



GOVERNMENT OF INDIA

**OFFICE OF
THE DIRECTOR GENERAL OF CIVIL AVIATION**

**DUTIES, FUNCTIONS
AND
RESPONSIBILITIES**

NOVEMBER 2012

PREFACE

Directorate General of Civil Aviation is the regulatory body governing the safety aspects of civil aviation in India. This document provides the role and functions of the organization and the various existing and newly created directorates/ divisions of DGCA in a consolidated format. This document replaces the earlier edition issued in August 2010.



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Director General of Civil Aviation

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DIRECTORATE GENERAL OF CIVIL AVIATION

1. Registration of civil aircraft;
2. Formulation of standards of airworthiness for civil aircraft registered in India and grant of certificates of airworthiness to such aircraft;
3. Licensing of pilots, aircraft maintenance engineers and flight engineers, and conducting examinations and checks for that purpose;
4. Licensing of air traffic controllers;
5. Certification of aerodromes and CNS/ATM facilities;
6. Maintaining a check on the proficiency of flight crew, and also of other operational personnel such as flight dispatchers and cabin crew;
7. Granting of Air Operator's Certificates to Indian carriers and regulation of air transport services operating to/from/within/over India by Indian and foreign operators, including clearance of scheduled and non-scheduled flights of such operators;
8. Conducting investigation into incidents and serious incidents involving aircraft upto 2250 kg AUW and taking accident prevention measures including formulation of implementation of Safety Aviation Management Programmes;
9. Carrying out amendments to the Aircraft Act, the Aircraft Rules and the Civil Aviation Requirements for complying with the amendments to ICAO Annexes, and initiating proposals for amendment to any other Act or for passing a new Act in order to give effect to an international Convention or amendment to an existing Convention;
10. Coordination of ICAO matters with all agencies and sending replies to State Letters, and taking all necessary action arising out of the Universal Safety Oversight Audit Programme (USOAP) of ICAO;
11. Supervision of the institutes/clubs/schools engaged in flying training including simulator training, AME training or any other training related with aviation, with a view to ensuring a high quality of training;
12. Granting approval to aircraft maintenance, repair and manufacturing organizations and their continued oversight;
13. To act as a nodal agency for implementing Annex 9 provisions in India and for coordinating matters relating to facilitation at Indian airports including holding meetings of the National Facilitation Committee;

14. Rendering advice to the Government on matters relating to air transport including bilateral air services agreements, on ICAO matters and generally on all technical matters relating to civil aviation, and to act as an overall regulatory and developmental body for civil aviation in the country;
15. Coordination at national level for flexi-use of air space by civil and military air traffic agencies and interaction with ICAO for provision of more air routes for civil use through Indian air space;
16. Keeping a check on aircraft noise and engine emissions in accordance with ICAO Annex 16 and collaborating with the environmental authorities in this matter, if required;
17. Promoting indigenous design and manufacture of aircraft and aircraft components by acting as a catalytic agent;
18. Approving training programmes of operators for carriage of dangerous goods, issuing authorizations for carriage of dangerous goods, etc.
19. Safety Oversight of all entities approved/ certified/ licensed under the Aircraft Rules 1937.

I. ADMINISTRATION DIRECTORATE

Establishment I Section

1. All Establishment work relating to Group 'A', 'B' & 'C' posts in Aircraft Engineering Directorate.
2. Establishment matters relating to Group 'B', 'C' and 'D' staff in the Regional and Sub-regional offices of the CAD.
3. All pension cases and pension related Court cases relating to retiring as well as retired employees of DGCA Hdqrs. and those of employees of CAD absorbed in Airports Authority of India.
4. Matters relating to the management of the Regional & sub-regional offices of CAD including accommodation, residential quarters and transport.
5. Issue of Exchange Vouchers for Air India/Tickets in respect of the Headquarters officers of the Civil Aviation Department except CSS, CSSS & CSCS who are selected for deputation/delegation and training abroad.
6. Scrutiny of Air-India Bills and T.A. Bills in respect of the foreign tours of the Headquarters Officers other than CSS, CSSS & CSCS and acceptance of the same.
7. Scrutiny of vouchers in respect of deputation/delegation abroad of Headquarters officer of CAD (received from Embassies/High Commission by CPAO) and acceptance of the same.
8. Service matters of Group 'A', 'B' & 'C' officers of Aircraft Engineering Directorate.
9. Work relating to Motor Transport Pool and Establishment matters relating to staff car drivers.

Establishment II Section

1. Establishment work relating to Group 'A' Officers of Civil Aviation Department (except officers belonging to the Aircraft Engineering Directorate) including processing of DPC papers, posting, transfer etc.
2. Establishment work relating to CSS, CSCS, CSSS and Group 'D' staff and ex-cadre posts viz. Caretaker, Cashier, Accountant, Hindi Translators Grade I & II, Senior Investigators, Junior Investigators, Senior Computers and Accounts Officers at Headquarters of the DGCA.
3. Maintenance of service books of the above categories of officers and staff.
4. Creation, continuation, abolition, conversion of temporary posts etc. of all the above mentioned categories of officers and staff.

- 5. Cases under CCS (Conduct) Rules e.g., matters relating to purchase /sale of moveable and immovable property etc. in respect of officers referred to above.
- 6. Annual Confidential Reports of the above categories of staff.
- 7. Court cases relating to above categories of staff.
- 8. Submission of Periodical Reports and returns.
- 9. Matters relating to office Council.
- 10. Parliament Questions on the above subjects.

Cash & General Section

- 1. Grant of all advances to the officers and staff of the DGCA (Headquarters) and subordinate offices in the C.A.D.
- 2. Receipt and issue work of the DGCA (headquarters).
- 3. Procurement/issue and maintenance of records etc. of stores stationery including local purchases.
- 4. C.G.H.S. Scheme and cases relating to re-imbusement of medical expenses to officer and staff of DGCA (Headquarters).
- 5. Issue of Identity Card to officers and staff.
- 6. General Services.
- 7. Drawal and disbursement of Pay and Allowances of officers/ Officials of DGCA. (Headquarters).
- 8. Drawal and disbursement of advances, withdrawals, bonus, overtime etc.
- 9. Issue of uniforms to DGCA Staff as well as subordinate offices.
- 10. Installation/changes of telephones.
- 11. Allotment of Govt. accommodation.
- 12. Maintenance of staff cars/vehicles.
- 13. Security arrangements at Headquarters.

Finance Section

Budget Work

1. Budget Estimates and Revised Estimates under Revenue Grant.
2. Budget Estimates and Revised Estimates under Capital Grant.
3. Budget Estimates and Revised Estimates under Classified Advertisements and Visual Publicity and other Miscellaneous heads.
4. Budget Estimates and Revised Estimates under Loans and Advances to Central Government Servants.
5. Foreign Exchange Budget.
6. Performance Budget.
7. Issue of Re-appropriation orders in respect of Revenue and Capital Grants.
8. Matters relating to the Public Accounts Committee and Expenditure Finance Committee.
9. Appropriation Accounts under Revenue and Capital Grants.

Allotment of funds

10. Declaration of Head of Office/Controlling Officer/Drawing and Disbursing Officer.
11. Preparation of Financial Effect Statements.
12. Grant of Permanent Advances (Contingencies).
13. Submission of monthly accounts to audit and submission of quarterly returns regarding maintenance of Liability Register.
14. Departmental Inspection on the accounts of the Subordinate Offices.
15. Audit Inspection Reports/Objections Reports.
16. Delegation of Financial Powers.

Vigilance Section

1. Vigilance and disciplinary cases.
2. Appeals/Reviews arising of disciplinary/vigilance cases.
3. Maintenance of Complaint Cell Register.
4. Periodical returns regarding complaints, Vigilance cases, Appeals/Reviews etc.
5. Issue of Airport Entry Pass to officers of DGCA.
6. Miscellaneous Orders pertaining to Administrative Vigilance.
7. Central Civil Services(Classification, Control and Appeal) Rules.

Coordination Section

1. Co-ordination of the O&M Work of the Civil Aviation Department.
2. Subject allocated to various sections - Compilation of Subject-Booklet of CAD.
3. Settlement of allocation of disputed receipts.
4. O&M inspection of Sections - arrangements of annual programme regarding.
5. Meeting of O&M Officers in the Department/Ministry of Transport.
6. Work relating to-management of Record Room at Hqrs.
7. Work of I.W.S.U/SIU reports.
8. Monthly/Quarterly/Half Yearly returns.

Welfare Work

9. To look after the miscellaneous grievances of the staff and officers of CAD.
10. Grant of subsidy and other Grants-in-aid to CAD Canteen at DGCA Hqrs.
11. Collection of Donations for Red Cross/Armed Forces/Dumb & Deaf Flag Days.

General Coordination Work

12. Matter relating to JCM and Councils; established there under CAD for
13. Subordinate offices.
14. Collection and Coordination of material for Consultative Committees meetings.
15. Parliament Questions/Assurances of CAD.
16. Brief for opening speech for the Minister of Civil Aviation as well as for President for both the Houses of Parliament.
17. Matters concerning Pay-Commission.
18. Circulation of orders issued by various Ministries/ Departments.
19. Collection and submission of general information on different subjects to the Ministry as and when called for.
20. Issue of Republic Day/Independence Day celebration passes.
21. Rendition to Ministry of various monthly/quarterly and half yearly returns.
22. Coordination of all Court Cases pertaining to DGCA Hdqrs. etc.

Hindi Section

1. Implementation of the Language Policy of the Government.
2. Grant of Advance Increments; Cash and Lump-sum Awards on passing various Hindi Examinations.
3. Official Language Implementation Committee Meetings.
4. All types of translation work including various reports from English to Hindi and vetting thereof.
5. Preparation of help literature in Hindi and distribution of the same.
6. Keeping liaison with the Central Translation Bureau, Central Hindi Directorate and Commission for Scientific and Technical Terminology.
7. Compilation and submission of quarterly and half yearly reports regarding the progressive use of Hindi to the Ministry of Civil Aviation and Home Affairs.
8. Organisation of Hindi Workshops.
9. Collection of data regarding Hindi qualifications of employees for the purpose of nominating them to various Hindi Classes.
10. Guidance to staff regarding the use of Hindi for official work.
11. Hindi telegraphic addresses - registration thereof.
12. To ensure the implementation of various provisions of the Official Language Act and Official Language-Rules, 1976.
13. Preparation of Departmental Terminology.
14. Guidance of Hindi- Staff employed in Subordinate Office of the Civil Aviation Department.
15. Lok Sabha Questions regarding the use of Hindi.
16. Rajya Sabha Question regarding the use of Hindi.
17. Inspection of Subordinate Offices of the Civil Aviation Department to ensure implementation of Official Language Rules, 1976.
18. Implementation of Cash Awards Cash Awards Scheme for more and more use of Hindi in Noting and Drafting and in Issuance of Commendatory Certificates.
19. Parliamentary Committee on Official Language – Visit of Sub-Committee.
20. All India Official Language Conference.
21. Matters relating to the Kendriya Sachivalaya Hindi Parishad.
22. Grant of Honorarium to the staff of sub-offices for doing Hindi Translation.
23. Preparation of Hindi versions of Departmental English Abbreviations.
24. Grant of Honorarium to Officers for imparting instructions at the Workshop set for the facility of the staff working in Hindi.
25. Maintenance of a Hindi Library in Headquarters consisting of approximately 1000/- books and circulation of Hindi periodicals and news papers.
26. Celebration of Hindi Week in Headquarters.

