporation, Trade Tax, Entertainment Tax etc):

NOT APPLICABLE

18.7. With relation to issuing new connection electricity / water supply, temporary and permanent disconnection etc. (This will be applicable to local bodies like Municipal Corporation/ Municipalities / UPCL):

NOT APPLICABLE

18.8. Details of any other public services provided by the Public Authority:

NOT APPLICABLE

GLOSSARY OF TERMS

ABBREVIATION	FULL FORM	ABBREVIATION	FULL FORM
RANKS			
OFFICERS		AIRMEN	
Air Chief Mshl	Air Chief Marshal	HFL	Honorary Flight Lieutenant
Air Mshl	Air Marshal	HFO	Honorary Flying Officer
AVM	Air Vice Marshal	MWO	Master Warrant Officer
Air Cmde	Air Commodore	WO	Warrant Officer
Gp Capt	Group Captain	JWO	Junior Warrant Officer
Wg Cdr	Wing Commander	Sgt	Sergeant
Sqn Ldr	Squadron Leader	Cpl	Corporal
Flt Lt	Flight Lieutenant	LAC	Leading Aircraftsman
Fg Offr	Flying Officer	AC	Aircraftsman
APPOINTMENTS			
CAS	Chief of the Air Staff	JAG (Air)	Judge Advocate General (Air Force)
VCAS	Vice Chief of the Air Staff	SA	Scientific Advisor
DCAS	Deputy Chief of the Air Staff	DPS	Director/ Directorate of Personal Services
AOM	Air Officer-in-Charge Maintenance	DPA	Director/ Dte of Personnel Airmen
AOA	Air Officer-in-Charge Administration	JDPS	Joint Director Personal Services
AOP	Air Officer-in-Charge Personal	DDPS	Deputy Director Personal Services
DG I&S	Dir General Inspection & Safety	CPIO	Central Public Information Officer
DGMS(Air)	Dir General of Medical Services (Air Force)	CAPIO	Central Assistant Public Information Officer
AOL	Air Officer in charge Logistics	SO	Staff Officer/ Section Officer
ACAS	Assistant Chief of Air Staff	CAFSO	Chief Air Formation Signals Officer
PD	Principal Director	DPP&R	Director/Dte of Pay Pension & Regulations

ABBREVIATION	FULL FORM	ABBREVIATION	FULL FORM
MISCELLANEOUS			
AD	Air Defence	GL	Ground Electronics
ADGES	Air Defense Ground Environment System	GOVT	Government
ADV	Advisor/ Advance	GP	Group
AF NPF	Air Force Non-Public Fund	GWM	Guided Weapon Maintenance
AFGIS	Air Force Group Insurance Scheme	Hony	Honourary
AFSEC	Air Force Standing Establishment Committee	IACCS	Integrated Air Command & Control System
AIR HQ	Air Headquarters	IAF	Indian Air Force
AMS	Avionics Modifications & Simulators	IAFBA	Indian Air Force Benevolent Association
ASE	Armament Safety & Equipment	IDC	International Defence Cooperatiion
ASI	Air Staff Inspection	IEW	Information & Electronic Warfare
ASR	Air Staff Requirements	IFA	Integrated Financial Advisor
ATS	Air Traffic Services	IM	Inventory Management
AWACS	Airborne Warning And Control System	IMMOLS	Integrated Maintenance Management On Line System
Clk GD	Clerk General Duties	INSP	Inspection
DAI	Directorate of Adm Inspection	INT	Intelligence
DEV	Development	IT	Information Technology
DICOST	Directorate of Concept Studies	IT & N	Information Technology & Networking
DPP	Directorate of Personnel Planning	Jt PLG	Joint Planning
DTE	Directorate	MA	Maintenance Administratiion
ECHS	Ex-Servicemen Contributory Health Scheme	MET	Meteorology
EDN	Education	MI	Maintenance Inspection
ENG	Engineering	MIS	Management Information System
ES	Engineering Support	MP	Maintenance Planning
EW	Electronic Warfare	OFF	Offensive
FS	Flight Safety	FIN P	Financial Planning
GC	Global Coordinator		

ABBREVIATION	FULL FORM	ABBREVIATION	FULL FORM
P A&C	Personnel Airmen & Civilians		
PO	Personnel Officers		
PROC	Procurement		
PROJ	Projects		
PUB	Publication		
QAS	Quality Assurance		
RTC	Russian Translation Cell		
RTI	Right to Information		
SIGS	Signals		
SYS	Systems		
T&H	Transport & Helicopters		
TECH	Technical		
TETTRA	Technical Type Training		
Ops/ OPS	Operations		
TRG	Training		
VE	Value Engineering		
WAC	Western Air Command		
SWAC	South Western Air Command		
CAC	Central Air Command		
EAC	Eastern Air Command		
SAC	Southern Air Command		
TC	Training Command		
MC	Maintenance Command		

Appendix 'B'
 (Refers to Para 2.4, Chapter 2
 Of Hand Book for Air HQ)

DUTIES

VCAS BRANCH

DTE OF INT

ACAS (Int)

1. Exercises functional control over all the officers of the Dte.
2. Security clearance for visit of foreigners to units, Ests and HQs in conformity with existing rules.
3. In exercising the powers related to Security Clearance, wherever financial implications are there, Integrated Finance, that is, Defence (Fin) is required to be consulted.
4. All matters related to disciplinary aspects and routine administrative issues of the personnel of the Dte are looked after through the Directors of the Dte.

OPS ROOM

DIR OPS ROOM

Director Ops Room functions directly under ACAS (Ops) and responsible to him for the formulation and complementation of policies pertaining to the function of Ops Room.

D OPS (IEW)

PD Ops (IEW)

Responsible to ACAS(Ops) for policy formulation, planning and control of EW & IW activities of the Air force. He is to lay down policies, issue instructions and draw up plans to achieve optimum preparedness and utilisation of EW & IW resources, during peace and war. He is to periodically review policies, instructions and plans and issue necessary amendments wherever necessary. He is responsible for evaluation and operations related to tactical ESM, ECM, ECCM and SIGINT.

D IT & N

PD (IT & N)

1. Responsible for laying down policies and standards on IT and Networking in the IAF.
2. Planning IT security and encryption requirements of the IAF.
3. Preparing the IT vision document for the IAF.
4. Represent the IAF at inter-service and corporate IT forums.

5. Preparing IT and Networking budgetary Plan.
6. Prioritising IT and Networking projects.
7. Oversee SDC on CAN implementation.
8. IT training policy/ creation and positioning of IT trained cadre in consultation with 'P' staff.

DTE OF OPS ATS

D Op (ATS)

1. Higher level interaction with Civil Aviation Departments on all matters relating to ATC aspects.
2. Policy framing and implementation of ATS related issues in coordination with DGCA, AAI, MoCA.
3. Co-ordination with concerned PDs for follow up of ATS radars, Arrestor Barriers, CFTs, MRSs, Air Field Lighting , V/UHF DF, Airfield Tape recorders and automated ATC systems.
4. Interaction with Dte of Personnel officers and Personnel Airmen with a view to optimize utilization of ATS personnel.
5. Training and development of IAF ATC officers abroad.

DTE OF SIGS (AIR)

PD Sigs (Air)

Responsible for formulation of policy and planning with efficient operation of telecommunication and electronic systems in the IAF.

D Sigs (Air/Tropo)

Responsible to PD Sigs (Air) in assisting his duties connected with the efficient operation and planning of ADGES Communication Systems, Satcom, IMMOLS, IACCS, communication & Aero star communication in the IAF.

D Sigs (Air/Tels)

Responsible to PD Sigs (Air) to assist him in his duties connected with the effective operation and planning of all L/L, DCN, INCP, Cipher, encryption and EMI/EMC aspects communication systems in the IAF. Interact with CAFSO Br/AFCC for upkeep of Air HQs Communication network.

D Sigs (Air/Com)

Responsible to PD Sigs (Air) to assist him in his duties connected with planning in respect of Radio Communication System and navigational systems for field units. In addition, procurement of EMI/EMC eqpt, Ground nav and Commn aids, regulating of Ground Commn assets in consultation with user Dtes.

