



TEMPLATE FOR THE INFORMATION
UNDER RIGHT TO INFORMATION ACT

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PREFACE

This template in the form of handbook containing 18 chapters has been prepared to facilitate the public to have access to the information under Right to Information Act. The relevant information pertaining to Maintenance Command as provided by respective braches and sections have been incorporated in this handbook. Public Information authorities as given in Chapter 8 of this handbook may be approached for any clarification on this template.

Sd/-xxxx
(Sanjay Garg)
Wg Cdr
Central Public Information Officer
HQ MC, IAF

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CHAPTER I

INTRODUCTION

1. To bring transparency in governance of Public Authority, Right to Information Act 2005 was passed by the Parliament as published on 21 Jun 05. The Act provides that relevant matters and decisions must be made known to the public to the extent possible. It is therefore necessary for the citizens to know as to how and why a particular decision affecting them is taken and for that purpose to seek information before making or drawing any conclusions by them.
2. As per the Act, any citizen may request for any information from the Public Authority without prescribing any reasons for the requirement of said information. Every Public Authority shall provide the information as expeditiously as possible within 30 days of the receipt of the request on payment of prescribed fee, subject to the information exempted for disclosure as per Section 8 of RTI Act 2005.
3. This handbook in the form of templates containing eighteen chapters has been made to facilitate the public in order to allow them to have access to the relevant information.
4. The public information authority for this Command have been appointed and the unit under this Command have also been directed to make the arrangements at their reception centers to receive the applications from the public under RTI and thereafter forward the same to Public information Authority of this Command. The notice boards containing details of public information authorities along with the telephone numbers have also been displayed at the entrances of all units under this Command.
5. This handbook contains the following chapters.

<u>Chapters</u>	<u>Subjects</u>
1	Introduction
2	Particulars of organization, functions and duties
3	Powers and duties of officers and employees
4	Rules, regulations, instructions, manual and records, for discharging functions

- 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
- 6 A statement of the categories of documents that are held by it or under its control
- 7 A statement of boards, council, committees and other bodies constituted as its part
- 8 The names, designations and other particulars of the Public Information Officers
- 9 Procedure followed in decision making process
- 10 Directory of Officers and employee
- 11 The monthly remuneration received by each of its Officers and employees, including the system of compensation as provided in Regulations
- 12 The budget allocated to each agency (Particulars of all plans, proposed expenditures and reports on disbursement made)
- 13 The manner of execution of subsidy programmes
- 14 Particulars of recipients of concessions, permits or authorization granted by it
- 15 Norms set by it for the discharge of its functions
- 16 Information available in an electronic form
- 17 Particulars of the facilities available to citizens for obtaining information
- 18 Other useful information

6. **Receipt of Request/Application**: A person who desires to obtain any information under this Act, shall make a request in writing or through electronic means in English or Hindi or in the official language of the area in which the application is being made, accompanying the required fee, as mentioned below, to CPIO/CAPIO specifying the particulars of the information sought. Where such request cannot be made in writing, the CPIO/CAPIO shall render all reasonable assistance to the person making the request orally to reduce the same in writing. The applicant, making request shall not be required to give any reason for requesting the information or any other personal details except those that may be

necessary for contacting him or her. The request for information received at units are to be transmitted to Command HQ at the earliest, preferably by fax, for action by CPIO/CAPIO along with relevant information held by the unit and recommendations whether the information should be supplied to the applicant and if not, grounds for such rejection. Section 8 of the Act is to be considered before making any recommendation for rejection or otherwise. If the application is made for the information, which is held by another, public authority or the subject matter connected with the functions of that other authority, the CPIO/CAPIO is to transfer the application or such part of it as may be appropriate to that authority.

7. Any citizen of India may contact the public information authorities to seek information. The details of Public Information Authorities of this Command are given in Chapter 8 of this handbook.

8. **Fee Structure**: The levy of fee and cost for supply of information is governed by the RTI (Regulation of Fee and Cost) Rules, 2005 as amended by RTI (Regulation of FEE and Cost (Amendment) Rules 2005. The request for obtaining information under section 6 of the Act, shall be accompanied by fee of rupees ten by way of cash against proper receipt or by demand draft or cheque payable to 'Air Force Public Fund Account(Name of Unit, Place)'. For providing the information under section 7 of the Act, the fee shall be charged by way of cash against proper receipt or by demand draft or cheque payable to the 'Air Force Public Fund Account (Name of Unit, Place)' at the following rates: -

- (a) rupees two for each page (A-4 or A-3 size paper) created or copies;
- (b) actual charge or cost price of a copy in larger size paper;
- (c) actual cost or price for samples or models;
- (d) for inspection of records, no fee for the first hour; and a fee of rupees five for each subsequent hour or fraction thereof;
- (e) for information provided in diskette or floppy, rupees fifty per diskette or floppy;

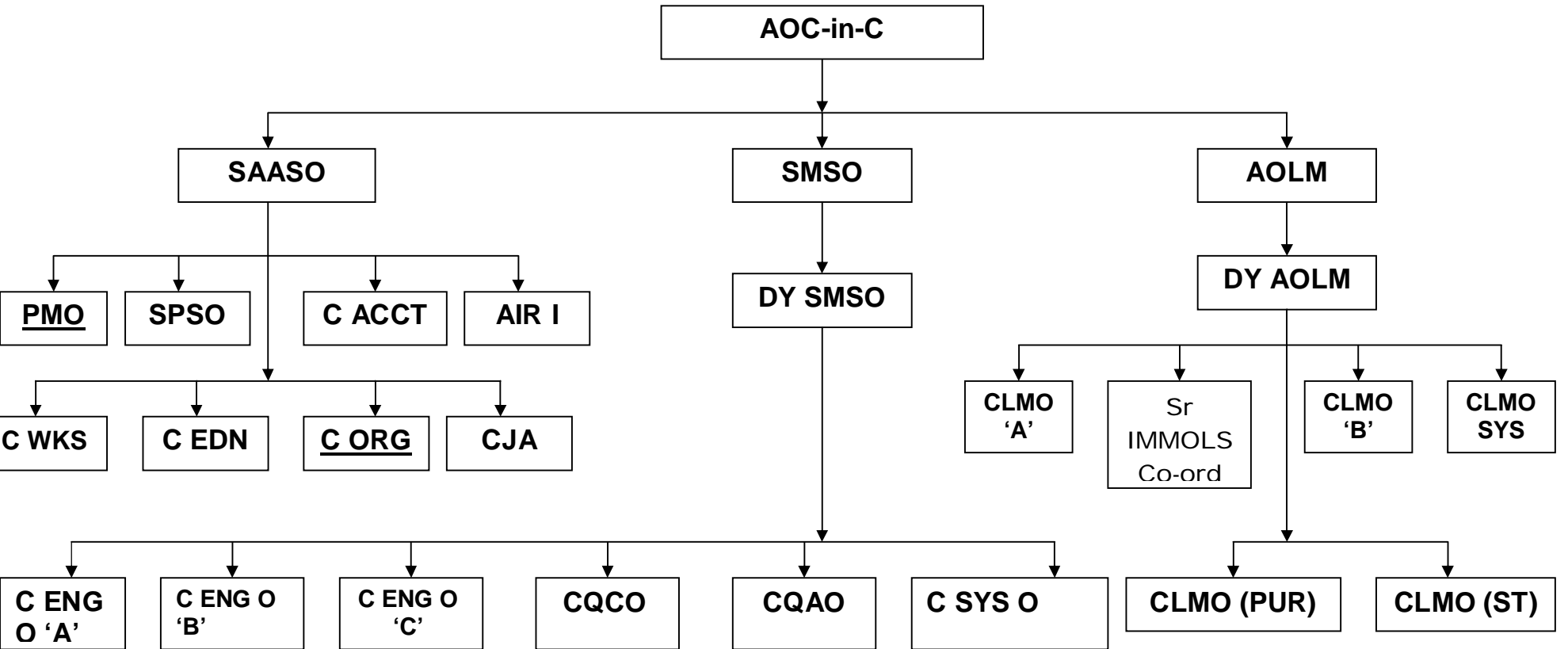
9. No fee shall be charged from the persons who are of below poverty line as may be determined by the Government. If such a person claims exemption from fee, he may be asked to produce documents to prove that he is below poverty line. Further, the person making request for the information shall be provided the information free of charge where a CPIO/CAPIO fails to comply with the time limits.

CHAPTER 2

PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES

1. Organisation structure of this Command is placed at Appendix to this Chapter.
2. The working hour of this HQ is from **0700** hours to **1430** hours on all days from **Monday** to **Friday**. Saturday and Sundays are holidays.
3. The organisation structures, functions and duties of SMSO, SAASO and AOLM branches are placed as Appendix 'A', 'B' and 'C' respectively to this handbook.

ORGANISATION CHART
HQ MC, IAF



CHAPTER 3

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

Powers and duties of officers and employees of SMSO, SAASO and AOLM branches are placed as Appendix 'A', 'B' and 'C' respectively to this handbook.

CHAPTER 4

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

The details of rules, regulations, instructions, manuals and records for discharging functions by SMSO, SAASO and AOLM branches are placed as Appendix 'A', 'B' and 'C' respectively to this handbook.

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**

The details of arrangement made on the subject arrangement by SMSO, SAASO and AOLM branches are placed as Appendix 'A', 'B' and 'C' respectively to this handbook.

CHAPTER 6**A STATEMENT OF THE CATEGORIES
OF DOCUMENTS THAT ARE HELD
BY IT OR UNDER ITS CONTROL**

The details of documents that are held by SMSO, SAASO and AOLM branches are placed as Appendix 'A', 'B' and 'C' respectively to this handbook.

CHAPTER 7

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

1. JCM and UCC forums exist at this Command dealing with the matters involving Air Force civilians. The issues pertaining to service conditions and welfare of civilians are discussed in these forums.
2. Various Board of Officers, Committees, teams, PNCs are constituted on regular basis for specific purposes as and when required. The committees also exist for management of Officers' Mess, SNCO's Mess, Airmen Mess, AFWWA, and CWF etc.
3. The Courts of Inquiry and Formal Investigations are also ordered to investigate into the specific instances as and when deemed necessary.

CHAPTER 8**NAMES, DESIGNATIONS AND
OTHER PARTICULARS OF THE
PUBLIC INFORMATION OFFICERS**

The following are the names, designations and other particulars of the Public Information Officers.

Appointed Authorities	Name and designation	Telephone Number	Address
CPIO	Wg Cdr Sanjay Garg O i/c P1, HQ MC, IAF	0712 – 2512771-76 Extn: 2223	HQ MC, IAF Vayusena Nagar Nagpur-440007
APIO	Wg Cdr SK Nath O i/c P3, HQ MC, IAF	0712 – 2512771-76 Extn: 2327	
Appellate Authority	AVM DN Ganesh SAASO, HQ MC, IAF	0712 – 2512771-76 Extn: 2211 0712-2512765	

CHAPTER 9

PROCEDURE FOLLOWED IN DECISION-MAKING PROCESS

The detail of procedure followed in decision-making process by SMSO, SAASO and AOLM branches are placed as Appendix 'A', 'B' and 'C' respectively to this handbook.

CHAPTER 10**DIRECTORY OF OFFICERS AND EMPLOYEES**

The detail of directory of Officers and Employees of this Command is placed as Appendix to this Chapter. The lists are subject to change due to discharge/retirement/posting of personnel or movement of officials from one place to another.

DIRECTORY OF OFFICERS AND EMPLOYEES**HQ MC, IAF**

Appoint-ment	Rank	Name	Off	Resi	Address
AOC-in-C	Air Mshl	JS Apte AVSM	2512763/ 2250	2533966/ 2350	HQ MC, IAF Vayusena Nagar Nagpur 440007
SMSO	Air Mshl	KM Rama Sundra AVSM VSM	2512003/ 2301	2512761/ 2310	
SAASO	AVM	DN Ganesh	2512765 2211	2512008 2205	
AOLM	AVM	JBS Boparai VSM	2512766 2261	2512680 2270	
Dy SMSO	Air Cmde	DK Pande VSM	2342	2338	
PMO	Air Cmde	KM Suryanarayana	2251	2278	
Dy AOLM	Air Cmde	Ajit Singh	2227	2309	

CHAPTER 11**MONTHLY REMUNERATION RECEIVED BY
EACH OF ITS OFFICERS AND EMPLOYEES,
INCLUDING THE SYSTEM OF COMPENSATION
AS PROVIDED IN REGULATIONS**

The details of monthly remuneration received by Officers and employees of personnel working in this Command HQ are placed as Appendix to this Chapter.

**MONTHLY REMUNERATION OF OFFICERS AND
EMPLOYEES, INCLUDING THE SYSTEM OF
COMPENSATION AS PROVIDED IN REGULATIONS**

OFFICERS

PAY SCALE OFFICERS

Rank	Rank Pay	Pay Scale
Fg Offr	Nil	8250-300-10050
Flt Lt	400	9600-300-11400
Sqn Ldr	1200	11600-325-14850
Wg Cdr	1600	13500-400-17100
Gp Capt (TS)	1600	15100-450-17350
Gp Capt(S)	2000	15100-450-17350
Air Cmde	2400	16700-450-18050
AVM	Nil	18400-500-22400
Air Mshl	Nil	22400-525-24500
AOC-IN-C	Nil	26000(Fixed)
VCAS	-	26000(Fixed)
CAS	-	30000(Fixed)
Auth: AFI 2/S/97.		

NON PRACTICING ALLOWANCE

Medical Officers are eligible to get NPA @ 25% of pay.
(Pay includes basic pay+rank pay +stag pay)

STAGNATION PAY

Rank	Rate
Fg Offr	Rs 300/- Per month
Flt Lt	Rs 300/- Per month
Sqn Ldr	Rs 325/- Per month
Wg Cdr	Rs 400/- Per month
Gp Capt	Rs 450/- Per month
Air Cmde	Rs 450/- Per month
AVM	Rs 500/- Per month
Air Mshl	Rs 525/- Per month

CITY COMPENSATORY ALLOWANCE

Pay Range	A-1	A	B-1	B-2
Rs.6000/-& above	Rs.300/-	Rs.240/-	Rs.180/-	Rs.120/-
Auth: MOD letter No. 30(17)/97/D(Pay Services) dt. 17/12/97.				

COMPOSITE HILL COMPENSATORY ALLOWANCE

Pay Range	Rate Rs
Rs 2000 & Above	Rs 150/- P.M

Composite Hill Compensatory Allowance will not be admissible to those individuals who are in receipt of High Altitude Allowance or Field service concessions.

Auth: (Min.of Def. Corrg. No. 95592/1/Org4 (Civ) (d) / 95556/D (Civ-1) Dated 28.10.65 and 6-4-66.

SPECIAL COMPENSATORY ALLOWANCE

Rank	Field in Rs. p.m	Modified Field in Rs. p.m	Peace in Rs p.m
Wg Cdr & above	3900	3000	2600
Sqn Ldr/Wg Cdr(TS)	3600	2770	2400
Flt Lt	3300	2540	2200
Fg Offr	3150	2420	2100

Auth: Min. of Def. ltr No. 37269/AG/PS3(a)/90/D(Pay Services) dt. 13/1/94.

HIGH ALTITUDE/UNCONGENIAL CLIMATE ALLOWANCE

CAT I

CAT II

Rank	Heights from 9000 ft to 15000 ft in Rs. p.m	Heights above 15000 ft in Rs. p.m
Wg Cdr &above	1060	1600
Sqn Ldr	930	1400
Flt Lt	660	1000
Fg Offr	530	800

Auth: Min. of Def. letter No. F 69/3/75/D(Pay Services) dt. 28/2/76.

