

# **CHAPTER 1**

## **INTRODUCTION**

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

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

1.2. Objective / purpose of this hand-book:

***This handbook is meant to provide General information to the public about the organisation and functions of Headquarters Central Air Command, Indian Air Force.***

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

***General public including the service personnel.***

1.4. Organisation of the information in this hand-book

***The information is organised under 17 chapters as provided in the Act. Since Command Headquarters comprises of Air, Maintenance, Administrative Branch, and the AOC-in-C, the information is organised branch wise.***

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

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

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

***CPIO/ CAPIO HQ CAC, IAF of Adm Branch***

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

***This handbook is available for the perusal/reference of a bonafide citizen of India on proving his identity with CPIO or CAPIO. This handbook is also made available at the Air Force Website "www. iaf. in"***

# **CHAPTER 2**

## **PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES**

### 2.1. Objective/purpose of the public authority

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

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

### 2.2. Mission/Vision Statement of the public authority

***To maintain high operational preparedness for defence of the airspace within the area of jurisdiction of HQ CAC, IAF.***

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

***Introduction. Central Air Command is located at the historic city of Allahabad in the state of Uttar Pradesh. This Command is one of the Operational Commands of the Indian Air Force. The Central Air Command motto is 'Damniya Atmashatrava' meaning 'Destruction of the Enemy'. This Command has been entrusted with multi role responsibility in the central region with fighters, bombers, strategic recce, transport aircraft and helicopters.***

***Organisation. The Organisation of CAC follows a three pronged approach with Air Officer Commanding in Chief at the helm of affairs. The Air Branch is responsible for all aspects related to operations. The Maintenance Branch is responsible for the technical serviceability of aircraft and all technical equipment including vehicles and for providing logistic support. The Admin Branch takes care of the entire administrative aspects including housing, medical, educational and accounts facilities.***

***Aid to Civil Authorities. The Transport Squadron and helicopter units under Central Air Command have played a significant role during peace time. They always provided help when it was needed the most. Their help was sought by the nation for flood relief and casualty evacuation etc. Flood relief operations in 1998 for Bihar state where it airlifted 688 Tons of relief materials and 522 passengers. Helicopter units under CAC rendered services for casualty evacuation in Garhwal and Kumaon region. This unit played a significant role in casualty evacuation during "Malpa Landslide". Recently the squadrons of CAC provided help towards cyclone relief in Oct-Nov 99 for the state of Orissa and earthquake relief for the state of Gujrat in Jan 2001. During earthquake relief in Gujrat, the transport squadrons flew nearly 800 hrs of flying time transporting 2042,647 Kgs of relief material and 7775 personnel. Their support during this hour of need was appreciated by the whole nation.***

**Welfare and Recreational Activities.** *The AFWWA carries out various welfare activities for the benefit of all personnel of Central Air Command. All bases of this Command have Air Force Schools which are being run in order to provide quality education to the wards of Air Force personnel and neighbouring civilian community. Air Force station Bareilly also runs a special wing, "Prayas", for handicapped children in the AF school. Special efforts are made to help these children rehabilitate into society. At Air Force Station Gorakhpur, AFWWA has adopted a village and services like medical check up, literacy programmes are undertaken to help the villagers. AFWWA also conducts trekking and adventure camps regularly for children. This year a trek/adventure is organised for children at Nainital during summer vacations.*

**Adventure Activities.** *The paratroopers under CAC have a tradition of excellence in adventure activities. This Unit has been propagating adventure activities among Air Force personnel through parasailing camps. Many personnel of this unit have achieved national records which have become part of LIMCA book of records. A group named "Akash Ganga" is formed at one of the base at CAC which carries out demonstrations of Para Trooping activities.*

2.4. Duties of the public authority:

***HQ CAC, IAF has different PSOs assisting AOC-in-C in various functions. Duties of their branches are Attached as Appendix 'B'***

2.5. Main functions of the public authority

***(a) The primary function is to provide the war fighting potential of the Command to operational areas in times of need.***

***(b) The other function of HQ CAC, IAF is to ensure smooth functioning of Central Air Command as a whole and work at a conceptual level. To achieve these objectives, this HQ formulates, issues and reviews policies on various matters pertaining to the functioning of Central Air Command and exercises command and control through thirteen Stations viz 4 Wing, 15 Wing, 17 Wing, 29 Wing, 40 Wing, 44 Wing, 6 C&MU, 7 C&MU, 8 C&MU, 505 SU, 789 SU, 820 SU and 4 AFSB.***

***(c) HQ CAC, IAF also interacts and liaises with Air Headquarters, other Commands in IAF Defence Services HQ and the other two sister services, the Army & Navy.***

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

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

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

***Attached as Appendix 'C'.***

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

***Nil***

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

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

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

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

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

***Attached as Appendix 'D'***

2.12. Working hours

***The working hours of all Branches of HQ CAC, IAF is as follows except for the Ops Room which is manned 24 Hrs a day 7 days a week:-***