D Sigs (Air/C&C/Adm)

Responsible to PD Sigs(Air) for operational planning and efficient administration of Cipher Organisation in the IAF. He also works as Admin & Coord Officer for smooth and efficient working of the Dte and deal with Camp Comdt for providing admin support to the PD Sigs (Air)

DICOSTDICOST

1. Analyse latest campaigns and new technological developments around the world and make recommendations for their applicability in the IAF.
2. Analyse intelligence reports related to potential adversaries and make suitable recommendations for countering the emerging threats.
3. Maintain close liaison with strategic institutes in India and abroad.
4. Make recommendations to Op Directorates for changes in operational doctrines including Op Training philosophy for the IAF.
5. Interact with similar organisations of Army, Navy and HQ IDS for coordination of Joint Ops strategies.
6. Obtain feedback from Op Directorates on efficacy and implementation of validated concepts.

Space Applications

1. To co-ordinate space related activities of the IAF with other services and space related agencies.
2. To study and assimilate the rapid development in space technology and disseminate the relevant information to operational users for consideration in their operational plans.
3. To study the development of space based warfare by not so friendly countries and evolve counter-measures.
4. To monitor and co-ordinate the R & D work in military space applications, undertaken by defence and civil agencies.
5. To stay abreast of latest developments in Space Technology, both in the world as well as in India.
6. To examine and promote the utilisation of space for search and rescue purposes and study feasibility of utilising existing satellites (such as Navstar, Galileo Constellations or indigenous satellites) for navigational purposes.
7. To develop space related training programme for incorporation in IAF.
8. To propose policy of utilisation of satellites for strategic communication, air defence, surveillance and reconnaissance, ELINT, search & rescue, exchange of data etc.

9. To coordinate the requirement of three services in space and prepare joint plans for optimum utilisation of available space resources.
10. To carry out a survey of the available infrastructure and potential for development of satellite systems for military applications.
11. To make enquiries and acquire equipment both within India and from sources abroad to carry out the tasks assigned to it.
12. To liaise with DOS so that DOS plans are in consonance with the services requirements.

Air War Strategy Cell

1. Initiate research, studies and seminars on present and futuristic operational concepts.
 2. To study and assimilate rapid development in air power & air war strategies and disseminate the relevant information to operational users for consideration in their operational plans.
 3. Maintain close liaison with strategic institutes in India and abroad to obtain inputs on the factors affecting air war strategy.
 4. Make recommendations to Op Directorates for changes in operational doctrines for effective and efficient utilisation of air power.
 5. Interact with similar organisations of other services including HQ IDS for coordination of Joint Ops strategies.
 6. To develop and validate concepts in air war strategies.
-

DCAS BRANCH

Dte of IACCS

PD IACCS

1. To exercise active control over project planning and execution teams and working groups.
2. Involvement in discussions, consultations and lab demonstrations connected with all development activities.

Dte of IT

Dir IT

1. DIT will perform the following tasks:
 - (a) To examine all requirements for automation of all possible activities in the Air Force with the aim of improving operational efficiency, developing knowledge-based systems, decision support systems and planning for optimum, economic and efficient utilization of manpower and equipment resources.
 - (b) Exercising control on the functioning of all Computer Centres at Air HQ and Commands.
 - (c) Evolution and implementation of policy pertaining to all facets of IT and its derivative fields.
 - (d) Selecting hardware, software, ancillary equipments and obtaining Government approval for the same.
 - (e) Allocating priorities for automation within the Air Force.
 - (f) Planning and implementing IT security measures in the IAF.
 - (g) Liaising with other services, concerned Departments in the Ministry of Defence, Ministry of Information Technology, Ministry of Communication and representing Air Force requirements at various forum.
 - (h) Maintaining close co-operation with companies in civil to reap maximum benefit for Air Force through upgradation/updation of latest technology available in the market.
 - (j) Co-ordinating the communication requirements by effective implementation of networking, etc for faster and secure data transfer amongst the automated systems.
 - (k) Setting up and maintenance of Air HQ network
 - (l) Facilitate Network maintenance and data disaster recovery/management for the Air Force.
 - (m) Requisition and all types of budget for IT for the IAF
2. He is responsible to ACAS (IT) in carrying out his day-to-day duties. His duties include:-

- (a) Evolving a long range integrated IT plan with periodic milestones to be achieved for effective utilization of information technology at all levels of service hierarchy.
- (b) Examining requirements for automation of all possible activities in the Air Force.
- (c) Allocation priorities for automation within the Air Force.
- (d) Planning, coordinating, directing and procurement of IT systems in the IAF.
- (e) Evolution and implementation of policy pertaining to all facets of information technology and its derivative fields.
- (f) Selecting hardware, software and ancillary equipment.
- (g) Planning and implementing computer networks for seamless and secure information flow in the IAF.
- (h) Exercising control on the functioning of all IT Centres.
- (j) Planning and coordinating IT training in the IAF.

DASR

PDASR

1. PDASR is responsible for acquisition of all new aircraft, weapon systems and other aviation related systems and major upgrades on them in the following manner:-

- (a) Identification of need for a new acquisition in consultation with user Directorates.
- (b) Formulation of ASRs/ORs in consultation with the user Directorates.
- (c) Liaison with MoD for formal/in-principle acceptance of the requirement.
- (d) Liaison with R&D agencies and Industry to ascertain if the requirement can be met indigenously.
 - (i) Indigenous Acquisition
 - (aa) Formulation of Air Staff Targets (ASTs).
 - (ab) Issue of ASTs to the Development Agency for a detailed feasibility study.
 - (ac) Formulation of Air Staff Requirements (ASRs) based on the feasibility study vis-à-vis ASTs.
 - (ad) Liaison with MoD for formal sanction of the project.
 - (ae) Monitoring of the indigenous development to ensure ASR compliance in respect of the projects being handled by Dte of ASR.
 - (ii) Acquisition from Abroad
 - (aa) Formulation of ASRs/ORs.

(ab) Liaison with AAs/MAs/NAs abroad to identify suitable products and sources of supply.

(iii) Upgrade Projects

(aa) Formulation of ASRs.

(ab) Liaison with DPSUs/DRDO and AAs/DAs abroad for identification of the prime contractor for undertaking the upgrade project.

(ac) Identification of equipment and finalization of upgrade architecture.

(ad) Liaison and follow up with MoD for final sanction of the project.

(iv) He will decide relative importance of various attributes/factors and on this basis, feasible alternatives will be evaluated qualitatively and quantitatively through decision matrix.

(v) He will closely monitor progress of SOCs and CCS notes submitted to MoD and apprise ACAS (Plans) on delays of any and hold-ups in the acquisition plan and suggest suitable measures.

(vi) He will monitor the progress of technical evaluation being conducted for various projects of the BUY or MAKE route.

(vii) He will liaise with MoD to hold PNC and monitor the payments to the vendors as per the terms and conditions of a contract.

(viii) He will oversee that the contracts are finalized in an efficient and time-bound manner.

Dte of AWACS

Dir AWACS

1. To coordinate and plan all procurement activities.
2. To held technical discussions with the vendors.
3. To process the projects with MoD.
4. To liaise with Indian Defence and public sector undertaking such as DRDO, BEL, HAL, ECIL etc.

D Projects

PD Projects

1. He is responsible to the ACAS (Plans) for smooth functioning of Dte of Projects. He is to oversee and monitor the following projects: -

- (a) Su-30 Programme.
- (b) MiG-27 Upgrade programme.
- (c) Nav WASS Jaguar Upgrade Programme.
- (d) Autopilot & LDP integration on DARIN-I.
- (e) ELTA FCR integration on Jaguar Maritime version.

- (f) Bison Programme – Initial contracts and new acquisition.
 - (g) Induction of Hawk AJT aircraft.
 - (h) Induction of Prithvi missile.
2. He is also responsible for smooth functioning of ASTE and to ensure proper conduct of flight trials by ASTE.
 3. He is to monitor the progress on various ongoing projects of DRDO and other Govt of India organisations.
 4. He is to monitor cash outgoes of various projects (ongoing schemes and AAP schemes) on monthly basis.
 5. He is to submit briefs on various projects and their current status to ACAS (Plans) / DCAS / CAS for Def Minister, Prime Minister and for Parliamentary issues on as & when required.

Dte of Plans

P D Plans

1. Re-equipment Plans and UEs in respect of all types of aircraft in current use.
 2. Issue of Policy on :-
 - (a) Composition of Force for Defence Plans (IAF).
 - (b) Formation, role and task of Air Force Units.
 - (c) War Reserve on aircraft, weapons and ammunition in consultation with other Dtes.
 3. Key Location Plans.
 4. Perspective Plan / Five Year Plan / Annual Plan / Budgeting for Capital Expenditure.
 5. Monitoring progress of Plans.
 6. Issue / Revision of Policy Pages of units.
- Liaise with MoD on Defence Procurement Procedures and provide single point of contact at Air HQ for Defence Procurement Board proceedings at MoD.

