

INDIRA GANDHI RASHTRIYA URAN AKADEMI
 FURSATGANJ AIRFIELD
 RAEBARELI (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 :

SN	Name of Department	Name of Rules, Regulations, Manuals & Records used for discharging functions
01	Flight Operations	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

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

04	Human Resource	<ol style="list-style-type: none"> 1. Employees service Rules & Regulations 2. Recruitment & Promotion Rules 3. Employees Conduct & Discipline Rules 4. Fundamental Rules & Service Rules 5. Instrument of Delegation of Administrative Powers 6. Gratuity Rules 7. House Building Advance Rules 8. Motor Vehicle advance Rules 09. Medical Policy 10. Standing Orders regarding terms & conditions for payment of other allowances, such as Uniform & Outfit Allowance, STA, Productivity, Aviation, Transport, Overtime allowances, etc. 11. ACR of Employees
05	Finance & Accounts	<ol style="list-style-type: none"> 01. Instrument of Delegation of Financial Powers 02. General Financial Rules 03. Fundamental Rules & Service Rules 04. Contributory Provident Fund Rules
06	Stores	<ol style="list-style-type: none"> 01 Stores & Purchase Manual 02 General Financial Rules
07	Air Traffic Control	<ol style="list-style-type: none"> 01. ICAO Annexures, PANS & other documents 02. AIP, DARA Circulars, AICs, etc.
08	Ground Training	<ol style="list-style-type: none"> 01. Syllabi of different courses 02. AIP 03. Civil Aviation Requirements Section (1) thru' (8) 04. Aircraft Manual (India) 05. Certificate of Affiliation of BSc (Aviation) course with CSJM University, Kanpur