

**INDIRA GANDHI RASHTRIYA URAN AKADEMI  
FURSATGANJ AIRFIELD, RAEBARELI – INDIA**

**Information regarding IGRUA  
Under section 4(1) (b) of the RTI Act, 2005**

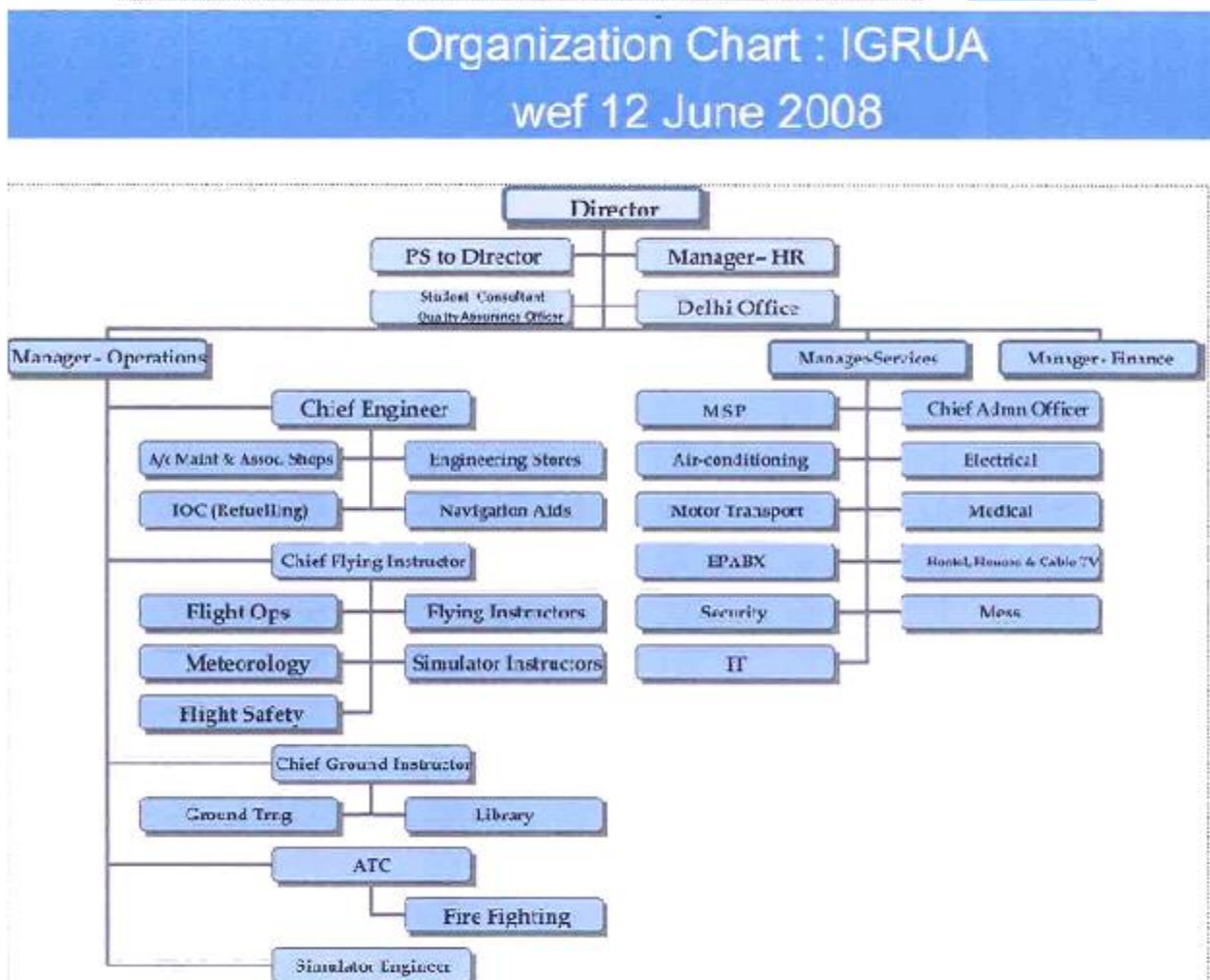
**MANUAL - II  
(Under section 4(1) (b) (ii) of the RTI Act, 2005)**

**POWERS & DUTIES OF OFFICERS & EMPLOYEES**

**A. DIRECTOR**

The Director, IGRUA is the Chief Executive Officer and heads the Departments / sections, as indicated in the Organization Chart given below:

**ORGANISATION CHART**



The Director is responsible for the day-to-day management and overall administration of the Akademi. He discharges these responsibilities in accordance with the Rules and Bye-laws of the Society.

Now after management contract The Director, selected by CAE, approved by the Governing Council, and appointed by G.O.I, is the Chief Executive of the

Akademi. He is responsible for proper management of its activities and overall administration, within the broad framework of Rules and Bye-laws of the Society.

- i. The Director ensures that the finance is utilized as per the budgetary allocation.
- ii. He is the custodian of all the property/assets of the Akademi.
- iii. Sanction budget as per Rules, implement, monitor and submit the accounts to the Council.
- iv. Convene meetings of the Council with the approval of the Chairman, arrange to keep proper records of the proceedings and implement the resolutions passed by the Council.
- v. Assign tasks to the officers and staff members, manage the task performance and exercise overall control including disciplinary control.
- vi. Constitute Committees to manage such activities like Mess & Hostel, Workshops, Library, etc.
- vii. Participate or nominate officers to participate in National Conferences and with the approval of the Council in International Conferences.
- viii. Execute all contracts, deeds and assurances of property made on behalf of the Akademi with the approval of the Council.
- ix. Delegate any power to his subordinates with prior approval of the Council.
- x. Draw, make, accept, and endorse, such negotiable instruments as required for the Akademi.
- xi. Exercise such other powers as may be assigned to him by Rules, Regulations and bye-laws of the Akademi.

