



इन्दिरा गाँधी राष्ट्रीय उड़ान अकादमी
INDIRA GANDHI RASHTRIYA URAN AKADEMI
भारत सरकार नागर विमानन मंत्रालय के अधीन स्वायत्त निका
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File Ref: IGRUA:DO:2026:298

23 January 2026

DIRECTIVE: IGRUA/DO/01/2026

Subject: Implementation of Systemic Improvements in Procurement, Recruitment, and Administrative Processes at IGRUA

1. Following comprehensive reviews and vigilance recommendations, IGRUA has identified and implemented critical systemic improvements across procurement, recruitment, and administrative functions to enhance transparency, efficiency, and compliance with Government of India guidelines.

2. Procurement Process Enhancements

2.1 Review and Updation of Procurement Guidelines. The existing procurement guidelines in IGRUA have been comprehensively reviewed and updated to ensure full compliance with Government of India mandates, including:

- General Financial Rules (GFR) 2017 and subsequent amendments.
- Manual for Procurement of Goods, Services & Works issued by Department of Expenditure.
- Make in India guidelines for domestic and global tenders.
- Public Procurement Policy for Micro and Small Enterprises (MSEs).

2.2 Standardisation of Procurement Documentation. The following standardisations have been incorporated across all procurement stages:

- Eligibility Criteria. Standardised technical specifications for all categories of procurement.
- Bid Evaluation Process. Implementation of systematic evaluation methodology covering technical and financial assessment parameters.
- Incorporation of Make in India Guidelines. Mandatory inclusion of domestic preference clauses in all tender documents as per applicable government orders.
- Execution Standards. Standardized contract execution procedures, performance monitoring mechanisms, and quality assurance protocols.

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2.3 Transparency Measures

- (a) Wide circulation of tender notices through multiple platforms including IGRUA website, print media, and e-procurement portals.
- (b) Clear specification of evaluation criteria, timelines, and decision-making process in tender documents.
- (c) Regular monitoring and documentation of procurement activities.

3. Recruitment and Contractual Appointment Reforms

3.1 Standardization of Eligibility Criteria. For all contractual appointments at IGRUA, the following standardizations have been implemented:

- (a) Qualification Requirements. Post-specific educational qualifications aligned with job responsibilities and industry standards.
- (b) Experience Criteria. Clearly defined relevant work experience requirements for each position level.
- (c) Age Limits. Rational age criteria established for different categories of positions, ensuring compliance with government norms while attracting suitable talent.

3.2 Video Recording of Interview Proceedings. All interviews are being video-recorded and recording is preserved for 90 days.

3.3 Enhanced Verification Procedures. Verification protocol has been established for all sensitive post holders like CGI, CFI, CI, QM, etc.:

- (a) Character and antecedent verification through appropriate agencies
- (b) Category certificate verification (where applicable)
- (c) Medical fitness certification as per job requirements

3.4 Wide Advertisement and Participation. In order to ensure maximum outreach and participation from eligible candidates across the country, all job vacancies are published through:

- (a) IGRUA official website and
- (b) Leading print media (national newspapers)

4. Asset Management and Disposal Procedures

4.1 Regular Review of Movable and Immovable Assets. Systematic review mechanisms have been established for:

- (a) Land and properties owned by IGRUA

- (b) Vehicles and transportation assets
- (c) Electrical stores and equipment
- (d) Stationery and consumable items
- (e) Other movable assets

4.2 Timely Disposal of Obsolete Items. Disposal committees have been constituted with clear timelines for:

- (a) Identification of obsolete, unserviceable, or beyond economical repair items
- (b) Assessment and categorization of assets for disposal
- (c) Execution of disposal through appropriate channels (auction, scrap dealers, etc.)
- (d) Documentation and accounting of disposed items

4.3 Compliance with Environmental and Safety Norms. All disposal activities are conducted in compliance with environmental regulations and safety standards, particularly for hazardous materials and electronic waste.

3. Implementation and Monitoring

3.1 All concerned departments and officials are directed to:

- (a) Implement these systemic improvements in their respective areas with immediate effect.
- (b) Ensure compliance during all procurement, recruitment, and administrative activities.
- (c) Maintain proper documentation of processes and decisions.
- (d) Report any deviations or challenges to competent authority.

3.2 Periodic Review. The Director, IGRUA shall ensure periodic review of these systemic improvements and their effectiveness through:

- (a) Quarterly compliance reports from department heads
- (b) Internal audit and vigilance reviews
- (c) Feedback mechanism from stakeholders
- (d) Continuous improvement based on evolving guidelines and best practices

3.3 Training and Capacity Building. All officials involved in procurement, recruitment, and asset management shall undergo regular training on:

- (a) Updated government guidelines and rules

- (b) Best practices in public administration
- (c) Use of technology and e-governance tools
- (d) Ethics and integrity in public service

4. **General Instructions**

- (a) These technical instructions shall be brought to the notice of all concerned officials and employees for strict compliance.
- (b) This Technical Instruction will be effective from the date of issue and supersedes all previous instructions inconsistent with these provisions.
- (c) All Technical Instructions and circulars issued by IGRUA are available on the IGRUA website (www.igrua.gov.in) under the section: **Home → About Us → Circulars & Orders.**
- (d) Any clarification or suggestion regarding these instructions may be communicated to the Administration Department, IGRUA.

5. **Conclusion.** The implementation of these systemic improvements demonstrates IGRUA's commitment to transparency, efficiency, and good governance. All stakeholders are expected to cooperate in the successful implementation of these measures, thereby strengthening the institutional framework of the Akademi.

Air Commodore Vipul Singh AVSM VM (Retd)
Director IGRUA

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