



अभ्यासेन दक्षः

प्रशिक्षुओं के लिए समाप्ति नीति TERMINATION POLICY FOR TRAINEES

इंदिरा गांधी राष्ट्रीय उडान अकादमी
INDIRA GANDHI RASHTRIYA URAN AKADEMI
(IGRUA)

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FOR QUERIES OR CLARIFICATIONS

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प्रशिक्षुओं के लिए समाप्ति नीति

TERMINATION POLICY FOR TRAINEES

संदर्भ / References:

1. Aircraft Act, 1934 and Aircraft Rules, 1937
2. DGCA Civil Aviation Requirements (CARs):
 - CAR Section 5 Series F Part V (Psychoactive Substances)
 - CAR Section 7 Series C Part I (Medical Standards)
 - CAR Section 8 Series A Part II (Mandatory Reporting)
3. Right to Information Act, 2005
4. Sexual Harassment of Women at Workplace Act, 2013
5. UGC Regulations on Curbing Ragging, 2009
6. Narcotic Drugs and Psychoactive Substances Act, 1985
7. DOPT Guidelines on Training Bonds
8. IGRUA Training and Procedure Manual (TPM)
9. IGRUA Admission Terms and Conditions
10. Ministry of Civil Aviation Guidelines

PREAMBLE

1. This Termination Policy is enacted pursuant to the authority vested in IGRUA as an autonomous institute under the Ministry of Civil Aviation, Government of India, and in consonance with:

- The Directorate General of Civil Aviation (DGCA) Civil Aviation Requirements (CARs)
- The Right to Information Act, 2005
- The Aircraft Act, 1934 and Aircraft Rules, 1937
- Principles of Natural Justice and Administrative Law
- The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

2. This policy establishes transparent, equitable, and legally defensible procedures for termination of flight training while safeguarding institutional interests, maintaining aviation safety standards, and ensuring optimal utilization of scarce national resources.

1. DEFINITIONS

For the purpose of this policy:

- 1.1 **"Akademi"** or **"Institute"** means Indira Gandhi Rashtriya Uran Akademi (IGRUA), Fursatganj, Amethi, Uttar Pradesh.
- 1.2 **"Director"** means the Director of IGRUA or any officer authorised to exercise such powers.
- 1.3 **"Flight Cadet"** or **"Student Pilot"** or **"Trainee"** means any person enrolled in DGCA-approved flying training or any other programs at IGRUA including Ab-initio to CPL courses, with or without B.Sc. (Aviation) degree.
- 1.4 **"Training"** includes Ground Training, Flight Training, AME Training and Simulator Training as prescribed under DGCA regulations.
- 1.5 **"Termination"** means permanent cessation of training and withdrawal of all training privileges, hostel accommodation, and student status.
- 1.6 **"Suspension"** means temporary cessation of training pending investigation or decision-making process.
- 1.7 **"Training Fee"** means the total fee of the course plus additional charges including but not limited to:
 - Boarding and lodging charges
 - Uniform, navigation computer, headphones, and equipment
 - Any other charges as notified from time to time
- 1.8 **"Sponsor"** means any Government entity, Public Sector Undertaking (PSU), State Government, Coast Guard, Defence Forces, or any organization sponsoring the training.
- 1.9 **"Self-sponsored Trainee"** means a trainee whose training expenses are borne by themselves or their family/guardians.
- 1.10 **"DGCA"** means the Directorate General of Civil Aviation, Government of India.
- 1.11 **"Working Day"** means any day of the week (including Sundays/holidays) as notified by the Central Government or Director IGRUA.
- 1.12 **"Training Period"** means the duration from date of joining/induction to the date of completion of CPL/AME or termination, whichever is earlier.
- 1.13 **"Normal Training Duration"** means 30 months from the date of commencement of ground training.
- 1.14 **"Extended Stay"** means continuation of training and/or hostel occupation beyond 36 months from date of induction.

2. APPLICABILITY

2.1 This policy applies to ALL flight cadets enrolled in any training program at IGRUA, including:

- Self-sponsored candidates
- Government-sponsored candidates
- PSU-sponsored candidates
- State Government quota candidates
- Defence Forces/Coast Guard sponsored candidates
- Candidates under any Memorandum of Understanding (MoU)
- Candidates pursuing concurrent B.Sc. (Aviation) degree or AME Certification

2.2 This policy applies to trainees at all stages of training from induction until completion of course.

2.3 This policy supersedes all previous circulars, notices, or guidelines related to termination, except where DGCA regulations mandate stricter compliance.

3. OBJECTIVES OF THE POLICY

3.1 To ensure the highest standards of aviation safety in accordance with Akademi & DGCA norms.

3.2 To maintain discipline, professionalism, and ethical conduct among flight cadets.

3.3 To optimize utilisation of limited training resources including aircraft, simulators, instructors, and hostel facilities.

3.4 To prevent undue prolongation of training that blocks opportunities for deserving candidates.

3.5 To protect the reputation and credibility of IGRUA as a premier flying training institution.

3.6 To establish legally sound procedures that withstand judicial scrutiny.

3.7 To create deterrence against misconduct, indiscipline, and negligence.

3.8 To motivate trainees to complete training within stipulated timelines with dedication.

4. GROUNDS FOR TERMINATION

Termination may be on any of the following grounds. The grounds are classified as:

- **Category A:** Zero-Tolerance Grounds (Immediate Termination)
- **Category B:** Safety & Regulatory Grounds
- **Category C:** Performance & Academic Grounds
- **Category D:** Disciplinary & Conduct Grounds
- **Category E:** Medical & Fitness Grounds
- **Category F:** Administrative & Procedural Grounds

CATEGORY A: ZERO-TOLERANCE GROUNDS **(IMMEDIATE TERMINATION WITHOUT NOTICE)**

The following acts constitute grave violations warranting immediate termination without show-cause notice:

4.1 RAGGING

- Any act of ragging as defined under the Supreme Court of India's ruling in "University of Kerala v/s Council, Principals, Colleges" and UGC Regulations on Curbing the Menace of Ragging, 2009.
- As per Appendix 4B of IGRUA Training and Procedure Manual: **"NO RAGGING IS PERMITTED AND THOSE FOUND VIOLATING THIS ORDER WILL BE DEALT WITH ACCORDING TO THE SUPREME COURT OF INDIA'S RULING AND THEIR TRAINING WOULD BE TERMINATED IMMEDIATELY AND NO APPEAL FOR RECONSIDERATION WILL BE ACCEPTED."**

4.2 NARCOTIC DRUGS AND PSYCHOACTIVE SUBSTANCES

- Possession, consumption, distribution, or being under the influence of narcotic drugs or psychoactive substances as defined under the Narcotic Drugs and Psychoactive Substances Act, 1985.
- As per Appendix 4B of IGRUA TPM: **"POSSESSION & CONSUMPTION OF NARCOTIC DRUGS IS PROHIBITED IN THE AKADEMI. IF YOU ARE FOUND IN POSSESSION OR CONSUMING THE SAME, YOUR TRAINING WOULD BE TERMINATED IMMEDIATELY AND NO APPEAL FOR RECONSIDERATION WILL BE ACCEPTED."**
- **Reference:** CAR Section 5 Series F Part V - Procedure for examination of aviation personnel for consumption of Psychoactive Substances.

4.3 ALCOHOL ABUSE

- Being found under the influence of alcohol within Akademi premises or during any training activity.
- As per Appendix 4B of IGRUA TPM: **"POSSESSION & CONSUMPTION OF ALCOHOL IS PROHIBITED IN THE AKADEMI. IF YOU ARE FOUND UNDER INFLUENCE OF ALCOHOL, THE AKADEMI MAY TAKE ACTION AS PER RULES INCLUDING EXPULSION FROM THE AKADEMI."**
- Violation of CAR Section 5 Series F Part V provisions.

4.4 CRITICAL FLIGHT SAFETY BREACH

- Deliberate violation of SOPs endangering life or property.
- Unauthorised operation of aircraft or simulator.
- Tampering with aircraft systems, maintenance records, or safety equipment.
- Operating aircraft while medically unfit or without valid medical certificate.
- Willful non-compliance with Air Traffic Control (ATC) instructions.

4.5 CRIMINAL CONVICTION

- Conviction by a court of law for any offence punishable with imprisonment.
- Conviction under sections related to:
 - Sexual harassment or assault
 - Theft, fraud, or criminal breach of trust
 - Violence or causing grievous hurt
 - Moral turpitude
 - Offences under POCSO Act, 2012
 - Offences related to terrorism, sedition, or national security

4.6 FORGERY AND FALSIFICATION

- Forgery or tampering of:
 - Medical certificates or fitness records
 - Logbooks (Pilot Flying Logbook)
 - Academic records or mark sheets
 - Identity documents

- Training records or examination papers
- Authorization signatures
- Submission of fake or fabricated documents at any stage.
- Impersonation in examinations or check flights.

4.7 SEXUAL HARASSMENT

- Any act of sexual harassment as defined under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
- Sexual misconduct, assault, or molestation.
- Creating hostile environment based on gender.

CATEGORY B: SAFETY & REGULATORY GROUNDS

4.8 Flight Safety Violations

- Repeated breach of Standard Operating Procedures (SOPs) despite warnings.
- Failure to report incidents or near-miss events as per CAR Section 8 Series A Part II (Mandatory Reporting).
- Reckless or negligent flight behavior.
- Violation of airspace restrictions.
- Inadequate pre-flight preparation leading to safety concerns.
- Failure to maintain required situational awareness.
- Three or more flight safety violations within a 6-month period.

4.9 Non-Compliance With DGCA Regulations

- Unauthorized flight activity or violation of student pilot limitations.
- Failure to maintain valid medical certificate (Class I/Class II as applicable).
- Violation of any DGCA CAR applicable to student pilots.
- Non-compliance with airworthiness directives during training.

4.10 Violation of Training Protocols

- Unauthorised absence from scheduled flights/simulator sessions affecting training continuity.
- Absence from ground training classes exceeding 15% in any subject without valid medical reason.
- Failure to complete mandatory training modules within prescribed timeframe.

CATEGORY C: PERFORMANCE & ACADEMIC GROUNDS

4.11 Academic Failure

- Failure to clear DGCA examinations within:
 - One year of enrollment, OR

- Six (06) attempts of DGCA examinations in any subject, whichever is later.
- Failure to pass all six DGCA papers (Air Navigation, Air Regulations, Aviation Meteorology, Technical General/Airframes & Engines, Technical Specific, Radio Telephony) within maximum permissible attempts.

4.12 Flight Training Deficiency

- Inability to complete Solo Check within 30 flying hours from first flight.
- Failure to achieve solo flight standard after 40 dual flying hours.
- Failure in Progress Check Flights on three consecutive occasions.
- Inability to meet skill test standards after 200 flying hours.
- Consistent unsatisfactory performance in flight reviews despite remedial training.
- Chief Flight Instructor's recommendation of unsuitability for flying career based on persistent deficiency in:
 - Aircraft handling skills
 - Decision-making ability
 - Situational awareness
 - Stress management
 - Airmanship

4.13 Simulator Training Deficiency

- Repeated failure (three or more times) in simulator checks.
- Inability to meet simulator training objectives despite extended training hours.
- Persistent deficiency in instrument flying or emergency procedures.