### **A.1 Employees attached to the Office:**

SN	DETAI OF OFFICIAL	DESIGNATION
01	AIR MARSHAL V.K, Verma PVSM, AVSM, VM, VSM. (RETD.)	DIRECTOR (Cont.)
02	P.S.JAYASANKAR	PS TO DIRECTOR
03	GOVIND BALLABH	PEON-B

### **MANAGEMENT CONTRACT OF IGRUA IN BETWEEN G.O.I. & CAE**

A Memorandum of Understanding was signed between the Indira Gandhi Rashtriya Uran Academy (IGRUA) and Canadian Aviation Electronics (CAE) Inc. a Canadian Company, for the purpose of management contract regarding IGRUA's flight school operations. The MoU was signed in the presence of the Minister of Civil Aviation Shri Praful Patel and other Senior officials of the Ministry of Civil Aviation in Paris on 19 June 2007.

As per the MoU signed :

- CAE will assume full responsibility of the management of IGRUA's existing flying school operations including maintenance of aircraft, flying operations, ATC, runway maintenance, NAV aids, fire fighting facilities etc.
- The capacity of the IGRUA will be increased from the present 40 cadets to about 110 cadets per year and to eventually more than 200 cadets per year.
- CAE will adopt a performance based management philosophy.
- IGRUA will be in a position to leverage CAE's advanced training and management systems. CAE will make available to IGRUA relevant expertise, software and other tools/instruments.
- CAE will transform IGRUA into a Centre of Excellence for India, leading the Indian market in the delivery of a complete range of high-quality aviation training programmes.
- CAE will introduce Multi Pilot License Programme.

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**OPERATIONAL & INSTRUCTIONAL DEPARTMENT**  
**ALL THE DEPARTMENTS DIRECTLY CONCERNED WITH TRAINING, ARE WORKING IN**  
**THE MANAGERIAL GUIDENCE OF MANAGER OPERATIONS**

**B. CHIEF GROUND INSTRUCTOR**

The Chief Ground Instructor is the head of the Department of Ground Training. He is bestowed with the responsibility of managing the affairs of this Department.

Ground Training Department organizes and conducts selection of Flying Cadets (Trainee Pilots) for Abs-initio to CPL, PPL to CPL and B. Sc. (Aviation) Degree Courses. The selection is based on an All India Competition comprising the Written Test, WOMBAT Test and Interview. On selection, the Flying Cadets are imparted Ground Training in Technical (General and Specific), Air Navigation, Air Regulations, Aviation Meteorology and Radio Telephony (Restricted). The objective of the Ground Training is to prepare the trainees for commencement of Flying Training and qualify in the Examinations conducted by DGCA for issue of Commercial Pilots License. The duration of the Ground Training is approximately 6 Months.

The Akademi is affiliated with C.S.J.M University, Kanpur, for B. Sc. (Aviation) Degree Course. The trainees have an option of join the 3 years B. Sc. (Aviation) Degree Course. The examinations for 1<sup>st</sup> Two Years of the Degree Course are conducted by the University on the prescribed syllabus, concurrently with the Ground Training and Flying Training. During the 3<sup>rd</sup> Year the trainees work on a project associated with Aviation Subjects under the guidance of Instructors at the Akademi. The projects submitted by the trainees are evaluated by an Examination Board constituted by the University.

In addition to Ab-initio to CPL Course IGRUA also conducts regular Refresher Course for CFIs, FIs and AFIs.

To impart Ground Training, IGRUA has a highly qualified and dedicated team comprising the Chief Ground Instructor and Ground Instructors for Air Navigation, Technical, Aviation Meteorology and Air Regulations. The Akademi is equipped with well – furnished Class Rooms with Multi-media Projectors, Sound Systems and Computer Based Training Labs with adequate numbers of working stations,. Interactive CDs and Projection Systems.

**Library**

IGRUA has two Libraries one at Ground Training Department and the other at Flight Operation Centre under the respective department heads. The Libraries is used by Flying Cadets, Instructors, Officers and Staff of IGRUA. It is stocked with books and Reference Materials on Aviation Subjects and other books, magazines and periodicals of general interest.

**B.1 Employees attached to the Office & its Allied Sections:**

SN	Name of Officer/ Employee	Designation
01	WG. CDR. SUDESH KUMAR (RETD.)	CGI (CONT.)
02	GP. CAPT. P CHANDRA (RETD.)	GROUND INSTRUCTOR (CONT.)
03	WG. CDR. S.CHAKRAVARTII (RETD)	GROUND INSTRUCTOR (CONT.)
04	AIR CMDE C.P. RANDHEV (RETD)	GROUND INSTRUCTOR (CONT.)
05	GP. CAPT. M.S.NIJJAR (RETD)	GROUND INSTRUCTOR (CONT.)
06	REKHA NARESH	STENOGRAPHR-III
07	VIDYA	TELEPHONE OPERATOR (CONT.)
08	RUBY CHAUDHARY	ASSISTANT (CONT.)
09	HARISH CHAND	HELPER-B
10	RAJESH KUMAR YADAV	HELPER-B

**B-2 Front Office (Office of Student Councilor)**

SN	Name of Officer/ Employee	Designation
01	SACHIN TANDON	STUDENT COUNCILOR
02	T.B.SINGH	SR. ASSTT.
03	WAQUAR AHMED	CANNER
04	SHIV KUMAR	ASSTT. (CONT.)