D F I N P

ACAS (Fin P) :

1. Framing and review of Air Force Budget.
2. Allotment of funds, control and monitoring of locally/centrally controlled Heads and charged Air Force expenditure.
3. Formulation of policy with regard to requirement of funds under Locally Controlled Heads in consultation with specialist Dtes at Air HQs and Command HQs.
4. Computation, control & monitoring of Budget for foreign travel.
5. Examination and review of costing policies of PSUs involving Air Force & offer recommendations.

6. Give necessary inputs in the formulation of Air Force Plans.
 7. Financial examination of Air Force Plans & monitoring the outgo.
 8. Computation of Foreign Exchange requirements, its working and utilization.
 9. Development and analysis of cost data in Sqns, training establishments and BRDs in selected areas for various purposes.
 10. Co-ordination and handling of draft audit paras, Parliamentary Committee reports and Parliament Questions.
 11. Provide briefs to DCAS in connection with meetings of the Board of Directors of HAL on financial matters.
 12. Rendition of Financial advice on all matters referred by MoD, Army HQ, Naval HQ and other Branch/Dtes of Air HQ/Commands.
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AOM BRANCHACAS Engineering 'A'

1. ACAS Eng 'A' functions directly under the AOM and is responsible to him for administrative and functional control of the Directorates concerned with maintenance of weapon system of erstwhile USSR origin, both combat and transport aircraft and support equipment. The duties and responsibilities of ACAS Eng 'A' will cover the following: -

(a) Maintenance Responsibilities.

(i) He will control all aspects of maintenance i.e. servicing, repair, overhaul, reconditioning, storage, issue/disposal of equipment to ensure high percentage serviceability with optimum efficiency of all combat aircraft, transport aircraft, helicopters, their support equipment, aircraft specialist vehicles of erstwhile USSR origin and their indigenous substitutes.

(ii) He is responsible for formulation of proposals for life extension of weapon systems and equipment, their approval and execution. He will formulate plans for indigenous development of spares and support equipment for weapon systems of Russian origin and execution of these plans in a time- bound manner by concerned Directors/Project Officers.

(iii) He will ensure that contingency plans for the Dtes placed under him are kept updated in line with the contingency plans of the Maintenance Branch.

(iv) He will ensure that correct budgeting and strict budgetary control of the funds allocated to the Directorates under him.

(b) Specialist Advisory functions.

(i) He is responsible for rendering specialist advice to Ops Staff on optimum utilisation of abovementioned aircraft.

(ii) He will render specialist advice to Plans Branch on introduction of new weapon systems in Service belonging to erstwhile USSR origin.

(c) Liaison Duties.

(i) He will ensure necessary dialogue with HAL, Air India/Indian Airlines, DRDO, D Aero, DTD&P(Air) and DGCA in connection with Maintenance of concerned weapon systems.

(ii) He will ensure necessary coordination with other ACAS of Maintenance Branch to achieve objectives and will ensure necessary coordination with MoD and other Government Departments.

ACAS (Engineering 'B')

1. ACAS (Eng 'B') functions directly under the AOM and is responsible to him for administrative and functional control of the directorates concerned with maintenance of weapon system of other than erstwhile USSR (CIS) origin, including combat and transport aircraft/helicopters and support equipment. Duties and responsibilities of ACAS (Eng 'B') will cover the following: -

(a) Maintenance Responsibilities

(i) He will control all aspects of maintenance i.e. servicing, repair, overhaul, reconditioning, storage, issue/disposal of equipment to ensure high percentage serviceability with optimum efficiency of all combat aircraft, transport aircraft, helicopters, their support equipment, aircraft specialist vehicles of other than erstwhile USSR (CIS) origin and their indigenous substitutes.

(ii) He is responsible for formulation of proposals for life extension of weapon systems and equipment, their approval and execution. He will formulate plans for indigenous development of spares and support equipment for weapon systems of non CIS origin and execution of these plans in a time bound manner by concerned directors/project officers.

(iii) He will ensure contingency plans for the Dtes placed under him are kept updated in line with the contingency plans of the Maintenance Branch.

(iv) He will ensure that correct budgeting and strict budgetary control of the funds allocated to the directorates under him.

(b) Specialist Advisory Functions

(i) He is responsible for rendering specialist advice to Ops Staff on optimum utilisation of above mentioned aircraft.

(ii) He will render specialist advice to Plans Branch on introduction of new weapon systems in Service belonging to non-CIS origin.

(c) Liaison Duties

(i) He will ensure necessary dialogue with HAL, Air India/Indian Airlines, DRDO, D Aero, DTD&P (Air) OEM and DGCA in connection with maintenance of concerned weapon systems.

(ii) He will ensure necessary co-ordination with other ACsAS of Maintenance Branch to achieve objectives and will ensure necessary co-ordination with MOD and other Government Departments.

AOL

1. AOL functions directly under the AOM and is responsible to him for the following: -

- (a) Monitor serviceability of the fleet and major systems.
- (b) To assess causes for sub-optimal availability of aircraft and other major equipment and communicate the same to concerned Engineering branch for remedial measures.
- (c) Provisioning of spares and other GHE/TTGE, its efficient despatch and replenishment of Cat 'D's.
- (d) Provide sound database to Commanders and decision makers from which to deduce how well a weapon system is performing, how cost effective it is and what actions would be necessary to make the inventory optimal.
- (e) Provide database to financial specialist on cost of inventory, cost of operations and cost of upkeep. Based on these data, overall costing of the system and its effectiveness would be assured.
- (f) To workout the phase-out plan, optimal way to rundown the inventory and avoid piling up of unwanted spares and support equipment towards the end of the life of Weapon/System.
- (g) Decide on economical quantity for provisioning, transportation, storage and distribution method.
- (h) Monitor consumption pattern and advise concerned Engineering Directorate accordingly.
- (j) To bring to the notice, life cycle performance of spares and rotables, based on which remedial measures can be initiated by the engineering branch.
- (k) Evolve strategies for lowest possible inventory holding.
- (l) Ensure faster deliveries and quicker availability.
- (m) Prevent piling up of non-moving stores and effective disposal of such stores, if any.
- (n) To formulate policies and procedures for procurements/contracts and undertake all procurements ensuring utmost economy.

ACAS (Maintenance Plans)

1. ACAS(MP) functions directly under the AOM and is responsible to him for formulation of long term policies in respect of all maintenance activities of aircraft

aero-engines and support equipment and formulation of policy on the mode of induction of new aircraft and ground support equipment in the Air Force. The duties and responsibilities of ACAS (MP) will cover the following:-

(a) Maintenance Responsibilities.

(i) To evaluate the new maintenance practices developed on the basis of modern management techniques for introduction of the same in the Air Force.

(ii) Formulation of policy and procedure for monitoring and improving the reliability and maintainability of aircraft aero-engines, rotables and ground support equipment.

(iii) Formulation of policy on long term maintenance plans for third and fourth line servicing of aircraft, aero-engines, rotables and ground support equipment.

(iv) Formulate policies on preparation of publications and maintenance documents and control issue and revision of AFOs on Technical Administration, TSI Vol I Leaflets and promulgation of TSIs, SIs, STIs and modification through routine order Pt-III.

(v) Formulate policies on indigenisation for upgradation of items required to be indigenised for all type of fighter/transport aircraft, helicopters, weapons and ground radars. Identifying spares equipment and technology for indigenisation.

(vi) Responsible for Technical human resource development and their management.

(b) Liaison Duties.

(i) Liaise with other ACsAS of Maintenance Branch and obtain their advice in formulating maintenance plans.

(ii) Processing various study reports rendered by system evaluation teams and various other agencies and consulting teams.

(iii) To liaise laterally with Army and Navy for identifying commonality of requirement and also exchange mutually beneficial information.

(iv) Liaise with CII and other suppliers to give boost to Indigenisation activities.

(v) To liaise with Dte of Standardisation and DRDO labs and exchange information on indigenisation.

(vi) To explore the feasibility of third country substitution for technology/items which cannot be developed economically in near future.

(vii) Liaise with MOD and other Govt agencies to expedite on going cases.

(c) Specialist Advisory Functions.

(i) Formulating policies and advising ACAS (Trg), ACAS (PO) and ACAS (PA&C) on tech training and career planning of all technical personnel by reviewing the training pattern and syllabi for initial training and advance courses to keep pace with the advancing technology.

(ii) Advise DPP on technical organisation and establishment, strength and manning of technical personnel of all units.

(iii) Advise ACAS (Wks) on technical accommodation in respect of 1st and 2nd line servicing.

