

## **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 Southern Air 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.

Date : 30 Jul 07

(R Nagarajan)  
Gp Capt  
Public Information Officer  
HQ SAC 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.

<b>Chapters</b>	<b>Subjects</b>
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 programme
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. Objective/purpose of the public authority.
2. Mission/Vision statement of the public authority.
3. Brief history of the public authority and context of its formation.  
As per policy page issued vide Air HQ/S.18158/578/Plan dated 10 Jul 84 and amended vide corrigendum Air HQ/S 18158/578/Plans dated 09 Jun 04.
4. Duties of the public authority.
5. Main activities/functions of the public authority.
6. List of services being provided by the public authority with a brief write-up on them.
7. Organizational Structure Diagram at various levels namely State, directorate, region, district, block etc (Whichever is applicable)  
Organization Chart Attached.
8. Expectation of the public authority from the public for enhancing its effectiveness and efficiency.
9. Arrangements and methods made for seeking public participation/contribution.
10. Mechanism available for monitoring the service delivery and public grievance resolution.
11. Addresses of the main office and other offices at difference level.  
(Please categorize the addresses district wise for facilitation the understanding by the user).  
 HQ Southern Air Command, IAF  
 Akkulam  
 Trivandrum – 695 031
12. Morning hours of the office : 0730 hrs  
 Closing hours of the office : 1700 hrs on Mondays  
 1400 hrs on other days

### **CHAPTER 3**

#### **POWERS AND DUTIES OF OFFICERS AND EMPLOYEES**

(a) **Operations**

- (i) Op preparedness and effectiveness of all units under HQ SAC.
- (ii) Trg requirements towards op preparedness and effectiveness of all units under SAC.
- (iii) All Air Ops during peace, war and contingencies.
- (iv) Oversee planning, coordination and conduct of all exercises involving air ops in SAC.
- (v) Ensure efficient communication and IT related services.
- (vi) Provide efficient AD cover and oversee efficient functioning of Int Section.
- (vii) Flight Safety.
- (viii) Disaster Management.

(b) **Maintenance**

- (i) Coordinating, controlling of all maintenance activities at Station and units.
- (ii) Conducting training activities of all technical and logistic personnel of all units under HQ SAC
- (iii) Demanding, pooling all resources and spares required during war and peace time requirements.
- (iv) Organising and controlling all maintenance support during the inland and abroad operations.
- (v) Co-ordinate and control all mechanical transport requirements

(c) **Administration**

- (i) Coordinating all the administrative task of the Command and units under this Command
- (ii) Extending all administrative support to the units under the Command
- (iii) Updating the records of Adm matters and kept informing the units as and when new policies and directives are received from higher formations.
- (iv) Planning and controlling of budget as per the allotment.

**CHAPTER 4****RULES, REGULATIONS, INSTRUCTIONS, MANNUAL  
AND RECORDS, FOR DISCHARGING FUNCTIONS**

- (a) IAP 3902 - Classified handling of protected documents
- (b) AF Regulations 1964
- (c) Financial Regulations (Revised) - 1983
- (d) Revised Financial Powers as per GOI letter dated 03 Apr 1997
- (e) 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 – 110 003  
Tele: 011– 23010231 (Air HQ)

**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**

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

**CHAPTER 6**

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

- (a) IAP 3902 - Classified handling of protected documents
- (b) AF Regulations 1964
- (c) Financial Regulations (Revised) - 1983
- (d) Revised Financial Powers as per GOI letter dated 03 Apr 1997
- (e) Revised Financial Powers as per GOI letter dated 01 Apr 2002

**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 Boards 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**

## Name of the Assistant Public Authority

Name	Designation	Telephone		FAX	E-mail	Address
		Office	Residence			
Sqn Ldr A Pandit	S Adm O SAC (U)	503	593	--	--	HQ SAC, IAF Akkulam Trivandrum-31

## Public Information Officers

Name	Designation	Telephone		FAX	E-mail	Address
		Office	Residence			
Gp Capt R Nagarajan	C Org O	304	354	--	--	HQ SAC, IAF Akkulam Trivandrum-31

## Department Appellate Authority

Name	Designation	Telephone		FAX	E-mail	Address
		Office	Residence			
Gp Capt AS Bhonsle VSM	SOA	301	522	04712551373	soa@sac.iaf.in	HQ SAC, IAF Akkulam Trivandrum-31

