

**HANDBOOK**  
**UNDER**  
**RIGHT TO INFORMATION ACT – 2005**

**COMPILED BY**  
**HEADQUARTERS TRAINING COMMAND, IAF**

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**TEMPLATE FOR THE INFORMATION HANDBOOK**  
**(for compilation of information in terms of Section 4 of RTI Act)**

**CHAPTER 1**

**INTRODUCTION**

- 1.1 This hand book under RTI Act-2005 is compiled in accordance with the directions issued by Air HQ on the subject.
- 1.2 The objective / purpose of this hand book is to make concerned personnel aware of the role of HQ TC, IAF.
- 1.3 The intended users of this hand book are those who wish to know about the training aspect of Air Warriors of IAF.
- 1.4 The hand book pertains to HQ Training Command of IAF.
- 1.5 Not applicable
- 1.6 Gp Capt Sudhanshu, CPIO, HQ TC, IAF.
- 1.7 As laid down by Air HQ vide Air HQ/C 23401/204/PS dated 14 Mar 06.

**CHAPTER-2 (MANUAL-1)****PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES**

- 2.1 To organize control and monitor training of Air Warriors.
- 2.2 To prepare trainees to become successful and efficient Air Warriors
- 2.3 History - Training Command was formed on 22 Jul 1949 with an aim to impart training through training institutes.
- 2.4 To exercise functional and admin control over all training institutions under it.
- 2.5 To exercise control and issue directives for conduct of training of Air Warriors.
- 2.6 Not applicable since no public services provided.
- 2.7 Not applicable.
- 2.8 No expectation from public since no involvement of public in the functional role of HQ TC, IAF.
- 2.9 Not applicable.
- 2.10 Not applicable.
- 2.11 No office at other levels except the office at Bangalore. The address is same as given in para 1.6.
- 2.12 Morning hours of the office: 0730 hrs  
Closing hours of the office: 1430 hrs

**CHAPTER – 3 (MANNUAL – 2)****POWERS AND DUTIES OF OFFICERS AND EMPLOYEES****AIR BRANCH**

Para 3.1

Designation	<b>Command Non Technical Training Officer</b>	
Powers	Administrative	Reallocation of trades to non-tech airmen
	Financial	Sanction local purchase of stores out of Annual Training Grant (ATG)
	Others	NIL
Duties	<ol style="list-style-type: none"> <li>1. Render specialist advice on subject of non-tech trainees</li> <li>2. Responsible for Ground duty officer's training at AFA, AFAC.</li> <li>3. Supervise ab initio Airmen training at Belgaum, MTC, GRTC.</li> </ol>	

Designation	<b>CTTO</b>	
Powers	Administrative	CTTO, as a specialist staff officer at this HQ, is responsible for rendering specialist advice and implementing policies/directives on the subject of Technical Training being conducted at various Training Institutes under this Command.
	Financial	NIL
	Others	NIL
Duties	<ol style="list-style-type: none"> <li>1. Technical Officers Training at AFTC and AFA.</li> <li>2. Ab-initio and In-service training of technical tradesmen at CTI, ETI, E&amp;ITI, MTI, MTTI, WTI and GIS, C/o AF Stn Tambaram.</li> <li>3. Liaison with CNTTO for allotment of Annual Training Grant, POPs, Printing of Trg notes, provisioning of Audio Visual aids.</li> <li>4. CTTO will be assisted by STTO-I, STTO-II, STTO-III.</li> <li>5. He is to effectively monitor the functioning of Training units to ensure that: <ol style="list-style-type: none"> <li>(a) Trg is imparted as per the directives and policies issued by Air HQ/Command HQ from time to time.</li> <li>(b) The trg establishments are provided adequate support in terms of manpower, equipment and funds to carry out the assigned tasks.</li> <li>(c) The trg conducted is effective and meets the operational requirements of units in the fields.</li> <li>(d) The syllabus is up-to-date and the training aids are adequate and appropriate to the training being imparted.</li> <li>(e) TRB/SRB proceedings in respect of trainee officers at AFTC and all airmen trainees at CTI, ETI, E&amp;ITI, MTI, MTTI, WTI and AF Stn Tambaram are reviewed and put up for SASO/AOC-in-C's approval.</li> </ol> </li> </ol>	