**COMPENSATORY FIELD AREA ALLOWANCE AND COMPENSATORY
MODIFIED FIELD AREA ALLOWANCE**

Rank	Highly Active Field Area in Rs.p.m	Rate of Compensatory Field Area Allowance in Rs. p.m	Rate of compensatory Modified Field Area Allowance in Rs. p.m
Wg Cdr & above	4200	2600	1000
Sqn Ldr /Wg Cdr(TS)	3880	2400	930
Flt Lt	3550	2200	860
Fg Offr	3390	2100	800

Auth: Govt. of India, Min. of Def.letterNo.37269/Ag/PS3(a)/90/D (Pay Services) dt.3/1/94.

SIACHEN ALLOWANCE

Officers serving in Siachen Glacier area are eligible to the grant of Siachen Allowance @Rs. 7000/-p.m. w.e.f. 1-8-97.

Auth: Min of Def. letter No. 1(2)/91/D(Pay Services) dt. 1/5/91 as amended vide Min. of Def.letterNo.3(4)/97/D (Pay Services) dt.27.5.98 and Min.of Def.letter No.1(26)/97/XX/D(Pay Services) dt/2/2000.

QUALIFICATION PAY

The rates of qualification pay are as follows:
For Qualification Listed in

		Rates
Appendix A-1	To AFI 5/S/76	Rs. 250/- p.m
Appendix A	To AFI 5/S/76	Rs. 200/- p.m
Appendix B	To AFI 5/S/76	Rs. 140/- p.m

QUALIFICATION GRANT

For Qualification Listed in		Rates
Appendix C	To AFI5/S/76	Rs. 10000/- p.m
Appendix D	To AFI5/S/76	Rs. 7500/- p.m
Appendix E	To AFI5/S/76	Rs. 4500/- p.m
Appendix F	To AFI5/S/76	Rs. 3000/- p.m

TECHNICAL ALLOWANCE

Tier I Course	Rs.1000/-p.m
Tier II Course	Rs. 1500/-p.m

Auth: Govt. of India, Min of Def. letter No.1(26)/97/XXII/D(Pay Services) dated 29/2/2000.

SPECIALIST ALLOWANCE

1.	Graded Specialist	Rs.800/-p.m
2 .	Classified Specialist	Rs.1000/-p.m
3.	Consultant/Professors/Adviser	Rs. 1200/-p.m

Auth: Govt. of India, Min. of Def. letter No. 1(22)/97/D(Pay Service)dt. 8.1.1998

POST GRADUATE ALLOWANCE

Qualification	Rate
Post Graduate Diploma	Rs. 300/-
Post Graduate Allowance	Rs. 500/-

FLYING ALLOWANCE

1.	Fg Offr	Rs. 4500/-p.m
2.	Flt Lt	Rs. 5500/-p.m
3.	Sqn Ldr to Gp Capt	Rs. 7000/-p.m
4.	Air Cmde and above	Rs. 5250/-p.m

Auth: Govt. of India, Min of Def. No. 3(4)/97/D(Pay Service) dt. 28/5/99.

PARACHUTE JUMPING INSTRUCTORS ALLOWANCE

Officers those are parachute jumping instructors are admissible to get Rs. 1200 p.m.

TEST PILOT ALLOWANCE

Officers those who are Test Pilot are admissible to get Rs. 1000/-p.m.

SPECIAL FORCE ALLOWANCE

1.	Fg Offr	Rs.2100/-p.m
2 .	Flt Lt	Rs. 2200/-p.m
3.	Sqn Ldr	Rs. 2400/-p.m
4.	Wg Cdr and above	Rs. 2600/-p.m

Auth:Govt.ofIndia,MinofDef.letterNo.B/36389/AG/PS3(b)/82/S/D(Pay Service)dt.29.1.80 As amended and Min of DEf. 1(22)/97/D(Pay Service)dt. 8.1.98, No.20/97/XII/D (Pay Service) and No. C/80010/Inf - 7/847/D(gs-1)/99 dt. 16/11/1999

GALLANTRY AWARDS

Param Vir Chakra	Rs. 1500/-p.m
Ashoka Chakra	Rs. 1400/-p.m
Maha Vir Chakra	Rs. 1200/-p.m
Kirti Chakra	Rs. 1050/-p.m
Vir Chakra	Rs. 850/-p.m
Shaurya Chakra	Rs. 750/-p.m
Vayu Sena Medal	Rs. 250/-p.m

Auth: Govt. of India, Min of Def letter No.3(21)85/D(Ceremonials) dt 31.1.95. As amended vide Govt.of India, Min of Def. letter No.3(8)/98/D (Ceremonials) dated 8/6/98 and No. 3(8)/98/D/(Ceremonials) dt 18/3/99

KIT MAINTENANCE ALLOWANCE

Kit Maintenance Allowance is admissible at Rs.200/-p.m
Kit Maintenance Allowance (KMA) is not taken into account for recovery of income tax.

Auth: GOI, Min. of Def. letter No. 1(22)/97/D(Pay/Services) dt. 8/1/98 and section 16(ii) of Income Tax Act 1961.

OUTFIT ALLOWANCE

INITIAL - Rs 6000/-

Renewal - Every after 07 years completion of the service from the date of commission. Rs 6000/-

Recovery - (i) No recovery will be made from the initial out fit allowance granted at the time of Its appointment.

(ii) Who fails to serve for a period of two years from the date of the allowance become due, will be required to refund 25% of such allowance for each period of six months or part of such period) by which his service fall short of two years.

DEPUTATION ALLOWANCE

DPP&R/CL/32/2000 overall certify of Rs 22400/-

Officers posted to	Duty allowance	Auth:
National Security Guards	10% of the basic pay without any upper ceiling and it does not exceed Rs.22400/-p.m	Govt. of India, Min. of Home Affairs No.27012/15/90-PFI/52dated 18/2/99. GOIMOD No1(26)/97/VIII/D (pay/service) Dt 29/2/00
Estt.NO.22(SFF)&Assam Rifiles	2 1/2% of basic pay subject to a ceiling of Rs.250/-p.m	Govt. of India, Min. of Def. Itr No: 1(26) 97/VIII/Ddated29/2/2000 as amended vide Min. of Def. Corr No. 1(26)/ 97/VIII/D (Pay Services) dt 21.7.2000.

Auth: Govt. of India, Min of Def Itr No. 1(26)/97/VIII/D (Pay services) dt. 29/2/2000 as amended vide Min of Def Corr No. 1(26)/97/VIII/D(Pay Services) dt 21.7.2000.

SPORTS PAY

Sports Pay is payable to Medal Winners of National/International events First, Second & Third positions only)

National Event	-	One Increment
International Event	-	Two Increment

Conditions:

- I. Subject to maximum of five increments in individuals entire career.
 - II. Rate of increment as per scale drawn at the time of sports event.
 - III. Increment remain the same till retirement.
 - IV. Not counted for fixation on promotion, retirement benefits, DA, CCA, etc.
 - V. Govt. sanction will be required for individual cases for the grant of increment.
 - VI. Referees/Umpires accepted by International Federation and has performed duties in international event granted two increments. (max. 5 in career).
 - VII. Coaches associated with gold medal winning Asian/World/Olympic Games are also applicable for the benefit.
- Subject to:

- (a) Whose normal duty is not imparting training.
- (b) Trained sport person of individual event.

Auth: M.O.D letter No. B/25571/AG/PS-3(b)/3335/D(Pay Service) dt. 4.10.1991 and No. B/25571/AG/PS-3(b)/1272/D (Pay Services) dt. 19.8.1996.

HINDI PAY

Rank	Rate
Fg Offr	Rs300/- p.m
Flt Lt	Rs 300/- p.m

Sqn Ldr	Rs 325/- p.m
Wg Cdr	Rs 400/- p.m
Gp Capt	Rs 450/- p.m
Air Cmde	Rs 450/- p.m
AVM	Rs 500/- p.m
AM	Rs 525/- p.m

RUM ALLOWANCE

Areas	Rate
Field Area below 3000ft	Rs 35
Field Area between 3000ft to 4999ft	Rs 50
Field Area between 5000ft to 8999ft	Rs55
Auth: Air Hq/25791/115/Accts/pc II dated 14 June 2001.	

TRANSPORT ALLOWANCE

Officers are entitled to Transport Allowance at Rs.800/-p.m in A1 and A class cities and at Rs.400/- p.m in other places.

Auth: GOI, Min.ofDef.letterNo.12630/TPT A/QMovC/208/D(Mov)/98 dt.20/02/98 as amended by GOI, Min of Def. letter No. 12630/TPT A/Q Mov C/2758(Mov)/98 dt 23/09/98 and GOI, Min. of Def. letter No. 12630/TPT A/QMov C/3125/D(Mov)/98 dt. 22/10/98.

AIRMEN

PAY SCALE AIRMEN

Rank	Gp X	Gp Y	Gp Z
MWO	7400-200-10200	6750-200-9550	6600-200-9400
WO	6750-190-9790	6600-170-9320	6170-155-8650
JWO	5770-140-8290	5620-140-8140	5200-125-7450
SGT	4670-85-5945	4320-85-5595	3775-85-5050
CPL	4150-70-5200	3900-70-4950	3200-70-4250
LAC	4025-60-4925	3650-60-4550	3080-60-3980
AC	3675	3250	3050

Diploma Scale for Sgts : - 5000 - 100 - 6500

- | | |
|-------------------------|----------------|
| (i) Honorary Fg Offrs. | Rs. 10500/-p.m |
| (ii) Honorary Flt Lt. | Rs. 10850/-p.m |
| (iii) Recruits Gp X & Y | Rs. 2850/-p.m |
| (iv) Recurit Gp. Z | Rs. 2650/-p.m |

Auth:AFI 1/S/98 & AFI 1/S/97

CITY COMPENSATORY ALLOWANCES

Pay Range	A1 Cities	A Cities	B1 Cities	B2 cities
Below Rs. 3000/-	Rs. 90/-	Rs. 65/-	Rs. 45/-	Rs. 25/-

Above Rs. 3000/- & Below Rs. 4499/-	Rs. 125/-	Rs. 95/-	Rs. 65/-	Rs. 35/-
Above Rs. 4500/- & Below Rs. 5999/-	Rs. 200/-	Rs. 150/-	Rs. 100/-	Rs. 65/-
Rs. 6000/- & Above	Rs. 300/-	Rs. 240/-	Rs. 180/-	Rs. 120/-

Rules 286 & 292 Pay and Allowances Regulations DACL
32/86 DPPR/CL/42/97 EN 8(P&C W)

SPECIAL COMPENSATORY (REMOTE LOCALITY) ALLOWANCE

Pay Scale	PART A	PART B	PART C	PART D
Pay upto Rs 2999/-	300/-	250/-	150/-	40/-
Rs 3000/- to Rs 4499/-	500/-	400/-	300/-	80/-
Rs 4500/- to Rs 5999/-	700/-	550/-	450/-	120/-
Rs 6000/- to Rs 8999/-	1000/-	800/-	600/-	160/-
Rs 9000/- & above	1300/-	1050/-	750/-	200/-

1/2g)/97/lv/DI Pay Services Dt 29/02/00 Mod 4(7)/98-D(Vi) Dt 20/9/98
En 44 Refer

HILL COMPENSATORY ALLOWANCE

Pay Scale	Rates
Upto Rs 2999/-	100/-
Rs 3000/- to Rs 4999/-	140/-
Rs 4500/- to Rs 5999/-	240/-
Rs 6000/- & Above	300/-

HIGH ALTITUDE ALLOWANCE

Rank	CAT -I	CAT-II
	9000-15000SFT	ABOVE 15000SFT
JWO & Above	480	720
SGT	370	560
CPL/LAC/AC/NC(E)	270	400

AUTH MOD/1(26)/97/XX1 D (PAY /SERVICES DT 29/02/00)

PJI AND PARAMEDICAL PAY

Condition	Airmen	Officers
During first two years on paratroopers duties	Rs. 20/-pm	Rs. 55/-pm
After completion of 2 years continuous service on paratroopers duties	Rs. 25/-pm	Rs. 60/-pm

Auth: P & A Regs. 390-350.

COMPOSITE PERSONNEL MAINTENANCE ALLOWANCE

Type of Allowance	Rate per month
Hair cutting allowance	Rs. 10/-
Washing allowance	Rs. 30/-
Rum allowance	Rs. 15/-
Soap toilet allowance	Rs. 10/-
Clothing maintenance allowance	Rs. 10/-

Auth: DACL 13/98

AIR HQ/25791/115/PC DT 22/1/98 En 24

GALLANTRY AWARDS

Param Vir Chakra	Rs. 1500/-p.m
Ashoka Chakra	Rs. 1400/-p.m
Maha Vir Chakra	Rs. 1200/-p.m
Kirti Chakra	Rs. 1050/-p.m
Vir Chakra	Rs. 850/-p.m
Shaurya Chakra	Rs. 750/-p.m
Vayu Sena Medal	Rs. 250/-p.m

MOD No(8)/98/D (Ceremonials) dt 8/6/98. MOD/3(8)/98/D (Ceremonials) dt 18/3/99 En 79 25(classify)

Auth: Govt. of India, Min of Def letter No.3(21)85/D (Ceremonials) dated 31.1.95. As amended vide Govt.of India, Min of Def. letter No. 3(8)/98/D (Ceremonials) dated 8/6/98 and No. 3(8)/98/D/(Ceremonials) dated 18/3/99

GOOD CONDUCT BADGE PAY

Badge	Qualifying service	Rate
First	4 Years	Rs. 40/- pm
Second	8 Years	Rs. 80/- pm
Third	12 Years	Rs. 120/- pm

Auth: Rule 276 P & A Regs AFI 222/47 AFI 1/S/86 En 31/41 MOD/1(26/97)111 D (pay/services) dt 29/2/00

FLYING PAY

Rank	Rates
JWO & Above	Rs 4200/-
SGT	Rs 3500/-

MOD/1(26)/97/XX/D(pay/services) dt 29/02/00

**COMPOSITE FIELD ALLOWANCE & MODIFIED FIELD AREA
(CFAMFA)****HIGHLY ACTIVE FIELD ALLOWANCE(HFA)**

Rank	CFA	MFA	HFA
JWO & Above	1800/-	600/-	2910/-
SGTs	1200/-	460/-	1940/-
CPLs & Below, NC(E)	1000/-	400/-	1620/-

MOD No 1 (26)/97/XX/D(Pay/Services) dt 29/2/00 En 56

COUNTER INSURGENCY ALLOWANCE

Rank	Field Area	MFA	Peace Area
MWO/WO/JWO/Hon Comm Offrs	2700	2080	1800
SGT	1800	1380	1200
CPL/LAC/AC	1500	1150	1000

Auth: MOD/1(26)/97/XX/Dt(pay/Services) dt 29/2/00 En 56

AIR WORTHINESS ALLOWANCE

(Authorized after completion of two years of service)

No of Years	Rates
Upto 10 Years	Rs 75/-
Above 10 Years	Rs 150/-

Auth:MOD/1(26)/97/XIV/D(Pay/Services)dt29/2/00En48

FLIGHT CHARGES CERTIFICATE ALLOWANCE

Rank	Rates
SGTs	125/-
JWOs	200/-

Auth:MOD/1(26)/97/XIV/D(Pay/Services)dt29/2/00En50

INSTRUCTIONAL ALLOWANCE

Rank	Rates
JWOs & Above	500/-
Sgts & Below	300/-

Auth:MOD/1(26)/97/IV/D(Pay/Services)dt29/2/00En42

TRANSPORTATION ALLOWANCE

Rank	A-Class Rates	Other Class Rates
MWOs/WOs/JWOs	400/-	200/-
SGTs & Below	100/-	75/-

DPPR/CL/5/98 En 35

FREE FALL JUMP INSTRUCTOR ALLOWANCE

Rank	Rates
Airmen	600/-

MOD/1(10)/2000/D (Pay/Services) dt 11/09/00 En 74

SIACHEN ALLOWANCE

Rank	Rates
PBORs	Rs 4667/-

En 61 (closed file) DPPR/CL/21/99

MEDICAL PARATROOPERS PAY

Medical Paratroopers Pay	Rs 100/- for all ranks
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AIR STEWARD ALLOWANCE