**CHAPTER 9****PROCEDURE FOLLOWED IN  
DECISION-MAKING PROCESS**

1. What is the procedure followed to take a decision for various matters
  - Decision on various matters is being taken based on the Regulations, Orders and Instructions and also as per the feed back obtained from various levels of authority.
  - Based on the laid down policies of Air Force, maintenance manuals, Publications obtained from the concerned levels the decision on various matters are taken.
  - Based on the policy and procedure available and also based on inputs of subordinates
  
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?
  - The level of decision depends on type of decision requested and the resultant effect of such a decision. Ops related decision is taken by Air Branch.
  - The level of decision depends upon the type of decision required and the effect of the decision on the policies of Air Force. The maintenance related decisions are taken by the Maintenance Branch.
  - Decision on Adm matters is being taken by the Branch head keeping in view of the existing policies and instructions issued from higher authorities.
  
3. What are the officers at various levels whose opinions are sought for the process of decision making?

Specialist officers at Air HQs.

4. Who are the officers at various levels whose opinions are sought for the process of decision making?
- Specialist officers designated for the purposes are being consulted for decision making.
  - Based on the specialization and subject matter the opinions are sought and decisions are taken.
5. Who is the final authority that wets the decision?
- Air Officer Commanding-in-Chief
6. Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.
- (a) Subject on which the decision is to be taken
    - (i) All types of Adm and financial matters
    - (ii) Maintenance Matter Ops matters
  - (b) Guideline/direction, if any
    - (i) Regulations for IAF, IAPs, AFOs, AFIs and policies
    - (ii) Existing policies, procedures and requirements
  - (c) Process of Execution
    - (i) Communication through letters, signals and brief courses.
    - (ii) Deliberations through files
  - (d) Designation of the officers involved in decision making
    - (i) SASO, Air I, Air II, CSO (Air), CFS&IO, Ops I, Ops II, CITO, CIEWO, CATCO, C Met O (for Operational matters)
    - (ii) C Eng O, CLMO, C Sys O, CA&SEO, Dy C Eng O (for Maintenance matters)
    - (iii) PMO, SPSO, C Org O, CJA, C Wks O, C Accts O, C Edn O (for Administrative matters)

- (e) Contact information of above mentioned officers : HQ Southern Air Command  
Akkulam  
Thiruvananthapuram-31
  
- (f) If not satisfied by the decision, where and how to appeal?  
Air Officer Commanding – in – Chief

**CHAPTER 10****DIRECTORY OF OFFICERS AND EMPLOYEES**

1. Please provide information district wise in the following format

Name	Designation	Telephone (STD Code: 0471)		FAX	E-mail	Address
		Office	Residence			
Tele Exchange	Civil Junction	Auto 2551361 (10 lines)		2551361 2551217	Nil	HQ SAC, IAF Akkulam Trivandrum -31
Air Mshl YR Rane AVSM VM	AOC-in-C	2551371	2440177	2551371	Nil	-- "--
AVM VS Kapani VSM	SASO	2551372	2443539	2444152	Nil	-- "--
Air Cmde AK Maini	SMSO	2551374	2444764	2551374	Nil	-- "--
Gp Capt AS Bhonsle VSM	SOA	2551373	2440496	2551373	Nil	-- "--
Gp Capt P Jacob	Air I	Extn 202	Extn 252		Nil	-- "--
Gp Capt AK Prabhakaran	Air II	2551375	--	2551361	Nil	-- "--
Wg CDR S Biswas	C Int O	--	2552506	2551361	Nil	-- "--
Wg CDR G Edward	CO SAC (U) AF	2554908	--	2554908	Nil	-- "--
Wg CDR Manoj Shah	CATCO	2444152	--	2551361	Nil	-- "--
Wg CDR M Varghese	CO 29 P&SU	2553791	--	2551361	Nil	-- "--
Mr. Prakash Magdum	CO PRO	2441498	--	2441498	Nil	-- "--

**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 'A' to this Chapter.

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

**OFFICERS**

**PAY SCALE OFFICERS**

<b>Rank</b>	<b>Rank Pay</b>	<b>Pay Scale</b>
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)
<b>Auth: AFI 2/S/97.</b>		

**NON PRACTICING ALLOWANCE**

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

**STAGNATION PAY**

<b>Rank</b>	<b>Rate</b>
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.

Authy: (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**

Rank	CAT I	CAT II
	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**

<b>Qualification</b>	<b>Rate</b>
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.