Designation	<b>STTO-III</b>	
Powers	Administrative	STTO-III is responsible for smooth conduct of ab-initio and in-service training of technical airmen at Technical Training Institutes situated at 410 AF Stn, Jalahalli.
	Financial	NIL
	Others	NIL
Duties	The TTIs are CTI, ETI and E&ITI. On an average 3000 ab-initio trainees and 2500 in-service trainees undergo training in these three institutes every year. Foreign trainees also subscribe to these courses. Ensuring training standards at the TTIs involves close co-ordination and monitoring of training syllabi, standard of instruction, modern training aids, adequacy of infrastructure etc on a continuous basis. The need to integrate directions of Air HQ and evolutionary changes in training pattern with the introduction of JITT pattern and trade merger make these functions all the more critical. The task of STTO-III also involves issuing directions to CTO of Gp Capt rank under which these TTIs function.	

Designation	<b>STTO-II</b>	
Powers	Administrative	STTO-II is responsible for smooth conduct of ab-initio and in-service courses of technical officers at AFA and AFTC.
	Financial	NIL
	Others	NIL
Duties	On an average 200 ab-initio trainee officers and 100 officers for in-service courses undergo training every year. The course are also subscribed by Foreign trainees. In addition Air Force Engineering College (AFEC) is planned to be established which is envisaged as a centre of excellence on the lines of IITs. This would involve liaison with premier technical scientific establishments in the country, civil administrators and MoD. The task of STTO-II involves co-ordination and issue of direction to the Chief Instructor of AFTC of Gp Capt rank.	

Designation	<b>STTO-I</b>	
Powers	Administrative	STTO-I is responsible for the airmen training (ab-initio and in-service) of AF Stn Tambaram and MTTI.
	Financial	NIL
	Others	NIL
Duties	STTO-I is responsible for smooth conduct of ab-initio and in-service training of technical airmen at the TTIs situated at 413 AF Stn, Tambaram and AF Stn Avadi. The TTIs are MTI, WTI, MTTI. In addition GIS undertakes training of MIC for all instructors (officers & PBORs) and WOLC. On an average 2000-2400 ab-initio trainees and 4000 in-service trainees undergo training in these institutes every year. The task of STTO-I also involves issuing directions to CO of GTW of Gp Capt rank under which these TTIs function.	

Designation	<b>CFSIO</b>	
Powers	Administrative	1. Responsibility of implementing the instructions of superiors and higher formation. 2. Enforcing FS procedures in FTEs in HQ TC IAF.
	Financial	NIL
	Others	NIL
Duties	1. Specialist officer on Flight Safety in HQ TC, IAF 2. Ensure efficient functioning of CFSIO's office.	

Designation	<b>OIC Command Hawk AJT Cell</b>	
Powers	Administrative	Looking after admin channel of Hawk AJT induction.
	Financial	NIL
	Others	NIL
Duties	OIC Command Hawk AJT Cell.	

Designation	SO Co-ord (Air)	
Powers	Administrative	SO Co-ord (Air), as a staff officer at this HQ, is responsible for efficient coordination between various sections under the Air branch to enable SASO to have proper control over and smooth functioning of training matters.
	Financial	NIL
	Others	NIL
Duties	<p>SO Co-ord (Air), as a staff officer at this HQ, is to ensure the following:-</p> <ul style="list-style-type: none"> <li>(a) Proper maintenance of TCASI and their updating when required.</li> <li>(b) Timely submission of progress reports on various visits/inspections/conferences</li> <li>(c) Effective Coordination of general administrative matters pertaining to Air branch.</li> <li>(d) Coordination with SOs Coord of Maintenance and Admin Branches on matters relating to Air branch.</li> </ul>	