4.14 Extended Training Duration

- **Hostel Occupation Beyond 36 Months.** Any trainee occupying hostel accommodation for more than 24 months from date of induction shall be liable for review and potential termination, unless extension is granted in writing by the Director based on:
 - Medical grounds supported by valid medical documentation
 - Exceptional circumstances beyond trainee's control
 - Written request with justification submitted at least 30 days before completing 36 months
- **Training Duration Beyond 36 Months.** Failure to complete CPL training within 36 months from induction shall be grounds for termination, except in cases of:
 - Prolonged medical incapacitation with valid certification
 - Training suspension due to Akademi's operational constraints (weather, aircraft availability)

4.15 Ground Training Deficiency

- Failure to maintain minimum 75% attendance in ground classes (excluding medical leave).
- Consistent poor performance in internal assessments and mock examinations.
- Failure to clear internal examinations after three attempts.

CATEGORY D: DISCIPLINARY & CONDUCT GROUNDS

4.16 Insubordination and Disrespect

- Gross insubordination or disrespectful conduct towards instructors, staff, or officials.
- Refusal to follow lawful instructions from authorized personnel.
- Threatening or intimidating behavior towards any member of the Akademi.
- Creating mutiny or instigating group indiscipline.

4.17 Violation of Code of Conduct

- Repeated violations (three or more) of IGRUA Code of Conduct (Appendices 4A, 4B, 4C, 4D of Training and Procedure Manual) within 6 months.
- Specific serious violations including:
 - Entry into restricted areas without authorisation (Administrative Block after operational hours, Staff Quarters, opposite gender hostel).
 - Organising unauthorised parties or gatherings violating hostel discipline.
 - Violation of lights-out time and hostel discipline rules repeatedly.
 - Indecent or unbecoming conduct that brings disrepute to IGRUA.
 - Violation of proper dress code and grooming standards despite warnings.

4.18 Damage to Property

- Willful damage to Akademi property including:
 - Aircraft or simulator equipment
 - Hostel furniture, fittings, or infrastructure
 - Training equipment or aids
 - Library books or computer systems
- Failure to pay for damages within stipulated time.

4.19 Financial Irregularities

- Failure to pay training fees, hostel charges, or mess bills for two consecutive quarters despite written notices.
- Dishonored cheques or payment instruments (more than twice).
- Submission of fraudulent financial documents for loans or scholarships.

4.20 Violation of Gender Segregation

- As per Appendices 4A and 4B of TPM:
 - Male trainees entering Girls' Hostel
 - Female trainees entering Boys' Hostel
 - Such violations when accompanied by additional misconduct shall warrant termination.

4.21 Misuse of Facilities

- Misuse of Akademi facilities for unauthorised commercial activities.
- Use of Akademi name or identity for personal gain without authorisation.
- Unauthorised use of aircraft, simulators, or training equipment.

4.22 Conduct Prejudicial to Discipline

- Consumption of alcohol leading to misconduct within Akademi premises.
- Fighting, brawling, or physical altercation with fellow trainees or staff.
- Gambling within Akademi premises.
- Possession of weapons (firearms, knives, or other dangerous items).
- Any conduct that disrupts the learning environment or training operations.

CATEGORY E: MEDICAL & FITNESS GROUNDS

4.23 Permanent Medical Unfitness

- Permanent loss of Class I or Class II medical fitness as per CAR Section 7 Series C Part I.
- Medical conditions rendering the trainee permanently unfit for flying duties, including:
 - Cardiovascular disorders
 - Neurological impairments
 - Psychiatric conditions incompatible with flying
 - Vision impairment beyond correctable limits
 - Hearing loss beyond prescribed standards
 - Metabolic disorders (uncontrolled diabetes, etc.)
- Medical Board's recommendation of permanent unfitness.

4.24 Prolonged Medical Unfitness

- Temporary medical unfitness extending beyond 12 months continuously.
- Medical conditions preventing training progression for cumulative period exceeding 18 months.
- Failure to submit fitness certificate after "Temporary Unfit" status within prescribed time.

4.25 Failure to Maintain Medical Fitness

- Failure to renew Class I/Class II medical certificate within prescribed validity period.
- Non-disclosure of medical conditions or medication affecting flying fitness.
- Failure to undergo mandatory medical examinations as per DGCA requirements.

CATEGORY F: ADMINISTRATIVE & PROCEDURAL GROUNDS

4.26 Failure to Complete Admission Formalities

- Failure to submit required documents within stipulated time:

- Valid Class I Medical Certificate
- Educational qualification certificates
- Character certificates
- Caste/category certificates (if applicable)
- Sponsorship letters and bond documentation
- Failure to pay Admission Charges and Commitment Money.

4.27 Concealment of Information

- Concealment or suppression of material facts at the time of admission:
 - Previous training history
 - Medical history
 - Criminal record or pending cases
 - Academic failures or gaps
- Such concealment rendering the admission void ab initio.

4.28 Unauthorised Absence

- Absence from training for 15 consecutive days without prior approval and valid reason.
- Cumulative unauthorised absence exceeding 30 days in a training year.
- Abandonment of training without formal withdrawal.

4.29 Non-Compliance with Bond Conditions

- Violation of terms and conditions of training bond (for sponsored candidates).
- Breach of service conditions agreed with sponsors.
- Refusal to join sponsoring organization after completion despite contractual obligation.

4.30 Voluntary Withdrawal

- Voluntary withdrawal from training by the trainee.
- In case of voluntary withdrawal, financial liabilities shall be calculated pro-rata for services availed.

5. TERMINATION PROCEDURE

5.1 Immediate Termination (For Category A Offences)

For offences listed under Category A (Zero-Tolerance Grounds), the following expedited procedure shall apply:

5.1.1 Upon receipt of credible information or complaint regarding **Category A offence:**

- Immediate suspension from all training activities.
- Restriction from operating aircraft/simulator.
- Temporary access restriction to certain facilities as deemed necessary.

5.1.2 **Emergency Disciplinary Committee shall be constituted within 24 hours comprising:**

- Director or nominee (Chairperson)
- Chief Flight Instructor
- Chief Ground Instructor/Head of Trg AME School (in case of AME Cadet)
- One Senior Instructor (Flight/Ground)
- Legal Advisor (co-opted member)

5.1.3 Summary inquiry shall be completed within 7 working days, including:

- Recording statement of complainant/informant.
- Recording statement of the accused trainee.
- Collection of documentary evidence.
- Examination of witnesses (if any).
- Technical investigation (if applicable).

5.1.4 Trainee shall be given opportunity to present defense, but **show-cause notice** is **NOT MANDATORY** for Category A offences.

5.1.5 Committee shall submit findings and recommendations to the Director within 2 working days of completing inquiry.

5.1.6 Director's decision shall be communicated within 3 working days through:

- Written termination order.
- Email to registered email address.
- Registered post to permanent address.
- Intimation to sponsor/guardian.

5.1.7 In case of ragging or drugs/alcohol: **NO APPEAL for reconsideration shall be entertained** as per explicit policy stated in **TPM Appendix 4B**.

5.1.8 For other Category A offences, limited appeal to Director within 7 days may be permitted, but termination remains in effect during appeal.

5.2 Regular Termination Procedure (For Categories B, C, D, E, F)

For offences under Categories B through F, the following procedure shall be followed:

5.2.1 Preliminary Review

- Concerned authority (CFI/CGI/Chief Admin Officer) shall submit written report to Director highlighting:
 - Nature of violation/deficiency
 - Supporting evidence/documents
 - Previous warnings (if any)
 - Impact on training/discipline
- Director shall constitute **Preliminary Review Committee** comprising minimum three senior officers

5.2.2 Suspension (If Necessary)

- If circumstances warrant, trainee may be placed under suspension pending inquiry
- Suspension order shall specify:
 - Nature of charges
 - Duration of suspension (not exceeding 30 days initially, extendable by 30 days)
 - Restrictions imposed (training, hostel, facilities)
 - Whether suspension is with or without stipend (for sponsored trainees)

5.2.3 Show-Cause Notice

- Within 7 working days of Preliminary Review, Show-Cause Notice shall be issued containing:

- Detailed charges/grounds for proposed termination
- Specific violations with dates and instances
- Reference to applicable rules/regulations violated
- Documents/evidence relied upon
- Time given to reply: **10 working days from receipt of notice**
- Consequence of non-reply
- Right to personal hearing
- Notice shall be served by:
 - Hand delivery with acknowledgment
 - Email to registered email ID
 - Registered Post AD/Speed Post
 - Copy to sponsor/guardian

5.2.4 Reply to Show-Cause Notice

- Trainee must submit **written reply within 10 working days.**
- Reply may include:
 - Explanation and clarifications.
 - Documents in support.
 - Request for personal hearing.
 - Mitigating circumstances.
- Extension of time (maximum 5 working days) may be granted for valid reasons.

5.2.5 Disciplinary Committee

- **Constitution:** Director shall constitute Disciplinary Committee comprising:
 - Chief Administrative Officer (Chairperson)
 - CFI/CGI/Head of Training (AME School)
 - Hostel Warden / PTI (for hostel-related matters)
 - One External Expert (for technical/medical matters)
 - Legal Advisor (co-opted)
- **Term of Reference:**
 - Examine all documents and evidence.
 - Conduct personal hearing (if requested).
 - Record oral/written statements.
 - Assess severity of violation.
 - Recommend appropriate action.

5.2.6 Personal Hearing

- If requested by trainee or deemed necessary by Committee
- **Trainee's Rights during hearing:**
 - Right to be heard in person.
 - Right to present documents/evidence.
 - Right to cross-examine witnesses (through Committee).
 - Right to submit written statement.
- Hearing shall be conducted on camera and recorded.

5.2.7 Committee Proceedings

- Committee shall complete inquiry within 21 working days
- Committee may:
 - Examine witnesses.
 - Call for additional documents/reports.
 - Conduct site visits (if necessary).
 - Seek expert opinions (medical, technical, legal).
- All proceedings shall be documented with date-wise diary of action.

5.2.8 Committee Findings and Recommendations

- Committee shall submit detailed report to Director containing:
 - Summary of charges.
 - Evidence examined.
 - Trainee's defense.
 - Analysis and findings on each charge (proved/not proved).
 - Mitigating or aggravating circumstances.
 - Specific recommendations:
 - **Termination** with reasons.
 - **Continuation** with warning/conditions.
 - **Alternative action** (suspension/fine)
- Report shall be submitted within 3 working days of completing inquiry

5.2.9 Director's Decision

- Director shall pass final order within 7 working days of receiving Committee report.
- Director may:
 - Accept Committee's recommendation.
 - Modify recommendation (with reasons).
 - Remand for further inquiry.
 - Impose lesser penalty.
 - **Not impose higher penalty than recommended without fresh proceedings.**

5.2.10 Termination Order

- If decision is to terminate, formal Termination Order shall be issued containing:
 - File number and reference.
 - Name and details of trainee.
 - Charges framed and findings.
 - Specific grounds for termination (as per Section 4).
 - Effective date of termination.
 - Financial implications (fees, bonds, refunds, damages).
 - Consequences:
 - Immediate cessation of training.