II. AERODROME STANDARDS DIRECTORATE

The Aerodrome Standards Directorate in the DGCA has been entrusted with the responsibilities of licensing of aerodromes in accordance with the Part XI of the Aircraft Rules 1937. The Directorate has establishment at the DGCA HQrs New Delhi supported by the four regional offices at Delhi, Mumbai, Kolkatta and Chennai. The functions and responsibilities of Aerodrome Directorate are as follows:

A. Aerodrome Licensing

1. Licensing and renewal of aerodromes licenses under Part XI of the aircraft Rules 1937.
2. Inspection of aerodromes to verify infrastructure, services, procedures and documentation as required under CAR Section 4 Series B Pt I/II, Advisory Circular and recommended practices and as mentioned in aerodrome manual.
3. Develop and issue orders, rules, advisory circulars and guidance material relating to aerodrome standards and practices.
4. Reviewing plans and designs for new aerodromes or the further development of, or modification to, existing aerodromes, submitted to the DGCA for approval, to ensure that the requirements of DGCA and ICAO are complied with.
5. Review the factors requiring the amendment of an aerodrome license and issue the required amendments.

B. Regulation of works at airports:

6. Regulation of airside works to ensure safe guarding of aerodrome and aircraft operations.

C. Surveillance Inspection and safety oversight of Aerodromes

7. Carry out surveillance inspection and safety oversight of Aerodromes as per Annual Surveillance programme to ascertain that the conditions as mentioned in the aerodrome license under para 83 of Part XI of the aircraft Rules 1937 are complied with.

D. Compliance and enforcement

8. The holder of an aerodrome license shall not contravene or cause or permit to be contravened any conditions of the aerodrome license. The licensee is required to maintain an aerodrome in a fit state to the satisfaction of DGCA during the whole period of currency of the license. If it is observed that aerodrome licensee is not complying with the conditions of the license or not adhering to the laid down standards, DoAS shall give adequate opportunity to the licensee to comply with the Regulations and Standards.

9. If DoAS is satisfied that the licensee is not taking enough corrective measures for compliance with the conditions of the aerodrome license he/she shall recommend to Jt.DG/DG for appropriate action against the licensee.

E. Any other work assigned by Director General

REGIONAL OFFICES FUNCTIONS AND ITS COORDINATION WITH HQRS.:

Regional Aerodrome standard offices are located at Delhi, Mumbai, Kolkatta and Chennai. These offices are headed by Director/Deputy Director (Aerodrome Standards). All regional heads of Aerodrome Standards report directly to DoAS. Regional Aerodrome Standard offices shall perform following functions:

1. Process the application and documents; inspect aerodromes for the purpose of aerodrome licensing.
2. To carry out site inspection of aerodrome for the purpose of commissioning of facilities.
3. Carry out surveillance inspection of Aerodromes as per surveillance inspection programme decided by head quarters.
4. Participate in the safety audit and contingency exercises of Aerodrome operators.
5. Report to Hqrs regarding issues related to aerodrome licensing within their region.
6. Any other job assigned by Hqrs

COORDINATION OF REGIONAL AERODROME STANDARD OFFICES WITH HQRS.

1. Regional Offices shall coordinate with Hqrs. on all matters related to aerodromes licensing/renewal and aerodrome safeguarding and report to Director /DDG (Aero.-Stds.) Hqrs.
2. Forward the reports of aerodrome inspections carried out for the purpose of aerodrome licensing and oversight safety.
3. Coordination meeting between regional air safety offices and air safetyHqrs. will be held every 6 months. During this meeting all the technical and financial/administrative issues will be discussed pertaining to their region.

JOB DESCRIPTION FOR AERODROME OFFICERS:

1. Director of Operations (Aero.-Stds.)

- Heads Aerodrome Standard Directorate at Hqrs and report to Dy. Director General (Aero-Stds.)/ Jt.DG.
- Supervise and exercise Administrative control over the regional offices.
- Plan training of officials working under him/her.
- Draw surveillance and inspection plan for officials of the directorate.
- Take policy decision on the technical and administrative issues.
- Coordinate with regional offices for coordinated efforts to achieve targets.

- Evaluate application of aerodrome for exemption of non compliances.

2. Deputy Director of Operations:

- Assist DoAS at Hqrs / heads regional office.
- Examine documents and Inspect aerodrome for the purpose of fresh issue/renewal of aerodrome license to verify aerodrome data and facilities and procedures mentioned in aerodrome manual.
- Examine application for exemption submitted by airports in respect of non compliances to CAR and recommend action.
- Carry out Safety oversight surveillance inspections as per the surveillance plan or as directed by DoAS.
- Examination and processing of the alterations proposed by aerodrome operator in accordance with rule 83.
- Maintenance of updated Aerodrome Manual, SMS, etc for all licensed Airports.

3. Asst. Director of Operations:

- Examine documents for the purpose of fresh issue/renewal of aerodrome license.
- Inspect aerodromes as directed by DoAS for issue of the Aerodrome license to verify aerodrome data mentioned in aerodrome manual, operating procedures and aerodrome facilities.
- Examine application for exemption submitted by airports in respect of non compliances to CAR and recommend action.
- Carry out Safety oversight surveillance inspections as per the surveillance plan or as directed by DoAS.
- Examination and processing of the alterations proposed by aerodrome operator in accordance with rule 83.
- Maintenance of updated Aerodrome Manual, SMS, etc for all licensed Airports.

4. Operation Officer:

- Examine documents for the purpose of fresh issue/renewal of aerodrome license.
- Inspect aerodromes under the guidance and supervision of senior officer for issue of the Aerodrome license to verify aerodrome data, facilities and procedures mentioned in aerodrome manual.
- Examine application for exemption submitted by airports in respect of non compliances to CAR and recommend action.
- Carry out Safety oversight surveillance inspections as per the surveillance plan or as directed by DoAS.
- Examination and processing of the alterations proposed by aerodrome operator in accordance with rule 83.
- Maintenance of updated Aerodrome Manual, SMS, etc for all licensed Airports.

a. Aerodrome Inspector on Secondment:

- Inspection of the aerodromes for the issuance/renewal of aerodrome

License.

- Periodic and surveillance inspections of aerodrome operators.
- Scrutiny and processing of applications, Aerodrome Manuals and Safety Management Manuals for issue of aerodrome license.
- Examination and processing of the alterations proposed by aerodrome operator in accordance with rule 83.
- Inspection to ensure compliance with requirements for approval of special operations like CAT II & III etc.
- Any other function assigned by DGCA from time to time.

III. AIR SAFETY DIRECTORATE

Air Safety Directorate at DGCA (Hqrs) is headed by Director Air Safety. The Director Air Safety /DDG (Air Safety) reports directly to the DG.

The functions of the Air Safety Directorates are as under:-

1. Notification of the Occurrence:

A significant occurrence is intimated to the MOCA, in addition if on the basis of the initial notification/preliminary investigation an occurrence falls in the category of serious incident/accident, it is intimated to AAIB.

2. Investigation of Civil Registered aircraft Incidents:

- 2.1 Under Rule 13 of Aircraft (Investigation of Accidents and Incidents) Rules 2012 the serious incidents to aircraft with AUW up to 2250kg and to aircrafts other than turbojet engine aircrafts are investigated by the inquiry officer from Air Safety Directorate. Notification of the occurrence is forwarded to the concerned states. Draft report is forwarded for the comments. After the completion of the inquiry and acceptance of the report by the central government it is put on the website of the DGCA and forwarded to concerned state in accordance with ICAO Annex 13.
- 2.2 Under Rule 13 of Aircraft (Investigation of Accidents and Incidents) Rules 2012 the incidents are investigated by the inquiry officer from Air Safety Directorate.
- 2.3. Incidents other than serious incidents are investigated by Permanent Investigation board of the Airlines under supervision of officer of the Regional Air Safety Offices.

3. Accident/Incident Prevention work

In addition to accident/investigation work Air Safety Directorate shall performs the following Accident/ Incident prevention programme:-

- a. To carry out the Regulatory audit of airlines/operators.
- b. To carry out safety audit of operations department of Airlines/operators.
- c. To carry out surveillance inspection of airlines/operators e.g., preflight medical check of crew, ramp inspection, load and trim check, FDTL etc.
- d. To issue Civil Aviation Requirements, air safety circulars, publication of annual accident summary etc.
- e. To monitor implementation of recommendations made by various courts, committees and Inspector of Accidents.
- f. To monitor action taken reports on Regulatory audits carried out on airlines and aviation agencies.
- g. To maintain the occurrence data on daily basis. Analysis of the data.

- h. To coordinate implementation of measures to prevent bird strikes to aircraft at all airports. Coordinate for organizing NBCC meetings.
- i. To coordinate with the ICAO and other aviation agencies concerning safety.
- j. To coordinate with the Ministry of Civil Aviation on various Technical issues including parliament matters.
- k. To organize safety seminars/training courses.

4. SSP and SMS implementation work

SSP/SMS Division has been formed in DGCA, duties and responsibilities are given in SSP India document which is placed in DGCA website.

Functions and responsibility of Air Safety Directorate are as follows:

- 4.1 Coordinate the functioning of SSP-SMS division.
- 4.2 Carryout all the activities on behalf of the DGCA for the Implementation of SSP
- 4.3 Coordinate for organizing Steering Committee meeting.
- 4.4 Acceptance of SMS and SPI of the operators in coordination with other Directorates
- 4.5 Oversight of the implementation of the SMS by the operators.

5. Approval of Flight Safety Organisation and Personnel

- 5.1 Approval of Flight safety manual
- 5.2 Approval of Flight Safety Organisation
- 5.3 Approval of Chief and Deputy Chief of flight safety of the organisation

6. Cabin Safety Division

- 6.1 Approval of training facilities, Instructors, Cabin Crew Training Manual
- 6.2 To carry out in-flight cabin inspection
- 6.3 Surveillance pertaining to cabin safety
- 6.4 To issue Civil Aviation Requirements and Air safety Circulars

7. Any other work assigned by Director General:

8. Regional Air Safety Offices:

Air Safety offices are located at Delhi, Mumbai, Hyderabad, Kolkata and Chennai. The Delhi, Mumbai offices are headed by Director Air Safety and other offices are headed by Controller of Air Safety. All regional heads of air safety reports directly to Director Air Safety Hqrs/DDG (Air Safety).

Regional Air Safety offices shall perform following functions:

- 1. To carry out the investigation of incidents occurring of operators/airlines in their region.

2. To provide support in preliminary Investigation of accidents by the AAIB to the extent authorised in writing by the AAIB
3. To carry out the investigation of Ground incidents.
4. To carry out the investigation of air miss/Air Prox/ATC violations.
5. Participate in the operational area inspection, Airport security meeting, Aerodrome Environment Management Committee, Regional operator Committee meetings.
6. Monitoring of incidents of operators/airlines.
7. CVR/DFDR monitoring.
8. ATC Tape monitoring.
9. To carry out the airport inspections.
10. To carry out surveillance inspection of airlines/operators e.g., preflight medical check of crew, ramp inspection, load and trim check, FDTL etc.
11. To participate in the regulatory audit of airlines/operators.
12. To report all occurrences in their region.
13. Review of the flight safety manual of the organisation and the approval of subsequent revisions after the initial approval by the Hqrs.
14. To carry out other surveillance work as directed by Hqrs.