**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

### **TEST PILOT ALLOWANCE**

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

### **GALLANTRY AWARDS**

Param Vir Chakra	Rs. 1500/-p.m
Ashok 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. ltr 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 ltr 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 21.7.00

## SPORTS PAY

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

<b>National Event</b>	-	<b>One Increment</b>
<b>International Event</b>	-	<b>Two Increments</b>

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 remains 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**

<b>Rank</b>	<b>Rate</b>
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**

<b>Areas</b>	<b>Rate</b>
Field Area below 3000ft	Rs 35
Field Area between 3000ft to 4999ft	Rs 50
Field Area between 5000ft to 8999ft	Rs 55
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**

<b>Rank</b>	<b>Gp X</b>	<b>Gp Y</b>	<b>Gp Z</b>
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) Recruit Gp. Z Rs. 2650/-p.m

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

**CITY COMPENSATORY ALLOWANCES**

<b>Pay Range</b>	<b>A1 Cities</b>	<b>A Cities</b>	<b>B1 Cities</b>	<b>B2 cities</b>
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 DAFL 32/86 DPPR/CL/42/97 EN 8(P&C W)

**SPECIAL COMPENSATORY (REMOTE LOCALITY) ALLOWANCE**

<b>Pay Scale</b>	<b>PART A</b>	<b>PART B</b>	<b>PART C</b>	<b>PART D</b>
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

**HILL COMPENSATORY ALLOWANCE**

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

**HIGH ALTITUDE ALLOWANCE**

<b>Rank</b>	<b>CAT -I</b>	<b>CAT-II</b>
	<b>9000-15000SFT</b>	<b>ABOVE 15000SFT</b>
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**

<b>Condition</b>	<b>Airmen</b>	<b>Officers</b>
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**

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

Auth: DA CL 13/98, AIR HQ/25791/115/PC DT 22/1/98

**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/XXI/D(pay/services) dt 29/02/00

**COMPOSITE FIELD ALLOWANCE & MODIFIED FIELD AREA (CFA/MFA)  
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

**COUNTER INSURGENCY ALLOWANCE**

Rank	Field Area	MFA	Peace Area
MWO/WO/JWO/Hon Comn 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

**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)dt29/2/00

**FLIGHT CHARGES CERTIFICATE ALLOWANCE**

Rank	Rates
SGTs	125/-
JWOs	200/-

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

**INSTRUCTIONAL ALLOWANCE**

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

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

**TRANSPORTATION ALLOWANCE**

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

DPPR/CL/5/98

**FREE FALL JUMP INSTRUCTOR ALLOWANCE**

Rank	Rates
Airmen	600/-

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

**SIACHEN ALLOWANCE**

Rank	Rates
PBORs	Rs 4667/-

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

**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

**AERONAUTICAL TECHNICAL ALLOWANCE**

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

**OPERATIONAL PARATROOPERS PAY TO GARUD**

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

**PAY****PAY SCALE : CIVILIANS**

<b>SL NO</b>	<b>POST/GRADE</b>	<b>SCALE (FROM 01-01-1996)</b>
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)**

<b>DESIGNATION</b>	<b>GROUP</b>	<b>PAY SCALES</b>
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**

<b>DESIGNATION</b>	<b>GROUP</b>	<b>PAY SCALES</b>
Sr Civ Staff Offr (Eqp)	A	10000 - 15200
Civ Staff Offr (Eqp)	A	10000 – 15200
Sr Store Offr (Eqp)	B	7500 – 11000
Civ Gaz 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**

<b>DESIGNATION</b>	<b>GROUP</b>	<b>PAY SCALES</b>
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**

<b>DESIGNATION</b>	<b>GROUP</b>	<b>PAY SCALES</b>
Civ Staff Offr (Admin)	A	10500 – 15200
Sr Civ Gaz Offr (Adm)	A	8000 - 13500
Civ Gaz 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**

<b>DESIGNATION</b>	<b>GROUP</b>	<b>PAY SCALES</b>
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**

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

**ISOLATED POSTS**

<b>DESIGNATION</b>	<b>GROUP</b>	<b>PAY SCALES</b>
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
Furnace man (semi-skilled)	D	2650 - 4000
Hammer man (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

### **INDUSTRIAL CATEGORIES**

<b>DESIGNATION</b>	<b>GROUP</b>	<b>PAY SCALES</b>
Master craftsman	C	4500 - 7000

### **ARMOURERS**

<b>DESIGNATION</b>	<b>GROUP</b>	<b>PAY SCALES</b>
Armourer HS – I	C	4000 - 6000
Armourer HS – II	C	4000 - 6000