- Vacation of hostel within 7 days.
 - Surrender of identity card, library card, equipment.
 - No-dues clearance procedure.
- Right to appeal and procedure
- Reporting to DGCA (if applicable)
- Order shall be signed by Director

5.2.11 Service of Termination Order

- Termination Order shall be served by:
 - Hand delivery with acknowledgment.
 - Email to registered email.
 - Registered Post AD/Speed Post to:
 - Trainee's permanent address
 - Guardian's address
 - Sponsor (if applicable)
- Copy marked to:
 - Chief Flight Instructor
 - Chief Ground Instructor
 - Chief Admin Officer
 - Accounts Section
 - DGCA (if safety/licensing matter)

5.2.12 Immediate Consequences

- Upon termination:
 - All training privileges cease immediately.
 - Identity card shall be surrendered.
 - Hostel room must be vacated within 10 days.
 - Library books and equipment must be returned.
 - No-dues certificate must be obtained.
 - Final settlement of accounts within 30 days.

6. FINANCIAL IMPLICATIONS OF TERMINATION

6.1 Full fee of the course plus other charges for boarding & lodging, etc. will be liable to be paid by the trainee to IGRUA. Following policy shall apply:

- **ZERO REFUND** regardless of stage of training
- Additional recovery as per Section 6.7
- Termination on medical grounds will be dealt with separately.

6.4 Recovery From Sponsored Trainees

6.4.1 For Government/PSU/State Government sponsored trainees:

- As per bond agreement signed at admission.

6.4.3 If termination is due to medical unfitness (not attributable to trainee):

- As per bond terms, usually nominal charges or Nil charges.

6.4.4 Recovery procedure:

- Recovery notice issued within 15 days of termination.
- Payment deadline: 60 days from notice.
- Failure to pay: Matter referred to sponsor for recovery.
- Legal recovery proceedings as per bond terms.

6.5 **Bond Recovery Terms**

6.5.1 **Applicability:**

- Trainees sponsored by Central Government, PSUs, Coast Guard, State Governments.
- Trainees who have signed training bonds or service bonds.

6.5.3 **Recovery Procedure:**

- **Step 1:** Issue Bond Recovery Notice to trainee and sponsor within 15 days
- **Step 2:** Payment deadline: 60 days from notice date
- **Step 3:** If non-payment:
 - Intimation to sponsor organization for recovery through salary deduction
 - Legal notice through Akademi's legal counsel
 - Civil suit for recovery
 - Reporting to sponsor's administrative authority
- **Step 4:** Interest on delayed payment: 12% per annum from due date

6.6 **Hostel and Mess Charges**

- **Hostel charges:** Actual charges for period of stay
- **Mess charges:** Actual consumption basis.
- **Damage charges:** Actual repair/replacement cost.
- **Unpaid dues** shall be recovered from **caution depositor refundable amounts.**

6.7 **Additional Recoveries**

6.7.1 **Property Damage:**

- Cost of repair/replacement of damaged property.
- Assessment by Akademi's technical team.
- Depreciation not applicable for damage due to misuse/negligence.

6.7.2 Cost of the Equipment Not Returned. Cost prevalent at the time of termination.

- Navigation computer
- Headphones
- Uniform items
- Library books
- Identity card
- Any other equipment or property of IGRUA

6.7.3 Investigation Costs:

- **For Category A offences involving external agencies:** Actual costs incurred

6.8 Special Provisions For Medical Termination

6.8.1 If termination is solely due to permanent medical unfitness NOT arising from:

- Concealment of pre-existing condition
- Violation of medical guidelines
- Substance abuse
- Self-inflicted injury

Then

- Refund of proportionate unutilised training fee (minus actual costs incurred).
- Waiver of bond penalty (subject to sponsor approval).
- Compassionate consideration for re-admission, if medically fit later.

6.8.2 Documentation required:

- Medical Board certificate from DGCA-approved medical center
- Detailed medical reports
- Certification that condition is not attributable to trainee's negligence

6.9 Settlement Timeline

- Final bill of accounts to be raised within 15 days of termination.
- Trainee/sponsor to settle dues within 60 days.
- No-dues certificate issued only after full settlement.
- Pending settlement does not prevent enforcement of termination.

6.10 Legal Recovery

If payment not received within 60 days:

- Legal notice through Akademi's counsel.
- Civil suit in appropriate court (Raebareli/Lucknow jurisdiction).
- Recovery through sponsor organization.
- Reporting to credit bureaus (for loans taken).
- Blacklisting from future government aviation programs.

7. RIGHT TO APPEAL

7.1 Appellate Authority

7.1.1 Trainees may appeal against termination decision to the **Appeals Committee**.

7.1.2 Constitution of Appeals Committee:

- **Chairman:** Director, IGRUA
- **Members:**
 - Senior-most Administrative Officer (not part of original Disciplinary Committee)
 - One independent member from RGNAU
 - Legal Advisor (non-voting member)

7.2 GROUNDS FOR APPEAL

7.2.1 Appeal can be filed on following grounds only:

- Violation of principles of natural justice
- Procedural irregularities
- Non-consideration of material evidence
- Disproportionate penalty
- Error apparent on record
- Fresh evidence that could not be produced earlier despite due diligence

7.2.2 Appeal **CANNOT** be filed in cases where policy explicitly states "**No Appeal**":

- Ragging cases (as per TPM)
- Narcotic drugs possession/consumption (as per TPM and DGCA Regulations)

7.3 Appeal Procedure

7.3.1 Time Limit: Appeal must be filed within **15 working days** from date of receipt of termination order

7.3.2 Condonation of Delay: Delay up to 7 additional days may be condoned for sufficient cause

7.3.3 Form of Appeal:

- Written appeal addressed to Director
- Clearly stating grounds of appeal
- Supported by documentary evidence (if any)
- Self-attested copies of all relevant documents
- Appeal fee: INR 5,000 (non-refundable)

7.3.4 Filing: Appeal to be submitted to:

- Office of the Director, IGRUA
- Email: dir-igrua@gov.in
- Physical submission with acknowledgment

7.3.5 Interim Relief: Filing of appeal does NOT grant automatic stay on termination. Trainee must vacate hostel and cease training unless Appeals Committee grants interim stay.

7.3.6 Reply by Akademi: IGRUA shall file reply to appeal **within 10 working days**.

7.3.7 Hearing: Appeals Committee may:

- Decide on documentary evidence alone, OR
- Grant personal hearing (if deemed necessary)
- Hearing limited to grounds of appeal only

7.3.8 Timeline: Appeals Committee shall decide appeal within 30 working days from filing.

7.4 Powers of Appeals Committee

Appeals Committee may:

- Uphold the termination order.
- Set aside the termination order and direct re-investigation.
- Modify the penalty to lesser punishment.
- Order reinstatement with conditions.
- Direct refund of excess recovery (if any).

7.5 Final Decision

7.5.1 Decision of Appeals Committee shall be **FINAL and BINDING** on all parties.

7.5.2 No further appeal within Akademi hierarchy.

7.5.3 Trainee retains right to approach appropriate Court of Law as per constitutional provisions.

7.5.4 Decision communicated within 7 days to:

- Trainee
- Guardian/Sponsor
- Original Disciplinary Committee

8. SUSPENSION PENDING INQUIRY

8.1 Grounds for Suspension. Trainee may be placed under suspension pending termination proceedings if:

- Prima facie evidence of serious misconduct exists.
- Continued training poses safety risk.
- Presence may hamper inquiry/evidence.
- Maintaining discipline requires temporary removal.

8.2 Suspension Procedure

8.2.1 Written suspension order by Director/CGI/CI specifying:

- Charges under investigation.
- Duration of suspension (maximum 30 days, extendable).
- Restrictions: training cessation, access limitations.
- Hostel: may continue or be asked to vacate temporarily.
- Financial: sponsored stipend, if any, may be withheld.

8.2.2 Suspension is **not** a penalty, but preventive measure

8.2.3 If exonerated, trainee shall be reinstated with:

- Lost training period compensated.
- Withheld stipend paid (if any).
- No adverse entry in record.

8.3 **Maximum Duration.** Suspension shall not exceed 90 days in total unless exceptional circumstances (e.g., criminal proceedings pending)

9. TERMINATION IN SPECIAL CASES

9.1 Medical Unfitness

9.1.1 Temporary Medical Unfitness:

- If trainee is "Temporary Unfit" beyond 12 months continuously.
- Medical Board review every 6 months.
- If prognosis for recovery poor, termination may be initiated.

9.1.2 Permanent Medical Unfitness:

- Medical Board certificate required from DGCA-approved center.
- Termination on medical grounds with financial provisions as per Section 6.8.
- Compassionate consideration for partial refund.
- No adverse remarks on character or conduct.

9.1.3 Concealed Medical History:

- If medical unfitness arises from pre-existing condition deliberately concealed at admission
- Treated as misconduct (**Category F offence** - Concealment of Information)
- No refund or financial concession

9.2 Voluntary Withdrawal

9.2.1 Trainee may voluntarily withdraw from training by submitting:

- Written application stating reasons
- 30 days' notice (may be waived)
- No-dues clearance
- Financial settlement as per Section 6

9.2.2 Voluntary withdrawal is NOT termination, but shall have same financial consequences.

9.2.3 Trainee can seek re-admission after 2 years subject to:

- Fresh application
- Availability of seats
- No adverse conduct records
- Director's approval

9.3 TERMINATION FOR NON-PAYMENT OF FEES

9.3.1 If trainee defaults on fee payment for 2 consecutive quarters despite:

- Written reminder (first notice)
- Final notice (21 days to pay)
- Personal hearing opportunity

Then training may be terminated for non-payment

9.3.2 Financial liability continues; full outstanding to be recovered.

9.3.3 Reinstatement possible within 6 months upon:

- Full payment of arrears + 15% penalty
- Written undertaking
- Director's approval

10. CONSEQUENCES OF TERMINATION

10.1 IMMEDIATE CONSEQUENCES

10.1.1 Cessation of all training activities:

- No flying
- No simulator sessions
- No ground classes
- No library accesses
- No participation in Akademi events

10.1.2 Hostel Vacation:

- Must vacate hostel within 10 days of termination order.
- Extension may be granted on request based on Hostel Policy.
- Continued stay beyond: Penalty as per hostel policy

10.1.3 Identity and Access:

- Surrender student identity card
- Surrender library card
- Surrender any access cards/keys
- Remove name from all Akademi systems

10.1.4 Equipment Return:

- Return all issued equipment within 7 days:
 - Navigation computer
 - Headphones
 - Uniform items (optional, but no refund if not returned)
 - Training manuals (if returnable)
 - Any other Akademi property

10.2 No-Dues Clearance

10.2.1 Before final exit, trainee must obtain **clearance** from the following and all other applicable sections as specified in the Clearance Form:

- Accounts Section (all fees cleared)
- PTI/Hostel Warden (room clearance, damages settled)
- Library (books returned)
- Mess (bills cleared)
- Chief Flight Instructor (flight documents cleared)
- CI (G)'s Office

Note: CFI/Operations Officer is to process the final documents only after obtaining confirmation from the Chief Admin Officer / Accounts Section that all dues have been settled by the trainee.