**C. CHIEF FLYING INSTRUCTOR**

The Chief Flying Instructor is the head of the Department of Flying Training. He is bestowed with the responsibility of managing the affairs of this Department:

The Objective of the Flying Training Department is to ensure that all flying training activities are carried out as planned without jeopardizing the flight safety. In order to accomplish the task, the Chief Flying Instructor is assisted by Flying Instructor-In-charge, Flying Instructors, Simulator Instructors, Operations Officer and the Aerodrome Officers.

All Flying Instructors are responsible for the training of cadets allotted to them and keep a close watch on their performance to ensure that they achieve required standards of proficiency. All trainees undergo periodic progress checks and proficiency tests to ensure high standard of performance required for Civil Aviation.

Before commencing flying on aircraft, all trainees are given Cockpit Procedure Training on TB-20 and King Air Simulators. Simulator Flying is carried out concurrently with flying training. Bad weather and emergency conditions, covering possible technical snags in actual aircraft flying can be generated easily on Simulators for making the students more confident to face such eventualities.

The Flight Operations plans the daily flying training in consultation with the CFI and co-ordinates with the engineering staff, support services and ATC for efficient conduct of flying training. It ensures that all flying records are maintained as per DGCA requirements, besides processing application for issue of licenses and renewals for trainees as well as Flying Instructors. The Flight Operations updates all statutory publications and ensures that all necessary information is available to pilots in the conduct of flying operations.

The Air Traffic Control and Fire Fighting are vital allied services providing required ground support for the flying operations. The section ensures safety of aircraft operating on ground and in the air.

For this purpose, various aerodrome facilities viz. Runways, Taxiways, Aprons, and Visual Aids including Lightings, Signals, Markings, and Sign Boards are kept functional as per ICAO standards. Non-visual aids viz. ILS, VOR, DME is also maintained as per ICAO standards and information pertaining to these is given to pilots.

To ensure avoidance of collision between aircraft, and between aircraft and obstacles, ATC instructions, clearances and information is issued to aircraft, which are complied by the pilots. For this purpose, regular position reports are obtained and coordination with neighbouring ATC Units is maintained. To attend aircraft emergencies viz. accidents, various emergency phases etc, ATC alerts Fire Fighting Service who provide Fire Fighting and rescue service.

### **C.1 Details of employees attached to Flying Training :**

SN	Name of Officer/ Employee	Designation
1.	GP.CAPT M.K.DEVNATH	CHIEF FLYING INSTRUCTOR (Cont.)
2.	GP.CAPT.ARJUN DAS	FLYING INSTRUCTOR (Cont.)
3.	WG. CDR. SHRIKRISHNAN	FLYING INSTRUCTOR (Cont.)
4.	WG. CDR. HARJINDER SINGH	FLYING INSTRUCTOR (Cont.)
5.	Capt. J.P.SHARMA	ASSTT. FLYING INSTRUCTOR (Cont.)
6.	AIR CMDE T. K. CHATTERJI	FLYING INSTRUCTOR (Cont.)
7.	MRADUL KUMAR	DPA 'B'
8.	S.B.TIWARI	ASST. GRADE 'C'
9.	BASANT BARAPATRA	STENOGRAPHER-III
10.	MD. SHAMIM	ASSISTANT (Cont.)
11.	DEV PRASAD	ASST. GRADE 'A'
12.	SAMAR BAHADUR GIRI	PEON-B
13.	SHIV KUMAR YADAV	PEON-B
14.	RAM SURENDER	HELPER (Cont.)
15.	OM PRAKASH	PEON (Cont.)
16.	CAPT.SHIVANI YADAV	ASSTT. FLYING INSTRUCTOR (CONT.)
17.	CAPT. PRATHAM DHEER	ASSTT. FLYING INSTRUCTOR (CONT.)
18.	CAPT. UDIT GULATI	ASSTT. FLYING INSTRUCTOR (CONT.)
19.	CAPT.V.S.MEENA	ASSTT. FLYING INSTRUCTOR (CONT.)
20.	CAPT. N. HARENDRAN	ASSTT. FLYING INSTRUCTOR (CONT.)
21.	CAPT. V.PASHUPATINATH	ASSTT. FLYING INSTRUCTOR (CONT.)
22.	CAPT. B.S. BACHHAR	ASSTT. FLYING INSTRUCTOR (CONT.)
23.	CAPT. AAKASH SINHA	ASSTT. FLYING INSTRUCTOR (CONT.)
24.	CAPT. SANDIP SHUKLA	ASSTT. FLYING INSTRUCTOR (CONT.)
25.	CAPT. GAURAV PATEL	ASSTT. FLYING INSTRUCTOR (CONT.)
26.	CAPT. ASEEM VERMA	ASSTT. FLYING INSTRUCTOR (CONT.)
27.	CAPT. SHREY MALHOTRA	ASSTT. FLYING INSTRUCTOR (CONT.)
28.	CAPT. VIKASH THAKUR	ASSTT. FLYING INSTRUCTOR (CONT.)
<b>Library ( Flight operation center)</b>		
29.	L.B.YADAV	ASSISTANT Gr.- C

**Air Traffic Control**

SNo.	Name of Officer/Employee	Designation
01	K K MEHROTRA	SR.AERODROME OFFICER(Cont.)
02	L.B.PANDEY	AERODROME OFFICER (Cont.)
03	M.M.S.Yadav	AERODROME OFFICER (Cont.)
04	L C ASLIA	AERODROME OFFICER (Cont.)
05	RANJAN DAS GUPTA	AERODROME OFFICER (Cont.)
06	Vipul Agarwal	Asstt. AERODROME OFFICER (Cont.)
07	Ranjan Chaudhry	SR. ASST.
08	BUDDHI LAL MAURYA	TRAFFIC HAND-B
09	KUNJ BIHARI	TRAFFIC HAND-B
10	SURESH KUMAR	CLEANER