Air Steward Allowance	Rs 300/-
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Air Hq/25791/115/Accts/Pc dt 22/01/98 En 24

LEAVE RATION ALLOWANCE

Leave Ration Allowance	Rs 186/-
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SPECIAL CLOTHING ALLOWANCE

Special Clothing Allowance	Rs 150/- for all ranks
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SHORT HAND ALLOWANCE

Short Hand Allowance	Rs 120/- for all ranks
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Air Hq/25791/115/Accts/Pc dt 22/01/98 En24

AERONAUTICAL TECHNICAL ALLOWANCE

Aircraft Technician	Rs 100/-
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No 1(26)/97/XX/D(pay&services dt 29/02/00) En 49

OPERATIONAL PARATROOPERS PAY TO GARUD

PBOR-400 Auth mcd 1(26)\97\XIID(pay\services) dt 29\2\2000 En 130

PAY

PAY SCALE : CIVILIANS

SL NO	POST/GRADE	SCALE (FROM 01-01-1996)
01	S - 1	2550 - 55 - 2660 - 60 - 3200
02	S - 2	2610 - 60 - 3150 - 65 - 3540
03	S - 2A	2610 - 60 2910 - 65 - 3300 70 - 4000
04	S - 3	2650 - 65 - 3300 - 70 - 4000
05	S - 4	2750 - 70 - 3800 - 75 - 4400
06	S - 5	3050 - 75 3950 - 80 - 4590
07	S - 6	3200 - 85 - 4900
08	S - 7	4000 - 100 - 6000
09	S - 8	4500 - 125 - 7000
10	S - 9	5000 - 150 - 8000
11	S - 10	5500 - 175 - 9000
12	S - 11	6500 - 200 - 6900
13	S - 12	6500 - 200 - 10500
14	S - 13	7450 - 225 - 11500
15	S - 14	7500 - 250 - 12000
16	S - 15	8000 - 275 - 13500
17	S - 16	9000 (FIXED)
18	S - 17	9000 - 275 - 9550
19	S - 18	10325 - 325 - 10975
20	S - 19	10000 - 325 - 15200
21	S - 20	10650 - 325 - 15850
22	S - 21	12000 - 375 - 16500
23	S - 22	12750 - 375 - 16500
24	S - 23	12000 - 375 - 18000
25	S - 24	14300 - 400 - 18300
26	S - 25	15100 - 400 - 18300
27	S - 26	16400 - 450 - 20000
28	S - 27	16400 - 450 - 20900
29	S - 28	14300 - 450 - 12400
30	S - 29	18400 - 500 - 22400
31	S - 30	22400 - 525 - 24500
32	S - 31	22400 - 600 - 26000
33	S - 32	24050 - 650 - 26400
34	S - 33	26000 (FIXED)
35	S - 34	30000 (FIXED)

PAY SCALES CIVILIANS (ARMED FORCES HQ)

DESIGNATION	GROUP	PAY SCALES
LDC	C	3050 - 4590
UDC	C	4000 - 6000
Asst	B	5500 - 9000
SO	B	6500 - 10500
Dy Director	A	10000 - 15200
Jt Director	A	12000 - 16500
Director	A	14300 - 18300

CIVILIANS POSTS IN AIR FORCE (cadre wise)**STORE KEEPER CADRE**

DESIGNATION	GROUP	PAY SCALES
Sr Civ Staff Offr (Eqp)	A	10000 - 15200
Civ Staff Offr (Eqp)	A	10000 - 15200
Sr Store Offr (Eqp)	B	7500 - 11000
Civ Gazid Offr (Eqp)	B	6500 - 10500
Sr Store Supdt	C	5500 - 9000
Store Supdt	C	5000 - 8000
Store Keeper	C	4000 - 6000
Asst Store Keeper	C	3050 - 4590

SCIENTIFIC CADRE

DESIGNATION	GROUP	PAY SCALES
Jr Scientific Offr	B	7500 - 12000
Sr Scientific Asst	B	7450- 11500
Scientific Asst Gde 1	B	6500 - 10500
Scientific Asst Gde II	B	5500 - 9000
Scientific Asst Gde III	C	5000 - 8000
Lab Asst	C	4500 - 7000

CIVIL ADMIN CADRE

DESIGNATION	GROUP	PAY SCALES
Civ Staff Offr (Admin)	A	10500 - 15200
Sr Civ Gaz Offr (Adm)	A	8000 - 13500
Civ Gazt Offr (Adm)	B	6500 - 10500
Office Superintendent	B	5500 - 9000
Assistant	C	5000 - 8000
UDC	C	4000 - 6000
LDC/ hindi typist	C	3050 - 4500

STENOGRAPHERS CADRE

DESIGNATION	GROUP	PAY SCALES
Sr Personal Asst	B	6500 - 10500
Steno Gde I	C	5500 - 9000
Steno Gde II	C	5000 - 8000
Steno Gde III	C	4000 - 6000

PRINTING PRESS STAFF

DESIGNATION	GROUP	PAY SCALES
Compositor (Skilled)	C	3050 - 4590
Copy Holder (Skilled)	C	3050 - 4590
Printer (semi Skilled)	D	2650 - 4000

ISOLATED POSTS

DESIGNATION	GROUP	PAY SCALES
Ayurvedic Physician	A	8000 - 13500
Civ Radar Instr	A	8000 - 13500
Chemist	B	5500 - 9000
Pharmacist- cum-clerk	C	4500 - 7000
Photo Mechanic(IIS-I)	C	4000 - 6000
Machine Tool Setter & Operator (IIS-I)	C	4000 - 6000
Radar Mech (HS-I)	C	4000 - 6000
Wireless Opr Mech (HS-I)	C	4000 - 6000
Cooling Plant Opr	C	3050 - 4590
Horticulturist	C	4000 - 6000
Civ Tech Antenna Maintainer	C	3200 - 3900
AC Finisher	C	3050 - 4590
Machine Minder (Cylinder) (Skilled)	C	3050 - 4590
Rigger Leading (Skilled)	C	3050 - 4590
Safety Eqpt Worker (Skilled)	C	3050 - 4590
Tinsmith (Skilled)	C	3050 - 4590
Tally Clerk	C	3050 - 4590
Machine Gun Fitter	C	3050 - 4590
Leather Worker (Skilled)	C	3050 - 4590
Photostat Opr	C	3050 - 4590
Photographer	C	3050 - 4590
Boiler Attendant (Skilled)	C	3050 - 4590
Civ Tech UG Cable Jointer	C	3050 - 4590
Upholster (Skilled)	C	3050 - 4590
Sand Model Maker	D	2750 - 4400
Ferro Printer	D	2650 - 4000
Boot Repairer	D	2650 - 4000
Greaser	D	2650 - 4000
Oilman (Semi-skilled)	D	2650 - 4000
Tent Rpr (Semi-skilled)	D	2650 - 4000
Volcaniser (Semi-skilled)	D	2650 - 4000
Fabric Worker (Semi-skilled)	D	2650 - 4000
Fitter - mate(Semi-skilled)	D	2650 - 4000
Furnaceman (semi-skilled)	D	2650 - 4000
Hammerman (Semi-skilled)	D	2650 - 4000
Labourer on Ammn Duties (Semi-skilled)	D	2650 - 4000
Machine Attendant (Semi-skilled)	D	2650 - 4000
Rat Inspector	D	2610 - 3200

Fitter Cycle	D	2550 - 3200
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INDUSTRIAL CATEGORIES

DESIGNATION	GROUP	PAY SCALES
Mastercraftsman	C	4500 - 7000

ARMOURERS

DESIGNATION	GROUP	PAY SCALES
Armourer HS - I	C	4000 - 6000
Armourer HS - II	C	4000 - 6000

AIRCRAFT MECHANICS

DESIGNATION	GROUP	PAY SCALES
Aircraft Mcch 'A' (HS-I)	C	4000 - 6000
Aircraft Mcch 'A' (Skilled)	C	3050 - 4590
Aircraft mcch 'E' (HS-I)	C	4000 - 6000
Aircraft Mcch 'E' (Skilled)	C	3050 - 4590

BLACKSMITHS

DESIGNATION	GROUP	PAY SCALES
Blacksmith & Welder (HS-I)	C	4000 - 6000
Blacksmith & Welder (HS-II)	C	4000 - 6000
Blacksmith & Welder (Skilled)	C	3050 - 4590

COPPERSMITH & SHEET METAL WORKERS

DESIGNATION	GROUP	PAY SCALES
Coppersmith & Sheet Metal Workers (HS-I)	C	4000 - 6000
Coppersmith & Sheet Metal Workers (HS-II)	C	4000 - 6000
Coppersmith & Sheet Metal Workers (Skilled)	C	3050 - 4590

TRANSLATORS (RUSSIAN/ENGLISH)

DESIGNATION	GROUP	PAY SCALES
Translation Offr (Russian/Eng)	A	8000 - 13500
Translator (Russian/Eng)	B	6500 - 10500

CIVILIAN MTD CADRE

DESIGNATION	GROUP	PAY SCALES
Civ Mech Transp Driver Gde I	C	4500 - 7000
Civ Mech Transp Driver Gde II	C	4000 - 6000
Civ Mech Transp Driver (Ordinary Gde)	C	3050 - 4590

TELEPHONE OPERATOR CADRE

DESIGNATION	GROUP	PAY SCALES
Tele Supervisor	C	5000 - 8000
Tele Operator Gde I	C	4000 - 6000
Tele Operator Gde II	C	3050 - 4590

CINEMA OPERATOR CADRE

DESIGNATION	GROUP	PAY SCALES
Cinema Opr Gde I	C	4000 - 6000
Cinema Opr II	C	3050 - 4590

TECHNICAL SUPERVISORY CADRE

DESIGNATION	GROUP	PAY SCALES
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Asst F'man	B	6500 - 10500
Chg'man I	B	5500 - 9000
Chg'man II	C	5000 - 8000

GESTETNER OPR CADRE

DESIGNATION	GROUP	PAY SCALES
Sr Gest Opr	C	3050 - 4590
Jr Gest Opr	D	2650 - 4000

PRINTING PRESS STAFF

DESIGNATION	GROUP	PAY SCALES
Tech Supervisor	C	6500 - 10500
Jr Tech Supervisor	C	5000 - 8000
Proof Reader	C	4000 - 6000
Book Repairer	C	3050 - 4590
Book Binder	C	3050 - 4590

DRAUGHTS MAN CADRE

DESIGNATION	GROUP	PAY SCALES
Chief D'man	C	6500 - 10500
D'man Gdel	C	5500 - 9000
D'man Gde II	C	5000 - 8000
D'man Gde III	C	4000 - 6000
Tracer	C	3200 - 4900

LIBRARY STAFF

DESIGNATION	GROUP	PAY SCALES
Ast Lib Information Offr	B	6500 - 10500
Sr Lib Information Asst	B	5500 - 9000
Lab Information Asst	C	5000 - 8000

ARTIST CADRE

DESIGNATION	GROUP	PAY SCALES
Chief Artist	C	4000 - 6000
Asst Artist	C	4000 - 6000

SR COMPUTER / STA ASSTT CADRE

DESIGNATION	GROUP	PAY SCALES
Statistical Asst	C	5000 - 8000
Sr Computer	C	4500 - 7000

HINDI STAFF CADRE

DESIGNATION	GROUP	PAY SCALES
Translation Offr (Hindi)	B	6500 - 10500
Sr Hindi Traqnslator	C	5500 - 9000
Jr Hindi Translator	C	4500 - 7000
Civ Education Instructor	C	4000 - 6000

CARPENTER

DESIGNATION	GROUP	PAY SCALES
Carpenter (HS-I)	C	4000 - 6000

Carpenter (Hs-II)	C	4000 - 6000
Carpenter (Skiller)	C	3050 - 4590

ELECTRICIANS

DESIGNATION	GROUP	PAY SCALES
Electrician (HS-I)	C	4000 - 6000
Electrician (HS-II)	C	4000 - 6000
Electrician (Skilled)	C	3050 - 4590

ELECTRPLATORS

DESIGNATION	GROUP	PAY SCALES
Electrplator	C	4000 - 6000
Electrplator	C	4000 - 6000
Electrplator	C	3050 - 4590

FITTERS MECHANICAL TRANSPORT

DESIGNATION	GROUP	PAY SCALES
Fitter Mech Transport (HS-I)	C	4000 - 6000
Fitter Mech Transport (HS-II)	C	4000 - 6000
Fitter Mech Transport (Skilled)	C	3050 - 4590

FITTERS / FITTER GENERAL

DESIGNATION	GROUP	PAY SCALES
Fitter/ Fitter General (HS-I)	C	4000 - 6000
Fitter/ Fitter general (HS-II)	C	4000 - 6000
Fitter/ Fitter General (Skilled)	C	3050 - 4590

INSTRUMENT REPAIRER

DESIGNATION	GROUP	PAY SCALES
Instument Repairer	C	4000 - 6000
Instument Repairer (Skilled)	C	3050 - 4590

MECHANICAL TRANSPORT MECHANICS

DESIGNATION	GROUP	PAY SCALES
Mech. Transport Mechanic (HS-I)	C	4000 - 6000
Mech. Transport Mechanic (HS-II)	C	4000 - 6000
Mech. Transport Mechanics (Skilled)	C	3050 - 4590

MOULDERS

DESIGNATION	GROUP	PAY SCALES
Moulder (HS-I)	C	4000 - 6000
Moulder (HS-II)	C	4000 - 6000
Moulder (Skilled)	C	3050 - 4590

PAINTERS

DESIGNATION	GROUP	PAY SCALES
Painter (HS-I)	C	4000 - 6000
Painter (HS-II)	C	4000 - 6000
Painter (Skilled)	C	3050 - 4590

PATTERN MAKERS

DESIGNATION	GROUP	PAY SCALES
Pattern Maker (HS-I)	C	4000 - 6000
Pattern Makers (HS-II)	C	4000 - 6000

Pattern Maker (Skilled)	C	3050 - 4590
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TURNERS

DESIGNATION	GROUP	PAY SCALES
Turner (HS- I)	C	4000 - 6000
Turner (HS-II)	C	4000 - 6000
Turner (Skilled)	C	3050 - 4590

TAILORS

DESIGNATION	GROUP	PAY SCALES
Tailor 'A' (Skilled)	C	3050 - 4590
Tailor (Semi-skilled)	D	2650 - 4000

FIREMAN STAFF

DESIGNATION	GROUP	PAY SCALES
Firemaster / Dy Fire Offr	C	4500 - 7000
Fire Supdt Gde I /Civ Asst Fire Master/ Asst fire Supdt	C	4000 - 6000
Supervisor Fire	C	4000 - 6000
Leading hand Fire (SG)	C	3050 - 4590
Leading hand Fire / Leading Fireman	C	3050 - 4590
Fire Engine Driver / Driver Traylor Pump	C	3050 - 4590
F'man Gde I	D	2750 - 4400
F'man Gde II	D	2650 - 4400
Proof Firer	D	2650 - 4400

CANTEEN STAFF (STATUTORY)

DESIGNATION	GROUP	PAY SCALES
Supervisor Gde I	C	5000 - 8000
Supervisor Gde II	C	4000 - 6000
Supervisor Gde III	C	3050 - 4590
Asst Sup-cum-Cashier / Clerk-cum- Cashier / Cashier Canteen	C	2650 - 4000
Cook	C	3050 - 4590
Masalchi	D	2550 - 3200
Vendor / Saleman	D	2610 - 3540
Server / Bearer / Washer-up	D	2610 - 3540
Kitchen Asst	D	2610 - 3540
Washerman / Boy	D	2550 - 3200

ALLOWANCE
HOUSE RENT ALLOWANCE

Classification of Cities/Towns	Rate of HRA
A1	30% of Basic Pay + SI + DP + NPA
A, B1 & B2	15% of Basic Pay + SI + DP + NPA
C	7.5% of Basic Pay + SI + DP + NPA
Unclassified	5% of Basic Pay + SI + DP + NPA