10.2.2 Original certificates/documents deposited at the time of admission will be released only after submission of No-Dues Certificate.

10.2.3 Pending dues may be recovered from caution deposit/refundable amounts.

10.3 Records and Documentation

10.3.1 Trainee's file marked "**TERMINATED**" with termination order

10.3.2 Flying logbook:

- Entries validated up to last flight
- Certified by Chief Flight Instructor
- Logbook returned to trainee
- **No further training endorsement from IGRUA**

10.3.3 Ground training certificates:

- For subjects successfully cleared: Certificate issued.
- For incomplete training: Transcript of completed subjects (on request).

10.3.4 No character certificate or recommendation issued if terminated for misconduct.

10.3.5 Service book/conduct record sealed and archived.

10.4 Reporting to Regulatory Authorities

10.4.1 IGRUA shall report to DGCA if termination involves:

- Flight safety violations (CAR Section 8 Series A Part II - Mandatory Reporting).
- Medical fitness issues affecting licensing (CAR Section 7).
- Substance abuse (CAR Section 5 Series F Part V).
- Forgery of documents or logbooks.
- Criminal conviction.

10.4.2 Report format as per DGCA guidelines within 15 days. Copy of report provided to trainee for information

10.5 Impact on Future Aviation Career

10.5.1 Termination for serious misconduct (Category A, Category B) may adversely impact:

- Future DGCA license applications (character verification).
- Employment with airlines/aviation companies (background verification).
- Admission to other flying schools (character certificate).

10.5.2 Termination details disclosed if verification requested by DGCA/airlines.

10.5.3 Trainee has right to provide explanation in verification responses.

10.6 Legal Consequences

10.6.1 Termination does NOT bar legal proceedings for:

- Criminal offences (police action independent)
- Civil recovery of dues
- Damages to property (civil suit)
- Bond enforcement (contract law)

10.6.2 Akademi reserves right to file criminal complaints for offences under IPC.

10.7 Re-Admission Eligibility

10.7.1 Terminated trainees generally **NOT ELIGIBLE** for re-admission.

10.7.2 Exceptions (at Director's absolute discretion):

- Termination due to medical unfitness (if medically fit later with proof)
- Termination due to financial reasons (if willing to pay in full upfront)
- Voluntary withdrawal (after 2 years, subject to availability)

10.7.3 Re-admission **NEVER PERMITTED** for:

- Ragging
- Drugs/narcotics
- Criminal conviction
- Flight safety violations
- Forgery/falsification

11. RECORD KEEPING AND RTI COMPLIANCE

11.1 Documentation Requirements

11.1.1 For each termination case, maintain comprehensive file containing:

- Original complaint/report.
- Show-cause notice and acknowledgment.
- Trainee's reply.

- Minutes of Disciplinary Committee meetings.
- Evidence (documents, statements, reports).
- Personal hearing transcript/video recording (if conducted).
- Committee's findings and recommendations.
- Director's final order.
- Service of termination order (acknowledgments).
- Appeal documents (if filed).
- No-dues clearance.
- Financial settlement records.

11.1.2 Files maintained for minimum **10 years** from termination date.

11.1.3 Confidential filing with restricted access.

11.2 RTI Compliance - As per Right to Information Act, 2005:

11.2.1 IGRUA shall maintain detailed records of all termination proceedings

11.2.2 Disclosable Information (on RTI application):

- Termination order (with reasons)
- Grounds for termination
- Procedure followed
- Documents relied upon
- Financial recoveries made
- Appeal outcome (if any)

11.2.3 Exempt Information under Section 8 of RTI Act:

- Personal information of third parties (other trainees, witnesses)
- Medical records (unless trainee's own application)
- Information prejudicing investigation
- Commercial confidence
- Information prohibited by court orders

11.2.4 Response Timeline:

- 30 days from receipt of RTI application
- 48 hours if life/liberty involved

11.2.5 Public Information Officer (PIO): Designated officer to handle RTI queries.

11.2.6 Appellate Authority: For RTI appeals as per RTI Act provisions.

11.2.7 Terminated trainee or authorized guardian may seek information about their own case.

11.2.8 Third-party information not disclosed without consent or public interest justification.

11.3 Annual Reporting

11.3.1 CGI/Students Counsellor shall prepare annual report on terminations containing:

- Number of terminations (category-wise).
- Grounds for termination (statistics).
- Appeals filed and outcomes.
- Trends and analysis.

- Recommendations for policy improvement.

11.3.2 Report submitted to the Director.

11.3.3 Sanitised version (no personal details) published on website.

12. COUNSELING AND WARNING SYSTEM

12.1 Preventive Approach - Before termination for performance or conduct issues, progressive disciplinary approach:

12.1.1 Verbal Warning: For minor violations

- Counseling by Students Counselor/Instructor/CFI/CI.
- Documented in trainee's file.
- Corrective measures suggested.

12.1.2 Written Warning (1st): For repeated minor violations or single serious violation:

- Formal written warning issued by respective department head.
- Specific violations mentioned.
- Improvement expected within specified timeframe (typically 30-60 days).
- Consequences of non-improvement stated.

12.1.3 Written Warning (Second/Final): For continued violations.

- Final warning by Chief Flight Instructor/Chief Ground Instructor.
- Explicit mention: "**Final warning before termination proceedings**".
- Improvement period: 30 days.
- Close monitoring during this period.

12.1.4 Show-Cause for Termination: If no improvement after final warning.

12.1.5 Exception: Category A offences bypass warning system (immediate termination)

12.2 Counseling Support

12.2.1 Students Counselor available for:

- Academic counseling
- Performance improvement guidance
- Personal issues affecting training
- Stress management
- Career guidance

12.2.2 Counseling confidential and supportive.

12.2.3 Does not substitute disciplinary action but complements it.

12.3 Performance Improvement Plan (PIP)

12.3.1 For trainees showing consistent underperformance:

- Formal PIP for 60-90 days issued by the Head of Trg.
- Specific improvement targets.
- Additional training/support provided.
- Weekly review meetings.
- Documented progress.

12.3.2 Successful completion of PIP: Continue training

12.3.3 Failure to meet PIP targets: Grounds for termination under **Category C**.

13. ROLES AND RESPONSIBILITIES

13.1 Director

- Overall authority for termination decisions
- Constitution of Disciplinary and Appeals Committees
- Final approval on termination orders
- Policy interpretation and amendments
- External liaison (Ministry, DGCA, sponsors)

13.2 Chief Flight Instructor

- Report flight training deficiencies
- Recommend termination for flight safety violations
- Validate flying logbooks
- Assess flight training performance
- Member of Disciplinary Committee

13.3 Chief Ground Instructor/Head of Training (AME)

- Monitor training performance and attendance
- Report academic deficiencies
- Recommend termination for academic failures
- Member of Disciplinary Committee

13.4 Hostel Warden/PTI

- Monitor hostel discipline
- Report hostel-related violations
- Verify hostel vacation and no-dues
- Member of Disciplinary Committee (for hostel matters)

13.5 Students Counsellor

- Provide counseling support
- Early identification of at-risk trainees
- Facilitate conflict resolution
- Coordinate with parents/guardians
- Issue verbal warnings and maintain records

13.6 Accounts Section

- Calculate financial implications
- Issue bills and recovery notices
- Maintain fee payment records
- Process refunds as per policy
- No-dues clearance from financial angle

13.7 Legal Advisor

- Legal vetting of termination procedures
- Advice on compliance with laws
- Drafting of legally sound orders
- Representation in appeals/legal matters
- Co-opted member in committees

13.8 ADMIN OFFICE – CI (G)

- Maintain termination records
- Issue termination orders
- Service of notices and orders
- RTI compliance
- Coordination among departments

14. LEGAL PRINCIPLES

14.1 Principles of Natural Justice - This policy ensures compliance with principles of natural justice:

14.1.1 Audi Alteram Partem (Hear the other side):

- Show-cause notice issued
- Reasonable time to reply provided
- Personal hearing opportunity
- Right to present evidence

14.1.2 Nemo Judex In Causa Sua (No one be judge in own cause):

- Independent Disciplinary Committee
- External members in Appeals Committee
- Separation of investigator and decision-maker

14.1.3 Reasoned Orders:

- All termination orders contain detailed reasons
- Reference to evidence and findings
- Legal and policy provisions cited

14.2 Jurisdiction and Legal Forum

14.2.1 All disputes arising from termination subject to jurisdiction of Courts at Raebareli/Lucknow, Uttar Pradesh.

14.2.2 Governed by laws of India.

15. SPECIAL PROVISIONS

15.1 Grievance Redressal Mechanism

15.1.1 Before termination proceedings, trainee may approach:

- Students Counselor (for informal resolution)
- Department Training Head (for departmental matters)
- Grievance Cell (when established)

15.1.2 Genuine grievances addressed within 15 days.

15.1.3 Does not substitute formal termination procedure if warranted.

15.2 Protection Against Harassment

15.2.1 Termination proceedings shall not be initiated for:

- Filing genuine complaints or grievances.
- Exercising legal rights (RTI, complaints to authorities).
- Reporting safety concerns.
- Whistleblowing on misconduct by staff/trainees.

15.2.2 Malicious or vexatious complaints: Grounds for disciplinary action.

15.3 Gender Sensitivity

15.3.1 Disciplinary Committee for female trainees shall include at least one female member.

15.3.2 Personal hearing in cases involving female trainees conducted in presence of female staff member.

15.3.3 Sexual harassment cases handled as per POSH Act provisions through Internal Complaints Committee.

15.4 SPECIAL CONSIDERATIONS FOR COAST GUARD CANDIDATES

15.4.1 Candidates sponsored by Coast Guard subject to additional provisions:

- Concurrent intimation to sponsoring authority at each stage.
- Service discipline codes may apply concurrently.
- Termination decision conveyed to Service HQ.
- Bond recovery through Service authorities.

15.4.2 Any conflict between this policy and Service regulations: Matter referred to Ministry of Defence and Ministry of Civil Aviation for resolution

15.5 Force Majeure

15.5.1 If training interruption due to force majeure events (natural disasters, pandemics, war, government orders):

- Training timelines automatically extended.
- No termination for delayed completion during force majeure period.
- Hostel occupation limits relaxed proportionately.
- Financial terms renegotiated fairly.

