

# RTI HAND BOOK

HQ EAC IAF

Updated on 08 Sep 2008

# 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 Eastern 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 Headquarters Eastern Air Command comprises of three branches namely Air, Maintenance and Administration under the AOC-in-C, the information is also organised branch wise.

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

Central Public Information Officer (CPIO)/Central Assistant Public Information Officer (CAPIO).

1.6. 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 Eastern Air Command is to defend the area within the jurisdiction of Eastern Air Command of 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 EAC IAF is to ensure efficient and effective functioning of all the Air Force units in HQ EAC IAF as a whole.

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

To maintain high operational preparedness for defence of the Indian airspace within the jurisdiction of Eastern Air Command.

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

Eastern Air Command (EAC) is one of the five operational Commands of the Indian Air Force. Its Headquarters is located at Shillong, the Capital of Meghalaya. Eastern Air Command, erstwhile known as 1 Operational Group, was initially formed on 27 May 1958 at Ranikutir in Calcutta with limited role to assist the Eastern Command of Army. Consequent to the Chinese annexation of Tibet in 1958 and the shadow activities of the Chinese forces on the Indo-Tibet border becoming extensively active in 1959, 1 Operational Group was upgraded to the status of Command Headquarters co-located with Army Eastern Command, Fort William, Calcutta on 01 December 1959. In the initial stage, EAC had only five Air Force Stations. After the Sino-Indian conflict in 1962, HQ EAC moved to the present location at Nonglyer, Upper Shillong on 10 June 1963.

#### 2.4. Duties of the public authority:

HQ EAC IAF has three Principal Staff Officers (PSOs) ie. Senior Air Staff Officer (SASO), Senior Maintenance Staff Officer (SMSO) and Senior Officer-in-Charge Administration (SOA) assisting Air Officer Commanding-in-Chief (AOC-in-C) in various functions. Duties of their branches ie. Air, Maintenance and Administration are attached as *Appendix 'A'*.

#### 2.5. Main functions of the public authority:

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

(b) To achieve this objective, this HQ formulates, issues and reviews policies on various matters pertaining to the functioning of all the Air Force units in HQ EAC IAF and exercises command and control.

(c) HQ EAC IAF also interacts and liaises with Air HQ and also other two sister services of Army & Navy.

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

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

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

Attached as *Appendix 'B'*.

#### 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:

*Name of Concerned Office/Officer*  
*HQ EAC IAF*  
*PO - NONGLYER*  
*SHILLONG*  
*Pin code - 793009*

2.12. Working hours:

The essential operational administrative and maintenance services are provided 24 hours a day and 7 days a week. However, the office hours are as per the laid down working hours of the Central Govt.

## CHAPTER 3

### POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

1 . Details of duties have been given in Appendix 'A' to this Hand Book.

2. Powers of AOC-in-C and other three PSOs at this HQ are given as follows:-

Appointment	Powers	
	Administrative	Financial
AOC-in-C	Command and control of all the units in HQ EAC IAF	As laid down by Air HQ
SASO	Operational matters and supervision of Air Operations activities	- do -
SMSO	Supervision of maintenance activities	- do -
S O A	Supervision of administrative activities	- do -

CHAPTER – 4RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS, FOR DISCHARGING FUNCTIONS

Name / title	Type of the document	Brief Write-up	From where one can get
Air Force Act 1950	Act	Statute governing all personnel of Air Force	Any legal book stores.
Air Force Rules 1969	Rules	Rules and procedures for implementation of the provisions of Air Force Act 1950	Also published on IAF website- 'www.iaf.nic.in'
Regulations for the Air Force (Revised Edition) 1964	Regulations	Exhaustive guidelines governing various matters pertaining to IAF	AP & F S, Safdarjang, NewDelhi. Also published on IAF website - 'www.iaf.nic.in'
Travel Regulations 1991		The entitlements for moves of the different officers and airmen have been given in Travel Regulations, 1991.	D Accts, Air HQ
Financial Regulations		Various instructions having financial implications issued by Gol.	
Equipment Regulations (IAPs –1501,1541)		-DO-	DMA, Air HQ