**MAINT BRANCH**

Designation	<b>Senior Maintenance Staff Officer (SMSO)</b>
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<b>Powers</b>	<b>Administrative</b>	
	<b>Financial</b>	Delegated financial powers vested with SMSO, HQ TC IAF is enumerated in Financial Regulations Part I under different Schedule, Annexure and Rule.
	<b>Others</b>	Nil
<b>Duties</b>	<p>He is responsible to the AOC-in-C for :-</p> <p>(a) Efficient functioning of the technical, systems and logistics organisation in Command Headquarters and Stations/Units.</p> <p>(b) Supervising and Co-ordinating technical and logistic work for providing maximum maintenance support to achieve the training tasks.</p> <p>(c) Lay out policies and issue directives regarding technical and logistics matters.</p>	

Designation	<b>Command Engineering Officer : (C Eng O 'A')</b>	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties	<p>He is responsible to the SMSO for :-</p> <p>(a) Efficient functioning of the technical and organisation in Command Headquarters and at the Stations/Wings so as to ensure serviceability of Tpt and Helicopter fleet.</p> <p>(b) Liaise with M/S HAL, Air HQs, HQ MC and EDs for technical and logistics support pertaining to the ac mentioned at para (a) above.</p>	

Designation	<b>Command Engineering Officer : (C Eng O 'B')</b>	
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Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties	<p>He is responsible to the SMSO for :-</p> <p>(a) Efficient functioning of the technical and organisation in Command Headquarters and at the Stations/Wings so as to ensure serviceability of Fighter trainer fleet.</p> <p>(b) Liaise with M/S HAL, Air HQs, HQ MC and EDs for technical and logistics support pertaining to the ac mentioned at para (a) above.</p>	

Designation	<b>Command Logistic &amp; Management Officer : (C L M O)</b>	
Powers	Administrative	Nil
	Financial	Delegated financial powers enumerated in Financial Regulations Part I under different Schedule, Annexure and Rule.
	Others	Nil
Duties	<p>He is responsible to the SMSO for :-</p> <p>(a) Smooth and efficient functioning of logistics and MT sections in Units under TC.</p> <p>(b) Exercise functional control of the logistics organisation at units and ensure proper accounting and storage of AF Equipment in accordance with current regulations on the subject.</p>	

Designation	<b>C TETTRA O</b>
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Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties	<p>He is responsible to the SMSO for :-</p> <p>(a) Planning of TETTRA courses to match the assessed training requirements and available infrastructure.</p> <p>(b) Monitoring the progress of various courses running at all TETTRA Schools.</p>	

**ADM BRANCH**

Designation	<b>SPSO</b>	
Powers	Administrative	<ol style="list-style-type: none"> <li>1. Human resource management in respect of all service personnel and civilians posted in HQ TC and Stations/units under the command.</li> <li>2. To control and co-ordinate security related matters of all Stations/Units under the command.</li> </ol>
	Financial	<ol style="list-style-type: none"> <li>1. Sanction move, conveyance, mileage allowance etc for all personnel.</li> <li>2. Regularise overstayal of leave.</li> <li>3. Sanction Over Time Allowance to civilian employees and authorize movement of service personnel on Cash TA.</li> <li>4. Accord Time barred sanction to cases related to Pay and allowances.</li> <li>5. To sanction expenditure incurred on training of civilian employees.</li> <li>6. Grant all the sanctions as delegated by AOC-in-C in accordance with Rule 65(b) FR Pt-I, Vol-I (1983 edition) as amended vide MoD letter No.10(3)/02-D(Air II) dated 01 Apr 02.</li> </ol>
	Others	Nil
Duties	Responsible to the AOC-in-C through SOA for personnel management in respect of all personnel of HQ TC and Stations/Units under this command.	

Designation	<b>Command Judge Advocate</b>
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Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties	Render advice to the AOC-in-C through SOA on all matter relating to Air Force Law.	