15.5.2 Force majeure declaration by Director in consultation with Ministry.

15.6 Amendments to Policy

15.6.1 This policy may be amended only by the Director in consultation with the Governing Body.

15.6.2 Amendments prospective unless specifically stated.

15.6.3 Major amendments notified to all stakeholders: trainees, sponsors, Ministry.

15.6.4 Annual policy review recommended

16. TRANSPARENCY AND ACCOUNTABILITY

16.1 Publication

16.1.1 This policy shall be:

- Published on IGRUA website (www.igrua.gov.in).
- Provided to every trainee at admission.
- Included in Trainee Handbook.
- Explained during induction program.

16.1.2 Trainees shall acknowledge receipt and understanding of policy in writing.

16.2 Annual Disclosure

16.2.1 Annual report on terminations (anonymized) published on website containing:

- Number and category of terminations
- Grounds (statistical summary)
- Appeals and outcomes
- Financial recoveries
- Recommendations for improvement

16.2.2 Promotes transparency and accountability.

16.3 Audit and Review

16.3.1 Internal audit of termination procedures annually by Administrative Section.

16.3.2 Review of policy effectiveness by Governing Body annually.

16.3.3 Feedback from stakeholders (trainees, instructors, sponsors) incorporated.

17. CONTACT AND COMMUNICATION

17.1 Designated Officers

17.1.1 For Termination Proceedings:

- Chief Flight Instructor (flight matters)
- Chief Ground Instructor (academic matters)
- Head of Training (AME) (academic matters)
- PTI/Hostel Warden (hostel/discipline matters)
- CI(G) Office (procedure and documentation)

17.1.2 For Appeals:

- Office of the Director
- Email: dir-igrua@gov.in
- Phone: +91-535-2978001 Extn: 401

17.1.3 For RTI Queries:

- Public Information Officer, IGRUA
- Email: elp-ops@igrua.gov.in

17.1.4 For Financial Matters:

- Accounts Section – Accounts Officer, IGRUA
- Email: ao-accounts@igrua.gov.in

17.2 COMMUNICATION PROTOCOL

17.2.1 All official communications regarding termination:

- In writing (email and/or registered post).
- Acknowledgment obtained.
- Dated and referenced.

17.2.2 Trainee's registered email and permanent address on record used for communication.

17.2.3 Communication to sponsors: Through official channels.

18. INTERPRETATION AND CLARIFICATION

18.1 In case of any ambiguity or doubt in interpretation of this policy, the decision of the Director shall be final.

18.2 For matters not explicitly covered in this policy, DGCA regulations and general principles of administrative law shall apply.

18.3 This policy shall be read with:

- DGCA Civil Aviation Requirements
- IGRUA Training and Procedure Manual
- Admission Terms and Conditions
- Training Agreement
- Bond Agreements

18.4 In case of conflict between this policy and DGCA CARs, DGCA CARs shall prevail.

This policy supersedes all previous policies on the subject.

A handwritten signature in black ink, appearing to read 'Vipul Singh', is written over a horizontal line. The signature is stylized and somewhat cursive.

**Air Cmde Vipul Singh AVSM VM (Retd)
Director
Indira Gandhi Rashtriya Uran Akademi
Fursatganj, Amethi**

Date: 10 Feb 2026

SHOW-CAUSE NOTICE FORMAT

CONFIDENTIAL

INDIRA GANDHI RASHTRIYA URAN AKADEMI (IGRUA)

Fursatganj Airfield, Amethi, Uttar Pradesh - 227405

File No.: IGRUA/Discipline/___/20

Date: _____

SHOW-CAUSE NOTICE

To:

Name: _____

Trainee No.: _____

Course: CPL/B.Sc. Aviation/AME

Batch: _____

Hostel Room No.: _____

Address for Service:

Permanent Address: _____

Email: _____

Mobile: _____

Copy to:

Parent/Guardian: _____

Sponsor (if applicable): _____

SUBJECT: Show-Cause Notice for Proposed Termination of Training

Dear Cadet _____,

This has reference to the incident(s)/matter(s) detailed below. After preliminary review, it has been found that you have allegedly committed acts/omissions that constitute grounds for termination of training as per the Termination Policy for Flight Cadets.

PART I: CHARGES

1. You are charged with the following violation(s):

Charge No. 1:

Category: [A/B/C/D/E/F] - [Specify Category Name]

Ground for Termination: Section 4. _____ of Termination Policy

Specific Violation: _____ [Describe in detail]

Date(s) of Incident: _____

Place: _____

Charge No. 2: [If applicable]
[Repeat format as above]

PART II: PARTICULARS OF ALLEGATIONS

2. The detailed facts and circumstances of the alleged violations are as follows:
 - 2.1 [Detailed description of incident/violation with dates, times, witnesses]
 - 2.2 [Evidence available: documents, reports, witness statements]
 - 2.3 [Previous warnings given, if any, with dates]
 - 2.4 [Impact on training/discipline/safety]

PART III: EVIDENCE RELIED UPON

3. The following documents/evidence support the above charges:
 - 3.1 [Document/Report Name] - dated _____ (Enclosed as Enclosure-I)
 - 3.2 [Witness Statement] - dated _____ (Enclosed as Enclosure-II)
 - 3.3 [Any other evidence] (Enclosed as Enclosure-___)

PART IV: RULES/REGULATIONS VIOLATED

4. The above acts/omissions constitute violation of:
 - 4.1 Section 4. _____ of IGRUA Termination Policy for Flight Cadets
 - 4.2 [Specific CAR provision, if applicable]
 - 4.3 IGRUA Training and Procedure Manual - Appendix ___
 - 4.4 [Any other applicable regulation]

PART V: PROPOSED ACTION

5. Based on the above, it is proposed to **TERMINATE** your training at IGRUA with effect from _____, subject to your explanation.

PART VI: RIGHT TO RESPOND

6. You are hereby given an opportunity to submit your written explanation/defense to the above charges within **10 (Ten) working days** from the date of receipt of this notice.

- 6.1 Your reply should include:**
 - (a) Your explanation/clarification to each charge separately
 - (b) Any documents/evidence in your defense (self-attested copies)
 - (c) Request for personal hearing (if desired)
 - (d) Any mitigating circumstances you wish to bring to notice

6.2 You may exercise the following rights:

- (a) Right to submit written explanation
- (b) Right to request personal hearing before Disciplinary Committee
- (c) Right to present documentary evidence
- (d) Right to suggest witnesses for examination

PART VII: CONSEQUENCES OF NON-REPLY

7. If you fail to submit your reply within the stipulated time, it will be presumed that you have nothing to say in your defense and the matter will be decided **ex-parte** based on available evidence.

PART VIII: SERVICE DETAILS

8. This notice is being served to you through:

- Hand delivery (Acknowledgment required)
- Email to registered email ID
- Registered Post AD/Speed Post
- Copy to Parent/Guardian
- Copy to Sponsor organization

PART IX: CONTACT FOR REPLY

9. Your reply must be submitted to: Office of Chief Ground Instructor
Indira Gandhi Rashtriya Uran Akademi
Fursatganj, Amethi - 227405
Email: cgi-gtd@igrua.gov.in

PART X: INTERIM MEASURES

10. Pending inquiry, you are:

- Suspended from all training activities
- Restricted from flying/simulator operations
- Required to continue hostel stay/Required to vacate hostel
- [Any other restriction]

WARNING: The charges against you are serious and may result in termination of training, financial liability as per bond terms, reporting to DGCA, and adverse impact on your future aviation career. You are advised to take this notice seriously and submit a detailed reply.

Issued by:

Signature: _____
Name: _____
Designation: _____
Date: _____

Enclosures:

1. [List all enclosures]
-

ACKNOWLEDGMENT OF RECEIPT

I, _____ (Name), Trainee No. _____, hereby acknowledge receipt of the above Show-Cause Notice dated _____ on _____ (date).

Date: _____

Signature: _____

Place: _____

TERMINATION ORDER FORMAT**CONFIDENTIAL****INDIRA GANDHI RASHTRIYA URAN AKADEMI (IGRUA)**

Fursatganj Airfield, Amethi, Uttar Pradesh - 227405

File No.: IGRUA/Termination/___/20

Date: _____

ORDER OF TERMINATION**To:**

Name: _____

Trainee No.: _____

Course: _____

Batch: _____

Date of Joining: _____

Address: _____

Email: _____

Mobile: _____

SUBJECT: Order of Termination of Flight Training**REFERENCE:**

1. Show-Cause Notice No. _____ dated _____
2. Your reply dated _____ [or "No reply received"]
3. Disciplinary Committee proceedings dated _____
4. Disciplinary Committee Report dated _____

ORDER

After careful consideration of the charges, evidence, Disciplinary Committee's findings, and your defense (if any), I, **[Name and Designation of Director]**, Director, Indira Gandhi Rashtriya Uran Akademi, in exercise of powers vested in me under the IGRUA Termination Policy for Flight Cadets, do hereby **ORDER** the following:

PART I: DECISION

1. The training of **Cadet [Name]**, **Trainee No. []** is hereby **TERMINATED** with effect from _____ **[Date]** on the following ground(s):

Ground(s) for Termination:

- Category A: Zero-Tolerance Ground - Section 4.____
- Category B: Safety & Regulatory Ground - Section 4.____
- Category C: Performance & Academic Ground - Section 4.____
- Category D: Disciplinary & Conduct Ground - Section 4.____
- Category E: Medical & Fitness Ground - Section 4.____
- Category F: Administrative & Procedural Ground - Section 4.____

PART II: CHARGES AND FINDINGS

Charge No. 1:

Allegation: [Brief description]

Finding: PROVED / NOT PROVED

Reasoning: [Detailed reasoning based on evidence]

Charge No. 2: [If applicable]

Allegation: [Brief description]

Finding: PROVED / NOT PROVED

Reasoning: [Detailed reasoning based on evidence]

2. **Overall Finding:** The charges against you stand **PROVED** beyond reasonable doubt based on the following evidence:

- 2.1 [Evidence 1]
- 2.2 [Evidence 2]
- 2.3 [Witness testimonies]
- 2.4 [Documentary evidence]

PART III: CONSIDERATION OF DEFENSE

3. Your defense/explanation has been carefully considered:

3.1 Your Submissions:[Summarize trainee's defense]

3.2 Committee's Assessment:[Why defense was not found acceptable, OR if partially accepted, mention mitigation]

PART IV: REASONS FOR TERMINATION

4. Based on the above findings, termination is warranted for the following reasons. The penalty of termination is **proportionate** to the gravity of offence(s) committed.

4.1 The violation(s) constitute serious breach of [training standards/safety protocols/discipline/regulations].

4.2 The conduct is incompatible with continuation of flight training. [Specific reason relating to aviation safety/institutional integrity/resource utilization].