***Working hours of the office on Monday : 0730 to 1330 hrs***  
***& 1430 to 1730 hrs***  
***(with lunch break from 1330 to 1430 hrs)***

***Working hours of the office on Tuesday, Wednesday and Friday:***  
***From 0730 to 1430 hrs***

***Working hours of the office on Thursday : 0730 to 1430 hrs &***  
***PT/Games from 1615 to 1730 hrs***

***Closing hours of the Office : After working hours of the day to***  
***Working hours of the next day and Saturday and Sunday.***

# **CHAPTER 3**

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

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

<b>APPOINTMENT</b>	<b>POWERS</b>	
	<b>ADMINISTRATIVE</b>	<b>FINANCIAL</b>
<b>AOC-in-C</b>	<b>Command and control of Central Air Command</b>	<b>As laid down by Air HQ</b>
<b>SASO</b>	<b>Operational matters and supervision of Air Operations activities</b>	<b>-do-</b>
<b>SMSO</b>	<b>Supervision of maintenance activities</b>	<b>-do-</b>
<b>SOA</b>	<b>Supervision of administrative activities</b>	<b>-do-</b>

## CHAPTER - 4

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

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

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

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

<p style="text-align: center;"><b>AFO/ AFI's</b></p>	<p style="text-align: center;">Medical Orders</p>	<p>(i) AFO 168/74 Med Exam &amp; Med Boards "Flt Cadets, Offrs and airmen aircrew  (ii) AFO 20/97 Introduction med treatment entitlement certificate for ex-servicemen and their widows and families of ser personnel residing away from the head of the family  (iii) AFO 52/98 Preservation of medical documents after non effectiveness/ other ranks  (iv) AFO 29/88 Physical fitness rating tests, (v) AFO 10/99 Appeal medical board : Candidates enrolment in IAF  (vi) AFO 11/99 Extension of engagement : Airmen  (vii) AFO 33/95 Discharge of Airmen/NCs (E) on medical grounds except for cases of pulmonary TB/ Leprosy,  (viii) AFO 266/77 Reporting of casualties in the Indian Air Force, (ix) AFO 282/74 Medical treatment and disposal of Armed Forces Personnel and their families suffering from Pulmonary TB/Leprosy,  (x) AFO 112/77 Discharge of Airmen on medical grounds,  (xi) AFO 102/98 Payment procedure for re- imbursement of medical treatment taken in civil/private hospitals by officers, airmen and their families,  (xii) AFO 9/2004 Procedure for appeal medical board candidates for enrolment in IAF</p>	
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# **CHAPTER 5**

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

### **Formulation of Policy**

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

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

### **Implementation of Policy**

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

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

## **CHAPTER 6**

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

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

<b>Sr. No</b>	<b>Category of the document</b>	<b>Name of the document and its introduction in one line</b>	<b>Procedure to obtain the document</b>	<b>Held by /under control of</b>
<b>1</b>	<b>Files</b>	<b>Policy, Correspondence and Individual Cases</b>	<p><b>1. A citizen can request for the specific info/ document required by him under Section 6 of the RTI Act by an application made on plain paper addressed to CPIO/ CAPIO, HQ CAC, IAF</b></p> <p><b>2. Rs 10/- should be paid alongwith application, by way of DD/Local Cheque payable to 'Air Force Public Funds Account, 29 Wing, AF' or Cash against receipt from Accounts Section, Air 29 Wing, AF.</b></p> <p><b>3. He should also write his correspondence details along with telephone number, if any, so that he can be contacted for payment of additional fees and providing the info without delay.</b></p>	<b>Concerned Directorate</b>

## **CHAPTER 7**

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

***No board/ council / committee has been formed as part of Cental Air Command  
which pertains to general public.***

# **CHAPTER 8**

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

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

<b>DESIGNATION</b>	<b>NAME</b>	<b>ADDRESS</b>	<b>PHONE/ FAX/ EMAIL</b>
<b><i>Assistant Public Information Officers</i></b>	<b><i>Wg Cdr VK Dixit</i></b>	<b><i>HQ CAC, IAF Bamrauli, Allahabad – 12</i></b>	<b><i>Office: 0532-2233261 Extn 5441  Fax: 0532-2580340  Email: Not Available</i></b>
<b>Public Information Officer</b>			
<b><i>Public Information Officer</i></b>	<b><i>Gp Capt MN Saxena</i></b>	<b><i>HQ CAC, IAF Bamrauli, Allahabad – 12</i></b>	<b><i>Office: 0532-2233261 Extn 5407  Fax: 0532-2580340  Email: Not Available</i></b>
<b>Department Appellate Authority:</b>			
<b><i>Senior Officer- in-charge Administration (SOA)</i></b>	<b><i>Air Vice Marshal R Khurana VM, VSM</i></b>	<b><i>HQ CAC, IAF Bamrauli, Allahabad – 12</i></b>	<b><i>Office: 0532-2233261 Extn 5441  Fax: 0532-2580340  Email: So to Soa @ cac.iaf in</i></b>