**FIRE Section**

S.NO	Name of Officer/Employee	Designation
01	GURU PRASAD YADAV	OFFG.FIRE F'MAN
02	PRAHLAD MAURYA	FIRE DRIVER
03	RAM HARSH YADAV	FIRE DRIVER
04	RAM LAL YADAV	FIRE DRIVER
05	Md.Tahir Khan	Driver- B
06	J.B.SINGH	FIRE OPERATOR
07	S.B.SINGH	FIRE OPERATOR
08	B.K.DOHADE	FIRE OPERATOR
09	SIRAJ AHMAD	FIREMAN (Cont.)
10	VIPAT RAM PASI	FIREMAN
11	ONKAR NATH GIRI	FIREMAN
12	RAM SAJIWAN YADAV	FIREMAN
13	SATNARAIN YADEV	FIREMAN

**D - SIMULATOR SECTION**

The section is headed by Simulator Engineer-I. To ensure serviceability of Simulators, the Simulator Engineer-I is assisted by Simulator engineer-II, Technical Assistants and Helpers. At present for smooth functioning of I.T. Developments in IGRUA, one separate I.T. Section is working under the leadership of Simulator Engineer-I

**Details of employees attached to Simulator and allied services:**

S.No.	Name of Officer/Employee	Designation
01	D.K.MALHOTRA	SIM.ENGG.-I
02	CAPT. R.V.SINGH	SR. SIMULATOR INSTRUCTOR (CONT.)
03	SHANKER DEV NATH	SIM.ENGG.-II
04	SUBHASH CHANDRA	TECH. ASST. (SIM) (Cont.)
05	SURESH KUMAR	HELPER (Cont.)

**I. T. Section**

S.No.	Name of Officer/Employee	Designation
01	SUNIL KUMAR	I.T.SYSTEM ADMINISTRATOR (CONT.)
02	ASHISH SHRIVASTAV	I.T.ADMINISTRATOR (CONT.)
03	B.K.PANDEY	JR. I.T. ADMINISTRATOR (CONT.)

## **E- CHIEF ENGINEER**

The Engineering Department is headed by Chief Engineer, who is assisted by the Dy. Chief Engineer. The department consists of several sections as given below. Each section is manned by professionally qualified AMEs/ARMEs besides subordinate staff. The Department has well equipped workshops for overhauling and maintenance of aircraft and its components. The maintenance is done as per the maintenance program specified by the manufacturer and approved by DGCA. The Engineers certify airworthiness of the aircraft. Two hangers provide adequate space for housing of aircraft and for carrying out various maintenance activities.

### **SECTIONS IN THE ENGINEERING DEPARTMENT**

**I- Quality Control Cell (QC Cell):** The QC Cell is headed by an Engineer nominated by the Director and approved by DGCA as QCM. The cell has stringent monitoring systems to ensure compliance of all airworthiness requirements and has a fool-proof recording system to keep a track of maintenance schedules of aircraft, life of major components installed, updating of aircraft logbooks and compilation of Services Bulletins, Airworthiness Directives/ Modifications on the Aircrafts. The QC Cell also assists the Flight Safety Officers in the investigation of incidents and ensuring necessary steps for corrective actions for Flight Safety.

**II- Avionics Shop:** The shop is looked after by ARME and complies with DGCA requirements for undertaking bench check, functional check and repair of VHF/HF communication system and Navigation System such as ADF/VOR/DME/ILS etc. The shop is equipped with state-of-the-art test equipments and test benches to undertake specified jobs. It has dust free environment with temperature and humidity control.

**III-Battery Shop:** Both Lead-Acid and Ni-Cad batteries of aircraft are maintained for routine charging, capacity testing, balancing of electrolyte and overhaul.

**IV-NDT (Non-Destructive Testing) Shop:** Integrity of Aircraft parts is ascertained without damaging the same by carrying out NDT Test. Sophisticated machines/ tools are available in the shop for carrying out such inspection including magnetic particles inspection and fluorescent penetrative inspection. Aircraft parts that are subjected to varying loads and stresses during various flying conditions undergo such inspection periodically.

**V-Instrument Shop:** Servicing of various aircraft instruments, flight and engines instruments installed on the aircraft fleet is carried out in the Instrument Shop.

## **VI. Engineering Stores- Engineering Stores consists of:**

**a) Bonded Stores** – Procurement of aircraft spare parts (TB-20, Zlin and King Air C-90) from inland and foreign suppliers. Custom clearance and dealing with DGCA, Reserve Bank of India, etc. as required. Inventory control, storage of items as per DGCA requirements.

**b) Tool and JIG Stores** – This consists of:-  
b.1-General items of aviation stores such as Aircraft Engine Oil/Lubricant. Grease Adhesives, Paints, and other consumable materials.  
b.2-Ground Equipment & Testers needed for aircraft maintenance.

b.3-Materials for Avionics Shop, Instrument Shop, Battery Shop, Test Equipments and spare parts for ILS, VOR, DME etc.

b.3-Items required for Aerodrome maintenance including runway CCR, training aids and ATC.

b.4-Materials related to maintenance of Aviation Fuel Station.