4.3 Your continuation poses [safety risk/disciplinary concerns/academic unsuitability].

4.4 The violation(s) warrant the highest penalty of termination as per policy.

PART V: LEGAL AND REGULATORY COMPLIANCE

5. This order is issued in compliance with:

- Principles of Natural Justice
- DGCA Civil Aviation Requirements
- IGRUA Termination Policy for Flight Cadets
- Right to Information Act, 2005
- [Any other applicable law/regulation]

PART VI: IMMEDIATE CONSEQUENCES

6. With effect from the date of this order, the following shall apply:

A. Training Cessation:

- All flying training activities shall cease immediately
- All simulator training shall cease immediately
- All ground training classes shall cease immediately
- No library or laboratory access
- No participation in any Akademi activities

B. Hostel Vacation:

- You are required to vacate the hostel within **10 (Ten) days** from the date of this order
- Extension up to 15 days may be granted on written request for genuine reasons
- Continued unauthorized occupation: Penalty per day as per IGRUA Hostel Policy

C. Surrender of Property:

- Student Identity Card
- Library Card
- Any access cards/keys issued
- Navigation computer [if not purchased]
- Headphones [if not purchased]
- Training manuals [if returnable]
- Any other Akademi property

D. No-Dues Clearance: You must obtain No-Dues Certificate from the following before final exit:

- Accounts Section
- PTI/Hostel Warden

- Library
- Mess
- Chief Flight Instructor
- CI(G)'s Office

PART VII: FINANCIAL IMPLICATIONS

14. Training Fee:

- (i) Total Training Fee Paid: INR _____
Training Completion Percentage: _____%
- (ii) Ground Training: ____% complete
- (iii) Flying Training: _____ hours completed out of 200 hours.
- (iv) Refund Calculation: [As per Section 6 of Policy]
- (v) Category of Termination: [A/B/C/D/E/F]
- (vi) **Refund Amount:** INR _____ [OR] **No Refund** [State reason]

B. Recoverable Amounts:

Item	Amount (INR)
(i) Outstanding Training Fee	
(ii) Hostel Charges (unpaid)	
(iii) Mess Bills (unpaid)	
(iv) Damage to Property	
(v) Unreturned Equipment	
(vi) Bond Penalty [if applicable]	
(vii) Administrative Charges	
(viii) TOTAL RECOVERABLE	

Less: Refundable Amounts | () | **Less: Caution Deposit Adjustable** | () |

NET AMOUNT PAYABLE BY TRAINEE: INR _____

OR

NET AMOUNT REFUNDABLE TO TRAINEE: INR _____

Payment/Refund Timeline: Within 60 days from date of No-Dues Certificate

C. Bond Recovery [If Applicable]:

Sponsor: _____

Bond Amount: INR _____

Recovery Procedure: As per Section 6.5 of Policy and Bond Agreement

PART VIII: REPORTING TO AUTHORITIES

8. This termination is being reported to the following authorities:

- Directorate General of Civil Aviation (DGCA)
Reason: [Mandatory reporting under CAR Section _____]
- Sponsor Organization
Details: [Organization name and reason]
- _____ [Any other authority]

PART IX: DOCUMENTS TO BE ISSUED/RETURNED

9. Following documents will be issued/returned to you.

15. Documents to be issued to the cadet:

- (i) Certified copy of Flying Logbook (up to last valid entry)
- (ii) Ground training certificates for subjects cleared
- (iii) Transcript of completed training (on request)
- (iv) [Character certificate – Only if termination not for misconduct]

B. Documents to be returned to the cadet:

- (i) Original educational certificates deposited at admission [After No-Dues]
- (ii) [Any other documents]

Note: No further training endorsement or recommendation from IGRUA.

PART X: IMPACT ON AVIATION CAREER

16. This termination will be disclosed to:

- (a) DGCA for licensing/character verification purposes
- (b) Airlines/aviation companies on background verification requests
- (c) Other flying training organizations on reference requests

You retain the right to provide your explanation in response to such verification queries.

PART XI: RE-ADMISSION ELIGIBILITY

17. You are **NOT ELIGIBLE** for re-admission to IGRUA under any circumstances

OR

18. Re-admission may be considered after [__ years] subject to Director's discretion and fulfillment of conditions mentioned in Section 10.7 of the Policy.

PART XII: RIGHT TO APPEAL

19. You have the right to appeal against this order to the Appeals Committee, IGRUA within **15 (Fifteen) working days** from the date of receipt of this order.

Appeal Process:

- Submit written appeal to Director, IGRUA
- State specific grounds of appeal
- Enclose supporting documents
- Pay appeal fee of INR 5,000 (non-refundable)
- Address: Office of the Director, IGRUA, Fursatganj, Amethi – 227405
- Email: dir-igrua@gov.in

Note: Filing of appeal does NOT grant automatic stay on termination. You must comply with this order unless Appeals Committee grants interim stay.

EXCEPTION: As per TPM Appendix 4B:

- No appeal for reconsideration in cases of **Ragging**
- No appeal for reconsideration in cases of **Narcotic Drugs possession/consumption**

PART XIII: LEGAL REMEDIES

13. This order does not preclude:
- Criminal proceedings for offences under IPC/Special Laws.
 - Civil proceedings for recovery of dues.
 - Enforcement of bond terms by sponsor.
 - Any other legal action deemed appropriate.

You retain the constitutional right to approach appropriate Court of Law.

PART XIV: FINAL DIRECTIONS

14. You are directed to:
- (a) Report to CI(G)'s Office within 3 working days for exit formalities.
 - (b) Complete No-Dues clearance within 7 days.

- (c) Vacate hostel within 7 days.
- (d) Settle all financial dues within 60 days.
- (e) Collect your documents after No-Dues clearance.
- (f) Cooperate in any ongoing investigation, if applicable.

Failure to comply with the above directions may result in additional legal action and recovery proceedings.

This order is issued in the interest of aviation safety, institutional integrity, and optimal utilization of national training resources.

Issued by:

Date: _____
Place: IGRUA, Fursatganj, Amethi

Signature: _____
Name: [Director's Name]
Designation: Director, IGRUA

Official Seal of IGRUA

Copy to:

1. Parent/Guardian: _____
2. Sponsor (if applicable): _____
3. Chief Flight Instructor
4. Chief Ground Instructor
5. Chief Admin Officer
6. Accounts Officer
7. DGCA [if applicable]

ACKNOWLEDGMENT OF RECEIPT

I, _____ (Name), Trainee No. _____, hereby acknowledge receipt of the above Termination Order dated _____ on _____ (date). I understand the contents and consequences of this order.

Date: _____
Place: _____

Signature: _____

[OR]

Service Report:

Served through Registered Post AD No. _____ dated _____

Email sent to: _____ on _____

APPEAL APPLICATION FORMAT

The Director
Indira Gandhi Rashtriya Uran Akademi (IGRUA)
Fursatganj Airfield,
Amethi,
Uttar Pradesh - 227405

SUBJECT: APPEAL AGAINST TERMINATION ORDER

Date of Filing: _____

PART I: APPELLANT'S DETAILS

1. Name: _____
2. Father's/Mother's Name: _____
3. Trainee No.: _____
4. Course: CPL/B.Sc. Aviation/AME
5. Batch: _____
6. Date of Joining: _____
7. Date of Termination: _____
8. Contact Details:
Permanent Address: _____
State: _____
PIN: _____
Mobile: _____
Email: _____
Alternative Email: _____
9. Parent/Guardian Details: Name: _____
Relation: _____
Contact: _____
10. Sponsor Details [if applicable]:

Organization: _____
Contact Person: _____

PART II: TERMINATION ORDER DETAILS

11. Termination Order No. : _____
12. Date of Termination Order: _____
13. Date of Receipt of Order : _____
14. Issued by: [Designation] : _____
15. Ground(s) for Termination stated in Order:
- Category: [A/B/C/D/E/F]
Section: 4.____
Brief Description: _____

16. Charges Against Me:

Charge 1: _____

Charge 2: _____

[Add more if applicable]

PART III: GROUNDS OF APPEAL

I am filing this appeal on the following ground(s) [Tick applicable]:

1. Violation of Principles of Natural Justice

Specific Details:

2. Procedural Irregularities

Specific Details:

3. Non-Consideration of Material Evidence

Specific Details:

4. Disproportionate Penalty

Reason why penalty is excessive:

5. Error Apparent on Record

Specific Error:

6. Fresh Evidence

Details of evidence that could not be produced earlier:

Reason for non-production: _____

PART IV: DETAILED GROUNDS

[Provide detailed explanation of each ground. Use additional sheets if necessary]

Ground 1: [Elaborate]

I submit that the termination order suffers from violation of natural justice because:

(a) [Point 1 with explanation]

(b) [Point 2 with explanation]

(c) [Point 3 with explanation]

Ground 2: [Elaborate if applicable]

PART V: FACTS NOT CONSIDERED OR MISAPPRECIATED

The following material facts were not considered or were incorrectly appreciated by the Disciplinary Committee/Director:

1. _____
 2. _____
 3. _____
-

PART VI: MITIGATING CIRCUMSTANCES

The following mitigating circumstances were not adequately considered:

1. _____
 2. _____
 3. _____
-

PART VII: EVIDENCE IN SUPPORT

I am submitting the following documents in support of my appeal:

<u>Sr. No.</u>	<u>Document Description</u>	<u>Date</u>	<u>Marked as</u>
1			Annexure-1
2			Annexure-2
3			Annexure-3

[Attach self-attested copies]

PART VIII: WITNESSES [If Any]

I request examination of the following witnesses:

1. Name: _____
Address: _____
Relevance: _____

2. Name: _____
Address: _____
Relevance: _____

PART IX: PERSONAL HEARING REQUEST

- I request personal hearing before the Appeals Committee
- I do not require personal hearing and request decision on documentary evidence

If personal hearing requested:

I wish to be accompanied by: _____ (Name)
Relation/Designation: _____

[Note: *Representative cannot be a practicing lawyer*]

PART X: INTERIM RELIEF SOUGHT

- I request stay on termination order pending appeal.
- I request permission to continue hostel accommodation pending appeal.
- I request [specify any other interim relief]: _____.

Reasons for interim relief:

PART XI: PRAYER

In light of the above grounds, I most respectfully request that this Hon'ble Appeals Committee may:

- Set aside the termination order dated _____ and reinstate me
- Set aside the termination order and direct fresh inquiry
- Modify the penalty to _____
- [Any other specific relief]: _____
- Grant any other relief deemed fit and proper

Financial Relief:

- Direct refund of excess amount recovered
- Waive bond penalty
- [Other financial relief]: _____

PART XII: DELAY CONDONATION
[If Applicable]

The appeal is being filed _____ days late.

Reason for delay:

I request condonation of delay for the reasons mentioned above.

PART XIII: DECLARATION

I, _____, do hereby solemnly declare that:

1. The facts stated in this appeal are true to the best of my knowledge and belief.
2. I have not concealed any material fact.
3. The documents enclosed are true copies of originals.
4. I understand that providing false information may lead to rejection of appeal and further action.
5. I have paid the appeal fee of INR 5,000 (non-refundable).