9. Coordination of regional Air Safety offices with Air Safety Hqs.

1. Regional Offices shall coordinate with Hqrs. on all safety matters and report all occurrences to DAS/DDG (Air Safety) and AAIB on daily basis by telephone/fax/E-Mail.
2. To forward headquarter every month the surveillance /accident prevention work carried out.
3. Coordination meeting between regional air safety offices and air safety Hqrs. will be held every 3 months. During this meeting all the technical and financial/administrative issues will be discussed pertaining to their region.

DUTIES AND RESPONSIBILITIES OF DIRECTOR AIR SAFETY

1. Investigation of Aircraft Accident, Serious Incident, Incident, precautionary landing, forced landing, Air Misses and other potential hazardous situation arising in air operation.
2. Framing and amendment of Regulatory requirement of all matters from time to time concerning Air Safety Directorate.
3. Issue of approval to revisions to Flight Safety Manual.
4. To review the plaint and file/prepare the draft/ written statement and file affidavits.
5. SSP/ SMS implementation in India.
6. Accident/ Serious Incident prevention work.

7. In addition Director Air Safety Headquarters has following additional functions:
 - To coordinate and review the functions of all Air Safety Regional Offices.
 - To Issue suspension of any certificate, rating, licence, authorization or approval during the investigation of any matter.
 - Issue of approval of Flight Safety Manual.
 - To issue the approval of Flight Safety Organisation, Chief of Flight Safety & Deputy Chief of Flight safety.

DUTIES AND RESPONSIBILITIES OF DEPUTY DIRECTOR AIR SAFETY

1. Investigation of Aircraft Accident, Serious Incident, Incident, precautionary landing, forced landing, Air Misses and other potential hazardous situation arising in air operation.
2. Issue of approval of Flight Safety Manual and acceptance of Operational manual.
3. Framing and amendment of Regulatory requirement of all matters from time to time concerning Air Safety Directorate.
4. To review the plaint and file/prepare the draft/ written statement and file affidavits.
5. SSP/ SMS implementation in India.
6. Accident/ Serious Incident prevention work.
7. Review the applications for approval of Flight Safety Organisation, Chief of Flight Safety & Deputy Chief of Flight safety.

DUTIES AND RESPONSIBILITIES OF SASO (E) / ADAS(E)

1. Investigation of Aircraft Accident, Serious Incident, Incident, precautionary landing, forced landing, Air Misses and other potential hazardous situation arising in air operation.
2. To compile the investigation report and to carry out analytical analysis of the happening to promote the air safety.
3. Aerodrome inspection.
4. Accident/ Serious Incident prevention work.
5. SSP/ SMS implementation in India.
6. Review of Flight Safety and Operational Manual submitted by various air operators.
7. To review the plaint and file/prepare the draft/ written statement and file affidavits.
8. Review the applications for approval of Flight Safety Organisation, Chief of Flight Safety & Deputy Chief of Flight safety.

DUTIES AND RESPONSIBILITIES OF AIR SAFETY OFFICER (E)

1. Investigation or assist in investigation of Aircraft Accident, Serious Incident, Incident, precautionary landing, forced landing, Air Misses and other potential hazardous situation arising in air operation.
2. To compile the investigation report and to carry out analytical analysis of the happening to promote the air safety.
3. To prepare the statistics of the occurrences.

4. Aerodrome inspection.
5. To assist in Accident/ Serious Incident prevention work.
6. To Assist in SSP/ SMS implementation in India.
7. Review of Flight Safety and Operational Manual submitted by various air operators.

DUTIES AND RESPONSIBILITIES OF DEPUTY DIRECTOR (OPERATIONS)-POSTED IN AIRSAFETY

1. Investigation of ATC/ CNS incidents, Airprox incidents, Apron Incidents and Runway Incursions.
2. Suggest actions required to avoid ATC incidents in future.
3. Carry out Aerodrome/Surveillance Inspection
4. Follow up action on inspection report with Airports Authority of India & aerodrome operators.
5. Bird strike data management and analysis. Co-ordination with various agencies for bird strike prevention.
6. Organise National Bird Control Committee meetings on behalf of DGCA.
7. Associate with Airfield Environment Management Committee.
8. Suggest actions required on the reports for BWHM-Wildlife bird/animal hazard management.
9. Associated in drafting of CAR, Air Safety/Operations Circular.

DUTIES AND RESPONSIBILITIES OF ASSISTANT DIRECTOR (OPERATIONS)

1. Investigation/ associate in investigation of ATC incidents, Airprox incidents, Apron Incidents and Runway Incursions.
2. Suggesting actions required to avoid ATC incidents in future.
3. Monitoring & checking readability of ATC Tape.
4. Carry out Aerodrome/Surveillance Inspection
5. Follow up action on inspection report with Airports Authority of India & aerodrome operators.
6. Bird strike data management & co-ordination with various agencies for bird strike prevention.
7. Organise National Bird Control Committee meetings on behalf of DGCA.
8. Associate with Airfield Environment Management Committee.
9. Suggest actions required on the reports for BWHM-Wildlife bird/animal hazard management.
10. Associated in drafting of CAR, Air Safety/Operations Circular.

DUTIES AND RESPONSIBILITIES OF OPERATIONS OFFICER

1. Assist in investigation of ATC incidents, Airprox incidents, Apron Incidents and Runway Incursions.
2. Monitoring & checking readability of ATC Tape.
3. Associate in carry out Aerodrome/Surveillance Inspection
4. Follow up action on inspection report with Airports Authority of India & aerodrome operators.
5. Bird strike data management & co-ordination with various agencies for bird strike prevention.
6. Organise National Bird Control Committee meetings on behalf of DGCA.
7. Associate with Airfield Environment Management Committee.

IV. AIR TRANSPORT DIRECTORATE

Air Transport Directorate has following major functions:-

1. Issue/renewal and endorsement of Air Operators Permit and other issues related to the issuance of permission for import/acquisition of aircraft, endorsement/deletion of the aircraft on the Operator's Permit.
2. Issuance of flight clearances to foreign registered aircrafts including VIPs/tourist charter flights under ITP/cargo flights/ambulance flights, which are overflying/landing/technical landing to/across India. Issues flight clearances to Indian registered aircraft also operating outside the country for revenue/non-revenue purposes and clearances for the Ballooning flights;
3. Collection and compilation of data on passenger and freight traffic from AOP holders including uploading of the data on DGCA web site and submission of statistical information to ICAO
4. Approval of the domestic flight schedules (winter/summer) along with monitoring of flight movements and their load factor.

In order to **discharge the above functions** the directorate has been **divided into three parts.**

1. Air Transport-1(AT-1), looks after the function as stated at serial no 1 & 2.
2. Air Transport-2(AT-2), looks after the function as stated at serial no 3.
3. Air Transport Division (AED), looks after the function as stated at serial no4.

AIR TRANSPORT - 1 (AT-1).

The Air Transport Services in the country are governed by the Rule 134 and Schedule XI of Aircraft Rules 1937. Besides this, the Civil Aviation Requirements (CAR) Section 3 Series C Part II/III/IV and VIII deals with the minimum requirements and procedures for issue/renewal of Air Operator Permit (Scheduled/Non-Scheduled) in different categories like passenger/cargo. In order to fulfill the above function the responsibilities of AT1 section have been assigned as follows:

1. Issue/Renewal of Air Operator Permit (Scheduled/Non-Scheduled).
2. Distribution of operational manual to the concerned Directorate viz Flight Standard Directorate and Air Safety Directorate (Hqrs.)
3. Holding preparedness meeting to assess the capability of intended/existing operator in terms of availability of infrastructure and manpower.
4. Issue of NOC for import/acquisition of aircraft/helicopter.
5. Endorsement/Deletion of aircraft and operation specifications on Air Operator Permit (Scheduled/Non-Scheduled).

Besides the above, the State Government and the Public Sector Undertakings of Central/State Govt. are being issued Operating Permit upon meeting the requirements as contained in CAR Section 3 series C Part X .

Under Rule 158A of the Aircraft Rules 1937 and upon meeting the criteria as laid down in CAR Section 3 Series F Part I, AT-1 Section also issues flight clearances to foreign registered aircrafts including VIPs/tourist charter flights under ITP/cargo flights/ambulance flights, which are overflying/landing/technical landing to/across India. Issues flight clearances to Indian registered aircraft also operating outside the country for revenue/non-revenue purposes and clearances for the Ballooning flights.

AIR TRANSPORT - 2 (AT-2)

1. Collection and compilation of data on passenger and freight traffic from scheduled operators both domestic and international airlines, on scheduled operator and airports.
2. Uploading monthly data on traffic from the scheduled airlines on the DGCA website.
3. Uploading annually data from all operators including traffic statistics, financial data, fleet statistics and personal statistics.
4. Submission of statistical information to ICAO.

AIR TRANSPORT DIVISION - AED

1. Approval of winter/summer domestic schedule.
2. Compliance and Monitoring of Route Dispersal Guidelines.
3. Uploading of load factor and market share of domestic schedule airline.
4. To conduct preparedness meetings of Indian schedule carrier intended to undertake International Operations.
5. Evaluation of Air Carrier's Management of Significant changes - Assessment of Impact of Financial Stress on Safety of Operations

DUTIES ATTACHED TO DEPUTY DIRECTOR OF OPERATIONS (AIR TRANSPORT-1)

1. Check and scrutinise the application for issue of Scheduled/Non-Scheduled Operators Permit in passenger/cargo categories
2. Hold preparedness meeting before issue of permit.
3. Scrutinise and Issuing permission for import/acquisition of aircraft to Scheduled/Non-Scheduled operators;
4. Check and scrutinise the application for Endorsement/deletion of the aircraft on the Operator's Permit;

5. Forward application for grant of security clearance of the agencies seeking flight clearances and change in the Board of Directors of the Scheduled/Non-Scheduled Operators;
6. Issues flight clearances to foreign registered aircrafts including VIPs/tourist charter flights/cargo flights/ambulance flights, which are overflying/landing/technical landing to/across India. Issues flight clearances to Indian registered aircraft also operating outside the country for revenue/non-revenue purposes and clearances for the Ballooning flights;
7. Scrutiny and forwarding of the cases of foreign registered aircraft staying in India for more than 14 days;
8. Issue of flight clearances in respect of cloud seeding operation and aerial survey etc;
9. Approval of the charter flights by Indian Scheduled/Non-Scheduled operators within the country.

Duties attached to Assistant Director of Operations (Air Transport-1)

1. Scrutinise the applications for Issue/renewal of Scheduled/Non-Scheduled Operators Permit in passenger/cargo categories including holding of the preparedness meeting before issue of permit.
2. Scrutinise the applications for Issue of permission for import/acquisition of aircraft to Scheduled/Non-Scheduled operators;
3. Scrutinise the applications for Endorsement/deletion of the aircraft on the Operator's Permit;
4. Scrutinise the applications for the security clearance of the agencies seeking flight clearances and change in the Board of Directors of the Scheduled/Non-Scheduled Operators;
5. Scrutinise the applications for Issue flight clearances to foreign registered aircrafts including VIPs/tourist charter flights/cargo flights/ambulance flights, which are overflying/landing/technical landing to/across India. Issues flight clearances to Indian registered aircraft also operating outside the country for revenue/non-revenue purposes and clearances for the Ballooning flights;
6. Scrutinise the cases of foreign registered aircraft staying in India for more than 14 days;
7. Scrutinise the application of flight clearances in respect of cloud seeding operation and aerial survey etc;

Duties attached to Section Officer (Air Transport-1)

1. Marks the receipts/correspondence to the concerned dealing hands.
2. Process the application for issue of Scheduled/Non-Scheduled Operators Permit in passenger/cargo categories
3. Process the application for issue permission for import/acquisition of aircraft to Scheduled/Non-Scheduled operators;

4. Process the application for issue for Endorsement/deletion of the aircraft on the Operator's Permit;
5. Process the application for grant of security clearance of the agencies seeking flight clearances and change in the Board of Directors of the Scheduled/Non-Scheduled Operators;
6. Process the application for issue of flight clearances to foreign registered aircrafts including VIPs/tourist charter flights/cargo flights/ambulance flights, which are overflying/landing/technical landing to/across India. Issues flight clearances to Indian registered aircraft also operating outside the country for revenue/non-revenue purposes and clearances for the Ballooning flights;
7. Process the application for issue of foreign registered aircraft staying in India for more than 14 days;
8. Process the application for issue cloud seeding operation and aerial survey etc;
9. Process the application for issue charter flights by Indian Scheduled/Non-Scheduled operators within the country.