(iv) To render advise on review of re-group plan of AE officers of AOM's Branch.

(d) Other Responsibilities.

(i) Lay down guide lines for establishment of TETTRAs/ TTCUs and MCFs and constantly monitor & guide them for their efficient running.

(ii) Translation of technical publications and provide interpretation facilities whenever required.

(iii) Exercise functional and administrative control over CSDO through DMP.

(iv) Printing of Air Publications (IAP/ IAPTs)/ classified reports/Manuals.

(v) To exercise functional control over AP&FS through JD Indg.

(vi) Information on short term and long term indigenisation plan.

(vii) Assess available indigenisation infrastructure for accelerating this process at identified agencies.

(viii) Monitor production and post production quality tests and also field trials.

(ix) Identify and recommend areas in BRDs where augmentation/improvement of existing infrastructure would acquire greater benefit for indigenisation.

AOP BRANCH

ACAS (PO)

1. The ACAS (PO) is responsible for the following:-
 - (a) Induction of Officers.
 - (b) Placement and proposals for officers of the rank of Gp Capt and Air Cmde and subsequent issue of postings.
 - (c) Approving postings of officers of the rank of Wg Cdrs (COs).
 - (d) Courses within India and abroad.
 - (e) Promotion-Actg/Substantive of all officers upto the rank of Air Cmde.
 - (f) Career Planning of officers.
 - (g) Formulation of all policies pertaining to this directorate.
 - (h) Deputation of officers within India and abroad.
 - (j) Pre-mature and normal retirement of all officers – SOPs – Time frames.
 - (k) Re-employment of officers in the IAF.
 - (l) Budgetary control of funds for TD and other moves.
 - (m) Custody of Dossiers of all retired and serving officers upto the rank of Air Cmde. (CR Dossiers of officers of the rank of Gp Capt and Air Cmde and all officers on the posted strength of PO Dte are held in the personal custody of ACAS(PO).
 - (n) Control of publicity grant, IAF.
 - (o) Functional control of AFSBs.
 - (p) Proper manning of all formations of IAF.
 - (q) Conduct of promotion boards 1, 2 & 3.
 - (r) Review of all ACRs of officers upto the rank of Wg Cdrs

PDPO

1. Assist ACAS (PO) in the formulation of all policies pertaining to Dte of PO.
2. Career planning of officers up to the rank of Wg Cdr.
3. Planning courses for officers of all branches up to the rank of Wg Cdr.
4. Over-see the functions of DPO-1, DPO-3 and JDPO-5
5. Preparing panels for all deputations upto the rank of Wg Cdr.
6. Approving postings of Wg Cdr's of all branches.
7. Assist ACAS (PO) in disposal of all appeals/ ROGs of officers up to the rank of Wg Cdr.
8. Peruse ACRs of all Wg Cdrs.

9. Monitor manning level in the Air Force and assist ACAS(PO) in making recommendations for manpower planning in this regard :-

- (a) Inter-act with Dte of Plans for Cadre review.
- (b) Inter-act with Dte of Trg for induction in all branches.
- (c) Inter-act with Ops, Trg and Maint branches for maintaining optimum manning levels in Operational Training Units.

Dte of Personnel Planning

Dir PP

1. Director of Personnel Planning is responsible for proper functioning of the Dte and his duties are as follows: -

- (a) To review Air Force cadre and manpower ceiling.
- (b) To review all establishments of Air Force units/formations.
- (c) To plan and forecast the induction of officers.
- (d) To obtain sanction for establishments of new raisings.
- (e) To plan, forecast, create and control IAF Auxilliary and Reserve Force and to deal with all other matters connected with the same.
- (f) To deal with all matters connected with policy, planning and processing of honours and awards.

ACAS (PA&C)

1. ACAS (PA&C) is responsible for overall supervision and efficient functioning of :

- (a) Directorate of Personnel Airmen
- (b) Directorate of Personnel Civilians
- (c) Air Force Record Office
- (d) Central Airmen Selection Board

2. He is ex-officio member of UPSC board for selection of AF Civilian Officers.

DPA

1. Laying down policy and ensuring its implementation in respect of airmen and NCs (E) on the following aspect: -

- (a) Recruitment
- (b) Terms and conditions of Engagement
- (c) Discharge and Release
- (d) Manning of Units

- (e) Tenure of duty
- (f) Postings and deputations of airmen abroad.
- (g) Career progression of airmen
- (h) Honorary Commissions/rank of airmen
- (j) Commissioning (Branch Commissions)
- (k) Revision of Trade Structure
- (l) Re-employment of retired/superannuated airmen
- (m) Service and family pension
- (n) Planning augmentation of manpower and its allocation during hostilities/immense of hostilities in liaison with various Command Headquarters.
- (o) Dealing with court cases filed by Airmen/NCs(E) where Govt/Air HQs is one of the respondents. (Pertaining to recruitment, discharges, promotions, pension only)
- (p) Calculation and release of vacancies for recruitment of NCs(E).
- (q) To monitor the functioning of :
 - (i) Air Force Record Office
 - (ii) Central Airmen Selection Board and all Airmen Selection Centres.

PDPC

1. Principal Director Personnel Civilian is head of PC Directorate and is responsible for:-
 - (a) General policy on civilian administration in the Air Force.
 - (b) Implementation of the Government policy in regard to recruitment, grant of quasi-permanency, confirmation, promotion, postings, retrenchment, maintenance of service records, rendition and maintenance of confidential reports extension of service, retirements, pension/gratuity, GP Fund, medical attendance etc.
 - (c) All matters relating to joint consultative machinery, trade unions, labour laws and other allied matters.
 - (d) Providing answers to Parliament Questions pertaining to Air Force and AFHQ civilians posted on the strength of Air Headquarters.
2. Acts as the delegate PRESCRIBED AUTHORITY FOR THE purpose of Rule 18 of CCS (Conduct) Rules 1964 in respect of Class III and IV civilians employed in Air HQ and units directly under Air HQ.
3. Acts as the delegate Competent Disciplinary Authority/appointing authority in respect of Class III unit civilians serving at Air HQ. He also looks after all compassionate appointments.

4. Acts as the delegate authority for sanctions of various types of payments under Travel Regulations in respect of all categories of civilians personnel serving in Air HQ and units directly under Air HQ.
5. Acts as the delegate authority for regularization of time barred claims of civilians personnel serving in Air HQ.
6. Monitors progress of all court cases filed all over India in various courts by Air Force Civilians and monitors progress of implementation of court judgments.
7. Is the Chairman of various Class III DPCs constituted in Air HQ to consider confirmation, promotion, removal from probation and review at the age of 55 years in respect of unit civilian personnel.
8. Represent Air HQ on various DPCs of AFHQ Cadre Staff.

ACAS (Training)

1. Advise AOP on ab-initio training matters & in-service courses at TIs and TEs under Training Command.
2. Formulation of all training policy and introduction of changes in training patterns commensurate with operational needs.
3. Review of KLP of training units.
4. Member of Joint Training Committee.
5. Member of Ministry of Defence psychological Research Panel.
6. Liaise with Army and Navy on training matters of mutual interest.
7. Advise the AOP in regard to training courses abroad and civil institutions in India.
8. Advise the AOP in regard to training of foreign nationals Defence personnel in India and control training of foreigners in India at IAF training establishments.
9. Keeping up-to-date information about the training policies/procedure being followed by other countries.
10. Advise AOP on training at NDC, DSSC, IAT, CDM, CAW and NDA.
11. Issue of training directives.
12. Liaise with Min of Def on matters relating to training.
13. Liaise with DGNCC on matters relating to training in Air NCC units.

14. Formulate policy relating to suspensions/reflighting of trainees in our training institutions.
15. Approval of syllabi and scales of training equipment.
16. Control and supervision of all foreign courses of IAF personnel under aid programme.
17. Member of USI Executive Council.
18. Member of Advisory Council of Technical Training Institutes.
19. Member of Indira Gandhi Udaan Academy.
20. Control and allotment of ATG funds and POP grant to Commands and Units directly under Air HQs.