COMPENSATORY (CITY) ALLOWANCE

Basic Pay + SI + DP + NPA Rs	Amount of CCA pm			
	A1	A	B1	B2
Below 3000	90	65	45	25
3000 - 4490	125	95	65	35
4500 - 5999	200	150	10	65
6000 and above	300	240	180	120

SPECIAL COMPENSATORY ALLOWANCE (HILL AREAS)

Pay + SI + DP + NPA	Bad climate Allowance	Composite IICA
Below Rs 3000 pm	40	100
Rs 3000 - 4499	80	140
Rs 4500 - 5999	120	240
Rs 6000 - 8999	160	300
Rs 9000 pm and above	200	300

REMOTE LOCALITY

Locality	Pay + SI + DP + NPA below Rs 3000	Pay + SI + DP + NPA Rs 3000 to 4499	Pay + SI + DP + NPA Rs 4500 to 5599	Pay + SI + DP + NPA Rs 6000 to 8999	Pay + SI + DP + NPA Rs 9000 and above
Part A	300	500	700	1000	1300
Part B	250	400	550	800	1050
Part C	150	300	450	600	750
Part D	40	80	120	160	200

BORDER AREA

Pay Range (Basic Pay + SI + DP + NPA)	Rate per month in Rs
Below Rs 3000 pm	40
Rs 3000 to 4499 pm	80
Rs 4500 to 5599 pm	120
Rs 6000 to 8999 pm	160
Rs 9000 pm and above	200

TRANSPORT ALLOWANCE

Employees drawing Pay in the scale below	Rate of TPT per month	
	A1 / A class City	Other places
Rs 8000-13500 and above	800	400
Rs 6500-6900 and above but below Rs 8000-13500	400	200
Below the scale of Rs 6500 to 6900	100	75
Casual labour with temporary status	100	75

CASH HANDLING ALLOWANCE TO CASHIERS

Amount of average monthly cash disbursed	Rate per month
Upto Rs 50,000	75
Over Rs 50,000 and upto Rs 2,00,000	150
Over Rs 2,00,000 and upto Rs 5,00,000	200
Over Rs 5,00,000 and upto Rs 10,00,000	250
Over Rs 10,00,000	300

CONVEYANCE ALLOWANCE

Average monthly travel on official duty	Rates per month for Motor car	Journey made by other conveyance
201 - 300 kms	560	185
301 - 450 kms	840	240
451 - 600 kms	1035	320
601 - 800 kms	1215	375
Above 800 kms	1560	425

CONVEYANCE ALLOWANCE TO MEDICAL OFFICER

Mode of Conveyance	Max per month	Min per month
For those who maintain their own motor	Rs 1650	Rs 80
For those who maintain scooter / motorcycle	Rs 540	Rs 40
For those who do not maintain either car or motor cycle / scooter	Rs 450	Rs 30

SPECIAL (Duty) ALLOWANCE

Rate Admissible :- $12\frac{1}{2}\%$ of (Basic Pay + DP + SI + NPA). This will be in addition to Special Pay and/ or Deputation (Duty) Allowance.

HARD AREA ALLOWANCE

Employees posted in the Nicobar Group of Islands are entitled to this allowance @ 25% of BP + DP + SI + NPA, subject to other condition relating to Compensatory Allowance.

CYCLE ALLOWANCE

(1) Admissibility where the duties assigned to a post require extensive traveling at or near the Headquarters and the maintenance of a bicycle is essential for the purpose.

(2) Rate:- Rs 30/- pm

WASHING ALLOWANCE

(1) Admissibility Common categories of Group 'C' and Group 'D' employees who have been supplied with uniforms.

(2) Rate:- Rs 30/- pm

NON-PRACTICING ALLOWANCE

Admissible to central Health Service Officers and Veterinary Doctors at 25% of their Basic Pay subject to the condition that BP + NPA does not exceed Rs. 29500/- pm. Dearness Pay is not be taken into account for ceiling purposes.

CHAPTER 12**THE BUDGET ALLOCATED TO EACH AGENCY (PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENT MADE)**

Code head	Nomenclature	Controlling Agency
727/03	EMPLOYMENT OF CASUAL LABOUR	OIC PC
727/03	SAML	OIC PC
735/01	HCT(PERSONNEL)	BUD COORD OFFR
735/02	HCT (STORES)	BUD COORD OFFR
742/01	AVIATION	BUD COORD OFFR
743/01	MT STORES	BUD COORD OFFR
744/01	PROVISION	C ORG O
745/01	COAL/FIREWOOD	BUD COORD OFFR
746/01	POL STORES	BUD COORD OFFR
747/01	ORD STORES	BUD COORD OFFR
748/01	CLOTHING	BUD COORD OFFR
749/01	MEDICAL	DY PMO
750/01	MISC STORES	BUD COORD OFFR
753/01	PROJECTS	C INDG O
754/01	HARDWARE	C ITO
754/03	SOFTWARE	C ITO
754/05	COMP MAINTENANCE	C ITO
754/07	COMP STATIONARY & CONSUMABLE	C ITO
754/09	IT TRAINING	C ITO

Code head	Nomenclature	Controlling Agency
786/03	OCG (Maint Units)	C ACCTS O
786/05	OCG (Other Units)	C ACCTS O
786/10	FLIGHT SAFETY	CFS & IO
786/14	CONSERVANCY	C ORG O
786/15	HOT WEATHER AMENTIES	C ORG O
786/16	TT CALLS	C ACCTS O
786/17	TELE RENTAL CHARGES	GISO
786/18	CIRCUIT RENTAL CHARGES	GISO
786/19	ATG	C ATG O
786/20	ETG	C EDN O
786/22	ANTI MALARIA	DY PMO
786/24	STATIONARY	C ORG O
786/25	POP, ISO, COURSES	C ACCTS O, CQAO, C ENG O, C ORD O
786/30	SPL OFFICE EQPT	C ORG O
790/00	COURSES CIVILIAN	OIC PC
795/01	SPORTS ACTIVITY	SECY MCSCB
797/01	ADVENTURE	SECY MCSCB

Funds are received and allocated to each controlling agency on required/need basis as projected by them on time to time.

CHAPTER 13

**THE MANNER OF EXECUTION
OF SUBSIDY PROGRAMMES**

This Chapter is not applicable to this Command.

CHAPTER 14**PARTICULARS OF RECEIPIENTS OF
CONCESSIONS, PERMITS OR
AUTHORIZATION GRANTED BY IT**

This Command is not giving/paying any concessions, permits to any one.

CHAPTER 15

NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

The various functionaries are required to work as per their charter of duties in respect of SMSO, SAASO and AOLM branches are as placed in Appendix 'A', 'B' and 'C' to this handbook. In addition, other jobs as and when specifically entrusted are also carried out as per the specifically set up norms depending upon the nature and type of work.

CHAPTER 16

INFORMATION AVAILABLE IN AN ELECTRONIC FORM

1. The relevant documents of correspondence and unclassified nature besides certain policies issued by this HQ pertaining to the subjects dealt by respective branches are stored in the computer in electronic form. Air HQ and MC sites on WAN & LAN provide recorded information about various aspects of organization. Certain pertaining policies pertaining to respective branches are also available on Air HQ WAN/LAN network.
2. The Indian Air Force site on internet also provides information about the organization on certain aspects.
3. The RTI template containing chapter wise information about this public authority would also be published in electronic form on the internet/public domain.

CHAPTER 17

PARTICULARS OF THE FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

1. Public Information Cell: Public Information Cell is functioning at this HQ (Room No. 124, 1st Floor, Tele: 2512771/2223) during the working hours (i.e. 0700 hours to 1430 hours) from Monday to Friday. Any citizen of India, who wants to seek information under RTI Act may contact/approach at the above location.

2. Command Reference and technical library: The library has books on different subject purchased out of ETG/LMG from local book supplier/shops. Books are also received out of bulk purchase made by Air HQ from ETG/NDF. Library facilities are available to all personnel paid out of Defence Services Estimate borne on the posted strength of MC, MC(U) and its lodger units. Only entitled personnel can borrow books on loan card. Civil population is not authorised to avail library facilities as per AFO 6 & 7/2000. Officers' promotion examination pamphlet are also received from AP & FS and are available in library. The library purchases newspapers/magazines (general/professional) out of ETG/LMG. Service personnel can refer these in library during library hours. Some copies of AFOs/AFIs are also available in the library.

3. Through Newspapers: Advertisement for recruitment of airmen and commissioning in Air Force are released by Air HQ. Recruitment of airmen is done by regional Airmen Selection Centres. For commissioning in Air Force, this Command HQ is nodal agency for processing of application forms and conduct of respective examinations. Applications received from candidates are scrutinized by a Board of Officers based on QR given in the advertisement. For Group 'D' and some Group 'C' civilian

post, vacancies are released by Air HQ. Accordingly, a consolidated advertisements are given by Command PC. Respective units proceed accordingly. Tenders for purchase/supply of items are given directly to newspapers by respective branches. Newspapers are approached through Director of PRU, Nagpur to publish.

4. Exhibition: Annually, in the month of Oct, Air Force mela is organized in the camp area. A publicity stall is also installed/set up to provide information on opportunities on joining Indian Air Force.

5. Notice Board: A notice board is fixed in Command Reference and Technical library. Information pertaining to recruitment, commissioning, and admission to professional institutes are displayed for the benefit of personnel.

6. Printed manuals Available: AFOs/AFIs pertaining to general subjects are available in Command reference and technical library.

7. Website of the Public Authority: Command website containing certain information about the organization is maintained and updated by CIT section.

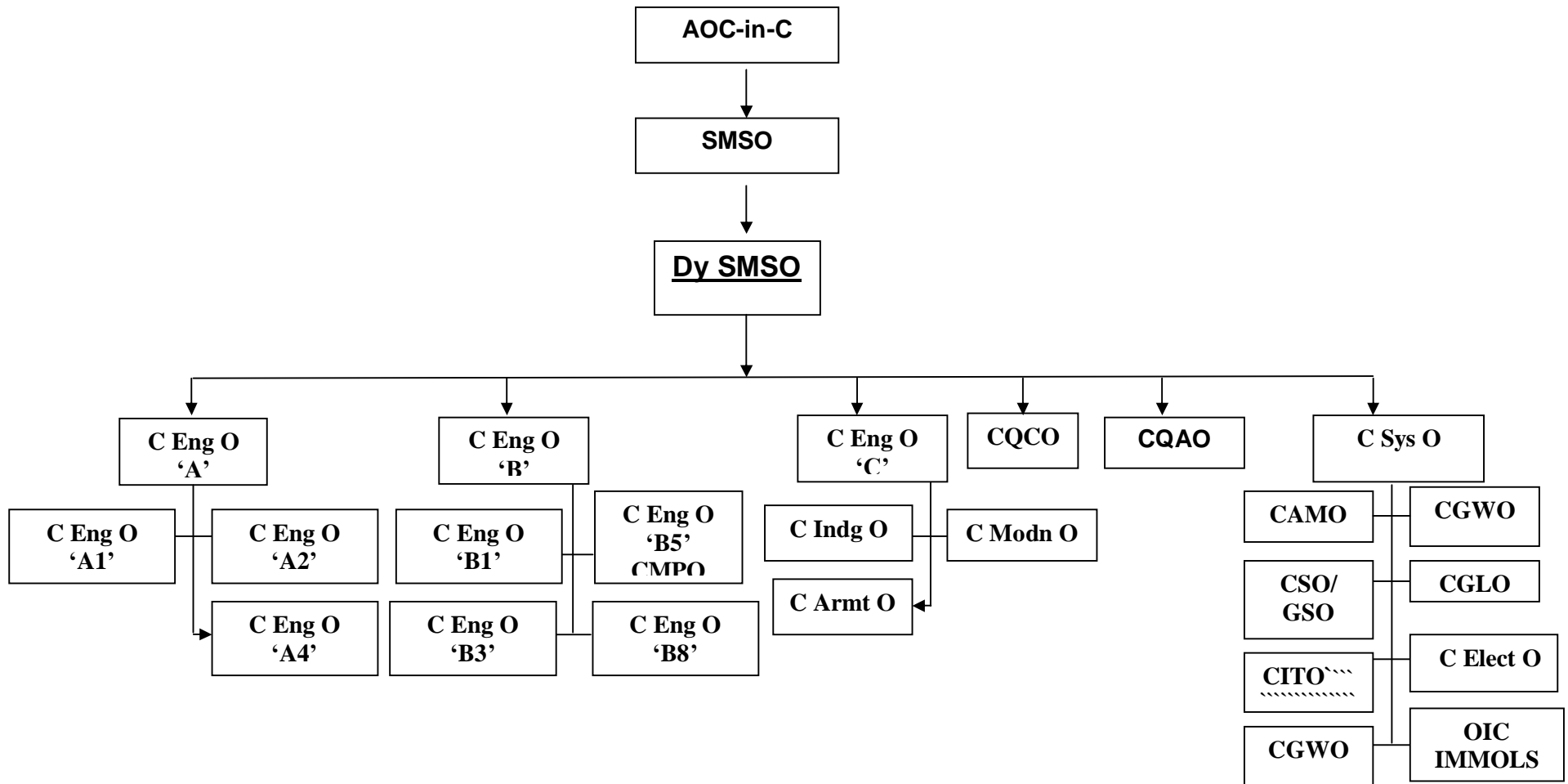
CHAPTER 18**OTHER USEFUL INFORMATIONS**

The details of other useful information in respect of SMSO, SAASO and AOLM branches are placed as Appendix 'A', 'B' and 'C' respectively to this handbook.

SMSO BRANCH

(Information on Chapters 2,3,4,5,6,9 & 18
pertaining to SMSO Branch)

ORGANISATION CHART: SMSO BRANCH



Chapter – 2 (Manual – 1)

Particulars of Organisation, Functions and Duties

2.1 Objective/purpose of the public authority.

- (a) Plan and Co-ordinate indigenisation task at Base Repair Depots (BRDs).
- (b) Plan and Co-ordinate Modernisation of Infrastructure at Base Repair Depots.
- (c) Oversee Quality Assurance Service and Monitor and Analyse Defect Investigation Premature Withdrawal Reports from Base Repair Depots for instituting Quality Improvement Measures.
- (d) Plan, issue and Co-ordinate Special Task Project Studies etc.
- (e) Liaison with Public Sector Undertakings, DRDOs, Academic Institutions and Civil Agencies.
- (f) Information Warfare and Information Technology (IW IT).
- (g) To monitor III and IV Line Training of Base Repair Depot personnel and Training of Personnel of Repair and Salvage Unit and Operating Units who need to be trained on activities like Structural Repair Modifications etc.
- (h) To plan and coordinate all technical or techno logistic aspects of repair/overhaul of various weapon system or systems.

2.2 Mission/Vision Statement of Public authority.

For product support, maintenance, repair and overhaul of all variants of aircrafts and missiles, airborne ground and support equipment of Indian Air Force. This role is performed through **BRDs, EDs** (including ASP) and **AFLEs/AFLCs**.

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

The office of SMSO was formed in 1963 at the time of formation of this HQ. This was ratified by GOI MOD letter No. Air HQ/S.20632/193/EST/707678/D(Air-III)/194 dated 29 Aug 72 with the

basic aim to oversee all maintenance activities at BRDs/EDs/AFLEs and ASP.

2.4 Duties and responsibilities

SMSO, HQ MC is responsible for the functioning of all BRDs, AFLEs, AFLCs. Air Force Station Kanpur, AMU and exercise technical control on 28 ED. The SMSO also exercises quality control on clothing items through Dy SMSO.

Division of Responsibilities. The division of responsibilities of senior appointments of the branch is given below: -

(a) **Dy SMSO.** To Assist the SMSO in all the branch activities and directly supervises functioning of all the sections of the branch. Controls quality control activities for Tech and clothing items through CQCO/CQAO working under him.