Designation	<b>Command Education Officer</b>
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Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties	<p>1. Command Education Officer is responsible to SOA for:</p> <p>(a) Conduct of Officers' Promotion Examinations, DSSC Entrance Examination, Post Graduate Engineering Entrance Examination.</p> <p>(b) Administration and disbursement of ETG and LMG.</p> <p>(c) Administration and supervision of Ref and Tech Libraries, information rooms, external examinations and audit boards.</p> <p>(d) Maintenance of statistics of educational staff at the units under Training Command.</p> <p>(e) Management of Schools including KVs.</p> <p>(f) Implementation of Official Language.</p> <p>(g) Advisor to Chairman LBA Sainik School Bijapur on matters relating to Sainik School Bijapur and also to an Officer member of LBA.</p> <p>(h) PRO duties.</p>	

Designation	<b>C Accts O</b>
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Powers	Administrative	Nil
	Financial	<ol style="list-style-type: none"> <li>1. Sanction recoveries of Govt claims in smaller instalments.</li> <li>2. Sanction time barred claims of all types</li> <li>3. Sanction honorarium and fee.</li> </ol>
	Others	Nil
Duties	<p>He is :-</p> <ol style="list-style-type: none"> <li>1. responsible to the AOC-in-C for the efficient management/ administration of the accounting services within the command.</li> <li>2. to act as an advisor to the AOC-in-C on all accounting matters pertaining to Pay/Cash Services, Equipment Accounting, Costing and Non Public Funds.</li> <li>3. to bring to the notice of AOC-in-C any aspect of policy, discipline or service interest having a bearing on accounting.</li> <li>4. to suggest to AOC-in-C any measures which he considers will effect economy in the use of Public money or equipment.</li> <li>5. to supervise and control the work of accounting personnel through out the Command and ensure that payment services of a high order are rendered to all personnel.</li> </ol>	

Designation	<b>Command Works Officer</b>
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Powers	Administrative	<ol style="list-style-type: none"> <li>1. Sanction retention of married accommodation at the last duty Stn on education grounds</li> <li>2. Sanction retention of married accommodation on NAC.</li> <li>3. To accord sanction related with work services of ECHS including allotment of funds under capital outlay.</li> </ol>
	Financial	Nil
	Others	Nil
Duties	<ol style="list-style-type: none"> <li>1. Finalising an processing of works services</li> <li>2. Release of funds for execution of works</li> <li>3. Monitoring progress of ongoing works</li> <li>4. Budgeting</li> <li>5. Dissemination and implementation of policy directives issued by Air HQs</li> <li>6. Monitoring of maintenance services.</li> </ol>	

Designation	<b>C Org O</b>
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Powers	Administrative	NIL
	Financial	<ol style="list-style-type: none"> <li>1. Sanction for temporary Est upto Rs.1 Lakh without IFA concurrence</li> <li>2. Sanction for LP of Stationery and procurement of office equipment upto Rs.50,000/- without IFA concurrence.</li> <li>3. LP of ration stores upto Rs.1 Lakh with IFA concurrence</li> </ol>
	Others	<ol style="list-style-type: none"> <li>1. Approve Conservancy, Grass Cutting and Hot weather amenities contracts</li> <li>2. Repairs, condemnation and backload of Typewriters and duplicators.</li> </ol>
Duties	<ol style="list-style-type: none"> <li>1. Employment of casual labour on daily wage basis</li> <li>2. Issuing sanction for repairs/condemnation of Typewriters and duplicators.</li> <li>3. Approval of conservancy and Grass cutting contracts.</li> <li>4. Allotment of funds under LCH 786/24</li> </ol>	

Designation	<b>Org-I</b>
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Powers	Administrative	NIL
	Financial	NIL
	Others	NIL
Duties	<ol style="list-style-type: none"> <li>1. O i/c Command Central Registry</li> <li>2. Issuing policy letters on URC matters.</li> <li>3. Issuing policy letters on efficient functioning of domestic fire fighting services.</li> </ol>	