# **CHAPTER 9**

## **PROCEDURE FOLLOWED IN DECISION MAKING PROCESS**

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

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

***O i/c Section/ → Section Cdr / PSO.***

***(b) In policy matters, the decision of AOC-in-C HQ CAC, IAF would be obtained through PSO. In certain cases concurrence of Air HQ is also obtained.***

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

***Same as in para 9.1***

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

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

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

***Same as in para 9.1***

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

***(a) In policy matters: AOC-in-C HQ CAC, IAF***

***(b) In other matters: Concerned PSO/Section Commanders***

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

***As mentioned above***

Contact information of above mentioned officers

***As given in Directory***

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

***Not Applicable***

# **CHAPTER 10**

## **DIRECTORY OF OFFICERS AND EMPLOYEE**

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

# **CHAPTER 11**

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

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

# **CHAPTER 12**

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

### **For Public Authorities responsible for developmental, construction, technical works**

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

# **CHAPTER - 13**

## **THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES**

*Not Applicable since no subsidy programmes are undertaken in HQ CAC, IAF.*

# **CHAPTER -14**

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

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

# **CHAPTER 15**

## **NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS**

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

# **CHAPTER 16**

## **INFORMATION AVAILABLE IN AN ELECTRONIC FORM**

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

# **CHAPTER 17**

## **PARTICULARS OF THE FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION**

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

- (a) **Public Information Officer: Gp Capt MN Saxena**
- |               |        |                               |
|---------------|--------|-------------------------------|
| Phone No.     | Office | <b>0532-2233261 Extn 5407</b> |
|               | Fax    | <b>0532-2580340</b>           |
| Designation   |        | <b>CPIO</b>                   |
| Email Address |        | <b>Not Available</b>          |
- (b) **Assistant Public Information Officer: Wg Cdr VK Dixit**
- |               |        |                               |
|---------------|--------|-------------------------------|
| Phone No.     | Office | <b>0532-2233261 Extn 5441</b> |
|               | Fax    | <b>0532-2580340</b>           |
| Designation   |        | <b>CAPIO</b>                  |
| Email Address |        | <b>Not Available</b>          |

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

**2. These are also published on the IAF website: '[www.iaf.nic.in](http://www.iaf.nic.in)'.**

# **CHAPTER 18**

## **OTHER USEFUL INFORMATION**

18.1. Frequently Asked Questions and their Answers by Public:

***Nil***

18.2. Related to seeking Information

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

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

- Fee :

***(a) Rs 10/- should be paid alongwith application, by way of DD/Local Cheque payable to 'Air Force Public Funds Account, 29 Wing, AF ' or Cash against receipt from Accounts Section, 29 Wing, AF.***

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

***(i) Rs.2/= per page(A4/A3 size paper) created or copied***

***(ii) Actual charge/ cost price for larger size papers actual cost/price for models/ samples***

***(iv) For inspection of records: No fee for the first hour. Rs.5/- for each 15 minutes (or fractions) thereafter.***

***(v) Rs. 50 per Diskette/ Floppy.***

***(vi) In case of publications/ books, the actual cost of such publication/ book.***

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

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

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

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

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

***AVM R Khurana VM, VSM  
Senior Officer-in-charge Administration (SOA)  
HQ CAC, IAF Bamrauli, Allahabad – 12***

<b><i>Phone No.</i></b>	<b><i>Office</i></b>	<b><i>0532-2233261 Extn 5401</i></b>
	<b><i>Res</i></b>	<b><i>0532-2233261 Extn</i></b>
	<b><i>Fax</i></b>	<b><i>0532-2580340</i></b>

***Email: So to Soa @ cac.iaf in***

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

***NOT APPLICABLE***

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

***NOT APPLICABLE***

18.5. With relation to registration process:

***NOT APPLICABLE***

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

***NOT APPLICABLE***

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

***NOT APPLICABLE***

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

***NOT APPLICABLE***

## **GLOSSARY OF TERMS**

<b>ABBREVIATION</b>	<b>FULL FORM</b>	<b>ABBREVIATION</b>	<b>FULL FORM</b>
<b>RANKS</b>			
<b>OFFICERS</b>		<b>AIRMEN</b>	
Air Chief Mshl	Air Chief Marshal	HFL	Honorary Flight Lieutenant
Air Mshl	Air Marshal	HFO	Honorary Flying Officer
AVM	Air Vice Marshal	MWO	Master Warrant Officer
Air Cmde	Air Commodore	WO	Warrant Officer
Gp Capt	Group Captain	JWO	Junior Warrant Officer
Wg Cdr	Wing Commander	Sgt	Sergeant
Sqn Ldr	Squadron Leader	Cpl	Corporal
Flt Lt	Flight Lieutenant	LAC	Leading Aircraftsman
Fg Offr	Flying Officer	AC	Aircraftsman