(b) **C Eng O A.** is responsible for all technical aspects of repair/overhaul of various weapon systems and storage of ac at 4 & 11 BRD and other maintenance related issues of all fighter aircraft including those not repaired / overhauled at BRDs. He is also responsible for complete techno logistics support to production at 4 & 11 BRD. Besides, all technical matters pertaining to AFLE (ND), AFLE (KPT), AFLE (KWD) & 26 ED are also controlled by C Eng O A.

(c) **C Eng O B.** is responsible for all technical aspects of repair/overhaul and other maintenance activities of all transport aircraft (other than IL-76) and helicopters (Russian origin). He is also responsible for techno logistics aspects of production at 1 BRD, 3 BRD, 5 BRD, 8 BRD and issues related to HAL (TAD & Agra). He is also responsible for functional control of 402 AF Station and AFLE (BKP). The technical activities at MCCF are supervised by C Eng O B. Technical aspects related to provisioning of spares pertaining to IL-76/ IL-78 FRA, HPT-32, Chetak/ Cheetah, Dornier and Avro ac is also looked after by C Eng O B.

(d) **C Eng O C.** is responsible for Indigenisation of all aviation and system spares through BRDs and other units under Maintenance Command to meet production requirements. He looks after execution of complete modernisation plan of all the units under this headquarters. He also exercises control on Tech function of 16 BRD, 23 ED, 28 ED & 54 ASP. All armt related issues pertaining to units under MC are dealt by C Eng O 'C'. C Eng O 'C' also executes function control of AFLE (LD).

(e) **C Sys O.** Monitors production at 7 BRD, 9 BRD, 12 BRD, 13 BRD, 14 BRD & 15 BRD and provides techno logistic support to all the units. The section exercises functional control on AFLE (HYD) and Avionics Mod Unit (located at 402 AF Station) and ESCT and AFPMU at 7 BRD to provide effective maintenance and field support to the Op Units in respect of ADGES Radars, Communication, Power & Air Conditioning equipment, GW equipment, Ground Radar, Radio & Navigation aids including GCA, Airborne avionics, EW equipment & Avionics modifications. The section is responsible for computerisation projects of units under MC, Command IT centre, Command Signals & Electrical. C Sys O also exercises functional control on AFLC Bangalore, which has been recently transferred to HQ MC.

(f) **CQAO.** is responsible for quality control activities of all the BRDs EDs under HQ MC, IAF. He is also responsible for the monitoring of all the DIs/DRs. ISO/NABL accreditation of units under HQ MC is also monitored by CQAO.

(g) **CQCO.** is responsible for exercising Quality control on all clothing items for free issue to the airmen and functions directly under Dy SMSO. CQCO section is under functional control of Air HQ (DQAS) and form part of the DQAS infrastructure. Administrative control and admin support is provided by HQ MC, IAF vide AFO 07/2001.

(h) **C Eng O (Co-ord).** is responsible for all admin and co-ord activities of SMSO Branch including technical manpower planning.

2.5 Main activities/functions of the public authority.

To control product support, maintenance, repair and overhaul of all variants of aircrafts and missiles, airborne ground and support equipment of Indian Air Force. This role is performed through **BRDs, EDs** (including ASP) and **AFLEs**.

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

- (a) Indigenization
- (b) HAL & BEL
- (c) Courses/seminar/workshop conducted at civil institutions

2.7 Organisation Structure Diagram at various levels namely State, Directorate, Region, District block etc. (whichever is applicable).

SMSO branch organisation chart attached

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

Participation of HAL/BEL in repair and maintenance activities and courses/workshop / seminar conducted by civil institute.

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

Through service correspondence, seminar, presentation, TEC

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

Redress of Grievance, application, letter, interviews etc.

2.11 Address of the main office and other offices at different levels

SMSO Branch
HQ MC, IAF
Vayusena Nagar
Nagpur – 440 007

2.12 Morning hours of the office
Closing hours of the office

Morning hours : 0700 hrs
Closing hours : 1430 hrs

Appendix 'A' to Chapter 3

Chapter – 3 (Manual – 2)

Powers and Duties of Officers and Employees

3.1 Please provide details of the powers and duties of officers and employees of the organisation.

Designation	Senior Maintenance Staff Officer	
Powers	Administrative	NIL
	Financial	
	(a) Cash awards for invention etc. Authy: AFO 32/95.	Without IFA concurrence Rs. 1000.
	(b) Experiments and trials for equipment for projects, measures or issue of special tools and equipment or other articles for experiments or for expediting production including trials of equipment for essential applied research on tools equipment etc. Authy: Rule 58C(vi)(a) and (b) Sch I item C (ii) FR pt I and GOI MOD letter No. Air HQ/ 61279/35/LR/668/US(Air-I) dated 17 May 1991.	Without IFA concurrence Rs. 1,00,000 and with IFA concurrence Rs. 5,00,00,000.
	(c) Authorised expenditure on items for introduction and scaling of equipment, required at BRDs for modernizing techniques and expending productions. Authy: GOI MOD letter No. Air HQ/60563/12/IMA/Regs-I/724/3/D(Air-IV) dated 27 Apr 74 as amended by Air HQ/60563/12/MP-IV/261/1/D(Air-IV) dated 03 Mar 64 and Air HQ/S.92929/MPIV/414/I/D(Air-IV) dated 18 Mar 91.	Without IFA concurrence Rs. 35000 per item at any time Rs. 5,00,000 for all items in a financial year.
	(d) Sanction for necessity as well as expenditure angle for modification of specialist vehicles and associated eqpt to meet operational and technical needs. Authy; FR pt I Sch I (D).	Without IFA concurrence Rs. 1,00,000 and with IFA concurrence Rs. 1,00,00,000.
	(e) Indigenisation/indigenous development of maintenance stores powers to accord necessity and expenditure angle approval per transaction. Authy: FR Pt I Sch I (E).	Without IFA concurrence Rs. 1,00,000 and with IFA concurrence Rs. 30,00,000.

<p>(f) Approval of purchase of indigenous equipment. Replacement against existing scaled item with an improved version (a) if existing scaled item is redundant or (b) if new version is cost effective. Authy: FR Pt I Sch (K2).</p>	<p>Without IFA concurrence Nil and with IFA concurrence Rs.1,00,00,000.</p>
<p>(g) Local purchase of items covered under ATG. Authy: Air HQ/18517/Trg/175/GS/D (Air-I) dated 04 Aug 93. FR Pt-I Sch-VIII.</p>	<p>Without IFA concurrence Rs. 1,00,000 and with IFA concurrence Rs. 10,00,000.</p>
<p>(h) Declare surplus and obsolete in respect of technical stores. Authy: GOI MOD letter No. Air HQ/64281/335/P/D (Air-iv) dated 19.3.81.</p>	<p>Without IFA concurrence Nil and with IFA concurrence full power.</p>
<p>(j) Approval of local service contracts relating to technical stores. Authy: IAP 1501 Chap 26.</p>	<p>-----</p>
<p>(k) Transfer of surplus technical stores. Authy: Air HQ/60281/84 MC2 dated 06 May 85.</p>	<p>Without IFA concurrence Rs. 50,000 and with IFA concurrence Nil.</p>
<p>(l) Sanction single purchase up to 5,00,000 for procurement fabrication and development of tooling, special ground equipment and optional/electronic measuring equipment for under taking life extension programme for TV-3 117 MT aero engines, VR main gear boxes and AI-9V APUS of MT-17 helicopter. Authy: GOI MOD letter No. Air HQ/S 69856/9/1/AE/Eng D4(T) 101/D (Air-I) dated 27 Jan 91.</p>	<p>Without IFA concurrence Nil and with IFA concurrence Rs. 5,00,000.</p>

	<p>(m) System Automation, Authy: FR Pt-I Appx. II Part III Sch XIX A.</p> <p>(i) Purchase of computer systems.</p> <p>(ii) Provision to access network, media connectivity including associated hardware & software.</p> <p>(iii) Purchase of Systems software and application software.</p> <p>(iv) Software Development and technical consultancy for IT training.</p> <p>(v) Purchase of computer peripherals and ancillaries.</p> <p>(vi) Computer Stationary and consumables.</p>	<p>(i) Without IFA concurrence Nil and with IFA concurrence Rs. 1,00,00,000.</p> <p>(ii) Without IFA concurrence Nil and with IFA concurrence Rs. 50,00,000.</p> <p>(iii) Without IFA concurrence Nil and with IFA concurrence Rs. 25,00,000.</p> <p>(iv) Without IFA concurrence Nil and with IFA concurrence Rs. 25,00,000.</p> <p>(v) Without IFA concurrence Rs. 1,00,000 and with IFA concurrence Rs. 25,00,000.</p> <p>(vi) Without IFA concurrence Rs. 1,00,000 and with IFA concurrence Rs. 15,00,000.</p>
	<p>(n) Repair and Maintenance of Computer systems. Authy: FR Pt I Appx II Part III Sch XIX B.</p> <p>(i) Local Purchase of spares and maintenance of computers, peripherals and ancillary Eqpt and up gradation.</p> <p>(ii) Local repair of computers peripherals land ancillary equipment.</p> <p>(iii) Maintenance of Computer system and their peripherals through annual maintenance.</p>	<p>(i) Without IFA concurrence Rs. 1,00,000 and with IFA concurrence Rs. 2,00,000.</p> <p>(ii) Without IFA concurrence Rs. 50,000 and with IFA concurrence Rs. 1,00,000.</p> <p>(iii) Without IFA concurrence Rs. 50,000 and with IFA concurrence Rs. 10,00,000.</p>

Designation	Deputy Senior Maintenance Staff Officer	
Powers	Administrative	NIL
	Financial	
	(a) Rs. 25,000/- per head under LCH 785/25.	(a) Participation of service personnel upto the rank of Air Cmde and equivalent/ civilian personnel in seminars/symposiums/ short courses/workshop/ annual convention at civil, professional, Academic organizations and institutions in India. Fund is being made available under LCH 786/25 by Dte of Fin Planning. AOC-in-Cs financial limit is Rs. 25,000/- per head without consultation of IFA and Rs. 1,00,000/- per head with consultation of IFA. Authy : Air HQ/18942/61/ Policy Trg dated 04 Apr 03. Presently power delegated by AOC-in-C to Dy SMSO.
	(b) System Automation. Authy: FR Pt I Appx II Part III Sch XIX A.	
	(i) Purchase of computer systems.	(i) Without IFA concurrence Nil and with IFA concurrence Rs. 75,00,000.
	(ii) Provision to access network, media connectivity including associated hardware & software.	(ii) Without IFA concurrence Nil and with IFA concurrence Rs. 38,00,000.
	(iii) Purchase of Systems software and application software.	(iii) Without IFA concurrence Nil and with IFA concurrence Rs. 20,00,000.
	(iv) Software development and technical consultancy for IT training.	(iv) Without IFA concurrence Nil and with IFA concurrence Rs. 20,00,000.
	(v) Purchase of computer peripherals and ancillaries.	(v) Without IFA concurrence Rs. 75000 and with IFA concurrence Rs. 18,00,000.
	(vi) Computer Stationary and consumables.	(vi) Without IFA concurrence Rs. 75000 and with IFA concurrence Rs. 12,00,000.

	<p>(c) Repair and Maintenance of Computer systems. Authy: FR Pt I Appx II Part III Sch XIX B.</p> <p>(i) Local Purchase of spares and maintenance of computers, peripherals and ancillary Eqpt and upgradation.</p> <p>(ii) Local repair of computers peripherals and ancillary equipment.</p> <p>(iii) Maintenance of Computer system and their peripherals through annual maintenance.</p>	<p>(i) Without IFA concurrence Rs. 75000 and with IFA concurrence Rs. 1,50,000.</p> <p>(ii) Without IFA concurrence Rs. 40,000 and with IFA concurrence Rs. 75,000.</p> <p>(iii) Without IFA concurrence Rs. 40000 and with IFA concurrence Rs. 75,000.</p>
	<p>(d) Local purchase of items covered under ATG. Authy: FR Pt I Sch VIII B</p>	<p>Without IFA concurrence Rs. 75000 and with IFA concurrence Rs. 7,00,000.</p>
	<p>(e) Sanction for necessity as well as expenditure angle for modification of specialist vehicle and associated eqpt to meet operational and technical needs. Authy: FR Pt I Sch I (D).</p>	<p>Without IFA concurrence Rs. 70000 and with IFA concurrence Rs. 70,00,000.</p>
	<p>(f) Indigenisation/ indigenous development of maintenance stores: powers to accord necessity and expenditure angle approval per transaction. Authy: FR Pt I (E).</p>	<p>Without IFA concurrence Rs. 70000 and with IFA concurrence Rs. 20,00,000.</p>
	<p>(g) Approval of purchase of indigenous equipment :- Replacement against existing scaled item with an improved version (a) if existing scaled item is redundant or (b) if new version is cost effective. Authy: FR Pt I Sch XII (K2).</p>	<p>Without IFA concurrence Rs. Nil and with IFA concurrence Rs. 70,00,000.</p>

	(h) To approve Local Service Contract in respect of Technical Stores. Authy : IAP 1501 Chapter 26.	----
	(j) To communicate the sanction of AOC-in-C for various courses/seminars, up to the financial powers referred here in. Authy : AirHQ/18942/61/Trg/316/DO/D(Air-II)/03 dated 26 Feb 03.	Without IFA concurrence Rs.25,000 and with IFA concurrence Rs.1,00,000.
	Others	NIL

Duties	To Assist the SMSO in all the branch activities and directly supervises functioning of all the sections of the branch. Controls quality control activities for Tech and clothing items through CQCO/CQAO working under him.
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Appendix 'A' to Chapter 4

Chapter – 4 (Manual – 3)

Rules, Regulations, Instructions, Manual and Records for Discharging Functions

4.1 Please provide list of rules, regulations, instructions, manual and records held by public authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of document.

- (a) Only unclassified letters issued by HQ MC from time to time.
- (b) Base Repair Depot Manual
- (c) QAS Manual
- (d) Manual of Indigenisation – 2005.

Chapter – 5 (Manual – 4)**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**

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.

Technical advice from OEM/vendors through service letters

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.

Maintenance problems projected to OEM on case to case basis by way of correspondence, meetings, seminars, interaction by AS staff at factory.

Chapter – 6 (Manual – 5)**A Statement of the categories of documents that are
Held by it or under its control**

6.1 Use the format given below to give the information about the official documents. Also mention the place where the documents are available for e.g. at secretariat level, directorate level, others (Please mention the level in place of writing "Others").

- (a) Only unclassified letters issued by HQ MC from time to time.
- (b) Base Repair Depot Manual.
- (c) QAS Manual.
- (d) Manual of Indigenisation – 2005.

Address :

Air Force Publication Centre
C/O Air Force Station
Race Course
New Delhi
Tele : 23010231

Appendix 'A' to Chapter 9

Chapter – 9 (Manual – 8)

Procedure followed in Decision Making Process

9.1 What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual and Rule of Business Manual, and other rules/regulations etc can be made)

Decisions are taken by noting on file as per JSSD manual.

9.2 What are the documented procedure / 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?

Noting on file as per JSSD manual.

Movement of file

Dealing Officer - C Eng O – Dy SMSO – SMSO – AOC-in-C

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

Letter to concerned HAL/Civil Institutes (Selective communication)

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

Dealing Officer - C Eng O – Dy SMSO – SMSO – AOC-in-C

9.5 Who is the final authority that vets the decision?

AOC-in-C
 HQ MC, IAF
 Vayu Sena Nagar
 Nagpur – 440 007

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

Subject on which the decision is to be taken	Review of BRD Annual Task and Indigenization/modernization of all variants of aircrafts spares and missiles, airborne ground and support equipment of Indian Air Force, Maintenance issue of weapon system PHUs.
Guideline/Direction, if any	Noting on file as per JSSD Manual
Process of Execution	Noting on file as per JSSD Manual
Designation of the officers involved in decision making	Dealing Officer - C Eng O – Dy SMSO – SMSO – AOC-in-C
Contact information of above mentioned officers	SMSO branch information officer or Branch Coordinating Officer
If not satisfied by the decision, where and how to appeal.	AOC-in-C HQ MC, IAF Vayu Sena Nagar Nagpur – 440 007

Appendix 'A' to Chapter 18

Chapter – 18 (Manual – 17)

Other Useful Information

18.1 Frequently Asked Questions and their Answers by Public.

Not Applicable

18.2 Related to seeking information

Not Applicable

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.