### **AIRCRAFT MECHANICS**

<b>DESIGNATION</b>	<b>GROUP</b>	<b>PAY SCALES</b>
Aircraft Mech 'A' (HS-I)	C	4000 - 6000
Aircraft Mech 'A' (Skilled)	C	3050 - 4590
Aircraft mech 'E' (HS-I)	C	4000 - 6000
Aircraft Mech 'E' (Skilled)	C	3050 - 4590

### **BLACKSMITHS**

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

### **COPPERSMITH & SHEET METAL WORKERS**

<b>DESIGNATION</b>	<b>GROUP</b>	<b>PAY SCALES</b>
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)**

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

### **CIVILIAN MTD CADRE**

<b>DESIGNATION</b>	<b>GROUP</b>	<b>PAY SCALES</b>
Civ Mech Tpt Driver Gde I	C	4500 - 7000
Civ Mech Tpt Driver Gde II	C	4000 - 6000
Civ Mech tpt Driver (Ordinary Gde)	C	3050 - 4590

**TELEPHONE OPERATOR CADRE**

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

**TECHNICAL SUPERVISORY CADRE**

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

**GESTETNER OPR CADRE**

<b>DESIGNATION</b>	<b>GROUP</b>	<b>PAY SCALES</b>
Sr Gest Opr	C	3050 - 4590
Jr Gest Opr	D	2650 - 4000

**DRAUGHTS MAN CADRE**

<b>DESIGNATION</b>	<b>GROUP</b>	<b>PAY SCALES</b>
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**

<b>DESIGNATION</b>	<b>GROUP</b>	<b>PAY SCALES</b>
Asst Lib Information Offr	B	6500 - 10500
Sr Lib Information Asst	B	5500 - 9000
Lab Information Asst	C	5000 - 8000

**HINDI STAFF CADRE**

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

**CARPENTER**

<b>DESIGNATION</b>	<b>GROUP</b>	<b>PAY SCALES</b>
Carpenter (HS-I)	C	4000 - 6000
Carpenter (Hs-II)	C	4000 - 6000
Carpenter (Skilled)	C	3050 - 4590

**ELECTRICIANS**

<b>DESIGNATION</b>	<b>GROUP</b>	<b>PAY SCALES</b>
Electrician (HS-I)	C	4000 - 6000
Electrician (HS-II)	C	4000 - 6000

Electrician (Skilled)	C	3050 - 4590
<b><u>FITTERS MECHANICAL TRANSPORT</u></b>		
<b>DESIGNATION</b>	<b>GROUP</b>	<b>PAY SCALES</b>
Fitter Mech Transport (HS-I)	C	4000 - 6000
Fitter Mech Transport (HS-II)	C	4000 - 6000
Fitter Mech Transport (Skilled)	C	3050 - 4590
<b><u>FITTERS / FITTER GENERAL</u></b>		
<b>DESIGNATION</b>	<b>GROUP</b>	<b>PAY SCALES</b>
Fitter/ Fitter General (HS-I)	C	4000 - 6000
Fitter/ Fitter general (HS-II)	C	4000 - 6000
Fitter/ Fitter General (Skilled)	C	3050 - 4590
<b><u>INSTRUMENT REPAIRER</u></b>		
<b>DESIGNATION</b>	<b>GROUP</b>	<b>PAY SCALES</b>
Instrument Repairer	C	4000 - 6000
Instrument Repairer (Skilled)	C	3050 - 4590
<b><u>MECHANICAL TRANSPORT MECHANICS</u></b>		
<b>DESIGNATION</b>	<b>GROUP</b>	<b>PAY SCALES</b>
Mech. Transport Mechanic (HS-I)	C	4000 - 6000
Mech. Transport Mechanic (HS-II)	C	4000 - 6000
Mech. Transport Mechanics (Skilled)	C	3050 - 4590
<b><u>MOULDERS</u></b>		
<b>DESIGNATION</b>	<b>GROUP</b>	<b>PAY SCALES</b>
Molder (HS-I)	C	4000 - 6000
Molder (HS-II)	C	4000 - 6000
Molder (Skilled)	C	3050 - 4590
<b><u>PAINTERS</u></b>		
<b>DESIGNATION</b>	<b>GROUP</b>	<b>PAY SCALES</b>
Painter (HS-I)	C	4000 - 6000
Painter (HS-II)	C	4000 - 6000
Painter (Skilled)	C	3050 - 4590
<b><u>PATTERN MAKERS</u></b>		
<b>DESIGNATION</b>	<b>GROUP</b>	<b>PAY SCALES</b>
Pattern Maker (HS-I)	C	4000 - 6000
Pattern Makers (HS-II)	C	4000 - 6000
Pattern Maker (Skilled)	C	3050 - 4590
<b><u>TURNERS</u></b>		
<b>DESIGNATION</b>	<b>GROUP</b>	<b>PAY SCALES</b>
Turner (HS- I)	C	4000 - 6000
Turner (HS-II)	C	4000 - 6000
Turner (Skilled)	C	3050 - 4590