Air Force Instructions	Instructions	Various instructions issued by GoI, having financial implications	Dte of Org, Air HQ
Air Force Orders	Orders	Orders issued by the CAS on various matters for general administration of the IAF	
Defence Procurement Manual-2005	Instructions	Procedure for capital procurement.	Ministry of Defence website – 'www.mod.nic.in'
General Financial Rules, 1984	Rules	Lays down general principles for maintaining financial propriety in dealing with transactions of financial nature.	Dte of Fin P, Air HQ
GOI/MoD letter No. 16(8)/2001/D(AirII) dated 16 Aug 01	Instructions	The letter provides delegation of administrative powers to Air HQ	MoD D Fin P/ PD Org, Air HQ
IAP 3904	Instructions	Detailed instructions governing various matters pertaining to IAF personnel	Dte of Int, Air HQ
IAP 4501		Detailed instructions on various matters pertaining to administrative matters	Dte of Org, Air HQ
Air HQ ASI 01/99	Instructions	Standard Operation Procedure for Operations Room	Dte of Air Staff Inspection, Air HQ
Technical Staff Instructions	Instructions	Instructions regarding maintenance of various systems and equipment in IAF	Dte of Maint Planning, Air HQ
IGSI 1/99	Instructions	Detailed instructions governing various matters pertaining to Inspection	A F Publications & Form stores Air HQ, RK Puram

			New Delhi.
Aircraft Maint Manual	Manual	Instructions regarding maintenance of aircraft	Dte of Maint Planning, Air HQ
Personal Licensing	Manual	The document is published by International Civil Aviation organization (ICAO) and lay down the International Standards And Recommended Practices to be adopted by contracting states. India is one of the contracting states and we adopt these standards.	The Director General Civil Aviation (DGCA), Technical HQ, Opp Safdargung Airport, New-Delhi-110003 Tele No: 24622495 Fax: 24644764 Email: dgca.nic.in
Aeronautical Information Circular (AIC)	Circular	Aeronautical Information Circular (AIC) on various subjects is issued by Director General Civil Aviation (DGCA). The AIC on medical deals with various criteria for evaluation specified disability / disease for considering certification.	
Civil Aviation requirement (CAR)		Civil Aviation requirement (CAR) is also issued by DGCA. The CAR on medical requirement is issued under section 7, Flight Crew Standards.	
Medical Information Circular		Medical Information Circular (MIC) is issued by DGMS (AIR) to IAF, boarding Centres carrying out medical evaluation for issue of civil pilot licence. These circulars deal with criteria for assessing various diseases/ disability in connection with medical evaluation of civil aircrew. The same criteria/ guidelines are	Air Headquarters DGMS (Air) West Block – VI, RK Puram New Delhi – 110 066 Tele No: 23010231 Extn: 7807

		forwarded to DGCA for issue as AIC whenever required.
IAP 4303 (3rd Edition)	Manual	It is the manual of Medical examinations & Medical boards of IAF.
RMS AF 1983	Regulation	Regulations for the Medical Services of the Armed Forces
AFO/ AFI's on Medical	Medical Orders	<p>(i) AFO 168/74 Med Exam &amp; Med Boards "Flt Cadets, Offrs and airmen aircrew</p> <p>(ii) AFO 20/97 Introduction med treatment entitlement certificate for ex-servicemen and their widows and families of ser personnel residing away from the head of the family</p> <p>(iii) AFO 52/98 Preservation of medical documents after non effectiveness/ other ranks</p> <p>(iv) AFO 29/88 Physical fitness rating tests,</p> <p>(v) AFO 10/99 Appeal medical board : Candidates enrolment in IAF</p> <p>(vi) AFO 11/99 Extension of engagement : Airmen</p> <p>(vii) AFO 33/95 Discharge of Airmen/NCs (E) on medical grounds except for cases of pulmonary TB/ Leprosy,</p> <p>(viii) AFO 266/77 Reporting of casualties in the Indian Air Force,</p> <p>(ix) AFO 282/74 Medical treatment and disposal of Armed Forces Personnel and</p>

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

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

## CHAPTER 7

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

No board/ council / committee has been formed as part of HQ EAC IAF which pertains to general public.

