

**INDIRA GANDHI RASHTRIYA URAN AKADEMI**  
 FURSATGANJ AIRFIELD  
 AMETHI (INDIA)

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

**MANUAL - v**

***Rules, Regulations Instructions, manuals & Records used  
 for Discharging functions***

***Section 4 (1) b (v)***

Given hereunder is the list of Rules, Regulations Instructions, manuals & Records used for discharging functions of various Departments in IGRUA :

<b>SN</b>	<b>Name of Department</b>	<b>Name of Rules, Regulations, Manuals &amp; Records used for discharging functions</b>
<b>01</b>	<b>Flight Operations</b>	1. Training manual 2. Operations Manual 3. Pilots Operating Handbook for each type of A/c 4. Civil Airworthiness Requirements (CAR) Section - (1) thru' (8), except Section -2] 5. Aircraft Manual (India) 6. Aeronautical Information Publication 7. Jeppesen Airways Manual 8. Aeronautical Information Circulars 9. Air safety Circulars 10. Operations Circulars 11. Government Approval for Flying Training Organisation

<b>02</b>	<b>Engineering</b>	<ol style="list-style-type: none"> <li>1. Indian Aircraft Rules</li> <li>2. CAR Section- 2</li> <li>3. Quality Control-cum-Maintenance System manual</li> <li>4. Airworthiness Directives</li> <li>5. Mandatory Modifications</li> <li>6. Advisory Circulars</li> <li>7. Manufacturers' Maintenance manual for Airframe, Engine, Propeller &amp; Radio Systems</li> <li>8. Service Instructions, Service Bulletins and Service Letters</li> <li>9. Illustrated parts' Catalogue</li> <li>10. Certificate of Registration of each aircraft</li> <li>11. Certificate of Airworthiness of each aircraft</li> <li>12. Aeromobile Licence &amp; Wireless Station Licence</li> <li>13. Certificate of Flight Release</li> </ol>
<b>03</b>	<b>Simulator</b>	<ol style="list-style-type: none"> <li>1. Simulator Maintenance Manual</li> <li>2. Certificate of Approval for King Air Simulator</li> </ol>

<b>04</b>	<b>Human Resource</b>	<ol style="list-style-type: none"> <li>1. Employees service Rules &amp; Regulations</li> <li>2. Recruitment &amp; Promotion Rules</li> <li>3. Employees Conduct &amp; Discipline Rules</li> <li>4. Fundamental Rules &amp; Service Rules</li> <li>5. Instrument of Delegation of Administrative Powers</li> <li>6. Gratuity Rules</li>   <li>7. Medical Policy</li> <li>8. Standing Orders regarding terms &amp; conditions for payment of other allowances, such as Uniform &amp; Outfit Allowance, STA, Productivity, Aviation, Transport, Overtime allowances, etc.</li> <li>9. ACR of Employees</li> </ol>
<b>05</b>	<b>Finance &amp; Accounts</b>	<ol style="list-style-type: none"> <li>01. Instrument of Delegation of Financial Powers</li> <li>02. General Financial Rules</li> <li>03. Fundamental Rules &amp; Service Rules</li> <li>04. Contributory Provident Fund Rules</li> </ol>
<b>06</b>	<b>Stores</b>	<ol style="list-style-type: none"> <li>01 Stores &amp; Purchase Manual</li> <li>02 General Financial Rules</li> </ol>
<b>07</b>	<b>Air Traffic Control</b>	<ol style="list-style-type: none"> <li>01. ICAO Annexures, PANS &amp; other documents</li> <li>02. AIP, DARA Circulars, AICs, etc.</li> </ol>
<b>08</b>	<b>Ground Training</b>	<ol style="list-style-type: none"> <li>01. Syllabi of different courses</li> <li>02. AIP</li> <li>03. Civil Aviation Requirements Section (1) thru' (8)</li> <li>04. Aircraft Manual (India)</li> <li>05. Certificate of Affiliation of BSc (Aviation) course with CSJM University, Kanpur</li> </ol>