**ALLOWANCE****HOUSE RENT ALLOWANCE**

<b>Classification of Cities/Towns</b>	<b>Rate of HRA</b>
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**

<b>Basic Pay + SI + DP + NPA</b>	<b>Amount of CCA pm</b>			
	<b>A1</b>	<b>A</b>	<b>B1</b>	<b>B2</b>
<b>Rs</b>				
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)**

<b>Pay + SI + DP + NPA</b>	<b>Bad climate Allowance</b>	<b>Composite IICA</b>
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**

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

Sl No	Head	Controlling Agency
1	727/03	C Org
2	735/01	CLMO
3	735/02 (TPT Store)	CLMO
4	735/02 (Speed Post)	CLMO
4	742/01	CLMO
5.	743/01	CLMO
6.	744/01	CLMO
7.	745/01	CLMO
8.	746/01	CLMO
9.	747/01	CLMO
10	748/01	CLMO
11	749/01	PMO
12	750/01	CLMO
13	754/01	C IT
14	754/03	C IT
15	754/05	C IT
16	754/07	C IT
17	754/09	C IT
18	786/05 (Obl)	C Org
19	786/05(Non Obl)	C Org
20	786/10	CFS & IO
21	786/14	C Org
22	786/15	C Org
23	786/16	GSO (AF)
24	786/19	C ATG
25	786/20	C Edn
26	786/20	C Edn
27	786/22	PMO
28	786/24	C Org
29	786/25	C Accts
30	786/30	C Org
31	790/00	O IC PC - SPSO
32	797/01	CSCB
33	795/01	CSCB

**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 SASO, SMSO and SOA branches. 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 SAC 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. Means, methods or facilitation available to the public which are adopted by the department for dissemination of information. Like Office Library, Drama and Shows, Through News Paper, Exhibition, Notice Board, Inspection of Records in the Office, System of issuing of copies of documents, Printed Manual Available, Website of the Public Authority, Other means of advertising.

- Office Library
- Notice Board
- Inspection of records in the office
- Routine orders issued under daily basis
- Standing Orders
- Adm Directives and Instructions
- Through New Papers
- Exhibition
- System of issuing of copies of documents on request and clearance from Air HQ
- Printed Manual Available on maintenance subjects

1. Public Information Cell: Public Information Cell is functioning at this HQ (Tele: 0471-2551361 Extn 304) during the working hours (i.e. 0730 hours to 1400 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 SAC, SAC(U) and its lodger units. Only entitled personnel can borrow books on loan card. Civil population is not authorized to avail library facilities as per AFO 6 & 7/2000. Officers' promotion examination pamphlets 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 Centers. 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, 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, Trivandrum to publish.

4. Notice Board: 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**

1. Frequently asked questions and their answers by public
2. Related to seeking information
  - Application form
  - Fee
  - How to write a precise information request
  - Right of the Citizen in case of denial of information and procedure to appeal
3. With relation to training imparted to public by Public Authority
  - Name of training programme with brief description
  - Time period for Training Programme/Scheme
  - Objective of training
  - Physical and Financial Targets
  - Eligibility for training
  - Prerequisites for training
  - Financial and other form of help (if any)
  - Description of help (Mention the amount of financial help, if any)
  - Procedure of giving help
  - Contact Information for applying
  - Application Fee
  - Other Fees
  - Application Form
  - List of Enclosures/documents
  - Format of Enclosures/documents
  - Procedure of application
  - Selection Procedure
  - Time table of training programme
  - Process to inform the trainee about the training schedule
  - Arrangement made by the Public Authority for creating public awareness about training programme.
  - List of Beneficiary of the training programme at various levels like district level, block level etc.