Duties attached to Director (Air Transport-II)

1. Supervise the work of Assistant and Deputy Directors
2. Ensure timely uploading of data
3. Prepare replies to Parliament questions, queries under RTI
4. Initiated the following
 - Develop a model to forecast air traffic
 - Identify the various stakeholders of Civil Aviation and collect the necessary documents from them to work out the contribution of civil aviation to GDP

Duties attached to Deputy Director (Air Transport-II)

1. Supervise the work of Statistical Officers
2. Check and finalise the tables generated
3. Upload the tables on the DGCA website
4. Prepare replies to Parliament questions, queries under RTI
5. Provide data to other Ministries and users like MOSPI, RITES, TERI etc

Duties attached to Assistant Director (Air Transport-II)

1. Monitor timely submission of data by the various operators
2. Follow up through letters with the defaulting operators
3. Tabulate and analyse the data collected from the various operators

Duties attached to Senior Statistical Statistical officers (Air Transport-II)

1. Collect and compile data from the scheduled airlines
 - As per ICAO Form A every month
 - As per ICAO Forms B & C quarterly

- As per ICAO Forms D and EF yearly
 - As per ICAO Form M yearly
2. Collect and compile data from the Airports Authority of India as per ICAO Forms I, J, K & L
 3. Collect and compile data from the Directorates of Air Safety (Form G) and Air Worthiness (Form H)
 4. Collect and compile data on flights operated, passenger and freight carried from the foreign airlines monthly
 5. Collect and compile data from non scheduled operators
 - Traffic statistics monthly
 - Fleet, personnel and financial statistics yearly

Duties attached to Deputy Director (Air Transport Division)

1. Approval of Summer and Winter Schedule of scheduled domestic airlines involving –
2. Approval of Summer and Winter Schedule (International) of Indian Carriers involving
3. Approval of amendments to approved Flight Schedules of scheduled domestic airlines.
4. Approval of amendments to approved Flight Schedules (International) of Indian Carriers.
5. Random monitoring of operations of scheduled domestic airlines with respect to scheduled adherence.
6. Monitoring of ASKM deployment requirements, contained in Route Dispersal Guidelines issued by the Government, of various scheduled domestic airlines on monthly basis and suggesting various measures in case ASKM deployment in different categories is marginal.
7. Monitoring of ASKM deployment requirements of eligible Indian Carriers operating scheduled international services.
8. Monitoring of international operations of Indian Carriers with respect to utilisation of traffic rights.
9. Analysis of passenger traffic data of various scheduled domestic airlines on monthly basis in respect of passenger growth, market share and load factor.
10. Economic study for selection of suitable fixed wing aircraft/helicopter.
11. Assistance to various Committees with regard to air transportation issues and passenger traffic forecasting.
12. Examination of Operations Manual of various scheduled/non-scheduled/ private operators. Observations are communicated to the operators to bring the contents of the manual in line with the Civil Aviation Requirements.
13. Periodic review of the Citizen Charter of all scheduled domestic airlines with respect to passenger facilities.

14. Coordinating with all scheduled domestic airlines with regard to passenger grievances.
15. Coordinating with all concerned agencies/directorates with regard to scheduled domestic operations to:
16. Coordinating the meetings for Indian Carriers in respect of scheduled international operations to review their preparedness in terms of operations, engineering, ground facilities, commercial arrangements, etc. (AIC 08 of 2009)
17. Reply to the parliament questions, VIP references and RTI matters related to air transportation.

V. AIRWORTHINESS DIRECTORATE

The authority for regulatory control of Airworthiness in the Directorate General of Civil Aviation is Directorate of Airworthiness. The main functions of Airworthiness Directorate are given below:

HEADQUARTERS

1. Maintain the Civil Aircraft Register and ensure that updated information is available as and when required;
2. Reviewing, processing and recording of applications for registration of aircraft. Issuing certificates of registration, including amendments and deregistration of the aircraft;
3. Reviewing, processing and recording of applications for issue of certificate of airworthiness, renewals of such certificates and validation of foreign certificate of airworthiness;
4. Review of Airworthiness Directives and Service Bulletins issued by State of Design to determine their applicability to the civil registered aircraft;
5. Approval and renewal of foreign aircraft maintenance organizations involved in maintenance of Indian registered aircraft;
6. Review of existing Airworthiness regulations from time to time including International Standards and Recommended Practices for incorporation in Indian Airworthiness regulations.
7. Investigation of aircraft accidents/incidents as and when required;
8. Issuance of directives concerning the design standards to be met by aircraft/aircraft components/ equipment during manufacture and maintenance.
9. Participation in maintenance review board activities for development and approval of initial maintenance inspection for newly type certificated aircraft/power plants being introduced in service for the first time;
10. Issue of advisory material concerning airworthiness practices and procedures, where such advice does not warrant mandatory action, but makes a significant contribution to flight safety;
11. Investigation of violations of the national regulations concerning airworthiness and initiation of punitive/corrective actions, where necessary;
12. Reviewing, processing and recording applications for issue, renewal, validation and extension of aircraft maintenance personnel and Flight Engineer's licenses;
13. Conduct of examinations for aircraft maintenance personnel including records thereof and the issue of results for such examinations;
14. Participation at national and international levels on matters relating to airworthiness;
15. Processing of applications for issue of Aeromobile Station Licenses for an aircraft;
16. Matters pertaining to RTI Act, 2005 and replies thereof relating to Airworthiness;

17. Co-ordination with international agencies on matters relating to RVSM approval / operations of Indian civil registered aircraft;
18. Approval of AME Training Institutes and renewal thereof;
19. Coordination with other directorates on matters relating to airworthiness, flight operations and initial airworthiness of an aircraft, as required;

REGIONAL AIRWORTHINESS OFFICE

1. Reviewing, processing and recording of applications for validation/renewal of Certificate of Airworthiness and Airworthiness Review Certificate of an aircraft;
2. Approval/renewal and surveillance of manufacturing, maintenance, testing and training organizations including aviation fuel vendors;
3. Approval of maintenance programme for aircraft/aircraft components/equipment and approval of minor modifications/repairs of aircraft/aircraft components/equipment;
4. Surveillance and Periodic review of the approved organizations to assess their capability to have continuous approval;
5. Investigation/ analysis of defects in the aircraft and suggest corrective actions to arrest negative trends, if needed;
6. Conduct written examinations for issue/extension of licenses of aircraft maintenance personnel and Flight Crew;
7. Conduct of oral-cum practical examinations for type rating of aircraft maintenance personnel;
8. Reviewing, processing and recording of applications for endorsement/renewal of licenses for aircraft maintenance personnel;
9. Ensuring compliance of airworthiness requirements by an operator for issue of Operating Permit;
10. Maintaining fees records for various services rendered to organizations/personnel;
11. Attending VVIP movements, Airport Coordination Committee Meetings, Bomb Threat Assessment Committee Meetings and Security Committee Meetings etc. at respective airports.
12. Approval of MEL and Special Operations such as RNAV, RNP, P-RNAV, RVSM etc.

* * *

VI. FLIGHT STANDARDS DIRECTORATE

The Flight Standard Directorate (FSD) shall conduct regular Inspections and Surveillance of Scheduled Airlines and their aircrew in particular to ensure effective implementation of safety related Standards and Recommended Practices contained in the ICAO Annexes, particularly Annex 6, and the relevant Rules, Regulations, Procedures and Requirements laid down in Aircraft Rules, Civil Aviation Requirements, Aeronautical Information Circulars, AIP India etc. In addition to above, the Continued Surveillance of various operational aspects of operators is to be ensured by conducting various Inspections/Surveillance Checks regularly viz. Cockpit En-route Inspection, Cabin Inspection, Ramp Inspection, Station Facility Inspection and Proficiency Check etc. In addition to this, Simulator Evaluation and Main Base Inspection etc. of the operators and Standardization/Proficiency Checks of their Training Captains are to be conducted as per the requirements. The functions and responsibilities of FID shall broadly include the following:

A. SAFETY OVERSIGHT FUNCTIONS:

1. Development of Action Plan by Chief Flight Operations Inspector for Continued Surveillance of Airline Operators.
2. Surveillance of operational aspects of Airline Operators and follow-up action thereof in accordance with the 'Duties & Responsibilities of the Flight Operations Inspectors' laid down in Flight Operations Inspector's Manual (Ref. ICAO Doc. 8335-AN/879)
3. Random Checks of Pilots on their Proficiency & Skill.
4. Periodical Inspection of Airline Operators, Shippers/Freight Forwarders and Cargo Terminals/Ware Houses at Airports with regard to transportation of carrying Dangerous Goods as per Civil Aviation Requirements.

B. TRAINING PROGRAMME OF AIRLINE OPERATORS

1. Examination and scrutiny/approval of Training Programmes of Flight Crew on Multi-engine Aircraft (both Fixed Wing & Helicopters) for Scheduled/Non-scheduled and General Aviation Operators .
2. Examination and scrutiny/approval of Training Programmes of Airline Operators for Specific Authorizations and Limitations (ETOPS, RNP, PBN, RVSM, R-NAV, CAT-II/III).
3. Examination of Flight Dispatchers' Training Programme.
4. Examination and acceptance/updating of Training Manuals of Airline Operators as per Civil Aviation Requirements as per Standardized Check-list.
5. Development and/or revision of Specific Operating/ Training regulations.
6. Approval/Renewal of Simulator (FSTD)

C. STANDARDIZATION OF TRAINING CAPTAINS

1. Approval of Checks Pilots/Instructors/Examiners of Scheduled/Non scheduled/General Aviation Operators (Fixed Wing & Helicopters) as per Civil Aviation Requirements (CAR).
2. Standardization Checks of Training Captains – Check Pilots/ Instructors/Examiners in accordance with CAR.

D. EXAMINATION OF OPERATIONAL DOCUMENTS

1. Review and update of Flight Operations Inspector's Manual for Operations Inspection and Continued Surveillance [as per ICAO Doc. 8335-AN/ 879].
2. Examination/Review and Acceptance of Operations Manual of Airline Operators as per Civil Aviation Requirements as per Standardized Check list.

E. OTHER OPERATIONAL APPROVAL

1. Approval of Flight Dispatchers as per Civil Aviation Requirements.
2. Approval of Operator's Authorization for ILS CATII/III Operations as per Civil Aviation Requirements.
3. Examination of Standard Operating Procedures for operations to New Stations & Critical Airports i.e. Airports surrounded by Hilly/difficult Terrain.
4. Examination of Flight Trial Reports of Instrument Approach & Landing Procedures.
5. Operational Examination of Minimum Equipment List (MEL) in co-ordination with Directorate of Airworthiness.