### E-1 Details of employees attached to Engineering :

#### ENGINEERING DEPARTMENT

SN	Name of Officer/ Employee	Designation
01	KRISHNENDU GUPTA	CHIEF ENGG.
02	NIRANJAN JENA	A.M.E.-II
03	R.K.DWIVEDI	A.R.M.E.-II
04	SANJAY BISARIA	A.R.M.E.-II
05	RAJIV ANGRA	AME TRAINEE (CONT.)
06	SURESH KUMAR SINGH	AME TRAINEE (CONT.)
07	V.S.SEKHAR	TECH. OFFICER
08	L.A.KHAN	TECH. OFFICER
09	NARENDER KUMAR	JR.A/C. TECH.
10	S.C.SAXENA	JR.A/C. TECH.
11	VIJAY BHATNAGAR	JR.A/C. TECH.
12	S.P.MAURYA	A/C MECH.
13	RAM DHANI	JR. MECHANIC
14	AVADHESH KUMAR GOSWAMI	JR. MECHANIC
15	MATA DEEN	JR. MECHANIC
16	RAM VILAS VISHWAKARMA	JR. MECHANIC
17	RAM NATH	JR. MECHANIC
18	SHYAM LAL	JR. MECHANIC
19	SHIV KUMAR GUPTA	JR. MECHANIC
20	K.C.MISRA	JR. MECHANIC
21	RAJEEV MISHRA	JR. MECHANIC
22	DHUKHI RAM	HELPER GRADE-B
23	HARI LAL	JR. MECHANIC
24	RAM KISHUN	AIRCRAFT HELPER
25	SHIV KARAN SINGH	HELPER B
26	S.S.TIWARI	CLEANER
27	RAM DAS PASI	HELPER
28	SUKHDEV BARIK	HELPER GRADE-B
29	SANJAY K SHARMA	AIRCRAFT HELPER
30	UDAI BHANU SINGH	AIRCRAFT HELPER
31	CHOTE LAL YADAV	HELPER GRADE-B
32	RAM SUMER PASI	CLEANER 'B'
33	VINAY SRIVASTAVA	AIRCRAFT HELPER (CONT.)
34	R.S. MAURYA	JR.A/C. TECH. (CONT.)
35	RESHMA BEGUM	AIRCRAFT HELPER (CONT.)
36	VINAY KR SINGH	AIRCRAFT HELPER (CONT.)
37	MANOJ KUMAR	AIRCRAFT HELPER (CONT.)
38	MOHD. AMEEN	AIRCRAFT HELPER (CONT.)
39	KHURSHED ALI KHAN	AIRCRAFT HELPER (CONT.)
40	PADMAKER TRIPATHI	HELPER GROUND AID (CONT.)
41	SUNIL KUMAR	HELPER (CONT.)

42	RAJNISH SHUKLA	HELPER GROUND AID (CONT.)
43	RAJ KR. YADAV	HELPER (CONT.)
44	KAUSHIK TALAPATRA	BATTERY SHOP INCHARGE(CONT.)
45	MS INDU KHANNA	CON. AIRWORTHINESS MANAGER(CONT.)
46	RAJIV KUMAR	AIRCRAFT MECHANIC (CONT.)
47	PRADYUMNA KESHARI PARINDA	AIRCRAFT MECHANIC(CONT.)
48	NILESH BARANWAL	AIRCRAFT MECHANIC(CONT.)
49	ARUN KALARA	AIRCRAFT MECHANIC(CONT.)
50	SANTOSH SINGH JACHPELE	AIRCRAFT HELPER(CONT.)
51	VIJAY ANAND MISHRA	AIRCRAFT HELPER(CONT.)
52	SHADAB HUSAIN MIR	AIRCRAFT HELPER(CONT.)
53	AJAY KUMAR	AIRCRAFT HELPER(CONT.)
54	SATISH KUMAR	AIRCRAFT TECHNICIAN (CONT.)

**E-2 Details of Employees attached to BONDED STORE (Stores & Purchase) of Engineering :**

SN	NAME OF OFFICER/ EMPLOYEE	DESIGNATION
55	MAHESH SINGH	SR. ASSISTANT
56	CHANDRA BHUSHAN SHARMA	ASST. GRADE 'C'
57	MANAS KR. CHAUDHURY	ASST. GRADE 'C'
58	RAMESH CHANDRA YADAV	ASST. GRADE 'B'
59	ASHOK KUMAR	ASSISTANT (CONT.)

PRESENTLY EPABX EXCHANGE OF IGRUA IS WORKING UNDER THE CHIEF ENGINEER

SN	Name of Officer/ Employee	Designation
01	S N AHMAD	TECH. ASST. (EPABX) (CON.)
02	JAI SINGH	LINE MAN (CON.)
03	INDU JAIN	TELEPHONEOPERATOR(CON.)
04	S.SUNANDA	TELEPHONEOPERATOR(CON.)

**SERVICISS DEPARTMENT**

**ALL THE DEPARTMENTS DIRECTLY CONCERNED WITH LOGISTIC SUPPORT, ARE WORKING IN THE MANAGERIAL GUIDENCE OF MANAGER SERVICES EXCEPT THE FINANCE & HUMAN RESOURCESS DEPARTMENTS THOSE ARE WORKING INDEPENDENTLY**

**F. HUMAN RESOURCESS DEPARTMENTS**

**MANAGER HUMAN RESOURCESS:-**

**F.** Personnel Administration: Deals with manpower planning, recruitment, career progression of the employees. Amendment/ modification/repealing/formulation of Rules and regulations, etc. Maintaining service records, ACRs, etc. of employees.

**F.1- Details of Employees attached to Human Resources Deptt.**

SN	Name of Officer/ Employee	Designation
01	MAJOR VINEET JOHNY	MANAGER (H.R.) (CONT.)
02	RAM AVTAR SINGH SHISHODIA	SR. ASSISTANT
03	DILEEP KUMAR PANDEY	ASST. GRADE 'C'
04	SEEMA BHANDARI	ASSISTANT (CONT.)
05	J. P. PANDEY	PTI (CONT.)
06	R. P. Singh	PTI (Cont.)