Units approach to C Eng O (Coord) for conducting courses at various civil institutes along with the brochure of that Institute. In certain cases Institution are directly approaching to this HQ.

On receipt of approached C Eng O (Coord) scrutinize the cases and with consultation of concerned C Eng O's recommended the cases on the basis of the following for approval of AOC-in-C through Dy SMSO/SMSO.

- (a) Availability of fund
- (b) Utilization of the course in IAF
- (c) Suitability of candidate for imparting training to other technician on completion of course.

After approval of AOC-in-C, the concerned civil Institution will be intimated the names of participants. On acceptance of names the sanction letter is issued under the signature of Dy SMSO. Subsequently units are informed to send the participants to attend the course. Courses fee is paid only on completion of course. Pre receipted bill is being obtained from the Institutions.

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

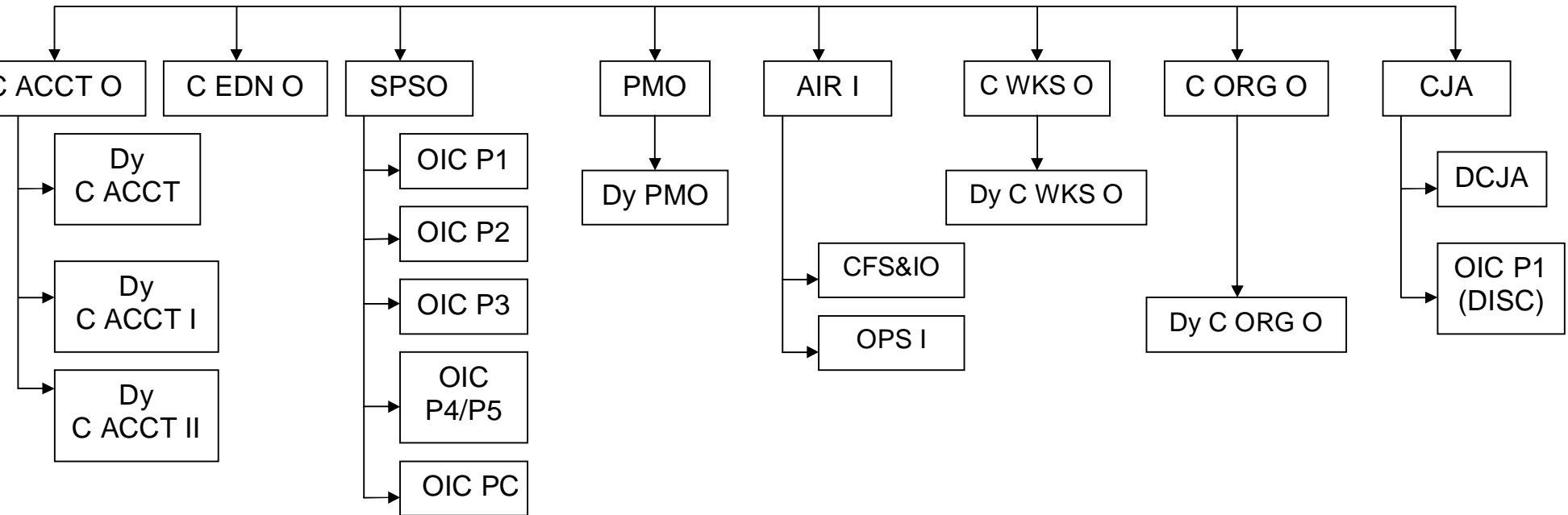
SAASO BRANCH

(Information on chapters 2,3,4,5,6,9 & 18
pertaining to SAASO Branch)

ORGANISATION CHART SAASO BRANCH

AOC-in-C

SAASO



CHAPTER -2 (MANUAL-1)

SAASO BRANCH

PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES

2.1 Objective/purpose of the public authority.

- (a) Air Operations.
- (b) Administration of personnel and admin resources.
- (c) Manning of Personnel.
- (d) Catering.
- (e) Organisation
- (f) Work Services
- (g) Accounts Services including NPF.
- (h) Welfare activities
- (j) Implementation of RTI Act 2005
- (j) Exercise financial powers on Admin matters.

2.2 Mission/Vision Statement of Public authority:

To effectively manage and exercise control on all Air and Admin activities of Maintenance Command.

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

The office of SAASO was formed in 1963 at the time of formation of this HQ. This was ratified by GOI MOD letter No Air HQ/S. 20632/193/EST/70768/D(Air-III)/194 dated 29 Aug 72 with the basic aim to oversee all air and administrative activities at Depots/EDs & BRDs.

2.4 **Duties of the public authority:**

1. SAASO is the head of Air and Admin branch of HQ MC. As head of the Air Branch, he is responsible for ensuring the flying efficiency and discipline of all EDs/BRDs/ASPs engaged in production test flying and of the MCCF. As head of the Admin branch, he is responsible for smooth and efficient functioning of all Admin services and facilities in this Command.

2. **Division of Responsibilities:** The division of responsibilities of senior appointments of the branch under SAASO is given in succeeding paragraphs.

3. **Air I** - Responsible to provide staff support for the following: -

(a) Air operations pertaining to: -

(i) Air testing of production/storage ac.

(ii) Functional control of MCCF.

(iii) Issue of Air passage authority in service ac.

(iv) Training of aircrew posted in the Command

(v) Manning of aircrew posts.

(vi) Control of flying operations at AF Stn Kanpur

(Ojhar, Sular, Chandigarh and Kanpur only wrt Test Flying).

(b) Air Traffic Control.

(c) Command Met.

4. **PMO** - The duties of PMO are appended below:-

(a) Control and administration of all medical units / establishments in the Command.

(b) Rendition of advise to AOC-in-C / SOA / SAASO on all medical aspects including human factors of flying, accident prevention and care of flying personnel in the Command. At all "Flying Stations" he will ensure that adequate medical

arrangements exist for handling and resuscitation of crash casualties.

(c) Technical advice regarding the medical aspects in the selection of new sites and in the construction of buildings proposed for accommodation of Air Force personnel.

(d) Visits to Stations / Wings / Squadrons in the Command and inspection of all SMCs, hospitals and other medical establishments as may be considered necessary, to ensure that these are properly scaled and administered in conformance with the existing regulations and orders.

(e) Deliverance of authorised medical attendance and treatment to entitled personnel and posted to units under his command and their families.

(f) Inspection of Medical and dental stores issued to units and establishment, vetting of various indents put up by units under HQ MC, IAF.

(g) Monitoring of evacuation of all casualties of service and civilian personnel by service aircraft within the Command.

(h) Medical arrangements in respect of all Air Force personnel moving by air, road, rail or river, within the Command.

(j) Control of research / investigation in medicine including aviation medicine carried out at units in the Command.

(k) All works, projects and sitting boards held in the Command.

(l) Financial allotments to Stations / Wings / Units under the following sub-heads and monitoring their utilization, monitoring audit objections.

(i) Anti-Malaria and Anti-Fly measures (786/22).

(ii) Local Purchase of medical stores (749/01).

- (iii) Hot / Cold weather amenities (786/).
- (m) All personnel of the Command are fully protected against preventable diseases and that necessary lecture and training in first-aid, personal hygiene and preventable diseases are given by units to all personnel.
- (n) Prompt action is taken as laid down in Orders / instructions whenever any notifiable disease occurs.
- (o) Medical examinations are carried out in accordance with the existing Air Force Regulations. He will arrange for personnel to be brought before medical boards as required.
- (p) Whenever possible, an Air Force Medical Officer acts as a member for the medical board on Air Force Personnel, held at military / naval hospital.
- (q) Scrutiny and approval of medical board proceedings before forwarding them to appropriate Authorities.
- (r) Scrutiny and approval of fatal case documents.
- (s) Medical arrangements are provided in aid to civil administration if asked for.
- (t) Periodic visit to service and civil hospitals to which Air Force personnel are admitted.
- (u) Exercising supervision, over the expenditure of money for hospitalization in civil hospitals and payments of fees to private practitioners.
- (v) Maintaining liaison and co-ordination with the service medical organisations located in geographical area under his jurisdiction as also with the civilian medical and health authorities in connection with control and prevention of communicable diseases.
- (w) Monitoring of audit objections.

(x) Performing duties of SEMO ECHS Polyclinic.

5. **COMMAND ACCOUNTANT OFFICER:** C Accts O is responsible for the following :

- (a) Financial advisor to AOC-in-C through SAASO on Accounting matters including Administration and management of non public fund held at command HQs i.e. CWF, AOC-in-C's Contingency Fund, Non Public Fund including all AF Canteens held at Unit under the control of HQ MC, IAF (AFO : 833/76).
- (b) Direction and control of Accounting Policy in command.
- (c) Operation and Command imprest.
- (d) Operation of AOC-in-C's Contingency Fund.
- (e) Issue of Policy directive on Accounting matters.
- (f) Exercise of financial powers as authorised by AOC-in-C.
- (g) Administration of the Accounts branch under command.
- (h) To ensure proper budget allotment compilation and reconciliation.
- (j) To render financial advise to the PSOs and other staff officers on behalf of AOC-in-C .
- (k) To sanction final withdrawal from DSOP fund in r/o of AF Officers of the rank of Gp Capt and below and army officers Col and below.
- (l) To sanction AFPPF advance, final withdrawal for the airman of the rank JWO and above and GP Fund advance withdrawal for civilians when the unit is commanded by an officer of the rank of Wg Cdr and below.
- (m) Any other duty assigned by SAASO.

6. **SPSO:** He is responsible to SAASO for the following:-
- (a) Responsible for all personnel matters.
 - (b) Supervision of work of P1, P2, P3, P4, P5 and PC.
 - (c) Confidential Reports – Officers, MWOs, WOs and civilians.
 - (d) Redress of Grievances-Officers, Airmen and civilians.
 - (e) Recommendations for permanent commission of Officers.
 - (f) Manning of units- Personnel.
 - (g) Leave policy- Officers and Airmen.
 - (h) Disposal of appeals- civilians.
 - (j) Authorisation of movements on temporary duty.
 - (k) Regularisation of movements of temporary duty/attachment etc, personnel.
 - (l) Authorisation letter for all movements of officers, airmen and civilians of the command.
 - (m) Quasi permanency and permanency of Civilians.
 - (n) Civilians filling airmen vacancies.
 - (o) Service leave of all Medical officers within the command and leave of all commanding Officers.
 - (p) Scrutiny of Disciplinary cases.
 - (q) Catering.
 - (r) Interviews with AOC-in-C.
 - (s) Decision on discharge, ROG, Welfare applications.
 - (t) Sanction of Air Travels.
 - (u) Implementation of RTI Act.
7. **C Org O:** He is responsible for the following:-

- (a) Rendering specialist advice on all matters of organization discipline.
- (b) Laying down and monitoring various organizational procedures followed by all units under MC within the framework of existing policies.
- (c) Control of all organizational activities/functions of all units placed under MC.
- (d) Revision of Policy Page, Revision of Establishment and Squadron concept of all units under MC.
- (e) Procurement and supply of specialized office equipment under code head 786/3.
- (f) Allocation and monitoring of funds under Ration, LPG, Conservancy, Hot weather amenities, Stationery and specialized office equipment.
- (g) Management of Unit Run Canteens including CIMS.
- (h) Fire services, working hours and holidays policies.
- (j) Monitoring and controlling of various ceremonial activities, i.e. IAF Mahotsav, anniversary and celebrations.
- (k) Admin War plans, Admin Instructions, SSOs and change of Command.
- (l) Provisioning and supply of various publications and AFOs/AFIs.
- (m) IAF standard forms, Railway accountable forms, typewriters, duplicators procurement and maintenance.
- (n) External conservancy services and grass cutting contract.
- (o) Deal with all incoming and outgoing general and S&C mail of HQ MC at Command Central Registry.

(p) Organise station commander's conference/Mini Commanders' conference and various routine conferences.

(q) Monitoring all audit objections and count of inquiries pertaining to organizational matters.

(r) Rendering specialist advice to SAASO on matters pertaining to organizational activities such as Policy Page, Revision of Establishment, Squadron concept, Procurement of specialized Office Equipment etc.

(s) Exercise financial powers on behalf of AOC-in-C on contracts.

8. **Command Education Officer** – He is responsible for the following:-

(a) To advise the AOC-in-C through SAASO on all educational matters, including instructional methods, evaluation techniques, training aids, etc.

(b) To liaise with the civilian educational authorities including Principals of various institutions spread under the geographical area of the respective Command.

(c) To supervise and coordinate the implementation of the General Education Scheme under the Command.

(d) To administer allotment out of the Educational Training Grant/LMG placed at the disposal of the Command Headquarters in conformity with the provisions of para 618 of P & A Regulations and AFO 06/2000.

(e) To supervise the organisation and administration of libraries at units under the Command.

(f) To arrange for the conduct of service educational tests and external examinations.

(g) To implement policy regarding the propagation of Hindi at units under the command.

(h) To process the cases for opening of new Air Force Schools as projected by various stations under the Command and obtain formal sanction of Air HQ.

(j) To ensure that all unit run schools under the Command are organized and administered so as to maintain a high standard of education.

(k) To carry out annual inspection of schools to ensure that the latest teaching techniques are adopted and schools do not lag behind vis-à-vis other institutes in the country.

(l) To ensure that the schools funds are not diverted for any other purpose than they are meant for. He is also to vet the demand projected by schools for Annual Grants form Air HQ. He is to ensure that these grants too are not utilised for any other purpose.

(m) To sort out ambiguities pertaining to employees' PF, salaries, etc in AF Schools under his Command.

(n) Supervision of conduct of Service Entry Commission, Common Entrance Test and Engineering Knowledge Test.

(o) Command PRO

(p) Administration of MC Scholarship.

9. **Command Works Officer** – He is responsible for the following:-

(a) Rendering specialist advice to stations/units on all matters pertaining to works services.

(b) Preparation and finalization of works services requirement of units under HQ MC every year (e.g Air Force Capital Works Plan and Command Capital Works Plan).

(c) Issue of Acceptance of Necessity (AON), Scrutiny of Board Proceedings, Issue of Admin Approval and release of funds and monitoring progress of the work services till their completion.

(d) Control and co-ordination with the user stations for works services.

(e) Allocation and monitoring of funds under various heads (Capital 2-10 lakh, Major Revenue, Spl Repair (E/M), Spl Repair (B/R) and Minor works etc).

(f) Maintenance of Master Plan/Zonal plan of Stations/units.

(g) Monitoring of audit objection and court of inquiry pertaining to works services.

(h) Rendering specialist advice to SAASO on matters pertaining to works matters.

(j) Planning construction of married accommodation for officers, airmen, NCs(E) and DSC under Married Accommodation Project (MAP) in various phases.

(k) Deals with matters pertaining to land acquisition/encroachment/court cases and restriction on construction around AF installations/aerodromes.

(l) Deals with loss statement/audit objection pertaining to works matters.

(m) Maintenance of policy folders of the policies issued by Air HQ on works channel and their dissemination to stations/units.

10. **Command Judge Advocate** – The Command Judge Advocate is the Legal Advisor to AOC-in-C on matters relating to Air Force Law and performs such other duties of a legal character as may arise in connection therewith.