F. CERTIFICATION OF AIRLINE OPERATORS

1. Participation in Meetings conducted by Air Transport Directorate for Certification of Airline Operators to ensure compliance of Operating Requirements.

G. EXAMINATION

1. Vetting of written examination questions of Pilots' Examination as per the requirements of CEO/Orders of Director General.
2. Oral Examination of Foreign Pilots/Flight Dispatchers.

H. GENERAL

1. All Flight Operations Inspectors / Chief Flight Operations Inspector shall maintain their personal files. The personal files shall contain information of their Technical Qualification/Training Courses.

I. Any other work assigned by Director General.

Duties, Functions & Responsibilities of Officers in Flight Standard Directorate (FSD)

The Duties, Functions & Responsibilities of Officers in Flight Standard Directorate have been determined in accordance with the duties attached with the post (copy placed below) and in accordance with power delegated to them under S.O. 726(E), S.O. 727(E) & S.O. 366.

1. Chief Flight Operations Inspector, Deputy Director General (in charge of FSD)

1. Development of Action Plan for Flight Standard programme by Flight Operations Inspectors for Continued Surveillance of Airline Operators and
2. to ensure implementation of follow-up instructions issued by him/Director General of Civil Aviation.
3. Standardization Checks of Training Captains.
4. Examination of Operations Manual of Scheduled/Non-scheduled and General Aviation Operators as per Standard Check-list.
5. Examination of Training Manual of Scheduled/Non-scheduled and General Aviation Operators including Standardization of Flight Dispatchers' Training Programme.
6. Approval of Training Programmes of Airline Operators for Specific operations and Limitations.
7. Approval of Flying Training Programme of Flight Crew on Multi-engine Aircraft (both Fixed Wing & Helicopter) for Scheduled/Non-scheduled and
8. General Aviation Operators.
9. Development and/or revision of specific Operating/Training regulations – Issuance of CARs, AICs, Operations Circulars, Amendment to Aircraft Rules (Schedule II).
10. Approval of Draft replies to Director General/VC Section on Parliamentary Matters, VIP References, RTI Act, 2005.
11. Scrutiny of Training Records pertaining to approval of Examiners – Check Pilot/Instructor/Examiner of Scheduled/Non-scheduled/General Aviation Operators.
12. Oral Examination for approval of Flight Dispatcher.
13. To liaise with Director (Training & Licensing), Director (Air Safety), Director ANS and Director Aerodrome Standards in all aspects specially pertaining to giving guidance on operational matters for Airline Operator.
14. Examinations of Operator's Authorization for ILS CAT-II/III Operations as per Civil Aviation Requirements (Standardized Check- list to be followed).
15. Examinations of Standard Operating Procedures for operations to New Stations & Critical Airports i.e. Airports surrounded by Hilly/difficult Terrain (as per Standardized Check-list).

16. Participation in Meetings conducted by Air Transport Directorate for Certification of Airline Operators to ensure compliance of Operating Requirements as per the Standardized Check-list.
17. Acceptance of Flight Trial Reports of Instrument Approach & Landing Procedures.
18. Operational review of Minimum Equipment List (MEL).
19. Chief Flight Operations Inspector shall maintain his personal files. The personal files shall contain information of their Technical qualification/Training Courses.
20. Chief Flight Operations Inspector shall keep a record of all Checks & Reports wherever he is nominated as observer on board and record of Test Fees being realized in their individual capacity from the operators under Schedule-II of the Aircraft Rules,1937.
21. Any other work assigned by the Director General.

2. Flight Operations Inspectors

1. To carry out Surveillance Checks of Airline Operators (Fixed Wing & Helicopters) and follow-up action thereof in accordance with the duties laid down in Flight Operations Inspector's Manual.
2. Examination and Scrutiny of Training Programme of Flight Crew on Multi-engine Aircraft (both Fixed Wing & Helicopters) for Scheduled/Non-scheduled and General Aviation Operators as per Standard Check-list.
3. Periodical Inspections of Airlines Operators with regard to transportation of Dangerous Goods as per Civil Aviation Requirements and follow-up action thereon.
4. Development and/or revision of specific Operating/Training regulations /preparation and examination of CARs, AICs, Operations Circulars, Amendment to Aircraft Rules (Schedule II).
5. Examination and scrutiny of Operations Manual/ Training Manual of Scheduled/Non scheduled and General Aviation Operators including training programme of Flight Dispatchers.
6. Examination and scrutiny of Training Programmes of Airline Operators for Operations specifications and Limitations.
7. Examination and scrutiny of Flying Training Programme of Flight Crew on Multi-engine Aircraft (both Fixed Wing & Helicopter) for Scheduled/Non-scheduled and General Aviation Operators as per Standard Check-list.
8. Examination and scrutiny of Training Programme of Airline Operators for Operations Specifications & Limitations.
9. To carry out Inspection of Simulators (FSTDs).
10. Review and update of Flight Operations Inspector's Manual for Operations Inspection and Continued Surveillance as per ICAO Doc. 8335-AN/879.
11. Examination of documents for Operator's Authorization for ILS CAT-II/III Operations as per Civil Aviation Requirements.
12. Examination of Standard Operating Procedures (SOPs) for operations to New Stations & Critical Airports i.e. Airports surrounded by Hilly/difficult Terrain (as per Standardized Check-list).

13. Participation in Meetings conducted by Air Transport Directorate for Certification of Airline Operators to ensure compliance of Operating Requirements as per the Standardized Check-list.
14. Examination of Flight Trial Reports of Instrument Approach & Landing Procedures.
15. Operational review of Minimum Equipment List (MEL).
16. Flight Operations Inspectors shall maintain their personal files. The personal contain information of their Technical Qualification/Training Courses.
17. Flight Operations Inspectors shall keep a record of all Checks & Reports whenever they are nominated as observer on board and record of Test Fees being realized in their individual capacity from the operators under Schedule-II of the Aircraft Rules, 1937.
18. Any other work assigned by CFOI / Director General.

3. Director (Operations)

1. Supervise and exercise administrative control of FSD.
2. To plan training of officials and FOI s in FSD in coordination with CFOIs.
3. Examination of the documents for approval of Training Captains of scheduled/ non scheduled/ general aviation and recommend the case for necessary approval to the Director General.
4. Scrutinizing the documents for Ground Instructor and conduct oral examination.
5. Oral examination for approval of FATA plots.
6. Conduct oral examination of Flight dispatcher and approval.
7. Examination of documents for approval of TRTO and FSTDs (simulators).
8. Developments of training programme in coordination with CFOI/ FOIs in Charge.
9. Development of surveillance plan in coordination with CFOI.
10. Implementation of ICAO amendments.
11. Follow up action on surveillance checks reports of airlines operators.
12. Development and/or revision of specific operations / training requirements. Examination of CAR/AICs of circular/ amendments to aircraft rule 1937 for issuance as per established procedure.
13. Reply on parliamentary matters/ VIP references.

4. Deputy Director (Operations)

1. Follow-up action on Surveillance Check Reports of Airline Operators.
2. Examination of documents pertaining to approval of Check Pilots/ Instructors/Examiners of Scheduled/Non-scheduled & General Operators.
3. Development of Check-lists for examination of Operations/Training Manual, Specialized Operations etc. In consultation with Director/FOI/CFOI.
4. Development and/or revision of specific Operating/Training regulations /Issuance of CARs, AICs, Operations Circulars, Amendment to Aircraft Rules (Schedule II).
5. Coordinating activities pertaining to functioning of Flight Inspection Directorate with Airlines, Flight Operations Inspectors, Chief Flight Operations Inspector, Director General and other Directorates in DGCA.

6. Preparation of Draft replies to CFI on Parliamentary Matters, VIP References, RTI Act, 2005 for approval of Director General.
7. Any other work assigned by Director General.

5. Assistant Director (Operations)

1. Submission of Draft replies on follow-up action on Surveillance Check Reports of Airline Operators.
2. Examination of documents pertaining to approval of Check Pilots/Instructors/Examiners of Scheduled/Non-scheduled & General Aviation Operators.
3. Development of Check-lists for examination of Operations/Training Manual, Specialized Operations etc. in consultation with FOI/CFI.
4. Examination and scrutiny of Annual Reports.
5. Development and/or revision of specific Operating/Training regulations / Issuance of CARs, AICs, Operations Circulars, Amendment to Aircraft Rules (Schedule II).
6. Coordinating activities pertaining to functioning of Flight Inspection Directorate with Airlines, Flight Operations Inspectors, Chief Flight Operations Inspector, Director General and other Directorates in DGCA.
7. Examination/scrutiny of cases pertaining to approval of Examiners on one time basis.
8. Preparation of Draft replies to Dy. Director (FI) / CFI on Parliamentary Matters, VIP References, RTI Act, 2005 for approval of Director General.
9. Any other work assigned by Director General.

6. Section Officer

1. Maintenance of Records of Surveillance Check Reports/Main Base Inspections of Airline Operators.
2. Processing of documents pertaining to approval of Check Pilots/Instructors/Examiners of Scheduled/Non-scheduled & General Aviation Operators.
3. Submission of Draft Annual Report.
4. Updating of website on list of Examiners of Scheduled/Non-scheduled and General Aviation Operators and Operations Circulars.
5. Monitoring of Test Fees Records.
6. Processing of cases pertaining to approval of Examiners on one time basis.
7. Submission of Draft replies to CFI on Parliamentary Matters, VIP References, RTI Act, 2005 for approval of Director General.
8. Follow-up action
9. Any other work assigned by Chief Flight Operations Inspector/Deputy Director (Operations).
10. **Note:** Flight Operations Inspectors (Aeroplane) will be under the control of Chief Flight Operations Inspector/Deputy Director General In-charge of the Flight

Inspection Directorate and assisting in the smooth functioning of the Flight Inspection Directorate. The above Officers will also carry out any other duties of Technical or Administrative nature assigned to them from time to time.

VII. CABIN SAFETY DIVISION

1. Approval of training facilities, Instructors, Cabin Crew Training Manual
2. To carry out in-flight cabin inspection
3. Surveillance pertaining to cabin safety
4. To formulate regulations in the form of Civil Aviation Requirements and Cabin Safety Circulars

VIII. DANGEROUS GOODS DIVISION

In order to ensure compliance with the provisions of the Aircraft (Carriage of Dangerous Goods) Rules 2003, Dangerous Goods Division of the DGCA shall deal with all matters related to dangerous goods. The Dangerous Goods Division is headed by the Chief Inspector of Dangerous Goods who is responsible for the entire management of Dangerous Goods Division of DGCA.

DUTIES AND RESPONSIBILITIES OF THE CHIEF INSPECTOR

The Chief Inspector of Dangerous Goods shall be responsible for ensuring the compliance with the Aircraft (Carriage of Dangerous Goods) Rules 2003. His functions shall include the following:

- a) He shall be responsible for coordination of all matters relating to Dangerous Goods;
- b) He shall draw the annual/quarterly/monthly surveillance programme and ensure its completion within the stipulated time-frame; and
- c) He shall maintain a close liaison with all the regional/sub-regional offices of the DGCA with a view to directing and controlling the Dangerous Goods Inspections/ Surveillance which shall be carried out by the Dangerous Goods Inspectors attached to these offices.

DANGEROUS GOODS INSPECTORS

Dangerous Goods Instructors from approved Dangerous Goods Training Organizations are on secondment to DGCA. The Dangerous Goods Inspectors shall report to the concerned Regional Directors/Controllers of Airworthiness located at Delhi, Mumbai, Chennai and Sub Regional Directorate at Hyderabad. One DG Inspector shall be attached to the DGCA Headquarters.