Designation	<b>PMO</b>
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Powers	Administrative	<ol style="list-style-type: none"> <li>1. Administrative control of All medical, dental, nursing and Red Cross welfare officers, all medical assistants and para medical personnel amongst Defence Civilians within Command</li> <li>2. Control Medical Administration of all maternity and child welfare centres.</li> <li>3. Control over financial allotments to Station/Units under the following sub heads: <ol style="list-style-type: none"> <li>(a) 749/01</li> <li>(b) 786/22</li> </ol> </li> <li>4. Act as President of Service Medical Board held at Command HQ.</li> <li>5. Issuing authority for the sick transfer of officers from one hospital to another.</li> </ol>
	Financial	To exercise financial powers in respect of medical matter as delegated by the AOC-in-C in accordance with FR Pt-I Vol-I (1983 edition) as amended vide MoD letter No.10(3)/02-D(Air II) dated 01 Apr 02.
	Others	Statuary authority for PNDD act, appointed by Govt of Karnataka vide Order No.HFW/161/FPR/2001 dated 19 Jul 2002.
Duties		<ol style="list-style-type: none"> <li>1. He is responsible to the AOC-in-C (through SOA) to administer all medical and health matters of service personnel of HQ TC and Stations/Units under TC.</li> <li>2. Render specialist advice on medical and human factors related to flying.</li> <li>3. Control medical administration including human resources of all stations/units under command.</li> <li>4. Maintain liaison with civil and military medical authorities.</li> </ol>

**CHAPTER-4 (MANUAL-3)****RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS, FOR  
DISCHARGING FUNCTIONS**

4.1 Please provide list of rule, 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.

Name / title of the document	<b>Regulations for the Air Force, 1964</b>	Type of document	<b>Unclassified</b>
		Choose one of the types given below, (Rules, Regulations, Instructions, Manual, Records, Others) - <b>Regulations</b>	
Brief Write-up on the Document	<b>It enumerates the customs and etiquettes to be followed by the Air Force Personnel.</b>		
From where one can get a copy of rules, regulations, instructions, manual and records	Address: <b>AP&amp;FS, AF          Air Force Building          Safdarjung Airport,          New Delhi – 110003</b>		
	<u>Telephone No:</u> <b>011-23010231</b> <b>Extn : 7611</b>		
	<u>Fax:</u> Nil		
	<u>E Mail:</u> Nil		
	<u>Others:</u> Nil		
Fee Charged by the department for a copy of rules, regulations, instructions, manual and records (if any)			

Name / title of the document	<b>Manual of Air Force Law Part I&amp;II</b>	Type of document	<b>Unclassified</b>
		Choose one of the types given below, (Rules, Regulations, Instructions, Manual, Records, Others) - <b>Manual</b>	
Brief Write-up on the Document	<b>MAFL Part I&amp;II are laws to provide for administration of the Air Force and for the maintenance of discipline among the personnel subject thereto.</b>		
From where one can get a copy of rules, regulations, instructions, manual and records	Address: <b>AP&amp;FS, AF          Air Force Building          Safdarjung Airport,          New Delhi – 110003</b>		
	Telephone No: <b>011-23010231</b> <b>Extn : 7611</b>		
	Fax: <u>          Nil          </u>		
	E Mail: <u>          Nil          </u>		
	Others: <u>          Nil          </u>		
Fee Charged by the department for a copy of rules, regulations, instructions, manual and records (if any)			

Name / title of the document	<b>AFI, AFO &amp; Publications issued by Air HQ</b>	Type of document	<b>Orders &amp; Instructions</b>
		Choose one of the types given below, (Rules, Regulations, Instructions, Manual, Records, Others) - <b>Instructions</b>	
Brief Write-up on the Document	<b>These are various orders and instructions/ guidelines issued by Air HQ from time to time for action.</b>		
From where one can get a copy of rules, regulations, instructions, manual and records	<p>Address: <b>Dte of Edn Air HQ (RK Puram) New Delhi</b></p> <p><u>Telephone No:</u> <b>011-23017918</b></p> <p style="text-align: center;"><b>Extn : 7902</b></p> <p><u>Fax:</u> _____ <u>Nil</u> _____</p> <p><u>E Mail:</u> _____ <u>Nil</u> _____</p> <p><u>Others:</u> _____ <u>Nil</u> _____</p>		
Fee Charged by the department for a copy of rules, regulations, instructions, manual and records (if any)			