PD Trg (F)

1. Advise ACAS(Trg) on all matters of policy concerning IAF, ab-initio aircrew training. Training of foreigners in India and training of AF Personnel abroad for ab-initio flying trg.
2. Liaise with concerned Directorates on policy matters concerning the continuity of aircrew training in IAF.
3. Liaise with Directorate of Intelligence/Air Advisers abroad in matters relating to foreign trainees being trained in IAF.
4. Implementation of aircrew training policy.
5. Formulate and evolve future flying training pattern in training commands in consultation with VCAS Branch. Identify and project resource requirements for the same.
6. Continuously study the quality of flying training imparted at FTE (including FIS). Analyse holistically the training of F(P) and F(N) branch in Training Command.
7. Liaison with Army, Naval and Coast Guard Headquarters for the training of IAF personnel at their institutions and vice versa and on all other inter-service training matters.
8. Sponsor cases to the Government on Aircrew training matters.
9. Oversee Air Staff Courses at DSSC and courses conducted at CAW.
10. Control and supervision of all foreign courses for IAF personnel under aid programme.
11. Control and supervision of foreigners' training in India.

12. Liaison with Ministries of Defence, Finance and External Affairs to the extent delegated by ACAS(Trg).

13 Liaison with appropriate agencies regarding matters related to CAW, CDM & NDA.

Dir Education

1. Implementation of policy on all in-service training and services in IAF.
 2. Implementation of policy on all in-service career examinations in respect of officers and airmen.
 3. Formulation of policy and maintenance of trade standards in IAF.
 4. All aspect of Branch Commissioning Examinations.
 5. Hindi Translation work of the Air HQ.
 6. Organisation and provisioning of education facilities of wards of IAF personnel.
 7. Implementation of General Education scheme in IAF.
 8. Administration of Air HQ Reference and Technical Library and Utilization/distribution of TG/LMG.
 9. Implementation of policy on staff duties.
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AOA BRANCH

DGMS (AIR)

1. He keeps the DGAFMS informed of all general policy decisions and directions issued by the Chief of Air Staff; in as far as they affect the medical services of the Air force, the planning of hospitals, laboratories and other medical units and developments in preventive medicine and research.
2. He consults DGAFMS in respect of posting of all officers of medical, dental and nursing services of the rank of Gp Capt and above.
3. He is responsible to the CAS through the AOA for the following:-
 - (a) Overall medical policy of the IAF in peace and war.
 - (b) For arranging posting, promotion, training and career planning of all medical and dental personnel.
 - (c) Provisioning of medical stores for all medical units and medical sections of non-medical units in the Air force and formulating policy for its economic and judicious use.
 - (d) Suitable recommendations regarding medical establishment, work services, budget planning and formulating policy thereof.
 - (e) Periodical allocation of beds to Air Force Hospitals and Station Medicare Centers and to ensure adequate specialist cover to the IAF personnel.
 - (f) Formulating policy regarding medical examinations and Medical boards and categorization of all Air Force personnel.
 - (g) Laying down guidelines, promotion and watching progress of Aero-medical research activities with the aim of improving flight safety.
 - (h) Provisioning of efficient aero medical cover to flying personnel.
4. He is adviser to the Director General Civil Aviation on all medical matters pertaining to Civil Aviation and Civil Aircrew. He is the approving authority for all civil aircrew medical boards and act as President for Appeal Medical boards preferred by civil aircrew.
5. He is responsible for rendering advice to Pension Sanctioning authority in respect of IAF personnel.
6. He is member of the Medical Services Advisory Committee. He keeps the CAS and AOA informed of all-important decisions/discussions taken place in the MSAC.
7. He is responsible for implementation of the decisions of MSAC after their approval by the COSC.
8. He acts as member of the Selection Boards for grant of commissions and promotions of Medical, Dental and MNS officers as per the constitution of the selection boards approved by the Government.
9. He is the Chairman of the Air Force Research Advisory panel of the Armed Forces Medical Research Committee.

10. He liaises with the Director General Health Services Govt. of India, DGMS (Army), DGMS(Navy) and the Scientific Adviser to the Ministry of Defence on matters relating to health and treatment of Air Force Personnel, research and training.
11. He exercises the under mentioned Financial Powers:
 - (a) Full powers of AOA in respect of emergent medical treatment to service personnel and their families afforded treatment in Government/ Private hospitals as a life saving measures.
 - (b) Rs. 50,000.00 in respect of purchase of medical stores, Rs. 4,00,000.00 in consultation with IFA
12. He is responsible for:
 - (a) Air evacuation of casualties from forward areas to hospital in rear.
 - (b) Tender advice regarding clothing, equipment and rations of Air Force personnel.
 - (c) Formulating policy and issue of directives on prevention and control of diseases amongst Air force personnel.
 - (d) Rendering of reports and returns to CAS, DGAFMS and Ministry of Defence.
 - (e) Efficient functioning of the Directorate of Medical services.
 - (f) Periodic visits to Medical and Non –medical units as considered necessary.

D AFW

1. The Directorate of Air Force Works will be the nodal agency responsible for the planning, processing, sanctioning and execution of Works Services for the Indian Air Force. The terms 'Works Services' as used in Air Force means activities relating to 'Works', 'Quartering', 'Land' and other related subjects. This Directorate aims at providing infrastructural support in terms of Works Services to the future shape of the Indian Air Force. The main motive of the Directorate is to bring about qualitative change in the existing infrastructure of Married and OTM Accommodations and also to cater for operational preparedness needs. The role of the Directorate can be briefly defined as under :-

- (a) The Dte of AF Works is responsible for issue policy on:-
 - (i) Works procedure.
 - (ii) Allotment of accommodation.
 - (iii) Hiring/requisitioning and acquisition of land
 - (iv) Camouflage of airfields and buildings
 - (v) Airfield lighting
 - (vi) Preparation/Standardisation of scales and specifications of installations/accommodation for operational, technical, administrative, training, storage and domestic requirements.
 - (vii) Scales/design of furniture.

- (viii) Quarters and rents
 - (ix) Air Conditioning and refrigeration.
 - (x) External Services like water supply, electricity, fencing and sewage etc.
 - (xi) Grass cutting contracts.
- (b) For planning, processing, sanctioning and execution of Works Services for the Air Force.
- (c) For preparation of Annual Capital Works Plan and 5 year/10 year Roll on Plans for the Air Force in consultation with different Commands/Group and Air/Maint Staff at Air Headquarters.
- (d) For exercising overall control over the preparation of Air Force Budget and Budget Estimates relating to works services..
- (e) For control of expenditure of the funds provided in the Air Force Budget.
- (f) For liaison with E-in-C's Branch, DGDE, CPWD, DGCA and CAO Ministry of Defence and also its counterparts in the Army and Navy.
- (g) Representing Air Headquarters on Inter Services Accommodation Advisory Committee and
- (h) Representing the Air Headquarters on Joint Admin Planning Committee.

DPS

1. Director Personal Services is responsible to AOA for advising on Welfare and personal matters of the Officers, Airmen and Non-Combatant (Enrolled) of IAF as well as ex-service men. He deals with the following subjects: -

(a) Personal Matters

- (i) Marriage IAF Personnel-Policy and individual cases of Plural Marriages/Marriages with foreign nationals.
- (ii) Debts by Air Force Personal-Policy and individual cases.
- (iii) Living out permission to Air Force personnel, under their own arrangement without any financial aspect, Policy and individual cases.
- (iv) Grant of Maintenance allowance to wives and children of Air Force personnel-Policy and individual cases.

(b) Property and Estates

- (i) Property returns by Air Force personnel-Policy and individual cases.
- (ii) Disposal of Estates of deceased Air Force personnel.

(iii) Wills-Policy and procedure.

(c) Welfare Matters:

- (i) Welfare- Policy and individual cases.
- (ii) Liaison with Directorate General of Resettlement, Kendriya Sainik Boards, Air Force Association and Air Force Wives Welfare Association on welfare matters.
- (iii) Matters pertaining to Welfare Funds administered by Kendriya Sainik Board and National Defence Funds.
- (iv) Electoral Rolls : Policy, procedure and liaison with civil and sister services.
- (v) ACES grant and Air Force Reserve Fund.
- (vi) Concessions by State Govts/Cash Award to Gallantry Award winners.
- (vii) Acceptance and retention of gifts by Air Force personnel in their individual capacity.
- (viii) Recommending financial assistance to the needy ex-IAF personnel from AF NPFs.
- (ix) Resettlement/Rehabilitation of Ex-Servicemen and war widows.

JAG (Air)

1. In terms of Section 4(xi) of the Air Force Act, 1950, JAG (Air) is 'Chief Legal Advisor' to the CAS to advise on matters relating to Air Force Law and to perform such other duties of a legal character as may arise in connection therewith.