DUTIES AND RESPONSIBILITIES OF DG INSPECTORS

The Dangerous Goods Inspectors shall:

- a) Assist the DGCA in carrying out the Dangerous Goods inspection/ audit/ surveillance;
- b) Be attached to the concerned Director/Controller of Airworthiness who shall be his reporting officer;
- c) Make himself available as and when required by the concerned Director/Controller of Airworthiness and carry out the assigned tasks including preparations and conduct of audit, de-briefing meetings, finalization of audit findings, communication of audit findings to the organization, follow up for corrective action and also preparation of reports;
- d) Demonstrate complete independence during the period of secondment by performing his duties in a fair, impartial and objective manner; and

- e) Shall follow the Surveillance Procedures detailed in Dangerous Goods Inspectors' handbook.

IX. INFORMATION & REGULATIONS DIRECTORATE:

1. Preparation of brief/documentation and participation in the Bilateral Air Services Agreements with foreign countries. (Bilateral Air Services Agreements have been signed with 100 countries).
2. Clearance of schedules and any other operational matters pertaining to the foreign airlines. At present, 64 foreign airlines are operating to/from India.
3. Preparation of draft notifications for amendment to the Aircraft Rules, 1937 and draft note for the Cabinet for amendment to the Aircraft Act, 1934.
4. Discussions with the Ministry of Law and legal matters and vetting of the draft notifications.
5. Grant of approval of the Dangerous Goods Training Programmes in accordance with the "Civil Aviation Requirement Section 11 Safe Transport of Dangerous Goods Series `C' Part I dated 08.01.2010.
6. Permits of photography, arms and ammunition, dangerous goods etc:
 - i) This office grants permission for photography/videography from the ground at the airports and aerial photography under rule 13 of Aircraft Rules, 1937.
 - ii) This office grants permission for the carriage of arms and ammunitions, munitions of war etc. by air to/from/within India under rule 8 of the Aircraft Rules, 1937.
7. In regard to International Civil Aviation Organization, receives all correspondence from ICAO, disseminates decisions taken by ICAO to other aviation agencies and obtains comments for submission of India's stand ICAO.
8. Preparation of Annual Report after obtaining materials/activities from different directorate.
9. In regard to AIS, functions like publication of Aeronautical Information Circulars and distribution of ICAO publications to concerned directorate of this office and other aviation agencies.

DUTIES ATTACHED TO THE POST OF DIRECTOR

1. Participate in the Indian Delegations appointed for talks in India as well as abroad with the Delegations of the foreign countries for negotiating, revising & reviewing etc. of Agreements relating to Air Services.
2. To act as Secretary of the Standing Facilitation Committee and the High Level Facilitation Committee.
3. Formulation of recommendations for submission to Government in regard to policies to be adopted in matters concerning International Civil Aviation Organization, Air Services Agreements.
4. Formulation of recommendations for submission to Government in regard to the implementation in India on various International Conventions relating to Civil Aviation.
5. Taking of policy decisions concerning the work of amendments that should be made to the Indian Aviation Law necessitated by the advances made in the field of Civil Aviation, ICAO's Standards etc. and to approve draft amendments.
6. Formulations of policies in regard to the dissemination of Aeronautical Information necessitated by the India's obligations to I.C.A.O. and by the International Character of the present day Aviation.
7. Advise other Directorates on Legal matters with particular reference to Aviation Law, International Aviation Law, and International Conventions etc.
8. Approval and issue of Statutory permit in respect of carriage of arms and ammunitions and dropping of articles from air.
9. Economic regulations of Air Transport in India.
10. Supervise the work relating to Air Transport Directorate.

DUTIES ATTACHED TO THE POST OF DEPUTY DIRECTOR

1. Making draft proposals for carrying out amendments to the Aircraft Act, 1934 and Aircraft Rules, 1937.
2. Review of international conventions and protocols relating to civil aviation and formulation of proposals for ratification by India of such conventions.
3. Examination of questions raised from time to time in regard to Aviation Law, International Aviation Law, International Conventions, etc.
4. Preparation of briefs for lawyers for defending Government of India in court cases relating to Warsaw/Hague/ Montreal liability regime and other civil aviation Acts/Rules.
5. Handling of work relating to bilateral air service agreements including participation in air talks.
6. Examination of schedules and requests for extra flights, change in schedules, etc. filed by foreign airlines in light of the provisions of the bilateral air services agreements.
7. Coordination of slot allocation to international airlines.
8. Coordination of the Facilitation Programme in India with a view to implement the provisions of Annex 9 to the Chicago Convention.
9. Handling of ICAO matters such as coordination with other aviation agencies with a view to finalise replies to State letters, participation by India in ICAO meetings and follow-up action thereon, etc.
10. Compilation and editing of reports and miscellaneous write-ups on civil aviation matters including the annual reports of the Ministry/Department.

DUTIES ATTACHED TO THE POST OF ASSISTANT DIRECTOR

1. Making draft proposals for carrying out amendments to the Aircraft Act, 1934 and Aircraft Rules, 1937.
2. Review of international conventions and protocols relating to civil aviation and formulation of proposals for ratification by India of such conventions.
3. Examination of questions raised from time to time in regard to Aviation Law, International Aviation Law, International Conventions, etc.
4. Handling of work relating to bilateral air service agreements.
5. Examination of schedules and requests for extra flights, change in schedules, etc. filed by foreign airlines in light of the provisions of the bilateral air services agreements.
7. Handling of work relating to facilitation.
8. Handling of ICAO matters such as coordination with other aviation agencies with a view to finalize replies to State letters, participation by India in ICAO meetings and follow-up action thereon, etc.
9. Compilation of the annual reports of the Ministry/Department.

X. AIRCRAFT ENGINEERING DIRECTORATE:

The following are the four divisions in Aircraft Engineering Directorate:-

- (A) Aero Engineering Division (AED)**
- (B) Aero Laboratories Division (ALD)**
- (C) Aviation Environment Unit (AEU)**
- (D) Air Transport Division (ATD)**

The functions of each of the divisions are listed below :-

(A) Aero Engineering Division (AED):

The AED has two units, one in Headquarters in New Delhi and the other in Regional office in Bangalore.

1. Type Certification of aeronautical products.
2. Validation of Type Certificate (TC) [issued by foreign regulatory authorities] for aeronautical products designed in foreign countries.
3. Type acceptance of aeronautical products for operation in the country, for which TC have been issued by those ICAO contracting states whose airworthiness codes have been adopted in Indian National Regulations. Continued airworthiness of type certificated products and accepted parts & appliances.
4. Continued airworthiness of aircraft including issuance of Airworthiness Directives (AD).
5. To support international Cooperation Programmes (ICP) such as Bilateral Aviation Safety Agreements (BASA)/ Memorandum of Understanding (MoU)/ Working Arrangements (WA) and their related Implementation Procedures of Airworthiness (IPA) in the field of mutual acceptance of products/ parts, technical cooperation and in general promotion of aviation safety.
6. Approval of Design Organizations (DO) and subsequent renewal of approval/ audit/ surveillance of DO.
7. Issuance of Supplemental Type Certificate (STC) for products developed in the country and acceptance of STC issued by FAA/ EASA for modification/ changes to be incorporated in Indian registered aircraft.
8. Issue of Indian Technical Standard Order (ITSO) authorizations for development of ITSO appliances and publishing ITSO standards.
9. Approval of change in design/ major modifications/ retrofits/ major and minor repairs.
10. Approval of test pilots for prototype aircraft.
11. Scrutiny and acceptance/approval of the Qualification test schedules of parts & appliances.
12. Witnessing of the Qualification tests to ensure the adherence to the Qualification test program.
13. Scrutiny of the compliance against the applicable Airworthiness Standards.

14. Performing conformity inspection of aircraft / aircraft parts indigenously produced in the country.
15. Consideration of approval of modifications.

NOTE:

- The regional office of at Bangalore functions as a satellite office of AED Headquarters. The functions & responsibilities of officers of Bangalore region are the same as that of their Headquarters counterparts.
- AED Bangalore will send monthly progress report to DGCA Headquarters on regular basis. The monthly progress report will be reviewed by Headquarters and observations, if any, would be forwarded to regional office.
- Officers from AED headquarters will be nominated to visit regional office on quarterly basis for quality assessment of the work done based on sampling of work.

(B) Aero Laboratories Division (ALD):

The following are the laboratories of the ALD:-

- Failure Analysis Laboratory
- Flight Recorders Laboratory
- Physical & Chemical Laboratory
- Material Testing Laboratory

B. 1. Failure Analysis Laboratory:

- Engaged in analysing failed aircraft components involved in accident/incident and also during in-service to find out the probable cause and suggest remedial measures
- Failed parts are analysed
 - Microscopically (to examine the failure mechanism viz. ductile failure, brittle failure, fatigue, corrosion, etc.)
 - Metallographically (to examine grain size, cracks, microstructure, etc.)

B.2. Flight Recorder Laboratory:

- Engaged in monitoring of CVRs and DFDRs for the purpose of ensuring continued airworthiness of recorders and crew performance
- Analysis of flight recorders of aircraft involved in accident/incident to know cockpit environment and aircraft attitude.
- Lab equipped to decode CVRs and DFDRs of Honeywell and L3 Communications make

B.3. Physical & Chemical Laboratory:

- Testing and analysis of Aviation Turbine Fuel samples for:
 - Quality control monitoring
 - Approval of fuel samples for VVIP flights
 - Commissioning of new fuel tanks
 - Accident investigation purpose
- Fuel Samples analysed in accordance with DEF STAN 91-91/IS 1571 requirements on the following:

- Appearance (Colour, Particulates, etc.)
- Composition (Acidity, Aromatics, Sulphur, etc.)
- Volatility (Distillation, Flash point, Density, etc.)
- Fluidity (Freezing point, Viscosity, etc.)
- Combustion (Smoke point, Naphthalene, Specific energy, etc.)
- Corrosion
- Contaminants
- Water separation characteristics

B.4. Material Testing Laboratory:

- Testing of welding samples
 - Ultimate tensile strength
 - Bend test
 - Micro testing
- Testing of upholstery material
 - Flame time
 - Dripping
 - Burn length

(C) Aviation Environment Unit (AEU)

- To develop measures that helps in reduction of fuel consumptions and to provide necessary guidance to adopt these fuel reduction measures,
- To develop measures to improve Fuel Efficiency and to provide necessary guidance in adopting these measures,
- To guide and provide necessary guidance to the stakeholders in adopting voluntary measures in reducing carbon footprints,
- To assess the local air quality around all domestic and international airports in the country in order to develop emissions inventory from aviation sector,
- To develop a baseline data for carbon dioxide emissions around airports with year 2005 as base year in order to compare the results after implementing various emissions mitigation techniques,
- To develop noise mitigating techniques in order to reduce noise due to aircraft movements in the vicinity of airport,
- To develop noise contours around the airport to define zones with prescribed noise limits,
- To develop a threshold noise levels in the airport vicinity along with MOEF/CPCB where the noise limits would be expected to be higher than normal categories.