Name / title of the document	<b>Travel Regulations</b>	Type of document <b>Regulations</b>
<p style="text-align: center;">Choose one of the types given below, (Rules, Regulations, Instructions, Manual, Records, Others)</p>		
Brief Write-up on the Document	<p><b>Travel Regulations form a part of the Defence Service Regulations and are a compendium of all rules, instructions and orders pertaining to the travel entitlements of personnel of Army, Navy and Air Force and Civilians paid from the Defence Service establishment.</b></p>	
From where one can get a copy of rules, regulations, instructions, manual and records	<p>Address: <b>Publication Cell New Delhi – 110011</b></p>	
	<p>Telephone No- _____</p>	
	<p>Fax: _____ Nil _____</p>	
	<p>E Mail: _____ Nil _____</p>	
	<p>Others: _____ Nil _____</p>	
<p>Fee Charged by the department for a copy of rules, regulations, instructions, manual and records (if any)</p>		

Name / title of the document <b>Pay and Allowances Regulations for IAF</b>	Type of document <b>Regulations</b>
Choose one of the types given below, (Rules, Regulations, Instructions, Manual, Records, Others)	
Brief Write-up on the Document	<b>This regulations form a part of the Defence Service Regulations. Deals with Pay and allowances of IAF</b>
From where one can get a copy of rules, regulations, instructions, manual and records	Address: <b>Publication Cell</b> <b>New Delhi – 110011</b>  <u>Telephone No-</u> _____ <u>Fax:</u> _____ <u>Nil</u> _____ <u>E Mail:</u> _____ <u>Nil</u> _____ <u>Others:</u> _____ <u>Nil</u> _____
Fee Charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	

Name / title of the document <b>IAP 1501 Indian Air Force Equipment Regulations</b>	Type of document	<b>Regulations</b>
Choose one of the types given below, (Rules, Regulations, Instructions, Manual, Records, Others)		
Brief Write-up on the Document	<b>Deals with administration and accounting of Air Force Equipment</b>	
From where one can get a copy of rules, regulations, instructions, manual and records	Address: <b>Publication Cell New Delhi – 110011</b>	
	<u>Telephone No-</u> _____	
	<u>Fax:</u> _____ <u>Nil</u> _____	
	<u>E Mail:</u> _____ <u>Nil</u> _____	
	<u>Others:</u> _____ <u>Nil</u> _____	
Fee Charged by the department for a copy of rules, regulations, instructions, manual and records (if any)		

Name / title of the document	<b>Financial Regulations Part I (1983 Edition)</b>	Type of document	<b>Regulations</b>
		Choose one of the types given below, (Rules, Regulations, Instructions, Manual, Records, Others) - <b>Regulations</b>	
Brief Write-up on the Document	<b>These regulations are essentially executive orders of the central Govt and mainly describe the financial powers and responsibilities of different Defence forces authorities. They lay down the procedure for the delegation and manner of exercise of powers by authorities</b>		
From where one can get a copy of rules, regulations, instructions, manual and records	Address: <b>Air HQ (VB) Publicity Cell New Delhi – 110011</b>		
	Telephone No: -----		
	Fax: _____ Nil _____		
	E Mail: _____ Nil _____		
	Others: _____ Nil _____		
Fee Charged by the department for a copy of rules, regulations, instructions, manual and records (if any)			

Name / title of the document	<b>Financial Regulations Part II (1988 Edition)</b>	Type of document	<b>Regulations</b>
Choose one of the types given below, (Rules, Regulations, Instructions, Manual, Records, Others)			
Brief Write-up on the Document	<b>These regulations are essentially executive order of the central government and mainly describe the procedure applicable to Army, Navy and Air Force.</b>		
From where one can get a copy of rules, regulations, instructions, manual and records	Address: <b>Publication Cell Air HQ (VB) New Delhi – 110011</b>		
	<u>Telephone No-</u> _____		
	<u>Fax:</u> _____ <u>Nil</u> _____		
	<u>E Mail:</u> _____ <u>Nil</u> _____		
	<u>Others:</u> _____ <u>Nil</u> _____		
Fee Charged by the department for a copy of rules, regulations, instructions, manual and records (if any)			