<b>ABBREVIATION</b>	<b>FULL FORM</b>
AOC-in-C	Air Officer Commanding in Chief
SASO	Senior Air Staff Officer
SMSO	Senior Maintenance Staff Officer
SOA	Senior Officer in charge Administration
C Eng O	Command Engineering Officer
PMO	Principal Medical Officer
CSO (Air)	Command Signals Officer (Air)
C Int O	Command Intelligent Officer
CFSIO	Command Flight Safety Intelligence Officer
C Sys O	Command System Officer

CLMO	Command Logistics Maintenance Officer
SPSO	Senior Personnel Staff Officer
C Accts O	Command Accounts Officer
C Edn O	Command Education Officer
C Wks O	Command Works Officer
C Org O	Command Organisation Officer
CJA	Command Judge Advocate
OC	Officer Commanding
CPIO	Command Public Information Officer
CAPIO	Command Assistant Public Information Officer
IAF	Indian Air Force
CAC	Central Air Command
PVSM	Param Vishist Seva Medal
AVSM	Ati Vishist Seva Medal
VM	Vayu Sana Medal
Sqn	Squadron
HQ	Headquarter
C&MU	Care and Maintenance Unit
SU	Signal Unit
AFSB	Air Force Selection Board
AFWWA	Air Force Wives Welfare Association
AFO	Air Force Orders
AFI	Air Force Instructions
IAP	Indian Air Publication
AF	Air Force
AFCAO	Air Force Central Accounts Office
PSO	Personnel Staff Officer
MT	Mechanical Transport
ED	Equipment Depot
EME	
Tech	Technical
POL	Petrol Oil Lubricant
IAF CDA	Indian Air Force Control of Defence Audit
GE	Garrison Engineer

NPF	Non Public Fund
CEO	Chief Engineering Officer
NCS(E)	Non Combatants (Enrolled)
Coord	Coordination
SPS	Senior Personal Secretary
PRO	Public Relation Officer
CWP	Command Works Project
SO	Staff Officer
PDC	Proposed date of completion
Est	Establishment
C Adm O	Chief Administrative Officer
CACL	
CAN	
CDA (AF)	Controller of Defence Accounts (Air Force)
CSD	Canteen Stores Department
DFT	
Org	
DSC	Defence Security Corps
PF	Provident Fund
NDF	
KVs	Kendriya Vidyalayas
AD	Assistant Director



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

**DUTIES**

**AIR BRANCH**

**SASO**

1. As the head of the Air Staff, responsible to AOC-in-C for conduct of all Air operations undertaken by CAC.
2. Responsible for Directing and exercising Control & Co-ordination of the duties with respect to Air I, Air II, CSO(Air), CFS&IO and C Int O.

**AIR I**

1. All Ops & training matters relating to fighter Sqns.
2. Directing and exercising Control & Co-ordination of duties of Ops IA, CADO, CIEWO & OIC COC.

**AIR II**

1. All Operations and training matters pertaining to Transport Squadrons, Helicopter Units and CAC Communication Flt for Air Transport Operations.
2. Directing and exercising control and co-ordination of duties of Ops II A, Ops II B, Ops II C, C Nav O, C Met O and CATCO.

**CSO (AIR)**

Command Signals Officer is responsible to ensure efficient functioning of all Communication, IT and Cipher services of HQ CAC and all stations under it.

**C INT O**

Responsible to SASO regarding matters affecting Air Intelligence and Counter intelligence.

**CFS&IO**

Responsible to SASO for all matters pertaining to Flight Safety and supervision of the duties of CMSIO.

## **MAINT BRANCH**

### **SMSO**

1. As the head of Maint Staff, responsible to AOC-in-C for conduct of all Maintenance Functions undertaken by CAC.
2. Responsible for Direct, Control & Co-ordination of the duties with respect to C Eng O, C Sys O and CLMO.

### **COMMAND ENGINEERING OFFICER**

1. The C Eng O is responsible to SMSO for all maintenance activities and administration in respect of aircraft and airborne equipment at all units under this Command.
2. Formulation of Maintenance plans to Air Staff plan objective and execution of Maintenance plans.
3. Monitoring management of maintenance organization of stations/unit with a view to ensure correct technical practices and issue instruction to achieve overall improvement in the maintenance service of units.
4. Drafting of Maintenance policy, directive and implementation of maintenance policies issued by Air HQ.

### **COMMAND SYSTEM OFFICER**

1. The C Sys O is responsible to SMSO for maintenance activities in respect of all communications, ground based equipment, simulations and calibration of testers.
2. He is also responsible for formulation of maintenance plans to achieve Air Staff Plan objectives and execution of the maintenances plans.
3. Monitor the Maint/Tech practice/discipline and ensure improvement.
4. Monitoring/Management of maintenance organization and technical practices at stations/units under CAC, with a view to initiate improvement in the overall performance of the maintenance services.

## **CLMO**

1. CLMO is responsible to the SMSO for the overall Lgs and MT management for units under HQ CAC, IAF.
1. He is to liaise with other Branches at the Command HQs, Army Command, Area/Sub Area HQ, Ordinance and other depots, major EME workshop on matter relating to logistics management/MT. Liaison with other operational command for logistics and MT services on move of out detachment/Sqn/units during exercises and with HQ MC and EDs on supply matters is also his responsibility.
2. Prepare and update plans in respect of the areas relating to logistics management.
4. Progression with Air HQs on MT, Clothing, POL and Policy matters including audit objections.
5. Render specialist advice to SMSO on all logistics matters.