2. He is responsible to advice the CAS, PSOs and Directors at Air HQ on various Legal and other related issues; liaise with the JAGs of Army and Navy on matters of Armed Forces Laws; inter-act and advise the MoD officials on the referred issues ; advice on the pre and post-trial confirmation petitions ; issuance of JAG directives; control and guidance of the CJAs ; Legal training of AF personnel; and ensure central monitoring of all civil suits against the Air Force.

DPP&R

1. PP&R-1. This Section deals with policy matters on pay & allowances, terms & conditions of service, field service concessions and fixation of pay on re-employment. It also takes up cases with Government for grant of fresh concessions and allowances to its personnel based on the recommendations received from Commands/Units.

2. PP&R-2. This Section is responsible for timely grant of pensionary awards to the officers proceeding on retirement from service on superannuation/PR. It also deals with pension cases of Officers removed/ dismissed/compulsorily retired etc. Cases of officers who were permitted to proceed on PR on permanent absorption to Public Sector Undertakings and allowed to commute 100% of their pension and have now become due to restoration of 43% of their pension, are also being looked after by this section. PP&R-2 is also responsible for redressal of grievances of pensioners. Additionally, the Section has now been entrusted the job of liaising with the Central Orgn (ECHS) Delhi Cantt for issue of the ECHS Smart Card to the Air Force Officers and their families.

3. PP&R-3(i). The Section is responsible for grant of pensionary awards to the NOKs of married officers who die while in service. It includes Ex-gratia, Death-Cum-Retirement Gratuity (DCRG) and Liberalised/Special/ Ordinary Family Pension to widows. It also deals with pension policy, family pension to handicapped children, pension grievances, Parliament Questions etc.

4. PP&R-3(ii). The Section is responsible for grant of pensionary awards i.e. Ex-gratia, death gratuity and dependent pension/ordinary family pension to parents of unmarried AF Officers who die while in service. It also deals with cases for grant of disability pension to those retired with disability attributable to Service, invalid pension/gratuity to those medically boarded out of service, War Injury Awards, ex-gratia/disability awards to cadets/NOKs, redressal of grievances of pensioners/NOKs etc.

5. PP&R-4. This Section deals with matters relating to Travel Regulations like TA/ DA, LTC, move of personnel, baggage entitlement, transfer grant, etc. are dealt by this section. It also deals with policy regarding grant of advance for purchase of conveyance/PC. It takes up fresh proposals with Government through Army HQ for various concessions to Air Force personnel within the ambit of TR.

6. PP&R-5. This Section deals with payment of compensation to civilians/NOKs who get injured/die or whose property is damaged due to flying accidents. Rates of pay & allowances and terms & conditions of officers proceeding on deputation in Indian and abroad are also dealt by this section. It also deals with policy regarding DSOP/AFPP Fund Rules.

7. PP&R (Coord). This section is responsible for all co-ordination work and general administration of the Dte besides its establishment. It serves as a Registry for receipt and dispatch of dak for the entire Dte. It is responsible for collating the information required to answering Parliament Questions, periodic reports & returns conference points etc.

8. Legal Cell. This cell was initially entrusted the task of monitoring all cases pertaining to anomalies in the award of Vth CPC, filed by service personnel in various courts all over the country. Subsequently, the other cases pertaining to pay, pension & other NE benefits and compensation due to flying accidents have also been assigned to this Cell for effective monitoring and pleadings whenever required.

D OrgD Org (Adm).

1. He is responsible for policies on the following:-
 - (a) Unit Run canteens.
 - (b) Domestic Fire services.
 - (c) External Conservancy services.
 - (d) Catering and Messes.
 - (e) Rations.
 - (f) Org Instructions and Org Memos.

D Org (Cer).

1. He is responsible for policies on the following:-
 - (a) Policies regarding national, inter-services and Air Force ceremonial functions and supervision of the ceremonies like Republic day, Independence Day, Martyrs Day, Vijay Diwas, Investiture at Rashtrapati Bhawan.
 - (b) Provision of Inter-service and Air Force Guard of Honour to VVIPs/VIPs.
 - (c) Homage Ceremonies at Amar Jawan Jyothi.
 - (d) Air House Receptions.
 - (e) Policies regarding Air Force Museums.
 - (f) AF Band.

D Org (P&F).

1. He is responsible for the following:-
 - (a) All matters regarding printing of IAF Standard and non-Standard Forms.
 - (b) Procurement of specialized office equipment.
 - (c) Sanctions under delegated financial powers for procurement of stationery and consumables.
 - (d) All matters relating to printing of AFOs.
 - (e) Functional control of Air Force Forms & Stationery Depot.

Camp Comdt.

1. He is responsible for the following:-
 - (a) House keeping of building and assets of Air HQ Vayu Bhawan & RK Puram.
 - (b) Works services at Air HQ buildings.
 - (c) Provision of stationery and office contingency items for Air HQ.

DG I & S BRANCH

DASI

1. To inspect and report on Command HQs ,Advance HQs, and TACs.
2. To inspect and report on Op preparedness,and efficacy of support services, of the following types of units
 - (i) Wings/FBSUs.
 - (ii) Fighter , transport Helicopter and UAV Sqn/Units.
 - (iii) ADDCs, ADCCs,GCI, EW/limited GCI units, MOFs and MLCs.
 - (iv) ATS and GW units
3. To inspect and report on : -
 - (i) AD College and electronic school.
 - (ii) Training establishment of GW
 - (iii) Flying Trg Establishments.
 - (d) To implement cat scheme for GW, ATS and C&R personnel.
 - (e) Post –MR technical inspection of missiles

DAI

1. To inspect and report on functioning of units which have predominantly administrative role.
2. To inspect and report on Op preparedness, and efficacy of support services, of the following types of units
 - (i) AFSBs/ASCs/CASB.
 - (ii) Provost & Security Units.
 - (iii) AF Hospitals.
 - (iv) AFRO & AFCAO, AFAC.
 - (v) AF Stn New Delhi,Belgaum, Tambram.
3. To inspect and report on matters mentioned at 2 above

DADM I

1. To inspect and report on functioning of units which have predominantly administrative role.
2. To inspect and report on Op preparedness, and efficacy of support services, of the following types of units
 - (i) AFSBs/ASCs/CASB.

- (ii) Provost & Security Units.
- (iii) AF Hospitals.
- (iv) AFRO & AFCAO, AFAC.
- (v) AF Stn New Delhi, Belgaum, Tambram.

DFS

1. To lay down the procedures for reporting and investigation of all accident/incident or hazards in relation to flying.
2. Creation and maintenance of flight safety network in the IAF to carry out preventive works at all levels.
3. Building up a database from the reported accidents/incidents for scientific analysis for the purpose of selecting preventive action.
4. Creation of safety awareness amongst all Air Force personnel and their families.
5. To closely monitor the progress of all Court of Inquiry and to ensure their timely finalisation.
6. To prepare briefs for PSOs, MoD, PM and any other relevant questions raised in Parliament.
7. To liaise, coordinate and correspond with Government of India, Civil involving accidents/incidents investigation and remedial measures for prevention.
8. Follow up on operational problem, OHR, honors and awards, good shows, fly past, flying clothing, airfield related matters, medical/psychological aspects of flight safety implementations of anti bird strike measures, FOD, BHCT, and vegetation clearance.

D M I

1. To inspect and assess the performance of all the Equipment Depots, Bases Repair Depots, TETTRAs, Technical Training Institutions and all Tropo communication Units.
2. To inspect and report on Maintenance/Op preparedness, and efficacy of support services, of the following types of units:-
 - (i) BRDs, EDs, ASPs, MCUs.
 - (ii) ADGES Communication units.
 - (iii) Technical Training Institutes.
 - (iv) REBs and GEBs
 - (v) CSDO and its detachments
 - (vi) TETTRAs/MCFs/AFLEs
 - (vii) R &SUs & RMUs

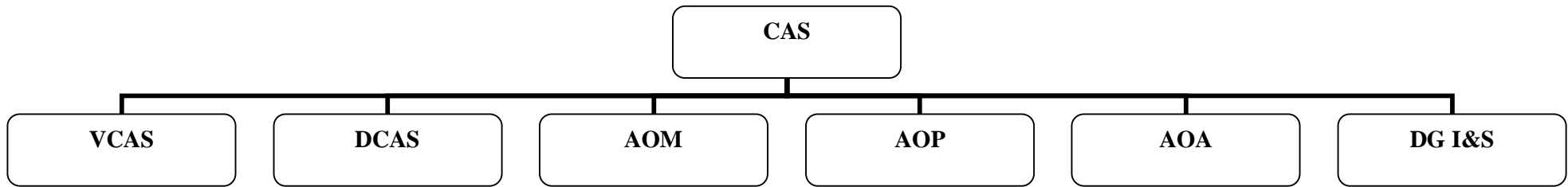
- (viii) 6 Wg, 402 AF Stn & 410 AF Stn
 - (ix) Quality Control of weapon systems
 - (x) Any other units as directed by the DG(I&S) / ACAS(II)
3. To inspect and report on the functioning of designated units and their capability to achieve assigned task.
 4. To inspect and assess BRDs/EDs/Tropo units which are short listed by HQ MC/Ops Commands for the best BRD/ED/Tropo unit trophy.