Name / title of the document	<b>Manual of Management and Accounting of Non Public Funds (IAP-3503)</b>	Type of document	<b>Manual</b>
		Choose one of the types given below, (Rules, Regulations, Instructions, Manual, Records, Others)	
Brief Write-up on the Document	<b>Management and accounting of Non Public Funds</b>		
From where one can get a copy of rules, regulations, instructions, manual and records	Address: <b>Publication Cell</b> <b>New Delhi – 110011</b>  Telephone No- _____ Fax: _____ Nil _____ E Mail: _____ Nil _____ Others: _____ Nil _____		
Fee Charged by the department for a copy of rules, regulations, instructions, manual and records (if any)			

Name / title of the document **AFO/AFI**  
**AFO – 06/01, 19/89**  
**AFI – 06/98**

Type of document

**Orders &  
Instructions**

Choose one of the types given below,  
(Rules, Regulations, Instructions,  
Manual, Records, Others)

Brief Write-up on the Document **AFO 06/01 contains guidelines for conclusion of conservancy contract. AFO 19/89 contains guidelines for conclusion of Grass cutting contracts. AFI 06/98 contains procedure for procurement, repair and condemnation of Typewriters and duplicators.**

From where one can get a copy of rules,  
regulations, instructions, manual and records

Address:  
**The Supdt (Army)**  
**Office of the Controller of**  
**Publications**  
**Civil Lines**  
**New Delhi – 110045**

Telephone No- \_\_\_\_\_

Fax: \_\_\_\_\_ Nil \_\_\_\_\_

E Mail: \_\_\_\_\_ Nil \_\_\_\_\_

Others: \_\_\_\_\_ Nil \_\_\_\_\_

Fee Charged by the department for a copy of rules,  
regulations, instructions, manual and records (if any)

Name / title of the document <b>IAP-4303</b> <b>IAP-4304</b> <b>IAP-4305</b> <b>IAP-4307</b> <b>IAP-4308</b>	Type of document	<b>Publication</b>
Choose one of the types given below, (Rules, Regulations, Instructions, Manual, Records, Others)		
Brief Write-up on the Document <b>IAP-4303</b> - <b>Manual of Medical Examination and Medical Boards</b> <b>IAP-4304</b> - <b>Manual of Hygiene for Non Medical Officers</b> <b>IAP-4305</b> - <b>Air craft Accident Investigation &amp; Prevention – A guide to Medical Officers</b> <b>IAP-4307</b> - <b>Manual of Administration for Medical and Dental Officers</b> <b>IAP04308</b> - <b>Medical Equipment General Instructions</b>		
From where one can get a copy of rules, regulations, instructions, manual and records	Address: <b>Air HQ (VB)</b>	
	Telephone No- _____	
	Fax: _____ Nil _____	
	E Mail: _____ Nil _____	
	Others: _____ Nil _____	
Fee Charged by the department for a copy of rules, regulations, instructions, manual and records (if any)		

Name / title of the document **Guide to Medical Officer (Military Pension) 2002** Type of document **Manual**

Choose one of the types given below,  
(Rules, Regulations, Instructions,  
Manual, Records, Others)

Brief Write-up on the Document **Guide to Medical Officer (Military Pension)**

From where one can get a copy of rules,  
regulations, instructions, manual and records

Address:  
**O/O DGAFMS**  
**M Block**  
**New Delhi - 01**

Telephone No- \_\_\_\_\_

Fax: \_\_\_\_\_ Nil \_\_\_\_\_

E Mail: \_\_\_\_\_ Nil \_\_\_\_\_

Others: \_\_\_\_\_ Nil \_\_\_\_\_

Fee Charged by the department for a copy of rules,  
regulations, instructions, manual and records (if any)