(a) Command Judge Advocate is to advise AOC-in-C through SAASO on matters relating to Air Force Law such as:-

- (i) In exercising his powers to convene General Courts Martial and District Courts Martial.
 - (ii) In exercising his powers to confirm the findings and sentence of General Courts Martial and District Courts Martial.
 - (iii) To proceed in accordance with section 86 of the Air Force Act against any officer below the rank of Sqn Ldr or a MWO/WO/JWO who is charged with an offence under the Air Force Act 1950.
 - (iv) In exercising his powers of dismissal and removal under section 20 of the Air Force Act 1950.
- (b) To advise Commanding Officers of units under the Command on matters relating to arrest, custody and procedure for disposal of charges against persons under their Command and subject to the Air Force Act 1950.
- (c) To prepare reports on Application for trial.
- (d) To prepare reports on trial of Courts Martial.
- (e) To detail Judge Advocate to attend trials by Courts Martial in accordance with section 128 of the Air Force Act 1950.
- (f) To issue commission in accordance with section 136 of the Air Force Act 1950.
- (g) Review of Courts Martial proceedings including petitions preferred under section 161 of the Air Force Act 1950.
- (h) In cases of the Air Force personnel committing civil offence, to advise as to the desirability of the individual being tried by a Court Martial or being handed over to a criminal court for trial.
- (j) To advice on applications seeking redress of grievances of persons subject to Air Force Act 1950.

- (k) To advise the Appellate Authority on the appeals submitted by civilians against the award of the penalty.
- (l) To monitor the civil litigation by or against the Air Force and advise the specialist sections and the units on procedural as well as substantive legal issues, including scrutinizing of plaints, writs, counter affidavits etc.
- (m) To scrutinize the compensation awards made by the courts, before payments are effected.
- (n) To advise the AOC-in-C regarding desirability of filing a appeal against the judgment of the court.
- (o) To carry out annual review of the monitoring activity of civil litigation as well as annual review of disciplinary cases.
- (p) To perform such other duties of legal character as may arise in connection with Air Force Law.

2.5 Main activities/functions of the public authority:

- (a) To effectively manage and exercise control on all Air and Admin activities of Maintenance Command.
- (b) To ensure the flying efficiency and discipline of all EDs/BRDs/ASPs engaged in production test flying and of the MCCF. As head of the Admin branch,
- (c) To ensure smooth and efficient functioning of all Admin services and facilities in this Command.

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

- (a) Distribution of books purchased in bulk by Air HQ out of NDF and ETG.
- (b) Allotment of educational training grants.

- (c) To ensure smooth functioning of Air Force Schools under MC.
- (d) Coverage of MC activities through print media.
- (e) Compilation of works services requirement of stations/units and preparation of AFCWP and forwarding of the same to Air HQ after vetting and recommendations of HQ MC.
- (f) Issue of Acceptance of Necessity (AON), Release of funds to stations under various heads.
- (g) Forwarding of BPs to IFA Nagpur/PCDA Pune for Financial concurrence/Technical vetting.
- (h) Vetting of SOCs of Policy Page and Revision of Establishment.
- (j) Forwarding of SOCs to DGMS (Air) for procurement of specialized medical equipments.
- (k) Approving medical boards and submitting to Air HQs/AFRO, monitoring of indents, controlling movements and leave of medical officers/medical assistants and providing relief.
- (l) Budget and cash services, Pay account services, Equipment account services and Audit.
- (m) Personal grievances, Welfare, Legal and RTI related services.
- (n) SOCs of Policy Page and Revision of Establishment.
- (o) Processing of Contracts pertaining to Conservancy, Grass cutting and supply of condiments.
- (p) Procurement, distribution and accounting of specialized office equipment and Railway accountable forms to units under this Command.

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

SAASO branch organisation chart attached.

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

- (a) To respect and adhere to the security instructions issued on security of camp, man, material and information.
- (b) To adhere flight safety norms.
- (c) To assist the public authority in Int/vigilance matter.
- (d) To approach the public authority to seek information under RTI Act 05, in genuine cases only.

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

- (a) Flight safety publicity and education in area of responsibility.
- (b) Air awareness campaigns and recruitment rallies.

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

Redress of Grievances, representations, applications, counseling, interviews and requests under RTI Act.

2.11 Addresses of the main office and other offices at different levels.

SAASO Branch
 HQ MC, IAF
 Vayusena Nagar, Nagpur – 440 007

2.12. Morning hours of the office/Closing hours of the office.

Morning hours : 0700 hrs
 Closing hours : 1430 hrs

Appendix 'B' to Chapter 3

Chapter – 3 (Manual – 2)

SAASO BRANCH

3.1. Please provide details of the powers and duties of officers and employees of the organization.

(a) **WORK SERVICES**

Sl. No.	Competent Financial Authority	To be exercised without IFAs		To be exercised with IFAs		Authority to accord Financial Concurrence
		Auth'd Works	Special Works	Auth'd Works	Special Works	
		(Rs. In lakh)		(Rs. In lakh)		
POWERS OF ACCEPTANCE OF NECESSITY, ADMINISTRATIVE APPROVAL, APPROVAL FOR WORKS						
1.	AOA	120	20	1500	75	IFA
2.	AOC-in-C	75	7	500	50	CDA(AF)
3.	SOA/SAASO	Nil	Nil	300	30	Dehradun/ JCDA Nagpur
4.	Stn Cdr					
	(a) AOC	15	0.5	Nil	Nil	
	(b) Gp Capt	5	0.5	Nil	Nil	
	(c) Wg Cdr & below	5	0.5	Nil	Nil	
POWERS FOR DEMOLITION OF BUILDINGS						
1.	AOA	Nil	Nil	50	Nil	
2.	AOC-in-C	Nil	Nil	20	Nil	
3.	SOA/SAASO	Nil	Nil	08	Nil	

(b) **MEDICAL** - Financial Powers of PMO in respect of local purchase of drugs (749/01) is Rs. 50,000/- without concurrence of IFA / CDA and with concurrence up to Rs.1, 00,000/-in respect of purchase of medical stores only.

(c) **ACCOUNTS:** The financial powers of C Accts O are appended below:-

Details of sanction	Authority	Delegation at HQ MC	
		Without IFA concurrence	With IFA concurrence
(i) Authorise remittance of fund by telegrams to units on the basis of cash requisition received.	AFO 1/S/2001.	As authorised	
(ii) Sanction carriage of public fund in service aircraft.	AFO 1/S/2001	As authorised	
(iii) Sanction honorarium and fees.	Rule 271 FR Pt I and AFO 317/63.	As authorised	
(iv) Sanction for payment of outstanding bills of previous year out of allotment for the current financial year.	Rule 18 & 104 FR Pt I (1983 Edn)	As authorised	
(v) Sanction office contingency expenditure.	Rule 58 C (I) & (V) Fr Pt I GOI MOD letter No.Air HQ/61279/35/LR/668/US/D Air-I) dated 17 May 91.	Rs.60, 000	Rs.6,00,000
(vi) Sanction expenditure not precisely covered by rules.	Fr Pt I Appx II Pt III Sch II	Rs.6, 000	Rs.30, 000
(vii) Sanction temporary advance and final withdrawals from DSOPF.	AFI 130/70 and GOI letter No.A/26015/AG/P S3©/6421/D(Pay/Services) dated 22 Dec 88.	As authorised	

Details of sanction	<u>Authority</u>	Delegation at HQ MC	
		Without IFA concurrence	With IFA concurrence
(viii) Sanction advance/final withdrawal from GPF/IOPWF fund.	AFO 310/77 and GPF Rules 1980 (Def Services) reproduced in AFO 25/79.	As authorised	
(ix) Authorise/withhold Govt contribution under Indian Ordnance Factory Workers Provident Fund Rules.	AFO 239/73 and AFO (Accts 14/58).	As authorised	
(x) Sanction advance of pay to non-gazetted civilians (Ind and Non-Ind) affected by floods, natural calamities of exceptional severity.	AFO 255/77 AFI 6/S/71 AFO 183/70 DACL/4/93	As authorised	
(xi) Sanction advance of pay to the service personnel below commissioned rank effected by floods, natural calamities of exceptional severity.	AFO 277/72 and AFI 1/73. DACL 4/93.	As authorised	
(xii) Sanction special rate of ration allowance for period beyond 30 days in respect of DSC personnel attached to AF units.	AirHQ/75729/GS/D SC-22424/O/DGS-IV dated 26 Sep 66, AFI 129/70 and AFO 566/73.	As authorised	
(xiii) Sanction warm clothing advance to civilians.	AFI 129/61.	As authorised	

Details of sanction	Authority	Delegation at HQ MC	
		Without IFA concurrence	With IFA concurrence
(xiv) Sanction payment of credit balance in AFPP Fund to next of kin in case of insane person.	Rule 9(iii) AFPPF Rules MOD letter No.A/22765/AB/P C3 (S)/6587/D (Pay/Services) dated 30 Oct 73 and AFO 585/73.	As authorised	
(xv) Sanction of time barred recoveries.	Rule 179 FR Pt I.	As authorised	
(xvi) Sanction AFPPF advance and final withdrawals in respect of airmen including MWOs/WOs and Hon Commissioned Officers when the Stn Cdr is of the rank of Wg Cdr and below.	AFPP Rules 7(II) and GOI letter No.26015/AG/PS3 (c)/6421/D(pay/Services) dated 22-12-98.	As authorised	
(xvii) Sanction / regularise recovery of over payment of Pay & Allowances.	FR PT I Rule 179	As authorised	
(xviii) Accord various sanctions as per AFO 1/S/2001.	AFO 1/S/2001 as amended	As authorised	
(xix) Sanction civil compensation claims:- (aa) In each case (ab) Max. in any one accident.	Pay & allowances Regulation Rule 451 and AFO 253/77. (as amended by MoD letter No. Air HQ/ 23932/POL 7/D/ PP&R/160/ DOI/D (Air-III) dt 02 Feb 90.	Rs 3,000 Rs 30,000	

Details of sanction	Authority	Delegation at HQ MC	
		Without IFA concurrence	With IFA concurrence
(xx) Dispose off travelling claims of petty nature.	FR Pt I Rule 61 and TR Rule 5.	As authorised	
(xix) Sanction recovery of Govt dues in smaller instalments.	Rule 183 FR Pt I.	As authorised	
(xxi) Sanction motor car/motor cycle/ PC and moped advance and application for sale all personnel and officers upto the rank of Wg Cdr.	AFI 2/S/66. AFO 18/86, GoI, MOD letter No 15819/Q Nov/D/2273/D(Mov)/88 dt 30 May 88	As authorised	
(xxii) Relaxation of pay limit for sanctioning motorcycle advance.	Para 7, AFO 18/86.	As authorised	
(xxiii) Waive non-execution of mortgage and insurance of vehicle.	AFI 2/S/66.	As authorised	
(xxiv) Authorise exception to newly formed unit from annual stocktaking	IAP 1501, Chap 25 Para I amendment list No. 10/68.	As authorised	
(xxv) Approve extension of time limit for finalisation of discrepancies in stock taking.	IAP 1501, Chap 25 Para 214.	As authorised	
(xxvi) (aa) Sanction time barred claims. (ab) waiving of time barred claims/bills including those which can not be investigated by audit authorities due to non-availability of records.	FR Pt I (1983 Edn) Rule 188, 189 and 191 read in conjunction with GOI MOD letter No.13(1)/88/Redel /D(IFA) dated 21 Jul 77.	As authorised	

Details of sanction	Authority	Delegation at HQ MC	
		Without IFA concurrence	With IFA concurrence
(xxvii) Regularisation of irregularities with financial implications objected to in audit.	AFO 49/87, Sch XIII FR Pt I, Rule 178.	Nil	Rs.60, 000
(xxviii) Dispose off audit objections of technical/ non-financial nature or where the monetary loss/value is not assessable.	Rule 178 and 178-B Fr Pt I and AFO 49/87, 809/76.	As authorised	

(d) **ORG:**

Items	Designation	Schedule	Financial Powers	
			Without IFA Concurrence	With IFA/CDA concurrence
Specialised Office Equipment	AOC-in-C	XV – A of appendix 'A' to letter Air HQ/ 21285/63/1/ Org (P&F) dt 20 Dec 03	Rs. 50,000/-	Rs. 25,00,000/-
	AOC/CO of Self Acctg unit		Rs. 30,000/-	Rs. 3,00,000/-
LSC (Condiments)	AOC-in-C	VII (A) as per FR Pt I Vol-II amended vide Gol, MoD letter 10(3)/02-D(Air-II) dt 01 Apr 02 and corr issued vide Gol, MoD letter 10(3)/02-D(Air-II) vol-II dt 09 Oct 03	Rs. 1,00,000/-	Rs. 8,00,000/-

Appendix 'B' to Chapter 4

Chapter – 4 (Manual – 3)

SAASO BRANCH

Rules, Regulations, Instructions, Manual and Records, for Discharging Functions

4.1 Please provide list of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of document.

- (a) Regulations for the AF
- (b) AF Act, 1950
- (c) AF Rules, 1969
- (d) Right to Information Act 2005
- (e) AFOs/AFIs on Air and Admin matters
- (f) CCS (Conduct) Rules 1964.
- (g) CCS (Classification, Control and Appeal) Rules 1965.
- (h) CCS (Pension) Rules 1972.
- (j) CCS (Temporary) Service Rules, 1965.
- (k) Fundamental Rules and Supplementary Rules.
- (l) General Financial Regulations
- (m) Scale of Accommodation for Defence Services 1983.
- (n) DSR (I) LR
- (o) Travel Regulations
- (p) IAPs and Manuals on Air and Admin/Med/Accts matters.
- (q) Defence Works Procedure 1986
- (r) Public Premises Eviction Act 1971
- (s) Manual Of Health For Armed Forces 2003 (Vol. I & II)
- (t) Guidelines To Medical Officers (Military Pension) 2002
- (u) Regulations for the Medical Services
- (v) Financial Regulations Part I & li
- (w) Pension Regulations
- (x) Joint Services Staff Duties
- (y) AASO Vol-IAir HQ Air Staff Orders for Fighters
- (z) AASO Vol-II Air HQ Air Staff Orders for Transport ac
- (aa) AASO Vol-III Air HQ Air Staff Orders for Helicopters
- (ab) HQ MC ASO Vol-I HQ MC Air Staff Orders for
Fighters

- (ac) HQ MC ASO Vol-II HQ MC Air Staff Orders for
Transport ac
- (ad) HQ MC ASO Vol-III HQ MC Air Staff Orders for
Helicopters
- (ae) Pilot Orders Various Pilot Orders issued by Air HQ
time to time for Fighters, Transport and
Helicopter operations
- (af) Air HQ ASIs Air HQ ASIs on Production and Flight
Testing, Operations, Support Services etc.

Address: - Air Force Publication Centre
C/O Air Force Station,
Race Course, New Delhi,
Tele : 23010231 (Air HQ)

Appendix 'B' to Chapter 5

Chapter – 5 (Manual – 4)

SAASO BRANCH

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

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.

- (a) Air campaigns
- (b) Recruitment Rallies
- (c) Flight safety programmes
- (d) Works conferences

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.

Through interactions, meetings and seminars.

Appendix 'B' to Chapter 6

Chapter – 6 (Manual – 5)

SAASO BRANCH

A statement of the categories of documents that are held by it or under its control

6.1 Use the format given below to give the information about the official documents. Also, mention the place where the documents are available for e.g at secretariat level, directorate level, others (Please mention the level in place of writing "Others").

- (a) Regulations for the AF
- (b) Acts, orders and manuals on air/admin matters
- (c) Rules, FRs, TRs and DSRs
- (d) AFOs/AFIs on Air and Admin matters
- (e) IAPs and Manuals on Air and Admin/Med/Accts matters.
- (f) Defence Works Procedure 1986
- (g) Guidelines To Medical Officers (Military Pension) 2002
- (h) Pension Regulations
- (j) AASOs - Air HQ Air Staff Orders
- (k) HQ MC ASO - HQ MC Air Staff Orders
- (l) Pilot Orders
- (m) Official Policy and correspondence files

Address :- **Sections under SAASO Branch**
 HQ MC, IAF
 Vayusena Nagar,
 Nagpur - 440007

Appendix 'B' to Chapter 9

Chapter – 9 (Manual – 8)

SAASO BRANCH

Procedure followed in Decision Making Process

9.1 What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual and Rule of Business Manual, and other rules/regulations etc can be made):

Decisions are taken by noting on file as per JSSD manual.