## CHAPTER 8

### 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:

DESIGNATION	NAME	ADDRESS	PHONE/ FAX
Central Public Information Officer	Wing Commander Atul Kumar	CPIO HQ EAC, IAF PO- NONGLYER SHILLONG Pin code-793009	0364-2560880 Extn: 2425 (O) 2511 (R) FAX : 0364-2561322
Central Assistant Public Information Officer	Squadron Leader Sanjeev Bindra	CAPIO HQ EAC, IAF PO- NONGLYER SHILLONG Pin code-793009	0364-2560880 Extn: 2425 (O) 2475 (R) FAX : 0364-2561322
Department Appellate Authority: Senior Officer in charge Administration	Air Vice Marshal JS Gandyok AVSM VSM	Senior Officer-in-Charge Administration, HQ EAC, IAF PO- NONGLYER SHILLONG Pin code-793009	0364-2560880 Extn: 2401 (O) 2451 (R) 0364-2560781 (R) FAX : 0364-2561322

## 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 to the Concerned Section Commander and PSO.

(b) In policy matters, the decision of AOC-in-C 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 vests the decision?

(a) In policy matters: AOC-in-C

(b) In other matters: Concerned PSO

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

As mentioned above

Contact information of above mentioned officers

As given in Directory

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

Not Applicable

## CHAPTER 10

### DIRECTORY OF OFFICERS AND EMPLOYEE

HQ EAC 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.

## CHAPTER 11

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

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

## CHAPTER 12

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

For Public Authorities responsible for developmental, construction,  
technical works

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

## CHAPTER – 13

### THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES

Not Applicable since no subsidy programmes are undertaken in IAF.

CHAPTER -14

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

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

## CHAPTER 15

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

Highest possible norms and standards are set for execution. 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 Air Force website.

## CHAPTER 16

### INFORMATION AVAILABLE IN AN ELECTRONIC FORM

1. Rules and Regulations governing administration of air force 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 sections/branches of HQ EAC 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 sections/branches of HQ EAC.
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 EAC are given below.

DESIGNATION	NAME	ADDRESS	PHONE/ EMAIL	FAX/
Public Information Officer	Wing Commander Atul Kumar	CPIO HQ EAC, IAF PO- NONGLYER SHILLONG Pin code-793009	0364-2560880 Extn: 2425 (O) 2511 (R) FAX: 0364-2561322	
Assistant Public Information Officer	Squadron Leader Sanjeev Bindra	CAPIO HQ EAC, IAF PO- NONGLYER SHILLONG Pin code-793009	0364-2560880 Extn: 2425 (O) 2475 (R) FAX : 0364-2561322	

2. These are also published on the IAF website: '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 Fund Account, Elephanta Falls' or Cash against receipt from Accounts Section, HQ Eastern Air Command (Unit), Air Force.

(b) Additional fees for providing the required information shall be charged as per Right to Information (Regulation of fee and cost) Rules, 2005 and the Right to Information (Regulation of Fee and Cost) (Amendment) 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

(iii) 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 along with 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:-

*Senior Officer in charge Administration (SOA)*

*HQ EAC, IAF*

*PO- NONGLYER*

*SHILLONG*

*Pin code-793009*

*Phone No : 0364-2560880 Extn: 2401 (O) 2451(R)  
0364-2560781*

*FAX : 0364-2561322*

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

Appendix 'A'  
(Refers to Para 2.4,  
Chapter 2 of Hand  
Book for HQ EAC)

## DUTIES

### AIR BRANCH

#### SASO

The SASO as head of the Air Staff is responsible to the Air Officer Commanding-in-Chief for the state of training, operational effectiveness and preparedness of all units and establishments under Eastern Air Command. He is to execute all aspects of Air operations both during peace and war in accordance with the directions of the AOC-in-C.

#### Air-1

The Air I works directly under the SASO to whom he is responsible for the effective functioning of all offensive tactical elements of Eastern Air Command. His primary functions are to control and direct the training and operational preparedness of Fighter Squadrons. The Air-1 is also responsible to SASO for AD Cdrs' duties and Annual Training Grant (ATG).