## F.2- Chief Administrative Officer (CAO).

Administration Department is headed by Chief Administrative Officer (CAO). Main functions of Administration include:

F.2.a-General Administration: It involves handling of correspondence, collecting information and compiling consolidated replies to parliament questions, Ministry of Civil Aviation, Governing Councils etc. Legal matters, welfare of employees and residents are also handled by this section. Periodical or demanded reports are submitted. Implementation of various Government / Governing Council directions, policies etc. is also carried out by it. Implementation of *Rajbhasha* (Hindi) policies, and encouraging its usage.

### F.2.1.-Details of employees attached to Administration :

#### ADMINISTRATION WORKING UNDER THE SUPERVISION OF MANAGER SERVICES

S.N.	Name of Officer/ Employee	Designation
01	D.K.MAHESH	CH.ADMN.OFFICER
02	TAPAS KUMAR DAS	ASST. GRADE 'B'
03	GANESH PRASAD SINGH	PEON-B

### F.2.b-IGRUA Liaison Office at New Delhi: Liaison with Ministry of Civil Aviation, DGCA, AAI, Air India, Indian Airlines and other organizations/Agencies.

SN	Name of Officer/ Employee	Designation
01	A K SAINI	OFFG.ASST.ADMN.OFFICER
02	RAJESHWAR MEHTO	DRIVER
03	VINOD KUMAR KASHYAP	PEON 'B'

### F.2.c-Medical Unit: The objective of Medical Unit is to provide medical facilities to employees/families and to provide required ground support for flying operations.

SN	Name of Officer/ Employee	Designation
<b>MEDICAL UNITS</b>		
01	DR. VIKAS DWIVEDI	SR. MEDICAL OFFICER (CONT.)
02	DR. M K SRIVASTAVA	MEDICAL OFFICER (CONT.)
03	SURESH CHANDRA YADAV	ASSISTANT-"A"
04	R.N.PANDEY	MEDICAL. ATTENDEN'T (CONT.)
05	ASISHIS MISHRA	PHARMACIST (CONT.)
06	SURENDRA KUMAR	MEDICAL ATTENDENT (CONT.)

### F.2.d-Civil Maintenance: Civil maintenance of entire Akademi is carried out by this section. The section is manned by skilled/semi-skilled/unskilled staff for this purpose and all are working under the leadership of CAO.

SN	Name of Officer/ Employee	Designation
01	H. T. Ansari	MAINT.SPVSR-I
02	GOPAL C. PRADHAN	MAINT.SPVSR-II
03	MOHAN SINGH	PLUMBER
04	SHIV NATH GUPTA	SR. PAINTER

05	BHULAI	SR. PAINTER
06	RAM KUMAR PASI	MASON
07	D.S.MAURYA	FITTER
08	RAM BILAS	CARPENTER
09	SHEETLA PRASAD PAL	PLUMBER
10	RAM ASRE MAURYA	MALI
11	RAM NARESH GIRI	PAINTER HLPR.-B
12	AMRIT LAL	PAINTER HLPR.-B
13	PARAI DEEN	CLEANER 'B'
14	RAM DAS YADAV	MALI
15	RAM NARESH YADAV	HELPER GRADE-B
16	SRI RAM YADAV	MALI
17	CHHOTE LAL	HELPER GRADE-B
18	RAM PHALI	HELPER GRADE-B
19	VIJAY BAHADUR	MALI
20	RAMKHILAWAN PASI	MALI
21	SRI RAM PASI	HELPER GRADE-B
22	RAM DAS PAL	HELPER GRADE-B
23	SATGURU SHUKLA	HELPER GRADE-B
24	SHIV KUMAR MAURYA	HELPER GRADE-B
25	LALLA PAL	HELPER GRADE-B
26	SITA RAM	HELPER GRADE-B
27	TILAK NARAYAN	HELPER GRADE-B
28	RAM DAS	CLEANER 'B'
29	RAM SANEHI	HELPER GRADE-B
30	GUR CHARAN	MALI
31	BANKEY LAL	SWEEPER
32	CHATURI LAL	SWEEPER
33	PUTTI LAL	SWEEPER
34	SUNDER LAL	SWEEPER
35	KHUSHI RAM	CANER
36	RAM NARAIN	HELPER
37	VINOD KUMAR	SWEEPER
38	BAL GOVIND	CARPENTER
39	SANJAY KUMAR	SWEEPER
40	CHHOTE LAL	TRACTOR DRIVER (CON.)
41	DHARMENDRA	SWEEPER ( CON.)
42	OM PRAKASH	SWEEPER (CON.)

**Details of employees attached to MESS & HOSTEL SECTION:**

SN	Name of Officer/ Employee	Designation
01	B.K.TANDON	MESS & HSTL SPR
02	R.A.MEHTO	SR. COOK
03	M.B.THAPA	SR. COOK
04	H.B.THAPA	COOK
05	SHRI PRASAD BHANDARI	COOK
06	CHANDER PAL YADAV	COOK
07	RAM SANEHI	COOK