Name / title of the document	<b>Manual of Health for the Armed Forces 1982 (Red Book)</b>	Type of document	<b>Manual</b>
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Choose one of the types given below,  
(Rules, Regulations, Instructions,  
Manual, Records, Others)

Brief Write-up on the Document      **Health Manual for Armed Forces**

From where one can get a copy of rules,  
regulations, instructions, manual and records

Address:  
**O/O DGAFMS**  
**M Block**  
**New Delhi - 01**

Telephone No- \_\_\_\_\_

Fax: \_\_\_\_\_ Nil \_\_\_\_\_

E Mail: \_\_\_\_\_ Nil \_\_\_\_\_

Others: \_\_\_\_\_ Nil \_\_\_\_\_

Fee Charged by the department for a copy of rules,  
regulations, instructions, manual and records (if any)

Name / title of the document	<b>RMS – 1983</b>	Type of document	<b>Regulations</b>
Choose one of the types given below, (Rules, Regulations, Instructions, Manual, Records, Others)			
Brief Write-up on the Document	<b>Regulations for the Medical Services of the Armed Forces 1983</b>		
From where one can get a copy of rules, regulations, instructions, manual and records	Address: <b>O/O DGAFMS M Block New Delhi - 01</b>		
	Telephone No- _____		
	Fax: _____ Nil _____		
	E Mail: _____ Nil _____		
	Others: _____ Nil _____		
Fee Charged by the department for a copy of rules, regulations, instructions, manual and records (if any)			

**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**

Not applicable since no consultation or representation by members of public in relation to formulation of its policy and implementation thereof.

**CHAPTER-6 (MANUAL-5)**

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

6.1 As mentioned in para 3.1.

**CHAPTER-7 (MANUAL-6)**

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

Not Applicable

**CHAPTER-8 (MANUAL-7)****THE NAMES, DESIGNATIONS AND OTHER PARTICULARS  
OF THE PUBLIC INFORMATION OFFICERS**

8.1 Please provide contact information about the Public Information Officers, Assistant Public Information Officers and Departmental Appellate Authority of the Public authority in the following format.

**Name of the Public Authority:****Assistant Public Information Officers:**

Sr. No.	Name	Designation	STD Code	Ph No		Fax	E-mail	Address
				Office	Home			
1.	Wg Cdr Ponnuraj	Assistant Public Information Officer	080	23411061 Extn: 4335	Extn: 2335	23410981	--	HQ TC, IAF, JC Nagar Post, Bangalore-06

**Public Information Officers:**

Sr. No.	Name	Designation	STD Code	Ph No		Fax	E-mail	Address
				Office	Home			
1.	Gp Capt Sudhanshu	Public Information Officer	080	23411061 Extn : 4308	Extn: 2308	23410981	--	HQ TC, IAF, JC Nagar Post, Bangalore-06

**Department Appellate Authority:**

Sr. No.	Name	Designation	STD Code	Ph No		Fax	E-mail	Address
				Office	Home			
1.	AVM SK Karmaker VM	Senior Officer-in-charge Administration	080	23411061 Extn : 4301	Extn : 2301	23410981	--	HQ TC, IAF, JC Nagar Post, Bangalore-06

**CHAPTER-9 (MANUAL-8)****PROCEDURE FOLLOWED IN DECISION MAKING PROCESS**

- 9.1 All policy decisions are issued by Air HQ.
- 9.2 The decision process moves as per procedures laid down by Air HQ. The AOC-in-C is the final decision making authority and matters/issues are referred to him through respective PSOs.
- 9.3 Not applicable since no decision required to be communicated to the public.
- 9.4 Opinions are sought from officers at the level of O i/c of respective sections and their immediate superiors.
- 9.5 The AOC-in-C.
- 9.6 Not applicable.

**CHAPTER-10 (MANUAL-9)****DIRECTORY OF OFFICERS AND EMPLOYEES**

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