#### Air-II

Air-II is responsible to SASO for effective conduct of Transport and Helicopter operations in the EAC AOR. He is responsible for the planning and conduct of Air Logistics for all agencies as approved by Air HQ. Air-II is also responsible for all activities relating to aid to civil power including casualty evacuation.

#### CSO

The CSO functions directly under the SASO and is responsible to him for the efficient functioning of communications operating on various media in EAC. He is also responsible for Command Computer Cell.

## MAINTENANCE BRANCH

### SMSO

He is responsible to Air Officer Commanding-in-Chief for all maintenance activities necessary to conduct air operations undertaken by Eastern Air Command.

### C ENG O

He would be responsible to the SMSO for ensuring fleet operational effectiveness, Monitoring availability of all aircraft role eqpt, armament ground handling equipment and aircraft modification status relating to weapon delivery capabilities to ensure weapon system effectiveness.

## ADMINISTRATION BRANCH

### SOA

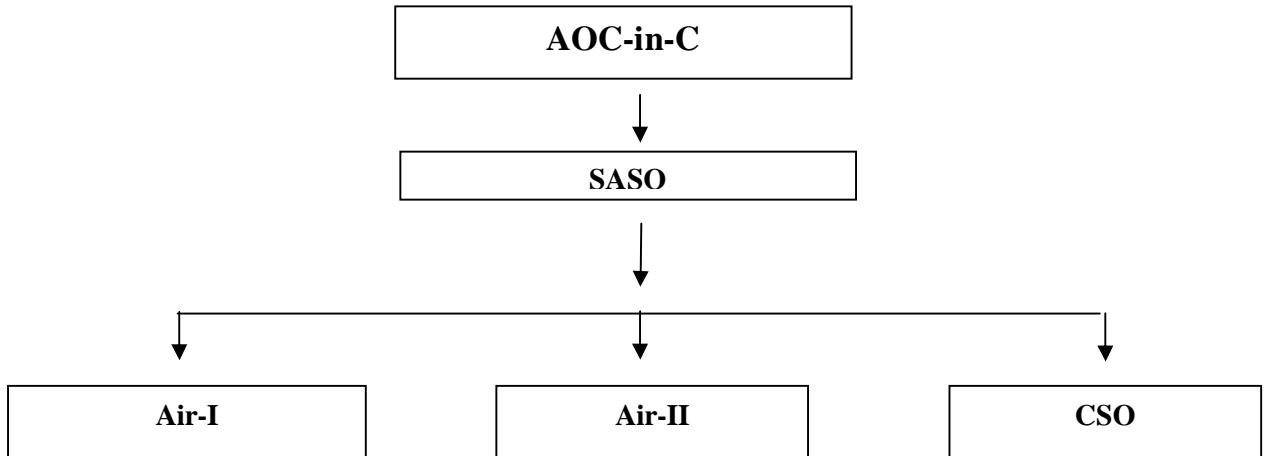
He is responsible to the Air Officer Commanding-in-Chief for efficient and effective administration, discipline, personnel management, financial management of Public & Non-Public funds and welfare activities of all units under EAC.

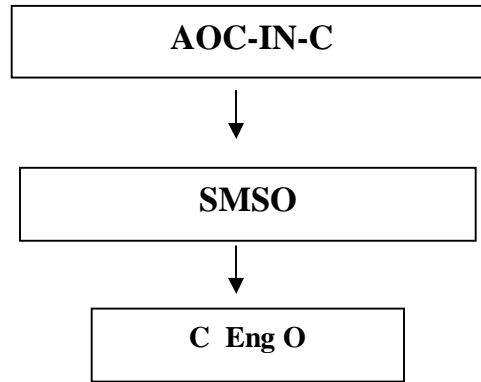
### PMO

The PMO is the Medical Adviser to the AOC-in-C on all medical matters affecting the health of the personnel, control and administration of all medical and dental units of the Eastern Air Command through SOA.

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

ORGANISATION CHART: AIR BRANCH



**ORGANISATION CHART: MAINT BRANCH**

**ORGANISATION CHART: ADMIN BRANCH**