08	RAM BAHADUR YADAV	ASST. GRADE 'A'
09	RAVI KUMAR SHARMA	COOK
10	RAJU	COOK (CANTEEN)
11	O.P.GUPTA	COOK (CANTEEN)
12	KEDAR P. SHARMA	COOK
13	ANGNU	HOUSE KEEPER
14	BAIJ NATH	WASHER UP 'B'
15	NATHU LAL	MESS WAITER 'B'
16	RAJA RAM	HOUSE KEEPER
17	RAM AUTAR	MESS WAITER 'B'
18	RAM SUMER YADAV	MESS WAITER 'B'
19	JAGDISH	HOUSE KEEPER
20	RAM SUMEER	WASHER UP 'B'
21	BEERBAL PASI	CLEANER 'B'
22	SITA RAM PASI	HELPER GRADE-B
23	RAM PHER PASI	MESS WAITER 'B'
24	SITA RAM PASI	CLEANER 'B'
25	OM PRAKASH GIRI	HELPER GRADE-B
26	RAM RAJA (MRS.)	CLEANER 'B'
27	RAM LAKHAN	WASHER UP 'B'
28	SUKH DEV	SWEEPER
29	BADRUN NISA	CLEANER(FEMALE)
30	RAM KEWAL	HELPER (CON.)
31	RAM SUNDER	HELPER (CON.)
32	SHIV PRASAD	HELPER (CON.)
33	BRIJ BHAN	HELPER (CON.)
34	RAJENDRA KUMAR	HELPER (CON.)
35	RAMESH KUMAR	HELPER (CON.)
36	RAM CHARAN	HELPER (CON.)
37	HARISH CHARAN	HELPER (CON.)
38	DHARMENDRA KUMAR	HELPER (CON.)
39	CHANDRIKA PRASAD	HELPER (CON.)
40	RAM SUGHAR	HELPER (CON.)
41	RAJESH KUMAR GIRI	HELPER (CON.)
42	SUJEET KUMAR	HELPER (CON.)
43	RAKESH KUMAR	SWEEPER (CON.)
44	JAI KUMAR	SWEEPER ( CON.)

## **G- ACCOUNTS DEPARTMENT**

The MANAGER FINANCE, Supervised, the functioning of Accounts, and Accounts officer heads the Finance & Accounts.

The function of Finance & Accounts includes preparation of Budget for approval of Governing Council and Ministry of Civil Aviation. Dealing with files pertaining to demands from various departments for day-to-day work and proposal for procurement of aircraft spares, equipments, maintenance of instruments and other machinery, etc.

Preparation and disbursement of salaries, computation of Income Tax of employees and preparation of TDS Forms. Processing & payment of personal claims of employees, like Medical Bills, Travel, LTC Claims, etc. Maintaining various books of accounts as per statutory requirements, preparation of statements of accounts of students and employees. Preparation of Books of Accounts of IGRUA EPF

Trust, submission of various statutory dues and returns to PF Commissioner's Office, preparation & distribution of statement of PF to all employees. Preparation and submission of various statements and returns to Government from time to time. Finalisation of Annual Accounts of IGRUA, get them audited from the statutory auditors for placing it in Parliament for approval & adoption by the Governing Council. Finalisation of Annual Accounts of IGRUA EPF Trust, get them audited from Statutory Auditors and submit the same to RPFC. Preparation and finalization of various contracts for supply of aircraft and other equipment.

### **G.1- Details of Officers & Employees attached Finance & Accounts and allied Sections:**

SN	Name of Officer/ Employee	Designation
01	MADHUSUDAN KARTHA	A.ACCTS.OFFICER
02	DINESH BAIJAL	SR.ACCTS.ASSTT.
03	SUNIL BHATNAGAR	D.E.O.GRADE 'D'
04	ARUN KUMAR MISHRA	ASST. GRADE 'C'
05	NEERAJ TRIPATHI	ASST. GRADE 'B'
06	DHARMESH GIRI	ASSISTANT ( CON.)

### **H- MANAGER STORES AND PURCHASE**

Store and Purchase section in IGRUA is headed by the Manager Stores & Purchase (MSP). MSP controls the issue, procurement, storage and inventory control, repair and maintenance of equipments in following sections:-

#### **1. General Stores**

Plant & Machinery, office equipments, electrical items, plumbing items, air conditioner items, uniforms, stationary, furniture, fixtures and items required for Aerodrome, Township, Horticulture, Hospital, etc..

#### **2. Simulator Stores**

Procurement & storage of spares, tools, instruments and other components required for maintenance of Simulator, import of such spares etc., their custom clearance, export and re-import of items requiring repair etc. is also handled by this section.

### **H.1.-Details of Employees attached to Stores & Purchase:**

SN	NAME OF OFFICER/ EMPLOYEE	DESIGNATION
01	ARUN KUMAR SHARMA	MANAGER (S & P)
02	C.VENUGOPALAN	STENOGRAPHER-I
03	R.K.JAIN	SR. ASSISTANT
04	CHANDRA MANI MISHRA	ASST. GRADE 'C'
05	M.K.PANDEY	ASST.GRADE 'C'
06	SANT RAM SHUKLA	ASST. GRADE 'B'
07	NARENDER GIRI	HELPER GRADE-B
08	RAJESH SINGH	HELPER ( Con.)

## I- SECURITY SECTION

Security section is looked after by the Security Officer. The responsibility of the section is to ensure safety of costly assets of IGRUA, such as Aircraft, Hangers, Control Tower and vital installations including, ILS, VOR, DME, Fuelling Station, Administration and General Training Complex, Simulators, Hostels, Residential area, etc.

The section ensures movement control of personnel and vehicles, patrolling, checks & search and Pre-embarkation Security is carried out to prevent undesirable and terrorist activities.

All the security personnel's working round the clock for protection of IGRUA property under the leadership of Security Officer of SIS Security Agency.