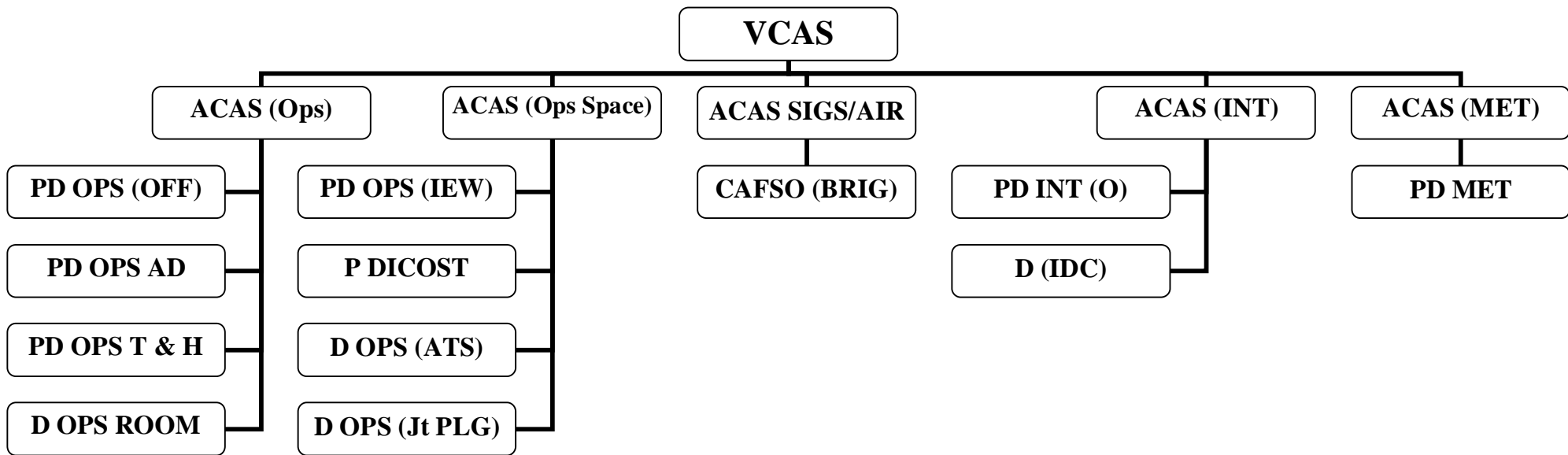
DQA

1. To inspect and report on quality assurance of clothing and kitting items of Air Warriors for conformance of laid down specifications.
2. To inspect and report on quality of flying clothing jointly with DGAQA, being the user.
3. To carry out survey and assessment of vendors to check infrastructure and core competency for registration to establish a vendor base.

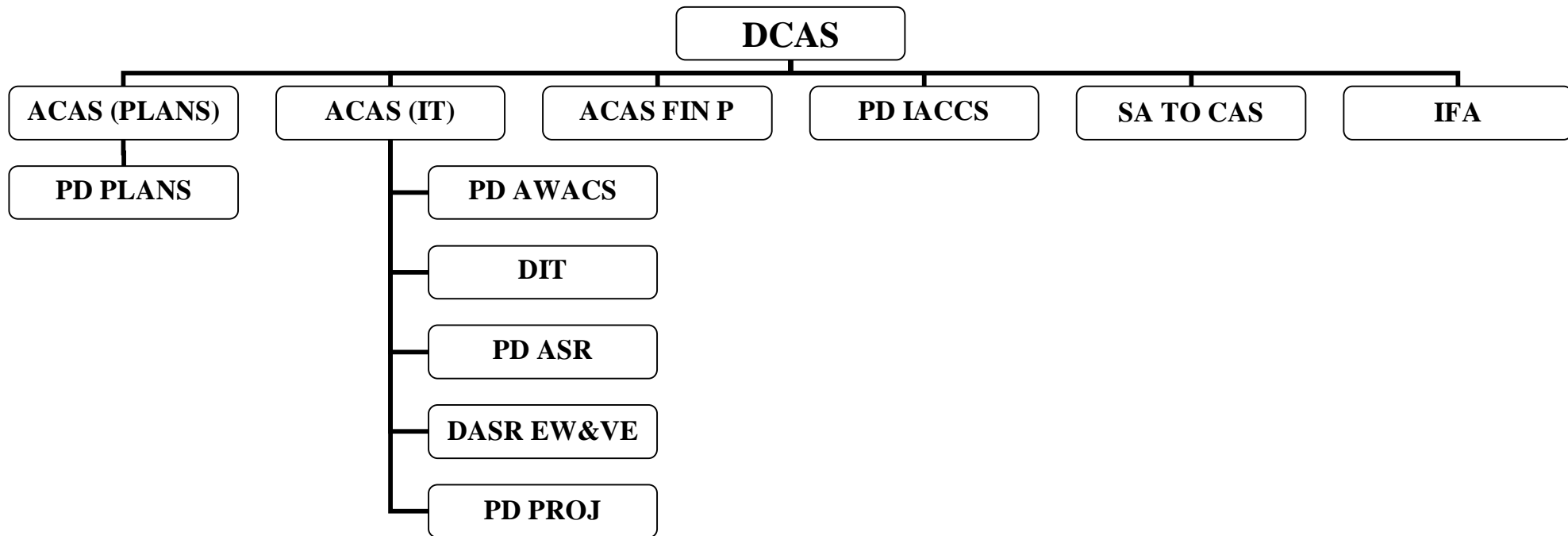
Appendix 'C'
(Refers to Para 2.7, Chapter 2
Of Hand Book for Air HQ)