## **ADM BRANCH**

### **SOA**

1. As the head of Adm Staff, responsible to AOC-in-C for conduct of all Adm functions undertaken by CAC.
2. Responsible for Direct, Control & Co-ordination of the duties with respect to PMO, SPSO, C Accts O, C Edn O, C Wks O, C Org O, CJA and OC CAC (U).

### **Principle Medical Officer**

The PMO at command HQs is a part of the SOA's / SAASO's Branch. He is medical adviser to the AOC-in-C on all matters affecting the physical and mental efficiency and well being of all personnel and their families in the Command. He will keep the AOC-in-C informed of all such matters. The following are duties and responsibilities of PMOs at Command Headquarters.

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

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

Adequate and suitable professional training is given to all medical personnel.

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

(l) Financial allotments to Stations / Wings / Units under the following sub-heads-

(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) Service and civil hospitals to which Air Force personnel are admitted.

(u) He will exercise supervision, over the expenditure of money for hospitalization in civil hospitals and payments of fees to private practitioners.

(v) He maintains 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) His Financial Powers are as follows: -

Financial Powers: 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.

## **SPSO**

He is responsible for Direct, Control & Co-ordination of the duties with respect to :-

- (a) Officer in charge Personnel One (Personnel) on the matters related to Plural Marriage, Maintenance Allowance, Honours and Awards and RTI Act.
- (b) Officer in charge Personnel Two on the personnel matters related to movements, courses and manning level of officers.
- (c) Officer in charge Personnel Three matters related to movement, courses, manning level and welfare of Airmen and NCs(E).
- (d) Officer in charge Personnel Four on the security matters for Co-ordination, control and direction on vigilance and security in consultation with APMs.
- (e) Officer in charge Personnel Civilians on the personnel matters related to movement, examination, promotion of civilian employees.

## **C Accts O**

- (a) He is to act as an adviser to AOC-in-C on all accounting matters including Public Fund and Non Public Fund.
- (b) He is to bring to the notice of AOC-in-C any aspect of accounting matters/policies.
- (c) He is to suggest to AOC-in-C any measures which he considers will effect economy in the use of Public money or equipment.
- (d) He is supervise and control the work of accounting personnel throughout the Command and ensure that the accounting staff is provided with the required publications, orders and instructions for the proper performance of their duties.
- (e) He is to disseminate informations and instructions on various accounting matters through CAN and CACL.
- (f) He is to conduct/monitor the profession related training activities concerning all Accts Offrs and Accts Staff with in the Command.
- (g) He is to operate the Command Public Fund Account personally and exercise very effective and close control on management of Command and unit Cash requisitions.
- (h) He is responsible to obtain their funds from CDA(AF) in advance to meet the requirements of units under their control.
- (j) While exercising financial powers under the various rules he is to ensure that the canons of financial propriety are always adhered to.

- (k) He is to ensure that advances like Motor/Car/Motor Cycle are sanctioned only to the entitled personnel and requisite documents are submitted to audit authorities.
- (l) He is ensure implementation of automation of Accts activities at units/ C Accts.
- (m) He is to put up proposals for approval of Air HQ where a certain deviation in procedure or instructions or policy is considered necessary.
- (n) He is to visit all the units within his Command at least once in a year or at any other shorter time considered advisable.
- (o) He is to maintain close liaison at all levels both with administrative and audit authorities.

### **C Org O & Fire Officer**

1. C Org & Fire Offr is to work under SOA and be responsible for the following duties
  - (a) Implementation of policy on contracts of fruits, Conservancy Services and Grass Cutting.
  - (b) Action on opening of new Officers' Messes and CSD (I) run Canteens/ Cinemas.
  - (c) Scrutinise Board of Survey for disposal of old files and records as per para 1026 of Regs IAF 1964 in respect of Stations/Units and HQ CAC.
  - (d) Implementation of policy on telephone and matters pertaining to establishment of telephones.
  - (e) Matter relating to office equipment, Railway forms, concession vouchers and issuance of Railway warrants from Command Reserve Quota.
  - (f) Issue of Admin Instruction for Stations/Wings and Implementation of Org Instructions/Org memorandum issued by Air HQ.
  - (g) Establishment and Revision of establishment of units.
  - (h) Implement policy in respect of Army Postal Services, Formation and disbandment of units, preparation of Directory of duties, Administration of messes (Officers, SNCOs, Airmen and DSC Mess) and policy on various subjects like location of units, hot weather amenities, Stationery, office contingency, representation from contractors of various contract services, working hours and change of uniform.
  - (j) Ensure implementation of policy on dress regulations, crest, mela, ceremony, static display and parade etc.
  - (k) To implement policy and control on fire services, serviceability return of DFTs/FTP's on the strength, water static tank and other fire points.
  - (l) Timely submission of returns to Air HQ

- (m) Any other duties assigned by superior authorities.