(D) Air Transport Division (ATD)

- Approval of flight schedules:
 - Scheduled domestic airlines
 - Indian carriers for international operations
 - Amendments to approved flight schedules
- Monitoring :
 - Operations of scheduled domestic airlines with respect to scheduled adherence
 - ASKM deployment requirements contained in Route Dispersal Guidelines
 - On-Time performance of scheduled domestic airlines and foreign carriers
 - Compliance of regulations on denied boarding/ cancellations/delays
 - International operations of Indian Carriers with respect to utilisation of traffic rights
 - Tariff of scheduled domestic airlines

- Analysis of passenger traffic data of scheduled domestic airlines on monthly basis in respect of passenger growth, market share, load factor, etc.
- Review of preparedness of Indian carriers to new international destinations in respect of operations, engineering, safety, security, ground facilities, commercial arrangements, etc.
- Economic study for selection of suitable fixed wing aircraft/helicopter

Duties & Responsibilities of AED Officers

1. Aeronautical Officer

(PB-3 , Rs 15600- 39100 , Grade Pay: Rs. 5400, Group- A, Gazetted)

1A. Aeronautical Officer (Aero Engineering Division)

- Assistance in examining documents pertaining to type certification (TC) of aeronautical products.
- Assistance in examining documents pertaining to validation of type certificates issued by other countries.
- Assistance in examining documents pertaining to acceptance of type certificate issued by FAA/EASA.
- To assist in renewal audit and regulatory audit of DOs
- Any other job assigned by senior officers.

1B. Aeronautical Officer (Aero Laboratories Division)

- Assistance in analysis of data derived from FDRs & CVRs.
- Assistance in testing of aeronautical materials in material testing laboratories.
- Assistance in analysing of the failed components of airplane / helicopter involved in accident/incident to find out probable cause of failure.
- Assistance in testing of aviation turbine fuel samples, oil samples & commissioning of new tanks.
- Any other job assigned by senior officers.

2. Assistant Director

(PB-3 , Rs.15600-39100 , Grade Pay: Rs.6600, Group- A, Gazetted)

- Scrutiny of documents pertaining to type certification (TC) of aeronautical products.
- Scrutiny of documents pertaining to validation of type certificates issued by other countries.
- Scrutiny of documents pertaining to acceptance of type certificate issued by FAA/EASA.
- Witnessing of qualification tests of parts and appliances.
- To assist senior officers in work related to international cooperation programme.
- Formulation of draft regulations (CARs), amendment to Handbook of Procedures, draft ITSO.
- Co-ordination in induction, recurrent & on job training(OJT) programme.
- To assist in renewal audit and regulatory audit of DOs.
- Any other job assigned by senior officers

3. Deputy Directors (DDAED)

(PB-3 , Rs 15600-39100 , Grade Pay: Rs. 7600, Group- A, Gazetted)

- DDAEDs in charge of type certification of airplane /helicopter along with their groups carry out the scrutiny of relevant reports (submitted by the designer/ TC applicant) related to structures, performance, stability & control, electrical system, mechanical system, avionics, instrument & equipment , security & certification documents, compliance check list, statement of demonstration of compliance to the applicable regulations
- DDAEDs along with their groups carry out all works related to validation of type certificates of aeronautical products certified by other countries.
- DDAEDs along with their groups carry out all works related to acceptance of type certificates issued by FAA/EASA for aeronautical products to be operated in the country.
- DDAEDs along with their groups carry out renewal and regulatory audit of Design Organisations (DO) based in location other than Bangalore.
- DDAED along with his group carry out all works related to aircraft environment unit & air transport assigned to them.
- DDAED along with his group carry out all works related to various laboratories related work.
- Monitor the prototype development activities.
- Carry out conformity inspection.
- Coordination of type tests/ static strength tests of various aircraft components and accessories.
- Compliance check of fuel system, hydraulic and other mechanical systems.
- Systems integration.
- Coordination of flight testing activities.
- Overall compliance evaluation.
- Renewal of DOs based at Bangalore.
- Assessment and approval of minor modifications of aircraft.
- Any other job assigned by senior officers.

4. Director AED(DAE)

(PB-4 , Rs 37400-67000 , Grade Pay: Rs. 8700, Group- A, Gazetted)

- DAE is the main link between the higher officers (like DG, JDG and DDG) and subordinate officers.
- DAE works as a coordinator to get the work done by the subordinate officers .
- All DDAED report to DAE and the various assignments are assigned by DAE to various DDAEDs depends on the nature of the work.
- DAE is also the Project Certification Manger (PCM) for all Indian Technical Standard Order Authorisation (ITSOA) projects.

5. Deputy Director General [(DDG)(AED)]

(PB-4 , Rs 37400-67000 , Grade Pay: Rs. 8900, Group- A, Gazetted)

- DDG(AED) is responsible for the overall activities undertaken by the Directorate.
- He reports to Joint Director General (JDG) and Director General(DG).
- It is his responsibility to ensure that all AED activities are being carried out smoothly.

XI. LICENSING DIRECTORATE

Training and licensing Directorate of DGCA has two main sections to carry out various functions related to pilot licensing. A list of functions of each section is as under:-

1. Licensing-I Section
2. Licensing-II Section

Licensing-I Section:

1. Policy pertaining to renewal of licenses of aircrew personnel.
2. Renewal of all aircrew licenses including disposal of general enquiries pertaining to renewals.
3. Grant of extension of aircraft rating to include additional types of aeroplanes, open rating, Night Rating etc. and Pilot-in-Command endorsement on various type of aircraft.
4. Cases relating to accidents and infringement of rules by licensed aircrew personnel and enforcement action.
5. Parliamentary question and matters pertaining to license renewal.
6. Budget and accounts including maintenance of Advance Deposit account/ Revenue registers.
7. Maintenance of R Cards of aircrew personnel and personnel returns received from different airlines operators.
8. Posting of licenses after type endorsements and renewal.
9. Updation of R Card received from Regional offices after intimation of renewal.
10. Maintenance of Registers for various types of licenses giving records of renewals of aircrew licenses.
11. Maintenance of registers in respect of application received for type rating, PIC endorsements.
12. Compliance of material for six monthly and yearly progress reports of Civil Aviation.
13. Examination of Log Books with a view to detecting infringement of Rule 42A of Indian Aircraft Rules, 1937.
14. Matter related to Amendment to Indian Aircraft Rules, 1937 relating to renewal of licenses.
15. Matter related to examination and training of flight crew experience for VVIP flights.

Licensing-II Section:

1. Issue of aircrew licenses/ratings of the categories mentioned in Rule 38 shown below including disposal of general or particular enquiries pertaining to issue of license:
 - (a) Student Pilot's License (Aeroplanes, Helicopters, Gliders and Balloons);
 - (b) Private Pilot's License (Aeroplanes);
 - (c) Commercial Pilot's License;
 - (d) Airline Transport Pilot's License;
 - (e) Instrument Rating;
 - (f) Assistant flight Instructor's Rating (Aeroplanes);
 - (g) Flight Instructor's Rating (Aeroplanes);
 - (h) Flight Instructor's Rating (Gliders)
 - (i) Glider Pilot's License;
 - (j) Private Helicopter Pilot's License;
 - (k) Commercial Helicopter Pilot's License;
 - (l) Student Navigator's License;
 - (m) Flight Navigator's License;
 - (n) Flight Radio Telephone operator's License;
 - (o) Flight Radio Telephony Operator's License;
 - (p) Private Pilot's License (Balloons)
2. Revalidation of foreign license and issue of FATA.
3. Conversion of foreign licenses into Indian Licenses in their corresponding categories.
4. Policy matters regarding the issue of Indian and Foreign aircrew licenses.
5. Amendments to Licensing Rules.
6. Delegation of powers in respect of Licensing rules.
7. Exemption from Aircraft Rules for the issue of Indian Licenses.
8. Parliament Questions relating to issue of aircrew licenses.
9. Budget for expenditure to be incurred for items pertaining to L-2 Section.

XII. FLYING TRAINING DIRECTORATE

1. Approval of flying training organization
2. Renewal of Flying Training Organisation
3. Permission for import/acquisition of aircraft
4. Approval of Chief Flying Instructor / Flying Instructor Incharge
5. Approval of Chief Ground Instructor
6. Conduction of Examination (Oral) for Asst.Flight Instructor / Flight Instructor rating

XIII. MEDICAL SECTION

1. PMR Maintenance and Upkeep.

- (a) Updating and safekeeping of Previous Medical Records (PMR) of all civil pilots of the country.
- (b) Receiving request for and positioning of PMR for the timely conduct of Periodic Medical Examination at the eighteen (18) Indian Air Force (IAF) Boarding Centers.

2. Medical Assessor. The JDMS (CA)/ DMS (CA) acts as the 'Medical Assessor' who peruses and approves (on behalf of DGCA) the medical examinations done by 'Medical Examiners'. These include the following :-

- (a) Class I Initial and Renewal Medical Examination conducted at eighteen (18) Boarding Centres of IAF, three (03) civil centres conducting initial medical examination and nine (09) Class I Medical Examiners.
- (b) Class II Initial and Renewal Medical Examination conducted by a panel of Class II Medical Examiners.
- (c) Cases requiring decision on the fitness/ unfitness/ follow up of review/ special medical examinations in respect of aircrew with disabilities/ diseases.
- (d) Cases requiring decision on temporary/ permanent unfitness of aircrew recommended unfit at Boarding Centres.
- (e) Cases of Appeal Medical and review/ court cases pertaining to medical matters.
- (f) Issue of 'Medical Assessment' after perusal and assessment of a medical examination.
- (g) Decisions on cases of Permanent Unfitness, review after Appeal Medical examinations in conjunction with the office of DGMS (Air), the advisor to DGCA on medical matters.
- (h) Address and decide on cases of False Declaration made by candidates/ aircrew on CA-34.
- (i) Granting No Objection Certificate (NOC) for conduct of delayed/ early/ special (after disease/ disability) medical examination.

3. Other Duties. The other duties include

- (a) Updating and maintaining a panel of Class II Medical examiners including periodic training of examiners on policy matters.

- (b) Conducting periodic updates to keep the Class I Medical Examiners/ Centres current in their knowledge.
- (c) Conducting periodic updates to keep the Class II Medical Examiners current in their knowledge.
- (d) Advise Civil Airline Medical Departments on medical matters.
- (e) Overseeing the implementation of medical policies of DGCA in the Civil Aviation Industry. Providing assistance and inputs on medical matters to other directorates of DGCA in formulating policies relevant to their area of concern.
- (f) Revision and updating of medical policy pertaining to Civil Aviation and maintaining the medical section of DGCA website.
- (g) Conduct medical regulatory checks on scheduled airlines.
- (h) Interface between the IAF Class I Boarding Centres and DGCA for mutual needs.
- (i) Advise DGCA on all medical matters.
- (j) Answer RTI/ questions pertaining to Medical Section.
- (k) Other duties as assigned by DG/ JDG.

XIV. DIRECTORATE OF AIRSPACE AND AIR NAVIGATION SERVICES

GENERAL:

1. Issue of Civil Aviation Requirements in the field ANS i.e. ATM, CNS, MET, AIS & SAR in order to meet the provision of Article 28 of the Convention on International Civil Aviation.
2. Revision to the CAR in the field ANS i.e. ATM, CNS, MET, AIS & SAR in order to meet the provision of Article 37 of the Convention on International Civil Aviation adopt and amend from time to time.
3. To prepare procedure manual for the safety oversight of the ANSP in the field of Airspace, ATM, CNS, MET, AIS & SAR in order to ensure safety of aircraft operations.
4. To prepare inspectors handbook and specify the guidelines to the Inspectors for the job to be carried out in a standardized manner.
5. Parliament questions and Committees.