Payment Details:

Receipt No.: _____

Date: _____

Mode: DD/NEFT/UPI

ART XIV: VERIFICATION

I verify that the contents of this appeal are true and correct to the best of my knowledge and belief and nothing material has been concealed therefrom.

Place: _____
Date: _____

Signature of Appellant: _____
Name: _____

PART XV: FOR OFFICE USE ONLY

Received on: _____

Received by: _____

Registration No.: _____

Appeal Fee: Paid Not Paid

Documents Enclosed: Complete Incomplete

Remarks: _____

ENCLOSURES:

1. Self-attested copy of Termination Order
2. Self-attested copy of Show-Cause Notice
3. Self-attested copy of reply to Show-Cause (if any)
4. [List all other documents]

BOND RECOVERY NOTICE FORMAT
INDIRA GANDHI RASHTRIYA URAN AKADEMI (IGRUA)
FURSATGANJ AIRFIELD, AMETHI, UTTAR PRADESH - 227405

File No.: IGRUA/ _____

Date: _____

To,

Name: _____

Trainee No: _____

Address: _____

 _____**SUBJECT: Recovery of Training Bond Amount - Termination of Training**

- Reference:**
1. Training Bond dated _____ signed at the time of admission.
 2. Termination Order No. _____ dated _____.
 3. Section 6.4 and 6.5 of IGRUA Termination Policy for Flight Cadets.

Dear Mr./Ms. _____,

This is to inform you that pursuant to your termination from _____ training at IGRUA vide order dated _____, you are liable to pay the bond amount as per the Training Bond Agreement executed by you at the time of admission.

PART I: BOND DETAILS**1. Bond Agreement Details:**

- Bond Agreement No.: _____
- Date of Execution: _____
- Parties to Bond:
First Party: IGRUA
Second Party: [Trainee Name]
Third Party: [Sponsor/Parent/Guarantor]

2. Bond Terms:

- Service Bond Period: _____ years
- Bond Amount: INR _____
- Conditions for Invocation: _____

3. Sponsor Details:

- Sponsoring Organization: _____
- Sponsorship Letter No.: _____ dated _____
- Terms of Sponsorship: _____

PART II: TRAINING DETAILS

1. Training Period:

- Date of Joining: _____
- Date of Termination: _____
- Total Duration: _____ months _____ days

2. Training Imparted:

Component	Planned	Completed	Percentage
Ground Training	6 subjects	___ subjects	___%
Flying Training	200 hours	___ hours	___%
Simulator Training	As per syllabus	___ hours	___%

3. Overall Training Completion: _____%

PART III: REASON FOR TERMINATION

Your training has been terminated on the following ground(s):

Category: [A/B/C/D/E/F]

Specific Ground: Section 4. ___ of Termination Policy

Brief Reason: _____

- Misconduct**
- Academic Failure**
- Voluntary Withdrawal**
- Disciplinary Violation**
- [Other]:** _____

PART IV: COST OF TRAINING INCURRED

Detailed Calculation:

S. No.	Component	Unit	Quantity	Rate (INR)	Amount (INR)
1	Ground Training (Pro-rata)	Subjects			
2	Flying Training	Hours			
3	Simulator Training	Hours			
4	Instructor Charges	Hours			
5	Hostel Charges	Months			
6	Mess Charges	Actual			
7	Equipment Issued	-			

8 Administrative Overheads (15%) -

TOTAL COST OF TRAINING

Less: Fees Already Paid (_____)

NET TRAINING COST INCURRED:INR _____

PART V: BOND PENALTY CALCULATION

As per Bond Agreement Clause _____:

Option A: If terminated due to misconduct/academic failure:

Bond Penalty = $[2x / 3x] \times$ Training Cost = INR _____

Option B: As per specific bond terms:

Fixed Bond Amount = INR _____

Applicable Amount: INR _____ (whichever is higher as per bond terms)

PART VI: TOTAL RECOVERABLE AMOUNT

	Particulars	Amount (INR)
A.	Training Cost Incurred	₹
B.	Bond Penalty (as applicable)	₹
C.	Additional Recoveries:	
	- Outstanding Hostel Charges	₹
	- Outstanding Mess Bills	₹
	- Damage to Property	₹
	- Unreturned Equipment	₹
D.	TOTAL RECOVERABLE	₹
	Less: Refundable Caution Deposit	₹
	NET AMOUNT PAYABLE	₹

PART VII: PAYMENT DETAILS

Amount Payable: ₹ _____ (Rupees _____ only)

Payment Deadline: Within **60 (Sixty)** days from the date of this notice.

Due Date: _____

Payment to be made in favor of: "Indira Gandhi RashtriyaUranAkademi"

Payment Modes:

1. Demand Draft:

- Payable at: Lucknow/Raebareli
- Send to: Accounts Officer, IGRUA, Fursatganj, Amethi - 227405

2. NEFT/RTGS:

- Bank Name: _____
- Account Name: Indira Gandhi Rashtriya Uran Akademi
- Account No.: _____
- IFSC Code: _____
- Branch: _____

3. Online Payment: Portal: [if available] _____

Note: Please mention your Trainee No. and File No. as reference in payment

PART VIII: CONSEQUENCES OF NON-PAYMENT

If payment is not received within 60 days from the date of this notice, the following actions will be initiated:

1. Interest on Delayed Payment:

- Interest @ 12% per annum from due date

2. Recovery Through Sponsor:

- Matter will be referred to your sponsor organisation _____ [Name of organisation] for recovery through salary deduction/departmental action.

3. Legal Action:

- Legal notice through Akademi's legal counsel
- Civil suit for recovery in appropriate court (Raebareli/Lucknow jurisdiction)
- Recovery as arrears of land revenue (if applicable)

4. Credit Bureau Reporting:

- Reporting to credit bureaus affecting credit score
- Difficulties in obtaining loans/credit facilities

5. Blacklisting:

- Blacklisting from all future government aviation training programs
- Adverse entry in aviation training database

6. Service Record:

- Intimation to sponsor's service record (for government/PSU employees)
- May affect future employment prospects

PART IX: REFERENCE DOCUMENTS

This recovery is based on the following legally binding documents:

1. Training Bond Agreement dated _____ (Copy enclosed)
2. Admission Terms and Conditions acknowledged by you
3. Sponsorship Letter/MoU with _____ [Organization]
4. DOPT Guidelines on Training Bonds
5. Ministry of Civil Aviation Guidelines
6. IGRUA Termination Policy - Section 6.4 & 6.5

PART X: RIGHT TO DISPUTE

If you wish to dispute this demand, you may:

1. Submit written representation with supporting documents within 15 days.
2. Request re-calculation with justification.
3. Seek clarification on any component.

Contact for Queries:

CI, IGRUA

Email: [accounts email]

Phone: [contact number]

Note: Submission of representation does not stay the recovery proceedings unless specifically ordered.

PART XI: SETTLEMENT OPTIONS

Option 1 - Lump Sum Payment:

- Pay entire amount of INR _____ by _____
- No interest if paid within 60 days.

Option 2 - Installment Payment [Subject to Approval]:

- Application required with justification
- Subject to Director's approval
- Interest applicable on installments
- Minimum: 3 installments, Maximum: 12 installments
- Post-dated cheques/bank guarantee required

Option 3 - Sponsor Direct Payment:

- Request sponsor to make direct payment
- Sponsor's acknowledgment required

PART XII: DECLARATION OF RECOVERY

This notice is issued under Section 6.5 of IGRUA Termination Policy, Training Bond Agreement Clause _____ and _____ [Any other applicable provision]

The amount demanded is legally recoverable and enforceable in a court of law.

This is a FINAL NOTICE. Immediate action is required to avoid legal proceedings and additional costs.

Official Seal

Issued by:

Signature: _____

Name: _____

Designation: _____

Date: _____

Copy to:

1. The [Sponsor Organization] for information and necessary action for recovery
2. The Director, IGRUA for information
3. The Legal Advisor, IGRUA for future action if required
4. Parent/Guardian of trainee
5. File

ACKNOWLEDGMENT
[To be returned within 7 days]

I acknowledge receipt of Bond Recovery Notice dated _____.

Date: _____ Signature: _____
Name: _____

Annexure E

NO-DUES CERTIFICATE

INDIRA GANDHI RASHTRIYA URAN AKADEMI (IGRUA)
FURSATGANJ AIRFIELD, AMETHI, UTTAR PRADESH - 227405

File Reference: IGRUA/ _____ **Date:** _____

This is to certify that:

Name: _____
Trainee No.: _____
Father's/Mother's Name: _____
Course: CPL/B.Sc. Aviation/AME
Batch: _____
Date of Joining: _____
Date of Exit/Termination: _____

has cleared all dues from the following departments of IGRUA and has returned all property/documents in good condition.

DEPARTMENT-WISE CLEARANCE

1. ACCOUNTS SECTION

<u>Particulars</u>	<u>Amount (INR)</u>	<u>Status</u>
Training Fee		<input type="checkbox"/> Paid / <input type="checkbox"/> Adjusted
Admission Charges		<input type="checkbox"/> Paid
Commitment Money		<input type="checkbox"/> Adjusted / <input type="checkbox"/> Refunded
Outstanding Dues (if any)		<input type="checkbox"/> Paid / <input type="checkbox"/> Nil
Refund Due to Trainee		<input type="checkbox"/> Processed / <input type="checkbox"/> Nil

Balance Status: No Dues Amount Due: INR _____

Verified by:

Signature: _____

Name: _____

Designation: Accounts Officer

Date: _____

2. HOSTEL WARDEN/PTI

Particulars

Status

Room Vacated

Yes, Date: _____

Room Condition

Good Damaged (details below)

Damages (if any)

Amount: INR _____ Paid

Keys Returned

Yes Not Applicable

Hostel ID Card Returned

Yes

Outstanding Hostel Charges

INR _____ Paid / Nil

Damage Details (if any):

Final Clearance: No Dues Amount Due: INR _____

Verified by:

Signature: _____

Name: _____

Designation: PTI/Hostel Warden

Date: _____

3. MESS

Particulars

Amount (INR)

Status

Outstanding Mess Bills

Paid / Nil

Advance Adjusted

Yes / NA

Final Clearance: No Dues Amount Due: INR _____

Verified by:

Signature: _____

Name: _____

Designation: Mess Incharge

Date: _____

4. LIBRARY

Particulars

Status

Library Books Returned

All returned

Pending Books (if any)

Count: _____ Cost Paid: INR _____

Library Card Returned

Yes

Outstanding Fines

INR _____ Paid / Nil

E-Library Access

Revoked

Pending Books Details (if any):