### **Command Judge Advocate (CJA)**

1. Command Judge Advocate (CJA) is the legal advisor to the AOC-in-C and he is responsible to him through Senior officer in-charge Administration (SOA) for efficient functioning of the legal section. He is responsible to advise on matters relating to Air Force Law to the AOC-in-C, PSOs, various sections at Command HQ and AOC/Stn Cdr/COs of the units under command HQ and perform such other duties of a legal character as may arise in connection therewith.

2. Within his ambit of responsibilities, he is responsible to render advice on convening of General/District Court martial and confirmation thereof, examine the proceedings of court martial and render reports on trial; advise on pre & post trial confirmation petition; advise on any points of law arising from the proceedings on COI/FI/BOO; examine the cases of concurrent jurisdiction; advise the commanding officers on matters relating to arrest, custody, procedure for hearing of charges and other connected legal matters; monitor the progress of civil suits; and supervise the function of legal cells under the command.

### **COMMAND EDUCATION OFFICER**

C Edn O is responsible to SOA for the following:-

1. To advise the Air Officer Commanding-in-Chief through SOA on all Educational matters concerning the Command and all units placed under this Command.
2. Direction, control and supervision of educational activities at all Stations/Units in the Command.
3. To supervise and coordinate the implementation of the General Education Scheme under the Command.
4. Implementation of Revised pattern of Airmen Promotion Examination as per AFO 21/2001.
5. To administer allotment out of the Education Training Grant placed at the disposal of the Command Headquarters in conformity with the provisions of AFO 06/2000.
6. Processing of applications of the following examinations and supervision of these examination at specified centres:-

- (a) Common Entrance Test (CET) for selection of Ground Duty Officers
  - (b) Engineering knowledge Test (EKT) for selection of Technical Branch Officers
  - (c) Common Screening Test (CST) for selection of officers for service entry Commission.
7. Laying down guidelines regarding establishment, development and running of unit schools including policies on pay scales, fee structure and recruitment of staff.
  8. 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.
  9. 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 leading/institutes in the country.
  10. To ensure that the School funds are not diverted for any other purpose than they are meant for. He is also to vet the demands projected by Schools for Annual Grants from Air HQ. He is to ensure that these grants too are not utilized for any other purpose.
  11. To sort out ambiguities pertaining to employees' PF, salaries etc in AF Schools under this Command.
  12. To act as Chairman, School Management Committee, AF School Bamrauli.
  13. To recommend regarding utilisation of funds from NDF, CAC Welfare Fund and IAF Central Welfare Fund for schools in units under the Command.
  14. Laying down policy regarding supervision of entrance examination for admission to Military Schools.
  15. Administration of Command Ref & tech Library.
  16. Ensuring compliance of orders by units regarding administration and management of Unit Ref & Tech Library including NDF books.
  17. Ensuring compliance of orders by units regarding use of service transport by school going children.
  18. Accounting of national Defence Fund and books purchased thereof and distribution of these books to units.
  19. Ensuring progressive use of Hindi in official work and implementation of Govt. policies regarding official language.
  20. Supervision of the functioning of Hindi Translation Officer including conduct of various Hindi training workshops for Officers/Airmen/Civilians.
  21. Maintaining liaison with Educational Authorities including Kendriya Vidyalaya Sangathan, Assistant Commissioner of Regional KVS/AD of Regional Office of CBSE

22. Implementation of CAC Merit Scholarship Scheme, Air Mshl TS Brar Merit Scholarship scheme and Air Chief Marshal OP Mehra Scholarship Scheme.
23. Advisor to AOC-in-C, who is ex-officio Chairman of Local Board of Administration Sainik School Rewa, on matters concerning the school.
24. Close liaison with Defence PRO (MOD) Allahabad for publicity of Command activities.
25. To liaise with the civilian educational authorities including Principals of various institutions spread under the geographical area of the respective command.
26. Publication of CAC Bi-annual Magazine.
27. Timely submission of Form-1500.
28. Any other job given by SOA.

### **COMMAND WORKS OFFICER**

1. Casting of Draft CWP of the Command for works costing above 10 lakh and processing the same through Air HQ.
2. Consolidation and casting of Station Priority List of the Command for works costing between 01 – 02 lakh (Major Revenue works) and 02 – 10 lakh (Capital Works) and processing the same through the SOA.
3. All Policy matters related to works services.
4. Briefs for AOC-in-C and SOA.
5. Staff visits and tour reports.
6. Inspections and Programme Reports.
7. Review Reports to AOC-in-C on works services.
8. Commanders' Conference Points.
9. Station Commanders' Conference Points.
10. Works Review Conference.
11. C Adm Os Conference.
12. Progress of works.
13. Extension of PDCs.
14. Parliamentary Questions