AIRSPACE:

1. Matters relating to Air Space Management, including airspace design, planning and procedures,
2. Promulgation & development of ATS route structure. Realignment of existing ATS routes and airspace in consultation with ANS provider, user airlines and international bodies such as IATA and ICAO.
3. Establishment and changes of Danger, Restricted and Prohibited areas etc. in coordination with concerned Government agencies.
4. Establishment of control zones and control areas and changes to existing ones.
5. Coordination with military authorities on air space planning issues,
6. Flexible use of air space.

AIR TRAFFIC MANAGEMENT (ATM):

ATM System:

7. Planning and development of new ATS concepts, systems and procedures and inter-discipline coordination
8. Examination of the proposed new systems and their development, requirements, and specifications.
9. Implementation plans for new ATS systems including procedures and coordination
10. Coordination of ATM for development of new airports and heliports, Flying Training Institutes etc.

Documentations

11. Provision of Air Traffic Services in the designated airspace
12. Ensuring efficient and safe operation of ATS units as per approved policies, standards and procedures.
13. Evaluation and development of ATC procedures and Coordination with AAI on operational issues and for uniform application.
14. Approval of ATM separation standards and provisions
15. Coordination with India Meteorological Department for development of MET infrastructure and augmentation of MET services for ATM.

SMS in ATM

16. Implementation and overseeing of ATM Safety Management Program in accordance with provisions of CAR.
17. Coordination with various Agencies in achieving Target Level of Safety.
18. Analysis of Air Traffic Data for Safety Assessment of Air Space.

IAL Procedure (PANS – OPS)

19. Examination of the instrument approach procedures, designed by the procedure designers of AAI.
20. Coordinate with Flight Standards Directorate and Airline operators for comments/suggestions on the IAL procedure.
21. Liaise with airlines for carrying out of flight trials and promulgation of instrument approach procedures.
22. Approval for promulgation of conventional instrument approach procedures, Standard Instrument Departures, Standard Instrument Arrival Routes at all airports in India.
23. Approval of GNSS/BNAV, VNAV, RNAV/RNP instrument approach procedures at all airports in India.
24. Approval of RNP-AR instrument approach procedures.
25. Publication of AIP INDIA pages in AD section relevant to instrument approach procedures/SIDs/STARs at all airport.
26. Approval of updates on instrument approach procedure DA(H)/OCA(H) and Aerodrome Operating Minima.
27. Examination of charts/ IAL plates of the approved IAL procedure.
28. Implementation of Cat II, III & IIIB ILS.

ATCO Licensing:

29. Develop procedure manual for issue/renewal / grant of ratings for ATCO License.
30. Issue/renewal/ grant of rating etc. of ATCO Licenses.

31. Dealing with issues relating to training of ATCOs and on the job training.
32. Medical examination and maintenance of medical records of ATCOs.
33. Issue CAR for the Instructor/ Examiner ATCO, CAR on Duty time limitation for ATCO.
34. Approval of training manual and training institutes for the ATCOs.
35. Approval of ATS units for training of ATCO on the job training for rating.
36. Participation of officers for Proficiency check of ATCOs as per guidelines of AAI.
37. Assessment of performance of ATCOs by critical analysis of random tape transcript received from airport.
38. Coordination with ICAO on operational issues.
39. Dealing with Issues noise abatement procedures.

COMMUNICATION NAVIGATION & SURVEILLANCE (CNS) FACILITIES:

1. Facilities CNS/ ATM for commissioning/Certification by DGCA:

- i) DVOR
- ii) DME
- iii) ILS
- iv) VHF
- v) HF
- vi) VHF/HF data link
- vii) VCCS
- viii) DVTR
- ix) AMSS
- x) ATM/ ATS message handling system
- xi) DATIS/ ATIS
- xii) GPS clock
- xiii) NDB
- xiv) Markers
- xv) ASR
- xvi) MSSR
- xvii) ARSR
- xviii) SMR
- xix) ADSB/C & WAM ADS-B
- xx) SBAS (GAGAN)
- xxi) GBAS

Policy and Procedure:

2. To amend CAR from time to time for compliance with ICAO Annexes.
3. To develop Handbook/Checklist necessary for inspection and certification.
4. To examine the performance of the facility at the time of commissioning.
5. To prepare Inspection schedule for inspection of CNS facilities at all Civil airports and stand alone stations in India.
6. To inspect and the performance of CNS facilities at above airports as per approved schedule.
7. To ensure proper implementation of CAR, related documents, manuals and directives issued by DGCA.
8. To assist service provider in preparing the remedial/corrective action plan and follow up its progress.
9. To prepare inspection report and highlight the deficiencies pertaining to risk and safety hazards, if any, and review the mitigation plan as received from service provider.
10. Surveillance of services and procedures of service provider. Approval and surveillance of service provider training programme.
11. To provide guide lines for monitoring training and duty record of technical and communication operation personnel.
12. To inspect and verify training and duty record of technical personnel on sample basis. Also to examine and approve the course and content of each course being provided.
13. To associate with the various phases of development of emerging technologies in India at concept, implementation, installation and commissioning stages and represent DGCA at different levels.
14. To participate in ICAO Regional meetings on ANS matters.

Inspections:

15. To prepare Inspection schedule for inspection of CNS facilities at all Civil airports and stand alone stations in India.

16. To inspect and the performance of CNS facilities at above airports as per approved schedule.
17. To prepare inspection report and highlight the deficiencies pertaining to risk and safety hazards, if any, and review the mitigation plan as received from service provider.
18. To ensure proper implementation of CAR, related documents, manuals and directives issued by DGCA.
19. To provide guide lines for monitoring training and duty record of technical and communication operation personnel.
20. To inspect and verify training and duty record of technical personnel on sample basis.
21. To examine and approve the course and content of each course being provided.
22. To associate with the various phases of development of emerging technologies in India at concept, implementation, installation and commissioning stages and represent DGCA at different levels.
23. To develop training programme for inspectors.

CNS/ATM CERTIFICATION:

24. To examine the proposal submitted by AAI for certification of CNS/ATM facility.
25. To inspect the proposed CNS/ATM facility and submit a report for discrepancies etc.
26. To examine the action taken reports submitted by the ANSP and to certify the performance of the facility at the time of commissioning.
27. To assist service provider in preparing the remedial/corrective action plan and follow up its progress.
28. To review the inspection reports submitted by AAI and inspectors on CNS facilities.
29. To grant renewal of commissioning /certification of CNS facilities after completion of remedial action by ANSP.

Aeronautical Information Services (AIS):

1. To develop Handbook/Checklist necessary for inspection.
2. Amend CAR from time to time for compliance with ICAO Annexes.

3. Ensuring the proper implementation of CAR, related documents, manuals and directives issued by DGCA.
4. To assist service provider in preparing the remedial /corrective action plan and follow up its progress.
5. To participate in ICAO Regional meetings on AIS matters.
6. To prepare Inspection schedule to inspect AIS Division at AAI Head Office, AIS Division at International NOTAM Office and other Aerodromes concerning AIS matters.
7. To prepare inspection report and highlight the deficiencies, if any, and propose the corrective action plan.
8. To develop training programme for inspectors.
9. Regulate the provisions and disseminations of Civil Aviation in India in accordance with ICAO Annex 15 and any other requirement deemed appropriate.
10. Regulate the Aeronautical Information Services provider's compliance with the directions issued from time to time
11. To monitor performance of the Aeronautical Meteorological services provider.
12. To provide meteorology input from India to ICAO AIS policy, standards and recommended practices development and future systems planning.
13. Dealing with matters related to Cartography and Aeronautical charts.
14. To file difference with ICAO if required.

METEOROLOGY:

1. Update of ICAO documents and related CARs deals with the matters related with aviation meteorology.
2. Formulate and implement policies and planning for provisions of Meteorological services to Civil Aviation in India.
3. To provide meteorology input from India to ICAO meteorology policy, standards and recommended practices development and future systems planning.
4. To provide assistance & contribution of India at international aviation meteorology.
5. To monitor Meteorological services provisions to all aviation sectors in India, processing including aerodrome meteorological inspections, standards for metrological observations and Met information in AIP India.
6. Indian Meteorological Authority that, unless a difference has been declared, meteorological services for both national and international flights are compliant with ICAO Annex 3 Standards and Recommended Practices (SARPs).

7. Regulate the Aeronautical Meteorological services provider's compliance with the directions issued from time to time
8. Certification of MET equipment, facilities and systems.
9. Periodic inspections and Oversight surveillance of the MET stations to ensure that the performance and maintenance of the MET equipment is in accordance with the stipulated regulations.
10. Review of inspection inspections and surveillance of the MET stations.

XV. SURVEILLANCE AND ENFORCEMENT DIVISION

The Surveillance and Enforcement Division in Headquarters has a key role to plan, monitor, oversee and enforce actions on behalf of Directorates/Regional and Sub Regional offices. Key functions of SED are: -

1. Development of a consolidated system of Surveillance for all Directorates and to monitor compliance of the program as applicable to each Directorate.
2. Compile the Annual Surveillance Program (ASP) comprising of all Directorates.
3. To notify Annual Surveillance Plan for various Directorates and publish the same on and DGCA website. The plan includes the area of activity to be inspected month wise.
4. ASP is published in two Parts – Part I outlining ASP of Airworthiness Directorate and Part II outlining the ASP of the remaining directorates.
5. To compile data on surveillance received from various directorates of DGCA Headquarters and field offices on standard formats.
6. To maintain data Base of Surveillance deficiency findings.
7. To organize a monthly monitoring meeting with all Directorates and Regional Heads to analyze the deficiencies pointed out by the field inspectors.
8. To refer all Level 1 and important level 2 findings to Board for Aviation Safety (BFAS) for taking action as per administrative provisions of Enforcement policy and Procedures Manual and Rules as applicable.

XVI. SSP DIVISION

The SSP/SMS Division is under overall Chairmanship of the Director-General and for carrying out its functions/responsibilities is headed by Joint Director-General in-charge of Air Safety.

The SSP/SMS Division has the following functions and responsibilities:

1. To assist Steering Committee in the preparation and implementation of SSP,
2. Coordination, monitoring and review of implementation of SSP,
3. Coordination, monitoring and review of implementation of SMS,
4. Any other work relating to SSP/SMS as assigned by Director-General and Steering Committee.

XVII. IT DIVISION

1. Management of DGCA website: Check and ensure that the information uploaded on the website of DGCA is updated periodically.
2. Work closely with the Directorates to help them in data digitisation and process automation.
3. Monitor eGCA Project and ensure project meets the objectives during the implementation period.
4. Provide guidance to directorates on a continued basis during the post implementation period of the project.
5. Act as Project Management Unit for eGCA Project.

XVIII. CENTRAL EXAMINATION ORGANISATION

The Central Examination Organisation (CEO) is responsible for conducting various examinations in accordance with Rule 61 and Schedule II of Aircraft Rules, 1937.

The CEO has the following functions and responsibilities:

1. Conduct examinations for issue and extension of licences/ ratings/ approvals for:
 - a. Pilots
 - b. Aircraft Maintenance Engineers (AME)
 - c. Flight Dispatchers (FDEG)
 - d. Flight Engineers (FE)
 - e. Flight Instructor Ratings (FIR)
 - f. Assistant Flight Instructor Ratings (AFIR)
 - g. Foreign Aircrew Temporary Authorization (FATA)
2. Preparation and maintenance of question bank.
3. The conduct of examination includes:
 - a. Inviting Application and to Scrutinize the application for allotment of Computer Number / Roll Number
 - b. Issuance of Admitted / Rejected Candidates list
 - c. Conduct and evaluation of examination
 - d. Declaration of result