Final Clearance: No Dues Amount Due: INR _____

Verified by:
Signature: _____
Name: _____
Designation: Librarian

Date: _____

5. CHIEF FLIGHT INSTRUCTOR (CFI)

Particulars

Status

Flying Logbook	<input type="checkbox"/> Certified and returned
Last Flight Date	Date: _____
Total Flying Hours	_____ hours
Flight Authorization	<input type="checkbox"/> Withdrawn
Training Records	<input type="checkbox"/> Updated and filed
Equipment Return:	
- Headphones	<input type="checkbox"/> Returned / <input type="checkbox"/> Purchased / <input type="checkbox"/> Cost Paid
- Navigation Computer	<input type="checkbox"/> Returned / <input type="checkbox"/> Purchased / <input type="checkbox"/> Cost Paid
- [Other Equipment]	<input type="checkbox"/> Returned / <input type="checkbox"/> Cost Paid

Unreturned Equipment Cost: INR _____ Paid / Nil

Final Clearance: No Dues Amount Due: INR _____

Verified by:
Signature: _____
Name: _____
Designation: CFI

Date: _____

6. CHIEF GROUND INSTRUCTOR (CGI)

Particulars

Status

Ground Training Records	<input type="checkbox"/> Updated
Training Manuals	<input type="checkbox"/> Returned / <input type="checkbox"/> NA
Computer Lab Access	<input type="checkbox"/> Revoked
Study Materials	<input type="checkbox"/> Returned
Certificates Issued	<input type="checkbox"/> Yes (subjects cleared) / <input type="checkbox"/> NA

Final Clearance: No Dues

Verified by:
Signature: _____
Name: _____
Designation: CGI

Date: _____

7. ADMINISTRATIVE OFFICE - CI(G)

Particulars

Status

Student Identity Card	<input type="checkbox"/> Surrendered
Access Cards/Keys	<input type="checkbox"/> Surrendered
Exit Interview	<input type="checkbox"/> Completed, Date: _____
Personal File	<input type="checkbox"/> Updated and archived
Exit Formalities	<input type="checkbox"/> Completed

Final Clearance: Completed

Verified by:

Signature: _____

Name: _____

Designation: CI (G) Admin Office

Date: _____

8. SUMMARY OF CLEARANCES

<u>Department</u>	<u>Status</u>	<u>Amount Due (INR)</u>
Accounts Section	<input type="checkbox"/> Clear <input type="checkbox"/> Pending	_____
PTI/Hostel Warden	<input type="checkbox"/> Clear <input type="checkbox"/> Pending	_____
Mess	<input type="checkbox"/> Clear <input type="checkbox"/> Pending	_____
Library	<input type="checkbox"/> Clear <input type="checkbox"/> Pending	_____
Chief Flight Instructor	<input type="checkbox"/> Clear <input type="checkbox"/> Pending	_____
Chief Ground Instructor	<input type="checkbox"/> Clear <input type="checkbox"/> Pending	_____
Administrative Office	<input type="checkbox"/> Clear <input type="checkbox"/> Pending	-
TOTAL OUTSTANDING		_____

FINAL CERTIFICATION

Based on the above clearances, it is certified that:

- Mr./Ms. _____ has NO DUES from any department of IGRUA and all formalities have been completed.
- Mr./Ms. _____ has outstanding dues of INR _____ as detailed above, which must be cleared before release of original documents.

DOCUMENTS TO BE RELEASED

The following original documents deposited at admission shall be released upon clearance of all dues:

- Educational Certificates: _____
- Mark Sheets: _____
- Caste Certificate (if applicable)
- [Other documents]: _____

Status: Released on _____ Held pending clearance

This No-Dues Certificate is valid for the purpose of exit formalities and release of documents only.

Issued by:

Signature: _____

Name: _____

Designation: _____

Date: _____

Official Seal of IGRUA

CHECKLIST FOR TERMINATION PROCEEDINGS

File No.: IGRUA/_____

Trainee Name: _____

Trainee No.: _____

Instructions: Tick (✓) when completed. Mark (X) if not applicable. Ensure all steps completed before final termination order.

PHASE 1: PRELIMINARY STAGE

S. No.	Action Item	Done	Date	Remarks
1.1	Incident/complaint reported	<input type="checkbox"/>		
1.2	Initial report documented	<input type="checkbox"/>		
1.3	Preliminary facts verified	<input type="checkbox"/>		
1.4	Prima facie case established	<input type="checkbox"/>		
1.5	Category of offence determined (A-F)	<input type="checkbox"/>		Cat: ____
1.6	Prelim Review Committee constituted	<input type="checkbox"/>		
1.7	Review Committee meeting held	<input type="checkbox"/>		
1.8	Decision to proceed with termination	<input type="checkbox"/>		

PHASE 2: SUSPENSION (IF APPLICABLE)

S No.	Action Item	Done	Date	Remarks
2.1	Suspension order issued	<input type="checkbox"/>		
2.2	Trainee informed	<input type="checkbox"/>		
2.3	Training activities ceased	<input type="checkbox"/>		
2.4	Access restrictions implemented	<input type="checkbox"/>		
2.5	Hostel status decided	<input type="checkbox"/>		<input type="checkbox"/> Stay <input type="checkbox"/> Vacate
2.6	Stipend status (if sponsored)	<input type="checkbox"/>		<input type="checkbox"/> With <input type="checkbox"/> Without

PHASE 3: SHOW-CAUSE NOTICE

S No.	Action Item	Done	Date	Remarks
3.1	Show-Cause Notice drafted	<input type="checkbox"/>		
3.2	All charges clearly stated	<input type="checkbox"/>		
3.3	Evidence documents enclosed	<input type="checkbox"/>		
3.4	Legal vetting done	<input type="checkbox"/>		
3.5	Approved by Director	<input type="checkbox"/>		
3.6	Served by hand delivery	<input type="checkbox"/>		
3.7	Served by email	<input type="checkbox"/>		
3.8	Served by Registered Post	<input type="checkbox"/>		
3.9	Copy to parent/guardian	<input type="checkbox"/>		
3.10	Copy to sponsor (if applicable)	<input type="checkbox"/>		
3.11	Acknowledgment received	<input type="checkbox"/>		
3.12	10 working days given for reply	<input type="checkbox"/>		Due:

PHASE 4: TRAINEE'S REPLY

S No.	Action Item	Done	Date	Remarks
4.1	Reply received within time	<input type="checkbox"/>		<input type="checkbox"/> Yes <input type="checkbox"/> No
4.2	Extension requested	<input type="checkbox"/>		<input type="checkbox"/> Granted <input type="checkbox"/> Not
4.3	Reply filed	<input type="checkbox"/>		
4.4	Documents submitted reviewed	<input type="checkbox"/>		
4.5	Personal hearing requested	<input type="checkbox"/>		<input type="checkbox"/> Yes <input type="checkbox"/> No
4.6	If no reply: ex-parte decision noted	<input type="checkbox"/>		

PHASE 5: DISCIPLINARY COMMITTEE

S No.	Action Item	Done	Date	Remarks
5.1	Disciplinary Committee constituted	<input type="checkbox"/>		
5.2	External expert included (if required)	<input type="checkbox"/>		
5.3	Terms of Reference issued	<input type="checkbox"/>		
5.4	First meeting held	<input type="checkbox"/>		
5.5	All documents examined	<input type="checkbox"/>		

5.6	Evidence assessed	<input type="checkbox"/>	
5.7	Witnesses examined (if any)	<input type="checkbox"/>	Count: ____
5.8	Personal hearing conducted	<input type="checkbox"/>	Date: _____
5.9	Trainee's defense heard	<input type="checkbox"/>	
5.10	Proceedings recorded	<input type="checkbox"/>	<input type="checkbox"/> Audio <input type="checkbox"/> Video
5.11	Site visit (if required)	<input type="checkbox"/>	
5.12	Expert opinion sought	<input type="checkbox"/>	Type: _____
5.13	Completed within 21 days	<input type="checkbox"/>	

PHASE 6: COMMITTEE REPORT

S No.	Action Item	Done	Date	Remarks
6.1	Committee report drafted	<input type="checkbox"/>		
6.2	Findings on each charge	<input type="checkbox"/>		
6.3	Analysis of evidence	<input type="checkbox"/>		
6.4	Trainee's defense considered	<input type="checkbox"/>		
6.5	Mitigating factors noted	<input type="checkbox"/>		
6.6	Aggravating factors noted	<input type="checkbox"/>		
6.7	Recommendations clear	<input type="checkbox"/>		
6.8	All members signed	<input type="checkbox"/>		
6.9	Submitted to Director	<input type="checkbox"/>		
6.10	Within 3 days of inquiry completion	<input type="checkbox"/>		

PHASE 7: DIRECTOR'S DECISION

S No.	Action Item	Done	Date	Remarks
7.1	Committee report reviewed	<input type="checkbox"/>		
7.2	Additional clarification (if needed)	<input type="checkbox"/>		
7.3	Legal advice obtained	<input type="checkbox"/>		
7.4	Decision made	<input type="checkbox"/>		<input type="checkbox"/> Terminate <input type="checkbox"/> Other
7.5	Reasons recorded	<input type="checkbox"/>		

7.6 Decision within 7 days

PHASE 8: TERMINATION ORDER

S No.	Action Item	Done	Date	Remarks
8.1	Termination order drafted	<input type="checkbox"/>		
8.2	All mandatory components included	<input type="checkbox"/>		
8.3	Financial implications calculated	<input type="checkbox"/>		
8.4	Legal vetting done	<input type="checkbox"/>		
8.5	Signed by Director	<input type="checkbox"/>		
8.6	File number assigned	<input type="checkbox"/>		
8.7	Effective date mentioned	<input type="checkbox"/>		
8.8	Right to appeal mentioned	<input type="checkbox"/>		

PHASE 9: SERVICE OF ORDER

S No.	Action Item	Done	Date	Remarks
9.1	Hand delivery attempted	<input type="checkbox"/>		
9.2	Acknowledgment obtained	<input type="checkbox"/>		
9.3	Email sent to registered ID	<input type="checkbox"/>		
9.4	Registered Post dispatched	<input type="checkbox"/>		Ref: _____
9.5	Speed Post dispatched			

DECLARATION BY TRAINEE

I, _____ **[Cadet's Name]**, S/o or D/o _____

[Father's Name], Trainee No. [____], enrolled in _____ course at IGRUA, hereby:

1. Acknowledge that I have received, read, and understood the **Termination Policy for Flight Cadets**.
2. Understand the grounds for termination enumerated in Section 4 and the procedures outlined in Sections 5-7.
3. Am aware of the financial implications of termination as per Section 6.
4. Acknowledge that I have been explained the **Zero-Tolerance offences** (Category A) that lead to immediate termination without appeal.
5. Understand that prolonged stay beyond 36 months in hostel and training beyond 36 months may lead to termination proceedings.
6. Undertake to abide by all provisions of this policy, IGRUA Code of Conduct, and DGCA regulations.
7. Agree to jurisdiction of Courts at Raebareli/Lucknow, UP for any disputes.

Date: _____

Trainee's Signature: _____

Place: IGRUA, Fursatganj

Name: _____

Parent/Guardian's Signature: _____