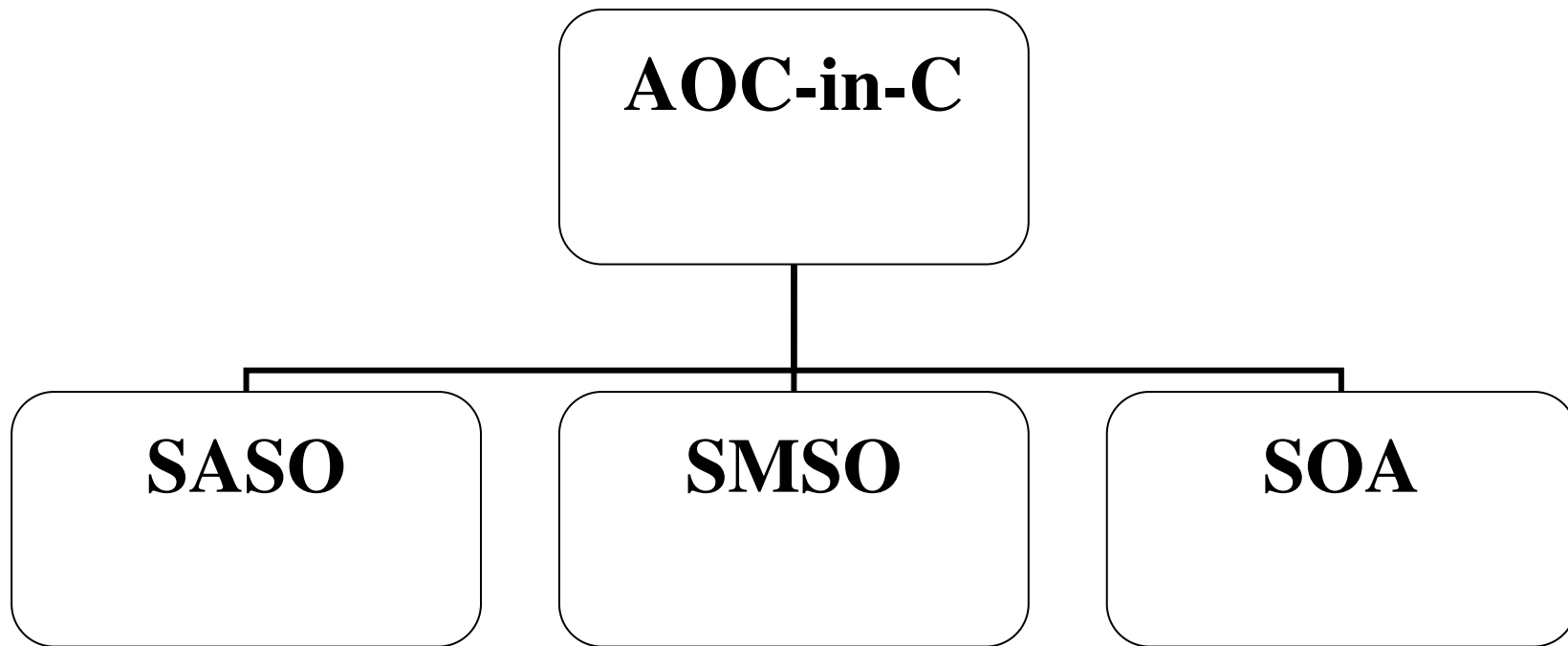
15. Land Management of Abandoned Airfields.
16. Liaison with Dte of Works.
17. Mass Briefing to AOC-in-C.
18. Inter Branch Meetings.
19. Section Commanders Meetings.