### I.1-Details of Employees attached to Security:

S.NO.	NAME OF OFFICIAL	DESIGNATION
01	TULSI DAYAL KANOJIA	SECURITY OFFICER ( SIS SECURITY)
02	SHIV PRAKASH PANDEY	SECURITY SUPERVISER (SIS SECURITY)
03	VED PRAKASH TRIPATHI	SECURITY SUPERVISER (SIS SECURITY)
04	HARDEV SINGH	SEC. GUARD (SIS SECURITY)
05	KARAMAT KHAN	HEAD GUARD
06	SALIM KHAN	HEAD GUARD
07	NARENDRA BAHADUR SINGH	SEC.GUARD GR.-I
08	ANAND KUMAR	SEC. GUARD 'B'
09	RAM CHANDER MAURYA	SEC. GUARD 'B'
10	RAM NARESH YADAV	SEC. GUARD 'B'
11	SAHEB LAL	SEC. GUARD 'B'
12	SHYAM LAL GIRI	SEC. GUARD 'B'
13	VIJAY KUMAR MAURYA	SEC. GUARD 'B'
14	CHANDRA BHUVAN GIRI	SEC. GUARD 'B'
15	KAMLEKAR SINGH	SEC. GUARD 'B'
16	SHIV KARAN SINGH	SEC. GUARD 'B'
17	RAM YASH PATHAK	SEC. GUARD 'B'
18	RAJ BAHADUR SINGH	SEC. GUARD 'B'
19	SANGAM SINGH	SEC. GUARD 'B'
20	SURESH BAHADUR SINGH	SEC. GUARD 'B'
21	BALI KARAN SINGH	SEC. GUARD 'B'
22	A.K. PANDEY	SECURITY GUARD (CON.)
23	SANTOSH KUMAR	SECURITY GUARD (CON.)
24	IBRAR AHMAD	SECURITY GUARD (CON.)
25	RAJESH KUMAR	SECURITY GUARD (CON.)
26	TULSI RAM ADHIKARI	SECURITY GUARD (CON.)
27	UMESH SINGH	SECURITY GUARD (CON.)
28	RAJESH KR KUSHWAHA	SECURITY GUARD (CON.)
29	RAM MILAN	SECURITY GUARD (CON.)

## J- ELECTRICAL SECTION

Assistant Engineer (Electrical) looks after the Electrical Section, who is assisted by Supervisors and skilled staff for its smooth functioning.

### The main functions of Electrical Section are:

Providing ground support for flying/maintenance operations by ensuring continuous power supply by supplementing UPPCL supply with Generators/sub-station (11000/400 V) in Airport and Institutional/Residential areas.

I.- Water supply by proper maintenance and operation of tube-wells in both Airport and Institutional/Residential areas round the clock.

II.- Maintenance and operation of sewer treatment plant in Institutional/Residential area.

III.- Maintenance of electrical system in Flying operation Center, Aviation Fuel Station, Runway light, Street Lights, Hangars, Workshops, Security, instrument landing System in Airport area and Admn Block, Simulator, Hostel, Shopping Complex and residential area.

IV.- Recovery of electrical charges from residents and payment of electricity consumed by IGURA to UPPCL.

New electrical projects and modification works.

## I- AIRCONDITIONING PLANT

Presently, the affairs of A.C. Plant Section are being looked after by C.A.O. The A.C. Plant Section ensures air-conditioned environment for Simulators besides maintenance & operation of other cooling/refrigeration appliances in the Akademi.

S.NO	Name of Officer/ Employee	Designation
01	S.N.CHAUDHARY	A/C.PLANT ENGR.
02	SURYA PAL MAURYA	PUMP MECH.
03	JAG NARAIN VERMA	AC.PLANT OPRT.
04	PARMESHWAR PASI	HELPER GRADE-B
05	VIKASH KUMAR	HELPER ( CON.)

### J.1.- Details of Employees attached to Electrical Section:

S.NO	Name of Officer/ Employee	Designation
1.	SANJAI KUMAR JAIN	ASST. ENGR. (E)
2.	RAM KUMAR SHARMA	SR.SUPERVSR.(E)
3.	RAM BAHADUR YADAV	SR.ELECT.-II
4.	RAM LAKHAN MAURYA	ELECT.-II
5.	RATI PAL YADAV	PUMP & GEN.OPTR
6.	RAM AUTAR PAL	ELECTRICIAN
7.	BHARAT LAL	ELECTRICIAN
8.	R.K.DWIVEDI	ELECTRICIAN
9.	RAM SUMER	PUMP & GEN.OPTR
10.	SHEETLA DEEN	HELPER GRADE-B
11.	RAM KAMAL	SEWERAGE PLANT OPER. (CON.)

12.	JASWANT SINGH	MALI
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### K. MOTOR TRANSPORT SECTION:

Presently, the affairs of Motor Transport are being looked after by the Assistant Account officer, which includes observing utmost austerity in the expenditure on MT Pool, maintenance & operation of vehicles, functional control over the staff for movement support to all officials.

S.NO	NAME OF OFFICIAL	DESIGNATION
1.	GOPA KUMAR S	STENOGRAPHER-II
2.	SATYA KUMAR	DRIVER GRADE-B
3.	BAJRANGI LAL	DRIVER GRADE-B
4.	RAM ASREY	DRIVER GRADE-B
5.	OM PRAKASH SHUKLA	DRIVER GRADE-B
6.	RAJ MOHAN SINGH	DRIVER GRADE-B
7.	Tahir Khan	DRIVER GRADE-B
8.	BADRI PRASAD	DRIVER
9.	RAM CHANDER SINGH	TRACTOR DRIVER
10.	YOGENDRA KUMAR	TRACTOR DRIVER (CON.)
11.	ZAHID KHAN	DRIVER (CON.)
12.	Dayashanker Maurya	Fitter
13.	RAM ABHILAKH	HELPER GRADE-B
14.	JAGDAMBA PRASAD	HELPER GRADE-B
15.	RAM KUMAR	HELPER GRADE-B
16.	RAM KRISHNA	HELPER
17.	RAM PHAL MAURYA	M T MECH. (CON.)
18.	RAMESH KUMAR	HELPER (CON.)
19.	RAJESH KUMAR	HELPER (CON.)

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