ORGANISATION CHART: AIR HQ

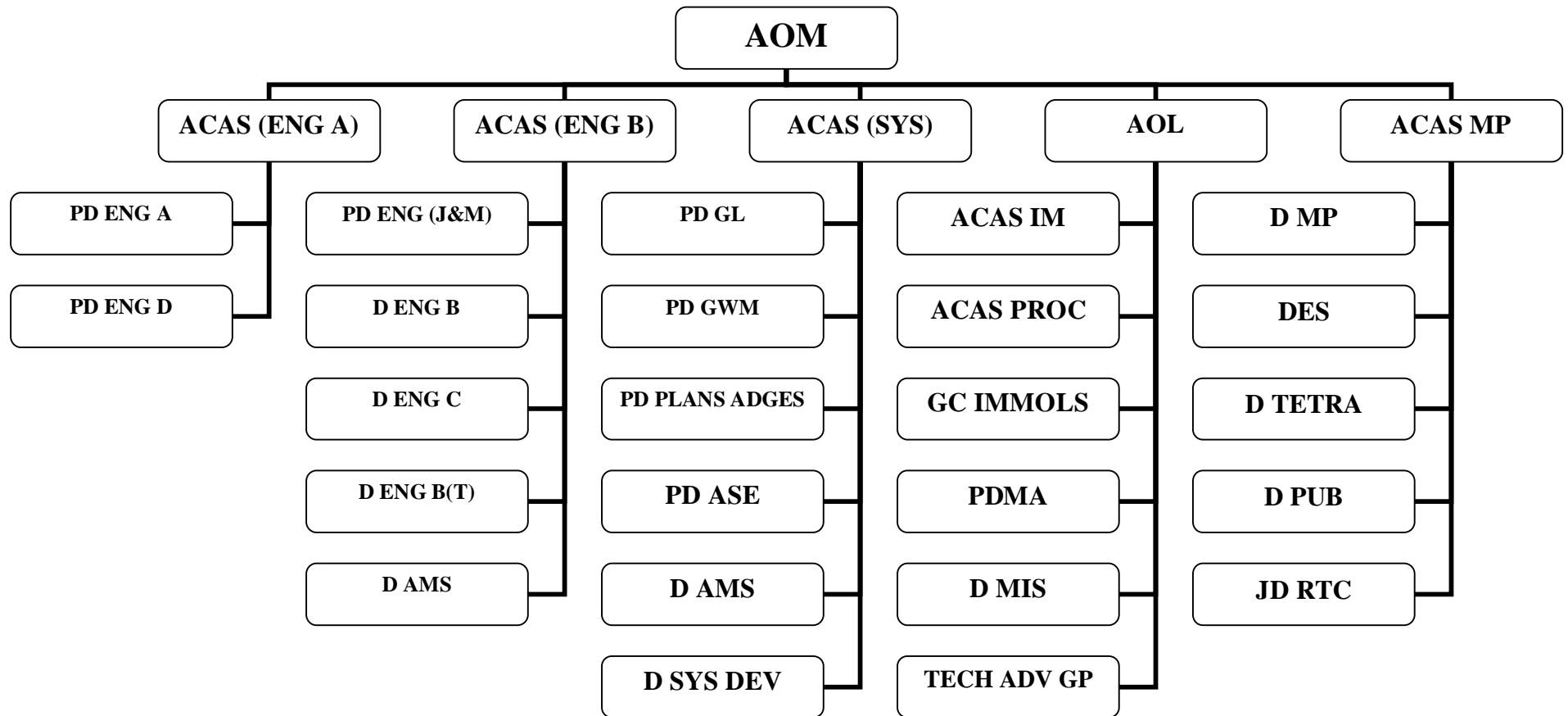


ORGANISATION CHART: VCAS BRANCH

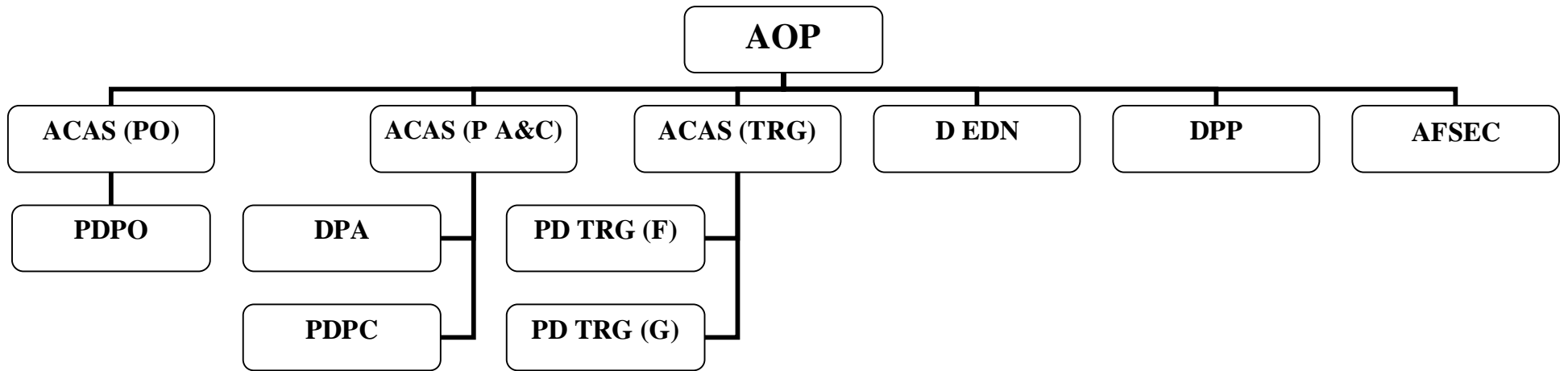
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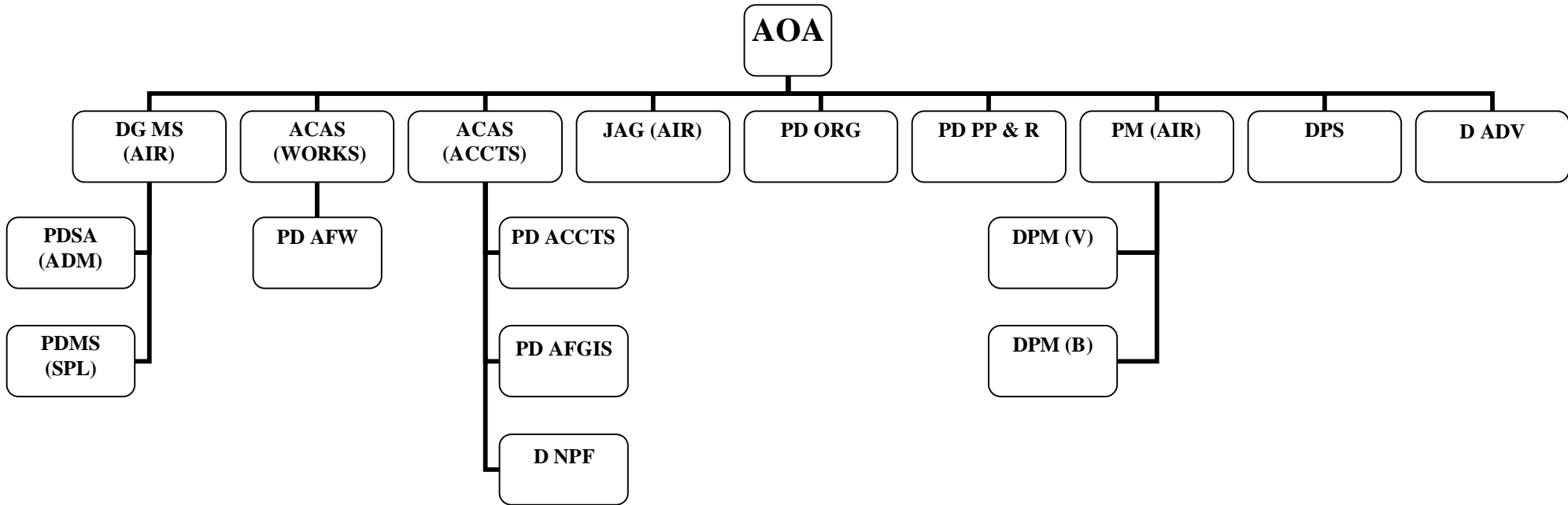
ORGANISATION CHART: AOM BRANCH



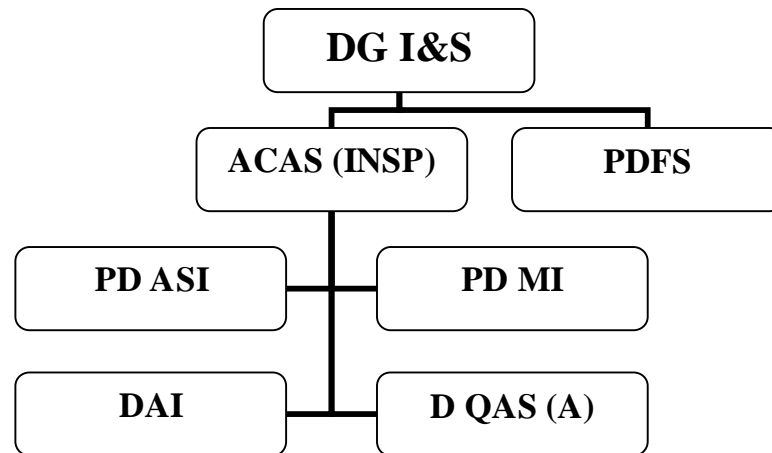
ORGANISATION CHART: AOP BRANCH



ORGANISATION CHART: AOA BRANCH



ORGANISATION CHART: DG I&S BRANCH



Appendix 'D'
(Refers to Para 2.11, Chapter 2
Of Hand Book for Air HQ)

ADDRESSES

Addresses of offices of Air HQ are given below Branch and Directorate wise:-

BRANCH	DIRECTORATE	ADDRESS
VCAS	D Ops (OFF), D Ops (AD), D Ops Room, D Ops (IEW), D OPS (IT&N), D INT D MET, D Ops ATS, D SIGS (AIR) DICOST, D Ops (T&H)	Air Headquarters, Vayu Bhawan, Rafi Marg New Delhi – 110106
	DIT, DASR, D AWACS, D Projects, D Plans, D Fin P	
DCAS	D IACCS	Air Headquarters Vayu Bhawan Room No.16, 'J' Block Motilal Nehru Marg New Delhi - 110 106
	D Eng A, D Eng B, D Sys, DMP, AOL	Air Headquarters, Vayu Bhawan, Rafi Marg New Delhi – 110106
AOM		
AOP	DPO, DPA, DPC, D Trg, D Edn	
AOA	D A F W, J A G (Air), D Org, D P S	Air Headquarter RK Puram West Block 6 New Delhi 110 066
	DGMS (Air) D P P & R D Adventure	
DG I&S	DAI, DFS, DASI, DMI, DQA	