### **OFFICER COMMANDING, CAC (UNIT)**

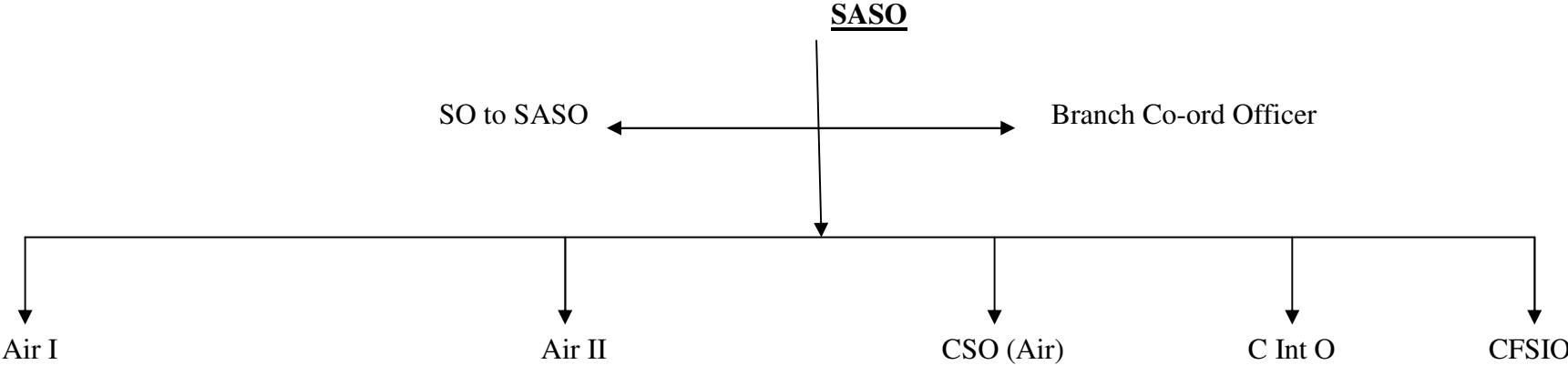
1. All duties required to be carried out by the Commanding Officer of a unit, with particular reference to Paras 51, 52, 54, 55, 56, 65 and 66 of the Regulations for the Air Force 1964.
2. He will be responsible to provide admin services to HQ CAC to extent provided in Govt of India letter Air HQ/s.20632/99/Est II/127/82/511/DO II A/D (Air-III) dated 30 Mar 83.
3. He will liaise with Stn Cdr 29 Wing for ensuring that Admin services which are the responsibility of 29 Wing are properly provided.
4. He will be responsible for the employment, discharge, discipline and general administration of civilians posted at HQ CAC Unit.
5. He will be responsible for the purchase of OCG items and stationery for HQ CAC.
6. He will be responsible for the maintenance of HQ CAC building.
7. He will liaise with C Adm O 29 Wing and GE in respect of the maintenance items which are the responsibility of MES.
8. He will be responsible for the maintenance and upkeep of Command Garden.
9. He will be responsible for providing MT support to Officers posted at HQ CAC.
10. He will liaise with CEO 29 Wing for second line servicing support for Mt vehicle held at Unit.
11. He will be discharging the duties of C Adm O (NPF) iro NPFs assigned to the Officer of HQ CAC.



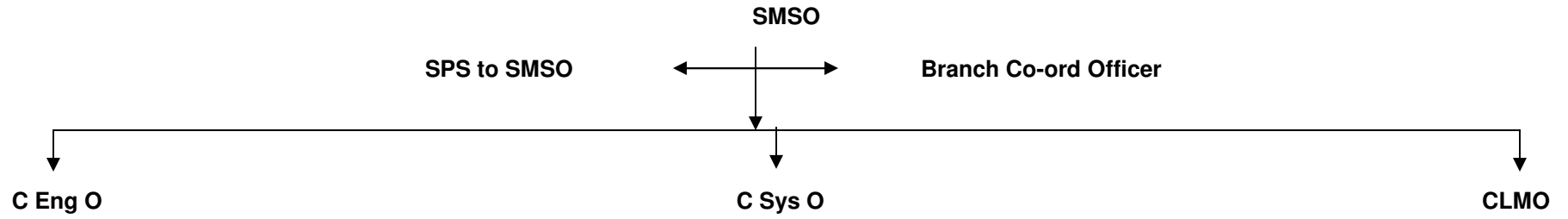
**ORGANISATION CHART: HQ CAC**



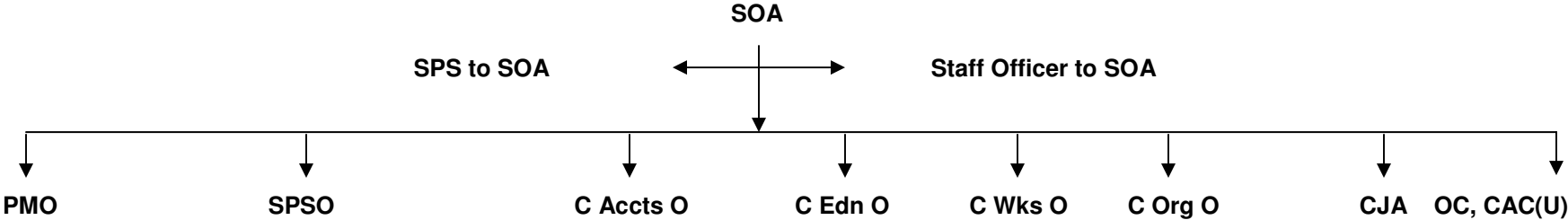
**ORGANISATION CHART: AIR BRANCH**



# ORGANISATION CHART: MAINT BRANCH



**ORGANISATION CHART: ADM BRANCH**





*(Refers to Para 2.11, Chapter 2  
Of Hand Book for HQ CAC)*

## **ADDRESSES**

*Addresses of offices of HQ CAC are given below Branch and Section wise:-*

<b>BRANCH</b>	<b>SECTION</b>	<b>ADDRESS</b>
<b>SASO</b>	<b>Air-I, Air-II, CSO (Air), C Int O, CFSIO</b>	<b>HQ Central Air Command Indian Air Force Bamrauli Allahabad-12</b>
<b>SMSO</b>	<b>C Eng O, CLMO, C Sys O</b>	<b>HQ Central Air Command Indian Air Force Bamrauli Allahabad-12</b>
<b>SOA</b>	<b>PMO, SPSO, C EDN O, C ACCTS O, C ORG O, C WKS O, CJA</b>	<b>HQ Central Air Command Indian Air Force Bamrauli Allahabad-12</b>