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?

Noting on file as per JSSD manual.

Movement of file

O i/c Section – SAASO – AOC-in-C

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

Communication to the members/agencies on as required basis.

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

Dealing Officer – SPSO – SAASO – AOC-in-C
 Dealing Officer – CJA – SAASO – AOC-in-C
 Dy PMO – PMO – SAASO – AOC-in-C
 Dealing Officer – C Accts O – SAASO – AOC-in-C
 Dealing Officer – Air I – SAASO – AOC-in-C
 Dealing Officer – C Wks O – SAASO – AOC-in-C
 Dealing Officer – C Org O – SAASO – AOC-in-C
 Dealing Officer – C Edn O – SAASO – AOC-in-C

9.5 Who is the final authority that vets the decision?

AOC-in-C
 HQ MC, IAF
 Vayu Sena Nagar, Nagpur – 440 007

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

Sl. No.	
Subject on which the decision is to be taken.	Air/Admin/Medical/Legal/Accounts related matters
Guideline/Direction, if any	Noting on file as per JSSD Manual.
Process of Execution	Noting on file as per JSSD Manual.
Designation of the officers involved in decision making	Dealing Officer – SPSO – SAASO – AOC-in-C Dealing Officer – CJA – SAASO – AOC-in-C Dy PMO – PMO – SAASO – AOC-in-C Dealing Officer – C Accts O – SAASO – AOC-in-C Dealing Officer – Air I – SAASO – AOC-in-C Dealing Officer – C Wks O – SAASO – AOC-in-C Dealing Officer – C Org O – SAASO – AOC-in-C Dealing Officer – C Edn O – SAASO – AOC-in-C
Contact information of above mentioned officers	Section Cdrs of SAASO branch and Branch Coordinating Officer
If not satisfied by the decision, where and how to appeal.	AOC-in-C, HQ MC, IAF Vayu Sena Nagar, Nagpur By way of representations, ROGs, Letters Interviews and meetings

Appendix 'B' to Chapter 18

Chapter – 18 (Manual – 17)

SAASO BRANCH

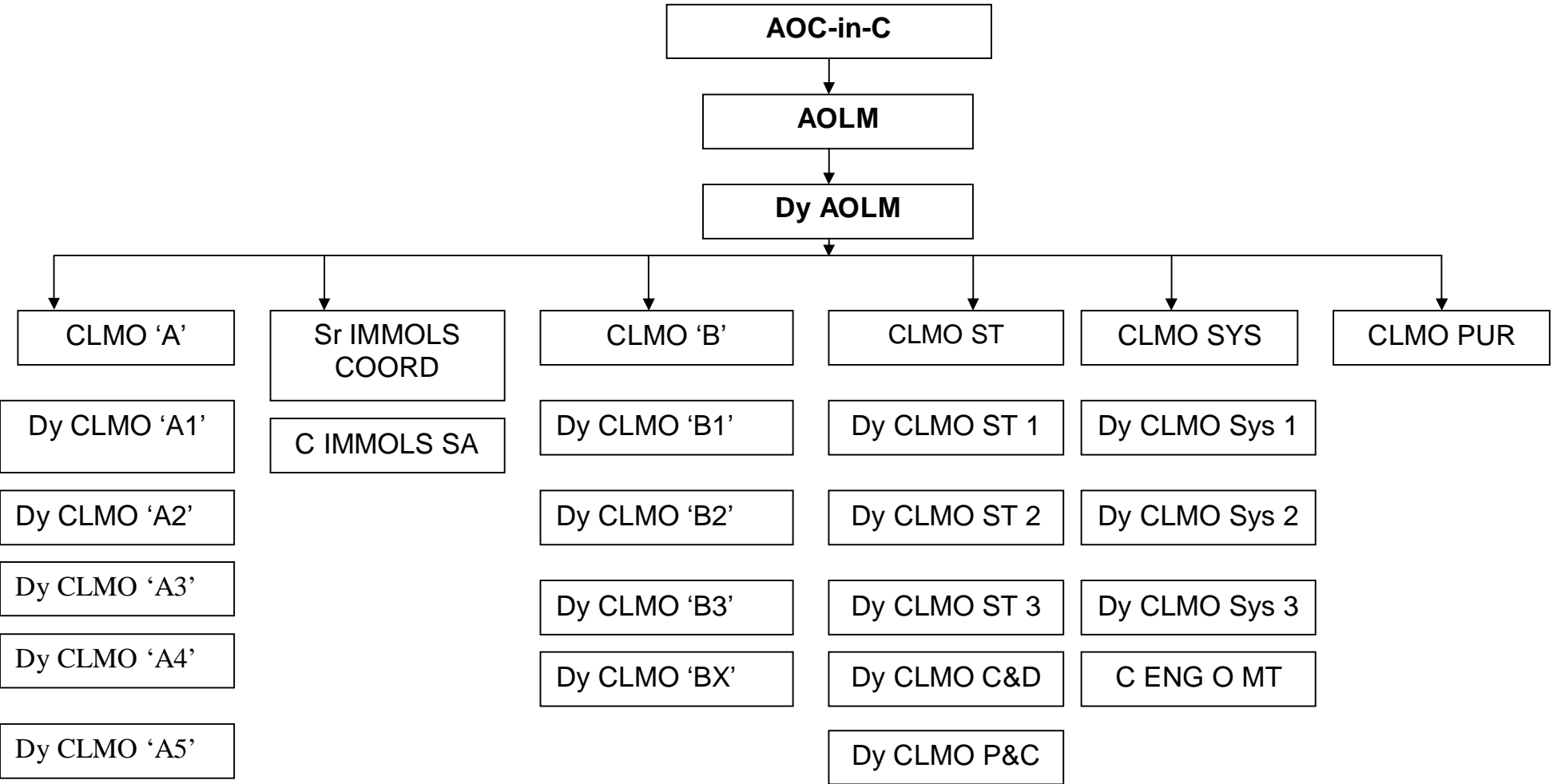
Other Useful Information

- 18.1 Frequently Asked Questions and their Answers by Public.
N/A
- 18.2 Related to seeking information
Applications are submitted by citizens seeking information as per the provisions of RTI Act 2005. These applications are disposed off by CPIO in terms of RTI Act 2005.
- 18.3 With relation to training imparted to public by Public Authority.
N/A
- 18.4 With relation to Certificate, No objection certificate etc issued by the Public Authority not included in Manual – 13.
N/A
- 18.5 With relation to registration process.
N/A
- 18.6 With relation to collection of tax by Public Authority (Municipal Corporation, Trade Tax, Entertainment Tax etc)
N/A
- 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).
N/A
- 18.8 Details of any other public services provided by the Public Authority.
N/A

AOLM BRANCH

(Information on chapters 2,3,4,5,6,9 & 18
pertaining to AOLM Branch)

ORGANISATION CHART:AOLM BRANCH



CHAPTER -2 (MANUAL-1)

AOLM BRANCH

Particulars of Organization, Functions and Duties

2.2 Objective/purpose of the public authority.

- (a) Maintenance & Administration of logistics discipline.
- (b) Optimisation of supply & inventory management at Depot/ BRDs.
- (c) Monitoring all logistics activities of EDs/BRDs /ASPs.
- (d) Provisioning & procurement of spares for various weapon systems.
- (e) Exercise various financial powers.

2.2 Mission/Vision Statement of Public authority: Optimisation of supply & inventory management at EDs/Depots/ BRDs.

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

The office of AOLM was formed in 1963 at the time of formation of this HQ. This was ratified by GOI MOD letter No Air HQ/S. 20632/193/ EST/70768/D(Air-III)/194 dated 29 Aug 72 with the basic aim to oversee all logistics activities at Depots/EDs & BRDs. With the transfer of additional procurement & provisioning responsibilities from Air HQ from 1998 onwards, and with the introduction of fleet management concept, the role & responsibility of AOLM has increased manifold, thereby affecting from more supervision of units placed under Command to logistics management of the entire Air Force inventory.

2.4 Duties of the public authority.

- (a) Rendering specialist advice on all matters of logistics discipline.
- (b) Laying down & monitoring various logistics procedures followed by EDs/BRDs/ASPs within the framework of existing policy.
- (c) Control of all logistics functions of all units placed under HQ MC, IAF.

(d) Monitoring & control of all provisioning activities at EDs & BRDs. To ensure correct compilation of the provisioning reviews/indents, timely submission and follow up action for procurement.

(e) Formulation of emergency supply system procedures to be followed during emergency & war by EDs/BRDs/ASPs.

(f) Optimisation of supply and inventory management at Depots/BRDs. Implementation of revised procedures/ suggested method.

(g) To carry out continuous reviews of existing inventory at EDs/BRDs and ensure utilization of non-moving stocks. Initiate action for disposal of unwanted/obsolete stores.

(h) Maintenance & administration of all MT vehicles in MC Units.

(j) Liaison with HAL & other Public Sector Undertakings for product support and overhaul tasks of IAF.

(k) Ensuring logistics discipline. Convening & finalisation of Courts of Inquiry on logistics matters.

(l) Rendering specialist advice to SAASO on matters pertaining to logistics activities such as establishment, work services, posting/ movement of logistics personnel etc.

(m) Co-ordination with DGAQA/AOES on technical/AIS activities at EDs.

(n) Exercise various financial powers on behalf of AOC-in-C, including local purchase, contracts, write-off etc.

2.5 Main activities/functions of the public authority:

To control entire provisioning, procurement, warehousing and distribution activity of EDs/BRDs/ASPs in the ERP environment of IMMOLS.

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

(a) Converting schedule of requirement received from ED/BRD into indents within the financial powers of HQ MC.

(b) Converting Indents into supply orders/contracts within financial powers of HQ MC.

(c) Forwarding SOR to Air HQ, falling beyond the financial powers of this HQ.

(d) Forwarding indents to Air HQ for foreign procurement.

(e) Grant of approval of LSC sent by units under HQ MC.

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

AOLM Organisation Chart attached.

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

Participation of registered contractors in Tender enquiry process.

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

Newspaper advertisement in leading news paper to participate in open Tender enquiry and issue of Tender Forms to registered suppliers under single Tender/Limited Tender.

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

Redress of Grievance, application, counseling, interviews etc.

2.11 Addresses of the main office and other offices at different levels.

AOLM Branch
HQ MC, IAF
Vayusena Nagar
Nagpur – 440 007

2.12. Morning hours of the office/Closing hours of the office.

Morning hours : 0700 hrs
Closing hours : 1430 hrs

Appendix 'C' to Chapter 3

Chapter – 3 (Manual – 2)

AOLM BRANCH

3.1. Please provide details of the powers and duties of officers and employees of the organization.

Designation	AOLM	
Powers	Administrative	NIL
	<u>Financial Powers :-</u> (a)Sch XII (A)&(B)	Rs. 10 Crores in consultation with IFA
	(b) Sch XII (C)	Rs. 6 Crores in consultation with IFA.
	(c) Sch XII (E)	Rs. 10 Crores in consultation with IFA.
Designation	DY AOLM	
Powers	Administrative	NIL
	<u>Financial Powers :-</u> Sch XII (A),(B),(C) & (E)	Rs. 3 Crores in consultation with IFA
	Others	NIL
Duties	Approval of Indents and contracts / supply order under schedule XII for PR activity.	

Appendix 'C' to Chapter 4

Chapter – 4 (Manual – 3)

AOLM BRANCH

Rules, Regulations, Instructions, Manual and Records, for Discharging Functions

4.1 Please provide list of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of document.

- (a) IAP – 1501 -- IAF Equipment Regulation
- (b) AF Regulation -- 1963
- (c) Financial Regulation – 1963
- (d) Financial Regulation – 1983 (Revised)
- (e) IAP 1541 – IAF Provisioning Manual
- (f) IAP 1542 – --do --
- (g) Defence Procurement Manual – 2005 (Revenue Procurement)
- (h) Revised Financial Powers as per GOI letter dated 03 Apr 1997.
- (i) Revised Financial Powers as per GOI letter dated 01 Apr 2002.

Address :- Air Force Publication Centre
C/O Air Force Station,
Race Course
New Delhi,
Tele : 23010231 (Air HQ)

Appendix 'C' to Chapter 5

Chapter – 5 (Manual – 4)

AOLM BRANCH

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

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.

NIL / N/A

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.

NIL / N/A

Appendix 'C' to Chapter 6

Chapter – 6 (Manual – 5)

AOLM BRANCH

A statement of the categories of documents that are held by it or under its control

6.1 Use the format given below to give the information about the official documents. Also mention the place where the documents are available for e.g at secretariat level, directorate level, others (Please mention the level in place of writing "Others").

- (a) IAP – 1501 -- IAF Equipment Regulation
- (b) AF Regulation -- 1963
- (c) Financial Regulation – 1963
- (d) Financial Regulation – 1983 (Revised)
- (e) IAP 1541 – IAF Provisioning Manual
- (f) IAP 1542 – -- do --
- (g) Defence Procurement Manual – 2005 (Revenue Procurement)
- (h) Revised Financial Powers as per GOI letter dated 03 Apr 1997.
- (j) Revised Financial Powers as per GOI letter dated 01 Apr 2002.

Address :- Air Force Publication Centre
C/O Air Force Station
Race Course
New Delhi
Tele : 23010231 (Air HQ)

Appendix 'C' to Chapter 9

Chapter – 9 (Manual – 8)

AOLM BRANCH

Procedure followed in Decision Making Process

9.1 What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual and Rule of Business Manual, and other rules/regulations etc can be made):

Decisions are taken by notings on file as per JSS manual.

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

Notings on file as per JSS manual.

Movement of file

Dy CLMO –CLMO– Dy AOLM - IFA – AOLM - AOC-in-C

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

Letter to concerned contractors/suppliers (Selective Communication)

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

Dy CLMO --CLMO -- Dy AOLM -- IFA _ AOLM – AOC-in-C

9.5 Who is the final authority that vets the decision?

AOC-in-C
HQ MC, IAF
Vayu Sena Nagar
Nagpur – 440 007

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

Sl. No.	
Subject on which the decision is to be taken.	Provisioning and Procurement of spares and movement of men and material.
Guideline/Direction, if any	Notings on file as per JSS Manual.
Process of Execution	Notings on file as per JSS Manual.
Designation of the officers involved in decision making	Dy CLMO - CLMO - Dy AOLM - IFA – AOLM
Contact information of above mentioned officers	AOLM branch information officer or Branch Co-ordinating Officers
If not satisfied by the decision, where and how to appeal.	AOC-in-C, HQ MC, IAF Vayu Sena Nagar, Nagpur

Appendix 'C' to Chapter 18

Chapter – 18 (Manual – 17)

AOLM BRANCH

Other Useful Information

18.1 Frequently Asked Questions and their Answers by Public.

Q. Tender enquiry and opening dates.

A. Mentioned prominently on the tender forms.

18.2 Related to seeking information

- Application form (a copy of filled application form for reference)
- Fee
- How to write a precise information request Few Tips
- Right of the Citizen in case of denial of information and procedure to appeal

General Application on a White piece of A4 size paper either in Hindi or in English.

Example - (Service letter pattern as given below)

Shri Ramlaxman Contractor
Telephone No. – 2456526
Hanuman Road,
Gokulpeth
Nagpur-440010

File Ref. : Cont/rates/05-06

May 2006

AOC-in-C (For AOLM)
HQ MC, IAF
Vayu Sena Nagar
Nagpur – 440 007

OPENING DATE OF TENDER ENQUIRY

Sir,

1. With reference to your advertisement given in the 'Times of India' dated -----.
2. I request the authority to intimate opening date of price bid.

Thanking you,

Yours faithfully,
Sd/-(Contractor)

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

N/A

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

N/A

18.6 With relation to registration process.

N/A

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

N/A

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).

N/A

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

N/A